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Introduction

This is a comprehensive handbook designed to guide you through the Enrollment Reporting Error Resolution Report on the web. It provides detailed descriptions accompanied by visuals for each error and warning code, the reason behind their occurrence, step-by-step resolution instructions, and how to prevent recurrence.

Navigating to the Error Resolution Report

To access the Error Resolution Report, go to www.studentclearinghouse.org and click on User Login found at the top right of the page. Enter your Username and Password to access the Clearinghouse secure website.

Go to the Student Reporting tab and click on the Data Reporting Dashboard link.

On the Data Reporting Dashboard, in the Needs Immediate Attention box, click on the Enrollment Reporting (Error Resolution Report) tile.
You will be redirected to a new page displaying the pending enrollment submission for which an Error Resolution Report is posted. If you have multiple enrollment files in-house at the same time for different branches, there may be more than one pending submission listed. Click on the date under the Received Date column to access the Error Resolution Report for the file.

### Error Resolution: Pending Submissions

Enter school code and branch below to find pending submissions for that specific school.

<table>
<thead>
<tr>
<th>School Code</th>
<th>School Name</th>
<th>Received Date</th>
<th>Submission Type</th>
<th>Days Outstanding</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>007550-00</td>
<td>HOMETOWN UNIVERSITY</td>
<td>07/20/2023</td>
<td>First of term</td>
<td>1</td>
<td>Attention Required</td>
</tr>
</tbody>
</table>

Select the date in the Received Date column to access the error list for the file.

---

**Reviewing the Error Resolution Report**

Displayed below is the top portion of the Error Resolution Report landing page which consists of four sections: Clearinghouse Contact, Submission Information, Download Error Resolution Report, and Request to Reject Submission.

---

**Clearinghouse Contact**: The Clearinghouse Contact box is located in the top left corner of the page. This section displays the name, email address, and phone number of the Data Operations analyst assigned to the enrollment submission. This is the individual to contact if assistance is needed with the enrollment submission including the Error Resolution Report.
**Submission Information:** The Submission Information box is located in the top center of the page. Please review this section to ensure the enrollment submission information appears correct. If any of the submission information appears incorrect, please contact the assigned analyst. The analyst contact information is found in the Clearinghouse Contact box.

- **Received Date** – The date the enrollment submission was received by the Clearinghouse.
- **Certification Date** – The date on which the data reported in the enrollment submission was certified by the institution.
- **Academic Term** – The name of the academic term for the data reported in the enrollment submission. Example: Fall 2023, Winter Quarter 2023, etc. The academic term name is defined by the institution.
- **Submission Type** – The enrollment submission type. Submission types include First of Term, Subsequent of Term, Graduates Only, Early Registration, Summer-First, Summer-Subsequent, Non-compulsory & Non-summer.
- **Days Outstanding** – The number of days the Error Resolution Report has been posted for review. The days outstanding are counted by calendar days.
- **CH Submission#** - Unique identification number assigned by the Clearinghouse to the enrollment submission.
- **School Code** – The 6-digit school code and 2-digit branch code

**Download Error Resolution Report:** The Download Error Resolution Report button allows the user to download the complete Error Resolution Report Error List. For audit purposes, before making any corrections, please download the Error Resolution Report which will contain a summary of the issues on the enrollment submission before changes were made.

The downloaded report may be referenced after corrections are made to the Error Resolution Report to ensure updates are also made in your Student Information System (SIS) for the records that had errors generated to prevent the errors from reoccurring on future submissions. It can also be beneficial to reference the downloaded report when working with your IT Department, Programmer, or software vendor on error related issues.

**Request to Reject Submission:** On the right side is the Request to Reject Submission box. In this box is the Request to Reject Submission button. The user may click this button to place a reject request if the file should be deleted and a new enrollment submission sent in its place. Some reasons a reject request may be placed is due to a large number of errors or unexpected errors generating, or the file not being set up correctly.

Before clicking the Request to Reject Submission button, if there are any questions about the file or errors that generated, please contact the analyst assigned to the enrollment submission listed in the Clearinghouse Contact box. If no analyst is assigned, please email SchoolOps@studentclearinghouse.org.

To save a copy of the Error Resolution Report before the file is rejected, please click the Download Error Resolution Report button before placing the rejection request. The downloaded report can be helpful to reference when working with your IT Department or Programmer to resolve data issues in your SIS.
Once a rejection request is placed, please contact the assigned analyst to advise the rejection request was submitted so that the transmission schedule is updated before the new enrollment submission is received.

**Error Resolution Report: Error List – Red Errors vs. Black Warnings**

At the bottom of the Error Resolution Report landing page will be the list of errors and/or warnings that were generated on the enrollment submission. Those that appear in red are referred to as errors and those that appear in black are referred to as warnings.

<table>
<thead>
<tr>
<th>Error Number</th>
<th>Error Description</th>
<th>Error Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>208*</td>
<td>Unreported Record with Prior Active Enrollment</td>
<td>2</td>
</tr>
<tr>
<td>1568*</td>
<td>Unreported Program Previously Reported for Term</td>
<td>2</td>
</tr>
<tr>
<td>1801</td>
<td>Inc Pro 1 PSED does not match last certified PSED</td>
<td>1</td>
</tr>
<tr>
<td>1802</td>
<td>Inc Pro 2 PSED does not match last certified PSED</td>
<td>2</td>
</tr>
<tr>
<td>1803</td>
<td>Inc Pro 3 PSED does not match last certified PSED</td>
<td>2</td>
</tr>
<tr>
<td>1811</td>
<td>Inc Pro 1 PBD does not match last certified PBD</td>
<td>8</td>
</tr>
<tr>
<td>1812</td>
<td>Inc Pro 2 PBD does not match last certified PBD</td>
<td>3</td>
</tr>
<tr>
<td>1813</td>
<td>Inc Pro 3 PBD does not match last certified PBD</td>
<td>3</td>
</tr>
<tr>
<td>1814</td>
<td>Inc Pro 4 PBD does not match last certified PBD</td>
<td>1</td>
</tr>
</tbody>
</table>

All errors marked in red (*) are required and MUST be resolved. Once all errors in red are gone, please review all other warnings listed in black. Note: By not correcting or changing error number(s) in black, you are verifying the data displayed is accurate.

Errors identified in red are required to be corrected before the Error Resolution Report is returned to the Clearinghouse and the enrollment submission processed. Once all errors in red are corrected and they are no longer displaying on the Error List, please review all warnings listed in black.

Reviewing warnings identified in black is strongly encouraged to ensure the data is accurate. Records with warnings can be accepted as reported on an enrollment submission if the record reflects current and accurate data for the student. If upon review it is determined there is incorrect data reported, updates should be made via the Error Resolution Report.

If any records with warnings remain and are submitted back to the Clearinghouse, please contact the analyst assigned to the enrollment submission to provide confirmation that the records were reviewed and/or updated and are accurate to process on the file. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the [Clearinghouse Contact](#) box.
This assists the analyst when performing a final review of the file and may prevent warnings from having to be posted again for additional confirmation.

**NOTE:** If you have questions about errors or warnings posted on the Error Resolution Report, please contact the analyst assigned to the enrollment submission for assistance before making any corrections. Once a correction is submitted for a record through the Error Resolution Report, it may no longer appear on the Error List. Once an error is cleared from the Error List, the analyst may not be able to assist since the student record in question may no longer display for review.

---

### Returning the Error Resolution Report

Once all errors and warnings are corrected and no errors or warnings remain on the Error Resolution Report: Error List, the enrollment submission will automatically return to the Clearinghouse for the assigned analyst to review.

If all errors in red are corrected but there are warnings in black that remain, an “I Am Done” button will display on the Error Resolution Report landing page. Once all warnings in black are reviewed and/or updated, click the “I Am Done” button to submit the report indicating all necessary corrections have been made.

**NOTE:** When only warnings are remaining on the Error Resolution Report and the “I Am Done” button is not clicked to submit the report, the Error Resolution Report will remain posted and show as...
outstanding. The analyst assigned to the enrollment submission cannot process the file until the enrollment submission is returned to the Clearinghouse by clicking the “I Am Done” button.

The analyst will perform a final review of the file after the Error Resolution Report is completed. There may be instances when the analyst requests additional information before processing the file. This may occur when warnings are returned and upon review the analyst determines confirmation is required to ensure accuracy of the data or if any additional discrepancies are found.

If additional information is needed, the analyst may repost the Error Resolution Report with the errors or warnings needing further review and/or reach out to the Submission Data or Submission Data Alternate contacts to verify accuracy of the data in question.

When returning an Error Resolution Report with warnings still present, we recommend contacting the analyst assigned to the enrollment submission to provide confirmation that the records were reviewed and/or updated and are accurate to process on the file. Contacting the analyst is not required, but it may help expedite the processing of the file by preventing the need for additional steps.

**NOTE:** Many returned warnings can be accepted as reported on an enrollment submission. If records flagged with a warning code in black are returned without any updates made, the records may be processed as is without additional confirmation requested. This could allow incorrect information to be loaded into the Clearinghouse database. This is why it is also critical to review warnings and update the records, if necessary, despite the records not being marked in red as required to correct.

**Enrollment Reporting Error Codes**

**Error 4: Invalid Enrollment Status**

<table>
<thead>
<tr>
<th>Details</th>
<th>Student SSN</th>
<th>College/Student ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Enrollment Status</th>
<th>Status Start Date (mm/dd/yyyy)</th>
<th>Anticipated Graduation Date (mm/dd/yyyy)</th>
<th>Status</th>
<th>Select all/none</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04/03/2023</td>
<td>04/03/2023</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Campus-Level Information:**

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Status Start Date (mm/dd/yyyy)</th>
<th>Anticipated Graduation Date (mm/dd/yyyy)</th>
<th>Term Begin Date (mm/dd/yyyy)</th>
<th>Term End Date (mm/dd/yyyy)</th>
<th>Directory Block Indicator</th>
<th>Privacy Block Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>01/18/2023</td>
<td>05/06/2023</td>
<td>N - No</td>
<td>-- select --</td>
</tr>
</tbody>
</table>
Why Error Occurs: The Enrollment Status field is either blank or contains an invalid value. This error may also occur when there is a spacing issue on the record. The valid Enrollment Status values are:

- F = Full-Time
- Q = Three-Quarter Time
- H = Half-Time
- L = Less than Half-Time
- A = Leave of Absence
- W = Withdrawn
- G = Graduated
- D = Deceased

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If there is no spacing issue on the record, please select the correct Enrollment Status. Review the Status Start Date field and update if necessary. Review the Program Enrollment Status and Program Status Effective Date on all programs for accuracy and update if necessary.

  NOTE: When the Campus-Level Enrollment Status is W, G or D, all programs must be reported with the appropriate separation Program Enrollment Status of W, G, D or X (Never Attended). If the Program Enrollment Status selected is X - Never Attended status, the Program Status Effective Date must equal the Program Begin Date.

- If there is a small number of records with Error Code 4 due to a spacing issue on the record, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If there is a large number of records with Error Code 4 due to a spacing issue on the records, you may request to reject the file and resubmit it after corrections are made in your Student Information System. To reject the file, click on the Request to Reject Submission button on the Error Resolution Report: Error List page.

Prevention: This error is occurring because the Enrollment Status may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure an Enrollment Status is reported for all records in your SIS with a valid value of F, Q, H, L, A, W, G, or D.

If the error occurred due to a spacing issue on the record, please correct the spacing issue in your SIS.

For BANNER OR EDI FORMAT:

Why Error Occurs: This error occurs when a student has an Enrollment Status (SFBETRM) record without a valid time status within your Student Information System (SIS). This may occur when a student has
withdrawn or dropped their classes resulting in an invalid time status in Banner, or the record may not have a valid Withdrawn Enrollment Status.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If the records with Error Code 4 should not have been included in the enrollment submission, you may request to reject the file and resubmit it after corrections are made in your Student Information System. To reject the file, click the ‘Request to Reject Submission’ button on the Error Resolution Report: Error List page. Please see Appendix for How to Correct Error Code 4 in Banner to exclude students that should not be included on the enrollment submission.

- If your institution chooses to proceed with correcting the error and processing the enrollment submission, each record with Error Code 4 must be reviewed.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record, then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

  - If the student was last reported to the Clearinghouse with an active enrollment status and the student is no longer enrolled, please update the Campus-Level Enrollment Status by selecting the appropriate separation status of Withdrawn (W), Graduated (G), or Deceased (D). Enter the separation date in the Status Start Date field. Review the Program-Level data fields and update as necessary.

  **NOTE:** When the Campus-Level Enrollment Status is W, G or D, all programs must be reported with the appropriate separation Program Enrollment Status of W, G, D or X (Never Attended). If the Program Enrollment Status selected is X - Never Attended status, the Program Status Effective Date must equal the Program Begin Date.

  - If the student record is already closed because it was last reported to the Clearinghouse with a separation status of Withdrawn, Graduated or Deceased, you may contact the analyst assigned to the enrollment submission for assistance to request the records are rejected from the enrollment submission before it is processed.

**Prevention:** To prevent this error in the future, please ensure an Enrollment Status is reported for all records in your SIS with a valid time status code. Please see the table below or the Clearinghouse EDI Implementation Guide

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>EB6</td>
<td>Withdrawn</td>
<td>EB3</td>
</tr>
<tr>
<td>Three-Quarter Time</td>
<td>EBO (letter O)</td>
<td>Graduated</td>
<td>EB4appen</td>
</tr>
<tr>
<td>Half-Time</td>
<td>EB7</td>
<td>Deceased</td>
<td>EB1</td>
</tr>
<tr>
<td>Less than Half-Time</td>
<td>EB8</td>
<td>Leave of Absence</td>
<td>EB9</td>
</tr>
</tbody>
</table>
Please see Appendix for [How to Correct Error Code 4 in Banner](#) to exclude students from future enrollment submissions that should not be included.

### Error 5: Anticipated Graduation Date is Invalid

**Why Error Occurs:** The Anticipated Graduation Date (AGD) is not a valid date or is not in the correct format. This error may also occur when there is a spacing issue on the record.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If there is no spacing issue on the record, please provide a valid AGD. The AGD should be a future date greater than or equal to the Term End Date, but not greater than 10 years after the Certification Date of the file. An AGD older than the Certification Date of the file or greater than 10 years after the Certification Date of the file may result in the record not being accepted by NSLDS.

For students that are non-degree seeking or in continuing education, the AGD may be reported as the expected last date of attendance or defaulted to the Term End Date +1 year.

**Example:**

Term End Date = 5/5/2023  
AGD defaulted to Term End Date +1 Year = 5/5/2024

Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same AGD to all of the records with Error Code 5. See Appendix for [How to Perform a Mass Correction](#).
• If there is a small number of records with Error Code 5 due to a spacing issue on the record, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

• If there is a large number of records with Error Code 5 due to a spacing issue, you may request to reject the file and resubmit it after corrections are made in your Student Information System. To reject the file, click on the ‘Request to Reject Submission’ button on the Error Resolution Report: Error List page.

Prevention: This error is occurring because the Anticipated Graduation Date (AGD) may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the AGD in your SIS is in a valid date format. The AGD should be greater than or equal to the Term End Date, but not greater than 10 years after the Certification Date of the file.

If the error occurred due to a spacing issue on the record, please correct the spacing issue in your SIS.

Error 6: Anticipated Graduation Date Required

Why Error Occurs: The Anticipated Graduation Date (AGD) field is blank for a record with an active Enrollment Status of Full-Time (F), Three-Quarter Time (Q), Half-Time (H), or Leave of Absence (A). An AGD must be provided for all records with an Enrollment Status of F, Q, H, or A, including students that are non-degree seeking or in continuing education.

Resolution: Please enter the student’s AGD. The AGD should be a future date greater than or equal to the Term End Date, but not greater than 10 years after the Certification Date of the file. An AGD older than the Certification Date of the file or greater than 10 years after the Certification Date of the file may result in the record not being accepted by NSLDS.

If the student is non-degree seeking or in continuing education, the AGD may be reported as the expected last date of attendance or defaulted to the Term End Date +1 year.
Example:
Term End Date = 5/5/2023
AGD defaulted to Term End Date +1 Year = 5/5/2024

Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same AGD to all of the records with Error Code 6. See Appendix for How to Perform a Mass Correction.

Prevention: This error is occurring because the Anticipated Graduation Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure there is an AGD in your SIS for all records with an Enrollment Status of F, Q, H, or A. The AGD should be a future date greater than or equal to the Term End Date, but not greater than 10 years after the Certification Date of the file.

Error 7: Status Start Date is older than 99 years after the Certification Date

Why Error Occurs: The Status Start Date (SSD) is 99 years or older than the Certification Date of the file. A Status Start Date prior to the year 1991 cannot be accepted because it is before the Clearinghouse was established and would result in Error Code 24. This error may also occur when there is a spacing issue on the record.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.
- If there is no spacing issue on the record, please enter the correct Status Start Date.

- If there is a small number of records with Error Code 7 due to a spacing issue on the record, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If there is a large number of records with Error Code 7 due to a spacing issue, you may request to reject the file and resubmit it after corrections are made in your Student Information System. To reject the file, click on the Request to Reject Submission button on the Error Resolution Report: Error List page.

Prevention: This error is occurring because the Status Start Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the Status Start Date in your SIS is a valid date that is not prior to the year 1991.

If the error occurred due to a spacing issue on the record, please correct the spacing issue in your SIS.

Error 8: Invalid Status Start Date

Why Error Occurs: The Status Start Date (SSD) provided is not valid or is not in the correct format. This error may also occur when there is a spacing issue on the record.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If there is no spacing issue on the record, please enter the correct Status Start Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same Status Start Date to all of the records with Error Code 8. See Appendix for How to Perform a Mass Correction.
NOTE: If upon review of the Program-Level information you determine an update is also needed for the Program Status Effective Date or any of the program level data fields, please update each record individually.

- If there is a small number of records with Error Code 8 due to a spacing issue on the record, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If there is a large number of records with Error Code 8 due to a spacing issue, you may request to reject the file and resubmit it after corrections are made in your Student Information System. To reject the file, click on the ‘Request to Reject Submission’ button on the Error Resolution Report: Error List page.

Prevention: This error is occurring because the Status Start Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the Status Start Date extracted from your SIS is in a valid date format.

If the error occurred due to a spacing issue on the record, please correct the spacing issue in your SIS.

Error 12: Non-Trivial Numeric Last Name

Why Error Occurs: One of the first three characters of the student’s Last Name contains numeric values.

Resolution: Please remove the numeric characters and enter the correct Last Name for the student.
If the error is flagged for a test student or an invalid record, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Prevention:** This error is occurring because the Last Name may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the correct Last Name is entered in your SIS and it does not contain any numeric characters.

**Error 13: Last Name Blank**

**Why Error Occurs:** The Last Name field on the student record is blank. A Last Name is required for all records.

**Resolution:** Please provide the correct Last Name for the student. If the student does not have a Last Name, you may enter NLN for No Last Name.

If the error is flagged for a test student or an invalid record, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Prevention:** This error is occurring because the Last Name may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure a Last Name is reported for all students in your SIS.
Error 16: Term Begin Date is Blank/Invalid

Why Error Occurs: The Term Begin Date field is blank, or the Term Begin Date is not a valid date. This error may also occur when there is a spacing issue on the record.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If there is no spacing issue on the record, please enter the correct Term Begin Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same Term Begin Date to all of the records with Error Code 16. See Appendix for How to Perform a Mass Correction.

- If there is a small number of records with Error Code 16 due to a spacing issue on the record, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If there is a large number of records with Error Code 16 due to a spacing issue on the records or the records should not have been included in your enrollment submission, you may request to reject the file and resubmit it after corrections are made in your Student Information System. To reject the file, click on the ‘Request to Reject Submission’ button on the Error Resolution Report: Error List page.

Prevention: This error is occurring because the Term Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure a valid Term Begin Date is populated for all records in your SIS.

If the error occurred due to a spacing issue on the record, please correct the spacing issue in your SIS.
Error 17: Term End Date is Blank/Invalid

Why Error Occurs: The Term End Date field is blank, or the Term End Date is not a valid date. This error may also occur when there is a spacing issue on the record.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If there is no spacing issue on the record, please enter the correct Term End Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same Term End Date to all of the records with Error Code 17. See Appendix for How to Perform a Mass Correction.

- If there is a small number of records with Error Code 17 due to a spacing issue on the record, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If there is a large number of records with Error Code 17 due to a spacing issue on the records or the records should not have been included in your enrollment submission, you may request to reject the file and resubmit it after corrections are made in your Student Information System. To reject the file, click on the Request to Reject Submission button on the Error Resolution Report: Error List page.

Prevention: This error is occurring because the Term End Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure a valid Term End Date is populated for all records in your SIS.

If the error occurred due to a spacing issue on the record, please correct the spacing issue in your SIS.
Error 24: Status Start Date is prior to 1991

Why Error Occurs: The Status Start Date is prior to the year 1991. We cannot accept a Status Start Date prior to the year 1991 because it is before the Clearinghouse was established. This error may also occur when there is a spacing issue on the record.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If there is no spacing issue on the record, please enter the correct Status Start Date.

- If there is a small number of records with Error Code 24 due to a spacing issue on the record, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If there is a large number of records with Error Code 24 due to a spacing issue on the records or the records should not have been included in your enrollment submission, you may request to reject the file and resubmit it after corrections are made in your Student Information System. To reject the file, click on the ‘Request to Reject Submission’ button on the Error Resolution Report: Error List page.

Prevention: This error is occurring because the Status Start Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Status Start Date must be extracted from your SIS with a valid date that is not earlier than the year 1991.

If the error occurred due to a spacing issue on the record, please correct the spacing issue in your SIS.
Error 25: Anticipated Graduation Date is prior to 1991 or 25 years after Certification Date

Why Error Occurs: The Anticipated Graduation Date (AGD) is prior to the year 1991 or the AGD is 25 years after the Certification Date of the file. We cannot accept an AGD prior to the year 1991 because it is before the Clearinghouse was established. This error may also occur when there is a spacing issue on the record.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If there is no spacing issue on the record, please update the AGD. The AGD should be a future date that is greater than or equal to the Term End Date, but not more than 10 years after the Certification Date of the file. An AGD older than the Certification Date of the file or greater than 10 years after the Certification Date of the file may result in the record not being accepted by NSLDS.

- If there is a small number of records with Error Code 25 due to a spacing issue on the record, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If there is a large number of records with Error Code 25 due to a spacing issue, you may request to reject the file and resubmit it after corrections are made in your Student Information System. To reject the file, click on the ‘Request to Reject Submission’ button on the Error Resolution Report: Error List page.
**Prevention:** This error is occurring because the Anticipated Graduation Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the AGD extracted from your SIS should be a future date greater than or equal to the Term End Date, but not greater than 10 years after the Certification Date of the file.

If the error occurred due to a spacing issue on the record, please correct the spacing issue in your SIS.

**Error 26: Term Begin Date is prior to 1991**

**Why Error Occurs:** The Term Begin Date (TBD) is prior to the year 1991. We cannot accept a Term Begin Date prior to the year 1991 because it is before the Clearinghouse was established. This error may also occur when there is a spacing issue on the record.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If there is no spacing issue on the record, enter the correct Term Begin Date. Review the Term End Date and correct if necessary. If the student legitimately attended prior to the year 1991, please update the Term Begin Date and Term End Date field to 01/01/1991.

- If there is a small number of records with Error Code 26 due to a spacing issue on the record, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If there is a large number of records with Error Code 26 due to a spacing issue, you may request to reject the file and resubmit it after corrections are made in your Student Information System. To reject the file, click on the ‘Request to Reject Submission’ button on the Error Resolution Report: Error List page.
**Prevention:** This error is occurring because the Term Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the Term Begin Date in your SIS is correct for the current term.

If the error occurred due to a spacing issue on the record, please correct the spacing issue in your SIS.

**Error 27: Term End Date is more than 5 years after Certification Date**

**Why Error Occurs:** The Term End Date (TED) is more than 5 years after the Certification Date of the file. This error may also occur when there is a spacing issue on the record.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If there is no spacing issue on the record, enter the correct Term End Date. Review the Term Begin Date and correct if necessary.

- If there is a small number of records with Error Code 27 due to a spacing issue on the record, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If there is a large number of records with Error Code 27 due to a spacing issue, you may request to reject the file and resubmit it after corrections are made in your Student Information System. To reject the file, click on the ‘Request to Reject Submission’ button on the Error Resolution Report: Error List page.

**Prevention:** This error is occurring because the Term End Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the Term End Date in your SIS is correct for the current term.
If the error occurred due to a spacing issue on the record, please correct the spacing issue in your SIS.

Error 32: Invalid School Code in the Move To OPEID field

**Why Error Occurs:** An invalid OPEID is reported in the Move To OPEID field. The OPEID is the eight-digit Office of Postsecondary Education Identification Number of the school location. The eight digits are the combination of the 6-digit school code and the 2-digit branch code.

**NOTE:** The Move To OPEID field should only be populated if moving a student’s enrollment to another location. This error may also occur when there is a spacing issue on the record.

The Move To OPEID field is not a required field and can be left blank, however if provided it must be a valid 8-digit number. The 8-digit number cannot be all 0’s or 9’s, and digit 2 through 6 entered in the Move To OPEID field should match digit 2 through 6 of your school code.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.
- Update the Move To OPEID field entering the correct 8-digit OPEID of the location to which the student enrollment is being moved. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same OPEID in the Move To OPEID field for all of the records with Error Code 32. See Appendix for How to Perform a Mass Correction.

- If there is a small number of records with Error Code 32 due to a spacing issue, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If there is a large number of records with Error Code 32 due to a spacing issue, you may request to reject the file and resubmit it after corrections are made in your Student Information System. To reject the file, click on the ‘Request to Reject Submission’ button on the Error Resolution Report: Error List page.

**NOTE:** Only official branch codes issued by the NSLDS should be reported in the Move To OPEID field. If your Student Information System (SIS) is not populating the Move To OPEID field correctly, please contact the analyst assigned to the enrollment submission for assistance.

**Prevention:** This error is occurring because the Move To OPEID may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the Move To OPEID in your SIS is populated correctly with a valid OPEID or the field is left blank if it should not be reported.

If the error occurred due to a spacing issue on the record, please correct the spacing issue in your SIS.

**Error 53: Trivial Numeric Last Name**

![Error Resolution Instructions: Error Number 53](image)
Why Error Occurs: There are numeric characters in the student’s Last Name. The Last Name field should not contain any numeric characters.

Resolution: Please update the Last Name removing any numeric characters.

If the error is flagged for a test student or an invalid record, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: To prevent this error in the future, please ensure the Last Name in your SIS is correct and does not contain any numeric characters.

Error 201: Decreasing Status without a New Status Start Date
**Why Error Occurs:** The Enrollment Status on the incoming enrollment submission has decreased from the last reported Enrollment Status, and a new Status Start Date (SSD) was not provided.

A Status Start Date must be reported if the student decreased in status to Three-Quarter Time, Half-Time, Less than Half-Time, Leave of Absence or to a separation status of Withdrawn, Graduated or Deceased.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- Please enter the correct Status Start Date for the Enrollment Status reported. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same Status Start Date to all of the records with Error Code 201. See Appendix for How to Perform a Mass Correction.

**NOTE:** The mass correction option will only update the Campus-Level Status Start Date. If the Program Status Effective Date or any of the program level data fields also need correction, please update the records individually.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If the Enrollment Status reported on the incoming enrollment submission is incorrect, please correct each record individually updating the Campus-Level Enrollment Status and Status Start Date as necessary. Review the Program Enrollment Status and Program Status Effective Date on all programs for accuracy and update as necessary.

- If there is a large number of records with Error Code 201, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Prevention:** This error is occurring because the Status Start Date may not have been extracted from your Student Information System (SIS) correctly when there was a decrease in enrollment status. To prevent this error in the future, please ensure when a student has a decrease in status during the term, a Status Start Date is provided.

If there is typically a large number of records with Error Code 201 occurring on your enrollment submissions, please contact your IT/Programmer and/or software vendor for assistance with correcting the Status Start Date logic in your SIS.
Error 204: Term Date Conflict with Decreasing Status

Why Error Occurs: The term dates (Term Begin Date and/or Term End Date) on the incoming enrollment submission are different than the term dates last reported for the term or reporting period. Additionally, the Enrollment Status has decreased from the last reported Enrollment Status, and a new Status Start Date was not provided.

Typically, term dates do not change within a term. If term dates on the incoming enrollment submission differ from the term dates last reported, an error is flagged to confirm if the change in term dates is correct.

A Status Start Date must be reported if a student decreases in status to Three-Quarter Time, Half-Time, Less than Half-Time, Leave of Absence or to a separation status of Withdrawn, Graduated or Deceased.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields. To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If the Term Begin Date and Term End Date are correct, no action is required to update these fields. If the Term Begin Date and/or Term End Date are incorrect, please update as necessary. Enter the correct Status Start Date for the Enrollment Status reported.

- If the Enrollment Status reported on the incoming enrollment submission is incorrect, please correct each record individually updating the Campus-Level Enrollment Status and Status Start
Date as necessary. Review the Program-Level Enrollment Status and Program Status Effective Date on all programs for accuracy and update as necessary.

Prevention: This error is occurring because the Term Dates and/or Status Start Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the term dates in your SIS are correct for the current term and when a student decreases in status during the term, a Status Start Date is provided.

Error 206: Future Status Start Date

Why Error Occurs: The Status Start Date (SSD) is greater than the Certification Date of the file. Any date after the Certification Date of the file is considered a future date unless it is an Early Registration file. On an Early Registration file, a Status Start Date greater than the Certification Date of the file can be accepted.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields. The Enrollment Status and Status Start Date reported should reflect the student’s enrollment as of the Certification Date of the file.

- If the Enrollment Status and/or Status Start Date is incorrect, please update these fields to reflect the student’s enrollment as of the Certification Date of the file. Review the Term Begin Date and Term End Date for accuracy and update if necessary.

Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same Enrollment Status and/or Status Start Date to all of the records with Error Code 206. See Appendix for **How to Perform a Mass Correction.**
NOTE: The mass correction option will only update the Campus-Level Enrollment Status and/or Status Start Date. If any of the Program-Level data fields also need correction, please update the records individually.

- If the Enrollment Status is Full-Time (F), Three-Quarter Time (Q), Half-Time (H), or Less than Half-Time (L) and the Status Start Date and/or Term Dates are in the future because the student’s courses do not begin until later in the term, please contact the analyst assigned to the enrollment submission to request the records are rejected from the file before it is processed. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

NOTE: These records will be accepted once they are reported on the next enrollment submission with a Certification Date that is greater than the Status Start Date.

Prevention: This error is occurring because the Status Start Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the Status Start Date is not greater than the Certification Date of the file, and the Enrollment Status and Term Dates are reporting the student’s enrollment as of the Certification Date of the file. Early Registration files are the only exception on which a future Status Start Date can be accepted.

Error 207: Status Start Date Required for Separated Status

Why Error Occurs: The Enrollment Status on the incoming enrollment submission is a separation status of Withdrawn (W), Graduated (G), Deceased (D) or Leave of Absence (A), and a new Status Start Date (SSD) was not provided.
A Status Start Date must be reported if the student decreased in status to Three-Quarter Time, Half-Time, Less than Half-Time, Leave of Absence or to a separation status of Withdrawn, Graduated or Deceased.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- Enter the correct Status Start Date for the separation status reported. The Status Start Date should not be greater than the Certification Date of the file. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same Status Start Date to all of the records with Error Code 207. See Appendix for [How to Perform a Mass Correction](#).

**NOTE:** The mass correction option will only update the Campus-Level Status Start Date. If the Program Status Effective Date or any of the Program-Level data fields also need correction, please update the records individually.

- If the Enrollment Status is incorrect, please correct each record individually updating the Enrollment Status and entering the correct Status Start Date to reflect the student’s enrollment as of the Certification Date of the file. Review the Program Enrollment Status and Program Status Effective Date on all programs for accuracy and update as necessary.

**Prevention:** This error is occurring because the Status Start Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure there is a Status Start Date reported for all records with an Enrollment Status of Withdrawn, Graduated, Deceased or Leave of Absence.

**Error 208: Unreported Student Previously Enrolled in Term**

**Error Resolution Instructions: Error Number 208**

The student was either previously reported as enrolled for this term, but doesn't appear in the current file or the student was previously reported as enrolled in at least one program and that program wasn't closed out. Please click the + to the left of the student record and follow the steps below:

1. Verify the campus and program data for the student.
2. Update the campus enrollment status and Status Start Date (SSD), if needed. If there is no change to the campus program status, please correct by selecting the records, submit for validation. However, if the status is decreased/closed, SSD is required.
3. Update the Program Enrollment Status and Program Enrollment Status Effective Date (PSED), if needed.
4. If campus Enrollment Status is updated to W/D, the open programs F/Q/H/L may be closed by applying the same campus status & SSD to program status and PSED or error 1577 be presented based on selection made in the pop up.
5. If campus Enrollment Status is updated to W/D and there is one or more open programs with an A status, an error 1577 will be presented.
6. Submit the record for validation.

For student(s) who registered and didn’t attend, dropped all classes before census, or have been purged for non-payment, use the Withdrawn status and provide the last date of attendance or first day of the term depending on your school policy. If the campus enrollment status is separated, i.e. Withdrawn, Graduated, or Deceased, programs can't be in an enrolled status. Please close the program and update the PSED to the accurate date of Separation or if the program is marked as Never Attended, the PSED should be equal to the Program Begin Date.

**Why Error Occurs:** The student was last reported enrolled with an active Enrollment Status of Full-Time, Three-Quarter Time, Half-Time, Less than Half-Time, or Leave of Absence for the current term or reporting period, however, the student was not included on the incoming enrollment submission.
Students should continue to be reported until they cease attendance at the institution and a separation status is reported.

**NOTE:** If the Term End Date reported on the last enrollment submission is greater than the Certification Date of the incoming enrollment submission, an Error Code 208 may also occur.

*If the Enrollment Status has not changed for the individual student:*

![Image of an enrollment status form]

- **Enrollment Status**: F - Full-time
- **Status Start Date**: 02/06/2023
- **Term Begin Date**: 02/06/2023
- **Anticipated Graduation Date**: 04/24/2025
- **Term End Date**: 06/04/2023
- **Directory Block Indicator**: N - No
- **Privacy Block Setting**: -- select --
- **Program Indicator**: Y - Yes

*Incoming Programs:*

<table>
<thead>
<tr>
<th>Program 1 CIP</th>
<th>Program 1 CIP Year (yyyy)</th>
<th>Program 1 Weeks Title IV Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>142701</td>
<td>2010</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program 1 Credentials Level</th>
<th>Program 1 Special Indicator</th>
<th>Program 1 Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>05 - Master's Degree</td>
<td>N - Not applicable</td>
<td>F - Full-time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program 1 Enrollment Status Effective Date (mm/dd/yyyy)</th>
<th>Moved</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/07/2023</td>
<td>-- select --</td>
</tr>
</tbody>
</table>
Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields. The enrollment information displayed will be the enrollment last reported for the student.

If there has been no change to the Campus or Program Enrollment Status and no other updates are required in other fields of the record, the enrollment needs to be recertified.

- To recertify the enrollment for each record individually, in the expanded record view click the Submit for Validation button to submit the correction.

- To recertify the enrollment for multiple records at once, you may update records from the Error Number page.
  
  o Go to the Error Number 208 list and check the box for each student to update under the Select column. Once the records are selected, click the Submit Selected Records for Validation button to submit the correction.

  When viewing the Error Number 208 list, if all records on the page need to be recertified, click on all under the Select column. This will check the box for all records listed on the page being viewed. Once the records are selected, click the Submit Selected Records for Validation button to submit the correction.

  NOTE: If there is more than one page of records listed for this error, each page will need to be addressed individually.

If the Enrollment Status decreased or the student withdrew or graduated:

![Table and selection options]

Note: Whenever you correct or change a field in a record, the record will be automatically selected for you.
Resolution: Click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If there has been a change to the Campus and/or Program Enrollment Status, please update the Campus-Level Enrollment Status and Status Start Date, as well as the Program Enrollment Status and Program Status Effective Date as necessary.

If the Campus-Level Enrollment Status is updated to Withdrawn (W), Graduated (G) or Deceased (D), the Program Enrollment Status for all programs must be reported with the appropriate separation status of W, G, D, or X. If selecting the X - Never Attended status, the Program Status Effective Date must equal the Program Begin Date.

Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same Campus-Level Enrollment Status and/or Status Start Date to all of the records with Error Code 208. See Appendix for How to Perform a Mass Correction.
NOTE: If the mass correction is updating the Campus-Level Enrollment Status to F, Q, H, L, or A, Error Code 208 will resolve from the Error List, and updates to the program level data cannot be made. If any program level data fields also need correction in addition to the Campus-Level information, please update the records individually.

If a mass correction is performed updating the Campus-Level Enrollment Status and Status Start Date using a Withdrawn or Deceased status, a pop-up window will be presented if any of the records has one or more programs with an active Enrollment Status of Full-Time (F), Three-Quarter Time (Q), Half-Time (H) or Less than Half-Time (L). See image below.

From within the pop-up window, you may select one of the following options:

- **OK to close open programs** – Click this button to update all programs with an active Program Enrollment Status of F, Q, H, or L to the same Campus-Level Enrollment Status and Status Start Date that was entered for the mass correction. If any records have programs already in a closed Program Enrollment Status of Withdrawn, Graduated, Deceased, Never Attended or Leave of Absence, those programs will remain unchanged.

- **OK and log error 1577** – Click this button if you wish to review the program level data for each record and update individually. All programs regardless of their Program Enrollment Status will remain unchanged. This option will only apply the mass correction update to the Campus-Level Enrollment Status and Status Start Date. All programs with an active Program Enrollment Status of F, Q, H, or L will appear on the Error Resolution Report: Error List with Error Code 1577.

- **Cancel** – Click this button or the X in the top right corner of the box to close it. You will remain on the screen where the mass correction was made.
If the student registered and did not attend, dropped all classes before the add/drop period or census, or was purged for non-payment:

- If the student previously attended the institution, but is not considered to have attended the current term or reporting period:
  - Student was considered Graduated prior to the current term:
    - Update the Campus-Level Enrollment Status to Graduated with the appropriate graduation effective date in the Status Start Date field. Update the Term Begin and Term End Date to reflect the last term the student completed.
    - For each program on the record, select the appropriate separation Program Enrollment Status (W, G, X) and enter the separation date in the Program Status Effective Date field. **NOTE:** For X – Never Attended status, the Program Status Effective Date must equal the Program Begin Date.
  - Student is considered Withdrawn from your institution:
    - Update the Campus-Level Enrollment Status to Withdrawn. For the Status Start Date – depending on your school’s policy, enter the student’s last date of attendance or first day of the term. The Term Begin and Term End Date should reflect the last term the student attended. Update the term dates if necessary.
    - For each program on the record, select the appropriate separation Program Enrollment Status (W, G, X) and Program Status Effective Date. Enter the separation date in the Program Status Effective Date field. **NOTE:** For X – Never Attended status, the Program Status Effective Date must equal the Program Begin Date.

- If the student is considered to have never attended the institution:
  - Update the Campus-Level Enrollment Status to Withdrawn. The Status Start Date can be set to one day before the Term Begin Date.
  - For each program on the record, select the Program Enrollment Status of X – Never Attended and the Program Status Effective Date must equal the Program Begin Date.

**NOTE:** If the incoming enrollment submission is for a non-compulsory term (non-standard Summer, Winter session, or Maymester term) please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.
If there is a large number of records with Error Code 208:

- You may request to reject the file and resubmit it after corrections are made in your Student Information System. To reject the file, click on the 'Request to Reject Submission' button on the Error Resolution Report: Error List page.

- You may contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

For BANNER OR EDI FORMAT: Error Code 208 may occur when a student was registered on the first enrollment submission but is no longer enrolled. This happens when a student has withdrawn or dropped their classes and does not have a valid Enrollment Status in Banner. Please see Appendix for How to Correct Error 208 in Banner

Prevention: This error is occurring because there are students previously reported as actively enrolled for the term that may not have been extracted from your Student Information System (SIS) correctly onto the incoming enrollment submission.

To prevent this error in the future, please ensure all students last reported as actively enrolled at the institution are accounted for on your enrollment submissions until they stop attending. After a student ceases attendance at an institution, the student must be reported on the next enrollment submission with the appropriate separation status of Withdrawn, Graduated, or Deceased to close out their record.

If there is typically a large number of records with Error Code 208 occurring on your enrollment submissions, please contact your IT/Programmer and/or software vendor for assistance with correcting the issue in your SIS.

Error 213: Missing Anticipated Graduation Date for Less than Half-Time Status

![Error Resolution Instructions: Error Number 213](image)
Why Error Occurs: The Enrollment Status reported is Less than Half-Time, and the Anticipated Graduation Date (AGD) field is blank. An AGD must be provided for records with an active enrollment status of Less than Half-Time. If a student is enrolled Less than Half-Time and is a non-degree seeking student or is in continuing education, an AGD is still required.

Resolution: Please enter the student’s AGD. The AGD should be a future date greater than or equal to the Term End Date, but not greater than 10 years after the Certification Date of the file. An AGD older than the Certification Date of the file or greater than 10 years after the Certification Date of the file may result in the record not being accepted by NSLDS.

If the student is non-degree seeking or in continuing education, the AGD may be reported as the expected last date of attendance or defaulted to the Term End Date +1 year.

Example:
Term End Date = 5/5/2023
AGD defaulted to Term End Date +1 Year = 5/5/2024

Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same AGD to all of the records with Error Code 213. See Appendix for How to Perform a Mass Correction.

Prevention: This error is occurring because the Anticipated Graduation Date may not have been extracted from your Student Information System (SIS) correctly for Less than Half-Time records. To prevent this error in the future, please ensure there is a valid Anticipated Graduation Date in your SIS for all records with a Less than Half-Time enrollment status.
Error 214: Unreported Student with Open Program(s)

**Why Error Occurs:** The student was reported on a previous enrollment submission or correction as enrolled or in a Withdrawn (W), Graduated (G), or Deceased (D) status at the Campus Level, but the program information was not included resulting in the program being left open in an active enrolled status.

**Resolution:** Click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields. **NOTE:** If the student was last reported as actively enrolled but is missing from an incoming First of Term submission, the Campus-Level Enrollment Status will be Withdrawn.

- If the Campus-Level Withdrawn Enrollment Status and Status Start Date are correct, review the program(s) with a blank Program Enrollment Status and Program Status Effective Date field. If the student is no longer enrolled in the program, the Program Enrollment Status should be updated with the appropriate separation status of Withdrawn (W), Graduated (G), or Never Attended (X). Enter the correct separation date in the Program Status Effective Date field. **NOTE:** If the Program Enrollment Status is X - Never Attended, the Program Status Effective Date must equal the Program Begin Date.

- If the Campus-Level Enrollment Status and/or Status Start Date is incorrect, please update these fields as necessary to reflect the student’s current enrollment as of the Certification Date of the file. Review the Program Enrollment Status and Program Status Effective Date on all programs for accuracy and update as necessary.
**Prevention:** To prevent this error in the future, please ensure all programs previously reported with an active Program Enrollment Status are accounted for and continue to be reported on your enrollment submissions until the student stops attending the program. After a student ceases attendance within a program, the program must be reported on the next enrollment submission with the appropriate separation status of Withdrawn, Graduated, or Never Attended to close out the program.

**Error 215: Privacy Block Setting previously reported**

![Privacy Block Setting previously reported](image)

**Why Error Occurs:** A Privacy Block Setting (PBS) was previously reported, however, a PBS was not included for the record on the incoming enrollment submission. Once a student is reported with a Privacy Block Setting, a value must continue to be reported in this field.

