

Web Access–Organization

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7.1 Organization Overview

The Organization pages allow you to link to information about organizations in the Title IV programs. The Organization diagram is shown in Figure 7–1.

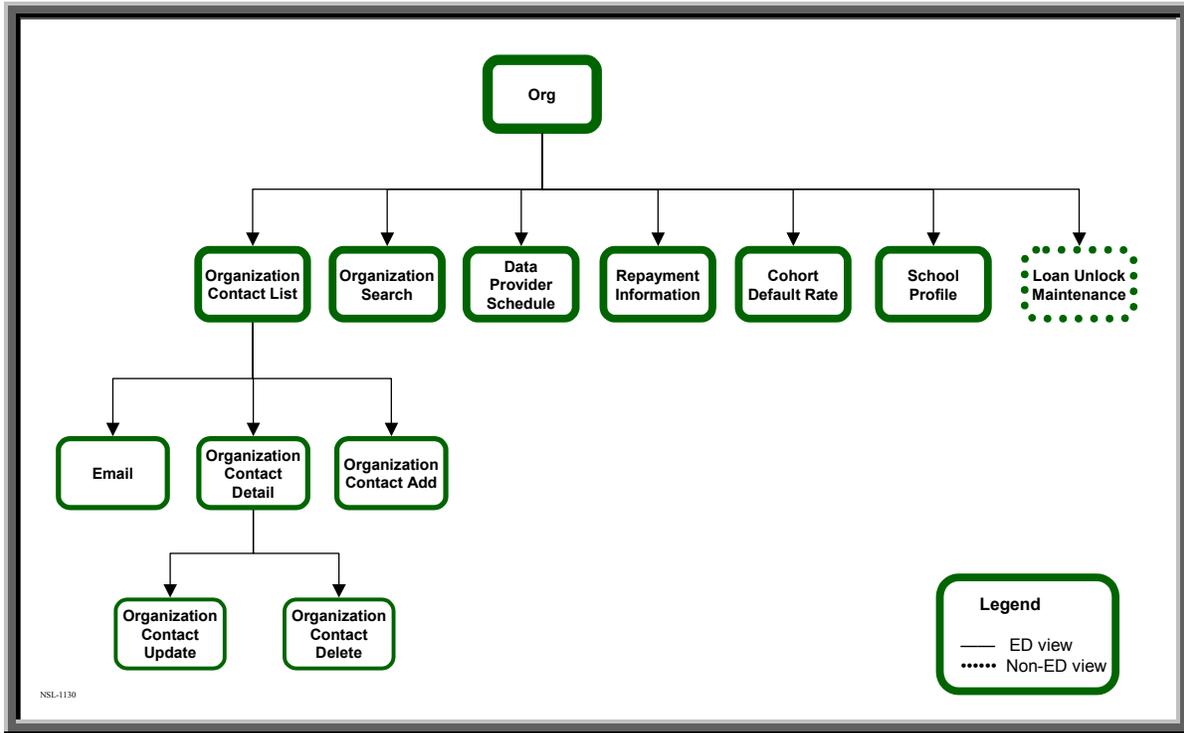


Figure 7–1, Organization Diagram

7.2 Organization Contact List

The Organization Contact List page (Figure 7–2) displays the organization and summary contact information for the NSLDS functions. The Organization Contact List page is the entry point for all links to the organization’s function names. Each organization may add new names to its own organization contacts list in the NSLDS by linking to the Organization Contact Add page using the Add New Contact button on this Web page.

Organization Description

Below the navigation bar, the school's **Name**, **OPEID code**, **Status** and **Address**, appear as reported by the Postsecondary Education Participants System (PEPS). The Status contains one of the following:

- **Open**—School is an open institution.
- **Closed**—School has been reported as closed.
- **Merged**—School has merged with another institution. This will also display the OPEID number of the institution this school merged with. The OPEID number will link to the Organization Contact page for the remaining/merged institution.

How to search for an organization

The Organization Search Bar is located directly below the Navigation Bar. The Type, Code, and Name boxes appear here. When an organization is retrieved or selected, the organization identifier information will appear at the top of each organization page.

To search for an organization:

1. Select the **Type** of organization you want to search for by clicking the down-arrow.
2. Type the **Code** or **Name** of the organization.
3. Click **Retrieve**.

When searching for an organization, keep in mind the following:

- The search results will match or closely match the information you selected or typed in the boxes. Click the numbered bullet next to the Name to view more information.
- The Code or Name can be typed partially in the respective text boxes in order to retrieve search results (i.e., you can type ‘J’, rather than ‘John Doe University’, in the Name box).
- If the organization you are searching for does not appear on the list, alter the punctuation and spelling. You must type the name exactly as it appears in the NSLDS. For example,

if you are searching for California State University in Sacramento, it must be typed ‘California State University-Sacramento’. If you type ‘California State University, Sacramento’, it will not appear on the list.

How to navigate on this page

- Under **Function**, click the numbered bullet to view more information about this contact.
- Under **Email**, click the envelope icon to send e-mail to this contact. It will use your computer’s default e-mail package.
- If you are authorized to add a new contact for this organization, click **Add New Contact**.
- If you are authorized to update or delete a contact for this organization, click the number of the contact to access the Organization Contact Detail page. Please note:
 - No list will be displayed when no contacts have been entered on the NSLDS.
 - The Privacy Act does not apply to any of the Organization pages and does not display.

The screenshot shows the NSLDS web interface. At the top, there is a navigation menu with tabs for Menu, Aid, Enroll, Org, Report, and Tran. Below this is a green header bar with links for Org Contact List, Org Search, Data Provider Schedule, Repayment Information, Cohort Default Rate Ed, Cohort Default Rate DM, Cohort Default Rate, Cohort Default Rate, View Date Control, and School Profile. A search bar contains a dropdown menu for Type (set to --- Select ---), input fields for Code and Name, and a Retrieve button. Below the search bar, it says 'Logged on as: JIM NEILL from STATE UNIVERSITY'. A central box displays contact details for STATE UNIVERSITY: Code: 00100200, Type: School, Status: OPEN, Address: 4900 MAIN STREET, CANTON, CA 99028. Below this box is an information icon and the text 'Contact successfully added.' The main heading is 'Organization Contact List' with an 'Add New Contact' button. At the bottom, a table lists the contact details.

	Function	First Name / Last Name	Phone / Ext.	Email
1	PRIMARY CONTACT	BETSY SMITH	(324)309-2292 3939	

Figure 7–2, Organization Contact List

7.2.1 Organization Contact Detail

The Organization Contact Detail page (Figure 7–3) displays contact information for one of the organization’s contacts.

