



Washington State Board for Community and
Technical Colleges



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Purpose Statement

The Direct Loans Troubleshooting Guide serves as an initial reference to help identify and begin resolving Direct Loan Origination and Disbursement error messages within ctcLink. This guide outlines common issues and suggests first steps in the troubleshooting process. It is not intended to be an all-encompassing resource; rather, it provides a starting point to guide you toward the appropriate resolution steps, additional documentation, and system resources. If the explanation in the guide does not result in resolution of Direct Loan processing error messages, due to other system issues, or more in-depth training is needed, use the ctcLink Support Help Desk Ticketing System to request further assistance. Please read the guide in its entirety before making any adjustments to Direct Loan Payments.

Direct Loan Processing Troubleshooting

Direct Loan Outbound Troubleshooting Process Definitions

Process	Process Name	Process Description	Review Log Required?
Generate Direct Loan Data	DLOUT - FAPDLOOR	COD Direct Loan Outbound Origination	Y
Generate Direct Loan Data	DLOUT - FAPDLOCH	COD Direct Loan Origination Changes	Y
Generate Direct Loan Data	DLOUT - FAPDLODB	COD Direct Loan Outbound Disbursement	Y

Table of the Most Common DLOUT FAPDLOOR Direct Loan Origination Error Messages

The following table lists out the most common DLOUT FAPDLOOR Origination messages, giving basic navigation and areas within ctcLink to understand the source of the DLOUT FAPDLOOR Origination Error message. After this table, there is further drill down in the guide for each message in this table with screen shots to further aid in troubleshooting and resolution of the error.

NOTE! MANY OF THESE ERROR MESSAGES AND THEIR RESOLUTION ALSO DISPLAY IN THE DISBURSEMENT VALIDATION ERROR REPORT.

Message	Record/Table Impacted	Message Source	What to Review to Troubleshoot	How to Resolve Message
Disb Date < Loan Period Start Date (-10 days)	Manage Direct Loan Application page	Disb Date erroneously begins before Loan Period Start Date.	Navigate to Financial Aid > Loans > Direct Lending Management > View Loan Processing Actions and review verify the action status of 'Failed Rule'. Select the 'Msg' link to see the details on the failed validation edit.	Navigate to Financial Aid > Loans > Direct Lending Management > Manage Direct Loan Application >> Application Financial tab >> Disbursement tab page and compare the Loan Period Start field in the Loan Application Data section to the Antc Date fields at the bottom of the page.
Borrowers Address is Incomplete <i>And</i> Invalid or missing Borrower SSN <i>And</i> Invalid Borrower Birthdate <i>And/or</i> Borrower is not eligible (Citizenship Status)	Add/Update a Person page and/or Manage Direct Loan Application page	Typically, these errors relate to PLUS loans. The borrower's Bio/Demo info is not populated in the Add Update a Person page, and/or the parent borrower EMPL record is not linked to the PLUS loan record.	Navigate to Campus Community > Personal Information > Add/Update a Person page and review the Address pagelet. Additionally, navigate to Financial Aid > Loans > Direct Lending Management > Manage Direct Loan Application Bio/Demo tab to review the Borrower ID field—is it populated?	Navigate to Campus Community > Personal Information > Add/Update a Person page and define the parent's bio/demo info. Save the page. Navigate to Financial Aid > Loans > Direct Lending Management > Manage Direct Loan Application page and on the Application Bio/Demo populate the parent Borrower ID field with the linked EMPL.
Invalid Student Phone Number	Add/Update a Person page	The phone number information may not be populated in the Add/Update	Navigate to Financial Aid > Loans > Direct Lending Management > Override Loan Application Data >> Direct Loan Phone tab and review the phone number.	Navigate to Campus Community > Personal Information > Add/Update a Person page. If no phone number exists, add it into the Phone group box. If one

		a Person page.		exists, verify whether the phone number changed. To override the phone number, navigate to Financial Aid > Loans > Direct Lending Management > Override Loan Application Data >> Direct Loan Phone tab. Select the Override Phone # checkbox, and enter the phone number. Select Save .
Student Address is Incomplete	Add/Update a Person page	The student's address information may not be populated in the Add/Update a Person page, or the Address Type may be listed as an ineligible Address Type .	Navigate to Campus Community > Personal Information > Add/Update a Person page to review the Address Type . For Default Management skip trace purposes, the Home Address Type must be used. Is the Address Type listed as other than <i>Home</i> ? i.e., <i>Mailing address</i> , <i>Permanent address</i> , <i>Business address</i> , <i>Temporary address</i> , etc.	Navigate to Campus Community > Personal Information > Add/Update a Person >> Address link page to review the Address Type . Work with the Student Records/Enrollment Services department so the Address Type can be updated to <i>Home</i> .
Change to Special Pgm causes Grade Level mismatch And/or Special Program/Grade Level combo mismatch	Maintain Student FA Term >> FA Term tab <i>And</i> Maintain Student FA Term >> Financial Aid tab	The student's NSLDS Loan Year and Direct Lending Year may not correspond with the Academic Plan .	Navigate to Financial Aid > Financial Aid Term > Maintain Student FA Term >> FA Term tab and review the Academic Plan . Is the student Plan stacked in a PRQ program? Navigate to Financial Aid > Financial Aid Term >	Navigate to Financial Aid > Financial Aid Term > Maintain Student FA Term >> FA Term tab and in the Student Data group box in the affected term(s), insert a new row. Today's Effective Date will populate. Select

			<p>Maintain Student FA Term >> Financial Aid tab and review the NSLDS Loan Year and the Direct Lending Year. If the student is Plan stacked in a PRQ program, the NSLDS Loan Year and the Direct Lending Year must be <i>1st Year – Never Attended or 1st Year – Previously Attended or 5th Year + Undergrad</i></p>	<p>the Financial Aid tab. Set the NSLDS Loan Year and the Direct Lending Year to <i>1st Year – Never Attended or 1st Year – Previously Attended or 5th Year + Undergrad</i>. These statuses will now be overridden. You may leave them overridden or opt to unselect the override box. Select the Save button. It is recommended you leave them at an overridden status until the loan record resolves in ctcLink and is successfully reported in COD.</p>
<p><u>Weeks Program Acad Year less than 26</u> <i>And/or</i> <u>Published Program Length is missing</u></p>	<p>Maintain Student FA Term >> FA Term tab <i>And/or</i> COD Credential Cross Reference page <i>And/or</i> Academic Plan >> Taxonomy tab</p>	<p>Weeks of Instruction value is < 12 or 0. Or FA Term row may be <i>Inactive</i>. Or the Academic Plan may be missing from the COD Credential Cross Reference page. Or, the Academic</p>	<p>Navigate to Financial Aid > Financial Aid Term > Maintain Student FA Term >> Records/Term Info and review the Weeks of Instruction. The value should be 12. Also review the FA Term Effective Status. If the status = <i>Inactive</i>. Next, navigate to Set Up SACR > Product Related > Financial Aid > COD > Credential Cross Reference and check if the Academic Plan is missing from this page. Next, navigate to Set Up SACR > Foundation Tables > Academic</p>	<p>If the FA Term row's Effective Status = <i>Inactive</i>, and it should be <i>Active</i> insert a new row and select the Build button to populate Plan Stack and Enrollment Data. Or, if at the COD Credential Cross Reference page, the Academic Plan is not on the COD XRef page, add the FA eligible program values to the page select Save. Or, if at the Academic Plan Table >> Taxonomy tab, ensure the Effective</p>

		<p>Plan may be listed as <i>Inactive</i>, or may have conflicting Effective Dates, or CIP may be missing from Academic Plan >> Taxonomy tab.</p>	<p>Structure > Academic Plan Table >> Taxonomy tab and check the Effective Date of the page and review the values in the Program Length Type and Program Length Value field. Also check the Academic Plan tab to verify the Academic Plan is a FA eligible plan.</p>	<p>Date is not a later date than when the Direct Loan was awarded/originated. If it is a later date, the Effective Date needs to be corrected to occur prior to the Direct Loan award being awarded/originated. Also in the Academic Plan tab, note the Program Length and Type values for accuracy. Lastly, check the Academic Plan tab to ensure FA eligibility by reviewing the Short Description field which should always begin with a 9 to be FA eligible. i.e., <i>9_DTAA</i> If adjustments need to be made, work with the SBCTC CS Core team by submitting a HelpDesk ticket.</p>
<p>Payment Period End Dt outside Award Begin/End Dt</p>	<p>Maintain Student FA Term >> FA Term tab</p> <p><i>And/or</i></p> <p>COD Credential Cross Reference page</p> <p><i>And/or</i></p>	<p>FA Term row may be <i>Inactive</i>.</p> <p>Or the Academic Plan may be missing from the COD Credential Cross Reference page.</p>	<p>Navigate to Financial Aid > Financial Aid Term > Maintain Student FA Term >> FA Term tab and review the FA Term Effective Status. If the status = <i>Inactive</i>.</p> <p>Next, navigate to Set Up SACR > Product Related > Financial Aid > COD > Credential Cross Reference and check if the Academic Plan is missing from this page.</p>	<p>If the FA Term row's Effective Status = <i>Inactive</i>, and it should be <i>Active</i> insert a new row and select the Build button to populate Plan Stack and Enrollment Data.</p> <p>Or, if at the COD Credential Cross Reference page, the Academic Plan is not on the COD XRef page, add the FA</p>

	Academic Plan >> Taxonomy tab	Or, the Academic Plan may be listed as <i>Inactive</i> , or may have conflicting Effective Dates, or CIP may be missing from Academic Plan >> Taxonomy tab .	Next, navigate to Set Up SACR > Foundation Tables > Academic Structure > Academic Plan Table >> Taxonomy tab and check the Effective Date of the Academic Plan . Is it in an <i>Active Status</i> with an Effective Date that occurs before the Direct Loan originated?	eligible program values to the page select Save . Or, if at the Academic Plan Table >> Taxonomy tab , ensure the Effective Date is not a later date than when the Direct Loan was awarded/originated. If it is a later date, the Effective Date needs to be corrected to occur prior to the Direct Loan award being awarded/originated. Also in the Academic Plan tab, note the Program Length and Type values for accuracy. If adjustments need to be made, work with the SBCTC CS Core team by submitting a HelpDesk ticket.
Invalid Payment Period Start Date <i>And/or</i> Invalid Payment Period End Date	Manage Direct Loan Application page >> Application Financial tab <i>And/or</i> Maintain Student FA Term page	FA Term row may be <i>Inactive</i> .	Navigate to Financial Aid > FA Term > Maintain Student FA Term >> FA Term tab to review the Academic Plan and whether the term Effective Status = <i>Inactive</i> .	If the FA Term row's Effective Status = <i>Inactive</i> , and it should be <i>Active</i> insert a new row and select the Build button to populate Plan Stack and Enrollment Data.
<u>Special Program is missing</u>	Maintain Student FA Term page, <i>And/or</i>	FA Term row may be <i>Inactive</i> .	Navigate to Financial Aid > FA Term > Maintain Student FA Term >> FA Term tab to review the Academic Plan and	If the FA Term row's Effective Status = <i>Inactive</i> , and it should be <i>Active</i> insert a new row and select

	<p>COD Credential Cross Reference page</p> <p><i>And/or</i></p> <p>Academic Plan >> Taxonomy tab</p>	<p>Or the Academic Plan may be missing from the COD Credential Cross Reference page.</p> <p>Or, the Academic Plan may be listed as <i>Inactive</i>, or may have conflicting Effective Dates, or CIP may be missing from Academic Plan >> Taxonomy tab.</p>	<p>whether the term Effective Status = <i>Inactive</i>.</p> <p>Next, navigate to Set Up SACR > Product Related > Financial Aid > COD > Credential Cross Reference and check if the Academic Plan is missing from this page.</p> <p>Next, navigate to Set Up SACR > Foundation Tables > Academic Structure > Academic Plan Table >> Taxonomy tab and check the Effective Date of the page and review the value in the SULA Special Program field.</p>	<p>the Build button to populate Plan Stack and Enrollment Data.</p> <p>Or, if at the COD Credential Cross Reference page, the Academic Plan is not on the COD XRef page, add the FA eligible program values to the page select Save.</p> <p>Or, if at the Academic Plan Table >> Taxonomy tab, ensure the Effective Date is not a later date than when the Direct Loan was awarded/originated. If it is a later date, the Effective Date needs to be corrected to occur prior to the Direct Loan award being awarded/originated. Also note the SULA Special Program value, is it correct or should it be Preparatory Coursework or a Selective Admissions Program? Work with the SBCTC CS Core team by submitting a HelpDesk ticket to update this value if necessary.</p>
<p><u>CIP Code is Blank</u></p> <p><i>And/or</i></p>	<p>Maintain Student FA Term page</p>	<p>FA Term row may be <i>Inactive</i>.</p>	<p>Navigate to Financial Aid > FA Term > Maintain Student FA Term >> FA Term tab to review the</p>	<p>If the FA Term row's Effective Status = <i>Inactive</i>, and it should be <i>Active</i> insert a</p>

