



Education That Works For a Lifetime

Transfer Student Monitoring Process

Introduction

New federal regulations (34 CFR 668.19) effective July 1, 2001 no longer require schools to obtain a paper Financial Aid Transcript (FAT) or respond to another school's request for an FAT for any incoming student, including a "midyear" transfer student. Instead, schools must now obtain financial aid history information for midyear transfer students using the NSLDS Transfer Student Monitoring Process. The new regulations as well as the NSLDS process are described more fully in Dear Partner Letter GEN-01-09.

The Department of Education defines a "midyear" transfer student as a student who transfers from one school to another during the same award year. For example, the 2001-02 Award Year is from July 1, 2001 to June 30, 2002. A student who transfers from one school to another during this time period is considered a midyear transfer student. Accordingly, the school must obtain financial aid history information for that student using the NSLDS Transfer Student Monitoring Process. Federal regulations require a school to have administrative procedures in place to identify properly midyear transfer students.

In its analysis of the Transfer Student Monitoring Process, the Banner Financial Aid Team determined it was extremely difficult for the Connecticut Community College financial aid offices to determine accurately the midyear transfer status of incoming students. This difficulty was due to several factors: incomplete admissions data, untimely data entry, incomplete prior college attendance dates, poor self-reporting by students, and the like. We were strongly advised by the Banner Student/Academic Team that we should not rely on the data contained in the database relative to prior college attendance and dates. Accordingly we have worked with the Student/Academic Team and the National Student Clearinghouse, with whom we have a contractual relationship, to determine the prior college attendance of our colleges' financial aid applicants. Our solution constitutes Phase I of the Transfer Student Monitoring Process.

Phase I

Phase I of the Transfer Student Monitoring Process involves the use of the National Student Clearinghouse database to identify potential midyear transfer students at a Connecticut Community College. Phase I includes 4 parts:

1. The National Student Clearinghouse (NSC) Upload Process
2. The National Student Clearinghouse (NSC) Response File
3. The National Student Clearinghouse (NSC) Response Report
4. The National Student Clearinghouse (NSC) Upload to Banner

Proper utilization of the Phase I processes will allow colleges to identify potential midyear transfer students. Colleges can then report these potential students for NSLDS Transfer Monitoring on the NSLDS web site at www.nsldsfap.ed.gov. Before a college can use this process however, you must access the NSLDS web site and complete the School Transfer Profile Add screen. If you have any questions about completing your school's profile or on any aspect of the NSLDS Transfer Monitoring Process, call the NSLDS Customer Service Center at 800.999.8219.

[Phase II of our Transfer Student Monitoring Process involving automated exchanges between the Banner Financial Aid System and NSLDS awaits our future development efforts with our partner SCT.]

Phase I/Part 1: The NSC Upload Process

Our newly developed National Student Clearinghouse Upload Process selects all students with a RORSTAT financial aid record for the chosen award year. The process then creates an NSC electronic file and automatically sends the file to the National Student Clearinghouse through a file transfer process. Concurrently, the process will also e-mail the director of financial aid at the college a confirmation message indicating the completion of the upload process. We have entitled this process the **NSC Upload Process, RWPXN01**. To invoke the process, follow these simple steps:

1. Navigate to the Process Submission Control Form (GJAPCTL) and enter the process RWPXN01. There is only one parameter to enter: the aid year for which you seek to identify midyear transfer students. All students with a RORSTAT record in this aid year for your college will be included in the population selection.
2. When you submit the RWPXN01 process, an electronic file will be created and automatically sent to the National Student Clearinghouse.
3. A confirmation e-mail will be sent to the college director of financial aid informing her/him that the process has successfully completed and the file sent to

NSC. Be sure to maintain your current e-mail address information on the Campus/EDE Defaults window (5th window) of the ROAINST form.

Subject: NSC File Upload Process

The National Student Clearinghouse (NSC) File Upload Process (RWPXN01) has completed successfully.

Phase I/Part 2: The NSC Response File

In processing your request for prior college attendance data on the students contained in your request file, the National Student Clearinghouse searches its enrollment databases and seeks to determine if any student has attended any other school since July 1 of the award year named in your file submission (hence the aid year parameter). If no students meet the search criteria, NSC does not create a response file. However, if any students meet the criteria, NSC does create a response file for your college. You should allow 2-4 business days from the time of your submission of the request file to NSC in Part 1 to the Response File creation (Part 2).

The **NSC Response File process, RWPXN02**, is invoked automatically each business day as part of our nightly automated batch processes. RWPXN02 will automatically search the NSC system for your college's NSC Response Files. If a Response File is found for your college, the file will be uploaded to our system and the data made available to you in the form of a report (Part 3). The RWPXN02 process will notify you by e-mail that a response file has been received and a report produced for you. The process will automatically place the report in your PROD/Reports folder on your college share.

Subject: NSC Response Report

The National Student Clearinghouse (NSC) Response report is in your reports folder.

Phase I/Part 3: NSC Response Report

If the National Student Clearinghouse identifies any potential midyear transfer students at your college, the RWPXN02 process will automatically prepare and format a report for you. The process will place this report in your PROD/Reports folder on your college share. We have entitled the report the **National Student Clearinghouse Report of Potential Midyear Transfer Students**. The report name will be in the format **NSC_Report_dd-mon_yyyy_hhmiss.doc** and will automatically open in MS Word format. The report contains the following data elements: Banner ID, Social Security Number, Name (first, last), Date of Birth, Prior Institution Name, Prior Institution OE Code. A sample of this report appears on the following page.

