



OFFICE OF THE CHIEF INFORMATION OFFICER AND
ASSOCIATE VICE PRESIDENT
Information Resources and Communications

OFFICE OF THE PRESIDENT
1111 Franklin Street, 7th Floor
Oakland, California 94607-5200

June 2, 2011

REGISTRARS
ITLC MEMBERS

Re: Submission of Third Week and End of Term Course Enrollment Data

Dear Colleagues:

After development and review with representatives from campuses and the Office of the President, Information Resources & Communications and Institutional Research are issuing final file input specifications for the Course Enrollment Data file for the Corporate Student System.

Campuses will submit two pipe-delimited files per term following the same schedule as the Corporate Student System's Enrollment file submissions. Campuses should submit course level detail records for all credit-bearing courses using the same population as used in the corresponding term of the CSS Enrollment file.

Our hope is to reduce your reporting work load over time. In our continued effort to improve efficiency and reduce burdens on the campuses, Institutional Research at the Office of the President is working with your respective Registrars and Institutional Research Directors. This is part of the larger Decision Support System development project underway at the Office of the President that will make key data and information available to the campuses as well. I thank you in advance for your support of these activities and the participation and cooperation of staff at each of your campuses.

Technical Specifications For Data Elements

REF NO	ELEMENT NAME	ORDER	FMT	ERR LVL	VALID VALUES
0010	Record Type Code	1	Char	S	'A'
0020	Header Campus Code	2	Char	S	'01' - '10'
0030	Header Date	3	Char	S	YYYYMMDD, YYYY = calendar year

COURSE ENROLLMENT RECORD SPECIFICATIONS

REF NO	ELEMENT NAME	ORDER	FMT	ERR LVL	VALID VALUES
0010	Record Type Code	1	Char	S	'M'

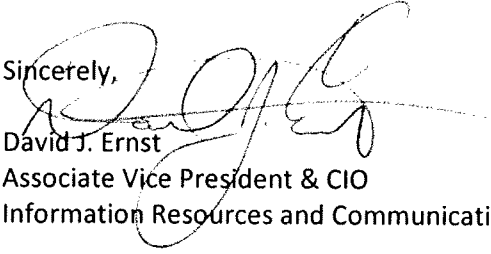
A010	Campus Registered Code	2	Char	S	'01' - '10'
A020	Identification Number-Student	3	Char	S	Non-blank
M001	Calendar Year Registered	4	Char	S	YYYY must be the year currently processed
C010	Term Registered Code	5	Char	S	'1' - '4' must be the term currently being processed
M002	Last Name-Student	6	Char	E	First character is not blank, and may contain only capital characters A-Z, blank, hyphen, period, and/or apostrophe
M003	First Name-Student (including Middle Initial)	7	Char	E	First character is not blank, and may contain only capital characters A-Z, blank, hyphen, period, and/or apostrophe. First Name can be blank for students with one name
M004	Department Code	8	Char	E	Non-blank
M005	Department Name	9	Char	E	Non-blank
M006	Subject Code	10	Char	E	Non-blank
M007	Subject Name	11	Char	E	Non-blank
M008	Course Identification Code	12	Char	E	Non-blank, flush left
M009	Course Number	13	Char	E	Non-blank, flush left
M010	Course Title	14	Char	E	Non-blank
M011	Section Identification Code	15	Char	E	Non-blank
M012	Course Level Code	16	Char	E	'LD', 'UD', 'GR'
M013	Unit Type	17	Char	E	Q = Quarter, S = Semester
M014	Session Code	18	Char	E	Code used on CSRA website (used in Summer only)
M015	Course Enrollment Status	19	Char	E	'E', 'L', 'C', 'W', 'A'
H800	Summer Registrant Status	20	Char	E	'1' - '8' (used in Summer only)
H810	Summer Student Home Campus	21	Char	E	'01' - '10' (used in Summer only)
H820	Student Home Identification Number	22	Char	E	Must not be blank if student is visiting from another UC campus. (used in Summer only)
M016	Units Attempted-Current Term 3rd Week	23	Num	E	99V9
M017	Units Attempted-Current Term EOT	24	Num	E	99V9
M018	Units Completed-Current Term-Graded-EOT	25	Num	E	99V9
M019	Units Completed-Current Term-P/NP-EOT	26	Num	E	99V9
M020	Grade Points-Current Term-EOT	27	Num	E	999V9

Effective Date

Fall Third Week 2011

A complete set of file specifications are attached. If you have any technical questions about these specifications, please contact Albert Course at (510) 987-0761 or Albert.Course@ucop.edu. If you have questions about the source or meaning of the new data items, contact Chris Furgiele at (510) 987-9883 or Chris.Furgiele@ucop.edu.

Sincerely,



David J. Ernst

Associate Vice President & CIO

Information Resources and Communications

cc: Director Dettman, Institutional Research
Manager Course, Information Resources and Communications
Content Manager, Furgiele, Institutional Research
Programmer Analyst Handy, Information Resources and Communications
Analyst Holmes, Institutional Research

Course Enrollment Data – Third Week

May 16, 2011

Institutional Research
and
Information Resources and Communications
Office of the President
University of California

Overview

The course enrollment Input file contains one course record for each credit-bearing course, and credit-bearing section of said course, that a student is or was enrolled.

