

ADMISSIONS UNIT – STUDENT ADMINISTRATION AND SYSTEMS

Work instructions for configuring Applicant Portal course offering availability



This document provides instructions on how to configure course offerings for Applicant Portal (AP) availability in the Callista Course Structure and Planning module.

- For other user documentation go to www.adm.monash.edu.au/admissions/eadmissions-staff/resources.html
- For support in using eAdmissions functionality email support_eadmissions@adm.monash.edu.au or phone ext. 55551

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1. Overview of how to set up an AP course offering

Listed below are the components which must be configured for a course to appear in the Applicant Portal. Continued on the next page are screenshots/instructions on how each of the components is configured.

Component	Configured in	Configured by
A. AP Admission Period availability (Date Alias configuration)	Calendar (Module)	Student Systems
B. Type of Place (other course details)	Course Structure and Planning (Module)	Faculty
C. Course Offering Options (COO): <ul style="list-style-type: none"> ▪ COO Admission Category ▪ COO Admission Calendar Type Restriction ▪ COO Unit Sets (<i>only for courses that need the applicant to select a unit set at the point of admission</i>) 		
D. Course Offering Patterns (COP): <ul style="list-style-type: none"> ▪ The 'Offered' tickbox ▪ Course Offering Pattern Admission Calendar Overrides 		

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2. AP Admission Period availability (Date Alias Configuration)

The default start- and end-dates of an AP admission period provide the availability window, during which courses can be available in the Portal. These default dates are defined by the following date aliases:

AP-APPL-CL	Sets the date on which the admission period ceases to be available in the Portal for all applicants (cannot be over-ridden)
AP-DOM-ST	Sets the date on which the admission period becomes available in the Portal for domestic applicants (can be overridden by date alias overrides)
AP-DOM-CL	Sets the date on which the admission period ceases to be available in the Portal for domestic applicants (can be overridden by date alias overrides)
AP-INT-ST (not used)	Sets the date on which the admission period becomes available in the portal for international applicants (can be overridden by date alias overrides). This alias is not used because we want admission periods to be available to international applicants as early as possible.
AP-INT-CL	Sets the date on which the admission period ceases to be available in the portal for international applicants (can be overridden by date alias overrides)

