

**Campus Solutions
User Guide**

**Quick Admit
(Including Search/Match)**

Student System Office
The University of Manchester
email: cs.records@manchester.ac.uk
<http://www.campus.manchester.ac.uk/planningsupportoffice/SSO/>
Version: 3.1


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Important Note – Quick Admit Usage

This SSO User Guide covers the process for quick admitting a student directly in to the Student Records area of Campus Solution, bypassing any internal university admissions decision/process.

This process should **only** be used for an academic programme where there is no formal/official internal university application procedure/admission decision, i.e. when the student has a guaranteed place on a programme of study with no university application process/decision needed or has an application process outside of Campus Solutions as **agreed by Student Admissions Team**.

 **Important Note:** Staff will need additional access in Campus Solutions to be able to use the Quick Admit functionality detailed in this guide, see the SSO [‘Quick Admit’](#) webpage for further information.

 Schools **MUST** obtain permission from the Student Admissions Team in collaboration with the Student System Office **BEFORE** the Quick Admit process can be used for a programme.


 **Important Note:** This process is unsuitable for students who require Tier 4 sponsorship, all of these should go through another admissions route whereby a Confirmation of Acceptance for Study can be issued.

If your School has an admissions/application process query please refer to the following IT Services Training Guide:

[UCAS Admissions](#)
[Postgraduate and Direct Entry Admissions](#)

Or contact Sarah Piper from the Student Admissions Team for further support/guidance:

Sarah Piper (Student Admissions Co-ordinator)

 58844

 sarah.piper@manchester.ac.uk


Search/Match

The vast majority of student records in Campus Solutions are created from admissions records following a matriculation process.

Providing that the Student Admissions Team has agreed that there is **no** official internal university application decision required for your programme ([see 'Important Note – Quick Admit Usage'](#)), you will need to create a student record through the manual 'Quick Admit' process.

Adding a student record directly into Campus Solutions requires **essential checks** to ensure that duplicate information is not being entered into the system. Records created from the admissions area undergo such checks electronically; however when creating records directly in CS using 'Quick Admit', these must be completed manually.

The **Search/Match** process is intended to allow you to search the system for existing records which may match the data of the person you are about to enter. Allowing users to determine whether or not, a person record already exists within the system.

 If a match is found, the previous ID **MUST** be retained to avoid duplication within the system.

Running the Search/Match process before records are quick admitted to the system allows users to identify whether they should create a wholly new record or whether they should add a new programme/career to an existing person ID record.

Using Search/Match

1. **Navigate to:** [Student Admissions](#) > [Application Entry](#) > [Search/Match](#)
2. Select a **Search Type** of 'Person' and a **Search Parameter** of 'DIRECTAPPLICANT' and click the Search button.

Search/Match

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search Type:

=

Person

Search Parameter:

begins with

DIRECTAPPLICANT

Ad Hoc Search

☐


Description:

begins with

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

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3. Set **Search Result Code** to 'UMANC_STD'.



You can click on the **User Default** link to set this 'Search Result Code' to be the default option used each time you come to this page, so you will not then need to enter it each time.

Search Criteria

Search Type: Person ☐ Ad Hoc Search

Search Parameter: DIRECTAPPLICANT Test extended search

Search Result Rule	
Search Result Code:	UMANC_STD
Standard Person Search Results	
User Default	

4. Enter known search fields, if you are unsure of spelling, you can use the first letter/s only (*although this could increase the number of possible matches returned*), click on the **Search** button.



If a student has a double-barrelled surname, remove any hyphens or spaces before searching.

Search Criteria

Search Type: Person ☐ Ad Hoc Search

Search Parameter: DIRECTAPPLICANT Test extended search

Search Result Rule	
Search Result Code:	UMANC_STD
Standard Person Search Results	
User Default	

Search **Clear All** **Carry ID Reset**

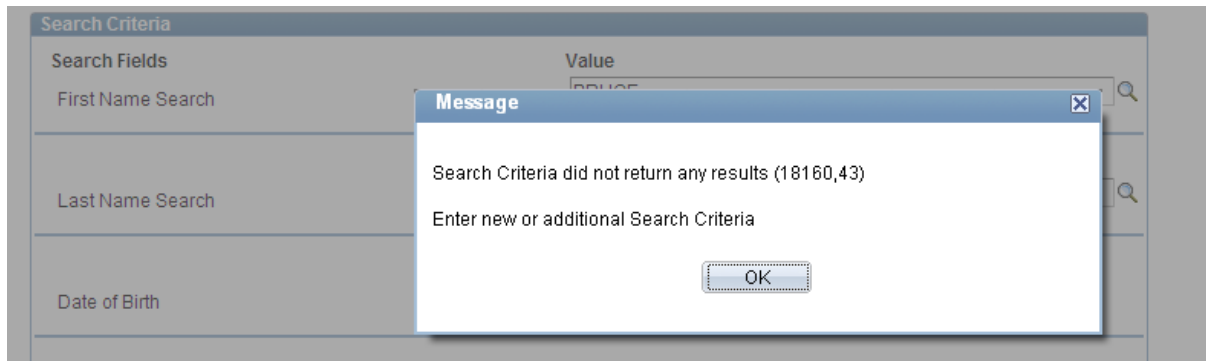
Search Criteria	
Search Fields	Value
First Name Search	GEM
Last Name Search	GRIMSHAW
Date of Birth	
Gender	
Middle Name	

5. Any potential matches identified will be listed in the Search Results table. These will fall in to 1 of 3 scenarios, detailed in the ['Search Results Scenarios'](#) section of this guide.

Search Results Scenarios

Scenario (1) No Results Returned

If your search criteria returns no results you will see the message shown below, if you are confident that this person does not already exist within the system you can add them using the Quick Admit process.



Scenario (2) Results Returned but No Obvious Match

One or more search results are returned, but from checking the immediately available information (first name, middle name, last name, gender and date of birth) you may determine that there are no matches.

Click on the **Detail** link. This will then open up a page of further details for that person, (such as addresses) to allow you to complete the cross check process. *This process is covered in the ['Checking Further Person Details'](#) section of this guide.*

			Empl ID	Name Type	Name Effective Date	First Name	Last Name	Date of Birth
1	Carry ID	Detail	Student		08/10/2001	James	Smith	Student Details Withheld
2	Carry ID	Detail	Details Withheld		02/03/2000	James	Smith	Student Details Withheld
3	Carry ID	Detail			14/11/2003	James	Smith	Student Details Withheld

Scenario (3) Results Returned with Apparent Match

One or more search results are returned and upon checking the immediately available information (first name, middle name, last name, gender and date of birth) you may determine that there is a positive match.