Organization Description

Below the search bar, the school’s Name, OPEID Code, Type, Status, and Address appear as reported by the Postsecondary Education Participants System (PEPS). The Status contains one of the following:

- **Open**—School is an open institution.
- **Closed**—School has been reported as closed.
- **Merged**—School has merged with another institution. This will also display the OPEID number of the institution this school merged with. The OPEID number will link to the Organization Contact page for the remaining/merged institution.

How to Update an Organization Contact

To update an Organization Contact:

1. Click **Update**.
2. Type the contact information in the **Organization Contact Update** fields.
3. Click **Submit**.

After you submit the form, the page displays the updated information.

How to Delete an Organization Contact

To delete an Organization Contact:

1. Click **Delete**.
2. Review the contact information in the **Organization Contact Delete Confirm** page.
3. Click **Confirm**.

After you submit the form, the page displays the updated information.

The screenshot displays the NSLDS web interface. At the top left is the NSLDS logo. A navigation menu includes 'Menu', 'Aid', 'Enroll', 'Org', 'Report', and 'Tran'. A green banner contains links: 'Org Contact List', 'Org Search', 'Data Provider Schedule', 'Repayment Information', 'Cohort Default Rate Ed', 'Cohort Default Rate DM', 'Cohort Default Rate', 'Cohort Default Rate', 'View Date Control', and 'School Profile'. Below the banner, it says 'Logged on as: JIM NEILL from STATE UNIVERSITY'. On the left, there is a 'Return To Organization Contact List' link with a blue arrow icon. The main content area is titled 'Organization Contact Detail' and contains two boxes. The first box shows organization details: Name: STATE UNIVERSITY, Code: 00100200, Type: School, Status: OPEN, Address: 4900 MAIN STREET, CANTON, CA 99028. Below this box are 'Update' and 'Delete' buttons. The second box shows contact details: Function: PRIMARY CONTACT, First Name: BETSY, Last Name: SMITH, Title: ADMINISTRATOR, Phone: (324)309-2292, Ext: 3939, Fax: (324)309-0990, E-Mail: bsmith@statu.edu, URL: (blank), Address: 502 NORTH PEABODY SQUARE, City: CANTON, State: CA, Zip Code: 99028, Last Update By: JIM NEILL, Update Date: 01/14/2002.

Figure 7–3, Organization Contact Detail

7.2.1.1 Organization Contact Update

The Organization Contact Update page (Figure 7–4) allows you, if you are authorized, to update organization contact information for your organization. The Organization Contact Update page displays the contact information for a selected function and allows you to update this information.

Updating Organization Contact Information

The Organization Contact Detail page displays organization contact information that can be updated by clicking **Update** above the displayed contact information. The Organization Contact Update page displays the contact information boxes, where the information can be updated.

To update contact information:

1. Select or type updated information in the text boxes.
2. Click **Submit**.

Notes:

- Under **Functions**, you may select multiple functions by holding down the SHIFT key or CTRL key and clicking your selections.
- One person in an organization can be assigned multiple functions, but a function can only be assigned to one person in an organization.
- The name of the person who last updated the organization contact information and the date will be displayed on the Organization Contact Detail page.



[Menu](#) [Aid](#) [Enroll](#) [Org](#) [Report](#) [Tran](#)   

[Org Contact List](#) | [Org Search](#) | [Data Provider Schedule](#) | [Repayment Information](#) | [Cohort Default Rate Ed](#) | [Cohort Default Rate DM](#) | [Cohort Default Rate](#) | [Cohort Default Rate](#) | [View Date Control](#) | [School Profile](#)

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

 Return To Organization Contact List

Name: STATE UNIVERSITY
Code: 00100200 **Type:** School
Status: OPEN
Address: 4900 MAIN STREET
CANTON, CA 99028

Organization Contact Update

Selected Function: Primary Contact

Available Functions: 

First Name:

Last Name:

Title:

Phone: **Ext:**

Fax:

E-Mail:

URL:

Address:

City:

State:

Zip Code:

Last Update By: JIM NEILL
Update Date: 01/14/2002

Figure 7–4, Organization Contact Update

7.2.1.2 Organization Contact Delete Confirmation

The Organization Contact Delete Confirmation page (Figure 7–5) allows you to delete a contact on the Organization Contact List.

How to delete a Contact

To delete a Contact:

1. Read the Confirmation statement.
2. Review the Contact information displayed below the Confirmation statement.
3. To delete the Contact, click **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 is a green header bar containing various links such as 'Org Contact List', 'Org Search', 'Data Provider Schedule', 'Repayment Information', 'Cohort Default Rate Ed', 'Cohort Default Rate DM', 'Cohort Default Rate', 'Cohort Default Rate', 'View Date Control', and 'School Profile'. The user is logged in as JIM NEILL from STATE UNIVERSITY.

On the left side, there is a 'Return To Organization Contact List' link with a blue arrow icon. The main content area features a box with the following information:

- Name: STATE UNIVERSITY
- Code: 00100200 Type: School
- Status: OPEN
- Address: 4900 MAIN STREET
CANTON, CA 99028

Below this box is a confirmation message: 'You have requested the following Organization Contact be deleted from the system. Click CONFIRM to complete the delete.'

The contact details for the selected contact are shown in a larger box:

- Function: PRIMARY CONTACT
- First Name: BETSY
- Last Name: SMITH
- Title: ADMINISTRATOR
- Phone: (324)309-2292 Ext: 3939
- Fax: (324)309-0990
- E-Mail: bsmith@statu.edu
- URL:
- Address: 502 NORTH PEABODY SQUARE
- City: CANTON
- State: CA
- Zip Code: 99028
- Last Update By: JIM NEILL
- Update Date: 01/14/2002

At the bottom center of the page, there is a 'Confirm' button.

Figure 7–5, Organization Contact Delete Confirmation

7.2.2 Organization Contact Add

The Organization Contact Add page (Figure 7–6) allows you to add new contact information for your organization to the NSLDS. To keep your information up-to-date, be sure to maintain accurate contact information so that you, your colleagues, and students can benefit from this feature. By adding your institution’s contact information, other users have the appropriate individual to contact to resolve any issues. It is important to note that this information is made available to all the NSLDS users; however, updates to the organization contact information for your institution can only be made by someone at your organization.

