

## Quick Guide – Course Transfer CoC

### When and Why?

It is the HEP's responsibility to submit accurate and timely Change of Circumstance notifications when a student changes course. All CoCs must be submitted via the Student Information Service (SIS) for PG Master's and Doctoral Loans.

A Course Transfer CoC can be used when a student moves between courses at your institution during the academic year.

### Access

To create CoCs you must hold the CoC Administrator user role within SIS. If you need this access to be added to your account you can contact the User Administrator within your HEP.

## Create Course Transfer CoC

You can create a PG CoC from either the Detailed Student Information screen or the Create CoC screen within the CoC Home area of SIS. For the purpose of this quick guide you will use the Create CoC screen.

- To access this area select **CoC Home** from the menu on the left on the SIS Home page
- The CoC Home menu will appear and will show all of the CoC sub areas which apply to your user access
- Select **Create CoC**

You must now select the Level of Funding of the CoC you want to create:

- Select **Postgraduate** from the Level of Funding drop down menu
- Select **Course Transfer** from the Change of Circumstance Category drop down menu
- Select the **Academic Year** you want to apply this CoC to from the Academic Year drop down menu
- Click 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 use the **SSN** (student support number) or the **CRN** (Customer Reference Number) to find the student's details by entering it into the box provided and clicking the **find icon** beside the box. As this CoC is a Course Transfer, SIS will validate the student you are entering has an application for your Provider before you can proceed.

- You can add up to 20 students to this CoC by selecting the green plus icon. It is important to note you will be submitting this CoC for all students added to the list, therefore you should ensure the change details apply to them all
- Click the **Next** button

The Change of Circumstance Details screen will display to enter the specific details of the change. A new section has been included in this area to display the Student and Current Course Details which will ensure there is visibility of the information currently held for this student.

**Change of Circumstances and Academic Year** Help

Level of Funding:  Change of Circumstance Category:

Academic Year:  Mode of Study:

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**Student and Current Course Details**

Student Details	Course Details
SFDU16121700H (87668880479) BINGLY, BETTY 22/06/1970	PGL APPLY - RESEARCH FT 2 YR SEPTEMBER-ENG (PG-RM) SLC Course Code: 884088 UCAS Course Code:

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**Change of Circumstance Details**

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

To submit a Course Transfer CoC:

- Input the **Transfer Effective Date** – this should be the date the student transferred to the new course
- Input the correct course year from the **Course Year the Student will enter** drop down menu

When you have input all the details for this CoC, select the **Next** button below the details to continue and select the new course for the student.

The Course Details screen will now be displayed. Here you can search to find the student's new course. The only courses that will be displayed in the results screen are valid Post Graduate Courses from the Courses Management Service. Course Start Date and Qualification has been added to the results table to allow you to easily identify the correct course. When you have selected the correct details select the **Next** button.

SLC Course Code†	Course Name	Course Start Date	UCAS Course Code	Qualification	Method of Attendance	Campus ID	Course Status
<input checked="" type="radio"/> 884094	PGL APPLY TAUGHT FT 1 YR DISTANCE LEARNING SEPTEMBER-ENG	05/09/2016		PG-TM	Full Time Distance Learning		Open

You must now **select a contact for this CoC**. This will be a registered person within your HEP who can be contacted regarding this CoC. When you have selected the contact using the radio button provided, click the **Next** button.

The CoC Summary screen will then display a read only version of all of the details you have entered to review before submission.

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