

## Procedure 3.0935

### Enrollment Status Reporting Procedure

The Registrar's Office is required to report student enrollment and degree verification data to the National Student Clearinghouse (NSC) on a prescribed transmission schedule as set by NSC (approximately every 30 days). This data includes personally identifiable information and detailed academic information, including student enrollment status (full time, three-quarter time, half time, less-than-half time, withdrawn, graduated or deceased). NSC acts as a third party for the State of North Carolina and provides the submitted student enrollment data to the National Student Loan Database System (NSLDS) as required by federal regulations.

Beaufort County Community College will follow the procedure outlined below to ensure compliance with all federal and state reporting regulations.

1. Adhering to NSC's transmission schedule, Registrar completes the student enrollment reporting process (10 times per academic year) and the degree verification reporting process (3 times per academic year) in Colleague. These processes are detailed in the National Student Clearinghouse User Guide provided by the North Carolina Community College System. The transmission schedules are located on the NSC website.
2. Registrar transmits the reports generated from these processes directly to NSC through their secure FTP website.
3. Upon receiving BCCC's enrollment report, NSC notifies Registrar of successful submission. If NSC detects any errors or anomalies in the data reported, NSC notifies Registrar via email that there are items requiring attention.
4. Registrar logs in to the NSC website to investigate and correct any errors noted. (NSC will not transmit BCCC's enrollment information to NSLDS until all material errors are corrected or explained and then confirmed.)
5. After all errors are satisfactorily cleared, NSC reports BCCC's student enrollment information to NSLDS.
6. After NSLDS receives BCCC's enrollment data from NSC, Registrar selects a reasonable random sample of students from its NSC work file and compares that data with the data transmitted from NSC to NSLDS to ensure accuracy and to make any necessary corrections in NSLDS. In addition, between semesters Registrar runs a report of students who graduated at the end of the previous term but are continuing enrollment into the upcoming term. All students fitting this criterion are checked in NSLDS to ensure that their correct status is reflected.

## Procedure

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

### History

**Leadership Council Review/Approval Dates:** *Enter date(s) here*

**Senior Staff Review/Approval Dates:** *2/23/2018*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *5/15/2018*