

9.2 | ctcLinkfind List Serv | FA Weeklyish Bulletin Archive

Listed below is a copy of the monthly ctcLinkfind List Serv e-mail messages in date order, with most recent on top.

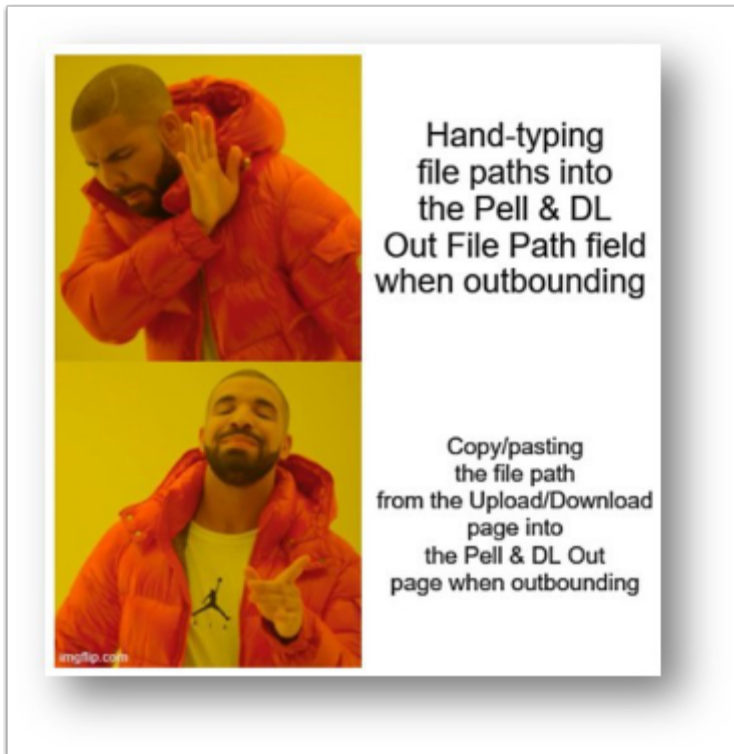
03/03/2023

Knowing is Half the Battle!

Super Helpful Reminders and Tips!

- **PLEASE BE VERY CAREFUL WITH ENTERING YOUR FILE PATHS WHEN OUTBOUNDING/ INBOUNDING COD FILES ?** When working in Inbound or Outbound pages, and anywhere a file path and file name is required for outbounding or inbounding, please copy the file path from the Upload/Download page and ensure it is for the intended the specific business process step. The file path is case-sensitive and needs to be exact for it to work. If there are hand-keyed typos or errors in the file path, the process stops for ALL 33 colleges in the CTC System. That means no college FA Office will be able to inbound or outbound until the college that keyed in the error works with state board to resolve the issue. *::no pressure!!::*

Additionally, if the process fails (check your Process Monitor), **STOP** (Hammer Time!), then submit a ticket to State Board Help Desk so we can help you get the process working again. Do not run it again until State Board resolves it.



Query Corner!

- **Tips to help you get ahead of checklist completion on 2024 AY students:** You can run this query [QCS_FA_SCC_ISIRVSBIODEMOCIT - Compare Citizen ISIRvsBioDemo](#) to help you find checklists that you may be able to complete pre-emptively based on what the FAFSA and SSA is clearing the student for citizenship. Run the query in Query Viewer (this early in the aid year), and you can sort and filter and find row difference between the citizenship in the ISIR vs. citizenship in the Add/Update a Person page in ctcLink. If the FAFSA is clearing that student's citizenship status through the SSA check, but the citizenship is different in Add/Update a Person, you can reach out to your records friends to ask them to update the citizenship based on what cleared SSA in the 2023-2024 ISIR. Then, you can resolve the checklist, thereby reducing the number of times a student must come to your office to resolve something they may have already resolved in the prior AY.



ID	Institution	Aid	Last Name	First Name	SSN	ISIR CitizenStati	BioDemo CitizenStati	SSA Ctzn
1	WA220	2024				1	1	U.S. Citiz
2	WA220	2024				1	1	U.S. Citiz
3	WA220	2024				1	1	U.S. Citiz
4	WA220	2024				1	1	U.S. Citiz
5	WA220	2024				1	1	U.S. Citiz
6	WA220	2024				1	1	U.S. Citiz
7	WA220	2024				1	1	U.S. Citiz
8	WA220	2024				1	1	U.S. Citiz
9	WA220	2024				2	5	LA/wk elig
10	WA220	2024				1	1	U.S. Citiz
11	WA220	2024				1	1	U.S. Citiz
12	WA220	2024				1	1	U.S. Citiz
13	WA220	2024				1	1	U.S. Citiz
14	WA220	2024				1	5	U.S. Citiz
15	WA220	2024				1	1	U.S. Citiz
16	WA220	2024				1	1	U.S. Citiz

More Query Corner!

More query need-to-knows!

- **Fields added to QCS_FA_REPEAT_CRSES query:** To address [item number 15 from the FAST Maintenance List for SAP-related issues](#), we have migrated updates to the QCS_FA_REPEAT_CRSES query to Production to display the following additional data sets. The addition of these fields should eliminate the need to do double work and compare this query against the QCS_SR_ENRL_MIN_VARIABLE to differentiate between repeat courses and variable credit courses.
 - Variable Credit Indicator on Class (Units Taken, Min Units, Max Units)
 - Repeat Grading Basis flag (e.g. RPEX, etc) - display if value exists, but do not filter to only those with this value.
- **Short description changed for QCS_FA_EXPTD_GRAD_HAD_AID query:** To address [item number 16 from the FAST Maintenance List for SAP-related issues](#), we have migrated to Production an update to the QCS_FA_EXPTD_GRAD_HAD_AID query. The short description was changed for this query to better define its purpose, and to help colleges differentiate it from the QCS_FA_EXPTD_GRAD_WITH_AID query.
 - Previous Short Description: "Exptd Grd Stdnt by Term"
 - New Short Description: "StuW/FA TrmActvtn + ExptdGrdDt"

What's Coming Down the Pike?:

- **FA Training Sessions**
 - The next FA Training is scheduled for **Tuesday, 03/07/23**, and will be on an ISIR Processing Refresher. This training is geared to those needing a refresher on the Combined and Single File Process for ISIR Processing. All trainings happening in 2023 have been sent out to the ctclinkfinaid support list serv, with a calendar invite that includes Webex log in info.

- **FA Work Sessions**

- The next *FA Work session* is scheduled for **Thursday, 03/23/23**. The session topic is *3Cs for You and Me*, with presenter, Debbie Englehardt! Debbie will present the 3Cs info at an advanced level to help you better understand what's going on under the hood with your 3Cs. Don't miss it!

[In Case You Missed It:](#)

From NASFAA:

NASFAA UPDATES AND ANNOUNCEMENTS

AskRegs Knowledgebase Answers: Should We Include PLUS Loan Fees In the Cost Of Attendance?

Yes. The school is required to include both graduate and parent PLUS fees in the student's cost of attendance (COA)--that is, it is not optional. The wording in Section 472(a)(13) of the Higher Education Act of 1965 (HEA), as amended, [20 USC 1087LL] is as follows: "SEC. 472. [20 U.S.C. 1087LL] COST OF ATTENDANCE. (13) for a student who receives a Federal student loan made under this subchapter or any other Federal law, to cover a student's cost of attendance at the institution, an allowance for the actual cost of any loan fee, origination fee, or insurance premium charged to such student or the parent of such student on such loan, or the average cost of any such fee or premium, as applicable;"

NEWS FROM NASFAA

Poll the Pros: FAFSA Housing Question Changes

FAFSA changes for 2024-25 include eliminating the question that asks students whether they will live on campus, off campus, or with parents. Some NASFAA member schools have indicated they use the response to this question to construct cost of attendance (COA) and for other financial aid purposes. NASFAA wants to know if and how schools are planning to collect students' housing choices for creating COAs or for other purposes once the housing plans question is no longer on the FAFSA. Take our quick poll by next Thursday, March 9, at 5:00 p.m. ET

Note, you must be a NASFAA member to take the above NASFAA poll. Link to the [Housing Question Poll](#).

Training Team Updates:

Reminder! On **Monday 04/17/2023**, the Training Team will offer a cross-pillar training on the end-to-end process of how funds move from FA to SF to FIN-GL. A calendar invite with Webex information is forthcoming in the coming weeks as content and objectives are developed. Also, as we are developing content, please feel free to email kforsberg@sbctc.edu your specific struggles in reconciliation that you would like to see covered in the session.

Environment Updates:

Reminders!

- The PRD Environment is having scheduled maintenance for OAAP (Admissions):

Date - Saturday, March 11, 2023, 7:00 am 8:00 am

Issue - SBCTC will be performing maintenance on the admissions application (OAAP).

- The Campus Solutions pillar will be unavailable during the maintenance period.
- Admissions (OAAP) and HighPoint HCX mobile pages will be unavailable during the maintenance period.
- Integration between CampusCE and ctcLink will be unavailable during the maintenance period.
- The Portal, HCM, and Finance pillars will remain online during the maintenance period.
- Canvas will not be impacted.

Just for Fun! ?

This Day in History. March 3rd, 1934 - The notorious gangster John Dillinger used a wooden pistol to break out of prison. Dillinger broke free with another prisoner, Herbert Youngblood. The duo took off to Chicago in a Sheriff's car.

<https://www.thevintagenews.com/2018/12/19/dillingers-wooden-gun/?chrome=1>

02/10/2023

Knowing is Half the Battle!

Super Helpful Reminders and Tips!

- **Is WCG/CBS Awarding giving you rounding headaches? ?** When you are awarding, do your awards split unevenly and you end up having to correct them with Custom Split? For example, the award distributes to Fall \$1490, Winter \$1488, and Spring \$1488? Like so:

Award Disbursement Detail

Sequence 40 Item Type 912000000000 Net Award Amount \$4,466.00
Disbursement Plan 01 *Split Code AY ☐ Custom Split

Disbursement Distribution

Disbt ID	Term	Award Period	Level	Offered	Accepted	Net Disbursement Balance	Disbursed
01	2227	Academic		→ 1,490.00	1,490.00	1,490.00	0.00
02	2231	Academic		→ 1,488.00	1,488.00	1,488.00	0.00
03	2233	Academic		→ 1,488.00	1,488.00	1,488.00	0.00

OK Cancel

There's a fix in the set up for that uneven split! From the [WCG and CBS Processing Guide](#), on or around page 10:

Some WCG/CBS annual award are not divisible by two or three. The WCG/CBS manual suggests that if annual awards do not divide evenly, colleges may round up/down by \$1 or \$2, so long as this does not result in more than a two-dollar difference over a three quarter year. Once annual award amounts are updated in set up, follow the steps listed in Recalculating Eligibility to update WCG pages and identify students who have been updated.

