Transcript

Hello everyone and welcome to the "How to Correct Historical Enrollment Reporting in NSLDS" webinar. My name is Amber Johnson and I will be your moderator for today's webinar, which will be conducted in listen only mode.

If you have questions during the webinar. Click on the Q&A icon and the menu bar at the bottom of your screen. A Q&A box will open. Click in the box that says type your question. Type your question and send your question, please remember to include the slide number with your question. Questions will be held until the end of the presentation where they will be read to our presenters for response.

Now I will turn it over to Cynthia Hammond to begin today's webinar.

Thank you, Amber. Today we're going to talk about a little bit about the College Scorecard and correct and timely reporting and protecting student information, then I will turn it over to Helen and Brent to talk about what exactly Enrollment History Update is and how to correct common misreported scenarios. There will be plenty of time for questions at the end of the presentation.

So first let's talk a bit about the College Scorecard.

Secretary DeVos said, "We committed to students that we would continually improve the College Scorecard so that they could access relevant, accurate and actionable data as they make decisions about their education after high school."

Also, in March, President Trump issued an Executive Order on improving free inquiry transparency and accountability at colleges and universities. Part of that Executive Order is being implemented by two changes to the College Scorecard.

The Scorecard provides prospective students, parents and other interested parties valuable information about post-secondary institutions. Previously the Scorecard consumer site provided profiles for approximately 3,700 degree granting institutions.

The college for consumer tool now has information on 2,100 non-degree granting institutions as well. These are institutions that award certificates, but not associates or bachelor's degree. Adding these types of institutions into the consumer site gives prospective students a more complete sense of all their options.

Institutions are being asked to update their historical enrollment data from which the loan debt managers are derived for the Scorecard. These adjustments will be reflected in a subsequent release of loan debt data metrics by field of study sometime this fall.

The information you report to the Department through NSLDS will also be used to get average monthly earnings by program.

The Scorecard now includes information on Graduation Rates for non-first-time and non-full-time students, and the percentage of students who transferred or are still enrolled. Previously the Scorecard only presented graduation rates for full-time first-time students, which we all know is not representative of all students at many institutions.

Another update to the Scorecard. We used to provide data updates each fall. Going forward, we will update major data metrics multiple times throughout the year when subsets of data become available.

So, as you can see reporting data correctly, accurately, and timely is very important. This webinar explain how you can correct any data that needs to be corrected. So, we have accurate information and so students and others that use the College Scorecard will have accurate information for which to base decisions.

Data reported to NSLDS is used for multiple things – Does a student qualify for an in-school deferments? Do they have any outstanding loans in default? What is the graduation rate for the school? What are the average earnings? These are all questions that are answered by NSLDS data.

Our data is used for so many different things. It's imperative that the data we have the highest quality. So, what do we mean when we say data quality?

First is Completeness. Are you recording all the data that you should be reporting our reporting all the students that you should be reporting? Are you providing all the requested data for those students? We've had program enrollment reporting since 2014 but not every school is recording program level data for all of their students.

Next to the Accuracy. Are you providing the correct CIP code, credential levels, Program dates, Program lengths, etc. associated with the students in the programs that you are reporting? It not, Brent and Helen will tell you how to fix that.

Next is Consistency, are you using the same definitions and methodology for capturing the data across the program? Are fields that parallel each other - For example, CIP code, credential level, program length measurement, and program length - are these being reported consistently between NSLDS enrollment reporting and COD?

Data quality review. Your review of the data for completeness, accuracy and consistency should be frequent and ongoing as you build your batch and provide data to the Department. The earlier in the process you catch any data quality issues, the easier it will be to medicate. With this new functionality, it'll be even easier to correct historical enrollment. We also see errors in FISAP and COD so I would encourage you to make sure your reporting to those systems is also accurate.

We have also seen issues with Perkins loans. It's very important that you report monthly on the loans your school holds and correct any data errors as you discover them. In addition, we've seen issues with overpayments being entered into NSLDS and then not updated as required in the regulation. Some schools have recently received letters in your email asking you to correct or update those records. Please check and if you are one of those 700 or so schools, please follow the directions in the letter to correct any overpayment that may still be in your old NSLDS reporting history.

It is so vital that the data you give us is accurate and that you're maintaining it in a secured system. Schools and their third-party servicers are obligated under various federal laws to protect data used in all aspects of administering Title IV student aid financial aid program.

The Higher Education Act, Privacy Act of 1974, the Gramm-Leach-Bliley Act, and the list goes on. There have been a number of Dear Colleague Letters and Electronic Announcements about this in the past few years. FSA now has a cyber security compliance information page, where you can find information on this topic.

So if you do not feel you're the right person for this I would really recommend you figure out who in your school is the person responsible for data security and share the resources with them.

