

FROM THE DIRECTOR

Dear Colleagues

Thank you to all those who have responded to our newsletter survey. We will publish the results in the April edition.

You would be aware that Student Financials have been busy collecting tuition fees for Summer Session and Session 1. Please remind students who may ask you about this that fees are now overdue and should be paid immediately. It is inconvenient to students and administratively costly to activate Denial of Services functionality when this can be so easily be avoided by payment of fees by the due date.

Graduation season is looming fast and volunteers are most welcome. Please contact Mai-Lynda Jackson, m.jackson@unsw.edu.au if you want to be involved, or if you know former staff or alumni who would like to lend a hand at these joyful occasions.

You may have noticed the Student Services golf cart as it zipped (slowly) around the campus taking Student Central services to the students. It has proved very popular with students as the photo (right) demonstrates very well.

Best wishes
Jane Gatwood



INDEX

- Page 1 From the Director
 - Page 2 Student Administration and Records (STAR)
 - Page 3 STAR continued
 - Page 4 Careers and Employment and Accommodation Services
 - Page 5 Student Support Central
 - Page 6 Student Support Central continued
 - Page 7 Student Support Central continued and Counselling Service
 - Page 8 Counselling Service continued
 - Page 9 Counselling Service continued
 - Page 10 Counselling Service continued
 - Page 11 Student Systems & Business Solutions (SSABS)
 - Page 12 SSABS continued
 - Page 13 SSABS continued and Red Bag sighting
-

STUDENT ADMINISTRATION AND RECORDS (STAR)

KEY DATES

MARCH

- Fri 2 2pm – DEADLINE for final amendments to Summer Session 2007 results
7pm – RELEASE of Summer Session 2007 results
Semester 1 2007 payment due date
- Fri 9 DEADLINE for students to add courses to Semester 1 2007 enrolment
DEADLINE to submit Honours, Merit and Distinction recommendations for students completing in Summer Session 2007
- Fri 23 DEADLINE for schools to update Semester 1 2007 examination details on NSS
- Fri 30 DEADLINE for adding students to April – May graduation ceremonies
DEADLINE for students to drop courses to Semester 1 2007 enrolment without academic or financial penalty
CENSUS DATE Session 1

SUMMER SESSION 2007 ASSESSMENT

Summer Session 2007 assessment results were released to students by email and on myUNSW on Friday 2 March.

For further information please contact Kylie Doust on ext 51079 or k.doust@unsw.edu.au

GRADUATIONS

We are now preparing for our largest graduation period of the year with 36 ceremonies scheduled between Friday 16 March and our overseas ceremonies in July. The graduation schedule can be found at:

www.graduations.unsw.edu.au

A reminder that the deadline for adding students to this round of ceremonies is 30 March. Students who have completed after 30 March cannot be guaranteed a place in these ceremonies and may only graduate in Semester 2.

We are in the process of mailing graduation packs to graduands. All information contained in the graduation pack (apart from guest tickets) is also available on myUNSW.

The identifier for potential graduands for Session 1 2007 will be run in mid April.

For further information please contact Veronika Roth on ext 52435 email v.roth@unsw.edu.au or Cedric Poon on ext 58069 email cedric.poon@unsw.edu.au

STAR continued

EXAMINATIONS

Preparations for end of semester examinations for Semester 1 2007 have commenced. Schools are requested to check and update, where appropriate, details of all courses to be examined for Semester 1 2007 by Friday 23 March 2007.

For further information please contact Grant Walter on ext 53086 email g.walter@unsw.edu.au or Keryl Harman on ext 58262 email keryl.harman@unsw.edu.au

ENROLMENT

A meeting to review Semester 1 2007 Advising Day will be scheduled for early May.

For further information please contact Grant Walter on ext 53086 or g.walter@unsw.edu.au or Keryl Harman on ext 58262 or keryl.harman@unsw.edu.au

COMMONWEALTH SUPPORT AND FEES

Student Debt Processing

In 2006 Student Services and Accounts Receivable took a proactive role to identify and reduce student debt. During our investigations we identified a number of students who had been informed that their fees would be waived. All staff should be aware that fees cannot be waived for any reason.

