

## Creating Student Records on SITS for Short Courses (QAS>ACD>ATR>SPR>RSM)

This guide covers how to create student records for students who have not gone through the main admissions application process. In this scenario the central admissions steps must be mimicked to create all required records to enable a student to successfully enrol onto a course

Access to admissions screens are limited to those with admissions functions only.

### Overview

There are a number of steps to creating student records for students on short courses and research as defined below:

1. Creating an applicant record (QAS)
2. Generating a student number and duplicate matching
3. Adding address and personal/statutory return reporting details

**If applicant is using online application the above steps can be ignored. They are kept in case there is problem with online applications and to speed the process you have to manually set them up on SITS.**

4. Checking IPR for applicants not TRANSferred
5. Transferring an applicant to a student ready for enrolment (ACD & ATR)
6. Updating sponsor details
7. Checking the student record
8. Adding modules to a student record
9. Generating invitation to enrol email

### 1. Creating a New Applicant Record – QAS

The Quick Applicant Setup (**QAS**) screen is used to create applicant records on SITS. This is the screen used for applications that have not come via UCAS or the central SGUL admissions team/portal.

The screen has 5 sections:

- |  |  |
|--|--|
| • Stu Ap Status                        | Not Used                                       |
| • MAS/MCR details                      | Details the course of study and entry year     |
| • Agent                                | Not Used                                       |
| • Student details                      | Details student related data                   |
| • Generate student application details | Enables the generation of the applicant record |

[QAS] Quick Applicant Setup

JDANIELS St George's, University of London MS 08/Feb/2022  
MAS01 Quick Applicant Setup (QAS) SRS\_QDAD

Stu Ap status  APPLICANT APF status  APPLICANT  
CAP status  APPLICANT

1 of 1 MAS Course (MCR) records

MAS course  Undergraduate Healthcare Practice - Module Only  
Block / Occ  /  Attendance mode  PART TIME STD  
Programme  Undergraduate Healthcare Practice - Module Only  
Route  Undergraduate Healthcare Practice - Module Only  
Academic year  2021/22 Department  JF\_NUR  
Entry Month  September Term 1 Faculty  FAC HLTH SOC SC

Agent

Student number   
Surname   
Forenames  Initials   
Title/Gender  /  Date of birth   
Fee status  Sponsor   
App category  Credit entry   
Srce of interest 1  2  
N.I. no.  External ref.  Postcode   
email

Generate student application details .....

Applicant details

Figure 1. QAS screen as pre-populated for MAS Course UTMHCP

#### Stu Ap Status

- Leave as is and move to the next section

#### MAS Course (MCR) Details

- Enter the appropriate MAS code in the *MAS course* field and tab out
  - The fields in this section of the screen should pre-populate
- Check the Programme field
  - If this has not been pre-populated by entering the MAS code, re-enter the same code
- Check the Route field
  - If the pre-populated value is incorrect, clear the field and click on the chevron icon button to view a list of valid routes associated with the programme
  - The Valid Admissions Routes (**VAR**) screen will appear

