



Non-academic Requirements

National Student Loan Clearinghouse Reporting, National Student Loan Data Systems, Regents' Test Load, and Student Schedule Form

Georgia Enhanced Banner Student and Financial Aid Systems User Documentation

Version 7.6.6

**Office of Information and
Instructional Technology**

April 2007

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Using Non-academic Requirements

Introduction to Non-academic Requirements

Purpose The Non-academic Requirements module provides information on the National Student Loan Clearinghouse Reporting and Loan Data Systems, the Regents' Test Load Process, and the Student Schedule Form.

Target Audience Institutional staff responsible for reporting to National Student Loan Clearinghouse, processing Regents' Test scores, and maintaining schedule information.

Purpose and Scope of Document This document explains how to use the Georgia Enhanced Non-academic Requirements.

- National Student Loan Clearinghouse Reporting
 - National Student Loan Data Systems
 - Regents' Test Load Process
 - Student Schedule Form
-

Graphics Graphic cues used in this document assist with labeling of steps and items that are particularly important.



Steps for recovery or support.



For additional information, see references.



Exercise caution.



Warning: an error here is critical.

References For information about the baseline product, see *SGHE Banner Student User Guide*.



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- Web support request self-service:
http://www.usg.edu/customer_services
- E-mail: Helpdesk@usg.edu

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- 706-583-2001
 - Toll free within Georgia: 1-888-875-3697
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National Student Loan Clearinghouse Reporting (NSLCR) and National Student Loan Data Systems (NSLDS) Processes Reference

Overview

Use the following processes and reports:

Descriptive Title	Name
Time Status Calculation Update Process	ZFRTMST
Clearinghouse Extract Report	ZFRNSLC
NSLSD Student Status Confirmation Report	ZFRSSCR

NSLCR and NSLDS Process Flow

Description

The National Student Clearinghouse (NSC) tracks and reports information to lenders and guarantors of student loans and can be used to report student enrollment information. The National Student Loan Data System (NSLDS) Student Status Confirmation Report is provided for direct lending institutions to process and update data received for Title IV aid recipients. The purpose of NSLCR is to reduce the number of students who default on loans.

Process Flow Overview

Complete the following steps for the National Student Loan Clearinghouse Reporting and Data Systems.

I. Access the Process Submission Control Form	
Access the Process Submission Control Form	GJAPCTL
↓	
II. Update Time Stamps	
Update time stamps for NSLCR and NSLDS reporting	ZFRTMST
↓	
III. Verify NSLCR Reports	
1. Generate the Clearinghouse Extract Report	ZFRNSLC
2. Review the Report Output.	.lis & .log
↓	
IV. Verify NSLDS Reports	
1. Generate the NSLDS Student Status Confirmation Report	ZFRSSCR
2. Review the Report Output.	.lis & .log

Using the NSLCR and NSLDS

I. Access the Process Submission Control Form (GJAPCTRL)

Introduction

Update time stamps for both NSLCR and NSLDS reporting using the Time Status Calculation Update process (ZFRTMST). The process also calculates the number of hours enrolled.

Determine the Withdrawn Enrollment Status and calculate hours to exclude the withdrawn courses on the Clearinghouse Extract Report (ZFRNSLC).

Warning



Note: When using ZFRTMST, ZFRNSLC, and ZFRSSCR, disable the Dynamic Calculation of Time Status and Update/Insert of Time Status Records by setting the 'Calc Time Status' indicator on the Term Control form (SOATERM) to 'N.' Otherwise, when Time Status Calculations occur in SFAREGS, SFAMASS, and VSATREG, set the 'Calc Time Status' indicator on SOATERM to 'Y.'

Access GJAPCTL

Enter the seven digit acronym 'GJAPCTL' in the Go To field of GUAGMNU.

