



Student
Loans Company

COURSES SERVICE

GRAEME LINDSAY

PRODUCT CONSULTANT, SLC

Courses Service

- Importance of Courses Submission / Drivers
- Submission trends
- Overview of Submitting / Validating & Promoting
- Post Promotion Changes
- Part-time Course Submission – 12/13 & beyond...
- Further Information & Support

Benefits of on-line Courses Service..

- Simpler & faster communication of course information
- HEI user has to total control of course information
- No restriction on number of HEI users
- Validation issues flagged to user for correction
- Changes & additions easier to manage / post promotion

Importance of Supplying Course Information

- Mandatory function / should be done in line with timescales for launch. Once course 'promoted' then visible to students.
- Course information feeds into Student Finance Assessment systems and allows students to find their course online when applying for finance
- Delays in submission of course information can impact student financial assessments
- Temporary course codes delays fee payments
- Course information is used in other area's – CoC Service / SIS

Courses Portal Screens...

HE services
SLC partnering with colleges & universities

Register | Contact Us | Home

About Us | Student Finance Service | HEI Services | Information & Advice | SLC Seminars

Welcome to the

HE SERVICES PORTAL

The Student Loans Company -
in partnership with you

The need for partnership working has never been stronger. The Student Loans Company and universities and colleges have a strong history of working together to deliver effective support services to students. The HE info website is our main channel for sharing information to support our partnership.

The Student Finance England - Practitioner's website can be accessed [here](#).

HEI Services eLearning Catalogue
The HEI Services eLearning Catalogue can be accessed [here...](#)

Latest HEI Bulletin...
The July 2011 version of the HEI Services Bulletin can be accessed [here](#).

Newsflash ! Guidance for AY 12/13
Please click [here](#) for guidance notes for HEIs offering Bursary & Tuition Fee Waivers in AY 12/13.


HE College Seminars - November 2011
Registration has now opened for the HE College Seminars in November. Click [here](#) for further details and how to register.

Architecture Students - Policy Change
There are new student support arrangements for existing architecture students in AY 12/13. Click [here](#) for more.


Fee Regulations
Click [here](#) for confirmation of the Fee Regulations coming into force on the 1st September 2012.

Site Map | Privacy & Cookies Policy | Terms of Use

Courses Portal Screens...

 **services**
partnering with colleges & universities

- HE Gateway Home**
- Bursaries Home
- Courses Home**
- Financials Home
- SIS Home
- Maintain Contacts
- User Administration
- SLC Administration
- Select HEI

Edit 

Welcome...

Important Information as at 11 August 2011: Basic changes have been made to the layout of the HE Portal log in screen. Please enter your Username as normal and disregard the ART ID option which will be removed in due course.

Welcome to the HE Gateway.

The HE Gateway is a secure site that provides you with access to the Bursary & Scholarship Scheme, HEI Course Database & Financial Information Service (FIS) giving your HEI an easy way to administer bursary and scholarship functions & course information.

HE Portal System Down Time - IMPORTANT

We would like to remind you that the HE Portal will only be unavailable from 5pm on the Wednesdays listed below. The HE Portal will be available on all other Wednesdays:

Wednesday 21st September

Wednesday 19th October

Wednesday 16th November

Wednesday 14th December

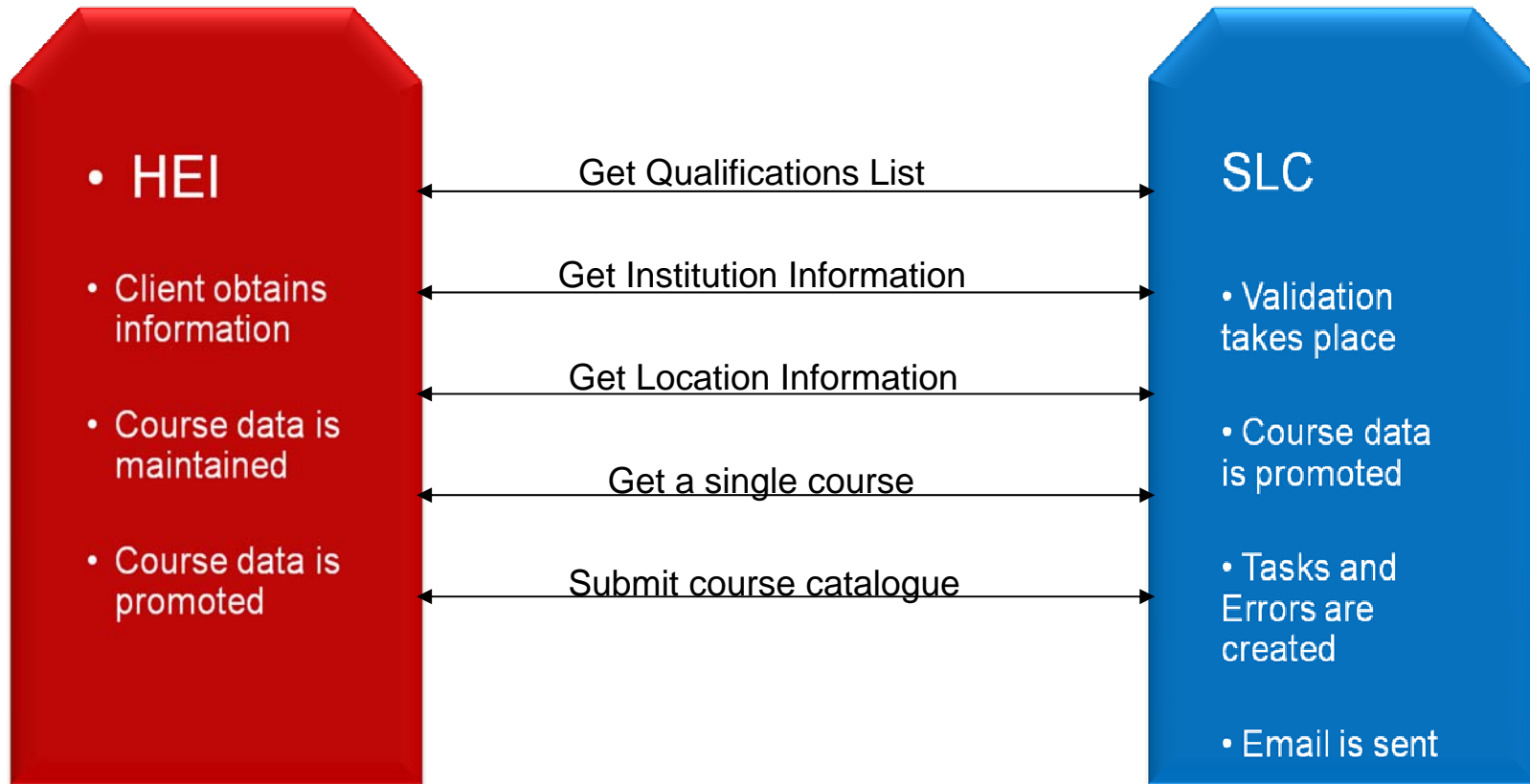
We would like to remind you that the HE Portal will not be available on the Sundays listed below. The HE Portal will be available on all other Sundays:

Sunday 25th September

Courses Web Service...

- A software system designed to support machine-to-machine data transfer over a network in a standardised format.
- HEIs system communicates directly with SLC system passing information back & forth
- IT Suppliers involved in Web Service development
 - SLC / IT Advisory Group
 - Guidance & test environment available
- Small scale take-up of web-service to date

Courses Web Service...




Academic Year Roll-over...

- SLC exercise in advance of start of course submission
- All current promoted courses will be carried forward to the new academic year with course fees / location / term dates blanked out
- Only courses promoted as 'closed' will not be carried forward
- SLC will notify all HEIs once roll-over has taken place

Courses Service – Portal Screens

HE services Higher Education Course Database

- Courses Home**
- Maintain Institution
- Maintain Location
- Maintain Course Profile
- Maintain Courses
- Administration
- Tasks and Errors
- Reports
- Select HEI
- HE Gateway Home

Edit 

Welcome to the HEI Services Courses Portal

Please note the following communication formats available for you to contact SLC with Course queries:


0845 702 3316


This is the telephone number for the HE Portal Services Team within the Business Services Department. You should call this team with all general Course queries and to report any problems you are experiencing with the Portal.


If you are experiencing a problem with the Portal and the HE Portal Services Team can not resolve the problem for you, they will raise a system issue for our ICT colleagues to investigate and will provide you with a reference number to keep track of the issue.

If you have a query that you feel would require an in depth response, you should send your query to hei_data@slc.co.uk. (You should not raise any system issues via this mailbox).

Welcome to the HEI Services Courses Portal

[HEI Services – Courses Portal Release Notes - 28th January 2010](#) 

[Online Course Database User Manual 09/10](#) 

[Online Course Database User Manual 10/11](#) 


Important Information

Validating & Promoting 2010/11 Data


Important Information – Validating & Promoting 2010/11 Data

Remember, you must ensure that the predicted number of courses have been inserted in the Maintain Institution Screen otherwise the rest of the data will fail when you try to validate and promote the completed data.

Important Information

[Online Course Database - Frequently Asked Questions](#) 



Maintain Institution

 **Update Institutions**

Update Institution Help

HEI Code	ABRG
----------	------



Institution Short Name	ROBERT GORDON UNIV
Institution Full Name	ROBERT GORDON UNVE
UCAS Code	R36
Country	SCOTLAND

[Re-promote](#)  [Cancel](#) 

Institution Year Information

Update Selection	Academic Year	Variable Fees	Fee Cap Amount	Predicted Number of Courses	Promotion Indicator	Validation Indicator	Live Date
<input type="radio"/>	10-11	No	1820		✗	○ ○ ○	
<input type="radio"/>	09-10	No	1820	126	✓	● ● ●	19/02/2009
<input type="radio"/>	08-09	No		117	✓	● ● ●	28/05/2008

Course Filter

Filter List by Course Information				Help
Search Courses				
Courses taking place in Academic Year	Please Select ▼			
SLC Course Code	<input type="text"/>	UCAS Course Code <i>Use wildcards for more matches, e.g. %AB%</i>	<input type="text"/>	
HEI Course Code <i>Use wildcards for more matches, e.g. %AB%</i>	<input type="text"/>	Course Name <i>Use wildcards for more matches, e.g. %Math%</i>	<input type="text"/>	
UCAS Course ?	Please Select ▼	Location	Please Select ▼	
Course Type	Please Select ▼	Duration	Please Select ▼ years	
Course Status	Open ▼	Qualification	Please Select ▼	
Validation Status	Please Select ▼	Method Of Attendance	Please Select ▼	
Courses Promoted	Please Select ▼			
Clear Filter  Filter 				

