**Critical Data**

**Semester College**

* **What to enter**: The college the student is enrolled in **during that particular semester**
* Can be edited before or during the semester by the advisor

FAQ:

What should I enter for a student who is not enrolled? *Please enter the name of the college the student most recently attended. Previously we used "Not Attending" as a college, but it made it very difficult for us to analyze things like enrollment rates at each of our target colleges.*

**Semester Enrollment Status**

* **WHY**: Our students’ enrollment statuses are some of the most important data we capture each semester. In addition to showing us our students’ college persistence over time, enrollment status can be an indicator of what kind of service plan is needed for the semester: do we need to focus on getting re-enrolled? Will the student need more help renewing their FAFSA if they are studying abroad? Lastly, enrollment status informs some of our data goals throughout the semester; for example, we don’t expect a student who is not enrolled to have a “paid bill” for that semester.
* **What to enter:**
  + Full Time
    - The student is enrolled in at least 12 credits (at most institutions; defer to the rules at the school where the student is enrolled)
  + Part Time
    - The student is enrolled in fewer than 12 credits (at most institutions; defer to the rules at the school where the student is enrolled)
  + Not Enrolled, Returning
    - The student is not enrolled in college this semester but plans to return in the future, either to the same or a different institution
  + Dropped Out
    - The student is not enrolled in college and does not plan to return to school
  + Mid-Semester Withdrawal
    - The student began this semester enrolled, but withdrew from classes partway through the semester and is no longer enrolled
  + Co-Op/Internship
    - The student is participating in a co-op or internship **as part of their degree program.**This status should only be used for students who are doing an internship for credit or as part of their required degree requirements, not for students who take a semester off from school to work.
    - Most often used for students at Northeastern University
  + Study Abroad
    - The student is taking courses in another country that will be applied to their degree at their current school​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​​
  + Registered
    - You may choose "Registered" during the previous semester to capture that your student has registered for classes. Once the semester begins, however, this status should be changed to reflect their actual enrollment status (full time, part time, etc.)​​​​​​​
    - This status is most commonly seen over the summer before the fall semester starts and is used less commonly between the fall and spring semesters

**Semester Credits Attempted**

* **WHY**: Comparing semester credits attempted to semester credits earned can help inform an advisor if a student is off-track for Satisfactory Academic Progress. Knowing the number of credits attempted also shows advisors whether students are on track to meet the milestone of earning at least 10% of their credits in a given semester.
* **What to enter**: The number of credits the student is enrolled in at the beginning of the semester (after the end of add/drop)​​​​​​​

FAQ:

What if my student didn't attend college this semester? *Please enter 0.*

What if my student was in a non-credit-earning co-op this semester? *Please enter 0.*

What if my student is enrolling in summer courses? *Please add those credits attempted to the record for****next fall****. This will ensure they are accounted for in the equation the "On Track" dashboard is using to calculate graduation timelines.*

What if my student will graduate after completing summer courses?*Please retroactively add those credits attempted and earned to the previous SPRING semester. If students graduate over the summer, they won't get an academic record for the following school year.*

**Semester Credits Earned**

* **WHY**: Comparing semester credits attempted to semester credits earned can help inform an advisor if a student is off-track for Satisfactory Academic Progress. This metric also shows advisors if students have met the milestone of earning at least 10% of their credits in a given semester.
* **What to enter**: The number of credits the student has earned at the end of the semester, according to the college they attend​​​​​​​

FAQ:

What if my student didn't attend college or withdrew partway through this semester? *Please enter 0.*

What if my student was in a non-credit-earning co-op this semester? *Please enter 0.*

**Semester GPA**

* **WHY**: The GPA can help inform an advisor if the student is off-track for Satisfactory Academic Progress.
* **What to enter**: The student’s GPA for the semester, according to the college they attend​​​​​​​

FAQ:

What if my student didn't attend college or withdrew partway through this semester? *Please leave this field blank.*

What if my student took all of their courses Pass/Fail?*Please leave this field blank.*

What if my student was in a non-credit-earning co-op this semester?*Please leave this field blank.*

**Semester Balance Paid**

* **WHY**: The most important thing to us is that our students’ bills are resolved for the current semester so that they are able to register for the following semester without any holds on their account. This information can also be used to look school-by-school and identify institutions where students have a harder time resolving their bills during the semester.
* **What to enter**:
  + Yes – the balance has been paid in full
  + Payment Plan – the student has enrolled in a payment plan through their college and their semester balance is considered to be 0 (provided they keep up with the payment plan throughout the year)
  + No – there is a remaining balance on the student’s account

FAQ:

What if my student didn't attend college this semester? *Please leave this field blank.*

What if my student has a plan to pay their balance, but they have not paid it yet? *​​​​​​​Please select "No" until the balance is fully paid.*

**Maintained SAP**

* **WHY**: Students who do not maintain Satisfactory Academic Progress will lose their Federal and/or State financial aid, making it significantly less likely that the student can afford to stay enrolled. Not meeting SAP is a huge barrier in degree attainment, and students need immediate assistance submitting an appeal to re-instate their aid and/or making another plan for the coming semester.
* **What to enter**:
  + Yes
    - The student has maintained Satisfactory Academic Progress and their aid will not be affected for the coming semester
  + Did Not Meet Federal SAP
    - The student did not meet the SAP guidelines determined by their school to keep their federal aid; an an appeal letter must be submitted if the student's aid is to be reinstated for next semester
  + Did Not Meet State SAP (NY)
    - This option currently applies only to students in NY state
    - The student did not meet the SAP guidelines needed to maintain their eligibility for TAP; an appeal letter must be submitted if the student's TAP is to be reinstated for next semester
  + Did Not Meet Federal and State SAP (NY)
    - This option currently applies only to students in NY state
    - The student did not meet the SAP guidelines determined by their school to keep their federal aid AND did not meet the SAP guidelines needed to maintain their eligibility for TAP; an appeal letter must be submitted to reinstate both types of aid

FAQ:

What if my student didn't attend college this semester? *Please leave this field blank.*

What if my student lost institutional aid or a scholarship because of their academic performance? *Please account for this change in the student's assessment note and service plan, but only use this field to denote the status of a student's federal aid (or state aid, in NY).*

Why are there NY-specific options in this dropdown? *New York State financial aid (TAP) has to be applied for separately from FAFSA, and has separate guidelines for maintaining and appealing SAP.*