

North Dakota University System Campus Solutions – Financial Aid Transfer Student Monitoring

Here's the process in a nutshell:

1. Create a batch file for NSLDS asking them to monitor the students on the file.
2. If there are changes, NSLDS sends an alert file as well as the new aggregate information.
3. When the alert is received, the load updates the NSLDS information and the process will put an “Edit Message” to hold disbursements. A comment is also entered on the FA Status screen.
4. Someone reviews the list of students with an alert, and also reviews and corrects the alerts that errored out instead of loading.
5. Aggregates are updated daily after ISIR Load is run.
6. Students are repackaged as necessary and the student is marked as a reviewed. A process adds a new comment to the FA Status screen and removes the Edit Message so aid will disburse.

Here are the details:

Financial Aid > File Management > NSLDS > Process NSLDS Request

The first step is to do an NSLDS Request. This should be run before 4:00 p.m. Use the attached as a guide to set up your run control.

File path would be like

C:\psoft\finaid\federal\export\BSC01\

Use **NDU_NSLDSREQ_TRN** for your Population Select.

In the *Edit Prompts* link, enter **Institution**, **Aid Year** and the **Admit Term** that corresponds to the Enrollment Date you entered.

Enrollment is the official first day of a term. The enrollment date may be up to 18 months in future or up to 90 days in past; *Monitor Begin Date* may be in the future, but not greater than the enrollment date. Generally it will be “today” (enter a “t” and tab out of the field).

Normally, you would want your *Monitor Begin Date* to be no earlier than 90 days before disbursement.

Parameters

*Institution: LRSC1 *School Code: 002991 Last Submittal Date: 11/08/2011
*Aid Year: 2010 *Branch Code: 00 Last Sequence: 01
*File Path: c:\psoft\finaid\federal\export\lrsc1

Population Selection

Population Selection

Selection Tool: PS Query [Edit Prompts](#)
Query Name: NDU_NSLDSREQ_TRN [Launch Query Manager](#) [Preview Selection Results](#)

Request Type

Financial Aid History only **Transfer Monitoring only** Both FAH and TM

Transfer Monitoring Parameters

Enrollment Date: 01/06/2012 Monitor Begin Date: 11/08/2011 Delete from TM:

Student Override

Student Override

You can validate the Enrollment Date at **Setup SACR > Foundation Tables > Term Setup > Term/Session Table.**

The Pop Select query **NDU_NSLDSREQ_TRN** finds transfer students for the Admit Term with a program status of *Active in Program* (AC), *Admitted* (AD), *Applicant* (AP) or *Pre-matriculant* (PM) who have a birthday entered into the system, and an SSAN that is neither blank nor equal to all 9's/all X's.

These outbound files are transmitted daily by Production Control as part of the 4:30 p.m. processes.

NOTE: School must be set up on the NSLDS website for NSLDS file transfers. See the set up section at the end of this document.

Transfer Student Monitoring

You may at times use the *Student Override* option to add or delete students from monitoring. A particular student would be removed from monitoring by checking “Delete from TM”. Add rows as necessary.

The system will only allow you to enter EmplIDs for students who have been aid year activated at your institution, although the query will pick up students who are not aid year activated.

This page can also be used to request a Financial Aid History (FAH). We do not recommend requesting Financial Aid Histories for a large population of students, as the file received is too large to load for most schools.

NSLDS Request

Run Control ID: NSLDS_Request_dj [Report Manager](#) [Process Monitor](#) Run

Parameters

*Institution: LRSC1	*School Code: 002991	Last Submittal Date: 11/08/2011
*Aid Year: 2012	*Branch Code: 00	Last Sequence: 01
*File Path: c:\psoff\finaid\federal\exportlrsc1		

Population Selection

Population Selection

Student Override Clear Data

Student Override

ID	Request Type	Enrollment Date	Monitor Begin Date	Delete from TM
1 0050273	TM only	01/07/2012	11/08/2011	<input type="checkbox"/>

Financial Aid > File Management > Import Federal Data Files

You do not need to do this step; it is provided for information only, as this is done by Production Control:

Any monitoring information returned by COD is loaded by Production Control as part of the 6:00 a.m. processes.

It appears the files are sent by COD on Thursdays and we receive them Friday mornings.

FA Inbound

Run Control ID: FA_EC_File_Inbound_dj [Report Manager](#) [Process Monitor](#) Run

Run Option: Single File File List

Inbound File: c:\psoff\finaid\federal\import\tra10op.dat

ISIR TG Number: 52501

Financial Aid > File Management > NSLDS > Process NSLDS Files

Change term on **Set Up SACR > Product Related > Financial Aid > File Management > NSLDS Data Load Parameters.**

Recommend you run for “School/Branch Override” and enter your appropriate school information.