In this case, it is worth just double-checking by clicking on the **Detail** link. This will then open up a page of further details for that person, (such as addresses) to allow you to complete the cross check process. *This process is covered in the ['Checking Further Person Details'](#) section of this guide.*

			Empl ID	Name Type	Name Effective Date	First Name	Last Name	Date of Birth
1	Carry ID	Detail	Withheld		10/05/2010	Kimberley	Student Details Withheld	

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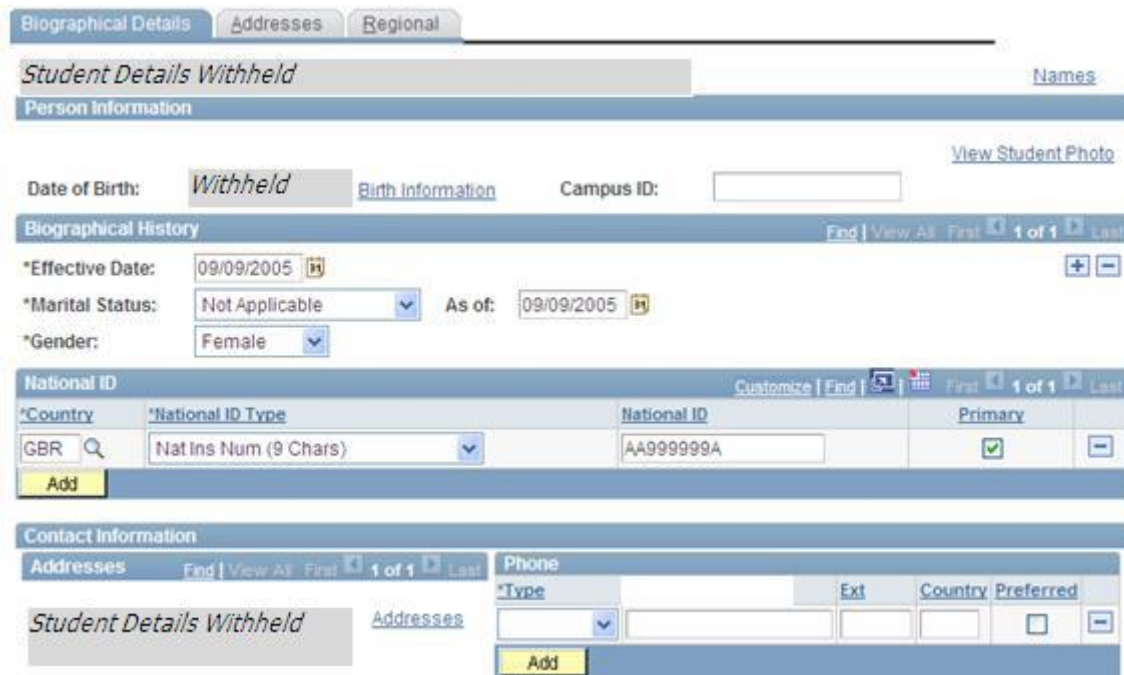
Checking Further Person Details

1. Click on the **Detail** link to open up the Bio/Demo (personal) data page in a separate window.



Search Results							
Results		Results2		Additional Information		[...]	
		Empl ID	Name Type	Name Effective Date	First Name	Last Name	Date of Birth
1	Carry ID	Withheld		10/05/2010	Kimberley	Student Details Withheld	

Here you can view additional information such as **Gender** and **Addresses**.



Biographical Details | Addresses | Regional

Student Details Withheld

Person Information

Date of Birth: Withheld Birth Information Campus ID: [] View Student Photo

Biographical History

*Effective Date: 09/09/2005 *Marital Status: Not Applicable As of: 09/09/2005 *Gender: Female

National ID

*Country	*National ID Type	National ID	Primary
GBR	Nat Ins Num (9 Chars)	AA999999A	<input checked="" type="checkbox"/>

Add

Contact Information

Addresses

Student Details Withheld

Phone

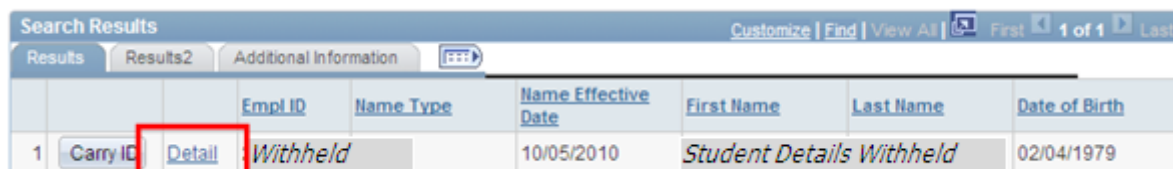
*Type	Ext	Country	Preferred
[]	[]	[]	<input type="checkbox"/>

Add



Even if the address differs from the one provided in your own records, it is worth considering that the person may have moved addresses.

2. Once you have finished checking the data, you can close this independent window to return you to the Search/Match results page.



Search Results							
Results		Results2		Additional Information		[...]	
		Empl ID	Name Type	Name Effective Date	First Name	Last Name	Date of Birth
1	Carry ID	Withheld		10/05/2010	Student Details Withheld		02/04/1979

3. If you wish to Quick Admit this existing person record, click on the **Carry ID** button. The system will carry forward the person ID to the Quick Admit page, ready for you to use.
4. If you have not determined any matches and therefore do not wish to proceed to admit this person, simply close the Search/Match page and proceed to enter the student's data from scratch, see section '[Quick Admitting a NEW Student](#)'.

Unsure of a Duplicate?

If you are unsure as to whether a record is a possible duplicate or not, or require more information to help you determine, please contact the Data Quality Team: data.quality@manchester.ac.uk


Term Dates

When using the Quick Admit process, it is VITAL that you use the correct academic term.

An academic terms run from 1st August – 31st July (inclusive) for all academic careers (UGRD, MDUG, CEPD, COLB, PGDT & PGDR).

Using the 2014/15 academic term as an example, the term dates are 01/08/2014 – 31/07/2015 this would be the 1141 academic term, with the exception of the CEPD career where it will be 1145. Any student admitted between 01/08/2014 and 31/07/2015 MUST be recorded against the 1141/1145 term respectively.

Please contact the SSO Helpdesk for further assistance with Term Dates:

 : 65444


 cs.records@manchester.ac.uk


Quick Admit


The use of the 'Quick Admit' feature enables you to enter a student onto the system (Name, DoB, Address, etc..) – along with the Academic Program that you wish to place them on and admit them directly.

The 'Quick Admit' process automatically performs the Term Activation process for the given term, whilst 'bypassing' the admissions stages.

Quick Admit should only be used where there is no formal/official application procedure. See ['Important Note'](#) for more details.


 There are a number of mandatory data fields that **MUST** be completed. The Quick Admit process will allow you to add a record with very minimal data. However, you **MUST** ensure that all data detailed in this guide is recorded.

 Quick Admit can only be used for a person who has not previously studied at the university. If a previous prog/plan record exists, please follow the instructions within the ['Admitting an EXISTING Student'](#) section.

