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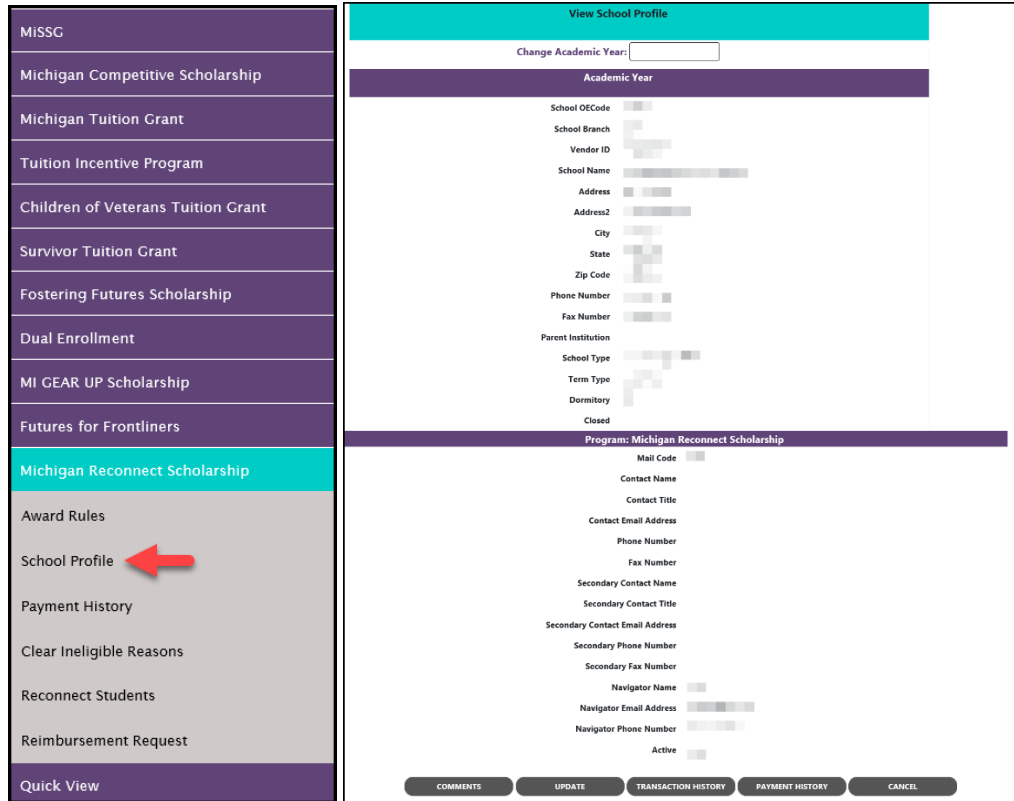
Michigan Reconnect Scholarship (Reconnect) Features

School Profile

Contact information for your institution is stored in your school profile. It is important to keep this record up to date.

Contact information is program specific. If you have different staff working on different State of Michigan programs, you will need to provide separate contact information for each program under the School Profile tab.


To view/update your profile information for Reconnect, click the 'Michigan Reconnect Scholarship' menu item on the left navigation bar. Then click on 'School Profile.'



Reconnect Payment History

The Payment History section displays information about Reconnect payments made to your institution during the selected academic year. The date of the payment, the quarter the payment was made, and the amount of the payment is provided.

To view Payment History, click the 'Michigan Reconnect Scholarship' menu item on the left navigation bar. Then click on 'Payment History.'

- MISSG
- Michigan Competitive Scholarship
- Michigan Tuition Grant
- Tuition Incentive Program
- Children of Veterans Tuition Grant
- Survivor Tuition Grant
- Fostering Futures Scholarship
- Dual Enrollment
- MI GEAR UP Scholarship
- Futures for Frontliners
- Michigan Reconnect Scholarship**
- Award Rules
- School Profile
- Payment History 
- Clear Ineligible Reasons
- Reconnect Students
- Reimbursement Request
- Quick View

Payment History

Current Balance: N/A Change Academic Year

Academic Year 2020-2021

No Payment Records Available

CANCEL

Clear Ineligible Reasons

The Clear Ineligible Reasons displays a listing of student based on ineligible reasons of:

- Citizenship Status
- Non-Michigan Resident
- GPA Requirement Not Met



The quantity of students on each list is next to each ineligible reason. In the example below, 1 student at the institution is ineligible for Non-Michigan Resident status and 0 for Citizenship Status.

Clear Ineligible Reasons - Michigan Reconnect Scholarship	
Change Academic Year	<input type="text"/>
Citizenship Status	0
Non-Michigan Resident	1

When one of the ineligible reasons is selected, it will provide the student SSN, name, address, and a checkbox. If your institution has documentation on file to clear the student of the ineligibility reason, check the box to do an override, and click on the 'Save' button. You also have the option to 'Hide' a student from appearing on the roster in the future.

**Clear Ineligible Reasons
Michigan Reconnect Scholarship**

Non-Michigan Resident

Please review student(s) on individual basis. Once ineligibility reason is cleared, please check the override box.

Show Hidden Records

SSN	Name	Address	Michigan Resident Override	Hide
[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>

<< Page 1 of 1 >>

SAVE CANCEL

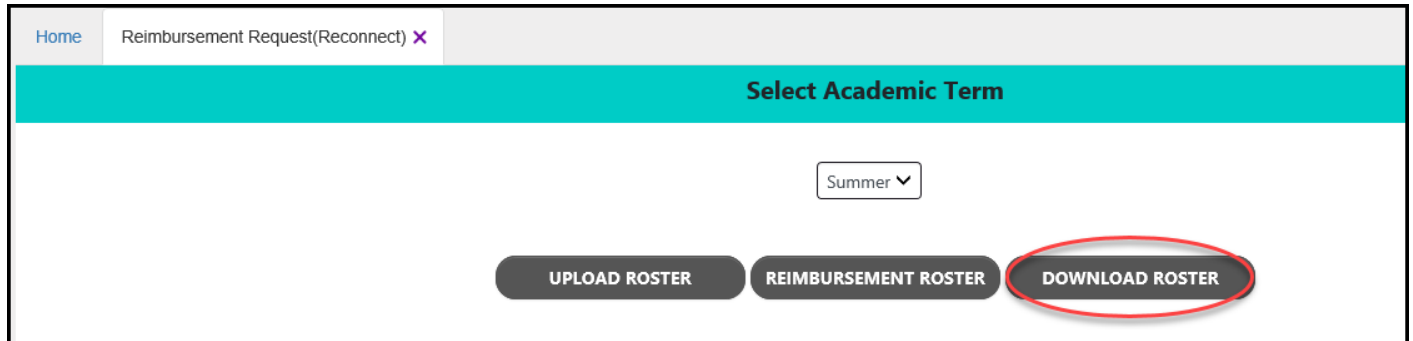
Reconnect Reimbursement Request

Reconnect Reimbursement Request Download File

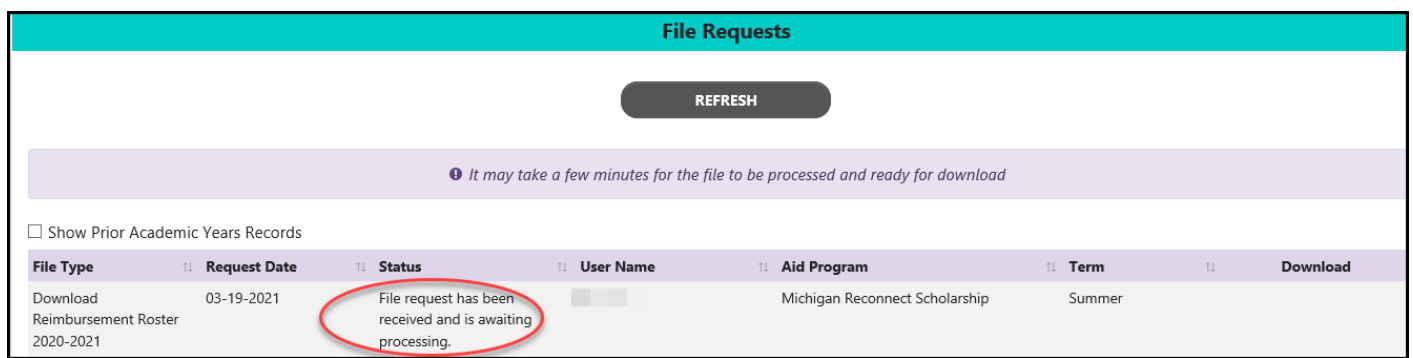
To download a list of your eligible Reconnect students, click the 'Michigan Reconnect Scholarship' menu item on the left navigation bar. Click on 'Reconnect Reimbursement Request.'

