

**Washington Student
Achievement Council**

UNIT RECORD MANUAL

**2011-2012
ACADEMIC YEAR**

JULY 2012



WASHINGTON
OPPORTUNITY PATHWAYS

UNIT RECORD

Washington Student Achievement Council Staff

| | | |
|--|-------|-----------------------|
| RACHELLE SHARPE | Phone | (360) 753-7872 |
| Director of Student Financial Assistance | Fax | (360) 704-6272 |
| | Email | rachelles@wsac.wa.gov |

| | | |
|----------------------|-------|----------------------|
| ALLYSON BURNS | Phone | (360) 753-7820 |
| Research Analyst | Fax | (360) 704-6233 |
| | Email | allysonb@wsac.wa.gov |

Washington Student Achievement Council

917 Lakeridge Way SW
P.O. Box 43430
Olympia, WA 98504-3430
www.wsac.wa.gov

Secure Website: <https://fortress.wa.gov/wsac/secure>

Agency phone: 360-753-7800

Agency fax: 360-753-7808

UNIT RECORD
2011-2012 ACADEMIC YEAR

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OVERVIEW

The Unit Record (UR) is a student specific report of financial aid awarded to students attending Washington institutions that participate in the State Need Grant program. It provides comprehensive information on federal, state, and private/institutional financial aid distributed to low-income financial aid recipients. The report also includes information about federal borrowing for non-need based loan recipients.

Unit Record History

The Unit Record (UR) Report was developed in response to 1969 legislation, which created the State Need grant program, and called for on-going analysis of student financial aid (RCW 28B.92.050). The first UR report was collected in 1972. Every institution that participates in the State Need Grant program is required to complete the UR Report at the conclusion of each fiscal year.

The Washington Student Achievement Council's authority to collect the Unit Record Report is established in the following statutes:

- RCW 28B.92.040. “. . . (1) The office shall be research oriented, not only at its inception, but continually through its existence. (2) The office shall coordinate all existing programs of financial aid except those specifically dedicated to a particular institution by the donor. (3) The office shall take the initiative and responsibility . . . to ensure that the state recognizes the maximum potential effect of these programs, and shall design state programs that complement existing federal, state, and institutional programs...”
- RCW 28B.92.050. “The office shall have the following powers and duties: (1) Conduct a full analysis of student financial aid . . . Such an analysis will be a continuous one and will yield current information relevant to needed improvements in the state program of student financial aid . . . (2) Design a state program of student financial aid based on the data of the study referred to in this section. The state programs will supplement available federal and local aid programs.”

Compliance with FERPA

34 CFR 99.31(a)(3)(iv) authorizes institutions to disclose personally identifiable information on the Unit Record Report without the student's consent. This authority is based on the Council's statutory charge, as cited above, and the need for student-specific information to carry out the administrative and research responsibilities of the Council.

As required by 34CFR99.35(a)(1), the Council ensures that use of the Unit Record data will not permit identification of students to individuals other than authorized representatives of the Washington Student Achievement Council or other agency officials; and that the data will not be used for purposes outside the scope indicated above.

Personal identifiers in the Unit Record data will be destroyed when they are no longer needed to serve the purposes for which the data were collected.

Unit Record Uses

Student-level data and program-specific financial aid information are needed by the Office to conduct research; design state financial aid programs that complement other existing federal, state, and institutional programs; describe recipient populations; and administer and evaluate state financial aid programs as required by state law. The Unit Record Report is the primary data source used by the Council to comply with these statutory requirements.

Data from the Unit Record Report are used to:

- Conduct longitudinal research with the Education Research & Data Center (ERDC) to examine student characteristics such as academic achievement and education/workforce outcomes for financial aid recipients;
- Analyze the adequacy of financial aid resources available to financially-needy Washington students;
- Describe funding trends and the characteristics of students receiving various types of financial assistance;
- Estimate funding needs and support budget requests for state-funded financial aid programs;
- Estimate the impact of new financial aid programs, changes in program policies, and altered funding levels;
- Contribute to student financial aid policy analysis and program evaluation; and
- Respond to legislative requests for information about student financial aid programs available to Washington students.

The Unit Record Report significantly reduces the number of ad hoc data requests of institutions.

Use of Unit Record Data for Research Purposes

The Washington Student Achievement Council has expanded the scope of data uses for Unit Record. Data sharing requirements were established with House Bill 2261 to answer “critical questions” from various stakeholders and policy makers. This Bill requires the Education Research & Data Center at OFM (Office of Financial Management) to gather P-20 data for public colleges and universities in order to conduct longitudinal data analysis.

Data sharing agreements have been developed, which restrict and prohibit disclosure beyond the terms of the agreement for research purposes. Unit Record data for private colleges will not be disclosed to OFM.

TIMELINE

| | |
|-------------------------------|---|
| Summer 2012: | Unit Record Training Unit Record Reporting Application available |
| October 12, 2012: | Edited Unit Record due |
| October/November 2012: | WSAC data editing and review |
| December 2012: | Unit Record data finalized and reports prepared for the Legislature |
| January 2013: | Unit Record Institutional Profile Reports available |

DUE DATE FOR 2011-2012 UNIT RECORD REPORT

OCTOBER 12, 2012

Institutions must submit complete and accurate data by the due date to meet the reporting deadline. Please note: Washington Student Achievement Council staff are available for assistance if problems arise during the reporting process.

Institutions that do not meet this deadline or do not follow-up promptly with necessary corrections, will not be considered as having met minimum administrative capability requirements, and may be placed in a probationary or terminated status for participation in state financial aid programs.

CHAPTER 1

GENERAL INSTRUCTIONS

UNIT RECORD REPORT

CHAPTER 1

GENERAL INSTRUCTIONS

STUDENTS TO BE INCLUDED

All Data for Each Need-Based Recipient

One record must be submitted for each student at your institution who received any form of financial aid on the basis of financial need, as determined by the Federal Methodology needs analysis using data from a valid Free Application for Federal Student Aid (FAFSA) as submitted to the U.S. Department of Education when available. All sources of aid, including non-need based aid, awarded to need-based aid recipients should be included for these records.

Federal Loan Data for Non-Need Based Loan Recipients

One record should be submitted for each student at your institution who received any non-need based federal loan(s) (Unsubsidized Stafford Loans, Parent PLUS Loans, Grad PLUS Loans), but who did not receive any form of need-based aid.

These students may or may not have demonstrated financial need as determined by the Federal Methodology. Some students may or may not have filed a FAFSA in order to receive non-need based federal loans.

Institutions may report all data elements available for these students. Nonprofit independent institutions represented by Independent Colleges of Washington (ICW) may provide Parent PLUS and Grad PLUS in aggregate, rather than student record level data.

The required fields for non-need based aid recipients include: Institution Code (Field 1); Social Security Number (Field 2); State Residency Code (Field 3); Enrollment Status by Term (Fields 4-8); and Year in School (Field 9).

REPORTING PERIOD

Report financial aid distributed during the 2011-2012 academic year, which may include a summer header or summer trailer, referred to as Summer 1 and Summer 2 respectively.

REPORT UPDATED INFORMATION

Report the most current information on file. If adjustments were made in the needs analysis, or if a change in the student's status occurred during the year, report the latest information available from your system.

GENERAL DATA FORMATS

- Data files must be in CSV format.
- All fields are numeric except fields 49 (Student's Last Name), 50 (First & Middle Initial), and 51 (Institutional ID) and each of these fields are optional.
- Negative numbers are only allowed in Field 23 (Total Family Income).

REPORTING APPLICATION

Data will be collected through the web-based program, the *Unit Record Reporting Application*. This program allows each institution to enter and edit data before submitting the final report to the Washington Student Achievement Council. The application will be available summer 2012 at <https://fortress.wa.gov/wsac/secure/login.asp>.

Information on the application is provided in Chapters 3 and 4.

Entering and editing data is an institutional responsibility. Washington Student Achievement Council staff will provide technical assistance as needed to any school experiencing problems with the application.

Every attempt is made by the Washington Student Achievement Council to ensure the accuracy of Unit Record data. The WSAC should be notified if an institution anticipates or identifies any errors after the report has been submitted. Data can be corrected if necessary.

PROFILE REPORTS

Profile reports provide descriptive and summary statistics by sector and by institution for students who received need-based aid. These data are compiled for state financial aid programs and are made available to financial aid administrators as a resource. Statistics include the number of recipients, totals, averages, and medians, based on data reported in the Unit Record.

CHAPTER 2

DATA DEFINITIONS

CHAPTER 2 – DATA DEFINITIONS

Before you begin...

Please read Chapter 2, Chapter 4 (List of System Edits), and refer to Appendix C (Record Layout) in order to minimize errors during the submission process.

This chapter lists the fields based on general categories. For a numerical listing of fields, refer to the Record Layout in Appendix C, which also provides valid field content and financial aid limits.

Note: *Community and technical colleges should refer to the SBCTC Unit Record Manual in addition to this Washington Student Achievement Council Manual.*

GENERAL, DEMOGRAPHIC, AND ENROLLMENT INFORMATION

NEED-BASED AID RECIPIENT

Field 69

Did the student receive at least one form of need-based aid? Use the following codes:

- 0. No
- 1. Yes

Refer to Appendix A for a listing of need-based aid programs.

FAFSA ON FILE

Field 70

Does the student have a 2011-2012 FAFSA on file? Use the following codes:

- 0. No
- 1. Yes

A small number of SBCTC Opportunity Grant and Workforce Fund recipients and some recipients of non-need based federal loans may not have a FAFSA on file. For these students, the value reported in this field should be “No.” For all other students, the value should be “Yes.”

INSTITUTION CODE

Field 1

Four-digit institution code assigned by Washington Student Achievement Council. See Appendix B for a list. Each institution’s report should include branch campuses and all off-campus sites.

SOCIAL SECURITY NUMBER

Field 2

The student’s nine-digit social security number. Do not use blanks or other separators. Duplicate social security numbers are not allowed.

STATE RESIDENCY CODE

Field 3

Public Institutions: A “Washington resident” is defined as any student classified by the institution as a Washington resident for fee-paying purposes (RCW 28B.15.011-013).

Private Institutions: A “Washington resident” is defined as a student who meets the residency requirements for the purposes of the State Need Grant program. If the determination of residency has not been made for state-funded financial aid programs, the student’s permanent mailing address may be used for determining residency on the Unit Record.

Use the following codes:

1. Washington Resident
2. Nonresident

ENROLLMENT STATUS BY TERM

Fields 4-8

The student’s enrollment status for each term as of the date that aid was disbursed. Some schools may only collect this information as of the 10th day of enrollment, which is also acceptable.

Summer 1 is defined as the term of enrollment prior to fall term.

Summer 2 is the term after spring term.

Graduate Students: Use the institution’s definition of enrollment status.

Enrollment Status is defined according to the following table.