How to add the organization contact information

To add the organization contact information:

1. In the **Available Functions** box, click a selection. (See Function Descriptions table below.)
2. In the **First Name** box, type the first name of the organization contact.
3. In the **Last Name** box, type the last name of the organization contact.
4. In the **Title** box, type the title of the organization contact.
5. In the **Phone** box, type the phone number of the organization contact.
6. In the **Ext** box, type the phone number extension of the organization contact.
7. In the **Fax** box, type the Fax number of the organization contact.
8. In the **E-Mail** box, type the e-mail address of the organization contact.
9. In the **URL** box, type the URL (Web site address, for example: <http://www.stateuniversity.edu>) of the organization contact.
10. In the **Address** box, type the address of the organization contact.
11. In the **City** box, type the city of the organization contact.
12. In the **State** box, click a selection.
13. In the **Zip Code** box, type the Zip code of the organization contact.
14. Click **Submit**.

When adding the organization contact information, keep in mind the following:

- In the Available Functions box, you may select multiple functions by holding down the SHIFT key or CTRL key and clicking your selections.
- One person in an organization can be assigned multiple functions, but a function can only be assigned to one person in an organization.

Function Descriptions

Function	Description
Primary Contact	For schools, the person responsible for overall NSLDS compliance, including Perkins submissions, SSCR, and overpayment reporting. For guaranty agencies, the person responsible for compliance with monthly data feeds to the NSLDS. This person may <i>not</i> be able to answer questions on individual loans or students.
SSN/ID Issues	The person who can answer inquiries from schools and other data providers about student identifier conflicts. In most cases, the contact should be familiar with the monthly data provider feeds to the NSLDS, either Perkins or FFEL.
IS (Information Systems) Technical Issues	The person who can answer questions about the technical specifications of a school's or guaranty agency's computing environment.
Enrollment Reporting Issues	For schools, the person responsible for supplying enrollment information directly to the NSLDS or to the school's servicer. For guaranty agencies, the person responsible for updating loan records with enrollment data.
FAT/SAR/ISIR Issues	For schools, this person should be able to address a variety of financial aid issues, including Perkins, FFEL, Direct Loan, Aid Overpayment, and Pell Grant issues. For guaranty agencies, this person should be able to address the most recent information submitted to the NSLDS on a particular student.
Default Issues	For schools and guaranty agencies, the person involved in loan servicing who can respond to inquiries about an individual loan's repayment status.
Overpayment Issues	The school contact responsible for inputting and updating overpayment information.
Federal Perkins Issues	The school contact who can monitor cumulative amounts and discuss Perkins eligibility for individual students.
FFEL Issues	The school contact who can monitor cumulative amounts and discuss FFEL eligibility. For guaranty agencies, the person who can answer school inquiries on eligibility.
Direct Loan Issues	The school contact who can monitor cumulative amounts and discuss Direct Loan eligibility.
Pell Grant Issues	The school contact who can respond to Pell disbursement inquiries from other schools.

Function	Description
Cohort Default Rate Issues	For schools, the person who monitors the school's default rates or manages the school's default prevention program. For guaranty agencies, the person who can respond to school inquiries about default rates.
Perkins Data Provider Contact	The school or school servicer contact for monthly Perkins submissions. This person should be able to answer questions about the individual data elements that are reported to the NSLDS.
Guaranty Agency Contact	For guaranty agencies, this person should be the same as the primary contact.
Lender NSLDS Contact	Guaranty agencies should supply the contact person at specific lenders.
Customer Service	Borrowers main point of contact.

How to interpret the organization description

The organization description appears at the top of the page and displays the following information:

- **Name**—The name of the organization or school as reported by the Postsecondary Education Participants System (PEPS).
- **Code**—The school's OPEID code as reported by PEPS.
- **Type**—The type of organization.
- **Status**—The school's status as reported by PEPS. The status is one of the following:
 - *Open*—The school is an open institution.
 - *Closed*—The school is a closed institution.
 - *Merged*—The school has merged with another institution. This also displays the OPEID code of the institution that this school merged with. The OPEID code links to the Organization Contact List page for the remaining/merged institution.
- **Address**—The address of the organization or school as reported by PEPS.

NSLDS Menu Aid Enroll **Org** Report Tran

Org Contact List | Org Search | Data Provider Schedule | Repayment Information | Cohort Default Rate Ed | Cohort Default Rate DM | Cohort Default Rate | Cohort Default Rate | View Date Control | School Profile

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

Return To Organization Contact List

Name: STATE UNIVERSITY
Code: 00100200 **Type:** School
Status: OPEN
Address: 4900 MAIN STREET
CANTON, CA 99028

Organization Contact Add

Available Functions: SSN/ID Issues
IS Technical Issues
SSCR Issues
Default Issues
Overpayment Issues

First Name:

Last Name:

Title:

Phone: **Ext:**

Fax:

E-Mail:

URL:

Address:

City:

State: --- Select ---

Zip Code:

Figure 7-6, Organization Contact Add

7.3 Organization Search

The Organization Search page (Figure 7–7) allows you to find an organization. An organization can be a school, guaranty agency, lender, lender branch servicer, FDLP servicer, or the U.S. Department of Education. The Organization Search page helps you find only those organizations that are in the NSLDS.

The Organization Search Bar is located directly below the Navigation Bar. The Type, Code, and Name boxes appear here. Below this, the Optional filter criteria appears, where the search results can be filtered by typing and selecting information in the City and State boxes. When an organization is retrieved or selected, the organization identifier information appears at the top of each organization page.

How to search for an organization

To search for an organization:

1. Select the **Type** of organization you want to search for by clicking the down-arrow.
2. Type the **Code** or **Name** of the organization.
3. Click **Retrieve**.

When searching for an organization, keep in mind the following:

- The search results will match or closely match the information you selected or typed in the boxes. Click the numbered bullet next to the Name to view more information.
- The Code or Name can be typed partially in the respective text boxes in order to retrieve search results (i.e., you can type ‘J’, rather than ‘John Doe University’, in the Name box).
- If the organization you are searching for does not appear on the list, alter the punctuation and spelling. You must type the name exactly as it appears in the NSLDS. For example, if you are searching for California State University in Sacramento, it must be typed ‘California State University-Sacramento’. If you type ‘California State University, Sacramento’, it will not appear on the list.

To filter the search results:

1. In the **City** box, type in a city.
2. In the **State** box, select a state by clicking the down-arrow.
3. Click **Retrieve**.
4. Click **Clear** to clear the City and State boxes.

Note The filtered search results appear according to the information you selected or typed in the boxes. Click the numbered bullet next to the Name to view more information.

NSLDS

Menu | Aid | Enroll | **Org** | Report | Tran

Org Contact List | **Org Search** | Data Provider Schedule | Repayment Information | Cohort Default Rate Ed | Cohort Default Rate DM | Cohort Default Rate | Cohort Default Rate | View Date Control | School Profile

Type: --- Select --- Code: Name: Retrieve

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

Optional filter criteria

City: State: All Retrieve Clear

Figure 7-7, Organization Search

7.3.1 Organization Search Pop-Up Window

This tool is accessible only from specific reports.

