

# NSLDS

NATIONAL STUDENT LOAN DATA SYSTEM



## ENROLLMENT REPORTING GUIDE

**Federal Student Aid**  
An OFFICE of the U.S. DEPARTMENT of EDUCATION

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## What's New?

September 2021	<p>Section 2.2 – Additional Guidance</p> <ul style="list-style-type: none"><li>• Added Electronic Announcements June 11, 2021 and June 15, 2021</li></ul> <p>Section 2.4 - 150% Direct Subsidized Loan Limit</p> <ul style="list-style-type: none"><li>• Added information regarding SULA repeal</li></ul> <p>Section 4.4.3 – Withdrawal versus Graduation and Effective Dates</p> <ul style="list-style-type: none"><li>• Added guidance regarding students enrolled in modules</li></ul> <p>Section 7.7.2.8- Subsidized Usage</p> <ul style="list-style-type: none"><li>• Added information regarding SULA repeal</li></ul> <p>Section 7.7.2.9 – Maximum Eligibility Timeline</p> <ul style="list-style-type: none"><li>• Added information regarding SULA repeal.</li></ul> <p>Section 7.11.1.5– Ad Hoc Roster Request</p> <ul style="list-style-type: none"><li>• Added information regarding the National Student Clearinghouse Ad Hoc Roster Request</li></ul> <p>Section 7.13.4.8– Ad Hoc Reporting</p> <ul style="list-style-type: none"><li>• Added information regarding the National Student Clearinghouse's Ad Hoc Roster Request</li></ul>
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## Chapter 1. Introduction

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for federal student aid disbursed under Title IV of the Higher Education Act of 1965 (HEA), as amended. Among other things, NSLDS monitors the programs of attendance and the enrollment status of Title IV aid recipients. Accurate and timely Enrollment Reporting to NSLDS is essential to the Department of Education's successful delivery of Title IV aid. This guide provides you with the requirements and guidance for reporting enrollment details using the NSLDS Enrollment Reporting process.

### 1.1 Why Report?

Enrollment Reporting is required for all schools participating in Title IV aid. The details of the specific regulations including the Department's guidance can be found later in this guide.

The collection of enrollment data is essential to the Department for many reasons:

- It protects the rights of borrowers who were subject to the 150% limit (those with loans first disbursed on or after July 1, 2013 and before July 1, 2021) by ensuring that loan interest subsidies are based on accurate enrollment data.
- It ensures loan repayment dates are accurately based on the last date of attendance.
- It allows in-school deferments to be automatically granted using NSLDS enrollment data.
- It provides vast amounts of critical data about the effectiveness of Title IV aid programs, including completion data.

See Chapter 2 for more information about why you must report to NSLDS.

### 1.2 Who to Report?

Schools are required to certify enrollment for **ALL** students who are included on their Roster file. NSLDS will include, on the Roster file, undergraduate and graduate Title IV aid recipients enrolled at your school, including students who have received Title IV aid at a school other than yours and who NSLDS knows, or has reason to believe is enrolled at your school due to reporting by another source.

Add to your Roster Response students who received Title IV aid at your school, or another school, who are enrolled at your school but not already on your Roster.

See Chapter 3 for more information about who to report to NSLDS.

### 1.3 What to Report?

Schools are required to report details about:

- The Student – Name, Social Security Number, address, email address, and phone number.
- The Campus-Level Enrollment for the student – data related to the student’s overall enrollment at your campus, including Enrollment Status and Effective Date, Anticipated Completion Date, and Certification Date.
- The Program(s) of Attendance for the student – Classification of Instructional Programs (CIP) code, CIP Year, Program Credential Level, Program Length, Program Enrollment Status, and other data about the program.

See Chapter 4 for more information about what you must report to NSLDS.

### 1.4 When to Report?

At a minimum, schools are required to certify enrollment every 60 days, and respond within 15 days of the date that NSLDS sends a Roster file to the school or its third-party servicer. This requirement also applies to schools that report exclusively online.

Any errors identified and returned by NSLDS, in an Error/Acknowledgement file should be corrected and resubmitted within 10 days.

See Chapter 5 for more information about when to report to NSLDS.

### 1.5 Ways to Report

Schools have several options available to them to report enrollment information to the Department. These include using the [National Student Loan Data System Professional Access](#) (NSLDSFAP) web pages, submitting a spreadsheet through NSLDSFAP, and submitting via batch file. The reporting requirements remain the same regardless of the reporting method chosen.

See Chapter 6 for more information on ways to report enrollment data.

### 1.6 How to Report?

Managing the NSLDS Enrollment Reporting process requires the user to have both batch and online enrollment update access; however, the process can be managed

entirely online. The batch process uses the Student Aid Internet Gateway (SAIG) to transmit enrollment files electronically. The online capability provides access to the [National Student Loan Data System Professional Access](#) (NSLDSFAP) website.

See 6.3 for more information about how to report to NSLDS.

## 1.7 Monitoring of Reporting Compliance

It is very important that schools report enrollment data consistently and accurately to the Department of Education using NSLDS. The Department monitors school reporting and informs schools when they are late responding to their Roster, or if they are not reporting data at an acceptable level. Enrollment Reporting Statistics, Compliance Notifications, Late Roster Notifications, and Enrollment Reports are tools that can be used to monitor and measure compliance.

See Chapter 8 for more information on how NSLDS and schools monitor compliance with Enrollment Reporting.

### Chapter 1 Key Points to Remember

- ✓ Accurate and timely Enrollment Reporting to NSLDS is essential to the Department of Education's successful delivery of Title IV aid.
- ✓ Report enrollment for all students that NSLDS includes on your Roster file which will include undergraduate and graduate Title IV aid recipients enrolled at your school that may have received Title IV aid at a school other than yours.
- ✓ Report the student demographics, Campus-Level Enrollment, and the Program(s) of Attendance for the student.
- ✓ Schools may report enrollment information using the NSLDSFAP web pages, submitting a spreadsheet, and submitting via batch file.
- ✓ Certify enrollment for ALL students who are included on your Roster file at least every 60 days, and within 15 days of the date that NSLDS sends a Roster file to the school or its third-party servicer.
- ✓ Enrollment Reporting Statistics, Compliance Notifications, Late Roster Notifications, and Enrollment Reports are tools used to monitor and measure compliance.

## Chapter 2. Why Report?

Federal regulations and related guidance governing Title IV student aid programs require schools to report the enrollment of students who receive federal student aid. Accurate and timely completion of Enrollment Reporting satisfies these requirements for schools. This chapter discusses the reasons why schools must provide the Department with information about the student's campus and enrollment.

### 2.1 Federal Regulations

The HEA charges the Department with the creation and maintenance of the National Student Loan Data System (NSLDS).

The Department has implemented NSLDS Enrollment Reporting requirements through specific regulations in the Direct Loan, FFEL, and Perkins Loan Programs at 34 CFR [685.309\(b\)](#), [682.610\(c\)](#), and [674.33\(j\)](#), respectively.

Generally, these regulations require that schools report information requested by the Department in a timeframe specified by the Department.

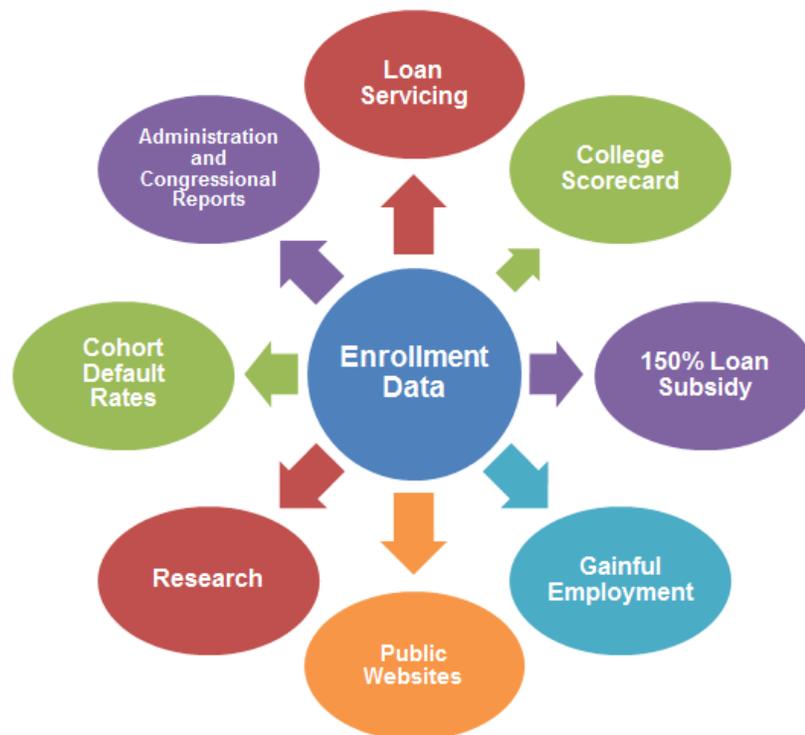


Figure 2-1: Enrollment Reporting Uses

## 2.2 Additional Guidance

Guidance regarding Enrollment Reporting for schools participating in Title IV programs:

NSLDS Newsletters

- [Newsletter 68](#): Implementation of 2020 CIP Codes in NSLDS
- [Newsletter 67](#): New NSLDS Reports for School Users
- [Newsletter 66](#): Enhancements to Enrollment Reporting Reports
- [Newsletter 64](#): New Enrollment History Update Page and Enrollment Reporting Compliance Notifications
- [Newsletter 63](#): March 2019 Enrollment Reporting Enhancements and Previously Retrieved Borrower Search
- [Newsletter 62](#): January 2019 Grants Page Enhancements and New Report for Enrollment Reporting
- [Newsletter 61](#): November 2018 Aid Overpayment Enhancements and New Report for Enrollment Reporting
- [Newsletter 60](#): July 2018 NSLDS Enhancements Including the New Maximum Eligibility Timeline Page
- [Newsletter 59](#): December 2017 NSLDS Enrollment Reporting Statistics Backup Detail Report
- [Newsletter 58](#): April 2017 New Enrollment Reports, Enrollment Reporting Compliance Notifications, and Award ID Search Functionality
- [Newsletter 57](#): February 2017 New NSLDS Organization Profile Page and Scheduled Report Enhancements
- [Newsletter 56](#): December 2016 Enrollment Errors Report
- [Newsletter 55](#): August 2016 Enrollment Reporting Enhancements
- [Newsletter 53](#): March 2016 Perkins Spreadsheet Submittal and Enrollment Reporting Enhancements
- [Newsletter 51](#): February 2016 Enhancements to NSLDS Cohort Default Rate Reports and Enrollment Reporting
- [Newsletter 49](#): July 2015 Enhancements to NSLDS for Enrollment Reporting and Gainful Employment
- [Newsletter 47](#): February 2015 Recent NSLDS Enhancements
- [Newsletter 46](#): June 2014 Enhancements to NSLDS

- [Newsletter 45](#): April 2014 Enhancements to NSLDS

#### Electronic Announcements (EA)

- [EA June 15, 2021](#): Repeal of the Direct Loan Program Subsidized Usage Limit Restriction (SULA)
- [EA June 11, 2021](#): 150% Direct Subsidized Loan Limit: Electronic Announcement #25 – Guidance and Operational Information for the Repeal of 150% Subsidized Usage Limit
- [EA April 21, 2017](#): NSLDS Enrollment Reporting - Compliance Notifications
- [EA April 20, 2017](#): Summer Term Enrollment Reporting to the National Student Loan Data System (NSLDS)
- [EA April 20, 2017](#): NSLDS Enrollment Reporting - Submission Dates, Effective Dates and Certification Dates
- [EA May 13, 2016](#): 150% Direct Subsidized Loan Limit: Electronic Announcement #22 – Important Reminders About Program-Level Enrollment Reporting to NSLDS
- [EA September 25, 2015](#): 150% Direct Subsidized Loan Limit: Electronic Announcement #19 - Importance of Accurate Direct Loan and Enrollment Reporting to Prevent Loss of Subsidy (Updated October 8, 2015)
- [EA July 20, 2015](#): 150% Direct Subsidized Loan Limit: Electronic Announcement #18 - Implementation of Loss of Interest Subsidy Based on Enrollment
- [EA April 20, 2015](#): 150% Direct Subsidized Loan Limit: Electronic Announcement #17 - School Misreporting of Data to COD and NSLDS
- [EA December 23, 2014](#): Compliance with Program-Level Enrollment Reporting to NSLDS
- [EA September 26, 2014](#): Reminder of Program-Level Enrollment Reporting Requirement

#### Dear Colleague Letters

- [DCL GEN-14-17](#): August 2014
- [DCL GEN-14-07](#): April 2014

All of these are available on the Knowledge Center of FSA Partner Connect ([Knowledge Center](#)) website.

## 2.3 The Importance of Accurate, Timely, and Complete Enrollment Data

The accurate administration of the Title IV programs depends heavily on the accuracy of the enrollment information reported by schools. Schools must review, update, and verify student enrollment statuses, program information, and effective dates that appear on the Enrollment Reporting Roster file or on the Enrollment Maintenance page of the [NSLDS Professional Access](#) (NSLDSFAP) website. The data on the school's Roster, or Enrollment Maintenance page, is what NSLDS has as the most recently certified enrollment information. Schools must also correct any returned errors that are identified by NSLDS within 10 days.

Accurate, timely, and complete enrollment data is also important to your students, who can view their enrollment information online. The [StudentAid.gov](#) website allows students to view their current Campus Enrollment information and their Program Enrollment history.

Finally, timely and complete enrollment status reporting, including adding new or transfer students who have prior Title IV aid to the enrollment roster response, can help the school by reducing the need for students to bring in paper deferment forms for completion by the school.



Schools are required to fully and accurately respond to the Enrollment Reporting Roster files within **15 days**. Rosters will be sent to schools no less frequently than every two months.

## 2.4 150% Direct Subsidized Loan Limit

As of July 1, 2021, NSLDS no longer determines Loss of Subsidy for any Direct Subsidized Loan. However, loans that lost subsidy and had a zero balance on July 1, 2021, will continue to display in a Loss of Subsidy status. For more information on the SULA Repeal see [EA June 15, 2021](#).

Prior to July 1, 2021, the Department published Final Regulations ([79 FR 3108](#)) on January 17, 2014, for the 150% Direct Subsidized Loan Limit. These regulations, related to a new program-length-based time limit on a borrower's eligibility for Direct Subsidized Loans, necessitated significant changes to the Enrollment Reporting process. Schools and NSLDS had a key role in implementing these regulations.

- Enrollment Reporting was used to determine if borrowers had:
  - a. Graduated before exceeding the 150% limit, qualifying for protection of their interest subsidies, or
  - b. Exceeded the 150% limit, losing eligibility for interest subsidies.

If a school reported a change to a student's enrollment, NSLDS used newly certified enrollment data to recalculate a student's 150% limit and determine if loss or protection of subsidy should occur.

## Chapter 2 Key Points to Remember

- ✓ Federal regulations require schools to report enrollment of students who receive federal student aid.
- ✓ NSLDS uses school certified enrollment data to track whether a school is complying with applicable regulations and guidance.
- ✓ Timely and complete enrollment status reporting can help reduce the need for paper deferment forms.
- ✓ Enrollment Reporting Statistics, Compliance Notifications, Late Roster Notifications, and Enrollment Reports are tools used to monitor and measure compliance.

## Chapter 3. Who to Report?

This chapter discusses who is required to report enrollment information to NSLDS and which students and types of programs should be reported.

### 3.1 Which Schools Should Report Enrollment Information?

Under provisions of the HEA, the Department's regulations, and related guidance, all schools participating in Title IV programs are required to report enrollment information about students who appear on their Roster file.

**Note:** Schools which do not directly participate in Title IV programs, but which are eligible for students to receive In-School Deferments on previous Title IV loans, should report Campus-Level Enrollment information to NSLDS. This is important as it ensures that students receive their entitled deferment benefits. However, such schools must **not** report Program-Level Enrollment information, please see Section 4.4.1.

### 3.2 Types of Students to be Reported

Report all students that NSLDS includes on each Roster file. NSLDS will include on the Roster file undergraduate and graduate federal student aid recipients enrolled at your school, including students who have received Title IV aid at a school other than yours and that NSLDS knows or has reason to believe is enrolled at your school.

Students that NSLDS will add to your Roster file will include:

- Students who have a loan made under the Federal Family Education Loan (FFEL) Program or William D. Ford Federal Direct Loan (Direct Loan) Program.
- Students who have Federal Perkins Loans.
- Students who have received Federal Pell Grants, Teacher Education Assistance for College and Higher Education (TEACH) Grants, Academic Competitiveness Grants (ACG) or Science and Math Access to Retain Talent (SMART) Grants.
- Students on whose behalf a parent borrowed Parent PLUS loan(s).
- Students who have been reported to NSLDS as attending your school by federal loan servicers, lenders, other schools, or by the student.
- Students who have been submitted to NSLDS for Transfer Student Monitoring (TSM) and/or Financial Aid History (FAH), if elected by your school.

Students that you should add to your Roster Response include:

- Any students who received any of the above types of Title IV aid at your school, but do not appear on your Roster.
- Any students who received Title IV aid at another school who are enrolled at your school but not receiving Title IV aid at your school.

### 3.2.1 Visiting, Transient, or Consortium Students

Some schools have arrangements with other schools (of varying levels of formality) that allow students enrolled in a degree or credential program at one school (the “Home School”) to take some courses at another school where the student may or may not be enrolled for a degree or credential (the “Host School”). In cases where the student is not enrolled at the Host School for the purposes of receiving a degree or certificate, the following guidance applies:

- The Home School must report the student’s combined enrollment status level (for both Campus and Program), including the enrollment information obtained from Host School.
- The Host School should not report enrollment for the student. If student is included on the Host School’s NSLDS Enrollment Roster (which will likely be the case if the Host School is disbursing Title IV aid to the student), the Host School should remove student by using ‘X’ (Never Attended) as the enrollment status.

In the rarer cases where the student is enrolled, for the purposes of receiving a degree or certificate from both the Home School and the Host School, the student should be reported by both schools, just like in cases where the student simply happens to be enrolled in different programs at different schools.

This section applies to students taking courses at different schools. For students taking courses at multiple locations of the **same** school, please see Section 4.1.

### 3.3 Schools Who Use an Enrollment Reporting Servicer

As with any school/servicer arrangement for the administration of Title IV programs, if the school uses an Enrollment Reporting Servicer, **the school still has the primary responsibility** for submitting timely, accurate, and complete responses to Enrollment Reporting Roster files, and for reporting any changes in student enrollment status in a timely manner. Schools must also make sure they maintain proper documentation in accordance with [34 CFR 682.610\(c\)](#) and [34 CFR 685.300\(b\)](#).

Schools must understand that their reporting of data to their servicers may differ from

what the servicer reports to NSLDS in response to Rosters on behalf of the school. If your school uses a servicer and also reports information directly to NSLDS, it is very important that the data reported to NSLDS is also reported to the servicer, so the school-reported data and the servicer-reported data are in sync. If the data is not also reported to the servicer after being reported to NSLDS, the **school-reported data could be overwritten** when the servicer responds to Enrollment Reporting Roster files.

You can see your Roster Schedule on the Enrollment Reporting Profile page of the [NSLDSFAP](#) website. NSLDS will send the Roster to the designated servicer. However, if the response is not received in a timely manner, NSLDS will notify the school rather than the servicer. Refer to Chapter 8 for more information on the Late Enrollment Reporting Roster Notification process.

In accordance with [34 CFR 668.25](#), schools must report their Enrollment Reporting Servicer on the Application for Approval to Participate in the Federal Student Financial Aid Programs ([E-App](#)).

In addition to reporting the servicer relationship on the [E-App](#), you may designate the Servicer's SAIG mailbox to receive the Enrollment Reporting Rosters from NSLDS. You may do this when you sign up for SAIG or at any time thereafter, through [FSAWebEnroll.ed.gov](#).

The Enrollment Reporting Process, when using a servicer, proceeds as follows:

1. NSLDS sends your school's Enrollment Reporting Roster file to your servicer.
2. The servicer matches the Enrollment Reporting Roster file to enrollment data that you provide to the servicer.
3. The servicer returns an Enrollment Reporting Submittal File to NSLDS.
4. NSLDS processes the Enrollment Reporting Submittal file and returns the Error/Acknowledgment File to the servicer. The servicer may need to contact you to correct any errors.
5. The servicer corrects the errors and returns the Error Correction File to NSLDS.

Even though a school may use an Enrollment Reporting Servicer, it is important that a member of the school has an FSA User ID with online enrollment update capabilities. This allows the school to make immediate enrollment updates to the [NSLDSFAP](#) website to ensure timely:

- Conversion to repayment without loss of the grace period.
- Documentation of enrollment for the automatic granting of in-school status or deferments instead of requiring a school to complete a paper In-School Deferment form.

- Reporting of students that have transferred to the school, when the school is made aware of the student's prior Title IV aid. This avoids circumstances in which the student's loans enter their grace period and the student brings the school a paper In-School Deferment form to complete.
- Reporting of enrollment should the servicer relationship change.



Timely reporting of enrollment status ensures proper administration of the Title IV student aid programs.

### 3.4 Listing an Enrollment Reporting Contact

Each school is required to have at least an Enrollment Reporting contact and a primary contact on the [NSLDSFAP](#) website for important communications from NSLDS. This information is crucial to enable efficient communication with the school regarding NSLDS related issues. The Department, Federal Loan Servicers, Guarantee Agencies, other schools, and other Federal Student Aid partners refer to this page for contact information.

If your organization has no existing contacts on the Org Contact List, select Add New Contact. Select Enrollment Reporting from the list of Available Functions; enter the First Name and Last Name of the primary contact for Enrollment Reporting at the institution. Add the contact information available for that individual (Phone, E-Mail, etc.) and select Submit to add the information to the Org Contact List. Complete the same process to add the primary contact for the organization.

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**Menu** | **Aid** | **Enroll** | **GE** | **Org** | **Report** | **Tran**

Org Contact List | Org Search | Data Provider Schedule | Repayment Information | Cohort Default Rate | School Profile | Organization Profile | Proprietary Institution Rate

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2

**Name:** NORTH SOUTH UNIVERSITY  
**Code:** 06789900 **Type:** School  
**Status:** OPEN  
**Address:** 2300 MARYLAND AVE.  
 WASHINGTON, DC 20001

**Organization Contact Add**

**Available Functions:** Primary Contact  
 SSN/ID Issues  
 IS Technical Issues  
**Enrollment Reporting**  
 FAT/SAR/ISIR Issues

**First Name:**   
**Last Name:**   
**Title:**   
**Phone:**  **Ext:**   
**Fax:**   
**E-Mail:**   
**URL:**   
**Address:**   
  
**City:**   
**State:** --- Select ---  
**Zip Code:**

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Figure 3-1: Organization Contact Add

To update the Enrollment Reporting contact and the primary contact of an organization, login to the [NSLDSFAP](#) website and access Org Contact List on the Org tab. Once on the Org Tab, select the blue Active Number Icon to the left of the Enrollment Reporting contact. The Organization Contact Detail page will display all information currently on the NSLDSFAP for that individual. Select if your organization has no existing contacts on the Org Contact List Update to navigate to the Organization Contact Update page. Update information as necessary and then select Submit to add the information to the Org Contact List. Complete the same process to update the primary contact information

for the organization, as necessary.

### Chapter 3 Key Points to Remember

- ✓ All schools participating in Title IV programs are required to report enrollment information about students who appear on their Roster file.
- ✓ Add students who received Title IV aid at your school, but do not appear on your Roster and students who received Title IV aid at another school who are enrolled at your school but not receiving Title IV aid at your school.
- ✓ Deferment Only schools should report Campus-Level enrollment information only
- ✓ The Home School must report a student's combined enrollment status level (for both Campus and Program), while the Host School should not report enrollment for the student.
- ✓ Schools using an Enrollment Reporting Servicer are still responsible for submitting timely, accurate, and complete responses to Enrollment Reporting Roster files.
- ✓ Roster schedules can be viewed on the Enrollment Reporting Profile page of the NSLDSFAP website.
- ✓ Each school is required to have at least an Enrollment Reporting contact and a primary contact on the NSLDSFAP website for important communications from NSLDS.

## Chapter 4. What to Report?

This chapter describes what enrollment information should be reported to NSLDS, defines the data elements, and describes how the information is organized and submitted to NSLDS.

### 4.1 Campus/Location

Enrollment is reported for a specific location of each campus; that is, the eight-digit Office of Postsecondary Education Identification (OPEID) number.

Most students are enrolled in coursework at only one location. However, for students who are taking coursework at multiple locations of the same school, the school must determine which location is the student's "primary location" and report the combined enrollment for the student using that location to NSLDS. A student's "primary location" is the location where the student is taking more coursework than at any other location. For example, if a student is enrolled in four semester hours at the school's downtown location, and two semester hours at the school's western location, the school should report the student's primary location as the downtown location, and report the combined enrollment level including both locations. If a school cannot determine which location is a student's primary location, because the student is taking the same number of credits at each location, then the school may choose a primary location to report for the student from the locations at which the student is enrolled.

If a student is enrolled in one location, then moves to a different location within the school (to a location with a different eight-digit OPEID number), you can use the NSLDS enrollment Roster, or the NSLDS website to "Move" the student to the new location, as long as both locations share the same enrollment administrator. Remember that a change to the student's location within the system indicates to NSLDS that the student is in a new program, as a unique program's identifiers include OPEID, CIP code, CIP Year, Credential Level, and Program Length. If administrative functions are not shared between the locations, the enrollment administrator of the previous location must withdraw the student from the previous location and the enrollment administrator at the new location must add the student to that location's Roster.

See Chapter 5, Chapter 6 and 6.3 for more information on Enrollment Administration.

### 4.2 Programs

Schools need to report enrollment information for all programs in which a student is enrolled, regardless of whether the program is an "eligible program" for federal student

aid purposes, or whether the student has received federal student aid for attending the program. It is possible for a student to be in more than one program at the same time, and if that is the case, each program must be reported separately. Moreover, there are certain types of coursework, which are eligible for federal student aid, but which are not programs in their own right—because they do not lead to credentials. These sets of coursework, such as preparatory coursework and certain types of teacher certification programs, are reported at the Program Level for the purposes of enrollment reporting and have special rules as detailed in the Special Program Indicator (Program-Level Record) section.

Whenever a student completes a program, withdraws from a program, or changes programs, the school must appropriately update or add the enrollment status for each program when it next reports the student's enrollment to NSLDS. It is also possible that the student is not actually enrolled in any program at your school, such as a student enrolled for continuing education. If this is the case, you should report Campus-Level information but should not report Program-Level enrollment for the student. However, students who are enrolled in a degree program with "undeclared majors" are in a program and must have Program-Level Enrollment reported. If a student has not yet declared a major, use a CIP code such as 'Liberal Studies, 240101' or 'General Studies, 240102'.

The Classification of Instructional Programs (CIP) is a set of codes that define fields of study and are maintained by the Department's [National Center for Education Statistics \(NCES\)](https://nces.ed.gov/ipeds/datacenter/nationalcenter/). CIP Codes were most recently updated in 2020, and are usually updated every 10 years. A listing of current CIP codes is available at: <http://nces.ed.gov/ipeds/cipcode>.

### 4.2.1 Unique Program

For purposes of enrollment reporting, a unique program is defined as a combination of the school's eight-digit OPEID number, the CIP code, the CIP Year, the Credential Level, and the Published Program Length (as reported in or converted to years using the combination of the Published Program Length, Published Program Length Measurement, and Weeks in Title IV Academic Year). These fields are commonly referred to as Program Identifiers.

In cases where a student has declared both a major field of study and a minor field of study, only the CIP code associated with the major field of study should be reported. Whenever a student changes majors, the school should report the student as withdrawn from the previous program and enrolled in the new program on the next enrollment submission.



**Unique Program** = OPEID, CIP Code, CIP Year, Credential Level, and Published Program Length

Additionally, if the student is enrolled in the same unique program multiple times, Schools should only report one version of the program with the earliest Program Begin Date.

### 4.3 What Information Needs to be Reported?

As noted previously, there are two categories of enrollment information: “Campus-Level” and “Program-Level”, both of which need to be reported and have separate record types. The main information types are listed below, at a high level.

This data, related data elements, and formatting requirements are described in greater detail in the Appendices. Not all data elements in the various record types are listed or discussed below.

#### 4.3.1 Campus-Level Enrollment Data

These are the main data elements found in the Campus-Level Record:

- Student Current SSN
- Student Name
- Student Date of Birth
- Student Address
- Student Phone Number
- OPEID Number
- Move To OPEID
- Certification Date
- Enrollment Status
- Enrollment Effective Date
- Anticipated Completion Date
- Term Begin and Term End Date

### 4.3.2 Program-Level Enrollment Data

These are the main data elements found in the Program-Level Record:

- Student Current SSN
- OPEID
- CIP Code
- CIP Year
- Credential Level
- Published Program Length Measurement
- Published Program Length
- Weeks in Title IV Academic Year
- Program Begin Date
- Special Program Indicator
- Program Enrollment Status
- Program Enrollment Effective Date

### 4.3.3 Email Address Data

Schools can report the student's Email Address, as a separate, optional record type, which is used by the Department for future communications with the student.

### 4.3.4 Program Identifier Changes

In addition, Schools have the option to report a change or correction to a previously reported value in any of the program identifiers.

These are the main data elements found in the Program Identifier Changes Record:

- Student Current SSN
- OPEID
- Current CIP Code
- Current CIP Year
- Current Credential Level
- Current Published Program Length
- Current Published Program Length Measurement
- Current Weeks in Title IV Academic Year
- New CIP Code
- New CIP Year
- New Credential Level
- New Published Program Length
- New Published Program Length Measurement
- New Weeks in Title IV Academic Year
- New Special Program Indicator

## 4.4 How to Report Specific Fields

This section describes special reporting requirements for certain fields.

### 4.4.1 Program Indicator (Campus-Level Record)

Students enrolled in a program of study must have Program-Level enrollment reported about them. This includes students enrolled in programs that are not “eligible programs” for the purposes of federal student aid or for which federal student aid is not offered, students enrolled in graduate and professional programs, students who are enrolled in degree programs but have not “declared a major”, and students who are enrolled in a set of coursework which does not lead to a credential but is nevertheless eligible for federal student aid. Students enrolled at “deferment-only” schools must not have Program-Level enrollment information reported about them.

The Program Indicator, under the Campus-Level Record type indicates whether a student is enrolled in at least one program. It must be reported regardless of whether historical Campus- or Program-Level Enrollment is being corrected. If this field is populated with a “Y” or “Space” the school is required to report the student’s Program-Level Enrollment Data in record type ‘002’ and NSLDS will reject other records for the student if it does not receive a Program-Level Enrollment record about the student. If this field is populated with an “N” the school is indicating that the student is not enrolled in any program, and therefore the school is not reporting the Program-Level Enrollment Data in Record Type ‘002’. Deferment-only schools should report a Program Indicator of “N” for all students they report to NSLDS.

### 4.4.2 Effective Dates, Certification Dates and Received Dates

Several dates are used by NSLDS in processing student enrollment data. Because each date has a different meaning and use, it is important for schools to understand the differences.

**Enrollment Status Effective Date** is the date that the current enrollment status reported for a student was first effective. If an academic term is divided into two or more modules, the Effective Date may not always align with the beginning or ending date of the term, such as when a student is not enrolled in either the first or the last module within the term. This date only changes when the student’s enrollment status changes, for example, when the student drops from full time enrollment to half time enrollment. The Effective Date remains the same as long as the student stays continuously enrolled in the same enrollment status. The Effective Date should not be updated each term or each year, or with each NSLDS Enrollment reporting, unless the student’s enrollment *status* changed since the last reporting. Effective Date, and its related enrollment status, must be reported for both the Campus-Level (Campus

Enrollment Effective Date) and the Program-Level (Program Enrollment Effective Date), however the dates may not always match, depending on the student's circumstance.

With limited exception (See Section 4.4.3), the Department defers to a school's policy regarding the establishment of effective dates. A school could, for example, make changes effective on the date it becomes aware of the change or on some date in the past. Moreover, the requirement that schools report enrollment every 60 days is not impacted by a school's choice to establish one effective date over another. In other words, it is not required that the update be received by NSLDS within two months of the Enrollment Status Effective Date; rather, the school must report the status change in its next scheduled enrollment submission, although this might happen months after the actual effective date. For example, a school may not be aware a student has withdrawn until sometime after the student stops attending. Or, a student may complete the coursework for a degree, but it takes the school time to determine whether the student meets all graduation requirements, and then the school would use an Effective Date backdated to the date the school assigns for graduation. Even though a school may not be able to report a status change until more than two months after the actual Effective Date of that status change, this retroactive reporting does not violate the requirement to report every 60 days.

When reporting the Enrollment Status Effective Date, it is also possible that the date reported will pre-date an Effective Date of an earlier submission. This could happen, for example, when a school grants a student a retroactive withdrawal. The new Effective Date will inactivate any previously reported status with a later effective date, as the newer status will be treated by NSLDS as more current. The Enrollment Detail page on the NSLDS website shows when newer data has inactivated a previously reported enrollment status.

**Certification Date** is the date the school certified the enrollment information. The Certification Date, which changes with each reporting submission, is the date as of which the school is asserting that the data being reported is accurate; it roughly corresponds to the date the school (or its servicer) processes its NSLDS Enrollment Roster. Before NSLDS removes a student from the school's Enrollment Roster, the terminal statuses of X, Z, G, W, and D must be certified in two consecutive reporting cycles with different Certification Dates but with the same effective date, however, a program will drop from the Roster after a single reporting of X, Z, G or W.

**Received Date** is not reported by schools, but is the date NSLDS accepts and loads updates to the enrollment information on NSLDS. If there are no issues with the enrollment information that a school has submitted, NSLDS accepts and loads updates

to enrollment information on the same day that the school successfully transmits the information to NSLDS. This date appears on various pages of the NSLDS website and is used for informational purposes and in the calculation of enrollment reporting statistics.

See the [Electronic Announcement dated April 20, 2017](#) titled "NSLDS Enrollment Reporting - Submission Dates, Effective Dates and Certification Dates" for more information on these dates, including situational examples of proper reporting these dates.

Properly reporting of the Effective and Certification Dates, along with the Received Dates helps in the determining whether a student and/or program should remain on your school's Enrollment Roster. A program will drop from the Roster after certifying an enrollment status of X, Z, G, or W once, while the student will remain on the Roster until two consecutive certifications (different certification dates) with statuses of X, Z, G, W or D and the same effective date are received.

The following table is a simple example of how proper reporting of these dates impact the actions of the student and program on the Enrollment Roster.

Certification Date	Campus-level Enrollment Status	Program-level Enrollment Status	Effective Date	Received Date	Roster Action
5/1/2018	Full Time	Full Time	8/10/2014	5/14/2018	No Action
6/1/2018	Graduated (G)	Graduated (G)	5/15/2018	6/13/2018	Program Dropped from the Roster (1 certification)
7/1/2018	Graduated (G)	No Program Indicator	5/15/2018	7/14/2018	Student Dropped from the Roster (2 certifications)

Note: A different Certification Date but the same Effective Date is needed.

Table 4-1: Enrollment Certification Counts

### 4.4.3 Withdrawal versus Graduation and Effective Dates

When a student withdraws during a term (or, in a non-term program, during a payment

period), the effective date for the withdrawn ('W') status is the withdrawal date used by the institution in accordance with [34 CFR 668.22](#)(b) or (c). In the case of the student who completes a term and does not return for the next term, leaving the course of study uncompleted, the effective date for the 'W' status is the final day of the term in which the student was last enrolled.

Please note that if a student enrolled in a program with modules, withdraws from a later module but is not considered a withdrawn student for R2T4 purposes because the student meets one of the withdrawal exemptions, the student is treated as having completed the term and the school must report the student as withdrawn as of the *final day of the payment period in which the student was last enrolled*. For example, a student enrolls in four modules within a semester taking a three credit class in each module. The student successfully completes modules 1 and 2, begins attendance in, but, withdraws from module 3 and does not begin attendance in module 4. The institution reviews the withdrawal exemption regulations and determines that the student meets one of the R2T4 withdrawal exemptions and therefore, the student is not considered withdrawn for R2T4 purposes. Since the student is not considered an R2T4 withdrawal, even though the student stopped attending in module 3, the school would list the student as withdrawn as of the final day of the semester in which the student was last enrolled.

An exception to this requirement is if a student meets the graduate withdrawal exemption. For a student who graduates early during a program of study, the school may follow the NSLDS reporting flexibilities associated with students who graduate which, among other things, states the effective date for a completion/graduation status ('G') is the date that the school assigns to the completion/graduation.

The effective date for a completion/graduation status ('G') is the date that the school assigns to the completion/graduation. In particular, a completion/graduation status could be either the same as the effective date of a previously reported 'W' or sometime after that date. Some schools may wait to assess a student's completion of program requirements and, therefore, report a 'W' when the student is no longer attending classes followed by a 'G' when completion is confirmed with whatever effective date the school gives the graduation status.

It is important to note that, for a student who has graduated, schools who initially report a withdrawn status must subsequently report the student as having graduated by certifying a 'G' status at the Campus-Level and/or Program-Level as appropriate. This is true even if the student or the student's applicable program no longer appears on the school's Enrollment Reporting Roster because the school has certified the 'W' status twice. In this case, the school must add the student and/or program back to the Roster to report the 'G'. The graduated status may protect the interest subsidy on the student's current loans.

Note that if the effective date of the 'G' status is later than the loan period end date of the student's last Direct Subsidized Loan, this could trigger loss of subsidy, since the student would be considered enrolled up to the graduation date. To prevent this, the school should (if the student received a loan for the final period of attendance prior to completing the program) first report a 'W' status with the appropriate effective date, and NSLDS will use the 'W' status effective date to protect the loan subsidy, provided that the date is not later than the last loan period end date. If the student did not receive a loan in the final period, the effective date of the 'W' status should equal the student's last date of attendance in the final term or payment period in which the student completes the program.

Additionally, reporting the 'W' as soon as it occurs ensures the timely movement of loans into repayment. Take advantage of school procedures for students going through a withdrawal process to report the 'W' as soon as possible. This may mean giving enrollment online update capability to personnel at the school who can do an immediate update.

#### **4.4.4 Reporting Graduation and Anticipated Completion Dates**

A school must correctly report students who have completed a program with a 'G' for "Graduated" status rather than a 'W' for "Withdrawn". Further, an accurately anticipated completion date aids in correct servicing of a student's loans, avoiding unnecessary early conversion to repayment or too late conversion, causing technical defaults.

Because schools report enrollment statuses, including 'W' and 'G' at both the Campus-Level and Program-Level, it is important to understand when each status is appropriate at each level. At the Campus-Level, a student should only be reported as withdrawn or graduated if the student has either withdrawn or graduated from the school entirely. At the Program-Level, a student should only be reported as withdrawn or graduated if the student has withdrawn or graduated from the program, about which the school is reporting. As a result, it is possible for a student in multiple programs to be reported as withdrawn at the Campus-Level, and graduated at the Program-Level. This could happen when the school has determined that the student has graduated from one program, but is pending a final graduation determination in another program.

#### **4.4.5 Continuous Enrollment (Campus- and Program-Level Record)**

Students are considered to be in school and continuously enrolled during academic year

holiday and vacation periods, as well as during the summers between academic years, even if not enrolled in a summer session, as long as there is a reason to believe that they intend to enroll for the next regularly scheduled term. For example, students should not be reported as “withdrawn” at the end of the spring term if they are expected to re-enroll for the fall term. In this case, schools should continue to report the student’s last enrollment status through the summer months (or through another non-required period of attendance). However, if the student does not return as expected, the status must be changed to “withdrawn” with the appropriate effective date.

The table below provides *examples* of how a student should be reported for a summer term based on how the student was enrolled in the preceding spring term. In all cases, it is assumed that the school has no reason to believe that the student will not be returning in the fall, is expected to be enrolled in the same status that they ended the spring term, and that the summer is not a period during which students are generally expected to attend classes.

<b>If the student is enrolled at the end of the spring term –</b>	<b>And during the summer term is –</b>	<b>The school should report during the summer –</b>
<b>Full time</b>	Not enrolled	Full time
<b>Full time</b>	Full time	Full time
<b>Full time</b>	Half time	Half time (with an effective date of the beginning of the summer)
<b>Full time</b>	Less than half time	Full time
<b>Half time</b>	Not enrolled	Half time
<b>Half time</b>	Full time	Full time (with an effective date of the beginning of the summer)
<b>Half time</b>	Half time	Half time
<b>Half time</b>	Less than half time	Half time
<b>Less than half time</b>	Not enrolled	Less than half time
<b>Less than half time</b>	Full time	Full time (with an effective date of the beginning of the summer)
<b>Less than half time</b>	Half time	Half time (with an effective date of the beginning of the summer)

<b>If the student is enrolled at the end of the spring term –</b>	<b>And during the summer term is –</b>	<b>The school should report during the summer –</b>
<b>Less than half time</b>	Less than half time	Less than half time

Table 4-2: Reporting Continuous Enrollment

As stated above, if the student enrolls in the summer term (or other non-required terms) at least half time, the student's actual summer enrollment status is reported. If such a student subsequently withdraws from the summer term, the student's most recent enrollment status of half time or greater should be reported throughout the remainder of the summer. If the student does not return in the fall as expected, the status must be changed to "Withdrawn" with the date the student withdrew from the summer term as the Enrollment Status Effective Date.

Additionally, if a student changes programs between terms, schools may report the Program Begin Date for the new program with the same date as the Enrollment Status Effective Date as the "Withdrawn" from the previous program. This will ensure that the student is considered to be continuously enrolled. For example, if the student enrolls in an associate's degree program to take courses over the summer term before coming back to a bachelor's degree program in the fall.

#### **4.4.6 Published Program Length and Associated Fields (Program-Level Record)**

The Published Program Length, Published Program Length Measurement, and Weeks in Title IV Academic Year are part of the Program-Level detail record.

Published Program Length should be reported based on the definition of "normal time" to completion in the regulations at 34 CFR 668.41(a), as follows:

- If the school has published, in its catalog, on its website, or in any promotional materials, the length of the program in weeks, months, or years, the program length reported must be the same as the program length that the school has published. Note: For gainful employment programs, the school must have published the program's length in weeks, months, or years on the school's website.
- If the school has not published a program length and the program is an associate or bachelor's degree program, the program length to be reported should be two years (associate) or four years (bachelor), respectively, unless the academic design of the program makes it longer or shorter than typical.

- For all other programs for which the school has not published a program length, the program length is based on the school's determination of how long, in weeks, months, or years, the program is designed for a full-time student to complete.

Consistent with the guidelines above, schools are free to choose whether to report their program lengths in years, months, or weeks. However, schools should report the same program length and unit of measure for all students in the program. The school should also report one program length and unit per student per program.

Lastly, schools must report the weeks of instructional time in their Title IV Academic Year, but only if they report a program length that is measured in months or weeks. This is one of the components of the school's academic year, as defined in [34 CFR 668.3](#).

Below are examples of how to report these fields:

**Note:** For Published Program Length and Weeks in Title IV Academic Year there is an implied decimal between the third and fourth position.

- **10-week program Example:**

- Published Program Length = 10 weeks → 010000
- Published Program Length Measurement = Weeks → W
- Weeks in Title IV Academic Year = 26 weeks → 026000

- **1.5-year program Example:**

- Published Program Length = 1.5 years → 001500
- Published Program Length Measurement = Years → Y
- Weeks in Title IV Academic Year = Not required when reporting in years (report all zeroes: 000000 when not required)

The minimum number of weeks for an academic year is 26 weeks of instructional time for clock-hour programs, and 30 weeks of instructional time for credit-hour programs.

Note that the three program length fields (Published Program Length, Published Program Length Measurement (W-M-Y), and Weeks in Title IV Academic Year) are used together to determine the Published Program Length, converted to years, and in turn to calculate the Maximum Eligibility Period. A change or correction to the reported value in any of these three fields will cause the program length to be recalculated, and a new unique program will be created based on the new length. In this case, the school should inactivate the prior program with incorrect length by reporting it with a Program-Level Enrollment Status of 'X' – Never Attended, with a Program Status Effective Date equal to the Program Begin Date for that program.

**Note:** Most schools should report associate and bachelor's degree programs in years rather than in months. For example, report a four-year bachelor's program as four years,

NOT as 48 months, or a two-year Associate's program as two years, NOT 24 months. When program length is reported in months or weeks, NSLDS uses this value along with the "Weeks in Title IV Academic Year" value to calculate a length in years. This can result in program lengths which are too long. For example, if a four-year bachelor's program is reported with a Published Program Length of 48 Months, and Weeks in Title IV Academic Year of 32 Weeks, this will convert to a Program Length of 6.4 years.

Use the following formula to convert from Weeks to Months and from Months to Years:

- **Months to Years:** Published Program Length in Years = (Published Program Length in Months multiply by 30) divided by (Weeks in Title IV Academic Year multiply by 7)
- **Months to Weeks:** Published Program Length in Years = Published Program Length in Weeks divided by Weeks in Title IV Academic Year

There are minimum and maximums for Published Program Length, in years, that can be reported for each Credential Level. Records that are submitted to NSLDS that do not conform to these minimums and maximums will be rejected. Programs that are reported in weeks or months will first be converted to years before judging whether they conform to these minimum and maximum program length requirements. The minimum and maximum program lengths are listed below. Just because NSLDS will accept a program that is reported with a certain length does not serve as an indication that the reported data is accurate. Instead, these requirements should be understood as reasonability checks to ensure that severely inaccurate data is not stored in NSLDS.

<b>Credential Level</b>	<b>Credential Level Description</b>	<b>Minimum Years &gt; or =</b>	<b>Maximum Years &gt; or =</b>
<b>01</b>	Undergraduate Certificate or Diploma Program	0.1	10
<b>02</b>	Associate's Degree	0.4	10
<b>03</b>	Bachelor's Degree	0.9	10
<b>04</b>	Post Baccalaureate Certificate	0.4	10
<b>05</b>	Master's Degree	0.4	12
<b>06</b>	Doctoral Degree	0.9	12
<b>07</b>	First Professional Degree	0.2	10
<b>08</b>	Graduate/Professional Certificate	0.2	10

Credential Level	Credential Level Description	Minimum Years > or =	Maximum Years > or =
99	Non-Credential Program [Preparatory Coursework/Teacher Certification]	0.1	10

Table 4-3: Program-Level Reasonability

### 4.4.7 Credential Level (Program-Level Record)

For most programs, the credential level associated with the program is obvious from the nature of the program itself. However, special consideration should be paid to credential level '99', which is for coursework that is eligible for Title IV aid, but that does not lead to a credential that is conferred by the school. In the description of credential level '99', preparatory coursework and teacher certification programs are specifically mentioned. However, this is not to say that this is the only type of coursework for which a credential level of '99' is appropriate.

For example, certain types of coursework at community colleges that are designed to lead to a student transferring into a bachelor's degree program (two-year transfer program), but that does not lead to an associate degree or other credential are, firstly eligible programs for Title IV aid purposes (See [34 CFR 668.8\(c\)\(2\)](#)), and secondly, should be reported with a credential level of '99' and a program length and CIP Code that corresponds to the length and nature of the program. These are not considered to be "special programs"; therefore, a Special Program Indicator of 'N' (not applicable) should be reported.

