MEMORANDUM   March 5, 2013

TO: Campus Registrars
        Campus Directors of Student Financial Aid
        Campus SEEK/CD Directors

FROM: Annamarie Bianco, University Registrar

RE: Identifying and Processing SEEK/CD Students in CUNYfirst

Currently the UAPC identifies potential SEEK and CD students whose records must be reviewed by the college for approval into the SEEK or CD program. The UAPC interfaces currently crosswalk these potential SEEK and CD students with the official code as if the student has already qualified and been approved into the program. This must change, so that UAPC interfaces crosswalk potential students who require review correctly.

CUNY is at risk of non-compliance with the Special Opportunity (SEEK/CD) programs aid regulations which can lead to audit exceptions and fines to the University that could run into hundreds of thousands of aid disallowances and fines.

Currently UAPC identifies potential SEEK and CD students whose records must be reviewed by the college for approval into the SEEK or CD program. The UAPC interfaces currently crosswalk these potential SEEK and CD students with the official code as if the student has already qualified and been approved into the program. This must change, so that the UAPC interfaces crosswalk potential students who require review correctly.

CUNY is at risk of non-compliance with the Special Opportunity (SEEK/CD) programs aid regulations which can lead to audit exceptions and fines to the University that could run into hundreds of thousands of aid disallowances and fines.

The following describes the new process.

SCD1 Student Group: UAPC will interface load with a code of SCD1 to identify potential SEEK/CD students at all colleges to which a student is allocated and requires review.

SCD2 Student Group: Upon Campus review staff may need additional information so to differentiate a student who is pending further review the staff will inactivate the SCD1 code and add a SCD2 code.

SCD3 Student Group: After Review is complete if it is determined that a student is denied SEEK/CD or if a student declines SEEK/CD all other codes are made inactive and the staff will add SCD3 code.

CD/SEEK Student Groups: After final review it is determined that a student is eligible and accepts SEEK/CD the staff will inactivate all other codes and at the senior college add the SEEK code or at the community college add the CD code. All SF and FA processes must use the "official" status of SEEK or CD to apply funds accordingly.

Student Groups created, to facilitate this process in CUNYfirst, are:

Student Group	Description
SCD1	Potential SEEK/CD
SCD2	Conditional SEEK/CD
SCD3	Denied/Declined SEEK/CD
SEEK	SEEK Student
CD	College Discovery Student

If there are any questions about this policy, or the implementation information in this memorandum please email the **Office of University Registrar** at **our@cuny.edu.**

Cc: University Dean Robert Ptachik
        University Associate Dean James Murphy
        Acting University Controller Miriam Katowitz
        University Director of Financial Aid Management Alice Murphy
        University Associate Dean of Special Programs Cheryl Williams
        University Director of Administrative Computing James Anastasio
        CUNYfirst Production Support Manager Fredrik Creugers
        CUNYfirst Campus Solutions Manager Carlos Medrano
        CUNYfirst Organizational Readiness Manager Linda Shatzer
        CUNYfirst Training Manager Adante Harvey
        CUNYfirst Communications John Ray
        Enrollment Management Council
        Campus Bursars
        Campus Admissions Directors