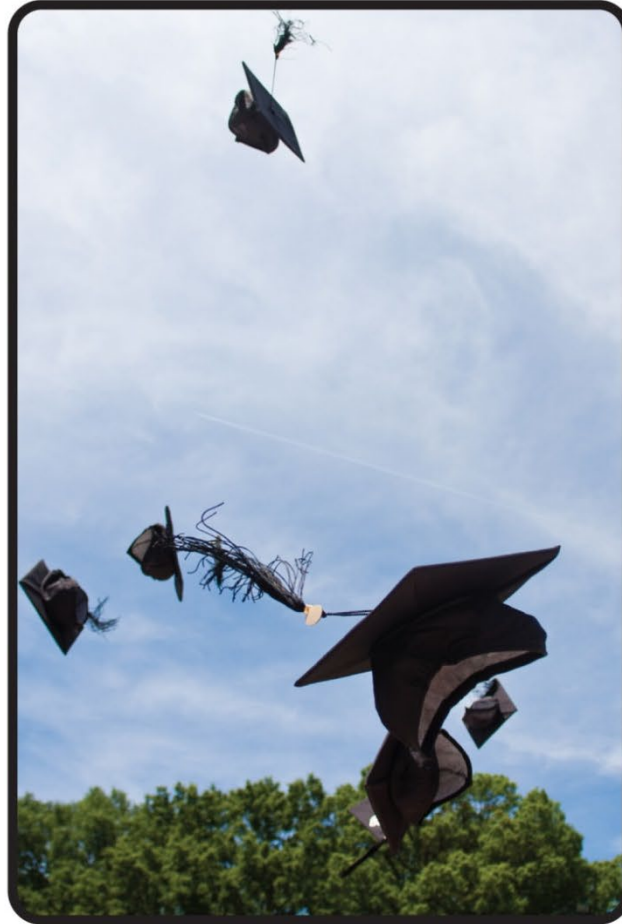


NSLDS

NATIONAL STUDENT LOAN DATA SYSTEM



ENROLLMENT REPORTING GUIDE

November 2022

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

PROUD SPONSOR of
the AMERICAN MIND®

What's New?

November 2022	All sections have been updated to include updates from the modernized National Student Loan Data System (NSLDS®) Professional Access website
------------------	--

Table of Contents

What's New?	ii
Chapter 1. Introduction	1
1.1 Why Report?	1
1.2 Who to Report?	1
1.3 What to Report?	2
1.4 When to Report?	2
1.5 Ways to Report	2
1.6 How to Report?	2
1.7 Monitoring of Reporting Compliance	3
Chapter 2. Why Report?	4
2.1 Federal Regulations	4
2.2 Additional Guidance	5
2.3 The Importance of Accurate, Timely, and Complete Enrollment Data	7
2.4 Program-Level Reporting	7
Chapter 3. Who to Report?	9
3.1 Which Schools Should Report Enrollment Information?	9
3.2 Types of Students to be Reported	9
3.2.1 Visiting, Transient, or Consortium Students	10
3.3 Schools Who Use an Enrollment Reporting Servicer	10
3.4 Listing an Enrollment Reporting Contact	12
Chapter 4. What to Report?	16
4.1 Campus/Location	16
4.2 Programs	16
4.2.1 Unique Program	17
4.3 What Information Needs to be Reported?	18
4.3.1 Campus-Level Enrollment Data	18
4.3.2 Program-Level Enrollment Data	19

4.3.3	Email Address Data	19
4.3.4	Program Identifier Changes	19
4.4	How to Report Specific Fields.....	19
4.4.1	Program Indicator (Campus-Level Record).....	20
4.4.2	Effective Dates, Certification Dates and Received Dates	20
4.4.3	Withdrawal versus Graduation and Effective Dates.....	23
4.4.4	Reporting Graduation and Anticipated Completion Dates	24
4.4.5	Continuous Enrollment (Campus- and Program-Level Record)	24
4.4.6	Published Program Length and Associated Fields (Program-Level Record)	26
4.4.7	Credential Level (Program-Level Record)	28
4.4.8	Program Begin Date (Program-Level Record)	31
4.4.9	Special Program Indicator (Program-Level Record)	32
4.4.10	Enrollment Statuses (Campus- and Program-Level Record).....	33
4.4.11	CIP Year - Auto-Conversion (Program-Level Record).....	34
4.4.12	Program Identifier Changes (Program Identifier Change Record)	36
4.4.13	Reporting Information to the COD System and NSLDS	39
Chapter 5.	When to Report?.....	41
5.1	Reporting Timely.....	41
5.2	Special Situations.....	43
5.2.1	Waiver Process.....	43
5.2.2	Change in School Eligibility	43
Chapter 6.	Ways to Report	48
6.1	Enrollment Reporting Online	48
6.1.1	Update Enrollment	48
6.1.2	Enrollment Maintenance.....	48
6.1.3	Enrollment History Update	48
6.1.4	Enrollment Spreadsheet Submittal.....	49
6.2	Enrollment Reporting Batch Process	49
6.2.1	Batch File Types.....	50

6.3	Enrollment Supplemental Submittal File.....	56
Chapter 7.	How to Report?.....	58
7.1	Reporting Online.....	58
7.2	How to Sign Up	58
7.2.1	Enrollment Reporting Process	60
7.3	Listing an Enrollment Reporting Contact.....	62
7.4	Navigating NSLDSFAP	62
7.5	Enrollment Reporting Using NSLDSFAP Online	65
7.6	Enrollment Reporting Process	66
7.7	Enrollment Reporting Online	69
7.7.1	NSLDSFAP Website Enrollment Reporting Key Pages.....	69
7.7.2	Viewing Enrollment Data for a Student.....	72
7.8	Updating Student Enrollment Data.....	91
7.8.1	Enrollment Maintenance.....	92
7.8.2	Retrieving the Enrollment Roster	92
7.8.3	Retrieving Specific Student Records to Update	94
7.8.4	Updating Selected Enrollment Records.....	99
7.8.5	Confirming Enrollment Information.....	103
7.8.6	Enrollment Maintenance: What Happens If.....	104
7.9	Updating Historical Enrollment Data.....	111
7.9.1	Enrollment History Update Page.....	111
7.9.2	Retrieving Historical Enrollment Records	112
7.9.3	Understanding Historical Enrollment Records.....	113
7.9.4	Updating Historical Enrollment Records	116
7.9.5	Going Further: Program Identifier Changes.....	121
7.10	Student Contact Information	123
7.11	Enrollment Dashboard.....	126
7.12	Enrollment Reporting Profile	128
7.12.1	Enrollment Reporting Profile Page	128

7.12.2 Enrollment Reporting Schedule.....	133
7.13 Enrollment Spreadsheet Submittal.....	142
7.13.1 Process Overview.....	142
7.13.2 Data Entry.....	142
7.13.3 Formatting.....	145
7.13.4 Updating a Roster.....	145
7.13.5 Uploading the Enrollment Spreadsheet Submittal Template.....	148
7.13.6 Working Errors.....	150
7.14 Enrollment Reporting by Batch.....	151
7.14.1 Batch Enrollment Data Transmission: The Basics.....	151
7.14.2 Identifying Your File Type.....	152
7.14.3 Adding Students to the Roster.....	154
7.14.4 Processing Enrollment Rosters.....	156
7.15 Common Reporting Errors.....	161
7.15.1 Improper reporting of Program Enrollment Effective Date.....	161
7.15.2 Improper Reporting of the "Move To".....	161
7.15.3 Improper Reporting of Published Program Length (PPL).....	162
7.15.4 Improper Reporting of Program Begin Date.....	162
7.15.5 Improper Enrollment History Corrections.....	163
7.15.6 Updating NSLDS without Updating your Enrollment Reporting Servicer.....	163
7.16 Ways to Improve Enrollment Reporting.....	164
Chapter 8. Monitoring of Reporting Compliance	166
8.1 Enrollment Reporting Statistics.....	166
8.1.1 Enrollment Reporting Statistics Page.....	167
8.1.2 Certification Statistics.....	168
8.1.3 Enrollment Reporting Compliance Notifications.....	170
8.2 Late Roster Notifications.....	172
8.3 Enrollment Submittal Tracking.....	173
8.4 Enrollment Certification by Quarter.....	176

8.5	Enrollment Reporting User Reports	177
8.5.1	Enrollment Statistics Report	178
8.5.2	Enrollment Reporting Statistics Backup Detail Report	179
8.5.3	Enrollment Reporting Compliance Report	180
8.5.4	Enrollment Reporting 2020 Invalid CIP Codes Report.....	181
8.5.5	Enrollment Reporting Deleted CIP Code Report	182
8.5.6	Enrollment Submittal File Tracking Report.....	182
8.5.7	Enrollment Errors Report	183
8.5.8	Enrollment Reporting Summary Report	184
8.5.9	Enrollment Certification Report	185
8.5.10	Enrollment Reporting Program-Level Certification Report	186
8.5.11	NSLDS–COD Program Comparison Report.....	187
8.5.12	Late Enrollment Certifications Report	188
8.5.13	Enrollment Reporting No Certified Programs Report.....	189
8.5.14	Enrollment Reporting Graduated/Withdrawn Campus Report.....	191
8.5.15	Enrollment Reporting Graduated/Withdrawn Program Report.....	192
8.5.16	Enrollment History Report	193

List of Figures

Figure 2-1: Enrollment Reporting Uses.....	4
Figure 3-1: School Profile	13
Figure 3-2: Add Contact Information	14
Figure 4-1: CIP Year – Auto Conversion	35
Figure 4-2: Program Identifiers Updated	37
Figure 4-3: Program Identifiers History	38
Figure 5-1: Enrollment Reporting Cycle	42
Figure 6-1: Bundle Format Example.....	52
Figure 6-2: Student Identifiers.....	54
Figure 6-3: Enrollment Supplemental Submittal file	56
Figure 7-1: SAIG Enrollment Site	59
Figure 7-2: NSLDS Homepage	63
Figure 7-3: Enrollment Tab Options.....	64
Figure 7-4: Aid Recipient Tab Options.....	65
Figure 7-5: NSLDS Homepage	66
Figure 7-6: Enrollment Reporting Options.....	67
Figure 7-7: Organization Contact List.....	71
Figure 7-8: Enrollment Summary	73
Figure 7-9: Enrollment Summary	74
Figure 7-10: Campus Enrollment Details.....	78
Figure 7-11: Program Enrollment Detail.....	84
Figure 7-12: Push to Roster	91
Figure 7-13: Enrollment Maintenance.....	92
Figure 7-14: Enrollment Maintenance.....	93
Figure 7-15: Enrollment Maintenance, Advanced Search	98
Figure 7-16: Enrollment Maintenance Update.....	102
Figure 7-17: Enrollment Maintenance Confirm	103
Figure 7-18: Enrollment Maintenance - Successfully Updated	104

Figure 7-19: Enrollment Maintenance Error Message	106
Figure 7-20: Enrollment Maintenance Add Student/Program	109
Figure 7-21: Student Permanent Address in Enrollment Maintenance	110
Figure 7-22: Enrollment History Update	112
Figure 7-23: Enrollment History Update Full Page.....	113
Figure 7-24 Enrollment History Update Page Successfully Updated	118
Figure 7-25: Enrollment History Update Page Error Message.....	120
Figure 7-26: Student Contact Information	123
Figure 7-27: Add/Update Postal Address.....	124
Figure 7-28: Add/Update Email Address.....	125
Figure 7-29: Add/Update Phone Number	126
Figure 7-30: Enrollment Dashboard	127
Figure 7-31: Enrollment Reporting Profile- Preferences.....	130
Figure 7-32: Edit Enrollment Reporting Profile Preferences.....	131
Figure 7-33: Enrollment Administration Update.....	132
Figure 7-34: Enrollment Reporting Schedule	134
Figure 7-35: Enrollment Reporting Schedule Create.....	136
Figure 7-36: Enrollment Reporting Schedule Successfully Created	138
Figure 7-37: Enrollment Reporting Schedule Update.....	140
Figure 7-38: Ad Hoc Roster Request	141
Figure 7-39: Spreadsheet Format Example	144
Figure 7-40: File Extension Drop-Down Box.....	147
Figure 7-41: Spreadsheet Submittal Page	148
Figure 7-42: Submittal with Errors	149
Figure 7-43: Results File with Error Column.....	150
Figure 7-44: Enrollment Reporting Batch Process Flow	151
Figure 7-45: Student Identifiers	154
Figure 7-46: TSM and FAH Profile Preferences.....	156
Figure 7-47: Data Collection – COD vs NSLDS	163
Figure 8-1: Enrollment Reporting Statistics	168

Figure 8-2: Certification Statistics for Location.....	170
Figure 8-3: Enrollment Reporting Compliance Notifications History.....	171
Figure 8-4: Late Roster Notifications.....	173
Figure 8-5: Enrollment Submittal Tracking.....	174
Figure 8-6: Enrollment Certification by Quarter.....	177
Figure 8-7: Enrollment Statistics Report.....	178
Figure 8-8: Enrollment Reporting Statistics Backup Detail Report.....	180
Figure 8-9: Enrollment Compliance Report.....	181
Figure 8-10: Enrollment Submittal File Tracking Report.....	183
Figure 8-11: Enrollment Errors Report	184
Figure 8-12: Enrollment Reporting Summary Report	185
Figure 8-13: Enrollment Reporting Certification Report.....	186
Figure 8-14: ER Program-Level Certification Report	187
Figure 8-15: NSLDS–COD Program Comparison Report.....	188
Figure 8-16: Late Enrollment Certifications Report.....	189
Figure 8-17: Enrollment Reporting No Certified Programs Report.....	190
Figure 8-18: Enrollment Reporting Graduated/Withdrawn Campus Report.....	192
Figure 8-19: Enrollment Reporting Graduated/Withdrawn Program Report.....	193

List of Tables

Table 4-1: Enrollment Certification Counts	22
Table 4-2: Reporting Continuous Enrollment	25
Table 4-3: Program-Level Reasonability.....	28
Table 7-1: NSLDS Enrollment Reporting Process	68
Table 7-2: Program Identifier Changes – Error 80.....	122
Table 7-3: Program Identifier Changes – Error 81.....	122
Table 7-4: Program Identifier Changes – Error 82.....	123
Table 7-5: Message Classes for Enrollment Data.....	153

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 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.

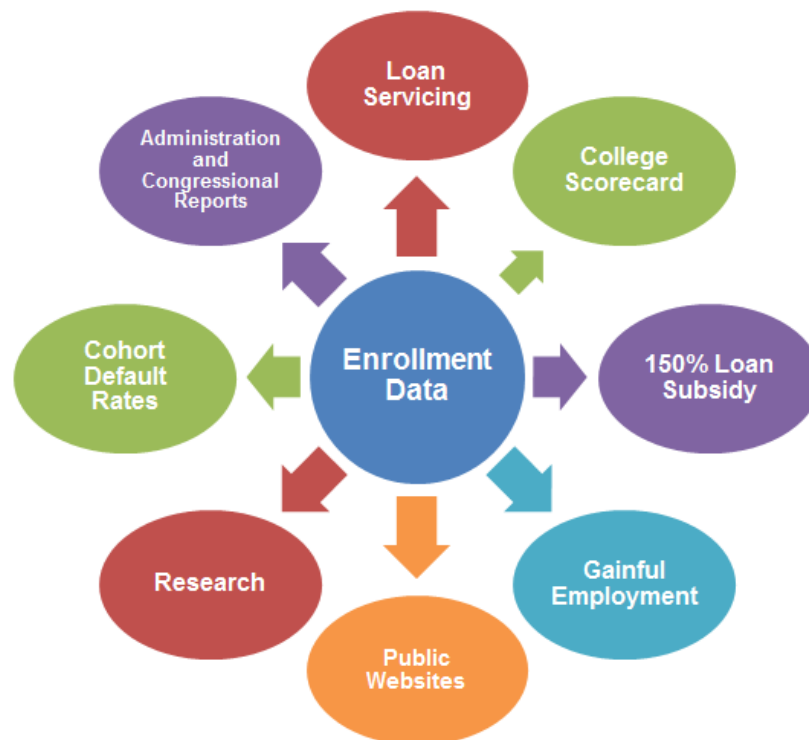


Figure 2-1: Enrollment Reporting Uses

2.2 Additional Guidance

Guidance regarding Enrollment Reporting for schools participating in Title IV programs is provided through Dear Colleague Letters (DCL), Electronic Announcements (EA), and Newsletters. All of these resources can be found on the [NSLDS User Resources](#) section of the Knowledge Center of FSA Partner Connect ([Knowledge Center](#)) website. This guidance is sent out periodically to explain changes in the NSLDS system that support enrollment reporting.

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)

- [GENERAL-22-44](#): NSLDS Professional Access – Additional Information to Prepare for Upcoming Launch of Modernized Website
- [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 Program-Level Reporting

NSLDS tracks how many students, included on a school's Roster file, were certified with Program Level information and whether a school has reported programs with a 2020 CIP Year (Enrollment Reporting Statistics). This information is used to determine whether a school is complying with applicable regulations and guidance. Schools must ensure that all students enrolled in programs are reported with programs, as well as report a status

for all programs on their Roster. Schools found to be non-compliant with NSLDS enrolment reporting requirements will receive a series of warning letters before being referred for compliance action.

See Chapter 4 for more information about reporting Program-Level information to NSLDS.

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 School Information section of the **School Profile** page, select Add New Contact as shown in the figure below. Select Enrollment Reporting from the list of Functions; enter contact details (Name, Phone, E-Mail, etc.) of the primary contact for Enrollment Reporting at the institution and select Submit to add the information to the Contact List. Complete the same process to add the Primary Contact for the organization, if one is missing

FederalStudentAid

AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION

NSLDS

HELEN TEST-06789900-SOUTH NORTH U

Log Out

Aid Recipient

School

Enrollment

Data Providers

Reports

Resources

Search Organization

Org Type: School

Org Code: 06789900

Org Name: SOUTH NORTH U

Clear Organization

School Profile

!

An essential contact is missing from your organization.

Click 'Add New Contact' under the School Information Section to add a 'Primary Contact', 'Enrollment Reporting', 'Customer Service', and 'Transfer Monitor' Person or Organization.

The School Profile page displays NSLDS batch services and school information. To view information for an additional school location, use the Retrieve School Location dropdown.

SOUTH NORTH U

OPEID: 06789900

Status: Open

Retrieve School Locations

06789900 - SOUTH NORTH U

Retrieve

View Schedule

Perkins Loan Reporting Schedule

Click the button to access the Perkins Loan Data Provider Schedule page to view the Perkins reporting schedule.

Batch Services

For more information about the message classes for each batch service. [More Information](#)

Service Name	SAIG Mailbox
Cohort Default Rate (CDR) Notification Package	Not Enrolled
NSLDS Enrollment Reporting	TG12345
Financial Aid History Request	TG12345
Transfer Student Monitoring Preference	TG12345
NSLDS Loan Data Reporting	TG12345
NSLDS Perkins Enrollment Notification	Not Enrolled

School Information

Contacts

Profile (ECAR)

Program Status (ECAR)

The table below includes contact information by function. For more details or to edit a contact, select "View" in the "Details" column. Filter by Function and/or Type by engaging the multi-select dropdown below.

OPEID: 06789900 School Name: SOUTH NORTH U

Functions

Type

Select

Select

Filter

Reset

Add New Contact

Function(s)	Type	Name	Phone	Email	View Details
No results were found.					

Figure 3-1: School Profile

The screenshot shows the 'Add Contact Information' page in the NSLDS system. At the top, the header includes 'FederalStudentAid' and 'NSLDS'. The user is logged in as 'HELEN TEST - 06789900 - SOUTH NORTH U'. The navigation bar shows 'Aid Recipient', 'School' (selected), 'Enrollment', 'Data Providers', 'Reports', and 'Resources'. Below the navigation bar, the organization details are displayed: 'Org Type: School', 'Org Code: 06789900', 'Org Name: SOUTH NORTH U', and a 'Clear Organization' link. The main heading is 'Add Contact Information'. Below this, the organization's logo and name 'SOUTH NORTH U' are shown, along with 'OPEID: 06789900' and 'Status: OPEN'. The 'Contact Details' section contains a note about address information requirements. The form fields include: 'Function' (a dropdown menu), 'Select type of contact' (radio buttons for 'Organization' and 'Individual'), 'Phone Number', 'Phone Extension', and 'Fax Number' (each with an input field), 'Email Address' (input field), 'School URL' (input field with 'https://school.edu'), 'Street Address - Line 1' and 'Street Address - Line 2' (input fields), 'City' (input field), 'Country' (dropdown menu), and 'Postal Code' (input field). At the bottom are 'Cancel' and 'Submit' buttons.

Figure 3-2: Add Contact Information

To update the Enrollment Reporting contact and the Primary Contact of an organization, login to the [NSLDSFAP](#) website, under the School tab, select School profile, then navigate to the School Information section for the Contact Tab. In the table, select the View Details link to the right of the Enrollment Reporting contact. The Contact Detail page will display all information for that individual. To update the information, select Edit, make necessary adjustments, and click Update. 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/natdb/). 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'.

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.

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

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

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). The auto-conversion means that NSLDS will update the new CIP Year and maintain history of the previous identifiers for the program. Additionally, NSLDS will no longer transfer the enrollment history from the old program to the new one, instead it will keep the program together as a whole.

Figure 4-1 displays the Program Enrollment Detail Page, located on the Enrollment Summary page. The program was previously reported with a 2010 CIP Year then a 2020 CIP Year auto conversion was reported. The yellow warning icon indicates the program identifiers have been updated, clicking on icon will display the Program Identifier History pop-up with details of the changes.

Federal Student Aid | NSLDS TEST ID - 06789900 - NORTH SOUTH UNIVERSITY Log Out

Aid Recipient School Enrollment Data Providers Reports Resources Search Aid Recipient

H SSN: ***-**-0001 DOB: 04/15/1984 Name: SAMMY TEST Role(s): Clear Aid Recipient

Program Enrollment Details

Enrollment Summary > Program Enrollment Details

The Program Enrollment Detail page displays a detailed history of a student's enrollment status for each program attended by the student. Users may choose to apply filters or add a sort order to the program-level containers.

Program Enrollment Filters and Sorting >

Expand All / Collapse All

NORTH SOUTH UNIVERSITY
OPEID: 06789900 Status: Open

CIP Year: 2020 CIP Code: 140301 Credential Level: 03 Reported Program Length: 4.00 Years

View Certification Details View Program Certification Details Page
Click the button to access all certification history for this program.

Program Identifiers Updated

Program Identifier History

CIP Year: 2020 CIP Code: 140301 Credential Level: 03 Reported Program Length: 4.00 Years

CIP Year	CIP Code	Credential Level	Program Length	Change Received Date
2020	140301	03	4.00 Years	07/22/2022
2010	140301	03	4.00 Years	07/18/2022

Showing 1 to 2 of 2 items << < Previous Next > >>

Close

Figure 4-1: CIP Year – Auto Conversion

Furthermore, after a school reports a program with a 2020 CIP Year 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 to prevent duplication.

