

Quick guide

Registration confirmations via the Registration Worklist

When and why?

Students will appear on the **Registration Worklist** for confirmation 30 days before the start of their course. You should submit a registration confirmation as soon as a student has been enrolled. For new students this is normally after you have had face-to-face contact with them. You can wait 28 days to submit a **Not Registered** confirmation to allow the student time to register at a different university or college. However, if you know that the student is not pursuing higher education then you should make the submission as soon as you find out.

Any student receiving maintenance or contribution to costs funding will need a registration confirmation.

If a student appears on the **Registration Worklist** as full-time but is actually part-time, you should submit a CoC to amend the mode of study.

You can find further information on registration confirmations in the Registration and When to Confirm quick guide.

Access

You must hold Registration Administrator access to the HE Gateway to confirm registrations. If you need this to be added to your account you should contact the User Administrator at your university or college.

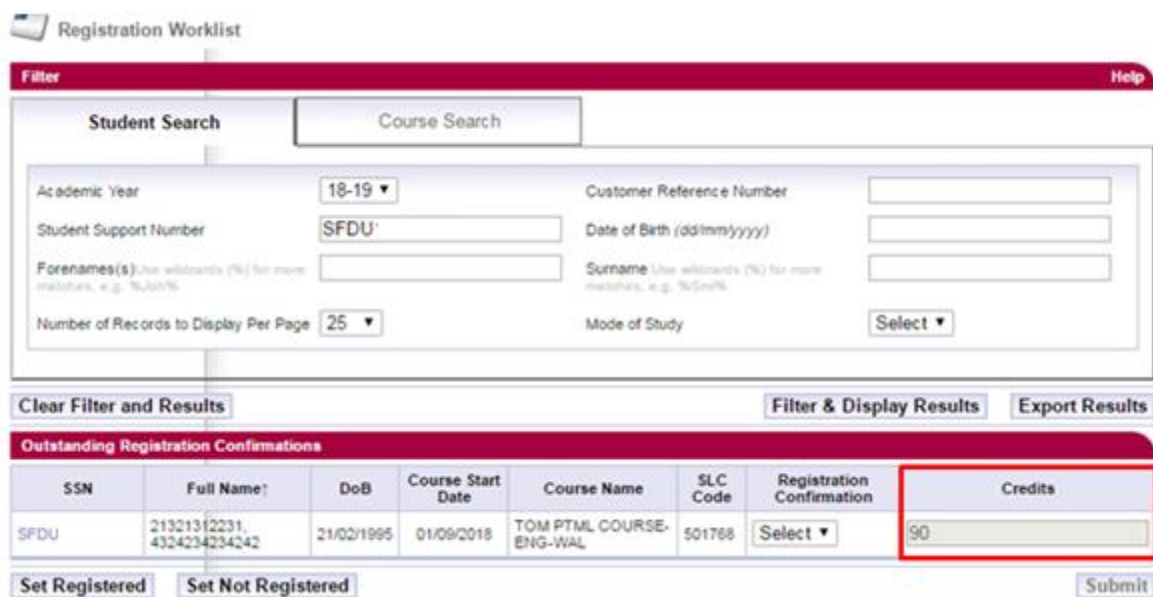
Registration confirmation via the Registration Worklist

- 1) To access the **Registration Worklist**, you first need to go to the **Registration Home** page. You can find the link to this in the left-side menu of the **SIS Home** page. Clicking the **Registration Home** link will also display all the registration sub-areas that your access level allows you to see.
- 2) You can then access the **Registration Worklist** by selecting it from the **Registration Home** submenu. If you use the search filters on this page, only the students who need a registration confirmation will appear in the results.

The **Registration Worklist Filter** page is split out over 2 tabs to allow you to search using a selection of criteria: **Student Search** and **Course Search**.

- 3) When you have selected your search criteria:
 - Select the **Filter & Display** button and the results will appear below the search filters.

The results table displays as below. For AY 2018/19 and later, you will also see a **Credits** field. This will only hold a value for PTML students.



The screenshot shows the 'Registration Worklist Filter' interface. It has two tabs: 'Student Search' (active) and 'Course Search'. The 'Student Search' section includes fields for Academic Year (18-19), Student Support Number (SFDU), Forenames(s), Surname, Date of Birth, Customer Reference Number, and Mode of Study. There are buttons for 'Clear Filter and Results', 'Filter & Display Results', and 'Export Results'. Below the filters is a table titled 'Outstanding Registration Confirmations' with columns: SSN, Full Name, DoB, Course Start Date, Course Name, SLC Code, Registration Confirmation, and Credits. The 'Credits' column is highlighted with a red box, showing a value of 90 for the student with SSN SFDU. At the bottom, there are buttons for 'Set Registered', 'Set Not Registered', and 'Submit'.

SSN	Full Name	DoB	Course Start Date	Course Name	SLC Code	Registration Confirmation	Credits
SFDU	21321312231 4324234234242	21/02/1995	01/09/2018	TOM PTML COURSE- ENG-WAL	501768	Select	90

This image shows where you can find the course credits when looking at a student in the Registration Worklist.

- 4) Next to each student's record on the worklist, you will see a **Registration Confirmation** dropdown box. In the dropdown, you can select either:
 - **Yes** to register the individual student (this will trigger a maintenance payment to the student)

For PTML students this also confirms that the correct credits are showing for that academic year. If this value is incorrect, then once you select **Y** from the **Registration Confirmation** dropdown, the credit value becomes editable. You can

then overwrite the value and select **Submit**. There will be an information message on the following screen.

This action will cause the system to automatically generate a CoC to change the credit value we hold. At this point the student is removed from the **Registration Worklist** but their registration will stay at **Awaiting Registration Confirmation** until we reassess the application. Once we have processed the CoC, the student will come back onto the **Registration Worklist** for confirmation.

You can view the details of the submitted CoC in the **Student Information History**.

For full information about what details registration confirms, please see the Registration and When to Confirm quick guide.

- **No** if you want to indicate the student has not registered, which will remove the student's support entitlement

- 5) Once you have selected **Yes** or **No** for all relevant students, click the **Submit** button to make the confirmations. All students whose registration is confirmed as **Yes** or **No** will then be removed from the **Registration Worklist**. Their **Student History** page will also update to reflect this.