

# UNSW Student Services Newsletter

Issue thirty seven, March '08

## FROM THE DIRECTOR

Dear Colleagues,

Welcome to the 2008 Academic Year.

Week Zero has been a busy period for Student Services with impressive attendances at myStart and reStart seminars. Congratulations also to Arc@UNSW and their Yellow Shirt volunteers for another successful O-Week. It is good to see lots of enthusiastic, happy faces on campus for the start of Semester 1.

Wishing you all a happy and safe Easter.

Best wishes

Jane Gatwood

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## SUMMARY OF KEY DATES

### MARCH

3 March	Week Zero commences
7 March	Enrolment Support Centre closes
	Deadline for students to add courses for T1
	Grade Lapse process will commence
10 March	Start of Week One
16 March	Payment deadline for T1 and T1A fees
21 March	Public Holiday – Good Friday
24 March	Public Holiday – Easter Monday
21-30 March	Recess
28 March	DEADLINE for schools to update Semester 1 2008 examination details on NSS
31 March	Census Date for T1 and T1A
	Graduation Ceremonies commence for 2008

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## STUDENT SUPPORT CENTRAL

### DIRECT ADMISSIONS

While the team finishes up with last minute processing for this semester, our attention now focuses on mid-year with a surface-level comparative picture looking as follows:

#### Semester 2 2008 as at 3 March 2008

##### Postgraduate Domestic

Applications 383                      Offers 191                      Acceptances 34

##### Postgraduate International

Applications 3014                      Offers 2113                      Acceptances 38

##### Undergraduate International

Applications 697                      Offers 467                      Acceptances 17

#### Semester 2 2007 as at 3 March 2007

##### Postgraduate Domestic

Applications 323                      Offers 183                      Acceptances 32

##### Postgraduate International

Applications 1930                      Offers 1088                      Acceptances 22

##### Undergraduate International

Applications 551                      Offers 268                      Acceptances 9

Comparative statistics for second semester are likely to start being distributed from April. To be added to the distribution list please email Ken Bright at [k.bright@unsw.edu.au](mailto:k.bright@unsw.edu.au).

### UAC ADMISSIONS

The team is continuing to process admissions queries from the 2008 intake, credit transfer applications for commencing local students, non-award/cross-institutional applications, UPP and Bridging Course withdrawals and arranging the processing of results and 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 2009 and are taking enquiries for mid-year admissions for 2008 (applications open in early April). In addition, UAC and internal publications for 2009 admissions are being finalised.

## ACCOMMODATION SERVICES

As part of a coming documentary about student life, SBS this week filmed a student signing her tenancy agreement with Accommodation Services for a room at the UNSW Mulwarree Apartments. The crew also filmed the student moving into the apartment block and being introduced to her flat mates. We will let you know when the program is to be screened.

With assistance from the UNSW Publicity Unit, Accommodation Services has produced posters and flyers to promote a greater awareness of the services we provide to UNSW students and staff. Posters will be on display around the University campus in the coming weeks.

The introduction of the new UNSW unified housing website has been further delayed. It will now act as a 'gateway' site and will have a series of links to the websites of each of the UNSW housing service providers, including the six colleges and Accommodation Services Central. The new site is likely to be online from the week commencing 3 March 08.

## STUDENT SYSTEMS AND BUSINESS SOLUTIONS (SSABS)

### Course Cancellation Deadline has passed for Semester 1 2008

The Academic Board has determined that the deadline for cancellation of courses for a teaching period is one full week before the commencement of a teaching period. For Teaching Periods 1 and 1A in Semester 1 the date was Sunday 2 March.

Late applications to cancel a course for Teaching Periods 1 and 1A must be made in writing to the DVC (Academic) via Sarah Thomson, Scheduling and Academic Requirements Unit: [s.thomson@unsw.edu.au](mailto:s.thomson@unsw.edu.au). The application should include a brief justification for the cancellation request.

In cases where the course to be cancelled had enrolled students the cancellation will be reported to the Academic Board.

Further information is on the Academic Calendar Reform page on myUNSW at: <https://my.unsw.edu.au/unsw/Calendar.html>

### New Version of Eccles Available – Upgrade now to Version 2.4

A mandatory upgrade to Eccles v2.4 is now available. All users should discard all previous Eccles workbook/markbook versions and download Eccles V2.4 (February 2008).

**Earlier Eccles versions do not handle the full range of teaching period codes.  
All Eccles users must upgrade to the latest version. Burn your old copies!**

The new Eccles:

- Handles new teaching period codes properly
- Handles imports more reliably
- Is compatible with Excel 2007
- Includes a new markbook feature: markbooks show the section IDs of all classes that a student has enrolled in.

