# 

**Student Information System**

Liverpool John Moores University

**A Quick Guide to Programme/Plan Changes**

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# Introduction

There are two types of Transfer possible in Campus Solutions:

**Plan Change**. This allows transfers within the same Programme, so for example an Award Aim change or a change of Routeway.

**Programme Change**. This occurs when there is a complete change to a new programme of study.

Programme/ Plan changes of any type are only to be completed at either the beginning of Term (before the Module Deadline date) or at the End of Term. No mid term changes are permissible. However it is important to note that the process does change a little depending on when in the Term these changes are made.

## Key Events by Date

This is a summary of the events that need to happen month by month every year

**March/April** – Online Module Selection (OMS)

Students select courses for next academic year – this will be on PROG 1 (original programme)

As the student is not yet Term Activated for next academic year they can plan but not enrol.

**June** – Assessment Boards

Students are assessed for Progression and decision to transfer is taken.

**June/July** – Programme/Plan Changes

The programme/plan change is performed on the student record with a future dated effective date (e.g. 01/08/2011).

Student is advised that the Programme/Plan Change will be active from the future dated row.

**August** – Rollover

Batch Term Activation is ran. This creates the new terms for the students with the PROG 2 (new programme) details.

(The ‘eligible to enrol’ flag will not be checked at this time in order that Student Registration works correctly).

**September** – Programme Change

Programme changes completed once a new Term has started should be entered with the actual date.

Student is advised that new Programme is now active.

**September** - Student Enrollment

Student arrives and completes Student Registration. This checks the ‘eligible to enrol’ checkbox and the student can then enrol. However strong guidance needs to be issued to inform a transferred student that their Planner is now out of date and that they need to re select the Course choices (Although the Programme has changed for the student, the pre selected Courses can still be ‘enrolled’ onto using Enrol by Planner, which would result in the student then being enrolled on incorrect Classes).

## Admit/Transfer Decision

**Admissions Transfer**

Level X to Level 1 – see Admissions Documentation

**New Application**

* Foundation program at partner institution to ANY degree at JMU
* HND in Subject Area X to degree program in subject other than X
* Degree to Masters
* Masters to Mphil/Phd
* UG Architecture Students returning to do a placement year as part of a Post Grad qualification

**Plan Change**

* Mphil to Phd
* Award Aim and or Routeway
* New ‘multi programme’

**Programme Change**

* Foundation program at JMU to ANY undergraduate program  at JMU
* Degree programme to ANY degree program
* HND in Subject Area X to Degree program in subject X
* HND to 2nd Year of degree
* Foundation Degree at Partner Institution to degree at LJMU, if the marks are counting towards the degree classification.
* Foundation course with NUFC award – (no need to complete)

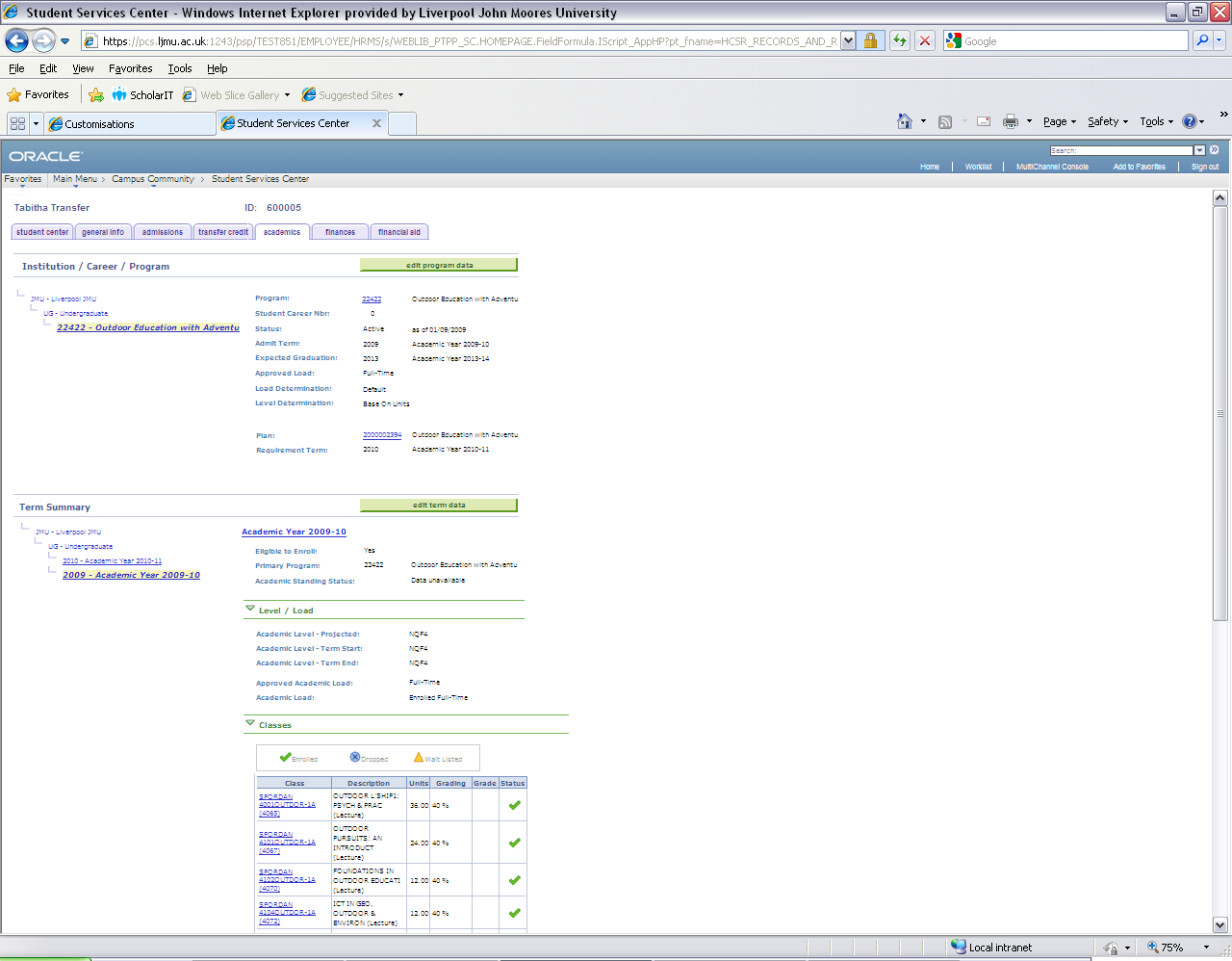
## Responsibility Matrix

|  |  |  |  |
| --- | --- | --- | --- |
| Scenario | CS process | Responsibility | Notes |
| * Foundation program at JMU to ANY undergraduate program  at JMU | Programme Change | Student Zone |  |
| * Degree programme to ANY degree program | Programme Change | Student Zone |  |
| * HND in Subject Area X to Degree program in subject X | Programme Change | Student Zone |  |
| * HND to 2nd Year of degree (and vice versa) | Programme Change | Student Zone | Please see additional notes below 2 |
| * Foundation Degree or other programme at Partner Institution to degree at LJMU, if the marks are counting towards the degree classification. | Programme Change | Student Zone |  |
| * Student transfer from joint honours programme to single or major/minor route | Programme Change | Student Zone | Please see additional notes below 3 |
| * Foundation course with NUFC award – (no need to complete) | Programme Change | Student Zone |  |
| * FT to PT on different programme codes | Programme Change | Student Zone | Check with Andrew if these are multi-plan programmes |
| * Mphil to Phd | Plan Change | Faculty |  |
| * Award Aim and or Routeway | Plan Change | Faculty |  |
| * New ‘multi programme’ | Plan Change | Faculty |  |
| * FT to Sandwich or Sandwich to FT | Plan Change | Faculty |  |
| * Foundation program at partner institution to ANY degree at JMU | Re-admission | Admission Hub & Student Zone |  |
| * HND in Subject Area X to degree program in subject other than X | Re-admission | Admission Hub & Student Zone |  |
| * Degree to Masters | Re-admission | Admission Hub & Student Zone |  |
| * Masters to Mphil/Phd | Re-admission | Admission Hub, Research Office & Student Zone | ? |
| * UG Architecture Students returning to do a placement year as part of a Post Grad qualification | Re-admission | Admission Hub |  |
| * Level X to level 1 | Re-admission | Admission Hub & Student Zone | Please see additional notes below 1 |
| * FT to PT on same programme code | Data Change | Faculty |  |

