

INTERIM TRAINING RESOURCE

IMPORTANT TRAINING NOTE:

This interim training resource replaces information previously contained within the *Student Records Maintenance Complete Guide v11.2* and includes updates as part of the Student Experience Project.

This interim training resource is for use between 1st May – 14th July 2023 **ONLY**.

From Monday 17th July 2023 onwards, this training resource will be replaced with a brand-new online Student Records Management training suite.

Student Records Management Transactional Process

Completing a Student

Completing a Student

Version: INTERIM 1.0

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Manual Completion

IMPORTANT NOTE: A manual completion process should only be used in exceptional circumstances. Normally, students will be completed by the Examination Grid, through the system automatically.

Process Steps: **Status Change in Student Program/Plan Record
Update Degrees**


Status Change in Student Program/Plan Record

Navigate To: **Menu > Records & Enrolment > Career & Program Information > Student Program/Plan**

1. Enter the student **ID** number in the **ID** field and click **Search**.

The Student Program/Plan component will open by default on the **Student Program** page:

2. Insert a new row in which to enter the new status information.



3. The **Effective Date** of the completion of program **MUST** be the date the student satisfied the requirements and qualified for the award, so change this date as necessary.
4. In the **Program Action** field, select the value of **Completion of Program**.



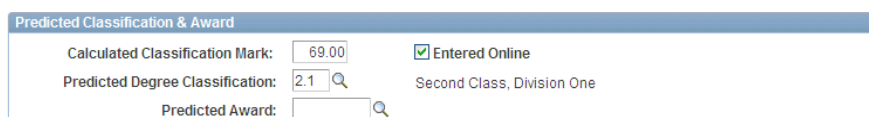
5. In the **Action Reason** field, select the value of **Manual Completion**.



6. Within the **Student Plan** page:




Enter the **Calculated Classification Mark** (overall percentage mark that indicates potential degree classification); the **Predicted Degree Classification** to be awarded, and if applicable, a **Predicted Award**. (This will primarily be for PGDT students who complete early and obtain a Diploma as opposed to a Masters, for example).



Update Degrees

7. Within the **Student Degrees** page.





Student Program Student Plan Student Sub-Plan Student Attributes **Student Degrees** Hesa Plan 1 Hesa Plan 2 

8. In the **Completion Term** field, select the appropriate term (academic year).

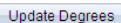
TRAINING NOTE: The **Completion Term** is the Term (Academic Year) in which the student is awarded/graduating and may be different to the Term they were last registered in.



NOTE: In the majority of Undergraduate cases the Completion Term is the same as the Active Term. **(NB: Academic Terms run from 1st August to 31st July).**






Degree Checkout Stat:	Approved		
Completion Term:	1101		10/11 Year
Degree Honors 1:			
Degree Honors 2:			

Degree GPA: 68.250

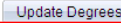


9. Enter the student's GPA in the **Degree GPA** field.

TRAINING NOTE: The **Degree GPA** should be entered for all UGRD students, and students in other Careers who obtain a single overall degree mark at the end of their program, as well as a Classification. *(For example; a PGDT student who obtains two degree marks for the taught and dissertation component does not require a value entering here.)*

Degree Checkout Stat:	Approved		
Completion Term:	1101		10/11 Year
Degree Honors 1:			
Degree Honors 2:			

Degree GPA: 68.250



10. Click **Update Degrees**. This will apply the highest award which the student is eligible to receive at this point in their study.
11. Click **Save** to complete.

Graduation Data

To ensure a student has the correct access to necessary facilities from when they are completed until they graduate, it is important that you ensure that the correct graduation period is recorded on the **Graduation Data** record.

The **Graduation Date** shown will refer to the end of the next graduation period, (this will not be immediately populated as soon as you complete the student. It is populated once per graduation period by the running of the SSC POTG report). If a student informs you they will be attending a later graduation period, their **Graduation Date** will need to be changed on their **Graduation Data** record.

