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.

Must use FAO access. EOF Final Enrollment Report is not available via the EOF portal.

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.)

Please ensure that 2017 – 2018 has been selected.

Region where the EOF Final Report is located. Click on the "Standard Reports" link.
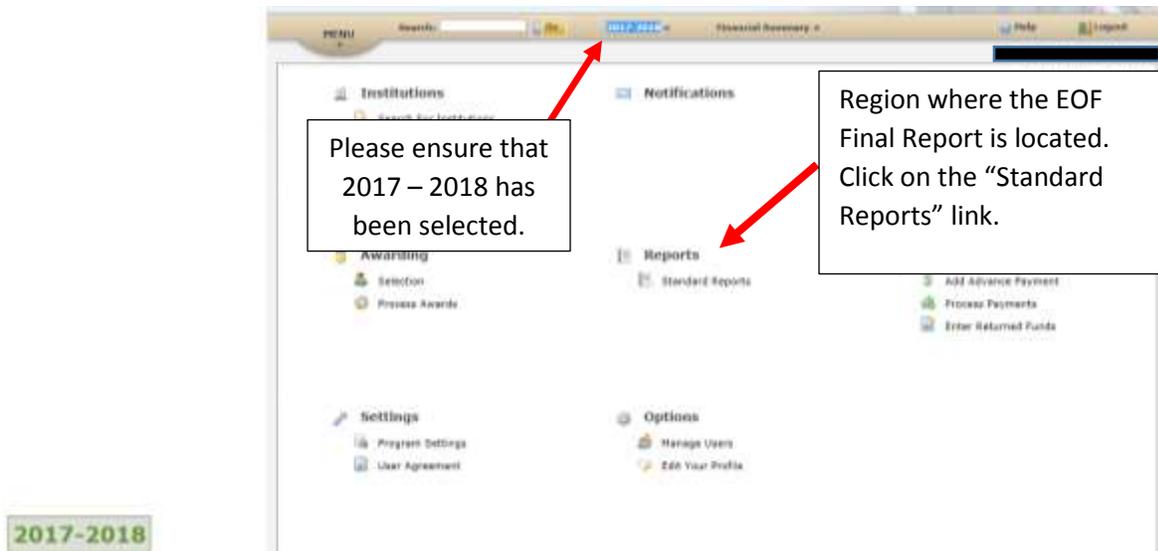
2017-2018

2) Once you click on the "Standard Reports" link, you should be redirected to a page that looks like this:

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.

Click here to download the report. You may need to save the file as a excel document on your computer in order to manage the data properly.