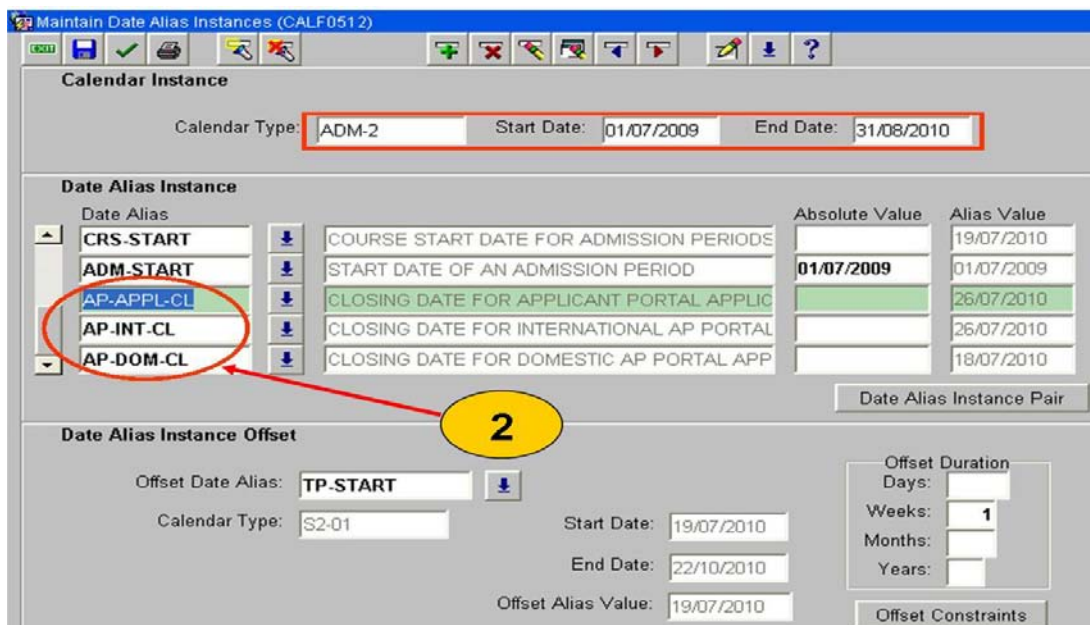
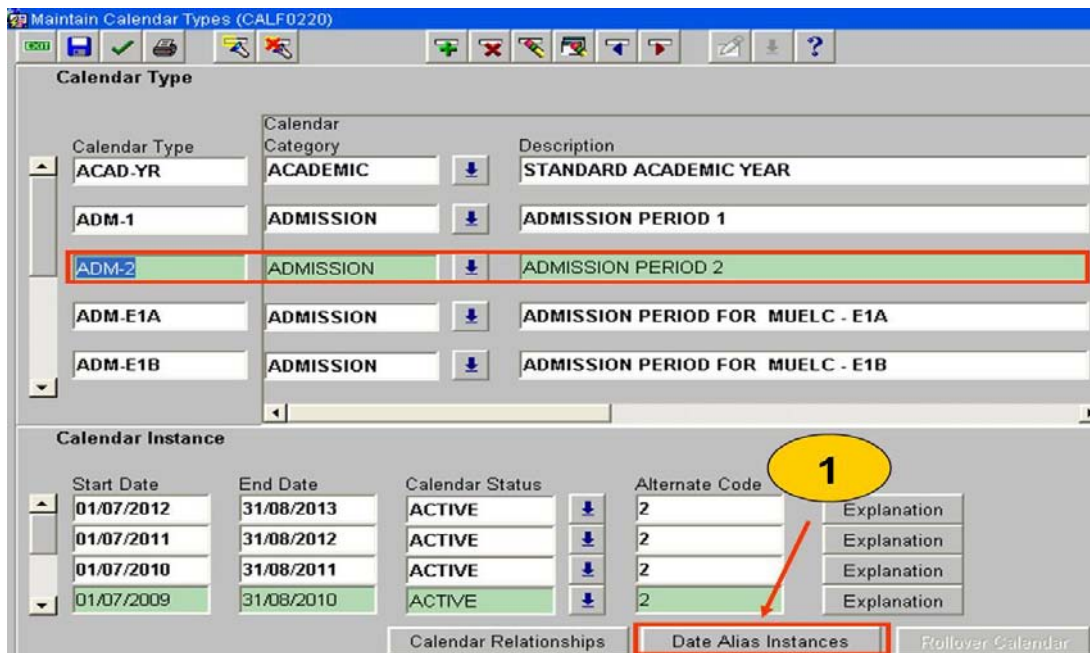
The admission period will be available for applicants in the portal up to the AP-APPL-CL date unless:

- an early date alias is set for domestic applicants (AP-DOM-CL) or international applicants (AP-INT-CL), or
- a date alias override is used to set a different closing date for either applicant group.

No date alias or date alias override can be set later than the final closing date (AP-APPL-CL).

Review date alias configuration to find out the default calendar dates

The dates alias are configured by Student Systems, You can review their configuration in Maintain Date Alias Instances (CALF0512) via Calendars (CALF0220). Shown below is the date alias configuration of admission period ADM-2, 2010:



In the above screenshots, the default dates of ADM-2, 2010 for portal applications are as follows:

- Closing date for all applicant portal applications: 26/07/2010 (defined by AP-APPL-CL)
- End date for international applicants: 26/07/2010 (defined by AP-INT-CL)
- End date for domestic applicants: 18/07/2010 (defined by AP-DOM-CL)

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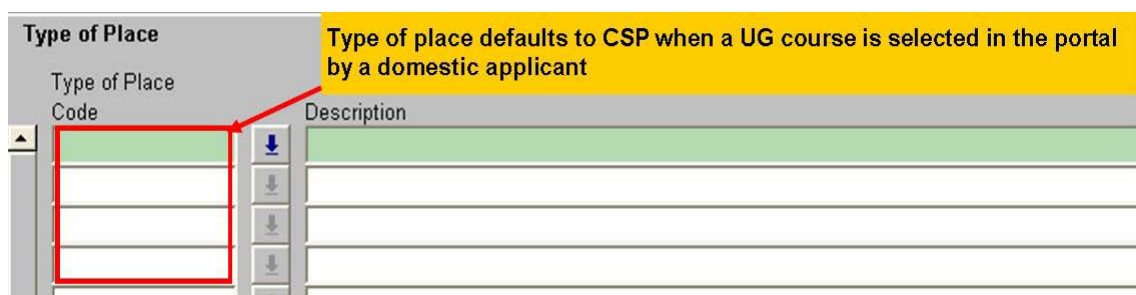
3. Type of Place

Type of place is set up against a course offered via the Portal in Maintain Course Version Type of Place (CRSF1600).