**Resolution:** Review the previously certified Privacy Block Setting. On the Error Number Page, the Prev. Cert. Privacy Block Setting column shows the Privacy Block Setting last reported. In the expanded record view, after clicking the + sign next to the student SSN, the Privacy Block Setting field will also display the PBS last reported.

Please select the correct Privacy Block Setting. There are four values to select from for the Privacy Block Setting. The values are listed below:

- 00 – No block
- 01 – Blocked from research
- 02 – Blocked from non-consented verifications
- 03 – Blocked from research and non-consented verifications

See Appendix for Definition for Privacy Block Setting
Prevention: This error is occurring because the Privacy Block Setting may not have been extracted from your Student Information System (SIS) correctly. Once a student is reported with a Privacy Block Setting, a value must continue to be reported in this field. Please note, at this time not all file layout types may be able to populate this field on a file. If this is the case, please continue to correct the Error Code 214 when it occurs on the Error Resolution Report.

Error 1500: Program Indicator is Blank/Invalid

Why Error Occurs: The Program Indicator is either missing or an invalid value. This field must be populated with either Y (Yes) or N (No) to indicate if the student is enrolled in a program.

Resolution: Please update the Program Indicator to Y or N.

- If the Program Indicator is Y, information for at least one program must be reported. Click on the “+” icon in the Details column next to the student SSN to expand the record and fill in the program level data fields for at least one program.

- If the student is considered non-degree seeking and not enrolled in a program, please update the Program Indicator to N, and no program level data should be reported.

- If assistance is needed with removing program information from the record and updating the Program Indicator, please contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program Indicator may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Indicator must be extracted from your SIS with a valid value of Y or N.
Error 1501: Program 1 CIP Code is Blank/Invalid

Why Error Occurs: The Program Indicator is Y, and the Program 1 CIP Code is either missing or not in the correct format. The Program CIP Code must be populated with six numeric digits and be a valid CIP Code in line with the 2020 CIP Codes established by the Department of Education’s National Center for Education Statistics (NCES).

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Program 1 data fields.

- Enter the correct Program 1 CIP code based on the NCES CIP Code list. The 2020 Program CIP Codes can be found on the NCES CIP Website. You may also reference the NCES Crosswalk for a list of all 2020 CIP Codes and the previous 2010 CIP Codes.

- If no program exists, all program information under Program 1 should be removed. If Program 1 is a new incoming program, click on the Delete Program link found under the Program 1 data fields to remove the program.

- If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.
**Prevention:** This error is occurring because the Program CIP Code may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program CIP Code must be extracted from your SIS with a valid 2020 CIP Code.

**Error 1502: Program 1 CIP Year is Blank/Invalid**

**Why Error Occurs:** The Program Indicator is Y, and the Program 1 CIP Year is either missing or not in the correct format. Currently, the CIP Year per the Department of Education is 2020.

**Resolution:** Please enter the Program 1 CIP Year as 2020. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 1 should be removed. If Program 1 is a new incoming program, click on the Delete Program link found under the Program 1 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Prevention:** This error is occurring because the Program CIP year may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program CIP Year must be extracted from your SIS in YYYY format with the year 2020.
Error 1503: Program 1 Credential Level is Blank/Invalid

Why Error Occurs: The Program Indicator is Y, and the Program 1 Credential Level is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Credential Level values are:

- 01 – Undergraduate Certificate
- 02 – Associate’s Degree
- 03 – Bachelor’s Degree
- 04 – Post Baccalaureate Certificate
- 05 – Master’s Degree
- 06 – Doctoral Degree
- 07 – First Professional Degree
- 08 – Graduate/Professional Certificate
- 99 – Non-Credential Program (Preparatory Coursework/Teacher Certification)

Resolution: Please select the appropriate Program 1 Credential Level. Click the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 1 should be removed. If Program 1 is a new incoming program, click on the Delete Program link found under the Program 1 data fields to remove the program.
If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Prevention:** This error is occurring because the Program Credential Level may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Credential Level must be extracted from your SIS with one of the approved Program Credential Level values.

**Error 1504: Program 1 Published Length is Blank/Invalid**

**Why Error Occurs:** The Program Indicator is Y, and the Program 1 Published Length is either missing or an invalid value. The Program Published Length must be six numeric digits and should be within the NSLDS established minimum and maximum length based on the Credential Level.

Please see the chart below from the NSLDS Enrollment Reporting Guide for the minimum and maximum lengths for each Credential Level. Please note, when a Program Length Measurement is reported in Weeks or Months, NSLDS performs a calculation and converts the Program Length to Years.
Resolution: Please enter a valid Program 1 Published Length. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

The Program Published Length format is six numeric digits with an implied decimal point between the third and fourth digits.

- “000100” to represent a value of one tenth
- “001000” to represent a value of one
- “010000” to represent a value of ten
- “100000” to represent a value of one hundred

Examples:

- A 32-week program would be entered as 032000
- A 2-year program would be entered as 002000
- A 1 ½ year program would be entered as 001500

If no program exists, all program information under Program 1 should be removed. If Program 1 is a new incoming program, click on the Delete Program link found under the Program 1 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst's contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program Published Length may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Published Length must be extracted from your SIS in a six-digit numeric format with a valid value for the Credential Level reported.
Error 1505: Program 1 Published Length Measurement is Blank/Invalid

Why Error Occurs: The Program Indicator is Y, and the Program 1 Published Length Measurement is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Program Length Measurement values are:

- W – Week
- M – Month
- Y – Year

Resolution: Please select the appropriate Program 1 Length Measurement. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 1 should be removed. If Program 1 is a new incoming program, click on the Delete Program link found under the Program 1 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program Length Measurement may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the
Program Length Measurement must be extracted from your SIS with a valid Program Length Measurement value of W (Week), M (Month), or Y (Year).

**Error 1506: Program 1 Weeks in Title IV Academic Year is Blank/Invalid**

![Error 1506: Program 1 Weeks in Title IV Academic Year is Blank/Invalid](image)

**Why Error Occurs:** The Program Indicator is Y, and the Program 1 Weeks in Title IV Academic Year is either missing or an invalid value.

**NOTE:** This field is only required if the Published Program Length Measurement is W (Week) or M (Month).

**Resolution:** Please enter a valid Program Weeks in Academic Year value. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

Per the NSLDS guidelines, the number of Weeks in Title IV Academic Year must be no less than 26 (026000) and no more than 52 (052000).

The Program Weeks in Title IV Academic Year format is six numeric digits with an implied decimal point between the third and fourth digits.

- “000100” to represent a value of one tenth
- “001000” to represent a value of one
- “010000” to represent a value of ten
- “100000” to represent a value of one hundred
If no program exists, all program information under Program 1 should be removed. If Program 1 is a new incoming program, click on the Delete Program link found under the Program 1 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Prevention:** This error is occurring because the Program Weeks in Academic Year may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Weeks in Academic Year must be a valid six-digit numeric value of at least 026000 (26), but not greater than 052000 (52).

**Error 1507:** Program 1 Begin Date is Blank/Invalid/Future

<table>
<thead>
<tr>
<th>Details</th>
<th>Student SSN</th>
<th>College Student ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Program 1 CIP</th>
<th>Program 1 Title IV Academic Year</th>
<th>Program 1 Begin Date (mm/dd/yyyy)</th>
<th>Program 1 Enrollment Status</th>
<th>Program 1 Special Indicator</th>
<th>Program 1 Enrollment Status Effective Date (mm/dd/yyyy)</th>
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</thead>
<tbody>
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</tr>
</tbody>
</table>

**Why Error Occurs:** The Program Indicator is Y, and the Program 1 Begin Date is either missing, not in the correct format, or is later than the Certification Date of the file.

The Program Begin Date must be a valid date and cannot be later than the Certification Date of the file unless it is an Early Registration file. On an Early Registration file, a Program Begin Date later than the Certification Date of the file can be accepted.

Please note, the Program Begin Date should never change for the same unique program.
Resolution: Please enter a valid Program 1 Begin Date. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

NOTE: If the Program Begin Date is in the future because the student does not begin enrollment until later in the term, please contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

If no program exists, all program information under Program 1 should be removed. If Program 1 is a new incoming program, click on the Delete Program link found under the Program 1 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission.

Prevention: This error is occurring because the Program Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, a valid Program Begin Date must be extracted from your SIS that is no later than the Certification Date of the file (with the exception of Early Registration files). On an Early Registration file, a Program Begin Date later than the Certification Date of the file can be accepted.

Error 1508: Program 1 Special Program Indicator is Blank/Invalid
**Why Error Occurs:** The Program Indicator is Y, and the Program 1 Special Program Indicator is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Special Program Indicator values are:

- A – Special Admission Associate Degree Program
- B – Bachelor’s Degree Completion Program
- P – Preparatory Coursework Graduate/Professional
- T – Non-Credential Teacher Certification
- U – Preparatory Coursework Undergraduate
- N – Not Applicable

**Resolution:** Please select the appropriate Program 1 Special Program Indicator value that aligns with the Credential Level. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

Per the NSLDS guidelines, the Special Program Indicator and Program Credential Level must agree per the table below. **NOTE:** Any Credential Level can have a Special Program Indicator of N – Not Applicable.

<table>
<thead>
<tr>
<th>If Special Program Indicator Is</th>
<th>Then Credential Level must be</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – Special Admission Associates Degree Program</td>
<td>02 - Associate Degree</td>
</tr>
<tr>
<td>B – Bachelor’s Degree Completion Program</td>
<td>03 – Bachelor’s Degree</td>
</tr>
<tr>
<td>P – Preparatory Coursework Graduate/Professional Program</td>
<td>99 - Non-Credential Program [Preparatory Coursework / Teacher Certification]</td>
</tr>
<tr>
<td>T – Non-Credential Teacher Certification Program</td>
<td>99 - Non-Credential Program [Preparatory Coursework / Teacher Certification]</td>
</tr>
<tr>
<td>U - Preparatory Coursework Undergraduate Program</td>
<td>99- Non-Credential Program [Preparatory Coursework / Teacher Certification]</td>
</tr>
</tbody>
</table>

If no program exists, all program information under Program 1 should be removed. If Program 1 is a new incoming program, click on the [Delete Program](#) link found under the Program 1 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the [Clearinghouse Contact](#) box.

**Prevention:** This error is occurring because the Special Program Indicator may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Special Indicator must be extracted from your SIS with a valid Special Program Indicator value that aligns with the Program Credential Level.
Error 1509: Program 1 Enrollment Status is Blank/Invalid

Why Error Occurs: The Program Indicator is Y, and the Program 1 Enrollment Status is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Program Enrollment Status values are:

- F = Full-Time
- Q = Three-Quarter Time
- H = Half-Time
- L = Less Than Half-Time
- A = Leave of Absence
- G = Graduated
- W = Withdrawn
- D = Deceased
- X = Never Attended

Resolution: Please select the appropriate Program 1 Enrollment Status. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 1 should be removed. If Program 1 is a new incoming program, click on the Delete Program link found under the Program 1 data fields to remove the program.
If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program Enrollment Status may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Enrollment Status must be extracted from your SIS with one of the valid Program Enrollment Status values.

Error 1510: Program 1 Enrollment Status Effective Date is Blank/Invalid/Future

Why Error Occurs: The Program Indicator is Y, and the Program 1 Enrollment Status Effective Date is either missing, not in the correct format, or is later than the Certification Date of the file.

The Program Status Effective Date cannot be an earlier date than the Program Begin Date and cannot be greater than the Certification Date of the file unless it is an Early Registration file. On an Early Registration file, a Program Status Effective Date greater than the Certification Date of the file can be accepted.

Please note, the Program Status Effective Date should only change if the Program Enrollment Status changes.
Resolution: Please enter a valid Program Status Effective Date greater than or equal to the Program Begin Date, but not later than the Certification Date of the file. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

NOTE: If the Program Status Effective Date is in the future because the student does not begin enrollment until later in the term, please contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

If no program exists, all program information under Program 1 should be removed. If Program 1 is a new incoming program, click on the Delete Program link found under the Program 1 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission.

Prevention: This error is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, a valid Program Status Effective Date must be extracted from your SIS that is no later than the Certification Date of the file (with the exception of Early Registration files). On an Early Registration file, a Program Begin Date later than the Certification Date of the file can be accepted.

Error 1511: Program 2 CIP Code is Blank/Invalid
Why Error Occurs: The Program Indicator is Y, and the Program 2 CIP Code is either missing or not in the correct format. The Program CIP Code must be populated with six numeric digits and be a valid CIP Code in line with the 2020 CIP Codes established by the Department of Education’s National Center for Education Statistics (NCES).

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Program 2 data fields.

- Enter the correct Program 2 CIP code based on the NCES CIP Code list. The 2020 Program CIP Codes can be found on the NCES CIP Website. You may also reference the NCES Crosswalk for a list of all 2020 CIP Codes and the previous 2010 CIP Codes.
- If no program exists, all program information under Program 2 should be removed. If Program 2 is a new incoming program, click on the Delete Program link found under the Program 2 data fields to remove the program.
- If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program CIP Code may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program CIP Code must be extracted from your SIS with a valid 2020 CIP Code.
Error 1512: Program 2 CIP Year is Blank/Invalid

Why Error Occurs: The Program Indicator is Y, and the Program 2 CIP Year is either missing or not in the correct format. Currently, the CIP Year per the Department of Education is 2020.

Resolution: Please enter the Program 2 CIP Year as 2020. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 2 should be removed. If Program 2 is a new incoming program, click on the Delete Program link found under the Program 2 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program CIP year may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program CIP Year must be extracted from your SIS in YYYY format with the year 2020.
Error 1513: Program 2 Credential Level is Blank/Invalid

Why Error Occurs: The Program Indicator is Y, and the Program 2 Credential Level is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Credential Level values are:

- 01 – Undergraduate Certificate
- 02 – Associate’s Degree
- 03 – Bachelor’s Degree
- 04 – Post Baccalaureate Certificate
- 05 – Master’s Degree
- 06 – Doctoral Degree
- 07 – First Professional Degree
- 08 – Graduate/Professional Certificate
- 99 – Non-Credential Program (Preparatory Coursework/Teacher Certification)

Resolution: Please select the appropriate Program 2 Credential Level. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 2 should be removed. If Program 2 is a new incoming program, click on the Delete Program link found under the Program 2 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.
Prevention: This error is occurring because the Program Credential Level may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Credential Level must be extracted from your SIS with one of the approved Program Credential Level values.

Error 1514: Program 2 Published Length is Blank/Invalid

Error Resolution Instructions: Error Number 1514

Why Error Occurs: The Program Indicator is Y, and the Program 2 Published Length is either missing or an invalid value. The Program Published Length must be six numeric digits and should be within the NSLDS established minimum and maximum length based on the Credential Level.

Please see the chart below from the NSLDS Enrollment Reporting Guide for the minimum and maximum lengths for each Credential Level. Please note, when a Program Length Measurement is reported in Weeks or Months, NSLDS performs a calculation and converts the Program Length to Years.
Resolution: Please enter a valid Program 2 Published Length. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

The Program Published Length format is six numeric digits with an implied decimal point between the third and fourth digits.

- “000100” to represent a value of one tenth
- “001000” to represent a value of one
- “010000” to represent a value of ten
- “100000” to represent a value of one hundred

Examples:
- A 32-week program would be entered as 032000
- A 2-year program would be entered as 002000
- A 1 ½ year program would be entered as 001500

If no program exists, all program information under Program 2 should be removed. If Program 2 is a new incoming program, click on the Delete Program link found under the Program 2 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program Published Length may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Published Length must be extracted from your SIS in a six-digit numeric format with a valid value for the Credential Level reported.
Error 1515: Program 2 Published Length Measurement is Blank/Invalid

Why Error Occurs: The Program Indicator is Y, and the Program 2 Published Length Measurement is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Program Length Measurement values are:

- W – Week
- M – Month
- Y – Year

Resolution: Please select the appropriate Program 2 Length Measurement. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 2 should be removed. If Program 2 is a new incoming program, click on the Delete Program link found under the Program 2 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program Length Measurement may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the
Program Length Measurement must be extracted from your SIS with a valid Program Length Measurement value of W (Week), M (Month), or Y (Year).

Error 1516: Program 2 Weeks in Title IV Academic Year is Blank/Invalid

**Why Error Occurs:** The Program Indicator is Y, and the Program 2 Weeks in Title IV Academic Year is either missing or an invalid value.

**NOTE:** This field is only required if the Published Program Length Measurement is W (Week) or M (Month).

**Resolution:** Please enter a valid Program Weeks in Academic Year value. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

Per the NSLDS guidelines, the number of Weeks in Title IV Academic Year must be no less than 26 (026000) and no more than 52 (052000).

The Program Weeks in Title IV Academic Year format is six numeric digits with an implied decimal point between the third and fourth digits.

- “000100” to represent a value of one tenth
- “001000” to represent a value of one
- “010000” to represent a value of ten
- “100000” to represent a value of one hundred
If no program exists, all program information under Program 2 should be removed. If Program 2 is a new incoming program, click on the Delete Program link found under the Program 2 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program Weeks in Academic Year may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Weeks in Academic Year must be a valid six-digit numeric value of at least 026000 (26), but not greater than 052000 (52).

Error 1517: Program 2 Begin Date is Blank/Invalid/Future

Why Error Occurs: The Program Indicator is Y, and the Program 2 Begin Date is either missing, not in the correct format, or is later than the Certification Date of the file.

The Program Begin Date must be a valid date and cannot be later than the Certification Date of the file unless it is an Early Registration file. On an Early Registration file, a Program Begin Date later than the Certification Date of the file can be accepted.

Please note, the Program Begin Date should never change for the same unique program.
Resolution: Please enter a valid Program 2 Begin Date. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

NOTE If the Program Begin Date is in the future because the student does not begin enrollment until later in the term, please contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

If no program exists, all program information under Program 2 should be removed. If Program 2 is a new incoming program, click on the Delete Program link found under the Program 2 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission.

Prevention: This error is occurring because the Program Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, a valid Program Begin Date must be extracted from your SIS that is no later than the Certification Date of the file (with the exception of Early Registration files). On an Early Registration file, a Program Begin Date later than the Certification Date of the file can be accepted.

Error 1518: Program 2 Special Program Indicator is Blank/Invalid
**Why Error Occurs:** The Program Indicator is Y, and the Program 2 Special Program Indicator is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Special Program Indicator values are:

- A – Special Admission Associate Degree Program
- B – Bachelor’s Degree Completion Program
- P – Preparatory Coursework Graduate/Professional
- T – Non-Credential Teacher Certification
- U – Preparatory Coursework Undergraduate
- N – Not Applicable

**Resolution:** Please select the appropriate Program 2 Special Program Indicator value that aligns with the Credential Level. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

Per the NSLDS guidelines, the Special Program Indicator and Program Credential Level must agree per the table below. **NOTE:** Any Credential Level can have a Special Program Indicator of N – Not Applicable.

<table>
<thead>
<tr>
<th>Special Program Indicator</th>
<th>Then Credential Level must be</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – Special Admission Associate Degree Program</td>
<td>02 - Associate Degree</td>
</tr>
<tr>
<td>B – Bachelor’s Degree Completion Program</td>
<td>03 – Bachelor’s Degree</td>
</tr>
<tr>
<td>P – Preparatory Coursework Graduate/Professional Program</td>
<td>99 - Non-Credential Program [Preparatory Coursework / Teacher Certification]</td>
</tr>
<tr>
<td>T – Non-Credential Teacher Certification Program</td>
<td>99 - Non-Credential Program [Preparatory Coursework / Teacher Certification]</td>
</tr>
<tr>
<td>U - Preparatory Coursework Undergraduate Program</td>
<td>99- Non-Credential Program [Preparatory Coursework / Teacher Certification]</td>
</tr>
</tbody>
</table>

If no program exists, all program information under Program 2 should be removed. If Program 2 is a new incoming program, click on the **Delete Program** link found under the Program 2 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the **Clearinghouse Contact** box.

**Prevention:** This error is occurring because the Special Program Indicator may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Special Indicator must be extracted from your SIS with a valid Special Program Indicator value that aligns with the Program Credential Level.
Error 1519: Program 2 Enrollment Status is Blank/Invalid

Why Error Occurs: The Program Indicator is Y, and the Program 2 Enrollment Status is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Program Enrollment Status values are:

- F = Full-Time
- Q = Three-Quarter Time
- H = Half-Time
- L = Less Than Half-Time
- A = Leave of Absence
- G = Graduated
- W = Withdrawn
- D = Deceased
- X = Never Attended

Resolution: Please select the appropriate Program 2 Enrollment Status. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 2 should be removed. If Program 2 is a new incoming program, click on the Delete Program link found under the Program 2 data fields to remove the program.
If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Prevention:** This error is occurring because the Program Enrollment Status may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Enrollment Status must be extracted from your SIS with one of the valid Program Enrollment Status values.

**Error 1520: Program 2 Enrollment Status Effective Date is Blank/Invalid/Future**

Why Error Occurs: The Program Indicator is Y, and the Program 2 Enrollment Status Effective Date is either missing, not in the correct format, or is later than the Certification Date of the file.

The Program Status Effective Date cannot be an earlier date than the Program Begin Date and cannot be later than the Certification Date of the file unless it is an Early Registration file. On an Early Registration file, a Program Status Effective Date after the Certification Date of the file can be accepted.

Please note, the Program Status Effective Date should only change if the Program Enrollment Status changes.
**Resolution:** Please enter a valid Program Status Effective Date greater than or equal to the Program Begin Date. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

**NOTE:** If the Program Status Effective Date is in the future because the student does not begin enrollment until later in the term, please contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

If no program exists, all program information under Program 2 should be removed. If Program 2 is a new incoming program, click on the Delete Program link found under the Program 2 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission.

**Prevention:** This error is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, a valid Program Status Effective Date must be extracted from your SIS that is no later than the Certification Date of the file (with the exception of Early Registration files). On an Early Registration file, a Program Begin Date later than the Certification Date of the file can be accepted.

**Error 1521: Program 3 CIP Code is Blank/Invalid**
**Why Error Occurs:** The Program Indicator is Y, and the Program 3 CIP Code is either missing or not in the correct format. The Program CIP Code must be populated with six numeric digits and be a valid CIP Code in line with the 2020 CIP Codes established by the Department of Education’s National Center for Education Statistics (NCES).

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Program 3 data fields.

- Enter the correct Program 3 CIP code based on the NCES CIP Code list. The 2020 Program CIP Codes can be found on the [NCES CIP Website](#). You may also reference the [NCES Crosswalk](#) for a list of all 2020 CIP Codes and the previous 2010 CIP Codes.

- If no program exists, all program information under Program 3 should be removed. If Program 3 is a new incoming program, click on the [Delete Program](#) link found under the Program 3 data fields to remove the program.

- If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the [Clearinghouse Contact](#) box.

**Prevention:** This error is occurring because the Program CIP Code may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program CIP Code must be extracted from your SIS with a valid 2020 CIP Code.

**Error 1522: Program 3 CIP Year is Blank/Invalid**

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**Error Resolution Instructions: Error Number 1522**

Record received indicated student is enrolled in a program; however the CIP Year for this program was missing or was not in YYYY format. Please select the correct CIP Year from the dropdown, then click the Details icon on the left and ensure all other program fields are appropriately populated.
Why Error Occurs: The Program Indicator is Y, and the Program 3 CIP Year is either missing or not in the correct format. Currently, the CIP Year per the Department of Education is 2020.

Resolution: Please enter the Program 3 CIP Year as 2020. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 3 should be removed. If Program 3 is a new incoming program, click on the Delete Program link found under the Program 3 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program CIP year may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program CIP Year must be extracted from your SIS in YYYY format with the year 2020.

Error 1523: Program 3 Credential Level is Blank/Invalid
Why Error Occurs: The Program Indicator is Y, and the Program 3 Credential Level is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Credential Level values are:

- 01 – Undergraduate Certificate
- 02 – Associate's Degree
- 03 – Bachelor's Degree
- 04 – Post Baccalaureate Certificate
- 05 – Master's Degree
- 06 – Doctoral Degree
- 07 – First Professional Degree
- 08 – Graduate/Professional Certificate
- 99 – Non-Credential Program (Preparatory Coursework/Teacher Certification)

Resolution: Please select the appropriate Program 3 Credential Level. Click the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 3 should be removed. If Program 3 is a new incoming program, click on the Delete Program link found under the Program 3 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program Credential Level may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Credential Level must be extracted from your SIS with one of the approved Program Credential Level values.
**Error 1524: Program 3 Published Length is Blank/Invalid**

Why Error Occurs: The Program Indicator is Y, and the Program 3 Published Length is either missing or an invalid value. The Program Published Length must be six numeric digits and should be within the NSLDS established minimum and maximum length based on the Credential Level.

Please see the chart below from the NSLDS Enrollment Reporting Guide for the minimum and maximum lengths for each Credential Level. Please note, when a Program Length Measurement is reported in Weeks or Months, NSLDS performs a calculation and converts the Program Length to Years.

<table>
<thead>
<tr>
<th>Credential Level</th>
<th>Credential Level Description</th>
<th>Minimum Years &gt; or =</th>
<th>Maximum Years &gt; or =</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Undergraduate Certificate or Diploma Program</td>
<td>0.1</td>
<td>10</td>
</tr>
<tr>
<td>02</td>
<td>Associate's Degree</td>
<td>0.4</td>
<td>10</td>
</tr>
<tr>
<td>03</td>
<td>Bachelor's Degree</td>
<td>0.9</td>
<td>10</td>
</tr>
<tr>
<td>04</td>
<td>Post Baccalaureate Certificate</td>
<td>0.4</td>
<td>10</td>
</tr>
<tr>
<td>05</td>
<td>Master's Degree</td>
<td>0.4</td>
<td>12</td>
</tr>
<tr>
<td>06</td>
<td>Doctoral Degree</td>
<td>0.9</td>
<td>12</td>
</tr>
<tr>
<td>07</td>
<td>First Professional Degree</td>
<td>0.2</td>
<td>10</td>
</tr>
<tr>
<td>08</td>
<td>Graduate/Professional Certificate</td>
<td>0.2</td>
<td>10</td>
</tr>
<tr>
<td>99</td>
<td>Non-Credential Program [Preparatory Coursework/Teacher Certification]</td>
<td>0.1</td>
<td>10</td>
</tr>
</tbody>
</table>
Resolution: Please enter a valid Program 3 Published Length. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

The Program Published Length format is six numeric digits with an implied decimal point between the third and fourth digits.

- “000100” to represent a value of one tenth
- “001000” to represent a value of one
- “010000” to represent a value of ten
- “100000” to represent a value of one hundred

Examples:

- A 32-week program would be entered as 032000
- A 2-year program would be entered as 002000
- A 1 ½ year program would be entered as 001500

If no program exists, all program information under Program 3 should be removed. If Program 3 is a new incoming program, click on the Delete Program link found under the Program 3 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program Published Length may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Published Length must be extracted from your SIS in a six-digit numeric format with a valid value for the Credential Level reported.

Error 1525: Program 3 Published Length Measurement is Blank/Invalid
Why Error Occurs: The Program Indicator is Y, and the Program 3 Published Length Measurement is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Program Length Measurement values are:

- W – Week
- M – Month
- Y – Year

Resolution: Please select the appropriate Program 3 Length Measurement. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 3 should be removed. If Program 3 is a new incoming program, click on the Delete Program link found under the Program 3 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program Length Measurement may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Length Measurement must be extracted from your SIS with a valid Program Length Measurement value of W (Week), M (Month), or Y (Year).

Error 1526: Program 3 Weeks in Title IV Academic Year is Blank/Invalid
Why Error Occurs: The Program Indicator is Y, and the Program 3 Weeks in Title IV Academic Year is either missing or an invalid value.

**NOTE:** This field is only required if the Published Program Length Measurement is W (Week) or M (Month).

**Resolution:** Please enter a valid Program Weeks in Academic Year value. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

Per the NSLDS guidelines, the number of Weeks in Title IV Academic Year must be no less than 26 (026000) and no more than 52 (052000).

The Program Weeks in Title IV Academic Year format is six numeric digits with an implied decimal point between the third and fourth digits.

- “000100” to represent a value of one tenth
- “001000” to represent a value of one
- “010000” to represent a value of ten
- “100000” to represent a value of one hundred

If no program exists, all program information under Program 3 should be removed. If Program 3 is a new incoming program, click on the Delete Program link found under the Program 3 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.
**Prevention:** This error is occurring because the Program Weeks in Academic Year may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Weeks in Academic Year must be a valid six-digit numeric value of at least 026000 (26), but not greater than 052000 (52).

**Error 1527: Program 3 Begin Date is Blank/Invalid/Future**

![Error Resolution Instructions: Error Number 1527](image)

**Why Error Occurs:** The Program Indicator is Y, and the Program 3 Begin Date is either missing, not in the correct format, or is later than the Certification Date of the file.

The Program Begin Date must be a valid date and cannot be later than the Certification Date of the file unless it is an Early Registration file. On an Early Registration file, a Program Begin Date later than the Certification Date of the file can be accepted.

Please note, the Program Begin Date should never change for the same unique program.

**Resolution:** Please enter a valid Program 3 Begin Date. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

**NOTE:** If the Program Begin Date is in the future because the student does not begin enrollment until later in the term, please contact the analyst assigned to the enrollment submission. The analyst's contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.
If no program exists, all program information under Program 3 should be removed. If Program 3 is a new incoming program, click on the Delete Program link found under the Program 3 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission.

**Prevention:** This error is occurring because the Program Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, a valid Program Begin Date must be extracted from your SIS that is no later than the Certification Date of the file (with the exception of Early Registration files). On an Early Registration file, a Program Begin Date later than the Certification Date of the file can be accepted.

**Error 1528: Program 3 Special Program Indicator is Blank/Invalid**

**Why Error Occurs:** The Program Indicator is Y, and the Program 3 Special Program Indicator is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Special Program Indicator values are:

- A – Special Admission Associate Degree Program
- B – Bachelor’s Degree Completion Program
- P – Preparatory Coursework Graduate/Professional
- T – Non-Credential Teacher Certification
- U – Preparatory Coursework Undergraduate
• N – Not Applicable

Resolution: Please select the appropriate Program 3 Special Program Indicator value that aligns with the Credential Level. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

Per the NSLDS guidelines, the Special Program Indicator and Program Credential Level must agree per the table below. **NOTE:** Any Credential Level can have a Special Program Indicator of N – Not Applicable.

<table>
<thead>
<tr>
<th>If Special Program Indicator is</th>
<th>Then Credential Level must be</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – Special Admission Associates Degree Program</td>
<td>02 - Associate Degree</td>
</tr>
<tr>
<td>B – Bachelor’s Degree Completion Program</td>
<td>03 – Bachelor’s Degree</td>
</tr>
<tr>
<td>P – Preparatory Coursework Graduate Professional Program</td>
<td>99 - Non-Credential Program [Preparatory Coursework / Teacher Certification]</td>
</tr>
<tr>
<td>T – Non-Credential Teacher Certification Program</td>
<td>99 - Non-Credential Program [Preparatory Coursework / Teacher Certification]</td>
</tr>
<tr>
<td>U – Preparatory Coursework Undergraduate Program</td>
<td>99 - Non-Credential Program [Preparatory Coursework / Teacher Certification]</td>
</tr>
</tbody>
</table>

If no program exists, all program information under Program 3 should be removed. If Program 3 is a new incoming program, click on the **Delete Program** link found under the Program 3 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the **Clearinghouse Contact** box.

Prevention: This error is occurring because the Special Program Indicator may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Special Indicator must be extracted from your SIS with a valid Special Program Indicator value that aligns with the Program Credential Level.

Error 1529: Program 3 Enrollment Status is Blank/Invalid
Why Error Occurs: The Program Indicator is Y, and the Program 3 Enrollment Status is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Program Enrollment Status values are:

- F = Full-Time
- Q = Three-Quarter Time
- H = Half-Time
- L = Less Than Half-Time
- A = Leave of Absence
- G = Graduated
- W = Withdrawn
- D = Deceased
- X = Never Attended

Resolution: Please select the appropriate Program 3 Enrollment Status. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 3 should be removed. If Program 3 is a new incoming program, click on the Delete Program link found under the Program 3 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program Enrollment Status may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Enrollment Status must be extracted from your SIS with one of the valid Program Enrollment Status values.
Error 1530: Program 3 Enrollment Status Effective Date is Blank/Invalid/Future

Why Error Occurs: The Program Indicator is Y, and the Program 3 Enrollment Status Effective Date is either missing, not in the correct format, or is later than the Certification Date of the file.

The Program Status Effective Date cannot be an earlier date than the Program Begin Date and cannot be later than the Certification Date of the file unless it is an Early Registration file. On an Early Registration file, a Program Status Effective Date after the Certification Date of the file can be accepted.

Please note, the Program Status Effective Date should only change if the Program Enrollment Status changes.

Resolution: Please enter a valid Program Status Effective Date greater than or equal to the Program Begin Date. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

NOTE: If the Program Status Effective Date is in the future because the student does not begin enrollment until later in the term, please contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.
If no program exists, all program information under Program 3 should be removed. If Program 3 is a new incoming program, click on the Delete Program link found under the Program 3 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission.

**Prevention:** This error is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, a valid Program Status Effective Date must be extracted from your SIS that is no later than the Certification Date of the file (with the exception of Early Registration files). On an Early Registration file, a Program Begin Date later than the Certification Date of the file can be accepted.

**Error 1531: Program 4 CIP Code is Blank/Invalid**

**Why Error Occurs:** The Program Indicator is Y, and the Program 4 CIP Code is either missing or not in the correct format. The Program CIP Code must be populated with six numeric digits and be a valid CIP Code in line with the 2020 CIP Codes established by the Department of Education’s National Center for Education Statistics (NCES).

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Program 4 data fields.
• Enter the correct Program 4 CIP code based on the NCES CIP Code list. The 2020 Program CIP Codes can be found on the NCES CIP Website. You may also reference the NCES Crosswalk for a list of all 2020 CIP Codes and the previous 2010 CIP Codes.

• If no program exists, all program information under Program 4 should be removed. If Program 4 is a new incoming program, click on the Delete Program link found under the Program 4 data fields to remove the program.

• If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program CIP Code may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program CIP Code must be extracted from your SIS with a valid 2020 CIP Code.

Error 1532: Program 4 CIP Year is Blank/Invalid

Why Error Occurs: The Program Indicator is Y, and the Program 4 CIP Year is either missing or not in the correct format. Currently, the CIP Year per the Department of Education is 2020.

Resolution: Please enter the Program 4 CIP Year as 2020. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.
If no program exists, all program information under Program 4 should be removed. If Program 4 is a new incoming program, click on the Delete Program link found under the Program 4 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program CIP year may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program CIP Year must be extracted from your SIS in YYYY format with the year 2020.

Error 1533: Program 4 Credential Level is Blank/Invalid

Why Error Occurs: The Program Indicator is Y, and the Program 4 Credential Level is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Credential Level values are:

- 01 – Undergraduate Certificate
- 02 – Associate's Degree
- 03 – Bachelor’s Degree
- 04 – Post Baccalaureate Certificate
- 05 – Master’s Degree
- 06 – Doctoral Degree
- 07 – First Professional Degree
Resolution: Please select the appropriate Program 4 Credential Level. Click the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 4 should be removed. If Program 4 is a new incoming program, click on the Delete Program link found under the Program 4 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program Credential Level may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Credential Level must be extracted from your SIS with one of the approved Program Credential Level values.

Error 1534: Program 4 Published Length is Blank/Invalid

Why Error Occurs: The Program Indicator is Y, and the Program 4 Published Length is either missing or an invalid value. The Program Published Length must be six numeric digits and should be within the NSLDS established minimum and maximum length based on the Credential Level.
Please see the chart below from the NSLDS Enrollment Reporting Guide for the minimum and maximum lengths for each Credential Level. Please note, when a Program Length Measurement is reported in Weeks or Months, NSLDS performs a calculation and converts the Program Length to Years.

<table>
<thead>
<tr>
<th>Credential Level</th>
<th>Credential Description</th>
<th>Minimum Years &gt; or =</th>
<th>Maximum Years &gt; or =</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Undergraduate Certificate or Diploma Program</td>
<td>0.1</td>
<td>10</td>
</tr>
<tr>
<td>02</td>
<td>Associate’s Degree</td>
<td>0.4</td>
<td>10</td>
</tr>
<tr>
<td>03</td>
<td>Bachelor’s Degree</td>
<td>0.9</td>
<td>10</td>
</tr>
<tr>
<td>04</td>
<td>Post Baccalaureate Certificate</td>
<td>0.4</td>
<td>10</td>
</tr>
<tr>
<td>05</td>
<td>Master’s Degree</td>
<td>0.4</td>
<td>12</td>
</tr>
<tr>
<td>06</td>
<td>Doctoral Degree</td>
<td>0.9</td>
<td>12</td>
</tr>
<tr>
<td>07</td>
<td>First Professional Degree</td>
<td>0.2</td>
<td>10</td>
</tr>
<tr>
<td>08</td>
<td>Graduate/Professional Certificate</td>
<td>0.2</td>
<td>10</td>
</tr>
<tr>
<td>99</td>
<td>Non-Credential Program [Preparatory Coursework/Teacher Certification]</td>
<td>0.1</td>
<td>10</td>
</tr>
</tbody>
</table>

**Resolution:** Please enter a valid Program 4 Published Length. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

The Program Published Length format is six numeric digits with an implied decimal point between the third and fourth digits.

- “000100” to represent a value of one tenth
- “001000” to represent a value of one
- “010000” to represent a value of ten
- “100000” to represent a value of one hundred

Examples:
- A 32-week program would be entered as 032000
- A 2-year program would be entered as 002000
- A 1 ½ year program would be entered as 001500

If no program exists, all program information under Program 4 should be removed. If Program 4 is a new incoming program, click on the **Delete Program** link found under the Program 4 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the **Clearinghouse Contact** box.

**Prevention:** This error is occurring because the Program Published Length may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program...
Published Length must be extracted from your SIS in a six-digit numeric format with a valid value for the Credential Level reported.

Error 1535: Program 4 Published Length Measurement is Blank/Invalid

Why Error Occurs: The Program Indicator is Y, and the Program 4 Published Length Measurement is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Program Length Measurement values are:

- W – Week
- M – Month
- Y – Year

Resolution: Please select the appropriate Program 4 Length Measurement. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 4 should be removed. If Program 4 is a new incoming program, click on the Delete Program link found under the Program 4 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.
**Prevention:** This error is occurring because the Program Length Measurement may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Length Measurement must be extracted from your SIS with a valid Program Length Measurement value of W (Week), M (Month), or Y (Year).

**Error 1536: Program 4 Weeks in Title IV Academic Year is Blank/Invalid**

**Why Error Occurs:** The Program Indicator is Y, and the Program 4 Weeks in Title IV Academic Year is either missing or an invalid value.

**NOTE:** This field is only required if the Published Program Length Measurement is W (Week) or M (Month).

**Resolution:** Please enter a valid Program Weeks in Academic Year value. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

Per the NSLDS guidelines, the number of Weeks in Title IV Academic Year must be no less than 26 (026000) and no more than 52 (052000).

The Program Weeks in Title IV Academic Year format is six numeric digits with an implied decimal point between the third and fourth digits.

- “000100” to represent a value of one tenth
- “001000” to represent a value of one
“010000” to represent a value of ten
“100000” to represent a value of one hundred

If no program exists, all program information under Program 4 should be removed. If Program 4 is a new incoming program, click on the Delete Program link found under the Program 4 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Prevention:** This error is occurring because the Program Weeks in Academic Year may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Weeks in Academic Year must be a valid six-digit numeric value of at least 026000 (26), but not greater than 052000 (52).

**Error 1537: Program 4 Begin Date is Blank/Invalid/Future**

Why Error Occurs: The Program Indicator is Y, and the Program 4 Begin Date is either missing, not in the correct format, or is later than the Certification Date of the file.

The Program Begin Date must be a valid date and cannot be later than the Certification Date of the file unless it is an Early Registration file. On an Early Registration file, a Program Begin Date later than the Certification Date of the file can be accepted.
Please note, the Program Begin Date should never change for the same unique program.

**Resolution:** Please enter a valid Program 4 Begin Date. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

**NOTE:** If the Program Begin Date is in the future because the student does not begin enrollment until later in the term, please contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

If no program exists, all program information under Program 4 should be removed. If Program 4 is a new incoming program, click on the Delete Program link found under the Program 4 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission.

**Prevention:** This error is occurring because the Program Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, a valid Program Begin Date must be extracted from your SIS that is no later than the Certification Date of the file (with the exception of Early Registration files). On an Early Registration file, a Program Begin Date later than the Certification Date of the file can be accepted.

**Error 1538: Program 4 Special Program Indicator is Blank/Invalid**

<table>
<thead>
<tr>
<th>Details</th>
<th>Student SSN</th>
<th>College Student ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Program 4 CIP</th>
<th>Program 4 Enrollment Status</th>
<th>Program 4 Special Indicator</th>
<th>Status</th>
<th>Select all/none</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10999</td>
<td>G - Graduated</td>
<td>-- select --</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Why Error Occurs: The Program Indicator is Y, and the Program 4 Special Program Indicator is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Special Program Indicator values are:

- A – Special Admission Associate Degree Program
- B – Bachelor’s Degree Completion Program
- P – Preparatory Coursework Graduate/Professional
- T – Non-Credential Teacher Certification
- U – Preparatory Coursework Undergraduate
- N – Not Applicable

Resolution: Please select the appropriate Program 4 Special Program Indicator value that aligns with the Credential Level. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

Per the NSLDS guidelines, the Special Program Indicator and Program Credential Level must agree per the table below. **NOTE:** Any Credential Level can have a Special Program Indicator of N – Not Applicable.
If no program exists, all program information under Program 4 should be removed. If Program 4 is a new incoming program, click on the Delete Program link found under the Program 4 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Prevention:** This error is occurring because the Special Program Indicator may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Special Indicator must be extracted from your SIS with a valid Special Program Indicator value that aligns with the Program Credential Level.

**Error 1539: Program 4 Enrollment Status is Blank/Invalid**

Why Error Occurs: The Program Indicator is Y, and the Program 4 Enrollment Status is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Program Enrollment Status values are:

- F = Full-Time
- Q = Three-Quarter Time
- H = Half-Time
- L = Less Than Half-Time
- A = Leave of Absence
- G = Graduated
• W = Withdrawn
• D = Deceased
• X = Never Attended

Resolution: Please select the appropriate Program 4 Enrollment Status. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 4 should be removed. If Program 4 is a new incoming program, click on the Delete Program link found under the Program 4 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program Enrollment Status may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Enrollment Status must be extracted from your SIS with one of the valid Program Enrollment Status values.

Error 1540: Program 4 Enrollment Status Effective Date is Blank/Invalid/Future
**Why Error Occurs:** The Program Indicator is Y, and the Program 4 Enrollment Status Effective Date is either missing, not in the correct format, or is later than the Certification Date of the file.

The Program Status Effective Date cannot be an earlier date than the Program Begin Date and cannot be later than the Certification Date of the file unless it is an Early Registration file. On an Early Registration file, a Program Status Effective Date after the Certification Date of the file can be accepted.

Please note, the Program Status Effective Date should only change if the Program Enrollment Status changes.

**Resolution:** Please enter a valid Program Status Effective Date greater than or equal to the Program Begin Date. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

**NOTE:** If the Program Status Effective Date is in the future because the student does not begin enrollment until later in the term, please contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

If no program exists, all program information under Program 4 should be removed. If Program 4 is a new incoming program, click on the Delete Program link found under the Program 4 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission.

**Prevention:** This error is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, a valid Program Status Effective Date must be extracted from your SIS that is no later than the Certification Date of the file (with the exception of Early Registration files). On an Early Registration file, a Program Begin Date later than the Certification Date of the file can be accepted.