Navigation To: Menu > Records and Enrolment > Graduation > Graduation Data

The screenshot shows a web-based form titled "Graduation Data". At the top, there is a tab labeled "Graduation Data" and a status bar indicating "Student Details Withheld". Below this, there are tabs for "Academic Career", "PGDT", and "Postgraduate Taught". The main form area contains several fields: "Academic Program" (06543), "MA Counselling", "Student Career Nbr" (0), "Academic Institution" (UMANC, The University of Manchester), "*Academic Plan" (07993, MA Counselling), "*Term" (1101), "Completion Term", "Admit Term" (1101), and "*Graduation Date" (30/06/2011). The "Graduation Date" field is highlighted with a red rectangle. Below these fields, there is a section titled "Award" with sub-fields for "Degree", "Diploma Description", and "Subject Description". The "Subject Description" field is currently empty.

Academic Program	06543	MA Counselling	Student Career Nbr	0
Academic Institution	UMANC	The University of Manchester		
*Academic Plan	07993	MA Counselling		
*Term	1101	Completion Term		
Admit Term	1101			
*Graduation Date	30/06/2011	Updated by	mwwsszms 12/05/2011	

Award

Degree	
Diploma Description	
Subject Description	

Completion – Early Exit

A Completion – Early Exit should be added when a student is awarded a lesser degree than what they are studying. For example a student who is studying an MSc or MA and obtains either a PG Certificate or PG Diploma or a student studying a BA(Hons) or BSc(Hons) and obtains a Certificate of Higher Education.

Process Steps: **Status Change in Student Program/Plan Record**
Update Degrees

Status Change in Student Program/Plan Record

Navigate To: Menu > Records & Enrolment > Career & Program Information > Student Program/Plan

1. Enter the student **ID** in the **ID** field and click **Search**.

The **Student Program/Plan** component will open by default on the **Student Program** page.

2. Insert a new row of data in which to enter the new status information.

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

Student Details Withheld

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

Status: Active in Program | Registration Details | + -

*Effective Date: 24/08/2017 | Effective Sequence: 1

*Program Action: MATR | Matriculation | Action Date: 24/08/2017

3. The **Effective Date** for completion of programme **MUST** be the date the student satisfied the requirements and qualified for the award.
4. In the **Program Action** field, select the value of **Completion of Program**.

Status: Completed Program

*Effective Date: 25/03/2019

*Program Action: COMP | Completion of Program

5. In the **Action Reason** field, select the value of **Early Exit Award**.

*Program Action: COMP | Completion of Program

Action Reason: EEXA | Early Exit Award

6. Within the **Student Plan** page.

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

- Enter the **Calculated Classification Mark** (overall percentage mark that indicates potential degree classification); the **Predicted Degree Classification** that you wish to be awarded, and a **Predicted Award**. (This will primarily be for PGDT students who complete early and obtain a PG Certificate or Diploma as opposed to a Masters, or UGRD students who leave early and decide to come away with a lesser award of the Certificate in Higher Education).

Predicted Classification & Award	
Calculated Classification Mark:	<input type="text"/> <input checked="" type="checkbox"/> Entered Online
Predicted Degree Classification:	<input type="text" value="P"/> <input type="button" value="Q"/> Pass
Predicted Award:	<input type="text" value="PGDIP"/> <input type="button" value="Q"/> Postgraduate Diploma

Update Degrees

- Within the **Student Degrees** page.

Student Program	Student Plan	Student Sub-Plan	Student Attributes	Student Degrees	Hesa Plan 1	Hesa Plan 2	<input type="button" value="D"/>
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- In the **Completion Term** field, select the appropriate **Term** (Academic Year).

TRAINING NOTE: The Completion Term is the Term (Academic Year) in which the student is awarded/graduating and may be different to the Term they were last registered in.

