



F E D E R A L
S T U D E N T A I D

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FSA Modernization Partner

NSLDS II Reengineering
Screens Detail Design:
Enrollment

Version 2.1

November 26, 2002

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Document Control

Version Number	Description	Release Date	Author
1.0	Initial Issue	09/30/2002	Sunil Malhotra
2.0	Documented additional business logic and error validation.	11/08/2002	Sunil Malhotra
2.1	Incorporated changes from client reviews.	11/26/2002	Sunil Malhotra

1 General Information

1.1 Background

The National Student Loan Data System (NSLDS) was established as part of the Higher Education Act of 1965, as amended, to provide a comprehensive repository of information about Title IV aid recipients and their loans, grants, lenders, guaranty agencies, servicers, and schools.

Given these challenges, a project to modernize the system – NSLDS Reengineering – has been undertaken to improve financial and data integrity, reduce operational costs, and improve customer satisfaction. At the heart of the design for a reengineered NSLDS solution are five “big ideas” for radically changing the underlying processes, data structures, and technical platforms supporting the existing system:

- Data Warehousing
- Internal FSA (Federal Student Aid) Direct Access
- Outsourced Enrollment Tracking
- Financial Partner Data Feed Reengineering
- Common Record Extension

The first phase of the NSLDS Reengineering effort is called NSLDS II. NSLDS II Release 1 will focus on the Data Warehousing and Internal FSA Direct Access opportunities, as well as assessing ways to support existing requirements through NSLDS II or other modernized systems. Later releases of work will focus on the remaining three ideas and enhancements.

1.2 NSLDS Points of Entry Overview

There are three main applications in the legacy NSLDS technical architecture that serve as the gateway for accessing and modifying Title IV data online. The applications include the Financial Aid Professional (FAP) website, Student Access Financial Aid Review (SAFAR) website, and the Customer Information Control System (CICS). As part of the NSLDS II replatforming initiative, CICS will be retired and its functionality will be transferred to the FAP website. The User Interface Inventory Matrix (**Reference Appendix B**) documents a comprehensive list of screens for the FAP and Student Access websites and the NSLDS functional area(s) they support.

The FAP website, which can be found at <http://www.nslidsfap.ed.gov>, will be the main user access point for NSLDS II data by Department of Education (ED) personnel, guaranty agencies (GAs), lenders, and schools. It provides support for users by tracking the financial aid and enrollment history for Title IV aid recipients, organizational information for Title IV aid financial partners, access to predefined reports, for some users, the ability to execute ad hoc

queries, and the monitoring of student transfers. A lender or school may also allow a servicer to access the website and provide online updates on their behalf. Each user must be registered with the website and can only log on with a valid User ID and Password.

The two major areas of enhancement for the FAP website will consist of the following:

1. Reengineering the existing reporting architecture
2. Retiring CICS

Reengineering the Reporting Architecture

Reports are currently accessed through the Main Menu, which allows users to execute predefined reports and receive the results either in their SAIG mailbox or download them directly (depending on the users permission level). If a user requires data that is not supported by a predefined report, they are limited to either developing their own query or contacting the support center to develop a query for them. In order to create a query, a user must be familiar with Structured Query Language (SQL), which is the code used to develop a query, the NSLDS data model, whose data elements are used within the SQL, and the Query Management Facility (QMF) tool, which is the application used to execute the query. In order to empower users and improve the customer experience for executing ad hoc queries, the MicroStrategy reporting tool will be implemented. The MicroStrategy reporting tool is a commercial off-the-shelf (COTS) package that has the capability to filter and analyze massive volumes of data to the transaction level. In addition, the MicroStrategy application server has a full range of query optimization algorithms designed to ensure that data is extracted from a database in the most efficient and least resource demanding way.

The new ad hoc reporting functionality will continue to be accessible through the Main Menu and Report screens in the FAP website. The detailed design regarding the report screen changes can be found in the Report Detail Design document.

Retiring CICS

CICS is IBM software that allows ED personnel to connect to the NSLDS mainframe and perform online transactions. Users have the ability to update or access data online from ED Headquarters or Regional offices. The majority of the CICS functionality has already been transitioned to the FAP website in response to user demand for a more user-friendly and flexible tool. The remaining functionality, which includes screens from the System Administration, Default Rate, and Student Status Confirmation menus will be transferred to the FAP website as part of the NSLDS II reengineering initiative. (This will complete the functionality transition to the FAP website, therefore, clearing the path for retiring CICS.) Once CICS has been retired, the FAP website will serve as the default application for ED personnel to access NSLDS II data.

The Student Access website, which can be accessed at <http://www.nsls.ed.gov>, allows borrowers to securely view and track their financial aid history. They have the ability to view their Title IV loans at a summary or at a detailed loan level. The summary loan level data allows a borrower to view all Title IV loans they are responsible for in a concise format. The

detailed loan level data tracks the history of each loan throughout its lifecycle. Each student must be registered with the website and must have a valid User ID and Password to logon. This is a read only website and does not have any update capabilities associated with it.

The following diagram displays the CICS application being retired due to functionality being transitioned to the FAP website during the NSLDS replatforming initiative.

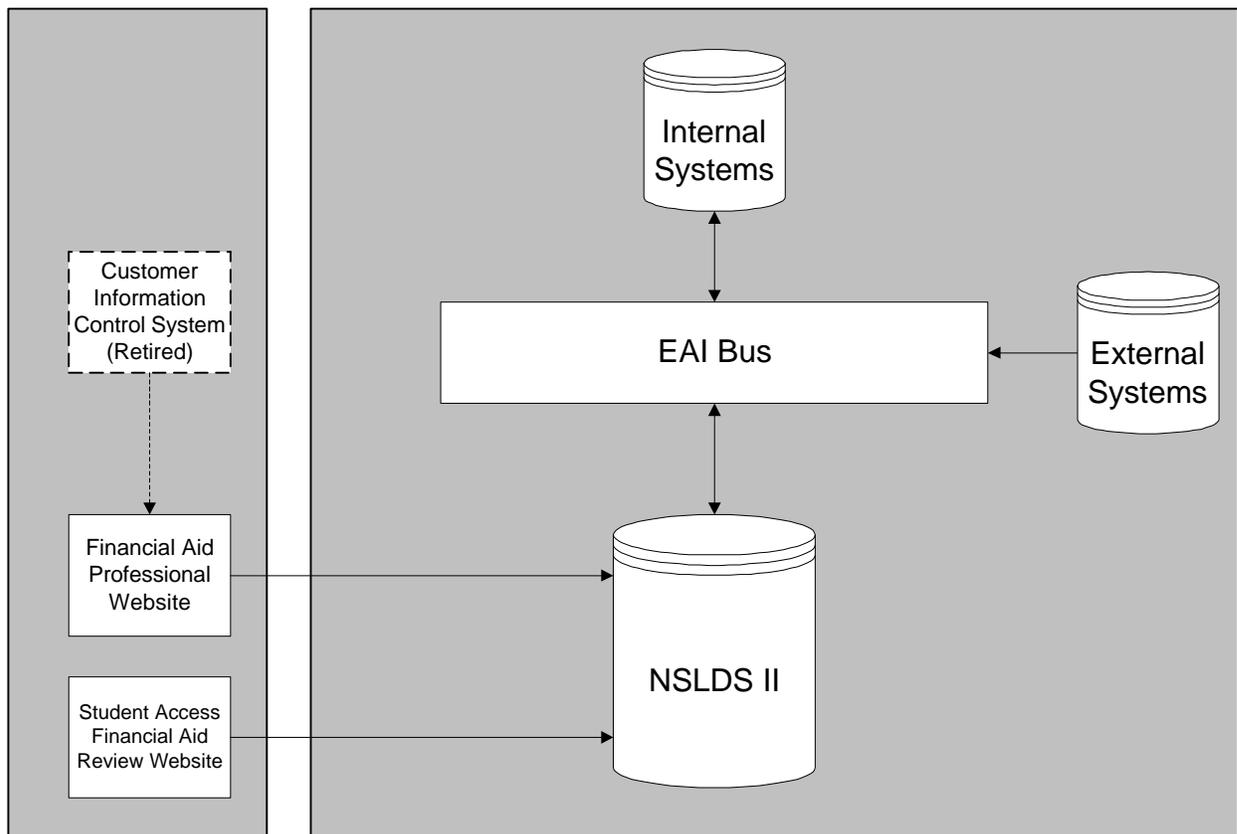


Figure 1, NSLDS II User Interface Diagram

1.3 Screens Detail Design Document Layout

The screens detail design document provides a blueprint for developing each screen that will support the FAP and Student Access websites. The screens detail design document is separated into the following modules:

Financial Aid Professional website

- Login-Menu – Contains the detail design for the Login-Menu screens.
- Financial Aid– Contains the detail design for the Financial Aid screens.

- Enrollment – Contains the detail design for the Enrollment screens.
- Organization – Contains the detail design for the Organization screens.
- Reports – Contains the detail design for the Reports screens.
- Transfer Student Monitoring – Contains the detail design for the Transfer Student Monitoring screens.
- Admin/Support – Contains the detail design for the Admin/Support screens.
- Appendix A – Global Attributes for FAP Website– Lists common icons that may be displayed in the Login-Menu, Financial Aid, Enrollment, Organization, Transfer Student Monitoring, and Admin/Support modules.
- Appendix B – Provides a comprehensive list of all the screens in the FAP and Student Access websites and their associated function groups.

Student Access Financial Aid Review website

- Student Access– Contains the detail design for the Student Access screens

This detail design document will contain the following information for each screen:

1.4 Name of the Screen

Description	Defines the purpose of the screen.
New or Existing	New – Indicates the screen is new to the website. Existing- Indicates the screen previously existed on the website.
User Group (Screen Level)	Identifies which function group currently has access to the screen.
Requirements Traceability	Maps the detail design for the screen to the detailed requirements.
Reference(s)	Lists reference documentation that provides additional detail for each screen.
Business Object	Lists the Business Object the screen will utilize for development purposes.

1.4.1 Software Unit Logic

NSLDS I File Name:	Lists the file name for each screen that was used for NSLDS I (if the screen previously existed).
NSLDS II File Name:	Lists the file name for each screen that will be used for NSLDS II.
Pre-Status:	Lists the screen names and their links that will allow a user to access a specific screen.
Post-Status:	Lists the screen names that are accessible from a specific screen (and the links that will allow a user to navigate to that screen). When the

	user navigates to another screen, the screen will appear in the same window unless otherwise specified.
Gif Name:	List of Gif, or image, files used in the screen.
Tab Order:	Lists in numeric order of the tab order for each screen.

Note:

Section 3.1 (Class Diagram) of the Application Architecture Detail Design document identifies the ASP pages and the corresponding COOL:Gen Action Blocks (i.e., procedures). This will be used to further define the business logic, error validations and security in a later release.

1.4.2 Design Details

The following screenshot highlights the functionality of the screen:

Provides a design layout of the screen.

Note:

The screenshots depicted in this document were taken from the legacy website. The existing text, links, and data elements will be included in the NSLDS II website as described in this document. However, the actual look of the screens may be modified for the NSLDS II Release. Also, certain text, links, and data elements may be excluded from view based on the user's security access.

1.4.3 Screen Functionality

The following section lists and describes the functionality of each object on the screen.

Name of the Data Element on the screen	
Element	Type of data element (e.g., label, pushbutton, checkbox, textbox).
Definition/Business Rules	Description of the data element and any business rules associated with it.
Actions to be performed	Describes any action associated with the data element.
Business Object (Attribute)	Lists the Business Object(s) and Attribute(s) the data element will utilize for development purposes.
Validation	<ul style="list-style-type: none"> <i>Condition:</i> Describes the validation that will be performed. <i>Message:</i> Describes the message that will appear to the user. <i>Location:</i> Describes where the validation will

Name of the Data Element on the screen	
	<p>occur (i.e., Client or Server) <i>Additional Information:</i> Describes any additional information related to the validation (e.g., gif files appearing with error messages).</p> <p>Note:</p> <p>The validations occur one at a time and are not listed in any particular order. However, validations will occur from top to bottom and left to right on any given screen unless otherwise specified.</p>

Note:

Section 508 of the Rehabilitation Act of 1998 mandates a website accessibility review. Section 508 requires that electronic and information technology developed, procured, maintained, or used by Federal government agencies must be accessible to persons with disabilities. The system must allow a person with a disability to have comparable access to and use of information as a person without a disability.

The Assistive Technology Group within the FSA Technology Center is responsible for performing Section 508 reviews. During the Build phase, the NSLDS II Modernization Partner team will work with the Assistive Technology Group to verify that the design of the online screens meets Section 508 requirements. The FAP and Student Access websites are currently not Section 508 compliant. The formal accessibility review for NSLDS II will be conducted during the Test phase.

2 Screen Workflow

2.1 Master List of Screens

The following table provides a list of screens for the Enrollment module of the FAP website for NSLDS II. The table includes the section the screen is explained, screen name, whether the screen is new or existing and a description of the screen.

Section	Screen Name	New/ Existing	Description
3.1	Enrollment Summary	Existing	Provides an overview of a student's most recent status at every school where enrollment has been reported for that student.
3.2	Student/PLUS Borrower Name Search	Existing	Allows a user to search for records in the NSLDS II database by complete or partial name, rather than SSN. A user can search by first name, last name, first and last name, and by a partial or exact match type.
3.3	Enrollment Detail	Existing	Displays a detailed history of a student's enrollment status at one or more schools.
3.4	Enrollment Timeline	Existing	Displays a chronological view of a student's enrollment history. 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.
3.5	Enrollment Maintenance	Existing	Allows school users to update the enrollment information for students attending their school.
3.6	Enrollment Add	Existing	Allows school users to retrieve student records, so they can update enrollment information for those students on the Enrollment Maintenance page.
3.7	Enrollment Update	Existing	Allows school users to retrieve enrollment information for students attending their school so they can update that information on the Enrollment Maintenance page.
3.8	Enrollment Reporting Schedule	Existing	Displays a user profile as well as current and past schedules for organizations that

Section	Screen Name	New/ Existing	Description
			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.
3.9	Enrollment Reporting Schedule Create	Existing	Allows a user to create a new schedule for their organization to receive enrollment status files from the NSLDS II.
3.10	Enrollment Reporting Schedule Create Confirm	Existing	Allows a user to confirm the new enrollment reporting schedule.
3.11	Enrollment Reporting Schedule Modify	Existing	Allows a user to modify their organization's current schedule for receiving enrollment status files from NSLDS II.
3.12	Enrollment Reporting Schedule Modify Confirm	Existing	Allows a user to confirm the modification of the new enrollment reporting schedule.
3.13	SSCR School Waiver List	New	Allows authorized users to view SSCR School Waiver information.
3.14	SSCR School Waiver Display	New	Allows authorized users to view specific SSCR School Waiver information.
3.15	SSCR School Waiver Add	New	Allows authorized users to add SSCR School Waiver information.
3.16	SSCR School Waiver Update	New	Allows authorized users to update SSCR School Waiver information.
3.17	SSCR School Waiver Delete	New	Allows authorized users to delete SSCR School Waiver information.
3.18	Past Enrollment Report	Existing	Allows a user to request a Past Enrollment Report that duplicates the contents of a Student Status Confirmation Report (SSCR) previously sent to a school, or of a Notification file previously sent to a guaranty agency, lender, or lender servicer on a given day.
3.19	Past Enrollment Report Confirm	Existing	Allows a user to confirm their request for a Past Enrollment Report that duplicates the contents of a Student Status Confirmation Report (SSCR) previously sent to a school, or of a Notification file previously sent to a guaranty agency,

Section	Screen Name	New/ Existing	Description
			lender, or lender servicer on a given day.

2.2 Update/Inquiry Diagram

The following diagram displays screens that contain update functionality to the Enterprise Data Warehouse (EDW), as well as, screens that contain inquiry capabilities from the EDW.

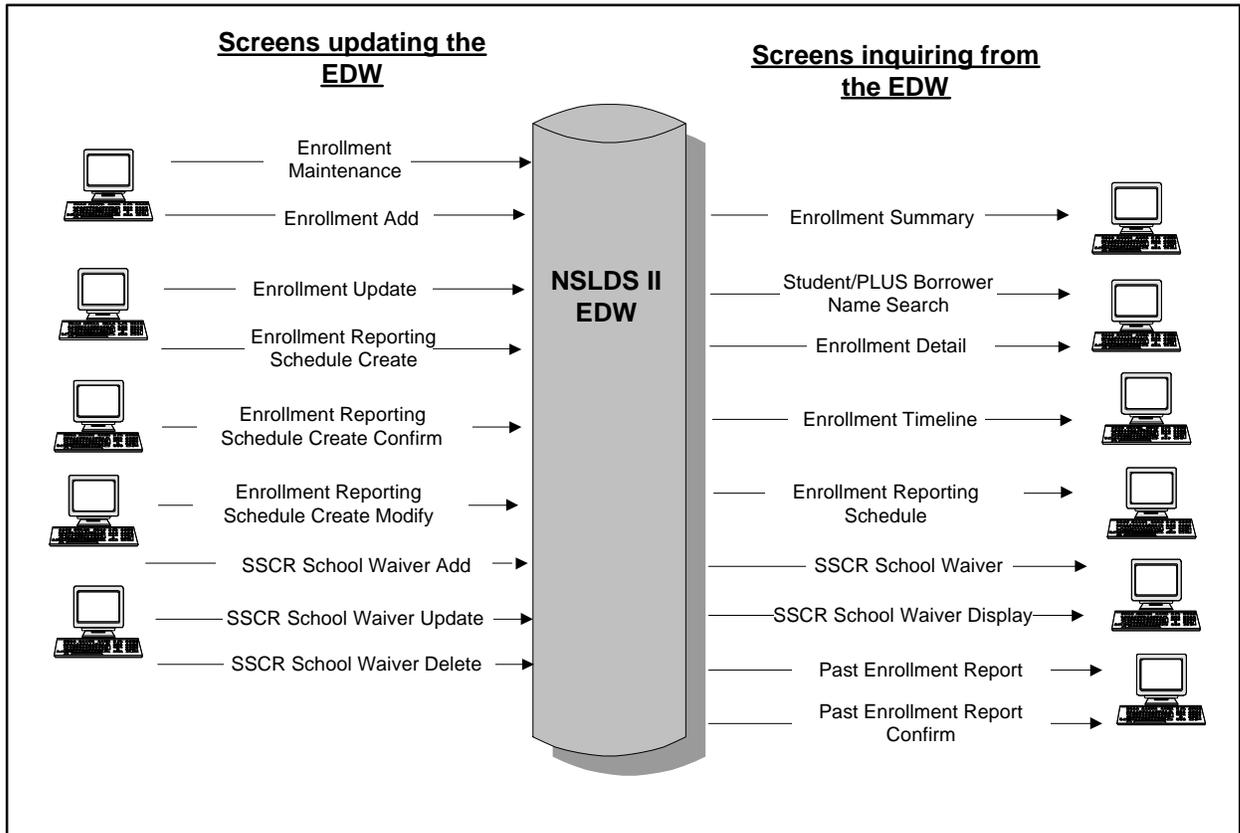


Figure 2, NSLDS II FAP Enrollment Update/Inquiry

3 Screen Details

3.1 Enrollment Summary

Description	Provides an overview of a student's most recent status at every school where enrollment has been reported for that student.
New or Existing	Existing
User Group (Screen Level)	\$LENDV, \$LENDER, \$SCHDPC, \$PICTEL, \$PICLET, \$SCHSCR, \$STAGNT, \$SCHFAT, \$CSC, \$GAINQ, \$ED
Requirements Traceability	1.028
Reference(s)	ENSUM.ASP
Business Object	Student, School

3.1.1 Software Unit Logic

NSLDS I File Name:	ENSUM.asp
NSLDS II File Name:	EnrlSum.jsp
Pre-Status:	<p>This screen is accessible from all screens on the Financial Aid Professionals website except from the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • System Log On • Privacy Act • Help • Contact Us • Frequently Asked Questions • Download Help • Security
Post-Status:	<p>This screen allows a user to navigate to any of the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Enrollment Add (Link: Enrollment Add) • Enrollment Update (Link: Enrollment Update) • Enrollment Reporting Schedule (Link: Enrollment Reporting Schedule) • Enrollment Detail (Link: Active Bullet Number) • Enrollment Timeline (Link: Enrollment Timeline)

	<ul style="list-style-type: none"> • Enrollment Maintenance (Link: Enrollment Maintenance) • System Log On (Link: Logoff Icon) • Contact Us (Link: Contact Icon) • Menu (Link: Menu Tab) • Loan History (Link: Aid Tab) • Organization Contact List (Link: Org Tab) • Reports (Link: Reports Tab) • Transfer Monitoring List (Link: Menu Tab) • External Contact List (Link: Support Tab) • Privacy Act (Link: Privacy Act) • Student/PLUS Borrower Name Search (Pushbutton: Name Search) • SSCR School Waiver List (Link: SSCR School Waiver List) • Past Enrollment Report (Link: Past Enrollment Report)
Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • Error.gif • Info.gif • Warn.gif
Tab Order:	<ol style="list-style-type: none"> 1. SSN 2. First Name 3. DOB 4. Retrieve 5. Name Search 6. Department of Education Region 0 7. Enrollment Detail 8. Enrollment Timeline 9. Enrollment Maintenance 10. <u>1</u> (example) 11. Santa Clara University (example) 12. Return to Top of Page 13. Privacy Act of 1974 (As Amended) 14. URL Navigation Bar 15. Menu Tab 16. Aid Tab 17. Org Tab 18. Report Tab 19. Tran Tab 20. Support Tab 21. Contact Us Icon 22. Help Icon 23. Logoff Icon 24. Enrollment Add 25. Enrollment Update

	26. Enrollment Reporting Schedule 27. SSCR School Wavier List 28. Past Enrollment Report
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3.1.2 Design Details

The following screenshot highlights the functionality of the Enrollment Summary screen.

The screenshot displays the NSLDS Enrollment Summary interface. At the top, there is a navigation menu with buttons for Menu, Aid, Enroll (selected), Org, Report, Tran, and Support. Below the menu is a search bar with fields for SSN, First Name, and DOB, along with a 'Retrieve' button. The user is logged in as SUNIL MALHOTRA from the Department of Education Region 0. The main content area shows the name JOHN A SMITH and his SSN (123-45-6789) and DOB (01/01/1980). Below this is the 'Enrollment Summary' section, which includes three tabs: Enrollment Detail (selected), Enrollment Timeline, and Enrollment Maintenance. A table displays the enrollment records:

	School Name	OPEID	Most Recent Status	Eff. Date	ACD	Cert. Date	Cert. Method
1	SANTA CLARA UNIVERSITY	00132600	Leave of Absence	01/01/1970	12/30/1971	07/22/1998	School Batch
2	UNIVERSITY OF CONNECTICUT	00141700	Leave of Absence	05/23/1998	05/23/2000	10/15/1998	School Batch
3	BRIGHAM YOUNG UNIVERSITY	00967000	Half Time	09/07/2000	11/15/2000	09/07/2000	School Batch

At the bottom of the page, there is a link to the PRIVACY ACT OF 1974 (AS AMENDED).

Figure 3, Enrollment Summary

3.1.3 Screen Functionality

The following screenshot highlights the functionality of the Enrollment Summary screen.

Enrollment Summary	
Element	Link (Deactivated)
Definition/Business Rules	Allows a user to navigate to the Enrollment Summary screen. This link is deactivated when the user is in the Enrollment Summary screen.
Actions to be performed	None.
Business Object (Attribute)	None.
Validation	None.

Enrollment Add	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Add screen.
Actions to be performed	When clicked, the Enrollment Add screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Update	
Element	Link (Deactivated)
Definition/Business Rules	Allows a user to navigate to the Enrollment Update screen.
Actions to be performed	When clicked, the Enrollment Update screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

SSCR School Waiver List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the SSCR School Waiver List screen.
Actions to be performed	When clicked, the SSCR School Waiver List screen appears.
Business Object (Attribute)	None.
Validation	None.

Past Enrollment Report	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Past Enrollment screen.
Actions to be performed	When clicked, the Past Enrollment screen appears.
Business Object (Attribute)	None.
Validation	None.

SSN	
Element	Textbox
Definition/Business Rules	Allows a user to enter a Social Security Number. <i>Min Characters - 0</i> <i>Max Characters - 11</i> <i>Masks - SSN must be entered in a "123456789" or "123-45-6789" format.</i>
Actions to be performed	As the user enters their SSN, it is displayed in the textbox in editable format. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (SSN)
Validation	None.

First Name	
Element	Textbox
Definition/Business Rules	Allows a user to enter a First Name. <i>Min Characters - 0</i> <i>Max Characters - 12</i>
Actions to be performed	As the user enters the First Name, it is displayed in the textbox in editable format.

First Name	
	On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (firstName)
Validation	None.

DOB	
Element	Textbox
Definition/Business Rules	Allows a user to enter a Date of Birth. <i>Min Characters – 0</i> <i>Max Characters – 10</i> <i>Masks - DOB must be entered with a “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format.</i>
Actions to be performed	As the user enters their Date of Birth, it is displayed in the textbox in editable format. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (DOB)
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve loan information on a specific student based on the search criteria entered in the SSN, First Name, and DOB fields.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors and students matching the criteria are identified, the Enrollment Summary is displayed for each student. If there are errors, the appropriate error message is displayed. If there are no errors and no students are found, a message indicating that no records are found.
Business Object (Attribute)	None.
Validation	<ul style="list-style-type: none"> <i>Condition:</i> Upon successful validation, the enrollment summary information is displayed in the Enrollment Summary screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.

Retrieve	
	<p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> <p>• <i>Condition:</i> A user enters characters (e.g. a, b, c, \$, or &) in the SSN search field. <i>Message:</i> Please enter a 9 digit numeric SSN. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the SSN search field becomes red.</p> <p>• <i>Condition:</i> A user enters a SSN less than 9 characters in the SSN search field. <i>Message:</i> Please enter a 9 digit numeric SSN. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the SSN search field becomes red.</p> <p>• <i>Condition:</i> A user has entered a SSN and First Name or DOB in the search fields. <i>Message:</i> Please enter either all 3 identifiers or SSN. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the search field whose data was not provided becomes red.</p> <p>• <i>Condition:</i> A user has entered a valid SSN and First Name and an invalid DOB (i.e., characters in the DOB field or not in MMDDCCYY, MM/DD/CCYY, or MM-DD-CCYY format) in the search fields. <i>Message:</i> Please enter the Date of Birth in the MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the DOB search field becomes red.</p> <p>• <i>Condition:</i> There is a match on the SSN in the database, but not on the DOB and First Name for that user in the search fields. <i>Message:</i> Match on SSN. No match on DOB & First Name. The PLUS Borrower SSN was not</p>

Retrieve	
	<p>found. <i>Location:</i> Server <i>Additional Information:</i> An informational screen appears displaying the message stated above.</p> <ul style="list-style-type: none"> • <i>Condition:</i> There is a match on SSN and DOB in the database, but not on the First Name for that user in the search fields. <i>Message:</i> Match on SSN and DOB. No match on First Name. The PLUS Borrower SSN was not found. <i>Location:</i> Server <i>Additional Information:</i> An informational screen appears displaying the message stated above. • <i>Condition:</i> There is a match on SSN and First Name in the database, but not on the DOB for that user in the search fields. <i>Message:</i> Match on SSN and First Name. No match on DOB. The PLUS Borrower SSN was not found. <i>Location:</i> Server <i>Additional Information:</i> An informational screen appears displaying the message stated above. • <i>Condition:</i> A user has entered an SSN in the search field that was not found in the database. <i>Message:</i> The Student SSN was not found. The PLUS Borrower SSN was not found. <i>Location:</i> Server <i>Additional Information:</i> An informational screen appears displaying the message stated above. <p>An information message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> • <i>Condition:</i> The user was located in the database but does not have any enrollment

Retrieve	
	<p>information. <i>Message:</i> No records found for this Student. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif.</p> <p>An warning message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> • <i>Condition:</i> Enrollment information was reported by a source other than a school. <i>Message:</i> This information was reported by a source other than a school. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif. • <i>Condition:</i> Some of the enrollment information was reported by a source other than the school attended. <i>Message:</i> Some enrollment information displayed on this page was reported by a source other than the school attended. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif.

Name Search	
Element	Pushbutton
Definition/Business Rules	Allows a user to navigate to the Student/PLUS Borrower Name Search screen.
Actions to be performed	By clicking on the pushbutton, the user is directed to the Student/PLUS Borrower Name Search screen.
Business Object (Attribute)	None.
Validation	None.

John A Smith (example)	
Element	Label
Definition/Business Rules	<p>Displays the Name of a borrower whose enrollment information is displayed.</p> <p>The history icon will appear next to the name if a user has had multiple names in the past.</p>

John A Smith (example)	
Actions to be performed	The name of the borrower is automatically displayed.
Business Object (Attribute)	Student (SSN)
Validation	None.

SSN	
Element	Label
Definition/Business Rules	Displays the Social Security Number of a borrower whose enrollment information is displayed. The history icon will appear next to the SSN if a user has had multiple SSNs in the past. <i>Masks</i> – The SSN is displayed in the “123-45-6789” format.
Actions to be performed	The SSN of the borrower is automatically displayed.
Business Object (Attribute)	Student (SSN)
Validation	None.

DOB	
Element	Label
Definition/Business Rules	Displays the Date of Birth of a borrower whose enrollment information is displayed. <i>Masks</i> – The DOB is displayed in the MM/DD/CCYY format.
Actions to be performed	The DOB of the borrower is automatically displayed.
Business Object (Attribute)	Student (DOB)
Validation	None.

Enrollment Detail	
Element	Label
Definition/Business Rules	Allows a user to navigate to the Enrollment Detail screen.
Actions to be performed	By clicking on the pushbutton, the user is directed to the Enrollment Detail screen.
Business Object (Attribute)	Student (SSN)
Validation	None.

Enrollment Timeline	
Element	Pushbutton
Definition/Business Rules	Allows a user to navigate to the Enrollment Timeline screen.
Actions to be performed	By clicking on the pushbutton, the user is directed to the Enrollment Timeline screen.
Business Object (Attribute)	Student (SSN)
Validation	None.

Enrollment Maintenance	
Element	Pushbutton
Definition/Business Rules	Allows a user to navigate to the Enrollment Maintenance screen.
Actions to be performed	By clicking on the pushbutton, the user is directed to the Enrollment Maintenance screen.
Business Object (Attribute)	Student (SSN)
Validation	None.

<u>1</u> (example)	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Detail screen.
Actions to be performed	By clicking on the link, the user is directed to the Enrollment Detail screen. Detailed enrollment information appears in the Enrollment Detail screen for the selected row.
Business Object (Attribute)	None.
Validation	None.

School Name	
Element	Label
Definition/Business Rules	<p>Displays the name of the school at which enrollment was reported for the student.</p> <p>A user can click on the school name to link to the school's Organization Contact List page.</p> <p>If the school itself did not report the information about the student's enrollment at this school, a small warning icon appears after the school's name.</p>
Actions to be performed	The School Name is automatically displayed.

School Name	
Business Object (Attribute)	School (orgName)
Validation	None.

OPEID	
Element	Label
Definition/Business Rules	Displays the eight-digit Office of Postsecondary Education Identification number for the school at which enrollment was reported.
Actions to be performed	The OPEID is automatically displayed.
Business Object (Attribute)	School (orgName)
Validation	None.

Most Recent Status	
Element	Label
Definition/Business Rules	Displays the status most recently reported for the student at that school.
Actions to be performed	The most recent status is automatically displayed.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Eff. Date	
Element	Label
Definition/Business Rules	<p>The Effective Date, which is the date when the most recently reported status took effect. The following special rules apply:</p> <ul style="list-style-type: none"> • The NSLDS sets Effective Date equal to the Certification Date for Enrollment Status 'X' (Never Attended) or 'Z' (No Record Found) when it is not supplied 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). <p><i>Masks</i> - The Eff. Date is displayed in the MM/DD/CCYY format.</p>
Actions to be performed	The effective date of the borrower is automatically displayed.
Business Object (Attribute)	Student (enrollmentDetailAL)

Eff. Date	
Validation	None.

ACD	
Element	Label
Definition/Business Rules	<p>Displays the date when the student completed, or was expected to complete, his or her studies. The following special rules apply:</p> <ul style="list-style-type: none"> • 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). <p><i>Masks</i> - The ACD is displayed in the MM/DD/CCYY format.</p>
Actions to be performed	The ACD is automatically displayed.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Certification Date	
Element	Label
Definition/Business Rules	<p>Displays the date a school certified the enrollment information.</p> <p>Sources other than schools do not certify enrollment data. So if an Enrollment Summary record is based on non-school data, the Certification Date and Cert. Method boxes for that record will display 'N/A' (Not Applicable).</p> <p><i>Masks</i> - The Certification Date is displayed in the MM/DD/CCYY format.</p>
Actions to be performed	The Certification Date is automatically displayed.
Business Object (Attribute)	Student (EnrollmentDetailAL)

Certification Date	
Validation	None.

Cert. Method	
Element	Label
Definition/Business Rules	<p>Displays the Certification method the school used to certify the enrollment information.</p> <ul style="list-style-type: none"> • <i>School Batch</i>—The school certified the enrollment information through the batch enrollment reporting process. • <i>NSLDS Web</i>—The school certified the enrollment information using the Enrollment Maintenance page. <p>Sources other than schools do not certify enrollment data. So if an Enrollment Summary record is based on non-school data, the Certification Date and Cert. Method boxes for that record will display 'N/A' (Not Applicable).</p>
Actions to be performed	The Cert. Method is automatically displayed.
Business Object (Attribute)	Student (EnrollmentDetailAL)
Validation	None.

