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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

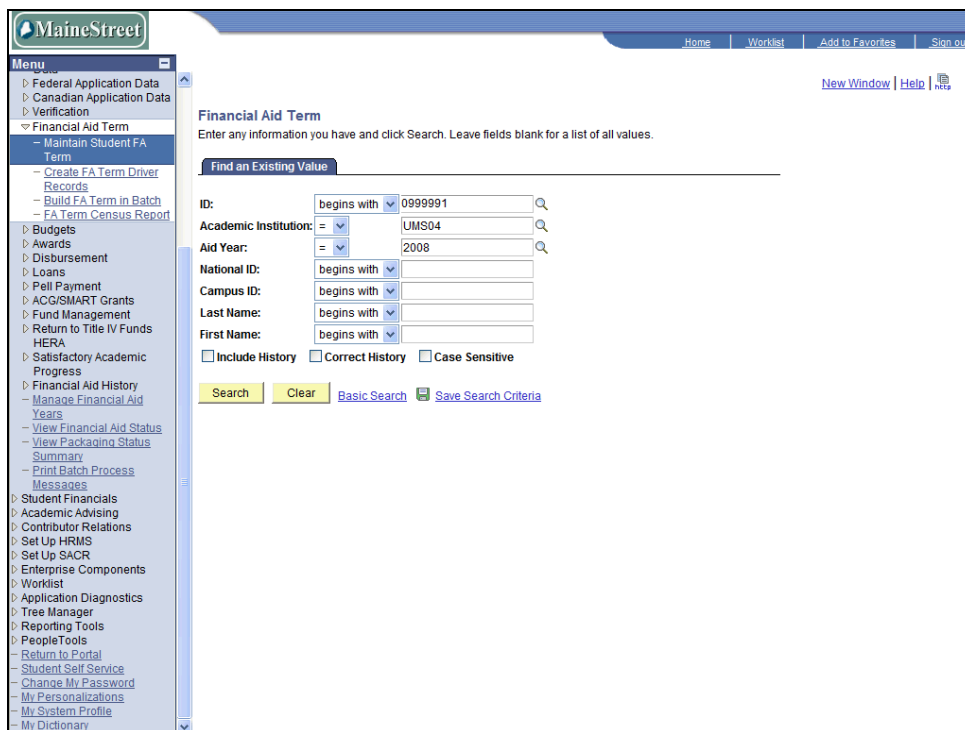
When you build FA Term for a student, the system first looks for enrollment data, and uses that if any is found for the term or terms being built. When it builds the FA Term record based on enrollment data, the data Source is given as "term."

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If there is no program data - the student has not been matriculated and made active in a program, or is no longer active in a program, then the data is pulled from admissions (if the student has an active application).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

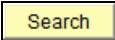
Step	Action
1.	Navigate: Financial Aid > Financial Aid Term > Maintain Student FA Term.

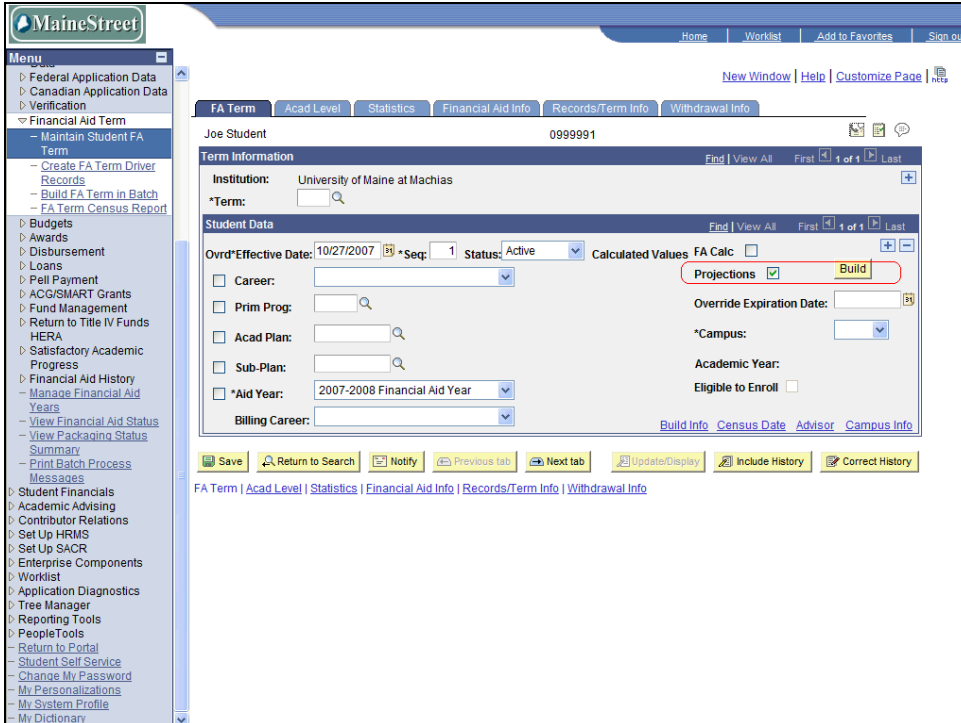


The screenshot shows the 'Financial Aid Term' search page in the MaineStreet system. The left sidebar contains a 'Menu' with various navigation options, including 'Financial Aid Term' and 'Maintain Student FA Term'. The main content area is titled 'Financial Aid Term' and includes a search form with the following fields:

- ID:** begins with 0999991
- Academic Institution:** UMS04
- Aid Year:** 2008
- National ID:** begins with
- Campus ID:** begins with
- Last Name:** begins with
- First Name:** begins with

There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step	Action
2.	Enter the Institution and Aid Year and search criteria to identify the student such as ID or name.
3.	Click the Search button. 

