

# BPAC Project – Drop For Non-Payment

## Use Case Name: Update External Payment Plan Information

### Actors:

- Payment Plan Provider System
- ITS Operations Staff

### Goal(s):

- Record students external payment plan information in ISRS

### Preconditions:

- External PPP vendor has produced a file of active students

### Success End Conditions:

- Students that have an Active payment plan are updated for all C/U's in ISRS.

### Normal Course of Events (“Happy Day Scenario”):

Student has an active payment plan contract with a PPP.

Actor Step	The System responds by...
1. PPP (FACTS) System provides a file of student contracts. The file is provided on a daily basis and includes the following information: <ul style="list-style-type: none"><li>a. RCID (Institution)</li><li>b. Year Term (Continuing Education Agreements = YRTR 00000)</li><li>c. Student ID</li><li>d. Student Agreement Number</li><li>e. Student Last and First Name</li><li>f. Current Contract Amount</li><li>g. Current Contract Balance</li><li>h. Effective Date of File</li><li>i. Effective Time of File</li><li>j. PPP Status Code (A-Active, I-Inactive, H-Hold)</li></ul>	
2. ITS Operations Staff runs PPP Student Loader program to retrieve and update PPP student contracts on a daily basis.	

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Actor Step	The System responds by...
3.	<ul style="list-style-type: none"> <li>▶ Copies file from PPP vendor site to MnSCU server</li> <li>▶ Distribute student contract data by Institution/RCID into</li> <li>▶ Identifies new records as Payment Plan Type = FACTS</li> <li>▶ Deletes previous records where Payment Plan Type = FACTS</li> <li>▶ Stores payment plan information</li> </ul>
4. Operations staff reviews script log for errors. No errors found.	
5. Use Case Ends	

### Alternate Course of Events #1:

Operations script has errors

Actor Step	The System responds by...
Replaces step 4 from Normal Course of Events	
4a. Operations staff reviews script log for errors. Errors are detected.	
4b. Operations staff analyzes log to determine source of errors. Errors are corrected and job is resubmitted from start or from restart point.	
Continue step 3 from Normal Course of Events	

### Open Issues/Questions:

	Issue/Question	Date Issue Recorded	Resolution/Answer
1.	<p>What do we do with tech id's from FACTS that aren't in ISRS?</p> <p>The issue would be a Tech ID was valid for the campus but was for the wrong student. Once we get a front end interface to FACTS that won't be an issue. Hopefully the timing would be such that they get payments from FACTS prior to running DFNP so they would already have resolved bad tech id's.</p>	7/12/05	Campuses have very few of these situations and agreed that any problems will be caught in the payment posting process.
2.	Can we get this information from FACTS: Amount paid to FACTS on Contract?	7/20/05	We can get "Current Contract Amount" and "Current Contract Balance" and calculate the "Amount Paid on Contract"

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## Use Case Name: Update Payment Plan Information

### Actors:

- C/U Staff

### Goal(s):

- Student payment plan contract information (both external and internal plans) is accurately identified in ISRS.

### Preconditions:

- Security AR\_29H to record and update payment plan information

### Success End Conditions:

- ISRS.

### Normal Course of Events (“Happy Day Scenario”):

Student establishes a Payment Plan Contract with College or University for a specified Term

Actor Step	The System responds by...
1. C/U staff enters student Tech ID or SSN	Retrieves student name and displays fields for input: <ul style="list-style-type: none"><li>- YRTR (required)</li><li>- Payment Plan Type (required)</li><li>- PPP Status Code (required)</li><li>- Current Contract Amount (optional)</li><li>- Comments (optional)</li></ul>
2. C/U Staff verifies student name and records payment plan information: <ul style="list-style-type: none"><li>- YRTR</li><li>- Payment Plan Type = Internal</li><li>- PPP Status Code = 'A' Active</li><li>- Current Contract Amount</li><li>- Comments</li></ul>	► Stores New Record: <ul style="list-style-type: none"><li>- Student Tech id</li><li>- YRTR</li><li>- Payment Plan Type</li><li>- PPP Status Code</li><li>- Current Contract Amount</li><li>- Comments</li><li>- USERID</li><li>- Update Timestamp</li></ul>
3. Use Case Ends	

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## Alternate Course of Events #1:

C/U is notified that a student has established a Payment Plan Contract with FACTS after File is received from FACTS (after File Timestamp) AND Drop for Non Payment process will be run before a new file is received from FACTS.

Actor Step	The System responds by...
Replaces step 2 from Normal Course of Events (“Happy Day Scenario”)  2a. C/U Staff verifies student name and records payment plan information: <ul style="list-style-type: none"> <li>- YRTR</li> <li>- Payment Plan Type = FACTS</li> <li>- PPP Status Code = ‘A’ Active</li> <li>- Current Contract Amount</li> <li>- Comments</li> </ul>	Stores New Record <ul style="list-style-type: none"> <li>- Student Tech id</li> <li>- YRTR</li> <li>- Payment Plan Type</li> <li>- PPP Status Code</li> <li>- Current Contract Amount</li> <li>- Comments</li> <li>- USERID</li> <li>- Update Timestamp</li> </ul>
2b. Use Case Ends	

## Alternate Course of Events #2:

Student’s Payment Plan Contract with FACTS is terminated after File is received from FACTS (after File Timestamp) AND Registration Cancellation for Non Payment process will be run before a new file is received from FACTS OR Student’s Payment Plan Contract with C/U is terminated.