3.2 Enrollment Detail

Description	Displays a detailed history of a student's enrollment status at one or more schools.
New or Existing	Existing
User Group (Screen Level)	\$LENDER, \$LENDV, \$\$SCHDPC, \$PICTEL, \$PICLET, \$GAINQ, \$ED, \$\$SCHSCR, \$\$SCHFAT, \$STAGNT, \$CSC
Requirements Traceability	1.029
Reference(s)	EDNET.ASP
Business Object	Student, School, GA, Servicer

3.2.1 Software Unit Logic

NSLDS I File Name:	endet.asp
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NSLDS II File Name:	Enr1Det.jsp
Pre-Status:	<p>This screen is accessible from the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Enrollment Summary (Link: Active Bullet Number, Pushbutton: Enrollment Detail)
Post-Status:	<p>This screen allows a user to navigate to any of the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Enrollment Summary (Link: Enrollment Summary) • Enrollment Add (Link: Enrollment Add) • Enrollment Update (Link: Enrollment Update) • Enrollment Reporting Schedule (Link: Enrollment Reporting Schedule) • Student/PLUS Borrower Name Search (Pushbutton: Name Search) • System Log On (Link: Logoff Icon) • Contact Us (Link: Contact Icon) • Menu (Link: Menu Tab) • Loan History (Link: Aid Tab) • Organization Contact List (Link: Org Tab) • Reports (Link: Reports Tab) • Transfer Monitoring List (Link: Menu Tab) • External Contact List (Link: Support Tab) • Privacy Act (Link: Privacy Act) • SSCR School Waiver List (Link: SSCR School Waiver List) • Past Enrollment Report (Link: Past Enrollment Report)
Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • Info.gif • Help.gif • back.gif • Error.gif
Tab Order:	<ol style="list-style-type: none"> 1. SSN 2. First Name 3. DOB 4. Retrieve 5. Name Search 6. Department of Education Region 0 7. Return to Enrollment Summary 8. Help Icon 9. Enrollment At 10. Show Records

	<ol style="list-style-type: none">11. Reported By12. Sort Schools By13. Sort Records By14. Begin Effective Date15. End Effective Date16. Apply17. Santa Clara University 00132600 (Example)18. Return to Top of Page19. Privacy Act of 1974 (As Amended)20. URL Navigation Bar21. Menu Tab22. Aid Tab23. Org Tab24. Report Tab25. Tran Tab26. Support Tab27. Contact Us Icon28. Help Icon29. Logoff Icon30. Enrollment Summary31. Enrollment Add32. Enrollment Update33. Enrollment Reporting Schedule34. SSCR School Wavier List35. Past Enrollment Report
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3.2.2 Design Details

The following screenshot highlights the functionality of the Enrollment Detail screen.

Enrollment Detail

Advanced Display Options

Enrollment At: All Schools
 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

SANTA CLARA UNIVERSITY 00132600								
Reported By	Reported By ID	Status	Eff. Date	Active	ACD	Cert. Date	Cert. Method	Date Received
School	00132600	Leave of Absence	01/01/1970	Yes	12/30/1971	07/22/1998	School Batch	10/29/2001
UNIVERSITY OF CONNECTICUT 00141700								
Reported By	Reported By ID	Status	Eff. Date	Active	ACD	Cert. Date	Cert. Method	Date Received
School	00141700	Leave of Absence	05/23/1998	Yes	05/23/2000	10/15/1998	School Batch	10/29/2001
BRIGHAM YOUNG UNIVERSITY 00367000								
Reported By	Reported By ID	Status	Eff. Date	Active	ACD	Cert. Date	Cert. Method	Date Received
School	00367000	Half Time	09/07/2000	Yes	11/15/2000	09/07/2000	School Batch	10/29/2001

PRIVACY ACT OF 1974 (AS AMENDED)

Figure 5, Enrollment Detail

3.2.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Enrollment Summary	
Element	Link

Enrollment Summary	
Definition/Business Rules	Allows a user to navigate to the Enrollment Summary screen. This link is deactivated when the user is in the Enrollment Summary screen.
Actions to be performed	When clicked, the Enrollment Summary screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Add	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Add screen.
Actions to be performed	When clicked, the Enrollment Add screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Update	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Update screen.
Actions to be performed	When clicked, the Enrollment Update screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

SSCR School Waiver List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the SSCR School Waiver List screen.
Actions to be performed	When clicked, the SSCR School Waiver List screen appears.

SSCR School Waiver List	
Business Object (Attribute)	None.
Validation	None.

Past Enrollment Report	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Past Enrollment screen.
Actions to be performed	When clicked, the Past Enrollment screen appears.
Business Object (Attribute)	None.
Validation	None.

SSN	
Element	Textbox
Definition/Business Rules	Allows a user to enter a Social Security Number. <i>Min Characters – 0</i> <i>Max Characters – 11</i> <i>Masks - SSN must be entered in a “123456789” or “123-45-6789” format.</i>
Actions to be performed	As the user enters their SSN, it is displayed in the textbox in editable format. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (SSN)
Validation	None.

First Name	
Element	Textbox
Definition/Business Rules	Allows a user to enter a First Name. <i>Min Characters – 0</i> <i>Max Characters – 12</i>
Actions to be performed	As the user enters their Name, it is displayed in the textbox in editable format. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (firstName)
Validation	None.

DOB	
Element	Textbox
Definition/Business Rules	Allows a user to enter a Date of Birth. <i>Min Characters - 0</i> <i>Max Characters - 10</i> <i>Masks - DOB must be entered with a "MMDDCCYY", "MM/DD/CCYY" or "MM-DD-CCYY" format.</i>
Actions to be performed	As the user enters their Date of Birth, it is displayed in the textbox in editable format. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (DOB)
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve loan information on a specific student based on the search criteria entered in the SSN, First Name, and DOB fields.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors and students matching the criteria are identified, the Enrollment Detail is displayed for each student. If there are errors, the appropriate error message is displayed. If there are no errors and no students are found, a message indicating that no records are found.
Business Object (Attribute)	None.
Validation	An error message appears at the top of the screen for the following conditions: <ul style="list-style-type: none"> <i>Condition:</i> A user enters characters (e.g. a, b, c, \$, or &) in the SSN search field. <i>Message:</i> Please enter a 9 digit numeric SSN. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the SSN search field becomes red. Display Error.gif. <i>Condition:</i> A user enters a SSN less than 9 characters in the SSN search field.

Retrieve	
	<p><i>Message:</i> Please enter a 9 digit numeric SSN. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the SSN search field becomes red. Display Error.gif.</p> <ul style="list-style-type: none"> <p><i>Condition:</i> A user has entered a SSN and First Name or DOB in the search fields. <i>Message:</i> Please enter either all 3 identifiers or SSN. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the search field whose data was not provided becomes red. Display Error.gif.</p> <p><i>Condition:</i> A user has entered a valid SSN and First Name and an invalid DOB (i.e., characters in the DOB field or not in MMDDCCYY, MM/DD/CCYY, or MM-DD-CCYY format) in the search fields. <i>Message:</i> Please enter the Date of Birth in the MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the DOB search field becomes red. Display Error.gif.</p> <p>An information message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> <p><i>Condition:</i> There is a match on the SSN in the database, but not on the DOB and First Name for that user in the search fields. <i>Message:</i> Match on SSN. No match on DOB & First Name. The PLUS Borrower SSN was not found. <i>Location:</i> Server <i>Additional Information:</i> An informational screen appears displaying the message stated above.</p> <p><i>Condition:</i> There is a match on SSN and DOB in the database, but not on the First Name for</p>

Retrieve	
	<p>that user in the search fields. <i>Message:</i> Match on SSN and DOB. No match on First Name. The PLUS Borrower SSN was not found. <i>Location:</i> Server <i>Additional Information:</i> An informational screen appears displaying the message stated above.</p> <ul style="list-style-type: none"> • <i>Condition:</i> There is a match on SSN and First Name in the database, but not on the DOB for that user in the search fields. <i>Message:</i> Match on SSN and First Name. No match on DOB. The PLUS Borrower SSN was not found. <i>Location:</i> Server <i>Additional Information:</i> An informational screen appears displaying the message stated above. • <i>Condition:</i> A user has entered an SSN in the search field that was not found in the database. <i>Message:</i> The Student SSN was not found. The PLUS Borrower SSN was not found. <i>Location:</i> Server <i>Additional Information:</i> An informational screen appears displaying the message stated above.

Name Search	
Element	Pushbutton
Definition/Business Rules	Allows a user to navigate to the Student/PLUS Borrower Name Search screen.
Actions to be performed	Users clicks on the pushbutton, the Student/PLUS Borrower Name Search screen appears.
Business Object (Attribute)	None.
Validation	None.

Return to Enrollment Summary	
Element	Link

Return to Enrollment Summary	
Definition/Business Rules	Allows a user to navigate to the Enrollment Summary screen.
Actions to be performed	When clicked, the Enrollment Summary screen appears.
Business Object (Attribute)	None.
Validation	None.

John A Smith (example)	
Element	Label
Definition/Business Rules	Displays the Name of a borrower whose enrollment information is displayed. The history icon will appear next to the name if a user has had multiple names in the past.
Actions to be performed	The name of the borrower is automatically displayed.
Business Object (Attribute)	Student (firstName, middleInitial, lastName)
Validation	None.

SSN	
Element	Label
Definition/Business Rules	Displays the Social Security Number of a borrower whose enrollment information is displayed. The history icon will appear next to the SSN if a user has had multiple SSNs names in the past. <i>Masks</i> – The SSN is displayed in the “123-45-6789” format.
Actions to be performed	The SSN is automatically displayed.
Business Object (Attribute)	Student (SSN)
Validation	None.

DOB	
Element	Label
Definition/Business Rules	Displays the Date of Birth of a borrower whose enrollment information is displayed.
Actions to be performed	The Date of Birth is automatically displayed. <i>Masks</i> – The DOB is displayed in the

DOB	
	MM/DD/CCYY format.
Business Object (Attribute)	Student (DOB)
Validation	None.

Enrollment At	
Element	Dropdown Box
Definition/Business Rules	<p>Allows a user to select enrollment information about all the schools the student has attended or about an individual school identified by name and OPEID.</p> <p>If there are multiple schools a student has attended, this field will display “All Schools” (the exception to this is when the user selects the Record Number in the Enrollment Summary screen, then this field will display the name of the school). The dropdown box will also contain a list of all the individual schools the student has been enrolled at.</p> <p>If the student has only attended one school this field will display the name of that school.</p>
Actions to be performed	<p>When the user clicks on the Enrollment At Dropdown Box, a list of schools that the student attended appear.</p> <p>On Enter Apply pushbutton is enacted.</p>
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Show Records:	
Element	Dropdown Box
Definition/Business Rules	<p>Allows a user to select which records to view:</p> <ul style="list-style-type: none"> <i>All Active and Inactive</i>—Allows a user to view a complete record of what enrollment information was reported to the NSLDS and when it was reported. If a user selects this option, a user should distinguish between active records, which contain current information about a

Show Records:	
	<p>student's enrollment history, and inactive records, which contain enrollment information previously reported to the NSLDS but no longer current.</p> <ul style="list-style-type: none"> • <i>Active Only</i>—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 a user to view a complete record of a student's enrollment history, as the NSLDS currently understands it. • <i>Active Only, Changes Only, Earliest Certified</i>—Allows a user 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 user select this option, records containing such changes are displayed together with the first Certification Date on which they took effect. • <i>Active Only, Changes Only, Latest Certified (Default Setting)</i>—Allows a user 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 a user selects this option, records containing such changes are displayed together with the last Certification Date on which they were in effect.
Actions to be performed	<p>When the user clicks on the Show Records Dropdown Box, a list of options appear that allow a user to select what data they would like to view.</p> <p>On Enter</p>

Show Records:	
	Apply pushbutton is enacted.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Reported By:	
Element	Dropdown Box
Definition/Business Rules	<p>Allows a user to restrict the enrollment information that displays to what was reported by specific types of organizations.</p> <ul style="list-style-type: none"> • <i>All</i>—Allows you to view information reported by both schools and non-school organizations such as guaranty agencies and lenders. • <i>Schools (Default Setting)</i>—Allows you to view only information reported by schools. • <i>Non-Schools</i>—Allows you to view only information reported by organizations other than schools, including guaranty agencies and lenders.
Actions to be performed	<p>When the user clicks on the Reported By Dropdown Box, a list of options appear that allow a user to select who reported the enrollment information.</p> <p>On Enter Apply pushbutton is enacted.</p>
Business Object (Attribute)	School (orgType), GA (orgType), Servicer (orgType)
Validation	None.

Sort Schools By:	
Element	Dropdown Box
Definition/Business Rules	<p>Allows a user to select the order in which the schools students have attended are displayed on the page.</p> <ul style="list-style-type: none"> • <i>OPEID (Default Setting)</i>—Orders the

Sort Schools By:	
	<p>schools numerically by their eight-digit Office of Postsecondary Education Identification number (OPEID).</p> <ul style="list-style-type: none"> • <i>Name</i>—Orders the schools alphabetically by their names. • <i>Merge Schools</i>—Combines enrollment information from all the schools the student attended in a single table.
Actions to be performed	<p>When the user clicks on the Sort Schools By Dropdown Box, a list of options appear that allow a user to sort the schools a student attended.</p> <p>On Enter Apply pushbutton is enacted.</p>
Business Object (Attribute)	School (orgCode, orgName), GA (orgCode, orgName), Servicer (orgCode, orgName)
Validation	None.

Sort Records By:	
Element	Dropdown Box
Definition/Business Rules	<p>Allows a user to select the order in which records for a student's enrollment at a given school are displayed.</p> <ul style="list-style-type: none"> • <i>Reported By, Certification Date</i> (Default Setting)—Performs a primary sort on Reported By and a secondary sort on Certification Date. • <i>Reported By, Effective Date</i>—Performs a primary sort on Reported By and a secondary sort on Effective Date. • <i>Reported By, Anticipated Completion Date</i>—Performs a primary sort on Reported By and a secondary sort on Anticipated Completion Date. • <i>Date Received</i>—Performs a single sort on the date when the NSLDS received the information. This sort is the only sort that

Sort Records By:	
	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.
Actions to be performed	When the user clicks on the Sort Schools By Dropdown Box, a list of options appear that allow a user to sort the records for a student's enrollment at a given school. On Enter Apply pushbutton is enacted.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Begin Effective Date:	
Element	Textbox
Definition/Business Rules	Allows a user to display only records with an Effective Date later than or equal to the date entered. <i>Min Characters - 0</i> <i>Max Characters - 10</i> <i>Masks - The Begin Effective Date must be entered with a "MMDDCCYY", "MM/DD/CCYY" or "MM-DD-CCYY" format.</i>
Actions to be performed	As the user enters the Begin Effective Date, it is displayed in the textbox in editable format. On Enter Apply pushbutton is enacted.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

End Effective Date:	
Element	Textbox
Definition/Business Rules	Allows a user to display only records with an Effective Date earlier than or equal to the date entered. <i>Min Characters - 0</i>

End Effective Date:	
	<p><i>Max Characters</i> – 10</p> <p><i>Masks</i> – The End Effective Date must be entered with a “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format.</p>
Actions to be performed	<p>As the user enters the End Effective Date, it is displayed in the textbox in editable format.</p> <p>On Enter Apply pushbutton is enacted.</p>
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Apply	
Element	Pushbutton
Definition/Business Rules	Allows a user to submit the criteria selected in the Advanced Display Options.
Actions to be performed	By clicking on the pushbutton, the selected records that meet the user’s criteria are displayed in the Enrollment Detail screen.
Business Object (Attribute)	None.
Validation	<p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> <p><i>Condition:</i> Begin Effective Date must be less than End Effective Date. <i>Message:</i> Please enter a valid Begin Effective Date less than End Effective Date in MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The Begin Effective Date and End Effective Date labels become red. Display Error.gif.</p> <p><i>Condition:</i> Begin Effective Date and End Effective Date are not entered in the MMDDCCYY, MM-DD-CCYY, or MM/DD/CCYY format. <i>Message:</i> Please enter a valid Begin Effective Date and End Effective in MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The Begin Effective Date and End Effective Date labels become</p>

Apply	
	<p>red. Display Error.gif.</p> <ul style="list-style-type: none"> <p><i>Condition:</i> Begin Effective Date is not entered in the MMDDCCYY, MM-DD-CCYY, or MM/DD/CCYY format. <i>Message:</i> Please enter Begin Effective Date in MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The Begin Effective label becomes red. Display Error.gif.</p> <p><i>Condition:</i> End Effective Date is not entered in the MMDDCCYY, MM-DD-CCYY, or MM/DD/CCYY format. <i>Message:</i> Please enter a valid End Effective Date in MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The End Effective label becomes red. Display Error.gif.</p> <p>An information message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> <p><i>Condition:</i> Records were not found using the current Advanced Display options selected by the user. <i>Message:</i> No records found using the current Advanced Display options. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif.</p> <p><i>Condition:</i> Records were not found using the current Advanced Display options selected by the user. <i>Message:</i> No records found using the current Advanced Display options. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif.</p>

Santa Clara University 00132600 (example)	
Element	Link
Definition/Business Rules	Displays the name and OPEID of the school where enrollment has been reported for a student.

Santa Clara University 00132600 (example)	
	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 a user selects 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.
Actions to be performed	When clicked, the Organization Contact List screen appears with Santa Clara University's contact information.
Business Object (Attribute)	School (orgName, orgCode)
Validation	None.

Reported By	
Element	Label
Definition/Business Rules	Displays the type of organization that reported the enrollment information.
Actions to be performed	The Reported By data is automatically displayed.
Business Object (Attribute)	School (orgType), GA (orgType)
Validation	None.

Reported By ID	
Element	Label
Definition/Business Rules	Displays the organizational code, such as the OPEID or guaranty agency number, for the organization that reported the enrollment information.
Actions to be performed	The Reported By ID is automatically displayed.
Business Object (Attribute)	School (orgCode), GA (orgCode)
Validation	None.

Status	
Element	Label
Definition/Business Rules	Displays the student's enrollment status.
Actions to be performed	The student's enrollment status is automatically displayed.
Business Object (Attribute)	School (status)
Validation	None.

Eff. Date

Eff. Date	
Element	Label
Definition/Business Rules	<p>Displays the Effective Date, which is the date when the reported status took effect. The following special rules apply:</p> <ul style="list-style-type: none"> • The NSLDS sets Effective Date equal to Certification Date for Enrollment Status 'Z' (No Record Found). • 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). <p><i>Masks</i> – The Eff. date is displayed in the MM/DD/CCYY format.</p>
Actions to be performed	The Eff. Date is automatically displayed.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Active	
Element	Label
Definition/Business Rules	<p>Displays a flag identifying whether a record reflects the NSLDS's current understanding of a student's enrollment history.</p> <ul style="list-style-type: none"> • <i>Yes</i>—Indicates that the record is active and reflects the NSLDS's current understanding of a student's enrollment history. • <i>No</i>—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.
Actions to be performed	The active field is automatically displayed.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

ACD	
Element	Label
Definition/Business Rules	<p>Displays 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:</p> <ul style="list-style-type: none"> • 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). <p><i>Masks</i> – The ACD is displayed in the MM/DD/CCYY format.</p>
Actions to be performed	The ACD is automatically displayed.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Cert Date	
Element	Label
Definition/Business Rules	<p>Displays the Certification Date, which is the date as of which the school certified that the enrollment information was accurate.</p> <p><i>Masks</i> – The Cert Date is displayed in the MM/DD/CCYY format.</p>
Actions to be performed	The Cert Date is automatically displayed.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Cert Method	
Element	Label
Definition/Business Rules	Displays the Certification Method the school used

Cert Method	
	to certify the enrollment information. <ul style="list-style-type: none"> • <i>School Batch</i>—The school certified the enrollment information through the batch enrollment reporting process. • <i>NSLDS Web</i>—The school certified the enrollment information using the Enrollment Maintenance page on this site.
Actions to be performed	The Cert Method is automatically displayed.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Date Received	
Element	Label
Definition/Business Rules	Displays the day when NSLDS processed the enrollment information. <i>Masks</i> - The Date Received is displayed in the MM/DD/CCYY format.
Actions to be performed	The Date Received is automatically displayed.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

3.3 Enrollment Timeline

Description	Displays a chronological view of a student's enrollment history. 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.
New or Existing	Existing
User Group (Screen Level)	SED, \$GAINQ, \$CSC, \$\$CHFAT, STAGNT, \$\$CHSCR, \$PICLET, SCHDPC, \$LENDER, \$LENDSV
Requirements Traceability	1.030
Reference(s)	ENTIME.ASP
Business Object	Student, Plus Borrower, School, GA, Lender, Enrollment Record

3.3.1 Software Unit Logic

NSLDS I File Name:	entime.asp
NSLDS II File Name:	EnrTmln.jsp
Pre-Status:	This screen is accessible from the following screens (depending on user access privileges): <ul style="list-style-type: none"> • Enrollment Summary (Pushbutton: Enrollment Timeline)
Post-Status:	This screen allows a user to navigate to any of the following screens (depending on user access privileges): <ul style="list-style-type: none"> • Enrollment Summary (Link: Enrollment Summary) • Enrollment Add (Link: Enrollment Add) • Enrollment Update (Link: Enrollment Update) • Enrollment Reporting Schedule (Link: Enrollment Reporting Schedule) • System Log On (Link: Logoff Icon) • Contact Us (Link: Contact Icon) • Menu (Link: Menu Tab) • Loan History (Link: Aid Tab) • Organization Contact List (Link: Org Tab) • Reports (Link: Reports Tab) • Transfer Monitoring List (Link: Menu Tab) • External Contact List (Link: Support Tab) • Privacy Act (Link: Privacy Act) • SSCR School Waiver List (Link: SSCR School Waiver List) • Past Enrollment Report (Link: Past Enrollment Report)
Gif Name:	The following graphical objects may appear on this screen: <ul style="list-style-type: none"> • Info.gif • Help.gif • back.gif • Error.gif
Tab Order:	<ol style="list-style-type: none"> 1. SSN 2. First Name 3. DOB 4. Retrieve 5. Name Search 6. Department of Education Region 0 7. Return to Enrollment Summary 8. Help Icon

	<ol style="list-style-type: none">9. Reported By10. Date11. Apply12. Return to Top of Page13. Privacy Act of 1974 (As Amended)14. URL Navigation Bar15. Menu Tab16. Aid Tab17. Org Tab18. Report Tab19. Tran Tab20. Support Tab21. Contact Us Icon22. Help Icon23. Logoff Icon24. Enrollment Summary25. Enrollment Add26. Enrollment Update27. Enrollment Reporting Schedule28. SSCR School Wavier List29. Past Enrollment Report
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3.3.2 Design Details

The following screenshot highlights the functionality of the Enrollment Timeline screen.

NSLDS Menu Aid Enroll Org Report Tran Support

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule | SSCR School Waiver List | Past Enrollment Report

SSN: First Name: DOB: (MM/DD/YYYY) Retrieve Name Search

Logged on as: SUNIL MALHOTRA from Department of Education Region 0

Return To Enrollment Summary

LYNN DELP
SSN: 111-11-1111 DOB: 05/30/1964

Enrollment Timeline

Advanced Display Options

Reported By: Date:

Apply

Statuses in Effect 09/07/2000 - Present					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
00367000	School	00367000	Half Time	09/07/2000	11/15/2000
00141700	School	00141700	Leave of Absence	05/23/1998	05/23/2000
00132600	School	00132600	Leave of Absence	01/01/1970	12/30/1971

Statuses in Effect 05/23/1998 - 09/06/2000					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
00141700	School	00141700	Leave of Absence	05/23/1998	05/23/2000
00132600	School	00132600	Leave of Absence	01/01/1970	12/30/1971

Statuses in Effect 01/01/1970 - 05/22/1998					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
00132600	School	00132600	Leave of Absence	01/01/1970	12/30/1971

PRIVACY ACT OF 1974 (AS AMENDED)

Figure 6, Enrollment Timeline

3.3.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Enrollment Summary	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Summary screen. This link is deactivated when the user is in the Enrollment Summary screen.
Actions to be performed	When clicked, the Enrollment Summary screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Add	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Add screen.
Actions to be performed	When clicked, the Enrollment Add screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Update	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Update screen.
Actions to be performed	When clicked, the Enrollment Update screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

SSCR School Waiver List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the SSCR School Waiver List screen.
Actions to be performed	When clicked, the SSCR School Waiver List screen

SSCR School Waiver List	
	appears.
Business Object (Attribute)	None.
Validation	None.

Past Enrollment Report	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Past Enrollment screen.
Actions to be performed	When clicked, the Past Enrollment screen appears.
Business Object (Attribute)	None.
Validation	None.

SSN	
Element	Textbox
Definition/Business Rules	Allows a user to enter a Social Security Number. <i>Min Characters - 0</i> <i>Max Characters - 11</i> <i>Masks - SSN must be entered in a "123456789" or "123-45-6789" format.</i>
Actions to be performed	As the user enters their SSN, it is displayed in the textbox in editable format. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (SSN)
Validation	None.

First Name	
Element	Textbox
Definition/Business Rules	Allows a user to enter a First Name. <i>Min Characters - 0</i> <i>Max Characters - 12</i>
Actions to be performed	As the user enters the First Name, it is displayed in the textbox in editable format. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (DOB)

First Name	
Validation	None.

DOB	
Element	Textbox
Definition/Business Rules	Allows a user to enter a Date of Birth. <i>Min Characters - 0</i> <i>Max Characters - 10</i> <i>Masks - DOB must be entered with a “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format.</i>
Actions to be performed	As the user enters their Date of Birth, it is displayed in the textbox in editable format. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (DOB)
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve loan information on a specific student based on the search criteria entered in the SSN, First Name, and DOB fields.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors and students matching the criteria are identified, the Enrollment Timeline information is displayed for each student. If there are errors, the appropriate error message is displayed. If there are no errors and no students are found, a message indicating that no records are found.
Business Object (Attribute)	None.
Validation	<ul style="list-style-type: none"> <i>Condition:</i> Upon successful validation, the enrollment timeline information is displayed in the Enrollment Timeline screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. <p>An error message appears at the top of the screen for the following conditions:</p>

Retrieve	
	<ul style="list-style-type: none"> • <i>Condition:</i> A user enters characters (e.g. a, b, c, \$, or &) in the SSN search field. <i>Message:</i> Please enter a 9 digit numeric SSN. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the SSN search field becomes red. Display Error.gif. • <i>Condition:</i> A user enters a SSN less than 9 characters in the SSN search field. <i>Message:</i> Please enter a 9 digit numeric SSN. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the SSN search field becomes red. Display Error.gif. • <i>Condition:</i> A user has entered a SSN and First Name or DOB in the search fields. <i>Message:</i> Please enter either all 3 identifiers or SSN. Display Error.gif. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the search field whose data was not provided becomes red. Display Error.gif. • <i>Condition:</i> A user has entered a valid SSN and First Name and an invalid DOB (i.e., characters in the DOB field or not in MMDDCCYY, MM/DD/CCYY, or MM-DD-CCYY format) in the search fields. <i>Message:</i> Please enter the Date of Birth in the MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the DOB search field becomes red. Display Error.gif. <p>An information message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> • <i>Condition:</i> There is a match on the SSN in the database, but not on the DOB and First Name

Retrieve	
	<p>for that user in the search fields. <i>Message:</i> Match on SSN. No match on DOB & First Name. The PLUS Borrower SSN was not found. <i>Location:</i> Server <i>Additional Information:</i> An informational screen appears displaying the message stated above. Display Info.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> There is a match on SSN and DOB in the database, but not on the First Name for that user in the search fields. <i>Message:</i> Match on SSN and DOB. No match on First Name. The PLUS Borrower SSN was not found. <i>Location:</i> Server <i>Additional Information:</i> An informational screen appears displaying the message stated above. Display Info.gif. • <i>Condition:</i> There is a match on SSN and First Name in the database, but not on the DOB for that user in the search fields. <i>Message:</i> Match on SSN and First Name. No match on DOB. The PLUS Borrower SSN was not found. <i>Location:</i> Server <i>Additional Information:</i> An informational screen appears displaying the message stated above. Display Info.gif. • <i>Condition:</i> A user has entered an SSN in the search field that was not found in the database. <i>Message:</i> The Student SSN was not found. The PLUS Borrower SSN was not found. <i>Location:</i> Server <i>Additional Information:</i> An informational screen appears displaying the message stated above. Display Info.gif.

Name Search	
Element	Pushbutton

Name Search	
Definition/Business Rules	Allows a user to navigate to the Student/PLUS Borrower Name Search screen.
Actions to be performed	By clicking on the pushbutton, the user is directed to the Student/PLUS Borrower Name Search screen.
Business Object (Attribute)	None.
Validation	None.

Return to Enrollment Summary	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Summary screen.
Actions to be performed	When clicked, the Enrollment Summary screen appears.
Business Object (Attribute)	None.
Validation	None.

Lynn Delp (example)	
Element	Label
Definition/Business Rules	Displays the name of a borrower whose enrollment information is displayed. The history icon will appear next to the name if a user has had multiple names in the past.
Actions to be performed	The name of the borrower is automatically displayed.
Business Object (Attribute)	Student (firstName, middleInitial, lastName)
Validation	None.

SSN	
Element	Label
Definition/Business Rules	Displays the Social Security Number of a borrower whose enrollment information is displayed. The history icon will appear next to the SSN if a user has had multiple SSNs names in the past. <i>Masks</i> - The SSN is displayed in the "123-45-6789" format.
Actions to be performed	The SSN is automatically displayed.

SSN	
Business Object (Attribute)	Student (SSN)
Validation	None.

DOB	
Element	Label
Definition/Business Rules	Displays the Date of Birth of a borrower whose enrollment information is displayed. <i>Masks</i> - The DOB is displayed in the MM/DD/CCYY format.
Actions to be performed	The Date of Birth is automatically displayed.
Business Object (Attribute)	Student (DOB)
Validation	None.

Reported By:	
Element	Dropdown Box
Definition/Business Rules	Allows a user to restrict the enrollment information that displays what was reported by specific types of organizations. <ul style="list-style-type: none"> • <i>All</i>—Allows a user to view information reported by both schools and non-school organizations such as guaranty agencies and lenders. • <i>Schools (Default Setting)</i>—Allows a user to view only information reported by schools. • <i>Non-Schools</i>—Allows a user to view only information reported by organizations other than schools, including guaranty agencies and lenders.
Actions to be performed	When the user clicks on the Reported By Dropdown Box, a list of options appear that allow a user to display enrollment information reported by a specific type of organization. On Enter Apply pushbutton is enacted.
Business Object (Attribute)	School (orgType), GA (orgType)

Reported By:	
Validation	None.

Date:	
Element	Textbox
Definition/Business Rules	<p>Allows a user to enter the date for filtering purposes. This causes the date range containing the date the user types to appear at the top of the timeline.</p> <p><i>Masks</i> -The Date must be entered with a “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format.</p>
Actions to be performed	<p>As the user enters their Date, it is displayed in the textbox in editable format.</p> <p>On Enter Apply pushbutton is enacted.</p>
Business Object (Attribute)	Student (enrollmentTimelineAL)
Validation	None.

Apply	
Element	Pushbutton
Definition/Business Rules	<p>Allows a user to submit the criteria they selected in the Advanced Display Options.</p> <p>The Enrollment Timeline table displays the enrollment information in descending chronological order, from the present to the earliest time period for which any enrollment was reported. The enrollment information displayed on the timeline is ordered by Effective Date.</p>
Actions to be performed	By clicking on the pushbutton, the enrollment timeline information for the student appears based on the filtered criteria in the Enrollment Timeline screen.
Business Object (Attribute)	None.
Validation	<p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> • <i>Condition:</i> The date was not entered in the “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format.

Apply	
	<p><i>Message:</i> Please enter a valid Date in MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> Display Error.gif.</p> <p>An information message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> • <i>Condition:</i> TBD <i>Message:</i> The date entered is out of range. <i>Location:</i> TBD <i>Additional Information:</i> Display Info.gif. • <i>Condition:</i> Records were not found using the current Advanced Display options selected by the user. <i>Message:</i> No enrollment records found using the current Advanced Display options. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif. <p>A warning message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> • <i>Condition:</i> TBD <i>Message:</i> To view information about enrollment at additional schools, select Non-Schools or All as the Reported By option. <i>Location:</i> TBD <i>Additional Information:</i> Warn.gif.

Statuses in Effect	
Element	Label
Definition/Business Rules	<p>Displays the dates within which a set of enrollment status is in effect. This information occupies the banners that extend across the page and divide one time period from the next.</p> <p><i>Masks</i> – The date is displayed in the MM/DD/CCYY format.</p>
Actions to be performed	The Statuses in Effect is automatically displayed.
Business Object (Attribute)	Student (enrollmentTimelineAL)

Statuses in Effect	
Validation	None.

School OPEID	
Element	Label
Definition/Business Rules	Displays the Office of Postsecondary Education Identification number (OPEID) of the school for which enrollment was reported.
Actions to be performed	The School OPEID is automatically displayed.
Business Object (Attribute)	School (orgCode)
Validation	None.

Reported By	
Element	Label
Definition/Business Rules	Displays the type of organization that reported the enrollment information.
Actions to be performed	The Reported By is automatically displayed.
Business Object (Attribute)	School (orgType), GA (orgType)
Validation	None.

Reported By ID	
Element	Label
Definition/Business Rules	Displays the organizational code, such as OPEID or guaranty agency number, for the organization that reported the enrollment information.
Actions to be performed	The Reported By ID is automatically displayed.
Business Object (Attribute)	School (orgCode), GA (orgCode)
Validation	None.

Status	
Element	Label
Definition/Business Rules	Displays the student's Enrollment Status.
Actions to be performed	The Status is automatically displayed.
Business Object (Attribute)	School (status)
Validation	None.

Eff. Date	
Element	Label

Eff. Date	
Definition/Business Rules	<p>Displays the Effective Date, which is the date when the status took effect. The following special rules apply:</p> <ul style="list-style-type: none"> • The NSLDS sets Effective Date equal to Certification Date for Enrollment Status 'Z' (No Record Found). • 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). <p><i>Masks</i> – The Eff. Date is displayed in the MM/DD/CCYY format.</p>
Actions to be performed	The Eff. Date is automatically displayed.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Last ACD	
Element	Label
Definition/Business Rules	<p>Displays 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:</p> <ul style="list-style-type: none"> • 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). <p><i>Masks</i> – The ACD is displayed in the</p>

Last ACD	
	MM/DD/CCYY format.
Actions to be performed	The Last ACD is automatically displayed.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

3.4 Enrollment Maintenance

Description	Allows school users to update the enrollment information for students attending their school.
New or Existing	Existing
User Group (Screen Level)	SSCHSCR
Requirements Traceability	1.031, 1.032
Reference(s)	ENRLADUP.ASP, WC30 Enrollment Maintenance Retrieval Server, WC32 Enrollment Maintenance Update Server
Business Object	Student, Lender, Servicer, School, GA, ED, State Agency

3.4.1 Software Unit Logic

NSLDS I File Name:	enrladup.asp
NSLDS II File Name:	EnrMntnc.jsp
Pre-Status:	<p>This screen is accessible from the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Enrollment Summary (Pushbutton: Enrollment Maintenance) • Enrollment Update (Pushbutton: Retrieve) • Enrollment Add (Pushbutton: Retrieve)
Post-Status:	<p>This screen allows a user to navigate to any of the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • System Log On (Link: Logoff Icon) • Contact Us (Link: Contact Icon) • Menu (Link: Menu Tab) • Loan History (Link: Aid Tab) • Organization Contact List (Link: Org Tab) • Reports (Link: Reports Tab)

	<ul style="list-style-type: none"> • Transfer Monitoring List (Link: Menu Tab) • External Contact List (Link: Support Tab) • Privacy Act (Link: Privacy Act) • SSCR School Waiver List (Link: SSCR School Waiver List) • Past Enrollment Report (Link: Past Enrollment Report)
Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • Check.gif • Error.gif • PrevGroup.gif • NextGroup.gif • Info.gif • Help.gif • SmInfo.gif • SmError.gif • plus.gif
Tab Order:	<ol style="list-style-type: none"> 1. Retrieve/Sort by 2. Begin Value 3. Exact Match Only 4. Retrieve 5. Recertification Date 6. Check All 7. Checkbox 8. <u>1</u> (example) 9. Cert Date 10. Enroll Code 11. Eff. Date 12. ACD 13. Student Designator 14. Certify Checked Students 15. Reset 16. Return to Top of Page 17. Privacy Act of 1974 (As Amended) 18. URL Navigation Bar 19. Menu Tab 20. Aid Tab 21. Org Tab 22. Report Tab 23. Tran Tab 24. Support Tab 25. Contact Us Icon 26. Help Icon 27. Logoff Icon 28. Enrollment Summary

	29. Enrollment Add 30. Enrollment Update 31. Enrollment Reporting Schedule 32. SSCR School Wavier List 33. Past Enrollment Report
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3.4.2 Design Details

The following screenshot highlights the functionality of the Enrollment Maintenance screen.