The Organization Search Pop-up Window page (Figure 7–8) is a quick and easy tool for you to find an organization’s name or code. It lists organization names and codes of schools, guaranty agencies, lenders, lender branch servicers, FDLP servicers, or U. S. Department of Education regions.

How to search for an organization

To search for an organization:

1. Type either the **Name** or the **Code** of the organization you wish to search for in the corresponding search boxes. Type a partial name or code, and the closest matches will be displayed.
2. Click **Submit**.
3. To clear search criteria, click **Clear**.

How to select an organization

The results of the search include the organization names and codes that match your requested criteria or the closest matched organizations. This list displays a maximum of 50 organizations. To select the desired organization:

- Click the numbered bullet next to the organization name. The Organization Search Pop-up window page automatically closes, and the organization code appears in the code box.

To filter the search results:

1. In the **City** box, type in a city.
2. In the **State** box, select a state by clicking the down-arrow.
3. Click **Retrieve**.

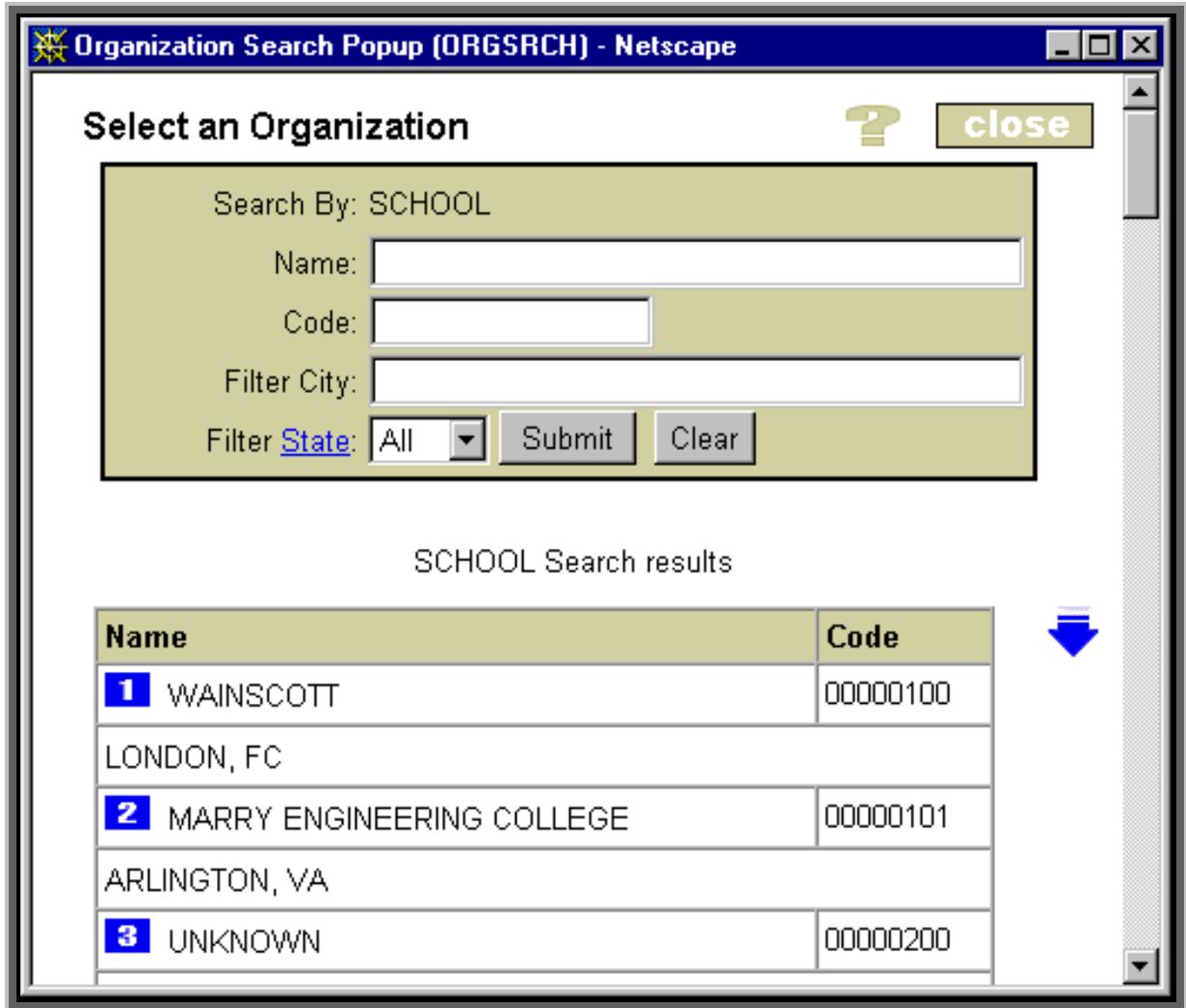


Figure 7–8, Organization Search Pop-Up Window

7.4 Data Provider Schedule

The Data Provider Schedule page (Figure 7–9) displays a history of current, past, and future scheduled data provider submittals. The table is populated with information based on your logon ID and cannot be updated from this page.

The Data Provider Schedule displays a list of up to 50 submittals. Data providers who have more than 50 submittals will see future submittals with the balance consisting of the most recent submittals. The records are sorted in descending order by the Scheduled Submittal Date and by the Received Date. Data providers who do not have a schedule set up with the NSLDS see a message indicating this.

How to view the Data Provider Schedule for an organization

To view the Data Provider Schedule for an organization:

1. On the Organization Search Bar at the top of the page, select the **Type** of organization you want to search for by clicking the down-arrow.
2. Type the **Code** or **Name** of the organization.
3. Click **Retrieve**.
4. The Data Provider Schedule table displays.

When searching for an organization, keep in mind the following:

- The search results will match or closely match the information you selected or typed in the boxes. Click the numbered bullet next to the Name to view more information.
- The Code or Name can be typed partially in the respective text boxes in order to retrieve search results (you can type ‘J’, rather than ‘John Doe University’, in the Name box).
- If the organization you are searching for does not appear on the list, alter the punctuation and spelling. You must type the name exactly as it appears in the NSLDS. For example, if you are searching for California State University in Sacramento, it must be typed ‘California State University-Sacramento’. If you type ‘California State University, Sacramento’, it will not appear on the list.