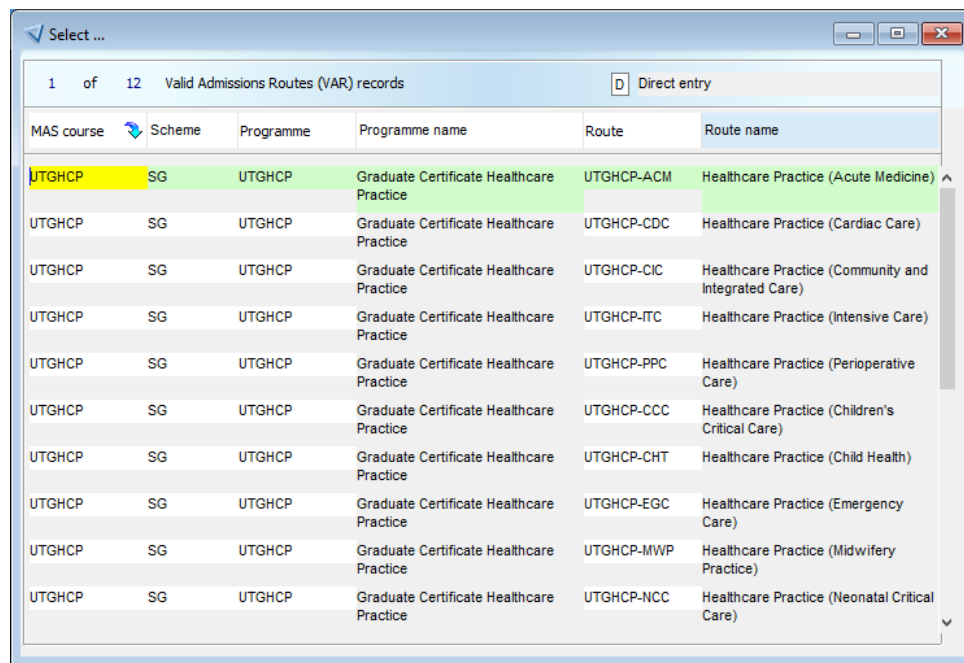


Figure 2. Valid admissions route (VAR) screen for MAS Course UTGHCP

- Select the appropriate route from the list by double clicking
- The selection screen will close and focus return to the **QAS** screen
- Check the *Block / Occ* field
  - This will default to the block and occurrence associate with the MAS course (**MCR** record) and for programme with only 1 entry point per academic year will normally be 1 A
- Check the *Academic Year* field
  - This should default to the current academic year
  - If the application is for a future academic year amend accordingly

#### Agent

- Leave and move to the next section

#### Student Details

If the applicant is already an **existing student**

- Enter the student number and tab out of the field
  - The fields in this section of the screen should pre-populate

If the applicant is **new** to St George's

- Leave the *Student Number* field blank
  - This will be populated once records are generated later in the process
- Populate the following fields as per the application:
  - *Surname*
  - *Forenames*
  - *Title*
  - *Gender*

- *Date of birth*
- *Email*
- Enter H in the *Fee Status* field (this stands for Home student)

[QAS] Quick Applicant Setup

JDANIELS St George's, University of London MS 08/Feb/2022  
MAS01 Quick Applicant Setup (QAS) SRS\_QDAD

Stu Ap status	A	APPLICANT	APF status	A	APPLICANT	Reset to Defaults
			CAP status	A	APPLICANT	

1 of 1 MAS Course (MCR) records

MAS course	UTGHCP	Graduate Certificate Healthcare Practice	Clear Course		
Block / Occ	1 / A	Attendance mode		PS	
Programme	UTGHCP	Graduate Certificate Healthcare Practice	Add Course		
Route	UTGHCP-ACM	Healthcare Practice (Acute Medicine)			
Academic year	2021/2	2021/22	Department	JF_NUR	JF_NUR
Entry Month	09	September Term 1	Faculty	FHS	FAC HLTH SOC SC

Agent

Student number

Surname

Forenames

Title/Gender

Fee status

App category

Srcce of interest 1

N.I. no.

email

Initials

Date of birth

Sponsor

Credit entry

External ref.

Postcode

Generate student application details

Applicant details

Figure 3. Example of completed QAS screen

## 2. Generating a Student Number and Duplicate Matching

If the applicant is already an **existing student**

- Check that all relevant details in the previous sections are complete
- Click on the *Generate* button
- A confirmation dialogue box will appear:

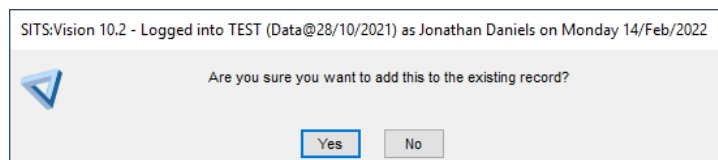


Figure 4. Generate application record for existing student confirmation dialogue

- Click the *Yes* button and proceed to Step 4. of this guidance

If the applicant is **new** to St George's

- Check that all relevant details in the previous sections are complete
- Click on the *Generate* button
- Before creating records for a new person, the system will automatically check existing records for potential duplicates and use the following data items to give a % match:
  - Date of birth
  - Gender
  - Surname
  - Forename
- A pop-up screen will appear detailing potential matches