So, this means, to get your awards to round evenly, without having to Custom Split the award, you have the discretion to increase or decrease the award set up by \$1 or \$2 to get your awards to split evenly when auto-packaging:

From the WCG Set Up page, (**Set Up SACR > Product Related > Financial Aid > CTC Custom > CTC Interfaces > WA College Grant > WCG Set Up**):

Increase the total award amount by \$1 or \$2 up or down, if it meets the above criteria in the red box, from the *WCG and CBS Business Processing Guide*. For example, the

First MFI range in the table will split unevenly, when divided by 3: $\$4466 / 3 = \1488.666666 . If you increase the total award set up amount by \$1, the award splits evenly: $\$4467 / 3 = \1489

Continue to adjust all other award amounts in the WCG and CBS Set Up table, up or down by \$1 or \$2, so the award splits evenly when awarding. This adjustment is permitted, per the WSAC [WCG and CBS Program Manual](#), pg. 30

Example only:

The screenshot shows a web application interface for setting up award amounts. At the top, there are tabs for 'Awards Amounts Table' and 'MFI Setup Table'. Below the tabs, there are fields for 'Academic Institution' (blurred) and 'Aid Year' (2023), with a 'COPY' button next to the year. The main section is titled 'Award Amounts' and contains a table with 6 rows. Each row represents an MFI Percent range and shows the 'NonBas Award Amount' and the 'Bas Award Amount'. The 'Bas Award Amount' is calculated as the 'NonBas Award Amount' divided by 3. At the bottom of the table, there are buttons for 'Save', 'Return to Search', and 'Notify'.

	MFI Percent	NonBas Award Amount	Bas Award Amount		
1	55	4467	7161	+	-
2	60	4467	7161	+	-
3	65	2682	4299	+	-
4	70	2235	3582	+	-
5	75	1095	1755	+	-
6	100	447	717	+	-

To fully test this adjustment out, please work in PCD. You may also file a ticket with ctcLink FA Support for assistance on getting these tables updated.

Query Corner!

- **What are the most commonly used queries in FA? Here they are, all lumped into a QRG for your convenience: [NEW! Most Commonly Used Fin Aid ctcLink Queries](#)** this ctcLink Reference Center Doc holds all the commonly used queries for each sub-module in FA

What's Coming Down the Pike?:

Aid Year Rollover Sessions

O FA Support is in the process of rolling your Aid Year over to the upcoming 2023-2024 Aid Year. We will be wrapping up with all colleges' AYROs by the end of the month in February.

- **FA Training Sessions**

- The next FA Training is scheduled for **Tuesday, 03/07/23**. All calendar invites with Webex log in info are sent out to those subscribed to the ctclinkfinaidsupport list serv. You can track all events in FA and other pillar areas here in the [SBCTC Calendar](#). Tip, you can filter to just FA using the filters on the right side of the SBCTC calendar page.

- **FA Work Sessions**

- The next *FA Work session* is scheduled for **Thursday, 02/23/23**. The session topic is *ISIR Suspense Management Best Practices*, with guest presenters, Spokane Falls Community College's very own, Ashley Clark, Rena Tinnell, and Maddie Leutwyler. They will be presenting the goods on how they manage their ISIR suspense and what works for their unique institution. Kelly Forsberg will also review general Best Practices as recommended from State Board. Don't miss it!

In Case You Missed It:

From NASFAA:

NASFAA UPDATES AND ANNOUNCEMENTS

AskRegs Knowledgebase Answers: When Will the 2024-25 FAFSA Go Live?

It is NASFAA's understanding that the 2024-25 FAFSA will go live sometime between October 1, 2023 and December 31, 2023, but the FAFSA Simplification Act within the Consolidated Appropriations Act, 2021, does not require it to go live before January 1, 2024. There is also no indication of when a draft FAFSA will be available.

Training Team Updates:

New! On **Monday 04/17/2023**, the Training Team will offer a cross-pillar training on the end-to-end process of how funds move from FA to SF to FIN-GL. A calendar invite with Webex information is forthcoming in the coming weeks as content and objectives are developed.

Environment Updates:

Reminders!

- PCD Environment Refresh on March 6th, 2023. If you have any data you are testing in the PCD environment, you still have time to build and test before the next refresh.

Just for Fun! ?

This Day in History. Black History Today states, "On February 10, 1964, the United States House of Representatives passed The Civil Rights Act of 1964 after 70 days of debate. The Act made discrimination illegal on the basis of race, color, religion, national origin, and sex in public accommodations, employment, and programs that are federally funded. A substitute bill of this major piece of civil rights legislation was finally approved on June 19, 1964 by the United States Senate after a 50 day filibuster organized by senators from the south. President Lyndon B. Johnson signed the Act into law on July 2, 1964. Being a law and being an enforced law are two different things, it still took years for many areas of the country to abide by The Civil Rights Act of 1964."

[February 10 | \(blackhistory.today\)](#)

01/06/2023



[Multiple Item Type Spreadsheet Template.xlsx](#)

Knowing is Half the Battle!

Super Helpful Reminders and Tips!

- **No Personally Identifiable Information (PII) in Tickets** Just a friendly reminder to not list SSNs or other PII in ticket details. When tickets are received here at State Board, emails are generated to SBCTC and to the college. If PII like social security numbers are in the ticket notes, they show up in the emails. If you need to submit SSN detail, you may do so in screen shots; a Solar Winds User will have to log in and authenticate into the system to review the data. Signing into Solar Winds protects client information. You may use directory information in your ticket notes.
- **Requesting New Item Types in Tickets** When requesting a new Item Type, please use one Item Type Request form. If you have multiple Item Types you are requesting, you can attach a spreadsheet to your ticket detail that outlines your Item Type request. You may use the *Multiple Item Type Form Template* attached in this email. Less Item Types forms to fill out/sign is a win for you, a win for us!
 - Additionally, when opening a ticket to request a new item type, please use the following request type so the ticket gets routed to the proper team:

ctcLink Support > Campus Solution > SF FA > Item Types

- **Changing Disbursement Dates in Your Disbursement ID Table** Please do not change your Disbursement Dates in your Disbursement ID Tables. Doing so causes problems when you go to undisburse awards with the original disbursement date. Changing the

disbursement after awarding begins, it will prevent aid from disbursing if the disbursement has the old disbursement date.

- For example, if a student had a disbursement date of 09/15/2022 on disbursement plan 50, when initially awarded, and then someone went into the Disbursement ID Table and updated the Fall Disbursement Date to 10/15/2022, it will cause a problem in disbursing.

Nav: Set Up SACR > Product Related > Financial Aid > Awards > Disbursement ID Table

The screenshot shows the 'Disbursement ID' form. At the top, there are tabs for 'Institution' (UGRD) and 'Aid Year' (2023). Below these are fields for 'Career' (UGRD), 'Disbursement Plan' (01), and 'Disbursement ID' (01). The 'Description' field contains 'Fall Disbursement 1' and the 'Short Description' field contains 'Fall Disb1'. The 'Term' field is set to '2227' and the 'Award Period' is 'Academic'. The 'Disbursement Date' field is highlighted in yellow and has a red circle with a diagonal line through it, indicating a warning or error. The 'Loan Request Dt' field is set to '09/15/2022'. The form also includes a 'Copy' button and a 'Find' button.

Query Corner!

- **What are the most commonly used queries in FA? Here they are, all lumped into a QRG for your convenience: [NEW! Most Commonly Used Fin Aid ctclink Queries](#)** this ctclink Reference Center Doc holds all the commonly used queries for each sub-module in FA

What's Coming Down the Pike?:

Aid Year Rollover Sessions

O FA Support is in the process of rolling your Aid Year over to the upcoming 2023-2024 Aid Year. Check your calendars for your dates!

- **Training Sessions**

- 2023 Training sessions and dates are being finalized. Stay tuned to the ctclinkfasupport list serv for calendar invites as to when the sessions will be added. You can also check the [SBCTC Calendar](#) for updates.

Training Team Updates:

New! Following up from our Cross-Pillar Training Session on 11/29 for Veterans' Benefit processing, we are pleased to announce a new resource document on the ctcLink Reference Center called the [Veterans' Education Benefit Resource Guide](#). Thank you to SBCTC's Douglas Zeno, Bellevue College's FA Director Melanie Ruiz, North Seattle College's Dean Brianne Sanchez, and Bellevue College's SCO Josh Kienlen who all collaborated on the development and review of this resource document.

Environment Updates:

Reminders!

- PCD Environment Refresh on January 9th, 2023. If you have any data you are testing in the PCD environment, remember that it will be lost in the refresh.
- There is an image overview document (IOVD) from the PUM 27 update on 12/17. You can review the IOVD document here: <https://www.sbctc.edu/resources/documents/colleges-staff/it-support/erp/ctclink-accessibility/ctclink-cs-image-27-overview-2022-12.pdf>

Just for Fun! ?

This Day in History. Samuel Morse unveils the telegraph, revolutionizing communication. On January 6, 1838, Samuel Morse's telegraph system is demonstrated for the first time at the Speedwell Iron Works in Morristown, New Jersey. We've come a long way, haven't we?

12/09/2023

Knowing is Half the Battle!

Super Helpful Reminders and Tips!

- **Funds Not Yet Recorded in the System** - Are you still working through this pesky error messages in your Auth Failure Report? Remember, that if you are getting this error message, you likely need to load your crecmyop and crpn files. This message can also appear on direct loans that have not been originated.

Query Corner!

- **What are the most commonly used queries in FA? Here they are, all lumped into a QRG for your convenience: *NEW!* [Most Commonly Used Fin Aid ctcLink Queries](#)** this ctcLink Reference Center Doc holds all the commonly used queries for each sub-module in FA

What's Coming Down the Pike?:

Just In Time Trainings (FA Training):


O SAP Processing Refresher (Winter SAP/Fall Grades) 12/20/22 9:00 AM 11:00 AM

O Follow Up Q & A SAP Processing Refresher 12/22/22 9:00AM 11:00 AM

In Case You Missed It:

From NASFAA:

NASFAA UPDATES AND ANNOUNCEMENTS

AskRegs Knowledgebase Answers: Will Schools Be Required To Report Federal Work-Study Earnings To COD? 

Yes. Before October 1, 2023 and beginning with the 2024-25 award year, schools will be required to report to the Common Origination and Disbursement (COD) System cumulative calendar year Federal Work-Study (FWS) Program earnings on an individual student basis.

FSA Identifies FAFSA Renewal Issue

Federal Student Aid (FSA) has acknowledged an issue causing an error message for some applicants who are trying to access their 2023-24 FAFSA renewal form. In recent weeks, applicants have reported instances in which they have received an error message when trying to access their renewal form informing them that the renewal form is not available. FSA expects the issue to be resolved by Dec. 29, 2022, and urges applicants who receive this message to complete a new 2023-24 FAFSA from the beginning.

Environment Updates:

Reminder! Planned Service Outage for CS PRD on Saturday, December 17, 2022 7:00 am - 1:00 pm - CS Image 27 & HCX Update

Just for Fun! ?

Geminid MeteorShower. Look skyward on the night of December 13 after 9P.M. for a chance to catch a glimpse of the **Geminid meteors**. The Geminid meteor shower is the most active shower of the year. This year, the peak of the meteor shower meets a waning gibbous Moon, meaning that the sky will still be affected somewhat by the light of the Moon. If the sky is clear and temperatures aren't too chilly, it's still worth venturing outside to try to see the Geminids. Check out the [Geminid Meteor Shower](#) page for more info.

(Source: [The Month of December 2022: Holidays, Fun Facts, Folklore & More | The Old Farmer's Almanac](#))

11/04/2022

Knowing is Half the Battle!

Super Helpful Reminders and Tips!

