

The background of the slide features the official seal of the United States Department of Education. It is a circular emblem with a purple outer ring containing the text "DEPARTMENT OF EDUCATION" at the top and "UNITED STATES OF AMERICA" at the bottom, separated by a star. The center of the seal depicts a large, leafy green tree with a brown trunk and roots, set against a light blue background with yellow sunburst rays emanating from behind the tree.

Gainful Employment

Webinar #4

Additional Information on the Gainful Employment Reporting Process

October 13 and 14, 2011



Gainful Employment Statute

- An educational program is Title IV eligible only if the program:
 - Is offered by a public or non-profit institution and leads to a degree; or
 - Is offered at any institution and “leads to gainful employment in a recognized occupation”.
 - Referred to as a Gainful Employment Program or a GE Program.



Gainful Employment Programs

- Proprietary institutions and postsecondary vocational institutions –
 - All programs, except for -
 - Programs leading to a baccalaureate degree in liberal arts offered since January 2009 that has been regionally accredited since October 2007.
 - Preparatory course work necessary for enrollment in an eligible program.



Gainful Employment Programs

- Public institutions and not-for-profit institutions –
- All programs, except for -
 - Programs that lead to a degree;
 - Programs of at least two years in length that are fully transferable to a bachelor's degree program; and
 - Preparatory course work necessary for enrollment in an eligible program.



Gainful Employment Regulations

- Two sets of Final Rules published on October 29, 2010, with effective dates of July 1, 2011
 - Program Integrity – Including Gainful Employment Reporting and Disclosures
 - Gainful Employment – New Programs
- Final Rules on metrics to define gainful employment published on June 13, 2011



Gainful Employment Annual Submission

Institution must annually submit information on students enrolled in programs leading to gainful employment in a recognized occupation.

Information on reporting was provided in the [***Dear Colleague Letter GEN-11-10.***](#)

Attachment to DCL GEN 11-10 lists the data fields [***GEN-11-10: Gainful Employment Reporting Draft Data Elements List in MS Word, 32 KB, 5 Pages***](#)



GE Data Reporting

The Department has established a process to submit, view, and update GE data using NSLDS.

- Resource - [NSLDS Gainful Employment User Guide](#)
 - Found at <http://ifap.ed.gov/GainfulEmploymentInfo/index.html>
 - Provides instruction for GE reporting enrollment.
 - Provides file layout and submission instructions.



GE User Guide

- Several versions of the GE User Guide have been posted
- Most current is Version 4.0 released on September 22, 2011



Basics of Reporting



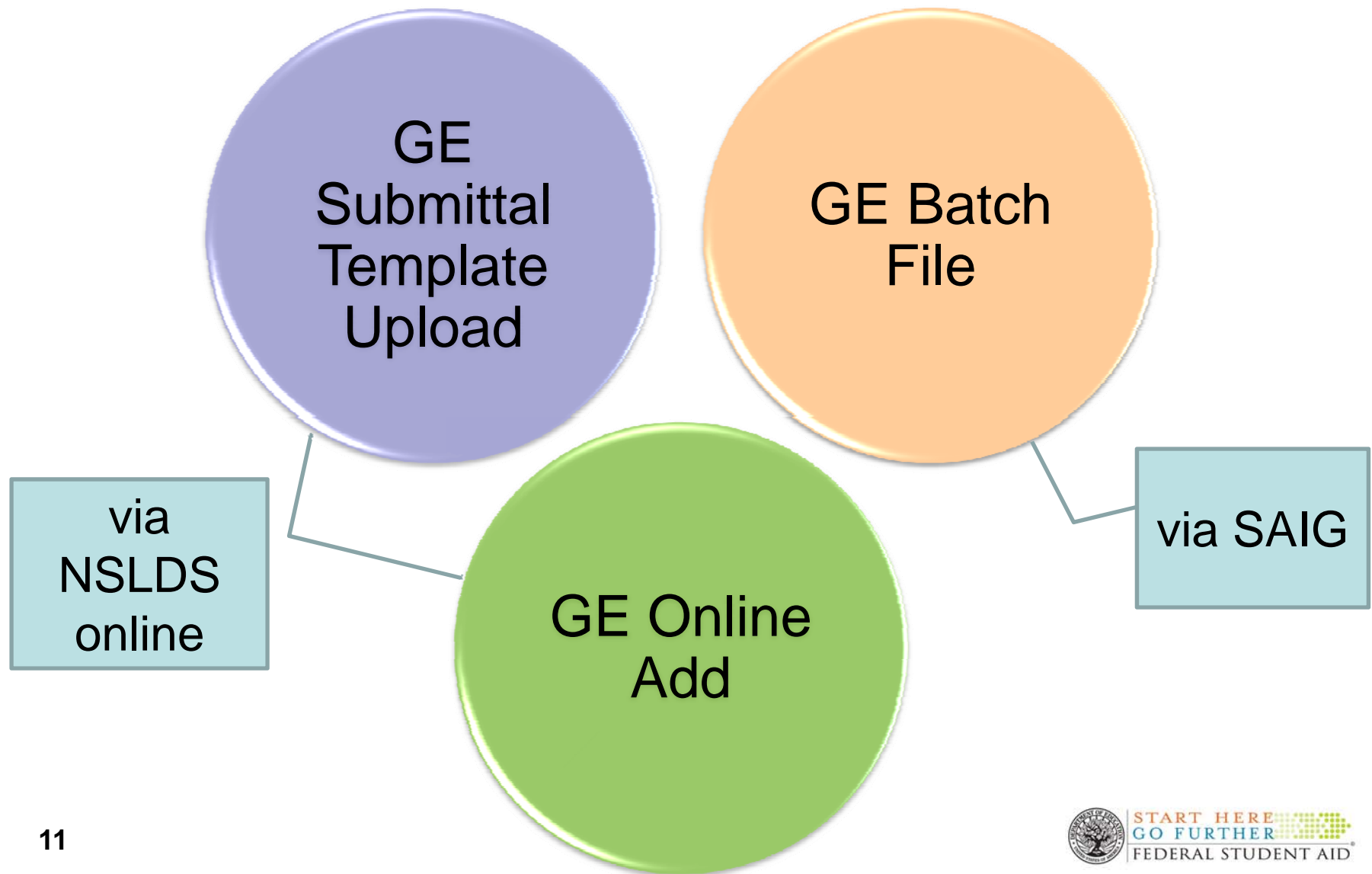
Basics of Reporting

Multiple methods of providing data

- GE Submittal Template Upload
- GE Batch File
 - Fixed Width Format
 - Comma Separated Values (CSV) Format
- GE Online Add



Basics of Reporting

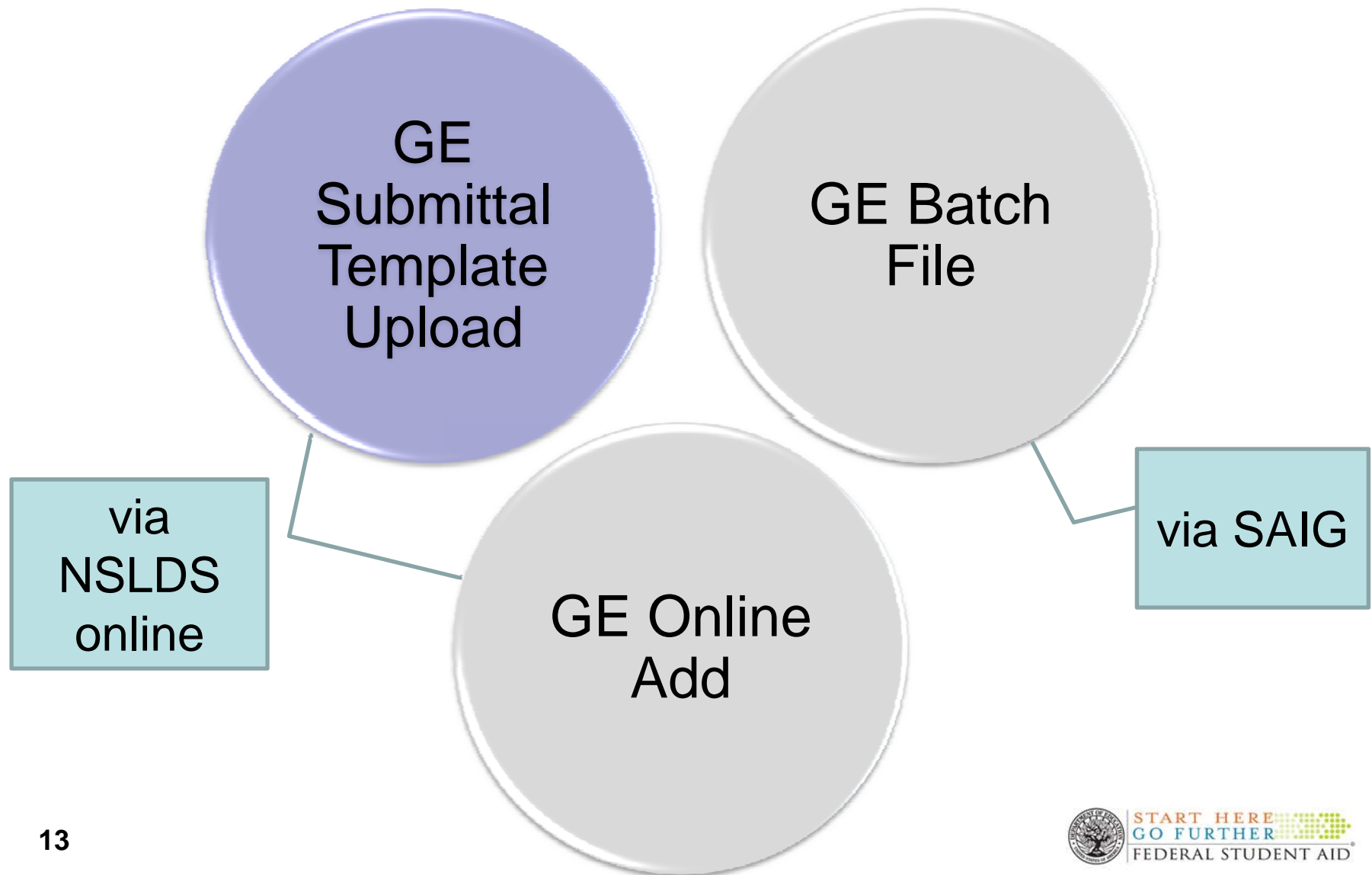




GE Submittal Template



Basics of Reporting – GE Submittal Template





Basics of Reporting – GE Submittal Template

GE Submittal Template

- Available on fsadownload.ed.gov
- Pre-formatted template for data entry with instructions and data rules attached
- Can be uploaded directly to NSLDS Professional Access web site
- Up to 50 records can be uploaded at a time
- Can be Cut/Paste from a separate spreadsheet
- See [NSLDS Newsletter #34](#) for specific instructions on how to Cut/Paste with the GE Submittal Template.