Note: the configuration of type place is only required for domestic applicants. Please do not configure the type of place offering for internationals by adding international to the type of place list in Maintain Course Version Type of Place (CRSF1600). Because internationals can only have a full-fee paying place, the system will give them this type of place by default. Please note, also, that all applicants to campuses outside Australia are classed as international for their AP application. There is no need to set a domestic type of place for Monash South Africa or Sunway COOs.

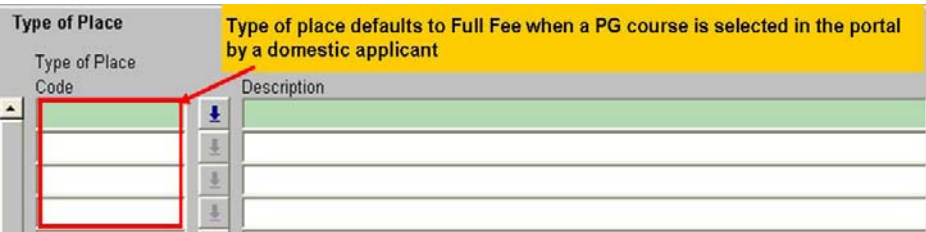
Type of place offering configuration for UG courses:

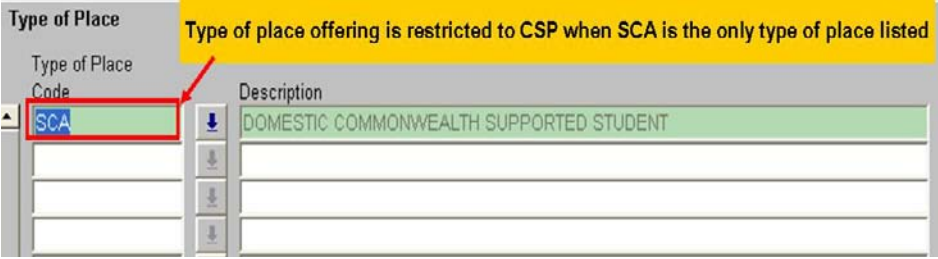

- CSP should be the only type of place offering option for domestic applicants.
- No configuration required as the type of place defaults to CSP each time a domestic applicant selects a UG course in the portal:



Type of place offering configuration for PG courses:

Listed below are the type of place offerings for PG courses and how they are configured:

Type of place offering	How to configure this offering
Full Fee only	<p>No configuration required as the type of place defaults to Full Fee each time a PG course is selected in the Portal by a domestic applicant:</p> 

Type of place offering	How to configure this offering
CSP only	<p>Add SCA to the type of place list in Maintain Course Version Type of Place (CRSF1600) to restrict the type of place offering to CSP in the Portal:</p>  <p>The applicant will see in the Portal that they are being allocated a CSP place, but will not have to choose it.</p>
Full Fee and CSP	<p>Add Full Fee and SCA to the type of place list in Maintain Course Version Type of Place (CRSF1600) to make both type of place offerings available to domestic applicants in the Portal:</p>  <p>Applicants will have to choose the type of place they prefer.</p>

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4. Course Offering Options (COOs):

Each COO can be made available to a particular type of applicant (international and/or domestic) in the Portal by configuring its Admission Categories, Admission Calendar Type Restriction and Unit Sets in Maintain Course Offering Options (CRSF1400).

Note: the AP Domestic/International Avail indicators should be permanently turned OFF.

4.1. Admission Calendar Type Restriction

Admission Calendar Type Restriction controls for which admission calendar type (eg, ADM1/ADM2) a course offering option will be available in the Applicant Portal, to domestic or/and international applicants.

