

## How to Register a Dean's Commendations in SITS

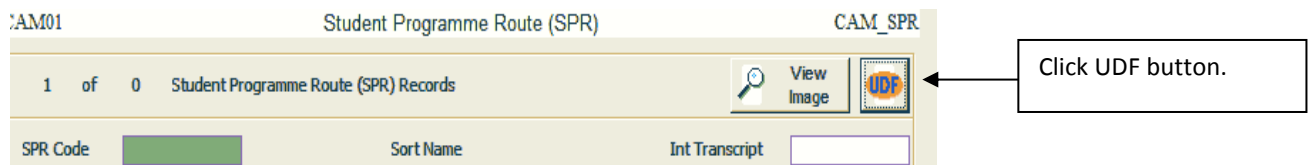
For 2007/8 onwards, Dean's Commendations are entered by the College into the 6<sup>th</sup> UDF field off SPR. The deadline by which this data needs to be populated will be communicated to you each year.

When this information is stored in SPR it will also populate the student's relevant 2<sup>nd</sup> UDF field off SCE, to ensure it appears on the student's final transcript and HEAR (for UG students from 2014/5), in the relevant academic year.

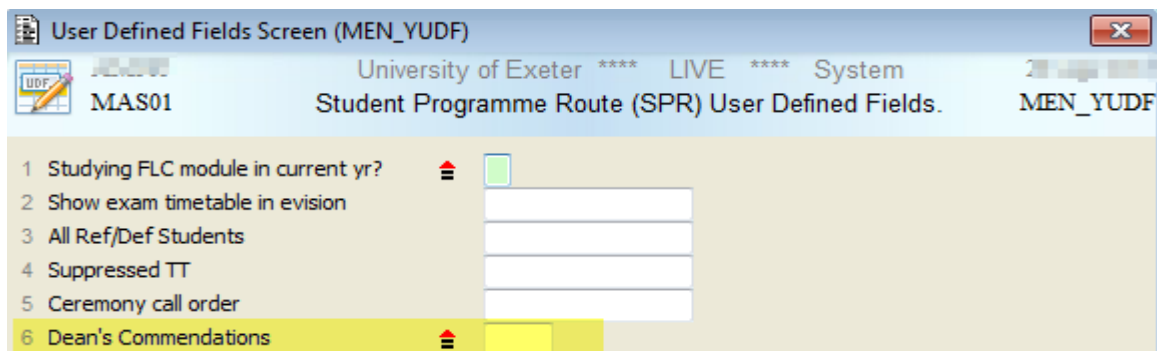
The 6<sup>th</sup> UDF field off SPR will then be cleared out in mid-November in readiness for the next academic year, though the information will be permanently retained in the 2<sup>nd</sup> UDF off SCE (one record per academic year).

### Step-by-step guide


1) Retrieve student in SPR screen, then click on UDF button



2) In field 6 (Dean's Commendations), enter the code corresponding to the type of commendation the student has been nominated for.



- DCA = students who pass a stage despite severe exceptional circumstances.
- DCB = students who, in a stage, perform exceptionally at the top of the first class range.
- DCAB = students who, in a stage, perform exceptionally at the top of the first class range despite severe exceptional circumstances.

You can also click on the  button to bring up a list of the codes. Double-click on the appropriate one to input it into UDF6.

Code	Short name	Name
DCA	DCA (EXCEPTIONAL	DCA (Exceptional circumstances)
DCB	DCB (EXCEPTIONAL	DCB (Exceptional performance)
DCAB	DCAB (EXCEPTIONAL	DCAB (Exceptional perf & circ)

3) Click Apply once you've inputted the code. **This will not store the code against the record.** See step 4.

Field ID	Field Name	Value
1	Studying FLC module in current yr?	N
2	Show exam timetable in evision	
3	All Ref/Def Students	Y
4	Suppressed TT	TT01
5	Ceremony call order	
6	Dean's Commendations	DCA
7	Turning Point (BUS only)	
8	Module Selection Status	
9	Module Selection	
A	Weds afternoon free?	
B	INTO?	
C	Sit Abroad Registration Date	
D	Date/time results released	
E	Date/time results e-mailed	
F	PBS Late Arrival date	17
G	PBS Late Arrival/NR Reason	
H	PBS Late arrival refusal date	17
I	User Defined Field 18	
J	Latest Transcript Date	
K	Date/time results released [IT use]	

4) You will be brought back to the SPR screen. **To store your changes**, hit F6 (store) and ensure the "Store was successful" message appears in the bottom of the screen.