Understanding the Submission Schedule Part One of the Data Excellence & Operations Webinar Series

Data Integrity & Operations



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



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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



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- Early Registration
- First of Term
- Subsequent of Term
- End of Term
- Graduates Only

- Advanced Registration
- Summer Files
- Non-Compulsory & Non-Summer
- DegreeVerify



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

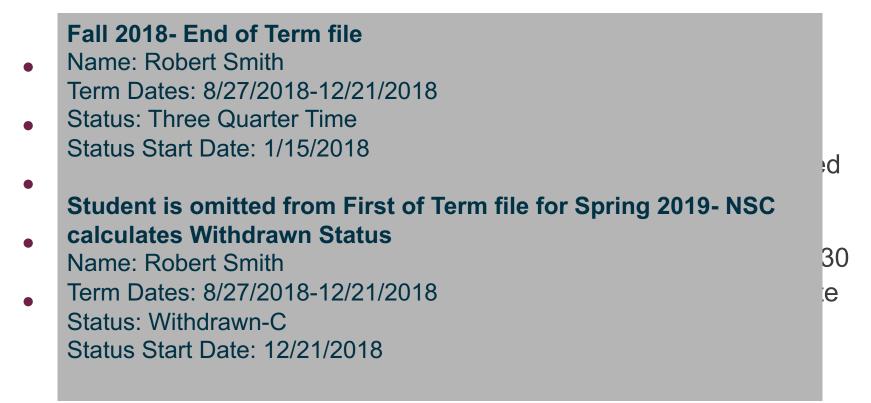


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- Early Registration
- First of Term
- Subsequent of Term
- End of Term
- Graduates Only

- First file after add/drop has ended
- Used to generate Calculated Withdrawn records
- Must be transmitted within 30 days of the Term Begin Date







- 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



- 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



- 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



- 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



- 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



- Used to report all other nonrequired 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



- 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?



