

## The Student Record System (QL V4)

London South Bank University uses QL V4 for recording student data from the 'cradle to the grave' as we record all student data from when they apply for a course all the way through to after graduating.

Our departments use QL to enter or retrieve a variety of information. Here are a few examples:

- Admissions – processing applicant records
- Faculties – creating enrolment & re-enrolment records, recording marks from exam boards, mitigating circumstances, appeals & maintaining biographical data, sponsorship details, producing letters for students
- Registry - creating enrolment & re-enrolment records, maintaining curriculum data, ELQ data, various biographical data, rolling students over to the next Academic year, flagging duplicate records, creating reports and queries from the QL database, uploading in bulk into the database and exporting data from QL into various other databases, external report systems, audits and online applications, extracting data for HEFCE
- Finance – maintaining fees data, flagging tuition debts etc
- Alumni - importing contact information of past students from the database
- Appeals & Misconduct – entering appeal or mit circ information against individual students
- Exams & Conferments – producing student transcripts
- Student Returns - extracting student data for HESES audit
- Accommodation - looking up student information
- Library - looking up student information
- Student Support - looking up student information

### Crystal Reports:

This is a reporting tool we use for extracting data from the student record system.

This allows LSBU to produce various letters required by the Faculties on behalf of students, such as Council Tax Letters or Results Letters. Also all curriculum, statistical data and all student information can be extracted and produced using the parameters set within each report. Our Registry maintain and create Crystal Reports and any staff member can request an ad hoc report.

We also create Access Queries upon requests which extract the data from the QL database.