U.S. Department of Education
1998 Electronic Access Conferences

Session 12

SSCR Processing
NSLDS / TIVWAN / CPS
Direct Loan Servicing

Overview of SSCR

- Purposes
- Benefits
- Process Flow Charts

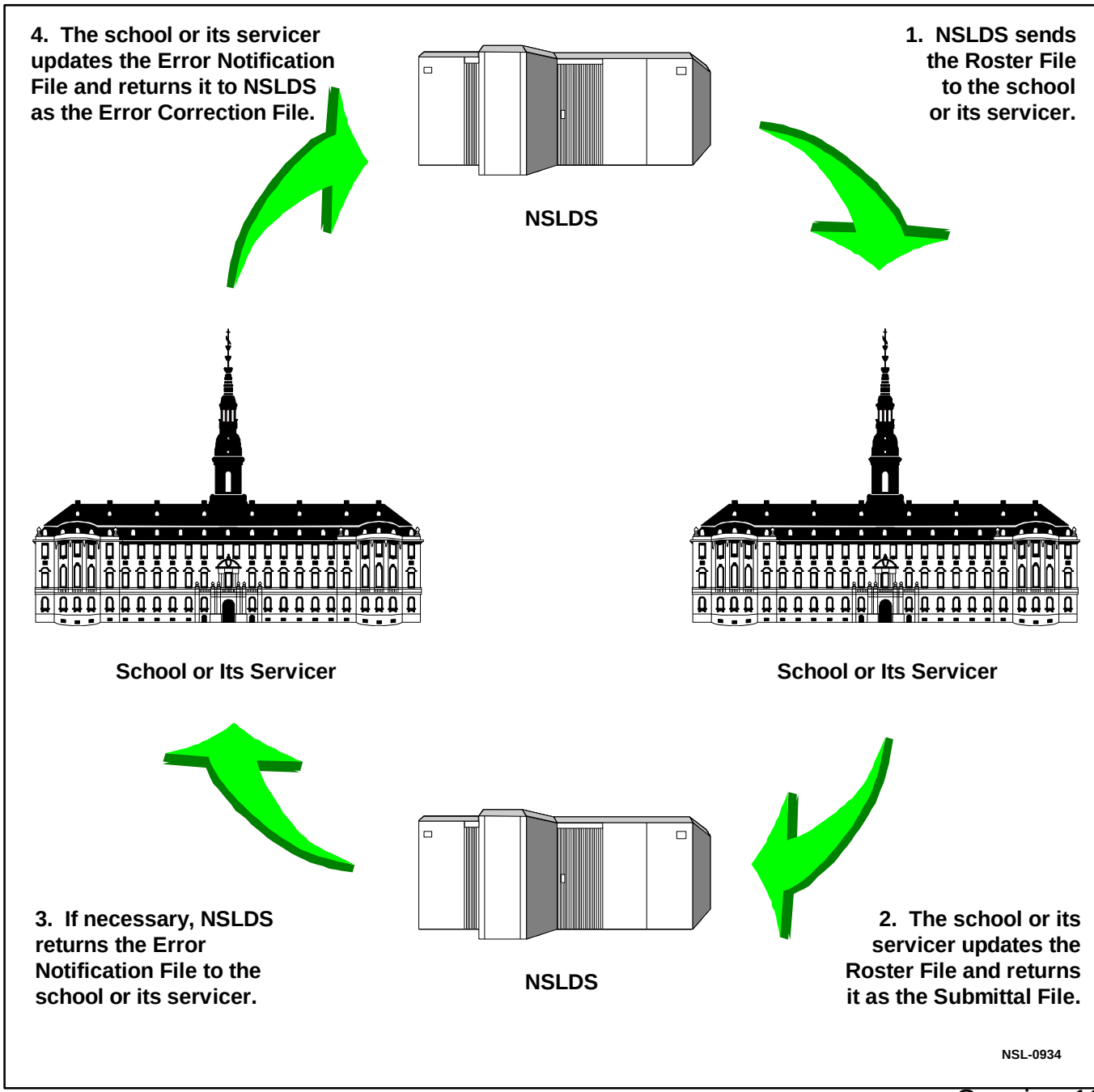
Why is Enrollment Tracking Important?

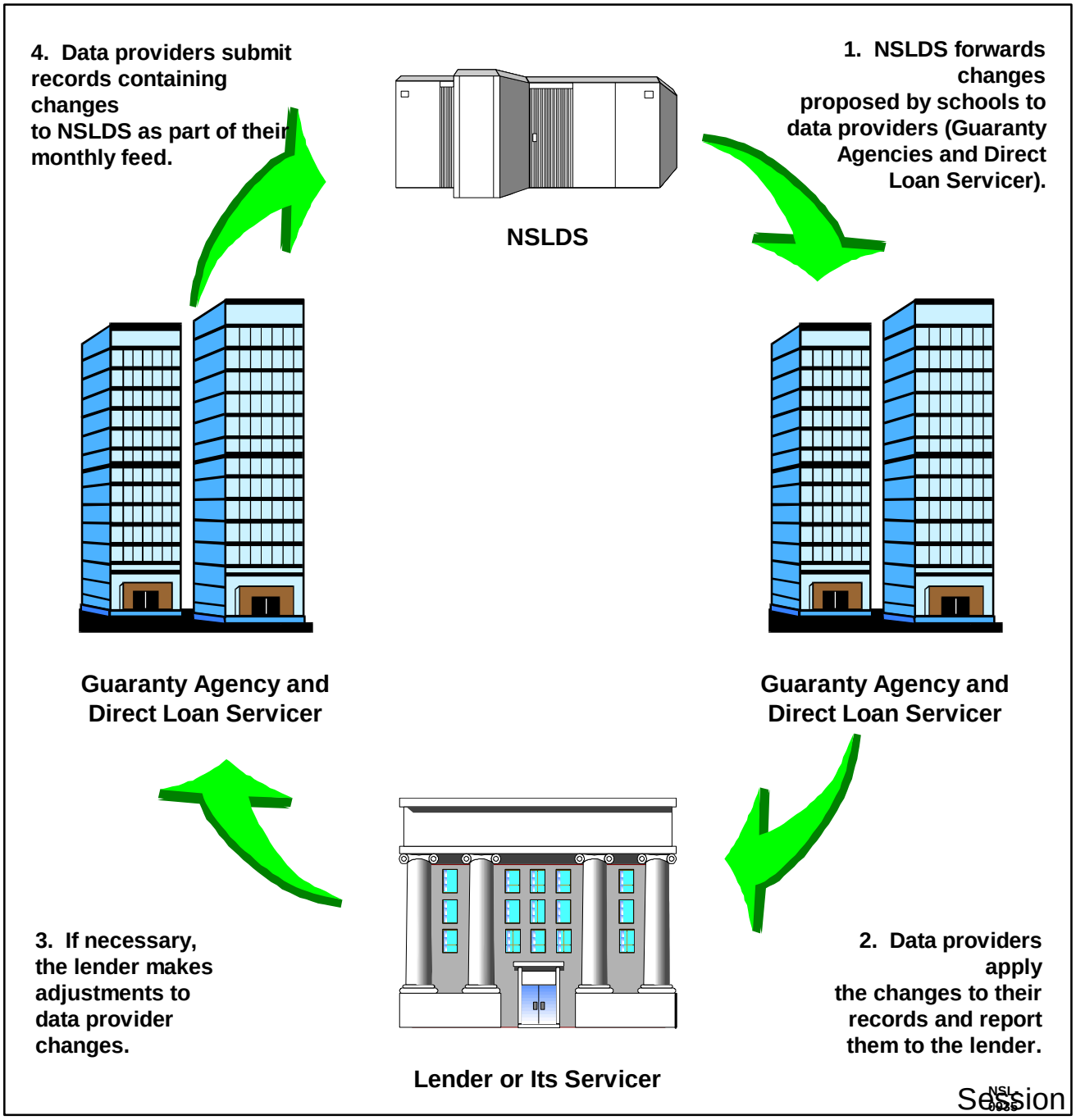
- If one student with $10,000 in loans @ 8%
- Has a Grad date reported one week late
- Cost to loan program = $15.38

Now. Start multiplying!!

The SSCR Process

- School Phase
- Data Provider Phase


4. The school or its servicer updates the Error Notification File and returns it to NSLDS as the Error Correction File.
1. NSLDS sends the Roster File to the school or its servicer.
NSLDS
School or Its Servicer
School or Its Servicer
3. If necessary, NSLDS returns the Error Notification File to the school or its servicer.
NSLDS
2. The school or its servicer updates the Roster File and returns it as the Submittal File.
NSL-0934


4. Data providers submit records containing changes to NSLDS as part of their monthly feed.
NSLDS
1. NSLDS forwards changes proposed by schools to data providers (Guaranty Agencies and Direct Loan Servicer).
Guaranty Agency and Direct Loan Servicer
Guaranty Agency and Direct Loan Servicer
3. If necessary, the lender makes adjustments to data provider changes.
Lender or Its Servicer
2. Data providers apply the changes to their records and report them to the lender.

SSCR Cycle Selection

- **Guidelines and Recommendations**
- Compliance
- School Notification

SSCR Cycle Selection

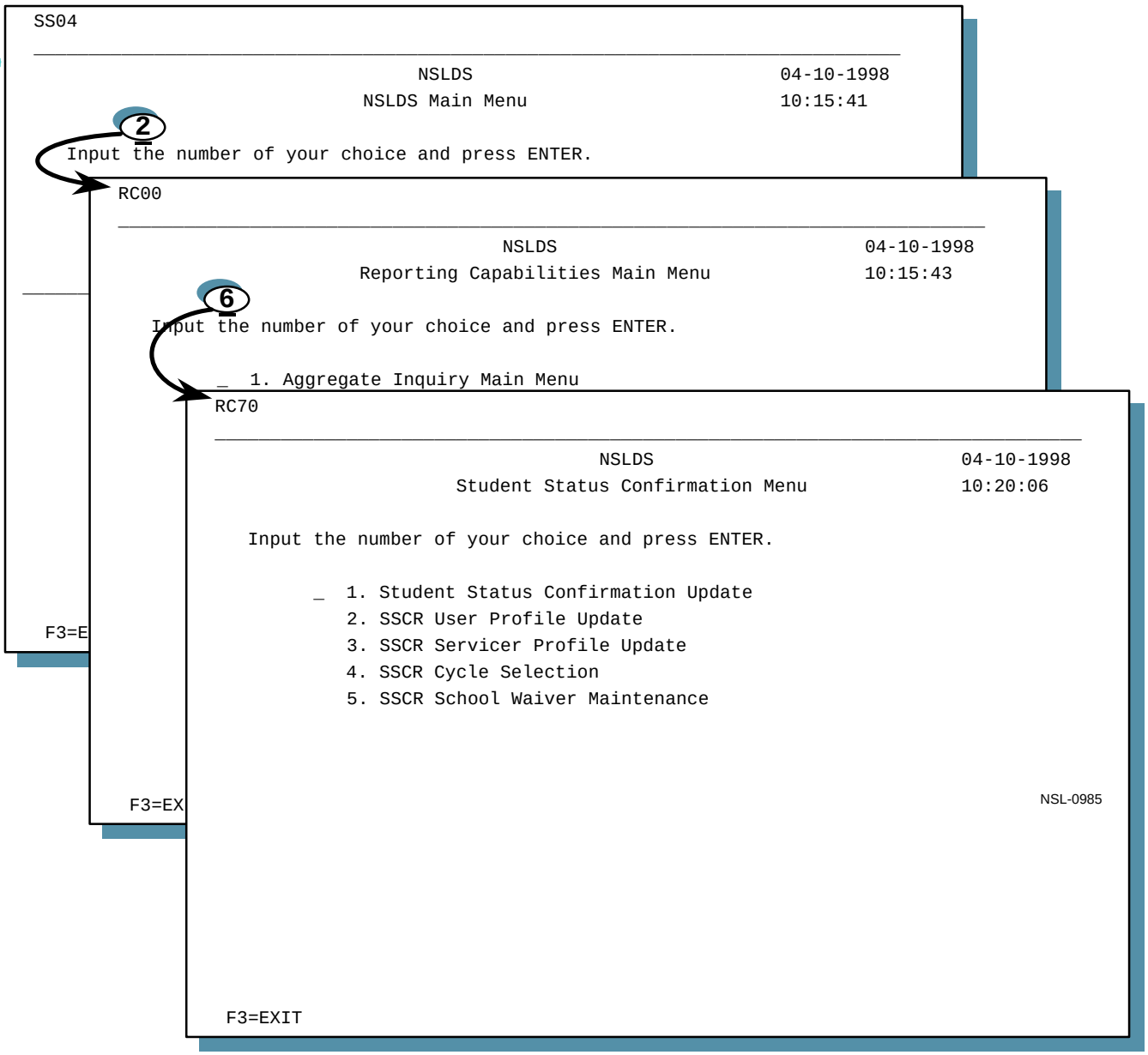
- Guidelines and Recommendations
- **Compliance**
- School Notification

SSCR Cycle Selection

- Guidelines and Recommendations
- Compliance
- **School Notification**

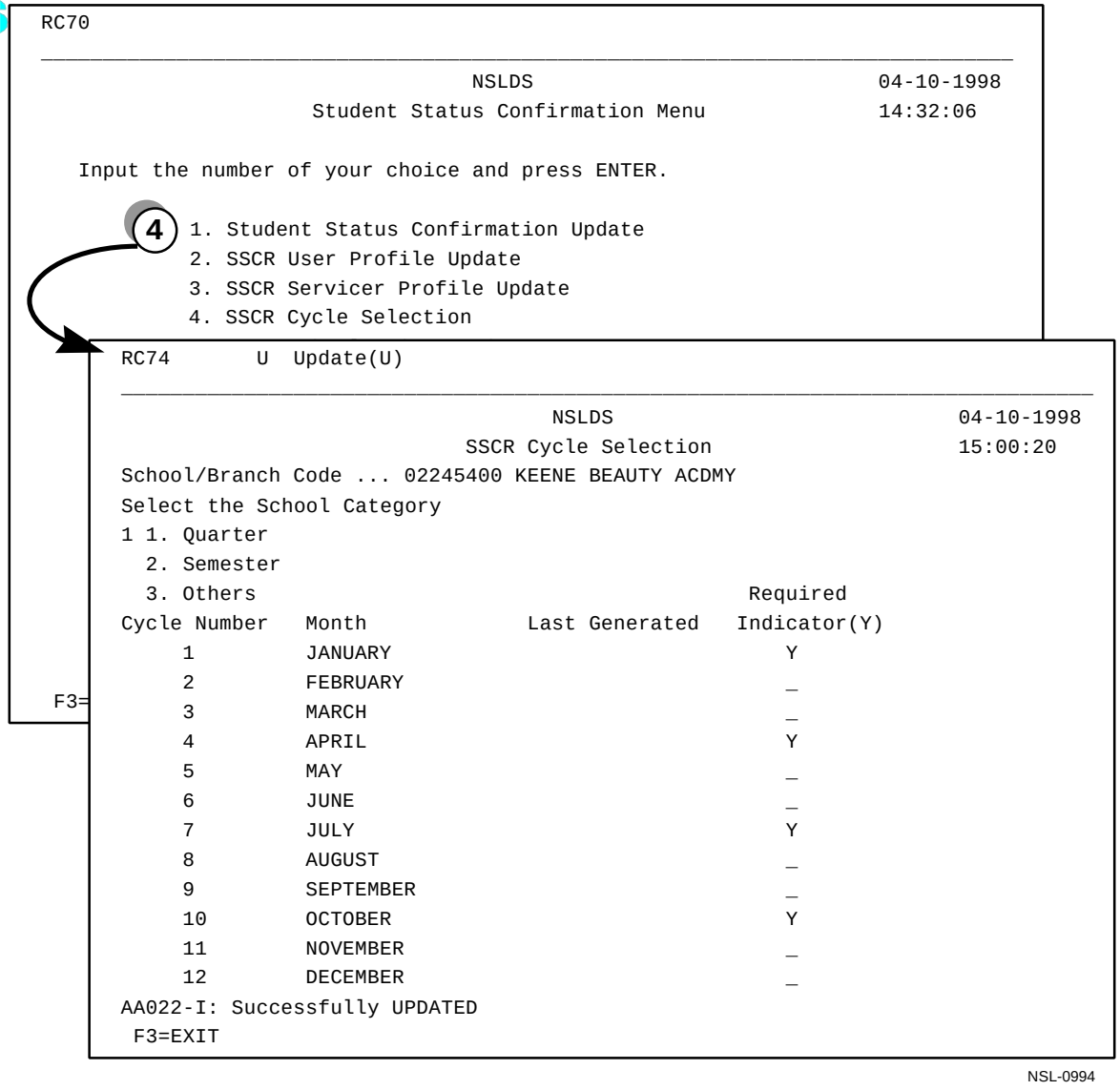
SSCR Online Functions

- Online Screen Navigation
- Main Menu
- Online Update
- Updating Cycle
- Past Enrollment Status Changes

