Discussion Paper – Online Unit Changes

On line Change of Enrolments for 2007

Students will be changing their unit enrolment online in 2007.

Following the last SIMS Stakeholders Reference Group (SSRG) meeting on Thursday 28 September reservations were voiced as to the timing for students to change their unit enrolment online.

This concern relates to the when this functionality will be available to students in 2007 and the ability of Faculties / Schools to effectively and efficiently manage these changes throughout the busy periods of January and February 2007.

In light of this, two issues are provided for discussion:

1. The timing as to when current students who have re-enrolled for 2007 are first able to change their unit enrolment following the 2006/2007 Christmas and New Year break; and
2. The ongoing ability for students to change their unit enrolment leading up to the commencement of first semester and to end of the 3rd week.

1. The timing as to when current students are first able to change their enrolment following the 2006/2007 Christmas and New Year break.

It was previously suggested that online changes to unit enrolment be available to students from mid January 2007. However, at the SSRG it was clear that given the volume of work arising from the re-enrolment process at the end of 2006 this date is less than ideal. A date at the end of January was offered as a more suitable date, Monday 29 January 2007.

2. The ongoing ability for students to change their enrolment leading up to the commencement of first semester and to end of the 3rd week of semester 1.

The SIMS team are able to turn student access to online change to unit enrolment “on and off”. This allows several possibilities and I provide two scenarios without prejudice that were raised at the SSRG.

Scenario 1
For convenience let us assume that continuing enrolled students are permitted to change their enrolment online from January 29, 2007. This window could be left open for two weeks until 9 February and then suspended for one week to allow Faculty administration to assess any unit changes.

Following this one week suspension, online change to unit enrolments would again be available from 19 February 2007 and continue until the end of the third week of Semester 1 for unit additions, and the census date for withdrawal from units.
Scenario 2
Alternate to scenario 1 the other option is for online change to unit enrolments to continue uninterrupted from January 29 until the end of the third week of Semester 1 for unit additions, and the census date for withdrawal from units.

Other Issues
With the first scenario there are various non standard semesters that may be included in the exclusion periods for online change to unit enrolment. However, apart from the Summer teaching period, the majority of these units relate to postgraduate students.

The postgraduate cohort can be separated from the undergraduate cohort and from the regime available to undergraduate students. This means that postgraduate can be allowed to continue to change their online unit enrolment subject to normal restrictions throughout any exclusions imposed on undergraduates. Therefore the ability of postgraduate students to change their unit enrolment online can be made available from when we return from the Christmas / New Year break.

Assuming scenario 1, and in the event that an undergraduate student must change their enrolment - either prior to January 30, or during this one week suspension to online access, they would do so by paper at Student Administration.

Therefore a remedy is available to manage postgraduate online change to enrolment consistent with our business process but undergraduate changes will require a separate process during those periods that online access is unavailable.

Outcome
A timeframe for allowing change to unit enrolments will need to be agreed upon. Once this agreement is reached we at Student Administration will publish this on our website and send out communication / posters to relevant stakeholders.

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