Basics of Reporting – GE Submittal Template

The screenshot shows the Microsoft Excel interface with the 'GE Submittal Template' spreadsheet open. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Acrobat. The spreadsheet has columns labeled A through L and rows 1 through 24. The header row (row 2) contains the following labels: Award Year (CCYYCCYY), Student Social Security Number (No Dashes), Student First Name, Student Middle Name, Student Last Name, Student Date of Birth (MM/DD/CCYY), Institution Code (8 Digit OPEID), Institution Name, GE Program Indicator, Program Name, CIP Code, and Credential L. A yellow callout box in cell A4 contains the text 'Data Input Enter the award year in ccyyccyy format.' with a blue arrow pointing to cell A3. Another blue arrow points from the text 'Data tips to help with entry' to the same callout box. A third blue arrow points from the text 'Specific instructions for template' to the 'Instructions' tab in the bottom status bar. The status bar also shows 'Upload File', 'Ready', and a zoom level of 100%.

Data tips to help with entry

Specific instructions for template



Basics of Reporting – GE Submittal Template

- Notice that date formats in the template differ from those for other reporting methods.
 - Date fields in template are mm/dd/ccyy

Example of **properly** formatted date:

fx	01/03/1980
D	
Student's Date of Birth	
01/03/1980	

Function Bar Display

Date Field Selected

Examples of **improperly** formatted dates:

fx	11/3/1980
D	
Student's Date of Birth	
11/3/1980	

fx	1/3/1980
D	
Student's Date of Birth	
1/3/1980	

Function Bar Display

Date Field Selected



Basics of Reporting – GE Submittal Template

- After data has been entered into the Submittal Template it can be uploaded to NSLDS
- Any errors which exist in the records will be identified during upload
- Records without errors WILL be submitted to NSLDS
- Records with errors will NOT be submitted to NSLDS

Basics of Reporting – GE Submittal Template



National Student Loan Data System (NSLDS)



[Menu](#) [Aid](#) [Enroll](#) [Org](#) [Report](#) [Tran](#)



[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#) | [Exit Counseling Submittal](#) | [GE List](#) | [GE Reporting List](#) | [GE Submittal](#)

Logged on as: POLLYANNA SMYTH from [NORTH SOUTH UNIVERSITY](#)

Name: NORTH SOUTH UNIVERSITY
Code: 06789900 Type: School

Gainful Employment Spreadsheet Add


1 record has been successfully added.

Unable to process information for records identified by error icon(s). Please place cursor over the icon(s) for details.

Check All		Line item numbers match to rows in the spreadsheet.			
<input checked="" type="checkbox"/>	2	SSN: FORMULA OPEID: 06789900	NAME: Georgia Brown INSTITUTION NAME: North South University	DOB: 09/01/1987	
Enrollment Data:	Award Year: 20082009	GE Program Indicator: Y	Program Name: Culinary Arts		
	CIP Code: 120500	Credential Level: 01	Medical or Dental Internship or Residency: N		
	Program Attendance Begin Date: 01/03/2009	Program Attendance Begin Date for This Award Year: 01/03/2009	FFEL or Direct Loan: Y		
Post Enrollment Data:	Program Attendance End Date:	Private Loans Amount:	Institutional Financing Amount:		Tuition and Fees Amount:
	Enrolled in Another Program:	CIP Code of Other Program:	Credential Level of Other Program:		
	Program Name of Other Program:	GE Program Indicator of Other Program:	OPEID of Other Program Institution:		
	Institution Name for Other Program:				
<input checked="" type="checkbox"/>	3	SSN: FORMULA OPEID: 06789900	NAME: Georgia Brown INSTITUTION NAME: North South University	DOB: 09/01/1987	
Enrollment Data:	Award Year: 20092010	GE Program Indicator: Y	Program Name: Culinary Arts		
	CIP Code: 120500	Credential Level: 01	Medical or Dental Internship or Residency: N		
FFEL or Direct Loan: Y					



Basics of Reporting – GE Submittal Template

- Records with errors cannot be corrected on the screen must be corrected in the worksheet and those records uploaded
- Identify records with errors which appear on the screen in the original Submittal Template
 - Hover over 
 - Information box will appear with errors regarding that record

Error(s): Program Attendance Begin Date This Year invalid, Program Attendance End Date not allowed, Private Loans Amount not allowed, Institutional Financing Amount not allowed.

Basics of Reporting – GE Submittal Template



National Student Loan Data System (NSLDS)



[Menu](#) [Aid](#) [Enroll](#) [Org](#) [Report](#) [Tran](#)



[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#) | [Exit Counseling Submittal](#) | [GE List](#) | [GE Reporting List](#) | [GE Submittal](#)

Logged on as: POLLYANNA SMYTH from [NORTH SOUTH UNIVERSITY](#)

Name: NORTH SOUTH UNIVERSITY
Code: 06789900 Type: School

Gainful Employment Spreadsheet Add



Unable to process information for records identified by error icon(s). Please place cursor over the icon(s) for details.

Line item numbers match to rows in the spreadsheet.																																		
<input checked="" type="checkbox"/>	Error(s): Program Attendance Begin Date This Year invalid, Program Attendance End Date not allowed, Private Loans Amount not allowed, Institutional Financing Amount not allowed.																																	
<input checked="" type="checkbox"/>	<table border="1"> <tr> <td>Enrollment Data:</td> <td>CIP Code: 120407</td> <td>Credential Level: 01</td> <td>Medical or Dental Internship or Residency: N</td> <td>FFEL or Direct Loan: N</td> </tr> <tr> <td></td> <td>Program Attendance Begin Date: 09/01/2008</td> <td>Program Attendance Begin Date for This Award Year: 09/01/2008</td> <td colspan="2">Program Attendance Status: E</td> </tr> <tr> <td>Post Enrollment Data:</td> <td>Program Attendance End Date: 10/03/2008</td> <td>Private Loans Amount: 0</td> <td>Institutional Financing Amount: 0</td> <td>Tuition and Fees Amount: 1900</td> </tr> <tr> <td></td> <td>Enrolled in Another Program: N</td> <td>CIP Code of Other Program:</td> <td>Credential Level of Other Program:</td> <td></td> </tr> <tr> <td></td> <td>Program Name of Other Program:</td> <td>GE Program Indicator of Other Program:</td> <td>OPEID of Other Program Institution:</td> <td></td> </tr> <tr> <td></td> <td colspan="4">Institution Name for Other Program:</td> </tr> </table>				Enrollment Data:	CIP Code: 120407	Credential Level: 01	Medical or Dental Internship or Residency: N	FFEL or Direct Loan: N		Program Attendance Begin Date: 09/01/2008	Program Attendance Begin Date for This Award Year: 09/01/2008	Program Attendance Status: E		Post Enrollment Data:	Program Attendance End Date: 10/03/2008	Private Loans Amount: 0	Institutional Financing Amount: 0	Tuition and Fees Amount: 1900		Enrolled in Another Program: N	CIP Code of Other Program:	Credential Level of Other Program:			Program Name of Other Program:	GE Program Indicator of Other Program:	OPEID of Other Program Institution:			Institution Name for Other Program:			
Enrollment Data:	CIP Code: 120407	Credential Level: 01	Medical or Dental Internship or Residency: N	FFEL or Direct Loan: N																														
	Program Attendance Begin Date: 09/01/2008	Program Attendance Begin Date for This Award Year: 09/01/2008	Program Attendance Status: E																															
Post Enrollment Data:	Program Attendance End Date: 10/03/2008	Private Loans Amount: 0	Institutional Financing Amount: 0	Tuition and Fees Amount: 1900																														
	Enrolled in Another Program: N	CIP Code of Other Program:	Credential Level of Other Program:																															
	Program Name of Other Program:	GE Program Indicator of Other Program:	OPEID of Other Program Institution:																															
	Institution Name for Other Program:																																	
<input checked="" type="checkbox"/>	<table border="1"> <tr> <td>SSN: FORMULA</td> <td>NAME: Georgia Brown</td> <td>DOB: 09/01/1987</td> </tr> <tr> <td>OPEID: 06789900</td> <td colspan="2">INSTITUTION NAME: North South University</td> </tr> </table>				SSN: FORMULA	NAME: Georgia Brown	DOB: 09/01/1987	OPEID: 06789900	INSTITUTION NAME: North South University																									
SSN: FORMULA	NAME: Georgia Brown	DOB: 09/01/1987																																
OPEID: 06789900	INSTITUTION NAME: North South University																																	
	<table border="1"> <tr> <td>Enrollment Data:</td> <td>Award Year: 20082009</td> <td>GE Program Indicator: Y</td> <td>Program Name: Culinary Arts</td> </tr> <tr> <td></td> <td>CIP Code: 120500</td> <td>Credential Level: 01</td> <td>Medical or Dental Internship or Residency: N</td> </tr> <tr> <td></td> <td>Program Attendance Begin Date: 01/03/2009</td> <td>Program Attendance Begin Date for This Award Year: 01/03/2009</td> <td>FFEL or Direct Loan: Y</td> </tr> <tr> <td></td> <td>Program Attendance End Date:</td> <td>Private Loans Amount:</td> <td>Program Attendance Status: E</td> </tr> <tr> <td>Post Enrollment Data:</td> <td>Enrolled in Another Program:</td> <td>Institutional Financing Amount:</td> <td>Tuition and Fees Amount:</td> </tr> <tr> <td></td> <td>CIP Code of Other Program:</td> <td>Credential Level of Other Program:</td> <td></td> </tr> </table>				Enrollment Data:	Award Year: 20082009	GE Program Indicator: Y	Program Name: Culinary Arts		CIP Code: 120500	Credential Level: 01	Medical or Dental Internship or Residency: N		Program Attendance Begin Date: 01/03/2009	Program Attendance Begin Date for This Award Year: 01/03/2009	FFEL or Direct Loan: Y		Program Attendance End Date:	Private Loans Amount:	Program Attendance Status: E	Post Enrollment Data:	Enrolled in Another Program:	Institutional Financing Amount:	Tuition and Fees Amount:		CIP Code of Other Program:	Credential Level of Other Program:							
Enrollment Data:	Award Year: 20082009	GE Program Indicator: Y	Program Name: Culinary Arts																															
	CIP Code: 120500	Credential Level: 01	Medical or Dental Internship or Residency: N																															
	Program Attendance Begin Date: 01/03/2009	Program Attendance Begin Date for This Award Year: 01/03/2009	FFEL or Direct Loan: Y																															
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Post Enrollment Data:	Enrolled in Another Program:	Institutional Financing Amount:	Tuition and Fees Amount:																															
	CIP Code of Other Program:	Credential Level of Other Program:																																



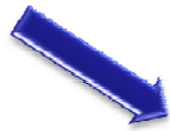
Basics of Reporting – GE Submittal Template

- Locate previously uploaded Submittal Template
- Correct errors in the Submittal Template
- Upload corrected spreadsheet to NSLDS




Basics of Reporting – GE Submittal Template

	M	N	O	P	Q	R	
1							
2	Medical or Dental Internship or Residency	FFEL or Direct Loans	Program Attendance Begin Date	Program Attendance Begin Date for This Award Year	Program Attendance Status	Program Attendance End Date	Pr An
3	N	N	09/01/2008	09/01/2008	E	10/03/2008	0
4	N	Y	01/03/2009	01/03/2009	E		
5	N	Y	01/03/2009	07/01/2009	C	11/10/2009	0
6							




Error(s): Program Attendance Begin Date This Year invalid,
Program Attendance End Date not allowed, Private Loans
Amount not allowed, Institutional Financing Amount not
allowed.