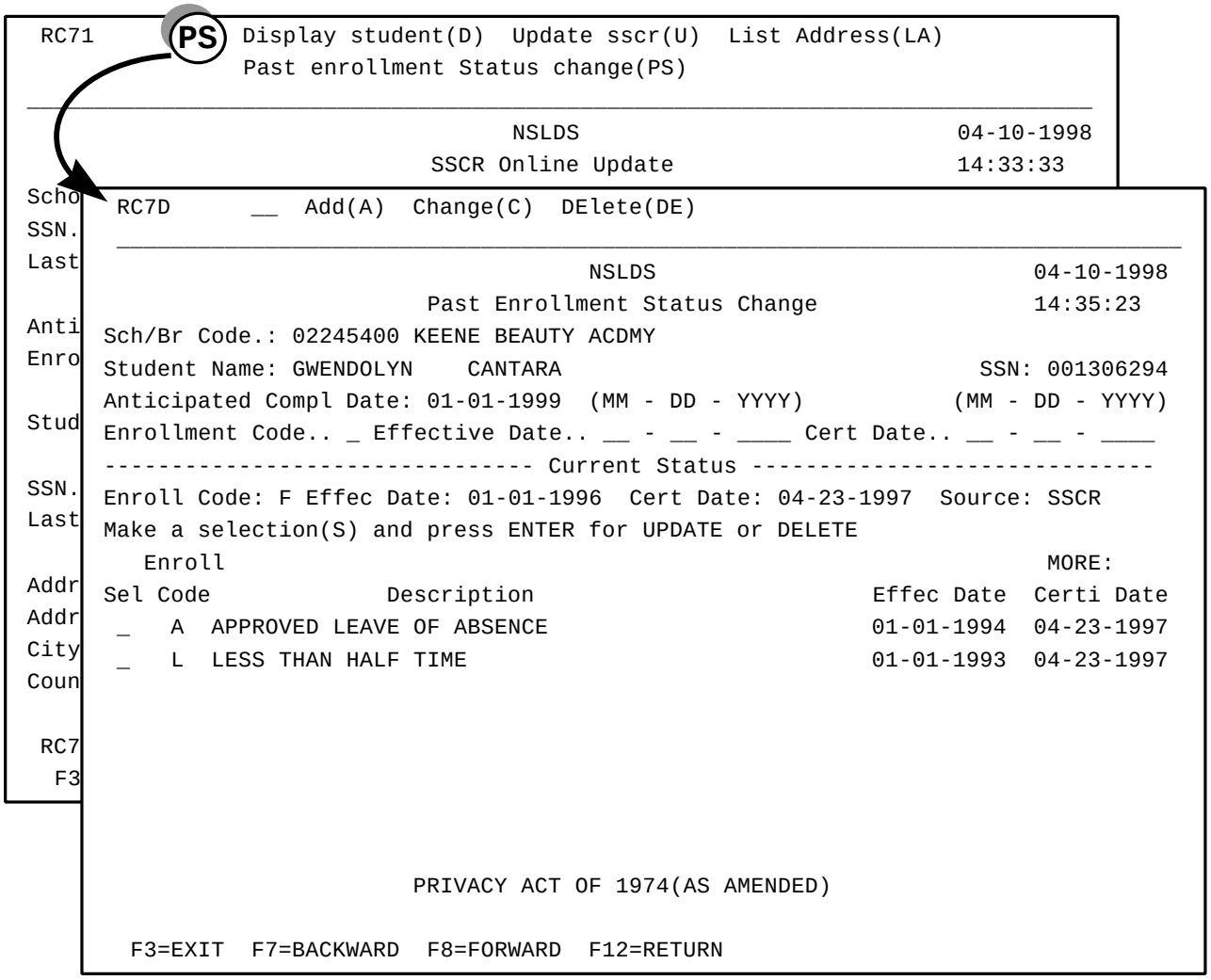

SS04
NSLDS
04-10-1998
NSLDS Main Menu
10:15:41
2
Input the number of your choice and press ENTER.
RC00
NSLDS
04-10-1998
Reporting Capabilities Main Menu
10:15:43
6
Input the number of your choice and press ENTER.
_ 1. Aggregate Inquiry Main Menu
RC70
NSLDS
04-10-1998
Student Status Confirmation Menu
10:20:06
Input the number of your choice and press ENTER.
_ 1. Student Status Confirmation Update
2. SSCR User Profile Update
3. SSCR Servicer Profile Update
4. SSCR Cycle Selection
5. SSCR School Waiver Maintenance
NSL-0985
F3=EXIT

```
 RC71       D   Display student(D)  Update sscr(U)  List Address(LA)
                Past enrollment Status change(PS)
_____________________________________________________________________________
                                    NSLDS                            04-23-1997
                              SSCR Online Update                     14:33:33
School/Branch Code ... 02245400 KEENE BEAUTY ACDMY
SSN...... 001306294 First Name.. GWENDOLYN___ DOB.. 07 - 28 - 1940 (MM-DD-YYYY)
Last Name: CANTARA                            Curr SSN.: 001306294
           ------ Current Student Status Change (Mandatory) ------
Anticipated Completion Date.. 01 - 01 - 1999 (MM-DD-YYYY)
Enrollment Code.. F Enrollment Code Effect Date.... 01 - 01 - 1996 (MM-DD-YYYY)
                    Certification Date............. 04 - 23 - 1997 (MM-DD-YYYY)
Student Designator.. ____________________ (Optional)
               ---- Student Information Change (Optional) ----
SSN........ _________ First Name.. ____________ Middle Initial.. _
Last Name.. ________________________________ DOB.. __ - __ - ____ (MM-DD-YYYY)
               --- Permanent Address Information (Optional)---
Address line 1.. 1818 DOCUMENTATION LN_______________
Address line 2.. ____________________________________
City............ ARLINGTON_______________ State.. VA Zip Code... 22345_________
Country.. ___________________________ Effective Date.. 01 - 23 - 1995 (MM-DD-YYYY)
                       PRIVACY ACT OF 1974(AS AMENDED)
 RC7107-I: Please make changes and press ENTER.
  F3=EXIT
```

```
 RC71       U_  Display student(D)  Update sscr(U)  List Address(LA)
                Past enrollment Status change(PS)
_____________________________________________________________________________
                                    NSLDS                            04-23-1997
                              SSCR Online Update                     14:33:33
School/Branch Code ... 02245400 KEENE BEAUTY ACDMY
SSN...... 001306294 First Name.. GWENDOLYN___ DOB.. 07 - 28 - 1940 (MM-DD-YYYY)
Last Name: CANTARA                            Curr SSN.: 001306294
           ------ Current Student Status Change (Mandatory) ------
Anticipated Completion Date.. 01 - 01 - 1999 (MM-DD-YYYY)
Enrollment Code.. F Enrollment Code Effect Date.... 01 - 01 - 1996 (MM-DD-YYYY)
                    Certification Date............. 04 - 23 - 1997 (MM-DD-YYYY)
Student Designator.. ____________________ (Optional)
               ---- Student Information Change (Optional) ----
SSN........ _________ First Name.. ____________ Middle Initial.. _
Last Name.. ________________________________ DOB.. __ - __ - ____ (MM-DD-YYYY)
               --- Permanent Address Information (Optional)---
Address line 1.. 1818 DOCUMENTATION LN_______________
Address line 2.. ____________________________________
City............ ARLINGTON_______________ State.. VA Zip Code... 22345_________
Country.. ___________________________ Effective Date.. 01 - 23 - 1995 (MM-DD-YYYY)
                       PRIVACY ACT OF 1974(AS AMENDED)
 RC7107-I: Please make changes and press ENTER.
  F3=EXIT
```


RC70
NSLDS
04-10-1998
Student Status Confirmation Menu
14:32:06
Input the number of your choice and press ENTER.
4
1. Student Status Confirmation Update
2. SSCR User Profile Update
3. SSCR Servicer Profile Update
4. SSCR Cycle Selection
F3=
RC74 U Update(U)
NSLDS
04-10-1998
SSCR Cycle Selection
15:00:20
School/Branch Code ... 02245400 KEENE BEAUTY ACDMY
Select the School Category
1 1. Quarter
2. Semester
3. Others
Cycle Number Month Last Generated Required Indicator(Y)
1 JANUARY Y
2 FEBRUARY _
3 MARCH _
4 APRIL Y
5 MAY _
6 JUNE _
7 JULY Y
8 AUGUST _
9 SEPTEMBER _
10 OCTOBER Y
11 NOVEMBER _
12 DECEMBER _
AA022-I: Successfully UPDATED
F3=EXIT

NSL-0994


RC71
PS
Display student(D) Update sscr(U) List Address(LA)
Past enrollment Status change(PS)
NSLDS
04-10-1998
SSCR Online Update
14:33:33
RC7D
Add(A) Change(C) DElete(DE)
NSLDS
04-10-1998
Past Enrollment Status Change
14:35:23
Sch/Br Code.: 02245400 KEENE BEAUTY ACDMY
Student Name: GWENDOLYN CANTARA
SSN: 001306294
Anticipated Compl Date: 01-01-1999 (MM - DD - YYYY)
(MM - DD - YYYY)
Enrollment Code.. _ Effective Date.. __ - __ - ____ Cert Date.. __ - __ - ____
Current Status
Enroll Code: F Effec Date: 01-01-1996 Cert Date: 04-23-1997 Source: SSCR
Make a selection(S) and press ENTER for UPDATE or DELETE
MORE:
Sel Enroll Code Description Effec Date Certi Date
_ A APPROVED LEAVE OF ABSENCE 01-01-1994 04-23-1997
_ L LESS THAN HALF TIME 01-01-1993 04-23-1997
PRIVACY ACT OF 1974(AS AMENDED)
F3=EXIT F7=BACKWARD F8=FORWARD F12=RETURN

NSL-0988

Summary

- SSCR Topics Discussed
  - Purposes and Benefits
  - Process Flow Charts
  - On Line Functions

Future Changes (1999)

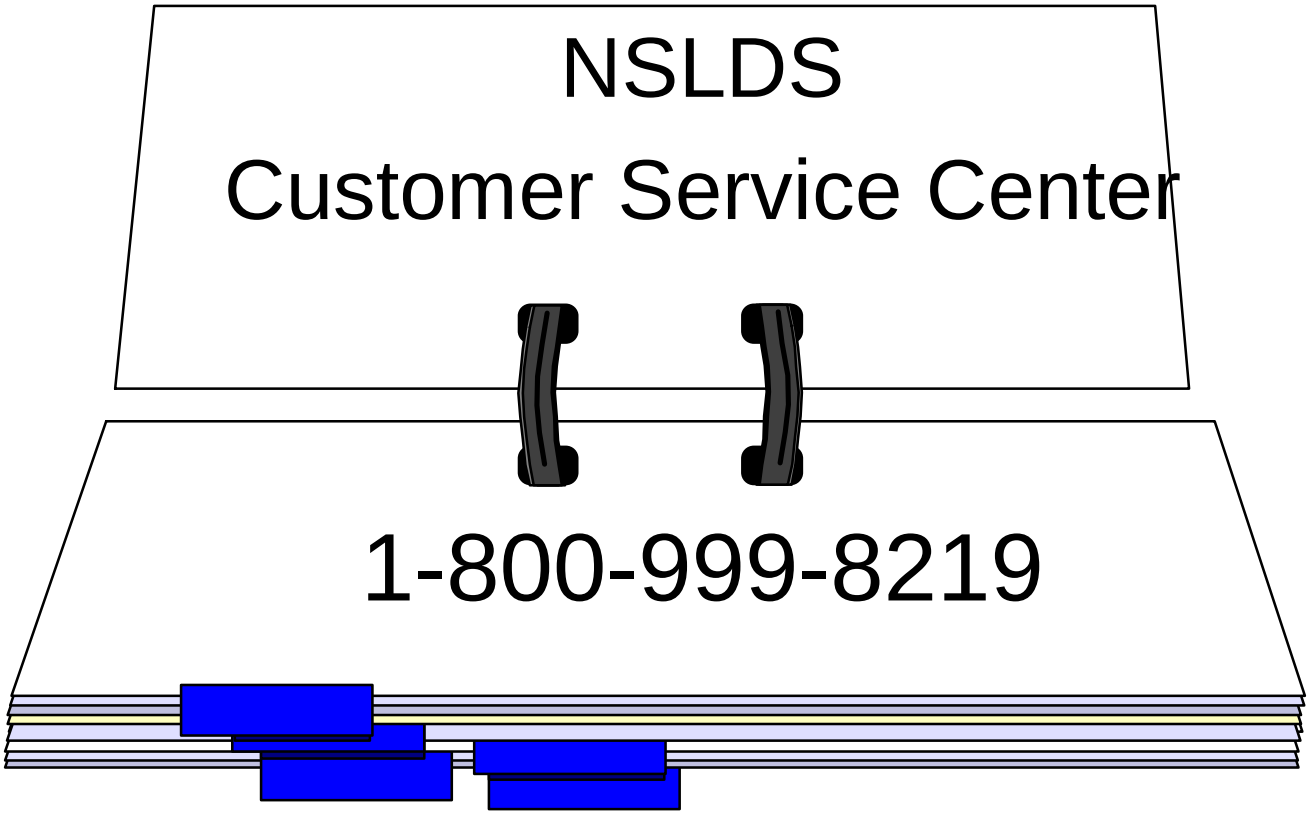
- School as authoritative source of information
- Only changes in enrollment status to be sent to loan holders
- Data sent directly to Lenders and Lender Servicers (Pilot Program) soon
- NSLDS will resolve conflicting information among Data Providers

How to Contact Us?

National Student Loan Data System
U.S. Department of Education
ROB-3, Room 4520
Washington, DC 20202

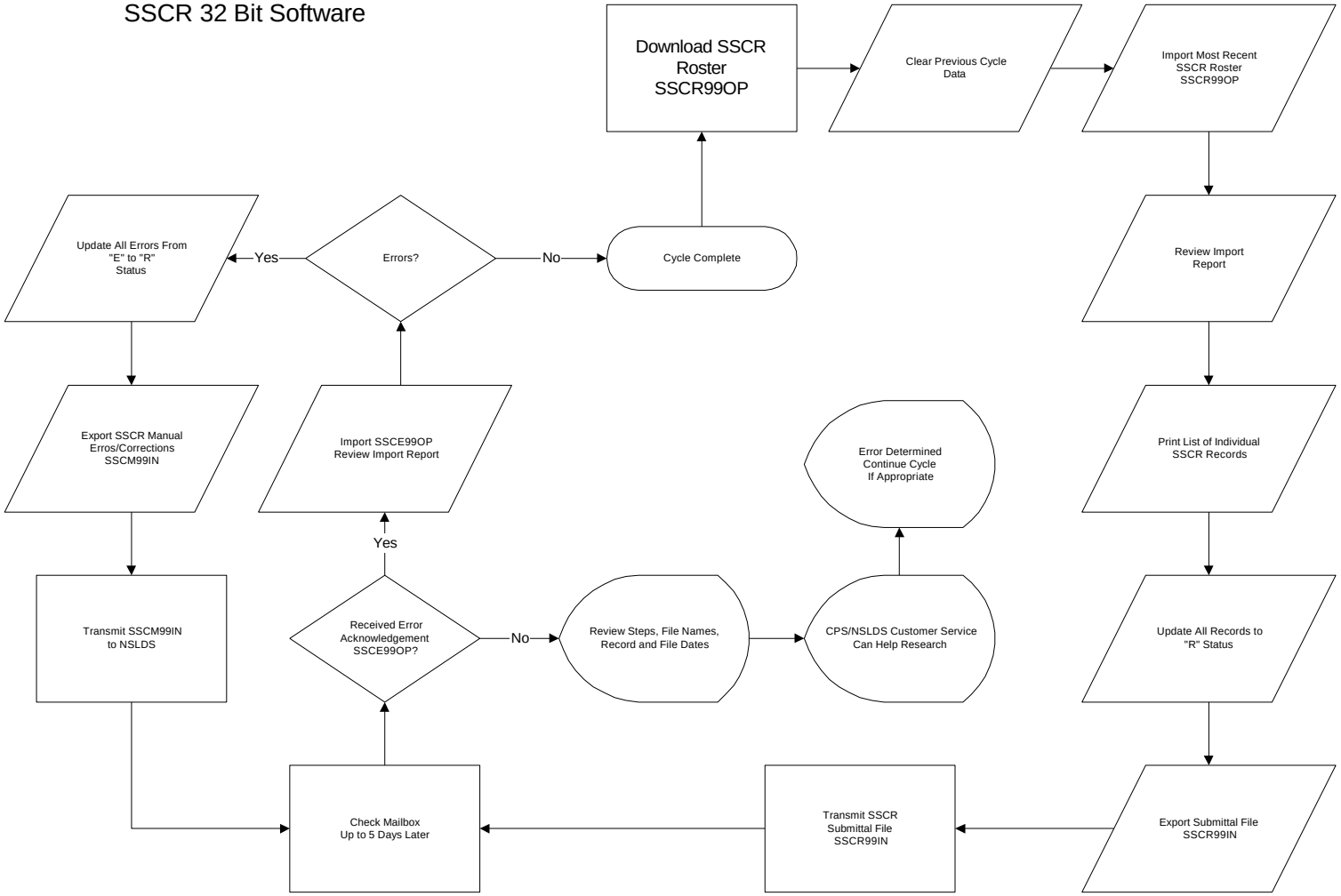
Telephone: (202) 708-8125
Fax Number: (202) 708-9461

Where can I get information?

