

Web Access–Enrollment

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6.1 Enrollment Reporting Overview

The Enrollment Reporting process, formerly the SSCR process, enables NSLDS to record and report not just the current history of enrollment statuses for a student, but also that history as it appeared at any point in the past, regardless of what changes or updates have been applied to it since then. NSLDS is able to generate Enrollment Reporting rosters on a daily schedule, to store a complete, non-destructive history of enrollment status and related information, and to monitor reporting by schools more fully than before. The result is a Enrollment Reporting process that allows schools more reporting flexibility and supplies more accurate and timely enrollment information to loan holders and to ED. The Enrollment diagram is shown in Figure 6–1.

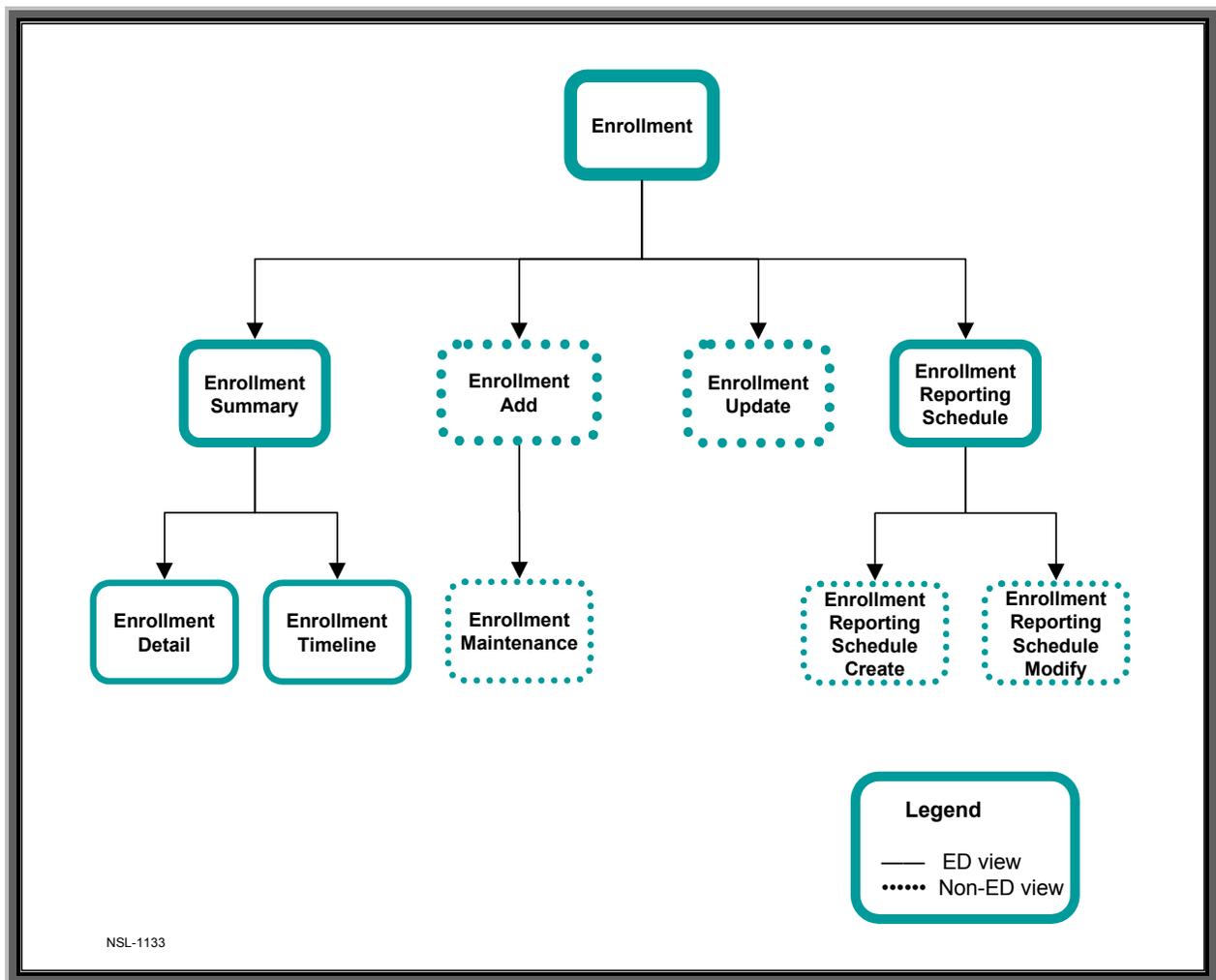


Figure 6–1, Enrollment Diagram

6.2 Enrollment Summary

The Enrollment Summary page (Figure 6–2) 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.

Wherever possible, the Enrollment Summary page displays enrollment information reported by schools. It only displays information reported by guaranty agencies or other non-school organizations when they have reported on a particular student but the school has not.

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:
 - The 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.
 - The 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 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).
- **Cert. Date**—The Certification Date, which is the date as of which a school certified the enrollment information.
- **Cert. Method**—The Certification 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.

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 will display ‘N/A’ (Not Applicable).

The screenshot displays the NSLDS Enrollment Summary interface. At the top, there is a navigation bar with the NSLDS logo and menu items: Menu, Aid, **Enroll**, Org, Report, Tran. Below this is a sub-menu with Enrollment Summary (selected), Enrollment Add, Enrollment Update, and Enrollment Reporting Schedule. A search bar contains fields for SSN, First Name, and DOB (MMDDCCYY), with Retrieve and Name Search buttons. The user is logged in as JIM NEILL from STATE UNIVERSITY. A box displays the user's name, GEORGE G GORDON, and their SSN (333-10-0059) and DOB (05/15/1978). The main heading is Enrollment Summary, with tabs for Enrollment Detail, Enrollment Timeline, and Enrollment Maintenance. A table lists enrollment records with columns for School Name, OPEID, Most Recent Status, Eff. Date, ACD, Cert. Date, and Cert. Method. One record is shown for STATE UNIVERSITY with status Graduated and cert. method NSLDS Web. A footer bar contains a home icon and the text PRIVACY ACT OF 1974 (AS AMENDED).

