

Student Information Service (SIS) Worklist Guidance

INTRODUCTION

For further clarification and guidance please find below key information about the students you will see within the separate views and worklists within the Student Information Service. Please cascade this information within your institution where appropriate.

REGISTRATION WORKLIST

WHO APPEARS ON THE REGISTRATION WORKLIST?

If a student is entitled to maintenance/special support grant, maintenance loan, bursary or scholarship they will require a Registration confirmation to release their payments.

Students who require a Registration confirmation will appear on this worklist **30 days before their course start date**.

STUDENTS YOU MAY NOT SEE ON THE REGISTRATION WORKLIST:

European domicile students
Study Abroad/Placement student
Students who have requested no Maintenance support
Students who you have already confirmed Registration through the Combined Worklist

PLEASE NOTE: Registration will be required for Bursary Students where the Bursary Payment Trigger has been specified as Registration Confirmation.

NOT REGISTERED STUDENTS

WHEN TO RETURN 'NOT REGISTERED'?

The **'Not Registered'** return is for those students who were rejected at admissions or never arrived that still have an active application for your institution.

This will remove these students from your Attendance Worklist and **should be done at the earliest opportunity**.

To successfully remove students from any future Attendance Worklists the 'Not Registered' confirmation needs to be received prior to:

Any Attendance Confirmation
Any Bursary Approval in HEBSS

HE Providers can change a student returned as Not Registered to Registered if required at a future date.

COMBINED WORKLIST

WHO APPEARS ON THE COMBINED WORKLIST?

If a student is entitled for **BOTH** maintenance grant or loan, bursaries or scholarships and the tuition fee loan/Welsh fee grant they will appear on the Combined worklist. Students will appear on worklist **30 days before the course start date**.

STUDENTS YOU MAY NOT SEE ON THE COMBINED WORKLIST:

Medical/NHS students
Students who have not request/not eligible for Tuition Fee loan or Maintenance support
Scottish or European domicile students
Study Abroad/Placement student
Pre liability transfer students
Students who you have already confirmed separately through the Registration or Attendance Worklist

PLEASE NOTE: Attendance & Registration will be required for Bursary Students where the Bursary Payment Trigger has been specified as Attendance Confirmation 1 or Registration Confirmation

ATTENDANCE WORKLIST

WHO APPEARS ON THE ATTENDANCE WORKLIST?

If a student is entitled to a tuition fee loan/Welsh fee grant they require an Attendance confirmation to release payment of the fee to institutions three times throughout the academic year.

FT Students requiring an attendance confirmation will appear on this worklist on the first day of each of their 3 terms. PT students only require attendance once at the beginning of their course.

STUDENTS YOU MAY NOT SEE ON THE ATTENDANCE WORKLIST:

Medical/NHS students
Students who have not request/not eligible for Tuition Fee loan
Scottish domicile students
Pre liability transfer students
Students who you have already confirmed Attendance for through the Combined Worklist

PLEASE NOTE: Attendance will be required for Bursary Students where the Bursary Payment Trigger has been specified as Attendance Confirmation 1,2 or 3

SCENARIOS

Please find attached some scenario's which illustrate the above guidance.

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VIEW STUDENT INFORMATION

WHO APPEARS IN VIEW STUDENT INFORMATION?

ALL students who have applied to your HE PROVIDER will appear in the View Student Information from the point their national support application is approved or approved awaiting signature.

The View Student Information can be used by HE Providers to proactively identify students with:

- Incorrect fees
- Incorrect Course details
- Outstanding Online Declaration
- Missing national insurance numbers
- Missing bank details.

We would encourage all HE Providers to **now submit pre-liability CoCs**, where possible, to correct any discrepancies in information within SIS for the 14/15 AY. Students are also able to make changes on their account once their application has been approved.

CREATING WORKLISTS FROM VIEW STUDENT INFORMATION

Data can be filtered and exported from this view in three different formats:

- The Summary Student Registration Information
- The Summary Student Attendance Information
- Extended Student Information

Technical Specifications that detail file formats are available on request from the HEI Services Team at HEI_Services@slc.co.uk

A benefit of using data exported from the View Student Information is that HE Providers can use a **specific date range**, i.e. 'Last Updated Date From'/'Last Updated Date To' which will ensure that no duplicate records are exported into their internal systems.

Guidance is included below on how to create a Registration, Attendance or Combined worklist using a specific date range:

REGISTRATION WORKLISTS can be created from the View Student Information by selecting 'Awaiting Registration Confirmation' from the Registration status drop down menu. As the worklist is solely for Registration, the Current Attendance status should remain unpopulated.

The Summary Student Registration Information export should be selected via the radio button to mirror the Registration worklist.

ATTENDANCE WORKLISTS can be created from the View Student Information by selecting 'Awaiting Attendance Confirmation' from the Current Attendance status drop down menu. As the worklist is solely for Attendance, the Registration status should remain unpopulated.

The Summary Student Attendance Information export should be selected via the radio button to mirror the Attendance worklist export

COMBINED WORKLISTS can be created from the View Student Information by selecting **both** 'Awaiting Registration Confirmation' from the Registration status drop down menu and 'Awaiting Attendance Confirmation' from the Current Attendance status drop down menu.

The Summary Student Registration Information export should be selected via the radio button to mirror the Combined worklist export.