

End of Term Registrant File

October 30, 2015

Information Resources and Communications
Office of the President
University of California

Overview

Population

The end of term registrant file contains data on all students registered at any time during the term specified (except students registered and withdrawn prior to the end of the third week of classes). In accordance with the Policy on Intercampus Visitors, undergraduate visitors are included on the host campus registrant file, and graduate visitors are included on their home campus registrant file.

Record Types

Header Record (Record Type Code-Student = A)

The Header Record is optional.

Registration Information Record (Record Type Code-Student = H)

Contains demographic, registration, and performance data on registrant. A Registrant Information record should be supplied for each registrant in the end of term population.

Schedule

Campuses should supply this file for the Fall Quarter (Fall Semester) by the end of the eighth week after the end of the term and, for the Winter and Spring Quarters (Spring Semester), by the end of the sixth week.

Physical Characteristics

File Name: CSSEOT.Qqyy
where q = '2' - Fall
'3' - Winter
'4' - Spring
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.

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 the file is a **resubmission**, indicate it

Conventions for Describing Multiple Majors

Following is a description of conventions for coding end of term colleges and majors (Reference Numbers H150-H180 and H230-H260). These conventions are reflected in the Group Edit Tests.

Single Major

Element	Contents
Major Code-End of Term	Major Code
Major Code-End of Term-1	Blank
Major Code-End of Term-2	Blank
Major Code-End of Term-3	Blank
College Code-End of Term	College charged for budgetary purposes
College Code-End of Term-1	Blank
College Code-End of Term-2	Blank
College Code-End of Term-3	Blank

Double or Joint Major

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

Triple Major

Element	Contents
Major Code-End of Term	'003'(triple)
Major Code-End of Term-1	First component of triple major
Major Code-End of Term-2	Second component of triple major
Major Code-End of Term-3	Third component of triple major
College Code-End of Term	College charged for budgetary purposes
College Code-End of Term-1	College associated with first component of triple major
College Code-End of Term-2	College associated with second component of triple major
College Code-End of Term-3	College associated with third component of triple major