Basics of Reporting – GE Submittal Template

**START HERE
GO FURTHER**
FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)




Menu | Aid | Enroll | Org | Report | Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule | Exit Counseling Submittal | GE List | GE Reporting List | **GE Submittal**


Logged on as: POLLYANNA SMYTH from [NORTH SOUTH UNIVERSITY](#)

Name: NORTH SOUTH UNIVERSITY
Code: 06789900 **Type:** School

 Enter the location and file name and submit for processing.

Gainful Employment Spreadsheet Submittal


☒ I am running on Windows.
File Name: C:\Users\rosam9\Deskt Browse...
Submit

 [PRIVACY ACT OF 1974 \(AS AMENDED\)](#)

FOIA | Privacy | Security | Notices

WhiteHouse.gov | USA.gov | ED.gov


Basics of Reporting – GE Submittal Template






**START HERE
GO FURTHER**

FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)



Menu
Aid
Enroll
Org
Report
Tran

[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#) | [Exit Counseling Submittal](#) | [GE List](#) | [GE Reporting List](#) | [GE Submittal](#)

Logged on as: POLLYANNA SMYTH from [NORTH SOUTH UNIVERSITY](#)

Name: NORTH SOUTH UNIVERSITY
 Code: 06789900 Type: School

Gainful Employment Spreadsheet Add

☒ Uncheck All

Line item numbers match to rows in the spreadsheet.

<input checked="" type="checkbox"/>	1	SSN: 000-00-9113 OPEID: 06789900	NAME: Georgia Brown INSTITUTION NAME: North South University	DOB: 09/01/1987
Enrollment Data:		Award Year: 20082009 CIP Code: 120407 Program Attendance Begin Date: 09/01/2008	GE Program Indicator: Y Credential Level: 01 Program Attendance Begin Date for This Award Year: 09/01/2008	Program Name: Hair Design Medical or Dental Internship or Residency: N FFEL or Direct Loan: N Program Attendance Status: W
Post Enrollment Data:		Program Attendance End Date: 10/03/2008 Enrolled in Another Program: N Program Name of Other Program: Institution Name for Other Program:	Private Loans Amount: 0 CIP Code of Other Program: GE Program Indicator of Other Program:	Institutional Financing Amount: 0 Credential Level of Other Program: OPEID of Other Program Institution:

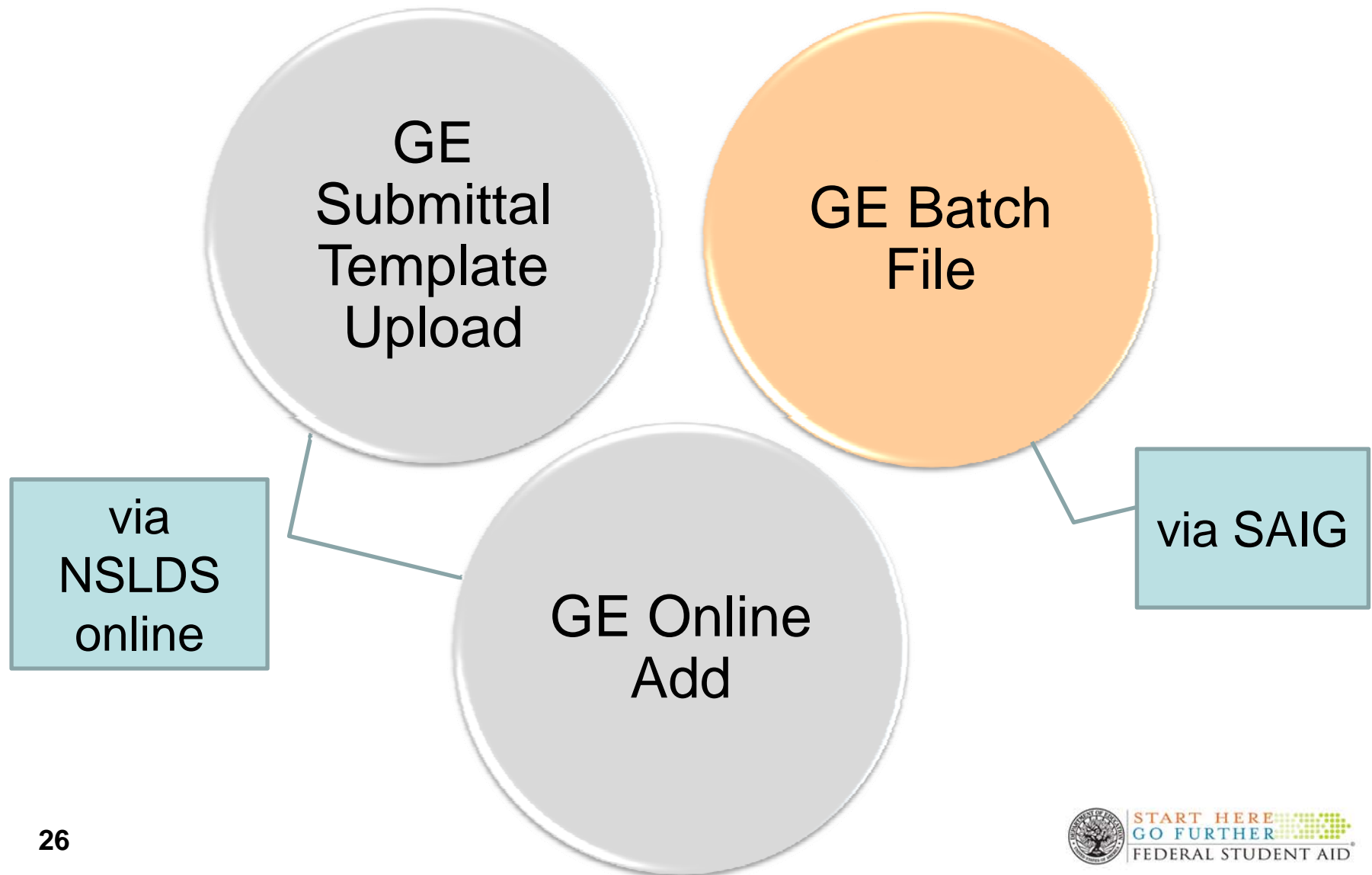
<input checked="" type="checkbox"/>	2	SSN: FORMULA OPEID: 06789900	NAME: Georgia Brown INSTITUTION NAME: North South University	DOB: 09/01/1987
Enrollment Data:		Award Year: 20082009 CIP Code: 120500 Program Attendance Begin Date: 01/03/2009	GE Program Indicator: Y Credential Level: 01 Program Attendance Begin Date for This Award Year: 01/03/2009	Program Name: Culinary Arts Medical or Dental Internship or Residency: N FFEL or Direct Loan: Y Program Attendance Status: E
Post Enrollment Data:		Program Attendance End Date: Enrolled in Another Program:	Private Loans Amount: CIP Code of Other Program:	Institutional Financing Amount: Credential Level of Other Program:



GE Batch File



Basics of Reporting – Batch Submittal





Basics of Reporting – Batch Submittal

Batch Submittal

- Two formats of submitting records via batch
 - Fixed Width Format
 - CSV – Comma Separated Values Format
- Both formats are to be submitted to NSLDS via SAIG using the SAIG TG Mailbox setup on NSLDS for GE Reporting
- For more details on how to sign up see the GE User Guide, Section 1.5 How to Sign Up, page 4



GE Batch File – Fixed Width



How and Why – Fixed Width

- Recommended method to report files with large numbers of records
- Typically created by a large IT system from data extract
- Can also be manually created using a text editor such as Notepad or Wordpad
- Microsoft Word is NOT a text editor, and cannot be used for this purpose



Contents of a File – Fixed Width

Each file consists of 3 types of records

➤ Single Header Record

- Contains file level information regarding the school, file type and submittal date

➤ One or more Detail Record(s)

- Contains detail level information regarding a particular student and their attendance in a GE Program

➤ Single Trailer Record

- Contains file level information regarding the number of records contained in the file



Header Record

Header is the first record in the file



For more details on creating a header record, see GE User Guide Appendix A, pages 36-39



Detail Record

One or more detail records in a file

Award Year	Student Social Security Number	Student First Name	Student Middle Name	Student Last Name	Student Date of Birth	Institution Code (OPEID)	Institution Name	GE Program Indicator	Program Name
20092010	123456789	Henry	T	Wise	19900101	06789900	North South University	Y	Advanced Calculus