 You **MUST** have the correct security access in Campus Solutions to be able to complete the Quick Admit processes detailed within this guide. This includes approval from Central Admissions. See the 'Applying for Quick Admit Access' section within [SSO Quick Admit webpage](#) for further information.


Quick Admitting a NEW Student

 Please ensure you have completed the [Search/Match](#) process before completing this process.

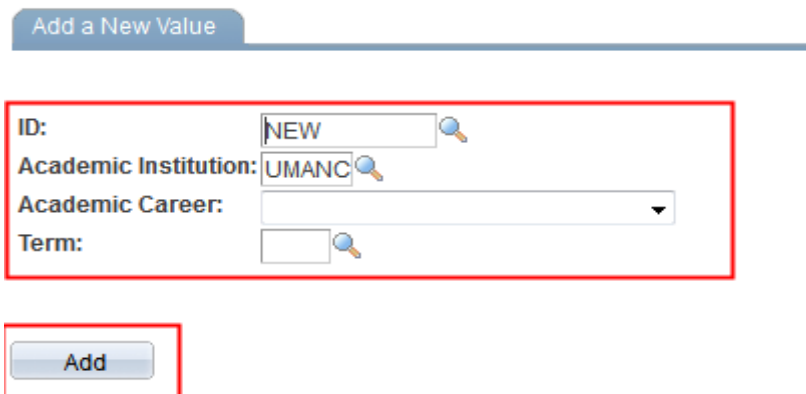
 It is only possible to quick admit a student using the above process, if they have **never studied** with us. If a student has a previous student record within CS, the process for adding them to the system is very different. See '[Quick Admitting an EXISTING Student](#)' for more details.

This section of the guide details the process required of quick admitting a new student (that is a person that has no previous recorded details in Campus Solutions):

1. **Navigate To:** [Records and Enrolment](#) > [Enrol Students](#) > [Quick Admit a Student](#)
2. Enter the **Academic Career** and [Term](#) you wish to admit the student to. The Academic Institution should default to UMANC, and the ID field will default to NEW. As you are admitting a new student to the system **do not** amend the ID field.

 *An Academic Term runs from 1st August – 31st July, please ensure that you are admitting your student on to the correct academic term/term code (this differs for CEPD programmes). If you are unsure, please contact the Student System Office x65444, also see the Term Dates section above for further information.*

Quick Admit a Student



Add a New Value

ID:


Academic Institution:

Academic Career:

Term:

Add

3. You will be directed to the 'Quick Admit' page, within the **Biographical Details** tab the effective date will default to today's date. Complete all fields within **Personal Information, Contact Information** and **Biographical History**.

 DoB, gender, domicile, nationality and postcode data are mandatory HESA reportable fields. BUT all data within this page is mandatory, with the exception of National ID!

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Using Quick Admit (including Search/Match)

Data

Biographical Details Regional Program/Plan

NEW

Person Information

Effective Date: 24/07/2013

*Format Using: English [Change Format](#) [View Student Photo](#)

Prefix:

First Name: Middle Name:

Last Name:

Suffix:

Date of Birth: [Birth Information](#) Campus ID:

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 24/07/2013

*Marital Status: Not Applicable As of:

*Gender: Unknown

National ID Personalize | Find | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
GBR	Nat Ins Num (9 Chars)	<input type="text"/>	<input checked="" type="checkbox"/>

Add

Contact Information Find | View All First 1 of 1 Last

Addresses *Address Type: Home Effective Date: 24/07/2013 *Status: Active Country: GBR Address: [Edit Address](#)

Phone *Type *Phone Ext Country Preferred

Email *Type *Email Address Preferred

Communication Preferred Method:

Save Notify Refresh Add

☒ Expert Entry [Biographical Details](#) | [Regional](#) | [Program/Plan](#)

- To add a contact address, select the type of address you wish to add from the drop-down list and then click on the **Edit Address** link.

Contact Information

Addresses Find | View All First 1 of 1 Last

*Address Type:

Effective Date:

*Status:

Country:

Address: [Edit Address](#)

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5. This will open up an address entry page for you to populate. If this is not an address in the UK you will need to click on the 'Change Country' hyperlink. Once done, press **Ok**.

 Postcode data is a mandatory HESA reportable field.

Edit Address


Country: United Kingdom [Change Country](#)

Address 1:

Address 2:

Address 3:



Address 4:

Town/City: County:  Postcode:


[Find Your Postcode](#)

6. You will return to the main page, where you will see the address entered. If you wish to add a further address, click on the little plus sign and repeat the above steps.


Contact Information

Addresses [Find](#) | [View All](#) First  1 of 1  Last



*Address Type: Home

Effective Date: 24/07/2013 

*Status: Active

Country: GBR 

Address: [Edit Address](#)

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Using Quick Admit (including Search/Match)

7. Move to the **Program/Plan** tab. Complete the **Academic Program**, **Academic Plan** and **Expected Graduation Term** fields with the correct detail. The **Admit Term** and **Requirement Term** fields will default to the term selected at the start of the quick admit process.

Data

[Biographical Details](#) | [Regional](#) | **[Program/Plan](#)**

Career: PGDR PGDR Institution: UMANC NEW UMANC Term: 1131 13/14 Year

Program and Plan

Academic Program Primary:

Campus:

Academic Plan:

Admit Term: 1131 2013/14 Academic Year

Requirement Term: 1131 2013/14 Academic Year

Expected Graduation Term:

[Residency](#)

Go to: [Quick Enrollment](#) | [Enrollment Appointments](#) | [Student Program Plan](#)

Save Notify Refresh Add

☒ Expert Entry

[Biographical Details](#) | [Regional](#) | [Program/Plan](#)

8. Click on the 'Residency' hyperlink.

Data

[Biographical Details](#) | [Regional](#) | **[Program/Plan](#)**

Career: PGDR PGDR Institution: UMANC NEW UMANC Term: 1131 13/14 Year

Program and Plan

Academic Program Primary:

Campus:

Academic Plan:

Admit Term: 1131 2013/14 Academic Year

Requirement Term: 1131 2013/14 Academic Year

Expected Graduation Term:

[Residency](#)

Go to: [Quick Enrollment](#) | [Enrollment Appointments](#) | [Student Program Plan](#)

Save Notify Refresh Add

☒ Expert Entry

[Biographical Details](#) | [Regional](#) | [Program/Plan](#)

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9. Enter the student's correct Residency data by completing the **Effective Term** (admit term), **Residency** and **Residency Date** fields, using the look-ups if you wish.

