# STUDENT RECORDS

## SEP: TECHNOLOGY & PROCESS

APPLICANT RELEASE

IMPACT ON STUDENT RECORDS

# What is the SEP Applicant Release?

- October 2020 marked a major milestone in the delivery of the Student Experience Programme with a full upgrade for Campus Solutions across the University, moving from version 9.0 to version 9.2

- October 2021 will mark the next major milestone in the delivery of SEP with the release of new Application and Admissions functionality and processes

- The Applicant Release will involve changes to the Application & Admissions functionality in the same live environment of Campus Solutions which is used for Student Records

- Therefore, while this release is not focussed on Core Student processes & functionality, there are some changes to the base data setup which will have an impact on areas of the system relating to Student Records
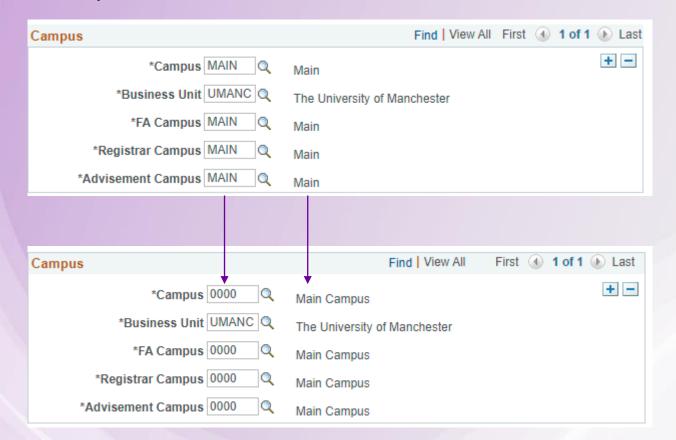
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# Which areas of Student Records functionality will be affected?

- Campus Value Change
- Academic Career
- Academic Program Table & Academic Plan Table
- Course Catalog
- Student Program/Plan
- Quick Admit

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# Campus Value Change

- The value which denotes Campus has changed from MAIN to 0000

- This change has been actioned via data conversion and brings the naming convention in line with other campuses available in CS

# Academic Career Changes

### CEPD -> NSTD

- The 'Continuing Education & Professional Development' (CEPD) career is being relabelled 'Non Standard' (NSTD) to better reflect the suite of programmes which are encompassed within this career

### MDUG -> UGRD

- The Medical Undergraduate (MDUG) career, which has covered Medical & Dental programmes, is being merged with the Undergraduate (UGRD) career

- Any student records (including completed & historical records) from the MDUG career have been converted to UGRD; with the career number being incremented as required to avoid merging of two distinct program stacks, where students have both MDUG & UGRD records

- All Academic Programs, Plans & Course Units which were previously attributed to the MDUG career are now part of the UGRD career

# Academic Program Table Academic Plan Table

- The main areas of functionality which will be impacted by changes for the Applicant release are the Academic Program and Academic Plan tables

- Training will be available shortly which will outline the new fields and any changes to process in full, but in brief:
  - Some customised fields have been replaced with Common Attribute Framework (CAF) values/fields
    - More information on this is available in our separate transition video on 'CAFs'
  - The customisation for 'Mode of Attendance' on Academic Program table has been removed, and this has been replaced with two fields of data
    1. There is a new tab on the Academic Program table 'Home Campus NLD', which will be used to denote whether a program is full time or part time
    2. There is a new CAF field on the Academic Plan table 'Mode of Delivery', which will denote whether a program is predominantly online or face to face

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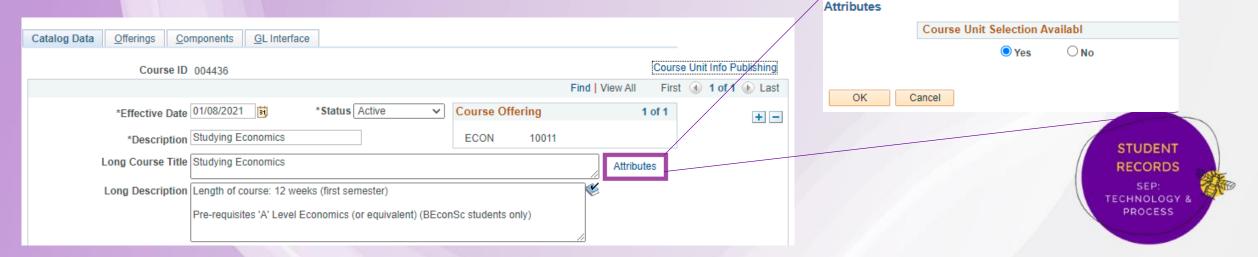# Academic Program Table Academic Plan Table (cont.)

