



# H.E. Enrolment

## Features:

- Institution defined Student ID Generation
- Bulk Progression from Admissions to Enrolment
- Multiple Addresses
- Feeder Schools
- Full Student Feeing Information
- Postcode Management Integration
- HESA Details
- HESA Mapping
- Correspondence Management
- Full Student Audit
- Student ID
- Automatic Progression between levels
- Integrated Student Debt Management
- Institution Defined Status

Agresso Students offers the ability to create multiple and varied enrolment workflows, allowing the Institution to mirror Agresso Students to its individual business processes.

It allows the Institution to record personal details, enrolment information, fees and produce invoices for students and/or sponsors. Numerous biographical details can be recorded and validation checks are performed on various fields, including validated lookups.

Agresso Students is made up of a set of integrated modules and therefore information captured at admissions is readily available within enrolments/registration module.

Applicants are progressed seamlessly into enrolments; this can be a batch process where the selection criteria is defined by the Institution, or fully automated as required.

Integral checks are performed on any direct enrolments throughout the software to eliminate duplicates.

As well as the ability to record personal details, comprehensive HESA processing and data capture facilities are available. Please see "Statutory Returns".

Correspondence with the students is vital and it is for this reason that Agresso Students offers a full and comprehensive Correspondence Management facility. All letters and documents are audited.

**Distinction Systems**  
Students: Finance

Student ID: DEE01001367 Institution ID: 01

Name: MR Matthew John Deer DOB: 14/07/1982 Gender: M

**Student Identification**

Student ID: DEE01001367 Initials: MJ UCAS ID: [ ]  
 Surname: Deer Title: Mr SSN: [ ]  
 Forename(s): Matthew John Gender: Male Institution ID: 01001367  
 Date of Birth: 14/07/1982

**Student Biographical**

Date Enrolled: 25/10/2000  
 Familiar Name: [Matt]  
 Prev Forename: 01234 789789 - Mother Work Number Prev Surname: [ ]  
 Status: Home  
 New Entrant: 5 [This is the student's first year on this prog] HESA ID: 0010000013678  
 UK Resident: [ ] Date of Entry: [ ]  
 Nationality: ENGL [England] Domicile: ENGL [England]  
 Ethnic Origin: 00 [Not known] Religion: [ ]  
 Disability 1: 1 [The student has no known disability] Disability 2: 00 [No Known Disability]

## Withdrawals / Transfers / Destination Information

When students withdraw or transfer from their area of study, the details of the reason and where their destination can be recorded. Agresso Students records any interruption of study. All stages within the enrolment process are defined by the Institution, therefore Agresso Students can track students' progress through their courses as required.

**Distinction Systems**  
Students: Finance

Student ID: DEE01001367 Institution ID: 01

Name: MR Matthew John Deer DOB: 14/07/1982 Gender: M

**Enrolments Area of Study Selection**

Acad Year	AOS/Pathway	Sess. Code	Stage	Stage Date	Sponsor Current?
02/03	BEBS2005	1	ENR	22/10/2002	[ ]
02/03	ENG012	3	COMP	07/05/2003	[ ]
01/02	ENG012	2	COMP	05/05/2002	[ ]
00/01	ENG012	1	COMP	03/05/2001	[ ]

Options: Show Modules, Special Details, HESA Details, App Choices, Add Record, Delete Record, Save Record, Cancel Change, Save Changes

Academic Year: Academic Year 2002/2003 Session Code: Information Technology Studio  
 AOS/Pathway: Information Technology Current Stage: Enrolled Active

Student ID: DEE01001367 Name: Deer, Matthew John

Academic Period: 02/03 Academic Year: Academic Year 2002/2003

Area Of Study/Pathway: ENG 3 Engineering

Area of Study	Sess. Code	Description	Stage Code	Stage Date	Comp	Enrol	Credits	Resit No
EEEN3200	2	Applied Digital Control	COMP	07/05/2003	[ ]	[ ]	15	
EEEN3104	1	Power Electronics	COMP	07/05/2003	[ ]	[ ]	30	
EEEN3110	2	Microelectronic Fabrication	COMP	07/05/2003	[ ]	[ ]	15	
EEEN3208	1	Technology III	COMP	07/05/2003	[ ]	[ ]	15	
CSEM3201	1	System Control	COMP	07/05/2003	[ ]	[ ]	15	
CSEM3209	2	Mechatronic Systems Engineering	COMP	07/05/2003	[ ]	[ ]	15	
EEEN3108	2	Introduction to VLSI	COMP	07/05/2003	[ ]	[ ]	15	

