

NSLDS Newsletter

Number 64

May 2019

Summary

This newsletter describes recent enhancements for school users to the National Student Loan Data System (NSLDS®) and the [NSLDS Professional Access](#) website. These changes include:

- Enrollment History Update
 - Enrollment History Update page – *New!*
 - Enrollment Reporting Spreadsheet Submittal Process
 - ER Program Level Certification Report (SCHER8)
- Enrollment Reporting Compliance Notifications

Enrollment History Update

Enrollment History Update Page – *New!*

As described in the [May 21, 2019 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) website](#), functionality has been added to NSLDS to assist schools with correcting enrollment history for students. These NSLDS system enhancements will be critical for schools who want to ensure the accuracy of the Department’s new College Scorecard metrics that are based on the historical program-level enrollment data reported to NSLDS. The *new* **Enrollment History Update** page will allow schools to add, modify, or inactivate enrollment history data at both the Program- and Campus-level.

The Enrollment History Update page can be accessed from the **Menu** page or under the **Enroll** tab on the [NSLDS Professional Access](#) website:

The screenshot shows the NSLDS Professional Access website interface. At the top, there is a navigation bar with tabs for Menu, Aid, Enroll, GE, Org, Report, and Tran. Below this is a blue banner with the text "Menu | System Requirements | Contact Us | FAQ | Download Help". A status bar indicates "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:** Contains a message dated 01/17/2019 about a logoff function change. Below the message is a note: "Only the beginning of each message is displayed above. Click on the message text above to see the complete message below."
- Financial Aid:** Lists various links such as Loan History, Overpayment List, Grants, Delinquent Borrowers, Exit Counseling History, Student Contact Info, Student Access Interface, Reaffirmation History, Perkins Submittal, and SSN Conflict. Below these links is a form with "Award ID:" and a "Retrieve" button.
- Enrollment:** Lists links for Enrollment Summary, Enrollment Update, **Enrollment History Update** (highlighted with a red box), Enrollment Reporting Forms, Enrollment Submittal, Enrollment Notification Override List, Exit Counseling Submittal, GE List, GE Mass Update/Deactivate, and GE Submittal.
- Transfer Monitoring:** Lists links for Transfer Monitoring List, Monitoring Alert Review, Transfer Monitoring Re-Populate, and School Transfer Profile.

At the bottom of the page, there is a form with fields for "SSN:", "First Name:", and "DOB:". Below the form is the instruction: "Enter details and click on a Financial Aid link or Enrollment Summary above. DOB should be in MMDDCCYY format."

Note: Users who want to access this functionality need to ensure their Primary Destination Point Administrator (DPA) has enrolled them for enrollment reporting access via [SAIG Enrollment](#).

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
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Report
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[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:
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"/>	Add Row Below
<input type="checkbox"/>	G - GRADUATED	05/21/2018	Add Row Below
<input type="checkbox"/>	F - FULL TIME	08/15/2017	Add Row Below
<input type="checkbox"/>	W - WITHDRAWN	05/13/2017	Add Row Below
<input type="checkbox"/>	F - FULL TIME	08/24/2015	Add Row Below

Program Enrollment

Add a Program

CIP Code: 520101 - Business/Commerce, General.
 Cred. Level: 03 - BACHELOR'S DEGREE Program Length in Yrs.: 6.857
 SPI: N - NOT APPLICABLE Program Begin Date:

Delete	Enrollment Status	Effective Date	New Row
<input type="checkbox"/>	--select a status--	<input type="text"/>	Add Row Below
<input type="checkbox"/>	G - GRADUATED	05/21/2018	Add Row Below
<input type="checkbox"/>	F - FULL TIME	08/15/2017	Add Row Below
<input type="checkbox"/>	W - WITHDRAWN	05/13/2017	Add Row Below
<input type="checkbox"/>	F - FULL TIME	08/24/2015	Add Row Below

Submit
Reset

Reporting by Location

School locations with the same administrator may view and update historical enrollment information for students from all the locations in the group. Select from the **Location** dropdown to choose the OPEID where a student is attending or has previously attended for historical enrollment information to be applied.