The **NSLDS Transfer Alert File Load** needs to be run at least weekly after 9:00 a.m. You might consider setting it up on a recurrence.

Process NSLDS Files

Run Control ID: Process_NSLDS2_Files_dj [Report Manager](#) [Process Monitor](#) Run

Run Options: All School/Branch Codes School/Branch Code Override

School/Branch Code Override

*School Code	*Branch Code
1 002997	00

Transfer Student Monitoring

NDU Applications > NDU Financial Aid > Process > NDU Update TSM Comments	
<p>At minimum, this process should be run immediately after the previous process is run.</p> <p>This process performs two functions.</p> <ol style="list-style-type: none"> 1. If it finds a student who has recently been added to the monitoring list, it adds a comment “<i>Transfer Student Monitoring Required</i>” that is visible on the FA Status screen. 2. Once a student has been reviewed (i.e., the reviewed box is checked on the NSLDS Change Review screen), it adds a comment “<i>Transfer Student Monitoring Completed</i>”, and removes the TSM Edit Message, thus allowing disbursement authorization. 	<div style="border: 1px solid black; padding: 5px;"> <p style="margin: 0;">Ndufa0122 Run</p> <hr/> <p style="margin: 0;">Run Control ID: NDU_Update_TSM_dj Report Manager Process Monitor Run</p> <p style="margin: 0; text-align: center;">Academic Institution <input type="text" value="UND01"/> </p> <p style="margin: 0; text-align: center;">Aid Year <input type="text" value="2009"/></p> <p style="margin: 0; text-align: center;">Term <input type="text" value="0930"/> Main Content</p> </div>
Financial Aid > File Management > NSLDS > FAT Load Error Report	
<p>Run the FAT Load Error Report to find records that have not loaded properly into the database. According to PeopleBooks, users must fix the error and rerun the NSLDS Transfer Alert File Load process to resolve the error code (see description of errors below)</p> <p>To prevent records identified on the report from loading, set the load status to a value of <i>Skip</i> on the Manage NSLDS Records (NSLDS Suspense Management) page.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="margin: 0; color: blue;">NSLDS FAT Load Error Report</p> <hr/> <p style="margin: 0;">Run Control ID: NSLDS_FAT_Load_Errors_dj Report Manager Process Monitor Run</p> <p style="margin: 0; text-align: center;"> Return to Search Add Update/Display </p> </div>
<p>Program Loading Rules (From on-line Help):</p> <p>The load program selects all NSLDS records with a load status of <i>Not Processed</i> and <i>Error</i>. For each selected record, the program attempts to match each NSLDS transcript record with a student in the database. It does this by matching the Social Security number (SSN), last name, and birthdate on the NSLDS record with the same fields maintained by the PeopleSoft Enterprise Campus Community pages. If a matching record is found, the NSLDS data loads into the application tables and can be viewed in the NSLDS Inquiry component. After the information is processed successfully, the NSLDS record load status is set to <i>Processed</i>. If a matching SSN cannot be found in the database, the NSLDS record load status is set to <i>Error</i>. The error message that appears on the Suspense Management page is <i>Student not found</i>. To load the NSLDS record, you must update the student's SSN in the Campus Community components so that the SSNs match, and then rerun the program.</p> <p>If the NSLDS record is older than the current NSLDS information on the application, a record cannot load, which results in a load status of <i>Error</i>. This can occur when a recent ISIR is loaded prior to processing the NSLDS FAT file. The error</p>	

Transfer Student Monitoring

message that appears on the Suspense Management page is *EFFDT Conflict*. Errors of this type cannot be corrected.

The loaded NSLDS information updates the student's NSLDS Status field on the Packaging Status Summary page Database Matches link. If a student has previously been reported in default or owes an overpayment, the status is reset to eligible if the NSLDS information confirms the status. A current status of eligible is also reset to default and/or overpayment if the NSLDS data confirms the new status.

Financial Aid > File Management > NSLDS > NSLDS Suspense Management

Review the FAT Load Error report and use the **NSLDS Suspense Management** page to set FAT records to “Skipped” if necessary. If the status is “Not Processed”, it will be changed to “Processed” the next time *Process NSLDS Files* is run.

This page works similarly to the Suspense Management page for ISIRs.