NSLDS Menu Aid Enroll Org Report Tran Support

Enrollment Summary | Enrollment Aid | Enrollment Dates | Enrollment Reporting Schedule | SSCB School Waiver List | Past Enrollment Report

Logged on as: SUNIL MALHOTRA from UNIVERSITY OF ILLINOIS AT URBANA - CHAMPAIGN

Name: UNIVERSITY OF ILLINOIS AT URBANA - CHAMPAIGN
Code: 0017500 Type: School

Enrollment Maintenance

Retrieve/Sort by: Begin Value: Exact Match Only

Currently Retrieved/Sorted by: SSN Begin Value: 11111111
Enrollment Codes: A, D, F, G, H, L, W, X, Z

Recertification Date: 10/06/2009

SSN	Name	Eff. Date	ACD	DOB	Student Designator
111-11-1112	SAUL H CHAPMAN	08/13/1994	08/13/1994	12/31/1954	
111-11-1113	ROBERT MANNIS	08/31/1982	08/31/1982	08/28/1958	
111-11-1114	JONATHAN G BAKER	05/10/1994	05/10/1994	04/23/1971	
111-11-1115	JENNIFER C PADNICK	05/31/1994	05/31/1994	01/25/1972	
111-11-1116	CRISTINA M BETTECOURT	02/12/1997	09/01/2000	08/15/1985	
111-11-1117	KEVIN J BARRS	12/31/1988	12/31/1988	06/17/1986	
111-11-1118	HENRY J NEEMAN	04/19/1995	09/30/1995	05/15/1985	
111-11-1119	ROBERT L STAMPE	04/19/1988	08/30/1988	08/05/1961	
111-11-1120	SEMAJ S COLLINS	08/28/2003	08/28/2003	04/16/1972	
111-11-1121	MONICA A MELOGRANA	08/31/1988	08/31/1988	02/27/1964	
111-11-1122	ARASH NAHATIAN	10/19/1995	10/31/1995	08/30/1975	
111-11-1123	DARRELL KRESS	06/03/1995	06/31/1995	11/17/1975	
111-11-1124	ANDREA M KLIMCKE	04/19/1995	05/31/1995	09/10/1963	
111-11-1125	DAVID P TOMASILA	12/17/1994	12/17/1994	08/17/1970	
111-11-1126	ROBERT V CADMAN	09/31/1994	09/31/1994	03/02/1972	
111-11-1127	KIRSTIN L HAUGETO	04/13/1988	08/13/1988	06/28/1969	
111-11-1128	CONOR K GORMAN			02/05/1970	
111-11-1129	CHUNJIE MI	08/26/1993	08/31/1997	10/15/1974	
111-11-1130	RANDALL J ANDERSON			11/25/1971	
111-11-1131	ANA T BELLO			06/18/1969	
111-11-1132	JOHN J SHUDELL	04/19/1995	05/12/1995	12/05/1985	
111-11-1133	B WHITTLE			11/11/1937	
111-11-1134	MARY B STROUSE	01/29/1999	08/12/1999	07/01/1983	
111-11-1135	PAELLA A POSZ	01/07/1982	11/31/1988	07/20/1968	
111-11-1136	ABDELKADI H MOHAMED	12/31/1988	08/18/1988	12/15/1956	
111-11-1137	RONALD W GREENE			04/24/1962	
111-11-1138	WILLIAM TRIPPETT	06/10/1992	05/31/1994	07/08/1968	
111-11-1139	DEREK S REUBISH	09/10/1992	05/31/1994	09/21/1971	
111-11-1140	ROBERT S HYSLOP	01/31/1995	06/30/1995	07/05/1976	
111-11-1141	EDUARDO CHUZ	01/31/1998	02/28/1998	06/27/1971	

PRIVACY ACT OF 1974 (5 USC 552)

Figure 7, Enrollment Maintenance

Enrollment Maintenance Confirm

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: 111-11-1111	NAME: LYNN DELP	DOB: 05/30/1964
Cert. Date:	11/01/2002	Enroll. Code:	A
Eff. Date:	11/01/2002	ACD:	11/02/2002
Student Designator:			

Confirm Cancel

PRIVACY ACT OF 1974 (AS AMENDED)

Figure 8, Enrollment Maintenance Confirm

3.4.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Enrollment Summary	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Summary screen. This link is deactivated when the user is in the Enrollment Summary screen.
Actions to be performed	When clicked, the Enrollment Summary screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Add	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Add screen.
Actions to be performed	When clicked, the Enrollment Add screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Update	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Update screen.
Actions to be performed	When clicked, the Enrollment Update screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

SSCR School Waiver List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the SSCR School Waiver List screen.
Actions to be performed	When clicked, the SSCR School Waiver List screen appears.
Business Object (Attribute)	None.
Validation	None.

Past Enrollment Report	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Past Enrollment screen.
Actions to be performed	When clicked, the Past Enrollment screen appears.

Past Enrollment Report	
Business Object (Attribute)	None.
Validation	None.

Name:	
Element	Label
Definition/Business Rules	Displays the name of the institution whose enrollment information will be displayed.
Actions to be performed	The name is automatically displayed.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName), State Agency (orgName)
Validation	None.

Code:	
Element	Label
Definition/Business Rules	Displays the code of the institution whose enrollment information will be displayed.
Actions to be performed	The Code is automatically displayed.
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School (orgCode), GA (orgCode), ED (orgCode), State Agency (orgCode)
Validation	None.

Type:	
Element	Label
Definition/Business Rules	Displays the type of the institution whose enrollment information will be displayed.
Actions to be performed	The Type is automatically displayed.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType), State Agency (orgType)
Validation	None.

Retrieve/Sort By:	
Element	Dropdown Box
Definition/Business Rules	Allows a user to retrieve and display student enrollment records by:

Retrieve/Sort By:	
	<ul style="list-style-type: none"> • <i>SSN (Default)</i>—Displays student records in ascending numeric order by student Social Security Number. • <i>Last Name</i>—Displays student records in ascending alphabetic order by student last name. • <i>Student Designator</i>—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. <p>This field is visible to schools.</p>
Actions to be performed	<p>When the user clicks on the Retrieve/Sort By Dropdown Box, a list of options appear that allow a user to display enrollment records based on the selected criteria.</p> <p>On Enter Retrieve pushbutton is enacted.</p>
Business Object (Attribute)	School (defaultSortOrder)
Validation	None.

Begin Value:	
Element	Textbox
Definition/Business Rules	<p>Allows a user 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.</p> <p>This field is visible to schools.</p>
Actions to be performed	<p>As the user enters the Begin Value, it is displayed in the textbox in editable format.</p> <p>On Enter Retrieve pushbutton is enacted.</p>
Business Object (Attribute)	Student (SSN, lastName, studentDesignator)
Validation	None.

Exact Match Only	
Element	Checkbox
Definition/Business Rules	<p>Must be used in combination with a Begin Value</p> <p>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.</p> <p>This field is visible to schools.</p>
Actions to be performed	<p>A check will be displayed if the user clicks on the box.</p> <p>On Enter Retrieve pushbutton is enacted.</p>
Business Object (Attribute)	None.
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	<p>Allows a user to retrieve student information based on the criteria specified in the Retrieve/Sort by, Begin Value, and Exact Match Only fields.</p> <p>The Enrollment Maintenance screen displays up to thirty student records at a time. If the search options 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.</p> <p>If a user links to the Enrollment Maintenance screen from the Enrollment Update screen, any Advanced Search Options a user sets on Enrollment Update will remain in effect on Enrollment Maintenance. To change them, a user must return to Enrollment Update.</p> <p>If a user navigates to the Enrollment Maintenance screen from the Enrollment Summary or</p>

Retrieve	
	<p>Enrollment Add screen, a user can only update enrollment information for the Student (s) already displayed on the earlier screen. A user cannot initiate a new search for different student enrollment information.</p> <p>This field is visible to schools.</p>
Actions to be performed	<p>By clicking on the pushbutton, validation is performed. If there are no errors, a list is displayed with student enrolment information matching the criteria identified. If there are errors, the appropriate error message is displayed. If there are no errors and no students are found, a message indicating that no records are found.</p>
Business Object (Attribute)	None.
Validation	<ul style="list-style-type: none"> <p><i>Condition:</i> Upon successful validation, the students matching the filtered criteria are displayed in the Enrollment Maintenance screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.</p> <p>An information message appears at the top of the screen for the following conditions:</p> <p><i>Condition:</i> Records were not found based on retrieval criteria specified. <i>Message:</i> No records found for retrieval criteria specified. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif.</p>

Currently Retrieved/Sorted by:	
Element	Label
Definition/Business Rules	<p>Displays the Search Options in a shaded block. These options determine what records are retrieved from the NSLDS database and displayed in the Enrollment Maintenance screen.</p>
Actions to be performed	The Currently Retrieved/Sorted by is automatically displayed.
Business Object (Attribute)	None.

Currently Retrieved/Sorted by:	
Validation	None.

Check.gif	
Element	Gif
Definition/Business Rules	Small image of a “check mark” that appears above the checkboxes on the header row.
Actions to be performed	None.
Business Object (Attribute)	None.
Validation	None.

Recertification Date	
Element	Textbox
Definition/Business Rules	<p>Allows a user to populate the Certification Date textbox of the individual student records that are selected with the date entered in the Recertification Date textbox.</p> <p>This field is automatically populated with the current date as its default value.</p> <p><i>Masks</i> – The Recertification Date must be entered with a “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format.</p>
Actions to be performed	<p>As the user enters the Recertification Date, it is displayed in the textbox in editable format.</p> <p>On Enter Certify Checked Students pushbutton is enacted.</p>
Business Object (Attribute)	School (studentEnrollmentDetailAL)
Validation	None.

Check All	
Element	Pushbutton
Definition/Business Rules	<p>Allows a user to select all the student records that are displayed.</p> <p>The data entered in the Recertification Date textbox will be populated in all of the Certification Date textboxes.</p>

Check All	
Actions to be performed	By clicking on the pushbutton, all of the checkboxes next to the students are populated with a check, indicating those records have been selected. The “Check All” pushbutton will be hidden and the “Uncheck All” pushbutton will appear. The data in the Certification Date textboxes are populated with the data in the Recertification Date textbox.
Business Object (Attribute)	None.
Validation	None.

Uncheck All	
Element	Pushbutton
Definition/Business Rules	Allows a user to deselect all the student records that are displayed. The Certification Date reverts to whatever date it was set to before the user selected the record, but any other changes the user made to the enrollment information remain.
Actions to be performed	By clicking on the pushbutton, all of the checkboxes next to the students are removed, indicating those records are not selected. The “Uncheck All” pushbutton will be hidden and the “Check All” pushbutton will appear. The data in the Certification Date textboxes is removed.
Business Object (Attribute)	None.
Validation	None.

Checkbox	
Element	Checkbox
Definition/Business Rules	Allows a user to select or deselect a record for certification.
Actions to be performed	If the checkbox is selected, the Certification Date textbox becomes populated with the data entered in the Recertification Date textbox. If the checkbox is deselected, the Certification Date reverts to whatever date it was set to before the user selected the record, but any other

Checkbox	
	<p>changes the user made to the enrollment information remain.</p> <p>On Enter Certify Checked Students pushbutton is enacted.</p>
Business Object (Attribute)	None.
Validation	None.

<u>1</u> (example)	
Element	Link
Definition/Business Rules	<p>An active number icon identifies each record on the page. Clicking the icon links the user to the Enrollment Summary page for that student. Records are numbered in ascending sequence and displayed in groups of 30. As a user updates those records, some may “disappear”, leaving gaps in the numbering sequence. This happens under the following circumstances:</p> <ul style="list-style-type: none"> • A user updates 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. • A user updates a record to a status that no longer requires their 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

<u>1</u> (example)	
	not migrate to the second or fourth page as you page up or down.
Actions to be performed	When clicked, the Enrollment Summary screen appears for the selected student.
Business Object (Attribute)	None.
Validation	None.

SSN:	
Element	Label
Definition/Business Rules	Displays the student's Social Security Number. <i>Masks</i> – The SSN is displayed in the “123-45-6789” format.
Actions to be performed	The SSN is automatically displayed.
Business Object (Attribute)	Student (SSN)
Validation	None.

Name:	
Element	Label
Definition/Business Rules	Displays the student's Name.
Actions to be performed	The name of the borrower is automatically displayed.
Business Object (Attribute)	Student (firstName, middleInitial, lastName)
Validation	None.

DOB:	
Element	Label
Definition/Business Rules	Displays the student's Date of Birth. <i>Masks</i> – DOB is displayed in the MM/DD/CCYY format.
Actions to be performed	The Date of Birth is automatically displayed.
Business Object (Attribute)	Student (DOB)
Validation	None.

Certification Date:	
Element	Textbox
Definition/Business Rules	Displays the date as of which you certify that a student's enrollment information is accurate and

Certification Date:	
	<p>up-to-date. There are two ways to change the Certification Date for an individual enrollment record:</p> <ul style="list-style-type: none"> • 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. • Check the enrollment record first and then edit the contents of the Cert. Date box directly. <p><i>Masks</i> – Certification Date must be entered with a “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format.</p>
Business Object (Attribute)	Student (enrollmentDetailAL)
Actions to be performed	<p>The Certification Date is displayed in the textbox in editable format.</p> <p>On Enter Certify Checked Students pushbutton is enacted.</p>
Validation	None.

Enroll Code:	
Element	Dropdown Box
Definition/Business Rules	<p>Displays the Enrollment Code identifying a student’s current enrollment status. Valid values are:</p> <ul style="list-style-type: none"> • ‘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 • ‘Z’—No Record Found
Actions to be performed	The Enroll Code is displayed in the dropdown box.

Enroll Code:	
	On Enter Certify Checked Students pushbutton is enacted.
Business Object (Attribute)	Student (enrollmentdetailAL)
Validation	None.

Effective Date:	
Element	Textbox
Definition/Business Rules	Displays the date when the student's current status first took effect. <i>Masks</i> – Effective Date must be entered with a “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format.
Actions to be performed	The Effective Date is displayed in the textbox in editable format. On Enter Certify Checked Students pushbutton is enacted.
Business Object (Attribute)	Student (enrollmentdetailAL)
Validation	None.

Anticipated Comp Date:	
Element	Textbox
Definition/Business Rules	Displays the date when you expect a student to graduate or otherwise complete a course of studies. <i>Masks</i> – Anticipated Completion Date must be entered with a “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format.
Actions to be performed	The Anticipated Comp Date is displayed in the textbox in editable format. On Enter Certify Checked Students pushbutton is enacted.
Business Object (Attribute)	Student (enrollmentdetailAL)
Validation	None.

Student Designator:	
Element	Textbox
Definition/Business Rules	Displays the code used to identify students on the school's own database or tracking system.
Actions to be performed	The Student Designator is displayed in the textbox in editable format. On Enter Certify Checked Students pushbutton is enacted.
Business Object (Attribute)	Student (studentDesignator)
Validation	None.

Certify Checked Students	
Element	Pushbutton
Definition/Business Rules	<p>Allows users to certify selected records.</p> <p>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:</p> <ul style="list-style-type: none"> • 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.

Certify Checked Students	
	<ul style="list-style-type: none"> 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 No Record Found ('Z'). <p>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.</p>
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no the user is directed to the Enrollment Maintenance Confirm screen to confirm the certification of a student(s). If there are errors, the appropriate error message is displayed.
Business Object (Attribute)	None.
Validation	<ul style="list-style-type: none"> <i>Condition:</i> Upon successful validation, the user is directed to the Enrollment Maintenance Confirm screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. <p>The following text should appear at the top of the screen if any of the error conditions stated below occur:</p> <p>(Display Error.gif) Place cursor over the smaller error icon(s) to see the error for the row. Rows may be "unchecked" if desired.</p> <p>NOTE: All errors will appear when the user rolls their cursor over the small error icon.</p>

Certify Checked Students	
	<ul style="list-style-type: none"> <p>• <i>Condition:</i> Certification Date is not entered in “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format. <i>Message:</i> Please ensure Certification Date and its format are both valid. <i>Location:</i> Client <i>Additional Information:</i> A small error icon appears next to the Active Bullet Icon (e.g., <u>1</u>). As the user places their cursor over the small error icon, this message is displayed. Display SmError.gif.</p> <p>• <i>Condition:</i> Certification date is older than 72 days. <i>Message:</i> Please ensure Certification Date is no more than 72 days old. <i>Location:</i> Client <i>Additional Information:</i> A small error icon appears next to the Active Bullet Icon (e.g., <u>1</u>). As the user places their cursor over the small error icon, this message is displayed. Display SmError.gif.</p> <p>• <i>Condition:</i> The certification date entered is a future date. <i>Message:</i> Please ensure Certification Date is not a date in the future. <i>Location:</i> Client <i>Additional Information:</i> A small error icon appears next to the Active Bullet Icon (e.g., <u>1</u>). As the user places their cursor over the small error icon, this message is displayed. Display SmError.gif.</p> <p>• <i>Condition:</i> DOB is not entered in “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format. <i>Message:</i> Please ensure DOB and its format are both valid. <i>Location:</i> Client <i>Additional Information:</i> A small error icon appears next to the Active Bullet Icon (e.g., <u>1</u>). As the user places their cursor over the small</p>

Certify Checked Students	
	<p>error icon, this message is displayed. Display SmError.gif.</p> <ul style="list-style-type: none"> <p>• <i>Condition:</i> Enrollment Effective Date is not entered in “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format. <i>Message:</i> Please ensure Enrollment Effective Date and its format are both valid. <i>Location:</i> Client <i>Additional Information:</i> A small error icon appears next to the Active Bullet Icon (e.g., <u>1</u>). As the user places their cursor over the small error icon, this message is displayed. Display SmError.gif.</p> <p>• <i>Condition:</i> Enrollment effective date field is blank. <i>Message:</i> Please enter an Enrollment Effective Date. <i>Location:</i> Client <i>Additional Information:</i> A small error icon appears next to the Active Bullet Icon (e.g., <u>1</u>). As the user places their cursor over the small error icon, this message is displayed. Display SmError.gif.</p> <p>• <i>Condition:</i> Anticipated Completion Date is not entered in “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format. <i>Message:</i> Please ensure Anticipated Completion Date and its format are both valid. <i>Location:</i> Client <i>Additional Information:</i> A small error icon appears next to the Active Bullet Icon (e.g., <u>1</u>). As the user places their cursor over the small error icon, this message is displayed. Display SmError.gif.</p> <p>• <i>Condition:</i> Anticipated Completion Date (ACD) is not greater than Effective Date for</p>

Certify Checked Students	
	<p>enrollment codes: F, H, and A. <i>Message:</i> Please ensure Anticipated Completion Date (ACD) is greater than Effective Date (Codes: F, H, A). <i>Location:</i> Client <i>Additional Information:</i> A small error icon appears next to the Active Bullet Icon (e.g., <u>1</u>). As the user places their cursor over the small error icon, this message is displayed. Display SmError.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> Anticipated Completion Date is more than 10 years after the Certification. <i>Message:</i> Please ensure Anticipated Completion Date is not more than 10 years after the Certification. <i>Location:</i> Client <i>Additional Information:</i> A small error icon appears next to the Active Bullet Icon (e.g., <u>1</u>). As the user places their cursor over the small error icon, this message is displayed. Display SmError.gif. • <i>Condition:</i> Anticipated Completion Date (ACD) is not greater than Certification Date. <i>Message:</i> Please ensure Anticipated Completion Date (ACD) is greater than Certification Date. <i>Location:</i> Client <i>Additional Information:</i> A small error icon appears next to the Active Bullet Icon (e.g., <u>1</u>). As the user places their cursor over the small error icon, this message is displayed. Display SmError.gif. • <i>Condition:</i> Enroll. Code is not selected. <i>Message:</i> Please choose an Enroll. Code. <i>Location:</i> Client <i>Additional Information:</i> A small error icon appears next to the Active Bullet Icon (e.g., <u>1</u>). As the user places their cursor over the small error icon, this message is displayed. Display SmError.gif.

Certify Checked Students	
	<ul style="list-style-type: none"> <p>• <i>Condition:</i> Enroll. Code X or Z precedes a valid F, H, L or A Enroll. Code. <i>Message:</i> Please ensure Enroll. Code X or Z has not been preceded by a valid F, H, L or A Enroll. Code. <i>Location:</i> Server <i>Additional Information:</i> A small error icon appears next to the Active Bullet Icon (e.g., <u>1</u>). As the user places their cursor over the small error icon, this message is displayed. Display SmError.gif.</p> <p>• <i>Condition:</i> Enrollment Effective Date is not less than or equal to Certification Date. <i>Message:</i> Please ensure Enrollment Effective Date is less than or equal to Certification Date. <i>Location:</i> Client <i>Additional Information:</i> A small error icon appears next to the Active Bullet Icon (e.g., <u>1</u>). As the user places their cursor over the small error icon, this message is displayed. Display SmError.gif.</p> <p>• <i>Condition:</i> For Enroll. Code A, certification date is not less than or equal to 180 days after the Enrollment Effective date. <i>Message:</i> For Enroll. Code A, please ensure Certification is less or equal to 180 days after Enrollment Effective. <i>Location:</i> Client <i>Additional Information:</i> A small error icon appears next to the Active Bullet Icon (e.g., <u>1</u>). As the user places their cursor over the small error icon, this message is displayed. Display SmError.gif.</p> <p>• <i>Condition:</i> TBD <i>Message:</i> Please ensure Certification is not prior to a previous certification and ACD, or that Enroll. Code or Effective Date is different from last reported. <i>Location:</i> Client</p>

Certify Checked Students	
	<p><i>Additional Information:</i> A small error icon appears next to the Active Bullet Icon (e.g., <u>1</u>). As the user places their cursor over the small error icon, this message is displayed. Display SmError.gif.</p> <ul style="list-style-type: none"> <p><i>Condition:</i> If Enroll. Code is F, H, or A, the Certification date is equal to Effective Date and the Enroll. Code has not changed from the previously reported value. <i>Message:</i> If Enroll. Code is F, H, or A, please ensure Certification is not equal to Effective Date if the Enroll. Code has not changed from the previously reported value. <i>Location:</i> Client <i>Additional Information:</i> A small error icon appears next to the Active Bullet Icon (e.g., <u>1</u>). As the user places their cursor over the small error icon, this message is displayed. Display SmError.gif.</p> <p><i>Condition:</i> TBD <i>Message:</i> Please verify identifiers. Student could not be identified on the database. <i>Location:</i> Client <i>Additional Information:</i> A small error icon appears next to the Active Bullet Icon (e.g., <u>1</u>). As the user places their cursor over the small error icon, this message is displayed. Display SmError.gif.</p> <p>An informational message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> <p><i>Condition:</i> TBD <i>Message:</i> Please confirm identifiers (SSN, First Name, DOB) for rows marked with small info icons. <i>Location:</i> TBD <i>Additional Information:</i> Display Info.gif.</p> <p><i>Condition:</i> TBD <i>Message:</i> Please identify records for</p>

Certify Checked Students	
	<p>Certification by clicking the checkboxes, or click the Check All button. <i>Location:</i> TBD <i>Additional Information:</i> Display Info.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> TBD <i>Message:</i> Enrollment information successfully added. If a student for whom you added enrollment information does not appear below, see Help for further explanation. <i>Location:</i> TBD <i>Additional Information:</i> Display Info.gif. • <i>Condition:</i> TBD <i>Message:</i> Successfully added or updated. Added/updated rows still meeting reporting requirements are marked with smaller info icons below. <i>Location:</i> TBD <i>Additional Information:</i> Display Info.gif. • <i>Condition:</i> TBD <i>Message:</i> Successfully updated. Updated rows still meeting search options and reporting requirements are marked with smaller info icons below. <i>Location:</i> TBD <i>Additional Information:</i> Display Info.gif. • <i>Condition:</i> TBD <i>Message:</i> Previously retrieved data for this page has been updated to fall outside current search options. <i>Location:</i> TBD <i>Additional Information:</i> Display Info.gif.

Reset	
Element	Pushbutton
Definition/Business Rules	Allows a user to redisplay the Enrollment Maintenance screen with whatever information it displayed after its last trip to the database. This creates two possibilities:

Reset	
	<ul style="list-style-type: none"> If you have not clicked Submit, Enrollment Maintenance will redisplay with the information it displayed when you first navigated to it. If you have clicked Submit one or more times, Enrollment Maintenance will redisplay the information it displayed after you last clicked Submit.
Actions to be performed	By clicking on the pushbutton, the fields are returned to their initial state in the Enrollment Maintenance screen.
Business Object (Attribute)	None.
Validation	None.

Confirm	
Element	Pushbutton
Definition/Business Rules	<p>Allows a user to submit their changes to student enrollment records.</p> <p>This pushbutton appears after the user clicks on the Certify Checked Students pushbutton and all edits have successfully passed.</p> <p>The following message should appear at the top of the screen:</p> <p>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.</p> <p>Please note that your updates may cause students to no longer appear on the Enrollment Maintenance page. See Help for further explanation.</p> <p>A user must submit and confirm any changes to the enrollment records displayed on an individual Enrollment Maintenance screen before navigating to another page. Clicking the Previous or Next arrow, or otherwise navigating to another</p>

Confirm	
	page, before submitting and confirming changes causes any new data you typed to be lost.
Actions to be performed	By clicking on the pushbutton, the Enrollment Maintenance screen appears.
Business Object (Attribute)	None.
Validation	None.

Cancel	
Element	Pushbutton
Definition/Business Rules	<p>Allows a user to cancel their changes to student enrollment records.</p> <p>The following message should appear at the top of the screen:</p> <p>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.</p> <p>Please note that your updates may cause students to no longer appear on the Enrollment Maintenance page. See Help for further explanation.</p> <p>A user must submit and confirm any changes to the enrollment records displayed on an individual Enrollment Maintenance screen 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.</p>
Actions to be performed	<p>By clicking on the pushbutton, the Enrollment Maintenance screen appears.</p> <p>This pushbutton appears after the user clicks on the Certify Checked Students pushbutton and all edits have successfully passed.</p>
Business Object (Attribute)	None.
Validation	None.

3.5 Enrollment Add

Description	Allows school users to retrieve student records, so they can update enrollment information for those students on the Enrollment Maintenance page. The Enrollment Add Search page allows users to enter Student SSNs or Student SSN, First Name and Date of Birth for up to 30 students for the purpose of validation of data in the database and submittal of data to the Enrollment Maintenance page.
New or Existing	Existing
User Group (Screen Level)	SSCHSCR
Requirements Traceability	1.033
Reference(s)	ENRLADSR.ASP, WC31_ENROLLMENT_ADD_SEARCH_SVR
Business Object	Lender, Servicer, School, GA, ED, State Agency

3.5.1 Software Unit Logic

NSLDS I File Name:	ENRLADSR.asp
NSLDS II File Name:	EnrAd.jsp
Pre-Status:	<p>This screen is accessible from the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Enrollment Summary (Link: Enrollment Add) • Enrollment Update (Link: Enrollment Add) • Enrollment Reporting Schedule (Link: Enrollment Add) • Enrollment Detail (Link: Enrollment Add) • Enrollment Timeline (Link: Enrollment Add) • Enrollment Maintenance (Link: Enrollment Add) • Student/PLUS Borrower Name Search (Link: Enrollment Add) • Enrollment Reporting Schedule Create (Link: Enrollment Add) • Enrollment Reporting Schedule Create Confirm (Link: Enrollment Add) • Enrollment Reporting Schedule Modify (Link: Enrollment Add) • Menu (Link: Enrollment Add)

Post-Status:	<p>This screen allows a user to navigate to any of the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Enrollment Summary (Link: Enrollment Summary) • Enrollment Update (Link: Enrollment Update) • Enrollment Reporting Schedule (Link: Enrollment Reporting Schedule) • System Log On (Link: Logoff Icon) • Contact Us (Link: Contact Icon) • Menu (Link: Menu Tab) • Loan History (Link: Aid Tab) • Organization Contact List (Link: Org Tab) • Reports (Link: Reports Tab) • Transfer Monitoring List (Link: Menu Tab) • External Contact List (Link: Support Tab) • SSCR School Waiver List (Link: SSCR School Waiver List) • Past Enrollment Report (Link: Past Enrollment Report)
Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • Error.gif • Info.gif • Warn.gif
Tab Order:	<ol style="list-style-type: none"> 1. Type 2. Code 3. Name 4. DOB 5. Retrieve 6. Department of Education Region 0 7. Clear 8. SSN 9. First Name 10. DOB 11. Retrieve 12. URL Navigation Bar 13. Menu Tab 14. Aid Tab 15. Org Tab 16. Report Tab 17. Tran Tab 18. Support Tab 19. Contact Us Icon 20. Help Icon 21. Logoff Icon 22. Enrollment Summary

	<ul style="list-style-type: none">23. Enrollment Add24. Enrollment Update25. Enrollment Reporting Schedule26. SSCR School Wavier List27. Past Enrollment Report
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3.5.2 Design Details

The following screenshot highlights the functionality of the Enrollment Add screen.

The following section describes each object on the screen and the functionality behind the object.

Enrollment Summary	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Summary screen. This link is deactivated when the user is in the Enrollment Summary screen.
Actions to be performed	When clicked, the Enrollment Summary screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Add	
Element	Link (Deactivated)
Definition/Business Rules	Allows a user to navigate to the Enrollment Add screen.
Actions to be performed	None.
Business Object (Attribute)	None.
Validation	None.

Enrollment Update	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Update screen.
Actions to be performed	When clicked, the Enrollment Update screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

SSCR School Waiver List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the SSCR School

SSCR School Waiver List	
	Waiver List screen.
Actions to be performed	When clicked, the SSCR School Waiver List screen appears.
Business Object (Attribute)	None.
Validation	None.

Past Enrollment Report	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Past Enrollment screen.
Actions to be performed	When clicked, the Past Enrollment screen appears.
Business Object (Attribute)	None.
Validation	None.

Type:	
Element	Dropdown Box
Definition/Business Rules	Allows a user to select a type of organization. The different options are (displayed in this order): <ul style="list-style-type: none"> • --- Select --- • FDLP SERVICER • ED REGION • GUARANTY AGENCY • LENDER • LENDER BRANCH SERVICER • SCHOOL • STATE AGENCY
Actions to be performed	When the user clicks on the Type Dropdown Box, all the options appear. The "Select" option is highlighted. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType), State Agency (orgType)
Validation	None.

Code:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization code.

Code:	
	<i>Min Characters</i> – 0 <i>Max Characters</i> – 8
Actions to be performed	As the user enters the organization code, it is displayed in the textbox in editable format. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School (orgCode), GA (orgCode), ED (orgCode), State Agency (orgCode)
Validation	None.

Name:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization name. <i>Min Characters</i> – 0 <i>Max Characters</i> – 45
Actions to be performed	As the user enters the organization name, it is displayed in the textbox in editable format. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName), State Agency (orgName)
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve loan information for a specific organization based on the search criteria entered in the Type, Code, and Name fields.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors and the organization matching the criteria is identified, the Enrollment Add screen is displayed with the organization's information. If there are errors, the appropriate error message is displayed. If there are no errors and an organization is not found, the user is redirected to the Organization Search screen.

Retrieve	
Business Object (Attribute)	None.
Validation	<ul style="list-style-type: none"> • <i>Condition:</i> If the user selects the type for an organization and then clicks the pushbutton, the organization that satisfies the criteria entered will be listed in the Organization Search screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> If the user selects the type and enters the code for an organization and then clicks the pushbutton, the organization that satisfies the criteria entered will be listed on the screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> If the User selects the type and name for an organization and then clicks the Retrieve pushbutton, the Organization Search screen is displayed with a list of organizations that match the Type of organization and have a common name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. <p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> • <i>Condition:</i> User clicks the Retrieve button without selecting a Type or inputting a Code and Name <i>Message:</i> "Please select an Organization Type." <i>Location:</i> Client <i>Additional Information:</i> Type label turns red. Display error.gif. • <i>Condition:</i> User selects a Type and enters an invalid Code (i.e. 00000000)

Retrieve	
	<p><i>Message:</i> "Please enter an Organization Code length of 5 or less." <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display error.gif.</p> <ul style="list-style-type: none"> <i>Condition:</i> User selects a Type and enters a non-numeric Code (i.e. abcd) <i>Message:</i> "Please enter a numeric Organizational Code." <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display error.gif. <p>An information message appears at the top of the screen for the following condition:</p> <ul style="list-style-type: none"> <i>Condition:</i> User selects a Type and enters a nonexistent Code (i.e. 00000) <i>Message:</i> Informational message: "No record found for the selected criteria" <i>Location:</i> Server <i>Additional Information:</i> Display info.gif.

Name:	
Element	Label
Definition/Business Rules	Displays the name of the organization whose enrollment information will be displayed.
Actions to be performed	The Name is automatically displayed.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName), State Agency (orgName)
Validation	None.

Code:	
Element	Label
Definition/Business Rules	Displays the code of the institution whose enrollment information will be displayed.
Actions to be performed	The organization's code is automatically displayed.
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School

Code:	
	(orgCode), GA (orgCode), ED (orgCode), State Agency (orgCode)
Validation	None.

Type:	
Element	Label
Definition/Business Rules	Displays the type of the institution whose enrollment information will be displayed.
Actions to be performed	The organization's type is automatically displayed.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType), State Agency (orgType)
Validation	None.

SSN	
Element	Textbox
Definition/Business Rules	<p>Allows a user to enter a borrower's SSN.</p> <p>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.</p> <p>If any identifiers (i.e., SSN, First Name, DOB) 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.</p> <p><i>Min Characters</i> - 9 <i>Max Characters</i> - 11 <i>Masks</i> - SSN must be entered in a "123456789" format.</p>
Actions to be performed	As the user enters their SSN, it is displayed in the textbox in editable format.
Business Object (Attribute)	Student (SSN)
Validation	None.

