CHAPTER 1

(NLD) Managing Studielink

This chapter provides an overview of Studielink functionality for the Netherlands and discusses how to:

- Set up Studielink.
- Receive messages from Studielink.
- Post Studielink messages to application tables.
- Review and update Studielink information.
- Manage outbound messages.
- Change student status using Studielink.

Understanding Studielink

From 2006, participating higher education institutions in the Netherlands must enable their student information system (SIS) to communicate with Studielink, the new centralized admissions and enrollment system. For participating institutions, Studielink replaces the CBAP (Centraal Bureau Aanmelding en Plaatsing) admissions process.

Studielink requires constant communication between the institution and the Studielink system. This communication extends beyond the admissions application process to the student's annual re-enrollment while matriculating at their institution. Electronic messages are defined for all interactions between the institution and Studielink. As the status of the student's application and matriculation changes, the institution must immediately update the Studielink system; as the student reports status changes directly to Studielink, the Studielink system must send messages to update the institution. There are approximately 30 distinct electronic messages that can be shared between Studielink and the institution.

This diagram provides an overview of the process:

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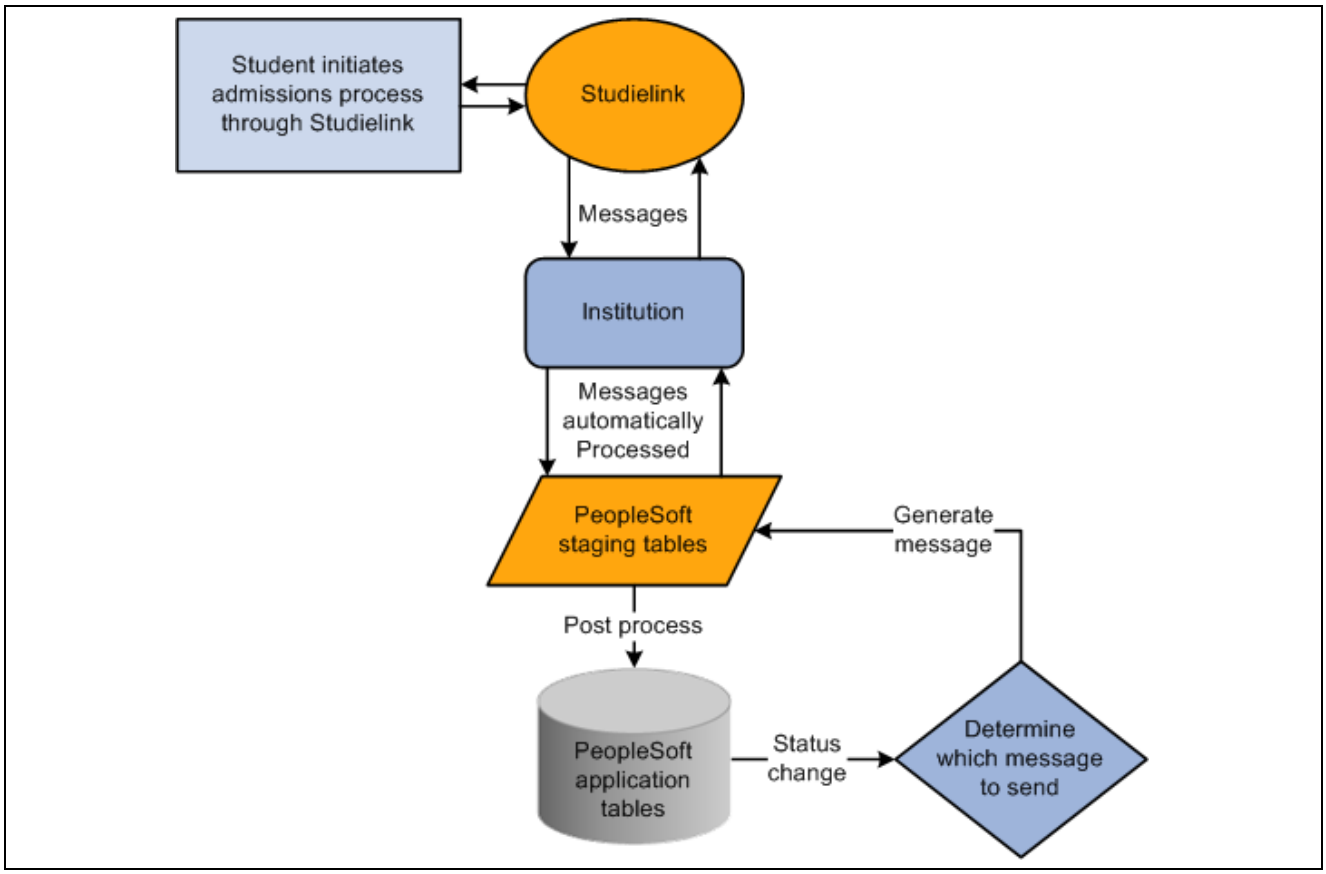

Studielink information process flow

Communication between Studielink and the institution is in the form of individual XML messages. Specifications for each message type are available from the Studielink website.

The following is a high level overview of how Campus Solutions processes the Studielink messages:

1. Studielink sends messages to the Campus Solutions system. The message data may include admission applications.
2. The Campus Solutions system automatically loads the inbound messages into the staging tables.
3. Run the Post Studielink Messages process to post the messages into the application tables. The posting process creates Campus Solutions personal and application records for the new applications. The posting process uses the search/match parameters to determine whether the applicant already exists in the PeopleSoft database or is a new applicant. For existing applicants or students, the posting process may update Studielink specific Campus Solutions status fields, add or remove prior education schools and courses, add or change fees payment data, and process withdrawal, cancellation or re-enrollment requests.
4. You might have to use a Campus Solutions page or an equation to determine if a message should be sent to Studielink. In some cases, the system can automatically determine if the messages should be sent. For example, the system automatically determines when the Receipt of Application (31A) message should be generated. On the other hand, to indicate that the Student's prior education is deficient or sufficient (31K) message should be sent, you can select the 31K check box on the Application Regional page or the Academic Prog Higher Education page, or use an equation.
5. Run the Generate Studielink Message process to generate messages that you want to send to Studielink. This process fills data into the outbound staging tables, checks data content, and generates XML messages.

See http://www.surffoundation.nl/smartsite.dws?ch=STL for XML message specifications.

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Oracle's PeopleSoft Integration Broker is the technology used to facilitate the transmission of messages between Studielink and the institution. Integration Broker is installed as part of the PeopleTools installation process. You must upgrade to 8.48.17 or a higher version of PeopleTools to connect to Studielink.

Setting Up Studielink

This section discusses how to:

- Activate Studielink functionality.
- Set up online Studielink behavior.
- Set up prior education information.
- Set up BRINcodes.
- Set up sub BRINcodes for BRINcode locations.
- Set up academic programs for Studielink.
- Set up academic plans for Studielink.
- Set up BRINcode and institution cross-references.
- Set up civil and marital status cross-references.
- Set up Search/Match data.
- Set up Studielink address usage.
- Set up Studielink phone usage.
- Set up Studielink message processing parameters.
- Set up Studielink Search/Match parameters.
- Set up Studielink send parameters.
- Set up Studielink financial parameters.
- Set up Admissions online status handling.
- Set up Student Records online handling.
- Set up withdrawal action reasons.
- Set up correction of cancellation/end of enrollment action reasons.
- Set up Studielink Start Occasion and Start Year.
- Set up program action reason codes.
- Map language codes to language preferred codes.
- Set up foreign addresses.
- Set up visa/permit values.
- Map visa/permit codes.
- Set up Integration Broker to communicate with Studielink.
- Set up Studielink message equations.

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Note. Institutions are expected to complete the necessary Academic Structure setup to support the NLD Higher Education functionality within the Campus Solutions system. Your institution should register with Studielink to access the Studielink application.

See Also

lsfn, Designing Your Academic Structure, (NLD) Defining Dutch Academic Structure

Pages Used to Set Up Studielink

Page Name	Definition Name	Navigation	Usage
SA Features	SCC_INSTALL_SA2	Set Up SACR, Install, Student Admin Installation, SA Features	Activate Studielink and other NLD specific fields and pages in the system. Allow BRINcode to be linked to an internal organization.
Academic Institution 6	INSTITUTION_TABLE	Set Up SACR, Foundation Tables, Academic Structure, Academic Institution Table, Academic Institution 6	Set up Studielink-specific online page behavior.
Prior Education Table	SSR_PRE_EDU_NLD	Set Up SACR, Foundation Tables, Academic Structure NLD, Prior Education Table NLD, Prior Education Table	Define prior education programs which may be delivered by Studielink messages.
BRINcode Table	SCC_BRINCODE_NLD	Set Up SACR, Foundation Tables, Academic Structure NLD, BRINcode Table NLD, BRINcode Table	Set up BRINcodes of type *Internal* which represent the legislative assigned BRIN for your institution or create BRINcodes of type *External* to map to External Organizations schools.
Sub-BRINcode Table	SCC_SUBBRIN_NLD	Set Up SACR, Foundation Tables, Academic Structure NLD, SubBrincode Table NLD, Sub-BRINcode Table	Define location specific SubBRINcode for internal or external BRINcodes.
Prog Info NLD	SSR_PRG_INF_NLD	Set Up SACR, Foundation Tables, Academic Structure, Academic Program Table, Prog Info NLD	Set up NLD regulatory information concerning this academic program supplied by CROHO (Central Register of Higher Education), which accredits academic program content.
Home Campus NLD	SSR_PROG_OWN_NLD	Set Up SACR, Foundation Tables, Academic Structure, Academic Program Table, Home Campus NLD	Set up home campus information for Dutch students.

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Page Name	Definition Name	Navigation	Usage
Academic Plan Table	ACADEMIC_PLAN_TBL	Set Up SACR, Foundation Tables, Academic Structure, Academic Plan Table	Set up academic plan information.
BRINcode/Institution Cross-reference	SAD_SL_BRN_INST	Student Admissions, Processing Studielink NLD, Setup Studielink, BRINcode/Institution Xref	Define the valid BRINcodes for each institution.
Civil Status/Marital Status Cross-reference	SAD_SL_MAR_STAT	Student Admissions, Processing Studielink NLD, Setup Studielink, Civil Status/Mar Status Xref	Set up civil and marital status cross-references.
Search/Match Rule	HCR_SM_RULE	Set Up SACR, System Administration, Utilities, Search/Match, Search/Match Rules	Define sets of fields to search for and identify how to search for them.
Search Parameters	HCR_SM_PARM	Set Up SACR, System Administration, Utilities, Search/Match Parameters, Search Parameters	Combine and order search rules. Users select the combination (called the search parameter), prior to performing a search, to determine the fields on which they are permitted to search.
Search Permissions	HCR_SM_PERM	Set Up SACR, System Administration, Utilities, Search/Match, Search/Match Parameters, Search Permissions	Identify who can use the search parameter to perform the search. Also identify which component names, if any, should use the search parameter as part of saving a new ID in the database.
Studielink Inbound Address Usage	SAD_SL_ADDR_USAGE	Student Admissions, Processing Studielink NLD, Setup Studielink, SL Inbound Address Usage, Studielink Inbound Address Usage	Set up how inbound addresses are processed.
Studielink Outbound Address Usage	SAD_SL_OUT_ADDR_US	Student Admissions, Processing Studielink NLD, Setup Studielink, SL Outbound Address Usage, Studielink Outbound Address Usage	Set up how outbound addresses are processed.
Studielink Inbound Phone usage	SAD_SL_PHONE_IN	Student Admissions, Processing Studielink NLD, Setup Studielink, SL Inbound Phone Usage, Studielink Inbound Phone usage	Set up inbound phone usage.

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Page Name	Definition Name	Navigation	Usage
Studielink Outbound Phone usage	SAD_SL_PHONE_OUT	Student Admissions, Processing Studielink NLD, Setup Studielink, SL Outbound Phone Usage, Studielink Outbound Phone usage	Set up outbound phone usage.
Studielink Load Parameters	SAD_SL_LOAD_PARM	Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Process Parameters, Studielink Load Parameters	Set up which version of Studielink is processed and which inbound messages are to be processed. Set up application defaults as well as checklist or events processing per institution and career.
Studielink SearchMatch Parameters	SAD_SL_SRCHMCH	Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Process Parameters, Studielink Search/Match Parameters	Set up the search/match criteria for processing Studielink Message 03.
Studielink Send Parameters	SAD_SL_SEND_PARM	Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Process Parameters, Studielink Send Parameters	Control if and how outbound messages are to be processed by adding Studielink specific field values that control online triggering and/or data selection of Studielink messages.
Studielink Financial Parameters	SAD_SL_SEND1_PARM	Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Process Parameters, Studielink Financial Parameters	Control which inbound and outbound Studielink financial messages are processed and control how data for financial messages is selected.
Admissions Online Status Handling	SAD_SL_ADM_STAT	Student Admissions, Processing Studielink NLD, Setup Studielink, Admission Online Status Values, Admissions Online Status Handling	Map an Admissions program action to a Studielink status.
Student Records Online Status Handling	SAD_SL_SR_STAT	Student Admissions, Processing Studielink NLD, Setup Studielink, Records Online Status Values, Student Records Online Status Handling	Map a Student Records higher education program action to a Studielink status.

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Page Name	Definition Name	Navigation	Usage
Admissions Program Action & Studielink Status Mapping	SAD_SL_ADM_RSN	Student Admissions, Processing Studielink NLD, Setup Studielink, Withdrawal Action Mapping, Admissions Setup	Map Campus Solutions program action (and action reason) values to the Studielink end reason and Studielink status values. The system uses this mapping for applicants when it receives message 35 and when it generates message 31G for applicants.
Student Records Program Action & Studielink Status Mapping	SAD_SL_PRG_RSN	Student Admissions, Processing Studielink NLD, Setup Studielink, Withdrawal Action Mapping, Student Records Setup	Map Campus Solutions program action (and action reason) values to the Studielink end reason, Studielink status and Prog Action HE values. The system uses this mapping for students when it receives message 35 and when it generates message 31E for students.
Msg 48 Admission Correction	SAD_SL_CRADM_RSN	Click the Studielink Correction Status link on the Studielink Send Parameters page.	Map a Campus Solutions Admissions program action reason value to a Studielink correction status.
Msg 48 Student Records Correction	SAD_SL_CORRPRG_RSN	Click the Studielink Correction Status link on the Studielink Send Parameters page.	Map a Prog Action HE action value to a Studielink status. Any field changes for Prog Action HE action online will result in the mapped Studielink status value being updated.
Start Occasion	SSR_SL_STARTOC_NLD	Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Start Occasion, Start Occasion	Define start occasion values for the admit term or type, the academic year, and the start month. The system uses the start occasion values on the Start Occasion page to assign a default start month and start occasion for any applicant added through Student Admissions online.

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Page Name	Definition Name	Navigation	Usage
Start Year	SSR_SL_STARTYR_NLD	Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Start Occasion, Start Year	Define start occasion values for the academic year and start month. The system uses the start occasion values on the Start Year page for backwards compatibility only. The start year and start occasion is retrieved from inbound messages or taken from Admissions.
Studielink Language Code Cross-reference	SAD_SL_LANGSETUP	Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Language Code Setup	Map language codes to language preferred codes. The system uses this mapping to process both inbound and outbound messages.
Foreign Address Setup	SAD_SL_FORGN_SETUP	Student Admissions, Processing Studielink NLD, Setup Studielink, Set-Up Foreign Address	Define address field mappings which apply to both inbound and outbound messages. Set up mappings for each country or specify one default which applies to all those not included. Control whether inbound messages are suspended.
Studielink Visa/Permit Table	SAD_SL_VISA	Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Visa/Permit Table, Studielink Visa/Permit Table	Set up visa/permit status values.
Visa/Permit Cross Reference Table	SAD_SL_VISA_CROSS	Student Admissions, Processing Studielink NLD, Setup Studielink, Visa/Permit Cross Reference, Visa/Permit Cross Reference Table	Map visa/permit codes from Campus Solutions to a visa/permit Studielink code.
Studielink Equation Setup	SAD_SL_EQ_SETUP	Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Equation Setup	Assign equations to evaluate outbound messages.
User Defaults 1	OPR_DEF_TABLE_CS1	Set Up SACR, User Defaults, User Defaults 1	Set the default academic institution whose student and applicant records you want to process.

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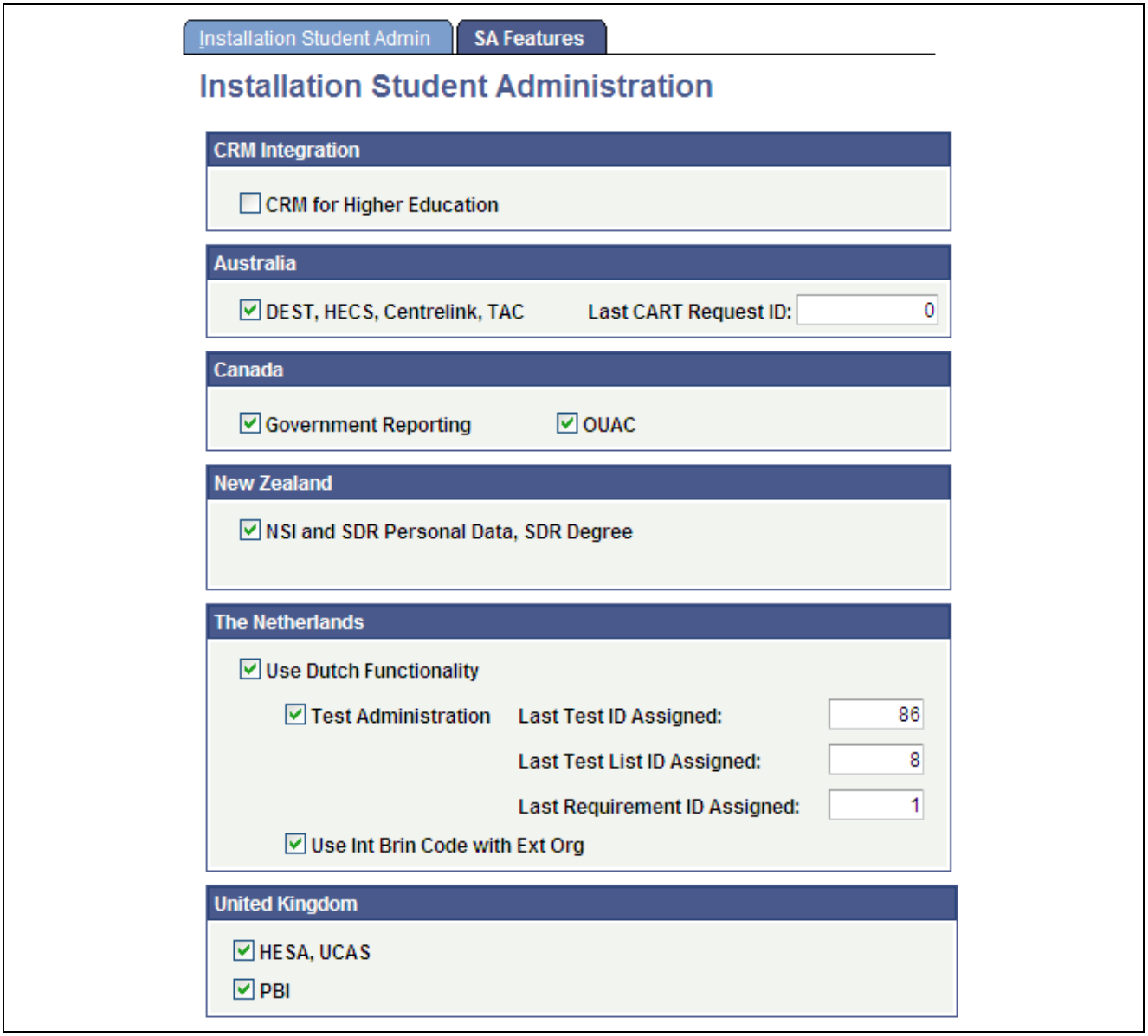
Activating Studielink Functionality

Access the SA Features page (Set Up SACR, Install, Student Admin Installation, SA Features).



SA Features page

Use Int Brin Code with Ext Org

Select this check box to enable mapping of the BRIN Code type *Internal* to External Organization codes on the BRINcode Table page (Set Up SACR, Foundation Tables, Academic Structure NLD, BRINcode Table NLD).

Use this setup when students are admitted to academic programs with Prior Education diplomas which have been awarded at your institution BRIN Code.

Setting Up Online Studielink Behavior

Access the Academic Institution 6 page (Set Up SACR, Foundation Tables, Academic Structure, Academic Institution Table, Academic Institution 6).

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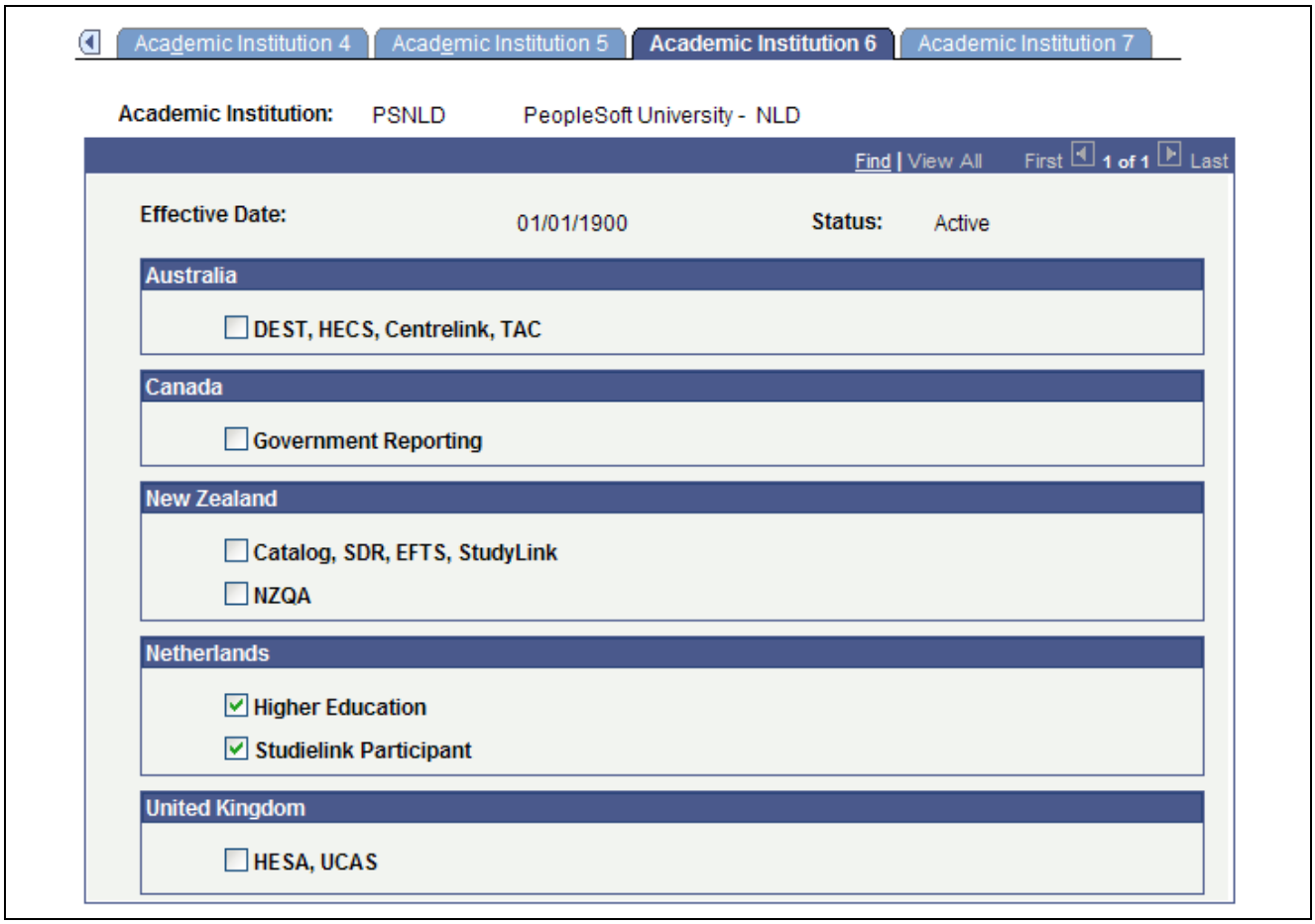

Academic Institution 6 page

Select the Studielink Participant check box to activate all online Studielink behavior.

Setting Up Prior Education Information

Access the Prior Education Table page (Set Up SACR, Foundation Tables, Academic Structure NLD, Prior Education Table NLD, Prior Education Table).

Bundle 27

Added “Education Level”, “Registration Date”, and “Admittance to” fields.

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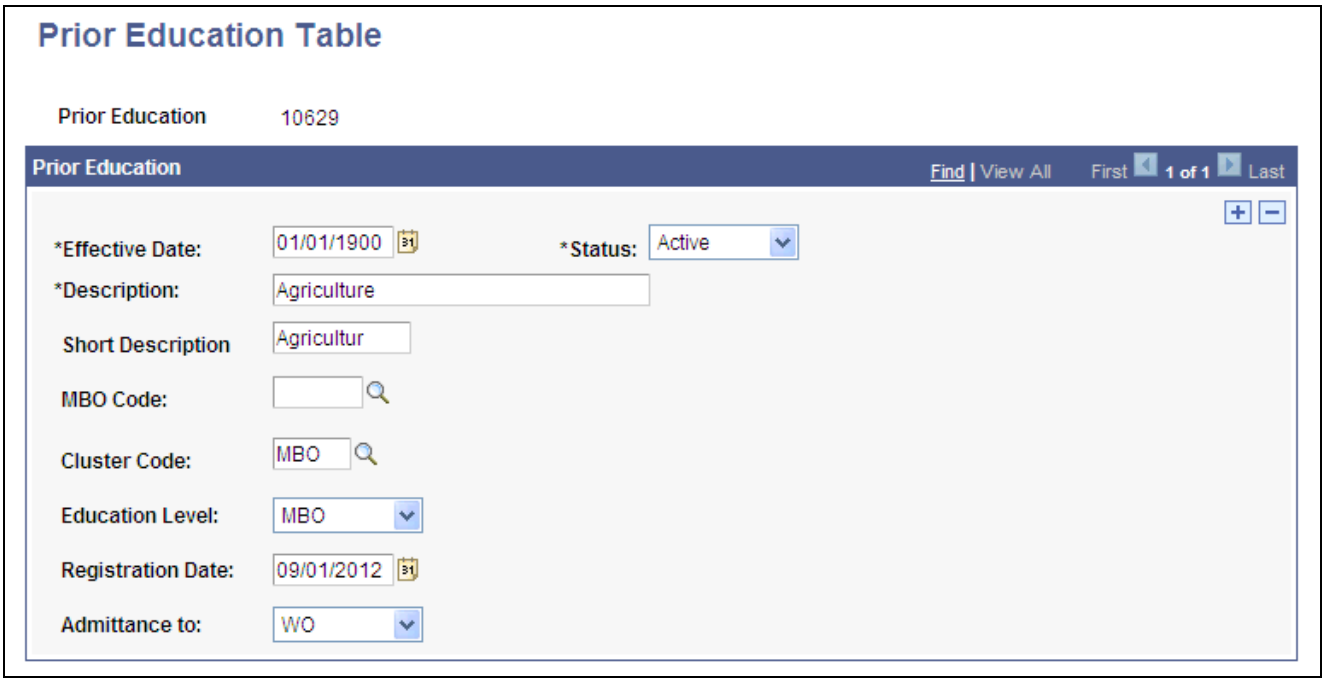

Prior Education Table page

The Prior Education Table can be used to administer academic programs which the student needs to have completed before they can be admitted to an academic program at the institution.

MBO Code	Select the MBO Code for the type of prior professional education.
Cluster Code	Select the logical grouping for MBO programs.
Bundle 27	**Three new fields added.**
Education Level	Select the type of High School education to which this academic program belongs.
Registration Date	Enter the date on which the academic program was officially registered.
Admittance to	Select the university or university of applied science academic program for which admittance is allowed.

Studielink may supply Prior Education information in inbound messages. All Prior Education information supplied by Studielink must be set up in the Prior Education Table.

Refer to Studielink documentation on SURF foundation to reference Prior Education data tables.

Setting Up BRINcodes

Access the BRINcode Table page (Set Up SACR, Foundation Tables, Academic Structure NLD, BRINcode Table NLD, BRINcode Table).

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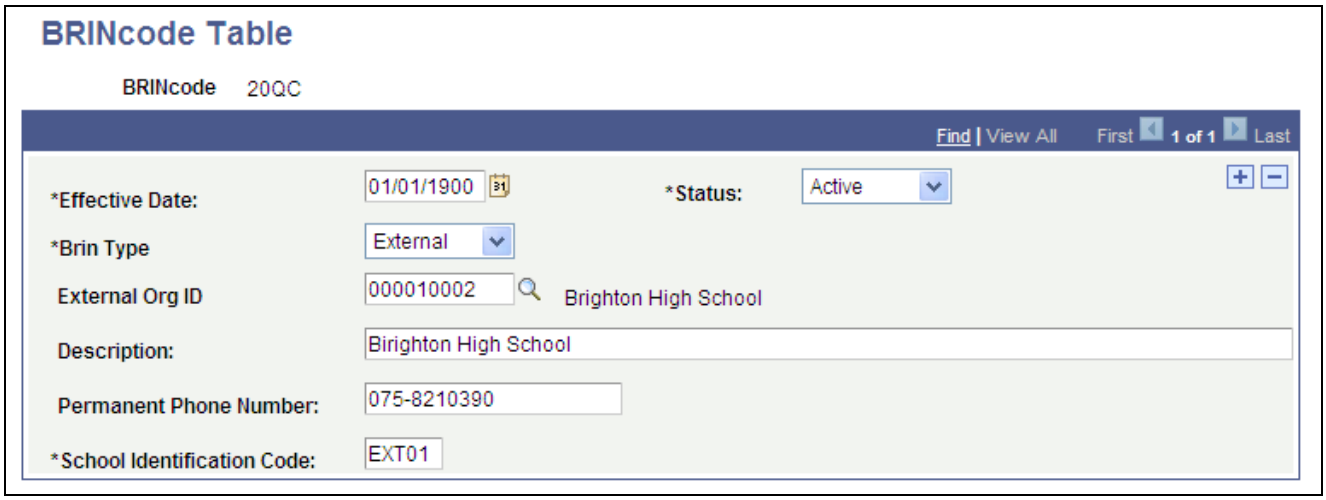


BRINcode Table page

Set up BRINcodes of type *Internal* which represent the legislative assigned BRIN number for your institution. Map internal BRINcodes to external organizations if you have multiple legislative BRINcodes in your institution and applicants or students transferring between BRINcodes. Studielink may require the BRINcode information when exchanging Prior Education information for these applicants or students.

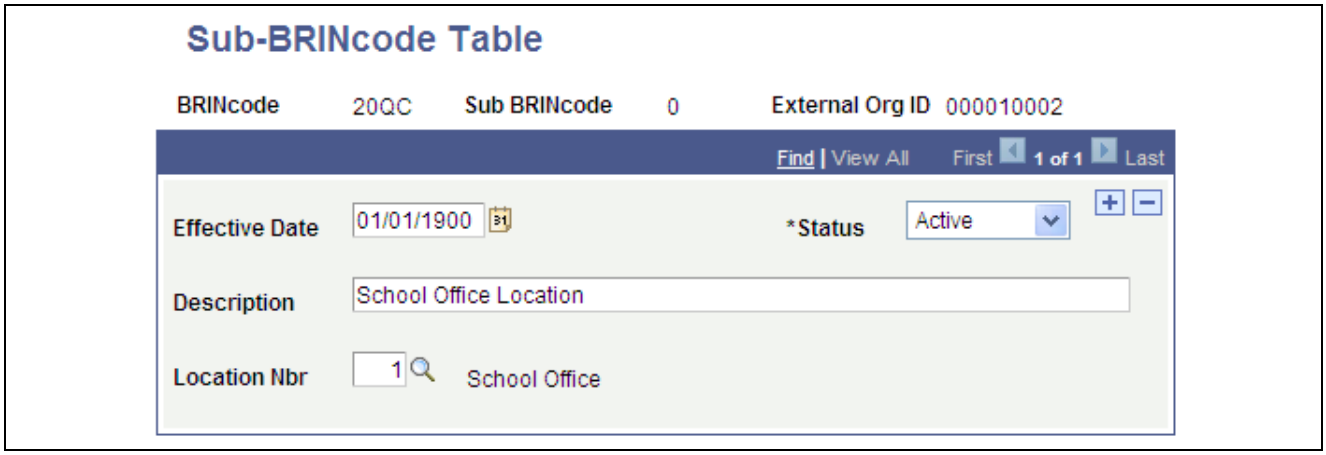
Create BRINcodes of type *external* to map to External Organizations schools. Studielink requires BRINcode to be supplied for all Dutch Prior Education data exchanged.

Brin Type Select *External* or *Internal*.

External Org ID This field is available if you select *External* in the Brin Type field or if you select *Internal* in the Brin Type field and the Use Int Brin Code with Ext Org check box is selected on the SA Features page.

Setting Up Sub BRINcodes for BRINcode Locations

Access the Sub-BRINcode Table page (Set Up SACR, Foundation Tables, Academic Structure NLD, SubBrincode Table NLD, Sub-BRINcode Table).



Sub-BRINcode Table page

Location Nbr Select an External Organization location number.

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Setting Up Academic Programs for Studielink

This section discusses how to :

- Set up program information.
- Map education codes to academic programs.
- Assign campus and campus location codes.
- Set up home campus NLD values.

Setting Up Program Information

Bundle 27
Added “Prog Info NLD” page.

Access the Prog Info NLD page (Set Up SACR, Foundation Tables, Academic Structure, Academic Program Table, Prog Info NLD tab).

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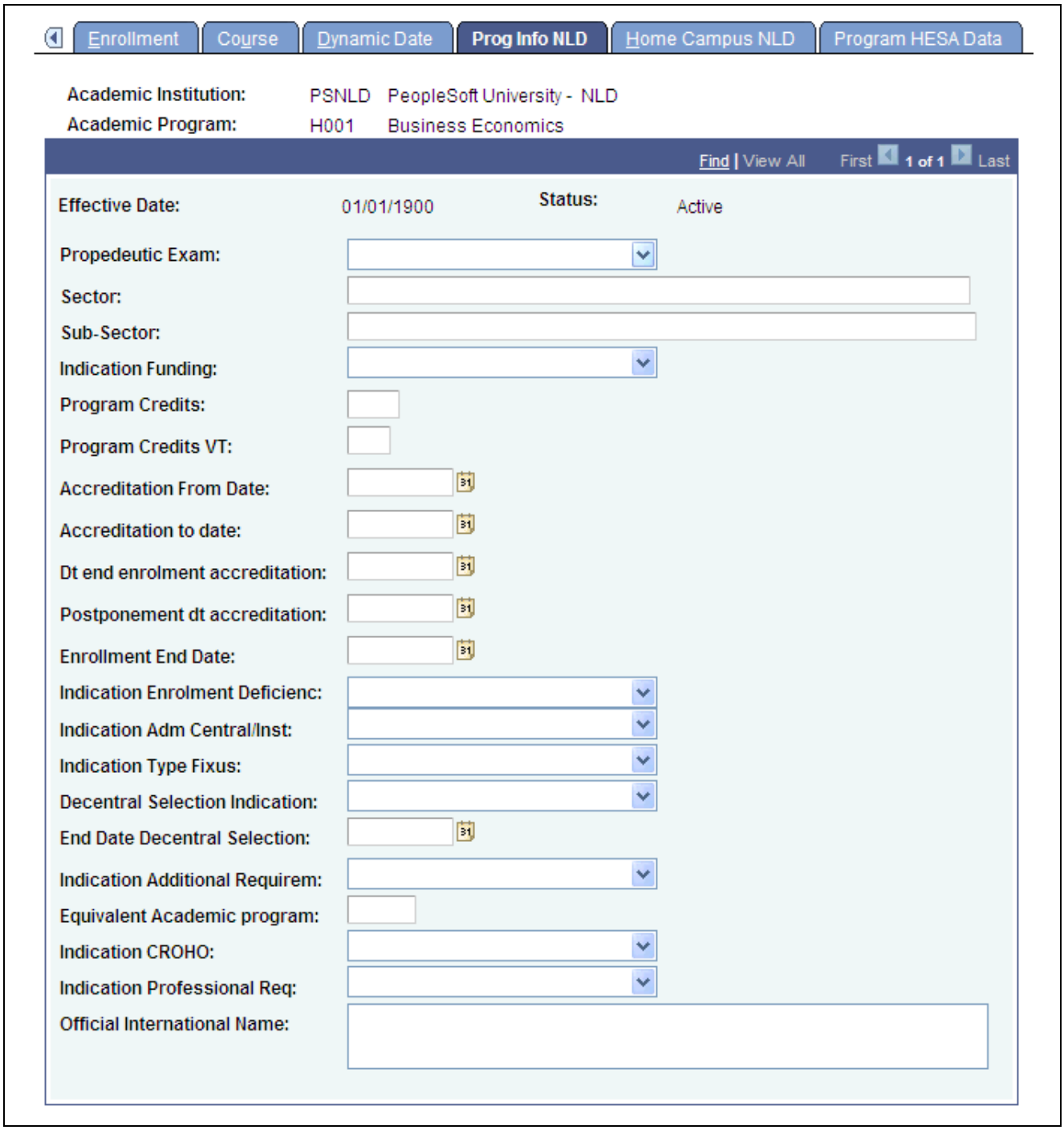

Prog Info NLD (program information for the Netherlands) page

Propedeutic Exam	Select a value to indicate whether a Propedeutic examination is part of this Academic Program.
Sector	Enter a relevant grouping for this Academic Program.
Sub-Sector	Enter a relevant sub-grouping for this Academic Program.
Indication Funding	Select a value to indicate whether the Academic Program is funded, acknowledged or accredited by the Ministry of Education.

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Program Credits	Enter the number of study points or units associated with this academic program.
Program Credits VT	Enter the number of study points or units associated with this academic program for dual programs.
Accreditation From Date	Enter the date on which the accreditation for this academic program was formally decreed.
Accreditation to date	Enter the date on which the accreditation is no longer valid.
Dt end enrollment accreditation(date end enrollment accreditation)	Enter the date on which no new students are allowed to enroll for the academic program.
Postponement dt accreditation(postponement date accreditation)	Enter the date on which the institution needs to comply with accreditation norms.
Enrollment End Date	Enter the date on which no new enrollments are allowed.
Indication Enrolment Deficinec(Indication Enrollment with Deficiency)	Select a value to indicate whether students may be admitted without sufficient prior education.
Indication Adm Central/Insti(Indication Admissions Central or Institution)	Select a value to indicate whether admittance is allowed direct via institution or centrally through Studielink.
Indication Type Fixus	Select a value to indicate the capacity restrictions through Fixus.
Decentral Indication Selection	Select a value to indicate decentral selection for institution Fixus programs
End Date Decentral Selection	Enter the last date on which Decentral Selection is allowed.
Indication Additional Requirem(Indication Additional Requirements)	Select a value to indicate additional academic requirements at time of admittance.
Equivalent Academic program	Enter the Academic Program code as known in RASP registry.
Indication CROHO	Select a value to indicate whether the academic program is known in the CROHO registry.
Official international Name	Enter the registration description for this academic program as it is known in CROHO register.

Mapping Education Codes to Academic Programs

Access the CIP Code setup (Set Up SACR, Foundation Tables, Academic Structure, Academic Program Table, Taxonomy/Campus, Taxonomy group box).

The Education Type Code that is contained in many of the Studielink messages identifies the academic program of the student within PeopleSoft Campus Solutions. In order for the appropriate academic program to be assigned to the student, the Studielink education code must be mapped to the valid academic program.

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First, the CIP Code Table (Classification of Instructional Programs Code Table) (CIP_CODE_TABLE) component must be used to store all of the Studielink education code values. Institutions should request a complete list of education codes from Studielink. Next, use the Academic Program Table (ACADEMIC_PROG_TBL) component to assign the appropriate CIP code to the academic program that the code represents. Once completed, the Studielink posting process assigns the correct academic program when creating the student's admissions application. This setup is required. Institutions that have implemented CBAP functionality were required to perform the same setup tasks.

Assigning Campus and Campus Location Codes

Access the Taxonomy/Campus page (Set Up SACR, Foundation Tables, Academic Structure, Academic Program Table, Taxonomy/Campus, Campus group box).

Each academic program has a campus defined on the Taxonomy/Campus page in the Academic Program Table component. The assigned campus must have an associated location code. The location code must be defined for the correct SetID where the address information is complete. Studielink uses the location assigned to the campus to determine the city location for reporting to Studielink.

Setting Up Home Campus NLD Values

The Dutch Ministry of Education assigns BRINcodes and Sub BRINcodes to each institution. On the Home Campus NLD page, use the Campus group box to assign the Sub BRINcodes and internal BRINcodes to each campus where each academic program is offered. To set up internal BRINcodes, use the BRINcode Table page (Set Up SACR, Foundation Tables, Academic Structure NLD, BRINcode Table NLD). To set up Sub BRINcodes, use the SUB-BRINCODE Table page (Set up SACR, Foundation Tables, Academic Structure NLD, SubBrincodeTable NLD). In the Campus Academic Load group box, enter the approved academic load values for your campus. You must define this information for all Studielink eligible academic programs. When applications for enrollment are sent to the institution from Studielink (Message 03), the posting process uses this information to verify that the program is offered at the institution at the requested location.

Access the Home Campus NLD page (Set Up SACR, Foundation Tables, Academic Structure, Academic Program Table, Home Campus NLD).

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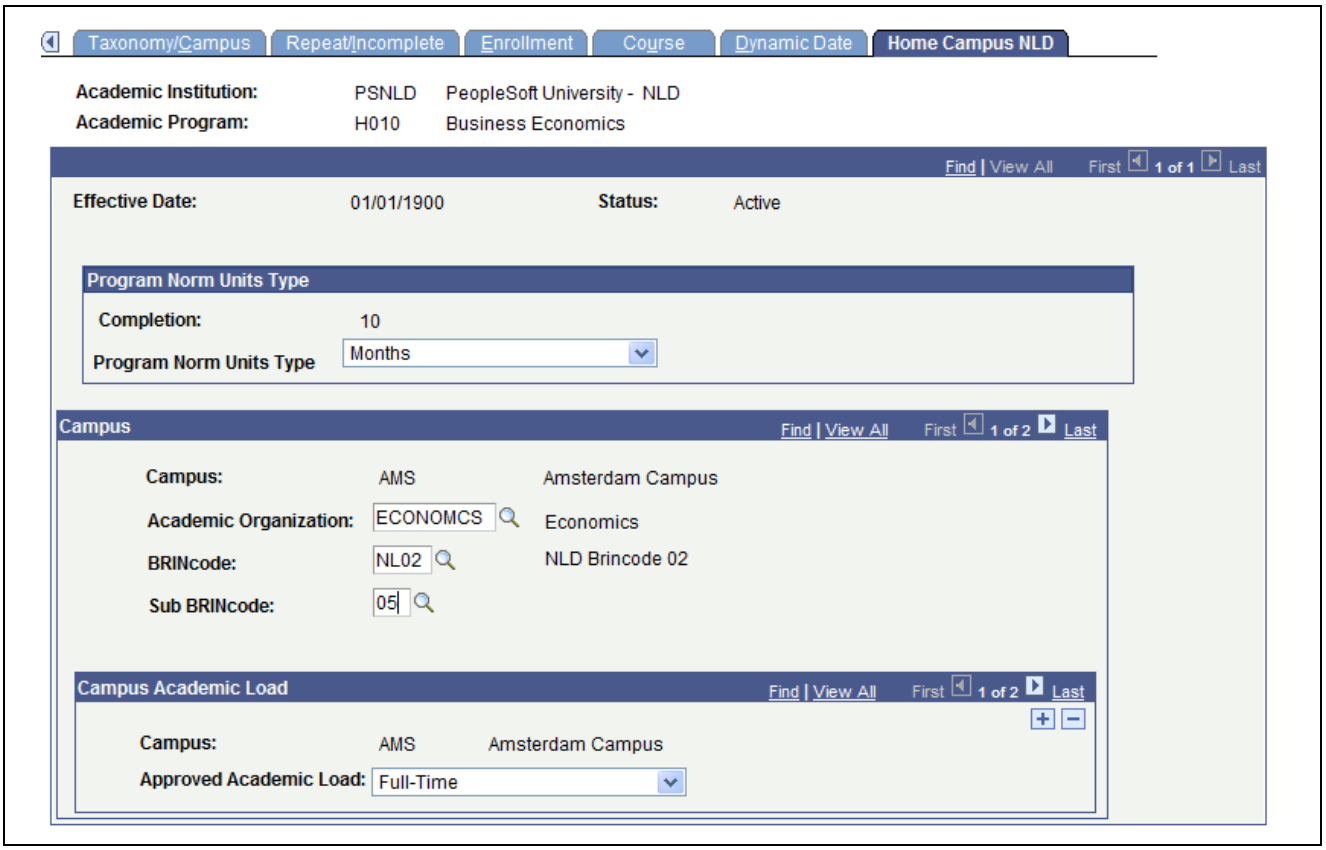

Home Campus NLD page

See Also

lsfn, Designing Your Academic Structure, Modifying CIP and HEGIS Codes

lsfn, Designing Your Academic Structure, Setting Up Campuses

lsfn, Defining Programs, Plans, and Subplans

Setting Up Academic Plans for Studielink

Access the Academic Plan Table page (Set Up SACR, Foundation Tables, Academic Structure, Academic Plan Table).

