ARD – Student Systems

Faculty Restructure and SAI/COLS

Implementation of the Faculty Restructure on the Student Systems involves:

- Assigning the current units/schools to one of the 5 new Faculties
- Changing the Faculty that owns the 2013 (and future years courses) to one of the 5 new Faculties

These changes will be made on the Student Systems during the first week in Jan 2013.

Appendix A illustrates the 2013 Faculty/School relationships.

What are the impacts on SAI?

- Course Ownership
- Reporting
- Graduation

The old Faculties continue to own the 2012 and prior year courses, while one of the 5 new Faculties will own the 2013 and future year courses

A student enrolled in the
- 2012 version of course 702 is owned by the Faculty of Arts
- 2013 version of course 702 is owned by the Faculty of Law, Humanities and the Arts

If there is a Faculty selection in a report criteria, if Faculty of Law, Humanities and the Arts is selected, the report would not pick up the student enrolled in the 2012 version of the course (as they aren’t owned by the Faculty of Law, Humanities and the Arts).

The Student Systems Team and ITS are working through the impacts of this change, identifying workarounds that can be used during the first ½ of 2013 and development required to map the 2012 and prior year courses with the 2013 and future year courses.

This document outlines where staff will see changes and how they can continue with their current processes.
Faculties

5 new Faculties created

<table>
<thead>
<tr>
<th>Faculty ID</th>
<th>Faculty Name</th>
<th>Short Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>Faculty of Law, Humanities and the Arts</td>
<td>Law, Humanities and the Arts</td>
<td>LHA</td>
</tr>
<tr>
<td>24</td>
<td>Faculty of Engineering and Information Sciences</td>
<td>Engineering and Information Sciences</td>
<td>EIS</td>
</tr>
<tr>
<td>26</td>
<td>Faculty of Science, Medicine and Health</td>
<td>Science, Medicine and Health</td>
<td>SMH</td>
</tr>
<tr>
<td>27</td>
<td>Faculty of Social Sciences</td>
<td>Social Sciences</td>
<td>SOC</td>
</tr>
<tr>
<td>23</td>
<td>Faculty of Business</td>
<td>Business</td>
<td>BUS</td>
</tr>
</tbody>
</table>

2013 Faculty/Units

- There are no changes to units in 2013
- Each of the current schools/units has been assigned to one of the 5 new faculties from 2013
- In 2012, School of History and Politics was owned by the Faculty of Arts
- In 2013, School of History and Politics is owned by the Faculty of Law, Humanities and the Arts

Refer to Appendix A for an overview of the 2013 Faculty/Unit Relationships.

Course Ownership

- In the Course Database, each course is owned by a Faculty.
- Each major is owned by a Unit/School, which is owned by a Faculty.

The old Faculties continue to own the 2012 and prior year courses and majors, while one of the 5 new Faculties will own the 2013 and future year courses and majors.

A student enrolled in the
- 2012 version of course 710 is owned by the Faculty of Commerce
- 2013 version of course 710 is owned by the Faculty of Business

The Faculties that own the Double Degrees will also need to change. More information will be provided once these changes are decided.
Reporting

Autumn 2013
Processes are required to be run under the current (old) structure for Autumn 2013

The majority of reports are not impacted by the change. Some examples of reports impacted are:

New Enrolment Report
Contains details of the Faculty that owns the Course

- As this report will only contain Courses that have a course year = 2013 for Autumn 2013, all courses will show as being owned by one of the 5 new faculties
- Excel can be used to look up the course code from 2012 to determine which Faculty owned the course prior to the restructure

Course Status Report
Report on all students Active in a Course. It will contain a mix of students enrolled in 2013, 2012 and prior years.
- Report can be sorted by Course Code to see old and new faculties that own the course

Modification Specified Credit
Report on changes to Advanced Standing.
- Report is run for a specific date range (date the changes were made)
- Select Faculty is a report criteria
- As changes could be made to a student enrolled in any course year, if you only select one of the new faculties, the report won’t contain any students enrolled courses where year = 2012 or prior
- Both old and new faculties will need to be selected

Subject Regulations
Report on pre/co requisites and equivalences
- Report has a Faculty selection, but report is subject based
- It’s controlled by year (Faculty that owned the Unit that owned the subject
- So once you select 2013, only the new faculties will be available for selection

Reports that are Course Based

Reports that contain information about the Faculty that owns the course will contain a mixture of old and new faculties:
If your processes require you to sort by the Faculty that owns the course, you manage this by:

If the report you run contains a mixture of old and new faculties, you could sort by Course Code (to group all course codes together) which will enable you to easily see the old and new faculty.

If the report you run only contains 2013 courses (which will all be owned by the new faculties) and you want to identify the old faculties that owned these courses, you can do the following:

Run SAI – Report System – Course Status Report

The Course Status Report has been updated to contain the Faculty that owns the course.

