Enrollment Status Verification for the Teacher Programs

User Guide

ISAC
Illinois Student Assistance Commission

Enrollment Status Verification for the Teacher Programs

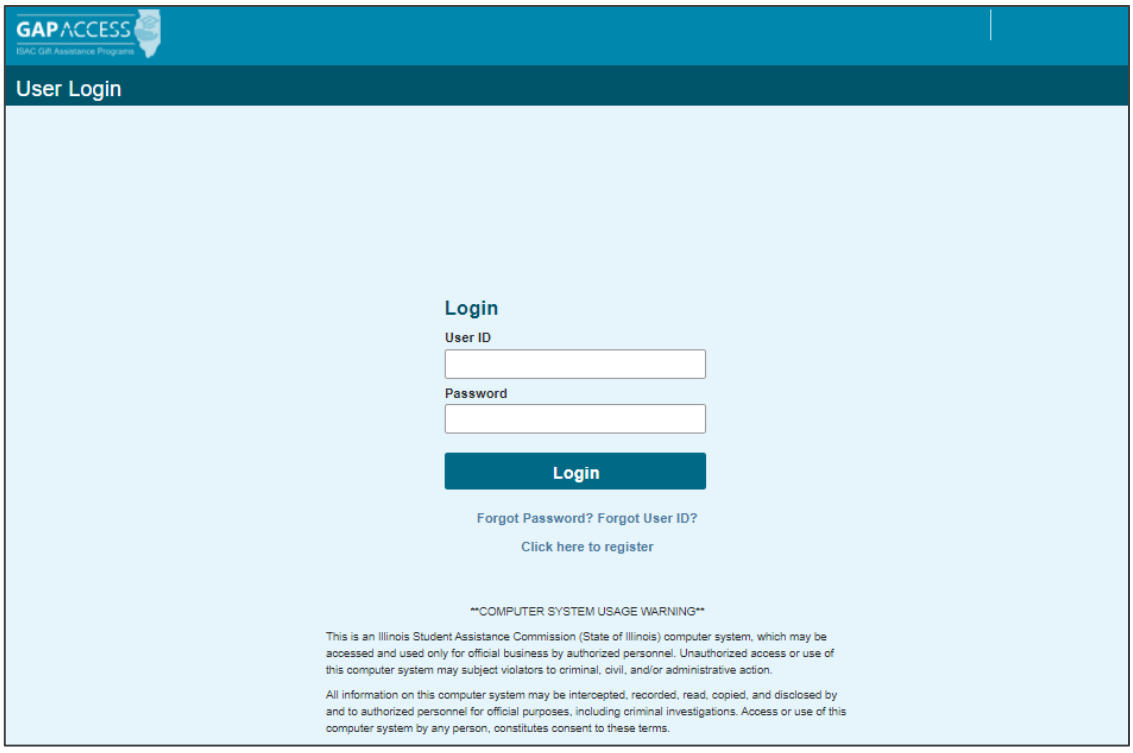
An Overview of Program Administration

The Minority Teachers of Illinois (MTI) Scholarship Program, Illinois Special Education Teacher Tuition Waiver (SETTW) Program, and Illinois Optometric Education Scholarship (IOESP) program Enrollment Status Verification and the SETTW Tuition Waiver Conversion (TWC) functions are submitted through the GAP Access portal at https://isacportal.isac.org. Each year, colleges are required to verify the enrollment statuses for recipients in the programs with teaching requirements and practice agreements.

Steps to enter and submit Enrollment Status Verification and the SETTW Tuition Waiver Conversion (TWC) Form in GAP Access.

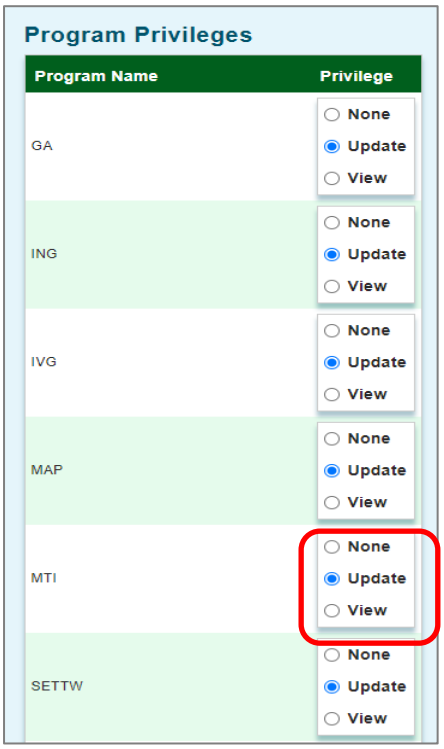
1. GAP Access Program Privileges

All users need a valid GAP Access ID and password to access the system. ISAC relies on a designated Primary Administrator (usually, the Financial Aid Director) at each institution to authorize users and provide them with the appropriate level of access for each ISAC program.



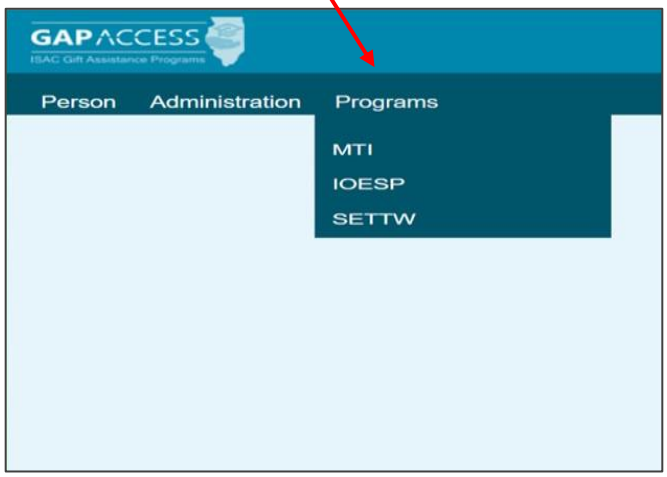
GAP Access Program Privileges

- Users will need Update Program Privileges for all applicable programs in order to complete the enrollment status verification process.