Enrollment History Update

 Location

Location:	<div style="border: 1px solid blue; padding: 2px;">NORTH SOUTH UNIVERSITY-06789900</div> <div style="border: 1px solid blue; padding: 2px;">NORTH SOUTH UNIVERSITY - NEW ENGLAND-06789901</div> <div style="border: 1px solid blue; padding: 2px;">NORTH SOUTH UNIVERSITY - RENO-06789902</div> <div style="border: 1px solid blue; padding: 2px;">NORTH SOUTH UNIVERSITY - MIDWEST-06789903</div> <div style="border: 1px solid blue; padding: 2px;">NORTH SOUTH UNIVERSITY - LOS ANGELES-06789904</div> <div style="border: 1px solid blue; padding: 2px;">NORTH SOUTH UNIVERSITY - SANTA BARBARA-06789905</div> <div style="border: 1px solid blue; padding: 2px;">NORTH SOUTH UNIVERSITY - SEATTLE-06789906</div> <div style="border: 1px solid blue; padding: 2px;">NORTH SOUTH UNIVERSITY - TULSA-06789907</div> <div style="border: 1px solid blue; padding: 2px;">NORTH SOUTH UNIVERSITY - MOBILE-06789908</div>	<input type="button" value="Retrieve"/>
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Campus-Level Enrollment Updates

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

- To update Campus Enrollment history, users will first need to enter an up-to-date **Certification Date** and **Anticipated Completion Date**.
- The Student Designator field, a school identifier for the student, is optional.
- The user will then make updates as needed to the **Enrollment Status** and **Effective Date**.

When an extra row is present with an Enrollment Status and Effective Date that isn't relevant to the student's campus enrollment history, check the box under **Delete**. Additionally, the user can click the *Add Row Below* button to insert a new campus enrollment status row to the table.

 Campus Enrollment

Certification Date: <input type="text" value="07/01/2018"/>			
Student Designator: <input type="text"/>			
Anticipated Completion Date: <input type="text" value="05/21/2018"/>			
Delete	Enrollment Status	Effective Date	New Row
<input type="checkbox"/>	--select a status--	<input type="text"/>	<input type="button" value="Add Row Below"/>
<input checked="" type="checkbox"/>	G - GRADUATED	05/21/2018	<input type="button" value="Add Row Below"/>
<input type="checkbox"/>	F - FULL TIME	08/15/2017	<input type="button" value="Add Row Below"/>
<input type="checkbox"/>	--select a status--	<input type="text"/>	<input type="button" value="Add Row Below"/>
<input type="checkbox"/>	W - WITHDRAWN	05/13/2017	<input type="button" value="Add Row Below"/>
<input type="checkbox"/>	F - FULL TIME	08/24/2014	<input type="button" value="Add Row Below"/>

Program-Level Enrollment Updates

The **Program Enrollment** section of the page displays a history of a student's *active* enrollment status for each program. To update Program Enrollment history, users will need to update the following boxes as necessary:

- **SPI** (Special Program Indicator)
- **Program Begin Date**
- **Enrollment Status**
- **Effective Date**

Similar to Campus-level, when an extra row is present with an Enrollment Status and Effective Date that is not relevant to the student's program enrollment history, check the box under **Delete**. Additionally, the user can click the *Add Row Below* button to insert a new program enrollment status row to the table.

Program Enrollment

CIP Code: 520101 - Business/Commerce, General.		Program Length in Yrs.: 4.0	
1 Cred. Level: 03 - BACHELOR'S DEGREE		Program Begin Date: 08/24/2014	
SPI: N - NOT APPLICABLE			
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	05/21/2018	<input type="button" value="Add Row Below"/>
<input checked="" type="checkbox"/>	F - FULL TIME	08/15/2017	<input type="button" value="Add Row Below"/>
<input type="checkbox"/>	--select a status--		<input type="button" value="Add Row Below"/>
<input type="checkbox"/>	W - WITHDRAWN	05/13/2017	<input type="button" value="Add Row Below"/>
<input type="checkbox"/>	F - FULL TIME	08/24/2014	<input type="button" value="Add Row Below"/>

In instances when a change or correction to the reported CIP Code, Credential Level, or Published Program Length of a program is warranted, the user should inactivate the incorrect program by reporting the **Enrollment Status** as 'X' – Never Attended with the **Effective Date** equal to the **Program Begin Date** and check the **Delete** box for all other rows listed. Users may then click the *Add Program* button at the top of the section. A new blank program record box will display on the page; users should then populate the enrollment history for the program.