Number	Parameters	Values
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

II. Update Time Stamps

Update time stamps for NSLCR and NSLDS (ZFRTMST)

The Time Status Calculation Update process (ZFRTMST) updates the time stamps for both NSLCR and NSLDS reporting. First ZFRTMST calculates hours enrolled by adding all hours, then subtracts hours associated with courses whose Course Status Code(s) match the Withdrawn Course Status Code(s) parameter.

Parameters for ZFRTMST

No	Name	Required?	Description/Instructions	Single / Multiple Entry	Default Values
01	Term code	Y	Enter term for time status update.	Single	
02	Campus Code	Y	Enter campus code of % for all campuses.	Single	%
03	Level Code	Y	Enter student level code of % for all levels.	Single	%
04	Enrollment Status Code	Y	Enter enrollment status code(s) that indicate that the student has withdrawn.	Multiple	
05	Withdrawn Course Status Code (s)	Y	Enter course status code(s) that indicate withdrawn hours.	Multiple	
06	Run Mode	Y	Enter (A)udit Mode or (U)pdate mode.	Single	A

III. Verify NSLCR Reports

1. Generate the Clearinghouse Extract Report (ZFRNSLC)

The Clearinghouse Extract Report Process (ZFRNSLC) uses SPRIDEN_ID for SSN if SPBPERS_SSN is not available and if SPRIDEN_ID is a valid SSN. The report checks SFRSTCR to ensure that only students who are actually enrolled and registered are selected.

Number	Parameters	Values
01	Term Code	
02	Student Attributes to Exclude	
03	Enrollment Status Code(s)	
04	Report Flag	Y
05	Address Hierarchy	
06	Report Date (DD-MON-YYYY)	15-MAY-2007
07	Run Mode	1
08	Grad Level Code	

LENGTH: 6 TYPE: Character O/R: Required MIS: Single
Enter term for report

Parameters for ZFRNSLC

No	Name	Required?	Description/Instructions	Single / Multiple Entry	Default Values
01	Term Code	Y	Enter term for report.	Single	
02	Student Attributes to Exclude	N	Enter student attribute(s) to exclude from reporting.	Multiple	
03	Enrollment Status Codes	Y	Enrollment Status code(s) to determine Withdrawn Status.	Multiple	
04	Report Flag	Y	Y = Standard Report N = Non-Standard Report.	Single	Y
05	Address Hierarchy	Y	Enter priority and address type.	Multiple	
06	Report Date	Y	Certification Date of the report. Single entry.	Single	
07	Run Mode	Y	1 = Report of Missing/Invalid Data 2 = EDI TS190 output; 3 = EDI.Smart TS190 output.	Single	1
08	Grad Level Code	N	Code for graduate level courses.	Multiple	

2. Review the Report Output

Sample .lis output file:

```

17-NOV-2006 11:51:56                                     Clearinghouse Extract Report                                     PAGE 1
200608                                                                                                     ZFRNSLC 7.0
Student ID      Student Name      Error Message
-----
036036036 Katt, Kitty      --- No Time Status on SFAREGS ---
100000010 Fife, Barney      |      --- No Time Status on SFAREGS ---
654654654 Charlotte, web      --- No Address on SPAIDEN ---
654654654 Charlotte, web      --- No Time Status on SFAREGS ---
999999999 Pea, Sweet      --- No Address on SPAIDEN ---
999999999 Pea, Sweet      --- No Time Status on SFAREGS ---
777555333 Meltpate, Patty      --- No Address on SPAIDEN ---
AL17-NOV-2006 11:51:56                                     Clearinghouse Extract Report                                     PAGE 2
200608                                                                                                     ZFRNSLC 7.0

          * * * REPORT CONTROL INFORMATION - ZFRNSLC - Release 7.0 * * *

          TERM: 200608
STUDENT EXCLUDE ATTRIBUTES: None entered.
ENROLLMENT STATUS CODE(S): AW WS
          REPORT FLAG: Y
          ADDRESS HIERARCHY: 1MA
          REPORT DATE: 17-NOV-2006
          RUN MODE: 1
          GRAD LEVEL: US
    
```

Sample .log output file:

```

RUN SEQUENCE NUMBER: zfrnslc completed successfully
40 lines written to /home/banjob/zfrnslc_777207.lis
    
```

IV. Verify NSLDS Reports

1. Generate the NSLDS Student Status Confirmation Report (ZFRNSLC)

ZFRNSLC corrects the handling of students not enrolled in the current term by checking for a withdrawn status for these students in the last enrolled term. For students who withdrew in the last term attended, the error messages that they have a missing or invalid time status are not generated.

