

NSLDS

NATIONAL STUDENT LOAN DATA SYSTEM



ENROLLMENT REPORTING GUIDE

NOVEMBER 2017

Federal Student Aid
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What is New?

Date	Section
November 2017	<p>Section 2.2 – Additional Guidance</p> <ul style="list-style-type: none"> • Added Newsletters 56 and 57 <p>Section 3.2.1 – Visiting, Transient, or Consortium Students</p> <ul style="list-style-type: none"> • New reporting guidance provided for Visiting, Transient, or Consortium Students. <p>Section 4.2 – Programs</p> <ul style="list-style-type: none"> • Added CIP codes for undeclared majors and remedial course guidance <p>Section 4.4.2 – Effective Dates, Certification Dates and Received Dates</p> <ul style="list-style-type: none"> • New section added regarding Effective Dates, Certification Dates and Received Dates with guidance, including clarification of how retroactive status reporting does not violate the “60 Day” enrollment reporting regulation <p>Section 4.4.5 – Continuous Enrollment (Campus- and Program-Level Record)</p> <ul style="list-style-type: none"> • Guidance updated <p>Section 6.1 – Reporting Timely</p> <ul style="list-style-type: none"> • Updated guidance on Timely Reporting requirements. <p>Section 6.3 – Situational Examples</p> <ul style="list-style-type: none"> • Section removed <p>Section 7.7.2.8 – Subsidized Usage</p> <ul style="list-style-type: none"> • Added Loss of Subsidy Effective Date <p>Chapter 8 – Monitoring of Reporting Compliance</p> <ul style="list-style-type: none"> • Reorganized the monitoring of reporting compliance • Reorganized all Enrollment Reporting reports into one section <p>Appendix A, A-1: Fixed-Width and A-2: Comma Separated Values</p> <ul style="list-style-type: none"> • Updated description in Header Label <p>Appendix B – Reporting Instructions</p> <ul style="list-style-type: none"> • Updated description in Header Label

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Chapter 1. Introduction

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for federal student aid disbursed under Title IV of the Higher Education Act of 1965 (HEA), as amended. Among other things, NSLDS monitors the programs of attendance and the enrollment status of Title IV aid recipients. Accurate and timely Enrollment Reporting to NSLDS is essential to the Department of Education's successful delivery of Title IV aid. This guide provides you with the requirements and guidance for reporting enrollment details using the NSLDS Enrollment Reporting process.

1.1 Why Report?

Enrollment Reporting is required for all schools participating in Title IV aid. The details of the specific regulations including the Department's guidance can be found later in this guide.

The collection of enrollment data is essential to the Department for many reasons:

- It protects the rights of borrowers by ensuring that loan interest subsidies are based on accurate enrollment data.
- It ensures loan repayment dates are accurately based on the last date of attendance.
- It allows in-school deferments to be automatically granted using NSLDS enrollment data.
- It provides vast amounts of critical data about the effectiveness of Title IV aid programs, including completion data.

See Chapter 2 for more information about why you must report to NSLDS.

1.2 Who to Report?

Report enrollment for all students that NSLDS includes in its request to you on a roster file. NSLDS will include on the roster file undergraduate and graduate Title IV aid recipients enrolled at your school, including students who have received Title IV aid at a school other than yours and that NSLDS knows or has reason to believe is enrolled at your school, due to reporting by another source.

Add to your roster response students who received Title IV aid at your school, or another school, who are enrolled at your school but not already on your roster.

See Chapters 3 and 4 for more information about who to report to NSLDS.

1.3 What to Report?

Schools are required to report details about:

- The Student – Name, Social Security Number, address, email address, and phone number.
- The Campus-Level Enrollment for the student – data related to the student’s overall enrollment at your campus, including Enrollment Status and Effective Date, Anticipated Completion Date, and Certification Date.
- The Program(s) of Attendance for the student – Classification of Instructional Programs (CIP) code, Program Credential Level, Program Length, Program Enrollment Status and other data about the program.

See Chapter 4 for more information about what you must report to NSLDS.

1.4 Ways to Report

Schools have several options available to them to report enrollment information to the Department. These include using the [National Student Loan Data System Professional Access](#) (NSLDSFAP) web pages, submitting a spreadsheet through NSLDSFAP, and submitting via batch file. All reporting requirements are the same no matter what reporting method is chosen.

See Chapter 5 for more information on ways to report enrollment data.

1.5 When to Report?

At a minimum, schools are required to certify enrollment for **ALL** students who are included on your roster file scheduled at least every two months, and within 15 days of the date that NSLDS sends a roster file to the school or its third-party servicer. This requirement also applies to schools that report exclusively online.

Any errors identified and returned by NSLDS in an error/acknowledgement file should be corrected and resubmitted within 10 days.

See Chapter 6 for more information about when to report to NSLDS.

1.6 How to Report?

Managing the NSLDS Enrollment Reporting process requires the user to have both batch and online enrollment update access; however, the process can be managed entirely online. The batch process uses the Student Aid Internet Gateway (SAIG) to

transmit enrollment files electronically. The online capability provides access to the [National Student Loan Data System Professional Access](#) (NSLDSFAP) website.

See Chapter 7 for more information about how to report to NSLDS.

1.7 Monitoring of Reporting Compliance

It is very important that schools report enrollment data consistently and accurately to the Department of Education using NSLDS. The Department monitors school reporting and informs schools when they are late responding to their roster, or are not reporting program level data at an acceptable level. Enrollment Reporting Statistics, Compliance Notifications, Late Roster Notifications, and Enrollment Reports are tools that can be used to monitor and measure compliance.

See Chapter 8 for more information on how NSLDS and schools monitor compliance with Enrollment Reporting.

Chapter 2. Why Report?

Federal regulations and related guidance governing Title IV student aid programs require schools to report enrollment of students who receive federal student aid. Accurate and timely completion of Enrollment Reporting satisfies these requirements for schools. This chapter discusses the reasons why schools must provide the Department with information about the student's campus and enrollment.

2.1 Federal Regulations

The HEA charges the Department with the creation and maintenance of the National Student Loan Data System (NSLDS).

The Department has implemented NSLDS Enrollment Reporting requirements through specific regulations in the Direct Loan, FFEL, and Perkins Loan Programs at 34 CFR [685.309\(b\)](#), [682.610\(c\)](#), and [674.33\(g\)](#), respectively.

Generally, these regulations require that schools report information requested by the Department in a timeframe specified by the Department.

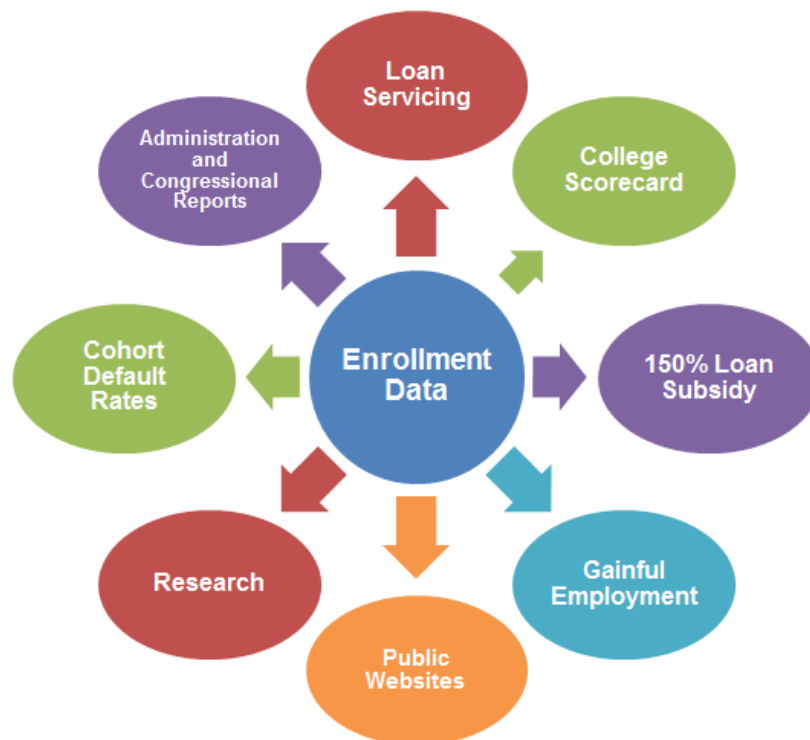


Figure 2-1: Enrollment Reporting Uses

2.2 Additional Guidance

Recent additional guidance regarding Enrollment Reporting for schools participating in Title IV programs:

NSLDS Newsletters

- [Newsletter 57](#): February 2017 New NSLDS Organization Profile Page and Scheduled Report Enhancements
- [Newsletter 56](#): December 2016 Enrollment Errors Report
- [Newsletter 55](#): August 2016 Enrollment Reporting Enhancements
- [Newsletter 53](#): March 2016 Perkins Spreadsheet Submittal and Enrollment Reporting Enhancements
- [Newsletter 51](#): February 2016 Enhancements to NSLDS Cohort Default Rate Reports and Enrollment Reporting
- [Newsletter 49](#): July 2015 Enhancements to NSLDS for Enrollment Reporting and Gainful Employment
- [Newsletter 47](#): February 2015 Recent NSLDS Enhancements
- [Newsletter 46](#): June 2014 Enhancements to NSLDS
- [Newsletter 45](#): April 2014 Enhancements to NSLDS

Electronic Announcements (EA)

- [EA May 13, 2016](#): 150% Direct Subsidized Loan Limit: Electronic Announcement #22 – Important Reminders About Program-Level Enrollment Reporting to NSLDS
- [EA September 25, 2015](#): 150% Direct Subsidized Loan Limit: Electronic Announcement #19 - Importance of Accurate Direct Loan and Enrollment Reporting to Prevent Loss of Subsidy (Updated October 8, 2015)
- [EA July 20, 2015](#): 150% Direct Subsidized Loan Limit: Electronic Announcement #18 - Implementation of Loss of Interest Subsidy Based on Enrollment
- [EA April 20, 2015](#): 150% Direct Subsidized Loan Limit: Electronic Announcement #17 - School Misreporting of Data to COD and NSLDS
- [EA December 23, 2014](#): Compliance with Program-Level Enrollment Reporting to NSLDS
- [EA September 9, 2014](#): Reminder of Program-Level Enrollment Reporting Requirement

Dear Colleague Letters

- [DCL GEN-14-17: August 2014](#)
- [DCL GEN-14-07: April 2014](#)

All of these are available on the Information for Financial Aid Professionals ([IFAP](#)) website.

2.3 The Importance of Accurate, Timely, and Complete Enrollment Data

The accurate administration of the Title IV programs depends heavily on the accuracy of the enrollment information reported by schools. Schools must review, update, and verify student enrollment statuses, program information, and effective dates that appear on the Enrollment Reporting roster file or on the Enrollment Maintenance page of the [NSLDS Professional Access](#) (NSLDSFAP) website. The data on the school's roster or enrollment maintenance page is what NSLDS has as the most recently certified enrollment information. Schools must also correct any returned errors that are identified by NSLDS within 10 business days.

Only school-certified enrollment data can be used for evaluation of subsidy loss with regard to the 150% loan limit. Therefore, if a school fails to update or verify a student's enrollment in a program of study, this program will no longer be counted towards the student's maximum eligibility period. In certain circumstances, this failure to report can cause a student to lose interest subsidy.

Accurate, timely, and complete enrollment data is also important to your students, who can view their enrollment information online. The NSLDS Student Access website allows students to view their current campus enrollment information and their program enrollment history. Students can also inform NSLDS of the school they are currently attending. An example of the Student Access Site is provided below.

Enrollment for MAX C STUDENT Your enrollment status is **FULL TIME** , effective 07/01/2015.

NSLDS uses campus-level enrollment reported by schools to determine when your loans enter repayment and whether you are eligible for an in-school deferment. This page allows you to see which schools we are contacting to confirm your current campus enrollment.

NSLDS uses program-level enrollment to determine whether you retain the subsidies on any Direct Loans you already have that are subject to subsidized usage limits and whether you remain eligible for more loans subject to usage limits in the future.

If the school(s) you are attending or plan to attend is not listed under "Current Campus Enrollment", use the "Add a School" form to let NSLDS know that it should contact the school for your enrollment information. Please supply an enrollment confirmation date so we do not contact your school before you enroll. When you are finished, use the "Submit" button to save changes.

The names in the Program column of the Program Enrollment History table below reflect the [Course of Instructional Programs](#) titles maintained by the National Center for Educational Statistics and may not exactly match the program title assigned by your institution.

Add a School

Schools List Filter
Select State and press Display to get list

Current Campus Enrollment

School Name	Enrollment Status	Effective Date
NORTH SOUTH UNIVERSITY (06789900)	Full Time	07/01/2015

Program Enrollment History

School Name	Program	Credential Level	Length in Years	Begin Date	Status	Effective Date
NORTH SOUTH UNIVERSITY (06789900)	Tax Law/Taxation.	Doctoral Degree	3.0	08/15/2014	Full Time	08/15/2014

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Figure 2-2: NSLDS Student Access – Enrollment

Finally, timely and complete enrollment status reporting, including adding new or transfer students who have prior Title IV aid to the enrollment roster response, can help the school by reducing the need for students to bring in paper deferment forms for completion by the school.

Schools are required to fully and accurately respond to the Enrollment Reporting roster files within **15 days**. Rosters will be sent to schools no less frequently than every two months.

2.4 150% Direct Subsidized Loan Limit

On January 17, 2014, the Department published Final Regulations ([79 FR 3108](#)) for the 150% Direct Subsidized Loan Limit, further to the [interim final regulations](#), published May 16, 2013. These regulations, related to a new program-length-based time limit on a borrower's eligibility for Direct Subsidized Loans, necessitated significant changes to the Enrollment Reporting process.

Schools and NSLDS have a key role in implementing these regulations.

- Enrollment Reporting will be used to determine if borrowers have:
 - Graduated before exceeding the 150% limit, qualifying for protection of their interest subsidies, or
 - Exceeded the 150% limit, losing eligibility for interest subsidies.
- If a school reports a change to a student's enrollment, NSLDS will use newly certified enrollment data to recalculate a student's 150% limit and determine if loss or protection of subsidy should occur.

2.4.1 Program-Level Reporting

In the past, schools were only required to report a student's enrollment at the campus-level. This information was used for, among other things, the determination of when a student's grace period would begin or when an in-school deferment would end. Now, because the 150% limit is based on the borrower's enrollment in a program, schools are also required to report enrollment at the program-level in addition to the campus-level.

NSLDS tracks how many students included on a school's roster file were certified with program level information (Enrollment Reporting Statistics) and uses this information to determine whether a school is complying with applicable regulations and guidance. Schools must ensure that all students enrolled in programs are reported with programs, and report a status for all programs on their roster. Schools found to be non-compliant with NSLDS enrollment reporting requirements will receive a series of warning letters before being referred for compliance action.

See Chapter 4 for more information about reporting program-level information to NSLDS.

2.4.2 Loss of Subsidy

Only certified enrollment data is used to determine whether a borrower will retain or lose interest subsidy under the 150% limit. NSLDS will perform this analysis by


calculating a borrower's maximum and remaining eligibility period based on the program-level information that schools report to NSLDS and the subsidized usage period data calculated by the Common Origination and Disbursement (COD) System. If the borrower's remaining eligibility period is zero or less and certain other criteria are met, the student will lose interest subsidy on all outstanding Direct Subsidized Loans that have not had their interest subsidy protected based on the borrower's prior, timely completion of a program.

NSLDS uses the following certified enrollment data to determine if a borrower will lose subsidy:

- Program Enrollment Status
- Credential Level
- CIP Code
- Program Begin Date
- Published Program Length and Measurement
- Special Program Indicator
- Weeks in Title IV Academic Year

2.4.3 Protection of Subsidy

If a student who is subject to the 150% limit completes a program before losing interest subsidy (exceeding the 150% limit), the reporting of the graduation will protect the interest subsidy on any outstanding Direct Subsidized Loan(s) that have not lost interest subsidy because of the 150% limit.



Failure to report completion of a program with an enrollment status of Graduated ('G') can **jeopardize** a student's interest subsidy.

Chapter 3. Who to Report?

This chapter discusses who is required to report enrollment information to NSLDS and which students and types of programs should be reported.

3.1 Which Schools Should Report Enrollment Information?

Under provisions of the HEA, the Department's regulations, and related guidance, all schools participating in Title IV programs are required to report enrollment information about students who appear on their roster file.

Note: Schools which do not directly participate in Title IV programs, but which are eligible for students to receive In-School Deferments on previous Title IV loans, should also report campus-level enrollment information to NSLDS. This is important as it ensures that students receive their entitled deferment benefits. However, such schools must **not** report program-level enrollment information.

3.2 Types of Students to be Reported

Report all students that NSLDS includes in its request to you on a roster file. NSLDS will include on the roster file undergraduate and graduate Title IV aid recipients enrolled at your school, including students who have received Title IV aid at a school other than yours and that NSLDS knows or has reason to believe is enrolled at your school.

Students that NSLDS will add to your roster file will include:

- Students who have a loan made under the Federal Family Education Loan (FFEL) Program or William D. Ford Federal Direct Loan (Direct Loan) Program.
- Students who have Federal Perkins Loans.
- Students who have received Federal Pell Grants, Teacher Education Assistance for College and Higher Education (TEACH) Grants, Academic Competitiveness Grants (ACG) or Science and Math Access to Retain Talent (SMART) Grants.
- Students on whose behalf a parent borrowed Parent PLUS loan(s).
- Students who have been reported to NSLDS as attending your school by federal loan servicers, lenders, other schools, or by the student.

Students that schools should add to your roster response include:

- Any students who received any of the above types of Title IV aid at your school, but do not appear on your roster.

- Any students who received Title IV aid at another school who are enrolled at your school but not receiving Title IV aid at your school.

3.2.1 Visiting, Transient, or Consortium Students

Some schools have arrangements with other schools (of varying levels of formality) that allow students enrolled in a degree or credential program at one school (the “Home School”) to take some courses at another school where the student may or may not be enrolled for a degree or credential (the “Host School”). In cases where the student is not enrolled at the Host School for the purposes of receiving a degree or certificate, the following guidance applies:

- The Home School must report the student’s combined enrollment status level (for both Campus and Program), including the enrollment information obtained from Host School.
- The Host School should not report enrollment for the student. If student is included on the Host School’s NSLDS enrollment roster (which will likely be the case if the Host School is disbursing Title IV aid to the student), the Host School should remove student by using ‘X’ (Never Attended) as the enrollment status.

In the rarer cases where the student is enrolled, for the purposes of receiving a degree or certificate from both the Home School and the Host School, the student should be reported by both schools, just like in cases where the student simply happens to be enrolled in different programs at different schools.

This section applies to students taking courses at different schools. For students taking courses at multiple locations of the **same** school, please see Section 4.1.

3.3 Schools Who Use an Enrollment Reporting Servicer

As with any school/servicer arrangement for the administration of Title IV programs, if the school uses an Enrollment Reporting Servicer, **the school still has the primary responsibility** for submitting timely, accurate, and complete responses to Enrollment Reporting roster files, and for reporting any changes in student enrollment status in a timely manner. Schools must also make sure they maintain proper documentation in accordance with [34 CFR 682.610\(c\)](#) and [34 CFR 685.300\(b\)](#).

Schools must understand that their reporting of data to their servicers may differ from what the servicer reports to NSLDS in response to rosters on behalf of the school. If your school uses a servicer and also reports information directly to NSLDS, it is very important that the data reported to NSLDS is also reported to the servicer, so the school-reported data and the servicer-reported data are in sync. If the data is not also

reported to the servicer after being reported to NSLDS, the **school-reported data could be overwritten** when the servicer responds to Enrollment Reporting roster files.

You can see your roster schedule on the Enrollment Reporting Profile page of the [NSLDSFAP](#) website. NSLDS will send the roster to the designated servicer; however, if the response is not received in a timely manner, NSLDS will notify the school rather than the servicer. Refer to Chapter 6 for more information on the Late Enrollment Reporting Roster Notification process.

In accordance with [34 CFR 668.25](#), schools must report their Enrollment Reporting Servicer on the Application for Approval to Participate in the Federal Student Financial Aid Programs ([E-App](#)).


In addition to reporting the servicer relationship on the [E-App](#), you may designate the Servicer's SAIG mailbox to receive the Enrollment Reporting rosters from NSLDS. You may do this when you sign up for SAIG or at any time thereafter, through [FSAWebEnroll.ed.gov](#).

The Enrollment Reporting process, when using a servicer, proceeds as follows:

1. NSLDS sends your school's Enrollment Reporting roster file to the servicer.
2. The servicer matches the Enrollment Reporting roster file to enrollment data that you provide to the servicer.
3. The servicer returns an Enrollment Reporting Submittal File to NSLDS.
4. NSLDS processes the file and returns the Error/Acknowledgment File to the servicer. The servicer may need to contact you to correct any errors.
5. The servicer corrects the errors and returns the Error Correction File to NSLDS.

Even though a school may use an Enrollment Reporting Servicer, it is important that a member of the school has an FSA User ID with online enrollment update capabilities. This allows the school to make immediate enrollment updates to the [NSLDSFAP](#) website to ensure timely:

- Conversion to repayment without loss of the grace period.
- Documentation of enrollment for the automatic granting of in-school status or deferments instead of requiring a school to complete a paper in-school deferment form.
- Reporting of students that have transferred in to the school, when the school is made aware of the student's prior Title IV aid, which avoids circumstances in which the student's loans enter their grace period and the student brings the school a paper in-school deferment form to complete.
- Reporting of enrollment should the servicer relationship change.



Timely reporting of enrollment status ensures proper administration of the Title IV student aid programs.

3.4 Listing an Enrollment Reporting Contact

Each school is required to have at least an Enrollment Reporting contact and a primary contact on the [NSLDSFAP](#) website for important communications from NSLDS. This information is crucial to enable efficient communication with the school regarding NSLDS related issues. The Department, Federal Loan Servicers, Guarantee Agencies, other schools, and other Federal Student Aid partners refer to this page for contact information.

If your organization has no existing contacts on the Org Contact List, select Add New Contact. Select Enrollment Reporting from the list of Available Functions; enter the First Name and Last Name of the primary contact for Enrollment Reporting at the institution. Add the contact information available for that individual (Phone, E-Mail, etc.) and select Submit to add the information to the Org Contact List. Complete the same process to add the primary contact for the organization.

Federal Student Aid | PROUD SPONSOR of the AMERICAN MIND™ | **National Student Loan Data System**
 An OFFICE of the U.S. DEPARTMENT of EDUCATION

NSLDS | Menu | Aid | Enroll | GE | Org | Report | Tran

Org Contact List | Org Search | Data Provider Schedule | Repayment Information | Cohort Default Rate | School Profile | Organization Profile | GE Debt Measures

F SA ID: NSL.SCTST2.F SA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Return To Organization Contact List

Name: NORTH SOUTH UNIVERSITY
Code: 06789900 **Type:** School
Status: OPEN
Address: 2300 MARYLAND AVE.
 WASHINGTON, DC 20001

Organization Contact Add

Available Functions: SSN/ID Issues, IS Technical Issues, **Enrollment Reporting**, FAT/SAR/ISIR Issues, Default Issues

First Name:
 Last Name:
 Title:
 Phone: Ext:
 Fax:
 E-Mail:
 URL:
 Address:

 City:
 State: --- Select ---
 Zip Code:

Submit

PRIVACY ACT OF 1974 (AS AMENDED)

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Figure 3-1: Organization Contact Add

To update the Enrollment Reporting contact and the primary contact of an organization, log on to the [NSLDSFAP](#) website and access Org Contact List on the Org tab. Once on the Org Tab, select the blue Active Number Icon to the left of the Enrollment Reporting contact. The Organization Contact Detail page will display all information currently on the NSLDSFAP for that individual. Select if your organization has no existing contacts on

the Org Contact List Update to navigate to the Organization Contact Update page. Update information as necessary and then select Submit to add the information to the Org Contact List. Complete the same process to update the primary contact information for the organization, as necessary.

Chapter 4. What to Report?

This chapter describes what enrollment information should be reported to NSLDS, defines the data elements, and describes how the information is organized and submitted to NSLDS.

4.1 Campus/Location

Enrollment is reported for a specific location; that is, the eight-digit Office of Postsecondary Education Identification (OPEID) number.

Most students are enrolled in coursework at only one location. However, for students who are taking coursework at multiple locations of the same school, the school must determine which location is the student's "primary location" and report the combined enrollment for the student using that location to NSLDS. A student's "primary location" is the location where the student is taking more coursework than at any other location. For example, if a student is enrolled in four semester hours at the school's downtown location, and two semester hours at the school's western location, the school should report the student's primary location as the downtown location, and report the combined enrollment level including both locations. If a school cannot determine which location is a student's primary location, because the student is taking the same number of credits at each location, then the school may choose a primary location to report for the student from the locations at which the student is enrolled.

If a student is enrolled in one location, then moves to a different location within the school (to a location with a different eight-digit OPEID number), you can use the NSLDS enrollment roster, or the NSLDS website to "Move" the student to the new location, as long as both locations share the same enrollment administrator. Remember that a change to the student's location within the system indicates to NSLDS that the student is in a new program, as a unique program's identifiers include OPEID, CIP code, Credential Level, and Program Length. If administrative functions are not shared between the locations, the enrollment administrator of the previous location must withdraw the student from the previous location and the enrollment administrator at the new location must add the student to that location's roster.

See Chapters 5 and 7 for more information on Enrollment Administration.

4.2 Programs

Schools need to report enrollment information for all programs in which a student is enrolled, regardless of whether the program is an "eligible program" for Title IV aid

purposes, or whether the student has received Title IV aid for attending the program. It is possible for a student to be in more than one program at the same time, and if that is the case, each program must be reported separately. Moreover, there are certain types of coursework, which are eligible for Title IV aid, but which are not programs in their own right—because they do not lead to credentials. These sets of coursework, such as preparatory coursework and certain types of teacher certification programs, are reported at the program level for the purposes of enrollment reporting and have special rules as detailed in the Special Program Indicator (Program-Level Record) section.

Whenever a student completes a program, withdraws from a program, or changes programs, the school must appropriately update or add the enrollment status for each program when it next reports the student's enrollment to NSLDS. It is also possible that the student is not actually enrolled in any program at your school, such as a student enrolled in a single course for continuing education. If this is the case, you should report campus-level information, but should not report program-level enrollment for the student. However, students who are enrolled in a degree program with "undeclared majors" are considered to be in a program, and must have program-level enrollment reported. If a student has not yet declared a major, use a CIP code such as 'Liberal Studies, 240101' or 'General Studies, 240102'.

The Classification of Instructional Programs (CIP) is a set of codes that define fields of study. CIP Codes are maintained by the Department's National Center for Education Statistics (NCES). They were most recently updated in 2010, and are usually updated every 10 years. A listing of current CIP codes is available at: <http://nces.ed.gov/ipeds/cipcode>. Schools must report using 2010 CIP codes, as NSLDS will reject anything but the 2010 CIP Codes.

4.2.1 Unique Program

For purposes of enrollment reporting, a unique program is defined as a combination of the school's eight-digit OPEID number, the CIP code, the Credential Level, and the Published Program Length (as reported in or converted to years using the combination of the Published Program Length, Published Program Length Measurement, and Weeks in Title IV Academic Year). In cases where a student has declared both a major field of study and a minor field of study, only the CIP code associated with the major field of study should be reported. Whenever a student changes majors, the school should report the student as withdrawn from the previous program and enrolled in the new program on the next enrollment submission.



**Unique Program = OPEID, CIP Code, Credential Level,
and Published Program Length**

4.3 What Information Needs to be Reported?

As noted previously, there are two categories of enrollment information: “campus-level” and “program-level”, both of which need to be reported, and both of which have separate record types. The main information types are listed below, at a high level.

This data, related data elements and formatting requirements are described in greater detail in the Appendices. Not all data elements in the various record types are listed or discussed below.

4.3.1 Campus-Level Enrollment Data

These are the main data elements found in the Campus-Level record:

- Student SSN
- Student Name
- Student Date of Birth
- Student Address
- Student Phone Number
- OPEID Number
- Move To OPEID
- Certification Date
- Enrollment Status
- Enrollment Effective Date
- Anticipated Completion Date
- Term Begin and Term End Date

4.3.2 Program-Level Enrollment Data

These are the main data elements found in the Program-Level record:

- Student SSN
- OPEID
- CIP Code
- Credential Level
- Published Program Length Measurement
- Published Program Length
- Weeks in Title IV Academic Year
- Program Begin Date
- Special Program Indicator
- Program Enrollment Status
- Program Enrollment Effective Date

4.3.3 Email Address Data

In addition, schools now have the option to report the student's Email Address, as a separate, optional record type, which can be used by the Department for future communications with the student.

4.4 How to Report Specific Fields

This section describes special reporting requirements for certain fields.

4.4.1 Program Indicator (Campus Level Record)

Students enrolled in a program of study must have program-level enrollment reported about them. This includes students enrolled in programs that are not "eligible programs" for the purposes of Title IV aid or for which Title IV aid is not offered, students enrolled in graduate and professional programs, students who are enrolled in degree programs but have not "declared a major", and students who are enrolled in a set of coursework which does not lead to a credential but is nevertheless eligible for Title IV aid. Students enrolled at "deferment-only" schools must not have program-level enrollment information reported about them.

The Program Indicator, under the Campus-Level record type indicates whether a student is enrolled in at least one program. If this field is populated with a "Y" or "Space" the school is required to report the student's program-level enrollment data in record type '002' and NSLDS will reject other records for the student if it does not receive a program-level enrollment record about the student. If this field is populated with an "N" the school is indicating that the student is not enrolled in any program, and therefore the school is not reporting the program-level enrollment data in Record Type '002'. Deferment-only schools should report a Program Indicator of "N" for all students they report to NSLDS.

4.4.2 Effective Dates, Certification Dates and Received Dates

Several dates are used by NSLDS in processing student enrollment data. Because each date has a different meaning and use, it is important for schools to understand the differences.

Enrollment Status Effective Date is the date that the current enrollment status reported for a student was first effective. If an academic term is divided into two or

more modules, the Effective Date may not always align with the beginning or ending date of the term, such as when a student is not enrolled in either the first or the last module within the term. This date only changes when the student's enrollment status changes, for example, when the student drops from full time enrollment to half time enrollment. The Effective Date remains the same as long as the student stays continuously enrolled in the same enrollment status, and is reported with the same Effective Date when the student most recently entered that status. The Effective Date should not be automatically updated each term or each year, or with each NSLDS Enrollment reporting, unless the student's enrollment status changed since the last reporting. Effective Date, and its related enrollment status, must be reported for both the campus level and the program level.

Note that the Effective Date is neither the "date of determination" nor the date that the school becomes aware of a status change; rather, it is the date that the enrollment status first became effective. In other words, it is not required that the update be received by NSLDS within two months of the Enrollment Status Effective Date; rather, the school must report the retroactive status change in its next scheduled enrollment submission, or sooner if possible, although this might happen months after the actual effective date. For example, a school may not be aware a student has withdrawn until sometime after the student stops attending. Or, a student may complete the coursework for a degree but it takes the school time to determine whether the student meets all graduation requirements, and then the school would use an Effective Date backdated to the date the school assigns for graduation. Even though a school may not be able to report a status change until more than 60 days after the actual Effective Date of that status change, this retroactive reporting does not violate the requirement to report every 60 days.

When reporting the Enrollment Status Effective Date it is also possible that the date reported will pre-date an Effective Date of an earlier submission. This could happen, for example, when a school grants a student a retroactive withdrawal. The new Effective Date will inactivate any previously reported status with a later effective date, as the newer status will be treated by NSLDS as more current. The Enrollment Detail page on the NSLDS website shows when newer data has inactivated a previously reported enrollment status.

Certification Date is the date the school certified the enrollment information. The Certification Date, which changes with each reporting submission, is the date as of which the school is asserting that the data being reported is accurate; it roughly corresponds to the date the school (or its servicer) processes its NSLDS Enrollment Roster. Before NSLDS removes a student from the school's Enrollment Roster, the

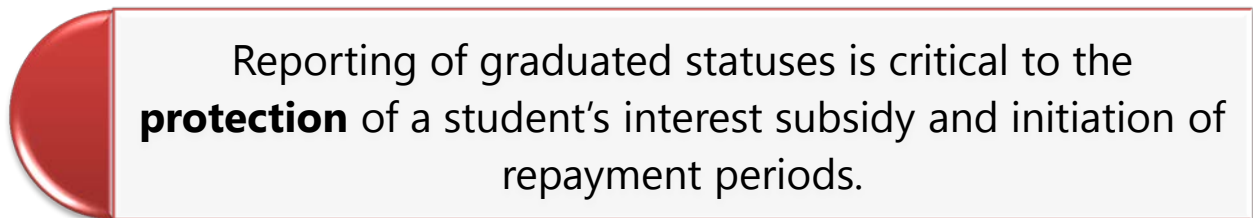
terminal statuses of G, W, X and Z must be certified in two consecutive reporting cycles with different Certification Dates but with the same effective date.

Received Date is not reported by schools, but is the date NSLDS accepts and loads updates to the enrollment information on NSLDS. If there are no issues with the enrollment information that a school has submitted, NSLDS accepts and loads updates to enrollment information on the same day that the school successfully transmits the information to NSLDS. This date appears on various pages of the NSLDS website and is used for informational purposes and in the calculation of enrollment reporting statistics.

See the [Electronic Announcement dated April 20, 2017](#) titled "NSLDS Enrollment Reporting - Submission Dates, Effective Dates and Certification Dates" for more information on these dates, including situational examples of proper reporting these dates.

4.4.3 Withdrawal versus Graduation and Effective Dates

The implementation of the 150% subsidized loan limit makes the reporting of a Withdrawn 'W' or Graduated 'G' status even more critical. The completion of a program protects the student's interest subsidy.



Reporting of graduated statuses is critical to the **protection** of a student's interest subsidy and initiation of repayment periods.

The effective date for a withdrawn ('W') status is defined in [34 CFR 685.305](#), which generally adheres to requirements under the Return to Title IV requirements in [34 CFR 668.22](#).

The effective date for a completion/graduation status ('G') is the date that the school assigns to the completion/graduation. In particular, a completion/graduation status could be either the same as the effective date of a previously reported 'W' or sometime after that date. Some schools may wait to assess a student's completion of program requirements and, therefore, report a 'W' when the student is no longer attending classes followed by a 'G' when completion is confirmed with whatever effective date the school gives the graduation status.

It is important to note that, for a student who has graduated, schools who initially report a withdrawn status must subsequently report the student as having graduated by certifying a 'G' status at the campus-level and/or program-level as appropriate. This is

true even if the student or the student's applicable program no longer appears on the school's enrollment reporting roster because the school has certified the 'W' status twice. In this case, the school must add the student and/or program back to the roster to report the 'G'. The graduated status may protect the interest subsidy on the student's current loans.

Note that if the effective date of the 'G' status is later than the loan period end date of the student's last Direct Subsidized Loan, this could trigger loss of subsidy, since the student would be considered enrolled up to the graduation date. To prevent this, the school should (if the student received a loan for the final period of attendance prior to completing the program) first report a 'W' status with the appropriate effective date, and NSLDS will use the 'W' status effective date to protect the loan subsidy, provided that the date is not later than the last loan period end date. If the student did not receive a loan in the final period, the effective date of the 'W' status should equal the student's last date of attendance in the final term or payment period in which the student completes the program.

Additionally, reporting the 'W' as soon as it occurs ensures the timely movement of loans into repayment. Take advantage of school procedures for students going through a withdrawal process to report the 'W' as soon as possible. This may mean giving enrollment online update capability to personnel at the school who can do an immediate update.

4.4.4 Reporting Graduation and Anticipated Completion Dates

A school must correctly report students who have completed a program with a 'G' for "Graduated" status rather than a 'W' for "Withdrawn". Further, an accurate anticipated completion date aids in correct servicing of a student's loans, avoiding unnecessary early conversion to repayment or too late conversion, causing technical defaults.

Because schools will report enrollment status, including 'W' and 'G' at both the campus-level and program-level, it is important to understand when each status is appropriate at each level. At the campus-level, a student should only be reported as withdrawn or graduated if the student has either withdrawn or graduated from the school entirely. At the program-level, a student should only be reported as withdrawn or graduated if the student has withdrawn (in which case a 'W' is appropriate) or graduated from the program about which the school is reporting (in which case a 'G' is appropriate). As a result, it is possible, for a student in multiple programs to be reported as withdrawn at the campus-level, and graduated at the program-level if the school has determined that the student has graduated from one program, but is pending a final determination of

whether the student has actually graduated from another program.

4.4.5 Continuous Enrollment (Campus- and Program-Level Record)

Students are considered to be in school and continuously enrolled during academic year holiday and vacation periods, as well as during the summer between academic years (even if not enrolled in a summer session) as long as there is reason to believe that they intend to enroll for the next regularly scheduled term. For example, students should not be reported as “Withdrawn” at the end of the spring term if they are expected to re-enroll for the fall term. In this case, schools should continue to report the student’s last enrollment status through the summer months (or through another non-required period of attendance). However, if the student does not return as expected, the status must be changed to “Withdrawn” with the appropriate effective date.

In summary, a student is considered to be continuously enrolled at least half time during the summer, or in another period in which students are not generally expected to attend, classes as long as:

- There is no reason for the school to believe that the student will not enroll on an at least half time basis for the next regularly scheduled term; and
- The student was enrolled at least half time at the end of the previous regularly scheduled term.

The table below provides examples of how a student should be reported for a summer term based on how the student was enrolled in the preceding spring term. In all cases, it is assumed that the school has no reason to believe that the student will not be returning in the fall and that the summer is not a period during which students are generally expected to attend classes.

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

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

As stated above, if the student enrolls in the summer term (or other non-required term) at least half time, the student's actual summer enrollment status is reported. If such a student subsequently withdraws from the summer term, the student's most recent enrollment status of half time or greater should be reported throughout the remainder of the summer. If the student does not return in the fall as expected, the status must be changed to "Withdrawn" with the date the student withdrew from the summer term as the Enrollment Status Effective Date.

4.4.6 Published Program Length and Associated Fields (Program-Level Record)

Published Program Length, Published Program Length Measurement, and Weeks in Title IV Academic Year, are new fields that are located in the program-level detail record. Together, these three fields will be used to calculate a student's maximum and remaining eligibility periods under the 150% limit.

Published program length should be reported based on the definition of "normal time" to completion in the regulations at 34 CFR 668.41(a), as follows:

- If the school has published, in its catalog, on its website, or in any promotional materials, the length of the program in weeks, months, or years, the program length reported must be the same as the program length that the school has published.

Note: For gainful employment programs, the school must have published the program's length in weeks, months, or years on the school's website.

- If the school has not published a program length and the program is an associate or bachelor's degree program, the program length to be reported should be 2 years or 4 years, respectively, unless the academic design of the program makes it longer or shorter than the typical, 2-year associate degree program or 4-year bachelor's degree program.
- For all other programs for which the school has not published a program length, the program length is based on the school's determination of how long, in weeks, months, or years, the program is designed for a full-time student to complete.

Consistent with the guidelines above, schools are free to choose whether to report their program lengths in years, months, or weeks; however, schools should report the same program length and unit of measure for all students in the program, and should report one program length and unit per student per program.

Lastly, schools must report the weeks of instructional time in their Title IV academic year, but only if they report a program length that is measured in months or weeks. This is one of the components of the school's academic year, as defined in [34 CFR 668.3](#).

Below are examples of how to report these fields:

Note: For Published Program Length and Weeks in Title IV Academic Year there is an implied decimal between the third and fourth position.

- **10 week program Example:**

- Published Program Length = 10 weeks → 010000
- Published Program Length Measurement = Weeks → W
- Weeks in Title IV Academic Year = 26 weeks → 026000

- **1.5 year program Example:**

- Published Program Length = 1.5 years → 001500
- Published Program Length Measurement = Years → Y
- Weeks in Title IV Academic Year = Not required when reporting in years (report all zeroes: 000000 when not required)

The minimum number of weeks for an academic year is 26 weeks of instructional time for clock-hour programs, and 30 weeks of instructional time for credit-hour programs.

Note that the three program length fields (Published Program Length, Published Program Length Measurement (W-M-Y), and Weeks in Title IV Academic Year) are used together to determine the Published Program Length, converted to years, and in turn to

calculate the Maximum Eligibility Period. A change or correction to the reported value in any of these three fields will cause the program length to be recalculated, and a new unique program will be created based on the new length. In this case, the school should inactivate the prior program with incorrect length by reporting it with a Program-level enrollment status of 'X' – Never Attended, with a Program Status Effective Date equal to the Program Begin Date for that program.

Note: Most schools should report associate and bachelor's degree programs in Years rather than in Months. For example, report a four-year bachelor's program as 4 years, NOT as 48 months, or a two-year associate's program as 2 years, NOT 24 months. When program length is reported in months or weeks, NSLDS uses this value along with the "Weeks in Title IV Academic Year" value to calculate a program length in years. This can result in program lengths which are too long. For example, if a four-year bachelor's program is reported with a Published Program Length of 48 Months, and Weeks in Title IV Academic Year of 32 Weeks, this will convert to a Program Length of 6.4 years.

There are minimum and maximums for Published Program Length, in years, that can be reported for each Credential Level. Records that are submitted to NSLDS that do not conform to these minimums and maximums will be rejected. Programs that are reported in weeks or months will first be converted to years before judging whether they conform to these minimum and maximum program length requirements. The minimum and maximum program lengths are listed below. Just because NSLDS will accept a program that is reported with a certain length does not serve as an indication that the reported data is accurate. Instead, these requirements should be understood as reasonability checks to ensure that severely inaccurate data is not stored in NSLDS.

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

4.4.7 Credential Level (Program-Level Record)

For most programs, the credential level associated with the program is obvious from the nature of the program itself. However, special consideration should be paid to credential level '99', which is for coursework that is eligible for Title IV aid, but that does not lead to a credential that is conferred by the school. In the description of credential level '99', preparatory coursework and teacher certification programs are specifically mentioned; however this is not to say that this is the only type of coursework for which a credential level of '99' is appropriate.

For example, certain types of coursework at community colleges that are designed to lead to a student transferring into a bachelor's degree program (2-year transfer program), but that do not lead to an associate degree or other credential are, firstly eligible programs for Title IV aid purposes (See [34 CFR 668.8\(c\)\(2\)](#)), and secondly, should be reported with a credential level of '99' and a program length and CIP Code that corresponds to the length and nature of the program. These are not considered to be "special programs"; therefore a Special Program Indicator of 'N' (not applicable) should be reported.

4.4.8 Program Begin Date (Program-Level Record)

The Program Begin Date is the date the student first began attending the program being reported. Typically, this would be the first day of the term in which the student began enrollment in the program, unless the student actually enrolled in the program on a different date. Note that if a student withdraws from the program and later returns to the exact same program, this date will not change.

When creating the school's program-level record in the roster file for a new student or new program, NSLDS uses the Payment Period Begin Date from the COD System as the Program Begin Date. Schools need to correct this date if it is incorrect.

4.4.9 Special Program Indicator (Program-Level Record)

The Special Program Indicator is a field in the program-level record that schools should use to flag programs that have special treatment under the 150% limit regulations.

For selective admission associate degree programs and, as defined in [34 CFR 685.200\(f\)\(9\)](#), schools should report:

- A Published Program Length of 4 years, even if the length of the program is shorter than 4 years
- A Special Program Indicator value of 'A'

- A Credential Level of '02', which corresponds to "Associate Degree"

Similarly, for bachelor's degree completion programs, as defined in [34 CFR 685.200\(f\)\(9\)](#), schools should report:

- A Published Program Length of 4 years, even if the length of the program is shorter than 4 years
- A Special Program Indicator value of 'B'
- A Credential Level of '03', which corresponds to "Bachelor's Degree"

For preparatory coursework that is required for entrance into an undergraduate program, schools must report:

- The Program Length and CIP code that corresponds to the undergraduate program that the student is taking the preparatory coursework to enter
- A Credential Level of '99'
- A Special Program Indicator of 'U'

Similarly, for preparatory coursework that is required for entrance into a graduate or professional program, schools must report:

- CIP Code for the graduate program the student is taking the coursework to enter
- Program length and measurement for the graduate program the student is taking the coursework to enter
- If the Program Length is in weeks or months, the length in weeks of the reporting school's own Title IV academic year
- OPEID of the current location where the prep coursework is being taken
- Program Begin Date, Enrollment Status and Enrollment Effective Date for the current coursework at the reporting school
- A Credential Level of '99'
- A Special Program Indicator of 'P'

For teacher certification programs that do not lead to a credential that is conferred by the school, but that is required before the student can teach elementary and secondary school, schools must report:

- The Program Length and CIP Code that corresponds to the program itself
- A Credential Level of '99'
- A Special Program Indicator of 'T'

4.4.10 Enrollment Statuses (Campus- and Program-Level Record)

It is important that the school report the applicable enrollment status and the effective date of the status of all borrowers attending its school. The enrollment status values are:


- 'F' (full-time)
- 'Q' (three-quarter time)
- 'H' (half-time)
- 'L' (less than half-time)
- 'A' (leave of absence)
- 'G' (graduated)
- 'W' (withdrawn)
- 'D' (deceased)
- 'X' (never attended)
- 'Z' (record not found)

A campus-level enrollment status should be determined by summing the credit or clock hours in which the student is enrolled at the school. For students enrolled only at one location, this is a straightforward process. However, it is more complicated for students who are enrolled at more than one location of the school. Even though schools must select a primary location for students who are enrolled at more than one location, the enrollment status that is reported by a school for a location must include all coursework being taken by the student at all of the school's locations.

After determining the number of credit or clock hours in which the student is enrolled, the school should compare that number to the school's definition of full-time, three-quarter time, half-time, etc., that it defined according to the definitions in [34 CFR 668.2](#).

A student's program-level enrollment status should be reported with the same enrollment status as that student's campus-level enrollment status for all programs the student is enrolled in at that location, even if the student is not currently taking coursework that applies to a particular program. If the student has withdrawn or graduated from an academic program, a "terminal enrollment status" of 'Withdrawn' or 'Graduated', as appropriate, should be reported for that program, even if the student is still taking coursework applicable to other programs in which the student is enrolled.

For both campus-level and program-level enrollment reporting, the credit and clock hours that may be included in the student's enrollment status include all courses that the student is taking, regardless of whether such courses could be included in the determination of the student's eligibility for aid.



If a school reports an enrollment status of 'G', 'W', or 'D', the student will remain on the Enrollment Reporting roster until **two consecutive certifications** of the same enrollment status and effective date is reported at the campus- and program-level. Status 'X' and 'Z' must be certified twice at the campus-level, but only once at the program-level.

4.4.11 Reporting Information to the COD System and NSLDS

Schools must understand that, although they will be reporting almost the same program-level information to both the COD System and NSLDS, that there are several reasons that the information that a school reports to COD will not be the same as the information that a school reports to NSLDS.

First, the information is reported "as of" different points in time. For COD, schools do not report on an ongoing basis. Instead, they report snapshots of program-level information that is correct as of the time that they have made a disbursement (either initial disbursement or a subsequent disbursement). For NSLDS, schools report on an ongoing basis regardless of whether the student is currently receiving Title IV aid, and is a snapshot of the student's program-level information that is current as of the Certification Date associated with the enrollment reporting.

Second, while the enrollment status that a school reports to COD will include all coursework on which the student's eligibility for the loan is based, the enrollment status that a school reports to NSLDS is the student's overall enrollment status, and may therefore include courses for which the student cannot receive financial aid.

Because there are many legitimate reasons that the information that a school reports to COD and NSLDS could be different, NSLDS will not compare the program-level enrollment information that a school reports to NSLDS to the information that it reported to COD. Similarly, NSLDS will not compare the program-level enrollment information that a school reports to NSLDS to program-level information that a school reported to the Postsecondary Education Participants System (PEPS). However, the same program-level information should be reported to all systems, to the greatest extent possible.

Chapter 5. Ways to Report

This chapter discusses the options available for schools to report enrollment information to the Department. All reporting requirements are the same no matter what reporting method you choose. However, be aware that batch reporting users are also required to have online enrollment reporting access. Data elements and file layouts for both reporting methods are described in detail in the Appendices.

5.1 Enrollment Reporting Online

A fast and easy way to report Enrollment information is by using the [National Student Loan Data System Professional Access](#) (NSLDSFAP) website. Many schools use this method for all of their reporting.

5.1.1 Enrollment Update

The Enrollment Update Web page allows for the retrieval of individual student records. This page also allows for the retrieval and updating of the entire roster, should you choose to do so. This page is under the Enroll tab on the [NSLDSFAP](#) website.

These pages are discussed in detail Section 7.8.

5.1.2 Enrollment Maintenance

The Enrollment Maintenance Web page is used to provide real-time updates to NSLDS enrollment data and to add students to a school's roster. The Enrollment Maintenance page is reached from the Enrollment Summary and the Enrollment Update pages under the Enroll tab on the [NSLDSFAP](#) website.

These pages are discussed in detail Section 7.8.

5.1.3 Enrollment Spreadsheet Submittal

The Enrollment Spreadsheet Submittal process allows schools to report data to NSLDS by uploading a spreadsheet directly on the [NSLDSFAP](#) website. This spreadsheet will use the record types and formats as described in the Appendices. Each record type will be a separate row in the spreadsheet.

To facilitate this process, schools may request their enrollment roster to be sent to them in a Comma Separated Values (CSV) file type. This file can be imported into a school's

spreadsheet application. The spreadsheet can be updated to provide current enrollment information and certification for each student, and the spreadsheet can then be uploaded to the [NSLDSFAP](#) website. It will be edited in real-time and any errors will be presented to the school instantaneously. The accepted records will then update the NSLDS database.

The Enrollment Spreadsheet Submittal process is discussed in Section 7.11.

5.2 Enrollment Reporting Batch Process

The Enrollment Reporting Batch Process involves a school receiving a roster file on a predetermined, set schedule, updating that file, and returning it to NSLDS.

The Enrollment Reporting roster file is placed in a school's, or its Enrollment Reporting Servicer's, designated SAIG mailbox on the business day of the month designated by their Enrollment Reporting schedule. Schools may set up or modify their schedule on the Enrollment Reporting Profile Web page under the Enroll Tab on the [NSLDSFAP](#) website. Schools that use an Enrollment Reporting Servicer should notify their servicer directly if they make a change to their enrollment reporting schedule.

Files submitted by batch processes will receive an Error/Acknowledgement File that contains a count of accepted records and any records containing errors that did not pass edits for update. If the Error/Acknowledgment File does not indicate that there were any errors, it serves as proof that the submittal file was received and processed by NSLDS and should be kept for audit purposes. The Error/Acknowledgement File will indicate that there were no errors if it contains only a header and trailer record.

Note: If a school does not receive an Error/Acknowledgement File it may indicate that file was not received or processed by NSLDS.

If the Error/Acknowledgement file indicates that there were errors, the error records must be corrected by submitting an Error Correction File, or by updating the student's record online or using the spreadsheet upload option. Error correction includes updating the information in error so it will pass the edits and be processed by NSLDS. Simply resending the same erroneous data does not meet the requirement to correct errors. Because NSLDS rejects all records for a student if there is an error in any detail record, an error means that a student's enrollment status has not been updated on NSLDS.

Note: Schools that use third party servicers must ensure that any error corrections or updates made online on the NSLDS website by the school are also provided to the servicer, to prevent the servicer from later updating NSLDS with outdated or incorrect data.

5.2.1 Batch File Types

Schools (or their servicers) can request roster files in the following file types:

- Fixed-Width
- Comma Separated Values (CSV)

Schools using the CSV format to report enrollment data must make sure that any commas in the data they submit (that are not used as delimiters) are inside quotation marks. For example, a last name of Jones, Jr., should appear in a CSV file as "Jones,Jr.", with the quotation marks, and with a comma immediately following the closed quotation mark to delimit the field. Records that contain data with commas not protected by quotation marks will be rejected by NSLDS.

See Appendix A and the record layouts on the [IFAP website](#) for more details on the file types and format.

5.2.1.1 Record Types

NSLDS Enrollment Reporting File Layouts have been updated to include multiple record types in order to accommodate the additional reporting fields necessary to support the implementation of the 150% Direct Subsidized Loan Limit regulations.

The following record types are included in the batch roster files, both the roster sent from NSLDS to the school, and the response file sent by the school back to NSLDS:

- Record Type '000' – Header Record
- Record Type '001' – Campus-Level Enrollment Information
- Record Type '002' – Program-Level Enrollment Information
- Record Type '003' – Email Address (Optional)
- Record Type '999' – Trailer Record

There will be a single Header Record (record type '000') and single Trailer Record (record type '999') on each file. The number of other record types will vary based on the details reported for each student. These records are referred to as detail records and will be reported together, for each student in a single bundle.

5.2.1.2 Bundle Concept

A single update for a student at a given school location will consist of a bundle of detail records including:

- One campus-level record (record type '001') containing student and campus-level information (required).
- Zero, one, or more program-level records (record type '002') containing information about that student's enrollment in individual programs and information about those programs (generally required).
- Zero, one, or more Email Address records (record type '003') containing information about the student's email address(es) (Optional).