Enrollment Status by Number of Credit Hours per Term

| UR Code | Enrollment Status | Credits | Clock Hours |
|---------|---|-------------|---------------|
| (1) | Full-Time | 12 or more | 300 or more |
| (2) | Three-Quarter | 9 - 11 | 225 |
| (3) | Half-Time | 6 - 8 | 150 |
| (4) | Less Than Half-Time | Less than 6 | Less than 150 |
| (5) | Not enrolled | | |
| (9) | Does not apply (school calendar does not have the indicated term) | | |

Clock-Hour Schools: Some clock-hour schools do not divide the school year into academic terms. These schools should report a student’s enrollment status during each of five time periods. Enrollment status should be based on when the majority of enrollment occurred.

Date Range

Beginning of July – mid September
Mid September – mid November
Mid November – early February
Early February – mid April
Mid April – late June

Term

Summer 1
Fall
Winter
Spring
Summer 2

YEAR IN SCHOOL

Field 9

The highest year in school in which financial aid was disbursed. This may not match what the student reported on the FAFSA.

Example 1: Student enrolls as a sophomore in the first term of the school year, but earns enough credits by the end of the fall semester to become classified as a junior. The student's Stafford Loan is increased to reflect higher annual loan limit. Report student as a junior.

Example 2: Student enrolls as a freshman in the first term of the school year and completes the year with enough credits to enroll as a sophomore in the next school year. Aid is not adjusted. Report student as a freshman.

1. Freshman/First Year – Matriculated students with 0-44 quarter or 0-29 semester credit hours, or first-year students at vocational-technical or proprietary schools.
2. Sophomore/Second Year – Matriculated students with 45-89 quarter or 30-59 semester credit hours, or second-year students at vocational-technical or proprietary schools.
3. Junior/Third Year – Matriculated students with 90-134 quarter or 60-89 semester credit hours.
4. Senior/Fourth Year – Matriculated students with 135 or more quarter or 90 or more semester hours. Also, students in the fifth year of a five-year baccalaureate program.
5. Unclassified/Fifth Year – Students who hold a baccalaureate degree and are not enrolled in a program leading to a graduate degree.
6. Graduate – Students who hold a baccalaureate degree and are enrolled in a program leading to a graduate degree (master's or doctoral).
7. Professional – A student enrolled in any of the following degree programs: Chiropractic (D.C. or D.C.M.), Dentistry (D.D.S. or D.M.D.), Law (L.L.B. or J.D.), Medicine (M.D.), Optometry (O.D.), Osteopathic Medicine (D.O.), Pharmacy (Pharm.D.), Podiatry (D.P.M., D.P., or Pod.D.), Theology (M.Div., M.H.L., B.D., or Ordination), or Veterinary Medicine (D.V.M.).
8. Other – Non-degree, non-matriculated, high school completion, or other students who cannot be classified as any of the above.

GENDER

Field 10

Use the following codes:

1. Male
2. Female

DATE OF BIRTH

Field 11

Year, month, and day in format YYYYMMDD. Valid content range is 1/1/1935 to 12/31/1996, but edits can be overridden.

Example: 3/1/82 is coded 19820301.

Note: When manually entering data, the format is MM/DD/YYYY

RACE / ETHNICITY

Fields 12-19

The race and ethnicity categories in Unit Record reflect the U.S. Census Bureau data format adopted by the state's Office of Financial Management (OFM).

Hispanic origin is the only "ethnic" category reported on the Unit Record. The "race" categories in Unit Record include: American Indian, Asian, Black or African American, Native Hawaiian or Pacific Islander, and White. All others should be reported in the "Other Race" field.

Students who choose not to provide race/ethnicity information and students who select multiple race categories should be reported based on the field definitions below.

Hispanic Origin

Field 12

Is the student of Hispanic origin? Use the following codes:

0. No
1. Yes
2. Unknown

Race Data Available

Field 13

Was race data provided by student? Use the following codes:

0. No, the data were not given
1. Yes, student provided race data

If the student did not provide race data, fields 14-19 should be blank.

American Indian or Alaska Native - Field 14

0. No, this race was not selected
1. Yes, student selected this race

Asian - Field 15

0. No, this race was not selected
1. Yes, student selected this race

Black or African American - Field 16

0. No, this race was not selected
1. Yes, student selected this race

Native Hawaiian or Pacific Islander - Field 17

0. No, this race was not selected
1. Yes, student selected this race

White - Field 18

0. No, this race was not selected
1. Yes, student selected this race

Other Race - Field 19

0. No, this race was not selected
1. Yes, student selected this race

DEPENDENCY STATUS

Field 20

Use the following codes:

1. Dependent
2. Independent

MARITAL STATUS

Field 21

Use the following codes:

1. Unmarried; including single, divorced, or widowed
2. Married
3. Separated

NUMBER OF FAMILY MEMBERS

Field 22

The number of members in the student's family, including the student. The number in family must be at least 1. If the student is married or dependent, the number in family must be at least 2. Valid content range is 1 to 20, but edits can be overridden.

Dependent Student: Include the student, parents, siblings, and other dependents used in the needs analysis calculation.

Independent Student: Include the student and those in the family unit supported by the student and/or the student's spouse if used in the needs analysis calculation.

NEED-RELATED FIELDS

*The following fields relate to need and therefore, are closely connected to one another.
Please read each definition carefully.*

TOTAL FAMILY INCOME

Field 23

The amount of family income used in computing the student's financial need. This amount should be an annualized, 12-month income. For most students, the income figure will be for the base year of 2010 as reported on the 2011-2012 FAFSA.

Indicate negative amounts with a negative sign (-). For example, a negative income of -\$9,875 would be reported as: "-9875." Family income below -\$50,000 and above \$350,000 will receive an over-rideable edit. The lowest reportable amount is -\$99,999.

Dependent Student: Parent(s)'s taxable and non-taxable income. Do not include the student's income.

Independent Student: Student's and/or spouses taxable and non-taxable income.

AMOUNT OF NEED (revised definition)

Field 24

The amount of need used to determine the student's award. Generally calculated by subtracting Parent and Student Contribution (Fields 26 & 27) from Cost of Attendance (Field 64).

Need should be based on the number of months a student received aid as indicated in Field 25 (Duration of Need).

Amount of need is expected to be greater than zero if "Yes" is reported in Field 69 (Need-Based Aid Recipient). Overrides are allowed on this edit.

Amount of need may also be greater than zero for some students who did not receive any form of need-based aid [i.e., where "No" is reported in Field 69 (Need-Based Aid Recipient)].

Institutions may adjust Amount of Need and related fields if any financial aid disbursements were adjusted during the year.

DURATION OF NEED

Field 25

The number of months for which the need amount reported in Field 24 (Amount of Need) is calculated. For example, if a student's need is based on a 9-month budget, the figure "9" would be reported.

Duration of need must be greater than zero if "Yes" is reported in Field 69 (Need-Based Aid Recipient) and/or if an amount greater than zero is reported in Field 24 (Amount of Need).

Institutions may adjust Duration of Need and related fields if any financial aid disbursements were adjusted during the year, but are not required to do so.

PARENT CONTRIBUTION

Field 26

Based on dependency status reported in Field 20.

Dependent Student: The expected parent contribution used to calculate the student's need.

Independent Student: In most cases, the expected parent contribution will be zero. If expected parent contribution was used to determine financial need, it should be reported here.

Orphans/Wards of the Court: Report the parent contribution as zero.

STUDENT CONTRIBUTION

Field 27

The expected student contribution used to calculate the student's need. Student's contribution can include summer State Work Study.

NUMBER OF FAMILY IN COLLEGE

Field 63

The number of family members, including the student, who are enrolled at least half-time in a certificate or degree program. Number in college must be at least 1.

COST OF ATTENDANCE

Field 64

The estimated student budget upon which the need amount reported in Field 24 (Amount of Need) is calculated. In most cases, amount of need cannot exceed the amount reported here.

Institutions may adjust Cost of Attendance and related fields if any financial aid disbursements were adjusted during the year, but are not required to do so.

FEDERAL AID PROGRAMS

Use whole dollar amounts (no decimals) when reporting financial aid disbursements.

PELL GRANT

Field 28

The amount of Pell Grant funds received by the student.

FEDERAL SEOG

Field 29

The amount of Federal SEOG funds received by the student. Include federal and institutional match.

FEDERAL PERKINS LOAN

Field 30

The amount of Federal Perkins Loan funds received by the student.

FEDERAL WORK STUDY

Field 31

The student's gross compensation for the 2011-2012 academic year. Include federal, employer, and institutional shares.

FEDERAL NURSING SCHOLARSHIPS

Field 32

Federal grants to nurses. Nurses Conditional Scholarships should be reported in Field 44 (Other Loans).

FEDERAL NURSING & HEALTH LOANS

Field 33

The amount of Federal Nursing Student Loan and Health Professions Student Loan funds received by the student.

FEDERAL SUBSIDIZED STAFFORD LOANS

Field 34

The total gross amount borrowed, including fees.

Unsubsidized Stafford Loans should be reported in Field 35 (Federal Unsubsidized Stafford Loans). Parent PLUS Loans should be reported in Field 65 (Federal Parent PLUS Loans). Grad PLUS Loans should be reported in Field 66 (Federal Grad PLUS Loans).

FEDERAL UNSUBSIDIZED STAFFORD LOANS

Field 35

The total gross amount borrowed for the year, including fees. This may not be the amount requested on the application form.

Subsidized Stafford Loans should be reported in Field 34 (Federal Subsidized Stafford Loans). Parent PLUS Loans should be reported in Field 65 (Federal Parent PLUS Loans). Grad PLUS Loans should be reported in Field 66 (Federal Grad PLUS Loans).

FEDERAL ACADEMIC COMPETITIVENESS GRANT – YEAR 1

Field 54

The amount of Academic Competitiveness Grant (ACG) the student received in year one.

FEDERAL ACADEMIC COMPETITIVENESS GRANT – YEAR 2

Field 55

The amount of Academic Competitiveness Grant (ACG) the student received in year two.

FEDERAL SMART GRANT – YEAR 3

Field 56

The amount of Science and Mathematics Access to Retain Talent (SMART) Grant the student received in year three.

FEDERAL SMART GRANT – YEAR 4

Field 57

The amount of Science and Mathematics Access to Retain Talent (SMART) Grant the student received in year four.

FEDERAL TEACH GRANT

Field 59

The amount of Federal TEACH Grant funds received by the student.

FEDERAL PARENT PLUS LOANS

Field 65

The total gross amount borrowed for the year, including fees. This may not be the amount requested on the application form.

FEDERAL GRAD PLUS LOANS

Field 66

The total gross amount borrowed for the year, including fees. This may not be the amount requested on the application form.

STATE AID PROGRAMS

Use whole dollar amounts (no decimals) when reporting financial aid disbursements.

STATE NEED GRANT

Field 36

The amount of State Need Grant Funds received by the student.

TOTAL STATE WORK STUDY

Field 37

The student's total gross compensation during the 2011-2012 academic year. Include both the state and employer's share and any earnings from SWS Community Service and/or SWS High Demand projects. This amount should be the sum of On-Campus and Off-Campus earnings (Fields 38 and 39). State Work Study is limited to resident students only.

ON-CAMPUS STATE WORK STUDY

Field 38

The student's on-campus State Work Study earnings, including institutional share.

OFF-CAMPUS STATE WORK STUDY

Field 39

The student's off-campus State Work Study earnings, including employer share.

