Enrollment & Compliance Reporting

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National Student
Clearinghouse®

Agenda

- **Why Report?**
  - Compliance Reporting Expectations
- **Data Intake Reporting Process**
  - Enrollment Data Process
  - Common Enrollment File Errors
- **Graduated Status Reporting**
  - G from DV
  - Ways to Report G status
- **NSLDS SSCR Roster Process**
  - The Data Flow Out
- **Best Practices**
  - Updates
- **Questions?**

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Why Report?

- The collection/reporting of enrollment data is important for many reasons:

  - It **protects the rights of borrowers** by ensuring that loan interest subsidies are based on accurate enrollment data.

  - It ensures loan repayment dates are accurate, based on the **LDA.**

  - It allows in-school deferments to be **automatically granted** using NSLDS enrollment data/data provided to private lenders, servicers and guarantors.

  - It provides vast amounts of critical data about the **effectiveness** of Title IV aid programs, Including **completion data**.

  - It supports other Clearinghouse services you participate in, including **Verification Services** and **StudentTracker**

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The Regulatory Compliance Pie

1 — SSCRs completed at least every 2 months

2 — SSCRs returned within 15 days of receipt

3 — Correct SSCR Errors within 10 days of receipt

4 — Report status changes within 60 days of the date of determination

5 — NSLDS Enrollment Reporting Statistics Score must be ≥ 90%

The Data Intake Process

School Enrollment Reporting Schedule

- Designed to meet school reporting needs

- Help ensure compliance with the federal regulations

- Evergreen

- Adjustable

- To make schedule changes, email schoolops@studentclearinghouse.org

Submission Schedule: When to Submit File Types

Early Registration File (Optional)

- Submit **on** or **after** the Term Begin Date to avoid SSCR errors

- LT Half-Time statuses are not accepted since the file is submitted before the add/drop

First of Term File

- Recommend to submit **within** 21 days of Term Begin Date but **immediately after** add/drop period

