

EOF NJFAMS Final Enrollment Report Instructions for Non Multi-Campus Institutions

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 username and password.

Students:
Have you?

1. Created a NJFAMS student log-in (below)? This action will create your student account.
2. Clicked the link in the new activation email sent to you after creating your account?
3. Checked your spam filter if you didn't see the activation email in your inbox?

Once you have done steps 1-3, you are ready for your first login.
If you are having trouble logging in, contact [New Jersey Higher Education Student](#)

User Name:
Password:

[Create a Student Login](#)
[Forgot your username or password?](#)

To return to the main page of the NJ HESAA REGISTRANTS web site, [click here](#).

Note: This site requires the use of JavaScript and Cookies. Please be sure to enable JavaScript and Cookies in your web browser in order to access the full functionality of the site.

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.)

2017-2018

Please ensure that 2017 – 2018 has been selected.

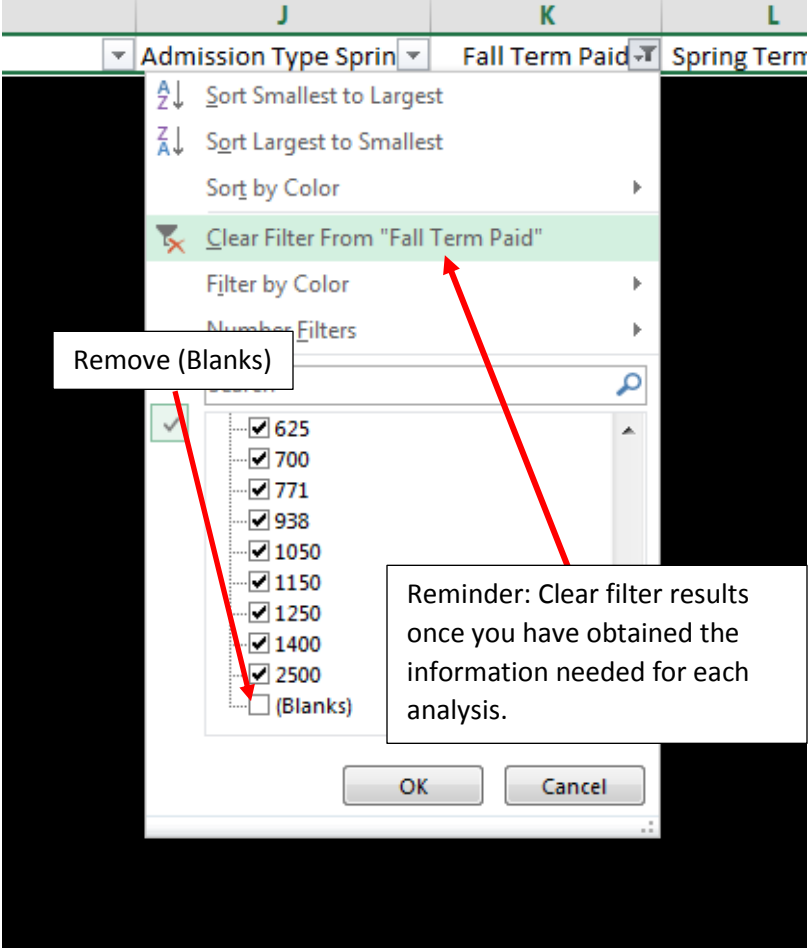
Region where the EOF Final Report is located. Click on the "Standard Reports" link.

