


The Enrollment File Submission Process
Part Three of the Data Excellence & Operations Webinar Series

Data Integrity & Operations

 National Student Clearinghouse

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Agenda

- When and Who to Report
- Programming & Testing Guide
- Clearinghouse Data Flow
- Contact List & FTP Account
- Email Notifications
- Best Practices
- Questions

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Enrollment Reporting Service

- The Clearinghouse **provides enrollment status** and deferment information for financial aid students on behalf of its participating institutions to **guarantee agencies, lenders, servicers, and the Department of Education.**
- The data that is provided on your enrollment files and uploaded into our database also drives other services that schools participate in, such as Student Tracker, Student Self-Service, Verifications, etc.



Timely Reporting

- The Department of Education/National Student Loan Data System requires institutions 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 to be sent to NSLDS within 60 days of the Date of Determination



When to Submit files

- First of Term: should be submitted once the add/drop period has ended, but no later than 30 days after the Term Begin Date
- Subsequent of Term: should be submitted every 30-45 days from the Certification Date of the previous file
- Graduates Only: should be submitted on or after the term end date that you are reporting for, once degree audits are completed
- Clearinghouse processes files in chronological order, therefore, you must complete reporting for the prior term before files are processed for the new term



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Identifying Students that Should be Reported

- Degree/Certificate seeking students
- Non-degree seeking students
- NO SSN/International Students
- Students studying abroad under a school-sponsored program
- Students studying at a different institution under a consortium agreement in which you are the home, degree awarding institution
- All students receiving aid/loans



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Identifying Students that Can be Reported

- Students taking no classes, but are preparing a thesis/dissertation or completing residencies/internships required for degree completion
- Dual enrolled HS students not receiving aid/loans



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Identifying Students that Should Not be Reported

- Students with consortium agreements that are reported by their home institution where your institution is designated as the host/visitor school
- Students that are attending/auditing courses and do not have an enrollment Status of Less Than Half Time or above



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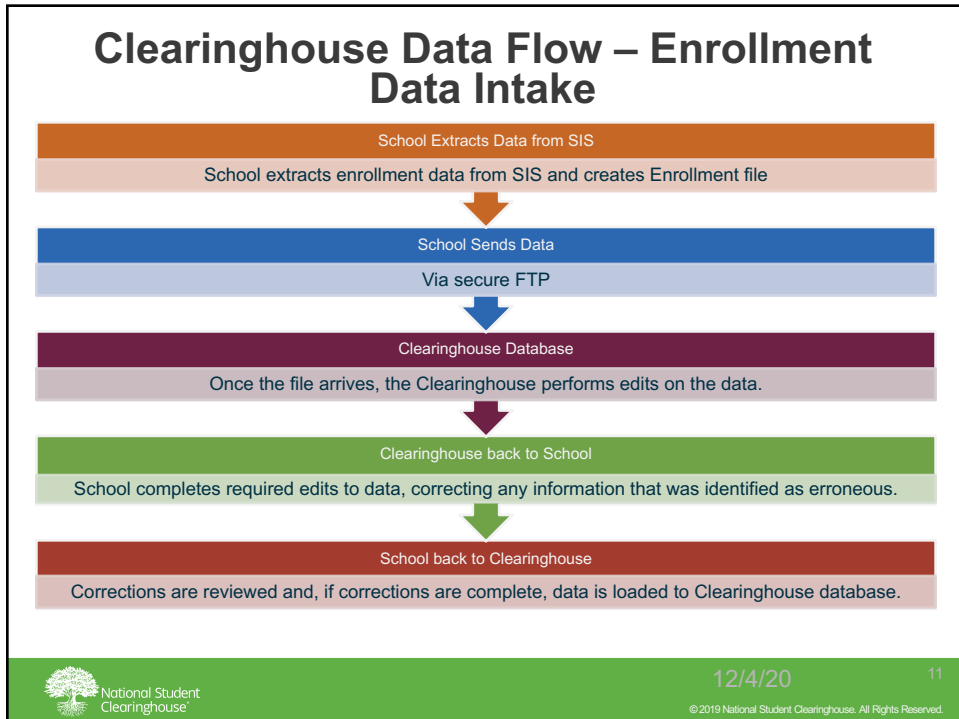
Enrollment Reporting Programming and Testing Guide

<https://studentclearinghouse.org>

The screenshot shows the National Student Clearinghouse website. The navigation bar includes 'About Us', 'Students', 'High Schools', 'Colleges', 'Educational Organizations', 'Workforce', 'News', 'Events', and 'Order-Track-Verify'. The 'Colleges' menu is open, showing options like 'DegreeVerify', 'Electronic Transcript Exchange Registry', 'Enrollment Reporting', 'EnrollmentVerify', 'Gainful Employment Reporting', 'Postsecondary Data Partnership', 'Reverse Transfer', 'SPEEDE Server', 'Student Self-Service', 'StudentTracker', 'StudentTracker for Outreach', and 'Transcript Services'. The 'Enrollment Reporting' option is highlighted. Below the navigation, there is a section for 'Enrollment Reporting for' with links for 'Small Institutions', 'International Institutions', and 'Participating Institutions'. A 'RESOURCES' section is also visible, with 'Programming & Testing Guide' highlighted. The footer includes the National Student Clearinghouse logo and the year 2019.

