



Number 63

March 2019

### Summary

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

- Enrollment Reporting Enhancements
  - Enrollment Reporting Edits
  - New Enrollment Reporting (ER) Supplemental Submittal File
  - Enhancements to Enrollment Update Advanced Search Options
- Previously Retrieved Borrower Search

### Enrollment Reporting Enhancements

#### Enrollment Reporting Edits

Enrollment Reporting edits have been relaxed to allow schools to account for the following situations found in enrollment rosters:

- Program-level enrollment data with an invalid or future Program Begin Date
- Inconsistencies between Credential Level and Special Program Indicator (e.g., 'A' Selective Admission Associate Degree Program is not reported with Credential Level '02')

Prior to this change, schools were presented with error code 66 (for Program Begin Date) and/or 67 (for Credential Level and Special Program Indicator) when correcting enrollment data. Now schools may report an Enrollment Status of 'X' (Never Attended) or 'Z' (No Record Found) in these situations.

#### New Enrollment Reporting (ER) Supplemental Submittal File

Over the years, schools have asked for the option to provide NSLDS with enrollment reporting file updates outside of their normal reporting schedule. While NSLDS offers online updates to enrollment reporting, schools requested a method to provide ad hoc updates through the normal file submission process. In response to these requests, we are pleased to announce the Enrollment Reporting Batch Process has been enhanced to accept an Enrollment Reporting (ER) Supplemental Submittal file. The new ER 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).

NSLDS processes the ER Supplemental Submittal file in the same manner as the existing Enrollment Reporting file with two exceptions. First, a school must indicate an ER 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, the ER Supplemental Submittal file will not generate an Error/Acknowledgement file. The ER Supplemental Submittal file can be submitted in both fixed-width and comma-separated values (CSV) file format.

*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: <ul style="list-style-type: none"> <li>'NSLDS ENRL SUPPLEMENTAL'</li> </ul>	Char.	26	M
55	55	File Type	Add the following valid value: <ul style="list-style-type: none"> <li>'S' (Supplemental Submittal)</li> </ul>	Char.	1	M

Although an Error/Acknowledgement file is not returned, schools may confirm receipt of the ER Supplemental Submittal file on the Enrollment Submittal Tracking page. Access the Enrollment Submittal Tracking page via the Enrollment Reporting Profile page under the Enroll Tab of the [NSLDS Professional Access](#) website (see example below). Since errors are excluded from the Error/Acknowledgement file, data in the following Submittal Detail fields are displayed as 'N/A':

- Valid Bundles
- Bundles in Error
- Percent Valid
- Campus Records
- Program Records
- Email Records
- Unique Borrowers



Return To Enrollment Reporting Profile

Name: NORTH SOUTH UNIVERSITY  
Code: 06789900 Type: School

## Enrollment Submittal Tracking



### Display Options

School Code: 067899  
School Location Code: 06789900  
Organization Level: ☐ School ☒ School Location  
File Types: ☒ Roster ☒ Submittal ☒ Supplemental ☒ Web  
Date Processed Begin: 02/01/2019 (MMDDCCYY)  
Date Processed End: 02/28/2019 (MMDDCCYY)

Apply



### Submittal Details

File-Level Information						School Information								
	Date Sent / Received	Date Processed	Type	Total Records	SAIG Mailbox	OPEID	Total Bundles	Valid Bundles	Bundles in Error	Percent Valid	Campus Records	Program Records	Email Records	Unique Borrowers
1	02/21/2019	02/21/2019	Supplemental	1,202	TG54560	06789900	30	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2	02/11/2019	02/11/2019	Submittal	1,202	TG54560	06789900	300	290	10	96.67%	300	350	15	300
3	02/01/2019	02/01/2019	Roster	1,202	TG54560	06789900	210	N/A	N/A	N/A	210	260	N/A	210



PRIVACY ACT OF 1974 (AS AMENDED)

Additionally, students and programs certified as a result of an ER Supplemental Submittal file are included in the Enrollment Reporting Statistics calculation, while the errors are not. ER 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.

It is important to note the ER Supplemental Submittal file is not a replacement for responding to an Enrollment Roster and does not replace existing Enrollment Rosters or reporting requirements. As a reminder, Enrollment Rosters are to be returned within 15 days of the date that NSLDS sends a roster file to the school or its third-party servicer. If a school only reports using the ER Supplemental Submittal file, they will receive Late Roster Notifications as a reminder of their obligation to complete and return the Enrollment Roster to NSLDS within 15 days of receipt.

Refer to the [NSLDS Enrollment Reporting Guide](#), Appendix A-1 and A-2 for more information about Enrollment Reporting Statistics, the Enrollment Reporting Roster File Record Layouts, and Reporting Instructions.

## Enhancements to Enrollment Update Advanced Search Options

New advanced search options have been added to the Enrollment Update page under the Enroll Tab of the [NSLDS Professional Access](#) website. The new advanced search options give schools a more simplistic ways of searching at the program level, rather than at the campus level enrollment.