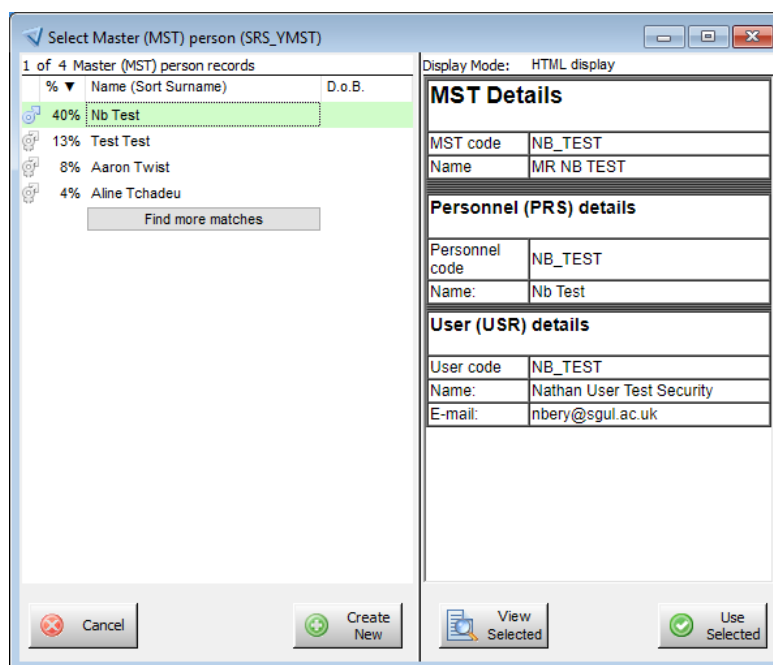


Figure 5. Select Master person screen showing potential duplicates and % match

- Where there is a high % match be prepared to check **SPR** to confirm if the applicant has an existing record
- Where the personal details match an applicant on the database (i.e. it is clearly the same person) the existing database details must be used (address and contact details will need to be checked and updated)
- If there is a match, select it and click on the *Use Selected* button, otherwise click on the *Create New* button
- The match screen will close and focus return to the **QAS** screen
- The *Applicant details* and *Student Number* field will now be populated with the applicant's unique student number

Figure 6. Example of populated QAS screen after record generation

- In the *Student Details* section there will be additional buttons on the right-hand side
  - Home for home/permanent address details
  - Contact for contact address details
  - Report fields for recording HESA related data
- Write down or save the student number as you will need this for the next main steps

### 3. Adding Address and Personal (statutory return related) Details

#### Adding/Editing addresses

- In the *Student Details* section click on the *Home* button
- The View Student Addresses screen will appear

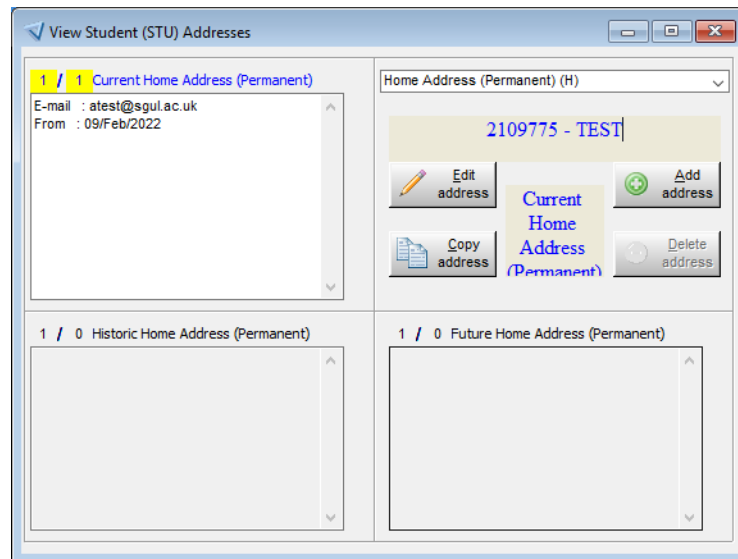


Figure 7. View Student Addresses screen for new student (no existing address information)

- If a new student, click the *Edit address* button, otherwise click the *Add address* button
- The Edit Student Address or Create Student Address screen will appear for edit and add respectively

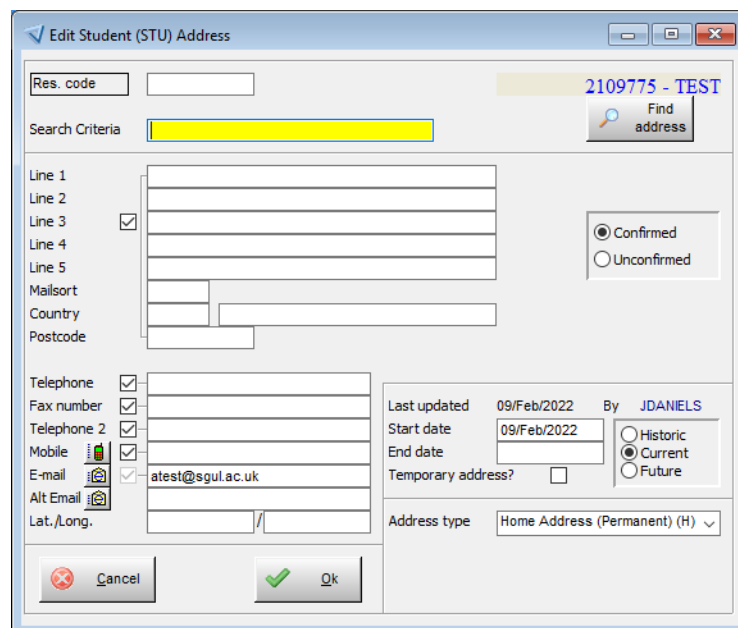


Figure 8. Edit Student Address screen for new student (no existing address information)

