
The logo for CAMS Enterprise. It features the word "CAMS" in a large, bold, blue sans-serif font. To the right of "CAMS" is the word "Enterprise" in a larger, blue serif font. Below "CAMS" are the words "THREERIVERS" and "SYSTEMS" in a smaller, blue sans-serif font, stacked vertically. A small "TM" trademark symbol is located to the upper right of "CAMS".

CAMSTM Enterprise

NSLC

Three Rivers Systems, Inc

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Abstract

This document is designed to provide you with information necessary to maintain National Student Clearing House (NSLC) data.

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NSLC Setup

Before reporting NSLC data you must ensure that each student's data is correct and that initial preparation has been done.

Student Data

Ensure that each student's record information is correct. You may run a Mass Status Update, which will ensure that each student (who is marked as Classified in the Classification field) has the correct status.

There are certain fields that CAMS Enterprise uses in determining NSLC information.

The screenshot shows the 'Student Status' window with the following fields and values:

- Term: SP-04
- Effective Date: 10/7/2004
- Enrollment Status: CONTINUING
- Academic Status: PROBATION
- Registration Status: Registered
- Campus: Main
- Alert: Yes
- College Level: Freshman
- Student Level: Upper
- Cost Type: Non-Res
- Refund Type: 1st Fresh
- Student Load: Half Time
- Max. Hours Allowed: 15
- Financial Aid: [Empty]
- Commuter: Commuter
- GPA Grouping: 1st Year
- Cohort Group: Group1
- Student Registered: YES
- Classification: Classified
- Vocational Interest: [Empty]
- Charge Insurance: [Empty]

Figure : Student Status window

On the Student Status screen the **College Level**, **Student Load**, and **Effective Date** are used in determining NSLC data. The **Classification** field is used to help automate and ensure that the College Level and Student Load are correct when a Mass Update Status is run.

Student Load is automatically determined when a student registers for or drops classes. If it is manually changed you may have incorrect data. If the student is marked Classified then when a Mass Update Status is run the field may revert back to its previous setting if that setting was correct according to CAMS Enterprise calculations.



Warning: The Effective Date is changed to the current date when a Mass Update Status is run and there is a change, which could give incorrect dates of a status change. It is recommended that you run Mass Update Status everyday to ensure that the data is correct and has the correct Effective Date. If you manually change the Effective Date then you should mark the student as Unclassified in the Classification field so they do not automatically update.

Initialize the NSLC Term



Step-By-Step: Re-Initialize NSLC Term

At the beginning of each term you must run the NSLC Export with the **Re-Initialize Report (Done at Start of Term)** checkbox selected. This allows CAMS to set a baseline to determine when changes occur in the data.

1. From the **CAMS Enterprise Home** page, click **Tools >Export >Financial Aid >NSLC Export**. The NSLC Criteria page opens.

Figure : NSLC Re-Initialize Report window

2. Select the **Report Term(s)**.
3. Select the Campus, if desired.
4. Check **Re-Initialize Report (Done at Start of Term)** if this is the first export of NSLC data for the term. This creates a baseline record to be used for the remainder of the term.
5. If desired, select Blank Out Non US Citizen Zip Codes to omit from report. Select the reporting addresses for U.S. Citizens and Non U.S. Citizens.
6. Click the **NSLC Data** tab and click **Initiate**.

Generate Data								
NSLC Data								
	StudentUID	StudentSSN	FirstName	MiddleInitial	LastName	NameSuffix	PrevLastNam	E
1	198	111223334	Ken		Doll			H
2	223	09144-099	Sabrina	vV	Groves		Albright	H
3	447	236744491	Amy	B	Davis			L
4	496	358447502	Leona	L	Dempsey			F
5	520	432256778	Tracy		Becker			F
6	598	585219272	Micheal	K	Miller			F

NSLC Exception Data								
	StudentUID	StudentSSN	FirstName	MiddleInitial	LastName	NameSuffix	PrevLastNam	E
1	82		Maria		Carter			H
2	118		Anna		Ferguson			F
3	208		Shelby		Edwards			F
4	570	509723489	Lorie	E	Ebert			F
5	1,399	001010300	Julie		Quinn			F
6	45,128		Pam		Gaillard			F






Figure : NSLC Data window

The upper data grid displays those students who have complete data records. The lower grid displays those students who do not have all the required fields filled in. You can go to the **Report** tab and print an **Exceptions** report to see those students and their missing data.

7. Correct any Exception Data and re-run the previous steps.

This sets the initial data for the term and CAMS will then keep track of changes.



Warning: If you do not do this step at the beginning of the term your data may not correctly reflect changes and you will have to manually edit the file.