Definitions of credential levels and equivalent Integrated Postsecondary Education Data System (IPEDS) credential levels:

- **'01' (Undergraduate Certificate or Diploma Program)**
  - An award that requires completion of an organized program of study below the bachelor's. It is designed for persons who have not completed a baccalaureate degree, and may or may not be designed for those who have completed an associate degree.
  - Equivalent IPEDS Award Levels:
    - 1 - Postsecondary award, certificate, or diploma of (less than 1 academic year)
    - 2 - Postsecondary award, certificate, or diploma of (at least 1 but less than 2 academic years)
    - 4 - Postsecondary award, certificate, or diploma of (at least 2 but

less than 4 academic years)

- **'02' (Associate's Degree)**
  - Equivalent IPEDS Award Levels:
    - 3 - Associate's degree
- **'03' (Bachelor's Degree)**
  - Equivalent IPEDS Award Levels:
    - 5 - Bachelor's degree
- **'04' (Post Baccalaureate Certificate)**
  - An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree.
- **'05' (Master's Degree)**
  - Equivalent IPEDS Award Levels:
    - 7 - Master's degree
- **'06' (Doctoral Degree)**
  - A doctor's degree that is conferred upon completion of a program that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. The most common doctoral degree is a Ph.D.
  - Equivalent IPEDS Award Level:
    - 17 - Doctor's degree - research/scholarship
    - 19 - Doctor's degree - other
- **'07' (First Professional Degree)**
  - A professional degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. Common professional degrees include:
    - Chiropractic (D.C. or D.C.M.)
    - Dentistry (D.D.S. or D.M.D.)
    - Law (L.L.B., J.D.)

- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.)
- Pharmacy (Pharm.D.)
- Podiatry (D.P.M., D.P., or Pod.D.)
- Theology (M.Div., M.H.L., B.D., or Ordination)
- Veterinary Medicine (D.V.M.)
- Equivalent IPEDS Award Level:
  - 18 - Doctor's degree - professional practice
- **'08' (Graduate / Professional Certificate)**
  - A student who holds a bachelor's degree or above and is taking courses at the graduate level that leads to a credential that is not a degree.
  - Equivalent IPEDS Award Levels:
    - 8 - Post-master's certificate
- **'99' (Non-Credential Program (Preparatory Coursework / Teacher Certification))**
  - A credential level that is to be used when a student is not generally considered to be enrolled in a program of study, because it does not lead to a degree or certificate, but for which the student is eligible for Title IV Aid. Examples of non-credential programs include students who are enrolled in:
    - Preparatory coursework required to enter an undergraduate or graduate program;
    - Certain teacher certification programs which do not lead to a degree or certificate issued by the institution, but which do allow an individual who completes the necessary coursework to receive a license from a state to teach;
    - Comprehensive Transition Programs for students with intellectual disabilities that have been approved by the Department; and
    - A program of at least a two-academic-years that is acceptable for full credit toward a bachelor's degree.

### 4.4.8 Program Begin Date (Program-Level Record)

The Program Begin Date is the date the student first began attending the program being reported. Typically, this would be the first day of the term in which the student began enrollment in the program, unless the student enrolled in the program on an earlier date. Note: if a student withdraws from the program and later returns to the exact same program, the Program Begin Date will not change.

When creating the school's Program-Level Record in the Roster file for a new student or new program, NSLDS uses the Payment Period Begin Date from the COD System as the Program Begin Date. Schools need to correct this date if it is incorrect.

### 4.4.9 Special Program Indicator (Program-Level Record)

The Special Program Indicator is a field in the Program-Level Record that schools should use to flag programs that have special treatment under the 150% limit regulations.

For selective admission associate degree programs, as defined in [34 CFR 685.200\(f\)\(9\)](#), schools should report:

- A Published Program Length of four years, even if the length of the program is shorter than four years
- A Special Program Indicator value of 'A'
- A Credential Level of '02', which corresponds to "Associate Degree"

Similarly, for bachelor's degree completion programs, as defined in [34 CFR 685.200\(f\)\(9\)](#), schools should report:

- A Published Program Length of four years, even if the length of the program is shorter than four years
- A Special Program Indicator value of 'B'
- A Credential Level of '03', which corresponds to "Bachelor's Degree"

For preparatory coursework that is required for entrance into an undergraduate program, schools must report:

- The Program Length and CIP code that corresponds to the undergraduate program that the student is taking the preparatory coursework to enter
- A Credential Level of '99'
- A Special Program Indicator of 'U'

Similarly, for preparatory coursework that is required for entrance into a graduate or professional program, schools must report:

- CIP Code for the graduate program the student is taking the coursework to enter
- Program length and measurement for the graduate program the student is taking the coursework to enter
- If the Program Length is in weeks or months, the length in weeks of the reporting school's own Title IV Academic Year
- OPEID of the current location where the prep coursework is being taken
- Program Begin Date, Enrollment Status and Enrollment Effective Date for the current coursework at the reporting school
- A Credential Level of '99'
- A Special Program Indicator of 'P'

For teacher certification programs that do not lead to a credential, that is conferred by the school, but that is required before the student can teach in an elementary or secondary school, the schools must report:

- The Program Length and CIP Code that corresponds to the program itself
- A Credential Level of '99'
- A Special Program Indicator of 'T'

#### **4.4.10 Enrollment Statuses (Campus- and Program-Level Record)**

It is important that the school report the applicable enrollment status and the effective date of the status of all borrowers attending its school. The enrollment status values are:

- |                             |                          |
|-----------------------------|--------------------------|
| • 'F' (full-time)           | • 'G' (graduated)        |
| • 'Q' (three-quarter time)  | • 'W' (withdrawn)        |
| • 'H' (half-time)           | • 'D' (deceased)         |
| • 'L' (less than half-time) | • 'X' (never attended)   |
| • 'A' (leave of absence)    | • 'Z' (record not found) |

A Campus-Level enrollment status should be determined by summing the credit or clock hours in which the student is enrolled at the school. For students enrolled only at one location, this is a straightforward process. However, it is more complicated for students who are enrolled at more than one location of the school. Even though schools

must select a primary location for students who are enrolled at more than one location, the enrollment status that is reported by a school for a location must include all coursework being taken by the student at all the school's locations.

After determining the number of credit or clock hours in which the student is enrolled, the school should compare that number to the school's definition of full-time, three-quarter time, half-time, etc., that it defined according to the definitions in [34 CFR 668.2](#).

A student's Program-Level enrollment status should be reported with the same Enrollment Status as that student's Campus-Level Enrollment status for all programs the student is enrolled in at that location, even if the student is not currently taking coursework that applies to a particular program. If the student has withdrawn or graduated from an academic program, a "terminal enrollment status" of 'W' or 'G,' as appropriate, should be reported for that program, even if the student is still taking coursework applicable to other programs in which the student is enrolled.

For both Campus-Level and Program-Level Enrollment Reporting, the credit and clock hours that may be included in the student's enrollment status include all courses that the student is taking, regardless of whether such courses could be included in the determination of the student's eligibility for aid.



If a school reports an enrollment status of 'X', 'Z', 'G', or 'W' the student will remain on the Enrollment Reporting roster until two consecutive certifications of the same enrollment status and effective date are reported at the Campus-Level, but only once at the program-level. Status 'D' must be certified twice at the Campus- and Program-Level.

### 4.4.11 CIP Year - Auto-Conversion (Program-Level Record)

For purposes of enrollment reporting, a program's identifiers are a combination of the school's eight-digit OPEID, the CIP Year, the CIP code, the Credential Level, and the Published Program Length in Years. When a school has determined the **only** change to a student's enrollment program is the CIP Year, the updated 2020 CIP Year can be submitted in the Program-Level Enrollment Record (Record Type 002), which instructs NSLDS to perform an auto-conversion on behalf of the school.

An auto-conversion occurs when a previously reported *school-certified* 2000 or 2010 CIP Year program is now reported with a 2020 CIP Year (all program identifiers except CIP Year are identical) to NSLDS. The auto-conversion means that NSLDS will transfer the active enrollment history from the 2000 or 2010 CIP program to the 2020 CIP program and apply 'X' (Never Attended) as the most current, active enrollment status for the 2000 or 2010 CIP program. Additionally, all the previously active enrollment history on the 2000 or 2010 CIP program is set to inactive.

Figure 4-1 displays the Active and Inactive Records on the Program Enrollment Detail Page after a 2020 CIP Year auto conversion has occurred. Program 2 was previously reported with a 2010 CIP Year and has now been reported with a 2020 CIP Year (all program identifiers except CIP Year are identical) as seen in Program 1. The active enrollment history from Program 2 has been transferred to Program 1 and the Never Attended 'X' enrollment status was applied as the most current, active enrollment status. All previous active enrollment history on Program 2 is now set to inactive.

NORTH SOUTH UNIVERSITY - 06789900										
<b>1</b> CIP Code - Title: 520201 - Business Administration and Management, General. Credential Level: 03 - Bachelor's Degree Program Begin Date: 08/19/2019 Published Program Length in Yrs.: 4.0 Reported Program Length: 4.0 Years										CIP Year: 2020 Special Program Indicator: N Weeks in Academic Year: 0.0
Reported By	Reported By ID	Status	Eff. Date	Active	Earliest Cert.	Latest Cert.	Latest Cert. Method	Times Certified	Latest Date Received	Current
School	06789900	Three Quarter Time	08/17/2020	Active	09/02/2020	09/02/2020	School Batch	1	09/16/2020	Current
School	06789900	Full Time	12/16/2019	Active	09/02/2020	09/02/2020	School Batch	1	09/16/2020	Not Current
School	06789900	Withdrawn	12/13/2019	Active	09/02/2020	09/02/2020	School Batch	1	09/16/2020	Not Current
School	06789900	Full Time	08/19/2019	Active	09/02/2020	09/02/2020	School Batch	1	09/16/2020	Not Current
<b>2</b> CIP Code - Title: 520201 - Business Administration and Management, General. Credential Level: 03 - Bachelor's Degree Program Begin Date: 08/19/2019 Published Program Length in Yrs.: 4.0 Reported Program Length: 4.0 Years										CIP Year: 2010 Special Program Indicator: N Weeks in Academic Year: 0.0
Reported By	Reported By ID	Status	Eff. Date	Active	Earliest Cert.	Latest Cert.	Latest Cert. Method	Times Certified	Latest Date Received	Current
School	06789900	Never Attended	09/02/2020	Active	09/02/2020	09/02/2020	School Batch	1	09/16/2020	Current
School	06789900	Three Quarter Time	08/17/2020	Inactive	09/02/2020	09/02/2020	School Batch	1	09/16/2020	Not Current
School	06789900	Full Time	12/16/2019	Inactive	02/21/2020	05/26/2020	School Batch	11	09/04/2020	Not Current
School	06789900	Half Time	01/14/2020	Inactive	01/27/2020	01/27/2020	School Batch	1	02/11/2020	Not Current
School	06789900	Withdrawn	12/13/2019	Inactive	12/20/2019	05/26/2020	School Batch	14	09/04/2020	Not Current
School	06789900	Full Time	08/19/2019	Inactive	08/30/2019	05/26/2020	School Batch	20	09/04/2020	Not Current

Figure 4-1: CIP Year – Auto Conversion Active and Inactive Records

Furthermore, after a school reports a program with a 2020 CIP Year (which triggers an auto-conversion) and the same corresponding 2010 CIP Year program is sent to NSLDS by the Common Origination and Disbursement (COD) System (all program identifiers except CIP Year are identical), NSLDS will not include the COD 2010 CIP program on the roster due to the existence of an auto-conversion. This ensures that the program is not duplicated.

## 4.4.12 Program Identifier Changes (Program Identifier Change Record)

As mentioned in section 4.4.11, a program's identifiers are a combination of the school's eight-digit OPEID, the CIP Year, the CIP code, the Credential Level, and the Published Program Length in Years. A change or correction to the reported value in any of the program identifiers causes a new program to be created. Previously, to make a correction, the school needed to manually inactivate the program with incorrect data by reporting it with a Program-Level Enrollment Status of 'X' – Never Attended and then report the new program with all associated program enrollment history.

Schools may report Program Identifier Changes in the Program Identifier Change Record (Record Type 004) through SAIG Batch submissions and the Spreadsheet Submittal process and the Enrollment History Update Page on the NSLDSFAP website.

It is important that the school report all records in a bundle with the same values for Student Current SSN and OPEID and the school must provide all identifiers for the Current Program as well as the New Program. For more details on records in a bundle see section 6.2.1.2 bundle concept.

The **Current Program** is the program the school has already successfully reported to NSLDS and the school is needing to correct, whether the program is currently on the roster or may have been on the roster at some point in the past. The **New Program** is the program with the corrected identifiers. Please note that the New Program cannot be the same as an existing program for the student on NSLDS.

Figure 4-2 displays an example of a school using the Enrollment History Update page on the NSLDSFAP website to update the Current Program CIP Year from 2010 to 2020 and Published Program Length in Years from 6.4 to 4. After clicking the Change Identifiers button, the program identifier fields (CIP Code, CIP Year, Credential Level, and Program Length in Years) can be updated, as shown in Figure 4-3.

**Program Enrollment**

1

CIP Code: 520201 - Business Administration and Management, General. CIP Year: 2010

Cred. Level: 03 - BACHELOR'S DEGREE Program Length in Yrs.: 6.4

SPI: N - NOT APPLICABLE Program Begin Date: 08/19/2019

Delete	Enrollment Status	Effective Date	New Row
<input type="checkbox"/>	--select a status--		Add Row Below
<input type="checkbox"/>	Q - THREE QUARTER TIME	08/17/2020	Add Row Below
<input type="checkbox"/>	F - FULL TIME	12/16/2019	Add Row Below
<input type="checkbox"/>	W - WITHDRAWN	12/13/2019	Add Row Below
<input type="checkbox"/>	F - FULL TIME	08/19/2019	Add Row Below

PRIVACY ACT OF 1974 (AS AMENDED)

Figure 4-2: Program Identifier Changes – Current Program

**Program Enrollment**

1

CIP Code: 520201 - Business Administration and Management, General. CIP Year: 2020

Cred. Level: 03 - BACHELOR'S DEGREE Program Length in Yrs.: 4 0

SPI: N - NOT APPLICABLE Program Begin Date: 08/19/2019

Delete	Enrollment Status	Effective Date	New Row
<input type="checkbox"/>	--select a status--		Add Row Below

Figure 4-3: Program Identifier Changes – New Program

A Program Identifier Change works like an auto-conversion. NSLDS transfers the active enrollment history from the Current Program to the New Program and applies 'X' (Never Attended) as the most current, active enrollment status for the Current Program. Additionally, all the previously active enrollment history on the Current Program is set to inactive.

Note: A Program Identifier Change record cannot be reported when the school is attempting to "Move" the student to a new location. If the "Move To OPEID" field (Record Type 001) is populated and the Program Identifier Change (Record Type 004) is included, the bundle will error.

See the [NSLDS Enrollment Reporting Roster File Record Layouts](#) and [Enrollment Spreadsheet Submittal Format](#) available in Appendix A.

### **4.4.13 Reporting Information to the COD System and NSLDS**

Schools must understand that, although they will be reporting almost the same Program-Level information to both the COD System and NSLDS, that there are several reasons that the information will not be the same.

Information is reported “as of” different points in time. For COD, Schools report snapshots, of the Program-Level data, as of the disbursement date(s). For NSLDS, schools report snapshots, of the Program-Level data, as of their certification date on an ongoing basis (at least every 60 days).

Furthermore, the enrollment status that a school reports to COD will include all coursework on which the student’s loan eligibility is based. The enrollment status that a school reports to NSLDS is the student’s overall enrollment status and may therefore include courses for which the student cannot receive financial aid.

There are many reasons for the differences between COD, Postsecondary Education Participants System (PEPS) and NSLDS data. Therefore, NSLDS will not be performing compares on the schools reported Program-Level enrollment information between these three systems. However, the same information should be reported to all systems, to the greatest extent possible.

## Chapter 4 Key Points to Remember

- ✓ Schools need to report both Campus- and Program-Level enrollment.
- ✓ Campus-Level enrolment data consists of Student Current SSN, Student Name, Student Date of Birth, Student Address, Student Phone Number, OPEID Number, Move To OPEID, Certification Date, Enrollment Status, Enrollment Effective Date, Anticipated Completion Date, Term Begin and Term End Date.
- ✓ The Program Indicator, under the Campus-Level Record type, indicates whether a student is enrolled in at least one program.
- ✓ Program-Level Enrollment data consist of Student Current SSN, OPEID, CIP Code, CIP Year, Credential Level, Published Program Length Measurement, Published Program Length, Weeks in Title IV Academic Year, Program Begin Date, Special Program Indicator, Program Enrollment Status, Program Enrollment Effective Date.
- ✓ For purposes of enrollment reporting, a unique program is defined as a combination of the school's eight-digit OPEID number, the CIP code, the Credential Level, and the Published Program Length.
- ✓ Reporting of graduated statuses is critical to the protection of a student's interest subsidy and initiation of repayment periods.
- ✓ An auto-conversion occurs when a previously reported school-certified 2000 or 2010 CIP Year program is reported with a 2020 CIP Year (all program identifiers except CIP Year are identical) to NSLDS.
- ✓ Program Identifier Changes can be reported in the Program Identifier Change Record through Batch Submittal, Spreadsheet Submittal processes, and on the Enrollment History Update page of the NSLDSFAP website.

## Chapter 5. When to Report?

This chapter describes when Enrollment information should be reported to NSLDS, defines reporting schedules, and reviews reporting frequency requirements.

### 5.1 Reporting Timely

While schools are free to set an enrollment reporting schedule that meets their needs, NSLDS sets minimum standards for the timeframes between Roster generations. NSLDS allows schools to set their Rosters to be generated weekly, every other week, monthly, or every other month. A school will not go more than two months without receiving a Roster file from NSLDS, and will therefore not go more than two months without reporting enrollment information.

This minimum standard also referred to as the “60-day rule” even though Roster files may be generated, and schools may ultimately report, less frequently than every 60 days due to some months have more than 30 days. Nevertheless, if schools comply with the timeframes for returning responses to Roster files and correcting errors, they are reporting timely for the purposes of Title IV enrollment reporting regulations and requirements. However, it is important to note that timely reporting is not the same thing as accurate reporting, which is also required.



Respond to Roster within **15 days**.  
Correct errors within **10 days**.  
Certify enrollment data at least every **60 days**.

All schools must respond to their Roster, with certified enrollment data, within **15 days** of the date that NSLDS sends their Roster file (according to their schedule). The response may be submitted by:

- Using a batch response file sent via SAIG.
- Completing updates online using the Enrollment Update option on the [NSLDSFAP](#) website.
- Uploading an Enrollment Spreadsheet Submittal file using the Enrollment Submittal option on [NSLDSFAP](#).

Schools that report online should adjust their schedule to match their reporting schedule.

If the response is provided by a batch response file, NSLDS will process the file and return an Error/Acknowledgement file. Any errors must be corrected and submitted within **10 days** of receiving the file. Errors may be corrected by:

- Using a batch response file containing the records with errors sent via SAIG.
- Updating the records that erred by certifying the enrollment online using the Enrollment Update option on [NSLDSFAP](#).
- Uploading corrected records using an Enrollment Spreadsheet Submittal file using the Enrollment Submittal option on [NSLDSFAP](#).

Error correction includes updating the information in error so it will pass the edits and be processed by NSLDS. Simply resending the same erroneous data does not meet the requirement to correct errors.

The graphic below describes the sequence of events involved in the Enrollment Reporting process, from NSLDS creating the Roster, to the school correcting and resubmitting information on errors in data reported.

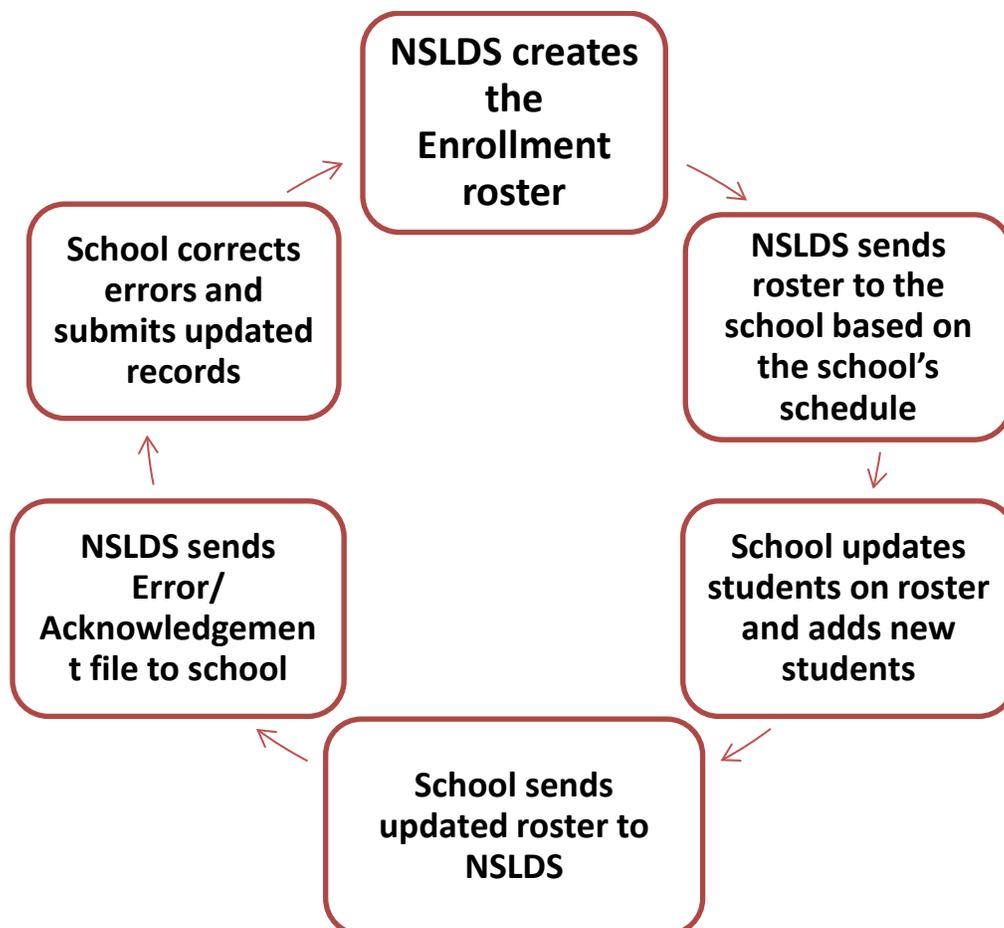


Figure 5-1: Enrollment Reporting Cycle

While reporting according to minimum frequency standards will meet the requirements for Enrollment Reporting, it is important that changes to a student's enrollment data be reported as soon as possible. Timely reporting of changes ensures accuracy of student information. Such changes may include:

- Changes in a student's program of study.
- Changes in a student's campus location.
- Changes in Campus-Level and/or Program-Level enrollment status.

You can report more frequently than is required by scheduling Rosters to be sent to you on a more frequent basis or by making ad-hoc updates to a student's enrollment on [NSLDSFAP](#).

## 5.2 Special Situations

### 5.2.1 Waiver Process

A school may apply for a waiver for the Enrollment Reporting process if there are unusual or unforeseen circumstances, such as a natural disaster, that prevent the submission of a Roster response within the required 15-day period. A waiver has a start and an end date; the end date signifies when the Roster cycle will resume. If a waiver is granted, Rosters will not be generated and, while in effect, the school is **not** considered to be out of compliance if the waiver is requested before a previously sent Roster has exceeded the return timeframe. Schools cannot request an ad-hoc Roster while a waiver is in effect.

Each waiver request is reviewed by the Department and approved or denied on a case-by-case basis. To request a waiver, please call the NSLDS CSC at 1-800-999-8219, or email [nslds@ed.gov](mailto:nslds@ed.gov). Include with your request an explanation of the events that will cause you to miss the Enrollment Reporting deadline. Generally, the waiver request is due to the anticipation that more than one Roster will be missed and must include the start date and expected end date.

### 5.2.2 Change in School Eligibility

NSLDS receives school participation eligibility from PEPS. If a school's eligibility to participate in Title IV aid changes, it is the school's responsibility to update all students on its Enrollment Reporting Roster before discontinuing participation in the Enrollment Reporting process. Furthermore, a school can choose not to participate in the awarding of Title IV aid, yet still have its students with federal student loans be eligible to receive

loan deferments. If a school is eligible for loan deferments only, it must continue to report enrollment for its students through the Enrollment Reporting process. Final updates can be made via batch processing or online.

### 5.2.2.1 For Schools That Are Closing

Steps to complete the final Enrollment Reporting Roster if your school is closing:

1. The school (or school's servicer) must update their Roster one final time. All students need to be updated to the appropriate non-active enrollment status, such as 'G', 'W', 'X', or 'Z'. If the status is based on the date the school closed, the enrollment status effective date will be the date the school closed.
  - A) 'G' (graduated): Provide the status effective date of the student's graduation.
  - B) 'W' (withdrawn): The status effective date should match the date the student withdrew or the effective date of school's closure.
  - C) 'X' (never attended): The status effective date should match the date the student was first reported on the Roster.
  - D) 'Z' (no record found): The status effective date should match the date the student was first reported on the Roster.
2. Once all updates and any resulting errors have been completed, the school should contact its PDPA to terminate all online and batch access for the Enrollment Reporting Process.

### 5.2.2.2 For Schools That Are Ineligible

Steps to complete the final Enrollment Reporting Roster if your school is ineligible or has become ineligible to participate in Title IV aid, and/or is ineligible to participate in loan deferments only:

1. The school (or school's servicer) must update their Roster one final time. All students need to be updated to the appropriate non-active enrollment status, such as 'G', 'W', 'X', or 'Z'. If the status is based on the date the school became ineligible to participate, the enrollment status effective date will be the date the school lost eligibility or stopped participating.
  - A) 'G' (graduated): Provide the status effective date of the student's graduation.
  - B) 'W' (withdrawn): The status effective date should match the date the student withdrew or the effective date the school became ineligible.

- C) 'X' (never attended): The status effective date should match the date the student was first reported on the Roster.
  - D) 'Z' (no record found): The status effective date should match the date the student was first reported on the Roster.
2. Once all updates and any resulting errors have been completed, the school should contact its PDPA to terminate all online and batch access for the Enrollment Reporting Process.

### 5.2.2.3 For Schools That Are Merging

Steps to complete the final Enrollment Reporting Roster if your school has merged (old school) with another school (new school):

1. The school (or school's servicer) must update the Roster one final time. All students need to be updated to the appropriate non-active enrollment status, such as 'G', 'W', 'X', or 'Z', with an enrollment status effective date that is the date of the school's merger.
  - A) 'G' (graduated): Provide the status effective date of the student's graduation.
  - B) 'W' (withdrawn): The status effective date should match the date the student withdrew or the effective date of school's merger.
  - C) 'X' (never attended): The status effective date should match the date the student was first reported on the Roster.
  - D) 'Z' (no record found): The status effective date should match the date the student was first reported on the Roster.
2. Any student who will continue enrollment at the new school must be added to the new school Roster with the appropriate enrollment status and the effective date of the merger.
3. Once all updates and any resulting errors have been completed, the school should contact its PDPA to terminate all online and batch access for the Enrollment Reporting process for the old school's OPEID.

### 5.2.2.4 For Schools That Become a New Stand-Alone Entity

Steps to complete regarding Enrollment Reporting if your school has separated from another school to become a new stand-alone entity:

1. The school (or school's servicer) must update the Roster one final time. All currently enrolled students need to be updated to the appropriate non-active enrollment status, such as 'G', 'W', 'X', or 'Z', with an enrollment status effective date that is the date of the school's separation to become the stand-alone entity.
  - A) 'G' (graduated): Provide the status effective date of the student's graduation.
  - B) 'W' (withdrawn): The status effective date should match the date the student withdrew or the effective date of that school's separation to become the stand-alone entity.
  - C) 'X' (never attended): The status effective date should match the date the student was first reported on the Roster.
  - D) 'Z' (no record found): The status effective date should match the date the student was first reported on the Roster.
2. The new stand-alone school needs to sign up using the new OPEID to participate in NSLDS Enrollment Reporting through [fsawebenroll.ed.gov](https://fsawebenroll.ed.gov).
3. Students who are currently enrolled and will continue to be enrolled at the new stand-alone school must be withdrawn from the current school OPEID and added to the new school's Enrollment Reporting Roster with the appropriate enrollment status and effective date.

If you have any questions regarding your responsibilities for Enrollment Reporting, please call the NSLDS CSC at 1-800-999-8219, Monday through Friday, from 8 a.m. to 9 p.m. ET.

## Chapter 5 Key Points to Remember

- ✓ Schools are required to report no less than every 60 days.
- ✓ Schools must respond with enrollment data certification within 15 days of the date that the Roster file is sent.
- ✓ Any errors must be corrected and submitted within 10 days of receiving the file.
- ✓ A school may request a waiver for the Enrollment Reporting process if there are unusual or unforeseen circumstances, such as a natural disaster, that prevent the submission of a Roster response within the required 15-day period. If granted, Rosters will not be generated while in effect.
- ✓ Schools that are closing, ineligible, merging, or become a new stand-alone entity must update all students Enrollment Status in NSLDS to the appropriate non-active enrollment status, such as 'G', 'W', 'X', or 'Z'.

## Chapter 6. Ways to Report

This chapter discusses the options available for schools to report enrollment information to the Department. All reporting requirements are the same no matter what reporting method you choose. However, be aware that batch reporting users are also required to have online enrollment reporting access. Data elements and file layouts for both reporting methods are described in detail in the Appendices.

### 6.1 Enrollment Reporting Online

A fast and easy way to report Enrollment information is by using the [National Student Loan Data System Professional Access](#) (NSLDSFAP) website. Many schools use this method for all their reporting.

#### 6.1.1 Enrollment Update

The Enrollment Update Web page allows for the retrieval of individual student records. This page also allows for the retrieval and updating of the entire Roster, should you choose to do so. This page is under the Enroll tab on the [NSLDSFAP](#) website.

These pages are discussed in detail Section 7.8.

#### 6.1.2 Enrollment Maintenance

The Enrollment Maintenance Web page is used to provide real-time updates to NSLDS enrollment data and to add students to a school's Roster. The Enrollment Maintenance page is reached from the Enrollment Summary and the Enrollment Update pages under the Enroll tab on the [NSLDSFAP](#) website.

These pages are discussed in detail Section 7.8.

#### 6.1.3 Enrollment History Update

The Enrollment History Update Web page is used to correct previously reported Campus- and Program-level enrollment data and program identifiers to reestablish accurate enrollment history for students currently on or previously on of the Enrollment Reporting Roster.

These pages are discussed in detail Section 7.9.

## 6.1.4 Enrollment Spreadsheet Submittal

The Enrollment Spreadsheet Submittal process allows schools to report data to NSLDS by uploading a spreadsheet directly on the [NSLDSFAP](#) website. This spreadsheet will use the record types and formats as described in the Appendices. Each record type will be a separate row in the spreadsheet.

To facilitate this process, schools may request their enrollment Roster to be sent to them in a Comma Separated Values (CSV) file type. This file can be imported into a school's spreadsheet application. The spreadsheet can be updated to provide current enrollment information and certification for each student, and the spreadsheet can then be uploaded to the [NSLDSFAP](#) website. It will be edited in real-time and any errors will be presented to the school instantaneously. The accepted records will then update the NSLDS database.

The Enrollment Spreadsheet Submittal process is discussed in Section 7.12.

## 6.2 Enrollment Reporting Batch Process

The Enrollment Reporting Batch Process involves a school receiving a Roster file on a predetermined, set schedule, updating that file, and returning it to NSLDS.

The Enrollment Reporting Roster file is placed in a school's, or its Enrollment Reporting Servicer's, designated SAIG mailbox on the business day of the month designated by their Enrollment Reporting schedule. Schools may set up and modify their schedule on the Enrollment Reporting Profile Web page under the Enroll Tab on the [NSLDSFAP](#) website. Schools that use an Enrollment Reporting Servicer should notify their servicer directly if they make a change to their enrollment reporting schedule.

Files submitted by batch processes will receive an Error/Acknowledgement File that contains a count of accepted records and any records containing errors that did not pass edits for the update. If the Error/Acknowledgment File does not indicate that there were any errors, it serves as proof that the submittal file was received and processed by NSLDS and should be kept for audit purposes. The Error/Acknowledgement File will indicate that there were no errors if it contains only a header and trailer record.

**Note:** If a school does not receive an Error/Acknowledgement File it may indicate that file was not received or processed by NSLDS.

If the Error/Acknowledgement file indicates that there were errors, the error records must be corrected by submitting an Error Correction File, or by updating the student's record online or using the spreadsheet upload option. Error correction includes updating the information in error so it will pass the edits and be processed by NSLDS. Simply resending the same erroneous data does not meet the requirement to correct errors.

Because NSLDS rejects all records for a student if there is an error in any detail record, an error means that a student's enrollment status has not been updated on NSLDS.

**Note:** Schools that use third-party servicers must ensure that any error corrections or updates made online on the NSLDS website by the school are also provided to the servicer, to prevent the servicer from later updating NSLDS with outdated or incorrect data.

## 6.2.1 Batch File Types

Schools (or their servicers) can request Roster files in the following file types:

- Fixed-Width
- Comma Separated Values (CSV)

Schools using the CSV format to report enrollment data must make sure that any commas in the data they submit (that are not used as delimiters) are inside quotation marks. For example, a last name of Jones, Jr., should appear in a CSV file as "Jones,Jr.", with the quotation marks, and with a comma immediately following the closed quotation mark to delimit the field. Records that contain data with commas not protected by quotation marks will be rejected by NSLDS.

See Appendix A and the record layouts on the [Knowledge Center](#) for more details on the file types and format.

### 6.2.1.1 Record Types

NSLDS Enrollment Reporting File Layouts include multiple record types in order to accommodate the additional reporting fields necessary to support a number of functions like program oversight, measurement of program outcomes, processing of Closed School Discharge and the metrics included in the College Scorecard.

The following record types are included in the batch Roster files, both the Roster sent from NSLDS to the school, and the response file sent by the school back to NSLDS:

- Record Type '000' – Header Record
- Record Type '001' – Campus-Level Enrollment Information
- Record Type '002' – Program-Level Enrollment Information
- Record Type '003' – Email Address (Optional)
- Record Type '004' – Program Identifier Changes (Optional)
- Record Type '999' – Trailer Record

There will be a single Header Record (record type '000') and single Trailer Record (record type '999') on each file. The number of other record types will vary based on the details reported for each student. These records are referred to as Detail Records and will be reported together, for each student in a single bundle.

### 6.2.1.2 Bundle Concept

A single update for a student at a given school location will consist of a bundle of Detail Records including:

- One Campus-Level record (record type '001') containing student and Campus-Level information (required).
- Zero, one, or more Program-Level Records (record type '002') containing information about that student's enrollment in individual programs and information about those programs (generally required).
- Zero, one, or more Email Address records (record type '003') containing information about the student's email address(es) (Optional).
- Zero, one, or more Program Identifier Change records (record type '004') containing program identifiers for current and new programs (Optional).

All records in a bundle must all have the same values for Student Current SSN and OPEID in the layout of each detail record type. When a school sends a Roster Submittal or Error Correction file to NSLDS, the school must group the records for a given student in a single bundle ordered by record type. Likewise, a school should expect the Enrollment Roster and Error/Acknowledgement files they receive from NSLDS to bundle records for individual students.

**Note:** All records in a file must be sorted by SSN, so all record types for a particular student will be grouped together in the file.

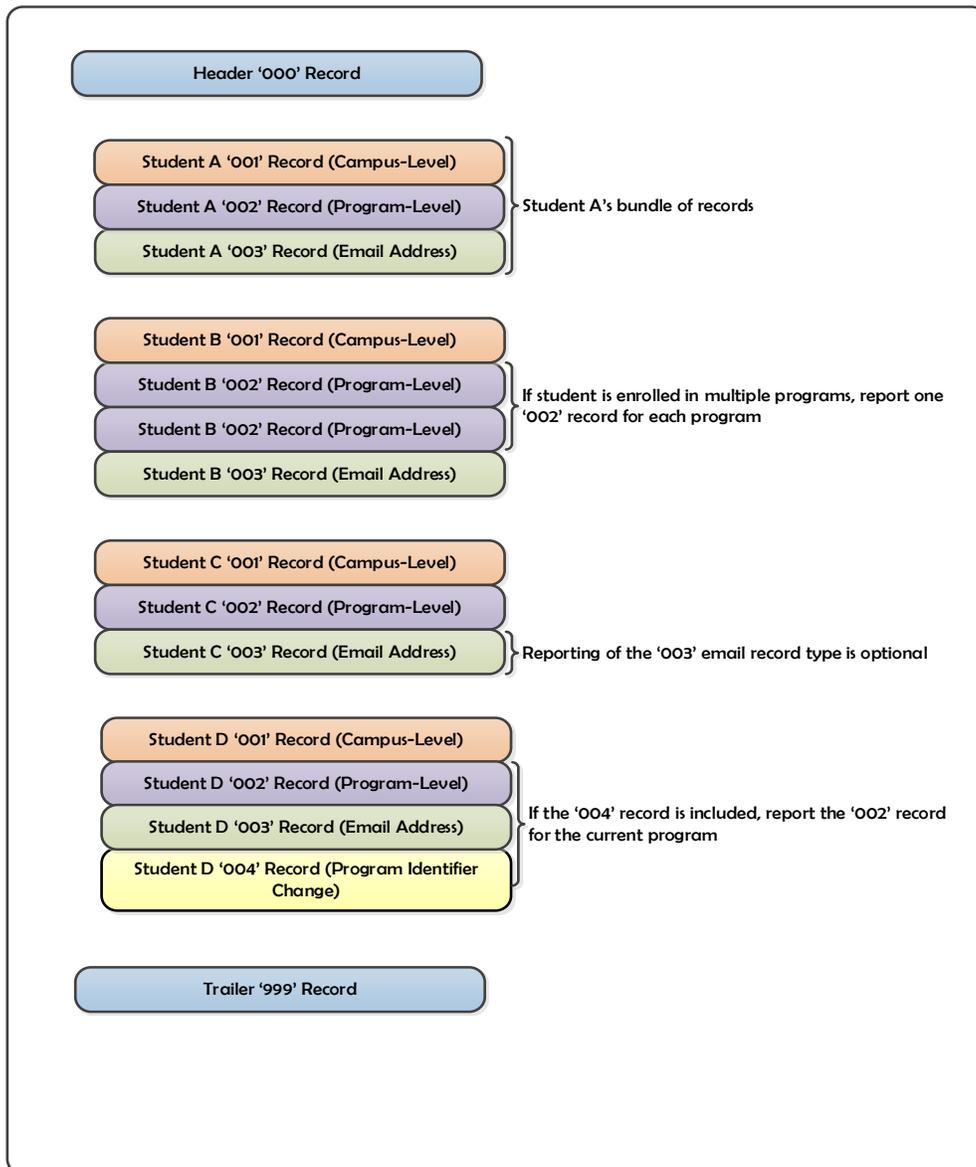


Figure 6-1: Bundle Format Example

Because each student’s enrollment will consist of multiple detail records, a valid detail record of one type will be rejected by NSLDS because of an error in another detail record in the same student’s bundle. Each detail record type in the new layout will include a field named Bundle Rejected Flag. That flag will be set to ‘Y’ for all the detail records in a bundle that contain an error, although the actual error(s) code will only be displayed on the detail record that contains the error(s).

If the only record in a bundle with an error is a ‘003’ Email Address record, the entire

bundle will still be returned on the error file. However, the valid 001 Campus-Level and '002' Program-Level detail records are included in the bundle, they will be processed, and the Bundle Rejected Flag on the valid records will contain a space.

If a '004' Program Identifier Change record is reported, the current program details must be included in the '002' Program-Level record.

The reporting requirements (Mandatory/Optional) for each field are listed in Appendix B. Please note that for record type '001' (Campus-Level), the student's phone number fields are considered optional, however, if a phone number is reported all associated fields must be populated. Additionally, the '003' (Email Address) and '004' (Program Identifier Changes) record types are optional records, but if any data is included in the record, then all fields in the record need to be populated accordingly.

The same record types are used in the Enrollment Spreadsheet Submittal process.

**Note:** All Program-Level '002' records for each bundle on the Roster must be certified and returned in each response file. If a Program-Level record is not returned or when records in a bundle do not contain all school certified programs, NSLDS will reject the bundle.

### 6.2.1.3 Adding Students to Your Roster

Students that are not on the Roster but have received federal student aid (at your school or another school) may be added to your batch file, reported by using the Enrollment Maintenance page, the spreadsheet upload or Roster Options on the [NSLDSFAP](#) website. The student identifiers in the added records must match the student identifiers on NSLDS. Students cannot be added to NSLDS unless a current loan or grant is on the database. If a data provider has not reported a loan or Pell Grant to NSLDS and the school tries to add the record in a batch process, the student record will be rejected on the Submittal File or Error Correction File. Likewise, if the student is not in the database they cannot be added to a Roster on the [NSLDSFAP](#) website.

### 6.2.1.4 Student Identifiers and Data Conflicts

You must be certain that you have a legitimate match of identifiers when reporting enrollment on a student. One or more of the student identifiers provided by NSLDS may differ from the information in your school records. If you are sure your data is correct based on a reliable source and/or documentation on file, you must contact the data provider (GA, lender, lender/servicer, or federal loan servicer for each loan) to which you are conflicting with and work with the provider to make the necessary changes. If you cannot resolve the discrepancy with the data provider, you may contact the NSLDS Customer Support Center (CSC) at 1-800-999-8219, Option 3. You will need to provide

copies of certain legal documents to make changes.

The student identifiers are as follows:

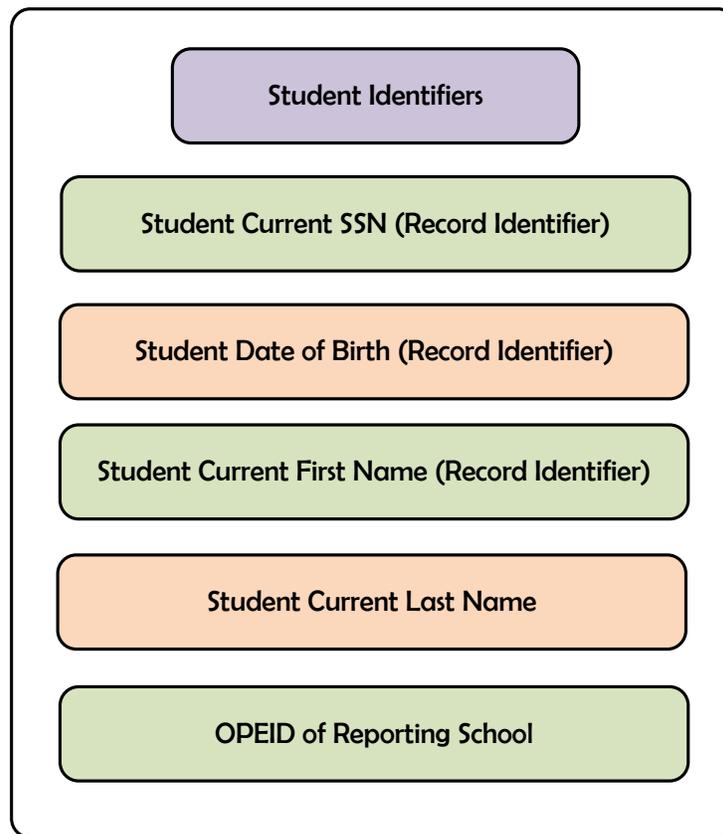


Figure 6-2: Student Identifiers

Schools that do not use the student SSN to identify student registration records may provide NSLDS with their Student Designator. NSLDS will not remove or change the Student Designator, which can be provided via batch file or online, so it may be used in later Enrollment Reporting Roster files to match records easily. You must not change the SSN provided by NSLDS.

### 6.2.1.5 Enrollment Administration

Schools are required to certify enrollment using the appropriate eight-digit Office of Postsecondary Education Identification (OPEID) number. To assist with the reporting of enrollment at eight-digit OPEID-level, NSLDS has established an Enrollment Administration option that allows locations that share the same main campus school code to establish an “administrator” location that will report for its own and other locations.

A school that chooses to manage multiple location reporting will have the option to receive individual eight-digit OPEID Roster files (one for each additional location of the school) or a combined Roster for multiple locations in one file. Each student record will include the eight-digit OPEID where the student is attending. Schools will establish their Enrollment Reporting profile using dedicated screens on the [NSLDSFAP](#) website.

Each location that certifies enrollment must be signed up for the Enrollment Reporting process through [FSAWebenroll.ed.gov](#). Reporting a student's enrollment at the main campus does not satisfy the enrollment reporting requirement if aid was disbursed or the student was physically attending school at a different location.

### **6.2.1.6 Reporting Enrollment for Distance Education Programs**

There are special considerations for distance education programs in Enrollment Reporting. Per Department of Education policy, the definition of distance education requires the use of technology to support "regular and substantive interaction between the students and the faculty." The technologies may include:

- The Internet;
- One-way and two-way transmissions through open broadcast, closed circuit, cable, broadband lines, fiber optics, satellite, or wireless communications devices;
- Audio conferencing; or
- Video cassettes, DVDs, and CD-ROMs

The school must have a policy for determining a student's enrollment status and use that policy as the basis of its enrollment reporting. Enrollment Reporting to NSLDS must be based on the regular and substantive interaction between students and the faculty for students in distance education courses. For example, a school may have a policy that includes having the faculty member or an academic support staff member reach out to an online student after the initial week of non-attendance to determine the cause and remind the student that he or she needs to be regularly engaged in the course to be successful. If the student does not re-engage in the course, then the message could become more urgent, notifying the student of possible consequences of his or her non-engagement.

Allowing a student to go for several weeks without such interaction raises concerns that the school is inadequately monitoring student behavior. Therefore, changes in the student's enrollment status based solely upon the number of times a student logs into a website is insufficient to determine the student's attendance, or lack of attendance, in a class.

### 6.3 Enrollment Supplemental Submittal File

The Enrollment Supplemental Submittal file provides schools with the option to report outside of their established NSLDS Roster schedule. The Supplemental file will allow schools to provide off-schedule updates aligned with their academic calendars (e.g., Graduations, late registration, and add or drop deadline dates).

The Supplemental Submittal files are submitted in the same manner as the Batch Process. The Supplemental Submittal file can be submitted in both fixed-width and comma-separated values (CSV) file format.

NSLDS processes the Supplemental Submittal file in the same manner as the existing Enrollment Reporting file with two exceptions. First, a school must indicate the file is a Supplemental Submittal file by entering 'NSLDS ENRL SUPPLEMENTAL' in the Header Label field and 'S' in the File Type of the Enrollment Reporting File Header Record, as shown in the fixed-width Enrollment Reporting File Header Record layout below. Second, unlike regular Roster files, Supplemental Submittal files will *not* generate an Error/Acknowledgement File.

Pos FR	Pos TO	Attribute	Description	Field Format	Lth	Mandatory/Optional
21	46	Header Label	Add the following valid value: • 'NSLDS ENRL SUPPLEMENTAL'	Char.	26	M
55	55	File Type	Add the following valid value: • 'S' (Supplemental Submittal)	Char.	1	M

Figure 6-3: Enrollment Supplemental Submittal file

Although an Error/Acknowledgement file is not returned, schools may confirm receipt of the Supplemental Submittal file on the Enrollment Submittal Tracking page. Additionally, Supplemental Submittals will not count as roster responses for the purpose of determining Late Roster notifications. See Chapter 8 for more information about the Enrollment Submittal Tracking page and Late Roster notifications.