If a School or Program Office believe that fees should not be charged for a particular course, or they wish to make payment on behalf of a student, please contact the Manager, Commonwealth Support & Fees, Dianne Charnley on ext 53087 d.chnrley@unsw.edu.au to discuss the process.

If a School or Program Office has agreed to pay a student's fees, payment should be made through Accounts Receivable by the payment date each Semester. Please note; if fees are not finalised by the census date, the student is assigned a Denial of Services block preventing access to UNSW services.

Summer Session Outstanding Debt

The Denial of Services block has been assigned to students with an outstanding debt. Students have been advised by email and phone that their Semester 1 enrolment will be cancelled if they fail to finalise all outstanding debts by 2 March 2007.

Semester 1 2007

As in previous years, fees are due at the end of week one i.e. Friday 2 March.

For further information please contact Peter Secomb on ext 53157 or Liza McAra on 53119 or email csandfees@unsw.edu.au



CAREERS AND EMPLOYMENT

CAREERS AND EMPLOYMENT ANNUAL REPORT 2006

Last year was an extremely busy one for us and 2007 is shaping up to be even busier. Our 2006 Annual Report is now online at: <http://www.careers.unsw.edu.au/news/Annual%20Report.pdf>

O-WEEK ACTIVITIES

C&E O-Week Stall

Assisted by a team of C&E volunteers, we held a stall throughout O-Week to promote our services to students. See photo below.



C&E at COFA

Ruth Wilcock, along with a student volunteer attended O-Day at COFA. C&E services were successfully promoted and many students expressed interest. In order to address increasing demand from COFA students we are trialling the provision of Individual Assistance sessions at the COFA campus. These will commence in the first week of Session.

First Year Student Workshops

C&E designed and delivered three workshops tailored to first year students. The workshops were advertised in Blitz and on the O-Week timetable. The main message of the workshops is to encourage students to build their employability skills through work experience and extracurricular activities.

UNSW CAREERS EXPO - 26 MARCH 2007

This year the Careers Expo will be bigger than ever... so far we have a record 140 organisations booked in!!! For details visit: <http://www.careers.unsw.edu.au/student/expo/>

ACCOMMODATION SERVICES

Refurbishment of the UNSW student apartments at 46 High St was completed on 23 February. The work has been carried out to a very high standard by the Building contractor, Uniport Construction with thanks also to the Project Manager, Mark Field, UNSW Facilities Management. 19 of the rooms are already let with the remaining 5 rooms currently on offer.

The Accommodation Services team has been processing housing waiting list applications, letting vacant rooms, signing up new tenants, dealing with Listings queries relating to privately rented accommodation as well as processing other general enquiries. This year, we again recruited students living at the apartments to act as 'Buddies' to incoming student tenants, providing them with useful information and assistance.

Of the 230 rooms in the Barker Apartments, only 2 are still to be let. In the Mulwarree Apartments, 17 of the 185 rooms are yet to be let. It is expected that all of these vacant rooms will be allocated during the next two weeks.

The shortage of suitable, affordable rented accommodation in Sydney appears to be having a significant impact on students, particularly those from abroad. A recent email was sent to all UNSW staff to find out if they, or their friends, had rooms which they would like to make available to students on a short or long-term basis. Since the email was sent out, Accommodation Services staff has received 36 expressions of interest.

STUDENT SUPPORT CENTRAL

UAC ADMISSIONS

The team is continuing to process admissions queries from the 2007 intake, credit transfer applications for commencing local students, non-award/cross-institutional applications, UPP and Bridging Course withdrawals and arranging the production of Bridging Courses certificates. We have also recently completed a Deferment Confirmation mail out to the 800 or so applicants who deferred their offer of admission until Semester 1 2008 and we are taking enquiries for mid-year admissions for 2007 (applications open in early April). In addition, UAC and internal publications for 2008 admissions are being finalised. This exercise involves an analysis of the Flexible Entry processes implemented for 2007 admissions in conjunction with Faculties and the refinement of these for 2008.

