

# NSLDS Enrollment Reporting Webinar # 5

Critical Details to Program-Level Enrollment Reporting

July 30 & 31, 2014

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



# Agenda

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- **Introductions**
  - **AACRAO**
  - **NASFAA**
- Overview
- When Program-Level Reporting is Required
- CIP Codes
- Program Length
- Enrollment Status
- Special Programs
- Miscellaneous

# AACRAO



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# Agenda

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- Introductions
- **Overview**
  - **Law and Regulations**
  - **Consequences**
- When Program-Level Reporting is Required
- CIP Codes
  - Dual Majors
- Program Length
- Enrollment Status
- Special Programs
- Miscellaneous

# 150% Limit: Law and Regulations

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- 150% Direct Subsidized Loan Limit comes from Pub. L. No. 112-141, which was enacted on July 6, 2012.
- Statute waived requirement to engage in negotiated rulemaking or adhere to master calendar.
- Issued “interim final regulations” on May 16, 2013. Overview of regulations and implementation strategy in [150% EA #1](#).
- Issued “revised final regulations” on January 17, 2014. Overview of changes to regulations in [150% EA #8](#).

# Webinar # 4

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## “General Overview of Program-Level Enrollment Reporting”

- July 15 & 16, 2014
- Presentation, transcript and audio will be available soon on [www.ifap.ed.gov](http://www.ifap.ed.gov)

# Consequence: Eligibility Loss

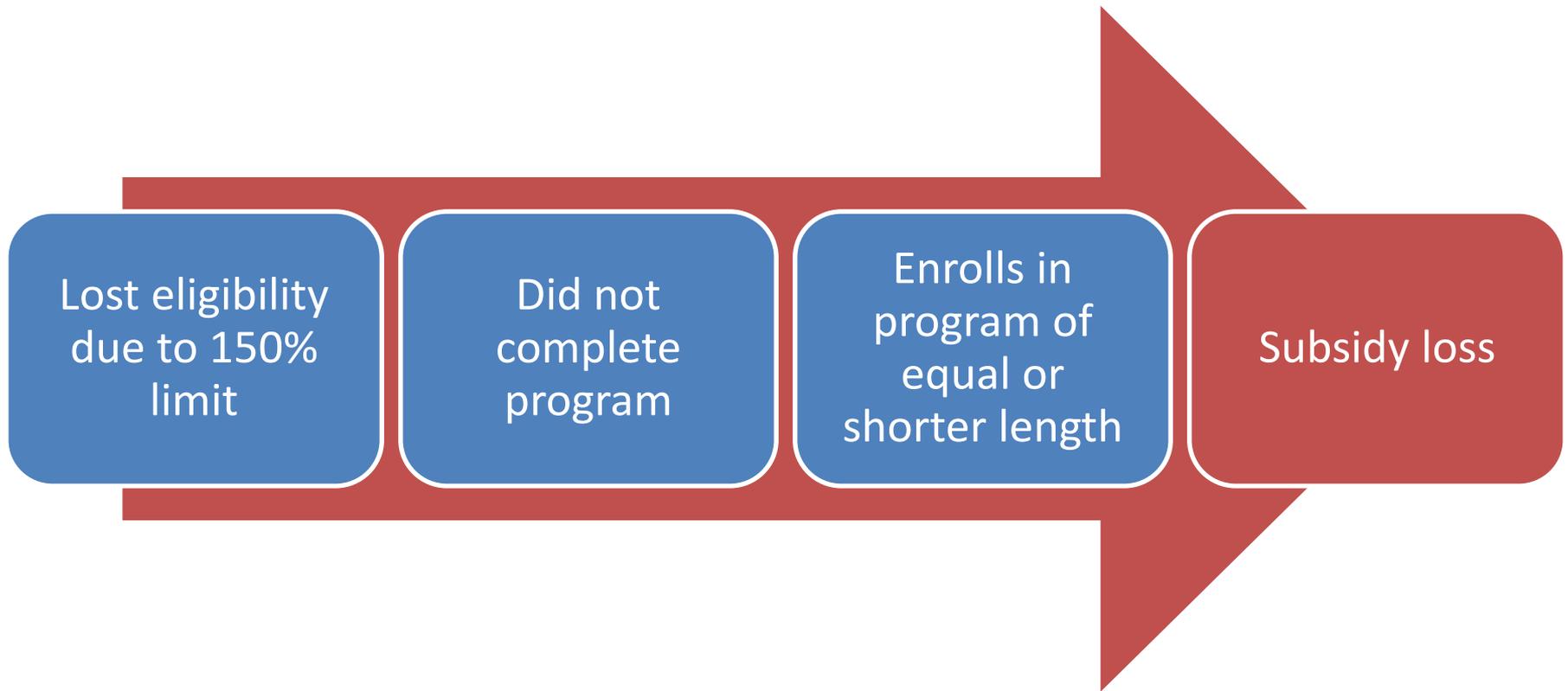
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Borrower loses eligibility for additional Direct Subsidized Loans when borrower has received Direct Subsidized Loans for 150% of their current academic program.

