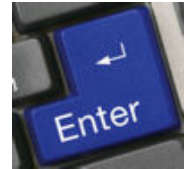




MONASH University



Student Systems

User Guide

eAdmissions

Late Enrolment Support Module

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Date: 17 December 2007

Version No.: 1.4

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1 Late Enrolment Support – Callista Process

The purpose of this document is to assist Callista users who have view / update / insert access to the Late Enrolment Support Module (LESM).

Late enrolment requests are submitted by prospective Monash University students who are unable to attend enrolment on their scheduled date.

The LESM enables authorised staff to view and process existing late enrolment requests, to add new requests, and maintain supporting forms. Late enrolment request reporting is available via the Monash Reporting System (MRS).

1.1 Accessing the Late Enrolment Support Module (LESM)

1.1.1 Callista Forms – Enter and Process Requests, Maintain Details

Only Callista users with the appropriate security privileges have access to the LESM forms:

1. MADM_MI_ADMIN
2. MENR_VIEW

From the Student Information System (SIS) main menu the Late Enrolment Support Module is accessible from the Admissions ⇒ Late Enrolment Requests menu.

The specific forms for the LESM are as follows:

- Maintain Late Enrolment Requests (EADF0004)
- Maintain Late Enrolment Dates (EADF0003)
- Maintain Late Enrolment Decision Codes (EADF0001)
- Maintain Late Enrolment Request Reason Codes (EADF0002)

1.1.2 Monash Reporting System – Run Reports

The following Late Enrolment reports are available on the Admissions menu of the Monash Reporting System, and are described in more detail in a later section of this User Guide:

- Late Enrolment Dates by Course
- Late Enrolment Dates by Course Type Group
- Late Enrolments Granted
- Late Enrolment Requests

2 Maintain Late Enrolment Requests

Please note: View only access does not allow any changes to information displayed in this form.

2.1 About the Form

This form enables authorised Callista users to view existing late enrolment requests, to update existing requests, and to add new requests.

1. Person Block

2. Application Instance Block

3. Late Enrolment Request Block

Period	Course	Org Unit	Location	Attend		
2008/2	0727	BNURS	50001003	GIPPSLAND	IN	FT

Received Date	Requested Enrol Date	Reason	Sent to OU Date	Approved Enrol Date	Applicant	Decision Date	
07/12/2007	28/02/2008	COND-UNMET	07/12/2007			FWD-OU	07/12/2007

Comments
Request forwarded to the Faculty for approval.

2.1.1 Person Block

Read only form, opens in query mode. Records can be found via this block using Person ID, surname and given names, or via the Find Person button, which opens the Find Person form.

2.1.2 Application Instance Block

Read-only table displaying course application(s) for the person identified in the Person Block.

2.1.3 Late Enrolment Request Block

This section displays late enrolment dates and the history of previously entered late enrolment requests – if any – in the context of the course application instance selected in the Admission Course Application Instance block.

New requests can be entered, and existing requests may be updated here.

2.2 Using the Form

The form opens with the Person Block in query mode. When the applicant is identified via the Person Block, their application instance(s), current late enrolment requests and late enrolment requests' history is displayed.

2.2.1 Rules

2.2.1.1 Form Fields – Late Enrolment Request Section

Received Date	Defaults to current date, can be edited if request is entered retrospectively.
Requested Enrolment Date	Should be entered for future reference.
Request Reason	Compulsory field, value can be selected from a list of values.
Sent to Organisational Unit Date	Only enter if the request is forwarded to the faculty / organisational unit for decision making.
Approved Enrolment Date	Compulsory to enter, if the request is granted.
Applicant Notified Date	Compulsory to enter for requests granted, rejected, where further information is requested from the applicant.
Decision	Compulsory, values can be selected from the list of values.
Decision Date	Compulsory, defaults to current date.
Comments.	Text entry, not compulsory (field length 4000 characters).

2.2.1.2 Validation Rules

- Received Date <= Sent to Organisational Unit Date <= Applicant Notified Date
- If the status of a late enrolment request is granted, refused or cancelled, the request becomes read only.

2.2.2 Enter/update Requests – Update / Insert Access

In entering/updating requests, refer to the date limits in the first three fields of the Late Enrolment Request block.

