

ScholarTrack Overview

New Financial Aid Professionals

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March 13, 2025

OVERVIEW

- ▶ ScholarTrack state aid files
- ▶ Credit completion/credit bank reporting
- ▶ Award creation timeline
- ▶ Fast Track
- ▶ ScholarTrack maintenance
- ▶ Recalculation

USING SCHOLARTRACK FILES



INFORMATION FILE

- ▶ Information Files contains all data needed to explain state financial aid award offers.
- ▶ The files can be requested using various filters tailored to a specific request.
- ▶ Multiple ISIR years and award types can be requested.
- ▶ The ability to scheduled reports on a consist basis is a popular feature.
- ▶ All requested files remain stored in ScholarTrack for future reference.

CLAIM FILE

- ▶ Similar to the Information File, the Claim File contains data pertaining to the student's award amount, claim amount, state aid used etc.
- ▶ Contrary to the Information File, the Claim File can be uploaded to the ScholarTrack for the purpose of claiming or receiving payment for the student's state aid.
- ▶ Students will appear on your file if you are listed on any ISIR transaction in any position in a given ISIR/award year.

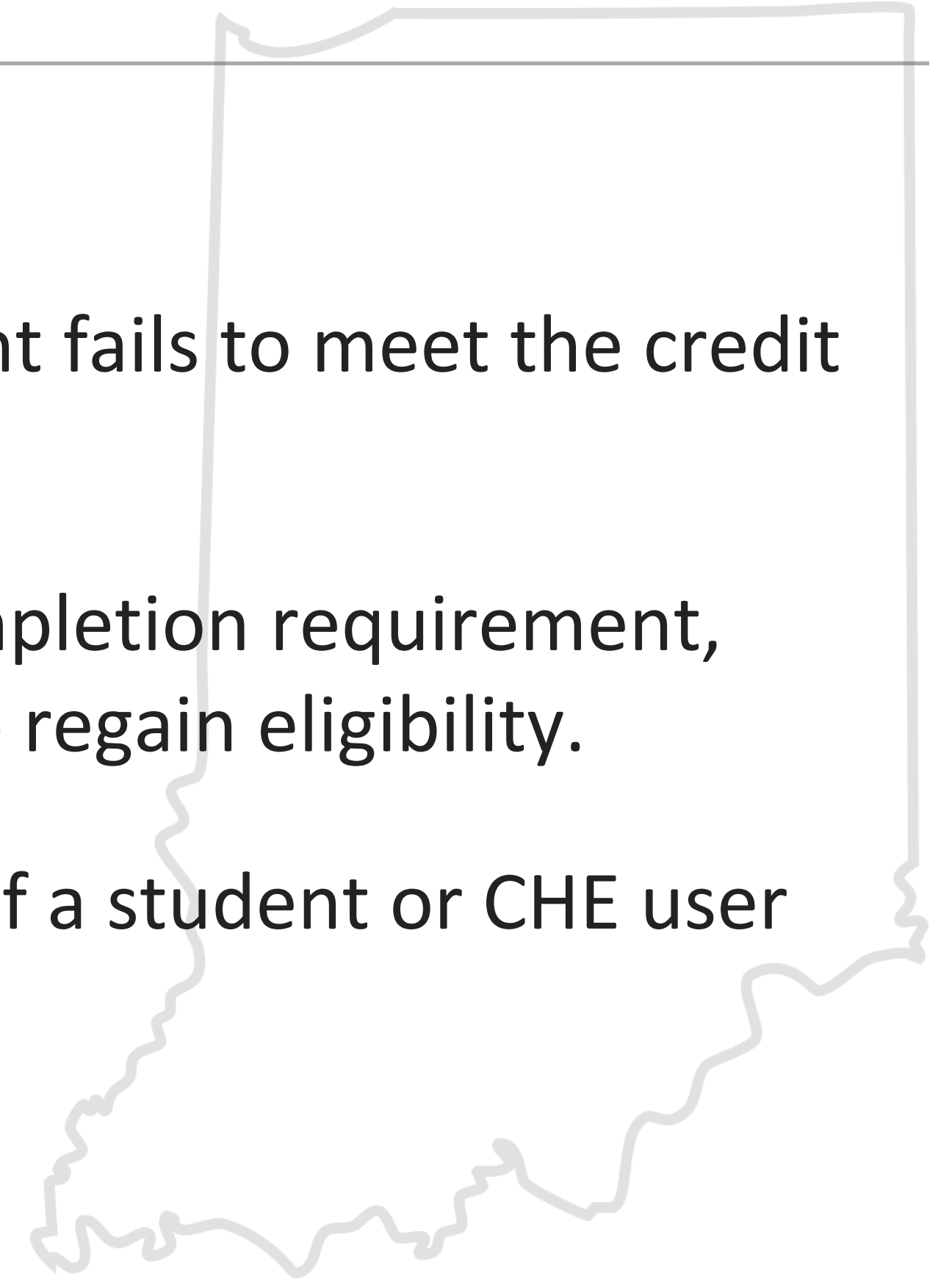
CREDIT COMPLETION FILE

- ▶ Students are added to credit completion files in the following scenarios:
 - ▶ The student used state financial aid at your institution within the last 8 years;
 - ▶ The student or parent entered a request in ScholarTrack to have credit completion data reported;
 - ▶ A CHE User or a College User entered a request in ScholarTrack on the student's behalf to have credit completion data reported.
- ▶ A student will be removed from credit completion files in 3 scenarios:
 - ▶ 8 years pass from the time the student first used state financial aid;
 - ▶ If they used aid before 2013-2014, they have 8 years from the time they first use aid starting in 2017-2018 to use their remaining aid.
 - ▶ The institution reports that the student earned a Bachelor's Degree;
 - ▶ The student has exhausted 4 years of state aid eligibility.



CREDIT BANK FILE

- ▶ Credit bank hours are used to make up the difference in hours if a student fails to meet the credit completion requirement for a particular award.
- ▶ If a student loses eligibility for an award by failing to meet the credit completion requirement, credit bank hours may be used with hours earned in a non-award year to regain eligibility.
- ▶ Students are added to the credit bank file manually by the institution or if a student or CHE user submits a credit bank request in ScholarTrack.



REPORTING CREDIT COMPLETION/CREDIT BANK

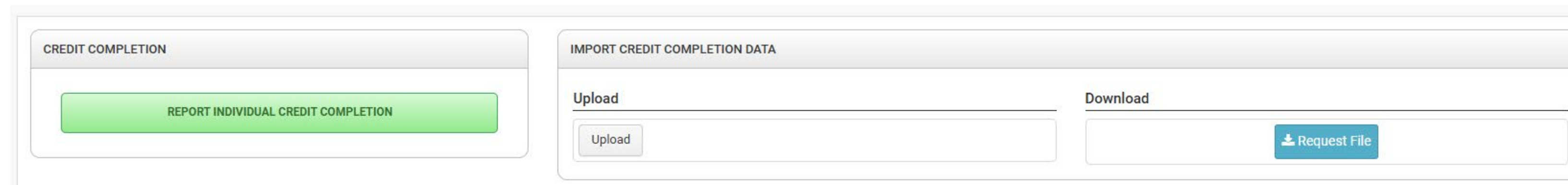


REPORTING CREDIT COMPLETION

- ▶ Three ways to report Credit Completion data:
 - ▶ Individually through “Student Details” page and “Credit Completion” widget
 - ▶ Individually through “Report Credit Completion” page
 - ▶ Uploading “Credit Completion” file through “Report Credit Completion” page
- ▶ If a student on your Credit Completion file did not attend your institution, report 0 hours for Local Credit Hours and 0 for Cumulative GPA or leave blank.
- ▶ You can add additional student records to your Credit Completion file. We will accept the data if the student record can be found in ScholarTrack.
- ▶ If you need to make a correction, submit a new Credit Completion transaction. Each Credit Completion transaction replaces the previously submitted Credit Completion transaction by your institution.

REPORTING CREDIT COMPLETION

- ▶ If credit completion data is reported/updated by CHE, those records will no longer be locked for updating by institutions. Institutions may now update when/if needed.
- ▶ If a Credit Completion transaction changes any hours previously reported by your institution, the transaction will be placed on hold for manual review by CHE staff.



The screenshot displays the ScholarTrack interface for credit completion. It is divided into two main sections: 'CREDIT COMPLETION' on the left and 'IMPORT CREDIT COMPLETION DATA' on the right. The 'CREDIT COMPLETION' section contains a green button labeled 'REPORT INDIVIDUAL CREDIT COMPLETION'. The 'IMPORT CREDIT COMPLETION DATA' section is further divided into 'Upload' and 'Download' areas. The 'Upload' area has a button labeled 'Upload'. The 'Download' area has a button labeled 'Request File' with a download icon.

REPORTING CREDIT BANK

- ▶ Who should report Credit Bank hours?
 - ▶ The institution where hours were earned (Dual Credit Hours) should report the hours.
 - ▶ If AP/IB credits are awarded by an institution, the institution awarding those credits should report the hours.
 - ▶ Conversely, if a student does not attend the institution awarding those credits, those credits should be removed if previously reported.

REPORTING CREDIT BANK

- ▶ How should Credit Bank Data be reported in ScholarTrack?
 - ▶ Via the Credit Bank file - Contains students who have used aid at your institution and/or user requests entered by students, College, or CHE Users. CHE also adds students to the credit bank file based on matching CHEDDS data to ScholarTrack.
 - ▶ Via the Credit Bank Widget on the Student Details Page.
 - ▶ Via the 'Report Individual Credit Bank' option on the Credit Bank tab.
 - ▶ Credit bank hours should be reported at the end of the semester or at the end of the academic year immediately following the completion of the course(s).

AWARD CREATION TIMELINE



HOW ARE STATE AWARDS CREATED?

