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## Quick guide

# Mode switchers

### When and why?

You must submit accurate and timely CoC notifications when a student's information changes. All CoCs must be submitted via the Student Information Service (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](mailto:coc@slc.co.uk).

You can use a **Transfer CoC** to change a student's mode of study when they transfer from a designated full-time course to a specifically designated part-time course or vice versa.

The service level for Mode Switcher Transfer CoC processing is 20 working days, or 30 working days in peak periods. Submitting a Mode Switcher CoC will prompt a manual process between the student and their Award Authority. The student will only appear in SIS with the updated mode of study after the submission of a new application to reflect this.

### 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.

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## Create Transfer CoC – Mode Switcher

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 of 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 **Transfer** 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
- cselect the **Next** button

You will now be prompted to enter the details of the student who 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.

- You can add up to 20 students to this CoC by selecting the green **+** icon. Keep in mind that you will be submitting this CoC for all students you add to the list, so you should ensure the change details apply to them all
- You must not edit any of the student's details at this point
- 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 - Transfer

**Change of Circumstances and Academic Year** Help

Level Of Funding: Undergraduate  
Change of Circumstance Category: Transfer  
Academic Year: 18-19  
Mode of Study: PT

**Change of Circumstance Details**

Inform about a student transferring to my HEP or transferring within my HEP

Transfer Effective Date (dd/mm/yyyy): 01/09/2018  
Expected Date of Completion of New Course (mm/yyyy): 09/2022  
Tuition Fee for New Course: 6500

Further explanation if required

**Other Course/Fee Changes**

Course Tuition Fee Liability: 7000  
Credits: 15

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For a **Transfer CoC** to change the student's mode of study:

- select the **Inform about a student transferring to my HEP or transferring within my HEP** radio button
- enter the **Transfer Effective Date** – this should be the date when the student changed their mode of study
- enter the **Expected Date of Completion of New Course** – this is the date the student will now complete based on their new mode of study
- enter the **Tuition Fee for New Course** – this is the amount of tuition fee you will charge the student for the rest of their academic year (100%/75%/50%)
- enter the **Date Approval was given** – this is the date the academic approval was given for this transfer
- select the correct course year from the **Which year of the course will the student enter** dropdown menu
- enter the **Course Tuition Fee Liability** – this is the amount of tuition fee the student is liable for. This field should match the **Tuition Fee for New Course** field unless the student is paying a proportion of their fee themselves
- for Part-Time Maintenance Loan (PTML) students only, enter a **Credits** value – this is the amount of credits that the student will be undertaking at your university or college in that academic year only

You must now add a note to this CoC by typing into the **Further Explanation If Required** box. The note must say that this is a Mode Switcher CoC.

When you have entered all the details for this CoC, select the **Next** button to continue.

You will now see the **Course Details** screen where you can search to find the correct course. Select the course details check that the **Method of Attendance** column shows the correct mode of study and select the **Next** button.

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 then 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.