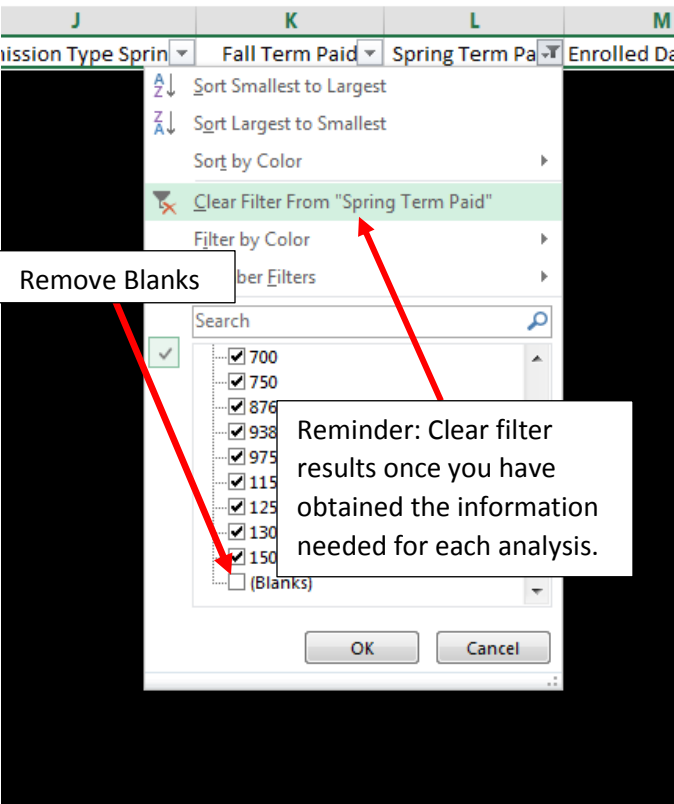
- 2) Once you click on the “Standard Reports” link, you should be redirected to a page that looks like this:

The screenshot shows the NJ FAMS (New Jersey Financial Aid Management System) interface. At the top, there are logos for HESAA and NJ FAMS. Below the logos is a navigation bar with a search box, a dropdown menu for the academic year (currently showing 2017-2018), and a link to the Financial Summary. The main content area is titled "Standard Reports" and features a dropdown menu labeled "Report:" with the text "<Choose One>". Below this menu are three buttons: "View Report", "Export to PDF", and "Export to CSV". The footer contains copyright information for 2016 by the Higher Education Student Assistance Authority, along with links for Contact Us, Sitemap, FAQs, Technical Help, Terms & Conditions, and Privacy Notice.

- 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.

This screenshot shows the same NJ FAMS Standard Reports page as the previous one, but with the "Report:" dropdown menu open. The menu lists various report options, including "Award Disbursement Report Student Detail", "Award Disbursement Summary Report", "Award Summary by Institution Category", "Award Summary by Program Report", "Award Summary by Status", "Awards by EFC", "Certification/Cancellation Code Report", "Certified but not Requested", "Early Retirement Distribution and IRS Form 5320", "End of Year Disbursement Summary", "EOF Awarded Students with TAG Maximum Payments Reached Report", "EOF Discretionary Student Report", "EOF Final Enrollment Report", "EOF Higher Education 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", "Payment Summary with Advance Payments", "Program Financial Summary Report", "Program Settings Report", "Refunds Requested", "STARSI Recruitment Report", "State Taxation - Dependent Student Detail", "State Taxation - Dependent Student Summary", "State Taxation - Independent Student Detail", and "State Taxation - Independent Student Summary". A red arrow points to the "EOF Final Enrollment Report" option. The background of the page is slightly blurred, showing the same navigation and footer elements as the previous screenshot.