Access and Navigation

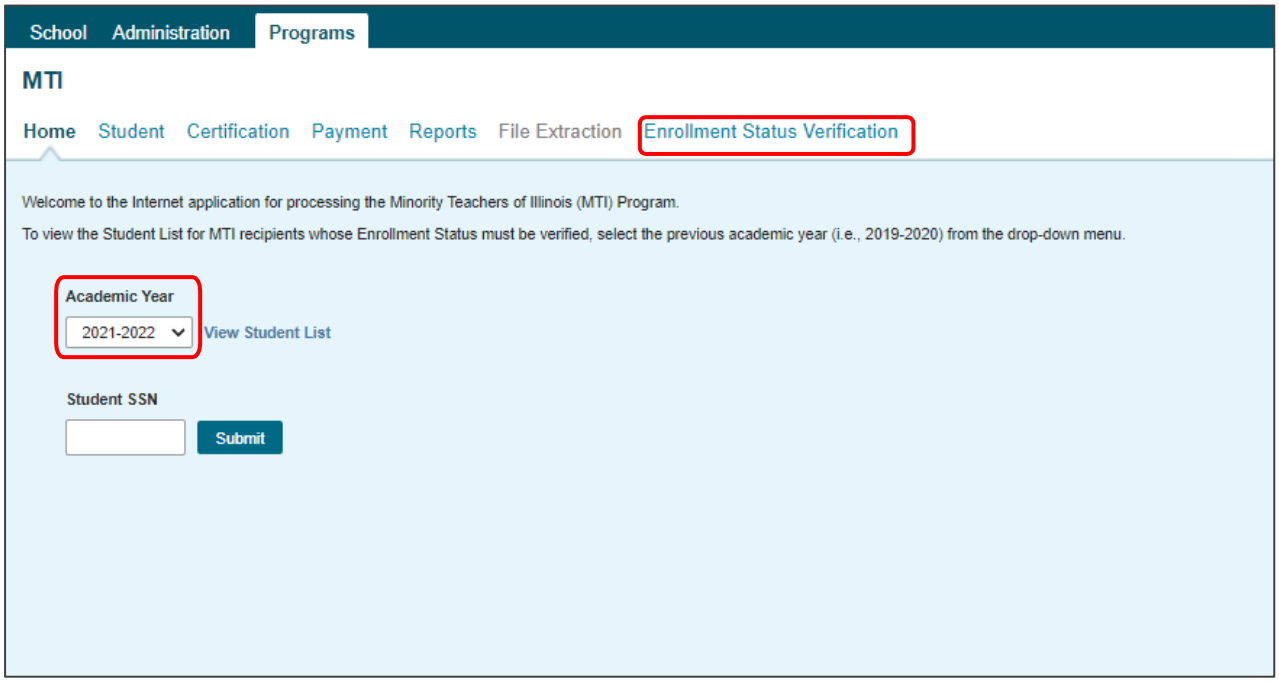
- Once the user has logged into GAP Access, and has been provided with the appropriate privileges, the MTI, IOESP and SETTW Enrollment Status Verification functions can be accessed by selecting the MTI, IOESP or SETTW from the GAP Access Programs tab.



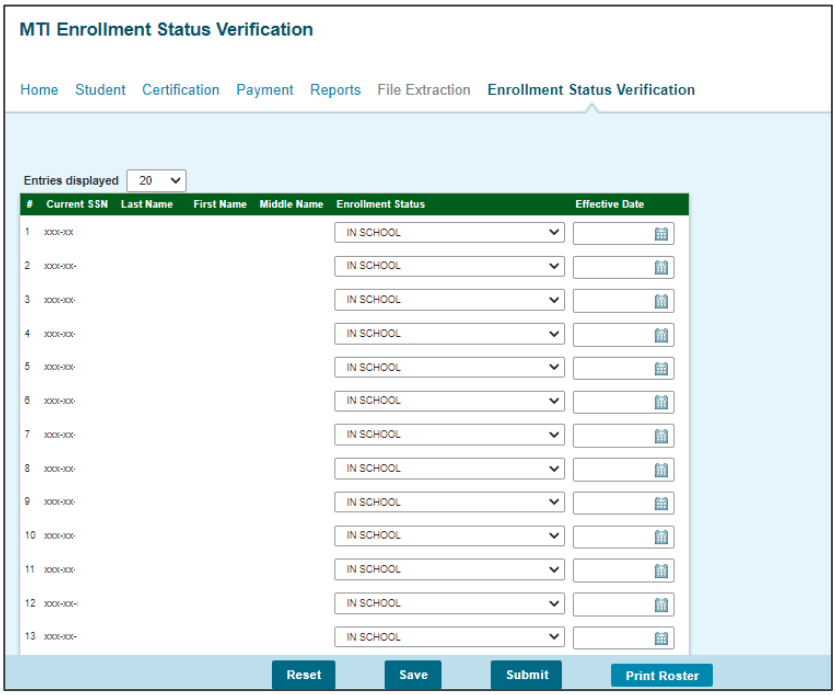
Minority Teachers of Illinois (MTI) Scholarship Program

2. Enrollment Status Verification

- From the program Home page Select the appropriate academic year from “Academic Year” drop-down then click on “Enrollment Status Verification” tab.