All records in a bundle must all have the same values for Student Current SSN and OPEID in the layout of each detail record type. When a school sends a Roster Submittal or Error Correction file to NSLDS, the school must group the records for a given student in a single bundle ordered by record type. Likewise, a school should expect the Enrollment Roster and Error/Acknowledgement files they receive from NSLDS to bundle records for individual students.

Note: All records in a file must be sorted by SSN, so all record types for a particular student will be grouped together in the file.

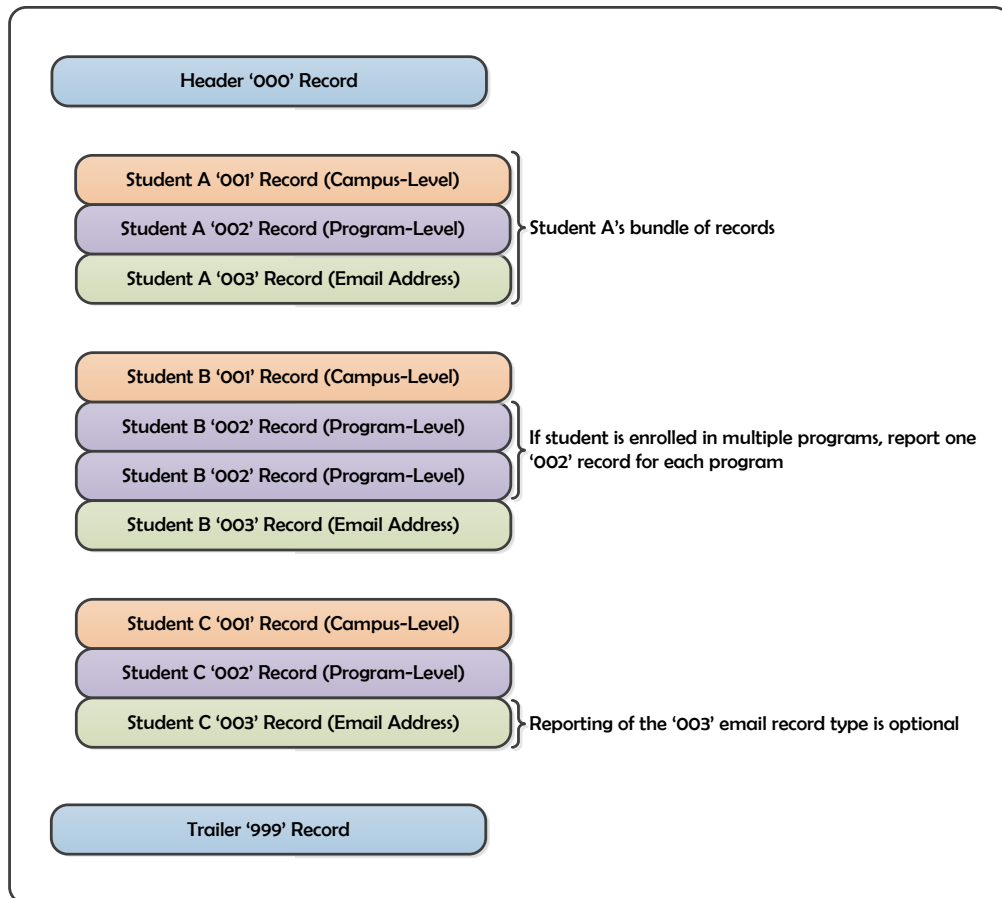


Figure 5-1: Bundle Format Example

Because each student's enrollment will consist of multiple detail records, a valid detail record of one type will be rejected by NSLDS because of an error in another detail record in the same student's bundle. Each detail record type in the new layout will include a field named Bundle Rejected Flag. That flag will be set to 'Y' for all the detail records in a bundle that contain an error, although the actual error(s) code will only be displayed on the detail record that contains the error(s).

If the only record in a bundle with an error is a '003' Email Address record, the entire bundle will still be returned on the error file. However, the valid 001 Campus-Level and 002 Program-Level detail records will be processed by NSLDS, and the Bundle Rejected Flag on the valid records will contain a space.

The reporting requirements (Mandatory/Optional) for each field are listed in Appendix B of this document. Please note that for record type '001' (campus-level), the student's phone number fields are considered optional, however, if a phone number is reported all associated fields must be populated. The same is true for record type '003' (email address) as it is considered optional. Therefore, if an email address is reported all fields in the record must be populated.

The same record types are used in the Enrollment Spreadsheet Submittal process.

Note: All program-level '002' records for each bundle on the roster must be certified and returned in each response file. If a program-level record is not returned, NSLDS will remove that program and the school will need to re-add the program on the next response file.

5.2.1.3 Adding Students to Your Roster

Students that are not on the roster but have received Title IV aid (at your school or another school) may be added to your batch file or reported by using the Enrollment Maintenance page or the spreadsheet upload option on the [NSLDSFAP](#) website. The student identifiers in the added records must match the student identifiers on NSLDS. Students cannot be added to NSLDS unless a current loan or grant is on the database. If a data provider has not reported a loan or Pell Grant to NSLDS and the school tries to add the record in a batch process, the student record will be rejected on the Submittal File or Error Correction File. Likewise, if the student is not in the database they cannot be added to a roster on the [NSLDSFAP](#) website.

5.2.1.4 Student Identifiers and Data Conflicts

You must be certain that you have a legitimate match of identifiers when reporting enrollment on a student. One or more of the student identifiers provided by NSLDS may differ from the information in your school records. If you are sure your data are correct

based on the reliable source of your data or documentation on file, you must contact the data provider (GA, lender, lender/servicer, or federal loan servicer for each loan) and work with the provider to make changes. If you cannot resolve the discrepancy with the data provider, you may contact the NSLDS Customer Support Center (CSC) at 1-800-999-8219, Option 3. You will need to provide copies of certain legal documents to make changes. The student identifiers are as follows:

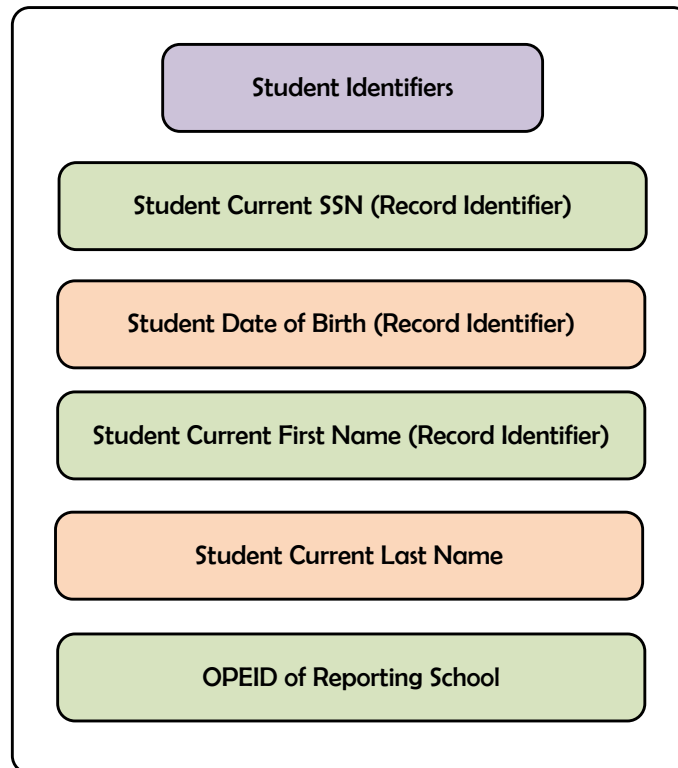


Figure 5-2: Student Identifiers

Schools that do not use the student SSN to identify student registration records may provide NSLDS with their Student Designator. NSLDS will not remove or change the Student Designator, which can be provided via batch file or online, so it may be used in later Enrollment Reporting roster files to match records easily. You must not change the SSN provided by NSLDS.

5.2.1.5 Enrollment Administration

Schools are required to certify enrollment using the appropriate eight-digit Office of Postsecondary Education Identification (OPEID) number. To assist with the reporting of enrollment at eight-digit OPEID-level, NSLDS has established an Enrollment Administration option that allows locations that share the same main campus school code to establish an "administrator" location that will report for its own and other

locations.

A school that chooses to manage multiple location reporting will have the option to receive individual eight-digit OPEID roster files (one for each additional location of the school) or a combined roster for multiple locations in one file. Each student record will include the eight-digit OPEID where the student is attending. Schools will establish their Enrollment Reporting profile using dedicated screens on the [NSLDSFAP](#) website.

Each location that certifies enrollment must be signed up for the Enrollment Reporting process through www.FSAWebenroll.ed.gov. Reporting a student's enrollment at the main campus-level does not satisfy the enrollment reporting requirement if aid was disbursed or the student was physically attending school at a different location.

5.2.1.6 Reporting Enrollment for Distance Education Programs

There are special considerations for distance education programs in Enrollment Reporting. Per Department of Education policy, the definition of distance education requires the use of technology to support "regular and substantive interaction between the students and the faculty." The technologies may include:

- The Internet;
- One-way and two-way transmissions through open broadcast, closed circuit, cable, broadband lines, fiber optics, satellite, or wireless communications devices;
- Audio conferencing; or
- Video cassettes, DVDs, and CD-ROMs

The school must have a policy for determining a student's enrollment status and use that policy as the basis of its enrollment reporting. Enrollment Reporting to NSLDS must be based on the regular and substantive interaction between students and the faculty for students in distance education courses. For example, a school may have a policy that includes having the faculty member or an academic support staff member reach out to an online student after the initial week of non-attendance to determine the cause and remind the student that he or she needs to be regularly engaged in the course to be successful. If the student does not re-engage in the course, then the message could become more urgent, notifying the student of possible consequences of his or her non-engagement.

Allowing a student to go for several weeks without such interaction raises concerns that the school is not adequately monitoring student behavior. Therefore, Enrollment Reporting or a change in the student's enrollment status based solely upon a student's log in to a website is not sufficient to determine the student's attendance or lack of attendance in a class

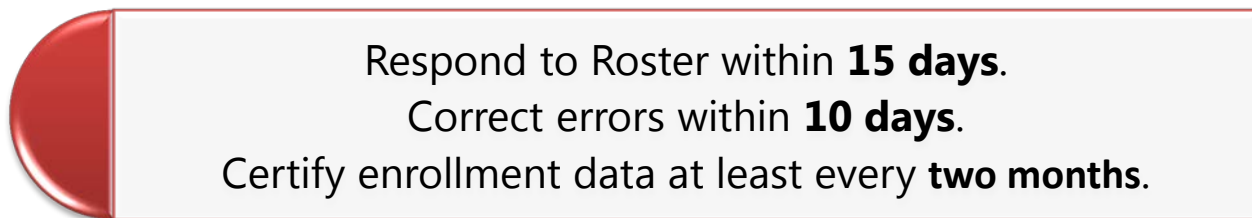
Chapter 6. When to Report?

This chapter describes when Enrollment information should be reported to NSLDS, defines reporting schedules, and reviews reporting frequency requirements.

6.1 Reporting Timely

While schools are free to set an enrollment reporting schedule that meets their needs, NSLDS sets minimum standards for the timeframes associated roster generation. In particular, NSLDS allows schools to set their rosters to be generated weekly, every other week, every month, or every other month. Therefore, a school will not go more than two months without receiving a roster file from NSLDS, and will not go more than two months without reporting enrollment information.

These minimum standards are colloquially known as the “every 60 days rule” even though roster files may be generated, and schools may ultimately report, less frequently than every 60 days because some months have more than 30 days. Nevertheless, as long as schools comply with the below timeframes for returning responses to roster files and correcting errors, they are reporting timely for the purposes of Title IV enrollment reporting regulations and requirements. However, it is important to note that timely reporting is not the same thing as accurate reporting, which is also required.



Respond to Roster within **15 days**.
Correct errors within **10 days**.
Certify enrollment data at least every **two months**.

Also, due to the timing of roster responses from one cycle to the next, it may be more than 60 days between two consecutive reportings by a school that reports every other month. For example, a school responds to the May 1st roster on May 5th (in four days), and responds to the July 1st roster on July 11th (in ten days). Both responses are compliant with the specified reporting timeframes, and while it is more than 60 days between the two submissions, this does not violate enrollment reporting timeliness requirements.

A school must respond with enrollment data certification within **15 days** of the date that we send its roster file. The response may occur:

- Using a batch response file sent via SAIG.
- Completing updates online using the Enrollment Update option on the

[NSLDSFAP](#) website.

- Uploading an Enrollment Spreadsheet Submittal file using the Enrollment Submittal option on [NSLDSFAP](#).

Note that all schools, including those that report online, have a roster schedule and must report within 15 days of the scheduled roster date. Schools reporting online should adjust their schedule to match their online reporting schedule.

If the response is provided by a batch response file, NSLDS will process the file and return an Error/Acknowledgement file. Any errors must be corrected and submitted within **10 days** of receiving the file. Errors may be corrected:

- Using a batch response file containing the records with errors sent via SAIG.
- Updating the records that erred by certifying the enrollment online using the Enrollment Update option on [NSLDSFAP](#).
- Uploading corrected records using an Enrollment Spreadsheet Submittal file using the Enrollment Submittal option on [NSLDSFAP](#).

Error correction includes updating the information in error so it will pass the edits and be processed by NSLDS. Simply resending the same erroneous data does not meet the requirement to correct errors.

The graphic below describes the sequence of events involved in the Enrollment Reporting process, from NSLDS creating the roster, to the school correcting and resubmitting information on errors in data reported.

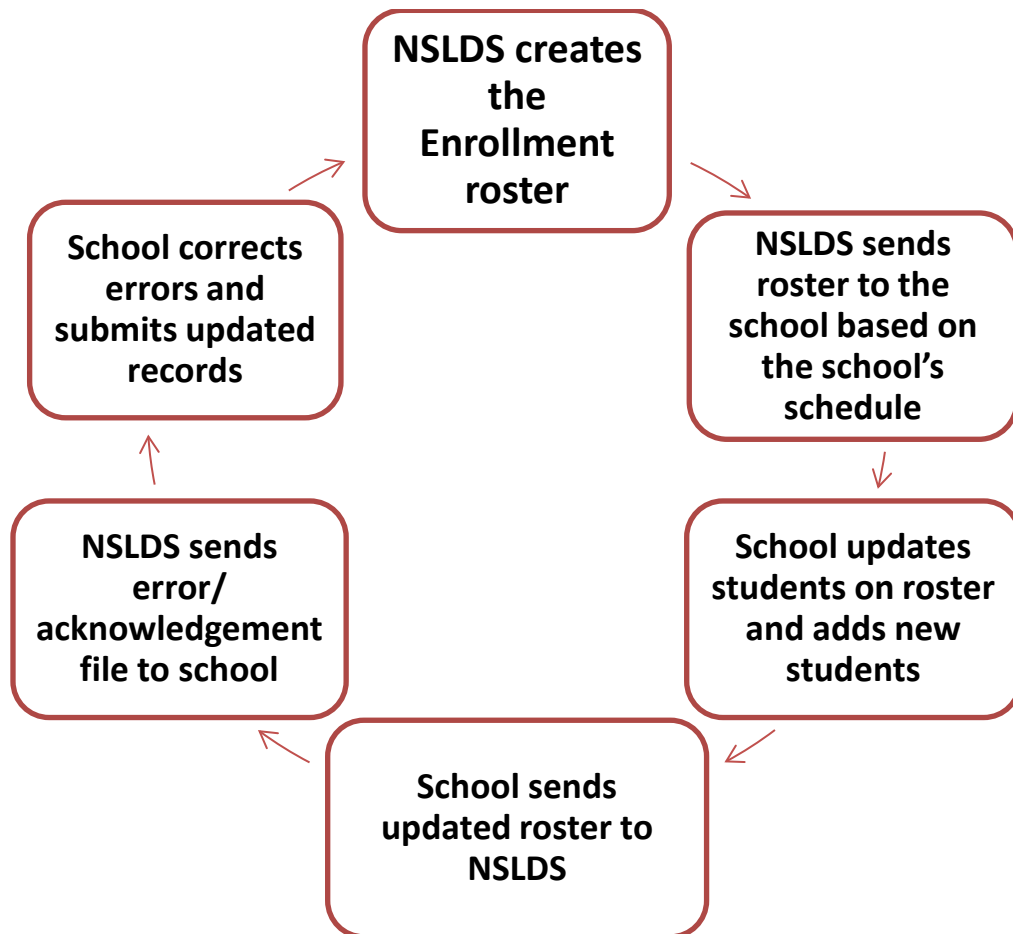


Figure 6-1: Enrollment Reporting Cycle

While reporting according to minimum frequency standards will meet the requirements for Enrollment Reporting, it is important that changes to a student's enrollment data be reported as soon as possible. Timely reporting of changes ensures accuracy of student information. Such changes may include:

- Changes in a student's program of study.
- Changes in a student's campus location.
- Changes in campus-level and/or program-level enrollment status.

You can report more frequently than is required by scheduling rosters to be sent to you on a more frequent basis or by making ad-hoc updates to a student's enrollment on [NSLDSFAP](#).

6.2 Special Situations

6.2.1 Waiver Process

A school may apply for a waiver for the Enrollment Reporting process if there are unusual or unforeseen circumstances, such as a natural disaster, that prevent the submission of a roster response within the required 15-day period. A waiver has a start and an end date; the end date signifies when the roster cycle will resume. If a waiver is granted, rosters will not be generated and, while in effect, the school is **not** considered to be out of compliance if the waiver is requested before a previously sent roster has exceeded the return timeframe. Schools cannot request an ad-hoc roster while a waiver is in effect.

Each waiver request is reviewed by the Department and approved or denied on a case-by-case basis. To request a waiver, please call the NSLDS CSC at 1-800-999-8219, or email nslds@ed.gov. Include with your request an explanation of the events that will cause you to miss the Enrollment Reporting deadline. Generally, the waiver request is due to the anticipation that more than one roster will be missed and must include the start date and expected end date.

6.2.2 Change in School Eligibility

NSLDS receives school participation eligibility from PEPS. If a school's eligibility to participate in Title IV aid changes, it is the school's responsibility to update all students on its Enrollment Reporting roster before discontinuing participation in the Enrollment Reporting process. Furthermore, a school can choose not to participate in the awarding of Title IV aid, yet still have its students with federal student loans be eligible to receive loan deferments. If a school is eligible for loan deferments only, it must continue to report enrollment for its students through the Enrollment Reporting process. Final updates can be made via batch processing or online.

6.2.2.1 For Schools That Are Closing

Steps to complete the final enrollment reporting roster if your school is closing:

1. The school (or school's servicer) must update their roster one final time. All students need to be updated to the appropriate non-active enrollment status, such as 'G', 'W', 'X', or 'Z'. If the status is based on the date the school closed, the enrollment status effective date will be the date the school closed.

- A) 'G' (graduated): Provide the status effective date of the student's graduation.
 - B) 'W' (withdrawn): The status effective date should match the date the student withdrew or the effective date of school's closure.
 - C) 'X' (never attended): The status effective date should match the date the student was first reported on the roster.
 - D) 'Z' (no record found): The status effective date should match the date the student was first reported on the roster.
2. Once all updates and any resulting errors have been completed, the school should contact its PDPA to terminate all online and batch access for the Enrollment Reporting Process.

6.2.2.2 For Schools That Are Ineligible

Steps to complete the final enrollment reporting roster if your school is ineligible or has become ineligible to participate in Title IV aid, and/or is ineligible to participate in loan deferments only:

1. The school (or school's servicer) must update their roster one final time. All students need to be updated to the appropriate non-active enrollment status, such as 'G', 'W', 'X', or 'Z'. If the status is based on the date the school became ineligible to participate, the enrollment status effective date will be the date the school lost eligibility or stopped participating.
 - A) 'G' (graduated): Provide the status effective date of the student's graduation.
 - B) 'W' (withdrawn): The status effective date should match the date the student withdrew or the effective date the school became ineligible.
 - C) 'X' (never attended): The status effective date should match the date the student was first reported on the roster.
 - D) 'Z' (no record found): The status effective date should match the date the student was first reported on the roster.
2. Once all updates and any resulting errors have been completed, the school should contact its PDPA to terminate all online and batch access for the Enrollment Reporting Process.

6.2.2.3 For Schools That Are Merging

Steps to complete the final enrollment reporting roster if your school has merged (old school) with another school (new school):

1. The school (or school's servicer) must update the roster one final time. All students need to be updated to the appropriate non-active enrollment status, such as 'G', 'W', 'X', or 'Z', with an enrollment status effective date that is the date of the school's merger.
 - A) 'G' (graduated): Provide the status effective date of the student's graduation.
 - B) 'W' (withdrawn): The status effective date should match the date the student withdrew or the effective date of school's merger.
 - C) 'X' (never attended): The status effective date should match the date the student was first reported on the roster.
 - D) 'Z' (no record found): The status effective date should match the date the student was first reported on the roster.
2. Any student who will continue enrollment at the new school must be added to the new school roster with the appropriate enrollment status and the effective date of the merger.
3. Once all updates and any resulting errors have been completed, the school should contact its PDPA to terminate all online and batch access for the Enrollment Reporting process for the old school's OPEID.

6.2.2.4 For Schools That Become a New Stand-Alone Entity

Steps to complete regarding Enrollment Reporting if your school has separated from another school to become a new stand-alone entity:

1. The school (or school's servicer) must update the roster one final time. All currently enrolled students need to be updated to the appropriate non-active enrollment status, such as 'G', 'W', 'X', or 'Z', with an enrollment status effective date that is the date of the school's separation to become the stand-alone entity.
 - A) 'G' (graduated): Provide the status effective date of the student's graduation.
 - B) 'W' (withdrawn): The status effective date should match the date the student withdrew or the effective date of that school's separation to become the stand-alone entity.

- C) 'X' (never attended): The status effective date should match the date the student was first reported on the roster.
 - D) 'Z' (no record found): The status effective date should match the date the student was first reported on the roster.
2. The new stand-alone school needs to sign up using the new OPEID to participate in NSLDS Enrollment Reporting through www.fsawebenroll.ed.gov.
 3. Students who are currently enrolled and will continue to be enrolled at the new stand-alone school must be withdrawn from the current school OPEID and added to the new school's Enrollment Reporting roster with the appropriate enrollment status and effective date.

If you have any questions regarding your responsibilities for Enrollment Reporting, please call the NSLDS CSC at 1-800-999-8219, Monday through Friday, from 8 a.m. to 9 p.m. ET.

Chapter 7. How to Report?

This chapter describes how to sign up for access to SAIG and to the [National Student Loan Data System Professional Access](#) (NSLDSFAP) website. It also provides an overview of the Enrollment Reporting process and the [NSLDSFAP](#) website, and walks you through online and batch Enrollment Reporting.

7.1 Reporting Online

The [NSLDSFAP](#) website allows you to update enrollment information by using one of two methods. The Enrollment Update page allows for the retrieval of individual students or the entire roster, while the Enrollment Spreadsheet Submittal process provides the capability to upload a spreadsheet file. The school must have access to both online and batch reporting functions to report enrollment.

www.fsawebenroll.ed.gov'" data-bbox="151 418 824 505"/>

You can enroll for access to the NSLDSFAP website at www.fsawebenroll.ed.gov

7.2 How to Sign Up

The electronic exchange of information through the Enrollment Reporting process is done using SAIG. A school must set up a designated mailbox to receive electronic files as well as establish at least one person at the school who will perform online updates. Each user must have his or her own FSA User ID to access NSLDS enrollment update features. Additionally, a person from each location that is involved with students who have received financial aid may need access as well. To apply for batch and online enrollment reporting access, go to www.fsawebenroll.ed.gov.

The screenshot shows a web browser window with the URL <https://testfsawebenroll.ed.gov/PMEnroll/PMServlet.jrun>. The page is titled "Welcome to the SAIG Enrollment Site". On the left is a navigation menu with the following items: SAIG Enrollment Information, SAIG Info, Who Is Eligible, What You Need to Enroll, FSA User ID Registration, Print Documents, Print Federal Student Aid User of Electronic Services Statement, Print Enrollment Signature Documents, Print Designee Signature Pages, Print Agency Participation Agreement, Related Sites, FSA Download, FAA Access to CPS Online, SAIG Portal, FSA Tech Listserv Enrollment, E-Campus Based/FISAP, and COD. The main content area includes a welcome message, a list of eligible systems, and three sections for enrollment: Primary Destination Point Administrator Access, Initial Enrollment for Services, and Review Your Organization's SAIG Mailboxes (TG Numbers).

Welcome to the SAIG Enrollment Site

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

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

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

Primary Destination Point Administrator Access:

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

Initial Enrollment for Services:

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

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

Review Your Organization's SAIG Mailboxes (TG Numbers)

Select this option to:

Figure 7-1: SAIG Enrollment Site

The Primary Destination Point Administrator (PDPA) for the organization must complete the application for the batch process and request online access with enrollment update functionality. The PDPA must also enforce the security requirements as outlined in the SAIG User Statement including the completion and maintenance of this statement. Your President/Chief Executive Officer (CEO)/Chancellor/designee/equivalent person must approve each designated individual that applies for NSLDS online access.

After you have applied through www.fsawebenroll.ed.gov, you will be assigned an FSA User ID that is used for online access. Each person involved in reviewing student data must have their own FSA User ID. The ID must not be shared. The Rules of Behavior and Privacy Act statement presented at log on outlines the appropriate uses of all Federal Student Aid Systems including the NSLDSFAP website and the consequences of inappropriate actions.

For additional information or assistance with the sign up process, call CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806) or send an email to CPSSAIG@ed.gov.

7.2.1 Enrollment Reporting Process

The Enrollment Reporting process for batch and online is described in detail below, designating the responsible party for each step in the process:

1. NSLDS:
 - A. Adds students with new loans or grants to the portfolio of the enrollment school OPEID as reported by the school on the disbursement record sent by the school to COD.
 - B. Compiles all students in the school's portfolio, including new records from COD, previously certified still active records, students added because of loan records with updated school codes, and Perkins Loan records.
 - C. Generates the Enrollment Reporting roster file of the students in the portfolio for the school or schools based on the NSLDS Enrollment Profile page, "Enrollment Reporting Preferences, Administration Setup and Schedule".
 - D. Forwards the Enrollment Reporting roster file to the school or its servicer through the SAIG mailbox.
2. School (or administrator or servicer):
 - A. Receives the Enrollment Reporting roster file(s).
 - B. Matches the Enrollment Reporting roster file with registration records.
 - C. Updates the Enrollment Reporting roster file with any changes to each student's enrollment status, status effective date, or anticipated completion date fields.
 - D. Provides correct location code if student is attending a different location.
 - E. Provides student's permanent address information.
 - F. Adds the optional fields of term begin and end dates.
 - G. Provides a credential level for those students with a graduated enrollment status.
 - H. Adds detail records for each new student.
 - I. Reviews the updated file for valid data to eliminate errors.
 - J. Returns the updated Enrollment Reporting roster file, now the Submittal File, within 15 days with an appropriate certification date to NSLDS.

K. Alternatively, goes online at www.nslidsfap.ed.gov and uses one of the online functions (update, add, spreadsheet submittal) to certify enrollment for its students. No roster file will need to be returned.

3. NSLDS:

A. Receives the Submittal File.

B. Edits (error-checks) the Submittal File contents. If enrollment is updated online, edits occur as entries are made.

C. Updates the NSLDS database with enrollment data.

D. Returns the Error/Acknowledgment File (containing any rejected records or just the header and trailer if there were no errors) for any file submitted via batch.

E. Forwards new and/or changed data to each affected loan holder (GAs, federal loan servicers, lenders/lender servicers, and Perkins Loan schools/servicers).

4. School (or servicer):

A. Receives and saves the Error/Acknowledgment File, and reviews any error records. Cycle is complete if all records are accepted by NSLDS.

B. Returns the **corrected** records to NSLDS as an Error Correction File within 10 days of the date it is sent to the school (or servicer).

OR

Goes online at www.nslidsfap.ed.gov and uses one of the online functions (update, add, spreadsheet submittal) to certify enrollment for its students. No roster file will need to be returned.

Note: Schools that use servicers must ensure that any error corrections or updates made online by the school on the NSLDS website are also provided to the servicer, to prevent the servicer from later updating NSLDS with out of date or incorrect data.

5. NSLDS:

A. Receives the returned Error Correction File and repeats step 3.

B. Forwards new and/or changed data to each affected loan holder.

Error correction includes updating the information in error so it will pass the edits and be processed by NSLDS. Simply resending the same erroneous data does not meet the requirement to correct errors.

Note: When error corrections are not completed, the enrollment record is not updated on the NSLDS database or distributed to the loan holders.

7.3 Listing an Enrollment Reporting Contact

NSLDS provides a Contact List under the Org tab on the [NSLDSFAP](#) website for all organizations involved in Title IV aid. This list is completely controlled by the organization and is used to assist individuals and NSLDS in finding the appropriate contact at an organization for various subject areas.

Each school is required to have at least an Enrollment Reporting Contact and a Primary Contact on the [NSLDSFAP](#) website for important communications from NSLDS.

To update the Enrollment Reporting Contact and the Primary Contact of an organization (or any other contact that needs to be updated):

















- Log on to the [NSLDSFAP](#) website and access the Org tab.
- The Org Contact List will display with an “Add New Contact” selection option.
- To change a contact listed, click on the number beside the function to view the contact detail and update the information.

It is important that a school periodically check its listed contacts to ensure they are current.

7.4 Navigating NSLDSFAP

The Navigation Bar is directly below the Navigation Tabs, and includes links to the other pages within the section. Your name and your school’s name appear below the links. There are also icons and symbols to help you. Here is a list of what you might see.

Legend of Icons and Symbols

Icon/ Symbol	Definition
	Contact icon links you to the NSLDS contact information page for help by phone or email.
	Help icon links you to the specific Help page.
	Session End icon ends your session and returns you to the Welcome page.
	A two-dimensional colored tab with white text indicates that you are in the active subject area.
	A three-dimensional colored tab with white text indicates that other subject areas are available to you by clicking that tab.
	Popup text appears near the mouse pointer explaining an icon's function. (This is an example of that text.)
	Underlined blue text links you to additional information.
	Left arrow icon returns you to a specified page. For example:  Return to Menu.
	Right arrow icon links you to the next page in a series of pages. For example:  Go to Report Log.
	Previous group arrow icon links you to the previous list of items for this page.
	Next group arrow icon links you to the next list of items for this page.
	Alert symbol warns you of critical information that is not in error. For example: The borrower has defaulted loans.
	Information symbol notifies you that additional facts are available. For example: The borrower has received Pell Grants.
	Error symbol alerts you of an error. If the error is an entry error, the prompt for the box is displayed in bold RED .


















	Under Review icon displays to the left of the grant being reviewed when the Grant History page is accessed via a link from the Monitor Alert Review page.
	Reaffirmation symbol displays to the left of the Loan Detail button on the Loan History page indicating a reaffirmation was reported on a loan.
	Capitalized Interest symbol indicates a capitalize interest amount is included in the Outstanding Principal Balance.
	Loan Discharge symbol notifies you that a loan has been partially or totally discharged. View the loan detail page for loan discharge details.
	Grant converted to loan symbol notifies you that a TEACH Grant has been converted to a loan. Passing your cursor over the symbol displays date of conversion. Clicking on the symbol will link you to the Loan Detail page for the associated loan.
	Dependency status symbol notifies you that the borrower's dependency status is/was a Dependent. The dependency status is based on the Undergraduate and/or Graduate Award Year's corresponding award year ISIR and the Central Processing System's (CPS) determined dependency status.
	Dependency status symbol notifies you that the borrower's dependency status is/was an Independent. The dependency status is based on the Undergraduate and/or Graduate Award Year's corresponding award year ISIR and the Central Processing System's (CPS) determined dependency status.
	Lock icon indicates the loan is locked and cannot be updated.
	History icon links you to the Borrower Name History page or Borrower SSN History page if history exists in the database.
	Active Bullet Number icon allows you to update, delete, or see more details. Blue is the active selection color.
	Inactive Bullet Number indicates that no additional information is available regarding this item.
	Plus symbol provides you more detailed information. It is activated when the mouse pointer is on the symbol.
	Report Log Page icon links you to the Report Log.
	E-mail icon links you to e-mail.
	Glossary icon links you to the Glossary page.
	Print icon allows you to print the Help page.
	Close icon allows you to close the Help page.

Figure 7-2: Legend of Icons and Symbols

7.5 Using NSLDSFAP Online

When you initiate your session on the NSLDSFAP website by logging on at the <https://www.nslsdfap.ed.gov/nslsdfap/default.jsp> address, the **Click to Continue** page displays. Click the button to connect to the FSA log on page and enter your FSA User ID and password. Once your identity is authenticated, you will be taken to the Organization selection page associated with your FSA User ID. If your ID is for multiple schools, select the location for which you want access for this session.



Figure 7-3: NSLDS Professional Access website after log on

After correctly entering the image on the User Access Verification page, you will reach the main Menu Page.

Federal Student Aid | PROUD SPONSOR of the AMERICAN MIND™ | National Student Loan Data System (NSLDS)

Menu | Aid | Enroll | GE | Org | Report | Tran

Menu | System Requirements | Contact Us | FAQ | Download Help

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Messages
05/12/2014 Logoff function changed
Only the beginning of each message is displayed above. Click on the message text above to see the complete message below.

Financial Aid
Loan History
Overpayment List
Grants
Delinquent Borrowers
Exit Counseling History
Student Contact Info
Student Access Interface
Reaffirmation History
Parking Submittal
SSN Conflict
Award ID:

Enrollment
Enrollment Summary
Enrollment Update
Enrollment Reporting Profile
Enrollment Submittal
Enrollment Notification Override List
Exit Counseling Submittal
GE List
GE Mass Update/Deactivate
GE Submittal
SSN: First Name:
DOB:
Enter details and click on a Financial Aid link or Enrollment Summary above. DOB should be in MMDDCCYY format.

Transfer Monitoring
Transfer Monitoring List
Monitoring Alert Review
Transfer Monitoring Re-Populate
School Transfer Profile

05/12/2014 Logoff function changed
Logoff function changed with the move of NSLDS behind AIMS. To ensure that you have properly signed off NSLDS you must close the web browser. Users may use this link [LOGOFF FROM NSLDS AND AIMS](#) to fully logoff NSLDS without closing the browser.

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FOIA | Privacy | Security | Notices | WhiteHouse.gov | USA.gov | ED.gov

Figure 7-4: NSLDSFAP Menu

7.6 Enrollment Reporting

Schools have the ability to report enrollment data to NSLDS by batch or online submission. You can report enrollment data online by using the Online Update function or by submitting a spreadsheet with your school's enrollment data. For batch reporting, Comma Separated Values (CSV) and Fixed Width options are available. The following figure depicts these options.

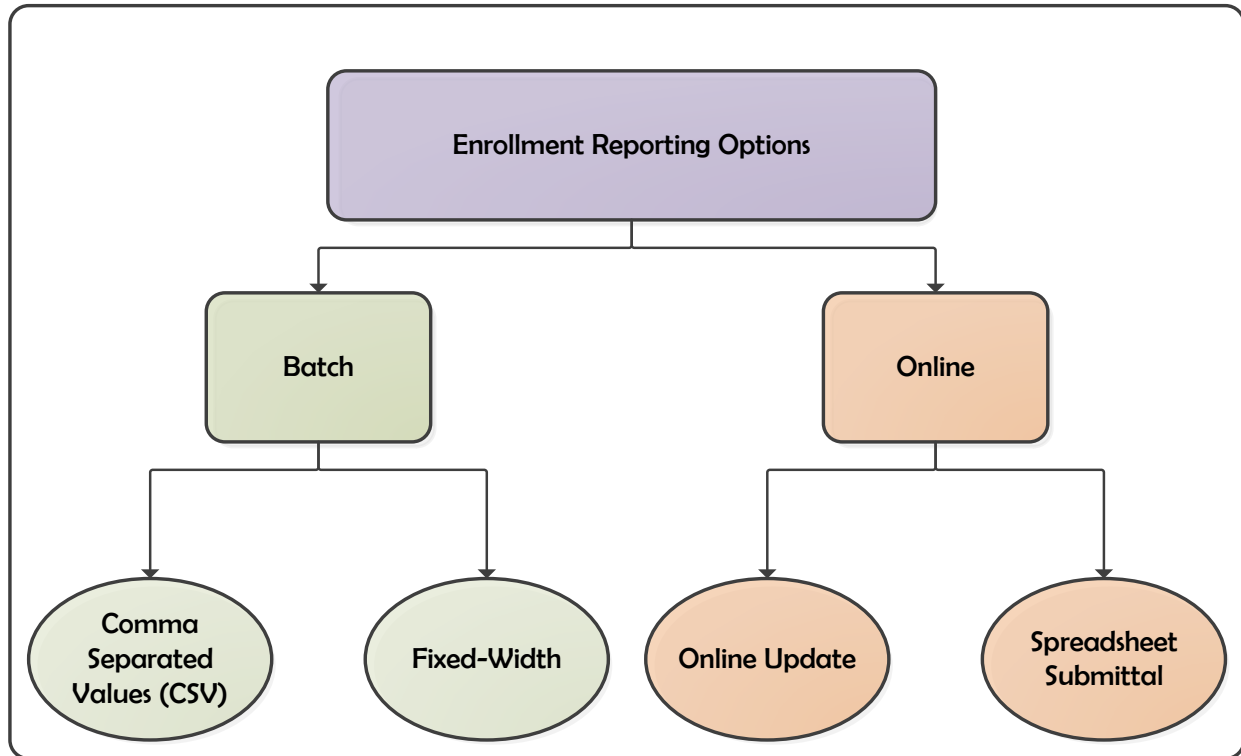


Figure 7-5: Enrollment Reporting Options

A similar process exists for the two reporting methods. The following table is a quick reference presenting the various steps in the reporting process and how each step can be completed for batch or online reporting.

NSLDS Enrollment Reporting Process		
	Batch	Online
Receive Enrollment Reporting Roster File	<ul style="list-style-type: none"> · Check SAIG mailbox. · Download Enrollment Reporting roster file. 	<ul style="list-style-type: none"> · Log on to NSLDSFAP website and select Enrollment Update. · Retrieve school’s Enrollment Reporting roster (or selected records). · Edit and certify enrollment records on Enrollment

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

NSLDS Enrollment Reporting Process		
	Batch	Online
Return Error Correction File	<ul style="list-style-type: none"> Send Error Correction File to SAIG mailbox. 	

Figure 7-6: NSLDS Enrollment Reporting Process

The remainder of this section is organized to address the main aspects of Online and Batch Enrollment reporting in order to assist you with reporting the enrollment status of your students to NSLDS.

7.7 Enrollment Reporting Online

The Online Enrollment Reporting process involves using the [NSLDSFAP](#) website and its corresponding pages to report enrollment. This chapter will provide information to assist you with reporting the enrollment status of your students to NSLDS.

7.7.1 NSLDSFAP Website Enrollment Reporting Key Pages

The **Enroll (Enrollment) Tab** on the [NSLDSFAP](#) website is the access point to the following enrollment related pages:

- **Enrollment Summary**—Enter a student’s identifiers, SSN, first name and date of birth (DOB) to view. This page displays an overview of the student’s most recent enrollment status at each school where enrollment has been reported for that student. On this page you can also link to **Enrollment Detail**, **Enrollment Timeline**, **Subsidized Usage**, **Enrollment Maintenance**, and **Enrollment Push to Roster**.
- **Enrollment Update**—Select a student or a range of students, and re-certify current data or make changes to the enrollment information. You can choose which students to retrieve and how they are to be sorted—by name, SSN, school-designated identifier, or enrollment status. The default setting displays all students associated with your school, 15 at a time, per page.
- **Enrollment Reporting Profile**—Manage preferences for reporting files, administration authority, view or modify your current enrollment schedule, create a new schedule, or request an ad hoc Enrollment Reporting Roster file to be sent to your school. From this page you can also access the Enrollment Reporting

Statistics page and the 'Certifications by Quarter' web report. If your school participates in the Perkins Loan program and would like to receive enrollment notification files, that request is also made from this page.

Keep your enrollment contact information up to date on the Organization Contact List page!

The **Org (Organization) Tab** on the NSLDSFAP website is another important page to keep updated. On the Organization Contact List, be sure to keep the Primary Contact and the Enrollment Reporting Contact up to date. The Late Enrollment Reporting Notification email will be sent to these contacts as well as to the President or CEO of your organization, if your Enrollment Reporting is past due. It is important to keep contacts updated and email contact roles current.

The screenshot shows the NSLDS website interface. At the top, there is a header with the Federal Student Aid logo and the National Student Loan Data System (NSLDS) title. Below the header is a navigation menu with tabs for Menu, Aid, Enroll, GE, Org, Report, and Tran. The 'Org' tab is selected. Underneath the menu, there are search filters for Type (a dropdown menu), Code, and Name, along with a 'Retrieve' button. A message indicates the user is logged in as 'TEST USER' from 'NORTH SOUTH UNIVERSITY'. The main content area displays the organization details for 'NORTH SOUTH UNIVERSITY' with fields for Name, Code, Type, Status, and Address. Below this is the 'Organization Contact List' section, which includes an 'Add New Contact' button and a table of contacts.

Function	First Name / Last Name	Phone / Ext.	Email
1 PRIMARY CONTACT	SUE ADMINISTRATOR	(123) 123-4567	
2 ENROLLMENT REPORTING	AMANDA ADMINISTRATOR	(123) 456-7890	
3 OVERPAYMENT ISSUES	BARRY BURSAR	(123) 123-4567 123	
4 DISABILITY PROCESSING	JOHN DOE	(555) 555-5555	

At the bottom of the page, there is a footer with links for FOIA, Privacy, Security, and Notices, and a 'PRIVACY ACT OF 1974 (AS AMENDED)' notice.

Figure 7-7: Organization Contact List

7.7.2 Viewing Enrollment Data for a Student

The following four enrollment pages allow users to view the enrollment records that NSLDS has for a student:

- **Enrollment Summary**—Provides an overview of a student’s most recent status at every school where enrollment has been reported for that student.
- **Enrollment Detail**—Gives the full details of a student’s enrollment information at each school attended as reported to NSLDS.
- **Program Enrollment Detail**—Gives the full details of a student’s program enrollment information at each school attended as reported to NSLDS.
- **Enrollment Timeline**—Displays a chronology of a student’s enrollment status and allows users to check a student’s status at a particular point in time to see what status was in effect for that period.

The following sections explain how to use these four options.

7.7.2.1 Enrollment Summary: Selecting a Student to View

To view a student’s enrollment records, you must first search the database for that student.

1. On the [NSLDSFAP](#) website Menu page, look for the Enrollment section and click **Enrollment Summary**. The Enrollment Summary—No Student Selected page will appear (Figure 7-8: Enrollment Summary).

OR

You can also reach the Enrollment Summary page at any time by clicking the **Enroll** tab, which will cause the Enrollment Summary page to appear.

Federal Student Aid | PROUD SPONSOR of the AMERICAN MIND™ | National Student Loan Data System (NSLDS)
An OFFICE of the U.S. DEPARTMENT of EDUCATION

NSLDS | Menu | Aid | Enroll | GE | Org | Report | Tran | ? | X

[Enrollment Summary](#) | [Enrollment Update](#) | [Enrollment Reporting Profile](#) | [Enrollment Submittal](#) | [Enrollment Notification Override List](#) | [Exit Counseling Submittal](#) | [GE List](#) | [GE Mass Update/Deactivate](#) | [GE Submittal](#)

SSN: First Name: DOB: (MMDDCCYY)

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2

No student currently selected.

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FOIA | Privacy | Security | Notices | WhiteHouse.gov | USA.gov | ED.gov

Figure 7-8: Enrollment Summary

2. Type in student's identifying information into the corresponding boxes at the top of the page:

- SSN
- First Name
- DOB

3. Click **Retrieve**. The Enrollment Summary page redisplay with the student's latest enrollment information. The information presented is provided to NSLDS by schools and loan holders for the student selected.

If the student has attended more than one school, each school's enrollment summary information is displayed on a separate line. If the student has attended or is attending a school that has not certified enrollment, the school will be displayed with the enrollment information provided by the GA or federal loan servicer.

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National Student Loan Data System (NSLDS)

Menu | Aid | Enroll | GE | Org | Report | Tran

Enrollment Summary | Enrollment Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal | GE List |

GE Mass Update/Deactivate | GE Submittal

SSN: [] First Name: [] DOB: [] (MMDDCCYY) Retrieve

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

MAX C STUDENT
 ***-**-9999 + DOB: 07/02/1970

Enrollment Summary

Enrollment Detail | Program Enrollment Detail | Enrollment Timeline | Subsidized Usage | Enrollment Maintenance | Enrollment Push to Roster

	School Name	OPEID	Most Recent Status	Eff. Date	ACD	Cert. Date	Cert. Method
1	NORTH SOUTH UNIVERSITY	06789900	Full Time	07/01/2015	07/01/2017	02/24/2017	NSLDS Web

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FOIA | Privacy | Security | Notices WhiteHouse.gov | USA.gov | ED.gov

Figure 7-9: Enrollment Summary

The page also displays the following buttons:

- **Enrollment Detail**—displays the Enrollment Detail page, where you can view the full details of a student’s enrollment information at each school attended.
- **Program Enrollment Detail**—displays the Program Enrollment Detail page, where you can view the full details of a student’s program enrollment information at each school attended.
- **Enrollment Timeline**—displays the Enrollment Timeline page, which shows a chronology of a student’s enrollment status and allows you to check a student’s status at a particular point in time.
- **Subsidized Usage**—displays the Subsidized Usage page, where you can view details of a student’s program enrollment at each school attended. It also shows a student’s subsidized usage information in accordance with the 150% Subsidized Loan Limit.
- **Enrollment Maintenance**—displays the Enrollment Maintenance page, where you can make changes to the student’s enrollment information.
- **Enrollment Push to Roster**—displays the Enrollment Push to Roster page which allows you or a data provider to “push” the retrieved student to another school’s enrollment roster the next time it is generated. This functionality is useful for when a student transfers to another school, the current school can “push” the student to the new school's roster, to ensure there is no interruption in enrollment.

7.7.2.2 Enrollment Summary: A Closer Look

Enrollment Summary provides a quick overview of a student's most recent status at every school where enrollment has been reported for that student. Whenever possible, the Enrollment Summary page displays enrollment information reported by schools. It only displays information reported by GAs or the federal loan servicers when they have reported on a particular student but the school has not.

The Enrollment Summary page contains the following information:

- **School Name**—the name of the school at which enrollment was reported for the student. Click the school name to link to the school's Organization Contact List page. If the student's enrollment was not reported by the school, a small warning icon appears after the school's name.
- **OPEID**—the combination of the 6-digit school code and the 2-digit school location code. If a school has more than 99 locations, the first digit of the OPEID is then incremented to 1. If more than 199 locations, the first digit is then incremented to 2, and so forth. (Examples: location 00 = 06789900, location 101 = 16789901, location 202 = 26789902)
- **Most Recent Status**—the status most recently reported for the student at that school. Users wanting to view the full history of a student's status at one or more schools should navigate to the Enrollment Detail page.
 - NSLDS displays an enrollment status of "Moved" when a school has used the "Move To" function to report the student at a different location.
- **Eff. Date**—the Effective Date is the date when the most recently reported enrollment status took effect. For example, if the student completed their course of study on 03/01/2014, the school will report the enrollment status of G with an effective date of 03/01/2014.

The following special rules apply:

- NSLDS sets the Effective Date equal to the Certification Date for Enrollment Status 'X' (Never Attended) or 'Z' (No Record Found) when it is not reported by the school.
- NSLDS sets the Effective Date equal to 12/31/9999 when it is not reported by the school for records with an Enrollment Status of 'D' (Deceased).
- **ACD**—the Anticipated Completion Date is the date when the student completed, or is expected to complete, his or her studies. The following special rules apply:
 - Anticipated Completion Date is not required for Enrollment Status 'X' (Never Attended), 'Z' (No Record Found), 'W' (Withdrawn), and 'L' (Less

- Than Half Time). Providing an ACD with the status 'L' will be required with the fixed width and CSV record layouts.
- NSLDS sets the Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).
 - NSLDS sets the Anticipated Completion Date equal to the Effective Date for Enrollment Status 'G' (Graduated).
 - **Cert. Date**—the Certification Date is the date a school certified the enrollment information.
 - **Cert. Method**—the Certification Method shows the method the school used to certify the enrollment information. The following methods are used:
 - School Batch—the school certified the enrollment information through the batch Enrollment Reporting process. This includes files submitted by a Servicer on behalf of a school.
 - NSLDS Web—the school certified the enrollment information using the Enrollment Maintenance page. This page is reached from the Enrollment Summary, Enrollment Update, and the Enrollment Submittal pages.
 - ED Authorized—NSLDS certified enrollment information when students are affected by a school's closure, merger, or loss of eligibility.
 - Clearinghouse Contract - certified enrollment information from schools that use the Clearinghouse as their enrollment servicer. Per contract with FSA, the National Student Clearinghouse provides the school certification in response to a student borrower list containing ED held loans, in addition to the response that will be provided to a scheduled school roster.
 - N/A—the enrollment information has not been certified by the school.

Sources other than schools do not certify enrollment data. If an Enrollment Summary record is based on non-school data, the Cert. Date and Cert. Method boxes for that record will display 'N/A' (Not Applicable). Only school certified records are considered "actionable" by the Department. **This means, it is the school data that drives the servicing activities for a student borrower.**

7.7.2.3 Enrollment Detail

The Enrollment Detail page allows schools and loan holders to view the full record of student campus-level enrollment reported to NSLDS. There are two ways to view Enrollment Detail on the Enrollment Summary page:

1. If the student has one or more schools listed, click the **active bullet number** next to

the school whose records you wish to see (Figure 7-9: Enrollment Summary) or

2. To view all schools listed, click **Enrollment Detail**.

The Enrollment Detail page appears (Figure 7-10: Enrollment Detail). The detail information you selected is shown in the table at the bottom of the page.

Federal Student Aid | PROUD SPONSOR of the AMERICAN MIND™ | **National Student Loan Data System (NSLDS)**

Menu | Aid | **Enroll** | GE | Org | Report | Tran

Enrollment Summary | Enrollment Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

SSN: [] First Name: [] DOB: [] (MMDDCCYY) Retrieve

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Return To Enrollment Summary

MAX C STUDENT
DOB: 07/02/1970

Enrollment Detail

Advanced Display Options

Enrolled At: All Schools
Show Records: Active Only, Changes Only, Latest Certified
Reported By: Schools
Sort Schools By: OPEID
Sort Records By: Reported By, Certification Date
Begin Effective Date: []
End Effective Date: []

Apply

NORTH SOUTH UNIVERSITY_06789900										
Reported By	Reported By ID	Status	Eff. Date	Active	ACD	Cert. Date	Cert. Method	Date Received	Term Begin	Term End
School	06789900	Graduated	12/09/2016	Yes	12/09/2016	01/10/2017	School Batch	02/10/2017	08/15/2016	12/09/2016
School	06789900	Three Quarter Time	08/15/2016	Yes	05/20/2019	11/04/2016	School Batch	11/15/2016	08/15/2016	12/09/2016
School	06789900	Half Time	05/23/2016	Yes	05/20/2019	09/15/2016	School Batch	10/05/2016	05/23/2016	07/29/2016
School	06789900	Full Time	08/17/2015	Yes	05/20/2019	06/30/2016	School Batch	07/06/2016	12/14/2015	05/13/2016
School	06789900	Half Time	01/12/2015	Yes	05/08/2016	06/03/2015	School Batch	06/16/2015	01/12/2015	05/08/2015
School	06789900	Less than Half	05/10/2014	Yes	12/12/2015	01/13/2015	School Batch	02/24/2015	08/18/2014	12/12/2014
School	06789900	Half Time	01/13/2014	Yes	05/31/2015	05/26/2014	School Batch	06/05/2014	01/13/2014	05/09/2014
School	06789900	Less than Half	05/11/2013	Yes	05/31/2015	11/25/2013	School Batch	12/23/2013	08/19/2013	12/13/2013
School	06789900	Half Time	03/28/2013	Yes	06/30/2014	05/31/2013	School Batch	06/12/2013	01/14/2013	05/10/2013
School	06789900	Full Time	01/17/2012	Yes	06/30/2014	03/01/2013	School Batch	03/13/2013	01/14/2013	05/10/2013
School	06789900	Full Time	01/17/2012	Yes	12/31/2013	10/01/2012	School Batch	10/11/2012	08/20/2012	12/14/2012
School	06789900	Full Time	01/17/2012	Yes	05/31/2013	06/15/2012	School Batch	06/22/2012	08/20/2012	12/14/2012
School	06789900	Half Time	08/22/2011	Yes	12/31/2012	01/30/2012	School Batch	02/10/2012	08/22/2011	12/16/2011
School	06789900	Less than Half	12/18/2010	Yes	12/31/2011	05/14/2011	School Batch	06/27/2011	08/23/2010	12/17/2010
School	06789900	Half Time	03/24/2009	Yes	12/31/2011	12/18/2010	School Batch	12/30/2010	08/23/2010	12/17/2010
School	06789900	Half Time	03/24/2009	Yes	05/31/2011	06/17/2010	School Batch	06/25/2010	01/11/2009	05/07/2009
School	06789900	Half Time	03/24/2009	Yes	12/31/2010	12/16/2009	School Batch	01/25/2010	08/22/2009	12/16/2009

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Figure 7-10: Enrollment Detail

To return to the Enrollment Summary page, click the **blue arrow** in the upper left corner of the Enrollment Detail page.

