

**Campus Solutions
Operational Support Guidance**

**Guidance for Managing
Modular Study (including CPD)
in Campus Solutions**
(for both Award/No-Award,
and Credit/Non-credit bearing activity)

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1. Introduction

The purpose of this document is to provide central guidance on how modular study (including CPD activity) can *currently* be best managed on Campus Solutions.

Whilst reference is made throughout this document to CPD (Continuing Professional Development) activity, this by no means limits the remit of the guidance in regards to management and configuration of any non-standard modular teaching activity within the system.

This document is not meant as stand-alone guidance but merely a supporting document to be followed in conjunction with the current training guides available on this activity, which can be found on the IT Services Training Team website:

<http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus/>

① **NOTE:** *It may not currently be appropriate for all types of 'CPD' activity to be recorded in Campus Solutions (i.e. ad hoc short courses, workshops etc. including those paid via the eStore). The decision as to whether this activity is recorded in the Campus Solutions should be taken by the senior School managers involved.*

There are three standard models of CPD activity which will be covered in this guide:

- i. No credit, no assessment**
Non-credit bearing, non-assessed courses on modular programmes with no formal qualification aim*
- ii. Credit with assessment, no qualification aim**
Credit bearing courses on modular programmes with no formal qualification aim*
- iii. Credit with assessment, with qualification aim**
Credit bearing courses on modular programmes with a formal qualification aim*

These three activity models may involve study of the same actual course content, but be offered by a different method (i.e. assessed/non-assessed, for-credit towards a qualification, etc).

* *'Modular programme' refers to instances where students are registering for activity on specific individual courses, as opposed to registering on a programme with a defined structure of study across multiple courses, throughout a specified period of time.*

The specific processes covered will outline the differences between these three standard models, and include information on:

- Management of Admissions (either through CS Admissions area, or direct into Student Records area) (see section 2);

- Creation of new Academic Programme and Plans for differing CPD activity (see *section 3*);
- Creation of Courses for differing CPD activity (see *sections 4 & 5*);
- Academic Advisement and student enrolment onto courses (see *section 6*);
- Student registration & issuing of student cards (see *section 7*);
- Student record maintenance including programme transfers and completion (see *section 8*);
- Student access to facilities (see *section 9*).

2. Management of Admission

- ① **NOTE:** *The admission processes outlined below should only be used in the first instance that a student applies to take a CPD course with you, on a specific CPD programme of activity. If a modular student returns in subsequent years, to carry out further CPD courses (under the same modular programme), they should simply be re-activated on their previous programme of study, and manually Term Activated for the relevant Term, following the process identified in the 'Student Record Management' section (8.3).*

Admission onto CPD activity can be managed in a number of ways, largely depending on whether you administer any formal admissions process for enrolment onto the relevant CPD courses.

It is expected that credit bearing activity on a programme with a formal qualification aim will have a formal admissions process of some sort (enabling use of the online application form), whereas it may be more likely that non-credit bearing activity on a programme with no formal qualification aim will not.

The three methods of managing admission/entry of data into CS are:

- a. **Manual entry to admissions**
Applications entered manually by administrators, into the CS Admissions area;
- b. **Online applications**
Applications entered by applicants via the online Application Form, which is then posted to the CS Admissions area (*it is currently suggested that the online form is normally only used in instances where the programme has a formal qualification aim/credit bearing activity*);
- c. **Quick Admit**
Bypass the admissions phase by administrators manually entering applications directly into the Student Records area of CS, using Quick Admit (*admission through this method does not automatically create a student financial account, and therefore should not normally be the preferred method of entry especially where fees are applied within Campus Solutions*).

If an application is to be taken through a true admissions process then the CS Admissions area is appropriate. If the application is more of a 'booking', then Quick Admit is the more appropriate entry route.

- ① **NOTE:** *Utilising either of the first two admission processes would require management of the application record within the system, to the point of 'Matriculation' for applicants who are being accepted as students, and 'Rejected' for those who are not. Details of the process for managing the admission record can be found here <http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus/>*

Using the online Application Form for admission purposes would enable the applicants to populate the required data within CS. This may reduce the workload for administrators in relation to manual data entry of the application/student record, although as identified above, it will incur an additional workload to manage the applicant record through to Matriculation or rejection.

If you wish to utilise the online Application Form, issues to consider are:

- The online form has 9 steps, some of which may be unnecessary for CPD applicants;
- Many steps on the form are mandatory (e.g. 2 referee names, addresses, contact details);
- The online form is heavily 'branded' towards standard postgraduate courses;
- The online form does not have any specific functionality for modular courses;
- Applications received through the online form will automatically be sent an acknowledgement asking them to log into Self Service and track their application, and giving them details of the Plan Administrator;
- The acknowledgement can be suppressed if the application is entered manually by the School;
- Using the online form for CPD applications will increase the support calls and emails, which are routed through the Enquiry Management Team in the Rutherford Building. Therefore there needs to be some consultation with the EMT if you wish to start utilising this admission route on a large scale.

