

Demonstration Script

Session	Student Administration	Estimated Time	2 hours
	Initial Enrolment		
Attendees	Student Team		

Scenario	<p>Currently students enrol on an annual basis, usually on the anniversary of their initial enrolment. Information is gathered from the students via an enrolment form which is pre-printed in advance with any information already held which will have been gathered during the admissions process. Accuracy and validation of data is crucial as this will form the basis of returns to funding and professional bodies as well as for internal purposes. The University is interested in exploring the possibilities of students enrolling and updating their own details over the Web and also the possibility of students enrolling once only.</p> <p>Generally the taught students enrol onto a structured course of study (a balance of mandatory and optional provision, the proportions of which may differ from course to course). Students following the CATS (Credit Accumulation Transfer Scheme) route can enrol onto a selection of units which are then built over a period into a tailored programme of study (and an individual award).</p>
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Preparation	<p>Please set up in advance:</p> <ul style="list-style-type: none"> All data required should have been set up for previous demonstration scripts
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Activity		Intending to show:
	Convert the following applicants to student status by enrolling them: 99000009 Zoë Cook (course 105G) 99000314 Tracey Ann Lindsay (course 3000, September intake) 99003959 Timothy Richard Elliott (course 3300, March intake)	<ul style="list-style-type: none"> • Transfer applicants to students • Show system can handle different intakes during the Academic year.
	Enrol the following students onto RN/DipHE Nursing Studies (Child Branch) (September Intake); 99408952 Mark James Grant 99701360 Clare Louise Robinson 99933859 Wing Wah Lim (an overseas student)	<ul style="list-style-type: none"> • Enrolment • Types of student (home and overseas)
	Enrol the following students onto the Masters in Business Administration (MBA); 99107275 Steven Michael Coultas 99108104 Stuart MacIntyre 99126894 Stacey Davidson 99933862 Kalaivani Koskinen 99933895 Kaisa Aino Mirjami Thiraja	<ul style="list-style-type: none"> • Enrolment • Types of student (Distance Learning)

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Activity	Intending to show:
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	<p>Demonstrate how mandatory units have attached to the enrolled record of 99000009 Zoë Cook Show that the study period for unit UNN001 for Zoë Cook has been generated as September - January Can the system automatically acknowledge that Zoë is undertaking the "Newcastle" delivery for UNN001, given that she is enrolled to the Newcastle course branch?</p> <p>For unit UNN001, Zoë needs to attend lectures and computer workshops. Show how the system indicates this requirement; Outline how the required lectures and workshops may be pre-booked for Zoë Cook.</p>	<ul style="list-style-type: none"> • Demonstration of core units attached to student's records • Unit delivery for a student (timetabling information) • Recognition of different deliveries • Delivery rules • Attendance requirements • Pre-booking of timetabled sessions
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Activity	Intending to show:
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	<p>For the students enrolled onto the MBA course, their unit option choices are as follows. Please demonstrate the points outlined against each student.</p> <p>99107275 Steven Michael Coultas chooses UNN037 (Jan). Show how the system warns that there is a co-requisite (UNN049) for this choice, which is also chosen for January. Please attach the student's remaining options of UNN054, UNN051, UNN039 and UNN044 (all are chosen for a January start).</p> <p>99108104 Stuart MacIntyre chooses UNN041 (Sept) and UNN052 (Mar). Show how the system warns this choice is not permitted. Please attached the student's remaining choices UNN051, UNN044 (both for January), UNN037, UNN049, UNN054, UNN040 (the remainder for September)</p> <p>99126984 Stacey Davidson chooses UNN036, UNN040 and UNN045 (all for September) and UNN044, UNN054, UNN043 (all for January); please log these choices on the system. Show how the system calculates the fees applicable to the overall choice.</p> <p>99933862 Kalaivani Koskinen will be entered with advanced standing (APEL) with the equivalence of 30 credits. Show how the system will represent this as an equivalent of unit choice UNN044. Please attach the student's remaining selections of UNN038, UNN039, UNN045, UNN046 and UNN048 (all selected for March).</p> <p>99933895 Kaisa Aino Mirjami Thiraja enters her option choice via the Web. Show how the system could accommodate this – her options are UNN054, UNN051, UNN043, UNN036, UNN038 and UNN048 (all for March except UNN036 which is for January)</p>	<ul style="list-style-type: none"> • Recording student option choices • Demonstration of unit co-requisites and choice rules • Individual academic year with flexible starts and length of study • Unit based fees rather than course • APEL entry • Demonstration of students booking their options via the web
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	<p>If 99108104 Stuart MacIntyre had wanted to undertake the part time delivery of UNN049 starting in January, how would the system permit this?</p>	<ul style="list-style-type: none"> Ability to 'override' rules about course study at student level
	<p>List 99003959 Timothy Richard Elliott's unit registrations and the periods over which they are being studied. They should appear as:</p> <p>UNN016 March-March UNN017 March-July UNN018 July-November UNN019 November-March</p>	<ul style="list-style-type: none"> Allocation of unit deliveries sensitive to start date of course (timetabling information)
	<p>99803741 Becky Ann Hickford is enrolling onto the following individual units, via the University's CATS route:</p> <ul style="list-style-type: none"> UNN020 UNN021 UNN002 UNN004 UNN008 <p>Show how the enrolments can be made directly onto the units without enrolment to a structured course (the award title is later agreed by the assessment board)</p> <p>Show how the overall fee for this provision is calculated. For Home students, CATS tuition fees are charged at £87.50 per 10 credits. The fees are to be paid entirely by the student.</p>	<ul style="list-style-type: none"> Enrolling to individual units rather than a course Types of student (CATS) Credit based fees