- **PLUS LOANS** Can't link a parent borrower to the student? Getting a 'reciprocal error' message? Argh-- parent relationship issues ensue! You might be missing essential steps in the *Add/Update a Person* page when building the parent record.
 - In the *Add/Update a Person* page in Campus Community, the parent borrower's *Marital Status* and *Sex* cannot be defined as "Unknown".
 - **Tip!** You can deduce what the parent borrower's marital status is by checking the Correct 20xx-20xx ISIR Records page is the parent borrower a Parent 1 or Parent 2 on the FAFSA? If yes, check the Marital Status there, and define.

Campus Community > Personal Information > Add/Update a Person

The screenshot shows the 'Add/Update a Person' form in Campus Community. The form is divided into several sections: Biographical Details, National ID, and Contact Information. In the Biographical Details section, the 'Marital Status' and 'Sex' dropdowns are highlighted with a red box. A callout box points to these fields with the text 'Parent borrowers cannot be defined as "Unknown"'. The 'Marital Status' is set to 'Divorced' and 'Sex' is set to 'Female'. The 'National ID' section shows a table with columns for Country, National ID Type, National ID, and Primary. The 'Contact Information' section shows a table with columns for Address Type, Effective Date, Status, Country, and Address. The form also includes buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

- **SUPPRESSED LOANS** Can't edit a Direct Loan award? Does the loan look suppressed like it does in the image below, and you can't edit amounts or actions? The reason? You have a loan in transmission status to COD, and it may be awaiting a response file load to ctcLink!
 - In the View COD Data page, search by the EMPL ID, and find the COD Document ID for your student. Then run the query QCS_FA_MISSING_COD_RESPONSE and look for the Document ID there is the Document ID listed in the query results? If yes, you have

missed uploading or processing a COD response file into ctcLink. Find that file and load it into ctcLink

- **Tip!** Run the query QCS_FA_MISSING_COD_RESPONSE weekly to ensure you are not missing any file loads.

Financial Aid > Awards > Award Processing > Assign Awards to a Student Award is suppressed:

Student Aid Package | Need Summary | Term Summary

Aid Year: 2023 | 2022-2023 Financial Aid Year

ID: [Redacted] | Institution: [Redacted]

Career: UGRD | Undergrad | Package Status: Packaging Completed | Validate | Post | Reset

Packaging Plan ID: SUFAWISP | Retrieve | Aggregate Source: FA Installation Default

Repackaging Plan ID: [Redacted] | Repackage | Award Period: Both Academic & Non Std

Attributes | Award Notification

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	Disbursement	
10	[Q]	UGRD	911000000000	Federal Pell Grant	6,320.00	6,320.00	09	XX [Q]	Disbursement	+
20	[Q]	UGRD	911000000110	Fed SEOG Grant-Waitlist	1,200.00	1,200.00	01	AY [Q]	Disbursement	+
30	[Q]	UGRD	911000000010	Additional Pell Grant	2,298.00	2,298.00	07	XX [Q]	Disbursement	+
40	[Q]	UGRD	912000000000	WA College Grant	5,583.00	5,583.00	09	XX [Q]	Disbursement	+
50	[Q]	UGRD	912000000250	WA Bridge Grant	500.00	500.00	03	F1 [Q]	Disbursement	+
60		UGRD	961000001100	Subsidized Direct Loan 1	3,500.00	3,500.00	02	F2	Disbursement	+
70		UGRD	961000002100	Unsubsidized Direct Loan 1	5,478.00	5,478.00	02	XX	Disbursement	+

Financial Aid > File Management > Full COD Participant > View COD Data - View COD Data page with Document ID:

COD Document

COD School Information

COD Student

COD Award

COD Disbursement

Document ID

2022-11-02T08:30:15.48

Process Date

Document Type

Document Status

Document Information

Created Date & Time

2022-11-02T08:30:15.48

Full Response Flag

F

Source Type

School

Receipt Date

Processing Status

Generated XML

Reset

Source ID

Destination Type

COD

Inbound DateTime

Outbound DateTime

11/02/2022 8:30AM

Destination ID

00000001

Schema Version

Version 5.0a

Software Provider

PEOPLESOFT

Response Information

Software Version

0506R1

File Path and Name

/CSTRANSFER/WA/ /DirectLoans2023/CRDL23IN.044

Save

Return to Search

Notify

COD Document

COD School Information

COD Student

COD Award

COD Disbursement

Reporting Tools > Query > Query Viewer - QCS_FA_MISSING_COD_RESPONSE Query results showing Document ID that is missing from being loaded:

QCS_FA_MISSING_COD_RESPONSE - Missing COD Response

Institution

WA

Year

2023

View Results

Download results in:

Excel Spreadsheet

CSV Text File

XML File (2 kb)

View All

First 1-3 of 3 Last

Row	Document ID	Rpt Schl ID	# of Students in File	Award	Aid Year	Created	Source	ID	Process Dt	Process Stat	Inbound Dttm	Outbound Dttm	Schema Version	File Path Name
1	2022-11-02T08:30			1 DLPLUS	2023	2022-11-02T08:30:15.48	School			Generated XML		11/02/2022 8:30:31AM	5.0A	/CSTRANSFER/WA /DirectLoans2023/CRDL23IN.044
2	2022-11-02T08:30			7 DLSubsidized	2023	2022-11-02T08:30:15.48	School			Generated XML		11/02/2022 8:30:31AM	5.0A	/CSTRANSFER/WA /DirectLoans2023/CRDL23IN.044
3	2022-11-02T08:30			8 DLUnsubsidized	2023	2022-11-02T08:30:15.48	School			Generated XML		11/02/2022 8:30:31AM	5.0A	/CSTRANSFER/WA /DirectLoans2023/CRDL23IN.044

Query Corner!

o **R2T4 - ARE YOU RUNNING THE LDA (Last Date of Attendance for R2T4) QUERY AND NOT GETTING RESULTS?** When running the query **CTC_FA_LDA_BY_STUDENT** and no results pop up

§ Grades may not have yet been entered into the Grade Roster for the specified term. The college instructors may be putting grades in later on, so sometimes you do have to flag down your instructors to find last date of attendance for R2T4 purposes. To make this query work in your favor, please define your business process with your instructional department, and records teams to get an ideal time in which to enter grades for students who have vanished or withdrawn.

Training Team Stuff!

- **UPDATED Business Processing Guides:**

- **WCG Interim Reporting BPG** - [WCG Interim Reporting Business Process Guide | 9.2 FA - Financial Aid Business Process Guides | ctcLink Reference Center](#)

- **UPDATED QRGs:**

- Awarding a PLUS Loan (Under Construction)
- Added Image 26 Bug 34705206 Information to:
 - Making ISIR Corrections
 - Making Corrections on an Alien Registration Number
 - Creating a Prorated EFC
 - Manually Loading ISIRs
 - Processing Dependency Override/Homeless Youth Determination ISIRs in ctcLink

What's Coming Down the Pike?:

Just In Time Trainings (FA Training):

- *Loan Processing Refresher* 11/8/22 9:00 AM 11:00 AM
- o *Follow Up Q & A for Loan Processing Refresher* 11/10/22 9:00 AM 10:00 AM
- O **RESCHEDULED** - Veteran's Benefit Processing 11/29/22 9:00AM 11:00 AM

Fin Aid Work Session (FA Support):

- o **NEW!** *Aid Year Roll Over (AYRO) Prep* 11/17/22 1:00 PM 3:00 PM Calendar invite forthcoming

Environment Updates:

Reminder! The next **PCD** refresh will take place on Monday, **November 7**. That means you are running out of time for any testing you want to do in PCD. Remember that any processes you have built or students you have staged, will be wiped in the refresh, and replaced with the most recent data in the PRD environment.

Reminder! This notice is for all users of the ctcLink production environment. **PRD** will be undergoing maintenance on Saturday, **November 12** from 7AM - 7:30 AM. SBCTC will be installing critical Oracle patches during this maintenance window:

- The entire ctcLink production environment will remain offline during the maintenance window.
- Users logging into ctcLink will be directed to an offline notice.
- Canvas will not be impacted but users will need to access Canvas directly rather than through ctcLink.

Just For Fun! ? Did you Know?

- Spooky season may be over, but I'm not letting it pass without sharing this spooky tale about the islands of haunted dolls! Read on to be rendered weirded out!

According to the Guinness Book of World Records, within the city limits of one of the world's biggest metropolises, Mexico City, lies one of the last remnants of the Aztecs.

Xochimilco, a UNESCO World Heritage Site, is a vast network of canals and tiny artificial islands called chinampas, where locals live and grow crops.

One such chinampa, deep in the heart of Xochimilco, houses a few small huts, outnumbered by thousands of mutilated, decaying dolls.

The aptly named Island of the Dolls, or La Isla de las Muñecas, is home to the world's largest collection of haunted dolls.

[The haunting story of the man who built the Island of Dolls | Guinness World Records](#)

10/28/2022

Knowing is Half the Battle!

Super Helpful Reminders and Tips!

- **WHOOOPS!** Have you noticed that Run Control IDs can carry from one Search Criteria page to another Search Criteria page when you are first running a process? Take care not to let a Run Control ID for the previous step become your new (and same) Run Control ID for a different step in a process. Work carefully in how you move through ctcLink; as you may be creating duplicate Run Control IDs for the same process. Remember that Run Control IDs are like tattoos, once they're created, they cannot be removed.

NO RAGRETS ?

- **DID YOU KNOW?**

- You can set recurrences on specific processes. For example, if you would like to queue up your Mass Assign F03 process to assign on students who drop classes, and not have you manually run it every day, and you want this to be done on a recurrence, you can set this up in your Process Scheduler:

In Process Scheduler, define your recurrence to how often you want it to run, and select your Distribution link to define who you want the report to go to:

Process Scheduler Request

User ID CTC_KFORSBERG

Run Control ID WA030_MASS_ASSGN_F03_SI_KF

Server Name PSUNX

Run Date 10/27/2019

Recurrence Daily Every 4 Hrs

Run Time 12:00:00AM

Reset to Current Date

Time Zone PST

Pacific Time (US)

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Publish Assign Service Ind	EIPSIASG	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	SCC_SI_ASSN	SCC_SI_ASSN	Application Engine	Web	XLS	Distribution

OK

Cancel

Define your Distribution Detail so that the report can go to you and/or your backup:

Distribution Detail

Process Name SCC_SI_ASSN

Process Type Application Engine

Folder Name GENERAL

Retention Days 30

Email Only

Email Subject Autogenerated List: F03 Withdrawn Service Indicator Students

Email With Log: ☐

Email Web Report: ☒

Message Text

This is an auto-generated report of students who had a F03 Mass Assigned to them.
Please review for possible R2T4.

Email Address List

yourname@collegeemail.edu

Distribute To

*ID Type User

*Distribution ID Your EMPL ID here

OK

Cancel

- DID YOU KNOW? CONT'D** - You can use User Edit Messages (UEMs) to hold disbursements. UEMs work like Service Indicators. UEMs are specific to Fin Aid Processing and aren't available in any other module. You can use a UEM to hold disbursements on any business process you deem effective. The use of UEMs is optional and is a local process decision.