Population

The Third Week Course Enrollment Data file contains data on all students enrolled in credit-bearing courses as of the end of the third week of classes of the term specified.

Note: In accordance with the Policy on Intercampus Visitors, undergraduate visitors are included on the host campus registrant file, and graduate visitors are included on their home campus registrant file.

Students participating in any of the campuses' UC Washington DC programs should be included on the registrant file only for the campus at which they pay enrollment fees.

Record Types

Header Record (Record Type Code-Student = A)

The first record on the file must be a Header Record.

Course Enrollment Record (Record Type Code-Student = M)

Each course enrollment record contains information indentifying a UC student and the credit-bearing course(s), and credit-bearing section(s) of said course, in which the student is or was enrolled.

Schedule

Campuses should supply this file each term by the end of the sixth week of classes.

Physical Characteristics

This file is to be transmitted electronically via FTP (per the *Guidelines for Submitting Campus Input Files to UCOP via TCP/IP Utilizing FTP at http://www.ucop.edu/irc/campus_specs/ftp/secureftp.html*).

File Name: CED3WK.Qqyy (in upper case)

Where q = '2' – Fall
'3' – Winter
'4' – Spring

yy = the effective year

Record Format: Pipe Delimited

Record Length: TBD

Sequence: Ascending sequence sorted by Record Type Code-Student, Identification Number-Student

Transmission:

The input file is to be transmitted via secure FTP (File Transfer Protocol) to UCOP's vsftp server, and deposited in the following directory:

ftphome/ftpusrN/put/css/ (in lower case)

Where N is the campus numeric code

- 1 – Berkeley
- 2 – San Francisco
- 3 – Davis
- 4 – Los Angeles
- 5 – Riverside
- 6 – San Diego
- 7 – Santa Cruz
- 8 – Santa Barbara
- 9 – Irvine
- 10 – Merced

Summer Course Enrollment Data – Third Week

May 16, 2011

Institutional Research
and
Information Resources and Communications
Office of the President
University of California

Overview

The course enrollment Input file contains one course record for each credit-bearing course, and credit-bearing section of said course, that a student is or was enrolled for the summer period.

1. For purposes of clarity, "summer period" refers collectively to all course offerings between the spring and fall terms. "Session" refers to individual intervals in which courses are offered during the summer period. Sessions may be of varying lengths, may begin and end at any time during the summer period, and may overlap with other summer sessions.
2. All campuses with summer sessions must submit files beginning with the 2012 summer period.
3. Campuses will submit two files for summer registrants, as with other terms: a "third week" file and an "end of term" file.

Population

The population for the Summer Third Week Course Enrollment Data file is the same as the Summer Third Week Registration file.

Census Dates

For each session, campuses are encouraged to use census dates that are analogous to the dates used for reporting fall, winter and spring enrollments, that is, a date that is roughly 30 percent into the session, or third week of a quarter. However, until a systematic and consistent approach is developed, campuses should use census dates that are most manageable for them. The following dates represent 30 percent of elapsed time for sessions of varying lengths, and are therefore equivalent to reporting during the regular academic year:

<u>Session Length</u>	<u>Census Day</u>	<u>Session Length</u>	<u>Census Day</u>
1 week (5 days)	Day 2	6 weeks (30 days)	Day 9
2 weeks (10 days)	Day 3	7 weeks (35 days)	Day 11
3 weeks (15 days)	Day 5	8 weeks (40 days)	Day 12
4 weeks (20 days)	Day 6	9 weeks (45 days)	Day 14
5 weeks (25 days)	Day 8	10 weeks or longer	Day 15

Record Types

Header Record (Record Type Code-Student = A)

The first record on the file must be a Header Record.

Course Enrollment Record (Record Type Code-Student = M)

Each course enrollment record contains information identifying a UC student and the credit-bearing course(s), and credit-bearing section(s) of said course, in which the student is or was enrolled.

Schedule

The Summer Third Week Course Enrollment Data files will be due from campuses on September 15 (starting in 2012).

Physical Characteristics

This file is to be transmitted electronically via FTP (per the *Guidelines for Submitting Campus Input Files to UCOP via TCP/IP Utilizing FTP at http://www.ucop.edu/irc/campus_specs/ftp/secureftp.html*).

File Name: CED3WK.Qqyy (in upper case)

Where q = '1' – Summer

yy = the effective year

Record Format: Pipe Delimited

Record Length: TBD

Sequence: Ascending sequence sorted by Record Type Code-Student, Identification Number-Student

Transmission:

The input file is to be transmitted via secure FTP (File Transfer Protocol) to UCOP's vsftp server, and deposited in the following directory:

ftphome/ftpusrN/put/css/ (in lower case)

Where N is the campus numeric code

- 1 – Berkeley
- 2 – San Francisco
- 3 – Davis
- 4 – Los Angeles
- 5 – Riverside
- 6 – San Diego
- 7 – Santa Cruz
- 8 – Santa Barbara
- 9 – Irvine
- 10 – Merced

Course Enrollment Data – End of Term

May 16, 2011

Institutional Research
and
Information Resources and Communications
Office of the President
University of California

Overview

The course enrollment input file contains one course record for each credit-bearing course, and credit-bearing section of said course, that a UC student is or was enrolled.

Population

The End of Term Course Enrollment Data file contains data on all students enrolled in credit-bearing courses as of the end of the term specified.

