How to Correct Historical Enrollment Reporting in NSLDS

Cynthia Hammond
Helen Hidalgo
Brent Madoo

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Agenda

- College Scorecard
  - Correct and Timely Reporting – Data Accuracy
  - Protecting Student Information
- What is Enrollment History Update?
  - How to Correct Common Misreported Scenarios
- Questions

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College Scorecard

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College Scorecard

"We committed to students that we would continually improve the College Scorecard so that they could access relevant, accurate and actionable data as they make decisions about their education after high school."
-- Secretary DeVos

College Scorecard

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

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

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College Scorecard

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

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

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

Correct and Timely Reporting – Data Accuracy

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Data Accuracy

- Data Quality
  - Completeness
  - Accuracy
  - Consistency

- Data Quality Reviews

- Data Corrections

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Data Accuracy

- COD
  - Student's academic program information

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

- FISAP
  - Cumulative fields

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Protecting Student Information

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Data Security

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

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

- The Department will initiate an administrative action against the institution and its third-party servicer if a third-party servicer violates this prohibition.

What is Enrollment History Update?

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Enrollment History Update

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

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

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Enrollment History Update Page

Available from:
- **Menu** page
- **Enroll** tab

Enrollment History Update Page

- Users to provide real-time updates of NSLDS enrollment data:
  - Correct existing data
  - Delete existing data
  - Insert new statuses and effective dates
  - Add or Delete entire Programs

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Location

- Allows users to select the OPEID where a student is attending, or has previously attended, for historical enrollment information to be applied

- Multiple locations will display in the dropdown box when schools share an enrollment administrator

Campus-Level Enrollment

- Campus-Level Enrollment data related to the student's overall enrollment at a school location

- Displays a single student's active Campus-Level enrollment history as certified by the school

- Fields available for users to update:
  - Certification Date
  - Student Designator (optional)
  - Anticipated Completion Date
  - Enrollment Status
  - Effective Date

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Campus-Level Enrollment

- The Enrollment Detail and Program Enrollment Detail pages can be used to observe the *active and inactive* Campus- and Program-Level enrollment statuses

Campus-Level Enrollment

- *Active* enrollment establishes the complete student enrollment history on the Enrollment History Update page

Campus-Level Enrollment

- *Delete* – Check box to remove a row no longer applicable to the student

- New Row – Click *Add Row Below* button to insert a new Campus-Level Enrollment status and effective date row

Program-Level Enrollment

- Displays a single student's active Program-Level enrollment for all reported Programs at a school

- Fields available for users to update:
    - SPI (Special Program Indicator)
    - Program Begin Date
    - Enrollment Status
    - Effective Date

Program-Level Enrollment

- *Delete* – Check box to remove a row no longer applicable to the student

- New Row – Click the *Add Row Below* button to insert a new Program-Level Enrollment status and effective date row

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Enrollment History Update Page

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

- Clicking the *Reset* button will redisplay the page with the information it displayed when the student was initially retrieved

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Enrollment History Update Page

- After clicking the *Submit* button, edits are applied to the updated data

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

  - An error message at the top of the page

  - Small error icons on the row

- Place cursor over the small error icon to display the error message

Enrollment History Update Confirm

- When information passes edits, the page displays data in descending order

  - *Confirm* – Updates enrollment information and returns to the Enrollment History Update page

  - *Cancel* – Returns to the Enrollment History Update page *without* making any updates

Enrollment History Update Confirm

Location

NORTH SOUTH UNIVERSITY - 06789900

Campus Enrollment

Certification Date: 04/12/2019
Student Designator:
Anticipated Completion Date: 05/21/2018

Enrollment Status	Effective Date
G - GRADUATED	05/21/2018
F - FULL TIME	08/15/2017
W - WITHDRAWN	05/13/2017
F - FULL TIME	08/24/2014

Program Enrollment

CIP Code: 520101 - Business/Commerce, General.
Cred. Level: 03 - BACHELOR'S DEGREE   Program Length in Yrs.: 4.0
SPI: N - NOT APPLICABLE   Program Begin Date: 08/24/2014

Enrollment Status	Effective Date
G - GRADUATED	05/21/2018
	08/15/2017
	05/13/2017
	08/24/2014

Confirm   Cancel

Confirm   Cancel

Enrollment History Update Page

- After confirming updates, the Enrollment History Update page redisplays with a 'Successfully updated' message.