The following advanced search options have been added to the Enrollment Update page:

- Classification of Instructional Program (CIP) Code
- Credential Level
- Published Program Length in Years
- Special Program Indicator

The screenshot displays the NSLDS Professional Access website interface. At the top, the NSLDS logo is on the left, and navigation tabs (Menu, Aid, Enroll, GE, Org, Report, Tran) are in the center. On the right, there are icons for help, search, and close. Below the tabs, a teal banner contains links: Enrollment Summary | **Enrollment Update** | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal. A status bar below the banner shows: FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2.

Below the status bar, a box displays user information: Name: NORTH SOUTH UNIVERSITY, Code: 06789900, Type: School.

A blue information icon is followed by the text: "Clicking Retrieve will return entire Portfolio in SSN order. All Search values are optional."

The main heading is "Enrollment Update". Below it, the "Primary Search Options" section includes a "Retrieve/Sort by:" dropdown menu set to "SSN (Default)", a "Begin Value:" text input field, and an "Exact Match Only" checkbox.

The "Advanced Search Options" section is divided into two parts. The top part, "Campus Enrollment", is partially obscured by a wavy line. The bottom part, "Program Enrollment", is highlighted with a red border and contains the following search criteria:

- CIP Code:** A text input field.
- Published Prog. Lgth. in Yrs. Begin:** A text input field with a dropdown arrow.
- End:** A text input field with a dropdown arrow.
- Credential Levels (Check all that apply):** A list of checkboxes for various credential levels: 01 - Undergraduate Certificate, 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, and 99 - Non-Credential Program.
- Special Program Indicator (Check all that apply):** A list of checkboxes for special program indicators: A - Special Admission Associate Degree, B - Bachelor's Degree Completion, N - Not Applicable, P - Prep. Coursework Graduate Professional, T - Non-Credential Teacher Certification, U - Prep. Coursework Undergraduate, and No Value.

At the bottom of the "Program Enrollment" section is a "Retrieve" button. The footer of the page features a teal bar with a home icon on the left and the text "PRIVACY ACT OF 1974 (AS AMENDED)" in the center.

A student's enrollment is always certified at the school location by the bundle. As a result, when the program-level advanced search options are used for a particular program for a student at a given location, the results on the Enrollment Maintenance page will display the student's campus-level enrollment, as well as any other programs for the student that currently appear on that location's Enrollment Reporting roster.

### Previously Retrieved Borrower Search

The [NSLDS Professional Access](#) website has been enhanced to include the new Previously Retrieved Borrower search. This new functionality allows school users to select from a list of up to twenty borrowers the user has previously viewed. The most recently retrieved borrower will appear first in the list.

The screenshot displays the NSLDS Professional Access website. At the top, it features the 'Federal Student Aid' logo, the text 'PROUD SPONSOR of the AMERICAN MIND™', and the 'National Student Loan Data System (NSLDS)' title. Below this is a navigation bar with tabs for Menu, Aid, Enroll, GE, Org, Report, and Tran. A secondary navigation bar lists various options: Loan History, Overpayment List, Grants, Delinquent Borrowers, Exit Counseling History, Student Contact Info, Student Access Interface, Reaffirmation History, Perkins Submittal, and SSN Conflict. The main search area includes fields for SSN, First Name, and DOB, with a 'Retrieve' button. A dropdown menu for 'Previously Retrieved Borrower' is open, showing a list of borrowers with their SSNs and dates of birth. The list includes: MAX 07/02/1970, KIRA 09/02/1982, TOM 01/05/1983, THOMAS 03/06/1986, MICHELLE 12/06/1983, JOE 08/23/1984, AYISHA 04/11/1975, WANDA 03/19/1993, and RICHARD 09/05/1995. Below the dropdown is a 'No student c' button. The footer contains links for FOIA, Privacy, Security, and Notices, along with WhiteHouse.gov, USA.gov, and ED.gov.

When a borrower is selected from the list, the borrower's three identifiers (SSN, First Name, and DOB) autofill in the search boxes above. Click retrieve to view that individual's information.

The Previously Retrieved Borrower search option is available on the following pages of the [NSLDS Professional Access](#) website:

- Loan History
- Overpayment
- Grant
- Exit Counseling
- Student Contact Information
- Student Access Interface
- Reaffirmation History
- Enrollment Summary
- Enrollment Detail

- Program Enrollment Detail
- Enrollment Timeline
- Subsidized Usage
- Maximum Eligibility Timeline

### **Customer Service Reminder**

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

The NSLDS Customer Support Center at 1-800-999-8219 is available Monday through Friday from 8 a.m. to 9 p.m. Eastern time (ET). You may also contact Customer Support by email at [nslds@ed.gov](mailto:nslds@ed.gov). Callers in locations without access to 800 numbers may call 785-838-2141.