- The Academic Program and Plan table <u>navigation</u> has changed slightly on a technical level, so any existing 'favourites' of these two pages will need to be deleted and re-added by users

- We will also be rolling out a new <u>training</u> guide for Academic Program & Plan maintenance, and will be making the review of this training mandatory for any users to have Write or Correct History access to the tables
  - This is due to the nature of some of the fields for which customisations have been removed, to ensure that users are comfortable with the changes to process

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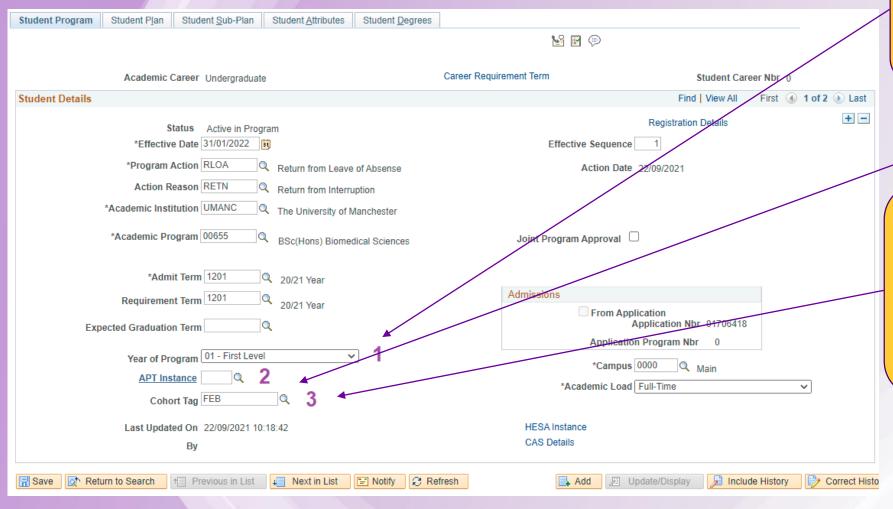RECORDS
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# Course Catalog

- A number of obsolete customised HESA fields have been removed, including the 'HESA JACS code' under 'Owner', and the 'HESA Course Catalog' tab

- A new link has been added 'Attributes', which includes a CAF field 'Course Unit Selection Available'
  - This field controls whether a course unit is available for Incoming Study Abroad students when they come to apply for our university
  - This needs to be set to 'Yes' for any new course units which should be available for Incoming Study Abroad students to take, or 'No' for those which are not available
  - The International Programmes office have provided logic for this CAF to be populated for existing course units

# New fields on Student Program/Plan



1. **'Year of Program'**
This actually denotes the Entry Level of the student. This field does not need to be updated currently and will not be in use until a future SEP release

2. **'APT Instance'**
This field will not be in use until a future SEP release

3. **'Cohort Tag'**
This field denotes the month in which a student started their course. This will be populated for any new students who matriculate from the updated Admissions functionality, but will not be used in Records until a future SEP release

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**These fields will appear on any records where a new row is added**

# Quick Admit – File Parser

- 'Quick Admit' functionality is being replaced with a new method of adding students into the system, when a student is not applying via the traditional application route

- The new functionality is 'File Parser', and this will now be managed by the Central Admissions team

- All users with current access to Quick Admit have been contacted by the SEP Application & Admissions implementation team, to inform them of this change and how the replacement process will work

- For more information on File Parser, please review this [introductory video](#)

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# I've found an issue in CS post-release, what do I do?

- While we are doing everything possible to ensure that this cutover is as seamless as possible, there are likely to be some 'bugs' that we will continue to work on post-release, and some issues which could not have been anticipated as part of the pre-release testing

- We will be releasing information on any 'known issues' which will be regularly updated, with estimated timing for any resolution

- We will be working through any issues in a priority order, based on the academic calendar and when different functionality is most used

- If you find any issues which are not already covered by our known issues, or you feel that a known issue is causing problems in your department, please follow the usual channels to report this to cs.records@manchester.ac.uk

# Further transition materials & training updates

- Transition videos will be available on the [SEP website](), covering prominent areas of new functionality that we are leveraging to improve Student Records, such as Common Attribute Framework (CAFs) and Navigation Collections

- We will also be releasing updated training guides for areas impacted by changes – information on these will be published via the SEP website, Student Data, Analysis & Records website, and our bulletin

- Training updates will initially focus on the areas of most change, such as Academic Program & Plan set-up, but we are working hard to get any relevant guides updated and made available in a timely manner

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