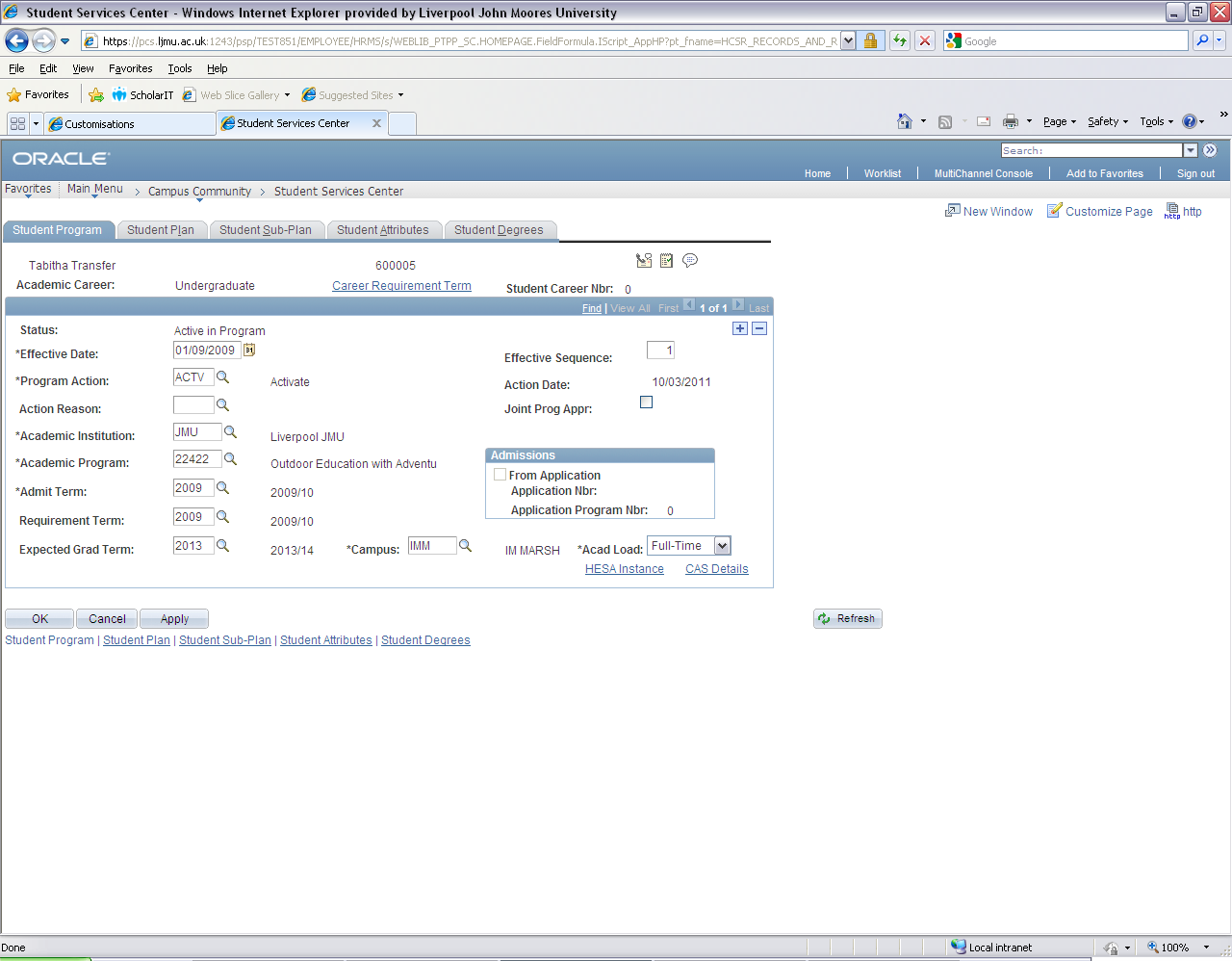
## Plan Change

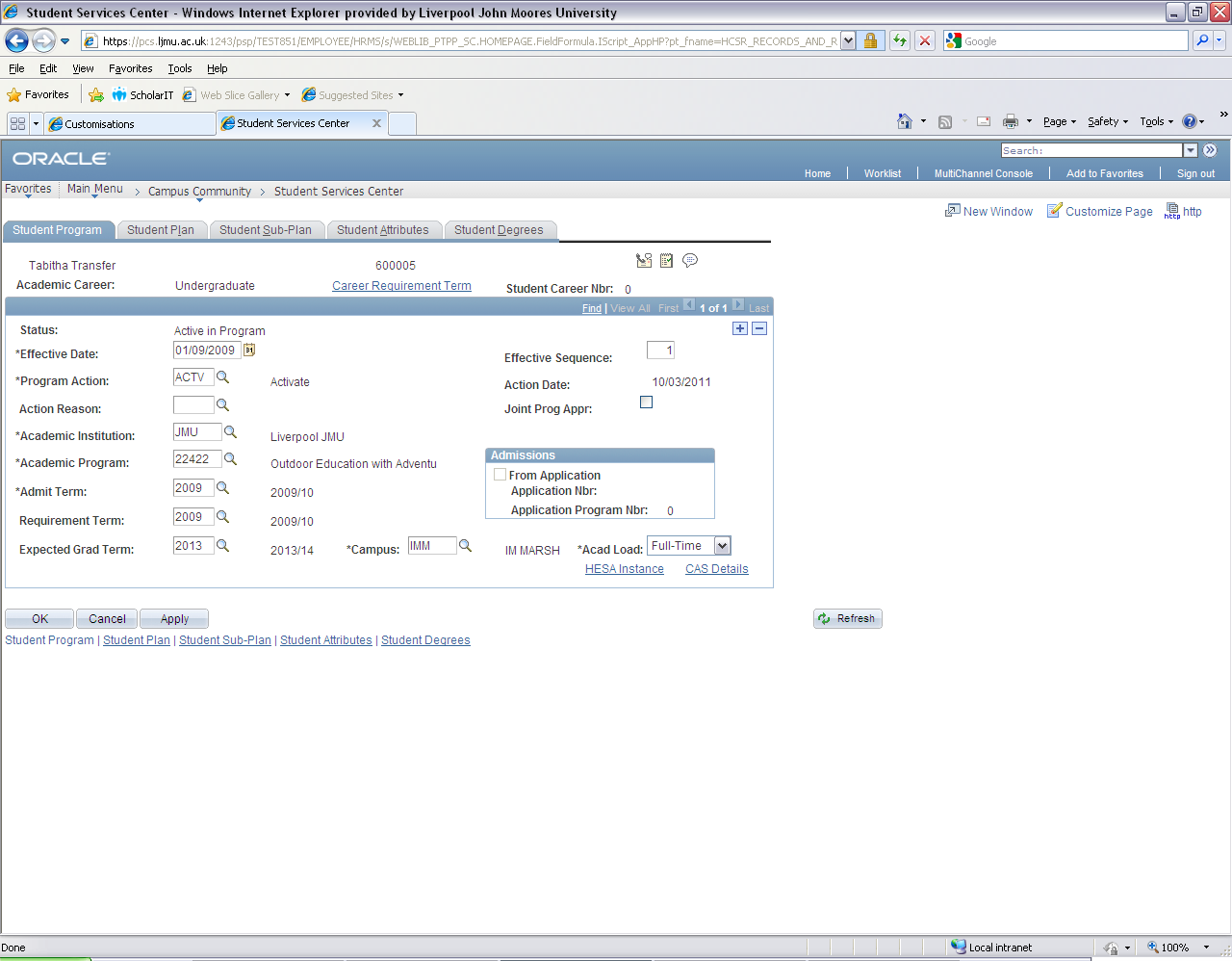
* Query the Student in Student Services Center

