Enrollment Summary

Purpose of this page

The Enrollment Summary page provides a quick overview of a student's most recent status at every school where enrollment has been reported for that student. To view a detailed history of a student's enrollment status, use the Enrollment Detail page. To view a chronology of the student's enrollment status, use the Enrollment Timeline page. To add a student to a school's roster use the Enrollment Push to Roster page.

Wherever possible, the Enrollment Summary page displays enrollment information reported by schools. It only displays information reported by non-certifying school sources when the data provider has reported on a particular student but the school has not certified that enrollment record.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

The buttons beneath the page title allow you to navigate to the following pages populated with information about the student displayed on Enrollment Summary:

- Enrollment Detail
- Enrollment Timeline
- Enrollment Maintenance (for users with Enrollment Update authority)
- Enrollment Push to Roster

Clicking the active number icon to the left of an Enrollment Summary record links you to the Enrollment Detail page for the student at that school.

How to interpret the Enrollment Summary

The Enrollment Summary page displays 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 information about the student's enrollment at this school was not reported by the school itself, a small warning icon appears after the school's name.

- OPEID-The eight-digit Office of Postsecondary Education Identification number for the school at which enrollment was reported.

- 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.

- Eff. Date-The Effective Date, which is the date when the most recently reported 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).

- ACD-The Anticipated Completion Date, which is the date the student completed, or was expected to complete, his or her studies. The following special rules apply:

- NSLDS sets Anticipated Completion Date to 01/01/0001 for Enrollment Status 'Z' (No Record Found), 'W' (Withdrawn), and 'L' (Less Than Half Time).
- NSLDS sets Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).
- NSLDS sets Anticipated Completion Date equal to Effective Date for Enrollment Status 'G' (Graduated).

- Cert. Date-The Certification Date, is the date that the school certified the enrollment information.
- Cert. Method-The method the school used to certify the enrollment information.
  - *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.

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

Last updated: June 24, 2012

close

Enrollment Detail

Purpose of this page

The Enrollment Detail page displays a detailed history of a student's enrollment status at one or more schools. To view a brief overview of a student's current enrollment status, use the Enrollment Summary page. To view a chronology of the student's enrollment status, use the Enrollment Timeline page.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to use the Advanced Display Options

The Advanced Display Options allow you to filter and sort the enrollment information displayed by Enrollment Detail. The following Advanced Display Options are available:

- Enrollment At-Allows you to select enrollment information for All Schools (Default Setting) the student has attended or choose an individual school identified by name and OPEID in the drop down box.

- Show Records-Allows you to select which records to view:

    - *All Active and Inactive*-Allows you to view a complete record of what enrollment 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 enrollment history, and inactive records, which contain enrollment information previously reported to NSLDS but no longer current.

    - *Active Only*-Active records collectively constitute NSLDS's 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 then corrected at a later date.) Showing all active records allows you to view a complete record of a student's enrollment history as NSLDS currently understands it.

    - *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 restrict the 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.

    - *Schools (Default Setting)*-Allows you to view only information reported by schools.

    - *Non-Schools*-Allows you to view only information reported by organizations that are not the certifying organization including guaranty agencies, lenders, ED servicers, COD, and schools holding Perkins loans.

- Sort Schools By-Allows you to select the order in which the schools students have attended are displayed on the page.

- *OPEID (Default Setting)*-Orders the schools numerically by their eight-digit Office of Postsecondary Education Identification number (OPEID).
- *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").
- *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 guaranty agencies 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 records with an Effective Date after or on the date entered.
- End Effective Date-Allows you to display records with an Effective Date before or on the date entered.

How to interpret the Enrollment Detail

The Enrollment Detail table 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. These normally display 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' 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 guaranty agency number, for the organization that reported the enrollment information.
- Status-The student's enrollment status.
- Eff. Date-The Effective Date is the date when the reported 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 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 enrollment information that was reported to NSLDS at

some point in the past but was subsequently corrected by a later submission.

- ACD-The Anticipated Completion Date, which is the date the student completed, or was expected to complete, his or her studies. The following special rules apply:
    - NSLDS sets Anticipated Completion Date to 01/01/0001 for Enrollment Status 'Z' (No Record Found), and 'W' (Withdrawn).
    - NSLDS sets Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).
    - NSLDS sets Anticipated Completion Date equal to Effective Date for Enrollment Status 'G' (Graduated).
- Cert. Date-The Certification Date, which is the date as of which the school certified that the enrollment information was accurate.
- Cert. Method-The method the school used to certify the enrollment information.
    - *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 on this site.
    - *ED Authorized*-NSLDS certified enrollment information when students are affected by a school closure, merger, or loss of eligibility.
- 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 fashion, you can use the Date Received to determine when information was reported to NSLDS and in what order.
- Term Begin-Optional field reported by the school which indicates the beginning date of the academic term of the student's current (or most recent) enrollment.
- Term End-Optional field reported by the school which indicates the end date of the academic term of the student's current (or most recent) enrollment.

Sources other than schools do not certify enrollment information. So if an Enrollment Detail record is based on non-school data, the Cert. Date and Cert. Method boxes for that record display 'N/A' (Not Applicable). 'N/A' (Not Applicable) will also display in the Term Begin and Term End fields when the school did not report these optional fields.

Last updated: June 24, 2012

close

Enrollment Timeline

Purpose of this page

The Enrollment Timeline page displays a chronological view of a student's enrollment history. Within each time period displayed on this page, no organization reported a change in the student's enrollment status at any school. When any organization did report a new enrollment status for the student at any school, a new time period begins. This page is intended to help users, especially lenders, see all of a student's enrollment statuses at a given time in the past and how long those statuses remained in effect.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to use the Advanced Display Options

To use the advanced display options:

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

How to interpret the Advanced Display Options

The following advanced display options are available:

- **Reported By**-Allows you to restrict the 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, including guaranty agencies and lenders.
    - *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 guaranty agencies and lenders.

- **Date**-Causes the time range that contains the date you type to display at the top of your screen. You will still be able to scroll up or down to earlier or later time periods.

How to interpret the Enrollment Timeline

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 by Effective Date. Within any time period, no organization reported a new enrollment status for the student at any school.

- **Statuses in Effect**-The dates within which a set of enrollment statuses were in effect. This information occupies the banners that extend across the page and divide one time period from the next.

- **School OPEID**-The Office of Postsecondary Education Identification number (OPEID) of the school for which enrollment was reported.

- **Reported By**-Identifies the type of organization that reported the enrollment information.

- **Reported By ID**-Identifies the organizational code, such as OPEID or guaranty agency number, for the organization that reported the enrollment information.

- **Status**-The student's enrollment status.

- **Eff. Date**-The Effective Date, which is the date when the 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).

- **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:

    - The NSLDS sets Anticipated Completion Date to 01/01/0001 for Enrollment Status 'Z' (No Record Found), 'W' (Withdrawn), and 'L' (Less Than Half Time).

- The NSLDS sets Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).

- The NSLDS sets Anticipated Completion Date equal to Effective Date for Enrollment Status 'G' (Graduated).

Last updated: January 30, 2003

close

Enrollment Add

Purpose of this page

The Enrollment Add page allows school users to retrieve student records so they can update enrollment information for those students on the Enrollment Maintenance page.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to retrieve student records

To retrieve student records:

1. Type student identifiers for the students whose enrollment information you want to update in the **SSN** (Social Security Number), **First Name**, and **DOB** (Date of Birth) boxes.
2. Click **Retrieve** at the bottom of the page.
3. The Enrollment Maintenance page displays enrollment records for the students.

You can either type information in all three boxes (First Name, DOB, and SSN), or only type information in the SSN box.

- If you type SSN only, and that SSN is shared by two or more students, Enrollment Add will require you to type First Name and DOB as well to retrieve a student.
- If you retrieve students by SSN alone, check all three identifiers of the student records that display on the Enrollment Maintenance page to make sure that Enrollment Add has retrieved the students you want.

To clear the SSN, First Name, and DOB boxes on a given row, click **Clear**.