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. Previously, a change or correction to the reported value in any of the program identifiers would cause a new program to be created and history to be transferred from the old program to the new one. Now, NSLDS will update the program and maintain history of the previous identifiers for the program. Additionally, NSLDS will no longer transfer the enrollment history from the old program to the new one, instead it will keep the program together as a whole.

Schools may report Program Identifier Changes in the Program Identifier Change Record (Record Type 004) through SAIG Batch submissions, the Spreadsheet Submittal process, and on the [NSLDSFAP website](#), via the Enrollment Maintenance, Update Enrollment, and Enrollment History Update pages.

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 Update Enrollment page, located on the Enrollment Summary page, to update the Current Program CIP Year from 2010 to 2020 and Published Program Length in Years from 1 to 4. After certifying the changes, the Program Enrollment Detail Page, located on the Enrollment Summary page will display the yellow warning icon on the updated program, clicking on icon will display the Program Identifier History pop-up with details of the changes, as shown in Figure 4-3.

Federal Student Aid

AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION

NSLDS

TEST ID - 06789900 - NORTH SOUTH UNIVERSITY

Log Out

Aid Recipient

School

Enrollment

Data Providers

Reports

Resources

Search Aid Recipient

H

SSN: ***-**-0002

DOB: 12/01/1974

Name: MAX STUDENT

Role(s):

Clear Aid Recipient

Show Alerts

Update Enrollment

Enrollment Summary > Update Enrollment

The Update Enrollment page allows authorized users to update enrollment information for students attending their school. To update an enrollment record, update the Certification Date and check the Select Student box. Then make necessary updates to the campus- and program-level fields. Once the updates are complete, click the Certify Student button.

Student Enrollment

Certification Date: *

07/22/2022

MAX STUDENT

SSN: ***-**-0002

DOB: 12/01/1974

Edit Contact Information

Student Designator:

Go to Enrollment Summary >

Certification Date: 06/01/2022

Select Student

Student is not currently enrolled in a program

Reset

Location	Most Recent Status	Effective Date	ACD	Term Begin Date	Term End Date
06789900 - NORT...	F - FULL-TIME	09/01/2021	05/01/2025	MM/DD/YYYY	MM/DD/YYYY

Program Enrollment Information

Program Identifiers Updated

CIP Year *

2020

CIP Code *

450204

CIP Description:

Cultural Anthropology.

Credential Level *

03 - BACHELOR'S DEGREE

Reported Program Length: *

4

0

Years

Weeks in Title IV Academic Year: *

0

0

Published Program Length in Years:

1 Years

Program Begin Date *

09/01/2021

Special Program Indicator *

N - NOT APPLICABLE

Program Status *

F - FULL-TIME

Status Effective Date *

09/01/2021

Add Program

Certify Student

Figure 4-2: Program Identifiers Updated

Federal Student Aid | NSLDS TEST ID - 06789900 - NORTH SOUTH UNIVERSITY Log Out

Aid Recipient School Enrollment Data Providers Reports Resources Search Aid Recipient

H SSN: ***-**-0002 DOB: 12/01/1974 Name: MAX STUDENT Role(s): Clear Aid Recipient

Program Enrollment Details

Enrollment Summary > Program Enrollment Details

The Program Enrollment Detail page displays a detailed history of a student's enrollment status for each program attended by the student. Users may choose to apply filters or add a sort order to the program-level containers.

Program Enrollment Filters and Sorting

Expand All / Collapse All

NORTH SOUTH UNIVERSITY
OPEID: 06789900 Status: Open

CIP Year: 2020 CIP Code: 450204 Credential Level: 03 Reported Program Length: 4.00 Years

Program Identifier History

CIP Year: 2020 CIP Code: 450204 Credential Level: 03 Reported Program Length: 4.00 Years

CIP Year	CIP Code	Credential Level	Program Length	Change Received Date
2020	450204	03	4.00 Years	07/22/2022
2010	450204	03	1.00 Years	06/05/2014

Showing 1 to 2 of 2 items << < Previous Next > >>

Close

Source

School	OPEID	F-TIME	Active	Start Date	End Date	NSLDS Web	Count	Last Update	Status
06789900	F-FULL-TIME	09/01/2021	Active	07/22/2022	07/22/2022	NSLDS Web	1	07/22/2022	Current

Figure 4-3: Program Identifiers History

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. More information is available in the [NSLDS Enrollment Reporting Roster File Record Layouts](#) 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.
- ✓ 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.

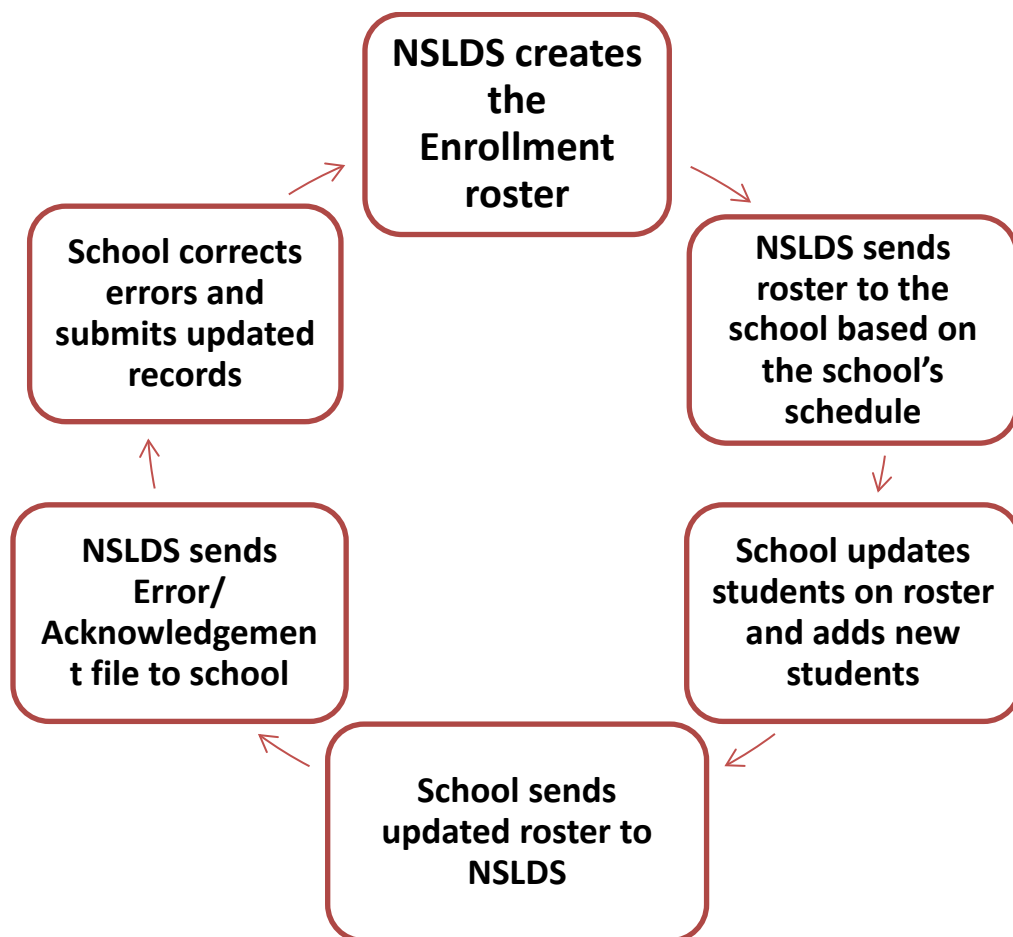


Figure 5-1: Enrollment Reporting Cycle

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. 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.
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. A school's reporting requirements can be fulfilled using the following pages:

6.1.1 Update Enrollment

The Update Enrollment page allows for the update of an individual student record. After retrieving a student, the page is found under the Aid Recipient tab, then Enrollment, where the Enrollment Summary page will display. Authorized users will navigate to the Current Enrollment table where they can access the Update link in the Update Enrollment column.

These pages are discussed in detail Section 7.7.

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. This page allows for retrieval and updating of one student's records or of the entire Roster. Authorized users will navigate to the Enrollment Maintenance page under the Enrollment tab on the [NSLDSFAP](#) website. These pages are discussed in detail Section 7.7.

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 the Enrollment Reporting Roster. The Enrollment History Update page is under the Enrollment section

under the Aid Recipient tab on the [NSLDSFAP](#) website. 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. The Enrollment Spreadsheet Submittal is located under the Spreadsheet Submittal page in the School tab on the [NSLDSFAP](#) website.

Users *must use* the Enrollment Spreadsheet Submittal template available on the [NSLDSFAP](#) website. The spreadsheet will use the record types and formats as described in the Appendices, with each record type in a separate row of the spreadsheet.

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. 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. Schools should contact Customer Service.

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 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.

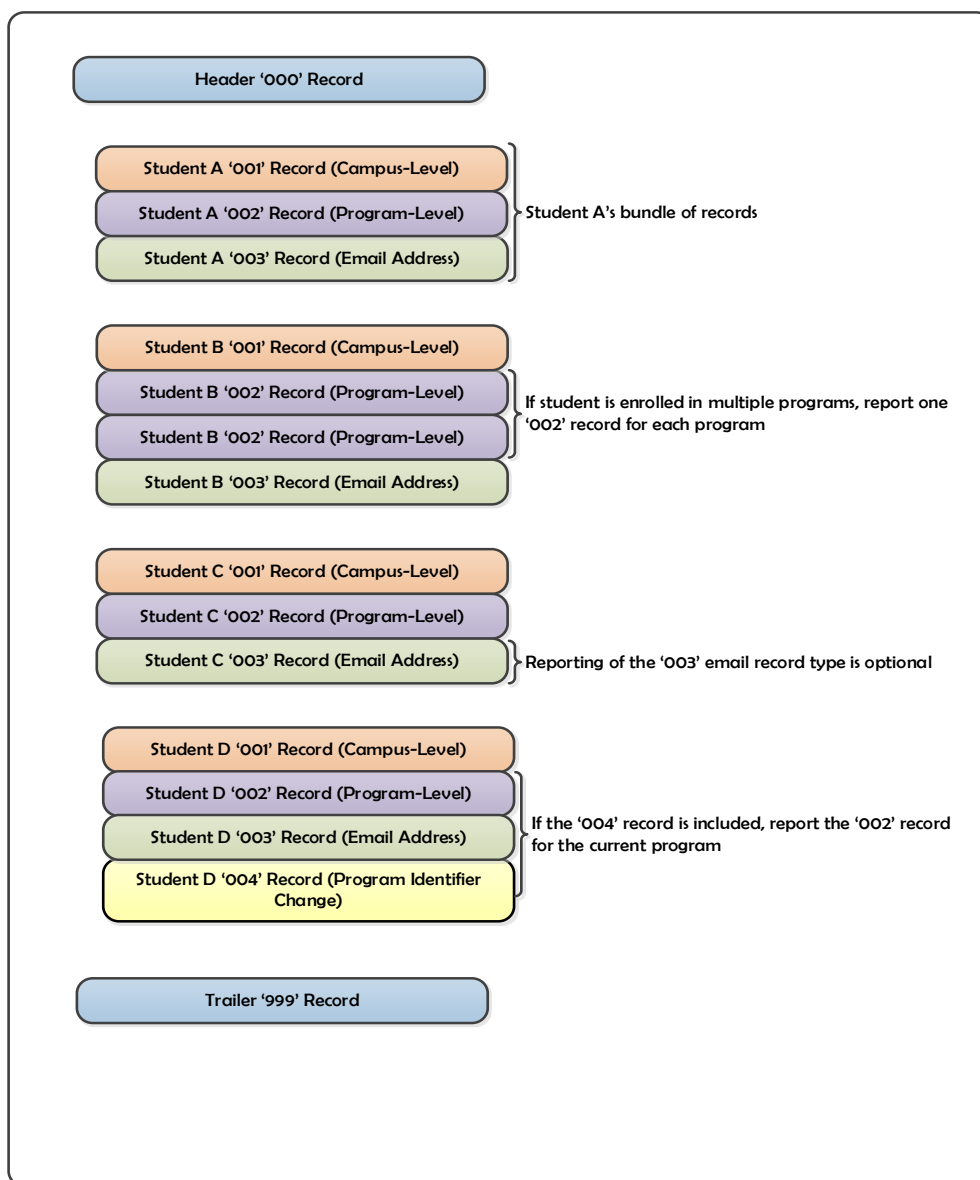


Figure 6-1: Bundle Format Example

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 under the Enrollment tab, the spreadsheet upload under the School tab, or Roster Options in the Enrollment section under the Aid Recipient tab 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. You will need to provide copies of certain legal documents to make changes.

The student identifiers are as follows:

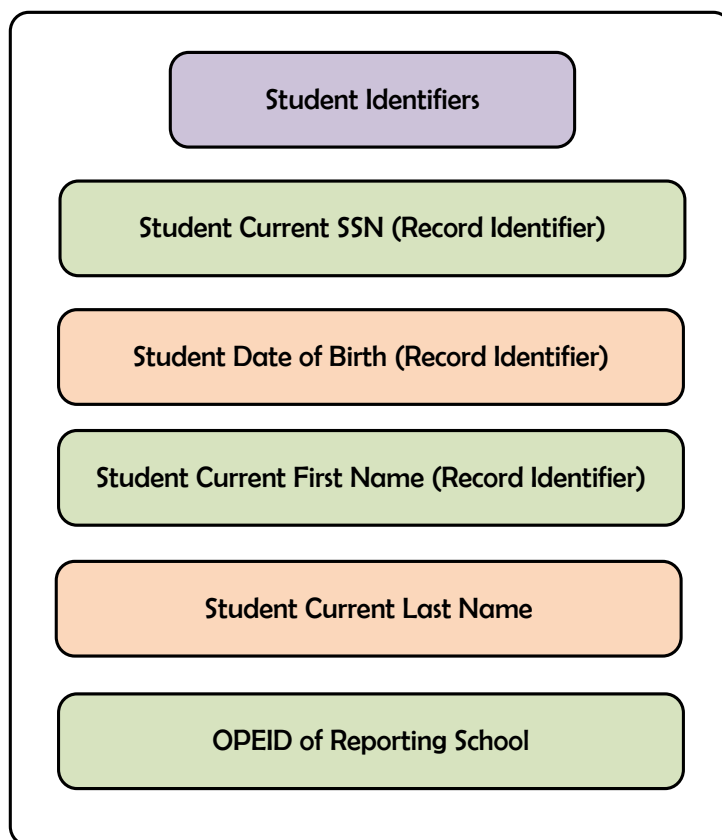


Figure 6-2: Student Identifiers

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 preferences on their Enrollment Reporting Profile which is accessible under Enrollment Administrator and Servicer section of the Enrollment Dashboard under the Enrollment tab on the [NSLDSFAP](https://nslds.fap.ed.gov) website.

Each location that certifies enrollment must be signed up for the Enrollment Reporting process through [FSAWebenroll.ed.gov](https://fsa.weboenroll.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.

Enrollment Reporting File Header Record *Length = 410*

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 [FSAWeboenroll.ed.gov](https://fsa.weboenroll.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 Maintenance page in the Enrollment tab allows for the retrieval of individual students or the entire Roster, while the Enrollment Spreadsheet Submittal process provides the capability to upload a spreadsheet template via the Spreadsheet Submittal section under the School tab. Additionally, the Enrollment History Update page allows for the correction of previously reported Campus- and Program-level enrollment for an individual student, this functionality is located under the Enrollment section in the Aid Recipient tab. The school must have access to both online and batch reporting functions to report enrollment.



You can enroll for access to the NSLDSFAP website
at 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.

The screenshot shows the SAIG Enrollment Site at the URL <https://testfsawebenroll.ed.gov/PMEnroll/PMServlet.jrun>. The page has a left sidebar with navigation links: 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, FSA Access to CPS Online, SAIG Portal, FSA Tech Listserv Enrollment, E-Campus Based/FISAP, and COD. The main content area is titled "Welcome to the SAIG Enrollment Site" and includes a description of the SAIG tool and a list of eligible systems. Below this, there are three sections: "Primary Destination Point Administrator Access:", "Initial Enrollment for Services:", and "Review Your Organization's SAIG Mailboxes (TG Numbers)".

Welcome to the SAIG Enrollment Site

The Student Aid Internet Gateway (SAIG) is the tool that allows Federal Student Aid trading partners to securely exchange batch data with Federal Student Aid Application Systems.

Organizations are eligible to enroll to exchange and/or access data for the following systems:

- CPS (ISIR batch data, FAA Access to CPS Online services)
- COD (Exchange Direct Loan or Grant Services (which includes Federal Pell Grant (Pell Grant), Iraq and Afghanistan Service Grant, and the Teacher Education Assistance for College and Higher Education (TEACH) Grant data), COD Online services)
- FISAP (electronic Campus-Based (eCB) programs, which includes FWS, FSEOG, and Perkins access)
- NSLDS (Enrollment Reporting, Transfer Student Monitoring and/or Financial Aid History, Federal Perkins Loan, Gainful Employment Reporting, GA Account Maintenance Fee, GA Annual Reasonability, Exit Counseling Reports, electronic Cohort Default Rate (eCDR), Notification Package, electronic Gainful Employment Notification Package (eGE) and NSLDS Online services)
- RMS (Lender Reporting System (LARS)/Guaranty Agency Financial Reports (GAFFR))
- CSB (Direct Loan Delinquency Reports and Borrower Services)
- FAFSA on the Web Data Transfer site
- Total and Permanent Disability (TPD) System (Total and Permanent Disability (TPD) Loan Holder Notification)
- Data Challenges and Appeals Solution (DCAS) System
- Enterprise Complaint System (ECS)

Primary Destination Point Administrator Access:

Select this option if you are the Primary Destination Point Administrator (Primary DPA) or designated Secondary Destination Point Administrator (Secondary DPA) for your organization to manage your organization's enrollment services. Primary DPAs and Secondary DPAs may:

Initial Enrollment for Services:

Select this option if your organization is not currently enrolled for any SAIG services in order to:

- Establish an initial SAIG mailbox (TG Number)
- Assign batch data services to be exchanged
- Identify your organization's Primary Destination Point Administrator (Primary DPA)

Review Your Organization's SAIG Mailboxes (TG Numbers)

Select this option to:

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, 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://nsldsfa.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.

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 in the School Profile section under the School 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 School Profile under the School tab.
- School Contacts will display with an “Add New Contact” selection option.
- To update an existing contact, click on the View Details link, then click the Edit button in the Contact Details section.

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 Federal Student Aid and NSLDS logo and includes links to the other pages within the section. Your name and your school’s name appear below the navigation bar to the left of the page.

An official website of the United States government.
 [Help Center](#) | [Contact Us](#)

FederalStudentAid | NSLDS
 Sodium Lement - 88810603 - AnotherBranch ▾ | [Log Out](#)

[Aid Recipient](#) | [School](#) | [Enrollment](#) | [Data Providers](#) | [Reports](#) | [Resources](#)
🔍 Search Aid Recipient

National Student Loan Data System (NSLDS®) Homepage

AnotherBranch
 OPEID: 88810603 Status: OPEN

Welcome to NSLDS
 Welcome to the NSLDS® home dashboard page! Here you will find the popular site links, template downloads, and NSLDS announcements.

Popular Site Links
 Quickly navigate to webpages frequently visited throughout the NSLDS® site.

Enrollment Dashboard
 View the enrollment homepage for your organization.
[Go to Enrollment Dashboard Page](#) >

Financial Aid Dashboard
 View financial aid information and history for students in your school.
[Go to Financial Aid Dashboard Page](#) >

Reports
 View the list of reports available for your retrieval.
[Go to Reports](#) >

School Profile Page
 View currently enrolled batch services and add/update your school profiles.
[Go to School Profile Page](#) >

Template Downloads

- Enrollment Submittal Template**
 Uploaded 03/15/2022 3:27PM EST
- Perkins Loan Submittal Template**
 Uploaded 03/15/2022 3:27PM EST
- Exit Counseling Submittal Template**
 Uploaded 03/15/2022 3:27PM EST

[Go to Spreadsheet Submittals](#)

Announcements

Welcome to NSLDS Welcome to the New NSLDS Website. We are excited for you to see all the new features that have been incorporated.	05/18/2022 Show More ▾
New Features on Loan Details Visit the Loan Summary Page and see the Loan Notes, and then futher dig into the information on Loan Details	05/20/2022 Show More ▾

KNOWLEDGE CENTER Knowledge Center Home FSA Handbook Knowledge Center FAQ	FINANCIAL AID DELIVERY Application & Verification Calculating Awards & Packaging Origination & Disbursement Campus-Based Processing Return of Title IV Funds Reconciliation & Closeout Default Prevention & Management	TITLE IV PROGRAM ELIGIBILITY Title IV Participation Application Maintain Eligibility Audit Submission Appeals Cybersecurity School Closures	MORE INFO About NSLDS Professional Access Help Center Frequently Asked Questions (FAQ) Feedback Center Important Dates Data Center
--	--	--	---

FederalStudentAid | PROUD SPONSOR of the AMERICAN MIND®
An OFFICE of the U.S. DEPARTMENT of EDUCATION

[FOIA](#) | [Privacy](#) | [Notices](#) | [usa.gov](#) | [ed.gov](#) | [Security](#)

Figure 7-2: NSLDS Homepage

From the homepage, you can hover over the Enrollment tab to view options, as seen below.

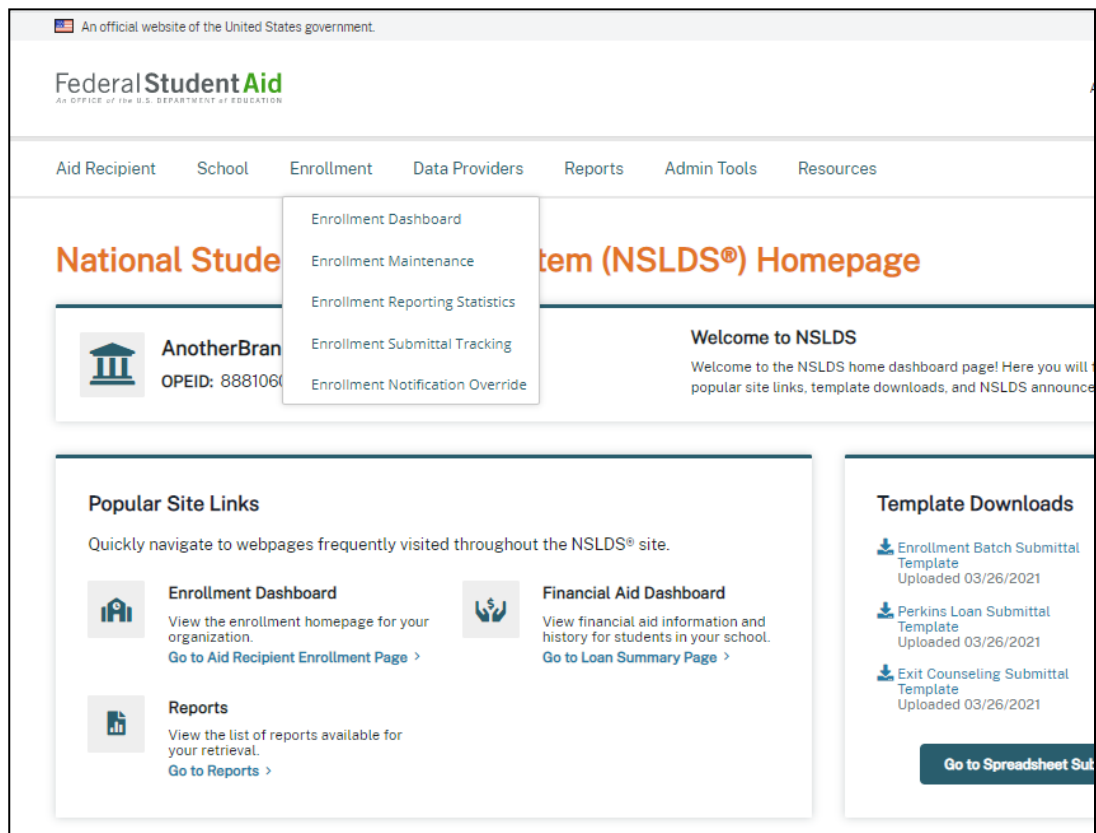


Figure 7-3: Enrollment Tab Options

If you would like to view enrollment information for a single student, select the Enrollment option under the Aid Recipient tab, as shown below. This directs to the Enrollment Summary page, containing options to update enrollment history, view campus and program-level details, and push students to a school's roster.