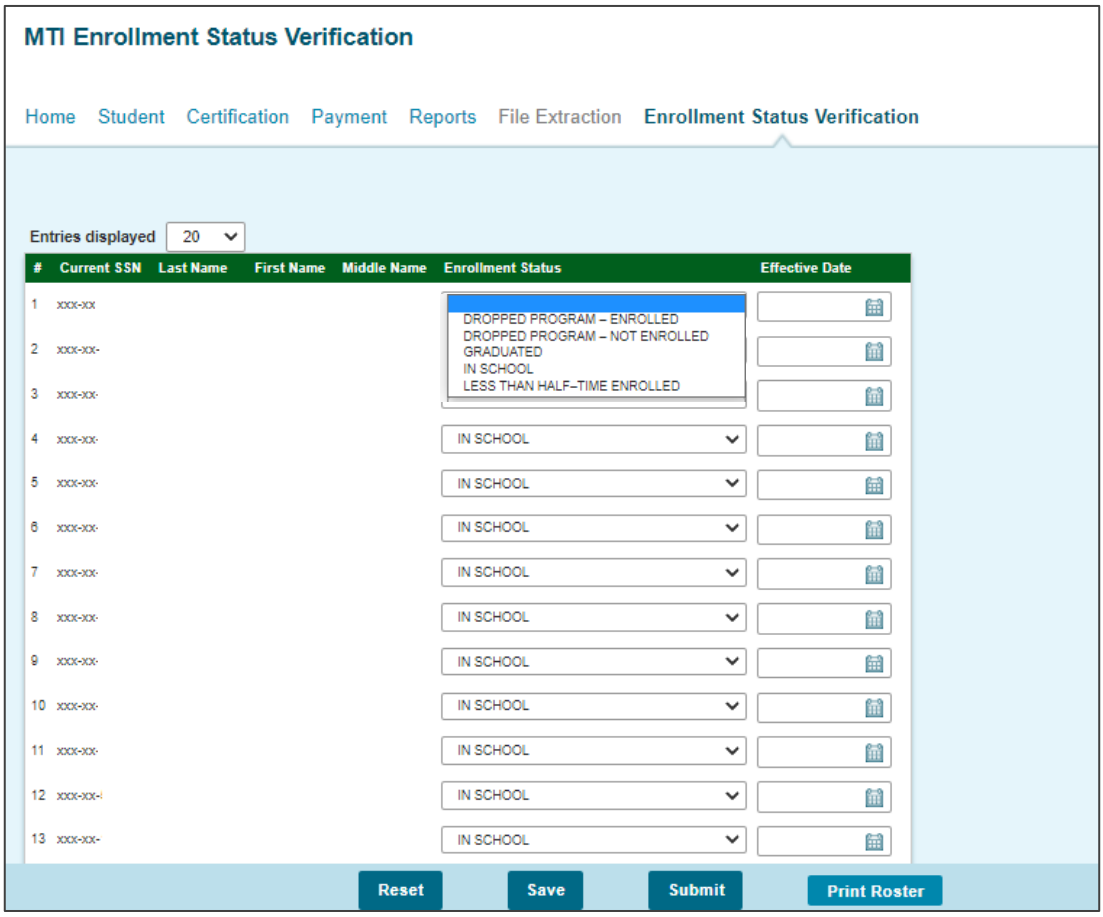


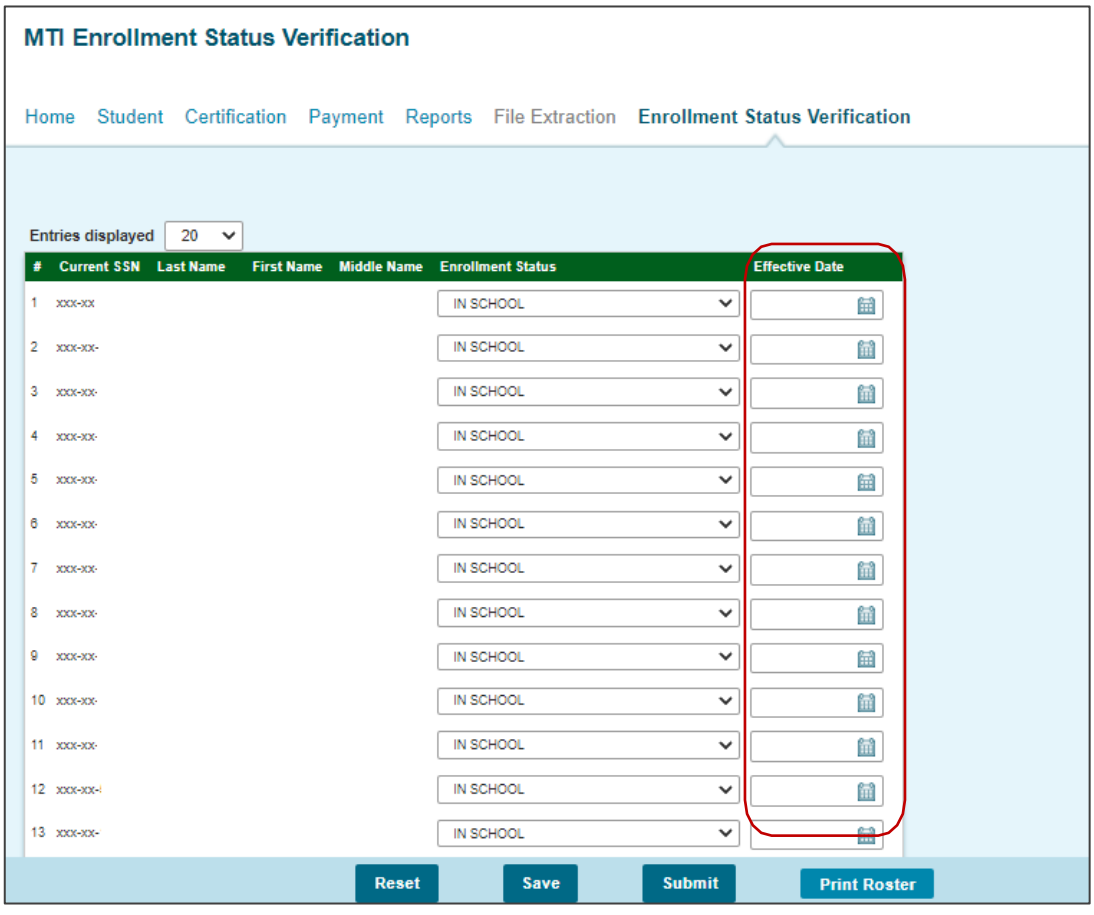
- Only students for whom ISAC records indicate previously received MTI awards and may have been enrolled during previous academic year with an “In School” status (sorted in alphabetical order) will display.