How to identify errors

Enrollment Add performs a number of edits on the identifiers you type. The page will not retrieve any students for display on the Enrollment Maintenance page until all the identifiers you typed pass those edits. If any identifiers fail edits, Enrollment Add displays a general error message at the top of the page. In addition, it displays small error icons before each row of identifiers containing an error. To see the error message for a particular row, run your cursor over the small error icon, and the error message displays as a ToolTip.

How to correct errors

To correct errors, you may have to adopt one or more of the following strategies:

- Correct any typographical errors or omissions.
- Verify that you are searching for the right student.
- Verify that the student you are searching for exists in the NSLDS database.

If you are unable to correct an error no matter what you do, click the **Clear** button to the left of any identifiers that have been flagged as containing errors; then retrieve the remaining students whose identifiers have passed all edits.

What displays on the Enrollment Maintenance page

When you access the Enrollment Maintenance page from Enrollment Add, the information that displays on that page depends upon the student's prior enrollment history at your school.

- If you have never reported the student as attending your school, only the student's SSN, Name, and DOB will display on the Enrollment Maintenance page. The boxes for enrollment information will all be blank.
- If you have previously reported the student as attending your school, the student's SSN, Name, and DOB will display on the Enrollment Maintenance page. In addition, the boxes for enrollment information will be populated with the enrollment information you most recently reported for that student. You will be able to update those boxes as necessary.

Last updated: November 26, 2001

close

Enrollment Update

Purpose of this page

The Enrollment Update page allows school users to retrieve enrollment information for students attending their school so they can update that information on the Enrollment Maintenance page. When schools share the same 6-digit OPE ID, they may set up to have a location to serve as the administrator to receive the batch rosters for all locations. All locations with the same administrator may view and update students from all the locations in the group.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to retrieve student enrollment information

The Retrieve button at the bottom of the page will display your portfolio based on the options you select in the Primary and Advanced Search Options. 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.

To retrieve students using the Primary Search Options:

1. In the Retrieve/Sort by list, click a selection.
2. In the Begin Value box, type a Begin Value.
3. Click the Exact Match Only check box if you want an exact match for the Begin Value you typed.
4. Click Retrieve.
5. The Enrollment Maintenance page displays.

To retrieve students using the Advanced Search Options:

1. Select the Primary Search Options you want.
2. Select the Advanced Search Options you want.
3. Click Retrieve.
4. The Enrollment Maintenance page displays.

Notes:

- 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, 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.

- Any search options you select on the Enrollment Update page remain in effect for subsequent searches on the Enrollment Maintenance page that displays the results of your initial search. To change search options, you must return to Enrollment Update.

How to use the Primary Search Options

The Primary Search Options include the following:

- Retrieve/Sort by-Allows you to retrieve and display student enrollment records by:
    - *SSN (Default)*-Displays student records in ascending numeric order by student Social Security Number.
    - *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 the NSLDS as part of the Enrollment Reporting process.
- Begin Value-Allows you to set a lower limit for retrieving and displaying records. That limit should be numeric if you are retrieving by SSN and alphabetic if you are retrieving by Last Name. The Begin Value for retrieving by Student Designator can be either numeric or alphabetic, depending upon the format you use for designators. If you leave Exact Match Only unchecked, Enrollment Update retrieves any student records that match the Begin Value you type or come after it in numeric or alphabetic order.
- Exact Match Only-Must be used in combination with a Begin Value. It allows you to retrieve only records that match exactly with the Begin Value you typed. When it is used with SSN or a unique Student Designator, Exact Match Only returns only one student record. When it is used with Last Name, Exact Match Only returns records for all students with that last name.

How to use the Advanced Search Options

The Advanced Search Options include the following:

- Last Name Begin / End-Allow you to retrieve records for students whose last names fall within an alphabetic range. Be careful when typing the End value. A single letter End value (such as 'B') will not retrieve names that begin with that letter (such as 'Bennett') since the names come after the letter alphabetically. Type the next letter after the initial letter of the name(s) you seek, or do not specify an End value. To search for last names that begin with 'Z', leave the End value blank.
- SSN Begin / End-Allow you to retrieve records for students whose Social Security Numbers fall within a numeric range. Be careful when typing the End value. An End value containing fewer than nine 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-Allow you to retrieve records for students whose designators fall within an alphanumeric range. Be careful when typing the End value.
- Certification Date Begin / End-Allow you to retrieve records for students who 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. You can use these options to retrieve records of students you have not re-certified for more than a given period of time. 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.
- Anticipated Completion Date Begin / End-Allow you to retrieve records for students whose Anticipated Completion Date (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-Allow you to retrieve records for students whose Term Begin Date falls within a specific date range.
- Term End Date Begin/End-Allow 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 a single 2-digit location when schools share an enrollment administrator for multiply locations of the same 6-digit OPEID.

- Enrollment Codes-Allow you to search for records with specific Enrollment Codes. By default, Enrollment Update searches for all Enrollment Codes.

Last updated: June 24, 2012

close

Enrollment Maintenance

Purpose of this page

The Enrollment Maintenance page allows school users to update enrollment information for students attending their school. When schools share the same 6-digit OPE ID, they may set up a location to serve as the administrator to receive the batch rosters for multiple locations. All locations with the same administrator may view and update students from all the locations in the group.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Enrollment Maintenance displays up to thirty student records at a time. If the search options you typed retrieve more than thirty records, those records are spread across as many pages as are necessary to display them thirty at a time. Use the Next and Previous arrows to move from page to page.

- You must submit and confirm any changes to the enrollment records displayed on an individual Enrollment Maintenance page before navigating to another page. Clicking the Previous or Next arrow, or otherwise navigating to another page, before submitting and confirming changes causes any new data you typed to be lost.

How to use the Primary Search Options

The Primary Search Options at the top of the Enrollment Maintenance page give you these options:

- Retrieve/Sort by-Allows you to retrieve and display student enrollment records by:
  - *SSN (Default)*-Displays student records in ascending numeric order by student Social Security Number.
  - *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.
- Begin Value-Allows you to set a lower limit for retrieving and displaying records. If you leave Exact Match Only unchecked, Enrollment Update retrieves any student records that match the Begin Value you type or come after it in ascending alphanumeric order.
- Exact Match Only-Must be used in combination with a Begin Value. Allows you to retrieve only records that match exactly with the Begin Value you typed. When used with SSN or a unique Student Designator, Exact Match Only returns no more than one student record. When used with Last Name, Exact Match Only returns records for all students with that last name.

Understanding search options

Beneath the Primary Search Options at the top of the Enrollment Maintenance page, a shaded block displays the search options currently in effect. These options determine what records are retrieved from NSLDS database and displayed on Enrollment Maintenance.

To change the search options in effect, do the following:

- To change Primary Search Options, follow the directions in the previous section of this Help page.
- To change Advanced Search Options, return to the Enrollment Update page and follow the directions in the Help for that

page.

Understanding student enrollment records

The Enrollment Maintenance page displays individual student records across two rows. The first row is shaded and contains the following items, from left to right:

- Check Box-Click this box to select a record for certification. You can check records one-by-one, or you can check all the records on the page by clicking Check All.

- Active Number Icon-Each record on the page is identified by an active number icon. Clicking an icon links you to the Enrollment Summary page for that student. Records are numbered in ascending sequence and displayed in groups of 30. As you update those records, some may 'disappear'. This happens under the following circumstances:

    - You update a record with information that falls outside the search options in effect. For example, if you display only records with Full Time status and update some of them to Half Time, the Half Time records are not displayed after you confirm the updates.

    - You update a record to a status that no longer requires your school to report enrollment information for that student.

  Although individual records may 'disappear' in this fashion, the group of records displayed on the page retains its integrity until you retrieve a new set of records or leave Enrollment Maintenance entirely. This means that a record that originally displayed on the third page of records returned by Enrollment Maintenance continues to display on the third page no matter how many other records are updated or 'disappear.' It does not migrate to the second or fourth page as you page up or down.