If you do not currently utilise the online Application form as an admission method for your CPD programmes, but wish to do so in the future, contact Student Marketing & Admissions and the Enquiry Management Team with details of the Academic Programme/Plan codes, requesting that they be enabled on the online PG Application form.

① **NOTE:** *There is ongoing work looking at creating a new online application form for all non-UCAS applications, which will be increasingly configurable in terms of which application data is mandatory for population. Until this is developed, the Application Form is the sole point of entry for applicants to submit applications.*

If manually entering applications in the CS Admissions area, administrators should also pay particular attention to the training guide regarding the 'Search/Match' process (referencing new applicants against current person records in CS)

<http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus/>

If manually entering applications directly into Student Records using the Quick Admit process, reference should be made to the Quick Admit training guide

<http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus/>

3. Creating new Academic Programmes and Plans

Campus Solutions Academic Programme and Plan codes are created for all new programmes leading to a formal award at the University. The advice from the Student System Office is that programme and plan codes should also be created for students completing short courses and study on individual modules e.g. CPD, whether or not they lead to a formal award from the University.

The Teaching and Learning Support Office provides further guidance on the Quality Assurance and Award of Continuing Professional Development Programmes (CPD) through the following web pages:

<http://www.campus.manchester.ac.uk/tlso/map/approvalmonitoringandreviewofeducationalprovision/qa-cpd/>

Students of the University, whether face-to-face or by distance learning, should be registered on Campus Solutions, particularly if they require access to services and facilities at the University, e.g. Blackboard.

The creation of Campus Solutions records must reflect the programme structure and administration of the students. A programme should be set up for a course of study (whether a formal award or not), incorporating a plan or plans which comprise the various routes within the programme, to which a course or courses are then usually attached via academic advisement.

If you offer all three models of CPD activity as described in the 'Introduction' section, it is likely that you will need three separate Academic Programmes/Plans to manage these students effectively. It is suggested that:

		Academic Career	Qualification Aim
i. No credit, no assessment (see section 1 'Introduction')	Modular Program – Individual courses	CEPD	None
ii. Credit, with assessment, no qualification aim (see section 1 'Introduction')	Modular Program – Individual courses	PGDT	PG/UG Credit
iii. Credit with assessment, with a qualification aim (see section 1 'Introduction')	Modular Formal Program (ie. Modular MSc/PG Dip)	PGDT	Formal Degree (including early exit awards)

① **NOTE:** Please refer to the full training guide before proceeding to set up new programmes and Plans.

<http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus/>

In conjunction with the above training guide, specific attention should be focused on the following pages and key areas/fields when setting up CPD programmes (see *overleaf*):

Page 7: 'Academic Career' and 'First Term Valid'

Non-credit bearing, non-assessed programmes with no award aim should be set up under the career of CEPD with an appropriate CEPD first term valid.

*Academic Career:	CEPD	Continuing Ed & Prof Devel
First Term Valid:	1115	CEPD 11/12

Credit bearing modular programmes with or without a final award should be set up under one of the standard careers (usually PGDT) and standard first term valid.

*Academic Career:	PGDT	Postgraduate Taught
First Term Valid:	1111	11/12 Year

Page 10: 'OEE Enrolment'

If you are setting up a CEPD programme, ensure that the 'Allow OEE (Open Entry/Exit) Enrolment' checkbox is ticked. NOTE that this is ONLY for CEPD programmes and no others.

Effective Date:	01/08/2001	Status:	Active
Allow OEE Enrollment	<input checked="" type="checkbox"/>		

Page 14: 'Degree Options'

For non-credit bearing, non-assessed CEPD programmes use the look up for degree offered to select the appropriate award, usually 'No Award – Postgraduate/Undergraduate'. Uncheck the diploma and transcript boxes.

Level	0		
*Degree Offered	NOAWDPG	No Award - Postgraduate	
Print on	<input type="checkbox"/> Diploma	<input type="checkbox"/> Transcript	

Credit bearing modular programmes **without** a final award would typically have the degree offered set as PG or UG Credit.

Find View All First 1 of 1 Last	
Level	<input type="text" value="0"/> <input type="button" value="+"/> <input type="button" value="-"/>
*Degree Offered	<input type="text" value="PGCREDIT"/> <input type="button" value="PG Credit"/>
Print on	<input checked="" type="checkbox"/> Diploma <input checked="" type="checkbox"/> Transcript
Diploma Description	<input type="text" value="Postgraduate Credit"/> <input type="checkbox"/> Indent
Subject Description	<input type="text" value="in....."/>
Honours Description	<input type="text"/>
Transcript Description	<input type="text" value="Postgraduate Credit in....."/> <input type="checkbox"/> Indent

Credit bearing modular programmes **with** a final award would be set up as standard to include the main award plus all possible exit awards.