NOTE: In the majority of Undergraduate cases the Completion Term is the same as the Active Term. **(NB: Academic Terms run from 1st August to 31st July).**

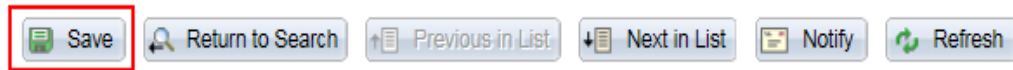
Degree Checkout Stat:	<input type="text" value="Approved"/> <input type="button" value="Q"/>	<input type="button" value="Update Degrees"/>
Completion Term:	<input type="text" value="1181"/> <input type="button" value="Q"/>	Degree GPA: <input type="text"/>
Degree Honors 1:	<input type="text"/> <input type="button" value="Q"/>	
Degree Honors 2:	<input type="text"/> <input type="button" value="Q"/>	

- Enter the student's GPA in the **Degree GPA** field.

IMPORTANT TRAINING NOTE: The Degree GPA should be entered for all UGRD students, and students in other Careers who obtain a single overall degree mark at the end of their program, as well as a Classification. *(For example; a PGDT student who obtains two degree marks for the taught and dissertation component does not require a value entering here.)*

Degree Checkout Stat:	<input type="text" value="Approved"/> <input type="button" value="Q"/>	<input type="button" value="Update Degrees"/>
Completion Term:	<input type="text" value="1181"/> <input type="button" value="Q"/>	Degree GPA: <input type="text" value="65.250"/>
Degree Honors 1:	<input type="text"/> <input type="button" value="Q"/>	
Degree Honors 2:	<input type="text"/> <input type="button" value="Q"/>	

11. Click **Update Degrees**, this will then apply the award that you have allocated to the student in the **Academic Plan** page. This is the award that the student is eligible to receive at this point in their study.
12. Click **Save** to complete.



Completion – Fulfilled Programme Requirements

A Completion – Fulfilled Programme Requirements should be added when a student finishes / completes the programme that they are studying but there is no award for that programme. For these cases we need to close the record and so a Completion Fulfilled Programme Requirements should be added when the student has finished / completed studying if there is no award received from this programme of study. Here are some examples of No Award programmes:

- Visiting Students
- Into Purple / Manchester students
- Manchester Access Programmes
- Pre-sessional programmes
- Teach First programmes
- Modern Languages for All programmes

Process Steps: **Status Change in Student Program/Plan Record**
Update Degrees

Status Change in Student Program/Plan Record

Navigate To: Menu > Records & Enrolment > Career & Program Information > Student Program/Plan

1. Enter the student **ID** number in the **ID** field and click **Search**.

The **Student Program/Plan** component will open by default on the **Student Program** page:

2. Insert a new row of data in which to enter the new status information.

The screenshot shows the 'Student Program' tab selected in the top navigation bar. Below the tabs, the 'Student Details Withheld' section is visible. The main record area shows 'Academic Career: Undergraduate', 'Career Requirement Term', and 'Student Career Nbr: 0'. The 'Status' is 'Active in Program' and the '*Effective Date' is '24/08/2017'. The '*Program Action' is 'MATR' (Matriculation). A red box highlights the '+ -' button in the top right corner of the record details area.

3. The **Effective Date** for the completion of programme **MUST** be the date the student satisfied the requirements and qualified for the award, so change this date as necessary.
4. In the **Program Action** field, select the value of **Completion of Program**.

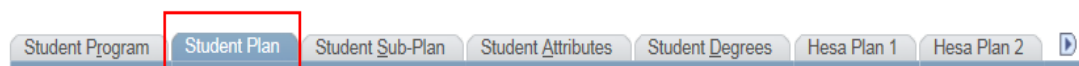
The screenshot shows the 'Status' changed to 'Completed Program' and the '*Effective Date' changed to '25/03/2019'. The '*Program Action' is now 'COMP' (Completion of Program), which is highlighted with a red box.

5. In the **Action Reason** field, select the value of **Fulfilled Programme Requirements**.



A screenshot of a form with two rows. The first row is labeled '*Program Action:' and has a dropdown menu with 'COMP' selected, followed by a magnifying glass icon and the text 'Completion of Program'. The second row is labeled 'Action Reason:' and has a dropdown menu with 'FPRQ' selected, followed by a magnifying glass icon and the text 'Fulfill Program Requirements'. A red rectangular box highlights the second row.

