Building FA Term Online

Concept

A financial aid term is an academic term in which students are eligible for financial aid. To process financial aid for a term, data comes from the student's ISIR, if any, and from admissions or student records data stored in the database. The admissions/student records data for each term is gathered into a record for each student called the FA Term record. The process of generating this record is called "building FA Term."

FA Term can be built in three ways: manually, "online" - that is, one student at a time - and in batch. In this topic, we will demonstrate the online build process and will review the results for several cases.
Procedure

When you build FA Term for a student, the system first looks for enrollment data, and uses that if any is found for the term or terms being built. When it builds the FA Term record based on enrollment data, the data Source is given as "term."

If there is no enrollment data for a term, the system looks for program data - that is, if the student is active in a program, it pulls information from the student's program records. In that case, the build Source is given as "program."

If there is no program data - the student has not been matriculated and made active in a program, or is no longer active in a program, then the data is pulled from admissions (if the student has an active application). The build Source is "admissions."

If the date of the build is after the term's FA Census date, and there is no enrollment data for the term, FA Term will not build for that student and that term. It may build for subsequent terms in that financial aid year, however.

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<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Navigate: <strong>Financial Aid &gt; Financial Aid Term &gt; Maintain Student FA Term.</strong></td>
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Step | Action
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2. | Enter the **Institution** and **Aid Year** and search criteria to identify the student such as **ID** or name.

3. | Click the **Search** button.

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4. | The student in the example above has applied for term 0820. He is not active in a program as yet.

   You don't need to fill in the **Term** field - the build process will determine which terms to build for this student.

   You want to build on projected data (that is, admissions or program data) as well as on enrollment data, so you need the **Projections** checkbox selected.

   To perform the build, click the **Build** button.
5. The build process has pulled data from the student's records to populate the fields. If the student has applied or is active in multiple careers and/or programs, the system uses the career and program "primacy" set up to choose which career and program to use here. FA Term will only build for careers/programs which are eligible for financial aid.

You can override the data by selecting the corresponding **Ovrd** checkbox and entering the desired value in the field. You can specify a date when the override is no longer in effect (**Override Expiration Date**).

Each time FA Term is rebuilt for the same term, a new effective dated row is added. The purpose of the **Sequence** field is to allow you to build FA Term multiple times for the same effective date. Each build will increment the Sequence number.

Rather than deleting a row from FA Term, set its **Status** to **Inactive**. That will cause the system to use a prior row in budgeting, etc.
Step | Action
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6. | The build process may build FA Term for more than one term (for example, for fall and spring). In that case there will be multiple rows of Term Information created for the academic year.

7. | To see the Source for the data, click the Build Info link.
Step | Action
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8. | Note that the **Source** is *Admissions*. This is because this student has no active program in student records. All the data comes from his/her application.

Other possible values for Source are **Term** (if data comes from enrollment) and **Program** (if there is no enrollment, but the student is active in a program).

The **User** value is the emplid of the person who built FA Term.

Click the **Return** link to return to the **FA Term** page.
## Step 9

Click the **Census Date** link to bring up the **FA Term Census Date Locking** page.

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<tr>
<td>9.</td>
<td>Click the <strong>Census Date</strong> link to bring up the <strong>FA Term Census Date Locking</strong> page.</td>
</tr>
</tbody>
</table>
Step 10. The **FA Tern Census Date Locking** page displays the Census Date used to determine when the FA Load, FA Taken and Budget Required fields are locked. If there are both an Academic Census Date and a Financial Aid Census Date, it uses the latter.

The "Lock After Census Date" checkbox shows that Census Date Locking has been turned on in the setup of financial aid. This means that as of the census date, the data in the FA Taken and FA Load fields is frozen and the Budget Required flag is set to No Assign. (This means the budget will not be recalculated for this student/term even if enrollment changes).

After the financial aid census date is passed, that term can no longer be built for a student unless he/she has enrollment data for that term. In other words, FA Term can't be built on admissions or program data after the census date. If FA Term is rebuilt due to some change, the new effective dated row will be set to *Inactive*, the build *Source* is *No Data*, all term statistics are set to zero and the *Budget Required* flag is set to *No Assign*. If the student has a budget, you may need to reevaluate it, and if the student has financial aid awards, you may need to cancel these, since the student is not enrolled.
The census date is also used to freeze the data in FA Load and FA Taken for the term, and to prevent the student's budget from being recalculated if FA Term rebuilds due to changes. To make this locking happen, the Census Date Lock feature must be selected in FA setup.