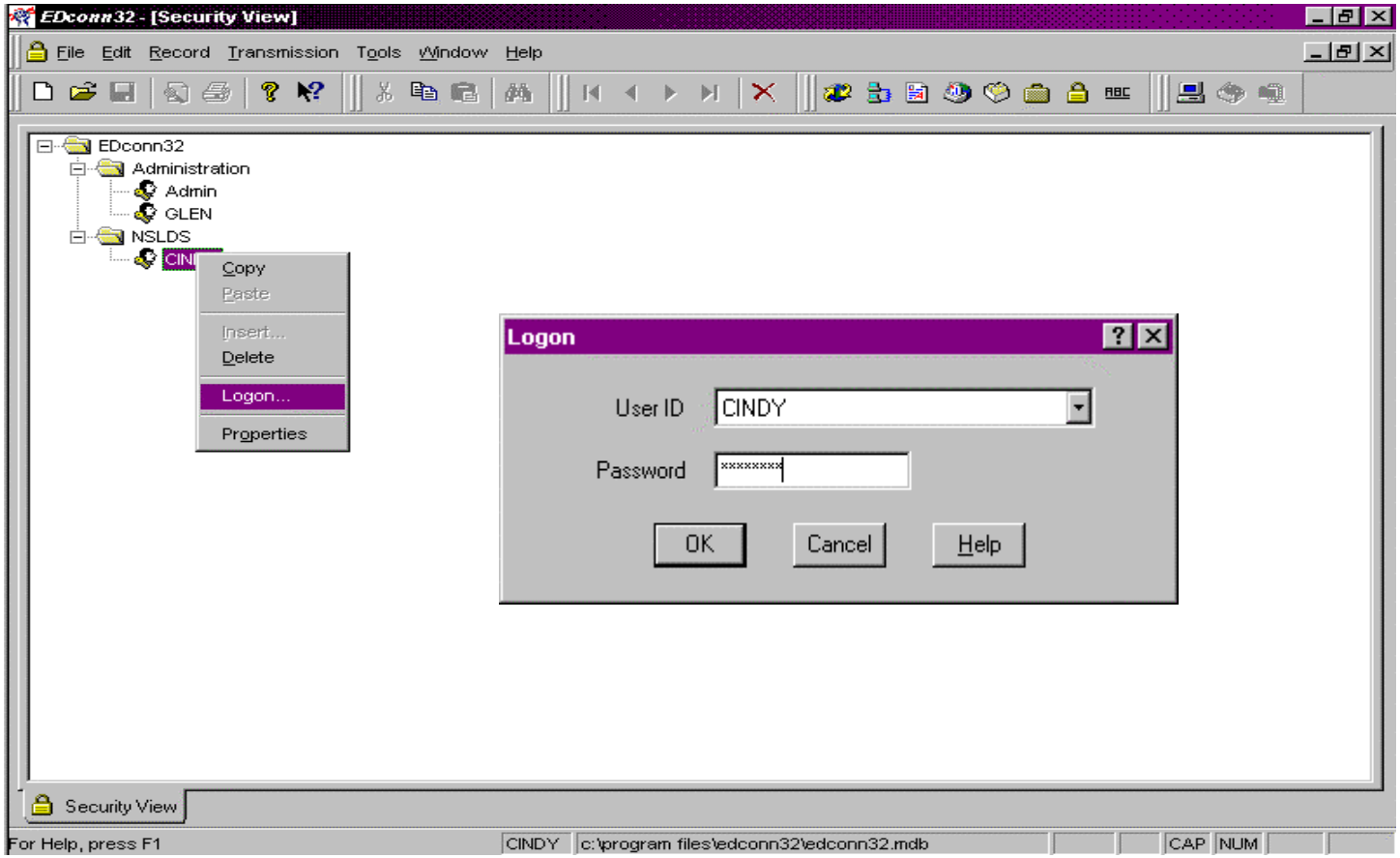


Call between the hours of 7 a.m. and 7 p.m. EST,
any weekday other than Federal holidays.

SSCR Batch Processing
SSCR 32 Bit Software



Logging On

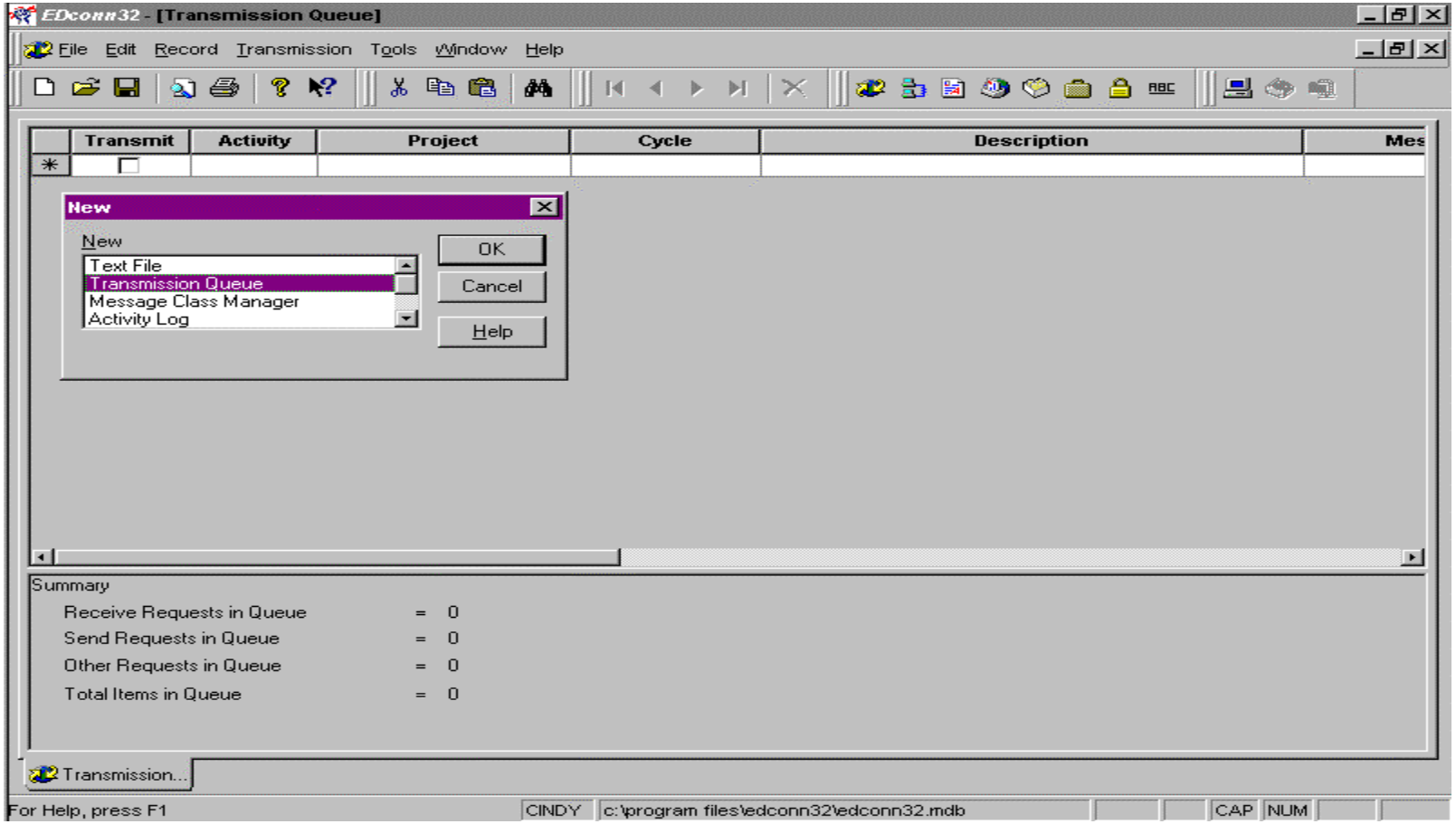

EDconn32 - [Security View]
File Edit Record Transmission Tools Window Help
EDconn32
Administration
Admin
GLEN
NSLDS
CIN
Copy
Paste
Insert...
Delete
Logon...
Properties
Logon
User ID
CINDY
Password
OK
Cancel
Help
Security View
For Help, press F1
CINDY
c:\program files\edconn32\edconn32.mdb
CAP
NUM

Receiving the SSCR Roster File (SSCR99OP)

- Open the Transmission Queue
- Format Request
- Transmit the Request
- Review Activity Log

Opening the Transmission Queue

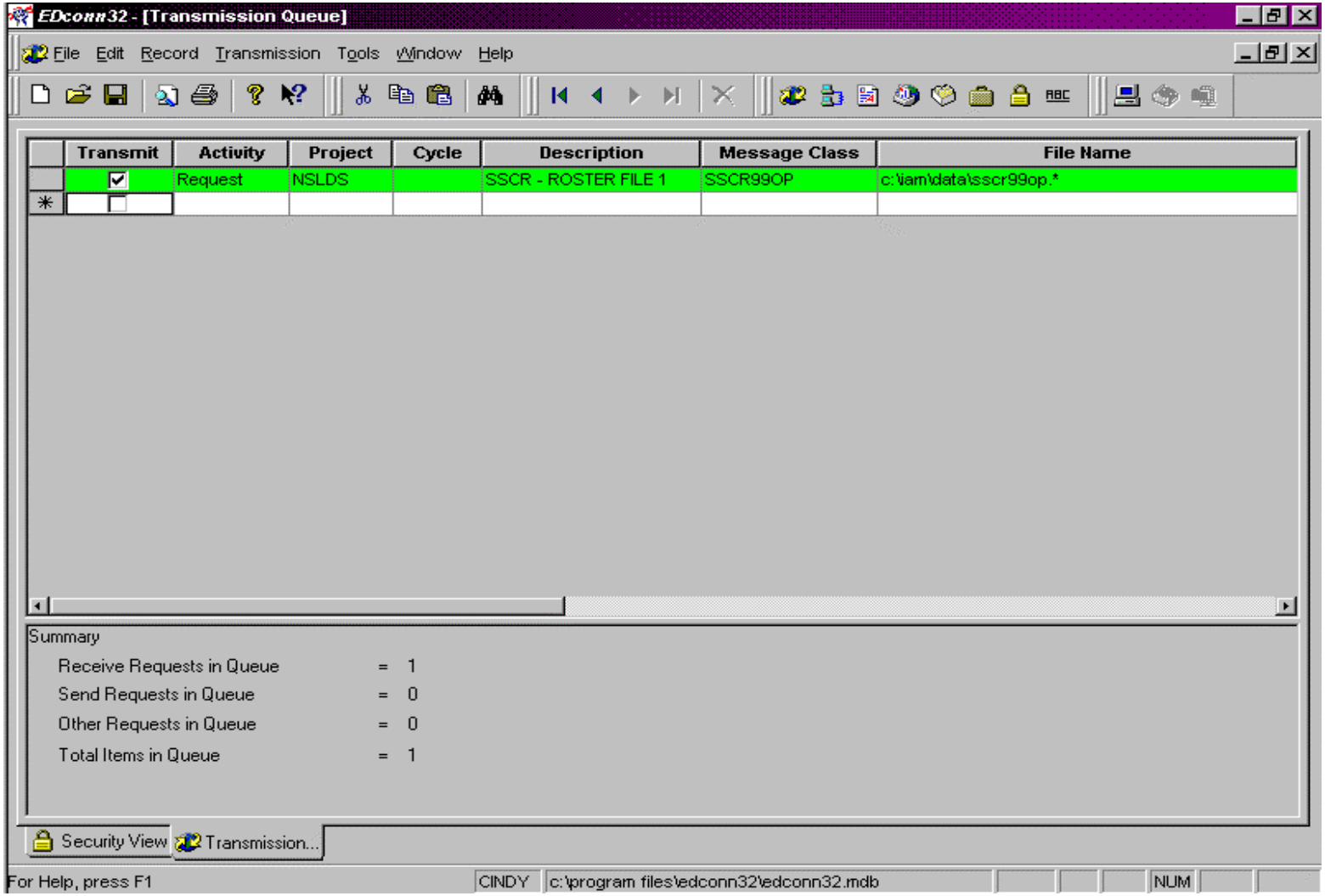
- File / New / Transmission Queue / OK



Formatting the Request

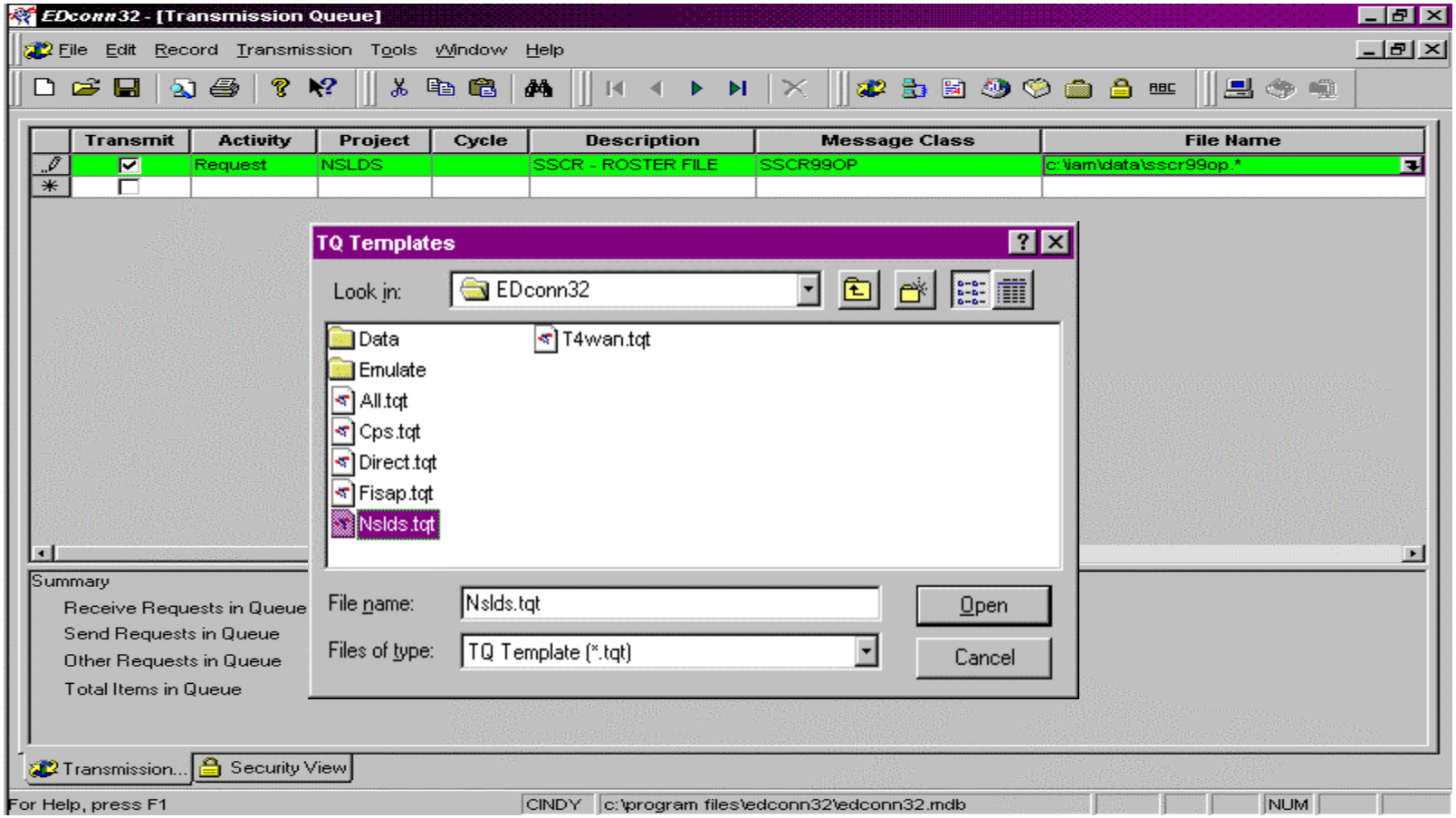
- Required Fields:
  - Activity - Request
  - Project- NSLDS
  - Description- SSCR Roster File 1
  - Message Class- SSCR99OP

The Request ...