Course Filter

This list has been filtered by Academic Year 10-11										Help
Select the number of matching records to display									25	
Click on the course name to update course information									Change Filter Criteria	
Matching Courses										
Select	SLC Course Code	UCAS Course Code	HEI Course Code	Course Name	Campus Id	Duration	Course Status	Promotion Indicator	Validation Indicator	
<input type="checkbox"/>	193949			ADULT & COMMUNITY EDUCATION		1	Open	✗	○○○	
<input type="checkbox"/>	229387			ADULT LITERACY/ESOL	A	2	Open	✗	○○○	
<input type="checkbox"/>	235023			BACHELOR OF EDUCATION	A	2	Open	✗	○○○	
<input type="checkbox"/>	211655			CERTIFICATE OF EDUCATION APRIL START		2	Open	✗	○○○	
<input type="checkbox"/>	8681			CERTIFICATE OF EDUCATION JAN START		2	Open	✗	○○○	
<input type="checkbox"/>	211656			CERTIFICATE OF EDUCATION SEPTEMBER START		2	Open	✗	○○○	
<input type="checkbox"/>	502290			DIPLOMA IN EDUCATION/NUMERACY	A	2	Open	✗	○○○	
<input type="checkbox"/>	8679			POST COMPULSORY	A	1	Open	✗	○○○	
<input type="checkbox"/>	134999			POST COMPULSORY PT SEPTEMBER START	A	2	Open	✗	○○○	
<input type="checkbox"/>	254371			POST COMPULSORY/CONTEMPORARY MUSIC		2	Open	✗	○○○	
<input type="checkbox"/>	254370			POST COMPULSORY/CONTEMPORARY MUSIC		2	Open	✗	○○○	
<input type="checkbox"/>	254369			POST COMPULSORY/PERFORMING ARTS		2	Open	✗	○○○	
<input type="checkbox"/>	235022			POST COMPULSORY/PERFORMING ARTS		2	Open	✗	○○○	
<input type="checkbox"/>	8678	X100		PRIMARY	A	1	Open	✗	○○○	
<input type="checkbox"/>	261777	XR11		PRIMARY FRENCH	A	1	Open	✗	○○○	
<input type="checkbox"/>	235027	X103		PRIMARY PT SEPT START	A	2	Open	✗	○○○	
<input type="checkbox"/>	275505	XR41		PRIMARY SPANISH	A	1	Open	✗	○○○	
<input type="checkbox"/>	798605			PROFESSIONAL PRACTICE - LIFELONG LEARNING	A	2	Open	✗	○○○	
<input type="checkbox"/>	69145	WV1X1		SECONDARY ART & DESIGN	A	1	Open	✗	○○○	
<input type="checkbox"/>	8682			SECONDARY ART & DESIGN PT	A	2	Open	✗	○○○	
<input type="checkbox"/>	8680	NX11		SECONDARY BUSINESS AND ECONOMICS	A	1	Open	✗	○○○	
<input type="checkbox"/>	134990	L9X1		SECONDARY CITIZENSHIP	A	1	Open	✗	○○○	
<input type="checkbox"/>	68929	Q3X1		SECONDARY ENGLISH	A	1	Open	✗	○○○	
<input type="checkbox"/>	134989	QX31		SECONDARY ENGLISH WITH DRAMA	A	1	Open	✗	○○○	
<input type="checkbox"/>	68565	F8X1		SECONDARY GEOGRAPHY	A	1	Open	✗	○○○	

Select All Select All Displayed Deselect All Deselect All Displayed

Previous 25 1-25 of 44 Next 25

Validate Promote

Export

View & Update Course

View and Update Course
Help


Course Information

SLC Course Code	710	UCAS Course Code	N420
Campus ID	A	UCAS Course?	Yes
Course Name	ACCOUNTING AND FINANCE		
Method of Attendance	Full Time plus Sandwich Attendance	Duration	4 years
Course Type	Other	Qualification	BA (H)
HEI Course Code			
<input type="button" value="Save"/> <input type="button" value="Validate"/> <input type="button" value="Promote"/> <input type="button" value="Cancel"/>			

Course Academic Year List

Academic Year	Course Year	Course Fee Rate	Promotion Indicator	Validation Indicator
08-09	1	£	✓	●●●
	2	£	✓	●●●
	3	£	✓	●●●
	4	£	✓	●●●
09-10	1	£1820	✓	●●●
	2	£1820	✓	●●●
	3	£1820	✓	●●●
	4	£1820	✓	●●●
10-11	1	£	✗	○○○
	2	£	✗	○○○
	3	£	✗	○○○
	4	£	✗	○○○

View & Update Course Year

 View and Update Course Year
Help





Academic Year 10-11




Course Academic Year Information

SLC Course Code	710	UCAS Course Code	N420
Course Name	ACCOUNTING AND FINANCE	Duration	4 Years
HEI Course Code			