Actor Step	The System responds by...
Replaces step 1 from Normal Course of Events (“Happy Day Scenario”)  1a. C/U Staff retrieves student for the specified term.	<ul style="list-style-type: none"> <li>▶ Retrieves student name and payment plan information</li> <li>▶ Allows updates to PPP Status Code. Remaining fields are display only.</li> </ul>
1b. C/U staff updates PPP Status Code = ‘T’ Terminated and records comment.	<ul style="list-style-type: none"> <li>▶ Updates Current Record:                             <ul style="list-style-type: none"> <li>- PPP Status Code</li> <li>- Comments</li> <li>- USERID</li> <li>- Update Timestamp</li> </ul> </li> </ul>
1c. Use Case Ends	

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### Alternate Course of Events #3:

The student information received from FACTS is not complete (bad data). NOTE: This is caused by paper agreements that FACTS receives where the name is not entered on the paper form properly, or in the right place on the form. Agreements done via e-Cashier do not have this problem.

Actor Step	The System responds by...
Replaces step 1 from Normal Course of Events (“Happy Day Scenario”)  1a. C/U Staff retrieves list of students with FACTS payment plans for a specified term	► Retrieves all students where Payment Plan Type = FACTS for the specified term.
1b. C/U staff reviews list and identifies incomplete student information: - No Student Name - Student Tech ID less than 8-digits	
1c. Determines correct information and update the record in ISRS and FACTS system.	Stores information.
1d. Use Case Ends	

### Open Issues/Questions:

	Issue/Question	Date Issue Recorded	Resolution/Answer
1.	Do we need a report on the payment plans?	7/14/05	no
2.	What security group should Payment Plan Maintenance be in? Deferments, Billing or new group? Do we need a view only level?	7/14/05	New Group AR_29M
3.	Can YRTR and PPP Type be modified or should the record be ‘T’ terminated and a new record entered?	7/14/05	Since this data will be only FACTS data, we will allow campuses to <del>delete or</del> update as needed since the new data will be overwritten daily.

# BPAC Project – Drop For Non-Payment

## Use Case Name: View Payment Plan Information

**Actors:**

- C/U Staff

**Goal(s):**

- View payment plan information in ISRS

**Preconditions:**

- Security AR\_29L to View Payment Plan Information

**Success End Conditions:**

- Students that have a payment plan records are retrieved based on input parameters.

**Normal Course of Events (“Happy Day Scenario”):**

Payment plan is retrieved

Actor Step	The System responds by...
1. C/U Staff retrieves and views list of students that have payment plan information in ISRS. Retrieve options include: <ul style="list-style-type: none"> <li>• Student Tech ID</li> <li>• Student Name</li> <li>• YRTR</li> <li>• Payment Plan Type</li> <li>• Status Code</li> </ul>	<ul style="list-style-type: none"> <li>▶ Retrieves applicable records.</li> <li>▶ Screen uses sort buttons at the top of each column.</li> <li>▶ Information displayed includes:                             <ul style="list-style-type: none"> <li>- Student tech id</li> <li>- Student name</li> <li>- Contract YRTR</li> <li>- Payment Plan Type</li> <li>- Contract Amount</li> <li>- Contract Balance</li> <li>- PPP Contract Payment (calc: Contract Amount less Contract Balance)</li> <li>- Status Code (A - Active, I- Inactive or H-Hold, T - Terminated)</li> <li>- Comments</li> <li>- File Timestamp (date and time)</li> <li>- User ID</li> <li>- Totals on Amounts (bottom of screen)</li> </ul> </li> </ul>
2. Use case ends	

**Open Issues/Questions:**

	Issue/Question	Date Issue Recorded	Resolution/Answer
1.	What Security group? AR_02 is Query.	7/14/05	AR_29L
2.	“Current Contract Balance” will be available but do you want it displayed?	7/14/05	Current Contract amount
3.	Any other information needed to be displayed?	7/14/05	Totals and Comments

# BPAC Project – Drop For Non-Payment

## Use Case Name: Select Candidates for Registration Cancellation for Non-Payment

### Actors:

- C/U Staff

### Goal(s):

- Identify students that are candidates to be dropped for non payment.

### Preconditions:

- Security AR\_01H to update YRTR Calendar
- Security AR\_30H to request list of candidates

### Success End Conditions:

- An accurate list of Registration Cancellation for non payment candidates is available for review.

### Normal Course of Events (“Happy Day Scenario”):

Student has not paid tuition and fees for a term by C/U’s Registration Cancellation for Nonpayment Date. Student has not met any approved condition (described in alternate below).

Actor Step	The System responds by...
1. C/U staff establishes the C/U’s Registration Cancellation for Nonpayment Date in the YRTR Calendar using Date Type ‘0036’.	<ul style="list-style-type: none"><li>▶ verifies that the Registration Cancellation for Non Payment Date is no later than:<ul style="list-style-type: none"><li>– No requirement &lt;20073</li><li>– 6th business day after the start of the terms &gt;= 20073.</li></ul></li><li>▶ stores Registration Cancellation for Nonpayment date in the YRTR Calendar</li></ul>

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Actor Step	The System responds by...
<p>2. C/U staff runs a program to produce a list of candidates to be dropped for nonpayment. (This list request can be run prior to the Registration Cancellation for Nonpayment Date so it can be reviewed early in the process)</p>	<ul style="list-style-type: none"> <li>▶ Deletes prior list of Registration Cancellation candidates where drop Y/N? = ‘Y’</li> <li>▶ Evaluates Registration Cancellation candidates where Drop Y/N = ‘N’ to determine if they are still a candidate.               <ul style="list-style-type: none"> <li>a. If student is still a Registration Cancellation candidate, record is maintained and Drop Y/N? = ‘N’</li> <li>b. If student is no longer a Registration Cancellation candidate, record is deleted.</li> </ul> </li> <li>▶ identifies student with a balance due for tuition and fees in the YRTR               <ul style="list-style-type: none"> <li>a. Student is defined as being enrolled for specified YRTR in at least one CRHR Course.</li> <li>b. Tuition and fees defined as Object Codes where Object Subtype = ‘31’ Tuition and Fees (<b>See “Tuition and Fees for DFNP” document</b>)</li> <li>c. Balance due defined as:                   <ul style="list-style-type: none"> <li>1. More than 85% of total Tuition and Fees (defined in b.) is still owed for the YRTR.                       <ul style="list-style-type: none"> <li>a. 15% paid on account can be from any combination of: payments, waivers, financial aid, third party or scholarships, payments to external PPP.</li> <li>b. <b>If student is within \$25 of meeting the 15% paid, student will NOT be DFNP.</b></li> </ul> </li> </ul> </li> </ul> </li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>2. <b>Has not made a \$300 down payment to Tuition and Fees.</b></li> </ul>
<p>3.</p>	<p>verifies student has not applied for financial aid (Alternate #1) OR</p>
<p>4.</p>	<p>verifies student does not have an active PPP(external) payment plan (Alternate #2) OR</p>
<p>5.</p>	<p>verifies student is not authorized to receive payment from third party (Alternate #3) OR</p>
<p>6.</p>	<p>verifies student is not authorized to receive a scholarship (Alternate #4) OR</p>