**Navigation: Main Menu>Campus Community> Student Services Center>Academics**



* Click Edit Programme Data. This opens the student’s Programme/Plan stack



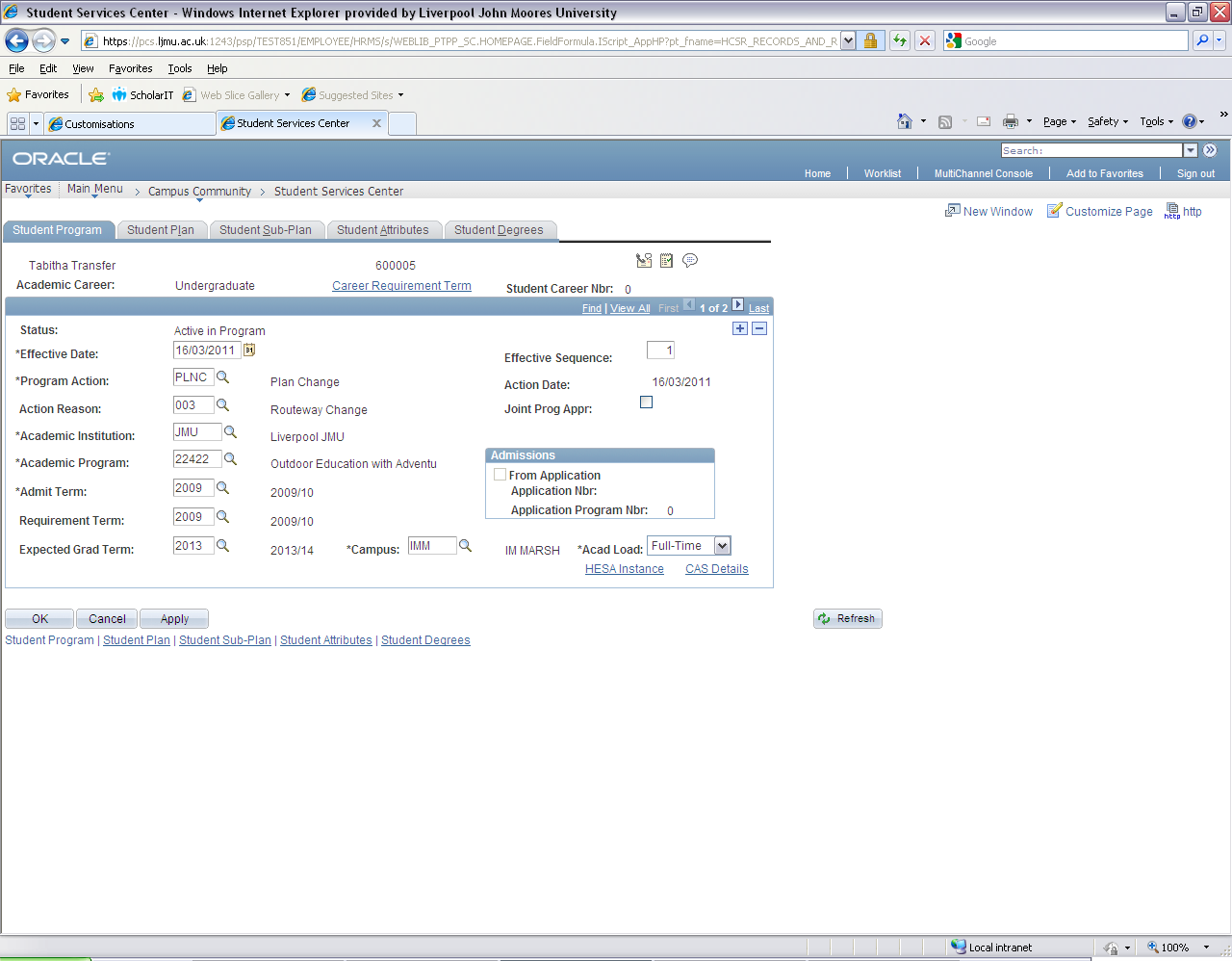


* Add a New Effective Row This row will display the current date.
* Enter a Programme Action of Plan Change
* Enter the Action Reason: Mphil to PhD

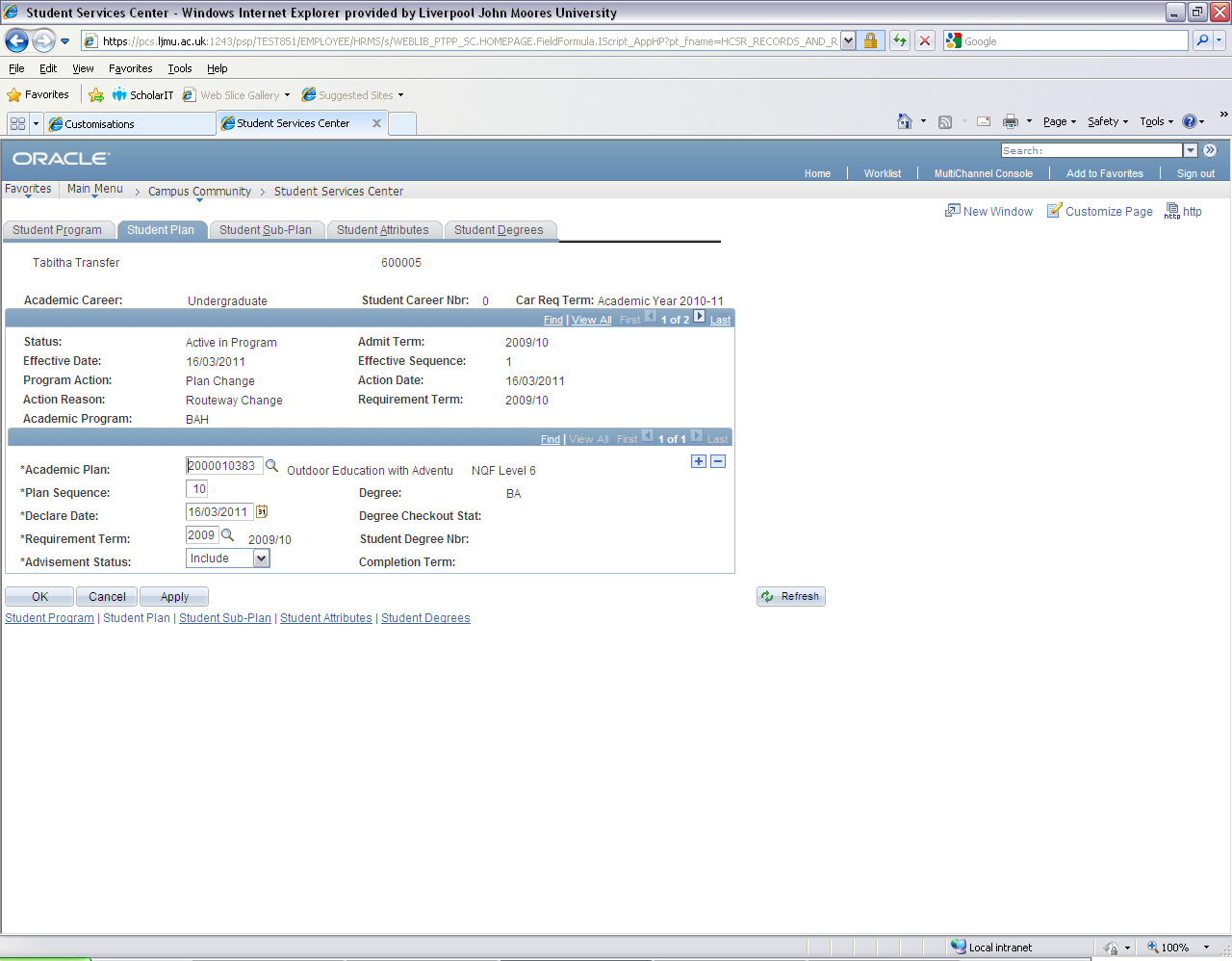
Award Aim Change (Pre Assessment Board)

Routeway Change

Fallback Awarded (post Assessment Board)



* Click on the Plan tab
* Select the new Plan from the list of values (it is important to overwrite the value here NOT add a new value, otherwise the student will be active on 2 Plans)



* Click OK to save and return to the Student Centre. The Plan change is now complete.