- 'House' Icon- Each record on the page has a 'House' icon. Clicking this icon links you to the Address History list page for that student.

- SSN-The student's Social Security Number.

- Name-The student's full name (first name, middle name, and last name).

- DOB-The student's date of birth.

  Although you can retrieve enrollment records by SSN alone, NSLDS identifies individual students by SSN, name, and DOB. Because duplicate SSNs are possible, you should make it a habit to verify all three student identifiers before certifying any student record. Not doing so creates a risk that you may certify enrollment information for the wrong student.

The second row is unshaded and contains the following items, from left to right:

- Cert. Date-The Certification Date, which is the date as of which you certify that a student's enrollment information is accurate and up-to-date. There are two ways to change the Certification Date for an individual enrollment record:

    1. Type a new Recertification Date at the top of the page and then check the enrollment record. By default, the Recertification Date is set to the current date.

    2. Check the enrollment record first and then edit the contents of the Cert. Date box directly.

- Enroll. Code-The Enrollment Code identifying a student's current enrollment status. Valid values are:

    - *'A'*-Approved Leave of Absence

    - *'D'*-Deceased

    - *'F'*-Full Time

    - *'G'*-Graduated

    - *'H'*-Half Time or More, But Less Than Full Time

- *'L'*-Less Than Half Time
- *'W'*-Withdrawn
- *'X'*-Never Attended
- *'Z'*-No Record Found

- Eff. Date-The Effective Date, which is the date when the student's current status first took effect.
- ACD-The Anticipated Completion Date, which is the date you expect a student to graduate or otherwise complete a course of studies.
- Loc-The Location Code identifies the specific enrollment location (last 2-digits of the OPEID) where the student attends or attended. The school user can use this field to alert NSLDS of a new branch location for a student within the same administration group.
- Student Desig.-The Student Designator can be any code you use to identify students on your own database or tracking system.
- Term Begin-The beginning date of the academic term of the student's current (or most recent) enrollment.
- Term End-The end date of the academic term of the student's current (or most recent) enrollment.
- Cred. Lvl-The Credential Level is only accepted when a student has completed his/her coursework, (enrollment code = 'G').

How to update student enrollment information

To update student enrollment information:

1. 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:
   a. Select the records individually by clicking the check box to the far left of the row with the student's SSN, name, and DOB.
   b. 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:
   a. Cert. Date (Certification Date) - Date displayed in 'Recertification Date' will populate when the box beside the student identifiers is selected
   b. Enroll. Code (Enrollment Code)
   c. Eff. Date (Effective Date)
   d. ACD (Anticipated Completion Date)
   e. Loc (Location)
   f. Student Desig. (Student Designator)
   g. Term Begin - Optional field
   h. Term End - Optional field
   i. Cred Lvl - (Credential Level) for enrollment code = 'G'
4. Click Certify Checked Students.
5. If the information you submitted passes the edits applied by the NSLDS, the Enrollment Maintenance Confirm page displays.

When updating student enrollment information, keep in mind the following:

- If you check records (Step 2) 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 whatever date it was set to before you selected the record, but any other changes you made to enrollment information remain.

- If you click Reset, Enrollment Maintenance redisplays with whatever information it displayed after its last trip to the mainframe. This creates two possibilities:

    1. If you have not clicked Submit, Enrollment Maintenance redisplays with the information it displayed when you first navigated to it.

    2. If you have clicked Submit one or more times, Enrollment Maintenance redisplays with the information it displayed after you last clicked Submit.

- Sometimes, submitting and confirming an update to a student's enrollment status causes that student to "disappear" from the Enrollment Maintenance page. This happens because your school no longer has any obligation to report enrollment information for a student under the following circumstances:

    - There is no longer any aid for which enrollment must be reported. When you update a student's enrollment status, NSLDS also verifies that the student still holds an open loan and so is of interest to some lending institution or has a Pell Grant. If the student no longer holds an open loan or shows Pell Grant disbursements, NSLDS removes that student from the Enrollment Maintenance page for your school, regardless of the student's enrollment status.

    - You update a student's enrollment status to Withdrawn ('W') Graduated ('G'), Deceased ('D'), Never Attended ('X') or No Record Found ('Z') twice consecutively. Once you have verified that the prior reported 'W', 'G', 'D', 'X', or 'Y' enrollment code is accurate, NSLDS removes that student from the Enrollment Maintenance page (and the enrollment roster) for your school.

  Even if a student does 'disappear' from the Enrollment Maintenance page after you update his or her enrollment information, NSLDS still stores the information you updated. To display that information, navigate to the Enrollment Summary page and use that page's Student Search to find the student.

How to confirm updates to student enrollment information

To confirm updates to student enrollment information:

1. Verify the updated enrollment information displayed on the Enrollment Maintenance Confirm page to make sure it is correct and up-to-date.

2. Click Confirm.

3. The Enrollment Maintenance page redisplays with the updated enrollment information.

How to correct errors displayed by Enrollment Maintenance

If the information you submitted does not pass the edits applied by NSLDS, Enrollment Maintenance redisplays with any rows that contained errors preceded by a small error icon. Place your cursor over the icon to display the error message as a ToolTip. There are several ways to correct errors so the enrollment information you updated passes all edits:

- Edit the data in the boxes for Cert. Date, Enroll. Code, Eff. Date, ACD, Loc, Student Desig., Term Begin,Term End, and Cred, Lvl. record-by-record.

- If you are unable to correct an individual record so that NSLDS accepts it, uncheck that record so it is not submitted when you resubmit the other student records you want to certify. Then note student record identifiers to 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 have become hopelessly full of errors or failed edits, use the Primary Search Options at the top of Enrollment Maintenance to retrieve your school's student enrollment records afresh, or return to Enrollment Update to select new Advanced Search Options and retrieve a different set of records.

The NSLDS applies the following edits to enrollment updates:

Code	Description
15	Anticipated Completion Date must be a valid date in mm/dd/ccyy format when Enrollment Status Code is 'A', 'F', 'H', or 'L'.

16	Anticipated Completion Date cannot be more than ten years after the Certification Date.
19	Enrollment Status Code must be selected.
21	Effective Date must be a valid date in mm/dd/ccyy format. It must be greater than both Certification Date minus 45 years and Date of Student's Birth plus 12 years.
22	You cannot report an Enrollment Code of 'Z' for a student if an enrollment history (Enrollment Code of 'F', 'H', 'A', or 'L') already exists for that student at your school.
23	Effective Date must be a valid date in mm/dd/ccyy format. This edit is not applied to Enrollment Status 'D', 'X', or 'Z' if the Effective Date is not populated.
26	Anticipated Completion Date must be greater than Certification Date when you report an Enrollment Code of 'A', 'F', 'H', or 'L'. NSLDS substitutes the ACD on its database when you leave this box blank, but the substituted ACD is still subject to this edit.
30	Certification Date must be greater than or equal to Effective Date.
32	You cannot report a new Certification Date earlier than the Certification Date currently on NSLDS database while at the same time reporting a change to Enrollment Code, Effective Date, or Anticipated Completion Date. You can, however, report an earlier Certification Date if Enrollment Code, Effective Date, and Anticipated Completion Date are unchanged.
33	Anticipated Completion Date must be greater than or equal to Effective Date for Enrollment Codes 'F', 'H', and 'L'.
34	Effective Date cannot equal Certification Date if the Enrollment Code is 'F', 'H', or 'A' and remains unchanged.
35	Certification Date cannot be more than 180 days after Effective Date for Enrollment Code 'A'.
37	Certification Date must be a valid date in mm/dd/ccyy format.
38	Certification Date cannot be more than 72 days prior to the current date.
39	Certification Date cannot be a date in the future.
43	Term Dates must be a valid date in mm/dd/ccyy format.
49	Term Begin Date must be greater than Term End Date when both dates are entered.
50	Location Code must be valid two digit code.
51	Location Code must be valid two digit code for the school.
52	Location Code must be authorized for this administrator.
53	Credential Level must be valid.