Course Years and Terms Information

	Delete	Course Year	Course Fee Rate <i>(HEI Fee Cap £1820)</i>	Term	Start Date <i>(dd/mm/yyyy)</i>	End Date <i>(dd/mm/yyyy)</i>	Location
-	<input type="checkbox"/>	1	£				
				1			A - ROBERT GORDON UNIVERSITY
				2			A - ROBERT GORDON UNIVERSITY
				3			A - ROBERT GORDON UNIVERSITY
+	<input type="checkbox"/>	2	£				
+	<input type="checkbox"/>	3	£				
+	<input type="checkbox"/>	4	£				

Save 
Validate 
Promote 
Apply Course Profile 

Add Course Year 
Delete Course Year 
Cancel 



Course Profiles


 **Course Profiles**
Help

Existing Course Profiles


Academic Year 10-11

	Academic Year	Profile Name	Course Year	Fee Rates	Term	Start Date	End Date	Campus
-	10-11	TWO						
			1	2305	1	14/09/2010	10/12/2010	A - ASKHAM BRYAN COLLEGE
					2	04/01/2011	01/04/2011	A - ASKHAM BRYAN COLLEGE
					3	26/04/2011	09/06/2011	A - ASKHAM BRYAN COLLEGE
			2	2305	1	14/09/2010	10/12/2010	A - ASKHAM BRYAN COLLEGE
					2	04/01/2011	01/04/2011	A - ASKHAM BRYAN COLLEGE
					3	26/04/2011	09/06/2011	A - ASKHAM BRYAN COLLEGE

Edit 
Delete 



Add New Profile 

Course Profiles

 Filter List by Course Information

Search Courses Help

Courses taking place in Academic Year	<input type="text" value="10-11"/>		
SLC Course Code	<input type="text"/>	UCAS Course Code	<input type="text"/>
		<i>Use wildcards for more matches, e.g. %AB%</i>	
HEI Course Code	<input type="text"/>	Course Name	<input type="text"/>
	<i>Use wildcards for more matches, e.g. %AB%</i>	<i>Use wildcards for more matches, e.g. %Math%</i>	
UCAS Course ?	Please Select ▼	Location	A - ASKHAM BRYAN COLLEGE ▼
Course Type	Please Select ▼	Duration	2 ▼ years
Course Status	Please Select ▼	Qualification	Please Select ▼
Validation Status	Please Select ▼	Method Of Attendance	Please Select ▼
Courses Promoted	Please Select ▼		

[Clear Filter](#)  [Filter](#) 

Applying Course Profiles

Course List Filter Results

This list has been filtered by Academic Year 10-11 Help




Select the number of matching records to display: Change Filter Criteria

Click on the course name to update course information

Matching Courses

Select	SLC Course Code	UCAS Course Code	HEI Course Code	Course Name	Campus Id	Duration	Course Status	Promotion Indicator	Validation Indicator
<input type="checkbox"/>	228760	D400		AGRICULTURE	A	2	Closed	✗	○ ○ ○
<input checked="" type="checkbox"/>	866901	D4F7		AGRICULTURE WITH LAND MANAGEMENT	A	2	Open	✓	● ● ●
<input checked="" type="checkbox"/>	243370	D301		ANIMAL MANAGEMENT	A	2	Open	✓	● ● ●
<input checked="" type="checkbox"/>	275072	D510		ARBORICULTURE	A	2	Open	✓	● ● ●
<input checked="" type="checkbox"/>	228764	N200		BUSINESS MANAGEMENT	A	2	Open	✓	● ● ●
<input checked="" type="checkbox"/>	263287	DN42		COUNTRYSIDE MANAGEMENT	A	2	Open	✓	● ● ●
<input type="checkbox"/>	243376	WV250		DESIGN (INTERIOR)	A	2	Closed	✗	○ ○ ○
<input checked="" type="checkbox"/>	275078	D422		EQUINE MANAGEMENT	A	2	Open	✓	● ● ●
<input type="checkbox"/>	243371	D426		EQUINE MANAGEMENT (EQUITATION)	A	2	Closed	✗	○ ○ ○
<input type="checkbox"/>	263286	D600		FOOD MANAGEMENT	A	2	Closed	✗	○ ○ ○
<input checked="" type="checkbox"/>	263288	D416		HORTICULTURE	A	2	Open	✓	● ● ●
<input type="checkbox"/>	228768	ND24		LAND MANAGEMENT	A	2	Closed	✗	○ ○ ○
<input checked="" type="checkbox"/>	275074	DK43		LANDSCAPE AND GARDEN MANAGEMENT	A	2	Open	✓	● ● ●
<input checked="" type="checkbox"/>	275075	K300		SPORTSTURF MANAGEMENT	A	2	Open	✓	● ● ●
<input type="checkbox"/>	867104	DF47		SUSTAINABLE ENVIRONMENTAL TECHNOLOGY	A	2	Closed	✗	○ ○ ○
<input type="checkbox"/>	867251	F753		WASTE MANAGEMENT AND RECYCLING	A	2	Closed	✗	○ ○ ○

