

NATIONAL STUDENT CLEARINGHOUSE®

Enrollment Reporting Programming & Testing Guide

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EXHIBITS

- Exhibit I – Enrollment Reporting Service Software Vendors
- Exhibit II – Data Record Layouts & Report Formats
- Exhibit III – Data Element & Status Code Definitions
- Exhibit IV – Secure FTP Instructions
- Exhibit V – Sample Functional Requirements Document
- Exhibit VI – Creating Enrollment Files Using Excel

For assistance, contact implementation@studentclearinghouse.org.

Introduction

This guide, file layout, and data definitions are designed to be used by educational institutions and their Student Information System vendors to facilitate their use of the Enrollment Reporting Service offered by the National Student Clearinghouse (Clearinghouse). This material was developed based upon the July 23, 2014, Department of Education (ED) release of the [NSLDS Enrollment Reporting File Layout](#) and guidance provided by ED through that date. ED's July 23 version contains several new data elements pertaining to their new reporting regulations that are related to the reporting and calculation of loan eligibility related to the 150% Rule. In addition to the new data elements stipulated by ED to satisfy their new reporting requirements, the Clearinghouse has added some new optional data elements that can be utilized to enable future compliance reporting and research capabilities.

The Clearinghouse file layout includes these newly added ED fields, which are:

- Student Phone Type
- Preferred Phone Flag
- Student Phone Country Code
- Student Phone Number
- Reserved Field for Move TO OPEID
- Program Indicator Flag
- Program CIP Code
- CIP Year
- Program Credential Level
- Published Program Length
- Published Program Length Measurement
- Weeks in Title IV Academic Year
- Program Begin Date
- Special program Indicator
- Program Enrollment Status
- Program Enrollment Status Effective Date

The new optional fields added by the Clearinghouse to the file layout are:

- Veteran's Status Indicator
- Reserved Field for CommIT ID
- Pell Grant Recipient Flag
- Remedial Flag
- Citizenship Flag

Please follow these steps in developing and testing your programming:

For assistance, contact implementation@studentclearinghouse.org.

- If you have a third-party student information system, check the Enrollment Reporting Service Software Vendors list in Exhibit I to see if your software provider offers an interface that can automatically extract Clearinghouse data in the correct format for you.
- Read this guide and all exhibits thoroughly.
- Before you begin programming, contact your Clearinghouse New Service coordinator to address any issues or questions.
- Before writing any programming, draft a functional requirements document in plain English of your enrollment system requirements, see the sample in Exhibit V.
- Write the program code based on your functional requirements document.
- Send the Clearinghouse an initial enrollment data file via our secure FTP server (see Exhibit IV for instructions).
- Upon receipt of your file, the Clearinghouse will perform a variety of edit checks and contact you with the results and/or questions. If your code requires modification, you should submit a new data file to the Clearinghouse.
- Once all questions and discrepancies are resolved, your enrollment data will be loaded into our database. We will conduct a brief start-up call to confirm the role the Clearinghouse will play and review how the Clearinghouse Web site can be optimally utilized by you and your staff.

For assistance, contact implementation@studentclearinghouse.org.

Which Student Populations Should Be Reported?

All students who are or were enrolled in the current term, including those who are:

- In continuing education
- Taking no classes, but preparing a thesis or dissertation
- Studying at another school under a consortium arrangement, but for whom you are the home school. You should include all of the student's credit hours in your status calculation, including courses at the away school
- Studying abroad under a school-sponsored program
- Enrolled, but not pursuing a degree or certificate
- Attending any other special program that qualifies as enrolled for purposes of the Federal Family Education Loan Program (FFEL and Direct)
- Students for whom you do not have a valid Social Security number on record
- Foreign students to whom you have assigned alternate numeric identifiers

Do **NOT** include:

- Medical students who are in internship or fellowship programs
- Consortium students for whom you are not the home or degree granting institution (these students are frequently noted on the student information system as visiting students)

If your school maintains student records under multiple OPE IDs¹ or branch codes (commonly called school codes), you should run a separate report for each OPE ID or branch code combination. For example, you would run one report for the medical school and one report for all other students.

If your school maintains student records under a single OPE ID but has academic programs with different terms or mandatory attendance periods, consult your Clearinghouse Implementation Coordinator. Medical schools, for instance, often have very different attendance periods than undergraduate schools. We may recommend that a separate data file be generated for each academic program and differentiate them using a Clearinghouse assigned branch code or the official branch code.

¹ U.S. Department of Education's Office of Postsecondary Education identification numbers

When Should the Status Start Date Be Provided?

At the campus level, do not report a status start date for full-time students. Our system automatically sets the start date as the beginning of the first term in which the student was reported as full-time.

If a student is enrolled three quarter-time (Q), half-time (H), or less than half-time (L), follow these rules to determine whether a start date should be provided:

- If the student was in a higher status and dropped to a lower status during the term, provide the date the student dropped to the lower status as the status start date.
- If the student was in a lower status and increased to a higher status during the term, do not provide a start date.
- Always report the status start date if the student has a non-enrolled status, such as graduated (G), deceased (D), withdrawn (W), or is on an approved leave of absence (A). Report the date stored on your school system that indicates the date the student's status change was effective.

Program Status Effective Dates must be provided for all program statuses reported (including Full time) on every file submitted.

- In the event a student's status changes during the course of the program, please provide the date of that change, and continue to report that date until the next change in status.

How Can I Tell If a Student Changed Status During the Term?

If your enrollment system has separate fields for status and change of status date, you will need to determine if the change of status date is in the current term. If it is, you should report it in the status start date field using the guidelines provided above in "*When Should the Status Start Date Be Provided?*"

What if My Enrollment System Does Not Have Separate Status and Status Change Date Fields?

If the status of a three quarter-time, half-time, or less than half-time student is higher during the current term, compare the current status to the one you last reported to the Clearinghouse (**you should save a data file of each report you send us**). If the student's status did not change, leave the status start date field blank (filled with spaces).

If the student's status is lower (e.g., went from full- to three quarter-time, half-time, or less than half-time or from three quarter-time to half-time or less than half-time, or half-time to less than half-time), you need to determine the date the status changed. You can do this by reviewing the list of classes dropped by the student. Your program should add all enrolled course credits and then sequentially subtract the dropped credits until the threshold for the current status is passed.

For assistance, contact implementation@studentclearinghouse.org.

Once you have identified the course that lowered the student's status, you should report its drop date as the status change date.

How Do I Provide Anticipated Graduation Dates?

An Anticipated Graduation Date (AGD) is your best estimate of when a student is expected to complete his or her current program of study. If you maintain AGDs in your student information system, report this date.

If you do not maintain AGDs, you should use a simple algorithm to calculate and report them. For example, if undergraduates typically graduate from your school in five years, the best algorithm for you could be:

- If a first-year student, AGD = end of current academic year + four years,
- If a second-year student, AGD = end of current academic year + three years,
- If a third-year student, AGD = end of current academic year + 2 years,
- If a fourth-year student, AGD = end of current academic year + 1 year,
- Else, AGD = end of current academic year.

AGDs must be provided for students with F, Q, H, L or A statuses. Do not provide AGDs for students with W, G or D statuses.

Your program should include a routine to identify and correct AGDs that are:

- Blank and the status is F, Q, H, L or A
- Before the current term end date
- Invalid (e.g., February 30)

If the problem AGDs are not corrected, processing your enrollment data file will cause errors that must be resolved before the data can be loaded into our system.

What Is the Directory Block Indicator and How Is It Used?

The Directory Block Indicator (DBI) is used to inform the Clearinghouse when a student has exercised his or her right under the Family Educational Rights and Privacy Act (FERPA) to block the release of his or her name and/or attendance dates to third parties. These data elements are usually included in the definition of directory information at postsecondary institutions. Because this definition can vary by institution, your institutional policy should be reviewed.

If a student requests a block, your student information system would record the request in one or more block fields. Your extraction program should be able to include DBI fields each time a Clearinghouse enrollment data file is created. The DBI field should contain a "Y" for each student who requested a block on his or her name and attendance dates and an "N" for each student who did not request the block.

For assistance, contact implementation@studentclearinghouse.org.

If the DBI is set to “Y” for yes, the Clearinghouse will block all outbound enrollment reporting on the student to all entities other than those in the student loan industry. The Clearinghouse uses the DBI to maintain your FERPA compliance when we report to other schools, on your behalf, about the transfer of their former students to your institution.

How Do I Report Program Level Information?

For any student where the program indicator (detail record space 674) is set to “Y,” information for at least one program must be completed.

If CIP Code is present for any additional programs, all fields for that program must be populated.

If these fields are not populated or conditions for that field are not met, records will be returned to your school for resolution prior to being loaded into the Clearinghouse database.

Program Status Effective Dates must be provided for all program statuses reported (including Full time) on every file submitted.

- In the event a student’s status changes during the course of the program, please provide the date of that change, and continue to report that date until the next change in status.

How Do I Report A Student In Multiple Programs?

If a student is in more than one program, include CIP code for each program in the appropriate field, being sure to provide all additional information for that program. We have provided fields for up to six (6) programs per student.

How Do I Report A Student As Enrolled In One Program, But Graduated From Another?

When a student completes one program while concurrently enrolled in another, it is required by ED’s 150% solution rule that you report the Graduated (G) status and status effective date for that program. You should continue to report an enrolled status and additional required information for any other program where the student continues to be enrolled. Please remember that the program statuses are separate from the overall enrollment status which is used for compliance reporting to the Lenders/Servicers/Guarantors and NSLDS.

How is My Programming Tested?