Generally measured in  
time, not dollars.

If eligibility is lost, borrower still eligible for Direct Unsubsidized Loans.

# Consequence: Interest Subsidy Loss



Based on enrollment, not borrowing, or requesting aid.

# Enrollment Reporting

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**Timely and accurate reporting of enrollment is important**

- **To initiate loss of interest subsidy**
- **to prevent loss of interest subsidy**
- Impacts loan servicing
- Completion rates

# What You Should Know...

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- [New Enrollment Reporting Layouts](#): February 27, 2014
- [Dear Colleague Letter \(DCL\) GEN-14-07](#): April 14, 2014
- [NSLDS Newsletter 45](#): April 24, 2014
- [New Spreadsheet Submittal](#): July 16, 2014
- [New Enrollment Reporting Guide](#): July 23, 2014

# Enrollment Reporting Transition

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- July 2014
  - Update enrollment reporting schedule.
    - Schedule must have rosters generated every 60 days
    - Respond to roster within 15 days.
- October 1, 2014
  - Deadline for reporting under the new reporting requirements.
  - Certify the most recent enrollment status for all programs attended as of July 1, 2014.

# Who is on your Roster?

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## **Who NSLDS will put on your roster:**

- Students who received Title IV Aid at your school (COD).

## **Who you must add to your roster:**

- Students with Title IV aid from another school (ISIR) who will be receiving aid at your school.

## **Who you should add to your roster:**

- Students with Title IV aid from another school who will not be receiving aid at your school.

NSLDS will add Title IV students to your enrollment roster when Transfer Student Monitoring (TSM) and Financial Aid History (FAH) is requested.

# Agenda

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- Introductions
- Overview
- **When Program-Level Reporting is Required**
- CIP Codes
- Program Length
- Enrollment Status
- Special Programs
- Miscellaneous

# Campus-Level Record Type 001

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Schools are required to report students' Campus-Level enrollment information to NSLDS.

## Campus-Level

- Student SSN
- 8-digit OPEID
- Student Name and DOB
- Certification Date
- Enrollment Status Effective Date
- Enrollment Status
- Anticipated Completion Date (ACD)
- Term Begin and End Dates
- Student Permanent Address
- Student Phone Number
- Move To OPEID
- **Program Indicator**

# Program Indicator

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- Program information is required for all programs a student is enrolled in unless the Program Indicator is set to 'No'.
- Students who do not require program information are:
  - Students who are at deferment only schools.
  - Students not enrolled in a program.
- Students in non-Title IV eligible programs must still have Program-Level information reported.
- Students with undeclared majors must have Program-Level information reported.

# Agenda

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- Introductions
- Overview
- When Program-Level Reporting is Required
- **CIP Codes**
  - **What is a program?**
  - **Majors vs Minors**
  - **Undeclared Majors**
- Program Length
- Enrollment Status
- Special Programs
- Miscellaneous

# What is a Program?

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- A program is a unique combination of:
  - CIP Code
  - Credential Level
  - Program Length
- If the student is enrolled in multiple programs, a Program-Level record for each program must be reported.

# Program-Level Record Type 002

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Schools are required to report students' Program-Level enrollment information to NSLDS.

## Program-Level

- **Classification of Instructional Programs (CIP) Code**
- CIP Year
- Program Credential Level
- Published Program Length
- Published Program Length Measurement
- Weeks in Title IV Academic Year
- Program Begin Date
- Special Program Indicator
- Program Enrollment Status
- Program Enrollment Effective Date

# CIP Codes

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- Valid CIP Codes from NCES's "CIP Year 2010" must be reported (000000 is not a valid CIP Code).
- CIP Codes can be found at:  
<http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>
- Six-digit CIP code (without period) identifying a program's academic content.

**Example: 12.0401 Cosmetology/Cosmetologist, General → 120401**

# Majors vs Minors

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- Report on the program associated with the student's "major".
- Schools should not report the student's "minor" as a separate program.
- Example:
  - Associate Degree Program in Accounting with a Minor in Computer Engineering
  - CIP Code: Accounting → 520301

# Undeclared Majors

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- To receive Title IV aid a student must be enrolled in a defined course of study.
- Students with undeclared majors are in a program of study and therefore must have a CIP Code associated with their enrollment.
  - Many schools classify students with undeclared majors in a “General Studies” (240102) or “Liberal Arts and Sciences” (240101) program.