The screenshot shows the 'Process Submission Controls' window for ZFRNSLC. It includes a 'Printer Control' section with fields for Printer, Special Print, Lines (set to 55), and Submit Time. Below that is a 'Parameter Values' table with 8 rows of parameters and their values. At the bottom is a 'Submission' section with 'Save Parameter Set as', 'Name', 'Description', 'Hold', and 'Submit' options.

Number	Parameters	Values
01	Term Code	
02	Student Attributes to Exclude	
03	Enrollment Status Code(s)	
04	Report Flag	Y
05	Address Hierarchy	
06	Report Date (DD-MON-YYYY)	30-MAY-2007
07	Run Mode	1
08	Grad Level Code	

Parameters for ZFRNSLC

No	Name	Required?	Description/Instructions	Single / Multiple Entry	Default Values
01	Term Code	Y	Enter registration term for processing.	Single	
02	SSCR File to Process	Y	Enter path and filename for SSCR Roster or Error file to process.	Single	
03	SSCR File Type	Y	Enter 'R' (Roster File) or 'E' (Error Notification File).	Single	
04	Run Mode	Y	Enter 'A' (Audit), 'C' (Create Flat File), or 'E' (Error Listing).	Single	
05	Address Hierarchy	Y	Enter priority and address type.	Multiple	
06	Aid Year Code(s)	Y	Enter the Aid Year Code(s) to select students with new loans.	Multiple	
07	Level Code for New Students	N	Enter the Level Code(s) to select students with new loans.	Multiple	
08	College Code for New Students	N	Enter the College Code(s) to select students with new loans.	Multiple	
09	Campus Code for New Students	N	Enter the Campus Code(s) to select students with new loans.	Multiple	
10	Match on ID Only	N	Y - Match on ID/SSN only N - Match on ID/SSN and Last Name	Single	N
11	Withdrawn Enrollment Code	Y	Enter Enrollment Status Code(s) for Withdrawn.	Multiple	

**2. Review
the
Report
Output**

Sample .lis output file:

```
17-NOV-2006 11:51:56                                     PAGE 1
200608                                                    Clearinghouse Extract Report      ZFRNSLC 7.0
-----
Student ID      Student Name      Error Message
-----
036036036 Katt, Kitty      --- No Time Status on SFAREGS ---
100000010 Fife, Barney      |      --- No Time Status on SFAREGS ---
654654654 Charlotte, web      --- No Address on SPAIDEN ---
654654654 Charlotte, web      --- No Time Status on SFAREGS ---
999999999 Pea, Sweet      --- No Address on SPAIDEN ---
999999999 Pea, Sweet      --- No Time Status on SFAREGS ---
777555333 Meltpate, Patty      --- No Address on SPAIDEN ---
AL17-NOV-2006 11:51:56                                     PAGE 2
200608                                                    Clearinghouse Extract Report      ZFRNSLC 7.0

          * * * REPORT CONTROL INFORMATION - ZFRNSLC - Release 7.0 * * *

          TERM: 200608
STUDENT EXCLUDE ATTRIBUTES: None entered.
ENROLLMENT STATUS CODE(S): AW WS
          REPORT FLAG: Y
          ADDRESS HIERARCHY: 1MA
          REPORT DATE: 17-NOV-2006
          RUN MODE: 1
          GRAD LEVEL: US
```

Sample .log output file:

```
RUN SEQUENCE NUMBER: zfrnslc completed successfully
40 lines written to /home/banjob/zfrnslc_777207.lis
```

Regents' Test Load Process Flow

Description of the Regents' Test Load Process

The Regents' Test Load process (ZHRRTLTD) loads Regents' Test scores for the reading and essay tests into the SORTEST table. For each record in the Regents' test scores file, the student ID is searched against the tables, SPRIDEN and SPBPERS, and the test scores are validated against STVTESC.