<p><u>CIP Code Year is Blank</u></p>	<p>And/or COD Credential Cross Reference page And/or Academic Plan >> Taxonomy tab</p>	<p>Or the Academic Plan may be missing from the COD Credential Cross Reference page. Or, the Academic Plan may be listed as <i>Inactive</i>, or may have conflicting Effective Dates, or CIP may be missing from Academic Plan >> Taxonomy tab.</p>	<p>Academic Plan and whether the term Effective Status = <i>Inactive</i>. Next, navigate to Set Up SACR > Product Related > Financial Aid > COD > Credential Cross Reference and check if the Academic Plan is missing from this page. Next, navigate to Set Up SACR > Foundation Tables > Academic Structure > Academic Plan Table >> Taxonomy tab and check the Effective Date of the page and review the value in the CIP Code field.</p>	<p>new row and select the Build button to populate Plan Stack and Enrollment Data. Or, if at the COD Credential Cross Reference page, the Academic Plan is not on the COD XRef page, add the FA eligible program values to the page select Save. Or, if at the Academic Plan Table >> Taxonomy tab, ensure the Effective Date is not a later date than when the Direct Loan was awarded/originated. If it is a later date, the Effective Date needs to be corrected to occur prior to the Direct Loan award being awarded/originated. Also note the CIP Code value, is it correct or is it missing entirely? Work with the SBCTC CS Core team by submitting a HelpDesk ticket to update this value if necessary.</p>
<p><u>Credential Level is missing</u></p>	<p>Maintain Student FA Term page, COD Credential Cross Reference</p>	<p>FA Term row may be <i>Inactive</i>. Or the Academic Plan may be</p>	<p>Navigate to Financial Aid > FA Term > Maintain Student FA Term >> FA Term tab to review the Academic Plan and whether the term</p>	<p>If the FA Term row's Effective Status = <i>Inactive</i>, and it should be <i>Active</i> insert a new row and select the Build button to</p>

	<p>page, Academic Plan >> Taxonomy tab</p>	<p>missing from the COD Credential Cross Reference page.</p> <p>Or, the Academic Plan may be listed as <i>Inactive</i>, or may have conflicting Effective Dates, or CIP may be missing from Academic Plan >> Taxonomy tab.</p>	<p>Effective Status = Inactive.</p> <p>Next, navigate to Set Up SACR > Product Related > Financial Aid > COD > Credential Cross Reference and check if the Academic Plan is missing from this page.</p> <p>Next, navigate to Set Up SACR > Foundation Tables > Academic Structure > Academic Plan Table >> Taxonomy tab and check the Effective Date of the page and review the value in the Credential Level field.</p>	<p>populate Plan Stack and Enrollment Data.</p> <p>Or, if at the COD Credential Cross Reference page, the Academic Plan is not on the COD XRef page, add the FA eligible program values to the page select Save.</p> <p>Or, if at the Academic Plan Table >> Taxonomy tab, ensure the Effective Date is not a later date than when the Direct Loan was awarded/originated. If it is a later date, the Effective Date needs to be corrected to occur prior to the Direct Loan award being awarded/originated. Also note the Credential Level value, is it correct or is it missing entirely? Work with the SBCTC CS Core team by submitting a HelpDesk ticket to update this value if necessary.</p>
<p>One or More Terms do not have Cred Lvl XREF setup</p>	<p>COD Credential Cross Reference page</p>	<p>This message means that a new Academic Plan has not yet been added to the COD</p>	<p>Next, navigate to Set Up SACR > Product Related > Financial Aid > COD > Credential Cross Reference and check if the Academic Plan is missing from this page.</p>	<p>Or, if at the COD Credential Cross Reference page, the Academic Plan is not on the COD XRef page, add the FA eligible program</p>

		Credential Cross Reference table		values to the page select Save .
One or more Student Terms are Inactive	Maintain Student FA Term page	FA Term row is <i>Inactive</i>	Navigate to Financial Aid > FA Term > Maintain Student FA Term >> FA Term tab to review the Academic Plan and whether the term Effective Status = Inactive .	If the FA Term row's Effective Status = Inactive , and it should be <i>Active</i> insert a new row and select the Build button to populate Plan Stack and Enrollment Data.

Table of the Most Common DLOUT FAPDLOCH Direct Loan Origination Changes Error Messages

The following table lists out the most common DLOUT FAPDLOCH Origination Change messages, giving basic navigation and areas within ctcLink to understand the source of the DLOUT FAPDLOCH Origination Change Error message. After this table, there is further drill down in the guide for each message in this table with screen shots to further aid in troubleshooting and resolution of the error.

Message	Record/Table Impacted	Message Source	What to Review to Troubleshoot	How to Resolve Message
Change Skipped Actual Amt Exceeds Anticipated, DSBx	View Loan Processing Actions page <i>And/or</i> Manage Direct Loan Application page	Loan amount exceeds anticipated amount as reflected on Manage Direct Loan Application page <i>Or,</i> the student changed a bio demo item on their ISIR or in Student Records. i.e., their email address, or changed their address	Navigate to Financial Aid > Loans > Direct Lending Management > View Loan Processing Actions >> Direct Loan Orig Actions and review the Msg link to check for the reason it did not pass Origination Validation. Note any non-loan date or non-loan amount related change messages. i.e., did the borrower's name change? Did the borrower's address or email address change?	First verify the loan disbursement amounts in Financial Aid > Awards > Award Processing > Assign Awards to a Student are awarded as intended and reflect as such the View Loan Processing Actions page . Next, on the View Loan Processing Actions page >> Msg link, note affected Chg Field(s) for any non-loan date or non-loan amount related changes. If Chg Fields exist for Borrower Name, E-mail or Address, note the Chg Field value(s) and

				navigate to Financial Aid > Loans > Direct Lending Management > Hold/Suspend Change Data . At the Hold/Suspend Change Data page, define the Change Parm value to <i>Do Not Send Changes</i> . Select the Save button.
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Table of the Most Common DLOUT FAPDLODB Direct Loan Disbursement Error Messages

The following table lists out the most common DLOUT FAPDLODB Disbursement messages, giving basic navigation and areas within ctcLink to understand the source of the DLOUT FAPDLODB Disbursement Error message. After this table, there is further drill down in the guide for each message in this table with screen shots to further aid in troubleshooting and resolution of the error.

NOTE! MANY OF THE ERROR MESSAGES ON THE DISBURSEMENT VALIDATION REPORT FOLLOW THE SAME RESOLUTION IN THE ABOVE ORIGINATION RESOLUTION TABLE.

Message	Record/Table Impacted	Message Source	What to Review to Troubleshoot	How to Resolve Message
Enrollment Status is Invalid	Maintain Student FA Term page	FA Term row may be <i>Inactive</i> Or FA Load = N , No Enrollment	Navigate to Financial Aid > FA Term > Maintain Student FA Term >> FA Term tab to review the Academic Plan and whether the term Effective Status = Inactive . Review the FA Term >> Acad Load tab. Review the FA Load value.	If the FA Term row's Effective Status = Inactive , and it should be <i>Active</i> insert a new row and select the Build button to populate Plan Stack and Enrollment Data.

Generate Direct Loan Data - DLOUT – FAPDLOOR (Origination) Errors

Disb Date < Loan Period Start Date (-10 Days)

Navigation	Description
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<p>Financial Aid > Loans > Direct Lending Management > Manage Direct Loan Application page</p>	<p>The issue is caused when the anticipated disbursement date(s), for the first loan disbursement(s) is more than 10 days before the loan period start date</p>
----------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Begin the review at the **View Loan Processing Actions** page at **Loans > Direct Lending Management > View Loan Processing Actions**.

Notice the **Action Status** of *Failed Rule* and the **Msg** link. Select the **Msg** link.

Direct Loan Orig Actions
Direct Loan Disbt Actions
Direct Loan SULA Response
Loan Exception Messages

ID [REDACTED]

Career UGRD Undergraduate

Loan Type DSB1 Subsidized Stafford Loan 1

Institution [REDACTED]

Aid Year [REDACTED]

Appl Seq 1

[Loan Status Summary](#)

Origination Info 1 of 1 | View All

Subsidized Direct Loan 1	Loan Process Status	Origination Pending	Total Certified Loan Amount	\$5,500.00
Item Type 961000001100	Loan Orig Trnsmn Status	Orig Pending Transmission	Borrower Requested Amount	\$5,500.00

Actions
CRC Lender Information
»

Seq	Description	Action Status	Status Date	Loan Action Dttm
1	Loan Originated	Failed Rule	09/09/2025	08/11/2025 12:26:53PM

Return to Search
Previous in List
Next in List
Notify

[Direct Loan Orig Actions](#) |
 [Direct Loan Disbt Actions](#) |
 [Direct Loan SULA Response](#) |
 [Loan Exception Messages](#)

Note the **Loan Action Message Detail** Description: *DLOVL015 Disb Date < Loan Period Start Date (-10 Days)*

Continue the review by navigating to: **Financial Aid > Loans > Direct Lending Management > Manage Direct Loan Application** page to review the **Loan Period Start** date and the **Disbursement Date**.

Notice the **Loan Period Start Date** of 09/22/2025. Next, notice on the **Disbursement** tab, the **Antc Date** of 07/01/2025.

The error message *Disb Date < Loan Period Start Date (-10 Days)* is because the **Antc Date** for the 01 disbursement is well before the **Loan Period Start** Date.

Processing

Application Bio/Demo
Application Misc Data
Application Financial
Application Acknowledgement

ID [REDACTED]

Career UGRD Undergraduate

Loan Type DSB1 Subsidized Stafford Loan 1

Institution [REDACTED]

Aid Year [REDACTED]

Appl Seq 1

[Loan Status Summary](#)

Loan Application Data

Acad Year Start Date 07/01/2025

Academic Year End Date 06/18/2026

Direct Loan Attendance Cost \$31,323

Loan Period Start 09/22/2025

Loan Period End 06/18/2026

Loan Certification Date 08/11/2025

Override Loan Dates
 Override Loan Period
 Override DL Attendance Cost

Origination Detail

Item Type 961000001100
Subsidized Direct Loan 1
Loan Certified Amount \$5,500.00

Ln App ID [REDACTED]
DL Orig Fee 1.057%
Request Amount \$5,500.00

Disbursement
SULA
||>

Disbt ID	LOC Anticipated ID	LOC Actual ID	Ovrd Disb Dt	Antc Date	Ln Dsb Amt	Loan Fee Amount	Rebate Amt	Net Disbt	Loan Paid	Enroll School Code
01	01		<input type="checkbox"/>	07/01/2025	\$1,833.00	\$19.00	\$0.00	\$1,814.00	<input type="checkbox"/>	<input type="text"/>
02	02		<input type="checkbox"/>	09/22/2025	\$1,833.00	\$19.00	\$0.00	\$1,814.00	<input type="checkbox"/>	<input type="text"/>
03	03		<input type="checkbox"/>	01/05/2026	\$1,834.00	\$19.00	\$0.00	\$1,815.00	<input type="checkbox"/>	<input type="text"/>

Save
Return to Search
Previous in List
Next in List
Notify

Federal regulations do not permit any disbursements to be made more than 10 days prior to the loan period start date, so if one or more of the anticipated disbursement dates meet that condition, validation will fail.

Continue to review by navigating to the **Assign Awards to a Student** page. **Financial Aid > Awards > Award Processing > Assign Awards to a Student >> Disbursement** link.

Review the loan and how it is distributed among the terms. Recall that the 07/01/2025 **Antc Date** from the MDLA page is for the 01 disbursement.

Processing

Aid Year 2026 2025-2026 Financial Aid Year
 ID [redacted] Institution [redacted]

Career UGRD Undergrad
 Package Status Packaging Completed

Packaging Plan ID FA-WI-SP

Aggregate Source NSLDS Total

Repackaging Plan ID []

Award Period Both Academic & Non Std

Award Notification

NUM	Action	Career	Item Type	Description	Offered	Accepted	Disbursement Plan	Split Code	
10	<input type="button" value="Q"/>	UGRD	912000000000	Washington College Grant	786.00	786.00	01	XX <input type="button" value="Q"/>	Disbursement +
20	<input type="button" value="Q"/>	UGRD	961000001100	Subsidized Direct Loan 1	5,500.00	5,500.00	30	L1 <input type="button" value="Q"/>	Disbursement +
30	<input type="button" value="Q"/>	UGRD	961000002100	Unsubsidized Direct Loan 1	7,000.00	7,000.00	30	L1 <input type="button" value="Q"/>	Disbursement +

[Student Aid Package](#) | [Need Summary](#) | [Term Summary](#)

In the Disbursement link, note the **Disbt ID 01** is in the Fall Term.



Again, recall that the 07/01/2025 **Antc Date** from the MDLA page is for the 01 disbursement. Fall term typically begins in September, not July.

Award Disbursement Detail

Sequence 20
 Item Type 961000001100
Net Award Amount \$5,443.00

Disbursement Plan 30
 *Split Code L1 Custom Split
 Custom Loan Fee

Disbursement Distribution

Disbt ID	Term	Award Period	Level	Offered	Accepted	Offer Loan Fee	Offer Rebate	Accept Loan Fee	Accept Rebate	Net Disbursement Balance	Disbursed
01	2257	Academic	U4	1,833.00	1,833.00	19.00	0.00	19.00	0.00	1,814.00	0.00
02	2261	Academic	U4	1,833.00	1,833.00	19.00	0.00	19.00	0.00	1,814.00	0.00
03	2263	Academic	U4	1,834.00	1,834.00	19.00	0.00	19.00	0.00	1,815.00	0.00

Resolution:

To resolve this, the Loan Dates need to be overridden*.

