

# Enrollment Reporting Policy

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**Effective Date:** July 2015

**Approved by:** Department of Education

**Policy Owner:** Financial Aid, Information Technology, Registrar

**Last Reviewed:** May 2019

**Last Revised:**

**Revision Approved by:**

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## **PURPOSE:**

To update student enrollment with NSLDS

## **DEFINITIONS:**

**NSLDS** – National Student Loan Data System

**NSCH** – National Student Clearing House

**SSCR** – Student Status Confirmation Report

**CIP** – Classification of Instruction Program

## **POLICY:**

In accordance with title 34 Reg. 685.309 OPSU has implemented and developed procedures to ensure that OPSU reports student enrollment and updates for:

1. Changes in a student's enrollment status
2. The effective date of the enrollment status
3. The anticipated completion date

## **PROCEDURES:**

Director of financial aid, will compile a monthly report of current enrolled students with any updates, changes, withdrawals and forward electronically to our third party servicer, National Student Clearinghouse.

1. An enrollment report will be submitted every 30 days based on submittal schedule agreed upon by the Director of Financial aid and National Student Clearinghouse.
2. The NSCH then responds within 30 days of receipt of an SSCR, that NSLD has created and sent to NSCH, with student enrollment information provided by OPSU.
3. NSLDS then processes the submittal file and returns an acknowledgement/error file to NSCH.
4. NSCH then notifies OPSU that the enrollment transmission has been processed and the detail and rejected report is available to view.

The detail and rejected records report is then reviewed by the Director of Financial Aid and Registrar.

1. CIP code, general person identification information, and enrollment corrections are made by the Registrar and all other corrections required are completed by the Director of Financial Aid and submitted back to NSCH.