School Name	OPEID	Most Recent Status	Eff. Date	ACD	Cert. Date	Cert. Method
STATE UNIVERSITY	00100200	Graduated	08/25/2001	08/25/2001	09/01/2001	NSLDS Web

Figure 6–2, Enrollment Summary

6.2.1 Enrollment Detail

The Enrollment Detail page (Figure 6–3) 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.

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 about all the schools the student has attended or about an individual school identified by name and OPEID.
- **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 the 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 the NSLDS but no longer current.
 - *Active Only*—Active records collectively constitute the NSLDS’s current understanding of a student’s enrollment history. (Inactive records contain enrollment information that was reported to the 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 the 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 the 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 the 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 such as 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.
- **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 the 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 the NSLDS, regardless of effective date.
- **Begin Effective Date**—Allows you to display only records with an Effective Date later than or equal to the date you enter.
- **End Effective Date**—Allows you to display only records with an Effective Date earlier than or equal to the date you enter.

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, which is the date when the reported status took effect. The following special rules apply:
 - The 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.
 - The 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 the NSLDS's current understanding of a student's enrollment history.
 - *Yes*—Indicates that the record is active and reflects the 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 the NSLDS at some point in the past but was subsequently corrected by a later submission.
- **ACD**—The Anticipated Completion Date, which 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).
- **Cert. Date**—The Certification Date, which is the date as of which the school certified that the enrollment information was accurate.
- **Cert. Method**—The Certification 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.
- **Date Received**—Indicates the day when the 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 the NSLDS and in what order.

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 will display ‘N/A’ (Not Applicable).

NSLDS

Menu Aid **Enroll** Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

SSN: First Name: DOB: (MMDDCCYY) Retrieve Name Search

Logged on as: JIM NEILL from [STATE UNIVERSITY](#)

Return To Enrollment Summary

GEORGE G GORDON
SSN: 333-10-0059 DOB: 05/15/1978

Enrollment Detail

Advanced Display Options

Enrollment At: 00100200 STATE UNIVERSITY

Show Records: Active Only, Changes Only, Latest Certified

Reported By: Schools

Sort Schools By: OPEID

Sort Records By: Reported By, Certification Date

Begin Effective Date:

End Effective Date:

Apply

STATE UNIVERSITY 00100200								
Reported By	Reported By ID	Status	Eff. Date	Active	ACD	Cert. Date	Cert. Method	Date Received
School	00100200	Graduated	08/25/2001	Yes	08/25/2001	09/01/2001	NSLDS Web	10/10/2001
School	00100200	Half Time	08/26/1996	Yes	12/31/2001	09/08/2000	School Batch	09/26/2001

PRIVACY ACT OF 1974 (AS AMENDED)

Figure 6-3, Enrollment Detail

6.2.2 Enrollment Timeline

The Enrollment Timeline page (Figure 6–4) 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.

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 such as 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**—Contains 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:
 - The 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.
 - The 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).



Menu
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[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#)

SSN:
 First Name:
 DOB: (MMDDCCYY)

Logged on as: JIM NEILL from [STATE UNIVERSITY](#)



Return To Enrollment Summary

GEORGE G GORDON

SSN: 333-10-0059 DOB: 05/15/1978

Enrollment Timeline

 **Advanced Display Options**

Reported By:

Date:

Statuses in Effect 08/25/2001 - Present					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
00100200	School	00100200	Graduated	08/25/2001	08/25/2001
00100200	GA	748	Half Time	08/25/1994	12/31/2001

Statuses in Effect 08/26/1996 - 08/24/2001					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
00100200	School	00100200	Half Time	08/26/1996	12/31/2001
00100200	GA	748	Half Time	08/25/1994	12/31/2001

Statuses in Effect 08/25/1994 - 08/25/1996					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
00100200	GA	748	Half Time	08/25/1994	12/31/2001


[PRIVACY ACT OF 1974 \(AS AMENDED\)](#)

Figure 6–4, Enrollment Timeline

6.2.3 Enrollment Maintenance

The Enrollment Maintenance page (Figure 6–5, Figure 6–6, and Figure 6–7) allows school users to update enrollment information for students attending their school.

Enrollment Maintenance displays up to thirty student records at a time. If the search options you typed retrieve more than thirty records, those records will be spread across as many pages as are necessary to display them thirty at a time. Use the Next and Previous buttons 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 Retrieve Student Enrollment Information

If you linked to Enrollment Maintenance from Enrollment Update, any Advanced Search Options you set on Enrollment Update will remain in effect on Enrollment Maintenance. To change them, you must return to Enrollment Update. For your convenience, all the Search Options currently in effect are displayed in the shaded block at the top of Enrollment Maintenance.

If you navigated to Enrollment Maintenance from Enrollment Summary or Enrollment Add, you can only update enrollment information for the student(s) already displayed on the earlier screen. You cannot initiate a new search for different student enrollment information.

To retrieve student enrollment information:

1. In the **Retrieve/Sort by** list, click a selection.
2. In the **Begin Value** box, type a Begin Value.
3. Check **Exact Match Only** if you want an exact match for the Begin Value you typed.
4. Verify that the Primary Search Options you have selected do not contradict any Advanced Search Options you selected earlier on Enrollment Update.
5. Click **Retrieve**.
6. The Enrollment Maintenance page redisplay with the student records retrieved by your search.