MTI Enrollment Status Verification

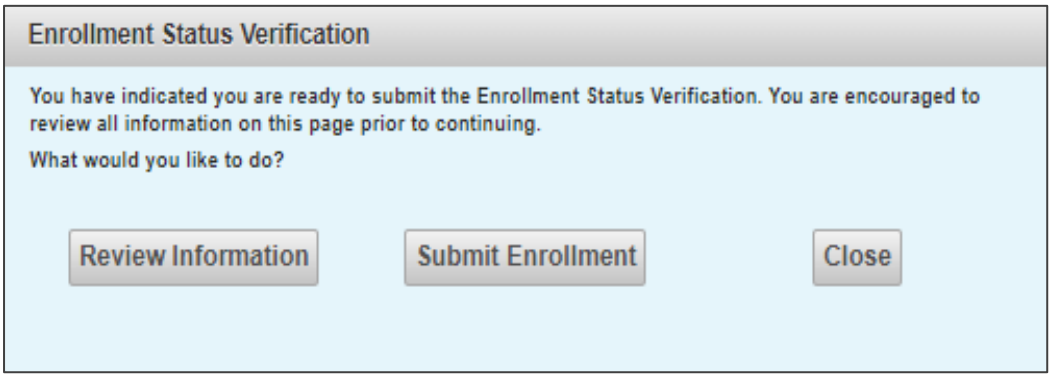
- If a student is no longer enrolled, select a different status from the drop-down box in the Enrollment Status field.

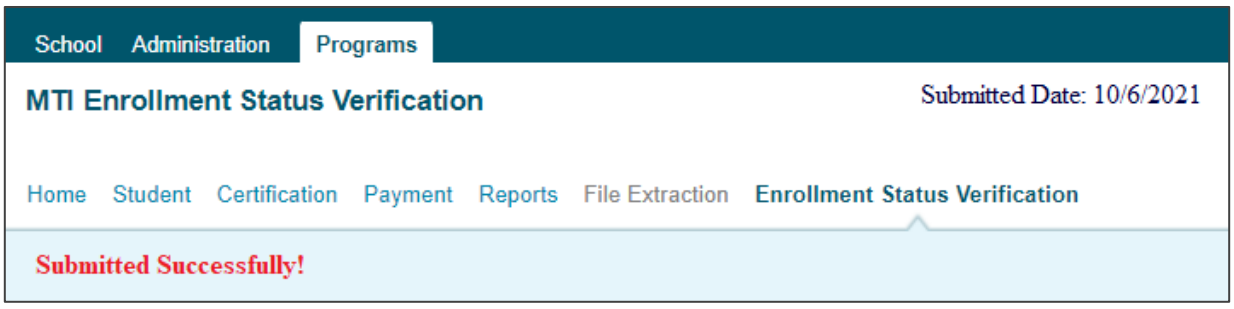




- An Effective Date is required if the Enrollment Status is changed from an In-School status.
    - Click on the calendar icon in the "Effective Date" field and select a date appropriate with the Enrollment Status.
- **Each screen will need to be "saved" before navigating to another screen or submitting the data.**
- Select the <Reset> button to clear all the entry and begin again.
- Select the <Save> button if the enrollment status verification MTI data is only partially completed. The <Save> button allows the user to return to enter data later. A message will display next to the screen title indicating that the data "Saved Successfully".
- Select the <Submit > button to transmit enrollment status verification MTI data. A message will display prompting the user to verify the choice to Review Information or Submit Enrollment data.

    - If <Review Information> is selected, the user may return to the Enrollment Status Verification screen.
    - If <Submit Enrollment> is selected, an error message may display at the top of the screen identifying that required fields are missing information.
    - Add any missing information and press <Save> and then the <Submit Enrollment> again.
    - If <Close> is selected, the user will return to the Enrollment Status Verification screen.





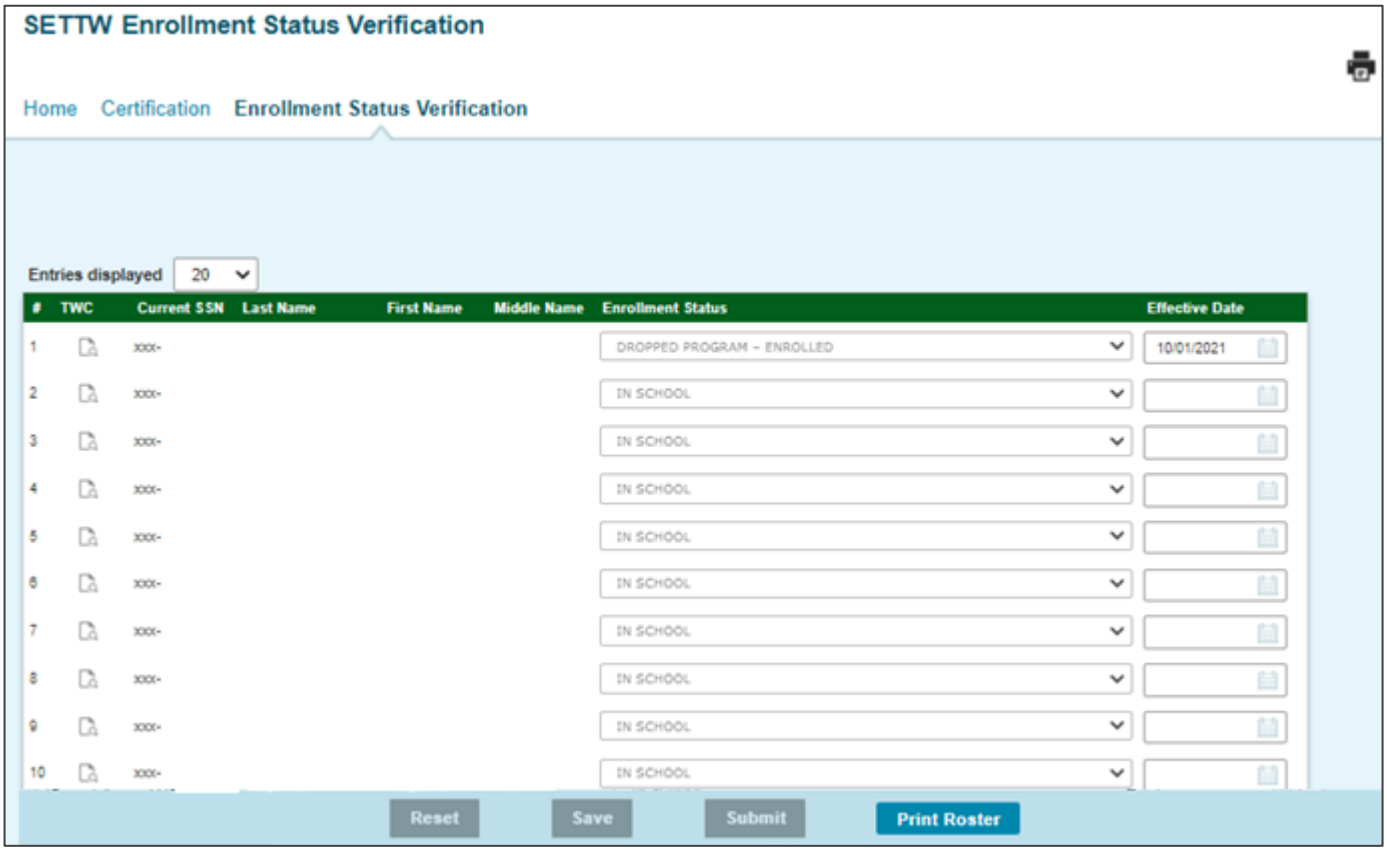
- The date the Enrollment Status Verification was submitted will appear in the upper right-hand corner of the screen.