As of Eccles v2.4, Eccles downloads and supporting documentation has moved to the UTES (User Training, Education & Support) pages within myUNSW. To access the page(s):

- Log into myUNSW
- Click on the "Academic Admin " tab
- Click on the "User Training, Education & Support (UTES)" link on the left side of the page, in the section "Student & Academic Admin"
- On the UTES page, select "Assessment Results Processing".
- On the "Assessment Results Processing" page, select "Assessment Processing via Eccles". All files and documentation (including updated Reference Card for Eccles V2.4) are located there.

## STUDENT ADMINISTRATION AND RECORDS (STAR)

### ENROLMENTS & STUDENT CENTRAL

The Enrolment Support Centre (ESC) will close on Friday 7 March. The ESC has been very busy these last few weeks with in-person assistance helping new students through the admissions and enrolment process. Student Central will resume the ESC function once it closes. The Golf Cart has also been out on tour helping students find their way and linking them to the right services between the bouts of rain!

Thank you to all our fabulous casuals who have helped us through the summer period at both the ESC and Student Central. This is our largest peak of the year and without our dedicated team we – and many more students - would be lost! Their patience and commitment to helping our students is marvellous, as is their ability to make sugar snacks vanish into thin air!

So a very special THANKYOU to: Amirah, Brenton, Boon, Brian, Elena, Emma, Franky, Dave, Dominic, Gordana, Greta, John, Kevin, Kim, Kristy, Meaghan, Nelson, Patrick, Sobana, Stephanny, Stephen, Sulabh, Susan, Tahir, Tyler and Winston.

And also a big thanks to our Student Central regulars for ensuring that the ESC and Student Central staff are smiling and that everything happens as it needs to while the phones ring, queues get bigger, emails explode and processing piles up! Linda, Mike, Mark & Jonathan.

If you have feedback regarding the ESC or Academic Advising Day please contact Veronika Roth [v.roth@unsw.edu.au](mailto:v.roth@unsw.edu.au), so we can improve for next semester and this time next year.

### COMMONWEALTH SUPPORT AND FEES

#### Semester 1 2008

Statements for Semester 1, 2008 are now available for all enrolled students. Students must log on to myUNSW to check their enrolment details are correct and access their payment options.

Fees for Semester 1 (Teaching Period One and Teaching Period One – A (T1A) are due by **Sunday 16 March, 2008**

For further information please contact Peter Secomb on ext 53157 or Liza McAra on 53119 or email [csandfees@unsw.edu.au](mailto:csandfees@unsw.edu.au).

### EXAMINATIONS

Preparations for end of semester examinations for Semester 1 2008 have commenced. Schools are requested to check, and update where appropriate, details of all courses to be examined for Semester 1 2008 on myUNSW by **Friday 28 March 2008**.

Requests for preferential scheduling of exams can be made via myUNSW or email: [exams@unsw.edu.au](mailto:exams@unsw.edu.au). Please note that due to scheduling constraints arising from the new academic calendar, we may not be able to meet requests for preferential scheduling in Semester 1 2008.

Information about examinations is available at:

<https://my.unsw.edu.au/student/academiclife/assessment/examinations/SchoolsExamProcessing.html>

For further information please contact Grant Walter on ext 53086 or [g.walter@unsw.edu.au](mailto:g.walter@unsw.edu.au)

## STAR continued

### ASSESSMENTS

#### Summer Term 2008 assessment

Summer Term 2008 assessment results were released to students by email and on myUNSW on Friday 28 February.

#### Grade Lapse process

As you may already be aware from recent notifications on myUNSW and the *Low Down* the deadline to finalise withheld results for Semester 2 2007 was Friday 28 February.

The Grade Lapse process will commence from Friday 7 March for Semester 2 2007 and all prior semesters. This process will convert all withheld results (i.e. WD, WC or LE) to a Not Completed (NC) grade.

For further information please contact Michelle Chhuy on ext 51079 or [m.chhuy@unsw.edu.au](mailto:m.chhuy@unsw.edu.au)

### GRADUATIONS

We are now preparing for our largest graduation period of the year with 32 ceremonies scheduled between Monday 31 March and our overseas ceremonies at the end of July. The graduation schedule can be found at: [www.graduations.unsw.edu.au](http://www.graduations.unsw.edu.au)

A reminder that the deadline for adding students to this round of ceremonies was 15 February. It is important for staff to contact the Graduations Office immediately if there are students that are not yet completed for this round of graduations. The deadline for Summer Term students to be added to ceremonies is 1 April. Summer Term students will be allocated to this round of ceremonies but this is likely to be to the reserved ceremonies for Semester 1, depending on the current size of the relevant ceremonies. The dates for the reserved ceremonies can be found on the schedule. Any students who are completed after 1 April cannot be guaranteed a place in this round of ceremonies and may be allocated to a Semester 2 graduation ceremony.

