



PREPARATORY STEPS FOR FALL ENROLLMENT REPORTING

Creating the Cohort

09/15/2011

1. In preparation for enrollment reporting Monday night, Campus Solutions will create the cohort for each of the NDUS institutions sometime during Monday's business hours, only after you have contacted the Student Records Business Analysts that you have completed all the preliminary steps. After the cohorts are created, you will be notified.

In preparation for cohort creation, you need to do the following:

- a. Conduct a "dry run" to determine if there are errors or corrections that need to be made to the cohorts. **NDU Applications>NDU Student Records>Report>NDU RTK cohort create-dry run.** This run creates two .csv files. The first .csv file is a list of the students and the cohort that will be assigned. The second .csv file is a list of students who have multiple student career numbers, so you can decide to which student career number the cohort tag should be attached. According to IPEDS definitions, a student can only be in a cohort one time.
 - b. Be sure that all of your athletes have been properly entered into internal extracurricular activities. If you have questions concerning how this is done, please refer to Chapter 26 of the training manual at: <http://connectnd.ndus.edu/fileadmin/connectnd.ndus.edu/CS/SR/SRTrainingManualv8.pdf>
 - c. Your athletic-related financial aid has been tagged correctly on FA item type as a 'financial aid type' of "athletic" - see next page.
2. Identified as an issue due to the architecture of PS is:

Students with a DISC (discontinue) status on their most current effective-dated row of their program/plan stacks are being excluded from the cohort creation process. An example of this would be a student who was a dual-credit student and now is coming as a regular student. The dual-credit program stack with a Discontinue row was done after the current active row and therefore has a more current effective date than the regular admission row for fall. This student is being excluded from cohort creation.

This issue can't be addressed by our program. It is a data entry issue and needs to be manually addressed by each institution.

3. After we inform you of the creation of your cohort, you may generate **Query 37** or run **NDU List of Students with RTK Report** which will identify each individual who has been tagged with the appropriate fall cohort attributes. If you can identify any additional students as being eligible members of this fall cohort, you may manually tag them with the appropriate student attribute. Please check with our office prior to doing this.
4. With all of the above complete, schedule your enrollment reports to run any time after 5 a.m. As a reminder, you will need to be sure your run control name is unique in order for the reports to run successfully with your institutional data.

Athletic tag for Financial Aid

Setup SACR> Production Related> Financial Aid> Awards> Financial Aid Item Types

FA Item Type 1 | FA Item Type 2 | FA Item Type 3 | FA Item Type 4 | FA Item Type 5 | FA Item Type 6

SetID: MISU1
Item Type: 940000001007 [MSU Athletic Hall of Fame](#)
Aid Year: 2010 Federal Aid Year 2009 -2010

FA Item Type Setup Find | View All First 1 of 1 Last

*Effective Date: 01/01/1901 *Status: Active

*Description: MSU Athletic Hall of Fame Short Description: Fame

Financial Aid Type: Athletic Source: Institutnl Federal ID:

Aggregate Area: Institution Reporting Cd:

Comments: