



From the Registrar Newsletter



CATHOLIC
THEOLOGICAL
COLLEGE



SEMESTER 2 2025

A very warm welcome to Semester 2, particularly to our new students!

This edition of the Newsletter brings you important information. For our new students, this information will help you navigate your way through your first semester at CTC.

CENSUS DATES

The census date is the final day on which students can withdraw from a unit without financial penalty. Contact a Course Advisor if you intend to withdraw.

The main date is on Tuesday 19 August. For intensive units, please refer to the census dates on the [timetable](#).

LIBRARY HOURS

From Monday 28 July to Friday 1 August (Week 1), Mannix Library will be open from 9am to 4pm. For opening hours from Week 2, visit mannix.org.au.

Online resources are also available and you can access them at the [Library Hub](#).

ARK (Learning Management System)

Username and Password

The login credentials for ARK are Single Sign On (SSO Account). For instructions on changing or resetting your account, visit the [Login and Password Guide](#).

Finding your units

Locating your units on ARK. Refer to [this guide](#).

Type of units

Meta unit and child unit? Learn more [here](#).

CTC Student Essentials on ARK

The [CTC Student Essentials](#) module on ARK has been redesigned and streamlined. The new interface is easier to navigate and contains all the essentials for new and returning students.

I highly encourage you to explore the module which contains: Orientation Resources, Academic Policies and Procedures, Assessment Information, Practice Portals and Turnitin Submission, and Academic Skills.

Academic Skills

When it is time to start writing your first assessment, CTC Student Essentials on ARK has resources that can guide you on how to approach your assessments.

If you need to discuss your ideas or would like to explore further how to understand and approach your assessments, complete the [contact information form](#) and we will organise a time to meet with you.

Student Support

CTC has a range of services available to help make the most of your student experience. Students are able to receive one-to-one support with course planning, participation in academic writing courses, and support from Peer Liaison Officers.

For more information on the services we provide, please visit the [student support](#) page.



Use of AI powered tools in written assessments

Can I use co-pilot, chat GPT, or any AI tools to help me write my paper?

You can access the guide on the use of AI powered tools in your written assessment via **CTC Student Essentials** on ARK. We also encourage you to review the Code of Conduct and Academic Integrity policy. Both the guide and the policies are available under the Academic Policies and Procedures.

Upcoming Events

Monday 28 July: Semester 2 begins

Tuesday 19 August: Semester 2 main Census Date

For more events, visit

ctc.edu.au/catholic-theological-college/key-dates/

HDR Events

Friday 22 August: HDR Meeting

Enquiries:

[Rev. Dr Max Vodola](#)

Associate Dean (Research)

Overseas Students

If there is any change to your visa status or you have a new passport, you must notify the Academic Records Office (ARO) as soon as possible so that we can update your records accordingly. For seminarians, please liaise with your Dean of Studies. Take note also of your visa expiry date to ensure a timely renewal of your visa.

National Student Ombudsman

A free, independent service that works with the students and higher education providers to resolve student complaints.

For more information, visit www.nso.gov.au/

Discuss your study with a Course Advisor

Undergraduate (UG)

Rev. Dr Simon Wayte MGL

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Audit and Single Unit

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Any questions on student-related matters? Contact us on registrar@ctc.edu.au or aro@ctc.edu.au.

Need help with ARK? Contact : arksupport@ctc.edu.au