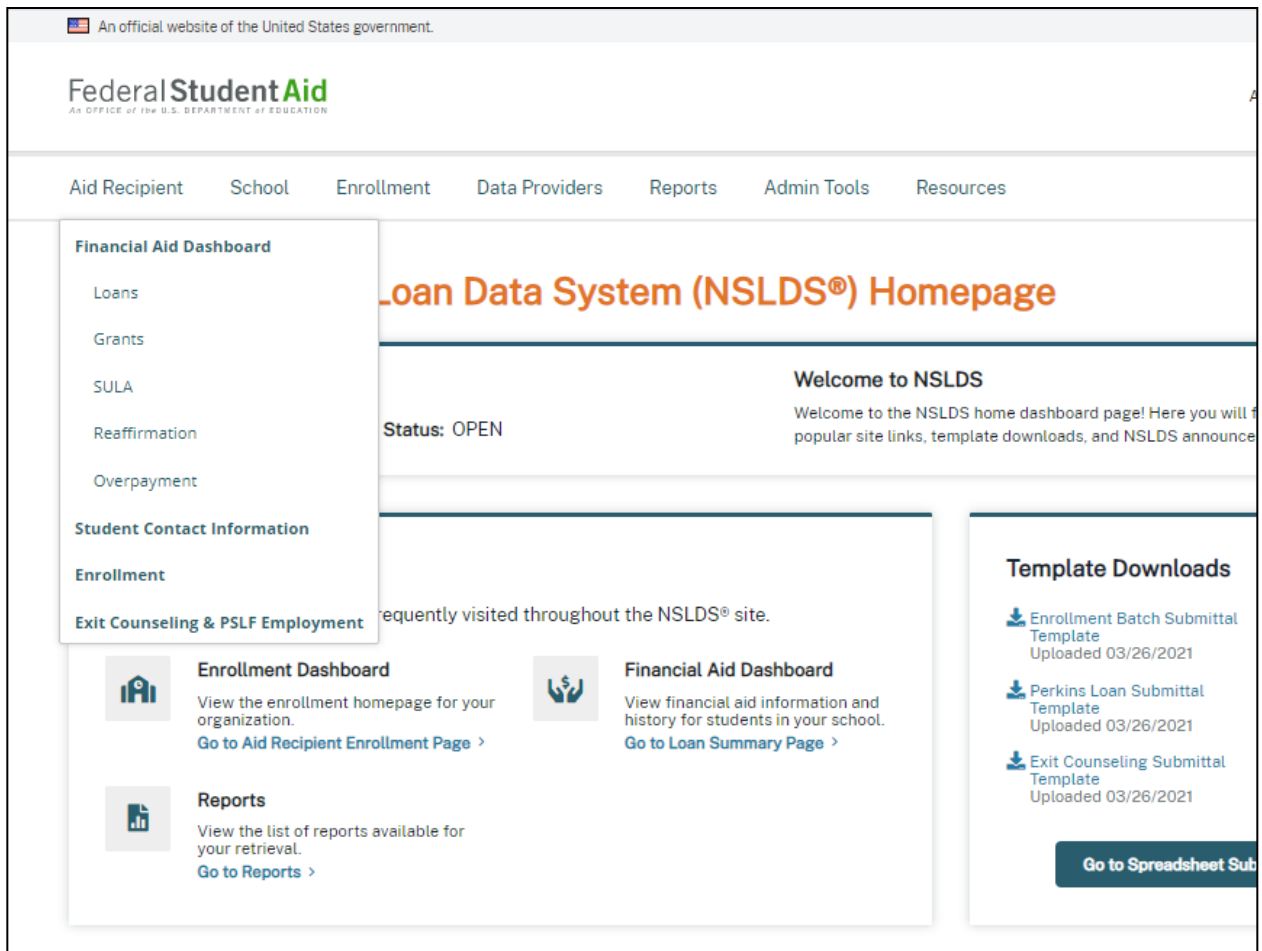


Figure 7-4: Aid Recipient Tab Options

7.5 Enrollment Reporting Using NSLDSFAP Online

When you initiate your session on the NSLDSFAP website by going to the <https://nslsdfap.ed.gov> address, then click the **Log In** button. 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, then you will reach the NSLDS Homepage.

The screenshot displays the NSLDS homepage with the following sections:

- Header:** Includes the Federal Student Aid logo, NSLDS text, a user dropdown menu (Sodium Lement - 88810603 - AnotherBranch), and a Log Out link.
- Navigation Bar:** Links for Aid Recipient, School, Enrollment, Data Providers, Reports, Resources, and a search bar for Aid Recipient.
- Main Content Area:**
 - Welcome to NSLDS:** A message stating, "Welcome to the NSLDS® home dashboard page! Here you will find the popular site links, template downloads, and NSLDS announcements."
 - Popular Site Links:** Four links with icons: Enrollment Dashboard, Financial Aid Dashboard, Reports, and School Profile Page, each with a brief description and a "Go to" link.
 - Template Downloads:** A list of three templates: Enrollment Submittal Template, Perkins Loan Submittal Template, and Exit Counseling Submittal Template, each with an upload date and time. A "Go to Spreadsheet Submittals" button is at the bottom.
 - Announcements:** Two announcements: "Welcome to NSLDS" dated 05/18/2022 and "New Features on Loan Details" dated 05/20/2022, both with "Show More" links.
- Footer:** A grid of links categorized under Knowledge Center, Financial Aid Delivery, Title IV Program Eligibility, Training, and More Info. It also includes the Federal Student Aid logo, a "PROUD SPONSOR of the AMERICAN MIND®" tagline, and social media links.

Figure 7-5: NSLDS Homepage

7.6 Enrollment Reporting Process

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.

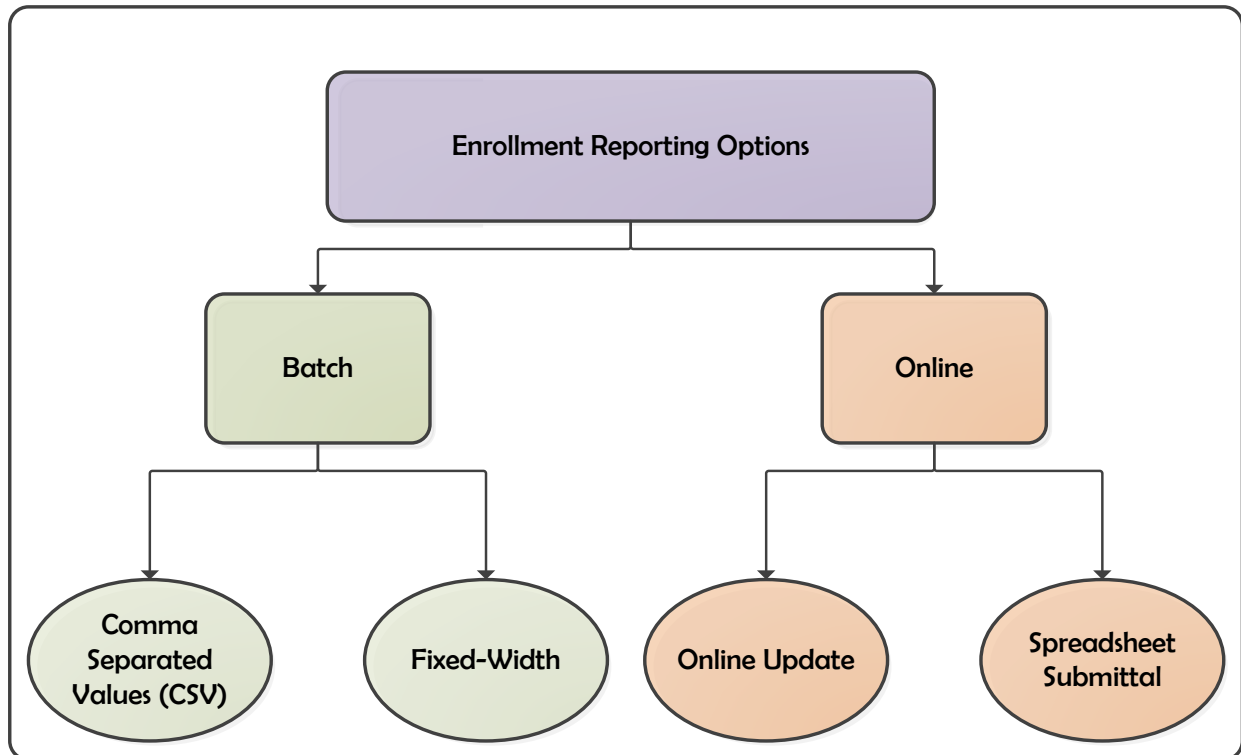


Figure 7-6: Enrollment Reporting Options

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
Receive Enrollment Reporting Roster File	<ul style="list-style-type: none"> · Check SAIG mailbox. · Download Enrollment Reporting Roster file. 	<ul style="list-style-type: none"> · Login to NSLDSFAP website and select Enrollment Maintenance on the Enrollment Tab. · Retrieve school's Enrollment Reporting Roster (or selected records). · Edit and certify enrollment records on Enrollment Maintenance page and

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

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.

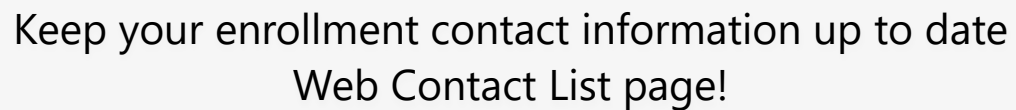
7.7 Enrollment Reporting Online

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. If a relationship exists, users can search by only entering the SSN. 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 History Update**, **Campus Enrollment Detail**, **Program Enrollment Detail**, and **Enrollment Push to Roster**.
- **Update Enrollment** —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
Web Contact List page!

The **School Profile**, shown in Figure 7-6, on the [NSLDSFAP](#) website located under the School tab is another important page to keep updated. On the School 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.

An official website of the United States government.

FederalStudentAid | NSLDS

Sodium Lement - 88810603 - AnotherBranch | Log Out


Aid Recipient | **School** | Enrollment | Data Providers | Reports | Resources

Org Type: School | Org Code: 88810603 | Org Name: AnotherBranch | Clear Organization

School Profile

An essential contact is missing from your organization.
Click 'Add New Contact' under the School Information Section to add a 'Enrollment Reporting', 'Customer Service', and 'Transfer Monitor' Person or Organization.

The School Profile page displays NSLDS batch services and school information. To view information for an additional school location, use the Retrieve School Location dropdown.

 **AnotherBranch**
OPEID: 88810603 | Status: Open

Retrieve School Locations
88810603 - AnotherBranch | Retrieve

View Schedule

Perkins Loan Reporting Schedule
Click the button to access the Perkins Loan Data Provider Schedule page to view the Perkins reporting schedule.

Batch Services

For more information about the message classes for each batch service. [More Information](#)

Service Name	SAIG Mailbox
Cohort Default Rate (CDR) Notification Package	Not Enrolled
NSLDS Enrollment Reporting	TGB0002
Financial Aid History Request	TGB0002
Transfer Student Monitoring Preference	TG12345
NSLDS Loan Data Reporting	Not Enrolled
NSLDS Perkins Enrollment Notification	TGB0002

School Information

Contacts

Profile (ECAR)

Program Status (ECAR)

The table below includes contact information by function. For more details or to edit a contact, select "View" in the "Details" column. Filter by Function and/or Type by engaging the multi-select dropdown below.

OPEID: 88810603 | School Name: AnotherBranch

Functions
Select

Type
Select

Filter

Reset

Function(s)	Type	Name	Phone	Email	View Details
SSN/ID Issues	Organization	WEEEEEEEE	N/R	N/R	View Details
Primary Contact	Individual	Test N/R	N/R	jjj@gmail.com	View Details

Showing 1 to 2 of 2 items | << < Previous Next > >>

KNOWLEDGE CENTER
Knowledge Center Home
FSA Handbook
Knowledge Center FAQ

FINANCIAL AID DELIVERY
Application & Verification
Calculating Awards & Packaging
Origination & Disbursement
Campus-Based Processing
Return of Title IV Funds
Reconciliation & Closeout
Default Prevention & Management

TITLE IV PROGRAM ELIGIBILITY
Title IV Participation Application
Maintain Eligibility
Audit Submission
Appeals
Cybersecurity
School Closures

MORE INFO
About NSLDS Professional Access
Help Center
Frequently Asked Questions (FAQ)
Feedback Center
Important Dates
Data Center

FederalStudentAid | PROUD SPONSOR of the AMERICAN MIND

FOIA | Privacy | Notices | usa.gov | ed.gov | Security

Figure 7-7: 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.
- **Campus 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.

The following sections explain how to use these 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. Select the Enrollment section located under the Aid Recipient tab to view the **Enrollment Summary** page (Figure 7-8: Enrollment Summary).

An official website of the United States government. Help Center | Contact Us

FederalStudentAid | NSLDS Sodium Lement - 88810603 - AnotherBranch Log Out


Aid Recipient School Enrollment Data Providers Reports Resources Search Aid Recipient

Please select an Aid Recipient using the 'Search Aid Recipient' in the header above.

Enrollment Summary

The Enrollment Summary page provides a quick overview of a student's most recent reported status and corresponding program and each school.


Enrollment History Update



Update historical enrollment details at this school

[Go to Enrollment History Update >](#)


Campus Enrollment Details



View campus enrollment details at all schools

[Go to Campus Enrollment Details >](#)


Program Enrollment Details



View program enrollment details at all schools

[Go to Program Enrollment Details >](#)

Push to Roster



Add this student to another school's roster

[Go to Push to Roster >](#)

Current Enrollment

The table below displays the current enrollment summary for the retrieved student. Expand each school row to display the program enrollment details. Click the "Update" link to update a student's current enrollment for that specific school. Click the "Add Student to an Additional Location" button to add and certify the student's current enrollment at an additional location.

[Add Student to an Additional Location](#)

OPEID	School Name	Most Recent Status	Effective Date	Anticipated Completion Date	Certification Date	Certification Method	Source	Update Enrollment
No enrollment data exists for the current retrieved student.								

KNOWLEDGE CENTER

Knowledge Center Home

FSA Handbook

Knowledge Center FAQ

FINANCIAL AID DELIVERY

Application & Verification

Calculating Awards & Packaging

Origination & Disbursement

Campus-Based Processing

Return of Title IV Funds

Reconciliation & Closeout

Default Prevention & Management

TITLE IV PROGRAM ELIGIBILITY

Title IV Participation Application

Maintain Eligibility

Audit Submission

Appeals

Cybersecurity

School Closures

MORE INFO

About NSLDS Professional Access

Help Center

Frequently Asked Questions (FAQ)

Feedback Center

Important Dates

Data Center

FederalStudentAid | AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION | PROUD SPONSOR of the AMERICAN MIND®

FOIA | Privacy | Notices | usa.gov | ed.gov | Security

Figure 7-8: Enrollment Summary

2. Enter the student's identifiers in the **Selected Aid Recipient** link at the top right side of the page:

- SSN
- Date of Birth
- First Name

NOTE: If a relationship exists, users can search by only entering the SSN.

3. Click **Search**. The Enrollment Summary page redisplay with the student's latest enrollment information, shown in Figure 7-9. 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.

The screenshot shows the NSLDS Enrollment Summary page. At the top, there's a header with the Federal Student Aid logo and NSLDS text. Below the header, there's a navigation bar with links like Aid Recipient, School, Enrollment, Data Providers, Reports, and Resources. The main content area is titled "Enrollment Summary" and includes a sub-header "The Enrollment Summary page provides a quick overview of a student's most recent reported status and corresponding program and each school." Below this, there are four action cards: "Enrollment History Update", "Campus Enrollment Details", "Program Enrollment Details", and "Push to Roster". Each card has an icon and a "Go to" link. Below the cards, there's a section titled "Current Enrollment" with a table displaying the student's current enrollment information. The table has columns for OPEID, School Name, Most Recent Status, Effective Date, Anticipated Completion Date, Certification Date, Certification Method, Source, and Update Enrollment. Two rows are shown, representing different schools: "College of the Study of Arts and Sciences-ActualMainCampus-" and "AnotherBranch".

OPEID	School Name	Most Recent Status	Effective Date	Anticipated Completion Date	Certification Date	Certification Method	Source	Update Enrollment
88810600	College of the Study of Arts and Sciences-ActualMainCampus-	G - GRADUATED	01/21/2022	01/21/2022	01/21/2022	NSLDS Web	88810600-SCHOOL	Update
88810603	AnotherBranch	F - FULL-TIME	07/28/2021	03/01/2026	07/03/2022	NSLDS Web	88810603-SCHOOL	Update

Showing 1 to 2 of 2 items

Figure 7-9: Enrollment Summary

The page also displays the following:

- **Enrollment History Update**—displays the student's enrollment history page, where you can view and change the student's enrollment at locations that have reported enrollment for the student.

- **Campus 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 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 Current Enrollment: A Closer Look

The Current Enrollment section provides a quick overview of a student's most recent status at every school where enrollment has been reported for that student. Whenever possible, this section will display certified enrollment information as reported by schools however, it may also display uncertified enrollment information as reported by Guarantee Agencies (GA) or Federal Loan Servicers (FLS).

Expand each school row to display the program enrollment details. Click the **Update** link to update a student's current enrollment for that specific school. Click the **Add Student to an Additional Location** button to add and certify the student's current enrollment at an additional location.

The table contains the following information:

- **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)
- **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 Contact List page. **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.

- **Effective Date**—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).
- **Anticipated Completion Date**—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).
- **Certification Date**—the Certification Date is the date a school certified the enrollment information.
- **Certification 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.
- **Source**—the organization code and name organization that reported the enrollment information. If the student's enrollment was not reported by the school, a small warning icon appears after the source.
- **Update Enrollment**—displays the Update Enrollment page which allows users to view or update the retrieved student's current campus and program level enrollment information
- **Add Student to an Additional Location**—the page allows you to add enrollment details for the retrieved student at an additional location within your administration group. Fields with an asterisk are required.

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 Campus Enrollment Detail

The Campus Enrollment Details page displays a detailed history of a student's Campus-Level Enrollment reported to NSLDS. Users may choose to apply filters or add a sort order to the campus-level details below. The detail information you selected is shown in the table at the bottom of the page (Figure 7-10: Campus Enrollment Details).

Campus Enrollment Details

Enrollment Summary > Campus Enrollment Details

The Campus Enrollment Details page displays a detailed history of a student's enrollment statuses. Users may choose to apply filters or add a sort order to the campus-level details below.

Campus Enrollment Filters and Sorting

Filter Options

School Location
All

Record Type
Active Only

Effective Date From
MM/DD/YYYY

Effective Date To
MM/DD/YYYY

Source
School

Sort Options

Sort Schools By:
OPEID

Sort Records By:
☐ Source
☐ Effective Date
☐ Anticipated Completion Date
☐ Certification Date
☐ Date Received

Reset
Apply

AnotherBranch
OPEID: 88810603 Status: OPEN

Date Received	Source	Source Code	Status	Effective Date	Active	ACD	Certification Date	Certification Method	Term Begin Date	Term End Date
08/03/2021	SCHOOL	88810603	G	07/25/2021	Yes	07/25/2021	N/A		04/28/2021	04/28/2022
08/03/2021	SCHOOL	88810603	D	12/04/2020	Yes	07/25/2021	N/A	WEB	04/28/2021	04/28/2022

Showing 1 to 2 of 2 items
Previous
Next

Figure 7-10: Campus Enrollment Details

To return to the Enrollment Summary page, click the blue Enrollment Summary link in the upper left corner next to Campus Enrollment Detail page.

7.7.2.3.1 Using Filter and Sorting Options for Campus Enrollment Detail

Filter and Sorting Options 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.

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 **Effective Date From** and/or **Effective Date**

To.

2. Click **Apply**. The Enrollment Detail page will appear again, showing only the records you specified.

The following **Filter and Sorting Options** are available:

- **School Location**—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.
- **Record Type**—allows you to select which records to view:
 - 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 can 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. Showing all active records allows you to view a complete record of a student's enrollment history in the NSLDS database.
 - Inactive Only—inactive records collectively constitute NSLDS' previous 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.
 - 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.
- **Effective Date From**—allows you to display only records with an Effective Date later than or equal to the date you enter.

- **Effective Date To**—allows you to display only records with an Effective Date earlier than or equal to the date you enter.
- **Source**—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.
- **Sort Records By**—allows you to select the order in which records, for a student's enrollment at a given school, are displayed. Multiple selections will be sorted in the priority of the list order:
 - Source
 - Effective Date
 - Anticipated Completion Date
 - Certification Date
 - Date Received

7.7.2.3.2 Campus Enrollment Detail: A Closer Look

The table displays the following information for each enrollment record that matches the **Filter and Sorting Options** selected:

- **School Name, OPEID and Status** —the name, eight-digit OPEID and status 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.
- **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.

- **Source**—identifies the type of organization that reported the enrollment information.
- **Source Code**—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.
- **Effective 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).
- **Certification Date**—the Certification Date is the date as of which the school certified the enrollment information to be accurate.
- **Certification 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, school's administrator or school's servicer certified the enrollment information through the batch Enrollment Reporting process.
 - NSLDS Web—the school certified the enrollment information using the Enrollment Maintenance page.
 - Spreadsheet—School or school servicer submits enrollment information via spreadsheet submittal on NSLDS website
 - 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.
 - N/A—the enrollment information has not been certified by the school.

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).

7.7.2.4 Program Enrollment Detail

The Program Enrollment Detail page, shown in Figure 7-11, 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.