***Note**, that these issues typically stem from incorrect dates entered in the Disbursement ID table.

Navigate out to: **Financial Aid > Loans > Direct Lending Management > Manage Direct Loan Application >> Application Financial tab**

Select the **Override Loan Dates** checkbox. The **Antc Date** fields open for editing.

In this specific example, the **Disbt ID 01, 02 and 03** dates are going to be overridden.

Application Bio/Demo | Application Misc Data | **Application Financial** | Application Acknowledgement

ID [redacted] Institution [redacted]
 Career UGRD Undergraduate Aid Year [redacted]
 Loan Type DSB1 Subsidized Stafford Loan 1 Appl Seq 1 [Loan Status Summary](#)

Loan Application Data

Acad Year Start Date 07/01/2025 Loan Period Start 09/22/2025 **Override Loan Dates**
 Academic Year End Date 06/18/2026 Loan Period End 06/18/2026 Override Loan Period
 Direct Loan Attendance Cost \$31,323 Loan Certification Date 08/11/2025 Override DL Attendance Cost

Origination Detail

Item Type 961000001100 Subsidized Direct Loan 1 Loan Certified Amount \$5,500.00
 Ln App ID [redacted] DL Orig Fee 1.057% Request Amount \$5,500.00

Disbursement SULA

Disbt ID	LOC Anticipated ID	LOC Actual ID	Ovrd Disb Dt	Antc Date	Ln Dsb Amt	Loan Fee Amount	Rebate Amt	Net Disbt	Loan Paid	Enroll School Code
01	01		<input type="checkbox"/>	07/01/2025	\$1,833.00	\$19.00	\$0.00	\$1,814.00	<input type="checkbox"/>	
02	02		<input type="checkbox"/>	09/22/2025	\$1,833.00	\$19.00	\$0.00	\$1,814.00	<input type="checkbox"/>	
03	03		<input type="checkbox"/>	01/05/2026	\$1,834.00	\$19.00	\$0.00	\$1,815.00	<input type="checkbox"/>	

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Enter the correct **Disbt ID** dates for all terms in the loan. In this example, the start of the term is used for each term.

Select the **Save** button. Once you select the **Save** button, the **Override Loan Dates** checkbox will become unchecked.

Application Bio/Demo | Application Misc Data | **Application Financial** | Application Acknowledgement

ID [redacted] Institution [redacted]
 Career UGRD Undergraduate Aid Year [redacted]
 Loan Type DSB1 Subsidized Stafford Loan 1 Appl Seq 1 [Loan Status Summary](#)

Loan Application Data

Acad Year Start Date 07/01/2025 Loan Period Start 09/22/2025 **Override Loan Dates**
 Academic Year End Date 06/18/2026 Loan Period End 06/18/2026 Override Loan Period
 Direct Loan Attendance Cost \$31,323 Loan Certification Date 08/11/2025 Override DL Attendance Cost

Origination Detail

Item Type 961000001100 Subsidized Direct Loan 1 Loan Certified Amount \$5,500.00
 Ln App ID [redacted] DL Orig Fee 1.057% Request Amount \$5,500.00

Disbursement SULA

Disbt ID	LOC Anticipated ID	LOC Actual ID	Ovrd Disb Dt	Antc Date	Ln Dsb Amt	Loan Fee Amount	Rebate Amt	Net Disbt	Loan Paid	Enroll School Code
01	01		<input type="checkbox"/>	09/22/2025	\$1,833.00	\$19.00	\$0.00	\$1,814.00	<input type="checkbox"/>	
02	02		<input type="checkbox"/>	01/05/2026	\$1,833.00	\$19.00	\$0.00	\$1,814.00	<input type="checkbox"/>	
03	03		<input type="checkbox"/>	04/06/2026	\$1,834.00	\$19.00	\$0.00	\$1,815.00	<input type="checkbox"/>	

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Processing

Complete these steps for all loans in this scenario and continue with normal loan processing to include all origination steps and then run DLOUT to Validate the loan.

Remember to do the [Next Steps](#) for the record to get out to COD.

Borrowers Address is Incomplete, Invalid or missing Borrower SSN, Invalid Borrower Birthdate, Borrower is not eligible (Citizenship Status)

Navigation	Description
Campus Community > Personal Information > Add/Update a Person	These error messages typically appear together on PLUS loan records. The errors are caused when a PLUS Loan is originated but the parent record has not yet been created and/or linked to the PLUS Loan record.

Follow the instructions in the [Awarding PLUS Loans QRG](#), beginning on Step 2 – Create Parent Borrower EMPL ID Record. Follow through to Step 4 – Link Parent to PLUS Loan Record.

Re-Originate the Loan so the process picks up the addition of the Parent Borrower record to the PLUS Loan.

Invalid Student Phone Number

Navigation	Description
Campus Community > Personal Information > Add/Update a Person	This error message typically occurs if the phone number does not follow a certain format, or if the information is outdated. These steps override the phone number to pass validation.

Begin your review at the **Add/Update a Person** page. Verify the phone number on the page.

Processing

Biographical Details
Addresses
Regional
Personal

Person Information

Date of Birth Birth Information

Campus ID

★

Names

Biographical History 1 of 1 | View All

*Effective Date + -

*Marital Status

*Sex As of

Legal Definition of Sex ⓘ

National ID 1-1 of 1 | View All

Country	National ID Type	National ID	Primary	
USA	Social Security Number	<input type="text"/>	<input checked="" type="checkbox"/>	-

Contact Information

Addresses 1 of 1 | View All

Address Type Addresses

Effective Date

Status

Country

Address

Phone

Type	Phone	Ext	Country	Preferred	
Mobile	<input type="text"/>	<input type="text"/>	001	<input checked="" type="checkbox"/>	-

Email

Email Type	Email Address	Preferred	
Campus	<input type="text" value="cs_ctcl_1@qctclink.local"/>	<input type="checkbox"/>	-
Home	<input type="text" value="cs_ctcl_1@qctclink.local"/>	<input checked="" type="checkbox"/>	-

Save
Return to Search
Notify
Refresh

Add
Update/Display
Include History
Correct History

Biographical Details | Addresses | Regional | Personal

Optional – Compare this phone number with the phone number listed on the ISIR in the **ISIR Bio/Demo Data** section of the **Correct ISIR Records** page. Determine which phone number is most current.

Correct ISIR Records page

Processing

Correct ISIR Records

Student Information | Spouse Information | Parent Information | Parent Spouse / Partner | Transaction Detail | SAI and Flags

Name: [Redacted] Emplid: [Redacted] ★
Aid Year: 2026 2025-2026 Financial Aid Year Institution: WA030

Search | 1 of 1

*Effective Date: 05/27/2025
Correction Status: [Dropdown]
Transaction Num: 1
SAI Status: Official
SAI: 0
Dependency: Dependent

Expand All | Collapse All | Need Summary | IM | FM

Student Identifier and Consent

FAFSA UUID: [Redacted] Transaction UUID: [Redacted]
Person UUID: [Redacted] Transaction Process Date: [Redacted]
FTI Consent: [Redacted] Signature: Yes
Signature Date: 02/18/2025

Student Identity Information

CS Bio/Demo Data

First Name: [Redacted] Middle Name: [Redacted] Last Name: [Redacted] Suffix: [Redacted]
Date of Birth: [Redacted] SSN: [Redacted] Phone Number: [Redacted] Correct Telephone
Email Address: [Redacted] Correct Email
Citizenship Status: [Redacted] Correct Citizenship
 Correct Address

ISIR Bio/Demo Data

First Name: [Redacted] Middle Name: [Redacted] Last Name: [Redacted] Suffix: [Redacted]
Date of Birth: [Redacted] SSN: [Redacted] Phone Number: [Redacted] Correct Telephone
Email Address: [Redacted] Correct Email
Citizenship Status: [Redacted] Correct Citizenship
ITIN: [Redacted] A-Number: [Redacted]
 Correct Address

Next, navigate to **Financial Aid > Loans > Direct Lending Management > Override Loan Application Data page.**

Enter the **ID**, the **Academic Institution** and **Aid Year**.

Select the **Search** button.

Select the loan record you want on which the phone number data will be overridden.

Processing

Note- This override will need to be done on all applicable loan records for the student for the records to pass through origination validation.

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Results

3 results - ID "203467471" Academic Institution "WA030" +1 more

ID	Academic Institution	Aid Year	Academic Career	Loan Type Cd	Loan Application Seq Num	Description	Name	National ID	Last Name	First Name
		2026	Undergrad	DPL1	1	PLUS Loan1		*****		
		2026	Undergrad	DSB1	1	Subsidized Stafford Loan 1		*****		
		2026	Undergrad	DUS1	1	Unsubsidized Stafford Loan 1		*****		

Next, select the **Direct Loan Phone** tab.

Select the **Override Phone #** checkbox. The **Telephone** field opens for editing. Enter the desired phone number.

Select the **Save** button.

Save Return to Search Notify

Direct Loan Name | Direct Loan Phone | Direct Loan Address | Direct Loan Email | Direct Loan Demo Ovrd | PLUS Credit Override | Informed Borrower Override

Remember to do the [Next Steps](#) for the record to get out to COD.

Student Address is Incomplete

Navigation	Description
Campus Community > Personal Information > Add/Update a Person	The student's address information may not be populated in the Add/Update a Person page, or the Address Type may be listed as an ineligible Address Type.

Begin your review at the **Add/Update a Person** page. Verify the address and the **Address Type**.

For Loan Default Management skip trace purposes, the *Home Address Type* must be used. Is the **Address Type** listed as other than *Home*? i.e., *Mailing address, Permanent address, Business address, Temporary address*, etc. These are ineligible **Address Types**.

Biographical Details
Addresses
Regional
Personal

Person Information

Names

Date of Birth 09/21/1995
Birth Information
Campus ID

Biographical History
1 of 1
View All

*Effective Date 03/28/2025
As of 03/28/2025

*Marital Status Unknown

*Sex Female

[Legal Definition of Sex](#)

National ID
1-1 of 1

*Country	*National ID Type	National ID	Primary
USA	Social Security Number		<input checked="" type="checkbox"/>

[Add](#)

Contact Information

Phone

Addresses
1 of 2
View All

Address Type	Effective Date	Status	Country	Address
Mailing	08/12/2025	Active	USA United States	REDMOND, WA 98052-2008 King

*Type	*Phone	Ext	Country	Preferred
Home	360/555-1212		001	<input checked="" type="checkbox"/>

[Add](#)

*Email Type	*Email Address	Preferred
Home	@test.com	<input checked="" type="checkbox"/>

[Add](#)

Save
Return to Search
Notify
Refresh

Add
Update/Display
Include History
Correct History

Optional – Compare the address with the address listed on the ISIR in the **ISIR Bio/Demo Data** section of the **Correct ISIR Records** page. Determine which address should be used.

Work with the Student Records/Enrollment Services department to update the **Address** and **Address Type**.

Follow the steps in the [Update Address Information QRG](#) to update an Address Type to an eligible **Address Type = Home**.

Remember to do the [Next Steps](#) for the record to get out to COD.

Changes to Special Pgm Causes Grade Level Mismatch and/or Special Program/Grade Level Combo Mismatch

Navigation	Description
Financial Aid > Financial Aid Term > Maintain Student FA Term	The student’s NSLDS Loan Year and Direct Lending Year may not correspond with the Academic Plan.

These messages usually occur together and are typical for PRQ Academic Plans, or plans that have not yet been added to the COD Credential Cross Reference Table.

For PRQ Academic Plans, these are plans that have limitations to the amounts of student loan a student can receive while completing prerequisite coursework for selective admission programs.

Student borrowers in PRQ programs can only be listed as first year students in FA Term. What causes the error is that the **NSLDS Loan Year** and the **Direct Lending Year** in FA Term are listed as *other* than First Year, i.e., *2nd Year*, *3rd Year* or *4th Year*. Students in PRQ programs are to be considered *1st year* or *5th Year+, 5th Year + Undergrad*, depending on which prerequisite classes they are attempting/completing.

Begin your review at the **Maintain Student FA Term** page. Review the **Academic Plan**.

At the Maintain Student FA Term >> FA Term tab, notice the student is in a PRQ **Academic Plan**.

Processing

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Term Information: Institution North Seattle College, Term 2257, 2025 FALL, Quarter

Student Data: *Effective Date 07/29/2025, *Effective Sequence 1, Effective Status Active, Override Academic Career Undergraduate, Primary Program BCHLR, Academic Plan ECEECPRQ, *Aid Year 2025-2026 Financial Aid Year, Billing Career Undergraduate, *Campus MAIN, Academic Year 2025

Calculated Values: UGRD, BCHLR, ECEECPRQ, 2026

Buttons: Save, Return to Search, Notify, Update/Display, Include History, Correct History

Next, select the **Maintain FA Term >> Financial Aid** tab.