- Calculated Withdrawn Process

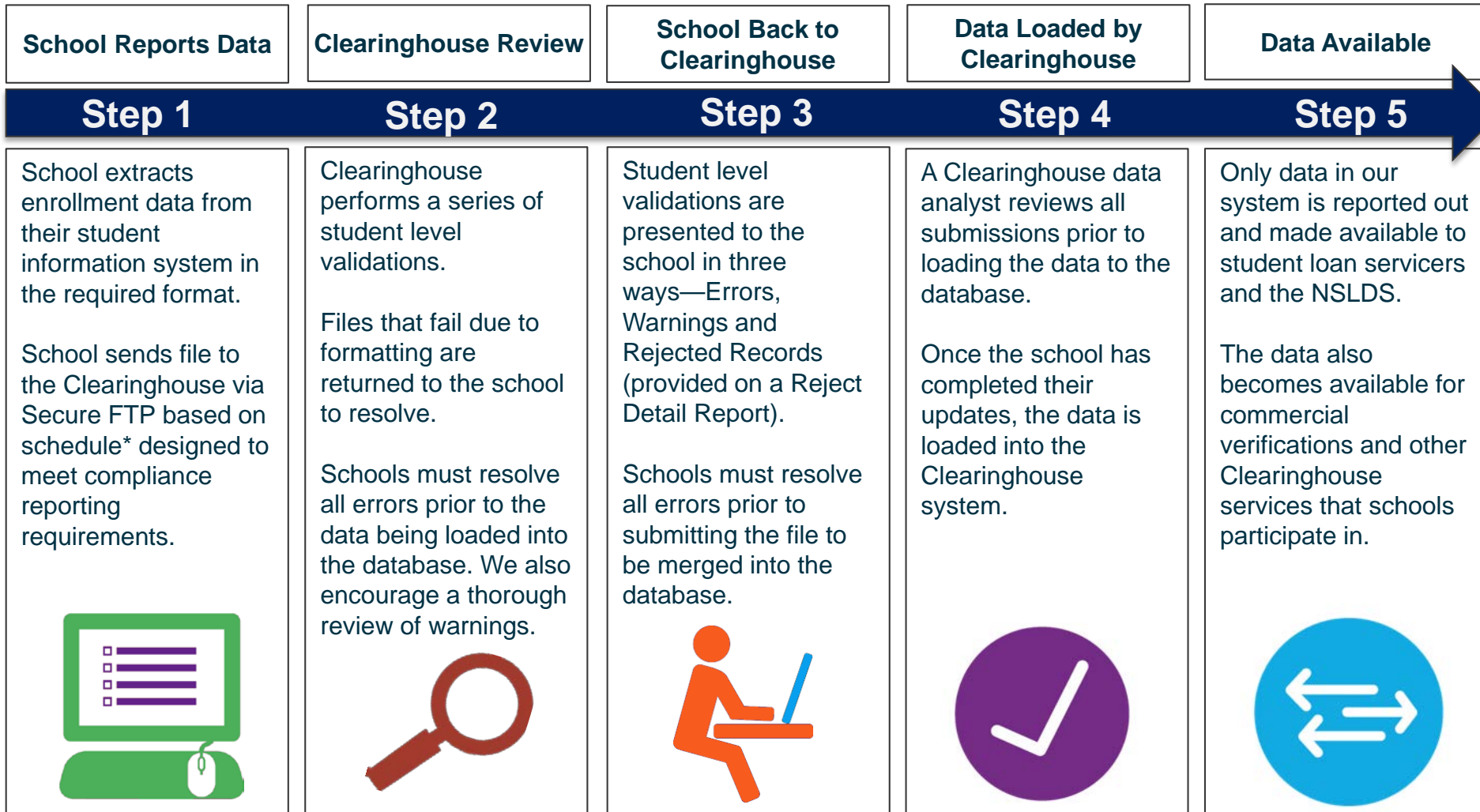## Subsequent of Term Files

- Report newly certified enrollment **every 30-45 days**

- Comparison to the previous file
  - Unreported Students (error 208)
  - Unreported program (error 1568)

Graduates Only Enrollment Files

- Submit **as soon as** degrees are confirmed

- Can be submitted piecemeal for groups of degrees awarded

- If possible, submit **before** sending first file for the next scheduled term

Clearinghouse Enrollment Data Intake Process

School Reports Data	Clearinghouse Review	School Back to Clearinghouse	Data Loaded by Clearinghouse	Data Available
Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**
School extracts enrollment data from their student information system in the required format. School sends file to the Clearinghouse via Secure FTP based on schedule* designed to meet compliance reporting requirements.	Clearinghouse performs a series of student level validations. Files that fail due to formatting are returned to the school to resolve. Schools must resolve all errors prior to the data being loaded into the database. We also encourage a thorough review of warnings.	Student level validations are presented to the school in three ways—Errors, Warnings and Rejected Records (provided on a Reject Detail Report). Schools must resolve all errors prior to submitting the file to be merged into the database.	A Clearinghouse data analyst reviews all submissions prior to loading the data to the database. Once the school has completed their updates, the data is loaded into the Clearinghouse system.	Only data in our system is reported out and made available to student loan servicers and the NSLDS. The data also becomes available for commercial verifications and other Clearinghouse services that schools participate in.

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Enrollment File Processing: Errors/Warnings

- Once the enrollment file is placed into the NSC system validations will be performed on the data
- Errors are flagged in **red** and must be corrected.
- Warnings are identified in **black** and do not require correction although review is strongly encouraged.

Error Number	Error Description	Error Count
1519*	Program 2 Enrollment Status is blank/Invalid	45
1529*	Program 3 Enrollment Status is blank/Invalid	2
63	Country is blank	109
64	Street too short	56
67	City too short	60
68	Invalid state	1361
70	Zip code missing	1359
71	Zip code not numeric	8
73	AGD is before the term end date	9
264	Status (Q, H, or L) start date is outside of term	1

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Critical!: After File is Processed - Reject Detail

- Common errors: **253 or 290**: SSN conflicts: These occur as NSC has received enrollment information for that SSN previously for a different student.

- **How to Correct Error 253/290?**

  – Verify the SSN being reported is correct.
  – Submit an "Add New Student" online update via the Student Look-Up tab
  – NSC Analyst will review the update.
  – If needed the analyst will contact the school asking for proof of SSN

- **Acceptable Proof of SSN:**

• A Social Security Card or other Social Security Administration documentation validating the SSN	• A driver's license, permit or ID card containing the SSN (must be government issued)
• A copy of a state or federal tax document	• Tribal ID card containing the SSN
• An employment record containing the SSN	• Medical Benefits card containing the SSN
• A military document containing the SSN (such as a military ID card)	• Any acceptable document submitted as proof of legal presence/identity or residence address containing the SSN
• Approved FAFSA form	