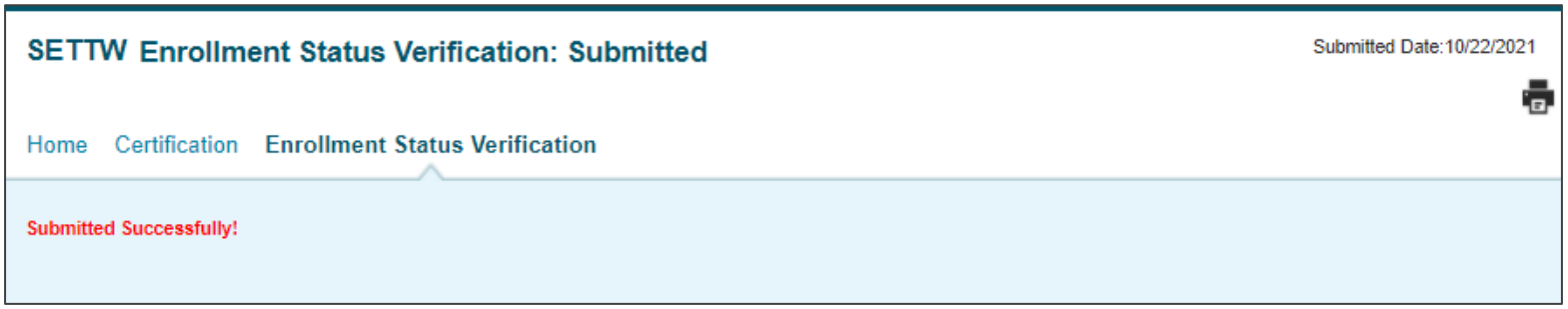
Illinois Special Education Teacher Tuition Waiver (SETTW) Program

Only students for whom ISAC records indicate previously received SETTW awards and may have been enrolled during previous academic years with an “In School” status (sorted in alphabetical order) will display.

The statuses that display for SETTW recipients are different than those for all other programs. See the Enrollment Status Verification Codes chart.

- An Effective Date is required if the Enrollment Status is changed from an In-School status. Click on the calendar icon in the “Effective Date” field and select a date appropriate with the Enrollment Status.
- An Effective Date is not required if the enrollment status is In-School or Cancelled – Not Used for SETTW.
- Each screen will need to be “saved” before navigating to another screen or submitting the data.
- The reason the recipient is no longer eligible for a waiver is the same reason reported as the enrollment status.