# Agenda

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- Introductions
- Overview
- When Program-Level Reporting is Required
- CIP Codes
- **Program Length**
  - **Determination**
  - **Weeks in Title IV Academic Year**
  - **Combined Undergraduate/Graduate programs**
- Enrollment Status
- Special Programs
- Miscellaneous

# Program-Level Record Type 002

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Schools are required to report students' Program-Level enrollment information to NSLDS.

## Program-Level

- Classification of Instructional Programs (CIP) Code
- CIP Year
- Program Credential Level
- **Published Program Length**
- **Published Program Length Measurement**
- **Weeks in Title IV Academic Year**
- Program Begin Date
- Special Program Indicator
- Program Enrollment Status
- Program Enrollment Effective Date

# Program Length

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- If the program length is published in your catalog, or as part of any federal or state/accreditor requirement,, report that published length (in weeks, months, or years).
- If the program length is not published, check if program length has been determined for another reason, such as reporting the on-time completion rate to IPEDS.

# Determining Program Length

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- If the program length is not published, determine and report a program length using definition of “normal time” in the regulations at 34 CFR 668.41(a).
  - Associate’s Degree programs should be 2 years
  - Bachelor’s Degree programs should be 4 years
- Except in limited circumstances
  - Such as a 5-year Bachelor’s Degree program

# Weeks in Title IV Academic Year

- Title IV academic year is a financial aid term that is defined in the regulations at 34 CFR 668.3:
  - Minimum of 26 weeks of instructional time for clock hour programs
  - Minimum of 30 weeks of instructional time for credit hour programs



# Undergraduate/Graduate Programs

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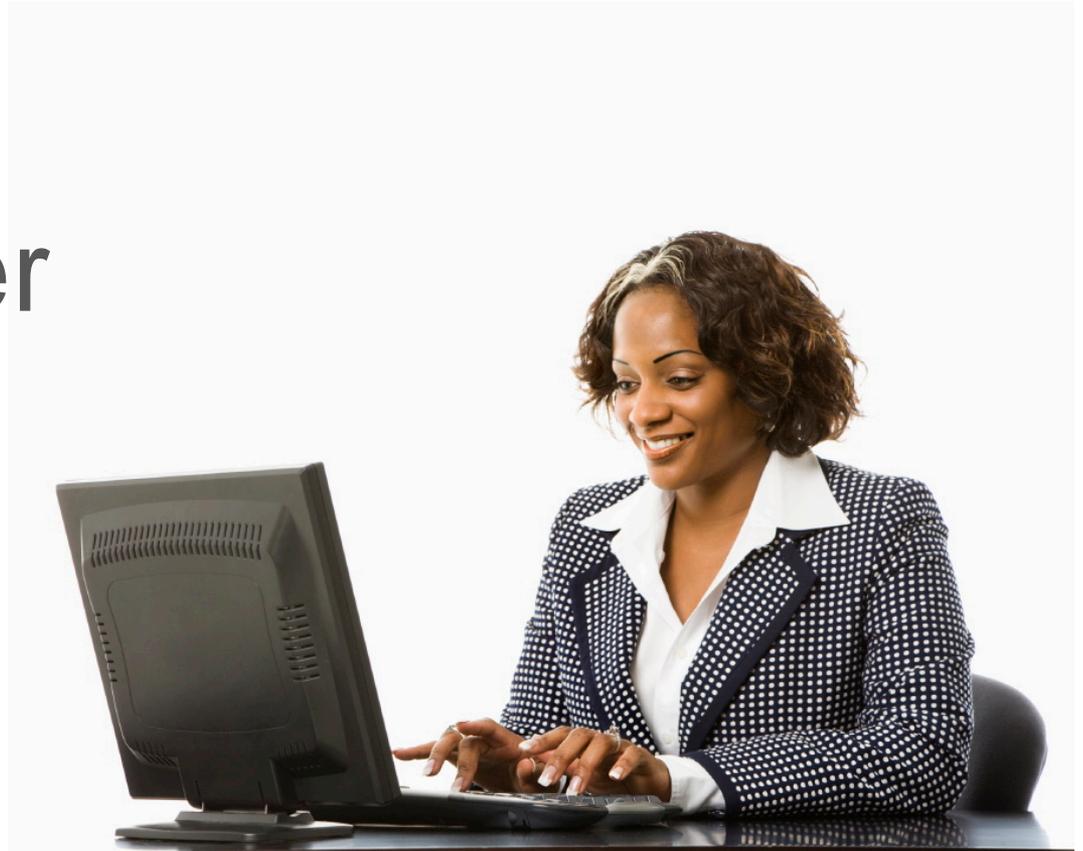
- Remember, a program is a unique combination of CIP Code, Credential Level, and Program Length.
- A combined undergraduate/graduate program where the student receives both degrees must be reported as two separate programs.
  - This is the case even if no credential is conferred until the end of the combined program.