An official website of the United States government. [Help Center](#) | [Contact Us](#)

FederalStudentAid | NSLDS Sodium Lement - 88810603 - AnotherBranch [Log Out](#)

[Aid Recipient](#) [School](#) [Enrollment](#) [Data Providers](#) [Reports](#) [Resources](#) [Search Aid Recipient](#)

H SSN: ***-**-0460 **DOB:** 06/06/1997 **Name:** Bernardo B. Silva **Role(s):** [Clear Aid Recipient](#)

Program Enrollment Details

[Enrollment Summary](#) > [Program Enrollment Details](#)

The Program Enrollment Detail page displays a detailed history of a student's enrollment status for each program attended by the student. Users may choose to apply filters or add a sort order to the program-level containers.

Program Enrollment Filters and Sorting

Filter Options

School Location: 88810603 - AnotherBranch **CIP Code:** All **CIP Year:** All

Reported Program Length: All **Published Program Length in Years:** All **Credential Level:** All

Source: School **Record Type:** Active Only

Sort Options

Sort Schools By: OPEID ☐ CIP Code ☐ Reported Program Length ☐ Credential Level

Sort Records By: ☐ Source ☐ Effective Date ☐ Earliest Certification Date ☐ Latest Certification Date ☐ Latest Date Received

[Reset](#) [Apply](#)

[Expand All](#) / [Collapse All](#)

AnotherBranch
OPEID: 88810603 **Status:** Open

CIP Year: 2020 **CIP Code:** 110101 **Credential Level:** 03 **Reported Program Length:** 4.00 Years

[View Certification Details](#) [View Program Certification Details Page](#)
Click the button to access all certification history for this program.

Program Enrollment Information

CIP Description: COD Send S1 **Program Begin Date:** 07/28/2021 **Credential Level:** 03 - Bachelor's Degree

Weeks in Title IV Academic Year: Not Reported **Published Program Length in Years:** 4.00 Years **Special Program Indicator:** B - Bachelor's Degree Completion Program

Source	Source Code	Status	Effective Date	Active	Earliest Cert. Date	Latest Cert. Date	Latest Cert. Method	Times Certified	Latest Date Received	Current
School	88810603	F - FULL-TIME	07/28/2021	Active	07/28/2021	07/03/2022	NSLDS Web	4	07/18/2022	Current

CIP Year: 2020 **CIP Code:** 210101 **Credential Level:** 03 **Reported Program Length:** 3.00 Years

[View Certification Details](#) [View Program Certification Details Page](#)
Click the button to access all certification history for this program. [Program Identifiers Updated](#)

Program Enrollment Information

CIP Description: Enrl Test 100 **Program Begin Date:** 07/01/2022 **Credential Level:** 03 - Bachelor's Degree

Weeks in Title IV Academic Year: Not Reported **Published Program Length in Years:** 3.00 Years **Special Program Indicator:** N - Not Applicable

Source	Source Code	Status	Effective Date	Active	Earliest Cert. Date	Latest Cert. Date	Latest Cert. Method	Times Certified	Latest Date Received	Current
School	88810603	F - FULL-TIME	07/01/2022	Active	07/03/2022	07/03/2022	NSLDS Web	1	07/18/2022	Current

Figure 7-11: Program Enrollment Detail

If you want to see additional certification information on the program listed, click **View Certification Details** next to the program whose records you wish to see.

7.7.2.4.1 Using Filter and Sorting Options for Program Enrollment Detail

Filter and Sorting Options allow you to limit or expand the number of program records displayed on the page.

To use this feature:

1. Select the desired values from each drop-down menu in the Filter Options section and the Sort Options section 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 these options.

The following **Filter and Sorting Options** are available:

- **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.
- **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.
- **Reported Program Length**—List of reported program lengths.
- **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.
- **Credential Level**—Allows you to view program information for all Credential Levels or only specifically desired Credential Levels
- **Source**—Allows you to restrict the program enrollment information that displays to what was reported by specific types of organizations.
 - School (Default Setting)—Allows you to view only information certified by schools.
 - Non-Schools—Allows you to view only information reported by organizations that are not the certifying organization, including COD.
 - All—Allows you to view information reported by both schools and non-

school organizations.

- **Record Types**—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.
- **Sort Schools By**—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).
 - Name—Orders the school locations 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").
- **Sort Programs By**—Allows you to select the order in which the programs for each school location are displayed on the page. When multiple are checked, each option performs a sort in the priority as they appear in the following list
 - CIP Code (Default Setting) —Orders the programs by the six-digit CIP code.
 - Credential Level—Orders the programs by Credential Level.
 - Reported Program Length—Orders the programs by Program Length.
- **Sort Records By**—Allows you to select the order in which records for a student's program enrollment at a given school are displayed. When multiple are checked, each option performs a sort in the priority as they appear in the following list:
 - Source
 - Effective Date
 - Latest Received Date
 - Earliest Certification Date
 - Latest Certification Date

7.7.2.4.2 Program Enrollment Detail: A Closer Look

The table displays the following information for each enrollment record that matches the **Filters and Sorting Options** you selected:

- **School Location Name, OPEID, and Status**—The name, OPEID and status 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.

At the program heading:

- **CIP Year**—The year corresponding to the CIP code reported.
 - **CIP Code**—The six-digit Classification of Instructional Programs (CIP) code, without a period, identifying a program's academic content. Not the school's name for the program.
 - **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)
 - **Reported Program Length**—The Published Program Length of the instructional program in years, months, or weeks as reported by the school.
 - **View Certification Details**—The button will navigate you to the detailed certification history of a student's enrollment in a single program.
- At the program identifiers:
- **CIP Description**—The official CIP Title for the CIP Code. Not the school's name for the program.
 - **Program 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.
- **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)
- **Weeks in Academic Year**—The total number of weeks of instruction in the school's Title IV Academic Year.
- **Published Program Length in Years**—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

At the status level:

- **Source**—Identifies the type of organization that reported the program enrollment information.
- **Source Code**—Contains the organizational code, such as the OPEID, for the organization that reported the program enrollment information.

- **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
 - M—Moved
 - L—Less than half-time
 - Q—Three-quarter time
 - W—Withdrawn
 - X—Never attended
 - Z—Record not found
- **Effective 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.
 - Active—Indicates that the record is active and reflects NSLDS's current understanding of a student's enrollment history.
 - Not Active—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. Date**—The earliest date as of which the school certified the program enrollment status.
- **Latest Cert. Date**—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).

7.7.2.5 Push to Roster

Schools may use the **Push to Roster** option to add a student to the Roster of another institution. The page displays pending Push to Roster submissions and allows a student to be included on a school's roster for enrollment certification. The student will be added to the school's roster on the effective date and will appear on the following generated roster. Any effective date entered, up to a year in the future, is allowed. Past dates are not permitted.

The screenshot shows the NSLDS website interface. At the top, it says 'An official website of the United States government.' and 'Federal Student Aid | NSLDS'. The user is logged in as 'Sodium Lement - 88810603 - AnotherBranch'. The navigation bar includes 'Aid Recipient', 'School', 'Enrollment', 'Data Providers', 'Reports', and 'Resources'. A search bar is on the right.

The student profile for Bernardo B. Silva is displayed with SSN: ***-**-0460 and DOB: 06/06/1997. There is a 'Clear Aid Recipient' link.

Push to Roster

Enrollment Summary > Push to Roster

This feature displays pending Push to Roster submissions and allows a student to be included on a school's roster for enrollment certification. The student will be added to the school's roster on the effective date and will appear on the following generated roster. Any effective date entered, up to a year in the future, is allowed. Past dates are not permitted.

Pending Roster Additions

The table below displays all pending Push to Roster submissions created for this student. The submission will display in the table until the Enrollment Effective Date has passed.

OPEID	School Name	Enrollment Effective Date	Submitted Date	Submitted Method
There are currently no pending roster additions.				

Push Student to a Roster

To push a student to a roster, select a school, provide an Enrollment Effective Date, and click the Submit button at the bottom of the page. The Push to Roster submission will appear in the Pending Roster Additions table.

Search School OPEID to Add Student to Roster

Use the button to search and select the school's OPEID. Once the school is selected, the OPEID and School Name will appear below.

Push to School: Not Selected

Enrollment Effective Date *

Figure 7-12: Push to Roster

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

7.8 Updating Student Enrollment Data

The [NSLDSFAP](#) website 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
2. Updated the enrollment data in those records, as necessary

3. Certifying the new enrollment data

The following section explains how to perform these activities.

7.8.1 Enrollment Maintenance

Under for the Enrollment tab and select **Enrollment Maintenance** to view the roster and retrieve enrollment information for students attending your school. All school locations with the same administrator may view and update students from all locations in the group.

The screenshot shows the NSLDS Enrollment Maintenance page. At the top, there is a header with the Federal Student Aid logo and the NSLDS text. Below this is a navigation bar with tabs: Aid Recipient, School, Enrollment (selected), Data Providers, Reports, and Resources. Under the Enrollment tab, there are fields for Org Type (School), Org Code (88810603), and Org Name (AnotherBranch). The main content area is titled "Enrollment Maintenance" and includes a description: "Complete the fields below to search through the roster and retrieve enrollment information for students attending your school. All school locations with the same administrator may view and update students from all locations in the group. Sorting is available after retrieving the roster." Below this description are two buttons: "Search" and "Advanced Search". A modal window titled "Retrieve Enrollment Roster" is open, showing instructions: "To retrieve the entire school roster, click the 'Search' button without indicating the optional fields below. If the 'Only Return Exact Matches' checkbox is checked, only the options(s) chosen and information entered into its input field will be taken into consideration." The modal contains a "Retrieve:" section with four radio buttons: SSN (Default) (selected), Last Name, Student Designator, and Certification Date. There is an input field with the placeholder "XXX-XX-XXXX" and a toggle for "Only Return Exact Matches". At the bottom of the modal are "Reset" and "Search" buttons.

Figure 7-13: Enrollment Maintenance

7.8.2 Retrieving the Enrollment Roster

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 **Search** without entering any search criteria, the page will retrieve all students

currently on the enrollment roster.

1. The page will display enrollment records for 15 students at a time. You can use the next arrows at the bottom of the page to scroll through the records.
2. Follow the instructions to update and certify your records.

An official website of the United States government

FederalStudentAid | NSLDS Sodium Lement - 88810603 - AnotherBranch | Log Out

Aid Recipient School **Enrollment** Data Providers Reports Resources

Org Type: School Org Code: 88810603 Org Name: AnotherBranch

Enrollment Maintenance

Complete the fields below to search through the roster and retrieve enrollment information for students attending your school. All school locations with the same administrator may view and update students from all locations in the group. Sorting is available after retrieving the roster.

Search **Advanced Search**

Retrieve Enrollment Roster

To retrieve the entire school roster, click the "Search" button without indicating the optional fields below. If the "Only Return Exact Matches" checkbox is checked, only the option(s) chosen and information entered into its input field will be taken into consideration.

Retrieve:

☒ SSN (Default) ☐ Last Name ☐ Student Designator ☐ Certification Date

***-**-0460 ☒ Only Return Exact Matches

Add a New Student to this School Roster
The Add Student pop up allows users to enter the campus enrollment information for a new student on this roster.

Search Returned 1 Student(s)

The Certification Date can be applied to multiple students or only selected students. To apply the Certification Date to all students, select the "Certify All" checkbox or select each particular student within each card. To confirm the certification, click the "Certify Checked Student(s)" button below.

☐ Select All Certification Date: 07/18/2022 Sort By: SSN (Default)

Bernardo Silva SSN: ***-**-0460 DOB: 06/06/1997 Student Designator: Certification Date: 07/03/2022

☐ Select Student Cert Date: MM/DD/YYYY ☐ Student is not currently enrolled in a program

Location	Most Recent Status	Effective Date	ACD	Term Begin Date	Term End Date
88810603 - Another...	F-FULL-TIME	07/28/2021	03/01/2026	MM/DD/YYYY	MM/DD/YYYY

Program Enrollment Information

CIP Year: 2020 CIP Code: 110101 CIP Description: COD Send S1 Credential Level: 03-BACHELOR'S DEGREE

Reported Program Length: 4 Years Weeks in Title IV Academic Year: 0 Published Program Length in Years: 4.0 Years

Program Begin Date: 07/28/2021 Special Program Indicator: B-BACHELOR'S DEGREE COMPLETION PROGRAM Program Status: F-FULL-TIME Status Effective Date: 07/28/2021

AND

CIP Year: 2020 CIP Code: 210101 CIP Description: Enrl Test 100 Credential Level: 03-BACHELOR'S DEGREE

Reported Program Length: 3 Years Weeks in Title IV Academic Year: 0 Published Program Length in Years: 3.0 Years

Program Begin Date: 07/01/2022 Special Program Indicator: N-NOT APPLICABLE Program Status: F-FULL-TIME Status Effective Date: 07/01/2022

Showing 1 of 1 items << Previous Next >>

Figure 7-14: Enrollment Maintenance

7.8.3 Retrieving Specific Student Records to Update

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

1. Retrieve ALL enrollment records for your school by simply clicking Search. 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.

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

7.8.3.1 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 **Only Return Exact Matches** if you want an exact match for the Begin Value you typed.

Keep the following facts in mind:

- When you click Only Return Exact Matches with a complete SSN or a unique Student Designator, NSLDS returns only one student record.
 - When it is used with the last name, Only Return Exact Matches returns records for all students with that last name.
5. Click **Search**. When the Enrollment Maintenance page appears to follow the instructions to update and certify your records.

7.8.3.2 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

- **School 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.
- **Certification Date Range**—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 Date Range**—allows you to retrieve records for students whose Term Range falls within a specific date range.

Student Search Criteria

- **Last Name Range**—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 'ZZZZZZ'.
- **SSN Range**—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 Range**—allows you to retrieve records for students whose designators fall within an alphanumeric range. Be careful when entering the End value.

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.
- **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.
- **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.

- **Reported Program Length Range**—Allow you to retrieve records for students with a reported program length that falls within a specific length 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

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**:

1. Select the **Primary Search Options** you want or skip this step to use the default option: SSN. In Figure 7-15, for example, the SSN Begin Value has been entered as '1'.
2. Enter the **Advanced Search** you want. In Figure 7-15 for example, the enrollment code of 'F', Credential Level of '03' and all Special Program Indicator options have been checked.
3. Click **Retrieve**. The Enrollment Maintenance, Advanced Search Options Result page appears (Figure 7-15: 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.

An official website of the United States government

FederalStudentAid | NSLDS

Sodium Lement - 88810603 - AnotherBranch | Log Out

Aid Recipient | School | **Enrollment** | Data Providers | Reports | Resources

Org Type: School | Org Code: 88810603 | Org Name: AnotherBranch

Enrollment Maintenance

[Advanced Search](#) > [Enrollment Maintenance](#)

[Add Student](#) **Add a New Student to this School Roster**
The Add Student pop up allows users to enter the campus enrollment information for a new student on this roster.

Search Criteria:
 Enrollment Codes: F-FULL-TIME
 SSN Range: 100000000-199999999
 Credential Levels: 03-BACHELOR'S DEGREE

Search Returned 1 Student(s) [Return to Advanced Search](#)

The Certification Date can be applied to multiple students or only selected students. To apply the Certification Date to all students, select the "Certify All" checkbox or select each particular student within each card. To confirm the certification, click the "Certify Checked Student(s)" button below.

☐ Select All | Certification Date: 07/18/2022 | Sort By: SSN (Default)

LUCY Yard [Go to Enrollment Summary](#)
 SSN: ***-**-7464 | DOB: 02/03/1966 | [Edit Contact Information](#) | Student Designator: | Certification Date: 08/24/2021

☐ Select Student | Cert Date: MM/DD/YYYY | ☐ Student is not currently enrolled in a program | [Reset](#)

Location	Most Recent Status	Effective Date	ACD	Term Begin Date	Term End Date
88810603-Another...	F-FULL-TIME	12/04/2020	03/12/2022	MM/DD/YYYY	MM/DD/YYYY

Program Enrollment Information

CIP Year: 2020 | CIP Code: 210101 | CIP Description: Enrl Test 100 | Credential Level: 99-NON-CREDENTIAL PROGRAM

Reported Program Length: 30 Months | Weeks in Title IV Academic Year: 40 | Published Program Length in Years: 3.21 Years

Program Begin Date: 07/07/2021 | Special Program Indicator: U-PREPARATORY COURSEWORK UNDERGRADUATE PROG... | Program Status: F-FULL-TIME | Status Effective Date: 07/07/2021

AND

CIP Year: 2020 | CIP Code: 110101 | CIP Description: COD Send S1 | Credential Level: 03-BACHELOR'S DEGREE

Reported Program Length: 4 Years | Weeks in Title IV Academic Year: 0 | Published Program Length in Years: 4.0 Years

Program Begin Date: 06/28/2021 | Special Program Indicator: 8-BACHELOR'S DEGREE COMPLETION PROGRAM | Program Status: L-LESS THAN HALF-TIME | Status Effective Date: 06/28/2021

AND

CIP Year: 2020 | CIP Code: 010000 | CIP Description: COD Send | Credential Level: 02-ASSOCIATE'S DEGREE

Reported Program Length: 2 Years | Weeks in Title IV Academic Year: 0 | Published Program Length in Years: 2.0 Years

Program Begin Date: 07/07/2021 | Special Program Indicator: A-SPECIAL ADMISSION ASSOCIATE DEGREE PROGRAM | Program Status: F-FULL-TIME | Status Effective Date: 07/07/2021

[Add Program](#)

Showing 1 to 1 of 1 items | [Previous](#) | [Next](#)

[Certify Checked Student\(s\)](#)

Figure 7-15: Enrollment Maintenance, Advanced Search

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.

7.8.4 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 **Certification Date** box, or accept the default date (the current date) displayed by the page. This date is used to populate the **Certification 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:

- **Edit Contact Information**—Click this button to open a pop-up window in which the school user can confirm, update, or enter the student's permanent address.
- **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.
- **Student is not currently enrolled in a program**—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.
- **Most Recent Status**—The Enrollment Code identifying a student's current enrollment status. Select from the drop-down menu to change a currently displayed enrollment code.
- **Effective Date**—The date a changed enrollment code took effect.
- **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**—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.

- **CIP Year**—The year corresponding to the CIP code reported. Options include 2000, 2010, 2020.
- **Description**- The official CIP title for that CIP code. Not the school's name for the program.
- **Credential Level**—Allows you to view program information reported for all Credential Levels or choose a specific Credential Level from the drop-down box. Options include 01, 02, 03, 04, 05, 06, 07, 08, and 99.
- **Reported Program Length**-The Program Length and unit of measure for the length of the instructional program in years, months, or weeks as reported 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 Title IV Academic Year**—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.
- **Published Program Length in Years**—the length of the program and measurement, as calculate and stored based on the school's Reported Program Length.
- **Program Begin Date**-The date on which the student began attending the program.
- **Special Program**-Indicates that the program belongs to a special program. Select from the drop-down menu to change the special program code.
- **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.

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.

Enrollment Maintenance
Advanced Search > Enrollment Maintenance

Warning: Enrollment certification for one or more students on this page has not been received in more than 65 days.

Add Student
Add a New Student to this School Roster
The Add Student pop up allows users to enter the campus enrollment information for a new student on this roster.

Search Criteria:
Exclude Certified Programs: Yes

Search Returned 15 Student(s) < Return to Advanced Search

The Certification Date can be applied to multiple students or only selected students. To apply the Certification Date to all students, select the "Certify All" checkbox or select each particular student within each card. To confirm the certification, click the "Certify Checked Student(s)" button below.

☐ Certify All Certification Date: 08/03/2021 Sort By: Certification Date

Student Card: Filipe FelipeLast
SSN: ***-**-1907 DOB: 09/07/1990 Edit Contact Information Student Designator: Certification Date: 02/04/2020
☐ Select Student ☐ Student is not currently enrolled in a program **More than 65 Days Since Last Certification** Reset

Location	Most Recent Status	Effective Date	ACD	Term Begin Date	Term End Date
88810603-AnotherBranch	F-Full Time	12/04/2020	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY

Program Enrollment Information
Please indicate above if the student is not enrolled in a program or click "Add Program" below to add a program.
Add Program

Student Card: Queentrade DonnaLast
SSN: ***-**-4685 DOB: 02/21/1993 Edit Contact Information Student Designator: Certification Date: 07/21/2021

Figure 7-16: Enrollment Maintenance Update

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 7-17: Enrollment Maintenance Confirm.
- If your information contains errors, NSLDS will display an appropriate message.

Certification Confirmation
Enrollment Maintenance > Certification Confirmation

Warning: After reviewing, click 'Certify Checked Student(s)' to apply the information to the database, or click 'Cancel' to reset all updates and return to the previous Enrollment Maintenance page. Please note that these updates may cause the student(s) to no longer appear on the Enrollment Maintenance roster.

☒ Select All

Filipe FelipeLast
SSN: ***-**-1907 DOB: 09/07/1990 [Go to Enrollment Summary >](#)
Student Designator: Certification Date: 08/03/2021

☒ Select Student ☐ Student is not currently enrolled in a program

Location	Most Recent Status	Effective Date	ACD	Term Begin Date	Term End Date
88810603	F-Full Time	12/04/2020	06/04/2030		

Program Enrollment Information ▾
Student is not enrolled in a program

Damon Johnson
SSN: ***-**-0001 DOB: 05/08/1985 [Go to Enrollment Summary >](#)
Student Designator: Certification Date: 08/03/2021

☒ Select Student ☐ Student is not currently enrolled in a program

Location	Most Recent Status	Effective Date	ACD	Term Begin Date	Term End Date
88810603	F-Full Time	07/28/2021	03/03/2022		

Program Enrollment Information ▾
Student is not enrolled in a program

Showing 1 to 2 of 2 items << < Previous Next > >>

[Edit Checked Student\(s\)](#) [Cancel](#) [Certify Checked Student\(s\)](#)

Figure 7-17: Enrollment Maintenance Confirm

7.8.5 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 7-18: Enrollment Maintenance – Successfully Updated).

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

Enrollment Maintenance

✓ Student(s) successfully certified and added to the roster.

Complete the fields below to search through the roster and retrieve enrollment information for students attending your school. All school locations with the same administrator may view and update students from all locations in the group. Sorting is available after retrieving the roster.

Search **Advanced Search**

Retrieve Enrollment Roster

To retrieve the entire school roster, click the "Search" button without indicating the optional fields below. If the "Only Return Exact Matches" checkbox is checked, only the options(s) chosen and information entered into its input field will be taken into consideration.

Retrieve:

☒ SSN (Default) ☐ Last Name ☐ Student Designator ☐ Certification Date

XXX-XX-XXXX ☐ Only Return Exact Matches

Add a New Student to this School Roster
The Add Student pop up allows users to enter the campus enrollment information for a new student on this roster.

Search Returned 26 Student(s)

The Certification Date can be applied to multiple students or only selected students. To apply the Certification Date to all students, select the "Certify All" checkbox or select each particular student within each card. To confirm the certification, click the "Certify Checked Student(s)" button below.