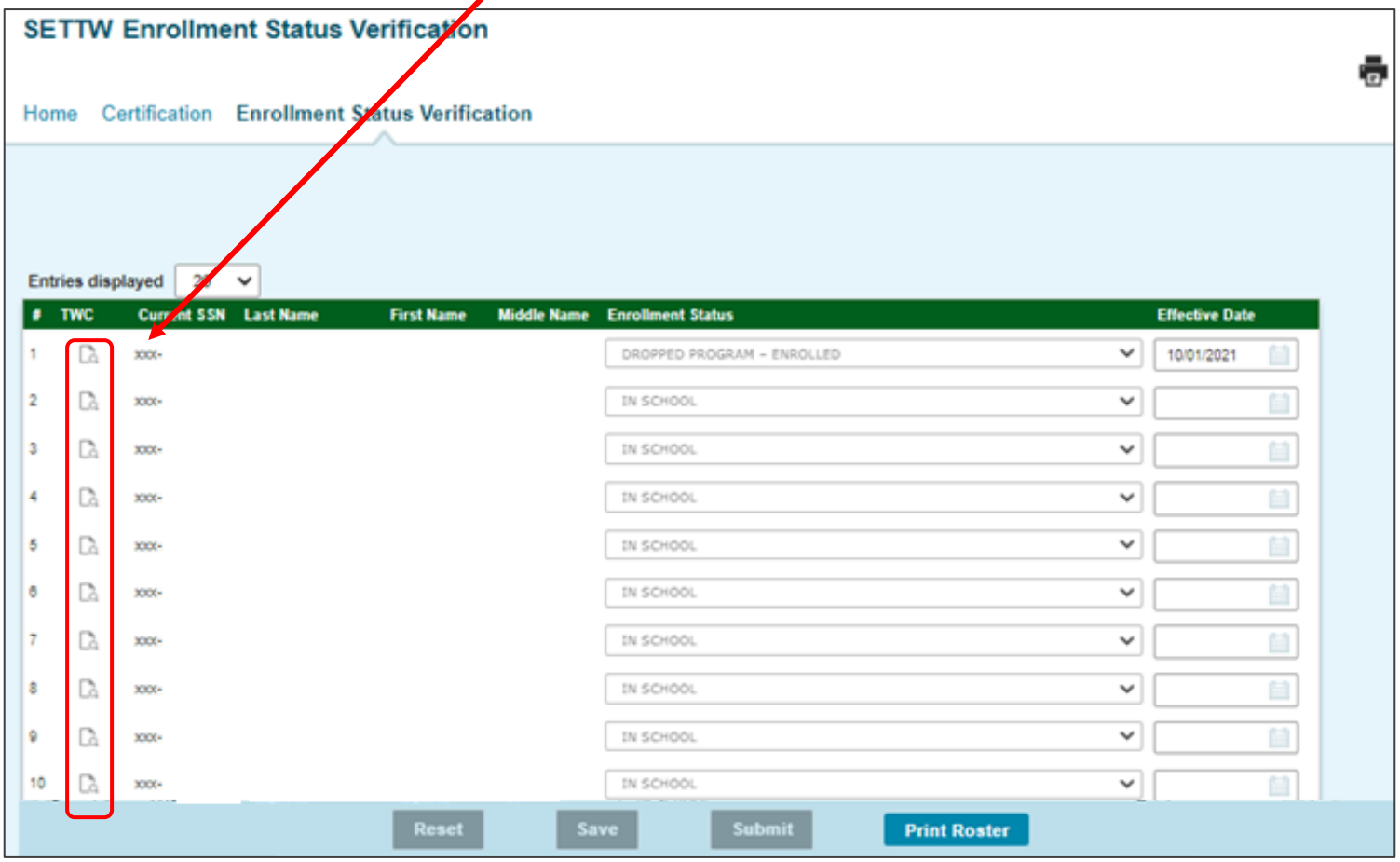




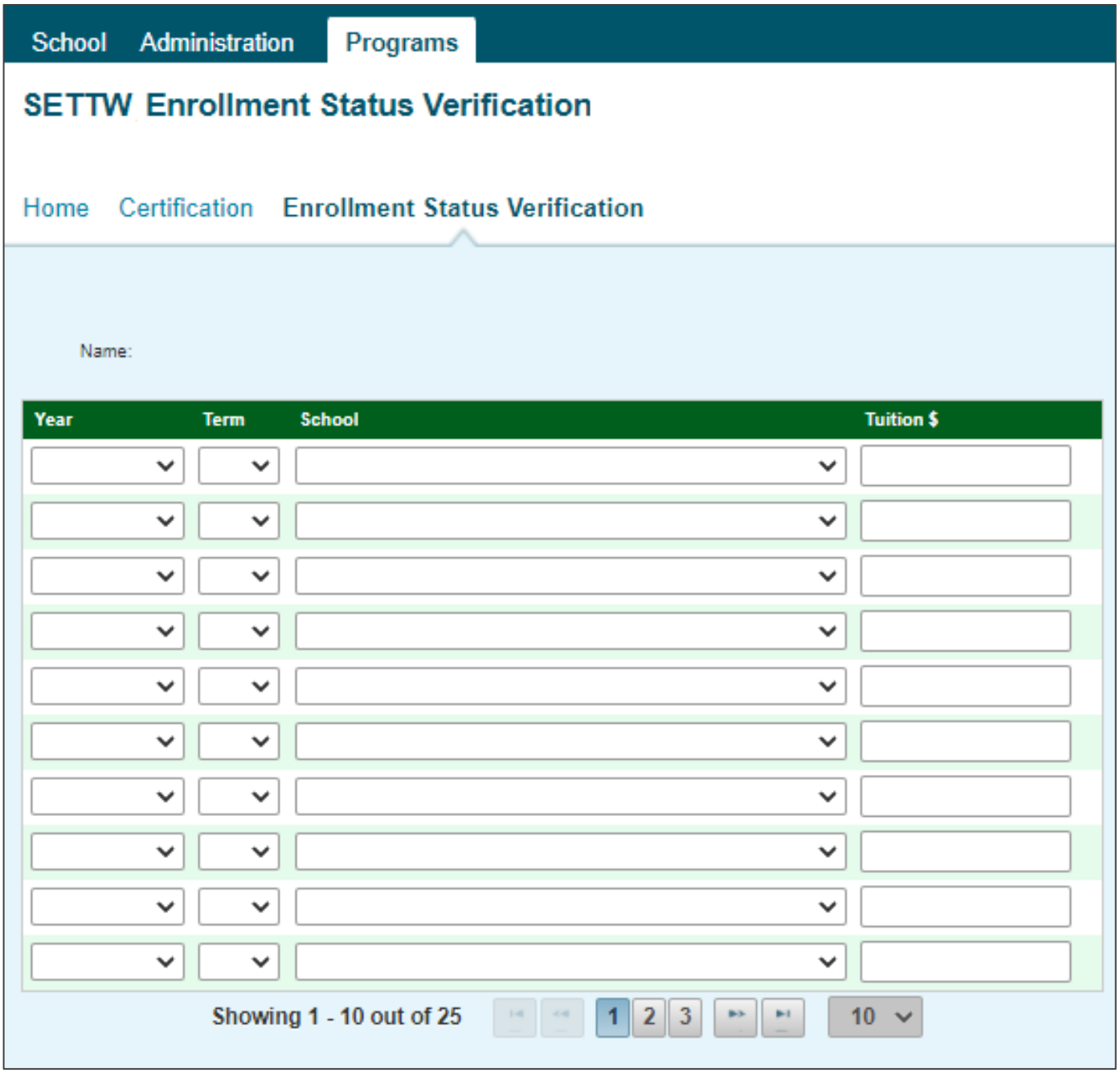
- The date the Enrollment Status Verification was submitted will appear in the upper right-hand corner of the screen