To override census date locking, create a new effective-dated row for FA Term, go to this page and select **Override Census Date Locking**, click **OK** and then rebuild FA Term.

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| 11.  | The **Override Census Date Locking** checkbox is used to unlock the FA Taken and FA Load fields and the Budget Required flag so they can be updated when you rebuild FA Term.  

The Override Census Date Locking checkbox can only be selected if the current date is after the date in Census Date Used.  

After selecting this checkbox, you must click **OK** to close the page and **Save**. You can then rebuild FA Term. Your emplid will be recorded as the "**Lock Override User**." |
| 12.  | **FA Taken** displays the student's financial aid units taken as of the census date (that is, this is the value that would be frozen if FA Term is not rebuilt before the census date is reached). The same is true of **FA Load**.  

The **FA Taken Unlock** displays the value for the actual financial aid units after the census date (before the census date, the FA Taken Unlock should be the same as FA Taken). This allows you to see the effect of overriding census date locking.  

The **Budget Required** field determines whether or not the student's budget will be recalculated during the budget build process. |
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<tr>
<td>13.</td>
<td>Click <strong>OK</strong> or <strong>Cancel</strong> to return to the FA Term page.</td>
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</table>

![MaineStreet interface](image)
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<tr>
<td>14.</td>
<td>To see the student's academic advisor, click the <strong>Advisor</strong> link.</td>
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</tbody>
</table>

[Advisor link]
Step | Action
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15. | The data displayed on the FA Term Academic Advisor Information page is maintained and entered on the student advisor page in Student Records. Click OK or Cancel to return to the FA Term page.

16. | Click the **Acad Level** tab.
17. Use the Academic Level page to view and override the values for Form of Study, Approved Academic Load, Financial Aid Load, and Academic Level at the start and end of the term. 

If you want to override only until a specific date, use the Override Expiration Date on the FA Term page.

Note: If you override the Financial Aid Load, the system will not automatically adjust the Course Load Pct. field. You must enter the correct Course Load Pct yourself.

Form of Study indicates the type of study the student is engaged in. The values are: Detached, Enrollment, Abroad and Candidacy.

Approved Academic Load is populated by the load value that exists for the primary academic career. The values are Full-Time and Part-Time.

Academic Load is determined from the number of units the student is enrolled in, based on course catalog data. The values are Full-Time, Half-Time, Less 1/2, No Units, Part-Time, 3/4 Time.

Financial Aid Load may be different from Academic Load. This is determined from the total of the Financial Aid Progress Units defined in the course catalog for the courses the student is taking. The values are Full-Time, Half-Time, Less 1/2, No Units and Three Qtrs.
Academic Level Projected displays the projected academic level for the student at the end of the term, assuming all courses from prior terms are completed, as well as the courses for the current term.

Academic Load - Start displays the student's academic level at the start of the term. This is based on the actual units the student has passed prior to this term.

Academic Load - End displays the student's level at the end of the term based on cumulative passed units from previous terms plus the number of units passed for the current term.

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<td>18.</td>
<td>Click the View HERA Academic Level link.</td>
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<tr>
<td>19.</td>
<td>You can override the HERA Academic Level on this page. Click the <strong>OK</strong> button to save changes.</td>
</tr>
<tr>
<td>20.</td>
<td>Click the <strong>Statistics</strong> tab.</td>
</tr>
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</table>
21. Use the **Statistics** page to view and override **GPA**, **Units Taken** and **Passed**.

The **Remote** field is for units currently being taken at another institution, that are part of a student's unit load for the term.

You can insert the number of remote credits, but must adjust this amount once the credits are transferred into Records. If Student Records enters "away" credits before they are complete, then you don't need to use the Remote field on this page. If Student Records does not, FA staff must fill it in here and remember to remove it when Records get the data in (to remove the data, make a new effective-dated row without the Remote data and rebuild).
22. **Residency** values in the **Term** and **Cumulative** columns display the number of residency units the student has completed in residency at your Institution. This has nothing to do with In-State vs Out-of-State Residency.

The **Cum Reset** checkbox selected means that Student Records has reset all the student's cumulative fields to zero for this term. This field is informational only.