If the institution acts as the employer of record and the student works off-campus, it is preferable for earnings to be reported as off-campus. If accounting constraints do not permit earnings to be recorded as off-campus, they may be reported as on-campus.

WORKFORCE TRAINING FUNDS

Field 42

The amount of Workforce Training Program (Worker Retraining) funds received by the student. Also include Work-Based Learning Tuition Assistance Funds.

ALL OTHER STATE-FUNDED GIFT ASSISTANCE

Field 43

The amount of state funds received by the student such as: GEAR UP, Washington Scholars, WAVE, and /or the American Indian Endowed Scholarship, etc.

SBCTC OPPORTUNITY GRANT

Field 58

(Community, technical, and select private career colleges only)
The amount of State Board for Community and Technical College (SBCTC) Opportunity Grant funds received by the student.

PASSPORT TO COLLEGE SCHOLARSHIP

Field 60

The amount of Passport to College Scholarship funds received by the student.

GET READY FOR MATH & SCIENCE

Field 61

The amount of GET Ready for Math & Science funds received by the student.

COLLEGE BOUND SCHOLARSHIP

Field 62

The amount of College Bound Scholarship funds received by the student.

First awards in Fall 2012. Report zero in this field when submitting the 2011-2012 report.

INSTITUTIONAL & OTHER AID PROGRAMS

Use whole dollar amounts (no decimals) when reporting financial aid disbursements.

Institutional Aid Fund (*public institutions only*) Assistance from the Institutional Aid Fund – formerly known as 3 ½ Percent Institutional Aid Fund – should be reported in the category (Other Loans, Institutional & Off-Campus Employment, or Institutional Aid Fund Grants & Scholarships) that best represents how the funds were spent. The public four-year institutions should include the additional 1/7th of tuition revenue awarded as aid in Field 67 (Institutional Aid Fund Grants and Scholarships).

NEED-BASED TUITION & FEE WAIVERS

Field 41

The dollar value of tuition and fee waivers granted on the basis of need. Report waivers awarded based on a combination of need and merit here.

(Publics only)

Report need-based waivers authorized by RCW 28B.15.740 here.

Waivers awarded only on the basis of merit or other non-need based criteria should be reported in Field 68 (Non-Need Based Waivers).

Do not report waivers awarded from Institutional Aid Fund here. These funds should be reported in “Institutional Aid Fund Grants and Scholarships” (Field 67).

OTHER LOANS

Field 44

The amount received from any other loan or “conditional scholarship” program including: Nurses Conditional Scholarships; Canadian, Micronesian, or Alaska Student Loans; PREP; and other non-federal loan programs not reported elsewhere.

Report Future Teachers Conditional Scholarships and Health Professional Loan Repayment and Scholarship program funds here.

Include loans from the Institutional Aid Fund and other loans not reported in Fields 30 (Federal Perkins), 34 (Federal Subsidized Stafford Loans), 35 (Federal Unsubsidized Stafford Loans), 59 (Federal TEACH Grant), 65 (Federal Parent PLUS Loans), or 66 (Federal Grad PLUS Loans).

INSTITUTIONAL GRANTS & SCHOLARSHIPS

Field 45

The amount of institutional scholarships or grants received by the student regardless of need. Include scholarships and grants awarded from the institution’s foundation or endowment.

(Publics only)

Grants or scholarships awarded from the 3 ½% Institutional Financial Aid Fund should be reported in Institutional Fund Grants & Scholarships (Field 67).

INSTITUTIONAL & OFF-CAMPUS EMPLOYMENT

Field 46

Gross earnings from non-work study institutional and off-campus employment if employment was awarded on the basis of need and included in the student's financial aid package.

Include WorkFirst work study and any amounts from the Institutional Aid Fund distributed as institutional employment.

Do not include work study earnings reported in Fields 31 (Federal Work Study) or 37-39 (SWS Total, SWS On-Campus, and SWS Off-Campus).

OUTSIDE SCHOLARSHIPS

Field 47

The amount of outside scholarships funds received by the student.

Include Washington State Achievers, Bureau of Indian Affairs (BIA); National Merit; Reserve Officers' Training Corps (ROTC); employer-funded tuition assistance, organizational, company, or service club scholarships; and AmeriCorps.

Scholarships funded by the institution's foundation or endowment should be reported in Field 45 (Institutional Grants & Scholarships).

OTHER AGENCY ASSISTANCE

Field 48

The amount of funds from other government or outside agencies received by the student.

Include funds received from the Department of Labor and Industries, Services for the Blind, Workforce Investment Act, or Vocational Rehabilitation.

INSTITUTIONAL AID FUND GRANTS AND SCHOLARSHIPS

Field 67

(Public institutions only)

The amount of grants or scholarships from the Institutional Aid Fund received by the student. Public four-year institutions should include the additional 1/7th of tuition revenue awarded as aid in this field. Formerly known as 3 ½% Grants and Scholarships.

NON-NEED BASED WAIVERS

Field 68

The dollar value of tuition and fee waivers granted on the basis of non-need criteria not reported elsewhere.

Report waivers awarded based on a combination of need and merit in Field 41 (Need-Based Tuition & Fee Waivers).

STUDENT'S NAME & SCHOOL ID (OPTIONAL)

Student's last name and first and middle initials are optional items used only to facilitate the editing process. If any part of the student's data is flagged by the URR Reporting Tool, the student's name will appear along with Social Security Number on the Edit Report (see Chapter 4).

STUDENT'S LAST NAME

Field 49

Student's last name.

FIRST & MIDDLE INITIAL

Field 50

Student's first and middle initials.

INSTITUTIONAL ID

Field 51

Institution-assigned ID number.

NEED & DISBURSEMENT DATA

CROSSING OVER TWO TRADITIONAL ACADEMIC YEARS

The following two fields indicate whether or not all disbursement data are associated with the need reported.

NEED ASSOCIATED DISBURSEMENT

Field 52

Have all the disbursements reported been associated with the Amount of Need (Field 24) reported in this Unit Record?

Use the following codes:

- 0. No
- 1. Yes

Example in which the answer is “No” – The student’s aid is based on one FAFSA but the disbursements occur in two different academic years. For instance, the student enrolls in May for a 7-month course.

A FAFSA is filed, financial aid is packaged, but only half of all financial aid is disbursed. The other half will be disbursed in September, which falls during the next academic year and should be reported on that Unit Record. **The correct code for this example is 0.**

DISBURSEMENT ASSOCIATED NEED

Field 53

Are all the aid disbursements reported on this Unit Record associated with a FAFSA from only one year and whose data are shown in Field 24 (Amount of Need)?

Use the following codes:

- 0. No
- 1. Yes

Example in which the answer is “No” – The aid reported on this Unit Record is based on FAFSA’s from two different academic years.

For instance, the student receives two disbursements during the academic year. The first disbursement was made in July for a term that began in June and was based on a FAFSA from the previous academic year. The second disbursement was made in September and based on a FAFSA from the next academic year. **The correct code for this example is 0.**

CHAPTER 3

REPORTING APPLICATION USER'S GUIDE

REPORTING APPLICATION USER'S GUIDE

This section provides help using the web-based reporting application. This program is used to create and submit your institution's Unit Record Report to the Washington Student Achievement Council.*

This section starts with an overview of the web-based application and continues with step-by-step instructions on page 28.

If you have any questions or need assistance with this program please call Allyson Burns at (360) 753-7820 (allysonb@wsac.wa.gov) or Rachelle Sharpe at (360) 753-7872 (rachelles@wsac.wa.gov).

Accessing the Application

The Unit Record reporting application is found on the Washington Student Achievement Council's Secure Website - <https://fortress.wa.gov/wsac/secure/login.asp>.

**Washington Student
Achievement Council**

[Login](#)

Washington Student Achievement Council Secure Web Site

This Web site is a tool for authorized users only.

It is not designed for students, parents, or other members of the general public.

The WSAC has updated our website to conform to Washington State Department of Information Services password requirements.

- 1) Passwords will expire after 120 days. You will then be required to select a new password
- 2) Passwords must be between 8 and 32 characters long
- 3) Passwords must contain characters from three of the following four categories: Uppercase, Lowercase, Numbers, Special Symbols (!@#%&*)
- 4) Passwords history will be tracked to prevent the re-use of passwords

Email Address:

Password:

Call (360)753-7800 if you're having problems logging in.
Don't have an account? [Register Here](#)

If you are not currently registered to access this secure site, please click the **Register Here** link and follow the instructions.

*The Higher Education Coordinating Board is now the Washington Student Achievement Council.

Accessing the Application

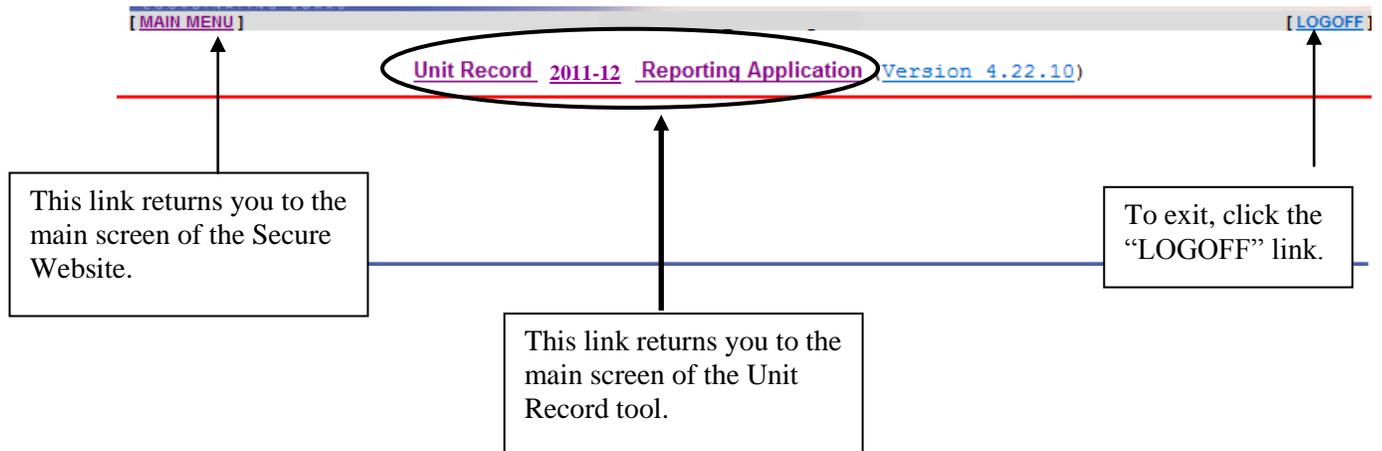
After you log in you will see the Main Menu. Your menu may have different options depending on the programs you have permission to access.

Main Menu

- [EOG - redirect to portal](#)
- [Future Teachers - redirect to portal](#)
- [SNG Interim Reporting Tool](#)
- [State Need Grant - redirect to portal](#)
- [State Work Study - redirect to portal](#)
- [Unit Record](#)

Overview of the Unit Record Menu

You can return to this menu any time by clicking on the “Unit Record 2011-2012 Reporting Application” link.