Participants who successfully complete a specific number of credits as part of an Accredited CPD course should be issued with a University transcript. Participants who take Non-accredited CPD courses will NOT receive a transcript however they may receive a certificate of completion/attendance from the host School.

Page 14: 'Plan HESA Data'

For all three CPD models, the FTE Calculation Type should be set as 'Derive Load from Modules'.

FTE Calculation Type:	<input type="text" value="Derive load from Modules"/> <input type="button" value="v"/>
-----------------------	--

Programmes set up under the CEPD career are **not** HESA reportable so the 'Report to HESA' box should be left un-checked.

Credit bearing modular programmes, under standard careers, **are** HESA reportable so this box must be checked.

<input checked="" type="checkbox"/> Report to HESA
--

Please complete all other required fields within the Plan Hesa Data section. If you are unsure what information to enter, please contact the **Planning Support Office** for assistance (hesa@manchester.ac.uk).

Modular Study (including CPD)

- ① **NOTE:** *If you have set up a new Programme and Plan and want applicants to be able to apply via the online application form, you need to inform cs.admissions@manchester.ac.uk of the programme/plan codes, entry months and year it is available (also see 'Management of Admission' section).*

- ① **NOTE:** *If you have set up a new Programme and Plan under a standard career (PGDT/UGRD), please send a copy of the NPP1 Tuition Fee approval form to the SSC (tuitionfees@manchester.ac.uk). Programmes with a PT or DL mode of attendance will be configured with modular based fees (i.e. calculated from the 'credits' the student is enrolled on) however FT mode will charge fees by programme and year.*

4. Course Catalogue

Students on non-credit bearing programmes which have been set up under a CEPD career can only be enrolled on courses which are also configured with a CEPD career. This is because the term value for CEPD is different to the standard career term value and the two activities cannot cross.

Students on a standard career, credit bearing programmes should be enrolled on courses set up under a standard career, though they will be able to take courses outside of their career as long as they are still standard (e.g. a student on a UGRD modular programme can enrol on a PGDT unit).

Therefore if you offer all three models of CPD activity as described in the 'Introduction' section, it is likely that you will need two separate instances/offerings of the Course to accommodate this. It is suggested that:

	Academic Career	Credit Weighted	Graded required
i. Non-credit bearing, non-assessed courses, taken on an individual basis (see section 1 'Introduction')	CEPD	No	No
ii. & iii. Credit bearing, assessed courses taken on an individual basis & for qualification aim (see section 1 'Introduction')	PGDT	Yes	Yes

① **NOTE:** Please refer to the full training guide before proceeding to set up new courses.

<http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus/>

In conjunction with the above training guide, specific attention should be focused on the following key areas/fields when setting up differing CPD courses:

Page 6: 'Min/Max Units' and 'Grading Basis'

Non-credit bearing courses within the CEPD career should have zero credits in the min/max unit fields (note that modular tuition fees cannot be applied in Campus Solutions for enrolments onto non-credit bearing units).

The grading basis would typically be set as 'Non-Graded' when there is no requirement to enter marks. If you do wish to capture some form of mark, you can select a different grading basis such as P/NP (pass/fail) or a standard UGRD/PGDT for numerical marks.

Modular Study (including CPD)

Course Units/Hours/Count			
Minimum Units:	<input type="text" value="0.00"/>	Last Course of Mult Term Seq:	<input type="checkbox"/>
Maximum Units:	<input type="text" value="0.00"/>	*Enrollment Unit Load Calc Type:	Actual Units
Academic Progress Units:	<input type="text" value="0.00"/>	Course Count:	<input type="text" value="1.00"/>
Financial Aid Progress Units:	<input type="text" value="0.00"/>	Course Contact Hours:	<input type="text" value="0.00"/>

Course Grading	
*Grading Basis:	Non-Graded
Graded Component:	
*Grade Roster Print:	Component

Repeat for Credit Rules	
<input type="checkbox"/> Repeat for Credit	Total Units Allowed: <input type="text" value="0.00"/>
<input type="checkbox"/> Allow Multiple Enroll in Term	Total Completions Allowed: <input type="text" value="1"/>

Courses which fall under the CEPD career **OR** are non-credit courses across all careers, do not get picked up by the SSC in terms of fee processing (where modular fees apply, rather than programme fees). Fees for these courses are currently collected locally in Schools.

Courses with zero credits are not HESA reportable and will not be picked up for reporting purposes.