First Name	
Element	Textbox
Definition/Business Rules	Allows a user to enter a borrower's First Name. <i>Min Characters – 0</i> <i>Max Characters – 12</i>
Actions to be performed	As the user enters their First Name, it is displayed in the textbox in editable format.
Business Object (Attribute)	Student (firstName)
Validation	None.

DOB	
Element	Textbox
Definition/Business Rules	Allows a user to enter a borrower's DOB. <i>Min Characters – 8</i> <i>Max Characters – 10</i> <i>Masks - DOB must be entered with a "MMDDCCYY".</i>
Actions to be performed	As the user enters their DOB, it is displayed in the textbox in editable format.
Business Object (Attribute)	Student (DOB)
Validation	None.

Clear	
Element	Pushbutton
Definition/Business Rules	Allows a user to remove any data entered in the SSN, First Name, and/or DOB textboxes for a given row.
Actions to be performed	By clicking on the pushbutton, the data entered in the SSN, First Name, and/or DOB are removed.
Business Object (Attribute)	None.
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve the enrollment information for selected students. The Enrollment Maintenance screen appears. <ul style="list-style-type: none"> If you have never reported the student as attending your school, only the student's SSN, Name, and DOB will display on the

Retrieve	
	<p>Enrollment Maintenance page. The boxes for enrollment information will all be blank.</p> <ul style="list-style-type: none"> 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. <p>Small "info" icons will appear in the Enrollment Maintenance screen next to the borrowers whose enrollment information was entered in the Enrollment Add screen. A message will also appear at the top of the Enrollment Maintenance screen displaying the following:</p> <p>Please confirm identifiers (SSN, First Name, DOB) for rows marked with small "info" icons.</p>
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors, the Enrollment Maintenance screen appears with the student's information. If there are errors, the appropriate error message is displayed. If there are no errors and no students are found, a message indicating that no records are found.
Business Object (Attribute)	None.
Validation	<ul style="list-style-type: none"> <i>Condition:</i> Upon successful validation, the students matching the filtered criteria are displayed in the Enrollment Maintenance screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. <p>An error message appears at the top of the screen for the following conditions:</p>

Retrieve	
	<ul style="list-style-type: none"> <p><i>Condition:</i> User clicks the Retrieve pushbutton without entering any data into the data fields - SSN (required), First Name (optional) and DOB (optional)..</p> <p><i>Message:</i> All Students were blank. Please enter SSN (required), First Name (optional) and DOB (optional).</p> <p><i>Location:</i> Client</p> <p><i>Additional Information:</i> Display Error.gif.</p> <p><i>Condition:</i> TBD</p> <p><i>Message:</i> Unable to retrieve information for students identified by error icon(s). Please place cursor over the icon(s) for details.</p> <p><i>Location:</i> Server</p> <p><i>Additional Information:</i> Display Error.gif.</p> <p>An information message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> <p><i>Condition:</i> This is a default information message that appears on the top of the screen.</p> <p><i>Message:</i> Please enter SSN (required), First Name (optional) and DOB (optional).</p> <p><i>Location:</i> TBD</p> <p><i>Additional Information:</i> Display Info.gif.</p>

3.6 Enrollment Update

Description	Allows school users to retrieve enrollment information for students attending their school so they can update that information on the Enrollment Maintenance page.
New or Existing	Existing
User Group (Screen Level)	SSCHSCR
Requirements Traceability	1.034, 1.035, 1.036
Reference(s)	ENROLUPSR.ASP, WC30 Enrollment Maintenance Retrieval Server
Business Object	Student, School

3.6.1 Software Unit Logic

NSLDS I File Name:	ENRLUPSR.asp
NSLDS II File Name:	EnrUp.jsp
Pre-Status:	<p>This screen is accessible from the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Enrollment Summary (Link: Enrollment Update) • Enrollment Add (Link: Enrollment Update) • Enrollment Reporting Schedule (Link: Enrollment Update) • Enrollment Detail (Link: Enrollment Update) • Enrollment Timeline (Link: Enrollment Update) • Enrollment Maintenance (Link: Enrollment Update) • Student/PLUS Borrower Name Search (Link: Enrollment Update) • Enrollment Reporting Schedule Create (Link: Enrollment Update) • Enrollment Reporting Schedule Create Confirm (Link: Enrollment Update) • Enrollment Reporting Schedule Modify (Link: Enrollment Update) • Menu (Link: Enrollment Update)
Post-Status:	<p>This screen allows a user to navigate to any of the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Enrollment Summary (Link: Enrollment Summary) • Enrollment Add (Link: Enrollment Add) • Enrollment Reporting Schedule (Link: Enrollment Reporting Schedule) • System Log On (Link: Logoff Icon) • Contact Us (Link: Contact Icon) • Menu (Link: Menu Tab) • Loan History (Link: Aid Tab) • Organization Contact List (Link: Org Tab) • Reports (Link: Reports Tab) • Transfer Monitoring List (Link: Menu Tab) • External Contact List (Link: Support Tab) • Privacy Act (Link: Privacy Act) • SSCR School Waiver List (Link: SSCR School Waiver List) • Past Enrollment Report (Link: Past Enrollment Report)

Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • Info.gif • Error.gif • Warn.gif • Help.gif
Tab Order:	<ol style="list-style-type: none"> 1. Retrieve/Sort By 2. Begin Value 3. Exact Match Only 4. Help 5. Last Name Begin 6. End 7. SSN Begin 8. End 9. Student Designator Begin 10. End 11. Certification Date Begin 12. End 13. Anticipated Completion Begin Date 14. End 15. A- Approved Lease 16. D - Deceased 17. F - Full Time 18. G- Graduated 19. H- Half Time or More, But Less Than Full Time 20. L - Less Than Half Time 21. W - Withdrawn 22. X - Never Attended 23. Z - No Record Found 24. Retrieve 25. Privacy Act of 1974 (As Amended) 26. URL Navigation Bar 27. Menu Tab 28. Aid Tab 29. Org Tab 30. Report Tab 31. Tran Tab 32. Support Tab 33. Contact Us Icon 34. Help Icon 35. Logoff Icon 36. Enrollment Summary 37. Enrollment Add 38. Enrollment Reporting Schedule

	<p>39. SSCR School Wavier List 40. Past Enrollment Report 41. Department of Education Region 0 42. Help Icon</p>
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3.6.2 Design Details

The following screenshot highlights the functionality of the Enrollment Update screen.

Figure 10, Enrollment Update

3.6.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Enrollment Summary	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Summary screen. This link is deactivated when the user is in the Enrollment Summary screen.
Actions to be performed	When clicked, the Enrollment Summary screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Add	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Add screen.
Actions to be performed	When clicked, the Enrollment Add screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Update	
Element	Link (Deactivated)
Definition/Business Rules	Allows a user to navigate to the Enrollment Update screen.
Actions to be performed	None.
Business Object (Attribute)	None.
Validation	None.

Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

SSCR School Waiver List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the SSCR School Waiver List screen.
Actions to be performed	When clicked, the SSCR School Waiver List screen appears.
Business Object (Attribute)	None.
Validation	None.

Past Enrollment Report	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Past Enrollment screen.
Actions to be performed	When clicked, the Past Enrollment screen appears.
Business Object (Attribute)	None.
Validation	None.

Name:	
Element	Label
Definition/Business Rules	Displays the name of the institution whose enrollment information will be displayed.
Actions to be performed	The organization's name is automatically displayed.
Business Object (Attribute)	School (orgName)
Validation	None.

Code:	
Element	Label
Definition/Business Rules	Displays the code of the institution whose enrollment information will be displayed.
Actions to be performed	The organization's code is automatically displayed.
Business Object (Attribute)	School (orgCode)
Validation	None.

Type:	
Element	Label
Definition/Business Rules	Displays the type of the institution whose enrollment information will be displayed.

Type:	
Actions to be performed	The organization's type is automatically displayed.
Business Object (Attribute)	School (orgType)
Validation	None.

Retrieve/Sort By:	
Element	Dropdown Box
Definition/Business Rules	<p>Allows a user to retrieve and display student enrollment records by:</p> <ul style="list-style-type: none"> • <i>SSN (Default)</i>—Displays student records in ascending numeric order by student Social Security Number. • <i>Last Name</i>—Displays student records in ascending alphabetic order by student last name. • <i>Student Designator</i>—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.
Actions to be performed	<p>When the user clicks on the Retrieve/Sort By Dropdown Box, a list of options appear that allow a user to display enrollment records based on the selected criteria.</p> <p>On Enter Retrieve pushbutton is enacted.</p>
Business Object (Attribute)	Student (orgCode, lastName, studentDesignator)
Validation	None.

Begin Value:	
Element	Textbox
Definition/Business Rules	Allows a user 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.

Begin Value:	
Actions to be performed	As the user enters the Begin Value, it is displayed in the textbox in editable format. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (orgCode, lastName, studentDesignator)
Validation	None.

Exact Match Only	
Element	Checkbox
Definition/Business Rules	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.
Actions to be performed	A check will be displayed if the user clicks on the box. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	None.
Validation	None.

Last Name Begin/End	
Element	Textbox
Definition/Business Rules	Allow a user to retrieve records for students whose last names fall within an alphabetic range. 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 'ZZZZZZZZZZZ'. <i>Min Characters - 0</i>

Last Name Begin/End	
	<p><i>Max Characters - 30</i></p> <p>Note: The Last Name Begin/End field represents two different fields on the screen (i.e., Last Name Begin and Last Name End).</p>
Actions to be performed	<p>As the user enters the Last Name Begin/End, it is displayed in the textbox in editable format.</p> <p>On Enter Retrieve pushbutton is enacted.</p>
Business Object (Attribute)	Student (lastName)
Validation	None.

SSN Begin/End	
Element	Textbox
Definition/Business Rules	<p>Allow a user to retrieve records for students whose Social Security Numbers fall within a numeric range.</p> <p>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.</p> <p>Note: The SSN Begin/End field represents two different fields on the screen (i.e., SSN Begin and SSN End).</p> <p>On Enter Retrieve pushbutton is enacted.</p>
Actions to be performed	As the user enters the SSN Begin/End, it is displayed in the textbox in editable format.
Business Object (Attribute)	Student (SSN)
Validation	None.

Student Designator Begin/End	
Element	Textbox
Definition/Business Rules	Allows a user to retrieve records for students whose designators fall within an alphanumeric range.

Student Designator Begin/End	
	Note: The Student Designator Begin/End field represents two different fields on the screen (i.e., Student Designator Begin and Student Designator End).
Actions to be performed	As the user enters the Student Designator Begin/End, it is displayed in the textbox in editable format. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (studentDesignator)
Validation	None.

Certification Date Begin/End	
Element	Textbox
Definition/Business Rules	Allows a user 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. Note: The Certification Date Begin/End field represents two different fields on the screen (i.e., Certification Date Begin and Student Designator End). <i>Masks</i> – Certification Date Begin/End must be entered with a “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format.
Actions to be performed	As the user enters the Certification Date Begin/End, it is displayed in the textbox in editable format.

Certification Date Begin/End	
	On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Anticipated Completion Date Begin/End	
Element	Textbox
Definition/Business Rules	<p>Allows a user 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.</p> <p>Note: The Anticipated Completion Date Begin/End field represents two different fields on the screen (i.e., Anticipated Completion Date Begin and Anticipated Completion End).</p> <p><i>Masks</i> – Anticipated Completion Date Begin/End must be entered with a “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format.</p>
Actions to be performed	<p>As the user enters the Anticipated Completion Date Begin/End, it is displayed in the textbox in editable format.</p> <p>On Enter Retrieve pushbutton is enacted.</p>
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Enrollment Code	
Element	Checkbox
Definition/Business Rules	<p>Allows a user to search for records with specific Enrollment Codes.</p> <p>By default, Enrollment Update searches for all Enrollment Codes (i.e., all enrollment code</p>

Enrollment Code	
	checkboxes are checked). The following enrollment code checkboxes are displayed: A - Approved Leave of Absence H - Half Time or More, But Less Than Full Time D - Deceased L - Less than Half Time F - Full Time W - Withdrawn G - Graduated Z - No Record Found
Actions to be performed	A check appears next to the selected checkbox. On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Student (enrollmentDetailAL)
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	<p>Allows a user to retrieve student information based on the criteria specified in the Primary Search and Advanced Search Options.</p> <p>The Enrollment Maintenance screen displays up to thirty student records at a time. If the search options 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.</p> <p>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.</p> <p>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,</p>

Retrieve	
	<p>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.</p> <p>If a user links to the Enrollment Maintenance screen from the Enrollment Update screen, any Advanced Search Options a user sets on Enrollment Update will remain in effect on Enrollment Maintenance. To change them, a user must return to Enrollment Update.</p> <p>The following message should be displayed at the top of the Enrollment Update screen:</p> <p>Clicking Retrieve will return entire Portfolio in SSN order. All Search values are optional.</p>
Actions to be performed	<p>By clicking on the pushbutton, validation is performed. If there are no errors and students matching the criteria are identified, the Enrollment Maintenance screen displays those students. If there are errors, the appropriate error message is displayed. If there are no errors and no students are found, a message indicating that no records are found.</p>
Business Object (Attribute)	None.
Validation	<ul style="list-style-type: none"> <i>Condition:</i> Upon successful validation, the students matching the filtered criteria are displayed in the Enrollment Maintenance screen. <p><i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.</p>

Retrieve	
	<p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> <p>• <i>Condition:</i> Last Name End value is not greater than the Begin value. <i>Message:</i> Please enter a Last Name End value that is greater than the Begin value. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Last Name End field becomes red. Display Error.gif.</p> <p>• <i>Condition:</i> SSN End value is not greater than the Begin value. <i>Message:</i> Please enter a SSN End value that is greater than the Begin value. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the SSN End field becomes red. Display Error.gif.</p> <p>• <i>Condition:</i> Student Designator End value is not greater than the Begin value. <i>Message:</i> Please enter a Student Designator End value that is greater than the Begin value. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Student Designator End field becomes red. Display Error.gif.</p> <p>• <i>Condition:</i> Certification Begin Date is not entered in the “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format. <i>Message:</i> Please enter Certification Begin Date in MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Certification Begin field becomes red. Display Error.gif.</p> <p>• <i>Condition:</i> Certification End Date is not</p>

Retrieve	
	<p>entered in the “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format.</p> <p><i>Message:</i> Please enter Certification End Date in MMDDCCYY format.</p> <p><i>Location:</i> Client</p> <p><i>Additional Information:</i> The label font color for the Certification End field becomes red. Display Error.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> Certification End Date value is not greater than the Begin Date value. <i>Message:</i> Please enter a Certification End Date that is greater than the Begin date. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Certification End field becomes red. Display Error.gif. • <i>Condition:</i> Anticipated Completion Begin Date is not entered in the “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format. <i>Message:</i> Please enter Anticipated Completion Begin Date in MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Anticipated Completion Begin field becomes red. Display Error.gif. • <i>Condition:</i> Anticipated Completion End Date is not entered in the “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format. <i>Message:</i> Please enter Anticipated Completion End Date in MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Anticipated Completion End field becomes red. Display Error.gif. • <i>Condition:</i> At least one Enrollment Code for

Retrieve	
	<p>retrieval criteria must be selected. <i>Message:</i> Please select at least one Enrollment Code for retrieval criteria. <i>Location:</i> Client <i>Additional Information:</i> The label font color “Enrollment Codes (Check all that apply)” becomes red. Display Error.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> TBD <i>Message:</i> Please select an enrollment code. <i>Location:</i> TBD <i>Additional Information:</i> Display Error.gif. • <i>Condition:</i> TBD <i>Message:</i> Please enter an Effective Date. <i>Location:</i> TBD <i>Additional Information:</i> Display Error.gif. • <i>Condition:</i> TBD <i>Message:</i> Please enter the Effective Date in the MMDDCCYY format. <i>Location:</i> TBD <i>Additional Information:</i> Display Error.gif. • <i>Condition:</i> TBD <i>Message:</i> Please enter the Certification Date in the MMDDCCYY format. <i>Location:</i> TBD <i>Additional Information:</i> Display Error.gif. • <i>Condition:</i> TBD <i>Message:</i> Please enter a Certification Date greater than or equal to the Effective Date. <i>Location:</i> TBD <i>Additional Information:</i> Display Error.gif. • <i>Condition:</i> TBD <i>Message:</i> Please enter a Certification Date less than or equal to the Current Date. <i>Location:</i> TBD <i>Additional Information:</i> Display Error.gif.

Retrieve	
	<ul style="list-style-type: none"> • <i>Condition:</i> TBD <i>Message:</i> Please enter the Anticipated Completion Date in the MMDDCCYY format. <i>Location:</i> TBD <i>Additional Information:</i> Display Error.gif. • <i>Condition:</i> TBD <i>Message:</i> For status 'G', please make the Effective Date equal to the Anticipated Completion Date (as Graduation Date).. <i>Location:</i> TBD <i>Additional Information:</i> Display Error.gif. • <i>Condition:</i> TBD <i>Message:</i> For status 'D', please leave the Anticipated Completion Date blank (defaults to 12/31/9999). <i>Location:</i> TBD <i>Additional Information:</i> Display Error.gif. • <i>Condition:</i> TBD <i>Message:</i> For status 'W', Anticipated Completion Date is required (as Withdrawal Date).. <i>Location:</i> TBD <i>Additional Information:</i> Display Error.gif. • <i>Condition:</i> TBD <i>Message:</i> Cannot change enrollment history. Can only change current enrollment.. <i>Location:</i> TBD <i>Additional Information:</i> Display Error.gif. • <i>Condition:</i> TBD <i>Message:</i> Student status was not found. <i>Location:</i> TBD <i>Additional Information:</i> Display Error.gif. • <i>Condition:</i> TBD <i>Message:</i> Invalid Action <i>Location:</i> TBD <i>Additional Information:</i> TBD

Retrieve	
	<ul style="list-style-type: none"> • <i>Condition:</i> TBD <i>Message:</i> Required currency of entity not found. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Invalid function key. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Action code required. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Action code required. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> The record has been successfully updated <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Please enter required fields. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Please enter a day greater than 0. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Please enter a month greater than 0. <i>Location:</i> TBD <i>Additional Information:</i> TBD

Retrieve	
	<ul style="list-style-type: none"> • <i>Condition:</i> TBD <i>Message:</i> Please enter a year greater than 0. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Address already exists. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Address is not unique. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Address permitted value violation. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Please enter key fields and press ENTER. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Invalid State Code. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Student has identifier changes. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Please enter a valid day. <i>Location:</i> TBD <i>Additional Information:</i> TBD

Retrieve	
	<ul style="list-style-type: none"> • <i>Condition:</i> TBD <i>Message:</i> Please enter a valid year. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Please enter a valid month. (01 through 12) <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Student search fields have changed. Enter "D" to display Student. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Invalid Enrollment status Code. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> The Anticipated Completion Date should be greater than the Enrollment Code Effective Date. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> No changes were made. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Please make changes and press ENTER. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> The Certification Date should be less

Retrieve	
	<p>than or equal to the current date. <i>Location:</i> TBD <i>Additional Information:</i> TBD</p> <ul style="list-style-type: none"> • <i>Condition:</i> TBD <i>Message:</i> Street Address must be entered <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Choose action “D” and press ENTER to retrieve the Student information. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> For Status 'G', the Anticipated Completion Date and the Effective Date should be the same. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> First name is required. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> The Effective Date should be less than or equal to the Certification Date.. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Last name is required <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Can't process past period stat update. Choose action “PS”. <i>Location:</i> TBD

Retrieve	
	<p><i>Additional Information:</i> TBD</p> <ul style="list-style-type: none"> • <i>Condition:</i> TBD <i>Message:</i> Effective Date same & Enrollment Code diff for previous stat. Choose action "PS". <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Update causes same enrollment in succession. Choose action "PS". <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> The Certification Date has been set to the current date. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Middle Initial must be an alpha character. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Both First Name and Last Name are required. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Input contained ID change record to update which could not be found <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> For Status 'D', the Anticipated Completion Date should equal the Effective Date. <i>Location:</i> TBD <i>Additional Information:</i> TBD

Retrieve	
	<ul style="list-style-type: none"> • <i>Condition:</i> TBD <i>Message:</i> No Student found matching input criteria. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> The Student SSN was not found. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Successfully matched on SSN and DOB. No match on First Name. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Successfully matched on SSN. No match on First Name. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Successfully matched on SSN. No match on DOB. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Successfully matched on SSN and First Name. No match on DOB. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> No Enrollment History exists for the Student in this School <i>Location:</i> TBD <i>Additional Information:</i> TBD

Retrieve	
	<ul style="list-style-type: none"> • <i>Condition:</i> TBD <i>Message:</i> SSCR return history already exists. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> SSCR return history permitted value violation. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> SSCR Student Identifier Changes already exists. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> SSCR Student Identifier Changes permitted value violation <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> SSCR Transmittal Detail already exists. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> SSCR Transmittal Detail was not found. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> SSCR Student Identifier Changes is not unique. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> SSCR Transmittal Detail permitted

Retrieve	
	<p>value violation. <i>Location:</i> TBD <i>Additional Information:</i> TBD</p> <ul style="list-style-type: none"> • <i>Condition:</i> TBD <i>Message:</i> SSCR Transmittal history already exists. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> SSCR Transmittal history was not found. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> SSCR Transmittal history is not unique. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> SSCR Transmittal history permitted value violation. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Student already exists. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Student Branch already exists. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Student Branch Designator already exists. <i>Location:</i> TBD <i>Additional Information:</i> TBD

Retrieve	
	<ul style="list-style-type: none"> • <i>Condition:</i> TBD <i>Message:</i> Student Branch Designator is not unique. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Student Branch Designator permitted value violation. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> The School Branch was not found <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Student Branch is not unique. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Student Branch permitted value violation. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Student was not found. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Student not unique. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Student permitted value violation. <i>Location:</i> TBD <i>Additional Information:</i> TBD

Retrieve	
	<ul style="list-style-type: none"> • <i>Condition:</i> TBD <i>Message:</i> The Student SSN was not found. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Student Status was not found. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Please enter a unique Student Status. <i>Location:</i> TBD <i>Additional Information:</i> TBD • <i>Condition:</i> TBD <i>Message:</i> Student Status permitted value violation <i>Location:</i> TBD <i>Additional Information:</i> TBD <p>An informational message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> • <i>Condition:</i> Default information message that appears at the top of the screen. <i>Message:</i> Clicking Retrieve will return entire Portfolio in SSN order. All Search values are optional. <i>Location:</i> Client <i>Additional Information:</i> Display Info.gif. • <i>Condition:</i> Records are not found based on selected criteria. <i>Message:</i> No records found for retrieval criteria specified. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif. • <i>Condition:</i> TBD <i>Message:</i> Successfully updated. <i>Location:</i> TBD

Retrieve	
	<p><i>Additional Information:</i> Display Info.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> TBD <i>Message:</i> No changes have been made. <i>Location:</i> TBD <i>Additional Information:</i> Display Info.gif. <p>A warning message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> • <i>Condition:</i> TBD <i>Message:</i> No enrollment records can exist for a PLUS borrower who is not a student. <i>Location:</i> TBD <i>Additional Information:</i> Display Warn.gif.

3.7 Enrollment Reporting Schedule

Description	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.
New or Existing	Existing
User Group (Screen Level)	SEDAGGR, \$ED, \$GADPC, \$GAINQ, \$CSC, \$\$SCHSCR, \$LENDER, \$LENDV Department of Education (ED) users can view the schedule of any organization involved in the Enrollment Reporting process by entering the organization type and code or name in the Organization Search header that displays for ED users at the top of the Enrollment Reporting Schedule page. Users from other organizations can only view their own organization's schedule.
Requirements Traceability	1.037
Reference(s)	ENRPSC.ASP, WC3A Enrollment Reporting Schedule Server
Business Object	Student, School, Servicer, GA, Lender, ED, State Agency

3.7.1 Software Unit Logic

NSLDS I File Name:	ENRPSC.asp
NSLDS II File Name:	EnlRptSch.asp
Pre-Status:	<p>This screen is accessible from the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Enrollment Summary (Link: Enrollment Reporting Schedule) • Enrollment Add (Link: Enrollment Reporting Schedule) • Enrollment Update (Link: Enrollment Reporting Schedule) • Enrollment Detail (Link: Enrollment Reporting Schedule) • Enrollment Timeline (Link: Enrollment Reporting Schedule) • Enrollment Maintenance (Link: Enrollment Reporting Schedule) • Student/PLUS Borrower Name Search (Link: Enrollment Reporting Schedule) • Enrollment Reporting Schedule Create (Link: Enrollment Reporting Schedule) • Enrollment Reporting Schedule Create Confirm (Link: Enrollment Reporting Schedule) • Enrollment Reporting Schedule Modify (Link: Enrollment Reporting Schedule) • Menu (Link: Enrollment Reporting Schedule)
Post-Status:	<p>This screen allows a user to navigate to any of the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Enrollment Summary (Link: Enrollment Summary) • Enrollment Add (Link: Enrollment Add) • Enrollment Update (Link: Enrollment Update) • System Log On (Link: Logoff Icon) • Contact Us (Link: Contact Icon) • Menu (Link: Menu Tab) • Loan History (Link: Aid Tab) • Organization Contact List (Link: Org Tab) • Reports (Link: Reports Tab) • Transfer Monitoring List (Link: Menu Tab) • External Contact List (Link: Support Tab) • Privacy Act (Link: Privacy Act) • Enrollment Reporting Schedule Create (Pushbutton: Create Schedule) • Enrollment Reporting Schedule Modify Create (Pushbutton:

	<p>Modify Schedule)</p> <ul style="list-style-type: none"> • SSCR School Waiver List (Link: SSCR School Waiver List) • Past Enrollment Report (Link: Past Enrollment Report)
Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • Info.gif • Help.gif
Tab Order:	<ol style="list-style-type: none"> 1. Type 2. Code 3. Name 4. Retrieve 5. Department of Education Region 0 6. Create Schedule 7. Modify Schedule 8. Help Icon 9. Help Icon 10. Help Icon 11. URL Navigation Bar 12. Menu Tab 13. Aid Tab 14. Org Tab 15. Report Tab 16. Tran Tab 17. Support Tab 18. Contact Us Icon 19. Help Icon 20. Logoff Icon 21. Enrollment Summary 22. Enrollment Add 23. Enrollment Update 24. SSCR School Wavier List 25. Past Enrollment Report

3.7.2 Design Details

The following screenshot highlights the functionality of the Enrollment Reporting Schedule screen.

NSLDS Menu Aid Enroll Org Report Tran Support

Enrollment Summary | Enrollment Add | Enrollment Update | **Enrollment Reporting Schedule** | SSCR School Waiver List | Past Enrollment Report

Type: Code: Name: Retrieve

Logged on as: SUNIL MALHOTRA from Department of Education Region 0

Name: STATE UNIVERSITY
Code: 03012100 Type: School

Enrollment Reporting Schedule

Create Schedule Modify Schedule Past Enrollment Report

User Profile

Distribution Medium: Student Aid Internet Gateway
Distribution SAIG User ID: TG51025
Servicer Name: GLOBAL FINANCIAL AID SERVICES
Split File Indicator: No
Default Sort Order: Student SSN

Current Schedule

Date	Type	Created By
12/01/2002	Regular	Original Schedule (12/29/2001)
02/01/2003	Regular	Original Schedule (02/01/2002)
04/01/2003	Regular	Original Schedule (04/01/2002)
06/01/2003	Regular	Original Schedule (06/03/2002)
08/01/2003	Regular	Original Schedule (08/01/2002)
10/01/2003	Regular	Original Schedule (10/01/2002)

Past Schedule

Date	Type	Created By
02/01/2002	Regular	Original Schedule (12/29/2001)
04/01/2002	Regular	Original Schedule (12/29/2001)
06/01/2002	Regular	Original Schedule (12/29/2001)
08/01/2002	Regular	Original Schedule (12/29/2001)
10/01/2002	Regular	Original Schedule (12/29/2001)

Figure 11, Enrollment Reporting Schedule

3.7.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Enrollment Summary	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Summary screen. This link is deactivated when the user is in the Enrollment Summary screen.
Actions to be performed	When clicked, the Enrollment Summary screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Add	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Add screen.
Actions to be performed	When clicked, the Enrollment Add screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Update	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Update screen.
Actions to be performed	When clicked, the Enrollment Update screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Reporting Schedule	
Element	Link (Deactivated)
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	None.
Business Object (Attribute)	None.
Validation	None.

SSCR School Waiver List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the SSCR School Waiver List screen.

SSCR School Waiver List	
Actions to be performed	When clicked, the SSCR School Waiver List screen appears.
Business Object (Attribute)	None.
Validation	None.

Past Enrollment Report	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Past Enrollment screen.
Actions to be performed	When clicked, the Past Enrollment screen appears.
Business Object (Attribute)	None.
Validation	None.

Type:	
Element	Dropdown Box
Definition/Business Rules	<p>Allows a user to select a type of organization. The different options are (displayed in this order):</p> <ul style="list-style-type: none"> • --- Select --- • FDLP SERVICER • ED REGION • GUARANTY AGENCY • LENDER • LENDER BRANCH SERVICER • SCHOOL <p>ED users can input this search criteria using the Organization Header search function.</p> <p>Non-ED users cannot input this search criteria. This should be automatically populated and should be in read only format based on the users profile.</p>
Actions to be performed	When the user clicks on the Type Dropdown Box, all the options appear. The "Select" option is highlighted.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType)
Validation	None.

Code:	
Element	Textbox
Definition/Business Rules	<p>Allows a user to enter an organization code.</p> <p>ED users can input this search criteria using the Organization Header search function.</p> <p>Non-ED users cannot input this search criteria. This should be automatically populated and should be in read only format based on the users profile.</p> <p><i>Min Characters – 0</i> <i>Max Characters – 8</i></p>
Actions to be performed	<p>As the user enters the organization code, it is displayed in the textbox in editable format.</p> <p>On Enter Retrieve pushbutton is enacted.</p>
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School (orgCode), GA (orgCode), ED (orgCode)
Validation	None.

Name:	
Element	Textbox
Definition/Business Rules	<p>Allows a user to enter an organization name.</p> <p>Non-ED users cannot input this search criteria. This should be automatically populated and should be in read only format based on the users profile.</p> <p><i>Min Characters – 0</i> <i>Max Characters – 45</i></p>
Actions to be performed	<p>As the user enters the organization name, it is displayed in the textbox in editable format.</p> <p>On Enter Retrieve pushbutton is enacted.</p>
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName)
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve enrollment information based on the criteria specified in the Type, Code, and Name textboxes.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors and students matching the criteria are identified, the Enrollment Reporting Schedule screen is displayed for the organization. If there are errors, the appropriate error message is displayed. If there are no errors and the organization is not found, the user is navigated to the Organization Search screen.
Business Object (Attribute)	None.
Validation	<ul style="list-style-type: none"> • <i>Condition:</i> If the user selects the type for an organization and then clicks the Retrieve pushbutton, the organization that satisfies the criteria entered will be listed in the Organization Search screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> If the user selects the type and enters the code for an organization and then clicks the Retrieve pushbutton, the organization that satisfies the criteria entered will be listed on the screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> If the User selects the type and name for an organization and then clicks the Retrieve pushbutton, the Organization Search screen is displayed with a list of organizations that match the Type of organization and have a common name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.

Retrieve	
	<ul style="list-style-type: none"> <p><i>Condition:</i> If the User selects the type, code, and name for an organization and then clicks the pushbutton, the Enrolment Reporting screen is displayed with a list of organizations that match the Type of organization and have a common code and name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.</p> <p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> <p><i>Condition:</i> User clicks the Retrieve button without selecting a Type or inputting a Code and Name. <i>Message:</i> Please select an Organization Type. <i>Location:</i> Client <i>Additional Information:</i> Type label turns red. Display Error.gif.</p> <p><i>Condition:</i> User selects FDLP SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 5 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif.</p> <p><i>Condition:</i> User selects GUARANTY AGENCY Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 3 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif.</p> <p><i>Condition:</i> User selects LENDER BRANCH SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code</p>

Retrieve	
	<p>length of 6 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif.</p> <ul style="list-style-type: none"> <p><i>Condition:</i> User selects a Type and enters a non-numeric Code (i.e. abcd) <i>Message:</i> Please enter a numeric Organizational Code. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif.</p> <p>An information message appears at the top of the screen for the following condition:</p> <ul style="list-style-type: none"> <p><i>Condition:</i> Organization contact information is not found based on criteria entered. The user is directed to the Organization Search screen. <i>Message:</i> No record found for the selected criteria. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif.</p> <p><i>Condition:</i> Organization contact information is not found based on criteria entered. <i>Message:</i> No current schedule records were found for this organization. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif.</p>

Name:	
Element	Label
Definition/Business Rules	Displays the name of the institution whose enrollment information will be displayed.
Actions to be performed	The organization's name is automatically displayed.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName)
Validation	None.

Code:	
Element	Label
Definition/Business Rules	Displays the code of the institution whose enrollment information will be displayed.
Actions to be performed	The organization's code is automatically displayed.
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School (orgCode), GA (orgCode), ED (orgCode)
Validation	None.

Type:	
Element	Label
Definition/Business Rules	Displays the type of the institution whose enrollment information will be displayed.
Actions to be performed	The organization's type is automatically displayed.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType),
Validation	None.

Create Schedule	
Element	Pushbutton
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule Create screen.
Actions to be performed	By clicking on the pushbutton, the Enrollment Reporting Schedule Create screen is displayed.
Business Object (Attribute)	None.
Validation	None.

Modify Schedule	
Element	Pushbutton
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule Modify screen.
Actions to be performed	By clicking on the pushbutton, the Enrollment Reporting Schedule Modify screen is displayed.
Business Object (Attribute)	None.
Validation	None.

Distribution Medium	
Element	Label
Definition/Business Rules	Displays how enrollment information is sent to

Distribution Medium	
	<p>an organization. Valid values are:</p> <ul style="list-style-type: none"> • Student Aid Internet Gateway (SAIG) • Tape <p>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.</p>
Actions to be performed	The Distribution Medium is automatically displayed.
Business Object (Attribute)	School (distributionMedium), GA (distributionMedium), Servicer (distributionMedium)
Validation	None.

Distribution SAIG User ID	
Element	Label
Definition/Business Rules	<p>Displays the address of the mailbox for organizations that receive enrollment information by the Student Aid Internet Gateway.</p> <p>The organization is assigned a SAIG User ID when they register for a User ID at the SAIG registration website.</p> <p>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.</p>
Actions to be performed	The Distribution SAIG User ID is automatically displayed.
Business Object (Attribute)	School (SAIGUserID), GA (SAIGMailbox), Servicer (SAIGMailbox)
Validation	None.

Servicer Name	
Element	Label
Definition/Business Rules	Displays the name of the servicer for schools that use a third-party servicer to send enrollment information to NSLDS II.

Servicer Name	
	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.
Actions to be performed	The servicer name is automatically displayed.
Business Object (Attribute)	Servicer (orgName)
Validation	None.