The **GPA Calc** box is selected automatically if the FA Term build process was unable to calculate a GPA. You may need to rebuild.

23. If the student has transfer credit, there will be a link on the Statistics page called **Transfer Credit** to view the details.

If the student has enrollment there will be a link called **Class Detail** so you can view the enrollment information.

If the student has more than one career that is eligible for financial aid, there will be a link called **Other Units** that will allow you to access the **FA Term Other Units** page to view term statistics for the other career.
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<tr>
<td>24.</td>
<td>In the <strong>Session Detail</strong> box:</td>
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</table>

**Anticipated** displays the number of units the student is enrolled in for classes whose start date is after the effective date.

**In Progress** is the number of units in ongoing classes as of the effective date.

**Completed** is the number of units the student has completed as of the effective date.

**Current** displays the total number of units the student has completed and is currently enrolled in for the term (sum of In Progress and Completed).

**Current Load** is the student's academic load for the term.
Step | Action
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25. | **Click the Financial Aid Info tab.**

26. | **Use the Financial Aid Info page to view and override the NSLDS Loan Year, Direct Lending Year, Expected Grad Term and Date, Academic Standing and FA Standing values.**

If no graduation date has been entered, the system calculates one that is 60 months from the last day of the term you are working on. Otherwise it enters the date from Student Records.

You can also reset the Budget Required flag on this page.

The Field Audits link takes you to a page where you can see what has changed from one FA Term build to the next.

For more details, see the Notes at the end of this document.
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<tr>
<td>27.</td>
<td>The <strong>Records/Term</strong> Info page is intended for collecting study abroad or institutional visit information from Student Records.</td>
</tr>
<tr>
<td>28.</td>
<td>Click the <strong>Withdrawal Info</strong> tab.</td>
</tr>
<tr>
<td>29.</td>
<td>Student Records processes student withdrawals, collecting information about the type of withdrawal, the reason for the withdrawal, and the last date the student attended class. Student Financials uses this information to calculate whether the student should receive a refund and posts these calculations. The <strong>Withdrawal Info</strong> page displays information from Student Records and Student Financials that may affect financial aid processing, such as return of Title IV funds.</td>
</tr>
</tbody>
</table>
Step | Action
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30. | Click the **Save** button.
31. | **End of Procedure.**

**Notes:**

**Transfer Credit and Financial Aid Term Build**

A transfer student's NSLDS loan year, academic level information, GPA, and cumulative units (taken and passed) on the student's financial aid term record depend on the data source and whether the student's transfer credits have been posted in Student Records.

If a transfer student's financial aid term is built with a source of Admissions, then the student's academic level information and NSLDS loan year are based on the year (level) at which the student is admitted. The information on the Statistics page, however, reflects only the projected term enrollment information. Only the units that the student is projected to enroll in for the term are used to determine the student's units taken for the term and cumulative units taken.

If the source is Program or Term, then the student's financial aid term information depends on whether the student's transfer credits have been posted in Student Records. If the student's transfer credits have been posted, then the student's academic level information is determined using the number of transfer units the student has and your institution's level/load rules. The
student's NSLDS loan year, in turn, is based on the student's calculated academic level. The cumulative values on the Statistics page include the transfer credits. In other words, the build process derives the student's financial aid term data using the transfer credit as if it were units taken in the past at your institution.

In contrast, if the source is Program or Term and transfer credit has not been posted, the student's NSLDS loan year, academic level information, GPA, and cumulative units (taken and passed) on the student's financial aid term record do not reflect the transfer credits. Consequently, the student is built as a freshman for the starting academic level and NSLDS loan year (since the NSLDS loan year is calculated from the academic level). The values on the Statistics page include information for the current term only.

Notes on The Financial Aid Info Page:
You can override the values in the NSLDS Loan Year, Direct Lending Year, Expected Grad Term, Expected Grad Date, Academic Standing, and FA Standing fields by entering a new value in each field that differs from the value in the Calculated Values column. If you override the value, the Financial Aid Build routine does not recalculate the field for the associated term. You can tell if a value has been overridden by comparing the value against the calculated value for the field. If you only want to override the fields until a certain date within the term, use the Override Expiration Date field on the FA Term page.