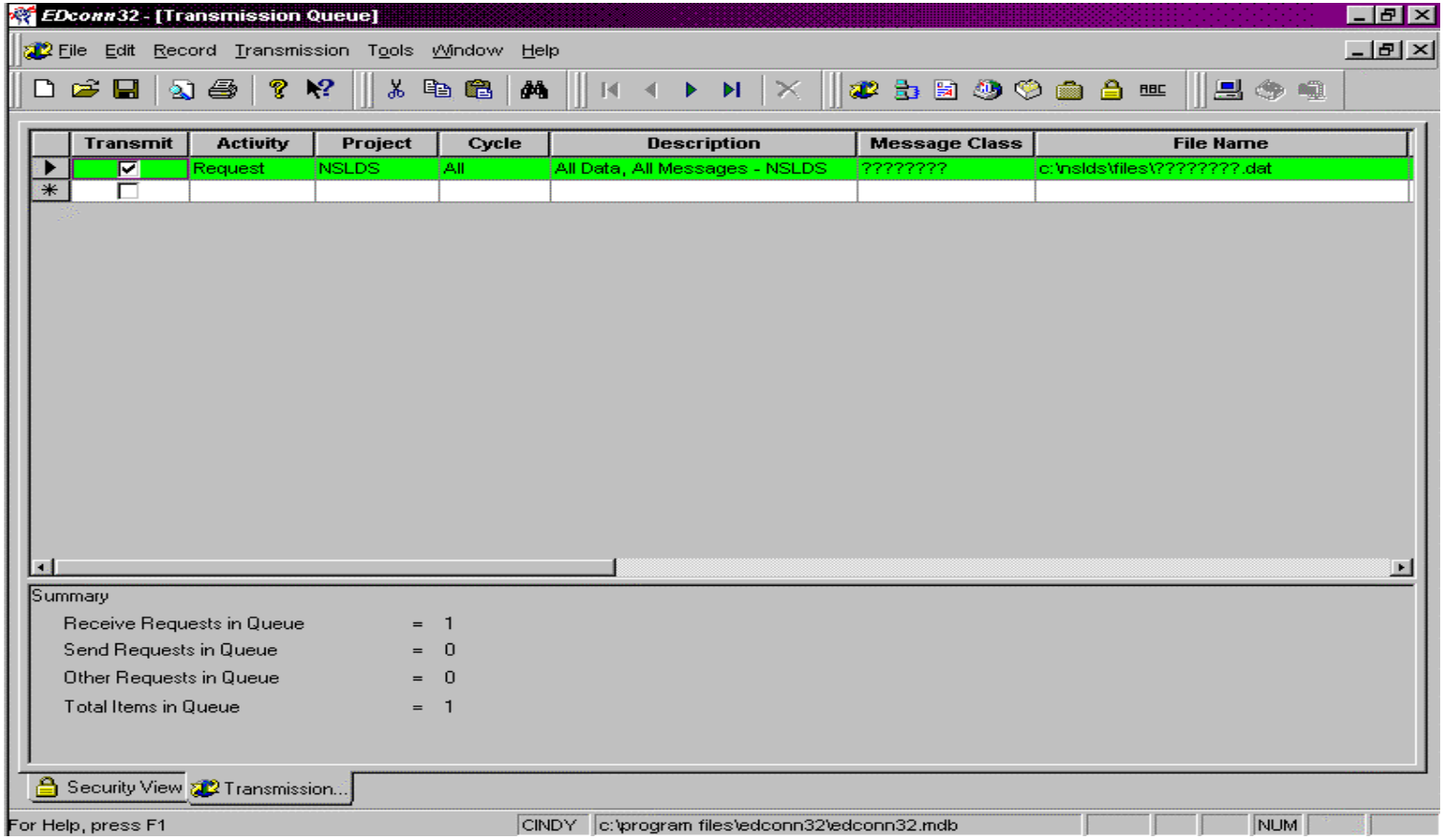

EDconn32 - [Transmission Queue]
File Edit Record Transmission Tools Window Help
Transmit
Activity
Project
Cycle
Description
Message Class
File Name
Request
NSLDS
SSCR - ROSTER FILE 1
SSCR99OP
c:\iam\data\sscr99op.*
Summary
Receive Requests in Queue = 1
Send Requests in Queue = 0
Other Requests in Queue = 0
Total Items in Queue = 1
Security View
Transmission...
For Help, press F1
CINDY
c:\program files\edconn32\edconn32.mdb
NUM

NSLDS.TQT Shortcut

- File / Open



Transmission Queue

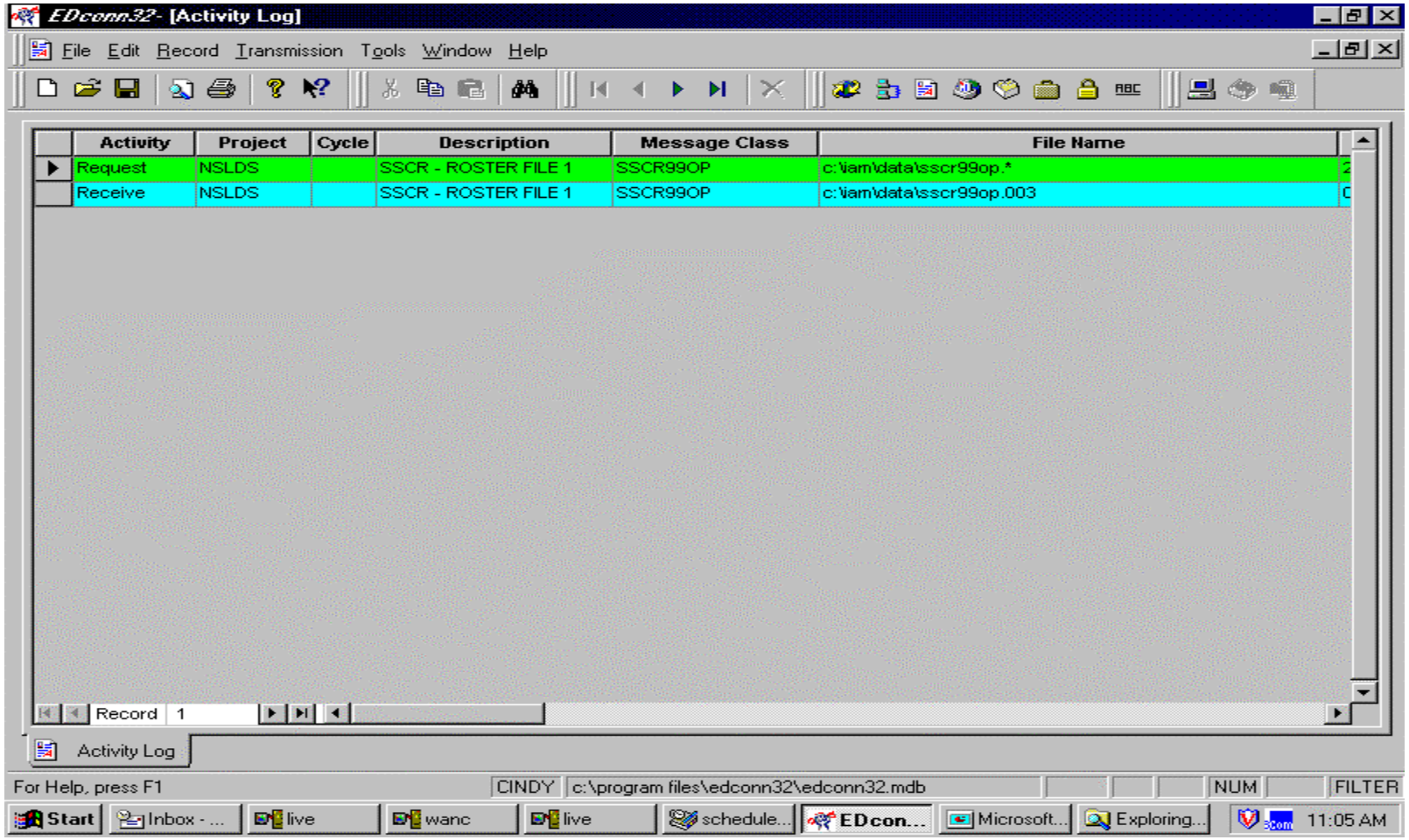


- Transmission / Now

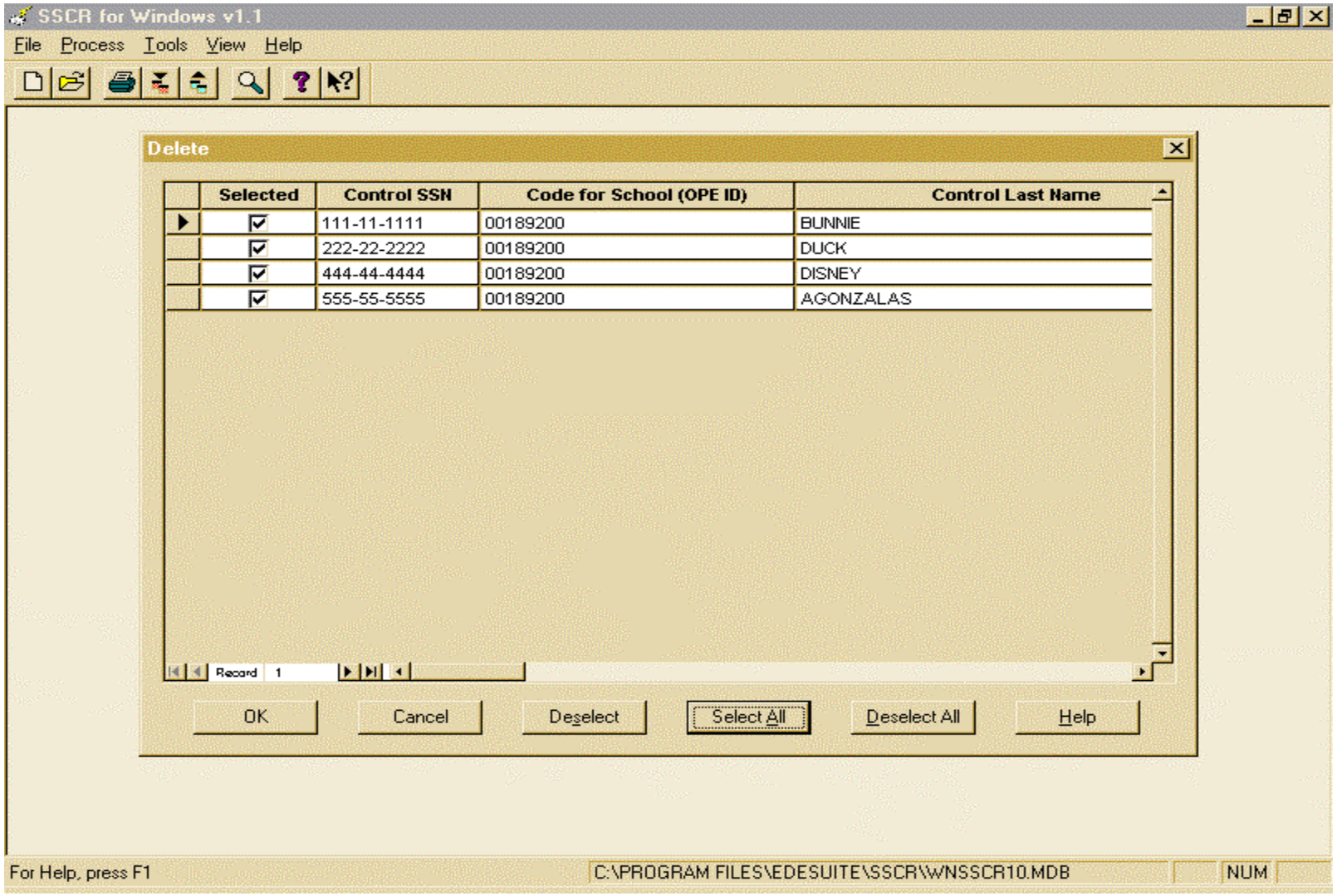
Reviewing Activity Log

- File / New / Activity Log / OK
- Confirm File Was Received
- Verify File Name and File Extension

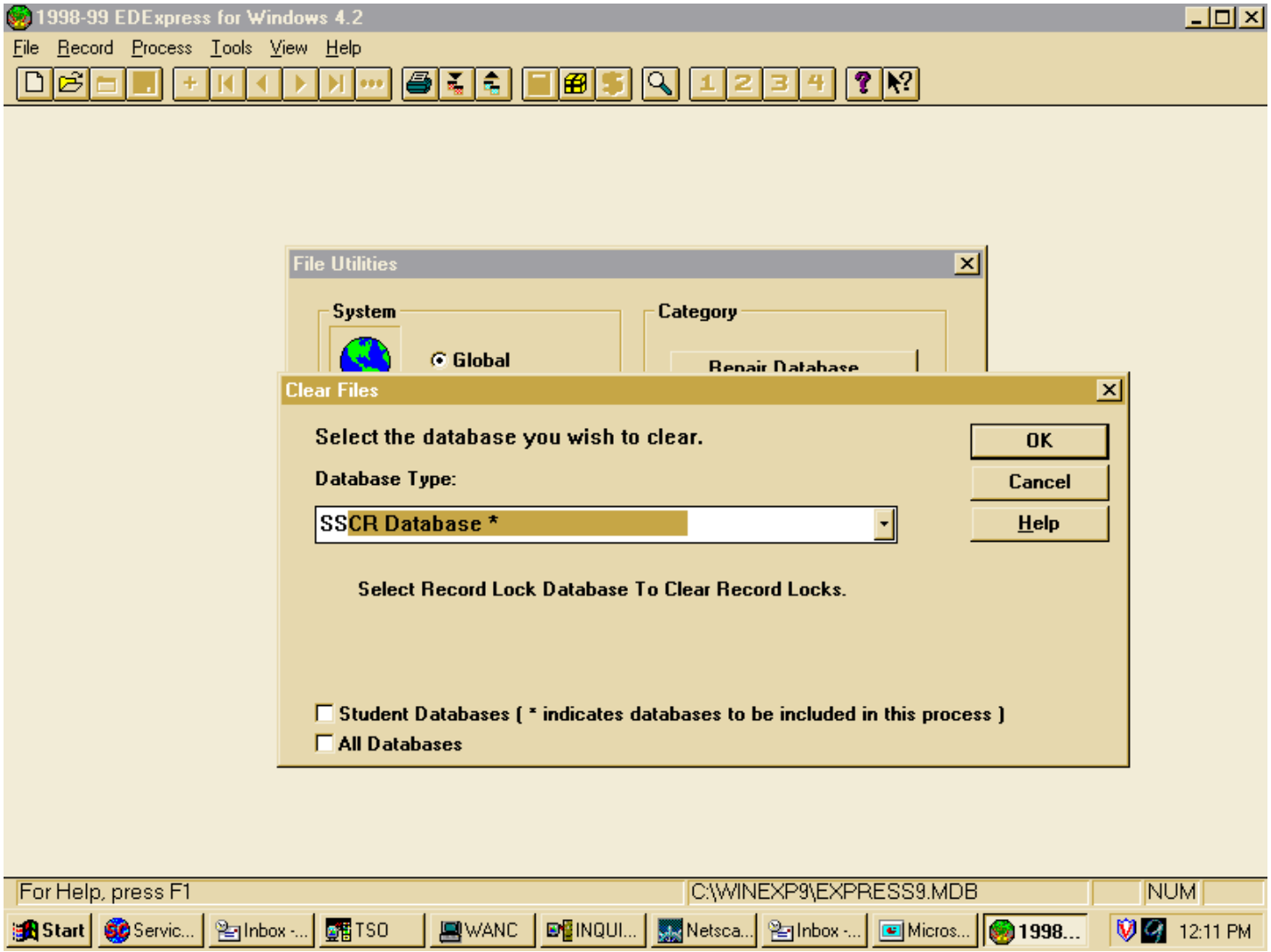
Activity Log



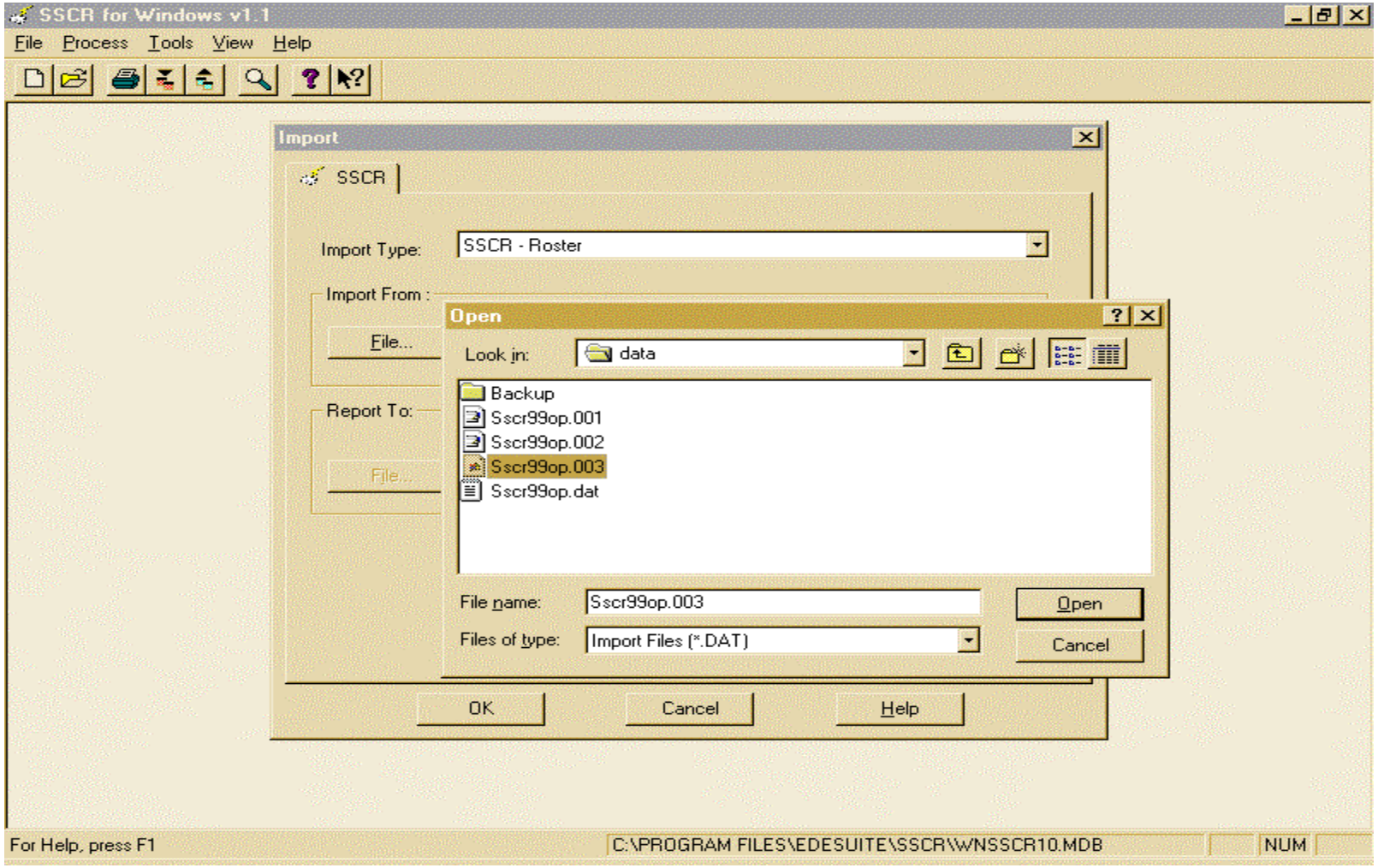
Clear Previous Cycle



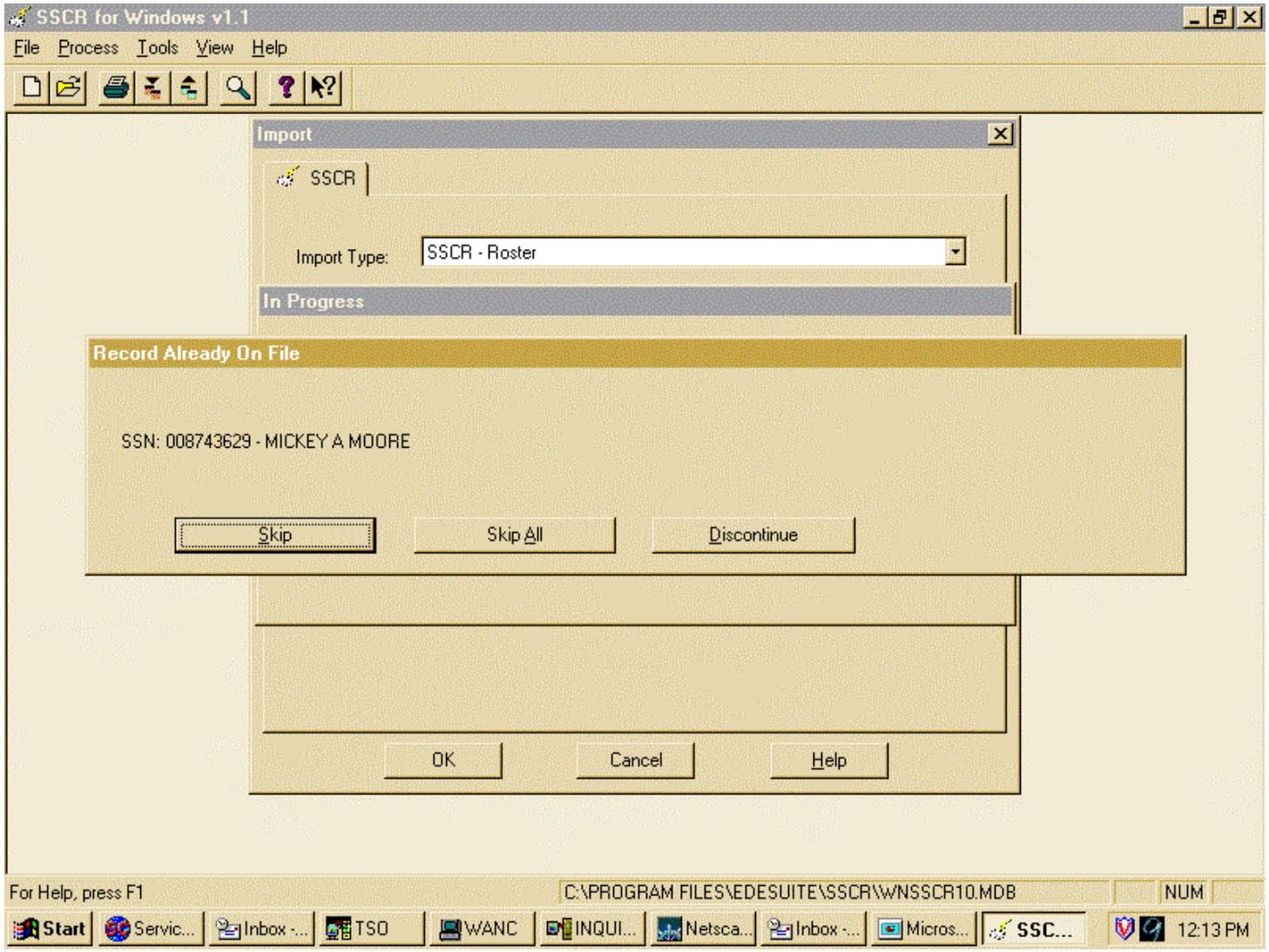
Clearing EDExpress



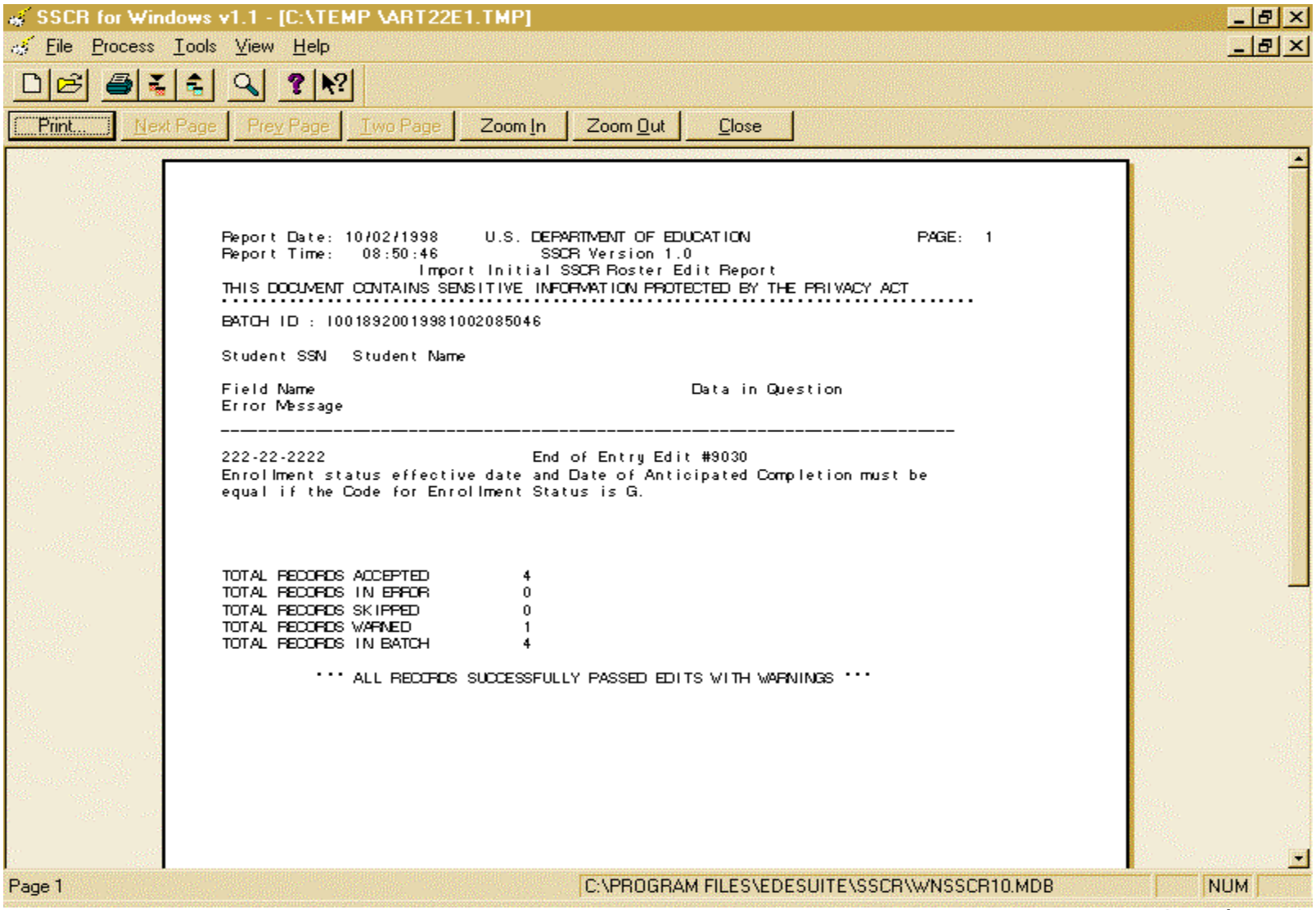
Import Most Recent SSCR Roster File SSCR99OP



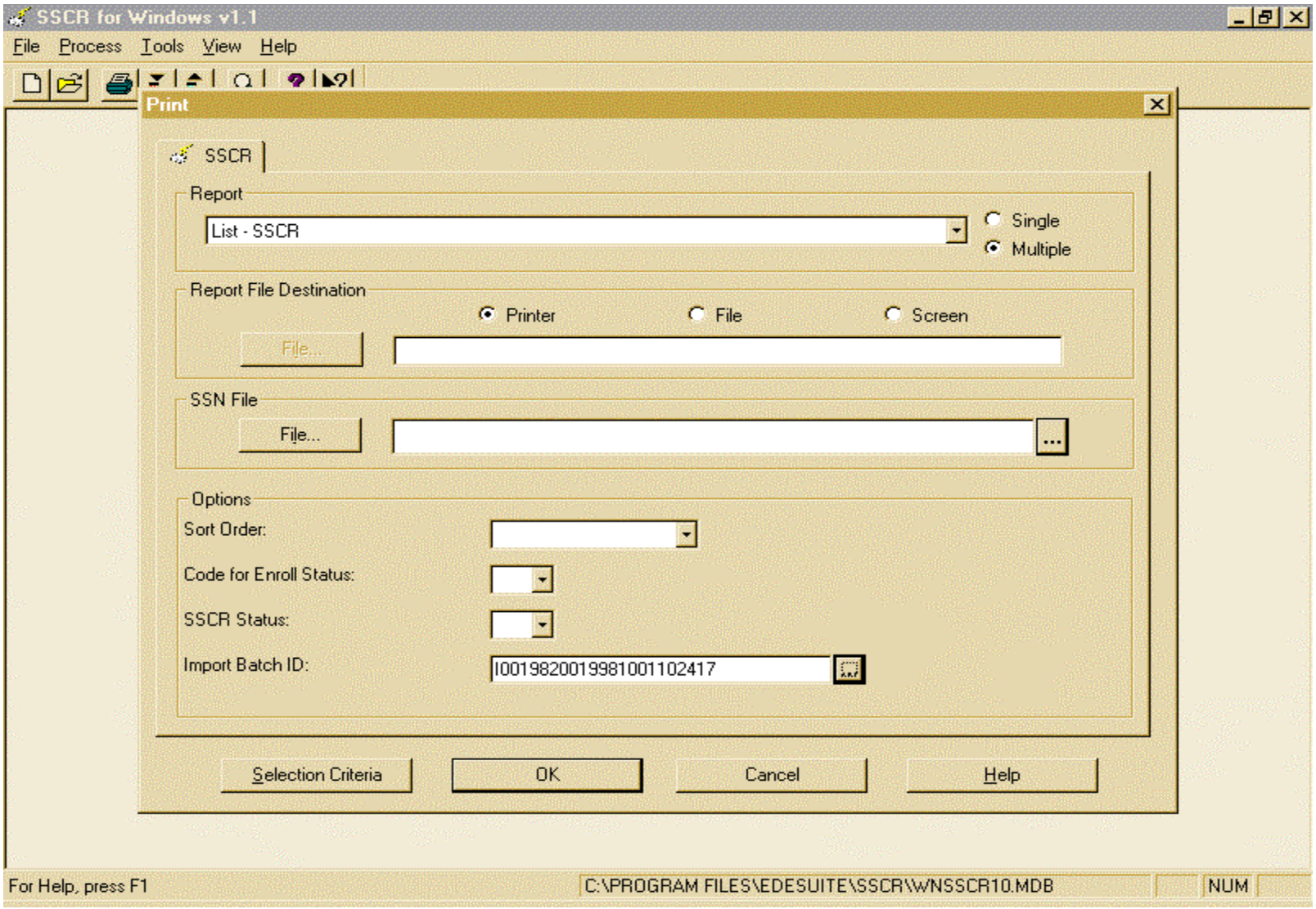
Warning Sign...