The following rules will apply:

- Anticipated Completion Date is adjusted by NSLDS to 0001-01-01 for Enrollment Status 'W', 'X', and 'Z'.
- Anticipated Completion Date is adjusted by NSLDS to 9999-12-31 for Enrollment Status 'D'.
- Anticipated Completion Date is adjusted by NSLDS to Enrollment Status Effective Date for Enrollment Status 'G'.
- Enrollment Status Effective Date is adjusted by NSLDS to Certification Date when not supplied by the school and the Enrollment Status is 'X' or 'Z'.
- Enrollment Status Effective Date is adjusted by NSLDS to 9999-12-31 when not supplied by the school and Enrollment Status is 'D'.
- Credential Level is an optional field. Data is only edited and applied when Enrollment Status = 'G'. Spaces are allowed.
- NSLDS will require two consecutive certifications for Enrollment Status = 'X', 'Z', 'W', 'G', or 'D' before removing a student from a school's roster.

Last updated: June 24, 2012

close

Enrollment Reporting Profile

Purpose of this page

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 school locations sharing the same 6-digit OPEID, and the reporting schedule one year into the future and six months into the past. When appropriate, update capability is also accessed from this page.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Buttons beneath the page title allow school and ED users with the necessary permissions to navigate to the following pages:

- View Certification by Quarter
- Request Ad Hoc Roster
- Set Up Perkins Notification

How to interpret Portfolio Type

Users viewing school locations see the Portfolio Type box which allows them to view the Profile Preferences for schools that participate in the Enrollment Notification process for their Perkins loans.

How to interpret Preferences

The Preferences section displays the established enrollment reporting values. The preferences are defined as follows:

- Destination SAIG Mailbox - The Student Aid Internet Gateway (SAIG) TG mailbox established to receive and send enrollment files.
- 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.
- 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 that shares the same 6-digit OPEID to be responsible for administration of the enrollment reporting process.
- 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:

- Original Fixed Length File
- Enhanced Fixed Length File
- Comma Separated Values (schools only)
- eXtensible Markup Language (schools only)

- Sort Order - The method selected to retrieve and display student enrollment records. Valid values are:

  - Student SSN
  - Student Last Name

Note: Schools 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.

How to interpret Enrollment Administration (Schools Only)

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 six-digit OPEID to administer their Enrollment Reporting responsibilities. The Update button below the Enrollment Administration section opens a new page on which the Administration set up can be established or revised.

Locations that have not signed up for the enrollment reporting batch service through www.fsawebenroll.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 the 2-digit location code 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 2-digit location code 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 dropdown list, then click Submit. Review your selection, and then click Confirm.

How to interpret Future and Past Schedules

The Future Schedule and Past Schedule section 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 up to six months in 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.

Last updated: June 24, 2012

close

Enrollment Certifications by Quarter

Purpose of this page

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, NSLDS evaluates the last enrollment status reported per student that updated NSLDS during that quarter.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to view Enrollment Certification by Quarter

All locations with the same administrator may view the report for each location in the administration group. To display a school location's Enrollment Certification by Quarter report:

- Select a location code from the Display Location drop-down menu
- Click Submit

Note: Results are shown as display-only and can only be viewed for one school location at a time; results will not display totals at the school (six-digit OPEID) level.

How to interpret Enrollment Certification by Quarter Display

The Enrollment Certification by Quarter page displays the number of certified records in each enrollment status received by NSLDS during the four most recent fiscal quarters.

- Enrollment Status-identifying a student's enrollment status. Valid values are:
  - *'A'* - Approved Leave of Absence
  - *'D'* - Deceased
  - *'F'* - Full Time
  - *'G'* - Graduated
  - *'H'* - Half Time or More, But Less Than Full Time
  - *'L'* - Less Than Half Time
  - *'W'* - Withdrawn
  - *'X'* - Never Attended
  - *'Z'* - No Record Found
- Most Recent Certification-The total number of individual students certified for each enrollment status for the past four quarters.

Note: The counts include only the most recent certified status received by NSLDS for each student within each quarter.

Last updated: June 24, 2012

close

Ad Hoc Roster Request

Purpose of this page

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.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to request an Ad Hoc Roster

To request an Ad Hoc Roster the user will:

1. Check the Select box next to the school location for which they want to request an ad hoc roster 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.
2. 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.

How to interpret the Ad Hoc Roster Request

The Ad Hoc Roster Request page allows users to request a roster that is not part of the school's regular schedule.

- Select - Click this box to request an ad hoc roster for specific location(s). Users may check records one-by-one, or select all records on the page by clicking the Check All box.
- Code - The two-digit location code at the end of the eight-digit OPEID. The first six digits of the OPEID constitute the School code.
- Location - Identifies the name of the location.

Last updated: June 24, 2012

close

Perkins Notification Setup

Purpose of this page

The Perkins Notification Setup page allows a school to designate a Student Aid Internet Gateway (SAIG) Mailbox (TG Number) to which certified enrollment records of students for whom it holds Perkins loans will be sent in a weekly notification file.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to add a SAIG mailbox

To add a SAIG Mailbox

- In the SAIG Mailbox box, type a TG mailbox number that NSLDS is to use to send Enrollment Notification files.
- Click Submit.

Once submit is clicked, the Enrollment Reporting Profile will re-display with the message 'Perkins Notification' successfully updated.

To update a SAIG Mailbox

- In the SAIG Mailbox box, type over the TG mailbox number with the new one that NSLDS is to use to send Enrollment Notification files.
- Click Submit.

Once submit is clicked, the Enrollment Reporting Profile will re-display with the message 'Perkins Notification' successfully updated.

Last updated: June 24, 2012

close

Enrollment Reporting Preferences Update

Purpose of this page

The Enrollment Reporting Preference Update page allows school users to establish or change their enrollment reporting preferences displayed on the Enrollment Reporting Profile page. Locations that are set up under an Enrollment Administrator or use a servicer established through the SAIG Enrollment Site will not have access to this page and will see their administrator's or servicer's preferences on Enrollment Reporting Profile.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to update Enrollment Reporting Preferences

Enrollment Reporting Preference can be updated using the valid values below:

- Roster Format field (schools only)
  - Single File
  - Multiple Files
- Records Received field (non-schools only)
  - All Records
  - Changes Only
- File Type field
  - Original Fixed Length File (until March 31, 2013)
  - Enhanced Fixed Length File
  - Comma Separated Values (CSV) (schools only)
  - eXtensible Markup Language (XML) (schools only)
- Sort Order field
  - Student SSN
  - Student Last Name

To apply the changes, click Submit. The Enrollment Reporting Preference Update Confirm page will display the new preferences you entered.

- Select Confirm to submit the changes to NSLDS.
- Select Cancel to return to the entry page.

Note: The Distribution SAIG Mailbox (TG Number) may only be changed by the school's PDPA on the SAIG Enrollment site at www.fsawebenroll.ed.gov.

Last updated: June 24, 2012

close

Enrollment Administration Update

Purpose of this page

An enrollment administrator establishes roster file preferences and schedules for the batch file process. The Enrollment Administrator Update page allows users from school locations that share the same 6-digit OPEID to establish an Enrollment Administration relationship with other locations at the same school. Each location may administer its own enrollment reporting process or designate another location as the Administrator for this responsibility. Either party (administrator or administered location) can establish or break an Administration relationship at any time.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to interpret Enrollment Administration Update

The table on this page will display all the locations at a given school for which NSLDS possesses data that indicates loan holder interest in a student at that location:

- Location - The 2-digit location code at the end of the 8-digit OPEID
- Name - The full school name
- Administered By - The location that is to receive enrollment reporting files

How to update the Enrollment Administration for a Location

Enrollment Administration Update displays all the locations at a given school that have student records on NSLDS, whether or not they have been set up for Enrollment Reporting through the SAIG Enrollment Site. Under the Administered By column is a dropdown with all locations that are set up for Enrollment Reporting. Any one of these locations can be the administrator for one or more locations. However, a location that is being administered by another location cannot perform administration functions (batch file exchange and file preferences) for its own or other locations.