For example: Bachelor of Business, offered at Caulfield, IN, FT, is available via the portal to international applicants for ADM-2 only (and not for ADM-1):

Course Offering Option	
Course Code:	3806
Version Number:	4
Course Status:	ACTIVE
Title:	BACHELOR OF BUSINESS
Calendar Type:	ACAD-YR STANDARD ACADEMIC YEAR
Location Code:	CAULFIELD
Att Mode:	IN
Att Type:	FT
<input type="checkbox"/> Applicant Portal Domestic Availability	
<input type="checkbox"/> Applicant Portal International Availability	

Admission Calendar Type Restriction		Applicant Portal Override Availability	
Admission Calendar Type	Description	Domestic	International
ADM-1	ADMISSION PERIOD 1	NOT-AVAIL	NOT-AVAIL
ADM-2	ADMISSION PERIOD 2	NOT-AVAIL	AVAILABLE

4.2. Admission Category

The Course Offering Option Admission Category (CRSF1320) form allows restrictions of admission categories to be placed on different course offering options and must be completed if the COO is to be made available in the Admissions module as well as in the Applicant Portal. For an application to be transferred from the Applicant Portal to the Admissions module, the appropriate admission category must be available – otherwise there will be a transfer error.

Note: the admission categories must be set up to correspond to the type of place configuration in section 3 above.

In the example shown below, since the type of place offering for the Master of International Business is set up as Full Fee, the configuration of admission category must include PG-FEE. It must also include PG-IS, since international applicants for the course will need this admission category.

Course Code: 2098 Version Number: 10 Course Status: ACTIVE
 Title: Master of International Business

Type of Place

Type of Place Code	Description

Course Offering Option

Course Code: 2098
 Title: MASTER OF INTERNATIONAL BUSINESS
 Calendar Type: ACAD-YR STANDARD ACADEMIC YEAR
 Location Code: CAULFIELD Att Mode: IN Att Type: FT

Admission Category

Admission Category	Description	System Default
PG-FEE	POSTGRADUATE AUSTRALIAN FEE PAYING	<input checked="" type="checkbox"/>
PG-IS	POSTGRADUATE INTERNATIONAL	<input type="checkbox"/>

PG-FEE is set up to correspond to the type of place offering (Full Fee)

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4.3. COO Unit Sets

The Applicant Portal has the ability to present applicants with a list of unit sets available in the course where these are attached to the course offering option (COO). COO unit sets should only be configured where necessary. Applicants are then required to select a unit set at the point of application for admission.

Course Offering Option

Location Code	Attendance Mode	Attendance Type	Forced Location	Forced Att Mode	Forced Att Type	Applicant Portal Avail Domestic	Applicant Portal Avail International	Time Limitation
CAULFIELD	IN	FT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.00
CAULFIELD	IN	PT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.00
MALAYSIA	IN	FT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.00
MALAYSIA	IN	PT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.00
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Enrolment Officer:

In order to appear for selection by applicants in the Applicant Portal, the unit set must be present in the COO Unit Set form (CRSF1282) and must be of a type which has been set to AVAILABLE at a global level (CRSF4120). The type which will be set at a global level is MAJOR. If any other types are required, these will be controlled with overrides.

4.4. Course Offering Patterns (COP):

A course offering pattern allows a course to be available for admission in a particular year in relation to the Course Offering Option characteristics of: Calendar type (ACAD-YR), Location, Attendance, and Attendance Type.

4.4.1. Offered and Entry Point checkboxes

- **Offered checkbox** indicates whether the course offering will be available for admission and enrolment in the selected year.
- **Entry Point checkbox** indicates whether the course offering options is to be made available for admission. This checkbox must be selected for students to be permitted admission into the course (for Portal applicants or for staff data-entry of admission applications).

To make the course offering option available in the admission module and applicant portal for the selected year, both Offered and Entry Point checkbox must be checked.

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4.4.2. Course Offering Pattern (COP) Admission Calendar Date Alias Overrides

If the date aliases of an admission calendar type are not appropriate, the faculty can overwrite these default dates by defining a set of customized start and end dates in Maintain COP Applicant Portal Adm Period Override (CRSF1520).

Listed below are the steps to set the override admission calendar dates against a COP:

- Select the COP and click on 'AP Admission Overrides' tab
- In Maintain COP Applicant Portal Adm Period Override (CRSF1520), select the admission calendar type against which the override dates are to be set. This will populate two pairs of default dates in the 'default' window with one pair indicating default dates for domestic applicants and the other indicating default dates for international applicants.
- Where start and end dates need to be changed, uncheck the 'Use Default' checkbox next to the default dates and define your own start or/and end dates in the 'Override' window.