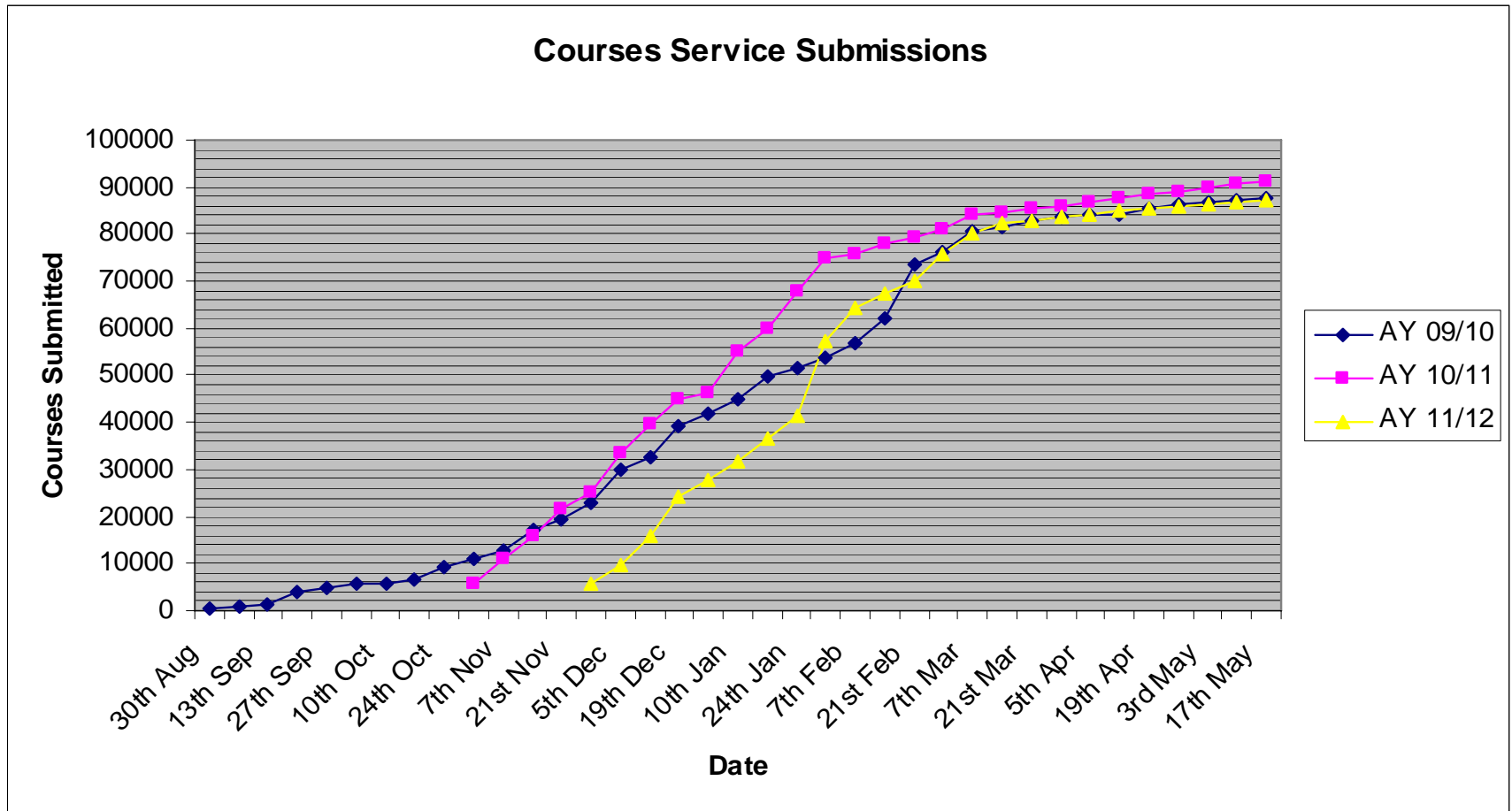
Creating a New Course

Courses Home	You are administering ABRG ROBERT GORDON UNIVERSITY	
Maintain Institution	 Create Course	
Maintain Location	Create Course Help	
Maintain Course Profile	Academic Year <input type="text" value="Please Select"/>	UCAS Course Code <input type="text"/>
Maintain Courses	Campus ID <input type="text" value="Please Select"/>	UCAS Course? <input type="text" value="Please Select"/>
Course Filter	Course Name <input type="text"/>	Duration <input type="text" value="3"/> years
- Create Course	Method of Attendance <input type="text" value="Full Time Attendance"/>	Qualification <input type="text" value="Please Select"/>
Administration	Course Type <input type="text" value="Please Select"/>	Course Status <input type="text" value="Open"/>
Tasks and Errors	HEI Course Code <input type="text"/>	
Reports	Add Course Academic Year  Save 	
Select HEI		
HE Gateway Home		