The enrollment administrator establishes the reporting file preference and schedule for the locations for which it is set up to be the administrator.

To establish or break a reporting relationship:

1. Determine the Location that is to be changed.
2. Click the drop down arrow in the Administered By column.
3. Select the location that is to receive the enrollment reporting files for this location.
4. Click Submit.

Once Submit is clicked, the Enrollment Administrator Update page will display the record as updated.

5. Select Confirm to submit the change to NSLDS.
6. Select Cancel to return to the entry page without changing.

Note: Locations that have not signed up for Enrollment Reporting through the SAIG Enrollment Site will be flagged with a red icon and assigned to the Enrollment Administrator at the lowest numbered location that is set up for enrollment reporting. To set up a location for Enrollment Reporting batch and online services, the PDPA will need to add that function at the SAIG Enrollment Site.

Last updated: June 24, 2012

close

Enrollment Reporting Schedule Update

Purpose of this page

The Enrollment Reporting Schedule Update page allows users to update their organization's future schedule for receiving enrollment reporting roster or notification files from the NSLDS. Users from non-schools or schools that are self-administered have access to this page for their own organization only. Only Administrators can update scheduled rosters for their administrated locations.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Users can click the Create Schedule button at the top of the page to navigate to the Enrollment Reporting Schedule Create page.

How to update a Schedule

To modify an existing schedule:

1. To remove an existing schedule item:
    a. Click the Cancel box for that item.
2. To change a date for an existing schedule item:
    a. Type over a date in the Date box with a valid future date in mm/dd/ccyy format.
3. To add a reason for the scheduled item:
    a. 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.
4. To add new items to the schedule:
    a. Click Add Row to add another row to the Update Schedule form.
    b. 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.
    c. In the Purpose box, type a reason for the schedule item.
5. Click Submit.
6. 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 redisplays 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.

Schedule Validation Rules

In order to pass the edits applied by the NSLDS, schedules must conform to the following rules:

- For schools, a gap of more than six months cannot elapse between Scheduled rosters. This includes the gap between the

last roster generated and the first roster listed on the updated schedule.

- For ED servicers, guaranty agencies, lenders, lender servicers, and Perkins schools a gap of more than one week cannot elapse between Notification files.

How to interpret Ad Hoc Roster Requests

Use the Ad Hoc Roster Request button on the Enrollment Reporting Profile page to *request* an Ad Hoc roster. Ad Hoc rosters cannot be scheduled for a date in the future (the date field is display only on Enrollment Reporting Schedule Update). Ad Hoc requests are effective immediately, and the roster is generated the next time the batch roster generation program runs.

The Ad Hoc Roster Requests are listed on the Schedule Update page allowing the user:

- To remove an Ad Hoc roster if the file has not been generated (on the first weekday after the initial request):
    - Click the Cancel box for that item.
- To add a reason for the Ad Hoc roster:
    - 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.

To apply a change to the Ad Hoc Requests, click Submit and then Confirm the updates.

Last updated: June 24, 2012

close

Enrollment Reporting Schedule Create

Purpose of this page

The Enrollment Reporting Schedule Create page allows a user to create a new schedule for their organization's enrollment reporting roster or notification files from the NSLDS. When this page is used to create a new schedule, the current schedule is replaced with the new schedule established on this page.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Enrollment Reporting Schedule Create is reached from the Enrollment Reporting Schedule Update page. Once users have successfully created a new schedule, they return to the Enrollment Reporting Schedule Update page, which allows them to fine tune schedule dates and add Purpose text to the schedule they have created.

How to create a New Schedule

To create a new schedule:

1. In the Start Date box, enter a valid date greater than or equal to the current date and less than or equal to the current date plus one week (non-schools) or the current date plus six months (schools).
2. In the Frequency box, click a selection.
3. Click Submit.
4. If a valid start date and frequency were selected, the Enrollment Reporting Schedule Create Confirm page displays the new schedule.
5. Click Confirm to apply the changes to NSLDS, or Cancel to return to the entry page.

Notes: Files will only be generated on weekdays. A file scheduled for generation on a Saturday will be generated on the following Monday. NSLDS will not generate more than one file for the same organization at the same time. If an organization has files scheduled for generation on Saturday, Sunday, and Monday, a single file will be generated on Monday, not three separate files.

- Valid frequencies for enrollment reporting files for schools are:
  - Weekly
  - Every Two Weeks
  - Monthly
  - Every Two Months (default setting)
  - Every Three Months
- Valid frequencies for notification files for ED servicers, guaranty agencies, lenders, lender servicers, and Perkins schools are:
  - Weekly (default setting)

After the new schedule has been applied, the Enrollment Reporting Schedule Update page redisplays with the new schedule.

Last updated: June 24, 2012

close

Enrollment Push to Roster

Purpose of this page

The Enrollment Push to Roster page allows users to include a student in a school roster for certification of enrollment status information. The student will be added to the school portfolio for certification of enrollment. It will appear on the school's roster the next time a roster is generated. The user adds the student by entering the eight-digit OPEID or by selecting the school from the Organization Search pop-up window.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to enter an OPEID

To push a student to a school roster:

1. Type the 8-digit OPEID in the PUSH to OPEID field or use the Org Search button next to this field for a list of available schools.
2. Click Submit.

How to search for an organization

To push a student to a school roster by searching for the organization's OPEID:

1. Click the Org Search button
2. In the pop-up window, enter known school information
3. Click Submit to view results
4. Choose and click the number next to the desired school from the results.

Last updated: June 24, 2012

close

Enrollment Notification Override List

Purpose of this page

The Enrollment Notification Override List page displays a history of overrides for specific students or schools to ensure the reporting of any certification to a selected loan holder for a designated time period.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Once an organization is selected, the Begin/End Override for Student and the Begin/End Override for School buttons appear to navigate to the appropriate page to enter an enrollment notification file override.

How to access the Enrollment Notification Override List

To access the Enrollment Notification Override List:

- Select the Organization Type: ED Servicer, Guaranty Agency, Lender, Lender Servicer.
- Enter the Code and/or Name
- Click Retrieve

Note: 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.

How to interpret the Enrollment Notification Override List page

The Enrollment Notification Override List displays the following information:

- Type-indicates the type of enrollment notification overrides that have been applied to the retrieved organization. Valid values are:
  - Student
  - School
- Value-indicates the value for which the override is applied. Valid Values are:
  - SSN- Social Security Number for a student specific notification override request.
  - OPEID-The eight-digit Office of Postsecondary Education Identification number for a school notification override request.
- Begin Date-the date the enrollment notification override was created.
- End Date-the date the enrollment notification override ended. Overrides that are still active will display with a blank in this field.
- Request By User ID-the FSA User ID of the user that created the enrollment notification override.

Last updated: June 24, 2012

close

Enrollment Notification Override Begin / End

Purpose of this page

The Enrollment Notification Override Begin/End page allows a user to create or end an enrollment notification override for a specific student or a school to ensure the reporting of any certification to the selected loan holder for a designated time period.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to access the Enrollment Notification Override List

To begin an enrollment notification override for a student:

- Type the Student SSN
- Click Begin Override button. Today's date will be entered.

To end an enrollment notification override for a student:

- Locate the student on the Override Begin/End List
- Click the End Override button. Today's date will be entered.

How to Begin / End an Enrollment Notification Override (School)

To begin an enrollment notification override for a school:

- Type the 8-digit School OPEID code. The Org Search button next to this field provides the capability to search for a school's OPEID code.
- Click Begin Override button. Today's date will be entered.

To end an enrollment notification override for a school:

- Locate the School from the Override Begin/End List
- Click End Override button. Today's date will be entered.

How to interpret the Enrollment Notification Override list

The Enrollment Notification Override list displays the following information:

- Type-indicates the type of enrollment notification overrides that have been applied to the retrieved organization. Valid values are:
  - Student
  - School
- Value-indicates the value for which the override is applied. Valid Values are:
  - SSN-Social Security Number for a student specific notification override request.
  - OPEID-The eight-digit OPEID number for a school notification override request.
- Begin Date-the date the enrollment notification override was created.
- End Date-the date the enrollment notification override ended.
- Request by User ID-the user that created the enrollment notification override.