Residency Official

ID:	NEW
Academic Career:	Postgraduate Research
Academic Institution:	The University of Manchester

*Effective Term:	<input type="text"/>	
Residency:	<input type="text"/>	
Residency Date:	<input type="text"/>	

Residency Details					
Admissions Residency:	<input type="text"/>		Admission Residency Exception:	<input type="text"/>	
Fin Aid Federal Residency:	<input type="text"/>		Fin Aid Fed Residency Excpt:	<input type="text"/>	
Fin Aid State Residency:	<input type="text"/>		Fin Aid St Residency Excpt:	<input type="text"/>	
Tuition Residency:	<input type="text"/>		Tuition Residency Exception:	<input type="text"/>	

OK	Cancel	Refresh
----	--------	---------

The remaining information will auto-populate. Click **OK**, you will be returned to previous page, click on the **Save** button to complete.



If you are unsure of a student's residency status, please contact the Tuition Fee Assessment Team ✉ feeassessment@manchester.ac.uk ☎ 55000

10. The system will now do one of two things:

- A. **Display the message 'Saved'** in the upper right corner of the page (this will only display temporarily) and assign the student an ID number (as opposed to NEW). The new student has been created on the system and admitted/term activated onto the specified program. Follow the additional steps to complete the 'Quick Admit' process.
- B. **Display a 'Search Results' page** with a 'Warning' message. When this occurs it means that as the system tried to save the student data it found one or more possible duplicate records. If this happens it means that the Search/Match process has kicked in.



As you have already performed a manual [Search/Match](#) process before starting to add the student's details, you should already be sure that the student(s) identified here are **NOT** the same as that which you are trying to add. Double check and click on the **Return** button. You will then be presented with another page of 'Warning' information.

Warning -- Potential duplicate found at Search Order Number 60 - "Name Only" (14000,407)

Based upon the data entered and the search/match criteria, a potential match exists between the data being saved and at least one constituent already in your database.

Use Search/Match to further investigate the potential matches. This should help you decide whether the ID you are trying to add is truly new to your database or if this constituent already exists.

Click OK to ignore the warning and continue saving the transaction, click CANCEL to review the results.

OK	Cancel
----	--------

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11. If you are sure that you wish to proceed and add this new student into the system, click on the **OK** button, this will, 'Quick Admit' the student and 'Term Activate' them for the 'Admit Term' detailed within their record.
12. **Navigate To:** [Campus Community](#) > [Personal Information \(Student\)](#) > [Identification \(Student\)](#) > [Residency Data](#)
13. Enter Student ID, and ensure that the 'Include History Box' is selected. Click **Search**:

Residency Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Empl ID:

begins with ▼

🔍

Academic Career:

= ▼

▼

National ID:

begins with ▼

Campus ID:

begins with ▼

Last Name:

begins with ▼

First Name:

begins with ▼

☒ Include History

☐ Case Sensitive

Search

Clear

Basic Search

📄 Save Search Criteria

14. Within the 'Residency Self Report' Tab you will need to record the domicile data for HESA purposes. The 'Date Reported' will automatically default to today's date, this can be amended if needed. Enter 'Quick Admit CS' into the 'Source' field. Using the look up on the Country field, select the correct country and save. See screen shot below for a visual aid.

Residency Official 1

Residency Official 2

Residency Appeal

Residency Self-Report

Self-Reported Residency Data

Find | View All | First | 1 of 1 | Last

*Date Reported:

20/10/2014

📅

+

-

Source:

Quick Admit CS

District:

County:

State:

🔍

Country:

🔍

Postal:

Comment:

Save

Return to Search

Notify

Update/Display

Include History

Correct History

[Residency Official 1](#) | [Residency Official 2](#) | [Residency Appeal](#) | [Residency Self-Report](#)

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15. Navigate to: [Campus Community > Personal Information \(Student\) > Identification \(Student\) > Citizenship > Citizenship and Passport](#)

To record a student's Nationality. Using the look up icon, select the correct 'Country' and 'Citizenship Status'. Save. ***This is mandatory data for HESA reporting.***

Citizenship/Passport

*Country: United Kingdom

Citizenship Status:

Passport Information

*Passport Number:

Issue Date: Expiration Date:

Country: State:

City:

Issuing Authority:

Comment:

Save Return to Search Notify

16. The Quick Admit process is now complete:

It is important that you:

1. Navigate to the **Registration Details** page and complete, otherwise the student will not be able to register etc...

[Records and Enrollment > Career and Program Information > Registration Details](#)

Ensure that Academic Programme & Plan, Session, Start Date of Programme, Expected End Date of Prog, Expected End date of Student and Expected Next Registration Date fields are populated.

The Final Year flag or Expected Graduation field should be blank.

See the Registration Details section within the IT Services [Student Records Maintenance Training Guide](#) for guidance on how to complete these fields.

2. Navigate to the **Student Programme/Plan** page and check that the student has the correct 'Acad Load' (Full-Time or Part-Time). *This defaults as full time.* If the programme is Part-Time this will need to be amended.

[Records and Enrollment > Career and Program Information > Student Program/Plan](#)

3. Navigate to the **Term Activate a Student** page and change the Approved Academic Load ('Enrollment Limit' - second tab) to Part-Time if the programme is Part-Time.

The Approved Academic Load field updates the Acad Load when a student is term activated. Quick Admit, however, term activates the student before you have had a chance to change the Acad Load.

[Records and Enrollment > Student Term Information > Term Activate a Student](#)

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Should you require any assistance with the above processes, please do not hesitate to contact the Campus Solutions Operational Support Helpdesk x65444.

Quick Admitting an EXISTING Person ID with no Previous Study Record

This section of the guide covers the process required for quick admitting an existing person record that has not previously studied at the university (that is a person that has previously recorded details in Campus Solutions, but not within the Student Program/Plan page).

An example of this would be a staff member or a former applicant that did not progress to study.

 Quick Admit should only be used for recording new students to the system. If the person you are adding to the system already has a student record from a previous programme of study, please refer to [‘Quick Admitting an EXISTING Student’](#) for more details.

IMPORTANT NOTE: If, at any point, you are unsure that the existing ID you have is correct, please contact Data Quality Team (data.quality@manchester.ac.uk) who can perform a quick check across all systems.


1. **Navigate To:** **Records and Enrolment > Enrol Students > Quick Admit a Student**
2. The Add a New Value screen will show the Academic Institution field defaulted to UMANC, and the ID field will show as NEW.


However, if you have used the ‘Carry ID’ button in Search / Match (where you may have located your existing ID – see page 9, step 3) the ID field should contain that ID.

3. It is important that the ID field does not contain NEW when you proceed. If the Carry ID functionality has not worked, or you already know the existing ID, **you must over-write NEW with that existing ID at this point.**

Quick Admit a Student


Add a New Value

ID: 

Academic Institution: 

Academic Career:

Term:



replace 'NEW' with the located existing ID

4. Enter the **Academic Career** and **Term** into which you wish to admit the student and click **ADD**.

Add a New Value


ID: 

Academic Institution: 

Academic Career:

Term: 



 *An Academic Term runs from 1st August – 31st July, please ensure that you are admitting your student on to the correct academic term/term code (this differs for CEPD programmes). If you are unsure, please contact the Student System Office x65444, also see the Term Dates section above for further information.*

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You will be directed to the 'Quick Admit' page, within the **Biographical Details** tab the effective date will default to today's date. All **Personal Information**, **Contact Information** and **Biographical History** fields should default with the students previous details held in the system.