Note: In accordance with the Policy on Intercampus Visitors, undergraduate visitors are included on the host campus registrant file, and graduate visitors are included on their home campus registrant file.

Students participating in any of the campuses' UC Washington DC programs should be included on the registrant file only for the campus at which they pay enrollment fees.

Record Types

Header Record (Record Type Code-Student = A)

The first record on the file must be a Header Record.

Course Enrollment Record (Record Type Code-Student = M)

Each Course Record contains information identifying a UC student and the credit-bearing course(s), and credit-bearing section(s) of said course, in which the student is or was enrolled.

Schedule

Campuses should supply this file for the Fall Quarter (Fall Semester) by the end of the eighth week after the end of the term, and for the Winter and Spring Quarters (Spring Semester) by the end of the sixth week.

Physical Characteristics

This file is to be transmitted electronically via FTP (per the *Guidelines for Submitting Campus Input Files to UCOP via TCP/IP Utilizing FTP at http://www.ucop.edu/irc/campus_specs/ftp/secureftp.html*).

File Name: CEDEOT.Qqyy (in upper case)

Where q = '2' – Fall

'3' – Winter

'4' – Spring

yy = the effective year

Record Format: Pipe Delimited

Record Length: TBD

Sequence: Ascending sequence sorted by Record Type Code-Student, Identification Number-Student

Transmission:

The input file is to be transmitted via secure FTP (File Transfer Protocol) to UCOP's vsftp server, and deposited in the following directory:

ftphome/ftpusrN/put/css/ (in lower case)

Where N is the campus numeric code

1 – Berkeley

2 – San Francisco

3 – Davis

4 – Los Angeles

5 – Riverside

6 – San Diego

7 – Santa Cruz

8 – Santa Barbara

9 – Irvine

10 – Merced

Summer Course Enrollment Data – End of Term

May 16, 2011

Institutional Research
and
Information Resources and Communications
Office of the President
University of California

Overview

The course enrollment input file contains one course record for each credit-bearing course, and credit-bearing section of said course, that a UC student is or was enrolled for the summer period.

1. For purposes of clarity, "summer period" refers collectively to all course offerings between the spring and fall terms. "Session" refers to individual intervals in which courses are offered during the summer period. Sessions may be of varying lengths, may begin and end at any time during the summer period, and may overlap with other summer sessions.
2. All campuses with summer sessions must submit files beginning with the 2012 summer period, regardless of whether the session is state-supported.
3. Campuses will submit two files for summer registrants, as with other terms: a "third week" file and an "end of term" file.

Population

The population for the Summer End of Term Course Enrollment Data file is the same as the Summer End of Term Registration file.

Census Dates

Submissions for the Summer are determined by session length. For each session, campuses are encouraged to use census dates that are analogous to the dates used for reporting fall, winter, and spring enrollments, that is, a date that is the last day of the session.

<u>Session Length</u>	<u>Census Day</u>	<u>Session Length</u>	<u>Census Day</u>
1 Week (5 days)	Day 5	6 Weeks (30 days)	Day 30
2 Weeks (10 days)	Day 10	7 Weeks (35 days)	Day 35
3 Weeks (15 days)	Day 15	8 Weeks (40 days)	Day 40
4 Weeks (20 days)	Day 20	9 Weeks (45 days)	Day 45
5 Weeks (25 days)	Day 25	10 Weeks or longer	Last day of session

Record Types

Header Record (Record Type Code-Student = A)

The first record on the file must be a Header Record.

Course Enrollment Record (Record Type Code-Student = M)

Each Course Record contains information indentifying a UC student and the credit-bearing course(s), and credit-bearing section(s) of said course, in which the student is or was enrolled.

Schedule

The Summer End of Term Course Enrollment Data file will be due from campuses on November 1 (starting in 2012).

Physical Characteristics

This file is to be transmitted electronically via FTP (per the *Guidelines for Submitting Campus Input Files to UCOP via TCP/IP Utilizing FTP at http://www.ucop.edu/irc/campus_specs/ftp/secureftp.html*).

File Name: CEDEOT.Qqyy (in upper case)
Where q = '1' – Summer

yy = the effective year

Record Format: Pipe Delimited

Record Length: TBD

Sequence: Ascending sequence sorted by Record Type Code-Student, Identification Number-Student

Transmission:

The input file is to be transmitted via secure FTP (File Transfer Protocol) to UCOP's vsftp server, and deposited in the following directory:

ftphome/ftpusrN/put/css/ (in lower case)

Where N is the campus numeric code

- 1 – Berkeley
- 2 – San Francisco
- 3 – Davis
- 4 – Los Angeles
- 5 – Riverside
- 6 – San Diego
- 7 – Santa Cruz
- 8 – Santa Barbara
- 9 – Irvine
- 10 – Merced

COURSE ENROLLMENT DATA (CED)

Input File Codebook

System Number: 0010
Programming Name: HEADREC
Name: Record Type Code
Type: Alphanumeric
Format:
General Description: Code indicating the type of record on a file.
Revision Date:
Edit Requirement: Valid record type code.
Comments:
Code Interpretation: A – Header record
M – Course record