Select AY 2017-2018
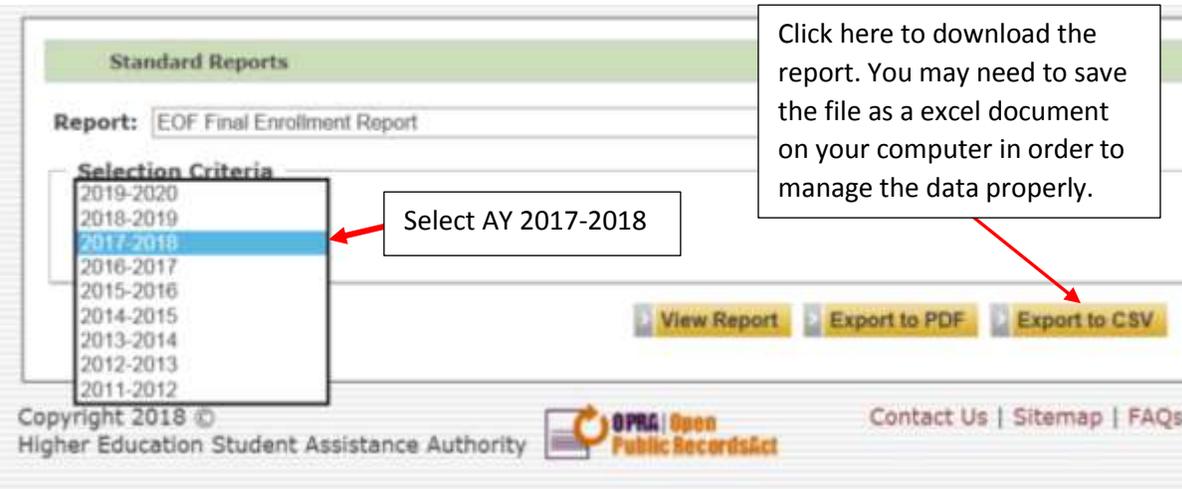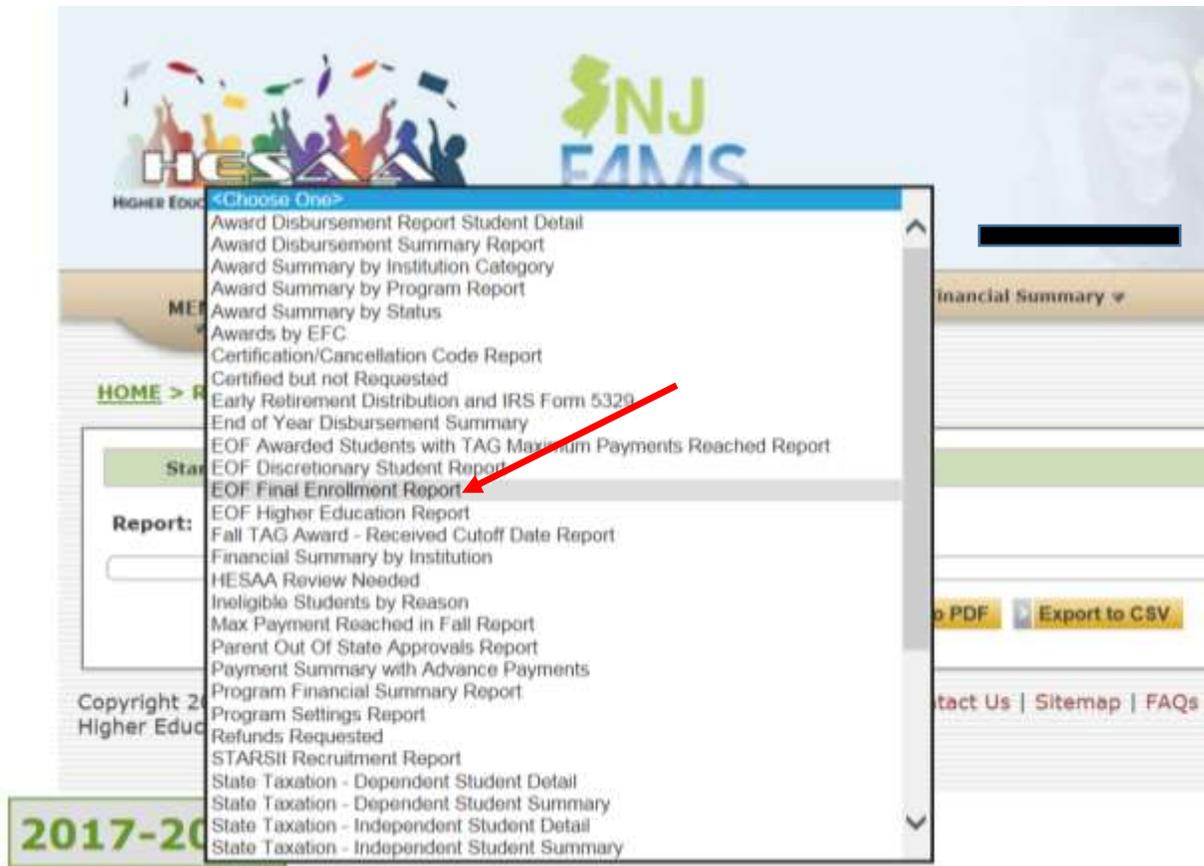
4) Download the CSV report by selecting the "Export to CSV" option (it should open in Excel). If the document opens as a "Read Only" document, then you will need to save the CSV file to your computer before you can begin. Once you have saved the file, you can begin to filter the document. (Please note: 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.)

