**Meeting** | Enrolments Meeting – 02/2007  
**Date** | Monday, 18th June 2007  
**Time** | 3:00 pm – 4:00 pm  
**Location** | The Orchid Meeting Room (Building 88, Level 10)

<table>
<thead>
<tr>
<th>Item</th>
<th>Discussion/Outcomes</th>
<th>Action by:</th>
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| **Attendees & Apologies** | 1.1 **Attendees**  
Margot Thompson (Chair), Bianca de Leon, Brooke Harwood, John Kernot, Carol Farnworth, Angie Reinoga, Linda Jackson & Pam Trannore |  
| 1.2 **Apologies**  
Tracey Corneille, Gerard Kerlin. | |
| **Business from Previous Minutes** | 3. **Item Description**  
**3.1 RLOA Data Update – Margot Thompson**  
LOA information was sent to Portfolios. All letters sent, many issues identifies so LOA will be reviewed for 2008 | Margot Thompson  
| **3.2 E&R staff to work at Hubs**  
Awaiting numbers to work out how many staff will be needed to assist at the Hubs and when | Margot Thompson  
| **3.3 Review timeframe and dates for 2008**  
To be reviewed after mid-year | Margot Thompson  
| **3.4 Admin Withdrawal - Information to be emailed to all Portfolios.**  
Process has now run |  
| **3.5 Debriefing Minutes**  
Everyone should have now received the debriefing minutes | |
| **New Business** | 4. **1 On-Campus Data and Update**  
Approximate numbers for mid-year on-campus enrolments were discussed: |  

RLOA – 179
Deferred – 30
Direct – 150
International – 99
TOTAL – 458

Very few on-campus enrolments expected. The Hubs will serve as Enrolment Venues for all on-campus enrolments.

4.2 Application for Late Re-enrolment

- Late re-enrolment was reviewed and it was decided that the possibility should be investigated of adding an area for Hub staff to indicate that they have removed the late re-enrolment NSI once students present an approved form from their school. This will ensure students are able to us EOL before it closes for adds and E&R staff will be clear that the indicator was removed and can follow up with the addition of the fee.
- In order to add the new requirement to the form there is a need for more space. It was proposed that the area with advising students who to address a letter to was not essential.

**Action:** A draft of the new proposed form to be circulated for portfolio feedback

4.3 RMIT International Update

- Just prior to enrolments John Kernot will send out lists of matriculated students to portfolios. Instructions on international specific enrolment processes will be circulated at the same time.
- After each scheduled enrolment date the international database will be updated and new lists will be sent out in preparation for scheduled late enrolment dates.
- John confirmed that RMIT International has run reports in order to matriculate as many international offers as possible however if an international student has not been matriculated staff from the school, Hub or E&R can contact RMIT International staff to have a student matriculated on the spot.
- SET and DSC have scheduled late enrolment dates while Business has instead published a time each day that international students can be advised to visit their school for enrolment. The possibility of all portfolios running late international enrolments in this way could be investigated.
- John confirmed that international students only receive the arrival Margot Thompson
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<tr>
<th>Other Business</th>
<th>5.1 Maps from venues to Hubs</th>
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<td></td>
<td>• Portfolios confirmed that maps showing the Enrolment Centre need to be updated and circulated</td>
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<td>5.2 Students after business hours</td>
<td>• Hubs confirmed that the closing time for buildings 12 and 108 would remain as 6.00 pm. Schools should be advised not to send students over after this time.</td>
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<td>5.3 Telephone contact list</td>
<td>• Agreed that Enrolments and Records would take ownership of the enrolment telephone contact list to be updated and circulated for mid-year.</td>
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<td>5.4 Confirm support for EOL</td>
<td>• Question was raised as to whether there was any need for EOL support in labs, it was agreed that schools would manage all EOL enrolments themselves.</td>
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<td>• Question was also raised as to whether there was an expectation of training for school staff on EOL as there was some doubt as to whether it was available. Portfolio reps agreed to find out if schools were hoping for training while Enrolments and Records would follow-up to see if anything was available</td>
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<td>Date, Time &amp; Location of Next Meeting</td>
<td>TBA</td>
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