**Error 1541: Program 5 CIP Code is Blank/Invalid**
Why Error Occurs: The Program Indicator is Y, and the Program 5 CIP Code is either missing or not in the correct format. The Program CIP Code must be populated with six numeric digits and be a valid CIP Code in line with the 2020 CIP Codes established by the Department of Education’s National Center for Education Statistics (NCES).

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Program 5 data fields.

- Enter the correct Program 5 CIP code based on the NCES CIP Code list. The 2020 Program CIP Codes can be found on the NCES CIP Website. You may also reference the NCES Crosswalk for a list of all 2020 CIP Codes and the previous 2010 CIP Codes.

- If no program exists, all program information under Program 5 should be removed. If Program 5 is a new incoming program, click on the Delete Program link found under the Program 5 data fields to remove the program.

- If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program CIP Code may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program CIP Code must be extracted from your SIS with a valid 2020 CIP Code.

Error 1542: Program 5 CIP Year is Blank/Invalid

Error Resolution Instructions: Error Number 1542
Record received indicated student is enrolled in a program; however the CIP Year for this program was missing or was not in YYYY format. Please select the correct CIP year from the dropdown, then click the Details icon on the left and ensure all other program fields are appropriately populated.
### Why Error Occurs:
The Program Indicator is Y, and the Program 5 CIP Year is either missing or not in the correct format. Currently, the CIP Year per the Department of Education is 2020.

### Resolution:
Please enter the Program 5 CIP Year as 2020. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 5 should be removed. If Program 5 is a new incoming program, click on the [Delete Program](#) link found under the Program 5 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the [Clearinghouse Contact](#) box.

### Prevention:
This error is occurring because the Program CIP year may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program CIP Year must be extracted from your SIS in YYYY format with the year 2020.

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### Error 1543: Program 5 Credential Level is Blank/Invalid

Record received indicated student is enrolled in a program; however the Credential Level for this program was missing or was not one of the approved values. Please select the correct Credential Level from the dropdown, then click the Details icon on the left and ensure all other program fields are appropriately populated.
**Why Error Occurs:** The Program Indicator is Y, and the Program 5 Credential Level is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Credential Level values are:

- 01 – Undergraduate Certificate
- 02 – Associate’s Degree
- 03 – Bachelor’s Degree
- 04 – Post Baccalaureate Certificate
- 05 – Master’s Degree
- 06 – Doctoral Degree
- 07 – First Professional Degree
- 08 – Graduate/Professional Certificate
- 99 – Non-Credential Program (Preparatory Coursework/Teacher Certification)

**Resolution:** Please select the appropriate Program 5 Credential Level. Click the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 5 should be removed. If Program 5 is a new incoming program, click on the Delete Program link found under the Program 5 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Prevention:** This error is occurring because the Program Credential Level may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Credential Level must be extracted from your SIS with one of the approved Program Credential Level values.
Error 1544: Program 5 Published Length is Blank/Invalid

Why Error Occurs: The Program Indicator is Y, and the Program 5 Published Length is either missing or an invalid value. The Program Published Length must be six numeric digits and should be within the NSLDS established minimum and maximum length based on the Credential Level.

Please see the chart below from the NSLDS Enrollment Reporting Guide for the minimum and maximum lengths for each Credential Level. Please note, when a Program Length Measurement is reported in Weeks or Months, NSLDS performs a calculation and converts the Program Length to Years.
**Resolution:** Please enter a valid Program 5 Published Length. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

The Program Published Length format is six numeric digits with an implied decimal point between the third and fourth digits.

- “000100” to represent a value of one tenth
- “001000” to represent a value of one
- “010000” to represent a value of ten
- “100000” to represent a value of one hundred

Examples:

- A 32-week program would be entered as 032000
- A 2-year program would be entered as 002000
- A 1 ½ year program would be entered as 001500

If no program exists, all program information under Program 5 should be removed. If Program 5 is a new incoming program, click on the Delete Program link found under the Program 5 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Prevention:** This error is occurring because the Program Published Length may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Published Length must be extracted from your SIS in a six-digit numeric format with a valid value for the Credential Level reported.

**Error 1545: Program 5 Published Length Measurement is Blank/Invalid**
Why Error Occurs: The Program Indicator is Y, and the Program 5 Published Length Measurement is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Program Length Measurement values are:

- W – Week
- M – Month
- Y – Year

Resolution: Please select the appropriate Program 5 Length Measurement. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 5 should be removed. If Program 5 is a new incoming program, click on the Delete Program link found under the Program 5 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program Length Measurement may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Length Measurement must be extracted from your SIS with a valid Program Length Measurement value of W (Week), M (Month), or Y (Year).

Error 1546: Program 5 Weeks in Title IV Academic Year is Blank/Invalid
**Why Error Occurs:** The Program Indicator is Y, and the Program 5 Weeks in Title IV Academic Year is either missing or an invalid value.

**NOTE:** This field is only required if the Published Program Length Measurement is W (Week) or M (Month).

**Resolution:** Please enter a valid Program Weeks in Academic Year value. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

Per the NSLDS guidelines, the number of Weeks in Title IV Academic Year must be no less than 26 (026000) and no more than 52 (052000).

The Program Weeks in Title IV Academic Year format is six numeric digits with an implied decimal point between the third and fourth digits.

- “000100” to represent a value of one tenth
- “001000” to represent a value of one
- “010000” to represent a value of ten
- “100000” to represent a value of one hundred

If no program exists, all program information under Program 5 should be removed. If Program 5 is a new incoming program, click on the [Delete Program](#) link found under the Program 5 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the [Clearinghouse Contact](#) box.
**Prevention:** This error is occurring because the Program Weeks in Academic Year may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Weeks in Academic Year must be a valid six-digit numeric value of at least 026000 (26), but not greater than 052000 (52).

**Error 1547: Program 5 Begin Date is Blank/Invalid/Future**

**Why Error Occurs:** The Program Indicator is Y, and the Program 5 Begin Date is either missing, not in the correct format, or is later than the Certification Date of the file.

The Program Begin Date must be a valid date and cannot be later than the Certification Date of the file unless it is an Early Registration file. On an Early Registration file, a Program Begin Date later than the Certification Date of the file can be accepted.

Please note, the Program Begin Date should never change for the same unique program.

**Resolution:** Please enter a valid Program 5 Begin Date. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

**NOTE:** If the Program Begin Date is in the future because the student does not begin enrollment until later in the term, please contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.
If no program exists, all program information under Program 5 should be removed. If Program 5 is a new incoming program, click on the [Delete Program] link found under the Program 5 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission.

**Prevention:** This error is occurring because the Program Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, a valid Program Begin Date must be extracted from your SIS that is no later than the Certification Date of the file (with the exception of Early Registration files). On an Early Registration file, a Program Begin Date later than the Certification Date of the file can be accepted.

**Error 1548: Program 5 Special Program Indicator is Blank/Invalid**

Error Resolution Instructions: Error Number 1548

Record received indicated student is enrolled in a program; however the Special Program Indicator was missing or was not one of the approved values. Please select the correct Special Program Indicator from the dropdown, then click the Details icon on the left and ensure all other program fields are appropriately populated.

<table>
<thead>
<tr>
<th>Details</th>
<th>Student SSN</th>
<th>College Student ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Program 5 CIP</th>
<th>Program 5 Enrollment Status</th>
<th>Program 5 Special Indicator</th>
<th>Status</th>
<th>Select all/none</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program 5 CIP</td>
<td>510999</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>L - Less than half-time</td>
<td>-- select --</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program 5 Year (yyyy)</td>
<td>2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program 5 Credential Level</td>
<td>01 - Undergraduate Certificate or Diploma Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program 5 Published Length</td>
<td>001000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program 5 Published Length Measurement</td>
<td>Y - Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program 5 Weeks Title IV Academic Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program 5 Begin Date (mm/dd/yyyy)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>08/02/2022</td>
<td></td>
</tr>
<tr>
<td>Program 5 Special Indicator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-- select --</td>
<td></td>
</tr>
<tr>
<td>Program 5 Enrollment Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>L - Less than half-time</td>
<td></td>
</tr>
<tr>
<td>Program 5 Enrollment Status Effective Date (mm/dd/yyyy)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/09/2023</td>
<td></td>
</tr>
<tr>
<td>Moved</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-- select --</td>
<td></td>
</tr>
</tbody>
</table>

**Why Error Occurs:** The Program Indicator is Y, and the Program 5 Special Program Indicator is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Special Program Indicator values are:

- A – Special Admission Associate Degree Program
- B – Bachelor’s Degree Completion Program
- P – Preparatory Coursework Graduate/Professional
- T – Non-Credential Teacher Certification
- U – Preparatory Coursework Undergraduate
- N – Not Applicable

**Resolution:** Please select the appropriate Program 5 Special Program Indicator value that aligns with the Credential Level. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

Per the NSLDS guidelines, the Special Program Indicator and Program Credential Level must agree per the table below. **NOTE:** Any Credential Level can have a Special Program Indicator of N – Not Applicable.

<table>
<thead>
<tr>
<th>Special Program Indicator</th>
<th>Then Credential Level must be</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – Special Admission Associates Degree Program</td>
<td>02 - Associate Degree</td>
</tr>
<tr>
<td>B – Bachelor’s Degree Completion Program</td>
<td>03 - Bachelor’s Degree</td>
</tr>
<tr>
<td>P – Preparatory Coursework Graduate Professional Program</td>
<td>99 - Non-Credential Program [Preparatory Coursework/Teacher Certification]</td>
</tr>
<tr>
<td>T – Non-Credential Teacher Certification Program</td>
<td>99 - Non-Credential Program [Preparatory Coursework/Teacher Certification]</td>
</tr>
<tr>
<td>U - Preparatory Coursework Undergraduate Program</td>
<td>99- Non-Credential Program [Preparatory Coursework/Teacher Certification]</td>
</tr>
</tbody>
</table>

If no program exists, all program information under Program 5 should be removed. If Program 5 is a new incoming program, click on the **Delete Program** link found under the Program 5 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the **Clearinghouse Contact** box.

**Prevention:** This error is occurring because the Special Program Indicator may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Special Indicator must be extracted from your SIS with a valid Special Program Indicator value that aligns with the Program Credential Level.

**Error 1549: Program 5 Enrollment Status is Blank/Invalid**
Why Error Occurs: The Program Indicator is Y, and the Program 5 Enrollment Status is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Program Enrollment Status values are:

- F = Full-Time
- Q = Three-Quarter Time
- H = Half-Time
- L = Less Than Half-Time
- A = Leave of Absence
- G = Graduated
- W = Withdrawn
- D = Deceased
- X = Never Attended

Resolution: Please select the appropriate Program 5 Enrollment Status. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 5 should be removed. If Program 5 is a new incoming program, click on the Delete Program link found under the Program 5 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program Enrollment Status may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Enrollment Status must be extracted from your SIS with one of the valid Program Enrollment Status values.
Error 1550: Program 5 Enrollment Status Effective Date is Blank/Invalid/Future

Why Error Occurs: The Program Indicator is Y, and the Program 5 Enrollment Status Effective Date is either missing, not in the correct format, or is later than the Certification Date of the file.

The Program Status Effective Date cannot be an earlier date than the Program Begin Date and cannot be later than the Certification Date of the file unless it is an Early Registration file. On an Early Registration file, a Program Status Effective Date after the Certification Date of the file can be accepted.

Please note, the Program Status Effective Date should only change if the Program Enrollment Status changes.

Resolution: Please enter a valid Program Status Effective Date greater than or equal to the Program Begin Date. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

NOTE: If the Program Status Effective Date is in the future because the student does not begin enrollment until later in the term, please contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.
If no program exists, all program information under Program 5 should be removed. If Program 5 is a new incoming program, click on the Delete Program link found under the Program 5 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission.

**Prevention:** This error is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, a valid Program Status Effective Date must be extracted from your SIS that is no later than the Certification Date of the file (with the exception of Early Registration files). On an Early Registration file, a Program Begin Date later than the Certification Date of the file can be accepted.

**Error 1551: Program 6 CIP Code is Blank/Invalid**

![Error Resolution Instructions: Error Number 1551](image)

**Why Error Occurs:** The Program Indicator is Y, and the Program 6 CIP Code is either missing or not in the correct format. The Program CIP Code must be populated with six numeric digits and be a valid CIP Code in line with the 2020 CIP Codes established by the Department of Education’s National Center for Education Statistics (NCES).

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Program 6 data fields.
• Enter the correct Program 6 CIP code based on the NCES CIP Code list. The 2020 Program CIP Codes can be found on the NCES CIP Website. You may also reference the NCES Crosswalk for a list of all 2020 CIP Codes and the previous 2010 CIP Codes.

• If no program exists, all program information under Program 6 should be removed. If Program 6 is a new incoming program, click on the Delete Program link found under the Program 6 data fields to remove the program.

• If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program CIP Code may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program CIP Code must be extracted from your SIS with a valid 2020 CIP Code.

Error 1552: Program 6 CIP Year is Blank/Invalid

Why Error Occurs: The Program Indicator is Y, and the Program 6 CIP Year is either missing or not in the correct format. Currently, the CIP Year per the Department of Education is 2020.

Resolution: Please enter the Program 6 CIP Year as 2020. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.
If no program exists, all program information under Program 6 should be removed. If Program 6 is a new incoming program, click on the Delete Program link found under the Program 6 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Prevention:** This error is occurring because the Program CIP year may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program CIP Year must be extracted from your SIS in YYYY format with the year 2020.

**Error 1553: Program 6 Credential Level is Blank/Invalid**

**Why Error Occurs:** The Program Indicator is Y, and the Program 6 Credential Level is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Credential Level values are:

- 01 – Undergraduate Certificate
- 02 – Associate’s Degree
- 03 – Bachelor’s Degree
- 04 – Post Baccalaureate Certificate
- 05 – Master’s Degree
- 06 – Doctoral Degree
- 07 – First Professional Degree
- 08 – Graduate/Professional Certificate
Resolution: Please select the appropriate Program 6 Credential Level. Click the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 6 should be removed. If Program 6 is a new incoming program, click on the Delete Program link found under the Program 6 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program Credential Level may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Credential Level must be extracted from your SIS with one of the approved Program Credential Level values.

Error 1554: Program 6 Published Length is Blank/Invalid

Why Error Occurs: The Program Indicator is Y, and the Program 6 Published Length is either missing or an invalid value. The Program Published Length must be six numeric digits and should be within the NSLDS established minimum and maximum length based on the Credential Level.
Please see the chart below from the NSLDS Enrollment Reporting Guide for the minimum and maximum lengths for each Credential Level. Please note, when a Program Length Measurement is reported in Weeks or Months, NSLDS performs a calculation and converts the Program Length to Years.

<table>
<thead>
<tr>
<th>Credential Level</th>
<th>Credential Level Description</th>
<th>Minimum Years &gt; or =</th>
<th>Maximum Years &gt; or =</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Undergraduate Certificate or Diploma Program</td>
<td>0.1</td>
<td>10</td>
</tr>
<tr>
<td>02</td>
<td>Associate’s Degree</td>
<td>0.4</td>
<td>10</td>
</tr>
<tr>
<td>03</td>
<td>Bachelor’s Degree</td>
<td>0.9</td>
<td>10</td>
</tr>
<tr>
<td>04</td>
<td>Post Baccalaureate Certificate</td>
<td>0.4</td>
<td>10</td>
</tr>
<tr>
<td>05</td>
<td>Master’s Degree</td>
<td>0.4</td>
<td>12</td>
</tr>
<tr>
<td>06</td>
<td>Doctoral Degree</td>
<td>0.9</td>
<td>12</td>
</tr>
<tr>
<td>07</td>
<td>First Professional Degree</td>
<td>0.2</td>
<td>10</td>
</tr>
<tr>
<td>08</td>
<td>Graduate/Professional Certificate</td>
<td>0.2</td>
<td>10</td>
</tr>
<tr>
<td>99</td>
<td>Non-Credential Program [Preparatory Coursework/Teacher Certification]</td>
<td>0.1</td>
<td>10</td>
</tr>
</tbody>
</table>

Resolution: Please enter a valid Program 6 Published Length. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

The Program Published Length format is six numeric digits with an implied decimal point between the third and fourth digits.

- “000100” to represent a value of one tenth
- “001000” to represent a value of one
- “010000” to represent a value of ten
- “100000” to represent a value of one hundred

Examples:
- A 32-week program would be entered as 032000
- A 2-year program would be entered as 002000
- A 1 ½ year program would be entered as 001500

If no program exists, all program information under Program 6 should be removed. If Program 6 is a new incoming program, click on the Delete Program link found under the Program 6 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program Published Length may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program...
Published Length must be extracted from your SIS in a six-digit numeric format with a valid value for the Credential Level reported.

**Error 1555: Program 6 Published Length Measurement is Blank/Invalid**

**Why Error Occurs:** The Program Indicator is Y, and the Program 6 Published Length Measurement is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Program Length Measurement values are:

- W – Week
- M – Month
- Y – Year

**Resolution:** Please select the appropriate Program 6 Length Measurement. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 6 should be removed. If Program 6 is a new incoming program, click on the Delete Program link found under the Program 6 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.
**Prevention:** This error is occurring because the Program Length Measurement may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Length Measurement must be extracted from your SIS with a valid Program Length Measurement value of W (Week), M (Month), or Y (Year).

**Error 1556: Program 6 Weeks in Title IV Academic Year is Blank/Invalid**

Why Error Occurs: The Program Indicator is Y, and the Program 6 Weeks in Title IV Academic Year is either missing or an invalid value.

**NOTE:** This field is only required if the Published Program Length Measurement is W (Week) or M (Month).

**Resolution:** Please enter a valid Program Weeks in Academic Year value. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

Per the NSLDS guidelines, the number of Weeks in Title IV Academic Year must be no less than 26 (026000) and no more than 52 (052000).

The Program Weeks in Title IV Academic Year format is six numeric digits with an implied decimal point between the third and fourth digits.

- “000100” to represent a value of one tenth
- “001000” to represent a value of one
- “010000” to represent a value of ten
“100000” to represent a value of one hundred

If no program exists, all program information under Program 6 should be removed. If Program 6 is a new incoming program, click on the Delete Program link found under the Program 6 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Prevention:** This error is occurring because the Program Weeks in Academic Year may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Weeks in Academic Year must be a valid six-digit numeric value of at least 026000 (26), but not greater than 052000 (52).

**Error 1557: Program 6 Begin Date is Blank/Invalid/Future**

*Why Error Occurs:* The Program Indicator is Y, and the Program 6 Begin Date is either missing, not in the correct format, or is later than the Certification Date of the file.

The Program Begin Date must be a valid date and cannot be later than the Certification Date of the file unless it is an Early Registration file. On an Early Registration file, a Program Begin Date later than the Certification Date of the file can be accepted.

Please note, the Program Begin Date should never change for the same unique program.
Resolution: Please enter a valid Program 6 Begin Date. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

NOTE: If the Program Begin Date is in the future because the student does not begin enrollment until later in the term, please contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

If no program exists, all program information under Program 6 should be removed. If Program 6 is a new incoming program, click on the Delete Program link found under the Program 6 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission.

Prevention: This error is occurring because the Program Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, a valid Program Begin Date must be extracted from your SIS that is no later than the Certification Date of the file (with the exception of Early Registration files). On an Early Registration file, a Program Begin Date later than the Certification Date of the file can be accepted.

Error 1558: Program 6 Special Program Indicator is Blank/Invalid
**Why Error Occurs:** The Program Indicator is Y, and the Program 6 Special Program Indicator is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Special Program Indicator values are:

- A – Special Admission Associate Degree Program
- B – Bachelor’s Degree Completion Program
- P – Preparatory Coursework Graduate/Professional
- T – Non-Credential Teacher Certification
- U – Preparatory Coursework Undergraduate
- N – Not Applicable

**Resolution:** Please select the appropriate Program 6 Special Program Indicator value that aligns with the Credential Level. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

Per the NSLDS guidelines, the Special Program Indicator and Program Credential Level must agree per the table below. **NOTE:** Any Credential Level can have a Special Program Indicator of N – Not Applicable.

<table>
<thead>
<tr>
<th>Special Program Indicator</th>
<th>Then Credential Level must be</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – Special Admission Associates Degree Program</td>
<td>02 - Associate Degree</td>
</tr>
<tr>
<td>B – Bachelor’s Degree Completion Program</td>
<td>03 – Bachelor’s Degree</td>
</tr>
<tr>
<td>P – Preparatory Coursework Graduate/Professional Program</td>
<td>99 - Non-Credential Program (Preparatory Coursework / Teacher Certification)</td>
</tr>
<tr>
<td>T – Non-Credential Teacher Certification Program</td>
<td>99 - Non-Credential Program (Preparatory Coursework / Teacher Certification)</td>
</tr>
<tr>
<td>U - Preparatory Coursework Undergraduate Program</td>
<td>99- Non-Credential Program (Preparatory Coursework / Teacher Certification)</td>
</tr>
</tbody>
</table>

If no program exists, all program information under Program 6 should be removed. If Program 6 is a new incoming program, click on the [Delete Program](#) link found under the Program 6 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the [Clearinghouse Contact](#) box.

**Prevention:** This error is occurring because the Special Program Indicator may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Special Indicator must be extracted from your SIS with a valid Special Program Indicator value that aligns with the Program Credential Level.
Error 1559: Program 6 Enrollment Status is Blank/Invalid

Why Error Occurs: The Program Indicator is Y, and the Program 6 Enrollment Status is either missing or an invalid value. Per the NSLDS Enrollment Reporting Guide, the valid Program Enrollment Status values are:

- F = Full-Time
- Q = Three-Quarter Time
- H = Half-Time
- L = Less Than Half-Time
- A = Leave of Absence
- G = Graduated
- W = Withdrawn
- D = Deceased
- X = Never Attended

Resolution: Please select the appropriate Program 6 Enrollment Status. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

If no program exists, all program information under Program 6 should be removed. If Program 6 is a new incoming program, click on the Delete Program link found under the Program 6 data fields to remove the program.
If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Prevention:** This error is occurring because the Program Enrollment Status may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Enrollment Status must be extracted from your SIS with one of the valid Program Enrollment Status values.

**Error 1560: Program 6 Enrollment Status Effective Date is Blank/Invalid/Future**

**Why Error Occurs:** The Program Indicator is Y, and the Program 6 Enrollment Status Effective Date is either missing, not in the correct format, or is later than the Certification Date of the file.

The Program Status Effective Date cannot be an earlier date than the Program Begin Date and cannot be later than the Certification Date of the file unless it is an Early Registration file. On an Early Registration file, a Program Status Effective Date after the Certification Date of the file can be accepted.

Please note, the Program Status Effective Date should only change if the Program Enrollment Status changes.
Resolution: Please enter a valid Program Status Effective Date equal to or later than the Program Begin Date. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

NOTE: If the Program Status Effective Date is in the future because the student does not begin enrollment until later in the term, please contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

If no program exists, all program information under Program 6 should be removed. If Program 6 is a new incoming program, click on the Delete Program link found under the Program 6 data fields to remove the program.

If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission.

Prevention: This error is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, a valid Program Status Effective Date must be extracted from your SIS that is no later than the Certification Date of the file (with the exception of Early Registration files). On an Early Registration file, a Program Begin Date later than the Certification Date of the file can be accepted.

Error 1561: Program 1 Enrollment Status Effective Date is prior to the Program Begin Date
**Why Error Occurs:** The Program 1 Enrollment Status Effective Date is an earlier date than the Program Begin Date. The Program Status Effective Date must be greater than or equal to the Program Begin Date.

**Resolution:** Please update the Program Status Effective Date to a date greater than or equal to the Program Begin Date, but not later than the Certification Date of the file (unless it is an Early Registration file). On an Early Registration file, a Program Status Effective Date later than the Certification Date of the file can be accepted.

- If the Program Status Effective Date reported is correct but the Program Begin Date is incorrect, click on the “+” icon in the Details column next to the student SSN to expand the record and update the Program Begin Date. Review all other program data fields to ensure they are reported correctly.

- If no program exists, all program information under Program 1 should be removed. If Program 1 is a new incoming program, click on the Delete Program link found under the Program 1 data fields to remove the program.

- If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Prevention:** This error is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the correct Program Begin Date is extracted from your SIS and the Program Status Effective Date is greater than or equal to the Program Begin Date, but not later than the Certification Date of the file (with the exception of Early Registration files). On Early Registration files, a Program Status Effective Date later than the Certification Date of the file can be accepted.
### Error 1562: Program 2 Enrollment Status Effective Date is prior to the Program Begin Date

#### Error Resolution Instructions: Error Number 1562

Record received indicated student is enrolled in a program; however the Program Enrollment Status Effective Date received is prior to the Program Begin Date. Please select the correct Program Status Effective Date from the calendar. Then click the Details icon on the left and ensure all other program fields are appropriately populated.

<table>
<thead>
<tr>
<th>Details</th>
<th>Student SSN</th>
<th>College ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Program 2 Begin Date (mm/dd/yyyy)</th>
<th>Program 2 Enrollment Status</th>
<th>Program 2 Enrollment Status Effective Date (mm/dd/yyyy)</th>
<th>Status</th>
<th>Select all/none</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>05/08/2023</td>
<td>W - Withdrawn</td>
<td>03/31/2023</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Why Error Occurs:
The Program 2 Enrollment Status Effective Date is an earlier date than the Program Begin Date. The Program Status Effective Date must be greater than or equal to the Program Begin Date.

#### Resolution:
Please update the Program Status Effective Date to a date greater than or equal to the Program Begin Date, but not later than the Certification Date of the file (unless it is an Early Registration file). On an Early Registration file, a Program Status Effective Date later than the Certification Date of the file can be accepted.

- If the Program Status Effective Date reported is correct but the Program Begin Date is incorrect, click on the “+” icon in the Details column next to the student SSN to expand the record and update the Program Begin Date. Review all other program data fields to ensure they are reported correctly.

- If no program exists, all program information under Program 2 should be removed. If Program 2 is a new incoming program, click on the Delete Program link found under the Program 2 data fields to remove the program.

- If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the.
Prevention: This error is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the correct Program Begin Date is extracted from your SIS and the Program Status Effective Date is greater than or equal to the Program Begin Date, but not later than the Certification Date of the file (with the exception of Early Registration files). On Early Registration files, a Program Status Effective Date later than the Certification Date of the file can be accepted.

Error 1563: Program 3 Enrollment Status Effective Date is prior to the Program Begin Date

Why Error Occurs: The Program 3 Enrollment Status Effective Date is an earlier date than the Program Begin Date. The Program Status Effective Date must be greater than or equal to the Program Begin Date.

Resolution: Please update the Program Status Effective Date to a date greater than or equal to the Program Begin Date, but not later than the Certification Date of the file (unless it is an Early Registration file). On an Early Registration file, a Program Status Effective Date later than the Certification Date of the file can be accepted.
• If the Program Status Effective Date reported is correct but the Program Begin Date is incorrect, click on the “+” icon in the Details column next to the student SSN to expand the record and update the Program Begin Date. Review all other program data fields to ensure they are reported correctly.

• If no program exists, all program information under Program 3 should be removed. If Program 3 is a new incoming program, click on the Delete Program link found under the Program 3 data fields to remove the program.

• If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the correct Program Begin Date is extracted from your SIS and the Program Status Effective Date is greater than or equal to the Program Begin Date, but not later than the Certification Date of the file (with the exception of Early Registration files). On Early Registration files, a Program Status Effective Date later than the Certification Date of the file can be accepted.

Error 1564: Program 4 Enrollment Status Effective Date is prior to the Program Begin Date

![Error Resolution Instructions: Error Number 1564](image)
Why Error Occurs: The Program 4 Enrollment Status Effective Date is an earlier date than the Program Begin Date. The Program Status Effective Date must be greater than or equal to the Program Begin Date.

Resolution: Please update the Program Status Effective Date to a date greater than or equal to the Program Begin Date, but not later than the Certification Date of the file (unless it is an Early Registration file). On an Early Registration file, a Program Status Effective Date later than the Certification Date of the file can be accepted.

- If the Program Status Effective Date reported is correct but the Program Begin Date is incorrect, click on the “+” icon in the Details column next to the student SSN to expand the record and update the Program Begin Date. Review all other program data fields to ensure they are reported correctly.

- If no program exists, all program information under Program 4 should be removed. If Program 4 is a new incoming program, click on the Delete Program link found under the Program 4 data fields to remove the program.

- If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the correct Program Begin Date is extracted from your SIS and the Program Status Effective Date is greater than or equal to the Program Begin Date, but not later than the Certification Date of the file (with the exception of Early Registration files). On Early Registration files, a Program Status Effective Date later than the Certification Date of the file can be accepted.

Error 1565: Program 5 Enrollment Status Effective Date is prior to the Program Begin Date
Why Error Occurs: The Program 5 Enrollment Status Effective Date is an earlier date than the Program Begin Date. The Program Status Effective Date must be greater than or equal to the Program Begin Date.

Resolution: Please update the Program Status Effective Date to a date greater than or equal to the Program Begin Date, but not later than the Certification Date of the file (unless it is an Early Registration file). On an Early Registration file, a Program Status Effective Date later than the Certification Date of the file can be accepted.

- If the Program Status Effective Date reported is correct but the Program Begin Date is incorrect, click on the “+” icon in the Details column next to the student SSN to expand the record and update the Program Begin Date. Review all other program data fields to ensure they are reported correctly.

- If no program exists, all program information under Program 5 should be removed. If Program 5 is a new incoming program, click on the Delete Program link found under the Program 5 data fields to remove the program.

- If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the correct Program Begin Date is extracted from your SIS and the Program Status Effective Date is greater than or equal to the Program Begin Date, but not later than the Certification Date of the file (with the exception of Early Registration files). On Early Registration files, a Program Status Effective Date later than the Certification Date of the file can be accepted.
Error 1566: Program 6 Enrollment Status Effective Date is prior to the Program Begin Date

Why Error Occurs: The Program 6 Enrollment Status Effective Date is an earlier date than the Program Begin Date. The Program Status Effective Date must be greater than or equal to the Program Begin Date.

Resolution: Please update the Program Status Effective Date to a date greater than or equal to the Program Begin Date, but not later than the Certification Date of the file (unless it is an Early Registration file). On an Early Registration file, a Program Status Effective Date later than the Certification Date of the file can be accepted.

- If the Program Status Effective Date reported is correct but the Program Begin Date is incorrect, click on the “+” icon in the Details column next to the student SSN to expand the record and update the Program Begin Date. Review all other program data fields to ensure they are reported correctly.

- If no program exists, all program information under Program 6 should be removed. If Program 6 is a new incoming program, click on the Delete Program link found under the Program 6 data fields to remove the program.

- If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.
Prevention: This error is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the correct Program Begin Date is extracted from your SIS and the Program Status Effective Date is greater than or equal to the Program Begin Date, but not later than the Certification Date of the file (with the exception of Early Registration files). On Early Registration files, a Program Status Effective Date later than the Certification Date of the file can be accepted.

Error 1568: Unreported Program Previously Reported for Term

Why Error Occurs: Based on the unique program identifiers, the Unreported Program was previously reported with an active enrollment status, but the program was not included on the incoming enrollment submission for the term.
Please note, if a different value is reported for any of the unique program identifiers on the Incoming Program due to a change or correction to any of the unique program identifiers of the Unreported Program, Error 1568 may occur.

**Example:** Program CIP Code changed from 111006 to 111003.

The Incoming Program on the incoming enrollment submission has the same value reported for the Program Credential Level, Program Published Length, and Program Published Length Measurement as the Unreported Program. However, since the Program CIP Code is also a unique program identifier, a different value reported in this field results in the Error Code 1568.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Program-Level data fields.

- If the Unreported Program Enrollment Status has changed (increased, decreased, changed to Withdrawn or Graduated), please select the appropriate Program Enrollment Status and update the Program Status Effective Date. Please ensure the Program Status Effective Date entered is
greater than or equal to the Program Begin Date, but not later than the Certification Date of the file.

- If the Unreported Program Enrollment Status has not changed, select the same Program Enrollment Status, and enter the same Program Status Effective Date previously reported. The Program Status Effective Date should not change if there was no change in enrollment status within the program.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

**NOTE:** An enrollment record cannot have more than six programs with an active enrollment status. Update the Program Enrollment Status of any programs the student is no longer enrolled in with the appropriate separation status of Withdrawn, Graduated, Deceased, or Never Attended and ensure the correct separation date is entered in the Program Status Effective Date field. If a Never Attended status is selected, the Program Status Effective Date must equal the Program Begin Date.

- If Error 1568 is due to a change or correction to one of the unique program identifiers, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Prevention:** This error is occurring because a unique program was previously reported with an active enrollment status for the term, but it may not have been extracted correctly from your Student Information System (SIS) on the incoming enrollment submission.

To prevent this error in the future, once a unique program is reported to the Clearinghouse, it must continue to be reported on your enrollment submissions until the student is no longer enrolled in the program. When a student ceases enrollment in a program, please ensure the program is extracted from your SIS on the next enrollment submission reporting the appropriate separation status of Withdrawn, Graduated, or Deceased with the correct separation date entered in the Program Status Effective Date field to close it out.
Error 1569: Program Indicator is not compatible with the program information

Error Resolution Instructions: Error Number 1569

The Program Indicator should be set to Y if program information is present and should be set to N if no program information is present for the student. Please update the Program Indicator to Y or N depending upon whether program information has been included.

If the Program Indicator is Y, you may add a new program by clicking ‘+ Add Program’ to add a new program in the next open space available. Please ensure that you are also correcting the record in your Student Information System (SIS) to include the new program, as not including the program may result in a missing program error on future enrollment submissions.

If the Program Indicator is set to N, you may delete any newly reported programs by clearing all 10-program field individually. A program that is already in the Clearinghouse database cannot be deleted. If the delete option is unavailable, please change the indicator to Y (indicating that the program information is present/exists on the student’s enrollment history). Then review the program reporting to ensure that all other program fields are appropriately populated. You may also update the Program Status and Program Status Effective Date if necessary.

<table>
<thead>
<tr>
<th>Details</th>
<th>Student SSN</th>
<th>College Student ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Program Indicator</th>
<th>Program 1 CIP</th>
<th>Program 1 Enrollment Status</th>
<th>Status</th>
<th>Select all/none</th>
</tr>
</thead>
</table>

### Campus Level Information:

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Status Start Date (mm/dd/yyyy)</th>
<th>Term Begin Date (mm/dd/yyyy)</th>
<th>Anticipated Graduation Date (mm/dd/yyyy)</th>
<th>Term End Date (mm/dd/yyyy)</th>
<th>Directory Block Indicator</th>
<th>Privacy Block Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>L - Less than half-time</td>
<td>05/08/2023</td>
<td>05/08/2023</td>
<td>05/30/2028</td>
<td>08/03/2023</td>
<td>N - No</td>
<td>-- select --</td>
</tr>
</tbody>
</table>

### Optional Information:

Program Indicator: N - No

### Incoming Programs:

<table>
<thead>
<tr>
<th>Program 2 CIP</th>
<th>Program 2 CIP Year (yyyy)</th>
<th>Program 2 Title IV Academic Year</th>
<th>Program 2 Begin Date (mm/dd/yyyy)</th>
<th>Program 2 Special Indicator</th>
<th>Program 2 Enrollment Status</th>
<th>Program 2 Enrollment Status Effective Date (mm/dd/yyyy)</th>
<th>Moved</th>
</tr>
</thead>
<tbody>
<tr>
<td>510911</td>
<td>2020</td>
<td></td>
<td>05/08/2023</td>
<td>N - Not applicable</td>
<td>L - Less than half-time</td>
<td>05/08/2023</td>
<td>-- select --</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Why Error Occurs:** The Program Indicator is N - No, but there is program information reported or the Program Indicator is Y – Yes but there is no program information reported.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If the student is considered non-degree seeking and not enrolled in a program, the Program Indicator should be set to N, and no program data should be reported.

- If the Program Indicator of N is correct and the program information reported is a new program, click on the Delete Program link found under the Program-Level data fields to remove the program. Only new programs may be removed.

- If assistance is needed to remove program information from the record, please contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If the student is considered degree seeking, the Program Indicator should be set to Y and all applicable program data fields reported for at least one program. To add a program, click on the Add Program link and populate the required program data fields.

  **NOTE:** When adding a program, the Program Weeks in Title IV Academic Year field only needs to be populated if the Program Length Measurement reported is W - Week or M - Month. Students can be reported enrolled in up to six unique active programs.

**Prevention:** This error is occurring because the Program Indicator or Program Information may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Indicator must be extracted from your SIS with a Y (Yes) for degree seeking students or an N (No) for non-degree seeking students. When the Program Indicator is Y the program(s) the student is enrolled in must be reported. When the Program Indicator is N, there should be no program data reported.

  **NOTE:** If a program was added to the record through the error resolution report, please ensure the record is also corrected in your SIS to include the new program on the next enrollment submission, as not including the program on future enrollment submissions may result in a missing program error.

**Error 1571: Program 1 Weeks in Title IV Academic Year must be >=026000**
Why Error Occurs: The Program 1 Length Measurement is Weeks or Months, and the Program 1 Weeks in Title IV Academic Year is reported with a value less than 026000 (26). Per the NSLDS Enrollment Reporting Guide, the number of Weeks in Academic Year must be at least 26 (026000), but not greater than 52 (052000).

Resolution: Please enter a valid Program Weeks in Academic Year value no less than 26 (026000) but no greater than 52 (052000). Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

The Program Weeks in Academic Year format is six numeric digits with an implied decimal point between the third and fourth digits.

- “000100” to represent a value of one tenth
- “001000” to represent a value of one
- “010000” to represent a value of ten
- “100000” to represent a value of one hundred

Prevention: This error is occurring because the Program Weeks in Academic Year may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Weeks in Academic Year must be a valid six-digit numeric value of at least 026000 (26), but not greater than 052000 (52).
Error 1572: Program 2 Weeks in Title IV Academic Year must be >=026000

Why Error Occurs: The Program 2 Length Measurement is Weeks or Months, and the Program 2 Weeks in Title IV Academic Year is reported with a value less than 026000 (26). Per the NSLDS Enrollment Reporting Guide, the number of Weeks in Academic Year must be at least 26 (026000), but not greater than 52 (052000).

Resolution: Please enter a valid Program Weeks in Academic Year value no less than 26 (026000) but no greater than 52 (052000). Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

The Program Weeks in Academic Year format is six numeric digits with an implied decimal point between the third and fourth digits.

- “000100” to represent a value of one tenth
- “001000” to represent a value of one
- “010000” to represent a value of ten
- “100000” to represent a value of one hundred

Prevention: This error is occurring because the Program Weeks in Academic Year may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Weeks in Academic Year must be a valid six-digit numeric value of at least 026000 (26), but not greater than 052000 (52).
Error 1573: Program 3 Weeks in Title IV Academic Year must be >=026000

Why Error Occurs: The Program 3 Length Measurement is Weeks or Months, and the Program 3 Weeks in Title IV Academic Year is reported with a value less than 026000 (26). Per the NSLDS Enrollment Reporting Guide, the number of Weeks in Academic Year must be at least 26 (026000), but not greater than 52 (052000).

Resolution: Please enter a valid Program Weeks in Academic Year value no less than 26 (026000) but no greater than 52 (052000). Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

The Program Weeks in Academic Year format is six numeric digits with an implied decimal point between the third and fourth digits.

- “000100” to represent a value of one tenth
- “001000” to represent a value of one
- “010000” to represent a value of ten
- “100000” to represent a value of one hundred

Prevention: This error is occurring because the Program Weeks in Academic Year may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Weeks in Academic Year must be a valid six-digit numeric value of at least 026000 (26), but not greater than 052000 (52).
Error 1574: Program 4 Weeks in Title IV Academic Year must be >026000

Why Error Occurs: The Program 4 Length Measurement is Weeks or Months, and the Program 4 Weeks in Title IV Academic Year is reported with a value less than 026000 (26). Per the NSLDS Enrollment Reporting Guide, the number of Weeks in Academic Year must be at least 26 (026000), but not greater than 52 (052000).

Resolution: Please enter a valid Program Weeks in Academic Year value no less than 26 (026000) but no greater than 52 (052000). Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

The Program Weeks in Academic Year format is six numeric digits with an implied decimal point between the third and fourth digits.

• “000100” to represent a value of one tenth
• “001000” to represent a value of one
• “010000” to represent a value of ten
• “100000” to represent a value of one hundred

Prevention: This error is occurring because the Program Weeks in Academic Year may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Weeks in Academic Year must be a valid six-digit numeric value of at least 026000 (26), but not greater than 052000 (52).
Error 1575: Program 5 Weeks in Title IV Academic Year must be >=026000

**Why Error Occurs:** The Program 5 Length Measurement is Weeks or Months, and the Program 5 Weeks in Title IV Academic Year is reported with a value less than 026000 (26). Per the NSLDS Enrollment Reporting Guide, the number of Weeks in Academic Year must be at least 26 (026000), but not greater than 52 (052000).

**Resolution:** Please enter a valid Program Weeks in Academic Year value no less than 26 (026000) but no greater than 52 (052000). Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

The Program Weeks in Academic Year format is six numeric digits with an implied decimal point between the third and fourth digits.

- “000100” to represent a value of one tenth
- “001000” to represent a value of one
- “010000” to represent a value of ten
- “100000” to represent a value of one hundred

**Prevention:** This error is occurring because the Program Weeks in Academic Year may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Weeks in Academic Year must be a valid six-digit numeric value of at least 026000 (26), but not greater than 052000 (52).
Error 1576: Program 6 Weeks in Title IV Academic Year must be >=026000

Why Error Occurs: The Program 6 Length Measurement is Weeks or Months, and the Program 6 Weeks in Title IV Academic Year is reported with a value less than 026000 (26). Per the NSLDS Enrollment Reporting Guide, the number of Weeks in Academic Year must be at least 26 (026000), but not greater than 52 (052000).

Resolution: Please enter a valid Program Weeks in Academic Year value no less than 26 (026000) but no greater than 52 (052000). Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

The Program Weeks in Academic Year format is six numeric digits with an implied decimal point between the third and fourth digits.

- “000100” to represent a value of one tenth
- “001000” to represent a value of one
- “010000” to represent a value of ten
- “100000” to represent a value of one hundred

Prevention: This error is occurring because the Program Weeks in Academic Year may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program Weeks in Academic Year must be a valid six-digit numeric value of at least 026000 (26), but not greater than 052000 (52).
Error 1577: Campus and Program Level Enrollment Statuses in Conflict

**Error Resolution Instructions: Error Number 1577**

At least one Program Level Status (PLS) is in conflict with the Campus Level Status (CLS) on the record. If the CLS is Withdrawn, Graduated, or Deceased, program(s) cannot be in an enrolled status of Full time, Three Quarter Time, Half time, Less than Half time, or Leave of Absence. Any enrolled status at the program level must be closed and Program Status Effective Date (PSED) must be updated as well. Or, the CLS should be corrected to reflect if the student continues to be enrolled. Please click on the white or grey boxes to expand the details and update the CLS, or the PLS(es), and PSED(s) as needed. Please note if the separated CLS is correct all conflicting programs will need to be addressed to clear the error. A program already W or G should not be updated, original separation status and date should be maintained.

A record can have no more than 6 programs with a status that is NOT Withdrawn, Graduated, or Never Attended. Please update the Enrollment Status of any extraneous programs to Withdrawn, Graduated, or Never Attended to indicate that the student has separated or should not have been reported in these programs. Also, please update the Enrollment Status Effective Date to the accurate Withdrawal or Graduated date or to the Program Begin Date in the event the Never Attended Status is being used.