- Check email address
- Input permanent address and phone details

- Note that the Find address facility is not active
- Once the details have been added click the *Ok* button
- Close the View Student Addresses screen, focus will return to the **QAS** screen
  - Note the question mark icon on the *Home* button will change to an envelope once an address has been added

#### Adding statutory return/personal data

- If personal /statutory return related data has been provided as part of the application process click on the *Report fields* button in the *Student Details* section (if not this will be collected during the online enrolment process)
- The Student Report Fields screen will appear. You will need to enter information on some of the fields presented and also via the *Equality data* and *additional details* buttons.

Figure 9. Student Report Fields screen for new student (no existing information)

- Input directly on this screen
  - *Ethnic Code*



- *Nationality*
- *COD*
- *Disability*
- *Highest Qual*
- Remember if you do not know the codes you can double-click in the empty field to get a list of all values or to a search on partial values
- Click on the *Equality data* button
- A popup screen will appear

Student Fields for Equality Legislation (SRS\_QESU\_REP1)

Student Code: 2109775    A Test

Religious belief: [dropdown menu]

Sexual orientation: [dropdown menu]

Gender identity: [dropdown menu]

[Cancel] [Apply]

Figure 10. Student Fields for Equality Legislation screen

- Input
  - *Religious belief*
  - *Sexual orientation*
  - *Gender identity*
- Click the *Apply* button
- The popup will close and focus return to the Student Report Fields screen
- Click on the *Additional Details* button
- The Student Additional Details (**STUA**) screen will appear

Student Additional Details (SRS\_STUA)

JDANIELS SRS01 St George's, University of London MS 11/Feb/2022

Student Additional Details (STUA) SRS\_STUA

1 of 0 Student Additional Details (STUA) Records

Student Code E109775

Student has known disability ☐ Disability (Hearing problem) ☐

Disability (Vision problem) ☐ Disability (Learning problem) ☐

Disability (Medical problem) ☐ Disability (Mobility problem) ☐

Disability (Social/communication impairment) ☐ Disability (Mental health difficulties) ☐

Personal Care Support ☐ Disability (Other problem) ☐

Disability (Specific learning) ☐

Surname at 16

Gender expression of student

Carer ☐

Carer (HESA)

Care Leaver ☐

Socio-Economic Classification

Standard Occupational Classification

ORCID identifier of student

Educational Maintenance Allowance (EMA)

Associate Student Status

Award assessment category

ESF target group

Previous Merger Institution

Year finished secondary education

Learner reference in previous year

No Known Disability (FES 2013/14) ☐ Multiple disabilities (FES 2013/14) ☐

Figure 11. Student Additional Details screen

- Input
  - *Care Leaver*
  - *Standard Occupational Classification*
  - *ORCID identifier of student (applicable to research students only)*
- Store the record
- Close the Student Additional Details screen, focus will return to the Student Report Fields screen
- When you have finished adding all details click the *Apply* button
- The Student Report Fields screen will close and focus return to the **QAS** screen

**You have now completed the applicant set-up stage**

#### 4. Checking IPR for applicants not TRANSferred

Retrieve on IPO Year equals your run year e.g. 2025/6

The applicants not transferred will have a Reg Status of 'Possible Duplicate' and a blank Transfer Date.

1 of 87 IPP Registration (IPR) records UDF

IPP code	PTMSCGMF	PTMSCGMF	IPP Title	MSc Genomic Medicine	Department	MB_PGE
IPO sequence	PTMSCGMF		IPO Blck \ Occ	1 / A	IPO AYR	2025/6
User code		HENDERSON KM	Other IPU			
IPR sequence			Transfer Code			

2nd IPP Code / IPO Seq.	3rd IPP Code / IPO Seq.	4th IPP Code / IPO Seq.	5th IPP Code / IPO Seq.	6th IPP Code / IPO Seq.

Reg. status: Possible Duplicate Reg. Process: Application Progressed to: Enquiries ☐  
Applications ☐  
Bookings (CRS) ☐  
Bookings (MOD) ☐

Created date: 15/Apr/2025 : 22:40  
Updated date / by: 26/Jun/2025 : 13:39:43 IPU IPU ENQUIRER  
Transfer date / by: : IPU

Surname: Forename Used: Forename 1,2,3: Date of birth: Age band code: Title: Initials: Gender: F

Home Country: XF UNITED KINGDOM - ENGLAND Home Address: . . . . .  
Contact Cntry: XF UNITED KINGDOM - ENGLAND Contact Address: . . . . .