Regents' Test Load Process Flow Overview

Complete the following steps for the Regents' Test Load Process.

I. Load Regents' Test Data File	
Ensure a copy of the Regents' Test Load data file is in the right directory and that the file is named regents_test.dat	\$DATA_HOME
II. Run Regents' Test Load Process	
1. Run the Regents' Test Load process in Audit Mode	ZHRRTLTD
2. Review the generated report	
3. Correct unmatched IDs	
4. Run the Regents' Test Load Process in Update Mode	ZHRRTLTD
5. Review the generated report from Update Mode	
6. Verify the updates on SORTEST	

Using the Regents' Test Load Process

I. Load Regents' Test Data File

Ensure a copy of the file is in the directory

The Regents' Test Load data file must be in the \$DATA_HOME directory, named regents_test.dat. From the \$BANNER_HOME/gamod/misc directory, run the following command (you will be prompted for the password):

```
sqlload control=load_zhtrtld.ctl log=zhtrtld.log userid=general
```

Field Name	Position	Length
ZHTRTLD_INST	1-2	2
ZHTRTLD_ID	3-11	9
ZHTRTLD_NAME	12-31	20
{unused}	32	1
ZHTRTLD_REPEAT_CODE	33-33	1
ZHTRTLD_PREV_TEST_SCHOOL	34-35	2
ZHTRTLD_READ_SCORE	36-37	2
ZHTRTLD_READ_PER	38-39	2
ZHTRTLD_READ	40	1
ZHTRTLD_ESSAY	41	1
ZHTRTLD_TOT_COMP	42	1
ZHTRTLD_TEST_DATE	43-46	4
ZHTRTLD_PARTS	47	1
ZHTRTLD_RTFORM	48	1
ZHTRTLD_RATING	49-51	3

II. Run Regents' Test Load Process

Introduction

The Regents' Test Load process can be run in Audit or Update mode; however, best practice is to run the process in Audit before running in Update.

Audit mode checks the validity of student IDs and test scores but does not update SORTEST. A report is generated describing any errors found in matching student IDs or in the test scores. The report also describes what updates would have been made to SORTEST. Counts of the numbers of test scores that would have been processed or rejected also are reported.

Update mode checks the validity of Student IDs and test scores and also updates SORTEST for matching Student IDs and valid test scores. A report is generated describing any errors found in matching Student IDs or in the test scores. The report also describes what updates have been made to SORTEST. Counts of the numbers of test scores processed or rejected are also reported.

**1. Run in
Audit Mode
(ZHRRTLD)**

Run ZHRRTLD in Audit Mode by specifying 'A' as the only value.

Parameters for ZHRRTLD

No	Name	Required?	Description/Instructions	Default Values
01	Run Mode	N	(A)udit Mode prints a report without updating the database. (U)update Mode updates the database. 'A' is the default value and is best practice for the initial run.	A

2. Review the report generated from Audit Mode

The report generated identifies records that would have been added to SORTEST and records that would not have been added to SORTEST because of unmatched Student IDs or invalid test scores.

The PARTS field in the .lis file specifies which test scores for each record are validated and updated:

If PARTS = 1, both test scores are processed.

If PARTS = 2, only the essay score is processed.