Last updated: June 24, 2012

close

Exit Counseling File Submittal

Purpose of this page

The Exit Counseling Submittal page allows school users the ability to report Exit Counseling completion that occurred outside of the NSLDS system to NSLDS. The page allows the submittal of a MS Excel spreadsheet file that contains up to 50 students/borrowers that may or may not currently exist in NSLDS.

Access to this page is limited to users associated with Exit Counseling Submittal capabilities.

Note: The Exit Counseling File Submittal page adds new records only. There is currently no mechanism for updating those records, once uploaded.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to submit student records using the Exit Counseling File Submittal

To submit student/borrower records via batch on the Exit Counseling MS Excel™ spreadsheet:

1. The user must download the spreadsheet template from www.fsadownload.ed.gov. It contains two worksheets:

    - The **Upload File** worksheet will contain your Exit Counseling records. The first row of the spreadsheet will be reserved for identification (EXTC1); the second row displays column titles. Neither row should be modified. The next 50 rows should be used to enter your Exit Counseling data.

    - The **Instructions** worksheet provides column names, descriptions and formatting standards. Each row will consist of 49 columns of required data.

    Note: This process only accepts spreadsheets in **XLS** format (MS Excel™ spreadsheet with a .xls extension).

2. After the data has been entered on the spreadsheet provide the **File Name** where the Exit Counseling template is located.

- Click the **Browse** button to choose the file location/name.
- Click the **Submit** button within the Exit Counseling File Submittal box to upload the data from the spreadsheet.

Last updated: March 21, 2010

close

Exit Counseling Add

Purpose of this page

The Exit Counseling Add page allows users to review the exit counseling data uploaded from the Exit Counseling MS Excel™ file via the Exit Counseling File Submittal page.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to add exit counseling information on the Exit Counseling Add page

To add the pre-populated information transferred from the MS Excel™ spreadsheet:

- Check the checkboxs for records you wish added.
- Click **Submit** to submit.

How to identify errors

If any identifier fails edits, Exit Counseling Add displays an error message at the top of the page. In addition, it displays small error icons before each row of identifiers containing an error. To see the error message for a particular row, run your cursor over the small error icon, and the error message displays as a ToolTip.

How to correct errors

Click the **Checkbox** button to the left of any identifiers that have been flagged as containing errors; then retrieve the remaining student/borrowers whose identifiers have passed all edits. Only records which have passed all of the edits will be loaded to NSLDS.

Records which contain errors must be corrected in the spreadsheet and re-submitted.

Last updated: March 21, 2010

close

Foreign School Reporting Enrollment

Purpose of this page

The Foreign School Reporting Enrollment page displays a list of all foreign schools that are reporting enrollment data for their students to NSLDS. The list includes the date of the latest enrollment data received.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

To Retrieve a Specific School

The Foreign School Reporting Enrollment page displays the list of all foreign schools that have reported enrollment data with the latest certification date received. To retrieve a single school record:

1. Type the **Code** or **Name** of the organization.
2. **Click** Retrieve.

Note: To return to the full list, clear the Code and Name fields and click **Retrieve**.

How to interpret the Foreign School Reporting Enrollment Page

The Foreign School Reporting Enrollment page displays 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.
- **OPEID**-The eight-digit Office of Postsecondary Education Identification number for the school at which enrollment was reported.
- **Last Cert. Date**-The most recent Certification Date for enrollment data received from the school.

Last updated: December 17, 2006

close

Gainful Employment Reporting List

Purpose of this page

The Gainful Employment (GE) Reporting List page will display the Student Aid Internet Gateway (SAIG) Mailboxes (TG Numbers) that will be used to submit GE information in batch files via SAIG. Separate locations (last 2 digits of the institution's OPEID) may use the same or different TG mailbox. If a single location will report for all other branch locations, only one SAIG mailbox needs to be established through FSAWebenroll. NSLDS will assume that records for all 2-digit locations of the 8-digit OPEID will be reported with that TG Number.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to interpret the Gainful Employment Reporting List page

The Gainful Employment Reporting List page displays the SAIG TG Mailbox from which NSLDS will receive GE data from an institution or its servicer. The List contains the following information:

- Number Icon - Each record on the page is identified by a number.
- OPEID - Identifies the 8-digit OPEID code including the first 6-digit code that identifies the institution and the 2-digit location code setup to report GE information.
- SAIG Mailbox - Indicates the SAIG Mailbox (TG Number) setup for batch reporting GE information. The TG Number may be updated to any SAIG mailbox that will be used for submitting batch files and receiving acknowledgement/error files.

To change the TG Number to be used for submitting data to NSLDS, the PDPA will need to update the TG Number on the FSAWebenroll Web site.

NOTE: The SAIG TG Mailbox that has been established to receive the GE Debt Measures letters and back up detail is not displayed on NSLDS and may be a different TG Number, especially if the institution uses a servicer to submit its GE records.

Last updated: March 18, 2012

close

Gainful Employment Submittal

Purpose of this page

The Gainful Employment (GE) Submittal page allows school users to upload GE records in a NSLDS pre-formatted, Microsoft (MS) Excel™ spreadsheet. This page allows the submittal of the NSLDS Gainful Employment Submittal Template file that contains up to 50 students that may or may not currently exist in NSLDS.

Note: The GE Submittal page adds only error free records. There is no mechanism during this submittal process to correct records once they are uploaded to the page.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to submit student records using the Gainful Employment Submittal

To submit student records using the NSLDS GE Submittal Template:

1. The user must download the spreadsheet template from www.fsadownload.ed.gov. It contains two worksheets:
   - The Upload File worksheet will contain your GE records. The first row of the spreadsheet is reserved for identification; the second row displays column titles. Neither row should be modified. The next 50 rows are used to enter your GE data. If you have more than 50 students to report, they must be separated into multiple submittal template files.
   - The Instructions worksheet provides column names, descriptions and formatting standards. Each row will consist of 28 columns of data. For additional instructions, or clarifications about each data element, refer to the GE User Guide.

   Note: This process only accepts spreadsheets in XLS, Excel 97-2003 Workbook format (MS Excel™ spreadsheet with the .xls extension).

2. Once the data has been saved to the spreadsheet, you will enter the File Name where the GE submittal template file is located.
   - Click the Browse button to choose the file location/name.
   - Click the Submit button within the GE File Submittal box to upload the data from the spreadsheet.

   Note: If you have more than 50 records to submit, and will be submitting multiple spreadsheets, it is suggested that you rename the file to a name which is easily recognizable. This will help uniquely identify a file so that it will not be mistaken for one which has already been submitted.

Last updated: August 28, 2011

close

Gainful Employment Spreadsheet Add

Purpose of this page

The Gainful Employment (GE) Spreadsheet Add page allows users to review the GE Records uploaded from the NSLDS Gainful Employment Submittal Template, a Microsoft (MS) Excel™ file, via the GE Submittal page.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to add GE data using the Gainful Employment Spreadsheet Add page

To add the pre-populated information transferred from the NSLDS Gainful Employment Submittal Template spreadsheet that displays on the GE Spreadsheet Add page:

- Click the checkboxes for records you wish to add. The Check All button will check the checkboxes for all rows.
- Click Submit to submit.

How to identify errors

If any record fails the edits, GE Spreadsheet Add displays an error message at the top of the page. In addition, each row that contains an error(s) will display the error message(s) when you hover over the small error icon.

How to correct errors

Records with errors will not be loaded to NSLDS. Unclick the Checkbox to the left of any row that has been flagged as containing errors. Only records which have passed all of the edits should now be checked. Click Submit to load them to NSLDS.

Records which contain errors can be corrected and submitted in a new spreadsheet or batch file, or the correct data can be entered directly on-line using the GE Add page.