The data entry section allows you to manually add student records, edit existing records, or upload a CSV file. If you choose to edit existing records, you can search by SSN or by institutional ID.

- Data Entry
 - [Add Record Level Data](#)
 - [Edit Record Level Data](#)
 - [Upload Data From a File](#)

Overview of the Unit Record Menu (continued)

After entering data, the application will check for errors. An edit report containing a list of errors will be available through the following links. The first three links provide access to the same report. Choose the sorting method you prefer: SSN, error type, or student's last name. The last link provides a report that shows any discrepancies between Unit Record data and the reconciled State Need Grant Final Interim Report.

| Edit Reports |
|---|
| Edit Report Listing by SSN |
| Edit Report Listing by Error Type |
| Edit Report Listing by Last Name |
| SNG Students Not Reported |

Informational Reports are provided to compare and analyze current data with previous years' data. These aggregate reports are explained in greater detail in subsequent pages. Review the Informational Reports to check for accuracy. The last link listed below contains a list of all possible edits for which the tool checks.

| Informational Reports |
|--|
| Program Totals Report ** |
| <small>**Program Total Report takes a while to run, please be patient.</small> |
| Residency Status Distribution |
| Gender Distribution |
| Dependency Status Distribution |
| Marital Status Distribution |
| Age Distribution |
| List of All Possible Edits |

After all data has been submitted and checked for accuracy, submit your finalized report.

| Finalize Your Report |
|---|
| Submit Your Unit Record to WSAC |

At some point in the process, you may decide to start over by loading a new text file. Before uploading a new file, you must delete the data that are currently in the application. Start by clicking the "Erase All Data" link. NOTE: Any edits previously corrected will not be saved.

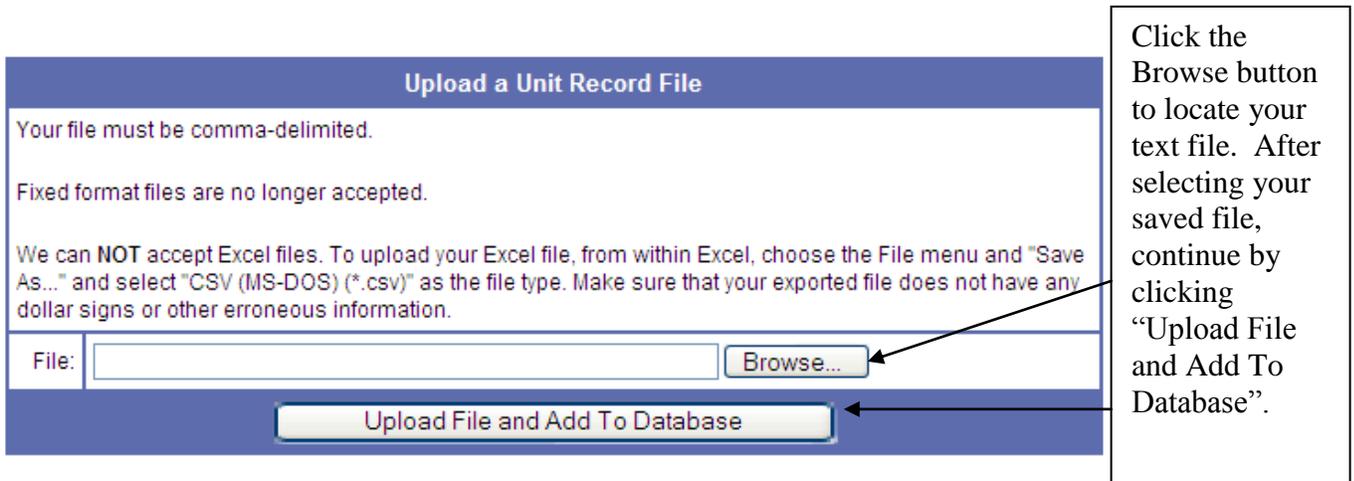
| Utilities |
|--------------------------------|
| Erase All Data |

STEP 1: DATA ENTRY

Uploading Data from a File

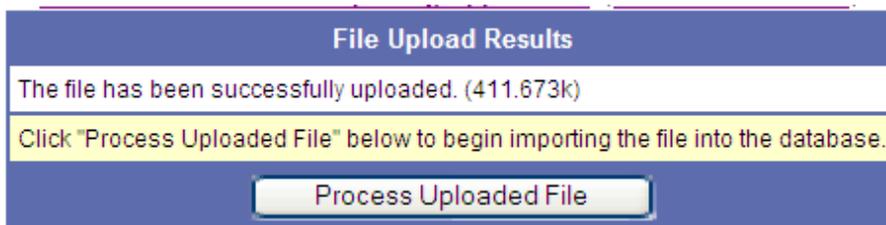
Most institutions begin by loading a CSV file following the record layout provided in this manual. The other option is to manually enter a record for each student one at a time.

If submitting a file, click the link “Upload Data From a File.”



The screenshot shows a form titled 'Upload a Unit Record File' with a blue header. The form contains the following text: 'Your file must be comma-delimited.', 'Fixed format files are no longer accepted.', and 'We can NOT accept Excel files. To upload your Excel file, from within Excel, choose the File menu and "Save As..." and select "CSV (MS-DOS) (*.csv)" as the file type. Make sure that your exported file does not have any dollar signs or other erroneous information.' Below the text is a 'File:' label, an empty text input field, and a 'Browse...' button. At the bottom of the form is a large button labeled 'Upload File and Add To Database'. A callout box on the right contains the text: 'Click the Browse button to locate your text file. After selecting your saved file, continue by clicking "Upload File and Add To Database".' Two arrows point from the callout box to the 'Browse...' button and the 'Upload File and Add To Database' button.

If data are formatted correctly, the following message will indicate the file has been loaded into the system. Proceed by clicking “Process Uploaded File.”



The screenshot shows a message box with a blue header 'File Upload Results'. The message text reads: 'The file has been successfully uploaded. (411.673k)' and 'Click "Process Uploaded File" below to begin importing the file into the database.' Below the message is a button labeled 'Process Uploaded File'.

If the data in the text file are not in the correct format, a message similar to the one shown below will pop up. Line numbers are provided to help locate errors in the file. Make corrections to the text file and reload the data. Click “Return to Menu” to upload the corrected file through the “Upload Data From a File” link.

| File Upload Results | |
|--|-----------------------------------|
| Line #000007 | Perkins Is Not Numeric. |
| Line #000012 | WorkforceTraining Is Not Numeric. |
| Fix the file and try your upload again. | |
| Return to Menu | |

If no formatting errors were found, the following screen will appear. Click “Run Error Report” to find any records that did not pass the edits (see page 32).

| File Process Results Test |
|--|
| Comma Detected, assuming CSV file. |
| File was found to have NO formatting errors. |
| File successfully loaded into database. |
| Run Error Report |

The tool will run the data through the edit checking process. A prompt will guide the user to return to the menu to view the edit report.

| Unit Record Data Validation |
|---|
| Your records have been run against the edits. |
| Return to Menu |

Manual Data Entry

Manually add student records one at a time using the “Add Record Level Data” link. This method can be used to enter records instead of uploading a CSV file. Student records can also be added after uploading a file if necessary.



The following form will appear. Many of the fields have drop down menus like the “marital status” example below.

| Unit Record Details | | | | Save Student Record | |
|---------------------|----------------------|-----------------------|---|--------------------------|----------------------|
| SSN | <input type="text"/> | Dependant Status | SELECT ONE | SNG | <input type="text"/> |
| Resident | SELECT ONE | Marital Status | SELECT ONE | SWS On Campus | <input type="text"/> |
| Fall Enroll | SELECT ONE | No. Of Family Members | SELECT ONE 1: Single 2: Married 3: Separated | SWS Off Campus | <input type="text"/> |
| Winter Enroll | SELECT ONE | Net Family Income | <input type="text"/> | SWS Total | <input type="text"/> |
| Spring Enroll | SELECT ONE | Need Amount | <input type="text"/> | Ed Opp Grant | <input type="text"/> |
| Summer 1 Enroll | SELECT ONE | Need Duration | SELECT | 3%/4% Tuition Fee Waiver | <input type="text"/> |
| Summer 2 Enroll | SELECT ONE | Parent Contribution | <input type="text"/> | Workforce Training | <input type="text"/> |
| School Year | SELECT ONE | Student Contribution | <input type="text"/> | Other State Gift Assist | <input type="text"/> |
| Gender | SELECT ONE | Pell Grant | <input type="text"/> | Other Loans | <input type="text"/> |

Manual Data Entry (continued)

View the definition of each field by clicking on the name of the field.

After filling in all the fields, save the record by clicking the “Save Student Record” link at the top or the bottom of the screen.

The record will be checked for errors through the edit screening process. If no errors were found, a notification will indicate that the record was saved.

| Unit Record Details | | | | | Save Student Record |
|-----------------------------------|----------------------|---|----------------------|---|----------------------|
| SSN | <input type="text"/> | Dependant Status | SELECT ONE ▾ | SNG | <input type="text"/> |
| Resident | SELECT ONE ▾ | Marital Status | SELECT ONE ▾ | SWS On Campus | <input type="text"/> |
| Fall Enroll | SELECT ONE ▾ | No. Of Family Members | <input type="text"/> | SWS Off Campus | <input type="text"/> |
| Winter Enroll | SELECT ONE ▾ | Net Family Income | <input type="text"/> | SWS Total | <input type="text"/> |
| Spring Enroll | SELECT ONE ▾ | Need | <input type="text"/> | Ed Opp Grant | <input type="text"/> |
| Race Black | : Not Provided ▾ | Fed Sub Stafford Loan | <input type="text"/> | First/Middle Initial | <input type="text"/> |
| Race Pac Islander | : Not Provided ▾ | Fed PLUS/Unsub Stafford Loans | <input type="text"/> | Impaired | SELECT ONE ▾ |
| Race White | : Not Provided ▾ | | | Institutional ID | <input type="text"/> |
| Race Other | : Not Provided ▾ | | | Need Associated Disbursements | <input type="text"/> |
| | | | | Disbursement AssociatedNeed | <input type="text"/> |
| | | | | | Save Student Record |

STEP 2: EDITING DATA

After the file has been uploaded and the edit process has been completed, verify that all records passed the edits. Begin by clicking one of the edit report options: sorted by SSN, error type, or last name.

| Edit Reports |
|---|
| Edit Report Listing by SSN |
| Edit Report Listing by Error Type |
| Edit Report Listing by Last Name |
| SNG Students Not Reported |

If all your records passed the edits you will see this message.

| Records with Errors | | | | |
|---------------------|------|-------|------|-----------|
| SSN | Name | Error | Edit | Overrides |
| None found. | | | | |

If data did not pass the edits, a list of records for correction or verification are provided under the “Edit Reports” section on the Unit Record menu. Data are verified by overriding the edit as shown below. If the data is correct and the edit is overridable, provide a detailed explanation by clicking “Override.” If the data is incorrect, make corrections by clicking on the “Edits” button. Some edits cannot be overridden.

