TITLE: NSLDS Enrollment Reporting Policy	
EFFECTIVE DATE: September 8, 2016	
LAST REVISION: Initial	Policy No. 5.600

Policy Statement

This policy addresses the frequency, timing, verification, and monitoring of reporting enrollment status to the National Student Loan Data System (NSLDS) via the National Student Clearinghouse (NSC). Baton Rouge Community College sends enrollment transmissions to the National Student Clearinghouse according to the following schedule to maintain compliance with federal regulations:

Fall and Spring Semesters	
First of Term	30 days after the term start date
Subsequent of Term	60 days after the term start date
Subsequent of Term	90 days after the term start date
End of Term	2 weeks after the term end date
Graduates	4 – 6 weeks after degree conferral
Summer Semesters	
First of Term	2 weeks after the term start date
End of Term	2 weeks after the term end date
Graduates	4 – 6 weeks after degree conferral

Information is collected from the college's student information system, BANNER. Any adjustments required by the National Student Clearinghouse are verified by the Registrar and submitted electronically using the Clearinghouse secure portal. The National Student Clearinghouse then processes our file and sends to NSLDS to satisfy their reporting requirements.

Procedures (To be conducted by Registrar's Office)

Enrollment Reporting Procedures
1. In BANNER, create withdrawal records for all students who have withdrawn from the college.
2. Run the clearinghouse extract report (SFRNSLC) in report mode to locate any errors on student records.
3. When potential errors have been satisfied, run the clearinghouse extract report again in export mode.
4. Retrieve the file from the server and submit it to the Clearinghouse FTP account.

Source of Policy: _____	Responsible Administrator: VCSA
Related Policy: _____	LCTCS Policy Reference: _____
	LCTCS Guideline Reference: _____
Approved by: _____	Date: 09/08/16
Chancellor Dennis F. Michaelis	