3. SETTW Tuition Waiver Conversion

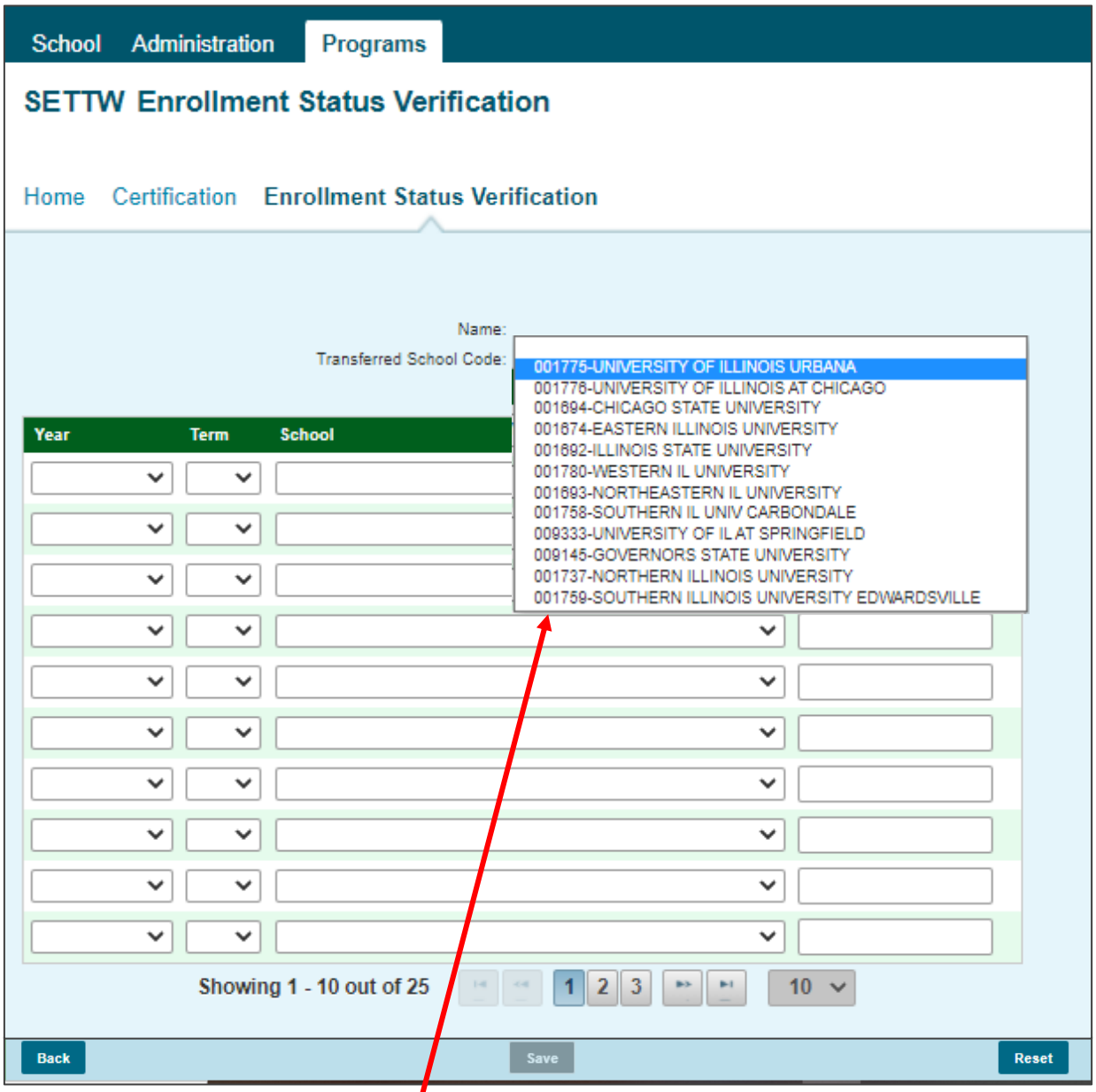
- A Tuition Waiver Conversion (TWC) must be completed for all SETTW recipients who are no longer enrolled. A TWC is not required if the enrollment status is In-School or Cancelled - Not Used for SETTW.
- Click on the icon in the TWC field on the left side of the screen.



SETTW Tuition Waiver Conversion



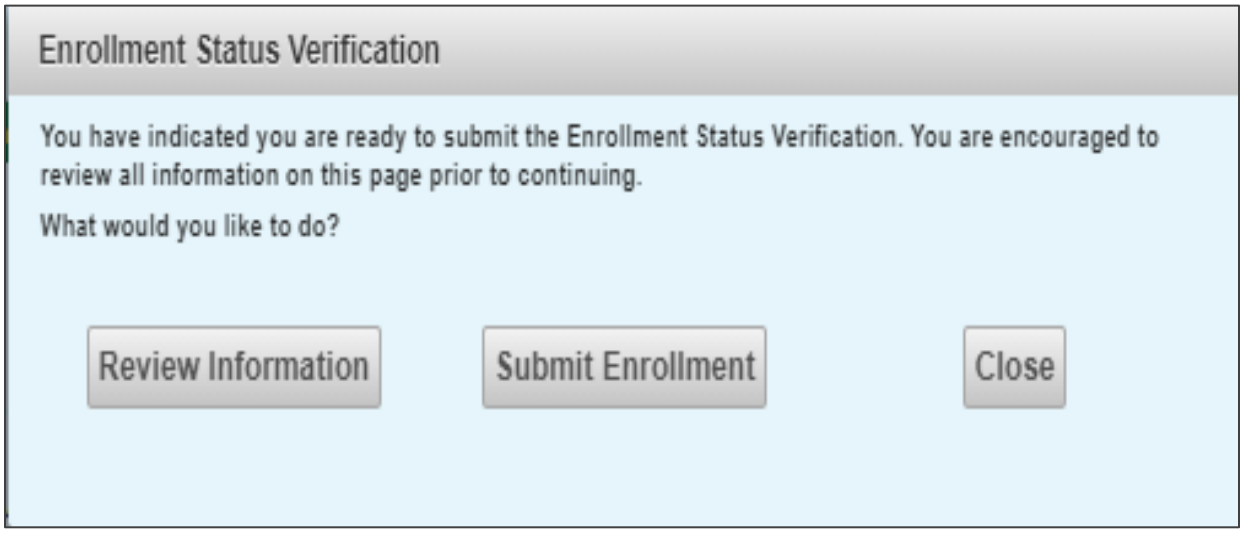
- Select the year, term, college name and enter the tuition amount for each term (by academic year) that the tuition and mandatory fees were waived.



