UNIVERSITY OF CALIFORNIA

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OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

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

October 30, 2006

REGISTRARS
IR DIRECTORS
ITLC MEMBERS

Re: Changes to Input Specs for CSS Third Week and End of Term Registrant Files

Dear Colleagues:

After consultation with the campus Registrars, UCOP is requesting the addition of seven new data elements to the CSS Third Week and End of Term Registrant files. These new data elements will allow the principal users of registrant data at UCOP (Budget Office, Student Financial Support, Academic Strategic Planning & Analysis, Academic Advancement, and Admissions Research & Evaluation), and possibly the campus IR directors, to assess student progress more accurately and to be fully compliant with state and federal reporting requirements. The changes are to be effective as of the Summer 2007 submissions.

1. **New Third Week Data Elements**

REF NO	Element Name	Position	Length	Format	Valid Values
H840	Units Credited by Exam – AP	247	4	Numeric	999V9
H850	Units Credited by Exam – IB	251	4	Numeric	999V9
H860	Units Credited by Exam – UC	255	4	Numeric	999V9
H870	Units Credited from CCC	259	4	Numeric	999V9
H880	Units Credited from Other Non-UC	263	4	Numeric	999V9
H890	Non Degree Units Attempted – Curr	267	3	Numeric	99V9
H900	Units Passed - TTD - P/NP UC - 3rd Week	270	4	Numeric	999V9

2. **New End of Term Data Elements**

REF NO	Element Name	Position	Length	Format	Valid Values
H840	Units Credited by Exam – AP	247	4	Numeric	999V9
H850	Units Credited by Exam – IB	251	4	Numeric	999V9
H860	Units Credited by Exam – UC	255	4	Numeric	999V9
H870	Units Credited from CCC	259	4	Numeric	999V9
H880	Units Credited from Other Non-UC	263	4	Numeric	999V9
H890	Non Degree Units Attempted – Curr	267	3	Numeric	99V9

3. **Data Definitions**

Units Credited by Exam – AP (Advanced Placement)
Units Credited by Exam – IB (International Baccalaureate)
Units Credited by Exam – UC
Units Credited from CCC (California Community Colleges)
Units Credited from Other Non-UC (Non-UC institutions other than CCC)
Total units credited to the student's transcript, from each source. Provide at third week census date and end-of-term.

Non Degree Units Attempted - Curr
Units attempted during the current term in UC coursework which does not count toward a degree, but is counted for fee assessment and financial aid. Provide at third week census date and end-of-term.

Units Passed - TTD - P/NP UC - 3rd Week
The sum of the units for Pass/Not Passed and Satisfactory/Unsatisfactory courses passed at the current campus to date, as of the third week census date. This new data element is the third week pendant to existing element Units Passed-Total to Date- P/NP-UC-End of Term, ref. no. H540.

4. **New Record Length**

The addition of the new fields will require the registrant file record length to be increased. The **new record length will be 275 bytes.**

5. **Scope**

The new data elements are to be included in both summer and regular term files.
The new record length applies to all registrant files: Third Week, End of Term, Health Science Resident, summer and regular term.

6. **Implementation Time Frame**

Because these changes to the Registrant input specifications will require a substantial programming effort on the part of campus and UCOP staff, we are allowing more time than usual for implementation. The changes will take effect beginning with the Summer 2007 submissions.

The complete set of up-to-date 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: Interim Vice Provost Justus, Educational Relations and Student Affairs
Director Wilbur, Undergraduate Admissions
Director Jeffery, Student Financial Support
Manager Mizuiri, Student Academic Services
Coordinator Langberg, Student Financial Support
Manager Burgess, Information Resources and Communications
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