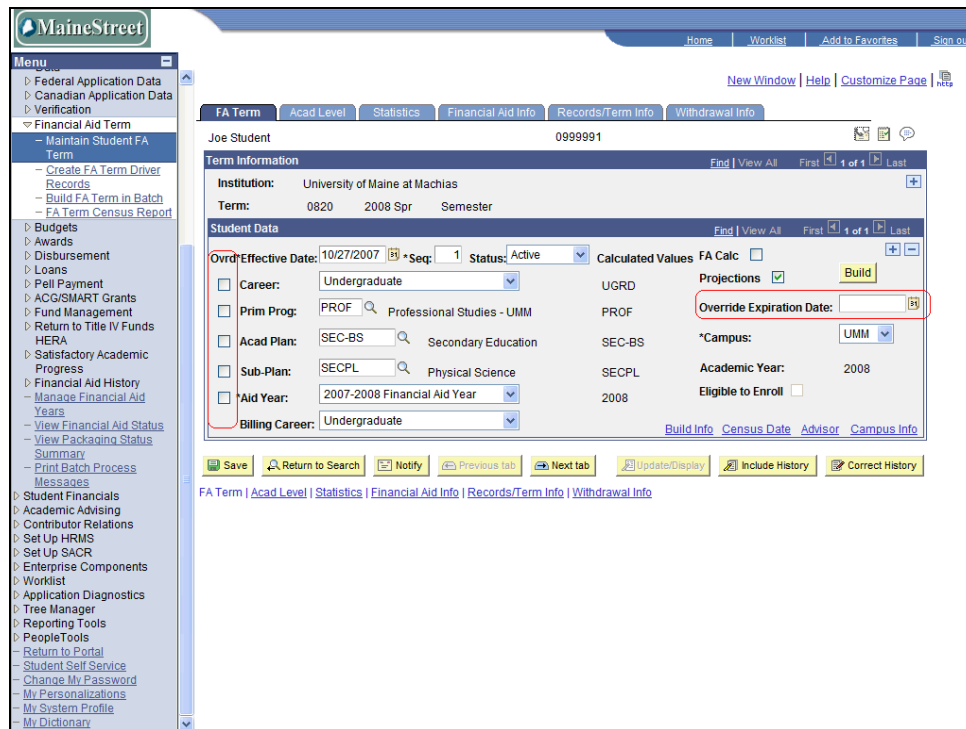


The screenshot shows the 'MaineStreet' web application interface. On the left is a navigation menu with categories like 'Financial Aid Term', 'Budgets', 'Awards', and 'Student Financials'. The main content area is titled 'Joe Student' and shows 'Term Information' for 'University of Maine at Machias'. Under 'Student Data', there are fields for 'Ovrd*Effective Date' (10/27/2007), '*Seq' (1), and 'Status' (Active). The 'Calculated Values' section includes 'FA Calc' and a 'Build' button. The 'Projections' checkbox is checked and circled in red. Other fields include 'Career', 'Prim Prog', 'Acad Plan', 'Sub-Plan', '*Aid Year' (2007-2008 Financial Aid Year), and 'Billing Career'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'.


Step	Action
4.	<p>The student in the example above has applied for term 0820. He is not active in a program as yet.</p> <p>You don't need to fill in the Term field - the build process will determine which terms to build for this student.</p> <p>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.</p> <p>To perform the build, click the Build button.</p>

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Financial Aid: Building FA Term Online-102607



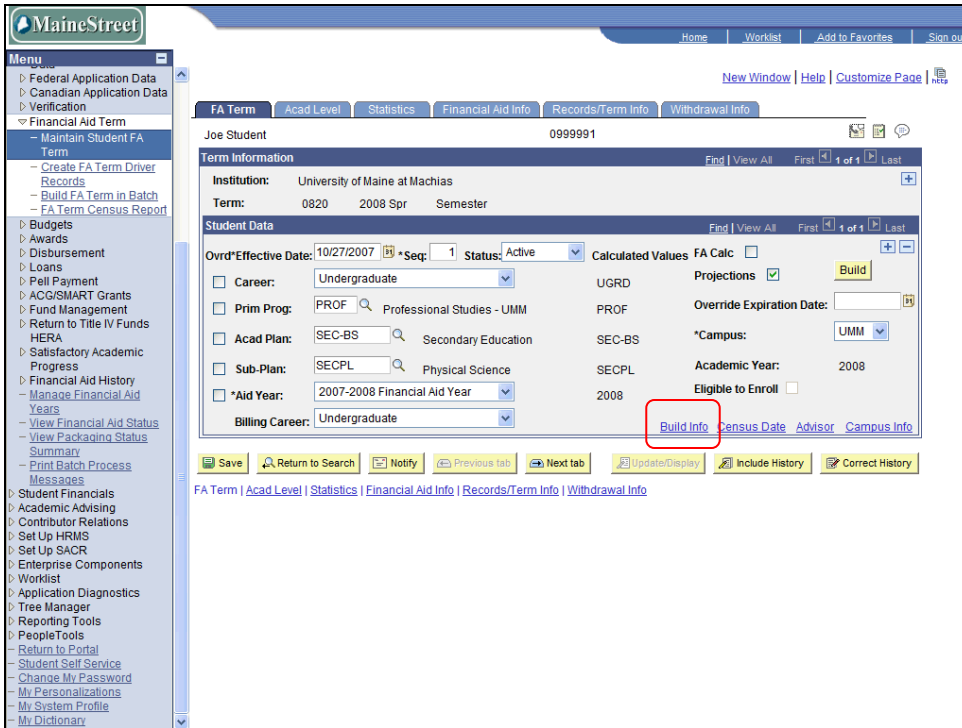
Step	Action
5.	<p>The build process has pulled data from the student's records to populate the fields. If the student has applied or is active in multiple careers and/or programs, the system uses the career and program "primacy" set up to choose which career and program to use here. FA Term will only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



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
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.

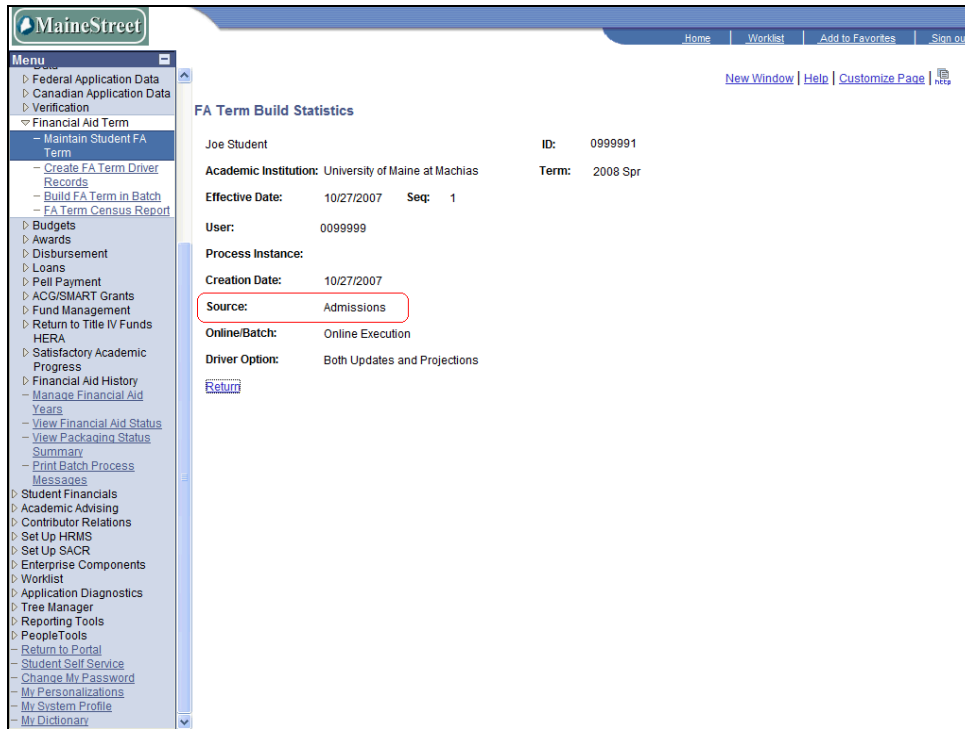


The screenshot shows the 'MaineStreet' web application interface. On the left is a navigation menu with categories like 'Federal Application Data', 'Financial Aid Term', and 'Budgets'. The main content area displays 'Term Information' for 'Joe Student' (ID: 0999991) at the 'University of Maine at Machias' for the '2008 Spr Semester'. Below this is the 'Student Data' section with various dropdown menus and checkboxes. A red box highlights the 'Build Info' link at the bottom right of the form area.