If PARTS = 3, only the read score is processed.

```

15-MAY-07 15:50:32
                                Regents Test Score Load
                                REGENTS' TEST SCORE UPDATE - AUDIT MODE
                                PAGE 1
                                ZHRRTLD 7.0.1

INST  STUDENT  STUDENT NAME  R  PREV  --READING--  ESSAY TOT  TEST DT  RT  UPDATE  ACTIVITY
CODE  ID NUMBER  NAME              C  INST  SCORE PER R  SCORE COMP  YYYY/MM  PARTS  FORM  RATING  FLAG  DATE
-----
15    123123123  AARON             STUDENT 2  0  91  73  1  3  1  2002/11  1  I  15-MAY-2007
15    121212121  JENSEN            STUDENT 2  0  98  74  1  2  1  2002/11  1  I  15-MAY-2007
15    131313131  JOE                STUDENT 2  0  99  72  1  2  1  2002/11  1  I  15-MAY-2007
15    141414141  JOHN              STUDENT 2  0  94  73  0  0  9  2002/11  3  I  15-MAY-2007
15-MAY-07 15:50:32
                                Regents Test Score Load
                                REGENTS' TEST SCORE UPDATE SUMMARY
                                PAGE 2
                                ZHRRTLD 7.0.1

* * * REPORT CONTROL INFORMATION * * *
                                PROGRAM VERSION:GA Mod 7.0.1

--- JOB PARAMETERS ---
                                RUN MODE A(AUDIT) / U(UPDATE):A

--- RECORD COUNTS ---
                                COUNT OF REGENTS' TEST SCORE RECORDS PROCESSED: 4
                                COUNT OF SCORE RECORDS WITH INVALID SSN: 4

----- FOR RECORDS WITH A VALID SSN -----
                                COUNT OF READING SCORE RECORDS UPDATED: 0
                                COUNT OF ESSAY SCORE RECORDS UPDATED: 0
                                COUNT OF READING SCORES OUT OF RANGE: 0
                                COUNT OF ESSAY SCORES OUT OF RANGE: 0

End of Job.
    
```


3. Correct unmatched IDs

Problems with unmatched student IDs can be resolved through either of the following two methods.

1. Edit the input data file with a text editor to correct Student IDs. Correct any unmatched Student IDs that can be corrected. Load the data as described in *Load Regents' Test Data File*.
2. Data file entries are held in an Oracle table (ZHTRTLD) that allows the editing of student IDs and the resubmission of test scores that were not processed during the Audit. Edit the ZHTRTLD table using SQL Plus. **Important:** Do *not* reload the data with sqlload, or you will overwrite the changes you just made.

Temporary ZHTRTLD Table Format

Field Name	Position	Length
ZHTRTLD_INST	1-2	2
ZHTRTLD_ID	3-11	9
ZHTRTLD_NAME	12-31	20
ZHTRTLD_REPEAT_CODE	32	1
ZHTRTLD_PREV_TEST_SCHOOL	33-34	2
ZHTRTLD_READ_SCORE	35-36	2
ZHTRTLD_READ_PER	37-38	2
ZHTRTLD_READ	39	1
ZHTRTLD_ESSAY	40	1
ZHTRTLD_TOT_COMP	41	1
ZHTRTLD_TEST_DATE	42-45	4
ZHTRTLD_PARTS	46	1
ZHTRTLD_RTFORM	47	1
ZHTRTLD_RATING	48-50	3

4. Run in Update Mode

After you have resolved the unmatched student IDs, run ZHRRTLD through GJAPCTL, specifying 'U' for Update Mode as the only value.