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)
 - b. Enroll Code (Enrollment Code)
 - c. Eff. Date (Effective Date)
 - d. ACD (Anticipated Completion Date)
 - e. Student Designator
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 will redisplay 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 will redisplay with the information it displayed when you first navigated to it.
 2. If you have clicked Submit one or more times, Enrollment Maintenance will redisplay 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 lending institution with an interest in tracking the enrollment status of the student. The NSLDS only tracks enrollment information for students with an open FFELP or Direct loan. When you update a student's enrollment status, the NSLDS also verifies that the student still holds an open loan and so is of interest to some lending institution. If the student no longer holds an open loan, the 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') or Deceased ('D') with an Effective Date more than 180 days in the past.
 - You update a student's enrollment status to Graduated ('G') with an Effective Date more than 180 days in the past, and the student has a loan with a status of Loan Originated ('IA'), In Grace Period ('IG'), In Military Grace ('IM'), or In School or Grace Period ('ID').
 - You update a student's enrollment status to Never Attended ('X') or No Record Found ('Z').

Even if a student does "disappear" from the Enrollment Maintenance page after you update his or her enrollment information, the 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 redisplay 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 the NSLDS, Enrollment Maintenance will redisplay 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, and Student Designator record-by-record.
- If you are unable to correct an individual record so that the NSLDS will accept it, uncheck that record so it is not submitted when you resubmit the other student records you want to certify. Then write down the student identifiers for the record, or identify some search criteria that allow you to retrieve and certify it later, after you have done the research needed to submit information acceptable to the 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’, or ‘H’.
16	Anticipated Completion Date cannot be more than ten years after the Certification Date.
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’, or ‘H’. The NSLDS will substitute the ACD on its database when you leave this box blank, but the substituted ACD will still be 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 the 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.

Code	Description
39	Certification Date cannot be a date in the future.

The date edits include the following:

- Anticipated Completion Date is adjusted by NSLDS to 0001–01–01 for Enrollment Status ‘X’, ‘Z’, ‘W’, and ‘L’.
- 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’.

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 the 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 will retrieve 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 the 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 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”, leaving gaps in the numbering sequence. This happens under the following circumstances:
 - You update a record with information that falls outside the search options in effect. For example, if you displayed only records with Full Time status and updated some of them to Half Time, the updated records will not be 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 third page of records returned by Enrollment Maintenance will continue to display on the

third page no matter how many other records are updated or “disappear”. It will not migrate to the second or fourth page as you page up or down.

- **SSN**—The student’s Social Security Number.
- **Name**—The student’s full name (first name, middle initial, and last name).
- **DOB**—The student’s Date of Birth.

Although you can retrieve student records by SSN or name alone, the 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 will 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 when you expect a student to graduate or otherwise complete a course of studies.

- **Student Designator**—Any code you use to identify students on your own database or tracking system.

NSLDS Menu Aid **Enroll** Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

Logged on as: ROGER HILLAS from ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY

Name: ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY
Code: 00100200 Type: School

Enrollment Maintenance

Retrieve/Sort by: **SSN (Default)** Begin Value: Exact Match Only

Currently Retrieved/Sorted by: SSN
SSN Begin: 333100055 End: 333100065
Enrollment Codes: F, G

<input checked="" type="checkbox"/>	Recertification Date:	10/12/2001	<input type="button" value="Check All"/>
<input type="checkbox"/>	1	SSN: 333100055	NAME: Steve G Davis
	Certification Date:	09/01/2001	Enroll Code: F Effective Date: 08/25/2001
		Anticipated Comp. Date: 06/01/2003	Student Designator: AA100
<input type="checkbox"/>	2	SSN: 333100056	NAME: Sandra G Luttrell
	Certification Date:	09/01/2001	Enroll Code: F Effective Date: 08/25/1999
		Anticipated Comp. Date: 06/01/2003	Student Designator: AA101
<input type="checkbox"/>	3	SSN: 333100057	NAME: Susan G Creighton
	Certification Date:	09/01/2001	Enroll Code: F Effective Date: 08/25/2000
		Anticipated Comp. Date: 06/01/2004	Student Designator: AA102
<input type="checkbox"/>	4	SSN: 333100058	NAME: Robert G Burns
	Certification Date:	09/01/2001	Enroll Code: G Effective Date: 08/25/2001
		Anticipated Comp. Date: 08/25/2001	Student Designator: AA103
<input type="checkbox"/>	5	SSN: 333100059	NAME: George G Gordon
	Certification Date:	09/01/2001	Enroll Code: G Effective Date: 08/25/2001
		Anticipated Comp. Date: 08/25/2001	Student Designator: AA105
<input type="checkbox"/>	6	SSN: 333100060	NAME: Tanya G Arnold
	Certification Date:	09/01/2001	Enroll Code: F Effective Date: 08/25/2001
		Anticipated Comp. Date: 09/15/2003	Student Designator: AA106
<input type="checkbox"/>	7	SSN: 333100061	NAME: Allison G Farar
	Certification Date:	09/01/2001	Enroll Code: F Effective Date: 08/25/2001
		Anticipated Comp. Date: 06/01/2004	Student Designator: AA107
<input type="checkbox"/>	8	SSN: 333100063	NAME: Shyann G Smith
	Certification Date:	09/01/2001	Enroll Code: F Effective Date: 08/25/2000
		Anticipated Comp. Date: 06/01/2003	Student Designator: AA108
<input type="checkbox"/>	9	SSN: 333100064	NAME: Jaycie G Grey
	Certification Date:	09/01/2001	Enroll Code: F Effective Date: 08/25/2001
		Anticipated Comp. Date: 06/01/2002	Student Designator: AA109
<input type="checkbox"/>	10	SSN: 333100065	NAME: Tyler G Northcutt
	Certification Date:	09/01/2001	Enroll Code: F Effective Date: 08/25/2000
		Anticipated Comp. Date: 06/01/2004	Student Designator: AA110

PRIVACY ACT OF 1974 (AS AMENDED)

Figure 6–5, Enrollment Maintenance


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[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#)

Logged on as: ROGER HILLAS from ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY


 Return to Enrollment Update

Name: ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY
 Code: 00100200 Type: School

Enrollment Maintenance

Retrieve/Sort by: SSN (Default)
 Begin Value:
 Exact Match Only
 Retrieve

Currently Retrieved/Sorted by: SSN
 SSN Begin: 333100055 End: 333100065
 Enrollment Codes: F, G

<input checked="" type="checkbox"/> Recertification Date: 10/12/2001 Uncheck All	
<input checked="" type="checkbox"/> 1	SSN: 333100055 NAME: Steve G Davis DOB: 01/15/1980 Certification Date: 10/12/2001 Enroll Code: F Effective Date: 08/25/2001 Anticipated Comp. Date: 06/01/2003 Student Designator: AA100
<input checked="" type="checkbox"/> 2	SSN: 333100056 NAME: Sandra G Luttrell DOB: 02/15/1978 Certification Date: 10/12/2001 Enroll Code: F Effective Date: 08/25/1999 Anticipated Comp. Date: 06/01/2003 Student Designator: AA101
<input checked="" type="checkbox"/> 3	SSN: 333100057 NAME: Susan G Creighton DOB: 03/15/1979 Certification Date: 10/12/2001 Enroll Code: F Effective Date: 08/25/2000 Anticipated Comp. Date: 06/01/2004 Student Designator: AA102
<input type="checkbox"/> 4	SSN: 333100058 NAME: Robert G Burns DOB: 04/15/1978 Certification Date: 09/01/2001 Enroll Code: G Effective Date: 08/25/2001 Anticipated Comp. Date: 08/25/2001 Student Designator: AA103
<input type="checkbox"/> 5	SSN: 333100059 NAME: George G Gordon DOB: 05/15/1978 Certification Date: 09/01/2001 Enroll Code: G Effective Date: 08/25/2001 Anticipated Comp. Date: 08/25/2001 Student Designator: AA105
<input checked="" type="checkbox"/> 6	SSN: 333100060 NAME: Tanya G Arnold DOB: 06/15/1978 Certification Date: 10/12/2001 Enroll Code: F Effective Date: 08/25/2001 Anticipated Comp. Date: 09/15/2003 Student Designator: AA106
<input checked="" type="checkbox"/> 7	SSN: 333100061 NAME: Allison G Farar DOB: 07/10/1980 Certification Date: 10/12/2001 Enroll Code: F Effective Date: 08/25/2001 Anticipated Comp. Date: 06/01/2004 Student Designator: AA107
<input checked="" type="checkbox"/> 8	SSN: 333100063 NAME: Shyann G Smith DOB: 08/20/1978 Certification Date: 10/12/2001 Enroll Code: F Effective Date: 08/25/2000 Anticipated Comp. Date: 06/01/2003 Student Designator: AA108
<input checked="" type="checkbox"/> 9	SSN: 333100064 NAME: Jaycie G Grey DOB: 09/03/1978 Certification Date: 10/12/2001 Enroll Code: F Effective Date: 08/25/2001 Anticipated Comp. Date: 06/01/2002 Student Designator: AA109
<input checked="" type="checkbox"/> 10	SSN: 333100065 NAME: Tyler G Northcutt DOB: 10/12/1978 Certification Date: 10/12/2001 Enroll Code: F Effective Date: 08/25/2000 Anticipated Comp. Date: 06/01/2004 Student Designator: AA110

Certify Checked Students
Reset


PRIVACY ACT OF 1974 (AS AMENDED)

Figure 6–6, Enrollment Maintenance Checked



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[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#)

Logged on as: ROGER HILLAS from [ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY](#)

Name: ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY
 Code: 00100200 Type: School

Confirm Enrollment Maintenance

The updated enrollment information you submitted is displayed below. Click Confirm to apply the information to the database, or click Cancel to return to the Enrollment Maintenance page.

 Please note that your updates may cause students to no longer appear on the Enrollment Maintenance page. See Help for further explanation.

1	SSN: 333100055	NAME: Steve G Davis				DOB: 01/15/1980			
Certification Date:	10/12/2001	Enroll Code:	F	Effective Date:	08/25/2001	Anticipated Comp. Date:	06/01/2003	Student Designator:	AA100
2	SSN: 333100056	NAME: Sandra G Luttrell				DOB: 02/15/1978			
Certification Date:	10/12/2001	Enroll Code:	F	Effective Date:	08/25/1999	Anticipated Comp. Date:	06/01/2003	Student Designator:	AA101
3	SSN: 333100057	NAME: Susan G Creighton				DOB: 03/15/1979			
Certification Date:	10/12/2001	Enroll Code:	F	Effective Date:	08/25/2000	Anticipated Comp. Date:	06/01/2004	Student Designator:	AA102
4	SSN: 333100060	NAME: Tanya G Arnold				DOB: 06/15/1978			
Certification Date:	10/12/2001	Enroll Code:	F	Effective Date:	08/25/2001	Anticipated Comp. Date:	09/15/2003	Student Designator:	AA106
5	SSN: 333100061	NAME: Allison G Farar				DOB: 07/10/1980			
Certification Date:	10/12/2001	Enroll Code:	F	Effective Date:	08/25/2001	Anticipated Comp. Date:	06/01/2004	Student Designator:	AA107
6	SSN: 333100063	NAME: Shyann G Smith				DOB: 08/20/1978			
Certification Date:	10/12/2001	Enroll Code:	F	Effective Date:	08/25/2000	Anticipated Comp. Date:	06/01/2003	Student Designator:	AA108
7	SSN: 333100064	NAME: Jaycie G Grey				DOB: 09/03/1978			
Certification Date:	10/12/2001	Enroll Code:	F	Effective Date:	08/25/2001	Anticipated Comp. Date:	06/01/2002	Student Designator:	AA109
8	SSN: 333100065	NAME: Tyler G Northcutt				DOB: 10/12/1978			
Certification Date:	10/12/2001	Enroll Code:	F	Effective Date:	08/25/2000	Anticipated Comp. Date:	06/01/2004	Student Designator:	AA110

Confirm
Cancel


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Figure 6–7, Enrollment Maintenance Confirm

6.3 Enrollment Add

The Enrollment Add page (Figure 6–8, Figure 6–9, and Figure 6–10) allows school users to retrieve student records, so they can update enrollment information for those students on the Enrollment Maintenance page.