Step	Action
7.	To see the Source for the data, click the Build Info link. Build Info

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MaineStreet Home Worklist Add to Favorites Sign out

New Window | Help | Customize Page |

Menu

- ▷ Federal Application Data
- ▷ Canadian Application Data
- ▷ Verification
- ▽ Financial Aid Term
 - Maintain Student FA Term
 - Create FA Term Driver Records
 - Build FA Term in Batch
 - FA Term Census Report
- ▷ Budgets
- ▷ Awards
- ▷ Disbursement
- ▷ Loans
- ▷ Pell Payment
- ▷ ACG/SMART Grants
- ▷ Fund Management
- ▷ Return to Title IV Funds HERA
- ▷ Satisfactory Academic Progress
- ▷ Financial Aid History
 - Manage Financial Aid Years
 - View Financial Aid Status
 - View Packaging Status Summary
 - Print Batch Process Messages
- ▷ Student Financials
- ▷ Academic Advising
- ▷ Contributor Relations
- ▷ Set Up HRMS
- ▷ Set Up SACR
- ▷ Enterprise Components
- ▷ Worklist
- ▷ Application Diagnostics
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ PeopleTools
 - Return to Portal
 - Student Self Service
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

FA Term Build Statistics

Joe Student ID: 0999991

Academic Institution: University of Maine at Machias Term: 2008 Spr

Effective Date: 10/27/2007 Seq: 1

User: 0099999

Process Instance:

Creation Date: 10/27/2007

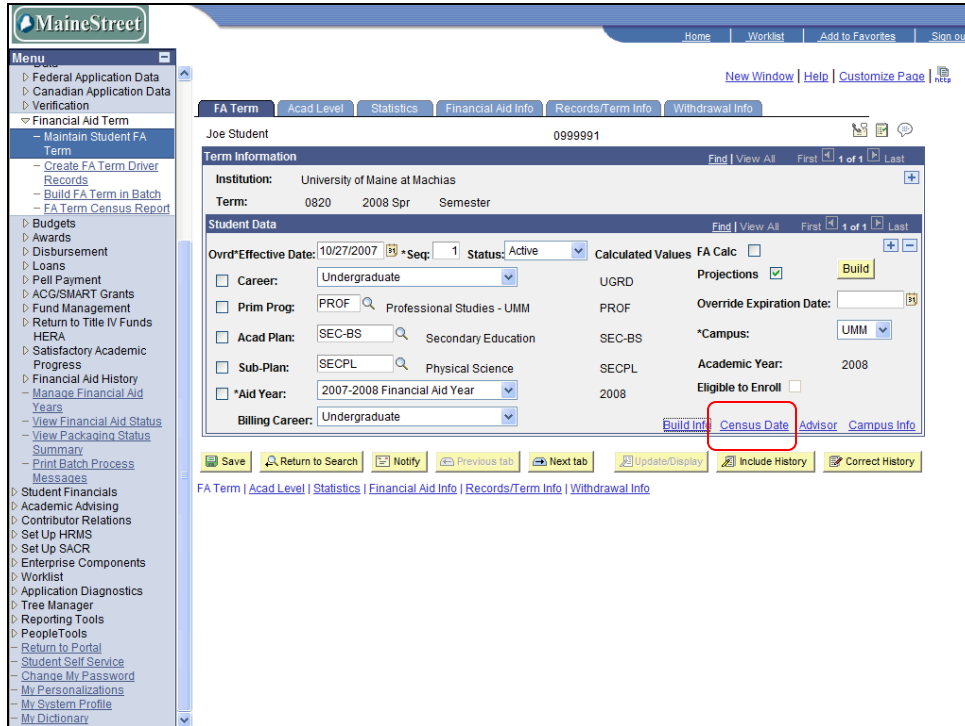
Source: Admissions

Online/Batch: Online Execution

Driver Option: Both Updates and Projections

[Return](#)

Step	Action
8.	<p>Note that the Source is <i>Admissions</i>. This is because this student has no active program in student records. All the data comes from his/her application.</p> <p>Other possible values for Source are <i>Term</i> (if data comes from enrollment) and <i>Program</i> (if there is no enrollment, but the student is active in a program).</p> <p>The User value is the emplid of the person who built FA Term.</p> <p>Click the Return link to return to the FA Term page.</p> <p>Return</p>

