



OFFICE OF THE SENIOR VICE PRESIDENT —  
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT  
1111 Franklin Street  
Oakland, California 94607-5200

February 15, 2005

**REGISTRARS  
IR DIRECTORS  
ITLC MEMBERS**

Re: 2005 Modifications to Registrant Input File Specifications

Dear Colleagues:

This year's changes to the Registrant Input File specifications were prompted by questions from campus personnel as well as reporting inconsistencies discovered by UCOP analysts. These few items are of the utmost importance, as they determine the usability of our Corporate Database for research and reporting purposes. Please ensure that your submissions conform to the requirements detailed below.

**1. Populations to be included in Third Week and End of Term files**

The following definitions are meant to clarify the Third Week input file specifications which state:

*"The third week registrant file contains data on all students registered at the end of the third week of classes of the term specified".*

- Definition of registered: The student must be enrolled in UC courses and fees must be paid.
- Definition of enrolled: The student must be enrolled in degree-credit UC courses.
- Definition of paid: The following fees must either be paid, waived, or covered by financial aid: Educational Fee, University Registration Fee, Non-resident tuition (if appropriate), and the Professional School Fee (if appropriate).
- The following populations must be included:
  - undergraduate visitors from other UC campuses (the students should be identified as visitors using code V in SPECPROGR);
  - UC students enrolled at a UC Education Abroad Program study center (these students should be identified using code 6 in SPECPPROGR);
  - UC students enrolled in UCDC courses (these students should be identified using code D in SPECPPROGR);
  - UC students enrolled in general campus (non-extension) courses at certain other off-site locations, such as the Ventura Center, the UC Merced Centers, and the Silicon Valley Center;
  - students participating in self-supporting part-time graduate professional degree programs operated solely by an academic unit or jointly by an academic unit and University Extension;
  - special students defined as lower division students of mature years who have not had the opportunity to complete a satisfactory high school program, who have not completed a substantial amount of college work, and who, by reason of special attainments, may be prepared to undertake courses in the university toward a definite and limited objective;
  - limited students defined as upper division students with bachelor's degrees who are not candidates for an advanced degree or those without bachelor's degrees who have completed a substantial amount of college work and who, by reason of special attainments, may be prepared to undertake certain courses in the university toward a definite and limited objective;
  - post-baccalaureate students defined as students who hold a baccalaureate degree whose sole objective is a teacher education credential.
  - second baccalaureate students

- The following populations must be excluded:
  - graduate students visiting from other UC campuses (these students should be included the input files submitted by the home campus);
  - non-UC students visiting from other universities enrolled at a UC campus through EAP reciprocity agreements or other exchange agreements;
  - UC students enrolled in non-affiliated study programs, such as study abroad programs operated by other Universities;
  - students participating exclusively in non-degree programs operated by University Extension.
- Third Week: Includes all students registered as a UC student as of the 15th day of classes;
- End of Term: Includes all students registered as a UC student as of the 15th day of classes or later (note: the EOT file should include all students submitted on the Third Week file plus all late registrants).

## **2. Consistent reporting of student identifiers**

Student identification numbers and social security numbers remain key data elements for the Corporate Student System.

- For each student, campuses must submit one and only one student identification number to the Corporate Student System. The student identification number submitted on the Undergraduate Admission and Graduate Admission input files must match all other submissions (Third Week Registrant files, End of Term Registrant files, Financial Aid files, and Degree files) during the entire time that the student remains an undergraduate/graduate student. New student identification numbers may be submitted for students who change status from undergraduate to graduate student, as well as for students who transfer to another campus.
- Campuses must collect and report the home campus student identification number for UC students visiting their campuses in the summer.
- Social security numbers are used to match the earnings of students in the Corporate Personnel System. A quality data match therefore relies on complete and accurate reporting of social security numbers. If Congress authorizes NCES to replace the current IPEDS reporting processes with the collection of student level data, SSN will become an even more crucial data element.

## **3. Address records no longer processed**

We remind the campuses that we no longer process any address records included in the Third Week and End of Term files. For the sake of students' privacy, we request that your IT systems be modified to no longer submit these records.

## **4. Data Element H300 (EOP/AAP Participation code) de-activated**

We will no longer make use of the EOP/AAP data element. At your convenience, you may leave this data element blank in the Third Week and End of Term files.

The complete set of Corporate Student System specifications may be downloaded from our Web site at [http://www.ucop.edu/irc/campus\\_specs/css](http://www.ucop.edu/irc/campus_specs/css). If you have any questions about these specifications, please contact Dominique Pfaff at (510) 987-0394 or [dominique.pfaff@ucop.edu](mailto:dominique.pfaff@ucop.edu).

Sincerely,

Kristine Hafner  
Associate Vice President  
Information Resources and Communications

cc: Associate Vice President Galligani, Student Academic Services  
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