We are all responsible for data security, none of us want our school to be on the news for a data breach or your access to FSA system to be halted as a result of lack of control over students data.

And with that dire warning, I will turn it over to Brent and Helen, who will talk about something much more positive and what you can do to make sure your data is accurate.

Thank you. Cynthia.

Let's take a look at the Enrollment History Update.

The Enrollment History Update is new functionality found on the NSLDS FAP website that allows schools to easily correct previously reported enrollment data for students at the Campus- or Program-level, or both. You can access the new page by going to the Main tab under the Enrollment column and select the link or by going directly to the Enrollment tab and click on the link in banner.

Page allows schools to provide real time updates to existing data by invalidating or adding missing data. As you can see on the screen. The page is separated into three different sections - Location, Campus, and Program. We're going to take a look at each one of those sections and we'll go over key points about each and later we'll look at scenario and how you can use this page to correct different scenarios.

First, let's start with Location. If you're administering enrollment at multiple locations, you can select a specific location by clicking the

drop-down arrow which will show you all the locations for which you are administering. The information that will display on the page will be for the location selected. If the student does not have enrollment information reported for a particular location, the page will be blank, we'll show you how that looks a little bit later.

Next, for Campus enrollment information you will see couple of pieces of information.

First is the Certification Date. This will be the most recent certification date that we have received from the school. The Student Designator, which is an optional field, will display if it has been provided by the school. The Anticipated Completion Date and all active employment status with corresponding effective dates. It is important to note that only active statuses will display, and I'll explain that here in just a second.

If you take a look at the Enrollment Detail or the Program Enrollment Detail page, you can see all active and inactive enrollment statuses by selecting it in the Advanced Display Options, Show Records, and indicating All Active and Inactive. On this particular example, you can see the column with the heading Active shows either yes or no.

We're going to take a look at how the information will be taken from the Enrollment Details to the Enrollment History Update page. When comparing the two pages, we can see that on the right, the Enrollment detail page has highlighted all active status. We're actually gone to bring those over to the Enrollment History Update on the left. The active statuses will be available for you to review and update. While the inactive statuses not be displayed as they have already been corrected by previous reporting.

If updates are needed, you can do so by deleting, changing, or adding data to the campus level information.

On the left side of the screen you'll see a column that says, Delete, you can check the box on the row to delete or remove specific enrollment status. This will inactivate the enrollment. On the middle where it says Enrollment Status and Effective Date, you can use the drop down to change the status and update the effective date. On the right is the Add a Row button, if you need to add additional rows, you can do that here by clicking the button above the row you want added.

Please note that when we say Delete it does not actually delete the information, but instead it inactivates it, just like we saw before.

Now, Brent will take us through the program section of the page.

Thank you, the Program Enrollment section of the page displays the history of the student's active enrollment for each program. Like, the campus enrollment section, it will not show inactive records. Although there are similarities to the Campus section. There are a few key differences that you should be aware of before making any updates.

For example, in the section, you're given the program identifiers for the student's program. Such as CIP code, Credential Level, Program Length in Years. However, you will not be able to make updates to those fields, we will show you a workaround later in the presentation.

You will be able to update the Special Program Indicator labeled as SPI by simply selecting the drop down arrow next to the SPI label. There you can indicate if the student was in a Special Admission Associate Degree Program, a Bachelor's Degree Completion Program, a Preparatory Coursework Undergraduate or Graduate Program, or a Non-Credential Teacher Certification Program.

You can also update 'Program Begin Date' which is the date the student first began attending the program. You can update this by typing of over the date in the box to the right of the 'Program Begin Date' heading.

You can also update the enrollment status and that's probably the most important piece that you want to pay attention to. By using those drop down arrows that Helen talked about earlier. You can also update the effective date for the students. The students that by typing over the effective date in the box next to the data on the right-hand side.

Like the Campus Enrollment section of the page. You can delete any data or effective date for the student's program by checking the box under the delete column to the left of the Enrollment Status column. Again, you won't be the deleting the status, you'll actually be inactivating it.

Additionally, you can click the arrow button below to insert a new program on the table by clicking the Add Row button. You will need to select the enrollment status and enter valid effective date.

Once you've made your changes there. You want to review the entire page because the Campus-level and Program-level enrollment history must be submitted at the same time. So you'll want to verify all information that you updated for the Campus and Program-level information.

Once you verify that, then you'll want to hit the Submit button for NSLDS to receive your updates. The submit button is located at the bottom of the page. In the event that you find a mistake or find that you need to make additional updates, you can hit the reset button and it will redisplay the Enrollment History Update page information that was initially displayed. So if you use the Reset button, you are erasing all your previous updates and starting fresh.