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.
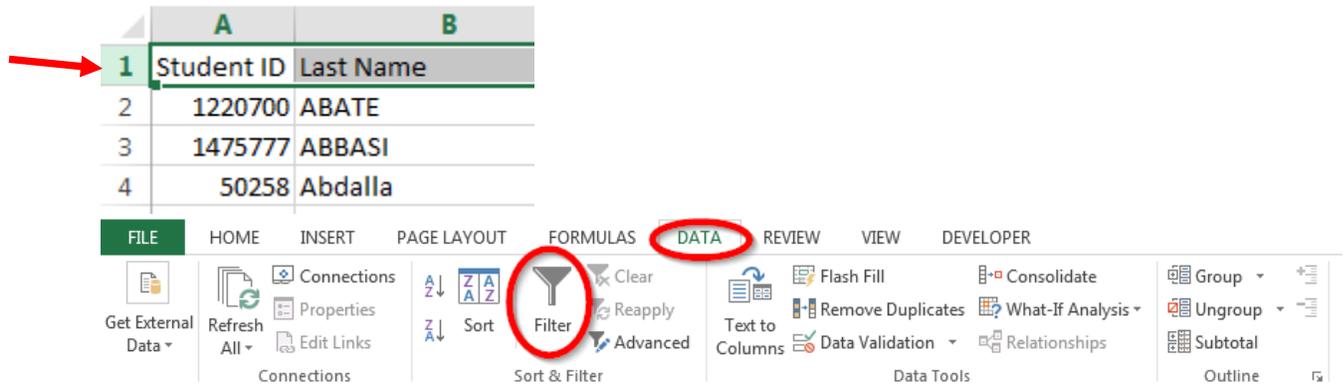
6) Click the drop down arrow next to "Fall EOF Program" (Column O), uncheck "(Select all)", then select the program you are looking for. Click "OK".
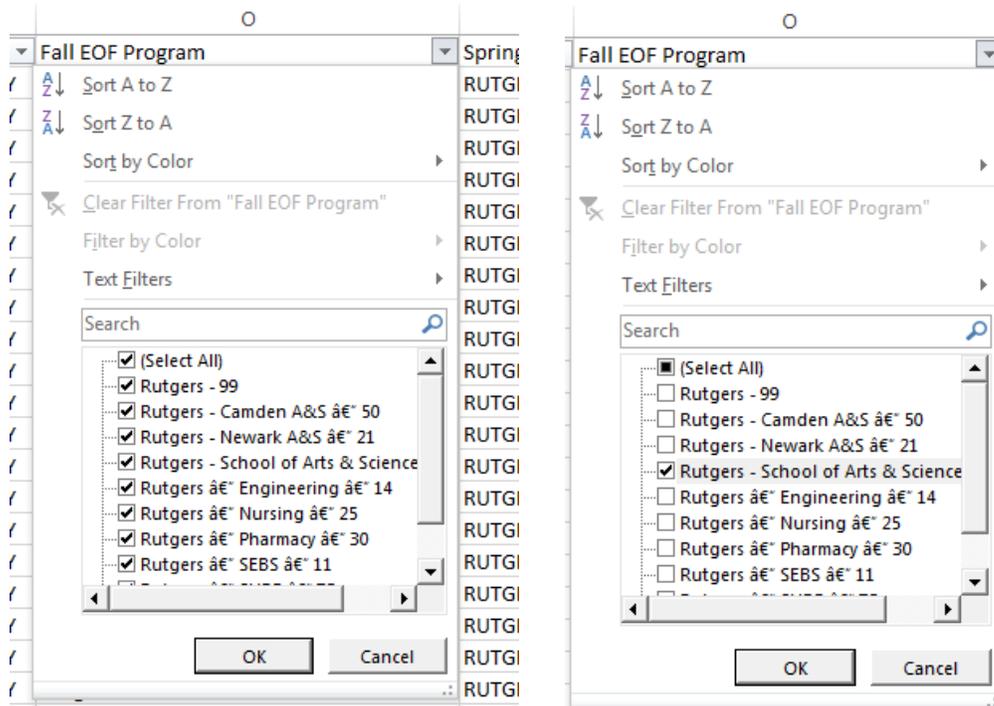
7) Type "Ctrl-A" to select all the filtered records, then "Ctrl-C" to copy them to the clipboard.
8) Open a new sheet by clicking on the "+" sign in the worksheet tabs

9) Click on the first cell (A1) in the new sheet and type "Ctrl-V" to paste the fall students into this sheet.
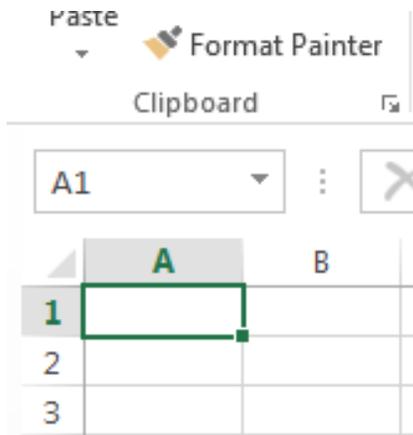
10) Return to the first tab, column O (Fall EOF Program), click the drop down, and select "(select all)" again.
11) Repeat steps 6 & 7, except using "Spring EOF Program" (Column Q) instead of "Fall EOF Program".
12) Go to the new sheet you created ("sheet 1") and scroll down to the last record. Click 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.