- MISSG
- Michigan Competitive Scholarship
- Michigan Tuition Grant
- Tuition Incentive Program
- Children of Veterans Tuition Grant
- Survivor Tuition Grant
- Fostering Futures Scholarship
- Dual Enrollment
- MI GEAR UP Scholarship
- Futures for Frontliners
- Michigan Reconnect Scholarship
- Award Rules
- School Profile
- Payment History
- Clear Ineligible Reasons
- Reconnect Students
- Reimbursement Request
- Quick View

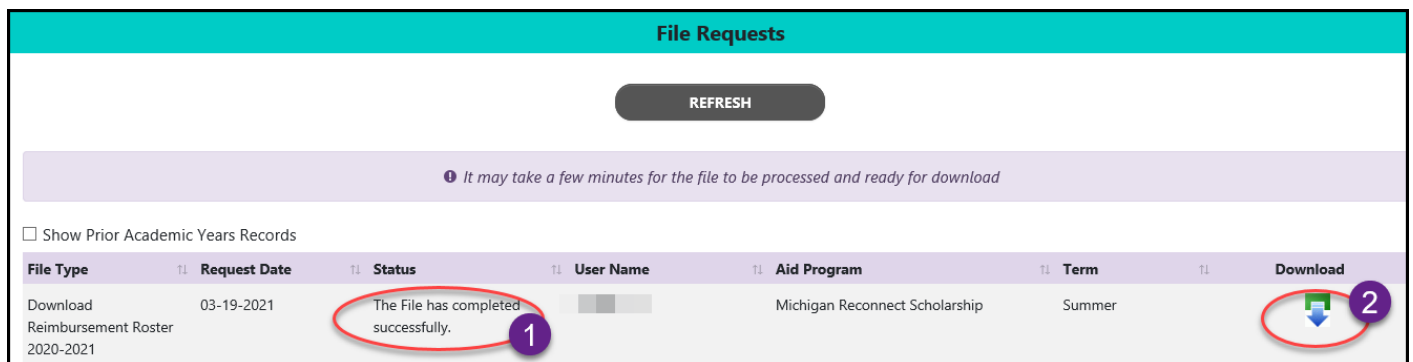
Select the semester/term you want to download a roster for. Then click the 'Download Roster' button. (We suggest using this file as a starting point to create your Upload Reimbursement file.) The File Requests screen appears.



Observe the status column of the File Requests screen. After a minute or two, if you do not see "The File has completed successfully" message, click the 'Refresh' button at the top of the screen.

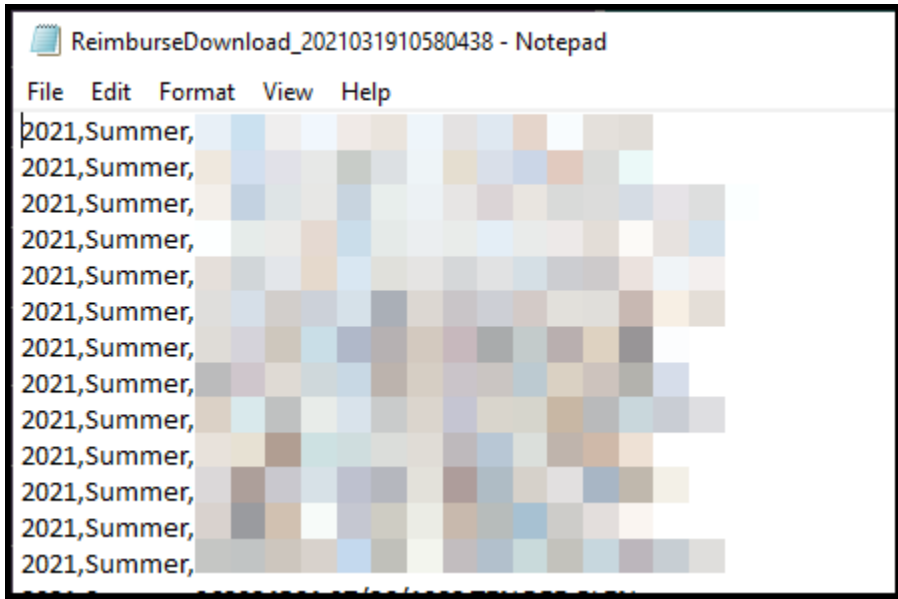


When the file has completed (step 1), you can download the file by clicking on the download arrow icon on the right side of the file request's line (step 2).

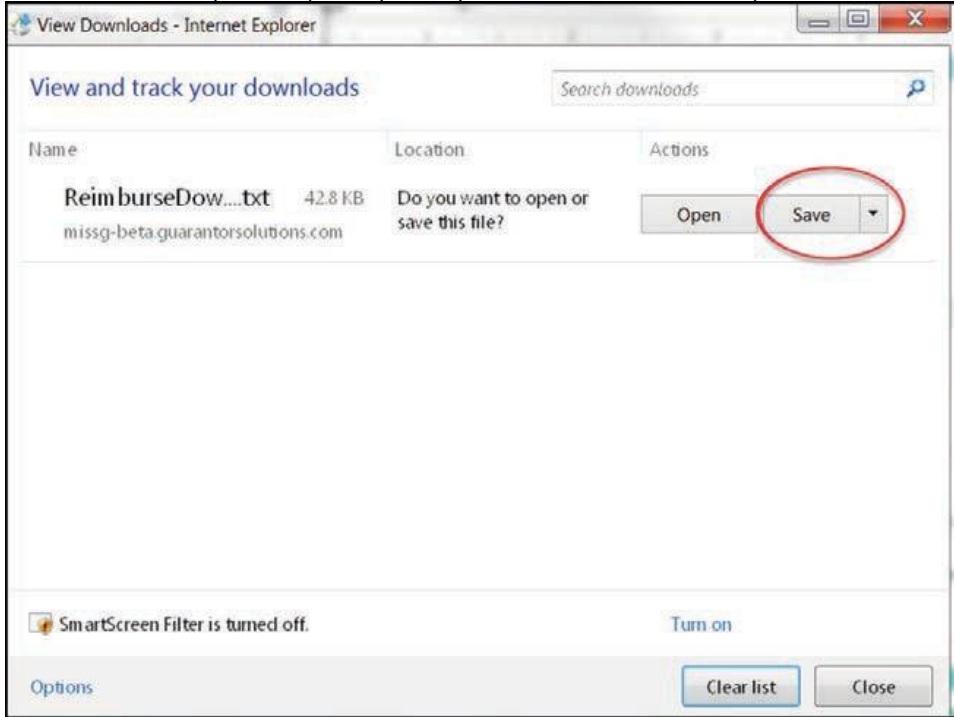


After clicking on the download icon, you will be given the option to OPEN or SAVE the file.

