EOF NJFAMS Final Enrollment Report Instructions for Institutions WITH Multiple Campus Programs

The following instructions are for those institutions that have multiple EOF campus programs Currently, the only way to access the 2017-2018 EOF Final Enrollment report is via your respective College or University's Financial Aid Office (FAO) view of NJFAMS. EOF campus program staff who have not been given this level of view access by their institution will need to work with their respective FAO to obtain the EOF Final Enrollment information from the system.

Log in to your account. Please identify yourself with a valid usernerse and password. Students: There you: Cickent the link in the new activation email and to you what it will create your stud Cickent the link in the new activation email and to you after organity your stud Cickent was appendix to you doll a set the activation email and to you way in the	Sent account, account?
Once you have done stage 1-3, you are ready for your first login. 37 you are having trouble logging in, contact <u>tow larger Huber Education Student</u> User Name: Pareword: <u>Exacts</u> <u>Enable a Student Locau</u> <u>Escaut your usertantin or consecut</u> 2	Must use FAO access. EOF Final Enrollment Report is not available via the EOF portal.
To return to the main page of the IO HESAA IOGRANTS wells alle, <u>click hore</u> Note: This site requires the use of JavaScitut and Cookes, Neme be use to mail Cookies in your web browser in order to access the full functionality of the alte.	lie InveScript and

1) Once you have accessed the system via the FAO view, you will find several navigational regions within NJFAMS. The EOF Final Enrollment report is located within the region entitled "Reports".

(*Please note: Before accessing the report, programs must ensure that the system is operating from the correct academic year. Select the 2017-2018 academic year from the drop down menu located near the "Search" field.)

Institutions	Motifications	Region where the EOF
Please ensure that		Final Report is located.
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2) Once you click on the "Standard Reports" link, you should be redirected to a page that looks like this:

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3) From this page, you will choose the EOF Final Enrollment Report from the "Report" drop down menu and select AY 2017-2018 from the Selection Criteria field.

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HOME > R	Certification/Cancellation Code Report Certified but not Requested Early Retirement Distribution and IRS Form 5329 End of Year Disbursement Summary			
Star	EOF Awarded Students with TAG Maximum Payments Re EOF Discretionary Student Report EOF Final Enrollment Report	ached Report		
Report:	Fall TAG Award - Received Cutoff Date Report Financial Summary by Institution HESAA Review Needed Ineligible Students by Reason Max Payment Reached in Fall Report Parent Out Of State Approvals Report	o PDF Export to CSV		
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17-20	State Taxation - Dependent Student Summary State Taxation - Independent Student Detail State Taxation - Independent Student Summary	~		
Standard	Reports	Click here to download the report. You may need to save		
eport: EOF	Final Enrollment Report	the file as a excel document		
Selection C	riteria	manage the data properly.		
2018-2019 2017-2018	Select AY 2017-2018			
2016-2017				

4) Download the CSV report by selecting the "Export to CSV" option (it should open in Excel). If the document opens as a "Read Only" document, then you will need to save the CSV file to your computer before you can begin. Once you have saved the file, you can begin to filter the document. (Please note: If you are unfamiliar with how to use the filter function within Excel, please refer to the "Using the Excel Auto Filter – Basics" document. This information is located on the EOF Campus Program Resources webpage within the EOF Student Payment Process section.)

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To get a final enrollment report for a specific program from a report for a campus with multiple programs:

5) Select the first row by clicking the "1" row indicator, then click the "Data" tab's "Filter" button.

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\rightarrow	1	Student ID	Last Nam	e					
	2	1220700	ABATE						
	3	1475777	ABBASI						
	4	50258	Abdalla						
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6) Click the drop down arrow next to "Fall EOF Program" (Column O), uncheck "(Select all)", then select the program you are looking for. Click "OK".

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8) Open a new sheet by clicking on the "+" sign in the worksheet tabs



9) Click on the first cell (A1) in the new sheet and type "Ctrl-V" to paste the fall students into this sheet.