Click this triangle to select all rows and columns.
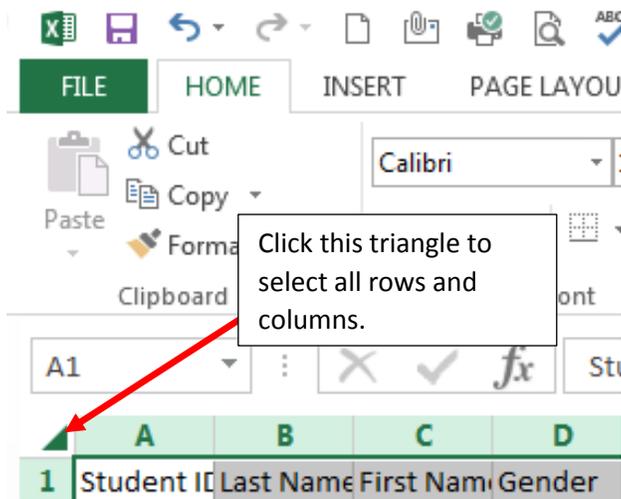
15) In the "Data" tab at the top, click "Remove Duplicates".
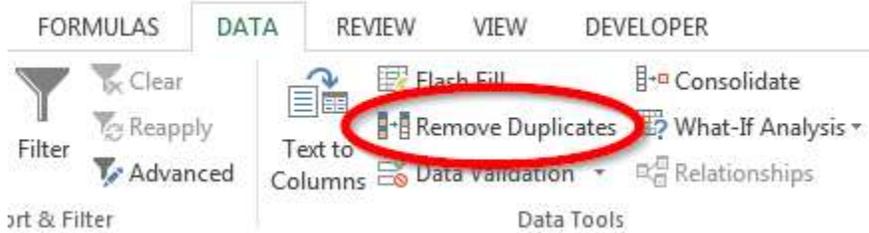
16) In the Remove Duplicates box, click "Unselect All" and then select "Student ID". Click "OK".
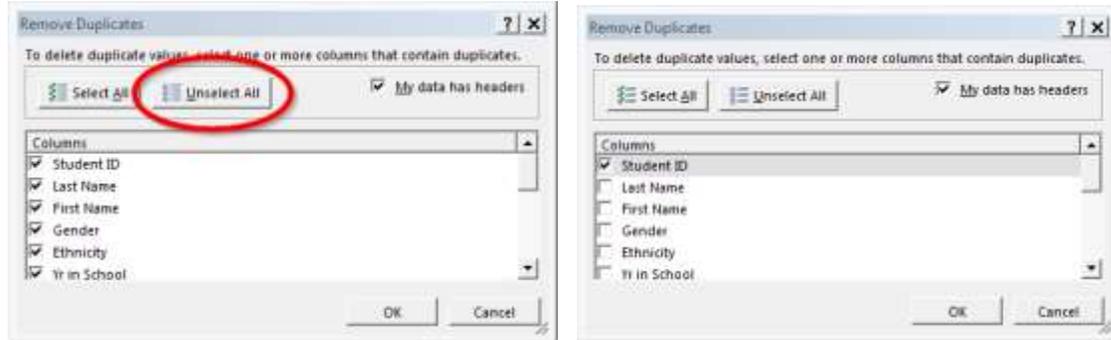
17) The results tab will tell you the total number of unduplicated students in the program. (1393 for this example, the duplicate value will be high due to blank rows.). Click "OK". The students in "Sheet 1" is the final enrollment report for this program.

Microsoft Excel

1046955 duplicate values found and removed; 1393 unique values remain.

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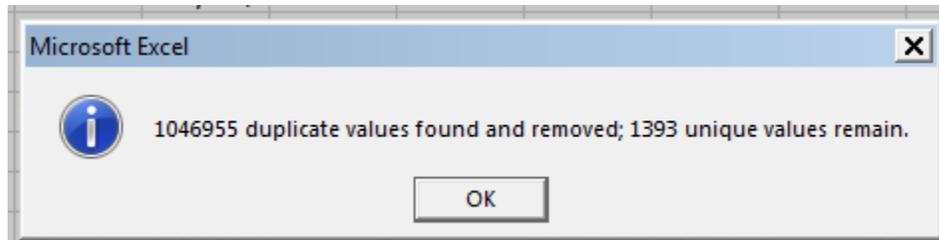
18) Once you have established the final enrollment report for a specific campus program, remember to rename "Sheet 1" to minimize confusion. You can also hide the previous tab by right clicking the tab and selecting the "Hide" option.