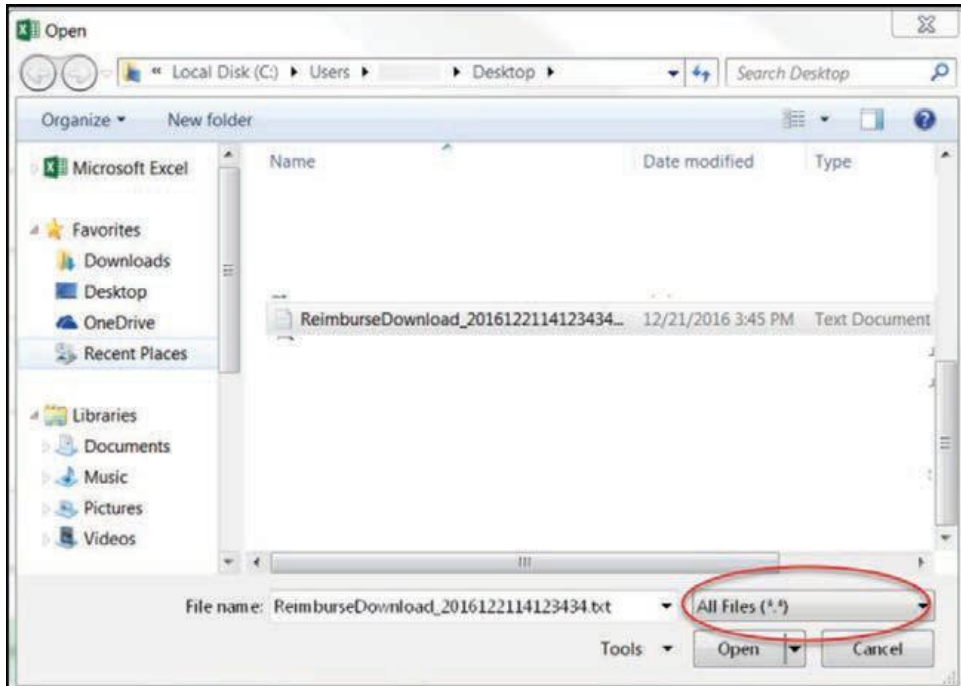
To OPEN the file, click on 'OPEN.' The text file will be structured as a Comma Separated Values (CSV).



To SAVE the file in a different location, click the arrow next to save and select Save As instead. It is recommended (not required) that you rename the file as you save it.

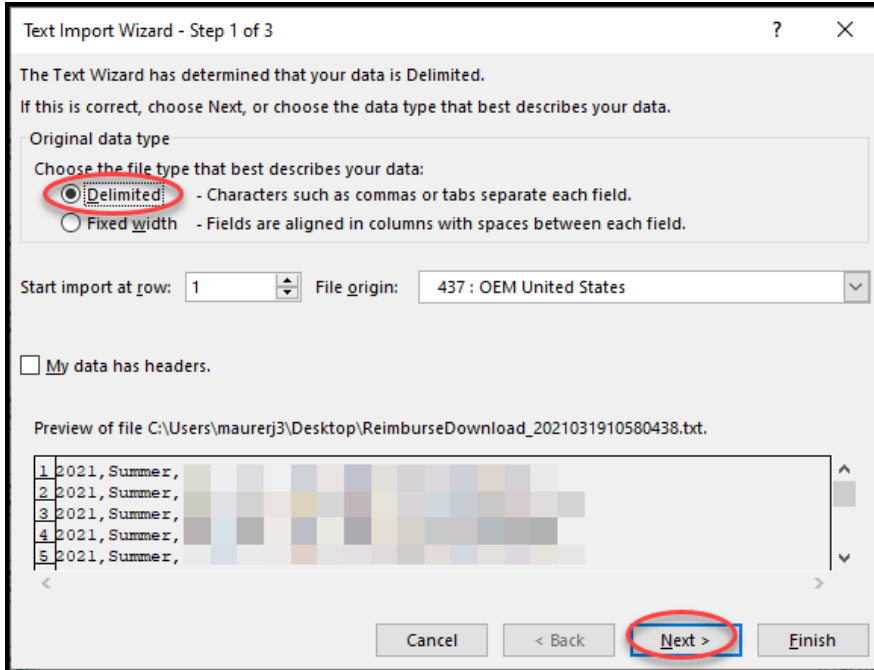


After downloading, open your text file by using Excel.



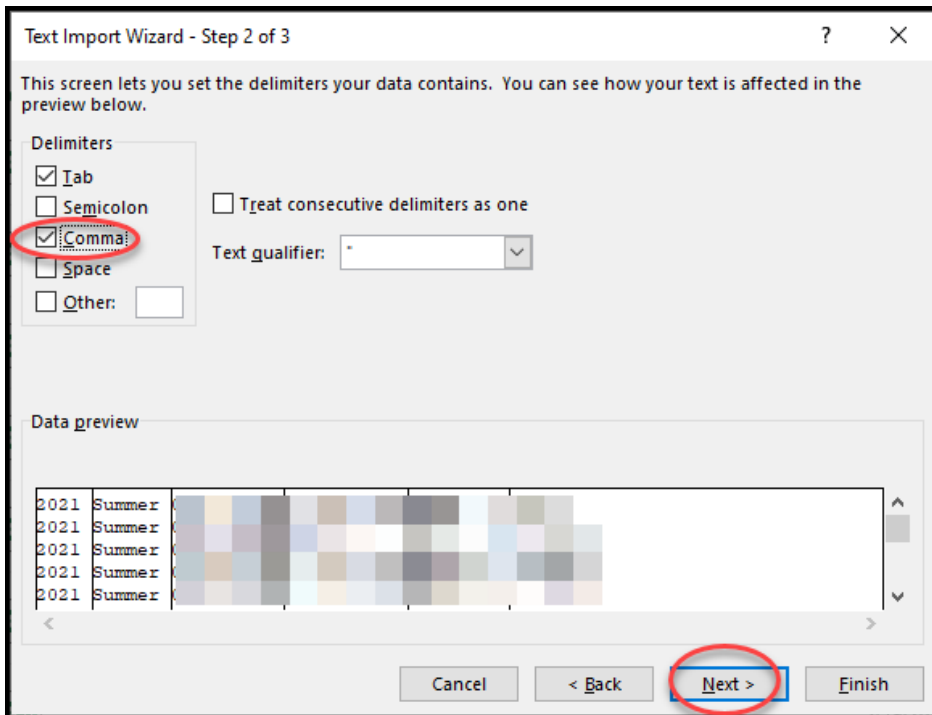
Change the "file type" to All Files (*.*) to allow Excel to locate your .txt file.

The Text Import Wizard will appear after you select your text file and click open.