To filter the search results:

1. In the **City** box, type in a city.
2. In the **State** box, select a state by clicking the down-arrow.

3. Click **Retrieve**.
4. Click **Clear** to clear the City and State boxes.

Note The filtered search results appear according to the information you selected or typed in the boxes. Click the numbered bullet next to the Name to view more information.

How to interpret the Data Provider Schedule

The Data Provider Schedule table displays the following information:

- **Scheduled Submittal Date**—The date the NSLDS expects to process the submittal.
- **Received Date**—The date the NSLDS received the incoming submittal.
- **Processed Date**—The date on which the NSLDS completely processed the submittal.
- **Loan Records Extracted**—The total number of detail records extracted from the data provider database for this submission. This number may include records that were in error and did not update the NSLDS database.
- **Loans with Errors**—The total number of detail records extracted from the data provider database that included errors and did not update the NSLDS database.
- **Submittal Pass Rate (%)**—The percentage of detail records extracted from the data provider database that contained no errors and updated the NSLDS database.

When viewing the Data Provider Schedule table, keep in mind the following:

- The Loans with Errors and Submittal Pass Rate (%) columns will not appear for Guaranty Agency users, or for users viewing an organization other than their own.
- The NSLDS no longer provides an Earliest Extract Date. Data providers are expected to provide their information in a timely manner in accordance with the schedule. Submittals are not expected to be made more than one week prior to or after the scheduled submittal date. Submittals made too early will error out. Submittals made too late will not process, and the data provider will receive a “missed submittal” message.

NSLDS Menu Aid Enroll Org Report Tran

Org Contact List | Org Search | **Data Provider Schedule** | Repayment Information | Cohort Default Rate

Type: Code: Name:

Logged on as: SAM BRUTCHER from [ALLAN HANCOCK COLLEGE](#)

Name: GEORGE MASON UNIVERSITY
Code: 00374900 **Type:** School
Status: OPEN
Address: 4400 UNIVERSITY DRIVE
 FAIRFAX, VA 220304444

Data Provider Schedule

Scheduled Submittal Date	Received Date	Processed Date	Loan Records Extracted
12/03/2002	N/A	N/A	N/A
11/05/2002	N/A	N/A	N/A
10/08/2002	N/A	N/A	N/A
09/03/2002	N/A	N/A	N/A
08/06/2002	N/A	N/A	N/A
07/09/2002	N/A	N/A	N/A
06/04/2002	N/A	N/A	N/A
05/07/2002	N/A	N/A	N/A
04/09/2002	04/03/2002	04/10/2002	1,522
03/05/2002	03/06/2002	03/07/2002	1,517
02/05/2002	02/07/2002	02/08/2002	1,518
01/08/2002	01/02/2002	01/08/2002	1,518
12/04/2001	12/10/2001	12/11/2001	1,510
11/06/2001	11/08/2001	11/09/2001	1,510
10/09/2001	10/03/2001	10/09/2001	1,424
09/04/2001	09/06/2001	09/06/2001	1,424
08/07/2001	08/01/2001	08/08/2001	1,424
07/10/2001	07/05/2001	07/10/2001	1,424
06/05/2001	06/07/2001	06/07/2001	1,421
05/08/2001	05/02/2001	05/08/2001	1,422
04/10/2001	04/04/2001	04/10/2001	1,422
03/06/2001	03/07/2001	03/08/2001	1,420
02/06/2001	02/08/2001	02/09/2001	1,420
01/09/2001	01/08/2001	01/10/2001	1,720
12/05/2000	12/07/2000	12/08/2000	1,720
11/07/2000	11/01/2000	11/08/2000	1,715
10/10/2000	10/06/2000	10/10/2000	1,654
09/05/2000	09/06/2000	09/07/2000	1,654
08/08/2000	08/02/2000	08/09/2000	1,639
07/11/2000	07/07/2000	07/12/2000	1,639
06/06/2000	06/08/2000	06/09/2000	1,641
05/09/2000	05/05/2000	05/09/2000	1,640
04/11/2000	04/10/2000	04/12/2000	1,649
03/07/2000	03/03/2000	03/08/2000	1,662
02/08/2000	02/03/2000	02/09/2000	1,681
01/11/2000	01/05/2000	01/12/2000	1,695
12/07/1999	12/03/1999	12/08/1999	1,694
11/09/1999	11/08/1999	11/10/1999	1,689
10/12/1999	10/06/1999	10/13/1999	1,607
09/07/1999	09/02/1999	09/07/1999	1,607
08/10/1999	N/A	N/A	N/A
07/13/1999	08/11/1999	08/12/1999	2,769
06/08/1999	07/13/1999	07/14/1999	2,769
05/11/1999	06/08/1999	06/09/1999	2,766
04/13/1999	05/11/1999	05/12/1999	2,758
03/09/1999	04/08/1999	04/08/1999	2,715
02/09/1999	03/08/1999	03/09/1999	2,603
01/12/1999	02/05/1999	02/06/1999	2,603
12/08/1998	01/08/1999	01/09/1999	2,600
11/10/1998	12/04/1998	12/05/1998	2,593

Figure 7–9, School Data Provider Schedule

The screenshot shows the NSLDS web interface. At the top left is the NSLDS logo. A navigation bar contains links for Menu, Aid, Enroll, Org, Report, and Tran. A secondary navigation bar includes links for Org Contact List, Org Search, Data Provider Schedule (highlighted), Repayment Information, and Cohort Default Rate. Below this is a search area with a 'Type' dropdown menu set to '--- Select ---', and input fields for 'Code' and 'Name'. A 'Retrieve' button is to the right. Below the search area, it says 'Logged on as: SAM BRUTCHER from ALLAN HANCOCK COLLEGE'. A box displays the following information: Name: NEW HAMPSHIRE HIGHER EDUCATION ASST., Code: 733, Type: Guaranty Agency, Status: OPEN, Address: P.O. BOX 877, CONCORD, NH 033020000. Below this is the section title 'Data Provider Schedule' and a table with the following data:

Scheduled Submittal Date	Received Date	Processed Date	Loan Records Extracted
08/19/1996	08/19/1996	05/15/2002	12

Figure 7–10, Guaranty Agency Data Provider Schedule

7.5 Repayment Information

The Repayment Information page (Figure 7–11) displays the current repayment status of certain borrowers in FFEL and Direct Loan (DL) programs who attended a school during a specific period. This information has no relationship to the calculation of a draft or final cohort default for a school and is not used in that process. This data is provided solely for information and may not be used in any administrative procedure. The information reported is based on information provided by the guaranty agency that guaranteed the loan or by the Direct Loan servicer.