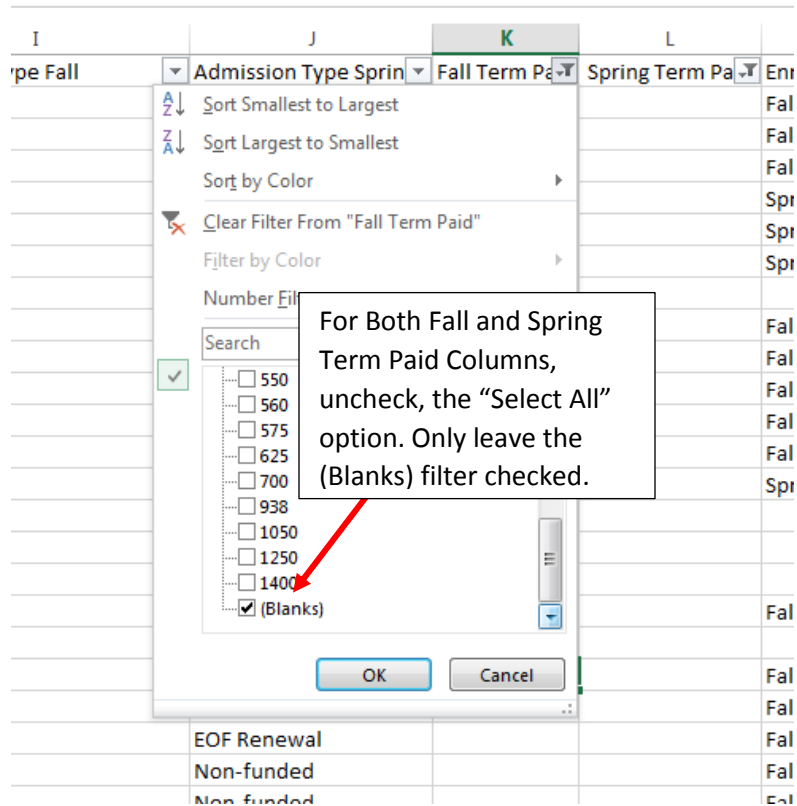
To Find the following:	Do This in the Excel Report:
Total Number of Unduplicated Students	<p>Click on Column A ("Student ID"), subtract 1 (for the header) from the count displayed at the bottom of the screen.</p> <p>AVERAGE: 461.6833333 COUNT: 61 SUM: 27701</p>
Number of Fall Paid Students	<p>(Reminder: Clear filter results of any previous assessment(s) to conduct the next analysis)</p> <p>Filter by Column K ("Fall Term Paid"), and exclude "Blanks".</p>  <p>The "X" in "X of Y RECORDS FOUND" at the bottom is the number of Fall Paid Students. Ex: READY 62 OF 162 RECORDS FOUND</p> <p>(The Y is total students).</p>
Total Paid Amount for Fall	<p>(Reminder: Clear filter results of any previous assessment(s) to conduct the next analysis).</p> <p>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.</p> <p>Ex: AVERAGE: 461.6833333 COUNT: 61 SUM: 27701</p>

<p>Number of Spring Paid Students</p>	<p>(Reminder: Clear filter results of any previous assessment(s) to conduct the next analysis)</p> <p>Filter by Column L (“Spring Term Paid”), and exclude “Blanks”.</p>  <p>The “X” in “X of Y Found” at the bottom is the number of Spring Paid Students. (The Y is total students).</p>
<p>Total Paid Amount for Spring</p>	<p>(Reminder: Clear filter results of any previous assessment(s) to conduct the next analysis)</p> <p>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.</p>

(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).

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 $162-21=141$).

Select/Highlight both columns K ("Fall Term Paid") and L ("Spring Term Paid").

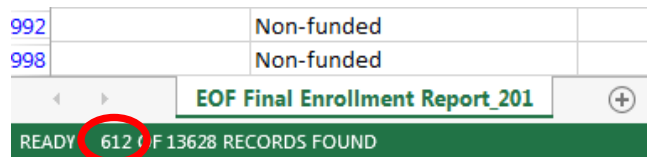
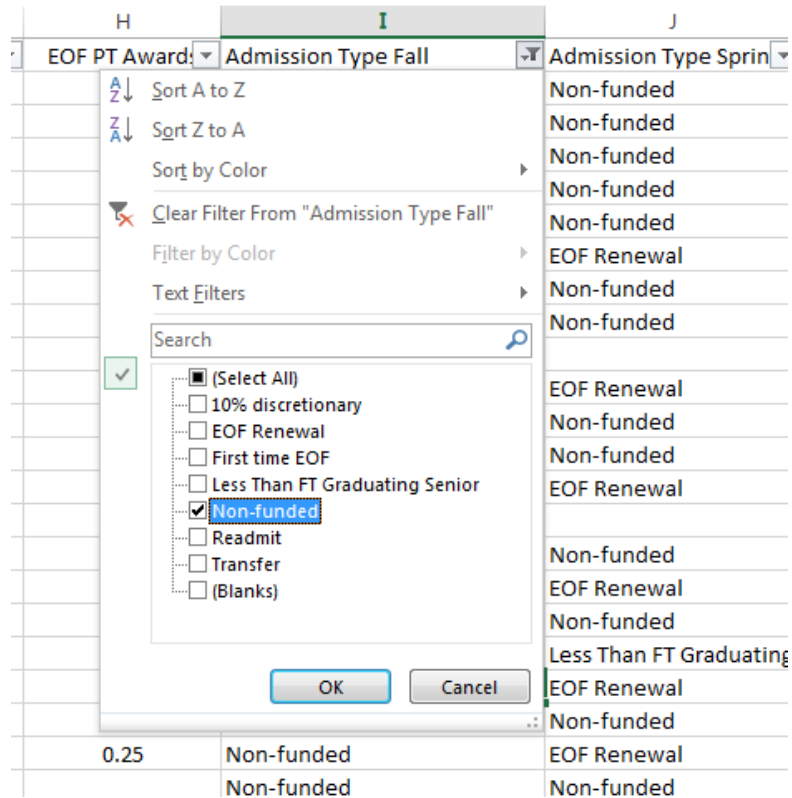
Total Paid Amount for
all Students