7.7.2.3.1 Using Advanced Display Options for Enrollment Detail

Advanced Display Options, located in the center of the Enrollment Detail page, allow you to limit or expand the number of enrollment records displayed on the page. This may be useful to you when a student has many enrollment detail records and you need to see, for example, only records from a specific school or within a certain date range. You can also choose how the enrollment data are sorted. For example, you can sort by Effective Date, 8-digit OPEID, or Anticipated Completion Date, depending on your needs.

To use this feature:

1. Select the options you wish to use by clicking on the corresponding lists and clicking the desired value. You can also type in the **Begin Effective Date** and/or **End Effective Date**.
2. Click **Apply**. The Enrollment Detail page will appear again, showing only the records you specified using **Advanced Display Options**.

The following **Advanced Display Options** are available:

- **Enrollment At**—allows you to select enrollment information about all the schools the student has attended or about an individual school identified by name and 8-digit OPEID.
- **Show Records**—allows you to select which records to view:
 - All Active and Inactive—allows you to view a complete record of the enrollment information that was reported to NSLDS and when it was reported. If you select this option, you should distinguish between active records (which contain current information about a student’s enrollment history), and inactive records (which contain enrollment information previously reported to NSLDS which is no longer current).
 - Active Only—active records collectively constitute NSLDS’ current understanding of a student’s enrollment history. (Inactive records contain enrollment information that was reported to NSLDS at some time in the past but was corrected at a later date.) Showing all active records allows you to view a complete record of a student’s enrollment history in the NSLDS database.
 - Active Only, Changes Only, Earliest Certified—allows you to view only active records that contain a change in Enrollment Status, Effective Date, or Anticipated Completion Date from the previous record reported to NSLDS. If you select this option, records containing such changes are displayed together with the first Certification Date on which they took

effect.

- Active Only, Changes Only, Latest Certified (Default Setting)—allows you to view only active records that contain a change in Enrollment Status, Effective Date, or Anticipated Completion Date from the previous record reported to NSLDS. If you select this option, records containing such changes are displayed together with the last Certification Date on which they were in effect.
- **Reported By**—allows you to display only the enrollment information reported by specific types of organizations.
 - All—allows you to view information reported by both schools and non-school organizations.
 - Schools (Default Setting)—allows you to view only information reported by schools.
 - Non-Schools—allows you to view only information reported by GAs and federal loan servicers.
- **Sort Schools By**—allows you to select the order in which the schools the student attended are displayed on the page.
 - OPEID (Default Setting)—presents the schools in numerical order by their 8-digit OPEID number.
 - Name—presents the schools in alphabetical order by the school name.
 - Merge Schools—combines enrollment information from all the schools the student attended in a single table.
- **Sort Records By**—allows you to select the order in which records for a student's enrollment at a given school are displayed.
 - Reported By, Certification Date (Default Setting)—performs a primary sort on Reported By and a secondary sort on Certification Date.
 - Reported By, Effective Date—performs a primary sort on Reported By and a secondary sort on Effective Date.
 - Reported By, Anticipated Completion Date—performs a primary sort on Reported By and a secondary sort on Anticipated Completion Date.
 - Date Received—performs a single sort on the date when NSLDS received the information. This sort is the only sort that mixes records reported by schools with records reported by GAs and other organizations. It can help you determine the order in which enrollment information was reported to NSLDS, regardless of effective date.

- **Begin Effective Date**—allows you to display only records with an Effective Date later than or equal to the date you enter.
- **End Effective Date**—allows you to display only records with an Effective Date earlier than or equal to the date you enter.

7.7.2.4 Enrollment Detail: A Closer Look

The Enrollment Detail table (located at the bottom of the Enrollment Detail page) displays the following information for each enrollment record that matches the **Advanced Display Options** you selected:

- **School Name and OPEID**—the name and OPEID of the school where enrollment has been reported for a student. This information normally displays on a separate row that divides the records for enrollment at one school from the records for enrollment at another school. When you select Merge Schools as the option for Sort Schools By, schools' 8-digit OPEIDs display in a single column at the left side of the Enrollment Detail table.
- **Reported By**—identifies the type of organization that reported the enrollment information.
- **Reported By ID**—contains the organizational code, such as the OPEID or GA number, for the organization that reported the enrollment information.
- **Status**—the student's enrollment status.
 - Includes students with enrollment statuses of 'F' (full-time), 'Q' (quarter-time), 'H' (half-time), 'L' (less than half-time), 'A' (leave of absence), 'G' (graduated), 'W' (withdrawn), 'D' (deceased), 'X' (never attended), or 'Z' (no record found).
 - NSLDS displays an enrollment status of "Moved" when a school has reported the student at a different location.
- **Eff. Date**—the Effective Date is the date when the reported status change took effect. The following special rules apply:
 - NSLDS sets the Effective Date equal to the Certification Date for Enrollment Status 'X' (Never Attended) or 'Z' (No Record Found) when it is not reported by the school.
 - NSLDS sets the Effective Date equal to 12/31/9999 when it is not reported by the school for records with Enrollment Status 'D' (Deceased).
 - Example: Student completed their course of study on 03/01/2014; therefore their school will report the enrollment status as G with an

effective date of 03/01/2014.

- **Active**—an identifier that indicates whether a record reflects a valid enrollment status in the NSLDS database.
 - Yes—indicates that the record is active.
 - No—Indicates that the record is no longer active. This means the record contains enrollment information that was reported to NSLDS at some point in the past but was subsequently corrected by a later submission. For example, a student was reported with a full-time status beginning September 30, but the school subsequently reported that the full-time status was effective July 30. The September 30 record will be coded with 'N'.
- **ACD**—the Anticipated Completion Date, which is the date when the student completed, or is expected to complete, his or her studies. The following special rules apply:
 - Anticipated Completion Date is not valid for Enrollment Status 'X' (Never Attended), 'Z' (No Record Found), and 'W' (Withdrawn).
 - NSLDS sets the Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).
 - NSLDS sets the Anticipated Completion Date equal to the Effective Date for Enrollment Status 'G' (Graduated).
- **Cert. Date**—the Certification Date is the date as of which the school certified the enrollment information to be accurate.
- **Cert. Method**—the [NSLDSFAP](#) website will display the Certification Method used by the school to certify the enrollment information as one of the following methods:
 - School Batch—the school certified the enrollment information through the batch Enrollment Reporting process.
 - NSLDS Web—the school certified the enrollment information using the Enrollment Maintenance page.
 - ED Authorized—NSLDS certified enrollment information when students are affected by a school closure, merger, or loss of eligibility. This process was first run on 06/20/2007, for all schools in NSLDS with open enrollment at closed, merged, and ineligible schools.
 - Clearinghouse Contract - Certified enrollment information from schools that use the Clearinghouse as their enrollment servicer. Per contract with

FSA, the National Student Clearinghouse provides the school certification in response to a student borrower list containing ED held loans, in addition to the response that will be provided to a scheduled school roster.

- N/A—the enrollment information has not been certified by the school.
- **Date Received**—indicates the day when NSLDS processed the enrollment information. In cases where different organizations were reporting different information about the same student, or where you suspect that an organization may not have reported information in a timely manner, you can use Date Received to determine when information was reported to NSLDS and in what order.


Note: In December 2001, NSLDS converted all existing records to new enrollment tables to begin retaining history. Enrollment records existing on NSLDS during the conversion display a Date Received of 12/26/2001, 12/27/2001, or 12/28/2001. Records added after the conversion are populated with actual Dates Received.

- **Term Begin**—The Term Begin Date that was reported with that particular enrollment record.
- **Term End**—The Term End Date that was reported with that particular enrollment record.

Sources other than schools do not certify enrollment information. If an Enrollment Detail record is based on non-school data, the Cert. Date and Cert. Method boxes for that record will display 'N/A' (Not Applicable).


7.7.2.5 Program Enrollment Detail

The Program Enrollment Detail page is assessable through the Enrollment Summary page. The page allows schools and loan holders to view the full history of a student's enrollment status for each program they have attended. A new record is displayed for a program each time the student's enrollment status for that program changes.




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National Student Loan Data System (NSLDS)




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SSN: First Name: DOB: (MMDDCCYY)
 FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2

 Return To Enrollment Summary

MAX C STUDENT

***-**-9999 + DOB: 07/02/1970

Program Enrollment Detail

? **Display Options**

Display Only:

School Location:

Source:

CIP Code:

Records:

Sort By:

School Location:

Program:

Records:

NORTH SOUTH UNIVERSITY - 06789900											
CIP Code: 520201				Title: Business Administration and Management, General.							
1 Credential Level: 03 - Bachelor's Degree			Published Prog. Length in Yrs.: 4.0			Special Program Indicator: B					
Prog. Begin Date: 09/09/2015			Reported Program Length: 4.0 Years			Weeks in Academic Year: 0.0					
Reported By	Reported By ID	Status	Eff. Date	Active	Earliest Cert.	Latest Cert.	Latest Cert. Method	Times Certified	Latest Date Received	Current	
School	06789900	Withdrawn	12/23/2016	Active	01/27/2017	01/27/2017	School Batch	1	02/15/2017	Current	
School	06789900	Full Time	09/07/2016	Active	09/15/2016	01/03/2017	School Batch	5	01/11/2017	Not Current	
School	06789900	Withdrawn	05/16/2016	Active	05/20/2016	05/20/2016	School Batch	3	07/12/2016	Not Current	
School	06789900	Less than Half	01/19/2016	Active	01/28/2016	04/22/2016	School Batch	4	05/05/2016	Not Current	
School	06789900	Full Time	09/09/2015	Active	09/18/2015	01/05/2016	School Batch	5	01/15/2016	Not Current	


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Figure 7-11: Program Enrollment Detail

If you want to see additional certification information on the program listed, click the **active bullet number** next to the program whose records you wish to see.

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Enrollment Summary | Enrollment Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Return To Program Enrollment Detail

MAX C STUDENT
 *** **_9999 + DOB: 07/02/1970

Program Certification Detail

Display Option

Display Statuses: **Active and Inactive**

Apply

NORTH SOUTH UNIVERSITY - 06789900		
CIP Code: 520201	Title: Business Administration and Management, General.	
Credential Level: 03 - Bachelor's Degree	Published Prog. Length in Yrs.: 4.0	Special Program Indicator: N
Prog. Begin Date: 08/20/2015	Reported Program Length: 4.0 Years	Weeks in Academic Year: 0.0
Graduated Status Effective 12/09/2016 (Active - Current)		
Certification Date	Date Received	Certification Method
01/10/2017	02/10/2017	School Batch
Three Quarter Time Status Effective 08/15/2016 (Active - Not Current)		
Certification Date	Date Received	Certification Method
11/04/2016	11/15/2016	School Batch
Half Time Status Effective 05/23/2016 (Active - Not Current)		
Certification Date	Date Received	Certification Method
09/15/2016	10/05/2016	School Batch

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Figure 7-12: Program Certification Detail

7.7.2.5.1 Using Display Options for Program Enrollment Detail

Display Options, located in the center of the Program Enrollment Detail page, allow you to limit or expand the number of program records displayed on the page.

To use this feature:

1. Select the options you wish to use by clicking on the corresponding lists and clicking the desired value.

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

The following **Display Options** are available:

Display Only:

- **School Location**—Allows you to select program enrollment information for All Locations (Default Setting) the student has attended or an individual school location identified by name and OPEID in the drop down box.
- **Source**—Allows you to restrict the program enrollment information that displays to what was reported by specific types of organizations.
 - All—Allows you to view information reported by both schools and non-school organizations.
 - Non-Schools—Allows you to view only information reported by organizations that are not the certifying organization, including COD.
 - Schools (Default Setting)—Allows you to view only information certified by schools.
- **CIP Code**—Allows you to view program information reported for all Classification of Instructional Programs (CIP) codes or choose a specific CIP code from the drop down box.
- **Records**—Allows you to select which program enrollment status records to view:
 - Active and Inactive (Default Setting) —Allows you to view a complete record of what program enrollment status information was reported to NSLDS and when it was reported. If you select this option, you should distinguish between active records, which contain current information about a student's program enrollment status, and inactive records which contain program enrollment status information that was reported to NSLDS at some time in the past but was corrected at a later date.
 - Active Only—Active records collectively constitute NSLDS's current understanding of a student's program enrollment history. Showing all active records allows you to view a complete record of a student's program enrollment history as NSLDS currently understands it.

Sort By:

- **School Location**—Allows you to select the order in which the school locations are displayed on the page.
 - OPEID (Default Setting) —Orders the schools numerically by their eight-digit Office of Postsecondary Education Identification number (OPEID).

- School Location Name—Orders the schools alphabetically by their names. If you cannot find the records for a school when you select this option, try school name variations (for example, "Alaska, University of" rather than "University of Alaska").
- **Program**—Allows you to select the order in which the programs for each school location are displayed on the page.
 - CIP Code (Default Setting) —Orders the programs by the six-digit CIP code.
 - Credential Level—Orders the programs by Credential Level.
 - Program Length—Orders the programs by Program Length.
- **Records**—Allows you to select the order in which records for a student's program enrollment at a given school are displayed. Each option performs a primary sort on the Reported By and Reported By ID fields.
 - Reported By, Earliest Certification, Effective Date (Default Setting) — Performs a secondary sort on Earliest Certification Date, then Effective Date.
 - Reported By, Latest Certification, Effective Date—Performs a secondary sort on Latest Certification Date, then Effective Date.
 - Reported By, Effective Date, Earliest Certification—Performs a secondary sort on Effective Date, then Earliest Certification Date.
 - Reported By, Effective Date, Latest Certification—Performs a secondary sort on Effective Date, then Latest Certification Date.
 - Reported By, Latest Date Received, Effective Date—Performs a secondary sort on Latest Date Received, then Effective Date.

7.7.2.5.2 Program Enrollment Detail: A Closer Look

The Program Enrollment Detail table (located at the bottom of the Program Enrollment Detail page) displays the following information for each enrollment record that matches the **Display Options** you selected:

- **School Location Name and OPEID**—The name and OPEID of the school location where program enrollment has been reported for a student. All the program and status records for a given school are grouped together. Each school location receives its own separate table.
- **Active Number Icon**—Each program on the page is identified by an active number icon. Clicking the icon takes you to the Program Certification Detail for

that program. Records are numbered in ascending sequence.

At the level of the individual program:

- **CIP Code**—The six-digit Classification of Instructional Programs (CIP) code, without a period, identifying a program's academic content.
- **Name**—The official CIP title for that CIP code. Not the school's name for the program.
- **Credential Level**—The Credential Level of the program. Valid values are:
 - 01—Undergraduate Certificate or Diploma Program
 - 02—Associate's Degree
 - 03—Bachelor's Degree
 - 04—Post Baccalaureate Certificate
 - 05—Master's Degree
 - 06—Doctoral Degree
 - 07—First Professional Degree
 - 08—Graduate / Professional Certificate
 - 99—Non-Credential Program (Preparatory Coursework / Teacher Certification)
- **Published Prog. Length in Yrs.**—The Published Program Length of the instructional program in years. This value is calculated by NSLDS if the school uses a different unit (months or weeks) for reporting Published Program Length to NSLDS.
- **Special Program Indicator**—Indicates that the program belongs to one of the following groups:
 - A—Special Admission Associate Degree Program
 - B—Bachelor's Degree Completion Program
 - N—Not Applicable
 - P—Preparatory Coursework Graduate Professional Program
 - T—Non-Credential Teacher Certification Program
 - U—Preparatory Coursework Undergraduate Program
- **Prog. Begin Date**—The date on which the student began attending the program.
 - NSLDS will use COD's Payment Period Begin Date as the Program Begin

Date for all program enrollment data reported by COD.

- **Reported Program Length**—The Published Program Length of the instructional program in years, months, or weeks as reported by the school.
- **Weeks in Academic Year**—The total number of weeks of instruction in the school's Title IV academic year.

At the program status level:

- **Reported By**—Identifies the type of organization that reported the program enrollment information.
- **Reported By ID**—Contains the organizational code, such as the OPEID, for the organization that reported the program enrollment information.
Note: Displays DLORGN for COD.
- **Status**—The student's current program enrollment status. Valid values are:
 - A—Leave of absence
 - D—Deceased
 - F—Full-time
 - G—Graduated
 - H—Half-time
 - L—Less than half-time
 - Q—Three-quarter time
 - W—Withdrawn
 - X—Never attended
 - Z—Record not found
- **Eff. Date**—The Effective Date is the date when the reported program enrollment status took effect. The following special rules apply:
 - NSLDS sets Effective Date equal to Certification Date for Enrollment Status 'X' (Never Attended) and 'Z' (No Record Found) when the date is not reported by the school.
 - NSLDS sets Effective Date equal to 12/31/9999 when it is not supplied by the school for records with an Enrollment Status of 'D' (Deceased).
- **Active**—A flag identifying whether a record reflects NSLDS's current understanding of a student's program enrollment history.
 - Yes—Indicates that the record is active and reflects NSLDS's current understanding of a student's enrollment history.
 - No—Indicates that the record is no longer active. It contains program enrollment information that was reported to NSLDS at some point in the past but was subsequently corrected by a later submission.
- **Earliest Cert.**—The earliest date as of which the school certified the program enrollment status.

- **Latest Cert.**—The latest date as of which the school certified the program enrollment status.
- **Latest Cert. Method**—The method the school used most recently to certify the program enrollment status.
 - School Batch—The school certified the program enrollment information through the batch enrollment reporting process.
 - NSLDS Web—The school certified the program enrollment information using the Enrollment Maintenance page on this site or through the Enrollment Spreadsheet Submittal upload.
 - ED Authorized—NSLDS certified program enrollment information for a student affected by a school closure, merger, or loss of eligibility.
- **Times Certified**—The number of certifications included in the range between the Earliest Certification Date and the Latest Certification Date for an enrollment status.
- **Latest Date Received**—Indicates the day when NSLDS processed the most recent report of that program enrollment status from that source. In cases where different organizations were reporting different information about the same student, or where you suspect that an organization may not have reported information in a timely fashion, you can use the Date Received to determine when information was reported to NSLDS by each source and in what order.
- **Current**—Indicates the most current program enrollment status reported by that source.

Sources other than schools do not certify program enrollment information. So if a Program Enrollment Detail record is based on non-school data, several boxes for that record will display 'N/A' (Not Applicable).

7.7.2.6 Enrollment Timeline


The Enrollment Timeline page displays the student's enrollment history chronologically. This format is useful when you need an 'audit trail' showing how each school or data provider reported the student's enrollment over time.

The Enrollment Timeline consists of a series of boxes, each displaying a date range at the top and a table of enrollment data at the bottom. The [NSLDSFAP](#) website adds a new box to the top of the timeline each time the student's enrollment status changes. Ordering is based on the Effective Date of the most recent change. The date range at the top of each box runs from the day after the previous change to the day of the latest change. The rows in the table show the latest enrollment records from every school and

data provider that has reported enrollment data for the student. Thus, each box provides a 'snapshot' view of the student's complete enrollment status since the previous status change.


To view the student's enrollment timeline, start at the Enrollment Summary page:

1. Click Enrollment Timeline. The Enrollment Timeline page appears (Figure 7-12: Enrollment Timeline).






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National Student Loan Data System (NSLDS)




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 | GE List | GE Mass Update/Deactivate | GE Submittal


SSN: First Name: DOB: (MMDDCCYY) Retrieve
 FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2



Return To Enrollment Summary

MAX C STUDENT
 *** **-9999 + DOB: 07/02/1970

Enrollment Timeline

 **Advanced Display Options**

Reported By:
 Date:

Statuses in Effect 12/09/2016 - Present					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
06789900	School	06789900	Graduated	12/09/2016	12/09/2016
Statuses in Effect 08/15/2016 - 12/08/2016					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
06789900	School	06789900	Three Quarter Time	08/15/2016	05/20/2019
Statuses in Effect 05/23/2016 - 08/14/2016					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
06789900	School	06789900	Half Time	05/23/2016	05/20/2019
Statuses in Effect 08/17/2015 - 05/22/2016					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
06789900	School	06789900	Full Time	08/17/2015	05/20/2019
Statuses in Effect 01/12/2015 - 08/16/2015					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
06789900	School	06789900	Half Time	01/12/2015	05/08/2016
Statuses in Effect 05/10/2014 - 01/11/2015					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
06789900	School	06789900	Full Time	05/10/2014	06/30/2014
Statuses in Effect 08/22/2011 - 01/16/2012					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
06789900	School	06789900	Half Time	08/22/2011	12/31/2012
Statuses in Effect 12/18/2010 - 08/21/2011					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
06789900	School	06789900	Less than Half	12/18/2010	N/A
Statuses in Effect 03/24/2009 - 12/17/2010					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
06789900	School	06789900	Half Time	03/24/2009	12/31/2011


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Figure 7-13: Enrollment Timeline

Click the **blue arrow** at the upper left corner to return to the Enrollment Summary page.

7.7.2.6.1 Using Advanced Display Options

As on the Enrollment Detail page, you can select **Advanced Display Options** to show specific types of records in the timeline. You can also specify a particular date and the [NSLDSFAP](#) website will display the enrollment record for that student at that time.

The following **Advanced Display Options** are available:

- **Reported By**—allows you to display only enrollment information reported by a specific type of organization.
 - All—allows you to view information reported by both schools and non-school organizations, such as GAs and federal loan servicers.
 - Schools (Default Setting)—allows you to view only information reported by schools.
 - Non-Schools—Allows you to view only information reported by organizations other than schools, including GAs and federal loan servicers.
- **Date**—causes the date range containing the date you type to appear at the top of the timeline. You will still be able to scroll up or down to earlier or later time periods. Remember: the date range refers to the Effective Date of the current and previous enrollment status changes.

To use Advanced Display Options:

1. In the Reported By list, click a selection.
2. Type a date in the Date box.
3. Click Apply.

7.7.2.7 Enrollment Timeline: A Closer Look

The Enrollment Timeline table displays the following information in descending chronological order, from the present to the earliest time period for which any enrollment was reported. All the enrollment information displayed on the timeline is ordered according to Effective Date. Data for each time period is displayed in an individual box. A new box is created only when an organization reports new enrollment information.

- **Statuses in Effect**—the time period in which the enrollment statuses were in effect. This information appears in each box above the rows containing enrollment records.
- **School OPEID**— an institution's unique 8-digit OPEID of the location for which the enrollment is certified.

- **Reported By**—identifies the type of organization that reported the enrollment information.
- **Reported By ID**—contains the organizational code, such as OPEID or GA number, for the organization that reported the enrollment information.
- **Status**—the student’s enrollment status.
 - NSLDS displays an enrollment status of “Moved” when a school has reported the student at a different location.
- **Eff. Date**—the Effective Date is the date when the most recently reported status took effect. The following special rules apply:
 - NSLDS sets the Effective Date equal to Certification Date for Enrollment Status ‘Z’ (No Record Found).
 - NSLDS sets the Effective Date equal to 12/31/9999 when it is not reported by the school for records with an Enrollment Status of ‘D’ (Deceased).
- **Last ACD**—the Anticipated Completion Date most recently reported to NSLDS for that status. The Anticipated Completion Date is the date when the student completed, or was expected to complete, his or her studies. The following special rules apply when there is no reported date by school:
 - NSLDS sets the Anticipated Completion Date to 01/01/0001 for Enrollment Status ‘Z’ (No Record Found), and ‘W’ (Withdrawn) in the batch file and displays blank online.
 - NSLDS sets the Anticipated Completion Date to 12/31/9999 for Enrollment Status ‘D’ (Deceased).
 - NSLDS sets Anticipated Completion Date equal to the Effective Date for Enrollment Status ‘G’ (Graduated).

7.7.2.8 Subsidized Usage

The Subsidized Usage page allows users to determine the length of time in years students are eligible to receive Direct Subsidized loans subject to usage limits, how many years for which students have already received Direct Subsidized loans, and how much eligibility a student has left to receive Direct Subsidized loans. If a student has used up all of their eligibility but continues to be enrolled without completing their program, they may be responsible for paying the interest accrued sooner than they otherwise would be.

The screenshot displays the NSLDS web application interface. At the top, it identifies the user as 'MAX C STUDENT' with a masked SSN and a date of birth of 07/02/1970. The main section is titled 'Subsidized Usage' and includes a 'Usage Summary' box with the following details: Maximum Eligibility Period: 6.0 Years, Subsidized Usage Period: 2.0 Years, and Remaining Eligibility Period: 4.0 Years. Below this is a 'Usage Detail' section with two buttons: 'Usage Override History' and 'Status Override History'. A table lists two instances of subsidized usage at North South University. The first instance is for a Human Services, General program (CIP 440000) starting 09/07/2016 and ending 05/13/2017. The second instance is for a Criminal Justice/Law Enforcement Administration program (CIP 430103) starting 09/09/2015 and ending 05/10/2016. A 'Program Enrollment' table below shows the corresponding program details for each instance. The bottom of the page features a 'PRIVACY ACT OF 1974 (AS AMENDED)' banner and navigation links for FOIA, Privacy, Security, Notices, WhiteHouse.gov, USA.gov, and ED.gov.

Usage Summary

Maximum Eligibility Period: 6.0 Years
 Subsidized Usage Period: 2.0 Years
 Remaining Eligibility Period: 4.0 Years

Usage Detail

	School Name	OPEID	Earliest Disb. Date	Loan Per. Beg. Date	Loan Per. End Date	Acad. Yr. Beg. Date	Acad. Yr. End Date	Usage in Yrs.	Subsidy Status	Loss of Sub. Eff. Date
1	NORTH SOUTH UNIVERSITY	06789900	09/26/2016	09/07/2016	05/13/2017	09/07/2016	05/13/2017	1.0	Subsidized	N/A
2	NORTH SOUTH UNIVERSITY	06789900	10/15/2015	09/09/2015	05/10/2016	09/09/2015	05/10/2016	1.0	Subsidized	N/A

Program Enrollment

	School Name	OPEID	CIP Code	Description	Cred. Lvl.	Spec. Prog. Ind.	Length in Yrs.	Program Beg. Date	Status Eff. Date	Enrl. Status
1	NORTH SOUTH UNIVERSITY	06789900	440000	Human Services, General.	03	B	4.0	09/07/2016	09/07/2016	F
2	NORTH SOUTH UNIVERSITY	06789900	430103	Criminal Justice/Law Enforcement Administration.	03	B	4.0	09/09/2015	09/07/2016	W

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FOIA | Privacy | Security | Notices | WhiteHouse.gov | USA.gov | ED.gov

Figure 7-14: Subsidized Usage

The following information about an individual student's eligibility for, and use of, Direct Subsidized loans subject to subsidy limits:

- Summary information about the student's subsidized usage and remaining eligibility.
 - **Maximum Eligibility Period (MEP)**—The Maximum Eligibility Period is a period of time that is equal to 150% of the published length of the student's academic program.

- **Subsidized Usage Period (SUP)**—The Subsidized Usage Period is the period of time, expressed in years or portions of years, for which the borrower received a Direct Subsidized Loan.
- **Remaining Eligibility Period (REP)**—The Remaining Eligibility Period is a student's remaining period of time for which the borrower may receive Direct Subsidized Loans under the 150% limit.
- Detailed information about the student's subsidized usage at the level of individual Direct Subsidized loan award originations and the current subsidy status of each loan.
 - **Active Number Icon**—The award origination records in this section of the page are ordered by award begin date, starting with the most recent. To the left of each record is a number icon. If the award origination can be linked to a loan with the same award identification number (award ID) on NSLDS, this number icon displays with a blue background and is a link to the Loan Detail page for that loan. If the award origination cannot be linked to a loan, the number icon is greyed out and does not function as a hyperlink. The latter situation can happen because NSLDS normally receives award origination records from COD before it receives the associated loan records from Federal Loan Servicers.
 - **School Name**—The name of the school location the student attended during the loan award period. Click the school name to access the school's Organization Contact List page.
 - **OPEID**—The eight-digit Office of Postsecondary Education ID (OPEID) of the school location the student attended during the loan award period.
 - **Earliest Disb. Date**—The date of the first disbursement for the loan award.
 - **Loan Per. Beg. Date**—The begin date for the period covered by the loan award.
 - **Loan Per. End Date**—The end date for the period covered by the loan award.
 - **Acad. Yr. Beg. Date**—The begin date for the academic year in which the student received the loan award.
 - **Acad. Yr. End Date**—The end date for the academic year in which the student received the loan award.
 - **Usage in Yrs.**—The period of time, expressed in years or portions of years, the student attended school while funded by the loan award.

- **Subsidy Status**—The status of the interest subsidy on the loan award.
- **Loss of Sub. Eff. Date**— For loans that have lost subsidy, the date that loss took effect. Otherwise, N/A.
- **Information Symbol**—A small blue information symbol to the right of the value for Usage in Yrs. and/or Subsidy Status indicates that the value displayed is the result of a current override to the value reported by COD or determined by NSLDS.
- Information about the student's program enrollment.
 - **School Name**—The name of the school location at which enrollment was reported for the student. Click the school name to access the school's Organization Contact List page. If the enrollment information was not reported by the school, a small warning icon appears after the school's name.
 - **OPEID**—The eight-digit Office of Postsecondary Education ID number for the school location at which enrollment was reported.
 - **CIP Code**—The six-digit Classification of Instructional Programs (CIP) code, without period, identifying a program's academic content.
 - **Description**—The official CIP title for that CIP code, not the school's name for the program.
 - **Cred. Lvl.**—The Credential Level of the program. Valid values are:
 - 01—Undergraduate Certificate or Diploma Program
 - 02—Associate's Degree
 - 03—Bachelor's Degree
 - 04—Post Baccalaureate Certificate
 - 05—Master's Degree
 - 06—Doctoral Degree
 - 07—First Professional Degree
 - 08—Graduate / Professional Certificate
 - 99—Non-Credential Program (Preparatory Coursework / Teacher Certification)
 - **Spec. Prog. Ind.**—Indicates that the program belongs to one of the following groups:
 - A—Special Admission Associate Degree Program

- B—Bachelor's Degree Completion Program
- N—Not Applicable
- P—Preparatory Coursework Graduate Professional Program
- T—Non-Credential Teacher Certification Program
- U—Preparatory Coursework Undergraduate Program
- **Length in Yrs.**—The period of time required to complete the program, expressed in years or portions of years, as published by the school.
- **Program Beg. Date**—The date on which the student began attending the program.
- **Status Eff. Date**—The date on which the student's current program status first took effect.
- **Enrl. Status**—The student's current program enrollment status. Valid values are:
 - A—Leave of absence
 - D—Deceased
 - F—Full-time
 - G—Graduated
 - H—Half-time
 - L—Less than half-time
 - Q—Three-quarter time
 - W—Withdrawn
 - X—Never attended
 - Z—Record not found

7.7.2.9 Enrollment Push to Roster

Schools may use the “Enrollment Push to Roster” option to add a student to the roster of another institution. On the Enrollment Summary Web page, the **Enrollment Push to Roster** button opens a new page on which schools may enter the 8-digit OPEID of the institution that will need to certify the student’s enrollment and the Enrollment Push Date. Once the request is submitted, the student will be added to the school portfolio on the Enrollment Push Date and appear on the next school roster generated after that date. The date can be a future date, but cannot be more than 18 months greater than the current date.

Figure 7-15: Enrollment Push to Roster

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

7.8 Updating Student Enrollment Data

The Enrollment Update pages allow you to change student enrollment data for your school's Title IV aid recipients. If you are using the batch Enrollment Reporting process, you can use these pages to display your school's Enrollment Reporting roster and correct errors shown in the Error/Acknowledgment file. Updating student enrollment data involves three activities:

1. Retrieving the student records you want to update using the Enrollment Update page.
2. Changing and certifying the enrollment data in those records using the Enrollment Maintenance page.
3. Confirming the new enrollment data using the Enrollment Maintenance Confirm page.

The following section explains how to perform these activities.

7.8.1 Getting Started: The Enrollment Update Page

On the [NSLDSFAP](#) website Menu page, look for the Enrollment area and click the **Enrollment Update** link. The Enrollment Update page appears (Figure 7-16: Enrollment Update).

OR

You can also reach the Enrollment Update page at any time by clicking the **Enroll** tab. This will cause the Enrollment Summary page to appear. Then look for the navigation bar (in teal) at the top of the page and click **Enrollment Update**.

The screenshot displays the NSLDS Enrollment Update interface. At the top, it identifies the user as 'TEST USER from NORTH SOUTH UNIVERSITY' and shows the school's name and code (06789900). The main section is titled 'Enrollment Update' and includes 'Primary Search Options' with a dropdown for 'Retrieve/Sort by' (set to 'SSN (Default)') and a 'Begin Value' field. Below this are 'Advanced Search Options' with multiple date and name fields (e.g., 'Last Name Begin', 'SSN Begin', 'Certification Date Begin'). A 'Retrieve' button is located at the bottom of the search area. The page also features a 'PRIVACY ACT OF 1974 (AS AMENDED)' banner and a footer with links for FOIA, Privacy, Security, Notices, WhiteHouse.gov, USA.gov, and ED.gov.

Figure 7-16: Enrollment Update


7.8.2 Retrieving All Your School’s Enrollment Records

The quickest way to retrieve enrollment records to update is simply to display them all.

This is the equivalent of viewing an Enrollment Reporting roster file in the batch process. Retrieving the roster online provides the most current information NSLDS has and may not match a previously generated roster file. If loans have been loaded for students at your school since the roster file was generated, they will appear online, although they may not have been in your roster file.


If you click **Retrieve** without entering any search criteria, Enrollment Update will retrieve all enrollment records for your school.

1. On the Enrollment Update page, click **Retrieve**. The Enrollment Maintenance page will show enrollment records for your school, 15 students at a time. You can use the blue arrows to scroll through the records.
2. Follow the instructions to update and certify your records.




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National Student Loan Data System (NSLDS)



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



Enrollment Summary | Enrollment Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2

Return to Enrollment Update

Name: NORTH SOUTH UNIVERSITY

Code: 06789900

Type: School

Enrollment Maintenance

Retrieve/Sort by: SSN (Default) Begin Value: Exact Match Only

Currently Retrieved/Sorted by: SSN Total Students Matching Criteria: 585

Enrollment Codes: A, D, F, G, H, L, Q, W, X, Z

Check All Recertification Date: 04/06/2017

<input type="checkbox"/> 1	Cert. Date: 03/06/2017	SSN: 966-00-3873	DOB: 03/09/1999	NAME: CAROLINE W NETMPA	No Progs.: <input checked="" type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>
Location: 06789900		Status: F	Eff. Date: 09/06/2016	Stu. Desig.: <input style="width: 50px;" type="text"/>	ACD: 12/15/2018	Term Begin: 01/15/2017	Term End: 05/15/2017

<input type="checkbox"/> 2	Cert. Date: 03/06/2017	SSN: 966-00-4341	DOB: 02/03/1999	NAME: ADDATCES A RITCES	No Progs.: <input checked="" type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>
Location: 06789900		Status: H	Eff. Date: 01/10/2017	Stu. Desig.: <input style="width: 50px;" type="text"/>	ACD: 05/12/2018	Term Begin: 01/15/2017	Term End: 05/15/2017

<input type="checkbox"/> 3	Cert. Date: 03/06/2017	SSN: 966-00-4750	DOB: 02/04/1999	NAME: AWRATF R NEPALYS	No Progs.: <input checked="" type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>
Location: 06789900		Status: F	Eff. Date: 09/06/2016	Stu. Desig.: <input style="width: 50px;" type="text"/>	ACD: 05/15/2018	Term Begin: 01/15/2017	Term End: 05/15/2017

<input type="checkbox"/> 4	Cert. Date: 03/06/2017	SSN: 966-00-9594	DOB: 05/09/1995	NAME: AZEPY OOO J NESSET	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>	
Location: 06789900		Status: F	Eff. Date: 08/16/2016	Stu. Desig.: <input style="width: 50px;" type="text"/>	ACD: 05/15/2018	Term Begin: 01/15/2017	Term End: 05/15/2017	
CIP Code	Description	Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
240101	Commercial Photography	02	N	08/16/2016	H	08/16/2016	0	0

<input type="checkbox"/> 13	Cert. Date: 03/06/2017	SSN: 966-04-1913	DOB: 08/20/1996	NAME: APABFKATOEI D NICKIE	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>	
Location: 06789900		Status: H	Eff. Date: 08/15/2016	Stu. Desig.: <input style="width: 50px;" type="text"/>	ACD: 05/12/2019	Term Begin: 01/15/2017	Term End: 05/15/2017	
CIP Code	Description	Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
240101	Liberal Arts and Sciences/Liberal S	02	N	08/15/2016	H	08/15/2016	4	0

<input type="checkbox"/> 14	Cert. Date: 03/06/2017	SSN: 966-04-2183	DOB: 08/06/1996	NAME: AZATCEPA C NEEHCES	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>	
Location: 06789900		Status: F	Eff. Date: 08/15/2016	Stu. Desig.: <input style="width: 50px;" type="text"/>	ACD: 12/13/2020	Term Begin: 01/15/2017	Term End: 05/15/2017	
CIP Code	Description	Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
240101	Liberal Arts and Sciences/Liberal S	02	N	08/15/2016	F	08/15/2016	4	0

<input type="checkbox"/> 15	Cert. Date: 03/06/2017	SSN: 966-04-2190	DOB: 08/06/1996	NAME: BETCUFKA O NEPPOSC VT.	No Progs.: <input checked="" type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>
Location: 06789900		Status: L	Eff. Date: 08/15/2016	Stu. Desig.: <input style="width: 50px;" type="text"/>	ACD: 05/10/2020	Term Begin: 01/15/2017	Term End: 05/15/2017

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Figure 7-17: Enrollment Maintenance

7.8.3 Retrieving Student Records to Update

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

1. Retrieve ALL enrollment records for your school by simply clicking **Retrieve**. This is equivalent to getting your school's most recent roster.
2. Retrieve and sort a set of records by Student's SSN, Last Name, Student Designator, or Certification Date using the Primary Search Options.
3. Retrieve a smaller and more specific set of records using Advanced Search Options.

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

7.8.3.1 Narrowing the Search: The Primary Search Options

You can limit the number of enrollment records retrieved, and control the order in which they are displayed, by entering criteria in the Primary Search Options box.

1. In the Primary Search Options box, click the Retrieve/Sort By list to display the three retrieve/sort options. These are:
 - **SSN (Default)**—displays student records in ascending numeric order by student SSN.
 - **Last Name**—displays student records in ascending alphabetic order by student last name.
 - **Student Designator**—displays student records ordered by the identifier you use on your internal system, provided that you report that identifier to NSLDS as part of the Enrollment Reporting process.
 - **Certification Date**—Displays student records in ascending order by Certification Date (oldest first).
2. Click the Retrieve/Sort By option you wish to use.
3. In the **Begin Value** box, type the letters or numbers you wish to use as the starting point of your search.
 - You can type an entire name or part of a name, SSN, or student identifier as a beginning value for the roster you will retrieve. For example, if you choose "Name" as your Retrieve/Sort By option and type the first few letters of a name, such as 'Rep' the system will retrieve all the student records beginning with those letters and the records that follow.

4. Click **Exact Match Only** if you want an exact match for the Begin Value you typed.

Keep the following facts in mind:

- When you click **Exact Match Only** with a complete SSN or a unique Student Designator, NSLDS returns only one student record.
- When it is used with last name, **Exact Match Only** returns records for all students with that last name.

5. Click **Retrieve**. When the Enrollment Maintenance page appears follow the instructions to update and certify your records.

7.8.4 Going Further: Using the Advanced Search Options

The **Primary Search Options** alone are adequate for most enrollment maintenance situations. Sometimes, however, you may need to narrow your search using other criteria. The **Advanced Search Options** give you additional flexibility in choosing enrollment records to update.

The Advanced Search Options include the following:

- **Last Name Begin/End**—allows you to retrieve records for students whose last names fall within an alphabetic range. For example, if you enter a single letter (such as 'B') in the Begin Value box, the system will retrieve names that start with B and list them alphabetically (Bailey, Booker, Bush). Be careful, however, when typing the End value. Type the next letter, after the initial letter of the names(s), you seek, or do not specify an End value. To search for last names that begin with 'Z', leave the End value blank or type 'ZZZZZZZ'.
- **SSN Begin/End**—allows you to retrieve records for students whose SSNs fall within a numeric range. Be careful when typing the End value. An End value containing fewer than 9 digits (such as '99') will not retrieve SSNs that begin with that number but contain more digits (such as '990-00-0000'), since the longer number comes after the shorter one numerically.
- **Student Designator Begin/End**—allows you to retrieve records for students whose designators fall within an alphanumeric range. Be careful when entering the End value.
- **Certification Date Begin/End**—allows you to retrieve records for students which have been certified within a specified date range. The Begin and End values are inclusive; that is, records with a Certification Date equal to the Begin or End date are retrieved, as well as records certified between those two dates. If you re-certify a group of students online, you can, at some later time, set the End date equal to the day before the earlier online session to retrieve all the records you

did not re-certify in that session.


Note: Schools may use this filter to search for students who have not been certified within the last two months as is required for Enrollment Reporting.

- **Anticipated Completion Date Begin/End**—allows you to retrieve records for students whose ACD falls within a specific date range. The Begin and End values are inclusive; that is, records with an ACD equal to the Begin or End date are retrieved, as well as records with an ACD between those two dates. You can use these options to retrieve all students who are scheduled to graduate at the end of a given semester.
- **Term Begin Date Begin/End**—allows you to retrieve records for students whose Term Begin Date falls within a specific date range.
- **Term End Date Begin/End**—allows you to retrieve records for students whose Term End Date falls within a specific date range.
- **Location**—allows you to retrieve records for students of the 8-digit location when schools share an enrollment administrator for multiple locations.
- **Enrollment Codes**—allows you to search for records with specific Enrollment Codes. By default, Enrollment Update searches for all Enrollment Codes.
- **Exclude Students with Certified Programs**—When checked, allows you to retrieve records for students who do not have certified program-level enrollment, or who have new program records that require certification. When not checked, allows you to retrieve records for all students regardless of certified program-level enrollment status.

To retrieve a student using the **Advanced Search Options**:

1. Select the **Primary Search Options** you want or skip this step to use the default option: SSN. In Figure 7-18, for example, the SSN Begin Value has been entered as '6'.
2. Enter the **Advanced Search Options** you want. In Figure 7-18 for example, only the enrollment code of 'H' has been checked.

Name: NORTH SOUTH UNIVERSITY
 Code: 06789900 Type: School

 Clicking Retrieve will return entire Portfolio in SSN order. All Search values are optional.

Enrollment Update

Primary Search Options

Retrieve/Sort by: SSN (Default) ▼ Begin Value: Exact Match Only

Advanced Search Options

Last Name Begin: <input type="text"/>	End: <input type="text"/>
SSN Begin: <input type="text"/>	End: <input type="text"/>
Student Designator Begin: <input type="text"/>	End: <input type="text"/>
Certification Date Begin: <input type="text"/> (MMDDCCYY)	End: <input type="text"/> (MMDDCCYY)
Anticipated Completion Date Begin: <input type="text"/> (MMDDCCYY)	End: <input type="text"/> (MMDDCCYY)
Term Begin Date Begin: <input type="text"/> (MMDDCCYY)	End: <input type="text"/> (MMDDCCYY)
Term End Date Begin: <input type="text"/> (MMDDCCYY)	End: <input type="text"/> (MMDDCCYY)

Location: Exclude Students with Certified Programs

Enrollment Codes (Check all that apply)

<input type="checkbox"/> A - Approved Leave of Absence	<input type="checkbox"/> D - Deceased	<input type="checkbox"/> F - Full Time
<input type="checkbox"/> G - Graduated	<input checked="" type="checkbox"/> H - Half Time or More, But Less Than Full Time	<input type="checkbox"/> L - Less Than Half Time
<input type="checkbox"/> Q - Three-Quarter Time	<input type="checkbox"/> W - Withdrawn	<input type="checkbox"/> X - Never Attended
<input type="checkbox"/> Z - No Record Found		

Figure 7-18: Enrollment Update

3. Click **Retrieve**. The Enrollment Maintenance, Advanced Search Options Result page appears (Figure 7-18: Enrollment Maintenance). In this example, the page displays enrollment records for students whose SSNs begin with 6 and who have enrollment codes of 'H'. Follow the instructions to update and certify your records.

Enrollment Maintenance

Retrieve/Sort by: Begin Value: Exact Match Only

Currently Retrieved/Sorted by: SSN Begin Value: 6 Total Students Matching Criteria: 2
Enrollment Codes: H

Check All Recertification Date:

<input type="checkbox"/> 1	Cert. Date: <input type="text" value="02/24/2017"/>	SSN: 619-00-9999	DOB: 05/16/1987	NAME: MAX C STUDENT	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>	
Location:	<input type="text" value="06789900"/>	Status: <input type="text" value="H"/>	Eff. Date: <input type="text" value="05/05/2014"/>	Stu. Desig.: <input type="text" value="ABC"/>	ACD: <input type="text" value="05/05/2017"/>	Term Begin: <input type="text" value="01/01/0001"/>	Term End: <input type="text" value="01/01/0001"/>	
CIP Code	Description	Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
470106	Appliance Installation and Repair	<input type="text" value="01"/>	<input type="text" value="N"/>	<input type="text" value="05/05/2014"/>	<input type="text" value="H"/>	<input type="text" value="05/05/2014"/>	<input type="text" value="1"/> <input type="text" value="0"/> Years	<input type="text" value="0"/> <input type="text" value="0"/>

<input type="checkbox"/> 2	Cert. Date: <input type="text" value="03/06/2017"/>	SSN: 622-00-9999	DOB: 11/29/1956	NAME: FELICE E COLBURN	No Progs.: <input checked="" type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>
Location:	<input type="text" value="06789900"/>	Status: <input type="text" value="H"/>	Eff. Date: <input type="text" value="04/05/2014"/>	Stu. Desig.: <input type="text"/>	ACD: <input type="text" value="07/31/2017"/>	Term Begin: <input type="text" value="06/01/2012"/>	Term End: <input type="text" value="07/31/2017"/>

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Figure 7-19: Enrollment Maintenance

When you use the Advanced Search Options, keep the following facts in mind:

- If you do not enter any Primary or Advanced Search Options and accept the default sort on Student SSN, your organization’s entire Student Portfolio displays in SSN order on the Enrollment Maintenance page, 15 at a time.
- Advanced Search options are evaluated together with Primary Search options. Neither supersedes the other. This means that if your Primary and Advanced Search Options contradict each other, Enrollment Update will not find any records, even though each individual part of the combination would find and display records.
 - For example, if you select an exact match on Student SSN 111-11-1111 as your Primary Search Option and Student SSNs between 555-55-5555 and 888-88-8888 as your Advanced Search Option, Enrollment Update will not

find any records. This occurs even though NSLDS contains enrollment records for a student with SSN 111-11-1111 and for students with SSNs between 555-55-5555 and 888-88-8888.

- As you scroll through the list and update individual or multiple records, the Enrollment Maintenance Page continues to display only those records that match the search options you selected on the Enrollment Update page. To change search options, you must return to Enrollment Update.
- Finally, the Total Students Matching Criteria displays the number of students returned by search options you selected on the Enrollment Update page.

7.8.5 Updating Selected Enrollment Records

The Enrollment Maintenance page displays all enrollment records for your school that match the criteria you entered in Steps 1–3 of the previous section. To update the selected student enrollment records:

1. On the Enrollment Maintenance page, type a recertification date in the **Recertification Date** box, or accept the default date (the current date) displayed by the page. This date is used to populate the **Cert. Date** box of the individual student records you select in Step 2 below.
2. Select the student enrollment records you want to certify. There are two ways to do this:
 - Select the records individually by clicking the check box to the far left of the row with the student's SSN, name, and DOB.
 - Select all the records displayed on the page by clicking **Check All** at the top of the form.
3. Update as necessary the information in the following boxes:
 - **Cert. Date** (Certification Date)—the date you are certifying the enrollment information.
 - **No Progs.** - Click this box to indicate that a student is not enrolled in at least one program. If this field is checked the school is not required to report the student's program-level enrollment data. Student's program-level enrollment data must be reported regardless of whether the program is eligible for Title IV aid. If this field is not checked, the school is required to report the program-level enrollment data.
 - **Location**-The eight-digit Office of Postsecondary Education ID (OPEID) for the location where the student is attending or has attended. The school user can use


this field to move a student from one location to another within the same administration group. When a new location code is entered, NSLDS will add the student and the enrollment record to the new location and display "Moved" as the enrollment status for the prior location. All programs currently reported at the prior location for the same student will also be moved to the new location.

- **Status**-The Enrollment Code identifying a student's current enrollment status. Select from the drop-down menu to change a currently displayed enrollment code.
- **Eff. Date** (Effective Date)-The date a changed enrollment code took effect.
- **Student Desig** (Student Designator)-Enter an identifier you use on your internal system if you want NSLDS to provide it as part of the Enrollment Reporting process.
- **ACD** (Anticipated Completion Date)-The date when the student completed, or is expected to complete, his or her studies.
- **Term Begin**-Provide the term begin date for the term for which enrollment data is being reported.
- **Term End** -Provide the term end date for the term for which enrollment data is being reported.
- **Add Program**-Click this button to add a new program to the student's record.
- **Address**-Click this button to open a pop-up window in which the school user can confirm, update or enter the student's permanent address.
- **CIP Code**-The six-digit Classification of Instructional Programs (CIP) code, without a period, identifying a program's academic content
- **Description**- The official CIP title for that CIP code. Not the school's name for the program.
- **Credential Level**-The Credential Level of the program. Select from the drop-down menu to change the Credential Level code.
- **Special Program**-Indicates that the program belongs to one a special program. Select from the drop-down menu to change the special program code.
- **Program Begin Date**-The date on which the student began attending the program.
- **Program Status**-The Program Enrollment Code identifying a student's current program enrollment status. Select from the drop-down menu to change the program enrollment code.

- **Status Effective Date**-The Program Effective Date is the date when the student's current program status first took effect.
- **Program Length**-The Published Program Length and unit of measure for the length of the instructional program in years, months, or weeks as published by the school. You may enter this value in years, months, or weeks, but after it's been submitted the value will be stored and displayed in years or fractions of years.
- **Weeks in Acad. Yr.**-The Weeks in Title IV Academic Year, the total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M.

When updating students, keep the following in mind:

- If a school has students who have not been certified in more than 65 days, a warning icon reading **Late Certification** will appear at the top of the page.
- Additionally, a warning icon will appear next to each student that has not been certified in over 65 days.
- A warning icon will appear next to the CIP code for that program that has been reported to NSLDS by COD but has not been certified by the school.