## Chapter 6 Key Points to Remember

- ✓ Schools have the option to report enrollment information to the Department either on the NSLDSFAP website or the Enrollment Reporting Batch Process.
- ✓ Batch reporting users are required to have online enrollment reporting access.
- ✓ Students cannot be added to NSLDS unless a current loan or grant is on the database.
- ✓ The Enrollment Administration option allows school locations that share the same main campus school code to establish an “administrator” location that will report for its own and other locations.
- ✓ A school that chooses to manage multiple location reporting will have the option to receive individual eight-digit OPEID Roster files (one for each additional location of the school) or a combined Roster for multiple locations in one file.
- ✓ Each location that certifies enrollment must be signed up for the Enrollment Reporting process through [FSAWebenroll.ed.gov](https://FSAWebenroll.ed.gov).
- ✓ Supplemental Submittal files can be used to send enrollment changes in a timelier manner and will not return an Error Acknowledgement file to the school or their third-party servicer.
- ✓ Supplemental Submittal files will not count as roster responses for the purpose of determining Late Roster notifications.

## Chapter 7. How to Report?

This chapter describes how to sign up for access to SAIG and the [National Student Loan Data System Professional Access](#) (NSLDSFAP) website. It also provides an overview of the Enrollment Reporting process (online and batch), and the [NSLDSFAP](#) website.

### 7.1 Reporting Online

The [NSLDSFAP](#) website allows you to update enrollment information by using one of three methods. The Enrollment Update page allows for the retrieval of individual students or the entire Roster, while the Enrollment Spreadsheet Submittal process provides the capability to upload a spreadsheet file. Additionally, the Enrollment History Update page allows for the correction of previously reported Campus- and Program-level enrollment for an individual student. The school must have access to both online and batch reporting functions to report enrollment.

fsawebenroll.ed.gov'" data-bbox="151 445 824 531"/>

You can enroll for access to the NSLDSFAP website at [fsawebenroll.ed.gov](http://fsawebenroll.ed.gov)

### 7.2 How to Sign Up

The electronic exchange of information through the Enrollment Reporting process is done using SAIG. A school must set up a designated mailbox to receive electronic files as well as establish at least one person at the school who will perform online updates. Each user must have his or her own FSA User ID to access NSLDS enrollment update features. Additionally, a person from each location that is involved with students who have received financial aid may need access as well. To apply for batch and online enrollment reporting access, go to [fsawebenroll.ed.gov](http://fsawebenroll.ed.gov).

The screenshot shows a web browser window with the URL <https://testfsawebenroll.ed.gov/PMEnroll/PMServlet.jrun>. The page is titled "Welcome to the SAIG Enrollment Site". A navigation menu on the left includes links for SAIG Enrollment Information, SAIG Info, Who Is Eligible, What You Need to Enroll, FSA User ID Registration, Print Documents, Print Federal Student Aid User of Electronic Services Statement, Print Enrollment Signature Documents, Print Designee Signature Pages, Print Agency Participation Agreement, Related Sites, FSA Download, FAA Access to CPS Online, SAIG Portal, FSA Tech Listserv Enrollment, E-Campus Based/FISAP, and COD. The main content area features a welcome message and a list of systems that organizations are eligible to enroll to exchange and/or access data for, including CPS, COD, FISAP, NSLDS, FMS, CSB, FAFSA on the Web, Total and Permanent Disability (TPD) Loan Holder Notification, Data Challenges and Appeals Solution (DCAS) System, and Enterprise Complaint System (ECS). There are also sections for "Primary Destination Point Administrator Access" and "Initial Enrollment for Services" with instructions on how to proceed.

Figure 7-1: SAIG Enrollment Site

The Primary Destination Point Administrator (PDPA) for the organization must complete the application for the batch process and request online access with enrollment update functionality. The PDPA must also enforce the security requirements as outlined in the SAIG User Statement including the completion and maintenance of this statement. Your President/Chief Executive Officer (CEO)/Chancellor/designee/equivalent person must approve each designated individual that applies for NSLDS online access.

After you have applied through [fsawebenroll.ed.gov](https://fsawebenroll.ed.gov), you will be assigned an FSA User ID for online access. Each person involved in reviewing student data must have their own FSA User ID. The ID must not be shared. The Rules of Behavior and Privacy Act statement presented during login outlines the appropriate uses of all Federal Student Aid Systems including the [NSLDSFAP](https://www.fisap.ed.gov) website and the consequences of inappropriate actions.

For additional information or assistance with the sign-up process, call CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806) or send an email to [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

## 7.2.1 Enrollment Reporting Process

The Enrollment Reporting process for batch and online is described in detail below, designating the responsible party for each step in the process:

1. NSLDS:
  - A. Adds students with new loans or grants to the portfolio of the enrollment school OPEID as reported by the school on the disbursement record sent by the school to COD.
  - B. Compiles all students in the school's portfolio, including new records from COD, previously certified still active records, students added because of loan records with updated school codes, and Perkins Loan records.
  - C. Generates the Enrollment Reporting Roster file of the students in the portfolio for the school or schools based on the NSLDS Enrollment Profile page, "Enrollment Reporting Preferences, Administration Setup and Schedule".
  - D. Forwards the Enrollment Reporting Roster file to the school or its servicer through the SAIG mailbox.
2. School (or administrator or servicer):
  - A. Receives the Enrollment Reporting Roster file(s).
  - B. Matches the Enrollment Reporting Roster file with registration records.
  - C. Updates the Enrollment Reporting Roster file with any changes to each student's enrollment status, status effective date, or anticipated completion date fields.
  - D. Provides correct location code if student is attending a different location.
  - E. Provides student's permanent address information.
  - F. Adds the optional fields of term begin and end dates.
  - G. Provides a credential level for those students with a graduated enrollment status.
  - H. Adds detail records for each new student.
  - I. Reviews the updated file for valid data to eliminate errors.
  - J. Returns the updated Enrollment Reporting Roster file, now the Submittal file, within 15 days with an appropriate certification date to NSLDS.

- K. Alternatively, goes online at [NSLDSFAP](#) and uses one of the online functions (update, add, spreadsheet submittal) to certify enrollment for its students. No roster file will need to be returned.
3. NSLDS:
    - A. Receives the Submittal file.
    - B. Edits (error-checks) the Submittal file contents. If enrollment is updated online, edits occur as entries are made.
    - C. Updates the NSLDS database with enrollment data.
    - D. Returns the Error/Acknowledgment file (containing any rejected records or just the header and trailer if there were no errors) for any file submitted via batch.
    - E. Forwards new and/or changed data to each affected loan holder (GAs, federal loan servicers, lenders/lender servicers, and Perkins Loan schools/servicers).
  4. School (or servicer):
    - A. Receives and saves the Error/Acknowledgment file, and reviews any error records, if applicable.
    - B. Returns the **corrected** records, from the Error/Acknowledgement file, to NSLDS as an Error Correction File (batch/SAIG) or make updates at [NSLDSFAP](#) using one of the online functions (update, add, or spreadsheet submittal) within 10 days of the date it is sent to the school (or servicer).
    - C. If no Errors were returned the cycle is complete, all records have been accepted by NSLDS.

**Note:** Schools that use servicers must ensure that any error corrections or updates made online **by the school**, on the NSLDS website, are also provided to the servicer to prevent the servicer from later updating NSLDS with out of date or incorrect data.

5. NSLDS:
  - A. Receives the returned Error Correction File and repeats step 3.

Error correction requires the school or servicer to update the information that errored so it will pass the edits and be processed by NSLDS. Simply resending the same erroneous data does not meet the requirement to correct errors.

**Note:** When error corrections are not completed, the enrollment record is not updated on the NSLDS database or distributed to the loan holders.

## 7.3 Listing an Enrollment Reporting Contact

NSLDS provides a Contact List under the Org tab on the [NSLDSFAP](#) website for all organizations involved in Title IV aid. This list is completely controlled by the organization and is used to assist individuals and NSLDS in finding the appropriate contact at the organization, for various subject areas.

Each school is required to have at least an Enrollment Reporting Contact and a Primary Contact on the [NSLDSFAP](#) website for important communications from NSLDS.

To update the Enrollment Reporting Contact and the Primary Contact of an organization (or any other contact that needs to be updated):

- Login to the [NSLDSFAP](#) website and access the Org tab.
- The Org Contact List will display with an “Add New Contact” selection option.
- To change a contact listed, click on the number beside the function to view the contact detail and update the information.

It is important that a school periodically check its listed contacts to ensure they are current.

## 7.4 Navigating NSLDSFAP

The Navigation Bar is directly below the Navigation Tabs, and includes links to the other pages within the section. Your name and your school’s name appear below the links. There are also icons and symbols to help you. Here is a list of what you might see.

## Legend of Icons and Symbols

Icon/ Symbol	Definition
	Contact icon links you to the NSLDS contact information page for help by phone or email.
	Help icon links you to the specific Help page.
	Session End icon ends your session and returns you to the Welcome page.
	A two-dimensional colored tab with white text indicates that you are in the active subject area.
	A three-dimensional colored tab with white text indicates that other subject areas are available to you by clicking that tab.
	Popup text appears near the mouse pointer explaining an icon's function. (This is an example of that text.)
	Underlined <a href="#">blue</a> text links you to additional information.
	Left arrow icon returns you to a specified page. For example:  Return to Menu.
	Right arrow icon links you to the next page in a series of pages. For example:  Go to Report Log.
	Previous group arrow icon links you to the previous list of items for this page.
	Next group arrow icon links you to the next list of items for this page.
	Alert symbol warns you of critical information that is not in error. For example: The borrower has defaulted loans.
	Information symbol notifies you that additional facts are available. For example: The borrower has received Pell Grants.
	Error symbol alerts you of an error. If the error is an entry error, the prompt for the box is displayed in bold <b>RED</b> .

	Under Review icon displays to the left of the grant being reviewed when the Grant History page is accessed via a link from the Monitor Alert Review page.
	Reaffirmation symbol displays to the left of the Loan Detail button on the Loan History page indicating a reaffirmation was reported on a loan.
	Capitalized Interest symbol indicates a capitalize interest amount is included in the Outstanding Principal Balance.
	Loan Discharge symbol notifies you that a loan has been partially or totally discharged. View the loan detail page for loan discharge details.
	Grant converted to loan symbol notifies you that a TEACH Grant has been converted to a loan. Passing your cursor over the symbol displays date of conversion. Clicking on the symbol will link you to the Loan Detail page for the associated loan.
	Dependency status symbol notifies you that the borrower's dependency status is/was a Dependent. The dependency status is based on the Undergraduate and/or Graduate Award Year's corresponding award year ISIR and the Central Processing System's (CPS) determined dependency status.
	Dependency status symbol notifies you that the borrower's dependency status is/was an Independent. The dependency status is based on the Undergraduate and/or Graduate Award Year's corresponding award year ISIR and the Central Processing System's (CPS) determined dependency status.
	Lock icon indicates the loan is locked and cannot be updated.
	History icon links you to the Borrower Name History page or Borrower SSN History page if history exists in the database.
	Active Bullet Number icon allows you to update, delete, or see more details. Blue is the active selection color.
	Inactive Bullet Number indicates that no additional information is available regarding this item.
	Plus symbol provides you more detailed information. It is activated when the mouse pointer is on the symbol.
	Report Log Page icon links you to the Report Log.
	E-mail icon links you to e-mail.
	Glossary icon links you to the Glossary page.
	Print icon allows you to print the Help page.
	Close icon allows you to close the Help page.

Figure 7-2: Legend of Icons and Symbols

## 7.5 Using NSLDSFAP Online

When you initiate your session on the NSLDSFAP website by logging on at the [https://nsldsfap.ed.gov/nsllds\\_FAP/default.jsp](https://nsldsfap.ed.gov/nsllds_FAP/default.jsp) address, the **Click to Continue** page displays. Click the button to connect to the FSA login page and enter your FSA User ID and password. Once your identity is authenticated, you will be taken to the Organization selection page associated with your FSA User ID. If your ID is for multiple schools, select the location for which you want access for this session.



The screenshot shows the NSLDS Professional Access website interface. At the top left, it says "Federal Student Aid" with the tagline "An OFFICE of the U.S. DEPARTMENT of EDUCATION". To the right, it says "PROUD SPONSOR of the AMERICAN MIND™" and "National Student Loan Data System (NSLDS)". Below this is a navigation menu with links: "Sign-Up Information", "System Requirements", "News & Events", "FAQ", "Download Help", "Contact Us", and "Help". The main content area features a large image of a woman in a red jacket sitting at a desk with a laptop. To the right of the image, the text reads "NSLDS PROFESSIONAL ACCESS National Student Loan Data System". Below this, there is a section titled "Select the organization to access the NSLDS Professional Access Web Site". An "Important Note" states: "To be compliant with the NSLDS rules of behavior and security access rules you must select an organization when conducting student lookups and updates for each associated Organization Code." Below the note, it says "FSA UID: NSL.SCTST2.FSA Logged on as TEST USER from:" followed by a dropdown menu showing "06789900 - NORTH SOUTH UNIVERSITY". At the bottom of the page, there are links for "FOIA", "Privacy", "Security", and "Notices" on the left, and "WhiteHouse.gov", "USA.gov", and "ED.gov" on the right.

Figure 7-3: NSLDS Professional Access website after login

After correctly entering the image on the User Access Verification page, you will reach the main Menu Page.

The screenshot displays the NSLDSFAP (National Student Loan Data System Financial Aid Portal) menu. At the top, it features the Federal Student Aid logo, the text 'PROUD SPONSOR of the AMERICAN MIND™', and the title 'National Student Loan Data System (NSLDS)'. Below this is a navigation bar with tabs for Menu, Aid, Enroll, GE, Org, Report, and Tran. A secondary bar contains links for Menu, System Requirements, Contact Us, FAQ, and Download Help. The user is identified as 'FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2'. The main content area is divided into four columns: Messages (with a logoff notice), Financial Aid (with links like Loan History, Grants, and Exit Counseling History), Enrollment (with links like Enrollment Summary and Enrollment Update), and Transfer Monitoring (with links like Transfer Monitoring List and Monitoring Alert Review). A search section at the bottom of the main area includes fields for Award ID, SSN, First Name, and DOB, with a 'Retrieve' button. A footer contains a 'PRIVACY ACT OF 1974 (AS AMENDED)' notice and links for FOIA, Privacy, Security, Notices, WhiteHouse.gov, USA.gov, and ED.gov.

Figure 7-4: NSLDSFAP Menu

## 7.6 Enrollment Reporting

Schools have the ability to report enrollment data to NSLDS by batch or online submission. For batch reporting, Comma Separated Values (CSV) and Fixed-Width options are available. For online submission, the Online Update function and the Spreadsheet Submittal are available. The following figure depicts these options.

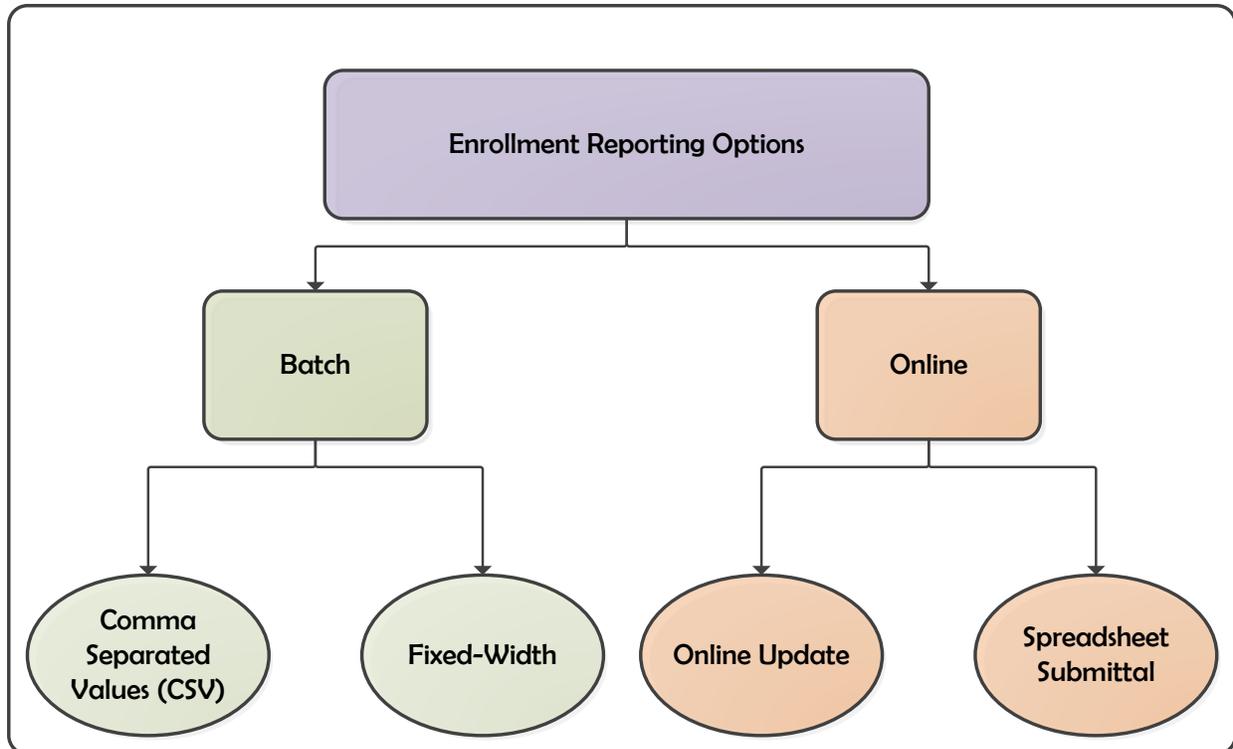


Figure 7-5: Enrollment Reporting Options

A similar process exists for the two reporting methods. The following table is a quick reference presenting the various steps in the reporting process and how each step can be completed for batch or online reporting.

NSLDS Enrollment Reporting Process		
	Batch	Online
<b>Receive Enrollment Reporting Roster File</b>	<ul style="list-style-type: none"> <li>· Check SAIG mailbox.</li> <li>· Download Enrollment Reporting Roster file.</li> </ul>	<ul style="list-style-type: none"> <li>· Login to <a href="#">NSLDSFAP</a> website and select Enrollment Update.</li> <li>· Retrieve school’s Enrollment Reporting Roster (or selected records).</li> <li>· Edit and certify enrollment records on Enrollment</li> </ul>

<b>NSLDS Enrollment Reporting Process</b>		
	<b>Batch</b>	<b>Online</b>
<b>Update Roster File</b>	<ul style="list-style-type: none"> <li>· Match Enrollment Reporting Roster file with in-house database.</li> <li>· Edit Enrollment Reporting Roster file using a mainframe, program, or other software.</li> </ul>	<p>Maintenance page and submit.</p> <ul style="list-style-type: none"> <li>· Errors display on Enrollment Maintenance page.</li> <li>· Correct errors displayed and certify changes.</li> </ul>
<b>Return Submittal File</b>	<ul style="list-style-type: none"> <li>· Send Submittal File to NSLDS via SAIG.</li> </ul>	<ul style="list-style-type: none"> <li>· Submit and confirm.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>· Login to <a href="#">NSLDSFAP</a> website and select Enrollment Submittal and upload your spreadsheet.</li> </ul>
<b>Receive Acknowledgment / Error File</b>	<ul style="list-style-type: none"> <li>· Check SAIG mailbox for Error/Acknowledgment File.</li> <li>· Download Error/Acknowledgment file.</li> </ul>	<ul style="list-style-type: none"> <li>· Login to <a href="#">NSLDSFAP</a> website and use Enrollment Update.</li> <li>· For Enrollment Update <ul style="list-style-type: none"> <li>- Use Advanced Search Option "Certification Date End."</li> <li>- Enter the day before your batch certification date to retrieve all records that were not updated by the last batch file.</li> <li>- Retrieve list and update records.</li> <li>- Submit and confirm.</li> </ul> </li> </ul>
<b>Correct Error File</b>	<ul style="list-style-type: none"> <li>· Match Error/Acknowledgment file to in-house database.</li> <li>· Edit Error/Acknowledgment file using a mainframe program, or other software.</li> <li>· Save as Error Correction File.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>· Create a spreadsheet for submittal on <a href="#">NSLDSFAP</a>.</li> </ul>	<p>OR</p> <ul style="list-style-type: none"> <li>· Login to <a href="#">NSLDSFAP</a> website and select Enrollment Submittal and upload your spreadsheet.</li> </ul>

NSLDS Enrollment Reporting Process		
	Batch	Online
Return Error Correction File	<ul style="list-style-type: none"> <li>Send Error Correction File to SAIG mailbox.</li> </ul>	

Table 7-1: NSLDS Enrollment Reporting Process

The remainder of this section is organized to address the main aspects of Online and Batch Enrollment reporting in order to assist you with reporting the enrollment status of your students to NSLDS.

## 7.7 Enrollment Reporting Online

The Online Enrollment Reporting process involves using the [NSLDSFAP](#) website and its corresponding pages to report enrollment. This chapter will provide information to assist you with reporting the enrollment status of your students to NSLDS.

### 7.7.1 NSLDSFAP Website Enrollment Reporting Key Pages

The **Enroll (Enrollment) Tab** on the [NSLDSFAP](#) website is the access point to the following enrollment related pages:

- **Enrollment Summary**—Enter a student’s identifiers; SSN, first name and date of birth (DOB) to view. This page displays an overview of the student’s most recent enrollment status at each school where enrollment has been reported for that student. On this page you can also link to **Enrollment Detail, Program Enrollment Detail, Enrollment Timeline, Subsidized Usage, Maximum Eligibility Timeline, Enrollment Maintenance, and Enrollment Push to Roster.**
- **Enrollment Update**—Select a student or a range of students and re-certify current data or make changes to the enrollment information. You can choose which students to retrieve and how they are to be sorted—by name, SSN, school-designated identifier, campus enrollment status, or program enrollment data. The default setting displays all students associated with your school, 15 at a time, per page.
- **Enrollment History Update**—Select a student to make changes to historical enrollment or program identifier information. You can select the Location where

a student is attending or has previously attended for historical enrollment information or program identifier changes to be applied.

- **Enrollment Reporting Profile**—Manage preferences for reporting files, administration authority, view or modify your current enrollment schedule, create a new schedule, or request an ad hoc Enrollment Reporting Roster file to be sent to your school. From this page you can also access the Enrollment Reporting Statistics page and the 'Certifications by Quarter' web report. If your school participates in the Perkins Loan program and would like to receive enrollment notification files, that request is also made from this page.



Keep your enrollment contact information up to date on the Organization Contact List page!

The **Org (Organization) Tab** on the [NSLDSFAP](#) website is another important page to keep updated. On the Organization Contact List, be sure to keep the Primary Contact and the Enrollment Reporting Contact up to date. The Late Enrollment Reporting Notification email will be sent to these contacts as well as to the President or CEO of your organization, if your Enrollment Reporting is past due. It is important to keep contacts updated and email contact roles current.

The screenshot shows the NSLDS website interface. At the top, it features the Federal Student Aid logo and the National Student Loan Data System (NSLDS) title. A navigation menu includes links for Menu, Aid, Enroll, GE, Org, Report, and Tran. Below the menu, there are search filters for Type, Code, and Name, along with a Retrieve button. The main content area displays the organization's details for North South University, including its name, code, status, and address. Below this is a table titled 'Organization Contact List' with an 'Add New Contact' button. The table lists four contacts with their functions, names, phone numbers, and email addresses. A privacy notice for the Privacy Act of 1974 is visible at the bottom of the page.

**Organization Contact List**

Add New Contact

	Function	First Name / Last Name	Phone / Ext.	Email
1	PRIMARY CONTACT	SUE ADMINISTRATOR	(123) 123-4567	
2	ENROLLMENT REPORTING	AMANDA ADMINISTRATOR	(123) 456-7890	
3	OVERPAYMENT ISSUES	BARRY BURSAR	(123) 123-4567 123	
4	DISABILITY PROCESSING	JOHN DOE	(555) 555-5555	

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FOIA | Privacy | Security | Notices WhiteHouse.gov | USA.gov | ED.gov

Figure 7-6: Organization Contact List

## 7.7.2 Viewing Enrollment Data for a Student

The following five enrollment pages allow users to view the enrollment records that NSLDS has for a student:

- **Enrollment Summary**—Provides an overview of a student’s most recent status at every school where enrollment has been reported for that student.
- **Enrollment Detail**—Gives the full details of a student’s enrollment information at each school attended as reported to NSLDS.
- **Program Enrollment Detail**—Gives the full details of a student’s program enrollment information at each school attended as reported to NSLDS.
- **Enrollment Timeline**—Displays a chronology of a student’s enrollment status and allows users to check a student’s status at a particular point in time to see what status was in effect for that period.
- **Maximum Eligibility Timeline**—Displays a chronology of a student’s enrollment status and allows users to check a student’s status at a particular point in time to

see what status was in effect for that period.

The following sections explain how to use these five options.

### 7.7.2.1 Enrollment Summary: Selecting a Student to View

To view a student's enrollment records, you must first search the database for that student.

1. On the [NSLDSFAP](#) website Menu page, look for the Enrollment section and click **Enrollment Summary**. The Enrollment Summary—No Student Selected page will appear (Figure 7-7: Enrollment Summary). You can also reach the Enrollment Summary page at any time by clicking the Enroll tab.

The screenshot shows the NSLDS website interface. At the top, it features the Federal Student Aid logo, the text 'PROUD SPONSOR of the AMERICAN MIND™', and the National Student Loan Data System (NSLDS) logo. Below this is a navigation menu with tabs for Menu, Aid, Enroll, GE, Org, Report, and Tran. The 'Enroll' tab is active, and the 'Enrollment Summary' link is highlighted. Below the navigation menu, there are search fields for SSN, First Name, and DOB (with a format hint '(MMDDCCYY)'). A 'Retrieve' button is located to the right of the DOB field. Below the search fields, there is a dropdown menu for 'Previously Retrieved Borrower' with a '- Select -' option. At the bottom of the search area, it displays 'FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2'. A large box in the center of the page contains the text 'No student currently selected.' At the bottom of the page, there is a link to the 'PRIVACY ACT OF 1974 (AS AMENDED)'.

Figure 7-7: Enrollment Summary

2. Type in student's identifying information into the corresponding boxes at the top of the page:

- SSN
- First Name
- DOB

3. Click **Retrieve**. The Enrollment Summary page redisplay with the student's latest enrollment information. The information presented is provided to NSLDS by schools and loan holders for the student selected.

If the student has attended more than one school, each school's enrollment summary information is displayed on a separate line. If the student has attended, or is attending, a school that has not certified enrollment; the school will be displayed with the enrollment information provided by the GA or federal loan servicer.

Federal Student Aid | PROUD SPONSOR of the AMERICAN MIND™ | National Student Loan Data System (NSLDS)

Menu | Aid | Enroll | GE | Org | Report | Tran

Enrollment Summary | Enrollment Update | Enrollment History Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

SSN: [ ] First Name: [ ] DOB: [ ] (MMDDCCYY) Retrieve

Previously Retrieved Borrower: - Select -

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

**MAX C STUDENT**  
 \*\*\*-\*\*-9999 + DOB: 07/02/1970

**Enrollment Summary**

Enrollment Detail | Program Enrollment Detail | Enrollment Timeline | Subsidized Usage | Maximum Eligibility Timeline | Enrollment Maintenance | Enrollment Push to Roster

	School Name	OPEID	Most Recent Status	Eff. Date	ACD	Cert. Date	Cert. Method
1	<a href="#">NORTH SOUTH UNIVERSITY</a>	06789900	Graduated	05/21/2018	05/21/2018	04/12/2019	NSLDS Web

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Figure 7-8: Enrollment Summary

The page also displays the following buttons:

- **Enrollment Detail**—displays the Enrollment Detail page, where you can view the full details of a student’s enrollment information at each school attended.
- **Program Enrollment Detail**—displays the Program Enrollment Detail page, where you can view the full details of a student’s program enrollment information at each school attended.
- **Enrollment Timeline**—displays the Enrollment Timeline page, which shows a chronology of a student’s enrollment status and allows you to check a student’s status at a particular point in time.
- **Subsidized Usage**—displays the Subsidized Usage page, where you can view details of a student’s program enrollment at each school attended. It also shows a student’s subsidized usage information in accordance with the 150% Subsidized Loan Limit.
- **Maximum Eligibility Timeline**—displays a chronological full history of a student’s subsidized usage and eligibility as subject to the Direct Subsidized usage limits. This page is intended to help users understand when and why events such as loss of subsidy or reinstatement of subsidy took place, and shows the information the events are determined by, including Direct Subsidized loan awards, and Program enrollment information.
- **Enrollment Maintenance**—displays the Enrollment Maintenance page, where you can make changes to the student’s enrollment information.
- **Enrollment Push to Roster**—displays the Enrollment Push to Roster page which allows you or a data provider to “push” the retrieved student to another school’s

Enrollment Roster the next time it is generated. This functionality is useful for when a student transfers to another school, the current school can “push” the student to the new school's roster, to ensure there is no interruption in enrollment reporting.

### 7.7.2.2 Enrollment Summary: A Closer Look

Enrollment Summary provides a quick overview of a student's most recent status at every school where enrollment has been reported for that student. Whenever possible, the Enrollment Summary page displays enrollment information reported by schools. It only displays information reported by GAs or the federal loan servicers when they have reported on a particular student, but the school has not.

The Enrollment Summary page contains the following information:

- **School Name**—the name of the school at which enrollment was reported for the student. Click on the school name to link to the school's Organization Contact List page. If the student's enrollment was not reported by the school, a small warning icon appears after the school's name.
- **OPEID**—the combination of the 6-digit school code and the 2-digit school location code. If a school has more than 99 locations, the first digit of the OPEID is then incremented to 1. If more than 199 locations, the first digit is then incremented to 2, and so forth. (Examples: location 00 = 06789900, location 101 = 16789901, location 202 = 26789902)
- **Most Recent Status**—the status most recently reported for the student at that school. Users wanting to view the full history of a student's status at one or more schools should navigate to the Enrollment Detail page.
  - NSLDS displays an enrollment status of “Moved” when a school has used the “Move To” function to report the student at a different location.
- **Eff. Date**—the Effective Date is the date when the most recently reported enrollment status took effect. For example, if the student completed their course of study on 03/01/2014, the school will report the enrollment status of G with an effective date of 03/01/2014.

The following special rules apply:

- NSLDS sets the Effective Date equal to the Certification Date for Enrollment Status 'X' (Never Attended) or 'Z' (No Record Found) when it is not reported by the school.
- NSLDS sets the Effective Date equal to 12/31/9999 when it is not reported by the school for records with an Enrollment Status of 'D' (Deceased).

- **ACD**—the Anticipated Completion Date is the date when the student has completed, or is expected to complete, his or her studies. The following special rules apply:
  - Anticipated Completion Date is not required for Enrollment Status 'X' (Never Attended), 'Z' (No Record Found), 'W' (Withdrawn), and 'L' (Less Than Half Time). Providing an ACD with the status 'L' will be required with the fixed width and CSV record layouts.
  - NSLDS sets the Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).
  - NSLDS sets the Anticipated Completion Date equal to the Effective Date for Enrollment Status 'G' (Graduated).
- **Cert. Date**—the Certification Date is the date a school certified the enrollment information.
- **Cert. Method**—the Certification Method shows the method the school used to certify the enrollment information. The following methods are used:
  - School Batch—the school certified the enrollment information through the batch Enrollment Reporting process. This includes files submitted by a Servicer on behalf of a school.
  - NSLDS Web—the school certified the enrollment information using one of the following methods:
    - Enrollment Maintenance page—this page is reached from the Enrollment Summary and Enrollment Update pages
    - Enrollment Spreadsheet Submittal
    - Enrollment History Update page
  - ED Authorized—NSLDS certified enrollment information when students are affected by a school's closure, merger, or loss of eligibility.
  - Clearinghouse Contract—Certified enrollment information from schools that use the Clearinghouse as their enrollment servicer.
    - Note: In the past, the National Student Clearinghouse provided the school certification in response to a student borrower list containing ED held loans, in addition to the responses that were provided with a scheduled school Roster.
  - N/A—the enrollment information has not been certified by the school.

**Sources other than schools do not certify enrollment data.** If an Enrollment

Summary record is based on non-school data, the Cert. Date and Cert. Method boxes for that record will display 'N/A' (Not Applicable). Only school certified records are considered "actionable" by the Department. **This means, it is the school data that drives the servicing activities for a student borrower.**

### 7.7.2.3 Enrollment Detail

The Enrollment Detail page allows schools and loan holders to view the full record of student Campus-Level Enrollment reported to NSLDS. There are two ways to view Enrollment Detail on the Enrollment Summary page:

1. If the student has one or more schools listed, click the **active bullet number** next to the school whose records you wish to see (Figure 7-8: Enrollment Summary) or
2. To view all schools listed, click **Enrollment Detail**.

The Enrollment Detail page appears (Figure 7-9: Enrollment Detail). The detail information you selected is shown in the table at the bottom of the page.

**MAX C STUDENT**  
 \*\*\*.\*\*-9999 +      **DOB: 07/02/1970**

**Enrollment Detail**

**Advanced Display Options**

Enrolled At: All Schools  
 Show Records: Active Only, Changes Only, Latest Certified  
 Reported By: Schools  
 Sort Schools By: OPEID  
 Sort Records By: Reported By, Certification Date  
 Begin Effective Date:  
 End Effective Date:

Apply

NORTH SOUTH UNIVERSITY 06789900										
Reported By	Reported By ID	Status	Eff. Date	Active	ACD	Cert. Date	Cert. Method	Date Received	Term Begin	Term End
School	06789900	Graduated	12/09/2016	Yes	12/09/2016	01/10/2017	School Batch	02/10/2017	08/15/2016	12/09/2016
School	06789900	Three Quarter Time	08/15/2016	Yes	05/20/2019	11/04/2016	School Batch	11/15/2016	08/15/2016	12/09/2016
School	06789900	Half Time	05/23/2016	Yes	05/20/2019	09/15/2016	School Batch	10/05/2016	05/23/2016	07/29/2016
School	06789900	Full Time	08/17/2015	Yes	05/20/2019	06/30/2016	School Batch	07/06/2016	12/14/2015	05/13/2016
School	06789900	Half Time	01/12/2015	Yes	05/08/2016	06/03/2015	School Batch	06/16/2015	01/12/2015	05/08/2015
School	06789900	Full Time	01/13/2014	Yes	05/31/2015	05/26/2014	School Batch	06/05/2014	01/13/2014	05/09/2014
School	06789900	Half Time	03/28/2013	Yes	06/30/2014	05/31/2013	School Batch	06/12/2013	01/14/2013	05/10/2013
School	06789900	Full Time	01/17/2012	Yes	06/30/2014	03/01/2013	School Batch	03/13/2013	01/14/2013	05/10/2013

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Figure 7-9: Enrollment Detail

To return to the Enrollment Summary page, click the **blue arrow** in the upper left corner of the Enrollment Detail page.

### 7.7.2.3.1 Using Advanced Display Options for Enrollment Detail

**Advanced Display Options**, located in the center of the Enrollment Detail page, allow you to limit or expand the number of enrollment records displayed on the page. This may be useful when a student has many enrollment detail records and you need to see, for example, only records from a specific school or within a certain date range. You can also choose how the enrollment data are sorted. For example, you can sort by Effective Date, 8-digit OPEID, or Anticipated Completion Date; depending on your needs.

To use this feature:

1. Select the options you wish to use by clicking on the corresponding lists and clicking the desired value. You can also type in the **Begin Effective Date** and/or **End Effective Date**.
2. Click **Apply**. The Enrollment Detail page will appear again, showing only the records you specified using **Advanced Display Options**.

The following **Advanced Display Options** are available:

- **Enrollment At**— allows you to select enrollment information about all the schools the student has attended or about an individual school identified by name and 8-digit OPEID.
- **Show Records**—allows you to select which records to view:
  - All Active and Inactive—allows you to view a complete record of the enrollment information that was reported to NSLDS and when it was reported. If you select this option, you should distinguish between active records (which contain current information about a student’s enrollment history), and inactive records (which contain enrollment information previously reported to NSLDS which is no longer current).
  - Active Only—active records collectively constitute NSLDS’ current understanding of a student’s enrollment history. (Inactive records contain enrollment information that was reported to NSLDS at some time in the past but was corrected later.) Showing all active records allows you to view a complete record of a student’s enrollment history in the NSLDS database.
  - Active Only, Changes Only, Earliest Certified—allows you to view only active records that contain a change in Enrollment Status, Effective Date, or Anticipated Completion Date from the previous record reported to NSLDS. If you select this option, records containing such changes are displayed together with the first Certification Date on which they took effect.
  - Active Only, Changes Only, Latest Certified (Default Setting)—allows you to view only active records that contain a change in Enrollment Status, Effective Date, or Anticipated Completion Date from the previous record reported to NSLDS. If you select this option, records containing such changes are displayed together with the last Certification Date on which they were in effect.
- **Reported By**—allows you to display only the enrollment information reported by

specific types of organizations.

- All—allows you to view information reported by both schools and non-school organizations.
- Schools (Default Setting)—allows you to view only information reported by schools.
- Non-Schools—allows you to view only information reported by GAs and federal loan servicers.
- **Sort Schools By**—allows you to select the order in which the schools the student attended are displayed on the page.
  - OPEID (Default Setting)—presents the schools in numerical order by their 8-digit OPEID number.
  - Name—presents the schools in alphabetical order by the school name.
  - Merge Schools—combines enrollment information from all the schools the student attended in a single table.
- **Sort Records By**—allows you to select the order in which records, for a student’s enrollment at a given school, are displayed.
  - Reported By, Certification Date (Default Setting)—performs a primary sort on Reported By and a secondary sort on Certification Date.
  - Reported By, Effective Date—performs a primary sort on Reported By and a secondary sort on Effective Date.
  - Reported By, Anticipated Completion Date—performs a primary sort on Reported By and a secondary sort on Anticipated Completion Date.
  - Date Received—performs a single sort on the date when NSLDS received the information. This sort is the only sort that mixes records reported by schools with records reported by GAs and other organizations. It can help to determine the order in which enrollment information was reported to NSLDS, regardless of the effective date.
- **Begin Effective Date**—allows you to display only records with an Effective Date later than or equal to the date you enter.
- **End Effective Date**—allows you to display only records with an Effective Date earlier than or equal to the date you enter.

#### 7.7.2.4 Enrollment Detail: A Closer Look

The Enrollment Detail table (located at the bottom of the Enrollment Detail page)

displays the following information for each enrollment record that matches the **Advanced Display Options** you selected:

- **School Name and OPEID**—the name and OPEID of the school where enrollment has been reported for a student. This information normally displays on a separate row that divides the records for enrollment at one school from the records for enrollment at another school. When you select Merge Schools as the option for Sort Schools By, schools' 8-digit OPEIDs display in a single column at the left side of the Enrollment Detail table.
- **Reported By**—identifies the type of organization that reported the enrollment information.
- **Reported By ID**—contains the organizational code, such as the OPEID or GA number, for the organization that reported the enrollment information.
- **Status**—the student's enrollment status.
  - Includes students with enrollment statuses of 'F' (full-time), 'Q' (quarter-time), 'H' (half-time), 'L' (less than half-time), 'A' (leave of absence), 'G' (graduated), 'W' (withdrawn), 'D' (deceased), 'X' (never attended), or 'Z' (no record found).
  - NSLDS displays an enrollment status of "Moved" when a school has reported the student at a different location.
- **Eff. Date**—the Effective Date is the date when the reported status change took effect. The following special rules apply:
  - NSLDS sets the Effective Date equal to the Certification Date for Enrollment Status 'X' (Never Attended) or 'Z' (No Record Found) when it is not reported by the school.
  - NSLDS sets the Effective Date equal to 12/31/9999 when it is not reported by the school for records with Enrollment Status 'D' (Deceased).
  - Example: Student completed their course of study on 03/01/2014; therefore, their school will report the enrollment status as G with an effective date of 03/01/2014.
- **Active**—an identifier that indicates whether a record reflects a valid enrollment status in the NSLDS database.
  - Yes—indicates that the record is active.
  - No—Indicates that the record is no longer active. This means the record contains enrollment information that was reported to NSLDS at some point in the past but was subsequently corrected by a later submission. For

example, a student was reported with a full-time status beginning September 30, but the school subsequently reported that the full-time status was effective July 30. The September 30 record will be coded with 'N'.

- **ACD**—the Anticipated Completion Date, which is the date when the student completed, or is expected to complete, his or her studies. The following special rules apply:
  - Anticipated Completion Date is not valid for Enrollment Status 'X' (Never Attended), 'Z' (No Record Found), and 'W' (Withdrawn).
  - NSLDS sets the Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).
  - NSLDS sets the Anticipated Completion Date equal to the Effective Date for Enrollment Status 'G' (Graduated).
- **Cert. Date**—the Certification Date is the date as of which the school certified the enrollment information to be accurate.
- **Cert. Method**—the [NSLDSFAP](#) website will display the Certification Method used by the school to certify the enrollment information as one of the following methods:
  - School Batch—the school certified the enrollment information through the batch Enrollment Reporting process.
  - NSLDS Web—the school certified the enrollment information using the Enrollment Maintenance page.
  - ED Authorized—NSLDS certified enrollment information when students are affected by a school closure, merger, or loss of eligibility. This process was first run on 06/20/2007, for all schools in NSLDS with open enrollment at closed, merged, and ineligible schools.
  - Clearinghouse Contract—certified enrollment information from schools that use the Clearinghouse as their enrollment servicer.
    - Note: In the past, the National Student Clearinghouse provided the school certification in response to a student borrower list containing ED held loans, in addition to the responses that were provided with a scheduled school Roster.
  - N/A—the enrollment information has not been certified by the school.
- **Date Received**—indicates the day that NSLDS processed the enrollment information. This may assist in determining the timeliness of a school's

enrollment reporting, or in reviewing data reported by multiple organizations.

**Note:** In December 2001, NSLDS converted all existing records to new enrollment tables to begin retaining history. Enrollment records existing on NSLDS during the conversion display a Date Received of 12/26/2001, 12/27/2001, or 12/28/2001. Records added after the conversion are populated with actual Dates Received.

- **Term Begin**—The Term Begin Date that was reported with that particular enrollment record.
- **Term End**—The Term End Date that was reported with that particular enrollment record.

**Sources other than schools do not certify enrollment information.** If an Enrollment Detail record is based on non-school data, the Cert. Date and Cert. Method boxes for that record will display 'N/A' (Not Applicable).

### 7.7.2.5 Program Enrollment Detail

The Program Enrollment Detail page is assessable through the Enrollment Summary page. The page allows schools and loan holders to view the full history of a student's enrollment status for each program they have attended. A new record is displayed for a program each time the student's enrollment status for that program changes.

### Program Enrollment Detail

#### Display Options

**Display Only:**

School Location:

Source:

CIP Code:

CIP Year:

Credential Level:

Published Program Length in Years:

Records:

**Sort By:**

School Location:

Program:

Records:

[NORTH SOUTH UNIVERSITY - 06789900](#)

CIP Code - Title: 110103 - Information Technology. Credential Level: 03 - Bachelor's Degree Program Begin Date: 04/22/2019	Published Program Length in Yrs.: 4.0 Reported Program Length: 4.0 Years	CIP Year: 2020 Special Program Indicator: N Weeks in Academic Year: 0.0
--	---	---

Reported By	Reported By ID	Status	Eff. Date	Active	Earliest Cert.	Latest Cert.	Latest Cert. Method	Times Certified	Latest Date Received	Current
School	06789900	Full Time	04/20/2020	Active	07/17/2020	08/04/2020	School Batch	3	09/04/2020	Current
School	06789900	Three Quarter Time	10/09/2019	Active	10/23/2019	12/17/2019	School Batch	6	01/14/2020	Not Current
School	06789900	Full Time	09/16/2019	Active	09/25/2019	09/25/2019	School Batch	1	10/04/2019	Not Current

Figure 7-10: Program Enrollment Detail

If you want to see additional certification information on the program listed, click the **active bullet number** next to the program whose records you wish to see.

### Program Certification Detail

?

#### Display Option

**Display Statuses:** Active and Inactive ▼

?

#### Program

NORTH SOUTH UNIVERSITY - 06789900

<b>CIP Code - Title:</b> 110103 - Information Technology.		<b>CIP Year:</b> 2020
<b>Credential Level:</b> 03 - Bachelor's Degree	<b>Published Prog. Length in Yrs.:</b> 4.0	<b>Special Program Indicator:</b> N
<b>Prog. Begin Date:</b> 04/22/2019	<b>Reported Program Length:</b> 4.0 Years	<b>Weeks in Academic Year:</b> 0.0

**Full Time Status Effective 04/20/2020 (Active - Current)**

Certification Date	Date Received	Certification Method
08/04/2020	09/04/2020	School Batch
08/04/2020	08/13/2020	School Batch
07/17/2020	08/06/2020	School Batch

**Full Time Status Effective 01/14/2020 (Inactive - Not Current)**

Certification Date	Date Received	Certification Method
03/13/2020	04/15/2020	School Batch
03/13/2020	04/03/2020	School Batch
02/14/2020	03/05/2020	School Batch
01/16/2020	02/05/2020	School Batch

**Three Quarter Time Status Effective 10/09/2019 (Active - Not Current)**

Certification Date	Date Received	Certification Method
12/17/2019	01/14/2020	School Batch
11/22/2019	01/06/2020	School Batch
11/22/2019	12/13/2019	School Batch
11/22/2019	12/04/2019	School Batch
10/23/2019	11/14/2019	School Batch
10/23/2019	11/05/2019	School Batch

**Full Time Status Effective 09/16/2019 (Active - Not Current)**

Certification Date	Date Received	Certification Method
09/25/2019	10/04/2019	School Batch

↑
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Figure 7-11: Program Certification Detail

### 7.7.2.5.1 Using Display Options for Program Enrollment Detail

**Display Options**, located in the center of the Program Enrollment Detail page, allow you to limit or expand the number of program records displayed on the page.

To use this feature:

1. Select the options you wish to use by clicking on the corresponding lists and clicking the desired value.
2. Click **Apply**. The Program Enrollment Detail page will appear again, showing only the records you specified using **Display Options**.

The following **Display Options** are available:

Display Only:

- **School Location**—Allows you to select program enrollment information for All Locations (Default Setting) the student has attended, or an individual school location identified by name and OPEID in the drop-down box.
- **Source**—Allows you to restrict the program enrollment information that displays to what was reported by specific types of organizations.
  - All—Allows you to view information reported by both schools and non-school organizations.
  - Non-Schools—Allows you to view only information reported by organizations that are not the certifying organization, including COD.
  - Schools (Default Setting)—Allows you to view only information certified by schools.
- **CIP Code**—Allows you to view program information reported for all Classification of Instructional Programs (CIP) codes or choose a specific CIP code from the drop-down box.
- **CIP Year**—Allows you to view program information reported for all CIP years or choose a specific CIP year from the drop-down box.
- **Credential Level**—Allows you to view program information reported for all Credential Levels or choose a specific Credential Level from the drop-down box.
- **Published Program Length in Years**—Allows you to view program information reported for all Published Program Lengths or choose a specific Published Program Length from the drop-down box.
- **Records**—Allows you to select which program enrollment status records to view:
  - Active Only (Default Setting)—Active records collectively constitute

NSLDS's current understanding of a student's program enrollment history. Showing all active records allows you to view a complete record of a student's program enrollment history as NSLDS currently understands it.

- Active and Inactive—Allows you to view a complete record of what program enrollment status information was reported to NSLDS and when it was reported. If you select this option, you should distinguish between active records and inactive records. Note: Inactive records are records that were reported and then later corrected.