Credit bearing courses under a standard career should be set up as usual. For modular fees programmes the course credits (billing units) will be picked up by the SSC for application of relevant tuition fees. These courses are HESA reportable.

Page 7: 'Catalog Nbr' and 'Academic Career'

Non-credit bearing courses within the CEPD career should be assigned a catalog number starting with 9 (but still consisting of five numeric characters only).

Academic Career should be CEPD.

Course Offering	
*Course Offering Nbr:	<input type="text" value="1"/>
*Catalog Nbr:	<input type="text" value="9****"/>
*Academic Institution:	UMANC The University of Manchester
*Academic Group:	1000 The University of Manchester
*Subject Area:	
Campus:	MAIN Main
*Academic Organization:	
*Academic Career:	CEPD Continuing Ed & Prof Devel
Course Typically Offered	
Tuition Group:	
Dynamic Class Date Rule:	
OEE Dynamic Date Rule:	<input checked="" type="checkbox"/> Allow OEE Enrollment

Exam Scheduling	
<input checked="" type="checkbox"/> Catalog Print	
<input checked="" type="checkbox"/> Print Instructor in Schedule	
<input checked="" type="checkbox"/> Schedule Print	
<input checked="" type="checkbox"/> Schedule Term Roll	
<input type="checkbox"/> Use Blind Grading	
<input type="checkbox"/> GL Interface Required	
<input checked="" type="checkbox"/> Split Ownership	

'Allow OEE (Open Entry/Exit) Enrolment'

Student 'self service' enrolment is currently limited to standard semesterised teaching (Sem 1, Sem 2, Full year, Sum), and as such has specific Self Service enrolment cut-off dates. Outside of these dates, administrators are currently responsible for all enrolment activity.

Future system developments include configuration and testing of Open Entry/Exit Enrolment dates to allow student self service enrolment at various points throughout the year, relating to specific class start and end dates.

You should tick this box for courses which will be offered at various points in the academic year. Doing this now will reduce the amount of manual work needed upon this functionality being implemented. *Note the 'Allow OEE Enrolment' for courses applies to all careers (i.e. CEPD, PGDT, UGRD etc), unlike Programme OEE, which is specific to CEPD career.*

5. Class Scheduling

- ① **NOTE:** Please refer to the full training guide before proceeding to schedule the courses.
<http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus/>

Additional points to note with regards to CPD classes:

- Courses in the CEPD career should only be scheduled under the appropriate term value (i.e. '1105' - always ending in '5');
- Courses in a standard career should be scheduled under the appropriate term value (i.e. '1101' – always ending in '1').

Schedule New Course

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

Find an Existing Value

Limit the number of results to (up to 300):

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Self Service enrolment controls are currently in place for the four standard teaching sessions only, allowing students to enrol from mid-July (prior to the Term start date), up until the end of the 2nd week of teaching in the specific semester.

This limits the Self Service enrolment functionality for short courses running at various points throughout the year. In these cases administrators would always have to be responsible for all enrolment activity.

These factors should be well thought out when considering the use of Academic Advisement rules to enable self service enrolment/online course unit selection (see 'Academic Advisement and Self Service Enrolment' section overleaf).

Modular Study (including CPD)

The table below identifies the teaching sessions currently in place within Campus Solutions:

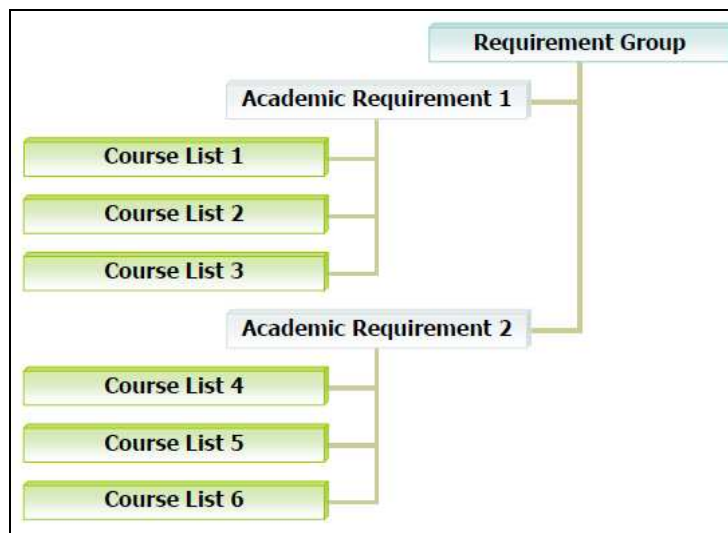
Session	Session Code	Description
Full Year	1YR	To be used for all classes (in all careers) taught over a full year. Enrolment controls are in place for this session, which control Self Service add/drop dates. <i>Session starts late September</i>
Semester 1	1SE	Use this session for all classes that are to run for Semester 1 only. Enrolment controls are in place for this session, which control Self Service add/drop dates. <i>Session starts late September</i>
Semester 2	2SE	Use this session for all classes that are to run for Semester 2 only. Enrolment controls are in place for this session, which control Self Service add/drop dates. <i>Session starts early February</i>
Summer	SUM	Use this session for all classes (except MDUG) that are to run over the summer only. Enrolment controls are in place for this session, which control Self Service add/drop dates. <i>Session starts early May</i>