Location Code	Attendance Mode	Type	Offered	Offering	Entry Point	Pre-en	Assessment Score
CAULFIELD	EX	FT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
CAULFIELD	IN	FT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
CAULFIELD	IN	PT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
CLAYTON	EX	FT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
CLAYTON	EX	PT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Admission Calendar Type	Description	Start Date	End Date
ADM-1	ADMISSION PERIOD 1	01/07/2009	31/03/2010
ADM-2	ADMISSION PERIOD 2	01/07/2009	31/08/2010

	Default	Use Default ?	Override
	Start Date	End Date	Start Date
Domestic Applicants:	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
International Applicants:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Course Transfer Applicants:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Note: an admission calendar type override date cannot be set later than the AP-APPL-CL date. Once the AP-APPL-CL date is reached, the admission period ceases to be available in the Portal regardless of the override dates.

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5. Quick Setup Guide to configure Portal for a course

Task	Callista Form
<p>1. Configure Type of Place for domestic applicants</p> <p><u>Skip this task if the course you will configure is only available to international applicants in the portal.</u></p> <ul style="list-style-type: none"> ▪ Type of place configuration for UG courses: no configuration required ▪ Type of place configuration for PG courses: <ul style="list-style-type: none"> ○ Full Fee offering only: no configuration required ○ CSP offering only: add CSP to type of place list ○ Full Fee and CSP places: add Full Fee and CSP to type of place list 	<p>Maintain Type of Place (CRSF1600)</p>
<p>2. Configure COOs</p> <ul style="list-style-type: none"> ▪ Ensure both Domestic/International Applicant Portal Avail indicators are unchecked ▪ Set Admission Categories. <ul style="list-style-type: none"> ○ Admission Categories should be configured to correspond to the type of place setup in step 1 ▪ Set Admission Calendars to 'Available' or 'Un-avail' as appropriate for a particular Citizenship Type (Domestic or/and International) ▪ Set unit sets only for courses that need the applicant to select a unit set at the point of admission 	<p>Maintain COO (CRSF1400)</p>
<p>3. Configure COP</p> <p>After a COO is configured at step 2, it can be turned ON by configuring the COP:</p> <ul style="list-style-type: none"> ▪ Check the 'offered' checkbox against the selected COP and ensure the entry point checkbox is also checked ▪ Set admission override dates to override the default admission calendar dates for the selected COP if they are not appropriate <p>Note: Admission override dates cannot be set later than the AP-APPL-CL date</p>	<p>Maintain COP (CRSF1500)</p>

6. Frequently performed Tasks for Faculty Data Integrity Officers, and how tos

Listed below are some AP course offering configuration tasks that you may need to complete on a regular basis and instructions on how to complete them:

6.1 I need to turn off CSP offering options for a list of PG courses in the applicant portal.

Instruction: for a PG course to be offered in the portal for Full Fee only, no type of place should be added to the list of type of place in the maintain type of place form (see 1.2 B for more instructions):

The image contains two screenshots of a 'Type of Place' form. The top screenshot is labeled 'Incorrect setup' and shows a table with two rows: 'FULL-FEE' (selected) and 'SCA' (selected). A red box highlights the 'SCA' row with a callout containing the text: 'Incorrect setup: • SCA should be removed as CSP is not offered • No need to add Full Fee as it's the default type of place for PG courses'. The bottom screenshot is labeled 'Correct setup' and shows the same table with the 'FULL-FEE' row selected and the 'SCA' row unselected. A red box highlights the 'FULL-FEE' row with a callout containing the text: 'Correct setup'.

6.2 I need to turn VTAC courses on and off as requested by the Admissions Unit

When should a VTAC course be turned on?

Undergraduate courses for which semester 1 applications are mainly through VTAC may need to have their on-campus COOs turned on for semester 1 domestic applicants if the course is opened for direct applications at the end of the VTAC selection.

These COOs should only remain open to domestic applicants while applications are being received. Then it should be turned off again to ensure that we aren't in breach of the VTAC rules by receiving direct domestic applications for on-campus study a VTAC course.

When turning off domestic COOs for these purposes, be careful not to turn off (a) international applicant availability (including Monash South Africa or Sunway COOs) – these must always be left on; (b) off-campus COOs; (c) mid-year availability where the course intends to have a mid-year intake.

