Val called the meeting to order at 1:30 pm.

ADDITIONS TO AGENDA

Collecting transfer student’s high school transcripts – Laurie Weber

NEW BUSINESS

1. Approval of January Minutes
   Tabled until March’s meeting
2. CTS Updates – Crystal & Sue
   
   a. Upcoming Outages:
   
   b. Production
   
   c. Bundle 44 Installation: Saturday, February 28 5am-3pm – includes shopping sheet for 17-18 and some bug fixes. Crystal will send out bundle notes later today.

   d. Packaging Equations – Crystal will work with each campus’s financial aid director

   e. Service Request: SEOG Awarding Query/Report - It was reported that some schools struggle to find students who should be awarded SEOG funds that are not. Some schools are pulling a list of all Pell recipients and sorting them manually to determine who to spend recouped funds on.

   A query/report was requested during the AY Rollover training that would help schools identify students who could be eligible to receive SEOG. This would be a list of students who have a Pell Grant in the prompted term and AY. It would list the following: Empl ID, Name, ISIR Load Date, Packaging Date, EFC, FA Load (for prompted term), Pell LEU, Pell Amount (for prompted term & aid year), & SAP status.

   No Opposition
   Changes Pass
   Priority Level: 3 - Important

   f. Service Request: Summer Pell Query/Report - During AY Rollover, institutions mentioned that they had no easy mechanism for finding Pell eligible students who were enrolled in Summer who needed a Pell Grant. Per regs, if a student is enrolled in summer and eligible for Pell they must be awarded, even if they have not completed a Summer Aid Application. This report/query would display students who were enrolled less than fulltime in either the fall/spring terms and are Pell eligible that have not met LEU and have remaining Pell eligibility and have enrollment for the prompted term. It would display the following: Empl ID, Name, FA Load (for the prompted term), EFC, Pell LEU, SAP Status (for the prompted term)

   No Opposition
   Changes Pass
   Priority Level: 4 - Not time critical

   g. Enhancement request – NDU-0062 - I would like to add a federal aid identifier field to the NDU-0062_Incorrect Housing Budget query. Currently, the fields identified in this query are: Name, ID, Housing Code, I would like to add one more field of Federal Aid >$0 to the output. The request of adding the federal aid identifier field would assist users with knowing which students may need further review. If the student was initially awarded utilizing the with parent housing code and a change to their housing code is presented on the report, the user can review those students to determine if an adjustment needs to be made to the student’s federal and/or state aid.

   No Opposition
   Changes Pass
   Priority Level: 3 - Important
3. **Students not working FWS & outsourcing verification – Janelle Kilgore**
   How to make sure students are not skipping class to work. UND in research phase of considering outsourcing verification (Inceptia).

4. **NDASFAA Update & NSLDS Late Enrollment Certification – Scott Lingen**
   Registration for NDASFAA's spring conference is open. Click the link in Marcia email to register, review tentative agenda and hotel information. We will have unique and new visitors as conference speakers. Corporate support structure has been updated.

   NSLDS made some enhancements. These changes include:
   - Enrollment Reporting Enhancements
     - Updates to Enrollment Update and Enrollment Maintenance
     - New Program Length Reasonability Edits
     - Other Edit Enhancements
     - Updates to Enrollment Push To Roster
     - Enrollment Reporting Compliance Report
     - Display of Compliance Notification Icon
   - School Portfolio Report Import Tool Enhancements
   - Perkins Spreadsheet Submittal Format Template Now Available

   Scott will email the newsletter for everyone to review.

5. **Perkins Loan Entrance Counseling – Katie Nettell & Kelly Bisek**
   Clarification on the Bank of ND’s side is needed

6. **Return Title IV Audit Note – Marcia Pritchert & Sue Applegren**
   Although the overall Status on tab 1-Return TIV Aid is marked as Complete, tab 3, Student/School Return
   Status Displays either the student’s return of Title IV funds status and/or the School Return Status as PENDING or BLANK.
   If you update these to Complete, the Return Status at Fin Aid> Return to TIV Funds HERA> Track TIV Funds Return will update to COMPLETE.
   From Help:  Fin Aid> Return to TIV Funds HERA
   Pending: The calculation and the return of Title IV funds are still in progress.
   Complete: The calculation, student notification, and the return of Title IV funds has occurred.
   This field is based on data entered at Fin Aid> Return to TIV Funds HERA, tab 3, Student/School Return.
7. **Language change to NDUS Procedure 403.7.5 – Jeff Jacobs**  
Effective no earlier than Fall 2018, for students who first enroll in the fall 2010 semester or later, institutions must enter into the student administration system as individual courses all undergraduate courses in an undergraduate career, including all upper and lower division courses, and transfer courses including courses with grades of F and non-permanent incompletes, and courses with grades of W, I, and F with the exception of collaborative student academic records. Collaborative students must have all attempted and completed courses entered by their home institution.

8. **Gainful Employment – Valerie Heilman**  
Webinar on Gainful Employment the afternoon of February 22nd

**Additions**

**Collecting transfer student’s high school transcripts – Laurie Weber**  
24 credits are less UND will be requiring transcript – what is being proposed. DCB collects transcripts. Please review admissions policy and we’ll discuss at our next CUSAD meeting

**Old Business**

**Electronic Signature Authentication Documentation – Crystal Tangsrud & Kelly Bisek**  
The DOE is requiring documentation of an audit of the signature authentication process when assigning a loan where the borrower has an eProm. After much review and consideration of the requirements, it was decided that neither CTS nor the SLCS would be the right “owners” of documentation required to authenticate a signature on a Perkins MPN. As neither organization makes or disburses loans or is subject to this sort of an audit. However, it is clear that much of what is required in this documentation is specific to the Student Information System (Campus Connection) and access to it (IDM). CTS suggested a working group be formed for the purposes of creating a single NDUS document that can be used to supplement each institution’s own policy and procedural documents should an auditor or other body request proof of signature authentication on loan documents completed within the system. Once completed by the working group, this document could then be sent on to legal counsel for approval. So far the committee is comprised of: Crystal Tangsrud (CTS), Kelly Bisek (SLSC), Janelle Kilgore (UND), and Laurie Weber (MISU).

**MEETING ADJOURNED**  
The next meeting is Thursday, March 16 at 1:30 pm. Val adjourned the meeting at 3:00 pm.

Minutes prepared by Alexandria Bauer, NDUS