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### Campus-Level Information:

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Status Start Date (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>W - Withdrawn</td>
<td>05/16/2023</td>
</tr>
</tbody>
</table>

### Term Begin Date (mm/dd/yyyy): 05/08/2023

### Term End Date (mm/dd/yyyy): 07/28/2023

### Optional Information:

<table>
<thead>
<tr>
<th>Program Indicator</th>
<th>Y - Yes</th>
</tr>
</thead>
</table>

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### Incoming Programs:

<table>
<thead>
<tr>
<th>Program 1 CIP</th>
<th>Program 1 Weeks Title IV Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>390799</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program 1 CIP Year (yyyy)</th>
<th>Program 1 Begin Date (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>05/18/2021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program 1 Credential Level</th>
<th>Program 1 Special Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>03 - Bachelor’s Degree</td>
<td>N - Not applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program 1 Published Length</th>
<th>Program 1 Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>004000</td>
<td>F - Full-time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program 1 Published Length Measurement</th>
<th>Program 1 Enrollment Status Effective Date (mm/dd/yyyy)</th>
<th>Moved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y - Year</td>
<td>05/16/2023</td>
<td>select --</td>
</tr>
</tbody>
</table>
**Why Error Occurs:** The Campus-Level Enrollment Status is reported as Withdrawn (W), Graduated (G) or Deceased (D) but there are one or more programs with an active Program Enrollment Status of Full-Time (F), Three-Quarter Time (Q), Half-Time (H), Less than Half-Time (L), or Leave of Absence (A).

If a separation status (W, G, D) is reported at the Campus-Level, no programs should be reported with an active Program Enrollment Status (F, Q, H, L, A) at the Program-Level.

**Resolution:** Click on the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data.

- If the Campus-Level Enrollment Status of W, G, or D is correct, please update any program(s) with an active Program Enrollment Status (F, Q, H, L, or A) to the appropriate separation status (W, G, D or X) and enter the separation date in the Program Status Effective Date field.

  **NOTE:** If selecting the X - Never Attended status, the Program Status Effective Date must equal the Program Begin Date.

- If the student continues to be enrolled at your institution, please update the Campus-Level Enrollment Status with the appropriate active status of F, Q, H, L, or A. Review the remaining Campus-Level data fields, updating each of these fields as necessary to reflect the student’s current enrollment at your institution.

**Prevention:** To prevent this error in the future, if the Campus-Level Enrollment Status is reported with a separation status of Withdrawn, Graduated, or Deceased, all programs must be closed out and reported with the appropriate separation status of Withdrawn, Graduated, Deceased, or Never Attended.

**Error 1591: Program 1 Credential Level conflicts with Special Program Indicator**

**Error Resolution Instructions: Error Number 1591**

Record received indicated student is enrolled in a special program; however Special Program Indicator conflicts with the Credential Level provided for that program based on the 150 percent reporting requirements. Please enter a Special Program Indicator (as defined by your institution) that "agrees" with the Credential Level in the space provided, then click the details icon on the left and ensure all other program fields are appropriately populated.
Why Error Occurs: The record indicates the student is enrolled in a special program, but the Program 1 Special Indicator is in conflict with the Program 1 Credential Level reported.

Per the NSLDS guidelines, the Special Program Indicator and Program Credential Level must agree per the table below. **NOTE:** Any Credential Level can have a Special Program Indicator of N – Not Applicable.

<table>
<thead>
<tr>
<th>If Special Program Indicator is</th>
<th>Then Credential Level must be</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – Special Admission Associates Degree Program</td>
<td>02 - Associate Degree</td>
</tr>
<tr>
<td>B – Bachelor’s Degree Completion Program</td>
<td>03 – Bachelor’s Degree</td>
</tr>
<tr>
<td>P – Preparatory Coursework Graduate Professional Program</td>
<td>99 - Non-Credential Program [Preparatory Coursework / Teacher Certification]</td>
</tr>
<tr>
<td>T – Non-Credential Teacher Certification Program</td>
<td>99 - Non-Credential Program [Preparatory Coursework / Teacher Certification]</td>
</tr>
<tr>
<td>U - Preparatory Coursework Undergraduate Program</td>
<td>99 - Non-Credential Program [Preparatory Coursework / Teacher Certification]</td>
</tr>
</tbody>
</table>

Resolution: Please select the appropriate Special Program Indicator value that aligns with the Credential Level according to the table above. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

Prevention: This error is occurring because the Special Program Indicator may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Special Program Indicator must be extracted from your SIS with a valid value that aligns with the Program Credential Level reported.
Error 1592: Program 2 Credential Level conflicts with Special Program Indicator

Why Error Occurs: The record indicates the student is enrolled in a special program, but the Program 2 Special Indicator is in conflict with the Program 2 Credential Level reported.

Per the NSLDS guidelines, the Special Program Indicator and Program Credential Level must agree per the table below. **NOTE:** Any Credential Level can have a Special Program Indicator of N – Not Applicable.
**Resolution:** Please select the appropriate Special Program Indicator value that aligns with the Credential Level according to the table above. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

**Prevention:** This error is occurring because the Special Program Indicator may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Special Program Indicator must be extracted from your SIS with a valid value that aligns with the Program Credential Level reported.

**Error 1593: Program 3 Credential Level conflicts with Special Program Indicator**

**Why Error Occurs:** The record indicates the student is enrolled in a special program, but the Program 3 Special Indicator is in conflict with the Program 3 Credential Level reported.

Per the NSLDS guidelines, the Special Program Indicator and Program Credential Level must agree per the table below. **NOTE:** Any Credential Level can have a Special Program Indicator of N – Not Applicable.
Resolution: Please select the appropriate Special Program Indicator value that aligns with the Credential Level according to the table above. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

Prevention: This error is occurring because the Special Program Indicator may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Special Program Indicator must be extracted from your SIS with a valid value that aligns with the Program Credential Level reported.

Error 1594: Program 4 Credential Level conflicts with Special Program Indicator
Why Error Occurs: The record indicates the student is enrolled in a special program, but the Program 4 Special Indicator is in conflict with the Program 4 Credential Level reported.

Per the NSLDS guidelines, the Special Program Indicator and Program Credential Level must agree per the table below. **NOTE:** Any Credential Level can have a Special Program Indicator of N – Not Applicable.

<table>
<thead>
<tr>
<th>If Special Program Indicator is</th>
<th>Then Credential Level must be</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – Special Admission Associates Degree Program</td>
<td>02 - Associate Degree</td>
</tr>
<tr>
<td>B – Bachelor’s Degree Completion Program</td>
<td>03 – Bachelor’s Degree</td>
</tr>
<tr>
<td>P – Preparatory Coursework Graduate Professional Program</td>
<td>99 - Non-Credential Program [Preparatory Coursework / Teacher Certification]</td>
</tr>
<tr>
<td>T – Non-Credential Teacher Certification Program</td>
<td>99 - Non-Credential Program [Preparatory Coursework / Teacher Certification]</td>
</tr>
<tr>
<td>U - Preparatory Coursework Undergraduate Program</td>
<td>99- Non-Credential Program [Preparatory Coursework / Teacher Certification]</td>
</tr>
</tbody>
</table>

Resolution: Please select the appropriate Special Program Indicator value that aligns with the Credential Level according to the table above. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

Prevention: This error is occurring because the Special Program Indicator may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Special Program Indicator must be extracted from your SIS with a valid value that aligns with the Program Credential Level reported.
Error 1595: Program 5 Credential Level conflicts with Special Program Indicator

Why Error Occurs: The record indicates the student is enrolled in a special program, but the Program 5 Special Indicator is in conflict with the Program 5 Credential Level reported.

Per the NSLDS guidelines, the Special Program Indicator and Program Credential Level must agree per the table below. **NOTE:** Any Credential Level can have a Special Program Indicator of N – Not Applicable.
Resolution: Please select the appropriate Special Program Indicator value that aligns with the Credential Level according to the table above. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

Prevention: This error is occurring because the Special Program Indicator may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Special Program Indicator must be extracted from your SIS with a valid value that aligns with the Program Credential Level reported.

Error 1596: Program 6 Credential Level conflicts with Special Program Indicator

Why Error Occurs: The record indicates the student is enrolled in a special program, but the Program 6 Special Indicator is in conflict with the Program 6 Credential Level reported.

Per the NSLDS guidelines, the Special Program Indicator and Program Credential Level must agree per the table below. NOTE: Any Credential Level can have a Special Program Indicator of N – Not Applicable.
Resolution: Please select the appropriate Special Program Indicator value that aligns with the Credential Level according to the table above. Click on the “+” icon in the Details column next to the student SSN to expand the record and ensure all other program data fields are reported correctly.

Prevention: This error is occurring because the Special Program Indicator may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Special Program Indicator must be extracted from your SIS with a valid value that aligns with the Program Credential Level reported.

Error 1601: Program 1 X Status Reported – Program Begin Date not equal to previous Program Begin Date

<table>
<thead>
<tr>
<th>Details</th>
<th>Student SSN</th>
<th>College</th>
<th>First Name</th>
<th>Last Name</th>
<th>Program 1 CIP</th>
<th>Previously Certified PBD</th>
<th>Program 1 Begin Date (mm/dd/yyyy)</th>
<th>Status</th>
<th>Select all/none</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>110101</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>06/15/2022</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Error Resolution Instructions: Error Number 1601**

Record received with X (Never Attended) status at program level. In order to report a student as Never Attended, the Program begin Date (PBD) should match the most recently reported PBD for this program. The Program Status Effective Date (PSED) should match the PBD. If the X status was reported in error, please click the Details Icon 📊 on the left and make necessary updates to the program status and PSED, then submit for validation.
**Why Error Occurs:** The Program 1 Enrollment Status is X – Never Attended and the Program Begin Date does not match the previously reported Program Begin Date. For any program reported in an X – Never Attended status, the Program Begin Date must match the previously reported Program Begin Date per the NSLDS guidelines.

**Resolution:** Please enter the Program Begin Date to match the previously reported Program Begin Date.

On the Error Number 1601 page, the Previously Certified PBD column shows the Program Begin Date last reported. The Program 1 Begin Date column shows the Program Begin Date on the incoming enrollment submission.

**NOTE:** To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record, then click the “[View Previously Reported Student Data](#)” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

If the Program 1 Enrollment Status of X – Never Attended was reported in error, please update the Program 1 Enrollment Status and Program 1 Enrollment Status Effective Date as necessary.

**Prevention:** This error is occurring because the Program Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the Program Begin Date for any program with an X-Never Attended status in your SIS is correct and matches the data reported to the Clearinghouse on the last enrollment submission.

**Error 1602: Program 2 X Status Reported – Program Begin Date not equal to previous Program Begin Date**
**Why Error Occurs:** The Program 2 Enrollment Status is X – Never Attended and the Program Begin Date does not match the previously reported Program Begin Date. For any program reported in an X – Never Attended status, the Program Begin Date must match the previously reported Program Begin Date per the NSLDS guidelines.

**Resolution:** Please enter the Program Begin Date to match the previously reported Program Begin Date.

On the Error Number 1602 page, the Previously Certified PBD column shows the Program Begin Date last reported. The Program 2 Begin Date column shows the Program Begin Date on the incoming enrollment submission.

**NOTE:** To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record, then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

If the Program 2 Enrollment Status of X – Never Attended was reported in error, please update the Program 2 Enrollment Status and Program 2 Enrollment Status Effective Date as necessary.

**Prevention:** This error is occurring because the Program Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the Program Begin Date for any program with an X-Never Attended status in your SIS is correct and matches the data reported to the Clearinghouse on the last enrollment submission.
Error 1603: Program 3 X Status Reported – Program Begin Date not equal to previous Program Begin Date

**Why Error Occurs:** The Program 3 Enrollment Status is X – Never Attended and the Program Begin Date does not match the previously reported Program Begin Date. For any program reported in an X – Never Attended status, the Program Begin Date must match the previously reported Program Begin Date per the NSLDS guidelines.

**Resolution:** Please enter the Program Begin Date to match the previously reported Program Begin Date.

On the Error Number 1603 page, the Previously Certified PBD column shows the Program Begin Date last reported. The Program 3 Begin Date column shows the Program Begin Date on the incoming enrollment submission.

**NOTE:** To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record, then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

If the Program 3 Enrollment Status of X – Never Attended was reported in error, please update the Program 3 Enrollment Status and Program 3 Enrollment Status Effective Date as necessary.
**Prevention:** This error is occurring because the Program Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the Program Begin Date for any program with an X-Never Attended status in your SIS is correct and matches the data reported to the Clearinghouse on the last enrollment submission.

**Error 1604: Program 4 X Status Reported – Program Begin Date not equal to previous Program Begin Date**

**Why Error Occurs:** The Program 4 Enrollment Status is X – Never Attended and the Program Begin Date does not match the previously reported Program Begin Date. For any program reported in an X – Never Attended status, the Program Begin Date must match the previously reported Program Begin Date per the NSLDS guidelines.

**Resolution:** Please enter the Program Begin Date to match the previously reported Program Begin Date.

On the Error Number 1604 page, the Previously Certified PBD column shows the Program Begin Date last reported. The Program 4 Begin Date column shows the Program Begin Date on the incoming enrollment submission.

**NOTE:** To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record, then click the [“View Previously Reported Student Data”](#) hyperlink located under the Submit for
Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

If the Program 4 Enrollment Status of X – Never Attended was reported in error, please update the Program 4 Enrollment Status and Program 4 Enrollment Status Effective Date as necessary.

**Prevention:** This error is occurring because the Program Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the Program Begin Date for any program with an X-Never Attended status in your SIS is correct and matches the data reported to the Clearinghouse on the last enrollment submission.

**Error 1605: Program 5 X Status Reported – Program Begin Date not equal to previous Program Begin Date**

**Why Error Occurs:** The Program 5 Enrollment Status is X – Never Attended and the Program Begin Date does not match the previously reported Program Begin Date. For any program reported in an X – Never Attended status, the Program Begin Date must match the previously reported Program Begin Date per the NSLDS guidelines.

**Resolution:** Please enter the Program Begin Date to match the previously reported Program Begin Date.

On the Error Number 1605 page, the Previously Certified PBD column shows the Program Begin Date last reported. The Program 5 Begin Date column shows the Program Begin Date on the incoming enrollment submission.
**NOTE:** To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record, then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

If the Program 5 Enrollment Status of X – Never Attended was reported in error, please update the Program 5 Enrollment Status and Program 5 Enrollment Status Effective Date as necessary.

**Prevention:** This error is occurring because the Program Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the Program Begin Date for any program with an X-Never Attended status in your SIS is correct and matches the data reported to the Clearinghouse on the last enrollment submission.

**Error 1606: Program 6 X Status Reported – Program Begin Date not equal to previous Program Begin Date**

**Why Error Occurs:** The Program 6 Enrollment Status is X – Never Attended and the Program Begin Date does not match the previously reported Program Begin Date. For any program reported in an X – Never Attended status, the Program Begin Date must match the previously reported Program Begin Date per the NSLDS guidelines.

**Resolution:** Please enter the Program Begin Date to match the previously reported Program Begin Date.
On the Error Number 1606 page, the Previously Certified PBD column shows the Program Begin Date last reported. The Program 6 Begin Date column shows the Program Begin Date on the incoming enrollment submission.

**NOTE:** To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record, then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

If the Program 6 Enrollment Status of X – Never Attended was reported in error, please update the Program 6 Enrollment Status and Program 6 Enrollment Status Effective Date as necessary.

**Prevention:** This error is occurring because the Program Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the Program Begin Date for any program with an X-Never Attended status in your SIS is correct and matches the data reported to the Clearinghouse on the last enrollment submission.

**Error 1607: Program 1 X Status Reported – Program Status Effective Date not equal to Program Begin Date**

**Why Error Occurs:** The Program 1 Enrollment Status is X – Never Attended and the Program Status Effective Date does not match the Program Begin Date. For any program reported in an X – Never
Attended status, the Program Status Effective Date must match the Program Begin Date per the NSLDS guidelines.

**Resolution:** Please update the Program Status Effective Date to match the Program Begin Date.

If the Program 1 Enrollment Status of X – Never Attended was reported in error, click on the “+” icon in the Details column next to the student SSN to expand the record. Update the Program 1 Enrollment Status and Program 1 Enrollment Status Effective Date as necessary.

**Prevention:** This error is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the Program Status Effective Date in your SIS is correct and matches the Program Begin Date for any program with a Program Enrollment Status of X-Never Attended.

### Error 1608: Program 2 X Status Reported – Program Status Effective Date not equal to Program Begin Date

**Why Error Occurs:** The Program 2 Enrollment Status is X – Never Attended and the Program Status Effective Date does not match the Program Begin Date. For any program reported in an X – Never Attended status, the Program Status Effective Date must match the Program Begin Date per the NSLDS guidelines.

**Resolution:** Please update the Program Status Effective Date to match the Program Begin Date.
If the Program 2 Enrollment Status of X – Never Attended was reported in error, click on the “+” icon in the Details column next to the student SSN to expand the record. Update the Program 2 Enrollment Status and Program 2 Enrollment Status Effective Date as necessary.

**Prevention:** This error is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the Program Status Effective Date in your SIS is correct and matches the Program Begin Date for any program with a Program Enrollment Status of X-Never Attended.

**Error 1609: Program 3 X Status Reported – Program Status Effective Date not equal to Program Begin Date**

**Why Error Occurs:** The Program 3 Enrollment Status is X – Never Attended and the Program Status Effective Date does not match the Program Begin Date. For any program reported in an X – Never Attended status, the Program Status Effective Date must match the Program Begin Date per the NSLDS guidelines.

**Resolution:** Please update the Program Status Effective Date to match the Program Begin Date.

If the Program 3 Enrollment Status of X – Never Attended was reported in error, click on the “+” icon in the Details column next to the student SSN to expand the record. Update the Program 3 Enrollment Status and Program 3 Enrollment Status Effective Date as necessary.
Prevention: This error is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the Program Status Effective Date in your SIS is correct and matches the Program Begin Date for any program with a Program Enrollment Status of X-Never Attended.

Error 1610: Program 4 X Status Reported – Program Status Effective Date not equal to Program Begin Date

Why Error Occurs: The Program 4 Enrollment Status is X – Never Attended and the Program Status Effective Date does not match the Program Begin Date. For any program reported in an X – Never Attended status, the Program Status Effective Date must match the Program Begin Date per the NSLDS guidelines.

Resolution: Please update the Program Status Effective Date to match the Program Begin Date.

If the Program 4 Enrollment Status of X – Never Attended was reported in error, click on the “+” icon in the Details column next to the student SSN to expand the record. Update the Program 4 Enrollment Status and Program 4 Enrollment Status Effective Date as necessary.

Prevention: This error is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future,
please ensure the Program Status Effective Date in your SIS is correct and matches the Program Begin Date for any program with a Program Enrollment Status of X-Never Attended.

**Error 1611: Program 5 X Status Reported – Program Status Effective Date not equal to Program Begin Date**

**Why Error Occurs:** The Program 5 Enrollment Status is X – Never Attended and the Program Status Effective Date does not match the Program Begin Date. For any program reported in an X – Never Attended status, the Program Status Effective Date must match the Program Begin Date per the NSLDS guidelines.

**Resolution:** Please update the Program Status Effective Date to match the Program Begin Date.

If the Program 5 Enrollment Status of X – Never Attended was reported in error, click on the “+” icon in the Details column next to the student SSN to expand the record. Update the Program 5 Enrollment Status and Program 5 Enrollment Status Effective Date as necessary.

**Prevention:** This error is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the Program Status Effective Date in your SIS is correct and matches the Program Begin Date for any program with a Program Enrollment Status of X-Never Attended.
Error 1612: Program 6 X Status Reported – Program Status Effective Date not equal to Program Begin Date

Why Error Occurs: The Program 6 Enrollment Status is X – Never Attended and the Program Status Effective Date does not match the Program Begin Date. For any program reported in an X – Never Attended status, the Program Status Effective Date must match the Program Begin Date per the NSLDS guidelines.

Resolution: Please update the Program Status Effective Date to match the Program Begin Date.

If the Program 6 Enrollment Status of X – Never Attended was reported in error, click on the “+” icon in the Details column next to the student SSN to expand the record. Update the Program 6 Enrollment Status and Program 6 Enrollment Status Effective Date as necessary.

Prevention: This error is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, please ensure the Program Status Effective Date in your SIS is correct and matches the Program Begin Date for any program with a Program Enrollment Status of X-Never Attended.
Error 1701: Program 1 CIP Code Not a Valid Value

Why Error Occurs: The Program 1 CIP Code is not a valid value based on the 2020 CIP Codes established by the Department of Education’s National Center for Education Statistics (NCES).

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Program 1 data fields.

- Update the Program 1 CIP Code field with a valid 2020 CIP Code based on the NCES CIP Code list. The 2020 Program CIP Codes can be found on the NCES CIP Website. You may also reference the NCES Crosswalk for a list of all 2020 CIP Codes and the previous 2010 CIP Code equivalent.

- If no program exists, all program information under Program 1 should be removed. If Program 1 is a new incoming program, click on the Delete Program link found under the Program 1 data fields to remove the program.

- If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program CIP Code may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program CIP Code must be extracted from your SIS with a valid 2020 CIP Code.
Error 1702: Program 2 CIP Code Not a Valid Value

Why Error Occurs: The Program 2 CIP Code is not a valid value based on the 2020 CIP Codes established by the Department of Education’s National Center for Education Statistics (NCES).

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Program 2 data fields.

- Update the Program 2 CIP Code field with a valid 2020 CIP Code based on the NCES CIP Code list. The 2020 Program CIP Codes can be found on the NCES CIP Website. You may also reference the NCES Crosswalk for a list of all 2020 CIP Codes and the previous 2010 CIP Code equivalent.

- If no program exists, all program information under Program 2 should be removed. If Program 2 is a new incoming program, click on the Delete Program link found under the Program 2 data fields to remove the program.

- If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program CIP Code may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program CIP Code must be extracted from your SIS with a valid 2020 CIP Code.
Error 1703: Program 3 CIP Code Not a Valid Value

Why Error Occurs: The Program 3 CIP Code is not a valid value based on the 2020 CIP Codes established by the Department of Education’s National Center for Education Statistics (NCES).

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Program 3 data fields.

- Update the Program 3 CIP Code field with a valid 2020 CIP Code based on the NCES CIP Code list. The 2020 Program CIP Codes can be found on the NCES CIP Website. You may also reference the NCES Crosswalk for a list of all 2020 CIP Codes and the previous 2010 CIP Code equivalent.

- If no program exists, all program information under Program 3 should be removed. If Program 3 is a new incoming program, click on the Delete Program link found under the Program 3 data fields to remove the program.

- If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program CIP Code may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program CIP Code must be extracted from your SIS with a valid 2020 CIP Code.
Error 1704: Program 4 CIP Code Not a Valid Value

**Why Error Occurs:** The Program 4 CIP Code is not a valid value based on the 2020 CIP Codes established by the Department of Education’s National Center for Education Statistics (NCES).

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Program 4 data fields.

- Update the Program 4 CIP Code field with a valid 2020 CIP Code based on the NCES CIP Code list. The 2020 Program CIP Codes can be found on the [NCES CIP Website](https://nces.ed.gov). You may also reference the [NCES Crosswalk](https://nces.ed.gov) for a list of all 2020 CIP Codes and the previous 2010 CIP Code equivalent.

- If no program exists, all program information under Program 4 should be removed. If Program 4 is a new incoming program, click on the [Delete Program](#) link found under the Program 4 data fields to remove the program.

- If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the [Clearinghouse Contact](#) box.

**Prevention:** This error is occurring because the Program CIP Code may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program CIP Code must be extracted from your SIS with a valid 2020 CIP Code.
Error 1705: Program 5 CIP Code Not a Valid Value

Why Error Occurs: The Program 5 CIP Code is not a valid value based on the 2020 CIP Codes established by the Department of Education’s National Center for Education Statistics (NCES).

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Program 5 data fields.

- Update the Program 5 CIP Code field with a valid 2020 CIP Code based on the NCES CIP Code list. The 2020 Program CIP Codes can be found on the NCES CIP Website. You may also reference the NCES Crosswalk for a list of all 2020 CIP Codes and the previous 2010 CIP Code equivalent.

- If no program exists, all program information under Program 5 should be removed. If Program 5 is a new incoming program, click on the Delete Program link found under the Program 5 data fields to remove the program.

- If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program CIP Code may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program CIP Code must be extracted from your SIS with a valid 2020 CIP Code.
Error 1706: Program 6 CIP Code Not a Valid Value

Why Error Occurs: The Program 6 CIP Code is not a valid value based on the 2020 CIP Codes established by the Department of Education’s National Center for Education Statistics (NCES).

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Program 6 data fields.

- Update the Program 6 CIP Code field with a valid 2020 CIP Code based on the NCES CIP Code list. The 2020 Program CIP Codes can be found on the NCES CIP Website. You may also reference the NCES Crosswalk for a list of all 2020 CIP Codes and the previous 2010 CIP Code equivalent.

- If no program exists, all program information under Program 6 should be removed. If Program 6 is a new incoming program, click on the Delete Program link found under the Program 6 data fields to remove the program.

- If further assistance is needed to remove the program information, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the Program CIP Code may not have been extracted from your Student Information System (SIS) correctly. To prevent this error in the future, the Program CIP Code must be extracted from your SIS with a valid 2020 CIP Code.
Error 1791: Program 1 CIP Code Invalid for Current CIP Year Level

Why Warning Occurs: The incoming Program 1 is being reported with a 2010 CIP Code that was found in the student’s enrollment history. However, the CIP Code is not a valid value based on the current 2020 CIP Codes established by the Department of Education’s National Center for Education Statistics (NCES).

Resolution: Click on the “+” icon in the Details column next to the student SSN to expand the record and review the Program 1 data fields.

- If the incoming 2010 CIP Code program was previously linked to another program, please delete the program by clicking on the Delete Program link found under the Program 1 data fields to remove the program.

- If the incoming 2010 CIP Code program was not previously linked to another program and the student is no longer enrolled in the program, please update the Program Enrollment Status selecting the appropriate separation status of Withdrawn, Graduated, Deceased or Never Attended and enter the separation date in the Program Status Effective Date field.

NOTE: If the Program Enrollment Status selected is Never Attended, the Program Status Effective Date entered must match the Program Begin Date.
• If the CIP Code has changed for the program, you may link the 2010 CIP Code program to the
new 2020 CIP Code program by selecting the Program Enrollment Status of Moved and then
selecting the new program to link it to from the drop-down menu next to the Moved field.

**NOTE:** If the program has previously been linked, you will not see the option for the Moved
status in the drop-down menu. The program should be deleted if the program was previously
linked.

• If the previously linked program should be deleted or further assistance is needed with
correcting this error, you may contact the analyst assigned to the enrollment submission. The
analyst’s contact information can be found in the upper left corner on the Error Resolution
Report: Error List page in the [Clearinghouse Contact](#) box.

**Prevention:** This error is occurring because the current CIP Year Level reported on your enrollment
submission is 2020 but the incoming program is reported with a 2010 CIP Code previously reported in
the student’s enrollment history. To prevent this error in the future, only 2020 CIP Code programs should
be reported.

**Error 1792: Program 2 CIP Code Invalid for Current CIP Year Level**
**Why Warning Occurs:** The incoming Program 2 is being reported with a 2010 CIP Code that was found in the student’s enrollment history. However, the CIP Code is not a valid value based on the current 2020 CIP Codes established by the Department of Education’s National Center for Education Statistics (NCES).

**Resolution:** Click on the “+” icon in the Details column next to the student SSN to expand the record and review the Program 2 data fields.

- If the incoming 2010 CIP Code program was previously linked to another program, please delete the program by clicking on the Delete Program link found under the Program 2 data fields to remove the program.

- If the incoming 2010 CIP Code program was not previously linked to another program and the student is no longer enrolled in the program, please update the Program Enrollment Status selecting the appropriate separation status of Withdrawn, Graduated, Deceased or Never Attended and enter the separation date in the Program Status Effective Date field.

**NOTE:** If the Program Enrollment Status selected is Never Attended, the Program Status Effective Date entered must match the Program Begin Date.

- If the CIP Code has changed for the program, you may link the 2010 CIP Code program to the new 2020 CIP Code program by selecting the Program Enrollment Status of Moved and then selecting the new program to link it to from the drop-down menu next to the Moved field.

**NOTE:** If the program has previously been linked, you will not see the option for the Moved status in the drop-down menu. The program should be deleted if the program was previously linked.

- If the previously linked program should be deleted or further assistance is needed with correcting this error, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Prevention:** This error is occurring because the current CIP Year Level reported on your enrollment submission is 2020 but the incoming program is reported with a 2010 CIP Code previously reported in the student’s enrollment history. To prevent this error in the future, only 2020 CIP Code programs should be reported.

**Error 1793: Program 3 CIP Code Invalid for Current CIP Year Level**
Why Warning Occurs: The incoming Program 3 is being reported with a 2010 CIP Code that was found in the student’s enrollment history. However, the CIP Code is not a valid value based on the current 2020 CIP Codes established by the Department of Education’s National Center for Education Statistics (NCES).

Resolution: Click on the “+” icon in the Details column next to the student SSN to expand the record and review the Program 3 data fields.

- If the incoming 2010 CIP Code program was previously linked to another program, please delete the program by clicking on the Delete Program link found under the Program 3 data fields to remove the program.

- If the incoming 2010 CIP Code program was not previously linked to another program and the student is no longer enrolled in the program, please update the Program Enrollment Status selecting the appropriate separation status of Withdrawn, Graduated, Deceased or Never Attended and enter the separation date in the Program Status Effective Date field.

  NOTE: If the Program Enrollment Status selected is Never Attended, the Program Status Effective Date entered must match the Program Begin Date.

- If the CIP Code has changed for the program, you may link the 2010 CIP Code program to the new 2020 CIP Code program by selecting the Program Enrollment Status of Moved and then selecting the new program to link it to from the drop-down menu next to the Moved field.

  NOTE: If the program has previously been linked, you will not see the option for the Moved status in the drop-down menu. The program should be deleted if the program was previously linked.
• If the previously linked program should be deleted or further assistance is needed with correcting this error, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the current CIP Year Level reported on your enrollment submission is 2020 but the incoming program is reported with a 2010 CIP Code previously reported in the student’s enrollment history. To prevent this error in the future, only 2020 CIP Code programs should be reported.

Error 1794: Program 4 CIP Code Invalid for Current CIP Year Level

Why Warning Occurs: The incoming Program 4 is being reported with a 2010 CIP Code that was found in the student’s enrollment history. However, the CIP Code is not a valid value based on the current 2020 CIP Codes established by the Department of Education’s National Center for Education Statistics (NCES).

Resolution: Click on the “+” icon in the Details column next to the student SSN to expand the record and review the Program 4 data fields.

• If the incoming 2010 CIP Code program was previously linked to another program, please delete the program by clicking on the Delete Program link found under the Program 4 data fields to remove the program.
• If the incoming 2010 CIP Code program was not previously linked to another program and the student is no longer enrolled in the program, please update the Program Enrollment Status selecting the appropriate separation status of Withdrawn, Graduated, Deceased or Never Attended and enter the separation date in the Program Status Effective Date field.

**NOTE:** If the Program Enrollment Status selected is Never Attended, the Program Status Effective Date entered must match the Program Begin Date.

• If the CIP Code has changed for the program, you may link the 2010 CIP Code program to the new 2020 CIP Code program by selecting the Program Enrollment Status of Moved and then selecting the new program to link it to from the drop-down menu next to the Moved field.

**NOTE:** If the program has previously been linked, you will not see the option for the Moved status in the drop-down menu. The program should be deleted if the program was previously linked.

• If the previously linked program should be deleted or further assistance is needed with correcting this error, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the [Clearinghouse Contact](#) box.

**Prevention:** This error is occurring because the current CIP Year Level reported on your enrollment submission is 2020 but the incoming program is reported with a 2010 CIP Code previously reported in the student’s enrollment history. To prevent this error in the future, only 2020 CIP Code programs should be reported.

**Error 1795: Program 5 CIP Code Invalid for Current CIP Year Level**
**Why Warning Occurs:** The incoming Program 5 is being reported with a 2010 CIP Code that was found in the student’s enrollment history. However, the CIP Code is not a valid value based on the current 2020 CIP Codes established by the Department of Education's National Center for Education Statistics (NCES).

**Resolution:** Click on the “+” icon in the Details column next to the student SSN to expand the record and review the Program 5 data fields.

- If the incoming 2010 CIP Code program was previously linked to another program, please delete the program by clicking on the **Delete Program** link found under the Program 5 data fields to remove the program.

- If the incoming 2010 CIP Code program was not previously linked to another program and the student is no longer enrolled in the program, please update the Program Enrollment Status selecting the appropriate separation status of Withdrawn, Graduated, Deceased or Never Attended and enter the separation date in the Program Status Effective Date field.

**NOTE:** If the Program Enrollment Status selected is Never Attended, the Program Status Effective Date entered must match the Program Begin Date.

- If the CIP Code has changed for the program, you may link the 2010 CIP Code program to the new 2020 CIP Code program by selecting the Program Enrollment Status of Moved and then selecting the new program to link it to from the drop-down menu next to the Moved field.

**NOTE:** If the program has previously been linked, you will not see the option for the Moved status in the drop-down menu. The program should be deleted if the program was previously linked.

- If the previously linked program should be deleted or further assistance is needed with correcting this error, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the **Clearinghouse Contact** box.
**Prevention:** This error is occurring because the current CIP Year Level reported on your enrollment submission is 2020 but the incoming program is reported with a 2010 CIP Code previously reported in the student’s enrollment history. To prevent this error in the future, only 2020 CIP Code programs should be reported.

**Error 1796: Program 6 CIP Code Invalid for Current CIP Year Level**

**Why Warning Occurs:** The incoming Program 6 is being reported with a 2010 CIP Code that was found in the student’s enrollment history. However, the CIP Code is not a valid value based on the current 2020 CIP Codes established by the Department of Education’s National Center for Education Statistics (NCES).

**Resolution:** Click on the “+” icon in the Details column next to the student SSN to expand the record and review the Program 6 data fields.

- If the incoming 2010 CIP Code program was previously linked to another program, please delete the program by clicking on the Delete Program link found under the Program 6 data fields to remove the program.

- If the incoming 2010 CIP Code program was not previously linked to another program and the student is no longer enrolled in the program, please update the Program Enrollment Status selecting the appropriate separation status of Withdrawn, Graduated, Deceased or Never Attended and enter the separation date in the Program Status Effective Date field.
NOTE: If the Program Enrollment Status selected is Never Attended, the Program Status Effective Date entered must match the Program Begin Date.

- If the CIP Code has changed for the program, you may link the 2010 CIP Code program to the new 2020 CIP Code program by selecting the Program Enrollment Status of Moved and then selecting the new program to link it to from the drop-down menu next to the Moved field.

NOTE: If the program has previously been linked, you will not see the option for the Moved status in the drop-down menu. The program should be deleted if the program was previously linked.

- If the previously linked program should be deleted or further assistance is needed with correcting this error, you may contact the analyst assigned to the enrollment submission. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This error is occurring because the current CIP Year Level reported on your enrollment submission is 2020 but the incoming program is reported with a 2010 CIP Code previously reported in the student’s enrollment history. To prevent this error in the future, only 2020 CIP Code programs should be reported.

Error 1900: 2010/2020 CIP moved to 2020 CIP

![Error Resolution Instructions: Error Number 1900](image)
Why Error Occurs: An existing program found in the student’s enrollment history was moved or linked to another program through manual linkage or per the NCES Crosswalk.

Resolution: The program linkage for all records with Error Code 1900 must be acknowledged before the enrollment submission is processed. Click the “+” icon in the Details column next to the student SSN to expand the record and review the linked programs to confirm if the linkage is correct. The program that was moved/linked to another program will have a Program Enrollment Status of M – Moved and the Moved field populated with which program it was linked to.

If the program linkage(s) are correct, please approve the linkage to resolve the error. When viewing the Error Number 1900 page, you may select records to approve the linkage. Under the Select column click on “all” to select all the records on the page, then click on the Submit Selected Records for Validation button to approve.
A mass correction can also be performed to update all of the records. The mass correction option will approve the program linkage for all of the records with Error Code 1900. See Appendix for How to Perform a Mass Correction.

**Prevention:** This error occurs to prompt a review of program linkages on an enrollment submission to ensure they are accurate before the data is processed and accepted by the Clearinghouse. Once this error is resolved, it should not reoccur for the same program(s).

## Enrollment Reporting Warning Codes

### Warning 2: Duplicate SSN

**Why Warning Occurs:** There is more than one record on the incoming enrollment submission with the same Social Security Number (SSN). An SSN can only appear once in an enrollment submission.

**Resolution:** Please review the First Name, Last Name, Enrollment Status and Status Start Date for each record.

- If the records are for the same student, please contact the analyst assigned to the enrollment submission for assistance with removing the duplicate record from the file. If each record has a different Enrollment Status, please advise the analyst which record for the student is correct to be processed and which one is to be rejected. The analyst’s contact information can be found in
the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If the records each have a different student name, please verify which student the SSN belongs to. Once verified, please contact the analyst assigned to the enrollment submission to advise which student the SSN belongs to. The analyst will reject the duplicate record with the incorrect SSN/student name combination.

  **NOTE:** Please do not send full SSNs via email. Please also make sure to remove the incorrect duplicate record from your Student Information System to prevent the incorrect record from appearing on future enrollment submissions.

- If there is a large number of records with Warning Code 2, please request to reject the file and resubmit it after corrections are made in your Student Information System. To reject the file, click on the **'Request to Reject Submission'** button on the Error Resolution Report: Error List page.

**Prevention:** This warning is occurring because there is more than one record being extracted from your Student Information System (SIS) with the same SSN. To prevent this warning in the future, please ensure each SSN only appears once on an enrollment submission.

**Warning 29: Duplicate College Student ID without SSN**
**Why Warning Occurs:** There is more than one record on the incoming enrollment submission with the same College Student ID number (CSID) and without a valid SSN.

This warning may occur when a student was previously reported with No SSN but now is being reported with an SSN. These records may or may not appear on the Error Resolution Report.

**Resolution:** Duplicate records with the same CSID will not be retained in the Clearinghouse database and will be rejected from the enrollment submission before it is processed.

Please make sure to remove the incorrect duplicate record from your Student Information System to prevent the incorrect record from appearing on future enrollment submissions.

**Prevention:** This warning is occurring because there is more than one record being extracted from your Student Information System (SIS) with the same College Student ID number. To prevent this warning in the future, please ensure each CSID only appears once on an enrollment submission.

**Warning 30: Blank/Invalid SSN and Blank/Invalid College Student ID**

**Why Warning Occurs:** The SSN and College Student ID number field is blank or contains an invalid value. All students should be reported with a valid SSN and/or College Student ID number.

**Resolution:** Any records with both a blank/invalid SSN and College Student ID will not be retained in the Clearinghouse database and will be rejected from the enrollment submission before it is processed.

- If there is a small number of records with Warning Code 30, you may update the records by entering the student’s valid SSN and/or College Student ID number.
• If there is a large number of records with Warning Code 30 and upon review it is determined the records should have included an SSN and/or College Student, please request to reject the file and resubmit it after corrections are made in your Student Information System. To reject the file, click on the ‘Request to Reject Submission’ button on the Error Resolution Report: Error List page.

**Prevention:** This warning is occurring because the SSN and/or College Student ID may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure there is a valid SSN and/or College Student ID in your SIS for all students.

### Warning 51: First Name Blank

**Why Warning Occurs:** The First Name field on the student record is blank.

**Resolution:** Please provide the correct First Name for the student. If the student does not have a First Name, you may enter NFN for No First Name.

If the warning is flagged for a test student or an invalid record, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Prevention:** This warning is occurring because the First Name may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure a First Name is reported for all students in your SIS.
Warning 58: Birthdate warning

Why Warning Occurs: The Date of Birth (DOB) field is blank or is not a valid date. This warning may also occur when there is a spacing issue on the record.

Examples of Invalid Date of Birth:

- The birth year is before 1900
- The Date of Birth is a future date
- The Date of Birth is less than 10 years before the current year

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If there are no spacing issues on the record, please enter the student’s correct DOB. Please also update your SIS with the correct DOB to prevent this warning from occurring on future enrollment submissions.

- If there is a small number of records with Warning Code 58 due to a spacing issue, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If there is a large number of records with Warning Code 58 due to a spacing issue, you may request to reject the file and resubmit it after corrections are made in your Student Information System. To reject the file, click on the ‘Request to Reject Submission’ button on the Error Resolution Report: Error List page.
**Prevention:** This warning is occurring because the Date of Birth may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure all students have a valid Date of Birth in your SIS.

If the warning occurred due to a spacing issue, please correct the spacing issue in your SIS.

**Warning 63: Country is Blank**

![Error Resolution Instructions: Error Number 63]

No country was provided as part of student address.

Due to changes in reporting requirements, complete addresses are mandatory in all student records. A record without an address, or missing a portion thereof, runs the risk of not being accepted by NSLDS.

Please review the list of students provided and update records to include corrections in next electronic report.

![Permanent Address]

**Why Warning Occurs:** The Country field is blank. An accurate and complete address is required for all student records. A missing or incomplete address may result in the record not being accepted by NSLDS. This warning may also occur when there is a spacing issue on the record.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If there are no spacing issues on the record, under the Permanent Address section, update the Country field selecting the correct country code. If the country of residence is unknown, leave the field blank. Do not populate the Country field with UK if it is unknown as this is a valid country code for the United Kingdom. See Appendix for [Country Code Values](#).

  If any of the other address fields are blank or contain an invalid value, please update these fields. For address fields that are unknown, please enter or select UK (Unknown).

**NOTE:** If the State field is a domestic state or populated with UK (Unknown) and the Country field is blank, then US (United States) will automatically populate in the Country field.

Street Line 2 is an optional field to report continuation of the address. Example: Apt 2. This field should be populated only if available.
• If there is a small number of records with Warning Code 63 due to a spacing issue, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

• If there is a large number of records with Warning Code 63 due to a spacing issue, you may request to reject the file and resubmit it after corrections are made in your Student Information System. To reject the file, click on the ‘Request to Reject Submission’ button on the Error Resolution Report: Error List page.

Prevention: This warning is occurring because the Country may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure a complete and accurate address including the Country is populated for each student in your SIS.

If the warning occurred due to a spacing issue, please correct the spacing issue in your SIS.

Warning 64: Street too short

Warning 64: Street too short

Why Warning Occurs: The Street Line 1 field is missing the Street Address, or the Street Address is too short. The Street Address must be at least two characters. An accurate and complete address is required for all student records. A missing or incomplete address may result in the record not being accepted by NSLDS. This warning may also occur when there is a spacing issue on the record.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

• If there are no spacing issues on the record, under the Permanent Address section, enter the student’s Permanent Street Address in the Street Line 1 field. If the Street Address is unknown, enter UK in the Street Line 1 field. Review the other address fields and if any are blank or contain an invalid value, please update as necessary.
NOTE: If the country of residence is unknown, leave the Country field blank. Do not populate the Country field with UK if it is unknown as this is a valid country code for the United Kingdom.

If the State field is a domestic state or is populated with UK (Unknown) and the Country field is blank, then US (United States) will automatically populate in the Country field.

Street Line 2 is an optional field to report continuation of the address. Example: Apt 2. This field should be populated only if available.

- If there is a small number of records with Warning Code 64 due to a spacing issue, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If there is a large number of records with Warning Code 64 due to a spacing issue, you may request to reject the file and resubmit it after corrections are made in your Student Information System. To reject the file, click on the Request to Reject Submission button on the Error Resolution Report: Error List page.

Prevention: This warning is occurring because the Street Address may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure a complete and accurate address, including the Permanent Street Address is populated for each student in your SIS.

If the warning occurred due to a spacing issue, please correct the spacing issue in your SIS.

Warning 67: City too short
**Why Warning Occurs:** The City field is blank or too short. The City must be at least two characters. An accurate and complete address is required for all student records. A missing or incomplete address may result in the record not being accepted by NSLDS. This warning may also occur when there is a spacing issue on the record.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If there are no spacing issues on the record, under the Permanent Address section, enter the student’s permanent city of residence in the City field. If the City is unknown, enter UK in the City field. Review the other address fields and if any are blank or contain an invalid value, please update as necessary.

