CUSAD MINUTES  
Thursday, December 19, 2013  
Conference Call

PRESENT
BSC          Jeff Jacobs  
DCB          Valerie Heilman  
DSU          Sandy Klein, Kathy Lowe  
LRSC         Katie Nettell  
MISU         Laurie Weber, Kathy Nelson, Lindsey Benson  
NDSU         Jeanne Enebo, Bonnie Litton, Sandy Prudhomme  
UND          Janelle Kilgore, Rohit Kulkarni  
VCSU         Betty Schumacher, Marcia Pritchert  
Campus Solutions Dennis Junk, Sue Applegren  
NDUS         Brenda Zastoupil, Marge Michael

Janelle Kilgore called the meeting to order at 1:32 pm.

APPROVAL of November 21, 2013 CUSAD MINUTES
Betty moved to approve minutes without changes; seconded by Laurie. The motion was unanimously approved.

ADDITIONS TO AGENDA
Masking of Student Social Security Numbers – Katie Nettell

NEW BUSINESS
1. Common Data Set (H3) – Kathy Lowe
Kathy asked for clarification of Common Data Set (H3) as to its purpose and origin of the data. Although there is data on the survey received from College Board, it is not clear from where the data is being pulled. Additional questions to the CDS have been recently added. Laurie reminded all that it is critical to understand and evaluate discrepancies within reports whether IPEDS, Clearinghouse or CDS. Janelle said she believes there is a small group working on CDS already. The process is currently in stage environment. Data is pulled from the registrars’ office and the report has been rewritten so that the registrar and financial aid data match (re: reported cohort). Betty indicated that she believes that there are still reporting problems with situations such as collaborative students. Sue offered to set up conference calls with anyone wanting to work through any questions and indicated that H3 is not even in the Common Data Set Report. Sue and Dennis can work on a report for schools that need this extra information but encourage schools to continue to test CDS to determine accuracy.

2. IPEDS Reporting (Timing) – Jeff Jacobs
Jeff wondered if there is a consensus as to the best time to run IPEDS reports to obtain the most accurate information. Schools run the reports at different times but there was agreement that consistency should be one of the major goals when scheduling.

3. Procedure for Late State Grant Awards – Brenda Zastoupil
Brenda reviewed the information she had included for the agenda. [See agenda]. As noted, because this is the first year for disbursements to part-time students, some clarifications are required, particularly if late awarding is possible due to additional availability of funding. Discussion ensued with regard to additional scenarios as
well as those Brenda had already highlighted. Sandy K. said, in her opinion, a student who was initially enrolled in a shorter course that started later in the semester; who subsequently dropped the course, and who was not billed for that courses, should receive a decreased grant [even though at census, the student was enrolled full-time]. Brenda agreed that modular courses present special problems as well. Brenda said that she would be sending an email to all schools summarizing today’s discussion with the request that directors review as soon as possible and respond to her with concerns and/or support. The suggested changes in procedure would allow flexibility while not creating any benefit or loss to a student just because they were offered the state grant later in the year.

4. **Enrollment verification for ND Academic and CTE Awards – Brenda Zastoupil**  
Due to difficulties that have arisen for the FAO, Registrars and NDUS, enrollment verification will be determined in the semester as opposed to at census only. However, if there is to be a deviation from the census verification, it is the student’s responsibility to provide a dated enrollment verification (i.e., appeal) to the NDUS FAO for consideration. Katie clarified that the FAOs at the schools would have to override their systems to change the 15 required credits to 12 required for situations where student’s appeal for special exception is granted. Brenda confirmed that this is the case. There was general agreement with this change. The change in procedure will be presented to the NDUS Cabinet for consideration in January.

5. **Adjusting Academic Year on Loans**  
An NDUS Campus Solutions – Financial Aid training document is on the website. The procedure is to meet the requirements outlined in Gen 13-13 [http://ifap.ed.gov/dpcletters/GEN1313.html]. Dennis reviewed the procedure and noted that directors should create a help ticket for him to schedule if desired. He also noted that this is a one time procedure, not a fix. It may continue as it is a result of the 150% Subsidized Loan eligibility rule.

6. **150% Subsidized Loan Eligibility – Dennis Junk**  
Dennis directed all to the information that Val received from Rick Renshaw (Dept. of Ed) with regard to the 150% Subsidized Loan Eligibility rule. Rick’s email (December 17, 2013) is attached to these minutes for reference. Most adjustments can be done by repackaging. Dennis wants committee to start discussing process by February 14th for upcoming year (2014-2015). Sandy K., Katie, Kelly, Marcia and Val volunteered for the committee with Dennis coordinating.

7. **Global Service Indicator – Dennis Junk**  
Security is set up in stage. Katie, Val and Shelley worked on testing. Each school had to request security individually. This is done. Campus community was to get script to test but hasn’t been done yet. The indicator is to be implemented on January 1. It is to be used first in the 2014-2015 academic year and should be ready to go for aid year rollover. Arrange security for global the same as for local. Dennis will let the group know when global is set up and what it is called.

8. **FA Item Type – Unsub Loan – Tab 2 Need-based (Check or Uncheck) – Laurie Weber**  
Laurie asked whether this tab should be checked or unchecked. It is used for CDS reporting and the consensus was that it should be unchecked. However, Sue will contact PeopleSoft as to proper usage.