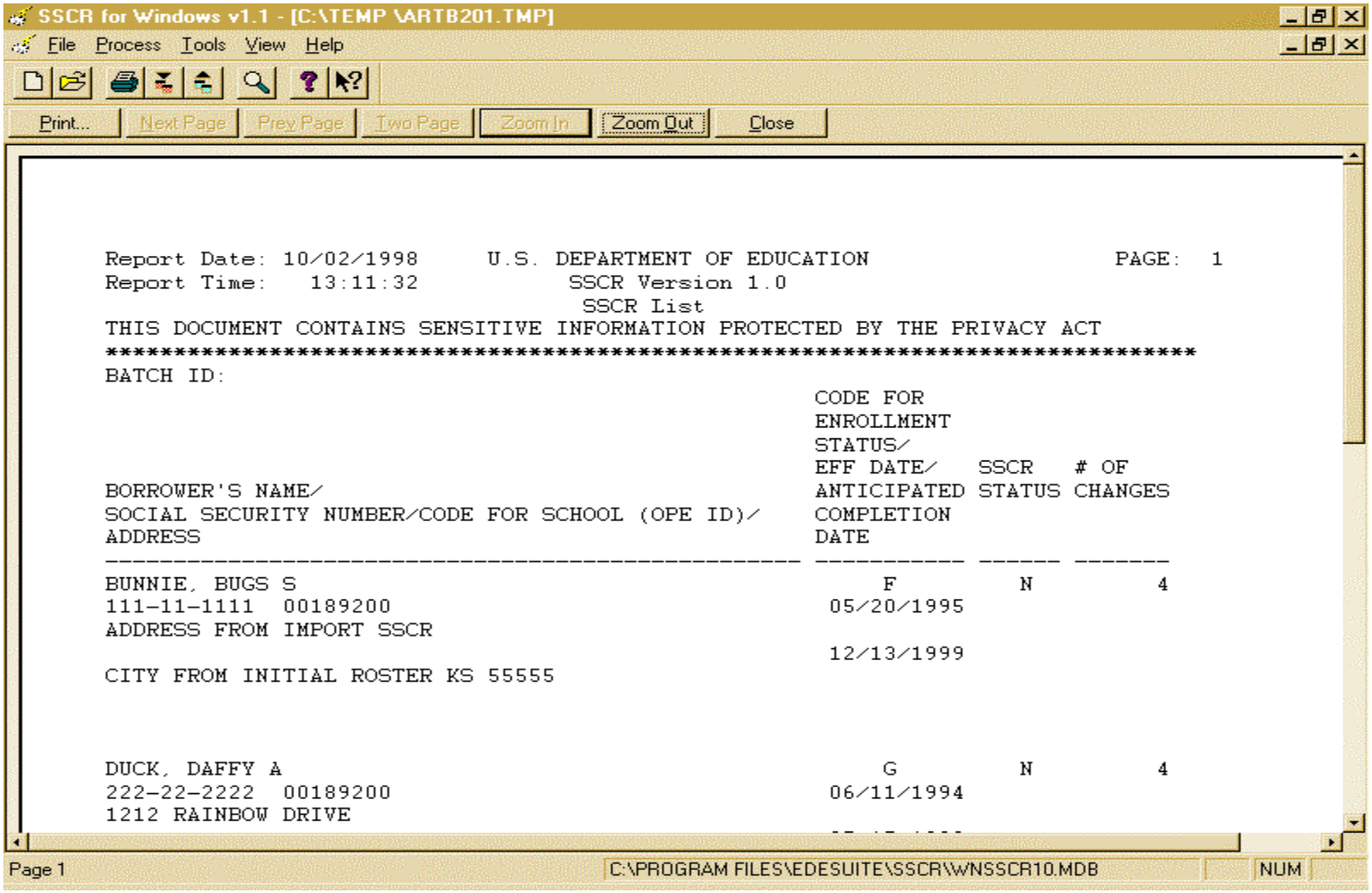
Review Import Report



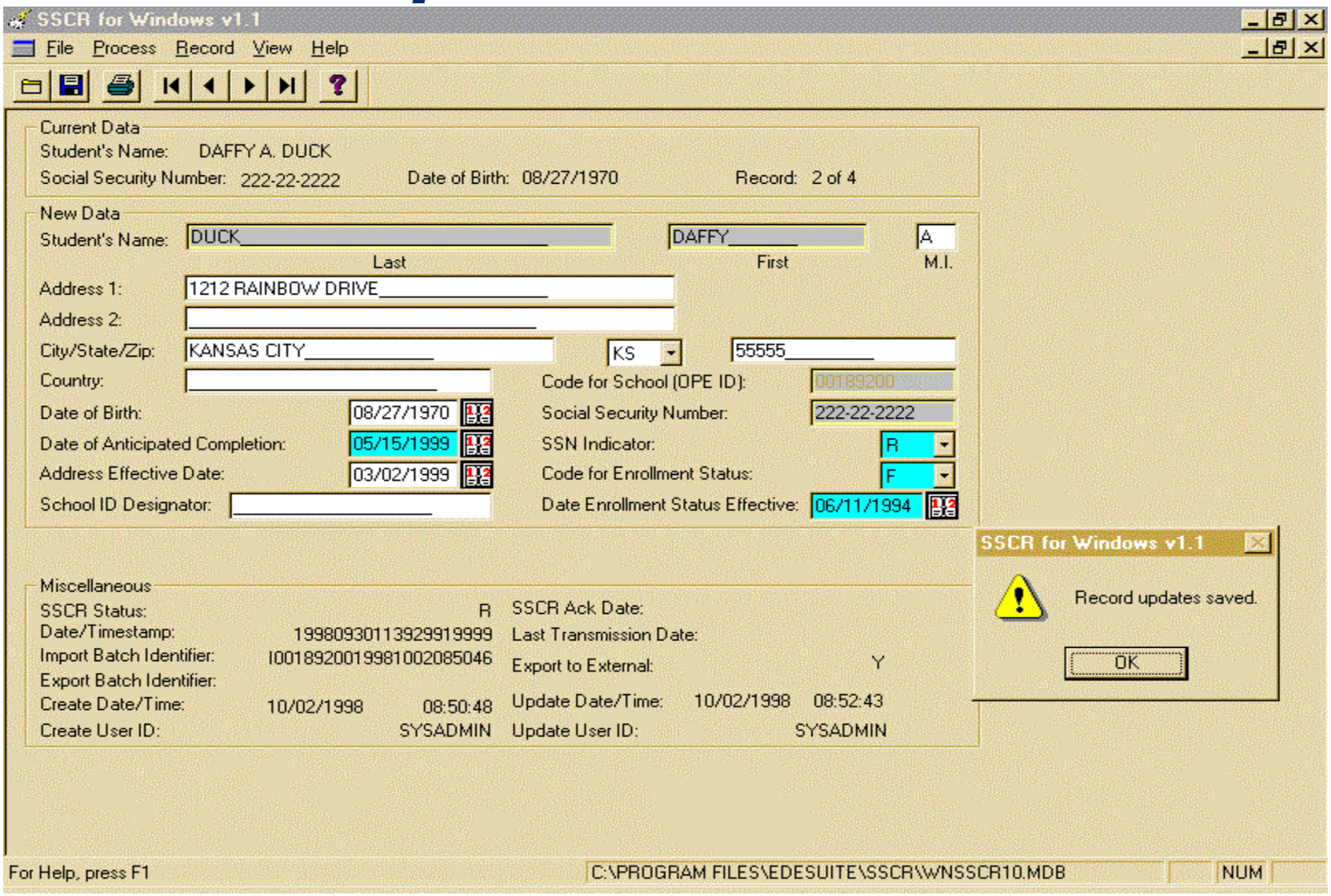
Print List-SSCR



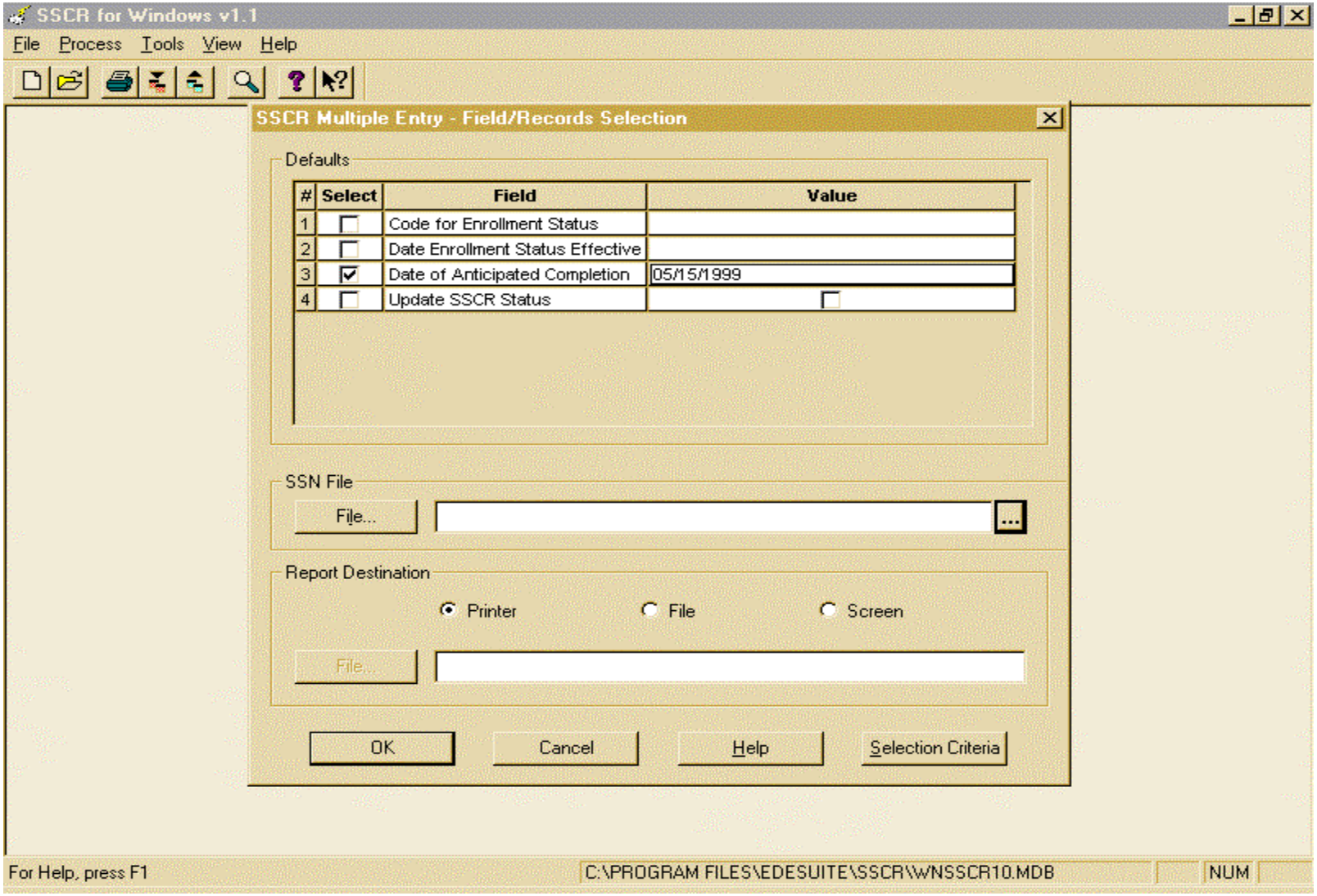
List-SSCR


SSCR for Windows v1.1 - [C:\TEMP \ARTB201.TMP]
File Process Tools View Help
Print... Next Page Prev Page Two Page Zoom In Zoom Out Close
Report Date: 10/02/1998 U.S. DEPARTMENT OF EDUCATION PAGE: 1
Report Time: 13:11:32 SSCR Version 1.0
SSCR List
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
BATCH ID:
BORROWER'S NAME/
SOCIAL SECURITY NUMBER/CODE FOR SCHOOL (OPE ID)/
ADDRESS
CODE FOR ENROLLMENT STATUS/ EFF DATE/ ANTICIPATED COMPLETION DATE
SSCR STATUS
OF CHANGES
BUNNIE, BUGS S
111-11-1111 00189200
ADDRESS FROM IMPORT SSCR
CITY FROM INITIAL ROSTER KS 55555
F N 4
05/20/1995
12/13/1999
DUCK, DAFFY A
222-22-2222 00189200
1212 RAINBOW DRIVE
G N 4
06/11/1994
Page 1
C:\PROGRAM FILES\EDESUITE\SSCR\WNSSCR10.MDB
NUM

Update Records



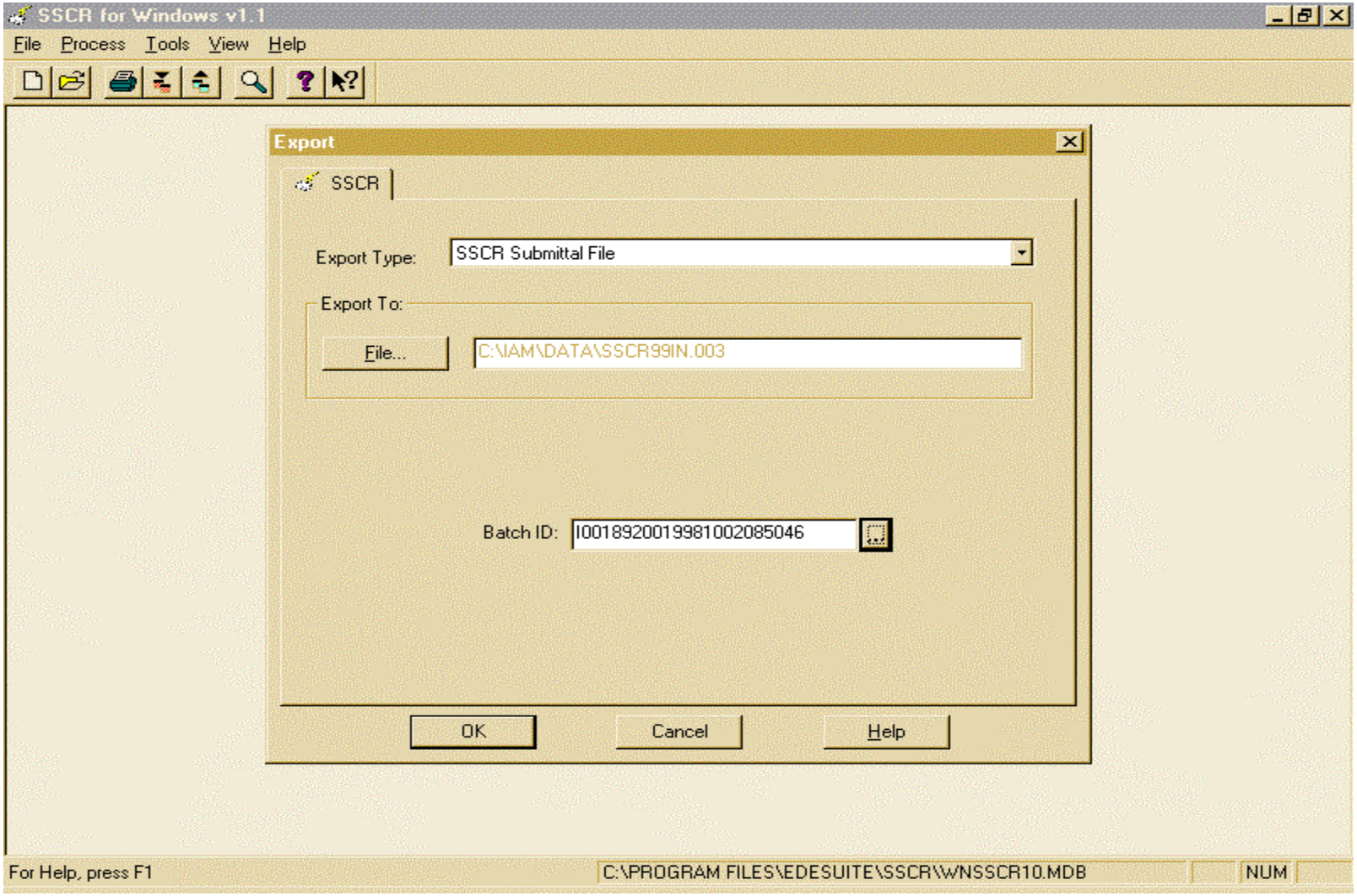
Multiple Entry



Import External Change

- Can print record layout from print menu.
- Provide changes in proper file.
- Import the file. (Default name DISC99OP)
- Records will be updated.

Export Submittal File

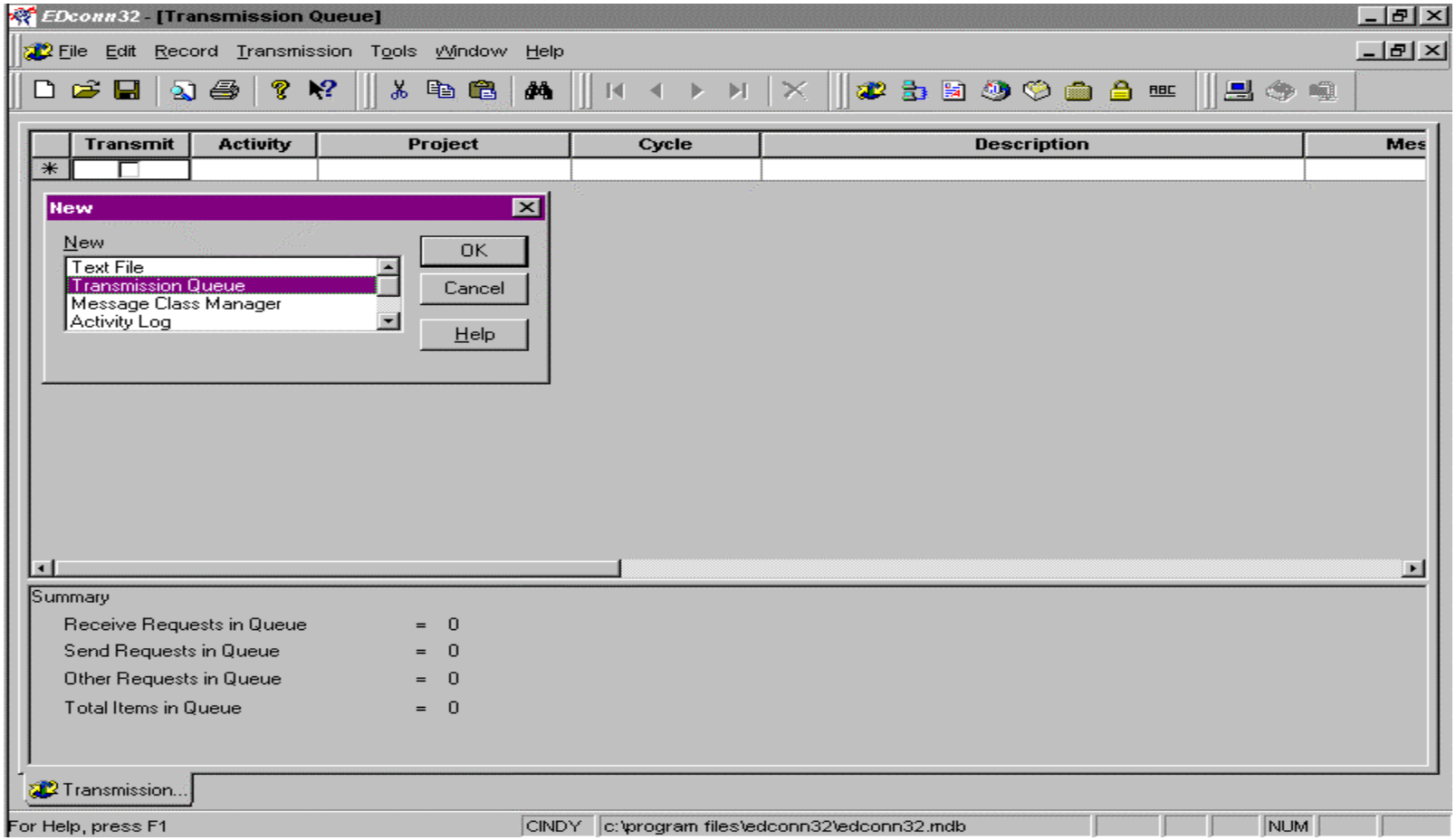


Sending the File (SSCR99IN)

- Open the Transmission Queue
- Format Transmission Queue
  - Drive, Path, and File Name Specified
- Transmit the Request
- Review Activity Log