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Actor Step	The System responds by...
7.	<p>verifies student's tuition and fees have not been deferred for exceptional circumstances (Alternate #5) OR</p>
8.	<p>verifies student is not enrolled in the Post Secondary Enrollment Options (PSEO) program (Alternate #6) OR</p>
9.	<p>verifies student is not an International student with an I-20 <b>or DS20.19</b> on file (Alternate #7)</p>
10.	<p>Return list of candidates to be dropped. List includes:</p> <ul style="list-style-type: none"> <li>▶ Student Tech Id</li> <li>▶ <b>Last 4 digits of SSN</b></li> <li>▶ Student Name</li> <li>▶ YRTR (header)</li> <li>▶ <b>Total Term Payments</b></li> <li>▶ <b>Total Term Tuition and Fee Charges</b></li> <li>▶ <b>Total Term Payments Made to Tuition and Fees – (Sum of : payments, waivers, financial aid, third party or scholarships, payments to external PPP)</b></li> <li>▶ <b>Tuition and Fees Balance Due (<i>Total Tuition and Fee Charges less Total Payments Made to Tuition and Fees</i>)</b></li> <li>▶ <b>Payment Percent (<i>Total Payments Made to Tuition and Fees divided by Total Tuition and Fee Charges</i>)</b></li> <li>▶ <b>Student Home Campus</b></li> <li>▶ <b>Student has Housing assignment</b></li> <li>▶ <b>FACTS (Y/N Indicator)</b></li> <li>▶ <b>Non Resident with no special rate (Y/N Indicator)</b></li> <li>▶ Drop Y/N = "Y"</li> </ul> <p>Note:  <b>Black Items = Reflects data as of the time the Candidate list is created</b>  <b>Brown Items = Reflects data as of the time the records are retrieved into candidate list screen.</b></p>

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Actor Step	The System responds by...
11.	Create a report of students who pass either of the following FA edits. Note: The following students are NOT DROPPED for the reasons mentioned <ul style="list-style-type: none"><li>▶ Name</li><li>▶ Tech Id</li><li>▶ Messages<ul style="list-style-type: none"><li>▪ Remote ISIR with remote enrollment</li><li>▪ Remote ISIR with degree applicable course enrollment</li><li>▪ Remote ISIR with partner course enrollment</li></ul></li></ul>
12. C/U Staff receives list via ISRS screen of candidates to be dropped for non payment.	

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## Alternate Course of Events #1:

Student has not paid tuition and fees for a term by C/U's Registration Cancellation for Nonpayment Date. Student has applied for financial aid grants and loans.

Actor Step	The System responds by...
Replaces step 3 from Normal Course of Events ("Happy Day Scenario")	<ul style="list-style-type: none"> <li>▶ Verifies that the student has applied for grants and loans for specified term at C/U. Having applied is defined as:               <ul style="list-style-type: none"> <li>▶ Financial Aid Student defined as:                   <ol style="list-style-type: none"> <li>1. Student has an ISIR on file at the C/U with enrollment.</li> <li>2. Student has ISIR on file with no enrollment and has enrollment at a remote C/U AND Enrollment is in a partner course OR C/U with ISIR has marked remote enrollment as degree applicable</li> <li>3. Student has enrollment, no ISIR on file AND Has enrollment at remote C/U with ISIR on file</li> </ol> </li> </ul> </li> <li>▶ student is not included on list of candidates to be dropped for nonpayment</li> </ul>
Use case ends	

## Alternate Course of Events #2:

Student has not paid tuition and fees for a term by C/U's Registration Cancellation for Nonpayment Date. Student is on an approved external PPP Payment Plan.

Actor Step	The System responds by...
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## BPAC Project – Drop For Non-Payment

Actor Step	The System responds by...
<p>Replaces step 4 from Normal Course of Events (“Happy Day Scenario”)</p>	<ul style="list-style-type: none"> <li>▶ verifies that the student is on a external Payment Plan for the specified term. Uses <b><i>Record and Update Payment Plan Information</i></b></li> <li>▶ <b>If Status code = A, student is not included on list of candidates to be dropped for nonpayment</b></li> </ul> <p><b>Or</b></p> <p><b>Status Codes = I or H</b></p> <p>Calculates PPP Contract Payment (calc: <b><i>Contract Amount</i></b> less <b><i>Contract Balance</i></b>)</p> <p>Determines amount paid to Tuition and Fees:</p> <ul style="list-style-type: none"> <li>a. PPP Contract Payment plus any other payment (<b>not including payments already posted from PPP where USERID = PPP FILE</b>) is <b>&gt;= 15% within \$25 or at least \$300</b> of Total Tuition and Fee Charges student <b>IS NOT</b> included on list of candidates to be dropped for nonpayment</li> <li>b. PPP Contract Payment plus any other payment (<b>not including payments already posted from PPP where USERID = PPP FILE</b>) /eligible scholarship/TP award/deferment is <b>&lt; 15% within \$25 or &lt; \$300</b> of Total Tuition and Fee Charges, student <b>IS</b> included on list of candidates to be dropped for nonpayment</li> </ul>
Use case ends	

## BPAC Project – Drop For Non-Payment

### Alternate Course of Events #3:

Student has not paid tuition and fees for a term by C/U's Registration Cancellation for Nonpayment Date. Student has submitted a Third Party Payment authorization to C/U.

