

Quick guide

Cross Academic Year Transfer CoC

When and why?

You must submit accurate and timely CoC notifications when a student's course details change. All CoCs must be submitted via SIS except for SAAS and Part-Time Grant students (excluding Welsh Part-Time Loan and Grant students from AY 2014/15). You need to submit changes for SAAS students directly to SAAS. For Part-Time Grant students you should request a CoC form by emailing coc@slc.co.uk.

This is a new type of CoC that is available for postgraduate (PG) SFE and SFW students and will allow you to transfer the student to a course in another year of study. You will find the submission process very similar to a normal Transfer CoC, except for the addition of 'starting academic year', which we will explain later in this document.

You should only use this CoC when a student is changing their academic year. You should not use it for a standard course transfer. These should be submitted through the Course Transfer CoC process that you can find on the [HEP Services website](#).

Please note – We are currently unable to process any Cross Academic Year CoCs until January 2021 due to functionality. If you submit a Cross Academic Year CoC, course details will not be up to date until January 2021, but we will manually make any payments that are due. Please do not contact our Partners Support Desk about Cross Academic Year CoCs before the end of January unless you believe you have not received a relevant payment.

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 organisation.

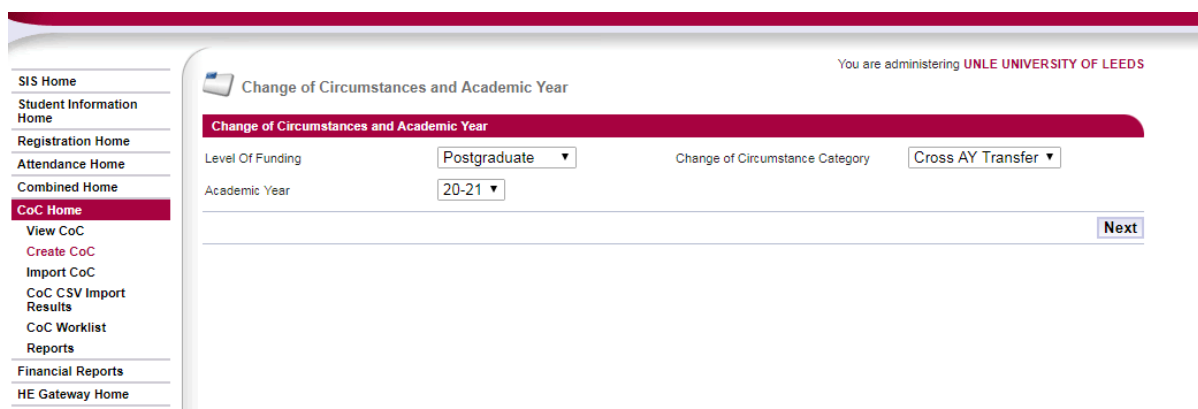
Create a Cross Academic Year CoC

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

1. Select **CoC Home** from the left-side menu of the SIS Home page.

This will open the **CoC Home** menu showing the CoC subareas you can see with your user access level.

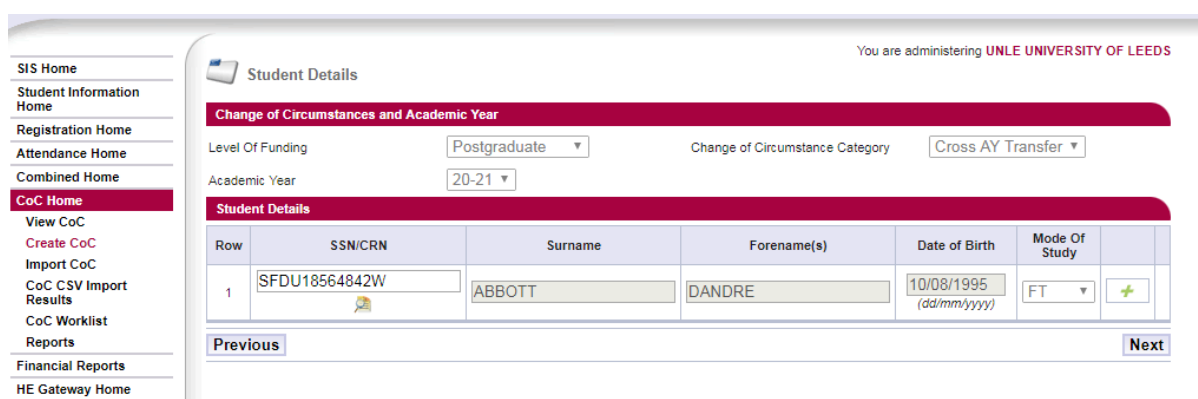
2. Select **Create CoC**.
3. Select **Cross AY Transfer** from the **Change of Circumstance category** dropdown.
4. Select the academic year you want to apply this CoC to from the **Academic Year** dropdown.
5. Select **Next**.



