

Timeline for Admissions and Enrolment Services

		January				February				March				April				May				June				July				August				September				October				November				December			
		W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4				
Functional Unit		Summer School				Semester 1 (For official Semester dates see Unitec Academic Calendar)												S1 Exam weeks	S1 End	Semester 2 Starts (For official Semester dates see Unitec Academic Calendar)												S2 Exam Weeks	S2 End	Summer School															
Timetabling Office	Academic timetabling	Validate and publish 2019 TT				Manage TT changes and exceptions for current Semester				Collect next year's programme/course data				Create and test ADP roll over for next year				Develop next Academic year TT and Exam schedule				Manage TT changes and exceptions for current Semester				Draft TT's final approval				Schedule spaces for next year according to approved TT.				Validate and publish Summer School				Confirm Sem 1 TT's											
	Unitec General Timetabling	Orientation Bookings				Schedule Exam TT's for current Semester				Final acceptance of next year TT input								Schedule Exam TT's for current Semester				Validate Class Set Up and publish next year TT				Schedule Summer School exams																							
						Manual Class Creation / Timetabling Changes / Class Cancellations																																											
Enrolment Setup Team	Re-Enrolment Co-Ordination	Coordinate RE events																Coordinate RE events																Coordinate RE events															
	Enrolment Portal Set Up	Maintain EP / PIR Study Plan Updates and Requests																																															
	Cross Functional Set Up Processing																					Collate & Validate for summer school - Term Activate & Open enrolments																											
	Enrolment Set Up Process	Enrolment setup process																Enrolment setup process																															
	Unitec General Roll Over Dates																	INTL & DOM Fees approved by Council				Fees Setup complete by end of August				Formal sign off of fees by end of September				Batch Term Activation for all programmes for next year																			
														Create/update Study Plans for next year																Publish All Prog Study Plans																			
Operations // Concentrix	Pre- Application Enquiry Handling	Peak Season Prospective Enquiries Email/Phones/Face to face												FAQ Audit & Update				Peak Season Prospective Enquiries Email/Phones/Face to face												FAQ Audit & Update																			
	Student ID Pricing					Peak Season - Student IDs																Peak Season - Student IDs																											
	Re-Enrolment Processing	Peak Season Re-Enrolment + VOE - Step One Review																								Peak Season Re-Enrolment + VOE - Step One Review								Programme Update Planning and Roll out of schedule								Programme Trailing							
Admission - Assessment Support Team	Application Processing	Semester 1 ASUP EP tasks																Semester 2 ASUP EP tasks												Summer School and Semester 1 ASUP EP tasks																			
Intl Admin Team	Main Programmes	International Admin EP Tasks																																															
	Short Courses	Short Course EP Tasks																																															
Application Assessment - Student Enrolment Managers	All Programmes					Assessor EP Tasks - EP tasks all year round																																											
Application Assessment - International Advisors	All Programmes					Assessor EP Tasks - EP tasks all year round																																											
Admissions Processing Team	New Enrolments	New Enrolments Sem 1 - cutoff 2 weeks after class start																New Enrolments Sem 2 - cutoff 2 weeks after class start								New Enrolments Summer School								New Enrolments Summer School and Sem 1															
	VOE Processing					VOE processing - high volume												Sem 1 House Keeping								VOE processing - high volume																							
	Invoicing					Invoices - high volume																Invoices - high volume																											
Enrolment Administration Team	VOE Processing					VOE Processing - High Volume																VOE processing - high volume																											
	No Show Process									High Volume -No show process - from 2nd week of				No show process - for Semester 1B												No show process - from 2nd week of Semester 2A				No show process - for Semester 2B																			
	Class Capacity Monitoring	Class Capacity Monitoring																				Class Capacity Monitoring																Class Capacity Monitoring											
	Cross Crdit Applications	Cross Credit applications																				Cross Credit applications																											
	Pre - Req Checking	Failed Pre-Req check																								Failed Pre-Req check																Failed Pre-Req check							
	APL Applications	Assessment Prior Learning (APL)																												Assessment Prior Learning (APL)																			
Graduation Office	Completions / Graduation Process	Completion letters / Requests for Transcripts or Historic Official Academic Records																																															
	Alumni Processing	Update Graduand/Alumni contact details																																															
	Graduation Applications	Closing of Applications for April Grad - End of January				Graduation Completion Check								Autumn Graduation Ceremony				Absentia Graduation & Applications Open Online for September Grad				Online Application for September Graduation Close				Graduation Completion Check				Spring Graduation Ceremony				Absentia Graduation				Applications open for April Graduation											
Student Finance	Student Debt / Exceptional Fees processing	Exceptional refunds and student debt dispute																																															
	NSI Managemnt	Resolve NSI for new applicants - EP task																																															
	Payment Processing	International Payments												Agents' Commission								International Payments								Agents' Commission								International Payments											
	Debtor Managemnt	Student Debtors Ledger: Cashiering; Account maintenance & journals; Student Refunds (fortnightly); debt letters (monthly); Payment Plans; Reporting (monthly).																																															
	Fees Free Processing	Fees Free processing																																															
	Scholarships	NZ Scholarships Programme (MFAT) financial administration																																															
	Homestays	Semester 2 (prev year) O/S debts deferred to collection agency				Homestay												Semester 1 O/S debts deferred to collection agency				Homestay								Tuition Calc Open for all academic careers																			
	New Course Fee Set Up					New Course fees set-up; Short Course and Class flat fees applied																																											
TKK	CoG	Change of Grades																								Chagne of grades																				Change of Grades			
	Exclusion	Exclusion process																				Exclusion process																				Exclusion process							
	Gradebook Setup	Gradebook setup								Gradebook Setup																Gradebook setup																Gradebook setup							
	Eligibility to Graduate check (Completion check)	Eligibility to Graduate Check																								Eligibility to Graduate Check																				Eligibility to Graduate Check			
	Grade Approvl					Grade approval																Grade approval																				Grade approval							
	SAC	Special Assessment Circumstances (SAC)				Special Assessment Circumstances (SAC)				Special Assessmen				Special Assessment Circumstances (SAC)				Special Assessment				Special Assessment Circumstances (SAC)				Special Assessmen				Special Assessment Circumstances (SAC)				Special Assessment Circumstances (SAC)				Special Assessment											
	Course Descriptors	Course descriptors												Course descriptors								Course descriptors								Course descriptors																			
	MCD	MyCourse Details												MyCourse Details								MyCourse Details								MyCourse Details																			
	Cross credit/APL/Unit Standards	Cross credit/APL/Unit Standards																								Cross credit/APL/Unit Standards																				Cross credit/APL/Unit Standards			
	Student Handbook	Student Handbook																				Student Handbook																											
	Exam Co-ordination	Exam Co-ordination Setup																				Exam Co-ordination Setup																				Exam Co-ordination Setup							
	PEP									Data Gathering				Finalising PEP																Data Gathering								Finalising PEP											
	Monitoring/ Programme Review	Monitoring visits & Programme Review																																															
	Moderation	Moderation Schedule												Moderation																Moderation				Moderation								Moderation							
	Study Plan																																																
	PAQC	PAQC meeting				PAQC meeting				PAQC meeting				PAQC meeting				PAQC meeting				PAQC meeting				PAQC meeting				PAQC meeting				PAQC meeting				PAQC meeting											