9.2 | ctclinkinaid List Serv | FA Weeklyish Bulletin Archive

Page 18

- Here's a few QRGs if you want to explore using UEMs
 - **QRG:** <https://ctclinkreferencecenter.ctclink.us/m/92429/l/929131-9-2-create-user-edit-message>
 - **BPG:** <https://ctclinkreferencecenter.ctclink.us/m/92427/l/1035811-9-2-track-continued-student-eligibility-for-aid>

Query Corner!

o **ARE YOU HAVING A HEYDAY WITH LOANS?** For example, "Why am I getting weird error messages, or why are my loans not splitting into two disbursements for a single-term loan?" The answer? You might have used a grant Disbursement Plan on your loan.

§ CTC_FA_LOANS_WRONG_DISB_PLAN

- Run this query to do a sweep to see who has been assigned a grant disbursement plan. Remember that loans should be awarded using disbursement plans that have the 30, 40 or 50 series attached to them, not 08, 09, or 01 (those are grant disbursement plans). Take care to not choose a grant disbursement plan when awarding loans.

Training Team Stuff!

o UPDATED QRG:

§ **9.2 Assigning a College Financing Plan** [9.2 Assigning a College Financing Plan | 9.2 FA - Student Access | ctcLink Reference Center](#)

What's Coming Down the Pike?:

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- *Loan Processing Refresher* 11/8/22 9:00 AM 11:00 AM
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Environment Updates:

Reminder! The next PCD refresh will take place on Monday, **November 7**. That means you are running out of time for any testing you want to do in PCD. Remember that any processes you have built or students you have staged, will be wiped in the refresh, and replaced with the most recent data in the PRD environment.

?? Bug 34705206! Correct ISIR 20XX-20XX Records Jump to First Record When Going Between Tabs. A bug installed with Image 26 causes the page to switch to a different effective dated row after selecting tabs or the INAS button if the student has more than one ISIR loaded for the aid year. When switching between tabs on the page, it will move to the first (most recent) effective dated row. When selecting the INAS button will move to the last (oldest) effective dated row.

- Impact. An inconvenience. There is no impact to functionality.
- Workaround? Staff can select the correct effective dated row as they move to each tab or after selecting the INAS button
- Status. Fix scheduled for Image 28. Anticipated install into ctcLink Spring 2023.
- Navigation Affected. NavBar > Navigator > Financial Aid > Federal Application Data > Correct 20XX-20XX ISIR records
- Updates to impacted QRGs forthcoming

[Just For Fun! ? ~Trivia~ Dia de los Muertos Version](#)

-Dia de los Muertos is different from Halloween. Dia de los Muertos is celebrated after Halloween, on Nov. 1 and Nov. 2

- Dia de los Muertos originated in ancient Mesoamerica (Mexico and Northern Central America) where indigenous groups, Aztec, Maya, and Toltec had specific times when they commemorated their loved ones who had passed away.

- Nov 1 is celebrated to remember children who have departed, and Nov 2 is to honor adults.

- Dia de los Muertos is a celebration of life, an opportunity to remember and celebrate the lives of departed ones. The celebrations are filled with music and dancing.

- The *Ofrenda* is a central component of these days; the Ofrenda is a temporary altar for family members to honor their loved ones and provide them what they need for their journey items that belonged to them, and objects that serve as a reminder of their lives.

- The ofrenda includes the four elements: water, wind, earth, and fire. Water is left in a pitcher so spirits can quench their thirst. *Papel picado* (paper banners) represent the wind. Earth is represented by food, especially bread. Candles are left so spirits can find their way.

- Flowers, butterflies, and skulls are used as symbols. A *cempasúchil* is a type of Marigold flower often placed on ofrendas and graves. Monarch butterflies hold the spirits of the departed. Monarchs arrive in Mexico for the winter, typically on Nov 1, which coincides with Dia de los Muertos. *Calaveritas de azucar*, or sugar skulls, along with toys, are left on alters for departed children. The often-colorful skulls are used as a whimsical reminder of the cyclicity of life.

[Five facts about Día de los Muertos \(The Day of the Dead\) | Smithsonian Institution \(si.edu\)](#)

10/07/2022

[Knowing is Half the Battle!](#)

Super Helpful Reminders and Tips!

o THOU SHALT NOT (Please?)

- **THOU SHALT NOT IGNORE THY JOBSETS**

- Please monitor your Jobsets each morning. If any parts of your nested JobSets, or JobSets themselves failed, please reach out to fasupport@sbctc.edu immediately so we can help you resolve it.

- **PLEASE BE VERY CAREFUL WITH ENTERING YOUR FILE PATHS WHEN OUTBOUNDING/ INBOUNDING COD FILES**

- When working in Inbound or Outbound pages, and anywhere a file path and file name is required for outbounding or inbounding, please copy the file path from the Upload/Download page and ensure it is for the intended the specific business process step. The file path is case-sensitive and needs to be exact for it to work. If there are hand-keyed typos or errors in the file path, the process stops for ALL 34 colleges in the CTC System. That means no college FA Office will be able to inbound or outbound until the college that keyed in the error works with state board to resolve the issue. *::no pressure!!::*

The images below display a correct example, and an incorrect example. Can you spot the differences?

Correct:

The screenshot shows a web form titled "Common Origination and Disbursement Inbound". At the top, there is a "Run Control ID" field with the value "WA030_IMP_COD_RESP_DATA_KF". To the right of this field are two tabs: "Report Manager" and "Process Monitor". Further right is a yellow "Run" button. Below these elements is a table with the header "*File Path and Name". The table has four rows, each with a number in the first column and a file path in the second column. The first row is highlighted in light blue and has a green checkmark next to it. The second row has a yellow smiley face emoji next to it. The third and fourth rows are white. Each row has a "+" button and a "-" button to its right.

	*File Path and Name	
1	/CSTRANSFER/WA030/DirectLoans2023/crdl23op.054	+
2	/CSTRANSFER/WA030/DirectLoans2023/crdl23op.055	+
3	/CSTRANSFER/WA030/DirectLoans2023/crdl23op.056	+
4	/CSTRANSFER/WA030/DirectLoans2023/crdl23op.057	+

Incorrect:

Common Origination and Disbursement Inbound

Run Control ID WA030_IMP_COD_RESP_DATA_KF

Report Manager

Process Monitor

Run

*File Path and Name			
1	/CSTRANSFER/WA030/DIRECTLOANS2023/crdl23op.054		
2	/CSTRANSFER/WA030/directloans2023/crdl23op.055		
3	/CSTRANSFER/WA030/2023/DirectLoan2023/crdl23op.056		
4	/CSTRANSFER/WA030/2023/Directloan2023/crdl23op.057		

Query Corner!

o **ARE YOU TRACKING FA LOAD OVERRIDES IN FA TERM?** When you run this query, you can check to see who has an override checkbox checked on FA Term.

§ CTC_FA_OVRD_BOX_CHKD_FA_LOAD

- Run this query to do a sweep to see who has a FA Load of F, and see if there are load differences. While reviewing, ask yourself, do any updates need to be made, is data still correct in the award page, the FA Term area, and the student's enrollment/FA eligible classes?

CTC_FA_OVRD_BOX_CHKD_FA_LOAD-89866802 - I														
Institution														
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Institution	Aid	ID	Last	First Name	Ter	FA Lo	FA Tak	Calc FA	Calc UT	Ovrd FA	Acad Lo	Ovr Ac	Sequen
3		2023				2227 T	0			0 Y	T	Y	10/3/2022	2
4		2023				2227 T	10 T			10 Y	T	Y	9/26/2022	2
5		2023				2227 L	0			0 Y	L	Y	10/3/2022	2
6		2023				2227 F	5 L			5 Y	F	Y	10/3/2022	1
7		2023				2227 T	15 F			15 Y	T	Y	10/4/2022	2
8		2023				2227 F	13 F			13 Y	F	Y	9/26/2022	2
9		2023				2227 H	0			0 Y	H	Y	10/3/2022	3
10		2023				2227 F	15 F			15 Y	F	Y	9/26/2022	2
11		2023				2227 T	0			0 Y	T	Y	10/3/2022	3

Training Team Stuff!

o NEW QRG:

What's Coming Down the Pike?:

Just In Time Trainings (FA Training):

- o *Work Study Processing* 10/11/22 9:00 AM 11:00 AM
- o *Follow Up Q & A for Work Study Processing* 10/6/22 9:00 AM 10:00 AM

Environment Updates:

Reminder! The next PCD refresh will take place on Monday, **November 7**. That means you have time for any testing you want to do in PCD. Remember that any processes you have built or students you have staged, will be wiped in the refresh, and replaced with the most recent data in the PRD environment.

The Campus Solutions Image and HighPoint Mobile HCX 22.2.2 upgrade will be implemented in production on **October 15th**. SBCTC has created supporting documents that include the changes the user will experience once the upgrades are implemented. These overview documents are now available on the SBCTC website and can be reached at the following links:

- The [Campus Solutions Image 26 Overview](#) document includes functional changes for all modules, and an email went out to the list serv on 10/4/2022 which includes the changes to all modules.

Here is a summary for **Financial Aid**:

- Move 2019-2020 ISIR Components to Financial Aid History
- Simulate 2022-2023 FM INAS
- Award Activity displays User ID for Batch Authorization Bug Fix
- Packaging Message for Recalculated Term Amounts on Pell Awards Bug Fix

Just For Fun! ? Did you know these things have names?

- The silent letters in words like 'knight' and 'gnat' are called *apthongs*.
- The person with your name who shows up in your Google search results is called your *Googleganger*
- When every move you can make in the game of chess hurts you, you're in *zugzwang*. Think of it as checkmate, but for a pawn, rook, knight, or bishop.
- *Scroop* is the swooshy sounds ballgowns make, or more generally, the sound produced by the movement of silk.
- *Arachibutyrophobia* is the fear of peanut butter sticking to the roof of your mouth. Related to *pseudodysphagia* which is the fear of choking. Can you say *arachibutyrophobia* with a mouth full of peanut butter?
- A group of donkeys is called a *pass*.

- A group of wild cats is called a *destruction*.
- A group of flamingos is called a *flamboyance*.
- A group of hippos is called a *bloat*.
- A group of seals is called a *harem*.

09/30/2022

Knowing is Half the Battle!

Super Helpful Reminders and Tips!

o **THOU SHALT NOT** (Please?)

- **DO NOT MANUALLY OVERRIDE LOAN ORIGATION** It has been discovered that there are some occurrences of manually overriding loan origination statuses in the Direct Loan Override page. Please do not do this because manually accepting an origination will not generate again to go out to COD, essentially causing ctcLink and COD to forever be out-of-sync. The loan record will need to be maintained manually in both systems for the rest of the aid year, and this is not the accepted business practice.

Disb ID	LOC Anticipated ID	LOC Actual ID	Ln Disb Amt	Loan Fee Amount	Rebate Amt	Net Disb	Antic Date
01	01	01	\$1,500.00	\$15.00	\$0.00	\$1,485.00	09/22/2022
02	02		\$1,500.00	\$15.00	\$0.00	\$1,485.00	12/29/2022
03	03		\$1,500.00	\$15.00	\$0.00	\$1,485.00	03/30/2023

- Please use the Validation Error Reports and Loans on Hold Report to work through your loan origination rejects. Once adjustments are made, you can queue the changes up for origination that way. Do not make adjustments in COD and do not manually accept in records in the Direct Loan Override page.

o **AWARD LETTERS!**

§ **EMAIL vs. LETTERS** Are you using emails or letters to notify students of their awards?

