

Chapter 1

Introduction

- 1.1 Overview of SSCR**
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Introduction

1.1 Overview of SSCR

Since the passage of the Higher Education Act of 1965, schools have been required to confirm and report the enrollment status of attending students who receive federal loans. This reporting process is called the Student Status Confirmation Report (SSCR). The enrollment status of students receiving Title IV aid is reported by the school to the National Student Loan Data System (NSLDS). The enrollment information is then merged to the NSLDS database and reported to the guarantors, lenders, and servicers of student loans. Because a student's enrollment status determines deferment privileges, grace periods, and repayment schedules, as well as the government's payment of interest subsidies, SSCR is critical for effective administration of Title IV loans. SSCR is the primary means of verifying students' loan privileges and the federal government's financial obligations.

SSCR is a key element of effective Title IV loan administration.

In 1994, the U.S. Department of Education (ED) began using NSLDS to track the enrollment of all student loan borrowers and monitor grant overpayments. (An overview of NSLDS is provided in Chapter 8.) ED has incorporated SSCR into NSLDS to centralize and fully automate the enrollment verification system. The new SSCR process benefits the entire student loan community: students, schools, lenders, Guaranty Agencies (GAs), and ED.

The SSCR process must be completed in a timely and accurate manner in order to maintain the effectiveness of the database. The most important element of the NSLDS data is the Enrollment Status Effective Date (ESED). The ESED determines the beginning of a student's grace period, when a student begins repayment, and eligibility dates for deferments. The ESED is critical for accurately servicing student loans. ESEDs must be reported whenever attendance patterns change for students. These changes include reductions or increases in attendance levels, withdrawals, graduations, or approved leaves-of-absence. It is your responsibility, as a participant in Title IV aid programs, to monitor and report these changes through the SSCR process or via ad hoc reporting.

1.1.1 SSCR Objectives

The following objectives of the SSCR function of NSLDS are to:

- Improve the quality and accessibility of enrollment data. Schools, GAs, and ED are able to obtain enrollment information for each student receiving a Federal Family Education Loan (FFEL) or Federal Direct Loan Program (FDLP).
- Maximize the fiscal integrity of Title IV loan programs by transferring each loan into repayment on a timely basis.

- Protect student entitlements to grace and deferment periods through improved tracking of enrollment status dates.
- Generate SSCR Roster Files in a standard format using standard data elements and definitions.
- Reduce the burden on schools administering Title IV loan programs.

1.1.2 SSCR Benefits

Schools benefit from the centralized, electronic SSCR process in several ways:

- Reduced paperwork and manual effort
- Increased cost-effectiveness
- Improved management of the SSCR process using automated scheduling

The federal government benefits from:

- More accurate and timely reporting
- Ease in auditing student enrollment status
- Reduced cost

1.2 Compliance

Federal regulations governing Title IV student aid programs require institutions, lenders, and GAs to monitor and update the enrollment status of students who receive federal student loans. Completion of SSCRs satisfies this regulatory requirement [34 CFR 682.610(c)].

The SSCR Roster File is placed in schools' designated Title IV mailboxes (may be school or servicer) on the first business day of the month designated by the SSCR schedule. Schools may set up their schedule by using the NSLDS web pages. Enrollment update responses to the SSCR roster file are due within 30 days of receipt of the roster file. After the SSCR Submittal File is received and processed, NSLDS returns an Error Notification File that includes a count of accepted records and error records. Corrections to the errors must be submitted within 10 days of the receipt of the Error Notification File.

NOTE: The Error Notification File may not indicate any errors, but will serve as proof that the SSCR was returned to NSLDS and should be kept for audit purposes.

1.2.1 School Notification

Schools that fail to return their SSCR within 30 days receive a series of overdue letters. The first letter is sent to the financial aid administrator and registrar 34 days after the roster is created. A second letter is sent to the president or CEO, registrar and financial aid administrator if the roster is more than 18 days late. A third and final demand letter is sent to the president or CEO, registrar and financial aid administrator if the roster is more than 28 days late.