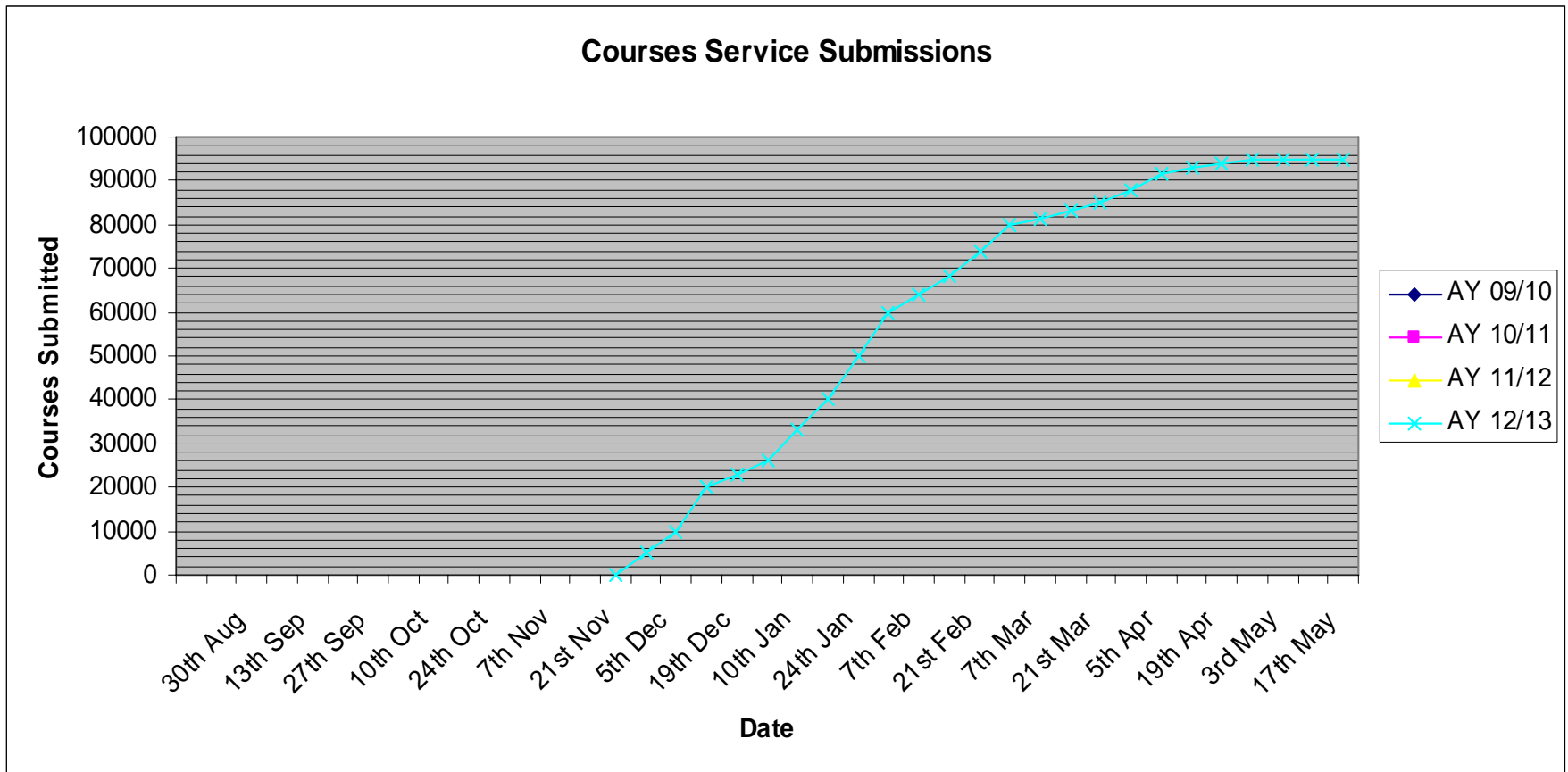
Your Submission...

- Ensure the 'Maintain Institution' page is completed for the relevant academic year.
- Ensure all course information has been entered
- Check 'tasks & errors' page for outstanding actions
- Ensure any 'closed courses' have been promoted as closed
- If course dates not known – enter generic dates (that can be amended at a later date)
- Amend 'predicted number of courses' on Maintain institutions page

