
Student System

The University of Manchester

A Guide to Student Access to University Facilities

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Introduction

This guide has been produced by the Student System Office to explain how students gain access to various University Facilities.

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. This guide explains what access a student has depending on their record.

- **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.
- It is possible that a school or student will think that an individual is not gaining access to facilities that they should have. In this case the student record should be checked and corrected.
- **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.

If a student is considered to have incorrect access, the student record in Campus Solutions should be checked. The student should not be given access to the facilities dealt with in this guide manually. The record should be checked, then if still unsure you should refer to the SSO.

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1. Access Rights Summary Table

The table below shows you the facilities that a student has access to depending on their situation:

Student Situation (as recorded in CS)	IT account	Student Portal	Email	Library	Uni Buildings	Campus Solns	Blackboard
Active , (inc. associate & visiting students)	✓	✓	✓	✓	✓	✓	✓
Leave of absence (PGDR)	✓	✓	✓	✓	✓	✓	✓
Leave of absence* (UGRD&PGDT)	✓	✓	✓	X	X	✓	X
Resitting out of attendance	✓	✓	✓	✓	✓	✓	✓
Submission pending (PGDR)	✓	✓	✓	✓	✓	✓	✓
Thesis Submitted (PGDR)	✓	✓	✓	✓	✓	✓	✓
Extension to Programme (PGDR)	✓	✓	✓	✓	✓	✓	✓
Minor Corrections & Referrals (PG)	✓	✓	✓	✓	✓	✓	✓
Graduands (Alumni also receive similar access)	✓	✓	✓	✓	X	✓	X
Withdrawn/Discontinued Students	X	X	X	X	X	X	X
Appealing Students	Appealing students access should be handled manually depending on their situation.						

* This includes the program action of 'NCST' – Not Currently Studying

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.

2. Understanding How The Student Record Controls Access

As you can see, many situations a student can be in have the same access requirements. This section explains which parts of the student record controls access.

2.1 Active Students

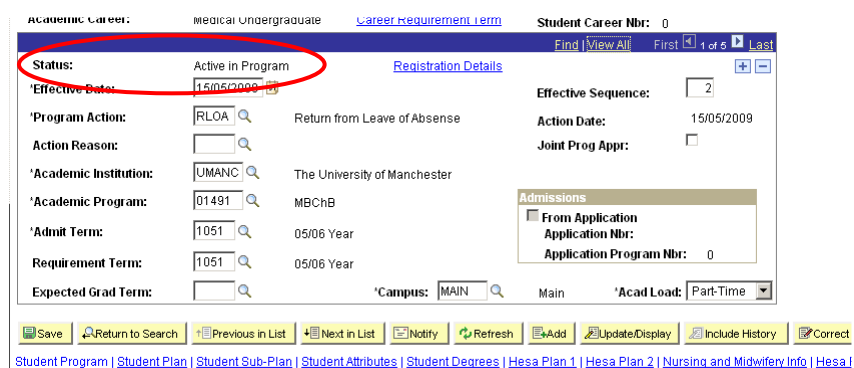
'Active in programme' is a status in CS which shows that a student is actively studying on a programme.

Status can be seen on the Campus Solutions page: Student Programme/Plan

Navigation:

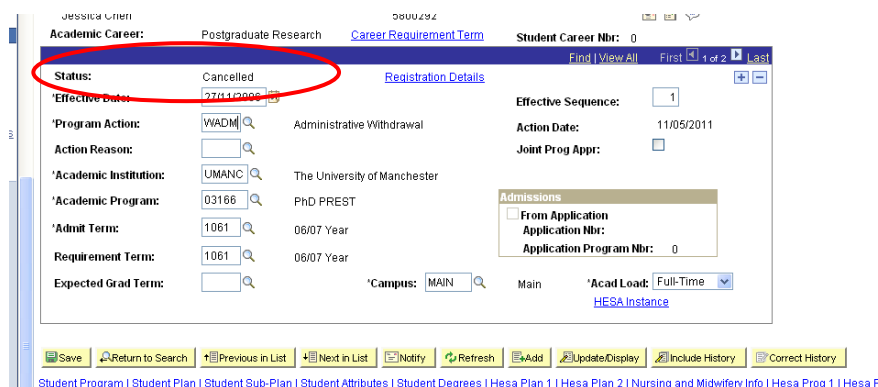
Records and Enrolment>Career and Programme Information>Student Programme/Plan

- A student will only have the full access required if they are shown to be 'active in programme' as below.