Actor Step	The System responds by...
Replaces step 5 from Normal Course of Events ("Happy Day Scenario")	<ul style="list-style-type: none"> <li>▶ verifies that the student has a Third Party award recorded in ISRS for the specified term. This is defined as having a record in the AWARD table – status not cancelled. <b>Estimated (Status = 02) is a valid award.</b></li> <li>▶ verifies that the award restrictions include defined tuition and fees.</li> <li>▶ Determines amount paid to Tuition and Fees:               <ol style="list-style-type: none"> <li>a. TP Awards plus any other payment is <math>\geq 15\%</math> <b>within \$25 or <math>\geq</math> \$300</b> of Total Tuition and Fee Charges student <b>IS NOT</b> included on list of candidates to be dropped for nonpayment</li> <li>b. TP Awards plus any other payment (PPP payment or posted)/eligible scholarship/deferment is <math>&lt; 15\%</math> <b>within \$25 or <math>&lt;</math> \$300</b> of Total Tuition and Fee Charges, student <b>IS</b> included on list of candidates to be dropped for nonpayment</li> </ol> </li> </ul>
Use case ends	

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### Alternate Course of Events #4:

Student has not paid tuition and fees for a term by C/U's Registration Cancellation for Nonpayment Date. C/U has received advance payment of a scholarship or a scholarship notice to cover tuition and fees.

Actor Step	The System responds by...
Replaces step 6 from Normal Course of Events ("Happy Day Scenario")	<ul style="list-style-type: none"> <li>▶ verifies that the student has a Scholarship award recorded in ISRS for the specified term. This is defined as having a record in the AWARD table – status not cancelled <b>Estimated (Status = 02) is a valid award.</b></li> <li>▶ verifies that the award restrictions include tuition and fees.</li> <li>▶ Determines amount paid to Tuition and Fees:               <ol style="list-style-type: none"> <li>a. Scholarship Awards plus any other payment is <math>\geq 15\%</math> <b>within \$25 or <math>\geq</math> \$300</b> of Total Tuition and Fee Charges student <b>IS NOT</b> included on list of candidates to be dropped for nonpayment</li> <li>b. Scholarship Awards plus any other payment is <math>&lt; 15\%</math> <b>within \$25 or <math>&lt;</math> \$300</b> of Total Tuition and Fee Charges, student <b>IS</b> included on list of candidates to be dropped for nonpayment</li> </ol> </li> </ul>
Use case ends	

## BPAC Project – Drop For Non-Payment

### Alternate Course of Events #5:

Student has not paid tuition and fees for a term by C/U's Registration Cancellation for Nonpayment Date. C/U has deferred tuition and fees for exceptional circumstances.

Actor Step	The System responds by...
Replaces step 7 from Normal Course of Events ("Happy Day Scenario")	<ul style="list-style-type: none"> <li>▶ verifies that the student has a deferment in ISRS for specified YRTR.</li> <li>▶ Verifies the deferment applies to tuition and fee balances. Example: If deferment is limited to Housing Object code or cost center, it should not be considered a valid deferment for this process.</li> <li>▶ Determines amount paid to Tuition and Fees:               <ol style="list-style-type: none"> <li>a. Deferment plus any other payment is <math>\geq</math> 15% <b>within \$25 or <math>\geq</math> \$300</b> of Total Tuition and Fee Charges student <b>IS NOT</b> included on list of candidates to be dropped for nonpayment</li> <li>b. Deferment plus any other payment is <math>&lt;</math> 15% <b>within \$25 or <math>&lt;</math> \$300</b> of Total Tuition and Fee Charges, student <b>IS</b> included on list of candidates to be dropped for nonpayment</li> </ol> </li> </ul>
Use case ends	

### Alternate Course of Events #6:

Student has not paid tuition and fees for a term by C/U's Registration Cancellation for Nonpayment Date. Student is enrolled in the PSEO Program.

Actor Step	The System responds by...
Replaces step 8 from Normal Course of Events ("Happy Day Scenario")	<ul style="list-style-type: none"> <li>▶ verifies that the student has a PSEO Admissions status for the specified YRTR.</li> <li>▶ student is not included on list of potential students to be dropped for nonpayment</li> </ul>
Use case ends	

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## Alternate Course of Events #7:

Student is an International student and has shown ability to pay.

Actor Step	The System responds by...
Replaces step 9 from Normal Course of Events (“Happy Day Scenario”)	<ul style="list-style-type: none"> <li>▶ Verifies that the student is an International student and has an ACTIVE I-20 on file with the institution.</li> <li>▶ Verifies that the student is an International student and has an ACTIVE DS 20.19 on file with the institution.</li> <li>▶ <b>If Current date &lt; Date type 0033</b> BEGIN_DATE for the specified term, students that are placed on the candidate list update the Drop Flag = 'N' and reason code = 'Intl Student'</li> <li>▶ <b>If Current date &gt;= Date type 0033</b> BEGIN_DATE for the specified term, students that were previously on the candidate where Drop Flag = N and drop reason = 'Intl Student' and are still a candidate, change Drop Flag = Y and remove drop reason code.</li> </ul>
Use case ends	

## Open Issues/Questions:

	Issue/Question	Date Issue Recorded	Resolution/Answer
1.	What Security is required for this process?	7/14/05	AR_30H
2.	Pay priority should be administered in payoff screen and on web.	7/21/05	This was recorded as an incident in RNT.

