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Results and Progress Update

Results Return Report bug
It was discovered yesterday that the Result Return Report is displaying incorrect numbers and percentages for results with a status of Verified. However, the number and percentages for results with statuses of Entered, Certified and Ratified appear to be correct.

We are working to resolve this issue and will advise you as soon as it has been fixed. In the meantime, you can use the Student Grades Search to check whether specific results have been verified.

Sanction Exemptions
A reminder that SMS-Systems have applied a sanction exemption from the USP Unsatisfactory Progress Sanction for all students who had missing or interim results for second-half year subjects that were certified at close of business on the 3rd of December, and again for students with results that were certified between 5pm on the 3rd of December and 5pm on the 6th of December. This will assist in preventing any students with missing or interim results being included in the progress cycle before their results are finalised.

The result types considered ‘interim’ or ‘missing’ are:

<table>
<thead>
<tr>
<th>Grade Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS</td>
<td>Missing Result</td>
</tr>
<tr>
<td>WXT</td>
<td>Withheld Extension</td>
</tr>
<tr>
<td>S</td>
<td>Withheld Supplementary Exam</td>
</tr>
<tr>
<td>WAF</td>
<td>Withheld Assess TBC</td>
</tr>
</tbody>
</table>

The sanction exemption will prevent a USP sanction from being automatically applied at ratification to any student with a missing or interim result. As a side effect of the USP sanction, some students who have experienced
unsatisfactory progress will not be ratified by the bulk process. An automatic expiry date of 23 January 2011 has been selected for all sanctions. This means that this sanction exemption won’t apply to these students in future progress rounds. Instructions on expiring the sanction exemption once final results are released can be found in the document ‘Ratification and Unsatisfactory Progress - End of Year 2010’: http://www.isis.unimelb.edu.au/__data/assets/pdf_file/0011/375896/Ratification_and_Unsatisfactory_Progress_v2_Final.pdf

The list of students who have received a sanction will be published on the ISIS website tonight, in the Staff Access Section (you will need to login). http://www.isis.unimelb.edu.au/isis_tips/resources

**Tips and Tricks**

**Zooming in and out in the date search.**
When entering dates in a date field, you can use the date picker to select the desired date. If you double click on the month field (which is the second top field in the date picker), you can zoom out to the current year. If you click the year, it will display 12 years at a time and finally, if you click it again it will display 12 decades at a time. To zoom back in, just click on the appropriate grouping and you will go to the next lower level.

**Retrieving data via a ‘Group search’**
If you click on the ‘group search’ (far right magnifying glass icon) to perform a search, placing the cursor is in the Student ID or Study package field before clicking on the group search will ensure that data will be brought across into the search screen for easy retrieval.

**Did You Know About?**
Exiting with a lesser / alternate award (AKA early exits)
A process is currently being documented to support students exiting from their enrolled course with a lesser award. In order to ensure a clear and traceable audit trail record of awards being issued by the University, a full credit history will be recorded under the exit award Study Plan, which will then flow through the Academic Transcript.

The auto-credit function will automatically record credit where there is a match between a subject completed under the original enrolled course, and those included under the exit award structure.

Further information will be available as soon as possible, but staff requiring additional information ASAP are encouraged to contact the ISIS Helpline for advice.

Maximum Leave of Absence allowances
You may have noticed that some students have not been able to apply for Leave of Absence online, and this is because all Merlin-converted Graduate Certificate, Postgraduate Diploma and Masters by Coursework courses had their Leave Allowance set to zero EFTSL (Leave Allowance can be viewed under ‘Limits’ in the Study Package Enquiry screen).

As the Leave of Absence policy states that all students are eligible to apply for leave, this limit has now been increased to 1 EFTSL (12 months) for the above course types, however, as per the standard process for leave applications, approving the application is still at the discretion of the Student Centre / Graduate School.

We apologise for the inconvenience that this delay may have caused.

Student Management Flags for student set back from AWOL to Admitted
As part of the AWOL process, students having their SSP Status set to AWOL also have their Self Management Flags set to ‘None’, preventing them from updating their enrolment online while they are AWOL from their course.

Reversing an ‘AWOL’ status
In most cases, students wanting to be re-admitted into a course should re-apply as a ‘second attempt’ with the AWOL status remaining on the first attempt. However, there may be situations where it is appropriate to reverse an AWOL status. This includes:

- Some RHD enrolments (where students were effectively lapsed)
- Some combined course and concurrent diploma courses, where students have completed study requirements but are awaiting the completion of another degree (and may have been AWOLed in error)
- Where there has been some sort of ‘Administrative Error’ such as an unprocessed leave of absence.

In the case of RHD enrolments, and enrolments where students are not undertaking further study, Student Centres may change the status themselves. In all other cases Student Centres should submit an Application to Amend Enrolment to SMS Enrolments to have the AWOL status reversed and self management flags changed. The self-management flags must be re-set to allow access to online enrolment management.

The Self Management Flags are located in the Student Study Package screen, and look like this when set to none:

<table>
<thead>
<tr>
<th>Self Management Flags</th>
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<tbody>
<tr>
<td>None</td>
</tr>
<tr>
<td>Withdraw</td>
</tr>
<tr>
<td>Location</td>
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</tbody>
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If you come across an Admitted student with their flags set to ‘None’ (other than RHD students), please contact...
SMS-Enrolments to request that the flags be re-set.

**Students enrolled in their last study period and undertaking their last points in an Exchange, Study Abroad or Cross-Institutional program.**

A reminder that students undertaking their last points required for course completion in an Exchange, Study Abroad or Cross-Institutional program, should not have their Study Plan set to Completion Approved.

A bulk process will be run next week that will set all non-assessed placeholder subjects for these programs to Completed / Passed, which means that any Potentially Complete students will meet their total points requirement and automatically complete once the process is run, irrespective of whether the host institution Advanced Standing has been entered.

To ensure that this does not occur, please ensure that these students’ Study Plans remain Enrolment Approved until the bulk process is run, after this time you can move the placeholder off-plan and set the Study Plan to Completion Approved. The student will then auto-complete once the Advanced Standing has been granted and the points requirements are actually met.

This information is part of established business processes for enrolments and included in the ISIS online help under Enrolments, Appendix 6.

**Updated Cheat Sheets for Exchange and Study Abroad now available. Cross-Institutional coming soon.**

New and improved Cheat Sheets are now available on the ISIS website. We are currently working on one for Cross-Institutional study to complete the suite, so this should be available soon.


**Updates to user guides**

Several sections of the online help have recently been updated – in particular you’ll find new information about course withdrawals for coursework students, advanced standing, timetabling, results collation sheet and academic progress.

Work is currently underway to expand the help information around searching and extracting data.

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<td>ISIS Glossary</td>
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<td>ISIS eLearning</td>
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