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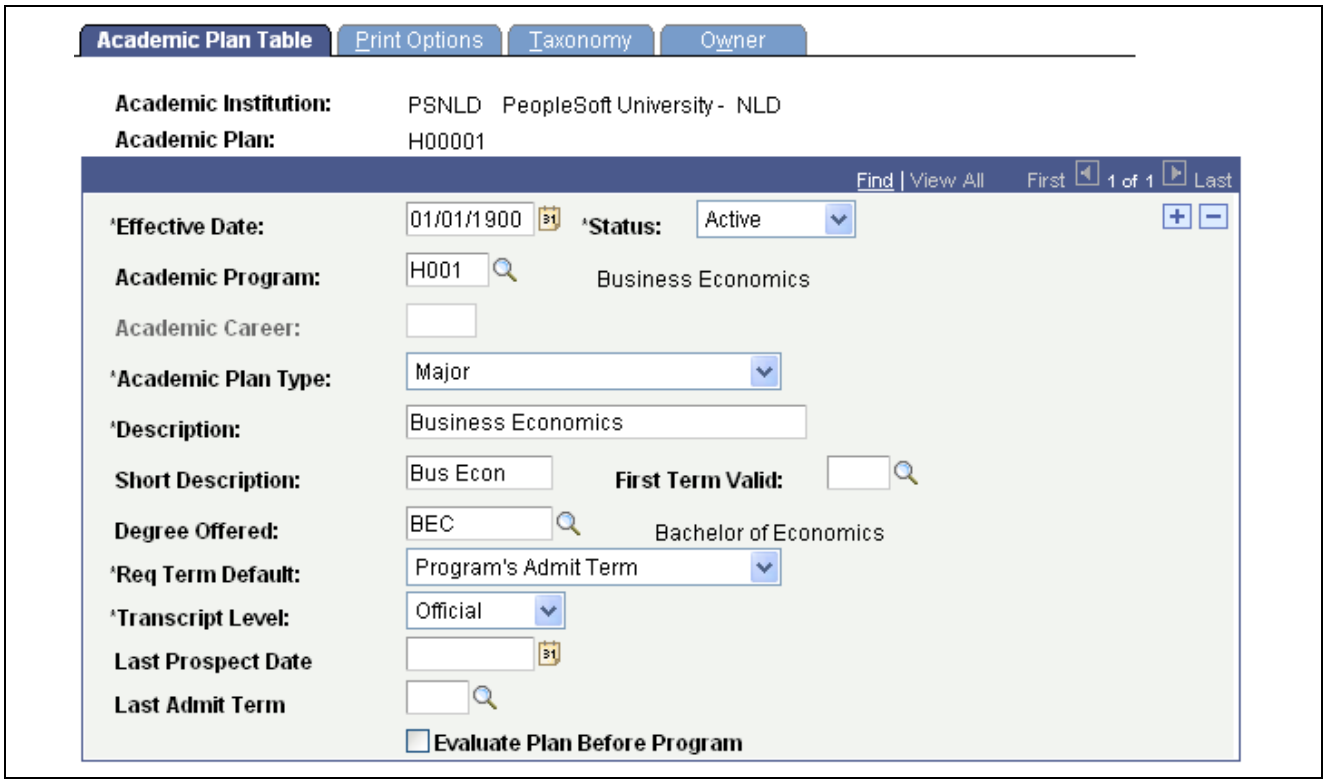
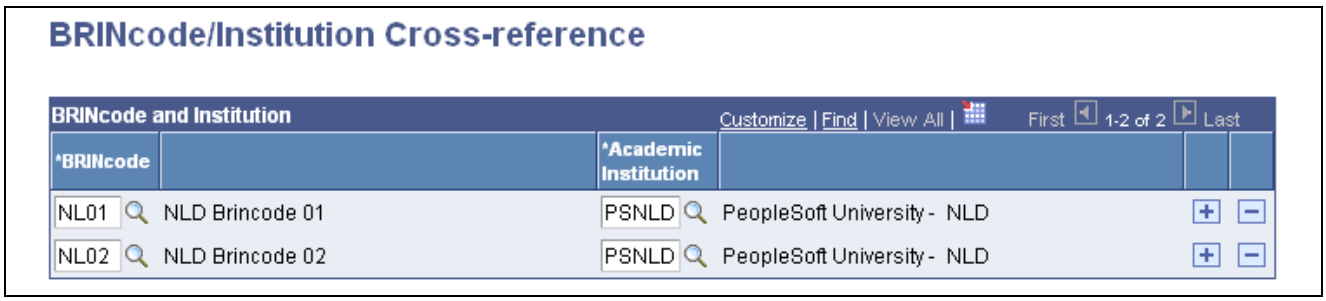


Academic Plan Table page

Institutions that participate in Studielink are required to create academic plans that have the same value as the Studielink Alternative Program code values. The Studielink posting process uses the alternative program code value for the default academic plan. If no alternative program code is specified in the message, or if a matching plan is not defined, the system uses the default academic plan assigned for the academic program.

Setting Up BRINcode and Institution Cross-References

Access the BRINcode/Institution Cross-reference page (Student Admissions, Processing Studielink NLD, Setup Studielink, BRINcode/Institution Xref).



BRINcode/Institution Cross-reference page

The Dutch Ministry of Education requires that institutions use their assigned BRINcode in all official communications. Each BRINcode is specific to an institution and a location. Therefore, each institution can have multiple BRINcodes.

The Studielink posting process requires that the valid BRINcodes for each institution are defined in order to correctly identify messages. Messages that contain BRINcodes not defined in this component are not posted to the application tables. The posting process assigns an institution to the student based on the BRINcode that is received.

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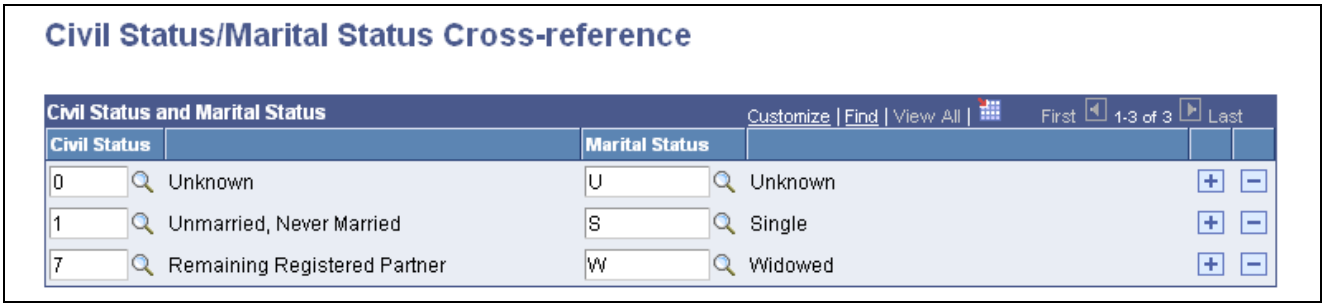
BRINcode Enter the Dutch Ministry of Education BRINcode that you want to map to your academic institution.

Academic Institution Enter the academic institution that corresponds to the BRINcode.

Setting Up Civil and Marital Status Cross-references

Access the Civil Status/Marital Status Cross-reference page (Student Admissions, Processing Studielink NLD, Setup Studielink, Civil Status/Mar Status Xref).



Civil Status/Marital Status Cross-reference page

When student bio-demographic data is updated from Studielink, the civil status that is reported must be mapped to an appropriate PeopleSoft Campus Solutions value. If not, the component interface that updates the PeopleSoft Campus Community tables will fail if it encounters a value that cannot be translated.

Civil Status This value is received from Studielink.

Marital Status Enter the PeopleSoft Campus Solutions value that corresponds to the Studielink value.

Setting Up Search/Match Data

Studielink users must create their own Search/Match rules and search parameters for the posting process. The posting process uses the Search/Match process to determine if an existing EmplID exists for admission application messages received from Studielink.

The following table lists the fields on the admission application Message 03 that are used for executing the Search/Match process. The corresponding search field is defined to assist you to create your institution's Search/Match rules and parameters.

Message 03 Search Fields	Search Field for Creating Search/Match Rules
Street	Address3Rule
City	CityRule
Last Name	LastNameSrchRule
First Name	FirstNameSrchRule
Birthdate	DateOfBirthRule
Sofi Number	NationalIDRule
Gender	GenderRule
CIOP/Correspondence Number	CorrespondenceNBRRule

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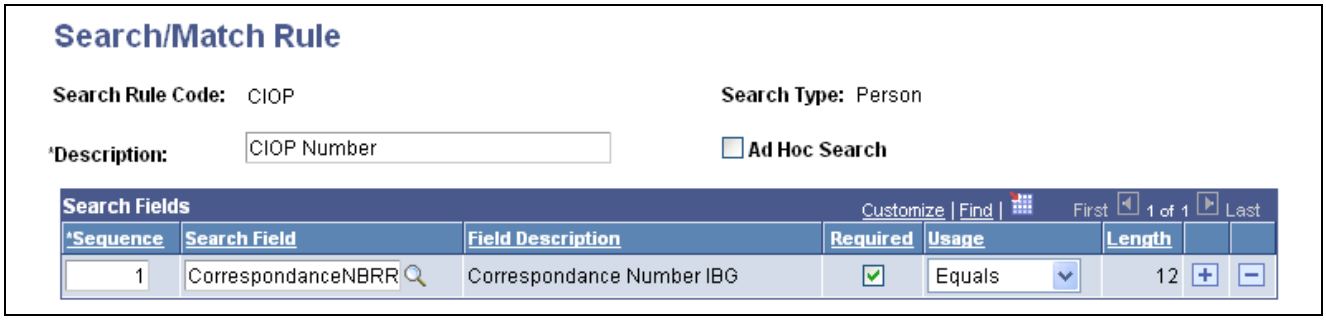
Additionally, the posting process uses the Studielink Number in the inbound messages to determine if the student's EmplID already exists in the system. The Studielink Number is a unique identifier that Studielink assigns to each applicant.

This section discusses how to:

- Set up Search/Match rules.
- Set up search parameters.
- Set up search permissions.

Setting Up Search Match Rules

Access the Search/Match Rule page (Set Up SACR, System Administration, Utilities, Search/Match, Search/Match Rule).



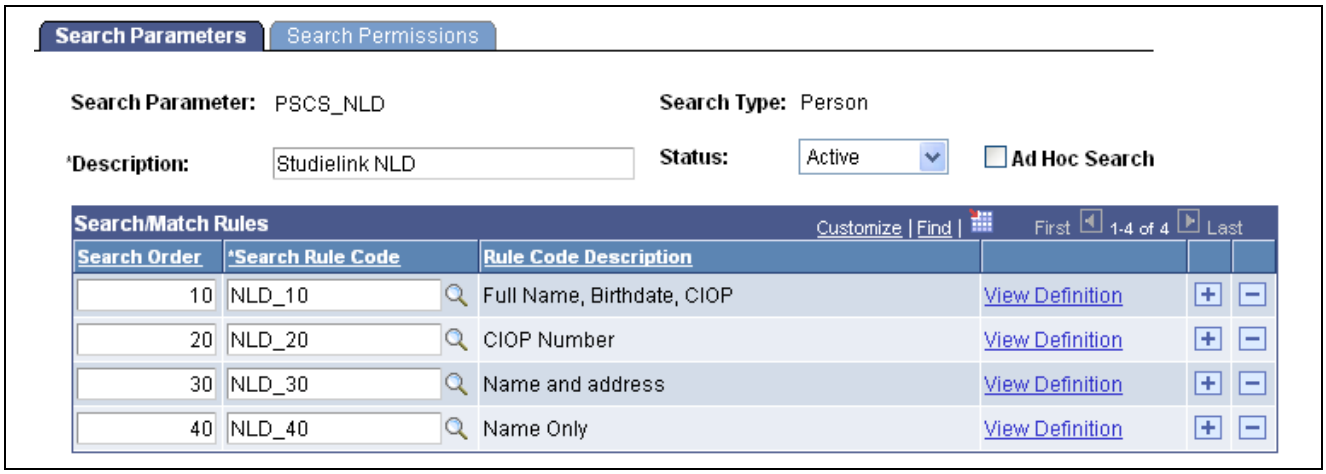
Search/Match Rule page

Several Search/ Match rules will probably need to be created to ensure that the Studielink application records are properly evaluated. You must define all your Search/Match rules before you create the search parameters.

See lscc, Searching for Records and Using Search, Match.

Setting Up Search Parameters

Access the Search Parameters page (Set Up SACR, System Administration, Utilities, Search/Match Parameters, Search Parameters).



Search Parameters page

Enter the search fields in the appropriate search order.

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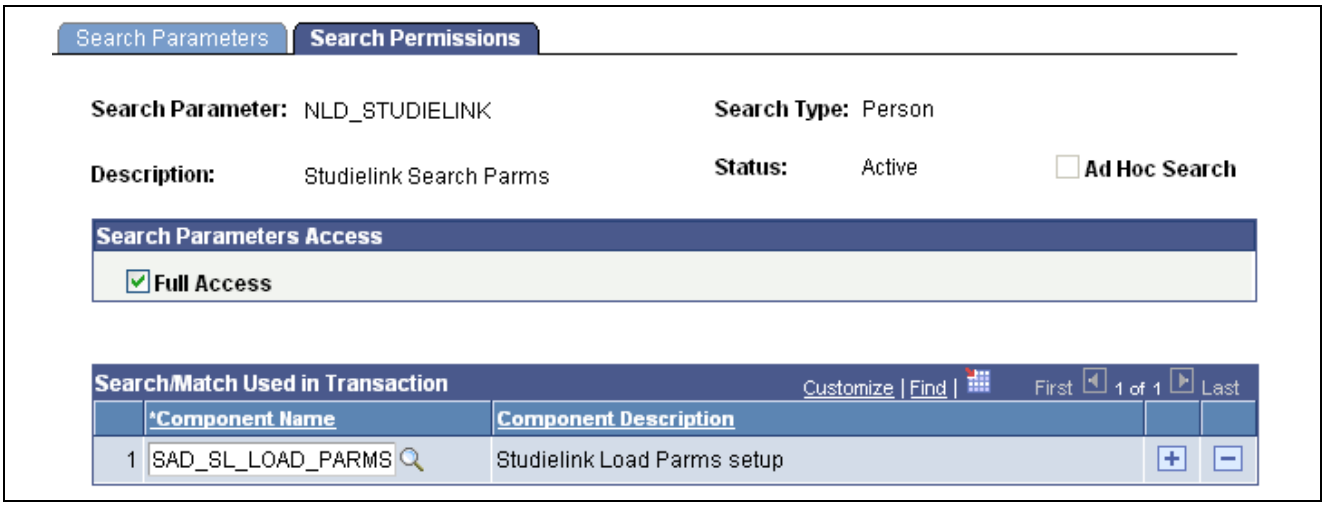
Setting Up Search Permissions

Access the Search Permissions page (Set Up SACR, System Administration, Utilities, Search/Match, Search/Match Parameters, Search Permissions).



Search Permissions page

Select the Full Access check box. Enter *SAD_SL_LOAD_PARMS* in the Component Name field.

This allows the system to select search parameters from the Studielink Process Parameters component and create the Studielink message posting parameter settings.

Setting Up Studielink Address Usage

The three address types that can be communicated between an institution and the Studielink system are billing, mailing, and permanent. The system uses PeopleSoft Campus Community address usage functionality to provide a flexible method for identifying the address type to update when information is received from Studielink. This also controls the address that is sent in messages originating from the institution.

This section discusses how to:

- Set up inbound address usage.
- Set up outbound address usage.

Setting Up Inbound Address Usage

Use the Studielink Inbound Address Usage page to set up how inbound addresses are processed. Inbound messages that contain address or email address use this set up to select which address is stored in the Campus Solutions tables.

Access the Studielink Inbound Address Usage page (Student Admissions, Processing Studielink NLD, Setup Studielink, SL Inbound Address Usage, Studielink Inbound Address Usage).

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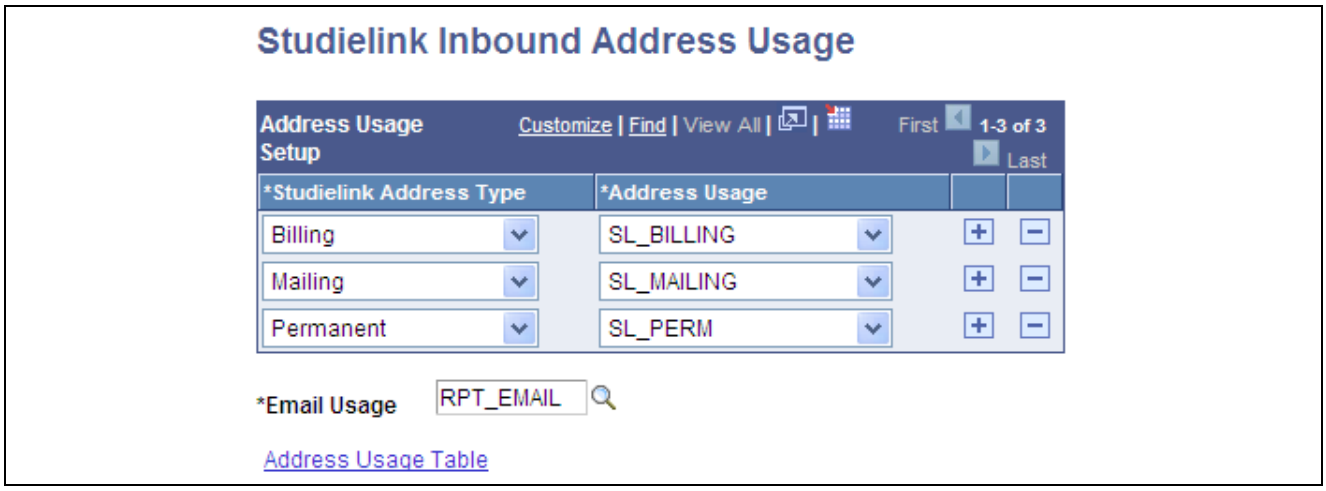

Studielink Inbound Address Usage page

Studielink Address Type and **Address Usage**

Assign an Address Usage value for each Studielink Address Type value.

Address Usage is used to determine the address usage type to use for processing inbound messages that contain one or more Studielink address blocks.

Bundle 27
Added a new note.

Note. Inbound Studielink addresses should be mapped to only one Campus Address Type; not multiple Campus Address Types.

Email Usage

Select a usage value that the system uses to determine which email address type should be used to process inbound messages in which a Studielink email address is specified.

Address Usage Table

Click to access the Address Usage page and create new address and email usage table entries.

Setting Up Outbound Address Usage

Use the Studielink Outbound Address Usage page to set up how outbound addresses are processed. Outbound messages that select address or email address use this set up.

Access the Studielink Outbound Address Usage page (Student Admissions, Processing Studielink NLD, Setup Studielink, SL Outbound Address Usage, Studielink Outbound Address Usage).

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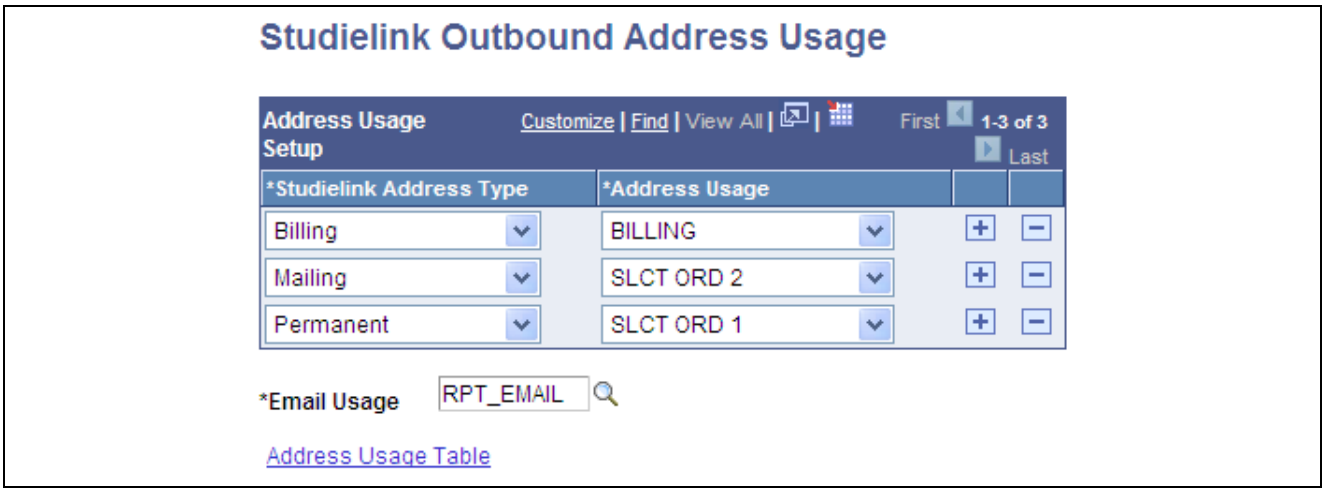

Studielink Outbound Address Usage page

Studielink Address Type and **Address Usage**

Assign an Address Usage value for each Studielink Address Type value.

Bundle 27
Added new note.

Note. Outbound Studielink addresses can be mapped to multiple Campus Address Types.

Email Usage

Select a usage value that the system uses to determine which email address should be used to process outbound messages to Studielink in which a Studielink email address is specified.

Address Usage Table

Click to access the Address Usage page and create new address and email usage table entries.

See Also

lscc, Designing Campus Community, Establishing Address Usages

Setting Up Studielink Phone Usage

Use the Studielink Inbound Phone usage page and the Studielink Outbound Phone usage page to set up Studielink phone usage.

This section discusses how to:

- Set up inbound phone usage.
- Set up outbound phone usage.

Setting Up Inbound Phone Usage

Access the Studielink Inbound Phone usage page (Student Admissions, Processing Studielink NLD, Setup Studielink, SL Inbound Phone Usage, Studielink Inbound Phone usage).

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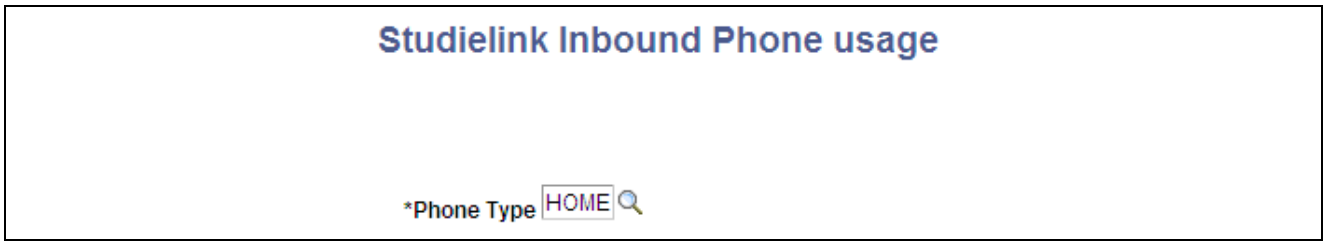


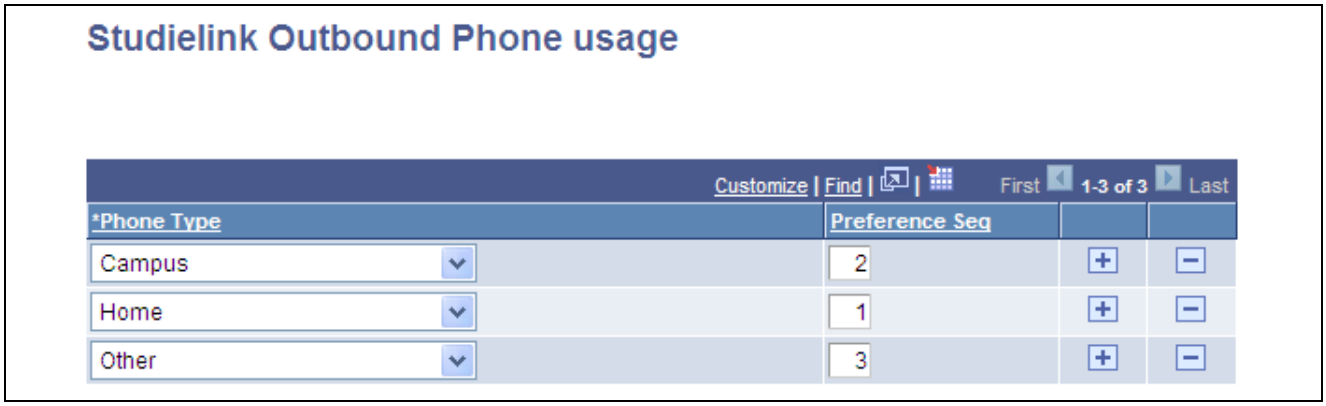
Studielink Inbound Phone usage page

When phone numbers are retrieved from inbound messages, the phone number that is stored in Campus Solutions is based on the phone type that you select here.

If no correct set up is found the inbound message is suspended.

Setting Up Outbound Phone Usage

Access the Studielink Outbound Phone usage page (Student Admissions, Processing Studielink NLD, Setup Studielink, SL Outbound Phone Usage, Studielink Outbound Phone usage).



Studielink Outbound Phone usage page

The phone number that is allocated to outbound messages is based on the phone type that you select here.

You can enter a preference sequence for each phone type–the first preferred phone number is sent to Studielink; if the first preference is not found, the second preferred phone number is sent, and the process continues until a preferred phone type is found.

If no correct set up is found the outbound message is suspended.

Setting Up Studielink Message Processing Parameters

Bundle 27
Added “Process Prior Ed Subjects” check box.

Access the Studielink Load Parameters page (Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Process Parameters, Studielink Load Parameters).

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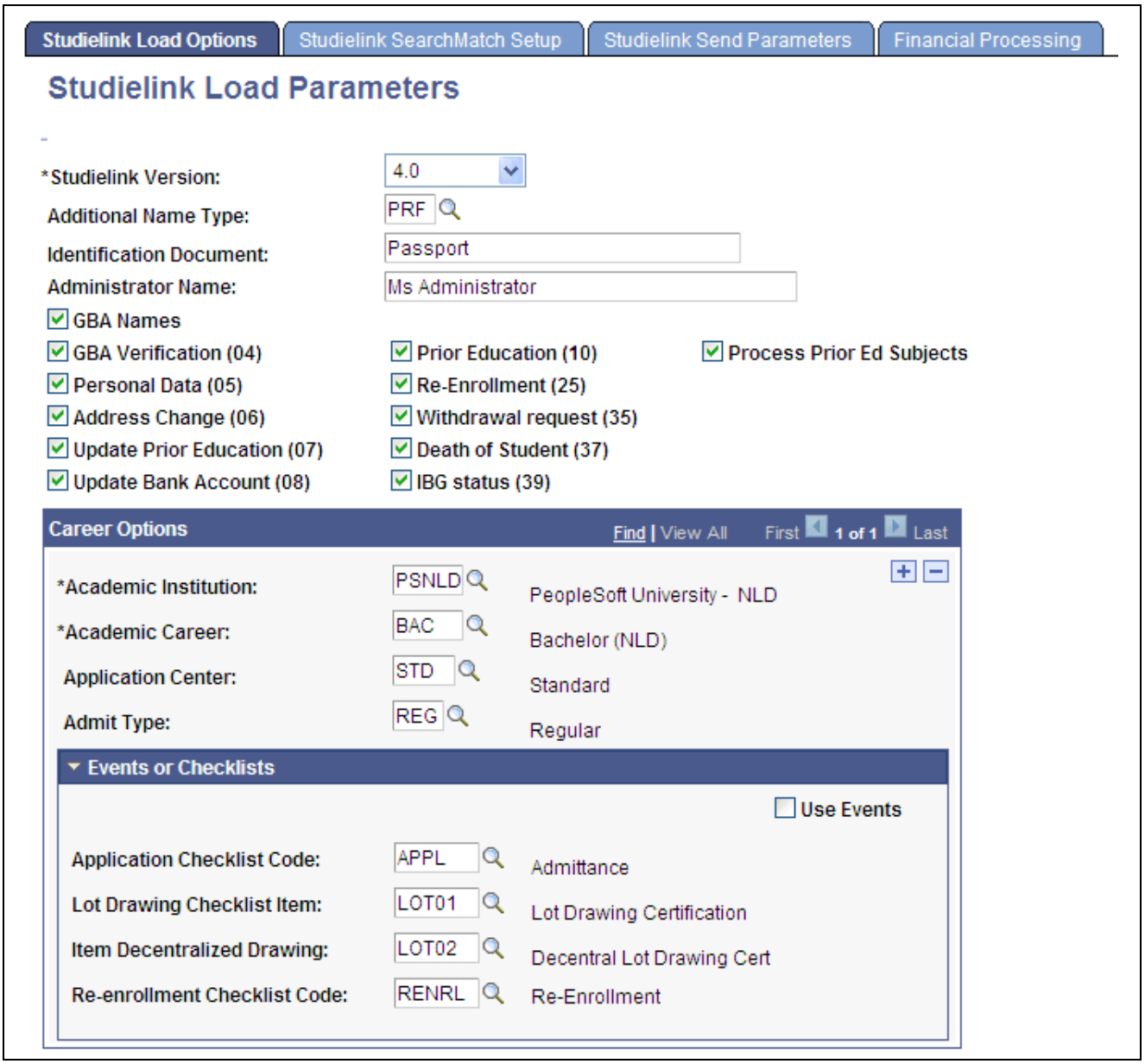

Studielink Load Parameters page

This page is used to store the settings used by the posting process to process all messages that are loaded in the staging tables. You must create settings for every academic career at the institution where students are eligible to participate in Studielink.

Bundle 27 **Only Studielink version 4.0 is supported.**

Studielink Version Only version 4.0 is supported.

Additional Name Type Select the additional name type that will be created when a new student is created in the system. The system always creates the primary name type. This is an optional field.

The value that you select here is used by messages 03, 04, and 05 inbound only to create the additional name type.

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If you leave this field blank, the posting process assigns the default name type to new students. To set up default name types, select Set Up SACR, Product Related, Campus Community, Establish People Processing, Setup, Name Type Defaults.

GBA Names

Select to have the system add or select data from the GBA Names page for processing outbound message 34 and inbound and outbound message 04.

If you select this check box, FullName field content is used for outbound messages only. The inbound GBA name is always stored even if the check box is not selected.

The GBA Names page enables you to register full length name initials, first names, and last names according to NEN norms. To navigate to the GBA Names page, select Campus Community, Personal Information NLD, Student GBA Names NLD or click the GBA Reporting Names link on the Regional page (Student Admissions, Application Maintenance, Maintain Applications, Regional).

Administrator Name

Enter the name of the administrator to be reported in Message 37 (Death of student).

Identification Document

Enter a value that the system uses as a default value for outbound message 04 if no Identification Document exists for a student on the Administer Student Higher Education page (Records and Enrollment, Higher Education NLD, Student Higher Education NLD).

GBA Verification (04)

This check box is selected by default.

If the check box is cleared, inbound message 04 is not processed into Campus Solutions tables. The message status in the staging table is set to *skipped* by the SAD_SL_IN process.

Note. All other message related check boxes in this section of the Studielink Load Parameters page function in a similar way to the GBA Verification (04) check box.

Bundle 27 **Added new check box.**

Process Prior Ed Subjects(process prior education subjects)

Select to restrict processing of Prior Education subjects from Studielink in any Inbound message containing Prior Education Subjects.

Career Options

These options must be created for each academic career that participates in Studielink.

Academic Institution and **Academic Career**

Enter the academic institution and career for which the following settings apply. The system processes the inbound messages only if you enter an academic institution and career here.

Application Center

Enter the default application center assigned during the creation of the admissions application.

Admit Type

Enter the default admit type assigned during the creation of the admissions application. The system uses the default admit type if the Start Occasion value for the admit type is not available on the Studielink Start Occasion page. For

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example, the admit type is REG, the default admit type is FIRSTYR, and the Start Occasion value does not exist for REG. In this case, the system uses the Start Occasion value that has been set up for the default admit type FIRSTYR.

Events or Checklists

Application Checklist Code

Enter the checklist to be assigned during the processing of Message 03.

Note. You can only select checklists that have been defined for administrative functions: *ADMA* or *ADMP*.

Lot Drawing Checklist Item

Enter an additional checklist item assigned for Central lot drawing candidates who have been selected for admission. This requires the applications checklist code to be populated.

Decentral Drawing Checklist Item

Enter a checklist item assigned when Message 39 is processed and the lot drawing result is set to *Selected (decentralized)*, *Locally Selected*, or *Locally Drawn* on the Application Regional page. This requires an applications checklist code to be assigned to the student.

Re-enrollment Checklist Code

Enter an optional checklist to be created upon posting of Message 25.

Note. You can only select checklists that have been defined for administrative function *SPRG*.

If you select the Use Events check box, the 3c Events Definitions group box appears.

3C Events Definition

Select the Use Events check box if you want to use the 3C event feature to process inbound Studielink messages. The 3C event feature enables you to set up and use multiple checklists, comments and communications for Studielink processing.

See lscc, Using the 3C Engine.

The following example shows the Studielink Load Parameters page with the 3c Events Definitions group box.

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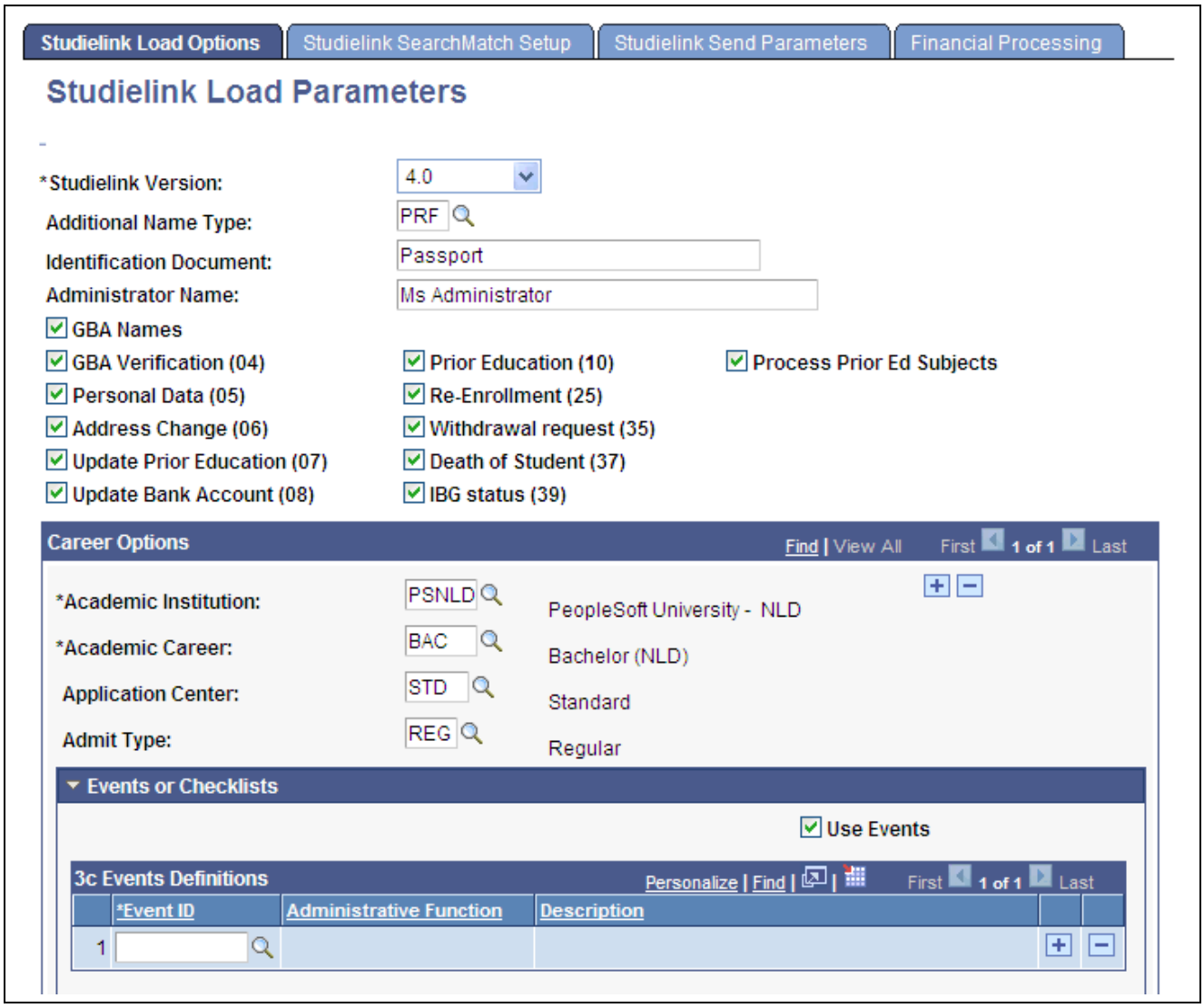

Studielink Load Parameters page (with the 3c Events Definitions box)

Event ID

Enter one or multiple event IDs for administrative functions ADMA, ADMP or SPRG. The system uses the EventID that you enter here to process events of administrative function types:

- ADMA and ADMP for Inbound Message 03.
- SPRG for Inbound Message 25.

Setting Up Studielink Search/Match Parameters

Access the Studielink Search/Match Parameters page (Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Process Parameters, Studielink Search/Match Parameters).

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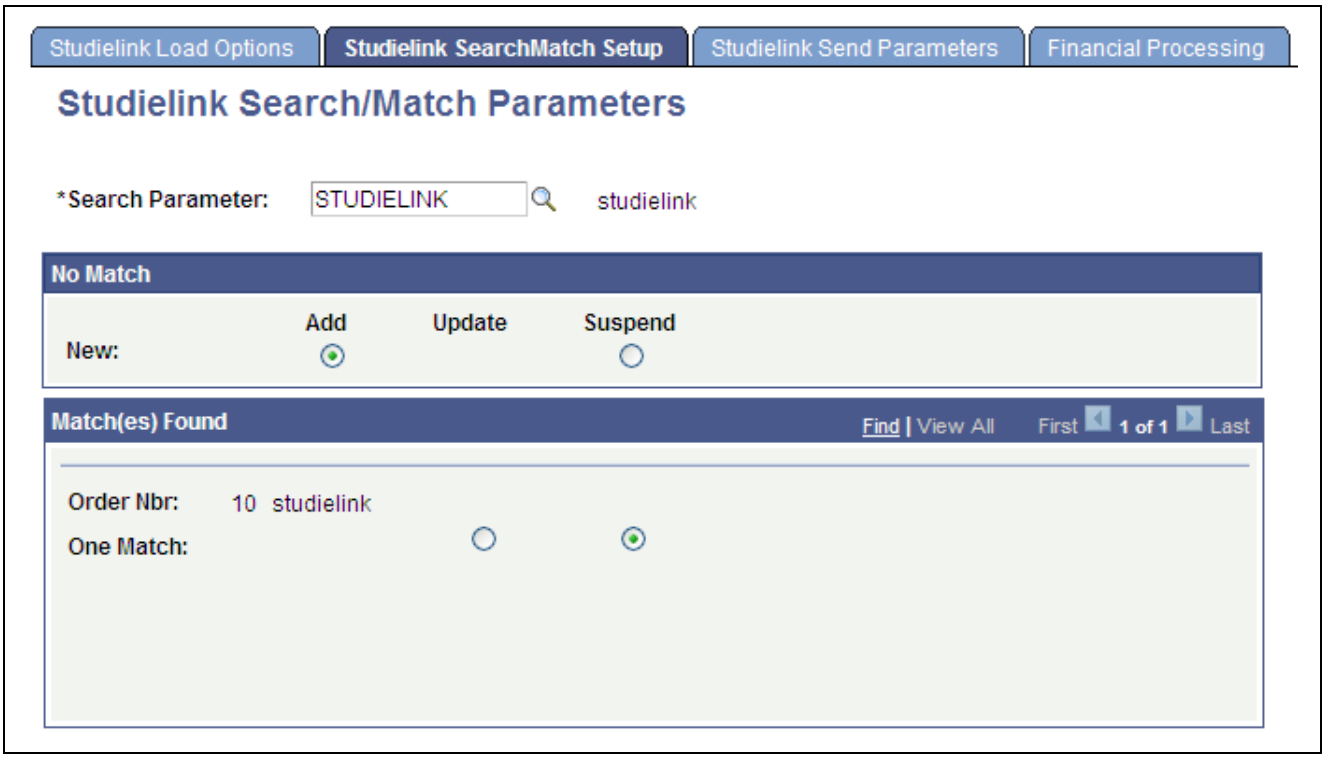

Studielink Search/Match Parameters page

Assign the Add, Update, or Suspend settings for the search parameters.

Search Parameter Select from the parameters that were created in the Search Parameters page. Only parameters with search permissions granted to the SAD_SL_LOAD_PARMS component can be selected.

When multiple matches occur for the same rule, the system suspends the record.

Setting Up Studielink Send Parameters

Bundle 27
Added "Send Prior Ed Subject" check box.

Access the Studielink Send Parameters page (Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Process Parameters, Studielink Send Parameters).