- The FA Flow Guide has steps for emailing award letter notifications, but you can also mail physical letters out using the download process. The caveat? You must have the letter template set up, or the process will not work in the Communication Generation Step. If you

have a letter template set up, here is a quick QRG on mailing out award letters. If you do not have the template set up, please file a ticket, and we can help you get that done. **QRG:** <https://ctclinkreferencecenter.ctclink.us/m/92425/l/1605184-9-2-printing-award-letters-in-batch>

- **REMINDER THAT YOU CANNOT USE THE COMBINED PROCESS (.txt file) FOR THE “IMPORT COD RESPONSE DATA” STEP**
- Please list out your cremyop, crpn, and other related files one at a time, row by row. The Import Federal Data Step does not recognize the combined file process. So, if you have many Funds Not Recorded in the System messages on your Authorization Failure Report, this may also be why, because the step isn't able to process a .txt file. Please list out the files similar to the example below:

The screenshot shows a web application interface titled "Common Origination and Disbursement Inbound". At the top, there is a "Run Control ID" field with the value "WA220_IMPRT_COD_RESP_DATA_KF". To the right of this field are two tabs: "Report Manager" and "Process Monitor". Further right is a yellow "Run" button. Below these elements is a table with the header "*File Path and Name". The table contains 12 rows, each with a file path and two small buttons (+ and -) to its right. The file paths are all located in the directory "/CSTRANSFER/WA220/DirectLoans2023/". At the bottom of the interface, there are three buttons: "Save", "Notify", and "Add", followed by an "Update/Display" button.

*File Path and Name		
1 /CSTRANSFER/WA220/DirectLoans2023/crecmyop.dat	+	-
2 /CSTRANSFER/WA220/DirectLoans2023/crecmyop.023	+	-
3 /CSTRANSFER/WA220/DirectLoans2023/crecmyop.024	+	-
4 /CSTRANSFER/WA220/DirectLoans2023/crpn23op.001	+	-
5 /CSTRANSFER/WA220/DirectLoans2023/crpn23op.002	+	-
6 /CSTRANSFER/WA220/DirectLoans2023/crpn23op.003	+	-
7 /CSTRANSFER/WA220/DirectLoans2023/crpn23op.004	+	-
8 /CSTRANSFER/WA220/DirectLoans2023/crpn23op.005	+	-
9 /CSTRANSFER/WA220/DirectLoans2023/crpn23op.006	+	-
10 /CSTRANSFER/WA220/DirectLoans2023/crpn23op.007	+	-
11 /CSTRANSFER/WA220/DirectLoans2023/crpn23op.008	+	-
12 /CSTRANSFER/WA220/DirectLoans2023/crpn23op.009	+	-

Query Corner!

o **HAVING LOAN ISSUES?** Putting this query in your arsenal again

§ CTC_FA_MISSING_COD_RESPONSE

- Are you having issues with the “*Funds Not Recorded in the System*” message on your loans on the Authorization Failure Report? It's likely you missed loading a COD response file. Run this query to find COD files you may not have loaded. Check your network drive where you saved your files, were any of them missed?

Training Team Stuff!

o **UPDATED BUSINESS PROCESSING GUIDE:**

§ **PELL BUSINESS PROCESS GUIDE** Additional language added on page 14 of the downloaded guide that crpg files aren't the only message class to come through EdConnect for Pell response files, craa files will also come through as response files too

o **RECORDINGS POSTED:** The [FLF & Disbursement Refresher](#) and [Census Processing](#) recordings are now available

§ Posted in the FA103 Authorizing and Disbursing Financial Aid Canvas Training course. The recording and slide deck are linked in the Additional Resources Module under the [Just In Time Trainings](#) sub-module. Remember, if you get an 'access denied' message that means you may not be registered for the course, or you haven't progressed through the course modules to unlock that module.

What's Coming Down the Pike?:

Just In Time Trainings (FA Training):

o *Track Agency Funding* 10/4/22 9:00 AM 11:00 AM

o *Follow Up Q & A for Track Agency Funding* 10/6/22 9:00 AM 10:00 AM

- **Work Sessions (with college staff guest presenters!):**

- File Review Best Practices | Guest Presenter: Sharon Gerlach, Spokane Community College 9/30/22 1:00 PM 3:00 PM
- Top 10 Loan Rejects and Troubleshooting | Guest Presenter: Lorena Saucedo, Tacoma Community College 10/21/22 1:00 PM 3:00 PM (calendar invite forthcoming)

Environment Updates:

- **Reminder!** The next PCD refresh will take place on Monday, **October 3**. That means you are running out of time for any testing you still need to do in PCD. Remember that any processes you have built or students you have staged, will be wiped in the refresh, and replaced with the most recent data in the PRD environment.

Just For Fun! ? Did you know these things have names?

-The # symbol has a very official name. We might call it the 'hashtag', or the 'pound sign' if you're old school. But it actually has a very official name called the *octothorpe*. #aboutthatfinaidlife

- The fleshy skin around the turkeys neck is called a *snood*. Still can never find the giblets either. Tip, they're not in the snood.

- Blackberries and raspberries are among a class of fruits called bramblefruits. Bramble fruits are aggregate fruits, which means they're made up of smaller units. The units, little bumps on the berries, are called *drupelets*.

- The bumps on the surface of a ping pong paddle are called *pips*.

- The prongs on a fork are called *tines* (why aren't they just called prongs?) smh

- The foam on the top of a beer is called *barm*, which is the yeast formed on fermenting malt liquors
- That hard-to-reach spot on your back that you can't ever seem to reach without a back scratcher? It's called the *acnestis*.
- You could call them whiskers, or you could call them *vibrissae*, which are the stiff hairs that are located on the face and especially about the snout of many mammals.

09/16/2022

Knowing is Half the Battle!

- **Super Helpful Reminders and Tips!**
- **ISIR JOBSET MAINTENANCE**
- **TERM-BASED RUN CONTROLS:** Each quarter, it your responsibility to update your Term-Based run control IDs in your ISIR Jobset.
 - What does mean? This means, any Run Control IDs with a term 2225 in them, i.e., Update FA Progress Units, needs to be changed to 2227. Going forward each term, you must make these changes. Please set a reminder in your outlook to remind you that you need to make these changes each term, typically after grades post, and before your next term's disbursement run. DG6 Trailer colleges, this update does not apply to you for fall, because your terms are already set up for fall since fall is the top of your AYbut it WILL APPLY to you for Term 2231. Please go through your ISIR JobSet and look through all your Run Control IDs, and make sure to update that term from 2225 to 2227.
- **IT'S AUTOMAGIC!**
 - **CENSUS & FA TERM:** Are you asking yourself, why isn't FA Load changing to N (No Units) if they're not registered for classes?
 - All your automagic happens when you run the Census Lock Process, on or around your published Census Daythis way, you won't have to be manually zero'ing out budgets or manually adjusting FA Term when a student tells you they aren't coming for that term. FA Term will reflect N for No Units once you run Census, if the student is still not registered for classes at that point.
 - **LOAN DISBURSEMENT DATES:** Are you asking yourselfhow do I manually adjust actual loan disbursement dates like I did in FAM?
 - The answer? You don't It's automagic!! It starts with sending loan origination records out to COD. When you are sending Orig records, you are sending to COD the orig record with the 'anticipated' disbursement date. Then, when you disburse loans, and then you send the outbound 'disbursement records' to COD. When COD accepts the records, they'll send you a response, which you load into ctcLink, and voila!the 'actual disbursement' loan dates now correctly reflect in the Manage Direct loan Application (MDLA) page. Same thing with Pell, in its respective page. You still have to work those rejects though, which is very *not* automagic. Run your Validation Error Reports to find and work those rejects.

- **Query Corner!**
 - **TRACKING AUTHORIZATION AND DISBURSEMENT**
 - **CTC_FA_SF_DISCREPANCY_LIST** After you disburse aid, run this query to find students who have an amount of aid that has not yet been applied to the student's View Customer Account page.
- **Training Team Stuff!**
 - **UPDATED BUSINESS PROCESSING GUIDE:**
 - **FA FLOW BUSINESS PROCESS GUIDE** The most current version is published to the ctcLink Reference Center as of 9/15/22. The guide is linked [here](#).
 - Summary of changes include: Reordering of steps in the FLF Process. Before the layout was to outline Mass Assign FLF and then Mass Remove FLF. We reordered the steps to display Mass Assign FLF, run Service Indicator List query, Adjust Aid, Update Packaging Variables, and then, Mass Remove FLF.
 - **RECORDING POSTED:** The *FLF & Disbursement Refresher* recording is now available
 - Posted in the FA103 Authorizing and Disbursing Financial Aid Canvas Training course. The recording and slide deck are linked [here](#). Remember, if you get an 'access denied' message that means you may not be registered for the course, or you haven't progressed through the course modules to unlock that module.
 - **WHERE ARE ALL THE JUST IN TIME RECORDINGS?**
 - You can find all the previous training recordings in this new handy-dandy document, your one-stop shop for where all Just In Time recordings live. Just a note, you still need to have completed the respective Canvas Courses to be able to view the recording.
 - **WHERE ARE ALL THE WORK SESSION RECORDINGS?**
 - You can find all the previous work session recordings in the Pillar Work Session Information Course.
 - You can register for all Canvas Courses [here](#).

What's Coming Down the Pike?:

- **Just In Time Trainings (FA Training):**
 - *Packaging Plans* 9/20/22 9:00 AM 11:00 AM
 - *Follow Up Q & A for Packaging Plans* 9/22/22 9:00 AM 10:00 AM
 - **NEW!** *Census Processing* 9/23/22 9:00 AM 11:00 AM (calendar invite forthcoming)
 - *Loan Refresher* 9/27/22 9:00 AM 11:00AM
 - *Follow Up Q & A for Loan Refresher* 9/29/22 9:00 AM 10:00 AM

Support Session (FA Training)

- *Awarding Drop-In Support Session* 9/19/22 9:00 AM 11:00 AM
 - Come join Kelly Forsberg in a web ex to do some awarding. Are you having some interesting award posting error messages that is preventing you from posting aid? Do you have questions about award sequencing, etc.? Bring your examples to this drop in session, and Kelly will work with you to provide you some awarding support.
 - We do realize this is the start of fall quarter for many colleges, but it will be offered again as time allows. Announcements on that will be made here in the list serv.

Environment Updates:

- **Reminder!** The next PCD refresh will take place on Monday, **October 3**. That means you have time for any testing you have done in PCD. Remember that any processes you have built or students you have staged, will be wiped in the refresh, and replaced with the most recent data in the PRD environment.

Just For Fun! ? Did you know these things have names?

- The space on your hand between your thumb and index finger is called *thenar webspace*. Also, there's a pressure point there press firmly into it with your other thumb and index finger for a moment (remember, a moment is 90 seconds -- it's supposed to help relieve headaches)
- Have you ever spit out your food when you ate something icky? We've all done it. What comes out is called *chanking*. Ew.
- Did you know the opposite side of a hammer's striking side is called a *peen*? Welp, I didn't know either, and now I feel kind of awkward.
- Ever wonder how much toothpaste the dental assistant puts on that toothbrush wand that polishes your teeth? There's a name for that measurement of toothpaste-- it's called a *nurdle*, which is a tiny dab of toothpaste, aww.
- The lines in the middle of your wrist are called *rasceta*. Nope, they're not your heart, love, or success lines; those are on your palm. Wouldn't it be cool to invent wristitry though, a sub-offering to palmistry?
- The metal part at the end of a pencil is called a *ferrule*. Use it in a sentence, "In grade school, I was a nervous student; I chewed the eraser AND the ferrule off my pencil."
- The loop on a belt that keeps the end in place after it has passed through the buckle is called a *keeper*.
- The infinity ∞ symbol is a mathematical symbol that represents an infinitely long number. It is called a *lemniscate*.