- **Secure Fax: 703.742.7792**

TOP 5 NSC Enrollment File Errors - MBUG

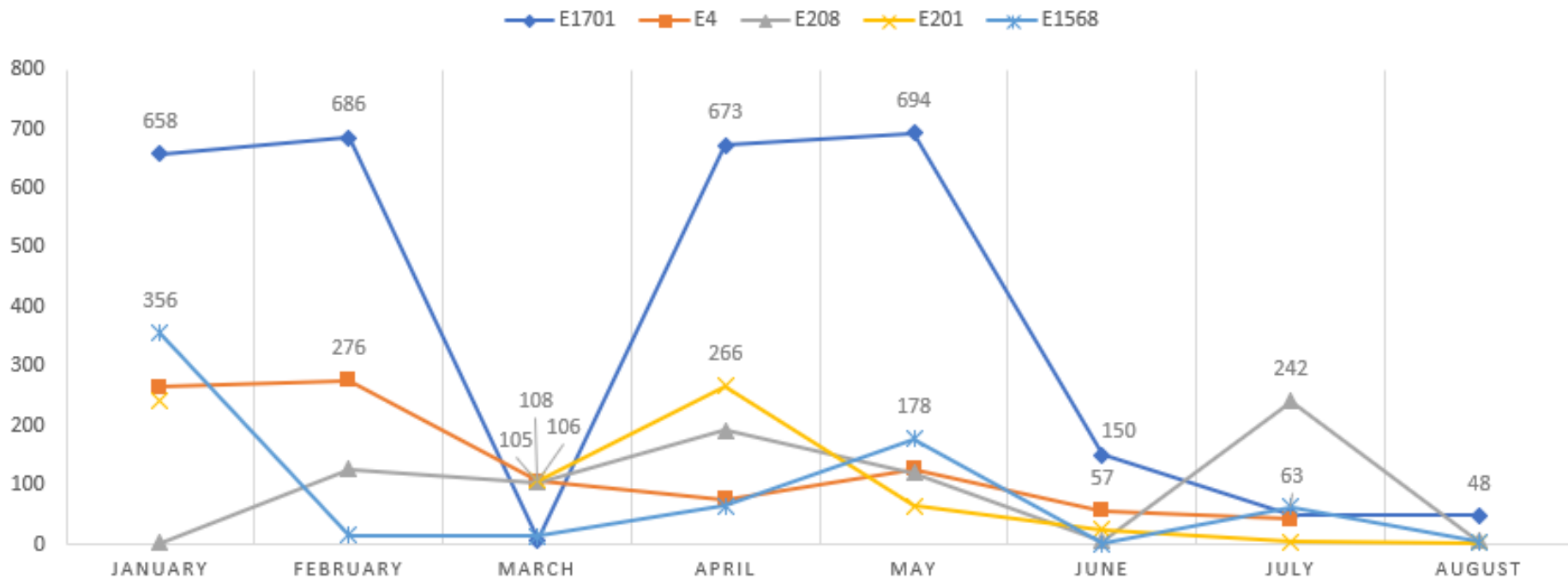| **Error Code 1701** Invalid CIP Code Total Errors: 2,965	**Error Code 4** Invalid Status Code Total Errors: 948	Error Code 208 Unreported Student Total Errors: 801	**Error Code 201** ↓ Status, No SSD Total Errors: 713	**Error Code 1568** Unreported Program Total Errors: 696

TOP 5 ENROLLMENT FILE ERROR CODE: MBUG

Top Enrollment File Errors

- **Error Code 1701**: Blank/Invalid CIP Code

- **Error Code 4***: Blank/Invalid status code

  - Valid status codes: F, Q, H, L, A, W, G, D

- **Error Code 208***: Unreported student previously reported in term

- **Error Code 1568***: Unreported program previously reported in term

- **Error Code 201**: Decrease in status without an SSD

NSC/Ellucian (Banner) Joint Webinar - Recorded
https://www.ellucian.com/resources/webinar/ellucian-banner-enrollment-reporting-made-easy

Clearinghouse Data Flow – Degree Data Intake

School Extracts Data from SIS
School extracts DegreeVerify data from SIS and creates DegreeVerify file

School Sends Data
Via secure FTP

Clearinghouse Database
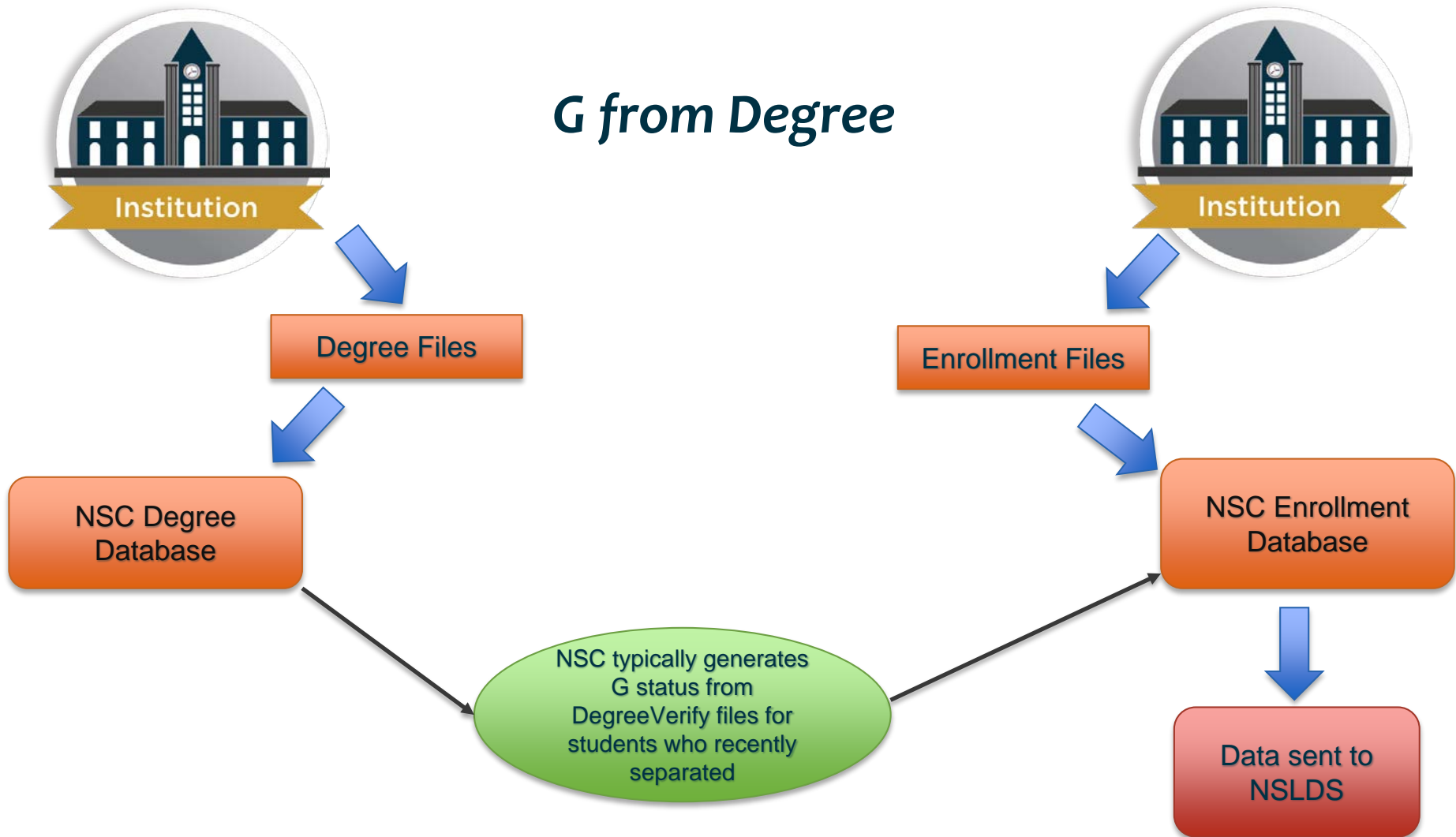Once the file arrives, the Clearinghouse performs edits on the data.