If are you are happy with your updates to the Campus and Program Enrollments sections for the students. Then you want to hit the Submit button. But after clicking the submit button and it will essentially check your updates to see if they make sense to the system. These checks are called edits. You will be prompted with an error message at the top of the page and then another error icon next to the row. Place the cursor over the arrow icon to the left of the row and NSLDS will tell you what the issue is. And then you will need to fix your update before hitting the Submit button again.

Once you submit and you have no errors return, then you'll be taken to the Enrollment Update History Confirm page

Here is where you'll want to review your updates one final time and if you are happy with your updates, then the Confirm button below and NSLDS will accept your updates. If you're not happy with your updates or need to make further edits and changes, you can click the Cancel button below and it will take you back the Enrollment History Update page without making any updates.

After confirming your updates and selecting Confirm, you will see 'Successfully Updated' at the top of the page and this is how you know that your updates have been taped at taking place in the system.

Now, many are asking or saying, "I have some student's enrollment data that need to be updated, but where do I further assess this for my school? Or maybe you were looking at your Program-level Scorecard Loan Debt data released from the Department a few weeks ago, and you noticed that some of the counts for some of the program or the students in the program were off. As you know, the Program-Level Scorecard Loan Debt data was based off NSLDS enrollment data.

We believe that verifying whether your school is reporting past graduates of specific programs correctly maybe a good place to start.

We have created a report for you called the Enrollment Reported Graduated Programs Report. This report will allow you to view students who have at least one certified graduated status or 'G' within a specific time frame.

We recommend perhaps running this report for specific award year, for example, the 14-15 or the 15-16 award year and then comparing it to your system records to identify who might have been misreported. Then using the Enrollment History Update Capability that we just showed you, to make updates to those students.

You can run this report one time or however often you would like. The report will always be delivered in a Fixed Width format and in the message class that we have listed here. For more information you want to review NSLDS Newsletters 62.

Here, we're going to show you a little bit more about how you access the report from the NSLDS FAP website as you can see here that you'll go to the orange Report tab on NSLDS and it will bring you to report parameters. And as I mentioned, for the report is highly customizable, so you can set it to bring back or return a certain amount of students that graduated within certain effective dates ranges. You can set the report to look for certain students in this specific Social Security Number ranges or even search by the students on last name. And as you can see on the right-hand side, as I mentioned before, you can set it so you can receive the report multiple times, once or quarterly or bi weekly. however often you would like.

We also make some other reports available that had already been that allow you to assess your level of reporting enrollment data to NSLDS.

Here on the left-hand side, we have a list of all of the available reports.

Later this year, we actually hope to release another Enrollment Reporting report based on Campus-level graduations, so it will be similar to what I just described for the Program-level but at the Campus-level where you see what graduations your reported at the Campus-level.

Now I'd like to turn it over to Helen to start our conversation about the misreported scenarios that we commonly see.

Earlier Cynthia mentioned the importance of data accuracy. We have seen time and time again that misreporting is the number one audit finding.

So we're going to review some of the most frequent misreported scenarios that we see time and time again and we're going to show you how to correct those scenarios, using the new Enrollment History Update.

The scenarios include: Reporting a Withdrawn to Graduated, Misreported Effective Dates, reporting continuous enrollment, incorrect published program length, incorrect program length due to reporting an incorrect implied decimal, Misreported Credential Levels, and students that have never been reported.

Let's get started.

Withdrawn to Graduated. With the implementation of 150%, it makes enrollment reporting even more critical and very important that we're receive graduation statuses for students.

We have previously provided guidance to schools that they can report a withdrawn status, while they confirm the graduation and the student is no longer in attendance, but then they must go back and report the graduation. We're seeing that some schools are doing it correctly, while others are not.

So, let's go over an example for North South University and how they can correct the information. Terry has completed all the courses required North South University (NSU). NSU reported her as being withdrawn, because she was no longer in attendance.

Let's look at the screenshot. Starting from the bottom and working our way up. She was full time, then halftime, then NSU reporter her as being withdrawn. However, the graduation status has not been reported. NSU must report the graduation. Let's use the Enrollment History Update page to report it.

On the Enrollment History Update, we want to make sure that we're looking at the correct location for NSU, which is the 00 branch. Then we're going to update the certification date, the one displayed is the most recently reported. There's no Student Designator previously reported. Then we're going to look at the Anticipated Completion Date, make sure that it's all correct.

Now we're getting use the drop-down arrow to change the status from Withdrawn to Graduated on the campus level. Once we finish at the campus level, we're going to do the exact same thing for the program level. Use the down arrow to select Graduated on the Withdrawn row, which is the second row from the top. Once we've made all the updates to the enrollment, we're going to click Submit.

The Confirm page will appear. On this page, we want to make sure that all of our updates have been made. Let's review. We updated the Certification Date, the enrollment status from Withdrawn to Graduated at the campus level and at the program level. Once we are sure that all the information is correct. We're going to click Confirm. Now, the Campus and Program level enrollment status have been successfully updated to Graduated.