Notice the **Direct Lending Year** and the **NSLDS Loan Year**. For PRQ plans, the **Direct Lending Year** and the **NSLDS Loan Year**, the fields should be *1st Year – Never Attended*, *1st Year – Previously Attended* or *5th Year+*, *5th Year + Undergrad*.

- FA Term
- Acad Level
- Statistics
- Financial Aid**
- Records/Term Info
- Withdrawal Info

Term Information: Institution North Seattle College, Term 2257 2025 FALL, Quarter

Student Data: Effective Date 07/29/2025, Sequence 1, Effective Status Active, Academic Career Undergraduate, Primary Program Baccalaureate, Academic Plan Early Childhood Edu Prereq BAS, Academic Sub-Plan

Override		Calculated Values
<input type="checkbox"/> NSLDS Loan Year	2nd Year	2nd Year
<input type="checkbox"/> Direct Lending Year	Second Year	Second Year
Confer Date	12/17/2025	
<input type="checkbox"/> Expected Grad Term		
<input type="checkbox"/> Expected Grad Date		
<input type="checkbox"/> Academic Standing		
<input type="checkbox"/> FA Standing		
Budget Required	No - Budget Assign Required	

Field Audits

Save | Return to Search | Notify | Update/Display | Include History | Correct Hi

- FA Term
- Acad Level
- Statistics
- Financial Aid
- Records/Term Info
- Withdrawal Info

Return to the **FA Term** tab.

In the **Student Data** group box, insert a new row.

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

NEW WINDOW

Term Information

Institution North Seattle College

Term 2257 2025 FALL Quarter

Student Data

*Effective Date 09/30/2025

*Effective Sequence 1

Effective Status Active

Override Expiration Date

FA Calc

Projections

Build

Override	Calculated Values
Academic Career <input type="checkbox"/> Undergraduate	UGRD
Primary Program <input type="checkbox"/> BCHLR Baccalaureate	BCHLR
Academic Plan <input type="checkbox"/> ECEECPRQ Early Childhood Edu Prereq BAS	ECEECPRQ
Sub-Plan <input type="checkbox"/>	
*Aid Year <input type="checkbox"/> 2025-2026 Financial Aid Year	2026
Billing Career Undergraduate	
*Campus MAIN	
Academic Year 2025	
<input checked="" type="checkbox"/> Eligible to Enroll	

Build Info | Census Date | Advisor | Campus Info

Save | Return to Search | Notify | Update/Display | Include History | Correct History

Return to the **Financial Aid** tab. Change the **NSLDS Loan Year** and **Direct Lending Year** to *1st Year – Never Attended, 1st Year - Previously Attended, or 5th Year+, 5th Year + Undergrad*

Repeat steps for each affected term in the Aid Year.

Select the **Save** button.

FA Term | Acad Level | Statistics | **Financial Aid** | Records/Term Info | Withdrawal Info

Sydney Morris 201773260

Term Information | 3 of 7 | View All

Institution North Seattle College Term 2257 2025 FALL Quarter

Student Data | 1 of 2 | View All

Effective Date	09/30/2025	Sequence	1	Effective Status	Active
Academic Career	Undergraduate	Primary Program	Baccalaureate		
Academic Plan	Early Childhood Edu Prereq BAS		Academic Sub-Plan		

Override

NSLDS Loan Year	<input checked="" type="checkbox"/>	1st Year - Never Attended
Direct Lending Year	<input checked="" type="checkbox"/>	First Year, never attended
Confer Date	<input type="text" value="12/17/2025"/>	
Expected Grad Term	<input type="checkbox"/>	
Expected Grad Date	<input type="text"/>	
Academic Standing	<input type="text"/>	
FA Standing	<input type="text"/>	
Budget Required	No - Budget Assign Required	

Calculated Values

2nd Year

Second Year

Field Audits

Save | Return to Search | Notify | Update/Display | Include History | Correct His

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Remember to do the [Next Steps](#) for the record to get out to COD.

Weeks Program Acad Year less than 26 and/or Published Program Length is missing

Navigation	Description
Financial Aid > Financial Aid Term > Maintain Student FA Term	<p>This message occurs for varying reasons to include, FA Term row is <i>Inactive</i>, Weeks of Instruction value is < 12, Academic Plan is not listed on the COD Credential XRef Table, or the Academic Plan Table is <i>Inactive</i>.</p>

This message occurs for varying reasons. The most typical reason that the message displays is because the FA Term row **Effective Status** = *Inactive*. Or, because the **Academic Plan** is not listed on the COD Credential Cross Reference page.

Begin your review on the **Maintain Student FA Term page >> FA Term tab**.

Check to see if the affected FA Term row's **Effective Status** = *Inactive*. If the row is *Inactive*, this status is what is causing this DL Validation Error. The row must be *Active*.

 **Tip!** Select the **Include History** button to include all available rows.

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Term Information | 4 of 19 | View All

Institution [redacted] +

Term 2255 2025 SUMMR Quarter

Student Data | 1 of 1 | View All

*Effective Date: 08/21/2025
Effective Status: Inactive
*Effective Sequence: 1
Override Expiration Date: [calendar icon]
 FA Calc
 Projections
Build

Override	Calculated Values
Academic Career <input type="checkbox"/> Undergraduate	UGRD
Primary Program <input type="checkbox"/> ACADM Academic	ACADM
Academic Plan <input type="checkbox"/> LASDTAA Academic Transfer DTA	LASDTAA
Sub-Plan <input type="checkbox"/>	
*Aid Year <input type="checkbox"/> 2025-2026 Financial Aid Year	2026
Billing Career Undergraduate	
*Campus MAIN	
Academic Year 2025	
<input checked="" type="checkbox"/> Eligible to Enroll	

Build Info | Census Date | Advisor | Campus Info

Save | Return to Search | Notify | Update/Display | Include History | Correct History

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Make the determination whether the FA Term row's **Effective Status** should be *Active*.

If it should be *Active* with current Enrollment Data, insert a new row into the desired FA Term and select the **Build** button.

Processing

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Sydney Morris

Term Information [Search] | [Previous] [Next] 4 of 4 [View All]

Institution Spokane CC [Add]

Term 2255 2025 SUMMR Quarter

Student Data [Search] | [Previous] [Next] 1 of 2 [View All]

*Effective Date 08/06/2025 [Calendar] *Effective Sequence 1 FA Calc [Add] [Minus]

Effective Status Active [Dropdown] Override Expiration Date [Calendar] Projections [Build]

Override	Calculated Values
Academic Career <input type="checkbox"/> Undergraduate [Dropdown]	UGRD
Primary Program <input type="checkbox"/> PRFTC [Search] Professional Technical	PRFTC
Academic Plan <input type="checkbox"/> RENDTAA [Search] Nursing DTA/MRP	RENDTAA
Sub-Plan <input type="checkbox"/> [Search]	
*Aid Year <input type="checkbox"/> 2025-2026 Financial Aid Year [Dropdown]	2026
Billing Career Undergraduate [Dropdown]	
*Campus Academic Year MAIN [Dropdown]	
2025 <input checked="" type="checkbox"/> Eligible to Enroll	

[Build Info] [Census Date] [Advisor] [Campus Info]

[Save] [Return to Search] [Notify] [Update/Display] [Include History] [Correct History]

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

QRG: Building FA Term

Additionally, check the **Weeks of Instruction** value on the **FA Term >> Records/Term Info** tab. If the value is less than 12, especially on multiple term rows in the aid year, this can also cause this Validation Fail message.

When you add a new FA Term row, the **Weeks of Instruction** value should project out to a value of 12. If it does not, the value of 12 can manually be added into the **Weeks of Instruction** field and the override checkbox selected. Select **Save**.

- FA Term
- Acad Level
- Statistics
- Financial Aid
- Records/Term Info**
- Withdrawal Info

Sydney Morris

202019145



Term Information

Search | < | < | 4 of 19 | > | > | View All

Institution Seattle Central College Term 2255 2025 SUMMR Quarter

Student Data

Search | < | < | 1 of 2 | > | > | View All

Effective Date	10/09/2025	Sequence	1	Effective Status	Inactive
Academic Career	Undergraduate			Primary Program	Baccalaureate
Academic Plan	Allied Health BAS			Academic Sub-Plan	Comm Health & Education

Override

Weeks of Instruction 12

FA Number of Weeks 0

Start Date 07/07/2025

End Date 08/28/2025

Study Agreement

External Org ID

Country

Academic Advisor Group

Admit Term 2243 SPRING 2024

Bill Units

Canadian Cost Code

Calculated Values

0

0

- Save**
- Return to Search
- Notify
- Update/Display
- Include History
- Correct History

FA Term
Acad Level
Statistics
Financial Aid
Records/Term Info
Withdrawal Info

Term Information
4 of 19
View All

Institution
Term 2255 2025 SUMMR Quarter

Student Data
1 of 1
View All

Effective Date	07/21/2025	Sequence	1	Effective Status	Inactive
Academic Career	Undergraduate	Primary Program	Baccalaureate		
Academic Plan	Allied Health BAS	Academic Sub-Plan	Comm Health & Education		

Override

Weeks of Instruction	<input type="checkbox"/>	0	
FA Number of Weeks	<input type="checkbox"/>	0	
Start Date		07/07/2025	
End Date		08/28/2025	
Study Agreement			
External Org ID			
Country			
Academic Advisor Group			
Admit Term		2243	SPRING 2024
Bill Units	<input type="checkbox"/>		
Canadian Cost Code			

Calculated Values

0

0

Save
Return to Search
Notify

Update/Display
Include History
Correct Histor

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Additionally, check to see whether the Academic Plan reflected in FA Term is also listed as a program on the **COD Credential Cross Reference** page. If the Academic Plan is missing from the **COD Credential Cross Reference** page, this reason is why the Direct Loan record is not passing DLOUT Validation.

Navigate to: **Set Up SACR > Product Related > Financial Aid > COD > Credential Cross Reference**

COD Credential Cross Reference page:

Updated 3/3/26 Page 31

Processing

Institution: [Redacted]
 Aid Year: 2025-2026 Financial Aid Year

Retrieve from Acad Plan Copy

Personalize | Find **View All** First 1-20 of 84 Last

*Academic Career	Academic Program	*Academic Plan	NSC Classification	Credential Level	
UGRD	ACADM	BUCBUAA	Associate's Degree	Associate's degree	+ -
UGRD	ACADM	CHEBCAS	Associate's Degree	Associate's degree	+ -
UGRD	ACADM	EECCAS	Associate's Degree	Associate's degree	+ -
UGRD	ACADM	GEBBIAS	Associate's Degree	Associate's degree	+ -
UGRD	ACADM	LASACAA	Associate's Degree	Associate's degree	+ -
UGRD	ACADM	LASDTAA	Associate's Degree	Associate's degree	+ -
UGRD	ACADM	LASFGAA	Associate's Degree	Associate's degree	+ -
UGRD	ACADM	LASFSA	Associate's Degree	Associate's degree	+ -
UGRD	ACADM	LRST1AS	Associate's Degree	Associate's degree	+ -
UGRD	ACADM	MEEMCAS	Associate's Degree	Associate's degree	+ -
UGRD	ACADM	MEEMSAS	Associate's Degree	Associate's degree	+ -
UGRD	ACADM	METMEAS	Associate's Degree	Associate's degree	+ -
UGRD	ACADM	MUSMUAA	Associate's Degree	Associate's degree	+ -
UGRD	ACADM	PHST2AS	Associate's Degree	Associate's degree	+ -
UGRD	ACADM	RENPNAS	Associate's Degree	Associate's degree	+ -
UGRD	ACADM	UNDECLAC	Associate's Degree	Associate's degree	+ -
UGRD	BCHLR	BAMAMBAS	Bachelor's Degree	Bachelor's degree	+ -
UGRD	BCHLR	BAMAMPQ	Bachelor's Degree	Non-credential programs	+ -
UGRD	BCHLR	CISCYBAS	Bachelor's Degree	Bachelor's degree	+ -
UGRD	BCHLR	CISCYPRQ	Bachelor's Degree	Non-credential programs	+ -

Save Return to Search Notify Add Update/Display

QRG: [Reviewing the COD Credential Cross Reference Table](#)

Additionally, check the **Academic Plan >> Taxonomy tab** and verify the **Program Length Type** and **Program Length Value** are reported correctly.