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Clearinghouse Data Flow – Enrollment Data Intake



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Are you on the FTP List and/or Contact List?

<https://studentclearinghouse.org>

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Are you on the FTP List and/or Contact List?

From: National Student Clearinghouse Notification Service <secureftp@nsc.org>
 Sent: Wednesday, June 12, 2019 5:00 PM
 To: Institution Contact
 Subject: Delivery Receipt for '00000000.CLR'

 National Student Clearinghouse DOWNLOADED "00000000.CLR" from the / Home / 000000 folder. (Download recorded at 6/12/2019 6:00:17 PM.)

You are receiving this email because our records show you uploaded "00000000.CLR" into the "/ Home / 000000st" folder with tracking ID #123456700 at 6/12/2019 5:55:02 PM, and delivery receipts have been enabled for this folder.

Please use the following URL and your username/password to view the complete history of this file:

<https://ftp.nsc.org>

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Logging into the Secure FTP Site

<https://studentclearinghouse.org>



- The FTP site is used to enable secure electronic file exchanges between your institution and the Clearinghouse

Username
Username

Password
Password

[Request a password change](#)

Security Notice
You are about to access a secured resource. National Student Clearinghouse reserves the right to monitor and/or limit access to this resource at any time.

Sign On



User Administrator Help Link



Help Center

You'll find instructions, FAQs, and more in online help for each of the Clearinghouse services below. Please contact us if you need additional assistance.

- Data Exchange Services**
 - Transcript Ordering Help
 - Secure FTP Help
 - Reverse Transfer Implementation Guide
- Verification Services**
 - Verification Services Help
- Research Services**
 - StudentTracker for High Schools Help
 - StudentTracker for Colleges & Universities
 - StudentTracker for Systems of Institutions
- Other Services**
 - **School Secure Help**
 - Interstate Passport

Account Management Tab (2 Articles)

- Using the Account Management Tab
- User Role Types



Enrollment Reporting Notification Emails

- File formatting issues
- File received
- Error Resolution Report posted for review
- File retrieved/returned
- Questions/concerns from assigned analyst
- Late reminder emails
- File processed



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Once the File has been Submitted

[Home](#) [Logout](#)

Error Resolution: Pending Submissions

Enter school code and branch below to find pending submissions for that specific school.

School: -

Clearinghouse Enrollment Transmission File Processed - 000000-00

The school enrollment transmission for HOMETOWN UNIVERSITY (000000-00), certified 02/09/2018, has been processed. Please use the following steps to review the detail and rejected records from this transmission:

**** Please pay particular attention to warnings 251,253,289 & 290 as these students may have loans. If rejected, their enrollment is not being reported to lenders, servicers, or NSLDS, which could result in repayment notices for the student, and possible audit issues for your institution.***

1. For those records where you have confirmed the SN you are reporting is correct, please submit online updates under Student Lookup (choose "Add Student" option). We will review your updates and take necessary steps to remove the conflict on our system. In the event we are not able to process the rest of SN pool, we will track out to you to request same. Our work that you see there is our secure fee machine 703-742-7792.
2. For those records where you have determined the SN you are reporting is incorrect in your database (SN), please correct it in your system and we will get the data in your next enrollment file. Otherwise, you can complete an online update via the Student Look Up tab.

There are no Reject Lists associated with Graduate Only Submissions.

1. Go to <https://data.nsclearinghouse.org>
2. Enter your user name and password
3. Student Reporting
4. Enrollment Reporting
5. Select School code and Branch code
6. Click Search button and Select Transmission History
7. Click on Detail Link and Select Reject Detail & School Review
8. Look for explanation of Error Codes in provided below list of Rejected Records

Thank you,

NATIONAL STUDENT CLEARINGHOUSE*
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 Phone: 703-742-8200
 Fax: 703-742-7792
 Email: school_enrollment@nsclearinghouse.org



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Enrollment Reporting Best Practices


- Submit on time and in sync with your submission schedule and file type.
- Identify and ensure students that should be reported are on enrollment files with the accurate campus and program enrollment.
- Keep your Submission Data and Submission Data Alternate contacts updated.
- Ensure emails with “@studentclearinghouse.org” are accepted to your inbox.
- Contact SchoolOps@studentclearinghouse.org or 1.703.742.4880 with any questions related to enrollment reporting.



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Questions?



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