Opening the Transmission Queue

- File / New / Transmission Queue / OK

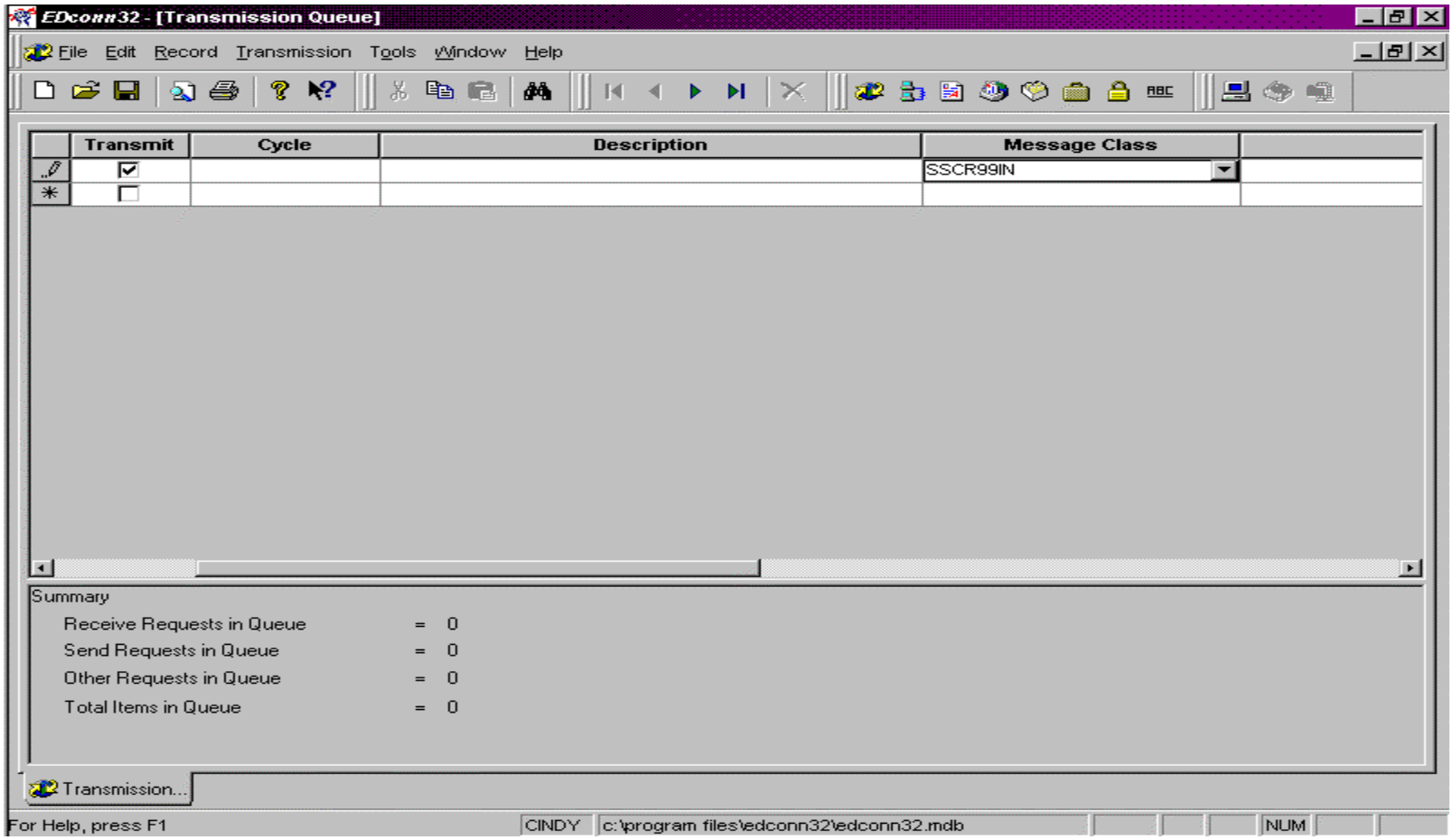


Formatting the Send

- Required Fields:
  - Activity- Send
  - Project- NSLDS
  - Description- SSCR Submittal File
  - Message Class- SSCR99IN
  - File Name- Include Drive, Path, and Extension of Specific File

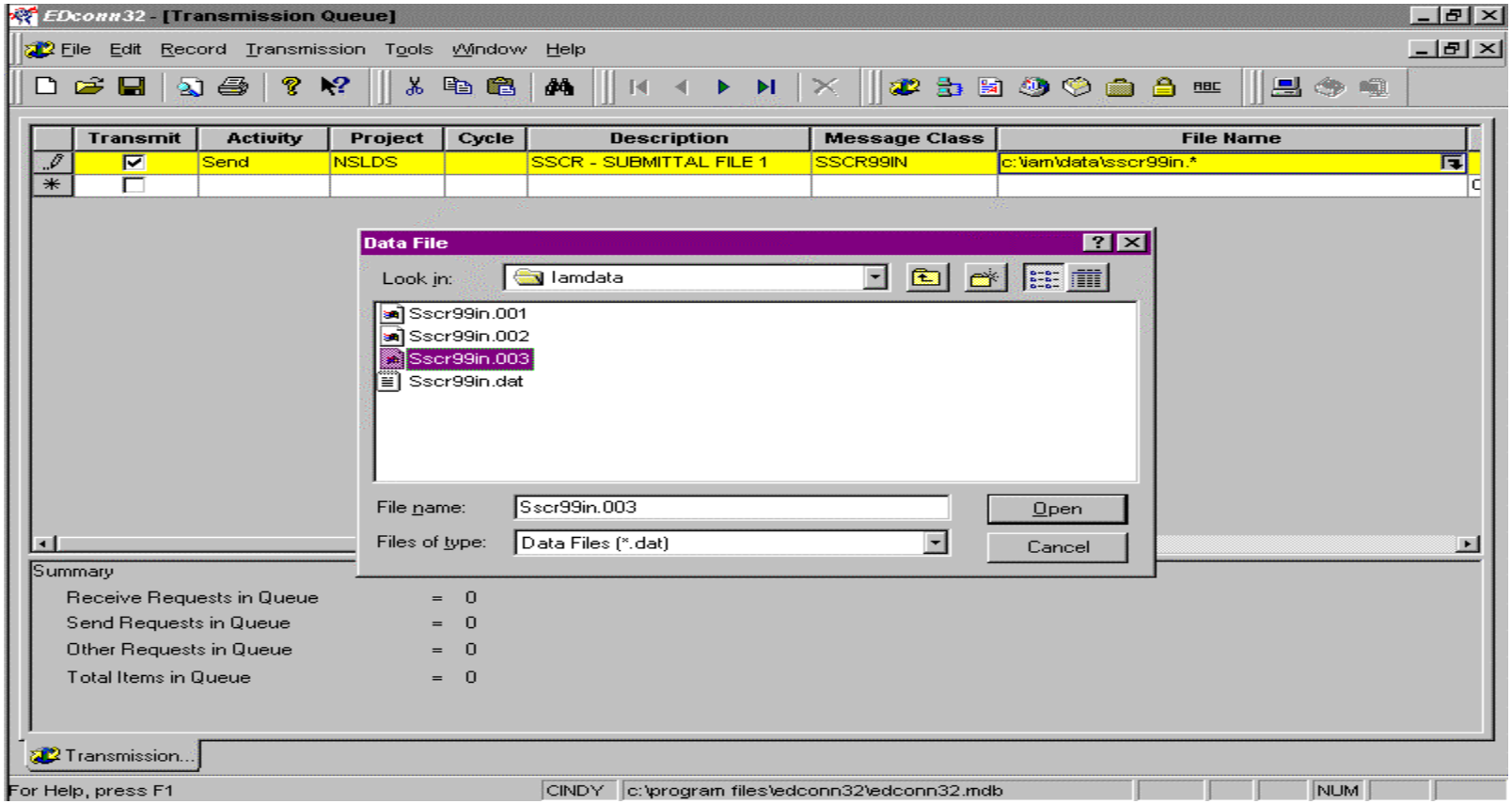
Message Class Field

- Key ‘SSCR99IN’ in Message Class Field



File Name Field

- Enter Drive, Path, and File Name

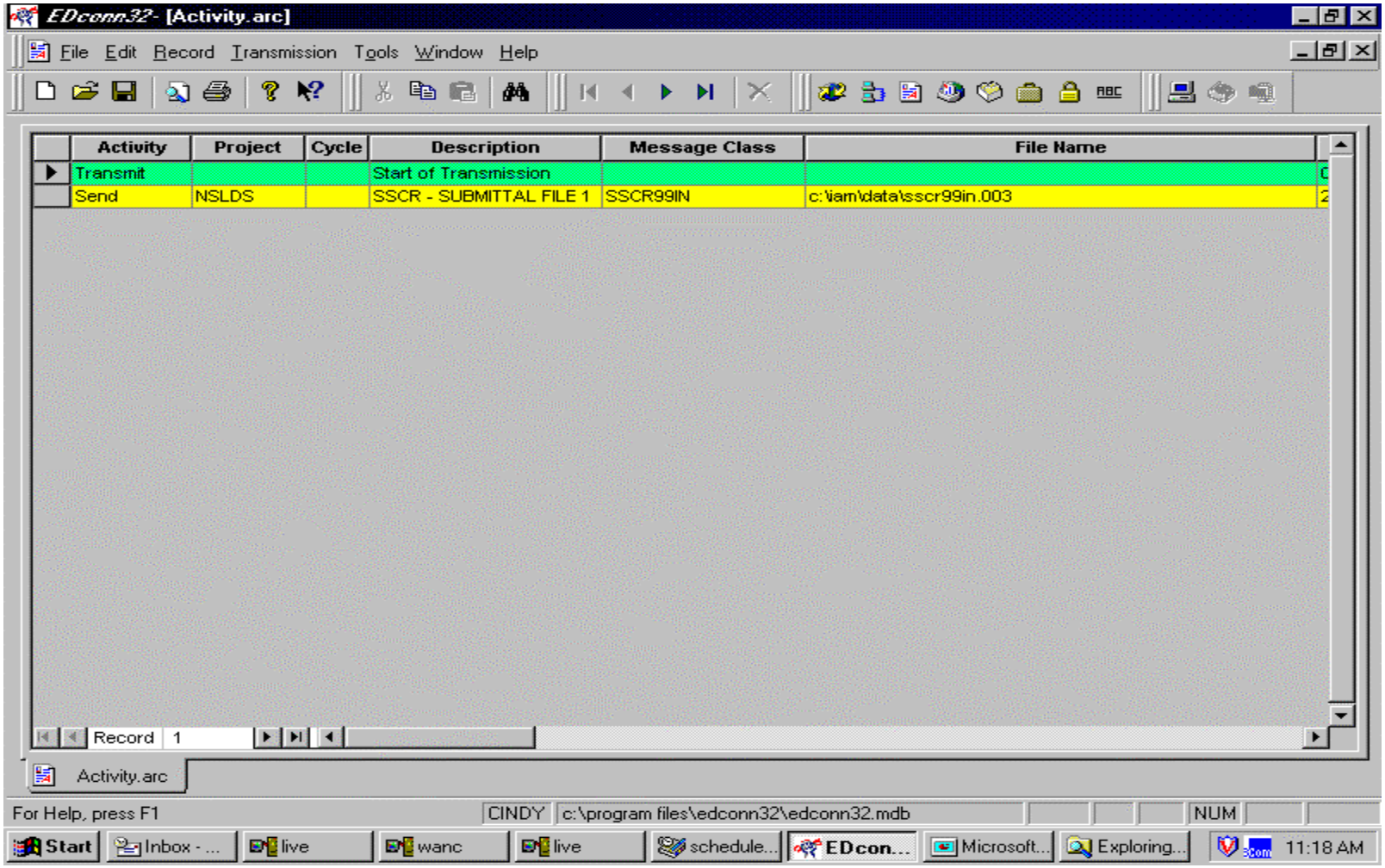


- Transmission / Now

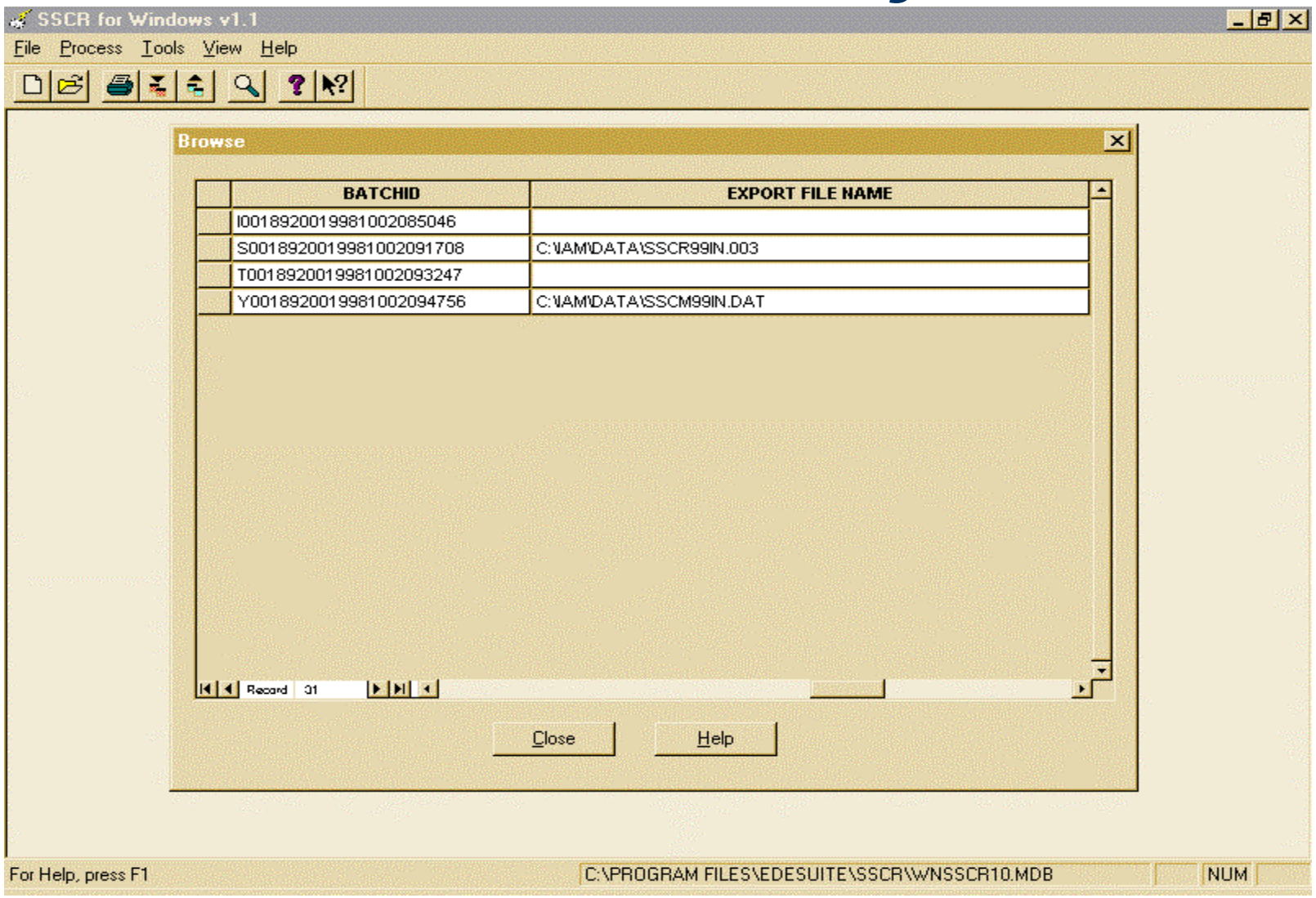
Transmission Complete - GOOD JOB !!!!