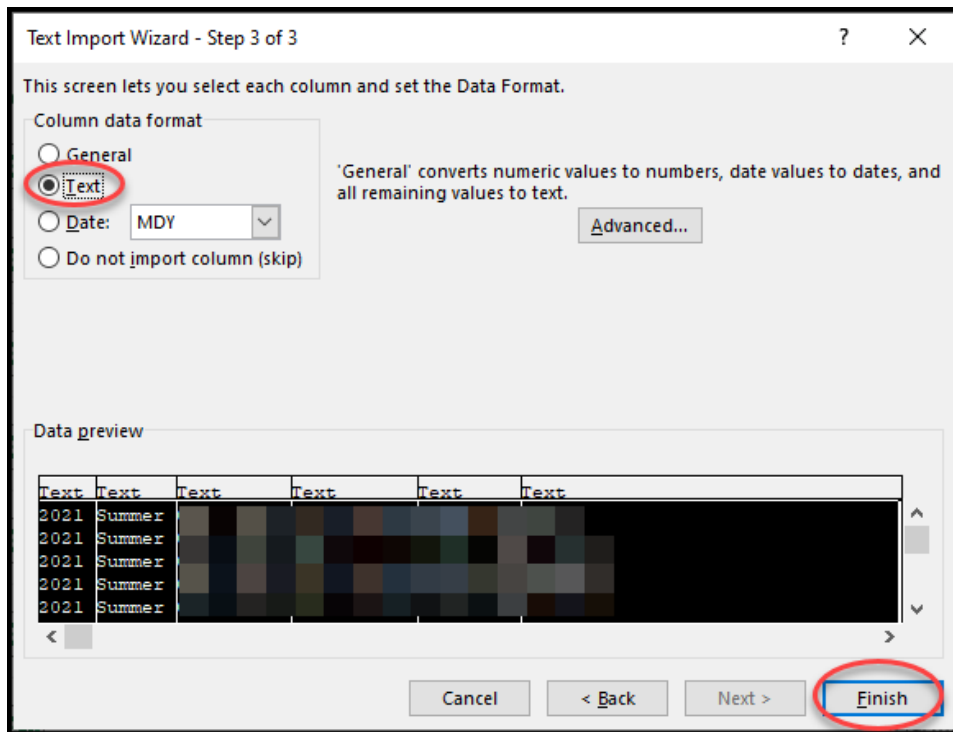


Step 1 – Select 'Delimited' as the type of file. Then click the 'Next' button.

Step 2 – Select 'Comma' as the type of delimiter in your file. Then click the 'Next' button.



Step 3 – Highlight the columns in the Data Preview pane and choose 'Text' as the column data format. Then click the 'Finish' button.



Your file of eligible students will be displayed as a spreadsheet.

	A	B	C	D	E	F
1	2021	Summer				
2	2021	Summer				
3	2021	Summer				
4	2021	Summer				
5	2021	Summer				
6	2021	Summer				
7	2021	Summer				
8	2021	Summer				
9	2021	Summer				
10	2021	Summer				

Your download file is a Comma Separated Values (CSV) format. All fields are delimited by a comma and there is a Carriage Return Line Feed (CRLF) at the end of each row. Your download file contains the following fields:

RECONNECT REIMBURSEMENT ROSTER - DOWNLOAD FILE LAYOUT

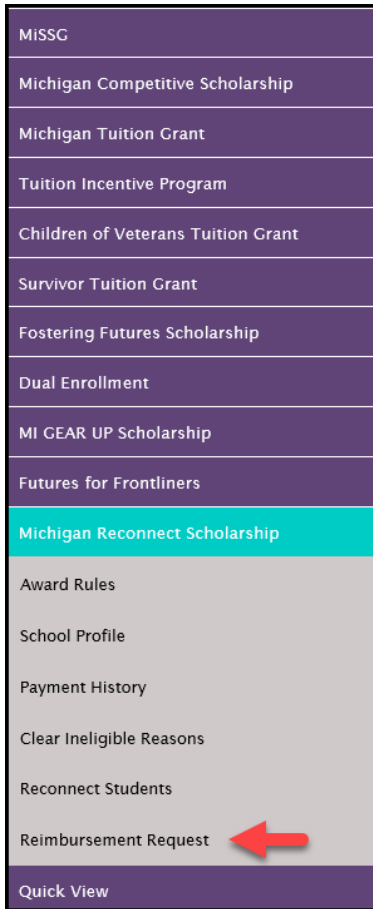
The layout of the **Reconnect Download Reimbursement Roster File** is:

- The format for the file is “Comma Separated Values” (CSV)
- All fields are delimited by a comma (,)
- Carriage Return Line Feed (CRLF) at the end of each row

Field Name	Type	Field Description
Academic Year	Numeric	Award Year (all records in the file must contain the same value) <i>Use ending year - if the acyear is 2020-2021 this field must contain 2021)</i>
Term	Alphanumeric	Term being requested for reimbursement (all records in file must contain the same value) Valid values include: “Fall” “Winter” “Spring” “Summer”
SSN	Numeric	Student’s Social Security Number
Date of Birth	Date (mm/dd/ccyy)	Student’s Date of Birth – will include slashes
Last Name	Alphanumeric	Student’s Last Name
First Name	Alphanumeric	Student’s First Name

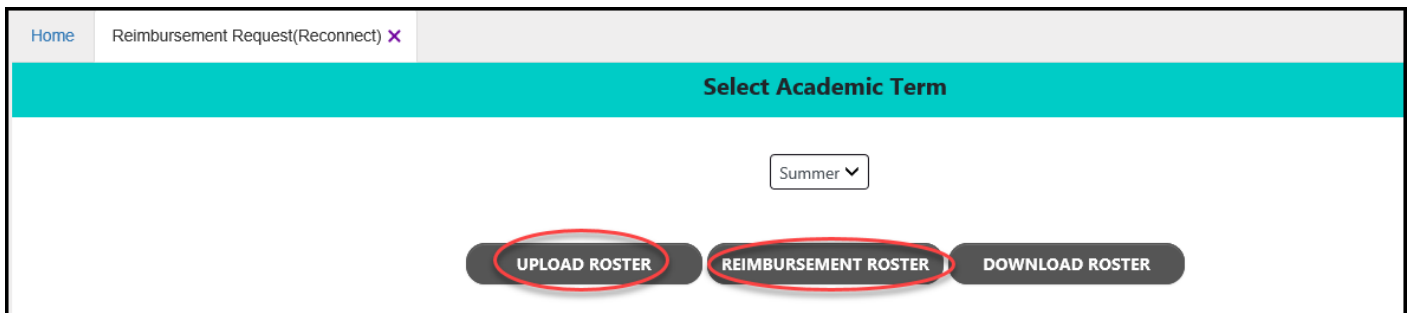
Reconnect Reimbursement Request Upload File

To request reimbursement, click the 'Michigan Reconnect' menu item on the left navigation bar. Then click on 'Reconnect Reimbursement Request.'



You will be given two reimbursement choices:

- Upload Roster (Batch Reimbursement Requests)
- Reimbursement Roster (Individual Student Requests)



It is always recommended to use the most recent download file possible when creating an upload file.

Request Reimbursement Using Upload Roster

You can use your download roster as a starting point, or you can create a new file to upload to MiSSG. Your upload file must be in a CSV format. All fields must be delimited by a comma, including non-required or empty fields. Every row must contain nine fields. Your file must follow the file format below.

RECONNECT REIMBURSEMENT ROSTER - UPLOAD FILE LAYOUT

The layout of the Reconnect Upload Reimbursement Roster File is:

- The format for the file is "Comma Separated Values" (CSV)
- Numeric fields cannot contain decimals unless specified
- All fields are delimited by a comma (,)
- Carriage Return Line Feed (CRLF) at the end of each row

MAX Len	Field Name	Type	Req	Field Description
4	Academic Year	Numeric	Y	Award Year (all records in the file must contain the same value) <i>Use ending year - if the ayear is 2020-2021 this field must contain 2021</i>
6	Term	Alphanumeric	Y	Term being requested for reimbursement (all records in file must contain the same value) Valid values include: "Fall" "Winter" "Spring" "Summer"
9	SSN	Numeric	Y	Student's Social Security Number
10	Date of Birth	Date (mm/dd/ccyy)	Y	Student's Date of Birth – must include slashes
16	Last Name	Alphanumeric		Student's Last Name
20	First Name	Alphanumeric		Student's First Name
2	Credit Hours	Numeric	Y	Number of Credit Hours – may contain a decimal
8	Tuition for Credit Hours and Fees	Numeric	Y	Tuition for Credit Hours and Mandatory Fees charged to Reconnect – may contain a decimal
8	Tuition for Contact Hours	Numeric	Y	Tuition for Contact Hours charged to Reconnect – may contain a decimal
1	Eligible No Reimbursement?	Alphanumeric		If uploading a \$0 reimbursement to track enrollment as student is eligible for Reconnect but not receiving an award, insert a value of 'Y' If 'Y' entered, both Tuition fields must contain a value of '0'