Once you complete your data extraction programming, you should send us an enrollment file so we can run edit checks against it. Use the secure FTP account that has been set up for your school (see Exhibit IV for instructions).

How do I Report Summer Enrollment?

If your institution offers summer courses, you should report summer data to the Clearinghouse. This allows us to accurately track the actual summer withdrawal date of students enrolled in the spring and summer terms who did not return for the fall term.

For assistance, contact implementation@studentclearinghouse.org.

To report summer enrollment:

- Set the Standard Report Flag (header record position 26) to "N" (no).
- If your school uses different thresholds for enrollment status during the summer term (summer terms are generally considered non-compulsory), your system's Time Status Rule Form/Validation Table should be adjusted to reflect the correct statuses (see Exhibit V for an example of how one school made these adjustments).
- Establish term start and end dates for each summer student. Your academic policy may be to report terms as beginning on the first day of the first session of summer classes and ending on the last day of exams of the last summer session or to report the specific term start and end dates for the session(s) that each student attends.
- Report summer term enrollment data at the beginning of the summer term and again at the end. Report student status (e.g., full-time, three quarter- time, half-time, etc.) according to your institution's definitions for summer enrollment.
- Continue to report status start dates for students who experience a decrease in status or withdraw from your institution. If you tell us a student has withdrawn, we will accept the record. However, you should only report official withdrawals and not those of students who withdrew from summer registration.

How do I Report Advanced Registration Data?

If you currently participate in Student Self-Service, your institution may want to report advanced registration information (i.e., pre-enrollment data for the next academic term) to the Clearinghouse. This data is beneficial to students who need early verifications for health insurance, computer software discounts, housing verifications, and more. It also frees your staff from performing pre-enrollment verifications. Advanced registration data is available for verification through Student Self-Service until the first day of the term.

Please note: Advanced Registration data is for use with Student Self-ServiceSM only. It cannot be used for compliance reporting or lender/loan deferment verification purposes.

For schools that use the standard Clearinghouse file format:

Use your current enrollment reporting software to generate the data file with the following settings in the Header Record Layout. (See Exhibit II, "Data Record Layouts & Report Formats" for additional details regarding the header.) You should use the same instructions that you for your Enrollment Reporting service to report the school code, branch code, academic term, and certification date instructions for your advanced registration data. Because your advanced registration files will be automatically loaded into our database and become immediately available to your students who need pre-enrollment verifications, it's important that you **make sure that the school and branch codes are accurate.**

For assistance, contact implementation@studentclearinghouse.org.

We suggest that you ensure any modifications made to your extract program to provide advanced registration data not impact the extract your institution uses to provide enrollment data for compliance reporting.

- Set the record type (header record position 01 & 02) to P3. (P1 is our original 250-byte record, and P2 is our expanded layout format, but neither contains the additional 2014 data elements.)
- Set the Standard Report Flag (header record position 26) to “N” (not standard)
- Please ensure that any time status rule or validation table is set to reflect your academic policy regarding how many credits equal full-time, three quarter-time, half-time, and less than half-time for the term you are reporting. For this reason reporting multiple terms is not recommended. Any school wanting to report multiple terms please work with a Clearinghouse Implementation Coordinator at implementation@studentclearinghouse.org.
- Set the Reporting Level (header record position 35) to “F” (full reporting).

Once you have sent your full report, you can send additional records for the same term by setting the Reporting Level indicator in the header to “A” (add). This allows you to add students without overriding previously reported data. If you prefer, you can send in a new “F” (full) report each time to ensure that we have the most current information for each of your pre-registered students.

- You should name your file with your school and branch code and a two-letter extension (00123400.AR). See the General Requirements section in Exhibit II, “Data Record Layouts & Report Formats.”
- Transmit the file using your Clearinghouse secure FTP account. See the Transmitting Files section in Exhibit II, “Data Record Layouts & Report Formats.”

Questions?

If you have a question or need assistance, contact your Clearinghouse Implementation Coordinator at implementation@studentclearinghouse.org.

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EXHIBIT I
Enrollment Reporting Service Software Vendors

If your student information system is listed below, you can easily obtain an interface program from your vendor that will allow you to automatically extract enrollment status information from your student information system in the required Clearinghouse format.¹ Using your software vendor’s Clearinghouse interface will reduce the time your programming staff need to prepare your system for reporting regularly to the Clearinghouse.

If your software vendor is not on our list and you would like us to discuss Clearinghouse programming with them, contact us at implementation@studentclearinghouse.org.

Vendor	Product Name
Aptron Corporation	AIMS, Campus
Blackbaud Inc.	
Campus Management Corporation	CLASS, CampusVue
Champlain Software	AS 400 Version PC Version
Complete Business Solutions, Inc.	APECS
Computing Options Company	REGENT/COLLEGE
ComSpec International	EMPOWER
EDC, Inc.	CampusAnyware
Ellucian	Banner® Bi-Tech IFAS Colleague® 12.8+ Matrix Plus PowerCAMPUS®
Jenzabar	CX, EX, PX, QX, QE, TE
Oracle	PeopleSoft
RJM Enterprises	SONIS
RobinSoft Corporation	GradPro
Scan Business Systems, Inc.	Scanware
Three Rivers Systems, Inc.	CAMS®
Tolemac	n.a.

¹At this time, data elements up to and including the DBI field are available through all software vendor interfaces.

EXHIBIT II

Data Record Layouts & Report Formats

The following are the transmission and data record layout requirements for submitting files to the Clearinghouse for your institution's Enrollment Reporting service.

Transmitting Files

You will use your Clearinghouse secure FTP account to transmit your enrollment reports. Key features of the secure FTP system are:

- Employs an easy-to-use Web browser interface so users can quickly and securely send and receive files.
- Stores files using the U.S. federal encryption standard, FIPS 140-2 validated AES encryption.
- Eliminates the need to encrypt or compress data files or enter complicated FTP line commands prior to file transmission.
- Allows users with automated environments to use no- or low-cost secure FTP clients to exchange files over encrypted FTPS and SSH connections.

General Requirements

- Your data file should contain:
 1. One header record
 2. Individual student detail records
 3. One trailer record
- File Name = School Code and Branch Code with a three letter file extension (12345600.CLR).
- All dates must be valid and formatted as YYYYMMDD (full year, month, day).
- We prefer but do not require that student records be presented in Social Security number order.
- All data fields with alphanumeric characters are stored in our database in uppercase, except for email addresses which are stored in mixed case.
- In the type column of the data record layouts, "N" is used to indicate numeric values and "AN" is used to indicate alphanumeric values.
- Name suffixes (e.g., Jr, Sr, III) have an assigned field. If your system includes them as part of the last name, you should parse the suffix from the last name and move it into the suffix field.
- Fields containing no value (aka, "fillers") should be filled with spaces, as indicated in the comments column of the data record layout table.
- Your file should be formatted according to the data element layout in a flat file using trailing spaces/filler to create fixed length records of 1250 bytes each.

For assistance, contact implementation@studentclearinghouse.org.

- A variable length file can be created using a tab as the delimiter (i.e., use the tab button after each data element and as a placeholder for each blank field). Each field must be separated with this delimiter, including fields left blank and filler space. Carriage returns or line feeds act as the record separator.

Questions?

If you have a question or need assistance, contact your Clearinghouse Implementation Coordinator at implementation@studentclearinghouse.org.

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Header Record Layout

Total header record length is 1250 bytes.

Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments
A	Record Type	2	01	02	R	AN	Value is "A3" for enrollment data files, i.e., Early Registration, First of Term, Subsequent, Grads Only, and Summer. Value is "P3" for advanced registration data (used by schools active with Student Self-Service)
B	School Code	6	03	08	R	N	Dept. of Education "FICE" code (OPE ID)
C	Branch Code	2	09	10	R	N	School branch code suffix or 00, if none
D	Academic Term	15	11	25	R	AN	Institutionally-defined name of academic term for the reported data (e.g., Fall 2006, 1st Quarter 2006, 1st Semester 2006)
E	Standard Report Flag	1	26	26	R	A	Y= Standard Report, no special handling N= Non-standard report (e.g., early registration, summer terms, graduates only, or advanced registration)
F	Certification Date	8	27	34	R	N	Date enrollment data was certified by school (YYYYMMDD)
G	Reporting Level	1	35	35	R	A	Value for full reporting is "F" Value is "A" for add records (advanced registration only)
H	Filler	1215	36	1250	R	AN	Space fill

The type codes in this document are "A" alpha, "N" numeric, and "AN" alpha numeric.

The "Req'd" column in the layouts displays the required codes in this document, which are "R" required, "C" conditional, and "O" optional. Conditional means that in certain circumstances, the field is required. The file layout or indicated exhibits provide additional information.

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Detail Record Layout

Each detail record must be 1250 bytes in length.

Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
A	Record Type	2	1	2	R	AN	Value for each detail record is "D1"	
B	Student SSN	9	3	11	R	N	Numbers only, no hyphens. If no SSN is available, fill with "NO SSN" followed by trailing spaces.	
C	First Name	20	12	31	R	AN	Student's first name	
D	Middle Initial	1	32	32	O	AN	Student's middle initial	
E	Last Name	20	33	52	R	AN	Student's last name	
F	Name Suffix	5	53	57	O	AN	e.g., III, JR, SR, etc. Space fill, if not applicable.	
G	Previous SSN	9	58	66	O	N	If SSN changed, enter student's previous SSN	
H	Previous Last Name	20	67	86	O	AN	Student's previous last name. Space fill, if not applicable.	
I	Enrollment Status	1	87	87	R	A	<p>Code for student's enrollment status</p> <ul style="list-style-type: none"> • F = Full Time • Q = Three Quarter Time • H = Half Time • L = Less Than Half Time • W = Withdrawn • G = Graduated • A = Approved Leave of Absence • D = Deceased <p>Advanced Registration, valid values are "F," "Q," "H," or "L" only. (see Exhibit III)</p>	Q added 2014
J	Status Start Date	8	88	95	C	N	See Exhibit III	
K	Street Line 1	30	96	125	R	AN	Student's permanent street address	
L	Street Line 2	30	126	155	O	AN	Continuation of address (e.g., Apt B)	
M	City	20	156	175	R	A	Permanent city of student's residence	
N	State	2	176	177	R	A	Permanent state (enter "FO" if foreign country)	
O	Zip	9	178	186	C	AN	Permanent zip code (space fill foreign addresses and zip extensions, if not available)	
P	Country	15	187	201	R	AN	Country of residence; (See Exhibit III for accepted two-character country codes)	2014 required
Q	Anticipated Graduation Date	8	202	209	C	N	Date student is scheduled to graduate. Required only for enrollment data and students with F, Q, H, L or A statuses; otherwise, space fill.	

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
R	Date of Birth	8	210	217	R	N	Date student was born entered as YYYYMMDD. If unknown, space fill.	
S	Term Begin Date	8	218	225	R	N	Start date of current academic term (1st day of classes) for program in which student is enrolled	
T	Term End Date	8	226	233	R	N	End date of current academic term (last day of exams) for program in which student is enrolled	
U	Filler	1	234	234	R	AN	Space fill	
V	Directory Block Indicator	1	235	235	R	A	<ul style="list-style-type: none"> Y = Student requested a block on the release of his/her name and/or attendance dates. N = Student did not request a block. 	1999
W	NCES CIP Code for Major 1	6	236	241	O	N	Appropriate NCES CIP code for major, if available. Do not enter decimal points ("."). Space fill, if not applicable. (See also Exhibit III.)	2007
X	NCES CIP Code for Major 2	6	242	247	O	N	Appropriate NCES CIP code for major, if available. Do not enter decimal points ("."). Space fill, if not applicable.	2007
Y	Major Course of Study 1	80	248	327	O	AN	e.g., History. Fill with "NOT APPLICABLE," if appropriate. (See also Exhibit III.)	2007
Z	Major Course of Study 2	80	328	407	O	AN	e.g., Political Science. Space fill, if not applicable.	2007
AA	Class/ Credential	1	408	408	C	A	STUDENT LEVEL Class or Credential Class <ul style="list-style-type: none"> F = Freshman S = Sophomore J = Junior R = Senior Credential <ul style="list-style-type: none"> C = Certificate A = Associate's B = Bachelor's N = Unspecified T = Post Baccalaureate certificate M = Master's D = Doctoral 	2007

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
							<ul style="list-style-type: none"> • P = Postdoctorate • L = Professional • G = Unspecified Otherwise, space fill. (See Exhibit III.)	
AB	First Time Full Time	1	409	409	O	A	First-time, full-time degree/certificate-seeking undergraduate flag. (See Exhibit III.) <ul style="list-style-type: none"> • Y = First-time undergraduate student enrolled full-time who is seeking a degree/certificate • N = Student attended full-time before is enrolled only part-time, or is not seeking a degree/certificate If no value, space fill.	2007
AC	Degree Seeking	1	410	410	O	A	<ul style="list-style-type: none"> • Y = Student is seeking a degree • N = Student is not seeking a degree If no value, space fill.	2007
AD	High School Code	6	411	416	O	N	CEEB/ACT Code, 000001 thru 999999; otherwise, space fill. (See Exhibit III.)	2007
AE	Gender	1	417	417	O	A	<ul style="list-style-type: none"> • M = Male • F = Female If no value, space fill. (see Exhibit III)	2007
AF	Race/ Ethnicity	2	418	419	O	A	See Exhibit III. If no value, space fill.	2007
AG	College Student ID	20	420	439	O	AN	Institutionally-supplied student ID number. If no value, space fill. Do not include special characters in this field (e.g., @, #, *, etc.).	2007
AH	State Student ID	30	440	469	O	AN	State-supplied student ID number. If no value, space fill.	2007
AI	Email	128	470	597	O	AN	Student's email address. If no value, space fill.	2007
AJ	Good Student	1	598	598	O	A	Good Student Discount eligibility flag (see Exhibit III).	2007