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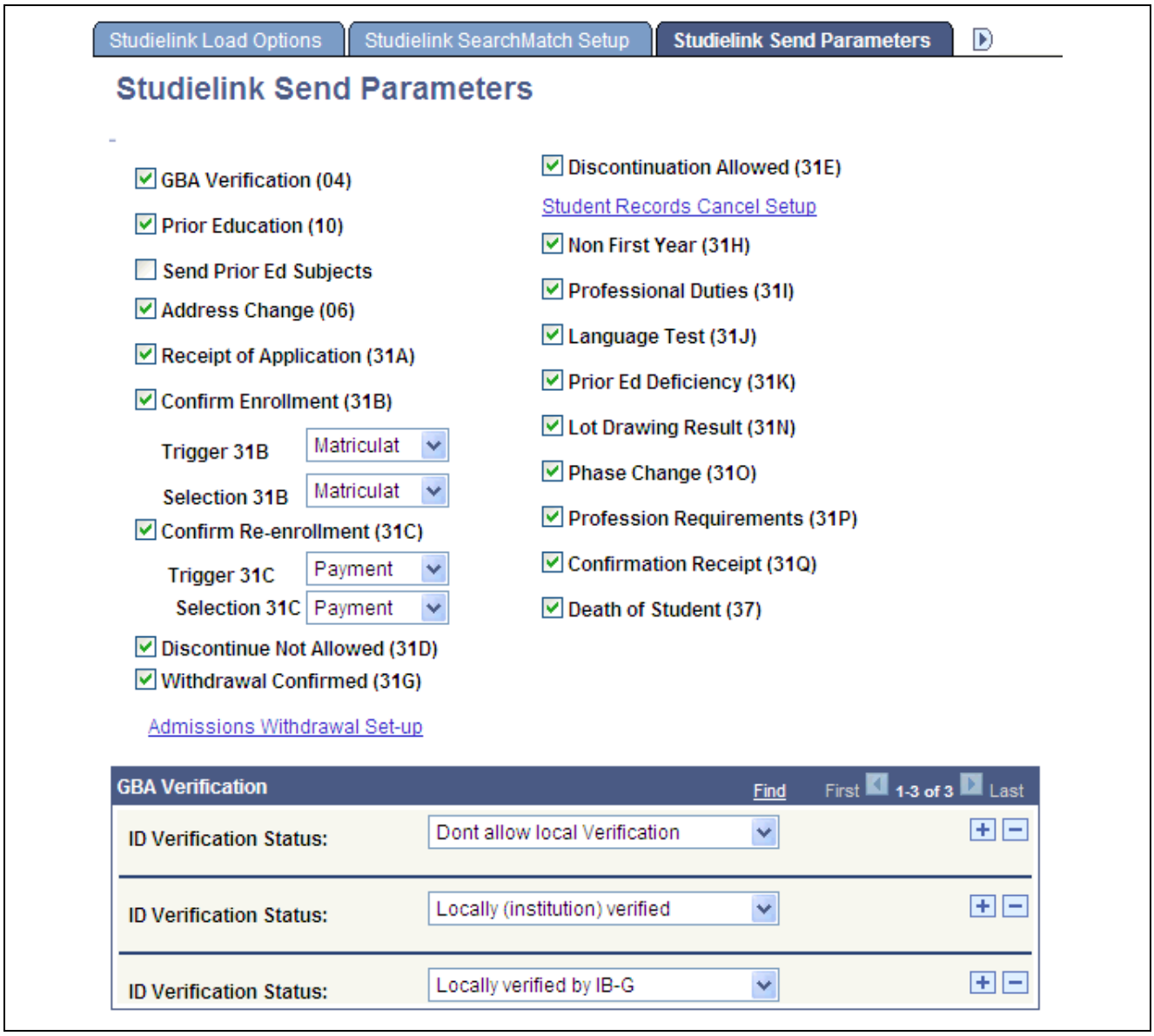

Studielink Send Parameters page (1 of 3)

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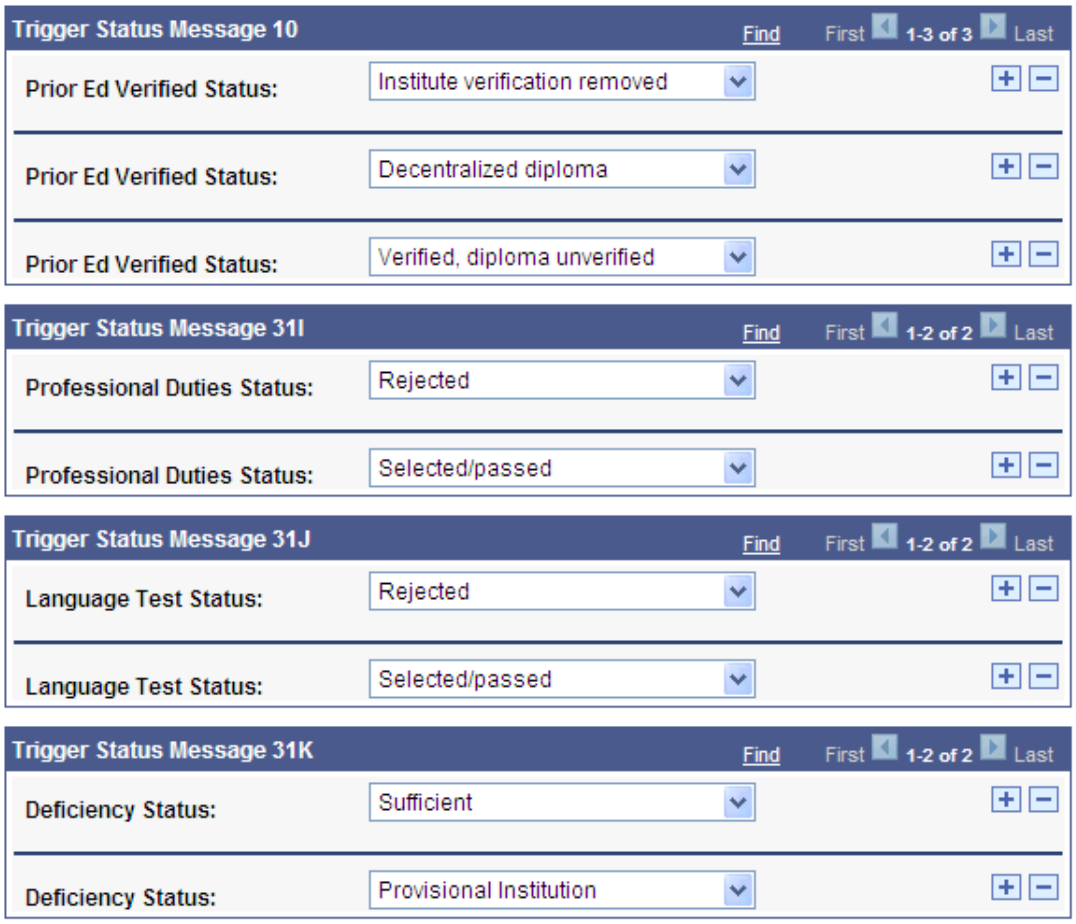
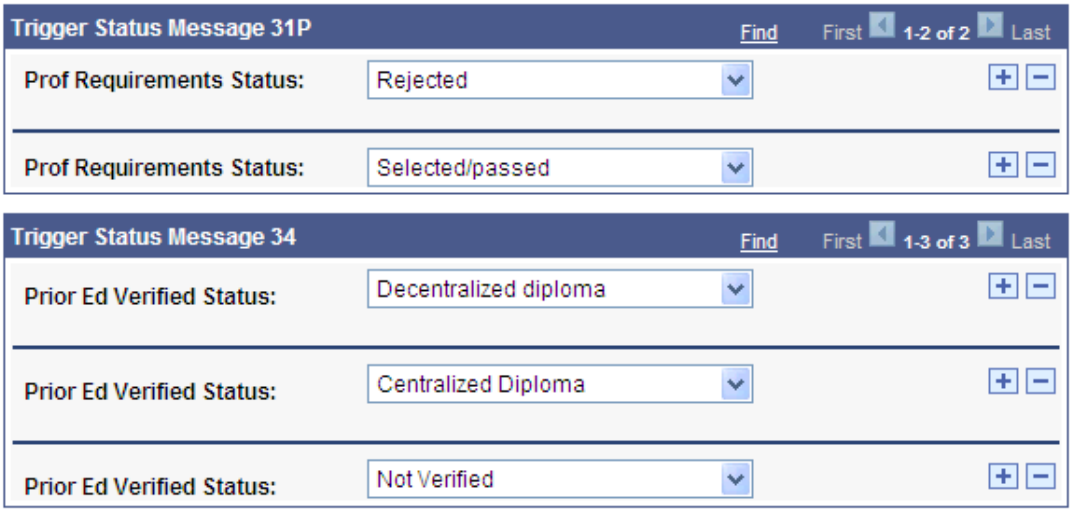


Studielink Send Parameters page (2 of 3)



Studielink Send Parameters page (3 of 3)

Bundle 27 **Added new check box.**

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Send Prior Ed Subjects(send prior education subjects)	Select to restrict processing of Prior Education subjects to Studielink in any Outbound message containing Prior Education Subjects.

For information about how messages are generated and sent to Studielink:

See [(NLD) Managing Studielink]Managing Outbound Messages.

Message Check Boxes 06, 31A, 31D, 31H, 31O, 31Q, and 37

The following information relates to these message check boxes:

- Address Change (06)
- Receipt of Application (31A)
- Discontinue Not Allowed (31D)
- Non First Year (31H)
- Phase Change (31O)
- Confirmation Receipt (31Q)
- Death of Student (37)

The check boxes are selected by default.

If you clear a check box:

- The outbound message is not processed from Campus Solutions tables by the SAD_SL_OUT outbound process or created in staging tables.
- The outbound message can *not* be triggered manually from the Studielink Transmission Override page—the relevant check box is not available on the page.
- Outbound messages 31H and 31O can *not* be triggered from the Admissions Application Regional page (Student Admissions, Application Maintenance, Maintain Applications, Application Regional) or the Student Records Academic Prog Higher Education page (Records and Enrollment, Higher Education NLD, Student Records Higher Edu NLD, Academic Prog Higher Education)—the relevant check box is not available on the page. Other messages listed here are never available to trigger from these pages.

Message Check Boxes 04, 10, 31I, 31J, 31K, 31N, and 31P

The following information relates to these message check boxes :

- GBA Verification (04)
- Prior Education (10)
- Professional Duties (31I)
- Language Test (31J)
- Prior Ed Deficiency (31K)
- Lot Drawing Result (31N)
- Profession Requirements (31P)

The check boxes are selected by default.

If you clear a check box:

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- The outbound message is not processed from Campus Solutions tables by the SAD_SL_OUT outbound process or created in staging tables.
- The outbound message can *not* be triggered manually from the Studielink Transmission Override page—the relevant check box is not available on the page.
- The outbound message can *not* be triggered manually from the Admissions Application Regional page or Student Records Academic Prog Higher Education page—the relevant check box is not available on the page.

If a check box is selected, a related Trigger Status setup group box becomes available. Use this group box to set up the status that triggers the message. For example, you select a value in the ID Verification Status field on this setup page. If the ID Verification status on the Administer Student Higher Education page (Records and Enrollment, Higher Education NLD, Student Higher Education NLD, Administer Student Higher Education) is updated, and the updated status is the same as the status on this setup page, message 04 is triggered when you save the component. Business logic uses the previous row (effective date or effective sequence) to evaluate whether the field has been changed.

Message Check Box 31B

The Confirm Enrollment (31B) check box controls whether message 31B is sent.

If the Confirm Enrollment (31B) check box is selected, the Trigger 31B and Selection 31B fields become available.

The Trigger 31B field controls whether message 31B is automatically triggered when certain conditions are met.

The Selection 31B field controls what data is included when message 31B is sent.

You do not have to enter a value in the Trigger 31B field—for example, you might use the equation engine instead to trigger the message.

If the following conditions are met, message 31B is triggered *automatically* in the transmit table:

1. The Confirm Enrollment (31B) check box is selected.
2. The updated program action matches the value that is entered in the Trigger 31B field on this setup page. Business logic in place to evaluate change compares the current row with the previous row (effective date or effective sequence).
3. A program action is updated on the Application Program Data page (Student Admissions, Maintain Applications, Application Maintenance or Student Admissions, Application Entry) or the Academic Prog Higher Education page (Records and Enrollment, Higher Education NLD, Student Records Higher Education NLD).

If the following conditions are met, message 31B can be triggered *via equation engine or manually:*

1. The Confirm Enrollment (31B) check box is selected.
2. The Evaluation process is run and an equation engine has been created for message 31B. The equation engine criteria are met and message 31B is triggered (for more information refer to the Setting Up Studielink Message Equations and Understanding How Messages to Studielink Are Generated sections in this chapter) or message 31B is triggered manually from the Student Transmission Override page (Student Admissions, Processing Studielink NLD, Student Transmission Override).

Whether message 31B is triggered automatically or manually, if the Confirm Enrollment (31B) check box is selected, then you must enter a value in the Selection 31B field—when the message is sent, data is selected from Admissions or Student Records HE based on the field value in the Selection 31B field.

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Message Check Box 31C

The Confirm Re-enrollment (31C) check box controls whether message 31C is sent.

If the Confirm Re-enrollment (31C) check box is selected, the Trigger 31C and Selection 31C fields become available.

The Trigger 31C field controls whether message 31C is automatically triggered when certain conditions are met.

The Selection 31C field controls what data is included when message 31C is sent.

You do not have to enter a value in the Trigger 31C field—for example, you might use the equation engine instead to trigger the message.

If the following conditions are met, message 31C is triggered automatically in the transmit table.

1. The Confirm Re-enrollment (31C) check box is selected.
2. A program action is updated on the Academic Prog Higher Education page.
3. The Academic Year on the Academic Prog Higher Education page must be greater than the First Year Higher Education field on the Administer Student Higher Education page.
4. The updated program action matches the value that is selected in the Trigger 31C field on this setup page.

If the following conditions are met, message 31C can be triggered *via equation engine or manually:*

1. The Confirm Re-enrollment (31C) check box is selected.
2. The Evaluation Process is run and an equation engine has been created for message 31C. The equation engine criteria are met and message 31C is triggered (for more information refer to Setting Up Studielink Message Equations and Understanding How Messages to Studielink Are Generated sections in this chapter) or message 31C is triggered manually from the Student Transmission Override page (Student Admissions, Processing Studielink NLD, Student Transmission override).

Whether the message is triggered automatically or manually, if the Confirm Re-enrollment (31C) check box is selected, then you must enter a value in the Selection 31C field—when the message is sent, data is selected from Student Records HE based on the field value in the Selection 31C field.

Message Check Box 31G

If the Withdrawal Confirmed (31G) check box is selected, the Admissions Withdrawal Set-up link becomes available. Select this link to access the Admissions Program Action & Studielink Status Mapping page (Student Admissions, Processing Studielink NLD, Setup Studielink, Withdrawal Action Mapping, Admissions Program Action & Studielink Status Mapping).

For more information about this page, refer to the Setting Up Withdrawal Action Reasons section later in this chapter.

If the following conditions are met, message 31G is triggered:

1. This check box is selected.
2. The Program Action field on the Application Program Data page (Student Admissions, Application Maintenance, Maintain Applications, Application Program Data) is updated.
3. The updated program action matches the value in the Admission Withdrawal Action field on the Admissions Program Action & Studielink Status Mapping page.

   Business logic in place to evaluate change compares the current row with the previous row (effective date or effective sequence).

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Message Check Box 31E

If you select the Discontinuation Allowed (31E) check box, the Student Records Cancel Setup link becomes available. Select this link to access the Student Records Program Action & Studielink Status Mapping page (Student Admissions, Processing Studielink NLD, Setup Studielink, Withdrawal Action Mapping, Student Records Program Action & Studielink Status Mapping).

For more information about this page, refer to the Setting Up Withdrawal Action Reasons section later in this chapter.

If the following conditions are met, message 31E is triggered:

1. This check box is selected.
2. The Program Action field is updated on the Student Program page (Records and Enrollment, Career and Program Information, Student Program/Plan, Student Program).
3. The updated status matches a value in the Records Withdrawal Action field on the Student Records Program Action & Studielink Status Mapping page.
4. The Generate Studielink Messages process (Student Admissions, Processing Studielink NLD, Process Studielink, Generate Studielink Messages) checks to see whether a row is present in Student Records HE (Records and Enrollment, Higher Education NLD, Student Records Higher Edu NLD) which matches the program action HE from setup. If no entry is found, the value from setup is used to create a row into the Student Records HE table.

Message Check Box 48

The Correction (End) Enroll (48) check box is available only if *3.0* is selected in the Studielink Version field on the Studielink Load Parameters page.

If the Correction (End) Enroll (48) check box is selected, the Studielink Correction Status link becomes available. Click this link to access the Msg 48 Admission Correction page and the Msg 48 Student Records Correction pages.

For further information about these pages:

See *PeopleSoft Recruiting and Admissions 9.0 PeopleBook*, (NLD) Managing Studielink, Setting Up Correction of Cancellation/End of Enrollment Action Reasons

Setting Up Studielink Financial Parameters

Access the Studielink Financial Parameters page (Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Process Parameters, Studielink Financial Parameters).

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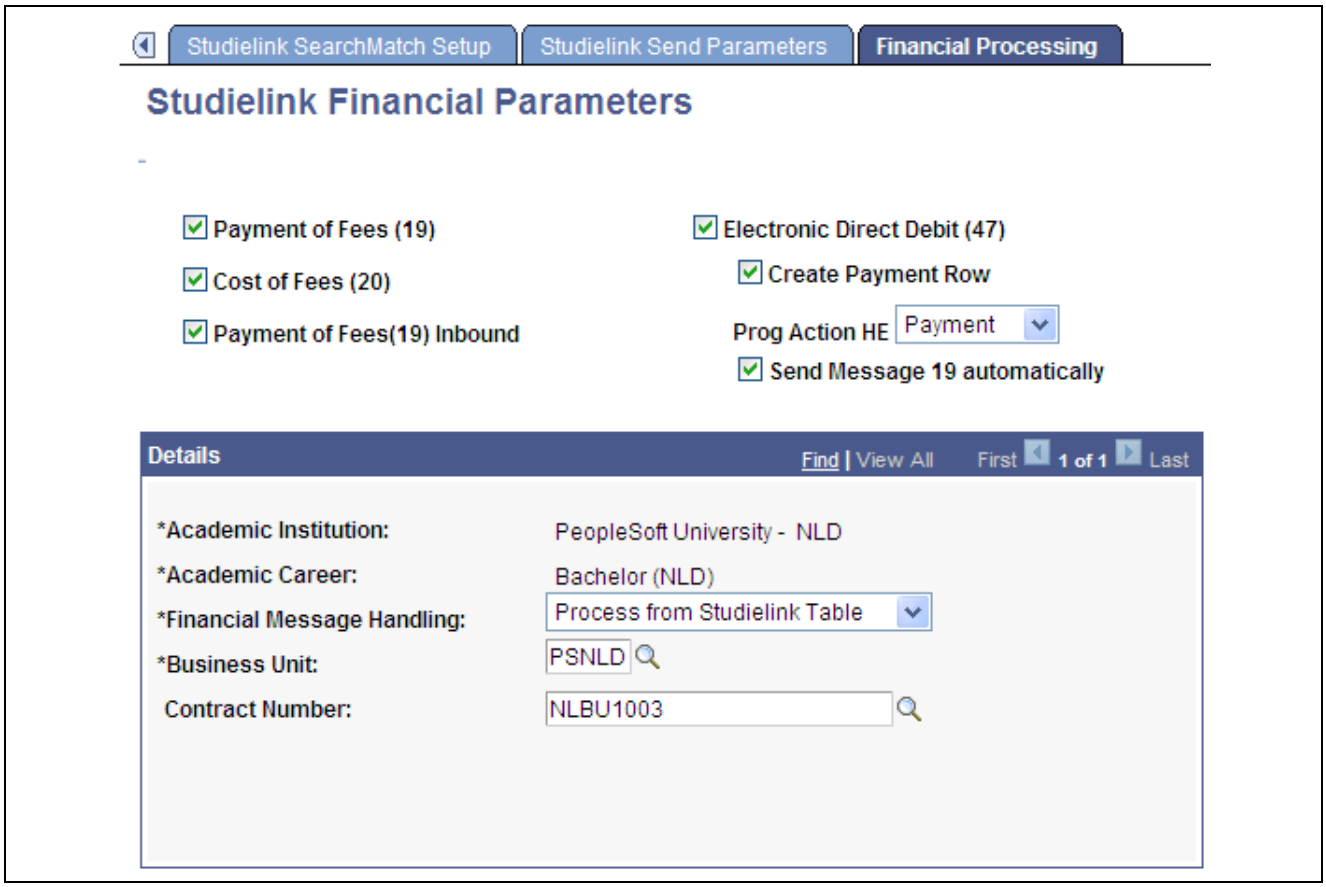

Studielink Financial Parameters page

Payment of Fees (19) and **Cost of Fees (20)**

The check box is selected by default.

If the check box is cleared:

- The message is not processed from Campus Solutions tables by the SAD_SL_OUT outbound process or created in the staging tables.
- The message can *not* be triggered from the Studielink Transmission Override page (the check box is not available for edit).
- The message can *not* be triggered from Admissions Application Regional page or Student Records Academic Prog Higher Education page–the field does not appear on the page.

Warning! If you have set up Tuition flat fee amounts using the Studielink mid office, do *not* select outbound message 20 functionality.

Payment of Fees(19) Inbound

The check box is selected by default.

If the check box is cleared:

- The message is not processed into Campus Solutions tables.
- The message status in the staging table is set to *skipped* by the SAD_SL_IN process.

Electronic Direct Debit (47)

Message 47 is available only if *3.0* is selected in the Studielink Version field on the Studielink Load Parameters page.

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Message 47 is sent from Studielink to Campus Solutions if the student signs the online direct debit statement on the Studielink site.

The Electronic Direct Debit (47) check box is selected by default.

Clear the check box if you do not want to use this functionality.

If the check box is cleared:

- The message is not processed into Campus Solutions tables.
- The message status in the staging table is set to *skipped* by the SAD_SL_IN process.

If the check box is selected, two other check boxes become available: Send Msg 19 Automatically and Create Payment Row.

Send Msg 19 Automatically

The check box is cleared by default.

If the check box is selected:

- Inbound message 47 automatically triggers message 19 outbound.
- Message 19 outbound values are taken from the processed row.

Create Payment Row

The check box is cleared by default.

If the check box is selected:

- The Prog Action HE field becomes available.
- Example: Program Action HE field contains the value *PAYM*. When message 47 is processed, a payment row is automatically created to indicate that tuition fees have been paid.

Details

Financial Message Handling

Select a value: *Process from Student Fin.* or *Process from Studielink Table.*

If you select *Process from Student Fin.* the following rules apply:

1. The tuition amount is selected from Student Financials (ITEM_SF) based on the Item Type and Account Type or Item Type Group field values from setup by the outbound process when processing outbound messages 19 or 20. The amount in the Payment Amount field on Application Regional page and/or Academic Prog Higher Education page are ignored.
2. When setting the Payment Indicator value to *Paid* on the Application Regional page and/or Academic Prog Higher Education page, the amount is taken from Student Financials (ITEM_SF) based on setup and pre-populated into the Payment Amount field. A warning appears if the Student Account balance is not equal to zero.

Business Unit

Select a business unit to enable contract number selection.

Contract Number

This field is available only if *Process from Studielink Table* is selected in the Financial Message Handling field.

Specify the default contract number. The specified contract will determine administrative costs and payment terms as delivered in outbound message 20. You must also set up payment plan terms and fees (Student Financials, Payment Plans, Payment Plan, Create) to enable contract number selection.

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Item Type

The Item Type option, within the Options group box, is available only if *Process from Student Fin* is selected in the Financial Message Handling field.

If you select the Item Type option, the Account Type and Item Type fields become available.

Enter one or more account types and item types. The account type and item type that you enter are used to select amounts from Student Financials (ITEM_SF) for students to be used in Studielink processing of messages 19 and 20.

Item Type Group

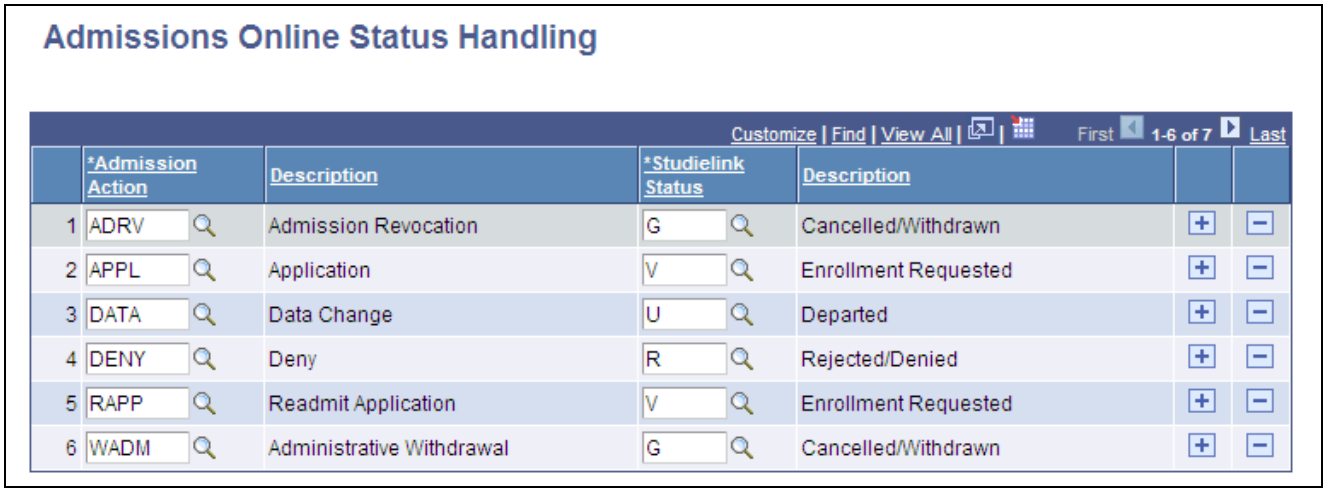
The Item Type Group option, within the Options group box, is available only if *Process from Student Fin* is selected in the Financial Message Handling field.

If you select the Item Type Group option, the Item Type Group field becomes available.

The item type group that you enter is used to select amounts from Student Financials (ITEM_SF) for students to be used in Studielink processing of messages 19 and 20.

Setting Up Admissions Online Status Handling

Access the Admissions Online Status Handling page (Student Admissions, Processing Studielink NLD, Setup Studielink, Admission Online Status Values, Admissions Online Status Handling).



Admissions Online Status Handling

Customize | Find | View All | First 1-6 of 7 Last

	*Admission Action	Description	*Studielink Status	Description
1	ADRV	Admission Revocation	G	Cancelled/Withdrawn
2	APPL	Application	V	Enrollment Requested
3	DATA	Data Change	U	Departed
4	DENY	Deny	R	Rejected/Denied
5	RAPP	Readmit Application	V	Enrollment Requested
6	WADM	Administrative Withdrawal	G	Cancelled/Withdrawn

Admissions Online Status Handling page

Use this page to map an Admissions program action to a Studielink status so that the Studielink status is automatically updated when a program action is updated.

The Admissions Online Status values must be set up in order to control which Studielink status is updated online.

For example, if a value of *WADM* is entered in the Program Action field on the Application Program Data page, the Studielink Status field on the Application Regional page is updated to *G*. The update is done when the field change action occurs which means that the user can override the status value before saving the page.

Setting Up Student Records Online Status Handling

Access the Student Records Online Status Handling page (Student Admissions, Processing Studielink NLD, Setup Studielink, Records Online Status Values, Student Records Online Status Handling).

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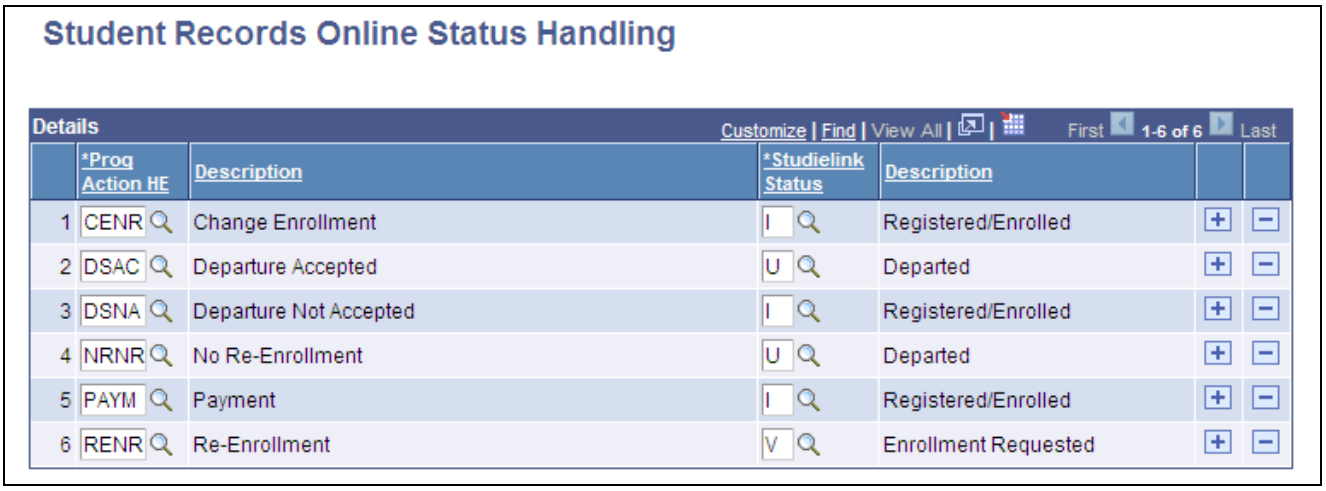

Student Records Online Status Handling

Details — Customize | Find | View All | First 1-6 of 6 Last

	*Prog Action HE	Description	*Studielink Status	Description
1	CENR	Change Enrollment	I	Registered/Enrolled
2	DSAC	Departure Accepted	U	Departed
3	DSNA	Departure Not Accepted	I	Registered/Enrolled
4	NRNR	No Re-Enrollment	U	Departed
5	PAYM	Payment	I	Registered/Enrolled
6	RENR	Re-Enrollment	V	Enrollment Requested

Student Records Online Status Handling page

Use this page to map a Student Records higher education program action to a Studielink status so that the Studielink status is automatically updated when a higher education program action is updated.

For example, if a value of *DSAC* is entered in the Prog Action Higher Education field on the Academic Prog Higher Education page, the Studielink Status field on the Academic Prog Higher Education page is updated to *U*.

Setting Up Withdrawal Action Reasons

This section discusses two setup pages, the Admissions Program Action & Studielink Status Mapping page and the Student Records Program Action & Studielink Status Mapping page, which enable you to map program actions and action reasons for withdrawals to Studielink statuses and end reasons.

The following rules apply to this mapping.

- For the mapping, the program action is a required field but action reason is an optional field.
- When Studielink sends message 35 that contains a Studielink end reason and Studielink status, the system updates the Campus Solutions application or student records enrollment record with the mapped program action and action reason. For example, suppose you have mapped program action *WADM* and action reason *DEAT* to Studielink status *U* and end reason *8*. When message 35 that contains the values *U* and *8* is received, the system updates the corresponding application record with the program action *WADM* and action reason *DEAT*.
- You should map each Studielink status to a Campus Solutions program action with the Inbound Default check box selected (action reason is not required). If the Generate Studielink Message process cannot find a mapped program action based on the Studielink status and Studielink end reason, then it selects the default Campus Solutions program action for the Studielink status. For example, suppose you have mapped program action *WADM* to Studielink status *U* with no end reason and action reason mapping. You have selected the Inbound Default check box for this mapping. When message 35 is received that contains the Studielink status *U* and end reason *8*, the system updates the corresponding application record with the program action *WADM* and leaves the action reason empty.
- The Generate Studielink Message process uses the mapping from Admissions Program Action & Studielink Status Mapping and Student Records Program Action & Studielink Status Mapping respectively, to generate the 31G (Withdrawal Confirmed) and 31E (Discontinuation Allowed) outbound messages.
- For 31G, the process first selects the program action and the action reason in the Campus Solutions application record. Then, it retrieves the end reason, Studielink status, and the Request for refund value that has been mapped to the selected program action and action reason.

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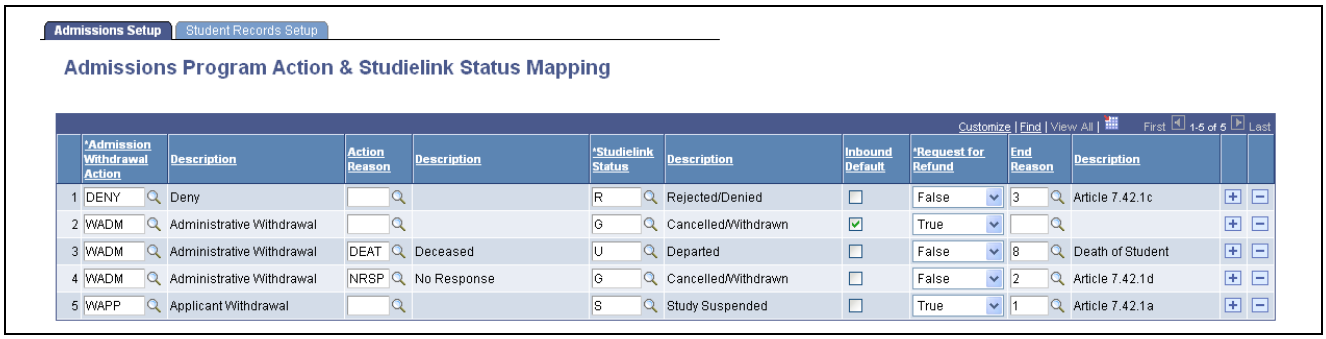
- For 31E, the process first selects the program action and action reason from the Student Program/Plan record. Then, it retrieves the end reason and Studielink status that has been mapped to the selected program action reason. If a row does not exist in the Academic Prog Higher Education page, then the process inserts a row with a Prog Action Higher Ed value that has been mapped to the selected program action reason.
- When changing the program action (and action reason) in the Campus Solutions application record, the system derives the Studielink status value on the Application Regional page from the Admissions Program Action & Studielink Status Mapping page.
- You should include program action *COMP* in the Student Records Program Action & Studielink Status Mapping page only to process the outbound message 31E. The *COMP* program action should *not* be used for inbound (default) processing.

Setting Up Withdrawal Action Reasons For Applicants

Access the Admissions Program Action & Studielink Status Mapping page (Student Admissions, Processing Studielink NLD, Setup Studielink, Withdrawal Action Mapping, Admissions Program Action & Studielink Status Mapping).

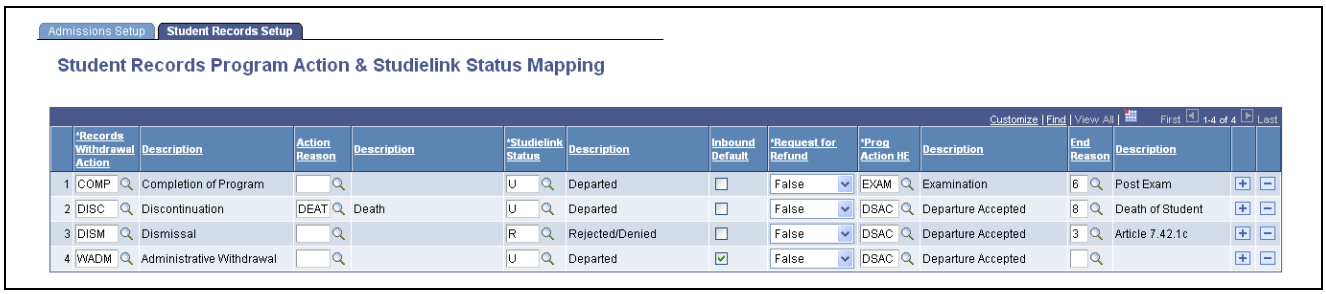


	*Admission Withdrawal Action	Description	Action Reason	Description	*Studielink Status	Description	Inbound Default	*Request for Refund	End Reason	Description
1	DENY	Deny			R	Rejected/Denied	☐	False	3	Article 7.42.1c
2	WADM	Administrative Withdrawal			G	Cancelled/Withdrawn	☑	True		
3	WADM	Administrative Withdrawal	DEAT	Deceased	U	Departed	☐	False	8	Death of Student
4	WADM	Administrative Withdrawal	NRSP	No Response	G	Cancelled/Withdrawn	☐	False	2	Article 7.42.1d
5	WAPP	Applicant Withdrawal			S	Study Suspended	☐	True	1	Article 7.42.1a

Admissions Program Action & Studielink Status Mapping page

Setting Up Withdrawal Action Reasons For Students

Access the Student Records Program Action & Studielink Status Mapping page (Student Admissions, Processing Studielink NLD, Setup Studielink, Withdrawal Action Mapping, Student Records Program Action & Studielink Status Mapping).



	*Records Withdrawal Action	Description	Action Reason	Description	*Studielink Status	Description	Inbound Default	*Request for Refund	*Prog Action HE	Description	End Reason	Description
1	COMP	Completion of Program			U	Departed	☐	False	EXAM	Examination	6	Post Exam
2	DISC	Discontinuation	DEAT	Death	U	Departed	☐	False	DSAC	Departure Accepted	8	Death of Student
3	DISM	Dismissal			R	Rejected/Denied	☐	False	DSAC	Departure Accepted	3	Article 7.42.1c
4	WADM	Administrative Withdrawal			U	Departed	☑	False	DSAC	Departure Accepted		

Student Records Program Action & Studielink Status Mapping page

As of Studielink version 3.0 the Request for Refund field is no longer communicated to Studielink for applicants or students, however the field remains present and required due to backwards compatibility with version 2.9.

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Setting Up Correction of Cancellation/End of Enrollment Action Reasons

Use the Msg 48 Admission Correction and Msg 48 Student Records Correction pages to map a program action and reason to a Studielink correction status.

Refer to Studielink documentation published by SURF Foundation to determine in which cases message 48 may be sent to Studielink. It is recommended that this message is used only when no other correction method is available.

The following rules apply to this mapping:

- The Studielink Correction Status field is a different field from the Studielink Status field. The Studielink Status field is available on the Application Regional page and Academic Prog Higher Education page whereas the Studielink Correction Status field is not. The field is derived from setup and used by the outbound process only.
- For the mapping, both the program action and action reason fields are required.
- The program action and action reason fields used in this setup must be unique and should only be used to trigger message 48 corrections. Do not use the same program action and or action reason mappings that have been set up for messages 31G or 31E.
- The Generate Studielink Message process uses this mapping to generate the 48 outbound message.

Studielink Correction Status

If the Studielink Correction Status is *Cancelled/Withdrawn, Departed,* or *Revoked:*

- When processing an applicant, the process first selects the program action and action reason in the Campus Solutions application record. Then, it retrieves the Studielink Correction status from the setup that has been mapped to the selected program action and action reason.
- When processing a student, the process first selects the program action and action reason from the academic program record. Then, it retrieves the Studielink Correction status as well as the program action HE field from the setup that has been mapped to the selected program action and action reason. If a row does not exist in the Academic Prog Higher Education page with a matching program action HE, then the process inserts a row with a Prog Action Higher Ed value that has been mapped to the selected program action and action reason.

If the Studielink Correction Status is *Data Change:*

- When processing an applicant, the process first selects the effective date, program action, and action reason in the Campus Solutions application record. Then, it retrieves the Studielink Correction status from the setup that has been mapped to the selected program action and action reason. The effective date is sent as a Corrected Date value.
- When processing a student the process first selects the effective date, program action, and action reason from the academic program record. Then, it retrieves the Studielink Correction status as well as the program action HE field from set up that has been mapped to the selected program action and action reason. The effective date is sent as Corrected Date value. If a row does not exist in the Academic Prog Higher Education page with matching program action HE, then the process inserts a row with a Prog Action Higher Ed value that has been mapped to the selected program action and action reason.

Setting Up Admissions Correction Action Reasons

Access the Msg 48 Admission Correction page (click the Studielink Correction Status link on the Studielink Send Parameters page).

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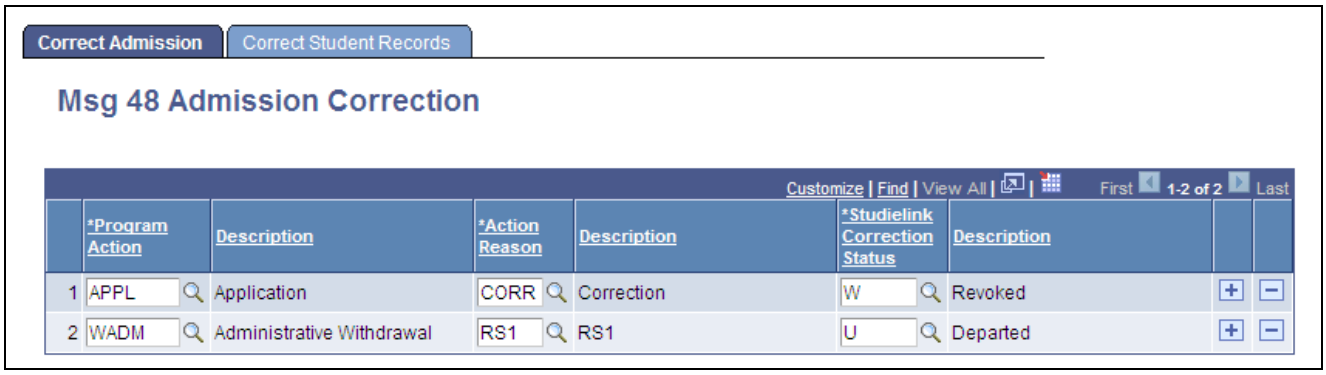


Msg 48 Admission Correction page

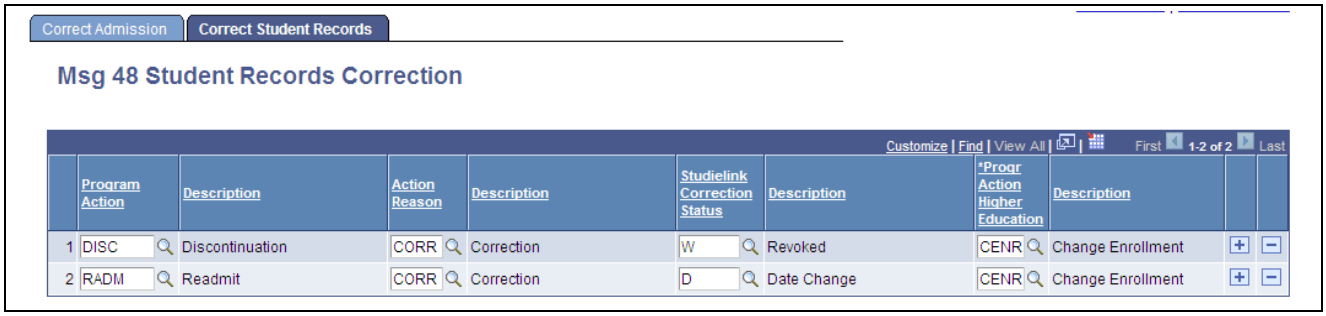
Studielink Correction Status

Values are:

- *D: Date Change*
- *G: Cancelled/Withdrawn*
- *U: Departed*
- *W: Revoked*

Setting Up Student Records Correction Action Reasons

Access the Msg 48 Student Records Correction page (click the Studielink Correction Status link on the Studielink Send Parameters page).



Msg 48 Student Records Correction page

Progr Action Higher Education

When the correction applies to a student not an applicant, this status is used by the Studielink outbound process to synchronize the Progr Action Higher Education value (on the Academic Prog Higher Education page) with the Program Action value on the Student Program page.

Setting Up Studielink Start Occasion

The system uses the Start Occasion fields in the Start Occasion and Start Year pages to process inbound and outbound messages. Studielink enforces the "Instroom moment" that exists in the Studielink admission application. Therefore, the Campus Solutions Start Occasion values must have been set up to match the "Instroom moment" value in the Studielink admission application.

Access the Start Occasion page (Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Start Occasion, Start Occasion).

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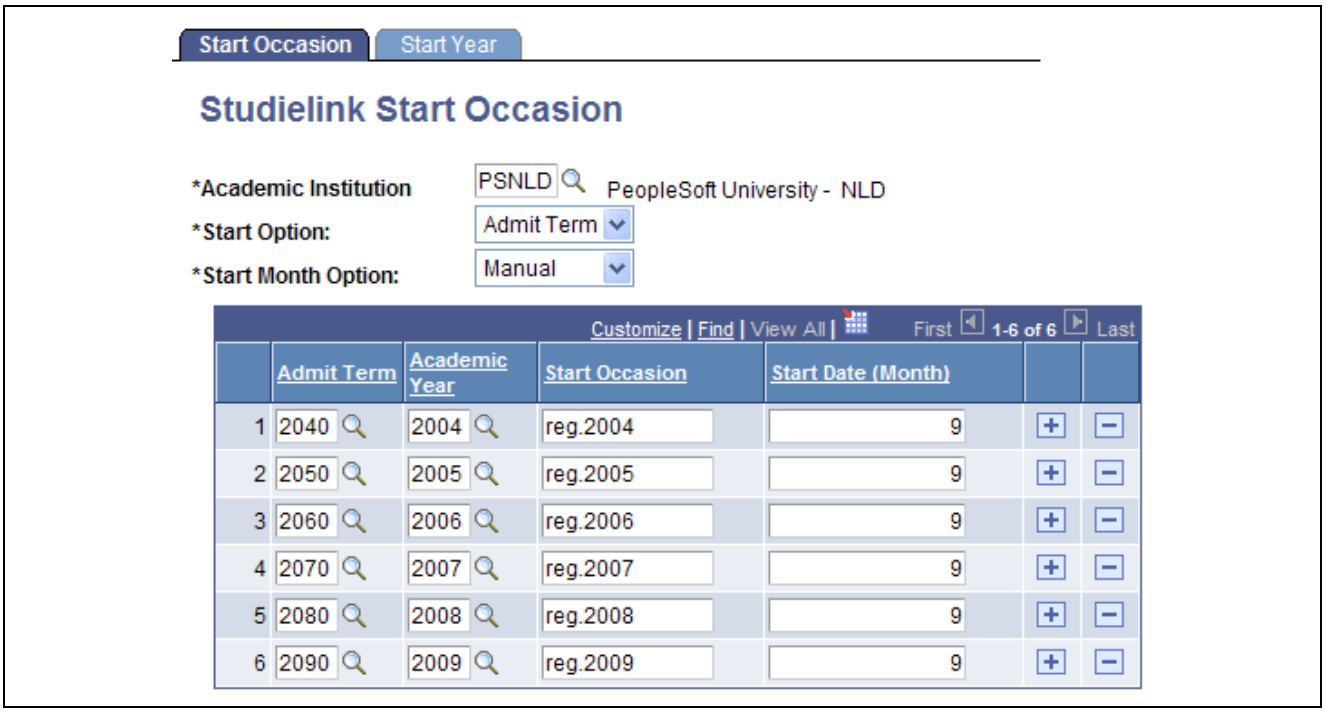

Start Occasion page

Use the Start Occasion page to set up a Start Occasion that is relevant for applicants when new applicants are entered online via Student Admissions, Application Entry. To retrieve the Start Occasion values for these applicants, the system finds the Start Occasion value for the relevant admit term or admit type for an academic year and start month set up on the Start Occasion page.

The system finds the applicant's Start Month from the Application Regional Page.

Academic Institution Select the Studielink participating institution for which you want to set up the start occasion values.