NSLC Reports

You can run NSLC export at any time. If you have initialized the term as described previously then ensure that you run each export without the **Re-Initialize Report (Done at Start of Term)** checkbox selected.

There are two reports for NSLC, **NSLC Report** and **NSLC Exception Report**.

The **NSLC Report** will allow you to verify the information before you export it and send it to the National Student Clearinghouse. To prevent discrepancies in the report make sure you run the Mass Student Update option everyday.

The **NSLC Exception Report** displays those students who do not have all the required fields filled in. It will list the students and display the empty fields. Once the fields are populated they will show up on the NSLC Data grid.

After NSLC Term Initialization

You can run the NSLC Export option anytime you want to verify the data. This will help ensure that when it is time to report to the National Student Clearinghouse your data will be up-to-date and correct.

It is important to remember that you must **uncheck** Initialize Report (Done at Start of Term).

Also, ensure that you run the Mass Student Update daily. If there are students that you have manually changed information and want that information to be retained for reporting then you must change the Classification field in the Student Status window to **Unclassified**. This will prevent this student from being updated when running Mass Student Update.

After clicking the Initialize button, if all the data is correct then click **Save**. This will save student changes to CAMS Enterprise so they are reported correctly when you export data.

Graduated Students

Figure : Student Degree window

For graduated students to be marked 'G' they must have additional fields filled in.

On the student's degree window **Degree Earned**, **Transfer Degree** and **Expected Grad Term** are used to determine NSLC data. You will need to ensure that these fields are manually filled-in correctly.

If the Anticipated Grad Date (AGD) is left blank CAMS Enterprise will set the AGD based on current NSLC rules. This date will only display on the report/file for NSLC but will not populate the field in CAMS.

If Transfer Degree is set to yes then CAMS Enterprise will assume the student has not graduated from your institution.

When running a NSLC Export graduate students will show up as 'G' if you are reporting on a term immediately after the student graduated and the above information is filled in for the previous term.

If the student graduated in a Spring term and you are using a Summer term as the reporting term, ensure that Compulsory Term is set to **NO**.

Exporting Data

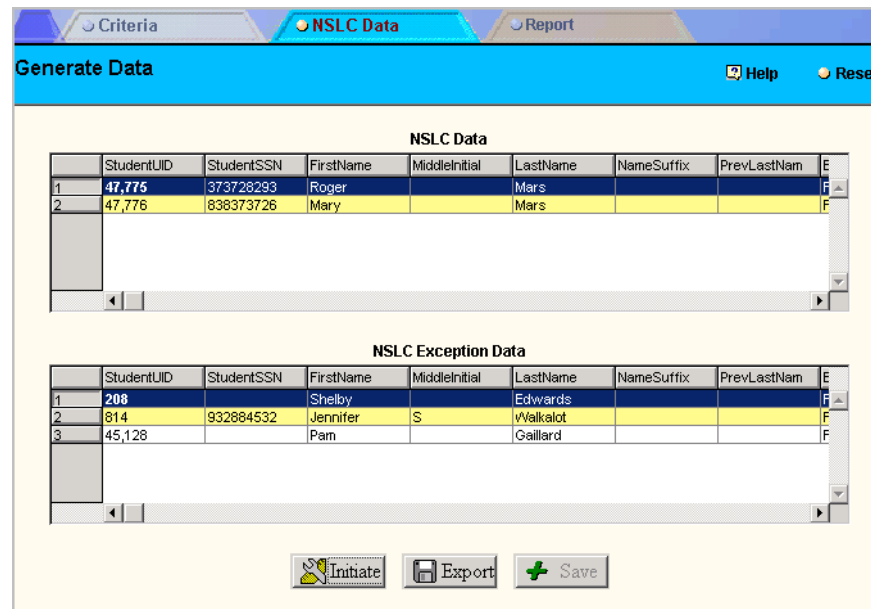


Figure : NSLC Export window

After clicking **Initiate** the data is displayed. Only data in the NSLC Data data grid will export to a file. Any exceptions need to be corrected if they are to be included in the export.

After clicking the Initialize button, if all the data is correct then click **Save**. This will save student changes to CAMS Enterprise so they are reported correctly when you export data.

Click **Export** to create a text file. A message box appears telling you the location of the text file.

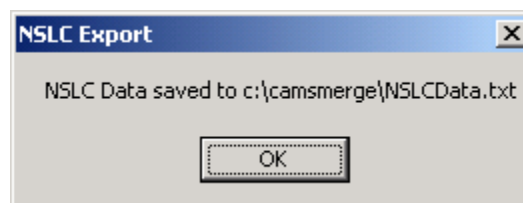


Figure : NSLC Export File Message

This text file will be saved to the CAMS users merge directory that is set up in user configuration.