Navigate to: **Set Up SACR > Foundation Tables > Academic Structure > Academic Plan Table >> Taxonomy tab**

Processing

Academic Plan Table | Print Options | **Taxonomy** | Owner | Research Processing Options | Advisement | Additional Attributes

Academic Institution [Redacted] [Redacted]
Academic Plan HSAAHBAS Allied Health BAS Major

Details Find | View All First 1 of 1 Last

Effective Date 01/02/1901 Status Active
CIP Code 51.0000 Health Services/Allied Health/
HEGIS Code
NSC Classification Bachelor's Degree
Field of Study
 Report as NSC Program
Program Length Type Years Program Length Value 4.000
SULA Special Program 2-year Bachelor's Degree

Plan Prospectus

Save | Return to Search | Notify | Add | Update/Display | Include History | Correct History

Academic Plan Table | Print Options | Taxonomy | Owner | Research Processing Options | Advisement | Additional Attributes

Tip! Resource: NSLDS Reference on Published Program Lengths: [NSLDS Enrollment Reporting Guide](#)

Lastly, check the **Academic Plan** tab to ensure FA eligibility by reviewing the **Short Description** field which should always begin with a 9 to be FA eligible.
i.e., 9_DTAA

[Academic Plan Table](#) |
 [Print Options](#) |
 [Taxonomy](#) |
 [Owner](#) |
 [Research Processing Options](#) |
 [Advisement](#) |
 [D](#)

Academic Institution WA062 Seattle Central College

Academic Plan HSAAHBAS

Find | View All First 1 of 1 Last

*Effective Date 01/02/1901 *Status Active

Academic Program BCHLR Baccalaureate

Academic Career

*Academic Plan Type Major

*Description Allied Health BAS

Short Description 9_AHBAS **First Term Valid** 0000 Begin Term

Degree Offered BAS Bachelor of Applied Science

*Req Term Default Program's Requirement Term

*Transcript Level Print on Offi

Last Prospect Date

Last Admit Term

Evaluate Plan Before Program

[Save](#) |
 [Return to Search](#) |
 [Notify](#) |
 [Add](#) |
 [Update/Display](#) |
 [Include History](#) |
 [Correct History](#)

[Academic Plan Table](#) |
 [Print Options](#) |
 [Taxonomy](#) |
 [Owner](#) |
 [Research Processing Options](#) |
 [Advisement](#) |
 [Additional Attributes](#)

If the short description begins with a value *other than 9*, and adjustments need to be made, work with the college's Enrollment Services/Student Records department and the SBCTC CS Core team by submitting a HelpDesk ticket.

If adjustments need to be made: Remember to do the [Next Steps](#) for the record to get out to COD

Payment Period End Dt/Begin Dt outside Award Begin/End Dt and/or Invalid Payment Period End Dt/Start Dt

Navigation	Description
Financial Aid > Financial Aid Term > Maintain Student FA Term	This message occurs for varying reasons to include, FA Term row is <i>Inactive</i> , Weeks of Instruction value is < 12, Academic Plan is not listed on the COD Credential XRef Table, or the Academic Plan Table is <i>Inactive</i> .

Begin the review at the **Maintain Student FA Term** page.

Check to see if the affected row's **Effective Status** = *Inactive*.

Processing

If the row is *Inactive*, this status is what is causing this Direct Loan Validation Error. The row must be *Active*.

The screenshot shows the ctcLink interface for a student named Sydney Morris. The 'Term Information' section displays the institution as Spokane CC and the term as 2255, 2025 SUMMR Quarter. The 'Student Data' section shows the effective date as 06/30/2025 and the effective status as 'Inactive'. The 'Override' section includes fields for Academic Career (Undergraduate), Primary Program (PRFTC), Academic Plan (RENTAA), Sub-Plan, Aid Year (2025-2026 Financial Aid Year), Billing Career (Undergraduate), Campus (MAIN), and Academic Year (2025). The 'Calculated Values' section lists UGRD, PRFTC, and RENTAA. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

Make the determination whether the FA Term row's **Effective Status** should be *Active*.

If it should be *Active* with current Enrollment Data, insert a new row into the desired FA Term and select the **Build** button.

[FA Term](#) | [Acad Level](#) | [Statistics](#) | [Financial Aid](#) | [Records/Term Info](#) | [Withdrawal Info](#)

Sydney Morris

Term Information [Search] [Back] [4 of 4] [View All]

Institution: Spokane CC [Add]

Term: 2255 2025 SUMMR Quarter

Student Data [Search] [1 of 2] [View All]

*Effective Date: 08/06/2025 [Calendar]
 *Effective Sequence: 1
 FA Calc
 [Add] [Minus]

Effective Status: Active [Dropdown]
 Override Expiration Date: [Calendar]
 Projections
 [Build]

Override		Calculated Values
Academic Career	<input type="checkbox"/> Undergraduate [Dropdown]	UGRD
Primary Program	<input type="checkbox"/> PRFTC [Search] Professional Technical	PRFTC
Academic Plan	<input type="checkbox"/> RENDTAA [Search] Nursing DTA/MRP	RENDTAA
Sub-Plan	<input type="checkbox"/> [Search]	
*Aid Year	<input type="checkbox"/> 2025-2026 Financial Aid Year [Dropdown]	2026
Billing Career	Undergraduate [Dropdown]	
*Campus	MAIN [Dropdown]	
Academic Year	2025	
	<input checked="" type="checkbox"/> Eligible to Enroll	

[Build Info](#) [Census Date](#) [Advisor](#) [Campus Info](#)

[Save](#) [Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#) [Correct History](#)

[FA Term](#) | [Acad Level](#) | [Statistics](#) | [Financial Aid](#) | [Records/Term Info](#) | [Withdrawal Info](#)

QRG: [Building FA Term](#)

Additionally, check to see whether the Academic Plan reflected in FA Term is also listed as a program on the **COD Credential Cross Reference** page. If the Academic Plan is missing from the **COD Credential Cross Reference** page, this reason is why the Direct Loan record is not passing DLOUT Validation.

Navigate to: **Set Up SACR > Product Related > Financial Aid > COD > Credential Cross Reference**

COD Credential Cross Reference page:

Processing

Institution: [redacted]
 Aid Year: 2025-2026 Financial Aid Year

Retrieve from Acad Plan Copy

Personalize | Find **View All** | First 1-20 of 84 Last

*Academic Career	Academic Program	*Academic Plan	NSC Classification	Credential Level
UGRD	ACADM	BUCBUAA	Associate's Degree	Associate's degree
UGRD	ACADM	CHEBCAS	Associate's Degree	Associate's degree
UGRD	ACADM	EECCAS	Associate's Degree	Associate's degree
UGRD	ACADM	GEBBIAS	Associate's Degree	Associate's degree
UGRD	ACADM	LASACAA	Associate's Degree	Associate's degree
UGRD	ACADM	LASDTAA	Associate's Degree	Associate's degree
UGRD	ACADM	LASFGAA	Associate's Degree	Associate's degree
UGRD	ACADM	LASFSAA	Associate's Degree	Associate's degree
UGRD	ACADM	LRST1AS	Associate's Degree	Associate's degree
UGRD	ACADM	MEEMCAS	Associate's Degree	Associate's degree
UGRD	ACADM	MEEMSAS	Associate's Degree	Associate's degree
UGRD	ACADM	METMEAS	Associate's Degree	Associate's degree
UGRD	ACADM	MUSMUAA	Associate's Degree	Associate's degree
UGRD	ACADM	PHST2AS	Associate's Degree	Associate's degree
UGRD	ACADM	RENPNAS	Associate's Degree	Associate's degree
UGRD	ACADM	UNDECLAC	Associate's Degree	Associate's degree
UGRD	BCHLR	BAMAMBAS	Bachelor's Degree	Bachelor's degree
UGRD	BCHLR	BAMAMPQ	Bachelor's Degree	Non-credential programs
UGRD	BCHLR	CISCYBAS	Bachelor's Degree	Bachelor's degree
UGRD	BCHLR	CISCYPRQ	Bachelor's Degree	Non-credential programs

Save Return to Search Notify Add Update/Display

QRG: [Reviewing the COD Credential Cross Reference Table](#)

Additionally, check the **Academic Plan >> Taxonomy tab** and verify the **Program Length Type** and **Program Length Value** are reported correctly.

Navigate to: **Set Up SACR > Foundation Tables > Academic Structure > Academic Plan Table >> Taxonomy tab**

Tip! Resource: NSLDS Reference on Published Program Lengths: [NSLDS Enrollment Reporting Guide](#)

Academic Plan Table page:

Academic Plan Table | Print Options **Taxonomy** | Owner | Research Processing Options | Advisement | Additional Attributes

Academic Institution: WA140 Clark College
 Academic Plan: RENDTAA Nursing DTA/MRP Major

Details Find | View All First 1 of 1 Last

Effective Date: 01/01/2023 Status: Active
 CIP Code: 51.3801 Registered Nursing/Registered
 HEGIS Code: [redacted]
 NSC Classification: Associate's Degree
 Field of Study: [redacted]
 Report as NSC Program
Program Length Type: Months **Program Length Value:** 27.000
 SULA Special Program: Not Applicable

Plan Prospectus

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Academic Plan Table | Print Options | Taxonomy | Owner | Research Processing Options | Advisement | Additional Attributes

Processing

Remember to do the [Next Steps](#) for the record to get out to COD.

Published Program Length is missing

Navigation	Description
Financial Aid > Financial Aid Term > Maintain Student FA Term	This message occurs for varying reasons to include, FA Term row is <i>Inactive</i> , Weeks of Instruction value is < 12, Academic Plan is not listed on the COD Credential XRef Table, or the Academic Plan Table is <i>Inactive</i> .

Begin the review at the **Maintain Student FA Term** page.

Check to see if the affected row's **Effective Status** = *Inactive*.

If the row is *Inactive*, this status is what is causing this Direct Loan Validation Error. The row must be *Active*.

Select the **Records/Term Info** row. Verify the **Weeks of Instruction** value is set to 12.

Notice in the example below, the **Weeks of Instruction** is set to 0 which is not a valid value for ctcLink.

FA Term | Acad Level | Statistics | Financial Aid | **Records/Term Info** | Withdrawal Info

Sydney Morris

Term Information | 4 of 4 | View All

Institution: Spokane CC | Term: 2255 2025 SUMMR | Quarter: Quarter

Student Data | 1 of 1 | View All

Effective Date	08/30/2025	Sequence	1	Effective Status	Inactive
Academic Career	Undergraduate			Primary Program	Professional Technical
Academic Plan	Nursing DTA/MRP			Academic Sub-Plan	

Override		Calculated Values
Weeks of Instruction	<input checked="" type="checkbox"/> 0	7
FA Number of Weeks	<input type="checkbox"/> 0	0
Start Date	07/01/2025	
End Date	08/14/2025	
Study Agreement		
External Org ID		
Country		
Academic Advisor Group	SPOKE - Spokane Community College	
Admit Term	2255 - SUMMER 2025	
Bill Units	<input type="checkbox"/>	
Canadian Cost Code		

Save | Return to Search | Notify | Update/Display | Include History | Correct History

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Make the determination whether the FA Term row's **Effective Status** should be *Active*.

If it should be *Active* with current Enrollment Data, insert a new row into the desired FA Term and select the **Build** button.

Processing

Navigation tabs: FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Sydney Morris

Term Information | 4 of 4 | View All

Institution: Spokane CC
Term: 2255 2025 SUMMR Quarter

Student Data | 1 of 2 | View All

*Effective Date: 08/06/2025 | *Effective Sequence: 1 | FA Calc | **+** **-**
Effective Status: Active | Override Expiration Date: | Projections | Build

Override	Calculated Values
Academic Career: <input type="checkbox"/> Undergraduate	UGRD
Primary Program: <input type="checkbox"/> PRFTC Professional Technical	PRFTC
Academic Plan: <input type="checkbox"/> RENDTAA Nursing DTA/MRP	RENDTAA
Sub-Plan: <input type="checkbox"/>	
*Aid Year: <input type="checkbox"/> 2025-2026 Financial Aid Year	2026
Billing Career: Undergraduate	
*Campus: MAIN	
Academic Year: 2025	
<input checked="" type="checkbox"/> Eligible to Enroll	

Buttons: Save | Return to Search | Notify | Update/Display | Include History | Correct History

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

QRG: [Building FA Term](#)

Additionally, check to see whether the Academic Plan reflected in FA Term is also listed as a program on the **COD Credential Cross Reference** page. If the Academic Plan is missing from the **COD Credential Cross Reference** page, this reason is why the Direct Loan record is not passing DLOUT Validation.

Navigate to: **Set Up SACR > Product Related > Financial Aid > COD > Credential Cross Reference**

COD Credential Cross Reference page:

Processing

Institution: [Redacted] Aid Year: 2025-2026 Financial Aid Year

Retrieve from Acad Plan Copy

Personalize | Find **View All** First 1-20 of 84 Last

*Academic Career	Academic Program	*Academic Plan	NSC Classification	Credential Level
UGRD	ACADM	BUCBUAA	Associate's Degree	Associate's degree
UGRD	ACADM	CHEBCAS	Associate's Degree	Associate's degree
UGRD	ACADM	EECCAS	Associate's Degree	Associate's degree
UGRD	ACADM	GEBBIAS	Associate's Degree	Associate's degree
UGRD	ACADM	LASACAA	Associate's Degree	Associate's degree
UGRD	ACADM	LASDTAA	Associate's Degree	Associate's degree
UGRD	ACADM	LASFGAA	Associate's Degree	Associate's degree
UGRD	ACADM	LASFSA	Associate's Degree	Associate's degree
UGRD	ACADM	LRST1AS	Associate's Degree	Associate's degree
UGRD	ACADM	MEEMCAS	Associate's Degree	Associate's degree
UGRD	ACADM	MEEMSAS	Associate's Degree	Associate's degree
UGRD	ACADM	METMEAS	Associate's Degree	Associate's degree
UGRD	ACADM	MUSMUAA	Associate's Degree	Associate's degree
UGRD	ACADM	PHST2AS	Associate's Degree	Associate's degree
UGRD	ACADM	RENPNAS	Associate's Degree	Associate's degree
UGRD	ACADM	UNDECLAC	Associate's Degree	Associate's degree
UGRD	BCHLR	BAMAMBAS	Bachelor's Degree	Bachelor's degree
UGRD	BCHLR	BAMAMPQ	Bachelor's Degree	Non-credential programs
UGRD	BCHLR	CISCYBAS	Bachelor's Degree	Bachelor's degree
UGRD	BCHLR	CISCYPRQ	Bachelor's Degree	Non-credential programs

Save Return to Search Notify Add Update/Display

QRG: [Reviewing the COD Credential Cross Reference Table](#)

Additionally, check the **Academic Plan >> Taxonomy tab** and verify the **Program Length Type** and **Program Length Value** are reported correctly.