☐ Certify All Certification Date: 08/03/2021 Sort By: SSN (Default) ▼

Figure 7-18: Enrollment Maintenance - Successfully Updated

7.8.6 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 un-check Certify 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.

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.

7.8.6.1 Update and Certify Errors

If the information you submitted contains errors, the Enrollment Maintenance page redispays (Figure 7-19: Enrollment Maintenance Error Message). A small error icon appears to the left of each row that contains an error. In the example below, the record displays an error message under the field that was incorrectly filled.

Figure 7-19: 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** 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** to retrieve a different set of records.

See Appendix D for Error Code Message detailed information.

7.8.6.2 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.

7.8.6.3 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 Add a Student to an Additional Location button.
- From the Enrollment Maintenance page, retrieve the enrollment Roster (which takes you to the Enrollment Maintenance results page) and then click the Add Student button at the top of the page.

From the Enrollment Summary page:

1. Click the Add a Student to an Additional Location button.
2. The Add a Student to an Additional Location page will display a blank record with the student identifiers pre-populated.
3. Update the necessary campus and program enrollment information.
4. Click **Add Program** to add the program for the student to your Roster (Figure 7-20).
5. Add the student's permanent address (Figure 7-21).

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 pop-up on the page.
- Enter Student Identifiers (SSN, Name, and DOB) and update the necessary campus and program enrollment information, then click **Add New Student**.
- Select the individual record by clicking the check box to the far left of the record.
- Click **Add Program** to add the program for the student to your Roster (Figure 7-20).
- Click **Edit Contact Information** to add or update the student's permanent address (Figure 7-21).

Org Type: School Org Code: 00150951 Org Name: NOVA SOUTHEASTERN UNIVERSITY-KIRKWOOD COMMUNITY COLLEGE

Add Student

Student Information

SSN * Last Name * First Name *

123455555 Enter Last Name Enter First Name

Middle Name Date of Birth *

Enter Middle Name MM/DD/YYYY

Campus Enrollment Information

Location Selection * Status *

Select Location Select Status

Effective Date * Anticipated Completion Date * Term Begin Date Term End Date

MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY

Cancel Add New Student

Location Most Recent Status Effective Date ACD Term Begin Date Term End Date

Add a Program [X]

To add a new program for a student, please complete the fields below and click the Add Program button.

CIP Year *	CIP Code *	Credential Level *
2020	123456	03 - Bachelor's Degree

Reported Program Length *	Weeks in Academic Year	Program Begin Date *
2 . 0 Years	0 . 0	08/14/2019

Special Program Indicator *	Program Status *	Status Effective Date *
N - Not Applicable	F - Full Time	08/14/2019

[Cancel] [Add Program]

Figure 7-20: Enrollment Maintenance Add Student/Program

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.

Enrollment Maintenance

[Advanced Search > Enrollment Maintenance](#)

Enrollment certification for one or more students on this page has not been received in more than 65 days.

Add Student

Add a New Student to this School Roster
 The Add Student pop-up allows users to enter the campus enrollment information for a new student on this roster.

Search Criteria:

Program Status: A - Approved Leave of Absence, D - Deceased, G - Graduated, F - Full Time, W - Withdrawn
 Credential Level: 03 - Bachelor's Degree, 02 - Associate's Degree

Search Returned 8 Student(s)

The Certification Date can be applied to each particular student with each card.

☐ Certify All Certification Date: [Select]

Location	Most Recent Status
00200201	F - Full Time

Program Enrollment Information

CIP Year * CIP Code *

2020 24.0102

Reported Program Length *

2 0 Years

Program Begin Date Specified End Date

08/14/2019 08/14/2019

X

Edit Contact Information

Student: Lisa Simpson

SSN: ***-**-1234 **DOB:** MM/DD/YYYY

Street Address - Line 1 *

1530 16TH ST NW #802

Street Address - Line 2

Enter Street Address - Line 2

City *

Washington

State or Province

District of Columbia

Country *

United States of America

Postal Code

20036

Phone Number

USA +1 Enter Phone Number

Email Address

Enter Email Address

Effective Date *

08/28/2025

Is this address valid? ☒

Cancel
Save

Go to Enrollment Summary >

Certification Date: Not Certified

Term End Date

01/08/2018

Program Not Certified

or Diploma Program

Status Effective Date

08/14/2019

Add Program

 Kamealomakamae A SSN: ***-**-5555 DOB: 05/26/1977 Edit Contact Information	Student Designator : 22222222	Certification Date : 08/28/2020
---	--------------------------------------	--

Figure 7-21: 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 Enrollment History Update Page

On the student's Enrollment Summary page, click the **Enrollment History Update** link. The Enrollment History Update page appears (Figure 7-22: Enrollment History Update).

Enrollment History Update

Enrollment Summary > Enrollment History Update

The Enrollment History Update page allows school users to update historical enrollment information or program identifiers for current or past students. To change the school location, use the Retrieve School Location dropdown, and click Retrieve.

Campus Enrollment Details

Retrieve School Location: 00200200 - Yoder Technical University

00200200 - Yoder Technical University

The table below displays all active enrollment statuses. Deleting a record from the table will inactivate it in the system. To add a new campus enrollment row, click the link "Add Row Below" button. The Enrollment Status and Effective Date must both be populated, or the system will generate an error. To submit updates to the student's enrollment history, click the "Submit" button below or the "Reset" button to revert all updates made to this screen.

Anticipated Completion Date * 08/26/2022

Student Designator Enter Student Designator

Enrollment Status	Effective Date	Delete Row	Add Enrollment Status Row
Select Status	MM/DD/YYYY	<input type="button" value="Calendar"/>	<input type="button" value="Add Row Below"/>

Program Enrollment Details [Expand All / Collapse All](#)

Add a New Program to this Student's Enrollment History

Programs must be added before users can add Enrollment Statuses and additional details below.

Enrollment History Update Details

To submit the updates above, update the Certification date, and click the "Certify Student" button.

Certification Date * 08/26/2020

Figure 7-22: Enrollment History Update

7.9.2 Retrieving 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.

Enrollment History Update

[Enrollment Summary](#) > [Enrollment History Update](#)

The Enrollment History Update page allows school users to update historical enrollment information or program identifiers for current or past students. To change the school location, use the Retrieve School Location dropdown, and click Retrieve.

Campus Enrollment Details Retrieve School Location: 00200200 - Yoder Technical University

00200200 - Yoder Technical University

The table below displays all active enrollment statuses. Deleting a record from the table will inactivate it in the system. To add a new campus enrollment row, click the link "Add Row Below" button. The Enrollment Status and Effective Date must both be populated, or the system will generate an error. To submit updates to the student's enrollment history, click the "Submit" button below or the "Reset" button to revert all updates made to this screen.

Anticipated Completion Date * Student Designator

Enrollment Status	Effective Date	Delete Row	Add Enrollment Status Row
Select Status	MM/DD/YYYY	<input type="button" value="Calendar"/>	<input type="checkbox"/> Add Row Below
G - Graduated	04/07/2020	<input type="button" value="Calendar"/>	<input type="checkbox"/> Add Row Below
F - Full Time	04/07/2018	<input type="button" value="Calendar"/>	<input type="checkbox"/> Add Row Below
A - Approved Leave of Absence	10/07/2017	<input type="button" value="Calendar"/>	<input type="checkbox"/> Add Row Below
L - Less Than Half Time	06/07/2017	<input type="button" value="Calendar"/>	<input type="checkbox"/> Add Row Below

Program Enrollment Details [Expand All](#) / [Collapse All](#)

Add a New Program to this Student's Enrollment History
 Programs must be added before users can add Enrollment Statuses and additional details below.

CIP Year: 2020	CIP Code: 24.0102	Credential Level: 02	Reported Program Length: 2.0 years
----------------	-------------------	----------------------	------------------------------------

Program Enrollment Information

All statuses displayed below are active only. Deleting a record from the table will inactivate it in the system. The Enrollment Status and Effective Date must both be populated. To submit updates to the student's enrollment history, click the "Submit" button below or the "Reset" button to revert all updates made to this screen.

CIP Year * CIP Code * CIP Description: Information Sciences and Technology Credential Level *

Reported Program Length * Years Weeks in Title IV Academic Year Program Begin Date * Special Program Indicator *

Enrollment Status	Effective Date	Delete Row	Add Enrollment Status Row
Select Status	MM/DD/YYYY	<input type="button" value="Calendar"/>	<input type="checkbox"/> Add Row Below
G - Graduated	04/07/2020	<input type="button" value="Calendar"/>	<input type="checkbox"/> Add Row Below
F - Full Time	04/07/2018	<input type="button" value="Calendar"/>	<input type="checkbox"/> Add Row Below

Figure 7-23: 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:

Retrieve School 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 Details** section of the page displays a history of a student's *active* campus enrollment that has been certified by the school.

- **Anticipated Completion Date**—The date the student completed, or is expected to complete, his or her studies.
- **Student Designator**—School-assigned designation used instead of the SSN to identify the student.
- **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.
- **Delete Row**—Allows the deletion of an inaccurate campus enrollment record row.
- **Add Enrollment Status 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)
- **Reported Program Length**—The Program Length in Years as published by the school.
- **Weeks in Title IV Academic Year**—The number of weeks in the school's published academic year
- **Program Begin Date**—The date on which the student began attending the program.
- **Program Length in Yrs**—The Program Length in Years as published by the school.
- **Special Program Indicator**—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
- **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.
- **Delete Row**—Allows the deletion of an inaccurate program enrollment record row.
- **Add new Enrollment Status Row**—Allows the addition of a new program enrollment record.

Note: An Informational icon (Pre-2020 CIP) 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 *Delete Row* 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:

- 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 **Certify Student**. 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 7-24 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.


U.S. Department of Education | Federal Student Aid | NSLDS | Sodium Lement: 68810603 - Another Branch | Log Out

Aid Recipient School Enrollment Data Providers Reports Resources Search Aid Recipient

SSN: ****-**-0450 DOB: 06/06/1997 Name: Bernardo B. Silva Role(s): Clear Aid Recipient

Enrollment History Update

Enrollment Summary > Enrollment History Update

 The student's enrollment history has been successfully certified.

The Enrollment History Update page allows school users to update historical enrollment information or program identifiers for current or past students. To change the school location, use the Retrieve School Location dropdown, and click Retrieve.

Campus Enrollment Details Retrieve School Location: 88810603 - Another Branch Retrieve

88810603 - Another Branch

The table below displays all active enrollment statuses. Deleting a record from the table will inactivate it in the system. To add a new campus enrollment row, click the link "Add Row Below" button. The Enrollment Status and Effective Date must both be populated, or the system will generate an error. To submit updates to the student's enrollment history, click the "Submit" button below or the "Reset" button to revert all updates made to this screen.

Anticipated Completion Date *	Student Designator
03/01/2026	Enter Student Designator

Enrollment Status	Effective Date	Delete Row	Add Enrollment Status Row
Select Status	MM/DD/YYYY	<input type="checkbox"/>	Add Row Below
F-FULL-TIME	07/26/2021	<input type="checkbox"/>	Add Row Below

Program Enrollment Details

Expand All / Collapse All

Add New Program Add a New Program to this Student's Enrollment History
Programs must be added before users can add Enrollment Statuses and additional details below.

CIP Year: 2020 CIP Code: 110101 Credential Level: 03 Reported Program Length: 4.0 Years

Program Enrollment Information

All statuses displayed below are active only. Deleting a record from the table will inactivate it in the system. The Enrollment Status and Effective Date must both be populated. To submit updates to the student's enrollment history, click the "Certify Student" button below or the "Reset" button to revert all updates made to this screen.

CIP Year *	CIP Code *	CIP Description:	Credential Level *
2020	110101	COD Send St	03-BACHELOR'S DEGREE

Reported Program Length	Weeks in Title IV Academic Year	Program Begin Date	Special Program Indicator
4 0 Years	0 0	07/28/2021	B-BACHELOR'S DEGREE COMPLETION PROGRAM

Enrollment Status	Effective Date	Delete Row	Add Enrollment Status Row
Select Status	MM/DD/YYYY	<input type="checkbox"/>	Add Row Below
F-FULL-TIME	07/28/2021	<input type="checkbox"/>	Add Row Below

CIP Year: 2020 CIP Code: 210101 Credential Level: 03 Reported Program Length: 3.0 Years

Program Enrollment Information

All statuses displayed below are active only. Deleting a record from the table will inactivate it in the system. The Enrollment Status and Effective Date must both be populated. To submit updates to the student's enrollment history, click the "Certify Student" button below or the "Reset" button to revert all updates made to this screen.

CIP Year *	CIP Code *	CIP Description:	Credential Level *
2020	210101	Enrl Test 100	03-BACHELOR'S DEGREE

Reported Program Length	Weeks in Title IV Academic Year	Program Begin Date	Special Program Indicator
3 0 Years	0 0	07/01/2022	N-NOT APPLICABLE

Enrollment Status	Effective Date	Delete Row	Add Enrollment Status Row
Select Status	MM/DD/YYYY	<input type="checkbox"/>	Add Row Below
F-FULL-TIME	07/01/2022	<input type="checkbox"/>	Add Row Below

Enrollment History Update Details

To submit the updates above, update the Certification date, and click the "Certify Student" button.

Certification Date * MM/DD/YYYY

Reset Certify Student

Figure 7-24 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. 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.

An official website of the United States government

FederalStudentAid | NSLDS

Sodium Lement - 88810603 - AnotherBranch | Log Out

Aid Recipient | School | Enrollment | Data Providers | Reports | Resources

SSN: ***-**-0450 | DOB: 06/06/1997 | Name: Bernardo B. Silva | Role(s): | Clear Aid Recipient

Enrollment History Update

Enrollment Summary > Enrollment History Update

The information submitted contains one or more errors. Make the necessary corrections and re-certify the student(s).

The Enrollment History Update page allows school users to update historical enrollment information or program identifiers for current or past students. To change the school location, use the Retire School Location dropdown, and click Retire.

Campus Enrollment Details | Review School Location: 88810603 - AnotherBra... | Retire

88810603-AnotherBranch

The table below displays all active enrollment statuses. Deleting a record from the table will deactivate it in the system. To add a new campus enrollment row, click the "Add Row Below" button. The Enrollment Status and Effective Date must both be populated, or the system will generate an error. To submit updates to the student's enrollment history, click the "Submit" button below or the "Reset" button to revert all updates made to this screen.

Anticipated Completion Date * | Student Designator

03/04/2020 | Enter Student Designator

Anticipated Completion Date must be greater than Effective date when edited (F, O, H, A, U)

Enrollment Status	Effective Date	Delete Row	Add Enrollment Status Row
Select Status	MM/DD/YYYY	<input type="checkbox"/>	Add Row Below
F-FULL-TIME	07/26/2021	<input type="checkbox"/>	Add Row Below

ACD must be greater than or equal to Status Effective Date.

Program Enrollment Details

Expand All / Collapse All

Add New Program | Add a New Program to this Student's Enrollment History

Programs must be added before users can add Enrollment Statuses and additional details below.

CIP Year: 2020 | CIP Code: 110101 | Credential Level: 03 | Reported Program Length: 4.0 Years

Program Enrollment Information

All statuses displayed below are active only. Deleting a record from the table will deactivate it in the system. The Enrollment Status and Effective Date must both be populated. To submit updates to the student's enrollment history, click the "Certify Student" button below or the "Reset" button to revert all updates made to this screen.

CIP Year * | CIP Code * | CIP Description: | Credential Level *

2020 | 110101 | COD Send S1 | 03-BACHELOR'S DEGREE

Reported Program Length | Weeks in Title IV Academic Year | Program Begin Date | Special Program Indicator

4 | 0 | Years | 0 | 0 | 07/28/2021 | B-BACHELOR'S DEGREE COMPLETION PROGRAM

Enrollment Status	Effective Date	Delete Row	Add Enrollment Status Row
Select Status	MM/DD/YYYY	<input type="checkbox"/>	Add Row Below
F-FULL-TIME	07/28/2021	<input type="checkbox"/>	Add Row Below

CIP Year: 2020 | CIP Code: 210101 | Credential Level: 03 | Reported Program Length: 3.0 Years

Program Enrollment Information

All statuses displayed below are active only. Deleting a record from the table will deactivate it in the system. The Enrollment Status and Effective Date must both be populated. To submit updates to the student's enrollment history, click the "Certify Student" button below or the "Reset" button to revert all updates made to this screen.

CIP Year * | CIP Code * | CIP Description: | Credential Level *

2020 | 210101 | Enrl Test 100 | 03-BACHELOR'S DEGREE

Reported Program Length | Weeks in Title IV Academic Year | Program Begin Date | Special Program Indicator

3 | 0 | Years | 0 | 0 | 07/01/2022 | N-NOT APPLICABLE

Enrollment Status	Effective Date	Delete Row	Add Enrollment Status Row
Select Status	MM/DD/YYYY	<input type="checkbox"/>	Add Row Below
F-FULL-TIME	07/01/2022	<input type="checkbox"/>	Add Row Below

Enrollment History Update Details

To submit the updates above, update the Certification date, and click the "Certify Student" button.

Certification Date *

07/06/2022

Reset | Certify Student

Figure 7-25: 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 New Program** button.
2. A new blank program pop-up will display on the page.
3. Complete the following boxes:
 1. CIP Year
 2. CIP Code
 3. Credential Level
 4. Reported Program Length
 5. Weeks in Title IV Academic Year
 6. Program Begin Date
 7. Special Program Indicator
 8. Program Status
 9. Status Effective Date
4. Click Add Program.
5. To delete a row, check the box for any row you wish to remove.
6. To add a new row, click the **Add Row Below** button to insert a new program enrollment status row to the table.

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, edit 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. Once edited, a chip displaying 'Program Identifier(s) Changed' will appear.

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 5 and 6.

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

Table 7-2: Program Identifier Changes – Error 80

Error 81 – Current Program
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 been 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.

Error 82 – CIP Year
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 Recipient tab, which displays a student's postal addresses, email addresses, and phone numbers that have been reported to NSLDS.

The Student Contact Information page displays postal addresses, email addresses, and phone numbers that have been reported to NSLDS for a student. Users can view historical and valid information based on effective dates and the source of the reported information. Online users with Enrollment Update capabilities can use this page to update contact records.

Student Contact Information

The Student Contact Information page displays postal addresses, email addresses, and phone numbers that have been reported to NSLDS for a student. Users can view historical and valid information based on effective dates and the source of the reported information. Online users with Enrollment Update capabilities can use this page to update contact records.

Postal Address | **Email Address** | **Phone Number**

Source: All | Show Validated: All | **Add Postal Address** | **Filter** | **Reset**

Postal Address	Effective Date	Source	Modified By	Modified Date	Validated	Edit	Delete
100 Student Street Washington, DC, 12345, US	07/01/2022	88810603- AnotherBranch	Sodium.Lement	07/18/2022	✓	Edit	Delete

Showing 1 of 1 items | << < Previous Next > >>

Figure 7-26: Student Contact Information

Schools can use the Add/Edit Postal Address, Add/Edit Email Address, and Add/Edit 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 screenshot displays the NSLDS Federal Student Aid portal. A modal window titled "Add Postal Address" is open, overlaying the main page. The modal contains the following fields and options:

- Aid Recipient:** Bernardo B. Silva
- SSN:** ***-**-0460 (with an eye icon to toggle visibility)
- DOB:** 06/06/1997
- Effective Date ***: A date input field with a calendar icon, showing "MM/DD/YYYY".
- Street Address-Line 1 ***: A text input field with the placeholder "Enter Street Address".
- Street Address-Line 2**: A text input field with the placeholder "Enter Street Address".
- City ***: A text input field with the placeholder "Enter City".
- Country ***: A dropdown menu with the placeholder "Select Country".
- State**: A text input field with the placeholder "Enter State".
- Postal Code**: A text input field with the placeholder "Enter Postal Code".

Below the input fields, a note states: "Users can validate if this postal address is the preferred address for this student." At the bottom of the modal are "Cancel" and "Save" buttons.

The background page shows the "Student Contact Information" section with a table of postal addresses. The table has columns for "Postal Address" and "Effective Date". One entry is visible: "100 Student Street, Washington, DC, 12345, US" with an effective date of "07/01/2022".

Figure 7-27: Add/Update Postal Address

The screenshot displays the NSLDS (National Student Loan Data System) interface. At the top, it identifies the user as 'Sodium Lement - 88810603 - AnotherBranch' and provides a 'Log Out' option. The main navigation bar includes links for 'Aid Recipient', 'School', 'Enrollment', 'Data Providers', 'Reports', and 'Resources'. A search bar is labeled 'Search Aid Recipient'.

The 'Aid Recipient' section shows details for Bernardo B. Silva, including SSN: ***-**-0460 and DOB: 06/06/1997. A 'Clear Aid Recipient' button is available.

The 'Student Contact Information' section is active, showing a 'Postal Address' tab and an 'Email Address' tab. Below these are filters for 'Source' (set to 'All') and 'Show View' (set to 'All'). A table with columns 'Email Address' and 'Effective Date' is present, but it currently shows 'No Results Found'.

An 'Add Email Address' modal form is open in the center. It contains the following fields and options:

- Aid Recipient:** Bernardo B. Silva
- SSN:** ***-**-0460
- DOB:** 06/06/1997
- Effective Date ***: A date input field with a calendar icon, showing 'MM/DD/YYYY'.
- Email Address ***: A text input field with the placeholder 'Enter Email Address'.
- Validation:** A checkbox labeled 'Is this email address validated?'.
- Buttons:** 'Cancel' and 'Save'.

At the bottom of the page, there are four columns of links: 'KNOWLEDGE CENTER', 'FINANCIAL AID DELIVERY', 'TITLE IV PROGRAM ELIGIBILITY', and 'MORE INFO'.

Figure 7-28: Add/Update Email Address

The screenshot shows the NSLDS Student Contact Information page for a student named Bernardo B. Silva. The page includes a header with the Federal Student Aid logo and NSLDS branding. A modal form titled 'Add Phone Number' is open, displaying the student's SSN (***-**-0460) and DOB (06/06/1997). The form contains fields for Phone Type (a dropdown menu), Country Code (a text input), and Phone Number (a text input). Below these fields, there is a checkbox labeled 'Is this phone number validated?' and buttons for 'Cancel' and 'Save'. The background page shows a table with columns for Phone Type and Phone Number, and a 'Show View' button.

Figure 7-29: Add/Update Phone Number

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 Dashboard

The Enrollment Dashboard allows you to see an overview snapshot of a school group or location's latest enrollment reporting. You can use the filter to see the Enrollment Dashboard of the school group, or any locations within your enrollment administration.

An official website of the United States government.
 Help Center | Contact Us

Federal Student Aid | NSLDS
 Sodium Lement - 88810603 - AnotherBranch ▾ | Log Out

[Aid Recipient](#)
[School](#)
[Enrollment](#)
[Data Providers](#)
[Reports](#)
[Resources](#)

Org Type: School **Org Code:** 88810603 **Org Name:** AnotherBranch

Enrollment Dashboard

The Enrollment Dashboard page displays information regarding a school's enrollment reporting. To view information for a school location, use the Retrieve School Location dropdown search section.