Now, Brent will take us through Misreported Effective Dates

Thank you.

It's important to understand that there several dates are used by NSLDS in processing student enrollment data. The Effective Date is critical because tells NSLDS when the student's status first took effect and should remain the long as the student is enrolled in the same enrollment status

For example, if a student starts in full-time status August at your campus and is reported to NSLDS with an August Effective Date. Then in September is still full-time and is report with a September Effective Date. NSLDS will only consider the student to be full-time as of September. NSLDS will ignore the August full-time status for the student thus inactivating the previously report August full-time status. You will essentially inactivate that August status that you previously reported.

The rule of thumb is: "Do not advance the Effective Date unless the student's enrollment status changed since the last reporting. Let's take a look at an example here.

So I would like to focus you on NSLDS Program Enrollment record for Max who is enrolled at North South University with 4-year Public Relations program. Look at the red-box that highlights the Status, Effective Date, and Active column.

Look at the red box that highlights the status Effective Dates and the Active column. If you scan down to the last row, you will see that Max with initially reported as a full-time student in October of 2016. If you go up one more, one more row, you will see the North South University decided to report Max as full time again in January 2017. So what North South University did was essentially did was tell NSLDS the October 2016 Enrollment for Max was no longer active and we no longer need it.

If you go up one more row, you'll see that they again reported Max as full-time in August of 2017. What North South University is doing here again is telling NSLDS that the previous full-time enrollment, in January, is no longer needed. So NSLDS inactivates it.

Let's take a look at how we can fix this, because we want the Effective Date of October 2016, so let's use the Enrollment Correction History page to make updates.

You'll want to bring up Max's enrollment history on the page and you'll want to enter an updated certification date. And you'll see here as we said before, you'll only see the active enrollment for Max, you'll see a campus, you'll see the Campus enrollment section and you'll be updating Program enrollment section.

You'll see that the wrong date is recorded for Max. So you'll see the August 2017 they which is which we know is incorrect, so you just wanted type over the August 2017 date and input the October 2016 on both Campus and Program enrollment sections. Then you want to hit Submit.

And this will bring you to the Enrollment History Confirm page and this summarizes the change that you just made. You'll want to give this one last look to make sure that you put in the correct information for Max.

So now you will verify that and then you'll hit confirm. Assuming that you have no edits and there are no errors from system, you'll get a prompt that says that the system has been successfully. So we've updated Effective Date here successfully and we can move on to more corrections. Now Helen will talk more about continuous enrollment.

Correctly reporting continuous enrollment is very important so a student doesn't enter repayments during a non-required term, but instead keeps their deferments.

Just a reminder student is considered to be continuously enrolled during a period of non-required attendance, like a summer term, if they are expected to return for the next regularly scheduled term. However, if the student does not return on the next regularly scheduled term the school must report the student as Withdrawn as of the last date of attendance. This is also very beneficial to schools, as it means less paper deferment forms.

Let's take a look at an example of what this looks like and how North South University can correct it.

Anna is considered to be to be continuously enrolled through the summer term and North South University expects her to return in the fall. However, NSU should not have Withdrawn Anna at the end of the spring, as we can see on this screenshot.

If you look at the bottom of the screenshot, in a red box. Anna was originally Full-time as of August 24, 2016. At the end of the Spring term North South University reporter her as Withdrawn. At the beginning of the Fall term, they reporter Anna as Full-time. Anna should have been Full-time the entire time. Let's take a look how we can correct this.

On the Enrollment History Update page, we're going to update the Certification Date. For both the Campus information, on the left column, we're going to check the delete box for all applicable rows. For this example, we're going to check off the row for withdrawn and most recent Full-time status. We're going to do the same thing for the Program information. So, once we're done, click on Submit at the bottom of the page.

On the Confirm page, we want to verify the updated the certification date and the only statuses that will display is the original Full-time status for the Campus and Program.

We've mentioned this before, but it's good to always make sure all the information is correct on this page before clicking Confirm as you are certifying the entire information all at once.

After we hit Confirm, we see the message that the information has been successfully updated.

Brent will now show us how to correct Published Program Length.

We see a lot of misunderstanding around the Published Program Length. It's important to know that schools have the option to report Published Program Length in weeks, months or years. Electronic Announcements Number 17 which was published in April of 2015 details what length is appropriate to report. It mentions that Bachelor's Degree and Associates degree programs should be reported years not months or weeks

When the PPL is reported in months or weeks, NSLDS uses a conversion formula based on the 'Weeks in Programs Academic Year' (WPAY) field to determine the Published Program Length in Years. When this is reported wrong, it can create huge problems and issues for students. It can impact student's 150% subsidized loan limit.