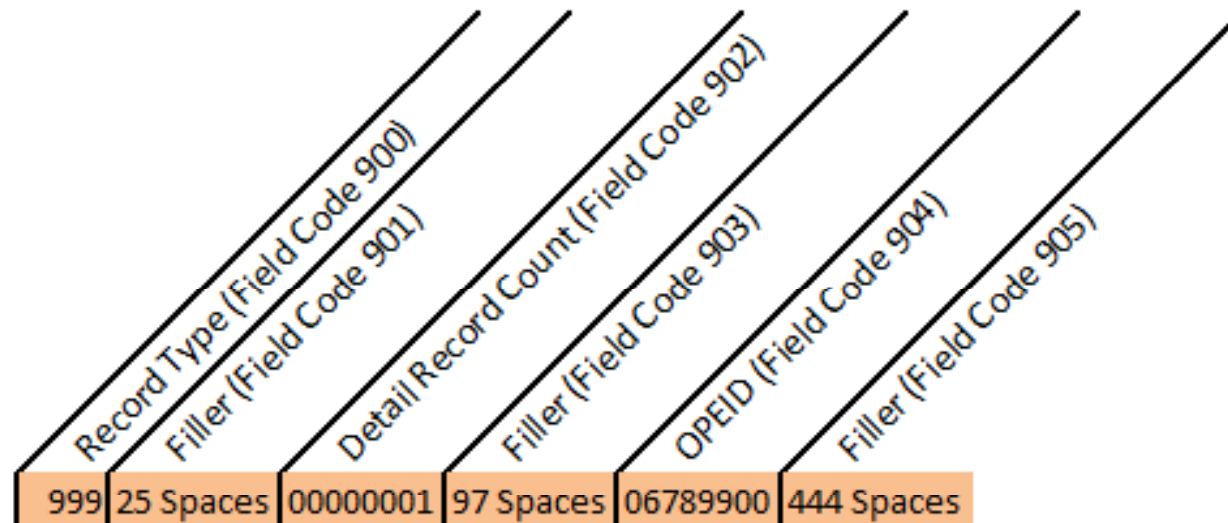
CIP Code	Credential Level	Medical or Dental Internship or Residency	FFEL or Direct Loans	Program Attendance Begin Date	Program Attendance End Date	Private Loans Amount	Institutional Financing Amount	Tuition and Fees Amount	Enrolled in Another Program	CIP Code of Other Program	Credential Level of Other Program	Program Name of Other Program	GE Program Indicator of Other Program	OPEID of Other Program	Institution Name for Other Program
839854	04	N	Y	20100422	20111212	E									

For more details on creating detail records, see GE User Guide Appendix A, pages 40-60



Trailer Record

Trailer is the final record in the file



For more details on creating a trailer record, see GE User Guide Appendix A, pages 61-63



GE Batch File - CSV



How and Why – CSV

- Recommended method to report files with high numbers of records, when no large IT system available to export records
- Can be created by using Excel, which inserts the commas for you
- Can also be manually created using a text editor such as Notepad or Wordpad, which does NOT insert the commas for you
- Microsoft Word is NOT a text editor, and cannot be used for this purpose



Contents of a File – CSV

Each file consists of 3 types of records

➤ Single Header Record

- Contains file level information regarding the school, file type and submittal date

➤ One or more Detail Record(s)

- Contains detail level information regarding a particular student and their attendance in a GE Program

➤ Single Trailer Record

- Contains file level information regarding the number of records contained in the file



CSV Explained

- Format a blank spreadsheet as text
- First row will be the header record
- Second row will begin the detail record(s)
- Enter data into spreadsheet, one data element per column following the GE User Guide
- For data elements of 'Filler', leave column empty
- Last row will be the trailer record



CSV Explained

Excel sample:

	A	B	C	D	E	F	G	H	I	J
1	000		GE STUDENT SUBMITTAL	20101001	S		06789900			
2	001	20062007	123456789	Henry	T	Wise	19900101	06789900	North South University	Y Adva
3	001	20062007	123456789	Henry	T	Wise	19900101	06789900	North South University	Y Barte
4	001	20082009	123456789	Henry	T	Wise	19900101	06789900	North South University	Y Adva
5	001	20082009	123456789	Henry	T	Wise	19900101	06789900	North South University	Y Barte
6	999		4				06789900			

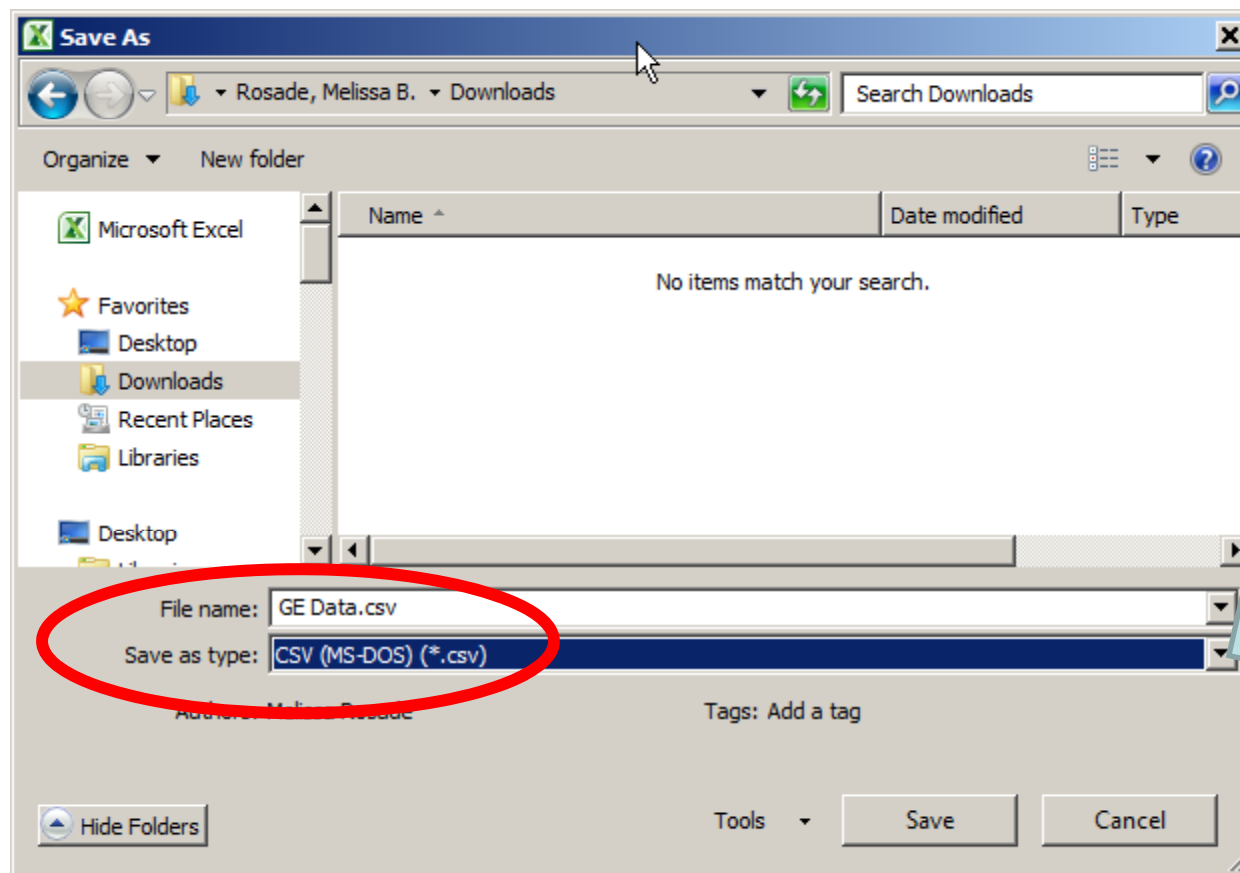
(partial record)

****Important to remember to format entire spreadsheet as text.**



CSV Explained

When all data entered, save file as CSV and submit to NSLDS via SAIG TG mailbox.





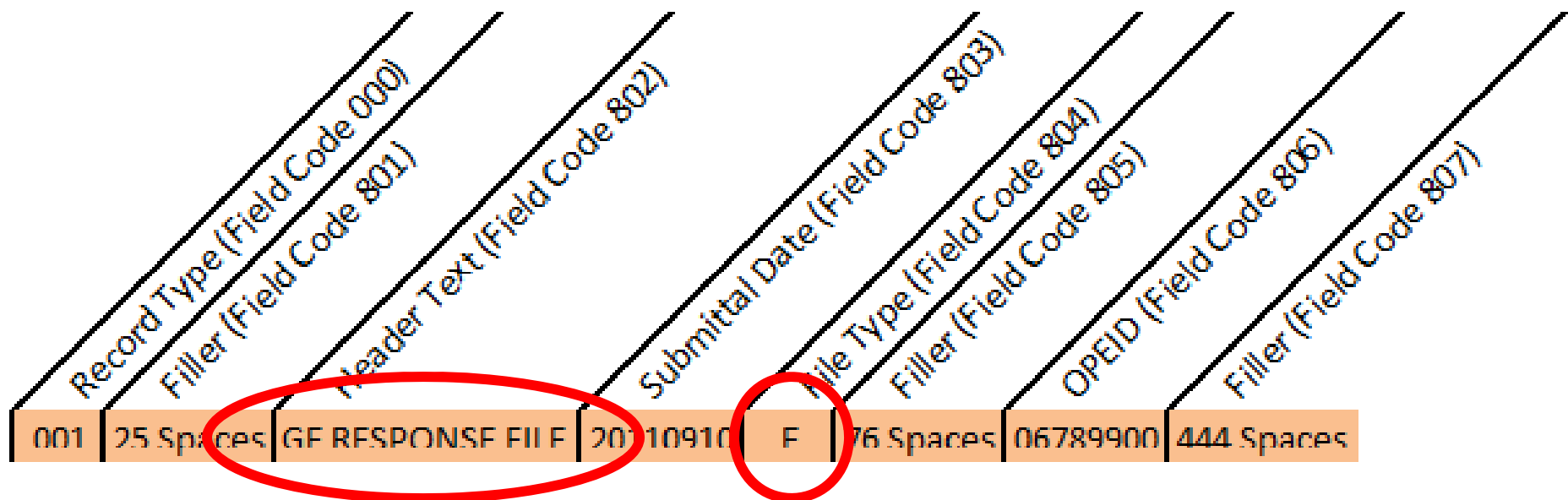
Batch Errors

- Errors received from batch submissions are formatted in an GE Response Error / Acknowledgment file
- GE Response Error/Acknowledgment file is returned to the mailbox where the Submittal file was sent
- GE Response Error/Acknowledgment file is in the same format as the Submittal file
 - If CSV was sent to NSLDS, CSV will be returned
 - If Fixed Width was sent to NSLDS, Fixed Width will be returned



Batch Errors - Header Record

Header is the first record in the file



For more details on the GE Response Error/Acknowledgment header record, see GE User Guide Appendix A, pages 64-67



Batch Errors - Detail Record

One or more detail records in a file

Award Year	Student Social Security Number	Student First Name	Student Middle Name	Student Last Name	Student Date of Birth	Institution Code (OPEID)	Institution Name	GE Program Indicator	Program Name
20092010	123456789	Henry	T	Wise	19900101	06789900	North South University	Y	Advanced Calculus

