How to Correct Historical Enrollment Reporting in NSLDS

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Agenda

• College Scorecard
  • Correct and Timely Reporting – Data Accuracy
  • Protecting Student Information
• What is Enrollment History Update?
  • How to Correct Common Misreported Scenarios
• Questions
College Scorecard
“We committed to students that we would continually improve the College Scorecard so that they could access relevant, accurate and actionable data as they make decisions about their education after high school.”
-- Secretary DeVos
College Scorecard

- A tool to help students make informed decisions about their education options after high school.

- Now includes information on 2,100 additional postsecondary education institutions.
College Scorecard

• Includes information on graduation rates for non-first-time and non-full-time students and the percentage of students who transferred or were still enrolled in school.

• The Department released preliminary information on student loan debt by field of study.

• Includes the most recent data for key metrics such as average annual cost, graduation rate, and student demographics and other data from the Integrated Postsecondary Education Data System (IPEDS) and from NSLDS.
Correct and Timely Reporting – Data Accuracy
Data Accuracy

• Data Quality
  • Completeness
  • Accuracy
  • Consistency

• Data Quality Reviews

• Data Corrections
Data Accuracy

- COD
  - Student’s academic program information

- NSLDS
  - Enrollment, including academic program
  - GE Reporting
  - Perkins loan reporting

- FISAP
  - Cumulative fields
Protecting Student Information
Data Security

- Institutions must ensure that its third-party servicers use NSLDS data only for the Title IV function for which the servicer is contracted to perform on behalf of the institution. Servicers are prohibited from using NSLDS data for any other purpose.

- NSLDS data includes but is not limited to:
  - Any borrower- or loan-level information retrieved from NSLDS
  - Usage of the NSLDS web sites
  - Receipt of data from NSLDS reports
  - Receipt of data from NSLDS batch distribution (ex. Enrollment Reporting, FAH, etc.)

- The Department will initiate an administrative action against the institution and its third-party servicer if a third-party servicer violates this prohibition.
What is Enrollment History Update?
Enrollment History Update

- Enrollment History Update allows schools to easily correct previously reported Campus- and Program-Level enrollment

- Enrollment History update will be available through the NSLDS Professional Access (NSLDSFAP) website using:
  - Enrollment History Update Page
Enrollment History Update Page

Available from:
- **Menu** page
- **Enroll** tab
• Users to provide real-time updates of NSLDS enrollment data:
  • Correct existing data
  • Delete existing data
  • Insert new statuses and effective dates
  • Add or Delete entire Programs
• Allows users to select the OPEID where a student is attending, or has previously attended, for historical enrollment information to be applied

• Multiple locations will display in the dropdown box when schools share an enrollment administrator
Campus-Level Enrollment

- Campus-Level Enrollment data related to the student’s overall enrollment at a school location
- Displays a single student’s active Campus-Level enrollment history as certified by the school
- Fields available for users to update:
  - Certification Date
  - Student Designator (optional)
  - Anticipated Completion Date
  - Enrollment Status
  - Effective Date
Campus-Level Enrollment

- The Enrollment Detail and Program Enrollment Detail pages can be used to observe the *active and inactive* Campus- and Program-Level enrollment statuses.
Active enrollment establishes the complete student enrollment history on the Enrollment History Update page.
Campus-Level Enrollment

- **Delete** – Check box to remove a row no longer applicable to the student
- **New Row** – Click *Add Row Below* button to insert a new Campus-Level Enrollment status and effective date row
Program-Level Enrollment

- Displays a single student’s active Program-Level enrollment for all reported Programs at a school
- Fields available for users to update:
  - SPI (Special Program Indicator)
  - Program Begin Date
  - Enrollment Status
  - Effective Date
Program-Level Enrollment

- **Delete** – Check box to remove a row no longer applicable to the student
- **New Row** – Click the *Add Row Below* button to insert a new Program-Level Enrollment status and effective date row
Enrollment History Update Page

- Changes made to Campus- and Program-Level Enrollment history must be submitted at the same time
  - Verify ALL information (Campus and Program) is correct before submitting

- Clicking the Reset button will redisplay the page with the information it displayed when the student was initially retrieved
After clicking the *Submit* button, edits are applied to the updated data.