7


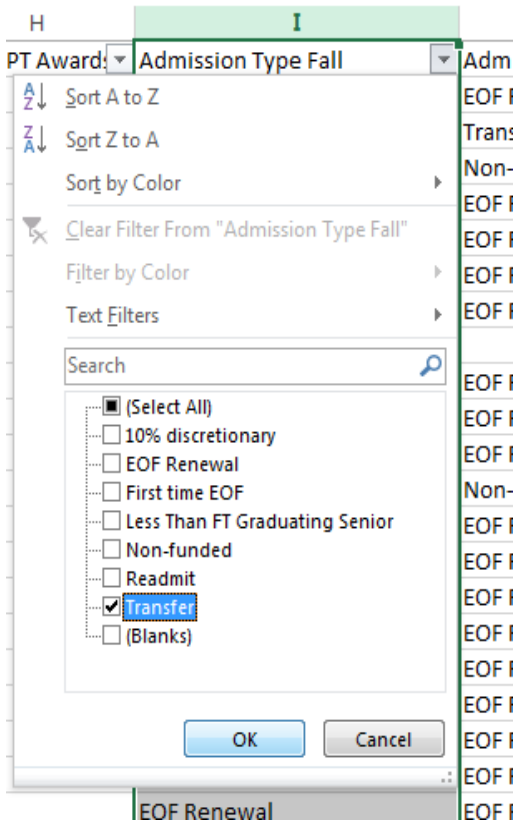
(Reminder: Clear filter results of any previous assessment(s) to conduct the next analysis)

Filter Column I ("Admission Type Fall") by "Non-Funded". Uncheck "(Select All)" and check "Non-funded".

Number of Fall Non-Funded Students



The number "X" in "X of Y RECORDS FOUND" at the bottom is the number of Fall Non-funded Students.

<p>Number of Spring Non-Funded Students</p>	<p>(Reminder: Clear filter results of any previous assessment(s) to conduct the next analysis)</p> <p>(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".</p> <p>The number "X" in "X of Y RECORDS FOUND" at the bottom is the number of Spring Non-funded Students.</p>
<p>Total Number of Transfer Students*</p>	<p>(Reminder: Clear filter results of any previous assessment(s) to conduct the next analysis)</p> <p>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:</p> <p>READY 62 OF 162 RECORDS FOUND </p> <p>Note this number, and clear the filter.</p> 

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.

I	J	K
Admission Type Fall	Admission Type Spring	Fall Term Pa
Sort A to Z		
Sort Z to A		575
Sort by Color		575
Clear Filter From "Admission Type Sp..."		525
Filter by Color		575
Text Filters		700
Search		525
<input checked="" type="checkbox"/> (Select All)		700
<input type="checkbox"/> 10% discretionary		700
<input type="checkbox"/> EOF Renewal		700
<input type="checkbox"/> First time EOF		700
<input type="checkbox"/> Less Than FT Graduating Senior		700
<input type="checkbox"/> Non-funded		525
<input type="checkbox"/> Readmit		700
<input checked="" type="checkbox"/> Transfer		575
<input type="checkbox"/> (Blanks)		700
OK	Cancel	700
Transfer		700
Transfer		525

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 BOTH 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.