CIP Code	Credential Level	Medical or Dental Internship or Residency	FFEL or Direct Loans	Program Attendance Begin Date	Program Attendance End Date	Private Loans Amount	Institutional Financing Amount	Tuition and Fees Amount	Enrolled in Another Program	CIP Code of Other Program	Credential Level of Other Program	Program Name of Other Program	GE Program Indicator of Other Program	OPEID of Other Program	Institution Name for Other Program
839854	04	N	Y	20100422	20111212	E									

For more details on GE Response Error/Acknowledgment detail records, see GE User Guide Appendix A, pages 68-95



Batch Errors – Detail Record

- Fields in Error and Error Code will be at the end of the detail record
- Up to five (5) errors per detail record

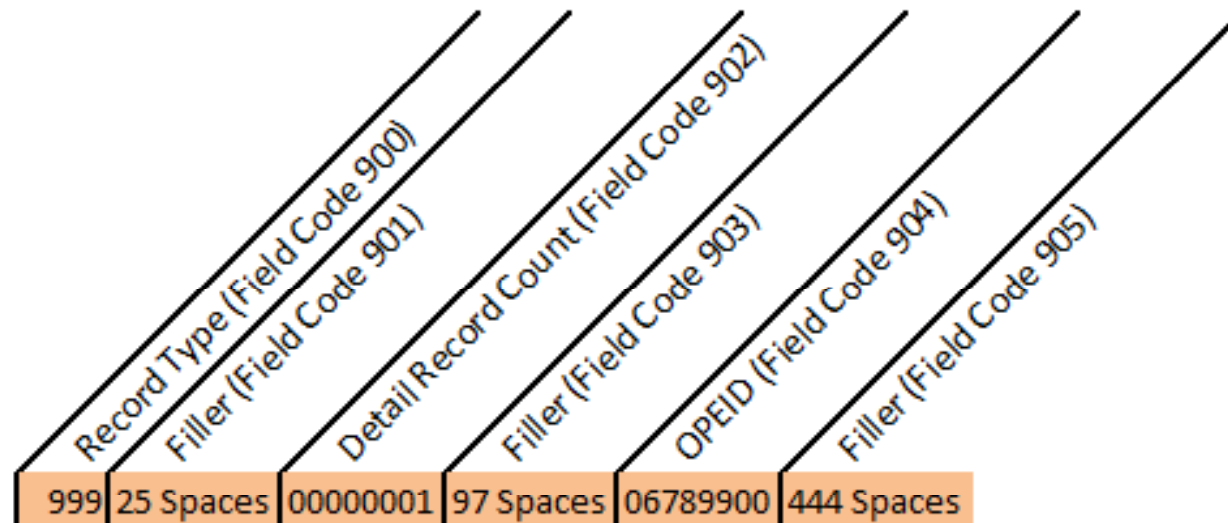
Field in Error (1) (Field Code 030)	Error Code (1) (Field Code 031)	Filler (1) (Field Code 032)	Field in Error (2) (Field Code 033)	Error Code (2) (Field Code 034)	Filler (2) (Field Code 035)	Field in Error (3) (Field Code 036)	Error Code (3) (Field Code 037)	Filler (3) (Field Code 038)	Field in Error (4) (Field Code 039)	Error Code (4) (Field Code 040)	Filler (4) (Field Code 041)	Field in Error (5) (Field Code 042)	Error Code (5) (Field Code 043)	Filler (5) (Field Code 044)
006	003	1 Space	017	004	1 Space	018	012	1 Space	3 Spaces	3 Spaces	1 Space	3 Spaces	3 Spaces	1 Space

Record has three (3) errors



Batch Errors - Trailer Record

Trailer is the final record in the file



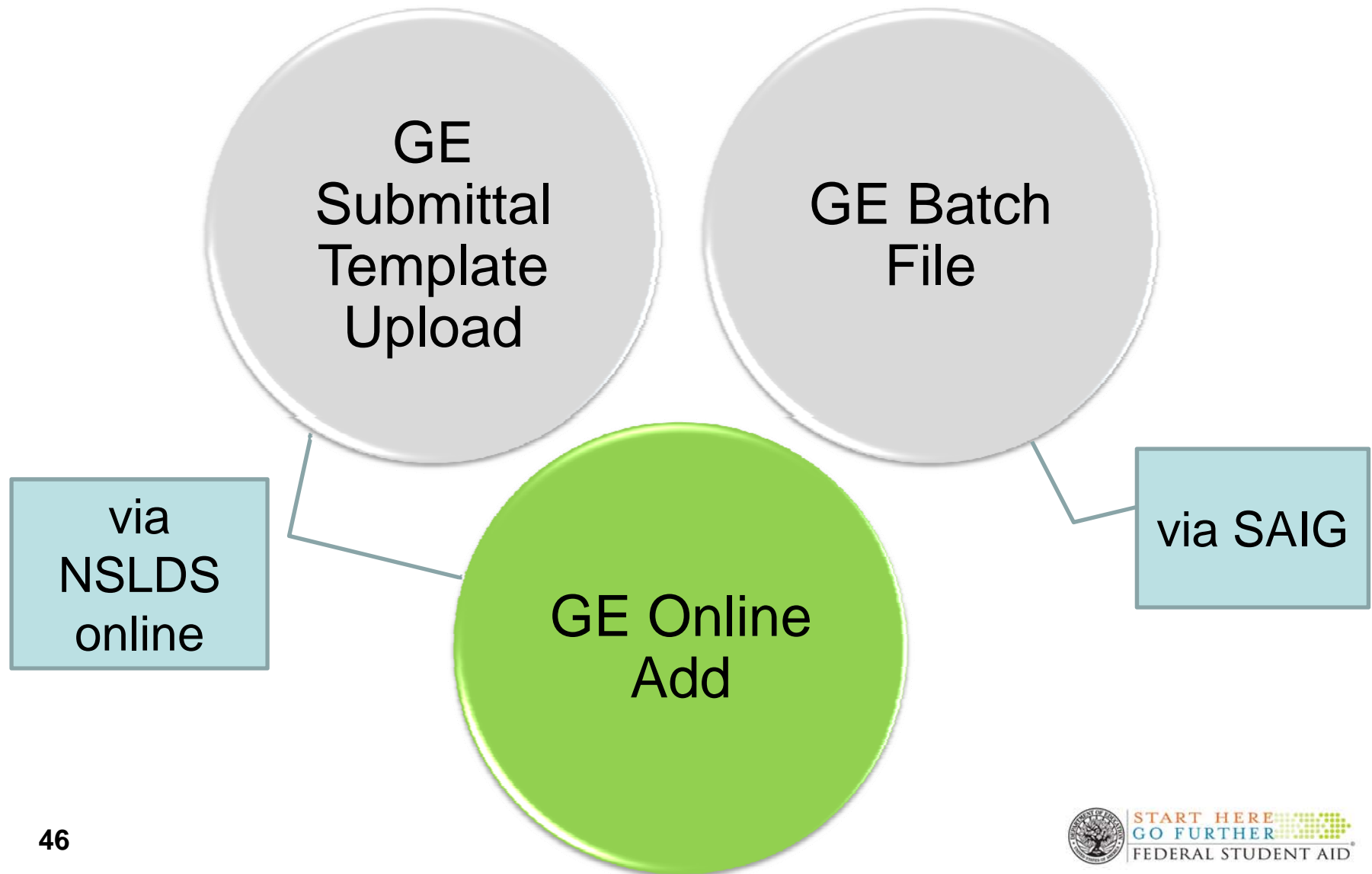
For more details on GE Response Error/Acknowledgment trailer record, see GE User Guide Appendix A, pages 95-98



GE Online Add



Basics of Reporting – Batch Submittal








Basics of Reporting – Online Add

- Recommended for small number of records to be entered
- Available on NSLDS (www.nsldsfa.gov)
 - Go to the Enroll tab and click GE List
- All data is entered into the screen
- Errors are shown on the screen and must be corrected before the record will be accepted

Basics of Reporting – Online Add

NSLDS Menu Aid Enroll Org Report Tran   

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule | Exit Counseling Submittal | GE List | GE Reporting List | GE Submittal

Logged on as: POLLYANNA SMYTH from NORTH SOUTH UNIVERSITY

[Return To Gainful Employment List](#)

Gainful Employment Add

Student Details

SSN:

First Name:

Middle Name:

Last Name:

Date of Birth: (MM/DD/YYYY)

Gainful Employment Details

Award Year: (ex: 20102011)

Institution Code (OPEID): 067899

Institution Name:

GE Program Indicator: -- Select --

Program Name:

OIP Code:

Credential Level: -- Select --

Medical or Dental Internship or Residency: -- Select --

FFEL or Direct Loans: -- Select --

Program Attendance Begin Date: (MM/DD/YYYY)

Program Attendance Begin Date for This Award Year: (MM/DD/YYYY)

Program Attendance Status: -- Select --

Program Attendance End Date: (MM/DD/YYYY)

Private Loans Amount:

Institutional Financing Amount:

Tuition and Fees Amount:

Enrolled in Another Program: -- Select --

OIP Code of Other Program:

Credential Level of Other Program: -- Select --

Program Name of Other Program:

GE Program Indicator of Other Program: -- Select --

OPEID of Other Program Institution:

Institution Name for Other Program:

Basics of Reporting – Online Add



START HERE
GO FURTHER
FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)



[Menu](#) [Aid](#) [Enroll](#) [Org](#) [Report](#) [Tran](#)

[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#) | [Exit Counseling Submittal](#) | [GE List](#) | [GE Reporting List](#) | [GE Submittal](#)

Logged on as: POLLYANNA SMYTH from [NORTH SOUTH UNIVERSITY](#)

[Return To
Gainful Employment List](#)

Gainful Employment Add



Please enter a valid Award Year.