# Undergraduate/Graduate Programs

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- The period of time during which the school considers the student to be an undergraduate student is the undergraduate portion of the program.
- The period of time during which the school considers the student to be a graduate student is the graduate portion of the program.
- Only report a student as being enrolled in both programs simultaneously when the student is taking coursework that counts towards both programs.

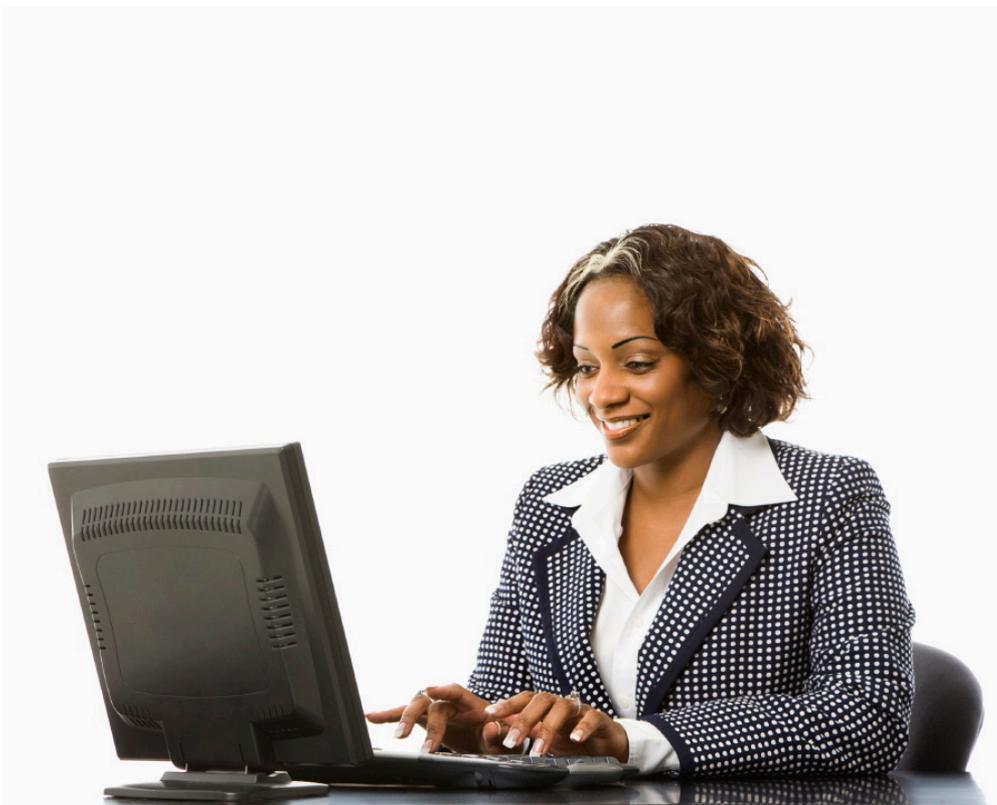
# Meet Mary Master



# Mary Master

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- Enrolls in a 5-year combined Bachelor's/Master's Program in Computer Engineering (**CIP 140901**) with a minor in Business Administration at Big State University (**OPEID 06789900**)
- Begins Full-time in the program on 09/25/2014



# Mary – Bachelor's Program

Items in **red** represent new/updated information

## Mary Campus-Level

- OPEID: **06789900**
- Certification Date: **20141015**
- Enrollment Status Effective Date: **20140925**
- Enrollment Status: **F**
- ACD: **20190530**
- Term Begin Date: **20140925**
- Term End Date: **20141219**
- Program Indicator: **Y**

## Program 1 - Bachelor's Program-Level

- OPEID: **06789900**
- CIP Code: **140901**
- Program Credential Level: **03**
- Published Program Length: **004000**
- Published Program Length Measurement: **Y**
- Program Begin Date: **20140925**
- Special Program Indicator: **N**
- Enrollment Status: **F**
- Enrollment Effective Date: **20140925**

