

Quick Guide - Registration Confirmations - PG Master's SFE & SFW

Purpose

This quick guide will show you how to confirm a student is registered and attending an eligible Postgraduate course at the required intensity to release their entitlement of Postgraduate (PG) Master's Loan.

When and Why?

It is the responsibility of the HEP to make timely and accurate registration confirmations to release payment of PGL.

The student will require one registration confirmation per Academic Year at the start date of the course year, which has been set in CMS. When this has been submitted it will trigger the release of the three instalments of PG Master's Loan inline with the student's payment schedule.

Students will appear on the registration worklist for confirmation 30 days prior to the start of their course. Registration confirmation should be submitted when you are sure a student will be attending your institution, for new students this is normally after the HEP have had face to face contact with them.

Access

To confirm registration you must hold Registration Administrator 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.

Registration Home

You can access the Registration Home section via the [Registration Home](#) link on the menu on left of the SIS Home page. Clicking this menu item will also display all of the registration sub areas which apply to your user access.

Registration Worklist

You can access the Registration Worklist by selecting [Registration Worklist](#) from the Registration Home sub menu. When using the search filters on this page, only the students who require a registration confirmation will appear in the results.

The Registration Worklist Filter page is split out over two tabs to allow you to search using a selection of criteria: Student Search and Course Search.

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

Registration Worklist

Filter Help

Student Search **Course Search**

Academic Year: 16-17

Course Name: Use wildcards to find more matches, e.g. %Mat%

Course Start Date (dd/mm/yyyy)

UCAS Course Code

Method of Attendance: Select

Campus: Select

Qualification: Select

Course Status: Select

Level of Funding: Select

Number of Records to Display Per Page: Select

Course Name:

SLC Course Code:

Course Type: Select

Course Fee Rate (£):

Mode of Study: Select

Clear Filter and Results **Filter & Display Results** Filter & Export Results

Registration Worklist Results

When you have selected the search criteria you wish to use:

- Select the [Filter & Display](#) button, the results will show below the search filters on screen.

Each line of the results table displays one student record detailing the student's SSN, name, date of birth, Course start date, Course name and SLC Course Code.

Outstanding Registration Confirmations						
SSN	Full Name†	DoB	Course Start Date	Course Name	SLC Code	Registration Confirmation
SFDU15120407V	277931, EDS	01/05/1986	01/09/2016	MANU PG FT-ENG	883980	Select

A **Registration Confirmation** drop down box is displayed next to each student's record on the worklist. In the dropdown, you can select either:

- **'Yes'** to register the individual student (this will trigger payment of PG Master's Loan to student). By entering yes, you are confirming the student is attending an eligible Postgraduate course at the required intensity level. As long as these conditions are met, any course transfers can be notified subsequent to the registration process.

Note: The student should **not** be registered where the Provider is aware a student is eligible to apply for/in receipt of a healthcare or social work bursary from any of the following:

- National Health Service (NHS)
- Department of Health, Social Services and Public Safety (DHSSPS)
- Student Awards Agency Scotland (SAAS)

- **'No'** if you want to indicate the student has not registered, which will remove the student's support entitlement and cancel their application.

Note: If you submit an N in error, please send a Resumption CoC with a note to advise 'Never Attended submitted in error'

Once the **'Yes'** or **'No'** options have been selected for all relevant students, click the **Submit** button to make the confirmations. All students that have had their registration confirmed as 'Yes' or 'No' will then be removed from the Registration Worklist and their Student History page will be updated to reflect this.

Registration Worklist Export/Import

There is an Export and Import Registration Confirmation facility which will enable you to import positive registration confirmations from your own internal systems into the Student Information Service via a bulk file. This facility follows the Undergraduate functionality and no changes have been made to the technical specification for this.

For more information regarding the Export/Import Registration Confirmation facility, please refer to **technical specification** which is available upon request from HEP_Services@slc.co.uk.

Manual Registration

Manual Registration cannot be performed for students in receipt of PG Master's Loan.

Where the student's application exists at another Institution, SIS will display an error message upon attempted submission of the Manual Registration advising this student has a Level of Funding of Postgraduate.

Row numbers have been added to the Create Manual Registration screen to enable you to easily identify which errors relate to which records and amend these records.

Where the student's application does not yet exist and therefore SIS cannot validate the Student Support Number against the Level of Funding, the Manual Registration process will allow you to continue and this will be blocked in our payments system. When this student does enter SIS, the Manual Registration will be disregarded and the student will continue to appear on the Registration Worklist.

External Transfers & Registration

As Registration Confirmation is only required once per Academic Year, where a student externally Transfers following Registration Confirmation, this Transfer must be submitted by the new Higher Education Provider. This acts as an implicit confirmation that the student is attending your institution.