**NOTE:** If the country of residence is unknown, leave the Country field blank. Do not populate the Country field with UK if it is unknown as this is a valid country code for the United Kingdom.

If the State field is a domestic state or is populated with UK (Unknown) and the Country field is blank, then US (United States) will automatically populate in the Country field.

Street Line 2 is an optional field to report continuation of the address. Example: Apt 2. This field should be populated only if available.

- If there is a small number of records with Warning Code 67 due to a spacing issue, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If there is a large number of records with Warning Code 67 due to a spacing issue, you may request to reject the file and resubmit it after corrections are made in your Student Information System. To reject the file, click on the ‘Request to Reject Submission’ button on the Error Resolution Report: Error List page.

**Prevention:** This warning is occurring because the City may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure a complete and accurate address including the City is populated for each student in your SIS.

If the warning occurred due to a spacing issue, please correct the spacing issue in your SIS.

**Warning 68: Invalid State**

**Error Resolution Instructions: Error Number 68**

No state was provided as part of student address, or what was provided was not valid.

Due to changes in reporting requirements, complete addresses are mandatory in all student records. A record without an address, or missing a portion thereof, runs the risk of not being accepted by NSLDS.

Please review the list of students provided and update records to include corrections in next electronic report.
Why Warning Occurs: The State field is blank or an invalid value. An accurate and complete address is required for all student records. A missing or incomplete address may result in the record not being accepted by NSLDS. This warning may also occur when there is a spacing issue on the record.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If there are no spacing issues on the record, under the Permanent Address section, select the correct State Code for the student’s permanent state of residence. If the State is unknown, select UK – Unknown. Review the other address fields and if any are blank or contain an invalid value, please update as necessary. Please see Appendix for State Code Values.

NOTE: If the country of residence is unknown, leave the Country field blank. Do not populate the Country field with UK if it is unknown as this is a valid country code for the United Kingdom.

If the State field is a domestic state or is populated with UK (Unknown) and the Country field is blank, then US (United States) will automatically populate in the Country field.

Street Line 2 is an optional field to report continuation of the address. Example: Apt 2. This field should be populated only if available.

For addresses outside of the United States, FO (Foreign Country) should be populated in the State field to indicate the address is in a foreign country.

CANADIAN ADDRESS: For Canadian addresses, you may select the Canadian Province for the State. Example: BC for British Columbia. However, if FO is not used in the State field for a Canadian address, due to Canadian Zip Codes being alpha-numeric, the record will be flagged with a Warning Code 71. We can accept the record with a Warning Code 71.

- If there is a small number of records with Warning Code 68 due to a spacing issue, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If there is a large number of records with Warning Code 68 due to a spacing issue, you may request to reject the file and resubmit it after corrections are made in your Student Information
System. To reject the file, click on the ‘Request to Reject Submission’ button on the Error Resolution Report: Error List page.

Prevention: This warning is occurring because the State may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure a complete and accurate address including the State is populated for each student in your SIS.

If the warning occurred due to a spacing issue, please correct the spacing issue in your SIS.

Warning 70: Zip Code missing

Why Warning Occurs: The Zip Code field is blank. An accurate and complete address is required for all student records. A missing or incomplete address may result in the record not being accepted by NSLDS. This warning may also occur when there is a spacing issue on the record.

NOTE: If the State field is populated with FO (Foreign Country), Warning Code 70 will not be flagged.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If there are no spacing issues on the record, under the Permanent Address section, enter the student’s permanent address Zip Code. For nine-digit zip codes, do not include the dash. If the Zip Code is unknown, enter UK in the Zip Code field. Review the other address fields and if any are blank or contain an invalid value, please update as necessary.

NOTE: If the country of residence is unknown, leave the Country field blank. Do not populate the Country field with UK if it is unknown as this is a valid country code for the United Kingdom.

If the State field is a domestic state or is populated with UK (Unknown) and the Country field is blank, then US (United States) will automatically populate in the Country field.
Street Line 2 is an optional field to report continuation of the address. Example: Apt 2. This field should be populated only if available.

- If there is a small number of records with Warning Code 70 due to a spacing issue, please contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If there is a large number of records with Warning Code 70 due to a spacing issue, you may request to reject the file and resubmit it after corrections are made in your Student Information System. To reject the file, click on the ‘Request to Reject Submission’ button on the Error Resolution Report: Error List page.

**Prevention:** This warning is occurring because the Zip Code may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure a complete and accurate address including the Zip Code is populated for each student in your SIS.

If the warning occurred due to a spacing issue, please correct the spacing issue in your SIS.

**Warning 71: Zip Code not numeric**

**Why Warning Occurs:** The Zip Code contains characters that are non-numeric. This warning may also occur when there is a spacing issue on the record.

**NOTE:** If the State field is populated with FO (Foreign Country), Warning Code 71 will not be flagged.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If there are no spacing issues on the record and the Zip Code is incorrect, under the Permanent Address section, update the student’s permanent address Zip Code. For nine-digit zip codes, do
not include the dash. If the correct Zip Code is unknown, enter UK in the Zip Code field. Review
the other address fields and if any are blank or contain an invalid value, please update as
necessary.

NOTE: If the country of residence is unknown, leave the Country field blank. Do not populate the
Country field with UK if it is unknown as this is a valid country code for the United Kingdom.

If the State field is a domestic state or is populated with UK (Unknown) and the Country field is
blank, then US (United States) will automatically populate in the Country field.

Street Line 2 is an optional field to report continuation of the address. Example: Apt 2. This field
should be populated only if available.

• For international addresses, including Canadian addresses, if the Zip Code is alpha-numeric
containing both letters and numbers, Warning Code 71 will generate. To resolve Warning Code
71 from the Error Resolution Report: Error List, update the State field selecting FO (Foreign
Country).

CANADIAN ADDRESS: If the State field is populated with the Canadian Province, it is not
required to update the State field. In this case, Warning Code 71 will remain on the Error
Resolution Report: Error List and the record can be accepted as is on the enrollment submission.

• If there is a small number of records with Warning Code 71 due to a spacing issue, please
contact the analyst assigned to the enrollment submission for assistance. The analyst’s contact
information can be found in the upper left corner on the Error Resolution Report: Error List page
in the Clearinghouse Contact box.

• If there is a large number of records with Warning Code 71 due to a spacing issue, you may
request to reject the file and resubmit it after corrections are made in your Student Information
System. To reject the file, click on the ‘Request to Reject Submission’ button on the Error
Resolution Report: Error List page.

Prevention: This warning is occurring because the Zip Code may not have been extracted from your
Student Information System (SIS) correctly. To prevent this warning in the future, for domestic addresses
within the United States, the Zip Code must only contain numbers. For foreign addresses with alpha-
umERIC zip codes, please ensure FO is populated as the State Code in your SIS.

If the address is Canadian, reporting the Canadian Province in the State field is acceptable, however it
will result in the record flagged with Warning Code 71 on future enrollment submissions. For Canadian
addresses, this is acceptable.

If the warning occurred due to a spacing issue, please correct the spacing issue in your SIS.
Warning 72: Anticipated Graduation Date is more than 10 years greater than Certification Date

**Why Warning Occurs:** The Anticipated Graduation Date (AGD) is more than 10 years after the Certification Date of the file. The AGD should be a future date that is greater than or equal to the Term End Date, but not more than 10 years after the Certification Date of the file. An AGD more than 10 years after the Certification Date of the file may result in the record not being accepted by NSLDS.

**Resolution:** Please update the AGD to a date that is greater than or equal to the Term End Date, but not more than 10 years after the Certification Date of the file.

If the student is non-degree seeking or in continuing education, the AGD may be reported as the expected last date of attendance or defaulted to the Term End Date +1 year.

**Example:**
Term End Date = 5/5/2023
AGD defaulted to Term End Date +1 Year = 5/5/2024

Records can be updated individually, or a mass correction can be performed to update all records with the warning. The mass correction option will apply the same AGD to all records with Warning Code 72. See Appendix for [How to Perform a Mass Correction](#).

**Prevention:** This warning is occurring because the Anticipated Graduation Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the correct AGD is in your SIS for all records with an Enrollment Status of F, Q, H, L, or A.
The AGD should be greater than or equal to the Term End Date, but not more than 10 years after the Certification Date of the file.

**Warning 73: Anticipated Graduation Date is before the Term End Date**

**Why Warning Occurs:** The Anticipated Graduation Date (AGD) is before the Term End Date on the incoming enrollment submission. The AGD is an estimate of when a student is expected to graduate or their expected last date of attendance. Lenders use this date to anticipate when a student is going into repayment.

The AGD should be a future date greater than or equal to the Term End Date, and after the Certification Date of the file. An AGD older than the Certification Date of the file may result in the record not being accepted by NSLDS.

An AGD must be provided for all active enrollment statuses of Full-Time (F), Three-Quarter Time (Q), Half-Time (H), Less than Half-Time (L), or Leave of Absence (A), including students that are non-degree seeking or in continuing education.

**Resolution:** Please update the AGD to a date that is greater than or equal to the Term End Date and after the Certification Date of the file.

**NOTE:** The AGD should not be more than 10 years after the Certification Date of the file. An AGD more than 10 years after the Certification Date of the file will result in [Warning Code 72](#).

For students that are non-degree seeking or in continuing education, the AGD may be reported as the expected last date of attendance or defaulted to the Term End Date +1 year.

**Example:**
Term End Date = 5/5/2023
AGD defaulted to Term End Date +1 Year = 5/5/2024

Records can be updated individually, or a mass correction can be performed to update all records with the warning. The mass correction option will apply the same AGD to all records with Warning Code 73. See Appendix for How to Perform a Mass Correction.

If the student separated from your institution on or before the Certification Date of the file:

- Click the “+” icon in the Details column next to the student SSN to expand the record and update the Campus-Level Enrollment Status with the appropriate separation status of Withdrawn, Graduated, or Deceased. Enter the separation date in the Status Start Date field.

- Review all programs and update each with the appropriate separation Program Enrollment Status of Withdrawn, Graduated, Deceased, or Never Attended. Enter the separation date in the Program Status Effective Date field.

**Prevention:** This warning is occurring because the AGD may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the AGD for all records in your SIS with an active enrollment status of Full-Time (F), Three-Quarter Time (Q), Half-Time (H), or Less than Half-Time (L) is a future date greater than or equal to the Term End Date and is after the Certification Date of the file.

**Warning 74: Term Begin Date is more than 180 days before Certification Date**

**Why Warning Occurs:** The Term Begin Date is more than 180 days older than the Certification Date of the incoming enrollment submission. Students actively enrolled with an Enrollment Status of Full-Time (F), Three-Quarter Time (Q), Half-Time (H), Less than Half-Time (L), or Leave of Absence (A) should be reported with current term dates.
Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If the student is actively enrolled in the current term, update the Term Begin Date and Term End Date to reflect the start and end date of the current term.
  
  o  Review the Enrollment Status, Status Start Date and Anticipated Graduation Date for accuracy to ensure the student’s current active enrollment is reported.

  o  Review all programs to ensure the student’s current active program(s) is reported with the correct Program Enrollment Status and Program Status Effective Date.

  o  If the student is missing program level data from their record, add the program by clicking on the Add Program link and populate the required program data fields.

- If the student is no longer enrolled at the institution and the Term Begin Date and Term End Date are correctly reporting the last term the student attended, no action is required to update the term dates.

  o  Review the Enrollment Status and Status Start Date for accuracy to ensure the correct separation status and separation date are reported. Make updates only if necessary.

  o  Review all programs to ensure the correct separation Program Enrollment Status and Program Status Effective Date are reported. Make updates only if necessary.

  o  Please contact the analyst assigned to the enrollment submission to provide confirmation that the records returned with Warning Code 74 were reviewed or updated and are accurate. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This warning is occurring because the term dates may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the term dates in your SIS reflect the current term of enrollment.

Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously. If there is typically a large number of records with Warning Code 74 occurring on the enrollment submissions due to incorrect old term dates, please contact your IT/Programmer and/or software vendor for assistance with correcting the issue in your SIS.

Warning 75: Status Start Date too old
**Why Warning Occurs:** The Status Start Date is more than 12 months older than the Certification Date of the incoming enrollment submission. The record on the incoming enrollment submission should report the student’s current Campus-Level and Program-Level information as of the Certification Date of the file. The Status Start Date should reflect the date of when the incoming Enrollment Status took effect.

**NOTE:** Accepting an old Status Start Date may override enrollment data that was reported after this date. This warning may also occur when old enrollment records are being extracted from your Student Information System and included in the enrollment submission.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If the student is currently enrolled, review the Campus-Level Enrollment Status, Status Start Date, Term Begin Date, Term End Date, and Program-Level information for accuracy.
  - If the data in any of these fields is incorrect, please update as necessary. The Campus-Level and program information should reflect the student’s current enrollment at the institution as of the Certification Date of the file.

**Example:** A student is currently enrolled at an institution for the Fall 2023 term, and on the incoming enrollment submission with a Certification Date of 9/20/2023, the student is reported with an Enrollment Status of Withdrawn and old Status Start Date of 2/15/2009.

The sample image below displays the student’s enrollment history. The Status Start Date of 2/15/2009 is more than 12 months older than the Certification Date of the file, 9/20/2023. This would result in the record being flagged with a Warning Code 75 presented on the Error Resolution Report.

This record would require correction through the Error Resolution Report because it is a student that is attending the institution for the Fall 2023 term, not withdrawn. If no correction is made to the record, processing the Withdrawn status with the old Status Start Date from 2009 would override the more current active enrollment that was
previously reported reflecting that the student separated from the institution last attending on 2/15/2009.

<table>
<thead>
<tr>
<th>Certified by School</th>
<th>Status</th>
<th>Status First Started</th>
<th>Term Begin</th>
<th>Term End</th>
</tr>
</thead>
<tbody>
<tr>
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<td>02/15/2009</td>
<td>08/29/2023</td>
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<tr>
<td>08/24/2023</td>
<td>F</td>
<td>08/16/2021</td>
<td>08/24/2023</td>
<td>12/14/2023</td>
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<tr>
<td>07/27/2023</td>
<td>F</td>
<td>08/16/2021</td>
<td>05/02/2023</td>
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</tr>
<tr>
<td>06/07/2023</td>
<td>F</td>
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<td>05/02/2023</td>
<td>08/17/2023</td>
</tr>
<tr>
<td>08/08/2022</td>
<td>F</td>
<td>08/16/2021</td>
<td>05/02/2022</td>
<td>08/18/2022</td>
</tr>
<tr>
<td>05/31/2022</td>
<td>F</td>
<td>08/16/2021</td>
<td>05/02/2022</td>
<td>08/18/2022</td>
</tr>
<tr>
<td>05/04/2022</td>
<td>F</td>
<td>08/16/2021</td>
<td>01/03/2022</td>
<td>04/22/2022</td>
</tr>
<tr>
<td>04/01/2022</td>
<td>F</td>
<td>08/16/2021</td>
<td>01/03/2022</td>
<td>04/22/2022</td>
</tr>
<tr>
<td>01/13/2022</td>
<td>F</td>
<td>08/16/2021</td>
<td>08/16/2021</td>
<td>12/17/2021</td>
</tr>
<tr>
<td>12/06/2021</td>
<td>F</td>
<td>08/16/2021</td>
<td>08/16/2021</td>
<td>12/17/2021</td>
</tr>
<tr>
<td>10/20/2021</td>
<td>F</td>
<td>08/16/2021</td>
<td>08/16/2021</td>
<td>12/17/2021</td>
</tr>
</tbody>
</table>

- If the data reported is correct, no action is required.

**NOTE:** The record will remain on the Error Resolution Report: Error List with Warning Code 75 if no update is made. The record can be accepted if the data reported is accurate. Please contact the analyst assigned to the enrollment submission to provide confirmation that the records returned with Warning Code 75 were reviewed and are accurate. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Example:** A student is currently enrolled at an institution for the Fall 2023 term and has been continuously enrolled Full-Time since the start of the Fall 2021 term on 8/16/2021.

The sample image below displays the student’s enrollment history. The Status Start Date of 8/16/2021 is more than 12 months older than the Certification Date of the file, 9/20/2023. This would result in the record being flagged with a Warning Code 75 presented on the Error Resolution Report.

This record would not require correction through the Error Resolution Report because the Enrollment Status is correct and the Status Start Date of 8/16/2021, although it is old, is the correct effective date for when the Full-Time status took effect. This accurately reflects that the student attended the institution continuously at a Full-Time status since 8/16/2021.
If the student is not currently enrolled and reported with a Campus-Level Enrollment Status of Withdrawn (W) or Graduated (G) - the Status Start Date should reflect the correct separation date.

Please ensure the student was not enrolled after the separation date reported since accepting a W or G record with an old Status Start Date reflects that the student stopped attending the institution entirely on that date. This may result in any enrollment data reported after the old separation date to be overwritten.

- The Term Begin Date and Term End Date should reflect the last term the student attended at the institution. Please update the term dates if necessary.

- Review all programs to ensure the correct separation Program Enrollment Status and Program Status Effective Date is reported. Make updates only if necessary.

If there is a large number of records with Warning Code 75 and upon review it is determined they are old records that should not have been included on the enrollment submission, you may contact the analyst assigned to the enrollment submission to assist with reviewing to determine if the records can be rejected from the enrollment submission.

**Prevention:** This warning is occurring because the Status Start Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Status Start Date in your SIS is correct and the student’s current enrollment is reported.

Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously. If there is typically a large number of records with Warning Code 75 occurring on your enrollment submissions in error due to old status start dates, please contact your IT/Programmer and/or software vendor for assistance with correcting the issue in your SIS.

<table>
<thead>
<tr>
<th>Certified by School</th>
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<td>F</td>
<td>08/16/2021</td>
<td>08/24/2023</td>
<td>12/14/2023</td>
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<td>05/02/2023</td>
<td>08/17/2023</td>
</tr>
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<td>05/02/2022</td>
<td>08/18/2022</td>
</tr>
<tr>
<td>05/31/2022</td>
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</tr>
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<td>08/16/2021</td>
<td>01/03/2022</td>
<td>04/22/2022</td>
</tr>
<tr>
<td>01/13/2022</td>
<td>F</td>
<td>08/16/2021</td>
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<td>12/17/2021</td>
</tr>
<tr>
<td>12/06/2021</td>
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<td>08/16/2021</td>
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</tr>
<tr>
<td>10/20/2021</td>
<td>F</td>
<td>08/16/2021</td>
<td>08/15/2021</td>
<td>12/17/2021</td>
</tr>
</tbody>
</table>
Warning 76: Possible Term Begin Date Error

**Why Warning Occurs:** The Term Begin Date is more than 360 days older than the Certification Date of the incoming enrollment submission. The Term Begin Date should be within the current term or reporting period.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record to review the Campus-Level and Program-Level data fields. The Campus-Level and program information on the incoming record should report the student's current enrollment at the institution as of the Certification Date of the file.

- Review the Term Begin Date and Term End Date for accuracy. If the term dates are correct, no action is required. If the Term Begin Date and/or Term End Date are incorrect, update as necessary.

- Review the Campus-Level Enrollment Status, Status Start Date, Anticipated Graduation Date, and program information for accuracy. If the data in any of these fields is incorrect, update as necessary.

**NOTE:** If no update is made to the Term Begin Date the Warning Code 76 will remain on the Error Resolution Report: Error List. The record can be accepted on the enrollment submission if the data reported is accurate.

Please contact the analyst assigned to the enrollment submission to provide confirmation that the records returned with Warning Code 77 were reviewed and are accurate. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Prevention:** This warning is occurring because the Term Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Term Begin Date in your SIS is correct and reflects the current term or reporting period.
Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously. If there are typically records with Warning Code 76 occurring on the enrollment submissions due to incorrect Term Begin Date, please contact your IT/Programmer and/or software vendor for assistance with correcting the issue in your SIS.

Warning 77: Possible Term End Date Error

Why Warning Occurs: The Term End Date is more than 180 days after the Term Begin Date. The Term End Date should be within the current term or reporting period.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record to review the Campus-Level and Program-Level data fields. The Campus-Level and program information on the incoming record should report the student’s current enrollment at the institution as of the Certification Date of the file.

- Review the Term Begin Date and Term End Date for accuracy. If the term dates are correct, no action is required. If the Term Begin Date and/or Term End Date are incorrect, update as necessary.

- Review the Campus-Level Enrollment Status, Status Start Date, Anticipated Graduation Date, and program information for accuracy. If the data in any of these fields is incorrect, update as necessary.

NOTE: If no update is made to the Term End Date because it is correct, the Warning Code 77 will remain on the Error Resolution Report: Error List. The record can be accepted on the enrollment submission if the data reported is accurate.

Please contact the analyst assigned to the enrollment submission to provide confirmation that the records returned with Warning Code 77 were reviewed and are accurate. The analyst’s contact
information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

**Prevention:** This warning is occurring because the Term End Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Term End Date in your SIS is correct and reflects the current term or reporting period.

Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously. If there are typically records with Warning Code 77 occurring on the enrollment submissions due to incorrect Term End Date, please contact your IT/Programmer and/or software vendor for assistance with correcting the issue in your SIS.

**Warning 78: Future Term Begin Date**

**Why Warning Occurs:** The Term Begin Date is after the Certification Date of the incoming enrollment submission. The Term Begin Date should be within the current term or reporting period.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record to review the Campus-Level and Program-Level data fields.

- Review the Term Begin Date and Term End Date for accuracy. If the term dates are correct, no action is required. If the Term Begin Date and/or Term End Date are incorrect, update as necessary.

- Review the Campus-Level Enrollment Status, Status Start Date, Anticipated Graduation Date, and program information for accuracy. If the data in any of these fields is incorrect, update as necessary.

**NOTE:** If no update is made to the Term Begin Date because it is correct, the Warning Code 78 will remain on the Error Resolution Report: Error List. The record can be accepted on the enrollment submission if the data reported is accurate.
Please contact the analyst assigned to the enrollment submission to provide confirmation that the records returned with Warning Code 78 were reviewed and are accurate. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the **Clearinghouse Contact** box.

**Prevention:** This warning is occurring because the Term Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Term Begin Date in your SIS is correct and reflects the current term or reporting period.

Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously. If there are typically records with Warning Code 78 occurring on the enrollment submissions due to incorrect future term dates, please contact your IT/Programmer and/or software vendor for assistance with correcting the issue in your SIS.

**Warning 80: Status Start Date after Term End Date**

![Error Resolution Instructions: Error Number 80](image)

**Why Warning Occurs:** The Status Start Date is after the Term End Date. The Status Start Date should reflect the date of when the incoming Enrollment Status took effect.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields. The Campus-Level and program information on the incoming record should report the student’s current enrollment at the institution as of the Certification Date of the file.

- Review the Term Begin Date and Term End Date for accuracy. If the term dates are correct, no action is required. If the Term Begin Date and/or Term End Date is incorrect, update as necessary.
- Review the Campus-Level Enrollment Status, Status Start Date, Anticipated Graduation Date and Program-Level information for accuracy. If the data in any of these fields is incorrect, update as necessary.

**NOTE:** If no update is made to the record because the Status Start Date is correct, the Warning Code 80 will remain on the Error Resolution Report: Error List. The record can be accepted on the enrollment submission if the data reported is accurate.

**Prevention:** This warning is occurring because the Status Start Date (SSD) may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Status Start Date in your SIS is correct.

Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously. If there are typically records with Warning Code 80 occurring on the enrollment submissions due to incorrect Status Start Dates, please contact your IT/Programmer and/or software vendor for assistance with correcting the issue in your SIS.
Warning 81: Invalid Record in Graduates Only Data

**Error Resolution Instructions: Error Number 81**

Invalid record in graduates only data

<table>
<thead>
<tr>
<th>Details</th>
<th>Student SSN</th>
<th>College Student ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Enrollment Status</th>
<th>Status Start Date (mm/dd/yyyy)</th>
<th>Anticipated Graduation Date (mm/dd/yyyy)</th>
<th>Status</th>
<th>Select all/none</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>L - Less than half-time</td>
<td>01/17/2023</td>
<td>12/20/2024</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Campus-Level Information:**

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Status Start Date (mm/dd/yyyy)</th>
<th>Anticipated Graduation Date (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>L - Less than half-time</td>
<td>01/17/2023</td>
<td>12/20/2024</td>
</tr>
</tbody>
</table>

**Optional Information:**

Program Indicator: Y - Yes

**Incoming Programs:**

<table>
<thead>
<tr>
<th>Program 1 CIP</th>
<th>Program 1 CIP Year (yyyy)</th>
<th>Program 1 Weeks Title IV Academic Year</th>
<th>Program 1 Program 1 Begin Date (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>220222</td>
<td>2020</td>
<td></td>
<td>01/17/2023</td>
</tr>
</tbody>
</table>
Why Warning Occurs: An Enrollment Status other than Graduated (G) is reported on a Graduates Only enrollment submission.

**NOTE:** Records with an active Campus-Level Enrollment Status of Full-Time (F), Three-Quarter Time (Q), Half-Time (H), Less than Half-Time (L), or Leave of Absence (A) can be accepted on a Graduates Only submission if the data reported is accurate.
Records with a separation status of Withdrawn (W) can also be accepted on a Graduates Only submission if reporting unofficial withdrawals or academic dismissals.

**Resolution**: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

**If the student is considered Graduated from the institution entirely:**

- Update the Campus-Level Enrollment Status to Graduated
- Review the Term Begin Date and Term End Date. The term dates should reflect the last term the student attended at the institution. Update the term dates if necessary.
- Review all programs to ensure the program(s) the student completed has a Program Enrollment Status of Graduated with the correct graduation effective date reported in the Program Status Effective Date field.

**NOTE**: If the Campus-Level Enrollment Status is reported as Graduated, all programs must have a Program Enrollment Status of either Withdrawn (W), Graduated (G), or Never Attended (X). Please note, if the Program Enrollment Status is Never Attended, the Program Status Effective Date must equal the Program Begin Date.

**If the student is considered currently enrolled at the institution:**

- Review the Campus-Level Enrollment Status, Term Begin Date, Term End Date, Status Start Date, and Anticipated Graduation Date to ensure it reflects the student’s current active enrollment at the institution as of the Certification Date of the file. If the data reported in any of these fields is incorrect, please update as necessary.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record, then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- Review all programs to ensure that both the program(s) the student graduated from and the program(s) the student is currently enrolled in are reported with the correct Program Enrollment Status and Program Status Effective Date.

If a program needs to be added to the record, click on the Add Program link, and populate the required program data fields.

**NOTE**: If upon review it is determined that the Campus-Level and Program-Level information is correctly reported, no action is required. The Warning Code 81 will remain on the Error Resolution Report: Error List if no update is made. The record can be accepted on the enrollment submission if the data reported is accurate.
If the student is correctly reported as Withdrawn:

- If the status of Withdrawn is correctly reported on the Campus-Level and Program-Level, no action is required. The Warning Code 81 will remain on the Error Resolution Report: Error List if no update is made. The record can be accepted on the enrollment submission if the data reported is accurate.

Please contact the analyst assigned to the enrollment submission to provide confirmation that the Withdrawn records returned with Warning Code 81 were reviewed and are accurate. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This warning is occurring because an enrollment status other than Graduated is reported on a Graduates Only submission. Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously.

If Warning Code 81 is occurring because active enrollment status records for students that did not graduate are being included on the Graduates Only submission in error, the data may not have been extracted from your Student Information System (SIS) correctly. Please work with your IT/Programmer and/or software vendor to ensure the records included on Graduates Only submissions are only students that have either graduated from the institution entirely or graduated from one or more programs.

Warning 88: Class/Credential Level Blank
Why Warning Occurs: The Class/Credential field is blank.

Resolution: The Class/Credential field is one of the Expanded Data Element fields that is optional to report. If this field should be populated, please select the correct Class or Credential Level. As this field is optional, you may choose to leave it blank.

If the field is left blank, no further action is required. The Warning Code 88 will remain on the Error Resolution Report: Error List and the record can be accepted as is on the enrollment submission.

Prevention: This warning is occurring because the Class/Credential may not have been extracted from your Student Information System (SIS) correctly. Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously.

If a Class/Credential value should be reported in this field, please ensure the records in your SIS have the correct Class/Credential and that this field is populated on future enrollment submissions.

Warning 89: Country is US for FO State

Why Warning Occurs: The Country field on the record is reported as US (United States), but the State field is reported as FO (Foreign Country). An accurate and complete address is required for all student records. A missing or incomplete address may result in the record not being accepted by NSLDS.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Permanent Address fields.

- If the address is in a foreign country, select the correct country code. If the country of residence is unknown, leave the Country field blank. Review the other address fields and if any are blank or contain an invalid value, please update as necessary. Please see Appendix for Country Code Values.
NOTE: Do not populate the Country field with UK if it is unknown as this is a valid country code for the United Kingdom.

- If the address is in the United States, select the correct State. If the State is unknown, select UK – Unknown. Review the other address fields and if any are blank or contain an invalid value, please update as necessary.

NOTE: If the State field is a domestic state or is populated with UK (Unknown) and the Country field is blank, then US (United States) will automatically populate in the Country field.

Street Line 2 is an optional field to report continuation of the address. Example: Apt 2. This field should be populated only if available.

- If there is a large number of records with Warning Code 89, it could indicate a programming issue in your Student Information System (SIS). You may request to reject the file and resubmit it after corrections are made in your SIS. To reject the file, click the 'Request to Reject Submission' button on the Error Resolution Report: Error List page.

Prevention: This warning is occurring because the State or Country may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure for United States addresses, the correct State is populated and for foreign addresses, the correct country code is populated in your SIS.

Warning 205: Status Start Date not computed

Why Warning Occurs: The first time a student is being reported by an institution with an Enrollment Status of Graduated (G), Withdrawn (W), Deceased (D) or Leave of Absence (A), and the Status Start Date is missing. A Status Start Date is required for G, W, D, or A records.
Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- Enter the correct Status Start Date for the separation status reported. The Status Start Date should not be greater than the Certification Date of the file. Review all programs to ensure the correct Program Enrollment Status of G, W, D, or A is reported along with the correct Program Status Effective Date field, making updates if necessary.

- If the records should not be processed and removed from the enrollment submission, please contact the analyst assigned to the enrollment submission to request the records be rejected. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This warning is occurring because the Status Start Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure all records with a separation status of Graduated, Withdrawn, Deceased or Leave of Absence have a valid Status Start Date in your SIS.

Warning 212: Previous Record contained a valid SSN

Why Warning Occurs: The incoming record does not include a valid SSN, but the student was last reported with a valid SSN. Once a student is reported with a valid SSN, they must continue to be reported with the SSN.
Resolution: Enter the student SSN. You may review the SSN last reported by clicking on the “+” icon in the Details column next to the student SSN to expand the record, then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If no SSN is entered and the record is returned with the Warning Code 212, the record will be rejected from the enrollment submission before it is processed. Any incoming records without an SSN that previously included an SSN will not be retained in the Clearinghouse database.

- If there is a large number of records with Warning Code 212, it could indicate your Student Information System (SIS) may not have extracted the student SSNs correctly. You may request to reject the file and resubmit it after corrections are made in your SIS. To reject the file, click on the ‘Request to Reject Submission’ button on the Error Resolution Report: Error List page.

Prevention: To prevent this warning in the future, please ensure an SSN is reported for all students with a valid SSN and the SSN continues to be reported on future submissions. Please contact your IT/Programmer and/or software vendor for assistance if SSNs are not being populated for a large number of records on the enrollment submission.

Warning 252: Term Date Conflict

Why Warning Occurs: The Term Begin Date and/or Term End Date on the incoming record is different than the Term Begin Date and/or Term End Date last reported for the same term or reporting period.

Resolution: Please review the incoming and previously reported Term Dates to determine if the change in date is accurate.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the
record, then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If the incoming Term Begin Date and Term End Date are correct, no action is required. If Term Dates on an incoming record are different than the Term Dates previously reported (even if the term dates are correct), the Warning Code 252 will remain on the Error Resolution Report: Error List.

Please contact the analyst assigned to the enrollment submission to provide confirmation that the records returned with Warning Code 252 were reviewed and are accurate. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If there is a small number of records with incorrect Term Begin Date and/or Term End Date, update the term dates accordingly.

Records can be updated individually, or a mass correction can be performed to update all records with this warning. The mass correction option will apply the same Term Begin Date and/or Term End Date to all records with Warning Code 252. See Appendix for How to Perform a Mass Correction.

- If there is a large number of records or if all records on the enrollment submission have an incorrect Term Begin Date and/or Term End Date, please request to reject the file and resubmit after the Term Dates are corrected in your Student Information System. To reject the file, click on the ‘Request to Reject Submission’ button on the Error Resolution Report: Error List page.

**Warning Code 252 on Graduates Only submissions:**

Warning Code 252 may occur on Graduates Only submissions if a student graduated and immediately re-enrolled for the new term or in a new program. For example, a student graduates from a program for the Fall 2023 term and re-enrolls for the Spring 2024 term continuing attendance at the institution to pursue another degree. These records should be reviewed to determine if the student is still actively enrolled in the new term.

Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If the student is currently enrolled, update the Campus-Level Enrollment Status, Status Start Date, Term Begin Date, Term End Date, and Anticipated Graduation date to reflect the student’s current active enrollment as of the Certification Date of the file.

- Review all programs to ensure that both the program(s) the student graduated from and the program(s) the student is currently enrolled in are reported with the correct Program Enrollment Status and Program Status Effective Date.
If a program needs to be added to the record, click on the Add Program link, and populate the required program data fields.

**NOTE:** After updating the record, a Warning Code 81 will generate. This is expected behavior, and no further changes are required. Records with Warning Code 81 can be accepted on an enrollment submission if the data reported is accurate.

**Prevention:** This warning is occurring because the Term Begin Date and/or Term End Date may not have been extracted from your Student Information System (SIS) correctly. Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously.

If the Term Begin Date and/or Term End Date on the enrollment submission is changing erroneously, please ensure the Term Dates in your SIS are corrected to reflect the correct Term Begin Date and Term End Date and do not continue to change from one submission to the next during the same term or reporting period.
**Warning 258: Status Increase During Term, Start Date is Null**

**Why Warning Occurs:** The student’s Enrollment Status increased in comparison to the previously reported status for the same term, and a Status Start Date was not provided.

At the Campus-Level, a Status Start Date is not required to be reported when a student increases to a higher status during the term, but if no date is provided, the Status Start Date will be defaulted to equal the Term Begin Date.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

**NOTE:** For students continuously enrolled in the same program, typically the Campus-Level Status Start Date and Program Status Effective Date match if there is no change in program when the student’s enrollment status changes.
• Review the Campus-Level Status Start Date and Program Status Effective Date. If the dates do not match, please determine which date is the correct effective date for the current incoming enrollment status.

  o If the Status Start Date should be the same date as the Program Status Effective Date (not the Term Begin Date), update the Status Start Date to match the date reported in the Program Status Effective Date field.

    **NOTE:** Updating the Status Start Date may cause a Warning Code 260 to occur. This is expected behavior, and the record can be accepted on the enrollment submission with Warning Code 260.

  o If the Term Begin Date should be reported for both the Status Start Date and Program Status Effective Date, update each record individually entering the Term Begin Date in the Program Status Effective Date field.

  o If the records are to remain as is with the differing dates, please contact the analyst assigned to the enrollment submission to provide confirmation the records returned with Warning Code 258 were reviewed and are accurate. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

• If the incoming Status Start Date is correct and all other Campus-Level and Program-Level information is correctly reported, no action is required. **NOTE:** The record will remain on the Error Resolution Report: Error List with Warning Code 258 if no update is made. The record can be accepted on the enrollment submission if the data reported is accurate.

  Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same Status Start Date and/or Campus-Level Enrollment Status to all of the records with Warning Code 258. See Appendix for [How to Perform a Mass Correction](#).

    **NOTE:** The mass correction option will only update the Campus-Level information. If upon review it is determined an update is also needed for the Program Enrollment Status, Program Status Effective Date, or any of the other program level data fields, please update each record individually.

**Prevention:** This warning is occurring because the Status Start Date may not have been extracted from your Student Information System (SIS) correctly. Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously.

If the Status Start Date should not be defaulting to the Term Begin Date when a student increases in status, please ensure the correct Status Start Date is populated in this field on future enrollment submissions.

If corrections were made via the Error Resolution Report updating the Status Start Date and/or Program Status Effective Date, please ensure the same update is made in your SIS to report the correct effective date for students who increase in status to prevent this warning from occurring on future submissions.
Warning 260: Status Increase During Term, Start Date present

Why Warning Occurs: The student’s Enrollment Status increased in comparison to the previously reported status for the same term, and a Status Start Date was provided.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

NOTE: For students continuously enrolled in the same program, typically the Campus-Level Status Start Date and Program Status Effective Date match if there is no change in program when the student’s enrollment status changes.

- Review the Campus-Level Status Start Date and Program Status Effective Date. If the dates do not match, please determine which date is the correct effective date for the incoming enrollment status.
If the incoming Status Start Date is correct, update the Program Status Effective Date to match the same date that is reported in the Status Start Date field.

If the incoming Status Start Date is incorrect, update the Status Start Date and/or Program Status Effective Date to reflect the correct date for the incoming enrollment status. If the Term Begin Date should be reported as the effective date, update both the Status Start Date and Program Status Effective Date field to equal the Term Begin Date.

**NOTE:** Updating the Status Start Date to equal the Term Begin Date may cause a Warning Code 258 to occur. This is expected behavior, and the record can be accepted on the enrollment submission with Warning Code 258.

If the records are to remain as is with the differing dates, please contact the analyst assigned to the enrollment submission to provide confirmation the records returned with Warning Code 260 were reviewed and are accurate. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If the incoming Status Start Date is correct and all other Campus-Level and Program-Level information is correctly reported, no action is required. **NOTE:** The record will remain on the Error Resolution Report: Error List with Warning Code 260 if no update is made. The record can be accepted on the enrollment submission if the data reported is accurate.

Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same Status Start Date and/or Campus-Level Enrollment Status to all of the records with Warning Code 260. See Appendix for [How to Perform a Mass Correction](#).

**NOTE:** The mass correction option will only update the Campus-Level information. If upon review it is determined an update is also needed for the Program Enrollment Status, Program Status Effective Date, or any of the other program level data fields, please update each record individually.

**Prevention:** This warning is occurring because the Status Start Date may not have been extracted from your Student Information System (SIS) correctly. Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously.

If corrections were made via the Error Resolution Report updating the Status Start Date and/or Program Status Effective Date, please ensure the same update is made in your SIS to report the correct effective date for students who increase in status to prevent this warning from occurring on future submissions.
Warning 263: Status Start Date is prior to previously reported Status Start Date for same status

Why Warning Occurs: The incoming Status Start Date is an earlier date than the Status Start Date last reported, but the student’s Enrollment Status has not changed.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

Review the incoming Status Start Date compared to the previously reported Status Start Date. To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record, then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If the incoming earlier Status Start Date is correct, no action is required. **NOTE:** The record will remain on the Error Resolution Report: Error List with Warning Code 263 if no update is made. The record can be accepted on the enrollment submission if the data reported is accurate.

- If the incoming earlier Status Start Date is incorrect, delete the Status Start Date by removing the date from the Status Start Date field. Removing the Status Start Date will maintain the Status Start Date that was last reported.

Prevention: This warning is occurring because the Status Start Date may not have been extracted from your Student Information System (SIS) correctly. Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously.
If the Status Start Date is being backdated in error, to prevent this warning in the future please ensure the correct Status Start Date is populated in your SIS. If there is typically a large number of records with Warning Code 263 occurring on the enrollment submissions with incorrect Status Start Dates, please contact your IT/Programmer and/or software vendor for assistance with correcting the issue in your SIS.

Warning 264: Status (F, Q, H, L, A) start date is outside of term

Why Warning Occurs: The incoming Status Start Date does not fall within the term dates reported because it is prior to the Term Begin Date.

The Status Start Date for active enrollment statuses of Full-Time (F), Three-Quarter Time (Q), Half-Time (H), Less than Half-Time (L), or Leave of Absence (A) may be an older date prior to the Term Begin Date for continuously enrolled students whose enrollment status did not change while attending the institution for several terms. In this case, an older Status Start Date may be accurate.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If the incoming Status Start Date is correct, no action is required. NOTE: The record will remain on the Error Resolution Report: Error List with Warning Code 264 if no update is made. The record can be accepted on the enrollment submission if the data reported is accurate.

- If the incoming Status Start Date is incorrect, update the Status Start Date to the correct date that falls within the Term Dates reported. Review all programs to ensure the correct Program Enrollment Status and Program Status Effective Date are correct. Make updates only if necessary.
Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same Status Start Date to all of the records with Warning Code 264. See Appendix for How to Perform a Mass Correction.

**NOTE:** The mass correction option will only update the Campus-Level Status Start Date. If upon review it is determined an update is needed for the Program Status Effective Date or any of the program level data fields, please update each record individually.

**Leave of Absence records with Warning Code 264:**

If the Status Start Date is more than 180 days in the past on a record with an Enrollment Status of Leave of Absence, and the student has not returned, the Enrollment Status should be updated to Withdrawn. A Status Start Date that is more than 180 days old for a record with a Leave of Absence status may not be accepted by NSLDS. See Appendix for further information about Leave of Absence.

- If your institution is not required to take attendance, the Status Start Date for the Withdrawn status should be the date the student began the Leave of Absence.
- If your institution is required to take attendance, the Status Start Date for the Withdrawn status should be the student’s last date of attendance.
- If the Status Start Date is correct and falls within the 180-day timeframe requirement for a Leave of Absence, no action is required. **NOTE:** The record will remain on the Error Resolution Report: Error List with Warning Code 264 if no update is made. The record can be accepted on the enrollment submission if the data reported is accurate.

**Prevention:** This warning is occurring because the Status Start Date may not have been extracted from your Student Information System (SIS) correctly. Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously.

To prevent this warning in the future please ensure the correct Status Start Date is populated in your SIS. If there is typically a large number of records with Warning Code 264 occurring on the enrollment submissions with incorrect Status Start Dates, please contact your IT/Programmer and/or software vendor for assistance with correcting the issue in your SIS.

**Warning 275: Graduation Date not equal to Term End Date**

![Error Resolution Instructions: Error Number 275](image)

The graduation date provided is not equal to the term end date. Lenders are looking for the last date of attendance as the graduation date. Please provide the student’s last day of attendance, not the ceremony date. This date should also correspond to your academic policy.
Why Warning Occurs: The Enrollment Status is Graduated, and the Status Start Date is not equal to the Term End Date.

Depending on whether an institution is mandated to take attendance or not, and what the institution’s academic policy is, the Status Start Date for Graduated statuses may be reported either as the student’s Last Date of Attendance (LDA) or another date that the institution assigns aligning with their academic policy. Lenders and servicers expect a student’s LDA in the payment period/period of enrollment for separation statuses.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If the Status Start Date reported is the correct effective date for the Graduated status per the institution’s academic policy, leave the Status Start Date as is.
  - Review the Term Begin Date and Term End Date to ensure the term dates reflect the last term the student attended. Make updates only if necessary.
  - Review all programs to ensure the correct Program Enrollment Status and Program Status Effective Date is reported, including the program(s) the student completed. If the completed program is not present, add the program by clicking on the Add Program link and populate the required program data fields.

NOTE: If the Status Start Date is not updated, the record will remain on the Error Resolution Report: Error List with Warning Code 275. The record can be accepted on an enrollment submission with Warning Code 275 if the data reported is accurate.