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	Issue/Question	Date Issue Recorded	Resolution/Answer
3.	Admissions status cannot be end dated until a new admissions status is identified.	7/21/05	<p>Note sent to Michelle: Michelle - this came up as an issue by our BPAC task force and when they explained it, I understood but now I don't. There comment was that "<i>Admissions status cannot be end dated until a new admissions status is identified</i>". I think this was a concern because a student might have been a PSEO and because the record isn't end dated, it makes it harder to catch to update if they enroll after previously being a PSEO. If they had end dated it right away when they enrolled as a PSEO, when they came back the following year, a new record would be required to be entered.</p> <p>This is an issue for us because PSEO students will not be dropped for non payment.</p>
4.	FA0040CP - gives number of ISIR students not at status 970	7/21/05	Data has been loaded in a central table that will give us the information we need on FA statuses. We can review this in October when we have a two day meeting.
5.	<p>PPP Contract Payment plus any other payment is &lt; 15% of Total Tuition and Fee Charges, student <b>IS</b> included on list of candidates to be dropped for nonpayment</p> <p>Open Issue: Example</p> <ul style="list-style-type: none"> <li>■ Student bal due tuition and fees = \$1000</li> <li>■ PPP Payment plan payment amt = \$75</li> <li>■ Payment posted in ISRS = \$75 (could or could not be PPP payment)</li> <li>■ Student will not be dropped. All forms of payment = \$150 (15% of tuition and fees)</li> </ul>	9/26/05	It was decided that if a student has an ACTIVE Payment Plan contract with an external provider, the student should not be DFNP. If the student's status is Hold or Inactive, they must meet the minimum down payment requirement.
6.	Question: Should awards be considered when Status = 02 "Estimated"? Aid Applied will not process estimated awards.	9/26/05	Estimated awards will only get updated to accepted for awards that are packaged which means they have an ISRS. TP and Scholarship estimated awards will not automatically change to actual awards so they cannot be (02) estimated to be considered in DFNP process.
7.	Open Issues: How do we identify? Student with Consortium agreement Student with Common Market Agreement	9/26/05	This will be discussed further at Oct 25-26 Finance BPAC Task Force meeting.

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	Issue/Question	Date Issue Recorded	Resolution/Answer
8.	Student has a PSEO Admissions status – do we use only 21 or both 21 and 22? 21 – PSEO or any high school where DOE, HS or contract is paying 22 – HS student – summer courses or only in courses hat are NOT reimbursed by DOE, HS or contract	9/26/05	Only status 21 should be used to exempt student from DFNP.
9.	Do we want a report – review raja’s report created by the AR2516CB - Student Drop List	9/26/05	Remove Write Off column. Everything else looks good.

# BPAC Project – Drop For Non-Payment

## Use Case Name: Update List of Potential Students to be Dropped

### Actors:

- C/U Staff

### Goal(s):

- Update list of students identified to be dropped to remove students that should not be dropped for non payment.

### Preconditions:

- Security to Update list of candidates AR\_30H
- Security to View list of candidates AR\_02

### Success End Conditions:

- C/U Staff removes any students that should not be dropped for non payment.

### Normal Course of Events (“Happy Day Scenario”):

A student is on the list to be dropped for non payment that should not be dropped.

Actor Step	The System responds by...
1. C/U staff retrieves list of candidates to be dropped for non payment.	► Returns list of students to be dropped for non payment Uses <b>Select Candidates for Registration Cancellation for Non Payment</b> use case.
2. <ul style="list-style-type: none"> <li>► C/U Staff reviews list and identifies a student that should not be dropped for non payment. “Drop Y/N?” is changed to “N”.</li> <li>► Identifies reason for not dropping student (<b>required</b>)               <ul style="list-style-type: none"> <li><b>01 Pending Tuition Waiver</b></li> <li><b>02 Housing Deferral</b></li> <li><b>03 Pending Financial Aid</b></li> <li><b>04 Pending Third Party</b></li> <li><b>05 Recent Registration</b></li> <li><b>06 Consortium Agreement</b></li> <li><b>07 Common Market Agreement</b></li> <li><b>08 Non Supported External Payment Plan</b></li> <li><b>09 International Student</b></li> <li><b>10 Veterans Benefits</b></li> </ul> </li> </ul>	► System stores update and records USERID.

## BPAC Project – Drop For Non-Payment

### Open Issues/Questions:

	Issue/Question	Date Issue Recorded	Resolution/Answer
1.	What security is needed for this process?	07/14/05	AR_30H
2.	What is default on list of potential drops? Y – Yes or N-No	07/14/05	Yes
3.	Is reason required? If so, is it a comment or predefined list of reasons? What are the valid reasons to use this process?	10/14/05	Reason is required to comply with policy. Reasons defined in Use Case.
4.	When regenerating the list, process will: 1. Delete prior list of drop candidates where drop Y/N? = 'Y' 2. Keep drop candidates where drop Y/N = 'N' 3. Run Program to create new list. 4. Students where drop Y/N? = 'N' display as 'N' but allow update to change to 'Y' 5. Delete Students where drop Y/N? = 'N' if they are no longer a drop candidate.	8/15/05	Added to Use Case: Select Candidates for Registration Cancellation for Non-Payment

# BPAC Project – Drop For Non-Payment

## Use Case Name: Registration Cancellation Students for Non Payment

### Actors:

- C/U Staff

### Goal(s):

- Drop students from applicable courses that have not met “Paid in Full” as defined in procedure 5.12.6

### Preconditions:

- Security AR\_31L to run Registration Cancellation for Non Payment Audit program.
- Security AR\_31H to run Registration Cancellation for Non Payment Update program.

### Success End Conditions:

- Students courses are dropped for specified YRTR.

### Normal Course of Events (“Happy Day Scenario”):

Students’ courses are dropped for the YRTR that they have not paid at least 25%.

