#

**Student Information System**

Liverpool John Moores University

**A Quick Guide to Changing a Requirement Term**

Version 1.0, 31st March 2011

Author: Tracey Einig-Jones

Contents

[Introduction 3](#_Toc319665264)

[Applying Programme Specification Changes to Students 3](#_Toc319665265)

[1. Changing a Requirement Term for a Student 4](#_Toc319665266)

# Introduction

## Applying Programme Specification Changes to Students

Academic Advisement is the area where the Programme Specifications including programme ‘rules’ and programme versions are stored. It is quite common for these rules to change, whether it is a change to a Course List, or the credit balance of Core and Option courses.

Whenever a new Programme Specification is created or amended an Effective Date is used to record this. The element used to connect a student to a Programme version is the Requirement Term value displayed on the Programme/Plan Stack. The important element to note from a student record point of view is that the rule changes only come into effective once the Effective Dates are reached as defined in the set up. For example there might be a recorded rule change to take effect from 01/08/2012. Any new student starting their study from that date will automatically pick up the new rules.

The relationship between the Student Data and the Advisement set up is shown below.

**Advisement Set up**

**Student Data**

Programme Version 2a

Effective Date = **2011** – Current Programme Version

New 2011 students

Requirement Term is displayed on 2 fields

* Programme tab
* Plan tab

e.g. Requirement Term =

**2010**

Programme Version 2b

Effective Date = **1900** – Revalidated Programme, specific modules + Global Rules

Continuing students

SIS looks for a date match between the student Requirement Term and the AA set up. It starts this with checking the most recent date and working backwards. If it doesn’t find an exact match it will use the next earliest date. In the example above, the student will study on Programme Version 1a as there is a match with 2010

Programme Version 1a

Effective Date = **2010** – Previous Programme Version

Continuing students seeing out their Programme on a specific set of modules

## Changing a Requirement Term for a Student

The procedure below shows how to change a Requirement Term for a student who needs to study on a different Programme Version.

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

* Enter the student ID
* Click Search
* Click the Academics tab
* Click the Edit Programme Data button. The student’s Programme/Stack is displayed.
* Click the Include History button



* Add a new Effective Dated Row using the button (a future date can be entered if processing changes ahead of time)
* Enter a programme action of Data (data change)
* Enter an action reason of Requirement Change
* Change the Requirement Term to reflect the Programme Version required

Do Not Save at this point!

* Click the Student Plan tab
* Change the Plan Requirement Term to the same value as the programme requirement term
* Click OK to save





* The Advisement Report can be rerun to review the changes if required.



The new rules for Level 6 are now displayed.

Remember we can view the old rules by entering an As Of date of before the changes took place before processing the report.