Course Status: Active, LOA, Pending, Probation, Referral
Course Type: select All
Campus: All Australian Campuses (or relevant Offshore campuses)
Default Billing Type: All
Student Type: All
Include Course Details: Yes (answer yes to this to report on Course Year)

Once the report is generated in Excel, filter by Course Year and remove all the 2013 Courses (as you don’t need to retain the information for courses that are owned by the new Faculties).

You now have a list of all the Active course codes and the Faculties that have owned these course codes for 2012 and prior years.

This report can be used to perform a VLOOKUP in Excel to pull the Owning Faculty information into your 2013 Report.
How to perform a VLOOKUP

Details of how to perform a VLOOKUP:

- To import the old faculties that owned the courses into the 2013 New Enrolment Report.

Run the SAI – Report System – New Enrolment Report and save to Excel

As all the courses on the New Enrolment Report will be 2013 courses, the ‘Faculty’ displayed will be one of the 5 new faculties.

Delete the report criteria from the top of this report, so the headings sit on row 1 and the data of the report starts on row 2.

Run the SAI – Report System – Course Status report (using criteria outlined above)

The report will open in Excel, remove the 2013 courses (Course Version = 2013). Use Data/Filter on the Course Version column, de-select all years and select 2013, then delete all the rows from the s/sheet that contain Course Version = 2013.

The VLOOKUP needs to be performed on the Course Code. Insert new Columns on to both reports, Column A and copy the Course Code information into Column A.

Save the report as an excel worksheet.

On the New Enrolment report, in a spare column on Row 2, type = and select VLOOKUP from the Functions drop down menu:
### VLOOKUP

**Lookup_Value**  
Enter the cell on the reports that you want to lookup, in this case A2

**Table_array**  
You’re working in the New Enrolment report at the moment, the Table Array is the other worksheet that you want to lookup the data in.

Go to View, Switch Windows and select the report you want to lookup (course status report) from the list.

If the report does not appear in the list, Close the New Enrolment Report and the Course Status report and open again in excel (it should then appear).

Click the far top left box of the s/sheet to highlight the whole report.

**Col_index_num**  
This is the number of column on the Course Status Report that you want to pull into the New Enrolment Report.

We want to pull the Faculty column off the course status report into the New Enrolment report, which number this column is will depend on whether you have deleted/added any columns.

In my example, it’s column 5

**Range_lookup**  
False

Copy and paste the VLOOKUP formula into all rows of that column.

The old faculty information will be pulled into the New Enrolment Report:
Reports that are Subject Based

There are a number of reports in SAI that are subject based, for example:

- Provisional Enrolment
- Subject Quotas and Staff Assoc
- Student Grades
- Subject Instance Constraints
- Subject Regulations
- Supplementary Assessment
- Waive Subject

As these reports are based on subjects, the criteria is based on the Faculty that owned the Unit that owned the Subject for the year that's being reported.

If you report on 2012, the old faculties owned the subjects, if you report on 2013, the new faculties own the subjects.

The subject based reports should also contain ‘Unit’ as a criteria, so users can select to report on multiple units.
Graduation

The Graduation Module is based on the Faculty that owns the Course.

From the completion assessment checking function where the Conferrals Officers choose a faculty to check, to the allocation of ceremonies and the order for printing the graduation documentation, the Faculty that owns the Course is used throughout.

System changes are required to map courses from 2012 and prior years to the new faculties for graduation.

Student Systems are currently working with ITS on a solution for the graduation module and more information will be provided shortly.

Exams

No impacts. The Exam Requirements Module (or Exam Extraction) is based on the Unit/Schools that own the subjects.
## Appendix A – 2013 Fac/Unit Relationships