Split Files Indicator	
Element	Label
Definition/Business Rules	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). 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.
Actions to be performed	The split files indicator is automatically displayed.
Business Object (Attribute)	School (splitFileIndicator)
Validation	None.

Record Format	
Element	Label
Definition/Business Rules	Displays the format in which a guaranty agency, lender, or lender servicer receives enrollment information. Valid values are: <ul style="list-style-type: none"> • NSLDS Standard • Common Account Maintenance (CAM) 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.
Actions to be performed	The record format is automatically displayed.

Record Format	
Business Object (Attribute)	Lender (recordFormat), Servicer Lender (recordFormat), GA Lender (recordFormat)
Validation	None.

Records Received	
Element	Label
Definition/Business Rules	<p>Displays what records a guaranty agency, lender, or lender servicer receives. Valid values are:</p> <ul style="list-style-type: none"> • <i>All Records</i>—All current records regardless of whether they contain any changes since the last Notification file. • <i>Changes Only</i>—Only records that contain a change to a value other than Certification Date since the last Notification file. <p>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.</p>
Actions to be performed	The record received is automatically displayed.
Business Object (Attribute)	Lender (recordsReceived), Servicer (recordsReceived), GA (recordsReceived)
Validation	None.

Default Sort Order	
Element	Label
Definition/Business Rules	<p>Displays the sort order the enrollment information is presented. Valid values are:</p> <ul style="list-style-type: none"> • Student SSN • Student Last Name
Actions to be performed	The Default Sort Order selection is automatically displayed.
Business Object (Attribute)	Schools (Default Sort Order)
Validation	None.

Date (Current Schedule)	
Element	Label
Definition/Business Rules	Displays the date when the NSLDS will send an

Date (Current Schedule)	
	<p>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 s.</p> <p>Dates are displayed up to one year into the future</p> <p><i>Masks</i> - The Date is displayed in the MM/DD/CCYY format.</p>
Actions to be performed	The Date is automatically displayed.
Business Object (Attribute)	School (scheduleAL), GA (scheduleAL), Servicer (scheduleAL)
Validation	None.

Type (Current Schedule)	
Element	Label
Definition/Business Rules	<p>Displays the type of file that the NSLDS will send the organization. Valid values are:</p> <ul style="list-style-type: none"> • <i>Regular</i>—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. • <i>Ad Hoc</i>—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. <p>Type is displayed up to one year into the future.</p>
Actions to be performed	The Type is automatically displayed.
Business Object (Attribute)	School (scheduleAL), GA (scheduleAL), Servicer (scheduleAL)
Validation	None.

Created By (Current Schedule)	
Element	Label
Definition/Business Rules	Displays who created or updated the schedule

Created By (Current Schedule)	
	<p>that caused the generation of a particular schedule item and, in parentheses, the date they did it. Valid values are:</p> <ul style="list-style-type: none"> • <i>Original Schedule</i>—Schedule items created when the organization originally signed-up with the NSLDS. • <i>User Name</i>—Schedule items created by an online user using the Enrollment Reporting Create or Enrollment Reporting Modify page. <p>Created By is displayed up to one year into the future. <i>Masks</i> - The Date is displayed in the MM/DD/CCYY format.</p>
Actions to be performed	The Created By is automatically displayed.
Business Object (Attribute)	School (scheduleAL)
Validation	None.

Date (Past Schedule)	
Element	Label
Definition/Business Rules	<p>Displays the date when the NSLDS sent 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.</p> <p>Dates are displayed up to one year into the past.</p> <p><i>Masks</i> - The Date is displayed in the MM/DD/CCYY format.</p>
Actions to be performed	The Date is automatically displayed.
Business Object (Attribute)	School (scheduleAL), GA (scheduleAL), Servicer (scheduleAL)
Validation	None.

Type (Past Schedule)	
Element	Label

Type (Past Schedule)	
Definition/Business Rules	<p>Displays the type of file that the NSLDS sent the organization. Valid values are:</p> <ul style="list-style-type: none"> • <i>Regular</i>—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. • <i>Ad Hoc</i>—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 <p>Type is displayed up to one year into the past.</p>
Actions to be performed	The Type is automatically displayed.
Business Object (Attribute)	School (scheduleAL), GA (scheduleAL), Servicer (scheduleAL)
Validation	None.

Created By (Past Schedule)	
Element	Label
Definition/Business Rules	<p>Displays 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:</p> <ul style="list-style-type: none"> • <i>Original Schedule</i>—Schedule items created when the organization originally signed-up with the NSLDS. • <i>User Name</i>—Schedule items created by an online user using the Enrollment Reporting Create or Enrollment Reporting Modify page. <p>Created By is displayed up to one year into the past.</p> <p><i>Masks</i> - The Date is displayed in the MM/DD/CCYY format.</p>

Created By (Past Schedule)	
Actions to be performed	The Created By date is automatically displayed.
Business Object (Attribute)	School (scheduleAL), GA (scheduleAL), Servicer (scheduleAL)
Validation	None.

3.8 Enrollment Reporting Schedule Create

Description	Allows a user to create a new schedule for their organization to receive enrollment status files from the NSLDS II. The Enrollment Reporting Schedule Create Page allows users to delete a school's current SSCR schedule and to create a new schedule for that school. Users supply a Start Date and Frequency that NSLDS uses to calculate the new schedule.
New or Existing	Existing
User Group (Screen Level)	\$LENDV, \$LENDER, \$SCHSCR, \$GADPC
Requirements Traceability	1.038
Reference(s)	ENRPSSCR.ASP, WC3B_ENROLL_REPORT_SCHD_CRT_SRV
Business Object	Lender, Servicer, School, GA, ED, State Agency

3.8.1 Software Unit Logic

NSLDS I File Name:	enrpsscr.asp
NSLDS II File Name:	EnlRptSchCr.jsp
Pre-Status:	This screen is accessible from the following screens (depending on user access privileges): <ul style="list-style-type: none"> Enrollment Reporting Schedule (Pushbutton: Create Schedule)
Post-Status:	This screen allows a user to navigate to any of the following screens (depending on user access privileges): <ul style="list-style-type: none"> Enrollment Summary (Link: Enrollment Summary)

	<ul style="list-style-type: none"> • Enrollment Add (Link: Enrollment Add) • Enrollment Update (Link: Enrollment Update) • Enrollment Reporting Schedule (Link: Enrollment Reporting Schedule) • Enrollment Reporting Schedule Create Confirm (Pushbutton: Submit) • System Log On (Link: Logoff Icon) • Contact Us (Link: Contact Icon) • Menu (Link: Menu Tab) • Loan History (Link: Aid Tab) • Organization Contact List (Link: Org Tab) • Reports (Link: Reports Tab) • Transfer Monitoring List (Link: Menu Tab) • External Contact List (Link: Support Tab) • SSCR School Waiver List (Link: SSCR School Waiver List) • Past Enrollment Report (Link: Past Enrollment Report)
Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • Error.gif • Help.gif • Back.gif
Tab Order:	<ol style="list-style-type: none"> 1. Type 2. Code 3. Name 4. Retrieve 5. Department of Education Region 0 6. Return to Enrollment Reporting Schedule 7. Help Icon 8. Start Date 9. Frequency 10. Submit 11. Help Icon 12. URL Navigation Bar 13. Menu Tab 14. Aid Tab 15. Org Tab 16. Report Tab 17. Tran Tab 18. Support Tab 19. Contact Us Icon 20. Help Icon 21. Logoff Icon 22. Enrollment Summary

	<ul style="list-style-type: none"> 23. Enrollment Add 24. Enrollment Update 25. Enrollment Reporting Schedule 26. SSCR School Wavier List 27. Past Enrollment Report
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3.8.2 Design Details

The following screenshot highlights the functionality of the Enrollment Reporting Schedule Create screen.

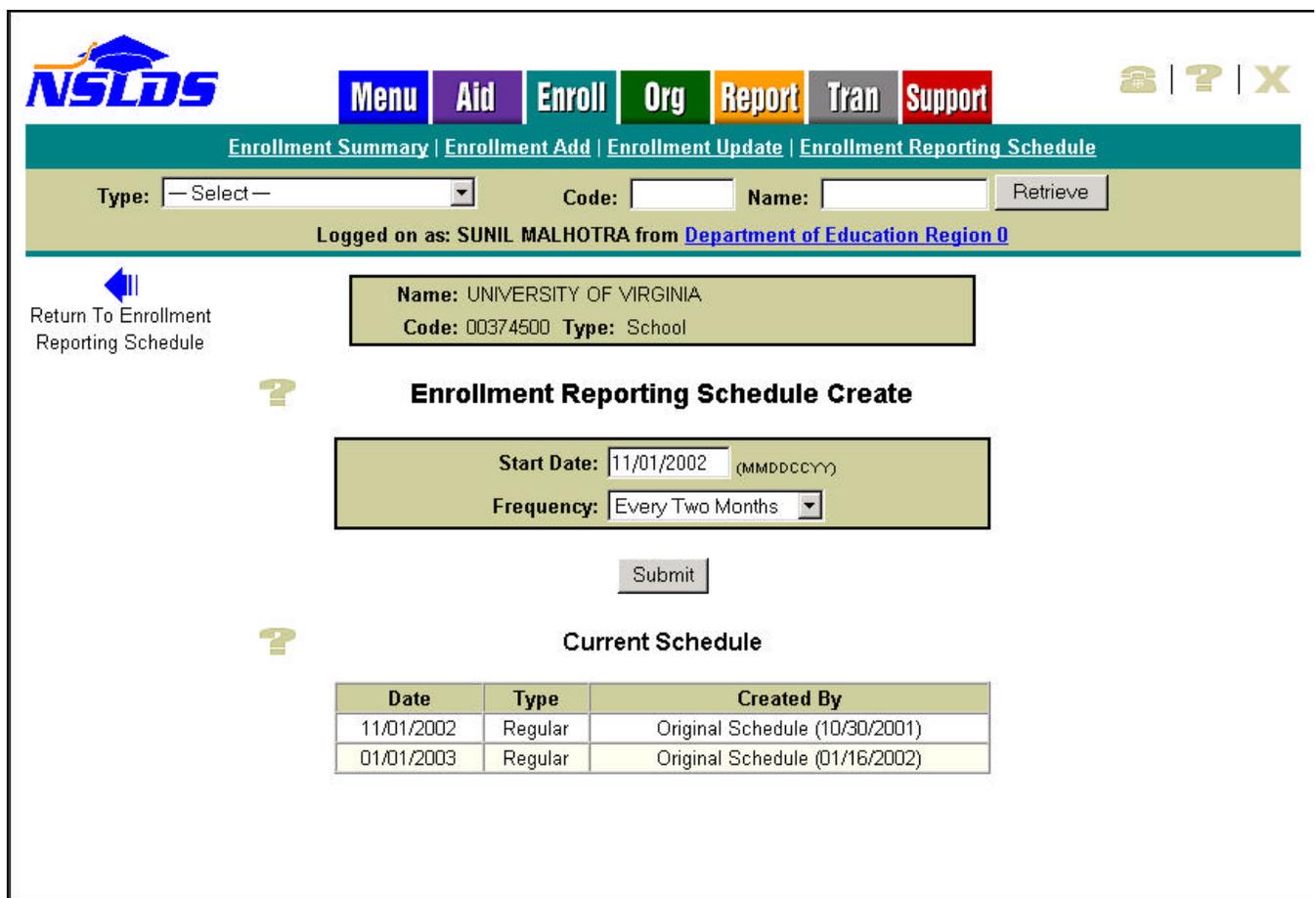


Figure 12, Enrollment Reporting Schedule Create

3.8.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Enrollment Summary	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Summary screen. This link is deactivated when the user is in the Enrollment Summary screen.
Actions to be performed	When clicked, the Enrollment Summary screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Add	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Add screen.
Actions to be performed	When clicked, the Enrollment Add screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Update	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Update screen.
Actions to be performed	When clicked, the Enrollment Update screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

SSCR School Waiver List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the SSCR School

SSCR School Waiver List	
	Waiver List screen.
Actions to be performed	When clicked, the SSCR School Waiver List screen appears.
Business Object (Attribute)	None.
Validation	None.

Past Enrollment Report	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Past Enrollment screen.
Actions to be performed	When clicked, the Past Enrollment screen appears.
Business Object (Attribute)	None.
Validation	None.

Type:	
Element	Dropdown Box
Definition/Business Rules	Allows a user to select a type of organization. The different options are (displayed in this order): <ul style="list-style-type: none"> • --- Select --- • FDLP SERVICER • ED REGION • GUARANTY AGENCY • LENDER • LENDER BRANCH SERVICER • SCHOOL
Actions to be performed	When the user clicks on the Type Dropdown Box, all the options appear. The "Select" option is highlighted.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType)
Validation	None.

Code:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization code. <i>Min Characters – 0</i> <i>Max Characters – 8</i>
Actions to be performed	As the user enters the organization code, it is

Code:	
	displayed in the textbox in editable format.
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School (orgCode), GA (orgCode), ED (orgCode)
Validation	None.

Name:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization name. <i>Min Characters - 0</i> <i>Max Characters - 45</i>
Actions to be performed	As the user enters the organization name, it is displayed in the textbox in editable format.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName)
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve enrollment information based on the criteria specified in the Type, Code, and Name textboxes.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors and the organization matching the criteria is identified, the Enrollment Report Schedule Create screen is displayed. If there are errors, the appropriate error message is displayed. If there are no errors and the organization is not found, the user is directed to the Organization Search screen.
Business Object (Attribute)	None.
Validation	<ul style="list-style-type: none"> • <i>Condition:</i> If the user selects the type for an organization and then clicks the Retrieve pushbutton, the organization that satisfies the criteria entered will be listed in the Organization Search screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> If the user selects the type and enters the code for an organization and then

Retrieve	
	<p>clicks the Retrieve pushbutton, the organization that satisfies the criteria entered will be listed on the screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.</p> <ul style="list-style-type: none"> • <i>Condition:</i> If the User selects the type and name for an organization and then clicks the Retrieve pushbutton, the Organization Search screen is displayed with a list of organizations that match the Type of organization and have a common name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> If the User selects the type, code, and name for an organization and then clicks the pushbutton, the Enrolment Reporting screen is displayed with a list of organizations that match the Type of organization and have a common code and name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. <p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> • <i>Condition:</i> User clicks the Retrieve button without selecting a Type or inputting a Code and Name. <i>Message:</i> Please select an Organization Type. <i>Location:</i> Client <i>Additional Information:</i> Type label turns red. Display Error.gif. • <i>Condition:</i> User selects FDLP SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 5 or less.

Retrieve	
	<p><i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> User selects GUARANTY AGENCY Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 3 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects LENDER BRANCH SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 6 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects a Type and enters a non-numeric Code (i.e. abcd) <i>Message:</i> Please enter a numeric Organizational Code. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. <p>An information message appears at the top of the screen for the following condition:</p> <ul style="list-style-type: none"> • <i>Condition:</i> Organization contact information is not found based on criteria entered. The user is directed to the Organization Search screen. <i>Message:</i> No record found for the selected criteria. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif. • <i>Condition:</i> Organization contact information is

Retrieve	
	<p>not found based on criteria entered. <i>Message:</i> No current schedule records were found for this organization. <i>Location:</i> Server Additional Information: Display Info.gif.</p>

Return to Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

Name:	
Element	Label
Definition/Business Rules	Displays the name of the institution whose enrollment information will be displayed.
Actions to be performed	The name of the organization is automatically displayed.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName)
Validation	None.

Code:	
Element	Label
Definition/Business Rules	Displays the code of the institution whose enrollment information will be displayed.
Actions to be performed	The code of the organization is automatically displayed.
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School (orgCode), GA (orgCode), ED (orgCode)
Validation	None.

Type:	
Element	Label
Definition/Business Rules	Displays the type of the institution whose enrollment information will be displayed.

Type:	
Actions to be performed	The type of the organization is automatically displayed.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType)
Validation	None.

Start Date:	
Element	Textbox
Definition/Business Rules	<p>Allows a user to enter the start date for the enrollment reporting schedule.</p> <p>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.</p> <p><i>Masks</i> – The Start Date must be entered with a “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format.</p>
Actions to be performed	<p>As the user enters the Start Date, it is displayed in the textbox in editable format.</p> <p>On Enter Start Date pushbutton is enacted.</p>
Business Object (Attribute)	School (scheduleAL), GA (scheduleAL), Servicer (scheduleAL)
Validation	None.

Frequency:	
Element	Dropdown Box
Definition/Business Rules	<p>Allows a user to select the frequency for the enrollment reporting schedule.</p> <p>The following values may be displayed:</p> <ul style="list-style-type: none"> • Default • Weekly • Every Two Weeks • Monthly • Every Two Months • Every Three Months • Every Four Months • Twice a Year

Frequency:	
	<p>Valid frequencies for schools are as follows:</p> <ul style="list-style-type: none"> • Every Week • Every Two Weeks • Every Month • Every Two Months • Every Three Months • Every Four Months • Every Six Months <p>Valid frequencies for guaranty agencies, lenders, and lender servicers are as follows:</p> <ul style="list-style-type: none"> • Every Day • Every Week <p>Default frequencies are every two months for schools and weekly for all other organizations. The following permutations are possible:</p> <ul style="list-style-type: none"> • 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.

Frequency:	
Actions to be performed	When the user clicks on the Frequency Dropdown Box, all the options appear. On Enter Start Date pushbutton is enacted.
Business Object (Attribute)	School (frequency), GA (frequency), Servicer (frequency)
Validation	None.

Default Sort Order:	
Element	Dropdown Box
Definition/Business Rules	Allows a user to select the order the enrollment information is displayed. The following valid values apply: <ul style="list-style-type: none"> • Student Last Name • Student SSN
Actions to be performed	When the user clicks on the Default Sort Order Dropdown Box, all the options appear.
Business Object (Attribute)	School (defaultSortOrder)
Validation	None.

Submit	
Element	Pushbutton
Definition/Business Rules	Allows a user to submit the criteria selected in the Start Date, Frequency, and Default Sort Order fields.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors, the Enrollment Reporting Schedule Create Confirm screen displays the new schedule and asks you to confirm it. If there are errors, the appropriate error message is displayed.
Business Object (Attribute)	None.
Validation	<ul style="list-style-type: none"> • <i>Condition:</i> Upon successful validation, the user is directed to the Enrollment Reporting Schedule Create Confirm screen. It displays the Start Date, Frequency, and new enrollment reporting schedule. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.

Submit	
	<p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> • <i>Condition:</i> Start Date is not entered in the “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format. <i>Message:</i> Please enter a valid Start Date in MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> Display Error.gif. • <i>Condition:</i> Start Date is not greater than or equal to current date. <i>Message:</i> Please enter a valid Start Date greater than or equal to the current date MDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> Display Error.gif. • <i>Condition:</i> TBD <i>Message:</i> Please enter a valid Start Date when not using the Default Frequency. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Start Date field becomes red. Display Error.gif. • <i>Condition:</i> User clicks submit without making any changes. <i>Message:</i> No changes were made. Please enter new values. <i>Location:</i> Server <i>Additional Information:</i> Display Error.gif. • <i>Condition:</i> More than 6 months elapsed between regular schedule items. <i>Message:</i> Please enter an earlier date. No more than 6 months can elapse between Regular schedule items. <i>Location:</i> Client <i>Additional Information:</i> The label font color for

Submit	
	<p>the Start Date field becomes red. Display Error.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> TBD <i>Message:</i> Please enter an earlier date. No more than 1 week can elapse between Regular schedule items. <i>Location:</i> Client <i>Additional Information:</i> Display Error.gif.

Date (Current Schedule)	
Element	Label
Definition/Business Rules	<p>Displays 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.</p> <p>Dates are displayed up to one year into the future.</p>
Actions to be performed	The Date is automatically displayed.
Business Object (Attribute)	School (scheduleAL), GA (scheduleAL), Servicer (scheduleAL)
Validation	None.

Type (Current Schedule)	
Element	Label
Definition/Business Rules	<p>Displays the type of file that the NSLDS will send the organization. Valid values are:</p> <ul style="list-style-type: none"> • <i>Regular</i>—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. • <i>Ad Hoc</i>—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.

Type (Current Schedule)	
	Type is displayed up to one year into the future.
Actions to be performed	The Type is automatically displayed.
Business Object (Attribute)	School (scheduleAL), GA (scheduleAL), Servicer (scheduleAL)
Validation	None

Created By (Current Schedule)	
Element	Label
Definition/Business Rules	<p>Displays 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:</p> <ul style="list-style-type: none"> • <i>Original Schedule</i>—Schedule items created when the organization originally signed-up with the NSLDS. • <i>User Name</i>—Schedule items created by an online user using the Enrollment Reporting Create or Enrollment Reporting Modify page. <p>Created By is displayed up to one year into the future.</p>
Actions to be performed	The Created By data is automatically displayed.
Business Object (Attribute)	School (scheduleAL), GA (scheduleAL), Servicer (scheduleAL)
Validation	None.

3.9 Enrollment Reporting Schedule Create Confirm

Description	Allows a user to confirm the new enrollment reporting schedule.
New or Existing	Existing
User Group (Screen Level)	\$LENDV, \$LENDER, \$\$SCHSCR, \$GADPC
Requirements Traceability	1.036, 1.037, 1.039
Reference(s)	enrpsccr.asp , WC30 Enrollment Maintenance Retrieval Server
Business Object	Lender , Servicer , School, GA, ED, State Agency

3.9.1 Software Unit Logic

NSLDS I File Name:	enrpsccr.asp
NSLDS II File Name:	EnrIRptSchCr.jsp
Pre-Status:	This screen is accessible from the following screens (depending on user access privileges): <ul style="list-style-type: none"> • Enrollment Reporting Schedule Create
Post-Status:	This screen allows a user to navigate to any of the following screens (depending on user access privileges): <ul style="list-style-type: none"> • Enrollment Summary (Link: Enrollment Summary) • Enrollment Add (Link: Enrollment Add) • Enrollment Update (Link: Enrollment Update) • Enrollment Reporting Schedule (Link: Enrollment Reporting Schedule, Pushbutton: Confirm) • Enrollment Reporting Schedule Create (Pushbutton: Cancel) • System Log On (Link: Logoff Icon) • Contact Us (Link: Contact Icon) • Menu (Link: Menu Tab) • Loan History (Link: Aid Tab) • Organization Contact List (Link: Org Tab) • Reports (Link: Reports Tab) • Transfer Monitoring List (Link: Menu Tab) • External Contact List (Link: Support Tab) • SSCR School Waiver List (Link: SSCR School Waiver List) • Past Enrollment Report (Link: Past Enrollment Report)
Gif Name:	The following graphical objects may appear on this screen: <ul style="list-style-type: none"> • Error.gif • Info.gif • Help.gif • Back.gif
Tab Order:	<ol style="list-style-type: none"> 1. Type 2. Code 3. Name 4. Retrieve 5. Department of Education Region 0

	<ol style="list-style-type: none">6. Return to Enrollment Reporting Schedule7. Help Icon8. Confirm9. Cancel10. URL Navigation Bar11. Menu Tab12. Aid Tab13. Org Tab14. Report Tab15. Tran Tab16. Support Tab17. Contact Us Icon18. Help Icon19. Logoff Icon20. Enrollment Summary21. Enrollment Add22. Enrollment Update23. Enrollment Reporting Schedule24. SSCR School Wavier List25. Past Enrollment Report
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3.9.2 Design Details

The following screenshot highlights the functionality of the Enrollment Reporting Schedule Create Confirm screen.

NSLDS Menu Aid Enroll Org Report Tran Support

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule | SSCR School Waiver List | Past Enrollment Report

Type: Code: Name: Retrieve

Logged on as: SUNIL MALHOTRA from Department of Education Region 0

Return To Enrollment Reporting Schedule

Name: STATE UNIVERSITY
Code: 11111111 Type: School

Enrollment Reporting Schedule Create Confirm

You have requested a new schedule based on the following values:
Start Date: 12/01/2002
Frequency: Every Two Months

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
12/01/2002	Regular
02/01/2003	Regular
04/01/2003	Regular
06/01/2003	Regular
08/01/2003	Regular
10/01/2003	Regular
12/01/2003	Regular

Confirm Cancel

Figure 13, Enrollment Reporting Schedule Create Confirm

3.9.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Enrollment Summary	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Summary screen. This link is deactivated when the user is in the Enrollment Summary screen.
Actions to be performed	When clicked, the Enrollment Summary screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Add	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Add screen.
Actions to be performed	When clicked, the Enrollment Add screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Update	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Update screen.
Actions to be performed	When clicked, the Enrollment Update screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Validation	None.

SSCR School Waiver List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the SSCR School Waiver List screen.
Actions to be performed	When clicked, the SSCR School Waiver List screen appears.
Business Object (Attribute)	None.
Validation	None.

Past Enrollment Report	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Past Enrollment screen.
Actions to be performed	When clicked, the Past Enrollment screen appears.

Past Enrollment Report	
Business Object (Attribute)	None.
Validation	None.

Type:	
Element	Dropdown Box
Definition/Business Rules	<p>Allows a user to select a type of organization. The different options are (displayed in this order):</p> <ul style="list-style-type: none"> • --- Select --- • FDLP SERVICER • ED REGION • GUARANTY AGENCY • LENDER • LENDER BRANCH SERVICER • SCHOOL <p><i>Min Characters – 0</i> <i>Max Characters – 8</i></p>
Actions to be performed	When the user clicks on the Type Dropdown Box, all the options appear. The “Select” option is highlighted.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType)
Validation	None.

Code:	
Element	Textbox
Definition/Business Rules	<p>Allows a user to enter an organization code.</p> <p>Non-ED users cannot input this search criteria. This should be automatically populated and should be in read only format based on the users profile.</p> <p><i>Min Characters – 0</i> <i>Max Characters – 8</i></p>
Actions to be performed	<p>As the user enters the organization code, it is displayed in the textbox in editable format.</p> <p>On Enter Retrieve pushbutton is enacted.</p>

Code:	
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School (orgCode), GA (orgCode), ED (orgCode)
Validation	None.

Name:	
Element	Textbox
Definition/Business Rules	<p>Allows a user to enter an organization name.</p> <p>Non-ED users cannot input this search criteria. This should be automatically populated and should be in read only format based on the users profile.</p> <p><i>Min Characters – 0</i> <i>Max Characters – 45</i></p>
Actions to be performed	As the user enters the organization name, it is displayed in the textbox in editable format.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName)
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve enrollment information based on the criteria specified in the Type, Code, and Name textboxes.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors and the organization matching the criteria is identified, the Enrollment Reporting Schedule Create screen is displayed. If there are errors, the appropriate error message is displayed.
Business Object (Attribute)	None.
Validation	<ul style="list-style-type: none"> <i>Condition:</i> If the user selects the type for an organization and then clicks the Retrieve pushbutton, the organization that satisfies the criteria entered will be listed in the Organization Search screen. <p><i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.</p>

Retrieve	
	<ul style="list-style-type: none"> • <i>Condition:</i> If the user selects the type and enters the code for an organization and then clicks the Retrieve pushbutton, the organization that satisfies the criteria entered will be listed on the screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> If the User selects the type and name for an organization and then clicks the Retrieve pushbutton, the Organization Search screen is displayed with a list of organizations that match the Type of organization and have a common name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> If the User selects the type, code, and name for an organization and then clicks the pushbutton, the Enrolment Reporting screen is displayed with a list of organizations that match the Type of organization and have a common code and name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. <p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> • <i>Condition:</i> User clicks the Retrieve button without selecting a Type or inputting a Code and Name. <i>Message:</i> Please select an Organization Type. <i>Location:</i> Client <i>Additional Information:</i> Type label turns red. Display Error.gif. • <i>Condition:</i> User selects FDLP SERVICER Type and enters an invalid Code (i.e. 00000000).

Retrieve	
	<p><i>Message:</i> Please enter an Organization Code length of 5 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> User selects GUARANTY AGENCY Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 3 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects LENDER BRANCH SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 6 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects a Type and enters a non-numeric Code (i.e. abcd) <i>Message:</i> Please enter a numeric Organizational Code. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. <p>An information message appears at the top of the screen for the following condition:</p> <ul style="list-style-type: none"> • <i>Condition:</i> Organization contact information is not found based on criteria entered. The user is directed to the Organization Search screen. <i>Message:</i> No record found for the selected criteria. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif.

Retrieve	
	<ul style="list-style-type: none"> <i>Condition:</i> Organization contact information is not found based on criteria entered. <i>Message:</i> No current schedule records were found for this organization. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif.

Return to Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

Name:	
Element	Label
Definition/Business Rules	Displays the name of the institution whose enrollment information will be displayed.
Actions to be performed	The name of the organization is automatically displayed.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName)
Validation	None.

Code:	
Element	Label
Definition/Business Rules	Displays the code of the institution whose enrollment information will be displayed.
Actions to be performed	The code of the organization is automatically displayed.
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School (orgCode), GA (orgCode), ED (orgName), State Agency (orgName)
Validation	None.

Type:	
Element	Label
Definition/Business Rules	Displays the type of the institution whose

Type:	
	enrollment information will be displayed.
Actions to be performed	The type of the organization is automatically displayed.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType)
Validation	None.

Start Date:	
Element	Label
Definition/Business Rules	Displays the selected start date. <i>Masks</i> – The Start Date is displayed in the MM/DD/CCYY format.
Actions to be performed	The start date automatically displayed.
Business Object (Attribute)	School (scheduleAL), GA (scheduleAL), Servicer (scheduleAL)
Validation	None.

Frequency:	
Element	Label
Definition/Business Rules	Displays the selected frequency.
Actions to be performed	The frequency automatically displayed.
Business Object (Attribute)	School (frequency), GA (frequency), Servicer (frequency)
Validation	None.

Default Sort Order:	
Element	Label
Definition/Business Rules	Displays the selected default sort order.
Actions to be performed	The default sort order is automatically displayed.
Business Object (Attribute)	School (defaultSortOrder)
Validation	None.

Date	
Element	Label
Definition/Business Rules	Displays the new enrollment schedule dates (up to one year in the future).

Date	
	<i>Masks</i> – The Date is displayed in the MM/DD/CCYY format.
Actions to be performed	The date is automatically displayed.
Business Object (Attribute)	School (scheduleAL), GA (scheduleAL), Servicer (scheduleAL)
Validation	None.

Type	
Element	Label
Definition/Business Rules	Displays the type of file that NSLDS II will send.
Actions to be performed	The type is automatically displayed.
Business Object (Attribute)	School (scheduleAL), Servicer (scheduleAL), GA (scheduleAL)
Validation	None.

Confirm	
Element	Pushbutton
Definition/Business Rules	Allows a user to delete the existing schedule and replace it with the new schedule.
Actions to be performed	By clicking on the pushbutton, the new schedule is accepted. A confirmation message notifying the user of a successful schedule creation appears in the Enrollment Reporting Schedule screen.
Business Object (Attribute)	None.
Validation	An information message appears at the top of the screen for the following conditions: <ul style="list-style-type: none"> • <i>Condition:</i> Schedule was successfully created. <i>Message:</i> Schedule successfully created. <i>Location:</i> Server Additional Information: This message appears in the Enrollment Reporting Schedule screen. Display Info.gif.

Cancel	
Element	Pushbutton
Definition/Business Rules	Allows a user to cancel the new schedule request.

Cancel	
Actions to be performed	By clicking on the pushbutton, the new schedule is cancelled. The user is returned to the Enrollment Reporting Schedule Create screen.
Business Object (Attribute)	None.
Validation	None.

3.10 Enrollment Reporting Schedule Modify

Description	Allows a user to modify their organization's current schedule for receiving enrollment status files from NSLDS II. Users can change dates, change schedule types (regular or Ad Hoc), cancel dates, and add new dates. At any point prior to submittal a user can reset the data by clicking the reset button.
New or Existing	Existing
User Group (Screen Level)	\$EDAGGR, \$GADPC, \$\$SCHSCR, \$LENDER, \$LENDSV
Requirements Traceability	1.040
Reference(s)	ENRPSCMD.ASP, WC3C_ENROLL_REPORT_SCHD_MOD_SRV
Business Object	Lender, Servicer, School, GA, ED, State Agency

3.10.1 Software Unit Logic

NSLDS I File Name:	enrpscmd.asp
NSLDS II File Name:	EnlRptSchMod.jsp
Pre-Status:	This screen is accessible from the following screens (depending on user access privileges): <ul style="list-style-type: none"> • Enrollment Reporting Schedule (Pushbutton: Modify Schedule)
Post-Status:	This screen allows a user to navigate to any of the following screens (depending on user access privileges): <ul style="list-style-type: none"> • Enrollment Summary (Link: Enrollment Summary) • Enrollment Add (Link: Enrollment Add) • Enrollment Update (Link: Enrollment Update) • Enrollment Reporting Schedule (Link: Enrollment Reporting Schedule) • System Log On (Link: Logoff Icon) • Contact Us (Link: Contact Icon) • Menu (Link: Menu Tab) • Loan History (Link: Aid Tab) • Organization Contact List (Link: Org Tab)

	<ul style="list-style-type: none"> • Reports (Link: Reports Tab) • Transfer Monitoring List (Link: Menu Tab) • External Contact List (Link: Support Tab) • SSCR School Waiver List (Link: SSCR School Waiver List) • Past Enrollment Report (Link: Past Enrollment Report)
Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • Error.gif • Help.gif • Back.gif
Tab Order:	<ol style="list-style-type: none"> 1. Type 2. Code 3. Name 4. Retrieve 5. Department of Education Region 0 6. Return to Enrollment Reporting Schedule 7. Help Icon 8. Help Icon 9. Add Blank Line 10. Date 11. Type 12. Cancel 13. Submit 14. Reset 15. URL Navigation Bar 16. Menu Tab 17. Aid Tab 18. Org Tab 19. Report Tab 20. Tran Tab 21. Support Tab 22. Contact Us Icon 23. Help Icon 24. Logoff Icon 25. Enrollment Summary 26. Enrollment Add 27. Enrollment Update 28. Enrollment Reporting Schedule 29. SSCR School Wavier List 30. Past Enrollment Report

3.10.2 Design Details

The following screenshot highlights the functionality of the Enrollment Reporting Schedule Create Modify screen.