Actor Step	The System responds by...
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## BPAC Project – Drop For Non-Payment

Actor Step	The System responds by...
<p>1. C/U staff runs program in Audit mode to drop for non payment for the specified term (<i>DFNP 3GL Driver</i>). On the Report menu in ISRS, Audit Mode is a separate program choice from Update Mode.</p>	<ul style="list-style-type: none"> <li>▶ Retrieves “Registration Cancellation Candidates” for the specified YRTR and Drop Y/N indicator = ‘Y’ and drop timestamp is null</li> <li>▶ Tuition is recalculated for students that are identified as needing a calc</li> <li>▶ Verifies student is still eligible to be dropped (call the candidate list program)</li> <li>▶ Identifies courses to be dropped – credit courses including courses for 0 credits</li> <li>▶ Produces Dropped for NON Payment Audit Report listing results if program was run in update mode:               <ul style="list-style-type: none"> <li>- YRTR</li> <li>- Student Tech ID</li> <li>- Student Name</li> <li>- Number of Dropped Grad Credits</li> <li>- Number of Dropped Undergrad Credits</li> <li>- Amount of Dropped Charges</li> <li>- Balance Due after Dropped Charges</li> <li>- TOTAL Number of Dropped Grad Credits</li> <li>- TOTAL Number of Dropped Undergrad Credits</li> <li>- TOTAL Number of Students Dropped</li> <li>- TOTAL Number of FYE Students Dropped</li> <li>- TOTAL Amount of Dropped Charges</li> </ul> </li> <li>▶ Create a report of students who pass either of the following FA edits. Note: The following students are NOT DROPPED for the reasons mentioned               <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Tech Id</li> <li>○ Messages                   <ul style="list-style-type: none"> <li>▪ Remote ISIR with remote enrollment</li> <li>▪ Remote ISIR with degree applicable course enrollment</li> <li>▪ Remote ISIR with partner course enrollment</li> </ul> </li> </ul> </li> </ul>

## BPAC Project – Drop For Non-Payment

Actor Step	The System responds by...
2. Campus staff reviews report for accuracy and runs report in Update Mode	<ul style="list-style-type: none"> <li>▶ Retrieves “Registration Cancellation Candidates” for the specified YRTR and Drop Y/N indicator = ‘Y’</li> <li>▶ Tuition is recalculated for students that are identified as needing a calc</li> <li>▶ Verifies student is still eligible to be dropped (calls Candidate List Program)</li> <li>▶ Identifies courses to be dropped – credit courses including courses for 0 credits</li> <li>▶ sends the following information to the Registration Engine                             <ul style="list-style-type: none"> <li>- YRTR</li> <li>- Courses to be dropped</li> <li>- add/drop indicator = ‘D’</li> <li>- Backdate drop if after Obligation Date</li> <li>- Record reason “Drop for Non Payment”</li> </ul> </li> <li>▶ Drops all credit courses student is enrolled in for the YRTR</li> <li>▶ Overrides Registration Holds</li> <li>▶ Calc will drop charges/fees</li> <li>▶ Produces Dropped for Non Payment Report listing results (same as audit mode report).</li> <li>▶ Report includes any errors: registration edits, tuition calc errors, lock conflicts and identifies students with a registration hold (Hold Code)</li> </ul>
3. Campus staff reviews Dropped for Non Payment Report and takes any necessary course of action such as removing invalid registration holds or correcting errors.	

### Open Issues/Questions:

	Issue/Question	Date Issue Recorded	Resolution/Answer
1.	Are there any limitations on which courses to drop?	7/14/05	All Credit Courses
2.	What security is needed for this process?	7/14/05	AR_31L and AR_31H
3.	If you run Registration Cancellation for Nonpayment program after Total Obligation date, does the drop effective date get backdated so student is not obligated for dropped courses?	7/14/05	Back date drop

## BPAC Project – Drop For Non-Payment

	<b>Issue/Question</b>	<b>Date Issue Recorded</b>	<b>Resolution/Answer</b>
4.	<p>What issues or rules do we have because of timing to get thru potential list? i.e., student paid before process was run, signed up for financial aid or payment plan, etc.</p> <ul style="list-style-type: none"> <li>○ Turn off registration when running process.</li> <li>○ Turn off payment?</li> <li>○ On line courses - (same day as dropping)?</li> </ul>	7/14/05	<p>It was decided not to include a grace period. Program can create the list a number of days before actual drop program is run. Because the drop program will remove any ineligible candidates but will not add new drop candidates that have registered but not paid since list was created, campuses can incorporate this into their process which will in essence grant a grace period.</p>

# BPAC Project – Drop For Non-Payment

## Use Case Name: Tuition and Fee Prepayment

### Actors:

- Student
- C/U Staff
- US Bank

### Goal(s):

- C/U's that offer internal payment plans to their students, must allow the student to make a prepayment via the web

### Preconditions:

- Student has login and password to access information on MNSCU website

### Success End Conditions:

- Prepayment transaction is stored in ISRS and is displayed on bill and student account display.

### Normal Course of Events (“Happy Day Scenario”):

C/U staff chooses to allow students to make a prepayment to tuition and fees via the web.