6. Academic Advisement and Self Service Enrolment

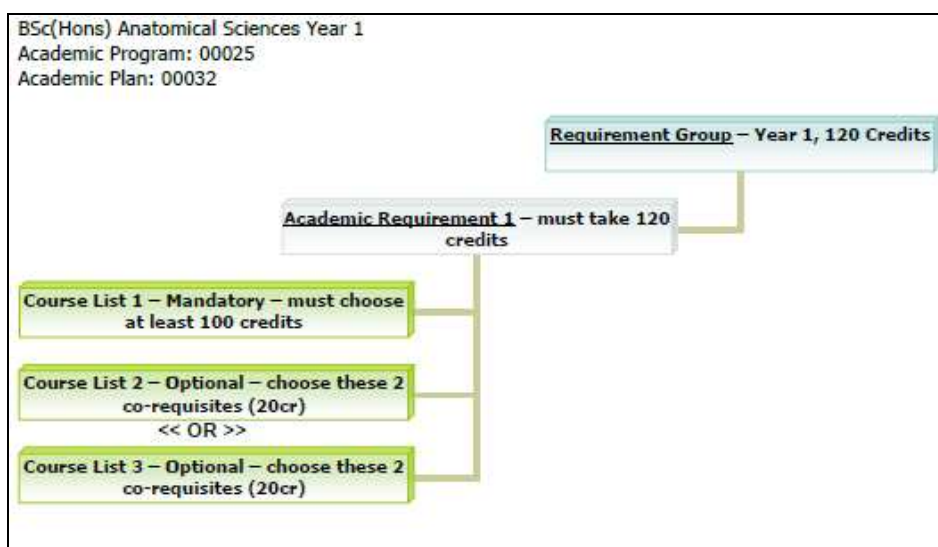
- ① **NOTE:** Please refer to the full training guide before proceeding to set-up Academic Advisement rules.
<http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus/>

Academic Advisement is the manner in which the 'course structure' of a programme is defined in Campus Solutions. It allows for the configuration of 'Course Lists', which can be configured and linked to specific Academic Programmes/Levels, and used to define mandatory and optional activity within that specific programme of study, over a period of time.

The hierarchy of Academic Advisement rules is indicated below:



An example scenario for a standard programme is as follows:



The configuration of Academic Advisement enables staff to automatically enrol students on mandatory courses where applicable, as well as enabling student Self Service enrolment onto optional courses, by allowing students to search and select courses from those defined on the relevant optional Course Lists.

Academic Advisement rules are generally of most use for managing enrolment on programmes which have a defined structure of activity, over a set period of time and incrementing Academic Levels (i.e. standard full-time degree programme).

However, as Academic Advisement rules do also control what courses are available to students who are carrying out Self Service course unit selection online, you may wish to configure them if you would like your CPD students to be able to self-enrol onto relevant courses. Therefore if do you wish to allow students to select their own courses via Self Service enrolment in Campus Solutions, you must have configured Academic Advisement rules for the CPD programme on which they are active.

① **NOTE:** *All Self Service enrolment activity is controlled by the enrolment add/drop deadline dates configured against each of the four standard teaching sessions (see 'Class Scheduling' section). Therefore by configuring Academic Advisement rules to enable Self Service selection, students will only be able to self-enrol onto courses, up until the end of the second week of teaching for the relevant session.*

① **NOTE:** *Students on programmes with modular fees configured in CS, are required to have been enrolled onto the relevant courses, prior to completing registration and payment of fees.*

This is because the number of enrolled credits will be utilised to calculate the applicable tuition fee. Therefore if you wish to enable student Self Service enrolment for these programmes, you must ensure that you actively monitor new enrolments post-registration, to ensure that any new enrolments made following completion of registration, are communicated to SSC Fees teams, for manual re-calculation of outstanding tuition fees.

In instances where this is not done correctly, the student may not be billed for the additional tuition fees.

As many modular programmes will not have a formal structure of activity, Academic Advisement rules can normally only be configured in a very basic manner, and will normally only be used to enable students to search and select courses online.