A record will be rejected for the following:

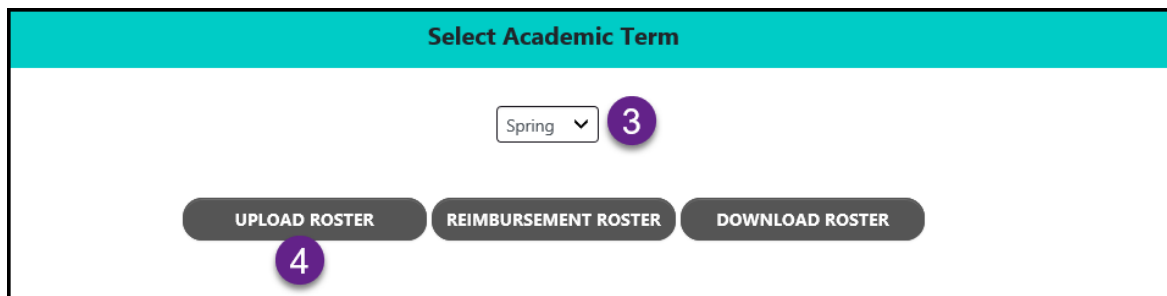
- Invalid data
- Student must be eligible for Reconnect
- Student cannot already have an Reconnect reimbursement for the term
- The 'Credits' entered, plus the sum of the credits for any reimbursements/adjustments for the same term, must be greater than or equal to 6

If not using the downloaded roster, prior to uploading your file, you should compare the students in your upload file to the list of eligible students in MiSSG. If students do not appear on the list from MiSSG, you must contact SSGO and request those students to be transferred to your institution PRIOR to uploading your file for reimbursement. You can also request that students go to the MiSSG Student Portal and select your institution as their school of choice.

After verifying every student you wish to include in your reimbursement request is listed in your upload file, you must make sure your file is in a CSV format before uploading to MiSSG.

When your file is complete and in the proper format, you can upload the file to MiSSG. To upload your file:

1. Click on the 'Michigan Reconnect Scholarship' menu item on the left navigation bar.
2. Click on 'Reconnect Reimbursement Request.'
3. Select the 'Academic Term' you are requesting reimbursement for.
4. Click the 'Upload Roster' button.



Next you will see the status of your uploaded file. The message "File request has been received and is awaiting processing" means MiSSG is waiting to process the file. Eventually, the message will change to "The file is being executed."

Check the status in a few minutes.

It is important that the aid administrator checks the file request to verify if the file was successful or not. The status "The file has completed successfully" will display if there were no rejected records. Non-rejected records will have processed though. "The file has been processed, but errors were found" status will display if there were rejected records.

File Requests							
REFRESH							
<i>It may take a few minutes for the file to be processed and ready for download</i>							
<input type="checkbox"/> Show Prior Academic Years Records							
File Type	Request Date	Status	User Name	Aid Program	Term	Download	
Upload F4F Reimbursement Request 2020-2021	02-08-2021	The File has been processed but errors were found.		Futures for Frontliners	Spring		
Upload F4F Reimbursement Request 2020-2021	02-08-2021	The File has been processed but errors were found.		Futures for Frontliners	Spring		
Download Reimbursement Roster 2020-2021	02-08-2021	The File has completed successfully.		Futures for Frontliners	Spring		

To find out what errors are within a file, click on the status message. The status will indicate the line the error was found on and the cause of the error. The "System errors were found" status message will display if there was a problem with the file's layout. No records or awards were processed if this displays. Refer to the Upload File format for file specifications.

File Processing Information	
File Date:	
File Name:	f4fuploadfile_2021020808192682.txt
Processing Messages	
Number of Records Read from File = 10	
Line:1 Error - SSN is invalid.	
Line:1 Error - Date of Birth is invalid.	

It is important to check to see all records were processed correctly. If records did not process, then the reimbursement request was not received by MiSSG. When quarterly payment files are created, only received reimbursement requests are included for payment.

There are three ways to resubmit your request.

1. You can correct your original file and upload it again.
 - a. If you resubmit your original file with required corrections, you will see the following error messages for the student records that processed successfully the first time. There is no action required for these records. The system is simply indicating a request for reimbursement has already been received from your previous upload attempt.

File Processing Information

File Date:
 File Name: tipuploadfile_2016120114164343.txt

Processing Messages

Number of Records Read from File = 684

Line:1 Error:	A reimbursement request already exists for this term; additional requests must be submitted online.
Line:3 Error:	A reimbursement request already exists for this term; additional requests must be submitted online.
Line:5 Error:	A reimbursement request already exists for this term; additional requests must be submitted online.
Line:7 Error:	A reimbursement request already exists for this term; additional requests must be submitted online.
Line:9 Error:	A reimbursement request already exists for this term; additional requests must be submitted online.
Line:10 Error	A reimbursement request already exists for this term; additional requests must be submitted online.
Line:12 Error	A reimbursement request already exists for this term; additional requests must be submitted online.
Line:13 Error	A reimbursement request already exists for this term; additional requests must be submitted online.

2. You can create and upload a new file with only the students who need to be resubmitted.
3. You can use the online Request Reimbursement feature for those students who need to be resubmitted.

Reconnect Online Reimbursement Request

To begin an online reimbursement, you will need to load your Reimbursement Roster. Select 'Michigan Reconnect Scholarship' menu item 'Reconnect Reimbursement Request' from the drop-down box the semester/term for which you are requesting reimbursement. Then click the 'Reimbursement Roster' button.

Michigan Reconnect Scholarship

Award Rules

School Profile

Payment History

Clear Ineligible Reasons

Reconnect Students

Reimbursement Request

Select Academic Term

UPLOAD ROSTER

REIMBURSEMENT ROSTER

DOWNLOAD ROSTER

Your roster will show all eligible Reconnect students who have indicated your institution as their college of choice for the term selected on their FAFSA or via the MiSSG Student Portal.

Reimbursement Roster Michigan Reconnect Scholarship

232 Students Available for Reimbursement

Filter **APPLY FILTER** **REMOVE FILTER**

Student Selection: All Students
 Students without a Summer reimbursement

⏪ ⏩ Page ⏪ ⏩

Name	SSN	Date Of Birth	Reimburse
CAROLINE ALOHKESE	[REDACTED]	[REDACTED]	REQUEST REIMBURSEMENT
TRENTON J. AMSPOKER	[REDACTED]	[REDACTED]	REQUEST REIMBURSEMENT
DANIEL A. BAKER	[REDACTED]	[REDACTED]	REQUEST REIMBURSEMENT

Click the 'Request Reimbursement' button for the student you want to request reimbursement for.

Name	SSN	Date Of Birth	Reimburse
[REDACTED]	[REDACTED]	[REDACTED]	REQUEST REIMBURSEMENT
[REDACTED]	[REDACTED]	[REDACTED]	REQUEST REIMBURSEMENT
[REDACTED]	[REDACTED]	[REDACTED]	REQUEST REIMBURSEMENT

Enter the following:

1. Number of Credit Hours.
2. Amount of Tuition for Credit Hours and Mandatory Fees.
3. Amount of Tuition for Contact Hours.
4. Click Save.

Note: You may also check the box, 'Eligible No Reimbursement' for the student if they meet the eligibility requirements for the award, but cannot receive a reimbursement due to other gift aid. You will need to enter the 'Number of Credit Hours', "0" for the 'Tuition for Credit Hours and Mandatory Fees', and "0" for 'Tuition for Contact Hours.'


