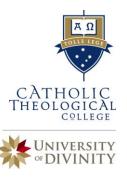# From the Registrar
Newsletter

UNIT WITHDRAWAL

Friday 30 May is the last day to withdraw without an academic penalty. If you withdraw from a unit after this date, you will receive a Fail grade for the unit unless you can demonstrate adequate grounds for a different result. Contact your Course Advisor.

EXAMS 9 – 13 JUNE

The **exam timetable** will be posted on the noticeboard during **revision week (Monday 2 June – Friday 6 June)**.

For detailed information, make sure to check the noticeboard in front of the **Knox Lecture Room**.

EXTENSIONS

A student who experiences unforeseen circumstances beyond the student's control, which inhibit the student from submission of an assessment task by the due date, may apply for an extension. Download the relevant form via CTC Student Essentials on ARK.

Student Unit Evaluation Survey

The Unit Evaluation Survey for Semester 1 2025 units opened on **Monday 12 May** and will remain accessible **until Sunday 1 June**. You'll find the links on your ARK dashboard under the relevant unit codes.

I highly encourage you to complete a survey for every unit you've studied and express your thoughts freely and anonymously. Your feedback will be valuable as it will help the lecturers and the College to improve and reshape the unit.

Accessing Results

Semester 1 2025 results will be published on **Friday 11 July.** To view your results, log in to **Paradigm**. Enter your username and password. If you have forgotten your password, click 'Forgot Password?' and a link will be sent to you.

Once logged in and directed to the **Student Summary Screen**, you can see your **Academic Summary** to view your units. Alternatively, in the **Student Details** section, click the **Actions button** and then choose **Email Enrolment Summary**.

Students on a Visa

Please be mindful of your visa expiry date and ensure that you submit your visa renewal application in a timely manner, considering the required processing times.

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.

Student Support

CTC has a range of services available to help make the most of your student experience**.** Follow the links for more information:

Student Support
ARK Support Page
CTC Student Essentials on ARK
Library Guides
IT Support
Overseas Students

#DontBeAMule

⚠ BE ALERT

Criminals are targeting university students

Criminals are targeting students (online and in-person) and offering them payment to receive money into their bank account and transfer it to another account or cryptocurrency exchange. Money mules are recruited, sometimes unknowingly, by criminals to transfer stolen money on behalf of others.

Participating in money muling is a serious criminal offence, if convicted you can face anywhere from 12 months to life in prison. Don't be tempted into money muling, even if you are offered a significant financial reward.

Stay safe from money mule recruitment scams

Learn more

Report money muling to police using the report button at www.cyber.gov.au

AFP | ////JPC3
JOINT POLICING CYBERCRIME COORDINATION CENTRE

These are excerpts from the AFP Factsheets. The full version is posted on the Noticeboards.

Upcoming Events

2 June: Study week begins
5 June: CTC Annual Mass and Dinner

For more Events, visit
ctc.edu.au/catholic-theological-college/key-dates/

HDR NEWS

4 June: UD Research Conference

Enquiries:
Rev. Dr Max Vodola
Associate Dean (Research)

ARK Support

If you are having any issues accessing your units or uploading your assessments to Turnitin, please email ArkSupport@ctc.edu.au.

You will be assisted by **Amy Bulman**, the new member of the ARO team and the contact person on ARK-related matters.

Academic Writing Resources

Need help in understanding and approaching your assessment task, and writing footnotes and other references? CTC Student Essentials on ARK have resources that can guide you on how to approach your asssessments. Once you are logged in on ARK, go to the Academic Writing Course 2024 tile to find the academic writing resources.

Discuss your study with a course advisor

Undergraduate (UG)	Rev. Dr Simon Wayte MGL	dean@ctc.edu.au
	Dr Maureen Saclot	registrar@ctc.edu.au
Audit and Single Unit	Dr Maureen Saclot	registrar@ctc.edu.au
Postgraduate (PG)	Dr Paul Sharkey	postgrad@ctc.edu.au
GCTRE	Br Dr Paul Creevey FMS	gctre@ctc.edu.au
HDR	Rev. Dr Max Vodola	research@ctc.edu.au

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