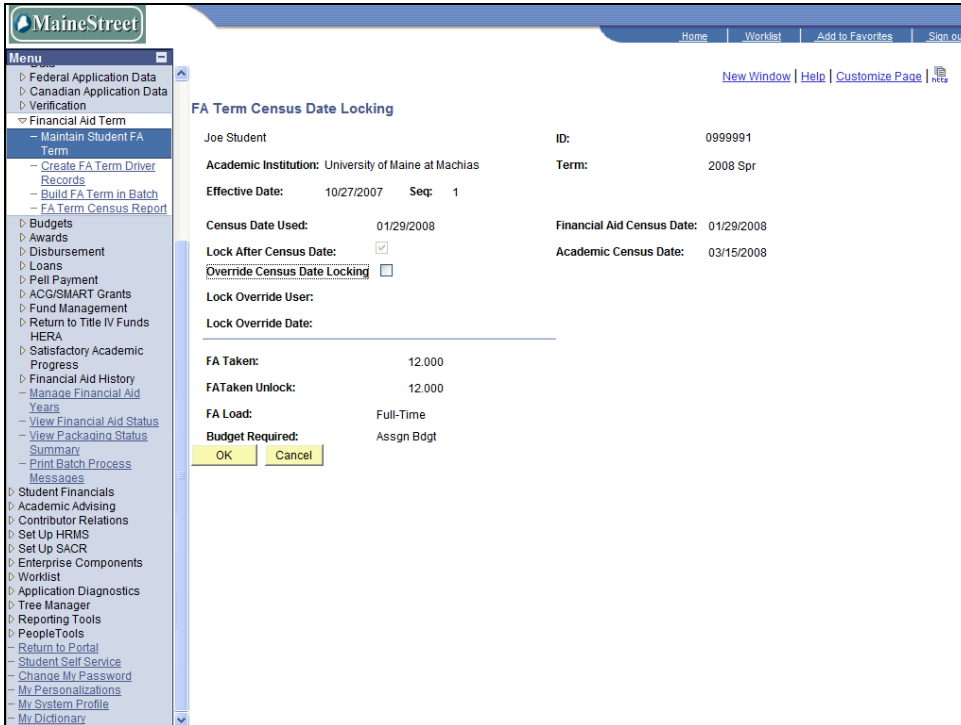


The screenshot shows the 'MaineStreet' web application interface. The 'Financial Aid Info' tab is selected, displaying details for 'Joe Student' (ID: 0999991) at the 'University of Maine at Machias'. The 'Student Data' section includes fields for 'Ovrd*Effective Date', 'Seq', 'Status', and 'Calculated Values'. Below this, there are several checkboxes and dropdown menus for 'Career', 'Prim Prog', 'Acad Plan', 'Sub-Plan', and '*Aid Year'. At the bottom of this section, there are links for 'Build Info', 'Census Date', 'Advisor', and 'Campus Info'. The 'Census Date' link is highlighted with a red box. The interface also includes a 'Menu' on the left side and a top navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'.

Step	Action
9.	Click the Census Date link to bring up the FA Term Census Date Locking page. Census Date


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MaineStreet

Home | Worklist | Add to Favorites | Sign out

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Menu

- ▷ Federal Application Data
- ▷ Canadian Application Data
- ▷ Verification
- ▽ Financial Aid Term
 - Maintain Student FA Term
 - Create FA Term Driver Records
 - Build FA Term in Batch
 - FA Term Census Report
- ▷ Budgets
- ▷ Awards
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- ▷ Student Financials
- ▷ Academic Advising
- ▷ Contributor Relations
- ▷ Set Up HRMS
- ▷ Set Up SACR
- ▷ Enterprise Components
- ▷ Worklist
- ▷ Application Diagnostics
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ PeopleTools
 - Return to Portal
 - Student Self Service
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

FA Term Census Date Locking

Joe Student ID: 0999991

Academic Institution: University of Maine at Machias Term: 2008 Spr

Effective Date: 10/27/2007 Seq: 1

Census Date Used: 01/29/2008 Financial Aid Census Date: 01/29/2008

Lock After Census Date: Academic Census Date: 03/15/2008

Override Census Date Locking:

Lock Override User:

Lock Override Date:


FA Taken: 12.000

FATaken Unlock: 12.000

FA Load: Full-Time

Budget Required: Assign Bdgt

Step	Action
10.	<p>The FA Term 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.</p> <p>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).</p>

 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.

Step	Action
11.	<p>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.</p> <p>The Override Census Date Locking checkbox can only be selected if the current date is after the date in Census Date Used.</p> <p>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."</p>
12.	<p>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.</p> <p>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.</p> <p>The Budget Required field determines whether or not the student's budget will be recalculated during the budget build process.</p>

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MaineStreet

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page |

FA Term Census Date Locking

Joe Student ID: 0999991

Academic Institution: University of Maine at Machias Term: 2008 Spr

Effective Date: 10/27/2007 Seq: 1

Census Date Used: 01/29/2008 Financial Aid Census Date: 01/29/2008

Lock After Census Date: Academic Census Date: 03/15/2008

Override Census Date Locking

Lock Override User:

Lock Override Date:

FA Taken: 12.000

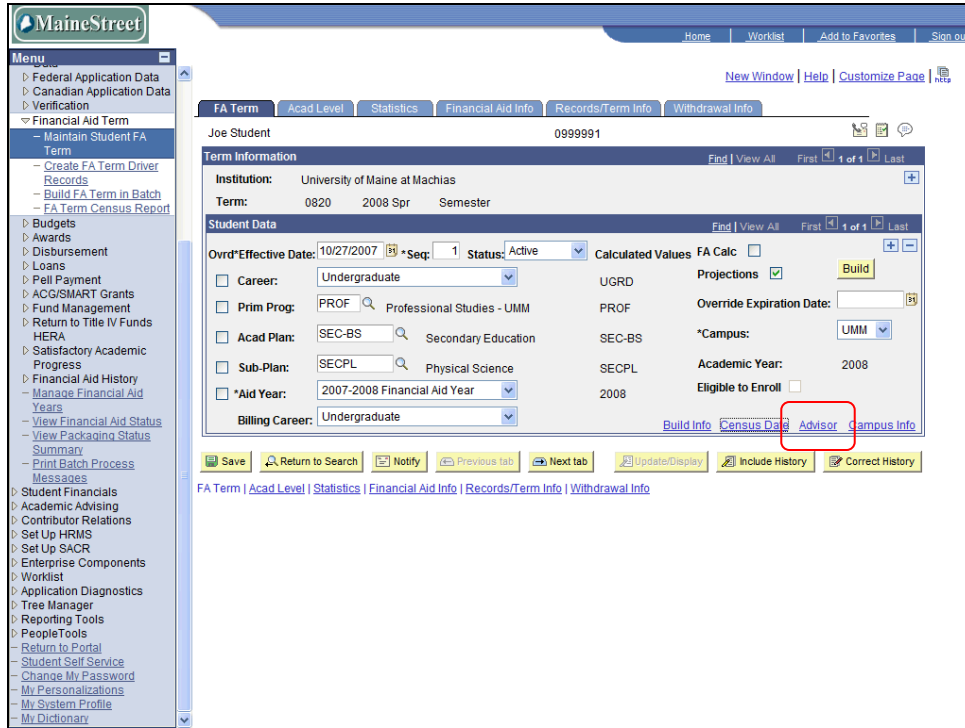
FATaken Unlock: 12.000

FA Load: Full-Time

Budget Required: Assign Bdgt

OK Cancel

Step	Action
13.	Click OK or Cancel to return to the FA Term page.

