



Louisiana Office Of Student Financial Assistance  
A Program of the Board of Regents

## LOSFA LINGO: TOPS Processing Webinar

- **15<sup>th</sup> Class Day**

A student must be enrolled as a full-time student on this class day to receive their TOPS Award Amount. The 15<sup>th</sup> class day is the 15<sup>th</sup> day the college or university is in session, excluding holidays. Example: If a college or university begins the Spring Semester on January

- **1st Year-Not Accepted**

Students have one year after the date of high school graduation in which to accept their TOPS Award. If a student chooses the option, programming uses this term as a placeholder, so the student is eligible for payment the first semester they enroll. The student did not enroll in the first year after high school graduation.

- **Attempted (Hours)**

College or university hours a student enrolls in, although the student may not complete. Completion of hours includes any classes that the student passes with a letter grade of "D" or higher.

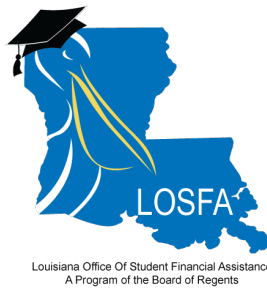
- **Award Status: Renewal, Suspension, and Cancellation (Suspension v. Cancellation)**

*Renewal* – A student has met the continuation requirements for TOPS and can receive their TOPS award for the next semester.

*Suspension* – The student did not meet the college GPA requirement; the TOPS award is not available until the student obtains the required GPA. (The student must bring GPA up within two years from cancellation for OPH and one year for Tech)

*Cancellation* – The student did not enroll full time each semester or quarter during the award year; the student enrolled full time but resigned during a semester/quarter; OR the student did not earn the 24 hours required in an academic year for TOPS

*A suspension means the student can get their TOPS Award reinstated, and cancellation means the student does not get their TOPS Award back without a justifiable reason.*



- **Articulation Workshop**

Workshops hosted annually by the Louisiana Association of Collegiate Registrars and Admissions Officers (LACRAO) for professional school counselors each fall.

- **BESE – Board of Elementary and Secondary Education**

The administrative body for all Louisiana public elementary and secondary schools; BESE also performs certain administrative functions for the state's non-public elementary and secondary schools.

- **BOR - Board of Regents**

The agency that coordinates all public higher education in Louisiana.

- **Certify the Site**

School Districts must complete this step in Student Transcript System (STS) for LOSFA to receive a student's STS data. Must be done each time changes are made to a student's record in STS. Certification of the site means the school/district certifies that the information is accurate to their best knowledge.

- **Chafee (ETV) - Chafee Educational and Training Voucher**

Grant that awards up to \$5,000 annually during the academic year for academic and technical college programs to qualified students who have been in the foster care system.

- **Contingent Upon Appropriations**

The Taylor Opportunity Program for Students (TOPS) is dependent upon the Louisiana Legislature devoting money to the program each fiscal year.

- **Continuous Full-Time Enrollment**

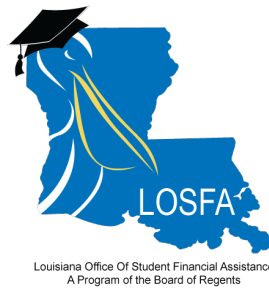
Full-time enrollment at a college/university in the fall and spring semesters each academic year without stopping. Summer terms are excluded.

- **Counselor's Corner**

An area dedicated to professional high school counselors on LOSFA's website that contains useful links, training materials, and registration for Counselor Virtual Office Hours.

- **Cumulative GPA**

The overall grade point average (GPA) a student has earned on **ALL** college coursework taken.



- **Cumulative Hours Earned**

Hours a student has taken that were completed for credit or with a grade of a D or higher (Fs and Ws count as attempted hours).

- **Eligibility Run**

The process by which LOSFA determines initial TOPS eligibility for high school graduates during the summer once all documents are received.

- **Error**

Any issue with a student's record (ACT, FAFSA, transcript) that prevents TOPS processing.

- **eScholar**

A Louisiana Department of Education software program assigns public high school students a Louisiana Secure ID (LASECID).

- **Exception (Request for Exception)**

TOPS recipients' application to request an exception to the TOPS initial, full-time, or continuous enrollment and/or 24-hour requirement each academic year.

- **FAFSA - Free Application for Federal Student Aid**

The application for federal student aid that also serves as the application for TOPS and other state financial aid.

- **FAFSA Completion**

Submission of a FAFSA that is free of errors and signed.

- **FAFSA Submission**

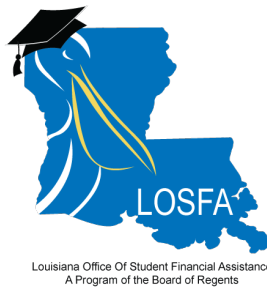
Submission of a FAFSA that may be incomplete (missing signatures, missing parent information, etc.).