STUDENT CENTRAL

The Enrolment Support Centre closed on Friday 23 February, after dealing with over 8,700 telephone and face to face enquiries and over 2,700 emails. This equated to around 280 enquiries per day. As expected, the most common query was in relation to navigation of online enrolment, closely followed by students requesting academic advice.

In contrast, Student Central has dealt with over 2,600 face to face enquiries and over 1,400 emails in addition to approximately 3,670 telephone calls, during February alone. The most common queries at Student Central were enrolment assistance, followed by requests for transcripts and other documents.

DIRECT ADMISSIONS

Electronic Communication

The Direct Admissions Office has been successfully 'live' trialling a bulk pdf dispatch mechanism for all admission related correspondence to UNSW applicants. Assuming an applicant has either a valid email address or has applied through a recognised agent, they are now receiving all admissions correspondence electronically in pdf format. As there should be no hard copy requirement for student/agent and Faculty copies of offer letters, the process also reduces paper usage by 66%. The facility has broader use for other areas of Student Services and is an enormous service improvement.

Accept Online for Semester 2 2007

Other client service improvements continue with the earlier opening of online services. This year Accept Online for Semester 2 will open from 19 March - an improvement of a month from the previous year. Online applications for Semester 2, 2008 are also open and are now being processed.

Semester 1, 2007 Admissions

As we still continue to process last minute applications and acceptances, this admissions period is shaping up to be one of the largest in recent memory. Close to 2,000 international undergraduate and postgraduate coursework students have been admitted into the University this cycle, along with 2,400 domestic postgraduate coursework students. The office is concurrently processing applications for four admission periods (Semester 1, 2007 through to Semester 2, 2008) with some applications being received for 2009.

STUDENT SUPPORT CENTRAL *continued***SCHOLARSHIPS AND FINANCIAL SUPPORT****Managing enquiries – a new status list**

We receive a lot of inquiries from students at this time of year to ascertain the progress of their application for a scholarship. To reduce the inquiries directed to our office and to assist the students we encourage them to view the 'status list' for 2007 scholarships on our website, which shows that a scholarship is either 'in progress' or 'awarded'. The list is updated each Friday.

<http://www.scholarships.unsw.edu.au/home.html>

http://www.scholarships.unsw.edu.au/Scholarships_Awarded_PDF.pdf

New Scholarships – “the Triple A”

This year the University introduced a new scholarship, the **Academic Achievement Award (a.k.a. The Triple A)** valued at \$4,000 (a one-off payment). The award was established by the University to encourage academically gifted local Higher School Certificate students from NSW and ACT High Schools to undertake undergraduate study at UNSW.

An Academic Achievement Award (AAA) comprises:

- The presentation of a Nomination Certificate to each AAA nominee
- A single payment of \$4,000 upon following confirmation of enrolment at UNSW

Principals were asked to nominate their School's top student, based on the average of available academic results for years 11 and 12.

We have had a great response and 166 students have accepted their offer at UNSW. A welcome reception was organised by Marketing Services and held on Friday 2 March in the Council Chambers, hosted by Prof Tony Dooley, President of the Academic Board.

Scientia 2007

A similar event was held on Tuesday 27 February to welcome the **2007 Scientia Scholars** (see the link to our website with details of the Scientia Scholarship)

http://www.scholarships.unsw.edu.au/future/undergrad_local/general/Scientia.html

Professor Fred Hilmer, Vice-Chancellor welcomed the students and encouraged them to make the most of the student life here at UNSW. The students met with their Academic Mentors and the 2006 Scientia Scholars who would act as their Student Mentors. The list below shows the programs these students have elected to study:

3972	Advanced Science	2
3400	Arts	1
3502	Commerce	2
3529	Commerce / Science	1
3715	Engineering / Commerce	1
3735	Environmental Engineering / Science	1
3802	Medicine	2
3952	Optometry	1
4463	Science (ADFA)	1
4703	Art Theory / Law	1
4733	Commerce / Law	8
4760	Arts / Law	3
4770	Science / Law	1
	Total	25

