



OFFICE OF THE SENIOR VICE PRESIDENT –
BUSINESS AND FINANCE

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

April 27, 2004

**REGISTRARS
IR DIRECTORS
ITLC MEMBERS**

Re: Changes to Third Week and End of Term Enrollment Input File Specifications

Dear Colleagues,

During the last two years, a number of modifications to registrant data reporting have been proposed. At this time, we are postponing the addition of new data elements because of the costs of modifying systems both at OP and at the campuses. However, we would like to proceed with a few minor changes:

1. Student address records ('D' records) no longer required

We are no longer loading data from address records (data elements D010, D020, D030, D040) into our corporate database. In view of recent concerns about confidentiality, and given that some campuses have experienced difficulties in submitting this data in the appropriate format, we request that address records be omitted from future submissions of third week and end of term registrant data for summer as well as regular terms. You may implement this change to your uploading procedures at any time .

2. Values of data element H310 (Special Program Codes) no longer used.

You may discontinue reporting participation in the following special programs:

2 = National Merit Scholar

3 = Women's Reentry Program

5 = Student Affirmative Action Program

7 - Berkeley Letters & Science (Cooperative Admission), Santa Cruz Program

8 - BENG (Cooperative Admission), Santa Cruz Program

9 - Dual Degree (3-2), Santa Cruz Program

J - Non-Governors Teacher Scholar

T - Governors Teacher Scholar

P - Principal Leadership Institute

3. Values of data element H310 (Special Program Codes) clarified.

Please ensure that the following values for data element H310 are consistently used as indicated. In the past, reporting of participation in the UCDC program in particular has been spotty.

- 1 - Athlete: Student is participating in an NCAA sport during the academic year.
- 4 - Programs for the Physically Disabled: Student is utilizing the services of the Disabled Students Program during the term. Should include temporarily and permanently disabled students.
- 6 - Education Abroad Program: Student is participating in the UC Education Abroad Program during the term.
- C - Post-baccalaureate Credential: Student is pursuing a teaching credential as part of the academic program. Should include both students in both credential-only and combined credential-masters programs.
- D - UCDC: Student is participating in the UC District of Columbia program during the term.
- V - Visitor: Student is an undergraduate visiting from another UC campus.

The complete set of Corporate Student System specifications may be downloaded from our web site at 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.

Sincerely,

Kristine Hafner,
Associate Vice President
Information Resources and Communications

cc: Associate Vice President Galligani, Student Academic Services
Coordinator Mizuiri, Student Academic Services
Director Collins, Information Resources and Communications
Manager Burgess, Information Resources and Communications
Programmer Analyst Pfaff, Information Resources and Communications