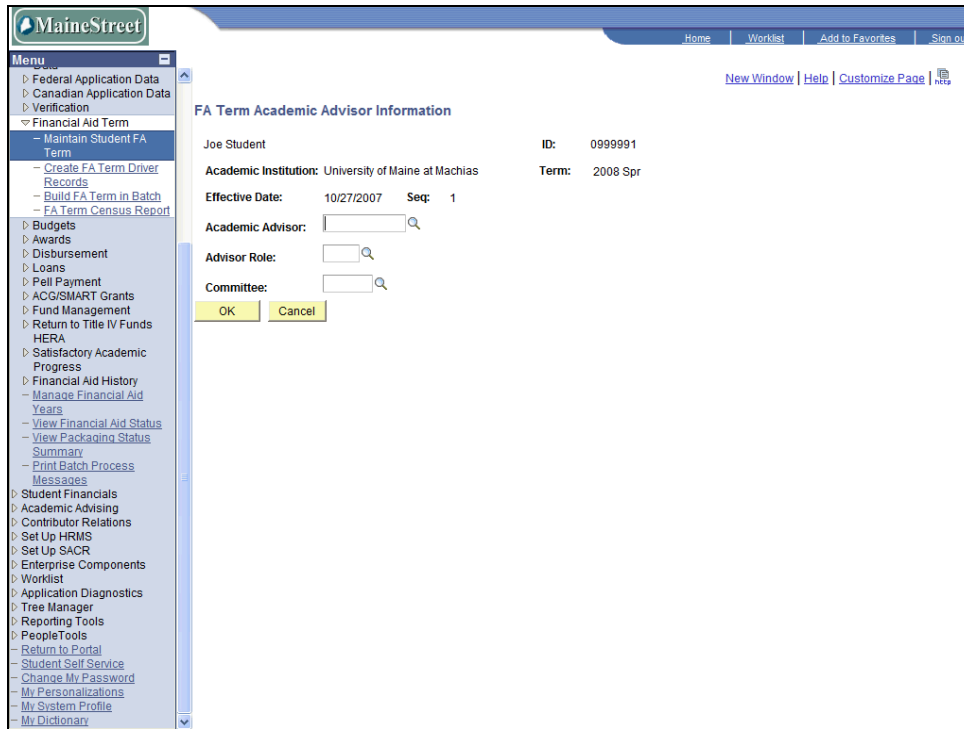



The screenshot shows the 'MaineStreet' web application interface. The left sidebar contains a 'Menu' with various options like 'Federal Application Data', 'Financial Aid Term', and 'Advisor'. The main content area is titled 'Joe Student' and shows 'Term Information' and 'Student Data'. The 'Advisor' link is highlighted with a red box.

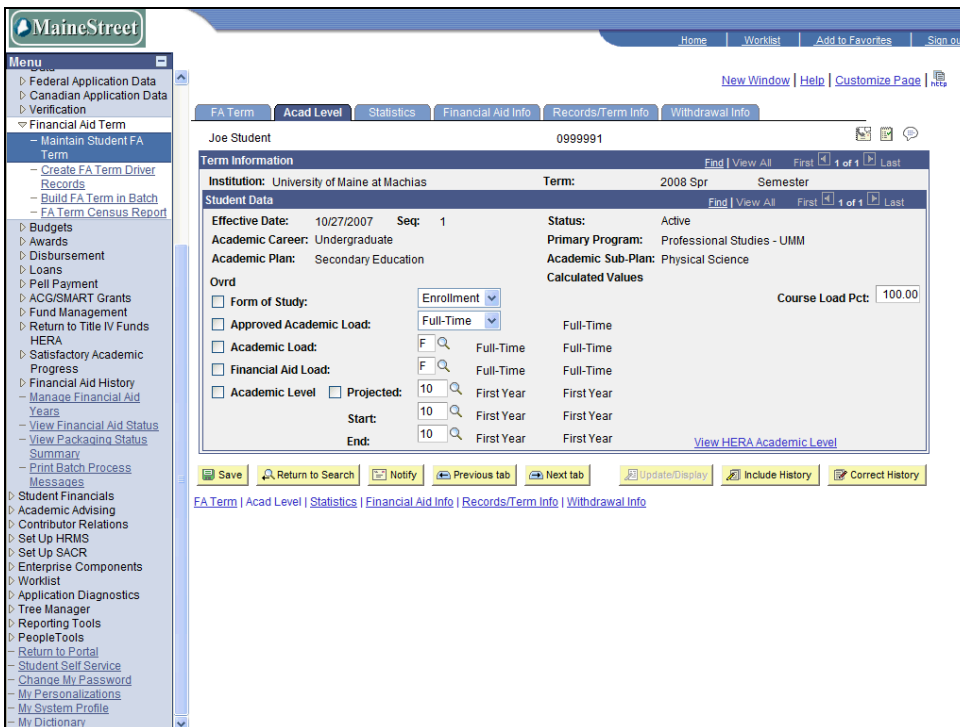
Step	Action
14.	To see the student's academic advisor, click the Advisor link.

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Step	Action
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. 



The screenshot shows the 'Academic Level' page for a student named Joe Student (ID: 0999991) at the University of Maine at Machias, for the 2008 Spring semester. The page displays various fields for overriding academic and financial aid information.

Term Information		Term:		Semester	
Institution: University of Maine at Machias		2008 Spr			
Student Data					
Effective Date: 10/27/2007		Seq: 1		Status: Active	
Academic Career: Undergraduate		Primary Program: Professional Studies - UMM		Academic Sub-Plan: Physical Science	
Academic Plan: Secondary Education		Calculated Values		Course Load Pct: 100.00	
Ovrd					
<input type="checkbox"/> Form of Study:	Enrollment				
<input type="checkbox"/> Approved Academic Load:	Full-Time	Full-Time			
<input type="checkbox"/> Academic Load:	F	Full-Time		Full-Time	
<input type="checkbox"/> Financial Aid Load:	F	Full-Time		Full-Time	
<input type="checkbox"/> Academic Level	Projected: 10	First Year		First Year	
	Start: 10	First Year		First Year	
	End: 10	First Year		First Year	

Buttons at the bottom include: Save, Return to Search, Notify, Previous tab, Next tab, Update/Display, Include History, Correct History.

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*.

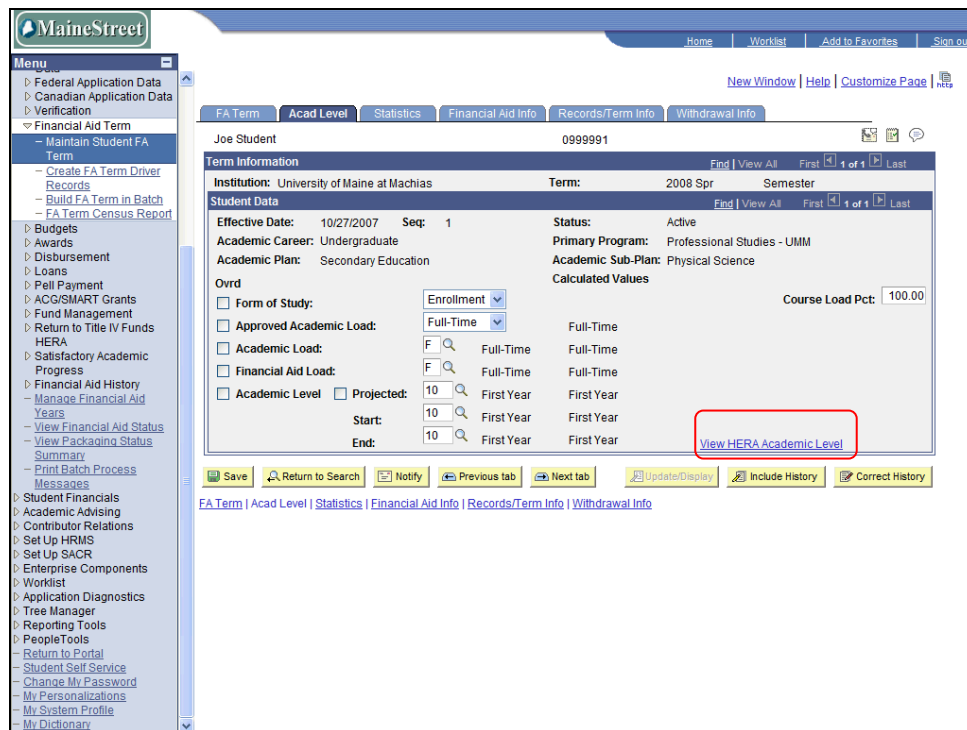
Academic Load is determined from the number of units the student is enrolled in, based on course catalog data. The values are: *Full-Time*, *Half-Time*, *Less 1/2*, *No Units*, *Part-Time*, *3/4 Time*.