AnotherBranch
 OPEID: 88810603 Status: Open

Retrieve School Location *

Alerts ⓘ
 No Current Enrollment Alerts To Display

Enrollment Fast Figures

[Go to Enrollment Reporting Statistics >](#)

The following most recent enrollment reporting statistics were calculated for this evaluation period: 11/30/2021 – 11/30/2021

26
 Students in Portfolio

100%
 Percent Students Certified in Portfolio

13
 Students Certified with Program Enrollment

50%
 Percent Students Certified with Program Enrollment

Enrollment Roster and Submittal Overview

[Go to Submittal Tracking >](#)

Roster Information		Submittal Information	
Information below pertains to the latest roster file sent from NSLDS to the school.		Information regarding the latest certified submission made by the selected location or its administrator.	
Roster Date:	03/15/2022	No. of Students included in Roster:	33
Destination TG Mailbox:	TGB0002	No. of Students:	1
		Date Submitted:	07/18/2022
		Submission Method:	Web
	Total Records:	Total Records:	3
	82		

Enrollment Administrator and Servicer

[Go to Enrollment Reporting Profile >](#)

Administrator: 88810603 - AnotherBranch **Enrollment Reporting Servicer:** N/R

Figure 7-30: Enrollment Dashboard

This Enrollment Dashboard displays any alerts for any alerts related to reporting compliance, certification, or profile setup. The Fast Figures pulls major certification statistics from the latest enrollment evaluation period, including number of students in your enrollment portfolio, the percent of students certified in the portfolio, the number of students certified with Program enrollment, and the Percent Student Certified with Program enrollment. Note that these metrics are used in compliance calculations and

give insight on the status of your enrollment compliance. If you would like to see more in-dept information, you can navigate to the Enrollment Reporting Statistics linked here. Next, the Enrollment Overview section shows the file-level details on the latest roster file sent to the school, as well as the school's latest submission in response to the roster enrollment. If you would like to access more file information, you can use the link to access the Submittal Tracking page. Finally, if applicable, your school or location's Enrollment administrator and/or Enrollment Reporting Servicer will be listed at the bottom of the Enrollment Dashboard, with the option to see more information using the Enrollment Reporting Profile link.

7.12 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.

7.12.1 Enrollment Reporting Profile Page

You can reach the Enrollment Reporting Profile page at any time by clicking the **Enrollment Reporting Profile** on the School tab.

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

Under the Enrollment Reporting Profile page also allows you to submit an **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.

7.12.1.1 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:

- **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.
- **File Format**- the selected report layout style. Valid values are:
 - Fixed Width File
 - Comma Separated Values (schools only)
- **Merge Locations (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.
- **Sort Order**- the method selected to retrieve and display student enrollment records. Valid values are:
 - Student SSN
 - Student Last Name
- **Administrator (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.
- **Enrollment Reporting Servicer (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.
- **Last Updated On**- The Date that the Enrollment Preferences were last updated.
- **Last Updated By**- The Name of the User that last updated the Enrollment Preferences.

You can change a preference value by selecting the Edit Preferences button under the Preferences section.

An official website of the United States government. Help Center | Contact Us

FederalStudentAid | NSLDS Sodium Lement - 88810603 - AnotherBranch Log Out

Aid Recipient School Enrollment Data Providers Reports Resources Search Organization

Org Type: School Org Code: 88810603 Org Name: AnotherBranch Clear Organization

Enrollment Reporting Profile

Enrollment Dashboard > Enrollment Reporting Profile

Preferences Edit Preferences >

SAIG Mailbox: TGB0002	File Format: Fixed Width	Merge Locations: Yes, Receive 1 File	Sort Order: Student Last Name
Administrator: 88810603 - AnotherBranch	Enrollment Reporting Servicer: N/A	Last Updated On: 03/23/2022	Last Updated By: Sodium E. Lement

Figure 7-31: Enrollment Reporting Profile- Preferences

7.12.1.1.1 Profile – Edit Preferences

The Edit Enrollment Reporting Preference pop-up allows you to establish or change the enrollment reporting preferences displayed on the Enrollment Reporting Profile page. Radio button selections provide the preference options listed in Figure 7-32: Edit Enrollment Reporting Profile Preferences . In some cases, schools who use a Servicer will not be able to update the preferences. Submit and confirm to establish new preference selection.

The screenshot shows the 'Update Enrollment Reporting Profile Preferences' dialog box. The background is the NSLDS Enrollment Reporting interface for 'AnotherBranch' (Org Code: 88810603). The dialog box contains the following fields and options:

- SAIG Mailbox:** TGB0002
- Administrator:** 88810603-AnotherBranch
- Merge Locations:**
 - ☒ Yes, Receive 1 File
 - ☐ No, Receive Multiple Files
- Sort Order:**
 - ☐ Student SSN
 - ☒ Student Last Name
- File Format:**
 - ☒ Fixed Width
 - ☐ CSV

Buttons at the bottom: Cancel, Save. A note at the bottom of the dialog says: 'Update notification preferences below then click save to save your updates.'

Figure 7-32: Edit Enrollment Reporting Profile Preferences

7.12.1.2 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.

- **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 Edit button. Select an **Administered By** location from the drop-down list, and then click **Save**. The administrator will be updated to reflect your selection

7.12.1.2.1 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. To assign

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

Enrollment Reporting Profile
School Profile > Enrollment Reporting Profile

Preferences [Edit Preferences >](#)

SAIG Mailbox: TGTRAIN File Format: Fixed Width Merge Locations: Yes, Receive 1 File Sort Order: Student SSN
 Administrator: 00200200 - Yoder Technical University Enrollment Reporting Services: National Student Clearinghouse Sample Last Updated On: 02/02/2020 Last Updated By: Samantha Nicole Anderson

Future Schedule **Past Schedule** **Administration**

Filter Options:

OPEID: 12345678 School Name: Enter School Name Administrator Name: Select an Administrator

[Reset](#) [Filter](#)

OPEID	School Name	Administered By	Edit
00200200	Northwestern University	Q 00200200 - Northwestern University	Cancel Save
00200201	Northwestern University Edinburgh Mountain Branch Campus	00200200 - Northwestern University	Edit
00200202	Northwestern University International Institute for the Fine Arts and Sciences Branch Campus	00200203 - Northwestern University District of Columbia Branch Campus	Edit
00200203	Northwestern University District of Columbia Branch Campus	00200203 - Northwestern University District of Columbia Branch Campus	Edit
00200204	Northwestern University Secondary Education	00200205 - Northwestern University Rhode Island	Edit
00200205	Northwestern University Rhode Island	00200205 - Northwestern University Rhode Island	Edit
00200206	Northwestern University International Institute for Mechanical Engineering Practice	00200205 - Northwestern University Rhode Island	Edit
00200207	Northwestern University Washington Branch Campus	00200207 - Northwestern University Washington Branch Campus	Edit
00200208	Northwestern University International Institute for Digital and Web Design Theory	00200207 - Northwestern University Washington Branch Campus	Edit
00200209	Northwestern University New York City Branch Campus	00200209 - Northwestern University New York City Branch Campus	Edit

Showing 1 to 10 of 100 items << < Previous Next > >>

Figure 7-33: Enrollment Administration Update

In this example, the Northwestern University Rhode Island Branch location, 00200205, will now receive enrollment records for the 00200205, and 00200206 locations. The Washington branch location, 00200207, will receive their records and those for the 002008 and 00200209.

The Administrator determines file preferences. So, in the example above, the 00200209

location could not go online and change the file type that has been established by the 00200207. 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.

7.12.2 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 tabs, respectively, display the upcoming schedule for your school up to one year in the future, and the dates for the past one year of previously generated Rosters. On the Future Schedule tab, scheduled files and Ad Hoc requests are displayed separately. The page displays the following information:

- **Scheduled Date**— the date when NSLDS has 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** (Past Schedule Only) — 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).
- **Modified By**— the name of the user who 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.
- **Modified On**— the date the schedule was created or modified.

An official website of the United States government. | Help Center | Contact Us

Federal Student Aid | NSLDS | Sodium Lement - 88810603 - AnotherBranch | Log Out

Aid Recipient | **School** | Enrollment | Data Providers | Reports | Resources | Search Organization

Org Type: School | Org Code: 88810603 | Org Name: AnotherBranch | Clear Organization

Enrollment Reporting Profile

Enrollment Dashboard > Enrollment Reporting Profile

Preferences [Edit Preferences >](#)

SAIG Mailbox: TGB0002 | File Format: Fixed Width | Merge Locations: Yes, Receive 1 File | Sort Order: Student Last Name
 Administrator: 88810603-AnotherBranch | Enrollment Reporting Servicer: N/A | Last Updated On: 03/23/2022 | Last Updated By: Sodium E. Lement

Future Schedule | Past Schedule | Administration

Future Schedule [Add to Schedule](#)

[Create New Schedule](#) Use the 'Create New Schedule' button provided to erase the current schedule and replace it by specifying a new start date and frequency.

Scheduled Date	Purpose	Modified By	Modified On	Edit	Delete
07/22/2022		Original Schedule	03/13/2022	Edit	Delete
07/22/2022		Original Schedule	03/15/2022	Edit	Delete
07/22/2022		Original Schedule	03/15/2022	Edit	Delete
07/22/2022		Original Schedule	03/15/2022	Edit	Delete
07/22/2022		Original Schedule	03/15/2022	Edit	Delete
08/09/2022		Lisa Kimberly	02/08/2022	Edit	Delete
09/09/2022		Lisa Kimberly	02/08/2022	Edit	Delete
10/09/2022		Lisa Kimberly	02/08/2022	Edit	Delete
11/09/2022		Lisa Kimberly	02/08/2022	Edit	Delete
12/09/2022		Lisa Kimberly	02/08/2022	Edit	Delete

Showing 1 to 10 of 59 items << < Previous Next > >>

Ad-Hoc Request [View Requests for All Locations](#) [New Ad-Hoc Request](#)

Date	Purpose	Modified By	Modified On	Edit	Delete
No results were found.					

Figure 7-34: Enrollment Reporting Schedule

The enrollment reporting schedule can be changed by creating a new schedule or updating the schedule that appears on the **Enrollment Reporting Schedule** Page. The following sections will describe how to make updates to your schedule.

7.12.2.1 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 page, click Create New Schedule. The Enrollment Reporting Schedule Create New Schedule pop-up appears.

An official website of the United States government. | Help Center | Contact Us

FederalStudentAid | NSLDS
AS OFFICE OF THE U.S. DEPARTMENT OF EDUCATION

Sodium Lement - 88810603 - AnotherBranch | Log Out

Aid Recipient | **School** | Enrollment | Data Providers | Reports | Resources | Search Organization

Org Type: School | Org Code: 88810603 | Org Name: AnotherBranch | Clear Organization

Enrollment Reporting Profile

Enrollment Dashboard > Enrollment Reporting Profile

Preferences [Edit Preferences >](#)

SAIG Mailbox: TGB0002 | File Format: Fixed Width | Merge Locations: Yes, Receive 1 File | Sort Order: Student Last Name
 Administrator: 88810603 - AnotherBranch | Enrollment Reporting Service: N/A | Last Updated On: 03/23/2022 | Last Updated By: Sodium E. Lement

Future Schedule | Past Schedule | Administration

Future Schedule [Add to Schedule](#)

[Create New Schedule](#) Use the 'Create New Schedule' button provided to erase the current schedule and replace it by specifying a new start date and frequency.

Scheduled Date	Purpose	Modified By	Modified On	Edit	Delete
07/22/2022		Original Schedule	03/13/2022	Edit	Delete
07/22/2022		Original Schedule	03/15/2022	Edit	Delete
07/22/2022		Original Schedule	03/15/2022	Edit	Delete
07/22/2022		Original Schedule	03/15/2022	Edit	Delete
07/22/2022		Original Schedule	03/15/2022	Edit	Delete
08/09/2022		Lisa Kimberly	02/08/2022	Edit	Delete
09/09/2022		Lisa Kimberly	02/08/2022	Edit	Delete
10/09/2022		Lisa Kimberly	02/08/2022	Edit	Delete
11/09/2022		Lisa Kimberly	02/08/2022	Edit	Delete
12/09/2022		Lisa Kimberly	02/08/2022	Edit	Delete

Showing 1 to 10 of 59 items << < Previous Next > >>

Ad-Hoc Request [View Requests for All Locations](#) [New Ad-Hoc Request](#)

Date	Purpose	Modified By	Modified On	Edit	Delete
No results were found.					

Figure 7-35: Enrollment Reporting Schedule Create

- In the **Start Date** box, select a date within sixty days since your last roster date. 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 **Create Schedule**. If you entered a valid start date and frequency, NSLDS will void the original schedule and replace it with the one you just created. A success banner will appear at the top of the Enrollment Reporting Profile, and the new schedule will appear on the Future Schedule tab.

An official website of the United States government. | Help Center | Contact Us

FederalStudentAid | NSLDS | Sodium Lement - 88810603 - AnotherBranch | Log Out

Aid Recipient | **School** | Enrollment | Data Providers | Reports | Resources | Search Organization

Org Type: School | Org Code: 88810603 | Org Name: AnotherBranch | Clear Organization

Enrollment Reporting Profile

Enrollment Dashboard > Enrollment Reporting Profile

The Future Schedule was successfully updated.

Preferences [Edit Preferences >](#)

SAIG Mailbox: TGB0002 | File Format: Fixed Width | Merge Locations: Yes, Receive 1 File | Sort Order: Student Last Name
 Administrator: 88810603 - AnotherBranch | Enrollment Reporting Services: N/A | Last Updated On: 03/23/2022 | Last Updated By: Sodium E. Lement

Future Schedule | Past Schedule | Administration

Future Schedule [Add to Schedule](#)

[Create New Schedule](#) Use the 'Create New Schedule' button provided to erase the current schedule and replace it by specifying a new start date and frequency.

Scheduled Date	Purpose	Modified By	Modified On	Edit	Delete
07/18/2022		Sodium E. Lement	07/18/2022	Edit	Delete
08/18/2022		Sodium E. Lement	07/18/2022	Edit	Delete
09/18/2022		Sodium E. Lement	07/18/2022	Edit	Delete
10/18/2022		Sodium E. Lement	07/18/2022	Edit	Delete
11/18/2022		Sodium E. Lement	07/18/2022	Edit	Delete
12/18/2022		Sodium E. Lement	07/18/2022	Edit	Delete
01/18/2023		Sodium E. Lement	07/18/2022	Edit	Delete
02/18/2023		Sodium E. Lement	07/18/2022	Edit	Delete
03/18/2023		Sodium E. Lement	07/18/2022	Edit	Delete
04/18/2023		Sodium E. Lement	07/18/2022	Edit	Delete

Showing 1 to 10 of 12 items [«](#) [<](#) [Previous](#) [Next](#) [>](#) [»](#)

Ad-Hoc Request [View Requests for All Locations](#) [New Ad-Hoc Request](#)

Date	Purpose	Modified By	Modified On	Edit	Delete
No results were found.					

Figure 7-36: Enrollment Reporting 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.

7.12.2.2 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 **Delete** icon for that item.
2. Change date for an existing schedule item:
 - Click the Edit icon for that item, then select or type over a date in the **Date** box with a valid future date in mm/dd/ccyy format.
 - Click Save.
3. Add a Purpose for the scheduled item:
 - Click the Edit icon for that item, then 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.
 - Click Save.
4. 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.
5. Add new items to the schedule:
 - Click Add to Schedule to add another row to the Future Schedule.
 - 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.

Future Schedule **Past Schedule** **Administration**

Future Schedule [Add to Schedule](#)

[Create New Schedule](#) Use the 'Create New Schedule' button provided to erase the current schedule and replace it by specifying a new start date and frequency.

Scheduled Date	Purpose	Modified By	Modified On	Edit	Delete
08/05/2021	Start of Fall Semester	Leonard O'Neil	08/05/2021	Edit	Delete
09/05/2021		Leonard O'Neil	08/05/2021	Edit	Delete
10/05/2021	Fall Drop	Leonard O'Neil	08/05/2021	Edit	Delete
11/05/2021		Leonard O'Neil	08/05/2021	Edit	Delete
12/05/2021		Leonard O'Neil	08/05/2021	Edit	Delete
01/05/2022	Start of Spring Semester	Leonard O'Neil	08/05/2021	Edit	Delete
02/05/2022		Leonard O'Neil	08/05/2021	Edit	Delete
03/05/2022	Spring Drop	Leonard O'Neil	08/05/2021	Edit	Delete
04/05/2022		Leonard O'Neil	08/05/2021	Edit	Delete
05/05/2022		Leonard O'Neil	08/05/2021	Edit	Delete

Showing 1 to 10 of 12 items << < Previous Next > >>

Ad-Hoc Request [View Requests for All Locations](#) [New Ad-Hoc Request](#)

Date	Purpose	Modified By	Modified On	Edit	Delete
08/05/2021	Counselor's Request	Leonard O'Neil	08/05/2021	Edit	Delete

Showing 1 to 1 of 1 items << < Previous Next > >>

Figure 7-37: Enrollment Reporting Schedule Update

Note: No more than 60 days can exist between scheduled roster requests. If the updates produce a schedule with more than 60 days between rosters, Enrollment Reporting Schedule page redisplay with the appropriate error message. In the Create New Schedule and Add to Schedule pop-ups, error message under the field will appear within the pop-up.

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

7.12.2.3 Ad Hoc Roster Request

The lower section of the Future Schedule tab makes requesting an ad hoc enrollment reporting Roster as easy as a few clicks. The Ad Hoc Roster Request feature 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 **Ad Hoc Roster Request** button to display the Ad Hoc Roster Request pop-up.

Enrollment Reporting Profile
School Profile > Enrollment Reporting Profile

Preferences

SAIG Mailbox: TGTRAIN
Administrator: 00200200 - Yoder Technical University

Sort Order: Student SSN
Last Updated By: Samantha Nicole Anderson

Add New Ad-Hoc Request

School OPEID/Name *

Q Select a School

Purpose

Enter Purpose

Cancel Submit

Future Schedule

Create New Schedule

Use the "Create New Schedule" button provided to erase the current schedule and replace it by specifying a new start date and frequency.

Scheduled Date	Purpose	Modified By	Modified On	Edit	Delete
02/05/2020	New Schedule	John Doe	02/05/2020	Edit	Delete
03/05/2020		John Doe	02/05/2020	Edit	Delete
04/05/2020		Samantha Ramirez	02/05/2020	Edit	Delete
05/05/2020		John Doe	02/05/2020	Edit	Delete
06/05/2020		Samantha Ramirez	02/05/2020	Edit	Delete
07/05/2020		John Doe	02/05/2020	Edit	Delete
08/05/2020		Samantha Ramirez	02/05/2020	Edit	Delete

Figure 7-38: Ad Hoc Roster Request

To request an Ad Hoc Roster:

1. Select one location by typing the OPEID. A dropdown of options will begin to appear as you type.
 - a. Enter a purpose, if you'd like.
2. Click Save.

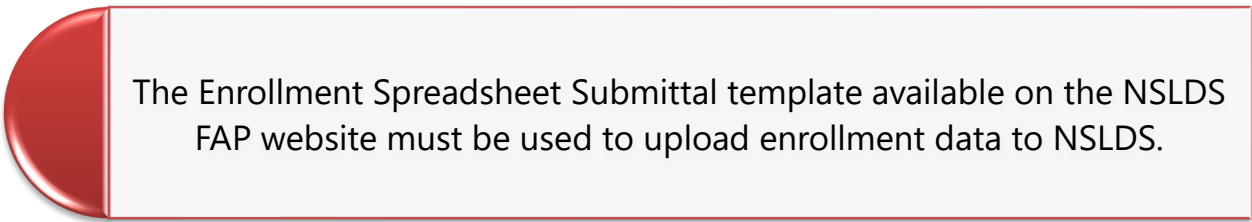
Note: Ad Hoc requests are displayed in the schedule on the Enrollment Reporting Profile page, but only for the location currently displayed on that page. Users at locations that serve as Enrollment Administrators will see ad hoc requests for all the locations they administer by clicking the View Requests for All Locations buttons in the

Ad Hoc Request section of the Future Schedule Tab.

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

7.13 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 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 uses a standard template to submit spreadsheets containing enrollment information or to be able to respond to enrollment Rosters from NSLDS generated in the Comma Separated Values (CSV) format.



The Enrollment Spreadsheet Submittal template available on the NSLDS FAP website must be used to upload enrollment data to NSLDS.

7.13.1 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 populate the enrollment data on the Enrollment Spreadsheet Submittal Template. The Enrollment Spreadsheet Submittal Template has been made available on your NSLDS Homepage to ensure 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.

7.13.2 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. **Cell format must be 'text' in order for data format to**

retain any leading zeros.

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 7-39: 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.

7.13.3 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 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).

Note: The Enrollment Spreadsheet Submittal Template downloaded from the NSLDS Homepage. **Cell format must be 'text' in order for data format to retain any leading zeros.**

7.13.4 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 imported into the Enrollment Spreadsheet Submittal Template before uploading to NSLDS using the Enrollment Submittal page. This web submittal will satisfy the school's roster response requirement and does not need to be returned using SAIG.