Reconnect Reimbursement Request

Academic Year

Number of Credit Hours 1

Tuition for Credit Hours and Mandatory Fees 2

Tuition for Contact Hours 3

 Eligible No Reimbursement


Upon submitting this invoice, I confirm:

- All credits billed are part of a Pell-eligible associate degree or occupational certificate program in which the student is enrolled
- The student is *enrolled* in at least 6 credit hours for the quarter billed
- The student has earned at least 12 credit hours over the previous 12 months if the student has been enrolled more than one year
- The student is in good standing going into the quarter being billed as a result of a 2.0 GPA for courses taken as a Reconnect participant
- The student has not exhausted the four-year Reconnect limit

4

For each student who needs to have a reimbursement request created, click on their corresponding Request Reimbursement button and repeat steps 1 through 4.

If an adjustment is made to the student's financial aid package allowing them to be eligible for a reimbursement amount after the student was previously marked 'Eligible No Reimbursement,' the MiSSG School user will need to delete the reimbursement request from the student's record within the academic year program application before submitting a new reimbursement request.

Reimbursement Information	
Summer Reimbursement Data:	DELETE 
Credits	12.00
Tuition and Mandatory Fees	\$0.00
Contact Hours	\$0.00

Reconnect Application Status: Eligible and Ineligible Messages

Check the eligibility status of a Reconnect student. If status is Eligible, the student may receive Reconnect benefits. If status is ineligible, one or more of the following reasons will be listed:

Michigan Reconnect Scholarship	
Status:	Ineligible
Reason(s):	Does Not Meet Age Requirement

Citizenship Status

Student must be a U.S. citizen, permanent resident, or approved refugee.

Ineligible Institution

Student must be attending an eligible institution for Reconnect. Ineligible institution flag will appear if no institution is selected.

Student Not MI Resident

Student must be a resident of Michigan. If a dependent student, parent must be a resident of Michigan.

Prior Degree Earned

Student cannot have a prior degree.

Does Not Meet Age Requirement

Student must be at least 25 on the date the Reconnect application was submitted.

GPA Requirement Not Met

For renewal, student must maintain a cumulative 2.0 GPA.

Adjustments for Reconnect Reimbursement

Refunds


You no longer have to send a check to the State of Michigan to return funds because MiSSG will net out payments across quarters. The ONLY time you will send a refund check is after 4th quarter payments have been made and you have received specific communications from SSGO.

To process a refund through MiSSG:

1. Enter the student's SSN in the SSN Quick View box.
2. Click on 'Payment History.'
3. In the shaded purple area, look for the current academic year for which you need to return funds.
4. Click on the payment amount you need to adjust. The amount will be a link to the refund screen.

SSN Quick View

 1


- Existing MCS/MTG
MCS/MTG 2021 - 2022
MCS/MTG 2020 - 2021
MCS/MTG 2019 - 2020
MCS/MTG 2018 - 2019
MCS/MTG 2013 - 2014
MCS/MTG 2012 - 2013

- Existing Grants/Scholarships
Reconnect 2021 - 2022
Reconnect 2020 - 2021

Transaction History
Payment History **2**
FAFSA Data
Reconnect Data

Academic Year 2020 - 2021 3					
Date	Program	Institution	Term	Type	Amount 4
2021/05/05	Michigan Reconnect Scholarship		Summer	Payment	\$2000.00

Note: You must have Reconnect Administrator 1 user rights to process Reconnect refunds.

Refund Example #1 – Refund due to other financial aid. A student had an outside scholarship in the amount of \$500.

The screenshot shows a web form titled "Enter Adjustment". At the top, there are two blurred fields. Below them, the form contains the following fields and values:

- School:** [Blurred]
- Program:** Reconnect
- Credits:** 12.00
(including any prior paid adjustments and ready to pay payments)
- Tuition and Mandatory Fees Paid:** 1000.00
(including any prior paid adjustments and ready to pay payments)
- Contact Hours Paid:** 1000.00
(including any prior paid adjustments and ready to pay payments)
- Credit Adjustment:** (1)
- Tuition and Mandatory Fees Adjustment Amount:** (2)
- Contact Hours Adjustment Amount:** (3)

At the bottom of the form, there are two buttons: "SAVE" (4) and "CANCEL".

1. Enter Credit Adjustment. (In this example, it is zero because you do not reduce credit hours when applying other aid.)
2. Enter Tuition and Mandatory Fees Adjustment. (In this example, it is 500 because that is the amount of the outside scholarship and the amount you want to reduce the reimbursement by.)
3. Enter Contact Hours Adjustment. (In this example, it is zero because you are not reducing contact hours.)
4. Click the 'SAVE' button.

Refund Example #2 – Refund due to student dropped/withdrew from class(es). A student dropped two credits at 100% refund. Amount to reduce reimbursement by is \$500 and contact hours are \$200.

The screenshot shows a web form titled "Enter Adjustment" with a teal header and a purple gradient bar. The form contains the following fields and values:

- School:** A dropdown menu with a greyed-out selection.
- Program:** Reconnect
- Credits:** 12.00
(including any prior paid adjustments and ready to pay payments)
- Tuition and Mandatory Fees Paid:** 1000.00
(including any prior paid adjustments and ready to pay payments)
- Contact Hours Paid:** 1000.00
(including any prior paid adjustments and ready to pay payments)
- Credit Adjustment:** (Callout 1)
- Tuition and Mandatory Fees Adjustment Amount:** (Callout 2)
- Contact Hours Adjustment Amount:** (Callout 3)
- Buttons:** "SAVE" (Callout 4) and "CANCEL".

1. Enter Credit Adjustment. (In this example, it is 2 because student dropped 2 credits.)
2. Enter Tuition Adjustment. (In this example, it is 500 because tuition reimbursement is reduced \$500.)
3. Enter Contact Hours Adjustment. (In this example, it is 200 because contact hours are reduced.)
4. Click the 'SAVE' button.

Refund Example #3 – Refund dropped/withdrew from classes to less than half-time enrollment status. A student enrolled in 12 credits drops 10 of them. The remaining two credits is considered less than half-time enrollment which is insufficient enrollment to receive reimbursement. The amount to be refunded is the full \$2,000 since all funds must be refunded as student must be enrolled at least half-time to use Reconnect.

Enter Adjustment	
School	[blurred]
Program	Reconnect
Credits	12.00
<i>(including any prior paid adjustments and ready to pay payments)</i>	
Tuition and Mandatory Fees Paid	1000.00
<i>(including any prior paid adjustments and ready to pay payments)</i>	
Contact Hours Paid	1000.00
<i>(including any prior paid adjustments and ready to pay payments)</i>	
Credit Adjustment:	<input type="text" value="12"/>
Tuition and Mandatory Fees Adjustment Amount	<input type="text" value="1000"/>
Contact Hours Adjustment Amount	<input type="text" value="1000"/>
4	SAVE CANCEL

1. Enter Credit Adjustment. (In this example, it is 12 because all credits must be reduced since none can be reimbursed at less than half-time enrollment.)
2. Enter Tuition and Mandatory Fee Adjustment. (In this example, it is 1000 because that is the full value and all credits are being refunded.)
3. Enter Credit Hours Adjustment. (In this example, it is 1000 because that is the full value and all the credits are being reduced.)
4. Click the 'SAVE' button.

Requesting Additional Credits

To process an adjustment through MiSSG (bill for additional credits). Example: Student added three credit class. Now it is necessary to bill Reconnect for three additional credit hours.

1. Enter the student's SSN in the SSN Quick View box.
2. Click on the current Reconnect year (example: Reconnect 2020-2021).
3. Click on the 'Reimbursement Request' button.