Student Details

SSN:

First Name:

Middle Name:

Last Name:

Date of Birth: (MMDDCCYY)

Gainful Employment Details

Award Year: (ex.: 20102011)



Online Review

Records loaded by any method can be viewed on NSLDS

NSLDS [Menu](#) [Aid](#) [Enroll](#) [Org](#) [Report](#) [Tran](#) [Help](#) [Search](#) [Exit](#)

[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#) | [Exit Counseling Submittal](#) | [GE List](#) | [GE Reporting List](#) | [GE Submittal](#)

Logged on as: POLLYANNA SMYTH from [NORTH SOUTH UNIVERSITY](#)

Gainful Employment List

[Add Gainful Employment](#)

Sort By:

Display Only:

School Code: 067899

Location Code: * (*) for All

Award Year: * (ex. 20102011) (*) for All

Student SSN: * (*) for All

CIP Code: * (*) for All

Credential Level: ALL

Program Attendance Status: ALL

Program Attendance End Date Begin: 01/01/0001 (MMDDCCYY)

Program Attendance End Date End: 12/31/9999 (MMDDCCYY)

History: Active

[Retrieve](#)

#	SSN	Name	DOB	Active	
	***-**-6789	WISE, HENRY E	01/01/1990	YES	
1	06789900 - NORTH SOUTH UNIVERSITY				
	Award Year: 2009-2010	CIP Code: 120502	Attendance Begin - End Date: 04/22/2008 - 05/21/2010	Attendance Status: WITHDREW	Credential Level: POST BACCALAUREATE CERTIFICATE
	***-**-4321	SMART, LAUREN E	12/31/1990	YES	
2	06789900 - NORTH SOUTH UNIVERSITY				
	Award Year: 2009-2010	CIP Code: 513101	Attendance Begin - End Date: 04/22/2008 - N/A	Attendance Status: ENROLLED	Credential Level: POST BACCALAUREATE CERTIFICATE

[Home](#) [Privacy Act of 1974 \(As Amended\)](#)



GE Case Studies



Understanding the Case Study

- Case Studies are examples:
 - DO: Explain how to report successfully using different methods
 - DON'T: Represent the only method of reporting for a particular situation
- Submittal Template, Online Add and Batch submittal files can ALL be used for submitting ALL data represented in these Case Studies



Case Study No. 1

Single Record in a Single Award Year - Enrolled



Case Study No.1

Single Record in a Single Award Year - Enrolled

Susan started her Nail Tech program on January 5, 2010 and is still enrolled on June 30, 2010.

Name: Susan B. Jones

SSN: 000-00-9991

DoB: 1/1/1990

CIP: 120410

GE Program: Yes



Case Study No.1

Single Record in a Single Award Year - Enrolled

Gainful Employment Add

Student Details

SSN: 000009991

First Name: Susan

Middle Name: B

Last Name: Jones

Date of Birth: 01011990 (MMDDCCYY)

Gainful Employment Details

Award Year: 20092010 (ex.: 20102011)

Institution Code (OPEID): 067899 00

Institution Name: North South University

GE Program Indicator: YES

Program Name: Nail Technology

CIP Code: 120410

Credential Level: 01 - Undergraduate Certificate

Medical or Dental Internship or Residency: NO

FFEL or Direct Loans: NO

Program Attendance Start Date: 01052010 (MMDDCCYY)

Program Attendance End Date: 01052010 (MMDDCCYY)

Program Attendance Status: Enrolled

Private Loans Amount:

Institutional Financing Amount:

Tuition and Fees Amount:

Enrolled in Another Program: --- Select ---

CIP Code of Other Program:

Credential Level of Other Program: --- Select ---

Program Name of Other Program:

GE Program Indicator of Other Program: --- Select ---

OPEID of Other Program Institution: Org Search

Institution Name for Other Program:

Submit

- See GE User Guide for details regarding the data to be entered into each field



Case Study No. 2

Single Record in a Single Award Year - Completed



Case Study No.2

Single Record in a Single Award Year - Completed

Julie started her Nail Tech program on January 5, 2011 and had graduated by June 30, 2011.

Name: Julie A. Brown

SSN: 000-00-9911

DoB: 1/1/1988

CIP: 120410

GE Program: Yes

Case Study No.2

Single Record in a Single Award Year - Completed

Gainful Employment Add

Student Details	
SSN:	000009911
First Name:	Julie
Middle Name:	A
Last Name:	Brown
Date of Birth:	01011988 (MMDDCCYY)
Gainful Employment Details	
Award Year:	20102011 (ex.: 20102011)
Institution Code (OPEID):	067899 00
Institution Name:	North South University
GE Program Indicator:	YES
Program Name:	Nail Technician
CIP Code:	120410
Credential Level:	01 - Undergraduate Certificate
Medical or Dental Internship or Residency:	NO
FFEL or Direct Loans:	NO
Program Attendance Begin Date:	01052011 (MMDDCCYY)
Program Attendance Begin Date for This Award Year:	01052011 (MMDDCCYY)
Program Attendance Status:	Completed
Program Attendance End Date:	06152011 (MMDDCCYY)
Private Loans Amount:	750
Institutional Financing Amount:	0
Tuition and Fees Amount:	1200
Enrolled in Another Program:	Neither
CIP Code of Other Program:	
Credential Level of Other Program:	-- Select --
Program Name of Other Program:	
GE Program Indicator of Other Program:	-- Select --
OPEID of Other Program Institution:	
Institution Name for Other Program:	
<input type="button" value="Submit"/>	

- When a student has completed or has withdrawn from the **program** additional data must be entered.
- See GE User Guide for details regarding these fields



Case Study No. 3

Single Program in Two Award Years



Case Study No.3

Single Program in Two Award Years

James started his Auto Mechanics GE Program course on May 15, 2008 and finished it on June 20, 2009, without taking any time off. So he was enrolled in the program in Award Year 2007-2008, and Award Year 2008-2009.

Name: James A. Brown

SSN: 000-00-9913

DoB: 10/1/1988

CIP: 150803

GE Program: Yes



Case Study No.3

Single Program in Two Award Years

Data Elements 1 through 10

	A	B	C	D	E	F	G	H	I	J
2	Award Year	Student Social Security Number	Student First Name	Student Middle Name	Student Last Name	Student Date of Birth	Institution Code (OPEID)	Institution Name	GE Program Indicator	Program Name
3	20072008	000009913	James	A	Brown	10/1/1988	06789900	North South University	Y	Complete Engine Rebuild
	20082009	000009913	James	A	Brown	10/1/1988	06789900	North South University	Y	Complete Engine Rebuild



Case Study No.3

Single Program in Two Award Years

Data Elements 11 through 18

	K	L	M	N	O	P	Q	R
1								
2	CIP Code	Credential Level	Medical or Dental Internship or Residency	FFEL or Direct Loans	Program Attendance Begin Date	Program Attendance Begin Date for This Award Year	Program Attendance Status	Program Attendance End Date
3	150803	01	N	N	05/15/2008	05/15/2008	E	
4	150803	01	N	N	05/15/2008	07/01/2008	C	06/20/2009



Case Study No.3

Single Program in Two Award Years

Data Elements 19 through 28

S	T	U	V	W	X	Y	Z	AA	AB
Private Loans Amount	Institutional Financing Amount	Tuition and Fees Amount	Enrolled in Another Program	CIP Code of Other Program	Credential Level of Other Program	Program Name of Other Program	GE Program Indicator of Other Program	OPEID of Other Program Institution	Institution Name for Other Program
1750	0	1750	N						

When Enrolled in Another Program is N, leave “Other” fields blank



Case Study No. 4

Multiple Programs in a Single Award Year



Case Study No.4

Multiple Programs in One Award Year

Georgia started her Hair Design certificate program on September 1, 2008 but she withdrew on October 3, 2008. She enrolled in Culinary Arts certificate on January 3, 2009. And was enrolled through the end of the Award Year.

Name: Georgia Brown

SSN: 000-00-9113

DoB: 9/1/1987

Program 1 CIP: 120407

GE Program: Yes

Program 2 CIP: 120500

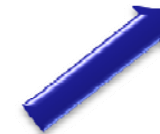
GE Program: Yes



Case Study No.4

Multiple Programs in One Award Year

	A	B	C	D	E	F	G	H	I	J
1										
2	Award Year	Student Social Security Number	Student First Name	Student Middle Name	Student Last Name	Student Date of Birth	Institution Code (OPEID)	Institution Name	GE Program Indicator	Program Name
3	20082009	000009113	Georgia		Brown	09/01/1987	06789900	North South University	Y	Hair Design
4	20082009	000009113	Georgia		Brown	09/01/1987	06789900	North South University	Y	Culinary Arts

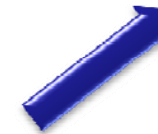




Case Study No.4

Multiple Programs in One Award Year

	K	L	M	N	O	P	Q	R
1								
2	CIP Code	Credential Level	Medical or Dental Internship or Residency	FFEL or Direct Loans	Program Attendance Begin Date	Program Attendance Begin Date or This Award Year	Program Attendance Status	Program Attendance End Date
3	120407	01	N	N	09/01/2008	09/01/2008	W	10/03/2008
4	120500	01	N	Y	01/03/2009	01/03/2009	E	





Case Study No.4

Multiple Programs in One Award Year

	S	T	U	V	W	X	Y	Z	AA	AB
1										
2	Private Loans Amount	Institutional Financing Amount	Tuition and Fees Amount	Enrolled in Another Program	CIP Code of Other Program	Credential Level of Other Program	Program Name of Other Program	GE Program Indicator of Other Program	OPEID of Other Program Institution	Institution Name for Other Program
3	0	0		S	120500	01	Culinary Arts	Y	067899	North South University
4										





Case Study No. 5

Multiple Programs Across Multiple Award Years



Case Study No.5

Multiple Programs Across Multiple Award Years

Georgia started her Hair Design certificate program on September 1, 2008 but she withdrew on October 3, 2008. She enrolled in Culinary Arts certificate on January 3, 2009. She completed the Culinary Arts on November 10, 2009.