7.13.4.1 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 EFRCDDEOP 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: efrcdeop.dat, efrcdeop.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:

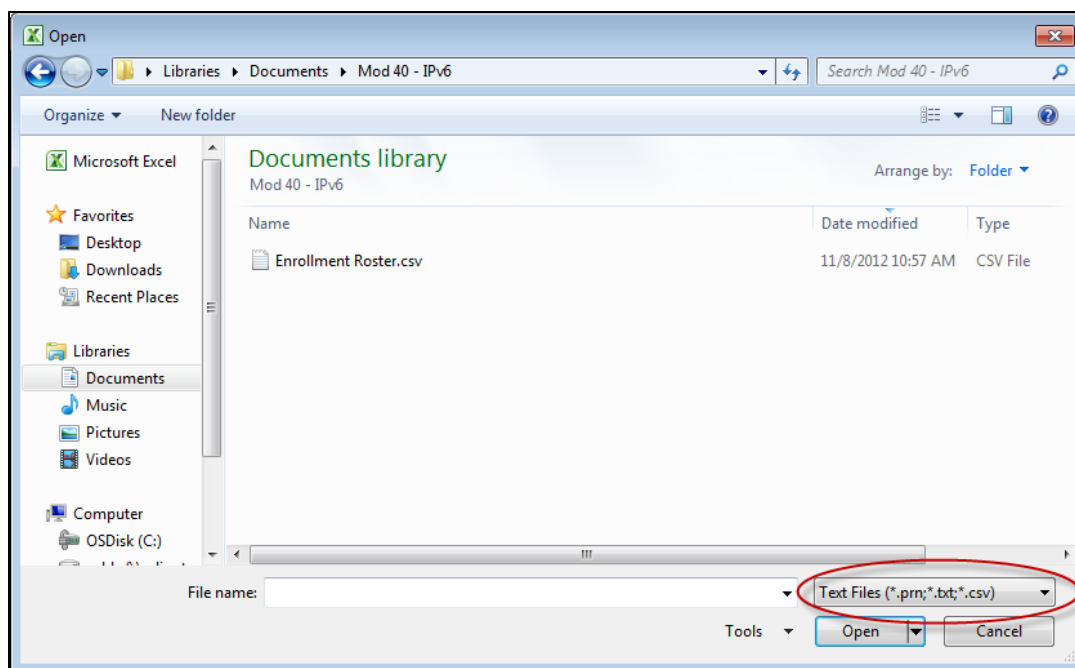


Figure 7-40: File Extension Drop-Down Box

- 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 NSLDS Homepage), 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

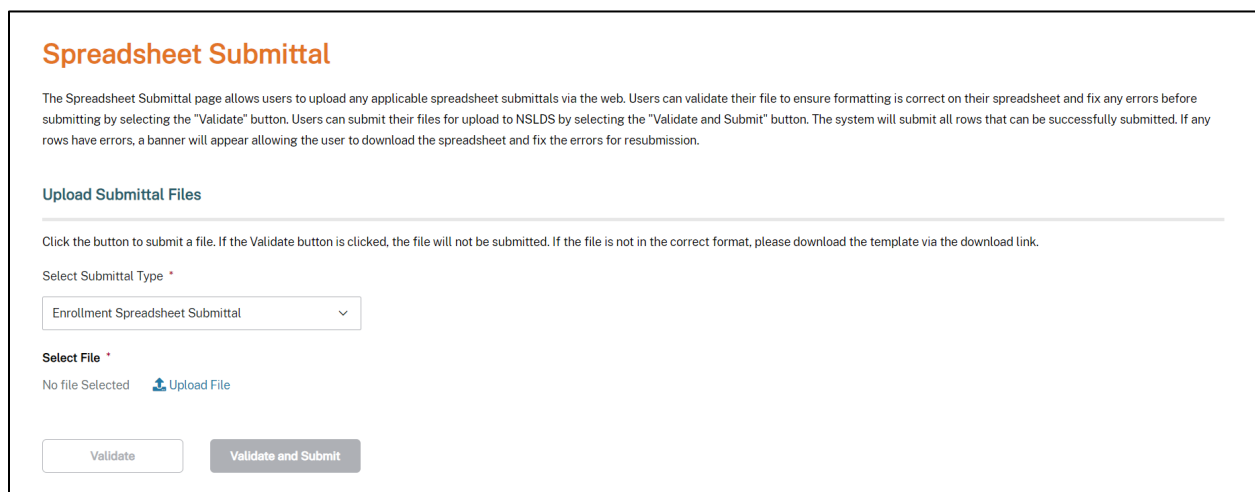
stored in a secure manner and saved in a format with an .xls or .xlsx extension (Excel™ format), rather than the .CSV extension. The file must have this format for the web site to recognize it for submittal.

7.13.5 Uploading the Enrollment Spreadsheet Submittal Template

7.13.5.1 Spreadsheet Submittal Page

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



The screenshot shows the 'Spreadsheet Submittal' page. At the top, there is a title 'Spreadsheet Submittal' in orange. Below it is a paragraph explaining the page's purpose: 'The Spreadsheet Submittal page allows users to upload any applicable spreadsheet submittals via the web. Users can validate their file to ensure formatting is correct on their spreadsheet and fix any errors before submitting by selecting the "Validate" button. Users can submit their files for upload to NSLDS by selecting the "Validate and Submit" button. The system will submit all rows that can be successfully submitted. If any rows have errors, a banner will appear allowing the user to download the spreadsheet and fix the errors for resubmission.' Below this is a section titled 'Upload Submittal Files' with a horizontal line. Underneath, there is a note: 'Click the button to submit a file. If the Validate button is clicked, the file will not be submitted. If the file is not in the correct format, please download the template via the download link.' This is followed by a 'Select Submittal Type *' dropdown menu with 'Enrollment Spreadsheet Submittal' selected. Below that is a 'Select File *' section with 'No file Selected' and an 'Upload File' button with a blue upload icon. At the bottom, there are two buttons: 'Validate' and 'Validate and Submit'.

Figure 7-41: Spreadsheet Submittal Page

7.13.5.2 Spreadsheet Submittal Page Results

After the Enrollment spreadsheet has been uploaded a validation is done to identify any errors in the file.




- **Validate/Validate and Submit**—There are two options for validating data.

- **Validate**—The system will review all data in the spreadsheet for syntactical and record level 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 links the user to the Error file.

Spreadsheet Submittal


 The file you have validated has errors. Please download the error file to fix the errors.  [Download Submittal File 1](#) 

The Spreadsheet Submittal page allows users to upload any applicable spreadsheet submittals via the web. Users can validate their file to ensure the formatting is correct on their spreadsheet and fix any errors before submitting. The user can also "Validate and Submit" their spreadsheet submittal. The system will submit all rows that can be successfully submitted. If any rows have errors, a banner will appear allowing the user to download the spreadsheet and fix the errors to re-submit.


Upload Submittal Files

Click the button to submit a file. If the Validate button is clicked, the file will not be submitted. If the file is not in the correct format, please download the template via the download link.

Select Submittal Type *

Select Submittal Type 

Select File *

No file selected  [Upload File](#)



 

Figure 7-42: Submittal with Errors

If Open is selected, the Result File will open in the computer's default spreadsheet

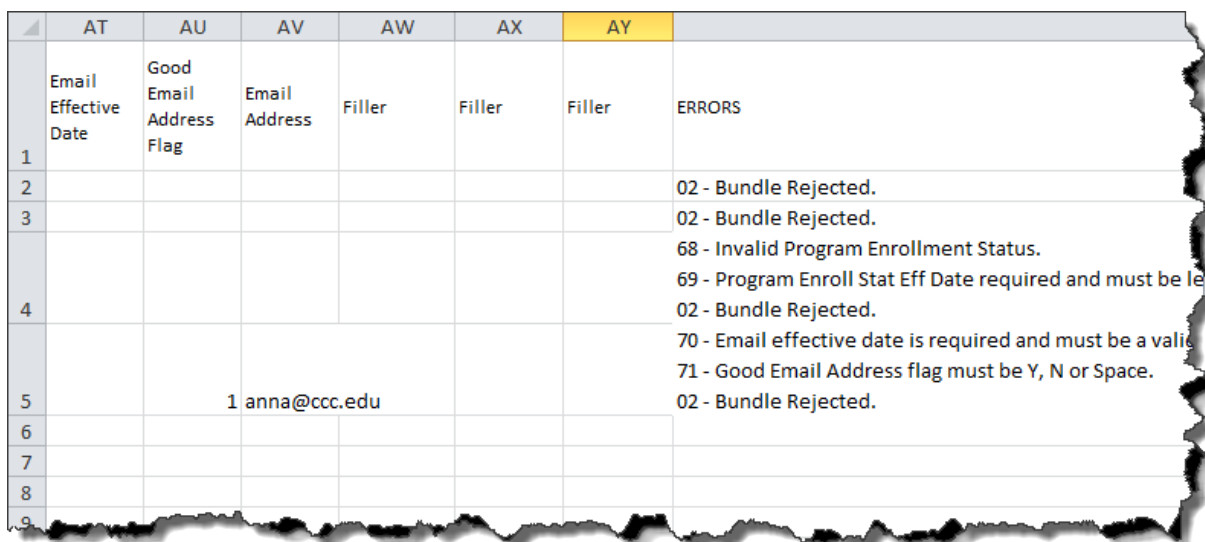
software and the errors in Column AZ will be presented in the manner previously selected on the Enrollment Submittal Web page.

If the user clicks 'Validate', NSLDS will provide a copy of the submitted Spreadsheet file that displays all submitted records and highlights all cells in error for each record. This error will be highlighted for the user to easily access on the downloaded Error File. NSLDS will display the errors in the ERROR Column, which NSLDS defines as the first available right-hand column of the Error File. Additionally, for each highlighted cell in error, NSLDS will include a comment within the errored cell that the user can click on to see the Error Number and Error Message. This Excel will be downloadable from a banner displayed at the top of the page.

7.13.6 Working Errors

All records are validated against the edits described in Appendix D and any errors will be identified in Column AZ of the Results file, and in pop-up mouseover comments if that option was selected.

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
1						ERRORS
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 7-43: 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.

7.14 Enrollment Reporting by Batch

7.14.1 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.

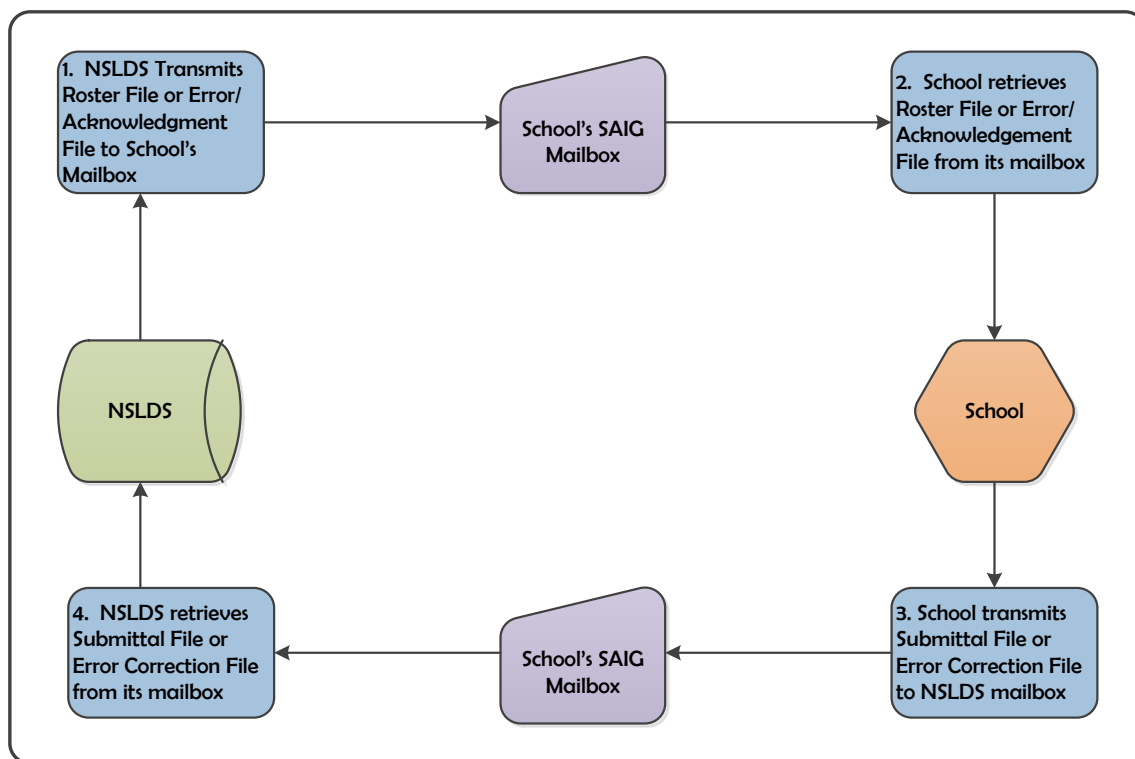



Figure 7-44: Enrollment Reporting Batch Process Flow



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.)

7.14.2 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.

7.14.2.1 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 Class	Process Flow	SAIG Mailbox (send/receive)	Format	Description
EFRFLEOP	From processor (NSLDS) to school/servicer	School/Servicer receives from TG53162	Fixed Width	

EFRCEOP			Comma Delimited	Enrollment Reporting Roster File sent to your school by NSLDS on the schedule created by your school.
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.

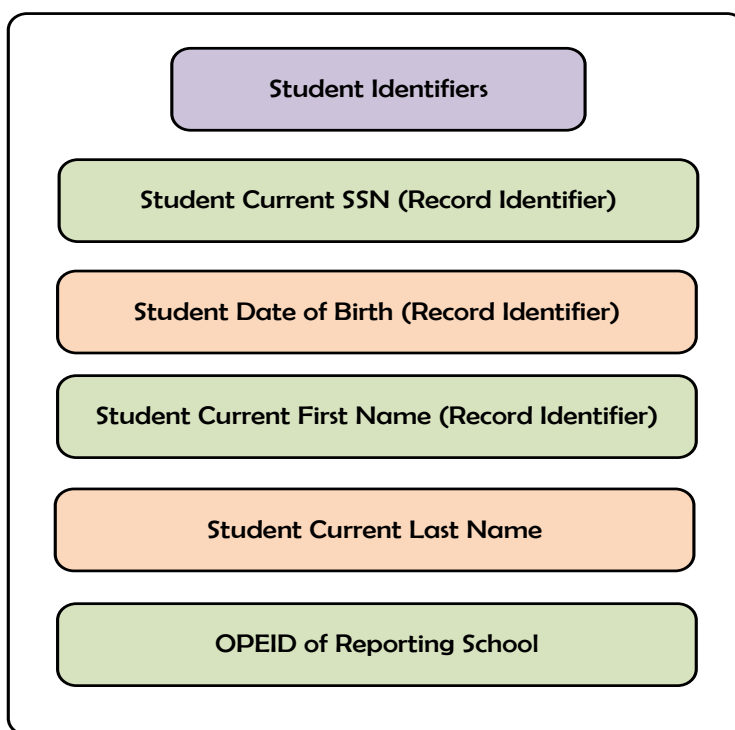


Figure 7-45: Student Identifiers

- **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.

7.14.3 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.

TSM and FAH Profile

Transfer Student Monitoring > TSM and FAH Profile

Transfer Student Monitoring Profile Preferences (TSM)

[Edit Preferences](#)

TSM Point of Contact Info

Title:

Name: sara saea

Phone: 202-918-2746 EXT:

Notification Email: catdog@gmail.com

TSM Inform Preferences

SAIG Mailbox: TG12345

Do You Utilize a Servicer? No

TSM Enrollment Roster Preferences

☒ Add students submitted for TSM to Enrollment Roster?

☐ Add to Roster for all Branches (TSM)?

Monitoring & Alert Preferences

No. of days to Monitor: 30

Alert Method: Web & Batch

SAIG Mailbox: TG12345

Do You Utilize a Servicer? No

Batch Format: Report

Last Updated Information

Last Updated By: Lisa Kimberly

Last Updated On: 04/22/2021

Financial Aid History Profile Preferences (FAH)

FAH Inform Preferences

SAIG Mailbox: TGB0002

Servicer Name: NewSchoolGroup

FAH Enrollment Roster Preferences

☒ Add students submitted for FAH to Enrollment Roster?

☐ Add to Roster for all Branches (FAH)?

Figure 7-46: TSM and FAH Profile Preferences

7.14.4 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.

7.14.4.1 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.

7.14.4.2 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.

7.14.4.3 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.

7.14.4.4 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.

7.14.4.5 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.

7.14.4.6 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.

7.14.4.7 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.

7.14.4.8 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.

7.15 Common Reporting Errors

Below are the most common reporting errors and guidance on how to correct them.

7.15.1 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.

7.15.2 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](#) website.

7.15.3 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
- 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).

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.

7.15.4 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 7-47: Data Collection – COD vs NSLDS

7.15.5 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.

7.15.6 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.

7.16 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 fsaweb enroll.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. These notices are also available on the school's Enrollment Reporting Statistics web page located under the Enrollment tab. 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. See Section 8.1.3 for more information.

8.1.1 Enrollment Reporting Statistics Page

The Enrollment Reporting Statistics page located under the Enrollment tab displays information about the extent and quality of the enrollment reporting provided by schools participating in the federal student aid programs (Figure 8-1). 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 **Threshold Override** button will display in the Enrollment Reporting Statistics page and allow the user to view the exception information.

To access the Enrollment Reporting Statistics, select the Enrollment Reporting Statistics in the Enrollment menu. 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:

- **Roster is LATE**—The most recent Roster for the school (one or more locations at the school) has not been returned and is late.
- **Percent of Students Certified with Program Enrollment is lower than Threshold**—The most recent Percent Certified with Program Enrollment value for the school (school location) falls beneath the applicable threshold.
- **Insufficient Percent of Programs Certified with CIP Year 2020**—The most recent Percent Programs Certified with 2020 CIP Year value for the school (school location) falls beneath the minimum threshold.
- **Compliance Notification Alert**—The school has received a Compliance Notification letter.

Informational icons:

- **Current Compliance Threshold**—The most recent threshold for the school (school location).

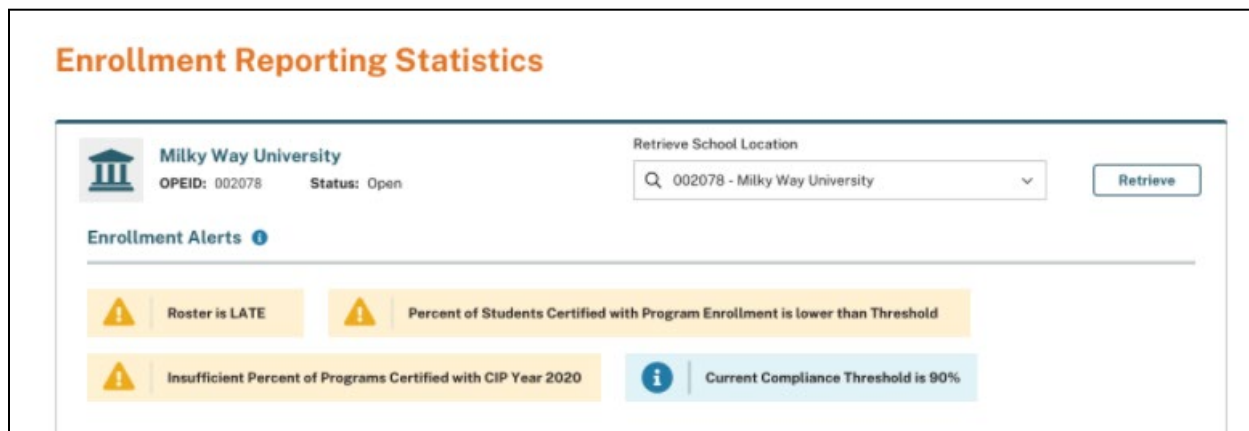


Figure 8-1: Enrollment Reporting Statistics

8.1.2 Certification Statistics

The Certification Statistics section displays information about the extent and quality of the enrollment reporting provided by schools participating in the federal student aid programs (Figure 8-2). 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 section in the Help Text Document found under the Resources tab:

- **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.
- **OPEID**—The eight-digit Office of Postsecondary Education ID of the school location.
- **Students in Portfolio**—The number of students participating in the school or school location's portfolio on the Start Date.
- **Students Certified**—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 Certified With Program Enrollment**—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 of Students Certified**—The percentage of students in the school or school location's portfolio successfully certified during the evaluation period.
- **Percent of Students Certified with Program Enrollment**—The percentage of students in the school or school location's portfolio successfully certified with program enrollment during the evaluation period. Alert icon will display next to the percentage if the school did not meet the compliance threshold.
- **Program Certified with Active Enrollment**—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.
- **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.
- **Program Certified with 2020 CIP Year**—The number of programs certified with active Program Enrollment in CIP Year 2020 for the evaluation period.
- **Percent Program Cert. with 2020 CIP Year**—The percentage of programs certified with active enrollment for the evaluation period that have a 2020 CIP Year.

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.

Certification Statistics

Start Date	Evaluation Date	OPEID	Students in Portfolio	Students Certified	Students Certified with Program Enrollment	Percent of Students Certified	Percent of Students Certified with Program Enrollment	Programs Certified with Active Enrollment
▼ 10/21/2018	01/21/2019	00207801	20,727	20,727	20,727	100%	⚠ 79.48%	2,789
Roster Information			2020 CIP Information					
Roster Records Returned: 11,670,671			Programs Certified with 2020 CIP Year: 9,063,275					
Roster Records in Error Returned: 2,684,254			Percent of Programs Certified with 2020 CIP Year: 72%					
Roster Error Percent: 23%								
➤ 02/19/2020	05/05/2020	00207801	11,670,671	3,141,512	20,727	100%	99.13%	2,789
➤ 03/28/2020	07/30/2020	00207801	6,132,775	13,558,610	20,727	100%	93.94%	2,789
➤ 11/22/2020	05/26/2020	00207801	9,748,674	13,248,977	20,727	100%	⚠ 87.11%	2,789
➤ 01/07/2020	06/25/2020	00207801	11,938,844	8,835,807	20,727	100%	⚠ 89.97%	2,789
➤ 10/30/2020	03/31/2020	00207801	9,602,464	5,750,270	20,727	100%	99.54%	2,789
➤ 03/19/2020	02/27/2020	00207801	11,878,821	6,364,020	20,727	100%	98.79%	2,789
➤ 11/25/2020	05/18/2020	00207801	4,736,322	469,103	20,727	100%	⚠ 85.63%	2,789
➤ 03/04/2020	04/13/2020	00207801	1,056,567	11,823,059	20,727	100%	⚠ 79.51%	2,789
1 of 10 << < Previous Next > >>								

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 located under the Enrollment tab 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 Compliance Notification History section on the Enrollment Reporting Statistics page, which displays information about compliance letters sent to an individual school location (Figure 8-3). The page will display up to 10 Compliance Notification rows at a time, dating back up to 6 months. 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 link under the View PDF column.

Compliance Notification History								
Letter Sent Date	Letter Type	OPEID	Start Date	Evaluation Date	Percent of Students Cert. with Program Enrollment	Percent of Programs Cert. with 2020 CIP Year	Roster Error Percent	View PDF
10/21/2020	Second Warning Letter	00207801	10/21/2020	10/21/2020	99.48%	99.48%	100%	View
08/03/2020	First Warning Letter	00207801	08/03/2020	08/03/2020	99.48%	99.48%	100%	View
12/13/2019	Program Compliance Referral Letter	00207801	12/13/2019	12/13/2019	99.48%	99.48%	100%	View
05/24/2018	Program Compliance Referral Letter	00207801	05/24/2018	05/24/2018	99.48%	99.48%	100%	View
10/27/2017	First Warning Letter	00207801	10/27/2017	10/27/2017	99.48%	99.48%	100%	View
08/20/2017	First Warning Letter	00207801	08/20/2017	08/20/2017	99.48%	99.48%	100%	View
07/14/2016	First Warning Letter	00207801	07/14/2016	07/14/2016	99.48%	99.48%	100%	View
01/19/2016	Program Compliance Referral Letter	00207801	01/19/2016	01/19/2016	99.48%	99.48%	100%	View
12/16/2015	First Warning Letter	00207801	12/16/2015	12/16/2015	99.48%	99.48%	100%	View
07/10/2015	Program Compliance Referral Letter	00207801	07/10/2015	07/10/2015	99.48%	99.48%	100%	View
Showing 10 of 20 result(s).					1 of 2	<< < Previous Next > >>		

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.