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- 10) Return to the first tab, column O (Fall EOF Program), click the drop down, and select "(select all)" again.
- 11) Repeat steps 6 & 7, except using "Spring EOF Program" (Column Q) instead of "Fall EOF Program".
- 12) Go to the new sheet you created ("sheet 1") and scroll down to the last record. Click on the first blank cell under the last record (This should be the first blank cell within Column A that immediately follows the last record from the Fall term).
- 13) Type "Ctrl-V" to copy the spring students into this sheet.
- 14) Click on the triangle in the upper left corner to select all rows and columns.



15) In the "Data" tab at the top, click "Remove Duplicates".



16) In the Remove Duplicates box, click "Unselect All" and then select "Student ID". Click "OK".

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17) The results tab will tell you the total number of unduplicated students in the program. (1393 for this example, the duplicate value will be high due to blank rows.). Click "OK". The students in "Sheet 1" is the final enrollment report for this program.

Microsoft	Excel	<
1	1046955 duplicate values found and removed; 1393 unique values remain.	
	ОК	

18) Once you have established the final enrollment report for a specific campus program, remember to rename "Sheet 1" to minimize confusion. You can also hide the previous tab by right clicking the tab and selecting the "Hide" option.

	OF Final Enrollment Report_201	EOF Final Enr RU SEBS 17-18	+
BEADY	At this point, you can begin to (campus program specific) EO the same manner as all other	use your newly created F Final Enrollment Report in EOF campus programs.	

EOF Campus Program - Using the EOF Final Enrollment Report

As you begin to analyze your program's EOF Final Enrollment Report, please note that the Counts/Sums described herein will be in the status bar at the bottom of the excel screen.

Example of results from filter: READY 62 OF 1

READY 62 OF 162 RECORDS FOUND

Example of results from selecting a column: AVERAGE: 461.6833333 COUNT: 61 SUM: 27701

When filtering, remember to use the headers in row 1 to identify the data content of each column. PLEASE REMEMBER YOU MUST CLEAR YOUR FILTER RESULTS BETWEEN EACH FINDING. Failure to clear your filter after each finding will result in an inaccurate data analysis. Counts/Sums described will be in the status bar at the bottom of the excel screen.



Example of results from selecting a column: AVERAGE: 461.6833333 COUNT: 61 SUM: 27701

To Find the following:	Do This in the Excel Report:
Total Number of Unduplicated Students	Click on Column A ("Student ID"), subtract 1 (for the header) from the count displayed at the bottom of the screen.
	AVERAGE: 461.6833333 COUNT: 61 SUM: 27701











Number of Spring Non- Funded Students	(Reminder: Clear filter results of any the next analysis) (Apply the aforementioned steps for of Funded Students for the Spring). Rem previous assessments (including your Funded Students). Filter Column J ("Ac Funded". Uncheck "(Select All)" and ch The number "X" in "X of Y RECORDS For of Spring Non-funded Students.	previous assessment(s) to conduct determining the Number of Fall Non- ember to remove all filters from any evaluation of the number of Fall Non- dmission Type Spring") by "Non- heck "Non-funded". OUND" at the bottom is the number
Total Number of Transfer Students*	(Reminder: Clear filter results of any the next analysis) Filter Column I ("Admission Type Fall" checking "Transfer". The "X" in "X of Y the number of Fall Transfer Students. READY 62 OF 162 RECORDS FOUND Note this number, and clear the filter H I PT Award Admission Type Fall \$\frac{2}{1}\$ Sort A to Z \$\frac{2}{1}\$ Sort Z to A Sort by Color Filter From "Admission Type Fall" Filter by Color Clear Filter From "Admission Type Fall" Filter by Color Fifter S Fifter S For Renewal First time EOF Cleas Than FT Graduating Senior Non-funded Readmit Fifter S Clear Fifter S FOF Renewal Fifter S Cot Cancel C EOF Renewal	previous assessment(s) to conduct) by unchecking "(Select All)" and RECORDS FOUND" at the bottom is Ex: Adm EOF I Trans Non- EOF I EOF I E



*= Please note that the total number of Transfer students listed within NJFAMS may not accurately reflect the various transfer classifications needed for the EOF Annual Report. Programs must carefully review your respective rosters to discern which students must be classified as Non-EOF Internal Transfer Student, EOF Internal Transfer student, and External Transfer student. For more information, please see the EOF Annual Report Instructions.