- Successful Transmission
- Review Activity Log to Confirm

Activity Log Confirmation



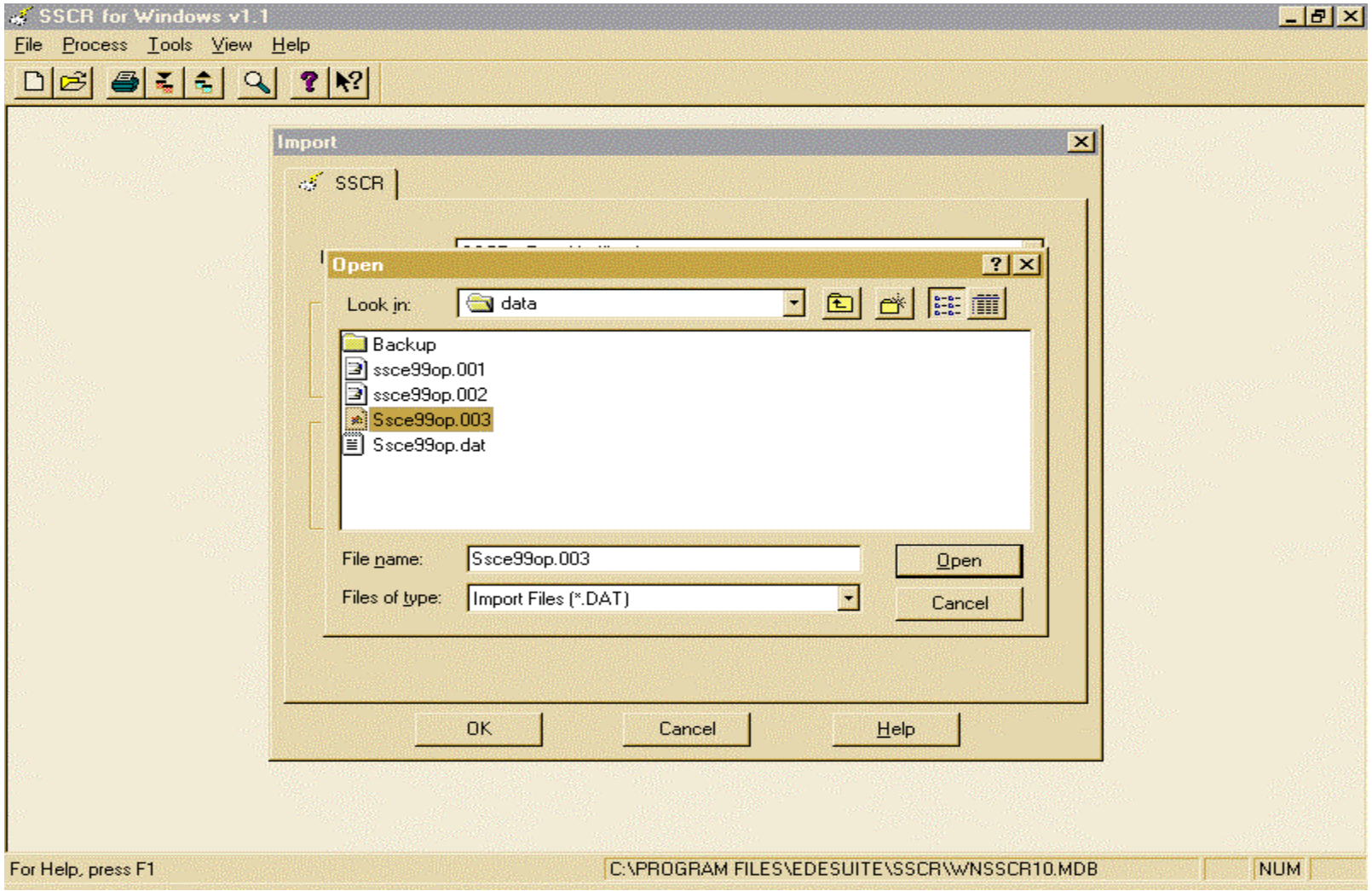
Batch Activity



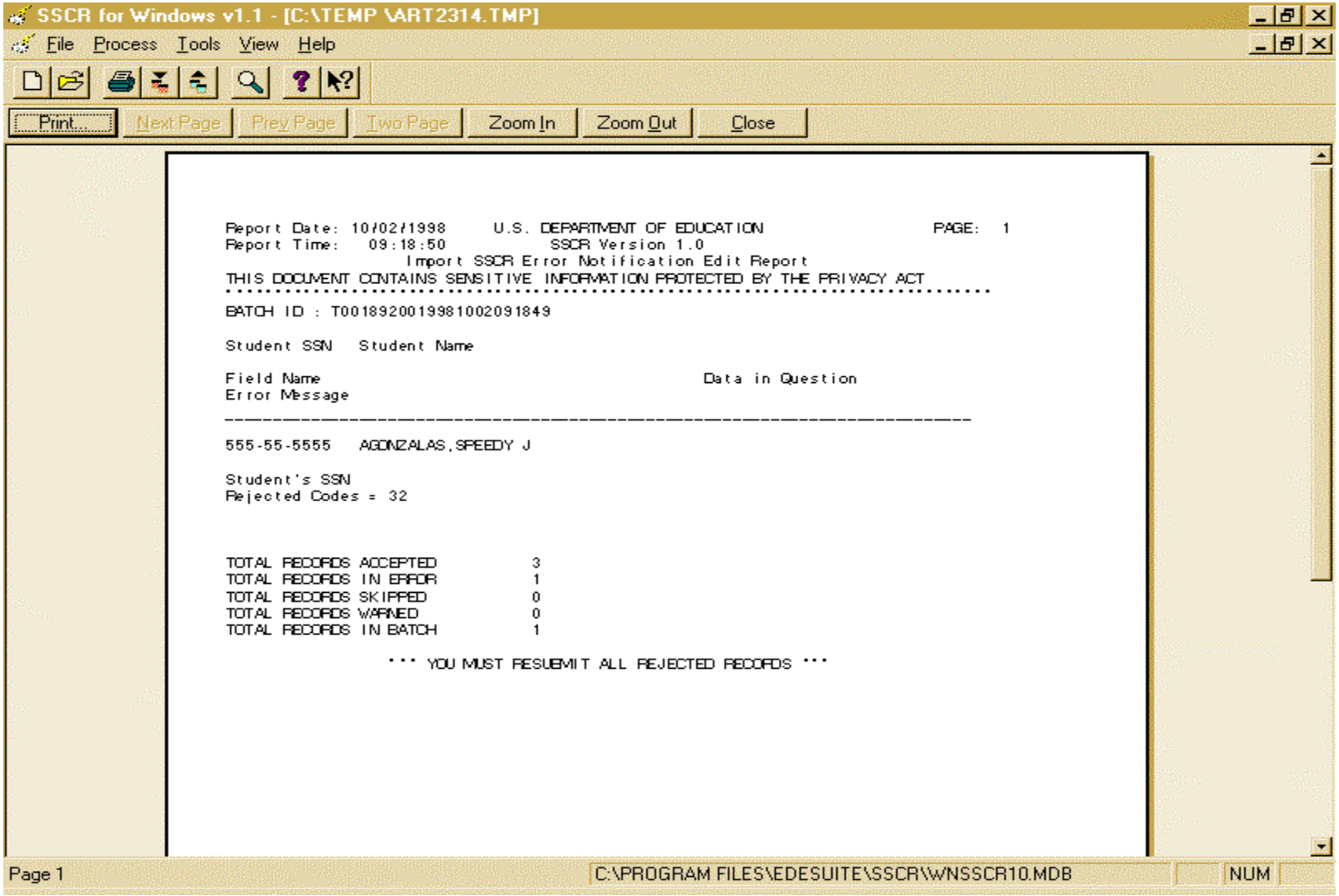
Did Not Receive Acknowledgement?

- Check EDConnect to confirm the file name sent.
- Ensure the file name matches the export file name.
- If match, check Date/Timestamp of records.

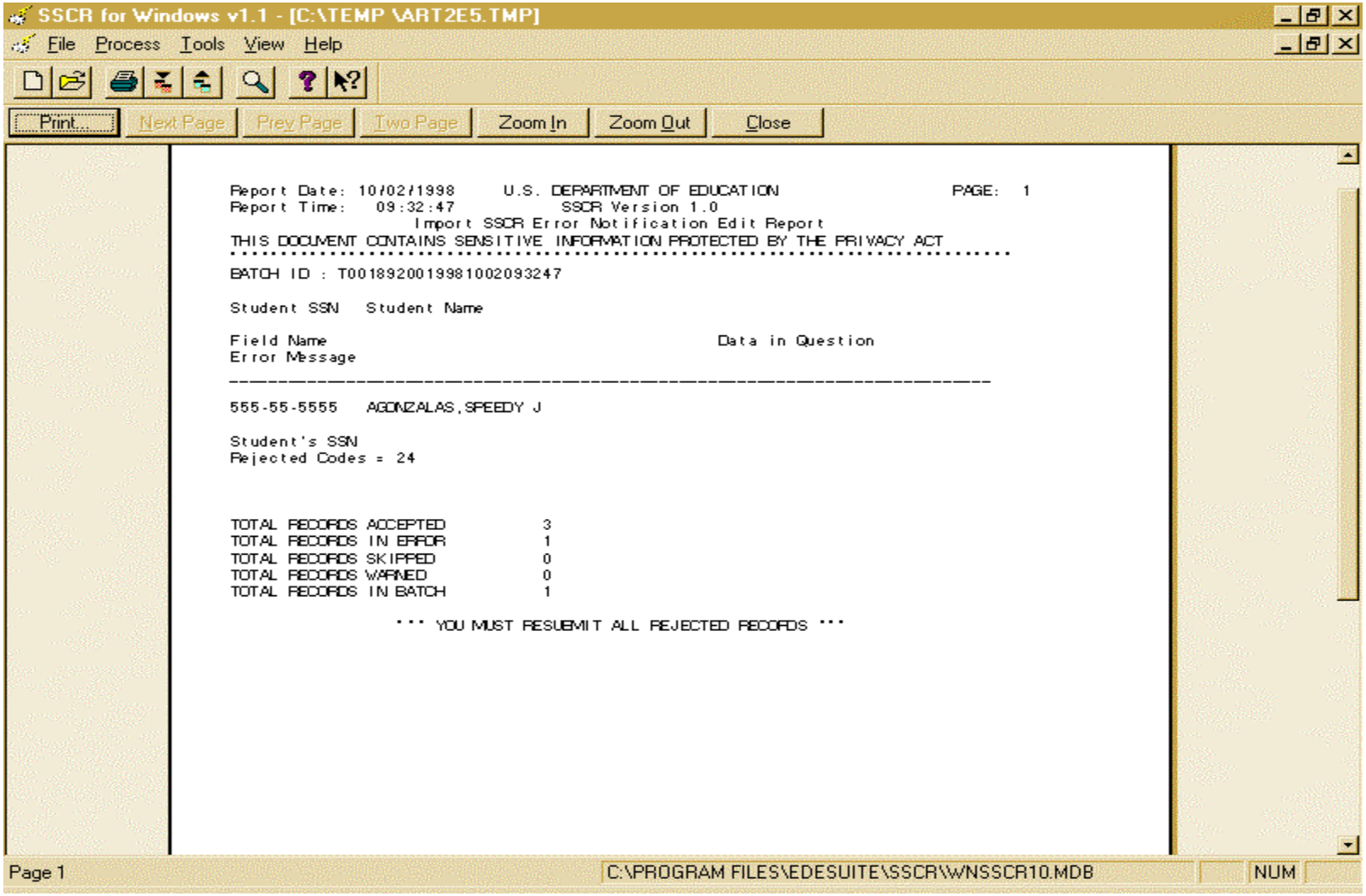
Import Acknowledgement



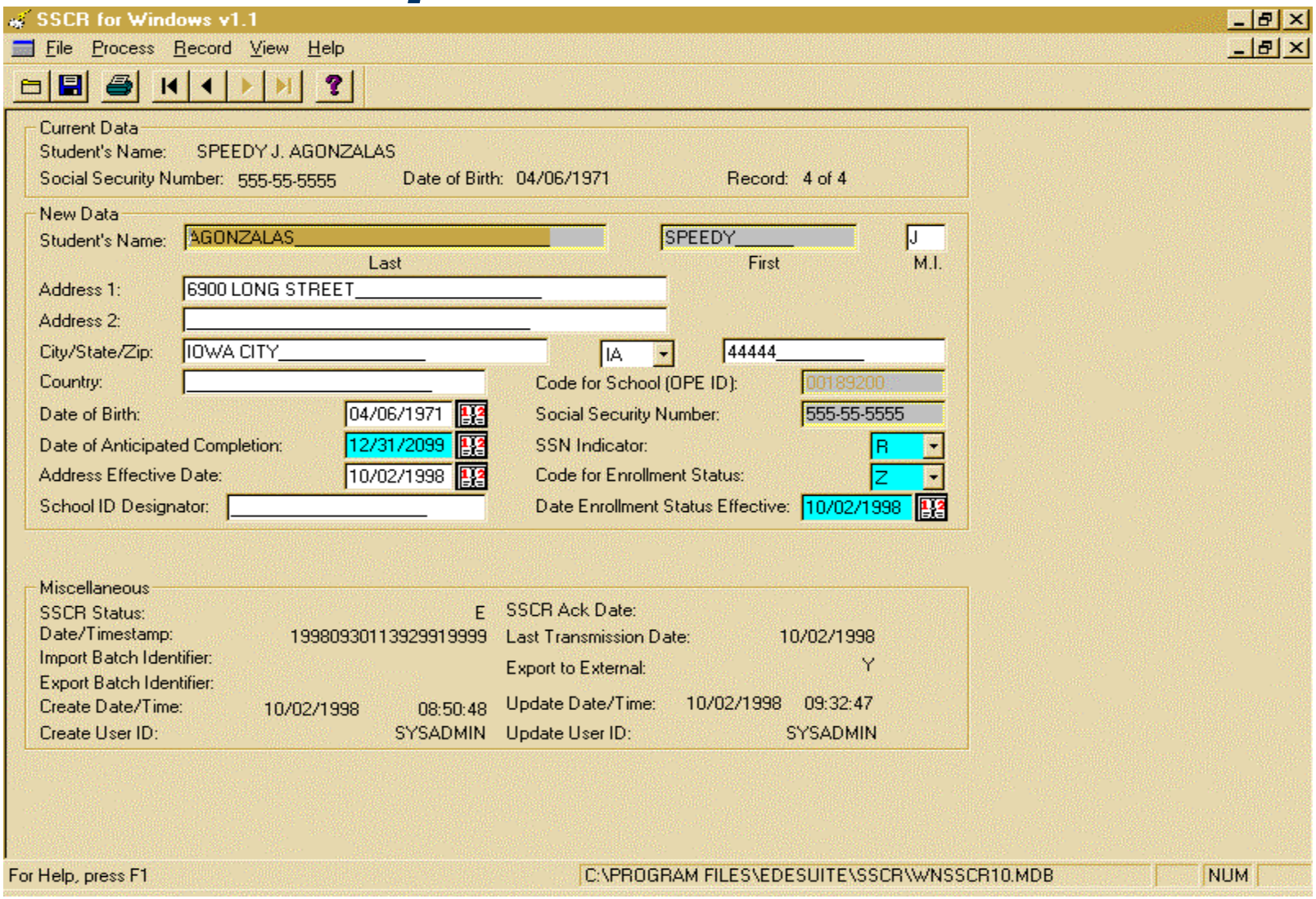
Review Report



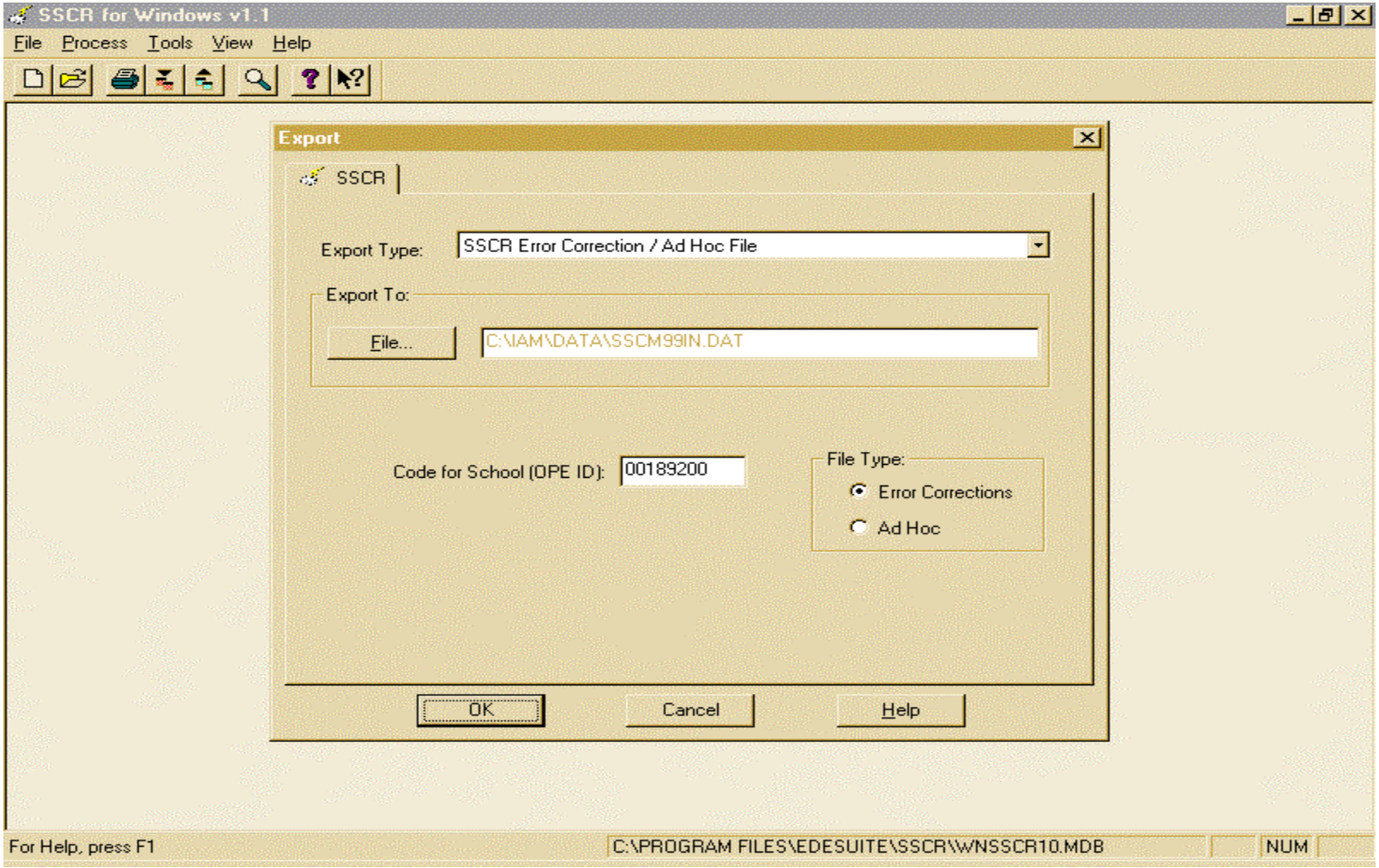
Errors Other Than 32



Update Error Records



Export Error/Correction SSCM99IN



Repeat Acknowledgement Cycle

- Download SSCE99OP Error/Acknowledgement file
- Import SSCE99OP
- Review Report
- Make Update and Export SSCM99OP, if appropriate

Updates for Direct Loan Participants

1. **Servicing will update Anticipated Completion Dates (ACD's) received on the transactions for first disbursements of a new loan via the SSCR process ONLY.**

   We no longer update ACD's submitted by schools on subsequent disbursement or adjustment transactions.

   Schools should use the SSCR as the means of transmitting updates to the borrowers expected completion date.

Updates for Direct Loan Participants

2. **Schools should set the ACD in accordance with the expected completion of the program, not by academic year.**

   We're finding that many students are being converted to repayment when they are still in school, because the ACD is set with the end of the academic year.

   The move to repayment continues until an SSCR is received and processed updating the ACD.

Updates For Direct Loan Participants

3: Updates to the ACD from SSCR processing are not immediate.

It takes approximately 60 days for a date transmitted by a school on an SSCR to be updated on the Servicing system.

Questions?