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.

NSLDS Menu Aid **Enroll** Org Report Tran

Enrollment Summary | **Enrollment Add** | Enrollment Update | Enrollment Reporting Schedule

Logged on as: ROGER HILLAS from [STATE UNIVERSITY](#)

i Please enter SSN (required), First Name (optional) and DOB (optional).

Enrollment Add

Student identifier entry to initiate Enrollment Add

	SSN	First Name	DOB (MMDDCCYY)
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>

Retrieve

Figure 6–8, Enrollment Add (1)

NSLDS Menu Aid **Enroll** Org Report Tran

Enrollment Summary | **Enrollment Add** | Enrollment Update | Enrollment Reporting Schedule

Logged on as: ROGER HILLAS from [STATE UNIVERSITY](#)

i Please enter SSN (required), First Name (optional) and DOB (optional).

Enrollment Add

Student identifier entry to initiate Enrollment Add

	SSN	First Name	DOB (MMDDCCYY)
Clear	333363170		
Clear	300000161		
Clear	222000004		
Clear			

Retrieve

Figure 6–9, Enrollment Add (2)



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[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#)

Logged on as: ROGER HILLAS from [STATE UNIVERSITY](#)



Return to
Enrollment Add

Name: STATE UNIVERSITY
Code: 00100200 **Type:** School



Please confirm identifiers (SSN, First Name, DOB) for rows marked with small "Info" icons.

Enrollment Maintenance

<input checked="" type="checkbox"/>	Recertification Date: 02/01/2002	<input type="button" value="Check All"/>			
<input type="checkbox"/>	1 SSN: 333-36-3170	NAME: TRUMAN G GEER		DOB: 11/01/1963	
	Cert. Date: 09/08/2000	Enroll. Code: A	Eff. Date: 09/06/2000	ACD: 12/31/2001	Student Designator: <input type="text"/>
<input type="checkbox"/>	2 SSN: 300-00-0161	NAME: STAN G LAMPTON		DOB: 10/21/1941	
	Cert. Date: <input type="text"/>	Enroll. Code: -Sel-	Eff. Date: <input type="text"/>	ACD: <input type="text"/>	Student Designator: <input type="text"/>
<input type="checkbox"/>	3 SSN: 222-00-0004	NAME: ANDREA KELLY		DOB: 03/27/1956	
	Cert. Date: 12/29/2001	Enroll. Code: -Sel-	Eff. Date: 12/29/2001	ACD: <input type="text"/>	Student Designator: <input type="text"/>


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Figure 6–10, Enrollment Add (3)

6.4 Enrollment Update

The Enrollment Update page (Figure 6–11 and Figure 6–12) allows school users to retrieve enrollment information for students attending their school so they can update that information on the Enrollment Maintenance page.

How to retrieve student enrollment information

To retrieve a student 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 a student 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.

When using the Advanced Search Options, keep in mind the following:

- 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.
- 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 the 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 interpret 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 'Bush') since the names come after the letter alphabetically. Type the next letter after the initial letter of the names(s) you seek, or do not specify an End value. To search for last names that begin with 'Z', leave the End value blank or type 'ZZZZZZZZZZ'.

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



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Enrollment Summary |
 Enrollment Add |
 Enrollment Update |
 Enrollment Reporting Schedule

Logged on as: SAM BRUTCHER from [ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY](#)

Name: ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY
 Code: 00100200 Type: School

 Clicking Retrieve will return entire Portfolio in SSN order. All Search values are optional.

Enrollment Update

 **Primary Search Options**

Retrieve/Sort by: SSN (Default) Begin Value:
 Exact Match Only

 **Advanced Search Options**

Last Name Begin: 	End:
SSN Begin: 	End:
Student Designator Begin: 	End:
Certification Date Begin: (MMDDCCYY)	End: (MMDDCCYY)
Anticipated Completion Date Begin: (MMDDCCYY)	End: (MMDDCCYY)

Enrollment Codes (Check all that apply)

<input checked="" type="checkbox"/> A - Approved Leave of Absence	<input checked="" type="checkbox"/> D - Deceased	<input checked="" type="checkbox"/> F - Full Time
<input checked="" type="checkbox"/> G - Graduated	<input checked="" type="checkbox"/> H - Half Time or More, But Less Than Full Time	<input checked="" type="checkbox"/> L - Less Than Half Time
<input checked="" type="checkbox"/> W - Withdrawn	<input checked="" type="checkbox"/> X - Never Attended	<input checked="" type="checkbox"/> Z - No Record Found

Retrieve

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Figure 6–11, Enrollment Update



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[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#)

Logged on as: ROGER HILLAS from [ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY](#)

Name: ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY
 Code: 00100200 Type: School

 Successfully updated. Updated rows still meeting search options and reporting requirements are marked with smaller "info" icons below.