STUDENT SUPPORT CENTRAL continued

Scholarships and Financial Support continued

Staffing updates

Miranda Chan is on extended leave until the end of May. During this time we have enlisted the assistance of Michael Bowen, who has considerable experience with scholarships, to look after the Faculties of Business and Law and several other equity and UNSW wide scholarships. Michael joins us on 12 March. If you have an urgent enquiry in the interim, please contact Andrew Tucker ext 53598 or Janette Murdoch ext 53101.

COUNSELLING SERVICE

compass
PROGRAMS



Helping Students Stay on track
<http://www.counselling.unsw.edu.au/index.htm>

So what do you do when there are no students around during the “break”? How many times have you been asked that question in the last few weeks!

Our Senior Counsellor Martin Healy says he has an answer to that common question frequently asked of staff as they arrive in search of a coffee at the library coffee cart during January and February.

Martin who is also the Peer Mentoring @ UNSW Coordinator and manages the Counselling Service/Compass Programs planning for workshops and seminars has this reply: “Well while some of our colleagues catch their breath before the onslaught the rest of us are kept pretty busy!”

Martin was especially busy as you will see from his report on the mentoring and outreach programs.

Senior Counsellor, Martin Healy, reports on Compass Programs outreach activities for Jan/Feb

The Counselling Service aims to provide students with a series of opportunities to support them achieving their personal best and to develop skills that are beneficial personally, academically, and of value in their career path/s. Consequently a strong component of our service delivery model is our Outreach Program of workshops and seminars. This series of workshops and seminars also allows us to reach many more students than we could if we only offered 1-1 counselling appointments.

Peer Mentoring@ UNSW Program

During January and February the majority of the training of Mentors for 2007 took place. From 24 January to 22 February we trained 350 mentors from across all Faculties. The training involved a full day, some of which were held on weekends, covering Introduction to Mentoring, Communication Skills, Ethics & Self Care, and Working in Groups.

This year saw the introduction of a number of new mentoring programs. The Faculty of the Built Environment, (Planning) with the help of their student advisory group recruited a number of volunteers keen to be Mentors. Actuarial Studies through ASOC also began a new mentoring program this year. Medicine, after an absence of a few years while their new structure caught up, has reintroduced their mentoring program for first year students. A large proportion of new students to UNSW now have the opportunity of being involved in mentoring programs as they make the transition to university. About 3,000 commencing students across the campus (including COFA) have taken that opportunity this year.

COUNSELLING SERVICE continued

Outreach: Workshops and Seminars

January and February is also the time when we plan and develop our Outreach programs. During Session 1 this year we will be conducting over 150 hours of workshops, covering such topics as: *Managing Fear and Anxiety; Low Mood; Relaxation and Meditation; Stress and Time Management; Making the Most of Your Memory; Skills for Relationships; Beating Procrastination; Using your Creativity; Enhancing your Relationship with Supervisor; and Phoenix Rising (Improving your Academic Standing)*. Many of our workshops are targeting specific student cohorts. For example: first year and commencing students, honours year students, postgraduate research and coursework students, and students not in good academic standing.

In the lead up to the new academic year we have already run a number of workshops for students attended by 53 students (*Phoenix Rising Workshop* for students not in good academic standing and *Achieving Your Goals*). The Service has also provided an orientation to the role of Academic Advisors for staff new to that role. Counsellors have also provided training to residential college staff from Shalom and New College to assist them to be proactive in identifying and supporting students at risk and we will be providing the same *Students at Risk* workshop training for 90 *Contact* volunteers in the coming weeks.

