

## **Enrollment Status Reporting to National Student Loan Data System Policy**

### **Purpose**

The purpose of this policy is to outline the Enrollment Status Reporting to National Student Loan Data System (NSLDS) procedure. This outline establishes the guidelines that enable the certification of students' enrollment status in the Department of Education through the NSLDS.

### **Policy**

Enrollment Reporting is required for all institutions participating in Title IV programs. This policy applies to all Title IV eligible students enrolled in a program approved by the Department of Education.

At a minimum, institutions are required to certify enrollment every 60 days, and respond to NSLDS within 15 calendar days. Any error identified by NSLDS will be corrected and resubmitted within a period of no more than 10 days.

NSLDS provides the list of students that the Institution needs to certify enrollment status through the EDConnect system.

### **Procedure**

1. The Financial Aid Institutional Director (FDA) verifies EDConnect system on a daily basis. Once the NSLDS student list is available for review, the FDA segregates the information received by branch and provides the information to the registrar officers to update the students' enrollment status.
2. The registrar officers will provide the updated information to the FDA.
3. The following are valid status values:

**F** – Full Time

**A** – Leave of Absence

**G** – Graduated

**W** – Withdrawn

**D** – Death

**X** – Never attended

**Z** – Record not found

**Effective Date** – The most recent date the status became effective.

**Anticipated Completion Date (ACD)** – The date the student completed or is expected to complete the program.

**Program Beginning Date** - The date the student began attending the program.

**Status Effective Date** – The date that the current status became effective.

**Certification Date** – The date from which the school certified that enrollment information is accurate.

4. The Financial Aid Institutional Director and the Main Campus Administrative Director will proceed to update and certify the enrollment status of the students on listed on the NSLDS platform.
5. A verification process will include the request of report #32 in the NSLDS platform to recertify that the information submitted is correct. The list of NSLDS certified students must be printed and kept as evidence of this process.