SSN Quick View

SSN GO 1

- Existing MCS/MTG

- MCS/MTG 2021 - 2022
- MCS/MTG 2020 - 2021
- MCS/MTG 2019 - 2020
- MCS/MTG 2018 - 2019
- MCS/MTG 2013 - 2014
- MCS/MTG 2012 - 2013

- Existing Grants/Scholarship

- Reconnect 2021 - 2022
- Reconnect 2020 - 2021 2

Transaction History

Payment History

FAFSA Data

Reconnect Data

Reimbursement Information

Summer Reimbursement Data: REIMBURSEMENT REQUEST 3

Credits	6.00
Tuition and Mandatory Fees	\$1,000.00
Contact Hours	\$1,000.00

Payment Information

Term	Aid Program	Institution	Enrollment	Status	Amount
Summer	Reconnect		Full-time	Paid	2000.00
					Total: 2000.00

Program Totals

Total Cumulative Paid 2000.00

1. Enter number of Credit Hours to be added.
2. Enter additional Total Tuition for Credit Hours and Mandatory Fees for Reconnect.
3. Enter additional Tuition for Contact Hours.
4. Click 'SAVE.'

Reconnect Reimbursement Request

Academic Year

A reimbursement request already exists for this term/semester. Please proceed only if you are entering an additional request.

Number of Credit Hours 1

Tuition for Credit Hours and Mandatory Fees 2

Tuition for Contact Hours 3

Eligible No Reimbursement

Upon submitting this invoice, I confirm:

- All credits billed are part of a Pell-eligible associate degree or occupational certificate program in which the student is enrolled
- The student is *enrolled* in at least 6 credit hours for the quarter billed
- The student has earned at least 12 credit hours over the previous 12 months if the student has been enrolled more than one year
- The student is in good standing going into the quarter being billed as a result of a 2.0 GPA for courses taken as a Reconnect participant
- The student has not exhausted the four-year Reconnect limit

4

Reducing the Number of Credits – Before Payment

To process an adjustment to reduce the number of credits a student will be paid.

Example: Student dropped a two-credit class after reimbursement request was made in MiSSG. Payment is pending – Ready to Pay status.

1. Enter the student's SSN in Quick View Box.
2. Click on the current Reconnect year (example: Reconnect 2020-2021).
3. Click on 'Delete.'

SSN Quick View

SSN GO 1

- Existing MCS/MTG

MCS/MTG 2021 - 2022

MCS/MTG 2020 - 2021

- Existing Grants/Scholarships

Reconnect 2021 - 2022

F4F 2021 - 2022

Reconnect 2020 - 2021 2

F4F 2020 - 2021

Transaction History

Payment History

FAFSA Data

Reconnect Data

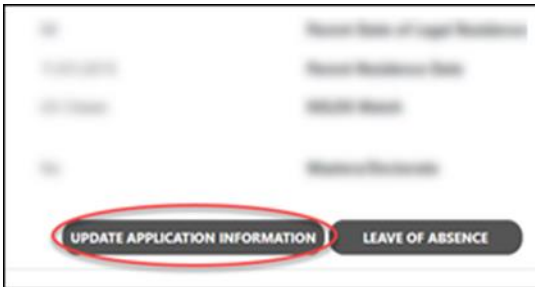
Reimbursement Information					
<div style="display: flex; justify-content: space-between; align-items: center;"> Summer Reimbursement Data: 3 </div> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 5px;"> DELETE REIMBURSEMENT REQUEST </div>					
Credits	12.00				
Tuition and Mandatory Fees	\$1,500.00				
Contact Hours	\$600.00				
Payment Information					
Term	Aid Program	Institution	Enrollment	Status	Amount
Summer	Reconnect	<div style="background-color: #ccc; width: 100px; height: 15px;"></div>	Full-time	ReadyToPay	2100.00
Total: 2100.00					
Program Totals					
Total Cumulative Paid 0.00					

Associates Degree/Certificate Entry

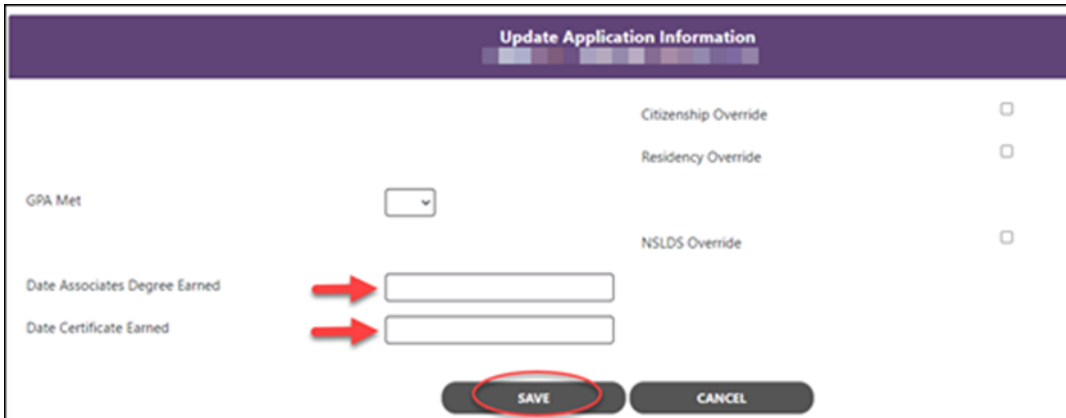
MiSSG School Users with an access level of Update 1 (U1) or Administrator 1 (A1) are now able to update a Reconnect student's record with the date they earned an associate degree and/or certificate. All other users can view the student's associate degree and/or certificate entry date.

There are two ways to update the record:

- Manual update via the student's Application Information for those who have a current or next year record.
 - To process manually:
 1. From the student's Application Information section, select the 'Update Application Information' button.



- Add the date degree/certificate earned and click, 'Save.'

A screenshot of the 'Update Application Information' form. The form has a purple header with the title 'Update Application Information'. Below the header, there are several fields: 'GPA Met' with a dropdown menu, 'Date Associates Degree Earned' with a text input field, and 'Date Certificate Earned' with a text input field. To the right of these fields are three checkboxes: 'Citizenship Override', 'Residency Override', and 'NSLDS Override'. At the bottom of the form, there are two buttons: 'SAVE' and 'CANCEL'. The 'SAVE' button is circled in red. Two red arrows point to the 'Date Associates Degree Earned' and 'Date Certificate Earned' input fields.

- File upload via the MiSSG menu option, 'Associates Degree/Certificate Entry.'
 - Note: This is the only option to use when trying to update associate degree/certificate date for prior year student records.
 - The file layout is available in MiSSG and is listed below:

ASSOCIATES DEGREE/CERTIFICATE EARNED - UPLOAD FILE LAYOUT

The layout of the **Associates Degree Earned File** is:

- The format for the file is "Comma Separated Values" (CSV)
- All fields are delimited by a comma (,)
- Carriage Return Line Feed (CRLF) at the end of each row

MAX Len	Field Name	Type	Req	Field Description
9	SSN	Numeric	Y	Student's Social Security Number
10	Date of Birth	Date (mm/dd/ccyy)	Y	Student's Date of Birth – must include slashes
16	Last Name	Alphanumeric		Student's Last Name
20	First Name	Alphanumeric		Student's First Name
10	Associates Degree Date	Date (mm/dd/ccyy)	Y (if no Certificate Date)	Date Associates Degree was earned – must include slashes
10	Certificate Date	Date (mm/dd/ccyy)	Y (if no Degree Date)	Date Associates Degree was earned – must include slashes

A record will be **rejected** for the following:

- Invalid data

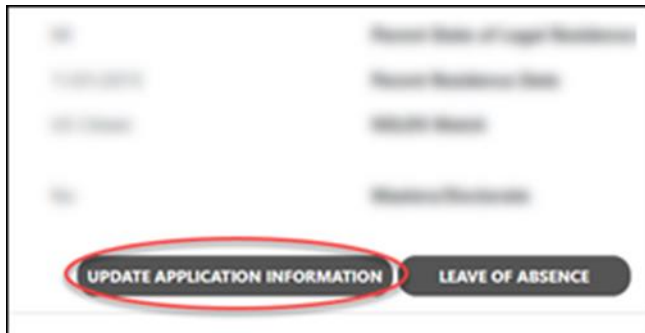
GPA Not Met

MISSG School Users with an access level of Update 1 (U1) or Administrator 1 (A1) are now able to update a Reconnect student's record with the GPA Not Met to 'NO.' All other users can view the student's GPA Not Met.