Let's take a look at how we can correct this using the Enrollment History Corrections process.

So let's look at another example of North South University. We see here that they reported Billy who is a graduate from a traditional four year tax law program. North South University reporting him in the program at 48 months instead of four years. And what that resulted in it is that NSLDS converted the Published Program Length to 6.428 year program and that certainly impacted interest his interest subsidies because we give them a longer program because of the program length.

Let's see how we can use either functionality to correct the public program like here. Now, I mentioned earlier that the program identifiers, the CIP code the Credential level and the Public Program Length in Years cannot be updated.

What you'll need to do and what you'll need to do employ a two step process.

You'll need to go the Program Enrollment section, then click the Add a Program button. This will give you blank program and you'll need to input the correct information, the CIP Code, Credential Level, the SPI if it is applicable, the correct Published Program Length in Years which is four years in this case and Program Begin date for Billy, then you'll need to copy over all the enrollment statuses that Billy had. So this is a good chance to check on those statuses here again.

For now, you'll leave the wrong program in place, but will you want to scan down and use the delete checkboxes to inactivate all the statuses in the program. So you'll check all the of the Enrollment status that make sure that you check each one and then you'll want to check over the page again and the hit Submit.

This will bring you to the Enrollment History Confirm page and this is your chance to once again check and see if you're correcting the information as you wish. Notice that we will display the Campus enrollment data which we left untouched here and the Program enrollment or new program data that we entered for the program that has the four years of length.

If you scan down below, you'll see the incorrect program now has only one enrollment record that that says 'Z-No Record Found' and that is a good thing because that will show you that incorrect statuses has been inactivated for program. So you'll do one more scan and then you can hit the Confirm button.

And you should be prompted with the 'Successfully Updated' prompt and that's how you know that correct program has been updated.

Now, I'd like to turn it over to Helen to talk a little bit more about implied decimal.

Brent mentioned the importance of Program Length and I want to focus on more on what he mentioned.

One of the reasons implied decimals are very important is because of how it affects a student's eligibility in interest subsidy and the 150% Regulation. We use the Program Length to calculate the Maximum Eligibility Period (MEP) for students.

When it comes to reporting the Program Length, it is a six-digit numeric field with an implied decimal between the third and fourth digit. This is specific location for batch and spreadsheet reporting. It is not the case for Enrollment Update online.

As a reminder, schools should be reporting Associate and Bachelor degree programs in years, not weeks or months. This makes things a lot easier, simpler, and cleaner.

Let's take a look at an example of an incorrect implied decimal at North South University. Aaron attended North South University for a one-year African Studies program, however North of university reported Aaron in a

10-year program. One decimal really makes a big difference when it comes to reporting enrollment information.

As you can see on the screen, the Published Program Length and the Reported Program Length is listed as 10 years. Let's see how we can correct this information using the Enrollment History Update.

As Brent mentioned earlier, the Program Length is part of the identifier of a program and not updated at this time.

So, we're going to click the Add a Program button and transfer all the information from the incorrect program to the new program. The incorrect program is listed as number two at the bottom of the screen. We're going to transfer everything from number two to the empty number one, on the top. Including CIP code, Credential Level, Special Program Indicator, Program begin date, all the enrollment statuses and corresponding effect dates, and we're going to make sure that we enter the correct Program Length.

On the incorrect program, number two, you want to select the check box, under Delete column, for all enrollment statuses associated with the incorrect program. That is the only change we're going to make to the incorrect program.

Once all of the updates are made, click Submit at the bottom of the page.

On the Confirm page, verify new program details are correct. That's program number one, and it's highlighted with the red box. If something is wrong, click Cancel and go back and make updates.

The incorrect program, number two, is going to show with an enrollment status of Z - No Record Found. As we've mentioned before, we don't delete enrollment information on NSLDS. We just inactivated it. One way to inactivate a program is by reporting it as No Record Found.

Also, noticed that we did not touch anything on the Campus enrollment. It is important that you confirm the Campus information. Once you click the Confirm button, you are certified all the information on the page is correct, and that includes the Campus enrollment.

Let's go ahead and Confirm. We get the message saying that Aaron's information has been successfully updated. That's how you know that the information has come through and the record has been updated.

Brent will go through the Misreported Credential Levels.

Often, we get schools call in and say that they misreported Credential Level. The Credential Level very important because what NSLDS considers a unique program to consist OPEID, CIP Code, Credential Level, and Published Program Length. We've talked about the Published Program Length like before but now we want to focus on the Credential Level. The Credential Level is a two-digit code and we have it listed here on the slide, essentially it tell us what sort of degree or certificate the

student received or working toward receiving in the program. It's a very important piece of data.

