Census Freeze
Business Process Guide

2022 Huron Engagement

Laney bases students' Federal Pell Grant eligibility on their enrollment as of the institution's census date, regardless of when their classes actually begin. However, the college does not fully disburse Pell awards based on enrollment in late-start classes until those classes begin. This leaves a burden of manual processes to the staff which includes reviewing student enrollment, updating packaging variables, manually overriding FA term components, and pulling a new packaging plan. This many processes increases the rate of error within a student's package and takes time away from staff. The process demonstrated is detailed below.

As the census date is the same for each college, the processes below should be run at the district level. These are all batch processes and population update security is required.
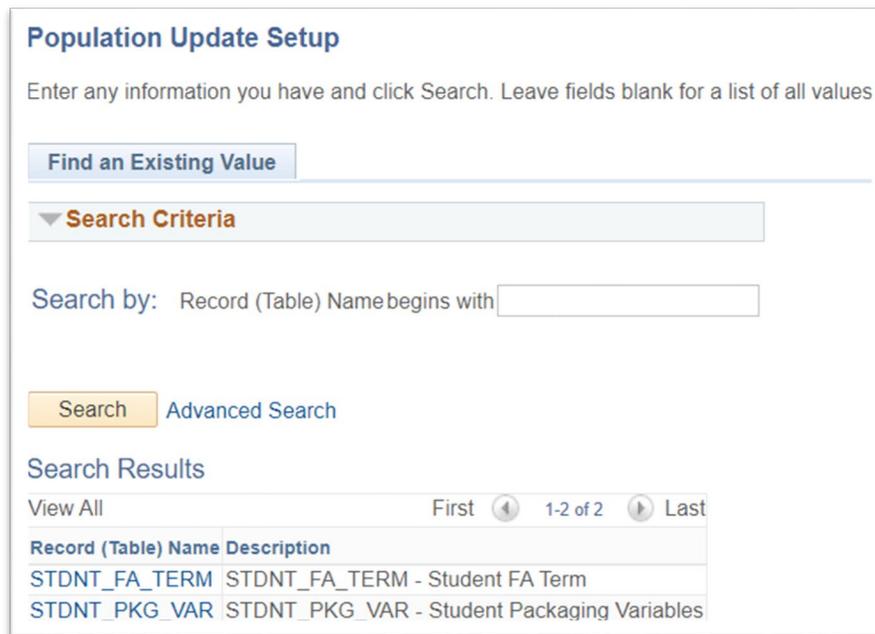
Table of Contents

1. Setup Population Update

Navigation: Set Up SACR > System Administration > Utilities > Population Update > Population Update Setup

Pop updates (or population updates) are very valuable tools delivered in Peoplesoft. Pop updates allow you to update components on certain tables for specific students. For example, you can change a verification status, remove holds for loans or Pell, or even trigger FA term builds.

To begin using them, you will need to setup each record. Click on the blue link and then add the fields you need to update then save. For this process, we need to include the following fields in the pop update setup. Fall Sem, Spring Sem, and Summer Sem. (include screenshot of adding those)

Population Update Setup

Fields Available for Update

Record (Table) Name STDNT_FA_TERM   Student FA Term

Insert New EFFDT row ? ⦿   Update Current EFFDT row? ◯

Details   Personalize | Find | 🔁 | 🖩   First ◀ 1-7 of 7 ▶ Last

*Field Name		Field Long Name		
FA_LOAD	⌄	Financial Aid Load	➕	➖
OVRD_FA_LOAD	⌄	Override Financial Aid Load	➕	➖
OVRD_TOT_TAKEN_FA	⌄	Override Total Units Taken FA	➕	➖
SFA_SULA_LOAD	⌄	SULA Load	➕	➖
SFA_SULA_UNIT	⌄	SULA Units	➕	➖
TOT_TAKEN_FA	⌄	Total Fin Aid Units Taken	➕	➖
TOT_TERM_UNT_FA	⌄	Total Term Units	➕	➖

Common Attributes   Personalize | Find | 🔁 | 🖩   First ◀ 1 of 1 ▶ Last

*Attribute Sequence	Common Attribute	Description		
🔍			➕	➖

🖫 Save   🔍 Return to Search   ↑ Previous in List   ↓ Next in List   🗎 Notify

After setting up your records, you are now ready to run your population update

2. Update Assign Packaging Variables

Navigation: Set Up SACR > System Administration > Utilities > Population Update > Population Update Process