09/08/2022

Knowing is Half the Battle!

- **Super Helpful Reminders and Tips!**
 - **AUTHORIZATION FAILURE REPORT TROUBLESHOOTING GUIDE**
 - Are you getting some messages in the Auth Fail Report that you don't know how to work? Use the Authorization Failure Report Troubleshooting Guide to get started on where to go in ctcLink to resolve messages. The guide is linked [here](#).
- **Query Corner!**
 - **TRACKING AUTHORIZATION AND DISBURSEMENT**
 - **CTC_FA_AUTHORIZATION_DISCREP** Run this query to find students that have discrepancies between what's been Offered/Accepted and Authorized/Disbursed. You can use this query to track how much aid was authorized and on which students.

Recommended to run it after you run Batch Authorization, every time you have a Disbursement run.

- **CTC_FA_DISBURSED_BY_DATE** Run this query after you run Disbursement, so you can track the amount that you are disbursing. You can share these query results with SF so they know who is going to be in their Group Post batch.
- **CTC_FA_LOAD_COMP_BETWEEN_DATE:** This query should be run up *until* census date. The query compares students with different FA Load level when disbursed to date entered in prompt. Can only be run after disbursement.
- **Training Team Stuff!**
 - **UPDATED BUSINESS PROCESSING GUIDE:**
 - **FISAP Business Processing Guide** The most current version is published to the ctcLink Reference Center as of 9/8/22. The doc is linked [here](#).
 - ***Reminder*** that colleges in Dual Processing for Spring 2022 or Summer of 2022 will be using Legacy processes for FISAP.
 - **RECORDING POSTED:** The *Authorization Refresher* recording is now available in the FA103 Authorizing and Disbursing Financial Aid Canvas Training course. The recording and slide deck are linked [here](#).

What's Coming Down the Pike?:

- **Just In Time Trainings (FA Training):**
 - *FLF and Disbursement Refresher* 9/13/22 9:00 AM 11:00 AM
 - *Follow Up Q & A for FLF and Disbursement Refresher* 9/15/22 9:00 AM 10:00 AM
 - *FLF & Disbursement Refresher* 9/13/22 9:00 AM 11:00 AM
 - *Packaging Plans* 9/20/22 9:00 AM 11:00 AM

NEW! Support Sessions (FA Training)

- *Awarding Drop-In Support Session* 9/12/22 9:00 AM 11:00 AM & 9/19/22 9:00 AM 11:00 AM (calendar invites forthcoming)
 - Come join Kelly Forsberg in a web ex to do some awarding. Are you having some interesting award posting error messages that is preventing you from posting aid? Do you have questions about award sequencing, etc.? Bring your examples to this drop in session, and Kelly will work with you to provide you some awarding support.

Environment Updates:

- **Reminder!** The next PCD refresh will take place on Monday, **September 12**. That means you have time for any testing you have done in PCD. Remember that any processes you have built or students you have staged, will be wiped in the refresh, and replaced with the most recent data in the PRD environment.

Just For Fun! ? Did you know these things have names?

- The five-dot pattern found on dice is a *quincunx*. Thomas Edison has the five dots tattooed on his left forearm.

- The joy you feel thinking about good things that will happen is called *vorfruede*. You probably already know the meaning of *schaudenfruede*. Think of *vorfreude* as its nicer, more optimistic cousin.
- A person known by one name is *mononymous*. Think of Madonna, Adele, Voltaire, and maybe even the artist formally known as . . . ?
- As assembly of ferrets is a *business*. Next time I sign any checks “doing business as”, I might channel my inner ferret.
- A group of jellyfish is called a *smack*. They sting though, so maybe a ZAP is more appropriate?
- A group of ravens is called *unkindness*. Apologies to crows and ravens who get a bad rap from the earlier centuries.
- A group of whale is called a *gam*. Gam is also a pleasant conversation between whalers. Now I am confused because I thought a gam was a good-looking leg. “Get a load of these gams!”
- Three or more goats is called a *trip*. Who comes up with this stuff anyway??
- Many owls form a *parliament*. How official sounding!

09/01/2022

Knowing is Half the Battle!

- **Super Helpful Reminders and Tips!**

- **FISAP!**

- The Campus Solutions Financial Aid PRP 4 upgrade was implemented in production on the evening of July 21st. SBCTC has created a supporting document that includes the changes the user will experience. This overview document is now available on the SBCTC website and can be reached at the following link:

[FA PRP 4 Overview](#)

- If you are interested in learning more about these changes, SBCTC previously hosted one Q&A session which is linked below:

[FA PRP 4 Q & A Session Recording](#)

- The FISAP Business Processing Guide will be updated and available by the end of next week. Stay tuned!
- **Query Corner!**
 - **TRACKING AWARDS TO STAY WITHIN COA**
 - **CTC_FA_THIRD_PARTY_PYMNTS** run this query to find students that have third-party payments that are set up in SF, but may need to be recorded in the Fin Aid awarding page to ensure the student is not inadvertently over-awarded. For example, if a student is receiving L&I funding or some other agency funding, this needs to be recorded as a non-disbursable award in the Assign Awards to a Student page
 - **CTC_FA_OVERAWARDED** run this query to find students who are over-awarded for the AY. Run this query pre-emptively prior to disbursement. You will also find these students on the Authorization Failure Report, but it's helpful to review this before

Authorization, to reduce the number of students that will appear on your Auth Fail Report. Note, this query is going to also capture students who are not necessarily true over-awards, rather, they just have a zero'd out budget because they have not yet enrolled in classes

- **CTC_FA_TERM_OVERAWARDED** run this query to find students who are over-awarded by Term. Follows the above description.

- **Training Team News**

- **BUSINESS ANALYST TRAINING:** The Training Team delivered/facilitated our first Business Analyst Training Work Session Kick Off on Wednesday 8/31/22. We collaborated with many new Business Analysts at many colleges, as well as Business Analysts with 20 + years' experience. The experience was enriching to all, and we are excited to continue on this work with the college Business Analysts! The next series is coming in October, and is geared toward security where our SBCTC security team will facilitate our session for our BAs.
- **RECORDINGS POSTED:** The Pell Reconciliation recording is now available in the FA107 FA-SF Reconciliation Canvas Training course. The recording and slide deck are linked [here](#).

What's Coming Down the Pike?:

- **Just In Time Trainings (FA Training):**

- *Authorization Refresher 9/6/22 9:00 AM 11:00 AM*
- *Follow Up Q & A for Authorization Refresher 9/8 9:00 AM 10:00 AM*
- *FLF & Disbursement Refresher 9/13/22 9:00 AM 11:00 AM*
- *Follow Up Q & A for FLF & Disbursement Refresher 9/15/22 9:00 AM 10:00 AM*

Environment Updates:

- **Reminder!** The next PCD refresh will take place on Monday, **September 12.**, not September 5th, as previously scheduled. That means you have an extra week for any testing you have done in PCD. Remember that any processes you have built or students you have staged, will be wiped in the refresh, and replaced with the most recent data in the PRD environment.

Just For Fun! ? Did you know these things have names?

- *Kummerspeck* is the German word for the excess weight gain you gain from emotional eating. The literal translation is: grief bacon (Please pass the Cheez-Itz)
- The triangular bump on the inside corner of your eye is the *caruncle*
- The fold of skin between your nose and upper lip is called the *philtrum*
- The technical term for the nape of your neck is the *niddick*
- Obsessive nose-picking is called *rhinotillexomania*
- The indent on the bottom of a wine bottle is called a *punt*
- The cardboard sleeve around your pumpkin spice latte (or other favorite hot beverage) is called a *zarf*
- A group of ponies is called a *string*

- A group of crows is called a *murder*
- A group of geese is called a *gaggle*

Environment Updates:

- **Reminder!** The next PCD refresh will take place on Monday, **September 12.**, not September 5th, as previously scheduled. That means you have an extra week for any testing you have done in PCD. Remember that any processes you have built or students you have staged, will be wiped in the refresh, and replaced with the most recent data in the PRD environment.

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- A group of crows is called a *murder*
- A group of geese is called a *gaggle*

08/26/2022

Knowing is Half the Battle!

- **Super Helpful Reminders and Tips!**
 - **TIME TO UPDATE YOUR COLLEGE FINANCING PLAN!** [The Dept of Ed announced](#) the change to Direct Student Loan Interest rates effective for loans disbursed on or after July 1, 2022 and before July 1, 2023
 - Use this QRG to make the updates to your CFP: [9.2 Update Student Loan Interest Rates on the College Financing Plan | 9.2 FA - Loans | ctcLink Reference Center](#)
 - **VETERANS PROCESSING!** Are you aware of the different types of Student Groups for Veterans? Depending on the COE the Veteran submits to the VA Certifying Official, the appropriate SVB_ student group should be applied with an effective date before the start of their first term:
 - SVBA Ch30 Montgomery GI Bill
 - SVBB CH31 VRE
 - SVBD Ch33 Post 9/11 GI Bill

- SVBE Ch33 Child
- SVBF Ch35 Child
- SVBJ Active Duty using TA (should only be assigned if the student has submitted a current TA voucher for the term)
- SVBK Active Duty not using TA
- SVBL Active Duty Spouse (using MyCAA or not, RCAA should be used to indicate active MyCAA Voucher)
- SVBM Ch33 Spouse
- SVBN Ch35 Spouse
- SVBZ Veteran not using VA benefits, if they are using a tuition discount they should be assigned the SW70 or SW71 group
- **Query Corner!**
 - **WORKSTUDY PROCESSING!** Do you know how to identify certain populations of students to award Work Study?
 - QCS_FA_APPLIED_4_WORKSTUDY_1 and QCS_FA_APPLIED_4_WORKSTUDY_2 Identifies students that are interested in Work Study. Filter the results to review in date order
 - QCS_FA_WORKSTUDY_WA_RES Identifies WA State Resident students for SWS awarding
 - QCS_FA_WORKSTUDY_UNDER18 Identifies under 18 years old students who may need parental or guardian signatures on HR forms
- **Training Team News** We heard you! At our JIT Training Session on 8/23/22, we heard your need for Authorization and Disbursement Training before Fall Term, and a need for File Review Best Practices. We have changed up the SBCTC Calendar a bit, and are pleased to announce that we have set some dates for those items, along with others to include Work Study training and others! Please check the [SBCTC Calendar](#) for updates calendar invites will be sent out to the ctclinkfinaidsupport list serv

What's Coming Down the Pike?:

- **General**
 - *Business Analyst Work Session Series Kickoff 8/31/22 9:00 AM 11:00 AM*
- **Just In Time Trainings (FA Training):**
 - *Authorization Refresher 9/6/22 9:00 AM 11:00 AM*
 - *Follow Up Q & A for Authorization Refresher 9/8 9:00 AM 10:00 AM*
- Calendar invites with web ex info are forthcoming to the ctclinkfinaidsupport list serv

Environment Updates:

- **Reminder!** PCD Refreshes normally take place on the first Monday of every month. They also correspond with image updates. The next PCD refresh will take place on Monday, September 5. That means any testing you have done in PCD, any processes you have built or students you have staged, will be wiped in the refresh, and replaced with the most recent data in the PRD environment.