If you look at the Program-level Scorecard data, we aggregate alot of the student loan debt for the program by the Credential Level. So if you notice that some of your programs that looked off or your credential level were reported wrong, that's okay, you can correct it using our functionality that we're talking about here in NSLDS.

So, let's take a look at one school that misreported the Credential Level for it's students. So we see here that Mona is enrolled in a four year Business Commerce Bachelor's Degree program here in North South University Central. But they mistakenly reported Mona for some reason and have a doctoral degree with a '06' Credential Level code.

North South University really wants Mona to be in Bachelor's Degree program. We have the wrong Credential Level highlighted here and we want to make changes here. So let's take a look at how we use the functionality to change the Credential Level.

So, so again it's a similar sort of method that you want to use.

First, of course, you go to the Enrollment Corrections History page of the age and you'd want to enter that updated Certification Date as you normally do. Again, it's a two step process. You want to add the program so hit the add the program button and then that will bring up a another a blank program, but you'll need to copy over all the enrollment statuses Mona. You'll need to copy over the CIP code. This time you'll change that credential level to the bachelor's degree. Them you'll make sure you have the correct Published Program length. And again, you want to make sure that all the Enrollment Statuses and Effective Date for the program are correct.

Then you'll want to go down to that Doctoral degree program that we know that North South reported incorrectly and check the delete boxes next to each status and that will then inactivate those statuses for the Doctoral degree program for Mona. At that point you want to hit submit. Then you are taken to the Enrollment History Confirm page and here again, you're going to check the Campus Enrollment data as well.

You should see that Doctoral program only have a 'Z-No Record' found status and if you do not see that, then you're not inactivating that wrong program.

So you can see the 'Z' and now we want to check all the data that you input for Mona. Then you want to click Confirm and we get our 'Successfully Updated' prompt and that's how you know that you successfully updated the program.

Now I'm going to turn it over to Helen to talk more about our last our last scenario, which is students that may not have been reported to NSLDS.

There are lots of different regulations, and throughout the years those regulations have been updated, that talk about schools' requirement to report enrollment information to NSLDS. As we all know schools are required to report Campus-level enrollment on students with Title IV aid and now that includes Program-level enrollment data. Also, it includes loan and Pell grant recipients as well.

So, we're going to take a look at a school that did not report on a student. We're going show you how you can report all the information at once. It is very important as it is often an audit finding for schools as the enrollment information was simply not reported. It's very important that you are reporting complete and timely enrollment information on all students participating in Title IV program.

Again, North South University never reported Carlos' attendance at their institution. When we look at the Enrollment History Update page,
 I've mentioned this before but if the student has no enrollment previously reported, then the page will show blanks. This is the case for Carlos; the entire page is showing blanks.

So, North South University must now enter all information for the Campus and the Program. For Carlos, it seems like it might be a lot, but actually it won't be too bad. Let's see how they did.

First, they enter a certification date, anticipated completion date, then they enter the enrollment status and effective date for the campus-level.

One note I want to make, is that even though the Graduation status is the most recent an anticipated completion date is still required as it applies to other statuses.

Let's move on to the program information, you want to add any and all programs associated with the student. In this particular case there was only one program to report, but if you need more you just click on the Add a program button as we showed you earlier.

Then you need going to enter all the program details – CIP code, Credential level, Special Program Indicator, Program Begin Date, and Program Length in Years. Next, we're going to add all the enrollment statuses and effective dates associated with that program.

One thing to note is that you must report the program length in years, so if your school reports in months or weeks you'll have to make a conversion to years in order to report it here. You must report in years when it comes to the Enrollment History Update.

So, once we've entered all of the information, we're going to click on Submit on the bottom of the page, which takes us to the Confirm page. Now, we mentioned this before, and I'll do it again but make sure you are verifying that all of the information is correct.

All the effective dates on the conference page will always be displayed in descending order. So even if you don't enter them in that particular order. There will always be filter in descending order.

This is a helpful hint when making sure the information is all correct. For Carlos, the information is all correct. So we're going to click on Confirm. Now we get the message saying successfully updated and that's how you know you are finished, and we can move on to the next student.

If later you have questions about this presentation, you can contact the NSLDS Customer Support Center by phone or email.

Question and Answer

We have some time. Let's go ahead and take some questions.

We have several questions that have been submitted at this point and we will try to get to as many as possible.

As a reminder, if you need to ask a question, please click the Q&A icon in the menu bar at the bottom of your screen. A Q&A box will open. Click in the box and type and send your question. Remember to include the slide number with your question.

First question: Helen, if a school utilizes the Historical Update page, will it add a student they are reporting to their Enrollment roster?

Answer: It will not add the student to the roster. So, if you go back and report on previous students or submit information for students that have already left your school, or you are updating history information, using the Enrollment History Update page the student will not add be added to the school's roster. Great question.