1. Open or create a run control for this population update.
    a. Set the *Record (Table) Name field to **STDNT_PKG_VAR**.
    b. Set the Selection Tool field to **PS Query**
    c. Select the Query Name which is the population of students you will use in this update process. **PCCD_FA_LATE_START_AFT_CENSUS**
    This query is prompted by Owning School, Regular Term Census Date, Aid Year, and Term.
    d. Select the appropriate packaging variable from the **Fields to Update menu** (*Fall Sem, Spring Sem, or Summer Sem*) that matches the prompted term from your last step. For example, if a spring term was chosen in the prior term, select the packaging variable Spring Sem.
    e. Enter code of the school that matches the Owning School code from step C.
    f. Click Run and Ok to initiate the process. Complete this step for each Owning School code to assign the correct number to the packaging variables page.

Population Selection Update

Run Control ID   g   Report Manager   Process Monitor   [Run]

Select Record fields for update   Find | View All   First ◀ 1 of 1 ▶ Last

*Record (Table) Name [STDNT_PKG_VAR - Student Packaging Variables ▾]   ＋ −

Institution [PCCD1 🔍] Peralta Community College Dist   Aid Year [2022] 🔍   Federal Aid Year 2021 - 2022

Academic Career [UGRD 🔍] Undergraduate

Error Reporting Selection

Report Error Messages ◉   Do Not Report Messages ○   Report All Messages ○

Population Selection

Selection Tool [PS Query ▾]   Edit Prompts
Query Name [PCCD_FA_LATE_START_AFT_CENSUS 🔍]   Launch Query Manager   Preview Selection Results

Select Fields to Update   Personalize | Find | View All | 🔁 | 🖩   First ◀ 1 of 1 ▶ Last

Field Name	Field Value		
User Variable Numeric #9 ▾	4	＋	−

▶ Select Attributes to Update

[💾 Save] [🔍 Return to Search] [🔔 Notify]   [➕ Add] [🗐 Update/Display]

3. **Update FA Term Fields**

Navigation: Set Up SACR > System Administration > Utilities > Population Update > Population Update Process

As student's early class enrollment was locked at census, the FA term must be updated to include classes added prior to the census date for Pell to calculate accurately.

1. Open or create a run control for this population update.
    a. Set the ***Record (Table) Name** field to *STDNT_FA_TERM*.
    b. Set the **Selection Tool field** to *PS Query.*
    c. Select the **Query Name** which is the population of students you will use in this update process based on enrolled units. *PCCD_FA_LATE_START_AFT_CNSUS14* This query is prompted by Regular Term Census Date, Aid Year, and Term. It also excludes classes added after the Regular Term Census Date.
    d. Select the following Fields and respective values.
        i. **Financial Aid Load – F**
        ii. **Ovrd FA Load – Y**
        iii. **Ovrd FA Taken – Y**
        iv. **FA Taken – 14**
        v. **SULA Load – Full Time**

          vi. **SULA Units – 14**

          vii. **Total Term Units - 14**

    e. Click Run and Ok to initiate the process. Complete this step for each Owning School code to assign the correct number to the packaging variables page.

Note: This example is for students enrolled in 14 hours for the spring semester. This method however can be used for all levels of enrollment by utilizing the queries below that are easy to build.

Run Control	Total Units / FA Taken	FA Load	Term
X_FA_BATCH_ENROL_MISMATCH_00 (this is the only run control that uses X_FA_POPU_ENROL_MISMATCH_0. All others use X_FA_POPU_ENROL_MISMATCH)	0	N	Fall
X_FA_BATCH_ENROL_MISMATCH_01	1	L	Fall
X_FA_BATCH_ENROL_MISMATCH_02	2	L	Fall
X_FA_BATCH_ENROL_MISMATCH_03	3	L	Fall
X_FA_BATCH_ENROL_MISMATCH_04	4	L	Fall