Many students have already registered for participation in one of 6 treatment programs focusing on *Managing Fear and Anxiety* and the initial psychological assessment for suitability for inclusion in these programs is underway for workshops starting in Weeks 3 and 7. Students participating in these workshops give permission for their assessment and follow-up questionnaires to be used in a research project being conducted by counsellor Natalie Glaser, as part of a PhD candidature. These workshops are being facilitated by counsellors Louise Shepherd, Cindy Nour and Joyce Chong and the research project is comparing the effectiveness of treatment for anxiety via Cognitive Behavioural Therapy or Acceptance and Commitment Therapy as delivered via a group treatment program.

Individual Counselling: Activity report 2 January - 28 February 07

Since the start of the year the Counselling Service has delivered 459 occasions of service (individual counselling sessions or follow-up or attendance at a workshop) to 302 different students (compared with 212 in Jan/Feb 2006) yielding an average of 1.6 occasions of service per student.

Reviewing the statistics gathered on the types of concerns presented by the students reveals a complex picture of academic, situational, relationship, mood disturbances, psychological and mental health issues or coping with other health problems or managing the impact of a disability whilst studying. Most students present with at least two of these areas of concern requiring concurrent attention. Our data shows: academic or vocational issues (enrolment confusion, program choice, motivation, supervision concerns) were presented by 112. The consequences of difficult life situations (financial, accommodation, employment) were of concern for 30 of the 302 and another 85 had distress caused by relationships. Psychological factors (eating disturbance/disorders, mood disturbance, anxiety, mental health problems or personality) were experienced by 160 of the 320 students.

Well that's what we did during the "break"!!

Our **CAMPUS CARE** program encourages you to give us a call if you have a concern about a student or student issue and speak to Annie, Martin, Penny or your Faculty contact counsellor. See over for a staff list and Faculty contacts for this Session.

COUNSELLING SERVICE continued

Counselling Service Staff

Session 1 2007

Director

Annie Andrews

Senior Counsellors

Martin Healy and Penny Shores

Full time Counsellor

Cindy Nour

Part time Counsellors

Julie Grove, Wayne Gillespie, Laura Kampel, Michelle Holdsworth, Joyce Chong, Joanne Azzopardi, Rina Baterna-Daluz, Heather Hayes and Louise Shepherd

Office Coordinator

Georgina Barratt-See

Part time Receptionist

Godette Haggart

Counselling Service Faculty/Unit Contacts

Session 1, 2007

Faculty	Staff member
COFA	Laura Kampel, Penny Shores
Arts & Social Sciences	Cindy Nour, Rina Baterna-Daluz, Joanne Azzopardi
FBE	Penny Shores, Michelle Holdsworth
Law	Heather Hayes, Annie Andrews
Science	Michelle Holdsworth, Julie Grove
Engineering	Louise Shepherd, Martin Healy
Medicine	Annie Andrews, Julie Grove
Business	Wayne Gillespie, Joanne Azzopardi
Foundation Studies	Joyce Chong, Rina Baterna-Daluz, Heather Hayes
NIDA	Wayne Gillespie
Institute of Languages	Annie Andrews
Nura Gili	Martin Healy, Penny Shores, Annie Andrews

Counselling Service: **Kensington** ext 55418 and **COFA** ext 50733
 General email address: counselling@unsw.edu.au

**Achievement of Personal Best – Tip Sheets for students**

The Counselling Service will produce a series of tip sheets for students this year. If you would like our sheets for students in your Faculty/School, or are able to place sheets on your School notice board, please contact Georgina on ext 55418 or via counselling@unsw.edu.au to be included on the distribution list.

These tip sheets will also be posted on the Counselling Service website: <http://www.counselling.unsw.edu.au/> The sheets will be authored by counsellor Cindy Nour and the topic of the first tip sheet is *Achieving Your Goals in 2007* with the next in the series focusing on *Time Management*.

DVD used in O-Week - Your Feedback Please

How well did the DVD (produced by the Arc), highlighting student services at UNSW and used at the Faculty Welcomes, in the eSpot and at Student Central during O-Week get, the necessary information across to the commencing students? Student Services would welcome your feedback to include in our review process and planning for next year. Please forward your comments to Annie Andrews ext 55418 or email a.andrews@unsw.edu.au by 9 March.