2.2 Inactive Students

If a student has a status of 'Cancelled' or 'Discontinued' they will have no access at all. If this is the case access should not be overridden. The School must correct the record.



N.B.

The remaining statuses of:

'Leave of Absence'

'Completed'

are dealt with below in section 2.3 and 2.9.

2.3 Leave of Absence

This is a status in CS that is applied to the student record when a programme action of 'Leave of Absence' is added to a student record, (there are several options for action reason which do not affect the status).

Taught students and research students have different access rights when on LOA so in this case the career of the student is also taken into account.

Status & Career both therefore control access. Both can be seen on the Campus Solutions page: Student Programme/Plan

Navigation:

Records and Enrolment>Career and Programme Information>Student Programme/Plan

- A student will have full access if they have a Status of 'Leave of Absence' and an Academic Career of 'Postgraduate Research'.
- A student will have limited access if they have a Status of 'Leave of Absence' and any other Academic Career.

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

Status: Leave of Absence Registration Details

Effective Date: 15/05/2009 Effective Sequence: 1

Program Action: LEAV Leave of Absence Action Date: 15/05/2009

Action Reason: NCST not currently studying Joint Prog Appr:

Academic Institution: UMANC The University of Manchester

Academic Program: 01491 MChB

Admit Term: 1051 05/06 Year

Requirement Term: 1051 05/06 Year

Expected Grad Term: Campus: MAIN Main Acad Load: Part-Time

Admissions

From Application

Application Nbr:

Application Program Nbr: 0

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display Include History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees | Hesa Plan 1 | Hesa Plan 2 | Nursing and Midwifery Info

2.4 Resitting out of attendance

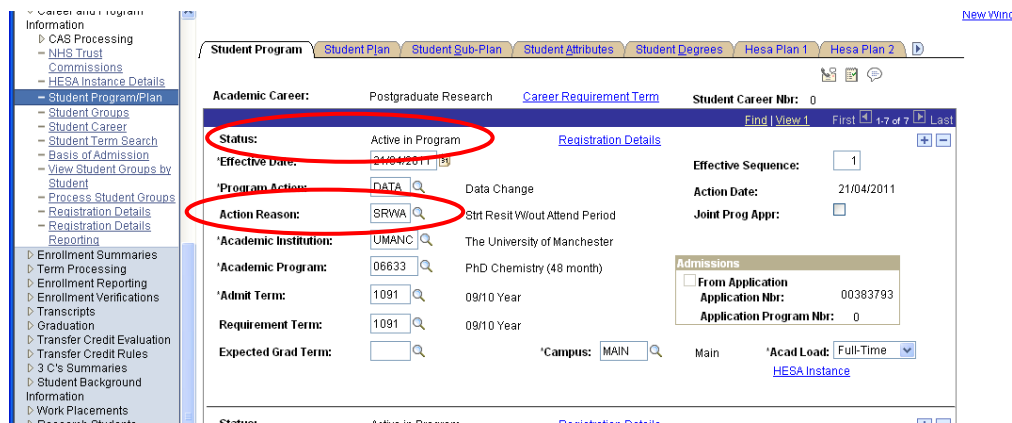
This is shown by an Action Reason being applied to the record. Students resitting out of attendance have the same access as normal active students so only the status of 'Active' is used to control access.