Last updated: August 28, 2011

close

Gainful Employment Mass Update/Deactivate

Purpose of this page

The Gainful Employment Mass Update/Deactivate page allows you to mass update or deactivate existing GE records for a specified Award Year.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to mass update/deactivate Gainful Employment information

The mass update or deactivation of active Gainful Employment records can only be performed on the following two data elements:

- CIP Code - Identifies the Classification of Instructional Program code for the program.
- Credential Level - Level of credential for the educational program.
  - '01' (Undergraduate certificate)
  - '02' (Associate's degree
  - '03' (Bachelor's degree)
  - '04' (Post baccalaureate certificate)
  - '05' (Master's degree)
  - '06' (Doctoral degree)
  - '07' (First professional degree)

The following data elements can be used as selection criteria only. They cannot be updated or deactivated in mass.

- Award Year - The award year which begins on July 1 of the first year listed and ends on June 30 of the second year listed. Format CCYYCCYY.
- Location Code - The two-digit code that identifies an individual location of the institution. Leave blank for all locations at that institution (six-digit OPEID).
- CIP Code - Identifies the Classification of Instructional Program code.
- Credential Level - Level of credential for the educational program.
  - '01' (Undergraduate certificate)
  - '02' (Associate's degree
  - '03' (Bachelor's degree)
  - '04' (Post baccalaureate certificate)
  - '05' (Master's degree)
  - '06' (Doctoral degree)
  - '07' (First professional degree)
- Program Attendance Begin Date - Date student began enrollment in the GE Program.
- Program Attendance Begin Date for this Award Year - Date in this award year that the student began enrollment in the GE Program.
- Program Attendance End Date - Date the program ended or students withdrew.

Once submit is clicked, the Gainful Employment Mass Update/Deactivate page will display the updated record information prior to saving the changes.

- The data element being updated and the new update value(s)
- The total number of GE records to be updated
- The total number of GE records, with summary level counts, not updated for having failed edits

The number of records successfully updated or deactivated will display after confirmation.

Last updated: July 22, 2012

close

Gainful Employment List

Purpose of this page

The Gainful Employment (GE) List page displays information about students reported by the institution for its GE programs. It allows various sort options to retrieve the list of all students or those that meet particular parameters.

The GE List page displays a maximum of 25 records per page. If more than 25 records exist, multiple pages will be available to view the retrieved data using the arrows to move up and down the records.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

The Add Gainful Employment button beneath the page title allows you to navigate to the Gainful Employment Add page.

How to access the Gainful Employment List

To access the Gainful Employment List:

Sort By: Default is SSN, CIP. User may select option of 'CIP,Credential Level', 'Last Name,SSN' or 'SSN,CIP' sort options.

Display Only options:

1. Provide a Location Code (last 2-digits of the OPEID) associated with the School Code (first 6-digits of the OPEID) or leave * (default) for all locations.
2. Provide the Award Year for a list of all students enrolled in GE programs falling under a specific Award Year or leave * (default) to select all award years.
3. Provide a SSN or leave * (default) to select all SSNs.
4. Provide a CIP (Classification of Instructional Programs) Code or leave * (default) for all CIP codes.
5. Select Credential Level or leave 'ALL' (default) to select all credential levels.
6. Select Program Attendance Status or leave 'ALL' (default) to select all program attendance statuses.
7. In the Program Attendance End Date Begin box, type a date, or leave default setting for all.
8. In the Program Attendance End Date End box, type a date, or leave default setting for all.
9. In History leave 'Active' (default) for only active records, 'Deactivated' for records that were submitted but are no longer active, or 'ALL' to select all GE records.

Click Retrieve.

How to interpret the Gainful Employment List Display

The box located above the displayed GE List indicates how many students were returned with the parameters selected. The GE List page, displays the following information:

- Active Bullet Number - GE list number for the student. Select the student's active bullet displayed beside the student's identifying information to link to the Gainful Employment Detail page which includes the additional fields report for the student.
- SSN - The SSN of the student in a GE program reported by the specified institution and location code.
- Name - The student's last name, first name, and middle initial.
- DOB - The student's date of birth.
- Active - Indicator of current valid or invalid student record.
- Award Year - The award year which begins on July 1 of the first year listed and ends on June 30 of the second year listed.
- CIP Code - Identifies the Classification of Instructional Program's code for the student.
- Attendance Begin-End date - Date the student started and completed or withdrew from the program. N/A displays as end date for students still reported as enrolled.

- Attendance Status:
  - 'Completed' - Student completed the educational program at any time during the award year.
  - 'Withdrew' - Student withdrew from the educational program at any time during the award year.
  - 'Enrolled' - Student was enrolled in the educational program on the last day of the award year.
- Credential Level - Level of credential for the educational program in which the student was enrolled during the award year.
  - '01' (Undergraduate certificate)
  - '02' (Associate's degree
  - '03' (Bachelor's degree)
  - '04' (Post baccalaureate certificate)
  - '05' (Master's degree)
  - '06' (Doctoral degree)
  - '07' (First professional degree)

Click on the blue button beside the student SSN and information to open the Gainful Employment Detail page with that student's data.

Last updated: July 22, 2012

close

Gainful Employment Add

Purpose of this page

The Gainful Employment Add page allows you to add information for students attending any location with the same six digit school code as the NSLDS user reporting the information.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to add Gainful Employment information

To add a student, complete Student Detail information:

1. In the SSN box, type the student's Social Security Number (SSN).
    - Must provide SSN along with the identifiers First Name, Last Name, and DOB.
    - If SSN is not available, do not report the student.
2. In the First Name box, type the student's first name.
3. In the Middle Name box, type the student's middle name.
4. In the Last Name box, type the student's last name.
5. In the DOB (MMDDCCYY) box, type the student's date of birth (DOB).

To add Gainful Employment Detail information:

1. In the Award Year box, type both years of the award year; i.e., 20102011 for 7/1/2010 to 6/30/2011.
2. In the Institution Code (OPEID) box, type the 2-digit code that identifies the attending campus location.
3. In the Institution Name box, type name of institution where the student is attending.
4. In the Program Name box, type the GE program name that the student was enrolled in during the award year.
5. In the CIP Code box, type a currently active 6-digit Classification of Instructional Program (CIP) Code of the GE program.
6. In the Credential Level field, select a credential level.
    - Must be one of the following:
      '01' (Undergraduate certificate)
      '02' (Associate's degree)
      '03' (Bachelor's degree)
      '04' (Post baccalaureate certificate)
      '05' (Master's degree)
      '06' (Doctoral degree)
      '07' (First professional degree)
7. In the Medical or Dental Internship or Residency field, select:
    - 'Yes' - if the student is in a program which requires the completion of a medical or dental internship. If selected, the Credential Level must be reported as '06 - Doctoral Degree' or '07 - First-Professional Degree'.
    - 'No' - if the program does not require a medical or dental internship or residency.
    - See GE User Guide for complete definition.
8. In the Program Attendance Begin Date (MMDDCCYY) box, type the date the student began attendance in the GE program.
9. In the Program Attendance Begin Date for This Award Year (MMDDCCYY) box, type the begin date for attendance during the award year being reported.
10. In the Program Attendance Status field, select an attendance status.
    - 'Completed' - Student completed the GE Program at any time during the award year.
    - 'Enrolled' - Student was enrolled in the GE Program on the last day of the award year. If selected, the following fields will be restricted from data entry: Program Attendance End Date, Private Loans Amount, Institutional Financing Amount, and Tuition and Fees Amount.
    - 'Withdrew' - Student withdrew from the GE Program at any time during the award year.
11. In the Program Attendance End Date (MMDDCCYY) box, type the date the student completed or withdrew from the GE program. Required if Program Attendance Status equals 'Completed' or 'Withdrew'.

12. In the Private Loan Amount box, type total gross amount of private loans the student received for attendance in the GE Program (not just for this award year). Required if Program Attendance Status equals 'Completed' or 'Withdrew'.
13. In the Institutional Financing Amount box, type the total amount owed by the student from institutional financing plans for attendance in the GE Program as of the day the student completed or withdrew from the program, not just for this award year.
14. In the Tuition and Fees Amount box, type total amount of tuition and fees the student was charged for enrolling in and attending the GE program. This field is Optional. If not completing, enter all zeros.
15. Click Submit.