Program Enrollment

Add a Program

CIP Code: 520101

1 Cred. Level: 03 - BACHELOR'S DEGREE

SPI: N - NOT APPLICABLE

Program Length in Yrs.: 4 . 0

Program Begin Date: 08/01/2014

Delete	Enrollment Status	Effective Date	New Row
<input type="checkbox"/>	G - GRADUATED	05/21/2018	Add Row Below
<input type="checkbox"/>	F - FULL TIME	08/15/2017	Add Row Below
<input type="checkbox"/>	W - WITHDRAWN	03/13/2017	Add Row Below
<input type="checkbox"/>	F - FULL TIME	08/01/2014	Add Row Below

CIP Code: 520101 - Business/Commerce, General.

2 Cred. Level: 03 - BACHELOR'S DEGREE

SPI: N - NOT APPLICABLE

Program Length in Yrs.: 6.428

Program Begin Date: 08/01/2014

Delete	Enrollment Status	Effective Date	New Row
<input type="checkbox"/>	--select a status--		Add Row Below
<input checked="" type="checkbox"/>	G - GRADUATED	05/21/2018	Add Row Below
<input checked="" type="checkbox"/>	F - FULL TIME	08/15/2017	Add Row Below
<input checked="" type="checkbox"/>	W - WITHDRAWN	03/13/2017	Add Row Below
<input type="checkbox"/>	Z - NO RECORD FOUND	08/01/2014	Add Row Below

Submit

Reset



PRIVACY ACT OF 1974 (AS AMENDED)

Submitting the Changes

The **Reset** button at the bottom of the page will redisplay the Enrollment History Update page with the information displayed when the page was initially populated.

Campus- and Program-Level enrollment history must be submitted at the same time. Verify ALL information (campus and program) is correct before clicking **Submit**. If the information submitted passes all edits, the Enrollment History Update Confirm page displays. The user will again verify the enrollment information displayed is correct, then click **Confirm**.



SSN: First Name: DOB: (MMDDCCYY) Retrieve

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

Enrollment History Update Confirm



Location

NORTH SOUTH UNIVERSITY - 06789900



Campus Enrollment

Certification Date: 04/01/2019	
Student Designator:	
Anticipated Completion Date: 05/21/2018	
Enrollment Status	Effective Date
G - GRADUATED	05/21/2018
F - FULL TIME	08/24/2014



Program Enrollment

CIP Code: 520101 - Business/Commerce, General.	
1 Cred. Level: 03 - BACHELOR'S DEGREE	Program Length in Yrs.: 4.0
SPI: N - NOT APPLICABLE	Program Begin Date: 08/24/2014
Enrollment Status	Effective Date
G - GRADUATED	05/21/2018
F - FULL TIME	08/24/2014
Z - NO RECORD FOUND	01/01/0001

Confirm

Cancel

Common Reporting Situations

When updating enrollment history, keep in mind the following:

- Moving a student from one location to another
 - Add the student's Campus- and Program-level enrollment history to the correct location.
 - At the incorrect location, set the **Enrollment Status** for the row with the *earliest* Effective Date to 'X' - Never Attended or 'Z' - No Record Found and check the **Delete** box for all other rows listed.
- Move To functionality

- 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 at the Campus- and Program-Level for the prior location.

Resources

The [ER Graduated Programs Report \(SCHEP6\)](#) report provides an extract of students and all certified programs with a program enrollment status of Graduated within a specified timeframe. Upon running this report, if any students are missing from the report, they can be updated using the Enrollment History Update page or Spreadsheet Submittal.

Enrollment Reporting Spreadsheet Submittal Process

The Enrollment Reporting Submittal process has been enhanced to allow school users to also correct previously reported Campus- and Program-Level data via the Enrollment Reporting Spreadsheet Submittal. Two new codes in the Program Indicator field, under Record Type '001' (Campus-Level Enrollment Information), have been created to allow historical reporting.