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National Student Loan Data System (NSLDS)

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

Home | Help | Logout

Enrollment Summary | Enrollment Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Name: NORTH SOUTH UNIVERSITY
Code: 06789900 Type: School

Enrollment Maintenance

Retrieve/Sort by: SSN (Default) Begin Value: Exact Match Only

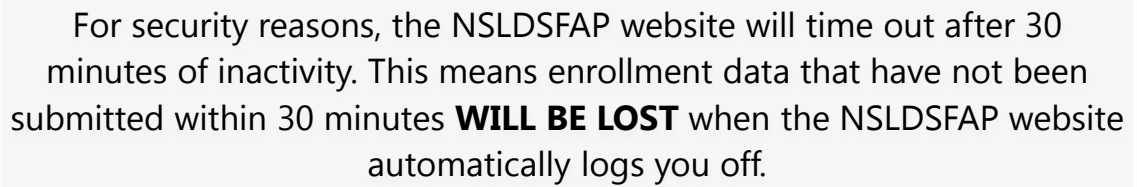
Currently Retrieved/Sorted by: SSN Total Students Matching Criteria: 9
Enrollment Codes: A, D, F, G, H, L, Q, W, X, Z

Check All Recertification Date: 03/06/2017

<input checked="" type="checkbox"/> 1	Cert. Date: 03/06/2017	SSN: 999-80-0000	DOB: 06/27/1987	NAME: SILVIA J STUDENT	No Progs.: <input checked="" type="checkbox"/>	<input type="button" value="Add Program"/> <input type="button" value="Address"/>			
Location: 06789900 Status: W Eff. Date: 12/08/2016 Stu. Desig.: <input type="text"/> ACD: <input type="text"/> Term Begin: 08/16/2016 Term End: 12/08/2016									
<input checked="" type="checkbox"/> 2	Cert. Date: 03/06/2017	SSN: 223-01-0000	DOB: 07/21/1966	NAME: JACKIE TOPE	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/> <input type="button" value="Address"/>			
Location: 06789900 Status: F Eff. Date: 08/16/2016 Stu. Desig.: <input type="text"/> ACD: 05/15/2018 Term Begin: 01/10/2017 Term End: 05/11/2017									
	CIP Code	Description	Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
	500409	Graphic Design.	02	N	08/16/2016	F	01/10/2017	2 0	Years 0 0
<input checked="" type="checkbox"/> 3	Cert. Date: 03/06/2017	SSN: 616-00-9999	DOB: 03/06/1986	NAME: THOMAS I DENTER	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/> <input type="button" value="Address"/>			
Location: 06789900 Status: W Eff. Date: 12/08/2016 Stu. Desig.: <input type="text"/> ACD: <input type="text"/> Term Begin: 08/16/2016 Term End: 12/08/2016									
<input checked="" type="checkbox"/> 4	Cert. Date: 03/06/2017	SSN: 617-00-9999	DOB: 10/03/1986	NAME: JOHN SCHMOE	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/> <input type="button" value="Address"/>			
Location: 06789900 Status: H Eff. Date: 01/10/2017 Stu. Desig.: <input type="text"/> ACD: 05/12/2017 Term Begin: 01/10/2017 Term End: 05/11/2017									
	CIP Code	Description	Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
	240101	Liberal Arts and Sciences/Liberal S	02	N	08/18/2015	H	01/10/2017	2 0	Years 0 0
<input checked="" type="checkbox"/> 5	Cert. Date: 03/06/2017	SSN: 619-00-9999	DOB: 05/16/1987	NAME: MAX C STUDENT	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/> <input type="button" value="Address"/>			
Location: 06789900 Status: F Eff. Date: 08/16/2016 Stu. Desig.: <input type="text"/> ACD: 05/15/2018 Term Begin: 01/10/2017 Term End: 05/11/2017									
	CIP Code	Description	Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
	420101	Psychology, General.	02	N	08/16/2016	F	01/10/2017	2 0	Years 0 0
<input checked="" type="checkbox"/> 6	Cert. Date: 03/06/2017	SSN: 620-00-9999	DOB: 03/19/1993	NAME: WANDA H RED	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/> <input type="button" value="Address"/>			
Location: 06789900 Status: W Eff. Date: 12/08/2016 Stu. Desig.: <input type="text"/> ACD: <input type="text"/> Term Begin: 08/16/2016 Term End: 12/08/2016									
<input checked="" type="checkbox"/> 7	Cert. Date: 03/06/2017	SSN: 621-00-9999	DOB: 08/23/1984	NAME: JOE A COPPER	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/> <input type="button" value="Address"/>			
Location: 06789900 Status: L Eff. Date: 08/16/2016 Stu. Desig.: <input type="text"/> ACD: 05/15/2018 Term Begin: 01/10/2017 Term End: 05/11/2017									
	CIP Code	Description	Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
	240101	Liberal Arts and Sciences/Liberal S	02	N	08/16/2016	L	01/10/2017	2 0	Years 0 0
<input checked="" type="checkbox"/> 8	Cert. Date: 03/06/2017	SSN: 626-00-9999	DOB: 10/26/1979	NAME: KAT L BLACK	No Progs.: <input checked="" type="checkbox"/>	<input type="button" value="Add Program"/> <input type="button" value="Address"/>			
Location: 06789900 Status: L Eff. Date: 01/10/2017 Stu. Desig.: <input type="text"/> ACD: 05/15/2019 Term Begin: 01/10/2017 Term End: 05/11/2017									
<input checked="" type="checkbox"/> 9	Cert. Date: 03/06/2017	SSN: 000-00-0000	DOB: 07/09/1960	NAME: SHAUNA I LUMMUS	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/> <input type="button" value="Address"/>			
Location: 06789900 Status: W Eff. Date: 12/08/2016 Stu. Desig.: <input type="text"/> ACD: <input type="text"/> Term Begin: 08/16/2016 Term End: 12/08/2016									


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Figure 7-20: Enrollment Maintenance Update

A red callout box with a rounded left side and a thin red border. The text inside is centered and reads: "For security reasons, the NSLDSFAP website will time out after 30 minutes of inactivity. This means enrollment data that have not been submitted within 30 minutes **WILL BE LOST** when the NSLDSFAP website automatically logs you off."


For security reasons, the NSLDSFAP website will time out after 30 minutes of inactivity. This means enrollment data that have not been submitted within 30 minutes **WILL BE LOST** when the NSLDSFAP website automatically logs you off.

1. Click **Certify Checked Students** to submit the enrollment data changes.
 - If you click **Reset**, the Enrollment Maintenance page will redisplay with whatever information it displayed when you last retrieved your students' records.
 2. If the information you submitted contains no errors, the Enrollment Maintenance Confirm page appears as seen in Figure 7-21: Enrollment Maintenance Confirm.
- If your information contains errors, NSLDS will display an appropriate message.




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FSA ID: NSL.SCTSTZ.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTSTZ



Return to Enrollment Update

Name: NORTH SOUTH UNIVERSITY
Code: 06789900 Type: School

Enrollment Maintenance Confirm

The updated enrollment information you submitted is displayed below. Click Confirm to apply the information to the database, or click Cancel to return to the Enrollment Maintenance page.

Please note that your updates may cause students to no longer appear on the Enrollment Maintenance page. See Help for further explanation.

1	Cert. Date: 03/06/2017	SSN: 999-80-0000	DOB: 06/27/1987	NAME: SILVIA J STUDENT	No Progs.: <input checked="" type="checkbox"/>	Address		
Location: 06789900 Status: W Eff. Date: 12/08/2016 Stu. Desig.: ACD: Term Begin: 08/16/2016 Term End: 12/08/2016								
2								
Location: 06789900 Status: F Eff. Date: 08/16/2016 Stu. Desig.: ACD: 05/15/2018 Term Begin: 01/10/2017 Term End: 05/11/2017								
CIP Code	Description	Credentia Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
500409	Graphic Design.	02	N	08/16/2016	F	01/10/2017	2.0 Years	0.0
3								
Location: 06789900 Status: W Eff. Date: 12/08/2016 Stu. Desig.: ACD: Term Begin: 08/16/2016 Term End: 12/08/2016								
4								
Location: 06789900 Status: H Eff. Date: 01/10/2017 Stu. Desig.: ACD: 05/12/2017 Term Begin: 01/10/2017 Term End: 05/11/2017								
CIP Code	Description	Credentia Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
240101	Liberal Arts and Sciences/Liberal S	02	N	08/18/2015	H	01/10/2017	2.0 Years	0.0
5								
Location: 06789900 Status: F Eff. Date: 08/16/2016 Stu. Desig.: ACD: 05/15/2018 Term Begin: 01/10/2017 Term End: 05/11/2017								
CIP Code	Description	Credentia Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
420101	Psychology, General.	02	N	08/16/2016	F	01/10/2017	2.0 Years	0.0
6								
Location: 06789900 Status: W Eff. Date: 12/08/2016 Stu. Desig.: ACD: Term Begin: 08/16/2016 Term End: 12/08/2016								
7								
Location: 06789900 Status: L Eff. Date: 08/16/2016 Stu. Desig.: ACD: 05/15/2018 Term Begin: 01/10/2017 Term End: 05/11/2017								
CIP Code	Description	Credentia Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
240101	Liberal Arts and Sciences/Liberal S	02	N	08/16/2016	L	01/10/2017	2.0 Years	0.0
8								
Location: 06789900 Status: L Eff. Date: 01/10/2017 Stu. Desig.: ACD: 05/15/2019 Term Begin: 01/10/2017 Term End: 05/11/2017								
9								
Location: 06789900 Status: W Eff. Date: 12/08/2016 Stu. Desig.: ACD: Term Begin: 08/16/2016 Term End: 12/08/2016								

Confirm Cancel

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Figure 7-21: Enrollment Maintenance Confirm

7.8.6 Confirming Enrollment Information

To confirm your changes:


1. On the Enrollment Maintenance Confirm page, verify the displayed enrollment information to make sure it is correct and up to date.
2. Click Confirm to apply your changes to the database. The Enrollment Maintenance page redisplay with the updated enrollment information (Figure 7-22: Enrollment Maintenance).

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






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 |  | 

Enrollment Summary | Enrollment Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Return to Enrollment Update

Name: NORTH SOUTH UNIVERSITY
Type: School

Code: 06789900



Successfully updated. Updated rows still meeting search options and reporting requirements are marked with smaller "info" icons below.



Retrieve/Sort by: SSN (Default) | Begin Value: | Exact Match Only |



Currently Retrieved/Sorted by: SSN | Total Students Matching Criteria: 9



Enrollment Codes: A, D, F, G, H, L, Q, W, X, Z



Check All | Recertification Date: 03/06/2017



<input type="checkbox"/>			Cert. Date: 03/06/2017	SSN: 999-80-0000	DOB: 06/27/1987	NAME: SILVIA J STUDENT	No Progs.: <input checked="" type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>		
Location: 06789900			Status: W	Eff. Date: 12/08/2016	Stu. Desig.: <input type="text"/>	ACD: <input type="text"/>	Term Begin: 08/16/2016	Term End: 12/08/2016			
CIP Code			Description		Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
500409			Graphic Design.		02	N	08/16/2016	F	01/10/2017	2 0 Years	0 0



<input type="checkbox"/>			Cert. Date: 03/06/2017	SSN: 223-01-0000	DOB: 07/21/1966	NAME: JACKIE TOPE	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>		
Location: 06789900			Status: F	Eff. Date: 08/16/2016	Stu. Desig.: <input type="text"/>	ACD: 05/15/2018	Term Begin: 01/10/2017	Term End: 05/11/2017			
CIP Code			Description		Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
500409			Graphic Design.		02	N	08/16/2016	F	01/10/2017	2 0 Years	0 0



<input type="checkbox"/>			Cert. Date: 03/06/2017	SSN: 616-00-9999	DOB: 03/06/1986	NAME: THOMAS I DENTER	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>
Location: 06789900			Status: W	Eff. Date: 12/08/2016	Stu. Desig.: <input type="text"/>	ACD: <input type="text"/>	Term Begin: 08/16/2016	Term End: 12/08/2016	



<input type="checkbox"/>			Cert. Date: 03/06/2017	SSN: 617-00-9999	DOB: 10/03/1986	NAME: JOHN SCHMOE	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>		
Location: 06789900			Status: H	Eff. Date: 01/10/2017	Stu. Desig.: <input type="text"/>	ACD: 05/12/2017	Term Begin: 01/10/2017	Term End: 05/11/2017			
CIP Code			Description		Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
240101			Liberal Arts and Sciences/Liberal S		02	N	08/18/2015	H	01/10/2017	2 0 Years	0 0

<input type="checkbox"/>			Cert. Date: 03/06/2017	SSN: 619-00-9999	DOB: 05/16/1987	NAME: MAX C STUDENT	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>		
Location: 06789900			Status: F	Eff. Date: 08/16/2016	Stu. Desig.: <input type="text"/>	ACD: 05/15/2018	Term Begin: 01/10/2017	Term End: 05/11/2017			
CIP Code			Description		Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
420101			Psychology, General.		02	N	08/16/2016	F	01/10/2017	2 0 Years	0 0

<input type="checkbox"/>			Cert. Date: 03/06/2017	SSN: 620-00-9999	DOB: 03/19/1993	NAME: WANDA H RED	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>
Location: 06789900			Status: W	Eff. Date: 12/08/2016	Stu. Desig.: <input type="text"/>	ACD: <input type="text"/>	Term Begin: 08/16/2016	Term End: 12/08/2016	

<input type="checkbox"/>			Cert. Date: 03/06/2017	SSN: 621-00-9999	DOB: 08/23/1984	NAME: JOE A COPPER	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>		
Location: 06789900			Status: L	Eff. Date: 08/16/2016	Stu. Desig.: <input type="text"/>	ACD: 05/15/2018	Term Begin: 01/10/2017	Term End: 05/11/2017			
CIP Code			Description		Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.
240101			Liberal Arts and Sciences/Liberal S		02	N	08/16/2016	L	01/10/2017	2 0 Years	0 0

<input type="checkbox"/>			Cert. Date: 03/06/2017	SSN: 626-00-9999	DOB: 10/26/1979	NAME: KAT L BLACK	No Progs.: <input checked="" type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>
Location: 06789900			Status: L	Eff. Date: 01/10/2017	Stu. Desig.: <input type="text"/>	ACD: 05/15/2019	Term Begin: 01/10/2017	Term End: 05/11/2017	

<input type="checkbox"/>			Cert. Date: 03/06/2017	SSN: 000-00-0000	DOB: 07/09/1960	NAME: SHAUNA I LUMMUS	No Progs.: <input type="checkbox"/>	<input type="button" value="Add Program"/>	<input type="button" value="Address"/>
Location: 06789900			Status: W	Eff. Date: 12/08/2016	Stu. Desig.: <input type="text"/>	ACD: <input type="text"/>	Term Begin: 08/16/2016	Term End: 12/08/2016	


 **PRIVACY ACT OF 1974 (AS AMENDED)**

Figure 7-22: Enrollment Maintenance - Successfully Updated

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7.8.7 Enrollment Maintenance: What Happens If...

When updating student enrollment records, these situations may arise:

You change your mind...

- If you check records but then decide that you do not want to certify them, uncheck the records individually or click Uncheck All at the top of the form. When you uncheck a record, the Cert. Date reverts to the date it was set to before you selected the record, but any other changes you made to enrollment information remain. However, if you leave the page without clicking Submit, those changes will not be applied.

You click the Reset button...

- If you click Reset before you submit the records, Enrollment Maintenance will redisplay the information it displayed when you last retrieved your students' records. This includes removing the checks from any boxes and the certification date that was applied prior to the reset selection.

Your student disappears...

- Sometimes, submitting and confirming an update to a student's enrollment status causes that student to "disappear" from the Enrollment Maintenance page. This happens under the following circumstances:
 - You update a student's enrollment status to Deceased ('D'), Graduated ('G'), Withdrawn ('W'), Never Attended ('X') or No Record Found ('Z') two consecutive times.
 - You updated a student's enrollment data and the student fell outside the Advanced Search Options you set. For example, you selected students based on an Anticipated Completion Date Begin of 06/01/2012 and Anticipated Completion Date End of 06/30/2012. You updated all the students to 'G' with an ACD of 06/18/2012, but two students who have not completed their course work. For those two students, you updated their ACD to 12/15/2013. Once confirmed, the two students no longer fit the Advanced Search Options of an ACD between 06/01/2012 and 06/30/2012.
 - You used the location field to move a student to another location. The student will be removed from the roster of the old location and added to the roster of the new location.

You enter the wrong CIP Code...

- You have two alternatives:

- If you have not yet clicked the Confirm button to certify the enrollment information, including CIP, you will be able to backtrack and fix the incorrect CIP.
- If you have confirmed and thus certified enrollment information containing the incorrect CIP, you will need to inactivate the record by reporting a “Never Attended” or ‘X’ status with a later certification date and add a new program with the correct CIP code.

7.8.7.1 Update and Certify Errors

If the information you submitted contains errors, the Enrollment Maintenance Error Message page redisplay (Figure 7-23: Enrollment Maintenance Error Message). A small error icon appears to the left of each row that contains an error. In the example below, record number 1 displays an error icon to the left of the record number. Place your cursor over the icon to display the error message associated with that row.

Enrollment Maintenance

Retrieve/Sort by: Begin Value: Exact Match Only

Currently Retrieved/Sorted by: SSN Total Students Matching Criteria: 9
Enrollment Codes: A, D, F, G, H, L, Q, W, X, Z

Check All Recertification Date:

<input checked="" type="checkbox"/> 1	Cert. Date: <input type="text" value="03/06/2017"/> SSN: 999-80-0000 DOB: 06/27/1987 NAME: SILVIA J STUDENT No Progs.: <input checked="" type="checkbox"/> <input type="button" value="Add Program"/> <input type="button" value="Address"/>
Location	Error(s): 33 - Please ensure Anticipated Completion Date (ACD) is greater than Effective Date (Codes: F,Q,H,A,L). 26 - Please ensure Anticipated Completion Date (ACD) is greater than Certification Date. <input type="text"/> ACD: <input type="text" value="03/15/2014"/> Term Begin: <input type="text" value="08/16/2016"/> Term End: <input type="text" value="12/08/2016"/>
<input type="checkbox"/> 2	<input type="text" value="1966"/> NAME: JACKIE TOPE No Progs.: <input type="checkbox"/> <input type="button" value="Add Program"/> <input type="button" value="Address"/>

Figure 7-23: Enrollment Maintenance Error Message

There are several ways to correct errors so the enrollment information you updated can be saved in NSLDS:

- Edit the data in the boxes for Cert. Date, Enroll. Code, Eff. Date, and ACD for all records displaying errors.
 - For example, Thomas Gold’s record has an error: ensure ACD is greater than Certification Date. Thomas’s ACD was 05/14/2012. Correct this error (in this instance the error is corrected by changing the enrollment code to

indicate a 'G' with the ACD of 05/14/2012) and resubmit as instructed.

- If you are unable to correct an individual record so that NSLDS will accept it, uncheck that record so it is not submitted when you resubmit the other student records you want to certify. Write down the student identifiers for the record, or identify some search criteria that allow you to retrieve and certify it later, after you have done the research needed to submit information acceptable to NSLDS.
- If the records you want to certify contain too many errors or failed edits, you may have to perform the Update process over again. In this case, you can use **Primary Search Options** at the top of the Enrollment Maintenance page to retrieve your school's student enrollment records again. You can also return to the Enrollment Update page and use **Advanced Search Options** to retrieve a different set of records.

See Appendix D for Error Code Message detailed information.

7.8.7.2 Adding Student to a School's Enrollment Reporting Roster

You can add students to your roster instantaneously by using the Enrollment Maintenance page. Adding updated enrollment for students allows NSLDS to inform the GA or federal loan servicer of the attendance, which allows lenders to put the student in an automatic In-School Deferment. Additionally, the student will be added to your roster for continued monitoring should the enrollment status change.

Adding Title IV aid recipients to your school's Enrollment Reporting roster involves the following activities:

1. Verify the student has a record on NSLDS.
2. Add the student to the roster on the Enrollment Maintenance page.

The following section explains how to perform these activities.

7.8.7.3 Retrieving Student Records to Add

Use the student identifiers (SSN, first name, DOB) to search for a student. There are two ways to add the student to a roster:

1. From the Enrollment Summary page, click the Enrollment Maintenance button.
2. From the Enrollment Update page, retrieve the enrollment roster (which takes you to the Enrollment Maintenance page) and then click the Add Student button at the bottom of the page.

From the Enrollment Summary page:

1. Click the Enrollment Maintenance button.
2. The Enrollment Maintenance page will display a blank record with the student identifiers pre-populated.
3. Select the individual record by clicking the check box to the far left of the record.
4. Update the necessary campus and program enrollment information.
5. Click **Add Program** to add the program for the student to your roster (Figure 7-23).
6. Click **Address** to add or update the student's permanent address (Figure 7-24).

From the Enrollment Maintenance page:

1. Access the Enrollment Maintenance page.
2. Click **Add Student** to add the student to your roster (Figure 7-24).
3. The Enrollment Maintenance page will display a blank record at the bottom of the page.
4. Select the individual record by clicking the check box to the far left of the record.
5. Enter Student Identifiers (SSN, Name, and DOB) and update the necessary campus and program enrollment information.
6. Click **Add Program** to add the program for the student to your roster (Figure 7-24).
7. Click **Address** to add or update the student's permanent address (Figure 7-25).

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NSLDS | Menu | Aid | Enroll | GE | Org | Report | Tran | ? | X

Enrollment Summary | Enrollment Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal
 | GE List | GE Mass Update/Deactivate | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Name: NORTH SOUTH UNIVERSITY
 Code: 06789900 Type: School

Enrollment Maintenance

Retrieve/Sort by: SSN (Default) Begin Value: [] Exact Match Only [x] Retrieve

Currently Retrieved/Sorted by: SSN Begin Value: 001009999 Total Students Matching Exact Match Criteria: 1
 Enrollment Codes: A, D, F, G, H, L, Q, W, X, Z

[x] Check All Recertification Date: 03/06/2017

<input type="checkbox"/> 1	Cert. Date: 02/02/2017	SSN: 001-00-9999	DOB: 07/02/1970	NAME: MAX C STUDENT	No Progs.: [x]	Add Program	Address						
Location:	06789900	Status:	W	Eff. Date:	12/08/2016	Stu. Desig.:	[]	ACD:	[]	Term Begin:	08/16/2016	Term End:	12/08/2016
CIP Code	Description	Credential Level	Special Program	Program Begin Date	Program Status	Status Effective Date	Program Length	Weeks in Acad. Yr.					
[]	[]	-Sel-	-Sel-	[]	-Sel-	[]	[]	[]					

<input type="checkbox"/> 2	Cert. Date: 01/01/0001	SSN: []	DOB: []	NAME: []	No Progs.: [x]	Add Program	Address						
Location:	[]	Status:	-Sel-	Eff. Date:	[]	Stu. Desig.:	[]	ACD:	[]	Term Begin:	[]	Term End:	[]

Add Student | Certify Checked Students | Reset

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Figure 7-24: Enrollment Maintenance Add Program/Student

Remember:


- The student does not have to have a loan with your school to be added to your roster. Any student with open Title IV aid (even if the aid was not received at your school) must have enrollment reported.
- If a student you specified does not appear on the Enrollment Maintenance page, it means that there is no record of that student in the NSLDS database. If this happens, check with the data provider to determine why the student has not been added to NSLDS.

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FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2

Student Permanent Address 1 

Good Address:	<input checked="" type="checkbox"/>
Effective Date:	04/15/2015 (MMDDCCYY)
Street Address Line 1:	1234 UNIVERSITY DR
Street Address Line 2:	
City:	COLLEGE
State:	DISTRICT OF COLUMBIA
Country:	UNITED STATES OF AMERICA
Postal Code:	12345

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[FOIA](#) | [Privacy](#) | [Security](#) | [Notices](#) [WhiteHouse.gov](#) | [USA.gov](#) | [ED.gov](#)

Figure 7-25: Student Permanent Address in Enrollment Maintenance

Note: If an address is unknown or not available for a student, report Unknown ('UK') in any of the address fields (Address Line 1, State, City, Country, and Postal Code). If any of these fields are reported as 'UK', the address will not be edited or stored. Address Line 2 remains optional and will be stored as spaces if 'UK' is reported. Schools will continue to report 'UK' in future rosters until the address information becomes available.


7.9 Student Contact Information

To report or update student contact information online use the Student Contact Information page, under the Aid tab, which displays a student's postal addresses, email addresses, and phone numbers that have been reported to NSLDS.






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National Student Loan Data System (NSLDS)



Menu | **Aid** | **Enroll** | **GE** | **Org** | **Report** | **Tran**


 |  | 

[Loan History](#) | [Overpayment List](#) | [Grants](#) | [Delinquent Borrowers](#) | [Exit Counseling History](#) | **Student Contact Info** | [Student Access Interface](#) | [Reaffirmation History](#) | [Perkins Submittal](#) | [SSN Conflict](#)

SSN: First Name: DOB: (MMDDCCYY)
 FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2

MAX C STUDENT
***-**-9999 + DOB: 07/02/1970

Student Contact Information

 Student Contact Information successfully updated.

Display Only:

Sort By:

Postal Address

	Good	Effective Date	Postal Address	Source
1	<input checked="" type="checkbox"/>	04/15/2015	Street Line 1: 1234 UNIVERSITY DR Line 2: City: COLLEGE State: DC Country: UNITED STAT + Postal Code: 12345	06789900
2	<input checked="" type="checkbox"/>	10/15/2014	Street Line 1: 103 HIGHLAND ST Line 2: APT 3 City: BROCKTON State: MA Country: UNITED STAT + Postal Code: 02301 +	06789900
3	<input type="checkbox"/>		Street Line 1: Line 2: City: State: Country: Postal Code: +	06789900

Email Address

	Good	Effective Date	Email Address	Source
1	<input type="checkbox"/>	08/16/2016	max.student1@GMAIL.COM	06789900
2	<input checked="" type="checkbox"/>	01/21/2015	mstudent@NORTHSOUTH.EDU	06789900

Phone Number

	Preferred	Type	Country Code	Phone Number	Source
1	<input type="checkbox"/>	H	000	2183307095	DLORGN
2	<input checked="" type="checkbox"/>	C		1234567891	06789900
3	<input type="checkbox"/>	H	000	2183307095	500
4	<input type="checkbox"/>	H	000	2183307095	579


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Figure 7-26: Student Contact Information

Schools can use the Add Postal Address, Add Email Address, and Add/Update Phone Number buttons to report new information for the student. Remember schools are required to report address information, but email and phone numbers are optional.

Address Add

Good Address:

Effective Date: (MMDDCCYY)

Street Address Line 1:

Street Address Line 2:

City:

State: ▼

Country: ▼

Postal Code:

Email Address Add

Good Address:

Effective Date: (MMDDCCYY)

Address:

Phone Number Add/Update

Preferred Number:

Type: ▼

Country Code:

Phone Number:

Figure 7-27: Add/Update Student Contact Information

Users with a relationship to the student can view historical (all) and valid (good) information based on effective dates and the source of the reported address. Schools that reported contact information for a student can use this page to activate or deactivate a record. School users from the original reporting school will see checkboxes in the 'Good' column (see Figure 7-26).

1. To deactivate a record that was previously known to be good, uncheck the box and click **Update**.
2. To activate a record that was previously known to be historical, check the box and click **Update**.

7.10 Enrollment Reporting Profile

The Enrollment Reporting Profile page displays the set up for organizations that report or receive enrollment status information about students receiving federal student aid. The Profile includes file preferences, administrator relationships for different locations, and the reporting schedule one year into the future and one year from the past. Based on the users' security access or use of an Enrollment Reporting Servicer, update capability is initiated from this page. Each section of the Profile will be reviewed in this section.

7.10.1 The Enrollment Reporting Profile Page

On the [NSLDSFAP](#) website Menu page, look for the Enrollment tab and click **Enrollment Reporting Profile** on the navigation bar. The Enrollment Profile page appears (Figure 7-20).

You can also reach the Enrollment Reporting Profile page at any time by clicking the **Enroll** tab. This will cause the Enrollment Summary page to appear. Then look for the navigation bar at the top of the page (for Enrollment the color bar is teal) and click **Enrollment Reporting Profile**.

The Enrollment Reporting Profile page allows authorized users to view and update school selections for Portfolio Type, file Preferences, Enrollment Administration, and the Enrollment Reporting Schedule. The use of these selections are described below.

Under the Enrollment Reporting Profile title are also six selection buttons which allow school and ED users with necessary permissions to navigate to the following pages:

- **Enrollment Reporting Statistics**— the Enrollment Reporting Statistics page displays information about the extent and quality of the enrollment reporting provided by schools participating in the federal student aid programs. School users can view the previous year's enrollment reporting statistics for their school as a whole or for any of their school's locations. Additionally, the page displays information about late roster notifications sent to the school or school locations during the previous six months. Enrollment Reporting Statistics are calculated and published during the third week of each month. See Chapter 8 for more information.
- **Certification by Quarter**— the Enrollment Certification by Quarter page displays a quarterly count by enrollment status of certifications received by NSLDS during the four most recent fiscal quarters. Run at the end of the quarter, this report evaluates the last enrollment status reported per student that updated NSLDS during that quarter. See Chapter 8 for more information.

- **Enrollment Submittal Tracking**—the Enrollment Submittal Tracking page displays information about Enrollment batch rosters and submittals, and online Enrollment Maintenance activity. School users can view this information for their school or any of their school's locations. See Chapter 8 for more information.
- **Ad Hoc Roster Request**— the Ad Hoc Roster Request page allows school users to request an ad hoc roster outside their regular reporting schedule for their own location, or for any location at their school sharing the same enrollment administrator. ED users can request an ad hoc roster for any location at any school. The request is effective immediately, and the roster is generated the next time the batch program runs. See Section 7.10.1.5 for more information
- **Roster Reset** —the Roster Reset page allows authorized users to push all students who have appeared on a school location's enrollment roster, at any time since the user-specified As Of Date, back onto the location's current roster. School users can reset the roster for their own school location and any locations they administer. See Section 7.10.1.6 for more information
- **Perkins Notification Setup**— the Perkins Notification Setup page allows a school to indicate its desire to participate in the enrollment notification process by entering a designated SAIG Mailbox (TG Number). The school provides the mailbox to which certified enrollment records of students for whom it holds Perkins loans will be sent in a weekly notification file. The [Notification File format](#) can be found on IFAP, NSLDS Reference Materials, and NSLDS Record Layouts. For more information on this process refer to Perkins Technical Update, [PK-2012-02: Enhancements to NSLDS Enrollment Reporting Including Perkins Data Providers Enrollment Notification Setup](#).

7.10.1.1 Portfolio Type

On the Enrollment Reporting Profile Page you can select **Portfolio Type** beneath the three selection buttons listed above. The box allows you to specify a **Portfolio Type**. If you have entered an SAIG Mailbox (TG Number) to indicate that you want to receive Enrollment Notification files, this selection allows you to choose to view the school's enrollment reporting profile for the reporting process or the school's enrollment reporting profile for the enrollment notification process.

The screenshot shows the 'Enrollment Reporting Profile' page. At the top, there are navigation tabs: 'Enrollment Reporting Statistics', 'Certification by Quarter', 'Enrollment Submittal Tracking', 'Ad Hoc Roster Request', 'Roster Reset', and 'Perkins Notification Setup'. Below these, the 'Portfolio Type' section has a dropdown menu set to 'School' and a 'Switch Portfolio' button. The 'Preferences' section contains the following information: Destination SAIG Mailbox: T6000400, Servicer Name: None, Administrator Name: None, Roster Format: Multiple Files, File Type: Fixed Length, and Sort Order: Student SSN. An 'Update' button is located below the preferences.

Figure 7-28: Enrollment Reporting Profile – Portfolio Type

The selection of the Portfolio Type will display the appropriate schedule for reporting files (when 'School' is selected) or receiving notification files (when Perkins Lender is selected.)

This screenshot shows the 'Enrollment Reporting Profile' page with additional sections. The 'Preferences' section is identical to the previous one. Below it is the 'Enrollment Administration' section, which shows 'Administered By: 06789900 - NORTH SOUTH UNIVERSITY' with an 'Update' button. The 'Future Schedule' section contains a table with the following data:

Date	Type	Purpose	Created By
04/06/2015	Ad Hoc		TEST USER (04/06/2015)
04/15/2015	Scheduled	DROP	TEST USER (04/06/2015)
06/15/2015	Scheduled	SUMMER	TEST USER (04/06/2015)
08/15/2015	Scheduled	DROP	TEST USER (04/06/2015)
10/15/2015	Scheduled	FALL	TEST USER (04/06/2015)
12/15/2015	Scheduled	DROP	TEST USER (04/06/2015)
02/15/2016	Scheduled	SPRING	TEST USER (04/06/2015)

An 'Update' button is located below the table.

Figure 7-29: Enrollment Reporting Profile

7.10.1.2 Enrollment Reporting Profile – Preferences

The Preferences section displays the established enrollment reporting values. In this

section you will notify NSLDS of the new file type you want to use. Once the preferences are selected, NSLDS will begin generating the roster files in the format and file type that you designate. For schools using an Enrollment Servicer, the Servicer will establish the reporting preferences.

The preferences are defined as follows:

- **Destination SAIG Mailbox**- the Student Aid Internet Gateway (SAIG) TG mailbox established to send and receive enrollment files. This is not an updatable field. TG mailbox changes are handled on fsawebenroll.ed.gov.
- **Servicer Name (Schools Only)**- for schools that signed up to use a third-party servicer to respond to NSLDS Enrollment Reporting roster files, the name of the servicer as provided by SAIG. This is not an updatable field. TG mailbox changes are handled on fsawebenroll.ed.gov.
- **Administrator Name (Schools Only)**- the name of the designated administrator if one has been established for the retrieved location. Schools may report for their own campus location or set up another location for administration of the Enrollment Reporting process. The administrator set up is completed on the Enrollment Reporting Profile Page under the Enrollment Administration section.
- **Roster Format (Schools Only)**- default is Single File. For schools that use an Administrator, the Administrator may choose:
 - Single File - A single file containing all the students for all locations.
 - Multiple Files - Separate files for each of the locations for which the administrator will report.
- **Records Received (Non-schools Only)**- type of notification records received:
 - All Records
 - Changes Only
- **File Type**- the selected report layout style. Valid values are:
 - Fixed Width File
 - Comma Separated Values (schools only)
- **Sort Order**- the method selected to retrieve and display student enrollment records. Valid values are:
 - Student SSN
 - Student Last Name

You can change a preference value by selecting the Update button under the Preferences section. If the Update button does not appear, the school location has an Administrator or servicer, and only the Administrator or servicer can update the

preference values.

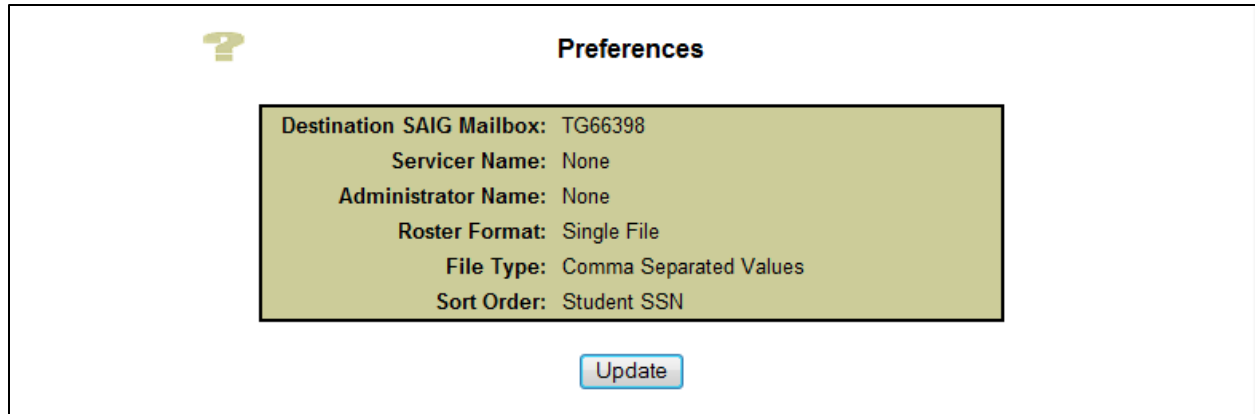
Figure 7-30: Enrollment Reporting Profile- Preferences

7.10.1.2.1 Enrollment Reporting Profile – Preferences Update

The Enrollment Reporting Preference Update page allows you to establish or change the enrollment reporting preferences displayed on the Enrollment Reporting Profile page. Drop-down selections provide the preference options listed in Figure 7-31: Enrollment Reporting Preferences Update. In some cases, schools who use a Servicer will not be able to update the preferences.

Figure 7-31: Enrollment Reporting Preferences Update

Submit and confirm to establish new preference selection.



Preferences

Destination SAIG Mailbox: TG66398
Servicer Name: None
Administrator Name: None
Roster Format: Single File
File Type: Comma Separated Values
Sort Order: Student SSN

Update

Figure 7-32: Enrollment Reporting Preferences – Selection updated

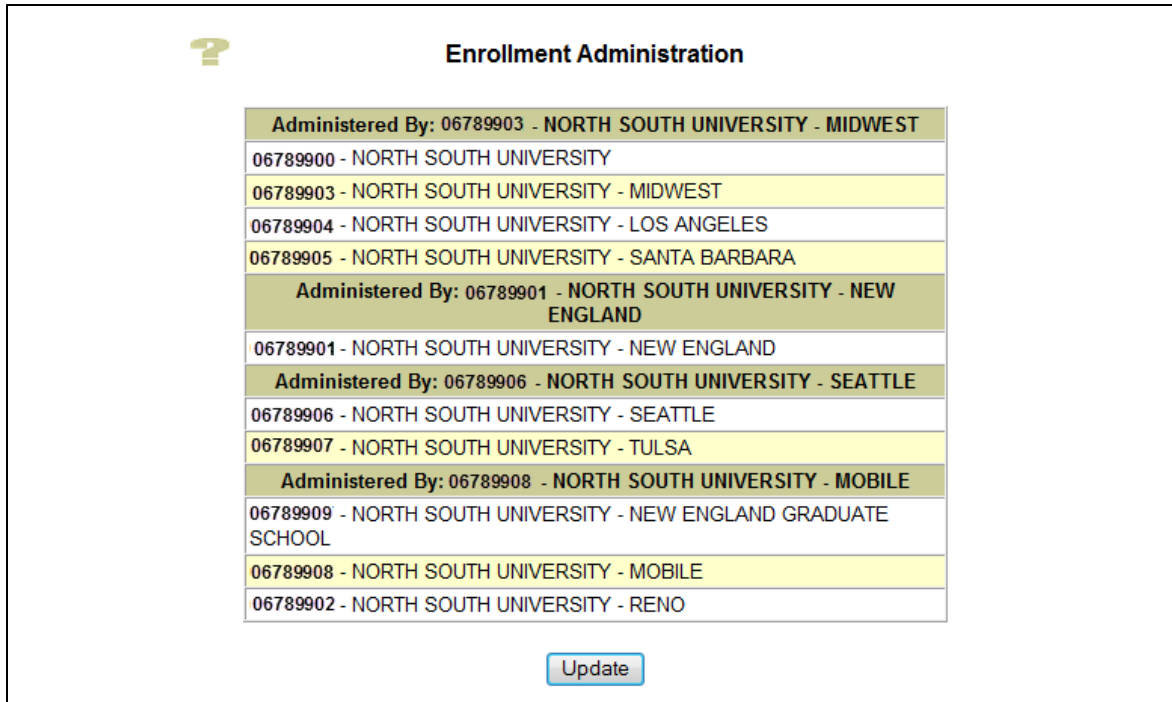
7.10.1.3 Enrollment Reporting Profile – Enrollment Administration

The Enrollment Administration section displays all the locations at a given school that have student records on NSLDS. Users at school locations can designate any active location sharing their main campus' OPEID to administer their Enrollment Reporting responsibilities. This location then becomes responsible for receiving and returning enrollment reporting rosters for all locations for which it is the administrator.

Locations that have not signed up for the enrollment reporting batch service through www.fsawebroll.ed.gov will be assigned to the Enrollment Administrator at the lowest numbered location that is set up for Enrollment Reporting.

- **Administered By**- This row identifies OPEID and name of the school location responsible for receiving enrollment roster files and establishing file preferences for locations listed below it. The rows below the Administered By row list the OPEID and the name of the school locations serviced by that Enrollment Administrator.

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



Enrollment Administration

Administered By: 06789903 - NORTH SOUTH UNIVERSITY - MIDWEST
06789900 - NORTH SOUTH UNIVERSITY
06789903 - NORTH SOUTH UNIVERSITY - MIDWEST
06789904 - NORTH SOUTH UNIVERSITY - LOS ANGELES
06789905 - NORTH SOUTH UNIVERSITY - SANTA BARBARA
Administered By: 06789901 - NORTH SOUTH UNIVERSITY - NEW ENGLAND
06789901 - NORTH SOUTH UNIVERSITY - NEW ENGLAND
Administered By: 06789906 - NORTH SOUTH UNIVERSITY - SEATTLE
06789906 - NORTH SOUTH UNIVERSITY - SEATTLE
06789907 - NORTH SOUTH UNIVERSITY - TULSA
Administered By: 06789908 - NORTH SOUTH UNIVERSITY - MOBILE
06789909 - NORTH SOUTH UNIVERSITY - NEW ENGLAND GRADUATE SCHOOL
06789908 - NORTH SOUTH UNIVERSITY - MOBILE
06789902 - NORTH SOUTH UNIVERSITY - RENO

Figure 7-33: Enrollment Administration

7.10.1.3.1 Enrollment Reporting Profile – Enrollment Administration Update

The Update button below the Enrollment Administration section opens a new page where any school user at the main campus OPEID can establish or revise the Administration set up. More than one location can serve as an administrator. Figure 7-33 shows an administration that has been established regionally.

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

Enrollment Administration Update

Location	Name	Administered By
06789900	NORTH SOUTH UNIVERSITY	06789903 - NORTH SOUTH UNIVERSITY - MIDWEST
06789903	NORTH SOUTH UNIVERSITY - MIDWEST	06789903 - NORTH SOUTH UNIVERSITY - MIDWEST
06789904	NORTH SOUTH UNIVERSITY - LOS ANGELES	06789903 - NORTH SOUTH UNIVERSITY - MIDWEST
06789905	NORTH SOUTH UNIVERSITY - SANTA BARBARA	06789903 - NORTH SOUTH UNIVERSITY - MIDWEST
06789901	NORTH SOUTH UNIVERSITY - NEW ENGLAND	06789901 - NORTH SOUTH UNIVERSITY - NEW ENGLAND
06789906	NORTH SOUTH UNIVERSITY - SEATTLE	06789906 - NORTH SOUTH UNIVERSITY - SEATTLE
06789907	NORTH SOUTH UNIVERSITY - TULSA	06789906 - NORTH SOUTH UNIVERSITY - SEATTLE
06789909	NORTH SOUTH UNIVERSITY - NEW ENGLAND GRADUATE SCHOOL	06789908 - NORTH SOUTH UNIVERSITY - MOBILE
06789908	NORTH SOUTH UNIVERSITY - MOBILE	06789908 - NORTH SOUTH UNIVERSITY - MOBILE
06789902	NORTH SOUTH UNIVERSITY - RENO	06789908 - NORTH SOUTH UNIVERSITY - MOBILE

Figure 7-34: Enrollment Administration Update

In this example the Midwest location, 06789903, will now receive enrollment records for the 06789900, 06789903, 06789904, and 06789905 locations. The New England location, 06789901, will administer themselves. The Seattle location, 06789906, will receive the

enrollment records for 06789906, and 06789907. The Mobile location, 06789903, will receive their records and those for the 06789909 and 06789902 locations.

The Administrator determines file preferences. So, in the example above, the 06789902 location could not go online and change the file type that has been established by the 06789908. However, if they decide they want to do their own reporting they can update the administration set up to receive rosters and choose the preferences for the files they would receive.

7.10.1.4 Enrollment Reporting Profile – Enrollment Reporting Schedule

When a school signs up for Enrollment Reporting Services through FSAWebenroll, unless the school selects a reporting schedule, the default schedule determined by the Department will be assigned. As schools are required to report no less frequently than every two months, the default schedule is set at every two months. You may wish to change this default schedule to reflect accurately the frequency of enrollment changes at your school, as well as your own need for timely enrollment data. Schedule information is provided on the Enrollment Reporting Profile Page.

The Future Schedule and Past Schedule section displays the upcoming schedule for your school up to one year in the future and shows the dates for the past one year of previously generated rosters. The page displays the following information:

- **Date**— the date when NSLDS sent or will send an Enrollment Reporting roster, if the organization is a school, or a Notification file, if the organization is a federal loan servicer, guaranty agency, lender, lender servicer, or Perkins Loan school. Dates are displayed up to one year into the future and the past.
- **Type**— the type of file that NSLDS will send the organization. Valid values are:
 - Scheduled - A regularly scheduled file. When NSLDS sends an organization a regular file, it automatically schedules another such file for one year in the future.
 - Ad Hoc - A file generated for some special reason and not as part of the organization's regular schedule. When NSLDS sends an organization an ad hoc file, it does not automatically schedule another such file for one year in the future.
- **Purpose**— this field allows users to provide a reason for the scheduled or Ad Hoc roster (e.g., drop/add dates, term begin, or term end).
- **Created By**— the User ID of whoever created or updated the schedule that caused the generation of a particular schedule item and, in parentheses, the date created. Valid values are:

- Original Schedule - The date the organization originally signed-up with NSLDS.
- User Name - The online user who updated the schedule or requested an Ad Hoc file.



Future Schedule

Date	Type	Purpose	Created By
05/14/2014	Scheduled	SPRING TERM ENDS	SCTST5 ONLINE SCHOOL ID TES (10/06/2013)
07/01/2014	Scheduled	GRADUATION REVIEW	SCTST5 ONLINE SCHOOL ID TES (10/06/2013)
08/29/2014	Scheduled	FALL TERM BEGINS	SCTST5 ONLINE SCHOOL ID TES (10/06/2013)
11/11/2014	Scheduled	FALL MID-TERM DROP DEADLINE	SCTST5 ONLINE SCHOOL ID TES (03/28/2014)
01/07/2015	Scheduled	SPRING TERM BEGINS	SCTST5 ONLINE SCHOOL ID TES (03/28/2014)
03/25/2015	Scheduled	SPRING MID-TERM DROP DEADLINE	SCTST5 ONLINE SCHOOL ID TES (03/28/2014)



Past Schedule

Date	Type	Purpose	Created By
05/14/2013	Scheduled	SPRING TERM ENDS	SCTST5 ONLINE SCHOOL ID TES (12/24/2012)
07/01/2013	Scheduled	GRADUATION REVIEW	SCTST5 ONLINE SCHOOL ID TES (12/24/2012)
08/29/2013	Scheduled	FALL TERM BEGINS	SCTST5 ONLINE SCHOOL ID TES (12/24/2012)
11/11/2013	Scheduled	FALL MID-TERM DROP DEADLINE	SCTST5 ONLINE SCHOOL ID TES (12/24/2012)
01/07/2014	Scheduled	SPRING TERM BEGINS	SCTST5 ONLINE SCHOOL ID TES (10/06/2013)
03/25/2014	Scheduled	SPRING MID-TERM DROP DEADLINE	SCTST5 ONLINE SCHOOL ID TES (10/06/2013)

Figure 7-35: Enrollment Reporting Schedule

7.10.1.4.1 Enrollment Reporting Profile – Enrollment Reporting Schedule Update

The enrollment reporting schedule can be changed by creating a new schedule or updating the schedule that appears on the **Enrollment Reporting Schedule Update** Page shown in Figure 7-36: Enrollment Reporting Schedule Update.

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Menu | Aid | **Enroll** | GE | Org | Report | Tran

Enrollment Summary | Enrollment Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Return To Enrollment Reporting Profile

Name: NORTH SOUTH UNIVERSITY
Code: 06789900 Type: School

Enrollment Reporting Schedule Update

Create New Schedule

Most recently generated scheduled file: 03/01/2015

Scheduled Roster Requests

Date	Type	Purpose	Cancel
05/01/2016	Scheduled	Summer Begins	<input type="checkbox"/>
07/01/2016	Scheduled	Summer Drop	<input type="checkbox"/>
09/01/2016	Scheduled	Fall Begins	<input type="checkbox"/>
11/01/2016	Scheduled	Fall Drop	<input type="checkbox"/>
01/01/2017	Scheduled	Spring Begins	<input type="checkbox"/>
03/01/2017	Scheduled	Spring Drop	<input type="checkbox"/>

Add Row

Ad Hoc Roster Requests

Loc.	Name	Date	Type	Purpose	Cancel
06789900	NORTH SOUTH UNIVERSITY	03/06/2017	Ad Hoc		<input type="checkbox"/>

Submit Reset

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Figure 7-36: Enrollment Reporting Schedule Update

7.10.1.4.2 Creating a New Enrollment Reporting Schedule

This selection allows you to delete your school's existing reporting schedule and create a new one. Submitting a Start Date and a Frequency will create a sample schedule based on those parameters.

To create a new schedule:

1. On the Enrollment Reporting Schedule Update page, click Create New Schedule. The Enrollment Reporting Schedule Create page appears (Figure 7-37: Enrollment Reporting Schedule Create).

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Enrollment Summary | Enrollment Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Return To Enrollment Reporting Schedule Update

Name: NORTH SOUTH UNIVERSITY
 Code: 06789900 Type: School

Enrollment Reporting Schedule Create

Start Date: 03/06/2017 (MMDDCCYY)
 Frequency: Every Two Months

Submit

Current Schedule

Date	Type	Purpose	Created By
03/06/2017	Ad Hoc		TEST USER (03/07/2017)
03/08/2017	Scheduled	DROP	TEST USER (03/07/2017)
05/06/2017	Scheduled	SUMMER	TEST USER (03/07/2017)
07/06/2017	Scheduled	DROP	TEST USER (03/07/2017)
09/06/2017	Scheduled	FALL	TEST USER (03/07/2017)
11/06/2017	Scheduled	DROP	TEST USER (03/07/2017)
01/06/2018	Scheduled	SPRING	TEST USER (03/07/2017)
03/06/2018	Scheduled		TEST USER (03/06/2017)

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Figure 7-37: Enrollment Reporting Schedule Create

2. In the **Start Date** box, type a valid date greater than or equal to the current date and less than or equal to the current date plus 1 year.
3. In the Frequency box, click a selection. Valid frequencies for schools are:

- Every Week
 - Every Two Weeks
 - Every Month
 - Every Two Months (Default)
4. Click **Submit**. If you entered a valid start date and frequency, the Enrollment Reporting Schedule Create Confirm page appears (Figure 7-38: Enrollment Reporting Schedule Create Confirm).

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FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Return To Enrollment Reporting Schedule Update

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

Enrollment Reporting Schedule Create Confirm

You have requested a new schedule based on the following values:
Start Date: 03/06/2017
Frequency: Every Two Months

Those values will create the new schedule displayed below. Files scheduled for weekend dates will be generated on the next working day. Click CONFIRM to delete your existing schedule and replace it with the new schedule, or click CANCEL to return to Enrollment Reporting Schedule Create.

Date	Type
03/06/2017	Scheduled
05/06/2017	Scheduled
07/06/2017	Scheduled
09/06/2017	Scheduled
11/06/2017	Scheduled
01/06/2018	Scheduled
03/06/2018	Scheduled

Confirm Cancel

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Figure 7-38: Enrollment Reporting Schedule Create Confirm

5. Click **Confirm**. NSLDS now voids the original schedule and replaces it with the one you just created. The Enrollment Reporting Schedule Update page appears again, displaying your Schedule successfully created.

You can also discard your new schedule by clicking **Cancel**. The Enrollment Reporting Schedule Create page appears again, showing your original schedule.

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FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Return To Enrollment Reporting Profile

Name: NORTH SOUTH UNIVERSITY
Code: 06789900 Type: School

No adhoc rosters were found for this location or the locations it administers.

Enrollment Reporting Schedule Update

Create New Schedule

Most recently generated scheduled file: 03/01/2015

Scheduled Roster Requests

Date	Type	Purpose	Cancel
03/10/2017	Scheduled		<input type="checkbox"/>
05/06/2017	Scheduled		<input type="checkbox"/>
07/06/2017	Scheduled		<input type="checkbox"/>
09/06/2017	Scheduled		<input type="checkbox"/>
11/06/2017	Scheduled		<input type="checkbox"/>
01/06/2018	Scheduled		<input type="checkbox"/>
03/06/2018	Scheduled		<input type="checkbox"/>

Add Row | Submit | Reset

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Figure 7-39: Enrollment Reporting Schedule Successfully Created

7.10.1.4.3 Updating an Enrollment Reporting Schedule

Working with either a newly created schedule or the previously displayed schedule without creating a new one, you can modify the schedule on the Enrollment Reporting Schedule Update page. To change the schedule displayed on the update page you may:

1. Remove an existing schedule item:
 - Click the **Cancel** box for that item.
2. Change a date for an existing schedule item:
 - Type over a date in the **Date** box with a valid future date in mm/dd/ccyy format.

3. Add a reason for the scheduled item:
4. Enter the **Purpose** for this scheduled item. This can be helpful for reminders to set future items, such as drop/add deadline, term end date, etc.
5. Add new items to the schedule:
 - Click **Add Row** to add another row to the Update Schedule form.
 - In the **Date** box, type a valid date greater than or equal to the current date and less than or equal to the current date plus one year.
 - In the **Purpose** box, type a reason for the scheduled item.