Please contact the analyst assigned to the enrollment submission to provide confirmation that the records returned with Warning Code 275 were reviewed and are accurate. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If the Status Start Date is incorrect, please update entering the correct effective date for the Graduated status per the institution’s academic policy.
  - Review the Term Begin Date and Term End Date to ensure the term dates reflect the last term the student attended. Make updates only if necessary.
Review all programs to ensure the correct Program Enrollment Status and Program Status Effective Date is reported, including the program(s) the student completed. If the completed program is not present, add the program by clicking on the Add Program link and populate the required program data fields.

Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same Status Start Date to all of the records with Warning Code 275. See Appendix for How to Perform a Mass Correction.

**NOTE:** The mass correction option will only update the Campus-Level information. If upon review it is determined an update is also needed for the Program Enrollment Status, Program Status Effective Date, or any of the other program level data fields, please update each record individually.

**Prevention:** This warning is occurring because the Status Start Date reported for records with a Graduated status is not equal to the Term End Date and may not have been extracted from your Student Information System (SIS) correctly. Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously.

If the Status Start Date should be reported as the Term End Date for Graduated statuses, to prevent this warning in the future please ensure the Term End Date is populated as the Status Start Date for graduate records in your SIS. If the Warning Code 275 is occurring on the enrollment submissions with incorrect Status Start Dates for graduate records, please contact your IT/Programmer and/or software vendor for assistance with correcting the issue in your SIS.

**Warning 278: Invalid Start Date, Prior LOA Status**
Why Warning Occurs: The student was previously reported in a Leave of Absence status but on the incoming submission the Enrollment Status is Withdrawn with a different Status Start Date than the date previously reported for when the Leave of Absence began. Please see Appendix for further information about Leave of Absence.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

If your institution is not required to take attendance

The Status Start Date for the Withdrawn status should be the same date as the Status Start Date previously reported for when the Leave of Absence began.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record, then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- Update the Status Start Date field to equal the date of when the Leave of Absence began.
- On the program level, update the Program Status Effective Date using the same date entered in the Status Start Date field.

If your institution is required to take attendance

The Status Start Date for the Withdrawn status should be the student’s last date of attendance.

- If the Status Start Date correctly reflects the student’s last date of attendance, no action is required.
- If the Status Start Date is incorrect, please update to the student’s correct last date of attendance.

NOTE: The record will remain on the Error Resolution Report: Error List with Warning Code 278. The record can be accepted on an enrollment submission with Warning Code 278 if the data reported is accurate.

Please contact the analyst assigned to the enrollment submission to provide confirmation that the records returned with Warning Code 278 were reviewed and are accurate. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This warning is occurring because the Status Start Date for Withdrawn statuses may not have been extracted correctly from your Student Information System (SIS) correctly for students who did not return from a Leave of Absence.

To prevent this warning in the future, please ensure the correct Status Start Date is populating for Withdrawn statuses following a Leave Absence. If there are typically records with Warning Code 278
occurring on the enrollment submissions with incorrect Status Start Dates, please contact your IT/Programmer and/or software vendor for assistance with correcting the issue in your SIS.

Warning 293: Graduation Date prior to the current term

Why Warning Occurs: The Enrollment Status is Graduated, and the Status Start Date is prior to the Term Begin Date. The term dates reported for graduate records should reflect the last term the student attended at the institution.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

If the student Graduated and re-enrolled:

- Please update the Campus-Level Enrollment Status, Term Begin Date, Term End Date, Status Start Date, and Anticipated Graduation Date to ensure it reflects the student’s current active enrollment at the institution as of the Certification Date of the file.

- Review all programs to ensure that both the program(s) the student graduated from and the program(s) the student is currently enrolled in are reported with the correct Program Enrollment Status and Program Status Effective Date.

- If a program needs to be added to the record, click on the Add Program link, and populate the required program data fields.

Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same Status Start Date to all of the records with Warning Code 293. See Appendix for How to Perform a Mass Correction.
NOTE: The mass correction option will only update the Campus-Level information. If upon review it is determined an update is also needed for the Program Enrollment Status, Program Status Effective Date, or any of the other program level data fields, please update each record individually.

If the student Graduated from the institution entirely:

- Review the Term Begin and Term End Date. The term dates should reflect the last term the student attended at the institution. Update the term dates if necessary.

- Review the Status Start Date. If it is incorrect, please update it to the correct effective date for the Graduated status.

- Review all programs to ensure the program(s) the student completed has a Program Enrollment Status of Graduated with the correct graduation effective date reported in the Program Status Effective Date field.

NOTE: If no update is made to the record, the Warning Code 293 will remain on the Error Resolution Report: Error List. The record can be accepted on the enrollment submission if the data reported is accurate.

Please contact the analyst assigned to the enrollment submission to provide confirmation that the records returned with Warning Code 293 were reviewed and are accurate. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This warning is occurring because the Enrollment Status, Status Start Date, and/or Term Dates may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure students are reported with the correct Campus-Level and Program-Level information to reflect their current enrollment at the institution as of the Certification Date of the file.

If there are typically records with Warning Code 293 occurring on the enrollment submissions due to incorrect Enrollment Status, Status Start Date, and/or Term Dates for students that graduated and immediately re-enrolled, please contact your IT/Programmer and/or software vendor for assistance with correcting the issue in your SIS.

Warning 1403: Lived First Name blank, previously reported
Why Warning Occurs: A Lived First Name was previously reported but on the incoming enrollment submission, the Lived First Name field is blank.

**NOTE:** Current or previous legal name should not be reported in the Lived First Name field.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record, then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If there is no Lived First Name to report, no action is required. If the Lived First Name field is left blank, the Warning Code 1403 will remain on the Error Resolution Report: Error List and the record can be accepted as is on the enrollment submission.

**NOTE:** If the Lived First Name field is left blank, the Lived First Name will be removed from the record and Warning Code 1403 will not reoccur for the student on future enrollment submissions.

- If the blank Lived First Name is incorrect, please enter the correct Lived First Name for the student. The Lived First Name entered can be the previously reported Lived First Name or a different Lived First Name.

Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same update to all of the records with Warning Code 1403 reverting the Lived First Name to the previously reported Lived First Name. See Appendix for [How to Perform a Mass Correction](#).

**NOTE:** If the Lived First Name field is updated through the Error Resolution Report, Warning Code 1403 will resolve from the Error Resolution Report: Error List.
**Prevention:** This warning is occurring because the Lived First Name may not have been extracted from your Student Information System (SIS) correctly. Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously.

If a student has a Lived First Name to report, please ensure the correct Lived First Name is in your SIS and is populated on future enrollment submissions. If the student does not have a Lived First Name to report, this field can remain blank.

**Warning 1404: Lived Middle Name blank, previously reported**

**Why Warning Occurs:** A Lived Middle Name was previously reported but on the incoming enrollment submission, the Lived Middle Name field is blank.

**NOTE:** Current or previous legal name should not be reported in the Lived Middle Name field.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record, then click the “[View Previously Reported Student Data](#)” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.
• If there is no Lived Middle Name to report, no action is required. If the Lived Middle Name field is left blank, the Warning Code 1404 will remain on the Error Resolution Report: Error List and the record can be accepted as is on the enrollment submission.

**NOTE:** If the Lived Middle Name field is left blank, the Lived Middle Name will be removed from the record and Warning Code 1404 will not reoccur for the student on future enrollment submissions.

• If the blank Lived Middle Name is incorrect, please enter the correct Lived Middle Name for the student. The Lived Middle Name entered can be the previously reported Lived Middle Name or a different Lived Middle Name.

Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same update to all of the records with Warning Code 1404 reverting the Lived Middle Name to the previously reported Lived Middle Name. See Appendix for [How to Perform a Mass Correction](#).

**NOTE:** If the Lived Middle Name field is updated through the Error Resolution Report, Warning Code 1404 will resolve from the Error Resolution Report: Error List.

**Prevention:** This warning is occurring because the Lived Middle Name may not have been extracted from your Student Information System (SIS) correctly. Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously.

If a student has a Lived Middle Name to report, please ensure the correct Lived Middle Name is in your SIS and is populated on future enrollment submissions. If the student does not have a Lived Middle Name to report, this field can remain blank.

**Warning 1405: Lived Last Name blank, previously reported**

![Error Resolution Instructions: Error Number 1405](image)
**Why Warning Occurs:** A Lived Last Name was previously reported but on the incoming enrollment submission, the Lived Last Name field is blank.

**NOTE:** Current or previous legal name should not be reported in the Lived Last Name field.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record, then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If there is no Lived Last Name to report, no action is required. If the Lived Last Name field is left blank, the Warning Code 1405 will remain on the Error Resolution Report: Error List and the record can be accepted as is on the enrollment submission.

**NOTE:** If the Lived Last Name field is left blank, the Lived Last Name will be removed from the record and Warning Code 1405 will not reoccur for the student on future enrollment submissions.

- If the blank Lived Last Name is incorrect, please enter the correct Lived Last Name for the student. The Lived Last Name entered can be the previously reported Lived Last Name or a different Lived Last Name.

Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same update to all of the records with Warning Code 1405 reverting the Lived Last Name to the previously reported Lived Last Name. See Appendix for [How to Perform a Mass Correction](#).

**NOTE:** If the Lived Last Name field is updated through the Error Resolution Report, Warning Code 1405 will resolve from the Error Resolution Report: Error List.
**Prevention:** This warning is occurring because the Lived Last Name may not have been extracted from your Student Information System (SIS) correctly. Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously.

If a student has a Lived Last Name to report, please ensure the correct Lived Last Name is in your SIS and is populated on future enrollment submissions. If the student does not have a Lived Last Name to report, this field can remain blank.

**Warning 1707: Program 1 Incoming X status for new program**

**Why Warning Occurs:** The incoming program is a new unique program being reported to the Clearinghouse for the first time with a Program Enrollment Status of X – Never Attended. The X – Never Attended status is typically designed to be a correction to a program that was previously reported in error.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If the X-Never Attended status is correct, no action is required. The Warning Code 1707 will remain on the Error Resolution Report: Error List. The record can be accepted on the enrollment submission if the data reported is accurate.
Please contact the analyst assigned to the enrollment submission to provide confirmation that the records returned with Warning Code 1707 were reviewed and are accurate. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If the X-Never Attended status is incorrect, select the correct Program Enrollment Status and update the Program Status Effective Date accordingly.

- If Program 1 was reported in error, all program information under Program 1 should be removed. To delete the program, click on the Delete Program link found under the Program 1 data fields to remove it.

**Prevention:** This warning is occurring because the Program Enrollment Status may not have been extracted from your Student Information System (SIS) correctly. Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously.

To prevent this warning in the future, please ensure the Program Enrollment Status in your SIS is correct. If there are records with Warning Code 1707 occurring on the enrollment submissions for programs that should not be reported, please contact your IT/Programmer and/or software vendor for assistance with how to exclude these programs from future submissions.

**Warning 1708: Program 2 Incoming X status for new program**

![Error Resolution Instructions: Error Number 1708](image)
**Why Warning Occurs:** The incoming program is a new unique program being reported to the Clearinghouse for the first time with a Program Enrollment Status of X – Never Attended status. X – Never Attended status is typically designed to be a correction to a program that was previously reported in error.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If the X-Never Attended status is correct, no action is required. The Warning Code 1708 will remain on the Error Resolution Report: Error List. The record can be accepted on the enrollment submission if the data reported is accurate.

  Please contact the analyst assigned to the enrollment submission to provide confirmation that the records returned with Warning Code 1708 were reviewed and are accurate. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If the X-Never Attended status is incorrect, select the correct Program Enrollment Status and update the Program Status Effective Date accordingly.

- If Program 2 was reported in error, all program information under Program 2 should be removed. To delete the program, click on the Delete Program link found under the Program 2 data fields to remove it.

**Prevention:** This warning is occurring because the Program Enrollment Status may not have been extracted from your Student Information System (SIS) correctly. Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously.

To prevent this warning in the future, please ensure the Program Enrollment Status in your SIS is correct. If there are records with Warning Code 1708 occurring on the enrollment submissions for programs that should not be reported, please contact your IT/Programmer and/or software vendor for assistance with how to exclude these programs from future submissions.

**Warning 1709: Program 3 Incoming X status for new program**
Why Warning Occurs: The incoming program is a new unique program being reported to the Clearinghouse for the first time with a Program Enrollment Status of X – Never Attended status. X – Never Attended status is typically designed to be a correction to a program that was previously reported in error.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If the X-Never Attended status is correct, no action is required. The Warning Code 1709 will remain on the Error Resolution Report: Error List. The record can be accepted on the enrollment submission if the data reported is accurate.

  Please contact the analyst assigned to the enrollment submission to provide confirmation that the records returned with Warning Code 1709 were reviewed and are accurate. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If the X-Never Attended status is incorrect, select the correct Program Enrollment Status and update the Program Status Effective Date accordingly.

- If Program 3 was reported in error, all program information under Program 3 should be removed. To delete the program, click on the Delete Program link found under the Program 3 data fields to remove it.

Prevention: This warning is occurring because the Program Enrollment Status may not have been extracted from your Student Information System (SIS) correctly. Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously.

To prevent this warning in the future, please ensure the Program Enrollment Status in your SIS is correct. If there are records with Warning Code 1709 occurring on the enrollment submissions for programs that should not be reported, please contact your IT/Programmer and/or software vendor for assistance with how to exclude these programs from future submissions.
Warning 1710: Program 4 Incoming X status for new program

Why Warning Occurs: The incoming program is a new unique program being reported to the Clearinghouse for the first time with a Program Enrollment Status of X – Never Attended status. X – Never Attended status is typically designed to be a correction to a program that was previously reported in error.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If the X-Never Attended status is correct, no action is required. The Warning Code 1710 will remain on the Error Resolution Report: Error List. The record can be accepted on the enrollment submission if the data reported is accurate.

Please contact the analyst assigned to the enrollment submission to provide confirmation that the records returned with Warning Code 1710 were reviewed and are accurate. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If the X-Never Attended status is incorrect, select the correct Program Enrollment Status and update the Program Status Effective Date accordingly.
• If Program 4 was reported in error, all program information under Program 4 should be removed. To delete the program, click on the Delete Program link found under the Program 4 data fields to remove it.

**Prevention:** This warning is occurring because the Program Enrollment Status may not have been extracted from your Student Information System (SIS) correctly. Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously.

To prevent this warning in the future, please ensure the Program Enrollment Status in your SIS is correct. If there are records with Warning Code 1710 occurring on the enrollment submissions for programs that should not be reported, please contact your IT/Programmer and/or software vendor for assistance with how to exclude these programs from future submissions.

**Warning 1711: Program 5 Incoming X status for new program**

![Error Resolution Instructions: Error Number 1711](image)

**Why Warning Occurs:** The incoming program is a new unique program being reported to the Clearinghouse for the first time with a Program Enrollment Status of X – Never Attended status. X – Never Attended status is typically designed to be a correction to a program that was previously reported in error.

**Resolution:** Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.
• If the X-Never Attended status is correct, no action is required. The Warning Code 1711 will remain on the Error Resolution Report: Error List. The record can be accepted on the enrollment submission if the data reported is accurate.

Please contact the analyst assigned to the enrollment submission to provide confirmation that the records returned with Warning Code 1711 were reviewed and are accurate. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

• If the X-Never Attended status is incorrect, select the correct Program Enrollment Status and update the Program Status Effective Date accordingly.

• If Program 5 was reported in error, all program information under Program 5 should be removed. To delete the program, click on the Delete Program link found under the Program 5 data fields to remove it.

Prevention: This warning is occurring because the Program Enrollment Status may not have been extracted from your Student Information System (SIS) correctly. Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously.

To prevent this warning in the future, please ensure the Program Enrollment Status in your SIS is correct. If there are records with Warning Code 1711 occurring on the enrollment submissions for programs that should not be reported, please contact your IT/Programmer and/or software vendor for assistance with how to exclude these programs from future submissions.

Warning 1712: Program 6 Incoming X status for new program
Why Warning Occurs: The incoming program is a new unique program being reported to the Clearinghouse for the first time with a Program Enrollment Status of X – Never Attended status. X – Never Attended status is typically designed to be a correction to a program that was previously reported in error.

Resolution: Please click the “+” icon in the Details column next to the student SSN to expand the record and review the Campus-Level and Program-Level data fields.

- If the X-Never Attended status is correct, no action is required. The Warning Code 1712 will remain on the Error Resolution Report: Error List. The record can be accepted on the enrollment submission if the data reported is accurate.

  Please contact the analyst assigned to the enrollment submission to provide confirmation that the records returned with Warning Code 1712 were reviewed and are accurate. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

- If the X-Never Attended status is incorrect, select the correct Program Enrollment Status and update the Program Status Effective Date accordingly.

- If Program 6 was reported in error, all program information under Program 6 should be removed. To delete the program, click on the Delete Program link found under the Program 6 data fields to remove it.

Prevention: This warning is occurring because the Program Enrollment Status may not have been extracted from your Student Information System (SIS) correctly. Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously.

To prevent this warning in the future, please ensure the Program Enrollment Status in your SIS is correct. If there are records with Warning Code 1712 occurring on the enrollment submissions for programs that should not be reported, please contact your IT/Programmer and/or software vendor for assistance with how to exclude these programs from future submissions.
Warning 1801: Incoming Program 1 PSED does not match the last certified PSED

Why Warning Occurs: The Program Enrollment Status on the incoming enrollment submission is the same as the Program Enrollment Status last reported for the same unique program, however, the Program Status Effective Date has changed and does not match the previously reported Program Status Effective Date. The Program Status Effective Date should not change for the same unique program unless the Program Enrollment Status changes.

Resolution: Please review the incoming Program Status Effective Date compared to the previously reported Program Status Effective Date.

On the Error Number 1801 page, the Previously Certified PSED column shows the Program Status Effective Date last reported. The Program 1 Enrollment Status Effective Date column shows the Program Status Effective Date on the incoming enrollment submission.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If the incoming Program Status Effective Date is correct, no action is required. Records with Warning Code 1801 can be accepted on a file if the data reported is accurate. The Warning Code
1801 will remain on the Error Resolution Report: Error List if no changes are made since the date is different from the previously certified date.

**NOTE:** If submitting the Error Resolution Report by clicking the “I Am Done” button and there are any records remaining on the Error Resolution Report: Error List with Warning Code 1801, a warning alert pop-up window will be presented. See image below.

From within the pop-up window, you may select one of the following options:

- **Confirm and Submit** – If the user clicks ‘Confirm and Submit’ another pop-up window will be presented asking to confirm if updates to the enrollment submission have been completed. See image below.

  Click ‘OK’ to complete the error report and return the file to the Clearinghouse. Clicking ‘OK’ is confirmation that no further review or correction is necessary, and the records will be processed as is. If you would like to go back to further review the records, click ‘Cancel.’

- **Cancel** – If the user clicks ‘Cancel’ or the ‘X’ in the top right corner of the window, the pop-up will close, and the user can click any of the remaining records to further review and make additional corrections if necessary.

- If the incoming Program Status Effective Date is incorrect, update the Program Status Effective Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same update to all of the records with
Warning Code 1801 reverting the Program Status Effective Date to the previously reported Program Status Effective Date. See Appendix for How to Perform a Mass Correction.

NOTE: If the incoming Program Status Effective Date is updated to the previously certified Program Status Effective Date, Warning Code 1801 will resolve from the Error Resolution Report: Error List.

Prevention: This warning is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Program Status Effective Date in your SIS is correct and matches the data reported to the Clearinghouse on your last enrollment submission.

Warning 1802: Incoming Program 2 PSED does not match the last certified PSED

Why Warning Occurs: The Program Enrollment Status on the incoming enrollment submission is the same as the Program Enrollment Status last reported for the same unique program, however, the Program Status Effective Date has changed and does not match the previously reported Program Status Effective Date. The Program Status Effective Date should not change for the same unique program unless the Program Enrollment Status changes.

Resolution: Please review the incoming Program Status Effective Date compared to the previously reported Program Status Effective Date.
On the Error Number 1802 page, the Previously Certified PSED column shows the Program Status Effective Date last reported. The Program 2 Enrollment Status Effective Date column shows the Program Status Effective Date on the incoming enrollment submission.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If the incoming Program Status Effective Date is correct, no action is required. Records with Warning Code 1802 can be accepted on a file if the data reported is accurate. The Warning Code 1802 will remain on the Error Resolution Report: Error List if no changes are made since the date is different from the previously certified date.

**NOTE:** If submitting the Error Resolution Report by clicking the “I Am Done” button and there are any records remaining on the Error Resolution Report: Error List with Warning Code 1802, a warning alert pop-up window will be presented. See image below.

![Warning Alert: Review for Accuracy](image)

Please confirm that you have reviewed and approved data associated with all warnings, including 1800 warning code series which may result in school audit findings if left unresolved. If you would like to continue reviewing these warnings, please select "Cancel". If you have completed your review and would like to move forward in confirming your data including the acceptance of any unresolved warnings, please select “Confirm and Submit”.

![Confirmation Options](image)

From within the pop-up window, you may select one of the following options:

- **Confirm and Submit** – If the user clicks ‘Confirm and Submit’ another pop-up window will be presented asking to confirm if updates to the enrollment submission have been completed. See image below.

  ![Confirmation Alert](image)

  Click ‘OK’ to complete the error report and return the file to the Clearinghouse. Clicking ‘OK’ is confirmation that no further review or correction is necessary, and the records will be processed as is. If you would like to go back to further review the records, click ‘Cancel.’
Cancel – If the user clicks ‘Cancel’ or the ‘X’ in the top right corner of the window, the pop-up will close, and the user can click any of the remaining records to further review and make additional corrections if necessary.

- If the incoming Program Status Effective Date is incorrect, update the Program Status Effective Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same update to all of the records with Warning Code 1802 reverting the Program Status Effective Date to the previously reported Program Status Effective Date. See Appendix for How to Perform a Mass Correction.

**NOTE:** If the incoming Program Status Effective Date is updated to the previously certified Program Status Effective Date, Warning Code 1802 will resolve from the Error Resolution Report: Error List.

**Prevention:** This warning is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Program Status Effective Date in your SIS is correct and matches the data reported to the Clearinghouse on your last enrollment submission.

**Warning 1803: Incoming Program 3 PSED does not match the last certified PSED**

![Error Resolution Instructions: Error Number 1803](image)
Why Warning Occurs: The Program Enrollment Status on the incoming enrollment submission is the same as the Program Enrollment Status last reported for the same unique program, however, the Program Status Effective Date has changed and does not match the previously reported Program Status Effective Date. The Program Status Effective Date should not change for the same unique program unless the Program Enrollment Status changes.

Resolution: Please review the incoming Program Status Effective Date compared to the previously reported Program Status Effective Date.

On the Error Number 1803 page, the Previously Certified PSED column shows the Program Status Effective Date last reported. The Program Enrollment Status Effective Date column shows the Program Status Effective Date on the incoming enrollment submission.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the [View Previously Reported Student Data] hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If the incoming Program Status Effective Date is correct, no action is required. Records with Warning Code 1803 can be accepted on a file if the data reported is accurate. The Warning Code 1803 will remain on the Error Resolution Report: Error List if no changes are made since the date is different from the previously certified date.

NOTE: If submitting the Error Resolution Report by clicking the “I Am Done” button and there are any records remaining on the Error Resolution Report: Error List with Warning Code 1803, a warning alert pop-up window will be presented. See image below.
From within the pop-up window, you may select one of the following options:

- **Confirm and Submit** – If the user clicks ‘Confirm and Submit’ another pop-up window will be presented asking to confirm if updates to the enrollment submission have been completed. See image below.

  Click ‘OK’ to complete the error report and return the file to the Clearinghouse. Clicking ‘OK’ is confirmation that no further review or correction is necessary, and the records will be processed as is. If you would like to go back to further review the records, click ‘Cancel.’

- **Cancel** – If the user clicks ‘Cancel’ or the ‘X’ in the top right corner of the window, the pop-up will close, and the user can click any of the remaining records to further review and make additional corrections if necessary.

- If the incoming Program Status Effective Date is incorrect, update the Program Status Effective Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same update to all of the records with Warning Code 1803 reverting the Program Status Effective Date to the previously reported Program Status Effective Date. See Appendix for **How to Perform a Mass Correction**.

**NOTE**: If the incoming Program Status Effective Date is updated to the previously certified Program Status Effective Date, Warning Code 1803 will resolve from the Error Resolution Report: Error List.
**Prevention:** This warning is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Program Status Effective Date in your SIS is correct and matches the data reported to the Clearinghouse on your last enrollment submission.

**Warning 1804: Incoming Program 4 PSED does not match the last certified PSED**

**Why Warning Occurs:** The Program Enrollment Status on the incoming enrollment submission is the same as the Program Enrollment Status last reported for the same unique program, however, the Program Status Effective Date has changed and does not match the previously reported Program Status Effective Date. The Program Status Effective Date should not change for the same unique program unless the Program Enrollment Status changes.

**Resolution:** Please review the incoming Program Status Effective Date compared to the previously reported Program Status Effective Date.

On the Error Number 1804 page, the Previously Certified PSED column shows the Program Status Effective Date last reported. The Program 4 Enrollment Status Effective Date column shows the Program Status Effective Date on the incoming enrollment submission.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the...
record. Then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If the incoming Program Status Effective Date is correct, no action is required. Records with Warning Code 1804 can be accepted on a file if the data reported is accurate. The Warning Code 1804 will remain on the Error Resolution Report: Error List if no changes are made since the date is different from the previously certified date.

**NOTE:** If submitting the Error Resolution Report by clicking the “I Am Done” button and there are any records remaining on the Error Resolution Report: Error List with Warning Code 1804, a warning alert pop-up window will be presented. See image below.

From within the pop-up window, you may select one of the following options:

- **Confirm and Submit** – If the user clicks ‘Confirm and Submit’ another pop-up window will be presented asking to confirm if updates to the enrollment submission have been completed. See image below.

Click ‘OK’ to complete the error report and return the file to the Clearinghouse. Clicking ‘OK’ is confirmation that no further review or correction is necessary, and the records will be processed as is. If you would like to go back to further review the records, click ‘Cancel.’

Click OK to confirm that you have finished updating the submission.

WARNING! Once you click OK, you will be unable to capture or print any of this submission’s information. Click Cancel to return to the submission.
Cancel – If the user clicks ‘Cancel’ or the ‘X’ in the top right corner of the window, the pop-up will close, and the user can click any of the remaining records to further review and make additional corrections if necessary.

- If the incoming Program Status Effective Date is incorrect, update the Program Status Effective Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same update to all of the records with Warning Code 1804 reverting the Program Status Effective Date to the previously reported Program Status Effective Date. See Appendix for How to Perform a Mass Correction.

**NOTE**: If the incoming Program Status Effective Date is updated to the previously certified Program Status Effective Date, Warning Code 1804 will resolve from the Error Resolution Report: Error List.

**Prevention**: This warning is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Program Status Effective Date in your SIS is correct and matches the data reported to the Clearinghouse on your last enrollment submission.

**Warning 1805: Incoming Program 5 PSED does not match the last certified PSED**

![Error Resolution Instructions: Error Number 1805](image)
**Why Warning Occurs:** The Program Enrollment Status on the incoming enrollment submission is the same as the Program Enrollment Status last reported for the same unique program, however, the Program Status Effective Date has changed and does not match the previously reported Program Status Effective Date. The Program Status Effective Date should not change for the same unique program unless the Program Enrollment Status changes.

**Resolution:** Please review the incoming Program Status Effective Date compared to the previously reported Program Status Effective Date.

On the Error Number 1805 page, the Previously Certified PSED column shows the Program Status Effective Date last reported. The Program 5 Enrollment Status Effective Date column shows the Program Status Effective Date on the incoming enrollment submission.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If the incoming Program Status Effective Date is correct, no action is required. Records with Warning Code 1805 can be accepted on a file if the data reported is accurate. The Warning Code 1805 will remain on the Error Resolution Report: Error List if no changes are made since the date is different from the previously certified date.

**NOTE:** If submitting the Error Resolution Report by clicking the “I Am Done” button and there are any records remaining on the Error Resolution Report: Error List with Warning Code 1805, a warning alert pop-up window will be presented. See image below.

![Warning Alert: Review for Accuracy](image)

From within the pop-up window, you may select one of the following options:

- **Confirm and Submit** – If the user clicks ‘Confirm and Submit’ another pop-up window will be presented asking to confirm if updates to the enrollment submission have been completed. See image below.

  Click ‘OK’ to complete the error report and return the file to the Clearinghouse. Clicking ‘OK’ is confirmation that no further review or correction is necessary, and the records
will be processed as is. If you would like to go back to further review the records, click ‘Cancel.’

Click OK to confirm that you have finished updating the submission.

WARNING! Once you click OK, you will be unable to capture or print any of this submission’s information. Click Cancel to return to the submission.

OK Cancel

- **Cancel** – If the user clicks ‘Cancel’ or the ‘X’ in the top right corner of the window, the pop-up will close, and the user can click any of the remaining records to further review and make additional corrections if necessary.

- If the incoming Program Status Effective Date is incorrect, update the Program Status Effective Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same update to all of the records with Warning Code 1805 reverting the Program Status Effective Date to the previously reported Program Status Effective Date. See Appendix for [How to Perform a Mass Correction](#).

**NOTE:** If the incoming Program Status Effective Date is updated to the previously certified Program Status Effective Date, Warning Code 1805 will resolve from the Error Resolution Report: Error List.

**Prevention:** This warning is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Program Status Effective Date in your SIS is correct and matches the data reported to the Clearinghouse on your last enrollment submission.

**Warning 1806:** Incoming Program 6 PSED does not match the last certified PSED
Why Warning Occurs: The Program Enrollment Status on the incoming enrollment submission is the same as the Program Enrollment Status last reported for the same unique program, however, the Program Status Effective Date has changed and does not match the previously reported Program Status Effective Date. The Program Status Effective Date should not change for the same unique program unless the Program Enrollment Status changes.

Resolution: Please review the incoming Program Status Effective Date compared to the previously reported Program Status Effective Date.

On the Error Number 1806 page, the Previously Certified PSED column shows the Program Status Effective Date last reported. The Program 6 Enrollment Status Effective Date column shows the Program Status Effective Date on the incoming enrollment submission.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If the incoming Program Status Effective Date is correct, no action is required. Records with Warning Code 1806 can be accepted on a file if the data reported is accurate. The Warning Code 1806 will remain on the Error Resolution Report: Error List if no changes are made since the date is different from the previously certified date.

NOTE: If submitting the Error Resolution Report by clicking the “I Am Done” button and there are any records remaining on the Error Resolution Report: Error List with Warning Code 1806, a warning alert pop-up window will be presented. See image below.
From within the pop-up window, you may select one of the following options:

- **Confirm and Submit** – If the user clicks ‘Confirm and Submit’ another pop-up window will be presented asking to confirm if updates to the enrollment submission have been completed. See image below.

  Click ‘OK’ to complete the error report and return the file to the Clearinghouse. Clicking ‘OK’ is confirmation that no further review or correction is necessary, and the records will be processed as is. If you would like to go back to further review the records, click ‘Cancel’.

  ![Confirm and Submit](image)

- **Cancel** – If the user clicks ‘Cancel’ or the ‘X’ in the top right corner of the window, the pop-up will close, and the user can click any of the remaining records to further review and make additional corrections if necessary.

- If the incoming Program Status Effective Date is incorrect, update the Program Status Effective Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same update to all of the records with Warning Code 1806 reverting the Program Status Effective Date to the previously reported Program Status Effective Date. See Appendix for How to Perform a Mass Correction.

**NOTE**: If the incoming Program Status Effective Date is updated to the previously certified Program Status Effective Date, Warning Code 1806 will resolve from the Error Resolution Report: Error List.
**Prevention:** This warning is occurring because the Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Program Status Effective Date in your SIS is correct and matches the data reported to the Clearinghouse on your last enrollment submission.

**Warning 1811: Incoming Program 1 PBD does not match the last certified PBD**

**Why Warning Occurs:** The Program Begin Date on the incoming enrollment submission does not match the Program Begin Date last reported for the same unique program. The Program Begin Date should not change unless a student has a change in program into a different unique program.

**Resolution:** Please review the incoming Program Begin Date compared to the previously reported Program Begin Date.

On the Error Number 1811 page, the Previously Certified PBD column shows the Program Begin Date last reported. The Program 1 Begin Date column shows the Program Begin Date on the incoming enrollment submission.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the [“View Previously Reported Student Data”](#) hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.
• If the incoming Program Begin Date is correct, no action is required. Records with Warning Code 1811 can be accepted on a file if the data reported is accurate. The Warning Code 1811 will remain on the Error Resolution Report: Error List if no changes are made since the date is different from the previously certified date.

**NOTE:** If submitting the Error Resolution Report by clicking the “I Am Done” button and there are any records remaining on the Error Resolution Report: Error List with Warning Code 1811, a warning alert pop-up window will be presented. See image below.

![Warning Alert: Review for Accuracy](image)

From within the pop-up window, you may select one of the following options:

- **Confirm and Submit** – If the user clicks ‘Confirm and Submit’ another pop-up window will be presented asking to confirm if updates to the enrollment submission have been completed. See image below.

  Click ‘OK’ to complete the error report and return the file to the Clearinghouse. Clicking ‘OK’ is confirmation that no further review or correction is necessary, and the records will be processed as is. If you would like to go back to further review the records, click ‘Cancel.’

![Click OK to confirm that you have finished updating the submission.](image)

- **Cancel** – If the user clicks ‘Cancel’ or the ‘X’ in the top right corner of the window, the pop-up will close, and the user can click any of the remaining records to further review and make additional corrections if necessary.

• If the incoming Program Begin Date is incorrect, update the Program Begin Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The
mass correction option will apply the same update to all of the records with Warning Code 1811 reverting the Program Begin Date to the previously reported Program Begin Date. See Appendix for How to Perform a Mass Correction.

**NOTE:** If the incoming Program Begin Date is updated to the previously certified Program Begin Date, Warning Code 1811 will resolve from the Error Resolution Report: Error List.

**Prevention:** This warning is occurring because the Program Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Program Begin Date in your SIS is correct and matches the data reported to the Clearinghouse on your last enrollment submission.

**Warning 1812: Incoming Program 2 PBD does not match the last certified PBD**

**Why Warning Occurs:** The Program Begin Date on the incoming enrollment submission does not match the Program Begin Date last reported for the same unique program. The Program Begin Date should not change unless a student has a change in program into a different unique program.

**Resolution:** Please review the incoming Program Begin Date compared to the previously reported Program Begin Date.

On the Error Number 1812 page, the Previously Certified PBD column shows the Program Begin Date last reported. The Program 2 Begin Date column shows the Program Begin Date on the incoming enrollment submission.
To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If the incoming Program Begin Date is correct, no action is required. Records with Warning Code 1812 can be accepted on a file if the data reported is accurate. The Warning Code 1812 will remain on the Error Resolution Report: Error List if no changes are made since the date is different from the previously certified date.

**NOTE:** If submitting the Error Resolution Report by clicking the “I Am Done” button and there are any records remaining on the Error Resolution Report: Error List with Warning Code 1812, a warning alert pop-up window will be presented. See image below.

![Warning Alert: Review for Accuracy](image)

From within the pop-up window, you may select one of the following options:

- **Confirm and Submit** – If the user clicks ‘Confirm and Submit’ another pop-up window will be presented asking to confirm if updates to the enrollment submission have been completed. See image below.

  Click ‘OK’ to complete the error report and return the file to the Clearinghouse. Clicking ‘OK’ is confirmation that no further review or correction is necessary, and the records will be processed as is. If you would like to go back to further review the records, click ‘Cancel.’
- **Cancel** – If the user clicks ‘Cancel’ or the ‘X’ in the top right corner of the window, the pop-up will close, and the user can click any of the remaining records to further review and make additional corrections if necessary.

- If the incoming Program Begin Date is incorrect, update the Program Begin Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same update to all of the records with Warning Code 1812 reverting the Program Begin Date to the previously reported Program Begin Date. See Appendix for [How to Perform a Mass Correction](#).

**NOTE**: If the incoming Program Begin Date is updated to the previously certified Program Begin Date, Warning Code 1812 will resolve from the Error Resolution Report: Error List.

**Prevention**: This warning is occurring because the Program Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Program Begin Date in your SIS is correct and matches the data reported to the Clearinghouse on your last enrollment submission.

**Warning 1813: Incoming Program 3 PBD does not match the last certified PBD**

<table>
<thead>
<tr>
<th>Details</th>
<th>Student SSN</th>
<th>College Student ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Program 3 CIP</th>
<th>Previously Certified PBD</th>
<th>Program 3 CIP Year (yyyy)</th>
<th>Program 3 CIP Title IV Academic Year</th>
<th>Program 3 CIP Credit Year (yyyy)</th>
<th>Program 3 CIP Special Indication</th>
<th>Program 3 CIP Enrollment Status</th>
<th>Program 3 CIP Effective Date (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>511501</td>
<td>01/17/2023</td>
<td>06/10/2021</td>
<td>06/10/2021</td>
<td>06/10/2021</td>
<td>N - Not Applicable</td>
<td>L - Less than half-time</td>
<td>05/11/2023</td>
</tr>
</tbody>
</table>
**Why Warning Occurs:** The Program Begin Date on the incoming enrollment submission does not match the Program Begin Date last reported for the same unique program. The Program Begin Date should not change unless a student has a change in program into a different unique program.

**Resolution:** Please review the incoming Program Begin Date compared to the previously reported Program Begin Date.

On the Error Number 1813 page, the Previously Certified PBD column shows the Program Begin Date last reported. The Program Begin Date column shows the Program Begin Date on the incoming enrollment submission.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If the incoming Program Begin Date is correct, no action is required. Records with Warning Code 1813 can be accepted on a file if the data reported is accurate. The Warning Code 1813 will remain on the Error Resolution Report: Error List if no changes are made since the date is different from the previously certified date.

**NOTE:** If submitting the Error Resolution Report by clicking the “I Am Done” button and there are any records remaining on the Error Resolution Report: Error List with Warning Code 1813, a warning alert pop-up window will be presented. See image below.

From within the pop-up window, you may select one of the following options:

- **Confirm and Submit** – If the user clicks ‘Confirm and Submit’ another pop-up window will be presented asking to confirm if updates to the enrollment submission have been completed. See image below.

  Click ‘OK’ to complete the error report and return the file to the Clearinghouse. Clicking ‘OK’ is confirmation that no further review or correction is necessary, and the records will be processed as is. If you would like to go back to further review the records, click ‘Cancel.’
Click OK to confirm that you have finished updating the submission.

WARNING! Once you click OK, you will be unable to capture or print any of this submission’s information. Click Cancel to return to the submission.

- **Cancel** – If the user clicks ‘Cancel’ or the ‘X’ in the top right corner of the window, the pop-up will close, and the user can click any of the remaining records to further review and make additional corrections if necessary.

- If the incoming Program Begin Date is incorrect, update the Program Begin Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same update to all of the records with Warning Code 1813 reverting the Program Begin Date to the previously reported Program Begin Date. See Appendix for **How to Perform a Mass Correction**.

**NOTE**: If the incoming Program Begin Date is updated to the previously certified Program Begin Date, Warning Code 1813 will resolve from the Error Resolution Report: Error List.

**Prevention**: This warning is occurring because the Program Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Program Begin Date in your SIS is correct and matches the data reported to the Clearinghouse on your last enrollment submission.

**Warning 1814: Incoming Program 4 PBD does not match the last certified PBD**
Why Warning Occurs: The Program Begin Date on the incoming enrollment submission does not match the Program Begin Date last reported for the same unique program. The Program Begin Date should not change unless a student has a change in program into a different unique program.

Resolution: Please review the incoming Program Begin Date compared to the previously reported Program Begin Date.

On the Error Number 1814 page, the Previously Certified PBD column shows the Program Begin Date last reported. The Program 4 Begin Date column shows the Program Begin Date on the incoming enrollment submission.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If the incoming Program Begin Date is correct, no action is required. Records with Warning Code 1814 can be accepted on a file if the data reported is accurate. The Warning Code 1814 will remain on the Error Resolution Report: Error List if no changes are made since the date is different from the previously certified date.

NOTE: If submitting the Error Resolution Report by clicking the “I Am Done” button and there are any records remaining on the Error Resolution Report: Error List with Warning Code 1814, a warning alert pop-up window will be presented. See image below.
From within the pop-up window, you may select one of the following options:

- **Confirm and Submit** – If the user clicks ‘Confirm and Submit’ another pop-up window will be presented asking to confirm if updates to the enrollment submission have been completed. See image below.

  Click ‘OK’ to complete the error report and return the file to the Clearinghouse. Clicking ‘OK’ is confirmation that no further review or correction is necessary, and the records will be processed as is. If you would like to go back to further review the records, click ‘Cancel.’

- **Cancel** – If the user clicks ‘Cancel’ or the ‘X’ in the top right corner of the window, the pop-up will close, and the user can click any of the remaining records to further review and make additional corrections if necessary.

- If the incoming Program Begin Date is incorrect, update the Program Begin Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same update to all of the records with Warning Code 1814 reverting the Program Begin Date to the previously reported Program Begin Date. See Appendix for How to Perform a Mass Correction.

**NOTE:** If the incoming Program Begin Date is updated to the previously certified Program Begin Date, Warning Code 1814 will resolve from the Error Resolution Report: Error List.
**Prevention:** This warning is occurring because the Program Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Program Begin Date in your SIS is correct and matches the data reported to the Clearinghouse on your last enrollment submission.

**Warning 1815: Incoming Program 5 PBD does not match the last certified PBD**

**Why Warning Occurs:** The Program Begin Date on the incoming enrollment submission does not match the Program Begin Date last reported for the same unique program. The Program Begin Date should not change unless a student has a change in program into a different unique program.

**Resolution:** Please review the incoming Program Begin Date compared to the previously reported Program Begin Date.

On the Error Number 1815 page, the Previously Certified PBD column shows the Program Begin Date last reported. The Program 5 Begin Date column shows the Program Begin Date on the incoming enrollment submission.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.
• If the incoming Program Begin Date is correct, no action is required. Records with Warning Code 1815 can be accepted on a file if the data reported is accurate. The Warning Code 1815 will remain on the Error Resolution Report: Error List if no changes are made since the date is different from the previously certified date.

**NOTE:** If submitting the Error Resolution Report by clicking the “I Am Done” button and there are any records remaining on the Error Resolution Report: Error List with Warning Code 1815, a warning alert pop-up window will be presented. See image below.

From within the pop-up window, you may select one of the following options:

- **Confirm and Submit** – If the user clicks ‘Confirm and Submit’ another pop-up window will be presented asking to confirm if updates to the enrollment submission have been completed. See image below.

  Click ‘OK’ to complete the error report and return the file to the Clearinghouse. Clicking ‘OK’ is confirmation that no further review or correction is necessary, and the records will be processed as is. If you would like to go back to further review the records, click ‘Cancel.’

- **Cancel** – If the user clicks ‘Cancel’ or the ‘X’ in the top right corner of the window, the pop-up will close, and the user can click any of the remaining records to further review and make additional corrections if necessary.
• If the incoming Program Begin Date is incorrect, update the Program Begin Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same update to all of the records with Warning Code 1815 reverting the Program Begin Date to the previously reported Program Begin Date. See Appendix for How to Perform a Mass Correction.

**NOTE:** If the incoming Program Begin Date is updated to the previously certified Program Begin Date, Warning Code 1815 will resolve from the Error Resolution Report: Error List.

**Prevention:** This warning is occurring because the Program Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Program Begin Date in your SIS is correct and matches the data reported to the Clearinghouse on your last enrollment submission.

**Warning 1816: Incoming Program 6 PBD does not match the last certified PBD**

**Error Resolution Instructions: Error Number 1816**

Program identifiers are unchanged and Incoming Program Begin Date (PBD) does not match the last certified PBD as compared to the previous report. If the Program field values have not changed and the last certified PBD is correct, the PBD should be updated to match the prior PBD value to resolve the warning. If the prior PBD was reported in error and the incoming value is correct, no changes are needed.

