Enrollment Reporting		**SOP #: FA.008.00**
Effective Date	4.22.2020	
Last Revision/Review	5.23.2023	

1. Purpose

Enrollment Reporting is required for all schools participating in Title IV aid.

2. Related Policy/Authority

Policy B9500 Title IV Compliance

3. Faculty/Staff Responsibilities

Office of Financial Aid-Director, Assistant Director, and Financial Aid Advisor

Registrar

4. Definitions/Abbreviations

NSLDS- National Student Loan Data System

NSLC-National Student Clearing House

5. Procedural Steps

- Implementing a 2-level enrollment reporting monthly enrollment process.
  - National Student Clearing House sent through monthly
  - NSLDS monthly certifications on the NSLDS website
- Run a SCHER1 report monthly mid-month (15-20) to review enrollment numbers

NSLDS Manual Enrollment Reporting – On census every term, and thereafter the 14th of every month, unless the 14th falls on a holiday or weekend, then completed on the following business day. All errors must be reviewed and fixed within 15 days to remain in compliance.

1. Log in to NSLDS.
2. Click on Enrollment Tab
3. Click on Enrollment Update on the Secondary Menu Bar
4. Include parameters
   a. When completing manual enrollment for the whole class do a search by not including parameters, scrolling down to the bottom of the page and click on Retrieve.
5. Verify student(s) enrollment by verifying;
   a. Verifying enrollment status on CAMS
   b. Status (F= Full time, W=Withdrawn, etc.)
   c. Effective Date = Start of academic Year
   d. Term Begin: First Day for the Cohort
   e. Term End: End Day for the Cohort
   f. Check all
   g. Certify Checked Students

6. Paying attention to alerts:
   a. Correct the information that needs to be updated
      i. Status (F= Full time, W=Withdrawn, etc.)
      ii. Term Begin: First Day for the Cohort
      iii. Term End: End Day for the Cohort
      iv. Effective Date = Start of Academic Year
      v. ACD: Anticipated Completion Date – based on cohort

Individual Enrollment Changes

1. Log in to NSLDS.
2. Click on Enrolment Tab
3. Click on Enrollment Update on the Secondary Menu Bar
4. Include parameters
   a. Social Security Number
   b. Student Name
5. Verify student(s) enrollment by verifying;
   a. Verifying enrollment status on CAMS
   b. Status (F= Full time, W=Withdrawn, etc.)
   c. Effective Date = Start of academic Year
   d. Term Begin: First Day for the Cohort
   e. Term End: End Day for the Cohort
   f. Check all
   g. Certify Checked Students
   h. Print to PDF (printscreen) the student's information and include into appropriate student file, R2T4 or Graduate

Clearinghouse- The 9th of every month through CAMS, unless the 9th fall on a holiday or weekend, the completed on the following business day. All errors in NSLC must be reviewed and fixed within 10 days so that all errors can be reported to NSLDS to remain in compliance.

1. 1. To create the NSLC export:
   a. Tools
   b. Export
   c. Financial Aid
   d. NSLC Export
2. Select the term (at the beginning of term run Re-Initialize Report)
3. Choose "Billing Address" for U.S. citizens
4. Choose "Local Address" for Non-U.S. citizens
5. Click on 2nd tab (NSLC Data)
6. Click on Initiate
7. Click on Report and select "NSLC Exception Report"
8. Fix all the exceptions

9. In CAMS, go back to Tools > Export > Financial Aid > NSLC Export

CAMS SSCR Report codes

G - If posted as graduated, enter actual conferred date (not the day of the ceremony) and give code of 'G'.

W - If transcript does not reveal the student has graduated and/or returned a status of 'W' is entered. Their last date of attendance is used as the effective date.

L - Students with 1-11.5 hrs will be given a code of 'L' for less than half time status.

H - Students with 12-17.5 hrs will be given a code of 'H' for half time status.

F - Students with 18 or more hrs will be given a code of 'F' for full time status.

D – If a student is deceased use code 'D', effective date is date of death.

X – If a student appears in SSCR, but never attended use code 'X'.

Z – If there is no record of a student, use code 'Z'.

A – If a student is on an Approved Leave of Absence, use code 'A'.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

Developed by -Director of Financial Aid

Assistant Director of Financial Aid - SOP will be reviewed 3-1-2019 – Updates will be changed as needed.

8. Signature

Approved by	5.23.2023
Department Head of Financial Aid	Date

9. Distribution List

External- Office of Financial Aid

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
			New	