System Number: 0020
Programming Name: HEADCAMP
Name: Header Campus Code
Type: Alphanumeric
Format:
General Description: Code indicating the campus of origin on the first (header) record of a campus-supplied file.
Revision Date:
Edit Requirement: Valid header campus code.
Comments:
Code Interpretation: 01 = Berkeley
02 = San Francisco
03 = Davis
04 = Los Angeles
05 = Riverside
06 = San Diego
07 = Santa Cruz
08 = Santa Barbara
09 = Irvine
10 = Merced

System Number: 0030
Programming Name: HEADDATE
Name: Header Date
Type: Alphanumeric
Format: YYYYMMDD, YYYY = Calendar Year
General Description: Date appearing on the first (header) record of a file
Revision Date:
Edit Requirement:
Comments:
Code Interpretation:

System Number: CSS A010
Programming Name: CCAMPUS
Name: Campus Registered Code
Type: Alphanumeric
Format:
General Description: Code indicating the campus at which the student or postdoctoral scholar is or was registered.
Revision Date:
Edit Requirement: Valid record type code.
Comments:
Code Interpretation: 01 = Berkeley
02 = San Francisco
03 = Davis
04 = Los Angeles
05 = Riverside
06 = San Diego
07 = Santa Cruz
08 = Santa Barbara
09 = Irvine
10 = Merced

System Number: CSS A020
Programming Name: SID
Name: Student Identification Number
Type: Alphanumeric
Format:
General Description: Student identification number assigned by the campus
Revision Date:
Edit Requirement:
Comments:
Code Interpretation:

System Number: CED M001
Programming Name: CALYR
Name: Calendar Year Registered
Type: Alphanumeric
Format: YYYY
General Description: The calendar year during which the student is or was registered for classes. Note that input files contains calendar year, NOT academic year
Revision Date:
Edit Requirement:
Comments:
Code Interpretation:

System Number: CSS C010
Programming Name: CTERM
Name: Term Registered Code
Type: Alphanumeric
Format:
General Description: Code indicating the quarter, semester, or session in which the student is or was registered for classes.
Revision Date:
Edit Requirement:
Comments:
Code Interpretation: 1 = Summer
2 = Fall
3 = Winter
4 = Spring

System Number: CED M002
Programming Name: LASTNAME
Name: Last Name of Student
Type: Alphanumeric
Format:
General Description: The last name of the student
Revision Date:
Edit Requirement: First character is not a comma or blank, and may contain only capital characters A-Z, blank, hyphen, period, and/or apostrophe. Name for students with only one name should be inputted in Last Name field.
Comments:
Code Interpretation:

System Number: CED M003
Programming Name: FIRSTMIDNAME
Name: First Name and Middle Initial of Student
Type: Alphanumeric
Format:
General Description: The first name and middle initial of the student
Revision Date:
Edit Requirement: First character is not a comma and may contain only capital characters A-Z, blank, hyphen, period, and/or apostrophe. Name for students with only one name should be inputted in Last Name field.
Comments:
Code Interpretation:

System Number: CED M004
Programming Name: DPTCODE
Name: Department Code
Type: Alphanumeric
Format:
General Description: The code indicating the department associated with the course in which the student is or was enrolled.
Revision Date:
Edit Requirement: Non-blank
Comments:
Code Interpretation:

System Number: CED M005
Programming Name: DPTNAME
Name: Department Name
Type: Alphanumeric
Format:
General Description:
Revision Date:
Edit Requirement: Non-blank
Comments:
Code Interpretation:

System Number: CED M006
Programming Name: SUBCODE
Name: Subject Code
Type: Alphanumeric
Format:
General Description: The code indicating the subject of the course in which the student is or was enrolled.
Revision Date:
Edit Requirement: Non-blank
Comments:
Code Interpretation:

System Number: CED M007
Programming Name: SUBNAME
Name: Course Subject Name
Type: Alphanumeric
Format:
General Description:
Revision Date:
Edit Requirement: Non-blank
Comments:
Code Interpretation:

System Number: CED M008
Programming Name: COURSEID
Name: Course Identification Code
Type: Alphanumeric
Format:
General Description: Code indicating the course control number in which the student is or was enrolled.
Revision Date:
Edit Requirement: Non-blank
Comments: Length varies across campuses. Number should be written to file flush left, with trailing blanks, if any. NOTE: This field must uniquely identify a course during a session.
Code Interpretation:

System Number: CED M009
Programming Name: CRSNUM
Name: Course Number
Type: Alphanumeric
Format:
General Description: Code indicating the course number in which the student is or was enrolled.
Revision Date:
Edit Requirement: Non-blank
Comments: Length varies across campuses. Number should be written to file flush left, with trailing blanks, if any. NOTE: This field must uniquely identify a course during a session.
Code Interpretation:

System Number: CED M010
Programming Name: CRSTITLE
Name: Course Title
Type: Alphanumeric
Format:
General Description: Name of the course in which the student is or was enrolled.
Revision Date:
Edit Requirement: Non-blank
Comments:
Code Interpretation:

System Number: CED M011
Programming Name: SECTIONID
Name: Section Identification
Type: Alphanumeric
Format:
General Description: Number of the section of the course in which the student is or was enrolled.
Revision Date:
Edit Requirement: Non-blank
Comments:
Code Interpretation:

System Number: CED M012
Programming Name: COURSELVL
Name: Course Level Code
Type: Alphanumeric
Format:
General Description: Code indicating level of course
Revision Date:
Edit Requirement: Non-blank
Comments:
Code Interpretation: 'LD' – Lower Division
'UD' – Upper Division
'GR' - Graduate