How to interpret the Repayment Information table

The Repayment Information table boxes are defined as follows:

- **Numerator Date Range**—Identifies the 24-month period used to determine whether any borrowers have defaulted or met other specified conditions on FFEL and DL program loans that entered repayment in the first 12 months of the identified 24-month period.
- **Denominator Date Range**—Identifies the 12-month period used to determine the borrowers that have entered into repayment on FFEL and DL program loans.
- **FFEL Num**—The total number of borrowers that entered repayment on FFEL program loans during a specified 12-month period and have defaulted on those loans during the same 12-month period or the next 12-month period.
- **FFEL Denom**—The total number of borrowers that entered repayment on FFEL program loans during a specified 12-month period.
- **%**—FFEL student repayment history rate.
- **DL Num**—The total number of borrowers that entered repayment on DL program loans during a specified 12-month period and have defaulted on those loans during the same 12-month period or the next 12-month period.
- **DL Denom**—The total number of borrowers that entered repayment on DL program loans during a specified 12-month period.
- **%**—Direct loan student repayment history rate.
- **Dual Num**—The total number of borrowers that entered repayment on FFEL and DL program loans during a specified 12-month period and have defaulted on those loans during the same 12-month period or the next 12-month period.
- **Dual Denom**—The total number of borrowers that entered repayment on FFEL and DL program loans during a specified 12-month period.

- **%**—Dual student repayment history rate.
- **Date Processed**—Identifies the date the Student Repayment History Report was processed.

To request Repayment Information Loan Detail for the latest month from the Report Parameters page, click **Request Loan Detail for latest month**.

NSLDS Menu Aid Enroll **Org** Report Tran Support

Org Contact List | Org Search | Data Provider Schedule | **Repayment Information** | Cohort Default Rate DM | Cohort Default Rate | Cohort Default Rate Ed | View Date Control | School Profile

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

Name: STATE UNIVERSITY
Code: 00100200 Type: School
Status: OPEN
Address: 4900 MAIN STREET
CANTON, CA 99028

Repayment Information

Request Loan Detail for latest month

The following information reflects the current repayment status of certain borrowers in FFEL and Direct loan programs who attended a school during a specific period. This information has no relationship to the calculation of draft or official cohort default rates for a school and will not be used in that process. This data is provided solely for informational purposes and may not be used in any administrative procedure. The information reported is based on information provided by the Guaranty Agency that guaranteed the loan or by the Direct loan Servicer.

	Numerator Date Range	Denominator Date Range	FFEL Num	FFEL Denom	%	DL Num	DL Denom	%	Dual Num	Dual Denom	%	Date Processed
1	01/1998-12/1999	01/1998-12/1998	0	24	0.0	1	16	6.2	1	40	2.5	07/15/2001

Figure 7–11, Repayment Information

7.6 Cohort Default Rate History List

The Cohort Default Rate History List page (Figure 7–12) allows you to view a history of the default rates for the selected organization and request Loan Details. Below the search bar, the school’s Name, OPEID Code, Status, and Address appear as reported by the Postsecondary Education Participants System (PEPS). **(Note: ED users are restricted as to which of the following they are allowed to view.)**

Organization Description

Below the navigation bar, the school’s Name, OPEID Code, Type, Status, and Address appear as reported by the Postsecondary Education Participants System (PEPS). The Status contains one of the following:

- **Open**—School is an open institution.
- **Closed**—School has been reported as closed.
- **Merged**—School has merged with another institution. This will also display the OPEID number of the institution this school merged with. The OPEID number will link to the Organization Contact page for the remaining/merged institution.

How to interpret the Cohort Default Rate History table

The Cohort Default Rate History List table displays the following:

- **Fiscal Year**—October through following September 30 during which a default request was calculated.
- **Originating/Current**—If viewing a lender rate, an indicator of lender status as it relates to loans for the selected organization. The lender statuses are defined as follows:
 - **OL**—Originating
 - **CL**—Current
- **Rate Type**—The status of an organization’s defaulted borrower calculation. The Rate Types are defined as follows:
 - **Official**—A default rate authorized for viewing by all organizations.
 - **Official Susp’d**—A default rate that has been appealed by the school.

- **Draft**—A default rate that is available for viewing only by the rated organization and the Default Management Division of the Department of Education.
- **Rate Sub Type**—Within each rate type there are five possible sub types that can be in effect for a default rate history occurrence. The Rate Sub Types are defined as follows:
 - **ACTUAL**—The “raw” rate calculated using the actual list of borrowers of a school prior to any adjustments.
 - **AVERAGE**—The rate used for a school with 20 or fewer borrowers entering repayment during a fiscal year that had a cohort default rate calculated for the two previous fiscal years.
 - **COMBINED**—The rate is calculated from the defaulted borrowers of schools that have been grouped together.
 - **MERGED**—The rate is calculated from the defaulted borrowers of schools that have been merged.
 - **LEAD SCH COMBO**—The rate is taken from a lead school in a group of schools.
 - **SUBSTITUTED**—The calculated rate was replaced by a rate that was derived through other means.
- **Program Type**—The Title IV loan programs for which loans were issued by an organization. The Program Types are defined as follows:
 - **Dual**—An organization that provides both FFEL and Direct loan types.
 - **FFEL**—An organization that provides loans within the Federal Family Education Loan program.
 - **Direct**—An organization that provides loans within the William D. Ford Direct Loan program.
- **Numerator**—The total number of borrowers that entered repayment on a loan program during the cohort year and has defaulted on those loans during the same cohort year or the next cohort year.
- **Denominator**—The total number of borrowers that entered repayment on a loan program during the cohort year.
- **Rate**—The default rate for the organization, which is calculated as a percentage of the Numerator to Denominator and truncated to one decimal place.

- **Process Date**—Identifies the date that the rates were calculated.

The **Request Loan Details** button appears above the table, which enables you to submit a request for the loan records that correlate with a selected Cohort Default Rate. Click **Request Loan Details** to link to the Report Parameters page (the Reports Parameters page will also display the Cohort Default Rate History List table).

When viewing the Cohort Default Rate History List table, keep in mind the following:

- The Rate Type column is only applicable: when viewing cohort default rate history where the users are viewing their own rates; when viewing schools where the users belong to ED's Default Management Division; or when viewing GAs or Lenders where the users belong to ED's Financial Partners, Partner Service.
- The Rate Sub Type column is only applicable when viewing cohort default rate history for schools where the users belong to ED's Default Management Division.
- The Program Type column is only applicable when viewing cohort default rate history for schools where the users are viewing their own rates or when the users belong to ED. ED users belonging to the Default Management Division will view columns for Numerator, Denominator and Rate broken out by Program Type when viewing a school's cohort default rate history. Cohort default rate history for Lenders and GAs only display values for the FFEL program.
- The Originating/Current column is only applicable when viewing cohort default rate history for Lenders.



