It is the responsibility of the Registrar’s Office to report enrollment to the National Student Clearinghouse. In order to ensure we are in compliance with reporting needs we will:

- Within five (5) business days after a given term’s census date (12th class day for fall/spring, 4th class day for summer), the time status for all enrolled students will be reported/submitted to the National Student Clearinghouse.

- Once the student information has been uploaded into NSC’s system, all rejected records will be reviewed and manually updated, as needed.

- This process will be repeated monthly (approximately 30 days after previous submission date) until the end of the given term. At the end of the term, a final report, consisting of graduates only, will be submitted to the NSC.