Start Option Select *Admit Term* or *Admit Type* to define Start Occasion values for one or more admit terms or admit types respectively.

Start Month Option If you select *Manual*, the Start Date (Month) field appears and the system uses the value you enter in the Start Date (Month) field. The *Effective Date* value does not have any effect on the system.

Academic Year, Admit Term, and **Admit Type** Enter the admit term or type and academic year for which you want to define start occasion values.

Start Occasion Specify the Unique Start Occasion, which must match the Studielink "Instroom moment" that exists in the Studielink admission application.

Start Date (Month) Enter the month for the start occasion.

Access the Start Year page (Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Start Occasion, Start Year).

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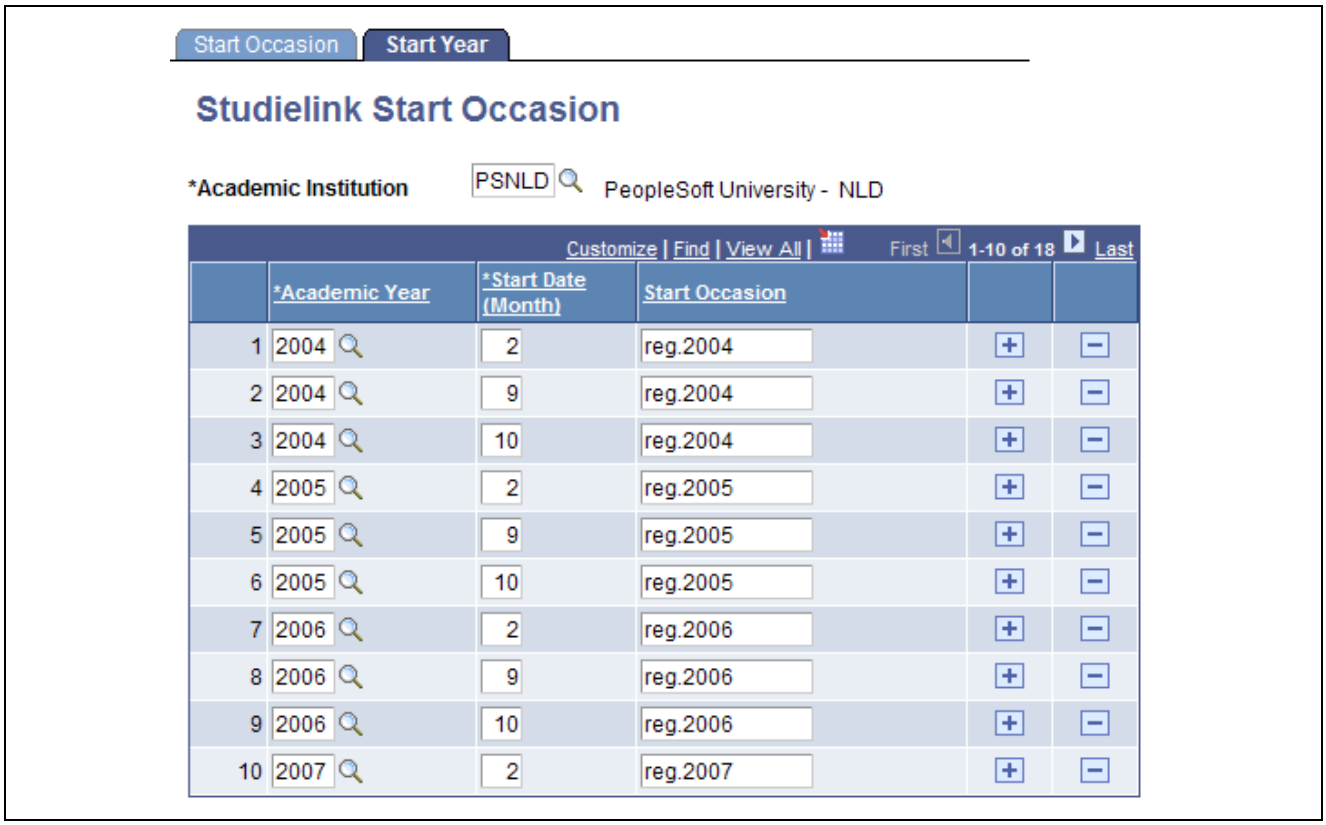

	*Academic Year	*Start Date (Month)	Start Occasion
1	2004	2	reg.2004
2	2004	9	reg.2004
3	2004	10	reg.2004
4	2005	2	reg.2005
5	2005	9	reg.2005
6	2005	10	reg.2005
7	2006	2	reg.2006
8	2006	9	reg.2006
9	2006	10	reg.2006
10	2007	2	reg.2007

Start Year page

Use the Start Year page to set up Start Occasion values, for students, who after matriculation have been re-enrolled for a consecutive academic year. You can re-enroll a student for a consecutive year by entering a effective dated row with the *RENR* program action in the Academic Prog Higher Education page (Records and Enrollment, Higher Education NLD, Student Records Higher Edu NLD). To retrieve the start occasion value for these type of students, the system assesses the student's Start Month from the effective date of the Student Records Higher Education row that has a program action of RENR. Then the system selects the start occasion value for the Start Month that is defined in the Start Year page.

Descriptions for fields in the Start Year page are similar to the fields in the Start Occasion page. The system uses the start occasion values on the Start Year page for backwards compatibility only. The start year and start occasion is retrieved from inbound messages or taken from Admissions.

Setting Up Program Action Reason Codes

You must set up several program action reason codes for Studielink admissions and enrollment processing. The values are assigned by the managing of Studielink messages by the posting process, or by users as they update a student's admissions application or enrollment status. These codes provide you with more meaningful descriptions when data is modified within the Maintain Applications (ADM_APPL_MAINTNCE) component.

See lsad, Setting Up Admissions Program Actions and Program Action Reasons.

The following table lists program action reason codes used in Studielink processing that must be set up by the school:

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Program Action	Program Action Reason Code	Description	Usage
APPL	SL03	Studielink Application Receipt	When posting Message 03 information in the Maintain Applications component.
APPL	SL34	Studielink Application Created	When manually entering an admissions application for transmission to Studielink.
DATA	SL08	Studielink Message 08 NLD	When posting Message 08 information in the Maintain Applications component.
DATA	SLAR	Studielink Application Review	Manually selected when inserting a new DATA row in the Maintain Applications component.
WAPP	SL35	Studielink Message 35 NLD	When posting Message 35 information in the Maintain Applications component.
WADM	SL35	Studielink Message 35 NLD	When posting Message 35 information in the Maintain Applications component.
DATA	SL39	Studielink Message 39 NLD	When posting Message 39 information in the Maintain Applications component.

Failure to enter the listed reason codes will not cause any Studielink processes to fail, but the action reason will not be visible to the user.

Mapping Language Codes to Language Preferred Codes

Access the Studielink Language Code Cross-reference page (Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Language Code Setup, Studielink Language Code Cross-reference).

Studielink Language Code Cross-reference page

Language code and Language preferred

Select one campus solutions language code and map against a unique Studielink Language Preferred value.

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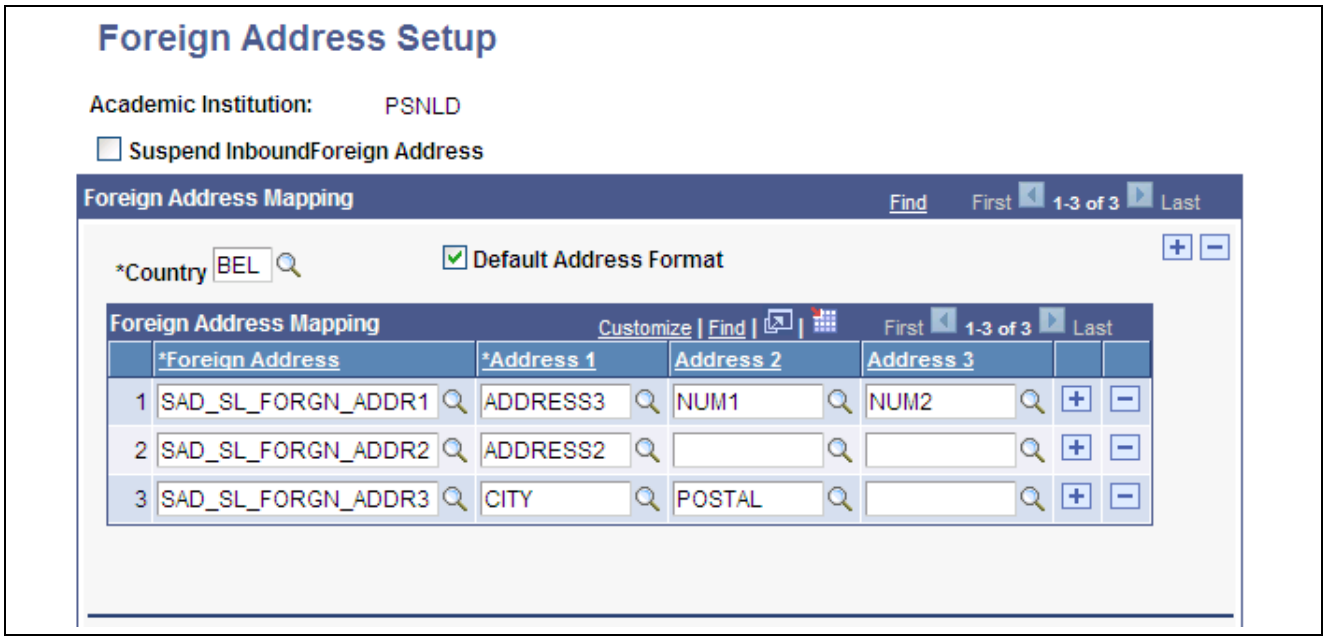
Inbound Language Code and Language Preferred

One campus solutions language code can be mapped against multiple of the same Language Preferred value. This setup allows institutions who offer limited language usages to process multiple Studielink preferred languages to one and the same Language Code.

Setting up Foreign Addresses

Access the Foreign Address Setup page (Student Admissions, Processing Studielink NLD, Setup Studielink, Set-Up Foreign Address, Foreign Address Setup).



Foreign Address Setup page (1 of 2)

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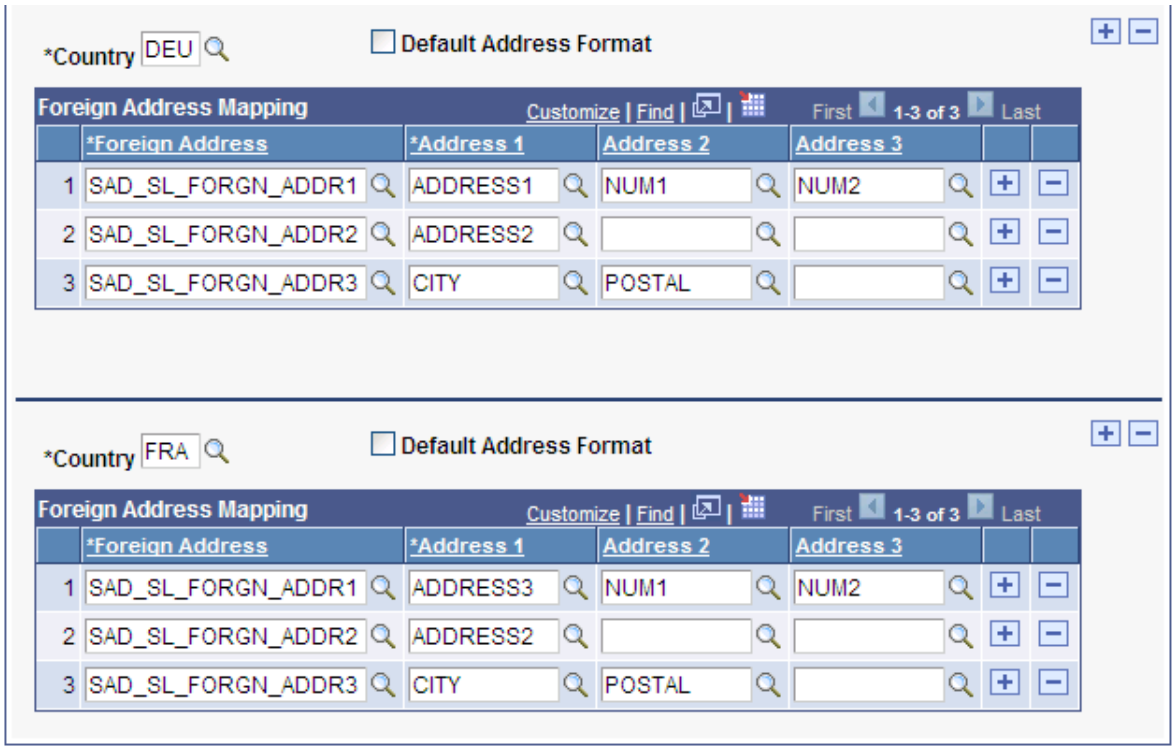

Foreign Address Setup page (2 of 2)

For outbound messages, the system uses the mapping on this page to determine from which address fields on the Personal Information page it should pick information and store it in SAD_SL_FORGN_ADDR1, SAD_SL_FORGN_ADDR2, and SAD_SL_FORGN_ADDR3 columns of the Studielink address staging table. For example, suppose you have mapped *SAD_SL_FORGN_ADDR3* to *Postal* and *City* for France. The system, to generate an outbound message for a French student, retrieves the student's postal and city values, and stores the values in the SAD_SL_FORGN_ADDR3 column of the address table.

Suspend Inbound Foreign Address

The check box is *cleared* by default.

If the check box is *selected*, inbound messages containing foreign address are *suspended.*

Country

Enter the country for which you want to map the address fields.

Default Address Format

You can select only one address as the default address format. For countries for which foreign address mapping is not set up on this page, all inbound and outbound addresses are processed based on that default.

Foreign Address

Select *SAD_SL_FORGN_ADDR1*, *SAD_SL_FORGN_ADDR2*, or *SAD_SL_FORGN_ADDR3* to which you want map the Campus Solutions address fields.

Address 1, Address 2, and **Address 3**

Select the Campus Solution address fields to map to the foreign address field. For outbound processing, the system combines the Address 1, Address 2, Address 3 values (separated by tab) and inserts the combined value into the selected foreign address field. For example, if you have selected *CITY* and *COUNTRY*to map to *SAD_SL_FORGN_ADDR2*, the system separates the city and county values by a tab and inserts the values into the SAD_SL_FORGN_ADDR2 column of the address table.

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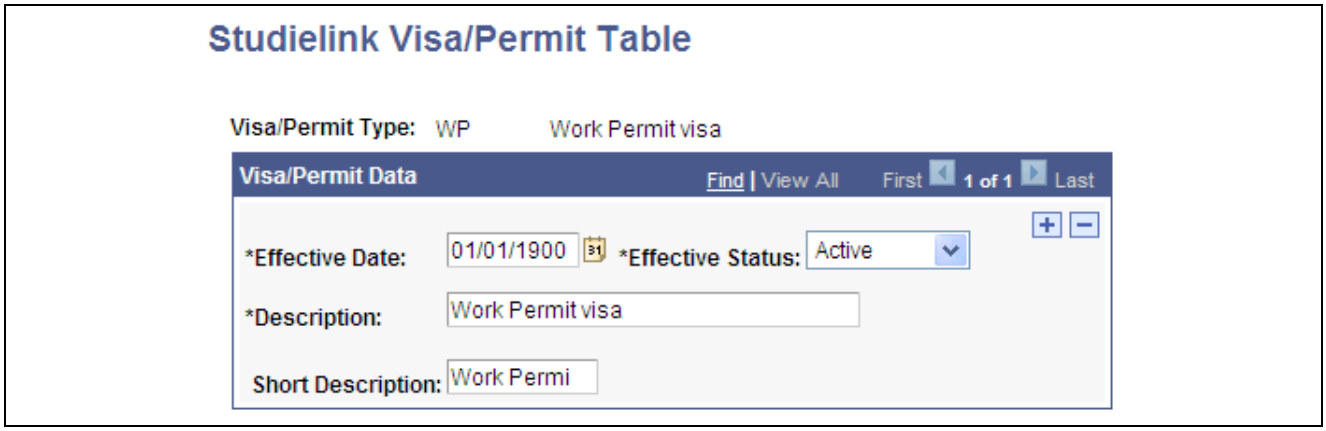
Note. Only Address1 is considered for processing *inbound* foreign address.

CITY is a required value for those institutions that process inbound German address formats.

Setting Up Visa/Permit Values

Access the Studielink Visa/Permit Table page (Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Visa/Permit Table, Studielink Visa/Permit Table).

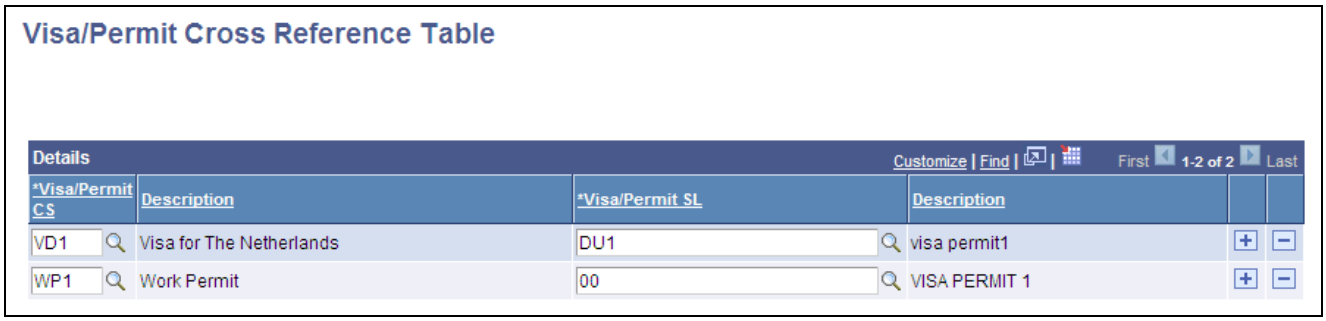


Studielink Visa/Permit Table page

Enter visa/permit status values that are supplied by Studielink.

Mapping Visa/Permit Codes

Access the Visa/Permit Cross Reference Table page (Student Admissions, Processing Studielink NLD, Setup Studielink, Visa/Permit Cross Reference, Visa/Permit Cross Reference Table).



Visa/Permit Cross Reference Table page

Use this page to map a visa/permit code from Campus Solutions to a visa/permit Studielink code.

Visa/Permit CS Available values are defined on the Visa/Permit Table page (Set Up HRMS, Product Related, Workforce Administration, Visas/Permits). You can select only active values.

Visa/Permit SL (Visa/Permit Studielink) Available values are defined on the Studielink Visa/Permit Table page.

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Setting Up Integration Broker to Communicate with Studielink

PeopleSoft Integration Broker is used to establish connectivity with the Studielink system. Once connection is established, messages are transmitted between the institution and Studielink automatically. As messages are received from Studielink, they are automatically loaded in the staging tables. When the institution generates messages to Studielink, they are automatically sent after the data has been staged. The Integration Broker, provided in PeopleTools 8.48.17 or a higher version, is required for Studielink communications.

The "Getting Started with PeopleSoft Integration Broker" section in the *PeopleTools PeopleBook: PeopleSoft Integration Broker* lists the skills of the developers who should perform PeopleSoft Integration Broker implementation.

The following table lists the service operations that have been delivered for Studielink. All the service operations listed below are for the Service *SAD_STUDIELINK* and Operation Type *Synchronous.*

Service Operation	Description	Inbound/ Outbound
SAD_SL_VCHMSG03	Studielink Message 03	Inbound
SAD_SL_VCHMSG04	Studielink Message 04	Inbound
SAD_SL_VCHMSG04_OUT	Studielink Outbound Message 04	Outbound
SAD_SL_VCHMSG05	Studielink Message 05	Inbound
SAD_SL_VCHMSG06	Studielink Message 06	Inbound
SAD_SL_VCHMSG06_OUT	Studielink Outbound Message 06	Outbound
SAD_SL_VCHMSG07	Studielink Message 07	Inbound
SAD_SL_VCHMSG08	Studielink Message 08	Inbound
SAD_SL_VCHMSG09	Studielink Message 09	Inbound
SAD_SL_VCHMSG10	Studielink Message 10	Inbound
SAD_SL_VCHMSG10	Studielink Outbound Message 10	Outbound
SAD_SL_VCHMSG19	Studielink Message 19	Inbound
SAD_SL_VCHMSG19_OUT	Studielink Outbound Message 19	Outbound
SAD_SL_VCHMSG20_OUT	Studielink Outbound Message 20	Outbound
SAD_SL_VCHMSG22_OUT	Studielink Outbound Message 22	Outbound
SAD_SL_VCHMSG25	Studielink Message 25	Inbound
SAD_SL_VCHMSG30	Studielink Message 30	Inbound
SAD_SL_VCHMSG31_OUT	Studielink Outbound Message 31	Outbound
SAD_SL_VCHMSG34_OUT	Studielink Outbound Message 34	Outbound
SAD_SL_VCHMSG35	Studielink Message 35	Inbound
SAD_SL_VCHMSG37	Studielink Message 37	Inbound
SAD_SL_VCHMSG37_OUT	Studielink Outbound Message 37	Outbound
SAD_SL_VCHMSG39	Studielink Message 39	Inbound
SAD_SL_VCHMSG47	Studielink Message 47	Inbound
SAD_SL_VCHMSG48_OUT	Studielink Message 48	Outbound

To search for the listed service operations, navigate to PeopleTools, Integration Broker, Integration Setup, Service Operations.

For an *Inbound* service operation ensure that the:

- The Active check box is selected on the General page.

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- The Handler status is active on the Handlers page.
- The Routing Definition status is active on the Routings page.

For an *Outbound* service operation ensure that the:

- The Active check box is selected on the General page.
- The Routing Definition status is active on the Routings page.

Studielink Routing Definitions

The PeopleSoft system automatically generates routing definitions for inbound messages. For outbound Studielink messages, the PeopleSoft system delivers routing definitions. Navigate to PeopleTools, Integration Broker, Integration Setup, Routings to view the delivered routing definitions.

The following lists the Routing Names for the delivered VERSION_1 Studielink routing definitions:

- SAD_SL_VCHMSG04_OUT
- SAD_SL_VCHMSG06_OUT
- SAD_SL_VCHMSG10_OUT
- SAD_SL_VCHMSG19_OUT
- SAD_SL_VCHMSG20_OUT
- SAD_SL_VCHMSG22_OUT
- SAD_SL_VCHMSG31_OUT
- SAD_SL_VCHMSG34_OUT
- SAD_SL_VCHMSG37_OUT
- SAD_SL_VCHMSG48_OUT

For Studielink, the Service Operation and Description field values are the same as Routing Name field value on the Routing Definitions page.

You should verify the Routing Connector properties on the Connector Properties page such as the PrimaryUrl against the third-party connector specifications.

See Also

PeopleTools PeopleBook: Integration Broker

Setting Up Studielink Message Equations

An optional process using the Equation Engine determines whether the system should transmit a message to Studielink. Use the Studielink Equation Setup page to assign an equation to perform the evaluation for the desired Studielink message.

Note. Some messages will not require an equation.

The PeopleSoft system delivers a set of Studielink-specific equations as part of Equation Engine. You can use the delivered equations as a starting point for designing your own equation or you can modify these equations according to your requirements. However, you cannot alter the key structure for the delivered equations without modifying the Studielink Equation Engine Process Cobol program. We recommend that you do not modify the Studielink Equation Engine Process Cobol program.

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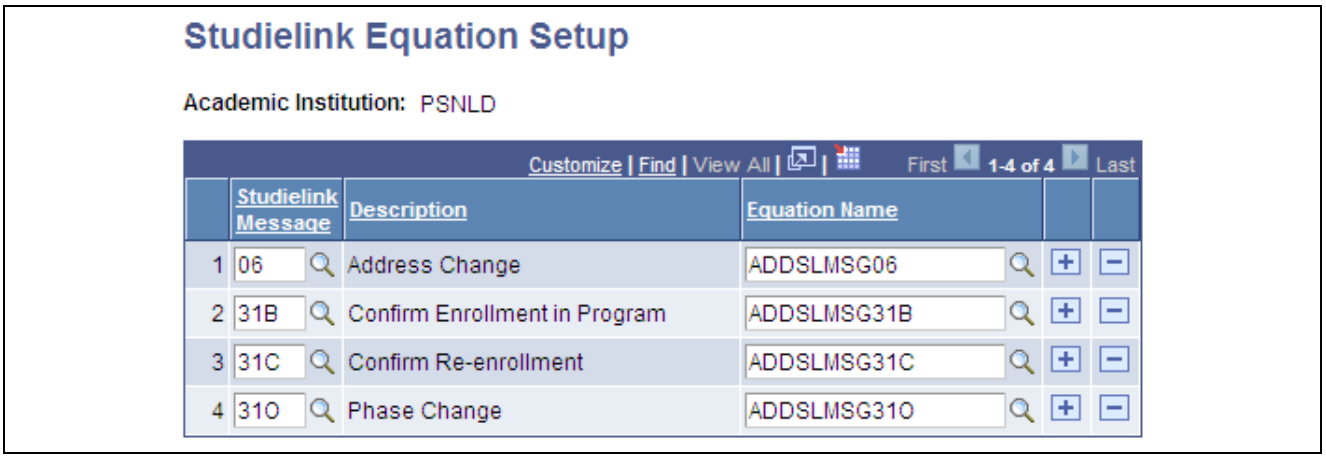
The following lists the key structure of the equations:

- Institution
- Academic Career
- Academic Program
- Emplid
- Academic Plan
- BRINcode
- Academic Year

Use equations only when manual user intervention or automatic triggering of Studielink messages are not available. Equation engine does not send a Studielink Message but selects the Transmit Message check box for the message on the Studielink Transmissions page (Student Admissions, Processing Studielink NLD, Student Transmission Status) and the Student Transmission Override page (Student Admissions, Processing Studielink NLD, Student Transmission Override).

See lsad, (NLD) Managing Studielink, Managing Outbound Messages, Understanding Message Equations.

Access the Studielink Equation Setup page (Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Equation Setup).



Studielink Equation Setup page

Studielink Message Enter the Studielink message that the equation process should evaluate.

Equation Name Enter the equation that will perform the evaluation.

The following is an example of how an equation could work for Message 06:

1. Make a change to the student's Mailing Address status in the Campus Solutions system through a batch process you have created.
2. Run the Studielink Message Evaluation process.
3. If the mailing address has been changed, the ADDSLMSG06 equation triggers the sending of an outbound message by selecting the Address Change (06) check box on the Studielink Transmissions page to indicate that a message should be generated when the Generate Studielink Messages process is run.

These equations are pre-delivered and supported:

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Equation Name	Description	Use if You Want
ADDSLMSG06	Address Change	Changes to a student's address (of Studielink address type Mailing) to trigger an outbound message.
ADDSLMSG31B	Confirm Enrollment in Program	To have the system trigger Enrollment Confirmation Message 31B automatically. To trigger the generation of this message, the student must be matriculated. Also, the student must have paid the tuition fees (effective dated row with Progr. Action Higher Education *PAYM* in the Academic Prog Higher Education page must exist). To access the Academic Prog Higher Education page, select Records and Enrollment, Higher Education NLD, Student Records Higher Edu NLD. If you want to use this equation, the prerequisite is that the Message 31B for the current academic year has not yet been sent.
ADDSLMSG31C	Confirm re-enrollment in Pgm	To have the system trigger Enrollment Confirmation Message 31C automatically. To trigger the generation of this message, student must be matriculated, re-enrolled for the relevant academic year and has paid the tuition fees (effective dated rows with Progr. Action Higher Education *RENR* and *PAYM* in the Academic Prog Higher Education page must exist). If you want to use this equation, the prerequisite is that the Message 31C for the current academic year has not yet been sent.
ADDSLMSG31O	Change of fields	Changes to the following fields to trigger an outbound message for an applicant: Academic Load, Campus or the following fields from the Application Regional page: Form of Study, Academic Level, Sub Institute which contains the Sub BRINcode. Changes to the following fields for a matriculated student: Academic Load, Campus or the following fields from the Academic Prog Higher Education page: Form of Study Higher Education, Academic Level Higher Education, and Sub Institute which contains the Sub BRINcode.

You can create other equations to trigger messages in batch using the Evaluate Equation Engine process. The following are examples of how equations could be used:

Equation Name	Description	Use if You Want
ADDSLMSG04	GBA Confirmation by the School	Changes to GBA verification status or other related GBA verification fields such as an Identification Document change to trigger an outbound message.
ADDSLMSG10	Prior Education Verification	Changes to a Student's Prior Education Verification status to trigger an outbound message.
ADDSLMSG19	19 Payment of Fees	Changes to a student's Payment Amount, Payment Institution or Payment Status to trigger an outbound message. This equation should be related to the message that contains information on fees paid by the student.
ADDSLMSG20	Payment of fees	Changes to a student's Payment Amount, Payment Institution or Payment Status to trigger an outbound message. This equation should be related to the message that contains information on fees to be paid by the student.

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Equation Name	Description	Use if You Want
ADDSLMSG31H	Non First Year Admiss Result	Changes to a student's admission level to trigger an outbound message.
ADDSLMSG31I	Professional duties	Changes to a student's Professional Duties status to trigger an outbound message.
ADDSLMSG31J	Language Test Requirement	Changes to a student's Language Test status to trigger an outbound message.
ADDSLMSG31K	Prior Education Deficiency	Changes to a student's Prior Education Deficiency status to trigger an outbound message.
ADDSLMSG31N	Lot Drawing Result	Changes to a student's Lot Drawing Result status to trigger an outbound message.
ADDSLMSG31P	Profession Requirements	Changes to a student's Professional Requirements status to trigger an outbound message.
ADDSLMSG37	Death of Student check	Changes to a student's deceased status to trigger an outbound message.

Receiving Messages from Studielink

This section discusses how to:

- Receive Studielink messages.
- View staging table data.
- View student messages.

Pages Used to View Studielink Messages

Page Name	Definition Name	Navigation	Usage
Message <number>	SAD_SL_<message number>	Student Admissions, Processing Studielink NLD, Studielink Message Data	View all Studielink message data stored in the staging tables. This component contains approximately 39 separate pages. Only the pages relevant to the selected message are displayed.
Student Transaction Summary	SAD_SL_ACTION	Student Admissions, Processing Studielink NLD, Student Transaction Summary	View all inbound and outbound messages for a specific student.

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Receiving Studielink Messages

Institutions must register on the Studielink website before they can receive Studielink messages. After the institution has been registered, has provided their setup information, and their internet connectivity has been established, messages are sent to the institution automatically as students begin to use the Studielink website. The Integration Broker uses the application package SAD_STUDIELINK to process the messages that Studielink sends to the institution. The package validates whether the inbound messages conform to the xml message specifications. After validating the messages, the Integration Broker automatically loads the messages into the staging tables. You can use the Integration Broker Service Operations Monitor for Synchronous Services to view the messages that fail the xml validation check. Finally, run the Post Studielink Messages process to post the messages from the staging tables into the PeopleSoft Admission and Student Record tables.

Viewing Staging Table Data

The Studielink Message Data (SAD_SL_STAGE) component allows you to view the data of every message that has been loaded into the staging tables. The search record of the component provides selection criteria fields to allow you to search for the records that you require.

Note. A unique page exists for each Studielink message number, based on the data required in each message.

Message 03 is the message sent from Studielink to the institution to communicate all of the data related to the application of a student.

Access the Message 03 page (Student Admissions, Processing Studielink NLD, Studielink Message Data, Message 03).

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Message 03

Transaction Direction:	Inbound	Sequence Number:	1
Transaction DateTime:	08/31/2012 6:05:04.000000AM	Index ID:	999991

Message 03 Find | View All First 1 of 1 Last

Studielink Number:	01080108	Onumber:	
Ciop Number:		Student Number:	
SOFI Number:		Merged name:	Gerritsen, Henk

Student Information

Lastname:	Gerritsen	First Name:	Henk
Name Prefix:		Pref Firstname:	Henkie
Gender:	M	Initials:	H.P.K.
Birthdate:	1973-01-01	Mobile country code:	31
Place of Birth:	7040	Mobile number:	0611913608
Birth City:	Haarlem	Countrycode:	31
Demo date type:	Birth	Phonenumber:	0206223519
Birthdate indicator:	F	E-mail Address:	Henk@Gmail.com
Nationality:	0001	Visa/Permit Type:	00
Nationality Start Date:		Dpers Agreed:	True
Nationality End Date:	2009-02-02	Consent Statement:	J
Nationality2:	0223	Language Preferred:	nl
Nationality 2 Start Date:		Verified status:	O
Nationality 2 End Date:		Date of Verification:	2009-01-01
Ext id date typ:	Birth	Verified by Brincode:	
Identity proof:		Verified by Institution:	
Identification Number:		Verified by Employee:	
Signalcode:		Student ID:	
		DIGID Authn Act:	T

Remark:

Message 03 page (1 of 2)

Establishment Info

Country of destination: Date of Departure from NLD: 2010-11-11

Residency Information

Visa/Permit Type: 00 Residency Start Date: Residency End Date: 2013-01-01

Academic Details Address Foreign Address Enquiry

Message 03 page (2 of 2)

Academic Details, Address, Foreign Address, and **Enquiry** Click to access additional information about the student.

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Viewing Student Messages

The following table lists the Studielink messages that are transmitted between the institution and Studielink:

Message Number and Name	Description	Transmission
03 Admission Application	Communicates all data related to the application of a student.	From Studielink to Institution.
04 GBA Confirmation	Communicates that the identification of the student has been confirmed.	From Institution to Studielink. From Studielink to Institution.
05 Personal Information Update	Communicates an update of person information of the student (name, birth date, nationality, preferred language, and ID).	From Studielink to Institution
06 Address Change	Communicates an update of address information of the student.	From Studielink to Institution From Institution to Studielink
07 Prior Education Information	Communicates an update of prior education information.	From Studielink to Institution
08 Payment Information Update	Communicates the payment method updated by the student on the Studielink website.	From Studielink to Institution
10 Prior Education Verification	Verifies prior education entered by the student.	From Institution to Studielink From Studielink to Institution
19 Payment of Fees	Communicates the status of the payment of college fees.	From Institution to Studielink From Studielink to Institution
20 Cost of Fees	Communicates the payment value of the college fee to the student. The student is able to print the letter of authorization from the Studielink website after this message has been received and processed by Studielink.	Institution to Studielink
22 Message to Applicant	Communicates extra information to the student as a result of incoming messages.	From Institution to Studielink
25 Request for Re-enrollment	Communicates the re-enrollment request of the student.	From Studielink to Institution
30 Studielink ID Change	Communicates the new Studielink student ID to the institution. Indented as a response to messages 34 and 34C.	From Studielink to Institution

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Message Number and Name	Description	Transmission
Student Status Changes: 31A Receipt of Application 31B Confirm Enrollment in Program 31C Confirm Re-enrollment 31D Discontinuation Not Allowed 31E Discontinuation Allowed 31G Withdrawal Confirmed 31H Non First Year Result 31I Professional Duties 31J Language Test Required 31K Prior Education Deficiency 31N Lot Drawing Result 31O Phase change 31P Profession Requirements 31Q Confirmation of enrollment 31Z Rejected Application	Communicates a status update of the application to Studielink. **Note.** In the PeopleSoft Campus Solutions system, this message is divided into separate messages based on the specific business case.	From Institution to Studielink
34 New Application from School	Communicates all data related to the application of a student when the student applies directly to the institution instead of using the Studielink website.	From Institution to Studielink
34C Conversion to Studielink	Used to add existing students to the Studielink system.	From Institution to Studielink
34E Enrollment message	Communicates all data related to the enrollment of a student. Used to send an enrollment for academic year.	From Institution to Studielink
35 Withdrawal/Cancellation Request	Communicates a change request from the student for an application. This is associated with a cancellation request.	From Studielink to Institution
37 Death of Student	Communicates the death of a student.	From Institution to Studielink From Studielink to Institution

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Message Number and Name	Description	Transmission
47 Electronic Direct Debit	Message 47 is available only if *3.0* is selected in the Studielink Version field on the Studielink Load Parameters page. Communicates that a student has signed the online direct debit statement on the Studielink site.	From Studielink to Institution
48 Correction (End) Enroll	Message 48 is available only if *3.0* is selected in the Studielink Version field on the Studielink Load Parameters page. Communicates a correction on previous withdrawal/cancellation.	From Institution to Studielink

Posting Studielink Messages to Application Tables

This section provides an overview of the Studielink posting process and discusses how to:

- Post Studielink messages.
- Resolve messages that suspend.
- View a Studielink posting report.

Understanding the Studielink Posting Process

The role of the posting process is to review each incoming message that has been loaded into the Studielink staging tables and to move the data from the message into the PeopleSoft Campus Solutions application tables for the corresponding student. When the data is loaded into the application tables, it can be reviewed and modified based on the institution's business requirements. Each message is processed based on the particular business process it represents. Some messages are specific to the admissions process, some messages are relevant only after the student has been enrolled, and other messages are independent of the student's admission or enrollment status.

Before a message can be loaded into the application tables, the posting process must determine the load parameters that need to be applied to the message. For most messages, this involves verifying that the reported BrinCode is valid for the institution (based on finding a valid BRINcd/Institution Xref setting), and then deriving the academic institution and career from the education block fields of the message and using that information to find the matching Studielink load parameter setting. For some messages, Studielink load parameters are not required, and therefore this check is not performed. Messages will suspend if either of the two checks fail.

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If the message passes the first checks, the process must next identify the student recipient of the message. In most cases, the Studielink ID number, contained in most of the messages, is used to identify the student in the database. In the case of Message 03 (application for enrollment), however, if the student cannot be identified using the Studielink ID then Search/Match is also used. For all other messages for which the Studielink ID fails to identify the student, the system suspends the record and it must be resolved manually.

After the student has been identified, the posting process then validates the information contained in the message. For most messages, this involves verifying that the information contained in the education block section of the message is valid for either the institution or the student. For Message 03, the BRINcode, CIP Code (program), sub institute number, and enrollment manner must be valid for the institution (this is set up in the Academic Program Table on the Taxonomy/Campus and Home Campus NLD pages). If invalid, the message suspends. Otherwise, the system creates an admissions application for the student. For other messages that provide the education block fields, the posting process verifies that the field values match those of the student before the message can be loaded. If any message cannot be loaded properly, the system suspends it and displays the reason so that you can decide on the corrective action necessary to process the message information.

Pages Used to Post Studielink Messages to Application Tables

Page Name	Definition Name	Navigation	Usage
Post Studielink Messages	SAD_SL_RUN_IN	Student Admissions, Processing Studielink NLD, Process Studielink, Post Studielink Messages	Run the process that posts inbound messages from the staging tables to the application tables.
Admissions Suspense Management	SAD_SL_SUSP_K_MGMT	Student Admissions, Processing Studielink NLD, Process Studielink, Admission Suspense Management	Resolve duplicate admission applications that did not load into the application tables.
Studielink Suspense Management	SAD_SL_SUSP_MGMT	Student Admissions, Processing Studielink NLD, Process Studielink, Studielink Suspense Management, Suspense Management	Review messages that the posting process did not load into the application tables.
Foreign Address Suspense	SAD_SL_ADDR_INSUSP	Student Admissions , Processing Studielink NLD, Process Studielink, Studielink Suspense Management, Susp Forgn Addr	Resolve suspended foreign address data.
Studielink Posting Report	SAD_SL_POST_RUN	Student Admissions, Processing Studielink NLD, Process Studielink, Studielink Posting Report	Identify Studielink messages that have been posted and monitor recently posted messages.

Posting Studielink Messages

Access the Post Studielink Messages page (Student Admissions, Processing Studielink NLD, Process Studielink, Post Studielink Messages).

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Post Studielink Messages page

Academic Institution Enter the institution for which you want to post the messages.

Search, Match and Post For Message 03 records, if the Studielink ID number is not found, the Search/Match process then attempts to identify the EmplID. Once a positive match occurs, or a new EmplID is required to be created, the message then posts to the application tables.

For all other messages, the EmplID is determined by matching the student's Studielink ID number. If a match is found, the system posts the message into the application tables.

Post Only For Message 03 records, all records that have been identified or assigned to an EmplID post to the application tables. The Search/Match process is not used.

For all other messages, the system attempts to match the EmplID to student's Studielink ID. If a match exists, the message posts into the application tables.

Search and Match only This option applies to Message 03 records only. The process attempts to identify the EmplID using the Search/Match process. The transaction status is updated to *Partial.* No messages are posted to the application tables.

All other message types are ignored.

The Studielink Inbound application engine process (SAD_SL_IN) moves the data from the staging tables to the application tables. The message type determines how the system processes the data.

Note. Messages 04, 05, 06, 07, 08, 10, 25, 35, 37, 39: These messages are not processed into Campus Solutions tables by the SAD_SL_IN process unless the relevant check box is selected on the Studielink Load Parameters page.

Messages 19 and 47: These messages are not processed into Campus Solutions tables by the SAD_SL_IN process unless the relevant check box is selected on the Studielink Financial Parameters page.

If the relevant check box is not selected, the message status is set to skipped. Use this method for any messages which you do not want processed into transaction data tables.

See *PeopleSoft Recruiting and Admissions 9.0 PeopleBook*, (NLD) Managing Studielink, Setting Up Studielink, Setting Up Studielink Message Processing Parameters

See *PeopleSoft Recruiting and Admissions 9.0 PeopleBook*, (NLD) Managing Studielink, Setting Up Studielink, Setting Up Studielink Financial Parameters

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The following table describes how each incoming message is processed and the reasons that the message might not load and is suspended:

Message	Posting Treatment	Possible Suspend Reasons
03 Request for Admissions	Create new admissions application (Program action: APPL, Program Action Reason: SL03). Create/update Campus Community core tables and NLD core records. Checklist generation or 3C event generation.	(Load parms) Studielink Load Parameters page has not been set up BRINcode/Institution Cross-reference page has not been set up. Or Brincodes have not been set up correctly for the academic program. Address Usage page has not been set up for incoming Studielink address. Component interface (CI) error. search match Cannot determine Campus or Program because of incorrect academic structure setup. No Last Name present. No Valid Academic Plan. No Valid Academic Year. Admit Term cannot be found for Academic Year and Academic Career. Birth date is greater then system date. Suspend due to Search Match. Name Royal Prefix is invalid. Marital Status not found in setup. Invalid email address format. Emplid mismatch: Process action was Add with ID, but Studielink number already has an Emplid associated with it. Emplid mismatch: Process action was Update with ID, but Studielink number already has another Emplid associated with it. Cannot determine correct Prior Education. The message will process without Prior Education. Suspense default for all students with foreign address. Addresses need to be mapped (Foreign Address Setup page has not been setup) Duplicate admission: Suspense for admissions request to existing active Institution, Career, Program, Plan combination.

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Message	Posting Treatment	Possible Suspend Reasons
04 GBA Verification	Update GBA information records. Address and bio-demographic information is also updated. Update GBA Verification status in the Student Higher Education record.	ID (Studielink number) missing, Load parms, CI error, missing address usage setup. Student with foreign address. No Last Name present. Name Royal Prefix not in valid. Marital Status not found in setup. Birth date is greater then system date. Invalid Email address format.
05 Personal Information Update	Update Campus Community core records. Update or add student nationality. Update mobile phone number and email address.	ID (Studielink number), Load parms, CI error. No Last Name present. Name Royal Prefix not in valid. Marital Status not found in setup. Birth date is greater then system date. Invalid email address format.
06 Address Update	Update core address records including mailing address.	ID (Studielink number), CI error. Missing or incorrect address usage setup. Student with foreign address.
07 Prior Education Update	Update/delete student level prior education records.	Studielink number not found. Invalid Prior Education value.
08 Payment Information	New row inserted into Maintain Applications component (Program Action: DATA, Program Reason: SL08) with updated payment information. If student is matriculated, new row inserted into Student Records Higher Education NLD component with action: DATA, with updated payment information.	ID (Studielink number), CI error. Cannot determine admission application Cannot determine correct Student Records data Effective date conflict (future dated row exists or multiple matches found) Address usage setup missing. No valid academic Plan Cannot determine correct Student Records data.
10 Verified Prior Education Information	Update student level prior education records.	ID (Studielink number): Studielink number cannot be found in the system which can be due to missing or incorrect ID.

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Message	Posting Treatment	Possible Suspend Reasons
19 Payment Status	New row inserted into Maintain Applications component (Program Action: DATA, Program Reason: SL19) with updated payment information. If student is matriculated, new row inserted into Student Records Higher Education NLD component with action: DATA, with updated payment information.	ID (Studielink number) No valid academic plan Cannot determine admission application Cannot determine correct Student Records data Effective date conflict (future dated row exists or multiple matches found)
25 Re-enrollment Request	New row inserted into Academic Prog Higher Education page with Program Action RENR or NRNR (non-enrollment request) Checklist generation according to setup.	ID (Studielink number) Cannot determine academic program row No records data: No Student Record data or no data found in Student Records Higher Education Record (SSR_STD_PRG_NLD). Effective date conflict (future dated row exists or multiple matches found) CI error Address usage not setup Foreign Address present.
30 Studielink ID Change	Updates the student's Studielink ID or CIOP number. In response to Message 34, this message will contain the student EmplID under the <student number> tag.	ID (student ID number, that is EmplID, not sent) EMPLID already has a different Studielink number associated with it.