Who to Correct?

ER Graduated Programs Report

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

Who to Correct?

Who to Correct?

Existing Reports
ER Graduated Programs Report (SCHEP4 and SCHEP6)
Enrollment Reporting Summary Report (SCHER1)
Enrollment Reporting Certification Report (SCHER4)
Enrollment Statistics Report (ENLST1)
ER Statistics Back-Up Detail Report (SCHCB1)
ER Program-Level Certification Report (SCHER8)
NSLDS-COD Program Comparison Report (SCHE10)
Enrollment Errors Report (SCHER5)
Late Enrollment Certifications (SCHLC1)
Enrollment Reporting Compliance Report (SCHCR1)
Enrollment Submittal File Tracking (SCHET1)

Coming Soon
ER Graduated Campus Report

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How to Correct Common Misreported Scenarios

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Common Misreported Scenarios

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

Withdrawn to Graduated

Withdrawn to Graduated

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

- Graduated 'G'
    - Campus-Level – Indicates degree conferral and the aid recipient is no longer attending the institution
    - Program-Level – Indicates the aid recipient has completed a specific program of study
- Withdrawn 'W'
    - Campus Level – Indicates the aid recipient has withdrawn from all courses at this institution
    - Program-Level – Indicates that the aid recipient has withdrawn from the program without completing the program. Does not indicate that the aid recipient is enrolled in a different program.

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Withdrawn to Graduated

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

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

	NORTH SOUTH UNIVERSITY 06789900									
Reported By	Reported By ID	Status	Eff. Date	Active	ACD	Cert. Date	Cert. Method	Date Received	Term Begin	Term End
School	06789900	Withdrawn	05/13/2017	Yes	05/13/2017	06/01/2017	School Batch	06/10/2017	N/A	N/A
School	06789900	Half Time	08/17/2016	Yes	05/13/2017	09/01/2016	School Batch	09/12/2016	N/A	N/A
School	06789900	Full Time	08/15/2014	Yes	05/13/2017	09/01/2014	School Batch	09/15/2014	N/A	N/A

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Withdrawn to Graduated

- Enter an updated Certification Date and Anticipated Completion Date

- Update the Withdrawn enrollment status to Graduated

- Verify the updated status and click the *Submit* button

Withdrawn to Graduated

- Confirm page displays the updated data

- Verify the updated statuses and dates

- Click the *Confirm* button

Withdrawn to Graduated

- Terri's Campus- and Program-Level Enrollment statuses have been successfully updated.

Misreported Effective Date

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Misreported Effective Date

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

- Advancing the Effective Date using the existing status "inactivates" previously reported records

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

Misreported Effective Date

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

- However, North South University changed the Effective Date at the start of each term

NORTH SOUTH UNIVERSITY - 06789900										
1 CIP Code: 090902 Credential Level: 03 - Bachelor's Degree Prog. Begin Date: 10/14/2016					Title: Public Relations/Image Management. Published Prog. Length in Yrs.: 4.0 Special Program Indicator: N Reported Program Length: 4.0 Years Weeks in Academic Year: 0.0					
Reported By	**Reported By ID**	**Status**	**Eff. Date**	**Active**	**Earliest Cert.**	**Latest Cert.**	**Latest Cert. Method**	**Times Certified**	**Latest Date Received**	**Current**
School	06789900	Graduated	01/01/2018	Active	01/01/2018	05/04/2018	School Batch	11	09/06/2018	Current
School	06789900	Full Time	08/16/2017	Active	08/25/2017	12/15/2017	School Batch	5	01/04/2018	Not Current
School	06789900	Full Time	01/01/2017	Inactive	01/20/2017	05/05/2017	School Batch	5	05/18/2017	Not Current
School	06789900	Full Time	10/14/2016	Inactive	11/21/2016	12/16/2016	School Batch	2	01/09/2017	Not Current

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Misreported Effective Date

- Enter an updated Certification Date

- Change the Campus- and Program-Level Enrollment Effective Dates to reflect when Max's status first took effect