Run Control	Total Units / FA Taken	FA Load	Term
X_FA_BATCH_ENROL_MISMATCH_05	5	L	Fall
X_FA_BATCH_ENROL_MISMATCH_06	6	H	Fall
X_FA_BATCH_ENROL_MISMATCH_06_5	6.5	H	Fall
X_FA_BATCH_ENROL_MISMATCH_07	7	H	Fall
X_FA_BATCH_ENROL_MISMATCH_07_5	7.5	H	Fall
X_FA_BATCH_ENROL_MISMATCH_08	8	H	Fall
X_FA_BATCH_ENROL_MISMATCH_08_5	8.5	H	Fall
X_FA_BATCH_ENROL_MISMATCH_09	9	T	Fall
X_FA_BATCH_ENROL_MISMATCH_09_5	9.5	T	Fall
X_FA_BATCH_ENROL_MISMATCH_10	10	T	Fall
X_FA_BATCH_ENROL_MISMATCH_10_5	10.5	T	Fall
X_FA_BATCH_ENROL_MISMATCH_11	11	T	Fall
X_FA_BATCH_ENROL_MISMATCH_11_5	11.5	T	Fall
X_FA_BATCH_ENROL_MISMATCH_12	12	F	Fall
X_FA_BATCH_ENROL_MISMATCH_12_5	12.5	F	Fall
X_FA_BATCH_ENROL_MISMATCH_13	13	F	Fall
X_FA_BATCH_ENROL_MISMATCH_13_5	13.5	F	Fall
X_FA_BATCH_ENROL_MISMATCH_14	14	F	Fall
X_FA_BATCH_ENROL_MISMATCH_14_5	14.5	F	Fall
X_FA_BATCH_ENROL_MISMATCH_15	15	F	Fall
X_FA_BATCH_ENROL_MISMATCH_00_S	0	N	Spring
X_FA_BATCH_ENROL_MISMATCH_01_S	1	L	Spring
X_FA_BATCH_ENROL_MISMATCH_02_S	2	L	Spring
X_FA_BATCH_ENROL_MISMATCH_03_S	3	L	Spring
X_FA_BATCH_ENROL_MISMATCH_04_S	4	L	Spring
X_FA_BATCH_ENROL_MISMATCH_05_S	5	L	Spring
X_FA_BATCH_ENROL_MISMATCH_06_S	6	H	Spring
X_FA_BATCH_ENROL_MISMATC_06_5S	6.5	H	Spring

Run Control	Total Units / FA Taken	FA Load	Term
X_FA_BATCH_ENROL_MISMATCH_07_S	7	H	Spring
X_FA_BATCH_ENROL_MISMATC_07_5S	7.5	H	Spring
X_FA_BATCH_ENROL_MISMATCH_08_S	8	H	Spring
X_FA_BATCH_ENROL_MISMATC_08_5S	8.5	H	Spring
X_FA_BATCH_ENROL_MISMATCH_09_S	9	T	Spring
X_FA_BATCH_ENROL_MISMATC_09_5S	9.5	T	Spring
X_FA_BATCH_ENROL_MISMATCH_10_S	10	T	Spring
X_FA_BATCH_ENROL_MISMATC_10_5S	10.5	T	Spring
X_FA_BATCH_ENROL_MISMATCH_11_S	11	T	Spring
X_FA_BATCH_ENROL_MISMATC_11_5S	11.5	T	Spring
X_FA_BATCH_ENROL_MISMATCH_12_S	12	F	Spring
X_FA_BATCH_ENROL_MISMATC_12_5S	12.5	F	Spring
X_FA_BATCH_ENROL_MISMATCH_13_S	13	F	Spring
X_FA_BATCH_ENROL_MISMATC_13_5S	13.5	F	Spring
X_FA_BATCH_ENROL_MISMATCH_14_S	14	F	Spring
X_FA_BATCH_ENROL_MISMATC_14_5S	14.5	F	Spring
X_FA_BATCH_ENROL_MISMATCH_15_S	15	F	Spring
X_FA_BATCH_ENROL_MISMATCH_00_U	0	N	Summer
X_FA_BATCH_ENROL_MISMATCH_01_U	1	L	Summer
X_FA_BATCH_ENROL_MISMATCH_02_U	2	L	Summer
X_FA_BATCH_ENROL_MISMATCH_03_U	3	L	Summer
X_FA_BATCH_ENROL_MISMATCH_04_U	4	L	Summer
X_FA_BATCH_ENROL_MISMATCH_05_U	5	L	Summer
X_FA_BATCH_ENROL_MISMATCH_06_U	6	H	Summer
X_FA_BATCH_ENROL_MISMATC_06_5S	6.5	H	Summer
X_FA_BATCH_ENROL_MISMATCH_07_U	7	H	Summer
X_FA_BATCH_ENROL_MISMATC_07_5S	7.5	H	Summer