Year 1: Coursework only applies to the Bachelor's program

# Mary – Bachelor's/Master's

## Mary Campus-Level

- OPEID: **06789900**
- Certification Date: **20151015**
- Enrollment Status Effective Date: **20140925**
- Enrollment Status: **F**
- ACD: **20190530**
- Term Begin Date: **20150921**
- Term End Date: **20151215**
- Program Indicator: **Y**

## Program 1 - Bachelor's Program-Level

- OPEID: **06789900**
- CIP Code: **140901**
- Program Credential Level: **03**
- Published Program Length: **004000**
- Published Program Length Measurement: **Y**
- Program Begin Date: **20140925**
- Special Program Indicator: **N**
- Enrollment Status: **F**
- Enrollment Effective Date: **20140925**

## Program 2 - Master's Program-Level

- OPEID: **06789900**
- CIP Code: **140901**
- Program Credential Level: **08**
- Published Program Length: **001000**
- Published Program Length Measurement: **Y**
- Program Begin Date: **20150921**
- Special Program Indicator: **N**
- Enrollment Status: **H**
- Enrollment Effective Date: **20150921**

Year 2: Coursework applies to both programs

# Mary – Bachelor's/Master's

## Mary Campus-Level

- OPEID: **06789900**
- Certification Date:  
**20180531**
- Enrollment Status  
Effective Date:  
**20140925**
- Enrollment Status: **F**
- ACD: **20190530**
- Term Begin Date:  
**20180115**
- Term End Date:  
**20180525**
- Program Indicator: **Y**

## Program 1 - Bachelor's Program-Level

- OPEID: **06789900**
- CIP Code: **140901**
- Program Credential Level:  
**03**
- Published Program Length:  
**004000**
- Published Program Length  
Measurement: **Y**
- Program Begin Date:  
**20140925**
- Special Program Indicator:  
**N**
- Enrollment Status: **W**
- Enrollment Effective Date:  
**20180525**

## Program 2 - Master's Program-Level

- OPEID: **06789900**
- CIP Code: **140901**
- Program Credential Level:  
**08**
- Published Program Length:  
**001000**
- Published Program Length  
Measurement: **Y**
- Program Begin Date:  
**20150921**
- Special Program Indicator:  
**N**
- Enrollment Status: **F**
- Enrollment Effective Date:  
**20180115**

End of year 4: No longer taking classes at the Bachelor's level

# Mary – Bachelor's/Master's

## Mary Campus-Level

- OPEID: **06789900**
- Certification Date: **20190619**
- Enrollment Status Effective Date: **20190515**
- Enrollment Status: **G**
- ACD: **20190515**
- Term Begin Date: **N/A**
- Term End Date: **N/A**
- Program Indicator: **Y**

## Program 1 - Bachelor's Program-Level

- OPEID: **06789900**
- CIP Code: **140901**
- Program Credential Level: **03**
- Published Program Length: **004000**
- Published Program Length Measurement: **Y**
- Program Begin Date: **20140925**
- Special Program Indicator: **N**
- Enrollment Status: **G**
- Enrollment Effective Date: **20190515**

## Program 2 - Master's Program-Level

- OPEID: **06789900**
- CIP Code: **140901**
- Program Credential Level: **08**
- Published Program Length: **001000**
- Published Program Length Measurement: **Y**
- Program Begin Date: **20150921**
- Special Program Indicator: **N**
- Enrollment Status: **G**
- Enrollment Effective Date: **20190515**

Year 5: Graduation!

Bachelor's program must be added!

# Agenda

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- Introductions
- Overview
- When Program-Level Reporting is Required
- CIP Codes
- Program Length
- **Enrollment Status**
  - **COD and NSLDS**
  - **Campus vs Program**
  - **Dual Majors**
  - **Retroactive Reporting**
  - **Terminal Statuses**
- Special Programs
- Miscellaneous

# Program-Level: COD and NSLDS

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- Enrollment Rosters generated by NSLDS and sent to schools will have program information that was reported by the school to COD.
  - If the student was originally enrolled in the program but since changed programs, report the program enrollment status as 'W' (Withdrawn) and add the new program to the roster.
  - If the student never attended the program, report the program enrollment status as 'X' (Never Attended).
- If the student never attended the school, report the Campus-Level enrollment status as 'X'.

# Program-Level Record Type 002

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Schools are required to report students' Program-Level enrollment information to NSLDS.