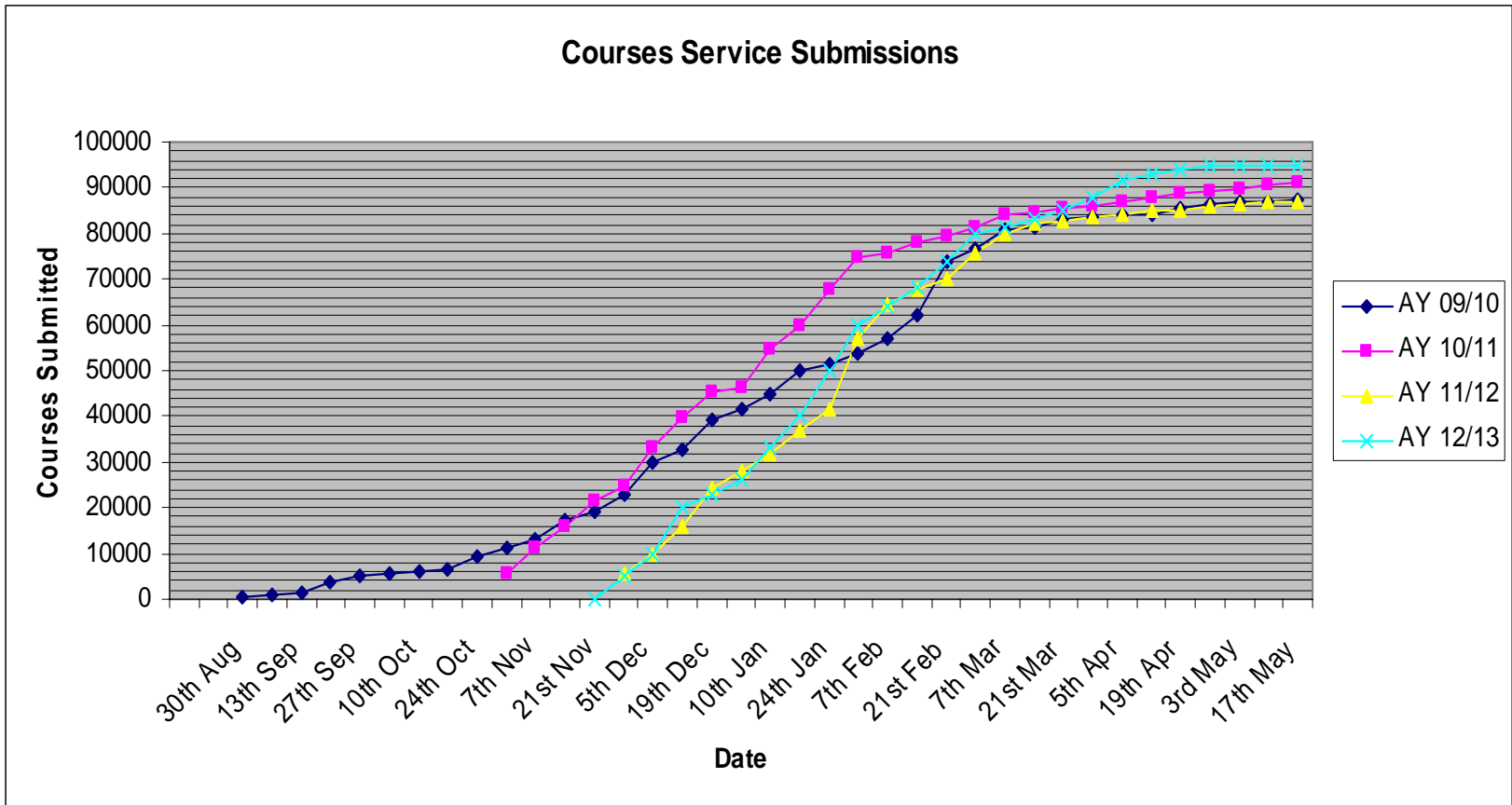
Courses Submission – Previous AYs



Courses Submission – AY 12/13 prediction



Courses Submission – AY Comparison



Post Promotion Changes

- HEI users can change certain fields even after a course has been promoted to the live environment
- Post promotion changes can be applied to...
 - Institution details
 - Course names
 - Locations
 - Term dates
 - Fee Rates
- Report produced listing all students requiring re-assessment as a result of any post-promotion change

Maintain Institution – Post Promotion

HE services Higher Education Course Database

Courses Home
Maintain Institution
Maintain Location
Maintain Course Profile
Maintain Courses
Administration
Tasks and Errors
Reports
Select HEI
HE Gateway Home

You are administering **EDBU EDINBURGH UNIVERSITY**

Update Institutions

Update Institution Help

HEI Code	EDBU
Institution Short Name	EDINBURGH UNIVERSITY
Institution Full Name	EDINBURGH UNIVERSITY
UCAS Code	E56
Country	SCOTLAND


Re-promote Cancel

Institution Year Information

Update Selection	Academic Year	Variable Fees	Fee Cap Amount	Predicted Number of Courses	Promotion Indicator	Validation Indicator	Live Date
<input type="radio"/>	10-11	No	2895	602	✓	●●●	15/01/2010
<input type="radio"/>	09-10	No	2895	542	✓	●●●	20/02/2009
<input type="radio"/>	08-09	No		540	✓	●●●	28/05/2008



Any changes that are made to the academic year once it is live can only be made by a re-promote.

Course Changes – Post Promotion

 **View and Update Course**

Course Information Help


SLC Course Code	927551	UCAS Course Code	NN34
Campus ID	A	UCAS Course?	Yes
Course Name	ACCOUNTING & FINANCE	Duration	3 years
Method of Attendance	Full Time Attendance	Qualification	BA (H)
Course Type	Other	Course Status	Open
HEI Course Code			

[Re-Promote](#)  [Cancel](#) 

Course Academic Year List

Academic Year	Course Year	Course Fee Rate	Promotion Indicator	Validation Indicator
---------------	-------------	-----------------	---------------------	----------------------

Course Academic Year – Post Promotion

 **View and Update Course Year**


Academic Year 10-11 Help


Course Academic Year Information

SLC Course Code	927551	UCAS Course Code	NN34
Course Name	ACCOUNTING & FINANCE	Duration	3 Years
HEI Course Code			

Course Years and Terms Information

Delete	Course Year	Course Fee Rate <i>(HEI Fee Cap £3290)</i>	Term	Start Date <i>(dd/mm/yyyy)</i>	End Date <i>(dd/mm/yyyy)</i>	Location
<input type="checkbox"/>	1	£3290				
<input type="checkbox"/>			1	27/09/2010	17/12/2010	A - THE UNIVERSITY OF WINCHESTER
<input type="checkbox"/>			2	17/01/2011	25/03/2011	A - THE UNIVERSITY OF WINCHESTER
<input type="checkbox"/>			3	25/04/2011	17/06/2011	A - THE UNIVERSITY OF WINCHESTER
<input type="checkbox"/>	2	£3290				
<input type="checkbox"/>	3	£3290				

Back 

Re-Promote Apply Course Profile & Re-Promote 

Post Promotion Audit Screen

- HEI / SLC users can view an audit of all post promotion changes submitted
- Users will select the type of filter they wish to carry out
 - Filter by Field
 - Filter by Academic Year
 - Filter by Course Code
- Filter criteria will not be available for edit until one of the radio buttons has been selected
- Each change will be date stamped along with the username of the individual that actioned it.