NSLDS Suspense Management			
EC Transaction ID:	TRALRTOP	EC Queue Instance:	21
		Load Status:	Skipped
NSLDS Manual Load Parameters			
ID:	<input type="text"/>	<input type="checkbox"/> ID Lock	<input type="checkbox"/> Recycle
		<input checked="" type="radio"/> Skip/Done	<input type="button" value="Process NSLDS"/>
School Code:	002997	Branch Code:	00
		Transaction Process Date:	12/09/2009
Load Information			
Process Instance:	Max Match Level:		
Process Date:	Skip Reason: Manually Set to Skip/Done		
Student Information			Change Flags
Social Security #:	501- <input type="text"/>		Pell: Y
Last Name:	MIS <input type="text"/>	Inform Last Name: MIS <input type="text"/>	Loan: Y
First Name:	CA <input type="text"/>	Inform First Name: CA <input type="text"/>	Aggregate: Y
Date of Birth:	01/28 <input type="text"/>	Inform Date of Birth: 0128	ACG: Y
Search Match			NSG: N
			TEACH: N

Status Codes:

Error: An error occurred while trying to process this record from the staging tables. Records with this status are not picked up by the batch process.

Loaded: The record successfully loaded from the NSLDS staging tables into the application tables..

Skipped: This status is either set manually on the Suspense Management page or by the batch process when Search/Match parameters are set to 'Ignore'. Records with this status are not picked up by the batch process.

Suspended: The record did not load into the application tables because it did not meet the NSLDS load parameters. Records with this status are picked up by the batch process.

Unprocessed: The FA Inbound process loaded the record loaded into the NSLDS staging tables, but the Process NSLDS Load process has not yet been run for the record. Records with this status are picked up by the batch process.

Transfer Student Monitoring

Financial Aid > File Management > NSLDS > NSLDS Alert File Report

If you want a report of students with an Alert message, use the **NSLDS Alert File Report** to generate a list of students and their NSLDS change flags. Schools may also run query FA924. The contents of the report match the records displayed in the **NSLDS Change Review** page when that page is sorted by Queue Instance. The system removes the records from the report when they are marked as reviewed on the **NSLDS Change Review** page.

NSLDS Alert File Report

Run Control ID: NSLDS_Alert_File_Report_dj

[Report Manager](#) [Process Monitor](#)

Report Parameters

*Institution:

*Aid Year:

Financial Aid > File Management > NSLDS > Review NSLDS Flagged Students

Students with changed NSLDS information are listed here so the FA staff can review each file for possible modifications to eligibility. After the file is reviewed, check the “*Reviewed*” box. The next time you pull up this page, that student will not be displayed. The Change flag fields indicate what portion of the student’s NSLDS data has been recently modified by NSLDS.

The links take you to these screens: **View Term Award Summary**, **View Originated Loans**, and **View NSLDS Loan Data**.

NSLDS Change Review

Reviewed	Queue Inst	ID	Name	Pell Change	ACG Change	MSG Change	TEACH Change	Loan Change	Aggregate Change	Awards	Loans	NSLDS
<input type="checkbox"/>	1	068	Koenig,	N	N	N		Y	Y	Awards	Loans	NSLDS
<input type="checkbox"/>	2	075	Buerkle	N	N	N		Y	Y	Awards	Loans	NSLDS
<input type="checkbox"/>	2	077	Sullivan	N	N	N		Y	Y	Awards	Loans	NSLDS
<input type="checkbox"/>	3	074	Thomas	N	N	N		Y	Y	Awards	Loans	NSLDS
<input type="checkbox"/>	3	080	Graybill	N	N	N		Y	Y	Awards	Loans	NSLDS

We have provided security to this page based on your userID. You should only see students who are aid year activated at your institution.

Recommend sorting this screen by “Name” so that duplications can be dealt with together.

Note that Aggregate revisions will not be posted in PeopleSoft until the **Process NSLDS Request** is run daily as part of ISIR Load.

Transfer Student Monitoring

Financial Aid > Awards > Aggregates > Update Incoming Aggregates

The Aggregate Aid Data page shows the aggregates used by the packaging process. You can override the lifetime aggregates by checking the *Override* box and entering the correct *NSLDS Total* amount.

To increase annual limits used by mid-year transfers, enter the *Aggregate Level*, *School Code* and *Award Amount* for awards made this aid year at other institutions. Awards made this aid year at your school should already be included in the *Undergrad Lifetime Total Used* or *Graduate Lifetime Total Used* areas, as appropriate.