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
							<ul style="list-style-type: none"> Y = Eligible N = Not eligible If no value, space fill. (see Exhibit III)	
AK	Middle Name	35	599	633	O	AN	Student's middle name. If no value, space fill.	2007
AL	Veteran's Status Indicator	1	634	634	O	A	<ul style="list-style-type: none"> V=Veteran receiving benefits N=Veteran does not receive benefits D=Dependent receiving benefits If no value, space fill. (see Exhibit III)	2014
AM	Reserved for CommIT ID	12	635	646	O	AN	(see Exhibit III)	2014
AN	Pell Grant Recipient Flag	1	647	647	O	A	Is student receiving a Pell Grant? (see Exhibit III) <ul style="list-style-type: none"> Y = Yes N = No If no value, space fill. (see Exhibit III)	2014
AO	Remedial Flag	1	648	648	O	A	Is student in at least one remedial course? (see Exhibit III) <ul style="list-style-type: none"> Y = Yes N = No If no value, space fill. (see Exhibit III)	2014
AP	Citizenship Flag	1	649	649	O	A	Is student a US Citizen? <ul style="list-style-type: none"> Y = Yes N = No If no value, space fill. (see Exhibit III)	2014
AQ	Student Phone Type	1	650	650	O	A	Type of phone number reported: <ul style="list-style-type: none"> C = Cell H = Home O = Other W = Work If no value, space fill.	2014
AR	Preferred Phone Number Flag	1	651	651	O	A	Is this the student's preferred phone number: <ul style="list-style-type: none"> Y = Yes N = No 	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
							Space defaults to Y	
AS	Student Phone Country Code	3	652	654	O	N	Country code for student phone number If no value, space fill.	2014
AT	Student Phone Number	11	655	665	O	N	Student's phone number If no value, space fill.	2014
AU	Move To OPEID	8	666	673	O	N	Eight digit school code for location to which student enrollment is being moved. If no value, space fill.	2014
AV	Program Indicator	1	674	674	R	A	Is student enrolled in at least one program <ul style="list-style-type: none">• Y = Yes• N = No	2014
AW	Program 1 CIP Code	6	675	680	C	N	Six digit Classification of Instructional Program code identifying a program's academic content. Do not enter decimal points ("."). Space fill if Program Indicator is "N".	2014
AX	CIP Year	4	681	684	C	N	Year in which the CIP used by NSLDS was published. The CIP Year for the codes currently used by NSLDS is 2010. Format CCYY Space fill if Program Indicator is "N".	2014
AY	Program 1 Credential Level	2	685	686	C	N	The credential level of the PROGRAM. (see Exhibit III) Values are: <ul style="list-style-type: none">• 01 = Undergraduate Certificate or Diploma Program• 02 = Associate's Degree• 03 = Bachelor's Degree• 04 = Post Baccalaureate Certificate• 05 = Master's Degree• 06 = Doctoral Degree• 07 = First Professional Degree• 08 = Graduate / Professional Certificate• 99 = Non Credential Program (Preparatory Coursework / Teacher Certification) Space fill if Program Indicator is "N".	2014
AZ	Published Program 1 Length	6	687	692	C	N	Length of the instructional program in years, months, or weeks as published by the school. Format "nnnnn," with implied decimal b/n third and fourth	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
							digits. <ul style="list-style-type: none"> • 000100 – one tenth (1/10) • 001000 – one (1) • 010000 – ten (10) • 100000 – one hundred (100) Space fill if Program Indicator is “N”.	
BA	Published Program 1 Length Measurement	1	693	693	C	A	<ul style="list-style-type: none"> • Y = Year • M = Month • W = Week Space fill if Program Indicator is “N”.	2014
BB	Weeks Program 1 Title IV Academic Year	6	694	699	C	N	Total number of weeks of instruction in the program’s academic year. Only report when Published Program Length Measurement is W or M. Format “nnnnn,” with implied decimal b/n third and fourth digits. <ul style="list-style-type: none"> • 000100 – one tenth (1/10) • 001000 – one (1) • 010000 – ten (10) • 100000 – one hundred (100) Space fill if Program Indicator is “N” or Published Program 1 Length Measurement is “Y”.	2014
BC	Program 1 Begin Date	8	700	707	C	N	Date on which student began attending the program. Format CCYYMMDD Space fill if Program Indicator is “N”.	2014
BD	Special Program Indicator	1	708	708	C	A	Flag to indicate that the program belongs to one of the following groups: <ul style="list-style-type: none"> • A = Special Admission Associate Degree Program • B = Bachelor’s Degree Completion Program • N = Not applicable • P = Preparatory Coursework Graduate/Professional • T = Non Credential Teacher Certification • U = Preparatory Coursework Undergraduate Space fill if Program Indicator is “N”.	2014
BE	Program 1 Enrollment Status	1	709	709	C	A	Code for student’s enrollment status in this program: <ul style="list-style-type: none"> • F = Full Time • Q = Three Quarter Time • H = Half Time • L = Less than Half Time • A = Leave of Absence • G = Graduated • W = Withdrawn • D = Deceased 	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
							Space fill if Program Indicator is "N".	
BF	Program 1 Enrollment Status Effective Date	8	710	717	C	N	Effective date for the program enrollment status currently being reported. Format CCYYMMDD Space fill if Program Indicator is "N".	2014
BG	Program 2 CIP Code	6	718	723	O	N	Six digit Classification of Instructional Program code identifying a program's academic content. Do not enter decimal points ("."). Space fill if not applicable.	2014
BH	CIP Year	4	724	727	C	N	Year in which the CIP used by NSLDS was published. The CIP Year for the codes currently used by NSLDS is 2010. Format CCYY Required if Program 2 CIP Code is populated, otherwise space fill.	2014
BI	Program 2 Credential Level	2	728	729	C	N	The credential level of the program. (see Exhibit III) Values are: <ul style="list-style-type: none"> • 01 = Undergraduate Certificate or Diploma Program • 02 = Associate's Degree • 03 = Bachelor's Degree • 04 = Post Baccalaureate Certificate • 05 = Master's Degree • 06 = Doctoral Degree • 07 = First Professional Degree • 08 = Graduate / Professional Certificate • 99 = Non Credential Program (Preparatory Coursework / Teacher Certification) Required if Program 2 CIP Code is populated, otherwise space fill.	2014
BJ	Published Program 2 Length	6	730	735	C	N	Length of the instructional program in years, months, or weeks as published by the school. Format "nnnnn," with implied decimal b/n third and fourth digits. <ul style="list-style-type: none"> • 000100 – one tenth (1/10) • 001000 – one (1) • 010000 – ten (10) • 100000 – one hundred (100) Required if Program 2 CIP Code is populated, otherwise space fill.	2014
BK	Published Program 2	1	736	736	C	A	<ul style="list-style-type: none"> • Y = Year 	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
	Length Measurement						<ul style="list-style-type: none"> M = Month W = Week Required if Program 2 CIP Code is populated, otherwise space fill.	
BL	Weeks Program 2 Title IV Academic Year	6	737	742	C	N	Total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M. Format "nnnnn," with implied decimal b/n third and fourth digits. <ul style="list-style-type: none"> 000100 – one tenth (1/10) 001000 – one (1) 010000 – ten (10) 100000 – one hundred (100) Required if Program 2 CIP Code is populated. If not applicable or Program Length Measurement is Y, space fill.	2014
BM	Program 2 Begin Date	8	743	750	C	N	Date on which student began attending the program. Format CCYYMMDD Required if Program 2 CIP Code is populated, otherwise space fill.	2014
BN	Special Program Indicator	1	751	751	C	A	Flag to indicate that the program belongs to one of the following groups: <ul style="list-style-type: none"> A = Special Admission Associate Degree Program B = Bachelor's Degree Completion Program N = Not applicable P = Preparatory Coursework Graduate/Professional T = Non Credential Teacher Certification U = Preparatory Coursework Undergraduate Required if Program 2 CIP Code is populated, otherwise space fill.	2014
BO	Program 2 Enrollment Status	1	752	752	C	A	Code for student's enrollment status in this program: <ul style="list-style-type: none"> F = Full Time Q = Three Quarter Time H = Half Time L = Less than Half Time A = Leave of Absence G = Graduated W = Withdrawn D = Deceased Required if Program 2 CIP Code is populated, otherwise space fill.	2014
BP	Program 2 Enrollment Status Effective Date	8	753	760	C	N	Effective date for the program enrollment status currently being	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
							reported. Format CCYYMMDD Required if Program 2 CIP Code is populated, otherwise space fill.	
BQ	Program 3 CIP Code	6	761	766	O	N	Six digit Classification of Instructional Program code identifying a program's academic content. Do not enter decimal points ("."). Space fill, if not applicable.	2014
BR	CIP Year	4	767	770	C	N	Year in which the CIP used by NSLDS was published. The CIP Year for the codes currently used by NSLDS is 2010. Format CCYY Required if Program 3 CIP Code is populated, otherwise space fill.	2014
BS	Program 3 Credential Level	2	771	772	C	N	The credential level of the program. (see Exhibit III) Values are: <ul style="list-style-type: none"> • 01 = Undergraduate Certificate or Diploma Program • 02 = Associate's Degree • 03 = Bachelor's Degree • 04 = Post Baccalaureate Certificate • 05 = Master's Degree • 06 = Doctoral Degree • 07 = First Professional Degree • 08 = Graduate / Professional Certificate • 99 = Non Credential Program (Preparatory Coursework / Teacher Certification) Required if Program 3 CIP Code is populated, otherwise space fill.	2014
BT	Published Program 3 Length	6	773	778	C	N	Length of the instructional program in years, months, or weeks as published by the school. Format "nnnnn," with implied decimal b/n third and fourth digits. <ul style="list-style-type: none"> • 000100 – one tenth (1/10) • 001000 – one (1) • 010000 – ten (10) • 100000 – one hundred (100) Required if Program 3 CIP Code is populated, otherwise space fill.	2014
BU	Published Program 3 Length Measurement	1	779	779	C	A	<ul style="list-style-type: none"> • Y = Year • M = Month • W = Week Required if Program 3 CIP Code is	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
							populated. If not applicable or Program Length Measurement is Y, space fill.	
BV	Weeks Program 3 Title IV Academic Year	6	780	785	C	N	Total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M. Format "nnnnn," with implied decimal b/n third and fourth digits. <ul style="list-style-type: none"> • 000100 – one tenth (1/10) • 001000 – one (1) • 010000 – ten (10) • 100000 – one hundred (100) Required if Program 3 CIP Code is populated, otherwise space fill.	2014
BW	Program 3 Begin Date	8	786	793	C	N	Date on which student began attending the program. Format CCYYMMDD Required if Program 3 CIP Code is populated, otherwise space fill.	2014
BX	Special Program Indicator	1	794	794	C	A	Flag to indicate that the program belongs to one of the following groups: <ul style="list-style-type: none"> • A = Special Admission Associate Degree Program • B = Bachelor's Degree Completion Program • N = Not applicable • P = Preparatory Coursework Graduate/Professional • T = Non Credential Teacher Certification • U = Preparatory Coursework Undergraduate Required if Program 3 CIP Code is populated, otherwise space fill.	2014
BY	Program 3 Enrollment Status	1	795	795	C	A	Code for student's enrollment status in this program: <ul style="list-style-type: none"> • F = Full Time • Q = Three Quarter Time • H = Half Time • L = Less than Half Time • A = Leave of Absence • G = Graduated • W = Withdrawn • D = Deceased Required if Program 3 CIP Code is populated, otherwise space fill.	2014
BZ	Program 3 Enrollment Status Effective Date	8	796	803	C	N	Effective date for the program enrollment status currently being reported. Format CCYYMMDD Required if Program 3 CIP Code is	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
							populated, otherwise space fill.	
CA	Program 4 CIP Code	6	804	809	O	N	Six digit Classification of Instructional Program code identifying a program's academic content. Do not enter decimal points ("."). Space fill if not applicable.	2014
CB	CIP Year	4	810	813	C	N	Year in which the CIP used by NSLDS was published. The CIP Year for the codes currently used by NSLDS is 2010. Format CCYY Required if Program 4 CIP Code is populated, otherwise space fill.	2014
CC	Program 4 Credential Level	2	814	815	C	N	The credential level of the program. (see Exhibit III) Values are: <ul style="list-style-type: none"> • 01 = Undergraduate Certificate or Diploma Program • 02 = Associate's Degree • 03 = Bachelor's Degree • 04 = Post Baccalaureate Certificate • 05 = Master's Degree • 06 = Doctoral Degree • 07 = First Professional Degree • 08 = Graduate / Professional Certificate • 99 = Non Credential Program (Preparatory Coursework / Teacher Certification) Required if Program 4 CIP Code is populated, otherwise space fill.	2014
CD	Published Program 4 Length	6	816	821	C	N	Length of the instructional program in years, months, or weeks as published by the school. Format "nnnnnn," with implied decimal b/n third and fourth digits. <ul style="list-style-type: none"> • 000100 – one tenth (1/10) • 001000 – one (1) • 010000 – ten (10) • 100000 – one hundred (100) Required if Program 4 CIP Code is populated, otherwise space fill.	2014
CE	Published Program 4 Length Measurement	1	822	822	C	A	<ul style="list-style-type: none"> • Y = Year • M = Month • W = Week Required if Program 4 CIP Code is populated. If not applicable or Program Length Measurement is Y, space fill.	2014
CF	Weeks Program 4 Title	6	823	828	C	N	Total number of weeks of instruction in	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
	IV Academic Year						the program's academic year. Only report when Published Program Length Measurement is W or M. Format "nnnnn," with implied decimal b/n third and fourth digits. <ul style="list-style-type: none"> • 000100 – one tenth (1/10) • 001000 – one (1) • 010000 – ten (10) • 100000 – one hundred (100) Required if Program 4 CIP Code is populated, otherwise space fill.	
CG	Program 4 Begin Date	8	829	836	C	N	Date on which student began attending the program. Format CCYYMMDD Required if Program 4 CIP Code is populated, otherwise space fill.	2014
CH	Special Program Indicator	1	837	837	C	A	Flag to indicate that the program belongs to one of the following groups: <ul style="list-style-type: none"> • A = Special Admission Associate Degree Program • B = Bachelor's Degree Completion Program • N = Not applicable • P = Preparatory Coursework Graduate/Professional • T = Non Credential Teacher Certification • U = Preparatory Coursework Undergraduate Required if Program 4 CIP Code is populated, otherwise space fill.	2014
CI	Program 4 Enrollment Status	1	838	838	C	A	Code for student's enrollment status in this program: <ul style="list-style-type: none"> • F = Full Time • Q = Three Quarter Time • H = Half Time • L = Less than Half Time • A = Leave of Absence • G = Graduated • W = Withdrawn • D = Deceased Required if Program 4 CIP Code is populated, otherwise space fill.	2014
CJ	Program 4 Enrollment Status Effective Date	8	839	846	C	N	Effective date for the program enrollment status currently being reported. Format CCYYMMDD Required if Program 4 CIP Code is populated, otherwise space fill.	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
CK	Program 5 CIP Code	6	847	852	O	N	Six digit Classification of Instructional Program code identifying a program's academic content. Do not enter decimal points ("."). Space fill, if not applicable.	2014
CL	CIP Year	4	853	856	C	N	Year in which the CIP used by NSLDS was published. The CIP Year for the codes currently used by NSLDS is 2010. Format CCYY Required if Program 5 CIP Code is populated, otherwise space fill.	2014
CM	Program 5 Credential Level	2	857	858	C	N	The credential level of the program. (see Exhibit III) Values are: <ul style="list-style-type: none"> • 01 = Undergraduate Certificate or Diploma Program • 02 = Associate's Degree • 03 = Bachelor's Degree • 04 = Post Baccalaureate Certificate • 05 = Master's Degree • 06 = Doctoral Degree • 07 = First Professional Degree • 08 = Graduate / Professional Certificate • 99 = Non Credential Program (Preparatory Coursework / Teacher Certification) Required if Program 5 CIP Code is populated, otherwise space fill.	2014
CN	Published Program 5 Length	6	859	864	C	N	Length of the instructional program in years, months, or weeks as published by the school. Format "nnnnn," with implied decimal b/n third and fourth digits. <ul style="list-style-type: none"> • 000100 – one tenth (1/10) • 001000 – one (1) • 010000 – ten (10) • 100000 – one hundred (100) Required if Program 5 CIP Code is populated, otherwise space fill.	2014
CO	Published Program 5 Length Measurement	1	865	865	C	A	<ul style="list-style-type: none"> • Y = Year • M = Month • W = Week Required if Program 5 CIP Code is populated. If not applicable or Program Length Measurement is Y, space fill.	2014
CP	Weeks Program 5 Title IV Academic Year	6	866	871	C	N	Total number of weeks of instruction in the program's academic year. Only	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
							report when Published Program Length Measurement is W or M. Format "nnnnn," with implied decimal b/n third and fourth digits. <ul style="list-style-type: none"> • 000100 – one tenth (1/10) • 001000 – one (1) • 010000 – ten (10) • 100000 – one hundred (100) Required if Program 5 CIP Code is populated, otherwise space fill.	
CQ	Program 5 Begin Date	8	872	879	C	N	Date on which student began attending the program. Format CCYYMMDD Required if Program 5 CIP Code is populated, otherwise space fill.	2014
CR	Special Program Indicator	1	880	880	C	A	Flag to indicate that the program belongs to one of the following groups: <ul style="list-style-type: none"> • A = Special Admission Associate Degree Program • B = Bachelor's Degree Completion Program • N = Not applicable • P = Preparatory Coursework Graduate/Professional • T = Non Credential Teacher Certification • U = Preparatory Coursework Undergraduate Required if Program 5 CIP Code is populated, otherwise space fill.	2014
CS	Program 5 Enrollment Status	1	881	881	C	A	Code for student's enrollment status in this program: <ul style="list-style-type: none"> • F = Full Time • Q = Three Quarter Time • H = Half Time • L = Less than Half Time • A = Leave of Absence • G = Graduated • W = Withdrawn • D = Deceased Required if Program 5 CIP Code is populated, otherwise space fill.	2014
CT	Program 5 Enrollment Status Effective Date	8	882	889	C	N	Effective date for the program enrollment status currently being reported. Format CCYYMMDD Required if Program 5 CIP Code is populated, otherwise space fill.	2014
CU	Program 6 CIP Code	6	890	895	O	N	Six digit Classification of Instructional Program code identifying a program's academic content. Do not enter decimal	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
							points (“.”). Space fill, if not applicable.	
CV	CIP Year	4	896	899	C	N	Year in which the CIP used by NSLDS was published. The CIP Year for the codes currently used by NSLDS is 2010. Format CCYY Required if Program 6 CIP Code is populated, otherwise space fill.	2014
CW	Program 6 Credential Level	2	900	901	C	N	The credential level of the program. (see Exhibit III) Values are: <ul style="list-style-type: none"> • 01 = Undergraduate Certificate or Diploma Program • 02 = Associate’s Degree • 03 = Bachelor’s Degree • 04 = Post Baccalaureate Certificate • 05 = Master’s Degree • 06 = Doctoral Degree • 07 = First Professional Degree • 08 = Graduate / Professional Certificate • 99 = Non Credential Program (Preparatory Coursework / Teacher Certification) Required if Program 6 CIP Code is populated, otherwise space fill.	2014
CX	Published Program 6 Length	6	902	907	C	N	Length of the instructional program in years, months, or weeks as published by the school. Format “nnnnnn,” with implied decimal b/n third and fourth digits. <ul style="list-style-type: none"> • 000100 – one tenth (1/10) • 001000 – one (1) • 010000 – ten (10) • 100000 – one hundred (100) Required if Program 6 CIP Code is populated, otherwise space fill.	2014
CY	Published Program 6 Length Measurement	1	908	908	C	A	<ul style="list-style-type: none"> • Y = Year • M = Month • W = Week Required if Program 6 CIP Code is populated. If not applicable or Program Length Measurement is Y, space fill.	2014
CZ	Weeks Program 6 Title IV Academic Year	6	909	914	C	N	Total number of weeks of instruction in the program’s academic year. Only report when Published Program Length Measurement is W or M. Format “nnnnnn,” with implied decimal	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
							b/n third and fourth digits. <ul style="list-style-type: none"> • 000100 – one tenth (1/10) • 001000 – one (1) • 010000 – ten (10) • 100000- one hundred (100) Required if Program 6 CIP Code is populated, otherwise space fill.	
DA	Program 6 Begin Date	8	915	922	C	N	Date on which student began attending the program. Format CCYYMMDD Required if Program 6 CIP Code is populated, otherwise space fill.	2014
DB	Special Program Indicator	1	923	923	C	A	Flag to indicate that the program belongs to one of the following groups: <ul style="list-style-type: none"> • A = Special Admission Associate Degree Program • B = Bachelor's Degree Completion Program • N = Not applicable • P = Preparatory Coursework Graduate/Professional • T = Non Credential Teacher Certification • U=Preparatory Coursework Undergraduate Required if Program 6 CIP Code is populated, otherwise space fill.	2014
DC	Program 6 Enrollment Status	1	924	924	C	A	Code for student's enrollment status in this program: <ul style="list-style-type: none"> • F = Full Time • Q = Three Quarter Time • H = Half Time • L = Less than Half Time • A = Leave of Absence • G = Graduated • W = Withdrawn • D = Deceased Required if Program 6 CIP Code is populated, otherwise space fill.	2014
DD	Program 6 Enrollment Status Effective Date	8	925	932	C	N	Effective date for the program enrollment status currently being reported. Format CCYYMMDD Required if Program 6 CIP Code is populated, otherwise space fill.	2014
DE	Filler	318	933	1250	R	AN	Space Fill	