EOF Final Enrollment Report_201   **EOF Final Enr RU SEBS 17-18**

At this point, you can begin to use your newly created (campus program specific) EOF Final Enrollment Report in the same manner as all other 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 162 RECORDS FOUND`

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

1) 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.
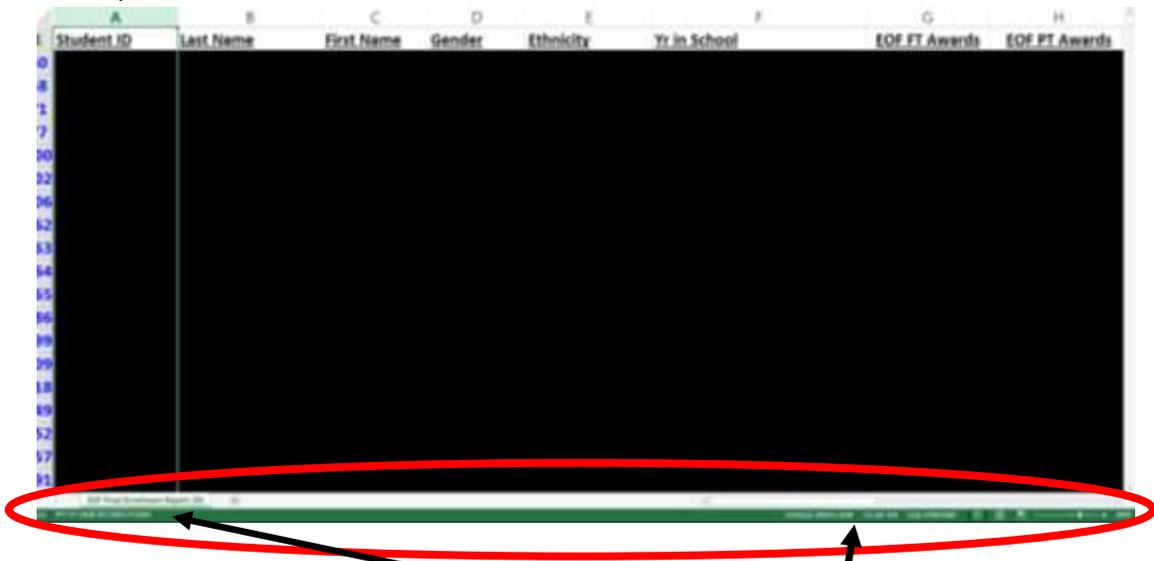
Example of results from filter: `READY   62 OF 162 RECORDS FOUND`

