



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

OFFICE OF THE PRESIDENT
1111 Franklin Street, 11th Floor
Oakland, California 94607-5200

March 15, 2019

**REGISTRARS
ITLC MEMBERS**

Re: Changes to Input Specifications for Course Enrollment Third Week and End of Term files

Dear Colleagues:

UCOP is requesting the addition of the following fields to the Course Enrollment file specifications.

1. **Units Attempted Current Term-Graded-End of Term** (equivalent to H420 on Enrollment file) field to the **Course Enrollment EOT** file specification.

2. **Course Flag** field to **both Course Enrollment 3WK and EOT** file specifications. This data element will allow UCOP to fulfill the University's federal reporting requirements on distance education course enrollments. The federal requirements guidelines for distance education are below:

Distance education	<p>Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously.</p> <p>Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above.</p>
Distance education course	<p>A course in which the instructional content is delivered exclusively via <u>distance education</u>. Requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education.</p>

These changes are effective from the summer 2019 Course Enrollment Third Week file **due on September 15, 2019**.

Technical Specifications for Additional Data Elements in Course Enrollment 3WK file specifications:

REF NO	Element Name	Order	Length	Format	Error Level	Valid Values
M022	Course Flag	29	1	A	E	C – Standard In-Person Course (both on and off campus) T – Travel Abroad Course (all media types) O – Distance/Online Course

Technical Specifications for Additional Data Elements in Course Enrollment EOT file specifications:

REF NO	Element Name	Order	Length	Format	Error Level	Valid Values
M021	Units Attempted Current Term-Graded-End of Term	28	3	Num	E	99v9
M022	Course Flag	29	1	A	E	C – Standard In-Person Course (both on and off campus) T – Travel Abroad Course (all media types) O – Distance/Online Course

Files Affected:

CED3WK (Summer, Fall, Winter, Spring)
 CEDEOT (Summer, Fall, Winter, Spring)

Effective date:

Summer 2019 Course 3WK submissions

The complete set of up-to-date Corporate Student System specifications may be downloaded from our web site at <http://data.ucop.edu/data-validation/file-specifications.html>. If you have any questions about these specifications, please email irap@ucop.edu.

Sincerely,



Tom Andriola
 Vice President and Chief Information Officer
 Information Technology Services

cc: Vice President Brown, Institutional Research and Academic Planning
 Director Furguele, Institutional Research and Academic Planning
 Director Popoola, Institutional Research and Academic Planning
 Analyst Holmes, Institutional Research and Academic Planning
 Analyst Rajamanickam, Institutional Research and Academic Planning