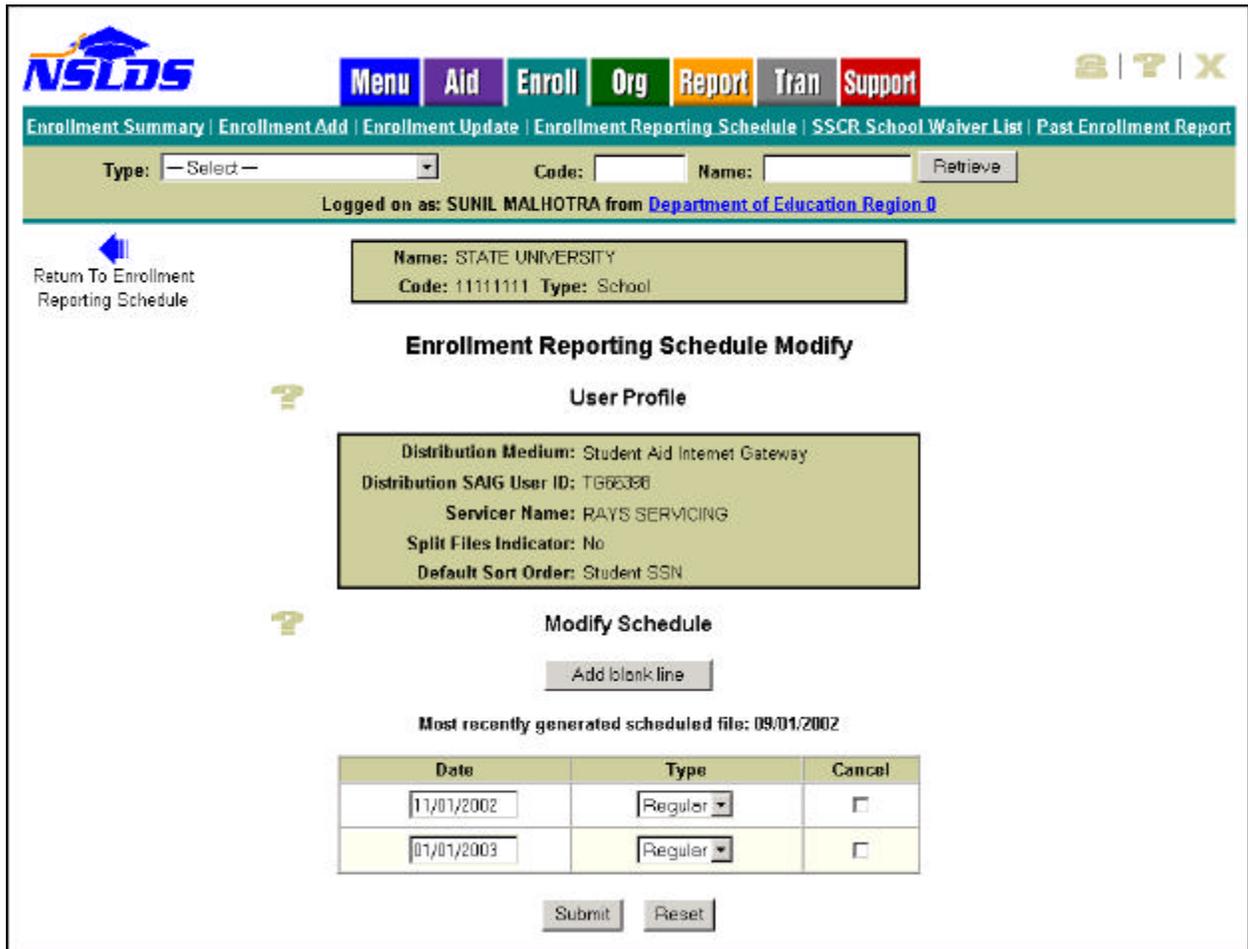


Figure 14, Enrollment Reporting Schedule Modify

3.10.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Enrollment Summary	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Summary screen. This link is deactivated when

Enrollment Summary	
	the user is in the Enrollment Summary screen.
Actions to be performed	When clicked, the Enrollment Summary screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Add	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Add screen.
Actions to be performed	When clicked, the Enrollment Add screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Update	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Update screen.
Actions to be performed	When clicked, the Enrollment Update screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

SSCR School Waiver List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the SSCR School Waiver List screen.
Actions to be performed	When clicked, the SSCR School Waiver List screen appears.
Business Object (Attribute)	None.

SSCR School Waiver List	
Validation	None.

Past Enrollment Report	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Past Enrollment screen.
Actions to be performed	When clicked, the Past Enrollment screen appears.
Business Object (Attribute)	None.
Validation	None.

Type:	
Element	Dropdown Box
Definition/Business Rules	Allows a user to select a type of organization. The different options are (displayed in this order): <ul style="list-style-type: none"> • --- Select --- • FDLP SERVICER • ED REGION • GUARANTY AGENCY • LENDER • LENDER BRANCH SERVICER • SCHOOL
Actions to be performed	When the user clicks on the Type Dropdown Box, all the options appear. The "Select" option is highlighted.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType), State Agency (orgType)
Validation	None.

Code:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization code. <i>Min Characters – 0</i> <i>Max Characters – 8</i>
Actions to be performed	As the user enters the organization code, it is displayed in the textbox in editable format.
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School (orgCode), GA (orgCode), ED (orgCode)

Code:	
Validation	None.

Name:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization name. <i>Min Characters - 0</i> <i>Max Characters - 45</i>
Actions to be performed	As the user enters the organization name, it is displayed in the textbox in editable format.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName)
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve enrollment information based on the criteria specified in the Type, Code, and Name textboxes.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors, the Enrollment Reporting Modify Confirm screen is displayed. If there are errors, the appropriate error message is displayed. If there are no errors and the organization is not found, the user is directed to the Organization Search screen.
Business Object (Attribute)	None.
Validation	<ul style="list-style-type: none"> <i>Condition:</i> If the user selects the type for an organization and then clicks the Retrieve pushbutton, the organization that satisfies the criteria entered will be listed in the Organization Search screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. <i>Condition:</i> If the user selects the type and enters the code for an organization and then clicks the Retrieve pushbutton, the organization that satisfies the criteria entered will be listed on the screen. <i>Message:</i> None.

Retrieve	
	<p><i>Location:</i> Server <i>Additional Information:</i> None.</p> <ul style="list-style-type: none"> <p><i>Condition:</i> If the User selects the type and name for an organization and then clicks the Retrieve pushbutton, the Organization Search screen is displayed with a list of organizations that match the Type of organization and have a common name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.</p> <p><i>Condition:</i> If the User selects the type, code, and name for an organization and then clicks the pushbutton, the Enrolment Reporting screen is displayed with a list of organizations that match the Type of organization and have a common code and name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.</p> <p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> <p><i>Condition:</i> User clicks the Retrieve button without selecting a Type or inputting a Code and Name. <i>Message:</i> Please select an Organization Type. <i>Location:</i> Client <i>Additional Information:</i> Type label turns red. Display Error.gif.</p> <p><i>Condition:</i> User selects FDLP SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 5 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif.</p>

Retrieve	
	<ul style="list-style-type: none"> • <i>Condition:</i> User selects GUARANTY AGENCY Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 3 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects LENDER BRANCH SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 6 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects a Type and enters a non-numeric Code (i.e. abcd) <i>Message:</i> Please enter a numeric Organizational Code. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. <p>An information message appears at the top of the screen for the following condition:</p> <ul style="list-style-type: none"> • <i>Condition:</i> Organization contact information is not found based on criteria entered. The user is directed to the Organization Search screen. <i>Message:</i> No record found for the selected criteria. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif. • <i>Condition:</i> Organization contact information is not found based on criteria entered. <i>Message:</i> No current schedule records were found for this organization. <i>Location:</i> Server

Retrieve	
	Additional Information: Display Info.gif .

Return to Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

Name:	
Element	Label
Definition/Business Rules	Displays the name of the institution whose enrollment information will be displayed.
Actions to be performed	The name of the organization is automatically displayed.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName), State Agency (orgName)
Validation	None.

Code:	
Element	Label
Definition/Business Rules	Displays the code of the institution whose enrollment information will be displayed.
Actions to be performed	The code of the organization is automatically displayed.
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School (orgCode), GA (orgCode), ED (orgCode)
Validation	None.

Type:	
Element	Label
Definition/Business Rules	Displays the type of the institution whose enrollment information will be displayed.
Actions to be performed	The type of the organization is automatically displayed.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType)
Validation	None.

Distribution Medium	
Element	Label
Definition/Business Rules	Displays how enrollment information is sent to an organization. Valid values are: <ul style="list-style-type: none"> • Student Aid Internet Gateway (SAIG) • Tape
Actions to be performed	The Distribution Medium is automatically displayed.
Business Object (Attribute)	School (distributionMedium), GA (distributionMedium), Servicer (distributionMedium)
Validation	None.

Distribution SAIG User ID	
Element	Label
Definition/Business Rules	Displays the address of the mailbox for organizations that receive enrollment information by the Student Aid Internet Gateway.
Actions to be performed	The Distribution SAIG User ID is automatically displayed.
Business Object (Attribute)	School (SAIGUserID), GA (SAIGMailbox), Servicer (SAIGMailbox)
Validation	None.

Servicer Name	
Element	Label
Definition/Business Rules	Displays the name of the servicer for schools that use a third-party servicer to send enrollment information to NSLDS.
Actions to be performed	None.
Business Object (Attribute)	Servicer (orgName)
Validation	None.

Split Files Indicator	
Element	Label
Definition/Business Rules	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).

Split Files Indicator	
Actions to be performed	None.
Business Object (Attribute)	School (splitFileIndicator)
Validation	None.

Default Sort Order	
Element	Label
Definition/Business Rules	Displays the sort order the enrollment information is presented. Valid values are: <ul style="list-style-type: none"> • Student SSN • Student Last Name
Actions to be performed	The Default Sort Order selection is automatically displayed.
Business Object (Attribute)	Schools (Default Sort Order)
Validation	None.

Add blank line	
Element	Pushbutton
Definition/Business Rules	Allows a user to add a blank line.
Actions to be performed	By clicking on the pushbutton, a blank line appears with the date, type, and cancel fields.
Business Object (Attribute)	None.
Validation	None.

Most recently generated scheduled file: 09/01/2002	
Element	Label
Definition/Business Rules	Displays the most recently generated SSCR file. <i>Masks</i> – The Date is displayed in the MM/DD/CCYY format.
Actions to be performed	The label automatically appears with the latest SSCR generated date.
Business Object (Attribute)	School (generatedFileDt), Serivcer (generatedFileDt), GA (generatedFileDt)
Validation	None.

Date	
Element	Label
Definition/Business Rules	Allows a user to enter or modify the reporting schedule date.

Date	
	<i>Masks</i> – The Date must be entered with a “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format.
Actions to be performed	As the user enters the Date, it is displayed in the textbox in editable format.
Business Object (Attribute)	School (scheduleAL), GA (scheduleAL), Servicer (scheduleAL)
Validation	None.

Type	
Element	Dropdown Box
Definition/Business Rules	Allows a user to select the type of enrollment file request.
Actions to be performed	As the user enters the Type, it is displayed in the textbox in editable format.
Business Object (Attribute)	School (scheduleAL), GA (scheduleAL), Servicer (scheduleAL)
Validation	None.

Cancel	
Element	Checkbox
Definition/Business Rules	Allows a user to select or deselect a date.
Actions to be performed	A check will be displayed if the user clicks on the box.
Business Object (Attribute)	None.
Validation	None.

Submit	
Element	Pushbutton
Definition/Business Rules	Allows a user to submit their modified schedule. Once submitted, dates and schedules are validated and any irregularities result in a redisplay of the update page with the errors flagged and the details of the error available through a mouse-over of the error icon. When all errors have been corrected and the data passes validation at the server, the new schedule will be displayed in a protected mode to the user for confirmation.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors, the Enrollment

Submit	
	Reporting Schedule Modify Confirm screen displays the new schedule and asks you to confirm it. If there are errors, the appropriate error message is displayed.
Business Object (Attribute)	None.
Validation	<ul style="list-style-type: none"> • <i>Condition:</i> Upon successful validation, the user is directed to the Enrollment Reporting Schedule Modify Confirm screen. It displays the Start Date, Frequency, and new enrollment reporting schedule. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. <p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> • <i>Condition:</i> Start Date is not entered in the “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format. <i>Message:</i> Please enter a valid Start Date in MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Start Date field becomes red Display Error.gif. • <i>Condition:</i> Start Date is not greater than or equal to current date. <i>Message:</i> Please enter a date greater than or equal to the current date. <i>Location:</i> Client <i>Additional Information:</i> Display Error.gif. • <i>Condition:</i> More than 6 months elapsed between regular schedule items. <i>Message:</i> Please enter an earlier date. No more than 6 months can elapse between Regular schedule items. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Start Date field becomes red. Display

Submit	
	<p>Error.gif.</p> <ul style="list-style-type: none"> <p><i>Condition:</i> TBD <i>Message:</i> Please enter an earlier date. No more than 1 week can elapse between Regular schedule items. <i>Location:</i> Client <i>Additional Information:</i> Display Error.gif.</p> <p><i>Condition:</i> TBD <i>Message:</i> Please make sure all dates are unique. <i>Location:</i> TBD <i>Additional Information:</i> Display Error.gif.</p>

Reset	
Element	Pushbutton
Definition/Business Rules	Allows a user to reset their changes to its initial state.
Actions to be performed	By clicking on the pushbutton, the modified schedule is returned to its initial state.
Business Object (Attribute)	None.
Validation	None.

3.11 Enrollment Reporting Schedule Modify Confirm

Description	Allows a user to confirm the modification of the new enrollment reporting schedule.
New or Existing	Existing
User Group (Screen Level)	\$LEND SV, \$LENDER, \$\$SCHSCR, \$GADPC
Requirements Traceability	1.040
Reference(s)	ENRPSCMD.ASP, WC3C_ENROLL_REPORT_SCHD_MOD_SRV
Business Object	Lender, Servicer, School, GA, ED, State Agency

3.11.1 Software Unit Logic

NSLDS I File	enrpscmd.asp
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Name:	
NSLDS II File Name:	EnrlRptSchMod.jsp
Pre-Status:	<p>This screen is accessible from the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Enrollment Reporting Schedule Modify (Pushbutton: Submit)
Post-Status:	<p>This screen allows a user to navigate to any of the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Enrollment Summary (Link: Enrollment Summary) • Enrollment Add (Link: Enrollment Add) • Enrollment Update (Link: Enrollment Update) • Enrollment Reporting Schedule (Link: Enrollment Reporting Schedule) • System Log On (Link: Logoff Icon) • Contact Us (Link: Contact Icon) • Menu (Link: Menu Tab) • Loan History (Link: Aid Tab) • Organization Contact List (Link: Org Tab) • Reports (Link: Reports Tab) • Transfer Monitoring List (Link: Menu Tab) • External Contact List (Link: Support Tab) • SSCR School Waiver List (Link: SSCR School Waiver List) • Past Enrollment Report (Link: Past Enrollment Report)
Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • Info.gif • Help.gif • Back.gif
Tab Order:	<ol style="list-style-type: none"> 1. Type 2. Code 3. Name 4. Retrieve 5. Department of Education Region 0 6. Return to Enrollment Reporting Schedule 7. Help Icon 8. Confirm 9. Cancel 10. URL Navigation Bar 11. Menu Tab 12. Aid Tab

	<ul style="list-style-type: none"> 13. Org Tab 14. Report Tab 15. Tran Tab 16. Support Tab 17. Contact Us Icon 18. Help Icon 19. Logoff Icon 20. Enrollment Summary 21. Enrollment Add 22. Enrollment Update 23. Enrollment Reporting Schedule 24. SSCR School Wavier List 25. Past Enrollment Report
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3.11.2 Design Details

The following screenshot highlights the functionality of the Enrollment Reporting Schedule Modify Confirm screen.

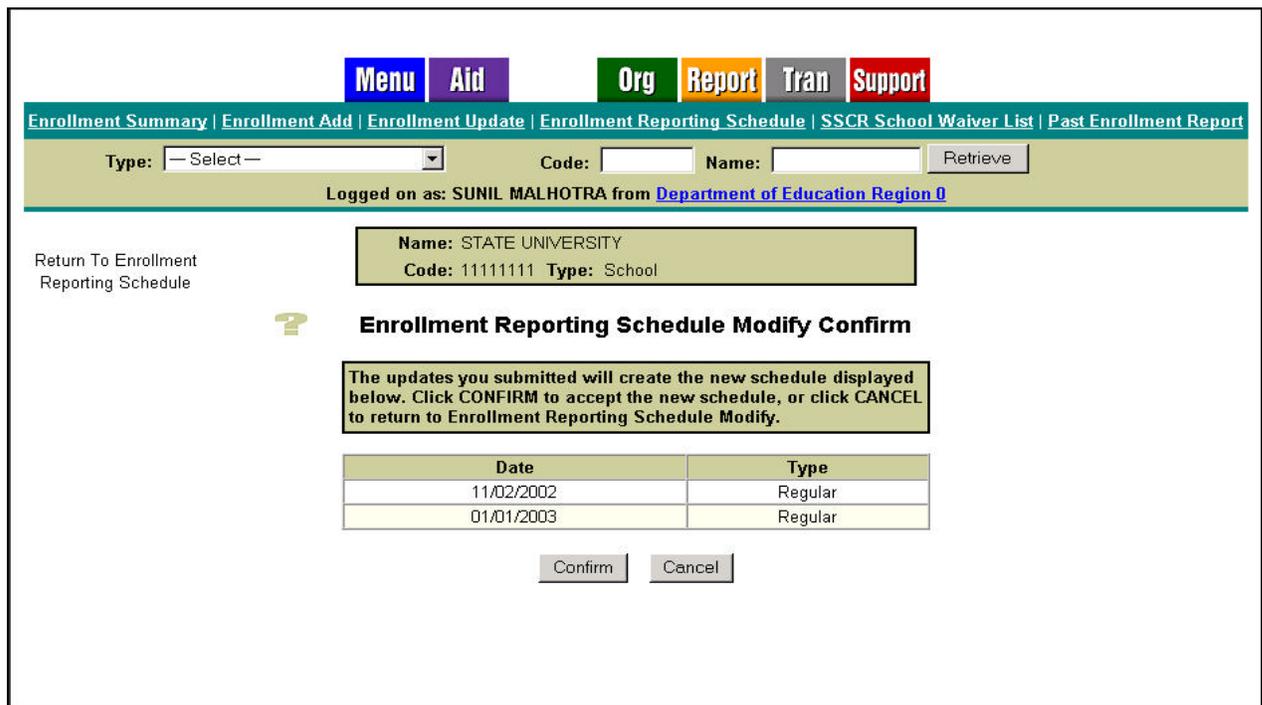


Figure 15, Enrollment Reporting Schedule Modify Confirm

3.11.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Enrollment Summary	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Summary screen. This link is deactivated when the user is in the Enrollment Summary screen.
Actions to be performed	When clicked, the Enrollment Summary screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Add	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Add screen.
Actions to be performed	When clicked, the Enrollment Add screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Update	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Update screen.
Actions to be performed	When clicked, the Enrollment Update screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

SSCR School Waiver List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the SSCR School Waiver List screen.
Actions to be performed	When clicked, the SSCR School Waiver List screen appears.
Business Object (Attribute)	None.
Validation	None.

Past Enrollment Report	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Past Enrollment screen.
Actions to be performed	When clicked, the Past Enrollment screen appears.
Business Object (Attribute)	None.
Validation	None.

Return To Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

Type:	
Element	Dropdown Box
Definition/Business Rules	Allows a user to select a type of organization. The different options are (displayed in this order): <ul style="list-style-type: none"> • --- Select --- • FDLP SERVICER • ED REGION • GUARANTY AGENCY • LENDER • LENDER BRANCH SERVICER • SCHOOL
Actions to be performed	When the user clicks on the Type Dropdown Box, all the options appear. The "Select" option is

Type:	
	highlighted.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType)
Validation	None.

Code:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization code. <i>Min Characters – 0</i> <i>Max Characters – 8</i>
Actions to be performed	As the user enters the organization code, it is displayed in the textbox in editable format.
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School (orgCode), GA (orgCode), ED (orgCode)
Validation	None.

Name:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization name. <i>Min Characters – 0</i> <i>Max Characters – 45</i>
Actions to be performed	As the user enters the organization name, it is displayed in the textbox in editable format.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName)
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve enrollment information based on the criteria specified in the Type, Code, and Name textboxes.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors, the Enrollment Reporting Modify Confirm screen is displayed. If there are errors, the appropriate error message is displayed. If there are no errors and the organization is not found, the user is directed to the Organization Search screen.
Business Object (Attribute)	None.

Retrieve	
Validation	<ul style="list-style-type: none"> • <i>Condition:</i> If the user selects the type for an organization and then clicks the Retrieve pushbutton, the organization that satisfies the criteria entered will be listed in the Organization Search screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> If the user selects the type and enters the code for an organization and then clicks the Retrieve pushbutton, the organization that satisfies the criteria entered will be listed on the screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> If the User selects the type and name for an organization and then clicks the Retrieve pushbutton, the Organization Search screen is displayed with a list of organizations that match the Type of organization and have a common name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> If the User selects the type, code, and name for an organization and then clicks the pushbutton, the Enrolment Reporting screen is displayed with a list of organizations that match the Type of organization and have a common code and name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. <p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> • <i>Condition:</i> User clicks the Retrieve button

Retrieve	
	<p>without selecting a Type or inputting a Code and Name. <i>Message:</i> Please select an Organization Type. <i>Location:</i> Client <i>Additional Information:</i> Type label turns red. Display Error.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> User selects FDLP SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 5 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects GUARANTY AGENCY Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 3 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects LENDER BRANCH SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 6 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects a Type and enters a non-numeric Code (i.e. abcd) <i>Message:</i> Please enter a numeric Organizational Code. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. <p>An information message appears at the top of the</p>

Retrieve	
	<p>screen for the following condition:</p> <ul style="list-style-type: none"> <p><i>Condition:</i> Organization contact information is not found based on criteria entered. The user is directed to the Organization Search screen. <i>Message:</i> No record found for the selected criteria. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif.</p> <p><i>Condition:</i> Organization contact information is not found based on criteria entered. <i>Message:</i> No current schedule records were found for this organization. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif.</p>

Return to Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

Name:	
Element	Label
Definition/Business Rules	Displays the name of the institution whose enrollment information will be displayed.
Actions to be performed	The name of the organization is automatically displayed.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName)
Validation	None.

Code:	
Element	Label
Definition/Business Rules	Displays the code of the institution whose enrollment information will be displayed.

Code:	
Actions to be performed	The code of the organization is automatically displayed.
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School (orgCode), GA (orgCode), ED (orgCode)
Validation	None.

Type:	
Element	Label
Definition/Business Rules	Displays the type of the institution whose enrollment information will be displayed.
Actions to be performed	The type of the organization is automatically displayed.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType)
Validation	None.

Date	
Element	Label
Definition/Business Rules	Displays the enrollment reporting schedule date. <i>Masks</i> - The Date is displayed in the MM/DD/CCYY format.
Actions to be performed	None.
Business Object (Attribute)	School (scheduleAL), GA (scheduleAL), Servicer (scheduleAL)
Validation	None.

Type	
Element	Label
Definition/Business Rules	Displays the enrollment reporting schedule request type.
Actions to be performed	None.
Business Object (Attribute)	School (scheduleAL), GA (scheduleAL), Servicer (scheduleAL)
Validation	None.

Cancel	
Element	Pushbutton
Definition/Business Rules	Allows a user to cancel the Enrollment Reporting Schedule.
Actions to be performed	The user is redirected to the Enrollment

Cancel	
	Reporting Schedule screen.
Business Object (Attribute)	None.
Validation	None.

Confirm	
Element	Pushbutton
Definition/Business Rules	Allows a user to confirm the Enrollment Reporting Schedule.
Actions to be performed	The user is redirected to the Enrollment Reporting Schedule screen. The following informational message is displayed: Schedule successfully modified.
Business Object (Attribute)	None.
Validation	An information message appears at the top of the screen for the following conditions: <ul style="list-style-type: none"> • <i>Condition:</i> Schedule was successfully created. <i>Message:</i> Schedule successfully created. <i>Location:</i> Server Additional Information: This message appears in the Enrollment Reporting Schedule screen. Display Info.gif.

3.12 SSCR School Waiver List

Description	Allows authorized users to view SSCR School Waiver information. Displays the schools that have an active school waiver.
New or Existing	New
User Group (Screen Level)	SEDAGGR
Requirements Traceability	1.094
Reference(s)	Build II Detail Design Document
Object Name	Lender, Servicer, School, GA, ED, State Agency

3.12.1 Software Unit Logic

NSLDS I File Name:	There is not an ASP file associated with this screen.
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NSLDS II File Name:	SchWvrLst.jsp
Pre-Status:	<p>This screen is accessible from the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Enrollment Summary (Link: SSCR School Waiver List) • Student/PLUS Borrower Name Search (Link: SSCR School Waiver List) • Enrollment Detail (Link: SSCR School Waiver List) • Enrollment Timeline (Link: SSCR School Waiver List) • Enrollment Maintenance (Link: SSCR School Waiver List) • Enrollment Add (Link: SSCR School Waiver List) • Enrollment Update (Link: SSCR School Waiver List) • Enrollment Reporting Schedule (Link: SSCR School Waiver List) • Enrollment Reporting Schedule Create (Link: SSCR School Waiver List) • Enrollment Reporting Schedule Create Confirm (Link: SSCR School Waiver List) • Enrollment Reporting Schedule Modify (Link: SSCR School Waiver List) • SSCR School Waiver Display (Link: SSCR School Waiver, Back Icon) • SSCR School Waiver Add (Link: SSCR School Waiver, Back Icon) • SSCR School Waiver Update (Link: SSCR School Waiver, Back Icon) • SSCR School Waiver Delete (Link: SSCR School Waiver, Back Icon)
Post-Status:	<p>This screen allows a user to navigate to any of the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Enrollment Summary (Link: Enrollment Summary) • Enrollment Add (Link: Enrollment Add) • Enrollment Update (Link: Enrollment Update) • Enrollment Reporting Schedule (Link: Enrollment Reporting Schedule) • Past Enrollment Report (Link: Past Enrollment Report) • Menu (Link: Menu Tab) • Loan History List (Link: Aid Tab) • Organization Contact List (Link: Org Tab) • Report (Link: Report Tab)

	<ul style="list-style-type: none"> • Transfer Monitoring List (Link: Tran Tab) • External Contact List (Link: Support Tab) • Contact Us (Link: Contact Us Icon) • System Log On (Link: System Logoff Icon) • SSCR School Waiver Add (Pushbutton: Add Waiver) • SSCR School Waiver Display (Link: Action Number Icon)
Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • None
Tab Order:	<ol style="list-style-type: none"> 1. Type 2. Code 3. Name 4. Retrieve 5. Department of Education Region 0 6. Name 7. Add Waiver 8. Sort By 9. Display Only 10. Submit 11. <u>1</u> (example) 12. School Name 13. URL Navigation Bar 14. Menu Tab 15. Aid Tab 16. Org Tab 17. Report Tab 18. Tran Tab 19. Support Tab 20. Contact Us Icon 21. Help Icon 22. Logoff Icon 23. Enrollment Summary 24. Enrollment Add 25. Enrollment Update 26. Enrollment Reporting Schedule 27. Past Enrollment Report

3.12.2 Design Details

The following screenshot highlights the functionality of SSCR School Waiver List screen.

School Name	Begin Date	End Date	Approved By/Reason
1 University of State 00123456	09/01/2002	09/01/2002	Anthony Fenney/Flood
2 Virginia Tech 00234567	01/01/2002	12/31/2002	Anthony Fenney/Hurricane
3 University of Maryland 00345678	05/15/2002	12/31/2002	Anthony Fenney/Fire

Figure 16, SSCR School Waiver List

3.12.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Enrollment Summary	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Summary screen.
Actions to be performed	When clicked, the Enrollment Summary screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Add	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Add screen.
Actions to be performed	When clicked, the Enrollment Add screen

Enrollment Add	
	appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Update	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Update screen.
Actions to be performed	When clicked, the Enrollment Update screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

SSCR School Waiver	
Element	Link (Deactivated)
Definition/Business Rules	Allows a user to navigate to the SSCR School Waiver screen. This link is deactivated when the user is in the SSCR School Waiver screen.
Actions to be performed	None.
Business Object (Attribute)	None.
Validation	None.

Past Enrollment Report	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Past Enrollment Report screen.
Actions to be performed	When clicked, the Past Enrollment Report screen appears.
Business Object (Attribute)	None.
Validation	None.

Type:	
Element	Dropdown Box
Definition/Business Rules	Allows a user to select a type of organization. The different options are (displayed in this order): <ul style="list-style-type: none"> • --- Select --- • FDLP SERVICER • ED REGION • GUARANTY AGENCY • LENDER • LENDER BRANCH SERVICER • SCHOOL
Actions to be performed	When the user clicks on the Type Dropdown Box, all the options appear. The "Select" option is highlighted.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType)
Validation	None.

Code:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization code. <i>Min Characters – 0</i> <i>Max Characters – 8</i>
Actions to be performed	As the user enters the organization code, it is displayed in the textbox in editable format.
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School (orgCode), GA (orgCode), ED (orgCode)
Validation	None.

Name:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization name. <i>Min Characters – 0</i> <i>Max Characters – 45</i>
Actions to be performed	As the user enters the organization name, it is displayed in the textbox in editable format.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName)
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve enrollment information based on the criteria specified in the Type, Code, and Name textboxes.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors, the SSCR School Waiver List screen is displayed. If there are errors, the appropriate error message is displayed. If there are no errors and the organization is not found, the user is directed to the Organization Search screen.
Business Object (Attribute)	None.
Validation	<ul style="list-style-type: none"> • <i>Condition:</i> If the user selects the type for an organization and then clicks the Retrieve pushbutton, the organization that satisfies the criteria entered will be listed in the Organization Search screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> If the user selects the type and enters the code for an organization and then clicks the Retrieve pushbutton, the organization that satisfies the criteria entered will be listed on the screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> If the User selects the type and name for an organization and then clicks the Retrieve pushbutton, the Organization Search screen is displayed with a list of organizations that match the Type of organization and have a common name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> If the User selects the type, code,

Retrieve	
	<p>and name for an organization and then clicks the pushbutton, the Enrolment Reporting screen is displayed with a list of organizations that match the Type of organization and have a common code and name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.</p> <p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> • <i>Condition:</i> User clicks the Retrieve button without selecting a Type or inputting a Code and Name. <i>Message:</i> Please select an Organization Type. <i>Location:</i> Client <i>Additional Information:</i> Type label turns red. Display Error.gif. • <i>Condition:</i> User selects FDLP SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 5 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects GUARANTY AGENCY Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 3 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects LENDER BRANCH SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 6 or less.

Retrieve	
	<p><i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> User selects a Type and enters a non-numeric Code (i.e. abcd) <i>Message:</i> Please enter a numeric Organizational Code. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. <p>An information message appears at the top of the screen for the following condition:</p> <ul style="list-style-type: none"> • <i>Condition:</i> Organization contact information is not found based on criteria entered. The user is directed to the Organization Search screen. <i>Message:</i> No record found for the selected criteria. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif. • <i>Condition:</i> Organization contact information is not found based on criteria entered. <i>Message:</i> No current schedule records were found for this organization. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif.

Name:	
Element	Label
Definition/Business Rules	Displays the name of the institution whose enrollment information will be displayed.
Actions to be performed	The name of the organization is automatically displayed.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName), State Agency (orgName)
Validation	None.

Sort By

Sort By	
Element	Dropdown Box
Definition/Business Rules	Allows a user to select the sort criteria. The fields included are: <ul style="list-style-type: none"> • School Code (Default) • School Name • Waiver Begin Date • Waiver End Date
Actions to be performed	When the user clicks on the Sort By Dropdown Box, all the options appear.
Business Object (Attribute)	School (orgCode, orgName, waiverAL)
Validation	None.

Display Only	
Element	Dropdown Box
Definition/Business Rules	Allows a user to select the waivers that should be displayed. The fields included are: <ul style="list-style-type: none"> • Active Waivers • All (Default)
Actions to be performed	When the user clicks on the Sort By Dropdown Box, all the options appear.
Business Object (Attribute)	School (waiverAL)
Validation	None.

Up Arrow	
Element	Link/Gif
Definition/Business Rules	Allows a user to navigate to the previous set of 50 records. This only displays if more than 50 records are returned and the user is viewing records 51 and above. The picture that is displayed is: 
Actions to be performed	When the user clicks on the link, the previous set of 50 records appears.

Up Arrow	
Business Object (Attribute)	None.
Validation	None.

Down Arrow	
Element	Link/Gif
Definition/Business Rules	<p>Allows a user to navigate to the next set of 50 records.</p> <p>This only displays if more than 50 records are returned.</p> <p>The picture that is displayed is:</p> 
Actions to be performed	When the user clicks on the link, the next set of 50 records appears.
Business Object (Attribute)	None.
Validation	None.

<u>1</u> (example)	
Element	Link
Definition/Business Rules	<p>Allows a user to navigate to the SSCR School Waiver Display screen.</p> <p>The SSCR School Waiver table will display up to 50 records.</p> <p>Inactive waivers will not be available for viewing details, update or deleting. Waivers that are inactive (determined by begin and end dates) will have their numbered selection button disabled.</p>
Actions to be performed	When the user clicks on the link, the SSCR School Waiver Display screen appears.
Business Object (Attribute)	None.
Validation	None.

School Name and OPEID	
Element	Link
Definition/Business Rules	Displays the School Name and OPEID of the SSCR School Waiver records displayed.

School Name and OPEID	
	Allows a user to navigate to the Organization Contact List screen.
Actions to be performed	When clicked, the Organization Contact List screen appears.
Business Object (Attribute)	School (orgName, orgCode)
Validation	None.

Begin Date	
Element	Label
Definition/Business Rules	Displays the Begin Date of the SSCR School Waiver records displayed. <i>Masks</i> – The Begin Date is displayed in the MM/DD/CCYY format.
Actions to be performed	None.
Business Object (Attribute)	School (waiverBeginDate)
Validation	None.

End Date	
Element	Label
Definition/Business Rules	Displays the End Date of the SSCR School Waiver records displayed. <i>Masks</i> – The End Date is displayed in the MM/DD/CCYY format.
Actions to be performed	None.
Business Object (Attribute)	School (waiverEndDate)
Validation	None.

Approved By / Reason	
Element	Label
Definition/Business Rules	Displays who approved the waiver and the reason it approved occurred.
Actions to be performed	None.
Business Object (Attribute)	School (waiverAL)
Validation	None.