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 Fall Paid Students	**(Reminder: Clear filter results of any previous assessment(s) to conduct the next analysis)** Filter by Column K ("Fall Term Paid"), and exclude "Blanks". The "X" in "X of Y RECORDS FOUND" at the bottom is the number of Fall Paid Students. Ex: (The Y is total students).
Total Paid Amount for Fall	**(Reminder: Clear filter results of any previous assessment(s) to conduct the next analysis)**. Click the K at the top of the "Fall Term Paid" column. The number after "SUM" at the bottom is the total fall paid amount. Ex:
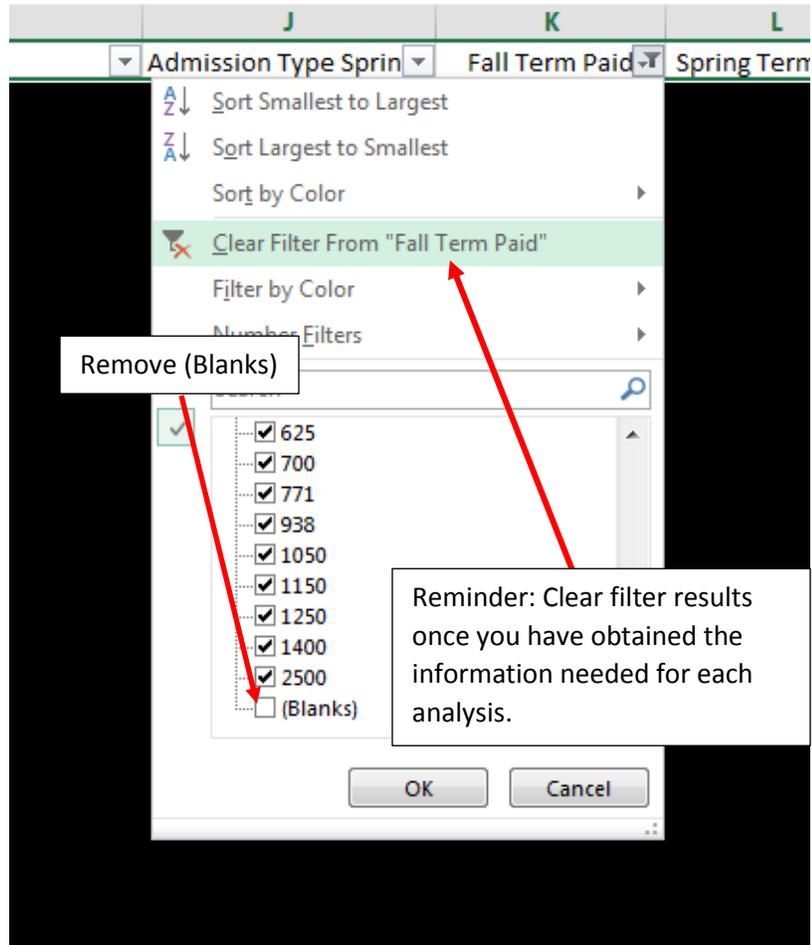
Number of Spring Paid Students	**(Reminder: Clear filter results of any previous assessment(s) to conduct the next analysis)** Filter by Column L ("Spring Term Paid"), and exclude "Blanks". The "X" in "X of Y Found" at the bottom is the number of Spring Paid Students. (The Y is total students).
Total Paid Amount for Spring	**(Reminder: Clear filter results of any previous assessment(s) to conduct the next analysis)** Click the L at the top of the "Spring Term Paid" column. The number after "SUM" at the bottom is the total spring paid amount.
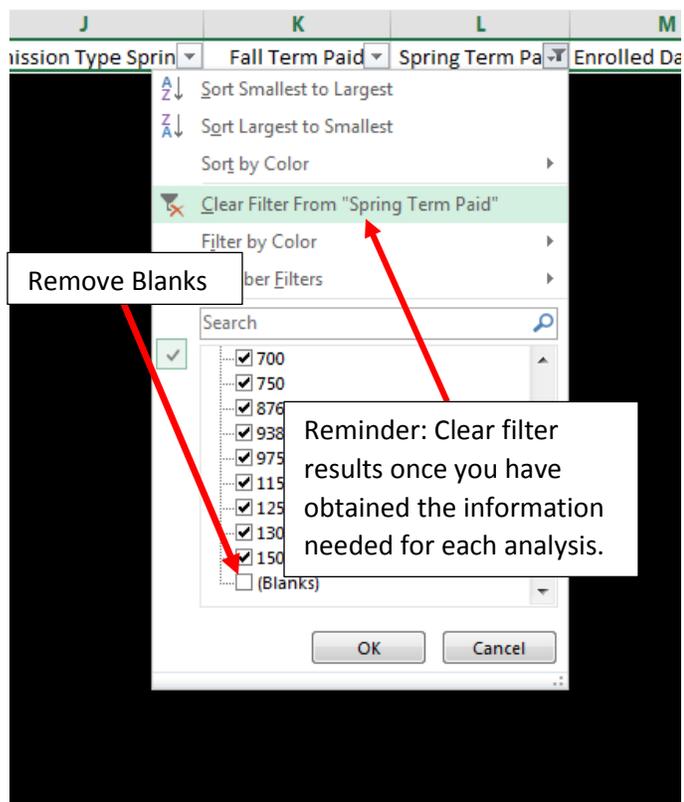
(Reminder: Clear filter results of any previous assessment(s) to conduct the next analysis)

Filter **both** columns K ("Fall Term Paid") and L ("Spring Term Paid") by (Blanks).

