

Quick Guide – Resumption CoC - PG Master's SFE & SFW

Purpose

This quick guide will show you how to create a Resumption CoC (Change of Circumstance) for students in receipt of Postgraduate (PG) Master's Loans in the Student Information Service (SIS).

When and Why?

It is the responsibility of the HEP to submit accurate and timely Change of Circumstance notifications when a student has resumed their studies

A Resumption CoC should only be used when a student returns after a period of suspended.

Access

To create CoCs you must hold the CoC Administrator user role within SIS. If you require this access to be added to your account you can contact the User Administrator within your HEP.

Create Resumption

You can create a CoC from either the Detailed Student Information screen or from the Create CoC screen within the CoC Home area of SIS. For the purpose of this quick guide you will use the Create CoC screen.

- To access this area select **CoC Home** from the menu on the left on the SIS Home page.
- The CoC Home menu will appear and will show all of the CoC sub areas which apply to your user access
- Select **Create CoC**

You must now select the type of CoC you want to create

- Select **Postgraduate** from the Level of Funding drop down menu
- Select **Resumption** from the Change of Circumstance Category drop down menu
- Select the **Academic Year** you want to apply this CoC to from the Academic Year drop down menu
- Click the **Next** button

You will now be prompted to enter the details of the student that you want to apply this CoC to. You can use the **SSN** (student support number) or the **CRN** (Customer Reference Number) to find the student's details by entering it into the box provided and clicking the **find icon** beside the box. SIS will validate the student you are entering has an application for your Provider before you can proceed.

- Click the **Next** button

The Change of Circumstance Details screen will display to enter the specific details of the change. A new section has been included in this area to display the Student and Current Course Details which will ensure there is visibility of the information currently held for this student.

Change of Circumstances and Academic Year Help

Level of Funding: Change of Circumstance Category:

Academic Year: Mode of Study:

Student and Current Course Details

Student Details	Course Details
SFDU15120407V (21495687783) 277931, EDS 01/05/1986	MANU PG FT-ENG (PG-RM) SLC Course Code: 883980 UCAS Course Code:

Change of Circumstance Details

Year of Course the Student is Entering:

Resumption Effective Date (dd/mm/yyyy): Course End Date (mm/yyyy):

Reason for Resumption:

Further explanation if required:

To submit a Resumption CoC enter:

- The **Year of Course the Student is Entering** – this is upon return

- The **Resumption Effective Date** - a Resumption CoC cannot be future dated therefore the date the student is resuming study must be today's date or earlier
- The **Course End Date** – Reflects the new end date of the student's study
- Enter the **Reason for Resumption** – this is a non-mandatory field but should be used when the student was confirmed as 'Never Attended' in error. Select **Never Attended Submitted in Error** from the drop down in these instances.

When you have input all the details for this CoC select the **Next** button.

You must now **select a contact for this CoC**. This will be a registered contact within your HEP who can be contacted regarding this CoC. When you have selected the contact using the radio button provided, click the **Next** button.

The CoC Summary screen will then display a read only version of all of the details you have entered to review before submission.

When you have reviewed the information select the **Submit** button.