Sort By:

- **School Location**—Allows you to select the order in which the school locations are displayed on the page.
  - OPEID (Default Setting) —Orders the schools numerically by their eight-digit Office of Postsecondary Education Identification number (OPEID).
  - School Location Name—Orders the schools alphabetically by their names. If you cannot find the records for a school when you select this option, try school name variations (for example, "Alaska, University of" rather than "University of Alaska").
- **Program**—Allows you to select the order in which the programs for each school location are displayed on the page.
  - CIP Code (Default Setting) —Orders the programs by the six-digit CIP code.
  - Credential Level—Orders the programs by Credential Level.
  - Program Length—Orders the programs by Program Length.
- **Records**—Allows you to select the order in which records for a student's program enrollment at a given school are displayed. Each option performs a primary sort on the Reported By and Reported By ID fields.
  - Reported By, Earliest Certification, Effective Date (Default Setting) — Performs a secondary sort on Earliest Certification Date, then Effective Date.
  - Reported By, Latest Certification, Effective Date—Performs a secondary sort on Latest Certification Date, then Effective Date.
  - Reported By, Effective Date, Earliest Certification—Performs a secondary sort on Effective Date, then Earliest Certification Date.
  - Reported By, Effective Date, Latest Certification—Performs a secondary sort on Effective Date, then Latest Certification Date.

- Reported By, Latest Date Received, Effective Date—Performs a secondary sort on Latest Date Received, then Effective Date.

### 7.7.2.5.2 Program Enrollment Detail: A Closer Look

The Program Enrollment Detail table (located at the bottom of the Program Enrollment Detail page) displays the following information for each enrollment record that matches the **Display Options** you selected:

- **School Location Name and OPEID**—The name and OPEID of the school location where program enrollment has been reported for a student. All the program and status records for a given school are grouped together. Each school location receives its own separate table.
- **Active Number Icon**—Each program on the page is identified by an active number icon. Clicking the icon takes you to the Program Certification Detail for that program. Records are numbered in ascending sequence.

At the level of the individual program:

- **CIP Code and Title**—The six-digit Classification of Instructional Programs (CIP) code, without a period, identifying a program's academic content and the official CIP title for that CIP code. Not the school's name for the program.
- **CIP Year**—The year corresponding to the CIP code reported.
- **Credential Level**—The Credential Level of the program. Valid values are:
  - 01—Undergraduate Certificate or Diploma Program
  - 02—Associate's Degree
  - 03—Bachelor's Degree
  - 04—Post Baccalaureate Certificate
  - 05—Master's Degree
  - 06—Doctoral Degree
  - 07—First Professional Degree
  - 08—Graduate / Professional Certificate
  - 99—Non-Credential Program (Preparatory Coursework / Teacher Certification)
- **Published Prog. Length in Yrs.**—The Published Program Length of the instructional program in years. This value is calculated by NSLDS if the school uses a different unit (months or weeks) for reporting Published Program Length

to NSLDS.

- **Special Program Indicator**—Indicates that the program belongs to one of the following groups:
  - A—Special Admission Associate Degree Program
  - B—Bachelor's Degree Completion Program
  - N—Not Applicable
  - P—Preparatory Coursework Graduate Professional Program
  - T—Non-Credential Teacher Certification Program
  - U—Preparatory Coursework Undergraduate Program
- **Prog. Begin Date**—The date on which the student began attending the program.
  - NSLDS will use COD's Payment Period Begin Date as the Program Begin Date for all program enrollment data reported by COD.
- **Reported Program Length**—The Published Program Length of the instructional program in years, months, or weeks as reported by the school.
- **Weeks in Academic Year**—The total number of weeks of instruction in the school's Title IV Academic Year.

At the program status level:

- **Reported By**—Identifies the type of organization that reported the program enrollment information.
- **Reported By ID**—Contains the organizational code, such as the OPEID, for the organization that reported the program enrollment information.  
**Note:** Displays DLORGN for COD.
- **Status**—The student's current program enrollment status. Valid values are:
 

– A—Leave of absence	– L—Less than half-time
– D—Deceased	– Q—Three-quarter time
– F—Full-time	– W—Withdrawn
– G—Graduated	– X—Never attended
– H—Half-time	– Z—Record not found
- **Eff. Date**—The Effective Date is the date when the reported program enrollment status took effect. The following special rules apply:
  - NSLDS sets Effective Date equal to Certification Date for Enrollment Status 'X' (Never Attended) and 'Z' (No Record Found) when the date is not

reported by the school.

- NSLDS sets Effective Date equal to 12/31/9999 when it is not supplied by the school for records with an Enrollment Status of 'D' (Deceased).
- **Active**—A flag identifying whether a record reflects NSLDS's current understanding of a student's program enrollment history.
  - Yes—Indicates that the record is active and reflects NSLDS's current understanding of a student's enrollment history.
  - No—Indicates that the record is no longer active. It contains program enrollment information that was reported to NSLDS at some point in the past but was subsequently corrected by a later submission.
- **Earliest Cert.**—The earliest date as of which the school certified the program enrollment status.
- **Latest Cert.**—The latest date as of which the school certified the program enrollment status.
- **Latest Cert. Method**—The method the school used most recently to certify the program enrollment status.
  - School Batch—The school certified the program enrollment information through the batch enrollment reporting process.
  - NSLDS Web—The school certified the program enrollment information using the Enrollment Maintenance page on this site or through the Enrollment Spreadsheet Submittal upload.
  - ED Authorized—NSLDS certified program enrollment information for a student affected by a school closure, merger, or loss of eligibility.
- **Times Certified**—The number of certifications included in the range between the Earliest Certification Date and the Latest Certification Date for an enrollment status.
- **Latest Date Received**—Indicates the day when NSLDS processed the most recent report of that program enrollment status from that source. In cases where different organizations were reporting different information about the same student, or where you suspect that an organization may not have reported information in a timely fashion, you can use the Date Received to determine when information was reported to NSLDS by each source and in what order.
- **Current**—Indicates the most current program enrollment status reported by that source.

Sources other than schools do not certify program enrollment information. So, if a

Program Enrollment Detail record is based on non-school data, several boxes for that record will display 'N/A' (Not Applicable).

### **7.7.2.6 Enrollment Timeline**

The Enrollment Timeline page displays the student's enrollment history chronologically. This format is useful when you need an 'audit trail' showing how each school or data provider reported the student's enrollment over time.

The Enrollment Timeline consists of a series of boxes, each displaying a date range at the top and a table of enrollment data at the bottom. The [NSLDSFAP](#) website adds a new box to the top of the timeline each time the student's enrollment status changes. Ordering is based on the Effective Date of the most recent change. The date range at the top of each box runs from the day after the previous change to the day of the latest change. The rows in the table show the latest enrollment records from every school and data provider that has reported enrollment data for the student. Thus, each box provides a 'snapshot' view of the student's complete enrollment status since the previous status change.

To view the student's enrollment timeline, start at the Enrollment Summary page:

1. Click Enrollment Timeline. The Enrollment Timeline page appears (Figure 7-12: Enrollment Timeline).



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**National Student Loan Data System (NSLDS)**



**Menu** | **Aid** | **Enroll** | **GE** | **Org** | **Report** | **Tran**

 |  | 

Enrollment Summary | Enrollment Update | Enrollment History Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

SSN:

First Name:

DOB:

Previously Retrieved Borrower: - Select -

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2



Return To Enrollment  
Summary

**MAX C STUDENT**

\*\*\*.\*\*-9999 +      DOB: 07/02/1970

**Enrollment Timeline**

 **Advanced Display Options**

Reported By: Schools ▾

Date:

Statuses in Effect 12/09/2016 - Present					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
06789900	School	06789900	Graduated	12/09/2016	12/09/2016

Statuses in Effect 08/15/2016 - 12/08/2016					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
06789900	School	06789900	Three Quarter Time	08/15/2016	05/20/2019

Statuses in Effect 05/23/2016 - 08/14/2016					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
06789900	School	06789900	Half Time	05/23/2016	05/20/2019

Statuses in Effect 08/17/2015 - 05/22/2016					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
06789900	School	06789900	Full Time	08/17/2015	05/20/2019

Statuses in Effect 01/12/2015 - 08/16/2015					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
06789900	School	06789900	Half Time	01/12/2015	05/08/2016

Statuses in Effect 05/10/2014 - 01/11/2015					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
06789900	School	06789900	Full Time	05/10/2014	06/30/2014

Statuses in Effect 08/22/2011 - 01/16/2012					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
06789900	School	06789900	Half Time	08/22/2011	12/31/2012

Statuses in Effect 12/18/2010 - 08/21/2011					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
06789900	School	06789900	Less than Half	12/18/2010	N/A

Statuses in Effect 03/24/2009 - 12/17/2010					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
06789900	School	06789900	Half Time	03/24/2009	12/31/2011

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Figure 7-12: Enrollment Timeline

Click the **blue arrow** at the upper left corner to return to the Enrollment Summary page.

### 7.7.2.6.1 Using Advanced Display Options

As on the Enrollment Detail page, you can select **Advanced Display Options** to show specific types of records in the timeline. You can also specify a particular date and the [NSLDSFAP](#) website will display the enrollment record for that student at that time.

The following **Advanced Display Options** are available:

- **Reported By**—allows you to display only enrollment information reported by a specific type of organization.
  - All—allows you to view information reported by both schools and non-school organizations, such as GAs and federal loan servicers.
  - Schools (Default Setting)—allows you to view only information reported by schools.
  - Non-Schools—Allows you to view only information reported by organizations other than schools, including GAs and federal loan servicers.
- **Date**—causes the date range containing the date you type to appear at the top of the timeline. You will still be able to scroll up or down to earlier or later time periods. Remember: the date range refers to the Effective Date of the current and previous enrollment status changes.

To use Advanced Display Options:

1. In the Reported By list, click a selection.
2. Type a date in the Date box.
3. Click Apply.

### 7.7.2.7 Enrollment Timeline: A Closer Look

The Enrollment Timeline table displays the following information in descending chronological order, from the present to the earliest time period for which any enrollment was reported. All the enrollment information displayed on the timeline is ordered according to Effective Date. Data for each time period is displayed in an individual box. A new box is created only when an organization reports new enrollment information.

- **Statuses in Effect**—the time period in which the enrollment statuses were in effect. This information appears in each box above the rows containing enrollment records.
- **School OPEID**— an institution's unique 8-digit OPEID of the location for which the enrollment is certified.

- **Reported By**—identifies the type of organization that reported the enrollment information.
- **Reported By ID**—contains the organizational code, such as OPEID or GA number, for the organization that reported the enrollment information.
- **Status**—the student’s enrollment status.
  - NSLDS displays an enrollment status of “Moved” when a school has reported the student at a different location.
- **Eff. Date**—the Effective Date is the date when the most recently reported status took effect. The following special rules apply:
  - NSLDS sets the Effective Date equal to Certification Date for Enrollment Status ‘Z’ (No Record Found).
  - NSLDS sets the Effective Date equal to 12/31/9999 when it is not reported by the school for records with an Enrollment Status of ‘D’ (Deceased).
- **Last ACD**—the Anticipated Completion Date most recently reported to NSLDS for that status. The Anticipated Completion Date is the date when the student completed, or is/was expected to complete, his or her studies. The following special rules apply when there is no reported date by school:
  - NSLDS sets the Anticipated Completion Date to 01/01/0001 for Enrollment Status ‘Z’ (No Record Found), and ‘W’ (Withdrawn) in the batch file and displays blank online.
  - NSLDS sets the Anticipated Completion Date to 12/31/9999 for Enrollment Status ‘D’ (Deceased).
  - NSLDS sets Anticipated Completion Date equal to the Effective Date for Enrollment Status ‘G’ (Graduated).

### 7.7.2.8 Subsidized Usage

The Subsidized Usage page allows users to determine the length of time in years students are eligible to receive Direct Subsidized loans subject to usage limits, how many years for which students have already received Direct Subsidized loans, and how much eligibility a student has left to receive Direct Subsidized loans. If a student has used all their eligibility, but continues to be enrolled without completing their program, they may be responsible for paying the interest accrued sooner than they otherwise would be.

**Note:** As of July 1, 2021, NSLDS no longer determines Loss of Subsidy for any Direct Subsidized Loan. Loans that lost subsidy and had a zero balance on July 1, 2021 will continue to display in a Loss of Subsidy status.

**MAX C STUDENT**  
 \*\*\*-\*\*-9999 +      **DOB: 07/02/1970**

**Subsidized Usage**

**Usage Summary**

Maximum Eligibility Period: 6.0 Years  
 Subsidized Usage Period: 2.0 Years  
 Remaining Eligibility Period: 4.0 Years

**Usage Detail**

	School Name	OPEID	Earliest Disb. Date	Loan Per. Beg. Date	Loan Per. End Date	Usage in Yrs.	Cum. Usage in Yrs.	Subsidy Status	Loss of Sub. Eff. Date	Usage at Loss in Yrs.
1	<a href="#">NORTH SOUTH UNIVERSITY</a>	06789900	08/26/2020	04/18/2020	01/09/2021	1.0	2.0	Subsidized	N/A	N/A
2	<a href="#">NORTH SOUTH UNIVERSITY</a>	06789900	09/26/2019	08/26/2019	03/23/2020	1.0	1.0	Subsidized	N/A	N/A

**Current Program Enrollment Status**

	School Name	OPEID	CIP Year	CIP Code	Description	Cred. Lvl.	Spec. Prog. Ind.	Length in Yrs.	Program Beg. Date	Status Eff. Date	Enrl. Status
1	<a href="#">NORTH SOUTH UNIVERSITY</a>	06789900	2020	240102	General Studies.	03	N	4.0	08/26/2019	06/01/2020	F
2	<a href="#">NORTH SOUTH UNIVERSITY</a>	06789900	2010	240102	General Studies.	03	N	4.0	08/26/2019	09/04/2020	X

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Figure 7-13: Subsidized Usage

- Detailed information about the student's subsidized usage at the level of individual Direct Subsidized loan award originations and the current subsidy status of each loan.
  - **Active Number Icon**—The award origination records in this section of the page are ordered by award begin date, starting with the most recent. To

the left of each record is a number icon. If the award origination can be linked to a loan with the same award identification number (award ID) on NSLDS, this number icon displays with a blue background and is a link to the Loan Detail page for that loan. If the award origination cannot be linked to a loan, the number icon is greyed out and does not function as a hyperlink. The latter situation can happen because NSLDS normally receives award origination records from COD before it receives the associated loan records from Federal Loan Servicers.

- **School Name**—The name of the school location the student attended during the loan award period. Click the school name to access the school's Organization Contact List page.
  - **OPEID**—The eight-digit Office of Postsecondary Education ID (OPEID) of the school location the student attended during the loan award period.
  - **Earliest Disb. Date**—The date of the first disbursement for the loan award.
  - **Loan Per. Beg. Date**—The beginning date for the period covered by the loan award.
  - **Loan Per. End Date**—The end date for the period covered by the loan award.
  - **Usage in Yrs.**—The period of time, expressed in years or portions of years, the student attended school while funded by the loan award.
  - **Cum. Usage in Yrs.**— The cumulative period of time, expressed in years or portions of years, the student attended school while being funded by a Direct Subsidized loan subject to usage limits.
  - **Subsidy Status**—The status of the interest subsidy on the loan award.
  - **Loss of Sub. Eff. Date**— For loans that have lost subsidy, the date that loss took effect. Otherwise, N/A.
  - **Usage at Loss in Yrs.**— The period of time, expressed in years or portions of years, the student attended school while funded by a given loan award.
  - **Information Symbol**—A small blue information symbol to the right of the value for Usage in Yrs. and/or Subsidy Status indicates that the value displayed is the result of a current override to the value reported by COD or determined by NSLDS.
- Information about the student's current program enrollment.
    - **School Name**—The name of the school location at which enrollment was

reported for the student. Click the school name to access the school's Organization Contact List page. If the enrollment information was not reported by the school, a small warning icon appears after the school's name.

- **OPEID**—The eight-digit Office of Postsecondary Education ID number for the school location at which enrollment was reported.
- **CIP Year**—The year corresponding to the CIP code reported.
- **CIP Code**—The six-digit Classification of Instructional Programs (CIP) code, without period, identifying a program's academic content.
- **Description**—The official CIP title for that CIP code, not the school's name for the program.
- **Cred. Lvl.**—The Credential Level of the program. Valid values are:
  - 01—Undergraduate Certificate or Diploma Program
  - 02—Associate's Degree
  - 03—Bachelor's Degree
  - 04—Post Baccalaureate Certificate
  - 05—Master's Degree
  - 06—Doctoral Degree
  - 07—First Professional Degree
  - 08—Graduate / Professional Certificate
  - 99—Non-Credential Program (Preparatory Coursework / Teacher Certification)
- **Spec. Prog. Ind.**—Indicates that the program belongs to one of the following groups:
  - A—Special Admission Associate Degree Program
  - B—Bachelor's Degree Completion Program
  - N—Not Applicable
  - P—Preparatory Coursework Graduate Professional Program
  - T—Non-Credential Teacher Certification Program
  - U—Preparatory Coursework Undergraduate Program
- **Length in Yrs.**—The period of time required to complete the program, expressed in years or portions of years, as published by the school.

- **Program Beg. Date**—The date on which the student began attending the program.
- **Status Eff. Date**—The date on which the student's current program status first took effect.
- **Enrl. Status**—The student's current program enrollment status. Valid values are:
  - A—Leave of absence
  - D—Deceased
  - F—Full-time
  - G—Graduated
  - H—Half-time
  - L—Less than half-time
  - Q—Three-quarter time
  - W—Withdrawn
  - X—Never attended
  - Z—Record not found

### 7.7.2.9 Maximum Eligibility Timeline

The Maximum Eligibility Timeline page is now available from the Enrollment Summary page, under the Enrollment tab of the NSLDSFAP website. This page displays a full history of a student's subsidized usage and eligibility as subject to Direct Subsidized usage limits. This page is intended to help users understand when and why events such as Loss of Subsidy (LOS) or Reinstatement of Subsidy occurred and shows the Direct Subsidized loan awards and school certified Program Enrollment information that determine these events.

**Note:** As of July 1, 2021, the Maximum Eligibility Period (MEP), Subsidized Usage Period (SUP) and Remaining Eligibility Period (REP) on NSLDS are informational-only and does not have an impact on the 150% Borrowing Limitation or Loss of Subsidy. Loans that lost subsidy and had a zero balance on July 1, 2021 will continue to display in a Loss of Subsidy status.



Menu Aid Enroll GE Org Report Tran





Enrollment Summary | Enrollment Update | Enrollment History Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

SSN:  First Name:  DOB:  (MMDDCCYY)

Previously Retrieved Borrower:

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

**MAX C STUDENT**

\*\*\*-\*\*-9999 + DOB: 07/02/1970

**Maximum Eligibility Timeline**

**08/31/2020 - Current**

Record		Program						Subsidized Usage							
Date Processed	Type	School Name	CIP Year	CIP Code	Cred. Level	Length in Yrs.	Graduation Date	MEP in Yrs.	MEP Begin Date	Usage in Yrs.	Cum. Usage in Yrs.	Loan Period Beg. Date	Loan Period End Date	Loss of Subsidy Date	REP in Yrs.
1	08/26/2020	MEP	NORTH SOUTH UNIVERSITY	2020	240102	03	4.0		6.0	06/01/2020					4.0
2	08/26/2020	MEP	No Attendance					N/A	04/21/2020						N/A
3	08/31/2020	Award	NORTH SOUTH UNIVERSITY	2010	240102	03	4.0			1.0	2.0	04/18/2020	01/09/2021		4.0
4		MEP	NORTH SOUTH UNIVERSITY	2020	240102	03	4.0								
5	08/26/2020	MEP	NORTH SOUTH UNIVERSITY	2010	240102	03	4.0		6.0	08/26/2019					5.0
6	01/06/2020	Award	NORTH SOUTH UNIVERSITY	2010	240102	03	4.0			1.0	1.0	08/26/2019	03/23/2020		N/A
7		MEP	NORTH SOUTH UNIVERSITY	2020	240102	03	4.0								

**08/26/2020 - 08/30/2020**

Record		Program						Subsidized Usage							
Date Processed	Type	School Name	CIP Year	CIP Code	Cred. Level	Length in Yrs.	Graduation Date	MEP in Yrs.	MEP Begin Date	Usage in Yrs.	Cum. Usage in Yrs.	Loan Period Beg. Date	Loan Period End Date	Loss of Subsidy Date	REP in Yrs.
1	08/26/2020	MEP	NORTH SOUTH UNIVERSITY	2010	240102	03	4.0		6.0	06/01/2020					5.0
2	08/26/2020	MEP	No Attendance					N/A	04/21/2020						N/A
3	08/26/2020	MEP	NORTH SOUTH UNIVERSITY	2010	240102	03	4.0		6.0	08/26/2019					5.0
4	01/06/2020	Award	NORTH SOUTH UNIVERSITY	2010	240102	03	4.0			1.0	1.0	08/26/2019	03/23/2020		N/A

**01/06/2020 - 08/25/2020**

Record		Program						Subsidized Usage							
Date Processed	Type	School Name	CIP Year	CIP Code	Cred. Level	Length in Yrs.	Graduation Date	MEP in Yrs.	MEP Begin Date	Usage in Yrs.	Cum. Usage in Yrs.	Loan Period Beg. Date	Loan Period End Date	Loss of Subsidy Date	REP in Yrs.
1	09/26/2019	MEP	NORTH SOUTH UNIVERSITY	2010	120401	03	4.0		6.0	08/26/2019					5.0
2	01/06/2020	Award	NORTH SOUTH UNIVERSITY	2010	240102	03	4.0			1.0	1.0	08/26/2019	03/23/2020		N/A

**09/26/2019 - 01/05/2020**

Record		Program						Subsidized Usage							
Date Processed	Type	School Name	CIP Year	CIP Code	Cred. Level	Length in Yrs.	Graduation Date	MEP in Yrs.	MEP Begin Date	Usage in Yrs.	Cum. Usage in Yrs.	Loan Period Beg. Date	Loan Period End Date	Loss of Subsidy Date	REP in Yrs.
1	09/26/2019	MEP	NORTH SOUTH UNIVERSITY	2010	240102	03	4.0		6.0	08/26/2019					5.0
2	09/26/2019	Award	NORTH SOUTH UNIVERSITY	2010	240102	03	4.0			1.0	1.0	08/26/2019	02/24/2020		N/A

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Figure 7-14: Maximum Eligibility Timeline

### 7.7.2.10 Enrollment Push to Roster

Schools may use the “Enrollment Push to Roster” option to add a student to the Roster of another institution. On the Enrollment Summary Web page, the **Enrollment Push to Roster** button opens a new page on which schools may enter the 8-digit OPEID of the institution that will need to certify the student’s enrollment and the Enrollment Push Date. Once the request is submitted, the student will be added to the school portfolio on the Enrollment Push Date and appear on the next school Roster generated after that date. The date can be a future date but cannot be more than 18 months greater than the current date.

Figure 7-15: Enrollment Push to Roster

After clicking the Submit button, a message appears that the student was successfully added.

## 7.8 Updating Student Enrollment Data

The Enrollment Update page allows you to change student enrollment data for your school’s Title IV aid recipients. If you are using the batch Enrollment Reporting process, you can use these pages to display your school’s Enrollment Reporting Roster and correct errors shown in the Error/Acknowledgment file. Updating student enrollment data involves three activities:

1. Retrieving the student records, you want to update using the Enrollment Update page.
2. Changing and certifying the enrollment data in those records using the

Enrollment Maintenance page.

3. Confirming the new enrollment data using the Enrollment Maintenance Confirm page.

The following section explains how to perform these activities.

### **7.8.1 Getting Started: The Enrollment Update Page**

On the [NSLDSFAP](#) website Menu page, look for the Enrollment area and click the **Enrollment Update** link. The Enrollment Update page appears (Figure 7-22: Enrollment Update). You can also reach the Enrollment Update page at any time by clicking the **Enroll** tab. This will cause the Enrollment Summary page to appear. Then look for the navigation bar (in teal) at the top of the page and click **Enrollment Update**.



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FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2

Name: NORTH SOUTH UNIVERSITY  
 Code: 06789900      Type: School

 Clicking Retrieve will return entire Portfolio in SSN order. All Search values are optional.

### Enrollment Update

#### Primary Search Options

Retrieve/Sort by: SSN (Default)
Begin Value: 
 Exact Match Only

#### Advanced Search Options

Campus Enrollment

Last Name Begin:   
 SSN Begin:   
 Student Designator Begin:   
 Certification Date Begin:  (MMDDCCYY)  
 Anticipated Completion Date Begin:  (MMDDCCYY)  
 Term Begin Date Begin:  (MMDDCCYY)  
 Term End Date Begin:  (MMDDCCYY)

End:   
 End:   
 End:   
 End:  (MMDDCCYY)  
 End:  (MMDDCCYY)  
 End:  (MMDDCCYY)  
 End:  (MMDDCCYY)

Location:  Exclude Students with Certified Programs

Enrollment Codes (Check all that apply)
 

<input checked="" type="checkbox"/> A - Approved Leave of Absence	<input checked="" type="checkbox"/> D - Deceased	<input checked="" type="checkbox"/> F - Full Time
<input checked="" type="checkbox"/> G - Graduated	<input checked="" type="checkbox"/> H - Half Time or More, But Less Than Full Time	<input checked="" type="checkbox"/> L - Less Than Half Time
<input checked="" type="checkbox"/> Q - Three-Quarter Time	<input checked="" type="checkbox"/> W - Withdrawn	<input checked="" type="checkbox"/> X - Never Attended
<input checked="" type="checkbox"/> Z - No Record Found		

Program Enrollment

CIP Code:  CIP Year:   
 Published Prog. Lgth. in Yrs. Begin:  -

End:  -

Credential Levels (Check all that apply)
 

<input checked="" type="checkbox"/> 01 - Undergraduate Certificate	<input checked="" type="checkbox"/> 02 - Associate's Degree	<input checked="" type="checkbox"/> 03 - Bachelor's Degree
<input checked="" type="checkbox"/> 04 - Post Baccalaureate Certificate	<input checked="" type="checkbox"/> 05 - Master's Degree	<input checked="" type="checkbox"/> 06 - Doctoral Degree
<input checked="" type="checkbox"/> 07 - First Professional Degree	<input checked="" type="checkbox"/> 08 - Graduate/Professional Certificate	<input checked="" type="checkbox"/> 99 - Non-Credential Program

Special Program Indicator (Check all that apply)
 

<input checked="" type="checkbox"/> A - Special Admission Associate Degree	<input checked="" type="checkbox"/> B - Bachelor's Degree Completion	<input checked="" type="checkbox"/> N - Not Applicable
<input checked="" type="checkbox"/> P - Prep. Coursework Graduate Professional	<input checked="" type="checkbox"/> T - Non-Credential Teacher Certification	<input checked="" type="checkbox"/> U - Prep. Coursework Undergraduate
<input checked="" type="checkbox"/> No Value		

Retrieve


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Figure 7-16: Enrollment Update

## 7.8.2 Retrieving All Your School's Enrollment Records

The quickest way to retrieve enrollment records, to update, is simply to display them all. This is the equivalent of viewing an Enrollment Reporting Roster file in the batch process. Retrieving the Roster online provides the most current information NSLDS has and may not match a previously generated Roster file. If loans have been loaded for students at your school since the Roster file was generated, they will appear online, although they may not have been in your Roster file.

If you click **Retrieve** without entering any search criteria, Enrollment Update will retrieve all enrollment records for your school.

1. On the Enrollment Update page, click **Retrieve**. The Enrollment Maintenance page will show enrollment records for your school, 15 students at a time. You can use the blue arrows to scroll through the records.
2. Follow the instructions to update and certify your records.



## 7.8.3 Retrieving Student Records to Update

Before you can make changes to students' enrollment records, you must retrieve the records you wish to update. The Enrollment Update page gives you three options for retrieving records:

1. Retrieve ALL enrollment records for your school by simply clicking **Retrieve**. This is equivalent to getting your school's most recent Roster.
2. Retrieve and sort a set of records by Student's SSN, Last Name, Student Designator, or Certification Date using the Primary Search Options.
3. Retrieve a smaller and more specific set of records using Advanced Search Options.

The following sections describe how to use each of these options.

### 7.8.3.1 Narrowing the Search: The Primary Search Options

You can limit the number of enrollment records retrieved, and control the order in which they are displayed, by entering criteria in the Primary Search Options box.

1. In the Primary Search Options box, click the Retrieve/Sort By list to display the three retrieve/sort options. These are:
  - **SSN (Default)**—displays student records in ascending numeric order by student SSN.
  - **Last Name**—displays student records in ascending alphabetic order by student last name.
  - **Student Designator**—displays student records ordered by the identifier you use on your internal system, provided that you report that identifier to NSLDS as part of the Enrollment Reporting process.
  - **Certification Date**—Displays student records in ascending order by Certification Date (oldest first).
2. Click the Retrieve/Sort By option you wish to use.
3. In the **Begin Value** box, type the letters or numbers you wish to use as the starting point of your search.
  - You can type an entire name or part of a name, SSN, or student identifier as a beginning value for the roster you will retrieve. For example, if you choose "Name" as your Retrieve/Sort By option and type the first few letters of a name, such as 'Rep' the system will retrieve all the student records beginning with those letters and the records that follow.

4. Click **Exact Match Only** if you want an exact match for the Begin Value you typed.

Keep the following facts in mind:

- When you click **Exact Match Only** with a complete SSN or a unique Student Designator, NSLDS returns only one student record.
- When it is used with the last name, **Exact Match Only** returns records for all students with that last name.

5. Click **Retrieve**. When the Enrollment Maintenance page appears to follow the instructions to update and certify your records.

### 7.8.4 Going Further: Using the Advanced Search Options

The **Primary Search Options** alone are adequate for most enrollment maintenance situations. Sometimes, you may need to narrow your search using other criteria. The **Advanced Search Options** give you additional flexibility in choosing enrollment records to update.

The Advanced Search Options include the following:

#### Campus Enrollment

- **Last Name Begin/End**—allows you to retrieve records for students whose last names fall within an alphabetic range. For example, if you enter a single letter (such as 'B') in the Begin Value box, the system will retrieve names that start with B and list them alphabetically (Bailey, Booker, Bush). Be careful when typing the End value. Type the next letter, after the initial letter of the names(s), you seek, or do not specify an End value. To search for last names that begin with 'Z', leave the End value blank or type 'ZZZZZZZ'.
- **SSN Begin/End**—allows you to retrieve records for students whose SSNs fall within a numeric range. Be careful when typing the End value. An End value containing fewer than 9 digits (such as '99') will not retrieve SSNs that begin with that number but contain more digits (such as '990-00-0000'), since the longer number comes after the shorter one numerically.
- **Student Designator Begin/End**—allows you to retrieve records for students whose designators fall within an alphanumeric range. Be careful when entering the End value.
- **Certification Date Begin/End**—allows you to retrieve records for students which have been certified within a specified date range. The Begin and End values are inclusive; that is, records with a Certification Date equal to the Begin or End date

are retrieved, as well as records certified between those two dates. If you re-certify a group of students online, you can, at a later time, set the End date equal to the day before the earlier online session to retrieve all the records you did not re-certify in that session.

**Note:** Schools may use this filter to search for students who have not been certified within the last 60 days, as is required for Enrollment Reporting.

- **Anticipated Completion Date Begin/End**—allows you to retrieve records for students whose ACD falls within a specific date range. The Begin and End values are inclusive; that is, records with an ACD equal to the Begin or End date are retrieved, as well as records with an ACD between those two dates. You can use these options to retrieve all students who are scheduled to graduate at the end of a given semester.
- **Term Begin Date Begin/End**—allows you to retrieve records for students whose Term Begin Date falls within a specific date range.
- **Term End Date Begin/End**—allows you to retrieve records for students whose Term End Date falls within a specific date range.
- **Location**—allows you to retrieve records for students of the 8-digit location when schools share an enrollment administrator for multiple locations.
- **Enrollment Codes**—allows you to search for records with specific Enrollment Codes. By default, Enrollment Update searches for all Enrollment Codes.
- **Exclude Students with Certified Programs**—When checked, allows you to retrieve records for students who do not have certified Program-Level Enrollment, or who have new program records that require certification. When not checked, allows you to retrieve records for all students regardless of certified program-level enrollment status.

### Program Enrollment

- **CIP Code**—Allows you to retrieve records for students with a specific six-digit Classification of Instructional Programs (CIP) code on at least one of their programs.
- **CIP Year**— Allows you to retrieve records for students with a specific CIP year on at least one of their programs.
- **Published Program Length in Years Begin/End**—Allow you to retrieve records for students with a Published Program Length that falls within a specific date range on at least one of their programs.

- Conversion from Months to Years: Published Program Length in Years = (Published Program Length in Months multiply by 30) divided by (Weeks in Title IV Academic Year multiply by 7)
- Conversion from Months to Weeks: Published Program Length in Years = Published Program Length in Weeks divided by Weeks in Title IV Academic Year
- **Credential Levels**—Allow you to retrieve records for students with a specific Credential Level associated with at least one of their programs. By default, Enrollment Update searches for all Credential Levels.
- **Special Program Indicator**—Allows you to retrieve records for students with a specific Special Program Indicator associated with at least one of their programs. By default, Enrollment Update searches for all Special Program Indicators.

Note: Program Enrollment advanced search options return the student's campus-level enrollment and any other programs the students are currently attending.

To retrieve a student using the **Advanced Search Options**:

1. Select the **Primary Search Options** you want or skip this step to use the default option: SSN. In Figure 7-24, for example, the SSN Begin Value has been entered as '1'.
2. Enter the **Advanced Search Options** you want. In Figure 7-24 for example, the enrollment code of 'F', Credential Level of '03' and all Special Program Indicator options have been checked.



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FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2

**Name:** NORTH SOUTH UNIVERSITY  
**Code:** 06789900      **Type:** School

 Clicking Retrieve will return entire Portfolio in SSN order. All Search values are optional.

### Enrollment Update

#### Primary Search Options

Retrieve/Sort by: SSN (Default)
Begin Value: 
 Exact Match Only

#### Advanced Search Options

Campus Enrollment

Last Name Begin:

SSN Begin: 1

Student Designator Begin:

Certification Date Begin:  (MMDDCCYY)

Anticipated Completion Date Begin:  (MMDDCCYY)

Term Begin Date Begin:  (MMDDCCYY)

Term End Date Begin:  (MMDDCCYY)

End:

End:

End:

End:  (MMDDCCYY)

End:  (MMDDCCYY)

End:  (MMDDCCYY)

End:  (MMDDCCYY)

Location:  Exclude Students with Certified Programs

Enrollment Codes (Check all that apply)

<input type="checkbox"/> A - Approved Leave of Absence	<input type="checkbox"/> D - Deceased	<input checked="" type="checkbox"/> F - Full Time
<input type="checkbox"/> G - Graduated	<input type="checkbox"/> H - Half Time or More, But Less Than Full Time	<input type="checkbox"/> L - Less Than Half Time
<input type="checkbox"/> Q - Three-Quarter Time	<input type="checkbox"/> W - Withdrawn	<input type="checkbox"/> X - Never Attended
<input type="checkbox"/> Z - No Record Found		

Program Enrollment

CIP Code:  CIP Year:

Published Prog. Lgth. in Yrs. Begin:  -  End:  -

Credential Levels (Check all that apply)

<input type="checkbox"/> 01 - Undergraduate Certificate	<input type="checkbox"/> 02 - Associate's Degree	<input checked="" type="checkbox"/> 03 - Bachelor's Degree
<input type="checkbox"/> 04 - Post Baccalaureate Certificate	<input type="checkbox"/> 05 - Master's Degree	<input type="checkbox"/> 06 - Doctoral Degree
<input type="checkbox"/> 07 - First Professional Degree	<input type="checkbox"/> 08 - Graduate/Professional Certificate	<input type="checkbox"/> 99 - Non-Credential Program

Special Program Indicator (Check all that apply)

<input checked="" type="checkbox"/> A - Special Admission Associate Degree	<input checked="" type="checkbox"/> B - Bachelor's Degree Completion	<input checked="" type="checkbox"/> N - Not Applicable
<input checked="" type="checkbox"/> P - Prep. Coursework Graduate Professional	<input checked="" type="checkbox"/> T - Non-Credential Teacher Certification	<input checked="" type="checkbox"/> U - Prep. Coursework Undergraduate
<input checked="" type="checkbox"/> No Value		

Retrieve

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Figure 7-18: Enrollment Update

- Click **Retrieve**. The Enrollment Maintenance, Advanced Search Options Result page appears (Figure 7-25: Enrollment Maintenance). In this example, the page displays enrollment records for students whose SSNs begin with 1, who have enrollment codes of 'F', with a Credential Level of '03'. Follow the instructions to update and certify your records.

**NSLDS** Menu Aid Enroll GE Org Report Tran

Enrollment Summary | Enrollment Update | Enrollment History Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Return to Enrollment Update

Name: NORTH SOUTH UNIVERSITY  
Code: 06789900 Type: School

### Enrollment Maintenance

Retrieve/Sort by: SSN (Default) Begin Value:   Exact Match Only

Currently Retrieved/Sorted by: SSN Total Students Matching Criteria: 4  
 SSN Begin: 1 End:  
 Enrollment Codes: F  
 Credential Level Codes: 03  
 Special Program Codes: A, B, N, P, T, U,

Check All Recertification Date: 09/16/2020

<input checked="" type="checkbox"/> 1	Cert. Date: 09/16/2020	SSN: 151-68-1965	DOB: 11/07/1990	NAME: HAKIEM S WILSON	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>	
Location: 06789900	Status: F	Eff. Date: 07/06/2020	Stu. Desig.: <input type="text"/>	ACD: 06/07/2021	Term Begin: 07/06/2020	Term End: 10/25/2020		
CIP Code / Year	Description	Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
490101 / 2020	Aeronautics/Aviation +	03	N	07/06/2020	F	07/06/2020	2 0 Years	0 0

<input checked="" type="checkbox"/> 2	Cert. Date: 09/16/2020	SSN: 181-88-1019	DOB: 09/08/1981	NAME: SYNC SPACE SIERRA	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>	
Location: 06789900	Status: F	Eff. Date: 09/02/2019	Stu. Desig.: <input type="text"/>	ACD: 11/21/2022	Term Begin: 08/31/2020	Term End: 12/20/2020		
CIP Code / Year	Description	Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
▲ 522001 / 2010	Construction Managem +	03	N	09/02/2019	F	09/02/2019	4 0 Years	0 0
522001 / 2020	Construction Managem +	03	N		F		4 0 Years	0 0

<input checked="" type="checkbox"/> 3	Cert. Date: 09/16/2020	SSN: 181-88-1019	DOB: 09/08/1981	NAME: SYNC SPACE SIERRA	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>	
Location: 06789900	Status: F	Eff. Date: 06/08/2020	Stu. Desig.: <input type="text"/>	ACD: 07/31/2023	Term Begin: 06/08/2020	Term End: 09/27/2020		
CIP Code / Year	Description	Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
▲ 513300 / 2010	Alternative and Comp +	03	N	06/08/2020	F	06/08/2020	4 0 Years	0 0

... Cert. Date: 09/16/2020 ... DOB: 09/02/1982 ... HOUSE ... Program Address

Figure 7-19: Enrollment Maintenance

When you use the Advanced Search Options, keep the following facts in mind:

- If you do not enter any Primary or Advanced Search Options and accept the default sort on Student SSN, your organization's entire Student Portfolio displays in SSN order on the Enrollment Maintenance page, 15 at a time.
- Advanced Search options are evaluated together with Primary Search options. Neither supersedes the other. This means that if your Primary and Advanced Search Options contradict each other, Enrollment Update will not find any records, even though each individual part of the combination would find and display records.
  - For example, if you select an exact match on Student SSN 111-11-1111 as your Primary Search Option and Student SSNs between 555-55-5555 and 888-88-8888 as your Advanced Search Option, Enrollment Update will not find any records. This occurs even though NSLDS contains enrollment records for a student with SSN 111-11-1111 and for students with SSNs between 555-55-5555 and 888-88-8888.
- As you scroll through the list and update individual or multiple records, the Enrollment Maintenance Page continues to display only those records that match the search options you selected on the Enrollment Update page. To change search options, you must return to Enrollment Update.
- Finally, the Total Students Matching Criteria displays the number of students returned by search options you selected on the Enrollment Update page.

### 7.8.5 Updating Selected Enrollment Records

The Enrollment Maintenance page displays all enrollment records for your school that match the criteria you entered in Steps 1–3 of the previous section. To update the selected student enrollment records:

1. On the Enrollment Maintenance page, type a recertification date in the **Recertification Date** box, or accept the default date (the current date) displayed by the page. This date is used to populate the **Cert. Date** box of the individual student records you select in Step 2 below.
2. Select the student enrollment records you want to certify. There are two ways to do this:
  - Select the records individually by clicking the check box to the far left of the row with the student's SSN, name, and DOB.
  - Select all the records displayed on the page by clicking **Check All** at the top of the form.

3. Update as necessary the information in the following boxes:

- **Cert. Date** (Certification Date)—the date you are certifying the enrollment information.
- **No Progs.** - Click this box to indicate that a student is not enrolled in at least one program. If this field is checked the school is not required to report the student's Program-Level Enrollment data. Student's Program-Level Enrollment data must be reported regardless of whether the program is eligible for Title IV aid. If this field is not checked, the school is required to report the Program-Level Enrollment data.
- **Location**-The eight-digit Office of Postsecondary Education ID (OPEID) for the location where the student is attending or has attended. The school user can use this field to move a student from one location to another within the same administration group. When a new location code is entered, NSLDS will add the student and the enrollment record to the new location and display "Moved" as the enrollment status for the prior location. All programs currently reported at the prior location for the same student will also be moved to the new location.
- **Status**-The Enrollment Code identifying a student's current enrollment status. Select from the drop-down menu to change a currently displayed enrollment code.
- **Eff. Date** (Effective Date)-The date a changed enrollment code took effect.
- **Student Desig** (Student Designator)-Enter an identifier you use on your internal system if you want NSLDS to provide it as part of the Enrollment Reporting process.
- **ACD** (Anticipated Completion Date)-The date when the student completed, or is expected to complete, his or her studies.
- **Term Begin**-Provide the term begin date for the term in which enrollment data is being reported.
- **Term End** -Provide the term end date for the term in which enrollment data is being reported.
- **Add Program**-Click this button to add a new program to the student's record.
- **Address**-Click this button to open a pop-up window in which the school user can confirm, update, or enter the student's permanent address.
- **CIP Code/Year**-The six-digit Classification of Instructional Programs (CIP) code, without a period, identifying a program's academic content and the year corresponding to the CIP code reported.

- **2020 CIP Year Auto-Conversion (Triangular Green Icon)**- If the CIP Code and Year combination is prior to CIP Year 2020 the field will be identified by a triangular green icon.
  - When selected, the icon changes from a green triangle to red and automatically converts CIP Year to 2020. Additionally, it prevents any changes to the CIP Code, Credential Level, Program Length, and Weeks in Acad. Yr. for the program in the selected row.
  - To revert back to the original values for the program, prior to submission, click on the red triangular icon before certifying student.
  - Once the student has been certified with a CIP Year 2020, the triangular icon will not display.
- **Description**- The official CIP title for that CIP code. Not the school's name for the program.
- **Credential Level**-The Credential Level of the program. Select from the drop-down menu to change the Credential Level code.
- **Special Program**-Indicates that the program belongs to a special program. Select from the drop-down menu to change the special program code.
- **Program Begin Date**-The date on which the student began attending the program.
- **Program Status**-The Program Enrollment Code identifying a student's current program enrollment status. Select from the drop-down menu to change the program enrollment code.
- **Status Effective Date**-The Program Effective Date is the date when the student's current program status first took effect.
- **Program Length**-The Published Program Length and unit of measure for the length of the instructional program in years, months, or weeks as published by the school. You may enter this value in years, months, or weeks; but after it has been submitted the value will be stored and displayed in years or fractions of years.
- **Weeks in Acad. Yr.**-The Weeks in Title IV Academic Year, the total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M.

When updating students, keep the following in mind:

- If a school has students who have not been certified in more than 65 days, a warning icon reading **Late Certification** will appear at the top of the page.

- Additionally, a warning icon will appear next to each student that has not been certified in over 65 days.
- A warning icon will appear next to the CIP code for that program that has been reported to NSLDS by COD but has not been certified by the school.

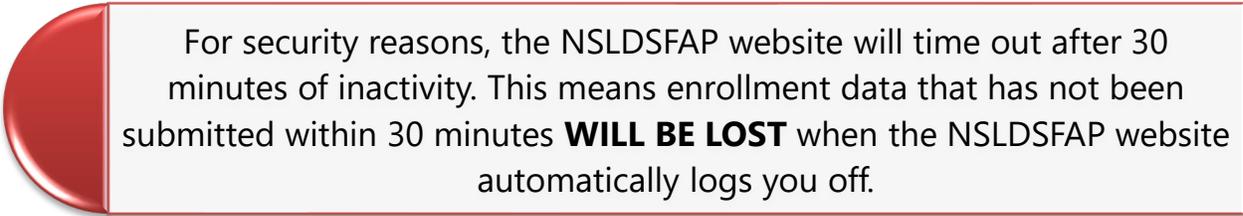
The screenshot displays the NSLDS Enrollment Maintenance interface. At the top, there is a navigation menu with options: Menu, Aid, Enroll, GE, Org, Report, and Tran. Below the menu, a header bar contains links for Enrollment Summary, Enrollment Update, Enrollment History Update, Enrollment Reporting Profile, Enrollment Submittal, Enrollment Notification Override List, Exit Counseling Submittal, GE List, GE Mass Update/Deactivate, and GE Submittal. The user is identified as TEST USER from NORTH SOUTH UNIVERSITY.

The main section is titled "Enrollment Maintenance" and includes a search bar with "Retrieve/Sort by: SSN (Default)", "Begin Value:", and "Exact Match Only" options. A summary box shows "Currently Retrieved/Sorted by: SSN" and "Total Students Matching Criteria: 4".

Below the search bar, there are three student records, each with a "Check All" checkbox and a "Recertification Date" of 09/16/2020. The first record is for HAKIEM S WILSON (SSN: 151-68-1965) with a program in Aeronautics/Aviation (CIP Code 490101 / 2020). The second record is for SYNC SPACE SIERRA (SSN: 181-88-1019) with two programs in Construction Management (CIP Codes 522001 / 2020). The third record is also for SYNC SPACE SIERRA (SSN: 181-88-1019) with a program in Alternative and Comp (CIP Code 513300 / 2010).

CIP Code / Year	Description	Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
490101 / 2020	Aeronautics/Aviation	03	N	07/06/2020	F	07/06/2020	2 .0	0 .0
522001 / 2020	Construction Managem	03	N	09/02/2019	F	09/02/2019	4 .0	0 .0
522001 / 2020	Construction Managem	03	N		F		4 .0	0 .0
513300 / 2010	Alternative and Comp	03	N	06/08/2020	F	06/08/2020	4 .0	0 .0

Figure 7-20: Enrollment Maintenance Update

A red callout box with a rounded left side and a thin red border. The text inside is centered and reads: "For security reasons, the NSLDSFAP website will time out after 30 minutes of inactivity. This means enrollment data that has not been submitted within 30 minutes **WILL BE LOST** when the NSLDSFAP website automatically logs you off."

For security reasons, the NSLDSFAP website will time out after 30 minutes of inactivity. This means enrollment data that has not been submitted within 30 minutes **WILL BE LOST** when the NSLDSFAP website automatically logs you off.

1. Click **Certify Checked Students** to submit the enrollment data changes.
    - If you click **Reset**, the Enrollment Maintenance page will redisplay with whatever information that was displayed when you last retrieved your students' records.
  2. If the information you submitted contains no errors, the Enrollment Maintenance Confirm page appears as seen in Figure 7-27: Enrollment Maintenance Confirm.
- If your information contains errors, NSLDS will display an appropriate message.