Our next question: what if a student enrolls in the summer and then withdrawals, do we certify them as withdrawn even though they are pre-registered in the fall?

Answer: We mentioned this in the continues enrollment example. You would report them as enrolled it the student is expected to come back, but if they don't come back, you are to certify them as being withdrawn as the last date of attendance in the spring.

Question: If we need to correct Campus-level and Program-level enrollment information for a student on NSLDS. Do we also need to correct it with our third-party servicer?

Answer: It is very important that you work closely with your third-party servicer when correct enrollment information. You will have to correct that with them to make sure that they have the correct information for your students.
The last thing you would want is for you to do all this work on NSLDS by updating all the information and then your third-party servicer submits information on your behalf and wipe out all of the work that you've done. So just make sure that you are communicating closely with your third-party servicer.

Question: What date do you update the Certification Date to when doing a correction?

Answer: The certification day is the day that you are certified, the information is true and accurate. So, when you're when you're certified online. It can be today's date.
For instance, on a lot of the examples we covered the updates were in the past. So, of course, we used the date the updates were made. We have

rules for how far back the certification date can be, but if you're certifying online it can definitely be today.

Question: When making corrections to Enrollment History Update and the status is Graduated or Withdrawn, do we still need to certify this twice on different days?

Answer: Only if the student is currently on the roster. So, if the student is currently on the roster, you would have to certify them twice. If they are not on the roster, you do not have to certify twice, one certification will be enough.

Question: Now, do we need to make these corrections during the 15-day window without being considered late?

Answer: So, unlike the regular reporting, updates on the Enrollment History Update page can be done at any time.
These can be students that have previously attended and have already left or have graduated. You're just going back to make sure the enrollment information history for every single one of them is correct.
You don't have to abide by that 15-day rule when working on the Enrollment History Update. The rule is for correcting errors from the roster.

Question: We receive this question a couple times. So, I'm going to re-ask a similar question that we just covered. Do the corrections that are reported to NSLDS transfer over to a third-party servicer?

Answer: No, we do not share that information with the servicer, especially history information.
Great. We just want to be really clear.

Question: How does the school just update their campus level enrollment?

Answer: When updating only campus level information, you can make the updates on the Enrollment History Update page. Only update that campus box and submit and confirm the information.
Just note, that the Program information will be recertified in the process. But if there's no changes to it, it is not a problem.

Question: We've also received a lot of questions on how far back schools should go in correcting their enrollment reporting?

Answer: It's recommended that you go back to the 14/15 award year. That's when we stood up program enrollment on NSLDS so there's no need to go back further than that.
And as I mentioned earlier, the program level scorecard data pulled data from the 14/15 and the 15/15 award years, so that's where you want to focus your corrections.

Question: We receive a question about the effective date of a status. If all the school needs to do is update an effective date, do they just type over the existing effective date?

Answer: Yes, correct. They can just go to the Enrollment History Update page, make the update on that particular status, then submit and confirm.

Question: We also received a couple questions about if a student is enrolled in multiple programs, either simultaneously or multiple programs over time. Will all of those programs display on the Enrollment History Update page?

Answer: That's a great question. Most of the examples that we covered only had one program. However, the Enrollment History Update page will display all programs for which the school has reported for the student. It will show all programs associated with the student for that particular location.

Question: Helen, a handful of institutions have noticed that none of our examples had an approved leave of absence. Is approved leave of absence an option as the enrollment status?

Answer: Yes, definitely. All of the enrollment statuses are included in the drop-down list. All of the enrollment statuses that are currently available for the regular enrollment reporting are also available for Enrollment History Update.
We've also posted a newsletter with information on how to use the Enrollment History Update page and we will be updating the Enrollment Reporting Guide later this summer.

Question: We received a couple questions about the certification dates, specifically if the certification date should always be today's date?

Answer: It just depends on when you're making the updates. It is possible that as school, I pull data from my system with the most recent certification date of last week but I don't complete the updates until today. Then the certification date that I use would be a previous date, you can definitely do that.
We do have some edits on how old a Certification date can be. The edit is the same as regular enrollment reporting. It doesn't necessarily have to be today; it can be last week. Just don't go too far back or you're going to get an error.

Question: We have a couple schools ask if this functionality will be available in batch?

Answer: Unfortunately, this functionality will not be available via batch. We are working on getting more information about spreadsheet submittal. We mentioned it briefly on the Newsletter.

Question: What happens if I submitted change and realize that something else needs to be changed? Can I go back in and make the change on the same day?

Answer: This goes back to the Certification date question. You can certify once a day. So, it depends on when you've made the update. So, if the update was made today, they have to wait until tomorrow to make the change.

Question: How old can the Certification date be?

Answer: We have an edit in regard to how old the certification day can be. I believed the specific number of days is listed in the Enrollment Reporting Guide.

