

Third Week Course Enrollment File

Third Week Course Enrollment Input File Specifications (Summer, Fall, Winter, Spring) Overview

The third week course file contains data on all students who took courses at the end of the third week of classes of the term specified.

Schedule

Campuses should submit this file each term by the end of the sixth week of classes.

File Physical Characteristics

File Name: CED3WK.Qqyy (in uppercase) where:

- q = 1 (Summer)
- q = 2 (Fall)
- q = 3 (Winter)
- q = 4 (Spring)
- yy = the effective year

Record Format: Pipe delimited text file

Transmission: The input file is transmitted via UC PCSSC Production Go Anywhere VSFTP process. Please contact your campus Managed File Transfer (MFT) personnel for file transfer matters.

For more information on Production Control Shared Services (PCSSC) and the new vsftp transmittal process, visit:

<https://pcssc.berkeley.edu/>

End of Term Course Enrollment File

End of Term Course Enrollment Input File Specifications (Summer, Fall, Winter, Spring) Overview

The end of term course file contains data on all students who took courses at the term specified.

Schedule

Campuses should submit 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. For Summer term, this file is due by November 1.

File Physical Characteristics

File Name: CEDEOT.Qqyy (in uppercase) where:

- q = 1 (Summer)
- q = 2 (Fall)
- q = 3 (Winter)
- q = 4 (Spring)
- yy = the effective year

Record Format: Pipe delimited text file

Transmission: The input file is transmitted via UC PCSSC Production Go Anywhere VSFTP process. Please contact your campus Managed File Transfer (MFT) personnel for file transfer matters.

For more information on Production Control Shared Services (PCSSC) and the new vsftp transmittal process, visit:

<https://pcssc.berkeley.edu/>

Master File Layout		Amended: 8/6/2020				
HEADER RECORD						
REF NO	ELEMENT NAME	ORDER	LNG	FMT	ERR LVL	VALID VALUES
0010	Record Type Code	1	1	Char	S	'A'
0020	Header Campus Code	2	2	Char	S	'01' - '10'
0030	Header Date	3	8	Char	S	YYYYMMDD, YYYY = calendar year
COURSE ENROLLMENT RECORD SPECIFICATIONS						
REF NO	ELEMENT NAME	ORDER	LNG	FMT	ERR LVL	VALID VALUES
0010	Record Type Code	1	1	Char	S	'M'
A010	Campus Registered Code	2	2	Char	S	'01' - '10'
A020	Identification Number-Student	3	10	Char	S	Non-blank
M001	Calendar Year Registered	4	4	Char	S	YYYY must be the year currently processed
C010	Term Registered Code	5	1	Char	S	'1' - '4' must be the term currently being processed
M002	Last Name-Student	6	35	Char	E	First character is not blank, and may contain only capital characters A-Z, blank, hyphen, period, and/or apostrophe. Students with only one name defaults to Last Name field.

M003	First Name-Student, Middle Initial-Student	7	30	Char	E	First character is not blank (unless student has one name), and may contain only capital characters A-Z, blank, hyphen, period, and/or apostrophe. Students with only one name defaults to Last Name field.
M004	Department Code	8	10	Char	E	Non-blank
M005	Department Name	9	30	Char	E	Non-blank
M006	Subject Code	10	6	Char	E	Non-blank
M007	Subject Name	11	30	Char	E	Non-blank
M008	Course Identification Code	12	20	Char	E	Non-blank, flush left
M009	Course Number	13	20	Char	E	Non-blank, flush left
M010	Course Title	14	35	Char	E	Non-blank
M011	Section Identification Code	15	6	Char	E	Non-blank
M012	Course Level Code	16	2	Char	E	'LD', 'UD', 'GR'
M013	Unit Type	17	1	Char	E	Q = Quarter, S = Semester
M014	Session Code	18	6	Char	E	See your campus's Summer Session website
M015	Course Enrollment Status	19	1	Char	E	'E', 'L', 'C', 'W', 'A'
H800	Summer Registrant Status	20	1	Char	E	'1' - '8' (used in Summer only)
H810	Summer Student Home Campus	21	2	Char	E	'01' - '10' (used in Summer only)
H820	Student Home Identification Number	22	10	Char	E	Must not be blank if student is visiting from another UC campus. (used in Summer only)

M016	Units Attempted-Current Term 3rd Week	23	3	Num	E	99.9 (For a given student id, sum of M016 in the courses enrolled should be equal to H410 reported in student enrollment file)
M017	Units Attempted-Current Term EOT	24	3	Num	E	99.9 (For a given student id, sum of M017 in the courses enrolled should be equal to sum of H420 + H450 reported in student enrollment file)
M018	Units Passed-Current Term- Graded-EOT	25	3	Num	E	99.9 (For a given student id, sum of M018 in the courses enrolled should be equal to H440 reported in student enrollment file)
M019	Units Passed-Current Term- P/NP-EOT	26	3	Num	E	99.9 (For a given student id, sum of M019 in the courses enrolled should be equal to H460 reported in student enrollment file)
M020	Grade Points-Current Term- EOT	27	4	Num	E	999.9 (For a given student id, sum of M020 in the courses enrolled should be equal to H430 reported in student enrollment file)
M021	Units Attempted-Current Term-Graded-EOT	28	3	Num	E	99.9 (For a given student id, sum of M021 in the courses enrolled should be equal to H420 reported in student enrollment file)
M022	Course Flag	29	1	Char	E	'C' = Standard In-Person Course (both on and off campus) 'T' = Travel Abroad Course (all media types) 'O' = Distance/Online Course 'P' = Course taught with a mix of in-person and distance education instruction 'I' = ILTI fully online reporting campus course

	Columns 20 and 21 should have data for Summer 3WK and EOT only, and null for Fall, Winter, and Spring				
	Column 23 should have data for 3WK only, and null for EOT.				
	Columns 24-28 should have data for EOT only, and null for 3WK.				