

Credit Reporting Office Hour

November 2014

Please note:

- Today's webinar is **not** being recorded, but your audio has been disabled.
- Q&A functionality will be available throughout the session.
 - ☆ Questions may be submitted at any point during the office hour.
 - ☆ Questions should be submitted to "All Panelists."
 - ☆ Answers will be provided at the end of the webinar.
- The presentation slides have been emailed to you.
 - ☆ If you need the slides re-sent, please notify the host.

PHEAA TRAINING

2013-14 State Grant Attempted Credit Reporting Office Hour

Pennsylvania State Grant Program

Agenda

Review:

- 2013-14 Credit Reporting Requirement
- Reporting Methods
- Reporting Resources
- Deadlines

General Information

- Collecting for:
 - ★ Legislative Inquiries
 - ★ State Grant Expansion
 - ★ Statistical Purposes
- Not available from other sources
- PHEAA's Program Review will confirm reporting was completed correctly

Requirement

- *2013-14 Certification Procedures*
- Applies to all schools
- Effective with 2013-14 Award Year
 - ★ Report on:
 - **ALL** credits (online and classroom)
 - **State Grant** recipients
 - When **award was posted** to the student's account
 - **Each awarded term**

Requirement

- No online classes = Report zeroes
 - ★ No assumptions will be made
 - ★ Blank ≠ Zero
- Report:
 - ★ Credit hours and not clock hours
 - ★ Two-School Enrollment/Visiting Student Credits
 - ★ Remedial Credits
 - ★ Winterim Credits
- Continue to submit all other enrollment changes

Requirement

● **Revise** reporting if online and classroom ratio changes after crediting

★ Requirement for 2013-14 only

Enrollment (at crediting)	After Crediting	Expected Credit Reporting	Comments
18 Classroom/ 0 Online	Student drops a class	18 Classroom/ 0 Online	Ratio unchanged; Student retains full-time award.
12 Classroom/ 0 Online	Student adds 3 online credits	12 Classroom/ 3 Online	Ratio changed; Student retains full-time award.
6 Classroom/ 6 Online	Student adds 3 online credits	6 Classroom/ 9 Online	Ratio changed; Report student as 'Less than 50% Classroom'; Award cancelled unless ADA approved.

Reporting Methods

- **No other formats** will be accepted

- **Transmission**

- ★ No limit

- ★ Review students with unreported credits and submit via Certification Transmission

- **Partner Interface**

- ★ Limited to 100 records

- ★ Filter for unreported credits and submit via Mass Update and/or Single Update

Reporting Resources

- Available: PHEAA.org/training
- Tutorial
 - ☆ Under 5 minutes
- *Credit Reporting Tips*
- *Credit Reporting Q&A*
- Clock Hour Conversion Spreadsheet – Document Library

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Reporting Resources

PageCenter Report

- ★ Lists all State Grant students and their credit information (if reported)
- ★ Runs weekly for Summer and Academic Year

 [LWS43LWS43R2.PHEAA](#) [ATTEMPTED CREDITS FOR 2013 ACADEMIC YEAR](#)

 [LWS44LWS44R2.PHEAA](#) [ATTEMPTED CREDITS FOR 2014 SUMMER TERM](#)

- ★ *Attempted Credits Report* – Training website

Attempted Credits Report



Introduction and Report Purpose

The purpose of the Attempted Credits Report is to provide all approved State Grant postsecondary schools a listing of all awarded students where attempted credit information is due to PHEAA, as well as previously reported data. Effective with the 2013-14 academic year, PHEAA requires reporting on credit distribution. For details, refer to the 2013-14 State Grant Certification Procedures, available on [pheaa.org/training](#) or in the Document Library portion of the school portal.

Frequency

This report is run weekly and available in the Grants application in the school's PageCenter mailbox. Each school will have a report for the academic year (effective Fall 2013) and a separate report for the Summer term (effective Summer 2014). For example, the 2013-14 report will be named: ATTEMPTED CREDITS FOR 2013 ACADEMIC YEAR.

Format

This report is presented in a standard format. Due to this, reporting into Microsoft Excel is possible but not ideal. This requires clean-up of header and footer information between pages. General instructions regarding PageCenter to Excel are available in the Document Library under State Grant Program/Technical and Processing Information. Please refer to the end of this document for [alternatives](#).

Data Provided

• SSN is the social security number of the student who has:

1. A complete record status; and
 2. An award in at least one term.
- Last Name is the student's last name as it appears in the State Grant record.
 - First Name is the student's first name as it appears in the State Grant record.

NOTE: Replace X in the following labels with F-Fall, W-Winter, or S-Spring.

- X-Online is the number of attempted online credits for the term.
- X-Classroom is the number of attempted classroom credits for the term.

IMPORTANT: A placeholder, represented by a dash [-], denotes that the online or classroom credits field is blank or unreported.

- X-Awd is the eligibility for the term.

IMPORTANT: A placeholder, represented by a dash [-], denotes that the student does not have an award at your school for the term.

- X-Awd Date is the eligibility date for the term.

Deadlines



- **December 1, 2014** = Academic Year
- **December 31, 2014** = Summer

Reminder: Disbursement holds will be placed on the institution's account if reporting is not received by the deadline.

Additional Resources

● Contact State Grant and Special Programs Staff:

- ★ Email sghelp@pheaa.org or Call 1-800-443-0646, Option 3, Option 1
- ★ Call 1-800-443-0646, Option 4 To Discuss Transmissions



● Resources

- ★ www.PHEAA.org/training
- ★ Document Library

» Partner Interface Training

Let us help you keep current with the latest tools for postsecondary schools to report and verify key components used in evaluating eligibility and disbursement for State Grant awards.

» State Grant Training

View and download a wide range of resources that will provide you with program-specific information that are essential for your staff and students.

Question and Answer

Please give us few moments to review the questions that have been submitted during today's session.

If you have additional questions or comments that have not been submitted, please type them to us at this time by using the Q&A functionality. Questions should be submitted to "All Panelists."

Please Note: You may experience moments of silence while we review and prepare a response to questions that have been received.

Thank you for participating in today's webinar.

Please remember to complete the survey once the session has closed.

Thank you!