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Type: --- Select ---
 Code:
 Name:
Retrieve

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

Name: STATE UNIVERSITY
Code: 00100200 **Type:** School
Status: OPEN
Address: 4900 MAIN STREET
 CANTON, CA 99028

Cohort Default Rate History List

Request Loan Details

Fiscal Year	Rate Type	Rate Sub Type	FFEL Num	FFEL Denom	Rate	DL Num	DL Denom	Rate	Dual Num	Dual Denom	Rate	Process Date
1999	OFFICIAL	TR COMBO	0	1203	0	0	1203	0	0	1203	0	07/12/2001
		ACTUAL	0	23	0	0	1180	0	0	1203	0	07/12/2001
1998	OFFICIAL	ACTUAL	8	1382	0.5	1	16	6.2	9	1395	0.6	07/12/2001
1997	OFFICIAL	ACTUAL	1	35	2.8	0	33	0	1	54	1.8	07/12/2001
1996	DRAFT	TR COMBO	26	162	16	26	162	16	26	162	16	07/12/2001
		ACTUAL	10	43	23.2	0	10	0	10	53	18.8	07/12/2001
	OFFICIAL	TR COMBO	26	162	16	26	162	16	26	162	16	07/12/2001
		ACTUAL	10	43	23.2	0	10	0	10	53	18.8	07/12/2001
1995	OFFICIAL	TR COMBO	17	141	12	17	141	12	17	141	12	07/11/2001
		ACTUAL	10	50	20	0	17	0	10	64	15.6	07/11/2001
1994	OFFICIAL	TR COMBO	1	30	3.3	0	0	0	0	0	0	07/11/2001
		ACTUAL	1	30	3.3	0	0	0	0	0	0	07/11/2001
1993	OFFICIAL	TR COMBO	1	32	3.1	0	0	0	0	0	0	07/11/2001
		ACTUAL	1	32	3.1	0	0	0	0	0	0	07/11/2001
1992	OFFICIAL	ACTUAL	96	601	15.9	0	0	0	0	0	0	08/11/1994
1991	RECALC	ACTUAL	109	665	16.3	0	0	0	0	0	0	05/04/1994
1990	OFFICIAL	ACTUAL	121	614	19.7	0	0	0	0	0	0	07/29/1992

The Cohort Default rates listed above may not reflect changes that have resulted from the Cohort Default rate challenge/adjustment/appeal processes.

Figure 7–12, Cohort Default Rate History List

7.7 School Profile

The School Profile page (Figure 7–13) allows you to view a school’s Title IV grant and loan program information, as well as the school’s academic and program schedule information. The institutional information displayed on this page is reported by the Postsecondary Education Participation System (PEPS).

Organization Description

Below the navigation bar, the school’s Name, OPEID Code, Type, Status, and Address appear as reported by the Postsecondary Education Participants System (PEPS). The Status contains one of the following:

- **Open**—School is an open institution.
- **Closed**—School has been reported as closed.
- **Merged**—School has merged with another institution. This also displays the **New School Code** field, which shows the OPEID number of the institution with which the school merged. The OPEID number links to the Organization Contact page for the remaining/merged institution.

How to interpret the School Profile

The school profile box displays the following information:

- **Eligibility Status**—Indicates whether the institution is eligible to participate in Title IV programs.
- **Certification Type**—Certification status of the institution.
- **Approval Indicator**—Indicates whether the location is approved for eligibility and/or certification.
- **Initial Approval Date**—Date the main/location was approved for Title IV eligibility.
- **PPA Approval Date**—Date that the Program Participation Agreement was approved.
- **PPA Expiration Date**—Date that the Program Participation Agreement is to expire.
- **Loan Deferment Only**—Indicates that the school is not eligible to disburse Title IV aid, but only eligible to certify loan deferments.

- **Action Code**—Overall Eligibility action code for the Main Institution and any underlying locations.
- **Action Reason Code**—Overall Eligibility reason code for the Main Institution and any underlying locations.
- **Action/Reason Date**—Overall Eligibility action date for the Main Institution and any underlying locations.
- **Main/Location Reason Code**—Main/location reason for loss of Title IV eligibility.
- **Main/Location Code Date**—Date the main/location was disapproved for Title IV eligibility.
- **School Type**—Identifies the ownership control type of the institution.
- **Program Length**—Length of the longest program offered by the institution.
- **Academic Calendar**—Academic calendar of the institution.
- **Ethnic Code**—Ethnic affiliation of the institution.
- **Congressional District**—Congressional district(s) of the main institution.
- **Region Code**—Main institution’s ED region code.
- **Change of Affiliation Code**—Code designating Change of Affiliation.
- **Change of Affiliation Effective Date**—Date the school changed affiliation
- **Branch Indicator**—Indicates whether the location is a branch.
- **Web Address**—The school’s official web address. You can click this address to view the school’s web site. If the web site does not launch correctly, you can type the address in your web browser using proper URL syntax.

How to interpret the Program Status

The Program Status box displays the following information:

Note: Only dates that have been reported to NSLDS will be displayed. NSLDS receives this information for the main institutions only. Thus, the information for School Program Status is displayed at the main institution.

- **Pell Start Date**—Current start date for Federal Pell Grant certification.
- **Pell End Date**—Current end date for Federal Pell Grant certification.
- **FFEL Start Date**— Current start date for Federal Family Education Loan (FFEL) program certification. The programs covered by this are specified as Stafford Subsidized or Stafford Unsubsidized.
- **FFEL End Date**—Current end date for FFEL program certification. The programs covered by this are specified as Stafford Subsidized or Stafford Unsubsidized.
- **FFEL PLUS Start Date**—Current start date for FFEL PLUS program certification.
- **FFEL PLUS End Date**—Current end date for FFEL PLUS program certification.
- **FFEL SLS Start Date**—Current start date for FFEL Supplemental Loan (SLS) program certification.
- **FFEL SLS End Date**—Current end date for FFEL SLS program certification.
- **FDSLPL Stafford Start Date**—Current start date for Federal Direct Student Loan Program (FDSLPL) certification. The programs covered by this would be specified as Subsidized or Unsubsidized.
- **FDSLPL Stafford End Date**—Current end date for FDSLPL certification. The programs covered by this would be specified as Subsidized or Unsubsidized.
- **FDSLPL PLUS Start Date**—Current start date for FDSLPL PLUS certification.
- **FDSLPL PLUS End Date**—Current end date for FDSLPL PLUS certification.
- **Perkins Start Date**—Current start date for Federal Perkins Certification.
- **Perkins End Date**—Current end date for Federal Perkins Certification.
- **SEOG Start Date**—Current start date for Federal SEOG Certification.
- **SEOG End Date**—Current end date for Federal SEOG Certification.
- **FDSLPL Start Date**—Program participation agreement begin date for Direct Loans.
- **FDSLPL End Date**—Program participation agreement end date for Direct Loans.