Aggregate Aid Data

Find | View All | First 8 of 15 Last

*Aggregate Area: STF SUBUND Federal Stafford Loan Sub UND

Aid Year: 2009 Federal Aid Year 2008 -2009

NSLDS Total: 11,375.00 Override [NSLDS Data](#)

Undergrad Lifetime Total Used: 6,125.00 Graduate Lifetime Total Used: 6,125.00 (Cumulative)

*Aggregate Level	*School Code	Award Amount	Terms
U1	002385	1,750.00	Loan + -

NDU Applications > NDU Financial Aid > Process > NDU Update TSM Comments

Once flagged students are reviewed, run the **NDU Update TSM Comments** process to immediately remove the *TSM Edit Message* if disbursements are yet to be run.

This process performs two functions.

1. If it finds a student who has recently been added to the monitoring list, it adds a comment "*Transfer Student Monitoring Required*" that is visible on the FA Status screen.
2. Once a student has been reviewed (i.e., the reviewed box is checked on the NSLDS Change Review screen), it adds a comment "*Transfer Student Monitoring Completed*", and removes the TSM Edit Message, thus allowing disbursement authorization.

Ndufa0122 Run

Run Control ID: NDU_Update_TSM_dj [Report Manager](#) [Process Monitor](#)

Academic Institution: UND01

Aid Year: 2009

Term: 0930

Transfer Student Monitoring

Financial Aid > Awards > Maintain User Edit Messages

If you are troubleshooting why a student's disbursement won't authorize, the **Maintain User Edit Messages** page is one place to look. The **NDU Update TSM Comments** process should change the status on this to *Resolved* once the student has been marked as *Reviewed* on the **Review NSLDS Flagged Students** page.

However, if you enter this edit code manually, you must resolve it manually. The **NDU Update TSM Comments** process will not handle it.

Set Up

Setup SACR > Product Related > Financial Aid > File Management > NSLDS Data Load Parameters

On this set up page, use Edit Message *TSM*. In the event aggregate information is updated, the Edit Message prevents disbursements to monitored students until a staff member has reviewed the information.

Note, as you need to change aid year or terms, you can enter a future dated row with the new data, so your process can run on a recurrence without interruption.

Transfer Student Monitoring

Use Search Parameter NDUSFASRCHMATCH, NDUS Fin Aid Search Match, and set *One Match* to *Update*.

NSLDS Load Options | NSLDS Search/Match

School Code: 003005 Branch Code: 00

*Search Parameter: NDUSFASRCHMATCH NDUS Fin Aid Search Match

No Match Found

Action: Update Suspend Ignore

Match(es) Found Find | View All First 1 of 1 Last

Order Num: 10 NDUS Search NID, Name, DOB

One Match:

Multiple Matches:

Setup SACR > Product Related > Financial Aid > Disbursement > Define Item Type Rules

One time set up needs to be done to ensure that the Edit Message is assigned to the Item Type disbursement rules for each individual TIV federal item type for each career.

Rather than making individual entries, you may alternatively enter the annotation one time on **Define Global Rules**, but this will cause all aid to be held up, not just federal aid.

Indicators | Groups/Thresholds | Checklists/Tracking

Item Type: 900000001110 FEDERAL SUPPLEMENTAL GRANT Aid Year: 2009

Academic Career: Undergraduate Institution: MISUB

Tracking/Messages Find First 1 of 2 Last

Eff Date: 01/01/1902 Status: Active Description: FEDERAL SUPPLEMENTAL GRANT

Checklists Find First 1 of 1 Last

Tracking Find First 1 of 1 Last

Service Impact Find First 1 of 1 Last

User Edit Messages Find | View All First 1 of 1 Last

Type: Error Msg Code: TSM Transfer Student Monitoring

Transfer Student Monitoring

https://www.nslsds.ed.gov/nslsds_FAP/secure/schtrpru.jsp

You will also need to update your School Transfer Profile on the NSLDS web site. TG52501 needs to be designated as the servicer for your batches, alerts need to be set to Web and Batch File, TG52501 needs to be designated as the SAIG Mailbox for the servicer, and Alert Method needs to be set to Servicer/Extract.

School Transfer Profile Update

First Name: TAMMY
Last Name: FRAASE
Title: LOAN PROCESSOR
Phone: 701-231-7889 Ext:
E-Mail: tammy.fraase@ndsu.edu
Inform: Designated Batch
SAIG Mailbox for School, Servicer or Central Administration Office (Optional): TG52501
Is this your Servicer for Transfer Monitoring? (Check for Yes)
Monitoring: Designated Monitoring Time Period
Monitoring Duration(# of Days): 90
Alert: Web Only
 Web and Batch File
SAIG Mailbox for School, Servicer or Central Administration Office: TG52501
Servicer/Non-Servicer Batch Alert Method: Servicer/Extract
Last Update By: TAMMY FRAASE on 11/20/2008