For example, if data contains an invalid code, the record must be corrected. Valid codes for gender are “1” (male) and “2” (female). A gender with a code “3” is invalid. This is an example of invalid data which must be corrected. The screen below shows an example of invalid enrollment codes. All edits must be corrected or overridden before the file can be submitted.

Sort the list below by SSN, Name, Error, or Overrides by clicking the column headings.

| Records with Errors | | | | |
|---------------------|-----------|---|--------------------------------------|---|
| SSN | Name | Error | Edit | Overrides |
| 456789123 | ZYXCBA AL | Date of Birth is out of range (1/1/1933-12/31/1997) | <input type="button" value="Edits"/> | <input type="button" value="Override"/> |
| 486251234 | LMNOP B | Invalid Enrollment Codes Used. | <input type="button" value="Edits"/> | Non |
| 654123789 | HIJK J | Invalid Enrollment Codes Used. | <input type="button" value="Edits"/> | Non |

Editing Data (continued)

Clicking the “Edits” button displays the student’s record. The field(s) with questionable data will be highlighted as shown below.

| Data Validity Edits | | | | | |
|--|------------------------|-----------------------------------|-------|--------------------------------|---|
| This record is saved, but did not pass the Edits. | | | | | |
| Invalid Enrollment Codes Used for Fall. | | | | | |
| Unit Record Details | | | | | |
| SSN | 654123789 | Net Family Income | 35712 | SWS On Campus | 0 |
| Resident | 1: Washington Resident | Need Amount | 14696 | SWS Off Campus | 0 |
| Fall Enroll | SELECT ONE | Need Duration | 9 | SWS Total | 0 |
| Winter Enroll | 1: Full-Time | Parent | 0 | Ed Onn Grant | 0 |

Save changes by clicking the “Save Student Record” button at the top and bottom of the data form.

| | | | | | |
|---------------------------------------|----------------|------------------------------------|------|--------------------------------------|---------|
| Dependant Status | 2: Independent | SNG | 1305 | Impaired | 2: No |
| Marital Status | 2: Married | | | Last Name | Student |
| No. Of Family Members | 4 | | | First/Middle Initial | A |
| Save Student Record | | | | | |
| Delete This Record | | View Error Listing | | Return to Menu | |

Click here to delete the student’s record.

Click here to return to the error report to select another record.

Click here to return to the Unit Record report menu.

Editing Data (continued)

When overriding an edit, sufficient information is needed to explain why the data should be accepted. Click “Override Edit” to save and continue.

| Records with Errors | | | | |
|---------------------|-----------|---|--------------------------------------|---|
| SSN | Name | Error | Edit | Overrides |
| 456789123 | ZYXCBA AL | Date of Birth is out of range (1/1/1934-12/31/1995) 1989) | <input type="button" value="Edits"/> | <input type="button" value="Override"/> |
| 654123789 | HIJK J | Invalid Enrollment Codes Used. | <input type="button" value="Edits"/> | Non |

| Error Override Details | |
|--|---|
| Record: | 456789123 -- ZYXCBA , AL |
| Error: | Date of Birth is out of range (1/1/1935-12/31/1996) |
| Reason: | <input type="text"/> |
| Note: | Provide a brief explanation of your data for this edit error. |
| <input type="button" value="Override Edit"/> | |

A notification will indicate the override request has been saved. Click “Return to Errors” to continue.

[Unit Record 2011-12 Reporting Application \(Version 4.22.10\)](#)

Your override has been saved.

Editing Data (continued)

Overridden edits will remain on the edit error report list as shown below. However, they will not prevent a file from being submitted. Washington Student Achievement Council staff will review the override explanations after the file has been submitted and contact financial aid administrators with any questions if necessary.

| Student ID | Name | Error | Edit | Overrides |
|------------|-----------|--|--------------------------------------|---|
| 578 | Silver LJ | Federal Grad PLUS Loan outside expected range (\$0 - \$99,999) | <input type="button" value="Edits"/> | Overridden <input type="button" value="Edit Override"/> |

State Need Grant Students Not Reported

Discrepancies between a school's Unit Record data and reconciled Washington Student Achievement Council's State Need Grant records must be resolved before data will be accepted as complete. From the Unit Record Menu, select "SNG Students Not Reported." Make corrections if the Unit Record data are not accurate. If the Unit Record data are accurate please send an email to Allyson Burns (allysonb@wsac.wa.gov) explaining why the data are different.



State Need Grant Students Not Reported (continued)

Discrepancies in reported SNG amounts will appear in this table.

| Students With SNG Amounts That Do Not Match HCEB Disbursement Records | | | | | |
|---|----------------------|--------------------------------------|-----------------------------|-----------------------|--|
| SSN | Name | Disbursement Records | UR Reported | Delta | |
| | | | | | |

Students in the Unit Record Report, but not included on the Final Interim Report will appear in this table.

| Students In Your UR That We Have No Disbursements For | | |
|---|----------------------|------------------------------|
| SSN | Name | SNG Reported |
| 234567891 | abcd a | 200 |

Students reported as SNG recipients on the Interim Report, but not in the Unit Record report will appear in this table.

| Students We Have Disbursements At Your Institution For Whom There is No Unit Record | | |
|---|----------------------|-------------------------------|
| SSN | Name | Disbursements |
| | | |

If errors in Unit Record data are discovered, for example through the SNG discrepancy report or a review of institutional reports, edit individual records under the “Edit Record Level Data” link. Search by social security number.

| Data Entry |
|---|
| Add Record Level Data |
| Edit Record Level Data |
| Upload Data From a File |

STEP 3: REVIEW INFORMATIONAL REPORTS

Review the informational reports to compare the current data submission with prior years' data. Large discrepancies in reported data may indicate problems that need correcting.

| Informational Reports |
|---|
| Program Totals Report ** |
| **Program Total Report takes a while to run, please be patient. |
| Residency Status Distribution |
| Gender Distribution |
| Dependency Status Distribution |
| Marital Status Distribution |
| Age Distribution |
| List of All Possible Edits |

Below is an example of the Program Totals Report. The Totals Report only includes financial aid received by need-based aid recipients. Use this report to compare this year's totals with previous years' and also with your institution's records.

| Institutional Totals | | | | | | | | | | | | |
|---|------------------------|------------------------|------------------------|------------------------|------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Aid | UR05-06 Dollars | UR06-07 Dollars | UR07-08 Dollars | UR08-09 Dollars | UR09-10 Dollars | Change 08-09/09-10 | UR05-06 Recipients | UR06-07 Recipients | UR07-08 Recipients | UR08-09 Recipients | UR09-10 Recipients | Change 08-09/09-10 |
| Federal Aid | | | | | | | | | | | | |
| AcademicCompetitivenessGrantYear1 | \$0.00 | \$147,126.00 | \$173,065.00 | \$174,098.00 | \$309,771.00 | 77.93% | 0 | 218 | 272 | 282 | 487 | 72.70% |
| AcademicCompetitivenessGrantYear2 | \$0.00 | \$63,262.00 | \$61,042.00 | \$82,565.00 | \$130,966.00 | 58.62% | 0 | 52 | 60 | 95 | 141 | 48.42% |
| Federal Workstudy | \$525,919.00 | \$418,957.00 | \$284,545.00 | \$413,249.00 | \$312,986.00 | -24.26% | 252 | 210 | 146 | 190 | 167 | -12.11% |
| FederalGradPLUSLoan | \$0.00 | \$0.00 | \$0.00 | \$25,264.00 | \$224,704.00 | 789.42% | 0 | 0 | 0 | 5 | 40 | 700.00% |
| FederalParentPLUSLoan | \$0.00 | \$0.00 | \$0.00 | \$14,010,879.00 | \$15,882,677.00 | 13.36% | 0 | 0 | 0 | 1560 | 1683 | 7.88% |
| FederalSMARTGrantYear3 | \$0.00 | \$113,170.00 | \$68,800.00 | \$98,670.00 | \$148,602.00 | 50.61% | 0 | 51 | 27 | 39 | 66 | 69.23% |
| FederalSMARTGrantYear4 | \$0.00 | \$347,281.00 | \$126,923.00 | \$116,010.00 | \$237,712.00 | 104.91% | 0 | 108 | 56 | 47 | 96 | 104.26% |
| FederalTEACHGrant | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$582,003.00 | 100.00% | 0 | 0 | 0 | 0 | 180 | 100.00% |
| Nurse Health Loans | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Nurse Scholarship | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Pell | \$6,633,039.00 | \$7,012,573.00 | \$7,344,880.00 | \$8,234,543.00 | \$13,681,970.00 | 66.15% | 2536 | 2619 | 2642 | 2642 | 3501 | 32.51% |
| Perkins | \$1,382,448.00 | \$1,609,195.00 | \$1,041,565.00 | \$945,690.00 | \$1,011,398.00 | 6.95% | 553 | 722 | 515 | 460 | 518 | 12.61% |
| PLUS | \$16,716,419.00 | \$17,053,482.00 | \$16,250,720.00 | \$0.00 | \$0.00 | 0.00% | 3208 | 3100 | 2857 | 0 | 0 | 0.00% |
| SEOG | \$371,954.00 | \$305,010.00 | \$270,244.00 | \$291,765.00 | \$277,893.00 | -4.75% | 446 | 402 | 332 | 353 | 353 | 0.00% |
| Stafford | \$15,553,062.00 | \$15,927,904.00 | \$16,191,951.00 | \$16,561,676.00 | \$21,060,845.00 | 27.17% | 4098 | 4197 | 4048 | 4124 | 5058 | 22.65% |
| Unsub | \$0.00 | \$0.00 | \$0.00 | \$20,208,708.00 | \$24,381,384.00 | 20.65% | 0 | 0 | 0 | 4489 | 5386 | 19.54% |
| Subtotals: | \$41,182,841.00 | \$42,997,960.00 | \$41,813,735.00 | \$61,163,117.00 | \$78,242,911.00 | 27.92% | 11093 | 11679 | 10955 | 14286 | 17656 | 23.59% |
| Institutional/Other Aid | | | | | | | | | | | | |
| Institutional Grants, Etc. | \$3,710,779.00 | \$4,238,580.00 | \$4,435,257.00 | \$1,541,964.00 | \$1,209,236.00 | -21.58% | 1635 | 1805 | 1690 | 770 | 663 | -13.90% |
| Institutional Off Campus Employment | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | 0 | 0 | 0 | 0 | 0 | 0.00% |
| NonNeedBasedWaivers | \$0.00 | \$0.00 | \$0.00 | \$4,761,326.00 | \$4,356,650.00 | -8.50% | 0 | 0 | 0 | 1185 | 1092 | -7.85% |
| Other Agency Assistance | \$2,113,076.00 | \$1,840,509.00 | \$1,210,168.00 | \$1,098,912.00 | \$284,676.00 | -74.09% | 367 | 343 | 215 | 175 | 70 | -60.00% |
| Other Loans | \$2,481,943.00 | \$2,776,492.00 | \$3,140,192.00 | \$4,252,900.00 | \$2,581,014.00 | -39.31% | 350 | 370 | 401 | 502 | 323 | -35.66% |
| Outside Scholarships | \$1,991,480.00 | \$2,073,667.00 | \$2,771,229.00 | \$3,265,042.00 | \$2,554,474.00 | -21.76% | 711 | 671 | 842 | 997 | 862 | -13.54% |
| ThreeAndOneHalfPercentGrantsAndScholarships | \$0.00 | \$0.00 | \$0.00 | \$1,899,091.00 | \$1,801,800.00 | -5.12% | 0 | 0 | 0 | 1453 | 1511 | 3.99% |
| Subtotals: | \$10,297,278.00 | \$10,929,248.00 | \$11,556,846.00 | \$16,819,235.00 | \$12,787,850.00 | -23.97% | 3063 | 3189 | 3148 | 5082 | 4521 | -11.04% |