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Activity		Intending to show:
	Display the full personal details record held for 99701360 Clare Louise Robinson Record the fact that Clare Louise Robinson has dual nationality - British/French.	<ul style="list-style-type: none"> • Personal details (bio-geographical details) • Dual nationality (bio-geographical details)
	99408952 Mark James Grant's term-time address will change with effect from 20 July 2000, how would this be reflected on the system? The new address effective from that time will be: 9 Ladykirk Road Benwell Newcastle Upon Tyne NE4 6LU Show how the student using self-service functionality may have achieved this. Show the audit trail recorded for the above transaction.	<ul style="list-style-type: none"> • Recording change of address (bio-geographical details) • Historical record of changes • Web self-service functionality • Audit Trail

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Activity		Intending to show:
	<p>Enter the following qualifications for these students: 99107275 Steven Michael Coultas</p> <ul style="list-style-type: none"> • 3 GCSEs – Mathematics at Grade A, English at Grade B, Art at Grade A, these were achieved in 1996 • A Level Psychology at Grade D, achieved in 1998 <p>99408952 Mark James Grant</p> <ul style="list-style-type: none"> • BSc (Hons) Business Organisation – classification 2.1, achieved in 1997 • Prior Experience in Management <p>For (6.3.38) above, although all qualifications were held on entry, only the GCSE's were actually required for entry - how may this fact be represented on your system?</p> <p>Outline how other non-academic achievements that may be taken into consideration for admission to a programme may be represented, e.g. key skills or extra-curricular achievements such as Duke of Edinburgh's award.</p>	<ul style="list-style-type: none"> • Entry of qualifications • Qualifications held on entry to course • Qualifications required for entry to course
	<p>Transfer 99933859 Wing Wah Lim from RN/DipHE Nursing Studies (Child Branch) (September Intake) to RN/DipHE Nursing Studies (Mental Health Branch) (September Intake)</p> <p>Transfer 99003959 Timothy Richard Elliott from Year 1 of RN/DipHE Nursing Studies (Child Branch) (March Intake) to Year 2 of RN/DipHE Nursing Studies (Child Branch) (September Intake)</p>	<ul style="list-style-type: none"> • Recording course transfers • Recording of transfer of year and intake

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Activity	Intending to show:
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	<p>Permit the following students to enrol over the Web onto Year 3 of HND Computing at Carlisle College: 9914358 Simon Peter Fairbairn 99614218 Mark James Grant</p> <p>These students are direct entry as they already both have passes in HNC Computing, gained in 1997: Please enter their qualifications</p>	<ul style="list-style-type: none"> • Web enablement for student to enrol • Direct entry enrolment • Entry of qualifications required for admission to the course
	<p>99000314 Tracey Ann Lindsay would like to book a tutorial with P10388 Ms Hilary Fenwick on 3 October at 10.00am.</p> <ul style="list-style-type: none"> • Show how she can make a provisional appointment via the web • Outline how this request can be submitted for approval by P15862 Mrs Lesley-Ann Farmer (the Assistant Administrator for Computing and Mathematics) • 	<ul style="list-style-type: none"> • Demonstration of provisional booking of tutorials by students • Recording of academic workflow
	<p>99916501 Francoise Jarroux is an exchange student who is a direct entrant onto the M352 Law course (to Year 4). Show how the student will be represented on the system in a way that identifies her as an incoming exchange student.</p>	<ul style="list-style-type: none"> • Types of student (exchange)
	<p>99107275 Steven Michael Coultas is being funded 50% by Newcastle City Trust and is paying the remainder of the fee himself. He will be eligible for Inland Revenue Vocation Tax Relief (at 25%) on the remaining 50% of the fee, and self-finance the residual amount. How will the system reflect this?</p>	<ul style="list-style-type: none"> • Recording of multiple sponsors for fees payment

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Activity	Intending to show:	
	<p>99408952 Mark James Grant and 99701360 Clare Louise Robinson do not have to pay tuition fees as they are funded by the NHS-E contract. Demonstrate how the data would be transferred to SAP for a bulk invoice to be raised</p> <p>99933859 Wing Wah Lim is an overseas student and will need an invoice raised as a self-financing payer.</p> <p>99108104 Stuart MacIntyre has been given a reduction in fees of 20% from UNN Access Funds – how does the system cope with this?</p>	<ul style="list-style-type: none"> • Link to SAP R/3 Financials • Recording of Overseas fees • Administration of Access funds
	<p>Outline how 'on-line' data may be easily queried to provide simple analyses - e.g. an administrator needs to know how many students are on a course to photocopy a document for them.</p>	<ul style="list-style-type: none"> • Tests ability of end users to query the data online.
	<p>Outline any functionality you provide which enables; production of enrolment documentation, production of smart cards, storage of documents and photographs by Document Image Processing (DIP)</p>	<ul style="list-style-type: none"> • Enrolment documentation • Smart cards • Document Image Processing