Parameters for ZHRRTL

No	Name	Required?	Description/Instructions	Default Values
01	Run Mode	N	'A' or audit mode prints a report without updating the database. 'U' is update mode, which updates the database. 'A' is the default value and is best practice for the initial run.	A

5. Review the report generated from Update Mode

Check the report that indicates records added to SORTEST and records not added to SORTEST. Records not added have unmatched Student IDs or invalid test scores.

```

15-MAY-07 15:50:32
                                Regents Test Score Load
                                REGENTS' TEST SCORE UPDATE - AUDIT MODE
                                PAGE 1
                                ZHRRTL 7.0.1
INST  STUDENT          STUDENT NAME          R PREV --READING--  ESSAY TOT  TEST DT  RT  UPDATE  ACTIVITY
CODE  ID NUMBER        C INST SCORE PER R  SCORE COMP YYYY/MM PARTS FORM RATING  FLAG  DATE
-----
15  123123123  AARON          STUDENT 2  0  91  73  1  3  1  2002/11  1  I  15-MAY-2007
15  121212121  JENSEN        STUDENT 2  0  98  74  1  2  1  2002/11  1  I  15-MAY-2007
15  131313131  JOE           STUDENT 2  0  99  72  1  2  1  2002/11  1  I  15-MAY-2007
15  141414141  JOHN          STUDENT 2  0  94  73  0  0  9  2002/11  3  I  15-MAY-2007
15-MAY-07 15:50:32
                                Regents Test Score Load
                                REGENTS' TEST SCORE UPDATE SUMMARY
                                PAGE 2
                                ZHRRTL 7.0.1
* * * REPORT CONTROL INFORMATION * * *
                                PROGRAM VERSION:GA Mod 7.0.1
--- JOB PARAMETERS ---
                                RUN MODE A(AUDIT) / U(UPDATE):U
--- RECORD COUNTS ---
COUNT OF REGENTS' TEST SCORE RECORDS PROCESSED: 4
COUNT OF SCORE RECORDS WITH INVALID SSN: 4
----- FOR RECORDS WITH A VALID SSN -----
COUNT OF READING SCORE RECORDS UPDATED: 0
COUNT OF ESSAY SCORE RECORDS UPDATED: 0
COUNT OF READING SCORES OUT OF RANGE: 0
COUNT OF ESSAY SCORES OUT OF RANGE: 0
End of Job.
    
```

6. Verify updates on SORTEST

Verify updated records on SORTEST. Existing SORTEST records (those with valid data on the initial run) will have been overwritten with the same information, but without reporting an error.

Student Schedule Form (ZSASECT)

Description

The Student Schedule form (ZSASECT) is a clone of Banner baseline Schedule form (SSASECT) that allows the Instructional Method field to be updated after registration has occurred for the course section. The field has been used by some institutions to identify sections to be extracted through the ICGORLDI process. Previously, the Instructional Method field prevented any updates when registration existed for the section.

The screenshot shows a web-based form titled "Schedule Form: ZSASECT 7.1.1". At the top, there are dropdown menus for "Term:" and "CRN:". Below this is a "Section Details" section with various input fields and checkboxes. The fields include:

- Subject: [dropdown]
- Course Number: [dropdown]
- Section: [dropdown]
- Cross List: [dropdown]
- Campus: [dropdown]
- Status: [dropdown]
- Schedule Type: [dropdown]
- Instructional Method: [dropdown]
- Integration Partner: [dropdown]
- Grade Mode: [dropdown]
- Session: [dropdown]
- Special Approval: [dropdown]
- Duration: [input]
- Part of Term: [dropdown]
- Registration Dates: [input]
- Start Dates: [input]
- Maximum Extensions: [input]
- Title: [input]
- CEU Indicator: [input]
- Credit Hours: [input]
- Billing Hours: [input]
- Contact Hours: [input]
- Lecture: [input]
- Lab: [input]
- Other: [input]
- Link Identifier: [input]
- Attendance Method: [dropdown]
- Weekly Contact Hours: [input]
- Daily Contact Hours: [input]
- First: [input]
- Last: [input]
- Long Title: [checkbox]
- Comments: [checkbox]
- Syllabus: [checkbox]
- Print: [checkbox] (checked)
- Gratable: [checkbox] (checked)
- Voice Response and Self-Service Available: [checkbox]
- CAPP Areas for Prerequisites: [checkbox]
- Tuition and Fee Waiver: [checkbox]