These should be updated where necessary by adding rows and providing new/up to date information.

i DoB, gender, domicile, nationality and postcode data are mandatory HESA reportable fields. BUT all data within this page should be considered mandatory, with the exception of National ID!

Biographical Details | Addresses | Regional | Program/Plan

Alan Partridge 5034257 [Names](#)

Person Information [View Student Photo](#)

Date of Birth: 21/05/1974 [Birth Information](#) Campus ID:

Biographical History [Find](#) | [View All](#) | First 1 of 1 Last

*Effective Date: 18/05/2015 [As of:](#) 10/09/2005

*Marital Status: Not Applicable

*Gender: Female

National ID [Personalize](#) | [Find](#) | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
GBR	Nat Ins Num (9 Chars)	AA999999A	<input checked="" type="checkbox"/>

[Add](#)

Contact Information

Addresses [Find](#) | [View All](#) | First 1 of 1 Last

No current addresses exist. [Addresses](#)

Phone

*Type	*Phone	Ext	Country	Preferred
Mobile	07777555555			<input checked="" type="checkbox"/>

[Add](#)

Email

*Type	*Email Address	Preferred
Home	alan.partridge@tiptontravellodge.com	<input checked="" type="checkbox"/>

[Add](#)

Communication

Preferred Method:

[Visa/Permit Data](#) [Citizenship](#)

When you are Quick Admitting an **EXISTING** person ID, the Addresses are updated in a slightly different way to when Quick Admitting a wholly new person.

4i. Move to the 'Addresses' tab.

Biographical Details | **Addresses** | Regional | Program/Plan

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- 4ii. Check the address type you wish to add and click Edit Address.

Biographical Details | **Addresses** | Regional | Program/Plan

Alan Partridge 5034257

No current addresses exist.

Add Address

Effective Date: 19/05/2015 Status: Active

Country: GBR United Kingdom

Address: [Edit Address](#) [Address Linkage](#)

[Update Addresses](#)

[Submit](#) [Reset](#)

Add Address Types

- ☒ Home
- ☐ Mailing
- ☐ Term Time
- ☐ Placement
- ☐ Billing

Enter address details and click **OK**.

Edit Address

Country: United Kingdom [Change Country](#)

Address 1:

Address 2:

Address 3:

Address 4:

Town/City: County: Postcode:

[Find Your Postcode](#)

[OK](#) [Cancel](#)

Postcode data is a mandatory HESA reportable field.

- 4iii. Click **Submit**.

Biographical Details | **Addresses** | Regional | Program/Plan

Alan Partridge 5034257

No current addresses exist.

Add Address

Effective Date: 19/05/2015 Status: Active

Country: GBR United Kingdom

Address: [Edit Address](#) [Address Linkage](#)

Room 666
Tipton Travel Lodge
Junction 12, M11 Dual Carriageway
Norwich
NR7 1AP Norfolk

[Submit](#) [Reset](#)

Add Address Types

- ☒ Home
- ☐ Mailing
- ☐ Term Time
- ☐ Placement
- ☐ Billing

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Using Quick Admit (including Search/Match)

Biographical Details **Addresses** Regional Program/Plan

Alan Partridge 5034257

Current Addresses Personalize Find View All First 1 of 1 Last

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Home	Room 666 Tipton Travel Lodge Junction12, M11 Dual Carriageway Norwich NR7 1AP Norfolk	19/05/2015	Active			Edit/View Address Detail


Add Address Add Address Types

Effective Date: 19/05/2015 Status: Active

Country: GBR United Kingdom

Address: Edit Address Address Linkage

Room 666
Tipton Travel Lodge
Junction12, M11 Dual Carriageway
Norwich
NR7 1AP Norfolk

☒ * Home 
☐ Mailing
☐ Term Time
☐ Placement
☐ Billing

* Active address exists
[Explain](#)

Submit Reset

- 4iv. To add a different type of address, click on a different tab, then click back on the Addresses tab – this will allow you to select a different Address Type. Repeat as before.

Biographical Details **Addresses** Regional Program/Plan

Alan Partridge

Current Addresses Personalize Find View All First 1 of 1 Last

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Home	Room 666 Tipton Travel Lodge Junction12, M11 Dual Carriageway Norwich NR7 1AP Norfolk	19/05/2015	Active			Edit/View Address Detail

Add Address Add Address Types

Effective Date: 19/05/2015 Status: Active

Country: GBR United Kingdom

Address: [Edit Address](#) Address Linkage

☐ * Home
☐ Mailing
☒ Term Time
☐ Placement
☐ Billing

* Active address exists
[Explain](#)

Submit Reset

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Quick Admit (Including Search/Match)

5. Move to the **Program/Plan** tab. Complete the **Academic Program**, **Academic Plan** and **Expected Graduation Term** fields with the correct detail. The **Admit Term** and **Requirement Term** fields will default to the term selected at the start of the quick admit process.

Biographical Details | Addresses | Regional | **Program/Plan**

Alan Partridge 5034257
Career: PGDR PGDR Institution: UMANC UMANC Term: 1151 15/16 Year

Program and Plan

Academic Program Primary:

Campus:

Academic Plan:

Admit Term: 1151 2015/16 Academic Year

Requirement Term: 1151 2015/16 Academic Year

Expected Graduation Term:
[Residency](#)

6. Click on the 'Residency' hyperlink.

Biographical Details | Addresses | Regional | **Program/Plan**

Alan Partridge 5034257
Career: PGDR PGDR Institution: UMANC UMANC Term: 1151 15/16 Year

Program and Plan

Academic Program Primary: 06401 VSTPGR Pop

Campus: MAIN Main

Academic Plan: 07795 VSTPGR Pop

Admit Term: 1151 2015/16 Academic Year

Requirement Term: 1151 2015/16 Academic Year

Expected Graduation Term:
[Residency](#)

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Using Quick Admit (including Search/Match)

- Enter the student's correct Residency data by completing the **Effective Term** (admit term), **Residency** and **Residency Date** fields, using the look-ups if you wish.

Residency Official

ID:	5034257	Alan Partridge
Academic Career:	Postgraduate Research	
Academic Institution:	The University of Manchester	

*Effective Term:	1151
Residency:	H
Residency Date:	18/05/2015

Residency Details			
Admissions Residency:		Admission Residency Exception:	
Fin Aid Federal Residency:		Fin Aid Fed Residency Excpt:	
Fin Aid State Residency:		Fin Aid St Residency Excpt:	
Tuition Residency:		Tuition Residency Exception:	

OK	Cancel	Refresh
----	--------	---------

The remaining information below will then auto-populate. Once done, click **OK**.



