

ISIR Corrections

Students apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is processed by the Department of Education, which sends electronic records once or twice a day containing data necessary for the determination of financial aid eligibility. These records are called ISIRs and must be matched and loaded to the correct student record in Campus Solutions (CS).

ISIRs are loaded into the ISIR Suspense table. Search/Match rules look for matching student records in CS. Depending on whether a match is found, a combination of ISIR Load Parameters and UCB custom ISIR Load rules determine whether to load an individual ISIR to an existing student record in CS, skip the ISIR, or route it for manual review by setting the status to Suspend.

Loading an ISIR to a student record (the Corrections tables) initiates financial aid awarding at the student level. Data in the ISIR Corrections tables is used in downstream financial aid processes such as budgeting and packaging.

Financial Aid office staff may need to review ISIR information, or in rare instances, need to correct the information on an ISIR as part of an Appeals process or any other circumstance that requires review of the data. (Note: This document does not cover corrections that occur as part of QA Verification. Refer to the QA Verification job aid.)

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 From the Main Menu, click the Financial Aid link.



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2. Click the Federal Application Data

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3. Click the Correct 2015-2016 ISIR records menu

Correct 2015-2016 ISIR records

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4. There are several options to search for a record. Unique identifiers such as Social Security Number or Student ID are the suggested search value. However, you can also search by name.

Enter the Student ID number and then click the **Search** button.



 The search results will only contain ISIRs that have loaded. It will also only display ONE search result per student.

You can click on any column to sort by that value. In this example, we will click the **First Name** column header, to sort the first names alphabetically. **First Name**

Then, click anywhere on a row for the student ISIR you wish to view.

- 6. The ISIR information for this student displays. The system defaults to the most current loaded ISIR.
 - **NOTE:** Using the arrows on the right side of the page allows you to view previous ISIR information.

Review the information on the four tab pages.

NOTE: Links to FM, IM, and Need Summary -will appear on all pages.

The **Student Information** page contains information about the student (e.g. Dependency status, SSN, Date of Birth, etc.)

Actual Bio/Demo Data (on the left side of the first page) cannot be changed, except for the ISIR Analyst, who can only correct the Social Security Number

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233	UCB01	2016	USA	SSN	******	**/**/****	-		98	Female		-	

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Correct Citizenship	5 Resident	Ci	tizenship Status:	2 Eligible r	non-citizen			
Visa/Permit Number		A	ien Registration Number:	097884473	Q			
		Di	river's License Number:		(2		
		Di	river's License State:					
Correct Email		Er	mail Address:	@hotmail.	com			
Student Data - Background	Info							
State of Residence: CA Q	L R	es Prior 10:	Blank 🔿 Yes 🖲 No 🔿	Residenc	y Date:	24		
Male or Female: Male O F	emale 🔍 🛛 R	egister with Sel	Serv: Blank 💿 Regis	ster Me 🔿				
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High School Name: WEST HIG	ЗH		High Sch	ool Code: 06	3942006580			~

7. Keep scrolling down to view more information about the student (e.g. Student Income). Notice the Student Data- Dependency Status Information section. In this example, the student is coded "D" for Dependent.

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Student Income: 4,476 Spouse Income: 1000 Investment Net Worth: 0 BustFarm Net Worth: 0	Interest Income: 0 Grant/Scholarship Aid: Untaxed IRA Distributions: 0 Combat Pay: 0 Untaxed Pensions: 0 Co-op Earnings: 0 Add, Financial Total: Veterans Non-Ed Benefits: 0 Other Untaxed Income: 0 Untaxed Income: 0 Untaxed Income: 0	
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Marital Status: Bi Marital Status Date: Dependency Status: D Student Data - Independent Student Number in Family:	k Single Married/Remarried Separated Divorced/Widowed Marriad/Status (Personal Data): Unknown DEP Citizenship Status: 2 Eligible n formation Number in College:	_
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 Scroll back up and click the Parent Information tab.

Review this page for information about the parents' background and financial information.

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Parent 1 SSN:	Parent 1 Last Name: 04	
Parent 1 Date of E	Birth: Parent 1 First Name Initial: Number in College: 1	
Parent 2 SSN:	Parent 2 Last Name:	
Parent 2 Date of E	Birth: Parent 2 First Name Initial:	
Parent 1 Highest	Grade Level: Blank 🔘 Middle School 🔍 High School 🔍 College 🖲 Unknown 🔘	
Parent 2 Highest	Grade Level: Blank 🔘 Middle School 🔍 High School 🔍 College 🖲 Unknown 🔘	
Email Address:	@hotmail.com	
Parent Data - Fin	iancial Information	
2014 Federal Ben	efits Received: SSI: SNAP: School Lunch: TANF: WIC:	
Dislocated Worke	r: Blank 🔘 Yes 🔘 No 🖲 Don't Know 🔘	
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 Click the Assumptions\School Codes tab. Assumptions\School Codes

Scroll down to see the school codes and comments.