An *example* of the basic configuration of these rules, for purposes of CPD programmes, would be as follows:

- Definition of a single 'Optional' Course List, with all available CPD courses attached;
- Definition of a single 'Academic Requirement', against which to attach the 'Course List' as defined above;
- Set the 'Minimum Units'/'Maximum Units' limits as appropriate against the 'Academic Requirement'*;

- If you are dealing with non-credited courses, you can also set the 'Minimum Courses'/'Maximum Courses' limits as appropriate (*this actually counts the individual enrolments, as opposed to counting the enrolled credit totals*)*;
 - Definition of a single 'Requirement Group', against which to attach the 'Academic Requirement' as defined above;
 - The Requirement Group must be configured with a relevant 'Academic Level', which should match the 'Academic Level' of the CPD students/Career (*ie. PGDT students will start with an Academic Level of '06', whereas CEPD students will start with an Academic Level of '01'*).
- * *Note that the min/max limits control the number of enrolments that a student can enrol on at any given 'Academic Level' (referencing their Academic Level on Term Activation). It is likely that most CPD students would remain at the same Academic Level over a numbers of years, so thought should be given to these limits taking into consideration students returning in future years to carry out further activity.*

① **NOTE:** Where pre/co-requisites apply to specific courses, these can also be configured and enforced in Campus Solutions. Please refer to the full training guide for configuration of these.
<http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus/>

7. Student Registration

ALL modular and 'CPD' students recorded in Campus Solutions must complete registration for any active Term, which incorporates fee payment at the final stage (via the online Registration Wizard). Administrators can complete registration on behalf of students, but this should be seen as the exception.

- ① **NOTE:** *It is recognised that the current Registration Wizard includes steps which may be seen as inappropriate for some CPD students (such as the formal 'Declaration'). An ongoing review will be carried out into the possible creation of a new Registration process for these students. In the meantime the current Registration Wizard should be utilised. **The SSC can provide details of the Registration Wizard process.***

Any students taking credit-bearing courses, on Academic Programmes with modular fees configured in Campus Solutions, should be enrolled onto all relevant courses for the year, PRIOR to completing Registration. The calculation of tuition fees, for modular fee programmes, is calculated from the total credits a student is enrolled on in the Term.

- ① **NOTE:** *Any student on a modular fee programme, who is enrolled onto further credit-bearing courses following completion of Registration, should have their details forwarded to the SSC Fees Team, and should be asked to contact the Fees Team directly to arrange payment of the outstanding fees.*

Students applying to take further CPD courses, who have previously completed activity on the same CPD programme of activity, should be re-activated on their original programme and Term Activated, ensuring that the Registration Details page is updated to appropriately reflect their new activity (i.e. change Session, Expected Next Registration Date, Student End Date of Programme).

7.1 Issue of Student Cards

Whilst students who have successfully completed registration are generally eligible to obtain a student card, it is expected that many CPD students would not require one. School staff should use their discretion to decide on whether they advise their students to pick up a student card or not.

- ① **NOTE:** *It would be expected that students on short courses or workshops, those that are distance learning, or those who do not require access to facilities such as Campus Buildings and the Library would not normally require a student card, and should therefore NOT be informed to collect one.*

8. Student Record Management

Student Records Management training guides can be found on the Corporate Applications Training Team website

<http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus/>

There are several areas of Student Records Management that are particularly important when managing students on modular CPD programmes in Campus Solutions.

- 8.1 Term Activation of returning student
- 8.2 Discontinuation/Completion of students (with and without award);
- 8.3 Students Not Currently Studying/Returning to Study;
- 8.4 Transfer between credit-bearing and non-credit bearing activity;
- 8.5 Payment of fees, for students who enrol on additional courses mid-year;
- 8.6 HESA Reporting & Data Quality.

8.1 Term Activation of Returning Students

If you offer a number of courses for study as stand-alone modules, you may need to return students in subsequent years to continue study on additional courses, on the relevant modular CPD programme.

For students who are still currently Active in Program, this can be done primarily by manually Term Activating them accordingly. Whilst the students' 'Year of Student on Program' will need incrementing as appropriate, it is expected that for CPD students, their 'Academic Levels' will not require any manual update. Following Term Activation you must also make sure to update the Registration Details screen as necessary, to increment their Session, Student End date and/or Expected Next Registration Date as appropriate.

- ① **NOTE:** *When returning students in concurrent years, attention must be given to the session in which they are being activated, according to the Registration Details page. As with any student, if you allow multiple intakes of students throughout the year, students should remain in their intake session, unless they have a period of interruption between concurrent studies, which may change this. Refer to the management of 'Interruptions', in the SRM Appendix training guide.*
<http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus/>
- ① **NOTE:** *Details of the manual Term Activation process can be found in the 'Student Records Management 1' training guide*
<http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus/>

8.2 Discontinuation/Completion of students (with and without award)

Students studying modular programmes can have their student record discontinued/withdrawn/completed in a number of different manners. Modular CPD students on an Academic Program without a qualification aim, should normally be 'Completed' if they have completed the activity that they originally set out to do at the point of application, unless it is expected that they will be continuing to study further CPD modules in your area.