- Verify and click the Submit button

Misreported Effective Date

- Updated dates display on the Confirm page

- Verify and click the *Confirm* button

Enrollment History Update Confirm

Location

NORTH SOUTH UNIVERSITY - 06789900

Campus Enrollment

Certification Date: 04/01/2019	
Student Designator:	
Anticipated Completion Date: 01/01/2018	
Enrollment Status	**Effective Date**
G - GRADUATED	01/01/2018
F - FULL TIME	10/14/2016

Program Enrollment

CIP Code: 090902 - Public Relations/Image Management.	
Cred. Level: 03 - BACHELOR'S DEGREE	Program Length in Yrs.: 4.0
SPI: N - NOT APPLICABLE	Program Begin Date: 10/14/2016
Enrollment Status	**Effective Date**
G - GRADUATED	01/01/2018
F - FULL TIME	10/14/2016

Confirm   Cancel

Misreported Effective Date

- Max's Campus- and Program-Level Enrollment statuses have been successfully updated.

Reporting Continuous Enrollment

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Reporting Continuous Enrollment

- A student is considered to be _continuously enrolled_ during a period of non-required attendance (ex. summer) if the student is expected to return for the next regularly scheduled term:
    - There is no reason for the school to believe that the student will not enroll on an at least half time basis for the next regularly scheduled term; and
    - The student was enrolled at least half time at the end of the previous regularly scheduled term

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

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

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Reporting Continuous Enrollment

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

- North South University should not have withdrawn Anna at the end of the Spring term

NORTH SOUTH UNIVERSITY - 06789900										
1 CIP Code: 520101 Credential Level: 03 - Bachelor's Degree Prog. Begin Date: 08/24/2016					**Title:** Business/Commerce, General. **Published Prog. Length in Yrs.:** 4.0 **Reported Program Length:** 4.0 Years			**Special Program Indicator:** N **Weeks in Academic Year:** 0.0		
Reported By	**Reported By ID**	**Status**	**Eff. Date**	**Active**	**Earliest Cert.**	**Latest Cert.**	**Latest Cert. Method**	**Times Certified**	**Latest Date Received**	**Current**
School	06789900	Full Time	08/15/2018	Active	10/01/2018	04/01/2019	NSLDS Web	4	04/01/2019	Current
School	06789900	Withdrawn	05/13/2018	Active	06/01/2018	08/01/2018	NSLDS Web	2	08/01/2018	Not Current
School	06789900	Full Time	08/24/2016	Active	10/01/2016	04/01/2018	NSLDS Web	10	05/01/2019	Not Current

Reporting Continuous Enrollment

- Enter an updated Certification Date

- Delete the Campus- and Program-Level enrollment status rows that are no longer relevant to Anna's enrollment history

- Verify and click the *Submit* button

Reporting Continuous Enrollment

- Updated data displays on the Confirm page

- Verify and click the *Confirm* button

Enrollment History Update Confirm

Location

NORTH SOUTH UNIVERSITY - 06789900

Campus Enrollment

Certification Date: 05/01/2019
Student Designator:
Anticipated Completion Date: 05/22/2019

Enrollment Status	Effective Date
F - FULL TIME	08/24/2016

Program Enrollment

CIP Code: 520101 - Business/Commerce, General.
Cred. Level: 03 - BACHELOR'S DEGREE   Program Length in Yrs.: 4.0
SPI: N - NOT APPLICABLE   Program Begin Date: 08/24/2016

Enrollment Status	Effective Date
F - FULL TIME	08/24/2016

Confirm   Cancel

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Reporting Continuous Enrollment

- Anna's Campus- and Program-Level Enrollment statuses have been successfully updated.

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Incorrect Published Program Length

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Incorrect Published Program Length

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

- When the PPL is reported in months or weeks, NSLDS uses a conversion based on the 'Weeks in Programs Academic Year' (WPAY) field to determine the Published Program Length in Years

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Incorrect Published Program Length

- Billy was enrolled and graduated from a traditional 4-year Tax Law program. North South University reported the Program as 48 months instead of 4 years, and as a result, NSLDS converted Billy's PPL into a 6.428 year program impacting eligibility for interest subsidies.