Just For Fun! ? Did you know these things have names?

- The wired cage that holds the cork in a bottle of champagne is called an *agraffe*

- The 'na na na' and 'la la la', which don't really have any meaning in the lyrics of any song, are called *vocables*
- The space between your nostrils is called *columella nasi*
- The armhole in clothes, where the sleeves are sewn, is called *armscye*
- The condition of finding it difficult to get out of bed in the morning *dysania*
- Illegible hand-writing is called *griffonage*
- The dot over an "i" or a "j" is called a *tittle*
- The metal device used to measure your feet at the shoe store is called a *Bannock device*

08/18/2022

Knowing is Half the Battle!

• **Super Helpful Reminders and Tips!**

- **File Paths:** Are you having more headaches than you would like over your inbound and outbound file paths? Double-check and triple-check your file path and your file naming convention ?!!
 - Remember that a file going **OUTBOUND** to COD should follow the format in the specific business processing guides. For example, Pell outbound out should look like CRAA23IN.001 (increase the extension number by 1 each time you outbound) and is in *upper case* format
 - A response file from COD coming **INBOUND** to ctclink should follow the format in the specific business processing guides. For example, Pell inbound files in should be craa23op.001 (or any other range of numbers) *or* craa23op.dat file and is in *lower case* format
 - Be sure not to overwrite files you have already outbouded or inbounded
 - For example, rename your .dat files with a unique identifier so you are not duplicating/overwriting your files. Sometimes the same file naming convention can appear in your SAIG mailbox (EdConnect). You don't want to overwrite a .dat file you already brought into ctclink, so a suggested practice is to change your .dat file with a distinguishing alpha or numeric value to keep the file name unique.
 - When in doubt, follow the business processing guides/QRGs as you are progressing through the steps

• **Query Corner!**

- **COD FILES!** Are you unsure whether or not you loaded a response file?
 - Run the **QCS_FA_MISSING_COD_RESPONSE_DATA** to see if any inbound COD response files were missed and not loaded into ctclink
- **VETERANS PROCESSING!** Are you tracking class changes for your Veteran students in ctclink?
 - Any drops that occur throughout the term need to be reported within 30 days to the VA. This can be checked using the query: **QCS_SR_VETERAN_ENRLMNT_CHANGES** (the query is also useful when processing the 10th day audit)

- Grades are to be reported to VA 30 days after they are officially released to the student. For every student in the SVB student group run

QCS_SR_STUDENT_GROUP_GRADES

- **Training Team News** Now that all of the colleges are in the ctcLink system, the Training Team is offering Just-in-Time Trainings, trainings at the time you need them!
 - Check the [SBCTC Calendar](#) to see what Trainings and Work Sessions are coming up!
 - Have an idea for a needed training? Please contact Kelly Forsberg, ctcLink Functional Trainer (Financial Aid) at kforsberg@sbctc.edu or file a Training Ticket. Currently, Training has identified the need for:
 - Processing and Tracking Veterans ED Benefits in ctcLink
 - Processing Work-Study in ctcLink
 - Training content build is in progress stay tuned for future announcements for these areas and keep an eye out on this list serv and the SBCTC Calendar
- **Security Team Updates** Have you noticed that some QRGs in the ctcLink Reference Center have the security roles listed to be able to perform the function, and some do not? Our Security Team is going through our QRGs and adding the security roles to them so you and your LSAs can add them to your ctcLink User profile if you need them. Keep an eye out on the Financial Aid QRGs in the coming weeks; security roles will be added to the QRGs!

What's Coming Down the Pike?:

- **Work Sessions (FA Support):**
 - *COD Credential Cross Reference* 8/25/22 1:00 PM 3:00 PM
- **Just In Time Trainings (FA Training):**
 - *Awarding Refresher* 8/23/22 9:00 AM 11:00 AM
 - *Follow Up Q & A for Awarding Refresher* 8/25 9:00 AM 10:00 AM
- Calendar invites with web ex info are forthcoming to the ctclinkfinaidsupport list serv

Environment Updates:

- **PCD Refreshes** normally take place on the first Monday of every month. They also correspond with image updates. The next PCD refresh will take place on Monday, September 5

Just For Fun! ? Did you know these things have names?

- The space between your eyebrows is called a *glabella*
- The way it smells after rain is called *petrichor*
- The plastic or metallic coating at the end of your shoelaces is called an *aglet*
- The rumbling of your stomach is called a *wamble*
- The cry of a newborn baby is called *vagitus*
- The sheen or light that you see when you close your eyes and press your hands on them is called *phosphenes*
- The day after tomorrow is called *overmorrow*
- When you combine an exclamation mark with a question mark, like this ?!, it is referred to as an *interrobang*

TGIF for all you summer-schedule folks out there, and/or Happy Friday Eve!

07/14/2021

Hello Financial Aid ctcLinkers!

There is never a dull moment...or a BREAK for FA Administrators!

We're already getting questions about changes to verification that were announced in the Dear Colleague Letter "DCL ID: GEN-21-05 SUBJECT: Changes to 2021-2022 Verification Requirements."

<https://fsapartners.ed.gov/knowledge-center/library/dear-colleague-letters/2021-07-13/changes-2021-2022-verification-requirements>

We're eager to meet with you on this topic.

SPECIAL FA WORKSESSION FAFSA SIMPLIFICATION & CHANGES TO VERIFICATION

Join us **next THURSDAY, 7/22 from 1-3 pm** to chat about options you have in Peoplesoft for processing, based on your own institutional decisions on verification and waiving verification.

This means our planned work session topic, which was another SAP Work session, will not be covered next week.

Please review the Dear College Letter and be prepared to ask questions and discuss ideas with us and your peers on how to manage this change.

STEPS YOU CAN TAKE NOW:

- Consider what your institutional policy will be around verification
- Consider changes to your internal policies and procedures
- Begin identifying students for which to waive verification checklist items (please see the attached similar guidance)
- If you are already reviewing documentation, and you decide that you want to complete verification for students that have submitted at least one document, consider how to track them
- Decide which checklists you want removed from assignment or if you want to have a staff facing requirement.
- Consider your existing Define Item Type Rules and which checklists you may want to remove from them
- When waiving verification, set the Student's Packaging Status Summary page "Verification Status" to "Selected Not verified" per the guidance in the announcement (excerpt below).

System Reporting Requirements

Because this change to verification policy is occurring mid-year, many 2021-2022 Central Processing System (CPS) transactions will continue to be selected for verification.

Even if verification is no longer required, institutions must report a valid Verification Status Code for every student selected for verification by the CPS. Institutions should report a "V" (if verification was completed) or an "S"; "blank" is not an acceptable verification status code, except in the case when a student is selected after he or she is no longer enrolled at your institution.

When Verification Is No Longer Required

Institutions are not required to verify students selected under Verification Tracking Flag "V1" as of the date of this letter. We are expanding the applicability of Verification Status Code "S- Selected not verified" to not only students excluded under 34 CFR 668.54(b), but also to all students selected under V1 who are exempt from standard verification under this guidance.

Packaging Status Summary

Aid Year [REDACTED] Financial Aid Year [REDACTED] ID [REDACTED]

EFC Status Official TERM ISIR Information Database Matches Need Summary PELL Calculation Override

Counselor [REDACTED]

Academic Career UGRD [REDACTED] Undergraduate

Aid Processing Status Packaging Completed

Aid Application Status Application Active for All Aid

Review Status Review Complete

INST Verification Status Non Select

Verification Flag ED Verification Complete

Verification Status **Selected, Not Verified**

Satisfactory Academic Progress Meeting Sats Acad Progress

Disbursement Hold

SAP Details

Loan Counseling Status

Scholarship Status Not Evaluated

Financial Aid Awarded Award Notification

Aid Packaging Method Counselor Packaged

Packaging Plan ID FA-WI-SP

Self Service

Awarding Access Allow Access

☒ Inquiry Access

☐ External Award Access

☐ Limited Pell Grant Indicator

Repackaging Plan ID

Aggregate Source FA Installation Default

Aggregate Source Used NSLDS Total

College Financing Plan Group

Save Return to Search Notify

-FA SUPPORT

07/09/2021

Happy Friday ctclinkers!

Dual Processing Extracts and *NEW* Query

FA Support recently implemented a fix to the I-112 Dual Processing Student Career Term Extract process to ensure accurate intent codes are sent over for applied baccalaureate students. This fix was applied to Production on 7/7.

We also added an additional process to identify Unofficially Withdrawn Students while in Dual Processing. A new section in the Business Process Guide "Running the Unofficial Withdraws Query" provides step-by-step instructions.

<http://ctclinkreferencecenter.ctclink.us/m/96776/l/1241095-financial-aid-dual-processing-business-processing-guide>

Pell Reconciliation

We recently made an improvement to the Pell Reconciliation report; the results of records to review should be much smaller (yay!). The report was using the Full-Time Scheduled Pell amount field rather than the actual Pell awarded/originated amount field. This meant anyone not awarded a full-time Pell amount was being returned as a discrepancy. Now the report is comparing what was originated versus what is currently awarded.

ISIR Bio Demo Resolution *NEW* Video

Check out this NEW guide! [9.2 Reviewing and Resolving an ISIR vs Bio Demo Mismatch Checklist Video](#) | [9.2 FA - Managing 3C's](#) | [ctcLink Reference Center](#)

New Queries

Query QCS_FA_AWARD_GT_ITMTYP_AMT is in Production. This query can be used to compare the term award amount total to the total of item type charges based on the charge item type numbers you enter in the query prompt.

Reminders

WCG Recalculate eligibility Did you know there is a handy section in the WCG Business Process Guide on recalculating eligibility? Check it out!

<http://ctclinkreferencecenter.ctclink.us/m/92436/l/798586-9-2-wcg-and-cbs-processing-business-process-guide>

Work-Study If you haven't already, header and trailer schools that are using next year's funding, ensure timesheets are set up correctly now that the new fiscal year has begun.

Prorating an EFC for 2022 Please recall there is a *BUG* in Peoplesoft on the 2022 ISIR Corrections page. It only affects where you need to go to prorate an EFC. Use the fourth tab on the page and you're good to go! We wanted to dispel rumors that you cannot send ISIR Corrections from Peoplesoft. Sending ISIR Corrections is NOT impacted by this bug.

06/25/2021

FA Support Weeklyish Bulletin Friday 06/25/2021

Good afternoon!

FAFSA SIMPLIFICATION

With the removal of requirements for Title IV eligibility related to Selective Service registration and drug-related convictions (<https://www.federalregister.gov/documents/2021/06/17/2021-12762/early-implementation-of-the-fafsa-simplification-acts-removal-of-requirements-for-title-iv>) in phases starting from the 2021-2022 aid year, colleges can start making changes in PeopleSoft in phases when ready.

