

ADELAIDE COLLEGE OF DIVINITY INC

Admission and Enrolment - General Information for Students

Admission and Initial Enrolment

1. Your application for admission to, and enrolment in, ACD courses must be made on official ACD forms available from the ACD Office and ACD colleges. These forms must be submitted initially to your ACD college. When checked and signed off the forms will be forwarded to the ACD Office for formal enrolment and entry on the ACD Student Records Database. The ACD Student Records Database holds your official record while you are enrolled with the ACD.
2. You should remember that individual ACD member college enrolment forms are for internal college use only and do not provide information for your official ACD record. All original ACD enrolment forms are retained and filed in the ACD office.
3. Closing dates for admission and enrolment are listed in the *Principal Dates* section of each volume of the ACD Handbook. Admission requirements for the various ACD awards are found in the relevant volume of the ACD Handbook.
4. If you are applying for admission to the Bachelor of Ministry or Master of Ministry you must provide documentary evidence of previous study. You need not provide this if you are enrolling in the Certificate IV in Ministry.
5. Applicants for admission should know about the ACD policies on Credit Transfer and Recognition of Prior Learning. These policies administer the granting of credit or exemptions on the basis of previous study or life experience. The policies are contained in the ACD Orientation Manual and can be found on the ACD website.
6. You should be careful when completing admission and enrolment forms that:
 - All sections of the form have been completed. College secretaries can provide assistance if needed.
 - Within each section the correct information has been provided.
 - Required documentary evidence is attached. (Photocopies are sufficient if annotated that the original documents have been sighted.)
7. Normally you will enrol for both Semester One and Semester Two at the beginning of the academic year. See the next section about how to amend your enrolment should the need arise.
8. Certificate and Diploma topic fees are paid direct to your ACD college. BMin and MMin topic fees are paid to the ACD. For further information on fee levels please consult the volume of the ACD Handbook that covers your level of study or the ACD website. Information on refund of fees and paying by instalment may be found in the ACD Fee Policy also in the ACD Orientation Manual or on the ACD website.

Amendment of Original Enrolment

1. Should you wish to change your original enrolment you must complete an *ACD Application to Amend Enrolment*. This includes amendment of:
 - Address details
 - Course details
 - Topic selectionsYou should remember that changes of name will not be processed unless they are supported by appropriate documentary evidence.
2. You should submit the Amendment of Enrolment form to your ACD college. When the form has been checked, signed and dated by the delegated officer of your college, it will be forwarded to the ACD office for entry on the ACD Student Records Database.
3. The addition of a semester length topic normally is not allowed after the second week of semester and withdrawal from a topic after the ninth week of semester may be counted as

failure. Information on final dates for withdrawal from topics can be found in the ACD Handbooks or on the ACD website.

4. Topics of shorter duration than a semester normally may not be added after the beginning of classes and withdrawal from a topic more than three-quarters of the way through the teaching period may be counted as failure.
5. If you are enrolled in distance mode you will be allowed extra time for the completion of your topics. Students enrolled in semester length topics normally will be allowed three terms with the possibility of an extension of a further term. Students enrolled in topics which run for a term will be allowed two terms plus an extension of one further term if approved.
6. You should consult the ACD Fee Policy for information on the proportion of the topic fee that is refundable if a student withdraws following the commencement of a topic.

Class Lists and Statements of Results

1. In the week prior to the commencement of teaching in a topic, the ACD office will produce provisional class lists for colleges to distribute to topic lecturers. If you are attending a class and your name does not appear on the class list you should see your College Secretary immediately to clarify your enrolment.
2. At the end of each semester the ACD Examination Committee or the Certificates in Ministry Assessment Committee will approve results and these will be released to colleges in the form of Statements of Semester Results for each student. You should check with your college about when results will be available.
3. You should be aware that:
 - Failure to notify the ACD (on the appropriate form) of your withdrawal from a topic means that you remain officially enrolled in the topic. This may result in a grade of *Fail* in the topic even though you have stopped attending classes and you have informed the lecturer of your intention to withdraw.
 - Failure to notify the ACD (on the appropriate form) of your addition of a topic means that you are not officially enrolled in that topic even if you have the permission of the lecturer and you have been attending classes. This may result in any grade awarded to you being withheld until the enrolment has been formalised, fee paid and the grade approved by the Examination Committee.

Official Academic Transcripts

1. You may obtain an Official Transcript by notifying the ACD Office and paying the fee of \$5.00. One week advance notice is required for the issuing of an Official Transcript.
2. An Official Transcript must bear the Seal of the ACD and be signed by the President of the ACD or the ACD Executive Officer.

ACD Website

Information to assist with admission and enrolment can be found on the ACD website, including ACD Handbooks – which contain information about courses, topics, fees and timetables – and ACD student related policies and procedures. The website is: www.acd.edu.au