System Number: CED M013
Programming Name: UNITTYPE
Name: Unit Type
Type: Alphanumeric
Format:
General Description: Code indicating whether course units are quarter or semester units.
Revision Date:
Edit Requirement: Valid unit type code
Comments:
Code Interpretation: Q = Quarter units
S = Semester units

System Number: CED M014
Programming Name: CSESSION
Name: Session Code
Type: Alphanumeric
Format:
General Description: Number indicating the summer session during which the student is or was enrolled in the course.
Revision Date:
Edit Requirement: Non-blank
Comments:
Code Interpretation:

System Number: CED M015
Programming Name: CSTATUS
Name: Course Enrollment Status Code
Type: Alphanumeric
Format:
General Description: Code indicating student's enrollment status in the course.
Revision Date:
Edit Requirement: Valid course enrollment status code
Comments:
Code Interpretation: E – Enrolled
L – Wait listed
C – Canceled by student (prior to Add/Drop Deadline)
W – Withdrawn/Dropped Course (after Add/Drop Deadline; End of Term only)
A – Canceled by administration

System Number: CSSH800
Programming Name: SUMSTAT3
Name: Summer Registrant Status 3rd Week
Type: Alphanumeric
Format:
General Description: Code indicating relationship of summer registration to regular registration at third week.
Revision Date:
Edit Requirement:
Comments:
Code Interpretation: 1 – Home UC-C/R
2 – Visiting UC-C/R
3 – Home UC-Admit
4 – Visiting UC-Admit
5 – Home UC-Other
6 – Visiting UC-Other
7 – Non-optional UC
8 – Non-UC

System Number: CSSH800
Programming Name: SUMSTATE
Name: Summer Registrant Status End of Term
Type: Alphanumeric
Format:
General Description: Code indicating relationship of summer registration to regular registration at end of term.
Revision Date:
Edit Requirement:
Comments:
Code Interpretation: 1 – Home UC-C/R
2 – Visiting UC-C/R
3 – Home UC-Admit
4 – Visiting UC-Admit
5 – Home UC-Other
6 – Visiting UC-Other
7 – Non-optional UC
8 – Non-UC

System Number: CSSH810
Programming Name: HOMECAMP
Name: Summer Student Home Campus
Type: Alphanumeric
Format:
General Description: Code indicating the home campus of a student or postdoctoral scholar registered during the summer.
Revision Date:
Edit Requirement:
Comments:
Code Interpretation: 01 – Berkeley
02 – San Francisco
03 – Davis
04 – Los Angeles
05 – Riverside
06 – San Diego
07 – Santa Cruz
08 – Santa Barbara
09 – Irvine
10 – Merced

System Number: CSSH820
Programming Name: HOMEID
Name: Student Home Identification Number
Type: Alphanumeric
Format:
General Description: Identification number assigned by the home campus of a summer student
Revision Date:
Edit Requirement: Must not be blank if student is visiting from another UC campus
Comments:
Code Interpretation:

System Number: CED M016
Programming Name: ATTC3
Name: Units Attempted Current Term Third Week
Type: Numeric
Format: 99V9
General Description: The units attempted for letter-graded and pass/not pass courses and sections in the specified term, as of the end of the third week of classes.
Revision Date:
Edit Requirement:
Comments:
Code Interpretation:

System Number: CED M017
Programming Name: ATTCE
Name: Units Attempted Current Term End of Term
Type: Numeric
Format: 99V9
General Description: The units attempted for letter-graded and pass/not pass courses and sections in the specified term, as of the end of the term.
Revision Date:
Edit Requirement:
Comments:
Code Interpretation:

System Number: CED M018
Programming Name: PASCGE
Name: Units Passed Current Term-Graded-UC-End of Term
Type: Numeric
Format: 99V9
General Description: The units passed for letter graded course and sections in the specified term.
Revision Date:
Edit Requirement:
Comments:
Code Interpretation:

System Number: CED M019
Programming Name: PASCPE
Name: Units Passed Current Term-P/NP-UC-End of Term
Type: Numeric
Format: 99V9
General Description: The units passed for Pass/Not Pass and Satisfactory/Unsatisfactory courses and sections in the specified term.
Revision Date:
Edit Requirement:
Comments:
Code Interpretation:

System Number: CED M020
Programming Name: GPCE
Name: Grade Points-Current Term-End of Term
Type: Numeric
Format: 999V9
General Description: The allowed grade points of the letter graded courses that were passed in the specified term
Revision Date:
Edit Requirement:
Comments:
Code Interpretation:

Master File Layout

HEADER RECORD

REF NO	ELEMENT NAME	ORDER	FMT	LVL	ERR	VALID VALUES
0010	Record Type Code	1	Char	S	A'	
0020	Header Campus Code	2	Char	S	'01' - '10'	
0030	Header Date	3	Char	S	YYYYMMDD, YYYY = calendar year	

COURSE ENROLLMENT RECORD SPECIFICATIONS

REF NO	ELEMENT NAME	ORDER	FMT	LVL	ERR	VALID VALUES
0010	Record Type Code	1	Char	S	M'	
A010	Campus Registered Code	2	Char	S	'01' - '10'	
A020	Identification Number-Student	3	Char	S	Non-blank	
M001	Calendar Year Registered	4	Char	S	YYYY must be the year currently processed	
C010	Term Registered Code	5	Char	S	'1' - '4' must be the term currently being processed	
M002	Last Name-Student	6	Char	E	First character is not blank, and may contain only capital characters A-Z, blank, hyphen, period, and/or apostrophe. Students with only one name defaults to Last Name field.	