There are two ways to update the record:

To process manually:

- From the student's Application Information section, select the 'Update Application Information' button.



- Go to GPA Met and select 'No' and click 'Save.'

Michigan Reconnect Scholarship Academic Year [REDACTED]

Status: Ineligible

Reason(s): GPA Requirement Not Met

To process via file upload:

- Select 'GPA Not Met Entry' from the Reconnect MiSSG menu option.
 - Note: This is the only option to use when trying to update GPA Not Met for prior year student records.
 - The file layout is available in MiSSG and is listed below:

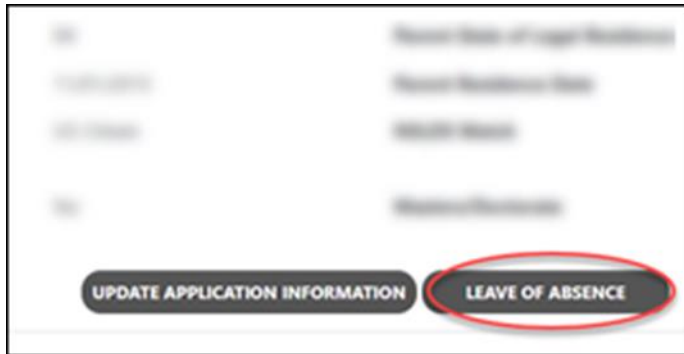
GPA NOT MET - UPLOAD FILE LAYOUT					
The layout of the GPA Not Met file is:					
<ul style="list-style-type: none"> • The format for the file is "Comma Separated Values" (CSV) • All fields are delimited by a comma (,) • Carriage Return Line Feed (CRLF) at the end of each row 					
MAX Len	Field Name	Type	Req	Field Description	
9	SSN	Numeric	Y	Student's Social Security Number	
10	Date of Birth	Date (mm/dd/ccyy)	Y	Student's Date of Birth – must include slashes	
16	Last Name	Alphanumeric		Student's Last Name	
20	First Name	Alphanumeric		Student's First Name	
4	Academic Year	Numeric	Y	Academic Year in which the GPA fell below the minimum <i>Use ending year - if the acyear is 2021-2022 this field must contain 2022</i>	
A record will be rejected for the following:					
<ul style="list-style-type: none"> • Invalid data • No record on file for the academic year indicated 					

Leave of Absence

MiSSG School Users with an access level of Update 1 (U1) or Administrator 1 (A1) are now able to update Michigan Reconnect Scholarship (Reconnect) students who have been approved for a Leave of Absence. All other users can view the student's Leave of Absence status. If the student is absent for more than one term, a Leave of Absence will need to be processed for each term.

To add a Leave of Absence to a student's record:

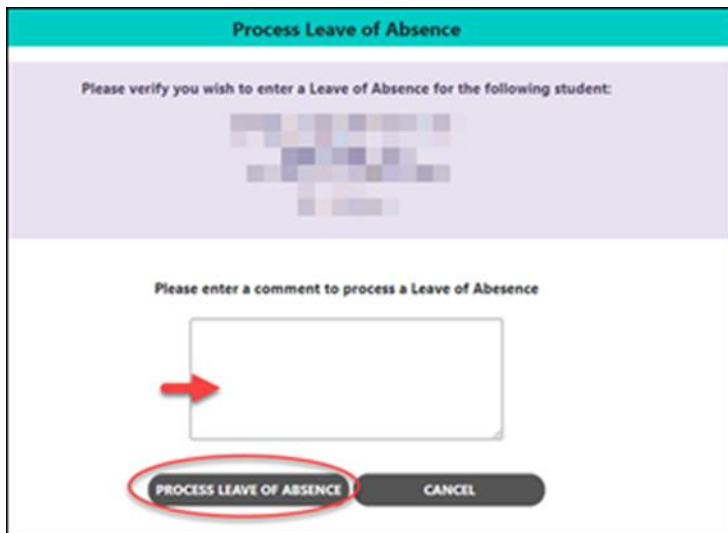
1. From the student's Application Information section, select the 'Leave of Absence' button.



2. Select the Academic Year and Term and click, 'Ok.'



3. Enter a comment and click 'Process Leave of Absence.'



Additional details on the Leave of Absence policy are available in the following handbook:

- [Reconnect Handbook for Community Colleges](#)

Deleting Leave of Absence

MiSSG School Users with an access level of Update 1 (U1) or Administrator 1 (A1) are now able to

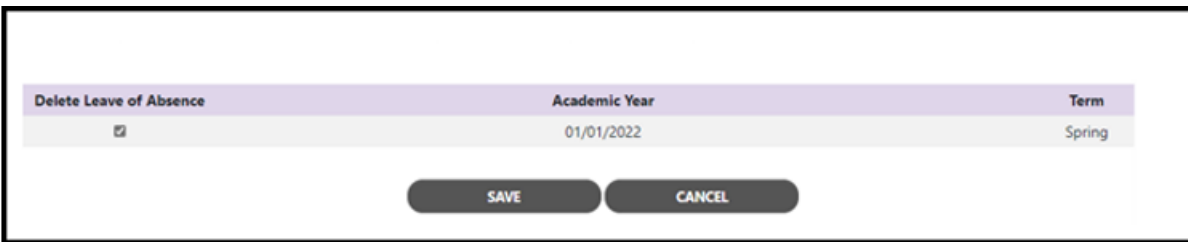
update Michigan Reconnect Scholarship (Reconnect) students if they need to delete a Leave of Absence.

To delete a Leave of Absence from a student's record:

1. From the student's Application Information section, select the 'Delete Leave of Absence' button.



2. Check the box, Delete Leave of Absence and click on SAVE.



NEW

MiSSG Data Management System

MiSSG provides students, high school counselors, college financial aid personnel, and eligible training providers access to records, applications, and information from MI Student Aid.

Personally Identifiable Information and Data Security

“Personally Identifiable Information (PII)” shall refer to any data elements that could potentially identify a student, parent, or employee, and includes name, address, a personal identifier, such as Social Security number, date of birth, place of birth, etc. as defined in the Family Educational Rights and Privacy Act (FERPA).

When accessing MiSSG, School Users understand that MiSSG data, information, and reports are confidential and should be handled as such. When communicating with MI Student Aid staff regarding students, School Users understand that precautions should be taken to protect PII. This includes the use of MiSSG Student Identifiers (MiSSG ID) in the place of Social Security numbers and date of birth.

As a MiSSG user, School Users agree to take appropriate administrative, technical, and physical safeguards to protect the data from any unauthorized use or access. School Users agree to abide by all State and Federal regulations, including FERPA and will ensure that PII will be transmitted through secure methods only. Data must be encrypted during any transmissions. School Users agree to protect the data and information according to acceptable standards and no less rigorously than their institutions own confidential information. Identifiable level data will not be reported or made public. School Users shall report to the Director of MI Student Aid immediately, if a School User becomes aware of any use or disclosure of the confidential information in MiSSG in violation of any applicable laws.