## Program-Level

- Classification of Instructional Programs (CIP) Code
- CIP Year
- Program Credential Level
- Published Program Length
- Published Program Length Measurement
- Weeks in Title IV Academic Year
- Program Begin Date
- Special Program Indicator
- **Program Enrollment Status**
- **Program Enrollment Effective Date**

# Enrollment Status in a Program

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*To determine a student's enrollment status at the Program-Level, the school must determine which coursework a student is taking that counts toward one program and then apply its enrollment status thresholds to the sum of that coursework.*

# Meet Billy Bachelor



# Billy Bachelor

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- Retroactive reporting to July 1, 2014
- Initial Multi Program-Level enrollment reporting
- Campus-Level vs Program-Level enrollment status

# Billy Bachelor

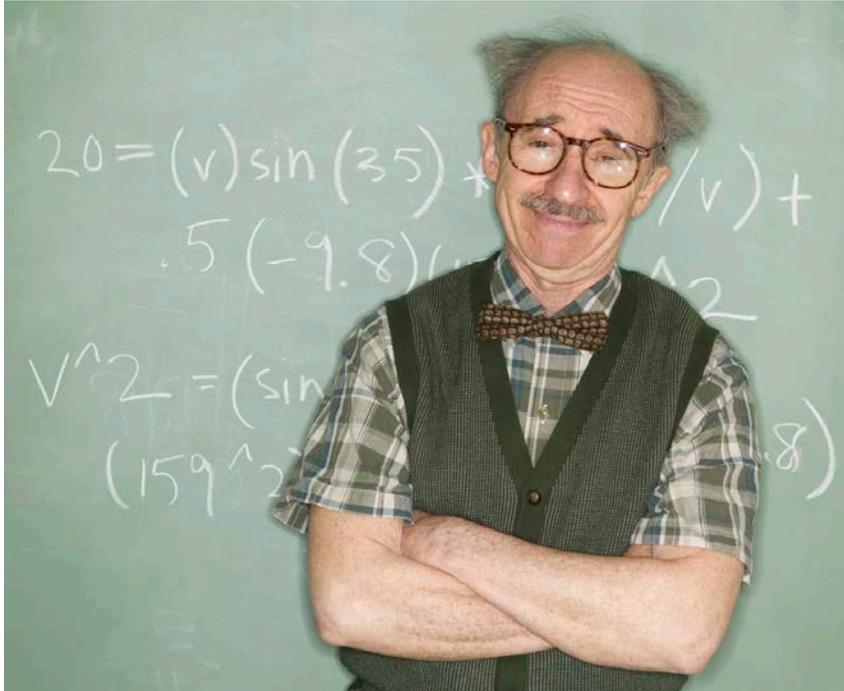
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- Enrolls in dual major Bachelor's degree Programs in History (**CIP 540101**) and Math (**CIP 270101**) at Big State University (**OPEID 06789900**)
- Begins Full-time in the 4-year academic program on 09/25/2013



# Billy – October 2014

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- Billy is only taking Math classes and no History classes this term.
- Billy is considered “Withdrawn” from the History program.

# Billy – October 2014

## Billy Campus-Level

- OPEID: **06789900**
- Certification Date: **20141015**
- Enrollment Status Effective Date: **20130925**
- Enrollment Status: **F**
- ACD: **20170530**
- Term Begin Date: **20140825**
- Term End Date: **20141215**
- Program Indicator: **Y**

## Program 1 - History Program-Level

- OPEID: **06789900**
- CIP Code: **540101**
- Program Credential Level: **03**
- Published Program Length: **004000**
- Published Program Length Measurement: **Y**
- Program Begin Date: **20130925**
- Special Program Indicator: **N**
- Enrollment Status: **W**
- Enrollment Effective Date: **20140825**

## Program 2 - Math Program-Level

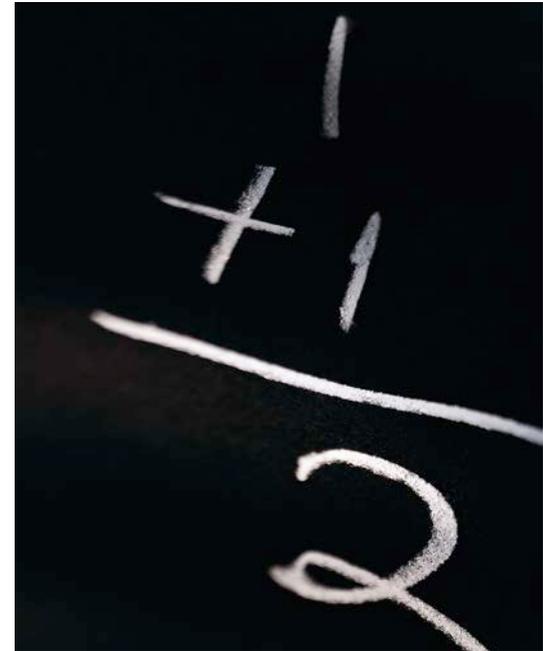
- OPEID: **06789900**
- CIP Code: **270101**
- Program Credential Level: **03**
- Published Program Length: **004000**
- Published Program Length Measurement: **Y**
- Program Begin Date: **20130925**
- Special Program Indicator: **N**
- Enrollment Status: **F**
- Enrollment Effective Date: **20140825**

Retroactive Reporting back to 07/01/14

# Billy – May 2015

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- After two consecutive 'W' reportings, the History program drops from the roster.
- Continue to report on the Math program.