Review Informational Reports (continued)

There are five additional reports available: Residency Status Distribution, Gender Distribution, Dependency Status Distribution, Marital Status Distribution, and Age Distribution. These reports allow the user to compare summary data for other Unit Record fields. Review each of these reports to make sure the data are consistent with prior years.

| Informational Reports |
|---|
| Program Totals Report ** |
| **Program Total Report takes a while to run, please be patient. |
| Residency Status Distribution |
| Gender Distribution |
| Dependency Status Distribution |
| Marital Status Distribution |
| Age Distribution |
| List of All Possible Edits |

Example of the Gender Distribution Report:

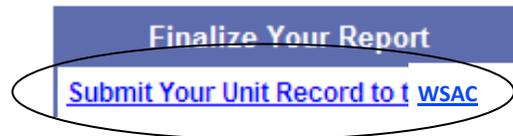
| Gender Distribution | | | | | | |
|---------------------|-------------|-------------|-------------|-------------|--------------|--------|
| Gender | UR06-07 | UR07-08 | UR08-09 | UR09-10 | Change | Visual |
| Male | 2401 | 2345 | 3487 | 3698 | 6.05% | |
| Female | 3007 | 2953 | 4086 | 4320 | 5.73% | |
| Total: | 5408 | 5298 | 7573 | 8018 | 5.88% | |

Example of the Dependency Status Distribution Report:

| Dependency Status Distribution | | | | | | |
|--------------------------------|-------------|-------------|-------------|-------------|---------------|--------|
| Dependency Status | UR06-07 | UR07-08 | UR08-09 | UR09-10 | Change | Visual |
| Dependent | 2933 | 3032 | 4529 | 5106 | 12.74% | |
| Independent | 2475 | 2266 | 2466 | 2912 | 18.09% | |
| Total: | 5408 | 5298 | 6995 | 8018 | 14.62% | |

STEP 4: SUBMIT YOUR REPORT

After completing data entry, either through uploading a file or by manual entry, correcting any edits, reviewing the SNG discrepancy report and the informational reports, it is time to submit the report. Click “Submit Your Unit Record Report to the WSAC” button on the Unit Record Menu. The form below will display requesting contact information for a financial aid and a technical support contact person. The contact can be the same for both fields, but each field on this screen must be completed before the tool will accept the report.



Verify the number of records being submitted. If the number of errors equals the number of overrides, the report can be submitted. If non-overridable errors are not addressed, the report cannot be submitted.

Fill in the contact information requested.

Click to Submit.

| Submit Unit Record | |
|---|----------------------|
| Total Records: | 15 |
| Total Errors: | 1 |
| Total Overrides: | 1 |
| Person at this institution to contact for questions related to financial aid data is: | |
| Name: | <input type="text"/> |
| Email: | <input type="text"/> |
| Phone: | <input type="text"/> |
| Person to contact for technical question related to the data file and layout is: | |
| Name: | <input type="text"/> |
| Email: | <input type="text"/> |
| Phone: | <input type="text"/> |
| Submit Your Unit Record to the WSAC | |

The application tool will confirm the submitted data was received. Once official submission is complete, changes cannot be made. If you need to make corrections, contact Allyson Burns at (360) 753-7820 or allysonb@wsac.wa.gov.

CHAPTER 4

LIST OF SYSTEM EDITS

LIST OF SYSTEM EDITS

File Format

The file must be in CSV format and follow the specified guidelines in Chapter 2.

Special Circumstances

Records indicating no FAFSA on file (Field 70 coded with “0”) will not be checked against edits associated with number in family, number in college, dependency status, marital status, gender, or family income. Non-need based records (Field 69 coded with “0”) will not be checked against edits for need-based aid, such as “ACG or SMART greater than zero, but Pell equal to zero.”

Non-Overrideable Edits

Duplicate SSN

If the application finds duplicate social security numbers it will reject the file.

SSN is Not a 9-digit Number

The social security number for the student should contain 9 numbers. If fewer than 9 numbers are present in field 2, the URR Reporting Tool will automatically insert leading zeros.

Total Aid Reported is Zero

Students who did not receive financial aid are not to be included in this report.

Code Not Valid

Use valid field content as outlined in Appendix C.

Need Duration Not Selected

Report a valid number of months for calculated student need and report a number from 0 to 12.

Need-Based Aid

Need-based aid recipients (coded “1” in Field 69), should have at least one form of need-based aid reported as outlined in Appendix A.

Need-Based Aid Reported for Non-Need Based Recipients

Students reported with at least one form of need-based aid should be reported as a need-based recipient in Field 69 (Need-based Aid Recipient).

Race Data

If Field 13 (Race Data Available) is coded yes “1,” additional race information is required in fields 14-19. If field 13 (Race Data Available) indicates no “0,” fields 14-19 must also indicate “no, student did not select race.” (“0”).

Non-Overrideable Edits (continued)

State Work Study (SWS) Total

Field 37 (Total SWS) must equal the sum of Field 38 (SWS On-Campus) and Field 39 (SWS Off-Campus SWS).

Washington State Resident

A student must be a state resident to receive a State Need Grant or State Work Study. If a student was incorrectly awarded, contact program staff at 360-753-7850.

FAFSA on File

All students, except SBCTC Opportunity Grant recipients, Workforce Fund recipients, and some recipients of non-need based federal loans (Unsubsidized Stafford Loans, Parent PLUS Loans, Grad Plus Loans) recipients should have a FAFSA on file.

Number in College

The number of students in college must be at least 1 and cannot exceed the reported value in Field 22 (Number in Family).

Overrideable Edits

Amount of Need is Zero (or negative), Yet Need-Based Aid Was Reported

Most need-based aid recipients (coded 1 in Field 69), should have some amount of financial need, though there may be exceptions. Provide a brief explanation as to why Field 24 (Amount of Need) is zero.

Duration of Need is Zero

Field 25 (Duration of Need) should be greater than zero if the student was reported as a need-based recipient in field 69 or if Field 24 (Amount of Need) is greater than zero.

Financial Aid Program Exceeds Limits

The amount reported is greater than the maximum expected for the field. See Appendix C.

Amount of Need Exceeds Cost of Attendance

The reported amount of need in Field 24 exceeds Field 64 (Cost of Attendance). Review the data and make corrections or override with an explanation.

Overrideable Edits (continued)

Number in Family

The number of family members reported is less than or greater than usual. Review and make corrections or override with an explanation.

- All students: Number in Family must be at least 1
- All students: Number in Family is greater than 20
- Married students: Number in Family must be at least 2
- Dependent students: Number in Family must be at least 2

Net Family Income Out of Range

The reported family income is less than or greater than expected range of -\$50,000 and \$350,000. The lowest reportable amount is -\$99,999. Review and make corrections or override with an explanation.

Date of Birth Out of Range

The student is older or younger than usual. Review and make corrections or override with an explanation.

SNG Discrepancies

State Need Grant reported does not match WSAC records on the State Need Grant Final Interim Report. Review and make corrections or override with an explanation.

ACG or SMART without Pell Reported

Students cannot receive ACG or SMART unless they also receive a federal Pell Grant. Review and make corrections or override with an explanation.

Student Not Enrolled

The student must be enrolled at least one term during the school year, with the exception of State Work Study recipients.

APPENDIX A
FINANCIAL AID BY TYPE

| Field No. | Financial Aid Field | Need-based | Non-need based |
|------------------|--|-------------------|-----------------------|
| (Field 54) | Academic Competitiveness Grant – Year 1 | x | |
| (Field 55) | Academic Competitiveness Grant – Year 2 | x | |
| (Field 62) | College Bound Scholarship | x | |
| (Field 30) | Federal Perkins | x | |
| (Field 29) | Federal SEOG | x | |
| (Field 34) | Federal Subsidized Stafford | x | |
| (Field 35) | Federal Unsubsidized Stafford | | x |
| (Field 31) | Federal Work Study | x | |
| (Field 66) | Federal Grad PLUS Loan | | x |
| (Field 33) | Federal Nurse Health Loans | x | x |
| (Field 32) | Federal Nurse Scholarship | x | x |
| (Field 65) | Federal Parent PLUS Loan | | x |
| (Field 56) | Federal SMART Grant Year3 | x | |
| (Field 57) | Federal SMART Grant Year4 | x | |
| (Field 59) | Federal TEACH Grant | | x |
| (Field 61) | GET Ready for Math And Science | | x |
| (Field 45) | Institutional Grants Etc. | x | x |
| (Field 46) | Institutional Off Campus Employment | x | x |
| (Field 68) | Non-Need Based Waivers | | x |
| (Field 48) | Other Agency Assistance | x | x |
| (Field 44) | Other Loans | x | x |
| (Field 43) | Other State Gift Assistance | | x |
| (Field 47) | Outside Scholarships | x | x |
| (Field 60) | Passport to College | x | |
| (Field 28) | PELL | x | |
| (Field 58) | SBCTC Opportunity Grant | x | |
| (Field 36) | State Need Grant | x | |
| (Field 39) | State Work Study Off Campus | x | |
| (Field 38) | State Work Study On Campus | x | |
| (Field 37) | State Work Study Total | x | |
| (Field 67) | Institutional Aid Fund Grants & Scholarships | x | |
| (Field 41) | Need-Based Tuition Fee Waiver | x | |
| (Field 42) | Workforce Training | x | |