Navigate to: **Set Up SACR > Foundation Tables > Academic Structure > Academic Plan Table >> Taxonomy tab**

Tip! Resource: NSLDS Reference on Published Program Lengths: [NSLDS Enrollment Reporting Guide](#)

Academic Plan Table page:

Academic Plan Table | Print Options | **Taxonomy** | Owner | Research Processing Options | Advisement | Additional Attributes

Academic Institution: WA140 Clark College
Academic Plan: RENDTAA Nursing DTAMRP Major

Details: Find | View All | First | 1 of 1 | Last

Effective Date: 01/01/2023 Status: Active
CIP Code: 51.3801 Registered Nursing/Registered
HEGIS Code: [Redacted]
NSC Classification: Associate's Degree
Field of Study: [Redacted]

Report as NSC Program
Program Length Type: Months **Program Length Value:** 27.000
SULA Special Program: Not Applicable

Plan Prospectus

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Academic Plan Table | Print Options | Taxonomy | Owner | Research Processing Options | Advisement | Additional Attributes

Processing

Remember to do the [Next Steps](#) for the record to get out to COD.

Special Program is missing

Navigation	Description
Financial Aid > Financial Aid Term > Maintain Student FA Term	This message occurs for varying reasons to include, FA Term row is <i>Inactive</i> , FA Term's SULA Special Program is blank, Academic Plan is not listed on the COD Credential XRef Table, or the Academic Plan Table reflects Inactive or SULA Special Program is not defined.

Begin the review at the **Maintain Student FA Term** page.

Check to see if the affected row's **Effective Status** = *Inactive*.

If the row is *Inactive*, this status is what is causing this Direct Loan Validation Error. The row must be *Active*.

Select the **FA Term >> Statistics** tab. Review the **SULA Special Program** value: is it correct? Is it blank? This field is pulling from the **Academic Plan Table** set up page.

FA Term | Acad Level | Statistics | Financial Aid | **Records/Term Info** | Withdrawal Info

Sydney Morris

Term Information | 4 of 4 | View All

Institution: Spokane CC | Term: 2255 2025 SUMMR | Quarter

Student Data | 1 of 1 | View All

Effective Date	08/30/2025	Sequence	1	Effective Status	Inactive
Academic Career	Undergraduate			Primary Program	Professional Technical
Academic Plan	Nursing DTA/MRP			Academic Sub-Plan	

Override		Calculated Values
Weeks of Instruction	<input checked="" type="checkbox"/> 0	7
FA Number of Weeks	<input type="checkbox"/> 0	0
Start Date	07/01/2025	
End Date	08/14/2025	
Study Agreement		
External Org ID		
Country		
Academic Advisor Group	SPOKE - Spokane Community College	
Admit Term	2255 - SUMMER 2025	
Bill Units	<input type="checkbox"/>	
Canadian Cost Code		

Save | Return to Search | Notify | Update/Display | Include History | Correct History

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Make the determination whether the FA Term row's **Effective Status** should be *Active*.

If it should be *Active* with current Enrollment Data, insert a new row into the desired FA Term and select the **Build** button.

Processing

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Sydney Morris

Term Information [Search] | [Back] | [4 of 4] | [Next] | [View All]

Institution Spokane CC [Add]

Term 2255 2025 SUMMR Quarter

Student Data [Search] | [1 of 2] | [Next] | [View All]

*Effective Date 08/06/2025 [Calendar] *Effective Sequence 1 FA Calc [Add] [Minus]

Effective Status Active [Dropdown] Override Expiration Date [Calendar] Projections [Build]

Override	Calculated Values
Academic Career <input type="checkbox"/> Undergraduate [Dropdown]	UGRD
Primary Program <input type="checkbox"/> PRFTC [Search] Professional Technical	PRFTC
Academic Plan <input type="checkbox"/> RENDTAA [Search] Nursing DTA/MRP	RENDTAA
Sub-Plan <input type="checkbox"/> [Search]	
*Aid Year <input type="checkbox"/> 2025-2026 Financial Aid Year [Dropdown]	2026
Billing Career Undergraduate [Dropdown]	
*Campus Academic Year MAIN [Dropdown]	
2025 <input checked="" type="checkbox"/> Eligible to Enroll	

[Build Info] [Census Date] [Advisor] [Campus Info]

[Save] [Return to Search] [Notify] [Update/Display] [Include History] [Correct History]

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

QRG: [Building FA Term](#)

Additionally, check to see whether the Academic Plan reflected in FA Term is also listed as a program on the **COD Credential Cross Reference** page. If the Academic Plan is missing from the **COD Credential Cross Reference** page, this reason is why the Direct Loan record is not passing DLOUT Validation.

Navigate to: **Set Up SACR > Product Related > Financial Aid > COD > Credential Cross Reference**

COD Credential Cross Reference page:

Processing

Institution: [redacted]
 Aid Year: 2025-2026 Financial Aid Year

Retrieve from Acad Plan Copy

Personalize | Find View All First 1-20 of 84 Last

*Academic Career	Academic Program	*Academic Plan	NSC Classification	Credential Level
UGRD	ACADM	BUCBUAA	Associate's Degree	Associate's degree
UGRD	ACADM	CHEBCAS	Associate's Degree	Associate's degree
UGRD	ACADM	EECCAS	Associate's Degree	Associate's degree
UGRD	ACADM	GEBBIAS	Associate's Degree	Associate's degree
UGRD	ACADM	LASACAA	Associate's Degree	Associate's degree
UGRD	ACADM	LASDTAA	Associate's Degree	Associate's degree
UGRD	ACADM	LASFGAA	Associate's Degree	Associate's degree
UGRD	ACADM	LASFSAA	Associate's Degree	Associate's degree
UGRD	ACADM	LRST1AS	Associate's Degree	Associate's degree
UGRD	ACADM	MEEMCAS	Associate's Degree	Associate's degree
UGRD	ACADM	MEEMSAS	Associate's Degree	Associate's degree
UGRD	ACADM	METMEAS	Associate's Degree	Associate's degree
UGRD	ACADM	MUSMUAA	Associate's Degree	Associate's degree
UGRD	ACADM	PHST2AS	Associate's Degree	Associate's degree
UGRD	ACADM	RENPNAS	Associate's Degree	Associate's degree
UGRD	ACADM	UNDECLAC	Associate's Degree	Associate's degree
UGRD	BCHLR	BAMAMBAS	Bachelor's Degree	Bachelor's degree
UGRD	BCHLR	BAMAMPQ	Bachelor's Degree	Non-credential programs
UGRD	BCHLR	CISCYBAS	Bachelor's Degree	Bachelor's degree
UGRD	BCHLR	CISCYPRQ	Bachelor's Degree	Non-credential programs

Save Return to Search Notify Add Update/Display

QRG: [Reviewing the COD Credential Cross Reference Table](#)

Additionally, check the **Academic Plan >> Taxonomy tab** and verify the **Program Length Type** and **Program Length Value** are reported correctly.

Navigate to: **Set Up SACR > Foundation Tables > Academic Structure > Academic Plan Table >> Taxonomy tab**

Tip! Resource: NSLDS Reference on Published Program Lengths: [NSLDS Enrollment Reporting Guide](#)

Academic Plan Table page:

Academic Plan Table Print Options Taxonomy Owner Research Processing Options Advisement Additional Attributes

Academic Institution: [redacted] Academic Plan: RENDTAA Nursing DTA/MRP Major: [redacted]

Details Find | View All First 1 of 1 Last

Effective Date: 01/01/2023 Status: Active

CIP Code: 51.3801 Registered Nursing/Registered

HEGIS Code: [redacted]

NSC Classification: Associate's Degree

Field of Study: [redacted]

Report as NSC Program

Program Length Type: Months Program Length Value: 27.000

SULA Special Program: Not Applicable

Plan Prospectus

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Remember to do the [Next Steps](#) for the record to get out to COD.

CIP Code is blank and/or CIP Code Year is missing

Navigation	Description
Financial Aid > Financial Aid Term > Maintain Student FA Term	This message occurs for varying reasons to include, FA Term row is <i>Inactive</i> , Academic Plan is not listed on the COD Credential XRef Table, or the Academic Plan Table reflects <i>Inactive</i> and or <i>Effective Date</i> is greater than the award date CIP Code.

Begin the review at the **Maintain Student FA Term** page.

Check to see if the affected row's **Effective Status** = *Inactive*.

If the row is *Inactive*, this status is what is causing this Direct Loan Validation Error. The row must be *Active*.

Select the **FA Term >> Statistics** tab. Review the **SULA Special Program** value: is it correct? Is it blank? This field is pulling from the **Academic Plan Table** set up page.

Make the determination whether the FA Term row's **Effective Status** should be *Active*.

If it should be *Active* with current Enrollment Data, insert a new row into the desired FA Term and select the **Build** button.

Processing

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Sydney Morris

Term Information [Search] | [Back] | [4 of 4] | [Next] | [View All]

Institution: Spokane CC
Term: 2255 2025 SUMMR Quarter

Student Data [Search] | [1 of 2] | [Next] | [View All]

*Effective Date: 08/06/2025
*Effective Sequence: 1
FA Calc:
Effective Status: Active
Override Expiration Date: [Calendar]
Projections:
Build

Override	Calculated Values
Academic Career: <input type="checkbox"/> Undergraduate	UGRD
Primary Program: <input type="checkbox"/> PRFTC Professional Technical	PRFTC
Academic Plan: <input type="checkbox"/> RENDTAA Nursing DTA/MRP	RENDTAA
Sub-Plan: <input type="checkbox"/>	
*Aid Year: <input type="checkbox"/> 2025-2026 Financial Aid Year	2026
Billing Career: Undergraduate	
*Campus: MAIN	
Academic Year: 2025 <input checked="" type="checkbox"/> Eligible to Enroll	

Build Info | Census Date | Advisor | Campus Info

Save | Return to Search | Notify | Update/Display | Include History | Correct History

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

QRG: [Building FA Term](#)

Additionally, check to see whether the Academic Plan reflected in FA Term is also listed as a program on the **COD Credential Cross Reference** page. If the Academic Plan is missing from the **COD Credential Cross Reference** page, this reason is why the Direct Loan record is not passing DLOUT Validation.

Navigate to: **Set Up SACR > Product Related > Financial Aid > COD > Credential Cross Reference**

COD Credential Cross Reference page:

Processing

Academic Plan Table | Print Options | **Taxonomy** | Owner | Research Processing Options | Advisement | Additional Attributes

Academic Institution: [Redacted] Academic Plan: RENDTAA Nursing DTA/MRP Major: [Redacted]

Details Find | View All First 1 of 2 Last

Effective Date: 10/09/2025 Status: Active

CIP Code: 51.3801 Registered Nursing/Registered

HEGIS Code: [Redacted]

NSC Classification: Associate's Degree

Field of Study: [Redacted]

Report as NSC Program

Program Length Type: Months Program Length Value: 27.000

SULA Special Program: Not Applicable

Plan Prospectus

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History

If adjustments are necessary, remember to do the [Next Steps](#) for the record to get out to COD.

Credential Level is missing

Navigation	Description
Financial Aid > Financial Aid Term > Maintain Student FA Term	This message occurs for varying reasons to include, FA Term row is <i>Inactive</i> , Weeks of Instruction value is < 12, Academic Plan is not listed on the COD Credential XRef Table, or the Academic Plan Table is <i>Inactive or Credential Level is undefined or incorrect</i> .

Begin the review at the **Maintain Student FA Term** page.

Check to see if the affected row's **Effective Status** = *Inactive*.

If the row is *Inactive*, this status is what is causing this Direct Loan Validation Error. The row must be *Active*.

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Sydney Morris

Term Information | 4 of 4 | View All

Institution: Spokane CC
Term: 2255 2025 SUMMR Quarter

Student Data | 1 of 1 | View All

*Effective Date: 06/30/2025 | *Effective Sequence: 1 | FA Calc
Effective Status: Inactive | Override Expiration Date: | Projections | Build

Override	Calculated Values
Academic Career: <input type="checkbox"/> Undergraduate	UGRD
Primary Program: <input type="checkbox"/> PRFTC Professional Technical	PRFTC
Academic Plan: <input type="checkbox"/> RENDTAA Nursing DTA/MRP	RENTAA
Sub-Plan: <input type="checkbox"/>	
*Aid Year: <input type="checkbox"/> 2025-2026 Financial Aid Year	2026
Billing Career: Undergraduate	
*Campus: MAIN	
Academic Year: 2025 <input checked="" type="checkbox"/> Eligible to Enroll	

Build Info | Census Date | Advisor | Campus Info

Save | Return to Search | Notify | Update/Display | Include History | Correct History

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Make the determination whether the FA Term row's **Effective Status** should be *Active*.

