



OFFICE OF THE SENIOR VICE PRESIDENT –  
BUSINESS AND FINANCE

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

July 11, 2005

**ITLC MEMBERS**

Re: Changes to Undergraduate Admissions Input Specifications

Dear Colleagues,

We wish to inform you of recent changes made to the Undergraduate Admissions Input Specifications:

**1. New File Submission Schedule**

In order to streamline our processes, we have reduced from twelve to six the number of Undergraduate Admissions files you will need to submit each year. Each admissions term will only be processed five times a year, as indicated in the following chart:

	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
<b>February</b>		X	X
<b>April</b>	X	X	X
<b>June</b>	X	X	X
<b>August</b>	X	<b>X-Final</b>	X
<b>October</b>	X		<b>X-Final</b>
<b>December</b>	<b>X-Final</b>	X	

The submission of the first file for each term will occur several months after the filing period. Subsequent files will be sent every other month. For example, for winter 2006, the first UAD file is due December 2005 and the final file August 2006. For spring 2006, the first file is due March 2006 and the final file October 2006. For fall 2006, the first file is due April 2006 and the final file December 2006.

The UAD files are due to CSS by the 10<sup>th</sup> of each month identified above. The files should capture the data from the local campus systems between the 5<sup>th</sup> day and 10<sup>th</sup> day of the month inclusive. If the local campus system closes processing of a term prior to the 5<sup>th</sup> day of the month for which a final file is due, then the data as of closing day should be submitted.

Given the new timeline, certain data are expected for different months. i.e., the April file should contain all freshman admissions offers for the fall; the June file all freshman SIRs as well as all transfer admissions offers and SIRs.

You may begin submitting according to the new schedule at your convenience, preferably by December 2005, but no later than February 2006.

## 2. Changes to Data Element Values

Some of the values for three UAD input data elements are no longer valid as of academic year 2005-2006:

- T220 Applicant Status Code**  
0 DAP - Dual Admissions
- T180 Sir Response Code**  
7 Accepted Dual Admission
- L080 Pre-College Development Program Code**  
4 Community College EOPS  
A UC AEP - Academic Enrichment Program  
E Transfer Center  
H UC College Prep Initiative (UCCP)  
I Jack and Jill  
K Eastside Collaborative  
L College Bound  
N Golden Ankh Scholars  
R Golden Pyramid Scholars  
T East Bay Consortium  
V AVID  
Z UC-LABI

In addition, one data element value has changed meaning:

- L080 Pre-College Development Program Code**  
G from UCI Academic Talent Search  
to Gear Up

The complete set of Corporate Student System specifications may be downloaded from our web site at [http://www.ucop.edu/irc/campus\\_specs/css](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](mailto:dominique.pfaff@ucop.edu).

Sincerely,



Kristine A. Hafner  
Associate Vice President  
Information Resources & Communications

cc: Vice President Doby, Educational Outreach  
Associate/Assistant Directors of Undergraduate Admissions  
Associate Director Kowarsky, Admissions and Outreach  
Director Collins, Information Resources and Communications  
Director Wilbur, Admissions and Outreach  
Manager Burgess, Information Resources and Communications  
Principal Administrative Analyst Tamayo, Admissions and Outreach  
Program Analyst Pfaff, Information Resources and Communications