APPENDIX B

INSTITUTIONAL CODES 2011-2012

| | | | |
|-------|------------------------------------|-------|---|
| 1010 | University of Washington | 4410 | Lower Columbia College |
| 1020 | Washington State University | 4460 | North Seattle Community College |
| <hr/> | | 4570 | Northwest Indian College |
| 2030 | Central Washington University | 4430 | Olympic College |
| 2040 | Eastern Washington University | 4440 | Peninsula College |
| 2050 | The Evergreen State College | 4370 | Pierce College |
| 2060 | Western Washington University | 4450 | Seattle Central Community College |
| <hr/> | | 4480 | Shoreline Community College |
| 3080 | Antioch University | 4490 | Skagit Valley College |
| 3090 | Bastyr University | 4420 | South Puget Sound Community College |
| 3100 | Cornish Institute | 4470 | South Seattle Community College |
| 3310 | DigiPen Institute of Technology | 4500 | Spokane Community College |
| 3120 | Gonzaga University | 4510 | Spokane Falls Community College |
| 3110 | Heritage University | 4520 | Tacoma Community College |
| 3130 | Northwest University - Kirkland | 4530 | Walla Walla Community College |
| 3240 | Northwest College of Art - Poulsbo | 4540 | Wenatchee Valley College |
| 3140 | Pacific Lutheran University | 4550 | Whatcom Community College |
| 3150 | Saint Martin's University | 4560 | Yakima Valley College |
| 3160 | Seattle Pacific University | <hr/> | |
| 3170 | Seattle University | 5700 | Bates Technical College |
| 3190 | University of Puget Sound | 5710 | Bellingham Technical College |
| 3200 | Walla Walla University | 5720 | Clover Park Technical College |
| 3210 | Whitman College | 5730 | Lake Washington Technical College |
| 3220 | Whitworth University | 5740 | Renton Technical College |
| <hr/> | | 5750 | Seattle Vocational Institute |
| 4300 | Bellevue Community College | <hr/> | |
| 4310 | Big Bend Community College | 6820 | Art Institute of Seattle |
| 4580 | Cascadia Community College | 6890 | Lucas Marc Academy |
| 4320 | Centralia College | 6740 | Divers Institute of Technology |
| 4330 | Clark College | 6810 | Everest College |
| 4340 | Columbia Basin College | 6780 | Gene Juarez Academy |
| 4350 | Edmonds Community College | 6970 | Glen Dow Academy |
| 4360 | Everett Community College | 6760 | Interface College |
| 4380 | Grays Harbor College | 6750 | International Air & Hospitality Academy |
| 4390 | Green River Community College | 6710 | ITT Technical Institute |
| 4400 | Highline Community College | 6840 | Perry Technical Institute |

APPENDIX C
RECORD LAYOUT FOR 2011-2012 UNIT RECORD

| Field No. | Length | Field Name | Field Type | Valid Field Content |
|------------------|---------------|---------------------------------|-------------------|---|
| 1 | 4 | Institution Code | Number | 1010 to 6890 |
| 2 | 9 | Social Security Number | Number | 001010001 to 999999999 |
| 3 | 1 | State Residency Code | Number | 1 = Washington Resident 2 = Nonresident |
| 4 | 1 | Fall Term Enrollment Status | Number | 1 = Full-Time 2 = Three-Quarter Time 3 = Half-Time 4 = Less Than Half-Time 5 = Not Enrolled 9 = Does Not Apply |
| 5 | 1 | Winter Term Enrollment Status | Number | 1 = Full-Time 2 = Three-Quarter Time 3 = Half-Time 4 = Less Than Half-Time 5 = Not Enrolled 9 = Does Not Apply |
| 6 | 1 | Spring Term Enrollment Status | Number | 1 = Full-Time 2 = Three-Quarter Time 3 = Half-Time 4 = Less Than Half-Time 5 = Not Enrolled 9 = Does Not Apply |
| 7 | 1 | Summer 1 Term Enrollment Status | Number | 1 = Full-Time 2 = Three-Quarter Time 3 = Half-Time 4 = Less Than Half-Time 5 = Not Enrolled 9 = Does Not Apply |
| 8 | 1 | Summer 2 Term Enrollment Status | Number | 1 = Full-Time 2 = Three-Quarter Time 3 = Half-Time 4 = Less Than Half-Time 5 = Not Enrolled 9 = Does Not Apply |
| 9 | 1 | Year in School | Number | 1 = Freshman/First Year 2 = Sophomore/Second Year 3 = Junior/Third Year 4 = Senior/Fourth Year 5 = Unclassified/Fifth Year 6 = Graduate 7 = Professional 8 = Other |

APPENDIX C (CONTINUED)

RECORD LAYOUT FOR 2011-2012 UNIT RECORD

| Field No. | Length | Field Name | Field Type | Valid Field Content |
|------------------|---------------|-------------------------------------|-------------------|--|
| 10 | 1 | Gender | Number | 1 = Male 2 = Female |
| 11 | 8 | Date of Birth | Number | Format is YYYYMMDD YYYY=1935-1996 MM = 01-12 DD = 01-31 |
| 12 | 1 | Hispanic Origin | Number | 0 = No, not of Hispanic Origin 1 = Yes, Hispanic Origin 2 = Unknown |
| 13 | 1 | Race Data Available | Number | 0 = No 1 = Yes |
| 14 | 1 | American Indian or Alaska Native | Number | 0 = No, this race not selected 1 = Yes Blank = data not provided |
| 15 | 1 | Asian | Number | 0 = No, this race not selected 1 = Yes, this race selected Blank = data not provided |
| 16 | 1 | Black or African American | Number | 0 = No, this race not selected 1 = Yes, this race selected Blank = data not provided |
| 17 | 1 | Native Hawaiian or Pacific Islander | Number | 0 = No, this race not selected 1 = Yes, this race selected Blank = data not provided |
| 18 | 1 | White | Number | 0 = No, this race not selected 1 = Yes, this race selected Blank = data not provided |
| 19 | 1 | Other Race | Number | 0 = No, this race not selected 1 = Yes, this race selected Blank = data not provided |
| 20 | 1 | Dependency Status | Number | 1 = Dependent 2 = Independent |
| 21 | 1 | Marital Status | Number | 1 = Unmarried 2 = Married 3 = Separated |
| 22 | 2 | Number of Family Members | Number | 1 to 20 |
| 23 | 6 | Total Family Income | Number | -99999 to 999999 |
| 24 | 5 | Amount of Need | Number | 0 to 99999 |
| 25 | 2 | Duration of Need | Number | 0 to 12 |
| 26 | 5 | Parent Contribution | Number | 0 to 99999 |
| 27 | 5 | Student Contribution | Number | 0 to 99999 |
| 28 | 5 | Pell Grant | Number | 0 to 11000 |
| 29 | 4 | Federal SEOG | Number | 0 to 6000 |
| 30 | 4 | Federal Perkins Loan | Number | 0 to 8500 |

APPENDIX C (CONTINUED)

RECORD LAYOUT FOR 2011-2012 UNIT RECORD

| Field No. | Length | Field Name | Field Type | Valid Field Content |
|------------------|---------------|---|--------------------------|----------------------------|
| 31 | 5 | Federal Work Study | Number | 0 to 99999 |
| 32 | 5 | Federal Nursing Scholarships | Number | 0 to 99999 |
| 33 | 5 | Federal Nursing & Health Loans | Number | 0 to 99999 |
| 34 | 5 | Federal Subsidized Stafford Loans | Number | 0 to 20000 |
| 35 | 5 | Federal Unsubsidized Stafford Loans | Number | 0 to 50000 |
| 36 | 5 | State Need Grant | Number | 0 to 14000 |
| 37 | 5 | Total State Work Study | Number | 0 to 99999 |
| 38 | 5 | On-Campus State Work Study | Number | 0 to 99999 |
| 39 | 5 | Off-Campus State Work Study | Number | 0 to 99999 |
| 40 | 1 | Educational Opportunity Grant | Number | 0 |
| 41 | 4 | Need-Based Tuition & Fee Waivers | Number | 0 to 99999 |
| 42 | 5 | WorkForce Training Funds | Number | 0 to 99999 |
| 43 | 5 | All Other State-Funded Gift Assistance | Number | 0 to 99999 |
| 44 | 5 | Other Loans | Number | 0 to 99999 |
| 45 | 5 | Institutional Grants & Scholarships | Number | 0 to 99999 |
| 46 | 5 | Institutional & Off-Campus Employment | Number | 0 to 99999 |
| 47 | 5 | Outside Scholarships | Number | 0 to 99999 |
| 48 | 5 | Other Agency Assistance | Number | 0 to 99999 |
| 49 | 12 | Student's Last Name | Character | |
| 50 | 2 | First & Middle Initial | Character | |
| 51 | 20 | Institutional ID | Character and/or numeric | |
| 52 | 1 | Need Associated Disbursements | Number | 0 = No 1 = Yes |
| 53 | 1 | Disbursement Associated Need | Number | 0 = No 1 = Yes |
| 54 | 3 | Federal Academic Competitiveness Grant – Year 1 | Number | 0 to 750 |
| 55 | 4 | Federal Academic Competitiveness Grant – Year 2 | Number | 0 to 1300 |

APPENDIX C (CONTINUED)

RECORD LAYOUT FOR 2011-2012 UNIT RECORD

| Field No. | Length | Field Name | Field Type | Valid Field Content |
|------------------|---------------|--|-------------------|----------------------------|
| 56 | 4 | Federal SMART Grant – Year 3 | Number | 0 to 4000 |
| 57 | 4 | Federal SMART Grant – Year 4 | Number | 0 to 4000 |
| 58 | 5 | SBCTC Opportunity Grant | Number | 0 to 4050 |
| 59 | 4 | Federal TEACH Grant | Number | 0 to 8000 |
| 60 | 4 | Passport to College Scholarship | Number | 0 to 4500 |
| 61 | 5 | GET Ready for Math & Science | Number | 0 to 14000 |
| 62 | 4 | College Bound Scholarship | Number | 0 (until 2012) |
| 63 | 2 | Number of Family in College | Number | 1 to 20 |
| 64 | 5 | Cost of Attendance | Number | 1 to 99999 |
| 65 | 5 | Federal Parent PLUS Loans | Number | 0 to 99999 |
| 66 | 5 | Federal Grad PLUS Loans | Number | 0 to 99999 |
| 67 | 5 | Institutional Aid Fund Grants & Scholarships | Number | 0 to 99999 |
| 68 | 5 | Non-Need Based Waivers | Number | 0 to 99999 |
| 69 | 1 | Need-Based Aid Recipient | Number | 0 = No 1 = Yes |
| 70 | 1 | FAFSA on File | Number | 0 = No 1 = Yes |

