Council of University Student Aid Directors (CUSAD)
MINUTES
Thursday, May 19, 2016
Conference Call

PRESENT
BSC Scott Lingen, Linda Greenstein
DCB Val Heilman
DSU Chris Meek
LRSC Katie Nettell
MaSU Shirley Hanson
MiSU Laurie Weber
NDSCS Shelley Blome, Shelia Dolan, Carmen Marohl
NDSU Bonnie Litton, Jeff Jacobs
UND Janelle Killgore
VCSU Marcia Pritchert
WSC Heather Fink
CTS Crystal Tangsrud, Sue Applegren, Chad Gilbertson
NDUS Brenda Zastoupil, Kristin Ellingson, Alexandria Bauer

NOT PRESENT
SLSC

Scott called the meeting to order at 1:35 pm.

ADDITIONS TO AGENDA

NEW BUSINESS
1. Approval of April Minutes
   Scott motions to approve April minutes
   Janelle seconds the motion
   The motion passes
   Minutes approved
2. CTS Updates – Crystal & Sue
   o Upcoming Outages:
     ▪ Production
       • 5/21/16 5AM-6AM (Bundle 41 Installation)
       • 6/5/16 8PM-12AM (FA History Run)
   o Perkins Disclosure Update – send the disclosure prior to disbursement
   o Undisbursed Loan Report - The results were confusing and unclear. We are
     proposing a simpler change that would include displaying loan amount and item
     type of disbursed loans and loan amount and item type of undisbursed loans.
     Allows easier transition during sequestration and other periods.
   o Unprocessed Exit Counseling Records - If it finds a student who needs exit
counseling, it then looks at the unprocessed Exit Counseling records to see if the
student has a record of completing Exit Counseling. If it finds the student, the
record is processed and Exit Counseling is updated in PS. Until a student is
identified as needed Exit Counseling, the received record is not processed. The
system is currently checking 77,926 unprocessed Exit Counseling rows each
morning. If we limit the table to Exit Counseling records to the current year, the
process would check 7,625 unprocessed Exit Counseling rows. Many of the
77,926 records are years old. My thinking is that if a student completed Exit
Counseling 3 years ago, is it still relevant or valid to meeting the requirement
today? We currently have query NDU_FA_0001_3 Unprocessed CREC Notices
(CREC-Entrance Counseling). Proposed:
   1. A query that would identify Unprocessed EXIT Counseling records,
      possible using an AY/Date Range as prompts allowing users to verify we
      did receive the information.
   2. Limit the Loan Counseling process to check only Current Year
      unprocessed Exit Counseling, this would speed the processing time
      considerably.
   o Changes to the CS FA Tentative 2017-18 Schedule – Due to a delay by the
     Department of Education, Oracle is going to be unable to meet their previously
     posted schedule. These changes include pushing back the ability for us to
download applications (FAFSA/ISIRs) until Bundle 43, which does not have an
anticipated release date until October 28th. However, they have indicated they
plan to provide these elements ahead of the Bundle in a patch, which we would
hope to have installed in Production as soon as we are able to, since we will start
receiving files from the Department of Education soon after October 1st.
   o Service Request – Ready to Package 0 Sue and Jeff will touch base on this issue.

3. Sequestration fee/rebate setup changes – Sue & Val
   Trying to simplify or at least make the fees easier to understand. New ones will be
created will be available to use, if you wish:
   BQE – Before Sequestration Even Year
   AQE – After Sequestration Even Year
   BQO – Before Sequestration Odd Year
   AQO – After Sequestration Odd Year
4. **Admissions application/SSN discussion – Jeff**  
   o Search match (legal name, DOB, SSN)

The common application is being reviewed and the committee is trying to cut back on questions being asked. But each institution still has their own application and determines the questions. Please discuss with your admissions office regarding the SSN being a required field on the admissions application.

Send Sue suggests on how to improve this issue, having parameters in place for those students not providing SSNs.

5. **Population of campus email for admitted students – Campus Community User Group/Katie**

The University of North Dakota would like to request that the Campus email address in Campus Connection be populated with the @ndus.edu email address after students are admitted to UND and be converted to @und.edu address upon enrollment. Currently, students receive @NDUS.edu and @UND.edu email addresses after applying to UND; however, the Campus email field in Campus Connection is blank until students enroll in a course. At that time, a Home campus is designated, and Campus email is populated. Because the @NDUS.edu email is assigned to the student upon application, the student could have access to use this email. UND would like to start using the @NDUS.edu email upon admission. However, campuses are not able to query this field in order to send emails to students because it is not populated in Campus Connection.

CUSAD’s proposal is to approve this request once the other 7 institutions have rolled over to Office 365.

6. **Gainful Employment update – Scott**  
   o **Lists available by June 1 – updates made in NDLDS**  
     ▪ The link is in the dear colleague letter  
   o **Webinar: Lists (June 2 & 7 @ 1PM – 2PM)**  
     ▪ Completer list files  
   o **Webinar: Corrections (June 14 & 16 @ 12:30-2PM)**  
     ▪ 45 days to submit corrections through NDLDS  
   o Do the most recent completed year and submit by July 1\textsuperscript{st} (must be done every year)

7. **PPY Discussion**

CTS can create whatever equation each school determines they will need to meet whatever priority deadline date they come up with. Currently, not all school uses the April 15\textsuperscript{th} date. Mayville uses the March 15\textsuperscript{th} date.
Addition
How to identify students that have only accepted unsub and not their sub loan – Janelle
Sue will connect with Janelle to see what went wrong with those three student.

Old Business
Debt cumulative report – Jeff
Tom McNaughton was going to talk to legal counsel. Sue will follow up with Tom and Tom will email the group.

MEETING ADJOURNED
The next meeting is Thursday, June 16 at 1:30 pm. Scott makes a motion to adjourn the meeting. Val Heilman seconds the motion. Scott adjourned the meeting at 2:55 pm.

Minutes prepared by Alexandria Bauer, NDUS