

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 PT Grant students (excluding new Welsh PT Loan and Grant students from AY 2014/15). You need to submit changes for SAAS students directly to SAAS and for PT 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 the student to be transferred to a course in another year of study. You will find the submission process very similar to a normal transfer CoC to allow for easy use. Except for the new addition of 'starting academic year', which we will explain later in this document.

This type of CoC should only be used when a student is changing their academic year and should not be used for a standard course transfer, these should be submitted through the course transfer CoC process that can be found on the [HEP Services website](#).

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.

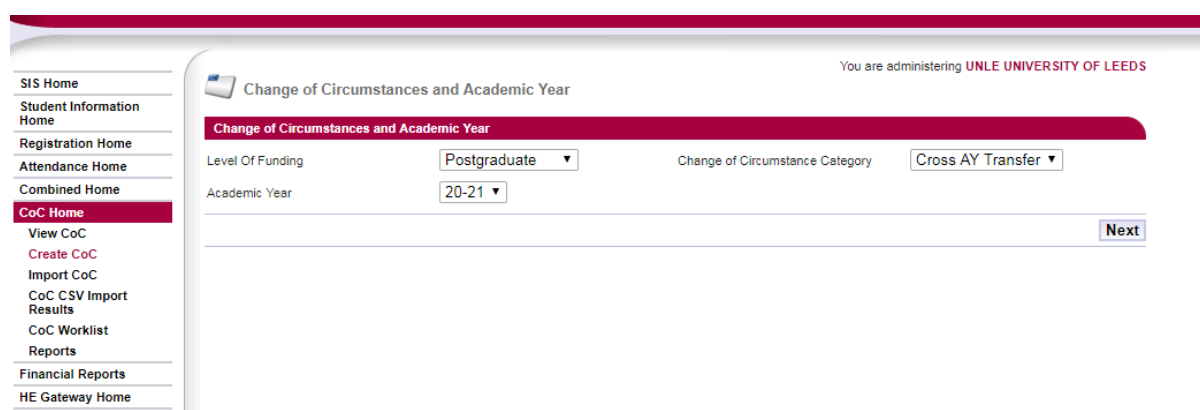
Create Cross Academic Year CoC

You can create a CoC from either the CoC Worklist, the Detailed Student Information screen, the Create CoC screen or via bulk xml file upload within the CoC Home area of SIS. For the purpose of this quick guide you will use the Create CoC screen.

- Select **CoC Home** from the menu on the left on 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 **Cross AY 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
- Click the **Next** button



This image shows that the new CoC can be found in the change of circumstance category dropdown

You will now be prompted to enter the details of the student that you want to apply this CoC to. You can use the **SSN** (student support number) to find the student's details by using the search box.

- You can add up to 20 students to this CoC by selecting the green plus icon. It is important to note that 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

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

The Change of Circumstance Details screen will display to enter the specific details of the change.

This image shows where to input the transfer effective date

- Enter the **Transfer Effective Date** – the day, month and year the student has transferred to the new course
- Select the **Course Year the Student Will Enter** from a dropdown menu
- You can enter further information in the **Notes Field**, please leave this blank unless additional information is needed to process this CoC
- Click **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 above shows the Change of Circumstance window for a Cross AY Transfer CoC

To submit a cross AY transfer CoC you must:

- Input either the **SLC course code**, **course name** or the **UCAS code** to search for the student's course
- Click the search button
- 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: Change of Circumstance Category:

Academic Year:

Student and Current Course Details

Student Details	Course Details
SFWU19165673T (65653263536) SUSPND, TESMAST 01/01/1990	-KEV PT POSTGRADUATE RESEARCH MASTERS DISTANCE LEARNING (PT)-ENG-WAL (PG-RM) SLC Course Code: 663158 UCAS Course Code: KEV1

Change of Circumstance Details

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

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 checked="" type="radio"/>	Capt	kev Forenames	kev Surname	kev Department	01294 000000000000001	1234567890	kev@kev.com

This image shows the contact details page of the CoC

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

You can now include additional notes with this CoC, if they are needed, by typing into the **Further Explanation If Required** box.

Including notes with a Cross Academic Year Transfer CoC means it will not be automatically processed and the CoC will be handled in terms of the 20–30 working day SLA processing time, so it is important that notes are only added when needed.

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

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.

Confirming Registration

Once you have submitted the CoC and we have processed it, the student's profile on SIS will be updated to reflect the new information. Since the student has now transferred to a different AY, they will appear back on a registration worklist. To begin the payments for the new course you will need to confirm the student's registration on the new course.

Transferring to the next AY

If your student wants to transfer to a course starting in the next AY, for example moving from 2019/20 to 2020/21, you will only be able to do this if the new AY's course is available. This will be available once the new course has been rolled over or newly submitted on CMS by your university or college. This normally occurs in March or April for postgraduate courses.

If you are trying to transfer a student to the next AY before this point, the dropdown for the new AY will not be available to select on the CoC selection page, which can be seen at the start of this document. In this case, you will need to submit a suspension CoC until the new AY course is available to be transferred onto. When the course is available you will need to submit a resumption CoC, then submit the Cross Academic Year Transfer CoC as described in the guide above.