**OFFICE OF HIGHER EDUCATION**

CCG Term Application Status Roster

While CCG funds are not disbursed to schools on a student-by-student basis, the entries a school user makes in the CCG application record is used to populate their student data in a roster format. This allows an efficient means for schools to verify their institutional student records match the MNAid student records.

1. Navigate to the MNAid Reports Menu.
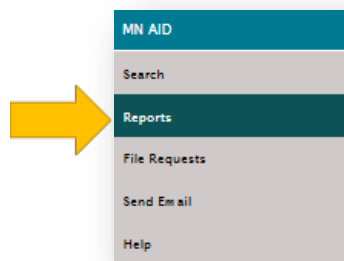
2. In the Rosters tab, select CCG Term Application Status Roster. Select the applicable academic year in the drop down. Select the Applicable Application Status for review in the drop down; available options are; Under Review, Awarded, Denied/Ineligible, Waitlisted, Not Enrolled, and Paid. Select the Applicable Term for review in the drop down; this defaults to All Terms, but a single specific term can instead be selected if preferred. Once all fields are completed, select Generate Report.

3. Open the downloaded excel file to view roster of your students at the selected application status for the selected term.

Minnesota Office of Higher Education
CCG Term Application Status Roster Term: All
Academic Year: 2024- 2025
Institution Name
Paid

MN Aid ID	Name	Institution	Term	Award Amount
XXXXXX	Last, First	Institution Name	Fall	$1,620.00
XXXXXX	Last, First	Institution Name	Spring	$2,438.00
XXXXXX	Last, First	Institution Name	Fall	$4,160.00
XXXXXX	Last, First	Institution Name	Spring	$4,160.00
XXXXXX	Last, First	Institution Name	Fall	$3,250.00
XXXXXX	Last, First	Institution Name	Spring	$3,250.00

Reviewing rosters can be a quick and helpful method to verify institutional records match MNAid records and to quickly identify if either system has a mistake and/or needs updating. For example, an institution may want to run a roster of those with a 'Paid' status to verify their institutional payment records also align. Or for verifying that those who have been 'Awarded' for future term are also displayed with that future award in the student's institutional record. Rosters may also serve as a helpful method to managing the administration of the CCG program, such as working on applicants with an "Under Review" status who now need to be processed, or working to review applicants who were previously marked as "Not Enrolled" and now need to be verified that that status is still accurate after a new term in the academic year has started.