Places booked	Places req.	Places canc.
Fee due: 0.00	Reduced fee? <input type="checkbox"/>	Red. fee reason:
No. of con bks:	Booking status: <input type="checkbox"/>	Payment status: Zero fee
Fee profile type:		IPT transaction:
Fee status code:		User order num.:
Mode of att.:		Booking ref.:
LTE code:		

Timetable Ref.: IP address: Logged by: Enquirer variation: Src of interest: Date application form printed: App. Status: Submitted via web View Form Text of enquiry or sponsor details:

Go to TRAN

Input the IPP Code code, e.g., 'UTMOPEN' and the IPO Academic Year e.g. '2025/6'

Click the 'Applicants to MAS' button

[TRAN] IPP - Transfer Options

ENABOKOV St George's, University of London MS 27/Jun/2025  
 IPP01 Transfer Options (TRAN) SRS\_XIPP\_TRAN

**Selection criteria**

IPP Code UTMOPEN IPO Sequence Code  
 IPP Source Code IPO Academic Year 2025/6  
 IPP Reference IPO Occurrence  
 IPP Department IPO Period Slot  
 Date of Reg IPO Start Date from to

**Transfer within SITS:Vision**

Enquiries to ARI Applicants to MAS Applications to Fund  
 CRS Bookings to SRS MOD Bookings to SRS/CAMS

Trace? ☐  
 Run in batch? ☐

The system will identify those IPR records not transferred – they need to be processed individually.

IPP - Transfer Process (SRS\_XIPP\_TRAN\_M)

ENABOKOV St George's, University of London MS SRS\_  
 IPP01 IPP - Transfer Process

Now on 1 of 7 IPRs IPR Transfer Process Highlight

**Applicant IPR Details**

User Code  
 Title MR  
 Initials K  
 Forename Used  
 Forename 1  
 Forename 2  
 Forename 3  
 Surname  
 Date of Birth  
 Gender  
 Address (1)  
 Address (2)  
 Address (3)  
 Address (4)  
 Address (5)  
 Country  
 Postcode  
 Home Tel.  
 Day Tel.  
 Email Address

**Matched Student Data from**

**Target STU Details:**

ESD code

1 of 1 IPP records

IPP / IPO / IPR PTCCP / 0002 / 000000000001  
 IPP source code PTCCP  
 IPP Title Postgraduate Certificate in Clinical Practice  
 IPP / IPO data MCR / MCB  
 IPR date / time 26/Jun/2025 / 03:07:04  
 Reg. status Possible Duplicate  
 Application Submitted via web

Find  
 Copy Address  
 Reset Address  
 Transfer  
 Skip IPR

Click the 'Find Records' button

The system will show a message at the foot of the screen:-

Unprocessed DUP records exist for this applicant (00000000). Please use XDUP to match and import them.

Creating applicant and student records for non-central admissions including short courses\_v2.0

Copy the IPU User code e.g. 0606803

Open XDUP and past the ID into the 'Source' field – Retrieve.

If the duplicate match on the right is correct, tick the 'match' tickbox and click the 'Import Current' button

[XDUP] Duplicate matching process

ENABOKOV St George's, University of London MS 27/Jun/2025  
SRS01 Duplicate matching process (XDUP) SRS\_XDUP

IPP-APP 1 of 1 Duplicate match records

Retrieve Profile

Source [Redacted]  
Name [Redacted]  
DOB [Redacted] Date submitted: 26/Jun/2025 21:37 Application

1 of 2 Possible Duplicate (DUL) records No Match

%	G	MST Code	Name	Code	DOB	Add	App	Match
86		[Redacted]	[Redacted]	STU: [Redacted]	1 [Redacted]	>>	>>	<input type="checkbox"/>
77		[Redacted]	[Redacted]		[Redacted]	>>	>>	<input type="checkbox"/>

ID: [Redacted]  
Source: IPP-APP  
Name: [Redacted]  
Gender: Male  
DOB: [Redacted]  
E-Mail: [Redacted]

WARNING: This applicant has been recorded as a possible duplicate already, as multiple DUP records exist. Please review them before merging

MST: [Redacted]  
Name: [Redacted]  
DOB: [Redacted]  
Ref: [Redacted]

STU: [Redacted]  
Name: [Redacted]  
Mail: [Redacted]  
Stat: Registered Student (R)  
Addr: [Redacted]

Import Current 0 ready to import Import All

A confirmation dialogue box will appear; check that names and IDs as per XDUP and your chosen match then click the 'Yes' button.