Data is Loaded
Once validations have been resolved, the data is loaded into the warehouse.

G from DegreeVerify
For schools that participate in this service, G from DV process automatically creates the Graduates only file.

Where Enrollment Data & Degree Data Meet

G from Degree

Institution

Institution

Degree Files

Enrollment Files

NSC Degree Database

NSC Enrollment Database

NSC typically generates G status from DegreeVerify files for students who recently separated

Data sent to NSLDS

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Welcome, | My Account | Log Out

Student Reporting | Verification Services | Research Services | Transcript Services | Reverse Transfer | Student Look-Up

Degree Reporting

Student Reporting > Degree Reporting > **Degree Transmission Detail**

Degree Transmission Detail: HOMETOWN UNIVERSITY

| Detail | G Applied | **G Not Applied** |

View ▾   Export Results   **Total Records: 38**

SSN	CSID	First Name	Last Name	DOB	Degree Level	Degree Title	Reasons for Not Applying G	Submitted By	Sub
000000000	00000000000...	JENNLYNN	TEST		B	BACHELOR OF S...	Other	user	05/
000000000	0000000000 ...	HANNAH	TEST		B	BACHELOR OF S...	Student in Graduated status in NSC databa...	user	
000000000		AMELIA	TEST		B	BACHELOR OF S...	Other	user	
000000000		LIAM	TEST		B	BACHELOR OF S...	Student in Graduated status in NSC databa...	user	
000000000		VERA	TEST		B	BACHELOR OF S...	Student in Graduated status in NSC databa...	user	
000000000		ELLA	TEST		B	BACHELOR OF S...	Student in Graduated status in NSC databa...	user	
000000000		BILL	TEST		B	BACHELOR OF S...	Student in Graduated status in NSC databa...	user	
000000000		RENE	TEST		B	BACHELOR OF S...	Other	user	
000000000		LEO	TEST		B	BACHELOR OF S...	Student in Graduated status in NSC databa...	user	
000000000		ANISA	TEST		B	BACHELOR OF S...	Student in Graduated status in NSC databa...	user	
000000000		OMAR	TEST		B	BACHELOR OF S...	Student in Graduated status in NSC databa...	user	
000000000		MARISA	TEST		B	BACHELOR OF S...	Student in Graduated status in NSC databa...	user	04/
000000000		ROSE	TEST		B	BACHELOR OF S...	Student in Graduated status in NSC databa...	user	
000000000		SULA	TEST		B	BACHELOR OF S...	Other	user	04/
000000000		RACHAEL	TEST		B	BACHELOR OF S...	Student in Graduated status in NSC databa...	user	04/
000000000		RICH	TEST		B	BACHELOR OF S...	Student in Graduated status in NSC databa...	user	
000000000		MATT	TEST		B	BACHELOR OF S...	Student in Graduated status in NSC databa...	user	
000000000		TED	TEST		B	BACHELOR OF S...	Student in Graduated status in NSC databa...	user	04/

G from DV FAQs

**G not applied is not an error, it is for awareness for you to determine if action is needed.

012345-00 Hometown University

🔄 Edit Student:
   John Doe   SSN: 000000000   CSID: 000000
(*) indicates required field.

Personal Information

School Code:	012345-00	School Name:	Hometown University
First Name:	JOHN	Social Security Number:	000000000
Middle Initial:	M	Date of Birth:	05/13/1960
Last Name:	DOE		
Name Suffix:			

Enrollment Information

* Enrollment Status:	Withdrawn ▼	Status Start / Effective Date:	12/13/2018
Term Begin Date:	08/27/2018	Block Data Status:	☐ Check box to block release of student-level data
Term End Date:	12/13/2018		

Program Information

Program Indicator: Yes ▼

✔ If Program Indicator is Yes, there must be program information present.