Enrollment Reporting Schedule Update

Most recently generated scheduled file: 03/01/2015

Scheduled Roster Requests

Date	Type	Purpose	Cancel
05/01/2016	Scheduled	Summer Begins	<input type="checkbox"/>
07/01/2016	Scheduled	Summer Drop	<input type="checkbox"/>
09/01/2016	Scheduled	Fall Begins	<input type="checkbox"/>
11/01/2016	Scheduled	Fall Drop	<input type="checkbox"/>
01/01/2017	Scheduled	Spring Begins	<input type="checkbox"/>
03/01/2017	Scheduled	Spring Drop	<input type="checkbox"/>

Ad Hoc Roster Requests

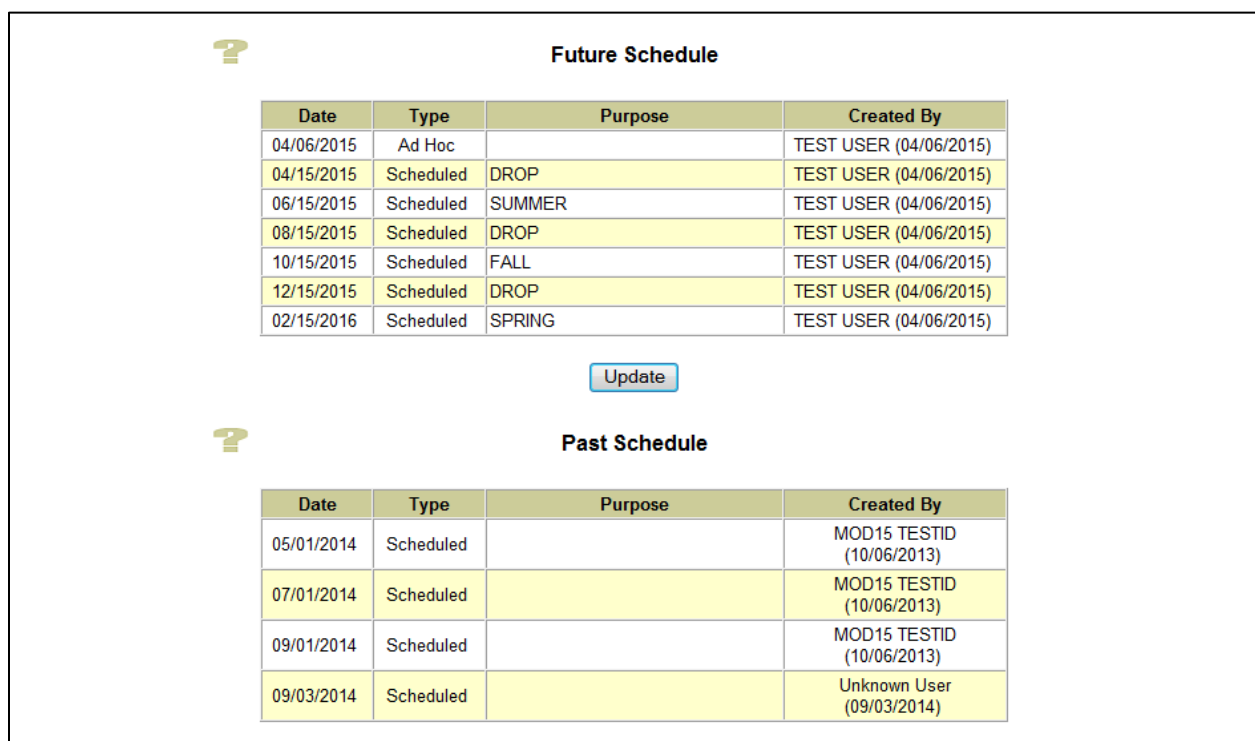
Loc.	Name	Date	Type	Purpose	Cancel
06789900	NORTH SOUTH UNIVERSITY	03/06/2017	Ad Hoc		<input type="checkbox"/>

Figure 7-40: Enrollment Reporting Schedule Update

6. Click **Submit**.
7. If your updates create a valid schedule, the Enrollment Reporting Schedule Update Confirm page displays the new schedule. Click **Confirm** to apply the changes to NSLDS, or **Cancel** to return to the entry page.

Note: If the updates produce a schedule that does not pass the edits applied by NSLDS, Enrollment Reporting Schedule Update redisplay with the appropriate error message. It also places error icons in front of specific schedule items that failed edits. Place your cursor over an icon to display the error message for that item as a ToolTip.

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



The screenshot displays two sections: 'Future Schedule' and 'Past Schedule'. Each section has a question mark icon to its left. The 'Future Schedule' section contains a table with 7 rows and 4 columns: Date, Type, Purpose, and Created By. Below the table is an 'Update' button. The 'Past Schedule' section contains a table with 4 rows and 4 columns: Date, Type, Purpose, and Created By.

Future Schedule			
Date	Type	Purpose	Created By
04/06/2015	Ad Hoc		TEST USER (04/06/2015)
04/15/2015	Scheduled	DROP	TEST USER (04/06/2015)
06/15/2015	Scheduled	SUMMER	TEST USER (04/06/2015)
08/15/2015	Scheduled	DROP	TEST USER (04/06/2015)
10/15/2015	Scheduled	FALL	TEST USER (04/06/2015)
12/15/2015	Scheduled	DROP	TEST USER (04/06/2015)
02/15/2016	Scheduled	SPRING	TEST USER (04/06/2015)

Past Schedule			
Date	Type	Purpose	Created By
05/01/2014	Scheduled		MOD15 TESTID (10/06/2013)
07/01/2014	Scheduled		MOD15 TESTID (10/06/2013)
09/01/2014	Scheduled		MOD15 TESTID (10/06/2013)
09/03/2014	Scheduled		Unknown User (09/03/2014)

Figure 7-41: Enrollment Reporting Schedule Update

7.10.1.5 Ad Hoc Roster Request

Using the Enrollment Reporting Preference top button labeled **Ad Hoc Roster Request**, makes requesting an ad hoc enrollment reporting roster as easy as a single click. The Ad Hoc Roster Request page allows school users to request an ad hoc roster outside their regular reporting schedule for their own location, or for any location at their school sharing the same enrollment administrator. ED users can request an ad hoc roster for any location at any school. The request is effective immediately, and the roster is generated the next time the batch program runs.

Click the button to display the **Ad Hoc Roster Request** page as shown in Figure 7-42: Ad Hoc Roster Request.

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Enrollment Summary | Enrollment Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Return To Enrollment Reporting Profile

Name: NORTH SOUTH UNIVERSITY
 Code: 06789900 Type: School

Ad Hoc Roster Request

Check All

Select	Code	Location
<input type="checkbox"/>	06789900	NORTH SOUTH UNIVERSITY

Submit

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Figure 7-42: Ad Hoc Roster Request

To request an Ad Hoc Roster:

1. Check the **Select** box next to the school location for which an ad hoc roster is to be generated.
2. When more than one location displays, request by:
 - a. Clicking the check box to the left of the location's Code and School Name, or
 - b. Selecting all the records displayed on the page by clicking **Check All** at the top of the form.
3. Click **Submit**.

Note: Ad Hoc requests are displayed in the schedule on the Enrollment Reporting Profile page, but only for the location currently displayed on that page. Users at locations that serve as Enrollment Administrators will see ad hoc requests for all the locations they administer on the Enrollment Reporting Schedule Update page. Users at administered locations will only see their own ad hoc requests on that page.

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

7.10.1.6 Roster Reset

The Roster Reset page is accessible through the Enrollment Reporting Profile page. The Roster Reset page allows users to push back onto a school location’s current roster all students who had appeared on a school location’s previous enrollment roster(s) since a user-specified “As Of Date”. This functionality will assist schools in reporting students whose graduation was not reported to NSLDS before the student was removed from subsequent roster files sent to the school by NSLDS.

School users can restore students to the roster for their own school location and any locations they administer. Roster Resets can only be changed or deleted on the same day they are requested, and will be processed that night.

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Enrollment Summary | Enrollment Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Return To Enrollment Reporting Profile

Name: NORTH SOUTH UNIVERSITY
Code: 06789900 Type: School

Submitting a reset may cause students with terminal statuses such as Graduated or Withdrawn to reappear on your roster. Failure to recertify the enrollment status of those students will negatively impact your school's Enrollment Reporting statistics.

There are no pending resets for your school location or locations you administer.

Roster Reset

Reset Add / Update


School Location Code: 06789900
As Of Date: 02/04/2017 (MMDDCCYY)

Submit

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Figure 7-43: Roster Reset



Warning: Submitting a Roster Reset may cause students with terminal statuses such as Graduated or Withdrawn to reappear on your roster. Failure to recertify the enrollment status of those students will negatively impact your school's Enrollment Reporting statistics. Please contact NSLDS Customer Service if you have questions about whether and when to use Roster Reset function

7.10.1.7 Enrollment Notification Override List

The Enrollment Notification Override List page displays a history of overrides for notification records for specific students or schools that have been requested to ensure the reporting of any certification(s) to a loan holder for that student or school. Some loan holders request that they receive only records that indicate a change in the enrollment status code, the enrollment status effective date, or the anticipated completion date. This override ensures that every certified record will be sent in the enrollment notification file for either that student or that school.

The begin date is the date the request is made (by a loan holder or ED User or Customer Service). The override will continue until the requestor returns to the page to end the override. The override is only for notification files; therefore, only a school that receives notification files for its Perkins Loan portfolio is authorized for the Enrollment Notification Override function. Schools with concerns that a loan holder is not receiving their enrollment certifications may call or email the NSLDS Customer Support Center (CSC) at 1-800-999-8219 to request an override.

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Enrollment Summary | Enrollment Update | Enrollment Reporting Profile | Enrollment Submittal | **Enrollment Notification Override List** | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY / TG54560 / SCTST2](#)

Name: NORTH SOUTH UNIVERSITY
Code: 06789900 Type: School

Enrollment Notification Override List

Begin / End Override for Student Begin / End Override for School

Display Only: --Select--
Sort By: --Select-- Submit

Type	Value	Begin Date	End Date	Requested by User ID
STUDENT	006789900	02/09/2015		NSL.SCTST2.FSA
STUDENT	000009999	02/09/2015		NSL.SCTST2.FSA

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Figure 7-44: Enrollment Notification Override List

7.11 Enrollment Spreadsheet Submittal

Federal regulations governing Title IV student aid programs require schools to monitor and update the enrollment status of students who receive Federal Student Loans. The New Enrollment Spreadsheet Submittal process was created to assist schools in reporting enrollment information at the campus and program level on the NSLDS Professional Access Web site. This process will allow a school to create new spreadsheets containing enrollment information or to be able to respond to enrollment rosters from NSLDS generated in the Comma Separated Values (CSV) format.

These instructions have been created to assist schools with the creation of the spreadsheet, and with usage of the online tool.

7.11.1 Process Overview

The Enrollment Spreadsheet Submittal is an online tool used by schools to submit enrollment data for Title IV students to NSLDS. Users can create their own spreadsheets or can populate the enrollment data on the Enrollment Spreadsheet Submittal Format. The Enrollment Spreadsheet Submittal Format has been made available on the [Federal](#)

[Student Aid Download](#) (FSAdownload) Web site to assist with ensuring the data in the spreadsheet is correctly identified for submission. Additionally, the spreadsheet can be used to create an ad hoc roster or to update an Enrollment roster in CSV format received from NSLDS. The following sections describe both processes in detail.

7.11.2 Spreadsheet Creation

The spreadsheet can be created with the first row containing the field names, found in Appendix A-3 of this document or on the Submittal Format downloaded from FSAdownload, or without the field names. Each method will be described in the following sub-sections. NSLDS does not have a preferred method. The decision whether or not to include this row is done at the discretion of the user. When creating the spreadsheet, the New Submittal Spreadsheet File layout found in Appendix A-3 of this document must be used as a reference.

It is imperative that the user created spreadsheet be saved in a secure manner. It is recommended that the spreadsheet have a unique name so that it can be easily identified during the upload process. Please ensure that when saving the file it is saved as a spreadsheet file in a format with an extension of .xls or .xlsx (Excel™ format). Any other extensions will cause the entire file to be rejected.

The spreadsheet has a file size limit of 1,000 KB (1 MB). Any file size over this limit will cause the spreadsheet to be rejected. If this happens, the user can split the data into separate files and submit each file separately. File size varies depending on the version of software used.

7.11.2.1 Rename Worksheet

The first step in creating the spreadsheet is to rename the worksheet that will be utilized for data entry, and subsequent data upload. The name of this worksheet must be named "**upload file**" in order to upload to NSLDS. To rename the worksheet:

- Right click on the worksheet tab name (Figure 7-45).
- Select Rename.
- When the current name of the tab is highlighted, type "**upload file**".
- Click out of the tab and the name will be stored (Figure 7-46).

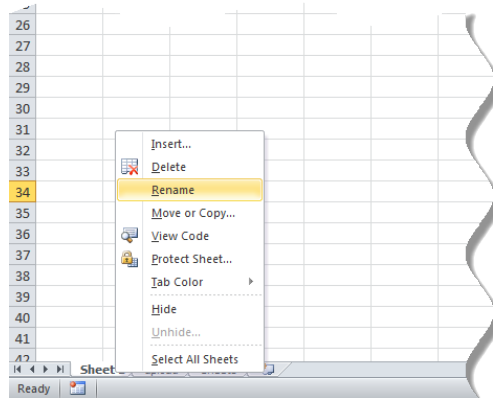


Figure 7-45: Rename Worksheet

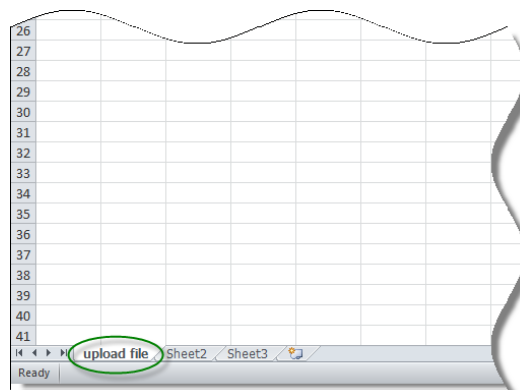


Figure 7-46: Renamed Worksheet

NSLDS will look for a worksheet with the name **“upload file”**. If the worksheet has any other name, NSLDS will attempt to load the data found in the first tab, or Sheet 1, of the spreadsheet. If Sheet 1 is empty, the user will receive the message “Spreadsheet has no data”. So it is suggested that the worksheet be correctly labeled for upload.

Also, NSLDS will only process one worksheet per spreadsheet, per upload. Any other worksheets will be ignored if they are present in the file, as will any records they may contain. If there are additional sheets that need to be submitted, after the first worksheet is uploaded, the school can rename the initial uploaded file to a different name and name the next sheet to “upload file”. Submit the file to NSLDS again, and the new page will be uploaded.

7.11.2.2 Spreadsheet with Field Names

When creating the spreadsheet with field names, the names of the fields appearing in the Submittal Spreadsheet Layout, as listed in Appendix A-3 of this document, or in Appendix A of the Enrollment Spreadsheet Submittal Instruction Guide, are to be

created by the user. The names of the fields must precisely match those presented in the Enrollment Reporting Guide and each name must be contained within an individual column. The names of the fields will appear in Row One, beginning in column A with "Record Type" and ending in column AY with "Filler". The school will be completing data for submittal in columns A through AV. The user created spreadsheet submittal does not require the inclusion of the Header and Trailer Records as other file layouts do.

	A	B	C	D	E	F	G	H	I	J
1	Record Type	Student Current SSN	OPEID	Student SSN Pseudo Indicator	Student Current First Name	Student Current Last Name	Student Current Middle Name	Student Date of Birth	Student Branch Designator Code	Certificate Date
2	001	888888888	08765400	R	Anna	Associate		19950101		201
3	002	888888888	08765400							
4	002	888888888	08765400							
5	003	888888888	08765400							
6										
7										

Figure 7-47: Spreadsheet Creation With Field Names

Fields identified as optional do not require data to be provided. However, the column for the field names must still appear in the spreadsheet, even if the data is not being supplied, as shown in Figure 7-48: Spreadsheet Creation With Field Names and Empty Optional Fields.

	A	B	C	D	E	F	G	H	I	J
1	Record Type	Student Current SSN	OPEID	Student SSN Pseudo Indicator	Student Current First Name	Student Current Last Name	Student Current Middle Name	Student Date of Birth	Student Branch Designator Code	Certificate Date
2	001	888888888	08765400	R	Anna	Associate		19950101		201
3	002	888888888	08765400							
4	002	888888888	08765400							
5	003	888888888	08765400							
6										
7										

Figure 7-48: Spreadsheet Creation With Field Names and Empty Optional Fields

7.11.2.3 Spreadsheet without Field Names

When creating the spreadsheet without field names, Row One of the spreadsheet will contain the first student detail record beginning in column A and ending in column AV. The student detail record is to be completed a single row at a time beginning in Row One of the spreadsheet, with additional records appearing in Row Two and so on. The user created spreadsheet submittal does not require the inclusion of the Header and Trailer Records as other file layouts do.

	A	B	C	D	E	F	G	H	I
1	001	999999999	06789900	P	Terri	Certificate		19950101	
2									
3									
4									

Figure 7-49: Spreadsheet Creation Without Field Names

Fields identified as optional do not require data to be provided. However, the column for the field must still appear in the spreadsheet, even if the data is not being supplied, as shown in Figure 7-50: Spreadsheet Creation Without Field Names and Empty Optional Fields.

	A	B	C	D	E	F	G	H	I
1	001	999999999	06789900	P	Terri	Certificate		19950101	
2									
3									
4									

Figure 7-50: Spreadsheet Creation Without Field Names and Empty Optional Fields

7.11.3 Data Entry

The spreadsheet can be populated with data by typing the data in manually, cutting and pasting from another source, or importing the data into the spreadsheet from another data source or toolset. Spreadsheets assume that all numbers typed into them are going to be used for math purposes. Therefore it automatically removes any zero which precedes a number, as is the case for an OPEID. For example, if the OPEID is typed in as "06789900" it may appear in the spreadsheet as "6789900".

When entering data for detail records it is important that only one record type is entered per row. The first three columns (columns A–C) will be the same for all record

types for a single student; these columns will contain the Record Type, Student Current SSN, and OPEID.

After column C, the different record types will offset as not to overlap with each other, so every column heading will be unique. The last three columns of each record type will be filler, to allow for the addition of new fields later without changing where the existing fields are located:

- Campus-level records (record type 001) will use columns D–AC of the spreadsheet. (One per student)
 - Columns AD–AF of the spreadsheet are filler.
 - There will only be one campus level row per student, per location.
- Program-level records (record type 002) will use columns AG–AP of the spreadsheet. (Zero or more per student)
 - Columns AQ–AS of the spreadsheet are filler.
 - Each program for a student will occupy a new row.
- Email Address records (record type 003) will use columns AT–AV of the spreadsheet. Optional. (Zero or more per student)
 - Columns AW–AY of the spreadsheet are filler.

For example, Terri Certificate (Student A in Figure 7-51) is a student enrolled in one program and has one email address.

- The first three columns (A–C) of each record type for Terri must match.
- Terri’s first detail record will be for the Campus-Level data.
 - o Start entering campus data in columns A–AC, as necessary, but leave the remainder of the columns (AD–AV) blank.
- Terri’s next detail record will be for the program level data.
 - o Skip columns D–AF and start entering the program data in columns AG–AP, as necessary, but leave the remainder of the columns (AQ–AV) blank.
 - o If Terri is enrolled in more than one program, each program would occupy a new row in the spreadsheet.
- Terri’s last detail record will be for Email Address, which will also occupy a new row in the spreadsheet.
 - o Skip columns D–AS and start entering email data in columns AT–AV, as necessary, but leave the remainder of the columns (AQ–AV) blank.
 - o If Terri has more than one email address, each email address would occupy a new row in the spreadsheet.

All record types for each student must be grouped, or “bundled” together. The following graph shows a high level example of how a spreadsheet submittal for Student A and B would appear:

Column A - C	D - AC	AD - AF	AG - AP	AQ - AS	AT - AV	AW - AY
'001' Student A	Campus-Level	Filler		Filler		Filler
'002' Student A		Filler	Program-Level	Filler		Filler
'003' Student A		Filler		Filler	Email Address	Filler
'001' Student B	Campus-Level	Filler		Filler		Filler
'002' Student B		Filler	Program-Level	Filler		Filler
'002' Student B		Filler	Program-Level	Filler		Filler
'003' Student B		Filler		Filler	Email Address	Filler

Figure 7-51: Spreadsheet Format Example

The submittal of student detail record data works with the bundle concept. When a school sends a Roster Submittal to NSLDS, the school must group the records for a given student in a single bundle ordered by record type (See Figure 7-51).

If any record types for a particular student have an error, the entire bundle for that student will be rejected with a Bundle Rejected (02) error. All records for that student will need to be resubmitted after the errors are corrected.

The final column (AZ) will be the same for all record types and will consist of the Bundle Rejected and other Error Codes, populated by NSLDS. School users should not enter information in these columns.

The purpose of the File Type Offset field in each data record type is to allow schools that are importing the CSV file into a spreadsheet to have the data field columns of each record type align to a unique column header for each data field. This will make updating the file easier for those who use the Spreadsheet Submittal process.

7.11.4 Formatting

Spreadsheet upload was created with various types of formatting issues in mind. While some Enrollment Spreadsheet Submittal fields have specific formatting requirements, others do not. Please refer to Appendix A-3 of this document or Appendix A and B of the Enrollment Spreadsheet Submittal Instruction Guide, available on FSAdownload, for the formatting of specific fields.

Additionally, the reporting requirements (Mandatory/Optional) for each field are listed in Appendix A-3 of this document. Please note that for Record Type 001 - Campus-Level, the student's phone number fields are considered optional; however, if a phone number is entered all associated fields must be populated (Columns Y-AA). The same is true for the entire Record Type 003 - Email Address record as it is considered optional, but if an email address is entered all fields in the record must be populated (Columns AT-AV).

7.11.5 Updating a Roster

While defining the Enrollment Preferences, on the NSLDS Enrollment Profile section of the NSLDS Professional Access Web site, the user has the option of selecting to receive an Enrollment Roster formatted as Comma Separated Values (CSV). The roster will be created in CSV format and delivered to the schools' SAIG TG mailbox based on the established enrollment reporting schedule. This roster format can be updated using spreadsheet software and submitted to NSLDS using the Enrollment Submittal page on the NSLDS Professional Access (NSLDSFAP) Web site, and does not need to be returned using SAIG.

7.11.5.1 Using a CSV File

The CSV formatted enrollment roster, when retrieved from the SAIG TG mailbox, has either a .DAT extension or a 3 digit numbered extension (e.g. .001, .002, etc.). In order to utilize this file in spreadsheet software, this file needs to be saved using a .CSV extension. This is accomplished by either opening the file and saving it with a .CSV extension or merely renaming the file with the .CSV extension.

Once the file has the .CSV extension, the securely stored file may be opened using spreadsheet software by locating the file. The following steps may help you with this operation; however, please consult the help information for the specific spreadsheet software being used as software may vary slightly.

1. Using EDconnect, download the Enrollment Roster in the message class EFRCADEOP from the SAIG TG mailbox to a secure location
2. Locate the downloaded Enrollment Roster file. (File will have either a .DAT or a 3 digit numbered extension. Example: efrcdeop.dat, efrcdeop.001, etc.)
3. Save or rename the file using the .CSV extension (Example: efrcdeop.csv)
4. Open the spreadsheet software tool
5. Click File
6. Click Open

7. Locate the previously saved file with the .CSV extension
 - The file type being browsed may need to be adjusted in order for the file to be located.
 - This is typically done using a drop down box:

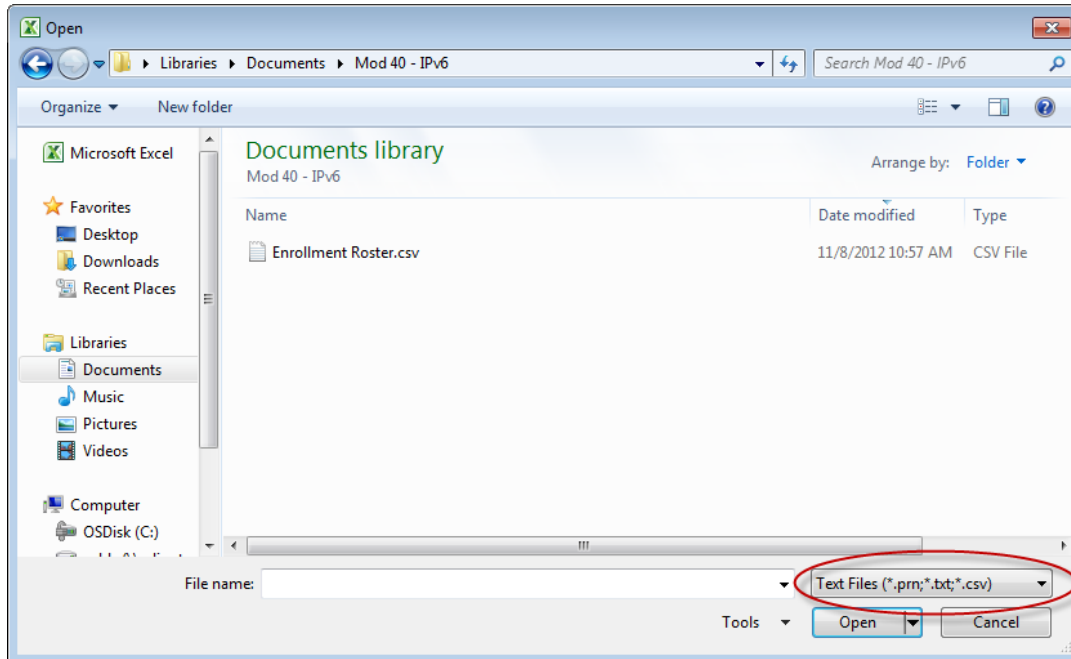


Figure 7-52: File Extension Drop Down Box

8. Select the file name
9. Click Open

The file should now open in the spreadsheet software. The first row will be the Header Record and the last row will be the Trailer Record. These records are on the file when it is created by NSLDS and need to be deleted from the spreadsheet prior to using the Enrollment Spreadsheet Submittal process.

The purpose of the File Type Offset field in each data record type on the CSV roster file is to allow schools that are importing the CSV file into a spreadsheet to have the data field columns of each record type align to a unique column header for each data field. This will make updating the file easier for those who use the Spreadsheet Submittal process.

If you have previously downloaded the Enrollment Spreadsheet Submittal Format (available on [FSAdownload](#)), the column Field Names (Row One) from this document may be copied and inserted into the spreadsheet now open. The column headings found in the document may assist you with locating the necessary information to be

updated, but do not have to be used. The spreadsheet may be submitted with or without the column headings, but should not include a header and trailer record.

Once all updates have been made to the enrollment roster, please ensure that the file is stored in a secure manner and saved in a format with an .xls or .xlsx extension (Excel™ format), rather than the .CSV extension. The file must have this format for the web site to recognize it for submittal.

7.11.6 Uploading an Enrollment Spreadsheet Submittal File

7.11.6.1 Enrollment Submittal Page

The Enrollment Submittal page is found under the Enroll tab on the NSLDS Professional Access Web site (NSLDSFAP) and allows school users the ability to report Enrollment status changes via spreadsheet submittal. Access to this page is limited to users with Enrollment capabilities.

The page allows the user to use the Browse function to search for the submittal file, and upload it from the location where it is securely stored. Because of the sensitivity of the information included in the file it must be saved in a secure manner on the local hard drive of the user's computer or stored in a secure manner on an external medium such as a flash drive or network. Once the file is located, the user will then need to select the manner for which errors, if any, will be returned.

Federal Student Aid | PROUD SPONSOR of the AMERICAN MIND™ | National Student Loan Data System (NSLDS)

Menu | Aid | Enroll | GE | Org | Report | Tran

Enrollment Summary | Enrollment Update | Enrollment Reporting Profile | **Enrollment Submittal** | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Name: NORTH SOUTH UNIVERSITY
Code: 06789900 Type: School

Enter the location and file name and submit for processing.

Enrollment Spreadsheet Submittal

I am running on Windows.

File Name: Browse...

Rows in Result File

- Result File contains all rows submitted
- Result File contains only input rows with errors

Background color for cells with error in Result File

- Yellow background for errors
- Grey background for errors
- White background for errors

Mouseover comment for cells with error in Result File

- Add comment to error cell
- Do not add comment to error cell

Validate Validate and Submit

PRIVACY ACT OF 1974 (AS AMENDED)

FOIA | Privacy | Security | Notices WhiteHouse.gov | USA.gov | ED.gov

Figure 7-53: Enrollment Submittal Page

7.11.6.2 Enrollment Submittal Page Results Presentation

After the Enrollment spreadsheet has been uploaded a validation is done to identify any errors in the file. There are several different ways errors can be displayed. The following section explains the use of each option. The default options appear but a school may select other options in each selection prior to clicking the Validate or Validate and Submit buttons.

I am running on Windows.

File Name:

Rows in Result File

Result File contains all rows submitted

Result File contains only input rows with errors

Background color for cells with error in Result File

Yellow background for errors

Grey background for errors

White background for errors

Mouseover comment for cells with error in Result File

Add comment to error cell

Do not add comment to error cell

Figure 7-54: Results Presentation

- **Rows in Result File**—Indicates what rows will be returned after validation has been completed. The default is Result File contains all rows submitted.
 - **Result File contains all rows submitted**—All rows on the submittal spreadsheet will be present in the Result File. Records with one or more errors will have data present in the error columns and records without errors will have no data present in the error columns.
 - **Result File contains only input rows with errors**—Only rows from the submittal spreadsheet that contain one or more errors will be included in the result file.
- **Background color for cells with error in Result File**—Indicates what color the cells which contain errors will be after validation has completed. Data cells with errors will be indicated by a color highlight. The default is Yellow background for errors.
- **Mouseover comment for cells with error in Result File**—Indicates whether or not the Result file, which is created after validation has completed, contains comments which appear when the mouse is moved over the field containing the errors. Regardless of the selection made, the error codes and messages will appear on the far right hand side of the spreadsheet Results file. The default is Add comment to error cell.
 - **Add comment to error cell**—A red Tooltip triangle will appear in the cell which houses the field in error. When the computer mouse is moved over field with an error, the error message(s) applicable to this field will appear on the screen.
 - **Do not add comment to error cell**—The red Tooltip triangle will not appear.

- **Validate/Validate and Submit**–There are two options for validating data.
 - **Validate**–The system will review all data in the spreadsheet for errors. No data will be loaded to NSLDS during the validation process. Result data will be presented to the user according to the Result File preference selected. This allows for errors to be corrected before submitting the file. To load the data to NSLDS, the upload process MUST be repeated by selecting the Validate and Submit button.
 - **Validate and Submit**–The system will review and validate all data in the spreadsheet, even if it was previously validated. Any data without error will be submitted and stored in NSLDS. Result data will be presented to the user according to the Result File preference selected.

The user MUST click the **Validate and Submit** button for the data to be processed and updated on NSLDS.

Once the submittal file has been validated, by either the Validate or Validate and Submit, a message will display on the screen with the number of records in error and the number of total records in the spreadsheet. A pop-up box will appear with the option to Open, Save or Cancel the Result File created by the submission.

The screenshot displays the NSLDS Enrollment Reporting System interface. At the top, it shows the Federal Student Aid logo and the National Student Loan Data System (NSLDS) logo. The navigation menu includes options like Menu, Aid, Enroll, GE, Org, Report, and Tran. The main content area shows a user logged in as TEST USER from NORTH SOUTH UNIVERSITY. A red warning icon indicates an error: "Action: Validate and Submit. Result file 'NewEnrollmentSpreadsheetSubmittalFormat-Result.xls' returned. Input has errors on 20 out of 20 rows." Below this, the "Enrollment Spreadsheet Submittal" form is visible, with a checked box for "I am running on Windows" and a "File Name:" field with a "Browse..." button.

Figure 7-55: Number of Errors Example

If Open is selected, the Result File will open in the computer's default spreadsheet software and the errors in Column AZ will be presented in the manner previously selected on the Enrollment Submittal Web page. The file will retain the same name as it

was uploaded, however “- Results” will be appended to the end of the name. For example, if the name of the spreadsheet submitted is “Enrollment.xlsx” then name of the Results file will be “Enrollment – Results.xlsx”.

7.11.7 Working Errors

All records are validated against the edits described in Appendix D of this document, and in Appendix B of the Enrollment Spreadsheet Submittal Instruction Guide available on FSAdownload, and any errors will be identified in Column AZ of the Results file, and also in pop-up mouseover comments if that option was selected.

	A	B	C	D	E	F	G	H	I	
	Record Type	Student Current SSN	OPEID	Student SSN Pseudo Indicator	Student Current First Name	Student Current Last Name	Student Current Middle Name	Student Date of Birth	Student Branch Designator Code	Certific Date
1										
2	001	8888888888			Anna	Associate		19950101		20
3	002	8888888888	08765400							
4	002	8888888888	08765400							
5	003	8888888888	08765400							
6										
7										
8										

Figure 7-56: Results File with Yellow Highlight and Tool Tip

Users can make corrections to the data in the Results file or the original submittal file. Additionally, the user can rename the Results file prior to re-submitting it in order to keep a record of what has been submitted. Regardless of which method is used, any records with errors must be re-submitted to NSLDS for processing.

	AT	AU	AV	AW	AX	AY	
	Email Effective Date	Good Email Address Flag	Email Address	Filler	Filler	Filler	ERRORS
1							
2							02 - Bundle Rejected.
3							02 - Bundle Rejected.
4							68 - Invalid Program Enrollment Status. 69 - Program Enroll Stat Eff Date required and must be le 02 - Bundle Rejected.
5			1 anna@ccc.edu				70 - Email effective date is required and must be a valid 71 - Good Email Address flag must be Y, N or Space. 02 - Bundle Rejected.
6							
7							
8							
9							

Figure 7-57: Results File with Error Column

If records or rows need to be removed from the worksheet, the Delete row function must be used in order to ensure that all data is removed from the spreadsheet. NSLDS does not recommend using the Clear function the spreadsheet software provides.

7.12 Enrollment Reporting By Batch

7.12.1 Batch Enrollment Data Transmission: The Basics

The Batch Enrollment Reporting process involves transmitting files electronically over SAIG, and this chapter will explain how you can do so. Schools with a large population find batch processing to be an efficient method of data exchange. In batch processing, the Enrollment Detail records are received from NSLDS as a single file (the Enrollment Reporting roster file), fully processed in your school’s (or servicer’s) computing environment, and then transmitted back to NSLDS—again as a single file (the Submittal File). This is the most efficient method for processing large quantities of data.

The Department’s SAIG is used to send and receive batch enrollment data electronically. You can log on to SAIG from a mainframe computer or personal computer (PC) to send and receive data through the SAIG facility for batch file processing. You must have the latest EDconnect software or other mainframe process to retrieve the file from your SAIG mailbox.

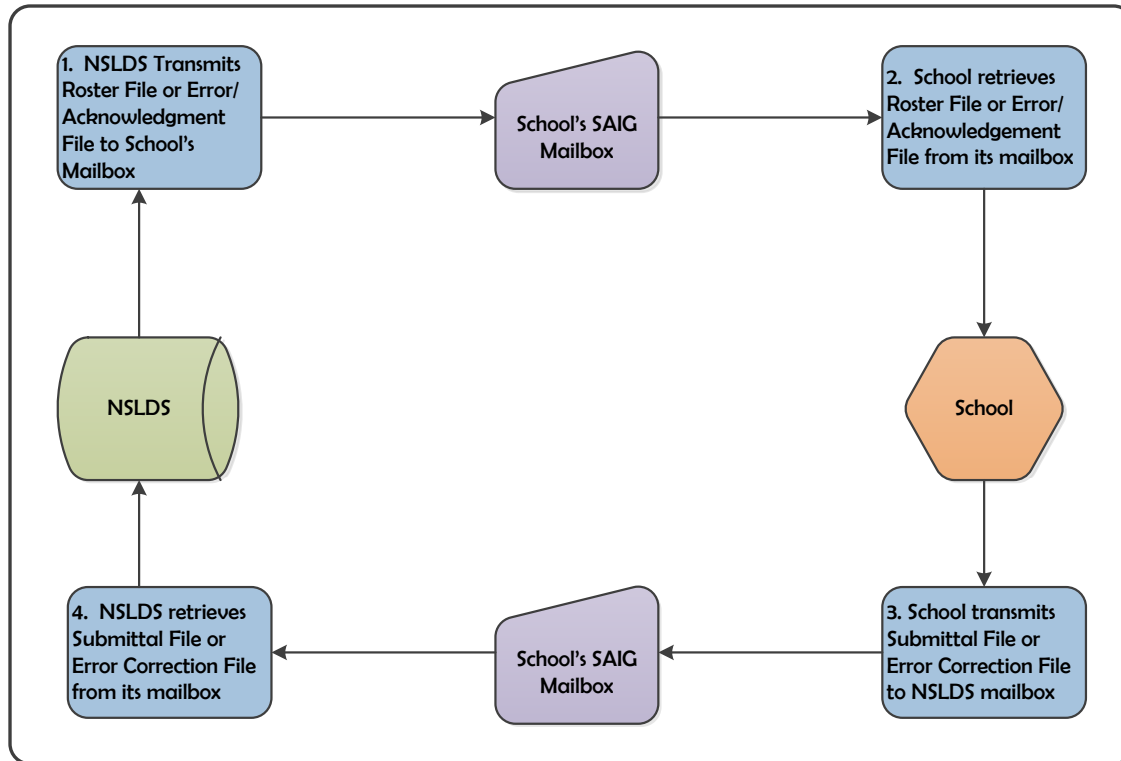


Figure 7-58: Enrollment Reporting Batch Process Flow

If you have questions or problems downloading the roster file from SAIG, call CPS/SAIG Technical Support at 1-800-330-5947

To provide greater flexibility in reporting enrollment data, NSLDS has implemented additional file types. Schools indicate the file format on the Enrollment Reporting Profile Preferences section on the NSLDSFAP website, and NSLDS will initiate the batch roster file in that format type and format preference. (See the Online section for instructions on entering file preferences.)

7.12.2 Identifying Your File Type

The file types are:

- Fixed-width – a fixed length flat file.
- Comma separated-value (CSV) – flat file with data separated by commas rather than each field required to be a required byte length. This option allows schools

to use spreadsheet software or other school software and convert the data easily into a transmittable file.

7.12.2.1 Identifying Your Data: Message Classes

NSLDS transmits the Enrollment Reporting Roster file to your SAIG electronic mailbox on the Enrollment Reporting Schedule created by your school. You can then retrieve the Enrollment Reporting Roster file from your mailbox using either mainframe or PC communications software.

The following message classes for the fixed-width file type are used when transmitting enrollment data via SAIG to identify the type of file being sent or received:

- **EFRFLEOP**—Enrollment Reporting Roster File sent to your school by NSLDS on the schedule created by your school.
- **EFSFLEIN**—Completed Submittal File or Error Correction File that is returned to NSLDS.

The following message classes for the CSV file type are used when transmitting enrollment data via SAIG to identify the type of file being sent or received:

- **EFRFCDEOP**—Enrollment Reporting Roster File sent to your school by NSLDS on the schedule created by your school.
- **EFSFCDEIN**—Completed Submittal File or Error Correction File that is returned to NSLDS.

Each Roster file has the following structure:

- **Header, Detail, and Trailer Records**—Each Enrollment Reporting Roster file contains a single Header record, multiple Detail records, and a single Trailer record. The Header record identifies the source of the file and the file's preparation/creation date. The Detail records, one or more bundles of detail records for each student, contain current information on file with NSLDS in the mandatory fields as well as data that has been supplied by the school in optional fields. The record layouts identify the certification date as part of each bundle of detail records. The Trailer record shows the number of Detail records contained in the file.
- **Format Data**—Any Detail records added or data added, updated, or changed must be formatted according to the selected layout type and field definition specifications in Appendix A. Verify changes and check for formatting errors before returning the Submittal File to NSLDS.
- **Record Sequence Numbers/Record Type**—Each Detail record begins with a

Record Sequence or Record Type Number, which NSLDS uses to ensure security and audit-ability. Sequence Numbers are sorted by NSLDS in ascending order. Do not change the Record Sequence Number.

- **Student Identifiers**—Each Detail record contains five student identifiers. Three of the five student identifiers are also record identifiers, which NSLDS uses to match Detail records in its database against Detail records returned in the school Submittal File. The student identifiers uniquely identify the Detail record.

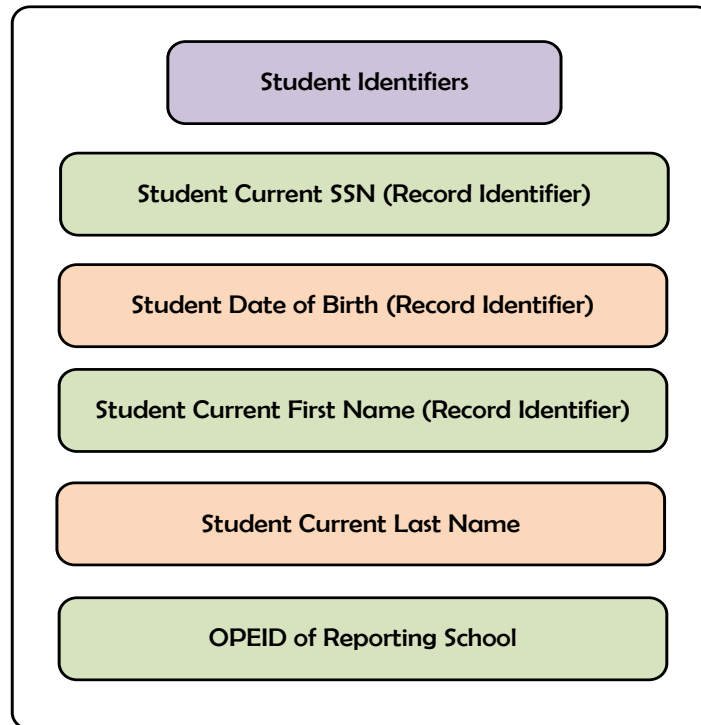


Figure 7-59: Student Identifiers

- **Student Designator**—Schools that do not use the student SSN to identify student registration records may enter the identifier in the Student Designator field provided in the Detail record. NSLDS will not remove or change the Student Designator, so it may be used in later Enrollment Reporting roster files to match records easily. You must not change the SSN provided by NSLDS.
- **Enrollment-Related Fields**—Each Detail record in the Enrollment Reporting roster file includes three enrollment-related fields: Anticipated Completion Date (ACD), code for Enrollment Status (ES), and Enrollment Effective Date. These fields must be reviewed for each record on the Enrollment Reporting roster file and updated with any change. The list of valid Enrollment Status Codes can be found in Appendix C.

7.12.3 Adding Students to the Roster

If you are aware of students who should be on the Enrollment Reporting Roster file but who are not, add detail records for each student to the Submittal File. If you use an Enrollment Reporting Servicer, you will need to work with it to have students added to your roster who should be there.

- **Pseudo SSN**—Sometimes the Student SSN contains a pseudo-SSN constructed by the data provider in the absence of the real SSN. This may be found in older student loans, which were made before Congress required an official SSN on loan applications. A pseudo-SSN is indicated by a P in the Student's Social Security Number Pseudo Indicator field. If a match is found between other NSLDS student identifiers and a student enrollment record, and the real SSN is known, contact your data provider. Your data provider will confirm that the NSLDS record and the school record are for the same student. Conflicts in SSN identifiers can be reported to the NSLDS CSC by calling 1-800-999-8219.
- **Withdrawn or Graduated Students**—Students who have graduated or withdrawn stay on the Enrollment Reporting Roster until their enrollments are certified a second time with the same status.

It is imperative that the student identifiers in the added records match the student identifiers on NSLDS. Students cannot be added to NSLDS unless the student exists on the database. If a data provider has not reported a loan or grant to NSLDS and the school tries to add the record in a batch process, the student record will be rejected on the Submittal File or Error Correction File.

7.12.4 Processing Enrollment Rosters

This section explains the following in detail:

- How to receive your Enrollment Reporting Roster file from NSLDS.
- What to expect in the Error/Acknowledgment File you receive back from NSLDS.
- How to build an Error Correction File in response to the Error/Acknowledgment File.

If your school uses an Enrollment Reporting Servicer, you must make sure that the servicer has the latest student enrollment information.

The accuracy of Title IV student loan records depends heavily on the accuracy of the data that your school reports. NSLDS records must be accurately matched with your enrollment records. You should review, update, or verify student enrollment statuses

and other information with information that appears on the Enrollment Reporting roster file.

Remember, the Department considers the school the source of enrollment data, not the data providers. Once you certify an enrollment record you become the authority of that enrollment status. It is your responsibility to continue to provide certification of enrollment on all students on your roster. You should correct any errors in reporting that were identified by NSLDS. If the student has existing enrollment in NSLDS and there is an error, the enrollment will not be updated; and if there is no existing enrollment information, no new enrollment information will be added.

Your Enrollment Reporting Roster will include borrowers with enrollment statuses of 'F' (full-time), 'Q' (three-quarter time), 'H' (half-time), 'L' (less than half-time), 'A' (leave of absence), 'G' (graduated), 'W' (withdrawn), 'X' (never attended), 'Z' (no record found), or 'D' (deceased).

A student with an enrollment status of 'X', 'Z', 'W', 'G' or 'D' will not be removed from the Enrollment Reporting Roster until two consecutive certifications of the same status are received.

7.12.4.1 Receiving the Enrollment Reporting Roster File

Based on the Enrollment Reporting Schedule set up by the school and the school portfolio preferences, NSLDS prepares an Enrollment Reporting roster file for your school. This Enrollment Reporting roster contains a portfolio of students identified as Title IV aid recipients that may be new to your school, previously reported as attending your school, recently graduated, or withdrawn.

Enrollment Reporting Rosters are received as follows:

- **Electronically to the school**—Users log on to SAIG to receive the Enrollment Reporting Roster file in an electronic mailbox.
- **Electronically to an Enrollment Reporting Servicer**—Schools using a servicer will not receive the Enrollment Reporting Roster file. The Enrollment Reporting Roster file is sent directly to the servicer.

7.12.4.2 Preparing the Received Roster

This Enrollment Reporting Roster contains students attending your school, recently graduated, or withdrawn. You can compare a printed copy of the Enrollment Reporting Roster file contents against your registration records, but to do this, you will have to convert the Enrollment Reporting Roster file into a printable format. The most efficient method for comparing records is to use an automated matching process. Your

information technology (IT) department or Enrollment Reporting Servicer has or can develop software to match the records, and then you need to review manually only unmatched records.

It is imperative that the student identifiers in the added records match the student identifiers on NSLDS. Students cannot be added to NSLDS unless current aid is on the database. If a data provider has not reported a loan to NSLDS or COD has not reported a grant and the school tries to add the record in a batch process, the student record will be rejected on the Submittal File or Error Correction File.

7.12.4.3 Matching Student Records

After receiving the Enrollment Reporting Roster file, you must match the Detail records in that file to the student records in your registration system or other system that maintains current enrollment information. During the matching process, you must be certain that you have a legitimate match. One or more of the student identifiers provided by NSLDS may differ from the information in your school records.

If you are sure your data are correct (based on the reliable source of your data or documentation on file) you must contact the data provider and work with them to make changes. If you cannot resolve the discrepancy with the data provider, you may contact the NSLDS CSC at 1-800-999-8219, Option 3. You will need to provide copies of certain legal documents to make changes.

Enrollment Reporting Roster files received by electronic transmission through SAIG can be processed on a PC. The Comma Separated Value (CSV) file type allows a school to easily download the data into a spreadsheet software tool or database software tool, or perhaps a system of the school's creation. You can then update the student status and create a file for submission using SAIG or upload using the [NSLDSFAP](#) Enrollment Spreadsheet Submittal Web page.

7.12.4.4 Updating Student Information

For each matching record, you must either confirm that the current enrollment provided by NSLDS in the enrollment roster is still valid, or update the enrollment status to the correct value according to the codes in Appendix C. When updating the enrollment status, the enrollment status effective date (ESED) must also be updated to correspond to any change. If the status is correct but the ESED is not, you may correct the ESED without a change of status. The ESED is critical to maintain student loan records and repayment schedules properly, and therefore, must be reported accurately.

- **Pseudo SSN**—Sometimes the Student SSN contains a pseudo SSN constructed by the data provider in the absence of the real SSN. This may be found in older

student loans, which were made before Congress required an official SSN on loan applications. Usually a pseudo SSN is indicated by a **P** in the Student's Social Security Number Pseudo Indicator field. If a match is found between other NSLDS student identifiers and a student enrollment record and the real SSN is known, contact your data provider. Your data provider will confirm that the NSLDS record and the school record are for the same student. Conflicts in SSN identifiers can be reported to the NSLDS CSC by calling 1-800-999-8219.

- **Withdrawn or Graduated Students**—Students who have graduated or withdrawn stay on the Enrollment Reporting roster until two consecutive certifications of the same status are received.
- **Program-Level data**—Program-Level information in record type 002 must be submitted for every student in your roster, as applicable.

7.12.4.5 Returning the Reporting Roster File as the Submittal File

After all enrollment records are validated as correct or updated appropriately, the Submittal File is returned to NSLDS via SAIG through the correct message class for the file type you are using.

7.12.4.6 Submittal File Processing

After receiving the Submittal File, NSLDS edits the file. Detail records that pass all edits are accepted and processed through the remaining steps and updates are applied to NSLDS.

You have up to 10 business days to correct the errors. This may be done online or by returning the file as the Error Correction File. Error correction includes updating the information in error so it will pass the edits and be processed by NSLDS. Simply resending the same erroneous data does not meet the requirement to correct errors. Records that have been returned to the school in an Acknowledgment/ Error File are not added to the NSLDS database unless the error is corrected and the record returned to NSLDS.

Note: If you have not received an Error/Acknowledgment File within 48 hours of transmitting your Submittal File, you should contact the NSLDS CSC at 1-800-999-8219. NSLDS does not send notification if the full Submittal File fails. **No news is not good news.** It is your responsibility to be sure your file is received and processed.

7.12.4.7 Error Notification and Correction

Detail records that fail with one or more edits are returned in the Error/Acknowledgment file. Each Detail record returned has error code(s) appended to the end of the record explaining the rejection. Except for appended error codes, the Error/Acknowledgment File have the same format as the Enrollment Reporting Roster file, but it only contains those records that have an error. Error Codes, Error Messages and their application can be found in Appendix D. After NSLDS receives and processes the file, you will receive one of the following:

- **An Error/Acknowledgment File that contains no error Detail records**—It is an acknowledgment that the Detail records in the Submittal File contained no errors and were added to the database.
- **An Error/Acknowledgment File with error records**—It will contain the Detail records that could not be processed and the applicable error codes.

Note: The Trailer record of the Error/Acknowledgment File contains the total number of Detail records received, the total number of accepted records, and the total number of rejected records.

This file serves as the acknowledgment that NSLDS has received and processed the Submittal File. **You should retain a copy of the Error/Acknowledgment File for audit purposes.**

If you received an Error/Acknowledgment File containing Detail records with errors, you must correct the errors and return the file as the Error Correction File **within 10 days**. You should build and return the Error Correction File the same way you built and returned the submittal file. Refer to the appropriate File record layout specifications in Appendix A for formatting differences. The error codes are provided at the end of each Detail record.

If you have not received an Error/Acknowledgment File within 48 hours of transmitting a submittal or correction file, you should call the NSLDS CSC at 1-800-999-8219.

7.12.4.8 Ad Hoc Reporting

It is important to report Enrollment status changes to NSLDS as soon as possible after they occur. You can fulfill this requirement by Ad Hoc reporting. Ad Hoc reporting may be done by requesting a file from NSLDS or by creating your own Submittal File.

- You can request a previously unscheduled roster file by requesting an Ad Hoc Roster using the Enrollment Reporting Profile page on the [NSLDSFAP](#) website under the Enroll tab. The ad hoc file is created the next processing day and will be sent via SAIG. It may be updated and returned as a Submittal File through

SAIG.

- You can also submit an unscheduled Submittal File (Ad Hoc) containing detail for enrollment status changes (created on a PC or mainframe). The file is created using the file layout type of your choice for a Submittal File.

You can also fulfill the requirement of notifying NSLDS of the enrollment change by going online and updating the individual students who have had a change.

7.13 Common Reporting Errors

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

7.13.1 Improper reporting of Publish Program Length (PPL)

For traditional programs, the Publish Program Length (PPL) should usually be reported in Years instead of Months. The following are considered traditional programs:

- Associate’s Degree (credential level ‘02’) = 2 years
- Bachelor’s Degree (credential level ‘03’) = 4 years

After a program is reported, NSLDS converts any lengths reported in weeks or months to years, with a formula using the Weeks in Title IV Academic Year. Improper reporting of months instead of years causes the calculated Publish Program Length in Years to be too long, negatively affecting the student’s Maximum Eligibility Period (MEP).

Example: Figure 7-60 shows a misreported four-year program, where the PPL was reported as 48 months, causing the Publish Program Length in Years to be calculated as 6.4 Years, instead of 6 years.

NORTH SOUTH UNIVERSITY - 06789900										
CIP Code: 520201					Title: Political Science and Government, General.					
1	Credential Level: 03 - Bachelor's Degree				Published Prog. Length in Yrs.: 6.4		Special Program Indicator: N			
Prog. Begin Date: 01/19/2016					Reported Program Length: 48.0 Months		Weeks in Academic Year: 32.0			
Reported By	Reported By ID	Status	Eff. Date	Active	Earliest Cert.	Latest Cert.	Latest Cert. Method	Times Certified	Latest Date Received	Current
School	06789900	Full Time	05/26/2015	Active	10/15/2014	10/15/2015	School Batch	7	10/15/2015	Current

Figure 7-60: Improper reporting of Publish Program Length

7.13.2 Improper reporting of Program Begin Date

The Program Begin Date is the date on which the student began attending the program. This date should not change based on a new term or interruption in enrollment at same school location. Additionally, NSLDS will use COD's **Payment Period Begin Date** as the **Program Begin Date** for the first program data reported to NSLDS by COD. Schools must verify and correct Program Begin Date as needed. COD data will never replace school certified data.