SITS:Vision 10.9 - Logged into TRAIN (Data@19/09/2024) as Elena Nabokova-Khan on Friday 27/Jun/2025

Please confirm the following match:  
[Redacted] is a match with MR [Redacted]

No Yes

The following screen will pop-up, click 'Run now' button.

Creating applicant and student records for non-central admissions including short courses\_v2.0

Run Report or Process

ENABOKOV St George's, University of London MS 27/Jun/2025  
SRS01 Duplicate matching process (BATCH IMPORT) SRS\_XDUP\_1

Run options Batch Schedule Batch Options Other information

Mode

☒ Run now ☐ Run in next batch  
☐ Run now on server ☐ Run in later batch

Date

June 2025

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Friday, 27 June 2025


Time 14 : 0

2:00 PM

Cancel Run now

Return to your XDUP screen and click the 'Find' button again. The following dialogue will appear:

SITS:Vision 10.9 - Logged into TRAIN (Data@19/09/2024) as Elena Nabokova-Khan on Friday 27/Jun/2025


 This applicant (██████) has already been matched to '██████' using XDUP. How do you want to continue?



Use DUP Find more Cancel

Click the 'Use DUP' button and the matched duplicate will appear on the right of the screen.

The right side of XDUP screen will be populated with your chosen record, click 'Transfer' button.

Transfer options: Trace mode ☐

 Transfer

 Skip IPR  Delete IPR

Once the transfer has completed, this will be indicated in the message display at the bottom of your SITS screen.

Carry out the same procedure (starting with 'Find Records') with the next record until you have completed the transfer process for everyone in the list.

## 5. Transferring an Applicant to a Student Ready to Enrol (ACD and ATR)

Ordinarily upon creating an applicant record an institution will go through a full assessment of the application, accept or reject the application, make an offer for a successful application and record whether or not the applicant accepts the offer made. As our applicants are in essence module buyers, with the necessary checks occurring within their workplace and appropriately approved, in the majority of cases we bypass this process by:

- Confirming an unconditional offer – setting decision status to U
- Confirming offer firmly accepted – setting response to E
- Confirming qualification status – setting qual status to QV
- Confirming records are all in order and transfer applicant to student – ATR process

All of these steps occur in the principle admissions screen Applicant Clearance and Decision Making (**ACD**) screen.

### Updating Applicant Decision - ACD

- Open the **ACD** screen
- Enter the student number in the *Applicant* ID field
- Retrieve the record

The screenshot shows the 'ACD' (Applicant Clearance & Decision Entry) screen for a test student. The window title is '[ACD] Application Clearance & Decision Entry'. The user is JDANIELS, MAS01, and the institution is St George's, University of London MS. The date is 11/Feb/2022, and the time is 15:30. The screen displays various fields for applicant information, including Applicant ID (2109775), Test (A), Seq (01/01), App Status (A), Qual Status, RBD Date, Age on Entry (38), Mature App (checked), AES (D), DIRECT ENT (Inst), S49, S. Direct, Stage (1), Decision/Date, Response/Date, Reply by Date, Offer, Offer Note, Notes, Non-ac Met, Total Points, and Dec/Rsp (UF). The bottom section contains Course targets, Other course applications(0), and Offer at Other Institution, with fields for DSC code, Start/Exp end, Department, Faculty, Course Group, Created date, Tutor 1/2, Principal study, Secondary study, App category, Fund category, Acad. drnce, Fin drnce, CAS required, RFT, Exemption, Accept status, Fee amount, Fee Status, Fee Status2, Reply by date, Submitted on, GTCE cert?, ELQ? (EFU), and Length in yrs.

Figure 12. ACD screen as populated for the test student from previous sections

- Enter QV in the *Qual Status* field
- Enter U in *Decision* field under Stage 1
- Enter F in *Response* field under Stage 1
- Store the record
  - The Decision and Response Dates will automatically populate
- As short courses can have variable start and end dates populate the following fields – this is critical for access control and ID cards:
  - *Start*
  - *Exp End*
- Store the record

#### Transfer Applicant to Student – ATR

- Open the **ATR** screen
- Check that the academic year in the *Academic Year* field is correct
  - Amend if required for future year
- Enter the student number in the *Applicant* field and retrieve
  - This should pre-populate the rest of the fields

Figure 13. ACD screen as populated for the test student from previous sections

- Leave all field values and radio buttons in the bottom part of the screen as they are
- Click on the *Run Now* button

**This process will create the student SPR number and their SPR, SCJ, and SCE records**



## 6. Updating Sponsor Details

For St George's students being registered on open spaces modules skip this stage and proceed to Step 6. Open Spaces module.