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Trailer Record Layout

Total Trailer Record Length is 1250 Bytes.

Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
A	Record Type	2	01	02	R	AN	Value is "T1"	
B	Number of "F"	6	03	08	R	N	Number of records where enrollment status = "F"	
C	Number of "Q"	6	09	14	R	N	Number of records where enrollment status = "Q"	2014
D	Number of "H"	6	15	20	R	N	Number of records where enrollment status = "H"	
E	Number of "L"	6	21	26	R	N	Number of records where enrollment status = "L"	
F	Number of "W"	6	27	32	R	N	Number of records where enrollment status = "W"	
G	Number of "G"	6	33	38	R	N	Number of records where enrollment status = "G"	
H	Number of "A"	6	39	44	R	N	Number of records where enrollment status = "A"	
I	Number of "X"	6	45	50	R	N	Fill with zeros. (This status is not currently used, but may be in the future.)	
J	Number of "D"	6	51	56	R	N	Number of records where enrollment status = "D"	
K	Total Record Count	8	57	64	R	N	Total count equals the number of student detail records plus two (the header and trailer records are included in the total)	
L	Filler	1186	65	1250	R	AN	Space fill	

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EXHIBIT III
Data Element & Status Code Definitions

"F" Full-Time*

A student's enrollment in a postsecondary institution (other than a correspondence program) is considered full-time if his/her academic workload constitutes full-time status as determined by the institution using standards applicable to all students enrolled in the same program. The workload can consist of any combination of courses, work experience, research or special studies, whether or not for credit, that the institution considers sufficient to constitute full-time status. A student who is enrolled in a vocational school (other than a correspondence program) and carrying a workload of not less than 24 hours per week, 12 semester or quarter hours of instruction, or the equivalent is considered full-time.

"Q" Three Quarter-Time or More (But Less Than Full-Time)*

A student's enrollment in a postsecondary institution is considered three quarter-time when his/her academic workload is at least three-fourths (75%) the workload of a full-time student, as determined by the institution.

"H" Half-Time or More (But Less Than Three Quarter-Time)*

A student's enrollment in a postsecondary institution is considered half-time when his/her academic workload is at least one-half (50%) the workload of a full-time student, as determined by the institution. A student enrolled solely in an eligible correspondence program is also considered to be a half-time student.

"L" Less Than Half-Time (But Still Enrolled)*

A student's enrollment in a postsecondary institution is considered less than half-time when his/her workload amounts to less than the academic workload of a half-time student, as determined by the institution.

