UNIVERSITY OF CALIFORNIA

January 15, 2009

REGISTRARS
IR DIRECTORS
ITLC MEMBERS
GRADUATE DEANS

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

Dear Colleagues:

At the request of the Graduate Deans, and after consultation with the campus registrars, UCOP is requesting that new data element In_Absentia_Status_Code be added to the Third Week and End of Term CSS input files.

This data element will allow UCOP and the campuses to assess the revenue impact of a revised *in absentia* policy proposed by the Council of Graduate Deans. The revised policy is intended to ensure continuous enrollment of graduate students through degree completion by (1) formally eliminating "research leaves" as an alternative to continuous enrollment; and (2) assessing students who are registered *in absentia* 15% of the combined Education and Registration Fee.

Technical Specifications:

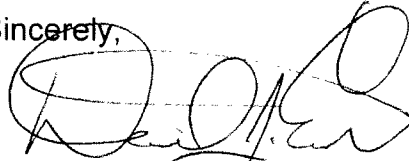| REF NO	Element Name	Position	Length	Format	Valid Values
H910	In_Absentia_Status_Code	274	1	Alpha	Y = student registered in absentia N or ' ' = student not registered in absentia

Files Affected:
CSS3WK, summer, fall, winter, spring
CSSEOT, summer, fall, winter, spring

Effective Date:
Summer and Fall 2009 Third Week 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,

David Ernst
Associate Vice President & Chief Information Officer
Information Resources and Communications

cc: Director Dettman, Institutional Research
    Director Jeffery, Student Financial Support
    Coordinator Langberg, Student Financial Support
    Manager Burgess, Information Resources and Communications
    Programmer Analyst Pfaff, Information Resources and Communications