Notes:

3C Communications can be created from the Programme/Plan Stack and this document will be updated in due course to include these steps.

Academic Advisement

In the majority of cases no manual changes to Academic Advisement are required. Advisement has been set up in such a way that when there is a Plan change, the associated set up will change automatically. The only time a manual change would be required is when there is also a change in the Programme rules (see Advisement documentation for details).

## Programme Changes

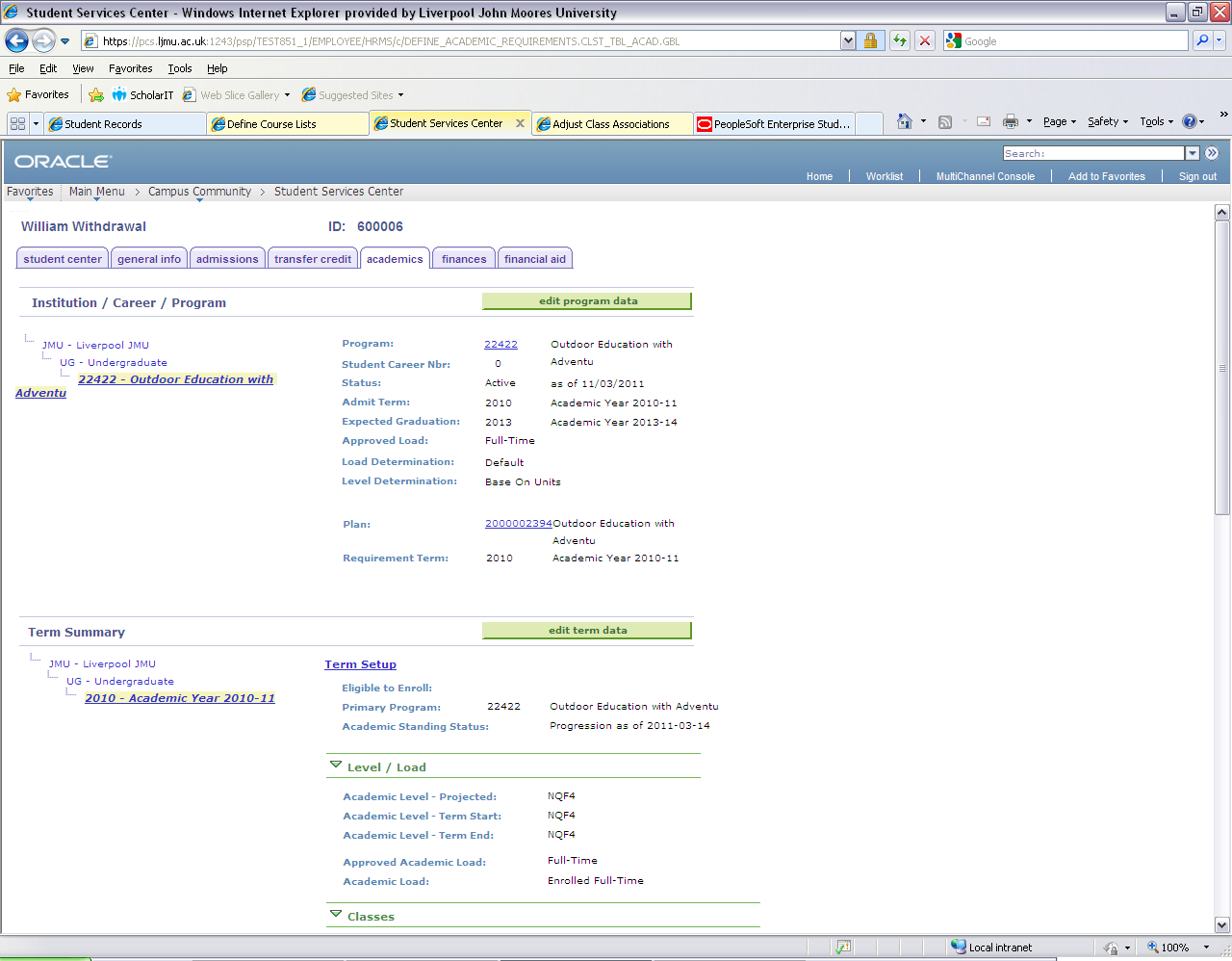
## Post Enrolment Programme Change

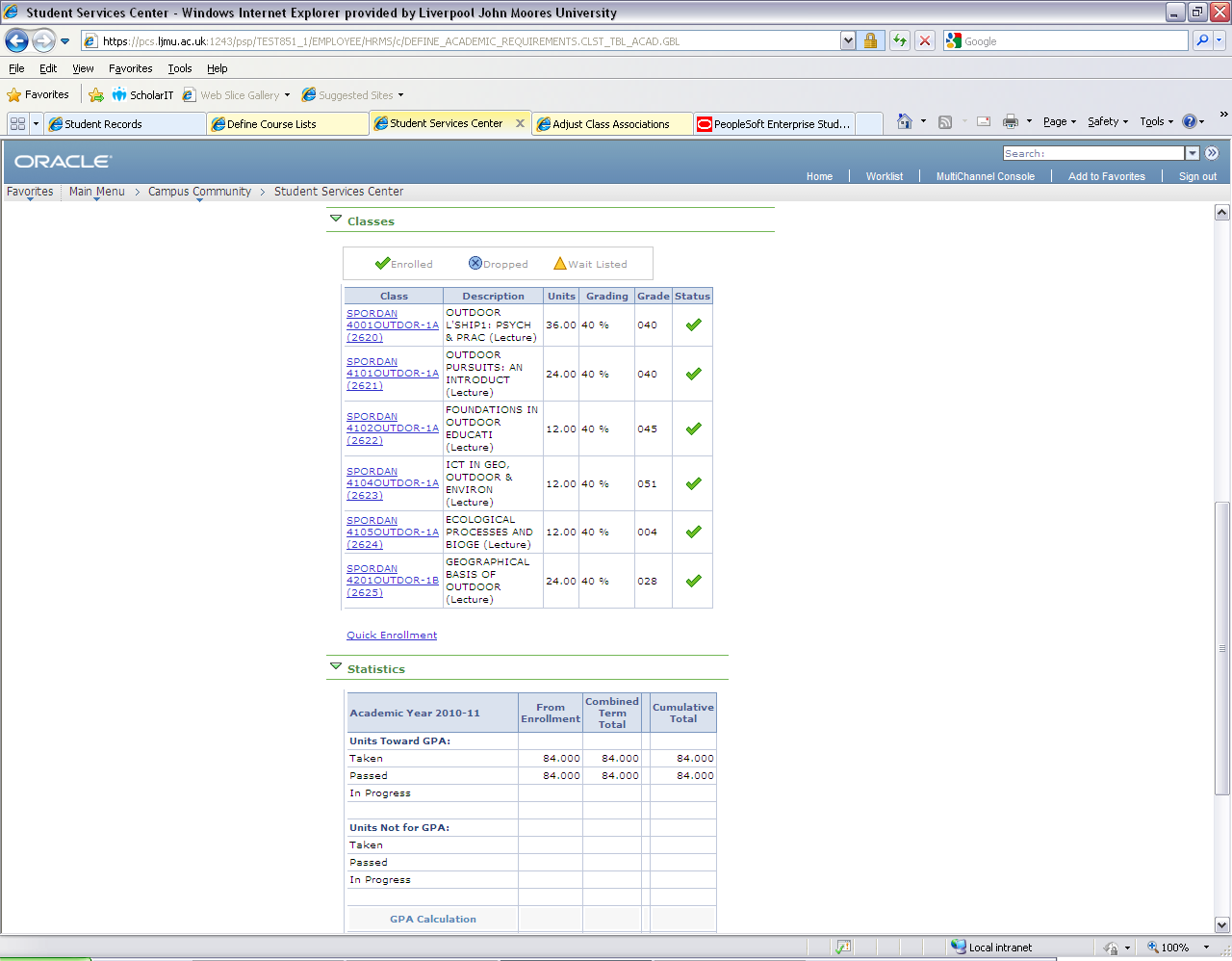
This includes Programme Changes that are completed after the completion of the Student registration form but before the Module Registration deadline. The first part of the process withdraws the student from the current Term, drops the enrolled Classes and cancels the fee. The Programme change is then added and the new Classes enrolled on.