▲ Program 1

Program 1 CIP:	520302
Program 1 CIP Year:	2010
Program 1 Credential Level:	Undergraduate Certificate or Diploma Program ▼
Program 1 Published Length:	001000
Program 1 Published Length Measurement:	Year ▼
Program 1 Weeks in Title IV Academic Year:	
Program 1 Begin Date:	05/18/2015
Program 1 Special Program Indicator:	Not applicable ▼
* Program 1 Enrollment Status	▼
* Program 1 Enrollment Status Effective Date:	12/13/2018

▲ Program 2

Program 2 CIP:	240102
Program 2 CIP Year:	2010
Program 2 Credential Level:	Associates Degree ▼
Program 2 Published Length:	002000
Program 2 Published Length Measurement:	Year ▼
Program 2 Weeks in Title IV Academic Year:	
Program 2 Begin Date:	08/27/2018
Program 2 Special Program Indicator:	Not applicable ▼
* Program 2 Enrollment Status	Withdrawn ▼
* Program 2 Enrollment Status Effective Date:	08/27/2018

▲ Program 3

Program 3 CIP:	520302
Program 3 CIP Year:	2010
Program 3 Credential Level:	Undergraduate Certificate or Diploma Program ▼
Program 3 Published Length:	001500
Program 3 Published Length Measurement:	Year ▼
Program 3 Weeks in Title IV Academic Year:	
Program 3 Begin Date:	05/18/2015
Program 3 Special Program Indicator:	Not applicable ▼
* Program 3 Enrollment Status	Withdrawn ▼
* Program 3 Enrollment Status Effective Date:	08/27/2018

Ways to Report Graduated Statuses

Graduates Only File

Manual Online Updates

On Enrollment Files

NSC

G from Degree/ Editable G from DV

The NSLDS SSCR Roster Process

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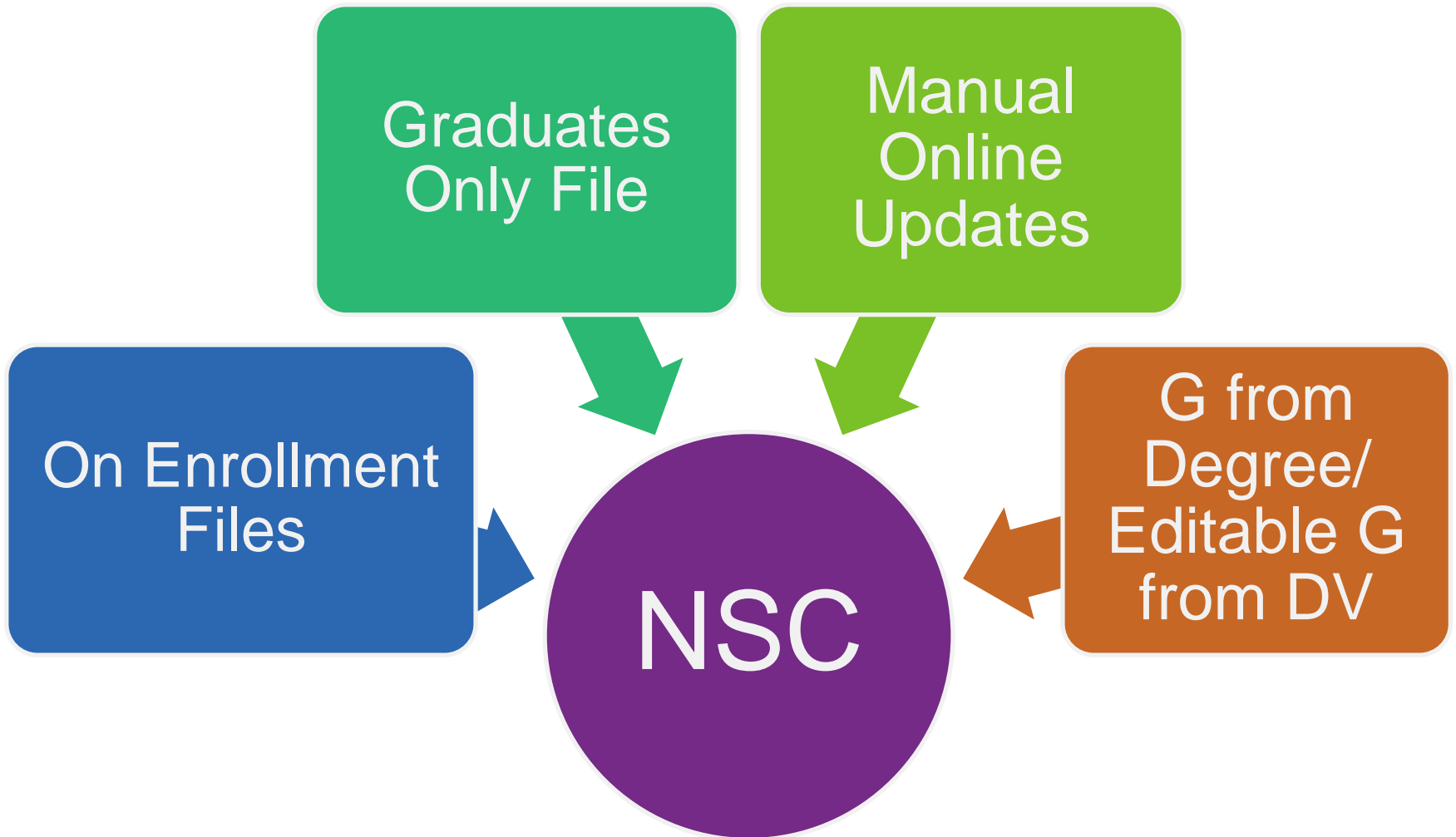
Enrollment/SSCR Roster Process

