

**LOUISIANA STUDENT FINANCIAL ASSISTANCE
COMMISSION
OFFICE OF STUDENT FINANCIAL ASSISTANCE**

Student Financial Aid Bulletin

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DISTRIBUTION:	High School Counselors and Principals, College and University Auditors, Business Offices, Chancellors, Financial Aid Offices and Registrars, LAICU Auditors, Business Offices, Chancellors, Financial Aid Offices and Registrars, Technical School Deans and Technical School Personnel
TOPICS:	Early Start Grade Reporting Procedures

For a student funded by Early Start to be eligible to receive funding for enrollment in subsequent semesters/terms, the student must have successfully completed (earned a college grade of A, B, C or P) Early Start courses during the prior semester. Students who earn less than a C or who withdraw/resign from a course may not enroll in the following semester or term with Early Start funding. Limited, documented exceptions for continuation after withdrawal may be granted by the college/university.

The attached procedures have been implemented to submit Early Start academic information. Early Start payments will not be made by LOSFA for students registering in subsequent Early Start courses until prior semester academic information has been received. Timely submission of Early Start grades is imperative to prevent delay in payment.

Effective campus communications must be in place to ensure the proper campus reporting office is both informed and diligent in following these procedures, therefore, if your office is not responsible for Early Start reporting, please share this information with the proper campus official.

Questions regarding Early Start billing, payments, or grade submissions should be directed to Bonnie Lavergne, blavergne@osfa.la.gov or 225-922-0412 or Caleshia Clark, cclark@osfa.la.gov or 225-922-0645.

Questions regarding the Early Start Program Framework should be directed to Karen Denby with the Louisiana Board of Regents at Karen.Denby@La.Gov or 225-342-4253.

ENTERING GRADES FOR EARLY START STUDENTS

Academic Information for courses funded by the Louisiana Early Start Program should be submitted via the LOSFA Portal using the Academic Information links. Academic Information may be transferred as Batch Files or entered individually. The following instructions apply only to Academic Information for courses funded by the Early Start Program. Institutions transferring Early Start Academic Information as Batch Files should use the same procedure used to submit TOPS Academic Information with one exception: The Program Type for courses paid by Early Start should be identified by using Program Type ‘E’. (The designation of either Technical or Academic Program Type of courses paid by Early Start for TOPS purposes will be determined by the TOPS first billed Program Type for students who subsequently utilize TOPS.)

The Batch File layout (TOPS Academic Information Reporting File Layout) is attached. For your convenience, it is also located on the LOSFA Portal, Schools homepage, TOPS link. Institutions entering Early Start Academic Information as individual records will use the current TOPS Academic Information procedures, again utilizing ‘E’ Program Type, which has been added to the choices available on the Program Type Drop Down Box.

For those unfamiliar with the TOPS Academic Information Screen, it has been reproduced below:

00TEST000 - ENTER ACADEMIC INFORMATION - 10/22/2009 [Return to Colleges Menu](#)

SSN: TERM: DEGREE TYPE & DATE: No Degree 0

PROGRAM TYPE: Academic (A) ETHNIC CODE: Student Did Not Provide 0

STANDING: <Select a Standing>

[Save](#) [Cancel](#)

COLLEGES Academic Information Entry Listing for 00TEST000

No documents found

Procedure for manual (individual) entry of Academic Information

Populate the following eleven fields:

SSN – Enter the student’s SSN without dashes

Academic Term – Choose the appropriate term (i.e, Fall 2009 is 1S2010)

Degree Type and Degree Date- Leave blank for Early Start students

Program Type- Choose “E”

Ethnic Code – Choose the appropriate response (Legislative requests for statistical analysis make accurate responses important)

Academic Standing – Only two responses are applicable to Early Start, Continuous Enrollment (00) and Officially Resigned (10). You must select one of these Academic Standings or you will not be able to save the record.

If the student resigned after the course was paid for by Early Start, choose Officially Resigned (10). The record is complete. If the information entered is correct; click SAVE.

The Field Entry Boxes in the upper portion of the screen become blank (ready for the next record) and a data line for this record appears in the lower portion of the screen (the example below is not for an Officially Resigned Student):

00TEST000 - ENTER ACADEMIC INFORMATION - 10/22/2009 [Return to Colleges Menu](#)

SSN: 999888777 TERM: 1S2010 DEGREE TYPE & DATE: No Degree 0

PROGRAM TYPE: Early Start (E) ETHNIC CODE: Student Did Not Provide 0

STANDING: Continuous Enrollment (00)

QUALITY POINTS: 48 HOURS ATTEMPTED: 12 HOURS EARNED: 12 INCOMPLETE HOURS: 0

[Save](#) [Cancel](#)

Fill out the required fields then click the "Save" link...this will add your record to the list below....

COLLEGES Academic Information Entry Listing for 00TEST000

SSN / Name	Term	Standing	Qual Pts	Hours Att	Hours Ernd	Degr Type	Degr Date	Proc. Date	Ethnic Code	Incomp Hrs	Prog Type
999888777	1S2010	00	48	12	12	0		10/22/2009	0	0	E

Clicking the SSN will reload the data entered in the fields above, allowing you to edit the record or delete it.