### Withdraw the Student from the Term

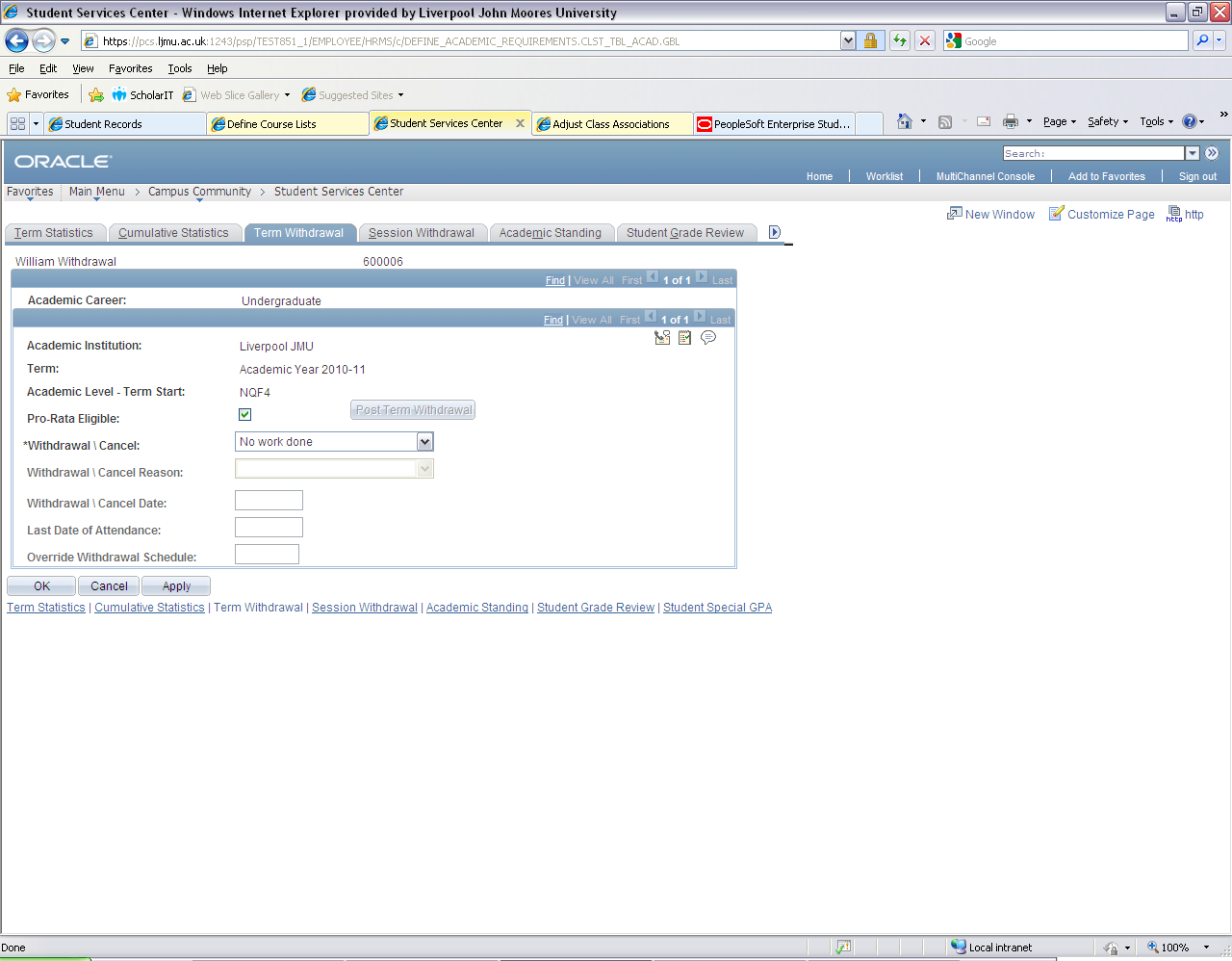
* Query the Student in Student Services Center