2.2.2.1 Enter a New Request

- 1) Find the person via the Person block.
- 2) Select the course application instance for which the new late enrolment request needs to be entered.
- 3) Late enrolment dates associated with this application instance will display under the Late Enrolment Request sub-block title.
- 4) Put your cursor in the Received Date cell of the next blank row of the Late Enrolment Request block (add new row if necessary by using the F6 key or the Add Record Callista tool). Today's date is displayed by default as the Received Date. Change this date if the record is entered retrospectively.
- 5) Enter details of the late enrolment request and select the appropriate Decision option from the drop-down menu.
- 6) Record the date on which the applicant is notified of the decision or on which the applicant is requested to provide more information.

2.2.2.2 Update an Existing Request

- 1) Find the person via the Person block.
- 2) Select the course for which the late enrolment request needs to be updated.
- 3) Find the relevant late enrolment request and enter the updates.
- 4) Change the request status if appropriate
- 5) Record the date on which the applicant is notified of the decision or on which the applicant is requested to provide more information.

2.2.2.3 Saving Changes

Changes can be saved via the usual Callista methods: ie., the Save button, the F10 key, selecting Save from the menu, or by opting to save changes when exiting the form.

3 Maintain Late Enrolment Dates

Please note: View only access does not allow any changes to information displayed in this form.

3.1 About the Form

This form enables authorised staff to enter Late Enrolment Date limits as specified by faculties and other organisational units. Date limits entered via this form are displayed on the Late Enrolment Request Form, and are used for decision making on individual requests.

1. Academic Calendar & Admission Period

2. Campus & Course Type Late Enrolment Dates

3. Course Specific Late Enrolment Dates

3.1.1 Academic Calendar and Admission Calendar

The Academic Calendar and Admission Calendar can be identified in this part of the form either by selection from list of values, or by typing in values.

The Enrolment Period Ends date denotes the date by which late enrolment requests are accepted¹ unless other periods for authorisation of late enrolment requests are specified for a course type or course lower down on the form.

¹ **Please note:** conditions of late enrolment request acceptance are not considered in this document beyond the application of late enrolment dates as specified by organisational units.

3.1.2 Campus and Course Type Group Late Enrolment Dates

Late enrolment dates are entered in this part of the form based on Organisational Unit, Campus and Course Type Group: eg, all students enrolling at the Faculty of Medicine Nursing and Health Sciences for Caulfield campus undergraduate courses are to have specific late enrolment date limits for any / all of the categories Enrolment Period, IRS Approval and/or Organisational Unit Approval.

3.1.3 Course Specific Late Enrolment Dates

Late enrolment dates are entered via this part of the form based on Organisational Unit, Campus and specific Course: eg, all students enrolling in the Honours Degree of the Bachelor of Arts (Clayton campus) are to have specific late enrolment date limits that are different from the late enrolment date limits set higher on the form, for any / all of the categories Enrolment Period, IRS Approval and/or Organisational Unit Approval.

3.2 Using the Form

The form opens in query mode. The query function retrieves the next set of late enrolment dates.

3.2.1 Rules

3.2.1.1 Form Fields

Academic Calendar	Compulsory, select from list of values, or type in.
Admission Calendar	Compulsory, select from list of values, or type in.
Enrolment Period Ends	Compulsory date entry in DD MM YYYY form. Date must be between admission start and end dates for the academic calendar and admission calendar specified.
Organisational Unit	Compulsory field. The owner of the course for which late enrolment date limits are entered. Can be selected from the list of values, or value can be typed in.
Campus	Compulsory field. Value can be typed in or selected from the list of values.
Course Type Group	Compulsory field. Value can be typed in or selected from the list of values.
Course	Compulsory field. Value can be typed in or selected from the list of values.
Enrol Period Ends	Compulsory date field denoting last date up to which all late enrolment requests are accepted.

IRS Approval Ends	Compulsory date field denoting last date up to which the IRS has authority delegated from the organisational unit to accept late enrolment requests.
Organisational Unit Approval Ends	Compulsory date field denoting last date up to which the organisational unit will consider late enrolment requests.