Actor Step	The System responds by...
1. C/U staff establishes the C/U's "Tuition and Fee Prepayment" date in the YRTR Calendar using Date Type '0037'	▶ Stores "Tuition and Fee Prepayment" dates in the YRTR Calendar
2. C/U staff record "Tuition and Fee Prepayment" information (REF ID 99903)	▶ Stores Prepayment Ref ID 99903 information
3. <ul style="list-style-type: none"> <li>▶ Students access the <b>My Account</b> menu through the <b>Student</b> tab on the web.</li> <li>▶ Student chooses "Pay Online"</li> </ul>	<ul style="list-style-type: none"> <li>▶ Verifies YRTR where date type 0037 is open</li> <li>▶ Verifies there is an active Tuition and Fee Prepayment (99903)</li> <li>▶ displays option to make a prepayment for these YRTR's</li> </ul>
4. Student chooses Institution and YRTR they want to process prepayment to.	▶ Opens a web page and asks for "Amount of Tuition and Fee Prepayment"
5. Student records amount of prepayment and chooses to process	▶ Takes student to US Bank (USB) web page
6. <ul style="list-style-type: none"> <li>▶ Student enters payment information and processes prepayment</li> <li>▶ USB sends status back to ISRS</li> </ul>	▶ Records prepayment transaction (see transaction rules doc) and processes error messages as it currently works for other on-line payments
7. Student returns to My Account and clicks on "Balance Due by Term"	▶ Displays "Tuition and Fee Prepayment" transaction at the bottom of the "Academic Term Detail" page as "Prepayments not Applied to Your Account"

# BPAC Project – Drop For Non-Payment

## Alternate Course of Events #1:

C/U staff chooses to allow students to make prepayments (not for tuition and fees or housing) via the web.

Actor Step	The System responds by...
<p>1. Replaces step 1 from Normal Course of Events (“Happy Day Scenario”)</p> <p>C/U staff establishes the C/U’s “Miscellaneous Prepayments” date in the YRTR Calendar using Date Type ‘0038’</p>	<ul style="list-style-type: none"> <li>▶ Stores “Miscellaneous Prepayment” dates in the YRTR Calendar</li> </ul>
<p>2. C/U staff identify prepayments that are active and are available on web</p>	<ul style="list-style-type: none"> <li>▶ Stores web prepayments</li> </ul> <p><b>Note: Housing Prepayments (99901 and 99902) are reserved for the Res Life module and cannot be used in this process.</b></p>
<p>3.</p> <ul style="list-style-type: none"> <li>▶ Students access the <b>My Account</b> menu through the <b>Student</b> tab on the web.</li> <li>▶ Student chooses “Pay Online”</li> </ul>	<ul style="list-style-type: none"> <li>▶ Verifies YRTR where date type 0038 is open</li> <li>▶ Identifies prepayments available for institution where student signed into portal</li> <li>▶ Determines if student is enrolled in current or future terms at other institutions and displays prepayments available for these institutions</li> <li>▶ displays prepayments available including YRTR and Description</li> </ul>
<p>4. Student chooses a prepayment from list and clicks on the choice.</p>	<ul style="list-style-type: none"> <li>▶ Opens a web page and asks for “Amount of XXXXXX (Prepayment Description) Prepayment”</li> </ul>
<p>5. Student records amount of prepayment and chooses to process</p>	<ul style="list-style-type: none"> <li>▶ Takes student to US Bank (USB) web page</li> </ul>
<p>6.</p> <ul style="list-style-type: none"> <li>▶ Student enters payment information and processes prepayment</li> <li>▶ USB sends status back to ISRS</li> </ul>	<ul style="list-style-type: none"> <li>▶ Records prepayment transaction (see transaction rules doc) and processes error messages as it currently works for other on-line payments</li> </ul>
<p>7. Student returns to My Account and clicks on “Balance Due by Term”</p>	<ul style="list-style-type: none"> <li>▶ Displays “Tuition and Fee Prepayment” transaction at the bottom of the “Academic Term Detail” page as “Prepayments not Applied to Your Account”. Also displayed is a note describing a prepayment.</li> </ul>

# BPAC Project – Drop For Non-Payment

## Use Case Name: Registration Cancellation for Nonpayment Information on Web

### Actors:

- Student
- C/U Staff

### Goal(s):

- Student is able to easily find the colleges/universities Registration Cancellation for Non Payment policies and can determine if they are a candidate to be dropped

### Preconditions:

- Student has login and password to access information on MNSCU website

### Success End Conditions:

- Various links and messages are appropriately displayed.

### Normal Course of Events (“Happy Day Scenario”):

Student uses MNSCU Registration system to registers for courses and campus has begun web messaging for “Registration Cancellation for Nonpayment” and prior to Registration Cancellation for Nonpayment Date

Actor Step	The System responds by...
1. ➤ C/U Staff creates a web page with information on their Registration Cancellation for Nonpayment rules and stores URL in ISRS	▶ Stores URL to be used in message
2. C/U staff identifies begin and end dates for web messages in YRTR Calendar, Date Type 0039 “Web Messages for RCNP Candidates”  NOTE: This should not be prior to Tuition Calc date (date type 0030) since system cannot evaluate whether student is a drop candidate until charges are on students account.	▶ Stores dates in YRTR_CAL_DATES
3. Student goes to “Welcome to MNSCU XXX Registration System” page.	▶ Displays message at all C/U’s: “Please be advised that effective Fall of 2006, new Minnesota State Colleges & Universities board policy 5.12 Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers, requires that <b>your registered classes shall be dropped</b> from your schedule if you do not meet payment criteria by the published due date. Go to <a href="http://www.xxxxxx">www.xxxxxx</a> for more details”

