Council of University Student Aid Directors (CUSAD)

MINUTES

Thursday, August 17, 2017

Conference Call

PRESENT

BSC  Scott Lingen, Linda Greenstein
DCB  Val Heilman
DSU  Chris Meek
MaSU Shirley Hanson
NDSCS Shelley Blome
NDSU Jeff Jacobs, Bonny Litton
UND Kellie Choate
VCSU Marcia Pritchert
WSC Heather Fink
CTS Crystal Tangsrud, Sue Applegren, Chad Gilbertson,
SLSC Kelly Bisek
NDUS Kristin Ellingson, Alexandria Bauer

NOT PRESENT

LRSC
MISU

Chris called the meeting to order at 1:31 pm.

ADDITIONS TO AGENDA

NEW BUSINESS

1. Approval of June and July Minutes
   Scott motions to approve June and July Minutes
   Shelley seconds the motion
   Motion passes
   Minutes approved
2. CTS Updates – Crystal & Sue
   • Upcoming Outages:
     o Production
       ▪ August 27th
     o Fall Start-up
       ▪ Migration Freeze (August 15-29)
       ▪ Production Control “Rush” Processing for 1810:
         • Extra weekend run of Inbound Processes: Saturday, August 19th - The morning inbound steps will run. This should move the majority of the processing away from Monday, 21 Aug, and greatly lessen the chance that we'll be processing after 8:00 a.m. on Monday. This first Monday is usually a high traffic day.
         • Outbound Processes moved back from 5PM to 5:30PM: August 21st- September 8th - This should clear the student peak times as well as give staff extra time during this frantic period.
         • Extra Overnight Inbound Processes: September 1-8 - Production Control will start and run unattended overnight “morning” COD processes. They'll run them again at the normal times to pick up the batch processing done by COD in the middle of the night. We’re concerned that if we leave all processing until 6:00 a.m., or if it gets started later due to maintenance, it may still be running after the start of the business day.
     o ND HEUG October 11-12, Minot
       ▪ Breakout Sessions (proposed) – 5 sessions + Birds of a Feather
         • FA and Perceptive Content: Discussion based session including workflow, best practices, and TransForm.
         • FA General Communication: Learn to use General Communications to quickly and easily send emails and log a record of the communication in PeopleSoft and Student Center. Functionality is available to all modules.
         • ISIR Load and the Suspended ISIR Report: ISIRs come, ISIRs go, some get stuck, and you have to weed through the muck. This session will give a brief overview of the ISIR Load Parameters available and what each option should do in Campus Solutions. But how do you handle those in suspense? NDSU will take us through their business process utilizing the new and improved NDU Suspended ISIR Report to find the ISIRs that are right for them.
         • NSC to NSLDS: Enrollment Reporting (FA/SR Cross Module) – From enrollment roster creation to clearing errors. This session highlights the pieces that make up enrollment reporting to NSLDS via the National Student Clearinghouse.
• Reconciliation: MiSU and WSC will walk us through their process of reconciling both Pell and DL, and then open up the room for discussion on how you reconcile.

• Any others?
  o **NDU_FA_0049 NDU ISIR C-Codes Report** – only list C-Codes with severity level 2. If it is not being used it will be decommissioned. The name will be changed to reflect it’s use a little better (C-Code Level 2).

3. **Entrance and Exit Counseling for Perkins Loans – Kelly Bisek**
   Dual cost with ECSI would cost $5,500 a year. Mapping your future only allows access to those records for 36 months. ECSI counseling would not be student specific. It would be generic.

4. **399 C-Code Discussion – Scott Lingen**
   September 9th is the last day to correct 16-17 ISIRs.

5. **Service Request – 2nd General Communication Template – Sherry Bisek**
   Create a 2nd general communication template (both letter and email) so that more than one general communication can be run on recurrence. Since there are multiple checklist items that can be run for the general communication, if a Comm Gen process is run on recurrence for the only general communication template it may result in picking up students who should not be and creating blank communications for them.
   *No opposition*
   *Priority: Important*

6. **Service Requests – NDUS Unearned Failing Grade Report and Unofficial Withdrawal Report – Kellie Choate**
   **NDUS Unearned Failing Grades Report**
   Start Date of course, End Date of Course
   • In the handbook it states, “Under the October 29, 2010, final regulations, for all programs offered in modules, a student is considered to have withdrawn for Title IV purposes if the student ceases attendance at any point prior to completing the payment period or period of enrollment, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same payment period or period of enrollment.” Without the start and end dates of each class, we have to manually look them up in Campus Connection to make sure the student received passing grades for the entire payment period.
   *State Date*
   
   **What it does:** Pulls the start of the term.
   **What would be helpful:** Pulls the start of the Class. Example Dynamic Date course with different start dates.
End Date

What would be helpful—Pulls the end of the course. Example Dynamic Date course with different end dates.

SEOG, TEACH, PERKINS, NURSING, PLUS

- The unearned grade report only pulls PELL, SUB, & UNSUB. Without the other title IV programs listed, we have to manually check the students who do not have PELL, SUB, and UNSUB because they still could have been awarded just SEOG etc. and a R2T4 may need to be completed.

Course Subject, Description, Instructor, and Instructor Email Address

- Other helpful information would be the course subject, description, instructor, and instructor email address. If the LDA, F, or U grade needs to be confirmed. All the information you need to send the email would be listed and would not have to manually look up everything in campus connection for each email that is sent out.

- Adding additional information to the report to aid in the completion of the Unofficial Withdrawal process. This additional information will help mostly with summer Unofficial Withdrawals as most classes are offered in modules. As more dynamic date courses are added in the fall and spring this additional information will be helpful during those terms as well.

NDUS Unofficial Withdrawal Report

Formatting the NDUS Unofficial Withdrawal Report to match the NDUS Unearned Failing Grades report (with the new additions).

Both reports are used to aid in the completion of the Unofficial Withdrawal process. If the reports were formatted with the same information, they would be easily comparable and would ensure less error when completing the Unofficial Withdrawal process.

No opposition

Priority: Important

7. NDU_FA_0048 – Verification Status Report, Possible birds of a feather at HEUG: Student withdraw process. Official and Unofficial – Heather Fink

Add 3 columns indicating Enrollment (if any) for the terms associated with the Aid entered in the run control.

Allows a user to enter Academic Institution, Aid Year and ED Verification Status; provides a list of students who meet the selected criteria.

Query is used to obtain a list of students, who have completed verification; who have a pending status; or who have not completed verification.

Would allow us to identify students that are enrolled. This would help us narrow down our list on the 3C trigger for sending reminder emails to students. We are finding that we are sending a lot of paper and email letters to students that have no plans to enroll. At this time of the year, we would like to focus our reminders on students who plan to come.
Technical Notes:
Possible data source for enrollment, FA Term, tab 3-Statistics; Total (includes Taken + Remote)

Page  STDNT_FA_STATS
Component  STDNT_FA_TERM
Menu  APPLY_FOR_FINANCIAL_AID

No opposition
Priority: Important

Additions

Old Business

MEETING ADJOURNED
The next meeting is Thursday, September 21 at 1:30 pm. Chris adjourned the meeting at 2:20 pm.

Minutes prepared by Alexandria Bauer, NDUS