**Why Warning Occurs:** The Program Begin Date on the incoming enrollment submission does not match the Program Begin Date last reported for the same unique program. The Program Begin Date should not change unless a student has a change in program into a different unique program.

**Resolution:** Please review the incoming Program Begin Date compared to the previously reported Program Begin Date.
On the Error Number 1816 page, the Previously Certified PBD column shows the Program Begin Date last reported. The Program 6 Begin Date column shows the Program Begin Date on the incoming enrollment submission.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If the incoming Program Begin Date is correct, no action is required. Records with Warning Code 1816 can be accepted on a file if the data reported is accurate. The Warning Code 1816 will remain on the Error Resolution Report: Error List if no changes are made since the date is different from the previously certified date.

**NOTE:** If submitting the Error Resolution Report by clicking the “I Am Done” button and there are any records remaining on the Error Resolution Report: Error List with Warning Code 1816, a warning alert pop-up window will be presented. See image below.

![Warning Alert](image.png)

From within the pop-up window, you may select one of the following options:

- **Confirm and Submit** – If the user clicks ‘Confirm and Submit’ another pop-up window will be presented asking to confirm if updates to the enrollment submission have been completed. See image below.

  Click ‘OK’ to complete the error report and return the file to the Clearinghouse. Clicking ‘OK’ is confirmation that no further review or correction is necessary, and the records will be processed as is. If you would like to go back to further review the records, click ‘Cancel.’
If the user clicks 'Cancel' or the 'X' in the top right corner of the window, the pop-up will close, and the user can click any of the remaining records to further review and make additional corrections if necessary.

- If the incoming Program Begin Date is incorrect, update the Program Begin Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same update to all of the records with Warning Code 1816 reverting the Program Begin Date to the previously reported Program Begin Date. See Appendix for How to Perform a Mass Correction.

**NOTE:** If the incoming Program Begin Date is updated to the previously certified Program Begin Date, Warning Code 1816 will resolve from the Error Resolution Report: Error List.

**Prevention:** This warning is occurring because the Program Begin Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Program Begin Date in your SIS is correct and matches the data reported to the Clearinghouse on your last enrollment submission.

**Warning 1821: Incoming Program 1 Status changed, Program Status Effective Date unchanged**

<table>
<thead>
<tr>
<th>Details</th>
<th>Student SSN</th>
<th>College Student ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Program 1 CIP</th>
<th>Program 1 Enrollment Status Effective Date (mm/dd/yyyy)</th>
<th>Previously Certified Program 1 Status</th>
<th>Program 1 Enrollment Status</th>
<th>Status</th>
<th>Select all/no</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>240101</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/17/2023</td>
<td></td>
<td>G - Graduated</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Why Warning Occurs: The Program Status Effective Date on the incoming enrollment submission is the same date as the Program Status Effective Date last reported for the same unique program, however, the Program Enrollment Status has changed and does not match the previously reported Program Enrollment Status. The Program Status Effective should be updated if a student has an increase or decrease in enrollment status.

Resolution: Please review the incoming Program Status Effective Date and Program Enrollment Status compared to the previously reported Program Enrollment Status.

On the Error Number 1821 page, the Program 1 Enrollment Status Effective Date column shows the Program Status Effective Date on the incoming enrollment submission. The Previously Certified Program 1 Status column shows the Program Enrollment Status last reported. The Program 1 Enrollment Status column shows the Program Enrollment Status on the incoming enrollment submission.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If the incoming Program Status Effective Date and Program Enrollment Status are correct, no action is required. Records with Warning Code 1821 can be accepted on a file if the data reported is accurate. The Warning Code 1821 will remain on the Error Resolution Report: Error List if no changes are made since the date is different from the previously certified date.

NOTE: If submitting the Error Resolution Report by clicking the “I Am Done” button and there are any records remaining on the Error Resolution Report: Error List with Warning Code 1821, a warning alert pop-up window will be presented. See image below.
From within the pop-up window, you may select one of the following options:

- **Confirm and Submit** – If the user clicks ‘Confirm and Submit’ another pop-up window will be presented asking to confirm if updates to the enrollment submission have been completed. See image below.

  Click ‘OK’ to complete the error report and return the file to the Clearinghouse. Clicking ‘OK’ is confirmation that no further review or correction is necessary, and the records will be processed as is. If you would like to go back to further review the records, click ‘Cancel.’

- **Cancel** – If the user clicks ‘Cancel’ or the ‘X’ in the top right corner of the window, the pop-up will close, and the user can click any of the remaining records to further review and make additional corrections if necessary.

- If the incoming Program Status Effective Date and Program Enrollment Status are incorrect, update the Program Enrollment Status and/or Program Status Effective Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same update to all of the records with Warning Code 1821 reverting the Program Enrollment Status to the previously reported Program Enrollment Status. See Appendix for **How to Perform a Mass Correction**.

**NOTE:** If the incoming Program Enrollment Status is updated to the previously certified Program Enrollment Status, Warning Code 1821 will resolve from the Error Resolution Report: Error List.
**Prevention:** This warning is occurring because the Program Enrollment Status and/or Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Program Enrollment Status and Program Status Effective Date in your SIS are correct and match the data reported to the Clearinghouse on your last enrollment submission.

**Warning 1822: Incoming Program 2 Status changed, Program Status Effective Date unchanged**

**Why Warning Occurs:** The Program Status Effective Date on the incoming enrollment submission is the same date as the Program Status Effective Date last reported for the same unique program, however, the Program Enrollment Status has changed and does not match the previously reported Program Enrollment Status. The Program Status Effective should be updated if a student has an increase or decrease in enrollment status.

**Resolution:** Please review the incoming Program Status Effective Date and Program Enrollment Status compared to the previously reported Program Enrollment Status.

On the Error Number 1822 page, the Program 2 Enrollment Status Effective Date column shows the Program Status Effective Date on the incoming enrollment submission. The Previously Certified Program 2 Status column shows the Program Enrollment Status last reported. The Program 2 Enrollment Status column shows the Program Enrollment Status on the incoming enrollment submission.
To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If the incoming Program Status Effective Date and Program Enrollment Status are correct, no action is required. Records with Warning Code 1822 can be accepted on a file if the data reported is accurate. The Warning Code 1822 will remain on the Error Resolution Report: Error List if no changes are made since the date is different from the previously certified date.

**NOTE:** If submitting the Error Resolution Report by clicking the “I Am Done” button and there are any records remaining on the Error Resolution Report: Error List with Warning Code 1822, a warning alert pop-up window will be presented. See image below.

From within the pop-up window, you may select one of the following options:

- **Confirm and Submit** – If the user clicks ‘Confirm and Submit’ another pop-up window will be presented asking to confirm if updates to the enrollment submission have been completed. See image below.

Click ‘OK’ to complete the error report and return the file to the Clearinghouse. Clicking ‘OK’ is confirmation that no further review or correction is necessary, and the records will be processed as is. If you would like to go back to further review the records, click ‘Cancel.’
- **Cancel** – If the user clicks ‘Cancel’ or the ‘X’ in the top right corner of the window, the pop-up will close, and the user can click any of the remaining records to further review and make additional corrections if necessary.

- If the incoming Program Status Effective Date and Program Enrollment Status are incorrect, update the Program Enrollment Status and/or Program Status Effective Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same update to all of the records with Warning Code 1822 reverting the Program Enrollment Status to the previously reported Program Enrollment Status. See Appendix for **How to Perform a Mass Correction**.

**NOTE**: If the incoming Program Enrollment Status is updated to the previously certified Program Enrollment Status, Warning Code 1822 will resolve from the Error Resolution Report: Error List.

**Prevention**: This warning is occurring because the Program Enrollment Status and/or Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Program Enrollment Status and Program Status Effective Date in your SIS are correct and match the data reported to the Clearinghouse on your last enrollment submission.

**Warning 1823: Incoming Program 3 Status changed, Program Status Effective Date unchanged**

![Error Resolution Instructions: Error Number 1823](image)

Program Status Effective Date (PSED) is unchanged and incoming “Inactive” Program Status does not match the last certified “Active” Program Status as compared to the previous report. If the Program Status has changed and the last processed PSED is incorrect, the PSED should be corrected to resolve the warning. If the prior Program Status was reported in error and the incoming value is correct, no changes are needed.
**Why Warning Occurs:** The Program Status Effective Date on the incoming enrollment submission is the same date as the Program Status Effective Date last reported for the same unique program, however, the Program Enrollment Status has changed and does not match the previously reported Program Enrollment Status. The Program Status Effective should be updated if a student has an increase or decrease in enrollment status.

**Resolution:** Please review the incoming Program Status Effective Date and Program Enrollment Status compared to the previously reported Program Enrollment Status.

On the Error Number 1823 page, the Program 3 Enrollment Status Effective Date column shows the Program Status Effective Date on the incoming enrollment submission. The Previously Certified Program 3 Status column shows the Program Enrollment Status last reported. The Program 3 Enrollment Status column shows the Program Enrollment Status on the incoming enrollment submission.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If the incoming Program Status Effective Date and Program Enrollment Status are correct, no action is required. Records with Warning Code 1823 can be accepted on a file if the data reported is accurate. The Warning Code 1823 will remain on the Error Resolution Report: Error List if no changes are made since the date is different from the previously certified date.

**NOTE:** If submitting the Error Resolution Report by clicking the “I Am Done” button and there are any records remaining on the Error Resolution Report: Error List with Warning Code 1823, a warning alert pop-up window will be presented. See image below.
From within the pop-up window, you may select one of the following options:

- **Confirm and Submit** – If the user clicks ‘Confirm and Submit’ another pop-up window will be presented asking to confirm if updates to the enrollment submission have been completed. See image below.

  Click ‘OK’ to complete the error report and return the file to the Clearinghouse. Clicking ‘OK’ is confirmation that no further review or correction is necessary, and the records will be processed as is. If you would like to go back to further review the records, click ‘Cancel.’

- **Cancel** – If the user clicks ‘Cancel’ or the ‘X’ in the top right corner of the window, the pop-up will close, and the user can click any of the remaining records to further review and make additional corrections if necessary.

- If the incoming Program Status Effective Date and Program Enrollment Status are incorrect, update the Program Enrollment Status and/or Program Status Effective Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same update to all of the records with Warning Code 1823 reverting the Program Enrollment Status to the previously reported Program Enrollment Status. See Appendix for How to Perform a Mass Correction.

**NOTE:** If the incoming Program Enrollment Status is updated to the previously certified Program Enrollment Status, Warning Code 1823 will resolve from the Error Resolution Report: Error List.
**Prevention:** This warning is occurring because the Program Enrollment Status and/or Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Program Enrollment Status and Program Status Effective Date in your SIS are correct and match the data reported to the Clearinghouse on your last enrollment submission.

**Warning 1824: Incoming Program 4 Status changed, Program Status Effective Date unchanged**

**Error Resolution Instructions: Error Number 1824**

Program Status Effective Date (PSED) is unchanged and incoming “Inactive” Program Status does not match the last certified “Active” Program Status as compared to the previous report. If the Program Status has changed and the last processed PSED is incorrect, the PSED should be corrected to resolve the warning. If the prior Program Status was reported in error and the incoming value is correct, no changes are needed.

**Why Warning Occurs:** The Program Status Effective Date on the incoming enrollment submission is the same date as the Program Status Effective Date last reported for the same unique program, however, the Program Enrollment Status has changed and does not match the previously reported Program Enrollment Status. The Program Status Effective should be updated if a student has an increase or decrease in enrollment status.

**Resolution:** Please review the incoming Program Status Effective Date and Program Enrollment Status compared to the previously reported Program Enrollment Status.

On the Error Number 1824 page, the Program 4 Enrollment Status Effective Date column shows the Program Status Effective Date on the incoming enrollment submission. The Previously Certified Program 4 Status column shows the Program Enrollment Status last reported. The Program 4 Enrollment Status column shows the Program Enrollment Status on the incoming enrollment submission.
To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If the incoming Program Status Effective Date and Program Enrollment Status are correct, no action is required. Records with Warning Code 1824 can be accepted on a file if the data reported is accurate. The Warning Code 1824 will remain on the Error Resolution Report: Error List if no changes are made since the date is different from the previously certified date.

**NOTE:** If submitting the Error Resolution Report by clicking the “I Am Done” button and there are any records remaining on the Error Resolution Report: Error List with Warning Code 1824, a warning alert pop-up window will be presented. See image below.

![Warning Alert: Review for Accuracy](image)

From within the pop-up window, you may select one of the following options:

- **Confirm and Submit** – If the user clicks ‘Confirm and Submit’ another pop-up window will be presented asking to confirm if updates to the enrollment submission have been completed. See image below.

Click ‘OK’ to complete the error report and return the file to the Clearinghouse. Clicking ‘OK’ is confirmation that no further review or correction is necessary, and the records will be processed as is. If you would like to go back to further review the records, click ‘Cancel.’

![Click OK to confirm that you have finished updating the submission.](image)
- **Cancel** – If the user clicks ‘Cancel’ or the ‘X’ in the top right corner of the window, the pop-up will close, and the user can click any of the remaining records to further review and make additional corrections if necessary.

- If the incoming Program Status Effective Date and Program Enrollment Status are incorrect, update the Program Enrollment Status and/or Program Status Effective Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same update to all of the records with Warning Code 1824 reverting the Program Enrollment Status to the previously reported Program Enrollment Status. See Appendix for [How to Perform a Mass Correction](#).

**NOTE:** If the incoming Program Enrollment Status is updated to the previously certified Program Enrollment Status, Warning Code 1824 will resolve from the Error Resolution Report: Error List.

**Prevention:** This warning is occurring because the Program Enrollment Status and/or Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Program Enrollment Status and Program Status Effective Date in your SIS are correct and match the data reported to the Clearinghouse on your last enrollment submission.

**Warning 1825: Incoming Program 5 Status changed, Program Status Effective Date unchanged**

![Error Resolution Instructions: Error Number 1825](image)
Why Warning Occurs: The Program Status Effective Date on the incoming enrollment submission is the same date as the Program Status Effective Date last reported for the same unique program, however, the Program Enrollment Status has changed and does not match the previously reported Program Enrollment Status. The Program Status Effective should be updated if a student has an increase or decrease in enrollment status.

Resolution: Please review the incoming Program Status Effective Date and Program Enrollment Status compared to the previously reported Program Enrollment Status.

On the Error Number 1825 page, the Program 5 Enrollment Status Effective Date column shows the Program Status Effective Date on the incoming enrollment submission. The Previously Certified Program 5 Status column shows the Program Enrollment Status last reported. The Program 5 Enrollment Status column shows the Program Enrollment Status on the incoming enrollment submission.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If the incoming Program Status Effective Date and Program Enrollment Status are correct, no action is required. Records with Warning Code 1825 can be accepted on a file if the data reported is accurate. The Warning Code 1825 will remain on the Error Resolution Report: Error List if no changes are made since the date is different from the previously certified date.

NOTE: If submitting the Error Resolution Report by clicking the “I Am Done” button and there are any records remaining on the Error Resolution Report: Error List with Warning Code 1825, a warning alert pop-up window will be presented. See image below.
From within the pop-up window, you may select one of the following options:

- **Confirm and Submit** – If the user clicks ‘Confirm and Submit’ another pop-up window will be presented asking to confirm if updates to the enrollment submission have been completed. See image below.

  Click ‘OK’ to complete the error report and return the file to the Clearinghouse. Clicking ‘OK’ is confirmation that no further review or correction is necessary, and the records will be processed as is. If you would like to go back to further review the records, click ‘Cancel.’

- **Cancel** – If the user clicks ‘Cancel’ or the ‘X’ in the top right corner of the window, the pop-up will close, and the user can click any of the remaining records to further review and make additional corrections if necessary.

- If the incoming Program Status Effective Date and Program Enrollment Status are incorrect, update the Program Enrollment Status and/or Program Status Effective Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same update to all of the records with Warning Code 1825 reverting the Program Enrollment Status to the previously reported Program Enrollment Status. See Appendix for [How to Perform a Mass Correction](#).

**NOTE:** If the incoming Program Enrollment Status is updated to the previously certified Program Enrollment Status, Warning Code 1825 will resolve from the Error Resolution Report: Error List.
**Prevention:** This warning is occurring because the Program Enrollment Status and/or Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Program Enrollment Status and Program Status Effective Date in your SIS are correct and match the data reported to the Clearinghouse on your last enrollment submission.

**Warning 1826: Incoming Program 6 Status changed, Program Status Effective Date unchanged**

**Why Warning Occurs:** The Program Status Effective Date on the incoming enrollment submission is the same date as the Program Status Effective Date last reported for the same program, however, the Program Enrollment Status has changed and does not match the previously reported Program Enrollment Status. The Program Status Effective should be updated if a student has an increase or decrease in enrollment status.

**Resolution:** Please review the incoming Program Status Effective Date and Program Enrollment Status compared to the previously reported Program Enrollment Status.

On the Error Number 1826 page, the Program 6 Enrollment Status Effective Date column shows the Program Status Effective Date on the incoming enrollment submission. The Previously Certified Program
6 Status column shows the Program Enrollment Status last reported. The Program 6 Enrollment Status column shows the Program Enrollment Status on the incoming enrollment submission.

To view a comparison between the incoming enrollment record versus the previously reported enrollment record, click on the “+” icon in the Details column next to the student SSN to expand the record. Then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

- If the incoming Program Status Effective Date and Program Enrollment Status are correct, no action is required. Records with Warning Code 1826 can be accepted on a file if the data reported is accurate. The Warning Code 1826 will remain on the Error Resolution Report: Error List if no changes are made since the date is different from the previously certified date.

**NOTE:** If submitting the Error Resolution Report by clicking the “I Am Done” button and there are any records remaining on the Error Resolution Report: Error List with Warning Code 1826, a warning alert pop-up window will be presented. See image below.

From within the pop-up window, you may select one of the following options:

- **Confirm and Submit** – If the user clicks ‘Confirm and Submit’ another pop-up window will be presented asking to confirm if updates to the enrollment submission have been completed. See image below.

Click ‘OK’ to complete the error report and return the file to the Clearinghouse. Clicking ‘OK’ is confirmation that no further review or correction is necessary, and the records will be processed as is. If you would like to go back to further review the records, click ‘Cancel.’
- **Cancel** – If the user clicks ‘Cancel’ or the ‘X’ in the top right corner of the window, the pop-up will close, and the user can click any of the remaining records to further review and make additional corrections if necessary.

- If the incoming Program Status Effective Date and Program Enrollment Status are incorrect, update the Program Enrollment Status and/or Program Status Effective Date. Records can be updated individually, or a mass correction can be performed to update all of the records. The mass correction option will apply the same update to all of the records with Warning Code 1826 reverting the Program Enrollment Status to the previously reported Program Enrollment Status. See Appendix for [How to Perform a Mass Correction](#).

**NOTE:** If the incoming Program Enrollment Status is updated to the previously certified Program Enrollment Status, Warning Code 1826 will resolve from the Error Resolution Report: Error List.

**Prevention:** This warning is occurring because the Program Enrollment Status and/or Program Status Effective Date may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Program Enrollment Status and Program Status Effective Date in your SIS are correct and match the data reported to the Clearinghouse on your last enrollment submission.
Additional Error or Warning Codes

The following error or warning codes are those that may occur on an enrollment submission but would not be presented on an Error Resolution Report. The error or warning code may be Clearinghouse internal errors or warnings for which a Data Operations analyst may contact the institution to obtain additional information, or it may be an error or warning that appears on the Reject Detail Report after the enrollment submission is processed.

Error 20: Term Begin Date after Term End Date

Why Warning Occurs: The Term Begin Date reported is after the Term End Date.

Resolution: The term dates will need to be confirmed and updated so that the Term Begin Date is prior to the Term End Date. Since this warning is not presented on the Error Resolution Report, the analyst assigned to the enrollment submission may contact your institution to obtain additional information.

Prevention: This warning is occurring because the term dates may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the term dates in your SIS are populated correctly.

Error 23: Invalid Non-Compulsory Term Status

Why Warning Occurs: A Less Than Half-Time or Withdrawn (non-deferrable) Status is being reported on an Early Registration file.

Resolution: Any records with a Less Than Half-Time or Withdrawn Status on an Early Registration File will be rejected from the enrollment submission before it is processed. Since these are non-deferrable statuses and Early Registration files are submitted before the add/drop period ends, the records are rejected from the file to not negatively impact the student for loan purposes.

Prevention: No action is needed to prevent Error Code 23. Less Than Half-Time and Withdrawn Statuses should continue to be reported on Early Registration files.

Warning 84: Invalid Directory Block Indicator Nulled

Why Warning Occurs: An invalid Directory Block Indicator (DBI) value was provided. When an invalid value is provided, the Directory Block Indicator field is nulled. The DBI field should contain a "Y" for each student who requested a block on his or her name and attendance dates and an "N" for each student who did not request the block. If the DBI is set to "Y" for yes, the Clearinghouse will block all outbound enrollment reporting on the student to all entities other than those in the student loan industry. The Clearinghouse uses the DBI to maintain FERPA compliance.

Resolution: The Directory Block Indicator will need to be confirmed and updated so that a valid value is listed. Since this warning is not presented on the Error Resolution Report, the analyst assigned to the enrollment submission may contact your institution to obtain additional information.
**Prevention:** This warning is occurring because the Directory Block Indicator may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the Directory Block Indicator is reported with a valid value of Y or N.

**Warning 86: Students appearing with same names, different SSNs**

**Why Warning Occurs:** There are multiple records with the same name on the incoming submission but different SSNs.

**Resolution:** The SSN and student will need to be confirmed to determine if the same student is being reported multiple times or if there are different students with the same name. Since this warning is not presented on the Error Resolution Report, the analyst assigned to the enrollment submission may contact your institution to obtain additional information.

**Prevention:** This warning is occurring because the SSN may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure each student has one SSN in your SIS, and it is the correct SSN belonging to the student.

Please note, this warning may not always require correction or preventative measures taken unless the warning is occurring erroneously. If there are multiple students with the same name, no action is needed to prevent Warning Code 86.

**Warning 87: Less than Half-Time Status for Non-Required Term**

**Why Warning Occurs:** A student was reported with a Less than Half-Time status for a non-compulsory/non-required term.

**Resolution:** No action is required. For informational purposes only.

**Prevention:** No action is needed to prevent Warning Code 87. Less than Half-Time statuses should continue to be reported on non-compulsory/non-required term files.

**Warning 211: Incoming Student without SSN, College Student ID previously used**

**Why Warning Occurs:** The incoming record has a College Student ID (CSID) that was previously used for a student with a different name and there is No SSN associated with the record. This warning commonly occurs when there is a name change or change in spelling for a student record with No SSN.

**Resolution:** Review the CSID, First Name, and Last Name on the incoming record in comparison to the previously reported record to confirm if the current data provided is correct.

**NOTE:** Resolution: A Warning 211 may be presented on an Error Resolution Report. If a Warning Code 211 generates on the Error Resolution Report, you may view a comparison between the incoming enrollment record versus the previously reported enrollment record by clicking the “+” icon in the Details column next to the student SSN to expand the record, then click the “View Previously Reported Student Data” hyperlink located under the Submit for Validation button. A Data Comparison box will pop up...
showing a comparison of the complete incoming enrollment record to the previously reported enrollment record.

Once reviewed, please contact the analyst assigned to the enrollment submission for assistance with resolving Warning 211. The analyst’s contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

Prevention: This warning is occurring because the same College Student ID number is reported for a student with No SSN associated with the record but the First and/or Last Name is different and may not have been extracted from your Student Information System (SIS) correctly.

If a No SSN student has a name change or change to the spelling of their name, please populate the Previous First Name and/or Previous Last Name field in your SIS so that it is included on the next enrollment submission. If the First and/or Last Name for a No SSN student was changed in error, please correct the student’s name in your SIS so that it is reported correctly on future enrollment submissions.

Error 216: Privacy Block Setting value is Invalid

Why Error Occurs: The Privacy Block Setting field is populated with an invalid value.

Resolution: At this time, the Privacy Block field cannot be generated on enrollment submissions, so if the error occurs, it is likely due to a spacing issue on the file. The analyst assigned to the enrollment submission may contact your institution to obtain additional information to resolve the spacing issue.

Prevention: No action is needed to prevent Error 216 at this time.

Warning 251: Non-Trivial Name Mismatch to Member Data

Why Warning Occurs: The SSN reported on the incoming record already exists in the Clearinghouse Members database with a different First Name/Last Name/DOB combination. Warning 251 occurs the first time the SSN is reported to the Clearinghouse and a conflict occurs.

Resolution: The analyst assigned to the enrollment submission will review and compare the incoming record to the existing record in the Clearinghouse Members database. If the incoming record does not appear to be a match to the record in the Members database, the record will be rejected from the enrollment submission. As SSNs are unique to each person, we cannot allow conflicting records into our database. If the incoming record matches the existing record in the Members database, it will be accepted.

Prevention: This warning is occurring because an incorrect SSN may have been reported. To prevent this warning in the future, please ensure the student’s SSN in your SIS is correct.

Warning 253: Name conflict with prior school for same SSN

Why Warning Occurs: The SSN reported already exists in the Clearinghouse enrollment database and appears to belong to a different student. Warning 253 occurs the first time the SSN is reported, and a conflict occurs.
Resolution: The analyst assigned to the enrollment submission will review and compare the incoming record to the existing record in the Clearinghouse enrollment database. If the incoming record does not appear to be a match to the existing record in the enrollment database, the incoming record will be rejected from the file. As SSNs are unique to each person, we cannot allow conflicting records into our database. If the incoming record matches the existing record in the Clearinghouse enrollment database, it will be accepted.

Prevention: This warning is occurring because an incorrect SSN may have been reported. To prevent this warning in the future, please verify that the SSN in your SIS is the correct SSN belonging to the student. Please see the Appendix for additional steps on How to Resolve Reject Detail Error 253 and 290.

Warning 254: Name mismatch to student data for previous SSN

Why Warning Occurs: The student’s SSN was changed and a name mismatch is occurring under the previous SSN.

Resolution: The analyst assigned to the enrollment submission will review and compare the previous SSN on the incoming record to the existing enrollment record in the Clearinghouse enrollment database. If the incoming previous SSN does not appear to be a match to the existing record, the previous SSN field will be nulled by the analyst on the file. As SSNs are unique to each person, we cannot allow conflicting records into our database.

Prevention: This warning is occurring because an incorrect SSN may have been reported in the past for the student. To prevent this warning in the future, please ensure the correct SSN belonging to the student is reported.

Warning 256: Previously Reported as Deceased

Why Warning Occurs: The student was previously reported with a Deceased (D) enrollment status but on the incoming enrollment submission is reported with a different enrollment status other than Deceased.

Resolution: Since this warning is not presented on the Error Resolution Report, the analyst assigned to the enrollment submission may contact your institution to confirm the student’s Enrollment Status. The analyst will assist with updating the record on the enrollment submission if necessary.

Prevention: This warning is occurring because the enrollment status may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure the correct enrollment status is in your SIS and reported on the enrollment submission.

Warning 259: Status Start Date present on first submission

Why Warning Occurs: The Status Start Date appears on the first enrollment submission for the term.

Resolution: No action is required. For informational purposes only.
Prevention: No action is needed to prevent Warning Code 259. Status Start Dates can be reported on the first enrollment submission for the term.

Warning 262: Same status, Status Start Date nulled

Warning Occurs: The Status Start Date is automatically nulled if the incoming Status Start Date is newer than the previously reported Status Start Date and the Enrollment Status has not changed.

Resolution: No action required. For informational purposes only. NOTE: If the previously reported Status Start Date was incorrect, you may submit an online update via the Student Look-Up tab on the Clearinghouse secure website to correct the Status Start Date.

Prevention: No action is needed to prevent Warning Code 262.

Warning 266: SSN fails validation

Why Warning Occurs: The Social Security Number provided is not valid according to the Social Security Administration.

Resolution: No action required. The SSN field on the record will be updated on the enrollment submission to NO SSN if a College Student ID is present, or rejected from the enrollment submission if no College Student ID is present.

Prevention: This warning is occurring because an invalid SSN was reported. To prevent this warning in the future, please ensure the correct valid SSN belonging to the student is reported.

Warning 267: Student record exists for Incoming SSN and Previous SSN

Why Warning Occurs: The student’s SSN was changed, and both the SSN and previous SSN reported on the incoming record have an existing record in the Clearinghouse enrollment database.

Resolution: The analyst assigned to the enrollment submission will review and compare the incoming SSN and previous SSN to the records existing in the Clearinghouse database. If the incoming previous SSN does not appear to be a match to the existing record, the previous SSN field will be nulled. If the incoming previous SSN is a match to the existing Clearinghouse record, it will be accepted.

Prevention: This warning is occurring because an incorrect SSN may have been reported in the past for the student. To prevent this warning in the future, please ensure the correct SSN belonging to the student is reported.

Warning 270: Incoming Graduated record for New Student to CH or School

Why Warning Occurs: The student is reported for the first time to the Clearinghouse and the Enrollment Status is Graduated.

Resolution: No action required. For informational purposes only.
**Prevention:** No action is needed to prevent Warning Code 270.

**Warning 271: AGD changed**

**Why Warning Occurs:** The Anticipated Graduation Date (AGD) on the record changed to a different date than the AGD previously reported.

**Resolution:** No action required. For informational purposes only.

**Prevention:** No action is needed to prevent Warning Code 271. A student’s Anticipated Graduation Date may change.

**Warning 273: SSN previously combined to another SSN**

**Why Warning Occurs:** The incoming SSN on the record was previously combined to another SSN.

**Resolution:** No action required. For informational purposes only.

**Prevention:** No action is needed to prevent Warning Code 273. If a student was previously reported under the wrong SSN, their record may be combined to the correct SSN.

**Warning 274: SSN Previously Removed**

**Why Warning Occurs:** The SSN on the incoming record has previously been removed from the Clearinghouse enrollment database.

**Resolution:** The analyst assigned to the enrollment submission will review and compare the incoming record to any existing enrollment records in the Clearinghouse enrollment database. If the incoming record does not appear to be a match to the existing records, the incoming record will be rejected from the file. As SSNs are unique to each person, we cannot allow conflicting records into our database. If the incoming SSN is a match to the existing Clearinghouse record, the record will be accepted.

**Prevention:** This warning is occurring because an incorrect SSN may have been reported. To prevent this warning in the future, please verify that the SSN in your SIS is the correct SSN belonging to the student.

**Warning 280: Same Status, Status Start Date change and Term Date Conflict**

**Why Warning Occurs:** The incoming Status Start Date and Term Dates are different than the Status Start Date and Term Dates last reported, but the Enrollment Status has not changed.

**Resolution:** No action required. For informational purposes only.

**Prevention:** No action is needed to prevent Warning Code 280. **NOTE:** If upon review it is determined the Status Start Date and Term Dates were changed erroneously, please correct in your Student
Information System (SIS) so that future enrollment submissions report the accurate Status Start Date and Term Dates.

**Warning 282: Deceased student enrolled at another institution**

**Why Warning Occurs:** The incoming Enrollment Status is Deceased, but another institution is reporting the same student as enrolled.

**Resolution:** Since this warning is not presented on the Error Resolution Report, the analyst assigned to the enrollment submission may contact your institution to confirm if the Enrollment Status of Deceased is correct. The analyst will assist with updating the record on the enrollment submission if necessary.

**Prevention:** No action is needed to prevent Warning Code 282.

**Warning 283: Record previously loaded via Ad-Hoc**

**Why Warning Occurs:** The incoming record was last updated via an online update.

**Resolution:** Since this warning is not presented on the Error Resolution Report, the analyst assigned to the enrollment submission may contact your institution to obtain additional information if the enrollment information last reported through the online update conflicts with the data on the incoming enrollment submission.

**Prevention:** This warning is occurring because the student’s enrollment information may not have been extracted from your Student Information System (SIS) correctly. To prevent this warning in the future, please ensure when a record is updated through an online update, the record is also corrected in your SIS to reflect the same enrollment information submitted on the online update.

**Warning 286: Name/SSN conflict between School and CH Member**

**Why Warning Occurs:** The SSN reported on the incoming record already exists in the Clearinghouse Members database with a different First Name/Last Name/DOB combination.

**Resolution:** The analyst assigned to the enrollment submission will review and compare the incoming record to the record in the Members database. If the incoming record does not appear to be a match to the record in the Members database, the record will be rejected from the enrollment submission. As SSNs are unique to each person, we cannot allow conflicting records into our database. If the incoming record matches the existing record in the Members database, it will be accepted.

**Prevention:** This warning is occurring because the student may have been reported with an incorrect SSN. To prevent this warning in the future, please ensure the student’s SSN in your SIS is correct.

**Warning 289: Name mismatch to member data, previously rejected**

**Why Warning Occurs:** The SSN reported on the incoming record already exists in the Clearinghouse Members database with a different First Name/Last Name/DOB combination. Warning Code 289 occurs when the record has been rejected more than once due to the conflict.
Resolution: The analyst assigned to the enrollment submission will review and compare the incoming record to the existing record in the Clearinghouse Members database. If the incoming record does not appear to be a match to the record in the Members database, the record will be rejected from the enrollment submission. As SSNs are unique to each person, we cannot allow conflicting records into our database. If the incoming record matches the existing record in the Members database, it will be accepted.

Prevention: This warning is occurring because the student may have been reported with an incorrect SSN. To prevent this warning in the future, please ensure the student’s SSN in your SIS is correct.

Warning 290: Name conflict with prior school, previously rejected

Why Warning Occurs: The SSN reported already exists in the Clearinghouse enrollment database and appears to belong to a different student. Warning 290 occurs when the record has been rejected more than once due to the conflict.

Resolution: The analyst assigned to the enrollment submission will review and compare the incoming record to the existing record in the Clearinghouse enrollment database. If the incoming record does not appear to be a match to the existing record in the enrollment database, the incoming record will be rejected from the file. As SSNs are unique to each person, we cannot allow conflicting records into our database. If the incoming record matches the existing record in the Clearinghouse enrollment database, it will be accepted.

Prevention: This warning is occurring because an incorrect SSN may have been reported. To prevent this warning in the future, please verify that the SSN in your SIS is the correct SSN belonging to the student. Please see the Appendix for additional steps on How to Resolve Reject Detail Error 253 and 290

1300 Series Warning Codes

The 1300 Series warning codes may appear on the Reject Detail Report under the Reject Detail (All Records) tab. The warnings are associated with the Expanded Data Element fields which are optional to report on enrollment submissions.

These warnings are related to the Clearinghouse research services. For institutions participating in the Clearinghouse StudentTracker service, 50% or more of the following expanded data elements must be successfully reported with valid values in the institution’s enrollment file submission to qualify for StudentTracker data discounts:

- CIP Code / Major (considered the same)
- Class
- College Student ID

For questions about free StudentTracker, please contact your institution’s Clearinghouse Client Success Manager or email studenttracker@studentclearinghouse.org.
The 1300 series warning codes are listed below. These warning codes are for informational purposes, however, if upon review it is determined any of the Expanded Data Element fields are blank or invalid on the enrollment submission in error, please correct in your Student Information System (SIS) to ensure the data is included and reported accurately on future submissions.

**Warning 1301:** Invalid CIP code

**Warning 1302:** Blank CIP Code

**Warning 1303:** Invalid 2nd CIP Code

**Warning 1304:** Blank 2nd CIP Code

**Warning 1305:** Invalid Major - Corrected

**Warning 1306:** Blank Major

**Warning 1307:** New Major

**Warning 1308:** Invalid 2nd Major - Corrected

**Warning 1309:** Blank 2nd Major

**Warning 1310:** New 2nd Major

**Warning 1311:** Invalid Class

**Warning 1312:** Blank Class

**Warning 1313:** Invalid 1st time, full time (FTFT)

**Warning 1314:** Blank 1st time, full time (FTFT)

**Warning 1315:** Invalid Degree Seeking Flag (DSF)

**Warning 1316:** Blank Degree Seeking Flag (DSF)

**Warning 1317:** Validation of FTFT degree seeking student

**Warning 1318:** Invalid High School Code (HSCODE)

**Warning 1319:** Blank High School Code (HSCODE)

**Warning 1320:** New High School Code

**Warning 1321:** Invalid Sex

**Warning 1322:** Blank Sex

**Warning 1323:** Invalid Race/Ethnicity

**Warning 1324:** Blank Race/Ethnicity

**Warning 1325:** Invalid College Student ID

**Warning 1326:** Blank College Student ID
Warning 1327: Invalid State Student ID
Warning 1328: Blank State Student ID
Warning 1329: Invalid EMAIL address
Warning 1330: Blank EMAIL address
Warning 1331: Invalid Good Student
Warning 1332: Blank Good Student
Warning 1333: Invalid Middle Name
Warning 1334: Blank Middle Name
Warning 1335: Duplicate College Student IDs
Warning 1346: Invalid Gender Identity
Warning 1347: No Gender Identity reported

Enrollment Reporting Best Practices

• Submit on time and in accordance with your institution’s submission schedule and file type.
• Identify and ensure students that should be reported are included on enrollment submissions with accurate Campus and Program enrollment.
• Keep your institution’s Clearinghouse contact list up to date so that appropriate personnel receive all notifications related to the enrollment submissions.
• Save and resolve the Error Resolution on the Web report promptly. Submitting student enrollment status and corrections on time are critical for enrollment reporting compliance.
• Report graduates at Campus and Program level (as appropriate) as soon as degree audits are completed. Continue to report graduates until all have been awarded.
• Update your Student Information System (SIS) with any changes made to the Error Resolution Report to avoid reoccurring errors and warnings on future enrollment submissions.
• Email SchoolOps@studentclearinghouse.org or call 1.703.742.4880 with any questions related to Enrollment Reporting.
• Email auditresource@studentclearinghouse.org for audit or compliance-related questions.

Clearinghouse Contact List – Roles to Know

• Submission Data — Main contact for all enrollment reporting questions. This individual ensures the enrollment submissions are transmitted on time according to the institution’s submission
schedule and resolves discrepancies in the file including error resolution report correction. This role can only be assigned to one user.

- **Submission Data Alternate** — Backup contact for enrollment reporting related questions. This individual may be contacted to resolve data discrepancies if the Submission Data contact is unavailable. This role can be assigned to more than one user.

- **Reports** — Individuals with this role will receive email notifications related to the processing results of the enrollment submission such as when errors are corrected and returned to the Clearinghouse or when the file is processed and loaded into the Clearinghouse database.

- **Online Update** — Individuals with this role can view student enrollment and submit enrollment online updates via the Clearinghouse secure website. This role requires access to the Clearinghouse secure website and a Web User ID.

- **User Administrator** - This individual can designate, manage, and remove user access to the organization users secure Clearinghouse accounts and update contact information for non-web users. By submitting requests, the User Administrator authorizes the Clearinghouse to process them. This role can be assigned to more than one user, and this is the recommendation in case of absence. This role requires a Web User ID.

Please see the [User Administration Guide](#) for instructions about how to maintain your school user list.

**How often is enrollment reported to the Clearinghouse?**

Each institution that participates with the Clearinghouse has a unique enrollment reporting schedule, tailored to its academic calendar. The Clearinghouse recommends reporting at least every 30-45 days and submitting First-of-Term enrollment files within about three weeks of your institution’s term start date as soon as the add/drop period has ended. This timeframe helps ensure your institution’s compliance with federal requirements.

**What is an NSLDS Enrollment Reporting Roster (SSCR)?**

An NSLDS Enrollment Reporting Roster, also known as the Student Status Confirmation Report (SSCR), is a roster of students who have Title IV loans or federal grants. The SSCR process is to provide NSLDS with current enrollment certified for each requested student on the roster. As your institution’s third-party servicer, the Clearinghouse receives and responds to the SSCR.

**How often does the Clearinghouse respond to Student Status Confirmation Reports (SSCRs)?**

The Clearinghouse has an SSCR has an SSCR schedule in place that is typically monthly at the beginning of each month and responds to the SSCR sent from NSLDS to the Clearinghouse. In place that is typically monthly, at the beginning of each month, and responds to the SSCR sent from NSLDS to Clearinghouse.
The Clearinghouse responds to the SSCR roster within 15 days of receipt, per guidance from Dear Colleague Letter 14-07.

Which student populations should be reported?
All students who are or were enrolled in the current term, including those who are:

- In continuing education
- Taking no classes, but preparing a thesis or dissertation
- Studying at another school under a consortium arrangement, but for whom you are the home school.
  You should include all of the student’s credit hours in your status calculation, including courses at the away school
- Studying abroad under a school-sponsored program
- Enrolled, but not pursuing a degree or certificate
- Attending any other special program that qualifies as enrolled for purposes of the Federal Family Education Loan Program (FFEL) and Direct Loan Program
- Students for whom you do not have a valid Social Security number on record
- Foreign students to whom you have assigned alternate numeric identifiers
- High school students who are receiving Title IV Aid

Do NOT include:

- Medical students who are in internship or fellowship programs
- Consortium students for whom you are not the home or degree granting institution (these students are frequently noted in the Student Information System as “visiting students”)

How to Provide Anticipated Graduation Dates

Accurate reporting of the Anticipated Graduation Date (AGD) enables loan servicers to correctly communicate changing obligations to borrowers as they approach repayment and helps prevent student loans from being converted to repayment either too early or too late.

An Anticipated Graduation Date (AGD) is your best estimate of when a student is expected to complete his or her current program of study. If you maintain AGDs in your Student Information System, report this date.

If you do not maintain AGDs, you should use a simple algorithm to calculate and report them. For example, if undergraduates typically graduate from your school in five years, the best algorithm for you could be:

- If a first-year student, AGD = end of current academic year + four years
- If a second-year student, AGD = end of current academic year + three years
- If a third-year student, AGD = end of current academic year + 2 years
- If a fourth-year student, AGD = end of current academic year + 1 year
- Else, AGD = end of current academic year.
AGDs must be provided for students with F, Q, H, L or A statuses. Do not provide AGDs for students with W, G or D statuses.

Review AGDs at least once every term to ensure the dates for all enrolled students (those with F, Q, H, L, and A statuses) are calculated and reported accurately.

**How to Report Enrollment for Summer & Other Non-Compulsory Terms**

According to the National Student Loan Data System (NSLDS), active students with at least Less Than Half-Time status for required terms who are not withdrawn are considered continuously enrolled during non-required academic terms. For this reason, the NSLDS has provided specific criteria for non-required term enrollment reporting. See the [NSLDS Enrollment Reporting Guide at fsapartners.ed.gov](http://fsapartners.ed.gov).

The National Student Clearinghouse recommends your school have a policy for reporting non-compulsory (non-required) terms to us that addresses these key points:

- NSLDS expects schools to report enrollment files for non-compulsory academic terms (e.g., Summer) just as they do for regular terms occurring during the academic calendar.

- NSLDS expects schools to certify a campus-level Withdrawn (W) status for any student who is not expected to return for the next required academic term and is therefore considered officially withdrawn.

- Typically, a student is not Withdrawn (W) during a non-compulsory term if the student is expected to return for the next scheduled required term.

- Typically, if your financial aid administration completes a return to Title IV that is effective during the non-compulsory term, you should report the student’s Withdrawn (W) status along with the accurate effective date to the Clearinghouse.

- If a federal aid student is reported to the Clearinghouse as Withdrawn (W), the Clearinghouse will make the status available to loan servicers and certify it to NSLDS, which will place the student in repayment.

To ensure you are reporting non-required term enrollment correctly, see the article [Enrollment Reporting for Summer & Other Non-Required Terms](http://fsapartners.ed.gov) and follow the recommendations under the *School Action to Report* column in the table.

**After the Enrollment File is Processed**

After an enrollment submission is processed, the data is loaded into the Clearinghouse enrollment database. The data then becomes available to be sent to NSLDS for compliance reporting; to lenders, servicers, and guarantors; on the Clearinghouse website via the Student Look-Up tab; and for use with other Clearinghouse services.

An email notification is sent to the Submission Data and Submission Data Alternate contacts at the institution informing the file was processed and providing step by step instructions for how to review
the Reject Detail Report. If any enrollment records were rejected from the enrollment submission, a Reject Detail Report will generate and will need to be reviewed. Further action may be required for the rejected records in a Reject Detail report.

What is the Reject Detail Report

The Reject Detail Report is a list of students that were rejected from the enrollment submission during the file review process. These records cannot be accepted into the Clearinghouse database due to an error or discrepancy within the records.

Records on the Reject Detail Report should be reviewed and corrected, if necessary, as soon as possible after the enrollment submission is processed. We recommend working on the most recently generated Reject Detail Report. Previously rejected records may have since been resolved and making additional updates or changes may not be necessary.

When a record is rejected, it may need to be corrected in your Student Information System (SIS) and manually updated in the Clearinghouse database to reflect the correct data. There may also be instances where the error will self-resolve when the next enrollment file is submitted.

Parts of the Reject Detail Report

To access the Reject Detail Report, go to www.studentclearinghouse.org and click on User Login found at the top right of the page. Enter your Username and Password to access the Clearinghouse secure website.

Go to the Student Reporting tab and click on the Data Reporting Dashboard link.
On the Data Reporting Dashboard, in the Needs Immediate Attention box, click on the Enrollment Reporting (Reject Detail) tile. **NOTE:** If an enrollment submission is processed and there were no records rejected from the file, the Reject Detail tile will not appear in the Needs Immediate Attention box.

After clicking on the Reject Detail tile on the Data Reporting Dashboard, the Reject Detail (School Review) tab will display on the School Transmission Detail screen. The details displayed will be for the most recently processed enrollment submission.

<table>
<thead>
<tr>
<th>SSN</th>
<th>College Student Id</th>
<th>First Name</th>
<th>Last Name</th>
<th>Error ID</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>220</td>
<td></td>
<td></td>
<td></td>
<td>220</td>
<td>Name conflict with prior school, prev. rejected</td>
<td>Full Time</td>
</tr>
<tr>
<td>220</td>
<td></td>
<td></td>
<td></td>
<td>220</td>
<td>Name conflict with prior school, prev. rejected</td>
<td>Full Time</td>
</tr>
<tr>
<td>253</td>
<td></td>
<td></td>
<td></td>
<td>253</td>
<td>Name conflict with prior school for same SSN</td>
<td>Full Time</td>
</tr>
</tbody>
</table>

**Reject Detail (School Review) tab**

- **Export Results:** Click on the Export Results link to save the full list of records on the Reject Detail (School Review) tab. We recommend exporting the list of records to use as reference when conducting research, making updates in your SIS, or performing corrections on the Clearinghouse secure website under the Student Look-Up tab.
- **SSN, College Student ID, First Name, Last Name:** These columns will display the SSN, CSID, First Name and Last Name that were submitted on the enrollment file for the student.
- **Error ID:** Displays the Error or Warning Code number the student record was flagged with on the enrollment submission that resulted in the rejection of the record from the file.
- **Description:** Displays the description of the Error or Warning Code the record was flagged with on the enrollment submission.

- **Status:** Displays the Enrollment Status that was submitted on the enrollment file for the student.

The two most common warning codes that may appear on the Reject Detail Report under the Reject Detail (School Review) tab are Warning Code 253 and 290. These warnings occur as a result of a name and SSN conflict between the data that was submitted on the enrollment submission versus the data already existing in the Clearinghouse enrollment database. As SSNs are unique to each person, we cannot allow conflicting records into our database.

**NOTE:** Student updates to resolve Reject Detail Report errors cannot be submitted directly through this report. If upon review it is determined an update needs to be made to the student’s record, the online update must be submitted via the Student Look-Up tab. Please refer to the [Additional Error or Warning Codes](#) section in this guide for explanation of the Reject Detail errors and how to resolve them.

**Reject Detail (All Records) tab**

The other Reject Detail tab on the School Transmission Detail screen is the Reject Detail (All Records). This tab will display the same error that resulted in the rejection of the record from the enrollment submission as the error displayed under the Reject Detail (School Review) tab along with all other warning codes that were present on the student’s record.

The other warnings are typically for informational purposes only and not related to the primary reason the record was rejected. It is recommended to view the Reject Detail (School Review) tab to easily identify the error that requires review and correction.

However, there may also be warnings on this tab due to certain SSN or College Student ID errors that may not display on the Reject Detail (School Review) tab. These common error codes are Warning Codes 30, 211, and 212. It is recommended to review this tab for these error numbers and make updates to the records if necessary.
The Detail tab on the School Transmission Detail screen provides information about the enrollment submission that was processed.

- **School Code**: The 6-digit school code and 2-digit branch code
- **School Name**: Name of the institution
- **Term**: Academic Term Name reported by the institution on the enrollment file
Cert Date: Certification Date of the enrollment file
Term Begin/Term End: Term Begin Date and Term End Date reported on the enrollment file
Date Rcvd: Date the enrollment file was received by the Clearinghouse
Merge Date: Date the enrollment file was processed
Subm Type: Enrollment file type – First of Term, Subsequent of Term, Graduates Only, etc.
Analyst: Data Operations analyst that processed the enrollment file
Total Orig Records: Total number of records originally submitted on the enrollment file
Less Records Rejected: Total number of records rejected from the enrollment file
Total Merged Records: Total number of enrollment records processed from the enrollment file
Plus CH Calculated Withdrawals: Total number of Clearinghouse calculated withdrawal records
Plus Enrollment Corrections Generated: Total number of additional records generated on the enrollment file through corrections
Status Column: Displays Enrollment Status codes such as F – Full-Time, Q - Three-Quarter Time, H - Half-Time, etc.
Original versus Merged Columns: In the Original column next to each Enrollment Status it displays how many records were originally transmitted on the file with that status. The Merged column displays how many records were processed on the file with the status.

After all necessary updates are submitted for students to resolve errors from the Reject Detail report, the Reject Detail tile will continue to appear in the Needs Immediate Attention box on the Data Reporting Dashboard until the next enrollment submission is processed.

Once the Reject Detail Report is reviewed and all necessary updates have been submitted, the tile can be hidden. To hide the tile, check the box in the upper left corner of the tile and click “Hide” in the upper right corner of the Needs Immediate Attention box. To unhide the tile so that it appears again, click “Unhide.”
BANNER OR EDI Format Schools – EDI Rejected Record List

For institutions whose Student Information System uses EDI mapping software, it is important that all required fields are met within the mapping of the student’s record. This is most commonly Banner but also some iterations of Jenzabar. Each student has an EDI map for their enrollment record and it must meet certain requirements in order for the record to be accepted on the enrollment submission.

The Clearinghouse uses translator software to convert EDI files into the Clearinghouse format in order to run them through our validation processes. Records that cannot be read during translation due to missing or invalid data are automatically removed from the enrollment file by that software.

The EDI rejected records do not appear on the Error Resolution Report or on the Reject Detail Report after the enrollment submission is processed. These EDI rejected records are provided to the institution for review through the secure FTP account. The EDI reject list is placed in the institution’s FTP account after the enrollment submission is uploaded to the Clearinghouse. Individuals listed on the FTP email notification list will be notified via email when there is an EDI reject list to review. Any individual that has the secure FTP account Username and Password can access this list.

If upon review of the EDI rejected records it is determined the student should be included in the enrollment submissions, please update the EDI record within your Student Information System to ensure the student does not continue to be removed from future enrollment submissions. Until the EDI record is corrected in your SIS, an online update may be submitted via the Student Look-Up tab to update the student record in the Clearinghouse.

If assistance is needed to determine what caused the EDI reject, please contact the analyst assigned to the enrollment submission or email SchoolOps@studentclearinghouse.org.

Appendix

National Student Clearinghouse

Founded in 1993 by the higher education community, the National Student Clearinghouse® relieves the administrative burdens and costs related to student data reporting and exchange. We are a nonprofit and nongovernmental organization and the leading provider of educational reporting, data exchange, verification, and research services.

The National Student Clearinghouse’s Enrollment & Compliance Reporting Service is designed to support your institution in reporting student enrollment data to the Department of Education’s National Student Loan Data System (NSLDS), as well as the Clearinghouse’s participating student loan lenders, servicers, and guarantors. The data you provide for this service also drives other Clearinghouse services your institution may participate in such as DegreeVerify, EnrollmentVerify, StudentTracker, the Postsecondary Data Partnership, MyHub, and more.
NSLDS
The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for federal student aid disbursed under Title IV of the Higher Education Act of 1965 (HEA), as amended. Among other things, NSLDS monitors the programs of attendance and the enrollment status of Title IV aid recipients. Accurate and timely Enrollment Reporting to NSLDS is essential to the Department of Education's successful delivery of Title IV aid.

Unique Program
NSLDS Enrollment Reporting Guide at fsapartners.ed.gov, Section 4.2.1 Unique Program

“For purposes of enrollment reporting, a unique program is defined as a combination of the school's eight-digit OPEID number, the CIP code, the CIP Year, the Credential Level, and the Published Program Length (as reported in or converted to years using the combination of the Published Program Length, Published Program Length Measurement, and Weeks in Title IV Academic Year). These fields are commonly referred to as Program Identifiers.

In cases where a student has declared both a major field of study and a minor field of study, only the CIP code associated with the major field of study should be reported. Whenever a student changes majors, the school should report the student as withdrawn from the previous program and enrolled in the new program on the next enrollment submission.

Additionally, if the student is enrolled in the same unique program multiple times, Schools should only report one version of the program with the earliest Program Begin Date.”

The Clearinghouse's definition for a unique program is consistent with the NSLDS Enrollment Reporting Guide. On the enrollment submissions to the Clearinghouse, errors or warnings are flagged when there are variances between the student's incoming program data and existing program data that has already been submitted and loaded into the Clearinghouse database. If the value in any of the data fields below changes, a new unique program is created.

- Program CIP Code
- Program Credential Level
- Program Published Length
- Program Published Length Measurement
- Program Weeks in Title IV Academic Year (not required if Program Length Measurement is in Years)

Leave of Absence
A student who is enrolled in an eligible postsecondary institution and has met the requirements for an approved student loan leave of absence and, therefore, is not required to attend classes for a specified period of time. For purposes of Title IV, HEA program loan borrower, an institution does not have to treat a leave of absence as a withdrawal if it is an approved leave of absence.
An approved student loan leave of absence must not exceed 180 days in any 12-month period. The number of days on a leave of absence is counted beginning with the first day of the student’s initial leave of absence in a 12-month period. If a student does not resume attendance at the institution at or before the end of a leave of absence, the institution must treat the student as a withdrawal.

**Federal Student Aid Handbook, VOLUME 5 - Withdrawals and the Return of Title IV Funds**

**Maximum time frame for an LOA**

“As already noted, the LOA must not exceed a total of 180 days in any 12-month period. Schools may grant a student multiple leaves of absence as long as the total number of days for all does not exceed 180 days within a 12-month period, which begins on the first day of the student’s initial LOA.

Also, when determining the length of a student’s LOA, the school must ensure that it accounts for all periods of nonattendance, including weekends and scheduled breaks. So, a school might have to reduce the length of the LOA if the 180th day is scheduled to fall on a day the school would be closed.”

**When a student fails to return from a leave of absence**

“At an institution not required to take attendance, if a student does not return to the school at the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date is the date the student began the LOA. At an institution required to take attendance, the withdrawal date for the same student would always be the student’s last day of attendance.”

**Definition for Privacy Block Setting**

00 - Student has no Privacy Block Setting. This is utilized when the school has programmed for the Privacy Block Setting values and/or changes from a higher value to no block.

01 - Student detail blocked for any non-consented Personally Identifiable Information (PII) research purpose. Student data can be used in de-identified and aggregate reports as well as research reports with student consent.

02 - Student blocked from use in non-consented verifications.

03 - Student detail blocked for any non-consented Personally Identifiable Information (PII) research purpose and blocked from use in non-consented verifications.

Student data can be used in de-identified and aggregate reports as well as research with student consent and verifications with student consent.
Expanded Student Record on Error Resolution Report

On the Error Resolution Report, a student's complete enrollment record can be viewed by expanding the record. To expand the record, click the “+” icon next to the student SSN in the Details column.

Below are the different sections of a student enrollment record that may be viewed in the Error Resolution Report, along with the fields in each section and their definitions. Each individual section can be expanded by clicking the “+” icon next to the title of each section.

**Student Personal Information**

**Student SSN** – Student Social Security Number. Numbers only, no hyphens. If a student does not have an SSN to report, this field should be populated with NO SSN.

**College Student ID** – Student's College Student Identification Number. The CSID field should not include any special characters such as @, #, etc. For students with No SSN, a CSID must be reported in order for the record to be accepted by the Clearinghouse.

**First Name** – Student's First Name

**Middle Initial** – Student's Middle Initial

**Last Name** – Student's Last Name

**Name Suffix** – Example: JR, SR, III, etc.

**Date of Birth** – Date the student was born
**Previous SSN** – Previous Social Security Number. This field may be populated if the student SSN was changed by entering the previously reported SSN.

**Middle Name** - Student's Middle Name

**Previous First Name** – Student’s previous First Name. This field may be populated if the student’s First Name was changed entering the previously reported First Name.

**Previous Last Name** – Student’s previous Last Name. This field may be populated if the student’s Last Name was changed entering the previously reported Last Name.

**Lived First Name** - Student's personal and/or preferred professional First Name used instead of legal name. Current or previous legal names should not be reported in this field.

**Lived Middle Name** - Student's personal and/or preferred professional Middle Name used instead of legal name. Current or previous legal names should not be reported in this field.

**Lived Last Name** - Student's personal and/or preferred professional Last Name used instead of legal name. Current or previous legal names should not be reported in this field.

---

**Permanent Address Information**

<table>
<thead>
<tr>
<th>Street Line 1</th>
<th>2300 DULLES STATION B</th>
<th>State</th>
<th>VA - Virginia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Line 2</td>
<td>APT 2</td>
<td>Zip</td>
<td>12345</td>
</tr>
<tr>
<td>City</td>
<td>HERNDON</td>
<td>Country</td>
<td>United States</td>
</tr>
</tbody>
</table>

**Street Line 1** – Student's Permanent Street Address. If address is Unknown, populate with UK.

**Street Line 2** – Continuation of address such as apartment number. Example: Apt 123

**City** – Permanent City of student’s residence. If address is Unknown, populate with UK.

**State** – Permanent State. Enter FO if Foreign Country. If address is Unknown, populate with UK.

**Zip** – Permanent Zip Code.

**Country** – Country of residence. If the State is domestic or UK (Unknown) and Country field is blank, US will automatically be populated.

---

**Telephone Information**
### Telephone Information:

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Cell</th>
<th>Preferred Phone Flag</th>
<th>Y - Yes</th>
<th>Phone Number</th>
<th>000-000-0000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phone Type</strong></td>
<td>Type of phone number reported.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C - Cell</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H - Home</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>O - Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W - Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Preferred Phone Flag</strong></td>
<td>Flag to indicate if this is the student’s preferred phone number.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y – Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N - No</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td>Student’s phone number.</td>
<td></td>
<td></td>
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</tbody>
</table>

### Campus-Level Enrollment Information

<table>
<thead>
<tr>
<th>Campus-Level Information:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Status</td>
<td>H - Half-time</td>
</tr>
<tr>
<td>Term Begin Date (mm/dd/yyyy)</td>
<td>05/22/2023</td>
</tr>
<tr>
<td>Anticipated Graduation Date (mm/dd/yyyy)</td>
<td>08/02/2027</td>
</tr>
<tr>
<td>Term End Date (mm/dd/yyyy)</td>
<td>08/02/2023</td>
</tr>
<tr>
<td>Directory Block Indicator</td>
<td>N - No</td>
</tr>
<tr>
<td>Privacy Block Setting</td>
<td>-- select --</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Code for student’s enrollment status. For status code definitions, see Exhibit III - Data Element &amp; Status Code Definitions in the <a href="#">Clearinghouse Enrollment Reporting Programming &amp; Testing Guide</a>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>F = Full-Time</td>
<td>Q = Three-Quarter Time</td>
</tr>
<tr>
<td>H = Half-Time</td>
<td>L = Less than Half-Time</td>
</tr>
<tr>
<td>A = Leave of Absence</td>
<td>W = Withdrawn</td>
</tr>
<tr>
<td>G = Graduated</td>
<td>D = Deceased</td>
</tr>
</tbody>
</table>
**Term Begin Date** – Start date of the current academic term (First day of classes)

**Term End Date** – End date of current academic term (Last day of exams)

**Status Start Date** – Date the student’s enrollment status took effect. For further information about Status Start Date reporting, see Exhibit III – Definitions for Current Status Start Date in the Clearinghouse Enrollment Reporting Programming & Testing Guide.

**Anticipated Graduation Date** – Date the student is scheduled or expected to graduate. Required only for enrollment status of F, Q, H, L, or A.

**Directory Block Indicator** – Used to inform the Clearinghouse when a student has exercised their right under FERPA to block the release of their name and/or attendance dates to third parties. The DBI is a block applied to the student’s history at an institution. Further information about the DBI can be found in the Clearinghouse Enrollment Reporting Programming & Testing Guide.

- Y – Student requested a block on the release of his/her name and/or attendance dates
- N – Student did not request a block

**Privacy Block Setting** – Reportable value that can be used to communicate to the Clearinghouse that a student’s enrollment and/or degree record is restricted from certain uses by the Clearinghouse due to the requirements of a state or federal data privacy law (even in some cases, the law of a foreign jurisdiction). The PBS is a block applied to an individual record reported by an institution. Further information about the PBS can be found in this article on the Compliance Central Knowledge Base.

- 00 – No block, value has been submitted
- 01 – Block from research
- 02 – Block from verifications
- 03 – Block from research and verifications

**Optional Information – Expanded Data Elements**

The data fields in the Optional Information section are optional to report on enrollment submissions. The Clearinghouse strongly encourages institutions to populate for all students to improve the various accountability and analytic services it provides to institutions.
NCES CIP Code for Major 1 – National Center for Education Statistics Classification of Instructional Programs (NCES CIP) code associated with the major course of study. **NOTE:** When the code is entered in this field, do not include the period.

NCES CIP Code for Major 2 - National Center for Education Statistics Classification of Instructional Programs (NCES CIP) code associated with the second major course of study. **NOTE:** When the code is entered in this field, do not include the period.

Major Course of Study 1 – Official name of the major course of study associated with the student's degree. Example: History. If the institution does not have majors, enter “NOT APPLICABLE” to indicate that the absence of a value is not an error.

Major Course of Study 2 – Official name of the major course of study associated with the student's degree. Example: Political Science. If institution does not have majors and Major Course of Study 1 field is “NOT APPLICABLE”, leave this field blank.

Class – Student Level Class or Credential as defined by the institution. For students pursuing degrees from a combination of programs that cross class/credential-level categories, report the level of the primary program. For definitions of the Student Level Class or Credential values, see Exhibit III - Definition for Expanded Data Elements Class/Credential – Student Level in the Clearinghouse Enrollment Reporting Programming & Testing Guide.

Class (For bachelor's degree programs only)

- F - Freshman
- S – Sophomore
- J - Junior
- R - Senior

**Credential**
- C – Certificate (Undergraduate)
- A – Associate’s
- B – Bachelor’s
- N – Unspecified (Undergraduate)
- T – Post Baccalaureate Certificate
- M – Master’s
- D – Doctoral
- P – Post Doctorate
- L – Professional
- G – Unspecified (Graduate/Professional)

**First Time Full Time** – First-Time, Full Time degree/certificate seeking undergraduate flag. Annually, your institution is required to report a “First-Time, Full-Time” cohort to the Department of Education via IPEDS. The methodology used to create the cohort you reported to IPEDS should be used to determine the “First-Time, Full-Time” status for this flag.
- Y – First-time undergraduate student enrolled full-time who is seeking a degree/certificate
- N – Student attended Full-Time before is enrolled only parttime, or is not seeking a degree/certificate

**Degree Seeking** – Flag to indicate if the student is pursuing a degree at the institution.
- Y - Student is seeking a degree
- N - Student is not seeking a degree

**High School Code** - The code for the most recent high school attended by the student using the College Entrance Exam Board/ACT (CEEB/ACT) code structure. CEEB/ACT Code: 000001 through 999999. Enter 960000 for GED recipients and 969999 for home-schooled students.

**Gender Identity** – Student’s perceived gender.
- M - Male
- F - Female
- TM – Transgender Male
- TF – Transgender Female
- NB – Non-binary
- AG – Agender
- GQ – Genderqueer
- NA – Does not apply
**Sex for Reporting (previously Gender)** – Sex that a student is declared to be according to government records.

- M – Male
- F – Female
- U – Unknown

**Race/Ethnicity** – Race or Ethnicity provided by the student. For definitions of the Race/Ethnicity values, see Exhibit III – Definitions for Race/Ethnicity in the [Clearinghouse Enrollment Reporting Programming & Testing Guide](#).

- A – Nonresident Alien
- AN - Asian
- B – Black, Non-Hispanic
- IA – American Indian/Alaskan Native
- H - Hispanic
- HP – Native Hawaiian or Other Pacific Islander
- W – White, Non-Hispanic
- TM – Two or More Race/Ethnicity Categories
- U – Race or Ethnicity Unknown

**State Student ID** – State-supplied student ID number.

**Email** – Student’s email address.

**Good Student** – Good Student Discount eligibility flag.

- Y - Eligible
- N – Not Eligible

**Veteran Status** – A veteran is any person who served honorably on active duty in the US Armed Forces.

- V – Veteran receiving benefits
- N – Veteran does not receive benefits
- D – Dependent receiving benefits

**Pell Recipient** – Flag to indicate if the student is receiving Pell funds for the current term.

- Y - Yes
- N - No

**Remedial Course** – Flag to indicate if the student enrolled in at least one remedial course for the current term.

- Y - Yes
- N - No
Citizenship – Flag to indicate if the student is a US Citizen.

- Y - Yes
- N - No

Move To OPEID - Eight-digit school code for location to which student enrollment is being moved.

Program-Level Enrollment Information

Program Indicator

Y - Yes

Program CIP

190709

Program CIP Year (yyyy)

2020

Program 1 Credential Level

02 - Associate's Degree

Program 1 Published Length

002000

Program 1 Published Length Measurement

Y - Year

Program 1 Begin Date (mm/dd/yyyy)

05/22/2023

Program 1 Special Indicator

N - Not applicable

Program 1 Enrollment Status

H - Half-time

Program 1 Enrollment Status Effective Date (mm/dd/yyyy)

05/22/2023

Moved

- select --

Program Indicator – Flag to indicate if the student is enrolled in at least one program. If this field is populated with a Y, it is required to report enrollment information for at least one program.

Program CIP – The six-digit Classification of Instructional Program (CIP) code identifying a program’s academic content. Do not enter decimal points in the CIP Code field (“.”) If a program CIP is reported, all additional information for that program is required to be reported. You may refer to the NCES CIP Website to look up CIP Codes and their description.

Program CIP Year – The year in which the CIP codes used by NSLDS were published. The CIP year for the CIP codes currently used is 2020.

Program Credential Level – The credential level of the program as defined by the institution. For definitions of the Program Credential Level values, see Exhibit III - Definition for Program Credential Level in the Clearinghouse Enrollment Reporting Programming & Testing Guide.

- 01 – Undergraduate Certificate or Diploma Program
- 02 – Associate Degree
- 03 – Bachelor’s Degree
- 04 – Post Baccalaureate Certificate
• 05 – Master’s Degree
• 06 – Doctoral Degree
• 07 – First Professional Degree
• 08 – Graduate/Professional Certificate
• 99 – Non-Credential Program (Preparatory Coursework/Teacher Certification)

**Program Published Length** - The length of the instructional program as published by the institution. Format of the value entered in this field is six digits with an implied decimal point between the third and fourth number. Example: 4-year program – 004000 to indicate “4”. For the NSLDS guidance and requirements for Program Length reporting, see the [NSLDS Enrollment Reporting Guide at fsapartners.ed.gov](https://fsapartners.ed.gov).

**Program Published Length Measurement** – The unit of measurement for the length of the instructional program published by the institution.

- W – Weeks
- M – Months
- Y – Years

**Program Weeks Title IV Academic Year** - The total number of weeks of instruction in the program’s academic year. Only report when Program Published Length Measurement is W - Weeks or M – Months. Per NSLDS guidelines, the number of Weeks in Academic Year should be no less than 26 (026000) and no more than 52 (052000).

**Program Begin Date** – The date on which the student first began attending the program. This is not the registration date. Typically, this would be the first day of the term in which the student began enrollment in the program.

**NOTE:** The Program Begin Date is a static date for the unique program that does not change, even if the student withdraws and re-enrolls in the same program. The only scenario the Program Begin Date should change for a unique program is if a correction is being reflected for the program's Program Begin Date.

**Program Special Indicator** - Flag to indicate programs that have special treatment. Programs that are not considered to be special programs should be reported with a Program Special Indicator of N – Not Applicable. For the NSLDS guidance and requirements for Special Program Indicator reporting, see the [NSLDS Enrollment Reporting Guide at fsapartners.ed.gov](https://fsapartners.ed.gov).

- A – Special Admission Associate Degree Program
- B – Bachelor’s Degree Completion Program
- N – Not Applicable
- P – Preparatory Coursework Graduate Professional Program
- T – Non-Credential Teacher Certification Program
- U – Preparatory Coursework Undergraduate Program

**Program Enrollment Status** - Code for the student's enrollment status in the program.
• F = Full-Time
• Q = Three-Quarter Time
• H = Half-Time
• L = Less than Half-Time
• A = Leave of Absence
• W = Withdrawn
• G = Graduated
• D = Deceased
• X = Never Attended
• M = Moved

**Program Enrollment Status Effective Date** – The date of when the current incoming Program Enrollment Status took effect.

**NOTE:** If a student has remained continuously enrolled in the same unique program with the same Enrollment Status, the Program Status Effective Date should not change on each submission, each term, etc. In the event a student's status does change while continuously enrolled in the same program, please provide the date of that change in this field and continue to report this same date until the next change in status occurs.

**Moved** – When a program is moved or linked to another program, this field will populate with the program that the program was moved/linked to.

**Sample Enrollment Record with Spacing Issue**
The screenshot below is an example of what an enrollment record on the Error Resolution Report may look like if there is a spacing issue. Typically, when a spacing issue occurs the data is pushed forward from where the spacing issue originated, resulting in the data populating in other data fields incorrectly or fields appearing blank when they should not be. Some common causes of spacing issues are:

• Exceeding character length limit in any data field
• Extra trailing spaces in a field resulting in exceeding character length limit
• International addresses exceeding character length limit, sometimes due to special characters within the address such as apostrophe marks (‘)

If a spacing issue is identified when reviewing records on the Error Resolution Report, please contact the analyst assigned to the enrollment submission. The analyst's contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.

To prevent spacing issues from reoccurring on future submissions, the spacing issue must be corrected in your Student Information System (SIS). If necessary, please contact your IT or Programmer for assistance with how to fix the spacing issue in your SIS.
See Exhibit II Data Record Layouts and Report Formats in the Clearinghouse Enrollment Reporting Programming & Testing Guide for the transmission and data record layout requirements for submitting files to the Clearinghouse in flat file or text tab delimited format.
How to Perform a Mass Correction on the Error Resolution Report
To perform a mass correction to update all records for a specific error or warning on the Error Resolution Report, click on the “Update All Records for Error” link found under the Error Resolution Instructions box.

Error Resolution Instructions: Error Number 6
Please provide the Anticipated Graduation Date (AGD) and correct your Student Information System, SIS. All Full time, Three Quarter Time, Half time, and Leave of Absence status records MUST contain an AGD. This should be a valid date and in MM/DD/YYYY format.
NOTE: Not all errors or warnings are eligible for mass correction and only certain fields can be updated through this process. This is dependent on the error or warning the record is flagged with. Please only use the mass correction option if all records under an error or warning require the same exact update. If information varies from student to student, please correct records individually.

The next page displayed will be the Error Resolution Report: Mass Correction screen. Check the box in the “Select Error” column next to the Error Number for which the update is to be submitted.

- After checking the Select Error box for the Error Number, the “Enter Update” section will be open to edit. Select or enter the necessary information in the corresponding field to be applied to all of the records then click Submit.

Example: The screenshot below is for Error Number 6. Error 6 is due to a missing Anticipated Graduation Date. For this error code the mass correction option will allow for the AGD field to be updated for all records at once to apply the same AGD. After the Select Error box is checked, the AGD field becomes editable in the Enter Update section. The user must enter the AGD in the field and then click Submit.

NOTE: While a mass correction is in progress, you cannot access the submission. Depending on various factors, the mass correction may take some time to complete. Once the mass correction is complete, you will be able to access the Error Resolution Report again to continue updates for any other errors/warnings remaining.
How to Perform Group Updates on the Error Resolution Report

The group update is an option if multiple but not all records need to be updated to reflect the same change. To perform a group update, right below the Error Resolution Instructions box, click the “+” icon next to the Update and Submit for Validation box. This will expand the group editing tool.

- In the Select column (boxed in red below), select the students for which the same update needs to be made.
- In the Update and Submit for Validation box (boxed in purple below), check the “Select” box next to the field(s) that need to be updated. The selected fields will open to edit changing from grey to white.
- Enter the correct data in the corresponding fields then click the Update and Submit for Validation button. The process can then be repeated again if another group edit needs to be made.
How to Update Records from the Error Page
Another option is to update records from the Error Number page. With this option, the update can only be made to the field(s) displayed on the Error Number page. Individual or multiple records can be submitted for correction using this option.

- After clicking on the specific Error Number from the Error Resolution Report: Error List, update the field(s) that require correction for the individual student or a group of students from the Error Number Page being viewed.

- On the right side next to the student record, check the box under the “Select” column for the updated record(s).

NOTE: If all records on the page being viewed need to be updated, click on all under the Select column. This will check the box for all records on the page displayed. If there is more than one page of records listed for the error, each page will need to be addressed individually.

- Click the “Submit Selected Records for Validation” button to submit the correction.
NOTE: If you choose to update multiple records and then submit, it is recommended to do this in small groups so that you can save your progress as you go. Otherwise, you may risk the website timing out before the changes are submitted.

How to View Previously Reported Student Data
Many errors and warnings occur due to incoming data conflicting with the data that was previously reported for a student.

To view a comparison between the incoming record and previously reported record:

- Click the “+” icon next to the student SSN in the Details column to expand the record
- Click the View Previously Reported Student Data link
- A Data Comparison box will pop up displaying two columns:
  - Blue Column – This Submission: Displays the enrollment information reported on the incoming file.
  - Yellow Column – Previously Certified Enrollment Data: Displays the enrollment information that was last reported.

NOTE: When viewing the Data Comparison box, the user will be able to see the entire incoming enrollment record and previously reported enrollment record side by side. The user has the ability to scroll up and down within the Data Comparison box to view all fields.
**Personal Information:**

<table>
<thead>
<tr>
<th>Data Element</th>
<th>This Submission</th>
<th>Previously Certified Enrollment Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student SSN</td>
<td>000000000</td>
<td>000000000</td>
</tr>
<tr>
<td>College Student ID</td>
<td>ABC111</td>
<td>ABC111</td>
</tr>
<tr>
<td>First Name</td>
<td>MARY</td>
<td>MARY</td>
</tr>
<tr>
<td>Middle Initial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>STUDENT</td>
<td>STUDENT</td>
</tr>
<tr>
<td>Name Suffix</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth (mm/dd/yyyy)</td>
<td>01/01/2001</td>
<td>01/01/2001</td>
</tr>
<tr>
<td>Previous SSN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Previous First Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Previous Last Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lived First Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lived Middle Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lived Last Name</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Permanent Address:**

<table>
<thead>
<tr>
<th>Street Line 1</th>
<th>This Submission</th>
<th>Previously Certified Enrollment Data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2300 DULLES STATION B</td>
<td>2300 DULLES STATION B</td>
</tr>
<tr>
<td>Street Line 2</td>
<td>APT 2</td>
<td>APT 2</td>
</tr>
<tr>
<td>City</td>
<td>HERNDON</td>
<td>HERNDON</td>
</tr>
</tbody>
</table>
How to Add a Program in the Detail Record

To Add a Program:

- Click the “+” icon next to the student SSN in the Details column to expand the record.
- Click on the Add Program link and fill in the required program data fields. This includes:
  - CIP Code
  - CIP Year
  - Credential Level
  - Program Published Length
  - Program Published Length Measurement
  - Program Begin Date
  - Program Special Indicator
  - Program Enrollment Status
  - Program Status Effective Date
  - Program Weeks in Title IV Academic Year – only if applicable. (This field is only required if Program Length Measurement is W - Weeks or M - Months)

- Click the “Submit for Validation” button

**NOTE:** Only six programs can be reported on a student’s enrollment record.
How to Delete a Program in the Detail Record

Only new unique programs can be deleted via the Error Resolution Report. For new incoming programs, a Delete Program link should display underneath the program data fields allowing the user to delete the program. A program can also be deleted if it is a new program that was added to the record erroneously through the Error Report.

To Delete a Program:

- Click the “+” icon next to the student SSN in the Details column to expand the record
- Click on the Delete Program link to remove the program entirely from the student's record
- Click the “Submit for Validation” button

If further assistance is needed to remove program information, please contact the analyst assigned to the enrollment submission. The analyst's contact information can be found in the upper left corner on the Error Resolution Report: Error List page in the Clearinghouse Contact box.
How to Correct Error Code 4 in Banner
Error Code 4 occurs when a student has an Enrollment Status (SFBETRM) record without a valid
time status. The Enrollment Status record is the first section on SFAREGS.

This can happen when a student has withdrawn or dropped their classes and does not have a valid
time status in Banner. The student may also not have a valid Withdrawn Enrollment Status.

To fix this in Banner, you can:

• Remove the Enrollment Status (SFBETRM) record via SFAREGS or a script to clean up the data
from the backend.

OR

• Create a population selection to select only those students who have valid registration. Use that
population selection when you run SFRNSLC. And then only students who are registered will be
included in the SFRNSLC report.

If further assistance is needed, please contact your software vendor directly.

How to Correct Error Code 208 in Banner
Error Code 208 may occur when a student was registered on the first submission but is no longer
enrolled.

This happens when a student has withdrawn or dropped their classes and does not have a valid
Enrollment Status in Banner (SFBETRM record on SFAREGS).

To fix this in Banner, you can:

• Update the Enrollment Status on SFAREGS to an Enrollment Status that has the Third-Party
Withdrawal Indicator checked on STVESTS Enrollment Status Validation table. This will then
correctly report the student as Withdrawn.

If further assistance is needed, please contact your software vendor directly.
How to Resolve Reject Detail Error 253 and 290

Step 1:
Confirm the correct SSN using one of the acceptable forms of proof of SSN:

- A Social Security Card or other Social Security Administration documentation validating the SSN
- A copy of a state or federal tax document
- An employment record containing the SSN
- A military document containing the SSN (such as a military ID card)
- A driver’s license, permit or ID card containing the SSN (must be government issued)
- Tribal ID card containing the SSN
- Medical Benefits card containing the SSN
- Any acceptable document submitted as proof of legal presence/identity or residence address containing the SSN
- Approved ISIR or FAFSA form (the page containing the SSN)

Step 2 (Scenario 1):
If the SSN in your Student Information System (SIS) and submitted on enrollment files is incorrect, update the SSN in your database so future data extracts include the correct SSN and move to Step 3.

Step 2 (Scenario 2):
If the SSN in your SIS is confirmed to be correct, move to Step 3.

Step 3:
- Login to the Clearinghouse secure site
- Go to the "Student Look-Up" Tab
- Enter the correct SSN for the Student
- Click "Submit"
- You will receive an error message stating the student cannot be found
- Click "Add New Student" (found at the bottom of the page)
- Input the student's enrollment information for the term the student was first reported as enrolled at your institution, including their College Student ID
  - All fields with an asterisk (*) are required
- Click "Submit"

If additional verification is needed, an analyst will reach out to the school user who submitted the online update to provide options to securely submit the proof of SSN documentation. Please do not send the proof of SSN to the Clearinghouse unless a Clearinghouse analyst requests it.

NOTE: If the student is requested by a Lender, Servicer, or Guarantor, or NSLDS, once the student's record has been accepted into our database, we will respond with the student's most recently
certified data. The Clearinghouse is currently unable to send multiple records at the same time for the same student to Lenders, Servicers, or Guarantors, and the NSLDS. Any previous enrollment history would need to be rebuilt by a school user directly on the NSLDS website or a deferment form will need to be submitted to the lender.

Country Code Values

<table>
<thead>
<tr>
<th>Country Code</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afghanistan</td>
<td>AF</td>
</tr>
<tr>
<td>Albania</td>
<td>AL</td>
</tr>
<tr>
<td>Algeria</td>
<td>DZ</td>
</tr>
<tr>
<td>Andorra</td>
<td>AD</td>
</tr>
<tr>
<td>Angola</td>
<td>AO</td>
</tr>
<tr>
<td>Anguilla</td>
<td>AI</td>
</tr>
<tr>
<td>Antigua and Barbuda</td>
<td>AG</td>
</tr>
<tr>
<td>Argentina</td>
<td>AR</td>
</tr>
<tr>
<td>Armenia</td>
<td>AM</td>
</tr>
<tr>
<td>Aruba</td>
<td>AW</td>
</tr>
<tr>
<td>Ascension</td>
<td>SH</td>
</tr>
<tr>
<td>Australia</td>
<td>AU</td>
</tr>
<tr>
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<td>AT</td>
</tr>
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<td>Azerbaijan</td>
<td>AZ</td>
</tr>
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<td>Bahamas</td>
<td>BS</td>
</tr>
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<td>BH</td>
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<tr>
<td>Bangladesh</td>
<td>BD</td>
</tr>
<tr>
<td>Barbados</td>
<td>BB</td>
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<tr>
<td>Belarus</td>
<td>BY</td>
</tr>
<tr>
<td>Belgium</td>
<td>BE</td>
</tr>
<tr>
<td>Belize</td>
<td>BZ</td>
</tr>
<tr>
<td>Benin</td>
<td>BJ</td>
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</tr>
<tr>
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<td>BT</td>
</tr>
<tr>
<td>Bolivia</td>
<td>BO</td>
</tr>
<tr>
<td>Bosnia and Herzegovina</td>
<td>BA</td>
</tr>
<tr>
<td>Botswana</td>
<td>BW</td>
</tr>
<tr>
<td>Brazil</td>
<td>BR</td>
</tr>
<tr>
<td>British Indian Ocean Territory</td>
<td>IO</td>
</tr>
<tr>
<td>British Virgin Islands</td>
<td>VG</td>
</tr>
<tr>
<td>Brunei Darussalam</td>
<td>BN</td>
</tr>
<tr>
<td>Bulgaria (Republic)</td>
<td>BG</td>
</tr>
<tr>
<td>Burkina Faso</td>
<td>BF</td>
</tr>
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<td>Burundi</td>
<td>BI</td>
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<td>Cambodia</td>
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<tr>
<td>Canada</td>
<td>CA</td>
</tr>
<tr>
<td>Cape Verde</td>
<td>CV</td>
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<td>RI</td>
<td>Rhode Island</td>
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Acronym List

A – Leave of Absence status (may also be referred to as LOA)
AGD – Anticipated Graduation Date
AR – Advanced Registration
ARC – Audit Resource Center
CH – Clearinghouse
CIP – Classification of Instructional Programs
COD – Common Origination and Disbursement
CORA – Clearinghouse Online Reporting Application
CSID – College Student Identification Number
CSM – Client Success Manager
D – Deceased status
DBI – Directory Block Indicator
DOB – Date of Birth
DV – DegreeVerify
ECAR – Eligibility and Certification Approval Report
ED – Department of Education
EDI – Electronic Data Interchange
EOT – End of Term
ER – Early Registration
ERW – Error Resolution on the Web Report
ETX – Electronic Transcript Exchange
EV – EnrollmentVerify
F – Full-Time status
FAFSA – Free Application for Federal Student Aid
FERPA – Family Educational Rights and Privacy Act
FFEL – Federal Family Education Loan Program
FOT – First of Term
FSA – Federal Student Aid
G – Graduated status
G from DV – Graduates from DegreeVerify (also referred to as G from Degree or G from DegreeVerify)
H – Half-Time status
HEA – Higher Education Act
IPEDS – Integrated Postsecondary Education Data System
L – Less than Half-Time status
LDA – Last Date of Attendance
M – Moved status
NCES – National Center for Education Statistics
NSC – National Student Clearinghouse
NSLDS – National Student Loan Data System
OPEID – Office of Postsecondary Education Identification Number
PBD – Program Begin Date
PBS – Privacy Block Setting
PII – Personally Identifiable Information
PDP – Postsecondary Data Partnership
PEPS – Postsecondary Education Participants System
PSED – Program Status Effective Date
PWAY – Program Weeks in Academic Year
Q – Three-Quarter Time status
RRM – Regional Relationship Manager
RT – Reverse Transfer
SAIG – Student Aid Internet Gateway
SFTP – Secure File Transfer Protocol
SIS – Student Information System
Enrollment Reporting Resources

Clearinghouse Academy
Website dedicated to educating participating institutions and customers about the Clearinghouse including the various services and products we offer, navigating our website, enrollment/compliance reporting, etc. through recorded video tutorials or live Clearinghouse events that users may register for such as webinars.

Compliance Central Knowledge Base
Comprehensive enrollment reporting and compliance resource website with immediate access to critical Federal Student Aid (FSA), and National Student Loan Data System (NSLDS) updates on evolving enrollment and compliance reporting expectations and regulations, a searchable Enrollment Reporting knowledge base, and easy access to user guides, tutorials, on-demand webinars, and more.

Secure FTP Knowledge Base
Website with self-help articles and FAQs about using Secure FTP. The Clearinghouse supports secure FTP to safely and securely collect, store, manage, and distribute sensitive information between your organization and the Clearinghouse. Submitting enrollment files via Secure File Transfer Protocol (SFTP) securely uploads your data files to the Clearinghouse.

If there are FTP login issues or you cannot find the answer you are looking for in our Secure FTP Knowledge Base, please email secureftp@studentclearinghouse.org for assistance.
Clearinghouse Enrollment Reporting Programming & Testing Guide
This guide is designed to be used by educational institutions and their Student Information System vendors to facilitate the use of the Enrollment Reporting Service offered by the Clearinghouse.

Clearinghouse EDI Implementation Guide
This implementation guide is for educational institutions that have decided to participate in the National Student Clearinghouse and that wish to report to the Clearinghouse using the EDI Student Enrollment Verification Transaction Set (190). This guide should be used in tandem with the Clearinghouse Enrollment Reporting Programming & Testing Guide.

CORA User's Guide
This user's guide is for educational institutions that use the Clearinghouse Online Reporting Application (CORA). CORA is a secure online application that allows schools with less than 100 students to participate in the Clearinghouse enrollment reporting service. The secure CORA website can be used to directly update enrollment data for students without programming or uploading files through FTP.

Current NSLDS Enrollment Reporting Guide at fsapartners.ed.gov
This guide is the National Student Loan Data System (NSLDS) Enrollment Reporting Guide which provides the requirements and guidance for reporting enrollment details using the NSLDS Enrollment Reporting process. The compliance requirements in the NSLDS guide correspond to the Clearinghouse Enrollment Reporting Programming and Testing Guide's data point requirements and the Clearinghouse Error Resolution on the Web error and warning code logic.

NCES CIP Codes Crosswalk
Crosswalk table listing the current 2020 CIP Codes and the previous 2010 CIP Codes including if the CIP Code was deleted, moved, or had no changes.

NCES CIP Website
Link to the National Center for Education Statistics CIP website. On this website institutions may search CIP Codes and view their title and definition.