03-JAN-2002 10:31

Tunxis Community College - TRNG
NSC Potential Mid-Year Transfer Students

SAMPLE

RWPXN02

ID	SSN	NAME	DOB	PRIOR INSTITUTION NAME	PRIOR INSTITUTION CODE
@99999999	999-99-9999	Sam Sample	99999999	ST JOSEPH COLLEGE	00140900
@99999999	999-99-9999		99999999	NAUGATUCK VALLEY COMMUNITY COLLEGE	00698200
@99999999	999-99-9999		99999999	GATEWAY COMMUNITY COLLEGE	00803700
@99999999	999-99-9999		99999999	NAUGATUCK VALLEY COMMUNITY COLLEGE	00698200
@99999999	999-99-9999		99999999	NAUGATUCK VALLEY COMMUNITY COLLEGE	00698200
@99999999	999-99-9999		99999999	NORTHWESTERN COMMUNITY COLLEGE	00139800
@99999999	999-99-9999		99999999	MANCHESTER COMMUNITY COLLEGE	00139200
@99999999	999-99-9999		99999999	ASNUNTUCK COMMUNITY COLLEGE	01115000
@99999999	999-99-9999		99999999	BROWARD COMMUNITY COLLEGE	00150000
@99999999	999-99-9999		99999999	TEIKYO POST UNIVERSITY	00140100
@99999999	999-99-9999		99999999	MANCHESTER COMMUNITY COLLEGE	00139200
@99999999	999-99-9999		99999999	NAUGATUCK VALLEY COMMUNITY COLLEGE	00698200
@99999999	999-99-9999		99999999	CAPITAL COMMUNITY COLLEGE	00763500
@99999999	999-99-9999		99999999	CAPITAL COMMUNITY COLLEGE	00763500
@99999999	999-99-9999		99999999	JOHNSON AND WALES UNIVERSITY-TRADITIONAL	00340400
@99999999	999-99-9999		99999999	DURHAM TECHNICAL COMM. COLL.	00544800
@99999999	999-99-9999		99999999	CAPITAL COMMUNITY COLLEGE	00763500
@99999999	999-99-9999		99999999	NORTHWESTERN COMMUNITY COLLEGE	00139800
@99999999	999-99-9999		99999999	NAUGATUCK VALLEY COMMUNITY COLLEGE	00698200
@99999999	999-99-9999		99999999	NORTHWESTERN COMMUNITY COLLEGE	00139800
@99999999	999-99-9999		99999999	NORTHWESTERN COMMUNITY COLLEGE	00139800
@99999999	999-99-9999		99999999	SOUTHERN CONNECTICUT STATE UNIVERSITY	00140600
@99999999	999-99-9999		99999999	UNIVERSITY OF CONNECTICUT	00141700
@99999999	999-99-9999		99999999	ATLANTIC CAPE COMMUNITY COLLEGE	00259600
@99999999	999-99-9999		99999999	ASNUNTUCK COMMUNITY COLLEGE	01115000
@99999999	999-99-9999		99999999	WESTERN CONNECTICUT STATE UNIVERSITY	00138000
@99999999	999-99-9999		99999999	UNIVERSITY OF CONNECTICUT	00141700
@99999999	999-99-9999		99999999	ST JOSEPH COLLEGE	00140900
@99999999	999-99-9999		99999999	IVY TECH-INDIANAPOLIS	00991700
@99999999	999-99-9999		99999999	LASELL COLLEGE	00215800
@99999999	999-99-9999		99999999	WEST VIRGINIA UNIVERSITY	00382700
@99999999	999-99-9999		99999999	TEIKYO POST UNIVERSITY	00140100
@99999999	999-99-9999		99999999	COMMUNITY COLLEGE OF RHODE ISLAND-LINCOLN	00340801
@99999999	999-99-9999		99999999	NAUGATUCK VALLEY COMMUNITY COLLEGE	00698200
@99999999	999-99-9999		99999999	QUINEBAUG VALLEY COMMUNITY COLLEGE	01053000
@99999999	999-99-9999		99999999	MANCHESTER COMMUNITY COLLEGE	00139200

You can use the **NSC Potential Midyear Transfer Students Report** to identify those students to submit to NSLDS for the Transfer monitoring Process. All of the student data you need is provided to you on the NSC Report. NSLDS monitors each student's financial aid history to spot relevant changes occurring since the latest ISIR was generated and sent to the school. Whenever NSLDS determines that such a change could affect the student's eligibility for Title IV aid, NSLDS alerts the school. It does so by updating the student's financial aid history information on the school's Transfer Student Monitoring web pages. At the same time, NSLDS sends an e-mail message to the school indicating there is new Alert information that needs to be reviewed.

Phase I/Part 4: NSC Upload to Banner

[Note: The following describes a **future enhancement** to Phase I planned in cooperation with the Banner Student/Academic Team. We hope to have this development completed by the end of January 2002.]

If the NSC Response File process, RWPXN02, finds a response file for your college on the NSC system, the process will also upload the data to the Banner Financial Aid System. We will place the student's prior college data (since 07/01/xx) in the SORPCOL database table. This data will be available for inquiry through the form SOAPCOL, Student Prior College Attended. Financial Aid staff can view this data also through the financial aid form, RSIPCOL, Prior College Inquiry Form.

The screenshot shows a web browser window titled "Banner/TRNG - Connecticut Community College System - Microsoft Internet Explorer". The address bar shows "Prior College Inquiry Form RSIPCOL 5.0 (TRNG) [G_FATEAM]". The main content area contains a form with the following fields:

ID:	[REDACTED]
College Code:	011150 Asnuntuck Community College
Address:	170 Elm Street
City:	Enfield
State:	CT Connecticut
Zip:	06082
Country:	
Level:	
Attend Period:	
Attend From:	
Attend To:	
Degree Code:	

Phase II/Part 1: Automatic Exchanges of Data with the National Student Loan Data System

Coming in the Spring of 2002.....