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*.

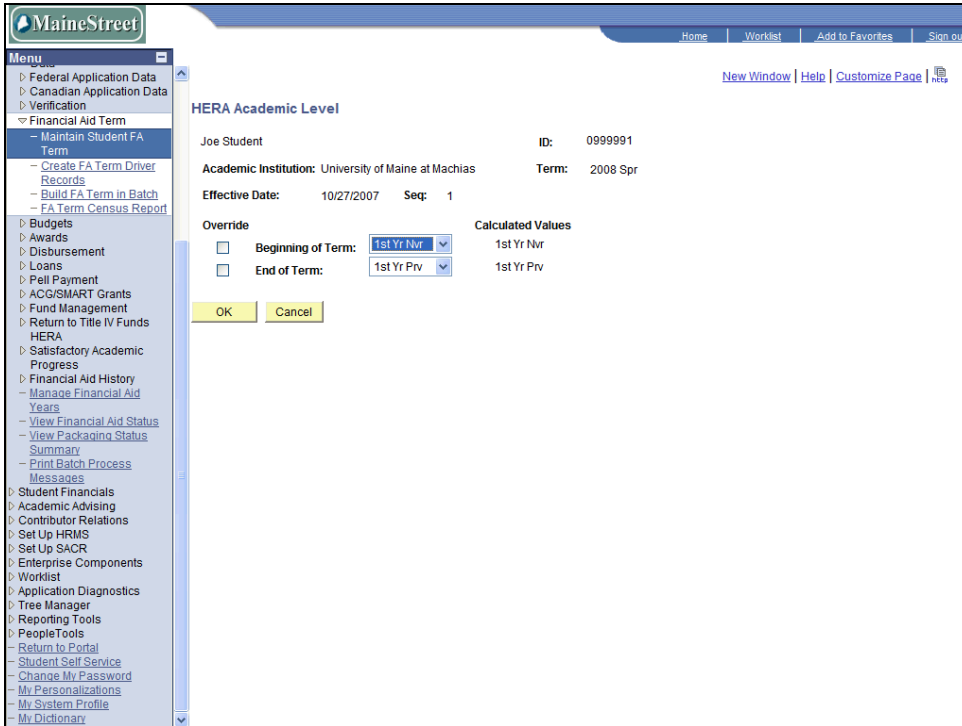
Academic Level Projected displays the projected academic level for the student at the end of the term, assuming all courses from prior terms are completed, as well as the courses for the current term.

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.



Step	Action
18.	Click the View HERA Academic Level link. View HERA Academic Level



HERA Academic Level

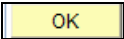

Joe Student ID: 0999991
 Academic Institution: University of Maine at Machias Term: 2008 Spr
 Effective Date: 10/27/2007 Seq: 1

Override

Beginning of Term: 1st Yr Nvr 1st Yr Nvr
 End of Term: 1st Yr Prv 1st Yr Prv

Calculated Values

OK Cancel

Step	Action
19.	<p>You can override the HERA Academic Level on this page.</p> <p>Click the OK button to save changes.</p> 
20.	<p>Click the Statistics tab.</p> 

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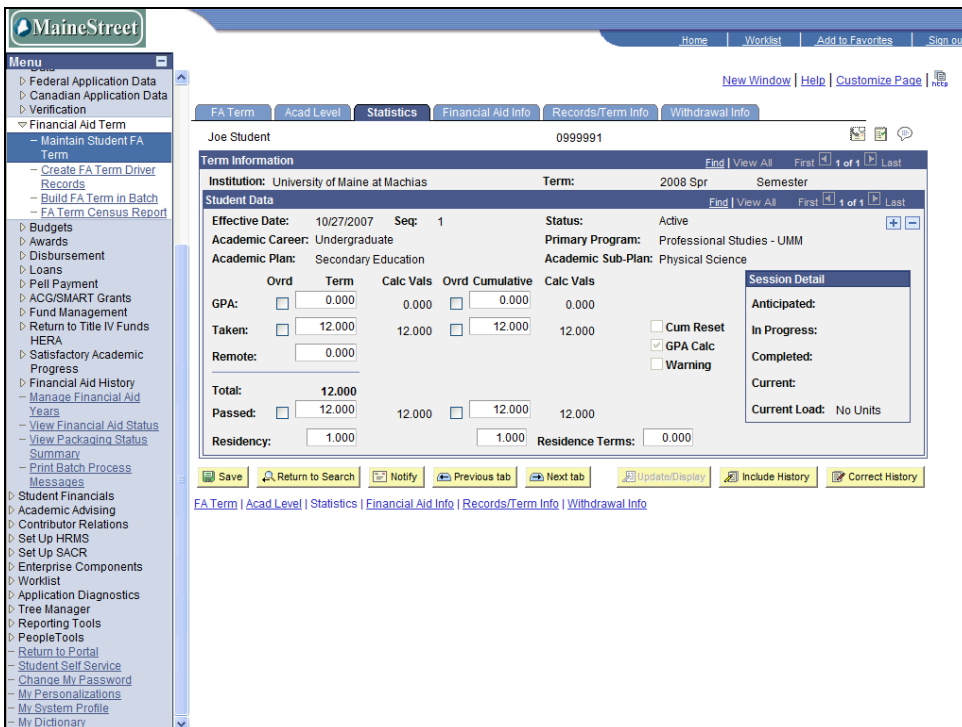
The screenshot shows the 'Statistics' page for a student named Joe Student (ID: 0999991) at the University of Maine at Machias for the 2008 Spring semester. The page includes a navigation menu on the left, a top navigation bar with tabs for 'FA Term', 'Acad Level', 'Statistics', 'Financial Aid Info', 'Records/Term Info', and 'Withdrawal Info', and a main content area with various data fields and a table.

