



Understanding the Submission Schedule

Part One of the Data Excellence & Operations Webinar Series

Data Integrity & Operations



National Student
Clearinghouse®

Agenda

- Timely Reporting
- Submission File Types
- Email Notifications
- Best Practices
- Questions



Enrollment Reporting Service

- The Clearinghouse **provides enrollment status** and deferment information to **guarantee agencies, lenders, servicers, and the NSLDS** for financial aid recipients.
- Data provided from your institution to the Clearinghouse on enrollment files also drives other services such as StudentTracker, Verifications, and Student Self-Service.

Timely Reporting

- The Department of Education/National Student Loan Data System requires institutions to certify all federal aid recipients at least every two months.
- Report changes in Status to the Clearinghouse as swiftly as possible because...
 - The ED requires Status changes be sent to the NSLDS within 60 days of the Date of Determination

Enrollment or Degree Record Reporting File Types

Files should be submitted in Chronological Order

- Designed to meet your institution's enrollment reporting needs and NSLDS reporting requirements
- Established at the time of service activation
- Evergreen
- Adjustable
 - Check out the '*Changing Your Reporting Schedule*' tutorial linked below

Enrollment or Degree Record Reporting File Types

Files should be submitted in Chronological Order

- Early Registration
- First of Term
- Subsequent of Term
- End of Term
- Graduates Only
- Advanced Registration
- Summer Files
- Non-Compulsory & Non-Summer
- DegreeVerify

Enrollment or Degree Record Reporting File Types

Files should be submitted in Chronological Order

- **Early Registration**
- First of Term
- Subsequent of Term
- End of Term
- Graduates Only
- Optional file
- Should be Certified on the Term Begin Date or within the first 10 days of the TBD
- Data is eligible to be sent to NSLDS and non-direct lenders

Enrollment or Degree Record Reporting File Types

Files should be submitted in Chronological Order

- Early Registration
 - **First of Term**
 - Subsequent of Term
 - End of Term
 - Graduates Only
- First file after add/drop has ended
 - Used to generate Calculated Withdrawn records
 - Must be transmitted within 30 days of the Term Begin Date

Enrollment or Degree Record Reporting File Types

Files should be submitted in Chronological Order

Fall 2018- End of Term file

- Name: Robert Smith
- Term Dates: 8/27/2018-12/21/2018
- Status: Three Quarter Time
- Status Start Date: 1/15/2018

Student is omitted from First of Term file for Spring 2019- NSC calculates Withdrawn Status

- Name: Robert Smith
- Term Dates: 8/27/2018-12/21/2018
- Status: Withdrawn-C
- Status Start Date: 12/21/2018

Enrollment or Degree Record Reporting File Types

Files should be submitted in Chronological Order

- Early Registration
- First of Term
- **Subsequent of Term**
- End of Term
- Graduates Only
- Additional Term reporting
- Used to report late registering students and Status changes
- Recommended to be submitted every 30-45 days

Enrollment or Degree Record Reporting File Types

Files should be submitted in Chronological Order

- Early Registration
- First of Term
- Subsequent of Term
- **End of Term**
- Graduates Only
- Final Subsequent of Term file
- Captures the final enrollment and changes for the Term
- Scheduled no later than 30 days after the end of finals
- If possible, should report Graduated Statuses at campus/program level

Enrollment or Degree Record Reporting File Types

Files should be submitted in Chronological Order

- Early Registration
 - First of Term
 - Subsequent of Term
 - End of Term
 - **Graduates Only**
- Used to report separation statuses not picked up on End of Term file
 - Can report campus and/or Program G or W
 - Used in addition to DegreeVerify and G from DV
 - Can be submitted after the next Term's First of Term has been reported

Enrollment or Degree Record Reporting File Types

Files should be submitted in Chronological Order

- Optional file for Student Self Service participants
- File can be submitted more than 30 days before the Term Begin Date
- Auto processed- not reviewed by an analyst
- Not loaded to the NSC database to be used for compliance reporting
- **Advanced Registration**
- Summer Files
- Non-Compulsory & Non-Summer
- DegreeVerify

Enrollment or Degree Record Reporting File Types

Files should be submitted in Chronological Order

- Used to report non-required Summer Terms
- Captures true enrollment history for students
- Eligible to be sent to NSLDS and non-direct lenders
- Should be scheduled at minimum at the beginning and end of the Summer Term
- Advanced Registration
- **Summer Files**
- Non-Compulsory & Non-Summer
- DegreeVerify

Enrollment or Degree Record Reporting File Types

Files should be submitted in Chronological Order

- Used to report all other non-required Terms
- Typically Terms are shorter and only one submission is sent
- Eligible to be sent to NSLDS and non-direct lenders
- Advanced Registration
- Summer Files
- **Non-Compulsory & Non-Summer**
- DegreeVerify

Enrollment or Degree Record Reporting File Types

Files should be submitted in Chronological Order

- For institutions that participate in our DegreeVerify service
- Submitted at least once after conferral period, as soon as most degrees/certificates have been posted
- Loaded into our degree database for verification purposes only
- For G from DV participants, must meet specific criteria for Graduates Only file to generate
- Advanced Registration
- Summer Files
- Non-Compulsory & Non-Summer
- DegreeVerify

Late Enrollment File Notification

Email Notification Type	Notification Sent When	Contact Types Notified
Early reminder	Sent 4 days before scheduled submission date	Submission Data Submission Data Alternate
First late reminder	Sent 5 days after scheduled submission date	Submission Data Submission Data Alternate Relationship Executive
Second late reminder	Sent 7 days after the first late reminder	Submission Data Submission Data Alternate Relationship Executive Financial Aid Director
Subsequent late reminder	Sent 7 days after the second late reminder	Submission Data Submission Data Alternate Relationship Executive Financial Aid Director

Clearinghouse Enrollment Transmission Late Reminder - 000000-00

Dear Clearinghouse Participant:

According to the schedule provided by your institution, the Clearinghouse was to have received the following transmission reports for HOMETOWN UNIVERSITY (000000-00) on or before the dates noted:

- GRADUATES ONLY enrollment report due 02/03/2018

Either we have not received the transmission(s) or the data was unusable.

- If you transmitted the data OR received an FTP confirmation email from us LESS THAN 48 HOURS AGO, please disregard this notice.

- If you transmitted the data AND received an FTP confirmation email from us MORE THAN 48 HOURS AGO, we are having difficulties reading your file. Please call 703-733-4123 to resolve the problem.

- If you haven't transmitted the data, please send your transmission report(s) to us as soon as possible. If you are experiencing problems, call 703-733-4123 for assistance.

Enrollment Reporting Best Practices

- Submit on time and in sync with your submission schedule and file type.
- Update your submission schedule with any changes as soon as you are aware.
- Keep your Submission Data and Submission Data Alternate contacts updated.
- Save and process your Error Resolution on the Web reports in a timely manner.
- Update your SIS with any changes you make on your error reports to avoid future errors and warnings.
- Contact SchoolOps@studentclearinghouse.org or 1.703.742.4880 with any questions related to enrollment reporting.

Questions?