10. Click the EFC\DB Matches\Corr tab.

The **EFC page** contains intermediate and calculated values. It will also show corrected fields.



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Selective Service	e Registration				NSLDS Match:	1 E	ligible for Title IV aid		
SSN Match:		4 SSN	I, Name, and DOB	Match	NSLDS Transaction	Nbr: 01			
VA Match:					Verification Selecti	on Ind: Y S	elected		
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11. If all we wanted to do is review the ISIR, we would be done.

However, in this example, we have documented information that requires an update to the ISIR. We need to correct one of the parent's income and the Adjusted Gross Income (AGI). Therefore we will click the **Parent Information** tab.

Parent Information

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 Parent 1 Soli:
 Parent 1 First Name Initial:
 Number in College:
 1

 Parent 2 SN:
 Parent 2 Last Name:

 Parent 2 Date of Birth:
 Parent 2 Last Name:
 Parent 1 Highest Grade Level: Blank O Middle School O High School O College O Unknown O Parent 2 Highest Grade Level: Blank O Middle School OHigh School O College O Unknown O Email Address: @hotmail.com Parent Data - Financial Information
- When you are ready to add a correction, click the plus button.

If you have been reviewing history, make sure to return the most current row (using the arrow keys or the Last link) before trying to add new data. Data must be added in chronological order.

 The system will add a new Effective Dated row and show a Correction status of "Pending".



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14. Scroll down to find the field(s) to update.

In this example we are looking for the **AGI** (Adjusted Gross Income) field, then the second parent's income.

 Enter the appropriate information into the AGI (Adjusted Gross Income) field.

In this example, we will enter **20,000**.



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Email Address: @ho	otmail.com				
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2014 Federal Benefits Received: S	SI: SNAP: School Lunch:	TANF: 🗌 WIC: 🗌			
Dislocated Worker: Blank O Yes	s 🔿 No 🖲 Don't Know 🔿				
Tax Return Filed: Blank O Alr	eady Filed/Completed 💿 Will File 🔿	Will Not File			
Tax Form Used: Blank O IRS	5 1040 🔍 IRS 1040A/EZ 🔾 Foreig	n Tax Return O U.S. Territory T	ax Return O		
Tax Filing Status: Blank O Sin	ıgle ○Married-Joint ®Married-Separate	e 🔾 Head of House 🔿 Widow(e	er) 🔿 Don't Know 🔿		
Eligible For 1040A or 1040EZ: Blant	K 🖲 Yes 🔿 No 🔿 Don't Know 🔿				
Asset Threshold Exceeded: Blan	× ○ Yes ○ No ●				
Assumptions					
AGI: 20	000 Tax Deferred Pension:	0 Educational Credits:	2,000		
U.S. Tax Paid:	0 Self Employment Payment:	0 Child Support Paid:	0		
Exemptions: 04 🔽	Child Support Received:	0 Need-Based Employs	ment: 0		
Parent 1 Income:	0 Interest Income:	0 Grant/Scholarship Ai	id: 0		
Parent 2 Income: 49	Untaxed IRA Distributions:	0 Combat Pay:	0		
Cash Savings:	Untaxed Pensions:	0 Co-op Earnings:	0		
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16. Next, we will update the information in the **Parent 2 Income** field.

In this example we will enter **20,000**.

17. When all updates are finished, click the **Save** button.

Read the warning message, then click the **OK** button to acknowledge the message and continue to **Save**.

OK

18. Click the INAS (Institutional Needs Analysis System) button.



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19. Notice the **EFC** (Expected Family Contribution) has been updated.

20. You can use the arrow keys to go back and look at the historical information.

Click the **Show next row** link to see the previous ISIR.

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- 21. You can return to the current ISIR by clicking the Show previous row arrow. 🔟



22. Notice that the EFC Status shows as Unofficial and Correction Status stays Pending.

This change needs to go to the Department of Education overnight. The status will remain Unofficial until UCB receives a confirmation of the change from CPS.

23. We have finished viewing and correcting an ISIR and can move on to our next task.

If you are finished using Campus Solutions, make sure to sign out and exit your browser as well, at the end of a browser work session. Do not leave your open browser unattended.

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Support:

For questions or assistance, please contact Campus Shared Services IT.:

- Call 510-664-9000 (press option 1, then option 2 to reach SIS support)
- Email: itcsshelp@berkeley.edu
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it