Name: Georgia Brown

SSN: 000-00-9113

DoB: 9/1/1987

Award Year: 2008-2009

Program 1 CIP: 120407

GE Program: Yes

Award Year: 2009-2010

Program 2 CIP: 120500

GE Program: Yes



Case Study No.5

Multiple Programs Across Multiple Award Years

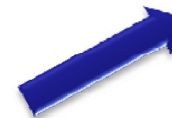
	A	B	C	D	E	F	G	H	I	J
1										
2	Award Year	Student Social Security Number	Student First Name	Student Middle Name	Student Last Name	Student Date of Birth	Institution Code (OPEID)	Institution Name	GE Program Indicator	Program Name
3	20082009	000009113	Georgia		Brown	09/01/1987	06789900	North South University	Y	Hair Design
4	20082009	000009113	Georgia		Brown	09/01/1987	06789900	North South University	Y	Culinary Arts
5	20092010	000009113	Georgia		Brown	09/01/1987	06789900	North South University	Y	Culinary Arts



Case Study No.5

Multiple Programs Across Multiple Award Years

	K	L	M	N	O	P	Q	R
1								
2	CIP Code	Credential Level	Medical or Dental Internship or Residency	FFEL or Direct Loans	Program Attendance Begin Date	Program Attendance Begin Date for This Award Year	Program Attendance Status	Program Attendance End Date
3	120407	01	N	N	09/01/2008	09/01/2008	W	10/03/2008
4	120500	01	N	Y	01/03/2009	01/03/2009	E	
5	120500	01	N	Y	01/03/2009	07/01/2009	C	11/10/2009

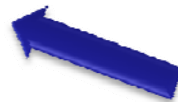




Case Study No.5

Multiple Programs Across Multiple Award Years

	S	T	U	V	W	X	Y	Z	AA	AB
1										
2	Private Loans Amount	Institutional Financing Amount	Tuition and Fees Amount	Enrolled in Another Program	CIP Code of Other Program	Credential Level of Other Program	Program Name of Other Program	GE Program Indicator of Other Program	OPEID of Other Program Institution	Institution Name for Other Program
3	600	0		N						
4										
5	0	600		N						





Case Study No. 6

Single Program Across Multiple Award Years



Case Study No.6

Single Program Across Multiple Award Years

Sam enrolled in Medical Transcription certificate program on September 1, 2008 and graduated on September 10, 2009. He decided to continue enrollment by getting a another certificate in Health Information Management and started on September 12, 2009.

Name: Sam Malone

SSN: 000-00-1119

DoB: 9/1/1967

Award Years: 2008-2009

Program 1 CIP: 510708

GE Program: Yes

Award Year: 2009-2010

Program 2 CIP: 510708

GE Program: Yes



Case Study No.6

Single Program Across Multiple Award Years

Gainful Employment Add


Student Details	
SSN:	0000001119
First Name:	Sam
Middle Name:	I
Last Name:	Malone
Date of Birth:	09011967 (MMDDCCYY)
Gainful Employment Details	
Award Year:	20082009 (ex.: 20102011)
Institution Code (OPEID):	067899 00
Institution Name:	North South University
GE Program Indicator:	YES
Program Name:	Medical Transcription
CIP Code:	510708
Credential Level:	01 - Undergraduate Certificate
Medical or Dental Internship or Residency:	NO
FFEL or Direct Loans:	NO
Program Attendance Begin Date:	09012008 (MMDDCCYY)
Program Attendance Begin Date for This Award Year:	09012008 (MMDDCCYY)
Program Attendance Status:	Enrolled
Program Attendance End Date:	(MMDDCCYY)
Private Loans Amount:	
Institutional Financing Amount:	
Tuition and Fees Amount:	
Enrolled in Another Program:	--- Select ---
CIP Code of Other Program:	
Credential Level of Other Program:	--- Select ---
Program Name of Other Program:	
GE Program Indicator of Other Program:	--- Select ---
OPEID of Other Program Institution:	Org Search
Institution Name of Other Program:	

- Award Year 2008-2009
- First record for first program

Case Study No.6

Single Program Across Multiple Award Years

- Award Year 2008-2009
- Update record to show completion

 **START HERE
GO FURTHER
FEDERAL STUDENT AID** National Student Loan Data System (NSLDS)

Menu **Aid** **Enroll** **Org** **Report** **Tran** ? | X

[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#) | [Exit Counseling Submittal](#) | [GE List](#) | [GE Reporting List](#) | [GE Submittal](#)

Logged on as: POLLYANNA SMYTH from [NORTH SOUTH UNIVERSITY](#)

Gainful Employment List

Sort By:

Display Only:

School Code: 067899

Location Code: (*) for All

Award Year: (ex.: 20102011) (*) for All

Student SSN: 000001119 (*) for All

CIP Code: (*) for All

Credential Level:


Program Attendance Status:

Program Attendance End Date Begin: 01/01/0001 (MMDDCCYY)

Program Attendance End Date End: 12/31/9999 (MMDDCCYY)

History:

#	SSN	Name	DOB	Active
	***-**-99	MALONE, SAM I	09/01/1967	YES
1	067899200	NORTH SOUTH UNIVERSITY		
	Award Year: 2008-2009	CIP Code: 510708	Attendance Begin - End Date: 09/01/2008 - N/A	Attendance Status: ENROLLED
				Credential Level: UNDERGRADUATE CERTIFICATE

 [PRIVACY ACT OF 1974 \(AS AMENDED\)](#)

Case Study No.6

Single Program Across Multiple Award Years

Gainful Employment Add

Student Details	
SSN:	000001119
First Name:	Sam
Middle Name:	J
Last Name:	Malone
Date of Birth:	09011967 (MMDDCCYY)
Gainful Employment Details	
Award Year:	20092010 (ex.: 20102011)
Institution Code (OPEID):	067899 00
Institution Name:	North South University
GE Program Indicator:	YES
Program Name:	Medical Transcription
CIP Code:	510708
Credential Level:	01 - Undergraduate Certificate
Medical or Dental Internship or Residency:	NO
FFEL or Direct Loans:	YES
Program Attendance Begin Date:	09012008 (MMDDCCYY)
Program Attendance Begin Date for This Award Year:	07012009 (MMDDCCYY)
Program Attendance Status:	Completed
Program Attendance End Date:	09102009 (MMDDCCYY)
Private Loans Amount:	600
Institutional Financing Amount:	1200
Tuition and Fees Amount:	
Enrolled in Another Program:	Same Institution
CIP Code of Other Program:	510708
Credential Level of Other Program:	01 - Undergraduate Certificate
Program Name of Other Program:	Health Information Management
GE Program Indicator of Other Program:	YES
OPEID of Other Program:	067899
Institution Name for Other Program:	North South University
<input type="button" value="Submit"/>	

- Award Year 2009-2010
- Second record for program
- Must be a new record – completion occurred in different award year from program start




Case Study No.6

Single Program Across Multiple Award Years

 Return to
Gainful Employment List

Gainful Employment Detail

Award Year:	2009 - 2010
Student SSN:	***-**-1119 
Student Full Name:	MALONE, SAM I
Student DOB:	09/01/1967
Institution Code (OPEID):	06789900
Institution Name:	NORTH SOUTH UNIVERSITY
GE Program Indicator:	YES
Program Name:	MEDICAL TRANSCRIPTION
CIP Code:	510708
Credential Level:	01 - UNDERGRADUATE CERTIFICATE
Medical or Dental Internship or Residency:	NO
FFEL or Direct Loans:	NO
Program Attendance Begin Date:	09/01/2008
Program Attendance Begin Date for This Award Year:	07/01/2009
Program Attendance Status:	COMPLETED
Program Attendance End Date:	09/10/2009
Private Loans Amount:	\$900
Institutional Financing Amount:	\$900
Tuition and Fees Amount:	\$800
Enrolled in Another Program:	NO
CIP Code of Other Program:	510708
Credential Level of Other Program:	01 - UNDERGRADUATE CERTIFICATE
Program Name of Other Program:	HEALTH INFORMATION MANAGEMENT
GE Program Indicator of Other Program:	YES
OPEID of Other Program Institution:	067899
Institution Name for Other Program:	NORTH SOUTH UNIVERSITY



[PRIVACY ACT OF 1974 \(AS AMENDED\)](#)

Case Study No.6

Single Program Across Multiple Award Years

Gainful Employment Add

Student Details	
SSN:	000001119
First Name:	Sam
Middle Name:	
Last Name:	Malone
Date of Birth:	09011967 (MMDDCCYY)
Gainful Employment Details	
Award Year:	20092010 (ex.: 20102011)
Institution Code (OPEID):	067899 00
Institution Name:	North South University
GE Program Indicator:	YES
Program Name:	Health Information Management
CIP Code:	510708
Credential Level:	01 - Undergraduate Certificate
Medical or Dental Internship or Residency:	NO
FFEL or Direct Loans:	YES
Program Attendance Begin Date:	09102009 (MMDDCCYY)
Program Attendance Begin Date for This Award Year:	09102009 (MMDDCCYY)
Program Attendance Status:	Enrolled
Program Attendance End Date:	
Private Loans Amount:	
Institutional Financing Amount:	
Tuition and Fees Amount:	
Enrolled in Another Program:	
CIP Code of Other Program:	
Credential Level of Other Program:	--- Select ---
Program Name of Other Program:	
GE Program Indicator of Other Program:	--- Select ---
OPEID of Other Program Institution:	
Institution Name for Other Program:	
<input type="button" value="Org Search"/>	
<input type="button" value="Submit"/>	

- Award Year 2009-2010
- First record for second program
- Must be reported as a new record – different program



Case Study No. 7

Single Program Stop / Start



Case Study No. 7

Single Program Stop / Start

Alex started the Computer Aided Drafting (CAD) certificate program on August 1, 2008. He withdrew on February 1, 2009. He re-enrolled in the CAD program on May 1, 2009, and remains enrolled at the end of the award year.

Name: Alex Jones

SSN: 000-00-6789

DoB: 10/1/1997

CIP: 151302

GE Program: Yes



Case Study No. 7

Single Program Stop / Start

#	SSN	Name	DOB	Active
	Institution			
1	***-**-6789 +	JONES, ALEX E	10/01/1997	YES
	06789900 - NORTH SOUTH UNIVERSITY			
	Award Year: 2008-2009	CIP Code: 151302	Attendance Begin - End Date: 05/01/2009 - N/A	Attendance Status: ENROLLED Credential Level: UNDERGRADUATE CERTIFICATE
2	***-**-6789 +	JONES, ALEX E	10/01/1997	YES
	06789900 - NORTH SOUTH UNIVERSITY			
	Award Year: 2008-2009	CIP Code: 151302	Attendance Begin - End Date: 08/01/2008 - 02/01/2009	Attendance Status: WITHDREW Credential Level: UNDERGRADUATE CERTIFICATE



Oops, I messed Up!



Changes vs. Mistakes

Records can be updated ONLINE for the same award year for all but the following fields:

- Award Year
- Student SSN
- Institution OPEID
- CIP Code
- Credential Level

If any of these fields require update, the record must be deactivated.

Changes vs. Mistakes

These changes require that the record with the inaccurate data be deactivated and a new record loaded with the correct data.