"W" Withdrawn

A student enrolled in a postsecondary institution who has withdrawn, dropped out, failed to re-enroll or been terminated, expelled or dismissed by the institution is considered withdrawn.

"G" Graduated

A student who was enrolled in an eligible postsecondary institution and completed the requirements for graduation or the program of study in which he/she was enrolled is considered graduated.

"A" Approved Leave of Absence

A student who is enrolled in an eligible postsecondary institution and has met the requirements for an approved student loan leave of absence and, therefore, is not required to attend classes for a specified period of time. For purposes of Title IV, HEA program loan borrower, an institution does not have to treat a leave of absence as a withdrawal if it is an approved leave of absence. An approved student loan leave of absence must not exceed 180 days in any 12-month-period. The number of days in a leave of absence is counted beginning with the first day of the student's initial leave of absence in a 12-month-period. If a student does not resume attendance at the institution at or before the end of a leave of absence, the institution must treat the student as a withdrawal in accordance with [CFR 668.22\(d\)](#).

"D" Deceased

Student is deceased.

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**Only full-time, three quarter-time, half-time, and less than half-time can be included in your advanced registration data report.*

Definitions for Current Status Start Date

"F" Full-Time Status

Do not report a start date for full-time status. The Clearinghouse assumes that a full-time student's status start date is the first day of the term.

"Q" Three Quarter-Time, "H" Half-Time, or "L" Less Than Half-Time

If the student was enrolled in any of these three statuses *throughout* the term or was in a lower status during the term, do not report a start date. The Clearinghouse will calculate the start date. If the student dropped to any of these three statuses during the term, report the start date as the date the student's status changed.

"W" Withdrawn

When the "W" code is used, the start date is the earliest of these dates:

- Date the student officially notified the school of his/her withdrawal or the withdrawal date specified in the student's written notification, whichever is later.
- Date determined by the school, if no notice is given by the student.
- Date of the last lesson submitted if the student is enrolled in a correspondence program and fails to submit an assignment (using the schedule of lessons established by the school).
- First day of the leave of absence, if a student does not return to school after an approved leave of absence.
- Date of termination, expulsion or dismissal, if a student is terminated, expelled or dismissed by the school.

"G" Graduated

Report the date that the student completed the institution's requirements for graduation, not the date of the graduation ceremony. Usually, this is the term-end date.

"A" Approved Leave of Absence

Report the date that the student began the approved leave of absence.

"D" Deceased

Report the student's date of death (or the date of the notification of the student's death if the actual date of death is not known and cannot be obtained on a timely basis).

Definitions for Class/Credential Level – Student Level

Report each student's class/credential level (as defined by your institution) using the values below. For students pursuing degrees from a combination of programs that cross class/credential-level categories,

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report the level of the primary program. While the Department of Education only requires that this field be populated for students having a “G” enrollment status, the Clearinghouse *strongly* encourages institutions to populate it for all students.

Doing so improves the accuracy of data validation and makes it possible to distinguish students seeking two-year degrees from those seeking four-year degrees. Populating this field for all students enables the Clearinghouse to improve the various accountability and analytic services it provides to institutions.

Class/Credential levels for graduating and enrolled students:

“C” Certificate (Undergraduate). For students enrolled in or completing undergraduate certificate programs.

“A” Associate’s. For students enrolled in or completing associate’s degree programs.

“B” Bachelor’s. For students completing bachelor’s degrees; also for students enrolled in bachelor’s degree programs who do not fit into any of the four traditional class levels that are provided below:

- **“F” Freshman** (Bachelor’s degree programs only)
- **“S” Sophomore** (Bachelor’s degree programs only)
- **“J” Junior** (Bachelor’s degree programs only)
- **“R” Senior** (Bachelor’s degree programs only)

“N” Unspecified (Undergraduate). Includes students who do not fit in traditional class designations for undergraduate programs (e.g., students taking undergraduate courses but not pursuing degrees).

“T” Post baccalaureate certificate

“M” Master’s (Graduate)

“D” Doctoral (Graduate) A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.

“P” Post doctorate (Graduate)

“L” Professional (Graduate). A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (L.L.B. or J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.

For assistance, contact implementation@studentclearinghouse.org.

“G” Unspecified (Graduate/Professional). Includes students taking graduate-level coursework who do not fit into the other graduate and professional categories (e.g., students taking graduate-level courses who are not seeking degrees).

Definition for First-Time, Full-Time Flag

The “First-Time, Full-Time” flag should be set to yes (“Y”) or no (“N”). Annually, your institution is required to report a “First-Time, Full-Time” cohort to the Department of Education via IPEDS. The methodology used to create the cohort you reported to IPEDS should be used to determine the “First-Time, Full-Time” status for this flag.

Definitions for High School Code

Report the code for the most recent high school attended by the student using the College Entrance Exam Board/ACT (CEEB/ACT) code structure. Enter 960000 for GED recipients and 969999 for home-schooled students.

Definitions for Majors

NCES CIP Codes for Majors: The National Center for Education Statistics Classification of Instructional Programs (NCES CIP) codes associated with any major course of study, if available. If the codes are not available, space fill the fields. (Important: When you enter the code, do not include the periods.)

Major Course of Study 1 and 2 (Required Data Element): The official name of any and all major courses of study associated with the student's degree. At least one major course of study is required. If your institution does not have majors, enter “NOT APPLICABLE” in “Major Course of Study 1” (to indicate to employers that the absence of a value is not an error) and space fill “Major Course of Study 2.”

Definitions for Race/Ethnicity*

Report the race/ethnicity provided by the student.

“A” Nonresident Alien: A person who is not a U.S. citizen or national, is in this country on a visa or temporary basis, and does not have the right to remain indefinitely.

“AN” Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

“B” Black, Non-Hispanic: A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

“IA” American Indian/Alaskan Native: A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

“NP” Asian/Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.

“H” Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

“HP” Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

“W” White, Non-Hispanic: A person having origins in any of the original peoples of Europe, North Africa or the Middle East (except those of Hispanic origin).

“TM” Two or More Race/Ethnicity Categories: This category is for students who claim to belong to two or more of the race/ethnicity categories.

“U” Race/Ethnicity Unknown: The category used to report persons whose race and ethnicity are not known.

**The definitions above are from the October 19, 2007 [IPEDS race/ethnicity definitions](#).*

For assistance, contact implementation@studentclearinghouse.org.

Definition for Good Student Discount Flag

Eligibility for good student discounts is generally based on academic performance. You may report as a “Y” a student who meets any of the following criteria:

- Grade point average of “B” or higher for the most recent term, or
- Cumulative grade point average of “B” or higher, or
- On the Dean’s List, or
- In the top 20% of class.

If the student does not meet any of these criteria, you should enter an “N” or space fill the field.

Definition for Veteran’s Status Indicator

A Veteran is any person who served honorably on active duty in the US Armed Forces.

Definition for CommIT ID

Space is reserved for the PESC Common Identity and Trust Collaborative ID.

Definition for Remedial Flag

Is student enrolled in at least one remedial course for the current term?

Definition for Pell Grant Recipient

Is student receiving Pell funds for the current term?

Definition for Program Indicator Flag

If this field is populated with a “Y,” you are required to report enrollment information for at least one program.

Definition for Program CIP Code

Six-digit Classification of Instructional Program code identifying a program’s academic content. Do not enter decimal points (“.”). Space fill, if not applicable. If a program CIP is reported, you are required to report all additional information for that program.

For assistance, contact implementation@studentclearinghouse.org.

Definition for CIP Year

Year in which the CIP codes used by NSLDS were published. The CIP year for the codes currently used is 2010.

Definition for Program Credential Level

Report each program’s credential level (as defined by your institution) using the values below. The credential level of the program.

Values are:

- “01” (Undergraduate Certificate or Diploma Program)
- “02” (Associate’s Degree)
- “03” (Bachelor’s Degree)
- “04” (Post Baccalaureate Certificate)
- “05” (Master’s Degree)
- “06” (Doctoral Degree)
- “07” (First Professional Degree)
- “08” (Graduate / Professional Certificate)
- “99” (Non-Credential Program [Preparatory Coursework / Teacher Certification])

Please note: According to new guidelines, Special Program Indicators and Program Credential Levels must “agree” per the following table:

If Special Program Indicator is	Then Credential Level must be
A	02
B	03
P	99
T	99
U	99

*Any credential level can have Special Program Indicator “N.”

Definition for Published Program Length

The length of the instructional program in years, months, or weeks as published by your school. Format “nnnnn,” with an implied decimal point between the third and fourth digits. Thus, schools should report:

- “000100” to represent a value of one tenth
- “001000” to represent a value of one
- “010000” to represent a value of ten
- “100000” to represent a value of one hundred

For assistance, contact implementation@studentclearinghouse.org.

Examples –

- A 24 week program would be represented as 024000 with Length Measurement of W.
- A 2 year program would be represented as 002000 with Length Measurement of Y.

Definition for Weeks Program Title IV Academic Year

The total number of weeks of instruction in the program’s academic year. Only report when Published Program Length Measurement is W or M.

Format “nnnnn,” with an implied decimal point between the third and fourth digits. Thus, schools should report:

- “000100” to represent a value of one tenth
- “001000” to represent a value of one
- “010000” to represent a value of ten
- “100000” to represent a value of one hundred

Definition for Special Program Indicator

Flag to indicate that the program belongs to one of the following groups:

- “A” (Special Admission Associate Degree Program)
- “B” (Bachelor’s Degree Completion Program)
- “N” (Not Applicable)
- “P” (Preparatory Coursework Graduate Professional Program)
- “T” (Non-Credential Teacher Certification Program)
- “U” (Preparatory Coursework Undergraduate Program)

Please note: According to new guidelines, Special Program Indicators and Program Credential Levels must “agree” per the following table:

If Special Program Indicator is	Then Credential Level must be
A	02
B	03
P	99
T	99
U	99

*Any credential level can have Special Program Indicator “N.”