Where there are no qualification aims and the student successfully completes the course (whether or not they have actually passed the credits), they should be 'Completed' with an Action Reason of '**Fulfill Program Requirements**'.

Students on a modular Academic Programme with a qualification aim, who have successfully completed activity and are being awarded a formal qualification should be dealt with in the standard manner for 'Manual Completion' and achieving 'Early Exit awards'.

Discontinuation and Withdrawal should only be used in instances where students have not successfully completed what they set-out to do upon initial application.

- ① **NOTE:** Details of the manual Discontinuation/Withdrawal/Manual Completion processes can be found in the 'Student Records Management 1' training guide <http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus/>

- ① **NOTE:** It is unlikely that you will need to carry out any Session/Term withdrawal process for these students as they are studying individual modules rather than for a defined period of time, and so closing down the record following completion of the course will not require this to be carried out to drop enrolments etc.

- ① **NOTE:** Students who have been Discontinued/Withdrawn/Completed (without award) from a CPD modular programme can be returned by simply adding a 'Re-admit' row to their Program/Plan stack, and then manually Term Activating (updating the Registration Details as necessary).

8.3 Students Not Currently Studying/Returning to Study

If you offer a number of courses for study as stand-alone modules you may deal with students on modular programmes intermittently, over an extended period of time. This may include multiple instances (Terms) where they are not actively studying with you. As mentioned above, the student records must be maintained adequately, and so in these instances the record must be updated to indicate that they are not currently studying.

If this is a regular occurrence on your modular programmes, you may wish to manage this in a different manner to that identified above under 'Discontinuation'. This can be managed by applying a 'Not Currently Studying', Programme Action and Action Reason

to the Student Program/Plan. This puts the student records in a status of 'Leave of Absence'. Upon a student returning for study, they can again be returned in the same manner as a student on interruption is returned.

Applying this Program Action/Action Reason on the student's record, they can be reported on as such, and a clear overview of their status is recorded in Campus Solutions.

- ① **NOTE:** *Details of how to identify a student as not currently studying, can be found in the 'Student Records Management 1' training guide. The process for returning from a leave of absence can also be found in this training guide.*
<http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus/>

8.4 Transfer between credit-bearing (PGDT) and non-credit bearing (CEPD) activity

As previously identified, you may have students studying the same modules by different methods, and therefore managed on different Academic Programs in different Academic Careers. Therefore there may be instances where there is a requirement to 'transfer' students between the different methods of study/Academic Programs/Careers. This can be problematic when dealing with transfers between a standard Career (ie. PGDT/UGRD), and the CEPD Career.

- ① **NOTE:** *Transfers involving the CEPD should normally be in the direction of Standard Career to CEPD (transfers in the opposite direction should be rare, due to issues with the need to manually transfer Fees & Financial account information for the student).*

The direction of the transfer being carried out, has implications on how much work has to be carried out behind the scenes, to manipulate the student record following the transfer. Therefore guidance is given below on how to best manage possible transfers between programs in different Careers:

- Where there is any possibility that the student can gain credits and/or final award in the future (i.e. they will be assessed for each course), the student should be admitted onto a programme within a standard Career initially (i.e. PGDT);
- Should these students then later decide to 'opt-out' of assessment and not gain credits for the courses, they should then be transferred onto a non-credit bearing modular program in the CEPD Career;
- Students who, from the point of admission, have identified that they wish to carry out activity which does not carry credits and will not formally be assessed, should be admitted directly into the CEPD career;
- Transfers from CEPD, to a standard Career should be few and far between.

Transfers FROM a CEPD career TO a standard career are difficult to manage in regards to maintaining the tuition fees record. The SSC will have no record of any payments made for modules completed in the CEPD career, which can be confusing for the students and also 'mess-up' the fee record for the standard career, especially if a module is moved onto the standard career that has already been paid for on CEPD.

Where a transfer from a CEPD to a standard career is unavoidable, Schools must advise the SSC of any previous payments made against the CEPD career, even when transferred over.

- ① **NOTE:** *Transfers between credit bearing and non-credit bearing activity can be recorded in Campus Solutions using the same process for Programme Changes. These are detailed in the 'Student Record Management 1' training guide. <http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus/>*

8.5 Payment of fees for students who enrol on additional courses mid-year

Modular students on an **Academic Program with a modular fee attached in Campus Solutions**, may take up extra credits after that have already completed Registration, and thus online fee payment, earlier in the year.

In these instances, once the new course enrolments have been added to the students' record, Tuition Calculation will run over night and the new fee will then show on their record. As the student can only register once within a year they will not be able to go online and pay for these modules.