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Message	Posting Treatment	Possible Suspend Reasons
35 Withdrawal Request	Applicants: insert a new row into the Maintain Applications component to cancel the application (Program Action according to the setup on Studielink Load Parameters page, Program Reason: SL35). Automatically triggered message 31G (Withdrawal Confirmed). Matriculated but no tuition fees paid (no PAYM row on Student Records Higher Education NLD component): insert a new row into the Student Records component to cancel the enrollment (Program Action according to the setup on Studielink Load Parameters page, Program Reason: SL35). Insert new row into Student Records Higher Education NLD component with correct program action and Studielink status. Automatically triggered message 31E (Discontinue allowed). Matriculated but fees paid (PAYM row on Student Records Higher Education NLD component exists): Write student information to worklist table of the Withdrawal/Cancel Requests component for manual resolution (Student Admissions, Processing Studielink NLD, Withdrawal/Cancel Requests). On receiving message 35, the system enters a cancellation request in the Withdrawal/Cancel Requests component and for manual resolution the user needs to either approve or reject the cancellation request. All others: Write student information to worklist table of the Withdrawal/Cancel Requests component for manual resolution.	ID (Studielink number) CI error (address) Load Parms: Missing setup in the Studielink Load Parameters page (admission and records withdrawal action). Foreign Address present Cannot determine admission application. Cannot determine correct Student Records data.
37 Death of Student	Update the decedent data for student.	ID (Studielink number) CI (descendant data)

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Message	Posting Treatment	Possible Suspend Reasons
39 Lot Drawing Result	New row inserted into the Maintain Applications component with updated lot drawing status fields and update information in the IBG-status fields (Program Action: DATA, Program Reason: SL39) If student has matriculated, lot drawing changes are not allowed and new row is inserted into the Student Records Higher Education NLD component, updating the non-lot drawing related IBG-status fields (Program Action: DATA). Checklist item assignment (Checklist item is not assigned when using events for checklist processing).	ID (Studielink number) Cannot determine admission application Cannot determine correct Student Records data.
47 Electronic Direct Debit	Message 47 is available only if *3.0* is selected in the Studielink Version field on the Studielink Load Parameters page. New row inserted into the Maintain Applications component (Program Action: program action from set up page, Program Reason: SL47. The program reason should be set up against the program action which is chosen in setup on Student Financials Parameters page). If student has matriculated, new row is inserted into the Student Records Higher Education NLD component (Program Action HE from set up page, Program Reason: SL47. The program reason should be set up against the program action which is chosen in setup on Student Financials Parameters page).	ID (Studielink number) Cannot determine admission application Cannot determine correct Student Records data.

A Component Interface error might occur when the system uses an invalid value to process data through a component interface. Message 03 uses component interface CI_PERSONAL_DATA for inserts and updates to addresses, personal data such as birth date and birth place and names data, phone data and email addresses. The following messages also use this component interface: Message 04, Message 05, Message 06, Message 08, Message 25, Message 35, and Message 37.

All messages that are posted result in a new message action row in the Student Transaction Summary page.

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Resolving Messages that Suspend

There might be circumstances in which the message received from Studielink cannot be posted to the application tables. This is likely to occur in most cases with Message 03, since it is usually the first message received by the institution and generally results in the creation of the student and application records. When a message is unable to post, the system updates the transaction status of the message. At the same time, the system writes suspense information to a separate table.

This section discusses how to:

- Determine the transaction status of a message.
- Use suspense management data.
- Resolve search errors for Message 03.
- Resolve suspend errors.
- Resolve suspended foreign address.
- Resolve suspended duplicate admission requests.

Determining the Transaction Status of a Message

The transaction status of a message is always updated as the posting program processes the message.

The transaction status values are:

Value	Used for Inbound/Outbound Messages	Comment
Processed	Both	All processing completed.
Suspended	Inbound	Posting process is unable to post message. Available for review in the Suspense Management page.
Unprocessed	Both	Data has been loaded into the staging tables, but no processing has begun. You can use this status when you run the posting or generate message process after fixing a suspense issue. Suppose, an inbound message 03 has a *Suspended* status because BRIN/Institution has not been set up correctly. In this case, you perform the correct BRIN/Institution setup, then set the status as *Unprocessed* in the Suspense Management page and finally run the posting process again for the message.

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Value	Used for Inbound/Outbound Messages	Comment
Partially Processed	Inbound	Set when the posting process runs with the Search and Match Only option activated. The system populates the Suspense Reason, Max Match Level, and Matches fields to provide results of the student ID search. Available for review in the Suspense Management page.
Transmission Error	Outbound	Unable to transmit successfully to Studielink.
Skip Transaction	Both	Manually set by user to prevent processing the message.
Manually Resolved	Inbound	Similar to transaction skip. User took manual action to resolve. The record is no longer processed.
Test Without XML	Outbound	Set when you run the Generate Studielink Messages process with the Send XML Messages check box cleared.

To view the transaction status for all inbound messages, use the search record for the Studielink Message Data page to select and view all messages containing a fixed transaction status.

Using Suspense Management Data

The Studielink Suspense Management page displays the information stored in the suspense table and is designed to explain why the inbound message did not post and to allow you to resolve certain suspense conditions. Because the system writes all messages that suspend (or are partially processed) to a suspense table, the Studielink Suspense Management page is the primary method for reviewing inbound messages with potential problems.

Because each message can have distinct reasons for suspending, the page is designed to provide the relevant tools necessary for resolving the suspense reasons for each message.

Access the Studielink Suspense Management page (Student Admissions, Processing Studielink NLD, Process Studielink, Studielink Suspense Management).

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Suspense Management | Susp Forgn Addr

Studielink Suspense Management

Transaction Direction: Inbound
Transaction DateTime: 03/07/2009 6:43:44.000000AM
Sequence Number: 1
Index ID: 1111111
Source ID: vchmsg03inschrijving
*Transaction Status: Suspended

Suspense Reason: Search/Match

Search/Match returned a result of Suspend for this student.

	Studielink Message	Sequence	Message Set Number	Message Number	Message Text
1	03	1	14907	706	Search/Match result = Suspend

Studielink Number: 01020102
EmplID
Ciop Number:
SOFI Number:
Onumber:

Merged name: Gerritsen, Henk
First Name: Henk
Name Prefix:
Lastname: Gerritsen
Birthdate: 1973-01-01

Education Block Fields

Brincode institution: NL02 PSNLD
Academic Career: BAC
Program Code: 04401
Alt Program Code: H00010
Sub Institute: 01
City: AMSTERDAM

Enrolment Manner: E
Brincode institution: NL02
Academic load: Full-time
Academic Level: Bachelor
Academic Year: 2008
Start month: 09 reg.2008

Start Occasion

Message Data

Studielink Suspense Management page (1 of 5)

Campus:
Academic Program:
Post Action:
Partner name prefix: aan
E-mail Address: Henk@Gmail.com
Mobile number: 0611913608 31 Countrycode:
Phonenumber: 0206223519 31 Mobile country code:
Civil Status: Married

Student ID:
Matches: 0
Max Match Level: 0

Studielink Suspense Management page (2 of 5)

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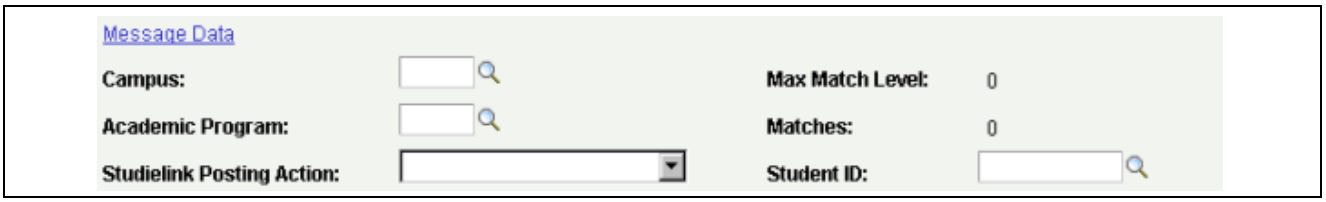
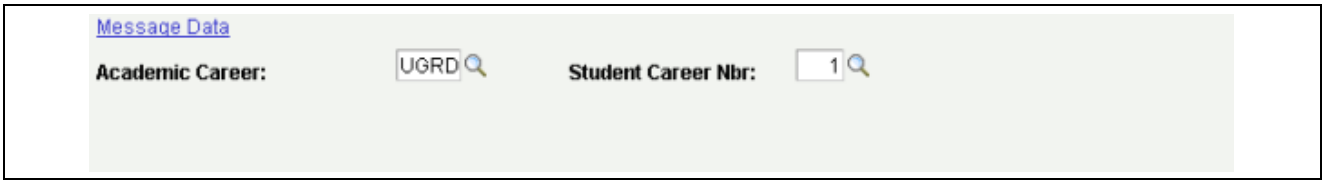


Studielink Suspense Management page (3 of 5)

Studielink Suspense Management page (4 of 5)



Studielink Suspense Management page (5 of 5)

The section of the page below the Suspense Reason information and above the Message Data link displays high-level information about the student. The system loads this information directly from the actual message. Student identification fields are displayed to assist in identifying the student in the database and can be used to resolve search match errors with message 03. For all other messages, the ID field will display the student's EmplID if the Studielink number is already in the database. The fields in the Education Block Fields group box are used to identify the data load parameters that the posting process applies for the record, and to determine the student's program of study. Use the Message Data link to access the staging table pages and view all the information contained in the message.

Depending on the type of message suspended, additional fields appear below the Message Data link. They can help resolve the suspend conditions of the message. Depending on the reason for the suspension (as with Message 03), enter the appropriate information to allow the message to be processed.

When the posting process cannot determine which admissions application of the student to update with the message data (as with Messages 08, 19, and 39) because the student has multiple application records, you must assign the correct admissions application to update.

When the posting process cannot determine which academic career of the student to update with the message data (as with Message 25) because the student has multiple active academic programs, you must assign the career and career number to update.

Campus Assign the appropriate campus in order to process message 03. This value will be validated against the home campuses defined for the academic program by the posting process.

Academic Program Assign the appropriate academic program for the message based on the reported Program (CIP) code. This value will be validated against the academic program by the posting process.

Studielink Posting Action Use this field to resolve student identification issues. Indicate how the posting process should treat the message. Values are:

Add (A): The posting process creates a new EmplID and creates an admissions application record from the message data. The Student ID must be blank.

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Recycle (R): The posting process processes the message using the Studielink load parms settings. This is the default setting for all suspended application messages.

Update Existing Student (U): The posting process posts the message data to the listed Student ID. The Student ID cannot be blank.

Max Match Level The Search/Match process sets this number. It indicates the order number in the Studielink Search/Match Setup page where a match occurred.

Matches The Search/Match process sets this number. It indicates the number of EmplIDs that met the same Max Match Level criteria.

Student ID You can use this field to search for the matching student ID to update. The Search/Match process usually assigns this. This field is used in conjunction with the Studielink Posting Action field.

Application Number Appears for suspended messages 08, 19, or 39. This field allows you to specify the Admissions application number to which the message should load.

Academic Career Appears for suspended messages 25. This field allows you to specify which academic career the message will update when more than one active career exist for the student.

Student Career Nbr (Student Career Number) Appears with the Academic Career field. This field allows you to specify which student career number the message will update. This field must be updated with the Academic Career field.

The following table lists possible suspend messages and the appropriate resolution instructions:

Suspend Message	Resolution
Studielink Number not found (712).	The Studielink number on the message cannot be matched to a student in the database. Verify that the student exists in the database and then modify the student's Studielink number in the External System ID component if the message should be posted. Set the transaction status to *Skip* if the message should not be posted.
Search/Match returned a result of Suspend for this student (706).	The Search/Match settings used to identify the EmplID could not find a positive match for this application message. View the Max Match Level and Matches field values to confirm the accuracy of the Search/Match process. To manually search for an existing student, use the Student ID search field and the biographical information contained on the page.
BRIN/Institution setup not found (700).	BRIN code is not in Institution/BRIN Code X-ref table. Correct setup if the reported code is valid.
Studielink Load Parameters not found (701).	The Studielink load parameters are missing. Enter setup data.
The Load Parameters for Studielink processing have not been set up for this student's combination of Institution and Career (702).	The Studielink load parameters are missing for the student's institution or career. Correct setup if required.

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Suspend Message	Resolution
The Studielink posting program was unable to determine the necessary values for Campus, Program, or Career for this student (703).	Verify that the program code is mapped to an academic program and is assigned an academic career. Verify that the academic program home campus setup is complete.
This student's data supplied by Studielink did not include a value for Academic Year, so we are unable to determine the correct Admit Term (704).	This message cannot be loaded.
This student's values for Institution, Career, and Academic Year do not match any row in the TERM_TBL record, so we are unable to determine the correct Admit Term (705).	Verify that the academic year in the message is defined in the Term table. If there is no academic year defined, the message cannot be loaded.
Search/Match has been run to attempt to identify the Student ID for this message, but the data has not been posted (721).	The record was processed in the search only mode. Run the posting process using different settings. For Message 03 only.
The Studielink Address Usage setup required for processing this message was not found (711).	The Studielink address usage is not complete. Correct setup.
The Studielink posting program received a status of Error from the CI_PERSONAL_DATA Component Interface (708).	The CI failed when inserting student personal information. This cannot be resolved locally. Data must be entered manually. Contact Oracle support to report problem.
The program could not identify the Admissions data row for this student (723).	There is no admissions application for the student. The message cannot be loaded.
The system found multiple rows of Admissions data that match the data in this message (714).	Use the Studielink Suspense Management page to select the appropriate PeopleSoft Recruiting and Admissions data (application number) to load the message.
The system is unable to process this message because the student has a future-dated Admissions data row (715).	The message cannot be loaded. Review the message data and add any required information manually.
The current Admissions row for this student has an effective date value greater than the transaction date for this message (716).	The message cannot be loaded. Review the message data and add any required information manually.
The student's Admissions program status is AC (717).	The message contains admissions level data, but the student has already been matriculated. No resolution. The message cannot be loaded. Review the message data and add any required information manually.
The program could not identify the Student Records data row for this student (724)	Use the Studielink Suspense Management page to select the appropriate PeopleSoft Student Records data (Academic Career, Career Number) to load the message.
The system is unable to match the data in this message with any Student Records data (718).	There is no PeopleSoft Student Records data for the student. The message can not be loaded.
The system found multiple rows of Student Records data that match the data in this message (719).	Use the Studielink Suspense Management page to select the appropriate PeopleSoft Student Records data (Academic Career, Career Number) to load the message.
The system is unable to process this message because the student has a future-dated Student Records data row (720).	The message cannot be loaded. Review the message data and add any required information manually.
The student number in this message was not found in the system (725).	Message 30 could not be processed because the Student Number field reported in the message does not match an EmplID. Request an updated message from Studielink with the correct student number.
The Student ID supplied has a Studielink number already associated with it that does not match the Studielink number in the message (722).	Resolve conflicting Studielink numbers.
Invalid Birth Date for Student (1013)	The birth date supplied by Studielink is greater than the system date, which is not allowed.

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Suspend Message	Resolution
Invalid Royal Prefix (1014) or Invalid Partner Prefix (1015)	The name royal prefix value supplied by Studielink is invalid. The message has been processed and placed in the suspense table. The message suspends because the name royal prefix is invalid, that is, the incoming value does not match with any values in the Name Royal Prefix table (Set up HRMS, Foundation Tables, Personal, Royal Name Prefix). In this case, the error does not require a full suspense. Therefore, the applicant is processed into the system without the invalid name royal prefix value. Correct the name royal prefix for a particular person by accessing the Names page (Campus Community, Personal Information, Biographical Details, Names). Then set the message to manually resolved using the Transaction Status field on the Studielink Suspense Management page. Also, ensure that name royal prefix values supplied by Studielink match values in the Campus Solutions name royal prefix table.
Invalid Marital Status (1016)	The marital status values have not been set up on the Civil Status/Marital Status Cross-reference page.
Invalid Email Address (1017)	The email address supplied by Studielink does not conform to email format standards.
Name Missing (1026)	Last Name supplied by Studielink is invalid
Invalid Prior Education Value (1027)	The Prior Education (or subject) value supplied by Studielink is invalid. The message has been processed if a subject was invalid. Set the message to manually resolved and add the Prior Education subject using the Student Prior Education Information page.
Invalid Acad Plan (1118)	The supplied academic plan cannot be matched or a valid default academic plan cannot be found in the system for the program data supplied. Most common cause is that Studielink setup of alternative programs does not match the Campus Solutions setup of academic plans.
Foreign Address Found (1121)	Foreign address was found. Messages containing a foreign address need to be manually resolved.
Double Admissions Found (1123)	For this admission request, there is already an active admission or student records row which matches the academic career, academic program, academic plan, and BRINcode in the request. This will need to be manually resolved using the Admissions Suspense Management page (Student Admissions , Processing Studielink NLD, Process Studielink, Admissions Suspense Management).
Student/Applicant status does not Match Studielink Status for message (1217)	For this message a status field was used which can not be found in the Studielink set up tables. This message can occur when processing outbound message 31D.

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Suspend Message	Resolution
No Setup for message 31E (1226)	Outbound message 31E is to be processed but there is no student record HE data which matches the set up program action or action reason for message 31E.
No Setup for message 31G (1227)	Outbound message 31G is to be processed but there is no admissions data which matches the set up program action or action reason for message 31G.

Use this table to determine what the corrective action is required for the suspended message. For Message 03, there is additional functionality provided on the page to resolve Search/Match errors.

Resolving Search Errors for Message 03

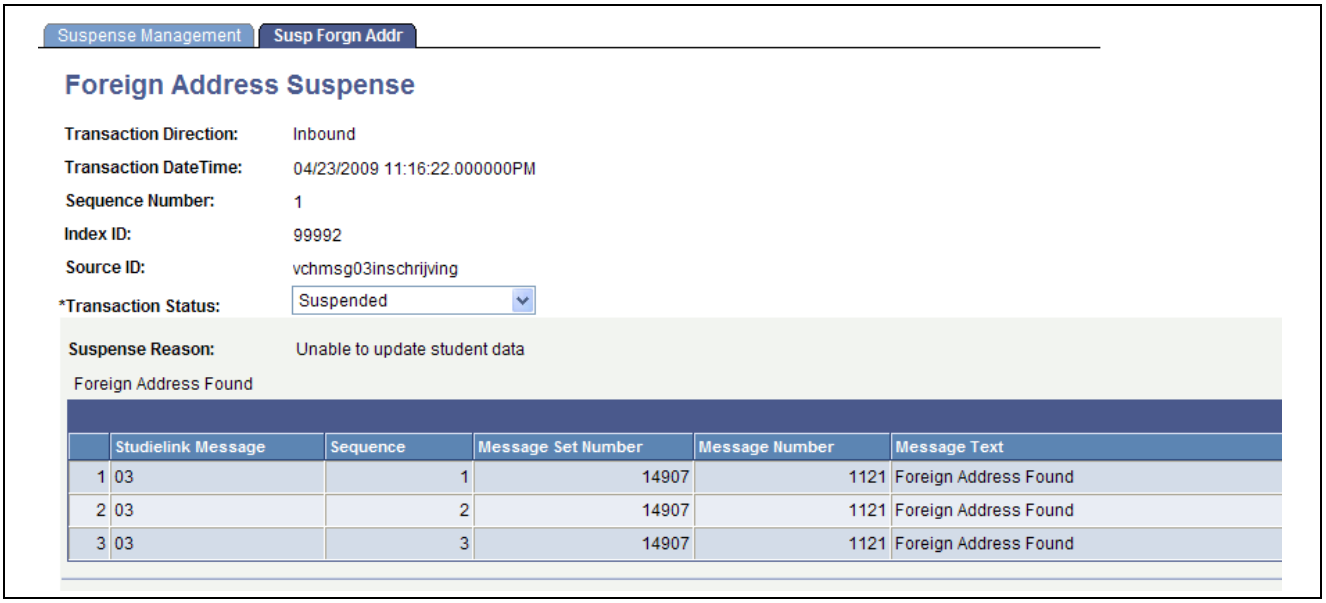
For Message 03, you can manually set the Studielink posting action to override the posting process. This method can be used when you want to override the Search/Match process and manually assign the EmplID (or force the creation of a new EmplID).

Resolving Suspend Errors

The Suspend Message and Resolution instructions table describes the conditions that may cause the message to suspend. View the Suspense Reason on the page to see the specific reason. Next, use the table to determine how to resolve the problem. If you determine that any message should not be loaded, update the transaction status to either skip or manually resolved, as appropriate for the situation. The posting process will then ignore these suspended records in the future.

Resolving Suspended Foreign Address

The third party application for Studielink has only three fields for storing foreign address data. The following example shows the three address fields in the suspense page that stores the incoming address data:



Foreign Address Suspense page (1 of 3)

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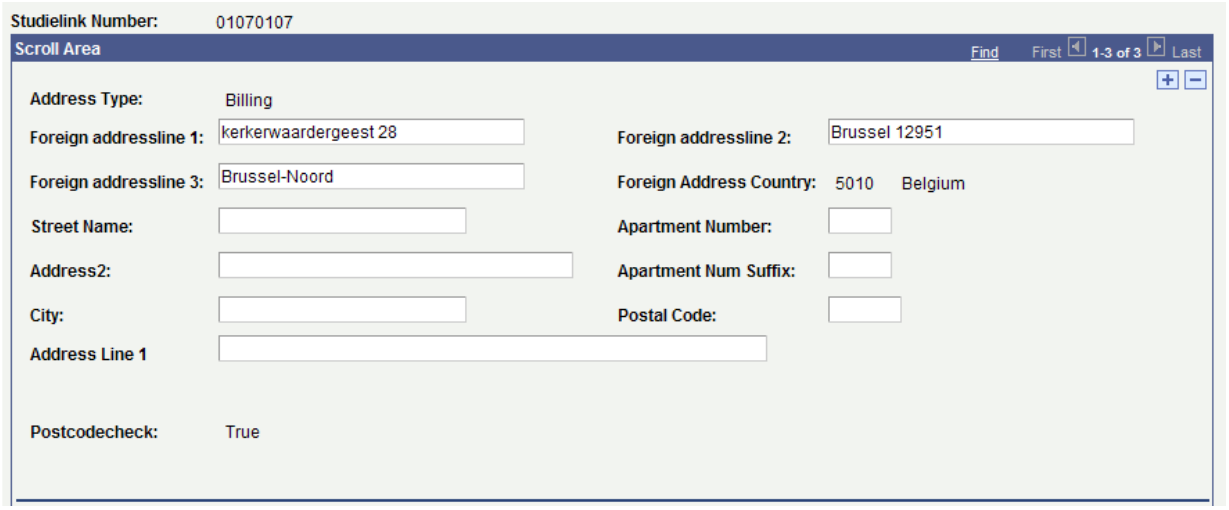
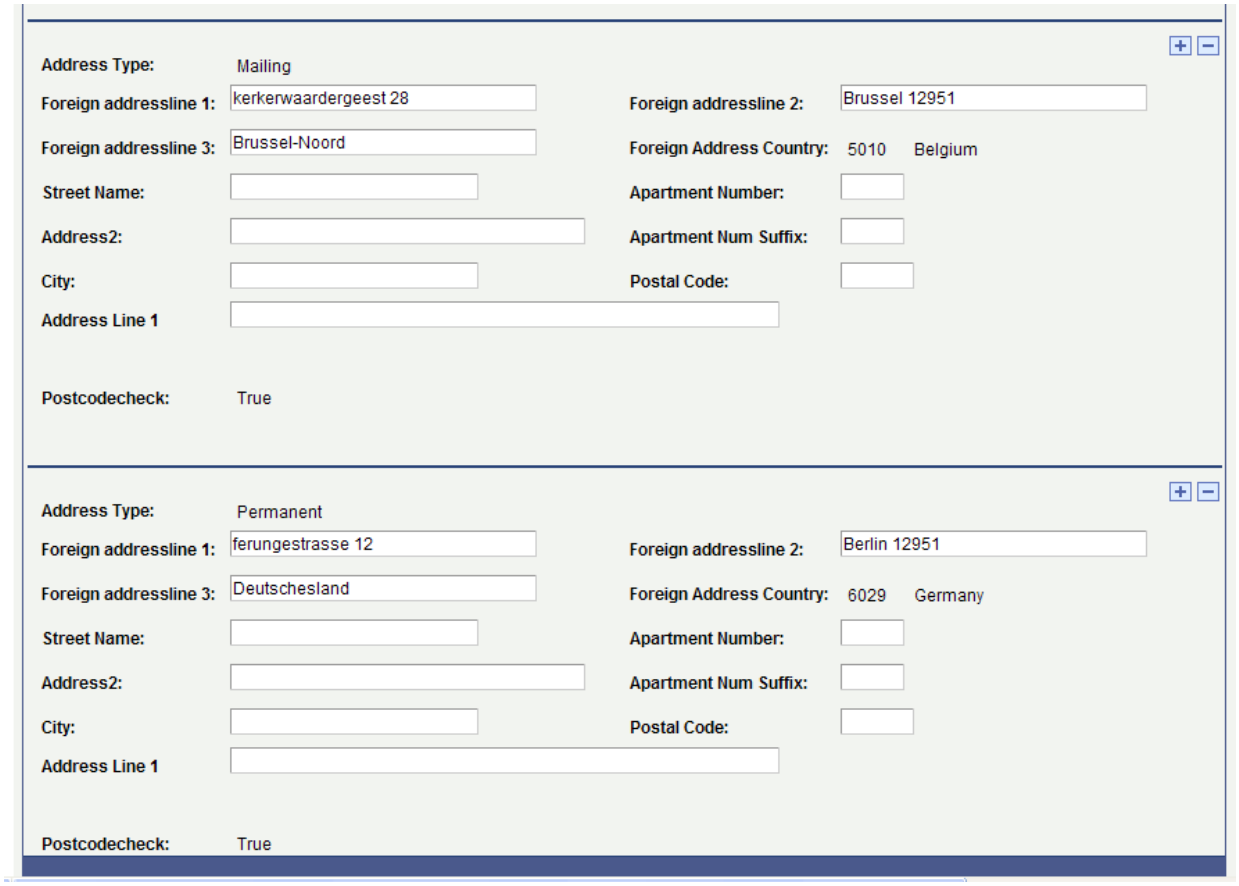


Foreign Address Suspense page (2 of 3)



Foreign Address Suspense page (3 of 3)

If the Suspend Foreign Address check box has been selected (Student Admissions, Processing Studielink NLD, Setup Studielink, Set-up Foreign Address) then any message which contains foreign address fields will be suspended in Inbound Suspense by default.

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To manually resolve the address data, move the Foreign Address Line 1, Foreign Address Line 2 and Foreign Address Line 3 field values to the Personal Information page's address fields. Set the Studielink Transaction Status to *Unprocessed* after all suspense issues have been resolved and reprocess this record by running the Post Studielink Messages process.

Resolving Suspended Duplicate Admission Requests

Students may enter up to four admissions requests for any given program of study during an academic year.

Examples of admission requests could be:

- Admission to the same program, plan, and BRINcode but different academic load.
- Admission to the same program, plan, and BRINcode but different campus location (sub BRINcode).
- Combinations of the above.

The former CBAP admissions load ensured that only one admission request for one program was supplied for an applicant. Studielink allows applicants to submit a maximum of four admission applications for the same program, plan, and BRINcode.

In order to make administrative processes easier, especially for institutions who matriculate students early in the admissions process, and do not create several student career number entries for one student program, the Campus Solutions system suspends all duplicate admission requests (same program, plan, career, institution, and BRINcode) in the Admissions Suspense Management page (Student Admissions, Processing Studielink NLD, Process Studielink, Admission Suspense Management).

The following example of the Admissions Suspense Management page shows a suspended record that has a single admission request for the same program.

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Admissions Portal

Studielink Suspense Management

Transaction Direction:	Inbound
Transaction DateTime:	03/08/2009 3:09:26.000000AM
Sequence Number:	1
Index ID:	1111111
Source ID:	vchmsg03inschrijving
*Transaction Status:	Suspended

Suspense Reason:

Studielink Number:	01020102	Merged name:	Gerritsen, Henk
EmplID:	0061	First Name:	Henk
Ciop Number:		Name Prefix:	
SOFI Number:		Lastname:	Gerritsen
Onumber:		Birthdate:	1973-01-01

Education Block Fields

Brincode institution:	NL02 PSNLD	Enrolment Manner:	E
Academic Career:	BAC	Academic load:	Full-time
Program Code:	04401	Academic Level:	Bachelor
Alt Program Code:	H00010	Academic Year:	2008
Sub Institute:	05	Start month:	09 reg.2008
City:	AMSTERDAM		

Reject Admission
Revoke Admission Rejection
Delete Suspensed Record
Message Data

Admissions Suspense Management page with Education Block Fields (1 of 3)

Rejected Admissions Find First 1 of 1 Last

Transaction Direction	Outbound	Index ID	2009-03-08T03:11:33.00-0061-31Z
Transaction DateTime	03/08/09 3:11:33.000000AM	Seq Nbr	1
Transaction Status			

Brincode institution	NL02	Enrolment Manner	Extr
Academic Career	Bachelor	Academic load	Full-time
Program Code	04401	Academic Level	Bachelor
Alt Program Code	H00010	Academic Year	2008
Sub Institute	05	Start month	09
City	AMSTERDAM		reg.2008

Message Data

Admissions Suspense Management page with Rejected Admissions Fields (2 of 3)

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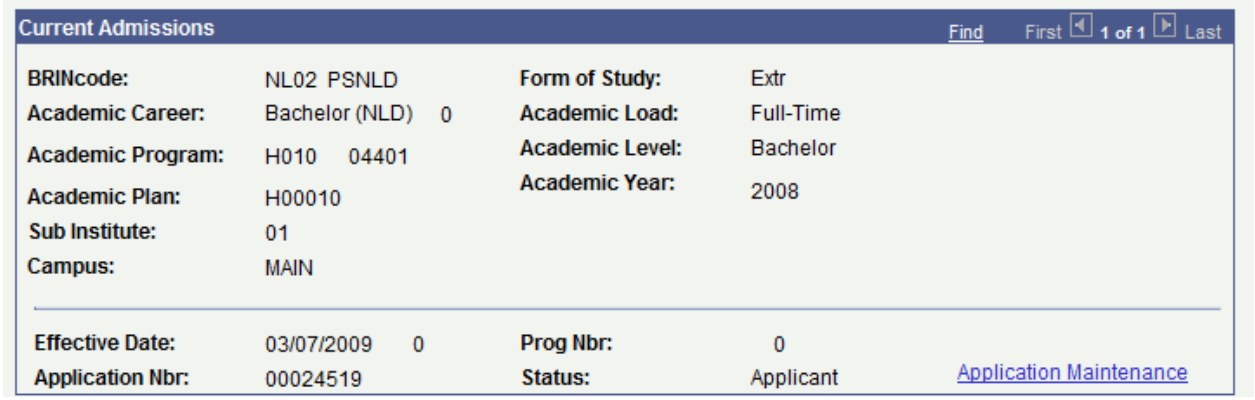

Admissions Suspense Management page with Current Admissions Fields (3 of 3)

The *Admissions Suspense Management page with Education Block Fields* example displays the suspended record. The suspended record is Message 03, which the system has received, loaded and suspended. Click the Message data link to navigate to the Message 03 staging table display only page.

The *Admissions Suspense Management page with Current Admissions Fields* example indicates that the application already exists in the system. You can use the Application Maintenance link to navigate to the application existing in the system.

You can choose one of the following methods to resolve the issue:

- Use the Application Maintenance link to cancel the existing application. Then go back to the Admissions Suspense Management page and process the current suspended application (set transaction status to *Unprocessed* and save the suspended message). Run the Post Studielink Messages process. After running the Post Studielink Messages process, click the Delete Suspended Record button on the Admissions Suspense Management page to delete the processed suspended record.
- Click the Reject Admission button on the Admissions Suspense Management page. When you click the button, the system triggers the outbound Message 31Z, creates the Message 31Z content, and inserts the message into the staging table. You will then need to run the Generate Studielink Messages process to generate and send the Message 31Z to Studielink. If the Generate Studielink Messages process has not been run, you can cancel the rejection by clicking the Revoke Admission Rejection button on the Admissions Suspense Management page.

Reject Admission	Click to create message 31Z.
Revoke Admission Rejection	Click to delete created message 31Z. This is possible for 31Z messages that have not been sent to Studielink.
Delete Suspense Record	Click if the admission application already exists in the system.

Viewing a Studielink Posting Report

Access the Studielink Posting Report page (Student Admissions, Processing Studielink NLD, Process Studielink, Studielink Posting Report).

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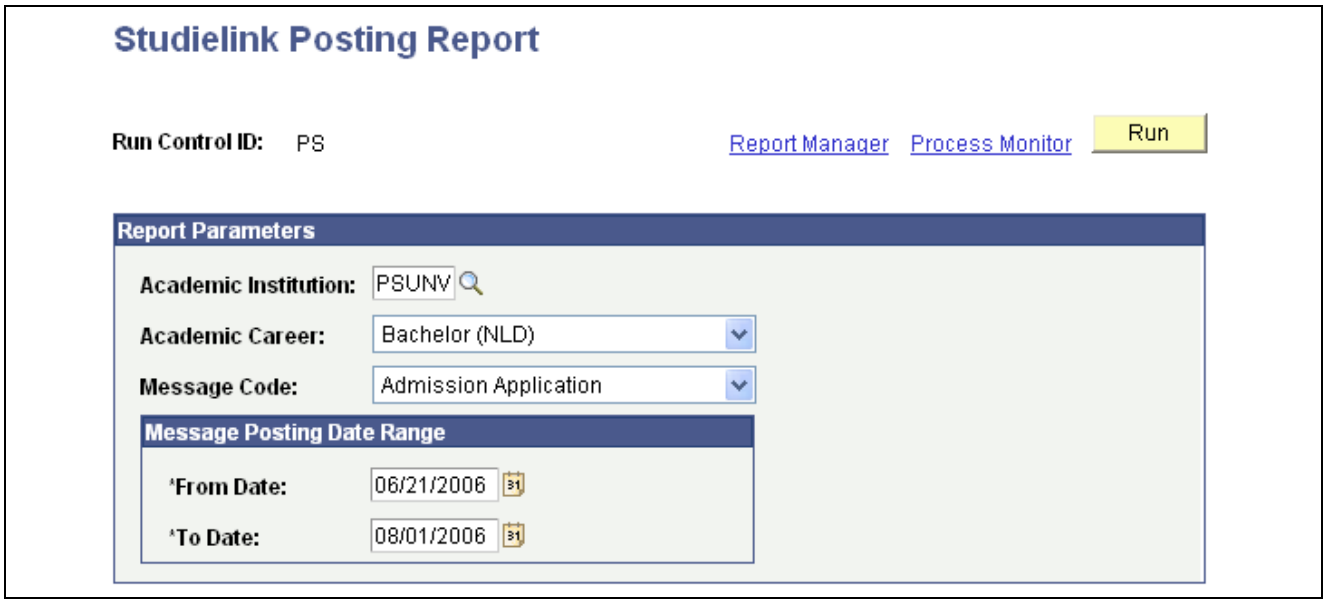

Studielink Posting Report page

After selecting your report parameters, click the Run button to generate a report to identify Studielink messages that have been posted. You can also use the report to monitor recently posted messages.

Reviewing and Updating Studielink Information

This section discusses how to:

- Review admissions information.
- Review regional Studielink information.
- Review higher education details.
- Review external system IDs.
- Review academic progress.
- View prior education information for a student.
- Send text messages to students through Studielink.

Pages Used to Review and Update Studielink Information

Page Name	Definition Name	Navigation	Usage
Application Program Data	ADM_APPL_PROG_ENT	Student Admissions, Application Entry, Add Application, Application Program Data	Enter Studielink admissions applications data.
Application Program Data	ADM_APPL_PROG_MNT	Student Admissions, Application Maintenance, Maintain Applications, Application Program Data	Review and update Studielink admissions applications data.

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Page Name	Definition Name	Navigation	Usage
Application Regional	SAD_APPL_REG_DATA	• Student Admissions, Application Entry, Add Applications, Application Regional • Student Admissions, Application Maintenance, Maintain Applications, Application Regional	View and update country-specific admissions application information.
Regional	SCC_BIO_DEMO_REG	• Student Admissions, Application Entry, Add Application, Regional • Student Admissions, Application Maintenance, Maintain Applications, Regional	View and update country-specific admissions application information.
Administer Student Higher Education	SSR_STUDENT_NLD	Records and Enrollment, Higher Education NLD, Student Higher Education NLD	Review student level higher education information, including GBA verification.
External System ID	EXTERNAL_SYS_ID	Campus Community, Personal Information, Identification, External System ID	View the student's unique Studielink identification number.
Academic Prog Higher Education	SSR_STD_PRG_NLD	Records and Enrollment, Higher Education NLD, Student Records Higher Edu NLD	View and update the student's NLD specific information while the student is matriculating at the institution.
Studielink Education Block Information	SSR_SL_INF_SUB_NLD	Click the Details link on the Academic Prog Higher Education page.	View or update the BRINcode, Sub Institute and Program code values.
Student Prior Education Information	SCC_PRIOR_EDU_NLD	Student Admissions, Processing Studielink NLD, Student Prior Education Info	View and update the student's prior education information.
Student Messages	SAD_SL_STD_MSGS	Student Admissions, Processing Studielink NLD, Maintain Student Messages	Send messages to students through Studielink.

Reviewing Admissions Information

This section discusses how to review:

- Application program data.
- Other application information.

Reviewing Application Program Data

Access the Application Program Data page.

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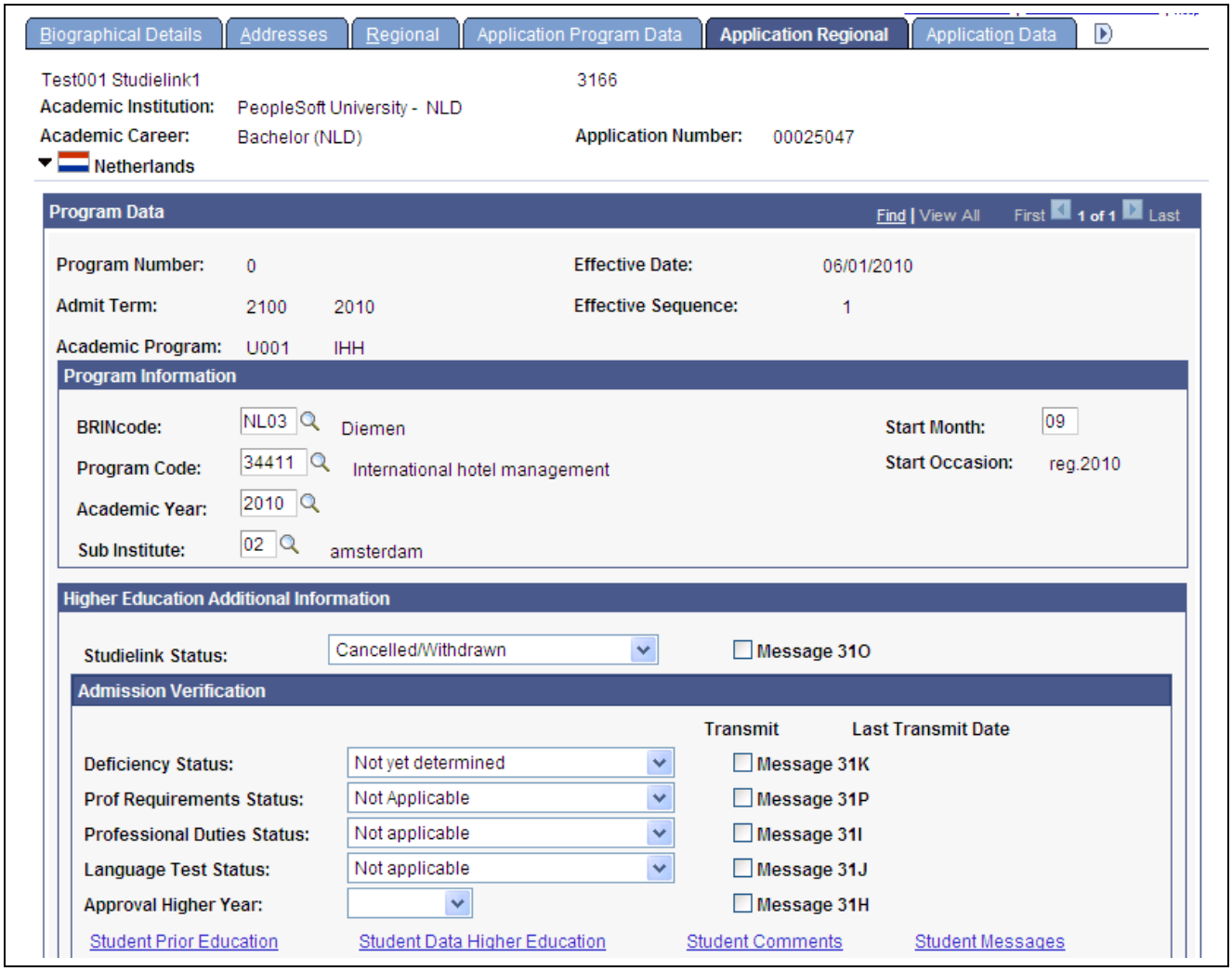
Warning! Academic program is a key to the Studielink student tables. Changing the student's academic program after it has been saved can cause orphan rows in the message tables.

Reviewing Other Application Information

Access the Application Regional page (Student Admissions, Application Maintenance, Maintain Applications, Application Regional).



Application Regional page (1 of 3)

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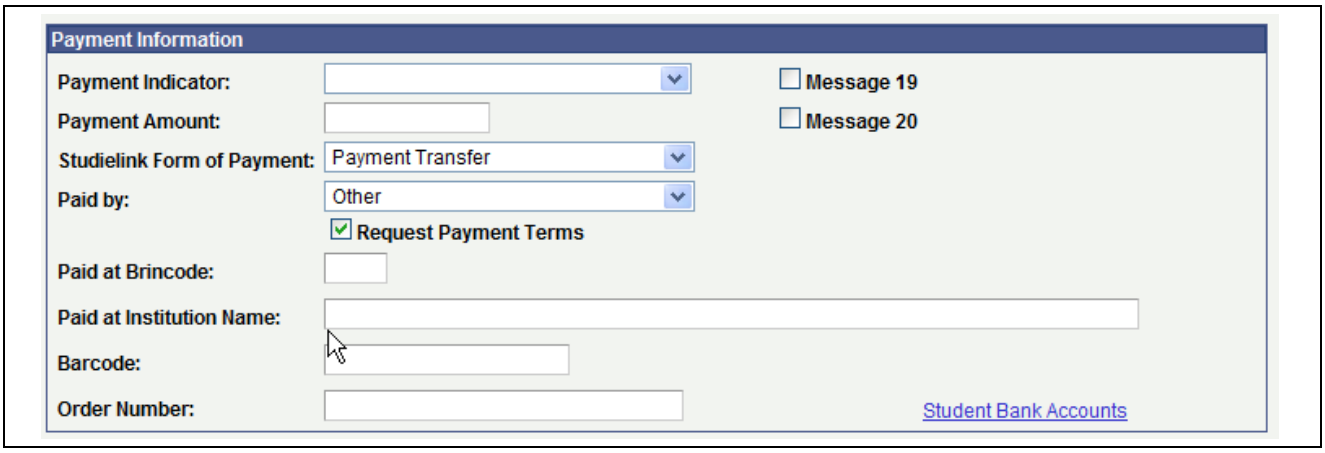
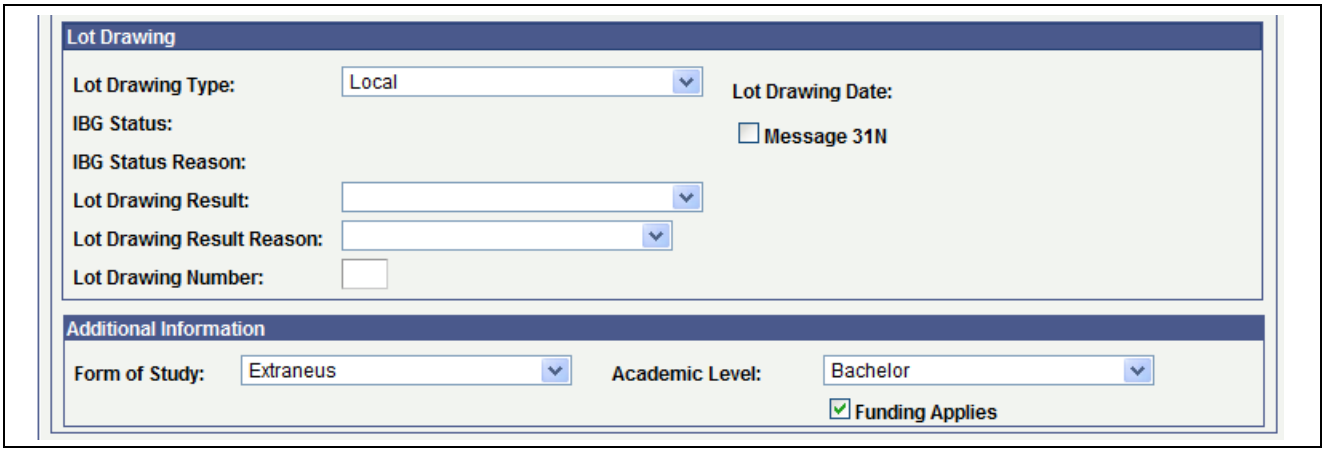


Application Regional page (2 of 3)



Application Regional page (3 of 3)

Higher Education Additional Information and Admission Verification

These group boxes display Studielink application information. When you review the application, you can change the values of the fields in accordance with the institution's business process. If your institution wants to communicate the status changes to Studielink, select the Transmit check box. When you run the Generate Studielink Messages process, the process will select the messages for which you selected the Transmit check boxes and generate the XML data for Studielink communication.