Where details are not held at a module level on **SSP**, sponsor details must be attached to the student's primary record **STU**.

- Open the Full Student Details Screen (**STU**)
- Enter the student number in the *Student* field
- Retrieve the record

The screenshot shows the 'Full Student Details (STU)' window for a student named 'A TEST'. The window is titled '[STU] Full Student Details' and includes the user 'JDANIELS' and the institution 'St George's, University of London MS'. The date is '11/Feb/2022' and the session is 'SRS\_STU\_B'. The student's record is identified by '1 of 1 Student (STU) records'. The form contains various fields for personal and academic details, including 'Student' (2109775), 'Title' (M), 'Surname' (TEST), 'D.o.B.' (25/Dec/1982), 'Gender' (M), 'Forenames' (A), and 'Official name' (A Test). It also includes sections for 'Reference ID', 'Personal ID', 'HESA ID', 'Stu support no.', 'External Ref.', 'Teacher T. Ref', 'Nurse Ref', 'NI Number', 'Dpt of Health reg', 'ISA Ref Number', 'IELTS ref number', and 'Personal ed no.'. The 'Info msg alert' section shows 'App status' (A), 'Stu status' (A), 'Ex. status' (A), 'Home/Oseas' (H), 'Fee status' (H), 'Fee reason' (H), 'Marital stat' (P), 'Acad cmce' (P), 'Fin cmce' (P), 'Highest qual' (HUK), 'Inst attended' (HUK), 'Last School' (HUK), 'Year last attended: School' (HUK), 'Institute' (HUK), 'Last Ed Estab' (HUK), 'Site' (HUK), 'Building' (HUK), 'Room' (HUK), 'Analysis 1' (HUK), 'Tier 4 Visa' (HUK), 'Ambassador' (HUK), 'Police Registration' (HUK), and 'Analysis 5' (HUK). The 'Term-time acc.' section includes 'Employer', 'Sponsor', 'Unemp. duration', 'Occ backgrnd', 'LEA', 'Social class', 'Soc.Eco.Class', 'UK resident', 'UK entry date', 'Next of kin', 'Relation', 'Car Reg.', 'No. Dependants', 'Int Tel No.', and 'Institutional email'. The 'Unemployed' checkbox is checked. The 'Home Address' and 'Contact Address' buttons are visible. The 'Report fields' and 'Bank details' buttons are also present.

Figure 14. STU screen for the test student from previous sections

- Add the appropriate codes to the *Employer & Sponsor* fields
  - Note that double-clicking and scrolling through the list can be slow due to the number of sponsor records, it may be faster to search directly for the required code on the Sponsor (**SPO**) screen
- Store the record

## 7. Checking that the Primary Student Record is Correct – SPR

The SPR record is part of the CAMS component of SITS where all award and assessment data is held and managed by the relevant programme administrative teams. Please check here that the correct 'intended award' has been generated by the ATR process and that the start and end dates are correct.

- Open the **SPR** screen.
- Enter the student number followed by wildcard goldstar in the *SPR Code* field
- Retrieve the record

The screenshot shows the [SPR] Student Programme Route window. At the top, it displays 'JDANIELS CAM01' and 'St George's, University of London MS Student Programme Route (SPR)'. The date '11/Feb/2022' and 'CAM\_SPR' are in the top right. Below the title bar, there's a search bar with '2109775/1' and a 'View Image' button. The main form is divided into several sections: 'Student Details' with fields for Surname (TEST), Forenames (A), Initials (A), Gender (M), Date of Birth (25/Dec/1982), and Batch (ATR). 'Study Details' includes Status (REGISTERED), Level (UG YR 3), Mode Attend (PART TIME STD), Programme (UTGHCP), Route (UTGHCP-ACM), Start (2021/2), Expected End (2022/3), and various other academic details. 'Award Details' shows Year (2022/3), Intended Award (GCHCP), Programme (UTGHCP), and Route (UTGHCP-ACM). There's also a 'Notes' section at the bottom.