**Enrollment Maintenance Confirm**

The updated enrollment information you submitted is displayed below. Click Confirm to apply the information to the database, or click Cancel to return to the Enrollment Maintenance page.

Please note that your updates may cause students to no longer appear on the Enrollment Maintenance page. See Help for further explanation.

<b>1</b>	Cert. Date: 09/22/2020	SSN: 151-68-1965	DOB: 07/22/1973	NAME: HAKIEM S WILSON	No Progs.:	Address		
Location: 03108500		Status: F	Eff. Date: 07/06/2020	Stu. Desig.:	ACD: 06/07/2021	Term Begin: 07/06/2020 Term End: 10/25/2020		
CIP Code / Year	Description	Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
490101 / 2020	Aeronautics/Aviation +	03	N	07/06/2020	F	07/06/2020	2.0 Years	0.0
<b>2</b>	Cert. Date: 09/22/2020	SSN: 181-88-1019	DOB: 06/15/1978	NAME: SYNC SPACE SIERRA	No Progs.:	Address		
Location: 03108500		Status: F	Eff. Date: 09/02/2019	Stu. Desig.:	ACD: 11/21/2022	Term Begin: 08/31/2020 Term End: 12/20/2020		
CIP Code / Year	Description	Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
522001 / 2020	Construction Managem +	03	N	09/02/2019	F	09/02/2019	4.0 Years	0.0
522001 / 2020	Construction Managem +	03	N	09/02/2019	F	09/02/2019	4.0 Years	0.0
<b>3</b>	Cert. Date: 09/22/2020	SSN: 181-88-1019	DOB: 06/15/1978	NAME: SYNC SPACE SIERRA	No Progs.:	Address		
Location: 03108500		Status: F	Eff. Date: 06/08/2020	Stu. Desig.:	ACD: 07/31/2023	Term Begin: 06/08/2020 Term End: 09/27/2020		
CIP Code / Year	Description	Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
513300 / 2010	Alternative and Comp +	03	N	06/08/2020	F	06/08/2020	4.0 Years	0.0

Confirm Cancel

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Figure 7-21: Enrollment Maintenance Confirm

### 7.8.6 Confirming Enrollment Information

To confirm your changes:

1. On the Enrollment Maintenance Confirm page, verify the displayed enrollment information to make sure it is correct and up to date.
2. Click Confirm to apply your changes to the database. The Enrollment Maintenance page redisplay with the updated enrollment information (Figure 7-28: Enrollment Maintenance).

If you click Cancel, you will be returned to the Enrollment Maintenance page, where you can continue to correct or change your enrollment data.

**NSLDS** Menu Aid Enroll GE Org Report Tran

Enrollment Summary | Enrollment Update | Enrollment History Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Return to Enrollment Update

Name: NORTH SOUTH UNIVERSITY  
Code: 06789900 Type: School

### Enrollment Maintenance

Retrieve/Sort by: SSN (Default) Begin Value:   Exact Match Only Retrieve

Currently Retrieved/Sorted by: SSN Total Students Matching Criteria: 4  
SSN Begin: 1 End:  
Enrollment Codes: F  
Credential Level Codes: 03  
Special Program Codes: A, B, N, P, T, U,

Check All Recertification Date: 09/16/2020

<input type="checkbox"/> 1	Cert. Date: 09/16/2020	SSN: 151-68-1965	DOB: 11/07/1990	NAME: HAKIEM S WILSON	No Progs.: <input type="checkbox"/>	Add Program	Address	
Location: 06789900 Status: F Eff. Date: 07/06/2020 Stu. Desig.: ACD: 06/07/2021 Term Begin: 07/06/2020 Term End: 10/25/2020								
CIP Code / Year	Description	Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
490101 / 2020	Aeronautics/Aviation +	03	N	07/06/2020	F	07/06/2020	2 .0 Years	0 .0
<input type="checkbox"/> 2	Cert. Date: 09/16/2020	SSN: 181-88-1019	DOB: 09/08/1981	NAME: SYNC SPACE SIERRA	No Progs.: <input type="checkbox"/>	Add Program	Address	
Location: 06789900 Status: F Eff. Date: 09/02/2019 Stu. Desig.: ACD: 11/21/2022 Term Begin: 08/31/2020 Term End: 12/20/2020								
CIP Code / Year	Description	Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
522001 / 2020	Construction Managem +	03	N	09/02/2019	F	09/02/2019	4 .0 Years	0 .0
<input type="checkbox"/> 3	Cert. Date: 09/16/2020	SSN: 181-88-1019	DOB: 09/08/1981	NAME: SYNC SPACE SIERRA	No Progs.: <input type="checkbox"/>	Add Program	Address	
Location: 06789900 Status: F Eff. Date: 06/08/2020 Stu. Desig.: ACD: 07/31/2023 Term Begin: 06/08/2020 Term End: 09/27/2020								
CIP Code / Year	Description	Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
513300 / 2010	Alternative and Comp +	03	N	06/08/2020	F	06/08/2020	4 .0 Years	0 .0

Figure 7-22: Enrollment Maintenance - Successfully Updated

## 7.8.7 Enrollment Maintenance: What Happens If...

When updating student enrollment records, these situations may arise:

You change your mind...

- If you check records but then decide that you do not want to certify them, uncheck the records individually or click Uncheck All at the top of the form. When you uncheck a record, the Cert. Date reverts to the date it was set to before you selected the record, but any other changes you made to enrollment information remain. However, if you leave the page without clicking Submit, those changes will not be applied.

You click the Reset button...

- If you click Reset before you submit the records, Enrollment Maintenance will redisplay the information that was displayed when you last retrieved your students' records. This includes removing the checks from any boxes and the certification date that was applied prior to the reset selection.

Your student disappears...

- Sometimes, submitting and confirming an update to a student's enrollment status causes that student to "disappear" from the Enrollment Maintenance page. This happens under the following circumstances:
  - You update a student's enrollment status to Deceased ('D'), Graduated ('G'), Withdrawn ('W'), Never Attended ('X') or No Record Found ('Z') two consecutive times.
  - You updated a student's enrollment data and the student fell outside the Advanced Search Options you set. For example, you selected students based on an Anticipated Completion Date Begin of 06/01/2012 and Anticipated Completion Date End of 06/30/2012. You updated all the students to 'G' with an ACD of 06/18/2012, but two students who have not completed their course work. For those two students, you updated their ACD to 12/15/2013. Once confirmed, the two students no longer fit the Advanced Search Options of an ACD between 06/01/2012 and 06/30/2012.
  - You used the location field to move a student to another location. The student will be removed from the Roster of the old location and added to the Roster of the new location.

You enter the wrong Program Identifiers (CIP Code, CIP Year, Credential Level, Special Program, Program Length or Weeks in Academic Year)...

- You have two alternatives:
  - If you have not yet clicked the Confirm button to certify the enrollment information, including CIP, you will be able to backtrack and fix the incorrect CIP.
  - If you have confirmed and thus certified enrollment information containing the incorrect program identifiers, you will need to inactivate the record by reporting a “Never Attended” or ‘X’ status with a later certification date and add a new program with the correct CIP code.

Your student’s program appears with a Program Begin Date that is invalid or in the future or there are inconsistencies between Credential Level and Special Program Indicator (e.g., ‘A’ Selective Admission Associate Degree Program is not reported with Credential Level ‘02’)..

- Report an Enrollment Status of ‘X’ (Never Attended) or ‘Z’ (No Record Found) in these situations.

### **7.8.7.1 Update and Certify Errors**

If the information you submitted contains errors, the Enrollment Maintenance page redisplay (Figure 7-29: Enrollment Maintenance Error Message). A small error icon appears to the left of each row that contains an error. In the example below, record number 1 displays an error icon to the left of the record number. Place your cursor over the icon to display the error message associated with that row.

Place cursor over the smaller error icon(s) to see the errors for the row. Rows may be "Unchecked" if desired.

### Enrollment Maintenance

Retrieve/Sort by:  Begin Value:   Exact Match Only

Currently Retrieved/Sorted by: SSN Total Students Matching Criteria: 14  
 Enrollment Codes: A, D, F, G, H, L, Q, W, X, Z  
 Published Prog. Lgth. in Yrs. Begin:  
 Published Prog. Lgth. in Yrs. End:  
 Credential Level Codes: 01, 02, 03, 04, 05, 06, 07, 08, 99  
 Special Program Codes: A, B, N, P, T, U,

Check All Recertification Date:

1  Cert. Date:  SSN: 001-00-9999 DOB: 07/02/1970 NAME: MAX C STUDENT No Progs.:

Location:  Error(s): 33 - Please ensure Anticipated Completion Date (ACD) is greater than Effective Date (Codes: F,Q,H,A,L). 26 - Please ensure Anticipated Completion Date (ACD) is greater than Certification Date. CD:  Term Begin:  Term End:

CIP Cod	Level	Program	Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
		N			082520		

Figure 7-23: Enrollment Maintenance Error Message

There are several ways to correct errors so the enrollment information you updated can be saved in NSLDS:

- Edit the data in the boxes for Cert. Date, Enroll. Code, Eff. Date, and ACD for all records displaying errors.
  - For example, Thomas Gold’s record has an error: ensure ACD is greater than Certification Date. Thomas’s ACD was 05/14/2012. Correct this error (in this instance the error is corrected by changing the enrollment code to indicate a ‘G’ with the ACD of 05/14/2012) and resubmit as instructed.
- When working on multiple students and you are unable to correct an individual record so that NSLDS will accept it, uncheck that record and resubmit the other student records you want to certify. Take note of the problem student’s identifiers so that you may retrieve and certify it later, after you have done the research needed to submit information acceptable to NSLDS.
- If the records you want to certify contain too many errors or continuously fail edits, you may have to perform the update process over again. In this case, you can use **Primary Search Options** at the top of the Enrollment Maintenance page to retrieve your school’s student enrollment records again. You can also return to the Enrollment Update page and use **Advanced Search Options** to retrieve a different set of records.

See Appendix D for Error Code Message detailed information.

### 7.8.7.2 Adding Students to a School's Enrollment Reporting Roster

You can add students to your Roster instantaneously by using the Enrollment Maintenance page. Adding updated enrollment for students allows NSLDS to inform the GA or federal loan servicer of the attendance, which allows lenders to put the student in an automatic In-School Deferment. Additionally, the student will be added to your Roster for continued monitoring should the enrollment status change.

Adding Title IV aid recipients to your school's Enrollment Reporting Roster involves the following activities:

1. Verify the student has a record on NSLDS.
2. Add the student to the Roster on the Enrollment Maintenance page.

The following section explains how to perform these activities.

### 7.8.7.3 Retrieving Student Records to Add

Use the student identifiers (SSN, first name, DOB) to search for a student. There are two ways to add the student to a Roster:

- From the Enrollment Summary page, click the Enrollment Maintenance button.
- From the Enrollment Update page, retrieve the enrollment Roster (which takes you to the Enrollment Maintenance page) and then click the Add Student button at the bottom of the page.

From the Enrollment Summary page:

1. Click the Enrollment Maintenance button.
2. The Enrollment Maintenance page will display a blank record with the student identifiers pre-populated.
3. Select the individual record by clicking the check box to the far left of the record.
4. Update the necessary campus and program enrollment information.
5. Click **Add Program** to add the program for the student to your Roster (Figure 7-30).
6. Click **Address** to add or update the student's permanent address (Figure 7-31).

From the Enrollment Maintenance page:

- Access the Enrollment Maintenance page.

- Click **Add Student** to add the student to your Roster (Figure 7-30).
- The Enrollment Maintenance page will display a blank record at the bottom of the page.
- Select the individual record by clicking the check box to the far left of the record.
- Enter Student Identifiers (SSN, Name, and DOB) and update the necessary campus and program enrollment information.
- Click **Add Program** to add the program for the student to your Roster (Figure 7-30).
- Click **Address** to add or update the student's permanent address (Figure 7-31).

NSLDS Menu Aid Enroll GE Org Report Tran

Enrollment Summary | Enrollment Update | Enrollment History Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Name: NORTH SOUTH UNIVERSITY  
Code: 06789900 Type: School

**i** No records found for retrieval criteria specified.

### Enrollment Maintenance

Retrieve/Sort by: SSN (Default) Begin Value:   Exact Match Only

Currently Retrieved/Sorted by: SSN Begin Value: 001009999 Total Students Matching Exact Match Criteria: 0  
SSN Begin: 001009999 End: 001009999  
Enrollment Codes: A, D, F, G, H, L, Q, W, X, Z  
Credential Level Codes: 01, 02, 03, 04, 05, 06, 07, 08, 99  
Special Program Codes: A, B, N, P, T, U,

<input checked="" type="checkbox"/> 1	Cert. Date: 09/22/2020	SSN: 001009999	DOB: 08/23/1984	NAME: MAX C	STUD:	No Prog.: <input type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>
Location: 06789900	Status: F	Eff. Date: 08/23/2020	Stu. Desig.:	ACD: 05/31/2025	Term Begin:	Term End:		
CIP Code / Year	Description	Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
<input type="text"/> / <input type="text"/>		-Sel-	-Sel-	<input type="text"/>	-Sel-	<input type="text"/>	<input type="text"/> . -Sel-	<input type="text"/> . <input type="text"/>
<input type="checkbox"/> 2	Cert. Date: 01/01/0001	SSN:	DOB:	NAME:		No Prog.: <input checked="" type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>
Location:	Status: -Sel-	Eff. Date:	Stu. Desig.:	ACD:	Term Begin:	Term End:		

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Figure 7-24: Enrollment Maintenance Add Program/Student

Remember:

- The student does not have to have a loan with your school to be added to your Roster. Any student with open Title IV aid (even if the aid was not received at your school) must have enrollment reported.
- If a student you specified does not appear on the Enrollment Maintenance page, it means that there is no record of that student in the NSLDS database. If this happens, check with the data provider to determine why the student has not been added to NSLDS.

**Federal Student Aid** National Student Loan Data System (NSLDS)  
An OFFICE of the U.S. DEPARTMENT OF EDUCATION

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2

### Student Permanent Address 1

Good Address:	<input checked="" type="checkbox"/>
Effective Date:	04/15/2015 (MMDDCCYY)
Street Address Line 1:	1234 UNIVERSITY DR
Street Address Line 2:	
City:	COLLEGE
State:	DISTRICT OF COLUMBIA
Country:	UNITED STATES OF AMERICA
Postal Code:	12345

[Continue](#) [Cancel](#)

[PRIVACY ACT OF 1974 \(AS AMENDED\)](#)

[FOIA](#) | [Privacy](#) | [Security](#) | [Notices](#) [WhiteHouse.gov](#) | [USA.gov](#) | [ED.gov](#)

Figure 7-25: Student Permanent Address in Enrollment Maintenance

**Note:** If an address is unknown or not available for a student, report Unknown ('UK') in any of the address fields (Address Line 1, State, City, Country, and Postal Code). If any of these fields are reported as 'UK', the address will not be edited or stored. Address Line 2 remains optional and will be stored as spaces if 'UK' is reported. Schools will continue to report 'UK' in future Rosters until the address information becomes available.

## 7.9 Updating Historical Enrollment Data

The Enrollment History Update page will allow schools to add, modify, or inactivate enrollment history data at both the Program- and Campus-level for a student who is attending or has attended your school. Updating student historical enrollment data involves three activities:

1. Retrieving the student's records and selecting the Location where a student is attending or has previously attended for historical enrollment information to be displayed.
2. Updating the Campus- and Program-Level Enrollment data in those records.
3. Confirming and certifying the new enrollment data using the Enrollment History Update Confirm page.

The following section explains how to perform these activities.

### 7.9.1 Getting Started: The Enrollment History Update Page

On the [NSLDSFAP](#) website Menu page, look for the Enrollment area and click the **Enrollment History Update** link. The Enrollment History Update page appears (Figure 7-32: Enrollment History Update). You can also reach the Enrollment History Update page at any time by clicking the **Enroll** tab, then click on the **Enrollment History Update** link.

**MAX C STUDENT**  
 \*\*\*.\*\*-9999      DOB: 07/02/1970

**Enrollment History Update**

**Location**

Location: NORTH SOUTH UNIVERSITY-06789900    Retrieve

**Campus Enrollment**

Certification Date:   
 Student Designator:   
 Anticipated Completion Date:

Delete	Enrollment Status	Effective Date	New Row
<input type="checkbox"/>	--select a status--	<input type="text"/>	Add Row Below

**Program Enrollment**

Add a Program

CIP Code:       CIP Year:   
 1 Cred. Level: -- Select --      Program Length in Yrs.:  -   
 SPI: -- Select --      Program Begin Date:

Delete	Enrollment Status	Effective Date	New Row
<input type="checkbox"/>	--select a status--	<input type="text"/>	Add Row Below

Submit    Reset

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Figure 7-26: Enrollment History Update

## 7.9.2 Retrieving Your Student’s Historical Enrollment Records

Before you can make changes to a student enrollment records, you must retrieve the Student you wish to update. You will need to identify both the student and the location for which you wish to update enrollment history. If you have accessed the page without having already selected a student – for example, on the Main Menu or Enrollment Summary pages, you will need to enter the student identifiers or select from your Previously Retrieved Borrower list and click **Retrieve**. If you access the page after

already selecting a student, or use the Student Search bar at the top of the page, the page will default to the enrollment history of that student at your school location.

The page displays a student's full active Campus- and Program-Level enrollment history at the school user's location(s) and allows school users to correct previously reported incorrect data or improper gaps in data.



Menu
Aid
Enroll
GE
Org
Report
Tran





[Enrollment Summary](#) | [Enrollment Update](#) | [Enrollment History Update](#) | [Enrollment Reporting Profile](#) | [Enrollment Submittal](#) | [Enrollment Notification Override List](#) | [Exit Counseling Submittal](#) | [GE List](#) | [GE Mass Update/Deactivate](#) | [GE Submittal](#)

SSN: 
First Name: 
DOB:  (MMDDCCYY)
Retrieve

Previously Retrieved Borrower: - Select -

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2

**MAX C STUDENT**  
 \*\*\*-\*\*-9999 +      **DOB: 07/02/1970**

### Enrollment History Update

? **Location**

Location: NORTH SOUTH UNIVERSITY-06789900 Retrieve

? **Campus Enrollment**

Certification Date:   
 Student Designator:   
 Anticipated Completion Date:

Delete	Enrollment Status	Effective Date	New Row
<input type="checkbox"/>	--select a status--	<input type="text"/>	<span>Add Row Below</span>
<input type="checkbox"/>	Q - THREE QUARTER TIME	09/05/2020	<span>Add Row Below</span>
<input type="checkbox"/>	F - FULL TIME	09/01/2016	<span>Add Row Below</span>

? **Program Enrollment**

Add a Program

CIP Code: 140301 - Agricultural Engineering.  
 Cred. Level: 05 - MASTER'S DEGREE  
 SPI: N - NOT APPLICABLE

CIP Year: 2010   
 Program Length in Yrs.: 2.0  
 Program Begin Date:

1 Change Identifiers

Delete	Enrollment Status	Effective Date	New Row
<input type="checkbox"/>	--select a status--	<input type="text"/>	<span>Add Row Below</span>
<input type="checkbox"/>	Q - THREE QUARTER TIME	09/05/2020	<span>Add Row Below</span>

CIP Code: 500409 - Graphic Design.  
 Cred. Level: 03 - BACHELOR'S DEGREE  
 SPI: N - NOT APPLICABLE

CIP Year: 2020  
 Program Length in Yrs.: 4.0  
 Program Begin Date:

2 Change Identifiers

Delete	Enrollment Status	Effective Date	New Row
<input type="checkbox"/>	--select a status--	<input type="text"/>	<span>Add Row Below</span>
<input type="checkbox"/>	G - GRADUATED	05/10/2020	<span>Add Row Below</span>
<input type="checkbox"/>	F - FULL TIME	09/01/2016	<span>Add Row Below</span>

Submit      Reset


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Figure 7-27: Enrollment History Update Full Page

### 7.9.3 Understanding Historical Enrollment Records

The Enrollment History Update page displays a full history of active Campus- and Program-Level enrollment at a selected School Location for a particular student. Active enrollment establishes the complete student enrollment history in NSLDS. The Enrollment Detail and Program Enrollment Detail pages can be used to verify the active Campus- and Program-level enrollment statuses that display on the Enrollment History Update page. The Enrollment History Update page displays the following information:

**Location** - The drop-down box that allows you to select the eight-digit Office of Postsecondary Education ID (OPEID) where a student is attending or has previously attended for historical enrollment information to be displayed.

Note: Schools sharing the same first six-digit OPEID code may have been set up with a location to serve as the administrator to receive the batch rosters for multiple locations. All locations with the same administrator may view and update historical enrollment information for students from all the locations in the group.

The **Campus Enrollment** section of the page displays a history of a student's *active* campus enrollment that has been certified by the school.

- **Certification Date**-The date as of which you certify the student's enrollment information is accurate and up-to-date.
- **Student Designator**-School-assigned designation used instead of the SSN to identify the student.
- **Anticipated Completion Date**-The date the student completed, or is expected to complete, his or her studies.
- **Delete**-Allows the deletion of an inaccurate campus enrollment record row.
- **Enrollment Status**-The Enrollment Code identifying a student's campus enrollment status. Valid values are:
  - 'A' - Approved Leave of Absence
  - 'D' - Deceased
  - 'F' - Full Time
  - 'G' - Graduated
  - 'H' - Half Time
  - 'L' - Less Than Half Time
  - 'Q' - Three-Quarter Time
  - 'W' - Withdrawn
  - 'X' - Never Attended
  - 'Z' - No Record Found

- **Effective Date**-The Effective Date is the date when the student's campus status first took effect.
- **New Row**-Allows the addition of a new campus enrollment record.

The **Program Enrollment** section of the page displays a history of a student's *active* enrollment status for each program.

- **CIP Code**-The six-digit Classification of Instructional Programs (CIP) code, without a period, identifying a program's academic content.
- **CIP Year**- The year corresponding to the CIP code reported.
- **Credential Level**-The Credential Level of the program. Valid values are:
  - '01' - Undergraduate Certificate or Diploma Program
  - '02' - Associate's Degree
  - '03' - Bachelor's Degree
  - '04' - Post Baccalaureate Certificate
  - '05' - Master's Degree
  - '06' - Doctoral Degree
  - '07' - First Professional Degree
  - '08' - Graduate / Professional Certificate
  - '99' - Non-Credential Program (Preparatory Coursework / Teacher Certification)
- **Program Length in Yrs**-The Program Length in Years as published by the school.
- **SPI**-The Special Program Indicator (SPI) identifies that the program belongs to one of the following groups:
  - 'A' - Special Admission Associate Degree Program
  - 'B' - Bachelor's Degree Completion Program
  - 'N' - Not Applicable
  - 'P' - Preparatory Coursework Graduate Professional Program
  - 'T' - Non-Credential Teacher Certification Program
  - 'U' - Preparatory Coursework Undergraduate Program
- **Program Begin Date**-The date on which the student began attending the program.
- **Delete**-Allows the deletion of an inaccurate program enrollment record row.
- **Enrollment Status**-The Program Enrollment Code identifying a student's program enrollment status. Valid values are:
  - 'A' - Approved Leave of Absence
  - 'D' - Deceased
  - 'F' - Full Time
  - 'G' - Graduated
  - 'H' - Half Time

- 'L' - Less Than Half Time
- 'Q' - Three-Quarter Time
- 'W' - Withdrawn
- 'X' - Never Attended
- 'Z' - No Record Found
- **Effective Date**-The Program Effective Date is the date when the student's program status first took effect.
- **New Row**- Allows the addition of a new program enrollment record.

**Note:** An Informational icon will display next to CIP Year when a program's CIP Year is not 2020.

## 7.9.4 Updating Historical Enrollment Records

The Enrollment History Update page can assist in easily correcting previously reported data for a student that may have reporting errors.

To update *Campus* enrollment history information:

1. Update the following fields as necessary:
  - a. Enter an up-to-date Certification Date and Anticipated Completion Date.
  - b. The Student Designator field, a school identifier for the student, is optional.
  - c. Update the Enrollment Status and Effective Date, as needed.
2. To delete a row, check the box for any row you wish to remove.
3. To add a new row, click the **Add Row Below** button to insert a new campus enrollment status row to the table.

To update *Program* enrollment history information:

1. Update the following boxes as necessary:
  - a. SPI (Special Program Indicator)
  - b. Program Begin Date
  - c. Enrollment Status (Program Enrollment Status)
  - d. Eff. Date (Status Effective Date)
2. To delete a row, check the box for any row you wish to remove.
3. To add a new row, click the *Add Row Below* button to insert a new program enrollment status row to the table.

When updating enrollment history, keep in mind the following:

- The **Reset** button at the bottom of the page will redisplay the Enrollment History Update page with the information it displayed when the page was initially populated.
- In order to remove all previously certified campus and/or program enrollment for a student, set the **Enrollment Status** to 'X' Never Attended or 'Z' No Record Found and the **Effective Date** equal to the **Program Begin** and check the **Delete** box for all other rows listed.
- When a student has been moved from one location to another, the Enrollment History Update page will display Withdrawn instead of "Moved" as the enrollment status for Campus-level and Program-level for the prior location.
- Enrollment History Update is able to process a total of 100 program statuses for a student at a single location.

To *submit* changes made to Campus and Program enrollment history

1. Click **Submit**.
  - a. Campus and program enrollment history must be submitted at the same time. Verify ALL information (campus and program) is correct before submitting
2. If the information submitted passes edits applied by NSLDS, the Enrollment History Update Confirm page displays.
3. Verify the enrollment information displayed on the Enrollment History Update Confirm page to make sure it is correct and up-to-date.
4. Click **Confirm** to apply your changes to the database. The Enrollment History Update page redisplay with the updated enrollment information (Figure 7-34 Enrollment History Update Page Successfully Updated)
  - a. If you click **Cancel**, you will be returned to the Enrollment Maintenance page, where you can continue to correct or change your enrollment data.
5. The Enrollment History Update page redisplay with the updated enrollment information.

The screenshot displays the NSLDS Enrollment History Update page. At the top, there is a navigation bar with the NSLDS logo and menu items: Menu, Aid, Enroll, GE, Org, Report, and Tran. Below the navigation bar is a breadcrumb trail: Enrollment Summary | Enrollment Update | **Enrollment History Update** | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal. A search bar contains fields for SSN, First Name, and DOB (MMDDCCYY), with a Retrieve button. Below the search bar is a dropdown menu for 'Previously Retrieved Borrower' set to '- Select -'. A message indicates the user is logged in as TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2.

The main content area shows a student profile for 'MAX C STUDENT' with a masked SSN (\*\*\*.\*\*-9999) and a DOB of 07/02/1970. Below this is the 'Enrollment History Update' section, which displays a blue information icon and the text 'Successfully updated.' Underneath is a 'Location' section with a dropdown menu set to 'NORTH SOUTH UNIVERSITY-06789900' and a 'Retrieve' button. The 'Campus Enrollment' section is partially visible at the bottom, showing a 'Certification Date' of 05/02/2019 and a 'Student Design' field.

Figure 7-28 Enrollment History Update Page Successfully Updated

### 7.9.4.1 Update and Certify Errors

If the information you submitted contains errors, the Enrollment History Update page redisplay (Figure 7-29: Enrollment Maintenance Error Message). An error message appears at the top of the page and a small error icon appears to the left of each row that contains an error. In the example below, error icons are present at the top of the page and to the left of the Campus Enrollment and Program Enrollment record row. Place your cursor over the icon to view the error message associated with that row.



Menu
Aid
Enroll
GE
Org
Report
Tran





[Enrollment Summary](#) | [Enrollment Update](#) | [Enrollment History Update](#) | [Enrollment Reporting Profile](#) | [Enrollment Submittal](#) | [Enrollment Notification Override List](#) | [Exit Counseling Submittal](#) | [GE List](#) | [GE Mass Update/Deactivate](#) | [GE Submittal](#)

SSN:  First Name:  DOB:  (MMDDCCYY)

Previously Retrieved Borrower:

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2

MAX C STUDENT  
 \*\*\* \*\* -0138  DOB: 04/15/1984

### Enrollment History Update

 [Place cursor over the smaller error icon\(s\) to see the errors for the row.](#)

#### Location

Location:

#### Campus Enrollment

Certification Date:   
 Student Designator:   
 Anticipated Completion Date:

Delete	Enrollment Status	Effective Date	New Row
Error(s): 30 - Please ensure Enrollment Effective Date is less than or equal to Certification Date.			
<input type="checkbox"/>	G - GRADUATED	05/15/2020	<input type="button" value="Add Row Below"/>
<input type="checkbox"/>	F - FULL TIME	09/30/2015	<input type="button" value="Add Row Below"/>

#### Program Enrollment

CIP Code: 050101 - African Studies.  
 Cred. Level: 01 - UNDERGRADUATE CERTIFICATE OR DIPLOMA PROGRAM  
 SPI:

CIP Year: 2020  
 Program Length in Yrs.: 4.0  
 Program Begin Date:

Delete	Enrollment Status	Effective Date	New Row
Error(s): 30 - Please ensure Enrollment Effective Date is less than or equal to Certification Date.			
<input type="checkbox"/>	G - GRADUATED	05/15/2020	<input type="button" value="Add Row Below"/>
<input type="checkbox"/>	F - FULL TIME	09/30/2015	<input type="button" value="Add Row Below"/>

Figure 7-29: Enrollment History Update Page Error Message

### 7.9.4.2 Adding a Program

To add a new *Program* to an existing student's record:

1. Click the **Add Program** button.
2. A new blank program record box will display on the page.
3. Complete the following boxes:
  1. CIP Code
  2. CIP Year
  3. Cred. Level (Credential Level)
  4. Program Length in Yrs
  5. SPI (Special Program Indicator)
  6. Program Begin Date
  7. Enrollment Status (Program Enrollment Status)
  8. Eff. Date (Status Effective Date)
4. To delete a row, check the box for any row you wish to remove.
5. To add a new row, click the **Add Row Below** button to insert a new program enrollment status row to the table.
  - a. Note: Campus and program enrollment history must be submitted at the same time. Verify ALL information (campus and program) is correct before submitting.

### 7.9.5 Going Further: Program Identifier Changes

As mentioned in Section 4.2.1, a unique program is defined as a combination of the school's eight-digit *OPEID*, the *CIP code*, the *CIP year*, the *Credential Level*, and the *Published Program Length* (as reported in or converted to years using the combination of the Published Program Length, Published Program Length Measurement, and Weeks in Title IV Academic Year). These fields are commonly known as Program Identifiers. The Program Enrollment section of the Enrollment History Update page displays a button to **Change Identifiers** and CIP Year next to each CIP Code for each program. An informational icon with 'Pre-2020 CIP Year' will display when a program's CIP Year is 2000 or 2010.

To update the Published Program Length in Years and/or any other program identifiers, click the **Change Identifiers** button. After clicking the **Change Identifiers** button, the program identifier fields (CIP Code, CIP Year, Credential Level, and Program Length in Years) are no longer viewable as display only and can be updated, as shown below.

?

### Program Enrollment

CIP Code: 500409 - Graphic Design.

Cred. Level: 03 - BACHELOR'S DEGREE

SPI: N - NOT APPLICABLE

CIP Year: 2010

Program Length in Yrs.: 4 | 0

Program Begin Date: 08/25/2016

Delete	Enrollment Status	Effective Date	New Row
<input type="checkbox"/>	--select a status--		<input type="button" value="Add Row Below"/>
<input type="checkbox"/>	G - GRADUATED	01/31/2020	<input type="button" value="Add Row Below"/>
<input type="checkbox"/>	F - FULL TIME	08/28/2018	<input type="button" value="Add Row Below"/>
<input type="checkbox"/>	L - LESS THAN HALF TIME	01/20/2017	<input type="button" value="Add Row Below"/>
<input type="checkbox"/>	F - FULL TIME	08/25/2016	<input type="button" value="Add Row Below"/>

Figure 7-30: Enrollment History Update Page – Program Identifier Changes

When the Change Identifiers button is clicked, a **Revert Back** button displays to allow users the option to *undo* changes *before* submitting. Clicking the Revert Back button will redisplay the Enrollment History Update page with the CIP Code, CIP Year, Credential Level, Program Length in Years, Special Program Indicator, and Program Begin Date values as displayed when the page was initially populated.

After submitting and certifying the changes, NSLDS transfers the active enrollment history from the 2000 or 2010 CIP program to the 2020 CIP program and applies 'X' (Never Attended) as the most current, active enrollment status for the 2000 or 2010 CIP program. Additionally, all the previously active enrollment history on the 2000 or 2010 CIP program is set to inactive.

Edits are in place to ensure accurate reporting of 2020 CIP Year and Program Identifier Changes.

Errors 80 and 81 are used when reporting a Program Identifier Change (Record Type 004) and there is a conflict with the Current Program and/or New Program records as described in Tables 7-3 and 7-4.

<b>Error 80 – New Program</b>
Cannot be an active Program reported for the student on NSLDS
Cannot be reported on the Program-Level Record
Cannot be reported as Current or New Program in another Program Identifier Change Record

Table 7-2: Program Identifier Changes – Error 80

<b>Error 81 – Current Program</b>
Is not an active Program reported for the student on NSLDS
Has a non-2020 CIP Year that matches a program with a 2020 CIP year in the Program-Level Record
Cannot be reported as Current or New Program in another Program Identifier Change Record

Table 7-3: Program Identifier Changes – Error 81

Error 82 is used when reporting 2020 CIP Year Program-Level Record and/or Program Identifier Changes as described in Table 7-5.

<b>Error 82 – CIP Year</b>
Non-2020 CIP Year program reported in the Program-Level Record is the same program with a 2020 CIP Year
Non-2020 CIP Year program reported in the Program-Level Record already exists with a 2020 CIP Year on NSLDS
2020 CIP Year program reported in the Program-Level Record has the same program identifiers as multiple non-2020 CIP Year (2000 and 2010) programs on NSLDS
Current Program reported with 2020 CIP Year in the Program Identifier Change Record is the same program reported as New Program with a non-2020 CIP Year

Table 7-4: Program Identifier Changes – Error 82

## 7.10 Student Contact Information

To report or update student contact information online use the Student Contact Information page, under the Aid tab, which displays a student’s postal addresses, email addresses, and phone numbers that have been reported to NSLDS.

**MAX C STUDENT**  
 \*\*\*-\*\*-9999 +      **DOB: 07/02/1970**

**Student Contact Information**

Display Only: All      Sort By: Effective Date      Submit

**Postal Address**  
 Add Postal Address

	Good	Effective Date	Postal Address	Source
1	<input checked="" type="checkbox"/>	04/15/2015	Street Line 1: 1234 UNIVERSITY DR      Line 2: City: COLLEGE      State: DC      Country: UNITED STAT +      Postal Code: 12345	<a href="#">06789900</a>
2	<input checked="" type="checkbox"/>	10/15/2014	Street Line 1: 103 HIGHLAND ST      Line 2: APT 3 City: BROCKTON      State: MA      Country: UNITED STAT +      Postal Code: 02301 +	<a href="#">06789900</a>
3	<input type="checkbox"/>		Street Line 1:      Line 2: City:      State:      Country:      Postal Code: +	<a href="#">06789900</a>

**Email Address**  
 Add Email Address

	Good	Effective Date	Email Address	Source
1	<input type="checkbox"/>	08/16/2016	max.student1@GMAIL.COM	<a href="#">06789900</a>
2	<input checked="" type="checkbox"/>	01/21/2015	mstudent@NORTHSOUTH.EDU	<a href="#">06789900</a>

**Phone Number**  
 Add/Update Phone Number

	Preferred	Type	Country Code	Phone Number	Source
1		H	000	2183307095	DLORGN
2	<input checked="" type="checkbox"/>	C		1234567891	<a href="#">06789900</a>
3		H	000	2183307095	<a href="#">500</a>
4		H	000	2183307095	<a href="#">579</a>

Update Contact Information

PRIVACY ACT OF 1974 (AS AMENDED)

Figure 7-31: Student Contact Information

Schools can use the Add Postal Address, Add Email Address, and Add/Update Phone Number buttons to report new information for the student. Remember schools are required to report address information, but email and phone numbers are optional.

Schools can use the Add Postal Address, Add Email Address, and Add/Update Phone Number buttons to report new information for the student. Remember schools are required to report address information, but email and phone numbers are optional.

The figure displays three separate web forms for adding student contact information. Each form is contained within a light green rectangular box with a black border and a 'Submit' button below it.

- Address Add:** This form includes a 'Good Address' checkbox, an 'Effective Date' field with the value '03/06/2017' and a '(MMDDCCYY)' label, two 'Street Address Line' text input fields, a 'City' text input field, a 'State' dropdown menu with '-Select-' selected, a 'Country' dropdown menu with 'UNITED STATES OF AMERICA' selected, and a 'Postal Code' text input field.
- Email Address Add:** This form includes a 'Good Address' checkbox, an 'Effective Date' field with the value '03/06/2017' and a '(MMDDCCYY)' label, and an 'Address' text input field.
- Phone Number Add/Update:** This form includes a 'Preferred Number' checkbox, a 'Type' dropdown menu with '-Select-' selected, a 'Country Code' text input field, and a 'Phone Number' text input field.

Figure 7-32: Add/Update Student Contact Information

Users with a relationship to the student can view historical (all) and valid (good) information based on effective dates and the source of the reported address. Schools that reported contact information for a student can use this page to activate or deactivate a record. School users from the original reporting school will see checkboxes

in the 'Good' column.

- To deactivate a record that was previously known to be good, uncheck the box and click **Update**.
- To activate a record that was previously known to be historical, check the box and click **Update**.

## 7.11 Enrollment Reporting Profile

The Enrollment Reporting Profile page displays the set up for organizations that report or receive enrollment status information about students receiving federal student aid. The Profile includes file preferences, administrator relationships for different locations, and the reporting schedule one year into the future and one year from the past. Based on the users' security access or use of an Enrollment Reporting Servicer, update capability is initiated from this page. Each section of the Profile will be reviewed in this section.

### 7.11.1 The Enrollment Reporting Profile Page

On the [NSLDSFAP](#) website Menu page, look for the Enrollment tab and click **Enrollment Reporting Profile** on the navigation bar. The Enrollment Profile page appears (Figure 7-26).

You can also reach the Enrollment Reporting Profile page at any time by clicking the **Enroll** tab. This will cause the Enrollment Summary page to appear. Then look for the navigation bar at the top of the page (for Enrollment the color bar is teal) and click **Enrollment Reporting Profile**.

The Enrollment Reporting Profile page allows authorized users to view and update school selections for Portfolio Type, file Preferences, Enrollment Administration, and the Enrollment Reporting Schedule. These selections are described below.

Under the Enrollment Reporting Profile title are also six selection buttons which allow school and ED users with necessary permissions to navigate to the following pages:

- **Enrollment Reporting Statistics**— the Enrollment Reporting Statistics page displays information about the extent and quality of the enrollment reporting provided by schools participating in the federal student aid programs. School users can view the previous year's enrollment reporting statistics for their school or for any of their school's locations. Additionally, the page displays information about late Roster notifications sent to the school or school locations during the previous six months. Enrollment Reporting Statistics are calculated and

published during the third week of each month. See Chapter 8 for more information.

- **Certification by Quarter**— the Enrollment Certification by Quarter page displays a quarterly count by enrollment status of certifications received by NSLDS during the four most recent fiscal quarters. Run at the end of the quarter, this report evaluates the last enrollment status reported per student that updated NSLDS during that quarter. See Chapter 8 for more information.
- **Enrollment Submittal Tracking**—the Enrollment Submittal Tracking page displays information about Enrollment batch Rosters and submittals, and online Enrollment Maintenance activity. School users can view this information for their school or any of their school's locations. See Chapter 8 for more information.
- **Ad Hoc Roster Request**— the Ad Hoc Roster Request page allows school users to request an ad hoc Roster outside their regular reporting schedule for their own location, or for any location at their school sharing the same enrollment administrator. ED users can request an ad hoc Roster for any location at any school. The request is effective immediately, and the Roster is generated the next time the batch program runs. See Section 7.11.1.5 for more information
- **Roster Reset** —the Roster Reset page allows authorized users to push all students who have appeared on a school location's enrollment Roster, at any time since the user-specified "As Of Date," back onto the location's current Roster. School users can reset the Roster for their own school location and any locations they administer. See Section 7.11.1.6 for more information
- **Perkins Notification Setup**— the Perkins Notification Setup page allows a school to indicate its desire to participate in the enrollment notification process by entering a designated SAIG Mailbox (TG Number). The school provides the mailbox to which certified enrollment records of students for whom it holds Perkins loans will be sent in a weekly notification file. The [Notification File format](#) can be found on the [Knowledge Center](#), NSLDS User Resources, and NSLDS Record Layouts and Appendix H. For more information on this process refer to Perkins Technical Update, [PK-2012-02: Enhancements to NSLDS Enrollment Reporting Including Perkins Data Providers Enrollment Notification Setup](#).

### 7.11.1.1 Portfolio Type

On the Enrollment Reporting Profile Page, you can select **Portfolio Type** beneath the three selection buttons listed above. The box allows you to specify a **Portfolio Type**. If you have entered an SAIG Mailbox (TG Number) to indicate that you want to receive Enrollment Notification files, this selection allows you to choose to view the school's

enrollment reporting profile for the reporting process or the school’s enrollment reporting profile for the enrollment notification process.

The screenshot shows the 'Enrollment Reporting Profile' interface. At the top, there are navigation tabs: 'Enrollment Reporting Statistics', 'Certification by Quarter', 'Enrollment Submittal Tracking', 'Ad Hoc Roster Request', 'Roster Reset', and 'Perkins Notification Setup'. Below these, the 'Portfolio Type' section features a dropdown menu set to 'School' and a 'Switch Portfolio' button. The 'Preferences' section contains a box with the following details: Destination SAIG Mailbox: T6000400, Servicer Name: None, Administrator Name: None, Roster Format: Multiple Files, File Type: Fixed Length, and Sort Order: Student SSN. An 'Update' button is located below the preferences box.

Figure 7-33: Enrollment Reporting Profile – Portfolio Type

The selection of the Portfolio Type will display the appropriate schedule for reporting files (when 'School' is selected) or receiving notification files (when Perkins Lender is selected.)

This screenshot shows the 'Enrollment Reporting Profile' interface with additional sections. The 'Portfolio Type' and 'Preferences' sections are identical to Figure 7-33. Below the preferences is the 'Enrollment Administration' section, which shows 'Administered By: 06789900 - NORTH SOUTH UNIVERSITY' and an 'Update' button. The 'Future Schedule' section contains a table with the following data:

Date	Type	Purpose	Created By
04/06/2015	Ad Hoc		TEST USER (04/06/2015)
04/15/2015	Scheduled	DROP	TEST USER (04/06/2015)
06/15/2015	Scheduled	SUMMER	TEST USER (04/06/2015)
08/15/2015	Scheduled	DROP	TEST USER (04/06/2015)
10/15/2015	Scheduled	FALL	TEST USER (04/06/2015)
12/15/2015	Scheduled	DROP	TEST USER (04/06/2015)
02/15/2016	Scheduled	SPRING	TEST USER (04/06/2015)

An 'Update' button is located below the table.

Figure 7-34: Enrollment Reporting Profile

### 7.11.1.2 Enrollment Reporting Profile – Preferences

The Preferences section displays established enrollment reporting values. In this section, you will notify NSLDS of the new file type you want to use. Once the preferences are selected, NSLDS will begin generating the Roster files in the format and file type that you designate. For schools using an Enrollment Servicer, the Servicer will establish the reporting preferences.

The preferences are defined as follows:

- **Destination SAIG Mailbox**- the Student Aid Internet Gateway (SAIG) TG mailbox established to send and receive enrollment files. This is not an updatable field. TG mailbox changes are handled on [fsawebenroll.ed.gov](https://fsawebenroll.ed.gov).
- **Servicer Name (Schools Only)**- for schools that signed up to use a third-party servicer to respond to NSLDS Enrollment Reporting Roster files, the name of the servicer as provided by SAIG. This is not an updatable field. TG mailbox changes are handled on [fsawebenroll.ed.gov](https://fsawebenroll.ed.gov).
- **Administrator Name (Schools Only)**- the name of the designated administrator if one has been established for the retrieved location. Schools may report for their own campus location or set up another location for administration of the Enrollment Reporting process. The administrator set up is completed on the Enrollment Reporting Profile Page under the Enrollment Administration section.
- **Roster Format (Schools Only)**- default is Single File. For schools that use an Administrator, the Administrator may choose:
  - Single File - A single file containing all the students for all locations.
  - Multiple Files - Separate files for each of the locations for which the administrator will report.
- **Records Received (Non-schools Only)**- the type of notification records received:
  - All Records
  - Changes Only
- **File Type**- the selected report layout style. Valid values are:
  - Fixed Width File
  - Comma Separated Values (schools only)
- **Sort Order**- the method selected to retrieve and display student enrollment records. Valid values are:
  - Student SSN
  - Student Last Name

You can change a preference value by selecting the Update button under the Preferences section. If the Update button does not appear, the school location has an Administrator or servicer, and only the Administrator or servicer can update the preference values.

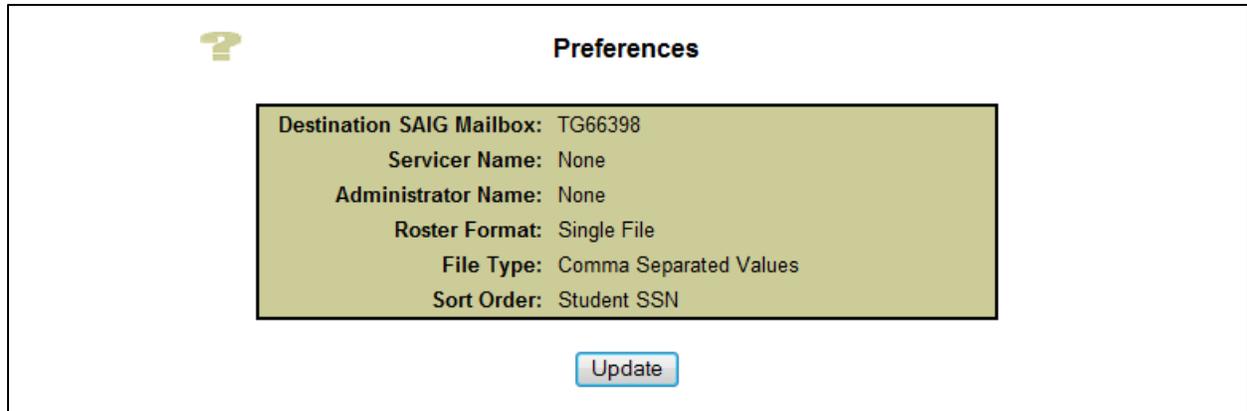
Figure 7-35: Enrollment Reporting Profile- Preferences

### 7.11.1.2.1 Enrollment Reporting Profile – Preferences Update

The Enrollment Reporting Preference Update page allows you to establish or change the enrollment reporting preferences displayed on the Enrollment Reporting Profile page. Drop-down selections provide the preference options listed in Figure 7-42: Enrollment Reporting Preferences Update. In some cases, schools who use a Servicer will not be able to update the preferences.

Figure 7-36: Enrollment Reporting Preferences Update

Submit and confirm to establish new preference selection.



**Preferences**

Destination SAIG Mailbox:	TG66398
Servicer Name:	None
Administrator Name:	None
Roster Format:	Single File
File Type:	Comma Separated Values
Sort Order:	Student SSN

Figure 7-37: Enrollment Reporting Preferences – Selection Updated

### 7.11.1.3 Enrollment Reporting Profile – Enrollment Administration

The Enrollment Administration section displays all the locations at a given school that have student records on NSLDS. Users at school locations can designate any active location sharing their main campus' OPEID to administer their Enrollment Reporting responsibilities. This location then becomes responsible for receiving and returning enrollment reporting Rosters for all locations for which it is the administrator.