They should therefore be directed to contact the **Student Services Centre** to make payment in full, or **Credit Control** if they have an existing instalment plan with them.

Final enrolment onto a dissertation unit for accredited programmes would trigger a fee recalculation. Where this needs correcting, Schools must email tuitionfees@manchester.ac.uk

8.6 HESA Reporting & Data Quality

If an activity is being reported to HESA then the student records must be kept up-to-date. When students complete the course, they must be closed off as a successful leaver (i.e. have been awarded the credits). Information on the student must be as complete as possible, such as domicile on entry, ethnicity and qualifications on entry as we are required to report all these to HESA.

- ① **NOTE:** *It is a requirement upon the university to ensure that all student information held is accurate and up to date. This is to comply with both legislative requirement and Reporting requirements both internal and external.*

9. Student Access to facilities

CPD students gain access to Blackboard in exactly the same manner as standard students, through the status of their record within Campus Solutions. Therefore to gain access to a relevant Blackboard space the student must be attached to the appropriate class and/or academic programme, and have an active Central Username and password.

- ① **NOTE:** Full details of how students gain access to facilities across the University - 'Guide to Student Access to University Facilities', can be obtained online <http://www.campus.manchester.ac.uk/planningsupportoffice/SSO/>

Students have access to a number of facilities at University such as the Library, university PC's, Blackboard etc. The level of access a student has depends on their status in Campus Solutions.

- **The assignment of access is in most cases automated.** If a student record is incorrect in Campus Solutions, the student may have the incorrect level of access;
- The level of access for students in each situation has been agreed by representatives of the Schools and various central services;
- **Access to facilities should not be set up manually for individual students,** (except appealing students). If you are not School staff and unable to check the student record you should contact the school in the first instance so they can ensure the record is correct. If the school is confident the record is correct, contact the SSO can then check the record.

Access Summary Table

The table below & overleaf shows a summary of the facilities that a student has access to depending on their situation:

Student Situation	IT Acct	Stud Portal	Email	Library	Uni Blds	Campus Solns	Black-board
Active , (inc. associate & visiting students) (ALL Careers)	✓	✓	✓	✓	✓	✓	✓
Leave of absence* (UGRD/PGDT/CEPD)	✓	✓	✓			✓	
Re-sitting out of attendance (ALL Careers)	✓	✓	✓	✓	✓	✓	✓

Modular Study (including CPD)

Student Situation	IT Acct	Stud Portal	Email	Library	Uni Blds	Campus Solns	Blackboard
Graduands (ALL Careers)	✓	✓	✓	✓		✓	
Appealing Students	Appealing students' access should be handled manually depending on their situation.						

*** This includes the program action of 'NCST' – 'Not Currently Studying' which is utilised for students on modular CPD and Distance Learning programmes**

CHANGES TO STATUS:

- A change in student status may take up to 1 day to affect a change in access rights.

REGISTRATION:

- All active students have full access. If a student is active but not registered, they will still have full access;
- Students in this position should be registered or withdrawn as soon as it is possible to do so.

① **NOTE:** For any student to gain access to University systems other than Campus Solutions (such as Blackboard, or the Student Portal), they must have completed IT Sign-up to obtain their Central Username & Password. Whilst an 'applicant' will be able to utilise their CS specific username and password to access Campus Solutions (which will usually consist of the Emplid and Date of Birth) they will not be able to use these details to access other systems, once they have become a student. Details of the IT Sign-up process can be found here <http://www.itservices.manchester.ac.uk/webauth/signup/>

10.

Accessing the System

If you do not already have an account for Campus Solutions, you will need to submit a request for this via the BAS Online Access Request form:

<http://helpdesk.man.ac.uk/cgi-bin/BASUserAccess/immediateuseraccessform.cgi>

Campus Solutions Training

All Campus Solutions training courses are listed on the IT Services Training Team website (link given below), however you may find the following courses of particular interest:

- Introduction to Campus Solutions - (a good starting point for users who are new to the system)
- Programmes and Plans
- Course Catalogue & Class Creation & Scheduling - (setting up new Courses and Classes to run)
- Academic Advisement
- Course Unit Selection - (enrolling students on Courses)

www.itservices.manchester.ac.uk/trainingcourses/corporateapplications

Support Queries

- If you have a Campus Solutions **Records** related query, you should contact the Student System Office Operational Support Team:
Email: cs.records@manchester.ac.uk
Telephone: Ext. 65444
- If you have a Campus Solutions **Admissions** related query, you should contact the Central Admissions Support Team:
Email: cs.admissions@manchester.ac.uk
Telephone: Ext. 65456
- If you have a Campus Solutions **Fee** related query, you should contact the Student Services Centre:
Email: tuitionfees@manchester.ac.uk
Telephone: Ext. 55000