How to display a school's profile

To display a school's profile:

1. Type **Code** and/or **Name** of the school you want displayed.
2. Click **Retrieve**.



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Type: Code: Name:

Logged on as: SAM BRUTCHER from [Department of Education Region 0](#)

Name: UNIVERSITY OF SOUTHERN CALIFORNIA
Code: 00132800 **Type:** School
Status: OPEN
Address: UNIVERSITY PARK CAMPUS
 LOS ANGELES, CA 900890001

? **School Profile**

Eligibility Status: Y
Certification Type: C - CERTIFIED
Approval Indicator: Y
Initial Approval Date: 12/01/1965
PPA Approval Date: 08/12/1999
PPA Expiration Date: 06/30/2003
Loan Deferment Only: N
Action Code: 05 - REAPPROVE ELIG/FULL CERT
Action Reason Code: 12 - MEETS REQUIREMENTS
Action/Reason Date: 06/09/1999
Main/Location Reason Code: N/A
Main/Location Code Date: N/A
School Type: 2 - PRIVATE, NONPROFIT
Program Length: 8 - MASTER'S DEGREE OR DOCTOR'S DEGREE
Academic Calendar: SH - SEMESTER HOURS
Ethnic Code: 5 - ETHNICITY NOT REPORTED
Congressional District: 32
Region Code: 09 - SAN FRANCISCO, CA
Change of Affiliation Code: N/A
Change of Affiliation Effective Date: N/A
Branch Indicator: N
Web Address: N/A

? **Program Status**

Pell Start Date: 07/01/1972
FFEL Stafford Start Date: 12/01/1965
FFEL Stafford Unsubsidized Start Date: 06/26/1995
FFEL PLUS Start Date: 06/26/1995
FFEL SLS Start Date: 12/01/1965
FDSLPL Stafford Start Date: 04/01/1995
FDSLPL Stafford Unsubsidized Start Date: 04/01/1995
FDSLPL PLUS Start Date: 04/01/1995
Perkins Start Date: 12/01/1965
SEOG Start Date: 12/01/1965

Figure 7–13, School Profile

7.8 Loan Unlock Maintenance

The Loan Unlock Maintenance page (Figure 7–14) allows you to view and unlock loans for a Guaranty Agency (GA) organization.

How to use the Primary Search Options

The Primary Search Options at the top of the page allow you to retrieve a list of the locked loans to view based on your search criteria.

To use the Primary Search Options:

1. In the **GA Organization** field, the GA organization number displays automatically.
2. In the **From SSN** box, type the Social Security Number (SSN) where the search begins.
3. In the **From Last Name** box, type the last name where the search begins.
4. In the **From Locked Date** box, type the locked date (MMDDCCYY) where the search begins.
5. In the **Retrieve/Sort by** box, click a selection as to how you want the list sorted.
6. In the **To SSN** box, type the SSN where the search ends.
7. In the **To Last Name** box, type the last name where the search ends.
8. In the **To Locked Date**, type the locked date (MMDDCCYY) where the search ends.
9. Click **Retrieve**.
10. The list of locked loans displays.

As a default setting, the list displays in descending order by locked date.

How to unlock locked loans

To unlock locked loans:

1. Click the check boxes in the **Unlock Loan** column corresponding to the locked loans that you wish to unlock. To unlock all the locked loans on the list, click the **All** check box.
2. Click **Submit**.

3. The locked loans that you selected are unlocked.
4. Click **Cancel** if you do not wish to unlock the locked loans.

How to interpret the list of locked loans

The information on the list of locked loans is defined as follows:

- **Name**—The name of the student or PLUS borrower.
- **SSN**—The Social Security Number (SSN) of the student or PLUS borrower.
- **DOB**—The date of birth (DOB) of the student or PLUS borrower.
- **Loan Date**—The date when the loan was taken by the student or PLUS borrower.
- **Loan Type**—The type of Title IV award made with a formal agreement for repayment with interest. The loan types are defined as follows:

Loan Type	Definition
CL	FFEL Consolidated Loan
PL	FFEL PLUS Loan
RF	FFEL Refinanced Loan
SF	FFEL Stafford Subsidized Loan
SL	Supplemental Loan
SU	FFEL Stafford Unsubsidized Loan

- **Loan Amt**—The amount of the loan.
- **School Code**—The OPEID code of the school.
- **Ind Sep Loan**—An indicator used to differentiate among multiple loans of the same loan date for the same borrower or student attending the same school. This field is used mostly by GAs.
- **Date Locked**—The date when the loan was locked.

When using the Loan Unlock Maintenance page, keep in mind the following:

- The Loan Unlock Maintenance page allows GAs to unlock their locked loans, which enables those loans to be updated by the monthly batch feed data.

- A GA can only unlock its own loans.
- Once a loan is locked by an organization, the loan remains locked until that organization unlocks that loan or by reporting an exact match through the batch load process.
- Users cannot lock a loan from the Loan Unlock Maintenance page.

The screenshot shows the NSLDS web application interface. At the top left is the NSLDS logo. To its right is a navigation menu with buttons for 'Menu', 'Aid', 'Enroll', 'Org', 'Report', and 'Support'. Further right are icons for a phone, a question mark, and a close button (X). Below the navigation is a green banner with links: 'Org Contact List | Org Search | Data Provider Schedule | Repayment Information | Cohort Default Rate Ed | Loan Unlock Maintenance | School Profile'. The 'Loan Unlock Maintenance' link is highlighted in yellow. Below the banner, it says 'Logged on as: SAM BRUTCHER from PENNSYLVANIA HIGHER EDUC. ASST. AGENCY'. The main content area has a question mark icon and the title 'Loan Unlock Maintenance'. Below the title is a 'Search Options' form with the following fields:
GA Organization: 742
Retrieve/Sort by: Locked Date(Default) (dropdown menu)
From SSN: [text input]
To SSN: [text input]
From Last Name: [text input]
To Last Name: [text input]
From Locked Date: [text input] (MMDDCCYY)
To Locked Date: [text input] (MMDDCCYY)
Below the form is a 'Retrieve' button. At the bottom of the page is a green footer with the text 'PRIVACY ACT OF 1974 (AS AMENDED)'.

Figure 7–14, Loan Unlock Maintenance