The screenshot displays the NSLDS web application interface. At the top, the header includes the 'START HERE GO FURTHER FEDERAL STUDENT AID' logo on the left and 'National Student Loan Data System (NSLDS)' on the right. Below the header is a navigation bar with buttons for 'Menu', 'Aid', 'Enroll', 'Org', 'Report', and 'Tran'. A secondary navigation bar contains links for 'Enrollment Summary', 'Enrollment Add', 'Enrollment Update', 'Enrollment Reporting Schedule', 'Exit Counseling Submittal', 'GE List', 'GE Reporting List', and 'GE Submittal'. A status bar indicates the user is logged on as 'POLLYANNA SMYTH from NORTH SOUTH UNIVERSITY'. The main content area is titled 'Gainful Employment Detail'. On the left, there is a link 'Return to Gainful Employment List' with a left-pointing arrow. In the center, there are two buttons: 'Update' and 'Deactivate'. A large blue arrow points to the 'Update' button, and a red circle highlights the 'Deactivate' button. Below these buttons is a box containing student information: 'Award Year: 2009 - 2010', 'Student SSN: ***-**-1119 +', 'Student Full Name: MALONE, SAM I', 'Student DOB: 09/01/1967', 'Institution Code (OPEID): 06789900', and 'Institution Name: NORTH SOUTH UNIVERSITY'.

Return to Gainful Employment List

Gainful Employment Detail

Update Deactivate

Award Year: 2009 - 2010
Student SSN: ***-**-1119 +
Student Full Name: MALONE, SAM I
Student DOB: 09/01/1967
Institution Code (OPEID): 06789900
Institution Name: NORTH SOUTH UNIVERSITY



Changes vs. Mistakes

Records can be updated in Batch for the same award year for all but the following fields:

- Award Year
- Student SSN
- Institution OPEID
- CIP Code
- Credential Level
- Program Attendance Begin Date
- Program Attendance Begin Date This Award Year
- Program Attendance End Date

CAUTION: If any of these fields *ARE* updated in batch, the GE record is not updated. A NEW active record will be created.



Issue No.1


Oops...I Messed Up

Q: We submitted Sam's Private Loans Amount as \$600, but it was really \$1,600. How do we correct that?

A: Update the record online.

Issue No.1

Oops...I Messed Up

 **START HERE
GO FURTHER**
FEDERAL STUDENT AID


National Student Loan Data System (NSLDS)

NSLDS


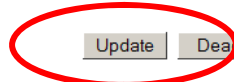
Menu **Aid** **Enroll** **Org** **Report** **Tran**

[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#) | [Exit Counseling Submittal](#) | [GE List](#) | [GE Reporting List](#) | [GE Submittal](#)

Logged on as: POLLYANNA SMYTH from [NORTH SOUTH UNIVERSITY](#)

 Return to Gainful Employment List

Gainful Employment Detail

Award Year:	2009 - 2010
Student SSN:	***-**-1119 +
Student Full Name:	MALONE, SAM I
Student DOB:	09/01/1967
Institution Code (OPEID):	06789900
Institution Name:	NORTH SOUTH UNIVERSITY

Issue No. 1

Oops...I Messed Up

Gainful Employment Update

Award Year: 2009 - 2010
Student SSN: ***-**-1119 +

Student First Name: SAM
Student Middle Name: I
Student Last Name: MALONE
Student Date of Birth: 09/01/1967 (MMDDCCYY)
Institution Code (OPEID): 06789900
Institution Name: NORTH SOUTH UNIVERSITY
GE Program Indicator: YES
Program Name: MEDICAL TRANSCRIPTION
CIP Code: 510708
Credential Level: 01 - Undergraduate Certificate
Medical or Dental Internship or Residency: NO
FFEL or Direct Loans: YES
Program Attendance Begin Date: 09/01/2008 (MMDDCCYY)
Program Attendance Begin Date for This Award Year: 07/01/2009 (MMDDCCYY)
Program Attendance Status: Completed
Program Attendance End Date: 09/01/2009 (MMDDCCYY)
Private Loans Amount: 600
Institutional Financing Amount: 1200
Tuition and Fees Amount:
Enrolled in Another Program: Same Institution
CIP Code of Other Program: 510708
Credential Level of Other Program: 01 - Undergraduate Certificate
Program Name of Other Program: HEALTH INFORMATION MANAGEMENT
GE Program Indicator of Other Program: YES
OPEID of Other Program Institution: 067899 Org Search
Institution Name for Other Program: NORTH SOUTH UNIVERSITY

Submit

Enter corrected
value - \$1600



Issue No.1

Oops...I Messed Up

Gainful Employment Update

Award Year: 2009 - 2010
Student SSN: ***.**-1119 +
Student First Name: SAM
Student Middle Name: I
Student Last Name: MALONE
Student Date of Birth: 09/01/1967
Institution Code (OPEID): 06789900
Institution Name: NORTH SOUTH UNIVERSITY
GE Program Indicator: YES
Program Name: MEDICAL TRANSCRIPTION
CIP Code: 510708
Credential Level: 01 - Undergraduate Certificate
Medical or Dental Internship or Residency: NO
FFEL or Direct Loans: YES
Program Attendance Begin Date: 09/01/2008
Program Attendance Begin Date for This Award Year: 07/01/2009
Program Attendance Status: Completed
Program Attendance End Date: 09/01/2009
Private Loans Amount: 1600
Institutional Financing Amount: 1200
Tuition and Fees Amount:
Enrolled in Another Program: Same
CIP Code of Other Program: 510708
Credential Level of Other Program: 01 - Undergraduate Certificate
Program Name of Other Program: HEALTH INFORMATION MANAGEMENT
GE Program Indicator of Other Program: YES
OPEID of Other Program Institution: 067899
Institution Name for Other Program: NORTH SOUTH UNIVERSITY



Issue No. 2

Oops...I Messed Up

Q: We reported that Henry started on April 22, 2008, but he really started on June 1, 2008. What do we do?

A: Henry's record needs to be deactivated online and the correct information re-submitted to NSLDS.



Issues No. 2

Oops...I Messed Up

Gainful Employment Detail

Update

Deactivate



Award Year: 2007 - 2008
Student SSN: ***-**-6789 +
Student Full Name: WISE, HENRY E
Student DOB: 01/01/1900
Institution Code (OPEID): 06789900
Institution Name: NORTH SOUTH UNIVERSITY
GE Program Indicator: YES
Program Name: COMPUTER DRAFTING
CIP Code: 151302
Credential Level: 01 - UNDERGRADUATE CERTIFICATE
Medical or Dental Internship or Residency: NO
FFEL or Direct Loans: YES
Program Attendance Begin Date: 04/22/2008
Program Attendance Begin Date for This Award Year: 04/22/2008
Program Attendance Status: ENROLLED
Program Attendance End Date: N/A
Private Loans Amount:
Institutional Financing Amount:
Tuition and Fees Amount:
Enrolled in Another Program:
CIP Code of Other Program:
Credential Level of Other Program:
Program Name of Other Program:
GE Program Indicator of Other Program:
OPEID of Other Program Institution:
Institution Name for Other Program:

Issue No. 2

Oops...I Messed Up



National Student Loan Data System (NSLDS)



[Menu](#) [Aid](#) [Enroll](#) [Org](#) [Report](#) [Tran](#)

[S](#) [T](#) [X](#)

You have requested that the following gainful employment record be deactivated. Click CONFIRM to complete the deactivation.

deactivation.

Award Year: 2009 - 2010
Student SSN: ***-**-6789
Student Full Name: WISE, HENRY ERIN
Student DOB: 01/01/1990
Institution Code (OPEID): 06789900
Institution Name: NORTH SOUTH UNIVERSITY
GE Program Indicator: YES
Program Name: BARTENDING/BARTENDER
CIP Code: 120502
Credential Level: 04 - POST BACCALAUREATE CERTIFICATE
Medical or Dental Internship or Residency: NO
FFEL or Direct Loans: YES
Program Attendance Begin Date: 04/22/2008
Program Attendance Begin Date for This Award Year: 12/12/2009
Program Attendance Status: WITHDREW
Program Attendance End Date: 05/21/2010
Private Loans Amount: \$23,958
Institutional Financing Amount: \$23,958
Tuition and Fees Amount: \$33,492
Enrolled in Another Program: SAME
CIP Code of Other Program: 520908
Credential Level of Other Program: 04 - POST BACCALAUREATE CERTIFICATE
Program Name of Other Program: CASINO MANAGEMENT
GE Program Indicator of Other Program: YES
OPEID of Other Program Institution: 067899
Institution Name for Other Program: NORTH SOUTH UNIVERSITY

[Confirm](#)



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Issue No. 2

Oops...I Messed Up

Gainful Employment Add

Student Details	
SSN:	<input type="text"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Date of Birth:	<input type="text"/> (MMDDCCYY)
Gainful Employment Details	
Award Year:	<input type="text"/> (ex.: 20102011)
Institution Code (OPEID):	067899 <input type="text"/>
Institution Name:	<input type="text"/>
GE Program Indicator:	<input type="text"/> --- Select ---
Program Name:	<input type="text"/>
CIP Code:	<input type="text"/>
Credential Level:	<input type="text"/> --- Select ---
Medical or Dental Internship or Residency:	<input type="text"/> --- Select ---
FFEL or Direct Loans:	<input type="text"/> --- Select ---
Program Attendance Begin Date:	<input type="text"/> (MMDDCCYY)
Program Attendance Begin Date for This Award Year:	<input type="text"/> (MMDDCCYY)
Program Attendance Status:	<input type="text"/> --- Select ---
Program Attendance End Date:	<input type="text"/> (MMDDCCYY)
Private Loans Amount:	<input type="text"/>
Institutional Financing Amount:	<input type="text"/>
Tuition and Fees Amount:	<input type="text"/>
Enrolled in Another Program:	<input type="text"/> --- Select ---
CIP Code of Other Program:	<input type="text"/>
Credential Level of Other Program:	<input type="text"/> --- Select ---
Program Name of Other Program:	<input type="text"/>
GE Program Indicator of Other Program:	<input type="text"/> --- Select ---
OPEID of Other Program Institution:	<input type="text"/> <input type="button" value="Org Search"/>
Institution Name for Other Program:	<input type="text"/>
<input type="button" value="Submit"/>	

- When record is deactivated, all of the data must be re-entered into NSLDS



Resources

- GE User Guide

<http://www.ifap.ed.gov/nsldsmaterials/NSLDSGainfulEmploymentUserGuide092211.html>

- GE Newsletter

<http://www.ifap.ed.gov/nsldsmaterials/NSLDSNewsletter34.html>

- IFAP

<http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>

- FAQ's

<http://www.ifap.ed.gov/GainfulEmploymentInfo/2011GEFAQ.html>



Need Help?

For Technical Questions regarding submitting
GE Program data to NSLDS

Email: NSLDS@ed.gov

or

call the NSLDS Customer Support Center at
800.999.8219



Questions?