

From the Acting President:

Welcome back from study vacation. I hope it was a very productive time for you. We have only three teaching weeks left and the semester is winding down very rapidly. I am sure that there is much work to be done to complete all the tasks that have been set. This is also a time to take stock of your learning during the semester and to work out a synthesis of it in your own mind.

Two important points and we begin the home stretch.

First, as has been our custom for some time, we will be asking students to complete an evaluation of each course unit that you took – evaluating both the course unit itself and the quality of the teaching that you experienced. The response rate to this evaluation form has been very high, and we greatly appreciate the time you put into making your response. The information given in these evaluations is collated independently of the teachers and the collated data is given to your lecturers. This forms the basis of their own review of the course unit that has just been taught, and may lead to modifications in the way the unit is offered in the future. These evaluation forms also form part of the annual appraisal that each lecturer undergoes.

The evaluation form contains a series of questions that need a response from 1 to 5. There is also a section where you can write freely about your experience. This section is valuable in that it gives you a chance to make specific, detailed comments. I would encourage you to take time to think about what you want to say about your experience this semester, and to be concrete and specific in naming both the parts of the course unit that were good and those areas where you would like to see change or improvement.

Secondly, I'd also like to welcome Elizabeth Arblaster to CIS. Many of you would know Elizabeth from her time as a student here and as being a fixture in the Veech in recent weeks. While Mary Cassar is on long service leave, Elizabeth is kindly helping us out in the registry. Please do pop in and say hello to her. This is a particularly good idea if you haven't yet made an appointment for registration week. Please see the reverse side of TIN if you've not caught up with the procedures this semester.

Dr Rohan Curnow



Mass is celebrated in the chapel during teaching weeks

Monday-Thursday at 12:40pm

STUDENT COMMON ROOM

The student common room is available to all students as a place of recreation and refreshment. It can be a place of good conversation. Tea and coffee are available in the back common room area, together with biscuits and drink and snack machines. There is also a microwave for heating food and drink.

For the health and well being of everyone, please place dirty cups and other items in the trays for dishwashing; and place all rubbish in the bins provided. The dishwasher is easy to use and quick. If you notice a full tray ready for a wash, please place it in the dishwasher and push the start button. Similarly, once a wash has been completed, cups etc. can be stacked on the rack. Many hands make light work!

REGISTRATIONS

FOR WINTER INTENSIVES/EXTENSIVES AND 2nd SEMESTER 2017

Week 13, Exam Week
Tuesday 13 June – Thursday 15 June
11.30am – 6.00pm (excluding 1 – 2pm)

For Semester 2, 2017, the registration procedure is:

Because of the absence of a permanent registrar and the shortened registration week (the Queen's Birthday long weekend), students **are required to make an appointment** to see a student advisor. This can be done by contacting the Registry Secretary, Mrs Mary Cassar ph: 9752 9501; email: <mcassar@cis.catholic.edu.au>.

Please do this asap as Mary will be on long service leave from 15 May, 2017.

Please advise if you anticipate needing a consultation longer than the 10 minutes allocated for this process. Such may be the case for students nearing the completion of studies and require more time to discuss course progression/potential graduation etc. Upon arrival for your appointment, obtain a copy of your transcript from the Registry. You will then be directed to a student advisor who will either help you in your choices of course unit/s or confirm the choices you have made. Students who arrive for registration without an appointment will still be seen, but will be required to wait for the next available student advisor. Students on International Student Visas **MUST** contact Dr Rohan Curnow to ensure their visa conditions are met by emailing directly <registrar@cis.catholic.edu.au>

The student advisor will then lodge your completed Registration Form at the Registry with your transcript attached.

The Dean of Studies at each seminary is the designated student advisor for seminarians. Seminarians do not need to make an appointment.

Please note the following:

Registrations will **not** be accepted by email or by phone.

Should you not be able to present personally for Registration during the allocated week, you should request an interview by speaking with the Registry Secretary, or by emailing directly <registrar@cis.catholic.edu.au>.

Should you wish to register into a Research Project, or a Research Essay, or another form of independent guided study, you are required to complete one of the Special Registration Application forms. These are available online or from the Registry shelves. Your student advisor will confirm you are eligible.

Registrations for Semester 2 close on Thursday June 15, 2017.

Late Registrations by continuing students are possible by appointment.
Late Registrations are subject to a \$100 Fee.

The viability of those course units taught by sessional lecturers is determined on the closing dates for Registration. Should cancellation of a course unit occur you will be contacted by the Registry to make an alternate choice.

