UNIVERSITY OF CALIFORNIA

OFFICE OF THE VICE PRESIDENT AND
CHIEF INFORMATION OFFICER
Information Technology Services

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

June 9, 2016

REGISTRARS
IT LEADERSHIP COUNCIL MEMBERS

Re: Changes to Input Specifications for CSS Registration Third Week, End of Term and Health Science Resident Files

Dear Colleagues:

After consultation with Campus Registrars, UCOP is requesting the addition of **4 new data elements** to collect Gender Identity and Sexual Orientation information of students. Data collected on gender identity and sexual orientation will provide UC campuses with meaningful population data that will enable campuses to develop curricular and co-curricular offerings which reflect students' diverse perspectives, and promote a safe and welcoming learning environment for all students. These new data elements are mandatory for undergraduate populations effective fall 2016, and are also required for graduate and professional students once available.

In addition to this, existing element named **"Sex Code", Ref No H020** will continue to capture current Gender data.

These changes are effective for the summer 2016 Enrollment Third Week file due on September 15, 2016.

Technical Specifications for Existing Data Element:

REF NO	Element Name	Loc	Length	Format	Error Level	Valid Values
H020	Sex Code	68	1	A	E	F=Female M = Male This field denotes current Gender of student and the value can change during enrollment period.

Technical Specifications for New Data Elements:

REF NO	Element Name	Loc	Length	Format	Error Level	Valid Values
H1000	Gender Identification	355	2	A	E	F = Female M = Male TF = Trans Female/Trans Woman TM = Trans Male/Trans Man GN = Genderqueer/Gender Non- Confirming DI = Different Identity ' ' = Blank
H1001	Gender at Birth	357	1	A	E	F = Female M = Male U = Unknown ' ' = Blank
H1002	Sexual Orientation	358	2	A	E	HS = Heterosexual or Straight GL = Gay or lesbian BI = Bisexual OT = Not Listed ' ' = Blank
H1003	Sexual Orientation (Please Specify)	360	250	A	E	This is a free-form text field for the "Not Listed" in above selection

Files Affected:
CSS3WK (Fall, Winter, Spring, Summer)
CSSEOT (Fall, Winter, Spring, Summer)
CSSRES

Effective Date: Summer 2016 third week submissions

New Record Length: The addition of the new fields will require the record length to be increased. The new record length will be 610 bytes.

Additionally, UCOP will also add these Gender Identity and Sexual Orientation fields to the CSSDEG (degree awarded) files. This requested change for CSSDEG will be due on 9/15/2016 (with the fall 2015, winter 2016 and spring 2016 degrees submission). This CSSDEG file specification change request will come in a separate ITLC letter.

The complete set of up-to-date Corporate Student System specifications may be downloaded from the ITLC Sharepoint site at
https://sp.ucop.edu/sites/itlc/Corporate%20Systems/Forms/AllItems.aspx

If you have any questions, please contact Chris Handy or Poorani Rajamanickam at (510) 987-9417 or via email at chris.handy@ucop.edu | poorani.rajamanickam@ucop.edu

Sincerely,

Tom Andriola
Vice President and Chief Information Officer

cc: Vice President Brown, Institutional Research
       Content Manager Furgiuele, Institutional Research
       Analyst Holmes, Institutional Research
       Manager Course, Information Technology Services
       Manager Jeswani, Information Technology Services
       Programmer/Analyst Handy, Information Technology Services
       Programmer/Analyst Rajamanickam, Information Technology Services