For Both Fall and Spring Term Paid Columns, uncheck, the "Select All" option. Only leave the (Blanks) filter checked.
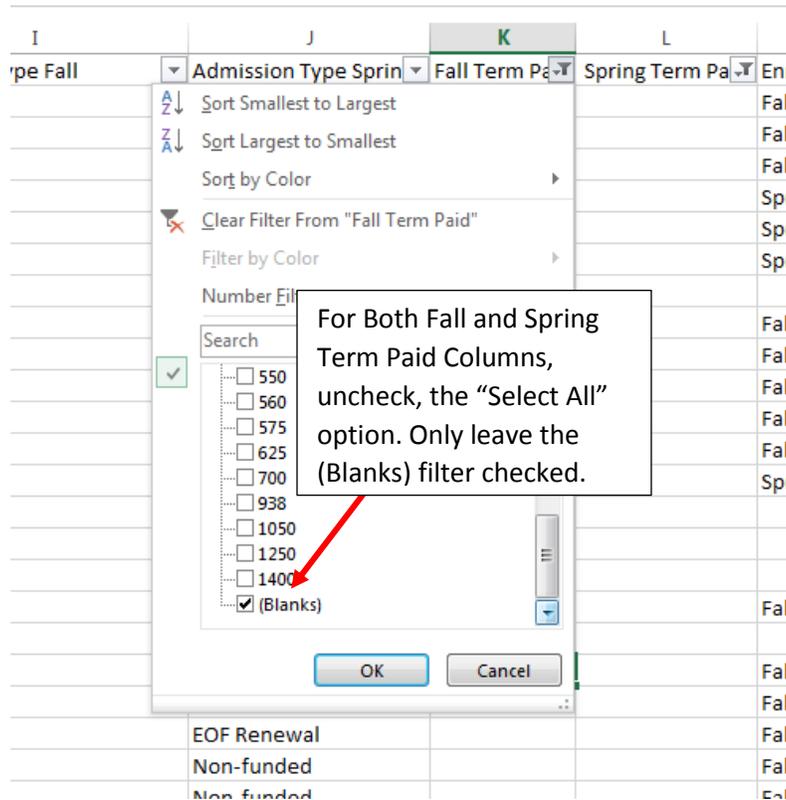
Number of Total Paid Students Unduplicated

The difference between found records and the total number of unduplicated students is the total number of paid students.

(Example, if it says "21 of 162 records found", the total # of unduplicated paid students is 162-21=141.

Total Paid Amount for all Students	**(Reminder: Clear filter results of any previous assessment(s) to conduct the next analysis)** Select/Highlight both columns K ("Fall Term Paid") and L ("Spring Term Paid"). The number after "SUM" at the bottom is the total paid amount.

	Filter Column I ("Admission Type Fall") by "Non-Funded". Uncheck "(Select All)" and check "Non-funded". The number "X" in "X of Y RECORDS FOUND" at the bottom is the number of Fall Non-funded Students.
Number of Fall Non-Funded Students	

Number of Spring Non-Funded Students	**(Reminder: Clear filter results of any previous assessment(s) to conduct the next analysis)** (Apply the aforementioned steps for determining the Number of Fall Non-Funded Students for the Spring). Remember to remove all filters from any previous assessments (including your evaluation of the number of Fall Non-Funded Students). Filter Column J ("Admission Type Spring") by "Non-Funded". Uncheck "(Select All)" and check "Non-funded". The number "X" in "X of Y RECORDS FOUND" at the bottom is the number of Spring Non-funded Students.
Total Number of Transfer Students*	**(Reminder: Clear filter results of any previous assessment(s) to conduct the next analysis)** Filter Column I ("Admission Type Fall") by unchecking "(Select All)" and checking "Transfer". The "X" in "X of Y RECORDS FOUND" at the bottom is the number of Fall Transfer Students. Ex: READY 62 OF 162 RECORDS FOUND **Note this number, and clear the filter.**

Total Number of Transfer Students*	**(Reminder: Clear your filter from the previous analysis!)** Filter Column J ("Admission Type Spring") by unchecking "(Select All)" and checking "Transfer". The "X" in "X of Y RECORDS FOUND" at the bottom is the number of Spring Transfer Students. To get the TOTAL number of Transfer Students, add the two "X"s that you noted when filtering Column I ("Admission Type Fall") and Column J ("Admission Type Spring") individually. *(DO NOT FILTER <u>BOTH</u> FALL (Column I) AND SPRING (Column J) AT THE SAME TIME. THIS WILL RESULT IN A LAYERING OF FILTERS WHICH WILL GIVE YOU AN INACCURATE TOTAL.)*

*= 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.