# Billy – May 2015

## Billy Campus-Level

- OPEID: **06789900**
- Certification Date: **20150501**
- Enrollment Status Effective Date: **20130925**
- Enrollment Status: **F**
- ACD: **20170530**
- Term Begin Date: **20150115**
- Term End Date: **20150615**
- Program Indicator: **Y**

## Program 2 - Math Program-Level

- OPEID: **06789900**
- CIP Code: **270101**
- Program Credential Level: **03**
- Published Program Length: **004000**
- Published Program Length Measurement: **Y**
- Program Begin Date: **20130925**
- Special Program Indicator: **N**
- Enrollment Status: **F**
- Enrollment Effective Date: **20140825**

History is dropped from the roster.

# Billy – September 2015

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- Billy is taking both History and Math classes this term.
- Billy's Program Enrollment Status for each program is 'H' Half-time.
- The school must add the History program back to the roster.
- The Campus-Level Enrollment Status is 'Q' Three-Quarter time.

# Billy – September 2015

## Billy Campus-Level

- OPEID: **06789900**
- Certification Date: **20150930**
- Enrollment Status Effective Date: **20150915**
- Enrollment Status: **Q**
- ACD: **20170530**
- Term Begin Date: **20150820**
- Term End Date: **20151215**
- Program Indicator: **Y**

## Program 1 - History Program-Level

- OPEID: **06789900**
- CIP Code: **540101**
- Program Credential Level: **03**
- Published Program Length: **004000**
- Published Program Length Measurement: **Y**
- Program Begin Date: **20130925\***
- Special Program Indicator: **N**
- Enrollment Status: **H**
- Enrollment Effective Date: **20150915**

## Program 2 - Math Program-Level

- OPEID: **06789900**
- CIP Code: **270101**
- Program Credential Level: **03**
- Published Program Length: **004000**
- Published Program Length Measurement: **Y**
- Program Begin Date: **20130925**
- Special Program Indicator: **N**
- Enrollment Status: **H**
- Enrollment Effective Date: **20150915**

\* Program Begin Date must match previously reported date.

# Reporting Terminal Status

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- Schools should report:
  - Withdrawn ('W') as the last date the student attended any classes or otherwise was engaged in an academically related activity at the school or in the program.
  - Graduated ('G') as the date that the school assigns to the completion/graduation, can be either the same as the effective date of a previously reported 'W' or a subsequent date.

# Meet Greta Graduate



# Graduation vs Withdrawal

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- Greta completes all of her course work in May but school does not confirm graduation
  - Certification Date: 20140520
  - Enrollment Status: **W\***
  - Enrollment Status Effective Date: 20140515\*
- Big State University certifies the graduation in October
  - Greta must be added back to the enrollment roster
  - Certification Date: 20141020
  - Enrollment Status: **G\***
  - Enrollment Status Effective Date: 20140515 or 20141020

\* NSLDS will use the earlier withdrawal date to prevent loss of subsidy.

# Agenda

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- Introductions
- Overview
- When Program-Level Reporting is Required
- CIP Codes
- Program Length
- Enrollment Status
- **Special Programs**
- Miscellaneous

# Program-Level Record Type 002

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Schools are required to report students' Program-Level enrollment information to NSLDS.

## Program-Level

- Classification of Instructional Programs (CIP) Code
- CIP Year
- Program Credential Level
- Published Program Length
- Published Program Length Measurement
- Weeks in Title IV Academic Year
- Program Begin Date
- **Special Program Indicator**
- Program Enrollment Status
- Program Enrollment Effective Date

# Special Program Indicator

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- Indicate that the student's program belongs to one of the following groups:
  - 'A' (Special Admission Associate Degree Program) – 34 CFR 685.200(f)(9)
  - 'B' (Bachelor's Degree Completion Program) – 34 CFR 685.200(f)(9)
  - 'U' (Preparatory Coursework Undergraduate Program) – 34 CFR 668.32(a)
  - 'P' (Preparatory Coursework Graduate Professional Program) – 34 CFR 668.32(a)
  - 'T' (Non-Credential Teacher Certification Program) – 34 CFR 668.32(a)
  - 'N' (Not Applicable) – All other programs.

