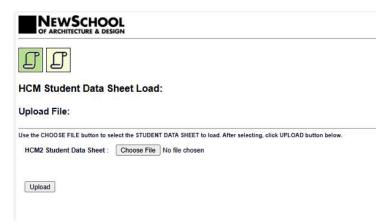
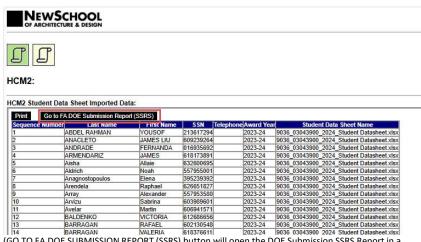
- 1. Financial Aid receives the latest HCM2 Student Datasheet.xlsx from DOE / COD
- 2. To upload the latest list of students / sequence #'s, Financial Aid uses the HCM Student Data Sheet Loader webapp: HCM2 File Load (newschoolarch.edu)



Use the CHOOSE FILE button to select the datasheet to be loaded. Once a file has been selected, click UPLOAD to complete.

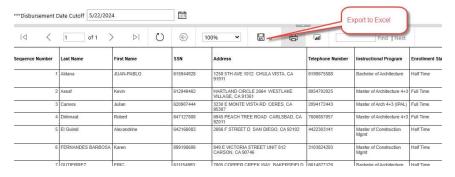
3. The Student Datasheet loader opens the uploaded excel file (student data tab), and imports the student information into staging table HCM2_Student. Once import is complete, it will return a list of loaded student information.



(GO TO FA DOE SUBMISSION REPORT (SSRS) button will open the DOE Submission SSRS Report in a new browser window.)

4. FA DOE SUBMISSION (SSRS)

The FA DOE Submission Report uses the loaded list of students / sequence #'s and builds the report, referring to each students CAMPUSNEXUS information.



The report will include all students that were loaded from the latest DOE student datasheet uploaded. See document: DOE Submission Reporting (HCM2) for additional details.

- 5. Open both Excel datasheets:
 - a. FA DOE Submission.xlsx (new report generated from SSRS)
 - b. Original datasheet from DOE
 - Compare the new SSRS report to the DOE datasheet. Verify the # of students and assigned sequence #'s are correct.
 - d. To ensure the spreadsheet returned to DOE is accepted, copy the data from the new report and paste it into the DOE datasheet. (Every column from TELEPHONE NUMBER to TERM, columns F through AB).

A DOE SU	BMISSIC	N (SSRS)											DOE 903	6_03043900_2	2024_	Stud	ent Datashe	et.xlsx (e	xample)
												Q	9036_03043900_2024			ρs	learch		
HULA VISTA, CA	6198675588	Bachelor of Architecture	Half Time		225.00	36.00	12.00	228.00	1/6/2020			6/23/20	File Home Insert Fage Layout Formulas Data Review View Automate Help Jet Acrobat JSON to Excel Excel-to-ISON						
													Asst Asst	-10 - A' A' = = 3	E E Gener		Conditional Formatting > SH In	set v E v Šv v	S HE E
4 WESTLAKE	8054702025	Master of Architecture 4+3	Full Time	1	150.00	36.00	12.00	136.00	9/27/2021 1	2/09/2023		5/16/20:	Pante B I	M - B - 2 - V - B - B - B - B - B - B - B - B - B -			Format as Table - EE De	dete = E = D =	Sensitivity Address Are
CERES, CA 95307	2094172443	Master of Arch 4+3 (IPAL)	Full Time	1	150.00	36.00	12.00	136.00	9/27/2021			5/17/20:	Clipboard G		ent 15 No	mber G		s F - AB will be blank.	this is the data that
CARLSBAD, CA	7606857057		Full Time	1	150.00	36.00	12.00	130.00	9/27/2021			5/21/20:	A1 VIX					sent back to DOE.	
DEGO, CA 92102	4422303141		Half Time	1	48.00	36.00	12.00	42.00	7/11/2022			5/17/20	Main School Name	NEWSCHOOL OF ARCHITECTURE AND DESIGN					
		Mgmt											3 Report Date	2023-2024					
UNIT 812 CARSON,	3103824293	Master of Construction Momt	Half Time	1	48.00	36.00	12.00	48.00	7/11/2022			12/15/20:	5	2027/2024					
			411										7 Sequence Number				Address	Telephone Number I	structional Program Er
AY BAKERSFIELD,	6614877126	Bachelor of Architecture	Half Time	1	225.00	36.00	12.00	229.50	9/28/2020			6/23/20:	8	ABDEL RAHMAN	YOUSOF	213617294	6660 MILDRED STREET APARTMENT 7 SAN DEGO. CA 92110		
SA, CA 91941	6198736348	Bachelor of Architecture	Full Time	1	225.00	36.00	12.00	46.50	1/9/2023		09/15/2023	9/15/20:	9	ANACLETO	JAMES UU		2396 RITVA PL. #3 SAN DIEGO. CA 92139		
													30	ANDRADE	PERMANDA		3141 BIGGS CT NATIONAL CITY, CA 91950		
8 SAN DIEGO, CA	8054144216	Bachelor of Architecture	Full Time	1	225.00	36.00	12.00	210.00	7/6/2021			5/21/20	11	ARWENDARIZ	JAMES	***************************************	610 DEL SOL APT 508 SAN DEGO, CA 92108		
AN DIEGO, CA	9099124890	Bachelor of Architecture	Full Time	1	225.00	36.00	12.00	160.00	9/27/2021			5/20/20:	12 5	Arsha	Allaie		1504 GRAND AVE APT A SAN DEGO, CA 921094300		
													13	Aldrich	Neah		8568 PASEO LADERA SAVITEE, CA 92071		
IESA, CA 91941	3107790615	Bach of Interior Arch &	Half Time	4	180.00	36.00	12.00	186.00	9/30/2019		_	6/23/20:	34	Anagrostopoulos	Elena		1793 AVENDA DEL MUNDOUNIT CORONADO, CA 52118		
		Design											35 6	Arendela	Raphsel	\$26651827	2317 Magnolis Way National City, C& 91950		
/D APT 578	7703302192	Master of Construction Mont	Half Time	1	48.00	36.00	12.00	42.00	7/11/2022 0	7/10/2023		5/8/20	16	Array	Alexander		5571 ADOBE FALLS RD UNIT B SAN DEGO, CA 92120		
DEGO, CA 92139	6616748523	Master of Arch 4+3 (IPAL)	Full Time	1	150.00	36.00	12.00	144.00	9/27/2021			5/17/20:	10	Arrizo	Sabrina	60390901	997 WHITE ALDER AVE		
O AVE #212 . CA	8052980920	Bachelor of Architecture	Lape than half time	1	225.00	36.00	12.00	87.00	9/27/2021 0	11/00/2023	03/24/2023	3/24/20							
AVE VEIL , UM	0002000020	Duction of Additionale	Logo man mall tille		220.00	30.00	12.00	37.00	SF27/2021 0	110012023	032-02023	3/24/20							

Save the updated DOE Datasheet.