**Navigation: Main Menu>Campus Community> Student Services Center>Academics**

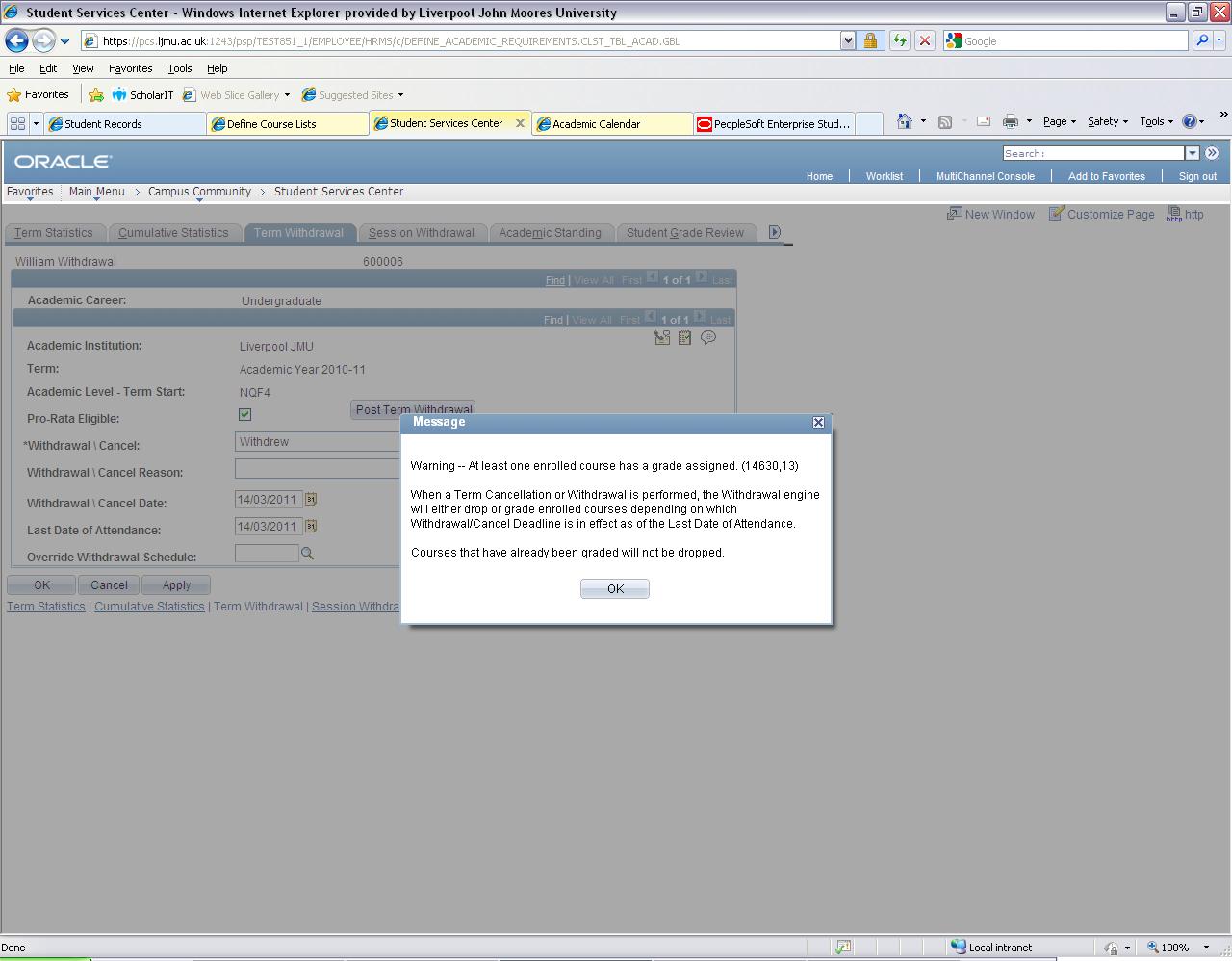




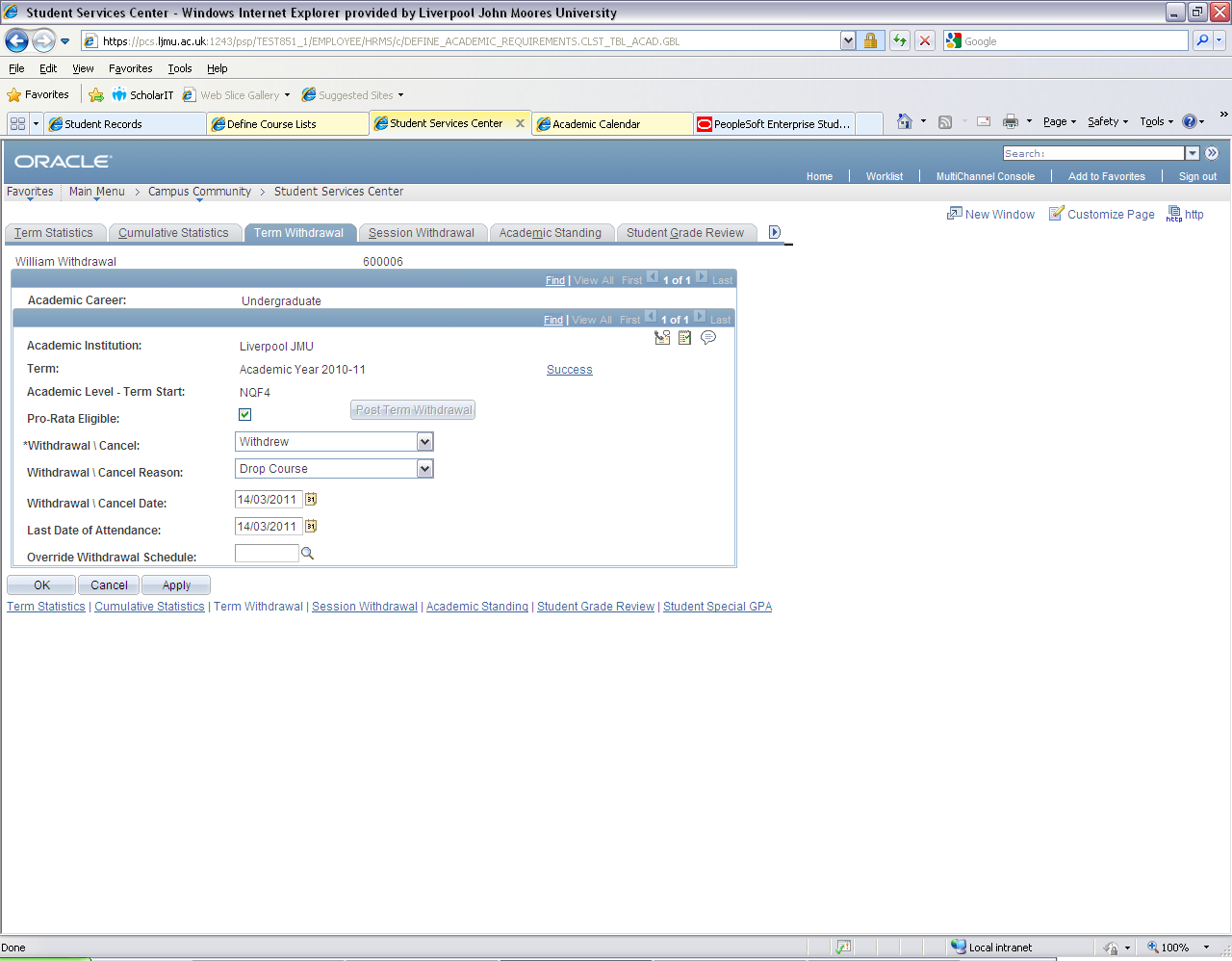
* Ensure that the current Term is displayed in the Term section
* Click on the Term History link at the bottom of the page.
* Click on the Term Withdrawal tab



* Ensure that the Pro-Rata Eligible tick box is ticked
* Enter Withdrew in the Withdrawal/Cancel box

Note:

* Enter the Withdrawal Reason in the Withdrawal/Cancel Reason box
* Enter the Withdrawal/Cancel Date
* Enter the Last Date of Attendance
* Click the Post Term Withdrawal button. This button runs a process that uses the Withdrawal Engine, this makes sure that the withdrawal is valid and also ensures that the enrolled classes (with no Grades) are dropped with the correct Withdrawal value
* If the process completes successfully, a ‘success’ or ‘error’ link will appear on the record.