This image shows that the new CoC can be found in the Change of Circumstance Category dropdown

6. The system will now ask you to enter the details of the student you want to apply this CoC to. You can search for the **SSN** (student support number) to find the student's details.

You can add up to 20 students to this CoC by selecting the green + icon. You will be submitting the CoC for all students you add to the list, so make sure the change details apply to them all.



This image shows how you can search for a student using their SSN

7. Select **Next**. This will open the **Change of Circumstance Details** screen where you can enter the specific details of the change.

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Change of Circumstance - Cross AY Transfer

Change of Circumstances and Academic Year

Level Of Funding: Change of Circumstance Category:

Academic Year:

Student and Current Course Details

Student Details	Course Details
SFDU18564842W ABBOTT, DANDRE 10/08/1995	DOCTORAL COURSE IN ENGLISH FT-ENG-WAL-SEP (PGRD-DOC) SLC Course Code: 595057 UCAS Course Code:

Change of Circumstance Details

Transfer Effective Date (dd/mm/yyyy):

Course Year the Student will enter:

Further explanation if required:

Home | CoC Home | Create CoC

This image shows where to enter the transfer effective date

8. Enter the **Transfer Effective Date** – the day, month and year when the student transferred to the new course.
9. Select the **Course Year the Student Will Enter** from the dropdown.
10. You can enter further information in the **Notes** field if you need to. Please leave this blank unless additional information is necessary to process this CoC.
11. Select **Next**.

Course Selection

Change of Circumstances and Academic Year

Level Of Funding: Change of Circumstance Category:

Academic Year:

Course Details

UCAS Code (Use wildcards (%) for more matches, e.g. MA1%):

SLC Course Code:

Course Name (Use wildcards (%) for more matches, e.g. Mat%):

SLC Course Code	Course Name	Course Start Date	UCAS Course Code	Qualification	Method of Attendance	Campus ID	Course Status
<input checked="" type="radio"/> 695194	JANUARY STARTER MASTERS-ENG-WAL	01/01/2020		PG-TM	Full Time Attendance		Open

1 records found
Displaying page 1 of 1

This image shows the Change of Circumstance window for a Cross AY Transfer CoC

12. To submit a Cross Academic Year Transfer CoC you must:
 - enter either the **SLC course code**, **course name** or the **UCAS code** to search for the student's course

- select **Search**
- select the radio button of the course that matches the one the student is transferring to

Contact Details

Change of Circumstances and Academic Year

Level Of Funding: Postgraduate Change of Circumstance Category: Cross AY Transfer

Academic Year: 19-20

Student and Current Course Details

Student Details	Course Details
SFWU19165673T (65653263536) SUSPND, TESMAST 01/01/1990	-KEY PT POSTGRADUATE RESEARCH MASTERS DISTANCE LEARNING (PT)-ENG-WAL (PG-RM) SLC Course Code: 663158 UCAS Course Code: KEY1

Change of Circumstance Details

Transfer Effective Date (dd/mm/yyyy): 01/01/2018 Course Year the Student will enter: 2

New Course Details

SLC Course Code	Course Name	UCAS Code	Qualification	Method of Attendance	Campus ID	Course Status
695194	JANUARY STARTER MASTERS-ENG-WAL		PG-TM	Full Time Attendance		Open

Contact Details - Please select the contact for this Change of Circumstance

	Title	First name	Surname	Department	Tel	Ext	Email
<input type="radio"/>	Capt	kev Forenames	kev Surname	kev Department	01294 00000000000001	1234567890	kev@kev.com

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This image shows the contact details page of the CoC

13. Select a radio button to pick a contact for this CoC. This will be a registered person at your university or college who we can contact about this CoC. When you have selected the contact, select **Next**.
14. If you need to, you can include additional notes in the **Further Explanation If Required** box.
15. When you have entered all the details for this CoC, select **Next** to continue.
16. This will open the **CoC Summary** screen where you can review the CoC details. When you have reviewed the information, select **Submit**.

Confirming registration

Once you have submitted the CoC and we have processed it, the student's profile on SIS will update to reflect the new information.

Since the student has now transferred to a different academic year, they will appear on your registration worklist again.

You will need to confirm the student's registration on the new course to begin payments for this course.

Transferring to the next academic year

If your student wants to transfer to a course starting in the next academic year, for example moving from AY 2019/20 to AY 2020/21, you will only be able to do this if the new academic year's course is available.

This will be available once you have rolled over or newly submitted the new course on CMS. This normally happens in March or April for postgraduate courses.

If you are trying to transfer a student to the next academic year before this point, you will not be able to see the dropdown for the new academic year on the CoC selection page.

In this case, you will need to submit a suspension CoC until the new course is available. When the course is available you will need to submit a resumption CoC, then submit the Cross Academic Year Transfer CoC.