COUNSELLING SERVICE continued

Student Services Reference Group - Notice of meeting

The first meeting for 2007 will be held on **19 March, 12.30 - 1.50 pm** in the Council Chambers.

The Student Services Reference Group (SSRG) meetings provide an opportunity for students to raise issues, ask questions and to have input to the student experience at UNSW and in particular to influence their experience of Student Services and student support opportunities provided by UNSW.



The aims of the SSRG are:

- To promote dialogue with students around the student experience at UNSW and to identify unmet needs for student support
- To promote dialogue with students around their experience of student support initiatives, events and services offered at UNSW
- To promote dialogue with students about UNSW policies, procedures etc that carry a potential to impact on the student experience and/or student support
- To enhance student support across the student life cycle at UNSW

If you would like to attend a meeting of the SSRG please contact ssrg@unsw.edu.au The SSRG has its own website at <https://www.my.unsw.edu.au/student/Staff/ssrg/home.html>

Counselling Service - Career and Professional Development

In late 2006 OSDS advised the availability of staff scholarships for up to \$2000 for general staff wishing to undertake further accredited training through a registered training organisation in 2007. The CS Office Coordinator, Georgina Barratt-See was delighted to receive a scholarship of \$2000 to study the Certificate IV in Workplace Assessment and Training at Ultimo TAFE. Georgina has a career plan and has finalised her undergraduate degree and completed a Masters in Education Administration whilst she has been working at the Counselling Service. This scholarship will allow her to further enhance her qualifications in line with her career plan and to further develop her facilitation and training skills. Georgina began her study on March 1st and will conclude in late July.

Conditionally Registered Psychologists Supervisory Placements

'Professional' supervision for psychologists has a large role in both initial training and ongoing delivery of psychological services especially counselling and psychotherapy. During 2007 the Counselling Service counsellors (who are all registered psychologists) will be completing the recently introduced compulsory training for supervisors as required by the NSW Psychologists' Registration Board. This professional training will allow the Service to continue providing supervision for psychologists in training (usually the final workplace placement before graduation or full registration). Our intern program provides additional professional development opportunities for the Service counsellors and the interns who, while working at the service, contribute to our work with students in accordance with their skill level and placement requirements. We expect to provide an intern program for at least three interns this coming Session. Each intern is supervised closely by one of the counsellors and the entire intern placement program is coordinated by Senior Counsellor, Martin Healy.

To receive the UNSW Student Services Newsletter, please email
unswstudentservices@unsw.edu.au

STUDENT SYSTEMS AND BUSINESS SOLUTIONS (SSABS)

Timetabling Update – Term Planning in progress for Session 2

With our first timetable under our belts (almost) and some hard earned but valuable lessons behind us, the time has come to start focusing on planning for the Session 2 timetable. We believe that both School/Faculty and central timetabling staff should feel proud of their achievements in implementing the Session 1 timetable. A huge amount of effort was involved on all sides in coming to grips with new systems, processes and ways of working, and we appreciate the effort and support of all involved. That's not to say we didn't encounter our share of hitches, surprises, difficulties and annoyances. However, it would be fair to say our first implementation compared well to the experience of universities who've gone before.

A memo will be sent in early March to timetablers via the nss-student email explode list. It includes a reminder about key dates and activities for Session 2 2007 timetabling. Also included with the memo is a very handy little reckoner, **myUNSW Term Planning – snares, common problems, good ideas, even better ideas...**. This draws on lessons learned from our Session 1 experiences and has been put together to supplement the "[myUNSW Term Planning Guide](#)". It is provided to assist School staff in reviewing their term planning data for "gotchas" before the final submission deadline on 16 March.

Session 2 Timetable – Key Dates

Date	Event
Friday 9 March	CFCC Review deadline
Friday 16 March	Term Planning deadline Staff availability forms due (change of circumstance or new staff)
Friday 27 April	Provisional Session 2 timetable published
Friday 11 May	Final Session 2 timetable published
Monday 21 May	Session 2 enrolments commence
August	Probably about time for a holiday....