M003	First Name-Student, Middle Initial-Student	7	Char	E	First character is not blank (unless student has one name), and may contain only capital characters A-Z, blank, hyphen, period, and/or apostrophe. Students with only one name defaults to Last Name field.	
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M004	Department Code	8	Char	E		
M005	Department Name	9	Char	E	Non-blank	
M006	Subject Code	10	Char	E		
M007	Subject Name	11	Char	E	Non-blank	
M008	Course Identification Code	12	Char	E	Non-blank, flush left	
M009	Course Number	13	Char	E	Non-blank, flush left	
M010	Course Title	14	Char	E	Non-blank	
M011	Section Identification Code	15	Char	E	Non-blank	
M012	Course Level Code	16	Char	E	'LD', 'UD', 'GR'	
M013	Unit Type	17	Char	E	Q = Quarter, S = Semester	
M014	Session Code	18	Char	E	Code used on CSRA website (used in Summer only)	
M015	Course Enrollment Status	19	Char	E	'E', 'L', 'C', 'W', 'A'	
H800	Summer Registrant Status	20	Char	E	'1' - '8' (used in Summer only)	
H810	Summer Student Home Campus	21	Char	E	'01' - '10' (used in Summer only)	
H820	Student Home Identification Number	22	Char	E	Must not be blank if student is visiting from another UC campus. (used in Summer only)	
M016	Units Attempted-Current Term 3rd Week	23	Num	E	99V9	
M017	Units Attempted-Current Term EOT	24	Num	E	99V9	

M018	Units Completed-Current Term-Graded-EOT	25	Num	E	99V9
M019	Units Completed-Current Term-P/NP-EOT	26	Num	E	99V9
M020	Grade Points-Current Term-EOT	27	Num	E	999V9

COURSE ENROLLMENT DATA SPECIFICATIONS

THIRD WEEK COURSE ENROLLMENT DATA FILE - Layout

HEADER RECORD						
REF NO	ELEMENT NAME	ORD	FMT	ERR LVL	VALID VALUES	
0010	Record Type Code	1	Char	S	'A'	
0020	Header Campus Code	2	Char	S	'01' - '10'	
0030	Header Date	3	Char	S	YYYYMMDD, YYYY = calendar year	
COURSE ENROLLMENT RECORD SPECIFICATIONS						
REF NO	ELEMENT NAME	ORD	FMT	ERR LVL	VALID VALUES	
0010	Record Type Code	1	Char	S	'M'	
A010	Campus Registered Code	2	Char	S	'01' - '10'	
A020	Identification Number-Student	3	Char	S	Non-blank	
M001	Calendar Year Registered	4	Char	S	YYYY must be the year currently processed	
C010	Term Registered Code	5	Char	S	'2' - '4' must be the term currently being processed	
M002	Last Name-Student	6	Char	E	First character is not blank (unless student has one name), and may contain only capital characters A-Z, blank, hyphen, period, and/or apostrophe. Students with only one name defaults to Last Name field.	
M003	First Name-Student, Middle Initial-Student	7	Char	E	First character is not blank, and may contain only capital characters A-Z, blank, hyphen, period, and/or apostrophe. Students with only one name defaults to Last Name field.	
M004	Department Code	8	Char	E	Non-blank	
M005	Department Name	9	Char	E	Non-blank	
M006	Subject Code	10	Char	E	Non-blank	
M007	Subject Name	11	Char	E	Non-blank	
M008	Course Identification Code	12	Char	E	Non-blank, flush left	
M009	Course Number	13	Char	E	Non-blank, flush left	
M010	Course Title	14	Char	E	Non-blank	
M011	Section Identification Code	15	Char	E	Non-blank	
M012	Course Level Code	16	Char	E	'LD', 'UD', 'GR'	
M013	Unit Type	17	Char	E	Q = Quarter, S = Semester	
M015	Course Enrollment Status	19	Char	E	'E', 'L', 'C', 'W', 'A'	
M016	Units Attempted-Current Term 3rd	23	Num	E	99V9	