Locations that have not signed up for the enrollment reporting batch service through [fsaweb.enroll.ed.gov](https://fsaweb.enroll.ed.gov) will be assigned to the Enrollment Administrator at the lowest numbered location that is set up for Enrollment Reporting.

- **Administered By**- This row identifies OPEID and name of the school location responsible for receiving enrollment Roster files and establishing file preferences for locations listed below it. The rows below the Administered By row list the OPEID and the name of the school locations serviced by that Enrollment Administrator.

To assign or change an administrator, click the Update button. Select an **Administered By** location from the drop-down list, and then click **Submit**. Review your selection, and then click **Confirm**.

**Enrollment Administration**

<b>Administered By: 06789903 - NORTH SOUTH UNIVERSITY - MIDWEST</b>
06789900 - NORTH SOUTH UNIVERSITY
06789903 - NORTH SOUTH UNIVERSITY - MIDWEST
06789904 - NORTH SOUTH UNIVERSITY - LOS ANGELES
06789905 - NORTH SOUTH UNIVERSITY - SANTA BARBARA
<b>Administered By: 06789901 - NORTH SOUTH UNIVERSITY - NEW ENGLAND</b>
06789901 - NORTH SOUTH UNIVERSITY - NEW ENGLAND
<b>Administered By: 06789906 - NORTH SOUTH UNIVERSITY - SEATTLE</b>
06789906 - NORTH SOUTH UNIVERSITY - SEATTLE
06789907 - NORTH SOUTH UNIVERSITY - TULSA
<b>Administered By: 06789908 - NORTH SOUTH UNIVERSITY - MOBILE</b>
06789909 - NORTH SOUTH UNIVERSITY - NEW ENGLAND GRADUATE SCHOOL
06789908 - NORTH SOUTH UNIVERSITY - MOBILE
06789902 - NORTH SOUTH UNIVERSITY - RENO

Figure 7-38: Enrollment Administration

### 7.11.1.3.1 Enrollment Reporting Profile – Enrollment Administration Update

The Update button below the Enrollment Administration section opens a new page where any school user at the main campus OPEID can establish or revise the Administration set up. More than one location can serve as an administrator. Figure 7-44 shows an administration that has been established regionally.

To assign or change an administrator, click the Update button. Select an **Administered By** location from the drop-down list, and then click **Submit**. Review your selection, and then click **Confirm**.

**Enrollment Administration Update**

Location	Name	Administered By
06789900	NORTH SOUTH UNIVERSITY	06789903 - NORTH SOUTH UNIVERSITY - MIDWEST
06789903	NORTH SOUTH UNIVERSITY - MIDWEST	06789903 - NORTH SOUTH UNIVERSITY - MIDWEST
06789904	NORTH SOUTH UNIVERSITY - LOS ANGELES	06789903 - NORTH SOUTH UNIVERSITY - MIDWEST
06789905	NORTH SOUTH UNIVERSITY - SANTA BARBARA	06789903 - NORTH SOUTH UNIVERSITY - MIDWEST
06789901	NORTH SOUTH UNIVERSITY - NEW ENGLAND	06789901 - NORTH SOUTH UNIVERSITY - NEW ENGLAND
06789906	NORTH SOUTH UNIVERSITY - SEATTLE	06789906 - NORTH SOUTH UNIVERSITY - SEATTLE
06789907	NORTH SOUTH UNIVERSITY - TULSA	06789906 - NORTH SOUTH UNIVERSITY - SEATTLE
06789909	NORTH SOUTH UNIVERSITY - NEW ENGLAND GRADUATE SCHOOL	06789908 - NORTH SOUTH UNIVERSITY - MOBILE
06789908	NORTH SOUTH UNIVERSITY - MOBILE	06789908 - NORTH SOUTH UNIVERSITY - MOBILE
06789902	NORTH SOUTH UNIVERSITY - RENO	06789908 - NORTH SOUTH UNIVERSITY - MOBILE

Figure 7-39: Enrollment Administration Update

In this example, the Midwest location, 06789903, will now receive enrollment records for the 06789900, 06789903, 06789904, and 06789905 locations. The New England location, 06789901, will administer themselves. The Seattle location, 06789906, will receive the

enrollment records for 06789906, and 06789907. The Mobile location, 06789903, will receive their records and those for the 06789909 and 06789902 locations.

The Administrator determines file preferences. So, in the example above, the 06789902 location could not go online and change the file type that has been established by the 06789908. However, if they decide they want to do their own reporting they can update the administration set up to receive Rosters and choose the preferences for the files they would receive.

### 7.11.1.4 Enrollment Reporting Profile – Enrollment Reporting Schedule

When a school signs up for Enrollment Reporting Services through [FSAWebenroll](#), unless the school selects a reporting schedule, the default schedule determined by the Department will be assigned. As schools are required to report no less frequently than every 60 days, the default schedule is set at every other month. You may wish to change this default schedule to reflect accurately the frequency of enrollment changes at your school, as well as your own need for timely enrollment data. Schedule information is provided on the Enrollment Reporting Profile Page.

The Future Schedule and Past Schedule section displays the upcoming schedule for your school up to one year in the future and shows the dates for the past one year of previously generated Rosters. The page displays the following information:

- **Date**— the date when NSLDS sent or will send an Enrollment Reporting Roster, if the organization is a school, or a Notification file if the organization is a federal loan servicer, guaranty agency, lender, lender servicer, or Perkins Loan school. Dates are displayed up to one year into the future and the past.
- **Type**— the type of file that NSLDS will send the organization. Valid values are:
  - Scheduled - A regularly scheduled file. When NSLDS sends an organization a regular file, it automatically schedules another such file for one year in the future.
  - Ad Hoc - A file generated for some special reason and not as part of the organization's regular schedule. When NSLDS sends an organization an ad hoc file, it does not automatically schedule another such file for one year in the future.
- **Purpose**— this field allows users to provide a reason for the scheduled or Ad Hoc Roster (e.g., drop/add dates, term begin, or term end).
- **Created By**— the User ID of whoever created or updated the schedule that caused the generation of a particular scheduled item and, in parentheses, the date created. Valid values are:

- Original Schedule - The date the organization originally signed-up with NSLDS.
- User Name - The online user who updated the schedule or requested an Ad Hoc file.



### Future Schedule

Date	Type	Purpose	Created By
05/14/2014	Scheduled	SPRING TERM ENDS	SCTST5 ONLINE SCHOOL ID TES (10/06/2013)
07/01/2014	Scheduled	GRADUATION REVIEW	SCTST5 ONLINE SCHOOL ID TES (10/06/2013)
08/29/2014	Scheduled	FALL TERM BEGINS	SCTST5 ONLINE SCHOOL ID TES (10/06/2013)
11/11/2014	Scheduled	FALL MID-TERM DROP DEADLINE	SCTST5 ONLINE SCHOOL ID TES (03/28/2014)
01/07/2015	Scheduled	SPRING TERM BEGINS	SCTST5 ONLINE SCHOOL ID TES (03/28/2014)
03/25/2015	Scheduled	SPRING MID-TERM DROP DEADLINE	SCTST5 ONLINE SCHOOL ID TES (03/28/2014)



### Past Schedule

Date	Type	Purpose	Created By
05/14/2013	Scheduled	SPRING TERM ENDS	SCTST5 ONLINE SCHOOL ID TES (12/24/2012)
07/01/2013	Scheduled	GRADUATION REVIEW	SCTST5 ONLINE SCHOOL ID TES (12/24/2012)
08/29/2013	Scheduled	FALL TERM BEGINS	SCTST5 ONLINE SCHOOL ID TES (12/24/2012)
11/11/2013	Scheduled	FALL MID-TERM DROP DEADLINE	SCTST5 ONLINE SCHOOL ID TES (12/24/2012)
01/07/2014	Scheduled	SPRING TERM BEGINS	SCTST5 ONLINE SCHOOL ID TES (10/06/2013)
03/25/2014	Scheduled	SPRING MID-TERM DROP DEADLINE	SCTST5 ONLINE SCHOOL ID TES (10/06/2013)

Figure 7-40: Enrollment Reporting Schedule

### 7.11.1.4.1 Enrollment Reporting Profile – Enrollment Reporting Schedule Update

The enrollment reporting schedule can be changed by creating a new schedule or updating the schedule that appears on the **Enrollment Reporting Schedule Update** Page shown in Figure 7-47: Enrollment Reporting Schedule Update.

Return To Enrollment Reporting Profile

Name: NORTH SOUTH UNIVERSITY  
Code: 06789900 Type: School

#### Enrollment Reporting Schedule Update

Create New Schedule

Most recently generated scheduled file: 03/01/2015

#### Scheduled Roster Requests

Date	Type	Purpose	Cancel
05/01/2016	Scheduled	Summer Begins	<input type="checkbox"/>
07/01/2016	Scheduled	Summer Drop	<input type="checkbox"/>
09/01/2016	Scheduled	Fall Begins	<input type="checkbox"/>
11/01/2016	Scheduled	Fall Drop	<input type="checkbox"/>
01/01/2017	Scheduled	Spring Begins	<input type="checkbox"/>
03/01/2017	Scheduled	Spring Drop	<input type="checkbox"/>

Add Row

#### Ad Hoc Roster Requests

Loc.	Name	Date	Type	Purpose	Cancel
06789900	NORTH SOUTH UNIVERSITY	03/06/2017	Ad Hoc		<input type="checkbox"/>

Submit Reset

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Figure 7-41: Enrollment Reporting Schedule Update

### 7.11.1.4.2 Creating a New Enrollment Reporting Schedule

This selection allows you to delete your school’s existing reporting schedule and create a new one. Submitting a Start Date and a Frequency will create a sample schedule based on those parameters.

To create a new schedule:

1. On the Enrollment Reporting Schedule Update page, click Create New Schedule. The Enrollment Reporting Schedule Create page appears (Figure 7-48: Enrollment Reporting Schedule Create).

Return To Enrollment Reporting Schedule Update

Name: NORTH SOUTH UNIVERSITY  
Code: 06789900 Type: School

**Enrollment Reporting Schedule Create**

Start Date: 03/06/2017 (MMDDCCYY)  
Frequency: Every Two Months

Submit

**Current Schedule**

Date	Type	Purpose	Created By
03/06/2017	Ad Hoc		TEST USER (03/07/2017)
03/08/2017	Scheduled	DROP	TEST USER (03/07/2017)
05/06/2017	Scheduled	SUMMER	TEST USER (03/07/2017)
07/06/2017	Scheduled	DROP	TEST USER (03/07/2017)
09/06/2017	Scheduled	FALL	TEST USER (03/07/2017)
11/06/2017	Scheduled	DROP	TEST USER (03/07/2017)
01/06/2018	Scheduled	SPRING	TEST USER (03/07/2017)
03/06/2018	Scheduled		TEST USER (03/06/2017)

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Figure 7-42: Enrollment Reporting Schedule Create

2. In the **Start Date** box, type a valid date greater than or equal to the current date and less than or equal to the current date plus 1 year.

In the Frequency box, click a selection. Valid frequencies for schools are:

- Every Week
  - Every Two Weeks
  - Every Month
  - Every Two Months (Default)
3. Click **Submit**. If you entered a valid start date and frequency, the Enrollment Reporting Schedule Create Confirm page appears (Figure 7-49: Enrollment Reporting Schedule Create Confirm).

Return To Enrollment Reporting Schedule Update

Name: NORTH SOUTH UNIVERSITY  
Code: 06789900 Type: School

**Enrollment Reporting Schedule Create Confirm**

You have requested a new schedule based on the following values:  
Start Date: 03/06/2017  
Frequency: Every Two Months

Those values will create the new schedule displayed below. Files scheduled for weekend dates will be generated on the next working day. Click CONFIRM to delete your existing schedule and replace it with the new schedule, or click CANCEL to return to Enrollment Reporting Schedule Create.

Date	Type
03/06/2017	Scheduled
05/06/2017	Scheduled
07/06/2017	Scheduled
09/06/2017	Scheduled
11/06/2017	Scheduled
01/06/2018	Scheduled
03/06/2018	Scheduled

Confirm Cancel

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Figure 7-43: Enrollment Reporting Schedule Create Confirm

- Click **Confirm**. NSLDS now voids the original schedule and replaces it with the one you just created. The Enrollment Reporting Schedule Update page appears again, displaying your Schedule successfully created.

You can also discard your new schedule by clicking **Cancel**. The Enrollment Reporting Schedule Create page appears again, showing your original schedule.

Return To Enrollment Reporting Profile

Name: NORTH SOUTH UNIVERSITY  
Code: 06789900 Type: School

**i** No adhoc rosters were found for this location or the locations it administers.

### Enrollment Reporting Schedule Update

Create New Schedule

Most recently generated scheduled file: 03/06/2018

#### Scheduled Roster Requests

Date	Type	Purpose	Cancel
03/10/2017	Scheduled		<input type="checkbox"/>
05/06/2017	Scheduled		<input type="checkbox"/>
07/06/2017	Scheduled		<input type="checkbox"/>
09/06/2017	Scheduled		<input type="checkbox"/>
11/06/2017	Scheduled		<input type="checkbox"/>
01/06/2018	Scheduled		<input type="checkbox"/>
03/06/2018	Scheduled		<input type="checkbox"/>

Add Row Submit Reset

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Figure 7-44: Enrollment Reporting Schedule Successfully Created

### 7.11.1.4.3 Updating an Enrollment Reporting Schedule

Working with either a newly created schedule or the previously displayed schedule without creating a new one, you can modify the schedule on the Enrollment Reporting Schedule Update page. To change the schedule displayed on the update page you may:

1. Remove an existing schedule item:
  - Click the **Cancel** box for that item.
2. Change date for an existing schedule item:
  - Type over a date in the **Date** box with a valid future date in mm/dd/ccyy format.
3. Add a reason for the scheduled item:
4. Enter the **Purpose** for this scheduled item. This can be helpful for reminders to

set future items, such as drop/add deadline, term end date, etc.

5. Add new items to the schedule:

- Click **Add Row** to add another row to the Update Schedule form.
- In the **Date** box, type a valid date greater than or equal to the current date and less than or equal to the current date plus one year.
- In the **Purpose** box, type a reason for the scheduled item.

**Enrollment Reporting Schedule Update**

Create New Schedule

Most recently generated scheduled file: 03/01/2015

**Scheduled Roster Requests**

Date	Type	Purpose	Cancel
05/01/2016	Scheduled	Summer Begins	<input type="checkbox"/>
07/01/2016	Scheduled	Summer Drop	<input type="checkbox"/>
09/01/2016	Scheduled	Fall Begins	<input type="checkbox"/>
11/01/2016	Scheduled	Fall Drop	<input type="checkbox"/>
01/01/2017	Scheduled	Spring Begins	<input type="checkbox"/>
03/01/2017	Scheduled	Spring Drop	<input type="checkbox"/>

Add Row

**Ad Hoc Roster Requests**

Loc.	Name	Date	Type	Purpose	Cancel
06789900	NORTH SOUTH UNIVERSITY	03/06/2017	Ad Hoc		<input type="checkbox"/>

Submit Reset

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FOIA | Privacy | Security | Notices WhiteHouse.gov | USA.gov | ED.gov

Figure 7-45: Enrollment Reporting Schedule Update

6. Click **Submit**.
7. If your updates create a valid schedule, the Enrollment Reporting Schedule Update Confirm page displays the new schedule. Click **Confirm** to apply the changes to NSLDS or **Cancel** to return to the entry page.

**Note:** If the updates produce a schedule that does not pass the edits applied by NSLDS, Enrollment Reporting Schedule Update redisplay with the appropriate error message. It also places error icons in front of specific schedule items that failed edits. Place your cursor over an icon to display the error message for that item as a Tooltip.

Your personalized schedule now displays as part of the Enrollment Reporting Profile page.

Future Schedule			
Date	Type	Purpose	Created By
04/06/2015	Ad Hoc		TEST USER (04/06/2015)
04/15/2015	Scheduled	DROP	TEST USER (04/06/2015)
06/15/2015	Scheduled	SUMMER	TEST USER (04/06/2015)
08/15/2015	Scheduled	DROP	TEST USER (04/06/2015)
10/15/2015	Scheduled	FALL	TEST USER (04/06/2015)
12/15/2015	Scheduled	DROP	TEST USER (04/06/2015)
02/15/2016	Scheduled	SPRING	TEST USER (04/06/2015)

Past Schedule			
Date	Type	Purpose	Created By
05/01/2014	Scheduled		MOD15 TESTID (10/06/2013)
07/01/2014	Scheduled		MOD15 TESTID (10/06/2013)
09/01/2014	Scheduled		MOD15 TESTID (10/06/2013)
09/03/2014	Scheduled		Unknown User (09/03/2014)

Figure 7-46: Enrollment Reporting Schedule Update

### 7.11.1.5 Ad Hoc Roster Request

Using the Enrollment Reporting Preference top button labeled **Ad Hoc Roster Request**, makes requesting an ad hoc enrollment reporting Roster as easy as a single click. The Ad Hoc Roster Request page allows school users to request an ad hoc Roster outside their regular reporting schedule for their own location, or for any location at their school sharing the same enrollment administrator. ED users can request an ad hoc Roster for any location at any school. The request is effective immediately, and the Roster is

generated the next time the batch program runs.

Click the button to display the **Ad Hoc Roster Request** page as shown in Figure 7-53: Ad Hoc Roster Request.

Return To Enrollment Reporting Profile

Name: NORTH SOUTH UNIVERSITY  
Code: 06789900      Type: School

### Ad Hoc Roster Request

Check All

Select	Code	Location
<input type="checkbox"/>	06789900	NORTH SOUTH UNIVERSITY
<input type="checkbox"/>	06789901	NORTH SOUTH UNIVERSITY - CENTRAL

Submit

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Figure 7-47: Ad Hoc Roster Request

To request an Ad Hoc Roster:

1. Check the **Select** box next to the school location for which an Ad Hoc Roster is to be generated.
2. When more than one location displays, request by:
  - a. Clicking the check box to the left of the location's Code and School Name, or
  - b. Selecting all the records displayed on the page by clicking **Check All** at the top of the form.
3. Click **Submit**.

**Note:** Ad Hoc requests are displayed in the schedule on the Enrollment Reporting Profile page, but only for the location currently displayed on that page. Users at locations that serve as Enrollment Administrators will see ad hoc requests for all the locations they administer on the Enrollment Reporting Schedule Update page. Users at administered locations will only see their own ad hoc requests on that page.

The successful request displays at the top of the Enrollment Reporting Profile page as well as inserting a new line in the future schedule section. Once the Ad Hoc Roster has been generated, the Ad Hoc request date will display in the Past Schedule section.

National Student Clearinghouse (NSC) is now able to make Ad Hoc Roster requests on

behalf of the school they service. These requests will display “National Student Clearinghouse Request” in the Purpose field under the Future or Past Schedule section.

Future Schedule			
Date	Type	Purpose	Created By
08/03/2021	Ad Hoc	National Student Clearinghouse Request	FSA USER ID (08/03/2021)

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Figure 7-48: NSC Ad Hoc Roster Request

### 7.11.1.6 Roster Reset

The Roster Reset page is accessible through the Enrollment Reporting Profile page. The Roster Reset page allows users to push back onto a school location’s current Roster all students who had appeared on a school location’s previous enrollment Roster(s) since a user specified “As Of Date”. This functionality will assist schools in reporting students whose graduation was not reported to NSLDS before the student was removed from subsequent Roster files sent to the school by NSLDS.

School users can restore students to the Roster for their own school location and any locations they administer. Roster Resets can only be changed or deleted on the same day they are requested and will be processed that night.

Figure 7-49: Roster Reset



**Warning:** Submitting a Roster Reset may cause students with terminal statuses such as Graduated or Withdrawn to reappear on your roster. Failure to recertify the enrollment status of those students will negatively impact your school's Enrollment Reporting statistics. Please contact NSLDS Customer Service if you have questions about whether and when to use Roster Reset function.

### 7.11.1.7 Enrollment Notification Override List

The Enrollment Notification Override List page displays a history of overrides for notification records for specific students or schools that have been requested to ensure the reporting of any certification(s) to a loan holder for that student or school. Some loan holders request that they receive only records that indicate a change in the enrollment status code, the enrollment status effective date, or the anticipated completion date. This override ensures that every certified record will be sent in the enrollment notification file for either that student or that school.

The begin date is the date the request is made (by a loan holder or ED User or Customer Service). The override will continue until the requestor returns to the page to end the override. The override is only for notification files; therefore, only a school that receives notification files for its Perkins Loan portfolio is authorized for the Enrollment Notification Override function. Schools with concerns that a loan holder is not receiving their enrollment certifications may call or email the NSLDS Customer Support Center (CSC) at 1-800-999-8219 to request an override.

NSLDS

Menu | Aid | Enroll | GE | Org | Report | Tran

Enrollment Summary | Enrollment Update | Enrollment History Update | Enrollment Reporting Profile | Enrollment Submittal | **Enrollment Notification Override List** | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

FSA ID: NSL.SCTST47.FSA logged on as: SCHOOL USER from [NORTH SOUTH UNIVERSITY](#) / TGZSC47 / SCTST47

Name: NORTH SOUTH UNIVERSITY  
Code: 06789900      Type: School

**Enrollment Notification Override List**

Begin / End Override for Student      Begin / End Override for School

Display Only: --Select--  
Sort By: --Select--      Submit

Type	Value	Begin Date	End Date	Requested by User ID
STUDENT	006789900	02/09/2015		NSL.SCTST2.FSA
STUDENT	000009999	02/09/2015		NSL.SCTST2.FSA

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Figure 7-50: Enrollment Notification Override List

## 7.12 Enrollment Spreadsheet Submittal

Federal regulations governing Title IV student aid programs require schools to monitor and update the enrollment status of students who receive Federal Student Loans. The New Enrollment Spreadsheet Submittal process was created to assist schools in reporting enrollment information at the campus and Program-Level on the NSLDS Professional Access Web site. This process will allow a school to create new spreadsheets containing enrollment information or to be able to respond to enrollment Rosters from NSLDS generated in the Comma Separated Values (CSV) format.

These instructions have been created to assist schools with the creation of the spreadsheet, and with the usage of the online tool.

### 7.12.1 Process Overview

The Enrollment Spreadsheet Submittal is an online tool used by schools to submit enrollment data for Title IV students to NSLDS. Users can create their own spreadsheets or can populate the enrollment data on the Enrollment Spreadsheet Submittal Format. The Enrollment Spreadsheet Submittal Format has been made available on the [Knowledge Center](#) to assist with ensuring the data in the spreadsheet is correctly identified for submission. Additionally, the spreadsheet can be used to create an Ad Hoc Roster or to update an Enrollment Roster in CSV format received from NSLDS. The following sections describe both processes in detail.

## 7.12.2 Spreadsheet Creation

The spreadsheet can be created with the first row containing the field names, found in Appendix A-3 or on the Submittal Format downloaded from the Knowledge Center or without the field names. Each method will be described in the following sub-sections. NSLDS does not have a preferred method. The decision whether to include this row is done at the discretion of the user. When creating the spreadsheet, the New Submittal Spreadsheet File layout found in Appendix A-3 must be used as a reference.

It is imperative that the user created spreadsheet be saved in a secure manner. It is recommended that the spreadsheet have a unique name so that it can be easily identified during the upload process. Please ensure that when saving the file, it is saved as a spreadsheet file in a format with an extension of .xls or .xlsx (Excel™ format). Any other extensions will cause the entire file to be rejected.

The spreadsheet has a file size limit of 1,000 KB (1 MB). Any file size over this limit will cause the spreadsheet to be rejected. If this happens, the user can split the data into separate files and submit each file separately. The file size varies depending on the version of software used.

### 7.12.2.1 Rename Worksheet

The first step in creating the spreadsheet is to rename the worksheet that will be utilized for data entry, and subsequent data upload. The name of this worksheet must be named "**upload file**" in order to upload to NSLDS. To rename the worksheet:

1. Right click on the worksheet tab name (Figure 7-56).
2. Select Rename.
3. When the current name of the tab is highlighted, type "**upload file**".
4. Click out of the tab and the name will be stored (Figure 7-57).

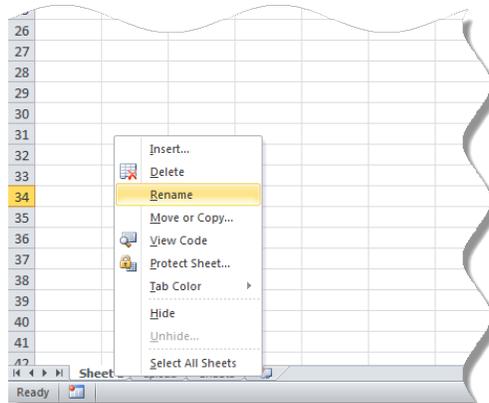


Figure 7-51: Rename Worksheet

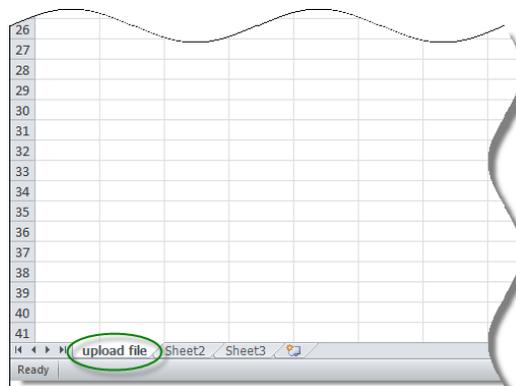


Figure 7-52: Renamed Worksheet

NSLDS will look for a worksheet with the name **“upload file”**. If the worksheet has any other name, NSLDS will attempt to load the data found in the first tab, or Sheet 1, of the spreadsheet. If Sheet 1 is empty, the user will receive the message “Spreadsheet has no data”. It is suggested that the worksheet be correctly labeled for upload.

Also, NSLDS will only process one worksheet per spreadsheet, per upload. Any other worksheets will be ignored if they are present in the file, as will any records they may contain. If there are additional sheets that need to be submitted, after the first worksheet is uploaded, the school can rename the initial uploaded file to a different name and name the next sheet to “upload file”. Submit the file to NSLDS again, and the new page will be uploaded.

### 7.12.2.2 Spreadsheet with Field Names

When creating the spreadsheet with field names, the names of the fields appearing in the Submittal Spreadsheet Layout, as listed in Appendix A-3, are to be created by the

user. The names of the fields must precisely match those presented in the Enrollment Reporting Guide and each name must be contained within an individual column. The names of the fields will appear in Row One, beginning in column A with "Record Type (All)" and ending in column AY with "New Special Program Indicator (004)". The school will be completing data for submittal in columns A through AY depending on the data being certified. The user created spreadsheet submittal does not require the inclusion of the Header and Trailer Records as other file layouts do.

	A	B	C	D	E	F	G	H	I	
1	Record Type (All)	Student Current SSN (All)	OPEID (All)	Student SSN Pseudo Indicator (001)	Student Current First Name (001)	Student Current Last Name (001)	Student Current Middle Name (001)	Student Date of Birth (001)	Student Branch Designator Code (001)	Certification Date (001)
2	001	888888888	06789900	R	Anna	Associate		19950101		20200
3	002	888888888	06789900							
4	002	888888888	06789900							
5	003	888888888	06789900							
6	004	888888888	06789900							
7										

Figure 7-53: Spreadsheet Creation with Field Names

Fields identified as optional do not require data to be provided. However, the column for the field names must still appear in the spreadsheet, even if the data is not being supplied, as shown in Figure 7-59: Spreadsheet Creation with Field Names and Empty Optional Fields.

	A	B	C	D	E	F	G	H	I	
1	Record Type (All)	Student Current SSN (All)	OPEID (All)	Student SSN Pseudo Indicator (001)	Student Current First Name (001)	Student Current Last Name (001)	Student Current Middle Name (001)	Student Date of Birth (001)	Student Branch Designator Code (001)	Certification Date (001)
2	001	888888888	06789900	R	Anna	Associate		19950101		20200
3	002	888888888	06789900							
4	002	888888888	06789900							
5	003	888888888	06789900							
6	004	888888888	06789900							
7										

Optional Field

Figure 7-54: Spreadsheet Creation with Field Names and Empty Optional Fields

### 7.12.2.3 Spreadsheet without Field Names

When creating the spreadsheet without field names, Row One of the spreadsheet will contain the first student detail record beginning in column A and ending in column AY depending on the data being certified. The student detail record is to be completed a

single row at a time beginning in Row One of the spreadsheet, with additional records appearing in Row Two and so on. The spreadsheet submittal does not require the inclusion of the Header and Trailer Records as other file layouts do.

	A	B	C	D	E	F	G	H	I
1	001	999999999	06789900	P	Terri	Certificate		19950101	
2									
3									
4									

Figure 7-55: Spreadsheet Creation without Field Names

Fields identified as optional do not require data to be provided. However, the column for the field must still appear in the spreadsheet, even if the data is not being supplied, as shown in Figure 7-61.

	A	B	C	D	E	F	G	H	I
1	001	999999999	06789900	P	Terri	Certificate		19950101	
2									
3									
4									

Figure 7-56: Spreadsheet Creation without Field Names and Empty Optional Fields

### 7.12.3 Data Entry

The spreadsheet can be populated with data by typing the data in manually, cutting and pasting from another source, or importing the data into the spreadsheet from another data source or toolset. Spreadsheets assume that all numbers typed into them are going to be used for math purposes. Therefore, it automatically removes any zero which precedes a number, as is the case for an OPEID. For example, if the OPEID is typed in as “06789900” it may appear in the spreadsheet as “6789900”.

When entering data for detail records it is important that only one record type is entered per row. The first three columns (columns A–C) will be the same for all record types for a single student; these columns will contain the Record Type, Student Current SSN, and OPEID.

After column C, the different record types will offset as not to overlap with each other, so every column heading will be unique. Some columns may be used in multiple record types to allow for the addition of new fields without changing where the existing fields are located:

- Campus-Level Records (record type 001) will use columns D–AC of the spreadsheet. (One per student)
  - Columns AD–AF of the spreadsheet are filler.
  - There will only be one Campus Level row per student, per location.
- Program-Level Records (record type 002) will use columns AG–AP of the spreadsheet. (Zero or more per student)
  - Each program for a student will occupy a new row.
- Email Address records (record type 003) will use columns AT–AV of the spreadsheet. Optional. (Zero or more per student)
- Program Identifier Change records (record type 004) will use columns AG–AL, AQ–AS, AU, and AW–AY of the spreadsheet. (Zero or more per student)
  - Each program change for a student will occupy a new row.

For example, Terri Certificate (Student A in Figure 7-62) is a student enrolled in one program, has one email address and a program identifier change.

1. The first three columns (A–C) of each record type for Terri must match.
2. Terri’s first detail record will be for the Campus-Level data.
  - a. Start entering campus data in columns A–AC, as necessary, but leave the remainder of the columns (AD–AY) blank.
3. Terri’s next detail record will be for the Program-Level data.
  - a. Skip columns D–AF and start entering the program data in columns AG–AP, as necessary, but leave the remainder of the columns (AQ–AV) blank.
  - b. If Terri is enrolled in more than one program, each program would occupy a new row in the spreadsheet.
4. Terri’s third detail record will be for Email Address, which will also occupy a new row in the spreadsheet.
  - a. Skip columns D–AS and start entering email data in columns AT–AV, as necessary, but leave the remainder of the columns (AW–AY) blank.
  - b. If Terri has more than one email address, each email address would occupy a new row in the spreadsheet.
5. Terri’s last detail record will be for the Program Identifier Change data.
  - a. Skip columns D–AF and start entering the current program’s identifiers in columns AG–AL, but leave the columns AM–AP blank.
  - b. Then enter the new program’s identifiers in columns AQ–AS and leave column AT blank.
  - c. Continue entering the new program’s identifiers in column AU,

- leaving column AV blank.
- d. Finally, enter the remaining of the new program’s identifiers in columns AW-AY
- e. If Terri has more than one previously reported incorrect program, each program would occupy a new row in the spreadsheet.

All record types for each student must be grouped, or “bundled” together. The following graph shows a high-level example of how a spreadsheet submittal for Student A and B would appear:

Column A - C	D - AC	AD - AF	AG - AL	AM - AP	AQ - AS	AT	AU	AV	AW-AY
'001' Student A	Campus-Level	Filler							
'002' Student A		Filler	Program-Level	Program-Level					
'003' Student A		Filler				Email	Email	Email	
'004' Student A		Filler	Current Program		New Program		New Program		New Program
'001' Student B	Campus-Level	Filler							
'002' Student B		Filler	Program-Level						
'002' Student B		Filler	Program-Level						
'003' Student B		Filler				Email	Email	Email	

Figure 7-57: Spreadsheet Format Example

The submittal of student detail record data works with the bundle concept. When a school sends a Roster Submittal to NSLDS, the school must group the records for a given student in a single bundle ordered by record type (See Figure 7-62).

If any record types for a student have an error, the entire bundle for that student will be rejected with a Bundle Rejected (02) error. All records for that student will need to be resubmitted after the errors are corrected.

The final column (AZ) will be the same for all record types and will consist of the Bundle Rejected and other Error Codes, populated by NSLDS. School users should not enter information in these columns.

The purpose of the File Type Offset field in each data record type is to allow schools that are importing the CSV file into a spreadsheet to have the data field columns of each record type align to a unique column header for each data field. This will make updating the file easier for those who use the Spreadsheet Submittal process.

### 7.12.4 Formatting

Spreadsheet upload was created with various types of formatting issues in mind. While

some Enrollment Spreadsheet Submittal fields have specific formatting requirements, others do not. Please refer to Appendix A-3 or Appendix A and B of the Enrollment Spreadsheet Submittal Instruction Guide, available on the [Knowledge](#) Center for the formatting of specific fields.

Additionally, the reporting requirements (Mandatory/Optional) for each field are listed in Appendix A-3. Please note that for Record Type 001 - Campus-Level, the student's phone number fields are considered optional; however, if a phone number is entered all associated fields must be populated (Columns Y-AA). The same is true for the entire Record Type 003 - Email Address record as it is considered optional, but if an email address is entered all fields in the record must be populated (Columns AT-AV).

## 7.12.5 Updating a Roster

While defining the Enrollment Preferences, on the NSLDS Enrollment Profile section of the NSLDS Professional Access Web site, the user has the option of selecting to receive an Enrollment Roster formatted as Comma Separated Values (CSV). The Roster will be created in CSV format and delivered to the schools' SAIG TG mailbox based on the established enrollment reporting schedule. This Roster format can be updated using spreadsheet software and submitted to NSLDS using the Enrollment Submittal page on the [NSLDS Professional Access \(NSLDSFAP\) Web site](#) and does not need to be returned using SAIG.

### 7.12.5.1 Using a CSV File

The CSV formatted Enrollment Roster, when retrieved from the SAIG TG mailbox, has either a .DAT extension or a 3-digit numbered extension (e.g. .001, .002, etc.). In order to utilize this file in spreadsheet software, this file needs to be saved using a .CSV extension. This is accomplished by either opening the file and saving it with a .CSV extension or merely renaming the file with the .CSV extension.

Once the file has the .CSV extension, the securely stored file may be opened using spreadsheet software by locating the file. The following steps may help you with this operation; however, please consult the help information for the specific spreadsheet software being used as software may vary slightly.

- Using EDconnect, download the Enrollment Roster in the message class EFRCEOP from the SAIG TG mailbox to a secure location
- Locate the downloaded Enrollment Roster file. (File will have either a .DAT or a 3-digit numbered extension. Example: efrceop.dat, efrceop.001,

- etc.)
- Save or rename the file using the .CSV extension (Example: efrcdeop.csv)
- Open the spreadsheet software tool
- Click File
- Click Open
- Locate the previously saved file with the .CSV extension
  - The file type being browsed may need to be adjusted for the file to be located.
  - This is typically done using a drop-down box:

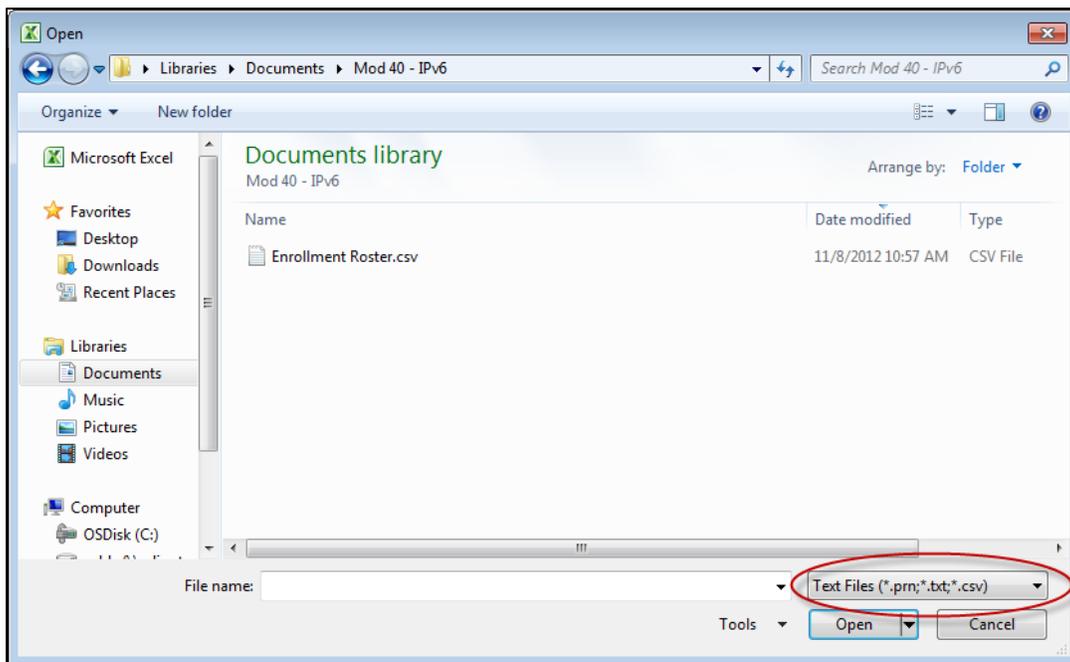


Figure 7-58: File Extension Drop-Down Box

- Select the file name
- Click Open

The file should now open in the spreadsheet software. The first row will be the Header Record and the last row will be the Trailer Record. These records are on the file when it is created by NSLDS and need to be deleted from the spreadsheet prior to using the Enrollment Spreadsheet Submittal process.

The purpose of the File Type Offset field in each data record type on the CSV Roster file is to allow schools that are importing the CSV file into a spreadsheet to have the data field columns of each record type align to a unique column header for each data field. This will make updating the file easier for those who use the Spreadsheet Submittal

process.

If you have previously downloaded the Enrollment Spreadsheet Submittal Format (available on the [Knowledge Center](#), the column Field Names (Row One) from this document may be copied and inserted into the spreadsheet now open. The column headings found in the document may assist you with locating the necessary information to be updated, but do not have to be used. The spreadsheet may be submitted with or without the column headings but should not include a header and trailer record.

Once all updates have been made to the Enrollment Roster, please ensure that the file is stored in a secure manner and saved in a format with an .xls or .xlsx extension (Excel™ format), rather than the .CSV extension. The file must have this format for the web site to recognize it for submittal.

## **7.12.6 Uploading an Enrollment Spreadsheet Submittal File**

### **7.12.6.1 Enrollment Submittal Page**

The Enrollment Submittal page is found under the Enroll tab on the NSLDS Professional Access Web site ([NSLDSFAP](#)) and allows school users the ability to report Enrollment status changes via spreadsheet submittal. Access to this page is limited to users with Enrollment capabilities.

The page allows the user to use the Browse function to search for the submittal file and upload it from the location where it is securely stored. Because of the sensitivity of the information included in the file, it must be saved in a secure manner on the local hard drive of the user's computer or stored in a secure manner on an external medium such as a flash drive or network. Once the file is located, the user will then need to select the manner for which errors, if any, will be returned.

NSLDS

Menu Aid Enroll GE Org Report Tran

Enrollment Summary | Enrollment Update | Enrollment History Update | Enrollment Reporting Profile | **Enrollment Submittal** | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

FSA ID: NSL.SCTST47.FSA logged on as: SCHOOL USER from [NORTH SOUTH UNIVERSITY](#) / TGZSC47 / SCTST47

Name: NORTH SOUTH UNIVERSITY  
Code: 06789900 Type: School

**i** Enter the location and file name and submit for processing.

**Enrollment Spreadsheet Submittal**

I am running on Windows.

File Name:  Browse...

**Rows in Result File**

Result File contains all rows submitted  
 Result File contains only input rows with errors

**Background color for cells with error in Result File**

Yellow background for errors  
 Grey background for errors  
 White background for errors

**Mouseover comment for cells with error in Result File**

Add comment to error cell  
 Do not add comment to error cell

Validate Validate and Submit

PRIVACY ACT OF 1974 (AS AMENDED)

Figure 7-59: Enrollment Submittal Page

### 7.12.6.2 Enrollment Submittal Page Results Presentation

After the Enrollment spreadsheet has been uploaded a validation is done to identify any errors in the file. There are several different ways errors can be displayed. The following section explains the use of each option. The default options appear but a school may select other options in each selection prior to clicking the Validate or Validate and Submit buttons.

I am running on Windows.

**File Name:**

**Rows in Result File**

Result File contains all rows submitted

Result File contains only input rows with errors

**Background color for cells with error in Result File**

Yellow background for errors

Grey background for errors

White background for errors

**Mouseover comment for cells with error in Result File**

Add comment to error cell

Do not add comment to error cell

Figure 7-60: Results Presentation

- **Rows in Result File**—Indicates what rows will be returned after validation has been completed. The default is Result File contains all rows submitted.
  - **Result File contains all rows submitted**—All rows on the submittal spreadsheet will be present in the Result File. Records with one or more errors will have data present in the error columns and records without errors will have no data present in the error columns.
  - **Result File contains only input rows with errors**—Only rows from the submittal spreadsheet that contain one or more errors will be included in the result file.
- **Background color for cells with error in Result File**—Indicates what color the cells which contain errors will be after validation has completed. Data cells with errors will be indicated by a color highlight. The default is Yellow background for errors.
- **Mouseover comment for cells with error in Result File**—Indicates whether the Result file, which is created after validation has completed, contains comments which appear when the mouse is moved over the field containing the errors. Regardless of the selection made, the error codes and messages will appear on the far right-hand side of the spreadsheet Results file. The default is Add comment to error cell.
  - **Add comments to error cell**—A red Tooltip triangle will appear in the cell which houses the field in error. When the computer mouse is moved over a field with an error, the error message(s) applicable to this field will appear on the screen.
  - **Do not add comment to error cell**—The red Tooltip triangle will not appear.

- **Validate/Validate and Submit**—There are two options for validating data.
  - **Validate**—The system will review all data in the spreadsheet for errors. No data will be loaded to NSLDS during the validation process. Result data will be presented to the user according to the Result File preference selected. This allows for errors to be corrected before submitting the file. To load the data to NSLDS, the upload process MUST be repeated by selecting the Validate and Submit button.
  - **Validate and Submit**—The system will review and validate all data in the spreadsheet, even if it was previously validated. Any data without error will be submitted and stored in NSLDS. Result data will be presented to the user according to the Result File preference selected.

The user MUST click the **Validate and Submit** button for the data to be processed and updated on NSLDS.

Once the submittal file has been validated, by either the Validate or Validate and Submit, a message will display on the screen with the number of records in error and the number of total records in the spreadsheet. A pop-up box will appear with the option to Open, Save or Cancel the Result File created by the submission.

The screenshot displays the NSLDS Enrollment Reporting interface. At the top, there is a navigation menu with tabs for Menu, Aid, Enroll, GE, Org, Report, and Tran. Below the menu, a green banner contains the following text: "Enrollment Summary | Enrollment Update | Enrollment History Update | Enrollment Reporting Profile | **Enrollment Submittal** | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal". Below the banner, it shows "FSA ID: NSL.SCTST47.FSA logged on as: SCHOOL USER from NORTH SOUTH UNIVERSITY / TGZSC47 / SCTST47".

The main content area shows a box with the following information: "Name: NORTH SOUTH UNIVERSITY", "Code: 06789900", and "Type: School". Below this, a red warning icon is followed by the text: "Action: Validate and Submit. Result file 'NewEnrollmentSpreadsheetSubmittalFormat-Result.xls' returned. Input has errors on 20 out of 20 rows." Below the warning, the heading "Enrollment Spreadsheet Submittal" is displayed.

At the bottom, there is a file selection dialog box with a checked checkbox "I am running on Windows." and a "File Name:" field with a "Browse..." button. The text "Result File" is partially visible below the dialog box.

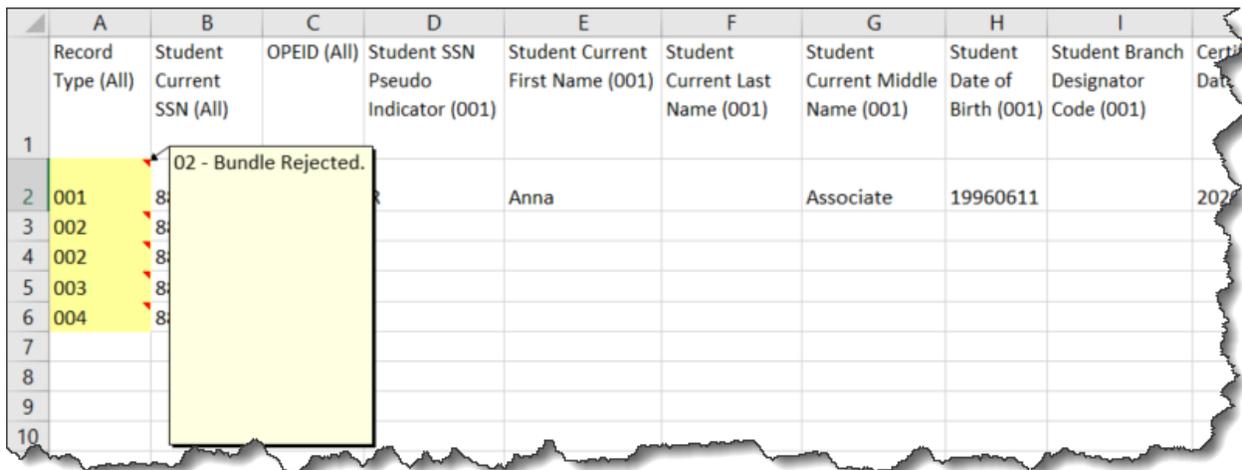
Figure 7-61: Number of Errors Example

If Open is selected, the Result File will open in the computer's default spreadsheet software and the errors in Column AZ will be presented in the manner previously selected on the Enrollment Submittal Web page. The file will retain the same name as it was uploaded, however "- Results" will be appended to the end of the name. For

example, if the name of the spreadsheet submitted is "Enrollment.xlsx" then the name of the Results file will be "Enrollment – Results.xlsx".

## 7.12.7 Working Errors

All records are validated against the edits described in Appendix D, and in Appendix B of the Enrollment Spreadsheet Submittal Instruction Guide available on the [Knowledge Center](#), and any errors will be identified in Column AZ of the Results file, and in pop-up mouseover comments if that option was selected.



	A	B	C	D	E	F	G	H	I	J
	Record Type (All)	Student Current SSN (All)	OPEID (All)	Student SSN Pseudo Indicator (001)	Student Current First Name (001)	Student Current Last Name (001)	Student Current Middle Name (001)	Student Date of Birth (001)	Student Branch Designator Code (001)	Certification Date
1										
2	001	8			Anna		Associate	19960611		202
3	002	8								
4	002	8								
5	003	8								
6	004	8								
7										
8										
9										
10										

Figure 7-62: Results File with Yellow Highlight and Tool Tip

Users can make corrections to the data in the Results file or the original submittal file. Additionally, the user can rename the Results file prior to re-submitting it in order to keep a record of what has been submitted. Regardless of which method is used, any records with errors must be re-submitted to NSLDS for processing.