Question: Brent, we have a question related to the Scorecard. What is the date by which all the corrections need to be made in order to make it into the next release of the Scorecard?

Answer: July 10. You need to have all your corrections in by July 10.

Question: Can you remind schools, what dates included individual graduates in the college scorecard?

Answer: We pull graduates for the 14/15 award year and the 15/16 award year. As you know, the award year starts July 1 and ends June 30 of the following year. So those are those are dates that we pulled graduate information to calculate the Scorecard.

Question: We also received a couple of questions about the different reports that are available. Can we flip back to the slide that displays the report the reports and maybe just briefly talk about what those reports can do to help identify people that might need to be corrected.

Answer: So, we have the enrollment graduate program, which is what we discussed. That that we discussed in length, that we showed you the enrollment recording summary report. Yeah. That's one. It's more specific to reporting what a school has reported. Another one that would actually be very good and taking a look at what students to report will probably be the enrollment errors report. This is a report where you try submitting enrollment information for student, but you keep on getting errors. This the great one to look at. So, you can look at this student online and maybe take care of those errors on the enrollment history update page, versus batch. The other one is that if you're wanting to update or increase your statistics, you can definitely do that by doing the enrollment reporting statistics backup detail report, that one will help you a lot. It has the students within the last statistics that were calculated. Another one, the late enrollment certification so instances where the certification has not been updated recently, you can take a look at those on there as well. And the program level certification reports that to you, certified at the program level.

Follow up Question: Can you pull in additional statuses in that report, or not yet?

Answer: Yes, you can actually pull withdrawn status in that report and you can definitely filter by that and then take a look to see if all the history that's been reported under enrollment for those withdrawn statuses are correct. I'm glad that you mentioned that Helen, we had a few questions from schools asking how they could identify who they are reported as withdrawn versus graduated at the at the program level and We were thinking that program-level certification report, would take care of

that. Yeah. And one thing to note too is that the reports that Brent mentioned earlier, the enrollment reporting graduated programs report. We're going to, we're looking at maybe enhancing that report a little bit more to include also withdraw. As well as the, up and coming, enrollment reporting graduating campus report, we're looking at maybe including both graduated statuses and withdraw statuses on there, because we've heard this from schools before and we want to make sure that you have all the information possible to Correct the information.

Question: We also, since we're on the topic of the reports, we received a couple questions. About how schools receive the report, whether they schedule it or requested ad hoc if you could kind of explain.

Answer: Yeah, so a lot of our reports are scheduled. All of the reports that are listed on here will be available for ad hoc. When I say ad hoc that's through the orange tab, of the enrollment. Or, I'm sorry, the orange Report tab, you can just request the report as an ad hoc report. It will either be sent over to your SAIG mailbox, or the mailbox of the user requests the report; that's very, very, very important. So if I'm requesting a report, it will go to my TG mailbox. Now some of these reports are available through Excel. So, they will be it will actually show up right on your screen right after you request report.
A lot of these reports are scheduled. So, if you go to the ORG tab on the school profile you can actually schedule the report to be automatically sent to your TG mailbox. On a scheduled basis. Some of our monthly others or quarterly. It just kind of depends on the report we have a lot of those reports are available on there, or I'm sorry, schedule so you don't even have to worry about it we'll automatically get the report ready and sent over to you to the TG mailbox.

Question: Brent, there is a little bit of confusion on who's included and the college scorecard. Is it only graduate students or as a anybody with the graduation or withdrawn?

It is graduates at the program level. So I didn't want to confuse the graduate students because we also look at graduate programs that have graduate student. That's new. But you have to essentially have a G or graduated status in NSLDS to be pulled into these metrics.

Follow up Question: Report it, as you said, at the program level and NOT at the campus level? at the program level.

Answer: At the Program Level, that is correct.

Question: I actually see here a question is actually very, very important. What is the difference with history update and enroll by maintenance?

Answer: So, on the top of the enrollment page, there's two different links one for enrollment update and the other one for enrollment history. Your enrollment update will be your regular reporting over enrollment information, so the most current information. Where the history update you can actually update and report all of enrollment history for your students.

Question: So, this is a question that we receive often when we have enrollment webinars and the question is can a registrar have access to NSLDS?

So yeah, actually, they can have access and we'll have to sign up through FSAWebEnroll to get access, but definitely. We actually encourage registers to have access to NSDLS and work with their financial aid administrators to make sure that all the information on NSLDS is correct, so yes, please get access.
Yeah, we definitely encourage our partners in the registrar's offices have access to NSLDS.
Oh, yes. So, we're going to mention one thing that we want to mention to you guys is that the slides for this presentation and the transcript of this whole presentation will be made available on IFAP. So, if you missed anything or have if you want to get a copy of the slides, we did. You can get that information on very soon.

Thank you, everyone.