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Summary

This newsletter addresses multiple topics related to the National Student Loan Data System (NSLDS) Enrollment Reporting process. The specific processes addressed are as follows:

- Using the NSLDS Enrollment Reporting Schedule
- Using an Enrollment Reporting Servicer
- Enrollment reporting for summer sessions and other optional enrollment periods
- Determining enrollment for online programs
- Understanding and using the "active" vs. "inactive" status on the [NSLDS Professional Access Web site](#)'s Enrollment Detail Page

NSLDS Enrollment Reporting at OPEID Level and Schedules

Enrollment reporting is performed at the branch level of the Office of Postsecondary Education Identifier (OPEID) that has certified a loan for a student.

When a school signs up for enrollment reporting, unless the school selects a reporting schedule, the default schedule is assigned. The default schedule is every two months.

Flexibility in the reporting schedule allows a school to select the delivery of enrollment reporting rosters to coincide with important academic dates, such as add-drop, census, mid-term, or graduation.

A school can change the default schedule to reflect the frequency of enrollment changes at its school, as well as its own need for timely enrollment data.

The following enrollment reporting schedule functions are available via the [NSLDS Professional Access Web site](#):

- Enrollment Reporting Schedule -- Displays a school's enrollment reporting schedule. Start at this page to use the Create and Modify features.
- Create Enrollment Schedule -- Allows a school to delete its

	<p>existing reporting schedule and create a new one.</p> <ul style="list-style-type: none"> • Modify Enrollment Schedule -- Allows a school to make changes to its existing reporting schedule. This function is also used to schedule an ad hoc Enrollment Reporting Roster. <p>Select  for help with these Web functions.</p> <p>For more information on NSLDS Enrollment Reporting scheduling, refer to the NSLDS Enrollment Reporting Guide posted on the Information for Financial Aid Professionals (IFAP) Web site.</p>
<p>School Responsibility When Using A Servicer To Report Enrollment</p>	<p>A school can designate a third party servicer to handle the enrollment reporting process. This can be done when the school signs up for services through the Student Aid Internet Gateway (SAIG) or at any time thereafter through the FSAWebenroll site, located at www.fsawebenroll.ed.gov.</p> <p>Even though a school can use a servicer to respond to enrollment reporting rosters, it is important to remember that the school is ultimately responsible for ensuring compliance with enrollment reporting requirements. The school should designate an employee with NSLDS online access that can monitor enrollment reporting compliance. This also allows the school to make immediate enrollment updates to NSLDS to ensure accurate and timely reporting of enrollment data.</p> <p>Note:</p> <p>A school can view the NSLDS expected reporting schedules on the NSLDS Enrollment Reporting Schedule page of the NSLDS Professional Access Web site. NSLDS sends the roster to the servicer when designated; however, if the response is not received in a timely manner, NSLDS notifies the school rather than the servicer.</p> <p>For more information on using a servicer for a school's enrollment reporting responsibilities, refer to the NSLDS Enrollment Reporting Guide posted on the Information for Financial Aid Professionals (IFAP) Web site.</p>
<p>Enrollment Reporting – Summer Session And Other Optional Enrollment Periods</p>	<p>A student is considered to be in-school and continuously enrolled during the academic year, holiday and vacation periods, as well as during the summer between academic years (even if not enrolled in a summer session). As long as there is reason to believe that the student intends to enroll for the next regularly scheduled term, there is no need to report the student as withdrawn between terms. Reporting to NSLDS is not required for those students who enroll in special</p>

	<p>programs, such as programs between semesters.</p> <p>For example, students should not be reported as “withdrawn” at the end of the spring term if they are expected to re-enroll for the fall term. This expectation can be validated by preregistration records or other indicators of their intention to return. If they do not return as expected, their status must be reported as “withdrawn” within 30 days of that determination or within 30 days of the start of the new term (whichever occurs first) with an effective date of that status as the last date of attendance – the end date of the prior term.</p> <p>A student receives a six-month grace period on the repayment of his or her loans that begins the day after the last date of attendance. Late reporting on withdrawals affects the time the student has to prepare for repayment. To help ensure that the student receives full benefit of the grace period, a school should report withdrawals as soon as it is aware a student will not return to your campus.</p>
<p>Determining Enrollment for Online Programs</p>	<p>A school that offers online education courses may not use just the frequency of the student logging in to your Web site to determine a student’s enrollment status. The school must review its policy for determining a student’s enrollment status if the school considers a student withdrawn if he or she does not click into an online course for several weeks.</p> <p>Per Department of Education policy, the definition of distance education requires the use of technology to support “regular and substantive interaction between the students and the faculty.” Allowing a student to go for several weeks without such interaction raises concerns that the institution is not adequately monitoring student behavior. Change of status based solely upon a student’s log in to a Web site is not sufficient to determine the student’s attendance or lack of attendance in a class.</p> <p>Enrollment reporting to NSLDS must be based on the regular and substantive interaction between students and the faculty for students in online education courses. For example, a school may have a policy that includes having the faculty member or an academic support staff member reach out to an online student after the initial week of non-attendance to determine the cause and remind the student that he or she needs to be regularly engaged in the course to be successful. If the student does not re-engage in the course, then the message could become more urgent, notifying the student of possible consequences of his or her non-engagement.</p> <p>Servicing of Title IV student loans depends on the accurate reporting</p>

	<p>of a student’s enrollment status. Accordingly, we encourage schools to review their school policies for online course enrollment determination.</p>
<p>NSLDS Professional Access Web site Enrollment Detail – Active vs. Inactive Status</p>	<p>When viewing a student’s enrollment history on the Enrollment Detail Web page, a column displays labeled “Active.” A user can choose to display active and inactive records in the “Show Records” row of the Advance Display Options box. This display option allows the user to view a complete record of the enrollment information that has been reported to NSLDS and when it was reported.</p> <p>If a user selects this option, it is important to remember the difference between active and inactive records.</p> <ul style="list-style-type: none"> • Active records contain existing records of a student’s enrollment history that reflect accurate data as reported to NSLDS. • Inactive records contain enrollment information that was reported to NSLDS in the past but corrected by a later submission. <p>NSLDS makes a record inactive when a school reports enrollment information that changes an effective date or an anticipated completion date to a date prior to what is already in the database. NSLDS keeps a full history of everything reported but marks data as inactive when current reporting data corrects historic data on the system. By displaying the active and inactive records, the school is able to see the full history of enrollment data reported to NSLDS and what NSLDS has reported to Guaranty Agencies and the Direct Loan servicer.</p>
<p>Customer Service Reminder</p>	<p>Please remember to keep your NSLDSFAP ORG contacts current and always list at least a Primary Contact’s e-mail address for your organization.</p> <p>The NSLDS Customer Service Center at 800/999-8219 is available Monday through Friday from 8 A.M. to 9 P.M. (ET). You can also contact Customer Service by e-mail at nslds@ed.gov.</p>