

**Policies for the  
Office of  
Student Financial  
Aid**

**Subject**

**Financial Aid Transcripts (K)**

*Office of Student Financial Aid/Scholarships*

August 2015

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RZPTREQ is the process that runs weekly to determine if a transcript request should be added to RRAAREQ for Transfer students. The Financial Aid Office will run banner generated report (RZRCOLL) to obtain a list of eligible to review students. This report will list any student that has a matching SOAPCOL and SHATRNS record. This report is ran and worked weekly. Any student leaving Northwestern should advise their new school to access NSLDS for their respective Financial Aid information.

For any students who are transferring to Northwestern, the following steps should be followed.

- A. Verify other schools attended on SOAPCOL
- B. Verify all schools on SOAPCOL and SHATRNS match for undergrad students. For Grad students, the schools will not be listed on SHATRNS as NSU does not allow transferrable credits into a Graduate program
- C. Access COD to verify aid that the student has received
- D. Run Transfer Monitoring Process 15 days prior to the set disbursement date to monitor changes and give up- to- date student NSLDS records
- E. Verify with NSLDS that the student is not in default/overpayment/aggregate limits
- F. Resolve any conflict between NSLDS and information we have on the student
- G. Clear CT requirement on tracking screen (RRAAREQ)
- H. Update ROANYUD with date transcript is reviewed
- I. Update SAP status on ROASTAT