2008 Academic Calendar – Major Reform

The Vice-Chancellor has approved a new academic calendar to be introduced for the 2008 academic year, based on two standard teaching periods of 12 weeks. The calendar changes were discussed and noted by the Academic Board at its November 2006 meeting.

The dates have now been finalised and the 2008 academic calendar can be found online at <https://my.unsw.edu.au/student/resources/AcademicCalendar.html>

SSABS continued**2008 Academic calendar continued****Key Features**

- 3 Terms (or administrative periods) - Term 1, Term 2, and Summer Term
- 12 week standard teaching period within Term 1 and 2
- Session 2 O-Week available for scheduled activities such as Engineering Week
- 2 x 6-week teaching periods within Term 1 and 2, paralleling the 12 week teaching period
- 8 week summer teaching period within Summer Term divided into 2 x 4 week periods conducted before and after Christmas – New Year
- 2 x 4-week teaching periods within Summer Term, paralleling the 8 week teaching period
- Ability to offer courses within the shorter teaching periods
- Teaching in all courses to be conducted within the start and end dates defined for each teaching period
- Students to enrol by Term for each of Term 1, Term 2, and Summer Term.
- Fee, enrolment and census dates to be set for each teaching period (students fees and charges to be determined by teaching period)
- DEST reporting by teaching period
- Shortened examination period (subject to confirmation that space and other requirements can be met)
- Shortened assessment period (subject to confirmation that assessments – including receipt and release of results – can be completed in a reduced window)
- Earlier scheduling of graduation ceremonies (subject to confirmation that students can be completed earlier)

Further Information

A mini-website has been established in myUNSW at <https://my.unsw.edu.au/unsw/Calendar.html>
The website will be used to communicate news and information about the implementation of the Calendar to the University community.

A memo was recently sent to Deans and Heads of Schools outlining some of the key activities to implement the changes. Further advice will be provided to Faculties, Schools and administrative units shortly. In the mean time, enquiries may be directed by email to: calendar@unsw.edu.au

myUNSW Services for Faculty, Academic and Advisor Staff

A number of services have been developed and made available through myUNSW recently that will assist academic staff and advisors. Many staff in Faculties and Schools may not currently have access to view a Teaching Schedule, Course Rosters, Class Rosters, Advisor Statements, etc. The accompanying image (over page) of the myUNSW Academic Admin Tab shows many of the available services. Other student and academic administration, and HR, services will be released throughout 2007.

Item continued over page

myUNSW Services for staff continued

Heads of School or managers may request access to these services on behalf of academic and advisory staff using a new, simpler form - **myUNSW Access Multiple Staff**. Staff with access to myUNSW employee self-service facilities are already authorised to use myUNSW, so individual signatures are not requested. The second page of the form sets out the terms and conditions of use, and this should be copied and disseminated to those for whom access is requested.

SSABS continued

THE UNIVERSITY OF NEW SOUTH WALES

myUNSW

Home My Staff Profile **Academic Admin**

You are logged on as Malone Watt

:: Services for Lecturers

View my..
 Teaching Schedule
 Course/Class Roster
 Class Utilisation
 Scheduled Exams

:: Student & Academic Admin

Course Catalogue
 Term Planning
 Class Maintenance
 Class Enrolment Management
 Class Timetable
 Class Search
 Class Utilisation
 Online Handbook

:: Services Centre

Student ID: [Advanced Search](#)

Details: Academic Statement

:: Teaching Schedule

Summer Semester 2007

You have no classes scheduled for this term.

You can access the form directly at: https://my.unsw.edu.au/student/Staff/NSS_access.pdf. Completed forms should be faxed or mailed to The Security Administrator, UNSW IT Servicedesk, (see form for details). Further information can be obtained from Jennifer Nixon in SSABS, email j.nixon@unsw.edu.au or ext 53233.

RED BAGS AT ENROLMENT DAY, ADFA

