

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. Registration confirmation should be submitted as soon as a student has been enrolled; for new students this is normally after the HEP has had face-to-face contact with them. HEPs can wait 4-6 weeks to submit a 'Not Registered' confirmation to allow the student time to register at a different provider; however, if it is known that the individual is not pursuing higher education then the submission should be made when that becomes known.

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

Where a student appears on the Registration Worklist as full time but is actually part time, a CoC should be raised to amend the student's mode of study.

Further information on registration confirmations can be accessed in the Registration & When to Confirm quick guide.

Access

To confirm registration you must hold Registration Administrator access within the HE Portal. If you need this access to be added to your account you can contact the User Administrator within your HEP.

Registration Confirmation via the Registration Worklist

- 1) To access the Registration Worklist you first need to access the Registration Home via the [Registration Home](#) link on the menu on left of the SIS Home page. Clicking this menu item will also display all of the registration sub areas that apply to your user access.
- 2) You can then access the Registration Worklist by selecting [Registration Worklist](#) from the Registration Home sub menu. When using the search filters on this page, only the students who require a registration confirmation will appear in the results.

The Registration Worklist Filter page is split out over two tabs to allow you to search using a selection of criteria: [Student Search](#) and [Course Search](#).

- 3) When you have selected the search criteria you wish to use:
 - Select the [Filter & Display](#) button, the results will show below the search filters on screen.

The results table displays as below – for AY 2018/19, a [Credits](#) field will also be displayed but will only hold a value for PTML students.

The screenshot shows the 'Registration Worklist' interface. At the top, there are two tabs: 'Student Search' (selected) and 'Course Search'. Below the tabs is a search filter form with 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 also 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. Below the table 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

- 4) A [Registration Confirmation](#) drop down box is displayed next to each student's record on the worklist. In the dropdown, you can select either:
 - [Yes](#) to register the individual student (this will trigger maintenance payment to student).

For PTML students this is also confirming that the correct credits are showing for the student for that academic year – if this value is incorrect then once the HEP selects [Y](#) from the Registration Confirmation drop down, the credits value becomes editable. The HEP can then overtype the value and select [Submit](#); the following screen will be displayed with an information message.

! Registration confirmation not made, awaiting credit confirmation.SFDU

Filter
Help

Student Search
Course Search

Academic Year:

Student Support Number:

Forenames(s):

Number of Records to Display Per Page:

Customer Reference Number:

Date of Birth (dd/mm/yyyy):

Surname:

Mode of Study:

Clear Filter and Results
Filter & Display Results
Export Results

Outstanding Registration Confirmations

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	Y	120

Set Registered
Set Not Registered
Submit

This action will cause the system to automatically generate a CoC to change the credit value SLC hold. At this point the student is removed from the Registration Worklist however registration will be held at Awaiting Registration Confirmation until the application is reassessed. Once the CoC has been processed, the student will come back onto the Registration Worklist for confirmation.

Details of the submitted CoC from this action can be viewed in the Student Information History as below.

Change of Circumstances and Academic Year Help

Level Of Funding: Change of Circumstance Category:

Academic Year: Mode of Study:

Course Details

UCAS Code:

Course Name:

Method of Attendance:

Student Details

SSN	Surname	Forename(s)	Date of Birth
SFDU D	21321312231	4324234234242	21/02/1995 (dd/mm/yyyy)

Change of Circumstance Details

Credits:

Further explanation if required:

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

Title	First name	Surname	Department	Tel	Ext	Email
*	Brg	raj	estate	01412509222	345	ven@slc.co.uk

Status

Status:

[Back](#)

Home | Student Information Home | View Student Information

For full information about what registration is confirming please access the Registration & 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 the **Yes** or **No** options have been selected for all relevant students, click the **Submit** button to make the confirmations. All students who have had their registration confirmed as 'Yes' or 'No' will then be removed from the Registration Worklist and their Student History page will be updated to reflect this.