	AT	AU	AV	AW	AX	AY	
	Email Effective Date	Good Email Address Flag	Email Address	Filler	Filler	Filler	ERRORS
1							
2							02 - Bundle Rejected.
3							02 - Bundle Rejected.
4							68 - Invalid Program Enrollment Status. 69 - Program Enroll Stat Eff Date required and must be le 02 - Bundle Rejected.
5			1 anna@ccc.edu				70 - Email effective date is required and must be a valid 71 - Good Email Address flag must be Y, N or Space. 02 - Bundle Rejected.
6							
7							
8							
9							

Figure 7-63: Results File with Error Column

If records or rows need to be removed from the worksheet, the Delete row function must be used in order to ensure that all data is removed from the spreadsheet. NSLDS does not recommend using the Clear function the spreadsheet software provides.

## 7.13 Enrollment Reporting by Batch

### 7.13.1 Batch Enrollment Data Transmission: The Basics

The Batch Enrollment Reporting process involves transmitting files electronically over SAIG, and this chapter will explain how you can do so. Schools with a large population find batch processing to be an efficient method of data exchange. In batch processing, the Enrollment Detail records are received from NSLDS as a single file (the Enrollment Reporting Roster file), fully processed in your school’s (or servicer’s) computing environment, and then transmitted back to NSLDS—again as a single file (the Submittal File). This is the most efficient method for processing large quantities of data.

The Department’s SAIG is used to send and receive batch enrollment data electronically. You can log into SAIG from a mainframe computer or personal computer (PC) to send and receive data through the SAIG facility for batch file processing. You must have the latest EDconnect software or another mainframe process to retrieve the file from your SAIG mailbox.

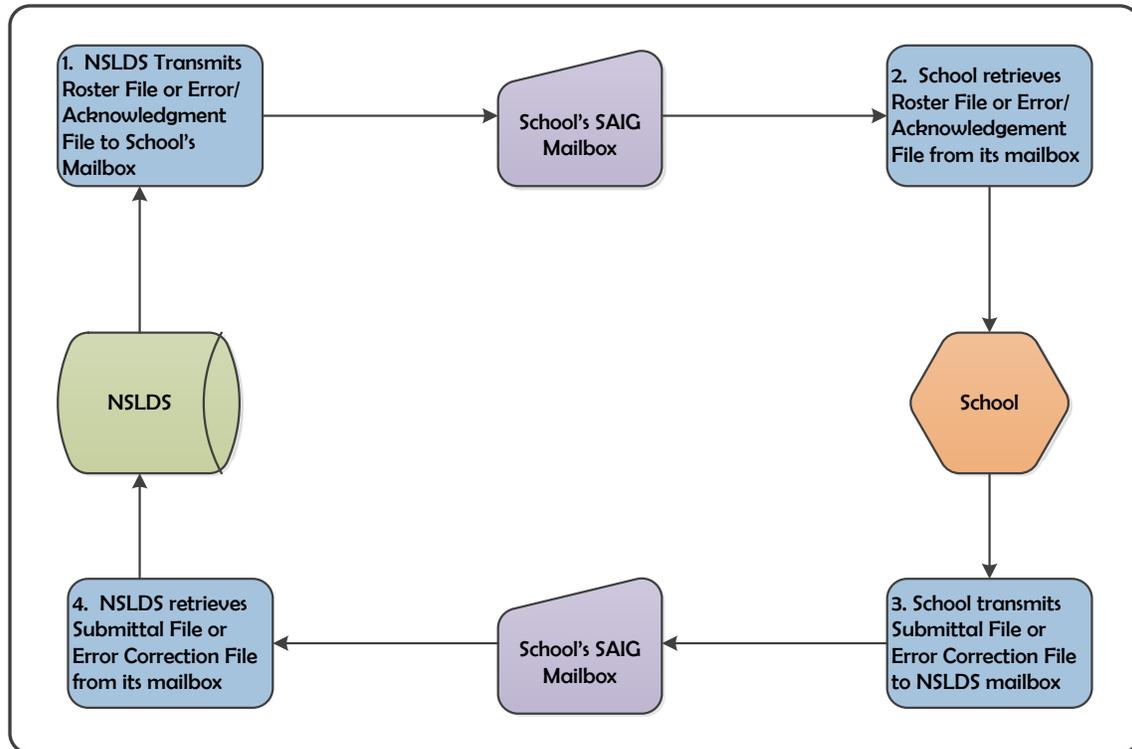


Figure 7-64: Enrollment Reporting Batch Process Flow

If you have questions or problems downloading the roster file from SAIG, call CPS/SAIG Technical Support at 1-800-330-5947

To provide greater flexibility in reporting enrollment data, NSLDS has implemented additional file types. Schools indicate the file format on the Enrollment Reporting Profile Preferences section on the [NSLDSFAP](#) website, and NSLDS will initiate the batch Roster file in that format type and format preference. (See the Online section for instructions on entering file preferences.)

### 7.13.2 Identifying Your File Type

The file types are:

- Fixed-width – a fixed length flat file.
- Comma-separated value (CSV) – flat file with data separated by commas rather

than each field required to be a required byte length. This option allows schools to use spreadsheet software or other school software and convert the data easily into a transmittable file.

### 7.13.2.1 Identifying Your Data: Message Classes

NSLDS transmits the Enrollment Reporting Roster file to your SAIG electronic mailbox on the Enrollment Reporting Schedule created by your school. You can then retrieve the Enrollment Reporting Roster file from your mailbox using either mainframe or PC communications software. The following message classes for the fixed-width and CSV file types are used when transmitting enrollment data via SAIG to identify the type of file being sent or received.

Message Classes for Enrollment Data					
Message Class	Process Flow	SAIG Mailbox (send/receive)	Format	Description	
EFRFLEOP	From processor (NSLDS) to school/servicer	School/Servicer receives from TG53162	Fixed Width	Enrollment Reporting Roster File sent to your school by NSLDS on the schedule created by your school.	
EFRCDEOP			Comma Delimited		
EFSFLEIN	From school/servicer to processor (NSLDS)	School/Servicer sends to TG53163	Fixed Width		Completed Submittal File or Error Correction File that is returned to NSLDS.
EFSCDEIN			Comma Delimited		

Table 7-5: Message Classes for Enrollment Data

Each Roster file has the following structure:

- **Header, Detail, and Trailer Records**—Each Enrollment Reporting Roster file

contains a single Header record, multiple Detail records, and a single Trailer record. The Header record identifies the source of the file and the file's preparation/creation date. The Detail records, one or more bundles of detail records for each student, contain current information on file with NSLDS in the mandatory fields as well as data that has been supplied by the school in optional fields. The record layouts identify the certification date as part of each bundle of detail records. The Trailer record shows the number of Detail records contained in the file.

- **Format Data**—Any Detail records added, or data added, updated, or changed must be formatted according to the selected layout type and field definition specifications in Appendix A. Verify changes and check for formatting errors before returning the Submittal File to NSLDS.
- **Record Sequence Numbers/Record Type**—Each Detail record begins with a Record Sequence or Record Type Number, which NSLDS uses to ensure security and auditability. Sequence Numbers are sorted by NSLDS in ascending order. Do not change the Record Sequence Number.
- **Student Identifiers**—Each Detail record contains five student identifiers. Three of the five student identifiers are also record identifiers, which NSLDS uses to match Detail records in its database against Detail records returned in the school Submittal File. The student identifiers uniquely identify the Detail record.

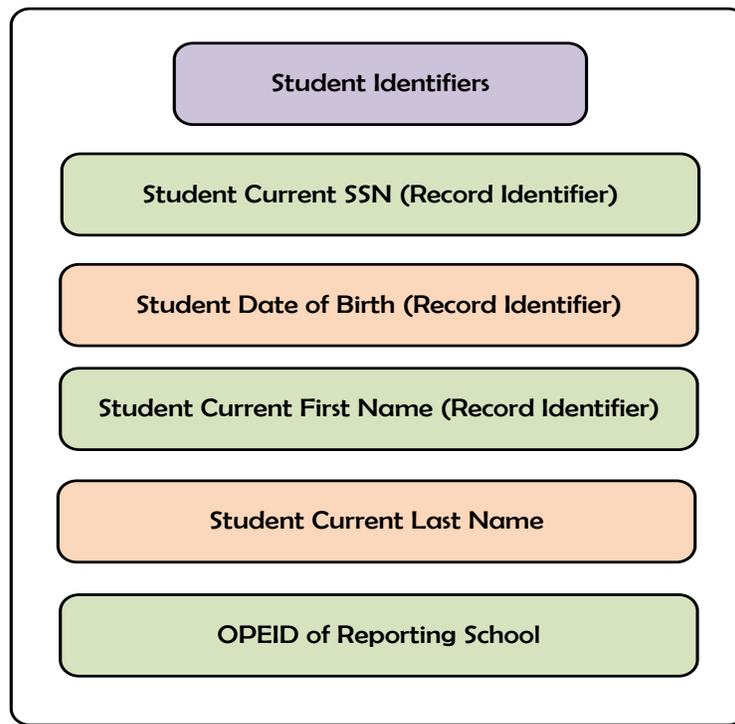


Figure 7-65: Student Identifiers

- **Student Designator**—Schools that do not use the student SSN to identify student registration records may enter the identifier in the Student Designator field provided in the Detail record. NSLDS will not remove or change the Student Designator, so it may be used in later Enrollment Reporting Roster files to match records easily. You must not change the SSN provided by NSLDS.
- **Enrollment-Related Fields**—Each Detail record in the Enrollment Reporting Roster file includes three enrollment-related fields: Anticipated Completion Date (ACD), code for Enrollment Status (ES), and Enrollment Effective Date. These fields must be reviewed for each record on the Enrollment Reporting Roster file and updated with any change. The list of valid Enrollment Status Codes can be found in Appendix C.

### 7.13.3 Adding Students to the Roster

If you are aware of students who should be on the Enrollment Reporting Roster file but who are not, add detail records for each student to the Submittal File. If you use an Enrollment Reporting Servicer, you will need to work with it to have students added to your Roster who should be there.

- **Pseudo SSN**—Sometimes the Student SSN contains a pseudo-SSN constructed by the data provider in the absence of the real SSN. This may be found in older student loans, which were made before Congress required an official SSN on loan applications. A pseudo-SSN is indicated by a P in the Student's Social Security Number Pseudo Indicator field. If a match is found between other NSLDS student identifiers and a student enrollment record, and the real SSN is known, contact your data provider. Your data provider will confirm that the NSLDS record and the school record are for the same student. Conflicts in SSN identifiers can be reported to the NSLDS CSC by calling 1-800-999-8219.
- **Withdrawn or Graduated Students**—Students who have graduated or withdrawn stay on the Enrollment Reporting Roster until their enrollments are certified a second time with the same status.

It is imperative that the student identifiers in the added records match the student identifiers on NSLDS. Students cannot be added to NSLDS unless the student exists on the database. If a data provider has not reported a loan or grant to NSLDS and the school tries to add the record in a batch process, the student record will be rejected on the Submittal File or Error Correction File.

Schools can also elect to have students submitted to NSLDS for Transfer Student

Monitoring, Financial Aid History, or both added to their Enrollment Roster automatically. The Roster Options, found on the Organization Profile page of the ORG tab, displays whether your school has selected to have students added to your Enrollment Roster via TSM, FAH, or both.

- **TSM** – Indicates if the school has elected to have students submitted for Transfer Student Monitoring (TSM) added to the Enrollment Roster at the eight-digit OPEID level, specific to the location associated with the user making the update.
- **FAH** – Indicates if the school has elected to have students submitted for Financial Aid History (FAH) added to the Enrollment Roster at the eight-digit OPEID level specific to the location associated with the user making the update.
- **All Branches** – Indicates if the school has elected to have students which have been submitted for TSM and/or FAH added to the Enrollment Roster for all locations with the same six-digit OPEID. If not checked, the choices will only apply to the eight-digit location associated with the user.

The screenshot shows the NSLDS Enrollment Reporting Guide interface. At the top, there is a navigation menu with tabs for Menu, Aid, Enroll, GE, Org, Report, and Tran. Below the menu, there is a header with links for Org Contact List, Org Search, Data Provider Schedule, Repayment Information, Cohort Default Rate, School Profile, Organization Profile, GE Debt Measures, and Scorecard Data. The user is logged in as TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2.

The main content area is divided into several sections:

- Organization Profile:** Displays information for NORTH SOUTH UNIVERSITY, including Code: 06789900, Type: School, Status: OPEN, and Address: 2300 MARYLAND AVE. WASHINGTON, DC 20001. Below this are buttons for Data Provider Schedule and Enrollment Reporting Profile.
- Scheduled Reports:** A table listing reports with columns for Name, Reporting Type, Extract Type, Extract Format, Frequency, School Branch ID, and SAIG Mailbox.
 

	Name	Reporting Type	Extract Type	Extract Format	Frequency	School Branch ID	SAIG Mailbox
1	BORROWER DEFAULT SUMMARY REPORT	EXTRACT	FIXED WIDTH	N/A	BIWEEKLY	N/A	TG50013
2	BORROWER DEMOGRAPHIC REPORT	EXTRACT	FIXED WIDTH	N/A	MONTHLY	ALL	TG50013
- Batch Format:** A section showing Batch Format: Extract, Notification E-mail Address: EAST.WEST@NORTHSOUTH.EDU, Profile Last Update by, and User Name: TEST USER on 04/06/2017.
- Roster Options:** A section highlighted with a red border, containing checkboxes for TSM, FAH, and All Branches, along with a Submit button.

Figure 7-66: Roster Options

### 7.13.4 Processing Enrollment Rosters

This section explains the following in detail:

- How to receive your Enrollment Reporting Roster file from NSLDS.
- What to expect in the Error/Acknowledgment File you receive back from NSLDS.
- How to build an Error Correction File in response to the Error/Acknowledgment File.

If your school uses an Enrollment Reporting Servicer, you must make sure that the servicer has the latest student enrollment information.

The accuracy of Title IV student loan records depends heavily on the accuracy of the data that your school reports. NSLDS records must be accurately matched with your enrollment records. You should review, update, or verify student enrollment statuses and other information with information that appears on the Enrollment Reporting Roster file.

Remember, the Department considers the school the source of enrollment data, not the data providers. Once you certify an enrollment record you become the authority of that enrollment status. It is your responsibility to continue to provide certification of enrollment on all students on your Roster. You should correct any errors in reporting that were identified by NSLDS. If the student has existing enrollment in NSLDS and there is an error, the enrollment will not be updated; and if there is no existing enrollment information, no new enrollment information will be added.

Your Enrollment Reporting Roster will include borrowers with enrollment statuses of 'F' (full-time), 'Q' (three-quarter time), 'H' (half-time), 'L' (less than half-time), 'A' (leave of absence), 'G' (graduated), 'W' (withdrawn), 'X' (never attended), 'Z' (no record found), or 'D' (deceased).

A student with an enrollment status of 'X', 'Z', 'W', 'G' or 'D' will not be removed from the Enrollment Reporting Roster until two consecutive certifications of the same status are received, however, a program will drop from the Roster after a single reporting of X, Z, G or W.

#### 7.13.4.1 Receiving the Enrollment Reporting Roster File

Based on the Enrollment Reporting Schedule set up by the school and the school portfolio preferences, NSLDS prepares an Enrollment Reporting Roster file for your school. This Enrollment Reporting Roster contains a portfolio of students identified as Title IV aid recipients that may be new to your school, previously reported as attending your school, recently graduated, or withdrawn.

Enrollment Reporting Rosters are received as follows:

- **Electronically to the school**—Users login to SAIG to receive the Enrollment Reporting Roster file in an electronic mailbox.
- **Electronically to an Enrollment Reporting Servicer**—Schools using a servicer will not receive the Enrollment Reporting Roster file. The Enrollment Reporting Roster file is sent directly to the servicer.

#### 7.13.4.2 Preparing the Received Roster

This Enrollment Reporting Roster contains students attending your school, recently

graduated, or withdrawn. You can compare a printed copy of the Enrollment Reporting Roster file contents against your registration records, but to do this, you will have to convert the Enrollment Reporting Roster file into a printable format. The most efficient method for comparing records is to use an automated matching process. Your information technology (IT) department or Enrollment Reporting Servicer has or can develop software to match the records, and then you need to review manually only unmatched records.

It is imperative that the student identifiers in the added records match the student identifiers on NSLDS. Students cannot be added to NSLDS unless current aid is on the database. If a data provider has not reported a loan to NSLDS or COD has not reported a grant and the school tries to add the record in a batch process, the student record will be rejected on the Submittal File or Error Correction File.

### **7.13.4.3 Matching Student Records**

After receiving the Enrollment Reporting Roster file, you must match the Detail records in that file to the student records in your registration system or other system that maintains current enrollment information. During the matching process, you must be certain that you have a legitimate match. One or more of the student identifiers provided by NSLDS may differ from the information in your school records.

If you are sure your data are correct (based on the reliable source of your data or documentation on file) you must contact the data provider and work with them to make changes. If you cannot resolve the discrepancy with the data provider, you may contact the NSLDS CSC at 1-800-999-8219, Option 3. You will need to provide copies of certain legal documents to make changes.

Enrollment Reporting Roster files received by electronic transmission through SAIG can be processed on a PC. The Comma Separated Value (CSV) file type allows a school to easily download the data into a spreadsheet software tool or database software tool, or perhaps a system of the school's creation. You can then update the student status and create a file for submission using SAIG or upload using the [NSLDSFAP](#) Enrollment Spreadsheet Submittal Web page.

### **7.13.4.4 Updating Student Information**

For each matching record, you must either confirm that the current enrollment provided by NSLDS in the Enrollment Roster is still valid, or update the enrollment status to the correct value according to the codes in Appendix C. When updating the enrollment status, the enrollment status effective date (ESED) must also be updated to correspond to any change. If the status is correct but the ESED is not, you may correct the ESED

without a change of status. The ESED is critical for maintaining student loan records and repayment schedules properly, and therefore, must be reported accurately.

- **Pseudo SSN**—Sometimes the Student SSN contains a pseudo SSN constructed by the data provider in the absence of the real SSN. This may be found in older student loans, which were made before Congress required an official SSN on loan applications. Usually, a pseudo-SSN is indicated by a **P** in the Student's Social Security Number Pseudo Indicator field. If a match is found between other NSLDS student identifiers and a student enrollment record and the real SSN is known, contact your data provider. Your data provider will confirm that the NSLDS record and the school record are for the same student. Conflicts in SSN identifiers can be reported to the NSLDS CSC by calling 1-800-999-8219.
- **Withdrawn or Graduated Students**—Students who have graduated or withdrawn stay on the Enrollment Reporting Roster until two consecutive certifications of the same status are received.
- **Program-Level data**—Program-Level information in record type 002 must be submitted for every student in your Roster, as applicable. A program will drop from the Roster after a single reporting of X, Z, G or W.
- **Program Identifier Changes**—Program Identifier Change data in record type 004 may be submitted when a change or correction to the reported value in any of the program identifiers needed. All records in a bundle must have the same values for Student Current SSN and OPEID and all identifiers for the Current Program as well as the New Program must be provided.

#### 7.13.4.5 Returning the Reporting Roster File as the Submittal File

After all enrollment records are validated as correct or updated appropriately, the Submittal File is returned to NSLDS via SAIG through the correct message class for the file type you are using.

#### 7.13.4.6 Submittal File Processing

After receiving the Submittal File, NSLDS edits the file. Detail records that pass all edits are accepted and processed through the remaining steps and updates are applied to NSLDS.

**You have up to 10 days to correct the errors.** This may be done online or by returning the file as the Error Correction File. Error correction includes updating the information in error so it will pass the edits and be processed by NSLDS. Simply resending the same erroneous data does not meet the requirement to correct errors. Records that have

been returned to the school in an Acknowledgment/ Error File are not added to the NSLDS database unless the error is corrected, and the record returned to NSLDS.

**Note:** If you have not received an Error/Acknowledgment File within 48 hours of transmitting your Submittal File, you should contact the NSLDS CSC at 1-800-999-8219. NSLDS does not send a notification if the full Submittal File fails. **No news is not good news.** It is your responsibility to be sure your file is received and processed.

### 7.13.4.7 Error Notification and Correction

Detail records that fail with one or more edits are returned in the Error/Acknowledgment file. Each Detail record returned has error code(s) appended to the end of the record explaining the rejection. Except for appended error codes, the Error/Acknowledgment File have the same format as the Enrollment Reporting Roster file, but it only contains those records that have an error. Error Codes, Error Messages, and their application can be found in Appendix D. After NSLDS receives and processes the file, you will receive one of the following:

- **An Error/Acknowledgment File that contains no error Detail records**—It is an acknowledgment that the Detail records in the Submittal File contained no errors and were added to the database.
- **An Error/Acknowledgment File with error records**—It will contain the Detail records that could not be processed and the applicable error codes.

**Note:** The Trailer record of the Error/Acknowledgment File contains the total number of Detail records received, the total number of accepted records, and the total number of rejected records.

This file serves as the acknowledgment that NSLDS has received and processed the Submittal File. **You should retain a copy of the Error/Acknowledgment File for audit purposes.**

If you received an Error/Acknowledgment File containing Detail records with errors, you must correct the errors and return the file as the Error Correction File **within 10 days**. You should build and return the Error Correction File the same way you built and returned the submittal file. Refer to the appropriate File record layout specifications in Appendix A for formatting differences. The error codes are provided at the end of each Detail record.

If you have not received an Error/Acknowledgment File within 48 hours of transmitting a submittal or correction file, you should call the NSLDS CSC at 1-800-999-8219.

### 7.13.4.8 Ad Hoc Reporting

It is important to report Enrollment status changes to NSLDS as soon as possible after they occur. You can fulfill this requirement by Ad Hoc reporting. Ad Hoc reporting may be done by requesting a file from NSLDS or by creating your own Submittal File.

- You can request a previously unscheduled Roster file by requesting an Ad Hoc Roster using the Enrollment Reporting Profile page on the [NSLDSFAP](#) website under the Enroll tab. The ad hoc file is created the next processing day and will be sent via SAIG. It may be updated and returned as a Submittal File through SAIG.
- You can also submit an unscheduled Submittal File (Ad Hoc) containing detail for enrollment status changes (created on a PC or mainframe). The file is created using the file layout type of your choice for a Submittal File.

You can also fulfill the requirement of notifying NSLDS of the enrollment change by going online and updating the individual students who have had a change.

Note: National Student Clearinghouse (NSC) is now able to make Ad Hoc Roster requests on behalf of the school they service. These requests will display “National Student Clearinghouse Request” in the Purpose field under the Future or Past Schedule section.

## 7.14 Common Reporting Errors

Below are the most common reporting errors and guidance on how to correct them.

### 7.14.1 Improper reporting of Program Enrollment Effective Date

The Program Effective Date is the date when the student's current program status first took effect. If the enrollment status has not changed, do not change this date. Additionally, the date must be prior to the Certification Date.

**Example:** *Figure 7-72: Improper Reporting of Program Enrollment Effective Date* shows a new Program Enrollment Effective Date at the start of a new term.

NORTH SOUTH UNIVERSITY - 06789900										
<b>CIP Code:</b> 240102 <b>Credential Level:</b> 02 - Associate's Degree <span style="background-color: blue; color: white; padding: 2px;">1</span> <b>Prog. Begin Date:</b> 08/20/2017		<b>Title:</b> General Studies. <b>Published Prog. Length in Yrs.:</b> 2.0 <b>Reported Program Length:</b> 2.0 Years			<b>Special Program Indicator:</b> N <b>Weeks in Academic Year:</b> 0.0					
Reported By	Reported By ID	Status	Eff. Date	Active	Earliest Cert.	Latest Cert.	Latest Cert. Method	Times Certified	Latest Date Received	Current
School	06789900	Full Time	06/02/2018	Active	06/21/2018	08/21/2018	School Batch	3	09/13/2018	Current
School	06789900	Full Time	01/15/2018	Inactive	02/07/2018	06/02/2018	School Batch	5	06/14/2018	Not Current
School	06789900	Full Time	08/20/2017	Inactive	09/04/2017	12/28/2017	School Batch	4	01/03/2018	Not Current

Figure 7-67: Improper Reporting of Program Enrollment Effective Date

### 7.14.2 Improper Reporting of the “Move To”

When using the NSLDS Enrollment Roster, or the NSLDS website to “Move” a student to a new location within the school, both locations must share the same Enrollment Administrator as indicated in the Enrollment Reporting Profile. Initially, all schools are set up to serve as their own administrator. To assign or change an administrator, go on the Enrollment Reporting Profile page of the [NSLDSFAP](http://NSLDSFAP) website.

Enrollment Administration	
Administered By: 06789900 - NORTH SOUTH UNIVERSITY	
06789900 - NORTH SOUTH UNIVERSITY	
06789901 - NORTH SOUTH UNIVERSITY - NORTH CAMPUS	
06789902 - NORTH SOUTH UNIVERSITY - SOUTH CAMPUS	
06789903 - NORTH SOUTH UNIVERSITY - EAST CAMPUS	
06789904 - NORTH SOUTH UNIVERSITY - HEALTHCARE	

Figure 7-68: Improper Reporting of the “Move To”

### 7.14.3 Improper Reporting of Published Program Length (PPL)

For traditional programs, the Published Program Length (PPL) should usually be reported in Years instead of Months. The following are considered traditional programs:

- Associate’s Degree (credential level ‘02’) = 2 years

- o Bachelor’s Degree (credential level ‘03’) = 4 years

After a program is reported, NSLDS converts any lengths reported in weeks or months to years, with a formula using the Weeks in Title IV Academic Year. Improper reporting of months instead of years causes the calculated Published Program Length in Years to be too long, negatively affecting the student’s Maximum Eligibility Period (MEP).

**Example:** Figure 7-75: *Improper reporting of Published Program Length* shows a misreported four-year program, where the PPL was reported as 48 months, causing the Published Program Length in Years to be calculated as 6.4 Years, instead of 6 years.

The Enrollment History Update Page on the [NSLDS Professional Access](#) website can be used to report Program Identifier Changes. For more details on updating identifier information see section 7.9.5.

NORTH SOUTH UNIVERSITY - 06789900										
CIP Code: 520201					Title: Political Science and Government, General.					
<b>1</b>	Credential Level: 03 - Bachelor's Degree				Published Prog. Length in Yrs.: 6.4		Special Program Indicator: N			
Prog. Begin Date: 01/19/2016					Reported Program Length: 48.0 Months		Weeks in Academic Year: 32.0			
Reported By	Reported By ID	Status	Eff. Date	Active	Earliest Cert.	Latest Cert.	Latest Cert. Method	Times Certified	Latest Date Received	Current
School	06789900	Full Time	05/26/2015	Active	10/15/2014	10/15/2015	School Batch	7	10/15/2015	Current

Figure 7-69: Improper reporting of Published Program Length

### 7.14.4 Improper Reporting of Program Begin Date

The Program Begin Date is the date on which the student began attending the program. This date should not change based on a new term or interruption in enrollment at the same school location. Additionally, NSLDS will use COD’s **Payment Period Begin Date** as the **Program Begin Date** for the first program data reported to NSLDS by COD. Schools must verify and correct Program Begin Date as needed. COD data will never replace school certified data.

Data Element	COD	NSLDS
CIP Code Year		X
CIP Code	X	X
Credential Level	X	X
Published Program Length	X	X
Weeks in Title IV Academic Year	X	X
Special Program Indicator	X	X
Enrollment Status	X	X
Enrollment Status Effective Date		X
Program Begin Date		X
Payment Period Start Date	X	
Program Indicator		X

Figure 7-70: Data Collection – COD vs NSLDS

### 7.14.5 Improper Enrollment History Corrections

A school cannot report an Enrollment Status of 'X' or 'Z' if an enrollment history (Enrollment Status Code of 'F', 'Q', 'H', 'A', or 'L') already exists for the student at that school.

If the prior status was incorrectly reported, report the X or Z with an Effective Date that is earlier than the earliest date of the prior reported status on the Enrollment Maintenance page. This will inactivate the prior status.

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 An OFFICE of the U.S. DEPARTMENT of EDUCATION

**Menu** | **Aid** | **Enroll** | **GE** | **Org** | **Report** | **Tran** | **Support**

Enrollment Summary | Enrollment Update | Enrollment Reporting Profile | Foreign School Reporting | Enrollment Notification Override List | Exit Counseling Submittal

SSN: [ ] First Name: [ ] DOB: [ ] (MMDDCCYY) Retrieve Name Search  
 FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

**MAX C STUDENT**  
 \*\*\*-\*\*-9999 + DOB: 05/16/1987

**Enrollment Detail**

**Advanced Display Options**

Enrolled At: 06789900 NORTH SOUTH UNIVERSITY  
 Show Records: All Active and Inactive  
 Reported By: Schools  
 Sort Schools By: OPEID  
 Sort Records By: Reported By, Certification Date  
 Begin Effective Date: [ ]  
 End Effective Date: [ ]

Apply

NORTH SOUTH UNIVERSITY 06789900										
Reported By	Reported By ID	Status	Eff. Date	Active	ACD	Cert. Date	Cert. Method	Date Received	Term Begin	Term End
School	06789900	Never Attended	08/25/2017	Yes	N/A	12/01/2017	School Batch	01/15/2018	N/A	N/A
School	06789900	Withdrawn	08/30/2017	Yes	N/A	11/02/2017	School Batch	12/18/2017	N/A	N/A
School	06789900	Withdrawn	08/30/2017	Yes	N/A	10/01/2017	School Batch	11/16/2017	N/A	N/A
School	06789900	Full Time	08/26/2017	Yes	12/08/2021	09/01/2017	School Batch	10/17/2017	N/A	N/A

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FOIA | Privacy | Security | Notices | WhiteHouse.gov | USA.gov | ED.gov

Figure 7-71: Correcting Enrollment History

### 7.14.6 Updating NSLDS without Updating your Enrollment Reporting Servicer

School-reported data and the servicer-reported data must stay in sync. It is very important that the data reported to NSLDS is also the same data reported to the servicer. If the data is not also reported to the servicer after being reported to NSLDS, the **school-reported data could be overwritten** when the servicer responds to Enrollment Reporting Roster files.

## 7.15 Ways to Improve Enrollment Reporting

Below is guidance on how schools can improve their reporting of enrollment data.

- Correct and return errors in the Acknowledgement/Error File to NSLDS.
  - Certify ALL students on the Enrollment Roster at least every 60 days, with program data (if applicable), even if no change in status.
- Ensure the correct enrollment status is reported at both the Campus-Level and Program-Level
- Utilize online tools and reports available on the NSLDSFAP website:
  - In the **Enrollment Update** page:
    - Search for students on the Roster in a 'W' (withdrawn) or 'G' (graduated) enrollment status and certify those students for the second time. The second certification will remove them from the Roster.
    - Search for any students without programs by selecting the "**Exclude Students with Certified Programs**" box and add programs, if needed.
  - In the **Enrollment Maintenance** page:
    - Search for any students that have not been certified in over 60 days by selecting "Certification Date" in the Retrieve/Sort By option. Once the students have been identified, certify them.

## Chapter 7 Key Points to Remember

- ✓ Schools have the ability to report enrollment data to NSLDS by batch or online submission. You can report enrollment data online by using the Online Update function or by submitting a spreadsheet with your school's enrollment data.
- ✓ The Primary Destination Point Administrator (PDPA) for the organization must complete the application for the batch process and request online access with enrollment update functionality on [fsawebenroll.ed.gov](http://fsawebenroll.ed.gov).
- ✓ Each school is required to have at least an Enrollment Reporting Contact and a Primary Contact on the NSLDSFAP website for communications from NSLDS.
- ✓ The Enrollment Summary page provides an overview of a student's most recent status at every school where enrollment has been reported for that student.
- ✓ The Enrollment Detail page gives the full details of a student's enrollment information at each school attended as reported to NSLDS.
- ✓ The Program Enrollment Detail page gives the full details of a student's program enrollment information at each school attended as reported to NSLDS.
- ✓ The Enrollment Timeline page displays a chronology of a student's enrollment status and allows users to check a student's status at a particular point in time to see what status was in effect for that period.
- ✓ The Maximum Eligibility Timeline page displays a chronology of a student's enrollment status and allows users to check a student's status at a particular point in time to see what status was in effect for that period.
- ✓ The Enrollment History Update page allows schools to add, modify, or inactivate enrollment history data at both the Program- and Campus-level, as well as, make program identifier changes.
- ✓ NSLDS transmits the Enrollment Reporting Roster file to your SAIG electronic mailbox on the Enrollment Reporting Schedule created by your school.
- ✓ The Published Program Length (PPL) for traditional programs should usually be reported in Years instead of Months or Weeks.

## Chapter 8. Monitoring of Reporting Compliance

NSLDS provides various online tools and reports for the school to monitor the certification records that have been provided to NSLDS by the school or by its servicer. This chapter describes these tools, web pages, and reports.

### 8.1 Enrollment Reporting Statistics

NSLDS calculates Enrollment Reporting Statistics to monitor school compliance with enrollment reporting requirements, including the reporting of Program Enrollment information. Enrollment Reporting Statistics are calculated for each location, as determined by the 8-digit OPEID code at the location/branch level, for all schools that are set up for enrollment reporting. All enrollment reporting is done at the location level to indicate where the student is physically attending.

The Enrollment Reporting Statistic is calculated as the percentage of students who are on the enrollment Roster for a location as of the Start Date who were also reported with Program Enrollment between the Start Date and the Evaluation Date.

Additionally, Enrollment Reporting Statistics monitors whether a school has reported programs with a 2020 CIP Year for the students on its Enrollment Reporting Roster. NSLDS determines Programs Certified with Active Enrollment, Programs Certified with 2020 CIP Year, and Percent Program Certified with 2020 CIP Year by calculating the total number of programs certified with active enrollment (enrollment statuses of 'F', 'Q', 'H', 'L', and 'A') on the Start Date and number of programs certified, at least once, with active enrollment, where CIP Year was 2020, within the current evaluation period.

Statistics are calculated during the third week of every month. The Start Date is set at 135 days prior to the Evaluation Date for each month's calculation. This is done so schools have plenty of time to certify program enrollment for any students who are added to the Roster.

Reporting of enrollment records with a Campus-Level Enrollment effective date more than ten years in the past or an enrollment status of W (Withdrawn), G (Graduated), D (Deceased), X (Never Attended), or Z (Record Not Found) with no corresponding Program-Level data will not negatively impact a school's Enrollment Reporting Statistics. However, schools should close out any outstanding X and Z status records on their Rosters by certifying these records a second time, after which these records will no longer appear on the Roster.

NSLDS sets a minimum threshold percentage for reporting of Program Enrollment, and sends a series of escalating compliance notices via email to schools that fall below this

percentage. Schools who have a larger percentage of students on the Roster that are actually not enrolled in any Program (for example, continuing education students) may request an exception to have a lower minimum percentage approved by contacting [ERCompliance@ed.gov](mailto:ERCompliance@ed.gov). See Section 8.1.3 for more information.

### 8.1.1 Enrollment Reporting Statistics Page

The Enrollment Reporting Statistics page displays information about the extent and quality of the enrollment reporting provided by schools participating in the federal student aid programs. School users can view the previous year's enrollment reporting statistics for their school or for any of their school's locations. Additionally, the page will display histories of Compliance and Late Roster Notifications. The Enrollment Reporting Statistics process each month looks back 135 days from the Evaluation Date, and evaluates only students who were on the school's Roster as of the Start Date (135 days prior to Evaluation Date). Therefore, it may take multiple cycles for improvement to be reflected in the 'Percent Certified with Program Enrollment' column.

If a school has been approved for an exception to the minimum Enrollment Reporting Statistics percentage, the **Enrollment Reporting Threshold Override History** button will display and allow the user to view the exception information.

To Access the Enrollment Reporting Statistics, select the Enrollment Reporting Statistics button at the top of the Enrollment Reporting Profile Page.

The warning and informational icons at the top of the page reflect the status of the enrollment statistics for the particular school or school location selected.

Warning icons:

- **Percent Certified**—The most recent Percent Certified with Program Enrollment value for the school (school location) falls beneath the applicable threshold.
- **Percent 2020 CIP Year**—The most recent Percent Programs Certified with 2020 CIP Year value for the school (school location) falls beneath the minimum threshold.
- **Late Roster**—The most recent Roster for the school (one or more locations at the school) has not been returned and is late.

Informational icons:

- **Certification Statistics**—There are no certification statistics for the school (school location) for the past year.
- **Compliance Notification**
  - The display options in effect returned more Compliance Notification letters

- than appear on the page.
- The display options in effect did not return any Compliance Notification letters.
- **Late Roster Notification**
  - The school (school location) has received more Late Roster Notification letters in the past six months than appear on the page.
  - The school (school location) has not received any Late Roster Notifications letters in the past six months.

**NSLDS** Menu Aid Enroll GE Org Report Tran

Enrollment Summary | Enrollment Update | Enrollment History Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List  
Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Return To Enrollment Reporting Profile

Name: NORTH SOUTH UNIVERSITY  
Code: 06789900 Type: School

Compliance Notification Late Roster Notification

### Enrollment Reporting Statistics

Display Options

School Code: 067899  
School Location Code: 06789900  
Display Statistics For:  School  School Location  
Compliance Notification Letter Sent On or Before: 09/22/2020 (MMDDCCYY)  
Maximum Number of Compliance Notifications Per Location: 10

Apply

### Certification Statistics for Location

Enrollment Reporting Threshold Override History

	Start Date	Evaluation Date	Students in Portfolio	Students Cert.	Students Cert. With Prog. Enroll.	Percent Stu. Cert.	Percent Stu. Cert. with Prog. Enroll.	Prog. Cert. With Active Enroll.	Prog. Cert. With 2020 CIP Year	Percent Prog. Cert. with 2020 CIP Year	Roster Records Returned	Roster Records in Error Returned	Roster Error Percent
1	03/02/2020	07/15/2020	9,557	9,557	9,557	100.00%	100.00%	60,922	0	0.00%	148,384	81	0.05%
2	02/03/2020	06/17/2020	8,850	8,850	8,850	100.00%	100.00%	56,244	0	0.00%	151,127	42	0.03%
3	01/06/2020	05/20/2020	8,892	8,892	8,892	100.00%	100.00%	59,233	0	0.00%	155,053	35	0.02%
4	12/03/2019	04/16/2020	8,897	8,897	8,897	100.00%	100.00%	0	0	N/A	158,914	30	0.02%
5	11/04/2019	03/18/2020	8,687	8,687	8,687	100.00%	100.00%	0	0	N/A	179,602	64	0.04%
6	10/07/2019	02/19/2020	6,290	6,290	6,290	100.00%	100.00%	0	0	N/A	157,257	94	0.06%
7	09/02/2019	01/15/2020	6,453	6,453	6,453	100.00%	100.00%	0	0	N/A	162,692	94	0.06%
8	08/05/2019	12/18/2019	6,490	6,490	6,490	100.00%	100.00%	0	0	N/A	175,152	101	0.06%
9	07/08/2019	11/20/2019	6,465	6,465	6,465	100.00%	100.00%	0	0	N/A	152,929	89	0.06%
10	06/03/2019	10/16/2019	7,135	7,135	7,135	100.00%	100.00%	0	0	N/A	167,340	69	0.04%
11	05/06/2019	09/18/2019	7,106	7,106	7,106	100.00%	100.00%	0	0	N/A	133,214	40	0.03%
12	04/08/2019	08/21/2019	7,243	7,243	7,243	100.00%	100.00%	0	0	N/A	120,410	36	0.03%

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Figure 8-1: Enrollment Reporting Statistics

## 8.1.2 Certification Statistics

The Certification Statistics for School / Location section displays information about the extent and quality of the enrollment reporting provided by schools participating in the federal student aid programs. The page will display Certification Statistics for the past year. Supplemental submittals are not reflected in the counts of Roster Records Returned or Roster Records in Error Returned and are excluded from the Roster Error Percent calculation. The section displays the following information, definitions of these fields can also be found in the Enrollment Reporting Statistics Help page:

- **Start Date**—The begin date for the evaluation period that produced the row of data. This date is 135 days prior to the Evaluation Date.
- **Evaluation Date**—The date on which the period under evaluation ended and the evaluation itself was performed.
- **Students in Portfolio**—The number of students participating in the school or school location's portfolio on the Start Date.
- **Students Cert.**—The number of students participating in the school or school location's portfolio at the Start Date who were certified at least once by the Evaluation Date.
- **Students Cert. With Prog. Enroll.**—The number of students participating in the school or school location's portfolio at the Start Date who were certified at least once with program enrollment by the Evaluation Date.
- **Percent Stu. Cert.**—The percentage of students in the school or school location's portfolio successfully certified during the evaluation period.
- **Percent Stu. Cert. With Prog. Enroll.**—The percentage of students in the school or school location's portfolio successfully certified with program enrollment during the evaluation period.
- **Prog. Cert. With Active Enroll.**—The number of programs certified with active Program Enrollment Status of 'F', 'Q', 'H', 'L', and 'A' for the evaluation period, regardless of CIP Year.
- **Prog. Cert. With 2020 CIP Year**—The number of programs certified with active Program Enrollment in CIP Year 2020 for the evaluation period.
- **Percent Prog. Cert. with 2020 CIP Year**—The percentage of programs certified with active enrollment for the evaluation period that have a 2020 CIP Year.

- **Roster Records Returned**—The number of records that were processed by NSLDS for a specific school or school location's portfolio between the Start Date and Evaluation Date.
- **Roster Records in Error Returned**—The number of records containing errors that were processed by NSLDS for a specific school or school location's portfolio between the Start Date and Evaluation Date.
- **Roster Error Percent**—The ratio of records in error to records returned expressed as a percentage.

As a reminder, schools are expected to report enrollment for all students on the Roster, and to report program data for all programs in which a student is enrolled. The Enrollment Statistics Report is available to schools and is discussed in detail in Section 8.5.1.

 <b>Certification Statistics for Location</b>													
	Start Date	Evaluation Date	Students in Portfolio	Students Cert.	Students Cert. With Prog. Enroll.	Percent Stu. Cert.	Percent Stu. Cert. with Prog. Enroll.	Prog. Cert. With Active Enroll.	Prog. Cert. With 2020 CIP Year	Percent Prog. Cert. with 2020 CIP Year	Roster Records Returned	Roster Records in Error Returned	Roster Error Percent
1	03/02/2020	07/15/2020	15	14	14	93.33%	93.33%	36	0	0.00%	133	19	14.29%
2	02/03/2020	06/17/2020	12	11	11	91.67%	91.67%	30	0	0.00%	128	19	14.84%
3	01/06/2020	05/20/2020	12	11	11	91.67%	91.67%	18	0	0.00%	73	14	19.18%
4	12/03/2019	04/16/2020	12	11	11	91.67%	91.67%	0	0	N/A	69	10	14.49%
5	11/04/2019	03/18/2020	22	18	18	81.82%	81.82%	0	0	N/A	0	0	N/A
6	10/07/2019	02/19/2020	15	15	15	100.00%	100.00%	0	0	N/A	30	0	0.00%
7	09/02/2019	01/15/2020	13	13	13	100.00%	100.00%	0	0	N/A	46	0	0.00%
8	08/05/2019	12/18/2019	14	14	14	100.00%	100.00%	0	0	N/A	72	0	0.00%
9	07/08/2019	11/20/2019	21	21	21	100.00%	100.00%	0	0	N/A	100	0	0.00%
10	06/03/2019	10/16/2019	19	19	19	100.00%	100.00%	0	0	N/A	140	0	0.00%
11	05/06/2019	09/18/2019	18	18	18	100.00%	100.00%	0	0	N/A	123	0	0.00%
12	04/08/2019	08/21/2019	19	19	19	100.00%	100.00%	0	0	N/A	126	0	0.00%

Figure 8-2: Certification Statistics for Location

### 8.1.3 Enrollment Reporting Compliance Notifications

NSLDS tracks whether a school is reporting Program-Level enrollment information

about enough of its students, currently set at 90% of students on the Roster. When NSLDS determines that an insufficient number of students have enrollment reported about them, it will begin to send letters to the school. If after two warnings, the reporting performance does not improve, the school is referred to Program Compliance. The letter sequence is as follows:

- First Warning Letter
- Second Warning Letter
- Program Compliance Referral Letter

NSLDS also tracks whether a school has reported an insufficient number of programs with a 2020 CIP Year on its Enrollment Reporting Roster. NSLDS determines **Programs Certified with Active Enrollment, Programs Certified with 2020 CIP Year**, and **Percent Program Certified with 2020 CIP Year** by calculating the total number of programs certified with active enrollment (enrollment statuses of 'F', 'Q', 'H', 'L', and 'A') on the Start Date and number of programs certified, at least once, with active enrollment, where CIP Year was 2020, within the current evaluation period.

When NSLDS determines that an insufficient number of programs with a 2020 CIP Year for the students, it will send a 2020 CIP Code Compliance Letter to the school. Schools are encouraged to refer to the NCES website for a full listing of 2020 CIP Codes and take the necessary action to ensure that 2020 CIP Year programs are reported for all currently enrolled students. Additionally, the Enrollment Reporting Deleted CIP Code Report (SCHDC1) assists schools in determining which students have programs with deleted CIP codes for the CIP Year 2020.

The Enrollment Reporting Statistics page contains an Enrollment Compliance Notification History section. This section displays information about compliance letters sent to an individual school location or all the locations at the school.

Schools can view the Enrollment Reporting Compliance Notification History section on the Enrollment Reporting Statistics page, which displays information about compliance letters sent to an individual school location (location view) or all the locations at the school (school view). The page will display up to 100 Compliance Notifications. The Enrollment Reporting Compliance Report is also available to school users and is discussed in detail in Section 8.5.2. Schools can also view a PDF copy of the letter that was sent to them by clicking the View Letter button.

 <b>Enrollment Reporting Compliance Notification History</b>							
	Date Letter Sent	Letter Type	Start Date	Evaluation Date	Percent Stu. Cert. with Prog. Enroll.	Percent Prog. Cert. with 2020 CIP Year	Roster Error Percent
<a href="#">View Letter</a>	09/16/2020	2020 CIP Code Compliance Letter	05/04/2020	09/16/2020	98.23%	68.23%	11.12%
<a href="#">View Letter</a>	03/18/2020	First Warning Letter	11/04/2019	03/18/2020	88.72%	N/A	09.95%

Figure 8-3: Enrollment Reporting Compliance Notifications History

If, after the school receives its initial notification, it believes that a significant percentage of its students are legitimately not enrolled in an academic program and are therefore properly reported only at the campus level and not at the program level, the school should send an email requesting an Enrollment Reporting Compliance Notification Exception. The email should be sent to [ERCompliance@ed.gov](mailto:ERCompliance@ed.gov).

## 8.2 Late Roster Notification

Once NSLDS creates an Enrollment Reporting Roster file and sends it to a school, that school has 15 days from the date the Enrollment Reporting Roster file was sent to return a Submittal File to NSLDS or complete the updates online. Any school that fails to return a Submittal File or make updates online within the 15-day period is considered to be late in responding. NSLDS will produce an email notification to remind schools of their obligation to complete and return the enrollment reporting file within 15 days of receipt to NSLDS.

Note that all schools, including those that report online, have a Roster schedule and must report within 15 days of the scheduled Roster date. Schools reporting online should adjust their schedule to match their online reporting schedule.