	NORTH SOUTH UNIVERSITY - 06789900										
	CIP Code: 220211				Title: Tax Law/Taxation.						
1	Credential Level: 03 - Bachelor's Degree				Published Prog. Length in Yrs.: 6.428				Special Program Indicator: N		
	Prog. Begin Date: 08/15/2014				Reported Program Length: 48.0 Months				Weeks in Academic Year: 32.0		
Reported By	**Reported By ID**	**Status**	**Eff. Date**	**Active**	**Earliest Cert.**	**Latest Cert.**	**Latest Cert. Method**	**Times Certified**	**Latest Date Received**	**Current**
School	06789900	Graduated	12/15/2018	Active	01/01/2019	01/01/2019	School Batch	1	01/12/2019	Current
School	06789900	Full Time	01/12/2016	Active	02/01/2016	11/01/2018	School Batch	20	11/14/2018	Not Current
School	06789900	Less than Half	10/07/2015	Active	11/01/2015	01/01/2016	School Batch	2	01/11/2016	Not Current
School	06789900	Full Time	08/15/2014	Active	09/01/2014	09/01/2015	School Batch	8	09/10/2015	Not Current

Incorrect Published Program Length

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

Incorrect Published Program Length

- Enter an updated Certification Date

- Add the new program details (status and effective date)

- Delete all enrollment status rows on the program with the incorrect PPL

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Incorrect Published Program Length

- Verify the new program details are correct

- The program with the incorrect PPL now shows an enrollment status of "Z" – No Record Found

- Click the *Confirm* button

Enrollment History Update Confirm

Location

NORTH SOUTH UNIVERSITY - 06789900

Campus Enrollment

Certification Date: 04/12/2019
Student Designator:
Anticipated Completion Date: 12/15/2018

Enrollment Status	Effective Date
G - GRADUATED	12/15/2018
F - FULL TIME	01/12/2016
L - LESS THAN HALF TIME	10/07/2015
F - FULL TIME	08/15/2014

Program Enrollment

1 CIP Code: 220211 -
Cred. Level: 03 - BACHELOR'S DEGREE
SPI: N - NOT APPLICABLE
Program Length in Yrs.: 4.0
Program Begin Date: 08/15/2014

Enrollment Status	Effective Date
G - GRADUATED	12/15/2018
F - FULL TIME	01/12/2016
L - LESS THAN HALF TIME	10/07/2015
F - FULL TIME	08/15/2014

2 CIP Code: 220211 - Tax Law/Taxation.
Cred. Level: 03 - BACHELOR'S DEGREE
SPI: N - NOT APPLICABLE
Program Length in Yrs.: 6.428
Program Begin Date: 08/15/2014

Enrollment Status	Effective Date
Z - NO RECORD FOUND	01/01/0001

Confirm   Cancel

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Incorrect Published Program Length

- Billy's Campus- and Program-Level Enrollment statuses have been successfully updated.

Incorrect Implied Decimal

Incorrect Published Program Length

- For batch and spreadsheet reporting, the Published Program Length is a six-digit numeric field with an implied decimal between the third and fourth digits

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

- For example, a four-year bachelor's degree program should be reported as "004000", and the implied decimal will result in the program length being 4 years.

Incorrect Implied Decimal

- Aaron was enrolled and received a certificate in a 1-year African Studies program. North South University inadvertently reported the Published Program Length as 010000 on the Enrollment Reporting Submittal File

- For Published Program Length there is an implied decimal between the third and fourth position, therefore, Aaron was reported in a 10-year program instead of 1-year

Incorrect Implied Decimal

- Enter an updated Certification Date

- Click *Add a Program*

- Add the new program details (status and effective date)

- Delete all enrollment status rows on the program with the incorrect PPL

- Click *Submit*

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Incorrect Implied Decimal

- Verify the new Program-Level enrollment details are correct

- The program with the incorrect PPL now shows an enrollment status of "Z" – No Record Found

- Click the *Confirm* button

Enrollment History Update Confirm

Location

NORTH SOUTH UNIVERSITY - 06789900

Campus Enrollment

Certification Date:	04/01/2019
Student Designator:	
Anticipated Completion Date:	05/15/2013

Enrollment Status	Effective Date
G - GRADUATED	05/15/2013
F - FULL TIME	09/30/2012

Program Enrollment

1	CIP Code: 050101 - African Studies.	
	Cred. Level: 01 - UNDERGRADUATE CERTIFICATE OR DIPLOMA PROGRAM	Program Length in Yrs.: 1.0
	SPI: N - NOT APPLICABLE	Program Begin Date: 09/30/2012