Definition for Program Enrollment Status

Code for the student's enrollment status in that program. Values are:

- "F" (Full-Time)
- "Q" (Three-Quarter Time)
- "H" (Half-Time)
- "L" (Less Than Half-Time)
- "A" (Leave Of Absence)
- "G" (Graduated)
- "W" (Withdrawn)
- "D" (Deceased)

Definition for Program Status Effective Date

Program Status Effective Dates must be provided for all program statuses reported on every file submitted.

In the event a student's status changes during the course of the program, please provide the date of that change, and continue to report that date until the next change in status.

For assistance, contact implementation@studentclearinghouse.org.

Country Code Values

Aaland Islands	=	AX
Afghanistan	=	AF
Albania	=	AL
Algeria	=	DZ
Andorra	=	AD
Angola	=	AO
Anguilla	=	AI
Antarctica	=	AQ
Antigua and Barbuda	=	AG
Argentina	=	AR
Armenia	=	AM
Aruba	=	AW
Ascension	=	SH
Australia	=	AU
Austria	=	AT
Azerbaijan	=	AZ
Bahamas	=	BS
Bahrain	=	BH
Bangladesh	=	BD
Barbados	=	BB
Belarus	=	BY
Belgium	=	BE
Belize	=	BZ
Benin	=	BJ
Bermuda	=	BM
Bhutan	=	BT
Bolivia	=	BO
Bonaire, Sint Eustatius and Saba	=	BQ
Bosnia and Herzegovina	=	BA
Botswana	=	BW
Bouvet Island	=	BV
Brazil	=	BR
British Indian Ocean Territory	=	IO
British Virgin Islands	=	VG
Brunei Darussalam	=	BN
Bulgaria (Republic)	=	BG
Burkina Faso	=	BF
Burundi	=	BI
Cambodia	=	KH
Cameroon	=	CM
Canada	=	CA
Cape Verde	=	CV
Cayman Islands	=	KY
Central African Republic	=	CF
Chad	=	TD

Chile	=	CL
China (People's Republic)	=	CN
Christmas Island	=	CX
Cocos Islands	=	CC
Colombia	=	CO
Comoros	=	KM
Congo (Republic)	=	CG
Cook Island	=	CK
Costa Rica	=	CR
Cote d'Ivoire (Republic)	=	CI
Croatia	=	HR
Cuba	=	CU
Curaçao	=	CW
Cyprus	=	CY
Czech Republic	=	CZ
Democratic People's Republic of Korea	=	KP
Democratic Republic of the Congo	=	CD
Denmark	=	DK
Djibouti	=	DJ
Dominica	=	DM
Dominican Republic	=	DO
East Timor	=	TP
Ecuador	=	EC
Egypt	=	EG
El Salvador	=	SV
Equatorial Guinea	=	GQ
Eritrea	=	ER
Estonia	=	EE
Ethiopia	=	ET
Falkland Islands (Malvinas)	=	FK
Faroe Islands	=	FO
Fiji	=	FJ
Finland (including the Aland Islands)	=	FI
France	=	FR
French Guiana	=	GF
French Polynesia (including Clipperton)	=	PF
French Southern and Antarctic Territories	=	TF
Gabon	=	GA
Gambia	=	GM
Georgia	=	GE
Germany	=	DE
Ghana	=	GH
Gibraltar	=	GI
Great Britain	=	GB
Greece	=	GR

For assistance, contact implementation@studentclearinghouse.org.

NATIONAL STUDENT CLEARINGHOUSE ENROLLMENT REPORTING PROGRAMMING & TESTING GUIDE

Greenland	=	GL
Grenada	=	GD
Guadeloupe (incl. St Barthelemy)	=	GP
Guam	=	GU
Guatemala	=	GT
Guernsey	=	GG
Guinea	=	GN
Guinea-Bissau	=	GW
Guyana	=	GY
Haiti	=	HT
Heard Island and McDonald Islands	=	HM
Honduras (Republic)	=	HN
Hong Kong, China (People's Republic)	=	HK
Hungary (Republic)	=	HU
Iceland	=	IS
India	=	IN
Indonesia	=	ID
Iran (Islamic Republic)	=	IR
Iraq	=	IQ
Ireland	=	IE
Isle of Man	=	IM
Israel	=	IL
Italy	=	IT
Jamaica	=	JM
Japan	=	JP
Jersey	=	JE
Jordan	=	JO
Kazakhstan	=	KZ
Kenya	=	KE
Kiribati	=	KI
Korea (Republic)	=	KR
Kuwait	=	KW
Kyrgyzstan	=	KG
Lao People's Democratic Republic	=	LA
Latvia	=	LV
Lebanon	=	LB
Lesotho	=	LS
Liberia	=	LR
Libyan Jamahiriya	=	LY
Liechtenstein	=	LI
Lithuania	=	LT
Luxembourg	=	LU
Macao, China (People's Republic)	=	MO
Madagascar	=	MG
Malawi	=	MW
Malaysia	=	MY
Maldives	=	MV

Mali	=	ML
Malta	=	MT
Marshall Islands	=	MH
Martinique	=	MQ
Mauritania	=	MR
Mauritius	=	MU
Mexico	=	MX
Micronesia (Federated States of)	=	FM
Moldova	=	MD
Monaco	=	MC
Mongolia	=	MN
Montenegro	=	ME
Montserrat	=	MS
Morocco	=	MA
Mozambique	=	MZ
Myanmar	=	MM
Namibia	=	NA
Nauru	=	NR
Nepal	=	NP
Netherlands	=	NL
Netherlands Antilles	=	AN
New Caledonia	=	NC
New Zealand (including the Ross Dependency)	=	NZ
Nicaragua	=	NI
Niger	=	NE
Nigeria	=	NG
Niue	=	NU
Norfolk Island	=	NF
Norway	=	NO
Oman	=	OM
Pakistan	=	PK
Palau	=	PW
Palestinian Territory, Occupied	=	PS
Panama (Republic)	=	PA
Papua New Guinea	=	PG
Paraguay	=	PY
Peru	=	PE
Philippines	=	PH
Pitcairn, Henderson, Ducie and Oeno	=	PN
Poland	=	PL
Portugal	=	PT
Puerto Rico	=	PR
Qatar	=	QA
Reunion	=	RE
Romania	=	RO
Russian Federation	=	RU

For assistance, contact implementation@studentclearinghouse.org.

NATIONAL STUDENT CLEARINGHOUSE ENROLLMENT REPORTING PROGRAMMING & TESTING GUIDE

Rwanda	=	RW
Saint Barthélemy	=	BL
Saint Christopher (St Kitts) and Nevis	=	KN
Saint Lucia	=	LC
Saint Martin (French Part)	=	MF
Saint Vincent and the Grenadines	=	VC
Samoa	=	WS
Samoa	=	AS
San Marino	=	SM
Sao Tome and Principe	=	ST
Saudi Arabia	=	SA
Scattered Islands	=	RE
Senegal	=	SN
Serbia	=	RS
Serbia and Montenegro	=	YU
Seychelles	=	SC
Sierra Leone	=	SL
Singapore	=	SG
Sint Maarten (Dutch Part)	=	SX
Slovakia	=	SK
Slovenia	=	SI
Solomon Islands	=	SB
Somalia	=	SO
South Africa	=	ZA
South Georgia and the South	=	GS
South Sudan	=	SS
Spain	=	ES
Sri Lanka	=	LK
St Helena	=	SH
Sudan	=	SD
Suriname	=	SR
Svalbard and Jan Mayen	=	SJ
Swaziland	=	SZ
Sweden	=	SE
Switzerland	=	CH
Syrian Arab Republic	=	SY
Taiwan, Province of China	=	TW

Tajikistan	=	TJ
Tanzania (United Republic)	=	TZ
Territorial Community of Mayotte	=	YT
Territorial Community of St Pierre	=	PM
Thailand	=	TH
The former Yugoslav Rep of Macedonia	=	MK
Timor	=	TL
Togo	=	TG
Tokelau	=	TK
Tonga (including Niufo'ou)	=	TO
Trinidad and Tobago	=	TT
Tristan da Cunha	=	SH
Trust territory of the Pacific Islands	=	MP
Tunisia	=	TN
Turkey	=	TR
Turkmenistan	=	TM
Turks and Caicos Islands	=	TC
Tuvalu	=	TV
Uganda	=	UG
Ukraine	=	UA
United Arab Emirates	=	AE
United States Minor Outlying Islands	=	UM
United States of America	=	US
Uruguay	=	UY
Uzbekistan	=	UZ
Vanuatu	=	VU
Vatican	=	VA
Venezuela	=	VE
Viet Nam	=	VN
Virgin Islands of the USA	=	VI
Wallis and Futuna Islands	=	WF
Western Sahara	=	EH
Yemen	=	YE
Zambia	=	ZM
Zimbabwe	=	ZW

For assistance, contact implementation@studentclearinghouse.org.

EXHIBIT IV **Secure FTP Instructions**

Establishing a secure FTP Account

The National Student Clearinghouse supports secure FTP to safely and securely collect, store, manage, and distribute sensitive information between your organization and the Clearinghouse.

You must establish a Clearinghouse secure FTP account at least two business days before you expect to send your first file. To open an account, please submit the online secure FTP Access Form located on our Web site at www.studentclearinghouse.org/secure_ftp_access.php?co=1. Within two business days, we will contact your designated secure FTP contact with your password and answer any technical questions.