1) Update the Selective Service (Exx019) checklist and Drug-Conviction (Exx061) checklist to staff facing only **Checklist Table is NOT aid year specific so only do this update when you are no longer packaging 2020-2021 aid in PS**

Step 1) Go to Set Up SACR > Common Definitions > Checklists > Checklist Table

Step 2) Click the arrow button to add a new effective dated row

Step 3) Change the Checklist Type status to anything but Requirements List to prevent this checklist from populating on the To-Do communications

Step 4) Uncheck the Display in Self Service checkbox so students no longer see it as a To-Do on their Student Homepage

Step 5) Click Save

Example of Before

Checklist Table

Academic Institution WA171 Spokane CC

Checklist Code ESP019

Detail Find | View All First 1 of 3 Last

*Effective Date 02/03/2020 *Status Active

*Description Proof of Selective Service ☒ Display in Self Service

Short Description SelSev Due Days 30

*Function FINA Financial Aid Due Date

Checklist Type Requirements List Tracking Group

Item List Personalize | Find | First 1 of 1 Last

*Sequence	*Item Code	Description	Default Due Date	Due Days	Hide	Communication Key
100	ESP019	SelSev		30	<input type="checkbox"/>	

Display Checklist Items Personalize | Find | First 1 of 1 Last

*Item Status Initiated

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Example of After

Checklist Table

Academic Institution WA171 Spokane CC

Checklist Code ESP019

Detail Find | View All First 1 of 4 Last

*Effective Date 06/25/2021 *Status Active

*Description Proof of Selective Service

Short Description SelSev

*Function FINA Financial Aid

Checklist Type Staff Assignment List

Due Days 30

Due Date

Tracking Group

☐ Display in Self Service

Item List Personalize | Find | First 1 of 1 Last

*Sequence	*Item Code	Description	Default Due Date	Due Days	Hide	Communication Key
100	ESP019	SelSev		30	<input type="checkbox"/>	

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

2) Update the Selective Service (Exx019) checklist and Drug-Conviction (Exx061) checklist *waive* Run Control IDs on your 2021-2022 ISIR jobset

On your Selective Service (Exx019) checklist and Drug-Conviction (Exx061) **waive Run Control IDs for 2021-2022**, update the query to **CTC_FA_PRIOR_YR_CHKCLST_CANCEL** (finds the population of students who have the selected checklist in Initiated status).

3C Engine Parameters Manage Duplicate Assignment

Run Control ID WA171_EY_WAIVE_ESP019_DE Report Manager Process Monitor Run

Process 3Cs

☒ Population Selection
☐ Trigger Table
☐ Mass Change

Process Joint Records

☒ No Joint Processing
☐ Yes, all Joint IDs
☐ Yes, if match exists

Event Selection

Academic Institution WA171 Spokane CC

Administrative Function FINA Financial Aid

Event ID FISESP019W W-Proof of Selective Service Detail

Communication Key

Checklist Code

ESP019 Proof of Selective Service

Checklist Item

100 ESP019 SCC Proof Of Selective Service

Comment Category

Population Selection

Selection Tool PS Query Edit Prompts

Query Name CTC_FA_PRIOR_YR_CHKCLST_CANCEL Launch Query Manager Preview Selection Results

Save Notify Add Update/Display

3C Engine Parameters | Manage Duplicate Assignment

Query prompts

Aid Yr: 2022

Institution: (your institution)

Checklist: (Exx019 or Exx061 depending on which Run Control you're updating)

Why are we not removing the assignment of the checklists?

The 2021-2022 ISIRs will continue to have the Selective Service issues and drug convictions comment codes, and with the system not yet being set up to ignore them when packaging aid, colleges will need to override the database match on the Packaging Status Summary Page for each affected student. The following QRGs have the steps in overriding the database matches.

- [9.2 FAFSA Simplification - Overriding Selective Service Checklist Item | 9.2 FA - Managing 3C's | ctcLink Reference Center](#)
- [9.2 FAFSA Simplification - Overriding Drug Conviction Checklist Item | 9.2 FA - Managing 3C's | ctcLink Reference Center](#)

We will be working on updating the system for 2021-2022 so that colleges at one point will not need to manually override the database mismatch on these students to package Title IV aid. We'll keep you posted on any updates as we have them.

-FA SUPPORT

05/21/2021

FA Support Weeklyish Bulletin Friday 5/21/21

PeopleSoft FYI

FA ERP Support is busy testing the new CS 21 Image Update and bug fixes scheduled to be applied to production the weekend of Saturday, 6/19/21.

Stay tuned for invites to Question and Answer sessions regarding these updates. These are tentatively scheduled for Thursday and Friday 6/10/21 and 6/11/21.

This week in the FA Calendar & Resources

[9.2 | ctcLinkfinancial List Serv | Weeklyish Bulletin Archive](#) - Keep an eye on this NEW page for updates and share the link with your staff. We'll be adding all of the distribution list email blasts to this page so you can go back and find something you might have missed.

FA WORK SESSIONS FOR SUMMER *Save the Date!!!*

Put a pin in your calendars for the following dates this summer. Work sessions will move to Thursdays to accommodate college summer hours. Invites to follow ?

- **Date:** FRIDAY 5/28/21

Time: 1 pm - 3 pm

Topic: SAP Special Fall SAP At the end of Spring there is a Special Fall SAP Process we'll want you to be familiar with for running end of summer SAP batches.

- **Date:** THURSDAY - 6/24/21

Time: 1 pm - 3 pm

Topic: Disbursements Prepare for first new aid year disbursement for header colleges & other tips and tricks regarding batch processing.

- **Date:** THURSDAY 7/22/21

Time: 1 pm - 3 pm

Topic: SAP Prepare for end of summer SAP.

- **Date:** THURSDAY 8/27/21

Time: 1 pm - 3 pm

Topic: Reconciliation in preparation for Unit Record Reporting and FISAP.

04/20/2021

FA Support Weeklyish Bulletin Tuesday 04-20-21

CARES III Global Item Types

The following global item type numbers have been reserved for CARES III funding.

To request these item types be created for your college, please open a Ticket under the following [SolarWinds](#) request type: ctcLink Support • Campus Solutions • *SF FA • Item Types.

For those colleges using Dual Processing, do not disburse these funds until you receive confirmation that these FAPCs have been added to your crosswalks.

FAPC for Dual Processing	Item Type Number	Description (Max 32 char)	Short Description (Max 10 char)	Charge Priority List	Refundable Indicator	Business Use Case	Examples of use
04D	911000000024	CARES III - Tuition & Fees	CARES3T&F	SBCTCT&F	N	For awarding the portion of relief funds that the student authorizes to pay 1098T eligible tuition and mandatory fees.	You may have a student that you award \$2000 in CARES III and the student has \$500 in 1098T eligible charges they would like to be paid first. Use 911xx24 for the charges. Use 911xx26 to award the rest of the funds so that it refunds to the student.

04B	911000000025	CARES III - Not 1098T & Refund	CARES3M&R	SBCARE2	Y	For awarding the portion of relief funds that the student authorizes to pay non 1098T eligible miscellaneous fees; any excess will refund to the student.	You may have a student that authorizes charges be paid by CARES III and the only charges the student has on their account are 1098T miscellaneous fees. Use 911xx25 to pay the fees and any excess will refund to the student. If the student had a combination of both 1098T eligible charges and non 1098T eligible charges, determine the amount needed to cover the charges and award accordingly. Any excess awarded using 911xx25 will refund to the student.
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04C	911000000026	CARES III - Refund Only	CARES3RFD	SBCARES	Y	For awarding the entire amount of the relief funds when the student does not authorize charges be paid by their award. Does not pay any charge, will only refund to the student	You may have a student that you award \$2000 in CARES III and the student has \$500 in 1098T eligible charges they would like to be paid first. Use 911xx24 for the charges. Use 911xx26 to award the rest of the funds so that it refunds to the student.
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PeopleSoft FYI

In case you missed it...there were several colleges reporting **email send errors**. After tracking down the cause (a re-verification process needed to be done by your IT department), we sent out some clean up instructions to get your communications running smoothly again. Please see the attached announcement with instructions ?.

Training Latest & Greatest

ctcLink Reference Center materials - We'd like to highlight the following two BPGs, in case you didn't know...check them out!

[Track Student Eligibility Business Process Guide](#)

[Blocking FA Refunds Due to Withdrawals Business Processing Guide](#)

This week in the FA Calendar & Resources

FA WORKSESSION FRIDAY!

Join us this Friday afternoon for an overview of Packaging.

Awarding and Packaging in a neat little bow!

Date 04/23/2021

Module/s Financial Aid

Primary Audience Financial Aid Staff responsible for awarding

Facilitator/s FA Support

Related QRGs [Packaging and Awards Chapter](#) ctcLink Reference Ctr

It's that exciting time of the year, the new aid year awarding and packaging cycle! Please join FA Support as we *unpack* the items needed for packaging we will unwrap the packaging "package" by reviewing tips and tricks with self-service, how to identify students who are ready to package, the ins and outs of online packaging, mass packaging and some things you would typically need to do before "lifting the curtain" (self-service) for all students to see their new AY package, all packaged up in a neat little bow!

- [FA SUPPORT](#)

03/26/2021

Weeklyish Bulletin Friday, 03-26-21

HAPPY FRIDAY ctcLink FA Crowd!

PeopleSoft FYI

Residency Date Bug on Correct ISIR Page: Both Functional Support Analysts and colleges have found a bug where the residency date field label is incorrectly displayed. It is a known issue with Oracle and will be resolved with one of the next Image Releases, PUM20. This release is scheduled for Production the weekend of June 20th.

Training Latest & Greatest

ctcLink Reference Center Materials

New!

[9.2 Reviewing and Resolving an ISIR vs Bio Demo Mismatch Checklist](#) | [9.2 FA - Managing 3C's](#) | [ctcLink Reference Center](#)

Updates to:

Specific notes have been added about reviewing your reporting preferences with COD and NSLDS in order to process NSLDS inbound data and COD Reconciliation Reports.

[Loan Processing Business Process Guide](#) | [9.2 FA - Financial Aid Business Process Guides](#) | [ctcLink Reference Center](#)

[NSLDS Transfer Monitor Business Process Guide](#) | [9.2 FA - Financial Aid Business Process Guides](#) | [ctcLink Reference Center](#)

This week in the FA Calendar & Resources

Item Types REMINDER to please submit your signed item type forms for CARES II and WA COVID Emergency Funding Item types. We'd like to have these ready for you to disburse immediately. Thank you!

ALERT! Run WCG Archive process prior to running spring disbursements!

[9.2 WCG and CBS Processing Business Process Guide](#)

End of Term Processing - Take a look at some of our available resources on the ctcLink Reference Center on end of term processes including SAP Evaluation, Tracking Student Eligibility, and preparing for Disbursement

[SAP Process and Set Up Business Process Guide](#)

[9.2 Financial Aid>9.2 FA - SAP>SAP>9.2 Identifying and Tracking State Aid-Eligible MAXT \(Max Time Frame\) Students](#)

[9.2 Financial Aid>9.2 FA - Packaging and Awards>Packaging & Awards>9.2 Mass Assign and Release Service Indicators](#)

Term Based Run Controls It's time to take stock of all term based run controls you update at the end of the term (for most processes this is AFTER grades post) and set a calendar reminder for when to change your term values.

Looking Ahead Get ahead of census date!

[Census Day Processing Business Process Guide](#)

- FA SUPPORT