Schools can view a history of their late Roster reporting by viewing the Late Roster Notification History section on the Enrollment Reporting Statistics page, which displays information about late Roster letters sent to an individual school location (School Location is selected under Display Statistics For) or all the locations at the school (School is selected under Display Statistics For) during the previous six months. The section displays the following information:

- **OPEID**—The eight-digit Office of Postsecondary Education ID of the school location that received the late Roster notification (school-level summary only).
- **Roster Date**—The date on which NSLDS sent a new enrollment Roster to the school.
- **Letter Date**—The date on which NSLDS sent a letter to the school informing it

that it had not responded in a timely fashion to the most recent roster sent by NSLDS.

### **8.3 Enrollment Submittal Tracking**

The Enrollment Submittal Tracking page is an online page that displays information about batch enrollment Rosters and submittals by schools and school locations, and online enrollment reporting activity. Schools will be able to track enrollment submissions for Rosters (batch files sent from NSLDS to the school/servicer), Submittals (batch files sent from the school/servicer to NSLDS), Supplemental (batch files sent outside the roster schedule from the school/servicer to NSLDS), and Web (includes both online Enrollment Maintenance and Enrollment Spreadsheet Submittal). Note that if the school uses an enrollment servicer, the File-Level Information total records count may include records sent by the school's servicer for other schools.

Select the Enrollment Submittal Tracking button at the top of the Enrollment Reporting Profile Page.

Return To Enrollment Reporting Profile

Name: NORTH SOUTH UNIVERSITY  
Code: 06789900 Type: School

### Enrollment Submittal Tracking

**Display Options**

School Code: 067899  
 School Location Code: 06789900  
 Organization Level:  School  School Location  
 File Types:  Roster  Submittal  Supplemental  Web  
 Date Processed Begin: 02/28/2019 (MMDDCCYY)  
 Date Processed End: 04/30/2019 (MMDDCCYY)

Apply

**Submittal Details**

File-Level Information						School Information								
	Date Sent / Received	Date Processed	Type	Total Records	SAIG Mailbox	OPEID	Total Bundles	Valid Bundles	Bundles in Error	Percent Valid	Campus Records	Program Records	Email Records	Unique Borrowers
1	04/23/2019	04/23/2019	Web	2	N/A	06789900	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2	04/22/2019	04/22/2019	Web	5	N/A	06789900	5	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3	04/15/2019	04/16/2019	Supplemental	64	TG54560	06789900	31	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4	04/08/2019	04/09/2019	Submittal	5,064	TG54560	06789900	193	191	2	98.96%	193	197	189	193
5	04/01/2019	04/01/2019	Roster	3,196	TG54560	06789900	193	N/A	N/A	N/A	193	180	N/A	193
6	03/27/2019	03/27/2019	Web	1	N/A	06789900	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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Figure 8-4: Enrollment Submittal Tracking

The **Display Options** allow you to filter the enrollment submittal data displayed on the page. The following Display Options are available:

- **School Code**-Identifies the six-digit Office of Postsecondary Education Identification number (OPEID) for the school.
- **School Location Code**-Allows you to select an individual school location for viewing.
- **Organization Level**-Allows you to view enrollment submittal for the school as a whole or for a specific school location.
- **File Types**-Allows you to view the enrollment submittal for a specific type.
  - Roster-NSLDS generated and sent an Enrollment Reporting file to the school.

- Submittal-The school submitted a file through the batch enrollment reporting process.
- Supplemental-The school submitted a supplemental file through the batch enrollment reporting process outside of their regular roster schedule.
- Web-The school certified the enrollment information using the Enrollment Maintenance page or the Enrollment Spreadsheet Submittal page on this site.
- **Date Processed Begin / End**-Allow you to retrieve enrollment submittals for a specified date range.

After selecting the desired options, click the **Apply** button to display the Submittal Details.

The **Submittal Details** displays the following information:

File-level information:

- **Date Sent / Received**-For batch files, the date NSLDS sent an outgoing file or received an incoming file. For Web submittals, the date NSLDS received the submittal.
- **Date Processed**-The date on which NSLDS completely processed the batch file or web submittal.
- **Type**-The Enrollment Roster or submittal type.
  - Roster-NSLDS sent a batch Enrollment Reporting Roster to the school.
  - Submittal-NSLDS received a batch Enrollment Reporting submittal from the school.
  - Supplemental-NSLDS received a batch supplemental file from the school outside of their regular roster schedule.
  - Web-The school submitted enrollment information using the Enrollment Maintenance page or the Enrollment Spreadsheet Submittal page on this site.
- **Total Records**-The total number of records contained in the file, including headers and footers.
- **SAIG Mailbox**-The Student Aid Internet Gateway (SAIG) mailbox the file was sent to or received from.

School information:

- **OPEID**-The eight-digit Office of Postsecondary Education Identification number (OPEID) associated with the detail records.

- **Total Bundles**-The total number of record bundles for that school location included in the file. A bundle is a set of records (Campus, Program(s) and Email) for one individual student.
- **Valid Bundles**-The total number of valid record bundles for that school location included in the file.
- **Bundles in Error**-The total number of bundles with errors for that school location included in the file.
- **Percent Valid**-Valid Bundles divided by Total Bundles.
- **Campus Records**-The total number of Campus-Level Records for that school location included in the file.
- **Program Records**-The total number of Program-Level Records for that school location included in the file.
- **Email Records**-The total number of Email-Level Records for that school location included in the file.
- **Unique Borrowers**-The total number of unique borrowers for that school location included in the file.

Note: The counts of Valid Bundles, Bundles in Error, Percent Valid, Campus Records, Program Records, Email Records and Unique Borrowers are not produced for Supplemental submittal files.

## 8.4 Enrollment Certification by Quarter

The Enrollment Certification by Quarter is an online page that displays a quarterly count by enrollment status of certified enrollments received by NSLDS during the four most recent calendar quarters. At the end of each quarter (March 31, June 30, September 30, and December 31), NSLDS evaluates the last enrollment status reported per student that updated NSLDS during that quarter. The school might reference this report to evaluate the pattern of enrollment reporting during various quarters or to compare to records the school has at the end of a specific quarter.

Select the **Certification by Quarter** button at the top of the Enrollment Reporting Profile Page. This will display a report page that lists a count of the certifications received by enrollment status during the prior quarters. Note that the count is based on when NSLDS received the certification, not by the certification date.

Return To Enrollment Reporting Profile

Name: NORTH SOUTH UNIVERSITY  
Code: 06789900 Type: School

**Enrollment Certification by Quarter**

Display Location: 06789900 - NORTH SOUTH UNIVERSITY [Submit]

Enrollment Status	Most Recent Certification 10/01/2016 - 12/31/2016	Most Recent Certification 07/01/2016 - 09/30/2016	Most Recent Certification 04/01/2016 - 06/30/2016	Most Recent Certification 01/01/2016 - 03/31/2016
Full Time	5,713	1,504	4,571	5,322
Three Quarter Time	285	143	266	257
Half Time	1,417	1,155	1,949	1,501
Less than Half Time	524	374	582	506
Leave of Absence	0	0	0	0
Moved	0	0	0	0
Graduated	538	1,459	1,391	530
Withdrawn	2,025	255	454	1,634
Death	0	0	0	1
Never Attended	0	0	0	0
No Record Found	113	95	52	375

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Figure 8-5: Enrollment Certification by Quarter

## 8.5 Enrollment Reporting User Reports

NSLDS provides several reports for schools to manage their enrollment reporting portfolios. Users are encouraged to run reports on a regular basis to track their Enrollment Reporting Statistics, enrollment certifications, and errors. These reports are discussed in detail in the following subsections.

### 8.5.1 Enrollment Statistics Report

The Enrollment Statistics Report (ENLST1) is an MS Excel™ format report, which is displayed on-demand in a browser window. The report provides Enrollment Statistics for the school code or school location code associated with the user's ID. The report includes information about completeness and quality of the enrollment reporting provided by schools participating in the federal student aid program. The report will contain the same information that is displayed on the Enrollment Reporting Statistics page. Users may choose to receive all the data associated with the six-digit OPEID in the School Code field or specify a specific school location code by entering the eight-digit OPEID in the School Location Code field.

From the Web Report List, under the Report tab, select the ENLST1, Enrollment Statistics

Report. On the Report Parameters page, selecting the summary level allows the user to receive the data at either the School Code (six-digit OPEID) summary level or the School Location Code (eight-digit OPEID) detail level. The user selects the Evaluation Date End and the Prior Weeks in Range, and all statistics within the range will be included for the selected school location(s) in the report.

The screenshot shows the NSLDS Enrollment Reporting System interface. At the top, there is a header with the Federal Student Aid logo and the National Student Loan Data System (NSLDS) title. Below the header is a navigation menu with buttons for Menu, Aid, Enroll, GE, Org, Report, and Tran. The main content area displays the user's login information: FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2. The report parameters section includes fields for School Code (067899), School Location Code (99999999), Summary Level (SCHOOL CODE), Evaluation Date End, and Prior Weeks in Range. A 'Submit' button is located below the form. A footer section contains links for FOIA, Privacy, Security, and Notices, along with the Privacy Act of 1974 (AS AMENDED) notice.

Figure 8-6: Enrollment Statistics Report

## 8.5.2 Enrollment Reporting Statistics Backup Detail Report

The Enrollment Reporting Statistics Backup Detail Report (SCHCB1/SCHCB3) allows school users to request an extract that lists students included in calculations for the current Enrollment Reporting Statistics. Each student on the report was included in the denominator of the Percent Certified with Program Enrollment calculation, and the

report identifies students who were included in that calculation numerator, meaning that they were successfully certified with program enrollment during the evaluation period. The report also identifies students who were included in the numerator due to ED-approved exceptions. The user may choose to receive all data associated with their school by leaving the asterisk (\*) in the School Location field, or only data for a single location by entering the eight-digit OPEID for that location. The report output may be sorted by SSN or Last/First Name, and formatted using Extract Type options of Standard (Fixed width), sent in message class ERSBFWOP, or Comma Delimited, sent in message class ERSBCDOP. The report is delivered in the corresponding message class to the SAIG mailbox (TG number) associated with the FSA User ID that requested the report.

The Enrollment Reporting Statistics Backup Detail Report can also be scheduled (SCHCB3) for monthly distribution. The SCHCB3 contains all students at the six-digit School Code or eight-digit School Location Code included in the **most recently** calculated Enrollment Reporting Statistics.

The report is sent in fixed-width or comma separated values (CSV) format via the SAIG to the mailbox designated under the Scheduled Reports section of the Organization Profile page. The NSLDS Record Layouts for the Extract file is available in Appendix H.

The screenshot displays the NSLDS Enrollment Reporting Statistics Backup Detail Report configuration interface. At the top, the Federal Student Aid logo is visible, along with the text 'PROUD SPONSOR of the AMERICAN MIND™' and 'National Student Loan Data System (NSLDS)'. A navigation menu includes 'Menu', 'Aid', 'Enroll', 'GE', 'Org', 'Report', and 'Tran'. The user is logged in as 'TEST USER' from 'NORTH SOUTH UNIVERSITY / TG54560 / SCTST2'. The report ID is 'SCHCB1' and the type is 'Extract'. The report name is 'ER STATISTICS BACKUP DETAIL'. The 'Report Parameters' section includes: SCHOOL CODE: 067899; SCHOOL LOCATION CODE: \* 99999999; EXTRACT TYPE: STANDARD; Sort By: --Select--; Output Medium: SAIG. A 'Submit' button is located below the parameters. A 'REPORT DESCRIPTION' box provides details about the report's purpose and data source. The footer contains a 'PRIVACY ACT OF 1974 (AS AMENDED)' notice and links for FOIA, Privacy, Security, Notices, WhiteHouse.gov, USA.gov, and ED.gov.

Figure 8-7: Enrollment Reporting Statistics Backup Detail Report

### 8.5.3 Enrollment Reporting Compliance Report

The Enrollment Reporting Compliance Report (SCHCR1) allows authorized school users to view the distribution history of the Enrollment Reporting Compliance Letters and the enrollment statistics content sent to schools. The report can be requested on the Report tab of the NSLDSFAP website under Web Report List. Schools can request the report based on the six-digit school code or on the eight-digit school location code. When requesting the report, the user must indicate the Letter Sent On or After/On or Before date range corresponds to the date the letter, or letters, were sent to the school. The report output is displayed on-demand in a browser window using MS Excel format.

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Menu | Aid | Enroll | GE | Org | Report | Tran

Report List | Web Report List

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

ID: SCHCR1 Type: Extract  
 Name: ENROLLMENT REPORTING COMPLIANCE RPT

**Report Parameters**

SCHOOL CODE: 067899  
 SCHOOL LOCATION CODE:  99999999  
 LETTER SENT ON OR AFTER:  MM/DD/CCYY  
 LETTER SENT ON OR BEFORE:  MM/DD/CCYY  
 Sort By: --Select--  
 Output Medium: XLS

Submit

The Enrollment Reporting Compliance Report (SCHCR1) allows authorized school users to view the distribution history of the Enrollment Reporting Compliance Letters and the enrollment statistics content sent to schools. The report can be requested for a six-digit school code or for an eight-digit school location code. The Letter Sent on or After/on or Before date range corresponds to the date the letter, or letters, were sent to the school. The report can be sorted by School Location Code, then Date Letter Sent, or Date Letter Sent, then School Location Code. The report output is displayed on-demand in a browser window using MS Excel format.

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Figure 8-8: Enrollment Compliance Report

## 8.5.4 Enrollment Reporting 2020 Invalid CIP Codes Report

The Enrollment Reporting (ER) 2020 Invalid CIP Codes Report (SCHCP4) provides school users with an extract of current students enrolled in a program with a CIP Year of 2000 or 2010. The report assists schools in determining which students have programs that *need to be updated* to the equivalent CIP Year 2020. Users may refer to the [NCES website](#) to obtain 2020 CIP Codes. The report can be requested for a six-digit School Code or eight-digit School Location Code. The user may choose to receive all data associated with their school by leaving the asterisk (\*) in the School Location Code or receive data for a single location by entering the eight-digit OPEID in the School Location Code. The user can indicate whether to include students currently enrolled in programs with CIP Year 2000 and/or 2010 that have equivalent 2020 CIP Year programs.

The report output is sorted by SSN and formatted using Extract Type options of Fixed-Width, sent in message class OLCIPFOP, or Comma Delimited, sent in message class OLCIPCOP. The report is delivered to the SAIG mailbox (TG number) associated with the FSA User ID that requested the report. The NSLDS Record Layouts for the Extract file is available in Appendix H.

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Menu | Aid | Enroll | CE | Org | Report | Tran

Report List | Web Report List

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

ID: SCHCP4 Type: Extract  
Name: ER 2020 INVALID CIP CODES REPORT

**Report Parameters**

School Code: 067899  
School Location Code: \* 99999999  
Include CIP Yr 2000 with 2020: Y  
Include CIP Yr 2010 with 2020: Y  
Extract Type: --Select--  
Sort By: 1 Student SSN  
Output Medium: SAIG

Submit

REPORT DESCRIPTION: The Enrollment Reporting (ER) 2020 Invalid CIP Codes Report (SCHCP4) provides school users with an extract of current students enrolled in a program with a CIP Year of 2000 or 2010. The report assists schools in determining which students have programs that need to be updated to the equivalent CIP Year 2020. Users may refer to the National Center for Education Statistics (NCES) website to obtain 2020 CIP Codes. The report can be requested for a six-digit School Code or eight-digit School Location Code. The user may choose to receive all data associated with their school by leaving the asterisk (\*) in the School Location Code, or receive data for a single location by entering the eight-digit OPEID in the School Location Code. The user can indicate whether to include students currently enrolled in programs with CIP Year 2000 and/or 2010 that have equivalent 2020 CIP Year programs.

The report output is sorted by SSN and formatted using Extract Type options of Fixed-Width, sent in message class OLCIPFOP, or Comma Delimited, sent in message class OLCIPCOP. The report is delivered to the SAIG mailbox (TG number) associated with the FSA User ID that requested the report. The NSLDS Record Layouts for the extract file are available in the NSLDS Reference Materials section of the Information for Financial Aid Professionals (IFAP) website.

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Figure 8-9: Enrollment Reporting 2020 Invalid CIP Codes Report

## 8.5.5 Enrollment Reporting Deleted CIP Code Report

The Enrollment Reporting (ER) Deleted CIP Code Report (SCHDC1) provides school users with an extract of current students enrolled in a program with a CIP Year 2000 or 2010. The report assists schools in determining which students have programs with *deleted CIP codes* for the CIP Year 2020. Users may refer to the [NCES website](#) to obtain 2020 CIP Codes. The report can be requested for a six-digit School Code or eight-digit School Location Code. The user may choose to receive all data associated with their school by leaving the asterisk (\*) in the School Location Code or receive data for a single location by entering the eight-digit OPEID in the School Location Code. The user can indicate whether to include students currently enrolled in programs with a CIP Year 2000 and/or 2010 that do not have equivalent 2020 CIP Year programs.

The report output is sorted by SSN and formatted using Extract Type options of Fixed-Width, sent in message class DLCIPFOP, or Comma Delimited, sent in message class DLCIPCOP. The report is delivered to the SAIG mailbox (TG number) associated with the FSA User ID that requested the report. The NSLDS Record Layouts for the Extract file is available in Appendix H.

Federal Student Aid | PROUD SPONSOR of the AMERICAN MIND™ | National Student Loan Data System (NSLDS)

NSLDS | Menu | Aid | Enroll | GE | Org | Report | Tran

Report List | Web Report List

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

ID: SCHDC1 Type: Extract  
Name: ER DELETED CIP CODE REPORT

Return to Report List | Go to Report Log

### Report Parameters

School Code: 067899  
 School Location Code: \* 99999999  
 Include CIP Yr 2000 w/ no 2020: Y  
 Include CIP Yr 2010 w/ no 2020: Y  
 Extract Type: --Select--  
 Sort By: 1 Student SSN  
 Output Medium: SAIG

Submit

**REPORT DESCRIPTION:** The Enrollment Reporting (ER) Deleted CIP Code Report (SCHDC1) provides school users with an extract of current students enrolled in a program with a CIP Year 2000 or 2010. The report assists schools in determining which students have programs with deleted CIP codes for the CIP Year 2020. Users may refer to the National Center for Education Statistics (NCES) website to obtain 2020 CIP Codes. The report can be requested for a six-digit School Code or eight-digit School Location Code. The user may choose to receive all data associated with their school by leaving the asterisk (\*) in the School Location Code, or receive data for a single location by entering the eight-digit OPEID in the School Location Code. The user can indicate whether to include students currently enrolled in a programs with a CIP Year 2000 and/or 2010 that do not have equivalent 2020 CIP Year programs.

The report output is sorted by SSN and formatted using Extract Type options of Fixed-Width, sent in message class DLCIPFOP, or Comma Delimited, sent in message class DLCIPCOP. The report is delivered to the SAIG mailbox (TG number) associated with the FSA User ID that requested the report. The NSLDS Record Layouts for the extract file are available in the NSLDS Reference Materials section of the information for Financial Aid Professionals (IFAP) website.

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Figure 8-10: Enrollment Reporting Deleted CIP Code Report

## 8.5.6 Enrollment Submittal File Tracking Report

The NSLDS Enrollment Submittal File Tracking Report (SCHET1) allows school users to track enrollment submittal processing for school locations associated with their administration group. The report can be requested on the Report tab for the entire school (six-digit code) or for a single school location (eight-digit code). The enrollment tracking information types that can be selected for inclusion in the report are: Rosters (batch files sent from NSLDS to the school/servicer), Submittals (batch files sent from the school/servicer to NSLDS), Supplemental (batch files sent outside the roster schedule from the school/servicer to NSLDS), Web (includes both online Enrollment Maintenance and Enrollment Spreadsheet Submittal), and/or any combination of the three. At least one type must be selected. The enrollment file tracking information selected can be limited to a date range based on Date Processed. The report output is displayed on-demand in a browser window using MS Excel format.

The screenshot displays the NSLDS Enrollment Submittal File Tracking Report interface. At the top, it identifies the user as 'SCHOOL USER from NORTH SOUTH UNIVERSITY / TGZSC47 / SCTST47'. The report ID is 'SCHET1' and the type is 'Extract'. The report name is 'ENROLLMENT SUBMITTAL FILE TRACKING'. The 'Report Parameters' section includes the following fields:

- SCHOOL CODE:** 067899
- SCHOOL LOCATION CODE:** [Text input: f] 99999999
- INCLUDE ROSTERS:**  Y / N
- INCLUDE SUBMITTALS:**  Y / N
- INCLUDE SUPPLEMENTALS:**  Y / N
- INCLUDE WEB:**  Y / N
- DATE PROCESSED - BEGIN:** [Text input: 01/01/0001] MM/DD/CCYY
- DATE PROCESSED - END:** [Text input: 12/31/2998] MM/DD/CCYY
- Sort By:** --Select--
- Output Medium:** XLS

A 'Submit' button is located below the parameters. A 'REPORT DESCRIPTION' box provides details about the report's scope and sorting options. The footer includes 'PRIVACY ACT OF 1974 (AS AMENDED)' and navigation links for FOIA, Privacy, Security, Notices, WhiteHouse.gov, USA.gov, and ED.gov.

Figure 8-11: Enrollment Submittal File Tracking Report

## 8.5.7 Enrollment Errors Report

The Enrollment Errors Report (SCHER5) provides schools with error/acknowledgment information for each enrollment reporting batch submittal processed by NSLDS for a six-digit School Code or an eight-digit School Location Code, within a specified timeframe. This report can assist schools with monitoring errors generated by the NSLDS enrollment reporting process (errors received as a result of enrollment reporting by the school or by the school's third-party servicer), allowing for the timely correction and resubmittal of rejected records.

The Enrollment Errors Report can be requested under the Web Report List on the Report tab or scheduled for regular delivery on the Organization Profile page on the Org tab of the [NSLDS Professional Access](#) website. When requesting the report, the user indicates the Processed on or Before date, which limits output to batch submittals that were processed on or before that date. The Number of Months indicates the length of time, prior to the Processed on or Before date, for which submittals will be included. The Number of Months parameter can be set to any range between 1 and 12 months. The report can be sorted by SSN or Last/First Name. The report output displays on-demand in a browser window using Excel format. The report is also available in Fixed Width or Comma Separated Values (CSV) format.

For Output Medium **SAIG**, the detail records are identical to the Enrollment Reporting Roster file Record Layouts found in Appendix A-1 and A-2, with the following exception in the Header Record:

- The Header Label field uses the format "**Report ID-Request Date-Processed Date**" as follows:
  - **Report ID** contains 'SCHER5' for ad-hoc requests and 'SCHER7' for scheduled reports.
  - **Request Date** is the date the user requested the report or the date the report was scheduled.
  - **Processed Date** is the date NSLDS processed the batch submittal.

Details on specific errors can be found in Appendix D and E.

**Note:** Due to the way the data has been previously stored in NSLDS, the new report can only provide data as of the report's implementation date in NSLDS (November 20, 2016).

The screenshot displays the NSLDS Enrollment Reporting System interface. At the top, it features the Federal Student Aid logo and the National Student Loan Data System (NSLDS) title. A navigation menu includes options for Menu, Aid, Enroll, GE, Org, Report, and Tran. The user is logged in as TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2. The main content area is titled 'Report Parameters' and contains a form with the following fields:

- SCHOOL CODE: 067899
- SCHOOL LOCATION CODE: \* [input] 99999999
- PROCESSED ON OR BEFORE: [input] MM/DD/CCYY
- NUMBER OF MONTHS: 1-MONTH RANGE (dropdown)
- EXTRACT TYPE: Standard (dropdown)
- Sort By: --Select-- (dropdown)
- Output Medium: --Select-- (dropdown)

A 'Submit' button is located below the form. A detailed report description is provided below the form, explaining that the Enrollment Errors Report (SCHER5) provides school users with files containing submittal error/acknowledgement information. It also notes that the report can be sorted by SSN or Last/First Name and that the output medium can be SAIG, CSV, or XLS. A privacy notice at the bottom of the page states 'PRIVACY ACT OF 1974 (AS AMENDED)'.

Figure 8-12: Enrollment Errors Report

### 8.5.8 Enrollment Reporting Summary Report

The Enrollment Reporting Summary Report (SCHER1) provides enrollment reporting events chronologically. The report provides information on when a Roster was sent, if any late Roster notifications were generated, school updates, type of update (batch or on the web), number of records (valid, error, total, transfer, correction), as well as the date the report was generated. The SCHER1 is a preformatted report and therefore does not have a file layout.

Federal Student Aid | PROUD SPONSOR of the AMERICAN MIND™ | National Student Loan Data System (NSLDS)

Menu | Aid | Enroll | GE | Org | Report | Tran

Report List | Web Report List

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

ID: [SCHER1](#) Type: Report

Name: ENROLLMENT REPORTING SUMMARY REPORT

Return to Report List | Go to Report Log

### Report Parameters

**BEGIN DATE:**  MM/DD/CCYY

**END DATE:**  MM/DD/CCYY

**Sort By:** 1 NONE

**Output Medium:** SAIG

Report Description: The Enrollment Reporting Summary Report (SCHER1) provides school users with a chronology of enrollment reporting events. School users input a date range. The report provides information on when a roster was sent, if any late notifications were generated, school updates, type of update, number of valid records, error records, total records transfer records, correction records, and the date the report was generated. It is available as a report only. School users receive the report via SAIG mailbox.

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Figure 8-13: Enrollment Reporting Summary Report

## 8.5.9 Enrollment Certification Report

The Enrollment Reporting Certification Report (SCHER4) is an extract of active students in the school's portfolio of students. The extract will contain the most recently certified enrollment status code, status effective date, and the anticipated completion date (ACD) as of the selected extract date. Additionally, NSLDS will provide the date on which each of those fields was first applied to the database. Finally, the extract contains the most recently received certification date for the enrollment data listed and calculates the number of days between that certification date and the extract date.

The report is provided as an extract file and will be sent to the SAIG mailbox (TG number) of the user that requested the report. The NSLDS Record Layouts for the Extract file is available in Appendix H.

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Menu | Aid | Enroll | GE | Org | Report | Tran

Report List | Web Report List

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

ID: SCHER4 Type: Extract  
Name: ENROLLMENT REPORTING CERTIFICATION

Return to Report List | Go to Report Log

**Report Parameters**

SCHOOL CODE: 06789900  
EXTRACT DATE: 12/31/2998 MM/DD/CCYY  
Sort By: 1 SSN  
Output Medium: SAIG

Submit

**REPORT DESCRIPTION:** The Enrollment Reporting Certification Report (SCHER4) is an extract of students in a school's portfolio. The user enters an extract date as a point in time to extract the enrollment data. The extract detail records will contain for each student the certification date, enrollment status code, status effective date, and the anticipated completion date (ACD) as of that selected extract date. NSLDS will provide the date on which the values of those fields were applied to the database. The extract calculates days since certified based on the extract date and the certification date, as well as days since certification applied based on the extract date and date the certification was applied to NSLDS. The report output is sorted by social security number (SSN). The NSLDS Record Layout for the extract file is available in the NSLDS Reference Materials section of the Information for Financial Aid Professionals (IFAP) Web site. The report will be delivered using message class AHLDEOP to the SAIG mailbox (TG number) associated with the FSA User ID that requested the report.

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Figure 8-14: Enrollment Reporting Certification Report

## 8.5.10 Enrollment Reporting Program-Level Certification Report

The Enrollment Reporting (ER) Program-Level Certification Report (SCHER8) allows school users to request certified historical Program-Level Enrollment data as of a date specified by the user. The user indicates the Roster Activity Date, which limits output to the date when students were active on the school's Roster. This report can be requested as an Ad-hoc through the school Report List on the Report tab of the NSLDS Professional Access Website.

The report is provided as an extract file and will be sent to the SAIG mailbox (TG number) of the user that requested the report. The NSLDS Record Layouts for the Extract file is available in Appendix H.

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Menu | Aid | Enroll | GE | Org | Report | Tran

Report List | Web Report List

FSA ID: NSL.SCTST47.FSA logged on as: SCHOOL USER from NORTH SOUTH UNIVERSITY / TGZSC47 / SCTST47

ID: [SCHER8](#) Type: Extract  
Name: ER PROGRAM LEVEL CERTIFICATION

Return to Report List | Go to Report Log

### Report Parameters

SCHOOL CODE: 067899  
 SCHOOL LOCATION CODE: \* 99999999  
 ROSTER ACTIVITY DATE: MM/DD/CCYY  
 FILE TYPE: --Select--  
 Sort By: --Select--  
 Output Medium: SAIG

Submit

REPORT DESCRIPTION: The ER Program Level Certification Report (SCHER8) provides school users with an extract of certified historical program-level enrollment data for students on a school's roster.  
 The user may choose to receive all data associated with their school by leaving the asterisk (\*) in the School Location Code field, or only data for a single location by entering the eight-digit OPEID for that location. The user indicates the Roster Activity Date, which limits the report to a specific date when students were active on the school's roster. The report output is sorted by Student SSN or by School and Student SSN. The processed data is sent to the SAIG mailbox associated with the NSLDS User ID that requesting this report. Extract file output is sent with message class ERCCDDOP for a Comma Separated Values extract layout, or message class ERCCFWOP for a Fixed-Width extract layout. The NSLDS Record Layouts for the extract files are available in the NSLDS Reference Materials section of the Information for Financial Aid Professionals (IFAP) Web site.

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Figure 8-15: ER Program-Level Certification Report

### 8.5.11 NSLDS–COD Program Comparison Report

The NSLDS–COD Program Comparison Report (SCHE10) provides school users with a comparison of NSLDS Program-Level Enrollment data to Common Origination and Disbursement (COD) Program-Level data. This report can provide insight into cases where the Common Origination and Disbursement (COD) system has reported similar Program-Level data as the school but the Credential Level and/or Published Program Length differ. The report can also identify when Program-Level data has been reported by COD to NSLDS, but not certified by the school. Additionally, the report can include any students for whom the school has reported conflicting Program-Level Enrollment Data. This report can be requested as an Ad-hoc from the Web Report List under the Report tab of the NSLDS Professional Access NSLDSFAP Website.

The NSLDS–COD Comparison Report will generate one or more details records when conflicting Program-Level Enrollment data exists for a student. For example, when

Program-Level Enrollment data has been reported by COD but not certified by the school, there will only be one detail record for the student. When there is a conflict with the Credential Level and/or Published Program Length between COD and school certified data, there will be multiple detail records. Additionally, when the school has reported conflicting Program-Level Enrollment data, there will be multiple detail records. The differences can best be determined by assessing the following fields: CIP Code, Credential Level, Published Program Length, and Reporting Source Type.

The report output is sorted by SSN and displays on-demand in a browser window using Excel format. The report is also available via SAIG in Fixed Width or Comma Separated Values (CSV) format. The NSLDS Record Layouts for the Extract file is available in Appendix H.

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**NSLDS** | Menu | Aid | Enroll | GE | Org | Report | Tran | Support

Report List | Web Report List

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

ID: SCHE10 Type: Extract  
 Name: NSLDS-COD PROGRAM COMPARISON

**Report Parameters**

**SCHOOL CODE:**  Org Search

**SCHOOL LOCATION CODE:** \*  Org Search

**ROSTER ACTIVITY DATE:**  MM/DD/CCYY

**FILE TYPE:** --Select--

**Sort By:** 1 Student SSN

**Output Medium:** --Select--

Submit

**REPORT DESCRIPTION:** The NSLDS-COD Program Comparison Report provides school users with a comparison of NSLDS program-level enrollment data to Common Origination and Disbursement (COD) program-level data. This report can provide insight into cases where the Common Origination and Disbursement (COD) system has reported similar program-level data as the school but the Credential Level and/or Published Program Length differ. The report can also identify when program-level data has been reported by COD to NSLDS, but not certified by the school. Additionally, the report can include any students for whom the school has reported conflicting program-level enrollment data.

The user may choose to receive all data associated with their school by leaving the asterisk (\*) in the School Location Code field or only data for a single location by entering the eight-digit OPEID for that location. The user indicates the Roster Activity Date, which limits the report to a specific date when students were active on the school's roster. The report output is sorted by SSN. If XLS is select as the Output Medium, the report output is displayed on-demand in a browser window using MS Excel format. If TSO Download is selected, the file will be delivered via TSO download. The NSLDS Record Layouts for the extract files are available in the NSLDS User Documentation.

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Figure 8-16: NSLDS–COD Program Comparison Report

## 8.5.12 Late Enrollment Certifications Report

The Late Enrollment Certifications report (SCHLC1) allows school users to request a list of students who have not had an enrollment certification reported after a specified date. The report, requested on the Report tab for an eight-digit School Location Code, may be used to identify students that need to be certified. Schools can update the report and submit it to NSLDS via the Student Aid Internet Gateway (SAIG) just like a regular Roster.

Schools may also request the CSV version of the report, import the report into a spreadsheet, and submit the data to NSLDS using the Enrollment Spreadsheet Submittal process on the NSLDS Professional Access Web site.

When requesting the report, the user must indicate the Not Reported After Date which limits output to students who have not had certifications reported after that date. The detail records are identical to the Enrollment Reporting Roster Layouts found in Appendix A with the following exceptions:

- Header Label will contain 'SCHLC1'
- Header record Submittal Date is the value entered as the 'Not Reported After Date'

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NSLDS | Menu | Aid | Enroll | GE | Org | Report | Tran

Report List | Web Report List

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Return to Report List | ID: SCHLC1 Type: Extract | Go to Report Log  
Name: LATE ENROLLMENT CERTIFICATIONS

**Report Parameters**

SCHOOL CODE: 067899  
SCHOOL LOCATION CODE:  99999999  
NOT REPORTED AFTER DATE:  MM/DD/CCYY  
FILE TYPE: --Select--  
Sort By: --Select--  
Output Medium: SAIG

Submit

**REPORT DESCRIPTION:** The Late Enrollment Certifications Report (SCHLC1) allows authorized school users to request a list of students who have not had an enrollment certification reported after a specified date. The report can be requested for an eight-digit School Location Code. The user will indicate the Not Reported After Date which limits output to students that have not had certifications reported after that date. The report can be sorted by Student Last Name or Student SSN, and is available in file types of Comma Separated Values (CSV) and Fixed-Width. The report will be delivered using message class LTENCPOP (Fixed-width) or LTENCPOI (CSV) to the SAIG mailbox (TG number) associated with the FSA User ID that requested the report. The detail records are identical to the Enrollment Reporting Roster Layouts found in Appendix A of the NSLDS Enrollment Reporting Guide. Please see the NSLDS Enrollment Reporting Guide for reporting and field details. The Enrollment Reporting Guide is available on the NSLDS User Documentation section on IFAP.

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Figure 8-17: Late Enrollment Certifications Report

### **8.5.13 Enrollment Reporting No Certified Programs Report**

The Enrollment Reporting (ER) No Certified Programs Report (SCHEP1) provides School users with an extract of students that have appeared on the school's Enrollment Reporting Roster without a certified program within a specified timeframe for a six-digit School Code or eight-digit School Location Code. The ER No Certified Programs Report will include the current campus-level enrollment information for the student. The user will indicate the Certification Date Begin which limits output to students that have a reported certification on or after the date entered through the date the report is requested. Additionally, the report can be limited to a Social Security Number (SSN) and Last Name range. The report can be sorted by Student SSN only, or School then, Student SSN. The report is sent to the SAIG mailbox associated with the NSLDS User ID requesting the report.

The ER No Certified Programs Report can also be scheduled (SCHEP3) for quarterly or monthly distribution. The initial scheduled report will contain all students at the six-digit School Code or eight-digit School Location Code without a certified program. Each subsequent report will contain the students without certified programs that were certified between the previous month's or quarter's report to the date when the report is created. The scheduled report is sent to the SAIG mailbox designated under the Scheduled Reports section of the Organization Profile page, under the ORG tab.



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[Report List](#) | [Web Report List](#)

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2



Return to Report List

**ID:** [SCHEP1](#)    **Type:** Extract

**Name:** ER NO CERTIFIED PROGRAMS REPORT



Go to Report Log

### Report Parameters

**SCHOOL CODE:** 067899

**SCHOOL LOCATION CODE:**  99999999

**CERTIFICATION DATE BEGIN:**  MM/DD/CCYY

**STUDENT SSN BEGIN:**  XXXXXXXX

**STUDENT SSN END:**  XXXXXXXX

**STUDENT LAST NAME BEGIN:**

**STUDENT LAST NAME END:**

**FILE TYPE:** --Select--

**Sort By:** --Select--

**Output Medium:** SAIG

**REPORT DESCRIPTION:** The *Enrollment Reporting (ER) No Certified Programs Report (SCHEP1)* provides School users with an extract of students that have appeared on the school's Enrollment Reporting Roster without a certified program within a specified timeframe for a six-digit School Code or eight-digit School Location Code. The ER No Certified Programs Report will include the current campus-level enrollment information for the student. The user will indicate the Certification Date Begin which limits output to students that have a reported certification on or after the date entered through the date the report is requested. Additionally, the report can be limited to a Social Security Number (SSN) and Last Name range. The report can be sorted by Student SSN only, or School then, Student SSN.

The report is sent to the SAIG mailbox associated with the NSLDS User ID requesting the report. Extract file output is sent with message class ERAPFWOP in a Fixed-Width extract layout. The layout of the detail records is identical to the Enrollment Reporting Roster File Record Layouts found in section A-1 of Appendix A, in the NSLDS Enrollment Reporting Guide.

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Figure 8-18: Enrollment Reporting No Certified Programs Report

## 8.5.14 Enrollment Reporting Graduated/Withdrawn Campus Report

The Enrollment Reporting Graduated/Withdrawn Campus Report (SCHEC1/SCHEC3) provides school users with an extract of all students certified with a campus enrollment status of Graduated and/or Withdrawn within a specified timeframe. The report can be requested for a six-digit School Code or eight-digit School Location Code. After selecting a Status Effective Date Begin range, the user may select the campus enrollment status of Graduated, Withdrawn, or Both. Additionally, the report may be sorted by Student SSN only or by School Code then Student SSN.

The Enrollment Reporting Graduated/Withdrawn Campus Report can also be scheduled for quarterly or monthly distribution. The initial scheduled report contains all students at the six-digit School Code or eight-digit School Location Code with a certified Graduated and/or Withdrawn campus enrollment status. Each subsequent report will contain students who graduated and/or withdrew since the last report was run. The report is sent to the SAIG mailbox designated under the Scheduled Reports section of the Organization Profile page.

The Ad-hoc (SCHEC1) and Scheduled (SCHEC3) reports are sent using message class ERGCFWOP (fixed-width) or ERGCCDOP (CSV). The NSLDS Record Layouts for the Extract file is available in Appendix H.

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Menu | Aid | Enroll | GE | Org | Report | Tran

Report List | Web Report List

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

ID: SCHEC1 Type: Extract  
Name: ER GRADUATED/WITHDRAWN CAMPUS RPT

Return to Report List | Go to Report Log

### Report Parameters

SCHOOL CODE: 067899  
SCHOOL LOCATION CODE: \* 99999999  
STATUS EFFECTIVE DATE BEGIN: 01/01/0001 MM/DD/CCYY  
STATUS EFFECTIVE DATE END: 12/31/2998 MM/DD/CCYY  
STATUS: --Select--  
EXTRACT TYPE: Standard  
Sort By: --Select--  
Output Medium: SAIG

Submit

REPORT DESCRIPTION: The Enrollment Reporting (ER) Graduated Report (SCHEC1) provides School users with an extract of all school certified students with a Campus-level Enrollment Status of Graduated (G) and/or Withdrawn (W) within a specified timeframe. The report can be requested for the six-digit School Code or eight-digit School Location Code. The user may choose to receive all data associated with their school by leaving the asterisk (\*) in the School Location Code field, or only data for a single location by entering the eight-digit OPEID for that location. The user will indicate the Status Effective Date Begin and Status Effective Date End for the date range of the current campus enrollment status of Graduated, Withdrawn or Both. The report may be sorted by Student SSN only or School Code, then, Student SSN.  
The processed data is sent to the SAIG mailbox associated with the FSA User ID requesting this report. The file output is sent with message class ERGCFWOP in Fixed-Width or with message class ERGCCDOP in Comma Separated Values (CSV) format. The NSLDS Record Layout for the extract file is available in the NSLDS Reference Materials section of the Information for Financial Aid Professionals (IFAP) website.

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Figure 8-19: Enrollment Reporting Graduated/Withdrawn Campus Report

## 8.5.15 Enrollment Reporting Graduated/Withdrawn Program Report

The Enrollment Reporting Graduated/Withdrawn Program Report (SCHEP4/SCHEP6) provides School users with an extract of students and all certified programs with a program enrollment status of Graduated and/or Withdrawn within a specified timeframe. The report can be requested for a six-digit School Code or eight-digit School Location Code. The user indicates the Program Status Effective Date Begin and Program Status Effective Date End for the date range of the current program enrollment status of Graduated, Withdrawn, or Both. Additionally, the report can be limited to a Social Security Number (SSN) and Last Name range and may be sorted by Student SSN only or School Code then, Student SSN. The Fixed Width report is sent to the SAIG mailbox

associated with the FSA User ID requesting the report.

The Enrollment Reporting Graduated/Withdrawn Program Report can also be scheduled (SCHEP6) for quarterly or monthly distribution. The initial scheduled report contains all students at the six-digit School Code or eight-digit School Location Code with a certified Graduated and/or Withdrawn program enrollment status. Each subsequent report will contain students with Graduated and/or Withdrawn programs who were certified from the previous run date to the date when the report is run. The Fixed Width scheduled report is sent to the SAIG mailbox designated under the Scheduled Reports section of the Organization Profile page. The NSLDS Record Layouts for the Extract file is available in Appendix H.

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Menu | Aid | Enroll | GE | Org | Report | Tran

Report List | Web Report List

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

ID: **SCHEP4** Type: Extract  
 Name: ER GRADUATED/WITHDRAWN PROGRAM RPT

**Report Parameters**

**SCHOOL CODE:** 067899  
**SCHOOL LOCATION CODE:** \* 99999999  
**PROGRAM EFFECTIVE DATE BEGIN:** 01/01/0001 MM/DD/CCYY  
**PROGRAM EFFECTIVE DATE END:** 12/31/2998 MM/DD/CCYY  
**STUDENT SSN BEGIN:** 00000000 XXXXXXXX  
**STUDENT SSN END:** 99999999 XXXXXXXX  
**STUDENT LAST NAME BEGIN:** \*  
**STUDENT LAST NAME END:** \*  
**STATUS:** --Select--  
**FILE TYPE:** --Select--  
**Sort By:** --Select--  
**Output Medium:** SAIG

Submit

REPORT DESCRIPTION: The Enrollment Reporting (ER) Graduated/Withdrawn Programs Report (SCHEP4) provides School users with an extract of students and all certified programs with a program enrollment status of Graduated and/or Withdrawn within a specified timeframe. The report can be requested for a six-digit School Code or eight-digit School Location Code. The user will indicate the Program Status Effective Date Begin and Program Status Effective Date End for the date range of the program enrollment status of Graduated, Withdrawn, or Both. The report can be limited to a Social Security Number (SSN) and Last Name range and may be sorted by Student SSN only or School Code then, Student SSN.

The Fixed Width report is sent to the SAIG mailbox associated with the FSA User ID requesting the report using message class ERGPFWOP. The NSLDS Record Layout for the extract file is available in the NSLDS Reference Materials section of the Information for Financial Aid Professionals (IFAP) website.

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Figure 8-20: Enrollment Reporting Graduated/Withdrawn Program Report

## 8.5.16 Enrollment History Report

The Enrollment History Report (SCHHS1) provides school users with an extract of all school certified active campus and program enrollment history at a given school or location. The report can be requested for a six-digit School Code or eight-digit School Location Code. The user may choose to receive all data associated with their school by leaving the asterisk (\*) in the School Location Code or receive data for a single location by entering the eight-digit OPEID in the School Location Code. The report can be limited to a Social Security Number (SSN) and Last Name range. The user can also indicate a date range for Campus Effective Date and Program Effective Date for campus and program enrollment history. Additionally, the user may choose to receive all programs associated with their school by leaving the asterisk (\*) in the CIP Code and Credential Level fields, or limit output to a specific CIP Code and credential level. The user may also indicate a specific length range for the Published Program Length in Years.

The report output is sorted by SSN and formatted using Extract Type options of Fixed-Width, sent in message class ERHISFOP, or Comma Delimited, sent in message class ERHISCOP. The report is delivered to the SAIG mailbox (TG number) associated with the FSA User ID that requested the report. The detail records are identical to the updated Enrollment Reporting Roster Layouts. Please see the NSLDS Enrollment Reporting Guide for reporting and field details. The Enrollment Reporting Guide is available in the NSLDS User Resources section on the [Knowledge Center](#).



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Menu

Aid

Enroll

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Org

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[Report List](#) | [Web Report List](#)

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2



Return to Report List

ID: [SCHHS1](#) Type: Extract  
Name: ENROLLMENT HISTORY REPORT



Go to Report Log

### Report Parameters

School Code: 067899

School Location Code: \*  99999999

Student SSN Begin:  XXXXXXXX

Student SSN End:  XXXXXXXX

Student Last Name Begin: \*

Student Last Name End: \*

Campus Effective Date Begin:  MM/DD/CCYY

Campus Effective Date End:  MM/DD/CCYY

Program Effective Date Begin:  MM/DD/CCYY

Program Effective Date End:  MM/DD/CCYY

CIP Code: \*  (\*) for All

Credential Level: \*

Published Prog Lgth Yrs Begin:  999999

Published Prog Lgth Yrs End:  999999

File Type:

Sort By: 1 Student SSN

Output Medium: SAIG

**REPORT DESCRIPTION:** The Enrollment History Report (SCHHS1) provides school users with an extract of all school certified active campus and program enrollment history at a given school or location. The report can be requested for a six-digit School Code or eight-digit School Location Code. The user may choose to receive all data associated with their school by leaving the asterisk (\*) in the School Location Code, or receive data for a single location by entering the eight-digit OPEID in the School Location Code. The report can be limited to a Social Security Number (SSN) and Last Name range. The user can also indicate a date range for Campus Effective Date and Program Effective Date for campus and program enrollment history. Additionally, the user may choose to receive all programs associated with their school by leaving the asterisk (\*) in the CIP Code and Credential Level fields, or limit output to a specific CIP Code and credential level. The user may also indicate a specific length range for the Published Program Length in Years.

The report output is sorted by SSN and formatted using Extract Type options of Fixed-Width, sent in message class ERHISFOP, or Comma Delimited, sent in message class ERHISCOP. The report is delivered to the SAIG mailbox (TG number) associated with the FSA User ID that requested the report. The detail records are identical to the Enrollment Reporting Roster Layouts found in Appendix A of the NSLDS Enrollment Reporting Guide. Please see the NSLDS Enrollment Reporting Guide for reporting and field details. The Enrollment Reporting Guide is available on the NSLDS User Documentation section on IPAP.



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Figure 8-21: Enrollment History Report

## Chapter 8 Key Points to Remember

- ✓ Enrollment Reporting Statistics are calculated to monitor school compliance with enrollment reporting requirements.
- ✓ The Enrollment Reporting Statistics page displays information about the extent and quality of the enrollment reporting provided by schools participating in the federal student aid programs.
- ✓ Schools can view the Enrollment Compliance Notification and Late Roster Notification History on the Enrollment Reporting Statistics page.
- ✓ The Enrollment Submittal Tracking page is an online page that displays information about batch Enrollment Rosters and submittals by schools and school locations, as well as, online enrollment reporting activity.
- ✓ The Certification by Quarter button at the top of the Enrollment Reporting Profile Page displays a count of the certifications received by enrollment status during the prior quarters.
- ✓ NSLDS provides several reports for schools to manage their enrollment reporting portfolios.