RRREXIT – Exit Interview Requirement Report

The Exit Interview Requirement Report (RRREXIT) will identify students who may require an exit interview. This process also posts the exit interview tracking requirement to the students' records. Students selected must have had loans in any year which is less than or equal to the parameter aid year.

Set-Up: In order to use this report, you must have an exit interview document/action established on RTVTREQ – Requirements Tracking Validation Form. Please be sure that the indicators on RTVTREQ are checked or unchecked according to your needs for this requirement. This exit tracking requirement code will be entered as parameter 04 when running the report. Depending on your parameters, students are selected for this report based upon the following checks:

**Graduation** – The RRREXIT process checks for students who have a recorded graduation date which falls within either the term or parameter dates you enter when running this report. The graduation data is stored on the Banner Student form SHADEGR (Degrees and Other Formal Awards). Since the graduation date is usually not posted until after the graduation date, the degree status code (also on SHADEGR) is also checked for a pending degree status code. In order for students to be selected in this graduation category, the SHADEGR must be populated by your Registrar. We strongly suggest that you consult with your Registrar concerning this form and how it is managed at your college.

**Withdrawals** – Students are selected if they have an enrollment status code indicating a withdrawal during the parameter term.

**Low Enrollment** – The process checks for two enrollment categories:

- **Less Than Half-Time Enrollment** – Students who are enrolled less than half-time in the parameter “current term” are selected.
- **Not Returning** – Students who were enrolled in the parameter “previous term” for at least half-time but are not enrolled in the parameter “current term”.

This process enables you to perform a graduate check, withdrawal check or enrollment check based on the parameter values you select.

- **Graduate Check**
  - Parameter 06
  - Parameter 11
  - Parameters 14, 15, 23, 24
  - “Y” Enter graduation term or applicable periods

- **Withdrawal Check**
  - Parameter 07
  - Parameter 14, 23
  - “Y” Enter current period code

- **Low Enrollment Check**
  - Parameter 8
  - Parameter 15, 24
  - “Y” Enter previous term code

- **No Enrollment Check**
  - Parameter 9
  - “Y”
Note: Depending on your business practices, you may want to run this report at various times during the semester to report on different checks. For example, at any time during the period, you may want to run a withdrawal check using parameters 07, 14, and 23. Towards the end of the semester, you may want to run a graduate check to find students who have a pending degree status code or after graduation to find graduating students. For graduation check, use parameters 06 and 11. At the end of the semester, you may want to report on those students not returning for the coming semester. In this case, you would use parameters 8, 9, 15, and 24.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Required</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01  Aid Year Code</td>
<td>Yes</td>
<td>Enter Valid Aid Year</td>
</tr>
<tr>
<td>02  Exit Counseling Type</td>
<td>Yes</td>
<td>L – Loan,  T – Teach</td>
</tr>
<tr>
<td>03  Fund Code</td>
<td>Yes</td>
<td>Fund Code – Enter Multiple w/ Insert Record Function</td>
</tr>
<tr>
<td>04  Exit Requirement Code</td>
<td>Yes</td>
<td>Status Code for Exit Requirement</td>
</tr>
<tr>
<td>05  Requirement Status Code</td>
<td>Yes</td>
<td>Enter “G” for System Generated</td>
</tr>
<tr>
<td>06  Check for Graduates</td>
<td>No</td>
<td>(Y)es  (N)o</td>
</tr>
<tr>
<td>07  Check for Withdrawals</td>
<td>No</td>
<td>(Y)es  (N)o</td>
</tr>
<tr>
<td>08  Check for Low Enrollment</td>
<td>No</td>
<td>(Y)es  (N)o</td>
</tr>
<tr>
<td>09  Check for No Enrollment</td>
<td>No</td>
<td>(Y)es  (N)o</td>
</tr>
<tr>
<td>10  Check for Invalid Major(Teach)</td>
<td>No</td>
<td>(Y)es  (N)o</td>
</tr>
<tr>
<td>11  Graduation Term</td>
<td>No</td>
<td>Enter term to check if graduation exists</td>
</tr>
<tr>
<td>12  Graduation Beginning Date</td>
<td>No</td>
<td>Graduation must be on/after this date</td>
</tr>
<tr>
<td>13  Graduation End Date</td>
<td>No</td>
<td>Graduation must be on/before this date</td>
</tr>
<tr>
<td>14  Current Period Code</td>
<td>No</td>
<td>Term of withdrawal, not enrolled, low Enrollment, major change</td>
</tr>
<tr>
<td>15  Previous Period Code</td>
<td>No</td>
<td>Previous term for low/no enrollment check</td>
</tr>
<tr>
<td>16  Report and/or Update</td>
<td>No</td>
<td>(R)report only or (U)date requirements and report</td>
</tr>
<tr>
<td>17  Page Break</td>
<td>No</td>
<td>Start a new page for each student</td>
</tr>
<tr>
<td>18  Print NDLDS Summary</td>
<td>No</td>
<td>Print NDLDS Aggregate Summary (Y)(N)</td>
</tr>
<tr>
<td>19  Application ID</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>20  Selection ID</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>21  Creator ID</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>22  User ID</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>23  Default Current Period</td>
<td>No</td>
<td>Enter same period as Parameter 14</td>
</tr>
<tr>
<td>24  Default Previous Period</td>
<td>No</td>
<td>Enter same period as Parameter 15</td>
</tr>
</tbody>
</table>