If the student remained enrolled through the conclusion of the enrollment period, choose 'Continuous Enrollment (00)' from the Academic Standing Drop Down Box. Selection of Continuous Enrollment reveals the final four input fields: Quality Points, Hours Attempted, Hours Earned and Incomplete Hours

STANDING: Continuous Enrollment (00)

QUALITY POINTS: 0 HOURS ATTEMPTED: 0 HOURS EARNED: 0 INCOMPLETE HOURS: 0

[Save](#) [Cancel](#)

The fields circled in red only appear when certain Standing codes are selected.

The values to be entered in these fields are determined as follows:

Quality Points - (Course Value in Hours) X (Course Grade Value); where A = 4.00, B = 3.00, C = 2.00, D = 1.00, and F = 0.00. Use only these Course Grade Values, do not adjust for "+"s" and "-s".

Hours Attempted - GPA Hours, those hours used to determine GPA: courses with grades of A, B, C, D, and F.

Hours Earned- Courses with grades of A, B, C, D, and P.

Incomplete Hours- Courses listed on the student's transcript with a grade of "I": If a student receives an "I" grade, do not include the hours for that course in the Attempted Hours value. For determining Early Start eligibility, Incomplete Hours are valued as 'F' hours. Inclusion of these hours in Attempted Hours would double the number of hours of 'F'; increasing the penalty. If the student completes the requirements for an Incomplete course and receives a letter grade (or if it becomes an F), report the corrected Academic Information by submitting an Academic Information Report. If it's an Early Start course, be sure to designate it as Program Type 'E.'

When data entry is complete, click on 'SAVE' and the record moves to the bottom portion of the screen. If incorrect data is detected, click the SSN of the record in question and the record moves back to the upper portion of the screen where any necessary corrections can be made. When corrections are complete, click 'SAVE' and the record moves back to the lower portion of the screen.

Records in the lower portion of the screen remain available for editing until Wednesday afternoon, at which time they are moved for Early Start Processing.

TBY/TBYAI01WEB 10/22/09
TOPS/TPYAI01WEB
TOPS COLLEGE ACADEMIC INFORMATION REPORTING FORMAT FROM WEB

FROM	TO	LENGTH	FIELD NAME	FIELD DESCRIPTION	
1	9	9(09)	SSNNBR	STUDENT'S SOCIAL SECURITY NUMBER	
10	18	9(09)	COLLEGECD9	GRADE COLLEGE	
19	21	9(03)	QLTYPTS	TERM QUALITY POINTS EARNED	
22	24	9(03)	HRSATTMPT	TERM ATTEMPTED HOURS	
25	27	9(03)	HRSEARNED	TERM EARNED HOURS	
28	28	X(01)	DEGREETYPE	TYPE OF ACADEMIC DEGREE AWARDED: 0 = NO DEGREE TYPE REPORTED 1 = ASSOCIATE 2 = BACCALAUREATE DEGREE 3 = MASTERS DEGREE OR HIGHER 4 = TECHNICAL COLLEGE PROGRAM COMPLETED	
29	34	9(06)	DEGREEDT	DATE DEGREE AWARDED / CCYYMM	
35	36	X(02)	ACADSTAND	STUDENT ENROLLMENT STATUS 00 = CONTINUOUS ENROLLMENT 10 = OFFICIALLY RESIGNED FT = FIRST TIME/ FULL TIME EP = ELIGIBLE PART TIME LT = GRADUATING TERM NG = ELIGIBLE NATIONAL GUARD GN = REVERSAL OF NATIONAL GUARD ST = CHANGE FROM SEMESTER TO TERM TS = CHANGE FROM TERM TO SEMESTER OA = OVERAWARD EX = EXCHANGE OR STUDY ABROAD STUDENT XE = GRADES AVAILABLE FOR EXCHANGE STUDENT DU = DUALY ENROLLED GR = CORRECTED GRADE REPORT PS = PROFESSIONAL STUDENT	
37	42	X(06)	GTERM	SEMESTER/TERM FOR THE GRADES REPORTED EXAMPLE: 1S2003 = FALL 02 SEMESTER	
43	43	9(01)	ETHNICCD	ETHNIC CODE 0 = STUDENT DID NOT PROVIDE 1 = AFRICIAN-AMERICAN/BLACK 2 = AMERICAN INDIAN, ALASKAN NATIVE 3 = CAUCASIAN-AMERICAN/WHITE 4 = MEXICAN-AMERICAN/CHICANO 5 = ASIAN-AMERICAN, PACIFIC ISLANDER 6 = PUERTO RICAN, CUBAN, OTHER HISPANIC ORIGIN 7 = MULTIRACIAL	
44	45	9(02)	INCMPHRS	INCOMPLETE HOURS	
46	46	X(01)	PRGTYPE	PROGRAM TYPE T = TECHNICAL A = ACADEMIC E = EARLY START GRADES	1

1 = Definition added