

Imperial College
London

SIMP

Department Advanced Banner Training

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Agenda

1. Accessing student data
 2. Terminology
 3. Statuses – Study Path Attempt; Student Type; Student Status; Holds
 4. Student Enquiry Form Demo of Terms; Module Results; Statuses; UROP/IROP
 5. Support and Access
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Student Enquiry Form

- Look up a single student.
- Active students at 1 Aug 2019.
- Information relating to all study paths.
- Real time information.
- Information from one place

ICA Reporting

- Viewing group-student information.
 - Active students at 1 Aug 2019 Banner reports: *Dashboards>Banner Interim Reports*
 - Historic students awarded or withdrawn up to 31 July 2019 OSS report: *Dashboards>Registry>Departmental view of student information>OSS historical report.*
 - Overnight refresh.
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Information available from Student Enquiry Form

- Study Path Attempt Status
- Student Type and Student Status
- Holds Status
- Year Totals
- Academic History for migrated students
- UROP/IROP
- Supervisors (Funding %)
- Programme Totals
- Prizes (Outcomes)
- International Information
- Documents (Access limited to SFS Contacts for scholarship documents)

1. Remember to change your browser settings to English UK so that dates display in the UK format.
 2. Contact the Student Services team for Emergency Contacts information
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Enrolment vs
Registration

Study Path
Attempt (SPA)
Status

Terminology

Degree
Sequence

Referral vs
Deferral

Completing
Research
Status



SPA Status	Description
Enrolled	The Student is enrolled on the Programme.
Ready-To-Enrol	The Student (new starter) is eligible to enrol on their Programme and the enrolment period is open.
Ready-To-Re-Enrol	The Student is eligible to re-enrol on the Programme and the enrolment period is open (e.g. continuing students).
Not-Required-To-Enrol	The Student is not required to enrol for their Programme (e.g. They are writing up away from College).
Pending-Enrolment	The enrolment period for the Programme is not yet open (e.g. >30days) or the Student is eligible to enrol but currently has a hold against their record (e.g. Visa hold).
Intermit	The Student is on an Interruption of Studies.
Withdrawn	The Student has withdrawn from the Programme.
Awarded	The Student has been awarded a degree for the Programme.
Completed	The Student has completed their Programme but no award is given for that specific Programme.
Awaiting-Final-Results	The Student has not yet been awarded a degree for the Programme but the end date for the Programme has passed.
Thesis Submitted	The Student has not yet been awarded their PhD but they have submitted their Thesis.
Status-Pending	This will capture any other scenario not addressed above. Please contact the Student Records or Assessment Records team for more information on the specific case.

Code (1)	Description (30)
P	Placement year
M	Staff
E	Erasmus
X	Non-Erasmus
S	Standard
Z	Collaborative program student
Y	Split PhD
T	CDT
A	Writing up away from College
I	Completing research status
Q	Public Research Institution
0	Undeclared

- Click on Student Record from the Student Enquiry Form
- Leave the Term blank. Confirm the CID and click on Go.

STUDENT STATUS CODE VALIDATION	
Status Code *	Description *
AS	Active
DF	Deferred not in attendance
DR	Deferred with revision
IS	Inactive
RF	Retaking full year
RI	PGR re-exam in attendance
RN	PGR re-exam not in attendance
RP	Retaking part year
RR	Referred with revision
RS	Referred not in attendance
TS	Thesis submitted

- Ensure your cursor is in the top section of the Student Enquiry Form.
- Click on HOLDS and confirm CID.

Code (2)	Description (30)
NP	Non-payment of fees
T4	Non-EEA national (Tier 4)
VI	Non-EEA national (Non-Tier 4)
BR	BRP required
IN	In-person registration
AT	ATAS required
RS	Refer to Student Records
NC	Do not communicate



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Student Enquiry Form Demo

DEMO



Support and access

www.imperial.ac.uk/admin-services/registry/student-systems/student-administration/

- [Access and Training](#)
- [Browser Settings](#)
- [Student Enquiry Form](#)
- [My Imperial Student Portal online video](#)
- [ICA Reporting](#)
- To request access to Banner or ICA Reporting, complete the [New User/Change User Form](#) and attach it to an [ASK request](#).

Next phases of SIMP: www.imperial.ac.uk/operational-improvement/programmes/simp/

- Some forms require Terms to view relevant information. E.g. Modules, Progression and Academic History Forms.
 - Modules and Progression Codes will be added to the Student Record in the Effective Term. E.g. the Term the student started the Academic Year in (e.g. UG will be Autumn Term – 201910).
 - This is the Term you need to enter to view the information not the Term you are currently in.
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- Academic Model Modules results returned for 2018/19 will show under the Modules tab.
 - All other historic results will show in Academic History on the Modules tab if results returned
 - Modules will be attached to the Student Record in the Effective Term for that Year.
 - Module/grade information returned pre 2018/19 in the Academic History form as OSS units. Title can be seen if you scroll to the right.
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- Thesis submitted – SPA status may be Enrolled if Student is at Completing Research Status.
 - For Referrals and Deferrals, SPA may be 'Enrolled' or 'Not required to enrol' or 'Awaiting Final Results' depending on whether they are in College and whether their programme end date has been aligned with the new expected completion date
 - Referrals or Deferrals previously classed as INTERMIT will have a study path attempt status of **Not required to enrol and** Student Status:
 - DF Deferred not in attendance
 - RF Referred not in attendance
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- External UROP students will get added to a UROP Programme + a UROP Module.
 - Internal UROP students will get added to the module only.
 - If the programme carries ETCS then a further module of Additional ETCS for Credit will be added.
 - Each Department will have their own UROP Module ending in 9999.
 - Each Department will also have a credit bearing module for additional credits ending 49990. These credits will be awarded based on the additional ETCS policy.
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