- If the enrollment status code is changed to Transferred, select the school the student "transferred to" in the Transferred School Code drop down list.
- If information was submitted on the previous year's TWC for a student, the data is retained but cannot be edited online by the college. If prior year information needs to be changed, the college needs to contact School Services at ISAC.SchoolServices@illinois.gov.
- Press the <Save> button. If a TWC is not completed, a message will display at the top of the screen. Make the necessary changes and press the <Save> button again.
- **All data entry will be lost if the <Save> button is not pressed prior to closing the TWC screen.**
- Press the <Back> button to return to the Enrollment Status Verification screen.
- Select the <Reset> button to clear the entry and begin again.
- Select the <Save> button if the enrollment status verification and SETTW TWC data is only partially completed.
    - The <Save> button allows the user to return to enter data later. A message will display next to the screen title indicating that the data "Saved Successfully".

4. Submit Enrollment Status Verification and SETTW TWC data to ISAC

- Select the <Submit > button to transmit enrollment status verification and SETTW TWC data. A message will display prompting the user to verify the choice to Review Information or Submit Enrollment data.
  - If <Review Information> is selected, the user will return to the Enrollment Status Verification screen.
  - If <Submit Enrollment> is selected, an error message may display at the top of the screen identifying that required fields are missing information.
  - Add any missing information and press <Save> and then the <Submit Enrollment> again.
  - An error message will display if a TWC is not completed for SETTW recipients who are no longer In- School or Cancelled – Not Used.
  - If <Close> is selected, the user will return to the Enrollment Status Verification screen



- The date that data is submitted to ISAC will display next to the screen title in the upper right-hand corner.
- Online revisions can be made to Enrollment Status Verification and SETTW TWC data only before it is submitted.
  - If information needs to be changed after submission, the college needs to contact School Services at ISAC.SchoolServices@illinois.gov.

* The message “No Data Available” will display if there are no enrollment statuses to verify for a program.

Enrollment Status Verification Screen Fields

Field	Field Type	Definition	Rule
Program Type	Cannot be updated	The program name that applies to the students listed	
Current SSN	Cannot be updated	Last four digits of Students SSN	
Name	Cannot be updated	Pre-populated from the Application information. Last Name, First Name and Middle Initial	
Enrollment Status	Updateable	List of Enrollment Statuses that describe the change from an In-School status. (The <Cancelled – Not Used> Enrollment Status is available in SETTW only.)	Select the appropriate enrollment status from the drop-down box. See enrollment status types for all programs in the chart below.
Effective Date	Updateable from calendar only	The date that the student is no longer at an In-School enrollment status. (e.g., graduation date)	Select the calendar icon then choose the date the enrollment status type changed.

SETTW Tuition Waiver Conversion (TWC) Screen Fields

Field	Field Type	Definition	Rule
Year	Updateable / Drop Down	Year the tuition was waived	Select the year the tuition was waived.
Term	Updateable / Drop Down	Term of the waived tuition. Semester School = 1 (Fall), 2 (Spring) and 3 (Summer)	Select the term from the drop-down box
School	Updateable	College where the SETTW was applied.	Select the college from the drop-down box
Tuition $	Updateable/Numeric	Tuition and mandatory fees amount waived for the term	Enter an amount, decimal points and comma can be entered but no special characters.
Transfer	Updateable	College the student transferred to.	Select the college from the drop-down box

Enrollment Status Verification Codes

Program(s)	Enrollment Status	Effective Date
IOESP	GRADUATED	Required
MTI	DROPPED PROGRAM – ENROLLED	Required
	GRADUATED	Required
	DROPPED PROGRAM - NOT ENROLLED	Required
	IN SCHOOL	Not Required
	LESS THAN HALF-TIME ENROLLED	Required
SETTW	IN SCHOOL	Not Required
	GRADUATED	Required
	DROPPED PROGRAM – ENROLLED	Required
	DROPPED PROGRAM - NOT ENROLLED	Required
	LEAVE OF ABSENCE – APPROVED	Required
	LEAVE OF ABSENCE EXPIRED – RE-ENROLLED IN PROGRAM	Required
	LEAVE OF ABSENCE EXPIRED – NOT RE-ENROLLED IN PROGRAM	Required
	LEAVE OF ABSENCE EXPIRED – NOT RETURNED TO SCHOOL	Required
	LESS THAN HALF-TIME ENROLLED	Required
	CANCELLED - NOT USED	Required - should **not** be used for students that received the waiver in prior year(s)
	TRANSFERRED	Required
	TUITION WAIVER EXPIRED –ENROLLED IN PROGRAM	Required
	TUITION WAIVER EXPIRED – NOT ENROLLED IN PROGRAM	Required
	NOT MAINTAINING SATISFACTORY ACADEMIC PROGRESS	Required
	TUITION WAIVER USED AND CONSENTED TO RELEASE WAIVER – STILL ENROLLED IN PROGRAM	Required
	TUITION WAIVER USED – NO LONGER SEEKING INITIAL TEACHER CERTIFICATION IN SPECIAL EDUCATION	Required