

Dear Colleagues,

Please be aware that roll over of the Courses Service will soon be completed meaning that HEIs will be able to commence their AY 12/13 course submission **from Monday 7th November 2011**.

We politely request that HEIs start preparing for this by planning sufficient resource to input the information as well as ensuring all your course information for AY 12/13 is ready to be submitted. Please could we ask that you complete your submission as soon as possible.

If any HEIs are unsure of the exact term dates for some of their courses please be aware that generic term dates can be entered into the Courses Service initially in order to get their courses promoted to the live environment. Once HEIs get confirmation of the exact term dates these can be updated using the post promotion facility on the Courses Service.

Please note that this email refers to full time courses only. Further information will follow at a later point in respect of part time courses.

Further information (including an updated version of the User Guide) is contained within the Courses Service page of the HE Info website (link attached)

<http://www.heinfo.slc.co.uk/he-services/courses-service.aspx>

If you have any operational queries with regards to your AY 12/13 courses submission please call the HEI Helpdesk on **0845 702 3316** or send an e-mail to **hei_data@slc.co.uk**

Regards,

Susan Maguire

HEI Services Development Manager