8.2 Late Roster Notifications

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 Notifications section on the Enrollment Reporting Statistics page found under the Enrollment tab, which displays information about late Roster letters sent to an individual school location during the previous six months (Figure 8-4). The section displays the following information:

- **Email 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.
- **Roster Date**—The date on which NSLDS sent a new enrollment Roster to the school.
- **OPEID**—The eight-digit Office of Postsecondary Education ID of the school location that received the late Roster notification
- **Recipient Type**—Type of contact who received the letter.
- **Recipient Name**—Name of recipient.
- **Email**—Email address of the recipient.
- **Status**—Status of the email (Not Sent, Sent, Returned).
- **View PDF**—Link to a PDF of the Late Roster Notification.

Late Roster Notifications							Enrollment Submittal Tracking >
Email Date	Roster Date	OPEID	Recipient Type	Recipient Name	Email	Status	View PDF
04/15/2020	02/15/2019	00207801	Enrollment Reporting Contact	Delbert Cassin-Hernandez	dcassin@school.edu	Returned	View
03/12/2020	12/19/2019	00207801	Primary Contact	Katlynn Poulos	kpoulos12@school.edu	Not Sent	View
02/18/2020	11/27/2019	00207801	Enrollment Reporting Contact	Ava Schiller	aschiller@school.edu	Sent	View
01/17/2020	03/16/2019	00207801	Enrollment Reporting Contact	Douglas Pagac	dpagac@school.edu	Sent	View
11/23/2019	06/17/2019	00207801	PEPS-CEO/President	Robert Schulist	aschiller@school.edu	Sent	View
01/28/2019	12/15/2018	00207801	Enrollment Reporting Contact	Johan Jast	jjast@school.edu	Returned	View
08/14/2018	02/19/2018	00207801	Primary Contact	Jeremy Trantow	jtrantow@school.edu	Not Sent	View
02/05/2018	11/27/2017	00207801	Enrollment Reporting Contact	Stephan Boehm	sboehm@school.edu	Sent	View
06/10/2017	03/16/2017	00207801	Enrollment Reporting Contact	Alf Bogan	abogan@school.edu	Sent	View
04/16/2017	12/17/2016	00207801	PEPS-CEO/President	Miracle Fisher	mfisher@school.edu	Sent	View
Showing 10 of 20 result(s).					1 of 2	<< < Previous Next > >>	

Figure 8-4: Late Roster Notifications

8.3 Enrollment Submittal Tracking

The Enrollment Submittal Tracking page under the Enrollment tab is an online page that displays information about batch enrollment Rosters and submittals by schools and school locations, and online enrollment reporting activity (Figure 8-5). 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), Spreadsheet (Enrollment Spreadsheet Submittal uploaded to NSLDS via NSLDS FAP), and Web (including Enrollment Maintenance, Update Enrollment, and Enrollment History Updates). 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.

Enrollment Submittal Tracking

The Enrollment Submittal Tracking page displays information about Enrollment rosters and submittals. School users can view rosters and submittals for their school and associate school locations.

Filter Options

Change the display location to school code to display your all of your administration's portfolio submittal file details.

Retrieve School Location

Q 00104778 - JAMES MADISON UNIVERSITY - Branch A

Date Processed Begin Date

MM/DD/YYYY

Date Processed End Date

MM/DD/YYYY

Submission Method

☒ Roster
☒ Submittal
☒ Supplemental
☒ Web
☒ Spreadsheet

Reset
Apply

Submittal Detail History

Export to CSV
[Expand All](#) / [Collapse All](#)

OPEID	Date Sent / Received	Date Processed	Type	Total Records	Total Bundles	View File Detail
▼ 00104778	07/02/2020	07/02/2020	Web	646,025	139	
School Name: JAMES MADISON UNIVERSITY - Branch A			<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <div> Bundles in Error: N/A Campus Records: 145 Program Records: 151 </div> <div> Percent Valid: N/A Email Records: N/A Unique Students: 145 </div> <div> SAIG Mailbox: N/A Program Identifier Change Records: 26 </div> </div>			
<div style="display: flex; justify-content: space-around; font-size: 0.8em;"> Total Bundles: Valid Bundles: </div> <div style="font-size: 1.5em; font-weight: bold; margin-top: 5px;">145</div> <div style="font-size: 1.5em; font-weight: bold; margin-top: 5px;">N/A</div>						
➤ 00104778	07/02/2020	07/02/2020	Submittal	646,025	139	View
➤ 00104778	07/02/2020	07/02/2020	Supplemental	646,025	139	View

Figure 8-5: Enrollment Submittal Tracking

The Filter Options allow you to filter the enrollment submittal data displayed on the page. The following options are available:

- **Retrieve School Location:** Identifies school-level view for the school, or the selection of an individual school location for viewing.
- **Date Processed Begin Date:** Retrieve enrollment submittals processed on or after the selected date
- **Date Processed End Date:** Retrieve enrollment submittals processed on or before the selected date
- **Submission Method:** 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.
- Spreadsheet: The school-certified enrollment information submitted by spreadsheet via web

After selecting the desired options, click the **Apply** button to display the Submittal Detail History below. The Submittal Detail History displays the following information for each file:

- **OPEID:** The eight-digit Office of Postsecondary Education Identification number (OPEID) associated with the detail records.
- **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 file type.
 - Roster-NSLDS sent a batch Enrollment Reporting Roster to the school.
 - Submittal-NSLDS received a batch Enrollment Reporting submission 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 on this site.
 - Spreadsheet: The school submitted enrollment information using the Enrollment Spreadsheet Submittal page on this site.

Total Records: The total number of records contained in the file, including headers and footers.

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.

For each file, you can expand to view more specific details, including:

- **School Name:** Name of the school location
- **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.
- **SAIG Mailbox:** The Student Aid Internet Gateway (SAIG) mailbox the file was sent to or received from. School information:
- **Campus Records:** The total number of Campus-Level Records for that school location
- **Email Records:** The total number of Email-Level Records for that school location included in the file.
- **Program Identifier Change Records:** Number of Program Identifier Change records included
- **Program Records:** The total number of Program-Level Records for that school location included in the file.
- **Unique Students:** The total number of unique students 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 Students are not produced for Supplemental submittal files.

8.4 Enrollment Certification by Quarter

The Enrollment Certification by Quarter located on the Enrollment Reporting Statistics page under the Enrollment tab, then clicking the Certification By Quarter button at the bottom of the page. The page that displays a quarterly count by enrollment status of certified enrollments received by NSLDS during the four most recent calendar quarters (Figure 8-6). 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. Note that the count is based on when NSLDS

received the certification, not by the certification date. 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. Use the Retrieve School Location to view details at the school level or the individual location level within the school family.

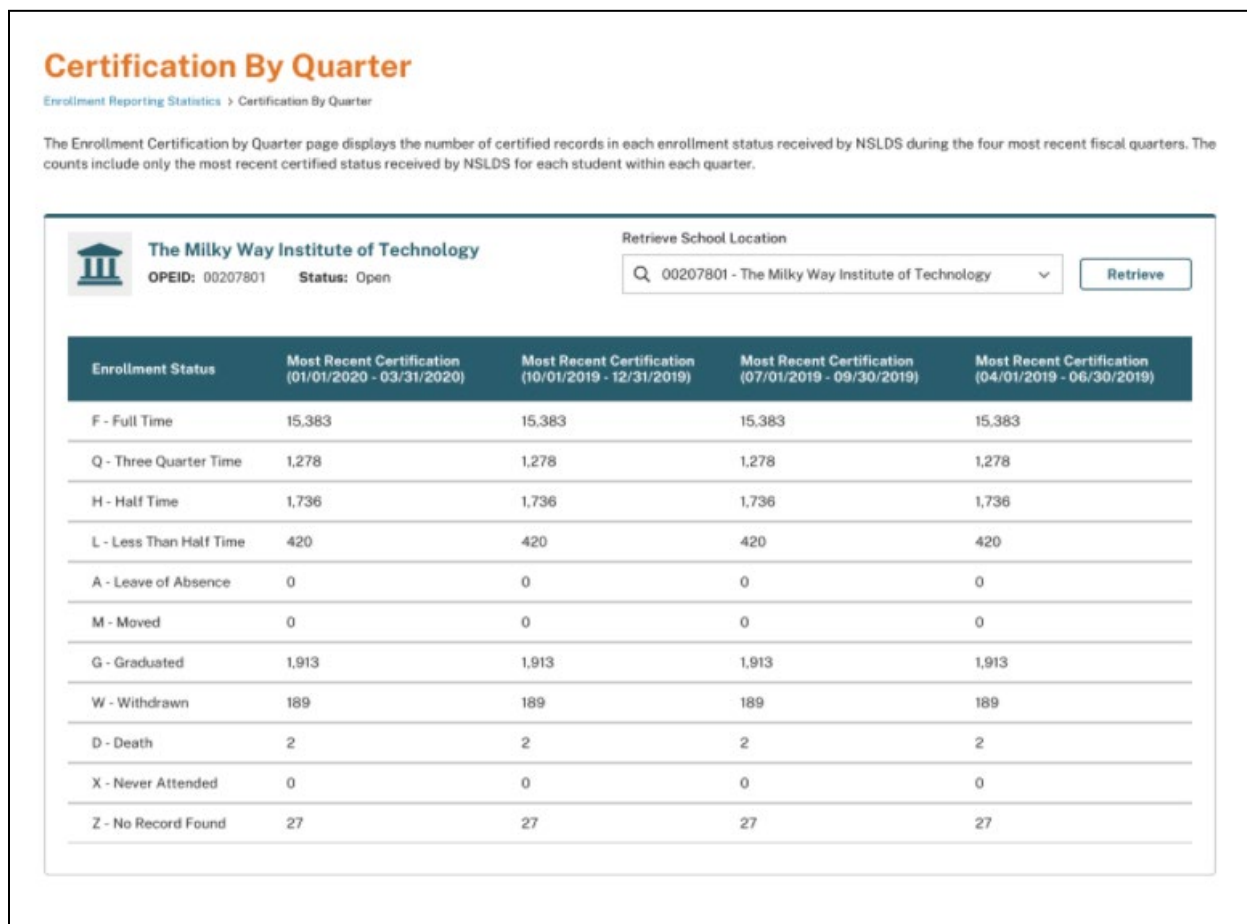


Figure 8-6: Enrollment Certification by Quarter

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.

To access reports, select the Reports tab, then click on the link to the NSLDS Reports Tool. Selecting the link will open a separate browser window. You will be automatically logged-into the Reports Tool with the username you provided to the NSLDS website. Pop-Up blockers may prevent the window from opening; please turn off all Pop-Up

blockers. If you have any issues accessing the NSLDS Reports Tool website, contact NSLDS Customer Service Call Center at (800) 999-8219.

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 OPEID 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 OPEID field.

In the Reports , select Team Content > NSLDS > Enrollment and 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 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 OPEID(s) in the report.

ENLST1 Enrollment Statistics Report - Excel Download

Enrollment

All fields marked with an asterisk (*) are required.

Report Prompt Options

School Search

School Code

School Name Contains

School State Code

School City Contains

Search

School Code *

* - All School Group Codes

OPEID *

Evaluation Date End *

2022

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Summary Level *

School Code

Prior Weeks in Range *

Sort By *

School Code, OPEID, Start Date

Cancel **Generate**

Figure 8-7: Enrollment Statistics Report

8.5.2 Enrollment Reporting Statistics Backup Detail Report

The Enrollment Reporting Statistics Backup Detail Report (SCHCB1) 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 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 shows a web form titled "SCHCB1 Enrollment Statistics Backup Detail Report". At the top, there is a header bar with the text "SCHCB1 Enrollment Statisti ... Width) & Excel Download" and a dropdown arrow. Below the header, a red message states: "All fields marked with an asterisk (*) are required." The form is divided into two main sections: "SAIG Options" and "Report Prompt Options".

SAIG Options

Send Report to SAIG
No (dropdown menu)

Please note reports can only be sent to SAIG when scheduled or run in background from a personal folder

Report Prompt Options

School Search

School Code (text input)
School Name Contains (text input)
School State Code (text input)
School City Contains (text input)
Search (button)

School Code * (large text input area)

OPEID (text input with asterisk)

Sort By * (dropdown menu with "SSN" selected)

Evaluation Month (dropdown menu)

Evaluation Year (dropdown menu)

Figure 8-8: 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. In the Reports tool, select Team Content > NSLDS > Enrollment and select the report. 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.

The screenshot displays the 'Enrollment' section of the SCHCR1 Enrollment Report interface. At the top, a blue header bar contains the text 'SCHCR1 Enrollment Report ... Report - Excel Download'. Below this, a dark teal bar reads 'Enrollment'. A red note states: 'All fields marked with an asterisk (*) are required.' The 'Report Prompt Options' section includes several input fields: 'School Search' with sub-fields for 'School Code', 'School Name Contains', 'School State Code', and 'School City Contains'; a 'School Code *' field with a large text area; an 'OPEID *' field with a small text area marked with an asterisk; 'Letter Sent On or After *' with a date picker set to 'Jan 1, 0001'; 'Letter Sent On or Before *' with a date picker set to 'Dec 31, 9999'; and a 'Sort By *' dropdown menu. A 'Search' button is located below the school search fields. At the bottom right, there are 'Cancel' and 'Generate' buttons.

Figure 8-9: 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.

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.

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.

SCHET1 Enrollment Submittal ... Report - Excel Download

Enrollment

All fields marked with an asterisk (*) are required.

Report Prompt Options

School Search

School Code *

School Name Contains

School State Code

School City Contains

Search

School Code *

* - All School Group Codes

OPEID *

SAIG Mailbox *

SAIG Mailbox *

Include Rosters *

Y

Include Submittals *

Y

Include Supplementals *

Y

Include Spreadsheets *

Y

Include Web *

Y

Date Processed Begin *

Jan 1, 0001

Date Processed End *

Dec 31, 9999

Sort By *

Date Processed Descending, OPEID Ascending

Cancel

Generate

Figure 8-10: 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.

In the Reports tool, select Team Content > NSLDS > Enrollment and select the report. 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 both ad-hoc requests 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).

Figure 8-11: 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 PDF report and therefore does not have a file layout.

The screenshot shows a web application interface for generating an enrollment report. At the top, a blue header bar contains the text "SCHER1 Enrollment Reportin ... Report - PDF Download" and navigation icons. Below the header, a dark teal bar displays the word "Enrollment". A red note states: "All fields marked with an asterisk (*) are required." The form is organized into three main sections. The first section, "Search By OPEID/Region Code *", includes a dropdown menu currently set to "OPEID". The second section, "School Search", contains five text input fields: "School Code", "School Name Contains", "School State Code", and "School City Contains", followed by a blue "Search" button. The third section, "Code Value *", features a dropdown menu set to "All Schools" and a red warning message: "This value box is contingent on the value selected for the Search By box." Below these sections are two date pickers labeled "Begin Date *" and "End Date *", with pre-filled values of "Jan 1, 0001" and "Dec 31, 9999" respectively. At the bottom right, there are two buttons: "Cancel" and "Generate".

Figure 8-12: 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.

The screenshot shows a web application interface for generating an enrollment report. At the top, a blue header bar contains the text "SCHER4 Enrollment Reporti ... Width) & Excel Download" and some icons. Below the header, a dark blue bar with the word "Enrollment" in white is visible. The main content area has a light gray background. A red note at the top states: "All fields marked with an asterisk (*) are required." Below this, there are two sections: "SAIG Options" and "Report Prompt Options". In the "SAIG Options" section, there is a "Send Report to SAIG" label and a dropdown menu currently set to "No". A red note below this says: "Please note reports can only be sent to SAIG when scheduled or run in background from a personal folder". The "Report Prompt Options" section contains several search filters: "School OPEID Search" with fields for "OPEID", "School Name Contains", "School State Code", and "School City Contains"; a "Search" button; and a "Sort By *" dropdown menu currently set to "Student SSN". To the right of these filters is a large "OPEID" field with a dropdown menu showing "* - All OPEIDs". Further right is an "Extract Date *" field with a date picker set to "Dec 31, 9999". At the bottom right of the form are two buttons: "Cancel" and "Generate".

Figure 8-13: 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. In the Reports tool, select Team Content > NSLDS > Enrollment and select the report.

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.

> SCHER8 ER Program Level Certifica ... & Excel Download ▾

Enrollment

All fields marked with an asterisk (*) are required.

SAIG Options

Send Report to SAIG

No ▾

Please note reports can only be sent to SAIG when scheduled or run in background from a personal folder

Report Prompt Options

School Search

School Code

School Name Contains

School State Code

School City Contains

Search

School Code *

* - All School Group Codes

OPEID

*

Roster Activity Date *

Jun 30, 2022

Sort by

Student SSN ▾

Figure 8-14: 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. In the Reports tool, select Team Content > NSLDS > Enrollment and select the report.

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.

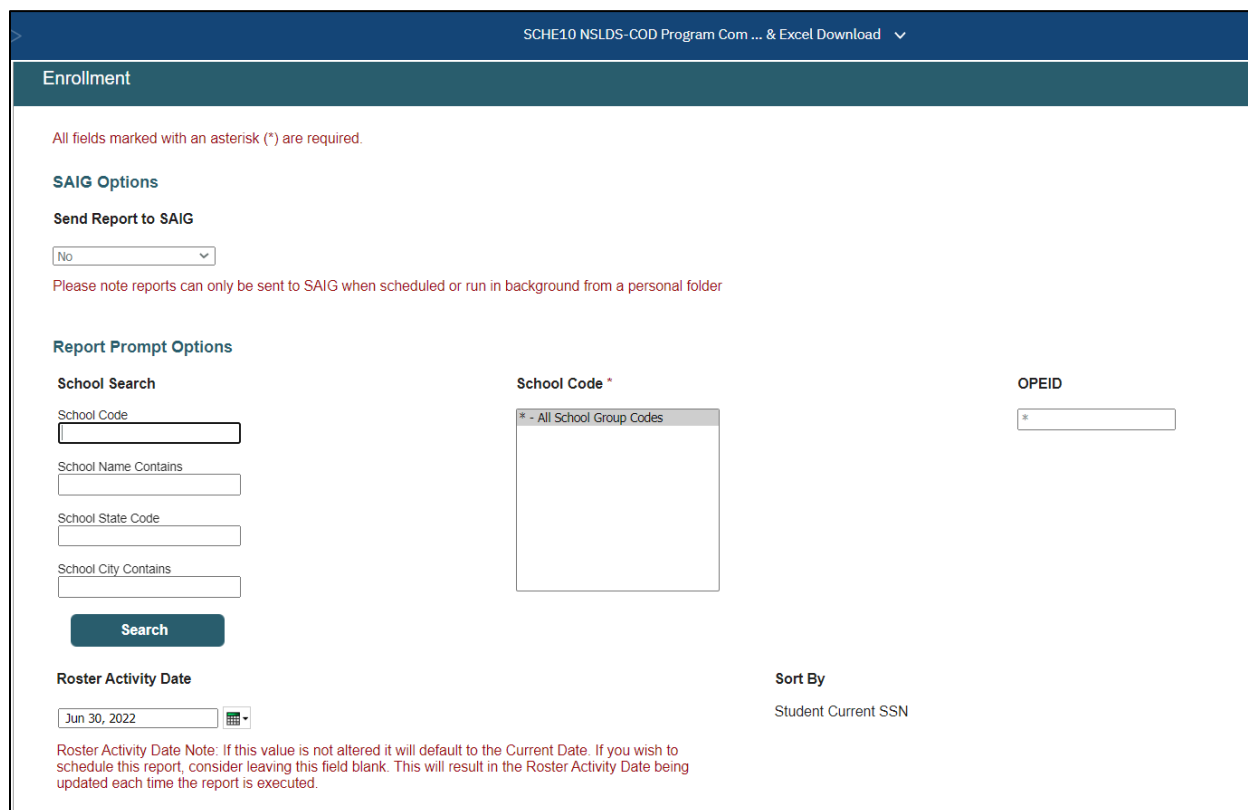


Figure 8-15: NSLDS–COD Program Comparison Report

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'

The screenshot shows a web form titled "SCHLC1 Late Enrollment Certifications Report" with a dropdown for "Excel Download". A red note states: "All fields marked with an asterisk (*) are required." The form is divided into sections: "SAIG Options" with a "Send Report to SAIG" dropdown set to "No" and a note that reports can only be sent to SAIG when scheduled or run in background from a personal folder; "Report Prompt Options" which includes a "School Search" section with fields for "OPEID", "School Name Contains", "School State Code", and "School City Contains", a "Search" button, and a "Not Reported After Date" field set to "Jun 30, 2022" with a calendar icon and a note that this is a static date; and a "Sort by" dropdown set to "SSN". A large "OPEID *" field is also present on the right side of the form.

Figure 8-16: 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 (SCHEP1) 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.

SCHEP1 Enrollment Reporting No C... & Excel Download

Send Report to SAIG
No

Please note reports can only be sent to SAIG when scheduled or run in background from a personal folder

Report Prompt Options

School Search
 School Code
 School Name Contains
 School State Code
 School City Contains
 Search

School Code *
 * - All School Group Codes

OPEID *

Time Frame Selection*
 Use Certification Date Begin

Certification Date Begin*

Student SSN Begin *
 000000000

Student SSN End *
 999999999

Student Last Name Begin
 A

Student Last Name End
 Z

Sort By
 SSN

Cancel Generate

Figure 8-17: Enrollment Reporting No Certified Programs Report

8.5.14 Enrollment Reporting Graduated/Withdrawn Campus Report

The Enrollment Reporting Graduated/Withdrawn Campus Report (SCHEC1) 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 and Scheduled 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.

SCHEC1 ER Graduated With ... Width) & Excel Download ▾

All fields marked with an asterisk (*) are required.

SAIG Options

Send Report to SAIG

No ▾

Please note reports can only be sent to SAIG when scheduled or run in background from a personal folder

Report Prompt Options

School Search

School Code

School Name Contains

School State Code

School City Contains

Search

School Code *

OPEID

Status * Both ▾

Time Frame Selection *

Use Status Effective Date Begin/Status Effective Date End ▾

Status Effective Date Begin *

Status Effective Date End *

Time Frame Selection Note: If you wish to schedule this report, consider using either the "Last 1 Month" or "Last 3 Months" option which is automatically updated each time the report is generated.

Sort By

Student SSN ▾

Figure 8-18: Enrollment Reporting Graduated/Withdrawn Campus Report

8.5.15 Enrollment Reporting Graduated/Withdrawn Program Report

The Enrollment Reporting Graduated/Withdrawn Program 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 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 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.

SCHEP4 ER Graduated With ... Width) & Excel Download

SAIG Options

Send Report to SAIG

No

Please note reports can only be sent to SAIG when scheduled or run in background from a personal folder

Report Prompt Options

School Search

School Code

School Name Contains

School State Code

School City Contains

Search

School Code *

OPEID

Status *

Time Frame Selection *

Use Status Effective Begin/End Date

Time Frame Selection Note: If you wish to schedule this report, consider using either the "Last 1 Month" or "Last 3 Months" option which is automatically updated each time the report is generated.

Status Effective Date Begin

Status Effective Date End

Student SSN Begin

Student SSN End

Student Last Name Begin

Student Last Name End

Sort By

Student SSN

Figure 8-19: 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](#).

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.
- ✓ NSLDS provides several reports for schools to manage their enrollment reporting portfolios.