

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

Student Financial Aid Bulletin

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TOPICS:	Early Start Processing in the New Web-Based Award System

On August 30, 2010, LOSFA replaced the TOPS Portal with the new web-based Award System. An Award System User Guide for Schools has been prepared by LOSFA's Information Technology staff and was forwarded to Early Start contacts on August 25, 2010. For your convenience, it can also be accessed on our website at http://osfantweb.osfa.state.la.us/PortalPDFs/Award_System_User_Guide_for_Schools.pdf

Changes specific to the Early Start billing and grade reporting process are outlined below:

Early Start Billing Changes:

- Early Start reservations are no longer required.
- College course code number (General Education Articulation Matrix code) must be included with all billings, both individual and batch file. The course code numbers will also be required with grade submissions and they must match those submitted in billing.
- The Payment Request Batch File format (attached) has been modified to include this course code. Also note that Batch Files should be submitted in ALL CAPS.
- Individual payment requests will be submitted by using the "Payments" tab and selecting "Early Start Payment Requests" from the drop-down menu or by selecting the "Early Start Payment Requests" box.
- Batch File payment requests will be uploaded by using the "Upload Files" tab, then select "Early Start", then the upload type – in this case, "Payments".

Early Start Grade Reporting Changes:

- Individual grades will be submitted by accessing the "Academics" tab and selecting "Early Start Grade Submit" from the drop-down menu or by selecting the "Early Start Grade Submit" box. Please note that in the Award System, Early Start grades will no longer be entered with TOPS academic information. Please ensure that when submitting Early Start grades that "Early Start Grade Submit" is chosen.
- College course code number (General Education Articulation Matrix code) must be included with grade submissions, both individual and batch file. The course code numbers submitted in billing and with grades must match.
- The Grade Submission Batch File format (attached) has been modified to include this course code. Also note that Batch Files should be submitted in ALL CAPS.
- Batch File grade submissions will be uploaded by using the "Upload Files" function tab, then select "Early Start", then the upload type – in this case, "Grades".
- Grades for each course paid by Early Start should be submitted as LETTER grades (A, B, C, D, F, P, or I). Quality Points are no longer needed for Early Start Grades.
- Withdrawals from Early Start courses should continue to be reported as "10" in the Academic Standing field.

If you have questions regarding this information, contact Caeshia Clark (225-922-0645 or cclark@osfa.la.gov) or Bonnie Lavergne (225-922-0412 or blavergne@osfa.la.gov)

EARLY START PAYMENT REQUESTS FILE FORMAT

INPUT SHOULD BE IN ALL CAPITAL LETTERS

Incoming

FROM	TO	LGTH	TYPE	FIELD NAME	FIELD DESCRIPTION	FORMAT
1	9	9	CHAR	PTSSN	SOCIAL SECURITY NUMBER	123456789
10	15	6	CHAR	PTTERM	TERM	EX: 1S2010 (SEMESTER) 1T2010 (TERM)
16	24	9	CHAR	PTCOLLIDNU	COLLEGE CODE	EX: 002010000
25	32	8	CHAR	PTPMTREQDT	PAYMENT REQUEST DATE	YYYYMMDD
33	34	2	CHAR	PTENRHRS	ENROLLED HOURS	EX: 03
35	50	16	CHAR	PTLNNAME	LAST NAME	EX: SMITH (ALL CAPS)
51	62	12	CHAR	PTFNAME	FIRST NAME	EX: JOHN (ALL CAPS)
63	63	1	CHAR	PTMIDINT	MIDDLE INITIAL	ALL CAPS
64	66	3	CHAR	PTSUFFIX	NAME SUFFIX	EX: JR (ALL CAPS)
67	74	8	CHAR	PTSTUDOB	DATE OF BIRTH	YYYYMMDD
75	80	6	CHAR	PTACTCODE	ACT HIGH SCHOOL CODE	EX: 190182
81	82	2	CHAR	PTGRDLVL	GRADE LEVEL	11 OR 12
83	83	1	CHAR	PTCOURSE	COURSE TYPE	C = COLLEGE DEGREE COURSE; E = ENRICHMENT/DEVELOPMENT COURSE; W = WORK SKILLS COURSE (ALL CAPS)
84	89	6	CHAR	PTCRSCD	COURSE CODE	DEFINE LIKE Gen Ed Matrix Code

EARLY START GRADE TABLE

INPUT SHOULD BE IN ALL CAPITAL LETTERS

Incoming

FROM	TO	LGTH	TYPE	FIELD NAME	FIELD DESCRIPTION
1	9	9	CHAR	SSNNBR	SOCIAL SECURITY NUMBER
10	18	9	CHAR	COLLEGECD9	COLLEGE CODE
19	19	1	CHAR	LTRGRDE	LETTER GRADE
20	21	2	CHAR	ACADSTAND	STUDENT ENROLLMENT STATUS
22	27	6	CHAR	GTERM	REPORTED GRADES SEMESTER
28	28	1	CHAR	ETHNICCD	ETHNIC CODE
29	34	6	CHAR	COURSECD	DEFINE LIKE Gen Ed Matrix Code