COURSE ENROLLMENT DATA SPECIFICATIONS

SUMMER THIRD WEEK COURSE ENROLLMENT DATA FILE - Layout						
HEADER RECORD						
REF NO	ELEMENT NAME	ORD	FMT	ERR LVL	VALID VALUES	
0010	Record Type Code	1	Char	S	'A'	
0020	Header Campus Code	2	Char	S	'01' - '10'	
0030	Header Date	3	Char	S	YYYYMMDD, YYYY = calendar year	
COURSE ENROLLMENT RECORD SPECIFICATIONS						
REF NO	ELEMENT NAME	ORD	FMT	ERR LVL	VALID VALUES	
0010	Record Type Code	1	Char	S	'M'	
A010	Campus Registered Code	2	Char	S	'01' - '10'	
A020	Identification Number-Student	3	Char	S	Non-blank	
M001	Calendar Year Registered	4	Char	S	YYYY must be the year currently processed	
C010	Term Registered Code	5	Char	S	'1'	
M002	Last Name-Student	6	Char	E	First character is not blank, and may contain only capital characters A-Z, blank, hyphen, period, and/or apostrophe. Students with only one name defaults to Last Name field.	
M003	First Name-Student, Middle Initial-Student	7	Char	E	First character is not blank (unless student has one name), and may contain only capital characters A-Z, blank, hyphen, period, and/or apostrophe. Students with only one name defaults to Last Name field.	
M004	Department Code	8	Char	E		
M005	Department Name	9	Char	E	Non-blank	
M006	Subject Code	10	Char	E		
M007	Subject Name	11	Char	E	Non-blank	
M008	Course Identification Code	12	Char	E	Non-blank, flush left	
M009	Course Number	13	Char	E	Non-blank, flush left	
M010	Course Title	14	Char	E	Non-blank	
M011	Section Identification Code	15	Char	E	Non-blank	
M012	Course Level Code	16	Char	E	'LD', 'UD', 'GR'	
M013	Unit Type	17	Char	E	'Q' = Quarter, 'S' = Semester	
M014	Session Code	18	Char	E	Code used on CSRA website	
M015	Course Enrollment Status	19	Char	E	'E', 'L', 'C', 'W', 'A'	
H800	Summer Registrant Status 3rd Week	20	Char	E	'1' - '8'	
H810	Summer Student Home Campus	21	Char	E	'01' - '10'	
H820	Student Home Identification Number	22	Char	E	Must not be blank if student is visiting from another UC campus.	
M016	Units Attempted-Current Term 3rd	23	Num	E	99V9	

COURSE ENROLLMENT DATA SPECIFICATIONS

END OF TERM COURSE ENROLLMENT FILE - Layout					
HEADER RECORD (from CSS End of Term Registrant File Layout)					
REF NO	ELEMENT NAME	ORD	FMT	ERR LVL	VALID VALUES
0010	Record Type Code	1	Char	S	'A'
0020	Header Campus Code	2	Char	S	'01' - '10'
0030	Header Date	3	Char	S	YYYYMMDD, YYYY = calendar year
COURSE RECORDS SPECIFICATIONS (based on ISE Specifications)					
REF NO	ELEMENT NAME	ORD	FMT	ERR LVL	VALID VALUES
0010	Record Type Code	1	Char	S	'M'
A010	Campus Registered Code	2	Char	S	'01' - '10'
A020	Identification Number-Student	3	Char	S	Non-blank
M001	Calendar Year Registered	4	Char	S	YYYY must be the year currently processed
C010	Term Registered Code	5	Char	S	'2' - '4' must be the term currently being processed
M002	Last Name-Student	6	Char	E	First character is not blank, and may contain only capital characters A-Z, blank, hyphen, period, and/or apostrophe. Students with only one name defaults to Last Name field.
M003	First Name-Student, Middle Initial-Student	7	Char	E	First character is not blank (unless student has one name), and may contain only capital characters A-Z, blank, hyphen, period, and/or apostrophe. Students with only one name defaults to Last Name field.
M004	Department Code	8	Char	E	
M005	Department Name	9	Char	E	Non-blank
M006	Subject Code	10	Char	E	
M007	Subject Name	11	Char	E	Non-blank
M008	Course Identification Code	12	Char	E	Non-blank, flush left
M009	Course Number	13	Char	E	Non-blank, flush left
M010	Course Title	14	Char	E	Non-blank
M011	Section Identification Code	15	Char	E	Non-blank
M012	Course Level Code	16	Char	E	'LD', 'UD', 'GR'
M013	Unit Type	17	Char	E	Q = Quarter, S = Semester
M015	Course Enrollment Status	19	Char	E	'E', 'L', 'C', 'W', 'A'
M017	Units Attempted-Current Term EOT	24	Num	E	99V9
M018	Units Completed-Current Term-Graded-EOT	25	Num	E	99V9
M019	Units Completed-Current Term-P/NP-EOT	26	Num	E	99V9
M020	Grade Points-Current Term-EOT	27	Num	E	999V9

COURSE ENROLLMENT DATA SPECIFICATIONS

SUMMER END OF TERM COURSE ENROLLMENT FILE - Layout

HEADER RECORD (from CSS End of Term Registrant File Layout)

REF NO	ELEMENT NAME	ORD	FMT	ERR	LVL	VALID VALUES
0010	Record Type Code	1	Char	S	S	'A'
0020	Header Campus Code	2	Char	S	S	'01' - '10'
0030	Header Date	3	Char	S	S	YYYYMMDD, YYYY = calendar year

COURSE RECORDS SPECIFICATIONS (based on ISE Specifications)