Enrollment Status	Effective Date
G - GRADUATED	05/15/2013
F - FULL TIME	09/30/2012

2	CIP Code: 050101 - 1	
	Cred. Level: 01 - UNDERGRADUATE CERTIFICATE OR DIPLOMA PROGRAM	Program Length in Yrs.: 10.0
	SPI: N - NOT APPLICABLE	Program Begin Date: 09/30/2012

Enrollment Status	Effective Date
Z - NO RECORD FOUND	01/01/0001

Confirm   Cancel

Incorrect Implied Decimal

- Aaron's program have been successfully updated.

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Misreported Credential Level

Misreported Credential Level

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

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

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Misreported Credential Level

- Mona is enrolled in a 4-year Business/Commerce Bachelor's Degree program. North South University - Central mistakenly reported Mona in a 4-year Doctoral (06) program impacting eligibility for interest subsidies.

NORTH SOUTH UNIVERSITY - CENTRAL-06789901

CIP Code: 520101   Title: Business/Commerce, General.

1 Credential Level: 06 - Doctoral Degree   Published Prog. Length in Yrs.: 4.0   Special Program Indicator: N

Prog. Begin Date: 08/01/2015   Reported Program Length: 4.0 Years   Weeks in Academic Year: 0.0

Reported By	Reported By ID	Status	Eff. Date	Active	Earliest Cert.	Latest Cert.	Latest Cert. Method	Times Certified	Latest Date Received	Current
School	06789900	Full Time	08/15/2018	Active	09/01/2018	03/01/2019	School Batch	14	03/14/2019	Current
School	06789900	Half Time	02/18/2017	Active	03/01/2017	08/01/2018	NSLDS Web	6	08/10/2018	Not Current
School	06789900	Full Time	08/01/2015	Active	09/01/2015	01/01/2017	School Batch	11	01/14/2017	Not Current

Misreported Credential Level

- Enter an updated Certification Date

- Click the *Add a Program*

- Add the new program details (status and effective date)

- Delete all enrollment status rows on the program with the incorrect PPL

Misreported Credential Level

- Verify the new program details are correct

- The program with the incorrect Credential Level now shows an enrollment status of "Z" – No Record Found

- Click the *Confirm* button

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Misreported Credential Level

- Mona's program has been successfully updated.

Student Never Reported

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Student Never Reported

- Moving Ahead for Progress in the 21st Century Act (Pub. L. No. 112-141) was enacted in 2012. (included the 150% Direct Subsidized Loan Limit).

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

- In 2014, the Consolidated Appropriations Act of 2014 (Pub. L. No. 113-76) was enacted. Among the new law's provisions was a directive that the Department submit to Congress a report of enrollment and graduation information of Federal Pell Grant recipients

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Student Never Reported

- Carlos was never reported by North South University to NSLDS.

- All Campus- and Program-Level enrollment must be entered if a student has never been certified at a school location

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Student Never Reported

- Enter a Certification Date and Anticipated Completion Date

- Add all program details (status and effective date)

- Verify the updates and click the *Submit* button

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Student Never Reported

- Updated Campus- and Program- Level enrollment effective dates display on the Enrollment History Update Confirm page

- Click the *Confirm* button

Enrollment History Update Confirm

Location

NORTH SOUTH UNIVERSITY - 06789900

Campus Enrollment

Certification Date: 04/12/2019
Student Designator:
Anticipated Completion Date: 07/31/2018

Enrollment Status	Effective Date
G - GRADUATED	07/31/2018
F - FULL TIME	08/02/2014

Program Enrollment

CIP Code: 240102 -
Cred. Level: 03 - BACHELOR'S DEGREE   Program Length in Yrs.: 4.0
SPI: N - NOT APPLICABLE   Program Begin Date: 08/02/2014

Enrollment Status	Effective Date
G - GRADUATED	07/31/2018
F - FULL TIME	08/02/2014

Confirm   Cancel

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Student Never Reported

- Carlos' full enrollment history has been successfully updated.

NSLDS Contact Information

NSLDS Customer Support Center

- Phone: 800-999-8219

- Toll: 785-838-2141

- Web: nsldsfap.ed.gov

- Email: nslds@ed.gov

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Questions and Answers