- ▶ Scholarship/Grant applications open in ScholarTrack on the respective date.
 - ▶ Majority of the awards require a FAFSA.
 - ▶ Some award amounts are created instantly, while others required a review process or manual calculation of award amounts.
- ▶ Students and award type visibility is active in ScholarTrack late February or early March.
- ▶ Award amounts are active in ScholarTrack (and visible on Information/Claim Files) late April or early May.
- ▶ Students are notified of award eligibility in July.

FAST TRACK



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OVERVIEW

- ▶ Fast Track provides qualified 21st Century Scholars and Frank O'Bannon Grant recipients with the option to use additional state financial aid in their current award year, in exchange for deducting additional eligibility units.
- ▶ Fast Track is not limited to summer term, the program allows students to receive funds for a 3rd semester in a 12-month period if they have exhausted their original award and want to graduate early.

FAST TRACK: SUMMER 2025

- ▶ The application for 2024-2025 opened on 03/01/2025.
 - ▶ Traditional fall start student can apply now. Once Spring 2025 hours are reported the award will create.
- ▶ Students must earn at least 30 credit hours in the current award year (Fall 2024 & Spring 2025) without the aid of the Credit Bank to qualify for Fast Track.
- ▶ Students must have some state financial aid eligibility remaining.
 - ▶ Students must have at least 50 eligibility units remaining to receive the full-time amount and at least 25 units remaining to receive the half-time amount

SCHOLARTRACK MAINTENANCE



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WHAT DOES THIS MEAN

- ▶ Communicate with IT vendor
 - ▶ Needs of CHE staff
 - ▶ Bugs in ScholarTrack that affect College/High School users
- ▶ Adding New Features & Correcting Logic
 - ▶ Updating or correcting files
 - ▶ Modernizing SSP's and creating a new widget

EXAMPLES

- ▶ National Guard Supplemental Grant for Summer Term
 - ▶ Remaining balance between fall and spring can be used for summer term
- ▶ Updated 21st Century Scholars income verification process
 - ▶ Manual income apps
 - ▶ Easier process and shortened timeline

RECALCULATION

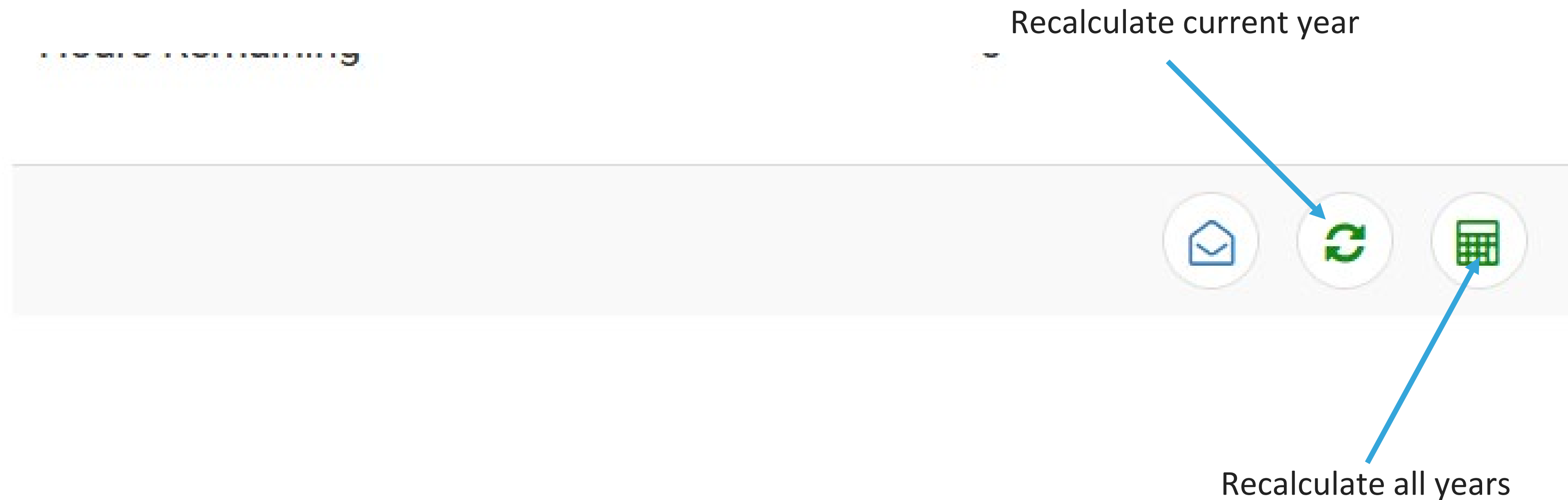


OVERVIEW

- ▶ Working with IT vendor to make it faster
- ▶ Daily mass recalculation
 - ▶ 2024-2025 and 2025-2026
- ▶ Takes a bit for ScholarTrack to update
 - ▶ Info files will be updating with newly recalculated awards

HOW TO MANUALLY RECALCULATE

- ▶ At the bottom of the awards widget, you can manually recalculate a student account





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