APPENDIX D
QUICK LOOK-UP BY PROGRAM

| Financial Aid Program | Unit Record Category | Field | Notes |
|--|---|-------------------|--------------------------|
| Institutional Aid Fund | Report in the category that best corresponds to how the funds were spent at your institution. | Field 44, 46 & 67 | Public institutions only |
| 3% / 4% Waivers | Need-based Tuition & Fee Waiver | Field 41 | |
| Academic Competitiveness Grant (ACG) Year 1 | Academic Competitiveness Grant, Year 1 | Field 54 | |
| Academic Competitiveness Grant (ACG) Year 2 | Academic Competitiveness Grant, Year 2 | Field 55 | |
| All Other State-Funded Gift Assistance | All Other State-Funded Gift Assistance | Field 43 | |
| American Indian Endowed Scholarship | All Other State-Funded Gift Assistance | Field 43 | |
| AmeriCorps | Outside Scholarships | Field 47 | |
| Athletic Waiver | Tuition & Fee Waiver Field 41 - need-based Field 68 - non-need based | Field 41 or 68 | |
| Bureau for Indian Affairs (BIA) Scholarships | Outside Scholarships | Field 47 | |
| Canadian, Micronesian or Alaska Student Loans | Other Loans | Field 44 | |
| Chapter 33 Veterans' Benefits | Other Agency Assistance | Field 48 | |
| College Bound Scholarship | College Bound Scholarship | Field 62 | "0" until 2012 |
| Company Scholarships | Outside Scholarships | Field 47 | |
| Conditional Awards in Special Education | Other Loans | Field 44 | |
| Employer funded tuition assistance | Outside Scholarships | Field 47 | |
| Federal Academic Competitiveness Grant, Year 1 | Federal Academic Competitiveness Grant, Year 1 | Field 54 | |
| Federal Academic Competitiveness Grant, Year 2 | Federal Academic Competitiveness Grant, Year 2 | Field 55 | |
| Federal Grad PLUS Loans | Federal Grad PLUS Loans | Field 66 | |
| Federal Nursing & Health Loans | Federal Nursing & Health Loans | Field 33 | |
| Federal Nursing Scholarships | Federal Nursing Scholarships | Field 32 | |
| Federal Parent PLUS Loans | Federal Parent PLUS Loans | Field 65 | |
| Federal Perkins Loans | Federal Perkins Loans | Field 30 | |
| Federal Scholarships for TRIO Students | Other Agency Assistance | Field 48 | |
| Federal SMART Grant Year 3 | Federal SMART Grant, Year 3 | Field 56 | |
| Federal SMART Grant Year 4 | Federal SMART Grant, Year 4 | Field 57 | |
| Federal Subsidized Stafford Loan | Federal Subsidized Stafford Loan | Field 34 | |
| Federal Work Study | Federal Work Study | Field 31 | |
| Federal TEACH Grant | Federal TEACH Grant | Field 59 | |
| Future Teachers Conditional Scholarships | Other Loans | Field 44 | |
| GEAR UP | All Other State-Funded Gift Assistance | Field 43 | |
| GET Ready for Math & Science | GET Ready for Math & Science | Field 61 | |
| Grad PLUS Loan | Federal Grad PLUS Loan | Field 66 | |

| Financial Aid Program | Unit Record Category | Field | Notes |
|--|--|----------------|--------------|
| Graduate Tuition Waivers | Tuition & Fee Waiver Field 41 - need-based Field 68 - non-need based | Field 41 or 68 | |
| Health Professional Loan Repayment & Scholarship program funds | Other Loans | Field 44 | |
| Health Professions Student Loan | Federal Nursing & Health Loans | Field 33 | |
| Institutional & Off-Campus Employment | Institutional & Off-Campus Employment | Field 46 | |
| Institutional grants & scholarships | Institutional Grants & Scholarships | Field 45 | |
| L & I assistance | Other Agency Assistance | Field 48 | |
| National Merit Scholarships | Outside Scholarships | Field 47 | |
| Need-based Tuition & Fee Waiver | Need-based Tuition & Fee Waiver | Field 41 | |
| Non-Federal Loan programs | Other Loans | Field 44 | |
| Non-need based Tuition & Fee Waiver | Non-Need Based Tuition & Fee Waivers | Field 68 | |
| Non-Work Study Institutional & Off-Campus Employment | Institutional & Off-Campus Employment | Field 46 | |
| Nonresident Enrollment Incentive Waiver | Tuition & Fee Waiver Field 41 - need-based Field 68 - non-need based | Field 41 or 68 | |
| Nurses Conditional Scholarships | Other Loans | Field 44 | |
| Off-Campus State Work Study | Off-Campus State Work Study | Field 39 | |
| On-Campus State Work Study | On-Campus State Work Study | Field 38 | |
| Organizational Scholarships | Outside Scholarships | Field 47 | |
| Other Agency Assistance | Other Agency Assistance | Field 48 | |
| Other Loans | Other Loans | Field 44 | |
| Outside Scholarships | Outside Scholarships | Field 47 | |
| Passport to College Scholarship | Passport to College Scholarship | Field 60 | |
| Parent PLUS Loan | Federal Parent PLUS Loan | Field 65 | |
| Pell | Pell Grant | Field 28 | |
| Perkins loans | Federal Perkins Loan | Field 30 | |
| PLUS | Federal Grad PLUS Loans - 66 Federal Parent PLUS Loans -65 | Fields 65 & 66 | |
| PREP | Other Loans | Field 44 | |
| Robert C. Byrd Honors Scholarship | Outside Scholarships | Field 47 | |
| ROTC Scholarships | Outside Scholarships | Field 47 | |
| SEOG | Federal SEOG | Field 29 | |
| Service Club Scholarships | Outside Scholarships | Field 47 | |
| Services for the Blind assistance | Other Agency Assistance | Field 48 | |
| SMART Grant Year 3 | Federal SMART Grant, Year 3 | Field 56 | |
| SMART Grant Year 4 | Federal SMART Grant, Year 4 | Field 57 | |
| SNG | State Need Grant | Field 36 | |
| Stafford Loan (subsidized) | Federal Subsidized Stafford Loans | Field 34 | |
| Stafford Loan (unsubsidized) | Federal Unsubsidized Stafford Loans | Field 35 | |
| State Need Grant | State Need Grant | Field 36 | |
| State Work Study | State Work Study | Fields 37-39 | |
| State Work Study Off-Campus | Off-Campus Work Study | Field 39 | |

| Financial Aid Program | Unit Record Category | Field | Notes |
|---|--|----------------|--------------|
| State Work Study On-Campus | On-Campus Work Study | Field 38 | |
| SBCTC Opportunity Grant | SBCTC Opportunity Grant | Field 58 | CTC's only |
| Supplemental Educational Opportunity Grant | Federal SEOG | Field 29 | |
| SWS | State Work Study | Fields 37-39 | |
| TEACH Grant | Federal TEACH Grant | Field 59 | |
| Tuition & Fee Waiver (need-based) | Need-based Tuition & Fee Waiver | Field 41 | |
| Tuition & Fee Waiver (non-need based) | Non-Need Based Tuition & Fee Waivers | Field 68 | |
| Unsubsidized Stafford Loans | Federal Unsubsidized Stafford Loans | Field 35 | |
| Veterans' Benefits | Other Agency Assistance | Field 48 | |
| Vocational Rehabilitation assistance | Other Agency Assistance | Field 48 | |
| Washington Award for Vocational Excellence (WAVE) | All Other State-Funded Gift Assistance | Field 43 | |
| Washington Scholars | All Other State-Funded Gift Assistance | Field 43 | |
| Washington State Achievers Program | Outside Scholarships | Field 47 | |
| Western Undergraduate Exchange Waiver | Tuition & Fee Waiver Field 41 - need-based Field 68 - non-need based | Field 41 or 68 | |
| Work-based Learning Tuition Assistance Funds | Workforce Training Funds | Field 42 | |
| Worker Retraining | Workforce Training Funds | Field 42 | |
| WorkFirst Work Study | Institutional & Off-Campus Employment | Field 46 | |
| Workforce Investment Act assistance | Other Agency Assistance | Field 48 | |
| Workforce Training Program | Workforce Training Funds | Field 42 | |

APPENDIX E

QUICK LOOK-UP BY UNIT RECORD CATEGORY

| Unit Record Category | Financial Aid Program | Field | Notes |
|---|---|----------|--------------------------|
| Institutional Aid Fund Grants & Scholarships | Institutional Aid Fund disbursed as grants | Field 67 | Publics only |
| Academic Competitiveness Grant Year 1 | Academic Competitiveness Grant, Year 1 | Field 54 | |
| Academic Competitiveness Grant Year 2 | Academic Competitiveness Grant, Year 2 | Field 55 | |
| All Other State-Funded Gift Assistance | Washington Scholars | Field 43 | |
| | Washington Award for Vocational Excellence (WAVE) | | |
| | GEAR UP | | |
| | American Indian Endowed Scholarship | | |
| College Bound Scholarship | College Bound Scholarship | Field 62 | “0” until 2012 |
| Federal Grad PLUS Loans | Federal Grad PLUS Loans | Field 66 | |
| Federal Nursing & Health Loans | Federal Nursing & Health Loans | Field 33 | |
| | Federal Nursing Student Loan | | |
| | Health Professions Student Loan | | |
| Federal Nursing Scholarships | Federal Nursing Scholarships and other federal health scholarships | Field 32 | |
| Federal Parent PLUS Loans | Federal Parent PLUS Loans | Field 65 | |
| Federal Perkins Loan | Perkins loans | Field 30 | |
| Federal SEOG | Supplemental Educational Opportunity Grant (SEOG) | Field 29 | |
| Federal Subsidized Stafford Loans | Subsidized Stafford Loans | Field 34 | |
| Federal TEACH Grant | Federal TEACH Grant | Field 59 | |
| Federal Unsubsidized Stafford Loans | Unsubsidized Stafford Loans | Field 35 | |
| Federal Work Study | Federal Work Study | Field 31 | |
| GET Ready for Math & Science | GET Ready for Math and Science | Field 61 | |
| Institutional & Off-Campus Employment | WorkFirst Work Study | Field 46 | |
| | Non-Work Study Institutional & Off-Campus Employment | | |
| | Institutional Aid Fund disbursed as work | | Public institutions only |
| Institutional Grants & Scholarships | Institutional grants & scholarships including foundation scholarships | Field 45 | |
| Need-based Tuition & Fee Waiver | Need-based Tuition & Fee Waivers | Field 41 | |
| Non-need based Tuition & Fee Waiver | Non-need-based Tuition & Fee Waivers | Field 68 | |
| Off-Campus State Work Study | State Work Study Off-Campus | Field 39 | |

QUICK LOOK-UP BY UNIT RECORD CATEGORY

| | | |
|--|--|--------------------------|
| On-Campus State Work Study | State Work Study On-Campus | Field 38 |
| Other Agency Assistance | Employment Security | Field 48 |
| | Education & Training Voucher (ETV) | |
| | Federal Scholarships for TRIO Students | |
| | L & I assistance | |
| | Services for the Blind assistance | |
| | Veterans' Benefits | |
| | Vocational Rehabilitation assistance | |
| | Workforce Investment Act assistance | |
| Other Loans | Nurses Conditional Scholarships | Field 44 |
| | Conditional Award In Special Education | |
| | Other Loans | |
| | Canadian, Micronesia or Alaska Student Loans | |
| | Non-Federal Loan programs | |
| | Future Teachers Conditional Scholarships | |
| | Health Professional Loan Repayment & Scholarship program funds | |
| | Institutional Aid Fund disbursed as loans | Public institutions only |
| Outside Scholarships | Washington State Achievers Program | Field 47 |
| | Governor's Scholarship | |
| | National Merit Scholarships | |
| | ROTC Scholarships | |
| | BIA Scholarships | |
| | Employer funded tuition assistance | |
| | Organizational Scholarships | |
| | Other state scholarships (i.e. Oregon) | |
| | Company Scholarships | |
| | Service Club Scholarships | |
| | AmeriCorps | |
| Passport to College Scholarship | Passport to College Scholarship | Field 60 |
| Pell Grant | Pell | Field 28 |
| SBCTC Opportunity Grant | SBCTC Opportunity Grant | Field 58 CTC's only |
| SMART Grant Year 3 | SMART Grant Year 3 | Field 56 |
| SMART Grant Year 4 | SMART Grant Year 4 | Field 57 |
| State Need Grant | State Need Grant | Field 36 |
| State Work Study | State Work Study | Fields 37-39 |
| Workforce Training Funds | Workforce Training Program | Field 42 |
| | Work-First | |
| | Worker Retraining | |
| | Work-based Learning Tuition Assistance Funds | |