Studielink Status Select the student's status within Studielink. Values are:

Continuing Application

Cancelled/Withdrawn

Registered/Enrolled

No Re-enrollment

Rejected/Denied

Study Suspended

Departed

Enrollment Requested

Not a Studielink participant

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Deficiency Status	Select the student's prior education sufficiency status. Values are: *Deficient via institution* *Deficient via IBG Counter* *Not Deficient via IBG Counter* *Not yet determined* *Provisional IBG* *Provisional Institution* *Sufficient*
Prof Requirements Status (professional requirements status)	Select the student's professional requirements status. Values are: *Not Applicable* *Open, not yet determined* *Rejected* *Selected/Passed*
Professional Duties Status	Select the student's professional duties requirement status. Values are: *Not Applicable* *Open, not yet determined* *Rejected* *Selected/Passed*
Language Test Status	Select the student's Dutch language requirement. Values are: *Not Applicable* *Open, not yet determined* *Rejected* *Selected/Passed* *Passed*
Approval Higher Year	Indicate whether the student who requested to be enrolled as a non-first year student is accepted or rejected by your institution. The Academic Level field indicates whether the admission request is for First Year or non First year.
Student Prior Education	Click this link to access the Student Prior Education Information page.
Student Data Higher Education	Click this link to access the Administer Student Higher Education page.
Comments	Click this link to access the Student Comments page, which displays the comments collected by Studielink and sent with the student's application. The link does not appear if no comments exist for the student.

Payment Information

Payment Indicator	Indicates whether the student's fees have been paid for the enrollment period. Values are *Paid* and *Not Paid.*

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Payment Amount	The amount paid by the student.
Studielink Form of Payment	The source of the payment.
Paid By	The method of payment of the student's fees. Values include *Parents* and *Another institution.*
Request Payment Terms	Indicates if the student requested payment to be scheduled in multiple payments.
Paid at BRINcode	The Brincode of the institution that received the student's payment for the year.
Paid At Institution Name	The institution that received the student's payment for the year (relevant in case of inbound message 19).
Barcode	The barcode of the institution that can be sent to Studielink for payment forms.
Order Number	Unique Order Number that you can send to Studielink for use on payment forms.
Student Bank Accounts	Click this link to access the Student Bank Accounts NLD page where you can review the bank account details.

Lot Drawing

Lot Drawing Type	Indicates whether the student participates in a lot drawing for their program. Values are: *Central*, *Local*, and *None.*
IBG Status	In central lot drawings, this is the lot drawing result determined by IBG. Values include: *Sent* and *Processed.*
Lot Drawing Date	The date that the lot drawing occurred.
IBG Status Reason	The reason for the lot drawing status given by IBG. Values include: *Transcript too late* and *Applied after close date.*
Lot Drawing Result	Indicates the result of the lot drawing process. Values include: *Locally Drawn* and *Conditionally Selected.*
Lot Drawing Result Reason	Values include: *Hardship Clause* and *Language Test.*
Lot Drawing Number	Priority number assigned by the school for decentral lot drawing candidates.

Reviewing Regional Studielink Information

Bundle 27
Added "Estimated Start Date" field to GBA Nationality group box.
Added "Diploma Year" field to Prior Education group box.
Added Establishment Information group box.

Access the Regional page (Student Admissions, Application Maintenance, Maintain Applications, Regional).

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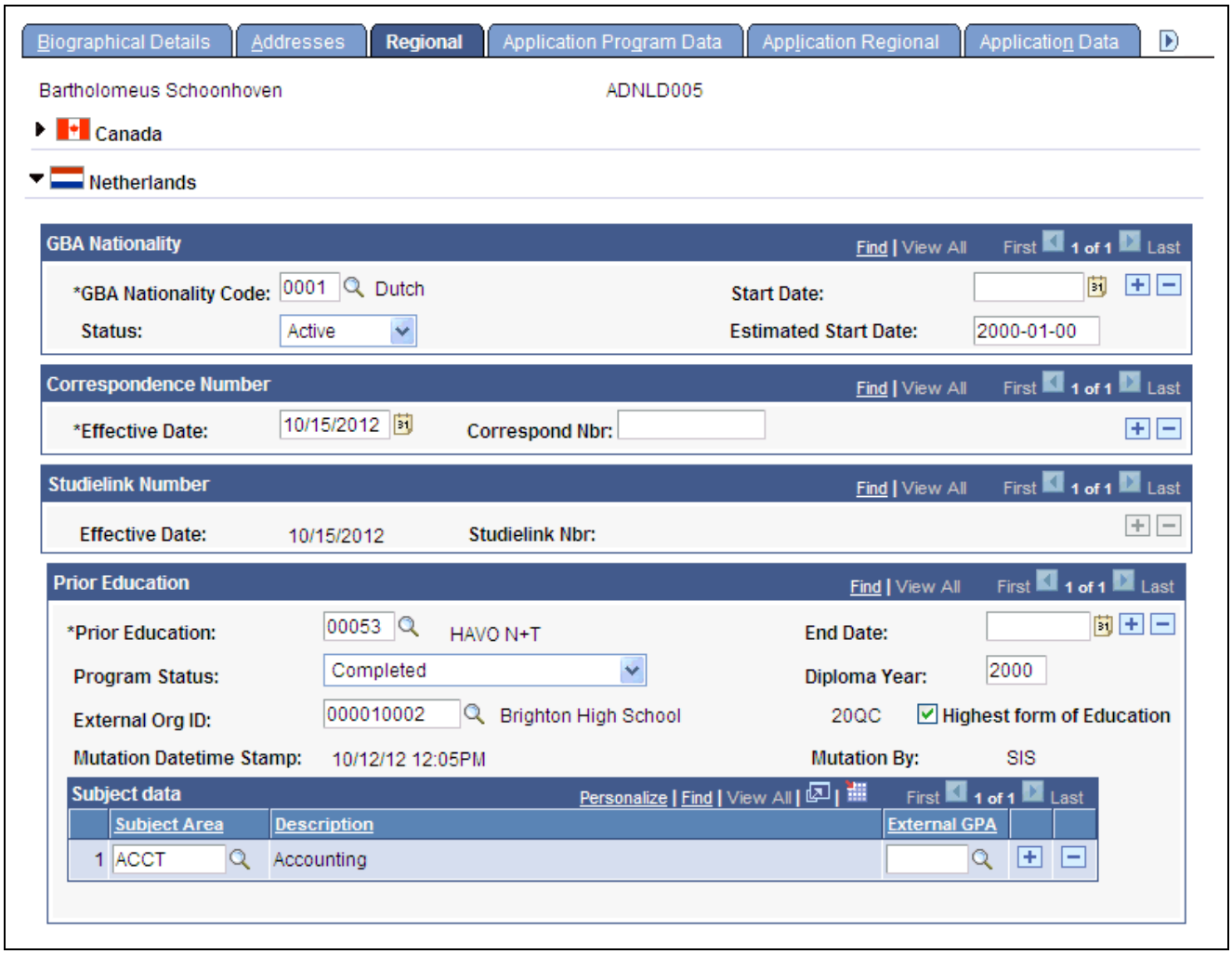
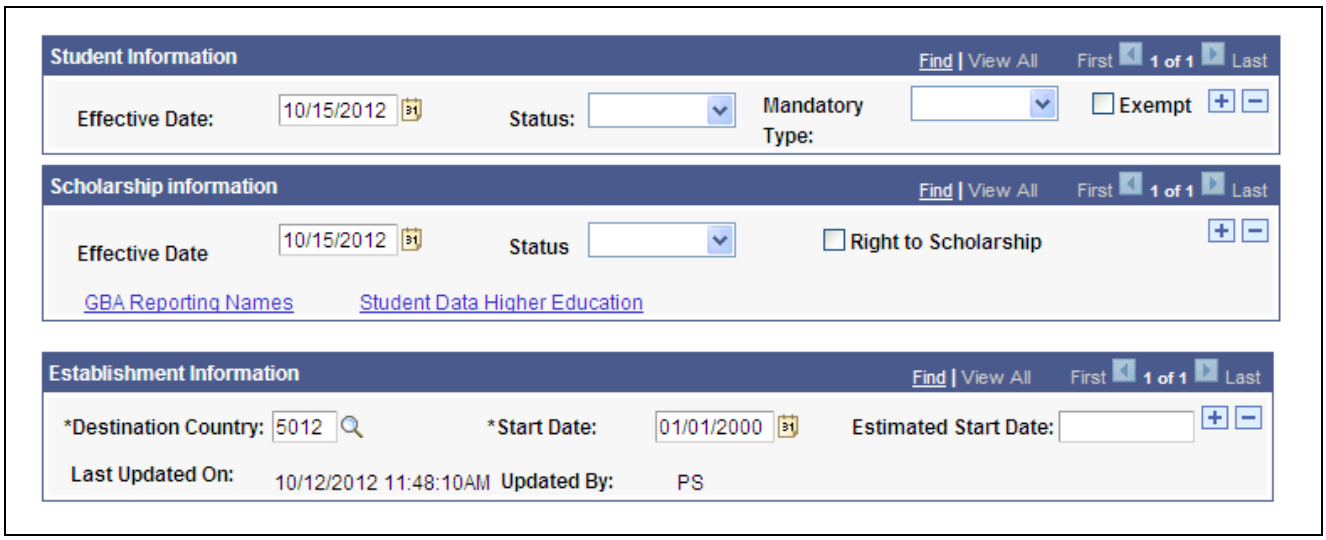


Regional page (1 of 2)



Regional page (2 of 2)

Bundle 27 **Added new field.**

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Estimated Start Date	This date can be populated by data imported from Studielink or entered manually by the user. Field format must be YYYY-MM-DD or YYYY-00-00 or YYYY-MM-00.
Studielink Nbr(Studielink Number)	Displays the Studielink Nbr as populated by the External System ID page.
Bundle 27	**Added new field.**
Diploma Year	Enter a Diploma Year in place of diploma end date if exact date is unknown.

Bundle 27
Added new group box.

Establishment

Destination Country	Enter a Country code if the student has taken up residency outside of the Netherlands.
Start Date	Enter date of departure from the Netherlands.
Estimated Start Date	Enter date of departure from the Netherlands when exact date is unknown. Field format must be YYYY-MM-DD or YYYY-00-00 or YYYY-MM-00.

Note. When Country of Destination has been entered, institutions may no longer send student information to Studielink with address type other than *Living*.

Reviewing Higher Education Details

Bundle 27
Added "DIGID Authentication Active" check box.

Access the Administer Student Higher Education page (Records and Enrollment, Higher Education NLD, Student Higher Education NLD).

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Administer Student Higher Education

Renske Blok SSRNL00001

Student details Find | View All First 1 of 1 Last

First Year Higher Education: 2010
Consent Statement: X
First Year Financial Aid: 2010
Regime: P

GBA Verification via BRON

GBA Status: Valid GBA relation & address
Unknown Birthdate: ☐

GBA Verification via StudieInk

ID Verification Status: Not Verified by Institution
Registration Termination Date:
ID Verification Date: 10/01/2012
☐ Consent statement from IBG
IBG Supplied Verification:
☐ DIGID Authentication Active
Reason Code:
Identification Document:
Identification Number:
ID Verified by Brincode:
ID Verified by User:
ID Verification Remark:

Administer Student Higher Education page (1 of 2)

Student BRINcode Find | View All First 1 of 1 Last

*BRINcode: 25LU MBO and VAVO Brincode
First Year at Brincode: 2010
First Year Funded: 2010

Progress academic year Find | View All First 1 of 1 Last

*Academic Year: 2010
Individual Norm Units:
Total Number of Units:
☐ Study Progress

Add/Update Person

Administer Student Higher Education page (2 of 2)

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Consent Statement Indicate whether the student has given consent for the institution to release information to Studielink and IBG.

Values are:

Yes (consent granted)

No

Unknown

GBA Verification via BRON

If you select the Unknown Birthdate check box, the GBA Year of Birth and GBA Month of Birth fields become available. You must enter a value for year of birth.

GBA Verification via Studielink

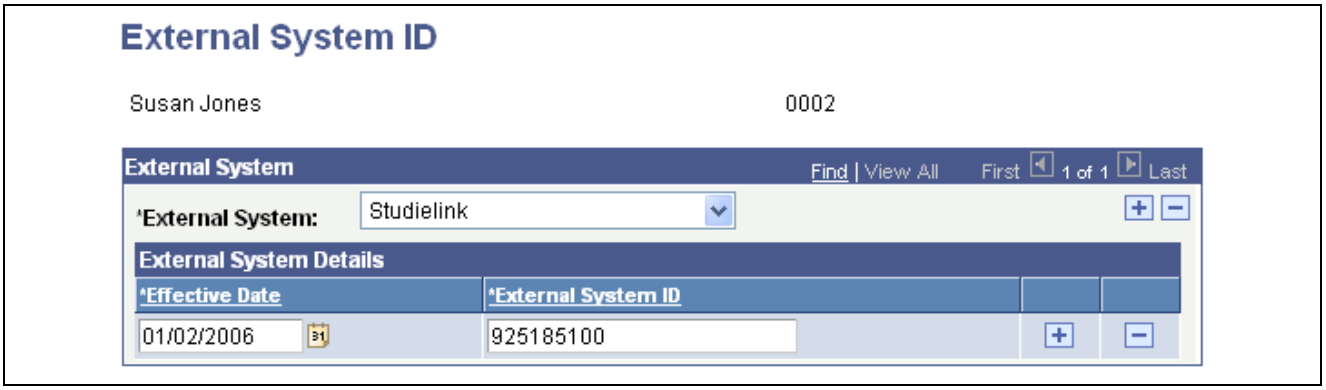
The GBA Verification via Studielink information is used to report the verification of the student's identification.

Bundle 27 **Added new check box.**

DIGID Authentication Active Selection indicates that student log on credentials have been verified through DIGID from Studielink.

Reviewing External System IDs

Access the External System ID page (Campus Community, Personal Information, Identification, External System ID).



External System ID page

The student's unique Studielink identification number is stored as an external system ID. This is updated when posting messages 03 and 30 (if a Studielink ID change is reported), and is provided when sending messages to Studielink.

Note. This value should not be confused with the ANZ StudyLink external system value.

Reviewing Academic Progress

Access the Academic Prog Higher Education page (Records and Enrollment, Higher Education NLD, Student Records Higher Edu NLD).

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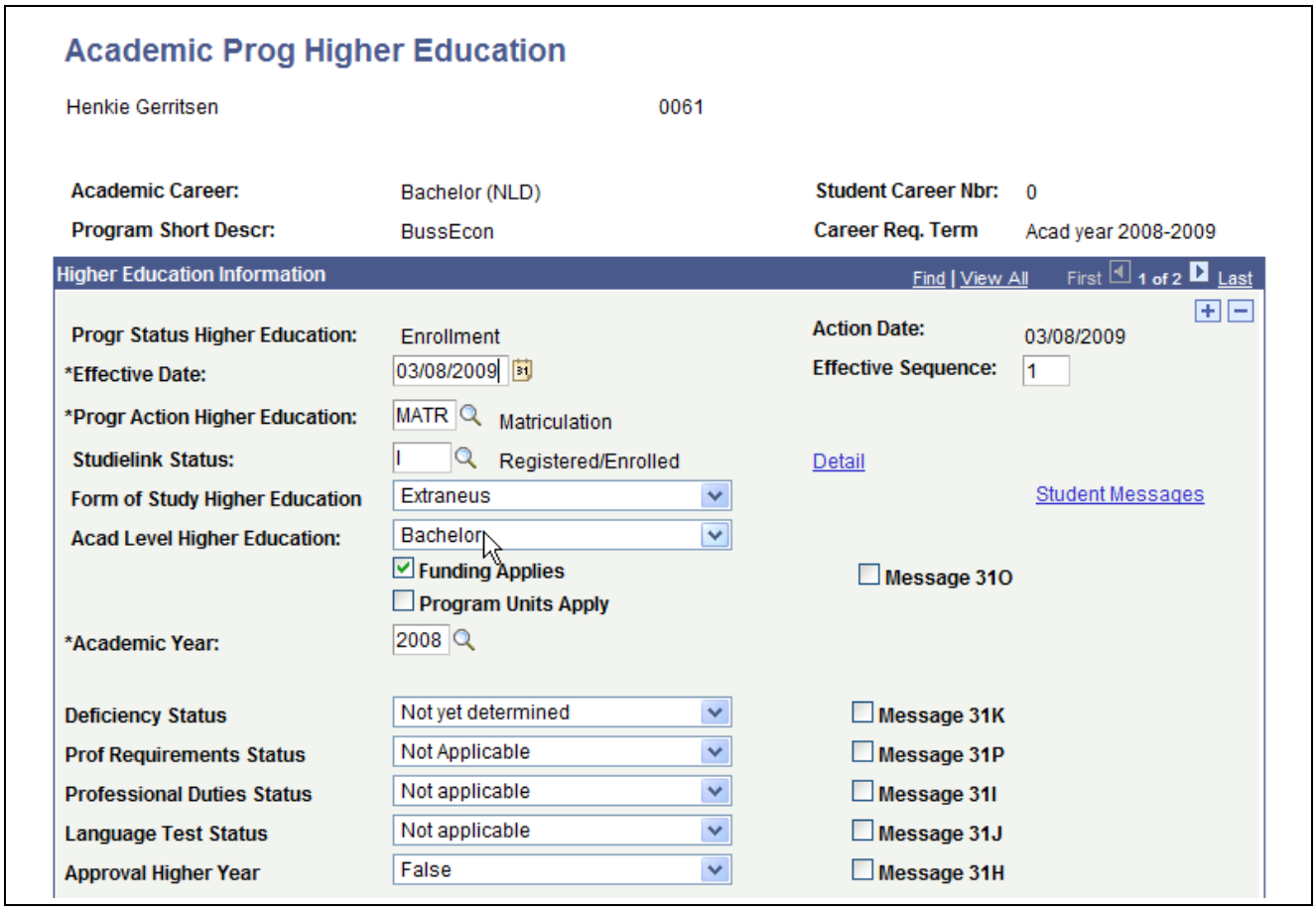
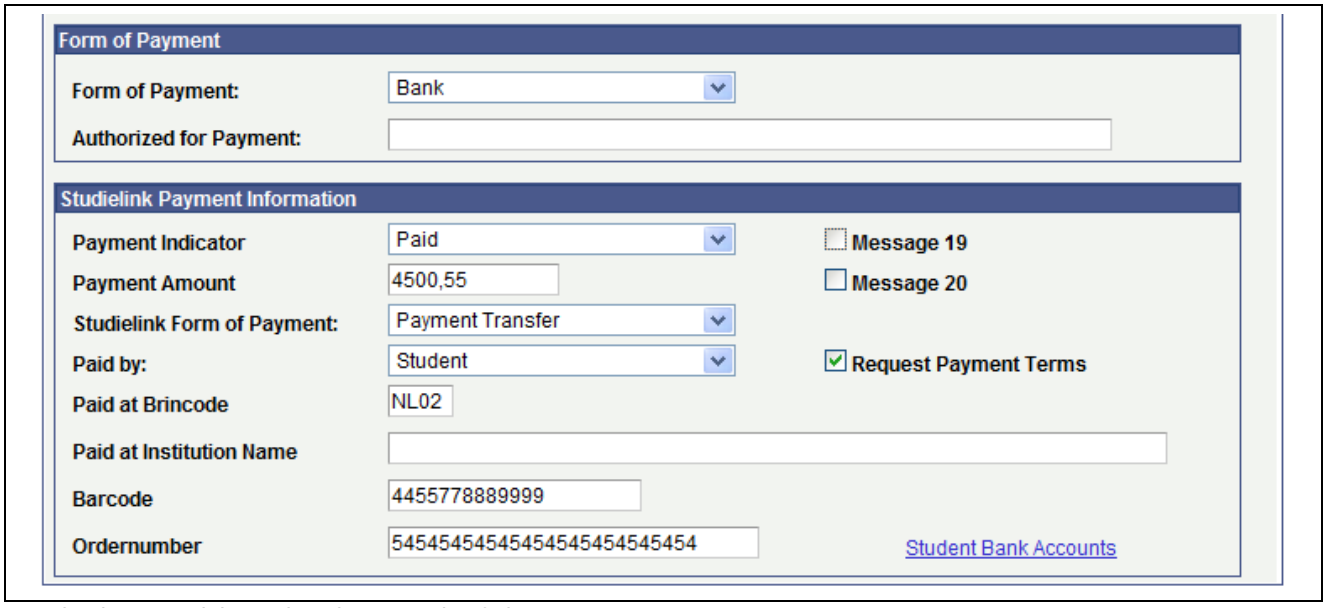


Academic Prog Higher Education page (1 of 2)



Academic Prog Higher Education page (2 of 2)

Studielink Status Displays the student's current reported status.

Comments Click to view comments from Message 25. The link appears only if comments exist.

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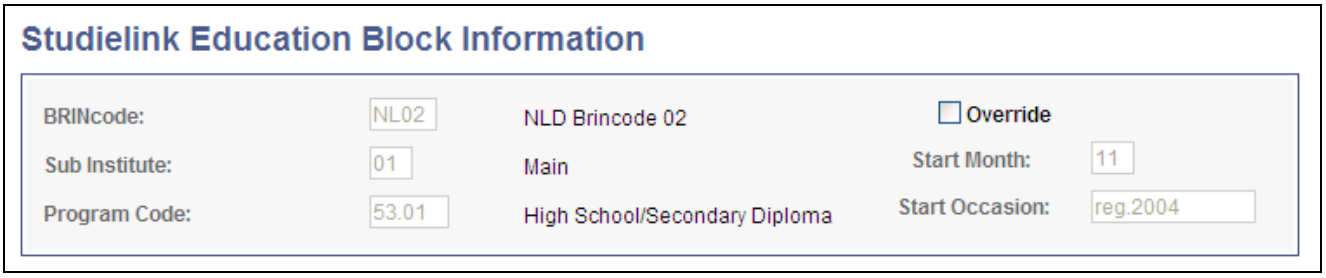
Student Messages	Click to access the Student Messages page, where you can send messages to the student via Studielink.
Detail	Click to access Studielink Education Block Information page. Use the Studielink Education Block Information page to view or update the BRINcode, Sub Institute and Program code values.

The Studielink Payment Information group box appears if the value in the Progr Action Higher Education field is *RENR* (to display any payment information reported in Message 25) or *DATA* (to allow entry of payment information).

For information about this group box, refer to the documentation about the Application Regional page in the Reviewing Admissions Information section of this chapter.

Viewing Studielink Education Block Information

Access the Studielink Education Block Information page (click the Detail link on the Academic Prog Higher Education page).



Studielink Education Block Information page

Viewing Prior Education Information for a Student

Access the Student Prior Education Information page (Student Admissions, Processing Studielink NLD, Student Prior Education Info).

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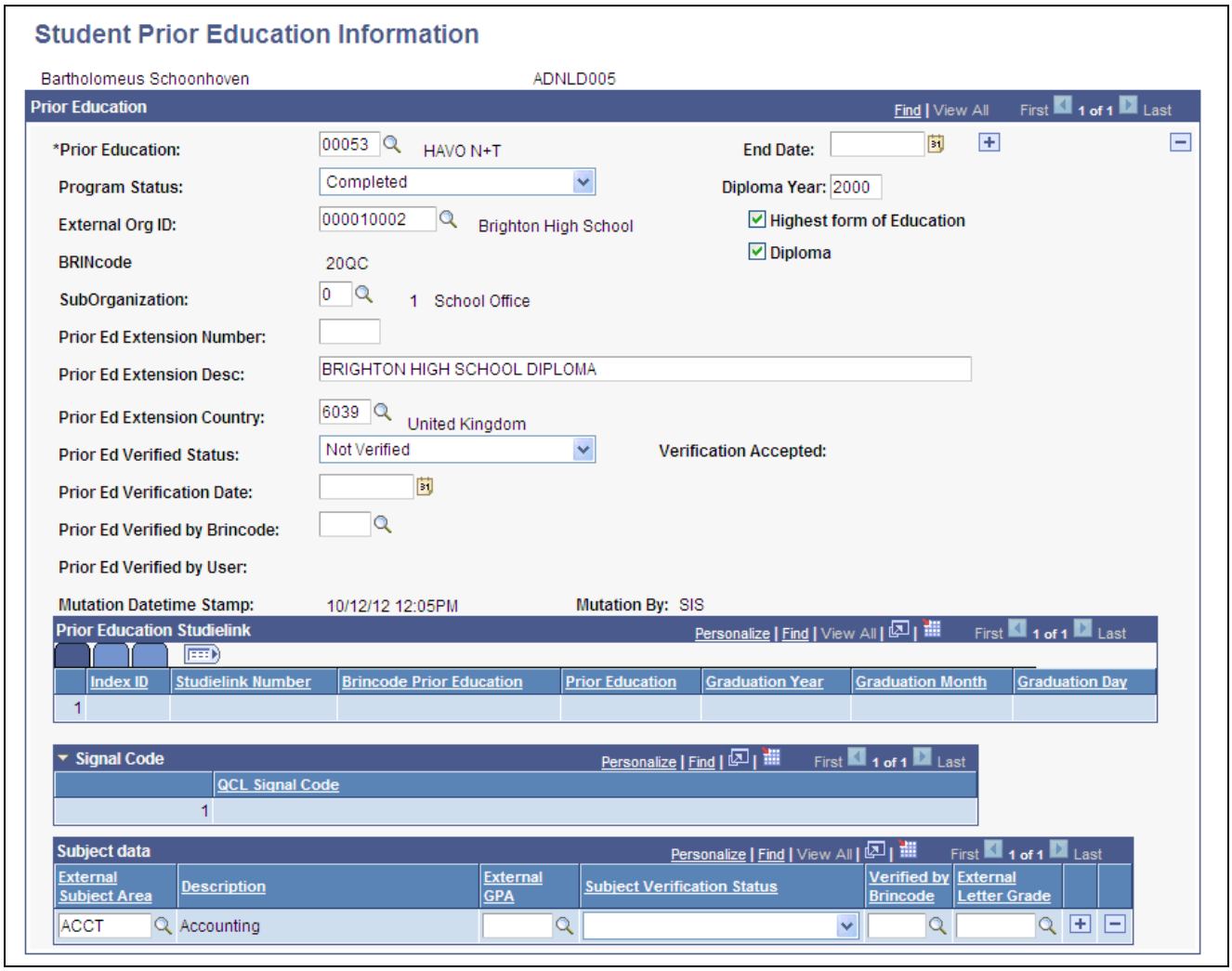

Student Prior Education Information page

A student can enter prior education information during the request for admission or at a later time as a separate option within Studielink. Institutions can also update a student's prior education information and then send the updated information to Studielink.

Prior Education

This is a view of the most recently received message containing prior education data from Studielink. The information can be used to verify message information in prior education messages where only one prior education value can be processed. This is the case for those prior education programs which are not administered with a unique CROHO or Nuffic Code in Studielink.

Prior Education	These values are defined in the Prior Education Table NLD component.
Highest form of Education	Select if this is the highest degree attempted or earned by the student.
External Org ID	Define External Org IDs on the External Organization Codes page.
SubOrganization	Enter the external organization ID's sub organization code.
Prior Ed Verified Status	Values include: *Verified, diploma unverified, Not verified, no consent given,* and *Decentralized diploma.*

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Prior Ed Verification Date	Enter the date that the prior education information was verified.
Prior Ed Verified by BRINcode	Enter the BRINcode of the institution that verified the prior education information.
Pior Ed Extension Number and **Pior Ed Extension Desc**	Display the values supplied by Studielink for unknown or foreign prior education schools.

Signal Code

This grid displays any signals received from Studielink concerning this Prior Education Program. Refer to the Studielink documentation from SURF foundation to view a description of the types of signal codes that can be received.

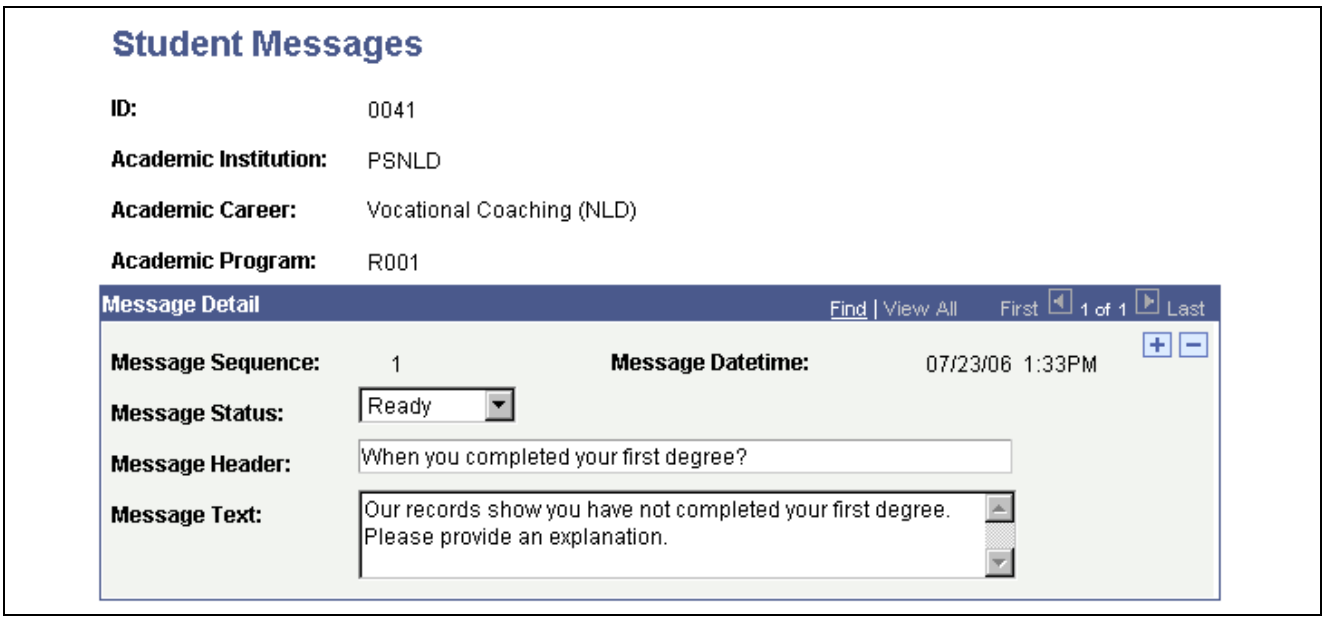
Subject data

Enter the subject area and student's GPA and grade for the subject.

Sending Text Messages to Students Through Studielink

Messages for students can be sent to Studielink so that they appear when the student logs into the Studielink website.

Access the Student Messages page (Student Admissions, Processing Studielink NLD, Maintain Student Messages).



Student Messages page

Set the Message Status to *Ready* to automatically send Message 22 the next time that messages are generated.

Once the message is generated, the system changes its status to *Sent* and the message cannot be altered.

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Managing Outbound Messages

This section provides an overview of generating messages and message equations and discusses how to:

- Review pending outbound messages.
- Override outbound message transmissions.
- Determine outbound messages.
- Send outbound messages to Studielink.
- Resolve suspended outbound messages.
- Resolve outbound issues.

Understanding How Messages to Studielink Are Generated

After a student becomes part of the Studielink system (either by receiving an admission application or by the institution registering its current enrolled students), changes to the student's information must be reported to Studielink. In some cases, students initiate changes (for example, changes to personal information and requests for re-enrollment) by logging on to the Studielink website. In other cases, institutions report changes to Studielink in the form of specific electronic transactions. This section discusses messages that must be sent from the institution to Studielink.

The messages that can be sent to Studielink fall into several categories: those that can only be sent as part of the admissions application process, those that can only be sent after the student has been matriculated and enrolled, and those that are not dependent on either condition.

You can initiate messages to Studielink in several ways. For an applicant, when you determine that information should be sent to Studielink, you can indicate the messages to be sent by manually setting the Transmit check box on the Application Regional page for the information to be sent directly from the admissions maintenance component.

For a student, when you determine that information should be sent to Studielink, you can indicate the messages to be sent by manually selecting the Transmit check box on the Academic Prog Higher Education page for the information to be sent directly from this component (Records and Enrollment, Higher Education NLD, Student Records Higher Edu NLD).

You can also use the Student Transmission Override page to set the transmit status for the appropriate messages that you want to send. If you select the appropriate transmission check box, the system will generate a message and send it to Studielink when the Generate Studielink Message process is run. When using the override page, you are responsible for ensuring that the data to be transmitted for each message has been correctly set in the source data pages.

Alternatively, you can use the Studielink Message Evaluation process to automatically determine if a message should be sent. This process uses the Equation Engine to allow you to define the conditions for determining whether to send a particular message. This process determines whether a particular message should be transmitted; if it should, the system selects the appropriate transmission override check box – the same check boxes that you can set manually. The process is not designed to cancel messages marked to be sent – it *cannot clear* any of the transmission check boxes. When the Generate Studielink Message process runs, these messages are then generated and transmitted.

It is expected that institutions will use a combination of methods to initiate the transmission of messages to Studielink. Institutions should develop the business processes that they will use to meet the conditions of the messages that they want to transmit. This analysis should indicate whether a message will be initiated manually, by equation process, or both.

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Once messages have been updated to send, you can run the Generate Studielink Message process. This process populates the necessary message data into the staging tables, creates the physical messages, and then transmits them to Studielink. Once a message has been successfully generated, the process updates the transmit status check boxes to a blank value and the record of the transaction appears in the Student Transaction Summary page.

The following table describes the expected user actions that would trigger the transmission of the Studielink message:

Message to Studielink	When message is required / How data is provided	How message is triggered
Receipt of Application (31A)*	When the student's application for enrollment is loaded into the system.	This message is automatically queued to transmit by the posting of Message 03. For the message to be sent by the Generate Studielink Message process, the Receipt of Application (31A) check box must be selected on the Studielink Send Parameters page.
Rejection of Admissions Request (31Z)	When admission request message 03 is rejected.	If admission request is received for which an active admission record with the same institution, BRINcode, academic year, and academic plan already exists, then you can reject the message 03 by clicking the Reject Admission button on the Admissions Suspense Management page. The system then creates Message 31Z with Studielink Status *R*.
Receipt of re-enrollment request (31Q)	When the system processes the inbound message 25 successfully.	This message is automatically queued to transmit with status *V* by the posting of Message 25. For the message to be sent by the Generate Studielink Message process, the Confirmation Receipt (31Q) check box must be selected on the Studielink Send Parameters page.

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Message to Studielink	When message is required / How data is provided	How message is triggered
GBA Verification (04)	If the student's identification has been verified by the institution.	Prerequisite for automatic and manual trigger of the message: The GBA Verification (04) check box *and* at least one appropriate trigger status value must be selected on the Studielink Send Parameters page. Manually on the Studielink Transmission Override page or by Studielink Message Evaluation process. You can create an equation. The naming convention for the equation is ADDSLMSG04. The equation must verify whether the GBA verification (04) check box has been selected on setup. Also as a criteria the equation should verify that the status of the GBA Verification field on the Student Higher education page matches that of the setup. For applicants or students, this message is automatically queued to transmit when you select a field value in the ID Verification Status field of the Administer Student Higher Education page (Records and Enrollment, Higher Education NLD, Student Higher Education NLD), which matches the setup field value. Student must be a Studielink participant.
Address Change (06)	The student's address is changed so that the effective date of the address no longer matches that of the last address that information was sent to, or received from Studielink.	Prerequisite for manual trigger of the message: The Address Change (06) check box must be selected on the Studielink Send Parameters page. Manually on the Studielink Transmission Override page or by Studielink Message Evaluation process. Equation Engine supplied ADDSLMSG06. You can change the equation criteria. The equation must verify whether the Address Change (06) check box has been selected on setup. Also as a criteria the equation should take into account any setup which relates to outbound address usage.

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Message to Studielink	When message is required / How data is provided	How message is triggered
Prior Education Verification (10)	When the institution verifies any of the student's prior education records.	Prerequisite for automatic and manual trigger of the message: The Prior Education (10) check box *and* at least one trigger status value must be selected on the Studielink Send Parameters page. Manually on the Studielink Transmission Override page or by Studielink Message Evaluation process. You can create an equation. The naming convention for the equation is ADDSLMSG10. The equation must verify whether the Prior Education (10) check box has been selected on setup. Also as a criteria, the equation should verify that the status of the Prior Education Verification field on the Student Prior Education Information page (Student Admissions, Processing Studielink, Student Prior Education Info) matches that of the setup. For applicants or students, this message is automatically queued to transmit when the diploma program status is *completed* and you select a field value in the Prior Ed Verified Status field of the Student Prior Education Information page (Student Admissions, Processing Studielink NLD, Student Prior Education Info) which matches the field value from setup.

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Message to Studielink	When message is required / How data is provided	How message is triggered
Payment Confirmation (19)	When the student has paid fees for the enrollment year. On the Maintain Applications component, a new program data row is inserted and the Payment Indicator field is set to *Paid* and the Payment Amount field is not zero. Studielink Version 3.0 only: Amount in student finance table ITEM_SF is checked against the account balance and the amount is entered in the Payment Amount field.	Prerequisite for automatic and manual trigger of the message: The Payment of Fees (19) check box must be selected on the Studielink Financial Parameters page. Manually by the user on the Application Regional page, Studielink Transmission Override page, or by Studielink Message Evaluation process. You can create an equation. The naming convention for the equation is ADDSLMSG19. The equation must verify whether the Payment of Fees (19) check box has been selected on setup. Also apply business logic as appropriate to trigger based on data in the Studielink tables or Student Financials tables. For applicants or students, this message is automatically queued to transmit when you set the Paid By field value to a non empty value or *Another Institution* on the Application Regional page or Academic Prog Higher Education page. Studielink Version 3.0 only: Message 19 is triggered automatically if the Send Msg 19 Automatically check box is selected on the Studielink Financial Parameters page. This check box is available only if the Electronic Direct Debit (47) check box is selected. Inbound message 47 then automatically triggers message 19 outbound. (Message 47 is sent from Studielink to Campus Solutions if the student signs the online direct debit statement on the Studielink site.)

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Message to Studielink	When message is required / How data is provided	How message is triggered
Payment Amount (20)	On the Maintain Applications component, a new program data row is inserted and the Payment Indicator field is set to *Not Paid* and the Payment Amount field is not zero. Studielink Version 3.0 only: Amount in student finance table ITEM_SF is checked against the account balance and the amount is entered in the Payment Amount field.	Prerequisite for automatic and manual trigger of the message: The Cost of Fees (20) check box must be selected on the Studielink Financial Parameters page. Manually by the user on the Application Regional page, Studielink Transmission Override page, or by Studielink Message Evaluation process. You can create an equation. The naming convention for the equation is ADDSLMSG20. When creating the equation, take into account prerequisite business logic. For applicants or students, this message is automatically queued to transmit when you set the Payment Indicator field value to *Not Paid* on the Application Regional page or Academic Prog Higher Education page.
Message to Student (22)*	Institution wants to send a text message to the student via Studielink. Enter messages on the Student Messages page.	This message is queued automatically when the Message Status field is set to *Ready.*
Confirm enrollment in program (31B) (newly matriculated)	Institution admits the student into their program of study. On the Maintain Applications component, a new program data row is inserted with a program action that matches the program action in the Trigger 31B field. Example: User enters PAYM in the Progr Action Higher Education field of the Academic Prog Higher Education page (Records and Enrollment, Higher Education NLD, Student Records Higher Edu NLD). The academic year is same as the First year in higher education NLD. PAYM has been selected as value in field Trigger 31B. The Message is triggered. The outbound process (SAD_SL_OUT) selects data to be included in the messages based on the Select 31B field value.	Automatically if the Confirm Enrollment (31B) check box is selected on the Studielink Send Parameters page and the program action that is selected in the Trigger 31B field on that page matches the updated program action on the Application Program Data page or the Academic Prog Higher Education page. Manually by the user on the Studielink Transmission Override page or by Studielink Message Evaluation process (Equation provided: ADDSLMSG31B). You can change the equation. When changing the equation, take into account prerequisite business logic.

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Message to Studielink	When message is required / How data is provided	How message is triggered
Confirm re-enrollment in program (31C)	Institution receives Message 25 requesting re-enrollment. The institution responds with Message 31C. Example: The user enters the *RENR* row on the Academic Prog Higher Education page for the new academic year. Once the payment information is received, the user enters the *PAYM* row on the Academic Prog Higher Education page for the new academic year. The field value for the Select 31C field on setup page equals PAYM.	Automatically if the Confirm Re-enrollment (31C) check box is selected on the Studielink Send Parameters page and the program action that is selected in the Trigger 31C field on that page matches the updated program action on the Academic Prog Higher Education page. Manually by the user on the Studielink Transmission Override page or by Studielink Message Evaluation process (Equation provided: ADDSLMSG31C). You can change the equation. The naming convention is ADDSLMSG31C. When changing the equation, take into account prerequisite business logic.
31D. Confirm discontinuation not allowed*	Institution receives Message 35 requesting a Stop Study. The user must determine if the discontinuation is allowed. If not, the user updates the Studielink Cancellation Requests page. For applicants, the user must ensure that the applicant status on Application Regional page does not have any of the following values: • *Registered/enrolled* • *Enrollment requested* • *Continuing application* For students, the user must ensure that on the Academic Prog Higher Education page, the Program Action Higher Education is *DSNA: departure not allowed* and the Studielink status is *Registered/Enrolled.*	Prerequisite for manual trigger of the message on the Transmission Override page: The Discontinue Not Allowed (31D) check box must be selected on the Studielink Send Parameters page. Updating the status of the withdrawal request on the Studielink Cancellation Requests page will queue this message to be transmitted. This can be done even if the Discontinue Not Allowed (31D) check box is not selected on Send Parameters Page. Manually by the user on the Studielink Cancellation Requests page by setting the Process Status to *Complete* and Request Status to *Not Allowed.* If institution has not received message 35, users can initialize this message by selecting the 31D check box on the Studielink Transmission Override page. You must ensure that the described prerequisites are met.

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Message to Studielink	When message is required / How data is provided	How message is triggered
31E. Confirm discontinuation*	Institution receives Message 35 requesting a Stop Study. The user must determine if the discontinuation is allowed. If allowed, the student's academic program must be updated to reflect the discontinuation. If no payment has been received from student and no future dated row (in reference to received end date) or payment row or cancellation row has been found in Academic Prog Higher Education page then the system automatically initializes Message 31E for sending. A row is inserted into the Academic Prog Higher Education page (Records and Enrollment, Higher Education NLD, Student Records Higher Edu NLD) with effective date end date from Studielink.	Automatically if the Discontinuation Allowed (31E) check box is selected on the Studielink Send Parameters page and the updated program status on the Student Program page matches a value in the Records Withdrawal Action field on the Student Records Program Action & Studielink Status Mapping page. Updating the status of the withdrawal request on the Studielink Cancellation Requests page will queue this message to be transmitted automatically. Manually, by updating the Studielink Transmission Override page—the Discontinuation Allowed (31E) check box must be selected on the Studielink Send Parameters page.
31G. Receive confirmation of withdrawal (before admission)*	Cancellation of the student admission application prior to matriculation.	Automatically if the Withdrawal Confirmed (31G) check box is selected on the Studielink Send Parameters page and the updated program action on the Application Program Data page matches the value in the Admission Withdrawal Action field on the Admissions Program Action & Studielink Status Mapping page. For applicants not admitted, this is determined automatically when the posting process evaluates Message 35. Manually, by updating the Studielink Transmission Override page—the Withdrawal Confirmed (31G) check box must be selected on the Studielink Send Parameters page.