If it should be *Active* with current Enrollment Data, insert a new row into the desired FA Term and select the **Build** button.

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Sydney Morris

Term Information | 4 of 4 | View All

Institution: Spokane CC
Term: 2255 2025 SUMMR Quarter

Student Data | 1 of 2 | View All

*Effective Date: 08/06/2025 | *Effective Sequence: 1 | FA Calc
Effective Status: Active | Override Expiration Date: | Projections | Build

Override	Calculated Values
Academic Career: <input type="checkbox"/> Undergraduate	UGRD
Primary Program: <input type="checkbox"/> PRFTC Professional Technical	PRFTC
Academic Plan: <input type="checkbox"/> RENDTAA Nursing DTA/MRP	RENTAA
Sub-Plan: <input type="checkbox"/>	
*Aid Year: <input type="checkbox"/> 2025-2026 Financial Aid Year	2026
Billing Career: Undergraduate	
*Campus: MAIN	
Academic Year: 2025 <input checked="" type="checkbox"/> Eligible to Enroll	

Build Info | Census Date | Advisor | Campus Info

Save | Return to Search | Notify | Update/Display | Include History | Correct History

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Processing

QRG: [Building FA Term](#)

Additionally, check to see whether the Academic Plan reflected in FA Term is also listed as a program on the **COD Credential Cross Reference** page. If the Academic Plan is missing from the **COD Credential Cross Reference** page, this reason is why the Direct Loan record is not passing DLOUT Validation.

Navigate to: **Set Up SACR > Product Related > Financial Aid > COD > Credential Cross Reference**

COD Credential Cross Reference page:

*Academic Career	Academic Program	*Academic Plan	NSC Classification	Credential Level
UGRD	ACADM	BUCBUAA	Associate's Degree	Associate's degree
UGRD	ACADM	CHEBCAS	Associate's Degree	Associate's degree
UGRD	ACADM	EECCCEAS	Associate's Degree	Associate's degree
UGRD	ACADM	GEBBIAS	Associate's Degree	Associate's degree
UGRD	ACADM	LASACAA	Associate's Degree	Associate's degree
UGRD	ACADM	LASDTAA	Associate's Degree	Associate's degree
UGRD	ACADM	LASFGAA	Associate's Degree	Associate's degree
UGRD	ACADM	LASFSA	Associate's Degree	Associate's degree
UGRD	ACADM	LRST1AS	Associate's Degree	Associate's degree
UGRD	ACADM	MEEMCAS	Associate's Degree	Associate's degree
UGRD	ACADM	MEEMSAS	Associate's Degree	Associate's degree
UGRD	ACADM	METMEAS	Associate's Degree	Associate's degree
UGRD	ACADM	MUSMUAA	Associate's Degree	Associate's degree
UGRD	ACADM	PHSTZAS	Associate's Degree	Associate's degree
UGRD	ACADM	RENPNAS	Associate's Degree	Associate's degree
UGRD	ACADM	UNDECLAC	Associate's Degree	Associate's degree
UGRD	BCHLR	BAMAMBAS	Bachelor's Degree	Bachelor's degree
UGRD	BCHLR	BAMAMPQ	Bachelor's Degree	Non-credential programs
UGRD	BCHLR	CISCYBAS	Bachelor's Degree	Bachelor's degree
UGRD	BCHLR	CISCYPRQ	Bachelor's Degree	Non-credential programs

QRG: [Reviewing the COD Credential Cross Reference Table](#)

Additionally, check the **Academic Plan >> Taxonomy** tab and verify the **NSC Classification** value is reported correctly.

Also check the program's **Effective Date** in the **Academic Plan Table**. If the **Effective Date** is *after* the Direct Loan record was originated, this reason could also trigger this Direct Loan Validation Error Message.

Navigate to: **Set Up SACR > Foundation Tables > Academic Structure > Academic Plan Table >> Taxonomy** tab

Tip! Resource: NSLDS Reference on Published Program Lengths: [NSLDS Enrollment Reporting Guide](#)

Academic Plan Table page

Processing

Academic Plan Table | Print Options | **Taxonomy** | Owner | Research Processing Options | Advisement | Additional Attributes

Academic Institution WA140 Clark College
 Academic Plan RENDTAA Nursing DTA/MRP Major

Details Find | View All First 1 of 1 Last

Effective Date 01/01/2023 Status Active
 CIP Code 51.3801 Registered Nursing/Registered
 HEGIS Code
NSC Classification Associate's Degree
 Field of Study
 Report as NSC Program
 Program Length Type Months Program Length Value 27.000
 SULA Special Program Not Applicable

Plan Prospectus

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Academic Plan Table | Print Options | Taxonomy | Owner | Research Processing Options | Advisement | Additional Attributes

Remember to do the [Next Steps](#) for the record to get out to COD.

One or More Terms do not have Cred Lvl XREF setup

Navigation	Description
Financial Aid > Financial Aid Term > Maintain Student FA Term	This message occurs when the Academic Plan is not listed on the COD Credential XRef Table.

Begin your review at the **COD Credential Cross Reference** page. If the Academic Plan is missing from the **COD Credential Cross Reference** page, this reason is why the Direct Loan record is not passing DLOUT Validation.

Navigate to: **Set Up SACR > Product Related > Financial Aid > COD > Credential Cross Reference**

COD Credential Cross Reference page:

Processing

Institution: [Redacted]
 Aid Year: 2025-2026 Financial Aid Year

Retrieve from Acad Plan Copy

Personalize | Find **View All** First 1-20 of 84 Last

*Academic Career	Academic Program	*Academic Plan	NSC Classification	Credential Level
UGRD	ACADM	BUCBUAA	Associate's Degree	Associate's degree
UGRD	ACADM	CHEBCAS	Associate's Degree	Associate's degree
UGRD	ACADM	EECCAS	Associate's Degree	Associate's degree
UGRD	ACADM	GEBBIAS	Associate's Degree	Associate's degree
UGRD	ACADM	LASACAA	Associate's Degree	Associate's degree
UGRD	ACADM	LASDTAA	Associate's Degree	Associate's degree
UGRD	ACADM	LASFGAA	Associate's Degree	Associate's degree
UGRD	ACADM	LASFSAA	Associate's Degree	Associate's degree
UGRD	ACADM	LRST1AS	Associate's Degree	Associate's degree
UGRD	ACADM	MEECCAS	Associate's Degree	Associate's degree
UGRD	ACADM	MEEEMSAS	Associate's Degree	Associate's degree
UGRD	ACADM	METMEAS	Associate's Degree	Associate's degree
UGRD	ACADM	MUSMUAA	Associate's Degree	Associate's degree
UGRD	ACADM	PHST2AS	Associate's Degree	Associate's degree
UGRD	ACADM	RENPNAS	Associate's Degree	Associate's degree
UGRD	ACADM	UNDECLAC	Associate's Degree	Associate's degree
UGRD	BCHLR	BAMAMBAS	Bachelor's Degree	Bachelor's degree
UGRD	BCHLR	BAMAMPRQ	Bachelor's Degree	Non-credentialed programs
UGRD	BCHLR	CISCYBAS	Bachelor's Degree	Bachelor's degree
UGRD	BCHLR	CISCYPRQ	Bachelor's Degree	Non-credentialed programs

Save Return to Search Notify Add Update/Display

QRG: [Reviewing the COD Credential Cross Reference Table](#)

Remember to do the [Next Steps](#) for the record to get out to COD.

One or more Student Terms are inactive

Navigation	Description
Financial Aid > Financial Aid Term > Maintain Student FA Term	This message occurs because the FA Term row is <i>Inactive</i> .

Begin the review at the **Maintain Student FA Term** page.

Check to see if the affected row's **Effective Status** = *Inactive*.

If the row is *Inactive*, this status is what is causing this Direct Loan Validation Error. The row must be *Active*.

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Sydney Morris

Term Information 4 of 4 | View All

Institution Spokane CC
Term 2255 2025 SUMMR Quarter

Student Data 1 of 1 | View All

*Effective Date 06/30/2025 *Effective Sequence 1 FA Calc
Effective Status **Inactive** Override Expiration Date Projections **Build**

Override	Calculated Values
Academic Career <input type="checkbox"/> Undergraduate	UGRD
Primary Program <input type="checkbox"/> PRFTC Professional Technical	PRFTC
Academic Plan <input type="checkbox"/> RENDTAA Nursing DTA/MRP	RENTAA
Sub-Plan <input type="checkbox"/>	
*Aid Year <input type="checkbox"/> 2025-2026 Financial Aid Year	2026
Billing Career Undergraduate	
*Campus MAIN	
Academic Year 2025 <input checked="" type="checkbox"/> Eligible to Enroll	

Build Info | Census Date | Advisor | Campus Info

Save | Return to Search | Notify | Update/Display | Include History | Correct History

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Make the determination whether the FA Term row's **Effective Status** should be *Active*.

If it should be *Active* with current Enrollment Data, insert a new row into the desired FA Term and select the **Build** button.

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Sydney Morris

Term Information 4 of 4 | View All

Institution Spokane CC
Term 2255 2025 SUMMR Quarter

Student Data 1 of 2 | View All

*Effective Date 08/06/2025 *Effective Sequence 1 FA Calc
Effective Status **Active** Override Expiration Date Projections **Build**

Override	Calculated Values
Academic Career <input type="checkbox"/> Undergraduate	UGRD
Primary Program <input type="checkbox"/> PRFTC Professional Technical	PRFTC
Academic Plan <input type="checkbox"/> RENDTAA Nursing DTA/MRP	RENTAA
Sub-Plan <input type="checkbox"/>	
*Aid Year <input type="checkbox"/> 2025-2026 Financial Aid Year	2026
Billing Career Undergraduate	
*Campus MAIN	
Academic Year 2025 <input checked="" type="checkbox"/> Eligible to Enroll	

Build Info | Census Date | Advisor | Campus Info

Save | Return to Search | Notify | Update/Display | Include History | Correct History

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Processing

QRG: [Building FA Term](#)

Next Steps – Manage Direct Loan Application page

Next, navigate to the **Financial Aid > Loans > Direct Lending Management > Manage Direct Loan Application** page and ensure all applicable records that need Originations to pass through DLOUT Validation are updated by removing any holds, selecting the **Update to Origination** button and then the **Activate Change** button.

Application Bio/Demo | Application Misc Data | Application Financial | **Application Acknowledgement**

ID: [Redacted] Institution: [Redacted]
 Career: UGRD Undergraduate Aid Year: 2026
 Loan Type: DSB1 Subsidized Direct Loan 1 Appl Seq: 1

Hold Loan Remove Hold

Origination Detail [Search] [1 of 1] [View All]

Loan Process Status: Hold Misc Loan Detail Eligibility Detail Borrower Detail Student Detail Name Detail Address Detail ATB Detail

Disbt ID	LOC Anticipated ID	LOC Actual ID	Ln Dsb Amt	Loan Fee Amount	Rebate Amt	Net Disbt	Antc Date
01	01		\$457.00	\$4.00	\$0.00	\$453.00	09/25/2025
02	02		\$457.00	\$4.00	\$0.00	\$453.00	01/02/2026
03	03		\$456.00	\$4.00	\$0.00	\$452.00	04/02/2026

Application Bio/Demo | Application Misc Data | Application Financial | Application Acknowledgement

The Loan Process Status will change from *Hold* to *In Service*.

Select the **Save** button.

Application Bio/Demo | Application Misc Data | Application Financial | **Application Acknowledgement**

ID: [Redacted] Institution: [Redacted]
 Career: UGRD Undergraduate Aid Year: 2026
 Loan Type: DSB1 Subsidized Direct Loan 1 Appl Seq: 1

Hold Loan Remove Hold

Origination Detail [Search] [1 of 1] [View All]

Loan Process Status: In Service Misc Loan Detail Eligibility Detail Borrower Detail Student Detail Name Detail Address Detail ATB Detail SULA

Disbt ID	LOC Anticipated ID	LOC Actual ID	Ln Dsb Amt	Loan Fee Amount	Rebate Amt	Net Disbt	Antc Date
01	01		\$457.00	\$4.00	\$0.00	\$453.00	09/25/2025
02	02		\$457.00	\$4.00	\$0.00	\$453.00	01/02/2026
03	03		\$456.00	\$4.00	\$0.00	\$452.00	04/02/2026

Application Bio/Demo | Application Misc Data | Application Financial | Application Acknowledgement

Run any necessary Direct Loan origination [Next Steps](#) for the record to get out to COD.

steps and then run the DLOUT process to pick up adjusted records.

Processing

Download the crdl file and then outbound the file to COD.

Generate Direct Loan Data - DLOUT – FAPDLOCH (Origination Change) Errors

Change Skipped Actual Amt Exceeds Anticipated DSBx

Navigation	Description
Navigation: Financial Aid > Loans > Direct Lending Management > View Loan Processing Actions	Loan amount exceeds anticipated amount as reflected on Manage Direct Loan Application page or the student changed a bio demo item on their ISIR or in Student Records. i.e., their email address, or changed their address

Begin your review on the **View Loan Processing Actions** page.