Enrollment Maintenance

Retrieve/Sort by: SSN (Default) Begin Value:
 Exact Match Only

Currently Retrieved/Sorted by: SSN
 SSN Begin: 333100055 End: 333100065
 Enrollment Codes: F, G

Recertification Date: 10/12/2001 <input type="button" value="Check All"/>	
<input type="checkbox"/>  1	SSN: 333100055 NAME: Steve G Davis DOB: 01/15/1980
Certification Date: 10/12/2001	Enroll Code: F Effective Date: 08/25/2001 Anticipated Comp. Date: 06/01/2003 Student Designator: AA100
<input type="checkbox"/>  2	SSN: 333100056 NAME: Sandra G Luttrell DOB: 02/15/1978
Certification Date: 10/12/2001	Enroll Code: F Effective Date: 08/25/1999 Anticipated Comp. Date: 06/01/2003 Student Designator: AA101
<input type="checkbox"/>  3	SSN: 333100057 NAME: Susan G Creighton DOB: 03/15/1979
Certification Date: 10/12/2001	Enroll Code: F Effective Date: 08/25/2000 Anticipated Comp. Date: 06/01/2004 Student Designator: AA102
<input type="checkbox"/> 4	SSN: 333100058 NAME: Robert G Burns DOB: 04/15/1978
Certification Date: 09/01/2001	Enroll Code: G Effective Date: 08/25/2001 Anticipated Comp. Date: 08/25/2001 Student Designator: AA103
<input type="checkbox"/> 5	SSN: 333100059 NAME: George G Gordon DOB: 05/15/1978
Certification Date: 09/01/2001	Enroll Code: G Effective Date: 08/25/2001 Anticipated Comp. Date: 08/25/2001 Student Designator: AA105
<input type="checkbox"/>  6	SSN: 333100060 NAME: Tanya G Arnold DOB: 06/15/1978
Certification Date: 10/12/2001	Enroll Code: F Effective Date: 08/25/2001 Anticipated Comp. Date: 09/15/2003 Student Designator: AA106
<input type="checkbox"/>  7	SSN: 333100061 NAME: Allison G Farar DOB: 07/10/1980
Certification Date: 10/12/2001	Enroll Code: F Effective Date: 08/25/2001 Anticipated Comp. Date: 06/01/2004 Student Designator: AA107
<input type="checkbox"/>  8	SSN: 333100063 NAME: Shyann G Smith DOB: 08/20/1978
Certification Date: 10/12/2001	Enroll Code: F Effective Date: 08/25/2000 Anticipated Comp. Date: 06/01/2003 Student Designator: AA108
<input type="checkbox"/>  9	SSN: 333100064 NAME: Jaycie G Grey DOB: 09/03/1978
Certification Date: 10/12/2001	Enroll Code: F Effective Date: 08/25/2001 Anticipated Comp. Date: 06/01/2002 Student Designator: AA109
<input type="checkbox"/>  10	SSN: 333100065 NAME: Tyler G Northcutt DOB: 10/12/1978
Certification Date: 10/12/2001	Enroll Code: F Effective Date: 08/25/2000 Anticipated Comp. Date: 06/01/2004 Student Designator: AA110

 [PRIVACY ACT OF 1974 \(AS AMENDED\)](#)

Figure 6–12, Enrollment Maintenance After Update

6.5 Enrollment Reporting Schedule

The Enrollment Reporting Schedule page (Figure 6–13) displays a user profile as well as current and past schedules for organizations that report or receive information about the enrollment status of students receiving federal student aid. The current schedule extends one year into the future; the past schedule extends one year into the past.

How to Interpret the User Profile

The User Profile displays different user options depending upon the type of organization and the particular values the organization has selected. The user options are defined as follows:

- **Distribution Medium**—How enrollment information is sent to the organization. Valid values are:
 - *Student Aid Internet Gateway (SAIG)*
 - *Tape*
- **Distribution SAIG User ID**—For organizations that receive enrollment information by the Student Aid Internet Gateway, the address of the mailbox to which that information is sent.
- **Servicer Name (Schools Only)**—For schools that use a third-party servicer to send enrollment information to NSLDS, the name of the servicer.
- **Split Files Indicator (Schools Only)**—For schools that use a third-party servicer, a Yes or No option indicating whether the servicer submits enrollment information for all the schools it services as a single file (No) or as a series of separate files (Yes).
- **Record Format (Non-School Users)**—The format in which a guaranty agency, lender, or lender servicer receives enrollment information. Valid values are:
 - *NSLDS Standard*
 - *Common Account Maintenance (CAM)*
- **Records Received (Non-School Users)**—What records a guaranty agency, lender, or lender servicer receives. Valid values are:
 - *All Records*—All current records regardless of whether they contain any changes since the last Notification file.
 - *Changes Only*—Only records that contain a change to a value other than Certification Date since the last Notification file.

Organizations are assigned User Profile values when they first sign up for the NSLDS. To change a profile value for your organization, contact the Customer Service Center.

How to interpret the Current and Past Schedules

The Current Schedule and Past Schedule display the following information:

- **Date**—The date when the NSLDS will send an organization a Student Status Confirmation Report (SSCR) if the organization is a school, or a Notification file if the organization is a guaranty agency, lender, or lender servicer. Dates are displayed up to one year into the future or past.
- **Type**—The type of file that the NSLDS will send the organization. Valid values are:
 - *Regular*—A regularly scheduled file. When the 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.
- **Created By (Date)**—Who created or updated the schedule that caused the generation of a particular schedule item and, in parentheses, the date they did it. Valid values are:
 - *Original Schedule*—Schedule items created when the organization originally signed-up with the NSLDS.
 - *User Name*—Schedule items created by an online user using the Enrollment Reporting Create or Enrollment Reporting Modify page.

NSLDS Menu Aid **Enroll** Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | **Enrollment Reporting Schedule**

Logged on as: JIM NEILL from [STATE UNIVERSITY](#)

Name: STATE UNIVERSITY
Code: 00337800 **Type:** School

i No past schedule records were found for this organization.