Once submit is clicked, the Gainful Employment Add page will display the record as entered.

- Select Confirm to submit data to NSLDS.
- Select Cancel to return to the entry page.

Record successfully added will display after confirmation with a blank Gainful Employment Add page to allow additional student record entry.

Last updated: July 22, 2012

close

Gainful Employment Detail

Purpose of this page

The Gainful Employment (GE) Detail page displays detail information for the student selected from the GE List page.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Two buttons appear beneath the page title for records that are currently active which allow the user to navigate to pages populated with current information about the student displayed on the Gainful Employment Detail page:

- Gainful Employment Update
- Gainful Employment Deactivate

How to interpret Gainful Employment Detail information

- Award Year - Award Year reported for the student in the GE Program.
- Student SSN - Social Security Number (SSN) of the student enrolled in a GE Program.
- Student Full Name - Full name of a student enrolled in the GE Program.
- Student DOB - Date (month, day and year) the student was born.
- Institution Code (OPEID) - The institution's 8-digit Office of Postsecondary Education Identifier (OPEID).
- Institution Name - Identifies the name of the institution where the student is attending.
- Program Name - Institutional name of the program the student was enrolled in during the award year. If GE indicator is 'Yes' then the Program Name must be populated.
- CIP Code - Identifies the Classification of Instructional Program (CIP) Code for the program in which the student was enrolled. The six-digit code is assigned by the academic offices of the institution.
- Credential Level - Credential Level of the program the student was enrolled during this award year.
  - Must be one of the following:
    '01' (Undergraduate certificate)
    '02' (Associate's degree)
    '03' (Bachelor's degree)
    '04' (Post baccalaureate certificate)
    '05' (Master's degree)
    '06' (Doctoral degree)
    '07' (First professional degree)
- Medical or Dental Internship or Residency - Medical or Dental Internship or Residency Program:
  - 'Yes', if the student is in a program which requires the completion of a medical or dental internship or residency.
  - 'No', if the program does not require a medical or dental internship or residency.
  - See GE User Guide for complete definition.
- Program Attendance Begin Date - Date student began enrollment in the GE Program.
- Program Attendance Begin Date for This Award Year - Date in this award year that the student began enrollment in the GE Program.
- Program Attendance Status - The enrollment status of the student in the educational program during the award year reported:
  - 'Completed' - Student completed the GE Program during the award year.
  - 'Withdrew' - Student withdrew from the GE Program during the award year.
  - 'Enrolled' - Student was still in the GE Program on the last day of the award year.
- Program Attendance End Date - Date the student completed or withdrew from the GE Program.
- Private Loan Amount - Gross amount of private loans the student received for attendance in the GE Program.
- Institution Financing Amount - Amount of institutional financing for attendance in GE Program.
- Tuition and Fees Amount - Amount of tuition and fees the student was charged for the GE Program.

Last updated: July 22, 2012

close

Gainful Employment Update

Purpose of this page

The Gainful Employment (GE) Update page allows you to update selected detail information for the student displayed on the Gainful Employment Detail page.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to update Gainful Employment information

All data fields except Award Year can be updated if data was entered incorrectly. Updating the data in the record will deactivate the previous record and keep the changes as the current record. On the GE List page, the user can display only those records that are active by selecting 'Active' in the History box.

Note: The Award Year may not be updated from this page. To enter a new Award Year you must deactivate this record and begin again using Gainful Employment Add with the new information.

To update information in previously reported GE Detail fields:

The check box beside Apply SSN, First and Last Names, and DOB to existing records with the same SSN/Award Year at the top of the Update sections allows student identifiers (SSN, First and Last Names, and Date of Birth) to be updated on this page for multiple GE records for the same student within the same SSN/Award Year. A web message will display indicating that all records matching on SSN, Award Year, and School Code were updated. After selecting Confirm to submit data to NSLDS, a web message will display on the Gainful Employment List page indicating that all records matching on SSN, Award Year, and School Code were updated and that all user records were synchronized.

1. In the Student First Name box, type the student's first name.
2. In the Student Middle Name box, type the student's middle name.
3. In the Student Last Name box, type the student's last name.
4. In the Student DOB (MMDDCCYY) box, type the student's date of birth (DOB).
5. In the Institution Code (OPEID) box, type the 2-digit code that identifies the location where the student attends or attended the GE Program.
6. In the Institution Name box, type name of the institution where the student is attending the GE Program.
7. In the Program Name box, type the GE program name that the student was enrolled in during the award year.
8. In the CIP Code box, type a 2010 award year 6-digit Classification of Instructional Program (CIP) Code of the GE program.
9. In the Credential Level field, select a Credential Llevel.
    - Must be one of the following:

        '01' (Undergraduate certificate)
        '02' (Associate's degree)
        '03' (Bachelor's degree)
        '04' (Post baccalaureate certificate)
        '05' (Master's degree)
        '06' (Doctoral degree)
        '07' (First professional degree)

10. In the Medical or Dental Internship or Residency field, select:
    - 'Yes' - if the student is in a program which requires the completion of a medical or dental internship. If selected, the Credential Level must be reported as '06 - Doctoral Degree' or '07 - First-Professional Degree'.
    - 'No' - if the program does not require a medical or dental internship or residency.
    - See GE User Guide for complete definition.
11. In the Program Attendance Begin Date (MMDDCCYY) box, type over the date to change it.
12. In the Program Attendance Begin Date for This Award Year (MMDDCCYY) box, type over the date to change it.
13. In the Program Attendance Status field, select an attendance status from the drop down box:

- 'Completed' - Student completed the GE Program at any time during the award year.
- 'Enrolled' - Student was enrolled in the GE Program on the last day of the award year. If selected, the following fields will be restricted from data entry: Program Attendance End Date, Private Loans Amount, Institutional Financing Amount, and Tuition and Fees Amount. If values were previously present in these fields, they will be cleared.
- 'Withdrew' - Student withdrew from the GE Program at any time during the award year.

14. In the Program Attendance End Date (MMDDCCYY) box, type over the date to change it.
15. In the Private Loan Amount box, type total gross amount of private loans the student received for attendance in the GE Program (not just for this award year). Required if Program Attendance Status equals 'Completed' or 'Withdrew'.
16. In the Institutional Financing Amount box, type the total amount owed by the student from institutional financing plans for attendance in the GE Program as of the day the student completed or withdrew from the program, not just from this award year.
17. In the Tuition and Fees Amount box, type total amount of tuition and fees the student was charged for enrolling in and attending the GE program. This field is an optional field. If not completing, enter all zeros.
18. Click Submit.

Once submit is clicked, the Gainful Employment Update page will display the record as entered.

- Select Confirm to submit data to NSLDS.
- Select Cancel to return to the entry page.

"Gainful Employment successfully updated" will display after confirmation on the Gainful Employment List page.

If you are changing student identifiers (SSN, First and Last Names, and Date of Birth) across award years, you will need to perform updates on at least one record for each award year. The Apply SSN, First and Last Names, and DOB to existing records with the same SSN/Award Year performs changes to more than one record only within the same award year.

Last updated: July 22, 2012

close

Gainful Employment Deactivate

Purpose of this page

The Gainful Employment (GE) Deactivate page allows the school user to deactivate a student's GE record reported by the institution by clicking the Deactivate button on the top of the Gainful Employment Detail page.

Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to deactivate Gainful Employment information

To deactivate Gainful Employment information:

- Click the Deactivate button on the Gainful Employment Detail page. This will open the Gainful Employment Deactivate page.
- Review student Gainful Employment detail information.
- To deactivate the record, click Confirm.

A message that the Gainful Employment record successfully deactivated will display after confirmation on the Gainful Employment List page. If the drop down selection in History shows 'ALL', every record submitted, entered, updated, or deactivated will display on the list. Change the drop down selection to view the specific type of record desired.

Last updated: August 28, 2011

close