Data Element	COD	NSLDS
CIP Code Year		X
CIP Code	X	X
Credential Level	X	X
Published Program Length	X	X
Weeks in Title IV Academic Year	X	X
Special Program Indicator	X	X
Enrollment Status	X	X
Enrollment Status Effective Date		X
Program Begin Date		X
Payment Period Start Date	X	
Program Indicator		X

Figure 7-61: Data Collection – COD vs NSLDS

7.14 Ways to Improve Enrollment Reporting

Below is guidance on how schools can improve their reporting of enrollment data.

- Certify ALL students on the enrollment roster at least every 60 days, with program data (if applicable), even if no change in status
 - Old / Uncertified students will lower your Enrollment Statistics
- Ensure the correct enrollment status is reported at both the Campus-Level and Program-Level
- Utilize online tools and reports available on the NSLDSFAP website:
 - In the **Enrollment Update** page:

- Search for students on the roster in a 'W' (withdrawn) or 'G' (graduated) enrollment status and certify those students for second time. The second certification will remove them from the roster.
- Search for any students without programs by selecting the "**Exclude Students with Certified Programs**" box and add programs, if needed.
- In the Enrollment Maintenance page:
 - Search for any students that have not been certified in over 60 days by selecting "Certification Date" in the Retrieve/Sort By option. Once the students have been identified, certify them.

Chapter 8. Monitoring of Reporting Compliance

NSLDS provides various online tools and reports for the school to monitor the certification records that have been provided to NSLDS by the school or by its servicer. This chapter describes these tools, web pages, and reports.

8.1 Enrollment Reporting Statistics

NSLDS calculates Enrollment Reporting Statistics to monitor school compliance with enrollment reporting requirements, including the reporting of Program Enrollment information. Enrollment Reporting Statistics are calculated for each location, as determined by the 8-digit OPEID code at the location/branch level, for all schools that are set up for enrollment reporting. All enrollment reporting is done at the location level to indicate where the student is physically attending.

The Enrollment Reporting Statistic is calculated as the percentage of students who are on the enrollment roster for a location as of the Start Date who were also reported with Program Enrollment between the Start Date and the Evaluation Date. Statistics are calculated during the third week of every month. The Start Date is set at 135 days prior to the Evaluation Date for each month's calculation. This is done so schools have plenty of time to certify program enrollment for any students who are added to the roster.

NSLDS sets a minimum threshold percentage for reporting of Program Enrollment, and sends a series of escalating compliance notices via email to schools that fall below this percentage. Schools who have a larger percentage of students on the roster that are actually not enrolled in any Program (for example, continuing education students) may request an exception to have a lower minimum percentage approved by contacting ERCompliance@ed.gov. See 8.1.3 for more information.

8.1.1 Enrollment Reporting Statistics Page

The Enrollment Reporting Statistics page displays information about the extent and quality of the enrollment reporting provided by schools participating in the federal student aid programs. School users can view the previous year's enrollment reporting statistics for their school as a whole or for any of their school's locations. Additionally, the page will display histories of Compliance and Late Roster Notifications. The Enrollment Reporting Statistics process each month looks back 135 days from the Evaluation Date, and evaluates only students who were on the school's roster as of the Start Date (135 days prior to Evaluation Date). Therefore, it may take multiple cycles for improvement to be reflected in the 'Percent Certified with Program Enrollment' column.

If a school has been approved for an exception to the minimum Enrollment Reporting Statistics percentage, the **Enrollment Reporting Threshold Override History** button will display and allow the user to view the exception information.

To Access the Enrollment Reporting Statistics, select the Enrollment Reporting Statistics button at the top of the Enrollment Reporting Profile Page.


The warning and informational icons at the top of the page reflect the status of the enrollment statistics for the particular school or school location selected.

Warning icons:

- **Percent Certified**—The most recent Percent Certified with Program Enrollment value for the school (school location) falls beneath the applicable threshold.
- **Late Roster**—The most recent roster for the school (one or more locations at the school) has not been returned and is late.


Informational icons:

- **Certification Statistics**—There are no certification statistics for the school (school location) for the past year.
- **Compliance Notification**
 - The display options in effect returned more Compliance Notification letters than appear on the page.
 - The display options in effect did not return any Compliance Notification letters.
- **Late Roster Notification**
 - The school (school location) has received more Late Roster Notification letters in the past six months than appear on the page.
 - The school (school location) has not received any Late Roster Notifications letters in the past six months.




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Menu | Aid | Enroll | GE | Org | Report | Tran




Enrollment Summary | Enrollment Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List | Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG64560 / SCTST2


[Return To Enrollment Reporting Profile](#)

Name: NORTH SOUTH UNIVERSITY
Code: 06789900 Type: School



Compliance Notification

Enrollment Reporting Statistics



Display Options


School Code: 067899

School Location Code: 06789900

Display Statistics For: School School Location


Compliance Notification Letter Sent On or Before: 07/27/2016 (MMDDCCYY)

Maximum Number of Compliance Notifications Per Location: 10



Certification Statistics for Location

	Start Date	Evaluation Date	Students in Portfolio	Students Certified	Students Certified With Program Enrollment	Percent Certified	Percent Certified with Program Enrollment	Roster Records Returned	Roster Records in Error Returned	Roster Error Percent
1	03/07/2016	07/20/2016	162	162	161	100.00%	99.38%	329	0	0.00%
2	04/11/2016	06/15/2016	166	0	0	0.00%	0.00%	0	0	0.00%
3	03/14/2016	05/18/2016	162	162	161	100.00%	99.38%	162	0	0.00%
4	02/15/2016	04/20/2016	156	156	155	100.00%	99.36%	162	0	0.00%
5	01/11/2016	03/16/2016	164	164	164	100.00%	100.00%	165	0	0.00%
6	12/14/2015	02/17/2016	139	139	139	100.00%	100.00%	165	0	0.00%
7	11/17/2015	01/21/2016	136	136	136	100.00%	100.00%	136	0	0.00%



Late Roster Notification History

	Roster Date	Letter Date
1	05/16/2016	06/23/2016

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[WhiteHouse.gov](#) | [USA.gov](#) | [ED.gov](#)

Figure 8-1: Enrollment Reporting Statistics

8.1.2 Certification Statistics

The Certification Statistics for School / Location section displays information about the extent and quality of the enrollment reporting provided by schools participating in the federal student aid programs. The page will display Certification Statistics for the past year. The section displays the following information, definitions of these fields can also be found in the Enrollment Reporting Statistics Help page:

- **Start Date**—The begin date for the evaluation period that produced the row of data. This date is 135 days prior to the Evaluation Date.
- **Evaluation Date**—The date on which the period under evaluation ended and the evaluation itself was performed.
- **Students in Portfolio**—The number of students participating in the school or school location's portfolio on the Start Date.
- **Students Certified**—The number of students participating in the school or school location's portfolio at the Start Date who were certified at least once by the Evaluation Date.
- **Students Certified With Program Enrollment**—The number of students participating in the school or school location's portfolio at the Start Date who were certified at least once with program enrollment by the Evaluation Date.
- **Percent Certified**—The percentage of students in the school or school location's portfolio successfully certified during the evaluation period.
- **Percent Certified With Program Enrollment**—The percentage of students in the school or school location's portfolio successfully certified with program enrollment during the evaluation period.
- **Roster Records Returned**—The number of records that were processed by NSLDS for a specific school or school location's portfolio between the Start Date and Evaluation Date.
- **Roster Records in Error Returned**—The number of records containing errors that were processed by NSLDS for a specific school or school location's portfolio between the Start Date and Evaluation Date.
- **Roster Error Percent**—The ratio of records in error to records returned expressed as a percentage.

As a reminder, schools are expected to report enrollment for all students on the roster, and to report program data for all programs in which a student is enrolled. The Enrollment Statistics Report is available to schools and is discussed in detail in Section 8.5.1.


		 Certification Statistics for Location								
	Start Date	Evaluation Date	Students in Portfolio	Students Certified	Students Certified With Program Enrollment	Percent Certified	Percent Certified with Program Enrollment	Roster Records Returned	Roster Records in Error Returned	Roster Error Percent
1	10/31/2016	03/15/2017	6,811	6,805	5,700	99.92%	83.69% 🚨	17,060	585	3.43%
2	10/03/2016	02/15/2017	8,699	8,627	8,288	99.17%	95.28%	119,832	2,726	2.27%
3	09/05/2016	01/18/2017	9,278	9,206	8,835	99.22%	95.23%	116,645	3,294	2.82%
4	08/08/2016	12/21/2016	5,837	5,766	5,653	98.78%	96.85%	98,367	3,082	3.13%
5	07/04/2016	11/16/2016	6,774	6,703	6,573	98.95%	97.03%	110,674	4,084	3.69%
6	06/06/2016	10/19/2016	6,703	6,549	6,420	97.70%	95.78%	81,781	3,101	3.79%
7	05/09/2016	09/21/2016	6,589	6,438	6,319	97.71%	95.90%	81,088	2,640	3.26%
8	04/04/2016	08/17/2016	7,239	7,166	7,007	98.99%	96.80%	95,044	2,102	2.21%
9	03/07/2016	07/20/2016	6,991	6,918	6,786	98.96%	97.07%	79,718	1,633	2.05%
10	04/11/2016	06/15/2016	6,610	6,537	6,418	98.90%	97.10%	46,488	563	1.21%
11	03/14/2016	05/18/2016	7,231	7,158	7,000	98.99%	96.81%	31,877	426	1.34%
12	02/15/2016	04/20/2016	7,550	7,477	7,332	99.03%	97.11%	34,020	436	1.28%

Figure 8-2: Certification Statistics for Location

8.1.3 Enrollment Reporting Compliance Notifications

NSLDS tracks whether a school is reporting program-level enrollment information about a sufficient number of its students, currently set at 90% of students on the roster. When NSLDS determines that an insufficient number of students have enrollment reported about them, it will begin to send letters to the school. If after two warnings, the reporting performance does not improve, the school is referred to Program Compliance. The letter sequence is as follows:

- First Warning Letter
- Second Warning Letter
- Program Compliance Referral Letter

The Enrollment Reporting Statistics page contains an Enrollment Compliance Notification History section. This section displays information about compliance letters sent to an individual school location or all the locations at the school.

Schools can view the Enrollment Reporting Compliance Notification History section on the Enrollment Reporting Statistics page, which displays information about compliance letters sent to an individual school location (location view) or all the locations at the school (school view). The page will display up to 100 Compliance Notifications. The Enrollment Reporting Compliance Report is also available to school users and is discussed in detail in Section 8.5.2. Schools can also view a PDF copy of the letter that was sent to them by clicking the View Letter button.

	Date Letter Sent	Letter Type	Start Date	Evaluation Date	Percent Certified with Program Enrollment	Roster Error Percent
View Letter	04/28/2017	First Warning Letter	12/05/2016	04/19/2017	68.89%	23.58%

Figure 8-3: Enrollment Reporting Compliance Notifications History

8.2 Late Roster Notification

Once NSLDS creates an Enrollment Reporting Roster file and sends it to a school, that school has 15 days from the date the Enrollment Reporting Roster file was sent to return a Submittal File to NSLDS or complete the updates online. Any school that fails to return a Submittal File or make updates online within the 15-day period is considered to be late in responding. NSLDS will produce an email notification to remind schools of their obligation to complete and return the enrollment reporting file within 15 days of receipt to NSLDS.

Note that all schools, including those that report online, have a roster schedule and must report within 15 days of the scheduled roster date. Schools reporting online should adjust their schedule to match their online reporting schedule.

Schools can view a history of their late roster reporting by viewing the Late Roster Notification History section on the Enrollment Reporting Statistics page, which displays information about late roster letters sent to an individual school location (School Location is selected under Display Statistics For) or all the locations at the school (School is selected under Display Statistics For) during the previous six months. The section displays the following information:

- **OPEID**—The eight-digit Office of Postsecondary Education ID of the school location that received the late roster notification (school-level summary only).
- **Roster Date**—The date on which NSLDS sent a new enrollment roster to the school.
- **Letter Date**—The date on which NSLDS sent a letter to the school informing it that it had not responded in a timely fashion to the most recent roster sent by NSLDS.

8.3 Enrollment Submittal Tracking

The Enrollment Submittal Tracking page is an online page that displays information about batch enrollment rosters and submittals by schools and school locations, and also

online enrollment reporting activity. Schools will be able to track enrollment submissions for Rosters (batch files sent from NSLDS to the school/servicer), Submittals (batch files sent from the school/servicer to NSLDS), and Web (includes both online Enrollment Maintenance and Enrollment Spreadsheet Submittal). Note that if the school uses an enrollment servicer, the File-Level Information total records count may include records sent by the school’s servicer for other schools.

Select the Enrollment Submittal Tracking button at the top of the Enrollment Reporting Profile Page.

Enrollment Submittal Tracking

Display Options

School Code: 067899
 School Location Code: 06789900
 Organization Level: School School Location
 File Types: Roster Submittal Web
 Date Processed Begin: 01/06/2017 (MMDDCCYY)
 Date Processed End: 03/06/2017 (MMDDCCYY)

Submittal Details

File-Level Information						School Information								
	Date Sent / Received	Date Processed	Type	Total Records	SAIG Mailbox	OPEID	Total Bundles	Valid Bundles	Bundles in Error	Percent Valid	Campus Records	Program Records	Email Records	Unique Borrowers
1	03/06/2017	03/06/2017	Web	1	N/A	06789900	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2	02/24/2017	02/24/2017	Web	6	N/A	06789900	6	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3	02/10/2017	02/11/2017	Submittal	3,671,166	TG66398	00192900	706	706	0	100.00%	706	891	0	706
4	02/01/2017	02/01/2017	Roster	1,648	TG66398	00192900	706	N/A	N/A	N/A	706	940	N/A	706

Figure 8-4: Enrollment Submittal Tracking

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

- **School Code**-Identifies the six-digit Office of Postsecondary Education Identification number (OPEID) for the school.
- **School Location Code**-Allows you to select an individual school location for viewing.
- **Organization Level**-Allows you to view enrollment submittal for the school as a

whole or for a specific school location.

- **File Types**-Allows you to view the enrollment submittal for a specific type.
 - Roster-NSLDS generated and sent an Enrollment Reporting file to the school.
 - Submittal-The school submitted a file through the batch enrollment reporting process.
 - Web-The school certified the enrollment information using the Enrollment Maintenance page or the Enrollment Spreadsheet Submittal page on this site.
- **Date Processed Begin / End**-Allow you to retrieve enrollment submittals for a specified date range.

After selecting the desired options, click the **Apply** button to display the Submittal Details.

The **Submittal Details** displays the following information:

File-level information:

- **Date Sent / Received**-For batch files, the date NSLDS sent an outgoing file or received an incoming file. For Web submittals, the date NSLDS received the submittal.
- **Date Processed**-The date on which NSLDS completely processed the batch file or web submittal.
- **Type**-The enrollment roster or submittal type.
 - Roster-NSLDS sent a batch Enrollment Reporting roster to the school.
 - Submittal-NSLDS received a batch Enrollment Reporting submittal from the school.
 - Web-The school submitted enrollment information using the Enrollment Maintenance page or the Enrollment Spreadsheet Submittal page on this site.
- **Total Records**-The total number of records contained in the file, including headers and footers.
- **SAIG Mailbox**-The Student Aid Internet Gateway (SAIG) mailbox the file was sent to or received from.

School information:

- **OPEID**-The eight-digit Office of Postsecondary Education Identification number

(OPEID) associated with the detail records.

- **Total Bundles**-The total number of record bundles for that school location included in the file. A bundle is a set of records (Campus, Program(s) and Email) for one individual student.
- **Valid Bundles**-The total number of valid record bundles for that school location included in the file.
- **Bundles in Error**-The total number of bundles with errors for that school location included in the file.
- **Percent Valid**-Valid Bundles divided by Total Bundles.
- **Campus Records**-The total number of campus-level records for that school location included in the file.
- **Program Records**-The total number of program-level records for that school location included in the file.
- **Email Records**-The total number of email-level records for that school location included in the file.
- **Unique Borrowers**-The total number of unique borrowers for that school location included in the file.

8.4 Enrollment Certification by Quarter

The Enrollment Certification by Quarter is an online page that displays a quarterly count by enrollment status of certified enrollments received by NSLDS during the four most recent calendar quarters. At the end of each quarter (March 31, June 30, September 30, and December 31), NSLDS evaluates the last enrollment status reported per student that updated NSLDS during that quarter. The school might reference this report to evaluate the pattern of enrollment reporting during various quarters or to compare to records the school has at the end of a specific quarter.

Select the **Certification by Quarter** button at the top of the Enrollment Reporting Profile Page. This will display a report page that lists a count of the certifications received by enrollment status during the prior quarters. Note that the count is based on when NSLDS received the certification, not by the certification date.

Enrollment Certification by Quarter

Display Location: 06789900 - NORTH SOUTH UNIVERSITY

Enrollment Status	Most Recent Certification 10/01/2016 - 12/31/2016	Most Recent Certification 07/01/2016 - 09/30/2016	Most Recent Certification 04/01/2016 - 06/30/2016	Most Recent Certification 01/01/2016 - 03/31/2016
Full Time	5,713	1,504	4,571	5,322
Three Quarter Time	285	143	266	257
Half Time	1,417	1,155	1,949	1,501
Less than Half Time	524	374	582	506
Leave of Absence	0	0	0	0
Moved	0	0	0	0
Graduated	538	1,459	1,391	530
Withdrawn	2,025	255	454	1,634
Death	0	0	0	1
Never Attended	0	0	0	0
No Record Found	113	95	52	375

Figure 8-5: Enrollment Certification by Quarter

8.5 Enrollment Reporting User Reports

NSLDS provides several reports for schools to manage their enrollment reporting portfolios. Users are encouraged to run reports on regular basis to track their Enrollment Reporting Statistics, enrollment certifications, and errors. These reports are discussed in detail in the following subsections.

8.5.1 Enrollment Statistics Report

The Enrollment Statistics Report (ENLST1) is an MS Excel™ format report, which is displayed on-demand in a browser window. The report provides Enrollment Statistics for the school code or school location code associated with the user's ID. The report includes information about completeness and quality of the enrollment reporting provided by schools participating in the federal student aid program. The report will contain the same information that is displayed on the Enrollment Reporting Statistics page. Users may choose to receive all the data associated with the six-digit OPEID in the

School Code field or specify a specific school location code by entering the eight-digit OPEID in the School Location Code field.

From the Web Report List, under the Report tab, select the ENLST1, Enrollment Statistics Report. On the Report Parameters page, selecting the summary level allows the user to receive the data at either the School Code (six-digit OPEID) summary level or the School Location Code (eight-digit OPEID) detail level. The user selects the Evaluation Date End and the Prior Weeks in Range, and all statistics within the range will be included for the selected school location(s) in the report.

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NSLDS | Menu | Aid | Enroll | GE | Org | Report | Tran | ? | X

Report List | Web Report List

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

ID: ENLST1 Type: Extract
Name: ENROLLMENT STATISTICS REPORT

Return to Web Report List | Go to Report Log

Report Parameters

SCHOOL CODE: 067899
 SCHOOL LOCATION CODE: * 99999999
 SUMMARY LEVEL: SCHOOL CODE
 EVALUATION DATE END: MM/DD/CCYY
 PRIOR WEEKS IN RANGE: --Select--
 Sort By: 1 SCHOOL CODE, SCHOOL LOCATION CODE
 Output Medium: XLS

Submit

The Enrollment Statistics Report (ENLST1) provides school users with Enrollment Statistics for the school code or school location code associated with the user's ID. The report includes information about completeness and quality of the Enrollment Reporting provided by schools participating in the federal student aid program. Users may choose to receive all the data associated with the six-digit OPEID in the School Code field or specify a specific school location code by entering the eight-digit OPEID in the School Location Code field. Selecting the summary level allows the user to receive the data at either the School Code (six-digit OPEID) summary level or the School Location Code (eight-digit OPEID) detail level. The default asterisk (*) indicates 'all' for that field selection. The user will indicate the Evaluation Date End and the number of weeks prior to the Evaluation Date End desired, limited to 52 weeks. The report output is sorted by School Code, then School Location Code. The report is displayed on-demand in a browser window using MS Excel format.

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Figure 8-6: Enrollment Statistics Report

8.5.2 Enrollment Reporting Compliance Report

The Enrollment Reporting Compliance Report (SCHCL1) allows authorized school users to view the distribution history of the Enrollment Reporting Compliance Letters and the

enrollment statistics content sent to schools. The report can be requested on the Report tab of the NSLDS FAP website under Web Report List. Schools can request the report for a six-digit school code or for an eight-digit school location code. When requesting the report, the user must indicate the Letter Sent on or After/on or Before date range corresponds to the date the letter, or letters, were sent to the school. The report output is displayed on-demand in a browser window using MS Excel format.

The screenshot displays the NSLDS Enrollment Reporting Compliance Report interface. At the top, it features the Federal Student Aid logo and the National Student Loan Data System (NSLDS) branding. A navigation bar includes tabs for Menu, Aid, Enroll, CE, Org, Report, and Tran. The 'Report' tab is active, showing a 'Report List | Web Report List' header. Below this, the user's FSA ID (NSL.SCTST2.FSA) and login information (TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2) are displayed. The main content area is titled 'Report Parameters' and contains a form with the following fields: SCHOOL CODE (067899), SCHOOL LOCATION CODE (*, 99999999), LETTER SENT ON OR AFTER (MM/DD/CCYY), LETTER SENT ON OR BEFORE (MM/DD/CCYY), Sort By (dropdown menu with --Select--), and Output Medium (XLS). A 'Submit' button is located below the form. A small text box at the bottom of the form provides details about the report's purpose and output format. The footer includes a 'PRIVACY ACT OF 1974 (AS AMENDED)' notice and links for FOIA, Privacy, Security, Notices, WhiteHouse.gov, USA.gov, and ED.gov.

Figure 8-7: Enrollment Compliance Report

8.5.3 Enrollment Submittal File Tracking Report

The NSLDS Enrollment Submittal File Tracking Report (SCHET1) allows school users to track enrollment submittal processing for school locations associated with their administration group. The report can be requested on the Report tab for an entire school code or for a single school location code. The enrollment tracking information types that can be selected for inclusion in the report are: Rosters (batch files sent from NSLDS to the school/servicer), Submittals (batch files sent from the school/servicer to NSLDS), Web (includes both online Enrollment Maintenance and Enrollment Spreadsheet Submittal), and/or any combination of the three. At least one type must be selected. The enrollment file tracking information selected can be limited to a date range based on Date Processed. The report output is displayed on-demand in a browser window using MS Excel format.

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Menu | Aid | Enroll | GE | Org | Report | Tran

Report List | Web Report List

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

ID: [SCHET1](#) Type: Extract
Name: ENROLLMENT SUBMITTAL FILE TRACKING

Return to Web Report List | Go to Report Log

Report Parameters

SCHOOL CODE: 067899
 SCHOOL LOCATION CODE: * 99999999
 INCLUDE ROSTERS: Y/N
 INCLUDE SUBMITTALS: Y/N
 INCLUDE WEB: Y/N
 DATE PROCESSED - BEGIN: 01/01/0001 MM/DD/CCYY
 DATE PROCESSED - END: 12/31/2998 MM/DD/CCYY
 Sort By: --Select--
 Output Medium: XLS

Submit

REPORT DESCRIPTION: The Enrollment Submittal File Tracking Report (SCHET1) allows school users to track enrollment submittal processing for school locations associated with their administration group. The report can be requested for an entire school code or for a single school location code. The enrollment tracking information types that can be selected for inclusion in the report are: Rosters (batch files sent from NSLDS to the school/servicer), Submittals (batch files sent from the school/servicer to NSLDS), Web (includes both online Enrollment Maintenance and Enrollment Spreadsheet Submittal), and/or any combination of the three. At least one type must be selected. The enrollment file tracking information selected can be limited to a date range based on Date Processed. The report output will show the tracking information at two levels: File-Level Information and School Information. File-Level Information includes: Date Sent / Received, Date Processed, Type (Roster, Submittal, or Web), Total Records, and SAIG Mailbox (Rosters and Submittals only). For all three submittal Types, School Information includes: OPEID and Total Bundles. For Rosters and Submittals, School Information also includes: Campus Records, Program Records, and Unique Borrowers. For Submittals only, School Information also includes: Valid Bundles, Bundles in Error, Percent Valid, and Email Records. School Information is grouped by the file information was included in for Rosters and Submittals, while Web information is grouped by Processed Date. At the File-Level, the report output can be sorted by either by Date Processed Descending, OPEID Ascending or OPEID Ascending, Date Processed Descending. The report output is displayed on-demand in a browser window using MS Excel format.

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Figure 8-8: Enrollment Submittal File Tracking Report

8.5.4 Enrollment Reporting Summary Report

The Enrollment Reporting Summary Report (SCHER1) provides enrollment reporting events chronologically. The report provides information on when a roster was sent, if any late roster notifications were generated, school updates, type of update (batch or on the web), number of records (valid, error, total, transfer, correction), as well as the date the report was generated. The SCHER1 is a preformatted report and therefore does not have a file layout.

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NSLDS | Menu | Aid | Enroll | GE | Org | Report | Tran | ? | X

Report List | Web Report List

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2

Return to Report List | ID: [SCHLC1](#) Type: Extract | Go to Report Log

Name: LATE ENROLLMENT CERTIFICATIONS

Report Parameters

SCHOOL CODE: 067899

SCHOOL LOCATION CODE: 99999999

NOT REPORTED AFTER DATE: MM/DD/CCYY

FILE TYPE: --Select--

Sort By: --Select--

Output Medium: SAIG

REPORT DESCRIPTION: *The Late Enrollment Certifications Report (SCHLC1)* allows authorized school users to request a list of students who have not had an enrollment certification reported after a specified date. The report can be requested for an eight-digit School Location Code. The user will indicate the Not Reported After Date which limits output to students that have not had certifications reported after that date. The report can be sorted by Student Last Name or Student SSN, and is available in file types of Comma Separated Values (CSV) and Fixed-Width. The report will be delivered using message class LTENCPOP (Fixed-width) or LTENCCOP (CSV) to the SAIG mailbox (TG number) associated with the FSA User ID that requested the report. The detail records are identical to the Enrollment Reporting Roster Layouts found in Appendix A of the NSLDS Enrollment Reporting Guide. Please see the NSLDS Enrollment Reporting Guide for reporting and field details. The Enrollment Reporting Guide is available on the NSLDS User Documentation section on IFAP.

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Figure 8-9: Enrollment Reporting Summary Report

8.5.5 Enrollment Certification Report

The Enrollment Reporting Certification Report (SCHER4) is an extract of active students in the school's portfolio of students. The extract will contain the most recently certified enrollment status code, status effective date, and the anticipated completion date (ACD) as of the selected extract date. Additionally, NSLDS will provide the date on which each of those fields was first applied to the database. Finally, the extract contains the most recently received certification date for the enrollment data listed and calculates the number of days between that certification date and the extract date.

The report is provided as an extract file and will be sent to the SAIG mailbox (TG number) of the user that requested the report. The file layout is posted on [IFAP](#) and can be found [here](#).

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Menu | Aid | **Enroll** | GE | Org | Report | Tran

Report List | Web Report List

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2

ID: [SCHER4](#) Type: Extract
Name: ENROLLMENT REPORTING CERTIFICATION

Return to Report List | Go to Report Log

Report Parameters

SCHOOL CODE: 06789900
EXTRACT DATE: MM/DD/CCYY
Sort By: 1 SSN
Output Medium: SAIG

Submit

REPORT DESCRIPTION: The *Enrollment Reporting Certification Report (SCHER4)* is an extract of students in a school's portfolio. The user enters an extract date as a point in time to extract the enrollment data. The extract detail records will contain for each student the certification date, enrollment status code, status effective date, and the anticipated completion date (ACD) as of that selected extract date. NSLDS will provide the date on which the values of those fields were applied to the database. The extract calculates days since certified based on the extract date and the certification date, as well as days since certification applied based on the extract date and date the certification was applied to NSLDS. The report output is sorted by social security number (SSN). The NSLDS Record Layout for the extract file is available in the NSLDS Reference Materials section of the Information for Financial Aid Professionals (IFAP) Web site. The report will be delivered using message class AHSLDEOP to the SAIG mailbox (TG number) associated with the FSA User ID that requested the report.

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Figure 8-10: Enrollment Reporting Certification Report

8.5.6 Late Enrollment Certifications Report

The Late Enrollment Certifications report (SCHLC1) allows school users to request a list of students who have not had an enrollment certification reported after a specified date. The report, requested on the Report tab for an eight-digit School Location Code, may be used to identify students that need to be certified. Schools can update the report and submit it to NSLDS via the Student Aid Internet Gateway (SAIG) just like a regular roster.

Schools may also request the CSV version of the report, import the report into a spreadsheet, and submit the data to NSLDS using the Enrollment Spreadsheet Submittal process on the NSLDS Professional Access Web site.

When requesting the report, the user must indicate the Not Reported After Date which limits output to students who have not had certifications reported after that date. The detail records are identical to the Enrollment Reporting Roster Layouts found in Appendix A of this document with the following exceptions:

- Header Label will contain 'SCHLC1'
- Header record Submittal Date is the value entered as the "Not Reported After Date"

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Menu | Aid | Enroll | GE | Org | Report | Tran

Report List | Web Report List

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

ID: SCHLC1 Type: Extract
 Name: LATE ENROLLMENT CERTIFICATIONS

Return to Report List | Go to Report Log

Report Parameters

SCHOOL CODE: 067899
 SCHOOL LOCATION CODE: 99999999
 NOT REPORTED AFTER DATE: MM/DD/CCYY
 FILE TYPE: --Select--
 Sort By: --Select--
 Output Medium: SAIG

Submit

REPORT DESCRIPTION: The Late Enrollment Certifications Report (SCHLC1) allows authorized school users to request a list of students who have not had an enrollment certification reported after a specified date. The report can be requested for an eight-digit School Location Code. The user will indicate the Not Reported After Date which limits output to students that have not had certifications reported after that date. The report can be sorted by Student Last Name or Student SSN, and is available in file types of Comma Separated Values (CSV) and Fixed-Width. The report will be delivered using message class LTVNFOP (Fixed-width) or LTVNCOF (CSV) to the SAIG mailbox (TG number) associated with the FSA User ID that requested the report. The detail records are identical to the Enrollment Reporting Roster Layouts found in Appendix A of the NSLDS Enrollment Reporting Guide. Please see the NSLDS Enrollment Reporting Guide for reporting and field details. The Enrollment Reporting Guide is available on the NSLDS User Documentation section on IFAP.

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Figure 8-11: Late Enrollment Certifications Report

8.5.7 Enrollment Errors Report

The Enrollment Errors Report (SCHER5) provides schools with error/acknowledgement information for each enrollment reporting batch submittal processed by NSLDS for a six-digit School Code or an eight-digit School Location Code, within a specified timeframe. This report can assist schools with monitoring errors generated by the NSLDS enrollment reporting process (errors received as a result of enrollment reporting by the school or by the school's third-party servicer), allowing for the timely correction and resubmittal of rejected records.

The Enrollment Errors Report can be requested under the Web Report List on the Report tab or scheduled for regular delivery on the Organization Profile page on the Org tab of the [NSLDS Professional Access](#) website. When requesting the report, the user indicates the Processed on or Before date, which limits output to batch submittals that were processed on or before that date. The Number of Months indicates the length of time, prior to the Processed on or Before date, for which submittals will be included. The Number of Months parameter can be set to any range between 1 and 12 months. The report can be sorted by SSN or Last/First Name. The report output displays on-demand in a browser window using Excel format. The report is also available in Fixed Width or Comma Separated Values (CSV) format.

For Output Medium **SAIG**, the detail records are identical to the Enrollment Reporting Roster File Record Layouts found in Appendix A-1 and A-2 of this document, with the following exception in the Header Record:

- The Header Label field uses the format "**Report ID-Request Date-Processed Date**" as follows:
 - **Report ID** contains 'SCHER5' for ad-hoc requests and 'SCHER7' for scheduled reports.
 - **Request Date** is the date the user requested the report or the date the report was scheduled.
 - **Processed Date** is the date NSLDS processed the batch submittal.

Details on specific errors can be found in Appendix D and E of this document.

Note: Due to the manner in which the data has been previously stored in NSLDS, the new report can only provide data as of the report's implementation date in NSLDS (November 20, 2016).

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Menu | Aid | Enroll | GE | Org | Report | Tran

Report List | Web Report List

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

ID: [SCHER5](#) Type: Extract
Name: ENROLLMENT ERRORS REPORT

Return to Web Report List | Go to Report Log

Report Parameters

SCHOOL CODE: 067899
SCHOOL LOCATION CODE: 99999999
PROCESSED ON OR BEFORE: MM/DD/CCYY
NUMBER OF MONTHS: 1-MONTH RANGE
EXTRACT TYPE: Standard
Sort By: --Select--
Output Medium: --Select--

Submit

REPORT DESCRIPTION: The *Enrollment Errors Report (SCHER5)* provides School users with files containing submittal error/acknowledgement information for each batch submittal processed for a six-digit School Code or eight-digit School Location Code, within a specified timeframe. The user will indicate the **Processed on or Before** date, which limits output to batch submittals that were processed on or before that date. The **Number of Months** indicates the length of time, prior to the **Processed on or Before** date, for which submittals will be included. The report can be sorted by SSN, or Last/First Name.

When **Output Medium** is SAIG, the report is available with **Extract Type** options Comma Delimited (CSV), and Standard (Fixed-width). The output for these **Extract Type** options will be delivered to the SAIG mailbox (TG number) associated with the FSA User ID that requested the report, using message class EFERCDOP for CSV or EFERWOP for Fixed-width. Additionally, the report is available as a web report using **Output Medium** XLS, which will open in a browser window using MS Excel.

Note that **Output Medium** SAIG will generate a file for each batch submittal processed, while **Output Medium** XLS will contain all data in one spreadsheet and not generate multiple files. For example, if the timeframe selected includes two error/acknowledgement files, then NSLDS will generate two extract reports for **Output Medium** SAIG. However, for **Output Medium** XLS, all of the data for the files included in the timeframe will appear in one spreadsheet.

The layout of the detail records for **Output Medium** SAIG is identical to the Enrollment Reporting Roster File Record Layouts found in sections A-1 and A-2 of Appendix A, in the NSLDS Enrollment Reporting Guide. Please see the NSLDS Enrollment Reporting Guide for reporting and field details. The NSLDS Enrollment Reporting Guide is available in the NSLDS User Documentation section of the [information for Financial Aid Professionals \(IFAP\) Web site](#).

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Figure 8-12: Enrollment Errors Report

8.5.8 ER Program-Level Certification Report

The ER Program Level Certification Report (SCHER8) allows school users to request certified historical program-level enrollment data as of a date specified by the user. The user indicates the Roster Activity Date, which limits output to the date when students were active on the school's roster. This report can be requested as an Ad-hoc through the school Report List on the Report tab of the NSLDS Professional Access Website.

The report is provided as an extract file and will be sent to the SAIG mailbox (TG number) of the user that requested the report. The file layout is posted on [IFAP](#) and can be found [here](#).

The screenshot displays the NSLDS Professional Access website. At the top, it features the Federal Student Aid logo and the National Student Loan Data System (NSLDS) logo. A navigation menu includes links for Menu, Aid, Enroll, GE, Org, Report, and Tran. The user is logged in as TEST USER from NORTH SOUTH UNIVERSITY. The main content area is titled 'Report Parameters' and contains the following fields:

- ID: [SCHER8](#) Type: Extract
- Name: ER Program Level Certification
- SCHOOL CODE: 067899
- SCHOOL LOCATION CODE: * 99999999
- ROSTER ACTIVITY DATE: MM/DD/CCYY
- FILE TYPE: --Select--
- Sort By: --Select--
- Output Medium: SAIG

A 'Submit' button is located at the bottom of the form. Navigation links for 'Return to Report List' and 'Go to Report Log' are also visible.

Figure 8-13: ER Program-Level Certification Report

8.5.9 NSLDS–COD Program Comparison Report

The NSLDS–COD Program Comparison Report provides school users with a comparison of NSLDS program-level enrollment data to Common Origination and Disbursement (COD) program-level data. This report can provide insight into cases where the Common Origination and Disbursement (COD) system has reported similar program-level data as the school but the Credential Level and/or Published Program Length differ. The report can also identify when program-level data has been reported by COD to NSLDS, but not certified by the school. Additionally, the report can include any students for whom the school has reported conflicting program-level enrollment data. This report can be requested as an Ad-hoc from the Web Report List under the Report tab of the NSLDS Professional Access NSLDSFAP Website.

The NSLDS-COD Comparison Report will generate one or more details records when conflicting program-level enrollment data exists for a student. For example, when program-level enrollment data has been reported by COD but not certified by the school, there will only be one detail record for the student. When there is a conflict with the Credential Level and/or Published Program Length between COD and school certified data, there will be multiple detail records. Additionally, when the school has reported conflicting program-level enrollment data, there will be multiple detail records. The differences can best be determined by assessing the following fields: CIP Code,

Credential Level, Published Program Length, and Reporting Source Type.

The report output is sorted by SSN and displays on-demand in a browser window using Excel format. The report is also available via SAIG in Fixed Width or Comma Separated Values (CSV) format.

The file layout is posted on [IFAP](#) and can be found [here](#).

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NSLDS | Menu | Aid | Enroll | GE | Org | Report | Tran | ? | X

Report List | Web Report List

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from [NORTH SOUTH UNIVERSITY](#) / TG54560 / SCTST2

Return to Web Report List | ID: [SCHE10](#) Type: Extract | Name: NSLDS-COD PROGRAM COMPARISON | Go to Report Log

Report Parameters

SCHOOL CODE: 067899
 SCHOOL LOCATION CODE: 99999999
 ROSTER ACTIVITY DATE: MM/DD/CCYY
 FILE TYPE: --Select--
 Sort By: 1 Student SSN
 Output Medium: --Select--

REPORT DESCRIPTION: The NSLDS-COD Program Comparison Report (SCHE10) provides school users with a comparison of NSLDS program-level enrollment data to Common Origination and Disbursement (COD) program-level data. This report can provide insight into cases where the Common Origination and Disbursement (COD) system has reported similar program-level data as the school but the Credential Level and/or Published Program Length differ. The report can also identify when program-level data has been reported by COD to NSLDS, but not certified by the school. Additionally, the report can include any students for whom the school has reported conflicting program-level enrollment data.

The user may choose to receive all data associated with their school by leaving the asterisk (*) in the School Location Code field or only data for a single location by entering the eight-digit OPEID for that location. The user indicates the Roster Activity Date, which limits the report to a specific date when students were active on the school's roster. The report output is sorted by SSN. If XLS is select as the Output Medium, the report output is displayed on-demand in a browser window using MS Excel format. If SAIG is selected as the Output Medium, the processed data is sent to the SAIG mailbox associated with the NSLDS User ID requesting this report. Extract file output is sent with message class ERCDFWOP for a Fixed-Width extract layout or message class ERCCDOP for a Comma Separated Values extract layout. The NSLDS Record Layouts for the extract files are available in the NSLDS Reference Materials section of the Information for Financial Aid Professionals (IFAP) Web site.

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Figure 8-14: NSLDS–COD Program Comparison Report

Appendix A – Enrollment Reporting Roster File Record Layouts

This appendix defines the layouts for each record within the Enrollment Reporting roster files and each field within the records. You must ensure both the accuracy of the reporting data and correct placement and coding of the data within the files

The Enrollment Reporting Roster file and the submittal file have the same record layout. The Error/Acknowledgment File and the Error Correction File have the same record layout.

Appendix A includes the following layouts:

- A-1: Fixed-Width
- A-2: Comma Separated Values
- A-3: Submittal Spreadsheet Layout

Each field definition includes the following information, depending on file type:

- **Pos FR** – (Position From) – starting position of the field (Fixed Width layout only)
- **Pos TO** – (Position To) – ending position of the field (Fixed Width layout only)
- **Attribute** – Brief, descriptive title of the field
- **Description**—Short narrative definition of the field
- **Field Format**—Indicator of the kind of value that must be in the field, as follows:
 - Char. (Character) denotes a field that may contain spaces, letters, or numbers in any combination—for example, 17 Magnolia Street. Character fields not specifically reported must be filled with spaces. If a field is said to require a value 'greater than spaces', the field must contain at least one letter or number.
 - Num. (Numeric) denotes a field that must contain only numbers—for example, 12345 as a Detail Record Count in a trailer record. Letters, special characters, or spaces in a numeric field are invalid. An entry of T491_24, for example, would not be accepted. Unless otherwise specified in the record layout, numeric fields not specifically reported must be filled with zeroes.
 - Date fields must contain only numeric data, 8 digits, and appear in the format CCYYMMDD, where:
 - ⇒ CC = 2-digit century
 - ⇒ YY= 2-digit year

⇒ MM= 2-digit month designation (01–12)

⇒ DD= 2-digit day designation (01–31, depending on the month and year)

Under this convention, an entry of **20140430** would be accepted, but **043014** would not. Unless otherwise specified in the record layout, date fields not specifically reported must be filled with zeroes.

- **Lth (Length)**—Number of bytes the field occupies (Fixed Width layout only)
- **Mandatory/Optional**—Instructions indicating whether the field must contain data other than spaces or zeroes are described below:
 - **M** (Mandatory)—You must fill in this field for every Detail record.
 - **O** (Optional)—You may fill in this field if the information is available.

The following apply only to the Submittal Spreadsheet Layout:

- **Col.** (Column) – the column in the spreadsheet that contains the field (Column A, B, C, etc.)
- **Rec. Type** – the record type that the field is populated for (All, 001 – Campus-level, 002 Program-level, etc.)

A-1: Fixed-Width

NSLDS sends fixed-width Enrollment Roster and Error/Acknowledgement files to schools using SAIG message class EFRFLEOP. Schools should return fixed-width Roster Submittal and Error Correction files to NSLDS using SAIG message class EFSFLEIN.

Enrollment Reporting File Header Record

Length = 410

Pos FR	Pos TO	Attribute	Description	Field Format	Lth	Mandatory/Optional
1	3	Record Type	'000' indicates header record.	Char.	3	M
4	12	Filler	Filler	Char.	9	M
13	20	File Content ID	<p>Content of the file is indicated by this ID. This field is not edited. On a submittal file the reported ID is returned to the originator of the file in the NSLDS response. Submitter can use this field as they see fit to indicate file content.</p> <p>When NSLDS generates the initial Roster, the file content ID contains:</p> <ul style="list-style-type: none"> • "SERVICER" when the file contains multiple OPEID's different at the six-digit level. • OPEID when the file is split into multiple files due to a split file preference. • First six positions of OPEID when the file is not indicated to be split. 	Char.	8	O

Pos FR	Pos TO	Attribute	Description	Field Format	Lth	Mandatory/Optional
21	46	Header Label	<ul style="list-style-type: none"> • Enrollment Reporting roster file or the Submittal File: <ul style="list-style-type: none"> ○ 'NSLDS ENRL SUBMITTAL V2' • Error/Acknowledgment File or Error Correction File: <ul style="list-style-type: none"> ○ 'NSLDS ENRL ERROR V2' • Late Enrollment Certifications report: <ul style="list-style-type: none"> ○ 'SCHLC1' • Enrollment Errors report uses the format "Report ID-Request Date-Processed Date" as follows: <ul style="list-style-type: none"> ○ Report ID contains: <ul style="list-style-type: none"> ▪ 'SCHER5' for Ad hoc ▪ 'SCHER7' for Scheduled ○ Request Date is the date the user requested the report or the date the report was scheduled. ○ Processed Date is the date NSLDS processed the batch submittal. 	Char.	26	M
47	54	Submittal Date	<p>Date the File content was created.</p> <p>Format CCYYMMDD</p> <p>For the Late Enrollment Certifications report, this is the Not Reported After Date.</p>	Date	8	M
55	55	File Type	<p>Indicates the type of file. Valid values are:</p> <ul style="list-style-type: none"> • 'R' (Roster) • 'E' (Error) • 'A' (Ad hoc) 	Char.	1	M
56	410	Filler	Filler	Char.	355	M

Enrollment Reporting File Campus-Level Record**Length = 410**

Pos FR	Pos TO	Attribute	Description	Field Format	Lth	Mandatory/ Optional
1	3	Record Type	'001' indicates campus-level record.	Char.	3	M
4	12	Student Current SSN	Student's current Social Security Number.	Char.	9	M
13	20	OPEID*	An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified.	Char.	8	M
21	21	Student SSN Pseudo Indicator	Indicates whether the Student's Social Security number is real or pseudo. Valid values are: <ul style="list-style-type: none"> • 'R' (Real) • 'P' (Pseudo) 	Char.	1	M
22	56	Student Current First Name	Student's current first name. 'NFN' for students with no first name.	Char.	35	M
57	91	Student Current Last Name	Student's current last name. 'NLN' for students with no last name.	Char.	35	M
92	126	Student Current Middle Name	Student's current middle name.	Char.	35	O
127	134	Student Date of Birth	Student's Date of Birth. Format CCYYMMDD. '19000101' if student's DOB unknown.	Date	8	M
135	154	Student Branch Designator Code	Optional field used by schools to identify students within their own systems.	Char.	20	O

Pos FR	Pos TO	Attribute	Description	Field Format	Lth	Mandatory/Optional
155	162	Certification Date	Date enrollment certified by school. Format CCYYMMDD	Date	8	M
163	170	Enrollment Effective Date	Date student's enrollment status took effect. Format CCYYMMDD	Date	8	M
171	171	Enrollment Status	Code for student's enrollment status: <ul style="list-style-type: none"> • 'F' (full-time) • 'Q' (three-quarter time) • 'H' (half-time) • 'L' (less than half-time) • 'A' (leave of absence) • 'G' (graduated) • 'W' (withdrawn) • 'D' (deceased) • 'X' (never attended) • 'Z' (record not found) 	Char.	1	M
172	179	Anticipated Completion Date	Expected date of graduation or termination for student. Format CCYYMMDD	Date	8	M
180	187	Term Begin Date	Date on which the current term began. Format CCYYMMDD	Date	8	O
188	195	Term End Date	Date on which the current term will end. Format CCYYMMDD	Date	8	O
196	203	Address Effective Date	Date student's address became effective or the sender became aware of the information. Format CCYYMMDD	Date	8	M

Pos FR	Pos TO	Attribute	Description	Field Format	Lth	Mandatory/Optional
204	204	Good Address Flag	Flag to indicate a valid student address. Valid values are: <ul style="list-style-type: none"> • 'Y' • 'N' Spaces default to 'Y'.	Char.	1	M
205	244	Student Permanent Address Line 1	First line of student address.	Char.	40	M
245	284	Student Permanent Address Line 2	Second line of student address.	Char.	40	O
285	314	Student Permanent Address City	City where student lives.	Char.	30	M
315	316	Student Permanent Address State / Province	State or province where student lives.	Char.	2	M
317	318	Student Permanent Address Country	Country where student lives.	Char.	2	M
319	335	Student Permanent Address Postal Code	Postal code where student lives.	Char.	17	M

Pos FR	Pos TO	Attribute	Description	Field Format	Lth	Mandatory/Optional
336	336	Student Phone Type	The type of phone number being reported. Values are: <ul style="list-style-type: none"> • 'C' (Cell) • 'H' (Home) • 'O' (Other) • 'W' (Work) 	Char.	1	O
337	337	Student Preferred Phone Number Flag	Flag indicating whether this is a phone number the student prefers to use. Values are: <ul style="list-style-type: none"> • 'Y' (Yes) • 'N' (No) Spaces default to 'Y'.	Char.	1	O
338	340	Student Phone Country Code	The country code for the student phone number. For U.S. numbers use 001.	Char.	3	O
341	351	Student Phone Number	The student's phone number.	Char.	11	O
352	359	Move To OPEID*	An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the school location to which student enrollment is being moved.	Char.	8	O

Pos FR	Pos TO	Attribute	Description	Field Format	Lth	Mandatory/Optional
360	360	Program Indicator	<p>Indicates if a student is enrolled in at least one program.</p> <p>Values are:</p> <ul style="list-style-type: none"> • 'Y' (Yes) • 'N' (No) <p>Spaces default to 'Y'.</p> <p>If this field is populated with a "Y" or "Space" the school is required to report the student's program-level enrollment data in record type '002'.</p> <p>This field should only be set to 'N' when the student is not enrolled in any program of study at the school; otherwise, the student should be set to 'Y'. Students, including almost all undecided students, are enrolled in a program of study, whether it is eligible or ineligible for Title IV aid, and must have their program-level enrollment data reported to NSLDS.</p>	Char.	1	M
361	394	Filler	Filler	Char.	34	M
395	395	Bundle Rejected Flag	<p>Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> • 'Y' (Yes) • Space (No) 	Char.	1	O

Pos FR	Pos TO	Attribute	Description	Field Format	Lth	Mandatory/Optional
396	397	Error Code 1	Code of error returned to school by NSLDS.	Char.	2	O
398	398	Filler	Filler	Char.	1	M
399	400	Error Code 2	Code of error returned to school by NSLDS.	Char.	2	O
401	401	Filler	Filler	Char.	1	M
402	403	Error Code 3	Code of error returned to school by NSLDS.	Char.	2	O
404	404	Filler	Filler	Char.	1	M
405	406	Error Code 4	Code of error returned to school by NSLDS.	Char.	2	O
407	407	Filler	Filler	Char.	1	M
408	409	Error Code 5	Code of error returned to school by NSLDS.	Char.	2	O
410	410	Filler	Filler	Char.	1	M

Enrollment Reporting File Program-Level Record**Length = 410**

Pos FR	Pos TO	Attribute	Description	Field Format	Lth	Mandatory/Optional
1	3	Record Type	'002' indicates program record.	Char.	3	M
4	12	Student Current SSN	Student's Current Social Security Number.	Char.	9	M

Pos FR	Pos TO	Attribute	Description	Field Format	Lth	Mandatory/Optional
13	20	OPEID*	An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified.	Char.	8	M
21	26	CIP Code	Six-digit Classification of Instructional Programs code (without period) identifying a program's academic content.	Char.	6	M
27	30	CIP Year	Year in which the CIP codes used by NSLDS were published. The CIP Year for the codes currently used by NSLDS is 2010. Format CCYY	Char.	4	M
31	32	Credential Level	The credential level of the program. Values are: <ul style="list-style-type: none"> '01' (Undergraduate Certificate or Diploma Program) '02' (Associate's Degree) '03' (Bachelor's Degree) '04' (Post Baccalaureate Certificate) '05' (Master's Degree) '06' (Doctoral Degree) '07' (First Professional Degree) '08' (Graduate / Professional Certificate) '99' (Non-Credential Program [Preparatory Coursework / Teacher Certification]) 	Char	2	M

Pos FR	Pos TO	Attribute	Description	Field Format	Lth	Mandatory/Optional
33	38	Published Program Length	<p>The length of the instructional program in years, months, or weeks as published by the school. Note this is used together with the next two fields to determine program length.</p> <p>Format "nnnnnn", with an implied decimal point between the third and fourth digits. For example, schools would report:</p> <ul style="list-style-type: none"> • 4 years → 004000 • 1.5 years → 001500 • 6 months → 006000 • 26 weeks → 026000 	Num.	6	M
39	39	Published Program Length Measurement	<p>The unit of measure for the length of the instructional program as published by the school. Values are:</p> <ul style="list-style-type: none"> • 'W' (Weeks) • 'M' (Months) • 'Y' (Years) 	Char.	1	M
40	45	Weeks in Title IV Academic Year	<p>The total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M.</p> <p>Format "nnnnnn", with an implied decimal point between the third and fourth digits. For example, schools would report:</p> <ul style="list-style-type: none"> • 26 weeks → 026000 • 30 weeks → 030000 	Num.	6	M
46	53	Program Begin Date	<p>Date on which the student began attending the program.</p> <p>Format CCYYMMDD</p>	Date	8	M

Pos FR	Pos TO	Attribute	Description	Field Format	Lth	Mandatory/Optional
54	54	Special Program Indicator	Flag to indicate that the program belongs to one of the following groups: <ul style="list-style-type: none"> • 'A' (Special Admission Associate Degree Program) • 'B' (Bachelor's Degree Completion Program) • 'N' (Not Applicable) • 'P' (Preparatory Coursework Graduate Professional Program) • 'T' (Non-Credential Teacher Certification Program) • 'U' (Preparatory Coursework Undergraduate Program) 	Char.	1	M
55	55	Program Enrollment Status	Code for the student's enrollment status in that program. Values are: <ul style="list-style-type: none"> • 'F' (Full-Time) • 'Q' (Three-Quarter Time) • 'H' (Half-Time) • 'L' (Less Than Half-Time) • 'A' (Leave Of Absence) • 'G' (Graduated) • 'W' (Withdrawn) • 'D' (Deceased) • 'X' (Never Attended) • 'Z' (Record Not Found) 	Char.	1	M
56	63	Program Enrollment Effective Date	Effective date for the enrollment reported by the school. Format CCYYMMDD	Date	8	M
64	394	Filler	Filler	Char.	331	M

Pos FR	Pos TO	Attribute	Description	Field Format	Lth	Mandatory/Optional
395	395	Bundle Rejected Flag	Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out. Valid values are: <ul style="list-style-type: none"> • 'Y' (Yes) • Space (No) 	Char.	1	O
396	397	Error Code 1	Code of error returned to school by NSLDS.	Char.	2	O
398	398	Filler	Filler	Char.	1	M
399	400	Error Code 2	Code of error returned to school by NSLDS.	Char.	2	O
401	401	Filler	Filler	Char.	1	M
402	403	Error Code 3	Code of error returned to school by NSLDS.	Char.	2	O
404	404	Filler	Filler	Char.	1	M
405	406	Error Code 4	Code of error returned to school by NSLDS.	Char.	2	O
407	407	Filler	Filler	Char.	1	M
408	409	Error Code 5	Code of error returned to school by NSLDS.	Char.	2	O
410	410	Filler	Filler	Char.	1	M

Enrollment Reporting File Email Address Record**Length = 410**

Pos FR	Pos TO	Attribute	Description	Field Format	Lth	Mandatory/ Optional
1	3	Record Type	'003' indicates email record.	Char.	3	O
4	12	Student Current SSN	Student's Current Social Security Number.	Char.	9	O
13	20	OPEID*	An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified.	Char.	8	O
21	28	Email Effective Date	Date as of which the email address is effective. Format CCYYMMDD	Date	8	O
29	29	Good Email Address Flag	Flag indicating that the email address is good according to the school. Values are: <ul style="list-style-type: none"> • 'Y' (Yes) • 'N' (No) Spaces default to 'Y'.	Char.	1	O
30	157	Email Address	The email address being reported.	Char.	128	O
158	394	Filler	Filler	Char.	237	O
395	395	Bundle Rejected Flag	Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out. Valid values are: <ul style="list-style-type: none"> • 'Y' (Yes) • Space (No) 	Char.	1	O
396	397	Error Code 1	Code of error returned to school by NSLDS.	Char.	2	O

Pos FR	Pos TO	Attribute	Description	Field Format	Lth	Mandatory/Optional
398	398	Filler	Filler	Char.	1	O
399	400	Error Code 2	Code of error returned to school by NSLDS.	Char.	2	O
401	401	Filler	Filler	Char.	1	O
402	403	Error Code 3	Code of error returned to school by NSLDS.	Char.	2	O
404	404	Filler	Filler	Char.	1	O
405	406	Error Code 4	Code of error returned to school by NSLDS.	Char.	2	O
407	407	Filler	Filler	Char.	1	O
408	409	Error Code 5	Code of error returned to school by NSLDS.	Char.	2	O
410	410	Filler	Filler	Char.	1	O

Enrollment Reporting File Trailer Record**Length = 410**

Pos FR	Pos TO	Attribute	Description	Field Format	Lth	Mandatory/Optional
1	3	Record Type	'999' indicates trailer record.	Char.	3	M
4	12	Filler	Filler	Char.	9	M
13	20	File Content ID	Same as header.	Char.	8	O
21	28	Detail Record Count	Number of detail records.	Num.	8	M

Pos FR	Pos TO	Attribute	Description	Field Format	Lth	Mandatory/ Optional
29	36	Valid Detail Record Count	Number of valid detail records in the file.	Num.	8	M
37	44	Detail Records in Error Count	Number of detail records in error in the file.	Num.	8	M
45	410	Filler	Filler	Char.	366	M

*The OPEID is the combination of the 6-digit school code and the 2-digit school location code. If a school has more than 99 locations, the first digit of the OPEID is then incremented to 1. If the school has more than 199 locations, the first digit is then incremented to 2, and so forth. For example, location 00 = 06789900, location 101 = 16789901, location 202 = 26789902.

A-2: Comma Separated Values

NSLDS sends CSV Enrollment Roster and Error/Acknowledgement files to schools using the SAIG message class EFRCEOP. Schools should return CSV Roster Submittal and Error Correction files to NSLDS using the SAIG message class EFSCDEIN.

Enrollment Reporting File Header Record

Attribute	Description	Field Format	Mandatory/Optional
Record Type	'000' indicates header record.	Char.	M
Comma	Comma	Char.	M
Filler	Single space or no space	Char.	M
Comma	Comma	Char.	M
File Content ID	<p>Content of the file is indicated by this ID. This field is not edited. On a submittal file the reported ID is returned to the originator of the file in the NSLDS response. Submitter can use this field as they see fit to indicate file content.</p> <p>When NSLDS generates the initial Roster, the file content ID contains:</p> <ul style="list-style-type: none"> • "SERVICER" when the file contains multiple OPEID's different at the six-digit level. • OPEID when the file is split into multiple files due to a split file preference. • First six positions of OPEID when the file is not indicated to be split. 	Char.	O
Comma	Comma	Char.	M

Attribute	Description	Field Format	Mandatory/Optional
Header Label	<ul style="list-style-type: none"> • Enrollment Reporting roster file or the Submittal File: <ul style="list-style-type: none"> ○ 'NSLDS ENRL SUBMITTAL V2' • Error/Acknowledgment File or Error Correction File: <ul style="list-style-type: none"> ○ 'NSLDS ENRL ERROR V2' • Late Enrollment Certifications report: <ul style="list-style-type: none"> ○ 'SCHLC1' • Enrollment Errors report uses the format "Report ID-Request Date-Processed Date" as follows: <ul style="list-style-type: none"> ○ Report ID contains <ul style="list-style-type: none"> ▪ 'SCHER5' for Ad hoc ▪ 'SCHER7' for Scheduled ○ Request Date is the date the user requested the report or the date the report was scheduled. ○ Processed Date is the date NSLDS processed the batch submittal. 	Char.	M
Comma	Comma	Char.	M
Submittal Date	Date the File content was created. Format CCYYMMDD	Date	M
Comma	Comma	Char.	M
File Type	Indicates the type of file. Valid values are: <ul style="list-style-type: none"> • 'R' (Roster) • 'E' (Error) • 'A' (Ad hoc) 	Char.	M

Enrollment Reporting File Campus-Level Record

Attribute	Description	Field Format	Mandatory/Optional
Record Type	'001' indicates campus-level record.	Char.	M
Comma	Comma	Char.	M
Student Current SSN	Student's current Social Security Number.	Char.	M
Comma	Comma	Char.	M
OPEID*	An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified.	Char.	M
Comma	Comma	Char.	M
Student SSN Pseudo Indicator	Indicates whether the Student's Social Security number is real or pseudo. Valid values are: <ul style="list-style-type: none"> 'R' (Real) 'P' (Pseudo) 	Char.	M
Comma	Comma	Char.	M
Student Current First Name	Student's current first name. 'NFN' for students with no first name.	Char.	M
Comma	Comma	Char.	M
Student Current Last Name	Student's current last name. 'NLN' for students with no last name.	Char.	M
Comma	Comma	Char.	M
Student Current Middle Name	Student's current middle name.	Char.	O
Comma	Comma	Char.	M

Attribute	Description	Field Format	Mandatory/Optional
Student Date of Birth	Student's Date of Birth. Format CCYYMMDD '19000101' if student's DOB unknown.	Date	M
Comma	Comma	Char.	M
Student Branch Designator Code	Optional field used by schools to identify students within their own systems.	Char.	O
Comma	Comma	Char.	M
Certification Date	Date enrollment certified by school. Format CCYYMMDD	Date	M
Comma	Comma	Char.	M
Enrollment Effective Date	Date student's enrollment status took effect. Format CCYYMMDD	Date	M
Comma	Comma	Char.	M
Enrollment Status	Code for student's enrollment status: <ul style="list-style-type: none"> • 'F' (full-time) • 'Q' (three-quarter time) • 'H' (half-time) • 'L' (less than half-time) • 'A' (leave of absence) • 'G' (graduated) • 'W' (withdrawn) • 'D' (deceased) • 'X' (never attended) • 'Z' (record not found) 	Char.	M
Comma	Comma	Char.	M

Attribute	Description	Field Format	Mandatory/Optional
Anticipated Completion Date	Expected date of graduation or termination for student. Format CCYYMMDD	Date	M
Comma	Comma	Char.	M
Term Begin Date	Date on which the current term began. Format CCYYMMDD	Date	O
Comma	Comma	Char.	M
Term End Date	Date on which the current term will end. Format CCYYMMDD	Date	O
Comma	Comma	Char.	M
Address Effective Date	Date student's address became effective or the sender became aware of the information. Format CCYYMMDD	Date	M
Comma	Comma	Char.	M
Good Address Flag	Flag to indicate a valid student address Valid values are: <ul style="list-style-type: none"> • 'Y' (Yes) • 'N' (No) Spaces default to 'Y'.	Char.	M
Comma	Comma	Char.	M
Student Permanent Address Line 1	First line of student address.	Char.	M
Comma	Comma	Char.	M

Attribute	Description	Field Format	Mandatory/Optional
Student Permanent Address Line 2	Second line of student address.	Char.	O
Comma	Comma	Char.	M
Student Permanent Address City	City where student lives.	Char.	M
Comma	Comma	Char.	M
Student Permanent Address State / Province	State or province where student lives.	Char.	M
Comma	Comma	Char.	M
Student Permanent Address Country	Country where student lives.	Char.	M
Comma	Comma	Char.	M
Student Permanent Address Postal Code	Postal code where student lives.	Char.	M
Comma	Comma	Char.	M

Attribute	Description	Field Format	Mandatory/Optional
Student Phone Type	The type of phone number being reported. Values are: <ul style="list-style-type: none"> • 'C' (Cell) • 'H' (Home) • 'O' (Other) • 'W' (Work) 	Char.	O
Comma	Comma	Char.	M
Student Preferred Phone Number Flag	Flag indicating whether this is a phone number the student prefers to use. Values are: <ul style="list-style-type: none"> • 'Y' (Yes) • 'N' (No) Spaces default to 'Y'.	Char.	O
Comma	Comma.	Char.	M
Student Phone Country Code	The country code for the student phone number.	Char.	O
Comma	Comma.	Char.	M
Student Phone Number	The student's phone number.	Char.	O
Comma	Comma.	Char.	M
Move To OPEID*	An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the school location to which student enrollment is being moved.	Char.	O
Comma	Comma.	Char.	M

Attribute	Description	Field Format	Mandatory/Optional
Program Indicator	<p>Indicates if a student is enrolled in at least one program.</p> <p>Values are:</p> <ul style="list-style-type: none"> • 'Y' (Yes) • 'N' (No) <p>Spaces default to 'Y'.</p> <p>If this field is populated with a "Y" or "Space" the school is required to report the student's program-level enrollment data in record type '002'.</p> <p>This field should only be set to 'N' when the student is not enrolled in any program of study at the school; otherwise, the student should be set to 'Y'. Students, including almost all undecided students, are enrolled in a program of study, whether it is eligible or ineligible for Title IV aid, and must have their program-level enrollment data reported to NSLDS.</p>	Char.	M
File Type Offset	<p>Twenty-three (23) commas.</p> <p>Note: The purpose of this field in each data record type is to allow schools that are importing the CSV file into a spreadsheet to have the data field columns of each record type align to a unique column header for each data field. This will make updating the file easier for those who use the Spreadsheet Submittal process.</p>	Char.	M
Bundle Rejected Flag	<p>Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out. Valid values are:</p> <ul style="list-style-type: none"> • 'Y' (Yes) • Space (No) 	Char.	O

Attribute	Description	Field Format	Mandatory/Optional
Comma	Comma.	Char.	M
Error Code 1	Code of error returned to school by NSLDS.	Char.	O
Comma	Comma	Char.	M
Error Code 2	Code of error returned to school by NSLDS.	Char.	O
Comma	Comma	Char.	M
Error Code 3	Code of error returned to school by NSLDS.	Char.	O
Comma	Comma	Char.	M
Error Code 4	Code of error returned to school by NSLDS.	Char.	O
Comma	Comma	Char.	M
Error Code 5	Code of error returned to school by NSLDS.	Char.	O

Enrollment Reporting File Program-Level Record

Attribute	Description	Field Format	Mandatory / Optional
Record Type	'002' indicates program record.	Char.	M
Comma	Comma.	Char.	M
Student Current SSN	Student's Current Social Security Number.	Char.	M
Comma	Comma.	Char.	M

Attribute	Description	Field Format	Mandatory / Optional
OPEID*	An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified.	Char.	M
File Type Offset	Thirty (30) commas. Note: the purpose of this field in each data record type is to allow schools that are importing the CSV file into a spreadsheet to have the data field columns of each record type align to a unique column header for each data field. This will make updating the file easier for those who use the Spreadsheet Submittal process.	Char.	M
CIP Code	Six-digit Classification of Instructional Programs code (without period) identifying a program's academic content.	Char.	M
Comma	Comma.	Char.	M
CIP Year	Year in which the CIP codes used by NSLDS were published. The CIP Year for the codes currently used by NSLDS is 2010. Format CCYY	Char.	M
Comma	Comma.	Char.	M

Attribute	Description	Field Format	Mandatory / Optional
Credential Level	<p>The credential level of the program. Values are:</p> <ul style="list-style-type: none"> • '01' (Undergraduate Certificate or Diploma Program) • '02' (Associate's Degree) • '03' (Bachelor's Degree) • '04' (Post Baccalaureate Certificate) • '05' (Master's Degree) • '06' (Doctoral Degree) • '07' (First Professional Degree) • '08' (Graduate / Professional Certificate) • '99' (Non-Credential Program [Preparatory Coursework / Teacher Certification]) 	Char.	M
Comma	Comma.	Char.	M
Published Program Length	<p>The length of the instructional program in years, months, or weeks as published by the school. Note this is used together with the next two fields to determine program length.</p> <p>Format "nnnnnn", with an implied decimal point between the third and fourth digits. Thus, schools should report:</p> <ul style="list-style-type: none"> • 4 years → 004000 • 1.5 years → 001500 • 6 months → 006000 • 26 weeks → 026000 	Num.	M
Comma	Comma.	Char.	M

Attribute	Description	Field Format	Mandatory / Optional
Published Program Length Measurement	The unit of measure for the length of the instructional program as published by the school. Values are: <ul style="list-style-type: none"> • 'W' (Weeks) • 'M' (Months) • 'Y' (Years) 	Char.	M
Comma	Comma.	Char.	M
Weeks in Title IV Academic Year	The total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M. Format "nnnnnn", with an implied decimal point between the third and fourth digits. Thus, schools should report: <ul style="list-style-type: none"> • 26 weeks → 026000 • 30 weeks → 030000 	Num.	M
Comma	Comma.	Char.	M
Program Begin Date	Date on which the student began attending the program. Format CCYYMMDD	Date	M
Comma	Comma.	Char.	M

Attribute	Description	Field Format	Mandatory / Optional
Special Program Indicator	Flag to indicate that the program belongs to one of the following groups: <ul style="list-style-type: none"> • 'A' (Special Admission Associate Degree Program) • 'B' (Bachelor's Degree Completion Program) • 'N' (Not Applicable) • 'P' (Preparatory Coursework Graduate Professional Program) • 'T' (Non-Credential Teacher Certification Program) • 'U' (Preparatory Coursework Undergraduate Program) 	Char.	M
Comma	Comma.	Char.	M
Program Enrollment Status	Code for the student's enrollment status in that program. Values are: <ul style="list-style-type: none"> • 'F' (Full-Time) • 'Q' (Three-Quarter Time) • 'H' (Half-Time) • 'L' (Less Than Half-Time) • 'A' (Leave Of Absence) • 'G' (Graduated) • 'W' (Withdrawn) • 'D' (Deceased) • 'X' (Never Attended) • 'Z' (Record Not Found) 	Char.	M
Comma	Comma.	Char.	M
Program Enrollment Effective Date	Effective date for the enrollment reported by the school. Format CCYYMMDD	Date	M

Attribute	Description	Field Format	Mandatory / Optional
File Type Offset	Ten (10) commas. Note: the purpose of this field in each record type is to allow schools that are importing the CSV file into a spreadsheet to have the data field columns of each record type align to a unique column header for each data field. This will make updating the file easier for those who use the Spreadsheet Submittal process.	Char.	M
Bundle Rejected Flag	Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out. Valid values are: <ul style="list-style-type: none"> • 'Y' (Yes) • Space (No) 	Char.	O
Comma	Comma.	Char.	M
Error Code 1	Code of error returned to school by NSLDS.	Char.	O
Comma	Comma.	Char.	M
Error Code 2	Code of error returned to school by NSLDS.	Char.	O
Comma	Comma.	Char.	M
Error Code 3	Code of error returned to school by NSLDS.	Char.	O
Comma	Comma.	Char.	M
Error Code 4	Code of error returned to school by NSLDS.	Char.	O
Comma	Comma.	Char.	M
Error Code 5	Code of error returned to school by NSLDS.	Char.	O

Enrollment Reporting File Email Address Record

Attribute	Description	Field Format	Mandatory / Optional
Record Type	'003' indicates email address record.	Char.	O
Comma	Comma.	Char.	O
Student Current SSN	Student's Current Social Security Number.	Char.	O
Comma	Comma.	Char.	O
OPEID*	An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified.	Char.	O
File Type Offset	Forty-three (43) commas. Note: the purpose of this field in each record type is to allow schools that are importing the CSV file into a spreadsheet to have the data field columns of each record type align to a unique column header for each data field. This will make updating the file easier for those who use the Spreadsheet Submittal process.	Char.	O
Email Effective Date	Date as of which the email address is effective. Format CCYYMMDD	Date	O
Comma	Comma.	Char.	O
Good Email Address Flag	Flag indicating that the email address is good according to the school. Values are: <ul style="list-style-type: none"> • 'Y' (Yes) • 'N' (No) Spaces default to 'Y'.	Char.	O
Comma	Comma.	Char.	O

Attribute	Description	Field Format	Mandatory / Optional
Email Address	The email address being reported.	Char.	O
File Type Offset	Four (4) commas. Note: the purpose of this field in each record type is to allow schools that are importing the CSV file into a spreadsheet to have the data field columns of each record type align to a unique column header for each data field. This will make updating the file easier for those who use the Spreadsheet Submittal process.	Char.	O
Bundle Rejected Flag	Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out.	Char.	O
Comma	Comma.	Char.	O
Error Code 1	Code of error returned to school by NSLDS.	Char.	O
Comma	Comma.	Char.	O
Error Code 2	Code of error returned to school by NSLDS.	Char.	O
Comma	Comma.	Char.	O
Error Code 3	Code of error returned to school by NSLDS.	Char.	O
Comma	Comma.	Char.	O
Error Code 4	Code of error returned to school by NSLDS.	Char.	O
Comma	Comma.	Char.	O
Error Code 5	Code of error returned to school by NSLDS.	Char.	O

Enrollment Reporting File Trailer Record

Attribute	Description	Field Format	Mandatory/Optional
Record Type	'999' indicates trailer record.	Char.	M
Comma	Comma	Char.	M
Filler	Single space or no space	Char.	M
Comma	Comma	Char.	M
File Content ID	Same as header.	Char.	O
Comma	Comma	Char.	M
Detail Record Count	Number of detail records.	Num.	M
Comma	Comma.	Char.	M
Valid Detail Record Count	Number of valid detail records in the file.	Num.	M
Comma	Comma.	Char.	M
Detail Records in Error Count	Number of detail records in error in the file.	Num.	M

*The OPEID is the combination of the 6-digit school code and the 2-digit school location code. If a school has more than 99 locations, the first digit of the OPEID is then incremented to 1. If the school has more than 199 locations, the first digit is then incremented to 2, and so forth. For example, location 00 = 06789900, location 101 = 16789901, location 202 = 26789902.

A-3: Submittal Spreadsheet Layout

Schools should use the new Enrollment Spreadsheet Submittal Template and new Enrollment Spreadsheet Submittal Instruction Guide available by accessing the [NSLDS Enrollment Submittal](#) link in the "Software and Associated Documents" section of the [Federal Student Aid Download \(FSAdownload\) Web site](#).

The new format is provided below.

Col.	Rec. Type	Attribute	Description	Format	Mandatory/Optional
A	All	Record Type	'001' indicates campus-level record. '002' indicates program-level record. '003' indicates email address record.	Char.	M
B	All	Student Current SSN	Student's current Social Security Number	Char.	M
C	All	OPEID	An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified.	Char.	M
D	001	Student SSN Pseudo Indicator	Valid values are: <ul style="list-style-type: none"> 'R' (Real) 'P' (Pseudo) 	Char.	M
E	001	Student Current First Name	Student's current first name. 'NFN' for students with no first name.	Char.	M
F	001	Student Current Last Name	Student's current last name. 'NLN' for students with no last name.	Char	M

Col.	Rec. Type	Attribute	Description	Format	Mandatory/Optional
G	001	Student Current Middle Name	Student's current middle name.	Char.	O
H	001	Student Date of Birth	Student's Date of Birth. Format CCYYMMDD. '19000101' if student's DOB unknown.	Date	M
I	001	Student Branch Designator Code	Optional field used by schools to identify students within their own systems	Char.	O
J	001	Certification Date	Date enrollment certified by school. Format CCYYMMDD	Date	M
K	001	Enrollment Effective Date	Date student's enrollment status took effect. Format CCYYMMDD	Date	M

Col.	Rec. Type	Attribute	Description	Format	Mandatory/Optional
L	001	Enrollment Status	Code for student's enrollment status at school: <ul style="list-style-type: none"> 'F' (full-time) 'Q' (three-quarter time) 'H' (half-time) 'L' (less than half-time) 'A' (leave of absence) 'G' (graduated) 'W' (withdrawn) 'D' (deceased) 'X' (never attended) 'Z' (record not found) 	Char.	M
M	001	Anticipated Completion Date	Expected date of graduation or termination for student. Format CCYYMMDD	Date	M
N	001	Term Begin Date	Date on which the current term began. Format CCYYMMDD	Date	O
O	001	Term End Date	Date on which the current term will end. Format CCYYMMDD	Date	O
P	001	Address Effective Date	Date student's address became effective or the sender became aware of the information. Format CCYYMMDD	Date	M

Col.	Rec. Type	Attribute	Description	Format	Mandatory/Optional
Q	001	Good Address Flag	Flag to indicate a valid student address. Valid values are: <ul style="list-style-type: none"> • 'Y' • 'N' Spaces default to 'Y'.	Char.	M
R	001	Student Permanent Address Line 1	First line of student address	Char.	M
S	001	Student Permanent Address Line 2	Second line of student address	Char.	O
T	001	Student Permanent Address City	City where student lives	Char.	M
U	001	Student Permanent Address State / Province	State or province where student lives	Char.	M
V	001	Student Permanent Address Country	Country where student lives.	Char.	M
W	001	Student Permanent Address Postal Code	Postal code where student lives	Char.	M

Col.	Rec. Type	Attribute	Description	Format	Mandatory/Optional
X	001	Student Phone Type	The type of phone number being reported. Values are: <ul style="list-style-type: none"> • 'C' (Cell) • 'H' (Home) • 'O' (Other) • 'W' (Work) 	Char.	O
Y	001	Student Preferred Phone Number Flag	Flag indicating whether this is a phone number the student prefers to use. Values are: <ul style="list-style-type: none"> • 'Y' (Yes) • 'N' (No) Spaces default to 'Y'.	Char.	O
Z	001	Student Phone Country Code	The country code for the student phone number.	Char.	O
AA	001	Student Phone Number	The student's phone number.	Char.	O
AB	001	Move To OPEID	Eight-digit Office of Postsecondary Education ID for school location to which student enrollment is being moved.	Char.	O

Col.	Rec. Type	Attribute	Description	Format	Mandatory/Optional
AC	001	Program Indicator	<p>Indicates if a student is enrolled in at least one program.</p> <p>Values are:</p> <ul style="list-style-type: none"> • 'Y' (Yes) • 'N' (No) <p>Spaces default to 'Y'.</p> <p>If this field is populated with a "Y" or "Space" the school is required to report the student's program-level enrollment data in record type '002'.</p> <ul style="list-style-type: none"> • Student's program-level enrollment data (Record Type '002') must be reported regardless of whether the program is eligible for Title IV aid. <p>If this field is populated with an "N" the school is not required to report the program-level enrollment data in Record Type '002'.</p>	Char.	M
AD	All	Blank	Must be left empty	Char.	M
AE	All	Blank	Must be left empty	Char.	M
AF	All	Blank	Must be left empty	Char.	M
AG	002	CIP Code	Six-digit Classification of Instructional Programs code (without period) identifying a program's academic content.	Char.	M

Col.	Rec. Type	Attribute	Description	Format	Mandatory/Optional
AH	002	CIP Year	Year in which the CIP codes used by NSLDS were published. The CIP Year for the codes currently used by NSLDS is 2010.	Char.	M
AI	002	Credential Level	<p>The credential level of the program. Values are:</p> <ul style="list-style-type: none"> • '01' (Undergraduate Certificate or Diploma Program) • '02' (Associate's Degree) • '03' (Bachelor's Degree) • '04' (Post Baccalaureate Certificate) • '05' (Master's Degree) • '06' (Doctoral Degree) • '07' (First Professional Degree) • '08' (Graduate / Professional Certificate) • '99' (Non-Credential Program [Preparatory Coursework / Teacher Certification]) 	Char	M

Col.	Rec. Type	Attribute	Description	Format	Mandatory/Optional
AJ	002	Published Program Length	<p>The length of the instructional program in years, months, or weeks as published by the school. Note this is used together with the next two fields to determine program length.</p> <p>Format "nnnnnn", with an implied decimal point between the third and fourth digits. Thus, schools should report:</p> <ul style="list-style-type: none"> • 4 years → 004000 • 1.5 years → 001500 • 6 months → 006000 • 26 weeks → 026000 	Num.	M
AK	002	Published Program Length Measurement	<p>The unit of measure for the length of the instructional program as published by the school. Values are:</p> <ul style="list-style-type: none"> • 'W' (Weeks) • 'M' (Months) • 'Y' (Years) 	Char.	M
AL	002	Weeks in Title IV Academic Year	<p>The total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M.</p> <p>Format "nnnnnn", with an implied decimal point between the third and fourth digits. Thus, schools should report:</p> <ul style="list-style-type: none"> • 26 weeks → 026000 • 30 weeks → 030000 	Num.	M

Col.	Rec. Type	Attribute	Description	Format	Mandatory/Optional
AM	002	Program Begin Date	Date on which the student began attending the program.	Date	M
AN	002	Special Program Indicator	<p>Flag to indicate that the program belongs to one of the following groups:</p> <ul style="list-style-type: none"> • 'A' (Selective Admission Associate Degree Program) • 'B' (Bachelor's Degree Completion Program) • 'N' (Not Applicable) • 'P' (Preparatory Coursework Graduate Professional Program) • 'T' (Non-Credential Teacher Certification Program) • 'U' (Preparatory Coursework Undergraduate Program) 	Char.	M

Col.	Rec. Type	Attribute	Description	Format	Mandatory/Optional
AO	002	Program Enrollment Status	Code for the student's enrollment status in that program. Values are: <ul style="list-style-type: none"> 'F' (Full-Time) 'Q' (Three-Quarter Time) 'H' (Half-Time) 'L' (Less Than Half-Time) 'A' (Leave Of Absence) 'G' (Graduated) 'W' (Withdrawn) 'D' (Deceased) 'X' (Never Attended) 'Z' (Record Not Found) 	Char.	M
AP	002	Program Enrollment Effective Date	Effective date for the enrollment reported by the school.	Date	M
AQ	All	Blank	Must be left empty	Char.	M
AR	All	Blank	Must be left empty	Char.	M
AS	All	Blank	Must be left empty	Char.	M
AT	003	Email Effective Date	Date as of which the email address is effective.	Date	O

Col.	Rec. Type	Attribute	Description	Format	Mandatory/Optional
AU	003	Good Email Address Flag	Flag indicating that the email address is good according to the school. Values are: <ul style="list-style-type: none"> • 'Y' (Yes) • 'N' (No) Spaces default to 'Y'.	Char.	O
AV	003	Email Address	The email address being reported.	Char.	O
AW	All	Blank	Must be left empty	Char.	M
AX	All	Blank	Must be left empty	Char.	M
AY	All	Blank	Must be left empty	Char.	M
AZ	All	Error Codes	Code(s) of error(s) returned to school by NSLDS	Char.	O

Appendix B – Reporting Instructions

The following section provides specifications of the records that make up the Enrollment Reporting roster file and Submittal File. NSLDS provides data in some fields that you must not change.

The following is a record key which explains the meaning of each entry in the Reporting Instructions. If you have any questions about this document, please contact the NSLDS Customer Support Center at 1-800-999-8219.

Record Type XXX - Brief, descriptive title	Enrollment Reporting Record Name
Field Name:	Name of the specific file layout type selected.
Description:	Short narrative definition.
Type:	Indicator of the kind of value that must be in the field.
Size:	Number of bytes the field occupies (Fixed Width format only).
Position:	The position refers to the beginning and ending location (byte number) of the field within the record (Fixed Width format only).
Reporting:	Instructions indicating whether the field must contain data other than spaces or zeroes
History Kept:	Provides information regarding the storage of information on NSLDS.
Comments:	Additional information about the field
Edits:	Description of the error checking that NSLDS applies to the file that you return
Error No:	Error number
Verifies:	Information on what the error verifies
Error:	Error
Error Message:	Error message
Date Revised:	Date field was last revised

Enrollment Reporting File Header Record		Length = 410
Record Type 000 - Header		Enrollment Reporting Header Record
Field Name:	Record Type	
Description:	A 3-digit number used to verify the proper location of the Header record in the Enrollment Reporting roster file or Submittal File.	
Type:	Character	
Size:	3	
Position:	1-3	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> None 	
Edits:	<ul style="list-style-type: none"> Must equal 000 	
Error No:	N/A	
Verifies:	Must equal 000.	
Error:	Does not equal 000.	
Error Message:	File not processed.	
Error No:	N/A	
Verifies:	Cannot be blank.	
Error:	Is blank.	
Error Message:	File not processed.	
Error No:	55	
Verifies:	Not equal to 000.	
Error:	Record Type is invalid	
Error Message:	The record type in the batch file is invalid.	
Date Revised:	04/13/2014	

Record Type 000 - Header		Enrollment Reporting Header Record
Field Name:	Filler	
Description:	Blank field	
Type:	Character	
Size:	9	
Position:	4-12	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none">• This field is blank when sent to the school.	
Edits:	<ul style="list-style-type: none">• None	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 000 - Header		Enrollment Reporting Header Record
Field Name:	File Content ID	
Description:	An 8-digit code used to identify the content of the file.	
Type:	Character	
Size:	8	
Position:	13-20	
Reporting:	Optional	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> • NSLDS supplies a code in this field, but a school or servicer may change it to suit their needs. • When NSLDS generates the initial Roster, the file content ID contains: <ul style="list-style-type: none"> “SERVICER” when the file contains multiple OPEIDs different at the six-digit level. OPEID when the file is split into multiple files due to a split file preference. • First six- positions of OPEID when the file is not indicated to be split. • If a school has questions about its OPEID code, it should call the NSLDS Customer Support Center at 1–800–999–8219. 	
Edits:	<ul style="list-style-type: none"> • None 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 000 – Header		Enrollment Reporting Header Record
Field Name:	Header Label	
Description:	<p>Indicates the type of file. Depending on the file type, the header will contain a unique label:</p> <ul style="list-style-type: none"> • Enrollment Reporting roster file or the Submittal File: <ul style="list-style-type: none"> ○ 'NSLDS ENRL SUBMITTAL V2' • Error/Acknowledgment File or Error Correction File: <ul style="list-style-type: none"> ○ 'NSLDS ENRL ERROR V2' • Late Enrollment Certifications report: <ul style="list-style-type: none"> ○ 'SCHLC1' • Enrollment Errors report uses the format "Report ID-Request Date-Processed Date" as follows: <ul style="list-style-type: none"> ○ Report ID contains <ul style="list-style-type: none"> ▪ 'SCHER5' for Ad hoc ▪ 'SCHER7' for Scheduled ○ Request Date is the date the user requested the report or the date the report was scheduled. ○ Processed Date is the date NSLDS processed the batch submittal. 	
Type:	Character	
Size:	26	
Position:	21-46	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> • NSLDS supplies the data in this field. 	
Edits:	<ul style="list-style-type: none"> • None 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	11/19/2017	

Record Type 000 – Header	Enrollment Reporting Header Record
Field Name:	Submittal Date
Description:	Date the school submits the enrollment information updated in the Enrollment Reporting roster file. At this time, it becomes the Submittal File.
Type:	Character
Size:	8
Position:	47-54
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format • You must fill in this field with the date of the Submittal File.
Edits:	<ul style="list-style-type: none"> • Submittal Date must not be a future date.
Error No:	N/A
Verifies:	Must be valid date.
Error:	Invalid or no date.
Error Message:	File not processed.
Date Revised:	04/13/2014

Record Type 000 - Header	Enrollment Reporting Header Record
Field Name:	File Type
Description:	Indicates that this is the Enrollment Reporting roster file/Submittal File or the Error/Acknowledgment File.
Type:	Character
Size:	1
Position:	55-55
Reporting:	Mandatory
History Kept:	N/A
Comments:	<ul style="list-style-type: none"> • None
Edits:	'R' (Roster) if Enrollment Reporting roster file/Submittal File 'E' (Error) if Error/Acknowledgment File, or Error Correction File 'A' (Ad hoc) for ad hoc reporting
Error No:	N/A
Verifies:	Must be R, A, or E.
Error:	Invalid character
Error Message:	File not processed.
Date Revised:	04/13/2014

Record Type 000 - Header		Enrollment Reporting Header Record
Field Name:	Filler	
Description:	Blank field to complete full record length.	
Type:	Character	
Size:	355	
Position:	56-410	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none">• This field is blank when sent to the school	
Edits:	<ul style="list-style-type: none">• None	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Enrollment Reporting File Campus-Level Record		Length = 410
Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Record Type	
Description:	A 3-digit number that identifies the record type in the student record in the Enrollment Reporting roster file.	
Type:	Character	
Size:	3	
Position:	1-3	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Record Type for the Detail record is 001. 	
Edits:	<ul style="list-style-type: none"> None 	
Error No:	55	
Verifies:	Invalid record type.	
Error:	Record Type is invalid	
Error Message:	The record type in the batch file is invalid.	
Error No:	75	
Verifies:	All required record types are present in bundle.	
Error:	Incomplete bundle.	
Error Message:	A required record is missing from a bundle. For example, there is no program-level enrollment record (record type '002') in a bundle, but the Enrollment record (record type '001') does not have its Program Indicator set to 'N'.	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Student Current SSN	
Description:	Social Security Number of a Title IV aid recipient.	
Type:	Character	
Size:	9	
Position:	4-12	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • Valid or pseudo-SSN reported to NSLDS by the data provider. • If a school believes the NSLDS data are incorrect, contact the NSLDS Customer Support Center and provide verifying documents. • If you add a student to the Enrollment Reporting roster file, you must fill in this field with the student's actual SSN. • If the actual number is not available, enter the pseudo-SSN assigned by the data provider. • Values in Student's SSN, Student Current First, and Student Current Last must match values in the enrollment record produced by NSLDS, except for school-added records. 	
Edits:	<ul style="list-style-type: none"> • For NSLDS-provided records, the value must match SSN in Enrollment Reporting roster file. For school-initiated records, the value must match an SSN in the NSLDS database. 	
Error No:	11	
Verifies:	Must match value in the NSLDS database.	
Error:	Does not match value in NSLDS database.	
Error Message:	No Detail record matches the record identifiers (Student Current First, Student Current Last, and Student's SSN) in NSLDS database.	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	OPEID	
Description:	An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified.	
Type:	Character	
Size:	8	
Position:	13-20	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> If a school has questions about its OPEID code, it should call the NSLDS Customer Support Center at 1-800-999-8219. 	
Edits:	<ul style="list-style-type: none"> Must be a valid 8-digit OPEID code from the NSLDS School Codes Table. 	
Error No:	50	
Verifies:	Must be valid OPEID.	
Error:	Not Valid OPEID.	
Error Message:	Invalid school code.	
Error No:	52	
Verifies:	Authorization to submit.	
Error:	Security.	
Error Message:	Not authorized to submit enrollment data for school, branch or move to location.	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Student SSN Pseudo Indicator	
Description:	A single-character indicator showing whether the Student's Social Security number is real or pseudo.	
Type:	Character	
Size:	1	
Position:	21-21	
Reporting:	Mandatory	
History Kept:	No	
Comments:	<ul style="list-style-type: none"> SSN indicator reported to NSLDS by the data provider could be R (for "real") or P (for "pseudo"). If you add a student to the Submittal File, you must use the correct SSN and fill in this field with R (for "real"). 	
Edits:	<ul style="list-style-type: none"> Must be R (for "real") or P (for "pseudo"). 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	06/29/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Student Current First Name	
Description:	First name of the Title IV aid recipient.	
Type:	Character	
Size:	35	
Position:	22-56	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • First name reported to NSLDS by the data provider. • If the student has no first name, this field contains 'NFN' (no first name). • If you believe NSLDS data are incorrect, contact the data provider and provide verifying documents. • If you add a student to the Submittal File, you must fill in this field with the first name. • If the student does not have a first name, you must fill in this field with 'NFN'. • If the first name exceeds 35 characters, drop any characters in excess of 35. • Values in Record Sequence Number, Student's SSN, Student's First Name, and Date of Student's Birth must match values in enrollment record produced by NSLDS, except for school-added records. 	
Edits:	<ul style="list-style-type: none"> • For NSLDS-provided records: Must match Enrollment Reporting roster file. 	
Error No:	11	
Verifies:	Must match value in NSLDS database.	
Error:	Does not match value in NSLDS database.	
Error Message:	No Detail record matches the record identifiers (Student's First Name, Student's Last Name, and Student's SSN) in NSLDS database.	
Date Revised:	06/29/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Student Current Last Name	
Description:	Current last name of the Title IV aid recipient.	
Type:	Character	
Size:	35	
Position:	57-91	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • Last name reported to NSLDS by the data provider. • If the student has no last name, this field contains 'NLN'. • If you believe the NSLDS data are incorrect, contact the data provider and provide verifying documents. • If you add a student to the Submittal File, you must fill in this field with the last name. • If the student does not have a last name, you must fill in this field with 'NLN'. • If the last name exceeds 35 characters, drop any characters in excess of 35. 	
Edits:	<ul style="list-style-type: none"> • For NSLDS-provided records: Must match Enrollment Reporting roster file. 	
Error No:	11	
Verifies:	Must match value in NSLDS database.	
Error:	Does not match value in NSLDS database.	
Error Message:	No Detail record matches the record identifiers (Student's First Name, Student's Last Name, and Student's SSN) in NSLDS database.	
Date Revised:	06/29/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Student Current Middle Name	
Description:	Middle name of the Title IV aid recipient.	
Type:	Character	
Size:	35	
Position:	92-126	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • Middle name reported to NSLDS by the data provider. • If you believe the NSLDS data are incorrect, contact the data provider and provide verifying documents. • If you add a student to the Submittal File and the student has no middle name, leave this field blank. 	
Edits:	<ul style="list-style-type: none"> • None. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	06/29/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Student Date of Birth	
Description:	Date (year, month, and day) on which the Title IV aid recipient was born.	
Type:	Date	
Size:	8	
Position:	127-134	
Reporting:	Mandatory	
History Kept:	No	
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • Date of Student's Birth as reported to NSLDS by the data provider. • If a student's birth date is unknown, this field contains '19000101'. • If you believe the NSLDS data are incorrect, contact the data provider and provide verifying documents. • If you add a student to the Submittal File, you must fill in this field. 	
Edits:	<ul style="list-style-type: none"> • Must all be numeric. • MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year. 	
Error No:	13	
Verifies:	Must be valid date.	
Error:	Invalid date.	
Error Message:	Invalid Date of Student's Birth.	
Date Revised:	06/29/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Student Branch Designator Code	
Description:	School-assigned designation used instead of the SSN to identify the Title IV aid recipient.	
Type:	Character	
Size:	20	
Position:	135-154	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • If your school does not use the SSN as the key identifier in its registration database, use this field to capture the designator you use for that purpose. • If supplied, NSLDS will return the school ID in each Enrollment Reporting roster file, which will ease the task of subsequently matching NSLDS records to school data. • The data are not forwarded to the data provider. 	
Edits:	<ul style="list-style-type: none"> • None, although left-justification is recommended. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Certification Date	
Description:	Date the school certifies the enrollment information updated in the Enrollment Reporting roster file.	
Type:	Date	
Size:	8	
Position:	155-162	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. You must fill in this field with the certification date. • You must fill in this field with the certification date. 	
Edits:	<ul style="list-style-type: none"> • Certification date must be less than process date. • Certification date must be within a parameter set by NSLDS to ensure the certification date is not unreasonably old. 	
Error No:	37	
Verifies:	Must be valid date.	
Error:	Invalid or no date.	
Error Message:	Invalid Certification Date.	
Error No:	38	
Verifies:	Too old.	
Error:	Cert date too old.	
Error Message:	Certification date is too old to be applied as current on NSLDS.	
Error No:	39	
Verifies:	Future date.	
Error:	Future date not allowed for Cert date.	
Error Message:	Date cannot be in the future.	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Enrollment Effective Date	
Description:	Effective date (year, month and day) a borrower entered current enrollment status.	
Type:	Date	
Size:	8	
Position:	163-170	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • Specific instructions regarding which date to report in conjunction with each enrollment status code are provided in Appendix C, Enrollment Status Codes. • If the enrollment status has not changed, do not change this field. • This field is the date a borrower entered current enrollment status and not the date the file is processed by the school (Certification Date). 	
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. • There must be a corresponding value in the Code for Enrollment Status field. • Must be no more than 30 years in the past, based on the Enrollment Reporting roster generation date. • Cannot be before the student’s date of birth plus 12 years. 	
Error No:	21	
Verifies:	Must be numeric.	
Error:	Invalid date.	
Error Message:	Invalid Date Enrollment Status Effective.	
Error No:	23	
Verifies:	Field is completed.	
Error:	Field not completed.	
Error Message:	Missing Date Enrollment Status Effective; mandatory when Code for Enrollment Status is not equal to 'D' for Deceased.	
Error No:	21	
Verifies:	Must be less than 45 years in the past, based on Enrollment Reporting roster generation date.	
Error:	More than 30 years in the past.	
Error Message:	Invalid Date Enrollment Status Effective.	

Error No:	21
Verifies:	Must be greater than Student's Date of Birth plus 12 years.
Error:	Less than Student's Date of Birth plus 12.
Error Message:	Invalid Date Enrollment Status Effective.
Error No:	30
Verifies:	Must be less than or equal to Certification Date.
Error:	Greater than or equal to Certification Date.
Error Message:	Certification Date must be greater than or equal to Date Enrollment Status Effective.
Error No:	33
Verifies:	Must be less than or equal to ACD.
Error:	Greater than ACD.
Error Message:	Anticipated Completion Date must be greater than Effective date when edited (F,Q,H,A,L).
Error No:	32
Verifies:	Date change falls in acceptable range in relation to historical data
Error:	Date sequence error.
Error Message:	Certification is prior to a previous certification and ACD, Enrollment code or effective date is different from last reported.
Error No:	34
Verifies:	Effective date too old.
Error:	Too old.
Error Message:	For enrollment code A, the effective date cannot be more than 180 days prior to the certification date.
Error No:	35
Verifies:	Certification date cannot equal Effective Date.
Error:	Invalid date.
Error Message:	If a new certification date is reported for enrollment codes F, Q, H, or A, and the F, Q, H, or A has not changed from the prior reported value, then the Effective date cannot equal the Certification date in the input record.
Date Revised:	04/13/2014

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Enrollment Status	
Description:	Code reflecting student's current enrollment status (as of the Submittal Date in the Header record).	
Type:	Character	
Size:	1	
Position:	171-171	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • This field in the Enrollment Reporting roster file contains the enrollment status most recently reported to NSLDS. Along with the Date Enrollment Status Effective field, it is the most significant piece of data in the entire Enrollment Reporting process. • Together these fields determine the exact beginning of the student's grace and subsequent repayment period. • If a student's enrollment status has changed, you must update this field with the student's current enrollment status (see Appendix C, Enrollment Status Codes). 	
Edits:	<ul style="list-style-type: none"> • Must be a valid code from Appendix C, Enrollment Status Codes, and must have a corresponding value in the Date Enrollment Status Effective field. 	
Error No:	19	
Verifies:	Cannot be blank.	
Error:	Is blank.	
Error Message:	Missing Code for Enrollment Status.	
Error No:	20	
Verifies:	Must be valid code.	
Error:	Invalid code.	
Error Message:	Invalid Code for Enrollment Status.	
Error No:	22	
Verifies:	Valid sequence of enrollment status is present.	
Error:	Invalid enrollment status due to enrollment history	
Error Message:	Enrollment Code of 'Z' or 'X' cannot be reported for a student if an enrollment history (Enrollment Code of 'A', 'F', 'Q', 'H', or 'L') already exists for that student at your school.	

Error No:	36
Verifies:	More than 10% of the records contain enrollment status of 'D'.
Error:	Submittal contained more than a reasonable number of deceased students.
Error Message:	All records in the batch submittal file have been rejected due to reasonability.
Error No:	74
Verifies:	Compatible enrollment status present between Program and Campus reporting.
Error:	Program vs Campus-Level enrollment status incompatible
Error Message:	When a campus-level enrollment status is reported as 'Z' or 'X', the program-level information cannot be reported indicated there was ever any attendance.
Date Revised:	04/13/2014

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Anticipated Completion Date	
Description:	Date (year, month, and day) when a student is scheduled to complete course requirements.	
Type:	Date	
Size:	8	
Position:	172-179	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • For degree programs, this date is the same as the anticipated graduation date. The date already in this field is the one most recently reported to NSLDS by the school. If the school has not reported, the date supplied by the data provider is used. • This is a key element in monitoring the student's projected entry into the grace period and subsequent repayment period. • This field must be reviewed in each Enrollment Reporting roster file and updated as appropriate especially when an enrollment status change occurs. • If the date seems reasonable given the student's academic progress, do not modify. Modify only if there is a substantial change (that is, May to August, rather than May 2nd to May 3rd). • If you add a student to the Submittal File, this field must contain the school's most current estimate. • The date received from a school will be modified if the date is 10 years more than the Certification Date. The date will be modified to a date 10 years from the Certification Date. • ACD is not required for an enrollment status of 'D', 'L', 'W', 'X', or 'Z'. 	
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year; CC must be 19 or 20. • If the Enrollment Status Code equals 'A', 'F', 'Q', 'H', or 'L' this date must be greater than the Certification Date and the Enrollment Effective Date (see Appendix C, Enrollment Status Codes). • If an invalid value is used for 'L', NSLDS will not error. Instead the ACD will be explained by '00010101'. • If the Enrollment Status Code equals 'G', this field must equal the Enrollment Effective Date. 	