Enrollment Reporting Schedule

Create Schedule Modify Schedule

? User Profile

Distribution Medium: Student Aid Internet Gateway
Distribution SAIG User ID: TG44444
Default Sort Order: Student SSN

? Current Schedule

Date	Type	Created By
02/01/2002	Regular	LINDA OLSON (11/06/2001)
03/01/2001	Regular	LINDA OLSON (11/06/2001)
05/01/2001	Regular	LINDA OLSON(11/06/2001)
07/01/2001	Regular	LINDA OLSON(11/06/2001)
09/01/2002	Regular	LINDA OLSON (11/06/2001)
11/01/2002	Regular	LINDA OLSON(11/06/2001)

Figure 6-13, Enrollment Reporting Schedule

6.5.1 Enrollment Reporting Schedule Create

The Enrollment Reporting Schedule Create page (Figure 6–14, Figure 6–15, and Figure 6–16) allows you to create a new schedule for your organization to receive enrollment status files from the NSLDS. When you use this page to create a new schedule, the NSLDS invalidates your organization’s current schedule and creates an entirely new schedule.

How to create a New Schedule

To create a new schedule:

1. In the **Start 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.
2. In the **Frequency** box, click a selection.
3. In the **Default Sort Order** box, click a selection.
4. Click **Submit**.
5. If you entered a valid start date and frequency, the Enrollment Reporting Schedule Create Confirm page displays the new schedule and asks you to confirm it.

When creating a new schedule, keep in mind the following:

- If you entered an invalid start date or frequency, the Enrollment Reporting Schedule Create page will redisplay with the appropriate error message.
- The start date can be any valid date greater than or equal to the current date and less than or equal to the current date plus one year, but files will only be generated on weekdays. This means that a file scheduled for generation on a Saturday will be generated on the following Monday. However, the NSLDS will not generate more than one file for the same organization at the same time. This means that 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 schools are as follows:
 - *Every Week*
 - *Every Two Weeks*
 - *Every Month*
 - *Every Two Months*
 - *Every Three Months*
 - *Every Four Months*
 - *Every Six Months*

- Valid frequencies for guaranty agencies, lenders, and lender servicers are as follows:
 - *Every Day*
 - *Every Week*
- Default frequencies are every two months for schools and weekly for all other organizations. The following permutations are possible:
 - If a school does not type a start date and selects a default frequency, rosters are scheduled for the first day of every other month, and the months are odd or even depending on the school's type.
 - If a school types a start date and selects a default frequency, rosters are scheduled every other month starting on the date selected by the school.
 - If a non-school organization does not type a start date and selects a default frequency, Notification files are scheduled for Monday every week.
 - If a non-school organization types a start date and selects a default frequency, rosters are scheduled weekly starting on the date selected by the non-school organization.

How to confirm a new schedule

To confirm a new schedule:

1. Verify the schedule displayed on the Enrollment Reporting Schedule Create Confirm page to make sure it is the schedule you want to create.
2. Click **Confirm**.
3. The Enrollment Reporting Schedule page redisplay with your new schedule as the Current Schedule.

How to cancel a new schedule

To cancel a new schedule:

1. Click **Cancel**.
2. The Enrollment Reporting Schedule Create page redisplay.

How to interpret the Current Schedule

The Current Schedule displays the following information:

- **Date**—The date when the NSLDS will send an organization a Student Status Confirmation Report (SSCR) if it is a school, or a Notification file if it is a guaranty agency, lender, or lender servicer. Dates are displayed up to one year into the future or past.
- **Type**—The type of file that the NSLDS will send the organization. Valid values are:
 - *Regular*—A regularly scheduled file. When the 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 the NSLDS sends an organization an ad hoc file, it does not automatically schedule another such file for one year in the future.
- **Created By (Date)**—The user who created or updated the schedule that caused the generation of a particular schedule item and, in parentheses, the date they did it. Valid values are:
 - *Original Schedule*—Schedule items created when the organization originally signed up with the NSLDS.
 - *User Name*—Schedule items created by an online user using the Enrollment Reporting Create or Enrollment Reporting Modify page.

NSLDS Menu Aid **Enroll** Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

Logged on as: JIM NEILL from [STATE UNIVERSITY](#)

Return To Enrollment Reporting Schedule

Enrollment Reporting Schedule Create

Start Date: 03/02/2002 (MMDDCCYY)

Frequency: Every Two Months

Default Sort Order: Student SSN

Submit

Current Schedule

Date	Type	Created By
03/01/2002	Regular	LINDA OLSON(11/06/2001)
03/01/2002	Regular	LINDA OLSON(11/06/2001)
05/01/2002	Ad Hoc	LINDA OLSON(11/06/2001)
07/01/2002	Regular	LINDA OLSON(11/06/2001)
09/01/2002	Regular	LINDA OLSON(11/06/2001)
11/01/2002	Regular	LINDA OLSON (11/06/2001)

Figure 6-14, Enrollment Reporting Schedule Create

NSLDS Menu Aid **Enroll** Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

Logged on as: JIM NEILL from [STATE UNIVERSITY](#)

Return To Enrollment Reporting Schedule

Name: STATE UNIVERSITY
Code: 00337800 **Type:** School

Enrollment Reporting Schedule Create Confirm

You have requested a new schedule based on the following values:
Start Date: 03/02/2002
Frequency: Every Two Months
Default Sort Order: Student SSN

Those values will create the new schedule displayed below. Files scheduled for weekend dates will be generated on the next working day.
 Click CONFIRM to delete your existing schedule and replace it with the new schedule, or click CANCEL to return to Enrollment Reporting Schedule Create.

Date	Type
03/02/2002	Regular
05/02/2002	Regular
07/02/2002	Regular
09/02/2002	Regular
11/02/2002	Regular
01/02/2003	Regular
03/02/2003	Regular

Confirm Cancel

Figure 6–15, Enrollment Reporting Schedule Create Confirm

The screenshot displays the NSLDS user interface. At the top, there is a navigation menu with tabs for Menu, Aid, Enroll, Org, Report, and Tran. Below the menu, a green banner contains the text "Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule". A yellow banner below that indicates the user is logged on as "JIM NEILL from STATE UNIVERSITY".