3.2.1.2 Validation Rules

- Dates must be in DD MM YYYY format.
- Chronological order of dates applies as follows:

Enrolment Period < IRS Approval < Org. Unit Approval
Ends date = Period Ends date = Period Ends date

3.2.2 Retrieve Specific Existing Late Enrolment Records – View / Insert / Update Access

- 1) Select or enter the appropriate academic calendar and admission calendar.
- 2) Click query.
- 3) Existing records will be displayed in all three parts of the form.

3.2.3 Add New Records – Insert / Update Access

- 1) Check to ensure the form displays the correct academic calendar and admission calendar.
- 2) Add new dates by putting your cursor in the next blank row of the relevant data form. If no blank rows exist, use the Add Record button, or the F6 key.
 - a. Find – use the list of values, or type in the organisational unit's code, the campus and the course type. (The correct value for graduate and postgraduate courses, other than higher degree research courses, is OPG.)
 - b. Enter dates in DD MM YYYY format

3.2.4 Update Existing Records – Insert / Update Access

- 1) Check to ensure the form displays the correct academic calendar and admission calendar.
- 2) Find the record to be updated.
- 3) Update records as required by re-selecting and / or retyping values.

3.2.5 Delete Existing Records – Insert / Update Access

- 1) Check to ensure the form displays the correct academic calendar and admission calendar.
- 2) Find the record to be deleted.
- 3) Click the Delete Record button.

3.2.6 Saving Changes – Insert / Update Access

Changes can be saved via the usual Callista methods: ie, the Save button, the F10 key, selecting Save from the menu, or by opting to save changes when exiting the form.

4 Maintain Late Enrolment Decision Codes

Please note: View only access does not allow any changes to information displayed in this form.

4.1 About the Form

The Maintain Late Enrolment Decision Codes form enables authorised staff to add new decision codes, close (retire) existing decision codes, and to update existing decision code attributes if necessary.

Decision Code	Description	Notify Applicant	System Code	Closed Indicator
CANCELLED	Cancelled without decision	<input type="checkbox"/>	CANCELLED	<input type="checkbox"/>
DELETED	Deleted to correct administrative error	<input type="checkbox"/>	CANCELLED	<input type="checkbox"/>
FWD.OU	Forwarded to organisational unit	<input type="checkbox"/>	PENDING	<input type="checkbox"/>
GRANTD.IRS	Granted by IRS	<input checked="" type="checkbox"/>	GRANTED	<input type="checkbox"/>
GRANTD.OU	Granted by organisational unit	<input checked="" type="checkbox"/>	GRANTED	<input type="checkbox"/>
MO-INF.IRS	More info needed by IRS	<input checked="" type="checkbox"/>	PENDING	<input type="checkbox"/>
MO-INF.OU	More info needed by the organisational unit	<input checked="" type="checkbox"/>	PENDING	<input type="checkbox"/>
REFUSD.IRS	Refused by IRS	<input checked="" type="checkbox"/>	REFUSED	<input type="checkbox"/>
REFUSD.OU	Refused by organisational unit	<input checked="" type="checkbox"/>	REFUSED	<input type="checkbox"/>
SUBST.OFFR	Substitute offer - last available date	<input checked="" type="checkbox"/>	GRANTED	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>

4.1.1 Decision Code & Description

Decision codes and their description are shown in the list of values for late enrolment requests on the Late Enrolment Request Form.

Decision codes

- Show the status of a late enrolment request,
- Show the outcome of a late enrolment request,
- Determine whether a late enrolment request is updatable or not,
- Determine whether the applicant should be notified of the decision or not.

4.1.2 Notify Applicant

If the Notify Applicant check box is ticked for a decision in this form, requests that carry this decision in the late enrolment request form must also have the date entered on which the applicant was notified.

4.1.3 System Code

The System Code will determine whether the late enrolment requests for which the corresponding Decision Code was used are view only, or editable. Only those requests are editable that have a decision code with a Pending System Code – e.g. decisions with codes such as MO-INF-IRS, MO-INF-OU, FWD-OU – are editable, decisions with codes such as GRANTD-OU, or GRANTD-IRS are no longer editable.

4.1.4 Closed Indicator

Decision codes cannot be deleted if they have been used for any late enrolment requests. Obsolete Decision Codes can be retired by checking the Closed Indicator check box.

4.2 Using the Form

The form opens in query mode. When the query button is clicked, the existing late enrolment decision codes are displayed.