If the information submitted does not pass edits, the page redisplayed with:

- An error message at the top of the page
- Small error icons on the row
- Place cursor over the small error icon to display the error message
Enrollment History Update Confirm

- When information passes edits, the page displays data in descending order
  - **Confirm** – Updates enrollment information and returns to the Enrollment History Update page
  - **Cancel** – Returns to the Enrollment History Update page without making any updates
• After confirming updates, the Enrollment History Update page redisplayed with a ‘Successfully updated’ message.
Who to Correct?

ER Graduated Programs Report

- Suggest to run this report and compare to your own system to find who has been misreported and/or missed
- Report includes students that have at least one program certified as Graduated ‘G’ within a specified timeframe or cohort
- Students missing from the report can be updated using the Enrollment History Update page
- The Report is available as:
  - Ad-hoc (SCHEP4) and Scheduled (SCHEP6)
  - Fixed Width format is delivered via message class ERGPFWOP
- For more information, please see Newsletter 62
Who to Correct?

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Submit

ER GRADUATED PROGRAMS REPORT Profile Update

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<td>OPEN</td>
</tr>
<tr>
<td>Address:</td>
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Name: | NORTH SOUTH UNIVERSITY |
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ER GRADUATED PROGRAMS REPORT Profile Update

| EXTRACT TYPE: | FIXED WIDTH |
| FREQUENCY: | QUARTERLY |
| SCHOOL BRANCH: | ALL |
| SAG MAIL BOX: | |

Submit Cancel
## Who to Correct?

<table>
<thead>
<tr>
<th>Existing Reports</th>
<th>Coming Soon</th>
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<tbody>
<tr>
<td>ER Graduated Programs Report (SCHEP4 and SCHEP6)</td>
<td>ER Graduated Campus Report</td>
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<tr>
<td>Enrollment Reporting Summary Report (SCHER1)</td>
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<td>Enrollment Reporting Certification Report (SCHER4)</td>
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<td>Enrollment Statistics Report (ENLST1)</td>
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<td>ER Statistics Back-Up Detail Report (SCHCB1)</td>
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<td>ER Program-Level Certification Report (SCHER8)</td>
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<td>NSLDS-COD Program Comparison Report (SCHE10)</td>
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<td>Enrollment Errors Report (SCHER5)</td>
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<td>Late Enrollment Certifications (SCHLC1)</td>
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<td>Enrollment Reporting Compliance Report (SCHCR1)</td>
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<tr>
<td>Enrollment Submittal File Tracking (SCHET1)</td>
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How to Correct Common Misreported Scenarios
Common Misreported Scenarios

• Enrollment History Update helps in correcting previously reported data for students which are on or off the school’s Roster. Some misreported scenarios include:
  • Withdrawn to Graduated
  • Misreported Effective Dates
  • Reporting Continuous Enrollment
  • Incorrect Published Program Length
  • Incorrect Implied Decimal
  • Misreported Credential Level
  • Student Never Reported
Withdrawn to Graduated
Withdawn to Graduated

- The implementation of the 150% subsidized loan limit makes the accurate reporting of a Graduated ‘G’ or Withdrawn ‘W’ status critical

- Graduated ‘G’
  - Campus-Level – Indicates degree conferral and the aid recipient is no longer attending the institution
  - Program-Level – Indicates the aid recipient has completed a specific program of study

- Withdrawn ‘W’
  - Campus Level – Indicates the aid recipient has withdrawn from all courses at this institution
  - Program-Level – Indicates that the aid recipient has withdrawn from the program without completing the program. Does not indicate that the aid recipient is enrolled in a different program.
Withdrawn to Graduated

- Terri has completed all courses required to receive an Associate’s Degree in Tax Law. While assessing Terri’s completion of the program, North South University reported a withdrawn status because Terri was no longer in attendance.