<table>
<thead>
<tr>
<th>Faculty</th>
<th>2013 UG Units</th>
<th>Unit Code</th>
<th>2013 PG Units</th>
<th>Unit Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Administration</td>
<td>ADMN</td>
<td>Administration</td>
<td>ADMN</td>
</tr>
<tr>
<td>Faculty of Law, Humanities and the Arts</td>
<td>Arts</td>
<td>ARTS</td>
<td>Arts</td>
<td>ARTS</td>
</tr>
<tr>
<td>School of Social Sciences, Media and Communications</td>
<td>SSMC</td>
<td>SSMC</td>
<td>School of Social Sciences, Media and Communications</td>
<td>SSMC</td>
</tr>
<tr>
<td>Language Centre</td>
<td>ALC</td>
<td>LAC</td>
<td>Language Centre</td>
<td>LAC</td>
</tr>
<tr>
<td>School of History and Politics</td>
<td>SHP</td>
<td>SHP</td>
<td>School of History and Politics</td>
<td>SHP</td>
</tr>
<tr>
<td>School of English Literatures and Philosophy</td>
<td>SELP</td>
<td>SELP</td>
<td>School of English Literatures and Philosophy</td>
<td>SELP</td>
</tr>
<tr>
<td>Indigenous Studies</td>
<td>IND</td>
<td>IND</td>
<td></td>
<td>IND</td>
</tr>
<tr>
<td>Creative Arts</td>
<td>AA</td>
<td>AA</td>
<td>Creative Arts</td>
<td>AA</td>
</tr>
<tr>
<td>Law</td>
<td>LAW</td>
<td>LAW</td>
<td>Law</td>
<td>LAW</td>
</tr>
<tr>
<td>Faculty of Engineering and Information Sciences</td>
<td>Engineering</td>
<td>ENGG</td>
<td>Engineering</td>
<td>ENGG</td>
</tr>
<tr>
<td>School of Mechanical, Materials and Mechatronic Engineering</td>
<td>MMM</td>
<td>MMM</td>
<td>School of Mechanical, Materials and Mechatronic Engineering</td>
<td>MMM</td>
</tr>
<tr>
<td>School of Engineering Physics</td>
<td>SEPH</td>
<td>SEPH</td>
<td>School of Engineering Physics</td>
<td>SEPH</td>
</tr>
<tr>
<td>School of Civil, Mining and Environmental Engineering</td>
<td>CME</td>
<td>CME</td>
<td>School of Civil, Mining and Environmental Engineering</td>
<td>CME</td>
</tr>
<tr>
<td>School of Electrical, Computer and Telecommunications Engineering</td>
<td>ELEC</td>
<td>ELEC</td>
<td>School of Electrical, Computer and Telecommunications Engineering</td>
<td>ELEC</td>
</tr>
<tr>
<td>School of Computer Science and Software Engineering</td>
<td>CSSE</td>
<td>CSSE</td>
<td>School of Computer Science and Software Engineering</td>
<td>CSSE</td>
</tr>
<tr>
<td>School of Mathematics and Applied Statistics</td>
<td>MAAS</td>
<td>MAAS</td>
<td>School of Mathematics and Applied Statistics</td>
<td>MAAS</td>
</tr>
<tr>
<td>School of Information Systems and Technology</td>
<td>ISAT</td>
<td>ISAT</td>
<td>School of Information Systems and Technology</td>
<td>ISAT</td>
</tr>
<tr>
<td>Faculty of Science, Medicine and Health</td>
<td>Biological Sciences</td>
<td>BIOL</td>
<td>Biological Sciences</td>
<td>BIOL</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM</td>
<td>CHEM</td>
<td>Chemistry</td>
<td>CHEM</td>
</tr>
<tr>
<td>School of Earth and Environmental Sciences</td>
<td>SEES</td>
<td>SEES</td>
<td>School of Earth and Environmental Sciences</td>
<td>SEES</td>
</tr>
<tr>
<td>Science Subjects</td>
<td>SCIE</td>
<td>SCIE</td>
<td>Science Subjects</td>
<td>SCIE</td>
</tr>
<tr>
<td>Graduate School of Medicine</td>
<td>GSM</td>
<td>GSM</td>
<td>Graduate School of Medicine</td>
<td>GSM</td>
</tr>
<tr>
<td>School of Health Sciences</td>
<td>SHS</td>
<td>SHS</td>
<td>School of Health Sciences</td>
<td>SHS</td>
</tr>
<tr>
<td>School of Nursing, Midwifery and Indigenous Health</td>
<td>NMIH</td>
<td>NMIH</td>
<td>School of Nursing, Midwifery and Indigenous Health</td>
<td>NMIH</td>
</tr>
<tr>
<td>Faculty of Social Sciences</td>
<td>Education</td>
<td>ED</td>
<td>Education</td>
<td>ED</td>
</tr>
<tr>
<td>School of Psychology</td>
<td>SPSY</td>
<td>SPSY</td>
<td>School of Psychology</td>
<td>SPSY</td>
</tr>
<tr>
<td>Faculty of Business</td>
<td>Commerce Subjects</td>
<td>FACS</td>
<td></td>
<td>FACS</td>
</tr>
<tr>
<td>School of Accounting and Finance</td>
<td>SAAF</td>
<td>SAAF</td>
<td>School of Accounting and Finance</td>
<td>SAAF</td>
</tr>
<tr>
<td>School of Management and Marketing</td>
<td>SMM</td>
<td>SMM</td>
<td>School of Management and Marketing</td>
<td>SMM</td>
</tr>
<tr>
<td>School of Economics</td>
<td>SECO</td>
<td>SECO</td>
<td>School of Economics</td>
<td>SECO</td>
</tr>
<tr>
<td></td>
<td>Sydney Business School</td>
<td>TBS</td>
<td></td>
<td>TBS</td>
</tr>
</tbody>
</table>
## Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released yymmdd</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>121218</td>
<td>Debbie Sartori – Senior Manager – ARD Student Systems</td>
<td>First Released Version</td>
</tr>
</tbody>
</table>

Hardcopies of this document are considered uncontrolled please refer to SAI Menu Option Summary for latest version.