A central box displays the school information: "Name: STATE UNIVERSITY" and "Code: 00337800 Type: School". Below this, a blue information icon is followed by the message "Schedule successfully created." The main heading is "Enrollment Reporting Schedule".

Two buttons are visible: "Create Schedule" and "Modify Schedule". Below these is a "User Profile" section with a question mark icon, containing a box with the following details: "Distribution Medium: Student Aid Internet Gateway", "Distribution SAIG User ID: TG44444", and "Default Sort Order: Student SSN".

The "Current Schedule" section, also with a question mark icon, contains a table with the following data:

Date	Type	Created By
03/02/2002	Regular	JIM NEILL(12/20/2001)
05/02/2002	Regular	JIM NEILL(12/20/2001)
07/02/2002	Regular	JIM NEILL(12/20/2001)
09/02/2002	Regular	JIM NEILL (12/20/2001)
11/02/2002	Regular	JIM NEILL (12/20/2001)
01/02/2003	Regular	JIM NEILL (12/20/2001)

Figure 6–16, Enrollment Reporting Schedule Create After Confirm

6.5.2 Enrollment Reporting Schedule Modify

The Enrollment Reporting Schedule Modify page (Figure 6–17, Figure 6–18, Figure 6–19, and Figure 6–20) allows you to modify your organization’s current schedule for receiving enrollment status files from the NSLDS.

How to modify a User Profile

To modify the Default Sort Order for Roster files received by a school that does not have a servicer:

1. Click a different **Default Sort Order**.
2. Click **Submit** under the Modify Schedule form.
3. The Enrollment Reporting Schedule Create Confirm page displays the sort order and asks you to confirm it.

For all other options or users, call the Customer Service Center and ask the representative to make the changes you want.



Menu
Aid
Enroll
Org
Report
Tran





[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#)

Logged on as: JIM NEILL from [STATE UNIVERSITY](#)



Return To
Enrollment
Reporting
Schedule

Name: STATE UNIVERSITY
Code: 00337800 **Type:** School

Enrollment Reporting Schedule Modify

User Profile

Distribution Medium: Student Aid Internet Gateway
Distribution SAIG User ID: TG44444
Default Sort Order:

Modify Schedule

Date	Type	Cancel
<input type="text" value="03/02/2002"/>	<input type="text" value="Regular"/>	<input type="checkbox"/>
<input type="text" value="06/15/2002"/>	<input type="text" value="Ad Hoc"/>	<input type="checkbox"/>
<input type="text" value="07/02/2002"/>	<input type="text" value="Regular"/>	<input type="checkbox"/>
<input type="text" value="09/02/2002"/>	<input type="text" value="Regular"/>	<input type="checkbox"/>
<input type="text" value="11/02/2002"/>	<input type="text" value="Regular"/>	<input type="checkbox"/>
<input type="text" value="01/02/2003"/>	<input type="text" value="Regular"/>	<input type="checkbox"/>

Figure 6–17, Enrollment Reporting Schedule Modify

NSLDS Menu Aid **Enroll** Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

Logged on as: JIM NEILL from [STATE UNIVERSITY](#)

Return To Enrollment Reporting Schedule

Name: STATE UNIVERSITY
Code: 00337800 **Type:** School

Enrollment Reporting Schedule Modify Confirm

The updates you submitted will create the new schedule displayed below. Click CONFIRM to accept the new schedule, or click CANCEL to return to Enrollment Reporting Schedule Modify.

Default Sort Order: Student SSN

Date	Type
03/02/2002	Regular
06/15/2002	Ad Hoc
07/02/2002	Regular
09/02/2002	Regular
11/02/2002	Regular
12/20/2002	Regular
01/02/2003	Regular

Confirm Cancel

Figure 6–18, Enrollment Reporting Schedule Modify Confirm

NSLDS Menu Aid **Enroll** Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | **Enrollment Reporting Schedule**

Logged on as: JIM NEILL from [STATE UNIVERSITY](#)

Name: STATE UNIVERSITY
Code: 00337800 Type: School

i Schedule successfully modified.

Enrollment Reporting Schedule

Create Schedule Modify Schedule

? **User Profile**

Distribution Medium: Student Aid Internet Gateway
Distribution SAIG User ID: TG44444
Default Sort Order: Student SSN

Current Schedule

Date	Type	Created By
03/02/2002	Regular	JIM NEILL(01/14/2002)
06/15/2002	Ad Hoc	JIM NEILL(01/14/2002)
07/02/2002	Regular	JIM NEILL(01/14/2002)
09/02/2002	Regular	JIM NEILL(01/14/2002)
11/02/2002	Regular	JIM NEILL (01/14/2002)
12/20/2002	Regular	JIM NEILL(01/14/2002)
01/02/2003	Regular	JIM NEILL(01/14/2002)

Figure 6–19, Enrollment Reporting Schedule Modify After Confirm

NSLDS Menu Aid **Enroll** Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

Logged on as: JIM NEILL from STATE UNIVERSITY

Return To Enrollment Reporting Schedule

Name: STATE UNIVERSITY
Code: 00337800 **Type:** School

Enrollment Reporting Schedule Modify

User Profile

Distribution Medium: Student Aid Internet Gateway
Distribution SAIG User ID: TG44444
Default Sort Order: Student SSN

Modify Schedule

Add blank line

Date	Type	Cancel
	Regular	<input type="checkbox"/>
03/02/2002	Regular	<input type="checkbox"/>
06/15/2002	Ad Hoc	<input type="checkbox"/>
07/02/2002	Regular	<input type="checkbox"/>
09/02/2002	Regular	<input type="checkbox"/>
11/02/2002	Regular	<input type="checkbox"/>
01/02/2003	Regular	<input type="checkbox"/>

Submit Reset

Figure 6–20, Enrollment Reporting Schedule Modify with Blank Line