# Special Associates

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- Special admission associate degree program:
  - Requires, as a prerequisite of admission, that the student has completed an associate degree or 2 years of postsecondary coursework.
  - Competitive enrollment.
  - Prepares student for occupation requiring state licensure.

## How to report:

- Credential level – 02
- Program length – 4 years
- Special program indicator – A

# Bachelor Completion

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- Bachelor's degree completion program:
  - Program consists of only the final two years of a bachelor's degree program.
  - Requires, as a prerequisite of admission, that the student has completed an associate degree or 2 years of postsecondary coursework.

## How to report:

- Credential level – 03
- Program length – 4 years
- Special program indicator – B

# Preparatory Coursework – Undergrad

- Preparatory coursework is postsecondary level coursework that a student must take as a condition of, or prior to, admission into an undergraduate program.

## How to report:

- Credential level – 99
- CIP Code – of undergraduate program requiring coursework
- Program length – of undergraduate program requiring the coursework
- Special program indicator – U

# Preparatory Coursework – Graduate

- Preparatory coursework is postsecondary level coursework that a student must take as a condition of, or prior to, admission into a graduate program.

## How to report:

- Credential level – 99
- CIP Code – of graduate program requiring coursework
- Program length - of graduate program requiring the coursework
- Special program indicator – P

# Teacher Certification

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- Program that does not lead to a credential that is conferred by the institution
- Is required before the student can receive or retain a teaching license in the state

## How to report:

- Credential level – 99
- CIP Code – of Teacher certification program
- Program Length – of Teacher certification program
- Special program indicator – T

# Agenda

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- Introductions
- Overview
- When Program-Level Reporting is Required
- CIP Codes
- Program Length
- Enrollment Status
- Special Programs
- **Miscellaneous**
  - **Embedded Credentials**
  - **Summer Bridge**
  - **Consortium Agreements**

# Embedded Credentials

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- Some programs are structured so that, while the student is enrolled in one program (Credential Level), the student may earn one or more other credentials while completing the program for which the student is enrolled.
  - Example: an associate degree program with an embedded certificate(s)
- If student is not enrolled in the embedded program, only report the student for the program in which they are enrolled.
- If student is enrolled in both programs, report the student for both programs.

# Summer Bridge

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- What to report in the summer if the student changes programs beginning with the upcoming fall term?
- Student not enrolled in the summer: Report the Program-Level enrollment status the same as the spring semester until the first fall reporting.
  - In the fall, report the new program with a Program Begin Date to coincide with the start of the fall term.
- Student is enrolled in the summer: Report the Program-Level information for the new program.

# Consortium Agreements

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- Reporting is the responsibility of the “Home School”
  - The Home School is the school where the student is enrolled for the purpose of obtaining a degree or certificate.
  - Enrollment status must include the coursework taken at the “host school”.

# References

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- New Enrollment Reporting File Layout
  - <http://ifap.ed.gov/nsldsmaterials/022714NSLDSNewEnrollmentReportingFileLayoutFixed.html>
  - <http://ifap.ed.gov/nsldsmaterials/022714NewEnrollmentReportingFileLayoutCSV.html>
- Dear Colleague Letter (DCL) GEN-14-07
  - <http://ifap.ed.gov/dpcletters/GEN1407.html>
- New NSLDS Enrollment Reporting Guide
  - <http://ifap.ed.gov/nsldsmaterials/NewNSLDSEnrollSpreadsheetSubmittalandERGJuly2014.html>
- New NSLDS Enrollment Spreadsheet Submittal
  - <https://www.fsadownload.ed.gov/software.htm>
- 150 Percent Direct Subsidized Loan Limit Information
  - <http://ifap.ed.gov/150PercentDirectSubsidizedLoanLimitInfo/index.html>

# NSLDS Contact Information

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## Customer Support Center:

- Phone: 1-800-999-8219
- Toll: 785-838-2141
- Fax: 785-838-2154
- Web: [www.nslidsfap.ed.gov](http://www.nslidsfap.ed.gov)
- E-mail: [nslids@ed.gov](mailto:nslids@ed.gov)

# QUESTIONS?

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For questions about the 150% requirements

NSLDS: [150percent-questions@ed.gov](mailto:150percent-questions@ed.gov)

AACRAO: [gallionq@aacrao.org](mailto:gallionq@aacrao.org)

NASFAA: [training@nasfaa.org](mailto:training@nasfaa.org)

For NSLDS technical questions

NSLDS: [nslds@ed.gov](mailto:nslds@ed.gov)