- **FSA ID**

Combination of a username and password that gives students and parents access to Federal Student Aid's online systems and serves as the legal signature for the FAFSA.

- **GEAR UP - Gaining Early Awareness and Readiness for Undergraduate Programs**

A federally funded national initiative supported by the U.S. Department of Education, which gives grants to states or institutions of higher learning to create partnerships with high-poverty



middle or high schools.

- **GO Grant**

The Louisiana Go Grant is a need-based state grant for students aimed at bridging the gap between the amount of financial aid a student is awarded through the Federal Pell Grant program and the actual cost of attending a Louisiana college or university.

- **Home Study**

A high school course of study carried out at home through a Board of Elementary and Secondary Education (BESE) approved program or non-public school (not seeking state approval), rather than in a traditional classroom setting.

- **Initial Eligibility**

Initial awarding of a TOPS scholarship after LOSFA evaluates and confirms a student's high school graduation date, ACT/SAT score, residency, citizenship, and high school academic data via the Student Transcript System (STS) and the FAFSA or TOPS Online Application.

- **LACRAO - Louisiana Association of Collegiate Registrars and Admissions Officers**

This organization functions as a unifying and coordinating agency among the recruiters, admissions staff, records and registration staff, and enrollment managers of private institutions and the institutions in the four higher education governing boards in the state of Louisiana (i.e., Louisiana State University System, Southern University System, University of Louisiana System, and the Louisiana Community and Technical College System).

- **LAICU – Louisiana Association of Independent Colleges & Universities**

A membership association of private colleges and universities located in Louisiana.

- **LASECID – Louisiana Secure ID**

A ten-digit, unique key assigned to students to identify them throughout their enrollment in secondary education. The LASECID for students at non-public high schools is their nine-digit SSN without leading or lagging zeroes.

- **LCAAM – Louisiana College Application and Access Month**

Part of a national initiative known as the American College Application Campaign (ACAC) aimed at increasing the number of first-generation and low-income students pursuing a college degree or other higher education credential. LCAAM occurs in October.



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- **LDE/LDOE – Louisiana Department of Education**

The state agency that manages the state's public and approved non-public school districts.

- **LEADS – Louisiana Educational Accountability Data System**

- The Louisiana Department of Education software system that houses several applications, including the Student Transcript System (STS) and the Student Information System (SIS).

- **LFOS – LOSFA Field Outreach Services**

A college access and readiness initiative within the Louisiana Office of Student Financial Assistance (LOSFA). LFOS offers support services to assist with school reform initiatives and promote postsecondary awareness.

- **LOSFA – Louisiana Office of Student Financial Assistance**

A program of the Louisiana Board of Regents that administers the state's scholarship and grant programs and the state's Internal Revenue Code Section 529 college savings program.

- **LOSFA ID**

A unique numeric key assigned to students by LOSFA to identify them in the Louisiana Award System and Student Hub.

- **OPH**

An acronym used for the TOPS **O**pportunity, **P**erformance, and **H**onor Award levels.

- **OTS – Official Transcript System**

Louisiana Dept. of Education system that creates official electronic high school transcripts.

- **Parental Consent Indicator Flag**

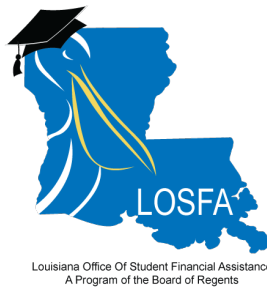
A checkbox in the Student Transcript System (STS) indicates if consent has been granted to share transcript information with LOSFA and the Board of Regents (BOR).

- **Postsecondary Institution**

Any institution that offers education beyond the twelfth grade of high school.

- **Pro-Rata**

The method of determining TOPS Award Amounts based on funds appropriated during a budget shortfall where all TOPS recipients have their award proportionally reduced by the same amount, including the stipend for students with TOPS Performance and Honors.



- **Quality Points**

The cumulative points used to calculate a student's grade point average (GPA).

- **Residency Affidavit**

Document and supporting documentation through which a student and/or parent affirms their status as a Louisiana resident.

- **Residency Check Process**

- The process by which LOSFA's Audit Division verifies a student's residency status by requesting information from the high school/district.

- **Rock - Rockefeller State Wildlife Scholarship**

A competitive scholarship administered by LOSFA that awards \$2,000 annually to an undergraduate student and \$3,000 annually to a graduate student pursuing a degree in forestry, wildlife, or marine science at a Louisiana public college or university.