If you are unsure of a student's residency, please contact the Fees Status Team – feeassessment@manchester.ac.uk

- You will be returned to previous page, where you can now click on the **Save** button to complete. The system will now **display the message 'Saved'** in the upper right corner of the page (this will only display temporarily). If this happens then the new student has been admitted/term activated onto the specified program. Follow the additional steps to complete the 'Quick Admit' process.
- Navigate To:** **Campus Community > Personal Information (Student) > Identification (Student) > Residency Data**
- Enter Student ID, and ensure that the 'Include History Box' is selected. Click **Search**:

Residency Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID:	begins with	5034257
Academic Career:	=	
National ID:	begins with	
Campus ID:	begins with	
Last Name:	begins with	
First Name:	begins with	

☒ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Within the '**Residency Self Report**' Tab you will need to record the domicile data for HESA purposes. The 'Date Reported' will automatically default to today's date, this can be amended if

Student Systems Office – User Guide

Quick Admit (Including Search/Match)

needed. Enter 'Quick Admit CS' into the 'Source' field. Using the look up on the Country field, select the correct country and save. See screen shot below for a visual aid.

Residency Official 1 | Residency Official 2 | Residency Appeal | Residency Self-Report

Alan Partridge 5034257

Self-Reported Residency Data Find | View All First 1 of 1 Last

*Date Reported: 18/05/2015
Source: Quick Admit CS
District:
County:
State: Country: GBR Postal:
Comment:

Save Return to Search Previous in List Next in List Notify Update/Display Incl

Residency Official 1 | Residency Official 2 | Residency Appeal | Residency Self-Report

11. Navigate to: Campus Community > Personal Information (Student) > Identification (Student) > Citizenship > Citizenship and Passport

To record a student's Nationality. Using the look up icon, select the correct 'Country' and 'Citizenship Status'. Save. ***This is mandatory data for HESA reporting.***

Citizenship/Passport Find | View All First 1 of 1 Last

*Country: GBR United Kingdom Citizenship Status: Primary Citizenship
Passport Information Find | View All First 1 of 1 Last

*Passport Number:
Issue Date: Expiration Date:
Country: State: City:
Issuing Authority:
Comment:

Save Return to Search Notify

12. The Quick Admit process is now complete:


It is important that you:

1. You navigate to the **Registration Details** page and complete this for the student otherwise they will not be able to register.

Records and Enrollment > Career and Program Information > Registration Details

Ensure that Academic Programme & Plan, Session, Start Date of Programme, Expected End Date of Prog, Expected End date of Student and Expected Next Registration Date fields are populated.

The Final Year flag or Expected Graduation field should be blank.

 **See the Registration Details section within the IT Services [Student Records Maintenance Training Guide](#) for guidance on how to complete these fields.**


2. You navigate to the **Student Programme/Plan** page and check that the student has the correct 'Acad Load' (Full-Time or Part-Time). This defaults as full time. If the programme is Part-Time this will need to be changed.

Records and Enrollment > Career and Program Information > Student Program/Plan

3. You navigate to the **Term Activate a Student** page and change the Approved Academic Load ('Enrollment Limit' - second tab) to Part-Time if the programme is Part-Time.

The Approved Academic Load field updates the Acad Load when a student is term activated. Quick Admit, however, term activates the student before you have had a chance to change the Acad Load.

Records and Enrollment > Student Term Information > Term Activate a Student

 Should you require any assistance with the above processes, please do not hesitate to contact the Campus Solutions Operational Support Helpdesk x65444.

Admitting an EXISTING Student

This section of the guide covers the process required for admitting a student with previous study record/s already recorded in Campus Solutions (that is a person that has previously studied on a program that is recorded in Campus Solutions):

1. Navigate to: **Records and Enrollment > Career and Program Information > Student Program/Plan**
2. Enter Student ID (*this is the same ID as the previous record of study*), tick 'Include History' and search to locate existing student record.

Student Program/Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Academic Institution:

begins with ▼

ID:

begins with ▼

9853008

Academic Career:

= ▼

Student Career Nbr:

= ▼

Academic Program:

begins with ▼

Academic Plan:

begins with ▼

Campus ID:

begins with ▼

National ID:

begins with ▼

Last Name:

begins with ▼

First Name:

begins with ▼

☒ Include History


☐ Correct History

☐ Case Sensitive

Search

Clear

Basic Search

 Save Search Criteria

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Using Quick Admit (including Search/Match)

3. Scroll to bottom of page and click the 'Add' button

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees | Hesa Plan 1 | Hesa Plan 2 | Hesa Prog 1

Rupert Rigsby 9853008

Academic Career: Undergraduate Career Requirement Term Student Career Nbr: 0

Status: Cancelled Registration Details

*Effective Date: 20/11/2013 Effective Sequence: 1

*Program Action: WADM Administrative Withdrawal Action Date: 22/05/2015

Action Reason: HLTH Withdrawn - Health Reasons Joint Prog Appr:

*Academic Institution: UMANC The University of Manchester

*Academic Program: 01753 MPharm(Hons)

*Admit Term: 1131 13/14 Year

Requirement Term: 1131 13/14 Year

Expected Grad Term:

Last Updated On: 22/05/2015 10:37:29

By: mwwsswe2

Admissions

☐ From Application Application Nbr: Application Program Nbr: 0

*Campus: MAIN Main

*Academic Load: Full-Time

HESA Instance CAS Details

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees | Hesa Plan 1 | Hesa Plan 2 | Hesa Prog 1 | Hesa Prog 2 | HESA Student

4. Your ID should default in, also enter Academic Career and Career Number* for the record you wish to add.

Student Program/Plan

Find an Existing Value Add a New Value

ID: 9853008

Academic Career: Undergraduate

Student Career Nbr: 1

Add

i The 'Student Career Number' should be incremented if the student has previously studied a programme within the same career (as in the example above). Otherwise, the career number should remain as the default value of '0'.

5. Within the 'Student Program' tab:
 1. The 'Effective Date' will default to today's date, this can be amended where required.
 2. The 'Program Action' should be set to ACTV – Activate.
 3. The 'Action Reason' should be left as blank.

Student Systems Office – User Guide

Quick Admit (Including Search/Match)

4. Enter the 'Academic Program' code or use the look up to find the correct academic program.
5. The '[Admit Term](#)' should be entered or use the look up to locate the correct academic term.