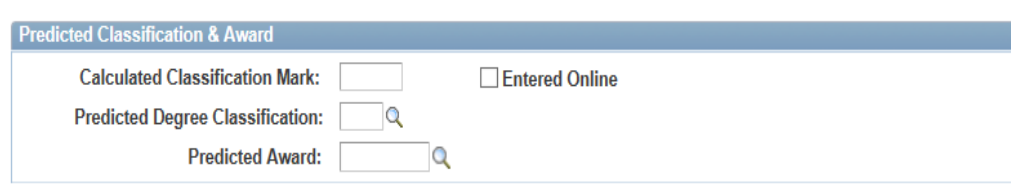
6. Within the **Student Plan** page.



A screenshot of a navigation bar with several tabs: 'Student Program', 'Student Plan', 'Student Sub-Plan', 'Student Attributes', 'Student Degrees', 'Hesa Plan 1', and 'Hesa Plan 2'. The 'Student Plan' tab is highlighted with a red rectangular box.

7. The **Calculated Classification Mark**, **Predicted Degree Classification** and **Predicted Award** fields **MUST** be left null/blank for **No Award** students

By clicking **Update Degrees** the system will automatically apply the highest award which the student is eligible to receive at this point in their study. This will be the **No Award** if this is the award that has been set. You would populate this information if UG or PG Credit was to be allocated.



A screenshot of a form section titled 'Predicted Classification & Award'. It contains three rows: 'Calculated Classification Mark:' with a text input field and a checkbox labeled 'Entered Online'; 'Predicted Degree Classification:' with a dropdown menu and a magnifying glass icon; and 'Predicted Award:' with a dropdown menu and a magnifying glass icon.

Update Degrees

8. Within the **Student Degrees** page.

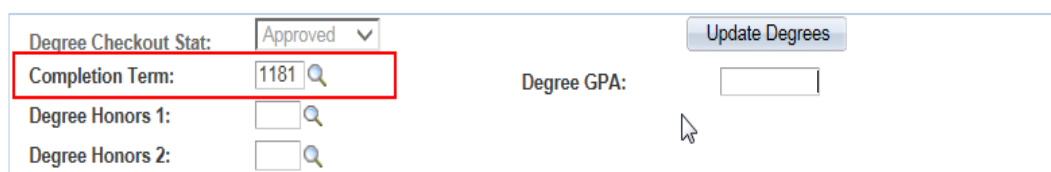


A screenshot of a navigation bar with several tabs: 'Student Program', 'Student Plan', 'Student Sub-Plan', 'Student Attributes', 'Student Degrees', 'Hesa Plan 1', and 'Hesa Plan 2'. The 'Student Degrees' tab is highlighted with a red rectangular box.

9. In the **Completion Term** field, select the appropriate **Term** (Academic Year). The Completion Term is the Term (Academic Year) in which the student is awarded/graduating and may be different to the Term they were last registered in.



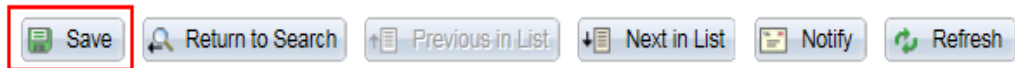
NOTE: The Completion Term should be set to the term that the student has been awarded in. (NB: Academic Terms run from 1st August to 31st July).



A screenshot of a form with several fields. The 'Degree Checkout Stat:' field has a dropdown menu with 'Approved' selected. The 'Completion Term:' field has a dropdown menu with '1181' selected, and it is highlighted with a red rectangular box. The 'Degree GPA:' field has a text input field. There are also fields for 'Degree Honors 1:' and 'Degree Honors 2:'. An 'Update Degrees' button is located at the top right of the form.

10. Click **Update Degrees**. This will apply the award that you have allocated to the student in the **Academic Plan** page. This is the award that the student is eligible to receive at this point in their study.

11. Click **Save** to complete.



Aegrotat Award