3.13 SSCR School Waiver Display

Description	Allows authorized users to view specific SSCR School Waiver information.
New or Existing	New
User Group (Screen Level)	\$EDAGGR
Requirements Traceability	1.095
Reference(s)	Build II Detail Design Document
Object Name	Lender, Servicer, School, GA, ED, State Agency

3.13.1 Software Unit Logic

NSLDS I File Name:	There is not an ASP file associated with this screen.
NSLDS II File Name:	SchWvrDspl.jsp
Pre-Status:	This screen is accessible from the following screen (depending on user access privileges): <ul style="list-style-type: none"> SSCR School Waiver List
Post-Status:	This screen allows a user to navigate to any of the following screens (depending on user access privileges): <ul style="list-style-type: none"> Enrollment Summary (Link: Enrollment Summary) Enrollment Add (Link: Enrollment Add) Enrollment Update (Link: Enrollment Update) Enrollment Reporting Schedule (Link: Enrollment Reporting Schedule) Past Enrollment Report (Link: Past Enrollment Report) SSCR School Waiver List (Link: SSCR School Waiver) SSCR School Waiver Update (Pushbutton: Update) SSCR School Waiver Delete (Pushbutton: Delete) Menu (Link: Menu Tab) Loan History List (Link: Aid Tab) Organization Contact List (Link: Org Tab) Report (Link: Report Tab) Transfer Monitoring List (Link: Tran Tab) External Contact List (Link: Support Tab) Contact Us (Link: Contact Us Icon)

	<ul style="list-style-type: none"> • System Log On (Link: System Logoff Icon)
Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • Back.gif
Tab Order:	<ol style="list-style-type: none"> 1. Type 2. Code 3. Name 4. Retrieve 5. Department of Education Region 0 6. Name 7. Update 8. Delete 9. Return to SSCR Waiver List 10. URL Navigation Bar 11. Menu Tab 12. Aid Tab 13. Org Tab 14. Report Tab 15. Tran Tab 16. Support Tab 17. Contact Us Icon 18. Help Icon 19. Logoff Icon 20. Enrollment Summary 21. Enrollment Add 22. Enrollment Update 23. Enrollment Reporting Schedule 24. SSCR School Waiver List 25. Past Enrollment Report

3.13.2 Design Details

The following screenshot highlights the functionality of SSCR School Waiver Display screen.

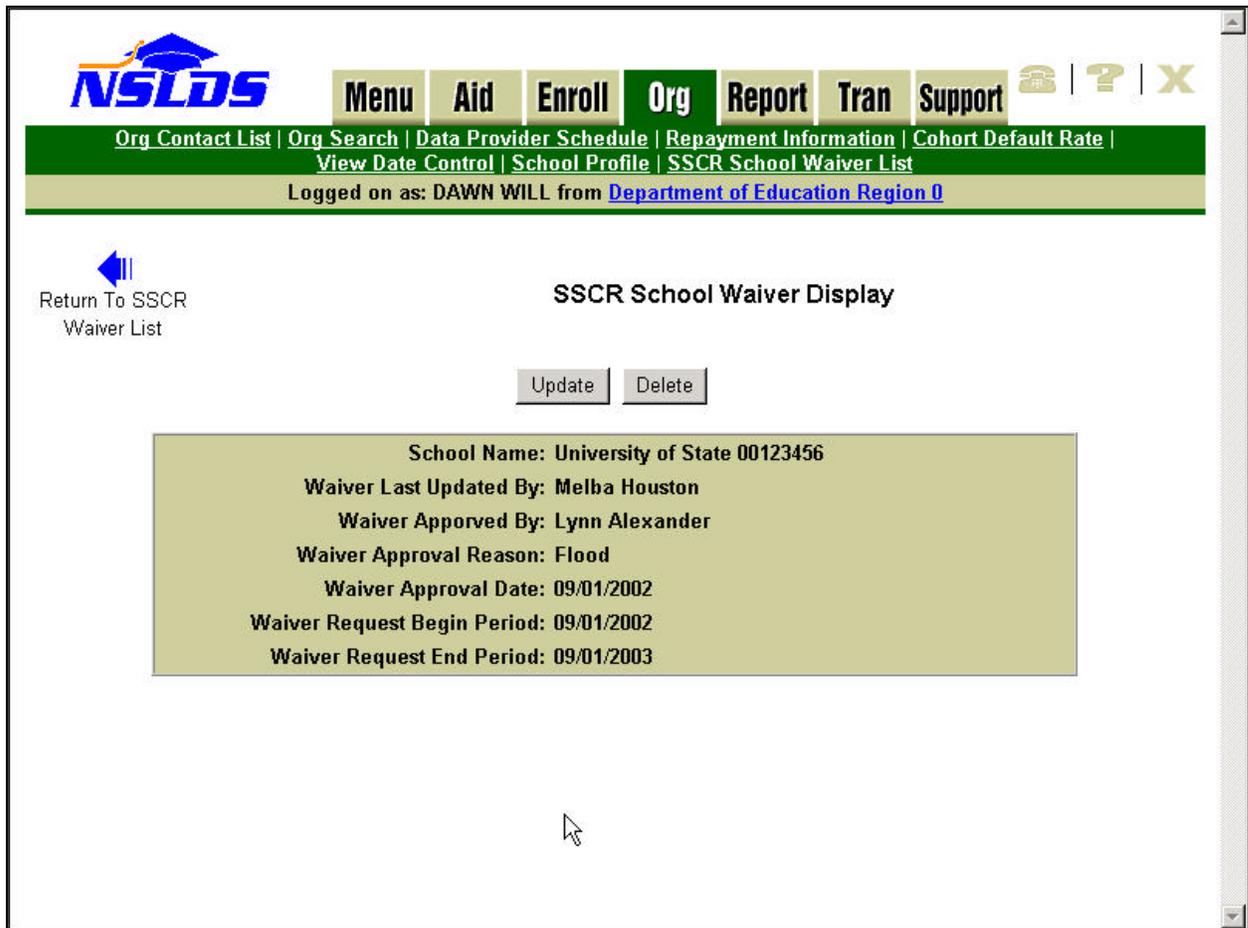


Figure 17, SSCR School Waiver Display

3.13.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Enrollment Summary	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Summary screen. This link is deactivated when the user is in the Enrollment Summary screen.
Actions to be performed	When clicked, the Enrollment Summary screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Add	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Add screen.
Actions to be performed	When clicked, the Enrollment Add screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Update	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Update screen.
Actions to be performed	When clicked, the Enrollment Update screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

SSCR School Waiver List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the SSCR School Waiver List screen.
Actions to be performed	When clicked, the SSCR School Waiver List screen appears.
Business Object (Attribute)	None.
Validation	None.

Past Enrollment Report	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Past Enrollment screen.
Actions to be performed	When clicked, the Past Enrollment screen

Past Enrollment Report	
	appears.
Business Object (Attribute)	None.
Validation	None.

Return to SSCR School Waiver List	
Element	Link / Gif
Definition/Business Rules	Allows the user to navigate to the SSCR School Waiver List screen.
Actions to be performed	When clicked, the SSCR School Waiver List screen appears.
Business Object (Attribute)	None.
Validation	None.

Type:	
Element	Dropdown Box
Definition/Business Rules	Allows a user to select a type of organization. The different options are (displayed in this order): <ul style="list-style-type: none"> • --- Select --- • FDLP SERVICER • ED REGION • GUARANTY AGENCY • LENDER • LENDER BRANCH SERVICER • SCHOOL
Actions to be performed	When the user clicks on the Type Dropdown Box, all the options appear. The "Select" option is highlighted.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType)
Validation	None.

Code:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization code. <i>Min Characters – 0</i> <i>Max Characters – 8</i>
Actions to be performed	As the user enters the organization code, it is displayed in the textbox in editable format.

Code:	
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School (orgCode), GA (orgCode), ED (orgCode)
Validation	None.

Name:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization name. <i>Min Characters - 0</i> <i>Max Characters - 45</i>
Actions to be performed	As the user enters the organization name, it is displayed in the textbox in editable format.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName)
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve enrollment information based on the criteria specified in the Type, Code, and Name textboxes.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors, the SSCR School Waiver List screen is displayed. If there are errors, the appropriate error message is displayed. If there are no errors and the organization is not found, the user is directed to the Organization Search screen.
Business Object (Attribute)	None.
Validation	<ul style="list-style-type: none"> <i>Condition:</i> If the user selects the type for an organization and then clicks the pushbutton, the organization that satisfies the criteria entered will be listed in the Organization Search screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. <i>Condition:</i> If the user selects the type and enters the code for an organization and then clicks the pushbutton, the organization that satisfies the criteria entered will be listed on

Retrieve	
	<p>the screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.</p> <ul style="list-style-type: none"> <p><i>Condition:</i> If the User selects the type and name for an organization and then clicks the Retrieve pushbutton, the Organization Search screen is displayed with a list of organizations that match the Type of organization and have a common name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.</p> <p><i>Condition:</i> If the User selects the type, code, and name for an organization and then clicks the pushbutton, the Organization Search screen is displayed with a list of organizations that match the Type of organization and have a common code and name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.</p> <p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> <p><i>Condition:</i> User clicks the Retrieve button without selecting a Type or inputting a Code and Name. <i>Message:</i> Please select an Organization Type. <i>Location:</i> Client <i>Additional Information:</i> Type label turns red. Display error.gif.</p> <p><i>Condition:</i> User selects FDLP SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 5 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red.</p>

Retrieve	
	<p>Display error.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> User selects ED REGION Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 2 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display error.gif. • <i>Condition:</i> User selects GUARANTY AGENCY Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 3 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display error.gif. • <i>Condition:</i> User selects LENDER BRANCH SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 6 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display error.gif. • <i>Condition:</i> User selects STATE AGENCY Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 4 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display error.gif. • <i>Condition:</i> TBD <i>Message:</i> Please enter an Organization Code length of 8 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display error.gif.

Retrieve	
	<ul style="list-style-type: none"> • <i>Condition:</i> TBD <i>Message:</i> Please enter an Organization Code length of 10 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display error.gif. • <i>Condition:</i> User selects a Type and enters a non-numeric Code (i.e. abcd) <i>Message:</i> Please enter a numeric Organizational Code. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display error.gif. <p>An information message appears at the top of the screen for the following condition:</p> <ul style="list-style-type: none"> • <i>Condition:</i> Organization contact information is not found based on criteria entered. <i>Message:</i> No record found for the selected criteria. <i>Location:</i> Server <i>Additional Information:</i> Display info.gif.

Name:	
Element	Label
Definition/Business Rules	Displays the name of the institution whose enrollment information will be displayed.
Actions to be performed	The name of the organization is automatically displayed.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName)
Validation	None.

Update	
Element	Pushbutton
Definition/Business Rules	Allows the user to navigate to the SSCR School Waiver Update screen.
Actions to be performed	When clicked, the SSCR School Waiver Update

Update	
	screen appears.
Business Object (Attribute)	None.
Validation	None.

Delete	
Element	Pushbutton
Definition/Business Rules	Allows the user to navigate to the SSCR School Waiver Delete screen.
Actions to be performed	When clicked, the SSCR School Waiver Delete screen appears.
Business Object (Attribute)	None.
Validation	None.

Waiver Last Updated By	
Element	Label
Definition/Business Rules	Displays who last updated the waiver.
Actions to be performed	None.
Business Object (Attribute)	School (waiverAL)
Validation	None.

Waiver Approved By	
Element	Label
Definition/Business Rules	Displays who approved the waiver.
Actions to be performed	None.
Business Object (Attribute)	School (waiverAL)
Validation	None.

Waiver Approval Reason	
Element	Label
Definition/Business Rules	Displays the reason it waiver was approved.
Actions to be performed	None.
Business Object (Attribute)	School (waiverAL)
Validation	None.

Waiver Approval Date	
Element	Label
Definition/Business Rules	Displays the date the waiver was approved. <i>Masks - The Waiver Approval. Date is displayed in the MM/DD/CCYY format.</i>

Waiver Approval Date	
Actions to be performed	None.
Business Object (Attribute)	School (waiverAL)
Validation	None.

Waiver Request Begin Period	
Element	Label
Definition/Business Rules	Displays the Waiver request begin date. <i>Masks</i> – The Waiver Request. Date is displayed in the MM/DD/CCYY format.
Actions to be performed	None.
Business Object (Attribute)	School (waiverAL)
Validation	None.

Waiver Request End Period	
Element	Label
Definition/Business Rules	Displays the Waiver request end date. <i>Masks</i> – The Waiver Request End Period. Date is displayed in the MM/DD/CCYY format.
Actions to be performed	None.
Business Object (Attribute)	School (waiverAL)
Validation	None.

3.14 SSCR School Waiver Add

Description	Allows authorized users to add SSCR School Waiver information.
New or Existing	New
User Group (Screen Level)	SEDAGGR
Requirements Traceability	1.096
Reference(s)	Build II Detail Design Document
Object Name	Lender, Servicer, School, GA, ED, State Agency

3.14.1 Software Unit Logic

NSLDS I File Name:	There is not an ASP file associated with this screen.
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NSLDS II File Name:	SchWvrAdd.jsp
Pre-Status:	This screen is accessible from the following screens (depending on user access privileges): <ul style="list-style-type: none"> SSCR School Waiver List (Pushbutton: Add Waiver)
Post-Status:	This screen allows a user to navigate to any of the following screens (depending on user access privileges): <ul style="list-style-type: none"> Enrollment Summary (Link: Enrollment Summary) Enrollment Add (Link: Enrollment Add) Enrollment Update (Link: Enrollment Update) Enrollment Reporting Schedule (Link: Enrollment Reporting Schedule) Past Enrollment Report (Link: Past Enrollment Report) SSCR School Waiver List (Link: SSCR School Waiver) Menu (Link: Menu Tab) Loan History List (Link: Aid Tab) Organization Contact List (Link: Org Tab) Report (Link: Report Tab) Transfer Monitoring List (Link: Tran Tab) External Contact List (Link: Support Tab) Contact Us (Link: Contact Us Icon) System Log On (Link: System Logoff Icon)
Gif Name:	The following graphical objects may appear on this screen: <ul style="list-style-type: none"> Back.gif Error.gif Info.gif
Tab Order:	<ol style="list-style-type: none"> Type Code Name Retrieve Department of Education Region 0 Name School OPEID Waiver Approved By Waiver Approval Reason Waiver Approval Date Waiver Request Begin Period Waiver Request End Period Submit URL Navigation Bar

	<ul style="list-style-type: none">15. Menu Tab16. Aid Tab17. Org Tab18. Report Tab19. Tran Tab20. Support Tab21. Contact Us Icon22. Help Icon23. Logoff Icon24. Enrollment Summary25. Enrollment Add26. Enrollment Update27. Enrollment Reporting Schedule28. SSCR School Waiver List29. Past Enrollment Report
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3.14.2 Design Details

The following screenshot highlights the functionality of SSCR School Waiver Add screen.

SSCR 18, SSCR School Waiver Add

3.14.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Enrollment Summary	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Summary screen. This link is deactivated when the user is in the Enrollment Summary screen.
Actions to be performed	When clicked, the Enrollment Summary screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Add	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Add screen.
Actions to be performed	When clicked, the Enrollment Add screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Update	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Update screen.
Actions to be performed	When clicked, the Enrollment Update screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

SSCR School Waiver List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the SSCR School Waiver List screen.
Actions to be performed	When clicked, the SSCR School Waiver List screen appears.
Business Object (Attribute)	None.
Validation	None.

Past Enrollment Report	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Past Enrollment screen.
Actions to be performed	When clicked, the Past Enrollment screen

Past Enrollment Report	
	appears.
Business Object (Attribute)	None.
Validation	None.

Return to SSCR School Waiver List	
Element	Link / Gif
Definition/Business Rules	Allows the user to navigate to the SSCR School Waiver List screen.
Actions to be performed	When clicked, the SSCR School Waiver List screen appears.
Business Object (Attribute)	None.
Validation	None.

Type:	
Element	Dropdown Box
Definition/Business Rules	Allows a user to select a type of organization. The different options are (displayed in this order): <ul style="list-style-type: none"> • --- Select --- • FDLP SERVICER • ED REGION • GUARANTY AGENCY • LENDER • LENDER BRANCH SERVICER • SCHOOL
Actions to be performed	When the user clicks on the Type Dropdown Box, all the options appear. The "Select" option is highlighted.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType)
Validation	None.

Code:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization code. <i>Min Characters – 0</i> <i>Max Characters – 8</i>
Actions to be performed	As the user enters the organization code, it is displayed in the textbox in editable format.

Code:	
	On Enter Retrieve pushbutton is enacted.
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School (orgCode), GA (orgCode), ED (orgCode)
Validation	None.

Name:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization name. <i>Min Characters - 0</i> <i>Max Characters - 45</i>
Actions to be performed	As the user enters the organization name, it is displayed in the textbox in editable format.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName)
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve enrollment information based on the criteria specified in the Type, Code, and Name textboxes.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors, the SSCR School Waiver List screen is displayed. If there are errors, the appropriate error message is displayed. If there are no errors and the organization is not found, the user is directed to the Organization Search screen.
Business Object (Attribute)	None.
Validation	<ul style="list-style-type: none"> <i>Condition:</i> If the user selects the type for an organization and then clicks the Retrieve pushbutton, the organization that satisfies the criteria entered will be listed in the Organization Search screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. <i>Condition:</i> If the user selects the type and enters the code for an organization and then

Retrieve	
	<p>clicks the Retrieve pushbutton, the organization that satisfies the criteria entered will be listed on the screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.</p> <ul style="list-style-type: none"> • <i>Condition:</i> If the User selects the type and name for an organization and then clicks the Retrieve pushbutton, the Organization Search screen is displayed with a list of organizations that match the Type of organization and have a common name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> If the User selects the type, code, and name for an organization and then clicks the pushbutton, the Enrolment Reporting screen is displayed with a list of organizations that match the Type of organization and have a common code and name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. <p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> • <i>Condition:</i> User clicks the Retrieve button without selecting a Type or inputting a Code and Name. <i>Message:</i> Please select an Organization Type. <i>Location:</i> Client <i>Additional Information:</i> Type label turns red. Display Error.gif. • <i>Condition:</i> User selects FDLP SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 5 or less.

Retrieve	
	<p><i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> User selects GUARANTY AGENCY Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 3 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects LENDER BRANCH SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 6 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects a Type and enters a non-numeric Code (i.e. abcd) <i>Message:</i> Please enter a numeric Organizational Code. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. <p>An information message appears at the top of the screen for the following condition:</p> <ul style="list-style-type: none"> • <i>Condition:</i> Organization contact information is not found based on criteria entered. The user is directed to the Organization Search screen. <i>Message:</i> No record found for the selected criteria. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif. • <i>Condition:</i> Organization contact information is

Retrieve	
	<p>not found based on criteria entered. <i>Message:</i> No current schedule records were found for this organization. <i>Location:</i> Server Additional Information: Display Info.gif.</p>

Name:	
Element	Label
Definition/Business Rules	Displays the name of the school whose enrollment information will be displayed.
Actions to be performed	The name of the organization is automatically displayed.
Business Object (Attribute)	School (orgName)
Validation	None.

School OPEID	
Element	Label
Definition/Business Rules	<p>Allows a user to enter the School OPEID. The name of the school is displayed next to the OPEID. The OPEID should be a current OPEID.</p> <p><i>Min Characters</i> – 8 (A School OPE ID must be entered). <i>Max Characters</i> – 8</p>
Actions to be performed	<p>As the user enters the school OPEID, it is displayed in the textbox in editable format.</p> <p>On Enter Submit pushbutton is enacted.</p>
Business Object (Attribute)	School (orgCode)
Validation	None.

University of State	
Element	Link
Definition/Business Rules	Displays the name of the school.
Actions to be performed	When clicked, the Org Search screen appears with the school's contact information.
Business Object (Attribute)	School (orgName)
Validation	None.

Waiver Last Updated By

Waiver Last Updated By	
Element	Label
Definition/Business Rules	Displays who last updated the waiver.
Actions to be performed	None.
Business Object (Attribute)	School (waiverAL)
Validation	None.

Waiver Approved By	
Element	Textbox
Definition/Business Rules	Allows user to enter who approved the waiver. <i>Min Characters - 1 (A Waiver Approved By name must be entered).</i> <i>Max Characters - 20</i>
Actions to be performed	When the user enters the data, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	School (waiverAL)
Validation	None.

Waiver Approval Reason	
Element	Textbox
Definition/Business Rules	Allows the user to enter the reason it waiver was approved. <i>Min Characters - 1 (Waiver Approval Reason must be entered).</i> <i>Max Characters - 20</i>
Actions to be performed	When the user enters the data, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	School (waiverAL)
Validation	None.

Waiver Approval Date	
Element	Textbox
Definition/Business Rules	Allows the user to enter the date the waiver was approved.

Waiver Approval Date	
	<p><i>Min Characters</i> – 8 (Waiver Approval Date is required) <i>Max Characters</i> – 10 <i>Masks</i> – Waiver Approval Date must be entered with a “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format.</p>
Actions to be performed	<p>When the user enters the date, it is displayed in the textbox in editable format.</p> <p>On Enter Submit pushbutton is enacted.</p>
Business Object (Attribute)	School (waiverAL)
Validation	None.

Waiver Request Begin Period	
Element	Textbox
Definition/Business Rules	<p>Allows the user to enter the Waiver Request Begin Period Date.</p> <p><i>Min Characters</i> – 8 (Waiver Request Begin Period Date is required) <i>Max Characters</i> – 10 <i>Masks</i> – Waiver Request Begin Period Date must be entered with a “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format.</p>
Actions to be performed	<p>When the user enters the date, it is displayed in the textbox in editable format.</p> <p>On Enter Submit pushbutton is enacted.</p>
Business Object (Attribute)	School (waiverAL)
Validation	None.

Waiver Request End Period	
Element	Textbox
Definition/Business Rules	<p>Allows the user to enter the Waiver Request End Period Date. The Waiver Request End Period Date cannot be in the past (i.e., must be current or future date).</p>

Waiver Request End Period	
	<p>The Waiver Request End Period Date must be greater than the Waiver Request Begin Date. It must be a current or future date.</p> <p><i>Min Characters</i> – 8 (Waiver Request End Period Date is required) <i>Max Characters</i> – 10 <i>Masks</i> – The Waiver Request End Period Date must be entered with a “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format.</p>
Actions to be performed	<p>When the user enters the data, it is displayed in the textbox in editable format.</p> <p>On Enter Submit pushbutton is enacted.</p>
Business Object (Attribute)	School (waiverAL)
Validation	None.

Submit	
Element	Pushbutton
Definition/Business Rules	Allows a user to submit the SSCR Waiver.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors the user is directed to the SSCR School Waiver List screen with a message that the Add has been performed successfully. If there are errors, the appropriate error message is displayed.
Business Object (Attribute)	None.
Validation	<p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> <p><i>Condition:</i> School OPEID field is not entered. <i>Message:</i> Please enter a valid School OPEID. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the School OPEID field becomes red. Display Error.gif.</p> <p><i>Condition:</i> Waiver Approved By field is not entered. <i>Message:</i> Please enter a Waiver Approved By name.</p>

Submit	
	<p><i>Location:</i> Client <i>Additional Information:</i> The label font color for the Waiver Approved By field becomes red. Display Error.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> Waiver Approval Reason field is not entered. <i>Message:</i> Please enter a Waiver Approval Reason. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Waiver Approval Reason field becomes red. Display Error.gif. • <i>Condition:</i> Waiver Approval Date field is not entered. <i>Message:</i> Please enter a Waiver Approval Date. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Waiver Approval Date field becomes red. Display Error.gif. • <i>Condition:</i> Waiver Request Begin Period Date field is not entered. <i>Message:</i> Please enter a Waiver Request Begin Period Date. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Waiver Request Begin Period Date field becomes red. Display Error.gif. • <i>Condition:</i> Waiver Request End Period Date field is not entered. <i>Message:</i> Please enter a Waiver Request End Period Date. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Waiver Request End Period Date field becomes red. Display Error.gif. • <i>Condition:</i> The Waiver Approval Date field is

Submit	
	<p>not entered in the MMDDCCYY, MM/DD/CCYY, or MM-DD-CCYY format. <i>Message:</i> Please enter a Waiver Approval Date in the MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Waiver Approval Date field becomes red. Display Error.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> The Waiver Request Begin Period Date field is not entered in the MMDDCCYY, MM/DD/CCYY, or MM-DD-CCYY format. <i>Message:</i> Please enter a Waiver Request Begin Period Date in the MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Waiver Request Begin Period Date field becomes red. Display Error.gif. • <i>Condition:</i> The Waiver Request End Period Date field is not entered in the MMDDCCYY, MM/DD/CCYY, or MM-DD-CCYY format. <i>Message:</i> Please enter a Waiver Request End Period Date in the MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Waiver Request End Period Date field becomes red. Display Error.gif. • <i>Condition:</i> The Waiver Request End Period Date field is not greater than the Waiver Request Begin Period Date. <i>Message:</i> The Waiver Request End Period Date must be greater than the Waiver Request Begin Period Date. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Waiver Request End Period Date field becomes red. ▪ <i>Condition:</i> The Waiver Request End Period Date must be a current or future date.

Submit	
	<p><i>Message:</i> The Waiver Request End Period Date must be a current or future date. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Waiver Request End Period Date field becomes red.</p> <p>An information message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> • <i>Condition:</i> The school is successfully added to the SSCR School Waiver List. <i>Message:</i> School successfully added. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif.

3.15 SSCR School Waiver Update

Description	Allows authorized users to update SSCR School Waiver information.
New or Existing	New
User Group (Screen Level)	SEDAGGR
Requirements Traceability	1.097
Reference(s)	Build II Detail Design Document
Object Name	Lender, Servicer, School, GA, ED, State Agency

3.15.1 Software Unit Logic

NSLDS I File Name:	There is not an ASP file associated with this screen.
NSLDS II File Name:	SchWvrUp.jsp
Pre-Status:	<p>This screen is accessible from the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • SSCR School Waiver Detail (Pushbutton: Update)
Post-Status:	This screen allows a user to navigate to any of the following screens

	<p>(depending on user access privileges):</p> <ul style="list-style-type: none"> • Enrollment Summary (Link: Enrollment Summary) • Enrollment Add (Link: Enrollment Add) • Enrollment Update (Link: Enrollment Update) • Enrollment Reporting Schedule (Link: Enrollment Reporting Schedule) • Past Enrollment Report (Link: Past Enrollment Report) • SSCR School Waiver List (Link: SSCR School Waiver) • Menu (Link: Menu Tab) • Loan History List (Link: Aid Tab) • Organization Contact List (Link: Org Tab) • Report (Link: Report Tab) • Transfer Monitoring List (Link: Tran Tab) • External Contact List (Link: Support Tab) • Contact Us (Link: Contact Us Icon) • System Log On (Link: System Logoff Icon)
Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • Back.gif • Error.gif • Info.gif
Tab Order:	<ol style="list-style-type: none"> 1. Type 2. Code 3. Name 4. Retrieve 5. Department of Education Region 0 6. Name 7. School Name 8. Waiver Approved By 9. Waiver Approval Reason 10. Waiver Approval Date 11. Waiver Request Begin Period 12. Waiver Request End Period 13. Submit 14. URL Navigation Bar 15. Menu Tab 16. Aid Tab 17. Org Tab 18. Report Tab 19. Tran Tab 20. Support Tab 21. Contact Us Icon

	<ul style="list-style-type: none"> 22. Help Icon 23. Logoff Icon 24. Enrollment Summary 25. Enrollment Add 26. Enrollment Update 27. Enrollment Reporting Schedule 28. SSCR School Waiver List 29. Past Enrollment Report
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3.15.2 Design Details

The following screenshot highlights the functionality of SSCR School Waiver Update screen.

Figure 19, SSCR School Waiver Update

3.15.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Enrollment Summary	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Summary screen. This link is deactivated when the user is in the Enrollment Summary screen.
Actions to be performed	When clicked, the Enrollment Summary screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Add	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Add screen.
Actions to be performed	When clicked, the Enrollment Add screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Update	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Update screen.
Actions to be performed	When clicked, the Enrollment Update screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

SSCR School Waiver Display	
Element	Link
Definition/Business Rules	Allows a user to navigate to the SSCR School Waiver Display screen.

SSCR School Waiver Display	
Actions to be performed	When clicked, the SSCR School Waiver Display screen appears.
Business Object (Attribute)	None.
Validation	None.

Past Enrollment Report	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Past Enrollment screen.
Actions to be performed	When clicked, the Past Enrollment screen appears.
Business Object (Attribute)	None.
Validation	None.

Return to SSCR School Waiver List	
Element	Link / Gif
Definition/Business Rules	Allows the user to navigate to the SSCR School Waiver List screen.
Actions to be performed	When clicked, the SSCR School Waiver List screen appears.
Business Object (Attribute)	None.
Validation	None.

Type:	
Element	Dropdown Box
Definition/Business Rules	Allows a user to select a type of organization. The different options are (displayed in this order): <ul style="list-style-type: none"> • --- Select --- • FDLP SERVICER • ED REGION • GUARANTY AGENCY • LENDER • LENDER BRANCH SERVICER • SCHOOL
Actions to be performed	When the user clicks on the Type Dropdown Box, all the options appear. The "Select" option is highlighted.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType) (orgType)

Type:	
Validation	None.

Code:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization code. <i>Min Characters – 0</i> <i>Max Characters – 8</i>
Actions to be performed	As the user enters the organization code, it is displayed in the textbox in editable format.
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School (orgCode), GA (orgCode), ED (orgCode)
Validation	None.

Name:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization name. <i>Min Characters – 0</i> <i>Max Characters – 45</i>
Actions to be performed	As the user enters the organization name, it is displayed in the textbox in editable format.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName)
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve enrollment information based on the criteria specified in the Type, Code, and Name textboxes.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors, the SSCR School Waiver List screen is displayed. If there are errors, the appropriate error message is displayed. If there are no errors and the organization is not found, the user is directed to the Organization Search screen.
Business Object (Attribute)	None.
Validation	<ul style="list-style-type: none"> <i>Condition:</i> If the user selects the type for an organization and then clicks the Retrieve pushbutton, the organization that satisfies the

Retrieve	
	<p>criteria entered will be listed in the Organization Search screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.</p> <ul style="list-style-type: none"> • <i>Condition:</i> If the user selects the type and enters the code for an organization and then clicks the Retrieve pushbutton, the organization that satisfies the criteria entered will be listed on the screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> If the User selects the type and name for an organization and then clicks the Retrieve pushbutton, the Organization Search screen is displayed with a list of organizations that match the Type of organization and have a common name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> If the User selects the type, code, and name for an organization and then clicks the pushbutton, the Enrolment Reporting screen is displayed with a list of organizations that match the Type of organization and have a common code and name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. <p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> • <i>Condition:</i> User clicks the Retrieve button without selecting a Type or inputting a Code and Name. <i>Message:</i> Please select an Organization Type.

Retrieve	
	<p><i>Location:</i> Client <i>Additional Information:</i> Type label turns red. Display Error.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> User selects FDLP SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 5 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects GUARANTY AGENCY Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 3 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects LENDER BRANCH SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 6 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects a Type and enters a non-numeric Code (i.e. abcd) <i>Message:</i> Please enter a numeric Organizational Code. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. <p>An information message appears at the top of the screen for the following condition:</p> <ul style="list-style-type: none"> • <i>Condition:</i> Organization contact information is

Retrieve	
	<p>not found based on criteria entered. The user is directed to the Organization Search screen. <i>Message:</i> No record found for the selected criteria. <i>Location:</i> Server Additional Information: Display Info.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> Organization contact information is not found based on criteria entered. <i>Message:</i> No current schedule records were found for this organization. <i>Location:</i> Server Additional Information: Display Info.gif.

Name:	
Element	Label
Definition/Business Rules	Displays the name of the institution whose enrollment information will be displayed.
Actions to be performed	The name of the organization is automatically displayed.
Business Object (Attribute)	School (orgName)
Validation	None.

School OPEID	
Element	Label
Definition/Business Rules	Displays the school name and OPEID.
Actions to be performed	None.
Business Object (Attribute)	School (orgCode)
Validation	None.

Waiver Last Updated By	
Element	Label
Definition/Business Rules	Displays who last updated the waiver.
Actions to be performed	None.
Business Object (Attribute)	School (waiverAL)
Validation	None.

Waiver Approved By	
Element	Textbox
Definition/Business Rules	Allows user to enter who approved the waiver.

Waiver Approved By	
	<i>Min Characters</i> – 1 (A Waiver Approved By name must be entered). <i>Max Characters</i> – 20
Actions to be performed	When the user enters the data, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	School (waiverAL)
Validation	None.

Waiver Approval Reason	
Element	Textbox
Definition/Business Rules	Allows the user to enter the reason it waiver was approved. <i>Min Characters</i> – 1 (A Waiver Approval Reason must be entered). <i>Max Characters</i> – 20
Actions to be performed	When the user enters the data, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	School (waiverAL)
Validation	None.

Waiver Approval Date	
Element	Textbox
Definition/Business Rules	Allows the user to enter the date the waiver was approved. <i>Min Characters</i> – 8 (Waiver Approval Date is required) <i>Max Characters</i> – 10 <i>Masks</i> – Waiver Approval Date must be entered with a “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format.
Actions to be performed	When the user enters the date, it is displayed in the textbox in editable format.

Waiver Approval Date	
	On Enter Submit pushbutton is enacted.
Business Object (Attribute)	School (waiverAL)
Validation	None.

Waiver Request Begin Period	
Element	Textbox
Definition/Business Rules	Allows the user to enter the Waiver request begin date. <i>Min Characters</i> – 8 (Waiver Request Begin Period Date is required) <i>Max Characters</i> – 10 <i>Masks</i> – Waiver Request Begin Period Date must be entered with a “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format.
Actions to be performed	When the user enters the date, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	School (waiverAL)
Validation	None.

Waiver Request End Period	
Element	Textbox
Definition/Business Rules	Allows the user to enter the Waiver request end date. The Waiver Request End Period Date cannot be in the past (i.e., must be current or future date). It must be a current or future date. The Waiver Request End Period Date must be greater than the Waiver Request Begin Date. <i>Min Characters</i> – 8 (Waiver Request End Period Date is required) <i>Max Characters</i> – 10 <i>Masks</i> – The Waiver Request End Period Date must be entered with a “MMDDCCYY”,

Waiver Request End Period	
	“MM/DD/CCYY” or “MM-DD-CCYY” format.
Actions to be performed	When the user enters the data, it is displayed in the textbox in editable format. On Enter Submit pushbutton is enacted.
Business Object (Attribute)	School (waiverAL)
Validation	None.

Submit	
Element	Pushbutton
Definition/Business Rules	Allows a user to submit the SSCR Waiver update.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors the user is directed to the SSCR School Waiver List screen with a message that the update has been performed successfully. If there are errors, the appropriate error message is displayed.
Business Object (Attribute)	None.
Validation	An error message appears at the top of the screen for the following conditions: <ul style="list-style-type: none"> • <i>Condition:</i> School OPEID field is not entered. <i>Message:</i> Please enter a valid School OPEID. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the School OPEID field becomes red. Display Error.gif. • <i>Condition:</i> Waiver Approved By field is not entered. <i>Message:</i> Please enter a Waiver Approved By name. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Waiver Approved By field becomes red. Display Error.gif. • <i>Condition:</i> Waiver Approval Reason field is not entered. <i>Message:</i> Please enter a Waiver Approval Reason.