Post Promotion Audit

Courses Home

Maintain Institution

Maintain Location

Maintain Course Profile

Maintain Courses

Administration

Capture Stage Data

Maintain Qualifications

Update Site Email

- View Audit History

View Designation Failures

Tasks and Errors

Reports

Select HEI

HE Gateway Home

You are administering **POEC DE MONTFORT UNIVERSITY**

Audit History Filter

Help

Filter by HEI Code

The filter will be run for all HEIs by default. If you wish to select a specific HEI, please tick the checkbox and enter the HEI Code required

HEI Code

Filter by Field

Type of Change Field Changed

From Date (DD/MM/YYYY) To Date (DD/MM/YYYY)

Filter by Academic Year

Academic Year

Filter by Course Code

SLC Course Code UCAS Course Code

HEI Course Code

Clear Filter



Filter



Post Promotion Changes – AY 11/12


Month	Course Closures	Fee Changes	Location Changes	Term Date Changes	Total Changes
November	4	3	0	8	15
December	41	96	150	1,608	1,895
January	1,021	366	0	6,520	7,907
February	235	696	13	1,030	1,974
March	63	1,002	225	661	1,951
April	15	834	51	1,285	2,185
May	75	237	12	4,815	5,139
June	40	222	45	3,819	4,126
July	67	345	297	4,677	5,386
Total	1,561	3,801	793	24,423	30,578


Course Designation


- All courses appearing on the Courses Service must be 'Designated' as these are the only courses that can attract public funding
- A 'Designated' course is:
 - A Full-Time course
 - A Sandwich course
 - A Part-time course for initial teacher training
- And of at least:
 - One academic years duration, or
 - Six wks duration in case of post grad ITT courses
- And is wholly provided by a publicly funded institution(s) in the United Kingdom

Course Designation

- Designation validation triggered at the point of 'Promotion'

 The purple circle indicates that the information has already been sent to the promotion work stream and is at a stage of designation validation, depending on the task you were performing the circles may vary in colour as shown below.

 Two orange circles and one crossed purple circle indicate that the information has passed secondary validation checks but has failed designation validation.

 Two orange circles, one purple circle and the lock indicate that the information has passed secondary validation checks and designation validation and is in the process of being promoted.


Part-time Course Collection AY12-13 onwards...

- Current Courses Service to be updated to include part-time courses
- Institution Profile
 - New PT Fee Cap (£6750 with Access Agreement)
(£4500 without)
- Course Details required:
 - Name
 - Fee (maximum or most common)
 - Duration (FTE)
 - Qualification
 - Study start date for the course (optional)

Part-time Course Collection AY 12/13 onwards...

- SLC to populate:
- Nominal term dates (not displayed to HEI but held in background)
 - Term 1 - 1st September – 31st December
 - Term 2 - 1st January – 31st March
 - Term 3 - 1st April – 31st August
- Campus ID will be populated with primary campus location
- Course type and Method of Attendance
- Save administration time for HEIs by ensuring they do not need to enter any more than the mandatory information

Part-time Course Collection AY 12/13 onwards...

HE  **services** Higher Education Course Database Logout- |

You are administering BRUN BRUNEL UNIVERSITY

[Create Course FT](#) [Create Course PT](#) [Help](#)

Academic Year	11-12	Course Type	Part Time
Campus ID	ABCD	Duration	4 years
Course Name	MATH	Qualification	ABC
Method of Attendance	Part Time Attendance	Max Course Fee	£

[Validate](#) [Promote](#) [Save](#)

Release Procedures

Copyright © Student Loans Company Ltd 2008

- Courses Home
- Maintain Institution
- Maintain Location
- Maintain Course Profile
- Maintain Courses**
- Course Filter
- Create Course
- Administration
- Tasks and Errors
- Reports
- Select HEI
- TEST STATS
- HE Gateway Home

Actions....!!!

- Ensure your HEIs AY 12/13 course submission is ready to go
- Enter generic term dates in order to get your courses promoted – these can be amended via post promotion facility at a later date.
- Once course submission is complete, update the predicted no. of courses figure
- Ensure any closed courses are promoted to live to prevent them appearing next AY

Courses Service – Further Information

- User Access Queries: HEI_Services@slc.co.uk
- Operational Queries via
 - Email: HEI_data@slc.co.uk
 - Telephone: [0845 702 3316](tel:08457023316)
- User Guide and E-learning materials available on website
- <http://www.heinfo.slc.co.uk/he-services/courses-service.aspx>
- Release Notes



Student
Loans Company

DISCUSSION & QUESTIONS