Schools that do not comply can have their eligibility for Title IV Student aid revoked and be fined.

1.3 How to Use This Guide

The *SSCR User's Guide* provides reference information for NSLDS SSCR process participants. The following topics are covered in the guide:

- How the automated SSCR process works, including who performs what tasks
- How to update the SSCR Roster File with student enrollment information to build the Submittal File
- How to use the online SSCR functions
- What to do if you encounter any problems using SSCR

The first three chapters provide a high-level understanding of SSCR. The following section, Guide Contents, provides reference and explanation for specific topics.

1.3.1 Guide Contents

The *SSCR User's Guide* includes a table of contents, nine chapters, a glossary, and an index. Each chapter is described below. The glossary provides definitions of computer and federal loan program terms including acronyms. This guide assumes reader familiarity with basic computer terminology and concepts.

- **Chapter 1: Introduction**—Presents a brief history and overview of SSCR, explains use of this guide, and lists the typographical conventions used.
- **Chapter 2: The SSCR Process**—Details the SSCR processing cycle, including steps for updating the SSCR Roster File.
- **Chapter 3: Building the Submittal and Error Correction Files**—Provides detailed technical information about receiving, reading, updating, and correcting errors in the SSCR Roster File and the files that are derived from it.

- **Chapter 4: SSCR Record Layouts**—Describes record formats, field definitions, and specific field codes. The campus administrative computing department will need this information to build the Submittal File and Error Correction File, and to develop software that matches SSCR files with school files and checks the updated SSCR files for errors before submitting them to NSLDS.
- **Chapter 5: Using the NSLDS Web SSCR Functions**—Provides an overview of the NSLDS web site and information on updating student enrollment data and scheduling SSCR cycles.
- **Chapter 6: The Users of SSCR Data**—Describes who uses SSCR data and explains how this data is used.
- **Chapter 7: Problem Resolution**—Lists solutions to common problems. Provides contact information to reach the NSLDS Customer Service Center for help with other problems.
- **Chapter 8: Overview of NSLDS**—Provides a list of sources from which NSLDS receives information and discusses the 14 NSLDS functions that are operational or under development.
- **Chapter 9: Questions and Answers About SSCR**—Answers a variety of questions concerning SSCR, including using servicers, EDEXpress software, scheduling SSCR cycles, SSCR processing, updating SSCR Roster Files, and GAs.

1.3.2 Addenda to This Guide

Occasionally, you will receive additional documents related to this guide. These addenda will reflect changes to the SSCR process and enhancements of the SSCR functions in NSLDS.

As NSLDS becomes aware of common school concerns, Question and Answer (Q & A) mailings will be prepared to implement new SSCR processes. Retain the update documents and Q & A mailings that you receive in the Addendum section at the end of this guide.

1.3.3 Typographical Conventions

Figure 1–1 shows the typographical conventions used in this guide.

Convention	Description	Example
Bullet lists	Items in a list are bulleted when they present information that is not numbered and does not constitute a series of steps in a procedure.	<ul style="list-style-type: none"> • Student's SSN • Student's Name <ul style="list-style-type: none"> – Last Name – First Name – Middle Initial
Data fields	Names of data fields are capitalized.	Change the student's birth date in the New Student's Date of Birth field.
Computer keys	Names of keys appear in boldface and are capitalized.	Press ENTER .
Numbered lists	Items in a list are numbered when the number of items is specified in advance, or when the items form a series of steps in a procedure.	There are three types: <ol style="list-style-type: none"> 1. Type A 2. Type B 3. Type C
Objectives	Begin with "To".	To confirm your selection, press ENTER .
Screen data	Screen messages and data to be entered on the screen or in a file appear in boldface, with capitalization matching the screen appearance or data specification.	If you enter an invalid user ID or password three times, you see the message Invalid Sign-on Attempt . Type 2 at the prompt.
Text box	Text boxes contain important suggestions or reminders.	<i>This text box contains an important statement.</i>

Figure 1–1, Typographical Conventions