Figure 15. SPR screen for the test student from previous sections

- Check the following fields
  - *Intended Award*
  - *Start Date*
  - *Expected End Date*

### St George's Students on Open Spaces Modules

- Check the module has been added to the student's record via the ATR process (where a diet has been set up linked to the course, block and occurrence).
  - Open the *Other* menu on the menu bar
  - Go to the *Module* submenu and select the *Taking* option
  - Confirm a module taking record has been created for module code HUM601 and the correct year/period/occurrence
  - **If the module has been correctly added, all required student records have now been created and you can proceed to Step 8. If not, proceed to Step 7. of this guidance**

## 8. Adding Modules to Individual Students Using RSM

Modules that need to be added on an individual student basis are handled via the Replace & Schedule Student Module (RSM) screen

- Open the **RSM** screen
  - This is the screen we currently use to add module taking (SMO) records
- Add the Year, Period (usually Y, T1, T2 or T3) and relevant SPR Code to the respective fields
- Enter the module code into the *Module* field in the Add section of the screen
- Enter the occurrence, as per the MAV record, into the *Occurrence* field in the same section

[RSM] Replace And Schedule Student Module  
JDANIELS St George's, University of London MS 11/Feb/2022  
CAM02 Replace & Schedule a Student Module (RSM) CAM\_XRSM

Year: 2021/2 2021/22 ACADEMIC YEAR View SMS  
Period: Y Year View SMO  
SPR Code: 2109775/1 A TEST View Events  
Programme: UTGHCP - Graduate Certificate Healthcare Practice  
Route: UTGHCP-ACM - Healthcare Practice (Acute Medicine)  
MoA: PS Status: R

Remove  
Module:

Add  
Module: HP6002Y Acutely Unwell Adult  
Occurrence: MAR1  
Session / Group:  Specify Ses/Grp? ☐  
Version Number:

From Date:   
Rec to Change: Alter SMO & SMS  
Gen. Assm'ts?: Do Not Generate  
SES Code: Optional  
Ass. Group:   
Messaging Detail: Trace

1. Replace and schedule student module . . . . . (Open Message Buffer? ☒) . . . . .

Figure 16. Example of completed RSM screen

- Click the green play icon button in the bottom right hand corner of the screen.
- A confirmation dialogue box will appear

SITS:Vision 10.2 - Logged into TEST (Data@28/10/2021) as Jonathan Daniels on Tuesday 01/Feb/2022

The process will add the module HP6002Y

Figure 17. Module scheduling confirmation dialogue

- Click the *Continue* button
- The process will run immediately, check SMO to verify the record has been created

**All required student records have now been created and the admissions process is complete**

## 9. Sending Invitation to Enrol Email

All students are required to enrol onto their course and complete the online enrolment process.

- Open the **SCE** screen.
- Retrieve students records by number or by year, course, block and occurrence.
- Go to “All” on the menu bar and select *Gen+Print* letters.
- Enter ENR\_NWPED\_E1 in the *letter code* field for professional education or alternative code if you have a course specific invitation.
- Click on the *Send email* button.

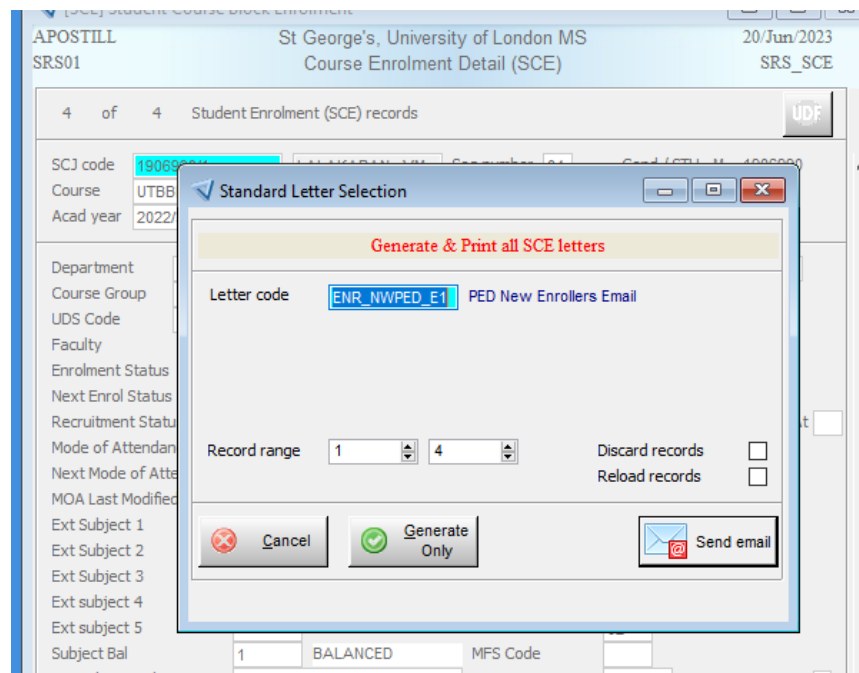


Figure 18. Example of enrolment invitation process box

**All processes are complete and the student will receive an invitation to enrol via eVision**