- Now that graduation has been confirmed, North South University must report Terri as graduated.
Withdrawn to Graduated

- Enter an updated Certification Date and Anticipated Completion Date
- Update the Withdrawn enrollment status to Graduated
- Verify the updated status and click the Submit button
Withdrawn to Graduated

- Confirm page displays the updated data
- Verify the updated statuses and dates
- Click the Confirm button
Withdrawn to Graduated

- Terri’s Campus- and Program-Level Enrollment statuses have been successfully updated.
Misreported Effective Date
Misreported Effective Date

- The Effective Date is the *earliest* date when the student's status first took effect (Campus and Program) and should remain the same as long as the student is enrolled in the same enrollment status.

- Advancing the Effective Date using the existing status “inactivates” previously reported records.

- Do not advance the Effective Date unless the student’s enrollment status changed since the last reporting.
Misreported Effective Date

• Max was enrolled at North South University in a 4-year Public Relations Program as a full-time student, continuously, until he Graduated.

• However, North South University changed the Effective Date at the start of each term.
Misreported Effective Date

- Enter an updated Certification Date
- Change the Campus- and Program-Level Enrollment Effective Dates to reflect when Max's status first took effect
- Verify and click the Submit button
Misreported Effective Date

- Updated dates display on the Confirm page
- Verify and click the Confirm button
Max’s Campus- and Program-Level Enrollment statuses have been successfully updated.
Reporting Continuous Enrollment
A student is considered to be \textit{continuously enrolled} during a period of non-required attendance (ex. summer) if the student is expected to return for the next regularly scheduled term:

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

If the student does not return for the next regularly scheduled term, the school should report the borrower as withdrawn based on their last date of attendance

For more information review Electronic Announcement- Summer Term Enrollment Reporting to NSLDS (4/20/2017)
Reporting Continuous Enrollment

- Anna is considered to be continuously enrolled during the Summer term since North South University had no reason to believe that she would not enroll on an at least half time basis for the Fall term and she was enrolled at least half time at the end of the Spring term.

- North South University should not have withdrawn Anna at the end of the Spring term.
• Enter an updated Certification Date
• Delete the Campus- and Program-Level enrollment status rows that are no longer relevant to Anna’s enrollment history
• Verify and click the Submit button
Reporting Continuous Enrollment

- Updated data displays on the Confirm page
- Verify and click the Confirm button
Reporting Continuous Enrollment

- Anna’s Campus- and Program-Level Enrollment statuses have been successfully updated.
Incorrect Published Program Length
Incorrect Published Program Length

- Schools have the option to report the Published Program Length (PPL) in weeks, months or years
  - See Electronic Announcement #17 (4/20/15) for what length is appropriate to report

- When the PPL is reported in months or weeks, NSLDS uses a conversion based on the ‘Weeks in Programs Academic Year’ (WPAY) field to determine the Published Program Length in Years
Billy was enrolled and graduated from a traditional 4-year Tax Law program. North South University reported the Program as 48 months instead of 4 years, and as a result, NSLDS converted Billy’s PPL into a 6.428 year program impacting eligibility for interest subsidies.
Incorrect Published Program Length

- Program identifiers (CIP Code, Credential Level, and Published Program Length in Yrs) cannot be updated on a previously reported program.
- Click the *Add a Program* button to add the program with the correct PPL.
Incorrect Published Program Length

- Enter an updated Certification Date
- Add the new program details (status and effective date)
- Delete all enrollment status rows on the program with the incorrect PPL
Incorrect Published Program Length

- Verify the new program details are correct
- The program with the incorrect PPL now shows an enrollment status of “Z” – No Record Found
- Click the Confirm button
Billy’s Campus- and Program-Level Enrollment statuses have been successfully updated.
Incorrect Implied Decimal
For batch and spreadsheet reporting, the Published Program Length is a six-digit numeric field with an implied decimal between the third and fourth digits.

Implied decimal means there is a decimal point at a specified location in a field for batch reporting and spreadsheet submittal.

For example, a four-year bachelor’s degree program should be reported as “004000”, and the implied decimal will result in the program length being 4 years.
Incorrect Implied Decimal

- Aaron was enrolled and received a certificate in a 1-year African Studies program. North South University inadvertently reported the Published Program Length as 010000 on the Enrollment Reporting Submittal File.
- For Published Program Length there is an implied decimal between the third and fourth position, therefore, Aaron was reported in a 10-year program instead of 1-year.