STEPS

1 Institution submits enrollment file via FTP
- NSC performs edits & validation check for errors
- Error Resolution Report posted to web
- School corrects errors → certifying data as correct → sends file back to NSC
- Final review of file, NSC processes and stores in NSC database

2 NSLDS sends SSCR Roster to NSC
- Using the current certified data in NSC database, NSC responds to NSLDS SSCR Roster

3 NSLDS sends SSCR error report to NSC
- NSC presents SSCR error report to school via the web
- School submits SSCR error corrections to the NSC by the 'NSC Due Date' (8 days)
- On the 10th day, NSC sends NSLDS the SSCR error response file including corrections

Institution

Correct SSCR Errors

1 Submit Enrollment File

Corrects File Errors

SSCR Errors Presented via Secure Portal

NSC Error on the Web — Alert

File Processed — Alert

Alert

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SSCR Roster Received

SSCR Roster Response

2

3

SSCR Errors, If any occur

NSLDS

Clearinghouse Enrollment Data Intake Process

NSC Receives Roster	NSC Responds	Supplemental Adds Process	Mid-Month Roster	NSLDS Error Report
Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**
The Clearinghouse receives the NSLDS SSCR Enrollment Roster containing a list of students associated with the institution that have some relationship to Title IV Aid. This typically occurs during the first few days of the month, depending upon holidays and weekends.	The Clearinghouse immediately responds to the NSLDS SSCR Enrollment Roster with the most up to date data we have loaded into our system for the institution. (This is well within the 15 day requirement.) Enrollment files with pending edits including unresolved errors and/or warnings are not considered for the NSLDS Roster Response process.	Four days following the original roster response, the Clearinghouse sends a request to NSLDS to add missing students that were not included on the original NSLDS SSCR Enrollment Roster. Missing students included on the add file request have active enrollment at the institution and have appeared on a Clearinghouse processed roster within the past 10 years.	In some instances, the Clearinghouse may also reprocess the roster received at the beginning of the month. This typically occurs when we receive and load data for an institution between the time the original roster was processed and the 13th day of the month. The mid-month roster response includes any newly certified data that has been loaded for the school between the first roster response and the 13th day of the month.	The NSLDS returns an error report to NSC for any records that have been rejected due to NSLDS edits. NSC immediately responds to this error report & also makes the errors available to the institution for correction via our secure website. Between the 9th & 10th days, NSC submits all completed roster corrections back to NSLDS in the error response file.

Clearinghouse Processes: Supplemental SSCR Adds File

SSCR Roster

Recently Certified Enrollment

Identifies Students Not on SSCR

+

Students Who Have SSCR History

Request NSLDS ADD Student To SSCR Roster

Next SSCR Roster

Students who complete programs long after their LDA.

Reporting matriculating students with no new aid disbursed at your school

SSCR Error Corrections

- Correcting your SSCR Errors is an ED compliance requirement.

- Corrections should be submitted to NSLDS within 10 days of receipt of the SSCR Error Report. The Clearinghouse provides 8 days to allow for processing time.

- Do not make updates directly with NSLDS without working with the Clearinghouse first

- Questions about your SSCR Errors reach out to sscrerrors@studentclearinghouse.org

TOP 5 NSLDS SSCR Errors - MBUG

Error Code 78	Error Code 22	Error Code 32	Error Code 77	Error Code 38
Program Length too Long	Student Not Found	Cert Date in NSC Prior to Cert Date in NSLDS	Program Length too Short	Cert Date too Old
Total Errors: 778	Total Errors: 705	Total Errors: 344	Total Errors: 159	Total Errors: 100

