

## Quick Guide – View Student Information - PGL

### Purpose

This quick guide will show you how to use the Student Information area of SIS for students in receipt of PGL (Post Graduate Loans).

### When and Why?

The Student Information area of SIS can be used to view information for students attending your institution. This can be used prior to confirming a student has been Registered on their course to gain early sight of incorrect details on a student's application which may require a Change of Circumstance (CoC) to be submitted or action to be taken by the student. These can include missing bank details, missing/invalid National Insurance Number (NINO) or incorrect course information.

The View Student Information area of the Portal can also be used throughout the year to view a student's detailed information. Students will appear in the View Student Information area of SIS as soon as their application reaches a state of Approved / Approved – Awaiting Signature.

### Access

To access the Student Information area of SIS you must hold the Student Information Advisor user access within the HE Portal. If you require this access to be added to your account you can contact the User Administrator within your HEP.

## View Student Information

You can access the View Student Information section via the [Student Information Home](#) link on the menu on the left of the SIS Home page. Clicking this menu item will display the [View Student Information](#) link.

## Student Information Filter

The Student Information Filter page is split out over three tabs to allow you to search using a selection of criteria: Student Search, Course Search and General Search.

To easily identify students who are in receipt of PGL use the [Course Search](#) tab to filter on either [Level of Funding](#) (PG) or [Qualification](#) (PG-RM or PG-TM).

The screenshot shows the 'Filter' interface with three tabs: 'Student Search', 'Course Search', and 'General Search'. The 'Course Search' tab is active. The form includes the following fields:

- Academic Year: 16-17
- Course Start Date (dd/mm/yyyy): [Empty]
- UCAS Course Code: [Empty]
- Method of Attendance: Select
- Campus: Select
- Qualification: Select
- Course Status: Select
- Current Attendance Status: Select
- Registration Status: Select
- Current Year Start Date From (mm/yyyy): [Empty]
- Current Year Start Date To (mm/yyyy): [Empty]
- Level of Funding: Select (dropdown menu open showing UG and PG)
- Number of Records to Display Per Page: Select
- Application Status: Select
- Course Name: Use wildcards (%) for more matches e.g. Mat% [Empty]
- SLC Course Code: [Empty]
- Course Type: Select
- Course Fee Rate (£): [Empty]
- Mode of Study: Select

Buttons at the bottom: Clear Filter and Results, Filter & Display Results, Filter & Export Results.

## Student Information Search Results

When you have selected the criteria you wish to use, click the [Filter & Display Results](#) button. The results of your search will be displayed below the search filters.

These results will show a high level summary of the information held for this student including their name, date of birth and course details.

To view a student's information in more detail you can click on the [SSN](#) within the search results to view their [Detailed Student Information](#).

## Detailed Student Information

When you have clicked a student's SSN from the Student Information Search Results you will be directed to their **Detailed Student Information**. The Detailed Student Information section of SIS shows:

- Personal Information (including Address details, Registration Status etc)
- Course Information (including Course Code, Level of Funding, Campus etc. As CMS does not hold Fee information for PGL Courses, all fields relating to Fees will show 0.00)
- Other Information (as the information apart from cohort year is not applicable to PGL students the fields will display 'N')
- Attendance Confirmations (**As Confirmation of Attendance is not required for students in receipt of PGL, the Attendance Confirmation area will display with all periods set to ACNR (Attendance Confirmation Not Required) and all Fee information set to 0.00**)
- Registration Confirmation (If the student being viewed requires a Registration Confirmation then you can confirm this from the Detailed Student Information page)



### Detailed Student Information

Application Details - Academic Year 16/17				Help
Full Name	PTCMS DAVIE	Student Support Number	SFDU16127518N	
Customer Reference Number	08783035020	Date of Birth (dd/mm/yyyy)	19/01/1988	

### Student Details

Personal Information	Course Information	Other Information	
Course Name	PGL APPLY TAUGHT PT SEPTEMBER-ENG	Course Status	Open
UCAS Course Code		SLC Course Code	884089
Course Duration (years)	2	Campus	L LEEDS
Qualification	PG-TM	Method of Attendance	Part Time Attendance
Part Time Course Indicator	Y	Temporary Course Indicator	
Course End Date (dd/mm/yyyy)	27/04/2017	Course Start Date (dd/mm/yyyy)	12/09/2016
Level of Funding	PG	Current Course Year	1
Tuition Fee Grant Amount (£)	0.00	Tuition Fee Loan Amount (£)	0.00
Tuition Fee Amount Payable by Student (£)	0.00	Tuition Fee Waiver Amount (£)	0.00
Course Fee Rate Confirmed by HEI (£)	0.00	Course Fee Rate Confirmed by Student (£)	0.00

History

### Attendance Confirmation(s)

Liability Period	Course	Course Location	Course Year	TFL Amount (£)	TFG Amount (£)	TFW Amount (£)	STP Amount (£)	Attendance Status	Last Updated By	Last Updated Date Time	Attendance Code
1	PGL APPLY TAUGHT PT SEPTEMBER-ENG	LEEDS	1	0.00	0.00	0.00	0.00	Attendance Confirmation Not Required	JWSSIS	05/04/2016 18:29:18	N/A

If you have CoC Administrator user access you can also create a CoC for the selected student by clicking the **Create Change of Circumstance** button at the bottom of the Detailed Student Information screen. For students in receipt of PGL this will pre-populate the student details into the CoC capture area.

Within the Detailed Student Information there is a **History** button. If you select this button you will be directed to the **Student Information History** for this student. The Student Information History holds three tabs of information:

- Registration History
- Attendance History (Attendance record updates will display 0 Fees and ACNR for Attendance Status).
- Change of Circumstances History

## View Student Information Export

There is a Student Information Export facility which will enable you to export student information from the Student Information search results to your own internal systems. Level of Funding has been added to the Extended Information File to enable you to identify students in receipt of PGL Funding.

For more information regarding the Export Student Information facility please refer to the Technical Specification which is available by request from **HEP\_Services@slc.co.uk**.