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees | Hesa Plan 1 | Hesa Plan 2 | Hesa Prog 1

Rupert Rigsby 9853008

Academic Career: Undergraduate Career Requirement Term: 15/16 Year Student Career Nbr: 1

Status: Active in Program

*Effective Date: 22/05/2015

*Program Action: ACTV Activate

Action Reason:

*Academic Institution: UMANC The University of Manchester

*Academic Program: 00095 Non-deg/Visit Student Theology

*Admit Term: 1151 15/16 Year

Requirement Term: 1151 15/16 Year

Expected Grad Term:

Last Updated On:

By:

Registration Details

Effective Sequence: 0

Action Date: 22/05/2015

Joint Prog Appr: 0

Admissions

From Application: 0

Application Nbr: 0

Application Program Nbr: 0

*Campus: MAIN Main

*Academic Load: Full-Time

[HESA Instance](#)

[CAS Details](#)

i The 'Requirement Term' field will be populated from the 'Admit Term' data when selected with the look-up.

i An Academic Term runs from 1st August – 31st July, please ensure that you are admitting your student on to the correct academic term/term code (this differs for CEPD programmes). If you are unsure, please contact the Student System Office x65444, also see the Term Dates section above for further information.

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Using Quick Admit (including Search/Match)

6. Within the 'Student Plan' tab:

1. Enter the 'Academic Plan' code or use the look up to find the correct academic plan.
2. SAVE the updates.

The screenshot shows the 'Student Plan' tab for student Rupert Rigsby (ID: 9853008). The 'Academic Career' is 'Undergraduate' and 'Student Career Nbr' is '1'. The 'Car Req Term' is '2013/14 Academic Year'. The 'Status' is 'Active in Program' with an 'Effective Date' of '22/05/2015'. The 'Program Action' is 'Activate' and the 'Academic Program' is '09BT'. The 'Admit Term' is '15/16 Year' and the 'Effective Sequence' is '0'. The 'Action Date' is '22/05/2015' and the 'Requirement Term' is '15/16 Year'. The '*Academic Plan' is '02422' (Non-deg/Visit Student Theology Programme) and the '*Plan Sequence' is '10'. The '*Declare Date' is '22/05/2015' and the '*Requirement Term' is '1151' (15/16 Year). The '*Advisement Status' is 'Include'. The 'Degree' is 'NOAWDUG' and the 'Degree Checkout Stat' is empty. The 'Student Degree Nbr' and 'Completion Term' are empty. The 'Predicted Classification & Award' section shows 'Calculated Classification Mark', 'Predicted Degree Classification', and 'Predicted Award' fields. The 'Save' button is highlighted with a red box. Below the form, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'. The 'Save' button has a tooltip that says 'Save (Alt+1)'.

7. Check/Update address details within Add/Update a Person. **Navigate to: Campus Community > Personal Information (Student) > Add/Update a Person**
8. Check/Update Residency Data where required. **Navigate to: Campus Community > Personal Information (Student) > Identification (Student) > Residency Data**
9. Term Activate the student for the correct academic term. **Navigate to :Records and Enrollment > Student Term Information > Term Activate a Student**



Ensure that you are within the correct Academic Career, use the left and right navigation buttons, to change careers where necessary. Where only one career exists these options will be greyed out.

The screenshot shows the 'Term Activation' tab for student Rupert Rigsby (ID: 9853008). The 'Academic Career' is 'Undergraduate'. The 'Term Activation' section shows 'Term Activation' and 'Term Control Dates' buttons. The 'Term Activation' button is highlighted with a red box.

1. Enter correct Term or use look up icon if this is not known (if a previous term already exists for your relevant career, add a row using the plus icon).
2. Ensure that the 'Student Career Nbr' is correct (see main point 4 above).

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Quick Admit (Including Search/Match)

3. The 'Projected', 'Term Start' and 'Term End' Academic Level should populate automatically for you. If these are incorrect tick the 'Override All Academic Levels' checkbox to manually amend all levels OR the 'Override Projected Level' checkbox to amend the projected level only.
4. The 'Form of Study' should be set to the required type. In the vast majority of cases this MUST be 'Enrollment'.
5. Ensure that the 'Eligible To Enrol' checkbox is selected. *If this checkbox is not selected, you will be unable to enrol students on to course units.*

Term Activation | Enrollment Limit | Student Session | Terms In Residence | Term Control Dates

Rupert Rigsby 9853008

Find | View All | First | 4 of 4 | Last

Academic Career: Undergraduate

Find | View All | First | 1 of 2 | Last

*Academic Institution: UMANC The University of Manchester

*Term: 1151 15/16 Year Semester Activation Date:

Student Career Nbr: 1 Non-deg/Visit Student Theology

Override All Academic Levels: ☐

Override Projected Level: ☐

Academic Level - Projected: 1st Year

Academic Level - Term Start: 1st Year

Academic Level - Term End: 1st Year

Academic Year: 2015

Load Determination: Units

*Form of Study: Enrollment

Academic Load: No Units

*Billing Career: UGRD

Eligible To Enroll: ☒

Level Determination: Units

Year of Student on Programme ☐

Go to: Calculate Tuition

Save Return to Search Notify



If a Residency Data error is received, this data is missing – please refer to point 8 above.

To complete your Quick Admit process you **MUST**:


1. Navigate to the **Term Activate a Student** page and change the Approved Academic Load ('Enrollment Limit' - second tab) to Part-Time if the programme is Part-Time.


The Approved Academic Load field updates the Acad Load when a student is term activated. Quick Admit, however, term activates the student before you have had a chance to change the Acad Load.

Records and Enrollment > Student Term Information > Term Activate a Student

2. Navigate to the **Registration Details** page and complete this for the student otherwise they will be unable to register etc...

Records and Enrollment > Career and Program Information > Registration Details


 **See the Registration Details section within the IT Services [Student Records Maintenance Training Guide](#) for guidance on how to complete these fields.**

 *Ensure that Academic Programme & Plan, Session, Start Date of Programme, Expected End Date of Prog, Expected End date of Student and Expected Next Registration Date fields are populated.*

 *The Final Year flag or Expected Graduation field should be blank.*

3. Navigate to the **Student Programme/Plan** page and check that the student has the correct 'Acad Load' (Full-Time or Part-Time). This defaults as full time. If the programme is Part-Time this will need to be changed.

Records and Enrollment > Career and Program Information > Student Program/Plan

 Should you require any assistance with the above processes, please do not hesitate to contact the Campus Solutions Operational Support Helpdesk x65444.

Fee Status (Residency Status) for Quick Admit Students

We must report the correct fee status for our students to our funding bodies, even if the course fee is the same for both home and international students. Therefore, when processing applications via the 'Quick Admit' process it is essential that you are aware of the following information:

- Nationality.
- Any residence outside the European Economic Area and/or Switzerland and/or overseas territories during the last 3 years (list of countries below).
- Immigration status of non-EU nationals.

The following residency status should be applied where applicants meet the relevant criteria:

Home (H)

The applicant is a national of an EU member country and they have not lived outside the EEA and/or Switzerland and/or the overseas territories during the last 3 years.

