

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

***Taylor Opportunity Program for Students (TOPS)
Bulletin***

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DISTRIBUTION:	College, University and LAICU Chancellors, Financial Aid Offices, Business Offices, Registrars and Auditors; Louisiana Legislators, Officials and the Congressional Delegation; Higher Education Board; Libraries; Commission Members; Technical College Campus Deans and Student Personnel Services Officers
TOPICS:	Publication of the TOPS Student Roster File Definition and Description

To assure that your *Rules* remain current, please record this document on your Bulletin index and retain it with your manual.

Effective June 1, 2012, the Louisiana Office of Student Financial Assistance will begin using the TOPS Student Roster as an option to the present TOPS Master Roster. The TOPS Student Roster and TOPS Master Roster will both be published each Friday until further notice.

The new TOPS Student Roster File Definition and the TOPS Student Roster Field Descriptions are provided as an attachment to this bulletin.

Additional information and future webinars related to the use of the TOPS Student Roster will be made available at a later date.

For additional information regarding this bulletin, contact John Bell, Awards & Renewal Manager at jbelle@osfa.la.gov or call 225-219-7674.

TOPS Student Roster Feb. 8, 2012 (Edited Feb. 10, 2012)

FROM	TO	LENGTH	DECIMAL SPACES	TYPE	FIELD NAME	FIELD DESCRIPTION	EXAMPLE
1	9	9		ALPHA	SRSSN	SOCIAL SECURITY NUMBER	123456789
10	34	25		ALPHA	SRFNAME	FIRST NAME	JOHN
35	35	1		ALPHA	SRMI	MIDDLE INITIAL	Q
36	60	25		ALPHA	SRLNAME	LAST NAME	PUBLIC
61	64	4		ALPHA	SRAWDYR	YEAR AWARDED TOPS	2012
65	67	3	2	NUMERIC	SRYSREM	NUMBER OF TOPS ELIGIBLE YEARS REMAINING	2.25
68	68	1		ALPHA	SRSTROWN	DOES STUDENT HAVE START ACCOUNT	Y OR N
69	71	3		ALPHA	SRDISPOSIT	TERM DISPOSITION STATUS	SEE 'DISPOSITION STATUS' ON FIELD VALUE DEFINITIONS TAB
72	81	10		DATE	SRCHGDT	CHANGE DATE	2012-09-15
82	82	1		ALPHA	SRADDFNDV	ADDITIONAL FUNDS AVAILABLE	Y OR N
83	132	50		ALPHA	SRTERMDESC	TERM DESCRIPTION	1S2012 - FALL SEMESTER 2011
133	138	6		ALPHA	SRTERM	TERM	1S2012
139	142	4		ALPHA	SRTERMYR	TERM YEAR	2012
143	144	2		ALPHA	SRSESSION	TERM SESSION	1S
145	145	1		ALPHA	SRAWDLVL	AWARD LEVEL	SEE 'AWARD LEVEL' ON FIELD VALUE DEFINITIONS TAB
146	146	1		ALPHA	SRELIGPMT	ELIGIBLE FOR TUITION PMT THIS TERM	Y OR N
147	147	1		ALPHA	SRELIGSTP	ELIGIBLE FOR STIPEND PMT THIS TERM	Y OR N
148	148	1		ALPHA	SRELIGFNG	ELIGIBLE FOR NATIONAL GUARD PMT THIS TERM	Y OR N
149	155	7	2	NUMERIC	SRUITPD	TUITION AMOUNT PAID	1515.00
156	161	6	2	NUMERIC	SRSTIPPD	STIPEND AMOUNT PAID	200.00
162	167	6	2	NUMERIC	SRNATGDPD	NATIONAL GUARD AMOUNT PAID	300.00
168	169	2		ALPHA	SRDEGTYP	DEGREE TYPE	SEE 'DEGREE TYPE' ON FIELD VALUE DEFINITIONS TAB
170	170	1		ALPHA	SRDUALPD	DUAL PAID	Y OR N
171	171	1		ALPHA	SRDUALGRD	DUAL GRADES	SEE 'DUAL GRADES' ON FIELD VALUE DEFINITIONS TAB
172	174	3		ALPHA	SREXCPTN	EXCEPTION CODE	SEE 'EXCEPTION CODES' ON FIELD VALUE DEFINITIONS TAB
175	177	3		ALPHA	SRSPECCIRC	SPECIAL CIRCUMSTANCE	SEE 'SPECIAL CIRCUMSTANCE' ON FIELD VALUE DEFINITIONS TAB
178	180	3		ALPHA	SRENDISP	ENDING DISPOSITION (RESULT OF FINAL TERM PROCESSING)	SEE 'DISPOSITION STATUS' ON FIELD VALUE DEFINITIONS TAB

DISPOSITION STATUS	CODEDESCRIPTION
000	New Eligibles
001	Approved Renewals
002	Delayed Award
003	Ineligible Other
004	Ineligible, Hs Acad Info Upd
006	Inelig - Audit Finding/ACT Scr
019	Ineligible with error
040	Graduated
041	Graduate Professional
042	Suspended Due to College GPA
043	GPA < 2.50, Ann Hrs < 24, Tops Awd Susp, but Must Attend Summer Term to Prevent Cancel
044	Canceled Due to Hours
045	Ann Hrs < 24, Elig for Summer Term Tech Pgm & Must Attend to Maintain Eligibility
046	Award Not Accepted - 1st Year
047	Annual Hrs < 24, Must Attend Spring Intersession to Maintain Eligibility
049	Acad Prob more than 24 Mos or Exceeded Tech 12 Month Limit
050	2nd Yr Award Not Accepted - Inelig
051	Over 2 Yr Award Not Acptd - Inelig
053	Death
054	Maximum Years of Award Reached
059	Non-Continuous Enrollment - School Reported
060	Non-Continuous Enrollment - Inelig
061	Officially Resigned: Ineligible
067	Incomplete Hours
068	Incomplete Hrs Fr Last Session w/o An Exception
100	Process
101	Reprocess

AWARD LEVEL	CODEDESCRIPTION
O	OPPORTUNITY
P	PERFORMANCE
H	HONORS

T	TECH
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DEGREE TYPE	CODEDESCRIPTION
00	No Degree
01	Associate
02	Baccalaureate
03	Masters or higher
04	Certificate
05	Doctorate

DUAL GRADES	CODEDESCRIPTION
Y	YES
N	NO
W	WAITING

EXCEPTION CODES	CODEDESCRIPTION
CNV	Conversion(TOPS)
EP	Eligible Part-time
EX	Exchange Student
FT	First-time, full-time
FM	First-time, full-time military
001	Approved Exception

SPECIAL CIRCUMSTANCE	CODEDESCRIPTION
001	Student lives in Hurricane Katrina affected area - 08/26/05
002	Student attended college in Hurricane Katrina affected area - 8/26/05
003	Student lives in and attended College in Hurricane Katrina affected area - 08/26/05
004	Student lives in Hurricane Rita affected area - 09/20/05
005	Student attended college in Hurricane Rita affected area - 09/20/2005
006	Student lives in and attends college in Hurricane Rita affected area - 09/20/05
007	New Eligible attended High School in Hurricane Katrina affected area - 08/26/05
008	New Eligible attended High School in Hurricane Rita affected area - 09/20/05
013	Military Probation Extension