Field	Value
Institution	University of Maine at Machias
Term	2008 Spr
Semester	
Effective Date	10/27/2007
Seq	1
Status	Active
Academic Career	Undergraduate
Primary Program	Professional Studies - UMM
Academic Plan	Secondary Education
Academic Sub-Plan	Physical Science

Field	Overd	Term	Calc Vals	Overd	Cumulative	Calc Vals
GPA	<input type="checkbox"/>	0.000	0.000	<input type="checkbox"/>	0.000	0.000
Taken	<input type="checkbox"/>	12.000	12.000	<input type="checkbox"/>	12.000	12.000
Passed	<input type="checkbox"/>	12.000	12.000	<input type="checkbox"/>	12.000	12.000
Remote	<input type="checkbox"/>	0.000				
Total		12.000				
Residency	<input type="checkbox"/>	1.000		<input type="checkbox"/>	1.000	

Additional fields and options include: Cum Reset, GPA Calc, Warning, Session Detail (Anticipated, In Progress, Completed, Current), and Current Load: No Units.

Step	Action
21.	<p>Use the Statistics page to view and override GPA, Units Taken and Passed.</p> <p>The Remote field is for units currently being taken at another institution, that are part of a student's unit load for the term.</p> <p>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).</p>



The screenshot shows the 'Financial Aid Info' page for 'Joe Student' (ID: 0999991) at the University of Maine at Machias, for the 2008 Spring semester. The page includes a navigation menu on the left and a main content area with several sections:

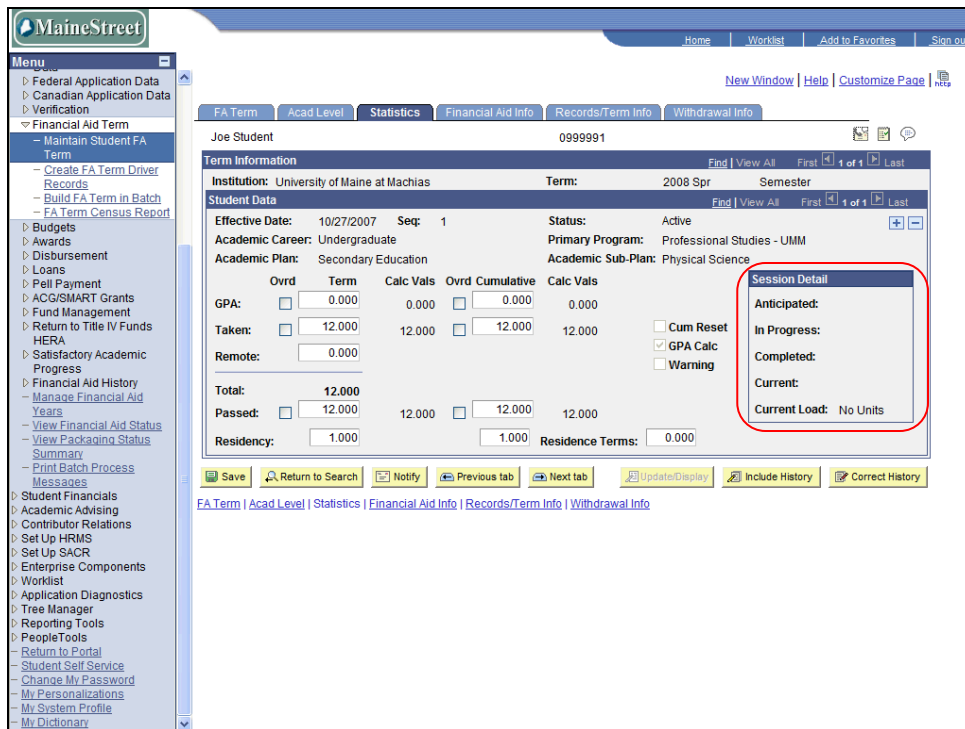
- Term Information:** Institution: University of Maine at Machias, Term: 2008 Spr, Semester.
- Student Data:** Effective Date: 10/27/2007, Seq: 1, Status: Active. Academic Career: Undergraduate, Primary Program: Professional Studies - UMM, Academic Plan: Secondary Education, Academic Sub-Plan: Physical Science.
- GPA/Residency Table:**

	Ovrd	Term	Calc Vals	Ovrd	Cumulative	Calc Vals
GPA:	<input type="checkbox"/>	0.000	0.000	<input type="checkbox"/>	0.000	0.000
Taken:	<input type="checkbox"/>	12.000	12.000	<input type="checkbox"/>	12.000	12.000
Remote:		0.000				
Total:		12.000				
Passed:	<input type="checkbox"/>	12.000	12.000	<input type="checkbox"/>	12.000	12.000
Residency:		1.000			1.000	Residence Terms: 0.000
- Session Detail:** Anticipated, In Progress, Completed, Current. Current Load: No Units.

Step	Action
22.	<p>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.</p> <p>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.</p> <p>The GPA Calc box is selected automatically if the FA Term build process was unable to calculate a GPA. You may need to rebuild.</p>
23.	<p>If the student has transfer credit, there will be a link on the Statistics page called Transfer Credit to view the details.</p> <p>If the student has enrollment there will be a link called Class Detail so you can view the enrollment information.</p> <p>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.</p>

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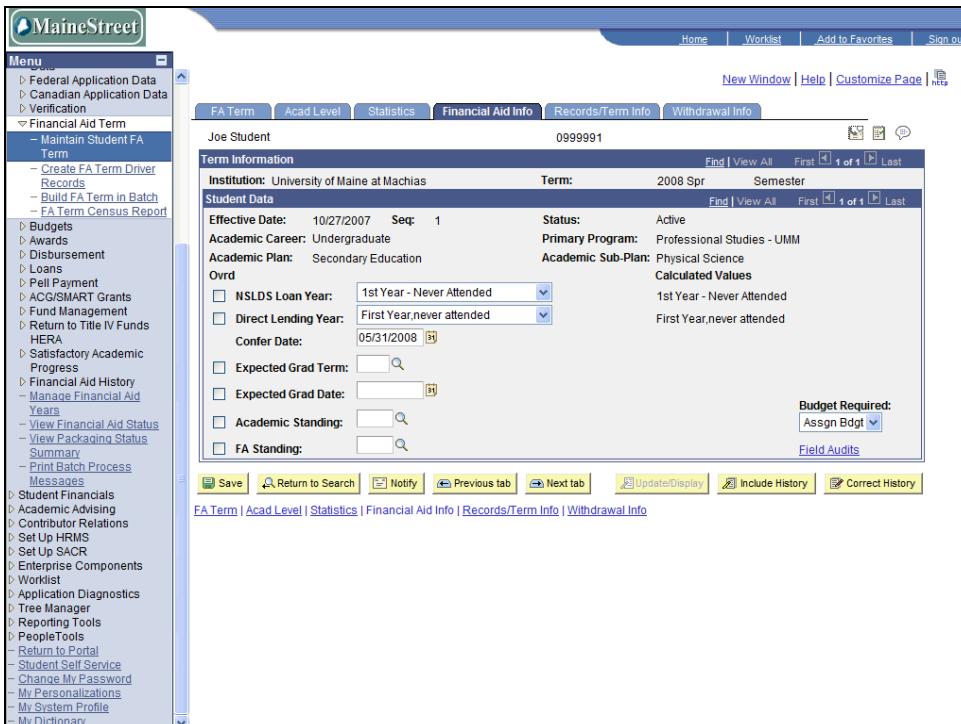


