



WALKTHROUGH

Wednesday, May 22, 2024 11:42 AM

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 \(newschoolarch.edu\)](https://newschoolarch.edu/HCM2_File_Load)

NEWSCHOOL
OF ARCHITECTURE & DESIGN



HCM Student Data Sheet Load:


Upload File:



Use the CHOOSE FILE button to select the STUDENT DATA SHEET to load. After selecting, click UPLOAD button below.

HCM2 Student Data Sheet : No file chosen

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.





HCM2:

HCM2 Student Data Sheet Imported Data:

Print	Go to FA DOE Submission Report (SSRS)				
Sequence number	Last Name	First Name	SSN	Telephone/Award Year	Student Data Sheet Name
1	ABDEL RAHMAN	YOUSOF	213617294	2023-24	9036_03043900_2024_Student Datasheet.xlsx
2	ANACLETO	JAMES LIU	609239264	2023-24	9036_03043900_2024_Student Datasheet.xlsx
3	ANDRADE	FERNANDA	016935692	2023-24	9036_03043900_2024_Student Datasheet.xlsx
4	ARMENDARIZ	JAMES	618173891	2023-24	9036_03043900_2024_Student Datasheet.xlsx
5	Aisha	Allaie	632600695	2023-24	9036_03043900_2024_Student Datasheet.xlsx
6	Aldrich	Noah	557955001	2023-24	9036_03043900_2024_Student Datasheet.xlsx
7	Anagnostopoulos	Elena	395239392	2023-24	9036_03043900_2024_Student Datasheet.xlsx
8	Arendela	Raphael	626651827	2023-24	9036_03043900_2024_Student Datasheet.xlsx
9	Array	Alexander	557953580	2023-24	9036_03043900_2024_Student Datasheet.xlsx
10	Arvizu	Sabrina	603989601	2023-24	9036_03043900_2024_Student Datasheet.xlsx
11	Avelar	Martin	606941571	2023-24	9036_03043900_2024_Student Datasheet.xlsx
12	BALDENKO	VICTORIA	612686656	2023-24	9036_03043900_2024_Student Datasheet.xlsx
13	BARRAGAN	RAFAEL	602130548	2023-24	9036_03043900_2024_Student Datasheet.xlsx
14	BARRAGAN	VALERIA	618376611	2023-24	9036_03043900_2024_Student Datasheet.xlsx

(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.

***Disbursement Date Cutoff 5/22/2024

Sequence Number	Last Name	First Name	SSN	Address	Telephone Number	Instructional Program	Enrollment Sta
1	Aldana	JUAN-PABLO	615944928	1250 5TH AVE 1012 CHULA VISTA, CA 91911	6198675588	Bachelor of Architecture	Half Time
2	Assaf	Kevin	612949462	HARTLAND CIRCLE 2864 WESTLAKE VILLAGE, CA 91361	9054702025	Master of Architecture 4+3	Full Time
3	Carrera	Julian	620907444	3230 E MONTE VISTA RD CERES, CA 95307	2094172443	Master of Arch 4+3 (IPAL)	Full Time
4	Dikmaul	Robert	647127808	6945 PEACH TREE ROAD CARLSBAD, CA 92011	7696857057	Master of Architecture 4+3	Full Time
5	El Guindi	Alexandrine	642166083	2866 F STREET D SAN DIEGO, CA 92102	4422303141	Master of Construction Mgmt	Half Time
6	FERNANDES BARBOSA	Karen	899198006	849 E VICTORIA STREET UNIT 612 CARSON, CA 90746	3103824293	Master of Construction Mgmt	Half Time
7	GUITIERREZ	ERIC	611154893	7005 CDPFR CDPFK WAY RAKFRSFIFID	6614877126	Bachelor of Architecture	Half Time

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
 - c. 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).

E	F	G	H	I	J	K	L	M	N	O	P	Q
F. CRULA VISTA, CA	6190675555	Bachelor of Architecture	Half Time		225.00	30.00	12.00	225.00	16/2023			5/22/2023
2064 WESTLAKE	6054702025	Master of Architecture 4+3	Full Time		150.00	30.00	12.00	130.00	9/27/2021	12/09/2023		5/16/2023
A RD CERES, CA 95307	5094172443	Master of Arch 4+3 (PAL)	Full Time		150.00	30.00	12.00	130.00	9/27/2021			5/17/2023
ROAD CARLSBAD, CA	7606857057	Master of Architecture 4+3	Full Time		150.00	30.00	12.00	130.00	9/27/2021			5/21/2023
AN DIEGO, CA 92102	6422303141	Master of Construction Mgmt	Half Time		48.00	30.00	12.00	42.00	7/11/2022			5/17/2023
REET UNIT 812 CARSON	6103624293	Master of Construction Mgmt	Half Time		48.00	30.00	12.00	48.00	7/11/2022			12/15/2023
K WAY BANERSFIELD	6614877126	Bachelor of Architecture	Half Time		225.00	30.00	12.00	229.50	9/28/2020			6/23/2023
N MESA, CA 91941	6198736349	Bachelor of Architecture	Full Time		225.00	30.00	12.00	46.50	1/6/2023	09/15/2023		
HT 508 SAN DIEGO, CA	6054144216	Bachelor of Architecture	Full Time		225.00	30.00	12.00	210.00	7/6/2021			5/21/2023
7 SAN DIEGO, CA	6099134899	Bachelor of Architecture	Full Time		225.00	30.00	12.00	160.00	9/27/2021			5/23/2023
LA MESA, CA 91941	6107790615	Bach of Interior Arch & Design	Half Time		180.00	30.00	12.00	166.00	9/30/2019			6/23/2023
BLVD APT 578 80021	7703302192	Master of Construction Mgmt	Half Time		48.00	30.00	12.00	42.00	7/11/2022	07/10/2023		5/6/2023
SAN DIEGO, CA 92139	6616748523	Master of Arch 4+3 (PAL)	Full Time		150.00	30.00	12.00	144.00	9/27/2021			5/17/2023
AND AVE #12 , CA	6052980920	Bachelor of Architecture	Less than half time		225.00	30.00	12.00	87.00	9/27/2021	01/09/2023	03/24/2023	3/24/2023

Sequence Number	Last Name	First Name	SSN	Address	Telephone Number	Instructional Program	Enrollment
1	ABDEL RAHMAN	YOUSOF	615817728	6050 MILLERS STREET APARTMENT 1 SAN DIEGO, CA 92110			
2	ADARLETO	JAMES LUI	606276268	1286 RIVINGTON BL SAN DIEGO, CA 92139			
3	ADARLETO	PERWANDA	616830688	1145 WILSON ST MILPITAS, CA 95035			
4	ADARLETO	JAMES	616817588	1430 DEL SOL APT 308 SAN DIEGO, CA 92108			
5	Aisha	Aisha	616800008	1024 GRAND AVE APT A SAN DIEGO, CA 92108			
6	Abdich	Noah	617960008	1948 PABLO LADERA SANTO, CA 92071			
7	Angestipodis	Elena	606276708	1701 AVENIDA DEL MARQUON CORONADO, CA 92018			
8	Aracelia	Magdalena	606011827	2177 Magnolia Way San Diego, CA 92110			
9	Amy	Alexander	607963688	1071 AUDREY PALMER UNIT B SAN DIEGO, CA 92108			
10	Ariza	Salma	616889008	191 WHITE ALBANY AVE SAN DIEGO, CA 92108			

Save the updated DOE Datasheet.