On the **Direct Loan Origination Actions** tab. In the **Actions** tab, note the **Orig Change** row.

Select the **Msg** link.

The screenshot shows the 'Direct Loan Origination Actions' interface. At the top, there are tabs for 'Direct Loan Orig Actions', 'Direct Loan Disbt Actions', 'Direct Loan SULA Response', and 'Loan Exception Messages'. Below the tabs, there are filters for ID, Career (UGRD), Loan Type (DSB1), Institution, Aid Year (2025), and Appl Seq (1). The main content area is titled 'Origination Info' and displays details for 'Subsidized Direct Loan 1'. It shows 'Loan Process Status: Hold', 'Total Certified Loan Amount: \$3,400.00', and 'Borrower Requested Amount: \$3,400.00'. Below this, there is an 'Actions' tab with a sub-tab for 'CRC Lender Information'. A table lists the actions:

Seq	Document ID	Description	Action Status	Status Date	Loan Action Dttm
3		Orig Change	Pending	08/13/2025	08/13/2025 10:32:39AM
2	2024-12-30T11:13:19.8669615246	Accepted Orig	Received	12/30/2024	12/30/2024 1:46:27PM
1	2024-12-30T11:13:19.8669615246	Loan Originated	Transmitted	12/30/2024	12/30/2024 11:08:51AM

At the bottom of the table, there are navigation buttons: 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. The 'Msg' link in the 'Orig Change' row is highlighted with a red box.

In the **Loan Action Message Detail** pagelet, note the disbursement amounts and the student email. The *student email* is listed here as a reason as why the loan was placed on hold. At some point in time, the student borrower changed their email address, either on their ISIR, or with Student Records. The ctclink system is now flagging this change where the loan processor will have to review it before the record is allowed to pass Validation.

Processing

Loan Action Message Detail

Sequence 3 08/13/2025 10:32:39AM Orig Change
 Document ID

Seq	Chg Field	Description	Chg Value	Chg Error	Msg	Description
1	S122	Academic Year End Date	20250807		Msg	
2	S126	Student E-Mail Address	@yvcc.edu		Msg	
3	S029	Loan Amount Approved	03400		Msg	
4	S039	1st Disb Anticipated Gross	01700		Msg	
5	S038	1st Disb Anticipated Date	20241227		Msg	
6	S049	2nd Disb Anticipated Gross	01700		Msg	
7	S048	2nd Disb Anticipated Date	20250321		Msg	

[Return](#)

Next, navigate out to the **Hold/Suspend Change Data** page. **Financial Aid > Loans > Direct Lending Management > Hold/Suspend Change Data**

From the previous page, the **Loan Action Message Detail** page (above image), copy the **Chg Field**, in this example, S126, and enter it into the **Chg Field Num** on the **Hold/Suspend Change Data** page. Select the **Save** button.

DL Student Change Information

ID Institution Aid Year 2025

DL Student Change Parameters Find | View All First 1 of 1 Last

*Chg Field Num	Description	DL Change Type	*Change Parm
S126	Student E-Mail Address	Demographic	Do Not Send Changes

Note other **Chg Fields** may need to be changed. Typical **Chg Fields** that generate an Origination Change issue are student address, and student email.

Processing

Next Steps – Manage Direct Loan Application page

Next, navigate to the **Financial Aid > Loans > Direct Lending Management > Manage Direct Loan Application** page and ensure all applicable records that need Originations to pass through DLOUT Validation are updated by removing any holds, selecting the **Update to Origination** button and then the **Activate Change** button.

The screenshot shows the 'Application Acknowledgement' page for a Direct Loan application. The 'Loan Process Status' is currently 'Hold'. The 'Update Origination' button is highlighted in red. Below, in the 'Origination Detail' section, the 'Activate Change' button is also highlighted in red. A table of disbursements is visible below the buttons.

Disbt ID	LOC Anticipated ID	LOC Actual ID	Ln Dsb Amt	Loan Fee Amount	Rebate Amt	Net Disbt	Antc Date
01	01		\$457.00	\$4.00	\$0.00	\$453.00	09/25/2025
02	02		\$457.00	\$4.00	\$0.00	\$453.00	01/02/2026
03	03		\$456.00	\$4.00	\$0.00	\$452.00	04/02/2026

The Loan Process Status will change from *Hold* to *In Service*.

Select the **Save** button.

The screenshot shows the 'Application Acknowledgement' page after the status change. The 'Loan Process Status' is now 'In Service'. The 'Save' button is highlighted in blue. The 'Update Origination' button is no longer visible. The table of disbursements remains the same.

Disbt ID	LOC Anticipated ID	LOC Actual ID	Ln Dsb Amt	Loan Fee Amount	Rebate Amt	Net Disbt	Antc Date
01	01		\$457.00	\$4.00	\$0.00	\$453.00	09/25/2025
02	02		\$457.00	\$4.00	\$0.00	\$453.00	01/02/2026
03	03		\$456.00	\$4.00	\$0.00	\$452.00	04/02/2026

Run any necessary Direct Loan origination steps and then run the DLOUT process to pick up adjusted records.

Download the crdl file and then outbound the file to COD.

Remember to do the [Next Steps](#) for the record to get out to COD.

Generate Direct Loan Data - DLOUT – FAPDLODB (Disbursement) Errors

Enrollment Status is Invalid

Navigation	Description
Navigation: Financial Aid > Financial Aid Term > Maintain Student FA Term	Review the FA Term page and review the FA Load, Session Detail, and the Effective Dated row history

Begin review at the **Maintain Student FA Term** page for the term displaying from the DLOUT Message Text.

Find an Existing Value and select the **Search** button.

Select the record displayed in the **Search Results** row.

Processing

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Saved Searches

Empl ID

*Academic Institution

*Aid Year

National ID

Campus ID

Last Name

First Name

[Show fewer options](#)

Case Sensitive
 Include History
 Correct History

Search Results

1 result - ID "201013850" Academic Institution "WA171" +1 more

ID	Academic Institution	Aid Year	National ID	Date of Birth	Name	
[Redacted]	WA171	2026	*****	[Redacted]	Morris, Sydney	>

Processing

FA Term | **Acad Level** | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Sydney Morris

Term Information [Search] [K] [4 of 4] [View All]

Institution [Redacted] Term 2255 2025 SUMMR Quarter

Student Data [Search] [1 of 1] [View All]

Effective Date	06/30/2025	Sequence	1	Effective Status	Active
Academic Career	Undergraduate	Primary Program	Professional Technical		
Academic Plan	Paralegal AAS	Academic Sub-Plan			

Override	Calculated Values
Form of Study <input type="checkbox"/> Class Enrollment	Class Enrollment
Approved Academic Load <input type="checkbox"/> Full-Time	Full-Time
Academic Load <input type="checkbox"/> N Q No Unit Load	No Units
Financial Aid Load <input type="checkbox"/> N Q No Unit Load	No Units
Academic Level <input type="checkbox"/> 20 Q Sophomore	Sophomore
Projected <input type="checkbox"/> 20 Q Sophomore	Sophomore
Start <input type="checkbox"/> 20 Q Sophomore	Sophomore
End <input type="checkbox"/> 20 Q Sophomore	Sophomore
Course Load Percent <input type="text" value="0.00"/>	
Enrollment Intensity Percent <input type="checkbox"/> 0	0

Save | Return to Search | Notify | Update/Display | **Include History** | Correct History

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Resolution:

Make the determination to cancel the Direct Loan due to FA Term reflecting **FA Load = No Unit Load** (or any ineligible Financial Aid Load value). Or, if the student was eligible at the time of disbursement, insert a new row on the affected term(s) and temporarily override the **FA Load, Enrollment Intensity Percent,** and the **SULA Taken Units**.

Processing

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Sydney Morris

Term Information | 4 of 4 | View All

Institution: Spokane CC
Term: 2255 2025 SUMMR Quarter

Student Data | 1 of 2 | View All

*Effective Date: 08/06/2025
*Effective Sequence: 1
FA Calc:
Effective Status: Active
Override Expiration Date:
Projections:
Build

Override	Calculated Values
Academic Career: <input type="checkbox"/> Undergraduate	UGRD
Primary Program: <input type="checkbox"/> PRFTC Professional Technical	PRFTC
Academic Plan: <input type="checkbox"/> RENDTAA Nursing DTA/MRP	RENDTAA
Sub-Plan: <input type="checkbox"/>	
*Aid Year: <input type="checkbox"/> 2025-2026 Financial Aid Year	2026
Billing Career: Undergraduate	
*Campus: MAIN	
Academic Year: 2025 <input checked="" type="checkbox"/> Eligible to Enroll	

Build Info | Census Date | Advisor | Campus Info

Save | Return to Search | Notify | Update/Display | Include History | Correct History

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

At the **Acad Level** tab, here is where you will override the **FA Load** and **Enrollment Intensity Percent** to the value the student was eligible for at the time of disbursement.

FA Term | **Acad Level** | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Sydney Morris

Term Information | 4 of 11 | View All

Institution: Spokane CC | Term: 2255 2025 SUMMR Quarter

Student Data | 1 of 1 | View All

Effective Date	09/08/2025	Sequence	1	Effective Status	Active
Academic Career	Undergraduate	Primary Program	Professional Technical		
Academic Plan	Accounting Assistant AAS	Academic Sub-Plan			

Override		Calculated Values	
Form of Study	<input type="checkbox"/> Class Enrollment	Class Enrollment	
Approved Academic Load	<input type="checkbox"/> Full-Time	Full-Time	
Academic Load	<input checked="" type="checkbox"/> T 20	Three Quarter Time	No Units
Financial Aid Load	<input checked="" type="checkbox"/> T 20	Three Quarter Time	No Units
Academic Level	<input type="checkbox"/> 20	Sophomore	Sophomore
Projected	<input type="checkbox"/> 20	Sophomore	Sophomore
Start	<input type="checkbox"/> 20	Sophomore	Sophomore
End	<input type="checkbox"/> 20	Sophomore	Sophomore
Course Load Percent	0.00		
Enrollment Intensity Percent	<input checked="" type="checkbox"/> 83		0

Save | Return to Search | Notify | Update/Display | Include History | Correct History

FA Term | Acad Level | Statistics | Financial Aid | Records/Term Info | Withdrawal Info

Next, at the **Statistics** tab, here is where you will override the Term **Taken Units** and the **SULA Taken Units** to the value the student was eligible for at the time of disbursement.

Select the **Save** button.

Remember to do the [Next Steps](#) for the record to get out to COD.

FA Term
Acad Level
Statistics
Financial Aid
Records/Term Info
Withdrawal Info

Sydney Morris ★

Term Information View All

Institution **Spokane CC** Term **2255 2025 SUMMR** Quarter

Student Data View All

Effective Date **10/21/2025** Sequence **1** Effective Status **Active**

Academic Career **Undergraduate** Primary Program **Professional Technical**

Academic Plan **Accounting Assistant AAS** Academic Sub-Plan

		Term		Cumulative		
	Override	Calculated	Override	Calculated		
GPA	<input type="checkbox"/>	0.000	<input type="checkbox"/>	3.094	3.094	<input type="checkbox"/> Cum Reset
Taken	<input checked="" type="checkbox"/>	10.000	<input type="checkbox"/>	192.500	192.500	<input type="checkbox"/> GPA Calc
Remote		0.000				<input type="checkbox"/> Warning
Total		10.000		170.500	170.500	
Passed	<input type="checkbox"/>	0.000	<input type="checkbox"/>	8.000	8.000	
Residency		1.000				
Residence Terms		0.000				
SULA Units	<input checked="" type="checkbox"/>	10.000				
SULA Load		Three-Quarter time				

Session Detail

Anticipated

In Progress

Completed

Current

Current Load **No Units**

Current Ld Enroll Intensity **0%**

SULA Special Program **Not Applicable**

[Transfer Credit](#)

Save
Return to Search
Notify

Update/Display
Include History
Correct History

[FA Term](#) | [Acad Level](#) | [Statistics](#) | [Financial Aid](#) | [Records/Term Info](#) | [Withdrawal Info](#)

Processing

Next Steps – Manage Direct Loan Application page

Next, navigate to the **Financial Aid > Loans > Direct Lending Management > Manage Direct Loan Application** page and ensure all applicable records that need the Disbursements to pass through DLOUT Validation are updated by selecting the **Activate Change** button. For disbursements, you do not have to select the Change to Origination button.

Select the **Save** button.

The screenshot shows the 'Application Acknowledgement' tab for a Direct Loan application. The application details include ID 203067232, Institution WA171, and Loan Type DSB1. The 'Origination Detail' table lists two disbursements:

Disbt ID	LOC Anticipated ID	LOC Actual ID	Ln Dsb Amt	Loan Fee Amount	Rebate Amt	Net Disbt	Antc Date
01	01	01	\$1,375.00	\$14.00	\$0.00	\$1,361.00	07/01/2025
02	02		\$0.00	\$0.00	\$0.00	\$0.00	09/10/2025

The 'Activate Change' button is highlighted in red, and the 'Save' button is highlighted in blue at the bottom of the page.

Remember to do the [Next Steps](#) for the record to get out to COD.

Next, run the DLOUT process to pick up adjusted records.

Download the crdl file and then outbound the file to COD.