We will shortly be mailing graduation packs to graduands. All information that is in the graduation pack (apart from guest tickets) is also available on the graduations website. For further information please contact Ben Carthy on ext 51768 or [b.carthy@unsw.edu.au](mailto:b.carthy@unsw.edu.au) or Mai-Lynda Jackson on ext 51152 or [m.jackson@unsw.edu.au](mailto:m.jackson@unsw.edu.au)

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## COUNSELLING SERVICE

### Counselling Services for students

At the UNSW Counselling Service confidential counselling appointments and drop-in options are available free of any charge for students enrolled at UNSW. These services are provided by registered psychologists with clinical and/or counselling psychology experience. Students can arrange to attend an initial half hour Drop-in (no appointment required) with options available for reserving on the day (Mon-Fri), or book up to two weeks ahead to see a counsellor in an initial half hour InTake appointment. See [www.counselling.unsw.edu.au](http://www.counselling.unsw.edu.au) for more details about the services we offer.

## COUNSELLING SERVICE continued



### Achieving your Personal Best

**Achieving your personal best** is the umbrella concept under which the service will be providing student focussed 'help yourself' information and workshops targeting skills development related to academic and personal enhancement.

Counselling Service and Compass Programs activities covered by this overarching banner include:

#### Student Development Workshops

Students can participate in the **achieving your personal best** workshop offerings that will be offered during Semester 1. These workshops are designed to assist students enhance their general graduate attributes skill sets and to enhance their academic achievement. Topics covered include: time management, communication in specific contexts, managing procrastination, improving stress management, skills for overcoming anxiety, depression, and many others.

#### Back on Track

**Back on Track** is a support program targeting undergraduate students who are not in good academic standing (on Referral or Probation and students who have returned from a period of Suspension or Exclusion), and for students who feel that they could have done better in their studies. The *Back on Track* program will also include the option of meeting with a Back on Track advisor who can help tailor an individual student's *Back on Track* plan as well as a 'touch base' a couple of times each Semester to assist with any emerging progress issues. Check out the *Back on Track* website for a more detailed review of the Back on Track Program. See [www.backontrack.unsw.edu.au](http://www.backontrack.unsw.edu.au)

### UNSW Peer Mentoring program

UNSW Peer Mentoring program has had its busiest period ever, with over 600 mentors trained to assist first year students in their adjustment to study at UNSW. This year almost all first year students have the opportunity to elect to have a mentor. The new Peer Mentoring website [www.peermentoring.unsw.edu.au](http://www.peermentoring.unsw.edu.au) is now in operation and is used by all the stakeholders in the Peer Mentoring @ UNSW programs.

### Academic Advising at UNSW

See [www.counselling.unsw.edu.au/Academic\\_advising/index.htm](http://www.counselling.unsw.edu.au/Academic_advising/index.htm)

All feedback about this resource supporting academic advising at UNSW is very welcome and should be addressed to Annie Andrews email [a.andrews@unsw.edu.au](mailto:a.andrews@unsw.edu.au) or phone extn 55418.

Additional Workshops for Academic Advisors have been run during January and February and further workshops will be offered in May and June.

Academic Advisors can also access the self paced online version of this workshop. See: [http://www.counselling.unsw.edu.au/Academic\\_advising/Staff\\_resources.htm](http://www.counselling.unsw.edu.au/Academic_advising/Staff_resources.htm)



## CAREERS AND EMPLOYMENT

Careers and Employment staff have recently been quoted in the Sydney Morning Herald. Eva was quoted in *My Career* on 23 February by Professor Jim Bright of the Australian Catholic University. In reference to the Chaos Theory, Jim emphasised the importance of 'keeping tabs' on subtle changes in a person's life. Jim quoted evidence from Eva's research that people tend to have a bias to think career-related changes are typically negative and dramatic. However, this is not often the case in reality. Rather than spending much of our careers trying to predict and avoid negative changes, we should continually monitor the small and positive changes in our lives and act on the ones that really matter to our career.

Taye was quoted in *The Graduates' Guide* on 1 March, encouraging students to develop their employability skills by getting involved in extra-curricular activities. Taye suggested many students only focus on seeking full time, paid, work experience, but potential employers will consider any and all experience students may have, whether it is full-time, part-time, temporary, vacation work or volunteer experience. Students' ability to demonstrate their skills and personal qualities is crucial to their success in the recruitment process and their future career.

### 21st Annual Careers Expo on Thursday 10 April at the Randwick Racecourse

Over 140 organisations are already booked in with over 150 expected to participate! C&E's team of volunteers are now peppering the campus with promotion about the Expo, Information Sessions, and C&E's range of Career Education services, such as workshops and individual assistance. Look out for their bright pink t-shirts! Further information on the Expo is available at: <http://www.careers.unsw.edu.au/student/expo/>

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## ADFA@UNSW REDBAG SIGHTING ... SEAWORLD, GOLDCOAST