Under Review (Z)

If the applicant is a national of an EU member country and they have absences outside the residency areas listed above they should be classified as 'under review' and directed to complete a fee assessment form.

If the applicant is not a national of an EU member country and they have been granted Indefinite Leave to Remain/Enter the UK, they should be classified as 'under review' and directed to complete a fee assessment form.

The web link for the form is www.manchester.ac.uk/feeassessment.

Once the completed form and supporting documentation have been submitted, the fee assessment team will carry out a fee assessment to verify the correct fee status. The applicant and admissions officer will be notified of the decision by email.

Overseas Fee Status (O)

If the applicant is not a national of an EU member country and they have (or will need) a time restricted visa, e.g. student visa, dependent's visa, visitor's visa etc. to enter the UK.

Full eligibility criteria for home fee status can be found at www.manchester.ac.uk/feeassessment.

List of EU Countries

Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark (excluding Greenland and the Faroe Islands), Estonia, Finland (including the Aland Islands), France (including the overseas departments of Guadeloupe, Martinique, French Guyana, Reunion, and St Pierre et Miquelon), Germany (including Heligoland), Greece, Hungary, Ireland (Republic of), Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands (excluding Antilles) Poland, Portugal (including Madeira and the Azores, but excluding Macao), Romania, Slovakia, Slovenia, Spain (including Ceuta, Melilla, the Balearics, and the Canaries), Sweden and United Kingdom (including Gibraltar).

List of EEA Countries


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All EU countries plus Norway, Iceland and Lichteinstien and the whole island of Cyprus. Switzerland is to be treated as though it was part of the EEA due to a bilateral agreement which was ratified between the EU and Switzerland on 1 June 2002.

List of Overseas Territories

Anguilla, Aruba, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Ducie & Oeno Islands, Falklands Islands, Faroe Islands, French Polynesia, French Southern & Antarctic Territories, Greenland, Henderson, Mayotte, Monsterrat, Netherlands Antilles (Bonaire, Curacao, Saba, Sint Eustatius & Sint) Maarten, Pitcairn, South Georgia & South Sandwich Islands, St Helena & Dependencies (Ascension Island & Tristan de Cunha), Turks & Caicos Islands, St Pierre et Miquelon, The Territory of New Caledonia & Dependencies and Wallis & Futuna.


 If you have any queries please email feeassessment@manchester.ac.uk and we can advise how to proceed. Alternatively, telephone the Fees Assessment Team on x55000.

Confirmation of Acceptance of Study (CAS)/Tier 4 Implications

As this process bypasses the application process, which is where a CAS is normally issued to new students, quick admit is not recommended as an appropriate entry route into the University.

Contact Student Admissions Access Team for further information:

CS Student Admissions Access

 58844

 csadmissions.access@manchester.ac.uk

Mandatory Data

In addition to completing the 'Mandatory Data' detailed in the above processes, when collecting or obtaining information from students you need to ensure that you have collected and recorded in Campus Solutions the following information to ensure that the University fulfils its legal and moral obligations.

Emergency Contacts

Details of at least one emergency contact must be recorded in the Emergency Contacts Screen for any student who will be studying on campus at any time during their studies.

1. Navigate to: **Campus Community > Personal Information (Student) > Biographical (Student) > Emergency Contacts**
2. Enter student number in the 'Empl ID' field and search.

Emergency Contacts

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID: begins with [] 🔍

Academic Career: = []

National ID: begins with []

Campus ID: begins with []

Last Name: begins with []

First Name: begins with []

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

3. Within the 'Emergency Contact Information' tab, enter the Contact Name, Relationship, Contact Address and Contact Phone. If this person is the Primary Contact please tick the Primary Contact box. **There must be a Primary Contact for all students.**

If the address and contact numbers for the emergency contact are the same as the student by ticking the appropriate box, this information will be automatically completed for you.

If the address and phone numbers differ, they will need to be entered manually. Please use the 'Edit Address' hyperlink to be able to enter address details.

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Phone numbers MUST contain area/dialing codes.

Emergency Contact Information Emergency Contact Other Phones

Emergency Contact

Find | View All First 1 of 1 Last

*Contact Name:

+ -

*Relationship:

Other

Primary Contact

☐ Same Address as Individual

☐ Same Phone as Individual

Contact Address

Country:

GBR

United Kingdom

Address:

Edit Address

Contact Phone

Phone

Extension

Country

Save

Return to Search

Notify

4. Within the 'Emergency Contact Other Phones' tab, you can enter multiple phone numbers. E.g. Work, Home, Mobile etc.



Use the + button to add additional phone numbers.

5. Repeat the above steps by adding a row for multiple emergency contacts where necessary, using the + button in the 'Emergency Contact Information' tab.

Emergency Contact Information Emergency Contact Other Phones

Emergency Contact

Find | View All First 1 of 1 Last

*Contact Name:

+ -

6. SAVE changes.

Criminal convictions

For courses which require a mandatory Disclosure and Barring Scheme check you should apply your normal process.

For courses where there is not a mandatory requirement, then you need to ask the following question to all students, if they will be studying on campus.

Do you have a relevant unspent criminal conviction? Yes or No

You must not ask for any details on the criminal conviction. The name and Campus Solutions identity number of anyone who declares a criminal conviction should be sent to your central admissions contact who will then ensure that the standard investigation procedure is implemented. Students can find out further information in the policy document 'Information and Guidance for Applicants with a Criminal Conviction'.

<http://documents.manchester.ac.uk/display.aspx?DocID=17995>

Having a criminal conviction does not necessarily debar anyone from studying at the University.

Disability/Special Needs

It is a legal requirement that all students are asked whether they have a disability or not. Below is the list of special need categories.

No Disability	
Autistic/Asperger Syndrome	
Blind/Partially Sighted	
Deaf/Partial Hearing	
Learning Difficultiy	
Mental Health	
Multiple Disabilities	
Other Disabilities	
Unseen Disability	
Wheelchair/Mobility	

All positive responses should then be sent to dso@manchester.ac.uk

Campus Solutions Training Materials


Campus Solutions IT Services Training Materials can be downloaded from the IT Services Training website: <http://www.staffnet.manchester.ac.uk/employment/training/course-guides/>

SSO User Guides and Job Aids in support/addition of the IT Services Training Materials can be downloaded/viewed on the Student System Office Website:

<http://www.campus.manchester.ac.uk/planningsupportoffice/SSO/ssusersguide/index.html>
http://www.campus.manchester.ac.uk/planningsupportoffice/SSO/ops_support/guidance/index.html

Campus Solutions Help/Support

For assistance with any Campus Solutions **Student Records** process, please contact the Student System Office's Operational Support Helpdesk for staff:

 : 65444

 cs.records@manchester.ac.uk

For assistance with any Campus Solutions **Admissions** process, please contact the Admissions Hub:

Admissions hub

 admissionshub@manchester.ac.uk