Submit	
	<p><i>Location:</i> Client <i>Additional Information:</i> The label font color for the Waiver Approval Reason field becomes red. Display Error.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> Waiver Approval Date field is not entered. <i>Message:</i> Please enter a Waiver Approval Date. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Waiver Approval Date field becomes red. Display Error.gif. • <i>Condition:</i> Waiver Request Begin Period Date field is not entered. <i>Message:</i> Please enter a Waiver Request Begin Period Date. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Waiver Request Begin Period Date field becomes red. Display Error.gif. • <i>Condition:</i> Waiver Request End Period Date field is not entered. <i>Message:</i> Please enter a Waiver Request End Period Date. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Waiver Request End Period Date field becomes red. Display Error.gif. • <i>Condition:</i> The Waiver Approval Date field is not entered in the MMDDCCYY, MM/DD/CCYY, or MM-DD-CCYY format. <i>Message:</i> Please enter a Waiver Approval Date in the MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Waiver Approval Date field becomes red. • <i>Condition:</i> The Waiver Request Begin Period

Submit	
	<p>Date field is not entered in the MMDDCCYY, MM/DD/CCYY, or MM-DD-CCYY format. <i>Message:</i> Please enter a Waiver Request Begin Period Date in the MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Waiver Request Begin Period Date field becomes red.</p> <ul style="list-style-type: none"> • <i>Condition:</i> The Waiver Request End Period Date field is not entered in the MMDDCCYY, MM/DD/CCYY, or MM-DD-CCYY format. <i>Message:</i> Please enter a Waiver Request End Period Date in the MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Waiver Request End Period Date field becomes red. ▪ <i>Condition:</i> The Waiver Request End Period Date must be a current or future date. <i>Message:</i> The Waiver Request End Period Date must be a current or future date. <i>Location:</i> Client <i>Additional Information:</i> The label font color for the Waiver Request End Period Date field becomes red. <p>An information message appears at the top of the screen for the following conditions:</p> <p><i>Condition:</i> The school is successfully updated. <i>Message:</i> School successfully updated. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif.</p>

3.16 SSCR School Waiver Delete

Description	Allows authorized users to delete SSCR School Waiver information.
New or Existing	New
User Group	SEDAGGR

(Screen Level)	
Requirements Traceability	1.098
Reference(s)	Build II Detail Design Document
Object Name	School, Enrollment Record

3.16.1 Software Unit Logic

NSLDS I File Name:	There is not an ASP file associated with this screen.
NSLDS II File Name:	SchWvrDel.jsp
Pre-Status:	This screen is accessible from the following screens (depending on user access privileges): <ul style="list-style-type: none"> SSCR School Waiver Display (Pushbutton: Delete)
Post-Status:	This screen allows a user to navigate to any of the following screens (depending on user access privileges): <ul style="list-style-type: none"> Enrollment Summary (Link: Enrollment Summary) Enrollment Add (Link: Enrollment Add) Enrollment Update (Link: Enrollment Update) Enrollment Reporting Schedule (Link: Enrollment Reporting Schedule) Past Enrollment Report (Link: Past Enrollment Report) SSCR School Waiver List (Link: SSCR School Waiver) Menu (Link: Menu Tab) Loan History List (Link: Aid Tab) Organization Contact List (Link: Org Tab) Report (Link: Report Tab) Transfer Monitoring List (Link: Tran Tab) External Contact List (Link: Support Tab) Contact Us (Link: Contact Us Icon) System Log On (Link: System Logoff Icon)
Gif Name:	The following graphical objects may appear on this screen: <ul style="list-style-type: none"> Back.gif Info.gif
Tab Order:	<ol style="list-style-type: none"> Type Code Name

	<ol style="list-style-type: none">4. Retrieve5. Department of Education Region 06. Return To Enrollment Reporting Schedule7. Help Icon8. "As of" Date9. Submit10. Help Icon11. URL Navigation Bar12. Menu Tab13. Aid Tab14. Org Tab15. Report Tab16. Tran Tab17. Support Tab18. Contact Us Icon19. Help Icon20. Logoff Icon21. Enrollment Summary22. Enrollment Add23. Enrollment Update24. Enrollment Reporting Schedule25. SSCR School Waiver List
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3.16.2 Design Details

The following screenshot highlights the functionality of SSCR School Waiver Delete screen.

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

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

Logged on as: DAWN WILL from [Department of Education Region 0](#)

Return To SSCR Waiver List

SSCR School Waiver Delete

i Please verify that this SSCR Waiver is to be deleted and then press the Confirm button at the bottom of this page.

School Name: University of State 00123456
Waiver Last Updated By: Melba Houston
Waiver Approved By: Lynn Alexander
Waiver Approval Reason: Flood
Waiver Approval Date: 09/01/2002
Waiver Request Begin Period: 09/01/2002
Waiver Request End Period: 09/01/2003

Confirm

Figure 20, SSCR School Waiver Delete

3.16.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Enrollment Summary	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Summary screen. This link is deactivated when the user is in the Enrollment Summary screen.
Actions to be performed	When clicked, the Enrollment Summary screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Add	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Add screen.
Actions to be performed	When clicked, the Enrollment Add screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Update	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Update screen.
Actions to be performed	When clicked, the Enrollment Update screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

SSCR School Waiver List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the SSCR School Waiver List screen.
Actions to be performed	When clicked, the SSCR School Waiver List screen appears.
Business Object (Attribute)	None.
Validation	None.

Past Enrollment Report	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Past Enrollment screen.
Actions to be performed	When clicked, the Past Enrollment screen

Past Enrollment Report	
	appears.
Business Object (Attribute)	None.
Validation	None.

Return to SSCR School Waiver List	
Element	Link / Gif
Definition/Business Rules	Allows the user to navigate to the SSCR School Waiver List screen.
Actions to be performed	When clicked, the SSCR School Waiver List screen appears.
Business Object (Attribute)	None.
Validation	None.

Type:	
Element	Dropdown Box
Definition/Business Rules	Allows a user to select a type of organization. The different options are (displayed in this order): <ul style="list-style-type: none"> • --- Select --- • FDLP SERVICER • ED REGION • GUARANTY AGENCY • LENDER • LENDER BRANCH SERVICER • SCHOOL
Actions to be performed	When the user clicks on the Type Dropdown Box, all the options appear. The "Select" option is highlighted.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType)
Validation	None.

Code:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization code. <i>Min Characters – 0</i> <i>Max Characters – 8</i>
Actions to be performed	As the user enters the organization code, it is displayed in the textbox in editable format.
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School

Code:	
	(orgCode), GA (orgCode), ED (orgCode)
Validation	None.

Name:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization name. <i>Min Characters - 0</i> <i>Max Characters - 45</i>
Actions to be performed	As the user enters the organization name, it is displayed in the textbox in editable format.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName)
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve enrollment information based on the criteria specified in the Type, Code, and Name textboxes.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors, the SSCR School Waiver List screen is displayed. If there are errors, the appropriate error message is displayed. If there are no errors and the organization is not found, the user is directed to the Organization Search screen.
Business Object (Attribute)	None.
Validation	<ul style="list-style-type: none"> <i>Condition:</i> If the user selects the type for an organization and then clicks the Retrieve pushbutton, the organization that satisfies the criteria entered will be listed in the Organization Search screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. <i>Condition:</i> If the user selects the type and enters the code for an organization and then clicks the Retrieve pushbutton, the organization that satisfies the criteria entered will be listed on the screen.

Retrieve	
	<p><i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.</p> <ul style="list-style-type: none"> • <i>Condition:</i> If the User selects the type and name for an organization and then clicks the Retrieve pushbutton, the Organization Search screen is displayed with a list of organizations that match the Type of organization and have a common name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> If the User selects the type, code, and name for an organization and then clicks the pushbutton, the Enrolment Reporting screen is displayed with a list of organizations that match the Type of organization and have a common code and name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. <p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> • <i>Condition:</i> User clicks the Retrieve button without selecting a Type or inputting a Code and Name. <i>Message:</i> Please select an Organization Type. <i>Location:</i> Client <i>Additional Information:</i> Type label turns red. Display Error.gif. • <i>Condition:</i> User selects FDLP SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 5 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif.

Retrieve	
	<ul style="list-style-type: none"> • <i>Condition:</i> User selects GUARANTY AGENCY Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 3 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects LENDER BRANCH SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 6 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects a Type and enters a non-numeric Code (i.e. abcd) <i>Message:</i> Please enter a numeric Organizational Code. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. <p>An information message appears at the top of the screen for the following condition:</p> <ul style="list-style-type: none"> • <i>Condition:</i> Organization contact information is not found based on criteria entered. The user is directed to the Organization Search screen. <i>Message:</i> No record found for the selected criteria. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif. • <i>Condition:</i> Organization contact information is not found based on criteria entered. <i>Message:</i> No current schedule records were found for this organization.

Retrieve	
	<i>Location:</i> Server Additional Information: Display Info.gif.

Name:	
Element	Label
Definition/Business Rules	Displays the name of the institution whose enrollment information will be displayed.
Actions to be performed	The name of the organization is automatically displayed.
Business Object (Attribute)	School (orgName)
Validation	None.

Warning Message	
Element	Label
Definition/Business Rules	Displays a warning message to the user before they delete a Waiver. The message reads: "Please verify that this SSCR Waiver is to be deleted and then press the Confirm button at the bottom of the page".
Actions to be performed	None.
Business Object (Attribute)	None.
Validation	None.

School OPEID	
Element	Label
Definition/Business Rules	Displays the School OPEID.
Actions to be performed	None.
Business Object (Attribute)	School (orgCode)
Validation	None.

Waiver Last Updated By	
Element	Label
Definition/Business Rules	Displays who last updated the waiver.
Actions to be performed	None.
Business Object (Attribute)	School (waiverAL)
Validation	None.

Waiver Approved By	
Element	Label

Waiver Approved By	
Definition/Business Rules	Displays who approved the waiver.
Actions to be performed	None.
Business Object (Attribute)	School (waiverAL)
Validation	None.

Waiver Approval Reason	
Element	Label
Definition/Business Rules	Displays the reason it waiver was approved.
Actions to be performed	None.
Business Object (Attribute)	School (waiverAL)
Validation	None.

Waiver Approval Date	
Element	Label
Definition/Business Rules	Displays the date the waiver was approved. <i>Masks</i> - The Waiver Approval. Date is displayed in the MM/DD/CCYY format.
Actions to be performed	None.
Business Object (Attribute)	School (waiverAL)
Validation	None.

Waiver Request Begin Period	
Element	Label
Definition/Business Rules	Displays the Waiver request begin date. <i>Masks</i> - The Waiver Request Begin Period Date is displayed in the MM/DD/CCYY format.
Actions to be performed	None.
Business Object (Attribute)	School (waiverAL)
Validation	None.

Waiver Request End Period	
Element	Label
Definition/Business Rules	Displays the Waiver request end date. <i>Masks</i> - The Waiver Request End Period Date is displayed in the MM/DD/CCYY format.
Actions to be performed	None.

Waiver Request End Period	
Business Object (Attribute)	School (waiverAL)
Validation	None.

Confirm	
Element	Pushbutton
Definition/Business Rules	Allows a user to delete the SSCR Waiver.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors the user is directed to the SSCR School Waiver List screen with a message that the delete has been performed successfully. If there are errors, the appropriate error message is displayed.
Business Object (Attribute)	None.
Validation	An information message appears at the top of the screen for the following conditions: <ul style="list-style-type: none"> <i>Condition:</i> The school is successfully deleted from the SSCR school Waiver List. <i>Message:</i> School successfully deleted. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif.

3.17 Past Enrollment Report

Description	Allows a user to request a Past Enrollment Report that duplicates the contents of a Student Status Confirmation Report (SSCR) previously sent to a school, or of a Notification file previously sent to a guaranty agency, lender, or lender servicer on a given day.
New or Existing	Existing
User Group (Screen Level)	SEDAGGR
Requirements Traceability	1.153
Reference(s)	ENRPPAST.ASP, WC3D_PAST_ENROLLMENT_REPORT_SRV
Object Name	Lender, Servicer, School, GA, ED, State Agency

3.17.1 Software Unit Logic

NSLDS I File	ENRPPAST.ASP
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Name:	
NSLDS I File Name:	EnrlPstRpt.jsp
Pre-Status:	<p>This screen is accessible from the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Enrollment Summary (Link: Past Enrollment Report) • Student/PLUS Borrower Name Search (Link: Past Enrollment Report) • Enrollment Detail (Link: Past Enrollment Report) • Enrollment Timeline (Link: Past Enrollment Report) • Enrollment Maintenance (Link: Past Enrollment Report) • Enrollment Add (Link: Past Enrollment Report) • Enrollment Update (Link: Past Enrollment Report) • Enrollment Reporting Schedule (Link: Past Enrollment Report) • Enrollment Reporting Schedule Create (Link: Past Enrollment Report) • Enrollment Reporting Schedule Create Confirm (Link: Past Enrollment Report) • Enrollment Reporting Schedule Modify (Link: Past Enrollment Report) • SSCR School Waiver Display (Link: Past Enrollment Report) • SSCR School Waiver Add (Link: Past Enrollment Report) • SSCR School Waiver Update (Link: Past Enrollment Report) • SSCR School Waiver Delete (Link: Past Enrollment Report)
Post-Status:	<p>This screen allows a user to navigate to any of the following screens (depending on user access privileges):</p> <ul style="list-style-type: none"> • Enrollment Summary (Link: Enrollment Summary) • Enrollment Add (Link: Enrollment Add) • Enrollment Update (Link: Enrollment Update) • Enrollment Reporting Schedule (Link: Enrollment Reporting Schedule Summary) • Past Enrollment Report Confirm (Pushbutton: Submit) • Menu (Link: Menu Tab) • Loan History List (Link: Aid Tab) • Organization Contact List (Link: Org Tab) • Report (Link: Report Tab) • Transfer Monitoring List (Link: Tran Tab) • External Contact List (Link: Support Tab)

	<ul style="list-style-type: none"> • Contact Us (Link: Contact Us Icon) • System Log On (Link: System Logoff Icon)
Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • Back.gif • Error.gif • Info.gif
Tab Order:	<ol style="list-style-type: none"> 1. Type 2. Code 3. Name 4. Retrieve 5. Help Icon 6. Confirm 7. Cancel 8. URL Navigation Bar 9. Menu Tab 10. Aid Tab 11. Org Tab 12. Report Tab 13. Tran Tab 14. Support Tab 15. Contact Us Icon 16. Help Icon 17. Logoff Icon 18. Enrollment Summary 19. Enrollment Add 20. Enrollment Update 21. Enrollment Reporting Schedule 22. SSCR School Waiver List

3.17.2 Design Details

The following screenshot highlights the functionality of Past Enrollment Report screen.

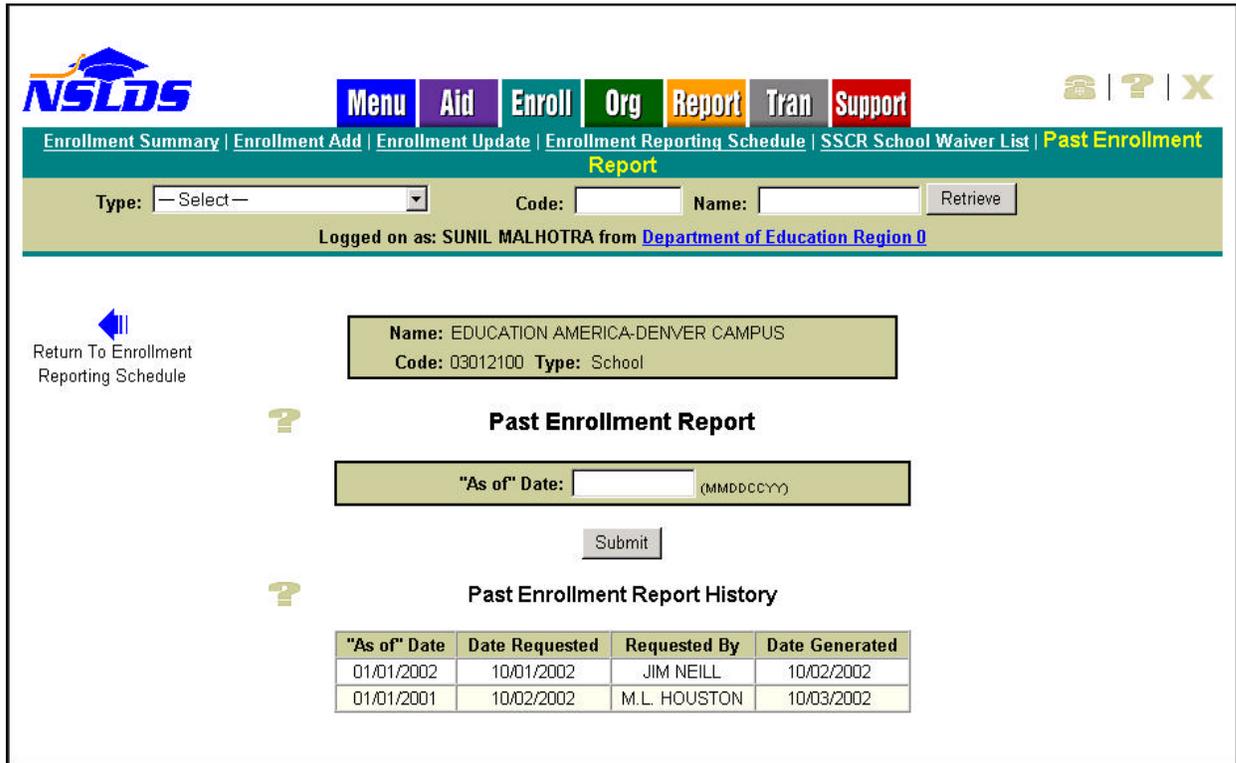


Figure 21, Past Enrollment Report

3.17.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Enrollment Summary	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Summary screen. This link is deactivated when the user is in the Enrollment Summary screen.
Actions to be performed	When clicked, the Enrollment Summary screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Add	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Add screen.
Actions to be performed	When clicked, the Enrollment Add screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Update	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Update screen.
Actions to be performed	When clicked, the Enrollment Update screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

SSCR School Waiver List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the SSCR School Waiver List screen.
Actions to be performed	When clicked, the SSCR School Waiver List screen appears.
Business Object (Attribute)	None.
Validation	None.

Past Enrollment Report	
Element	Link (Deactivated)
Definition/Business Rules	Allows a user to navigate to the Past Enrollment screen.

Past Enrollment Report	
Actions to be performed	When clicked, the Past Enrollment screen appears.
Business Object (Attribute)	None.
Validation	None.

Return to Enrollment Reporting Schedule	
Element	Link / Gif
Definition/Business Rules	Allows the user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

Type:	
Element	Dropdown Box
Definition/Business Rules	Allows a user to select a type of organization. The different options are (displayed in this order): <ul style="list-style-type: none"> • --- Select --- • FDLP SERVICER • ED REGION • GUARANTY AGENCY • LENDER • LENDER BRANCH SERVICER • SCHOOL
Actions to be performed	When the user clicks on the Type Dropdown Box, all the options appear. The "Select" option is highlighted.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType)
Validation	None.

Code:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization code. <i>Min Characters – 0</i> <i>Max Characters – 8</i>
Actions to be performed	As the user enters the organization code, it is displayed in the textbox in editable format.

Code:	
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School (orgCode), GA (orgCode), ED (orgCode)
Validation	None.

Name:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization name. <i>Min Characters - 0</i> <i>Max Characters - 45</i>
Actions to be performed	As the user enters the organization name, it is displayed in the textbox in editable format.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName)
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve enrollment information based on the criteria specified in the Type, Code, and Name textboxes.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors, the SSCR School Waiver List screen is displayed. If there are errors, the appropriate error message is displayed. If there are no errors and the organization is not found, the user is directed to the Organization Search screen.
Business Object (Attribute)	None.
Validation	<ul style="list-style-type: none"> <i>Condition:</i> If the user selects the type for an organization and then clicks the Retrieve pushbutton, the organization that satisfies the criteria entered will be listed in the Organization Search screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. <i>Condition:</i> If the user selects the type and enters the code for an organization and then clicks the Retrieve pushbutton, the organization that satisfies the criteria entered

Retrieve	
	<p>will be listed on the screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.</p> <ul style="list-style-type: none"> <p><i>Condition:</i> If the User selects the type and name for an organization and then clicks the Retrieve pushbutton, the Organization Search screen is displayed with a list of organizations that match the Type of organization and have a common name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.</p> <p><i>Condition:</i> If the User selects the type, code, and name for an organization and then clicks the pushbutton, the Enrolment Reporting screen is displayed with a list of organizations that match the Type of organization and have a common code and name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.</p> <p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> <p><i>Condition:</i> User clicks the Retrieve button without selecting a Type or inputting a Code and Name. <i>Message:</i> Please select an Organization Type. <i>Location:</i> Client <i>Additional Information:</i> Type label turns red. Display Error.gif.</p> <p><i>Condition:</i> User selects FDLP SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 5 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red.</p>

Retrieve	
	<p>Display Error.gif.</p> <ul style="list-style-type: none"> • <i>Condition:</i> User selects GUARANTY AGENCY Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 3 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects LENDER BRANCH SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 6 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects a Type and enters a non-numeric Code (i.e. abcd) <i>Message:</i> Please enter a numeric Organizational Code. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. <p>An information message appears at the top of the screen for the following condition:</p> <ul style="list-style-type: none"> • <i>Condition:</i> Organization contact information is not found based on criteria entered. The user is directed to the Organization Search screen. <i>Message:</i> No record found for the selected criteria. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif. • <i>Condition:</i> Organization contact information is not found based on criteria entered. <i>Message:</i> No current schedule records were

Retrieve	
	found for this organization. <i>Location:</i> Server Additional Information: Display Info.gif.

Name:	
Element	Label
Definition/Business Rules	Displays the name of the institution whose enrollment information will be displayed.
Actions to be performed	The name of the organization is automatically displayed.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName)
Validation	None.

Code:	
Element	Label
Definition/Business Rules	Displays the code of the institution whose enrollment information will be displayed.
Actions to be performed	The code of the organization is automatically displayed.
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School (orgCode), GA (orgCode)
Validation	None.

Type:	
Element	Label
Definition/Business Rules	Displays the type of the institution whose enrollment information will be displayed.
Actions to be performed	The type of the organization is automatically displayed.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName)
Validation	None.

“As of” Date	
Element	Textbox
Definition/Business Rules	Allows a user to enter the Past Enrollment Report “As Of” date. <i>Masks</i> – The “As of” Date must be entered with a “MMDDCCYY”, “MM/DD/CCYY” or “MM-

“As of” Date	
	DD-CCYY” format.
Actions to be performed	As the user enters the “As of” Date it is displayed in the textbox in editable format.
Business Object (Attribute)	School (asOfDate), GA (asOfDate)
Validation	None.

Submit	
Element	Pushbutton
Definition/Business Rules	Allows a user to submit their request for a Past Enrollment report.
Actions to be performed	By clicking on the pushbutton, the user is directed to Past Enrollment Report Confirmation screen.
Business Object (Attribute)	None.
Validation	<p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> <p><i>Condition:</i> The “As of” Date is not entered in the “MMDDCCYY”, “MM/DD/CCYY” or “MM-DD-CCYY” format. <i>Message:</i> Please enter a valid Date in MMDDCCYY format. <i>Location:</i> Client <i>Additional Information:</i> Display Error.gif.</p> <p><i>Condition:</i> The “As of” Date is greater than the current date. <i>Message:</i> Please enter a valid Date less than the current date. <i>Location:</i> Client <i>Additional Information:</i> Display Error.gif.</p> <p><i>Condition:</i> TBD <i>Message:</i> Request has already been processed. Please enter another Date, or request a Past Enrollment Report for another school. <i>Location:</i> Server <i>Additional Information:</i> Display Error.gif.</p> <p>An information message appears at the top of the screen for the following conditions:</p>

Submit	
	<ul style="list-style-type: none"> • <i>Condition:</i> Request was successfully submitted. <p><i>Message:</i> Request successfully submitted. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif.</p>

“As of” Date	
Element	Label
Definition/Business Rules	The date as of which the Past Enrollment report was requested. <i>Masks</i> - The “As of” Date is displayed in the “MM/DD/CCYY” format.
Actions to be performed	None.
Business Object (Attribute)	School (asOfDate), GA (asOfDate)
Validation	None.

Date Requested	
Element	Label
Definition/Business Rules	The date on which the Past Enrollment report was requested. <i>Masks</i> - The Date Requested is displayed in the “MM/DD/CCYY” format.
Actions to be performed	None.
Business Object (Attribute)	School (dateRequested), GA (dateRequested)
Validation	None.

Requested By	
Element	Label
Definition/Business Rules	The user who made the request.
Actions to be performed	None.
Business Object (Attribute)	School (requestedBy), GA (requestedBy)
Validation	None.

Date Generated	
Element	Label
Definition/Business Rules	The date on which the NSLDS generated the Past Enrollment report. There may be a gap of a day or

Date Generated	
	two between the time the Past Enrollment report was requested and the time when the procedure that generates the report runs. <i>Masks</i> – The Date Generated is displayed in the “MM/DD/CCYY” format.
Actions to be performed	None.
Business Object (Attribute)	School (dateGenerated), GA (dateGenerated)
Validation	None.

3.18 Past Enrollment Report Confirm

Description	Allows a user to confirm their request for a Past Enrollment Report that duplicates the contents of a Student Status Confirmation Report (SSCR) previously sent to a school, or of a Notification file previously sent to a guaranty agency, lender, or lender servicer on a given day.
New or Existing	Existing
User Group (Screen Level)	SEDAGGR
Requirements Traceability	1.154
Reference(s)	ENRPPAST.ASP, WC3D_PAST_ENROLLMENT_REPORT_SRV
Object Name	Lender, Servicer, School, GA, ED, State Agency

3.18.1 Software Unit Logic

NSLDS I File Name:	ENRPPAST.ASP
NSLDS I File Name:	EnrIPstRpt.jsp
Pre-Status:	This screen is accessible from the following screens (depending on user access privileges): <ul style="list-style-type: none"> Past Enrollment Report (Pushbutton: Submit)
Post-Status:	This screen allows a user to navigate to any of the following screens (depending on user access privileges): <ul style="list-style-type: none"> Past Enrollment Report (Pushbutton: Confirm, Cancel)

	<ul style="list-style-type: none"> • Enrollment Summary (Link: Enrollment Summary) • Enrollment Add (Link: Enrollment Add) • Enrollment Update (Link: Enrollment Update) • Enrollment Reporting Schedule (Link: Enrollment Reporting Schedule Summary) • Menu (Link: Menu Tab) • Loan History List (Link: Aid Tab) • Organization Contact List (Link: Org Tab) • Report (Link: Report Tab) • Transfer Monitoring List (Link: Tran Tab) • External Contact List (Link: Support Tab) • Contact Us (Link: Contact Us Icon) • System Log On (Link: System Logoff Icon)
Gif Name:	<p>The following graphical objects may appear on this screen:</p> <ul style="list-style-type: none"> • Back.gif

3.18.2 Design Details

The following screenshot highlights the functionality of Past Enrollment Report screen.

The screenshot displays the NSLDS web interface. At the top, there is a navigation menu with buttons for Menu, Aid, Enroll, Org, Report (highlighted), Tran, and Support. Below the menu is a breadcrumb trail: Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule | SSCR School Waiver List | Past Enrollment Report. A search bar contains 'Type: - Select -', 'Code: []', and 'Name: []', with a 'Retrieve' button. The user is logged in as 'M.L. HOUSTON from Department of Education Region 0'. A blue arrow points to a 'Return To Enrollment Reporting Schedule' link. A green box displays the school information: 'Name: EDUCATION AMERICA-DENVER CAMPUS', 'Code: 03012100', and 'Type: School'. Below this is a 'Past Enrollment Report Confirm' section with a question mark icon. A message box states: 'You have requested a Past Enrollment Report with the following value: "/>

Figure 22, Past Enrollment Report Confirm

3.18.3 Screen Functionality

The following section describes each object on the screen and the functionality behind the object.

Enrollment Summary	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Summary screen. This link is deactivated when the user is in the Enrollment Summary screen.
Actions to be performed	When clicked, the Enrollment Summary screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Add	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Add screen.

Enrollment Add	
Actions to be performed	When clicked, the Enrollment Add screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Update	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Update screen.
Actions to be performed	When clicked, the Enrollment Update screen appears.
Business Object (Attribute)	None.
Validation	None.

Enrollment Reporting Schedule	
Element	Link
Definition/Business Rules	Allows a user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

SSCR School Waiver List	
Element	Link
Definition/Business Rules	Allows a user to navigate to the SSCR School Waiver List screen.
Actions to be performed	When clicked, the SSCR School Waiver List screen appears.
Business Object (Attribute)	None.
Validation	None.

Past Enrollment Report	
Element	Link (Deactivated)
Definition/Business Rules	Allows a user to navigate to the Past Enrollment screen.
Actions to be performed	When clicked, the Past Enrollment screen appears.
Business Object (Attribute)	None.

Past Enrollment Report	
Validation	None.

Return to Enrollment Reporting Schedule	
Element	Link / Gif
Definition/Business Rules	Allows the user to navigate to the Enrollment Reporting Schedule screen.
Actions to be performed	When clicked, the Enrollment Reporting Schedule screen appears.
Business Object (Attribute)	None.
Validation	None.

Type:	
Element	Dropdown Box
Definition/Business Rules	Allows a user to select a type of organization. The different options are (displayed in this order): <ul style="list-style-type: none"> • --- Select --- • FDLP SERVICER • ED REGION • GUARANTY AGENCY • LENDER • LENDER BRANCH SERVICER • SCHOOL
Actions to be performed	When the user clicks on the Type Dropdown Box, all the options appear. The "Select" option is highlighted.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType)
Validation	None.

Code:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization code. <i>Min Characters - 0</i> <i>Max Characters - 8</i>
Actions to be performed	As the user enters the organization code, it is displayed in the textbox in editable format.
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode)
Validation	None.

Name:	
Element	Textbox
Definition/Business Rules	Allows a user to enter an organization name. <i>Min Characters – 0</i> <i>Max Characters – 45</i>
Actions to be performed	As the user enters the organization name, it is displayed in the textbox in editable format.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName)
Validation	None.

Retrieve	
Element	Pushbutton
Definition/Business Rules	Allows a user to retrieve enrollment information based on the criteria specified in the Type, Code, and Name textboxes.
Actions to be performed	By clicking on the pushbutton, validation is performed. If there are no errors, the SSCR School Waiver List screen is displayed. If there are errors, the appropriate error message is displayed. If there are no errors and the organization is not found, the user is directed to the Organization Search screen.
Business Object (Attribute)	None.
Validation	<ul style="list-style-type: none"> • <i>Condition:</i> If the user selects the type for an organization and then clicks the Retrieve pushbutton, the organization that satisfies the criteria entered will be listed in the Organization Search screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> If the user selects the type and enters the code for an organization and then clicks the Retrieve pushbutton, the organization that satisfies the criteria entered will be listed on the screen. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None.

Retrieve	
	<ul style="list-style-type: none"> • <i>Condition:</i> If the User selects the type and name for an organization and then clicks the Retrieve pushbutton, the Organization Search screen is displayed with a list of organizations that match the Type of organization and have a common name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. • <i>Condition:</i> If the User selects the type, code, and name for an organization and then clicks the pushbutton, the Enrolment Reporting screen is displayed with a list of organizations that match the Type of organization and have a common code and name associated with it. <i>Message:</i> None. <i>Location:</i> Server <i>Additional Information:</i> None. <p>An error message appears at the top of the screen for the following conditions:</p> <ul style="list-style-type: none"> • <i>Condition:</i> User clicks the Retrieve button without selecting a Type or inputting a Code and Name. <i>Message:</i> Please select an Organization Type. <i>Location:</i> Client <i>Additional Information:</i> Type label turns red. Display Error.gif. • <i>Condition:</i> User selects FDLP SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 5 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif. • <i>Condition:</i> User selects GUARANTY AGENCY Type and enters an invalid Code (i.e. 00000000).

Retrieve	
	<p><i>Message:</i> Please enter an Organization Code length of 3 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif.</p> <ul style="list-style-type: none"> <p><i>Condition:</i> User selects LENDER BRANCH SERVICER Type and enters an invalid Code (i.e. 00000000). <i>Message:</i> Please enter an Organization Code length of 6 or less. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif.</p> <p><i>Condition:</i> User selects a Type and enters a non-numeric Code (i.e. abcd) <i>Message:</i> Please enter a numeric Organizational Code. <i>Location:</i> Client <i>Additional Information:</i> Code label turns red. Display Error.gif.</p> <p>An information message appears at the top of the screen for the following condition:</p> <ul style="list-style-type: none"> <p><i>Condition:</i> Organization contact information is not found based on criteria entered. The user is directed to the Organization Search screen. <i>Message:</i> No record found for the selected criteria. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif.</p> <p><i>Condition:</i> Organization contact information is not found based on criteria entered. <i>Message:</i> No current schedule records were found for this organization. <i>Location:</i> Server <i>Additional Information:</i> Display Info.gif.</p>
Name:	

Name:	
Element	Label
Definition/Business Rules	Displays the name of the institution whose enrollment information will be displayed.
Actions to be performed	The name of the organization is automatically displayed.
Business Object (Attribute)	Lender (orgName), Servicer (orgName), School (orgName), GA (orgName), ED (orgName), State Agency (orgName)
Validation	None.

Code:	
Element	Label
Definition/Business Rules	Displays the code of the institution whose enrollment information will be displayed.
Actions to be performed	The code of the organization is automatically displayed.
Business Object (Attribute)	Lender (orgCode), Servicer (orgCode), School (orgCode), GA (orgCode), ED (orgCode), State Agency (orgCode)
Validation	None.

Type:	
Element	Label
Definition/Business Rules	Displays the type of the institution whose enrollment information will be displayed.
Actions to be performed	The type of the organization is automatically displayed.
Business Object (Attribute)	Lender (orgType), Servicer (orgType), School (orgType), GA (orgType), ED (orgType), State Agency (orgType)
Validation	None.

Confirm	
Element	Pushbutton
Definition/Business Rules	Allows a user to confirm their request for a Past Enrollment Report.
Actions to be performed	By clicking on the pushbutton, the request is submitted and the user is redirected to the Enrollment Reporting Schedule screen.
Business Object (Attribute)	None.
Validation	None.

Cancel	
Element	Pushbutton
Definition/Business Rules	Allows a user to cancel their request for a Past Enrollment Report.
Actions to be performed	By clicking on the pushbutton, the user is redirected to the Past Enrollment Report screen.
Business Object (Attribute)	None.
Validation	None.

4 Appendix A – Screens Global Attributes

5 Appendix B – User Interface Inventory Matrix

6 Appendix C – Website Help