NSLDS Loan Year
The student's NSLDS loan year is calculated by comparing the student’s cumulative units passed against the Academic Level table. This value is used in awarding to determine level limit rules attached to a specific financial aid item type. This field is also used in the loan process routine to determine the student's loan level aggregate. If you override this value, you must override it for each term in the aid year. Options include: 1st Year - Never Attended, 1st Year - Previously Attended, 1st Year Graduate, 2nd Year Graduate, 2nd Year, 3rd Year Graduate, 3rd Year, 4th or more Graduate, 4th Year, 5th Year+, and Graduate/Professional.

Direct Lending Year
The system determines the Direct Lending year the same way it determines the NSLDS loan year. When the system creates Direct Lending origination files, it populates the Student's College Grade Level with the information from this field. Correct the value in this field as required by Direct Lending reporting requirements. Options include: Fifth Year + Undergrad; First Year, never attended; First Year, previously attnd; First Yr, Grad/Prof; Fourth Year; Fourth Yr+, Grad/Prof; Third Year, or Third Yr, Grad/Prof.

Confer Date
Enter or view the confer date of the student's degree if the student graduates in the displayed term. This date corresponds with the term end date found on the Term Table.

Expected Grad Term (expected graduation term)
Enter or view the term you expect the student to graduate. The system uses this value for loan processing. If available, the system uses the Student Records value or the Recruiting and Admissions value. When you build terms in projection, the build process does not build terms after the expected term of graduation, unless the student is going into another career after graduation.
Expected Grad Date (expected graduation date)
Enter or view the date the student is expected to graduate. The system uses the expected graduation date for loan processing. If available, the system uses the Student Records value. The loan origination process projects a graduation date if the field is blank. In CommonLine loan processing, it is important for the expected grad date not to occur before the end of the student's loan period. The loan is rejected by the loan servicer as a result. A loan validation edit is provided to identify invalid graduation dates.

Note. It is important that the academic departments, the financial aid office, other administrative departments, and the student agree on the student's graduation term and date. Errors in these dates can have serious consequences for a student's loan eligibility and repayment periods.

Academic Standing
This value is based on meeting your institution’s academic progress guidelines. Options are DIS1 (Disqualified), DIS2, GOOD, PRB1 (Probation), PRB2, PRB3, RMVD (Removed), WRN1 (Warning), and WRN2. These values are created on the Academic Standing Table page in Student Records and are set up as action codes. For example, a student may receive two warnings (WRN2) before being placed on probation.

The financial aid term build process populates this field only if academic standing data exists for the student in Student Records. This field is not used for financial aid processing, but you can use it in formulas or equations to select students.

FA Standing (financial aid standing)
A student's financial aid standing value is based on meeting your institution’s financial aid satisfactory academic progress guidelines. These guidelines are regulated by the federal government and can be different from academic standing. Options are DIS1 (Disqualified), DIS2, GOOD, PRB1 (Probation), PRB2, PRB3, RMVD (Removed), WRN1 (Warning), and WRN2. These values are created on the Academic Standing Table page in Student Records and are set up as action codes. For example, a student may receive two warnings (WRN2) before being placed on probation.

The financial aid term build process populates this field only if financial aid standing data exists for the student in Student Records. This field is not used for financial aid processing, but you can use it in formulas or equations to select students.

Budget Required
Indicates if a student has an assigned budget or needs a budget posted. The value in this field determines whether the student is evaluated during the Budget Assignment process. Options include:

Assign Bdgt (assign budget): The student should be selected during the Budget Assignment process. Whenever you build or rebuild a term, the field is automatically updated with this value.
**In Progress** (in progress): The assignment of a budget is currently in progress for this student. The field is automatically updated to this value when a student has been selected for the budget assignment process.

**Error**: An error occurred during the Budget Assignment process.

**No Assign**: The system does not select the student during the Budget Assignment process. The field is automatically updated to this value when the student's budget is posted by the Student Budget Assign – Move (FAPBDGTM) process. The census date locking functionality also causes this value to be assigned after the census date has passed and the lock has been invoked.

**Field Audits**

Click to access the FA Term Field Audits page and monitor changes in a student’s financial aid term information from the previous effective-dated row.

You must select the **Audit FA Term Build** check box on the **Financial Aid Defaults** page to view changes to the student's financial aid term on the FA Term **Field Audits** page. If you do not select this check box, the system does not record changes in the student's record to the audit table; a new effective-dated row is still built every time there is a change to one of the audited fields.