4.2.1 Rules

4.2.1.1 Form Fields

Decision Code	Compulsory text field.
Description	Compulsory text field.
Notify Applicant	Optional, only check if this decision must be communicated to the applicant.
System Code	Compulsory, must select an existing option from the list of values.
Closed Indicator	Optional, only check if the Decision Code is obsolete.

4.2.1.2 Validation Rules

- Decision codes cannot be updated if they have been used.
- The maximum length for Decision codes is 10 characters.
- The maximum length for Decision Descriptions is 60 characters.

4.2.2 Add a New Decision Code

- New decision codes are added as new records: ie, by using the F6 key, or by typing the details into next blank row.

4.2.3 Update Existing Decision Code(s)

- Description of decision codes can be updated by retyping the existing text.

4.2.4 Closing Existing Decision Codes

- To close an obsolete decision code, check the corresponding Closed Indicator.

4.2.5 Saving Changes

Changes can be saved via the usual Callista methods: ie, the Save button, the F10 key, selecting Save from the menu, or by opting to save changes when exiting the form.

5 Maintain Late Enrolment Request Reason Codes

Please note: View only access does not allow any changes to information displayed in this form.

5.1 About the Form

Request Reason Code	Description	Closed
COND-UNMET	Difficulty with meeting condition	<input type="checkbox"/>
FAM-DEATH	Death in the family	<input type="checkbox"/>
FAM-SICK	Family member sick	<input type="checkbox"/>
FAM-WDDNG	Wedding of family member	<input type="checkbox"/>
FLITE-LATE	Unable to book earlier flight	<input type="checkbox"/>
FRND-WDDNG	Friend wedding	<input type="checkbox"/>
RELIGION	Religious holiday	<input type="checkbox"/>
STDNT-SICK	Student sick	<input type="checkbox"/>
VISA-DELAY	Delay in obtaining student visa	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

5.2 Using the Form

The form opens in Query mode. When the Query button is clicked, a list of the existing Late Enrolment request reasons is displayed.

5.2.1 Rules

5.2.1.1 Form Fields

Request Reason Code	Compulsory text entry field.
Description	Compulsory text entry field.
Closed	Optional. Only check if the corresponding Request Reason Code is obsolete.

5.2.1.2 Validation Rules

- The maximum length for Request Reason Codes is 10 characters.
- The maximum length of Request Reason Descriptions is 60 characters.
- Request reason codes cannot be updated if they have been used.

5.2.2 Add a New Request Reason

- New request reasons are added as new records via the usual methods: ie, by typing the details into next blank row, or by using the F6 key.

5.2.3 Update Existing Request Reason(s)

- Description of request reasons can be updated by retyping existing text.

5.2.4 Closing Existing Request Reasons

- To close an obsolete request reason, check the corresponding Closed Indicator.

5.2.5 Saving Changes

Changes can be saved via the usual Callista methods: ie, the Save button, the F10 key, selecting Save from the menu, or by opting to save changes when exiting the form.

6 Late Enrolment Reports

The following Late Enrolment reports are available on the Admissions menu of the Monash Reporting System.

6.1 Late Enrolment Dates by Course

This report lists the Course-level Late Enrolment dates for one or more admission periods. These dates control the granting of permission for late enrolments.

Late Enrolment dates are defined at two levels, by Course Type Group, and by Course. Use the separate Late Enrolment Dates by Course Type Group report to show the Course Type Group-level dates.

6.2 Late Enrolment Dates by Course Type Group

This report lists the Course Type Group-level Late Enrolment dates for one or more admission periods. These dates control the granting of permission for late enrolments.

Late Enrolment dates are defined at two levels, by Course Type Group, and by Course. Use the separate Late Enrolment Dates by Course report to show the Course-level dates.

6.3 Late Enrolments Granted

This report lists granted Late Enrolment requests, i.e. lists of new students who will be enrolling late.

The related Late Enrolment Requests report provides more detailed information about all late enrolment requests (not just granted requests), including information about their assessment processing.

6.4 Late Enrolment Requests

This report lists all Late Enrolment requests for the selected parameter values. Request Status can be used to select any combination of PENDING, GRANTED, REFUSED or CANCELLED requests. PENDING requests require assessment; GRANTED requests are agreed late enrolments.

Lists of new students who will be enrolling late can be obtained from this report, or from the simpler Late Enrolments Granted report.