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Message to Studielink	When message is required / How data is provided	How message is triggered
31H. Receive Result for Non-First Year	When students request a non-first year academic level, a message must be sent to verify the level.	The Non First Year (31H) check box must be selected on the Studielink Send Parameters page. For applicants, by manually selecting the 31H check box on the Application Regional page, Studielink Transmission Override page, or for students by manually selecting the 31H check box on the Academic Prog Higher Education page or by Studielink Message Evaluation process. You can create an equation. The naming convention is ADDSLMSG31H. When creating the equation, take into account prerequisite business logic. For applications, automatically, when the Academic Level field on the Application Data page is not equal to value 1st Year and the field Approval Higher Year on the Application Regional page is set to value True.
31I. Receive result admissible but conditional – Professional Duties	Example: A new admissions application program data row is entered on the Maintain Applications component where the Studielink Status field is set to *Enrollment Requested* and the Professional Duties Status is set to *Selected/Passed* or *Rejected.* The Professional Duties field value matches the field value from the Send Parameters page setup.	The Professional Duties (31I) check box *and* at least one trigger status value must be selected on the Studielink Send Parameters page. For applicants, by manually selecting the 31I check box on the Application Regional page, Studielink Transmission Override page, or for students by manually selecting the 31I check box on the Academic Prog Higher Education Page, or by Studielink Message Evaluation process. You can create an equation. The naming convention is ADDSLMSG31I. When creating the equation, take into account prerequisite business logic.

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Message to Studielink	When message is required / How data is provided	How message is triggered
31J. Receive signal to perform language test	Example: A new admissions application program data row is entered on the Maintain Applications component where the Studielink Status field is set to *Enrollment Requested* and the Language Test Status is set to *Selected/Passed* or *Rejected.* The Language Test value is the same as the value set up on the Send Parameters page.	The Language Test (31J) check box *and* at least one trigger status value must be selected on the Studielink Send Parameters page. For applicants, by manually selecting the 31J check box on the Application Regional page, Studielink Transmission Override page, or for students, by manually selecting the 31J check box the Academic Prog Higher Education page or by Studielink Message Evaluation process. You can create an equation. The naming convention is ADDSLMSG31J. When creating the equation, take into account prerequisite business logic.
31K. Student's prior education is deficient or sufficient	Example: A new admissions application program data row is entered on the Maintain Applications component where the Studielink Status field is set to *Enrollment Requested* and the Deficiency Status is set to *Sufficient*or *Deficient via Institution.* The Prior Ed Deficiency value is the same as the value set up on the Send Parameters page.	The Prior Ed Deficiency (31K) check box *and* at least one trigger status value must be selected on the Studielink Send Parameters page. For applicants, by manually selecting the 31K check box on the Application Regional page, Studielink Transmission Override page, or for students by manually selecting the 31K check box on the Academic Prog Higher Education page or by Studielink Message Evaluation process. You can create an equation. The naming convention is ADDSLMSG31K. When creating the equation, take into account prerequisite business logic.

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Message to Studielink	When message is required / How data is provided	How message is triggered
31N. Send result of de-central selection lot drawing	Example: The student's application is for a program that requires de-central lot drawing. On the Maintain Applications component, a new row is inserted. The Lot Drawing Result is set to *Locally Selected*, or *Locally Not Selected*. If the value is *Locally Selected*, the Lot Drawing Number field must have an assigned value. The Lot Drawing Result value is the same as the value set up on the Send Parameters page.	The Lot Drawing Result (31N) *and* at least one trigger status value must be selected on the Studielink Send Parameters page. For applicants, by manually selecting the 31N check box on the Application Regional page, Studielink Transmission Override page, or by Studielink Message Evaluation process. You can create an equation. The naming convention is ADDSLMSG31N. When creating the equation, take into account prerequisite business logic. This message cannot be triggered for matriculated students.
31O Change of Phase (Academic Level – Bachelor, Propedeuse, Master)	The student phase (B, D, or M) changes from the information that is held by Studielink The student Campus and/or Subbrincode has changed. The Start Month has changed. The Academic Level has changed.	The Phase Change (31O) check box must be selected on the Studielink Send Parameters page. For applicants, by manually selecting the 31O check box on the Application Regional page, Studielink Transmission Override page, or for students, by manually selecting the 31O check box on the Academic Prog Higher Education page or by Studielink Message Evaluation process. Equation Engine supplied: ADDSLMSG31O. You can change the equation engine criteria. When changing the equation, take into account prerequisite business logic.

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Message to Studielink	When message is required / How data is provided	How message is triggered
31P. Professional/job Requirements	Example: A new admissions application program data row is entered on the Maintain Applications component where the Studielink Status field is set to *Enrollment Requested* and the Professional Requirements Status is set to *Selected/Passed* or *Rejected.* The Professional Requirements value is the same as the value set up on the Send Parameters page.	The Profession Requirements (31P) check box *and* at least one trigger status value must be selected on the Studielink Send Parameters page. For applicants, by manually selecting the 31P check box on the Application Regional page, Studielink Transmission Override page, or for students, by manually selecting the 31P check box on the Academic Prog Higher Education page, or by Studielink Message Evaluation process. Automatically, for applications or students, when the Profession Requirements field value on the Application Regional page or Academic Prog Higher Education Page is set to a value which is not equal to the value on the previous row (effective date or effective sequence) and the field value for Professional Requirements is the same as the value from the Send Parameters page setup.
Send Application from Institution (34)*	A new admissions application is entered on the Application Entry page where the Studielink Status field is set to *Enrollment Requested.*	This message is automatically queued to transmit on saving a new admission application and setting the Studielink status to *Enrollment Requested.*

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Message to Studielink	When message is required / How data is provided	How message is triggered
Death of Student (37)	The decedent data page is updated with the student's date of death.	The Death of Student (37) check box must be selected on the Studielink Send Parameters page. Manually by the user on the Studielink Transmission Override page or by Studielink Message Evaluation process. You can create an equation. The naming convention is: ADDSLMSG37. When creating the equation, take into account prerequisite business logic.
Correction (End) Enroll (48)	Only available with Studielink version 3.0 A new Application Program Data row is entered in Admissions Maintain Applications or a new Program/Plan row is entered in Student Records Student Program/Plan.	Automatically if the Correction (End) Enroll (48) check box is selected on the Studielink Send Parameters page and the updated program action/ reason matches the program action/reason on the Msg 48 Admission Correction page or Msg 48 Student Records Correction page. Manually by the user on the Studielink Transmission Override page. You can create an equation. The naming convention is ADDSLMSG48. When creating the equation, take into account prerequisite business logic.

* Automatically generated.

Understanding Message Equations

Instead of manually setting messages to be generated and sent to Studielink, you can use the functionality of the Studielink Message Evaluation process to automatically perform this action. This process utilizes PeopleSoft Equation Engine to allow you to define your business rules to initiate a message to be sent to Studielink.

The design of the equation process allows a separate equation to be assigned for any message type. The equation should be written to evaluate whether a student meets the criteria of the message and return a Pass/No Pass result. When the equation is executed, any equation that passes causes the appropriate check box in the Studielink Transmissions page to be selected. Equations can only be used to identify messages to be sent. They cannot be used to cancel the sending of a message already queued.

The PeopleSoft system provides the basic equations for some messages. You can customize the delivered equations to meet the needs and business processes of your institution or create new equations.

Note. To create custom equations, instead of modifying the existing equation, you should copy the equation using a new equation name and then modify the new equation. This preserves your equations from upgrades.

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See Also

lsad, (NLD) Managing Studielink, Setting Up Studielink, Setting Up Studielink Message Equations

lsfn, Working with Equation Engine, Reviewing Delivered Equations

Pages Used to Manage Outbound Messages

Page Name	Definition Name	Navigation	Usage
Studielink Transmissions	SAD_SL_TRANSMT_INQ	Student Admissions, Processing Studielink NLD, Student Transmission Status	Review pending outbound messages to Studielink.
Studielink Transmission Override	SAD_SL_TRANSMIT	Student Admissions, Processing Studielink NLD, Student Transmission Override	Override student outbound message transmissions to Studielink.
Studielink Equation Setup	SAD_SL_EQ_SETUP	Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Equation Setup	Assign optional equations to determine the messages to be sent to Studielink.
Studielink Message Evaluation	SAD_RUN_SL_EQN	Student Admissions, Processing Studielink NLD, Process Studielink, Studielink Message Evaluation	Run the optional process that determines the student messages that need to be sent to Studielink.
Generate Studielink Messages	SAD_SL_RUN_OUT	Student Admissions, Processing Studielink NLD, Process Studielink, Generate Studielink Messages	Generate and transmit Studielink messages.
Outbound Suspense	SAD_SL_SUSPOU_MGMT	Student Admissions, Processing Studielink NLD, Process Studielink, Outbound Suspense Management, Outbound Suspense	Review and correct the values for outbound messages that the system cannot send to Studielink. After entering the missing values or after updating the Campus Solutions tables, regenerate the messages by running the Generate Studielink Messages process.
Prior Education	SAD_SL_SUSP_OUT_2	Student Admissions, Processing Studielink NLD, Process Studielink, Outbound Suspense Management, Prior Education	Review and correct the Prior Education values for outbound messages that the system cannot send to Studielink.
Address	SAD_SL_SUSP_OUT_3	Student Admissions, Processing Studielink NLD, Process Studielink, Outbound Suspense Management, Address	Review and correct the address values for outbound messages that the system cannot send to Studielink.

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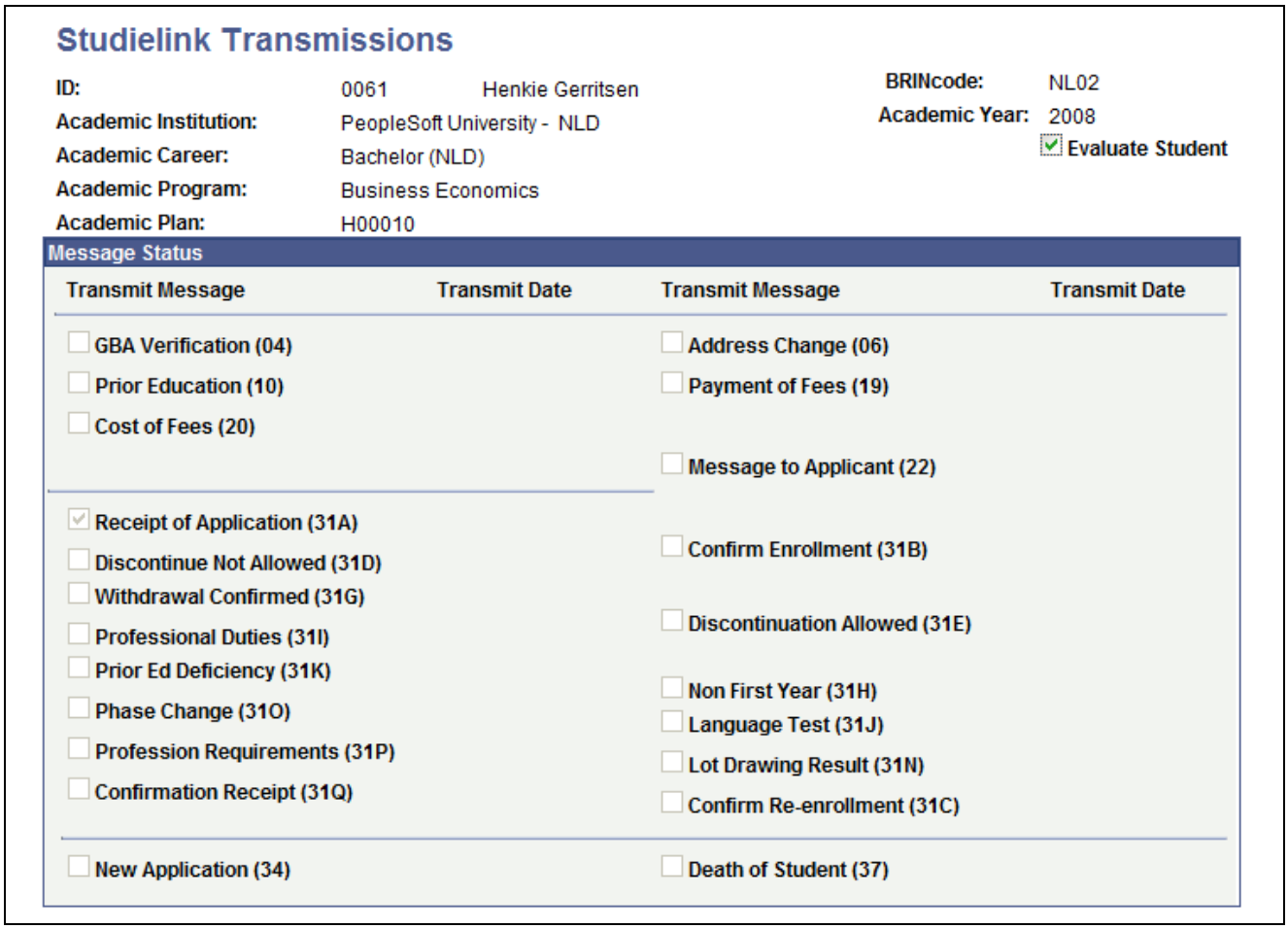
Page Name	Definition Name	Navigation	Usage
Studielink Outbound Log Issues	SAD_SL_LOGS_OUT	Student Admissions, Processing Studielink NLD, Process Studielink, Resolve Outbound Issues, Studielink Outbound Log Issues	Resolve outbound issues.

Reviewing Pending Outbound Messages

Access the Studielink Transmissions page (Student Admissions, Processing Studielink NLD, Student Transmission Status).



Studielink Transmissions page

This page enables limited access users the ability to see which messages are queued for transmission. Users have access to update the Evaluate Student check box.

The Evaluate Student check box is used to identify those records that will be eligible to generate messages to Studielink. This check box becomes active when either Message 03 is loaded, or when an application is entered manually for a Studielink applicant. When the message creation and evaluation process runs, the process selects only those records for processing. Clearing the check box stops all communication to Studielink.

If any of the message check boxes are selected, this indicates that the message will be generated and sent to Studielink the next time that the Generate Studielink Message process runs. The Transmit Date column indicates the last time that the corresponding message was sent.

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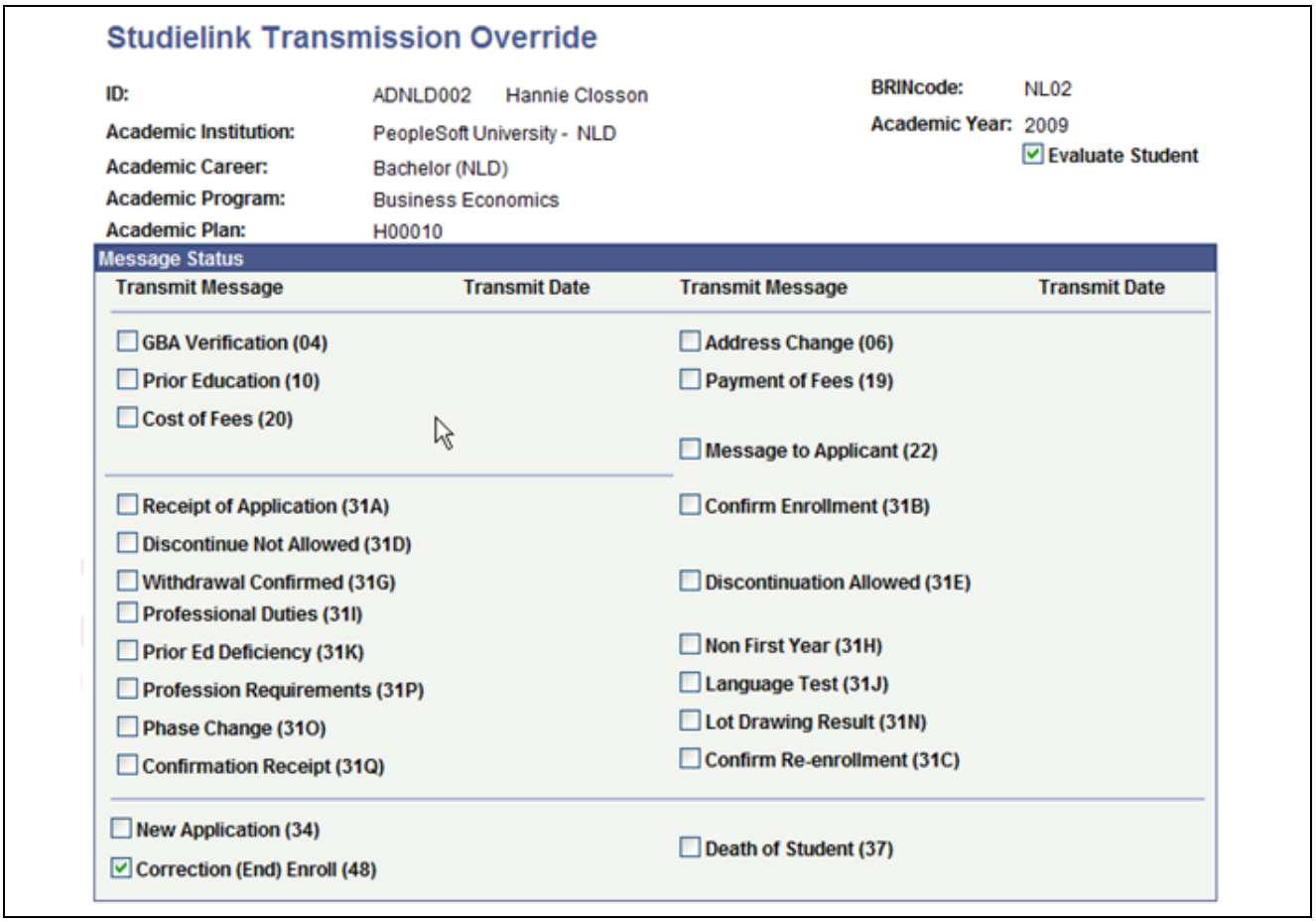
Overriding Outbound Message Transmissions

Access the Studielink Transmission Override page (Student Admissions, Processing Studielink NLD, Student Transmission Override).



Studielink Transmission Override page

If you have access, you can manually select messages to be generated. Select the appropriate check boxes to indicate which messages you want to send to Studielink for a student.

Warning! You should be careful when manually setting a message to send. Ensure that the student's information has been updated so that the message is generated with the correct information.

Determining Outbound Messages

Access the Studielink Message Evaluation page (Student Admissions, Processing Studielink NLD, Process Studielink, Studielink Message Evaluation).

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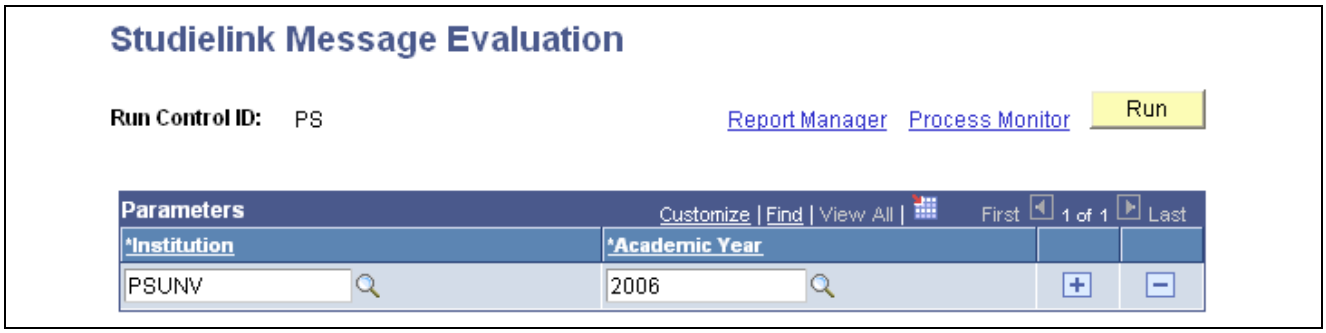

Studielink Message Evaluation page

Institution Enter the institution for which the message evaluation process will be run.

Academic Year Enter the academic year for those equations that require the academic year passed to the evaluation. Refer to the list of provided equations to determine which equations use this value.

Note. This field is not used as a selection criterion.

When the process runs, the system does the following:

1. Selects for processing all student records for which the Evaluate Student check box has been selected (PS_SAD_SL_TRANSMIT.SAD_SL_EQTN_STAT = ’Y’) and where the student has been assigned a Studielink ID number.
2. Executes all the equations that have been set up.
3. If the equation passes (the conditions are met), the corresponding Message Status field becomes *Y*.

   This appears as a selected check box on the Studielink Transmission Status page.
4. If the equation fails (the conditions are not met), nothing happens.
5. If a message is currently activated for transmission, the process does not run the equation.

The process log that is generated will list each student record that has passed any equations. If any messages are queued to be generated, the Generate Studielink Message process can now be run to generate and transmit these messages.

Sending Outbound Messages to Studielink

Access the Generate Studielink Messages page (Student Admissions, Processing Studielink NLD, Process Studielink, Generate Studielink Messages).

Generate Studielink Messages page

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Enter the academic institution for which you want to generate outbound messages. The system will create the appropriate XML messages and send them to Studielink

When the Generate Studielink Message process runs, the system does the following:

1. Selects the records for the academic institution with messages selected in the Studielink Transmission page.
2. Assembles each message in the XML staging tables.

   You can view these messages in the Studielink Message Data component. These messages have a blank Transaction Status value.
3. For each student where a message is to be generated, a row appears in the Student Transaction Summary component.

   The system automatically transmits messages to Studielink as they are generated.

Once the institution has established a connection with Studielink, messages are transmitted. For each message sent, a response record returns to the institution to acknowledge the receipt of the message. The system continues to attempt to send the message to Studielink until the message is successfully received. At this point the Transaction Status value in the Studielink Message Data component is set to *P - Processed.* If an error occurs during the transmission, the Transaction Status value is set to *E - Transmission error.*

Ensure that you select the Send XML Messages check box for all normal processing. Clearing this check box enables you to test the outbound process without generating the actual XML message. If you clear the check box, the process fills the staging tables with data and you can then review the staging data using the Studielink Message Data component. You can use this method of clearing the Send XML Messages check box for testing on testfloor environments.

Resolving Suspended Outbound Messages

Access the Outbound Suspense page (Student Admissions, Processing Studielink NLD, Process Studielink, Outbound Suspense Management, Outbound Suspense).

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Outbound Suspense | Prior Education | Address

Outbound Suspense Management

Transaction Direction: Outbound

Transaction DateTime: 04/03/2009 9:28:34.000000AM

Sequence Number: 1

Index ID: 2009-04-03T09:28:34.00-TST000001-34

Source ID: vchmsg34sisinschrijving

***Transaction Status:** Suspended

Suspense Reason: Missing Required field

Customize | Find | First 1-11 of 11 Last

Studielink Message	Sequence	Message Set Number	Message Number	Message Text		
34	1	14907	1029	Birth Country not found	+	−
34	2	14907	1031	Birth Place not found	+	−
34	3	14907	1032	Nationality not found	+	−
34	4	14907	1062	Consent not found	+	−
34	5	14907	1034	Verification Status not found	+	−
34	6	14907	1068	Academic Level not found	+	−
34	7	14907	1051	Enrollment Manner not found	+	−
34	8	14907	1078	Appartment number not found	+	−
34	9	14907	1033	Email id not found	+	−
34	10	14907	1041	Exam Year, Exam Month or Exam Day not found	+	−
34	11	14907	1037	QCL Verification Status not found	+	−

Outbound Suspense page (1 of 4)

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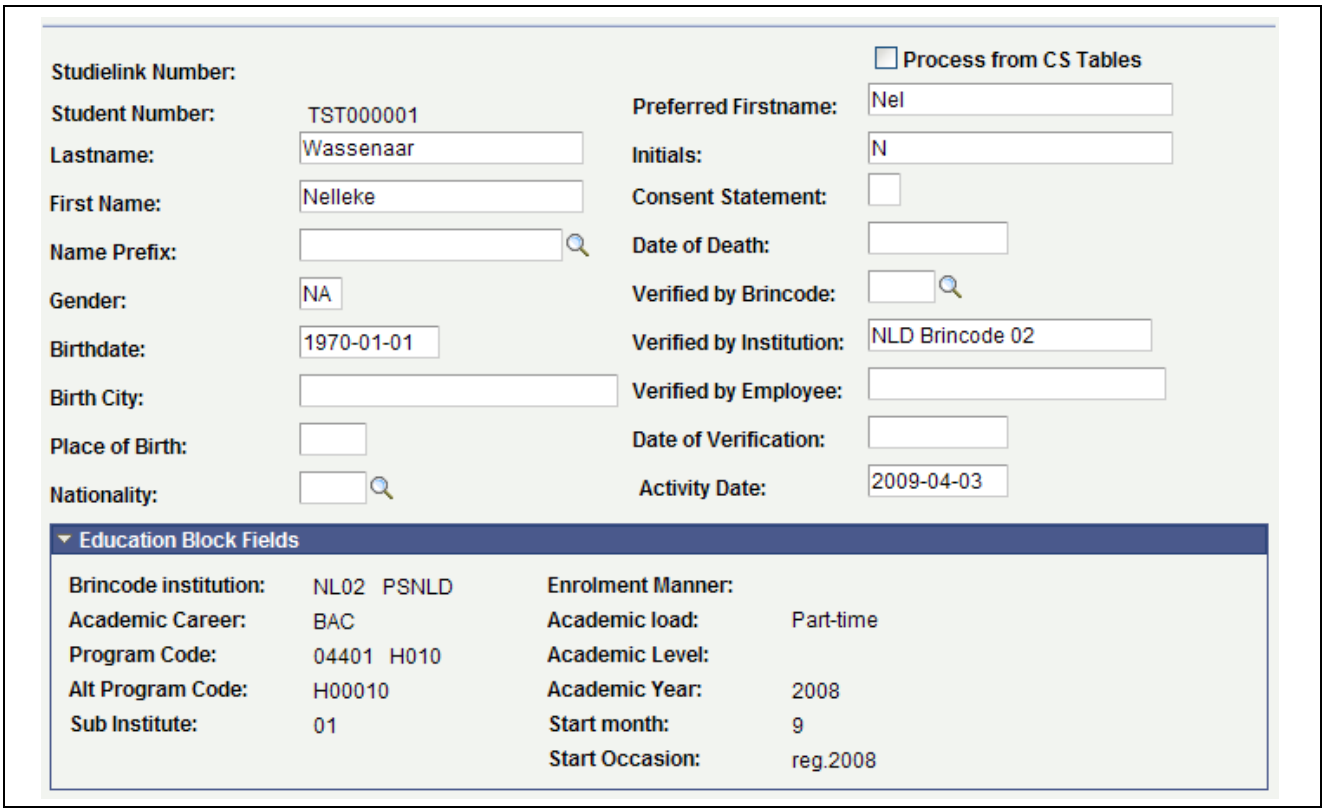

Outbound Suspense page (2 of 4)

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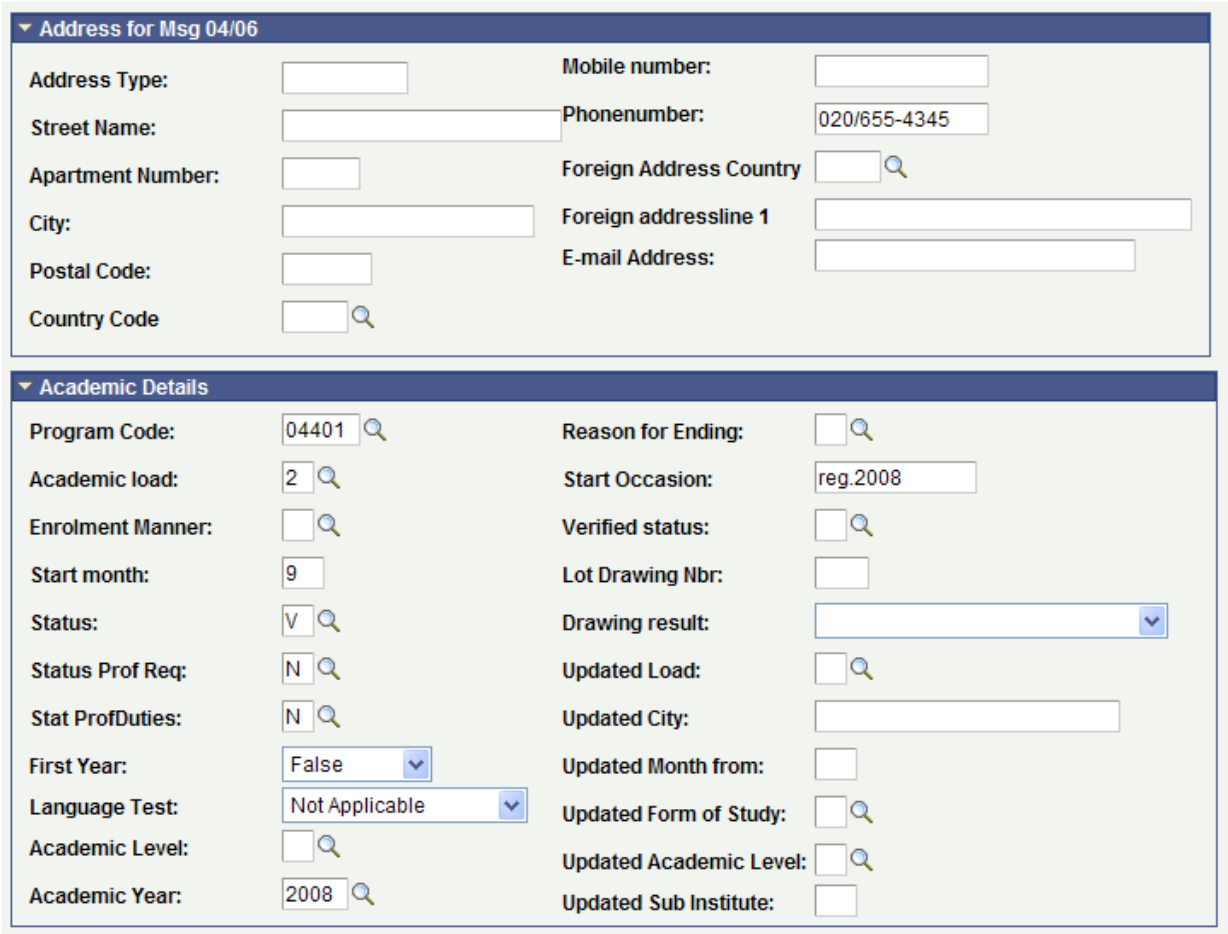

Outbound Suspense page (3 of 4)

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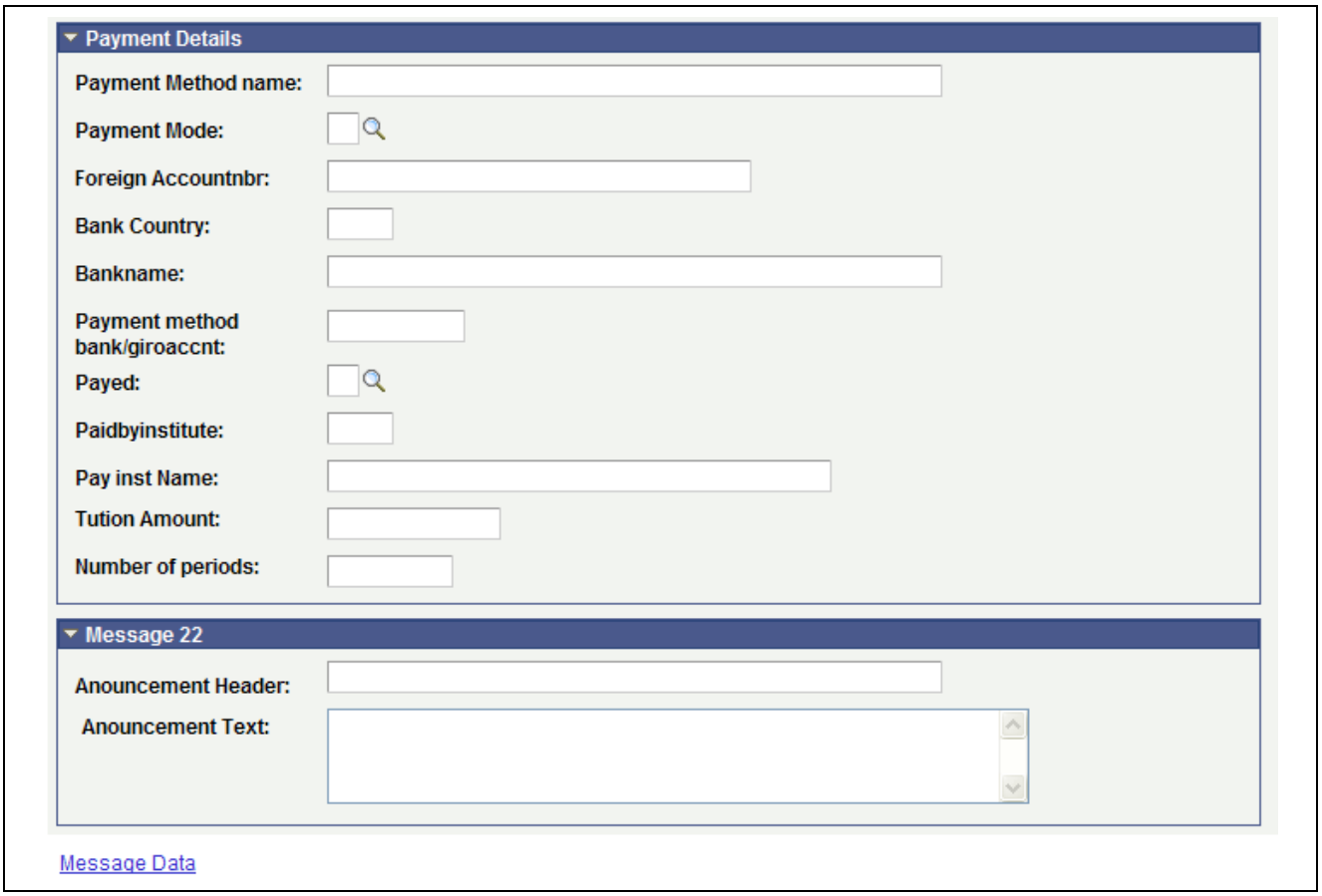

Outbound Suspense page (4 of 4)

Access the Prior Education page (Student Admissions, Processing Studielink NLD, Process Studielink, Outbound Suspense Management, Prior Education).

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Outbound Suspense | Prior Education | Address

Prior Education

Transaction Direction: Outbound

Transaction DateTime: 04/03/2009 9:28:34.000000AM

Sequence Number: 1

Index ID: 2009-04-03T09:28:34.00-TST000001-34

Source ID: vchmsg34sisinschrijving

***Transaction Status** Suspended

Suspense Reason: Missing Required field

Customize | Find | First 1-11 of 11 Last

Studielink Message	Sequence	Message Set Number	Message Number	Message Text		
34	1	14907	1029	Birth Country not found	+	−
34	2	14907	1031	Birth Place not found	+	−
34	3	14907	1032	Nationality not found	+	−
34	4	14907	1062	Consent not found	+	−
34	5	14907	1034	Verification Status not found	+	−
34	6	14907	1068	Academic Level not found	+	−
34	7	14907	1051	Enrollment Manner not found	+	−
34	8	14907	1078	Appartment number not found	+	−
34	9	14907	1033	Email id not found	+	−
34	10	14907	1041	Exam Year, Exam Month or Exam Day not found	+	−
34	11	14907	1037	QCL Verification Status not found	+	−

Prior Education page (1 of 2)

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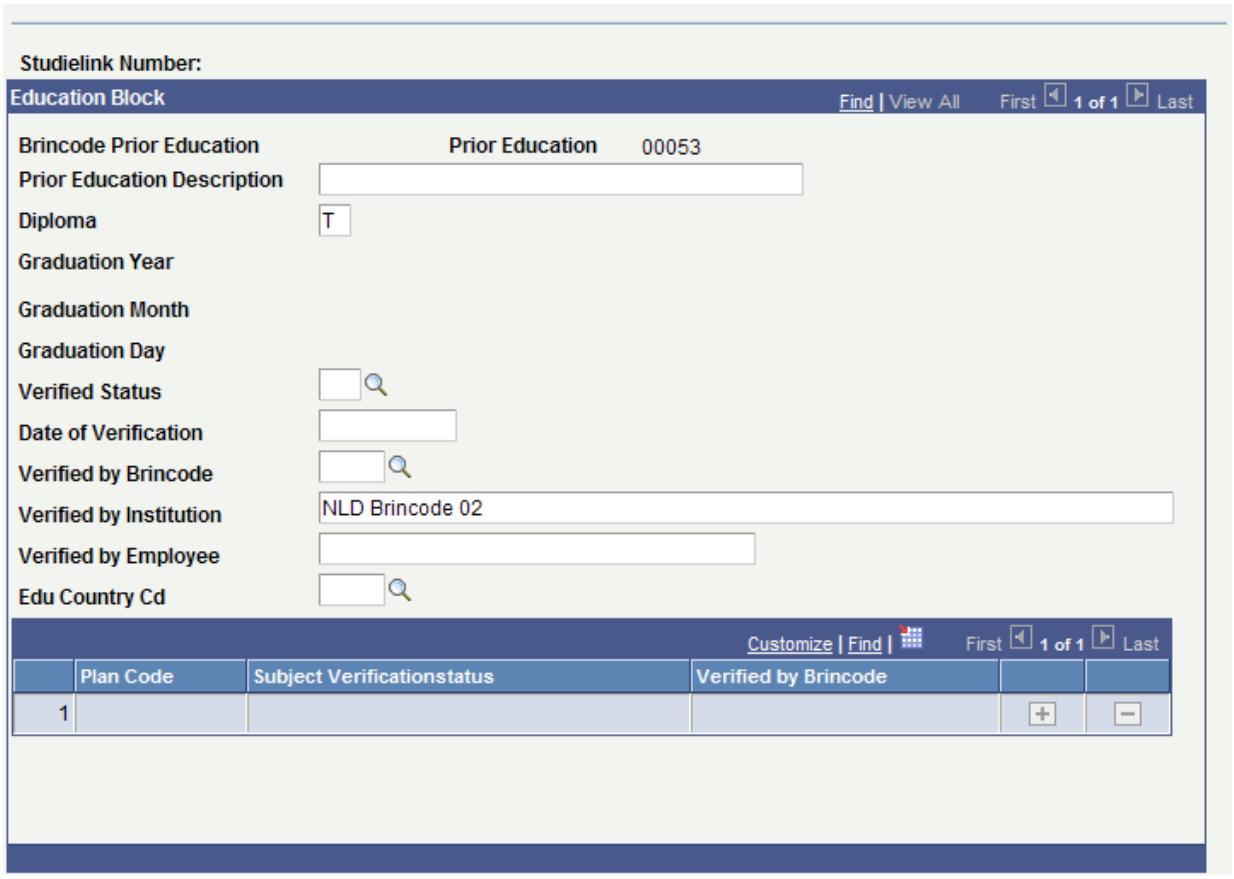

Prior Education page (2 of 2)

Access the Address page (Student Admissions, Processing Studielink NLD, Process Studielink, Outbound Suspense Management, Address).

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Outbound Suspense | Prior Education | Address

Address

Transaction Direction: Outbound

Transaction DateTime: 04/03/2009 9:28:34.000000AM

Sequence Number: 1

Index ID: 2009-04-03T09:28:34.00-TST000001-34

Source ID: vchmsg34sisinschrijving

***Transaction Status** Suspended

Suspense Reason: Missing Required field

Customize | Find | First 1-11 of 11 Last

Studielink Message	Sequence	Message Set Number	Message Number	Message Text		
34	1	14907	1029	Birth Country not found	+	−
34	2	14907	1031	Birth Place not found	+	−
34	3	14907	1032	Nationality not found	+	−
34	4	14907	1062	Consent not found	+	−
34	5	14907	1034	Verification Status not found	+	−
34	6	14907	1068	Academic Level not found	+	−
34	7	14907	1051	Enrollment Manner not found	+	−
34	8	14907	1078	Appartment number not found	+	−
34	9	14907	1033	Email id not found	+	−
34	10	14907	1041	Exam Year, Exam Month or Exam Day not found	+	−
34	11	14907	1037	QCL Verification Status not found	+	−

Address page (1 of 2)

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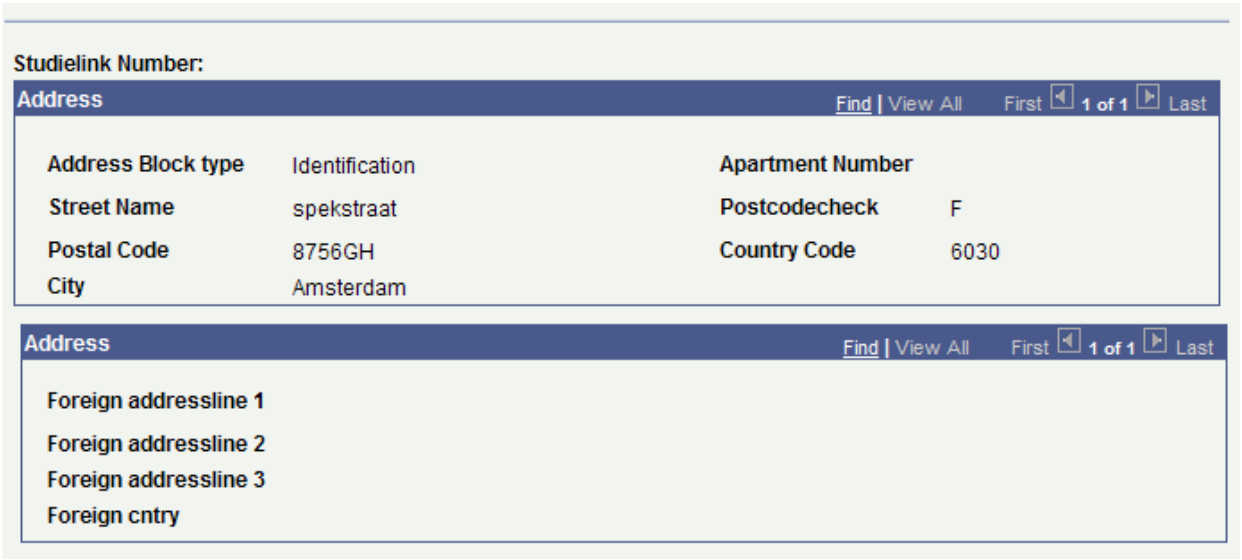

Address page (2 of 2)

The Generate Studielink Messages process will populate the staging tables with data and evaluate whether the data in the Campus Solutions tables meet the requirements as defined by Studielink. If the data in the Campus Solutions tables do not meet the Studielink requirements or if fields required for Studielink are missing, the process suspends the message in the Outbound Suspense Management component (SAD_SL_SUSPOU_MGMT). For the suspended message, the Transaction Status field displays the value *Suspended.* The Suspense Reason field displays the reason for suspending the message. The component also displays one or more error messages and lists the necessary corrective action.

Select the Process from CS Tables check box if you want to correct the message data in the Campus Solutions tables. If you select the Process from CS Tables check box and then run the Generate Studielink Messages process, the process re-selects all values from the Campus Solutions tables for generating the outbound message. You need not select this check box, if you want to correct the message data in the Outbound Suspense Management component. For example, if you have corrected the data in the Outbound Suspense Management component, cleared the Process from CS Tables check box, and then run the Generate Studielink Messages process, the process selects values supplied on the Outbound Suspense Management component to generate the outbound message.

The following scenarios illustrate how you can correct the message data:

- Message cannot be sent to Studielink as the required Last Name field is missing: To correct the message, enter Last Name in the Outbound Suspense page, set the Transaction Status to *Unprocessed*, and then run the Generate Studielink Messages process to send the message to Studielink.
- Message cannot be sent to Studielink as the required Last Name field is missing: To correct the message, enter last name in the Names page (Campus Community, Personal Information (Student), Add/Update a Person), select the Process from CS Tables check box, set the Transaction Status to *Unprocessed* , and then run the Generate Studielink Messages process to send the message to Studielink.