TOP 5 NSLDS SSCR ERRORS - MBUG
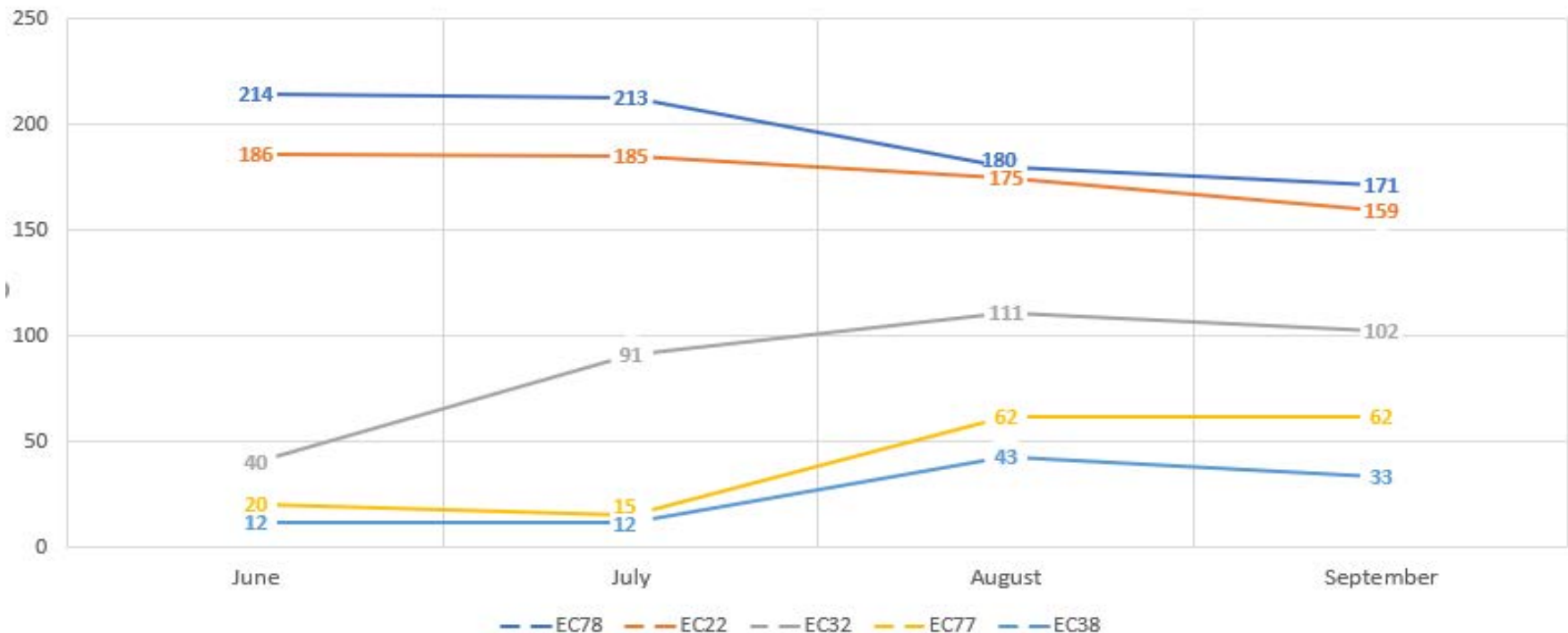
Top NSLDS SSCR Errors 77, 78, & 22

- **Error Code 77/78**: Program Length too Short/Long
  - 6-digits with an implied decimal between the 3rd and 4th digit
  - 000004 = .004 Year Program
  - 400000 = 400 Year Program
  - 004000 = 4 Year Program

- **Error Code 22**: NSLDS will not accept an Enrollment Status of 'Z' (No record found) if enrollment history already exists for the student at your school

  - Pseudo SSN begins with 000 or 9 → Correct directly with NSLDS

  - Valid SSN but NSC does not have a record for the student → Add Student in NSC database

  - Cross-branch reporting for official locations/branches

Top NSLDS SSCR Errors 32 & 38

- **Error Code 32**: Certification date of the record NSC is sending is prior to the Certification date of the record NSLDS has
  - Generally caused by updates being made directly to NSLDS

- **Error Code 38**: Certification Date precedes the earliest allowable certification of data (>135 days in the past)
  - Can be caused by NSLDS cleaning up old data
  - W or G records with an effective date of 2004 or later will self-resolve
  - Any Status prior to 2004, confirm and recertify the record

Compliance Best Practices and Resources

Enrollment Reporting Compliance Best Practices

- Strong communication and collaboration, among key school departments, mitigates NSLDS compliance risk (i.e. Registrar, Financial Aid, Institutional Effectiveness, etc)

- Schedule Enrollment Files to Clearinghouse every **30-45 days**

- Correct **Error Resolution Report** on Clearinghouse web swiftly and address items flagged for your review

- Work Clearinghouse Enrollment Reporting **Reject Detail**, on the NSC site, after each Enrollment file is processed (avoids NSLDS reporting issues for **SSN discrepancies**)

- Correct NSLDS **SSCR Roster Errors** via the NSC secure site by the NSC Due Date

- Report **Graduated** enrollment statuses consistently for completed programs

- Assess and monitor your protocol for Course Catalog, COD, & NSC Enrollment Reporting – this is to confirm program details **match** (OPEID, CIP, Credential Level, Program Length and Measurement, Weeks in Title IV Academic Year [for length in W/M] should match in all areas)

- Screen enrollment reporting details to verify students are reported with **accurate program information**

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Enrollment Reporting Compliance Best Practices

- Monitor **NSLDS Enrollment Reporting Statistics Score** monthly on the NSLDS site

- Enrollment status updates should typically be performed on the **NSC secure site** to avoid any direct NSLDS web updates from disrupting the NSLDS SSCR Roster process

- Conduct **regular internal audits** of your federal aid recipient student enrollment reporting in the NSLDS; contact auditresource@studentclearinghouse.org with any questions

- Evaluate your school's Policies and Procedures for assessing changes in status to Withdrawn 'W,' Graduated 'G,' and Approved Leave of Absence 'A,' certifying consistent status effective change dates, and mechanisms for identifying status changes

- Subscribe to the Clearinghouse **Compliance Central Blog** for <u>critical</u> compliance reporting updates https://studentclearinghouse.org/compliancecentral/

- Enrollment file or Degree file questions? Contact us at schoolops@studentclearinghouse.org

- NSLDS compliance reporting questions, audit questions? Contact us at auditresource@studentclearinghouse.org

NSC Updates As Of August 2019

Recent Enhancements

- Enhancement to make edits on the submission schedule more user friendly

- Exportable reports on the Error Resolution platform

- SSCR Error Code 22 spreadsheet submission historical correction

On the Horizon

- Updating our logic to accept SSDs on Full-Time

- Automated email language adjustment (Subject Line)
  - Action Required
  - Informational

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Reporting Data Fixing Errors Maintaining Compliance Getting Audited Blog Resources Clearinghouse Academy Contact Us

Information and support to keep YOU in compliance.