- **ROOS – Returning Out of State Student Application**

Application for TOPS recipients that choose to return to a Louisiana college/university after attending an out-of-state postsecondary institution.

- **SAP – Steady Academic Progress**

TOPS retention requirement that students earn a cumulative TOPS GPA of at least 2.00 (on a 4.00 scale) at the end of every semester/quarter/session for which grades are reported.

- **Semester GPA**

The grade point average (GPA) a student earns in a given semester.

- **STS - Student Transcript System**

The system used by the Louisiana Department of Education (LDE) to collect detailed transcript data for students in public and non-public schools (grades 8 -12) who have taken any course(s) for credit.

- **TOPS - Taylor Opportunity Program for Students**

The program of state scholarships for Louisiana residents who attend an approved Louisiana college or university. TOPS has four award components.

- **TOPS Award Amount v. Tuition Amount**

The *TOPS Award Amount* is set based on legislation passed in 2017. The TOPS Award



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Amount is set at the 2016-2017 fully-funded tuition amount for Louisiana college and universities for that academic year.

*Tuition Amount* is the amount of tuition that a college or university charges based on the number of classes a student enrolls in at the university or college. Colleges and universities can raise tuition; therefore, the TOPS Award Amount and the Tuition Amount are not always the same.

- **TOPS CORE GPA v. HS Cumulative GPA**

The TOPS Core Curriculum GPA is calculated only on the 19 or 21 units that comprise the TOPS Core Curricula (OPH or Tech). The high school GPA includes all units that a student needs to meet graduation requirements. The cumulative high school GPA can be higher or lower than the TOPS GPA.

- **TOPS Master Roster**

A list of all TOPS eligible students that is available to the colleges and universities in Louisiana. The colleges and universities match their student to this list when determining if they are billable for their TOPS Award Amount.

- **TOPS Processing**

The process of collecting information that determines a student's TOPS Award Eligibility. The process starts with the student completing the FAFSA, earning a qualifying score on the ACT/SAT, and the school/district submitting the student's STS information to LOSFA. Once LOSFA has all three components, the student runs through "processing" to determine the award level.

- **TOPS Renewal**

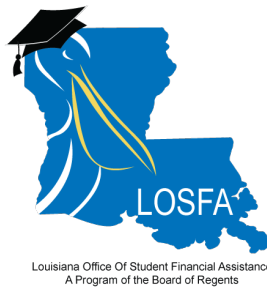
If a student meets the continuation requirements for TOPS, the student's award is renewed and available to be paid to their college/university for the next term.

- **TOPS Retention Requirements**

The requirements a TOPS recipient must meet to maintain their TOPS eligibility.

- **TOPS SAP v. College SAP**

TOPS steady academic progress (SAP) is a 2.0 on a 4.0 scale. The college or university a student attends may have a different standard for steady academic progress.



- **TOPS Tech**

A TOPS Scholarship that offers an award amount for two years. Students can use the award towards an associate degree program or shorter-term training and education program at a two-year public college or university.

- **TOPS Tech Early Start**

This award is not to be confused with the TOPS TECH scholarship. It provides up to \$600 per academic year for any eligible 11th or 12th-grade student attending a Louisiana, public high school who wishes to concurrently enroll for up to six credit hours per semester to pursue certification in an eligible program at a public or non-public college or an approved training provider.

- **TOPS Award Tracker**

A feature of the Student Hub that allows current TOPS recipients to track their TOPS renewal status throughout their postsecondary enrollment.

- **TOPS Tracker**

A feature of the Student Hub that allows high school student to track their progress towards earning a TOPS scholarship, including their TOPS core GPA and the highest ACT score LOSFA has on file.

- **Trailblazer**

Participants in the Trailblazer Leadership Program are trained to assist their high school counselors and fellow students in navigating the many tasks required to gain college acceptance successfully, secure all available financial assistance, and have the best chance to achieve their career/lifestyle goals successfully. The program consists of four-to-five single-day summits throughout the year, beginning in the summer before the senior year.

- **Virtual Event**

A seminar or workshop held in a virtual environment for a school or organization that services students and/or parents. A LOSFA representative is scheduled to cover topics on TOPS, Financial Aid, FASFA Completion, etc.

- **VOH - Virtual Office Hours**

Thirty minutes ZOOM sessions that a parent and/or student can schedule to have a one-on-





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one session with a LOSFA representative regarding TOPS, the FAFSA, and financial aid.

- **YCP – GO Youth Challenge Program**

Program for those students who graduate from the Louisiana National Guard's Youth Challenge Program. The students are eligible for the GO Youth Challenge Grant, a two-year grant covering the cost of tuition at any eligible Louisiana public postsecondary institution in a college program that will lead to a 3-5 star job in the Louisiana job industry.