The screenshot shows the 'MaineStreet' web application interface. On the left is a navigation menu with categories like 'Federal Application Data', 'Financial Aid Term', and 'Student Financials'. The main content area displays 'Term Information' for 'Joe Student' (ID: 0999991) for the '2008 Spr' semester at 'University of Maine at Machias'. It includes 'Student Data' with fields for Effective Date, Academic Career, and GPA. A 'Session Detail' box is highlighted with a red circle, containing the following information:

- Anticipated:
- In Progress:
- Completed:
- Current:
- Current Load: No Units

Step	Action
24.	<p>In the Session Detail box:</p> <p>Anticipated displays the number of units the student is enrolled in for classes whose start date is after the effective date.</p> <p>In Progress is the number of units in ongoing classes as of the effective date.</p> <p>Completed is the number of units the student has completed as of the effective date.</p> <p>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).</p> <p>Current Load is the student's academic load for the term.</p>

Step	Action
25.	Click the Financial Aid Info tab. Financial Aid Info



The screenshot shows the 'Financial Aid Info' page for a student named Joe Student (ID: 0999991). The page is part of the MaineStreet system. The left sidebar contains a menu with options like 'Federal Application Data', 'Canadian Application Data', 'Verification', and 'Financial Aid Term'. The main content area displays the following information:

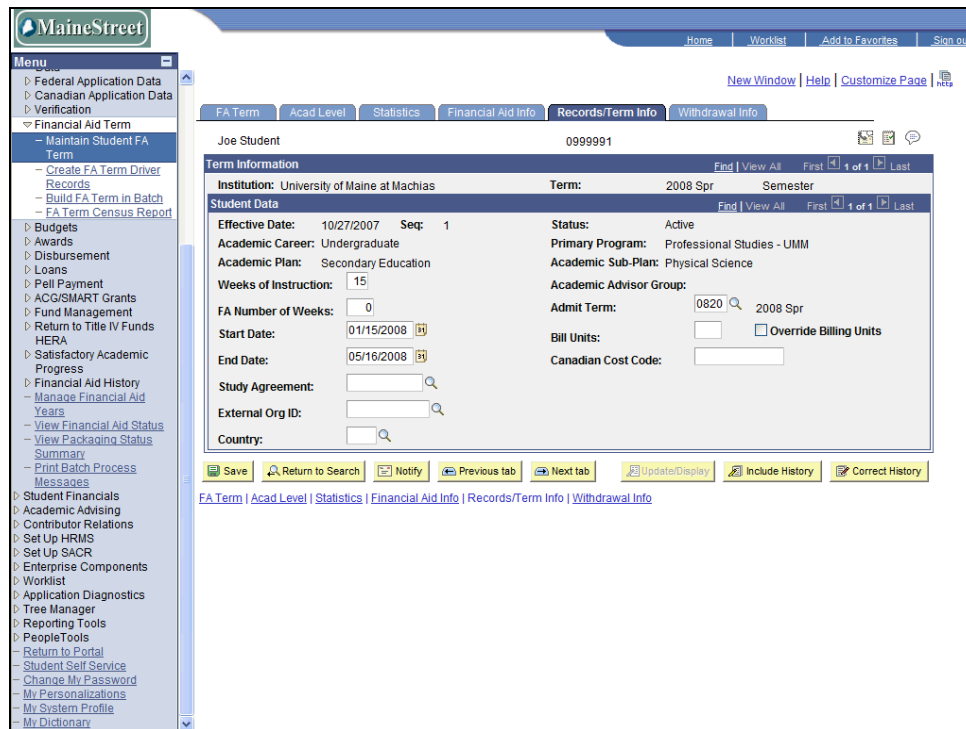
- Term Information:** Institution: University of Maine at Machias, Term: 2008 Spr, Semester: [blank]
- Student Data:** Effective Date: 10/27/2007, Seq: 1, Status: Active, Academic Career: Undergraduate, Primary Program: Professional Studies - UMM, Academic Plan: Secondary Education, Academic Sub-Plan: Physical Science
- Overridden Values:**
 - NSLDS Loan Year: 1st Year - Never Attended
 - Direct Lending Year: First Year, never attended
 - Confer Date: 05/31/2008
 - Expected Grad Term: [blank]
 - Expected Grad Date: [blank]
 - Academic Standing: [blank]
 - FA Standing: [blank]
- Calculated Values:** 1st Year - Never Attended, First Year, never attended
- Budget Required:** Assign Bdgt

At the bottom of the page, there are several action buttons: Save, Return to Search, Notify, Previous tab, Next tab, Update/Display, Include History, and Correct History.

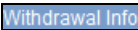
Step	Action
26.	<p>Use the Financial Aid Info page to view and override the NSLDS Loan Year, Direct Lending Year, Expected Grad Term and Date, Academic Standing and FA Standing values.</p> <p>If no graduation date has been entered, the system calculates one that is 60 months from the last day of the term you are working on. Otherwise it enters the date from Student Records.</p> <p>You can also reset the Budget Required flag on this page.</p> <p>The Field Audits link takes you to a page where you can see what has changed from one FA Term build to the next.</p> <p>For more details, see the Notes at the end of this document.</p>

Process Document

Financial Aid: Building FA Term Online-102607



The screenshot shows the 'Records/Term Info' page in the MaineStreet system. The page is for a student named 'Joe Student' with ID '0999991'. The term is '2008 Spr Semester' at the 'University of Maine at Machias'. The student's academic career is 'Undergraduate' and the primary program is 'Professional Studies - UMM'. The page includes fields for 'Effective Date' (10/27/2007), 'Start Date' (01/15/2008), 'End Date' (05/16/2008), 'Weeks of Instruction' (15), and 'FA Number of Weeks' (0). There are also fields for 'Study Agreement', 'External Org ID', and 'Country'. The page has a navigation menu on the left and a toolbar at the bottom with buttons like 'Save', 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
27.	The Records/Term Info page is intended for collecting study abroad or institutional visit information from Student Records.
28.	Click the Withdrawal Info tab. 
29.	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 Withdrawal Info page displays information from Student Records and Student Financials that may affect financial aid processing, such as return of Title IV funds.



Step	Action
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 atnd; 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.