Status & Action Reason can be seen on the Campus Solutions page: Student Programme/Plan

Navigation:

Records and Enrolment>Career and Programme Information>Student Programme/Plan

- A student will have full access resitting without attendance as long as they have a Status of 'Active in Programme'



2.5 Submission Pending

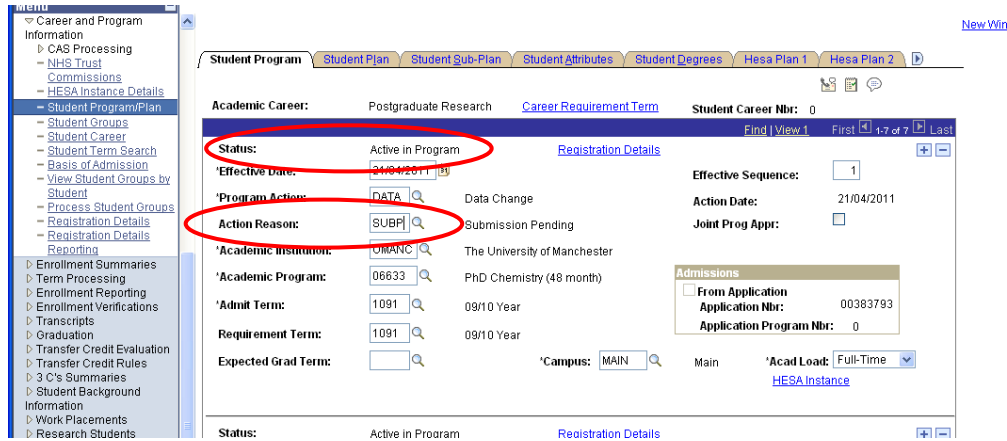
Submission pending is a status that is applied to research students. It is indicated by both an action reason and a form of study, (action reason shown below). Because the students have the same access as any normal 'active' student, only the student status will control access.

Status & Action Reason can be seen on the Campus Solutions page: Student Programme/Plan

Navigation:

Records and Enrolment>Career and Programme Information>Student Programme/Plan

- A research student who is submission pending will have full access as long as they have a status of active.



2.6 Thesis Submitted

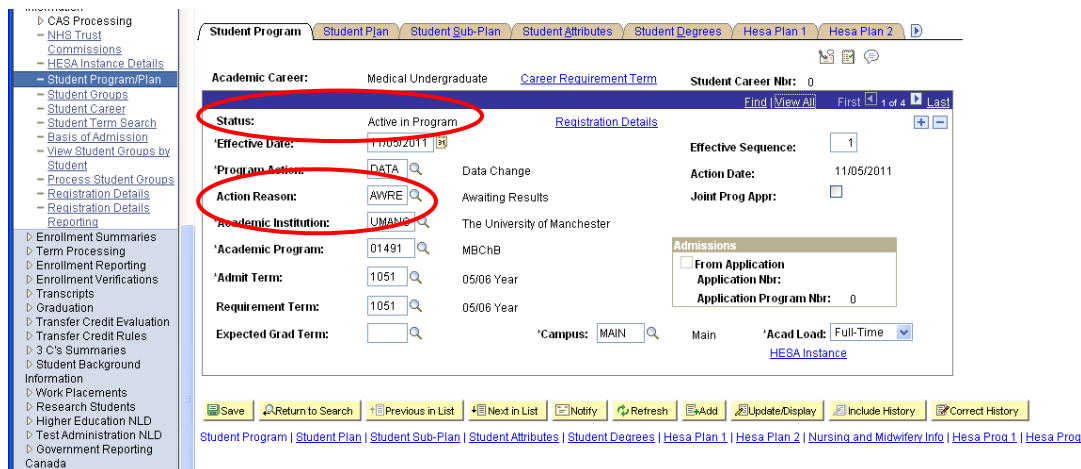
You can see a student has submitted their thesis as they will be given an action reason of AWRE. Because the students have the same access as any normal 'active' student, only the student status will control access.

Status & Action Reason can be seen on the Campus Solutions page: Student Programme/Plan

Navigation:

Records and Enrolment>Career and Programme Information>Student Programme/Plan

- A research student who is AWRE will have full access as long as they have a status of active.



2.7 Extensions

You can see a student has been given an extension as they will be given an action reason of EXTN or EXTS. Because the students have the same access as any normal 'active' student, only the student status will control access.

Status & Action Reason can be seen on the Campus Solutions page: Student Programme/Plan

Navigation:

Records and Enrolment>Career and Programme Information>Student Programme/Plan

- A student who has an extension will have full access as long as they have a status of active.