## BPAC Project – Drop For Non-Payment

Actor Step	The System responds by...
4. Student clicks on www.xxxxxxx.	<ul style="list-style-type: none"> <li>▶ Opens C/U page that displays their Registration Cancellation for Non Payment rules</li> <li>▶ <b>Does not close web portal</b></li> </ul>
5. Student returns to Registration system and continues to register for courses.	
6. Anytime after registering, student selects <b>Balance Due by Term</b> web page OR Student selects <b>Quick Add (Register)</b> OR Student selects <b>View/Modify Class Schedule</b> OR Student completes registration change Or Upon Logout	<ul style="list-style-type: none"> <li>▶ Identifies that current date is between Begin and End date or Date Type 0039 “Web Messages for RCNP Candidates”</li> <li>▶ Determines that current date is &lt; begin date for Date Type 0036 “Registration cancellation for nonpayment”</li> <li>▶ Verifies student is registered in courses for the YRTR and tuition has been calculated.</li> <li>▶ Determines if the student is a candidate to have registration cancelled for the YRTR</li> <li>▶ Appropriate message is displayed with a button to close.               <ol style="list-style-type: none"> <li>1. Student is a candidate to be dropped display <i>“Based on current information, you have not met the financial requirements necessary to remain enrolled after the tuition due date. Go to <a href="http://www.xxxxxxx">www.xxxxxxx</a> for more details”</i></li> <li>2. Student is NOT a candidate to be dropped display <i>“Based on current information, you will remain enrolled in your courses. If you are not planning to attend you must officially withdraw before 5<sup>th</sup> business day of term”</i></li> </ol> </li> </ul>
7. Student clicks OK button	▶ Message disappears

### **Alternate Course of Events #1:**

Student uses MNSCU Registration system to registers for courses and campus has NOT begun web messaging for “Registration Cancellation for Nonpayment”

Actor Step	The System responds by...
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## BPAC Project – Drop For Non-Payment

Actor Step	The System responds by...
<p>Replaces <b>step 6</b> from Normal Course of Events (“Happy Day Scenario”)</p> <p>Anytime after registering, student selects <b>Balance Due by Term</b> web page OR Student selects <b>Quick Add (Register)</b> OR Student selects <b>View/Modify Class Schedule</b> OR Student completes registration change Or Upon Logout</p>	<ul style="list-style-type: none"> <li>▶ Identifies that current date is NOT between Begin and End date or Date Type 0039 “Web Messages for RCNP Candidates” or determines that Date Type 0039 is not in the YRTR Calendar*</li> <li>▶ Does not determine if student is candidate or return any messages</li> </ul>
7 Use Case Ends	

### Alternate Course of Events #2:

Student uses MNSCU Registration system to registers for courses, campus has begun web messaging for “Registration Cancellation for Nonpayment” and student’s registration has been cancelled for nonpayment.

Actor Step	The System responds by...
<p>Replaces <b>step 6</b> from Normal Course of Events (“Happy Day Scenario”)</p> <p>Student selects <b>Balance Due by Term</b> web page OR Student selects <b>Quick Add (Register)</b> OR Student selects <b>View/Modify Class Schedule</b> OR Student completes registration change Or Upon Logout</p>	<ul style="list-style-type: none"> <li>▶ Identifies that current date is between Begin and End date of Date Type 0039 “Web Messages for RCNP Candidates”</li> <li>▶ Determines that current date is &gt;= begin date for Date Type 0036 “Registration cancellation for nonpayment”</li> <li>▶ Determines that student’s courses were cancelled for nonpayment.</li> <li>▶ Displays message with a button to close <i>“You did not meet the financial requirements necessary to remain enrolled after the tuition due date and your registered classes have been cancelled.”</i></li> </ul>
7 Student clicks OK button	▶ Message disappears
Use Case Ends	

# BPAC Project – Drop For Non-Payment

## Use Case Name: FACTS Payment Plan Provider Link

### Actors:

- Student

### Goal(s):

- Student can easily access FACTS website from student web services

### Preconditions:

- Student has login and password to access Student Web Services

### Success End Conditions:

- Link to FACTS website is available from Student Web Services.

### Normal Course of Events (“Happy Day Scenario”):

Student wants to sign up for a FACTS payment plan

Actor Step	The System responds by...
1. Student selects “My Account” web page	Displays a menu to the left “FACTS E-Cashier Payment Plan” using URL the C/U provided.
2. Student selects “FACTS E-Cashier Payment Plan”	Brings them to the appropriate FACTS page.

### Document Change History:

	Author	Date	Description
1.	Teri Welter	7/12/05	Original Draft
2.	Teri Welter	7/25/05	<ul style="list-style-type: none"> <li>- Updated first 4 use cases as for Finance BPAC changes.</li> <li>- Added <b>Alternate Course of Events #3: to Update Payment Plan Information</b> use case based on new information from FACTS.</li> </ul>
3.	Teri Welter	8/16/05	Updated use cases (identified in red) for Finance BPAC task force changes identified at 8/9/05 meeting.
4.	Teri Welter	9/2/05	Updated after feedback and agreed upon procedures with student groups.
5.	Teri Welter	10/14/05	Updated to reflect changes made by Finance BPAC Task Force and changes to procedures (Tim Stoddard).
6.	Teri Welter	11/1/05	Updated to reflect changed made by Finance BPAC Task Force meeting on October 25-26
7.	Kathy Froyland	1/5/2006	Updated to reflect changes made by Finance BPAC Task Force meeting on 1/5/2006.
8.	Teri Welter	2/6/2006	Update programs for International Student – eliminate parameter option and add Financial Aid edits into a report.
9.	Teri Welter	2/16/2006	Update additional Prepayments offered via web.

## BPAC Project – Drop For Non-Payment

	Author	Date	Description
10.	Teri Welter	3/9/2006	a. Changed rule allowing “Estimated Awards” b. Minor changes to RCNP reports, parameters and screen display c. Additional functionality and messages added to use case: <i>Registration Cancellation for Nonpayment Information on Web</i>

### Terms/Definitions:

DFNP - Drop for Non Payment

C/Us - College and Universities

PPP – External Payment Plan Provider

PPP Status Code

- a. A = Active
- b. H = Hold. This is a PPP Hold and is a temporary status. An example would be the student is changing banks or PPP hasn't collected their Enrollment Fee.
- c. I – Inactive. This usually means PPP is having problems getting payments but the contract has not been terminated. Campuses like to keep an eye on these students but they wouldn't drop them yet.
- d. T- Terminated. Used to identify contracts that have been terminated.

Candidate – Students that have been identified by system to be dropped for non-payment.