Session Code: Applied Digital Control Level 1 Credits: 0 Level 2 Credits: 0 Level 3 Credits: 120  
 Current Stage: Completed Total Credits: 120

## Module Choices

Core modules are assigned to the students automatically, elective modules are available for selection. Underpinning rules previously defined against the course structure are implied automatically and any conflicts highlighted against the student.



## Student Assessment

Due to the integration of the modules within Agresso Students, once a student has registered for modules, the assessment components are automatically created against the student.

Assessment grades/marks can be recorded for a module or the individual components of the module (see Assessment Datasheet for further information).

The screenshot shows the 'Fees' module interface. At the top, it displays the student's name 'MR Matthew John Deer', DOB '14/07/1982', and Gender 'M'. The Student ID is 'DEE01001367' and the Institution ID is '01'. Below this, there are tabs for 'Biographical', 'Quals on Entry', 'Enrolment', 'Fees', and 'Document Production'. The 'Fees' tab is active, showing a 'Fee Breakdown' table with columns for Academic Period, AOS Code, AOS Period, Student Type, AOS Fee, Student Fee Paid, Status Description, Fee Split?, Instalments?, and Direct Debit?. The table shows a fee of 1,125.00 for the 02/03 period. Below the table, there are sections for 'Student Type Description' (Full Time - Home / EU), 'Academic Period Description' (Academic Year 2002/2003), and 'Course Description' (Electronic Engineering). At the bottom, there are two summary tables: 'Contribution Breakdown' and 'Contribution Breakdown' (repeated). The first table shows Tuition of 1,125.00 and Additional of 0.00. The second table shows Total Due of 1,125.00 and Total Amount of 1,125.00.

## Student Invoicing

The enrolment process within Agresso Students has been designed in order to incorporate the processing of fees. Tuition fees can be associated with any level within the curriculum, courses, subject and/or modules.

Other additional charges can also be assigned within Agresso Students and incorporated into the invoice process as necessary.

An integral part of the enrolment process is a full Fees and Charges element, which enables the Institution to manage and monitor the student debt (see Fees and Charges Datasheet for more information).

## Other Student Detail

Qualifications on Entry and Previous Institution detail can be configured so that they are both viewed on one page rather than in separate tabular formats. A user may prefer to enrol and/or view all the student detail in this way so that tabular formats are not required and this can be accommodated with use of the screen settings.

The screenshot shows the 'Quals on Entry' module interface. At the top, it displays the student's name 'MR Matthew John Deer', DOB '14/07/1982', and Gender 'M'. The Student ID is 'DEE01001367' and the Institution ID is '01'. Below this, there are tabs for 'Biographical', 'Quals on Entry', 'Enrolment', 'Fees', and 'Document Production'. The 'Quals on Entry' tab is active, showing a form for 'Student Qualifications on Entry'. It includes fields for Highest QOE (99), Standard Entry Quals, No of A/AS (01), PGCE Subject, PGCE Class, Points Score (20), and Higher Point Score (0). Below this is a table of qualifications with columns for Year Taken, Sitting, Awarding Body, Subject, Level, Expected Result, and Actual Result. The table shows three entries for 2001: Chemistry (A), ENG (A), and I-T (A). Below the table, there are fields for Awarded By (Associated Examining Board), Subject Description (Chemistry), and Exam Level (A Level). At the bottom, there is a section for 'Previous Institutions' with a table showing Code (10044), Institution Name (EDGARROW SCHOOL), Start Month (Sep), Start Year (1997), End Month (May), End Year (2000), Ref. Title (Misc), Ref. Initials (1), and Ref. Surname (Williams).

## Integration

Following enrolment, the Institution needs to integrate the Student's details to other systems.

- ◆ Timetables
- ◆ ID Cards
- ◆ Accommodation
- ◆ Library

Agresso provides standard integration to all third party systems by the generic DTC module.