

# **Summer Registrant File – End of Term**

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Information Resources and Communications  
Office of the President  
University of California

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## Overview

1. For purposes of clarity, "summer period" refers collectively to all course offerings between the spring and fall terms. "Session" refers to individual intervals in which courses are offered during the summer period. Sessions may be of varying lengths, may begin and end at any time during the summer period, and may overlap with other summer sessions.
2. All campuses with summer sessions must submit files beginning with the 2001 summer period, regardless of whether the session is state-supported.
3. Campuses will submit two files for summer registrants, as with other terms: a "third week" file and an "end of term" file.
4. Enrollment data for individual summer sessions should be aggregated to provide a single "third week" record and a single "end of term" record for each student for the entire period.
5. For students enrolled in multiple summer sessions, the values of certain elements may differ from session to session. For example, Units Completed-Total to Date measured at third week may change between the census date for the first summer session and the census date for the final summer session of 2001. To the extent possible, campuses should attempt to measure such elements at the beginning of the summer period.
6. A two-tiered system has been established for data elements. Some data elements are required for all summer registrants. Others are required only for UC students registered at their home campuses. The file layout identifies the elements required only for UC students attending their home campuses.
7. Several new elements have been added to provide information about intercampus enrollment.

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## Population

End of term summer registrant files should contain data on all students registered at any time during the summer period specified (except students registered and withdrawn prior to the session census dates).

- Students who registered but withdrew prior to the census date should not be included.
- UC students enrolled at a campus that is not their home campus should be included in the registrant file for the campus at which they are paying summer registration fees. This applies to both undergraduate and graduate students.
- Health science students enrolled in their usual summer courses need not be reported.
- Students participating in any of the campuses' UC Washington DC programs should be included on the registrant file only for the campus at which they pay enrollment fees.
- Non-UC students should be included in the registrant file and identified as such in the registrant file (see "Summer Student Type" and "Non-UC Student Source Code" elements).

### Census Dates

For each session, campuses are encouraged to use census dates that are analogous to the dates used for reporting fall, winter and spring enrollments, that is, a date that is roughly 30 percent into the session, or third week of a quarter. However, until a systematic and consistent approach is developed, campuses should use census dates that are most manageable for them. The following dates represent 30 percent of elapsed time for sessions of varying lengths, and are therefore equivalent to reporting during the regular academic year:

<b>Session Length</b>	<b>Census Day</b>	<b>Session Length</b>	<b>Census Day</b>
1 week (5 days)	Day 2	6 weeks (30 day)	Day 9
2 weeks (10 days)	Day 3	7 weeks (35 days)	Day 11
3 weeks (15 days)	Day 5	8 weeks (40 days)	Day 12
4 weeks (20 days)	Day 6	9 weeks (45 days)	Day 14
5 weeks (25 days)	Day 8	10 weeks or longer	Day 15

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## Schedule

End of term summer registrant files will be due from campuses on November 1.

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## Physical Characteristics

This file is to be transmitted electronically via FTP (per the ***Guidelines for Submitting Campus Input Files to UCOP via TCP/IP Utilizing FTP***).

**File Name:** CSSEOT.Qqyy (in upper case)

where q = '1' - Summer

yy = the effective year

**Record Format:** Fixed Blocked

**Record Length:** 360 – effective Fall 2014

**Sequence:** Ascending sequence sorted by Record Type Code-Student, Identification Number-Student.

### Transmission:

The input file is to be transmitted via secure FTP (File Transfer Protocol) to UCOP's vsftp server, and deposited in the following directory:

ftphome/ftpusrN/put/css/ (in lower case)

Where N is the campus numeric code

1 – Berkeley

2 – San Francisco

3 – Davis

4 – Los Angeles

5 – Riverside

6 – San Diego

7 – Santa Cruz

8 – Santa Barbara

9 – Irvine

10 – Merced

For more information on vsftp transmittal, go to:

[http://www.ucop.edu/irc/campus\\_specs/ftp/secureftp.html](http://www.ucop.edu/irc/campus_specs/ftp/secureftp.html).

Each transmission will be accompanied by an E-mail note with the information specified below.

The file transmittal note should be sent to:

IR&C Librarian at **ISCLIB@UCOP.EDU**

File transmittal note should give the following minimum information:

- Campus
- Contact Name and Phone Number
- File Name
- Record Count

- "As of" (cycle) date
- Creation date
- If file is a **resubmission**, indicate it

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## Conventions for Describing Multiple Majors

Following is a description of conventions for coding third week colleges and majors (Reference Numbers H110-H140 and H190-H220). These conventions are reflected in the Group Edit Tests.

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### Single Major

<b>Element</b>	<b>Contents</b>
Major Code-3rd Week	Major Code
Major Code-3rd Week-1	Blank
Major Code-3rd Week-2	Blank
Major Code-3rd Week-3	Blank
College Code-3rd Week	College charged for budgetary purposes
College Code-3rd Week-1	Blank
College Code-3rd Week-2	Blank
College Code-3rd Week-3	Blank

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### Double or Joint Major

<b>Element</b>	<b>Contents</b>
Major Code-3rd Week	'002'(double), '009' (joint), or '215' (cooperative)
Major Code-3rd Week-1	First component of double, joint, or cooperative major
Major Code-3rd Week-2	Second component of double, joint, or cooperative major
Major Code-3rd Week-3	Blank
College Code-3rd Week	College charged for budgetary purposes
College Code-3rd Week-1	College associated with first component of double or joint major
College Code-3rd Week-2	College associated with second component of double or joint major
College Code-3rd Week-3	Blank

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### Triple Major

<b>Element</b>	<b>Contents</b>
Major Code-3rd Week	'003' (triple)
Major Code-3rd Week-1	First component of triple major
Major Code-3rd Week-2	Second component of triple major
Major Code-3rd Week-3	Third component of triple major
College Code-3rd Week	College charged for budgetary purposes
College Code-3rd Week-1	College associated with first component of triple major
College Code-3rd Week-2	College associated with second component of triple major
College Code-3rd Week-3	College associated with third component of triple major