

SIMS Part-Time Student Launch - Data Entry Tasks

StudentAid BC is preparing to launch our Student Information Management System (SIMS) for part-time students. To ensure success for students applying for Part-Time funding in the new SIMS Student Account, post-secondary institutions must complete their data entry work in the SIMS system.

We have listed the steps below that institutions must complete before launch and some details to address Frequently Asked Questions (FAQs).

Data Entry Steps:

1. Apply for Business BCeID - All Institutions

- All institutions use a Business BCeID to access the SIMS system.
- Information and instructions for setting up the Business BCeID are available [here](#).
- Common questions for setting up your Business BCeID can be found on their [Frequently Asked Questions \(FAQ\)](#).
- StudentAid BC cannot assist you setting up your Business BCeID. If you cannot find your answer in the FAQ, please [contact BCeID](#) directly.

2. Create a SIMS Account - All Institutions

The Institution User attached to the Business BCeID must create an account in SIMS and add users. Ensure you add/set up your institution users who will be handling the part-time program in SIMS.

- SIMS will populate names of eligible users from the Institutions BCeID account. Any user you want to have in SIMS must first be added to the Business BCeID account.

3. Add Location(s) - All Institutions

Where an institution operates with more than one Institution Code, a separate location must be entered for each unique institution code.

- Where an institution operates in more than one location it is required that the Location Name for each location includes the Institution Name AND the Location, as students select by location and will use this name to identify their school.

- *Example:*
 - *Sally's University – Victoria Location*
 - *Sally's University – Prince George Location*

4. Add Programs - All Institutions

As SIMS will launch to part-time students first, we recommend you focus on programs that will be offered with a part-time option throughout the 2024/25 program year.

- **At least one approved program must be entered, for each location, before a Designation Request can be approved.**
- Programs entered in SIMS are available to all Institution locations. If a program is only offered at one location, you must include the specific location in the program name.
- When adding programs, you are required to enter the Classification of Instructional Program (CIP) code. The CIP codes are found on the Statistics Canada website: [Canadian CIP Codes](#)

5. Add Study Period Offerings - All Institutions

As SIMS will launch to part-time students first, we recommend you focus on offerings that will be available with a part-time option throughout the 2024/25 program year.

- Institutions should use the following format in the Offering Name: Location Name (if more than 1 location), Program Name, Cohort Details, Part-time, credits or %.

6. Request Designation - All Institutions

The Institution's Legal Signing Authority user is the only person who can complete the Designation Request.

- Locations will display NOT DESIGNATED in SIMS until a Designation Request is submitted and approved by Ministry staff.
- Video tutorials are available on the [StudentAid BC – SIMS Institution Access](#) page to assist with setting up an Institution Account, adding programs and adding offerings.

Should you have any questions after reviewing the supporting documents, please contact the Institutions and Programs Designation Team at designat@gov.bc.ca