Reporting Data

How to report student data to the Clearinghouse

Fixing Errors

What you need to know about viewing and fixing errors

Maintaining Compliance

Best practices and reminders to help you maintain compliance

Getting Audited

Support and resources to help simplify the audit process for you

https://studentclearinghouse.org/compliancecentral/

Our Value to You

Since 1993, the National Student Clearinghouse has been higher education's trusted and secure partner committed to privacy and transparency. Our **free Enrollment Reporting service** provides institutions with automated enrollment verification and deferment reporting to the Department of Education and education finance industry. This improves data accuracy and helps institutions stay in compliance, while reducing their workload. Through **Compliance Central**, the **Clearinghouse Academy**, and our **Audit Resource**

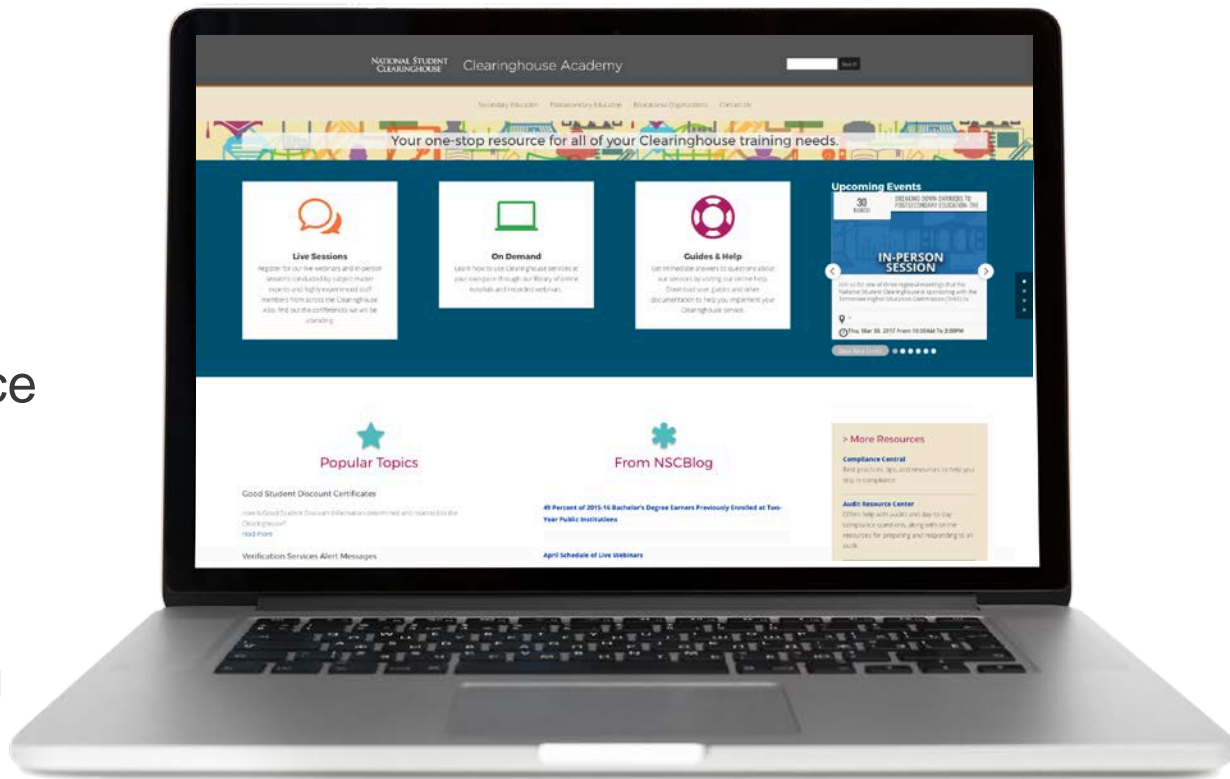Enrollment and Compliance Reporting

Clearinghouse Academy

- Live events and webinars

- Tutorials and recorded webinars

- User help and FAQs

- User guides and documentation

- Links to Audit Resource Center, Compliance Central, and more

Visit
clearinghouseacademy.org

Questions?

- **School Operations**
  Enrollment & Degree File Processing
  ❖ SchoolOps@studentclearinghouse.org

- **Audit Resource Center**
  Audit and Compliance Questions
  ❖ AuditResource@studentclearinghouse.org

- **SSCR Error Questions**
  ❖ SSCRerrors@studentclearinghouse.org

- **General Questions**
  ❖ Service@studentclearinghouse.org

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