Error No:	15
Verifies:	Must be numeric when Enrollment Status Code equals 'G', 'A', 'F', Q or 'H'.
Error:	Invalid date.
Error Message:	Anticipated Completion Date invalid format.
Error No:	26
Verifies:	Must be greater than Certification Date when Enrollment Status Code equals 'A', 'F', 'Q', 'H', or 'L'.
Error:	Is less than Certification Date.
Error Message:	Anticipated completion date must be greater than Certification Date when Enrollment Status Code equals 'A', 'F', 'Q' or 'H'.
Error No:	33
Verifies:	Must be greater than or equal to ESED.
Error:	Is less than ESED.
Error Message:	Anticipated Completion Date must be greater than Effective date when edited (F,Q,H,A,L).
Error No:	16
Verifies:	Must not exceed 10 years after certification date.
Error:	Is greater than 10 years after Certification Date.
Error Message:	Anticipated Completion Date cannot be greater than 10 years after the certification.
Date Revised:	04/13/2014

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Term Begin Date	
Description:	The first date (year, month, and day) of the term.	
Type:	Date	
Size:	8	
Position:	180-187	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. 	
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. 	
Error No:	None.	
Verifies:	Must be valid date.	
Error:	Invalid or no date.	
Error Message:	Invalid date.	
Error No:	43	
Verifies:	Invalid date format.	
Error:	Invalid date format.	
Error Message:	Invalid format CCYYMMDD.	
Error No:	49	
Verifies:	Must be prior to Term End date.	
Error:	Must be prior to Term End date.	
Error Message:	Begin must be prior to Term End Date, if Term Begin and Term End Dates supplied.	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Term End Date	
Description:	The last date (year, month, and day) of the term.	
Type:	Date	
Size:	8	
Position:	188-195	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. 	
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. 	
Error No:	None.	
Verifies:	Must be valid date.	
Error:	Invalid or no date.	
Error Message:	Invalid date.	
Error No:	43	
Verifies:	Invalid date format.	
Error:	Invalid date format.	
Error Message:	Invalid format CCYYMMDD.	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Address Effective Date	
Description:	Date student's address became effective or the sender became aware of the information.	
Type:	Date	
Size:	8	
Position:	196-203	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. 	
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. • Required if address data is provided. • Not required if campus-level enrollment status is 'X' or 'Z' 	
Error No:	45	
Verifies:	Required date.	
Error:	Date required.	
Error Message:	Required when address is submitted.	
Error No:	46	
Verifies:	Must be valid date.	
Error:	Invalid date.	
Error Message:	Must be a valid date CCYYMMDD.	
Error No:	47	
Verifies:	Future date not allowed.	
Error:	Future date not allowed.	
Error Message:	Must not be in the future.	
Error No:	54	
Verifies:	Address data required.	
Error:	Address data required.	
Error Message:	Date supplied without address data.	
Date Revised:	06/30/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Good Address Flag	
Description:	Flag to indicate a valid student address.	
Type:	Character	
Size:	1	
Position:	204-204	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> • None. 	
Edits:	<ul style="list-style-type: none"> • Valid values are 'Y' and 'N'. • If no address is being supplied, populated with spaces. • Not required if campus-level enrollment status is 'X' or 'Z' 	
Error No:	44	
Verifies:	Invalid value.	
Error:	Invalid value.	
Error Message:	Invalid value.	
Date Revised:	06/30/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Student Permanent Address Line 1	
Description:	First line of student address.	
Type:	Character	
Size:	40	
Position:	205-244	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • None. 	
Edits:	<ul style="list-style-type: none"> • Not required if campus-level enrollment status is 'X' or 'Z' • If an address is unknown or not available for a student, report Unknown ('UK'). If 'UK' is reported, the address will not be edited or stored. Schools will continue to report 'UK' in future rosters until the address information becomes available. 	
Error No:	41	
Verifies:	Invalid address.	
Error:	Invalid address.	
Error Message:	Must be left justified.	
Date Revised:	10/1/2015	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Student Permanent Address Line 2	
Description:	Second line of student address.	
Type:	Character	
Size:	40	
Position:	245-284	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • None. 	
Edits:	<ul style="list-style-type: none"> • Not required if campus-level enrollment status is 'X' or 'Z' • Address Line 2 will be stored as spaces if 'UK' is reported. Schools will continue to report 'UK' in future rosters until the address information becomes available. 	
Error No:	41	
Verifies:	Invalid address.	
Error:	Invalid address.	
Error Message:	Must be left justified.	
Date Revised:	10/1/2015	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Student Permanent Address City	
Description:	City where student lives.	
Type:	Character	
Size:	30	
Position:	285-314	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • N/A 	
Edits:	<ul style="list-style-type: none"> • Not required if campus-level enrollment status is 'X' or 'Z' • If an address is unknown or not available for a student, report Unknown ('UK'). If 'UK' is reported, the address will not be edited or stored. Schools will continue to report 'UK' in future rosters until the address information becomes available. 	
Error No:	41	
Verifies:	Invalid address.	
Error:	Invalid address.	
Error Message:	Must be left justified.	
Date Revised:	10/1/2015	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Student Permanent Address State/Province	
Description:	State or province where student lives.	
Type:	Character	
Size:	2	
Position:	315-316	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • Must be valid state or province. 	
Edits:	<ul style="list-style-type: none"> • Must be valid state or province. • Not required if campus-level enrollment status is 'X' or 'Z' • If an address is unknown or not available for a student, report Unknown ('UK'). If 'UK' is reported, the address will not be edited or stored. Schools will continue to report 'UK' in future rosters until the address information becomes available. 	
Error No:	42	
Verifies:	Invalid state.	
Error:	Invalid state.	
Error Message:	Invalid code.	
Date Revised:	10/1/2015	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Student Permanent Address Country	
Description:	Country where student lives.	
Type:	Character	
Size:	2	
Position:	317-318	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • None. 	
Edits:	<ul style="list-style-type: none"> • Must be valid country code. • Not required if campus-level enrollment status is 'X' or 'Z' • If an address is unknown or not available for a student, report Unknown ('UK'). If 'UK' is reported, the address will not be edited or stored. Schools will continue to report 'UK' in future rosters until the address information becomes available. 	
Error No:	48	
Verifies:	Invalid country.	
Error:	Invalid country.	
Error Message:	Invalid code.	
Date Revised:	10/1/2015	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Student Permanent Address Postal Code	
Description:	Postal code where student lives.	
Type:	Character	
Size:	17	
Position:	319-335	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • None. 	
Edits:	<ul style="list-style-type: none"> • Not required if campus-level enrollment status is 'X' or 'Z' • If an address is unknown or not available for a student, report Unknown ('UK'). If 'UK' is reported, the address will not be edited or stored. Schools will continue to report 'UK' in future rosters until the address information becomes available. 	
Error No:	41	
Verifies:	Invalid postal code.	
Error:	Invalid postal code.	
Error Message:	Must be left justified.	
Date Revised:	10/1/2015	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Student Phone Type	
Description:	The type of phone number being reported.	
Type:	Character	
Size:	1	
Position:	336-336	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • Valid values are: 'C' (Cell), 'H' (Home), 'O' (Other), 'W' (Work). 	
Edits:	<ul style="list-style-type: none"> • Valid values are: 'C' (Cell), 'H' (Home), 'O' (Other), 'W' (Work). 	
Error No:	56	
Verifies:	Invalid value.	
Error:	Invalid value.	
Error Message:	Invalid value.	
Date Revised:	06/29/2014	

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Student Preferred Phone Number Flag
Description:	Flag indicating whether this is a phone number the student prefers to use.
Type:	Character
Size:	1
Position:	337-337
Reporting:	Optional
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> Valid values are: 'Y' (Yes), 'N' (No). Spaces default to 'Y'.
Edits:	Valid values are: 'Y' (Yes), 'N' (No).
Error No:	57
Verifies:	Invalid value.
Error:	Invalid value.
Error Message:	Invalid value.
Date Revised:	06/29/2014

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Student Phone Country Code
Description:	The country code for the student phone number.
Type:	Character
Size:	3
Position:	338-340
Reporting:	Optional
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> None.
Edits:	Must be valid country code.
Error No:	58
Verifies:	Invalid country.
Error:	Invalid country.
Error Message:	Invalid country code.
Date Revised:	04/13/2014

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Student Phone Number	
Description:	The student's phone number.	
Type:	Character	
Size:	11	
Position:	341-351	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • Must be Numeric. • Left aligned and padded with spaces to right. 	
Edits:	Must be Numeric.	
Error No:	59	
Verifies:	Must be Numeric.	
Error:	Left aligned and padded with spaces to right.	
Error Message:	Must be Numeric. Left aligned and padded with spaces to right.	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Move to OPEID	
Description:	Eight-Digit Office of Postsecondary Education ID for school location to which student enrollment is being moved.	
Type:	Character	
Size:	8	
Position:	352-359	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • The action here is Withdrawal of the student and programs from the current location and Add/Update to the new location using the reported detail. 	
Edits:	<ul style="list-style-type: none"> • Must be a valid 8-digit OPEID code. 	
Error No:	51	
Verifies:	Must be valid OPEID.	
Error:	Not a valid OPEID.	
Error Message:	Invalid move to OPEID.	
Error No:	52	
Verifies:	Authorization to submit.	
Error:	Security.	
Error Message:	Not authorized to submit enrollment data for school, branch or move to location.	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Program Indicator	
Description:	Indicates if a student is enrolled in at least one program.	
Type:	Character	
Size:	1	
Position:	360-360	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<p>Values are:</p> <ul style="list-style-type: none"> • 'Y' (Yes) • 'N' (No) <p>Spaces default to 'Y'.</p> <p>If this field is populated with a "Y" or "Space" the school is required to report the student's program-level enrollment data in record type '002'.</p> <ul style="list-style-type: none"> • Student's Program-Level enrollment data (Record Type '002') must be reported regardless of whether the program is eligible for Title IV aid. <p>If this field is populated with an "N" the school is not required to report the program-level enrollment data in Record Type '002'.</p>	
Edits:	Values are: 'Y' (Yes), 'N' (No), Spaces default to 'Y'.	
Error No:	73	
Verifies:	If the school submits programs there are program records in the detail records.	
Error:	Conflict between campus and program level data.	
Error Message:	Conflict between campus and program level data.	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	34	
Position:	361-394	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Bundle Rejected Flag	
Description:	Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out.	
Type:	Character	
Size:	1	
Position:	395-395	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> None. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Error Code 1	
Description:	Code of error in student record returned to school by NSLDS.	
Type:	Character	
Size:	2	
Position:	396-397	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Record-level edits returned in the Error/Acknowledgement File. This field contains an error code to indicate how the record did not pass NSLDS validation of data. 	
Edits:	<ul style="list-style-type: none"> See Error Codes in Appendix D. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	1	
Position:	398-398	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Error Code 2	
Description:	Code of error returned to school by NSLDS.	
Type:	Character	
Size:	2	
Position:	399-400	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Record-level edits returned in the Error/Acknowledgement File. This field contains an error code to indicate how the record did not pass NSLDS validation of data. 	
Edits:	<ul style="list-style-type: none"> See Error Codes in Appendix D. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	1	
Position:	401-401	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Error Code 3	
Description:	Code of error returned to school by NSLDS.	
Type:	Character	
Size:	2	
Position:	402-403	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Record-level edits returned in the Error/Acknowledgement File. This field contains an error code to indicate how the record did not pass NSLDS validation of data. 	
Edits:	<ul style="list-style-type: none"> See Error Codes in Appendix D. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	1	
Position:	404-404	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	N/A	
Verifies:	N/A.	
Error:	N/A.	
Error Message:	N/A.	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Error Code 4	
Description:	Code of error returned to school by NSLDS.	
Type:	Character	
Size:	2	
Position:	405-406	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Record-level edits returned in the Error/Acknowledgement File. This field contains an error code to indicate how the record did not pass NSLDS validation of data. 	
Edits:	<ul style="list-style-type: none"> See Error Codes in Appendix D. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	1	
Position:	407-407	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school. 	
Edits:	<ul style="list-style-type: none"> None 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Error Code 5	
Description:	Code of error returned to school by NSLDS.	
Type:	Character	
Size:	2	
Position:	408-409	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Record-level edits returned in the Error/Acknowledgement File. This field contains an error code to indicate how the record did not pass NSLDS validation of data. 	
Edits:	<ul style="list-style-type: none"> See Error Codes in Appendix D. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	1	
Position:	410-410	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school. 	
Edits:	<ul style="list-style-type: none"> None 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Enrollment Reporting File Program-Level Record		Length = 410
Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Record Type	
Description:	A 3-digit number used to verify the proper location of the Program-Level record in the Enrollment Reporting roster file.	
Type:	Character	
Size:	3	
Position:	1-3	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Record Type for the Detail record is 002. 	
Edits:	<ul style="list-style-type: none"> Must equal '002'. 	
Error No:	N/A	
Verifies:	Must equal 002.	
Error:	Does not equal 002.	
Error Message:	File not processed.	
Error No:	55	
Verifies:	Invalid record type.	
Error:	Record Type is invalid	
Error Message:	The record type in the batch file is invalid.	
Error No:	75	
Verifies:	All required record types are present in bundle.	
Error:	Incomplete bundle.	
Error Message:	A required record is missing from a bundle. For example, there is no program-level enrollment record (record type '002') in a bundle, but the Enrollment record (record type '001') does not have its Program Indicator set to 'N'.	
Date Revised:	04/13/2014	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Student Current SSN	
Description:	Social Security Number of a Title IV aid recipient.	
Type:	Character	
Size:	9	
Position:	4-12	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • Valid or pseudo-SSN reported to NSLDS by the data provider. • If a school believes the NSLDS data are incorrect, contact the NSLDS Customer Support Center and provide verifying documents. • If you add a student to the Enrollment Reporting roster file, you must fill in this field with the student's actual SSN. • If the actual number is not available, enter the pseudo-SSN assigned by the data provider. • Values in Student's SSN, Student Current First, and Student Current Last must match values in the enrollment record produced by NSLDS, except for school-added records. 	
Edits:	<ul style="list-style-type: none"> • For NSLDS-provided records, the value must match SSN in Enrollment Reporting roster file. For school-initiated records, the value must match an SSN in the NSLDS database. 	
Error No:	11	
Verifies:	Must match value in NSLDS database.	
Error:	Does not match value in NSLDS database.	
Error Message:	No Detail record matches the record identifiers (Student Current First, Student Current Last, and Student's SSN) in NSLDS database.	
Date Revised:	04/13/2014	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	OPEID	
Description:	An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified.	
Type:	Character	
Size:	8	
Position:	13-20	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> If a school has questions about its OPEID code, it should call the NSLDS Customer Support Center at 1-800-999-8219. 	
Edits:	<ul style="list-style-type: none"> Must be a valid 8-digit OPEID code from NSLDS School Codes Table. 	
Error No:	50	
Verifies:	Must be valid OPEID.	
Error:	Not Valid OPEID.	
Error Message:	Invalid school code.	
Error No:	52	
Verifies:	Authorization to submit.	
Error:	Security.	
Error Message:	Not authorized to submit enrollment data for school, branch or move to location.	
Date Revised:	04/13/2014	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	CIP Code	
Description:	Six-digit Classification of Instructional Programs code (without period) identifying a program's academic content.	
Type:	Character	
Size:	6	
Position:	21-26	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> None 	
Edits:	<ul style="list-style-type: none"> None 	
Error No:	60	
Verifies:	Valid code for CIP Year.	
Error:	Must be valid code for CIP Year	
Error Message:	Must be valid code for CIP Year	
Date Revised:	04/13/2014	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	CIP Year	
Description:	Year in which the CIP codes used by NSLDS were published. The CIP Year for the codes currently used by NSLDS is 2010.	
Type:	Character	
Size:	4	
Position:	27-30	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • Format CCYY • Must be numeric. • Spaces default to 2010 	
Edits:	<ul style="list-style-type: none"> • None. 	
Error No:	61	
Verifies:	Must be numeric.	
Error:	Must be numeric. Spaces default to 2010	
Error Message:	Must be numeric. Spaces default to 2010	
Date Revised:	04/13/2014	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Credential Level	
Description:	Code reflecting student's current academic program degree level code.	
Type:	Character	
Size:	2	
Position:	31-32	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • The academic program degree level code: <ul style="list-style-type: none"> – '01' (Undergraduate Certificate or Diploma Program) – '02' (Associate's Degree) – '03' (Bachelor's Degree) – '04' (Post Baccalaureate Certificate) – '05' (Master's Degree) – '06' (Doctoral Degree) – '07' (First Professional Degree) – '08' (Graduate / Professional Certificate) – '99' (Non-Credential Program [Preparatory Coursework / Teacher Certification]) • While history is kept, it does not display on the NSLDSFAP website • If using a spreadsheet, formatting will yield the following results: • General – leading zeroes will be removed from the spreadsheet. NSLDS will read and store the remaining characters, resulting in the correct code being collected. • Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters. • Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters. 	
Edits:	<ul style="list-style-type: none"> • Must be a valid academic program degree level code. 	
Error No:	53	
Verifies:	Code for Credential Level.	
Error:	Invalid Code.	
Error Message:	Credential level value is invalid.	
Error No:	62	
Verifies:	Invalid value.	
Error:	Invalid value.	
Error Message:	Invalid value.	
Date Revised:	04/13/2014	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Published Program Length	
Description:	The length of the instructional program in years, months, or weeks as published by the school.	
Type:	Numeric	
Size:	6	
Position:	33-38	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<p>Note this is used together with the next two fields to determine program length.</p> <p>Format "nnnnnn", with an implied decimal point between the third and fourth digits. Thus, schools should report:</p> <ul style="list-style-type: none"> • 4 years → 004000 • 1.5 years → 001500 • 6 months → 006000 • 26 weeks → 026000 	
Edits:	<ul style="list-style-type: none"> • None. 	
Error No:	63	
Verifies:	Must be numeric and non-zero.	
Error:	Must be numeric and non-zero.	
Error Message:	Must be numeric and non-zero.	
Error No:	77	
Verifies:	Published Program Length is a reasonable length for the Credential Level.	
Error:	Published Program Length is too short.	
Error Message:	Published Program Length must be short enough for the associated Credential Level.	
Error No:	78	
Verifies:	Published Program Length is a reasonable length for the Credential Level	
Error:	Published Program Length is too long.	
Error Message:	Published Program Length must be long enough for the associated Credential Level.	
Date Revised:	07/17/2016	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Published Program Length Measurement	
Description:	The unit of measure for the length of the instructional program as published by the school.	
Type:	Character	
Size:	1	
Position:	39-39	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Valid values are: 'W' (Weeks), 'M' (Months), 'Y' (Years) 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	64	
Verifies:	Required. Invalid value.	
Error:	Required. Invalid value.	
Error Message:	Required. Invalid value.	
Error No:	77	
Verifies:	Published Program Length is a reasonable length for the Credential Level.	
Error:	Published Program Length is too short.	
Error Message:	Published Program Length must be short enough for the associated Credential Level.	
Error No:	78	
Verifies:	Published Program Length is a reasonable length for the Credential Level	
Error:	Published Program Length is too long.	
Error Message:	Published Program Length must be long enough for the associated Credential Level.	
Date Revised:	07/17/2016	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Weeks in Title IV Academic Year	
Description:	The total number of weeks of instruction in the program's academic year.	
Type:	Numeric	
Size:	6	
Position:	40-45	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • Only report when Published Program Length Measurement is W or M. • If not reported, enter '000000' • Format "nnnnnn", with an implied decimal point between the third and fourth digits. Thus, schools should report: <ul style="list-style-type: none"> – 26 weeks → 026000 – 30 weeks → 030000 	
Edits:	<ul style="list-style-type: none"> • Required. Must be numeric and greater than zero if Published Program Length Measurement = M or W. 	
Error No:	65	
Verifies:	Required. Must be numeric. Invalid value.	
Error:	Required. Must be numeric. Invalid value.	
Error Message:	Required. Must be numeric and greater than or equal to 26 if Published Program Length Measurement = M or W.	
Error No:	77	
Verifies:	Published Program Length is a reasonable length for the Credential Level.	
Error:	Published Program Length is too short.	
Error Message:	Published Program Length must be short enough for the associated Credential Level.	
Error No:	78	
Verifies:	Published Program Length is a reasonable length for the Credential Level	
Error:	Published Program Length is too long.	
Error Message:	Published Program Length must be long enough for the associated Credential Level.	
Date Revised:	07/17/2016	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Program Begin Date	
Description:	The date on which the student began attending the program.	
Type:	Date	
Size:	8	
Position:	46-53	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • Format CCYYMMDD 	
Edits:	<ul style="list-style-type: none"> • Required. Must be a valid date less than or equal to Program Effective Date. 	
Error No:	66	
Verifies:	Must be a valid date less than or equal to Program Enrollment Effective Date.	
Error:	Must be a valid date less than or equal to Program Effective Date.	
Error Message:	Must be a valid date less than or equal to Program Effective Date.	
Error No:	79	
Verifies:	Program Begin Date is too far in the past.	
Error:	Program Begin Date is too far in the past.	
Error Message:	Program Begin Date must not be too far in the past.	
Date Revised:	07/17/2016	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Special Program Indicator	
Description:	Flag to indicate that the program belongs to one of the groups	
Type:	Character	
Size:	1	
Position:	54-54	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	Valid values: <ul style="list-style-type: none"> • 'A' (Selective Admission Associate Degree Program, Special Assoc.) • 'B' (Bachelor's Degree Completion Program, Bachelor) • 'N' (Not Applicable) • 'P' (Preparatory Coursework Graduate Professional Program, Prep Grad) • 'T' (Non-Credential Teacher Certification Program, Teacher Cert) • 'U' (Preparatory Coursework Undergraduate Program, Prep Undergrad) 	
Edits:	<ul style="list-style-type: none"> • Valid values <ul style="list-style-type: none"> ○ If 'A' is reported, Credential Level must = 02 ○ If 'B' is reported, Credential Level must = 03 ○ If 'P', 'T' or 'U' is reported, Credential Level must = 99 	
Error No:	67	
Verifies:	Invalid value.	
Error:	Invalid value.	
Error Message:	Invalid value.	
Date Revised:	04/13/2014	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Program Enrollment Status	
Description:	Code reflecting student's current enrollment status (as of the Certification Date).	
Type:	Character	
Size:	1	
Position:	55-55	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	Values are: <ul style="list-style-type: none"> • 'F' (Full-Time) • 'Q' (Three-Quarter Time) • 'H' (Half-Time) • 'L' (Less Than Half-Time) • 'A' (Leave Of Absence) • 'G' (Graduated) • 'W' (Withdrawn) • 'D' (Deceased) • 'X' (Never Attended) • 'Z' (Record Not Found) 	
Edits:	<ul style="list-style-type: none"> • Must be a valid code from Appendix C, Enrollment Status Codes, and must have a corresponding value in the Date Enrollment Status Effective field. 	
Error No:	22	
Verifies:	Valid sequence of enrollment status is present.	
Error:	Invalid enrollment status due to enrollment history	
Error Message:	Enrollment Code of 'Z' or 'X' cannot be reported for a student if an enrollment history (Enrollment Code of 'A', 'F', 'Q', 'H', or 'L') already exists for that student at your school.	
Error No:	68	
Verifies:	Cannot be blank.	
Error:	Is blank.	
Error Message:	Valid Code for Enrollment Status.	
Error No:	74	
Verifies:	Compatible enrollment status present between Program and Campus reporting.	
Error:	Program vs Campus-Level enrollment status incompatible	
Error Message:	When a campus-level enrollment status is reported as 'Z' or 'X', the program-level information cannot be reported indicated there was ever any attendance.	
Date Revised:	04/13/2014	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Program Enrollment Effective Date	
Description:	Effective date (year, month and day) a borrower entered current enrollment status.	
Type:	Date	
Size:	8	
Position:	56-63	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • If the enrollment status has not changed, do not change this field. • This field is the date a borrower entered current enrollment status and not the date the file is processed by the school (Certification Date). 	
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. • There must be a corresponding value in the Code for Enrollment Status field. • Must be no more than 30 years in the past, based on the Enrollment Reporting roster generation date. • Cannot be before the student’s date of birth plus 12 years. 	
Error No:	69	
Verifies:	Required. Must be a valid date not later than the Certification Date.	
Error:	Invalid date.	
Error Message:	Required. Must be a valid date not later than the Certification Date.	
Date Revised:	04/13/2014	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	331	
Position:	64-395	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Bundle Rejected Flag	
Description:	Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out.	
Type:	Character	
Size:	1	
Position:	395-395	
Reporting:	Optional.	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Code of error in student record returned to school by NSLDS. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Error Code 1	
Description:	Code of error in student record returned to school by NSLDS.	
Type:	Character	
Size:	2	
Position:	396-397	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Record-level edits returned in the Error/Acknowledgement File. This field contains an error code to indicate how the record did not pass NSLDS validation of data. 	
Edits:	<ul style="list-style-type: none"> See Error Codes in Appendix D. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	1	
Position:	398-398	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	N/A	
Verifies:	N/A.	
Error:	N/A.	
Error Message:	N/A.	
Date Revised:	04/13/2014	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Error Code 2	
Description:	Code of error returned to school by NSLDS.	
Type:	Character	
Size:	2	
Position:	399-400	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Record-level edits returned in the Error/Acknowledgement File. This field contains an error code to indicate how the record did not pass NSLDS validation of data. 	
Edits:	<ul style="list-style-type: none"> See Error Codes in Appendix D. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	1	
Position:	401-401	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Error Code 3	
Description:	Code of error returned to school by NSLDS.	
Type:	Character	
Size:	2	
Position:	402-403	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Record-level edits returned in the Error/Acknowledgement File. This field contains an error code to indicate how the record did not pass NSLDS validation of data. 	
Edits:	<ul style="list-style-type: none"> See Error Codes in Appendix D. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	1	
Position:	404-404	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Error Code 4	
Description:	Code of error in student record returned to school by NSLDS.	
Type:	Character	
Size:	2	
Position:	405-406	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Record-level edits returned in the Error/Acknowledgement File. This field contains an error code to indicate how the record did not pass NSLDS validation of data. 	
Edits:	<ul style="list-style-type: none"> See Error Codes in Appendix D. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	1	
Position:	407-407	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Error Code 5	
Description:	Code of error in student record returned to school by NSLDS.	
Type:	Character	
Size:	2	
Position:	408-409	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Record-level edits returned in the Error/Acknowledgement File. This field contains an error code to indicate how the record did not pass NSLDS validation of data. 	
Edits:	<ul style="list-style-type: none"> See Error Codes in Appendix D. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 002 - Program-Level		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	1	
Position:	410-410	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Enrollment Reporting File Email Address Record		Length = 410
Record Type 003 - Email Address		Enrollment Reporting Detail Record
Field Name:	Record Type	
Description:	A 3-digit number used to verify the proper location of the Email Address record in the Enrollment Reporting roster file.	
Type:	Character	
Size:	3	
Position:	1-3	
Reporting:	Optional.	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> None 	
Edits:	<ul style="list-style-type: none"> Must equal '003'. 	
Error No:	N/A	
Verifies:	Must equal 003.	
Error:	Does not equal 003.	
Error Message:	File not processed.	
Error No:	55	
Verifies:	Invalid record type.	
Error:	Record Type is invalid	
Error Message:	The record type in the batch file is invalid.	
Error No:	75	
Verifies:	All required record types are present in bundle.	
Error:	Incomplete bundle.	
Error Message:	A required record is missing from a bundle. For example, there is no program-level enrollment record (record type '002') in a bundle, but the Enrollment record (record type '001') does not have its Program Indicator set to 'N'.	
Date Revised:	04/13/2014	

Record Type 003 - Email Address		Enrollment Reporting Detail Record
Field Name:	Student Current SSN	
Description:	Social Security Number of a Title IV aid recipient.	
Type:	Character	
Size:	9	
Position:	4-12	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Valid or pseudo-SSN reported to NSLDS by the data provider. If a school believes the NSLDS data are incorrect, contact the NSLDS Customer Support Center and provide verifying documents. If you add a student to the Enrollment Reporting roster file, you must fill in this field with the student's actual SSN. If the actual number is not available, enter the pseudo-SSN assigned by the data provider. Values in Student's SSN, Student Current First, and Student Current Last must match values in the enrollment record produced by NSLDS, except for school-added records. 	
Edits:	<ul style="list-style-type: none"> For NSLDS-provided records, the value must match SSN in Enrollment Reporting roster file. For school-initiated records, the value must match an SSN in the NSLDS database. 	
Error No:	11	
Verifies:	Must match value in NSLDS database.	
Error:	Does not match value in NSLDS database.	
Error Message:	No Detail record matches the record identifiers (Student Current First, Student Current Last, and Student's SSN) in NSLDS database.	
Date Revised:	04/13/2014	

Record Type 003 - Email Address		Enrollment Reporting Detail Record
Field Name:	OPEID	
Description:	An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified.	
Type:	Character	
Size:	8	
Position:	13-20	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> If a school has questions about its OPEID code, it should call the NSLDS Customer Support Center at 1-800-999-8219. 	
Edits:	<ul style="list-style-type: none"> Must be a valid 8-digit OPEID code from the NSLDS School Codes Table. 	
Error No:	50	
Verifies:	Must be valid OPEID.	
Error:	Not Valid OPEID.	
Error Message:	Invalid school code.	
Error No:	52	
Verifies:	Authorization to submit.	
Error:	Security.	
Error Message:	Not authorized to submit enrollment data for school, branch or move to location.	
Date Revised:	04/13/2014	

Record Type 003 - Email Address		Enrollment Reporting Detail Record
Field Name:	Email Effective Date	
Description:	Date as of which the email address is effective.	
Type:	Date	
Size:	8	
Position:	21-28	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Format CCYYMMDD 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	70	
Verifies:	Invalid date	
Error:	Required. Permitted value must be less or equal to the Certification Date on the Student record (record type 001).	
Error Message:	Required. Permitted value must be less or equal to the Certification Date on the Student record (record type 001).	
Date Revised:	04/13/2014	

Record Type 003 - Email Address		Enrollment Reporting Detail Record
Field Name:	Good Email Address Flag	
Description:	Flag indicating that the email address is good according to the school.	
Type:	Character	
Size:	1	
Position:	29-29	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Values are 'Y' (Yes), and 'N' (No), Spaces default to Y. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	71	
Verifies:	Invalid value	
Error:	Invalid value. Permitted values are 'Y' (Yes), and 'N' (No), Spaces default to Y.	
Error Message:	Invalid value. Permitted values are 'Y' (Yes), and 'N' (No), Spaces default to Y.	
Date Revised:	04/13/2014	

Record Type 003 - Email Address		Enrollment Reporting Detail Record
Field Name:	Email Address	
Description:	The email address being reported.	
Type:	Character	
Size:	128	
Position:	30-157	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Student's email address 	
Edits:	<ul style="list-style-type: none"> Must be valid if supplied. 	
Error No:	72	
Verifies:	Must be valid if supplied.	
Error:	Must be valid if supplied.	
Error Message:	Must be valid if supplied.	
Date Revised:	04/13/2014	

Record Type 003 - Email Address		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	237	
Position:	158-394	
Reporting:	Optional	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 003 - Email Address		Enrollment Reporting Detail Record
Field Name:	Bundle Rejected Flag	
Description:	Flag to indicate that an error in this record or in another record in the same student bundle caused this record to error out.	
Type:	Character	
Size:	1	
Position:	395-395	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Code of error in student record returned to school by NSLDS. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 003 - Email Address		Enrollment Reporting Detail Record
Field Name:	Error Code 1	
Description:	Code of error in student record returned to school by NSLDS.	
Type:	Character	
Size:	2	
Position:	396-397	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Record-level edits returned in the Error/Acknowledgement File. This field contains an error code to indicate how the record did not pass NSLDS validation of data. 	
Edits:	<ul style="list-style-type: none"> See Error Codes in Appendix D. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 003 - Email Address		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	1	
Position:	398-398	
Reporting:	Optional	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 003 - Email Address		Enrollment Reporting Detail Record
Field Name:	Error Code 2	
Description:	Code of error returned to school by NSLDS.	
Type:	Character	
Size:	2	
Position:	399-400	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Record-level edits returned in the Error/Acknowledgement File. This field contains an error code to indicate how the record did not pass NSLDS validation of data. 	
Edits:	<ul style="list-style-type: none"> See Error Codes in Appendix D. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 003 - Email Address		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	1	
Position:	401-401	
Reporting:	Optional	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 003 – Email Address		Enrollment Reporting Detail Record
Field Name:	Error Code 3	
Description:	Code of error returned to school by NSLDS.	
Type:	Character	
Size:	2	
Position:	402-403	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Record-level edits returned in the Error/Acknowledgement File. This field contains an error code to indicate how the record did not pass NSLDS validation of data. 	
Edits:	<ul style="list-style-type: none"> See Error Codes in Appendix D. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 003 – Email Address		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	1	
Position:	404-404	
Reporting:	Optional	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 003 - Email Address		Enrollment Reporting Detail Record
Field Name:	Error Code 4	
Description:	Code of error returned to school by NSLDS.	
Type:	Character	
Size:	2	
Position:	405-406	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Record-level edits returned in the Error/Acknowledgement File. This field contains an error code to indicate how the record did not pass NSLDS validation of data. 	
Edits:	<ul style="list-style-type: none"> See Error Codes in Appendix D. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 003 - Email Address		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	1	
Position:	407-407	
Reporting:	Optional	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 003 - Email Address		Enrollment Reporting Detail Record
Field Name:	Error Code 5	
Description:	Code of error returned to school by NSLDS.	
Type:	Character	
Size:	2	
Position:	408-409	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Record-level edits returned in the Error/Acknowledgement File. This field contains an error code to indicate how the record did not pass NSLDS validation of data. 	
Edits:	<ul style="list-style-type: none"> See Error Codes in Appendix D. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Record Type 003 - Email Address		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	1	
Position:	410-410	
Reporting:	Optional	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none">• This field is blank when sent to the school.	
Edits:	<ul style="list-style-type: none">• None.	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Enrollment Reporting File Trailer Record**Length = 410**

Record Type 999 - Trailer	Enrollment Reporting Trailer Record
Field Name:	Record Type
Description:	A 3-digit number used to verify the proper location of the Trailer record in the Enrollment Reporting roster file.
Type:	Character
Size:	3
Position:	1-3
Reporting:	Mandatory
History Kept:	N/A
Comments:	<ul style="list-style-type: none"> None.
Edits:	<ul style="list-style-type: none"> Must equal '999'.
Error No:	N/A
Verifies:	Must equal '999'.
Error:	Does not equal '999'.
Error Message:	File not processed.
Error No:	55
Verifies:	Invalid record type.
Error:	Record Type is invalid
Error Message:	The record type in the batch file is invalid.
Date Revised:	04/13/2014

Record Type 999 - Trailer	Enrollment Reporting Trailer Record
Field Name:	Filler
Description:	Blank field.
Type:	Character
Size:	9
Position:	4-12
Reporting:	Mandatory
History Kept:	N/A
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school.
Edits:	<ul style="list-style-type: none"> None.
Error No:	N/A
Verifies:	N/A
Error:	N/A
Error Message:	N/A
Date Revised:	04/13/2014

Record Type 999 - Trailer	Enrollment Reporting Trailer Record
Field Name:	File Content ID
Description:	An 8-digit code used to identify the content of the file.
Type:	Character
Size:	8
Position:	13-20
Reporting:	Optional
History Kept:	N/A
Comments:	<ul style="list-style-type: none"> • Same as header.
Edits:	<ul style="list-style-type: none"> • None.
Error No:	N/A
Verifies:	N/A
Error:	N/A
Error Message:	N/A
Date Revised:	04/13/2014

Record Type 999 - Trailer	Enrollment Reporting Trailer Record
Field Name:	Detail Record Count
Description:	Number of Detail records in the file.
Type:	Numeric
Size:	8
Position:	21-28
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • This field confirms that you have returned all records in the Enrollment Reporting roster file. • This field contains the number of records in the Enrollment Reporting roster file • If you add Detail records to the file for students not included in the Enrollment Reporting roster file, you must update this field to reflect those additional records. • If you remove Detail records from the Enrollment Reporting roster file, you must update this field to reflect those records.
Edits:	Must be equal to the number of Detail records in the Submittal File.
Error No:	N/A
Verifies:	N/A
Error:	N/A
Error Message:	N/A
Date Revised:	04/13/2014

Record Type 999 - Trailer	Enrollment Reporting Trailer Record
Field Name:	Valid Detail Record Count
Description:	Number of valid detail records in the file
Type:	Number
Size	8
Position:	29-36
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • None
Edits:	<ul style="list-style-type: none"> • None
Error No:	N/A
Verifies:	N/A
Error:	N/A
Error Message:	N/A
Date Revised:	04/13/2014

Record Type 999 - Trailer	Enrollment Reporting Trailer Record
Field Name:	Detail Records in Error Count
Description:	Number of detail records in error in the file.
Type:	Number
Size	8
Position:	37-44
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • None.
Edits:	<ul style="list-style-type: none"> • None.
Error No:	N/A
Verifies:	N/A
Error:	N/A
Error Message:	N/A
Date Revised:	04/13/2014

Record Type 999 - Trailer		Enrollment Reporting Trailer Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size	366	
Position:	45-410	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none">• This field is blank when sent to the school.	
Edits:	<ul style="list-style-type: none">• None.	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	04/13/2014	

Appendix C – Enrollment Status Codes

Enrollment Status Codes - this section provides the valid Enrollment Status Codes to be used in a Submittal File or for Enrollment Update on the NSLDS website.

Code	Status	Definition	Date Used as Effective Date
A	Approved leave of absence	Student is currently enrolled at this school, but has a leave of absence approved in accordance with [34 CFR 668.22(d) (2)].	Date the student began an approved leave of absence.
D	Deceased	Student is deceased.	Date of death, if known; otherwise, the date the school was notified of the death by a reliable source.
F	Full-time	Student is enrolled full-time, according to the school's definition, in accordance with [34 CFR 668.2] or [34 CFR 682.200].	Date on which the student most recently began uninterrupted ¹ enrollment on a full-time basis.
G	Graduated	Student has completed the course of study.	Date the school assigns to the completion/graduation. Can be either the same as the effective date of a previously reported 'W' or sometime after that date.
H	Half-time or more, but less than full-time	Student is enrolled at least half-time but less than three-quarter time, according to this school's definition, in accordance with [34 CFR 682.200].	Date student dropped below full-time, or if half time is the original status, the date on which the student most recently began uninterrupted ¹ enrollment on a half time or more, but less than full-time basis.

Code	Status	Definition	Date Used as Effective Date
L	Less than half- time	Student is enrolled less than half-time, according to this school's definition, in accordance with [34 CFR 682.200].	Date student dropped below half time, or if less than half time is the original status, the date on which the student most recently began uninterrupted ¹ enrollment on a less than half-time basis.
Q	Three-quarter time	Student is enrolled at least three-quarter time, but less than full-time, according to the school's definition, in accordance with [34 CFR 668.2].	Date student dropped below full-time, or if three-quarter time is the original status, the date on which the student most recently began uninterrupted ¹ enrollment on a three-quarter time or more, but less than full-time basis.
W	Withdrawn (voluntary or involuntary)	Student has officially withdrawn from all courses at this school, stopped attending all classes at this school but did not officially withdraw, or for any reason did not re- enroll at this school for the next regular (non-summer) term without completing the course of study.	Date student officially withdraws or, in the absence of a formal withdrawal, the last recorded date of attendance. In the case of the student who completes a term and does not return for the next, leaving the course of study uncompleted, the final day of the term in which the student was last enrolled.
X	Never attended	Individual on whose behalf a loan was certified or awarded, who was admitted, may have enrolled (registered), but never attended classes at this school. (School does have a record of the individual.)	Report the first certification date of this status. Do not change the effective date on the second reporting of this status.

Code	Status	Definition	Date Used as Effective Date
Z	No record found	Individual for whom a thorough search of the school's records reveals no information. (School does not have a record of the individual.)	Report the first certification date of this status. Do not change the effective date on the second reporting of this status.

¹ Students are considered to be in-school and continuously enrolled during academic year holiday and vacation periods, as well as during the summer between academic years (even if not enrolled in a summer session), as long as there is reason to believe that they intend to enroll for the next regularly scheduled term. For example, students should not be reported as "Withdrawn" at the end of the spring term if they are expected to re-enroll for the fall term. If they do not return as expected, status must be changed to "Withdrawn" with an effective date of the last date of attendance.

Appendix D – Error Codes

Error Codes - this section provides the record-level edits returned in the Error/Acknowledgment File or displayed on the NSLDS website when adding or updating student enrollment data.

Error Code	Field Name	Error Message
11	Student Current SSN	The student identifiers (Student's Social Security number, first name) submitted by a school do not match those for any student in the database.
	Student Current First Name	
13	Student Date of Birth	Invalid Date of Student's Birth. Must be a valid date in CCYYMMDD format.
15	Anticipated Completion Date	Invalid Date of Anticipated Completion. Must be a valid date in CCYYMMDD format when Enrollment Status Code of 'A', 'F', 'Q', 'H', or 'L'.
16	Anticipated Completion Date	Anticipated Completion Date cannot be greater than 10 years after the Certification Date.
19	Enrollment Status	Missing Enrollment Status.
20	Enrollment Status	Invalid Enrollment Status Code. Valid codes are 'F', 'Q', 'H', 'L', 'A', 'W', 'G', 'D', 'X', and 'Z'.
21	Enrollment Effective Date	Invalid Enrollment Effective Date. Must be a valid date in CCYYMMDD format. It must be less than 45 years in the past, based on Certification Date, and greater than the Student Date of Birth plus 12 years. This edit is not applied to Enrollment Status 'D' with default, 'X' or 'Z'.

Error Code	Field Name	Error Message
22	Enrollment Status	<p>A school cannot report an Enrollment Status of 'X' or 'Z' if an enrollment history (Enrollment Status Code of 'F', 'Q', 'H', 'A', or 'L') already exists for student at that school.</p> <p>If the prior status was incorrectly reported, this can be fixed by reporting the X or Z with an Effective Date that is earlier than the earliest date of the prior reported status. This will inactivate the prior status.</p>
23	Enrollment Effective Date	Missing Enrollment Status Effective Date. Must be a valid date in CCYYMMDD format. This edit is not applied to Enrollment Status 'D', 'X', or 'Z' if the Effective Date is not populated.
26	Anticipated Completion Date	Anticipated Completion Date (ACD) must be greater than Certification Date when school reports Enrollment Status Code of 'A', 'F', 'Q', 'H', or 'L'. NSLDS will substitute the ACD on its database when no ACD is returned on the Submittal File, but that ACD will still be subject to this edit.
30	Enrollment Effective Date	Enrollment Status Effective Date must be less than or equal to Certification Date.

Error Code	Field Name	Error Message
32	Enrollment Effective Date	<p>Certification is prior to a previous certification and ACD, Enrollment status, or Effective Date is different from last reported.</p> <p>This is due to a school reporting an Enrollment Status, Enrollment Status Effective Date, or Anticipated Completion Date (ACD) that does not match the current value stored in the database with a new Certification Date prior to the current Certification Date.</p> <p>This will also apply when the enrollment code shows a difference between active attendance and inactive attendance with the same effective date, and more than one previous certification occurred at least one year prior.</p>

Error Code	Field Name	Error Message
33	Enrollment Effective Date	Anticipated Completion Date must be greater than or equal to Enrollment Status Effective Date for Enrollment Status of 'A', 'F', 'Q', 'H', and 'L'.
	Anticipated Completion Date	
34	Enrollment Effective Date	If the Enrollment Status Code is 'F', 'Q', 'H', or 'A', and has not changed since the last submission, Enrollment Status Effective Date cannot equal Certification Date.
35	Enrollment Effective Date	Certification Date cannot be more than 180 days after Enrollment Status Effective Date for Enrollment Status of 'A'.
36	Enrollment Status	If a school has 10 or more students on its previous Enrollment Reporting roster file and more than 10 percent of the records on a Submittal File have an Enrollment Status Code of 'D', Roster Receipt will reject all the detail records that contain that status.
37	Certification Date is Invalid	Invalid Date of Certification. Must be a valid date in CCYYMMDD format.
38	Certification Date is too Old	The certification date has preceded the earliest allowable date for certification of data.
39	Certification Date is in the Future	The certification date is in the future. Future certification of data is not allowed.

Error Code	Field Name	Error Message
41	Student Permanent Address Line 1 Student Permanent Address Line 2 Student Permanent Address City Student Permanent Address Postal Code	Must be left justified, or invalid postal code.
42	Student Permanent Address State/Province	Invalid code
43	Term Begin Date Term End Date	Invalid date format CCYYMMDD
44	Good Address Flag	Valid values Y, N if address is supplied, spaces when no address
45	Address Effective date	Required if an address is supplied
46	Address Effective date	Invalid date format CCYYMMDD
47	Address Effective date	Cannot be a future date
48	Student Permanent Address Country	Invalid code
49	Term Begin Date	Term Begin Date must be less than Term End Date if begin and end are both reported
50	OPEID	Invalid School code
51	Move To OPEID	Invalid Move To location

Error Code	Field Name	Error Message
52	OPEID Move To Location	Not authorized to process input based on the Batch TG# or the Online user ID. Can only use the Move To function between locations that share the same Enrollment Administrator as indicated in the Enrollment Reporting Profile.
53	Credential Level	Invalid Credential Level
54	Address effective date	Address was incomplete.
55	Record Type	Invalid value.
56	Student Phone Type	Invalid value. Valid codes are 'C', 'H', 'O', 'W'. Permitted value defaults to 'O' when Phone exists
57	Student Preferred Phone Number Flag	Invalid value. Valid codes are 'Y', Spaces. Defaults to 'Y' when Phone exists.
58	Student Phone Country Code	Must be all numeric when Phone exists or all spaces.
59	Student Phone Number	Must be Numeric. Left aligned and padded with spaces to right.
60	CIP (Classification of Institutional Programs) Code	Must be valid code for CIP Year.
61	CIP Year	Must be numeric. Spaces default to 2010.
62	Credential Level	Invalid value. Valid codes are '01', '02', '03', '04', '05', '06', '07', '08', '99'.
63	Published Program Length	Must be numeric and non-zero.
64	Published Program Length Measurement	Valid codes are 'M', 'W', 'Y'.

Error Code	Field Name	Error Message
65	Weeks in Title IV Academic Year	Must be numeric and greater than or equal to 26 if Published Program Length Measurement = M or W.
66	Program Begin Date	Must be a valid date less than or equal to Program Effective Date.
67	Special Programs Indicator	Invalid value. Valid codes are 'A', 'B', 'U', 'N', 'P', "T". If Special Program is 'A', Credential Level must be 02 If Special Program is 'B', Credential Level must be 03 If Special Program is 'P', 'T' or 'U', Credential Level must be 99
68	Program Enrollment Status	Must be valid Enrollment code.
69	Program Enrollment Effective Date	Must be a valid date not later than the Certification Date.
70	Email Effective Date	Permitted value must be less or equal to the Certification. Date on the Student record (record type 001).
71	Good Email Address Flag	Invalid value. Valid codes are 'Y', 'N', and Spaces. Spaces default to Y.
72	Email Address	Must be valid if supplied.
73	Program Indicator	Conflict between campus and program level data.
74	Enrollment Status Program Enrollment Status	Enrollment Conflict Error. Indicates incompatible values for campus and Program-Level enrollment.

Error Code	Field Name	Error Message
75	Record Type	Bundle Incomplete. Indicates a required record is missing from a bundle. For example, there is no program-level enrollment record (record type '002') in a bundle, but the Enrollment record (record type '001') does not have its Program Indicator set to 'N'.
77	Published Program Length Published Program Length Measurement Weeks in Title IV Academic Year	Published Program Length must be long enough for the associated Credential Level.
78	Published Program Length Published Program Length Measurement Weeks in Title IV Academic Year	Published Program Length must be short enough for the associated Credential Level.
79	Program Begin Date	Program Begin Date must not be too far in the past.

Appendix E – Error Checking

Error Checking - this appendix provides some of the common reasons that files and records are rejected.

Header Record

Data Element	Validation Criteria	Action
Submittal Date	Must be a valid date in CCYYMMDD format.	Reject if invalid date.
File Type	For the Submittal File, must be 'R'. For the Error Correction File, must be 'E'. For the ad hoc file, must be 'A'.	Reject if neither 'R', 'E', nor 'A'.

Detail Records

Data Element	Validation Criteria	Action
Student's SSN Student's Last Name Student's First Name Date of Student's Birth	Every field's contents must match the original field contents in the Enrollment Reporting roster file sent to the school. (Not applicable for new students being added to the file by the school.)	Reject if any field contents have changed compared to the Enrollment Reporting roster file transmitted to the school.
Anticipated Completion Date	Must be a valid date in CCYYMMDD format. If the Enrollment Status Code equals 'G', this field must equal the Enrollment Status Effective Date. If the Enrollment Status Code equals 'A', 'F', 'Q', 'H' or 'L', this date must be greater than the Certification Date.	Accept when all criteria are met.

Data Element	Validation Criteria	Action
Enrollment Status code	Must be a valid Enrollment Status Code.	Accept if it is a valid Enrollment Status Code; reject otherwise.
Enrollment Status Effective Date	Must be a valid date in CCYYMMDD format. If the Code for Enrollment Status is 'D', this date is optional. If you know this date, you must provide it.	Accept when all criteria are met; reject otherwise.
Record Type	Bundle Incomplete. Indicates a required record is missing from a bundle. For example, there is no program-level enrollment record (record type '002') in a bundle, but the Enrollment record (record type '001') does not have its Program Indicator set to 'N'.	All detail records for the student are rejected for this error.

Trailer Record

Data Element	Validation Criteria	Action
Detail Record Count	Must equal total number of Detail records.	Accept only if the count is equal to the number of Detail records.
<p>* Note: Before returning the file, update the Detail Record Count field in the Trailer record. This number must match the total number of error records being returned.</p>		

Appendix F – State Codes

State Codes - this appendix provides the valid State Codes to be used in a Submittal File or for Enrollment Update on the NSLDS website.

Code	State	Code	State
AA	Military Location Code	NB	New Brunswick, Canada
AB	Alberta, Canada	NC	North Carolina
AE	Military Location Code	ND	North Dakota
AK	Alaska	NE	Nebraska
AL	Alabama	NF	Newfoundland, Canada
AP	Military Location Code	NH	New Hampshire
AR	Arkansas	NJ	New Jersey
AS	American Samoa	NL	Newfoundland and Labrador, Canada
AZ	Arizona	NM	New Mexico
BC	British Columbia, Canada	NR	Not Available
CA	California	NS	Nova Scotia, Canada
CN	Canada	NT	Northwest Territories, Canada
CO	Colorado	NU	Nunavut, Canada
CT	Connecticut	NV	Nevada
CZ	Canal Zone	NY	New York
DC	District of Columbia	OH	Ohio
DE	Delaware	OK	Oklahoma
FC	Foreign Country	ON	Ontario, Canada

Code	State	Code	State
FL	Florida	OR	Oregon
FM	Federated States of Micronesia	PA	Pennsylvania
GA	Georgia	PQ	Quebec, Canada
GU	Guam	PE	Prince Edward Island, Canada
HI	Hawaii	PR	Puerto Rico
IA	Iowa	PW	Republic of Palau
ID	Idaho	QC	Quebec, Canada
IL	Illinois	RI	Rhode Island
IN	Indiana	SC	South Carolina
IQ	Other U.S. Territory/Possession	SD	South Dakota
KS	Kansas	SK	Saskatchewan, Canada
KY	Kentucky	TN	Tennessee
LA	Louisiana	TT	Trust Territories of the Pacific
MA	Massachusetts	TX	Texas
MB	Manitoba, Canada	UK	Unknown
MD	Maryland	UT	Utah
ME	Maine	VA	Virginia
MH	Marshall Islands	VI	Virgin Islands
MI	Michigan	VT	Vermont
MN	Minnesota	WA	Washington

Code	State	Code	State
MO	Missouri	WI	Wisconsin
MP	Northern Marianas Islands	WV	West Virginia
MS	Mississippi	WY	Wyoming
MT	Montana	YT	Yukon, Canada
MX	Mexico		

Appendix G – Country Codes

Country Codes – this appendix provides the valid Country Codes to be used in a Submittal File or for Enrollment Update on the NSLDS website.

International Calling Codes – a list of phone country codes can be accessed at <https://countrycode.org>

Country Codes			
Code	Country	Code	Country
AX	Aaland Islands	BJ	Benin
AF	Afghanistan	BM	Bermuda
AL	Albania	BT	Bhutan
DZ	Algeria	BO	Bolivia
AD	Andorra	BQ	Bonaire, Sint Eustatius and Saba
AO	Angola	BA	Bosnia and Herzegovina
AI	Anguilla	BW	Botswana
AQ	Antarctica	BV	Bouvet Island
AG	Antigua and Barbuda	BR	Brazil
AR	Argentina	IO	British Indian Ocean Territory
AM	Armenia	VG	British Virgin Islands
AW	Aruba	BN	Brunei Darussalam
SH	Ascension	BG	Bulgaria (Republic)
AU	Australia	BF	Burkina Faso
AT	Austria	BI	Burundi
AZ	Azerbaijan	KH	Cambodia

Country Codes			
Code	Country	Code	Country
BS	Bahamas	CM	Cameroon
BH	Bahrain	CA	Canada
BD	Bangladesh	CV	Cape Verde
BB	Barbados	KY	Cayman Islands
BY	Belarus	CF	Central African Republic
BE	Belgium	TD	Chad
BZ	Belize	CL	Chile
CN	China (People's Republic)	ER	Eritrea
CX	Christmas Island	EE	Estonia
CC	Cocos Islands	ET	Ethiopia
CO	Colombia	FK	Falkland Islands (Malvinas)
KM	Comoros	FO	Faroe Islands
CG	Congo (Republic)	FJ	Fiji
CK	Cook Island	FI	Finland (including the Aland Islands)
CR	Costa Rica	FR	France
CI	Cote d'Ivoire (Republic)	GF	French Guiana
HR	Croatia	PF	French Polynesia (including Clipperton)
CU	Cuba	TF	French Southern and Antarctic Territories
CW	Curaçao	GA	Gabon
CY	Cyprus	GM	Gambia

Country Codes			
Code	Country	Code	Country
CZ	Czech Republic	GE	Georgia
KP	Democratic People's Republic of Korea	DE	Germany
CD	Democratic Republic of the Congo	GH	Ghana
DK	Denmark	GI	Gibraltar
DJ	Djibouti	GB	Great Britain
DM	Dominica	GR	Greece
DO	Dominican Republic	GL	Greenland
TP	East Timor	GD	Grenada
EC	Ecuador	GP	Guadeloupe (incl. St Barthelemy)
EG	Egypt	GU	Guam
SV	El Salvador	GT	Guatemala
GQ	Equatorial Guinea	GG	Guernsey
GN	Guinea	KW	Kuwait
GW	Guinea-Bissau	KG	Kyrgyzstan
GY	Guyana	LA	Lao People's Democratic Republic
HT	Haiti	LV	Latvia
HM	Heard Island and McDonald Islands	LB	Lebanon
HN	Honduras (Republic)	LS	Lesotho
HK	Hong Kong, China (People's Republic)	LR	Liberia

Country Codes			
Code	Country	Code	Country
HU	Hungary (Republic)	LY	Libyan Jamahiriya
IS	Iceland	LI	Liechtenstein
IN	India	LT	Lithuania
ID	Indonesia	LU	Luxembourg
IR	Iran (Islamic Republic)	MO	Macao, China (People's Republic)
IQ	Iraq	MG	Madagascar
IE	Ireland	MW	Malawi
IL	Israel	MY	Malaysia
IM	Isle of Man	MV	Maldives
IT	Italy	ML	Mali
JM	Jamaica	MT	Malta
JP	Japan	MH	Marshall Islands
JE	Jersey	MQ	Martinique
JO	Jordan	MR	Mauritania
KZ	Kazakhstan	MU	Mauritius
KE	Kenya	MX	Mexico
KI	Kiribati	FM	Micronesia (Federated States of)
KR	Korea (Republic)	MD	Moldova
MC	Monaco	PG	Papua New Guinea
MN	Mongolia	PY	Paraguay
ME	Montenegro	PE	Peru

Country Codes			
Code	Country	Code	Country
MS	Montserrat	PH	Philippines
MA	Morocco	PN	Pitcairn, Henderson, Ducie and Oeno
MZ	Mozambique	PL	Poland
MM	Myanmar	PT	Portugal
NA	Namibia	PR	Puerto Rico
NR	Nauru	QA	Qatar
NP	Nepal	RE	Reunion
AN	Netherlands Antilles	RO	Romania
NL	Netherlands	RU	Russian Federation
NC	New Caledonia	RW	Rwanda
NZ	New Zealand (including the Ross Dependency)	BL	Saint Barthélemy
NI	Nicaragua	KN	Saint Christopher (St Kitts) and Nevis
NE	Niger	LC	Saint Lucia
NG	Nigeria	MF	Saint Martin (French Part)
NU	Niue	VC	Saint Vincent and the Grenadines
NF	Norfolk Island	WS	Samoa
NO	Norway	AS	Samoa (American)
OM	Oman	SM	San Marino
PK	Pakistan	ST	Sao Tome and Principe
PW	Palau	SA	Saudi Arabia

Country Codes			
Code	Country	Code	Country
PS	Palestinian Territory, Occupied	RE	Scattered Islands
PA	Panama (Republic)	SN	Senegal
RS	Serbia (including Kosovo)	TZ	Tanzania (United Republic)
YU	Serbia and Montenegro	YT	Territorial Community of Mayotte
SC	Seychelles	PM	Territorial Community of St Pierre
SL	Sierra Leone	TH	Thailand
SG	Singapore	MK	The former Yugoslav Rep of Macedonia
SX	Sint Maarten (Dutch Part)	TL	Timor
SK	Slovakia	TG	Togo
SI	Slovenia	TK	Tokelau
SB	Solomon Islands	TO	Tonga (including Niuafu'ou)
SO	Somalia	TT	Trinidad and Tobago
ZA	South Africa	SH	Tristan da Cunha
GS	South Georgia and the South	MP	Trust territory of the Pacific Islands
SS	South Sudan	TN	Tunisia
ES	Spain	TR	Turkey
LK	Sri Lanka	TM	Turkmenistan
SH	St Helena	TC	Turks and Caicos Islands
SD	Sudan	TV	Tuvalu
SR	Suriname	UG	Uganda

Country Codes			
Code	Country	Code	Country
SJ	Svalbard and Jan Mayen	UA	Ukraine
SZ	Swaziland	AE	United Arab Emirates
SE	Sweden	UM	United States Minor Outlying Islands
CH	Switzerland	US	United States of America
SY	Syrian Arab Republic	UY	Uruguay
TW	Taiwan, Province of China	UZ	Uzbekistan
TJ	Tajikistan	VA	Vatican
VU	Vanuatu	EH	Western Sahara
VE	Venezuela	YE	Yemen
VN	Viet Nam	ZM	Zambia
VI	Virgin Islands of the USA	ZW	Zimbabwe
WF	Wallis and Futuna Islands	UK	Unknown