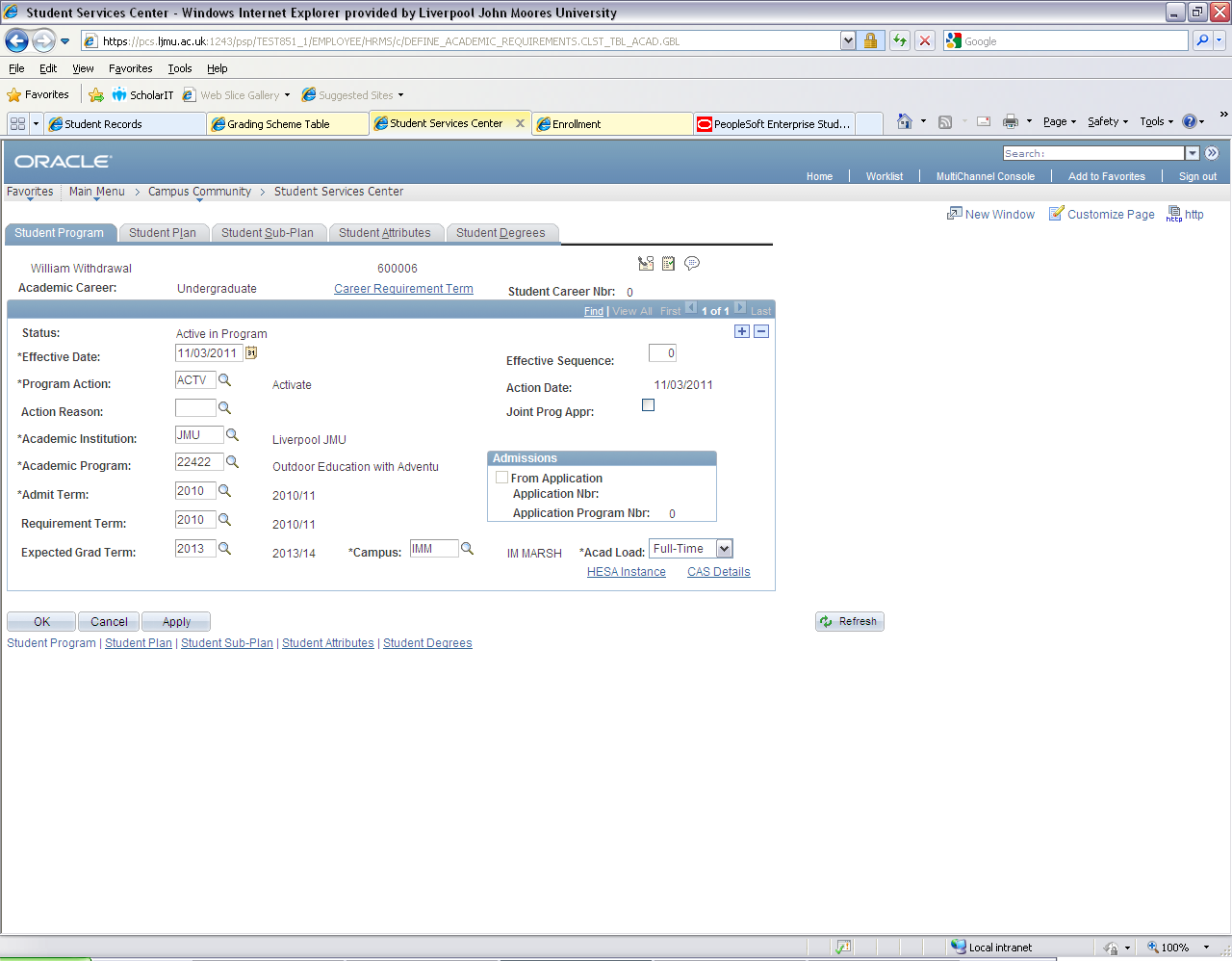
* Clicking the link will provide more details if required.

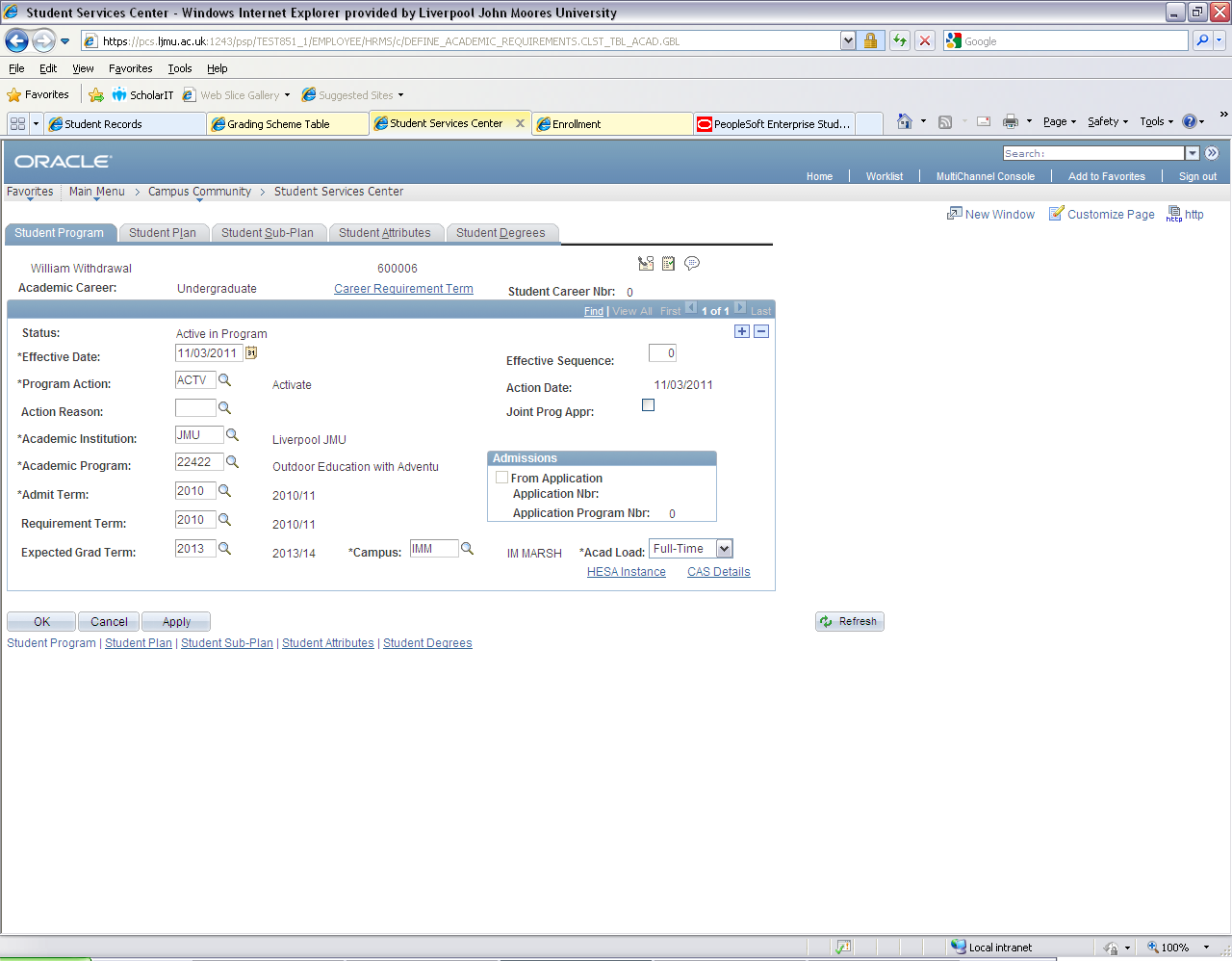
Note: Processing a Term Withdrawal will automatically withdraw the student from any sessions associated with the Term and update the Students Career status. It will also cancel the original programme fee.

* Click ok to return to the Student Center

### Transfer the Student between Programmes

**Navigation: Main Menu>Campus Community>Student Services Centre>Academics**

* Click the Edit Programme Data button



* Add a New Row This creates a new Effective Dated Row
* Enter a Programme Action of ‘PRGC’ (Programme Change)
* Enter the Action Reason from the list of Values (HESA list)
* Enter (or select) the new Programme code
* Re-enter the Admit Term (this should be the original value)
* Re-enter the Requirement Term (this should be the original value)
* Amend the Expected Graduation Term value (if needed)

The Plan will change automatically to reflect the new Programme – this means that it will pick up the ‘default’ Plan associated with the Programme. If an alternative Plan is needed, then add another Effective Dated row (after saving the Programme Change) and follow the procedure for a Plan change)

* Save the record and return to the Student Services Center by clicking save

### Reactivate the Student in the Term

**Navigation: Main Menu>Campus Community>Student Services Centre>Academics**

* Click on the Term History link at the bottom of the page.
* Click on the Term Withdrawal tab
* Enter No Work Done in the Withdrawal/Cancel box
* Save the record – this returns you to the Student Centre
* Click the Edit Term Data link
* Enter a tick in the Eligible to Enrol tick box
* Save the record and return to the Student Services Center by clicking save

**Notes:**

The student should now be enrolled onto their Classes using the Enrol by Planner functionality. See the Enrollment Process documentation for this.

The new Fee for the student will be created automatically once the student is enrolled onto Classes.

3C Communications can be created from the Programme/Plan Stack and this document will be updated in due course to include these steps.