![Image of the Enrollment Reporting Submittal File](image-url)
**Incorrect Implied Decimal**

- Enter an updated Certification Date
- Click **Add a Program**
- Add the new program details (status and effective date)
- Delete all enrollment status rows on the program with the incorrect PPL
- Click **Submit**
Incorrect Implied Decimal

- Verify the new Program-Level enrollment details are correct
- The program with the incorrect PPL now shows an enrollment status of “Z” – No Record Found
- Click the Confirm button
Incorrect Implied Decimal

- Aaron’s program have been successfully updated.
Misreported Credential Level
Misreported Credential Level

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

• Valid values are:
  01—Undergraduate Certificate or Diploma Program
  02—Associate's Degree
  03—Bachelor's Degree
  04—Post Baccalaureate Certificate
  05—Master's Degree
  06—Doctoral Degree
  07—First Professional Degree
  08—Graduate / Professional Certificate
  99—Non-Credential Program (Preparatory Coursework/Teacher Certification)
Misreported Credential Level

- Mona is enrolled in a 4-year Business/Commerce Bachelor’s Degree program. North South University - Central mistakenly reported Mona in a 4-year Doctoral (06) program impacting eligibility for interest subsidies.
• Enter an updated Certification Date
• Click the Add a Program
• Add the new program details (status and effective date)
• Delete all enrollment status rows on the program with the incorrect PPL
### Misreported Credential Level

- Verify the new program details are correct.
- The program with the incorrect Credential Level now shows an enrollment status of “Z” – No Record Found.
- Click the *Confirm* button.

**Enrollment History Update Confirm**

**Location**
- NORTH SOUTH UNIVERSITY - CENTRAL - 00789901

**Campus Enrollment**
- Certification Date: 04/02/2019
- Student Designator:
- Anticipated Completion Date: 05/31/2019

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<th>Enrollment Status</th>
<th>Effective Date</th>
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<tbody>
<tr>
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<tr>
<td>H - HALF TIME</td>
<td>02/18/2017</td>
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<tr>
<td>F - FULL TIME</td>
<td>08/01/2016</td>
</tr>
</tbody>
</table>

**Program Enrollment**

1. **CIP Code**: 520901 - Business/Commerce, General
   - Cred. Level: 06 - DOCTORAL DEGREE
   - Program Length in Yrs.: 4.0
   - Program Begin Date: 08/01/2015
   - Enrollment Status: Z - NO RECORD FOUND
   - Effective Date: 01/01/2016

2. **CIP Code**: 520901 - Business/Commerce, General
   - Cred. Level: 03 - BACHELOR'S DEGREE
   - Program Length in Yrs.: 4.0
   - Program Begin Date: 08/01/2015
   - Enrollment Status: F - FULL TIME
   - Effective Date: 08/15/2018
   - H - HALF TIME
   - Effective Date: 02/18/2017
   - F - FULL TIME
   - Effective Date: 08/01/2015
Mona’s program has been successfully updated.
Student Never Reported
Moving Ahead for Progress in the 21st Century Act (Pub. L. No. 112-141) was enacted in 2012. (included the 150% Direct Subsidized Loan Limit).

Final regulations in 2013 required participating Title IV schools to report their student’s enrollment in an academic program.

In 2014, the Consolidated Appropriations Act of 2014 (Pub. L. No. 113-76) was enacted. Among the new law’s provisions was a directive that the Department submit to Congress a report of enrollment and graduation information of Federal Pell Grant recipients.
Student Never Reported

- Carlos was never reported by North South University to NSLDS.
- All Campus- and Program-Level enrollment must be entered if a student has never been certified at a school location.
Enter a Certification Date and Anticipated Completion Date

Add all program details (status and effective date)

Verify the updates and click the Submit button
Student Never Reported

- Updated Campus- and Program-Level enrollment effective dates display on the Enrollment History Update Confirm page
- Click the Confirm button
Student Never Reported

- Carlos’ full enrollment history has been successfully updated.
NSLDS Customer Support Center

- Phone: 800-999-8219
- Toll: 785-838-2141
- Web: nsldsfap.ed.gov
- Email: nslds@ed.gov
Questions and Answers