A '**C**' in the Program Indicator field indicates the Campus-Level Enrollment history is being updated. When '**C**' is reported, Program-Level records will not be required and should not be reported. NSLDS will certify the program enrollment data currently on the database.

A '**P**' in the Program Indicator field indicates a change in Program-Level Enrollment history. There are no changes to the submittal record layout, therefore a complete bundle is still required, meaning, the current campus-level enrollment information needs to be reported when a '**P**' is reported.

In this process, in order to discard all previously certified Campus- and Program-Level enrollment for a student at a specific location the following should be reported in the Spreadsheet Submittal file:

- Program Indicator field = 'P'
- Campus-Level enrollment status = 'X' or 'Z' with the earliest Effective Date
- Program-Level enrollment status = 'X' or 'Z' with the earliest Effective Date for all previously reported programs, including those no longer on the roster (Graduated or Withdrawn)

After the historical correction is processed, the student will be removed from the Roster for that specific location.

ER Program Level Certification Report (SCHER8)

The SCHER8 report provides school users with an extract of certified historical program-level enrollment data for students on the school's roster. The record layout, available in the [NSLDS Record Layouts section of the IFAP website](#), has been updated to include a new Reporting Source Type of '**H**' for historical records updated via the Enrollment History Update.

Enrollment Reporting Compliance Notifications

Enrollment Reporting Compliance Notifications

Last year, we made changes to the NSLDS Enrollment Reporting Statistics to better account for schools' reporting of enrollment information. We will restart the Enrollment Reporting Compliance Notifications in June 2019.

Compliance Notifications will be sent to schools that are not reporting Program-Level enrollment information for a sufficient portion of their students. NSLDS tracks whether a school has reported Program-Level enrollment information for at least 90% of the students on its Enrollment Reporting Roster.

When NSLDS determines that a school does not meet the 90% minimum threshold, the school will receive an initial warning notification from NSLDS, addressed to the school's Financial Aid Administrator (FAA) and the Enrollment Reporting Contact, as provided on the ORG tab of the [NSLDS Professional Access](#) website. If your school has not yet provided an Enrollment Reporting Contact for each of its locations, such as a representative from the Registrar's Office, please do so as soon as possible. Note that this contact cannot be someone from a school's third-party servicer. Schools will receive a separate Enrollment Reporting Compliance Notification for each of its locations that are under the 90% threshold.

If the school's reporting performance does not improve, the school will receive a second warning notification addressed to the FAA and to the Enrollment Reporting Contact, with the school's President or CEO copied. If the school's performance still does not improve after two warning notifications, it will receive a third notification that the school has been referred to Federal Student Aid's Program Compliance office for consideration of possible sanctions. This third notification will be addressed to the school's President/CEO, with copies to the school's FAA and Enrollment Reporting Contact.

The Program-Level reporting threshold is set at 90% to allow for instances in which a school may have a small percentage of students included on its NSLDS Enrollment Reporting Roster who are not enrolled in academic programs. While these students are not receiving aid at the reporting institution, they are enrolled in, for example, continuing education coursework.

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.

Schools with previously approved exceptions have been reset to the 90% global threshold. If the school still falls below the threshold and wishes to be re-considered for an exception, they will need to send an email to ERCompliance@ed.gov.

The **Enrollment Reporting Statistics** page on the [NSLDS Professional Access](#) website, accessible through the **Enrollment Reporting Profile**, contains an Enrollment Compliance Notification History section. This section displays information about compliance notifications sent to an individual school location or to all the locations of the school. Additionally, school users can view the Enrollment Reporting Compliance Notification letter online.

Customer Service Reminder

Please remember to keep your [NSLDS Professional Access](#) website ORG contacts current and always list at least a Primary Contact for your organization. It is important to include a Customer Svc (Borrowers) contact as the information is displayed on the NSLDS Student Access website and may be viewed by borrowers and other Federal Student Aid partners.

Additionally, please ensure your school has an Enrollment Reporting contact listed so that important notifications related to enrollment reporting compliance are received.

The NSLDS Customer Support Center can be reached at 1-800-999-8219 or by email at nslds@ed.gov and is available Monday through Friday from 8 a.m. to 9 p.m. Eastern time (ET). Callers in locations without access to 800 numbers may call 785-838-2141.