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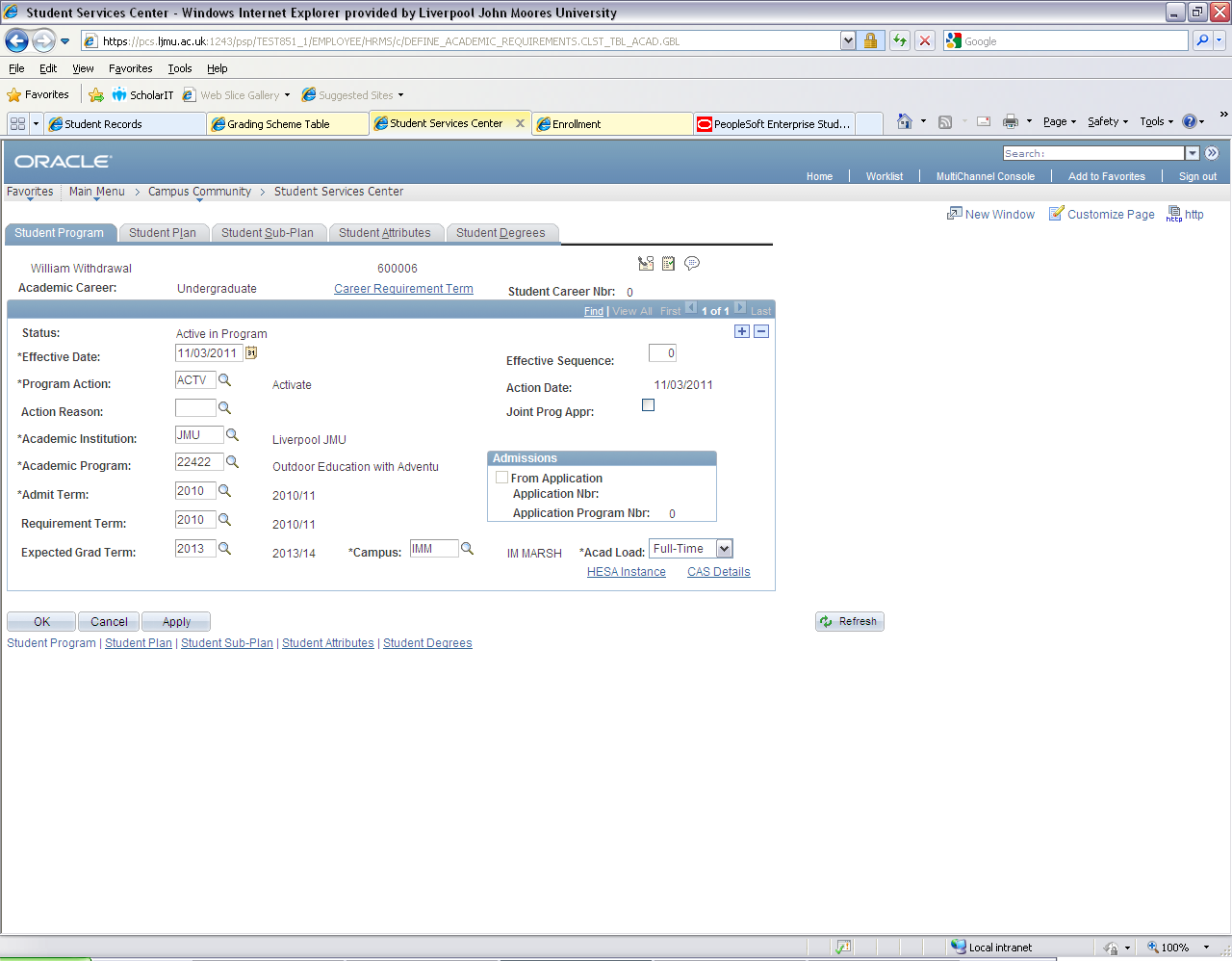
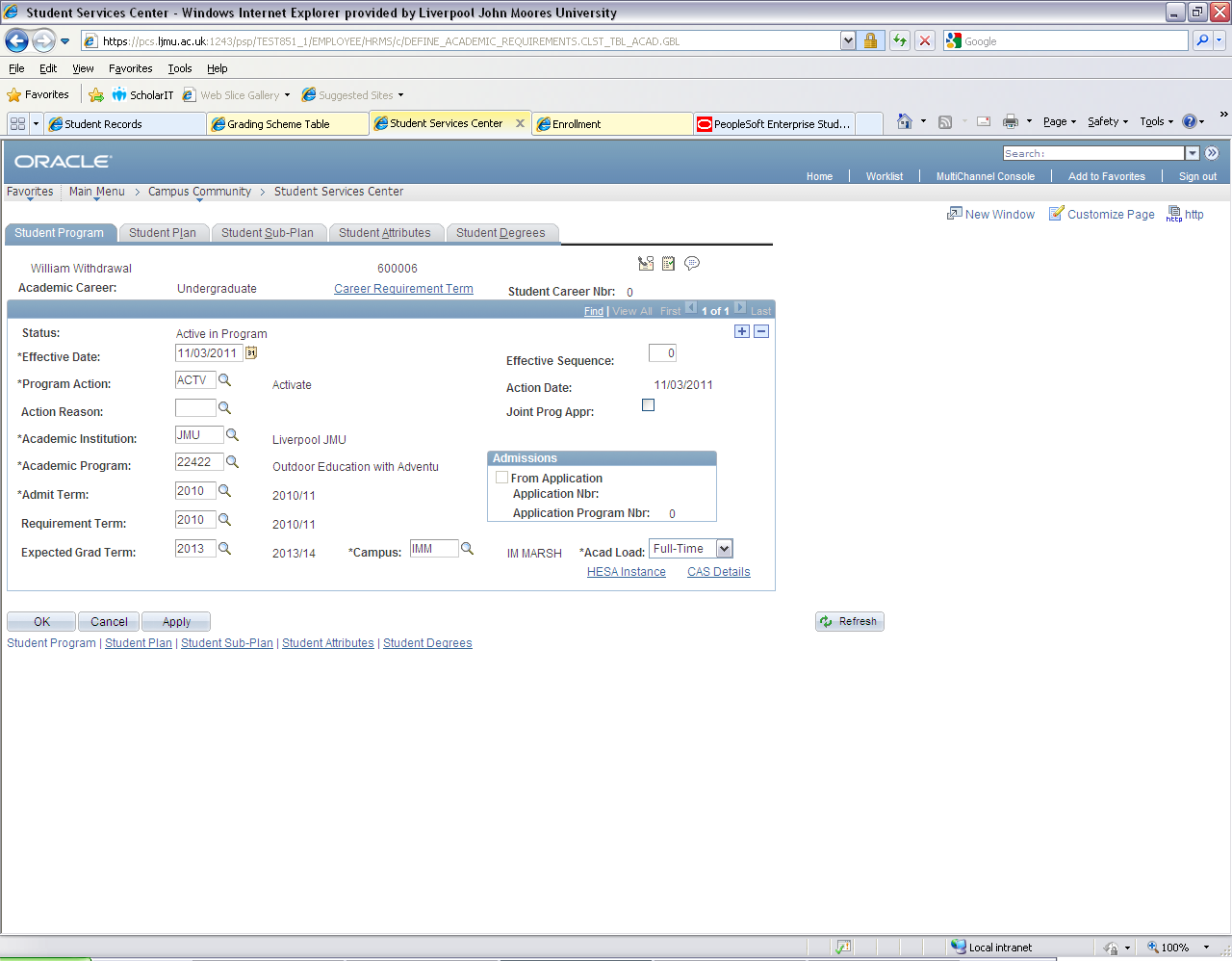
## Pre Enrolment Programme Change

This includes Programme Changes that are completed after the Assessment Board process, up until the point where a student has completed the Student Registration form after which the Post Enrollment process (above) should be followed. The process here is a lot simpler as there are no active enrolments in Classes (except where a student is trailing \*see note below), so no classes need to be dropped and no fees amended. In essence just the Programme Change on the Student Stack needs to be amended.

### 4.2.1 Transfer the Student between Programmes

* Query the Student in Student Services Center

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* Enter (or select) the new Programme code
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