Compressing Your File

You may want to compress your file to minimize secure FTP transmission time. The Clearinghouse will uncompress your file using PKZIP version 2.02T. If you plan to use a different compression utility, contact secureftp@studentclearinghouse.org to determine its compatibility.

Transmitting Your Files via secure FTP

Secure FTP supports the following methods of securely exchanging files with the Clearinghouse:

- Web browser interface
- FTP over SSH (SFTP)
- FTP over SSL (FTPS)

The Web browser interface is a quick, easy method of manually transmitting files. For the Web browser interface, follow the instructions below or refer to Secure FTP Help on the Clearinghouse Help Center at <http://help.studentclearinghouse.org>.

1. From a web browser, go to <https://ftps.nslc.org> (you may want to bookmark this site)
2. Enter your Clearinghouse username and password.
 - Username is NOT case sensitive; password IS case sensitive.
 - Your account will be suspended if you attempt to log in too many times with an incorrect password.
 - If you are logging in for the first time, you may be prompted to change your password. The password rules are:
 - i. Minimum length is six characters
 - ii. Must contain at least one alphabetical and one numerical character
 - iii. Must not resemble your user name
3. Once you are logged in, select “Upload a File Now” and follow the prompts.

For assistance, contact implementation@studentclearinghouse.org.

For automated environments, please refer to the “Configuring Automated Scripts” section under “Configuring Your Secure FTP” in the online Secure FTP Help module available on the Clearinghouse Help Center at <http://help.studentclearinghouse.org>.

Secure FTP File Receipt Confirmation

The Clearinghouse will send a file receipt confirmation to the email address you entered on the online secure FTP Access Form. If you do not receive a confirmation email within 24 hours of transmission, contact us.

Questions?

If you have any questions, or need assistance with secure FTP, contact Clearinghouse technical support at secureftp@studentclearinghouse.org.

For assistance, contact implementation@studentclearinghouse.org.

EXHIBIT V

Sample Functional Requirements Document

ABC University

Prior to programming, we recommend that you write a functional requirements document encompassing your institution's unique enrollment system requirements. The sample below will assist you in writing your own document.

Population Selection Criteria

- All students for the current term being processed who are enrolled or withdrawn, (i.e., enrollment status = 3 for enrolled students or 5 for withdrawn students)
- Replace school-generated IDs and SSNs in 777, 888, 999, or 000 series with "NO SSN"

Field-Specific Processing Criteria

Only needed for fields requiring explanation.

Header Record

- ABC University's OPE ID is "002300"
- ABC University will use branch code = 00, since we have no other branches
- Academic terms are "Fall Semester," "Spring Semester," and "Summer Semester"
- Standard report flag is "Y" for fall and spring; "N" for summer
- Certification date is the date that ABC University certified the enrollment data (may correlate to the file creation date)
- Reporting level is "F" for full (all students)

Detail Record

- Name fields require a parsing routine to split out last, first and middle names
- Enrollment status types are:
 - **F:** Undergraduate students enrolled in 12 or more hours or graduate students enrolled in 10 or more hours for the fall and spring semesters. Graduate or undergraduate students enrolled in six or more hours for the summer semester. All students in program codes THESIS, STDYABRD, STDNTEACHR, and GRADASSIST.
 - **Q:** Undergraduate students enrolled in nine to 11 hours or graduate students enrolled in six to seven hours for fall and spring semesters.
 - **H:** Undergraduate students enrolled in six to eight hours or graduate students enrolled in four to five hours for the fall and spring semesters. Graduate or undergraduate students enrolled in three to five hours for the summer semester.
 - **L:** Graduate or undergraduate students enrolled in less than four hours for the fall and spring semesters. Graduate or undergraduate students enrolled in less than three hours for the summer semester.

For assistance, contact implementation@studentclearinghouse.org.

- **W:** Students with an enrollment status of 5 (withdrawn).
- **G:** Students who have a conferred degree.

- **A:** ABC University has no approved leave of absence and will not use this status.
- **D:** Students with the deceased indicator set on the associated file.

- **Start Date of Current Status**
 - **F:** Do not report start date for this status.
 - **Q:** Start date will only be reported when the status is “Q” and the hours at first term report are 12 or greater, otherwise it will be blank.
 - **H:** Start date will only be reported when the status is "H" and the hours at first term report are nine or greater; otherwise, it will be blank. The date of the earliest "drop" transaction after the 10th day (academic selection) will be used.
 - **L:** Start date will only be reported when the status is "L" and the hours at the first term report are six or greater; otherwise, it will be blank. The date of the earliest "drop" transaction after the 10th day (academic selection) will be used.
 - **W:** The withdrawal date from the enrollment file will be used.
 - **G:** The date that the student completed ABC University’s requirements for graduation (**not** the date of the graduation ceremony).
 - **A:** Not used at ABC University.
 - **D:** ABC University has no record of when the student died or was reported as deceased. If exact date of death is unknown, provide the date of notification.

Anticipated Graduation Date Calculations

- Freshman = end of current academic year + 4 years
- Sophomore = end of current academic year + 3 years
- Junior = end of current academic year + 2 years
- Senior < 120 hrs. = end of current academic year + 1 year
- Senior > 120 hrs. = end of current academic year
- Graduate master’s program = program start date + 2 years
- Graduate doctoral program = program start date + 5 years
- Graduate non-degree = program start date + 1 year
- Undergraduate non-degree = program start date + 2 years

For assistance, contact implementation@studentclearinghouse.org.

Term Begin and End Dates

- Term Begin Date: Registration date entered in the Academic Center Term file for the term being processed. This date is the first day of classes.
- Term End Date: Term end date entered in the Academic Center Term file for the term being processed. This date is the last day of exams.

General Information

- Directory Block Indicator will be a "Y" if the student has an information block associated with his/her name or attendance dates. Otherwise, it will be an "N."
- CIP Codes will be formatted NNNNNN
- Degree Seeking flag will be set to "Y" if student is in a degree program. Otherwise, it will be an "N."
- High School Code will be formatted NNNNNN
- Program Indicator flag will be set to "Y" if student is enrolled in at least one program. Otherwise, it will be an "N."
- CIP Year will be 2010.
- Trailer Record (self-explanatory; see the Clearinghouse specifications).
- All fields without values will be space filled (not zero filled), except for branch code and trailer fields.
- All date values will be YYYYMMDD.
- Files should be fixed width format.
- ABC University will report to the Clearinghouse at 10th day census and monthly thereafter. The final file for the term will be created and sent two weeks after the last day of finals in order to obtain and report the most accurate graduation data.

For assistance, contact implementation@studentclearinghouse.org.

Exhibit VI Creating Enrollment Data Files Using Excel

STEP 1: FORMAT COLUMNS A-DE

- Open a new Excel spreadsheet and highlight columns A through DF (columns will appear shaded).
- Under the “Format” menu, select “Cells”
- On the number tab of the “Format Cells” window, select “Text” and click “OK”

STEP 2: ENTER HEADER ROW COLUMNS A-G IN ROW 1

- Provide details in each column as outlined in Header Record Layout table in Exhibit II
 - Example:
 - Column A =
 - Use **A3** for regular enrollment files such as Early Registration, First of Term, Subsequent, Grads Only, and Summer
 - Use **P3** for advanced registration files for use with Student Self-Service
 - Column B = Your **6-digit school code** (e.g., 001234)
 - Column C = Your **2-digit branch code** (if you don’t know it, enter 00)
 - Column D = Academic term you are reporting (e.g., **Spring 2005**)
 - Column E = Standard report flag. Enter **Y** if standard report (no special handling); enter **N** if non-standard report or advanced registration records
 - Column F = Certification date in **YYYYMMDD** format (e.g., 20070115). The date cannot be in the future.
 - Column G = Use **F** (full reporting level) for enrollment and advanced registration records. — To add records to advanced registration data that you have already provided, use A. — To send a full report each time for advanced registration, leave reporting level at F
 - Leave columns H through DE blank

STEP 3: ENTER DETAIL ROWS, COLUMNS A – DE IN ROW 2 (one row per student)

- Provide details in each column as outlined in Detail Record Layout table in Exhibit II
 - Each field will be a separate column (see header record above for example)
- Columns A – DE must be present even if blank

STEP 4: ENTER TRAILER ROW INFORMATION FOR COLUMNS A-K IN LAST ROW

- Provide details in each column as outlined in Detail Record Layout table in Exhibit II
 - Each status or record count would be a separate column.
- Leave columns L through DE blank

STEP 5: SAVE YOUR FILE IN TEXT TAB DELIMITED FORMAT

- In Excel 2007, select “Save As” from the “Office Button” menu (in earlier versions of Excel, “Save As” is under the File menu on the main toolbar)

For assistance, contact implementation@studentclearinghouse.org.

- On the “Save As” window, select the drive and/or directory where you would like to save the file
- Enter a file name (your school code should be part of the file name)
- Select “Text (Tab delimited) (*.txt)”
- Click “Save.” Your file will be saved as a **text tab-delimited** file in the location you selected.
- **PLEASE save your file as text tab delimited. Saving and sending any other format will cause technical difficulties that will delay the set up and processing of your file.**

STEP 6: SUBMIT YOUR FILE

- Go to <https://ftps.nslc.org> to transmit your file to the Clearinghouse via your Secure FTP account. If you do not have a Secure FTP account, visit www.studentclearinghouse.org/secure_ftp_access.php?co=1 or email us at implementation@studentclearinghouse.org.
- **IMPORTANT: Do NOT email your files; emailing is not a secure method of transferring data.**

For assistance, contact implementation@studentclearinghouse.org.