

Identifying Students who Owe Tuition

Kate Bligh
October 29, 2009



Premise

- ❖ Communicate with each student on drops list
- ❖ Vet the list to all interested parties on campus
 - ◇ International Student Programs
 - ◇ Financial Aid
 - ◇ Workforce Development
 - ◇ Women's Programs
 - ◇ Athletic Department
- ❖ Track those with Hold code in UA
 - ◇ Coordinate with departments as appropriate
 - ◇ May need to be dropped

Access Report

the date in your file names.

STEP ONE:
Run reports in Data Express:
* Run RR-DROPBAL. For the file name, enter C://DROPBALANCE.TXT.
* Run RR-DROPUIA and name the file C://DROPUA.TXT.
* Run RR-DROPSTP. Name the file C://DROPPSTEPP.TXT.

STEP TWO:
Import your text files into this database by clicking on the Import Text Files button:

Import Text Files

STEP THREE:
Once the files are imported, enter the YRQ and Financial Aid code below. Click the Create Drop List button to create your drop list and list of students with hold codes.

NOTE: When asked if you want to delete existing tables, click Yes; this will replace the database's blank tables with tables that include your downloaded data.

Enter the Financial Aid code for the academic year (e.g. F9): Enter the YRQ for which you are dropping:

Create Drop List

Record: 1 of 1 No Filter Search

Start | Desktop | WS92 C:\... | 19 Micro... | C:\Docum... | 3 Internet... | 2 Micros... | 3 Micros... | Microsoft P... | Microsof... | 3:40 PM Thursday

Sample Drop List

Name	SID	Contact	Status	SSN	Balance	Date	Cr	FPS	Day	Eve	Email
KHALID	880	email 10/19	PIF	████	\$405	91002	5	1	253		@hotmail.com
ASHA A	880	email 10/19	Dropped 10/12	████	\$243	90930	3	1	206	206	@live.com
IDIL M	880	call		████	\$810	90928	15	1	206	206	
MOHAMAD	880	call		████	\$268	91001	3	1	206		Bad address
JAZMYNE	880	email 10/19		████	\$810	91002	15	1	206	253	@YAHOO.COM
TYLER	880	call		████	\$324	91002	6	1	206	206	@highline.edu

Sample Hold List

Name	SID	SSN	Balance	Date	F0	SC	WO	W2	VA	OG	ISP	STEPP	Day	Eve	Email
MOHAMED	880	████	\$810.00	91002	F0		WO						206		@yahoo.com
RICHARD	880	████	\$810.00	90807					VA				206	206	@YAHOO.COM
ADRIAN	880	████	\$359.13	90914								STEPP	206	253	@yahoo.com
NANCY	880	████	\$1,265.00	90930							ISP		206		@HOTMAIL.COM

Report to Exec Staff

Activity	Headcount	FTE
Dropped Oct 8th	101	45.6
Paid in Full	58	33.1
Held-Payment Pending	22	16.1
Students Withdrew Themselves	14	6.7

That's All Folks