9. **Aid Year Rollover Date – Sue Applegren**  
Each campus must look at term session table to make sure dates are correct, as well as inactivate unused or unneeded item types. Generally the rollover is done on a weekend. The group unanimously chose January 11 as the best date. ISIRs will start to load on January 13th if rollover is on the 11th. An email will be sent with navigation explaining dates to review and how to inactivate items. Don’t inactivate the FA item type SF.
10. **Masking of Student Social Security Numbers – Katie Nettell**

An issue had arisen during the Campus Connection User Group meeting with regard to masking student social security numbers. SSNs are required for several processes including the 1098-T and SSN match and its use is also pushed by IRS. (Note: There are certain groups of students such as international students and degree seeking students who do not receive financial aid that do not have SSNs.) Because the SSN is masked, student cannot see it to verify its accuracy. The state doesn’t require SSN for admission which creates a problem. With these issues in mind, the request is to unmask SSNs. Janelle suggested that there be a pop-up box at the beginning of the semester at which time the student can confirm his/her SSN and then it could be remasked. Another suggestion was to have it unmasked for a limited time only and then remasked. Would group have any issue with having SSN unmasked and viewable by student? Katie moved to permanently unmask SSN on Student Center/Demographic (not viewable on main screen) for the purpose of assuring accuracy. Sandy Klein seconded. The group suggested usage of a popup. The motion passed (1 abstain, 4 absent, 6 yes).

11. **Last day to withdraw – Jeff Jacobs**

Jeff mentioned that information from a session he attended at RMASFAA indicated that enrollment reporting through NSLDS needs to be updated for all unofficial withdrawals. The last date of attendance needs to match the date used on the return of funds worksheet. So, for instance, if the school used the 50% point in the semester, the school must update NSLDS enrollment reporting records with that date. The difficulty in updating NSLDS enrollment data rests with academic records personnel, when three years later, a student asks why data was changed. Communication and notes on student records are necessary as this may become an audit issue that needs to be resolved.

**OLD BUSINESS**

**Action Items Review**

None reviewed.

**MEETING ADJOURNED**

The next meeting will be held via conference call on January 16th. The meeting was adjourned at 3:21 pm.

Minutes prepared by Marge Michael, NDUS
Val,

I went out and looked for some reference information after the call. I found some information that might be helpful in NSLDS Newsletter #43: 
http://www.ifap.ed.gov/nsldsmaterials/NSLDSNewsletter43.html

Look on page 2 where it talks about the School Portfolio Report. If I am reading this correctly, NSLDS has already implemented a “SULA” field in the student record so a school can see if a student is classified as a “first time borrower” and subject to the 150% sub loan limit. This would help you identify your new students in the spring that you would have to consider how you’re going to award loans.

In response to our general conversation about how to award students who start in the spring, here are some things to consider:

1. If the student is a first time borrower after 7/1/13 and subject to the 150% limit, and has not borrowed previously during this award year then,
   a. The student must be informed of his loan eligibility for the award year (that could be up to the full annual sub limit and the additional unsub amount.)
   b. If the student is eligible for the full eligible amount based on the program COA for the spring only enrollment, you cannot deny the student the award if he requests it.
   c. Here are some packaging options that you might consider (make sure you update your written packaging policies):
      1. Determine if the student is going in the summer trailer, and award loans for a spring/summer loan period.
      2. Package ½ the sub loan annual amount only for the spring (but you must advise the student of his total eligibility). **Be careful if you try this option.** If the student requests the full amount of sub loan, you could counsel the student that taking the full annual sub amount in a spring only loan would count as a full year of subsidized usage and could affect his eligibility later in his program. You still must award if he asks for it.
      3. Package the full annual amount of sub loan, if eligible, in a spring only loan. But you really need to advise the student if he borrows the full amount it will count as a full year of subsidized usage.
      4. You cannot award unsub unless the student borrows the maximum he can borrow in subsidized loan.

2. If the student is NOT reported as a first time borrower since 7/1/13, you don’t have to worry about the 150% rule.
   a. The student must be informed of his loan eligibility for the award year (that could be up to the full annual sub limit and the additional unsub amount.)
   b. If the student is eligible for the full eligible amount based on the program COA for the spring only enrollment, you cannot deny the student the award if he requests it.
   c. You might consider these options for NOT first time borrowers:
      1. Determine if the student is going in the summer trailer, and award loans for a spring/summer loan period.
      2. Package the full annual amount of sub loan, if eligible, in a spring only loan. But you really need to advise the student about over-borrowing and the consequences of default.
      3. You cannot award unsub unless the student borrows the maximum he can borrow in subsidized loan.
      4. You could package ½ the sub loan annual amount only for the spring (but you must advise the student of his total eligibility). **Be careful if you try this option.** If the student requests the full amount of sub loan you have to give it to him. You can’t package any unsub unless the student is borrowing his maximum eligibility in sub loan.

Hope this helps. Let me know if I need to clarify anything.

Rick

Richard C. (Rick) Renshaw
Training Officer
Dallas Region VI
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