Instruction:

- Go to Admission Calendar Type form (CRSF1350) via Maintain COOs form (CRSF1400), select the admission calendar and update the Applicant Portal Override Availability to 'AVAILABLE' or 'NOT-AVAIL' as appropriate.

Admission Calendar Type Restriction			
Admission Calendar Type	Description	Applicant Portal Override Availability	
		Domestic	International
ADM-1	ADMISSION PERIOD 1	NOT-AVAIL	AVAILABLE
ADM-2	ADMISSION PERIOD 2	NOT-AVAIL	AVAILABLE

If you are turning a VTAC course ON, make sure the COPs are switched ON for the year (they should already be on if the COO is open for any admissions at all)

Course Offering Pattern											
Location Code	Attendance Mode	Type	Offered	Confirmed Offering	Entry Point	Pre-enrol Units	Enrollable	SSE Avail	OLA Avail	Entry Minimum	Assessment Scores Guaranteed
CAULFIELD	IN	PT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLAYTON	EX	FT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLAYTON	EX	PT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLAYTON	IN	FT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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7. Trouble-shooting

The possible problems with AP course offering configuration, and the actions to take, are as follows.

Problem: My course has extended admission periods therefore I set override dates for the offered COPs in maintain COP form however the admission periods are still not appearing in the portal (screenshot 4.1)

Applicant Portal Admission Period Override				
Admission Calendar Type	Description	Start Date	End Date	
ADM-1	ADMISSION PERIOD 1	01/07/2010	31/03/2011	

I have set override dates for ADM-1, 2011 but it's still not showing in the portal. Why?

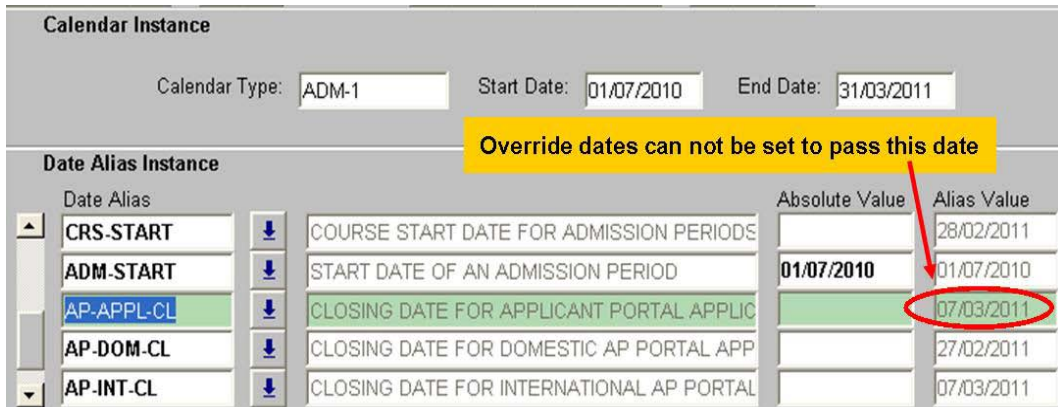
	Default		Use Default ?	Override	
	Start Date	End Date		Start Date	End Date
Domestic Applicants:	01/06/2010	27/02/2011	<input type="checkbox"/>	01/06/2010	31/03/2011
International Applicants:		07/03/2011	<input checked="" type="checkbox"/>		

(Screenshot 4.1)

Diagnose: Override dates will not be effective if they have passed the AP-APP-CL date.

Action:

- a) Find out the AP-APP-CL date of the admission calendar in Maintain Date Alias Instance (CALF0512) which can be accessed via Maintain Calendar Types (CALF0220).

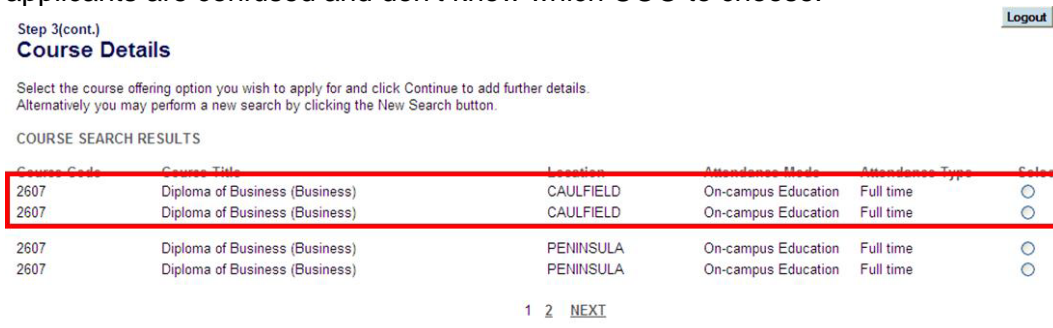


(Screenshot 4.2)

- b) For override dates to take effective, they must not pass the AP-APPL-CL date.