The following table lists the error messages and the required corrective action:

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Suspend Message	Resolution
Last name not found (1105)	The system cannot send the message to Studielink because the required Last Name value is missing. You can enter the last name on the Outbound Suspense page or the Names page (Campus Community, Personal Information (Student), Add/Update a Person, Biographical Details; click the Names link).
Preferred first name not found (1107)	The system cannot send the message to Studielink because the required Preferred First Name value is missing. You can enter the preferred first name on the Outbound Suspense page or the Names page.
Initials not found (1108)	The system cannot send the message to Studielink because the required Initials value is missing. You can enter the initials on the Outbound Suspense page or the Names page.
Name royal prefix not found (1075)	The system cannot send the message to Studielink because the required Name Royal Prefix value cannot be validated against the Name Royal Prefix Table. You can enter the name royal prefix on the Outbound Suspense page or the Names page.
Birth date not found (1030)	The system cannot send the message to Studielink because the required Birth Date value is missing. You can enter the birth date on the Outbound Suspense page or the Biographical Details page (Campus Community, Personal Information (Student), Add/Update a Person, Biographical Details).
Birth place not found (1031)	The system cannot send the message to Studielink because the required Birth City value is missing. You can enter the birth city on the Outbound Suspense page or the Biographical Details page (Campus Community, Personal Information (Student), Add/Update a Person, Biographical Details, click the Birth Information link to update the Birth Location).
Birth country not found (1029)	The system cannot send the message to Studielink because the required Birth Country value is missing. You can enter the Place of Birth value on the Outbound Suspense page or the Biographical Details page (Campus Community, Personal Information (Student), Add/Update a Person, Biographical Details, click the Birth Information link to update the Birth Country).
Gender not found (1109)	The system cannot send the message to Studielink because the required Gender value is missing. You can enter the Gender value on the Outbound Suspense page or the Biographical Details page (Campus Community, Personal Information (Student), Add/Update a Person, Biographical Details).
Nationality not found (1032)	The system cannot send the message to Studielink because the required Nationality value is missing. You can enter nationality on the Outbound Suspense page or correct the GBA Nationality Code on the Regional page (Campus Community, Personal Information (Student), Add/Update a Person, Regional).

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Suspend Message	Resolution
Apartment number not found (1078)	The system cannot send Message 04/06 to Studielink because the required Number value is missing. You can enter the Apartment Number on the Outbound Suspense page (Address for Msg 04/06 region) or the Addresses page (Campus Community, Personal Information (Student), Add/Update a Person, Addresses). For any Studielink message in which one or more address types may be sent, the address must be corrected in Campus Solutions. Select the Process from CS Tables check box and correct the address in the Campus Solutions system using the Addresses page (Campus Community, Personal Information (Student), Add/Update a Person, Addresses). Studielink Address Type for Message 4 is *Permanent.* Studielink Address Type for Message 6 is *Mailing.*
Postal code not found (1079)	The system cannot send Message 04/06 to Studielink because the required Postal code value is missing. You can enter the postal code on the Outbound Suspense page (Address for Msg 04/06 region) or the Addresses page. For any Studielink message in which one or more address types may be sent, the address must be corrected in Campus Solutions. Select the Process from CS Tables check box and correct the address in the Campus Solutions system using the Addresses page. Studielink Address Type for Message 4 is *Permanent.* Studielink Address Type for Message 6 is *Mailing.*
City not found (1064)	The system cannot send Message 04/06 to Studielink because the required City value is missing. You can enter the city on the Outbound Suspense page (Address for Msg 04/06 region) or the Addresses page. For any Studielink message in which one or more address types may be sent, the address must be corrected in Campus Solutions. Select the Process from CS Tables check box and correct the address in the Campus Solutions system using the Addresses page. Studielink Address Type for Message 4 is *Permanent.* Studielink Address Type for Message 6 is *Mailing.*

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Suspend Message	Resolution
Country not found (1065)	The system cannot send Message 04/06 to Studielink because the required Country code value is missing. You can enter a NLD address in the Country field or a foreign address in the Foreign Address Country field of the Outbound Suspense page (Address for Msg 04/06 region) or you can enter the country code on the Addresses page. Each Campus Solutions country code must have a corresponding GBA country code setup (Set Up SACR, Foundation Tables, Academic Structure NLD, GBA Country Code Table). For any Studielink message in which one or more address types may be sent, the address must be corrected in Campus Solutions. Select the Process from CS Tables check box and correct the address in the Campus Solutions system using the Addresses page. Studielink Address Type for Message 4 is *Permanent.* Studielink Address Type for Message 6 is *Mailing.*
No valid street address found (1082)	The system cannot send Message 04/06 to Studielink because the required Street Name value is missing. You can enter the street name on the Outbound Suspense page (Address for Msg 04/06 region) or the Addresses page (Campus Community, Personal Information (Student), Add/Update a Person, Addresses). For any Studielink message in which one or more address types may be sent, the address must be corrected in Campus Solutions. Select the Process from CS Tables check box and correct the address in the Campus Solutions system using the Addresses page. Studielink Address Type for Message 4 is *Permanent.* Studielink Address Type for Message 6 is *Mailing.*
Foreign Address 1 not found (1121)	The system cannot send Message 04/06 with foreign address to Studielink because the required Foreign Address 1 value is missing. You can enter the Foreign Address line 1 value on the Outbound Suspense page (Address for Msg 04/06 region) or the Addresses page. Foreign Address field is set up on the Foreign Address Setup page (Student Admissions, Processing Studielink NLD, SetUp Studielink, Foreign Address Setup). For any Studielink message in which one or more address types may be sent, the address must be corrected in Campus Solutions. Select the Process from CS Tables check box and correct the address in the Campus Solutions system using the Addresses page. Studielink Address Type for Message 4 is *Permanent.* Studielink Address Type for Message 6 is *Mailing.*

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Suspend Message	Resolution
No valid address country code (1083)	The system cannot send Message 04/06 to Studielink because the required Country code value is missing. You can enter a NLD address in the Country field or a foreign address in the Foreign Address Country field of the Outbound Suspense page (Address for Msg 04/06 region) or you can enter the country code on the Addresses page. Each Campus Solutions country code must have a corresponding GBA country code setup (Set Up SACR, Foundation Tables, Academic Structure NLD, GBA Country Code Table). For any Studielink message in which one or more address types may be sent, the address must be corrected in Campus Solutions. Select the Process from CS Tables check box and correct the address in the Campus Solutions system using the Addresses page. Studielink Address Type for Message 4 is *Permanent.* Studielink Address Type for Message 6 is *Mailing.*
No valid phone number (1084)	The system cannot send Message 04/06 to Studielink because the required phone number value is missing or has an invalid format. You can enter the phone number in the Outbound Suspense page (Address for Msg 04/06 region) or the Biographical Details page. Phone Type is *HOME*.
No mobile phone number found (1085)	Message 04/06 cannot be sent to Studielink as the required phone number value is missing or has an invalid format. You can enter the mobile number in the Outbound Suspense Management component (Address for Msg 04/06) or the Biographical Details page. Phone Type is *CELL*.
Email ID not found (1033)	Message 04/06 cannot be sent to Studielink as the required email address value is missing or has an invalid format. You can enter the email ID on the Outbound Suspense Management component (Address for Msg 04/06) or the Biographical Details page. Email Type is set up.
Verification status not found (1034)	Applies to Message 04. Message cannot be sent to Studielink as the required Verification Status value is missing. You can enter the Verified Status on the Outbound Suspense page (Academic Details) or you can correct the ID Verification Status value on the Administer Student Higher Education page (Records and Enrollment, Higher Education NLD, Student Higher Education NLD).
No verified BRINcode for prior education subject (1100)	Studielink message is sent with Prior Education Subjects. The subjects have been verified by the institution but valid BRINcode has not been supplied (Student Admissions, Processing Studielink NLD, Student Prior Education Info).
No Prior Education Subject Verification Status Message 10 (1045)	Studielink message is sent with Prior Education Subjects. The subjects have been verified by institution but valid verification code has not been supplied (Student Admissions, Processing Studielink NLD, Student Prior Education Info).

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Suspend Message	Resolution
Prior Education Registration Number not found (1038)	Studielink message is sent with Prior Education Data. Prior Education Code is not present. This can occur if the Prior Education Code is not present for the Prior Education info stored for this particular student (Student Admissions, Processing Studielink NLD, Student Prior Education Info).
Prior Education Registration Name not found (1039)	Studielink message is sent with Prior Education Data. Prior Education Name cannot be found. This can occur if the Prior Education Code does not have a valid prior education description in the system (Set Up SACR, Foundation Tables, Academic Structure NLD, Prior Education Table NLD).
Prior Education Diploma not found (1040)	Studielink message is sent with Prior Education Data. Prior Education Diploma is not present. This can occur if the Prior Education Diploma field is not checked for the Prior Education info stored for the particular student (Student Admissions, Processing Studielink NLD, Student Prior Education Info).
Prior Education Country not found (1125)	Studielink Message is sent with Prior Education Data. The country value does not exist but the Prior Education is a non-NLD diploma code *00801*. You can correct the Prior Education Country code on the Prior Education page of the Outbound Suspense Management component or the Student Prior Education Info page (Student Admissions, Processing Studielink NLD, Student Prior Education Info).
Prior Education Exam Year not found (1041)	Prior education Diploma check box is selected but there is no valid diploma end date (Student Admissions, Processing Studielink NLD, Student Prior Education Info).
BRIN/Institution not found (1102)	Outbound message does not have Institution and/or BRINcode verification field.
No end date (1042)	Applies to Message 31D. No end date was found. Correct the end date value by navigating to Student Admissions, Processing Studielink NLD, Withdrawal/Cancel Requests.
No end reason (1044)	Applies to Message 31D/31G/31E. No end reason was found. Correct the end reason value by navigating to Student Admissions, Processing Studielink NLD, Withdrawal/Cancel Requests or correct the Reason for Ending value on the Outbound Suspense page (Academic Details region).
No program code (1046)	Applies to messages containing student academic details for Studielink. The academic program code is missing or incorrect. Correct the Student Records or Applicant Program Code and select the Process from CS Tables check box or correct the Program Code on the Outbound Suspense page (Academic Details region).

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Suspend Message	Resolution
No deficiency information (1087)	Applies to Message 31K. There is no Deficiency Code or the Deficiency Code is invalid for messages sent from the institution to Studielink. Correct the Deficiency Status for students on the Academic Prog Higher Education page (Records and Enrollment, Higher Education NLD, Student Records Higher Edu NLD). Correct the Deficiency Status for applicants on the Application Regional page (Student Admissions, Application Maintenance, Maintain Applications, Application Regional) or correct the Deficiency Status on the Outbound Suspense page (Academic Details region).
No academic load (1047)	Applies to messages containing student academic details for Studielink. The Academic Load is missing or incorrect. Correct the Academic Load for students on the Student Program page (Records and Enrollment, Career and Program Information, Student Program/Plan, Student Program). Correct the Academic Load for applicants by navigating to Student Admissions, Application Maintenance, Maintain Applications, Application Program Data or correct Academic Load on the Outbound Suspense page (Academic Details region).
No academic year (1066)	Applies to messages containing student academic details for Studielink. The Academic Year is missing or incorrect. Correct the Academic Year for students on the Academic Prog Higher Education page (Records and Enrollment, Higher Education NLD, Student Records Higher Edu NLD). Correct the Academic Year for applicants on the Application Regional page or correct Academic Year in the Outbound Suspense page (Academic Details region)
No academic level (1068)	Applies to messages containing student academic details for Studielink. The Academic Level is missing or incorrect. Correct the Acad Level Higher Education value for students on the Academic Prog Higher Education page. Correct the Academic Level for applicants on the Application Regional page or correct Academic Level on the Outbound Suspense page (Academic Details region)
No Form of Study (1051)	Applies to messages containing student academic details for Studielink. The Form of Study is missing or incorrect. Correct the Form of Study Higher Education for students on the Academic Prog Higher Education page. Correct the form of study for applicants on the Application Regional page or correct Enrollment Manner on the Outbound Suspense page (Academic Details region).
No Tuition Payment Number of Terms (1081)	Applies to Message 20. The system retrieves the Number of Terms from the contract specified on the Studielink Load Parameters page. Correct the contract or correct Number of Periods on the Outbound Suspense page (Payment Details region). Number of Periods may be corrected to zero because no actual payment terms information may be supplied from the Outbound Suspense Management component. Alternatively, to correct the number of periods to be selected from Campus Solutions, verify that the contract has been set up correctly. The contract in question is the Contract Number assigned on the Studielink Load Parameters page.

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Suspend Message	Resolution
No tuition amount (1048)	Applies to Message 19. The tuition amount is zero or does not exist. Correct the Payment Amount for students on the Academic Prog Higher Education page (Records and Enrollment, Higher Education NLD, Student Records Higher Edu NLD). Correct the payment amount for applicants on the Application Regional page or correct the tuition amount on the Outbound Suspense page (Payment Details region).
No Paid By Institute Name (1954)	Applies to Message 19. The Institution Name value does not exist. Correct the Paid at Institution Name field for students on the Academic Prog Higher Education page. Correct the Paid at Institution Name field for applicants on the Application Regional page or correct Paid by Institute Name on the Outbound Suspense page (Payment Details region).
No Paid By Institute (1052)	Applies to Message 19. The Institution (BRINcode) field does not exist. Correct the Paid at Institution field for students on the Academic Prog Higher Education page. Correct the Paid at Institution field for applicants on the Application Regional page or correct the Paid by Institute on the Outbound Suspense page (Payment Details region).
No Payment Name (1053)	Applies to messages containing payment details. The system retrieves the Payment Name from the Bank Account Name field. Correct this value on the Student Bank Accounts page (Student Financials, Student Financials NLD, Student Bank Accounts) or correct the Payment Method Name on the Outbound Suspense page (Payment Details region).
No Payment Mode (1088)	Applies to messages containing payment details. The system retrieves the Payment Mode from the Studielink Form of Payment field. Correct the Studielink Form of Payment for students on the Academic Prog Higher Education page (Records and Enrollment, Higher Education NLD, Student Records Higher Edu NLD). Correct the Studielink Form of Payment for applicants on the Application Regional page or correct the Payment Mode on the Outbound Suspense page (Payment Details region).
No Foreign Accountnumber (1091)	The system retrieves the Foreign Account Number from the Bank Account field for the account where the tuition check is on and the country code does not equal NLD. Correct this value on the Student Bank Accounts page (Student Financials, Student Financials NLD, Student Bank Accounts) or correct Foreign Accountnbr on the Outbound Suspense page (Payment Details region).
No bank name (1092)	The system retrieves the Bank Name from the Bank Account Name field for the account where the tuition check is on. Correct this value on the Student Bank Accounts page or correct Bankname on the Outbound Suspense page (Payment Details region).

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Suspend Message	Resolution
No bank country (1094)	The system retrieves the Bank Country from the Bank Account Country field for the account where the tuition check is on. Correct this value on the Student Bank Accounts page or correct the Bank Country on the Outbound Suspense page (Payment Details region).
Indication Tuition Paid not found (1049)	Applies to messages containing payment details. The system retrieves the payment indicator (Paid or Not Paid) from the Payment Indicator field. Correct the Payment Indicator value for students on the Academic Prog Higher Education page (Records and Enrollment, Higher Education NLD, Student Records Higher Edu NLD). Correct the Payment Indicator field for applicants on the Application Regional page (Student Admissions, Application Maintenance, Maintain Applications, Application Regional) or correct the Payed field value on the Outbound Suspense page (Payment Details region).
Studielink Number not found (1058)	The system cannot send the message to Studielink because Studielink number is missing. Studielink number is a required field and cannot be corrected using the Outbound Suspense Management component. The student must be a Studielink participant. Ensure that the student's Studielink number is present in the External System table with External System type *Studielink* (Campus Community, Personal Information (Student), Identification (Student), External System ID).
No valid start occasion (1061)	Applies to messages where Start Occasion is a required field. Correct the Start Month or Effective Date and verify the Start Occasion setup (Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Start Occasion).
No valid start month found (1067)	Applies to messages where Start Month is a required field. The system retrieves the start month from the Start Month field for applicants. The system retrieves the start month from the effective date for matriculated students and students with re-enrollment . Correct the effective date for students on the Academic Prog Higher Education page (Records and Enrollment, Higher Education NLD, Student Records Higher Edu NLD). Correct the Start Month for applicants on the Application Regional page or correct Start Month on the Outbound Suspense page (Academic Details region).
No draw result found (1097)	Applies to Message 31N. The drawresult field must exist and must be valid. You can correct this field for only applicants. Use the Application Regional page or correct Drawing Result on the Outbound Suspense page (Academic Details region).
No draw sequence found (1098)	Applies to Message 31N. The drawsequence field must exist and must be valid. You can correct this field for only applicants. Use the Application Regional page or correct Lot Drawing Nbr on the Outbound Suspense page (Academic Details region).

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Suspend Message	Resolution
No phase change fields found (1096)	Applies to Message 31O. For applicants or students minimum one of the fields, that may be changed through message 31O, must exist. Correct for applicants or students, or correct on the Outbound Suspense page (Academic Details region)
No job requirement status found (1110)	Applies to Message 31P. Professional Duties Status value is incorrect or does not exist. Correct the Professional Duties Status value for students on the Academic Prog Higher Education page (Records and Enrollment, Higher Education NLD, Student Records Higher Edu NLD). Correct the Professional Duties Status value for applicants on the Application Regional page (Student Admissions, Application Maintenance, Maintain Applications, Application Regional) or correct the Professional Duties Status value on the Outbound Suspense page (Academic Details region).
No language requirement status found (1111)	Applies to Message 31J. The Language Test Status value is incorrect or does not exist. Correct the Language Test Status value for students on the Academic Prog Higher Education page. Correct the Language Test Status value for applicants on the Application Regional page or correct the Language Test Status value on the Outbound Suspense page (Academic Details region).
No deficiency status found (1112)	Applies to Message 31K. Deficiency Status value is incorrect or does not exist. Correct the Deficiency field value for students on the Academic Prog Higher Education page. Correct the Deficiency value for applicants on the Application Regional page or correct the Deficiency value on the Outbound Suspense page (Academic Details region).
No professional duties status found (1113)	Applies to Message 31P. Professional Requirements Status value is incorrect or does not exist. Correct the Professional Requirements value for students on the Academic Prog Higher Education page. Correct the Professional Requirements value for applicants on the Application Regional page or correct Professional Requirements value on the Outbound Suspense page (Academic Details region).
No death date found (1114)	Death of Student message 37 has been initiated but decedent data cannot be found. Correct in the system or on the Outbound Suspense Management component.

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Suspend Message	Resolution
No valid country code setup found (1119)	Foreign address is to be processed but the system cannot find a valid foreign address setup.
Only one address of type "Living" can be sent in this message (14907, 1315) Student has been centrally verified and the address type is not "Permanent" (14907, 1316) The student has indicated that the address should be undisclosed and the address type being sent is Permanent (14907, 1317)	Address validation and suspense procedures have been put in place for verification of address details on outbound messages: In case of foreign address (the address country is not "NLD"), the address type of student found must be of type *Living*. There should always be one *Living* address Type or one *Permanent* address type supplied in message 04. In case of undisclosed address (the student consent is "False"), the address may *not* be communicated as type *Permanent*. If the student has not been centrally verified, the address should be communicated as address type *Living* and not *Permanent*.

The system does *not* display error messages for the following:

- Consent not found: If consent status has not been set, the system sets the consent statement value to *X* (Unknown). You can correct the Consent Statement status on the Administer Student Higher Education page (Records and Enrollment, Higher Education NLD, Student Higher Education NLD).
- Language code not found: If language preference has not been set, the system sets the language preference value to *nl* (Dutch). The Language Cross Reference table must have been set up correctly (Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Language Code Setup).
- Address Type not found: Each message has a predefined address type. The Address Type Cross Reference table must have been set up correctly (Student Admissions, Processing Studielink NLD, Setup Studielink, Studielink Address Usage).
- Mobile phone country code not found: Default value is 31 for NLD.
- Verifier user or user code not found: When Verified Status is entered for prior education, the system should automatically store the Name associated with the Operator ID for the user.

Resolving Outbound Issues

Access the Studielink Outbound Log Issues page (Student Admissions, Processing Studielink NLD, Process Studielink, Resolve Outbound Issues, Studielink Outbound Log Issues).

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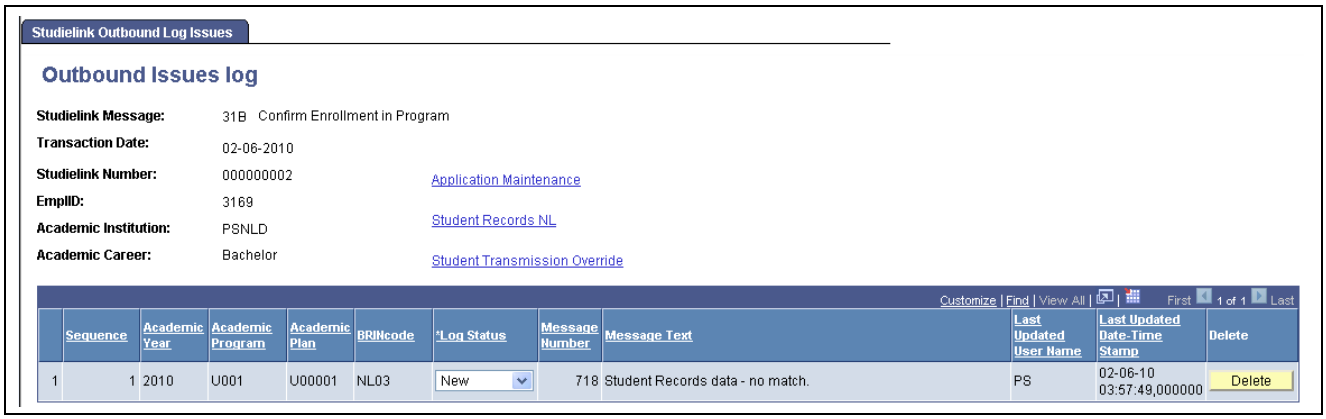

Studielink Outbound Log Issues page

This page captures data for exception scenarios in which an outbound message is triggered but no data can be found for the applicant or the student. Use this data to resolve the issue.

Set the log status to reflect whether the issue is *In progress* or *Closed.* The initial value created by the outbound (SAD_SL_OUT) process is *New.*

Changing Student Status Using Studielink

This section discusses the process by which Studielink manages changes to a student's status at the institution, the steps that must be taken to ensure the proper communication between the institution and Studielink, and how to:

- Process student re-enrollment requests.
- Confirm re-enrollment.
- Process student withdrawal requests.
- Generate Studielink conversion or enrollment messages with the batch process.

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Pages Used to Change Student Status Using Studielink

Page Name	Definition Name	Navigation	Usage
Academic Prog Higher Education	SSR_STD_PRG_NLD	Records and Enrollment, Higher Education NLD, Student Records Higher Edu NLD	View and update the student's NLD specific information while the student is matriculating at the institution.
Studielink Transmission Override	SAD_SL_TRANSMIT	Student Admissions, Processing Studielink NLD, Student Transmission Override	Override student outbound message transmissions to Studielink.
Studielink Cancellation Requests	SSR_SL_WDRW_NLD	Student Admissions, Processing Studielink NLD, Withdrawal/Cancel Requests	Review and process student withdrawal requests.
Generate Studielink Conversion/Enrollment Messages	SAD_SL_CONV_RUNCTL	Student Admissions, Processing Studielink NLD, Process Studielink, Generate SLConversion/Enroll, Generate Studielink Conversion/Enrollment Messages	Generate message 34C and message 34E for selected continuing students for registration with Studielink.

Processing Student Re-enrollment Requests

Students must re-enroll each academic year at their institution. Students who are registered with Studielink must initiate this process directly with Studielink. After the student has notified Studielink of their re-enrollment request, a Message 25 is generated and sent to the institution. This is the institution's official notification of the student's re-enrollment. When the institution has ensured that the student has met the re-enrollment requirements, it sends a Message 31C to Studielink to report the status. Students who choose not to re-enroll must also notify Studielink of their decision. Studielink also needs to notify the institution of this status change.

A student is considered re-enrolled when two rows exist in the Academic Prog Higher Education page for the upcoming academic year. One is a *RENR* row which indicates the request for re-enrollment. The second is a *PAYM* row, which indicates that the student has made payment for the upcoming year.

Processing Re-enrollment Requests from Studielink

For the institution, the process begins with the receipt of Message 25 from Studielink. The message automatically loads into the staging tables. When the posting process runs, the Studielink ID identifies the student and the re-enrollment information loads into the application. The system adds a new row to the Acad Prog Higher Education page where the Program Action Higher Education value is set to *RENR – Re-Enrollment.* All re-enrollment information contained in the message loads into the page, including payment information, if present, in the Studielink Payment Information group box.

Access the Academic Prog Higher Education page (Records and Enrollment, Higher Education NLD, Student Records Higher Edu NLD).

If the student has requested a change in manner (academic load) in Message 25, this will also cause a new row to be inserted in the student's academic program to reflect the change.

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To complete the re-enrollment process, the student must pay their fees for the new year. Insert a new row in the page to verify that the student's payment has been accepted. The Program Action Higher Education value is set to *PAYM – Payment.*

Confirming Re-enrollment

Access the Studielink Transmission Override page (Student Admissions, Processing Studielink NLD, Student Transmission Override).

Once the student's re-enrollment process is complete, the institution must send Message 31C to Studielink to notify them of the decision. Message 31C can be initiated manually by using the Studielink Transmission Override page and selecting the Confirm Re-enrollment (31C) check box and setting to appropriate re-enrollment year, or use the Studielink Equation process to automatically identify the student and initiate the message.

Processing Re-enrollment Cancellation Requests from Studielink

Students can request to not re-enroll for the following year. This is also communicated in Message 25. If this occurs, a new row is added to the Acad Prog Higher Education page where the Progr Action Higher Education value is set to *NRNR – No Re-Enrollment.* No response to Studielink is required.

Processing Student Withdrawal Requests

Students who want to withdraw from the institution in which they have been enrolled, or withdraw their application for admission, must initiate the process through Studielink. Once the request has been made, Studielink submits to the institution Message 35, which contains the withdrawal request. When the message posts, the system checks to see if the student has been admitted to the institution for the requested program. If the student is not yet admitted (Program Status is set to *AP*), the application is automatically cancelled during the posting process. You are not required to take any action. If the student is already admitted or matriculated, the cancellation request can be viewed in the Studielink Cancellation Request page. This page contains a list of all students with a cancellation or withdrawal request that has not been completed. As each student record is evaluated and processed by the administrator, the record is deleted from the page.

The following table lists what you must do to complete the review of cancellation requests received in Message 35:

Student Active In	User Action Required	Message Transmitted
Admissions, Program Status = AP (Applicant) or AD (Admitted but not matriculated)	None.	Automatic cancellation of application: Message 31G is automatically queued for transmission.
Admissions, Program Status = AC (Active in program) and payment has not yet been received. NO PAYM action row exists in student records higher education record for this academic year.	None.	Automatic cancellation of application or matriculation: Allow cancellation: Message 31G or 31E is queued for transmission.
Student records, Program Status = AC (Active in program) and Payment has been received. PAYM action row in student records higher education exists for this academic year.	Review student records data. Update if required. Update the Academic Prog Higher Education page if a change in the Studielink status is made. Update Studielink Cancellation Requests page .	Update of the record in the Studielink Cancellation Requests page will result in the following: Allow cancellation: Message 31E is queued for transmission. Not allow cancellation: Message 31D is queued for transmission.

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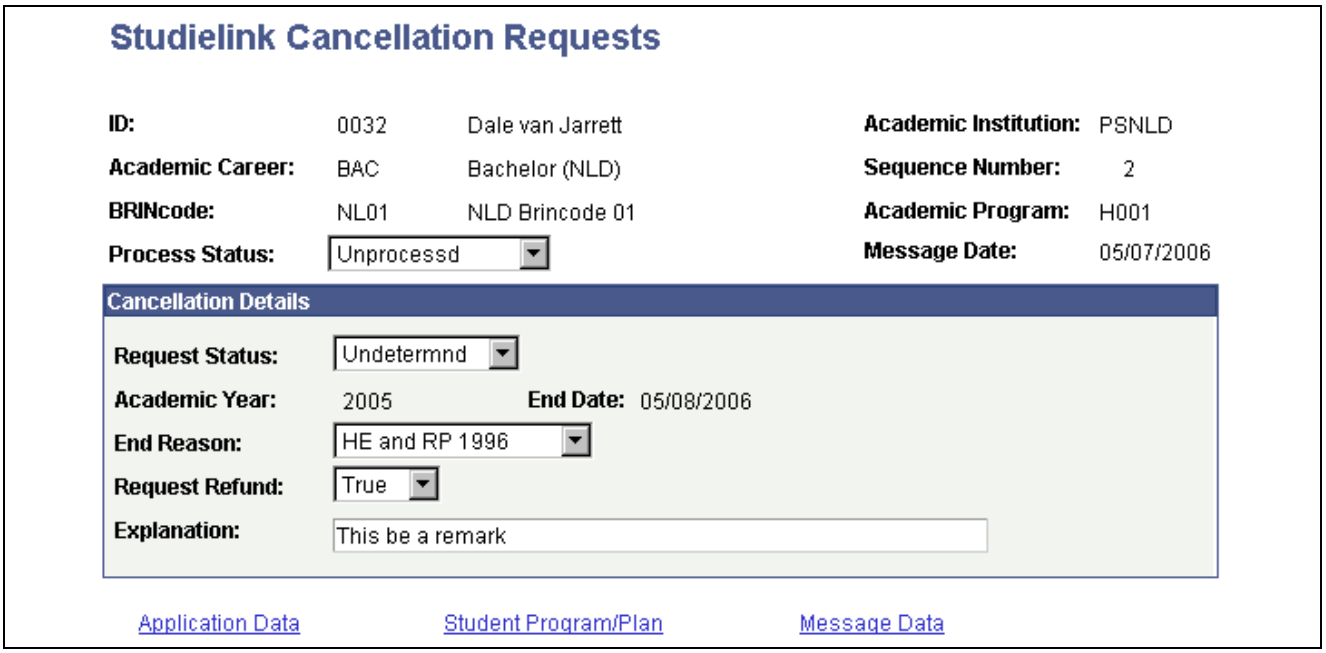
Access the Studielink Cancellation Requests page (Student Admissions, Processing Studielink NLD, Withdrawal/Cancel Requests).



Studielink Cancellation Requests page

Process Status

The current status of the staff review of the student's cancellation request. This should be updated by the reviewer when appropriate. Values are:

Complete: The review of the student's request is complete. All records have been updated.

In Process: The review process has begun but is not completed.

Skip: The record will not be reviewed.

Unprocessed: The default status that is set when the Message 35 is loaded.

Request Status

Indicates the decision status of the withdrawal request. Values are:

Undetermined: No decision has been made. This is the default value.

Allowed: The institution approved the withdrawal request.

Not Allowed: The institution denied the withdrawal request.

Academic Year

The year in which the withdrawal is requested.

End Date

The stop date of enrollment.

End Reason

The stop reasons reported to Studielink. Values are: *Students Suspended, Article 7.42.1.a, Article 7.42.1.d, Article 7.42.1.c, HE and RP 1996, Article 7.42.1.b, Post Exam, Death of Student*, and *Article 7.42.e.*.

For a complete definition of the field values, see Berichten specificaties Studielink2 2006, Koppelvlak - A,Versie 1.0, Status Definitief, Document ID : 60172.2.4.4.3-01

Request Refund

Indicates whether a tuition refund will be granted to the student.

Explanation

Free form text to Studielink.

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Application Data	Click to access the Admissions Application Maintenance page and view information about the student's application.
Student Program/Plan	Click to access the Student Program/Plan page and view further information about the student's record.
Message Data	Click to access all of the fields contained in Message 35.

Resolving Withdrawal Requests for Matriculated Students

If the student has already been matriculated and has paid tuition fees, the academic records staff process the student's withdrawal request and the student's academic program status becomes updated. In Studielink, when a matriculated and enrolled student requests a cancellation or withdrawal, the institution must report whether the request has been approved or declined. When a withdrawal request is denied, the record must be updated on the Studielink Cancellation Requests page. Document the explanation for the denial on the page and send it to Studielink in Message 31D. The system automatically sends it when the process status for the record is set to *Complete* and the request status is set.

When a withdrawal request is approved, you must update the student's academic program. You must also update the end date and the reason for the approval, and indicate whether tuition restitution will be granted in the Studielink Cancellation Requests page. The information is then ready to be sent to Studielink in Message 31E.

When a withdrawal request is not approved for a student, update the decision in the Studielink Cancellation Request page and generate Message 31D.

Resolving Withdrawal Requests in the Admissions Maintenance Pages

Admissions staff must update the status of students who have been admitted, but not yet program activated, at the time they request a cancellation of their admission. If approved, the staff must cancel the student's application and update the Studielink Cancellation Request page. If denied, update the Studielink Cancellation Request page to reflect the decision. The system generates either Message 31D or 31G when the page is updated.

Generating Studielink Conversion or Enrollment Messages with the Batch Process

Use the Generate Studielink Conversion/Enrollment Messages page to generate message 34C and message 34E.

Converting Existing Students to Studielink

Institutions are required to register their current student population with the Studielink system. Institutions register their current students by generating a specially formatted application Message 34 for their eligible students and transmitting the message to Studielink. Studielink, in activating the student, issues a Studielink ID to each student.

A separate process enables you to generate this special conversion message, which is internally referred to as Message 34C. The process selects any active students (PS_ACAD_PROG.PROG_STATUS = 'AC') using the selection criteria defined in the run control page. If there is enough information to generate a complete Message 34C, the system creates a message and sends it to Studielink.

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Sending Message 34E to Studielink

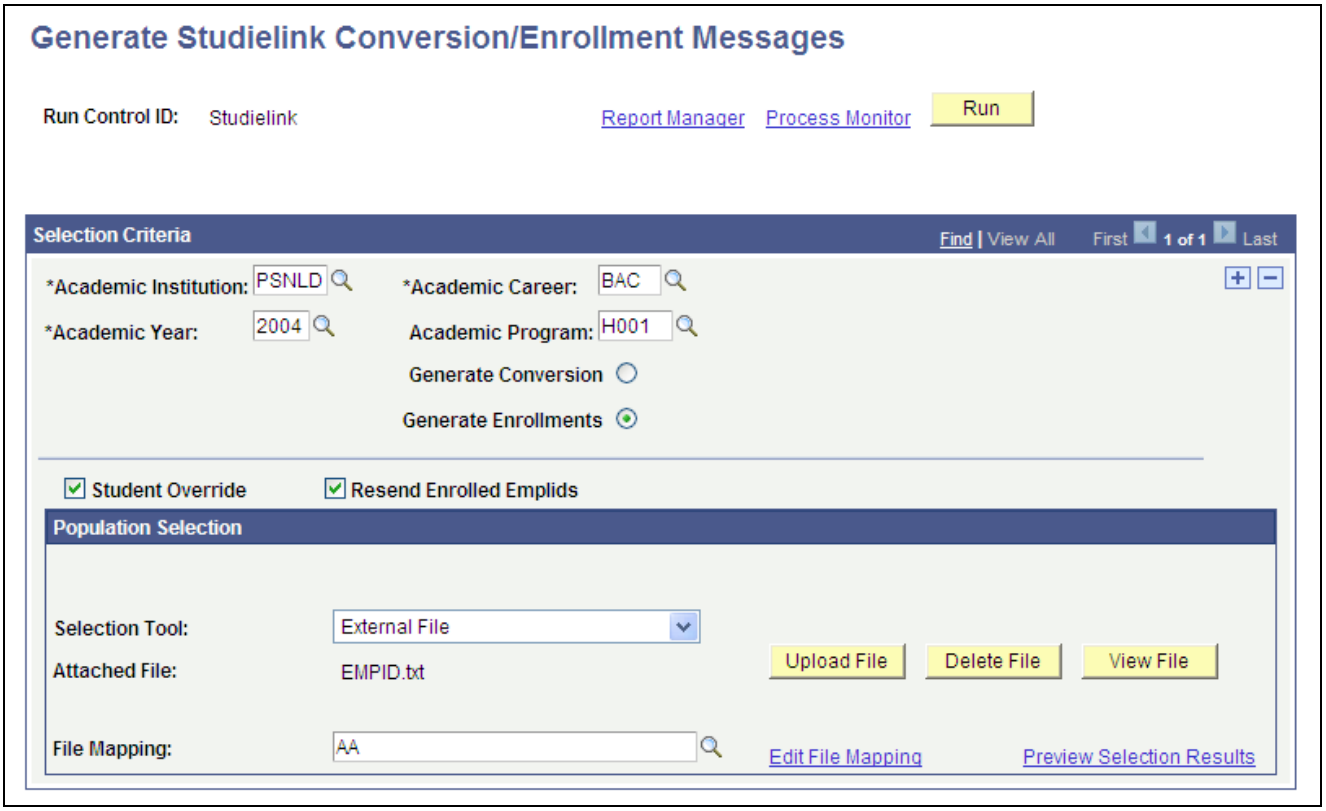
Students are currently required to yearly update their Studielink status online at the Studielink website and indicate whether or not they want to continue their program enrollment for the subsequent year. When students update their status, message 25 is sent to the institution. In some cases students do not update their re-enrollment. In other cases, the current status in Studielink does not reflect the correct status in Campus Solutions. For this reason the institution may use the Studielink Enrollment process to send message 34E for a group of students. The process selects any active students (PS_ACAD_PROG.PROG_STATUS = 'AC') using the selection criteria defined in the run control page. If there is enough information to generate a complete Message 34E, the system creates a message and sends it to Studielink.

Message 34E differs from a regular message 34C in the following areas:

- No conversion default values are sent but only values from Studielink tables.
- No prior education data is sent to Studielink
- No bank account details or payment information are sent to Studielink.
- The Studielink status for students sent is always set to the value *I: Registered/Enrolled*

Generating Message 34C and Message 34E

Access the Generate Studielink Conversion/Enrollment Messages page (Student Admissions, Processing Studielink NLD, Process Studielink, Generate SL Conversion/Enroll, Generate Studielink Conversion/Enrollment Messages).



Generate Studielink Conversion/Enrollment Messages page

Academic Institution Enter the institution from which the process will select student records to process. This field is required.

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Academic Year	Enter the academic year of the records that you want to process. The academic year is defined in the Academic Prog Higher Education page. This field is required.
Academic Career	Enter the academic career of the records that you want to process. This field is required.
Academic Program	Enter a value to restrict the selection to a specific academic program. This field is optional.
Generate Conversion and **Generate Enrollments**	Select an option to process conversion or enrollment messages.
Student Override	When you select this check box, the Population Selection group box becomes available. Use the population selection process to select records for which to generate conversion or enrollment messages. For information about population selection: See *PeopleSoft Campus Community Fundamentals 9.0 PeopleBook,* Using the Population Selection Process
Resend Conversion Emplids	This check box is available only if you select the Generate Conversion option. After you enter the required fields, select this check box to select individual student records for the conversion resend process. You can select only records that meet the selection criteria. This check box must always be selected, even when sending an initial batch of student IDs that has been selected by population selection.
Resend Enrolled Emplids	This check box is available only if you select the Generate Enrollments option. After you enter the required fields, select this check box to select individual student records for the enrollment resend process. You can select only records that meet the selection criteria.

Running the Generate Conversion/Enrollment with option Generate Conversion

The process attempts to create a complete Message 34C from the student's PeopleSoft Student Records information. If the information is complete, the system creates the message and makes it available in several Studielink pages throughout PeopleSoft Campus Solutions:

1. The Student Studielink Transaction Summary page shows that the Message 34C was created and sent. From this page you can view the data contained in the message.
2. The system inserts a new row into the Academic Prog Higher Education page to indicate the creation of the conversion process for the student and to assign the student's current Studielink status of I - Enrolled.

   The system also assigns a new Program Action Higher Education code of *SLCN – Studielink Conversion.*
3. Once Studielink receives the conversion message, it assigns a unique Studielink number to the student and sends the information back to the institution in Message 30 (Studielink ID change).

Once the ID is assigned, the student is now considered an active Studielink participant. You can access the Studielink Education Block Information from the Detail link on the Academic Prog Higher Education page.

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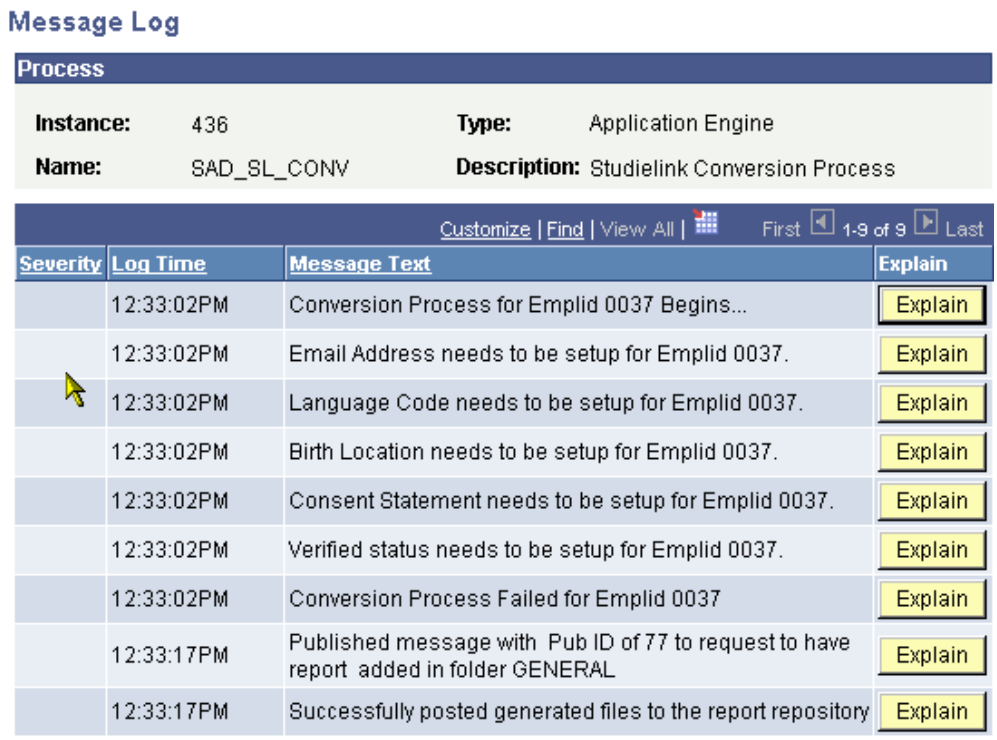
Running the Generate Conversion/Enrollment Process with option Generate Enrollment

The conversion process attempts to create a complete Message 34E from the student's PeopleSoft Student Records information. If the information is complete, the system creates the message and makes it available for viewing in PeopleSoft Campus Solutions: The Student Studielink Transaction Summary page shows that the Message 34E was created and sent. From this page you can view the detailed data contained in the message by clicking on the index ID hyperlink.

When the conversion process does not have enough information to generate a complete conversion message, the system writes missing data elements in the process message log for each student. Each missing data element requires a specific corrective action. When you correct all errors for a student, the process then generates and transmits the complete Message 34C.



Example of message log with missing data elements

The following table lists error messages and the required corrective action:

Error Message	Resolution
BRINcode needs to be set up. Can't find a valid BRINcode in the home campus table.	Verify that the student's program is defined in the Academic Program Table, Home Campus NLD page. If not, correct the settings. To override academic program settings, access the Acad Prog Higher Education page and click the Detail link for the current row on the page. Enter the missing BRINcode on the Studielink Education Block page.

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Error Message	Resolution
Sub institute needs to be set up. Can't find a valid sub institute in the home campus table.	Verify that the student's program is defined in the Academic Program Table, Home Campus NLD page. If not, correct the settings. To override academic program settings, access the Acad Prog Higher Education page and click the Detail link for the current row on the page. Enter the missing BRINcode on the Studielink Education Block page.
CIP Code needs to be set up. Program code needs to be set up.	Verify that the student's program is defined in the Academic Program Table, Taxonomy/Campus page. If not, correct the settings. To override academic program settings, access the Acad Prog Higher Education page and click the Detail link for the current row on the page. Enter the missing program code on the Studielink Education Block page.
Start Month needs to be set up.	Access the Acad Prog Higher Education page and click the Detail link for the current row on the page. Enter the missing Start Month on the Studielink Education Block page.
Email Address needs to be set up.	Update in PeopleSoft Campus Community.
Gender needs to be set up.	Update in PeopleSoft Campus Community.
Birthdate needs to be set up.	Update in PeopleSoft Campus Community.
Birth Country needs to be set up.	Update in PeopleSoft Campus Community – Birth Info.
Birth Location needs to be set up.	Update in PeopleSoft Campus Community – Birth Info.
Nationality needs to be set up.	Access the PeopleSoft Campus Community Add/Update Person component. Access the Regional page and set the GBA Nationality Code field to *Active.*
Academic Load needs to be set up.	Access the Student Program/Plan page and update the Acad Load field.
Academic Level needs to be set up.	Access the Acad Prog Higher Education page and set the Academic Level Higher Ed field.
Enrolment Manner needs to be set up.	Access the Acad Prog Higher Education page and set the Form of Study Higher Education field.

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