

Quick guide

Credit change

When and why?

You must submit accurate and timely CoC notifications when a student's information does not appear as expected in the Student Information Service (SIS). All CoCs must be submitted via SIS except for SAAS and PT Grant students (excluding new Welsh PT Loan and Grant students from AY 2014/15). You should submit changes for SAAS students directly to SAAS and you need to request a CoC form for PT Grant students by emailing coc@slc.co.uk.

For SFE and SFW Part-Time Maintenance Loan (PTML) students, we use credits to calculate the student's entitlement depending on their intensity of study. You need to confirm the credits that that student will be completing in each specific academic year as part of registration confirmation. You can use the Credit CoC to notify us of changes to student credit values either before registration confirmation or during the year following registration confirmation. You should only use this CoC type for PTML students.

The service level for Credit CoC processing is 20 working days, or 30 working days in peak periods.

Access

You must hold CoC Administrator access on SIS to create CoCs. If you need this to be added to your account you should contact the User Administrator at your university or college.

Creating a Credit CoC

You can create a CoC from the **CoC Worklist**, the **Detailed Student Information** screen, the **Create CoC** screen or via bulk xml file upload in the **CoC Home** area of SIS. This quick guide will tell you how to use the **Create CoC** screen.

- select **CoC Home** from the left-side menu on the **SIS Home** page
- the **CoC Home** menu will be visible showing the CoC sub-areas that apply to your user access level
- select **Create CoC**

You must now select the type of CoC you want to create

- select **Undergraduate** from the **Level of Funding** dropdown menu
- select **Credit** from the **Change of Circumstance Category** dropdown menu
- select the academic year you want to apply this CoC to from the **Academic Year** dropdown menu
- select the **Next** button

You will now be prompted to enter the details of the student that you want to apply this CoC to. You can enter the **SSN** (student support number) in the search box to find the student's details.

Student Details

Change of Circumstances and Academic Year Help

Level Of Funding: Undergraduate Change of Circumstance Category: Credit

Academic Year: 18-19

SSN	Surname	Forename(s)	Date of Birth	Mode Of Study
SFDU	CREDIT-DEMO2A	GRAEME	28/11/1997 (dd/mm/yyyy)	PT

Previous Next

This image above shows an example of how you can complete the Credit Change of Circumstance fields to find student details.

- select the **Next** button

You will see the **Change of Circumstance Details** screen where you can enter the specific details of the change.

Change of Circumstance - Credit

Change of Circumstances and Academic Year Help

Level Of Funding: Undergraduate Change of Circumstance Category: Credit

Academic Year: 18-19 Mode of Study: PT

Change of Circumstance Details

Credits: 0

Further explanation if required

Previous Next

This image above shows where the zero value in the Credits field should be overwritten.

Overtyping the pre-filled zero value in the **Credits** field. You should enter the correct credits the student will be completing in that academic year at your university or college.

You can include additional notes with this CoC by typing into the **Further Explanation If Required** box. However, this should not be necessary as we do not need to know why the credit value has changed.

When you have entered the correct credit value, select the **Next** button to continue. If you try to move to the next page after removing the zero from the **Credits** field but have not entered a new value, the system will prompt you to enter the required details.

You must now select a contact for this CoC. This will be a registered person at your university or college who can be contacted about this CoC. Select the contact using the radio button, then select the **Next** button.

The **CoC Summary** screen will display a read-only version of the details you have entered so you can review them.

When you have reviewed the information select the **Submit** button.