

Quick Guide

Available Course Years

Overview

You can use the **Available Course Years** function to manage student applications more effectively by determining if a particular year of a course should be visible to students applying online or not.

It lets you phase in or phase out courses and gives greater flexibility than using the **open/closed** course status indicator.

When you no longer want to offer a course, we would recommend using **Available Course Years** rather than closing a course.

You can use this function to choose whether all students, returning students or none can see your course. For full-time undergraduate courses, this can differ for each year of your course. For example, Year 1 – No Students, Year 2 – Returners, Year 3 – All Students.

The available course years can be edited at any time, although any changes you make will take approximately 4 hours to become visible in our application system.

All courses are defaulted to **All Students**. If you do not have administrative access to Courses Management Service (CMS), you should email any requests to use the available course years function to hep_services@slc.co.uk and we will administer for you.

The available course years function has no effect on students who have already applied or been approved for a course.

There is no effect on downstream systems such as change of circumstance or Student Information System (SIS) for students who are already approved on courses that you edit.

This function is for online applications only. Students who apply on paper will have their applications approved as normal, even if the available course years have been amended to prevent applications.

Undergraduate courses

The **Available Course Years** function is available for both full-time and part-time undergraduate courses. The three settings are:

- **All Students**
- **Returners** (continuing students and repeaters)
- **No Students**

If a course year has been set to **Returners** and an **End On** student applies, the student will be prevented from applying because **End On** students are classed as new students. You should amend the course year to **All Students** so that the End On student can apply. Once the student has applied, you should switch the course year back to **Returners**.

Postgraduate courses

The **Available Course Years** function is available for all full-time and part-time postgraduate courses. The two settings are:

- **All Students**
- **No Students**

Due to the apply once nature of postgraduate applications, instead of closing a course you should set your courses to **No Students** to ensure continuing students still receive their funding. This also allows students to be transferred onto the courses if needed.

Scenario for phasing out a course

If you have a 3 year full-time undergraduate course that is running in AY 2019/20, but you do not want to take on any new students for the following academic years, you should use the following example in the **Available Course Years** section.

	2019/20 Course set up	2020/21 Course set up	2021/22 Course set up	2022/23 Course set up
Year 1	All students	No students	No students	No students
Year 2	All students	Returners	No students	No students
Year 3	All students	Returners	Returners	No students