Run Control	Total Units / FA Taken	FA Load	Term
X_FA_BATCH_ENROL_MISMATCH_08_U	8	H	Summer
X_FA_BATCH_ENROL_MISMATC_08_5S	8.5	H	Summer
X_FA_BATCH_ENROL_MISMATCH_09_U	9	T	Summer
X_FA_BATCH_ENROL_MISMATC_09_5S	9.5	T	Summer
X_FA_BATCH_ENROL_MISMATCH_10_U	10	T	Summer
X_FA_BATCH_ENROL_MISMATC_10_5S	10.5	T	Summer
X_FA_BATCH_ENROL_MISMATCH_11_U	11	T	Summer
X_FA_BATCH_ENROL_MISMATC_11_5S	11.5	T	Summer
X_FA_BATCH_ENROL_MISMATCH_12_U	12	F	Summer
X_FA_BATCH_ENROL_MISMATC_12_5S	12.5	F	Summer
X_FA_BATCH_ENROL_MISMATCH_13_U	13	F	Summer
X_FA_BATCH_ENROL_MISMATC_13_5S	13.5	F	Summer
X_FA_BATCH_ENROL_MISMATCH_14_U	14	F	Summer
X_FA_BATCH_ENROL_MISMATC_14_5S	14.5	F	Summer
X_FA_BATCH_ENROL_MISMATCH_15_U	15	F	Summer

4. Repackage Aid

Navigation: Financial Aid > Awards > Repackaging > Select Students to Repackage

1. Open or create a run control for this repackaging process.
    a. Select *PS Query* from the **Selection Tool** drop-down.
    b. Select *PCCD_FA_LATE_START_AFT_CNS_RPK* for the **Query Name**.
    c. Click *Edit Prompts* and enter the **Term Regular Census Dt, Aid Year, and Term.**
    d. Enter *PCCD1* for the **Institution.**
    e. Enter the numeric Aid Year for **Aid Year.**
    f. Click Run and Ok to initiate the process.

Select Students for Repackaging

Run Control ID   CW   Report Manager   Process Monitor   [Run]

Population Selection

☑ Population Selection
          Selection Tool [PS Query   ▾]   Edit Prompts
          Query Name [PCCD_FA_LATE_START_AFT_CNS_RPK 🔍]   Launch Query Manager   Preview Selection Results

Parameters

          *Institution [PCCD1 🔍]   Peralta Community College Dist
          *Aid Year [2022 🔍]   Federal Aid Year 2021 - 2022

[💾 Save]   [➕ Add]   [🔧 Update/Display]

2. Open or create a run control to assign repackaging plans.
    a. Enter *PCCD1* for the **Institution.**
    b. Enter the numeric Aid Year for **Aid Year.**
    c. Select *PCCD_FA_LATE_START_AFT_CNS_RPK* for the **Definition.**
    d. Input the **Career.**
    e. Select *PELL Only* for the **Repackaging Plan.**
    f. Select the value for the **Sort Field** that works best for you.
    g. Indicate the **Sort Order**
    h. Click Run and Ok.

Assign Repackaging Plan

3. Open or create a run control to assign repackage students in Batch.
    a. Enter *PCCD1* for the **Institution.**
    b. Enter the numeric Aid Year for **Aid Year.**
    c. Select *PCCD_FA_LATE_START_AFT_CNS_RPK* for the **Definition.**
    d. Select *Federal* for **Methodology.**
    e. Click the **Live** or **Simulation** button. If running this process for the first time, it is recommended to run this process in simulation.
    f. Click Run and OK.

Repackage Students in Batch

Binds & Records

Record	Bind
INAS_CALC_RECS, INAS_FED_EXT, INAS_PROF_EXT	SCCPU_STDNT_BND
ISIR_CONTROL	SCCPU_ISIRC_BND
LOAN_DISBNT	SCCPU_LNDBS_BND
LOAN_ORIGNATN, LOAN_ORIG_DTL	SCCPU_LONORG_BND
PELL_DISBMNT	SFA_PU_PDSB_BND
PELL_ORIGINATN	SCCPU_PELOR_BND
SFA_ASG_ORG_DTL	SCCPU_ASGOD_BND
SFA_EASTAGE_DTL	SCCPU_EADTL_BND
SFA_LN_CNSL_TBL	SFA_LNCNSL_BIND
SFA_SAP_STDNT2	SCCPU_SAP2_BND
STDNT_AID_ATRBT	SCCPU_STDNT_BND
STDNT_AWARDS	SCCPU_STAWD_BND
STDNT_CAREER	SCCPU_STDCR_BND
STDNT_CAR_TERM	SCCPU_CARTM_BND
STDNT_EQUTN_VAR	SCCPU_EQUTN_BND
STDNT_FA_TERM	SCCPU_FATRM_BND
STDNT_PKG_VAR	SCCPU_STDNT_BND