REF NO	ELEMENT NAME	ORD	FMT	ERR	LVL	VALID VALUES
0010	Record Type Code	1	Char	S	S	'M'
A010	Campus Registered Code	2	Char	S	S	'01' - '10'
A020	Identification Number-Student	3	Char	S	S	Non-blank
M001	Calendar Year Registered	4	Char	S	S	YYYY must be the year currently processed
C010	Term Registered Code	5	Char	S	S	'1'
M002	Last Name-Student	6	Char	E	E	First character is not blank, and may contain only capital characters A-Z, blank, hyphen, period, and/or apostrophe. Students with only one name defaults to Last Name field.
M003	First Name-Student, Middle Initial-Student	7	Char	E	E	First character is not blank (unless student has one name), and may contain only capital characters A-Z, blank, hyphen, period, and/or apostrophe. Students with only one name defaults to Last Name field.
M004	Department Code	8	Char	E	E	Non-blank
M005	Department Name	9	Char	E	E	Non-blank
M006	Subject Code	10	Char	E	E	Non-blank
M007	Subject Name	11	Char	E	E	Non-blank
M008	Course Identification Code	12	Char	E	E	Non-blank, flush left
M009	Course Number	13	Char	E	E	Non-blank, flush left
M010	Course Title	14	Char	E	E	Non-blank
M011	Section Identification Code	15	Char	E	E	'LD', 'UD', 'GR'
M012	Course Level Code	16	Char	E	E	Q = Quarter, S = Semester
M013	Unit Type	17	Char	E	E	Code used on CSRA website
M014	Session Code	18	Char	E	E	'E', 'L', 'C', 'W', 'A'
M015	Course Enrollment Status	19	Char	E	E	'1' - '8'
H800	Summer Registrant Status End of Term	20	Char	E	E	'01' - '10'
H810	Summer Student Home Campus	21	Char	E	E	Must not be blank if student is visiting from another UC campus.
H820	Student Home Identification Number	22	Char	E	E	another UC campus.
M017	Units Attempted-Current Term EOT	24	Num	E	E	99V9
M018	Units Completed-Current Term-Graded-EOT	25	Num	E	E	99V9
M019	Units Completed-Current Term-P/NP-EOT	26	Num	E	E	99V9
M020	Grade Points-Current Term-EOT	27	Num	E	E	999V9

Examples for Inputting Course Identification Data

This information was taken from each campus's Schedule of Classes

<u>Campus</u>	<u>Course Identification</u>	<u>Course Number (use text in red only)</u>	<u>Course Title</u>	<u>Section Number</u>
UCB	Use Control Number, i.e., 01203	Use Course Number, i.e., P C1	Use Course Title, i.e., Introduction to Environmental Economics and Policy	Use Section, i.e., 001
UCD	Use CRN, i.e., 20010	Use Course Number, i.e., 111	Use Title, i.e., Cultural Politics Africa	Use Section (Part), i.e., 001
UCI	Use Course Code, i.e., 45700	Use Course Number, i.e., Math 298 C	Use Course Title, i.e., Applied Mathematics	Use Sec, i.e., A
UCLA	Use ID Number, i.e., 04-846-201L	Use Catalog Number, i.e., C191	Use Course Title, i.e., TPCS-AFRO-AMER STDS	Use Sec., i.e., 1
UCM	Use CRN, i.e., 30392	Use Course Number, i.e., ANTH-001-02D	Use Course Title, i.e., Sociocultural Anthropology	Use last digits of Course #, i.e., 02D
UCR	Use Call Number, i.e., 19366	Use Course Number, i.e., CRWT057A	Use Course Title, i.e., Introduction to Fiction	Use Sec., i.e., 001
UCSD	Use Section ID, i.e., 710555	Use Course Number, i.e., 12	Use Course Title, i.e., Intro/Poli Sci: Int'l Relations	Use Section, A01
UCSF	Use UCODE, i.e., N287E0	Use Course Number, i.e., 287E	Use Course Title, i.e., Advanced Financial Management	Use COURSEFORMID, i.e., 991
UCSB	Use Enroll Code/Session, i.e., 00026	Use Course ID, i.e., ANTH 2	Use Title, i.e., INTRO CULT ANTHRO	Did not see Section Number for UCSB
UCSC	Use Class Number, i.e., 60635	Use Class ID, i.e., CHEM 1A - 01	Use Class Title, i.e., General Chemistry	Use last digits of Class ID #, i.e., 01

Record Layout Examples by Campus

		Dept Code and Department Name could be the same for Subject Code and Subject Name										
Campus	Dept Code	Dept Name	Subject Code	Subject Name	Course ID	Course #	Course Title	Section ID				
Berkeley	EEP	Environmental Economics and Policy	EEP	Environmental Economics	01203	C1	Introduction to Environmental Economics and Policy	001				
Davis	AAS	African American and African Studies	AAS	African Studies	20010	111	Cultural Politics Africa	001				
Irvine	MATH	Mathematics	MATH	Mathematics	45700	298C	Applied Mathematics	A				
Los Angeles	AFAS	Afro-American Studies	AFAS	Afro-American Studies	04-846-201L	C191	TPCS-AFRO-AMER STDS	1				
Merced	ANTH	Anthropology	ANTH	Anthropology	30392	001	Sociocultural Anthropology	02D				
Riverside	CRWT	Creative Writing	CRWT	Creative Writing	19366	057A	Introduction to Fiction	001				
San Diego	POLI	Political Science	POLI	Political Science	710555	12	Intro/Poli Sci: Int'l Relations	A01				
San Francisco	NRSNG	Nursing	NRSNG	Nursing	N287E0	287E	Advanced Financial Management	991				
Santa Barbara	ANTH	Anthropology	ANTH	Anthropology	00026	2	Introductory Cultural Anthropology	?				
Santa Cruz	CHEM	Chemistry	CHEM	Chemistry	60635	1A	General Chemistry	01				