In screenshot 4.1, the override end date is ineffective since it's later than the AP-APPL-CL date from screenshot 4.2. In cases like this, please contact the eAdmissions Support Team for consultation on the possible resolution. (It may be that you need to use a different admission calendar.)

Problem: Courses are displayed in the portal with duplicate COOs as shown in screenshot 4.3 – applicants are confused and don't know which COO to choose:



Screenshot 4.3

Diagnose: The AP availability for the COO in the expired course version has not been turned off (shown below). This means that although the course version is end dated, its COOs will still be available in the Portal if they have not been explicitly made unavailable.

Action: Turn off the AP availability off for the COO in the expired course

Admission Calendar Type Restriction			
Admission Calendar Type	Description	Applicant Portal Override Availability	
		Domestic	International
ADM-1	ADMISSION PERIOD 1	NOT-AVAIL	AVAILABLE
ADM-2	ADMISSION PERIOD 2	AVAILABLE	AVAILABLE
ADM-SPRING	ADMISSION PERIOD SPRING (INCLUDES SUMM	AVAILABLE	AVAILABLE

Please remember to turn off AP Avail for COOs of the expired version

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Problem: My faculty assessor received applications for admission periods such as ADM-GE5A, ADM-WNTP, and ADM-SUM etc. for a course which should be offered for ADM-1 and ADM-2 only. For example, an online application for Bachelor of Commerce for ADM-SPRING arrived at the Faculty.

Diagnose: Due to the selection of the Applicant Portal Avail Domestic checkbox, all admission periods including non ADM-1 and AMD-2 periods were made available in the portal.

Action: Remove Applicant Portal Avail Domestic tick – the Applicant Portal Avail Domestic and International checkboxes should always remain unchecked.

Course Offering Option									
Location Code	Attendance Mode	Attendance Type	Forced Location	Forced Att Mode	Forced Att Type	Applicant Portal Avail Domestic	Applicant Portal Avail International	Time Limitation	
CLAYTON	IN	FT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10.00	
CLAYTON	IN	PT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10.00	

AP Avail Domestic and International checkbox should remain unchecked

8. Audit your configuration

The MRS report to assist you to review your data configuration is the MRS/Course Structure and Planning/Course Offering Patterns incl Applicant Portal Available Indicator report. When you run this report:

- a) Set parameters – the recommended setting for the two key parameters is:
 - Offered Indicator (select 'Y')
 - Availability via Applicant Portal (leave at the default – 'N' for Domestic and International))

Academic Year: 2010 2010

Campus: (all) AU-PERTH BERWICK CAULFIELD CLAYTON

Course Code:

Offered Indicator: Y (Values are 'Y' and 'N')

OLA Available: (all)

Display Admission Categories: N

Citizenship Type

Display Citizenship Type column: N

Choose Citizenship Type: (all)

Availability via Applicant Portal

Domestic: N

International: N

Prog Period

Course Responsible Org Unit: (all) 50000561 - Faculty of Arts 50000562 - Faculty of Art and Design 50000563 - Faculty of Business and Economics 50000564 - Faculty of Education

- b) Run the report. In the resulting Excel worksheet, select/highlight the heading row and from the Data menu, select Filter/Autofilter.
- c) From the header cell of the column entitled "ADM_PERIOD_AVAILABILITY", use the dropdown filter list to select "(NonBlanks)".

The ADM_PERIOD_AVAILABILITY will show the COOs that have one or more admission calendars available in the portal.

- d) Copy the whole worksheet and paste it into a second worksheet, just for the COOs with admission calendars available.
- e) By running the report to include COOs that aren't available to domestic/international online applicants, you can also use it to look for courses that should be available but are not.

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- For other user documentation go to www.adm.monash.edu.au/admissions/eadmissions-staff/resources.html
- For support in using eAdmissions functionality email support_eadmissions@adm.monash.edu.au or phone ext. 55551