The screenshot shows the 'Student Programme/Plan' page for a Medical Undergraduate. The 'Status' is 'Active in Program' and the 'Action Reason' is 'EXTS', both highlighted with red circles. The page includes a navigation menu on the left and various data fields at the bottom.

Academic Career:	Medical Undergraduate	Career Requirement Term	Student Career Nbr:	0
Status:	Active in Program	Registration Details	Find View All	First 1 of 4 Last
Effective Date:	11/05/2011		Effective Sequence:	1
Program Action:	DATA	Data Change	Action Date:	11/05/2011
Action Reason:	EXTS	Extension to Submission Date	Joint Prog Appr:	<input type="checkbox"/>
Academic Institution:	UMANC	The University of Manchester	Admissions	
Academic Program:	01491	MBChB	From Application	
Admit Term:	1051	05/06 Year	Application Nbr:	0
Requirement Term:	1051	05/06 Year	Application Program Nbr:	0
Expected Grad Term:			Acad Load:	Full-Time
		Campus:	MAIN	Main

2.8 Referrals/Minor Corrections

You can see a student has been given a referral or minor corrections as they will be given an action reason of REF1, REF2, REFL, REFT or MINR. Because the students have the same access as any normal 'active' student, only the student status will control access.

Status & Action Reason can be seen on the Campus Solutions page: Student Programme/Plan

Navigation:

Records and Enrolment>Career and Programme Information>Student Programme/Plan

- A student who has a referral will have full access as long as they have a status of active.

The screenshot shows the 'Student Programme/Plan' page for a student. The 'Academic Career' is 'Medical Undergraduate'. The 'Status' is 'Active in Program', which is circled in red. The 'Action Reason' is 'REF1', also circled in red. Other details include 'Effective Date: 11/05/2011', 'Program Action: DATA', 'Academic Institution: UMANC', 'Academic Program: 01491 MBChB', and 'Admit Term: 1051 05/06 Year'. The 'Expected Grad Term' is also 1051. The 'Acad Load' is set to 'Full-Time'.

2.9 Graduands

Graduands are students who have completed their programme but have not yet had their graduation ceremony. You can see if a student is in this situation using 2 pieces of information, the student status and their graduation date. A graduand will have a Status of 'completed' and will not have reached their graduation date.

The status can be seen on the Campus Solutions page: Student Programme/Plan

Navigation:

Records and Enrolment>Career and Programme Information>Student Programme/Plan

The screenshot shows the 'Student Programme/Plan' page for a student. The 'Academic Career' is 'Undergraduate'. The 'Status' is 'Completed Program', which is circled in red. The 'Effective Date' is '25/06/2009', also circled in red. Other details include 'Program Action: COMP', 'Action Reason: [empty]', 'Academic Institution: UMANC', 'Academic Program: 00295 BA(Hons) American Studies', and 'Admit Term: 1051 05/06 Year'. The 'Expected Grad Term' is '1081 08/09 Year'. The 'Acad Load' is set to 'Full-Time'.

The Graduation Date can be seen on the Campus Solution page: Graduation Data

Navigation:

Records and Enrolment>Graduation>Graduation Data

Graduation Data

Academic Career UGRD Undergraduate

Graduation Data		Find View All	First	1 of 1	Last
Academic Program	00295	BA(Hons) American Studies	Student Career Nbr	0	
Academic Institution	UMANC	The University of Manchester			
Academic Plan	00166	BA(Hons) American Studies			
Term	1081	Completion Term			
Admit Term	1051				
Graduation Date	01/08/2011	Updated by	mwwsscll	09/04/2009	

Award

Degree BA(HONS) 2.1 Second Class, Division One

Diploma Description Bachelor of Arts

Subject Description American Studies

Save Return to Search Previous in List Next in List Notify Update/Display Include History Correct History

N.B.

If the graduation date shown is earlier than the current date, the person is now a graduate and will have Alumni access rights.

2.10 Withdrawing Students

Note that it is essential to withdraw/discontinue students in a timely fashion. If you do not do so, the individual will still have access to University facilities.