

## Third Week ILTI Cross-Campus Course Enrollment File

### File Specifications (Summer, Fall, Winter, Spring) Overview

The third week course file contains data on all students who took at least one ILTI cross-campus course as of the end of the third week of classes of the term specified.

### Population

ILTI course enrollments where the home campus of the student taking the course is different from the campus delivering the ILTI course. Include only courses taught fully online and do not include any in-person ILTI funded courses. Course instruction flag (M022) should reflect the mode of instruction in the term reported.

### Schedule

UCOP ILTI should submit this file each term by the end of the sixth week of classes. See the course enrollment submission deadlines [here](#).

### File Physical Characteristics

**File Name:** ILTI3WK.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 the UCOP 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 ILTI Cross-Campus Course Enrollment File

### File Specifications (Summer, Fall, Winter, Spring) Overview

The end of term course file contains data on all students who took at least one ILTI cross-campus course as of the end of the term specified. See the course enrollment submission deadlines [here](#).

### Population

ILTI course enrollments where the home campus of the student taking the course is different from the campus delivering the ILTI course. Include only courses taught fully online and do not include any in-person ILTI funded courses. Course instruction flag (M022) should reflect the mode of instruction in the term reported.

### Schedule

UCOP ILTI 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:** ILTIEOT.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.

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Master File Layout		Amended: 2/28/22				
ILTI XC 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' home campus of student registration 01=Berkeley 02=San Francisco 03=Davis 04=Los Angeles 05=Riverside 06=San Diego 07=Santa Cruz 08=Santa Barbara 09=Irvine 10=Merced
A011	ILTI_course_host_campus_code	3	2	Char	S	'01' - '10' host campus delivering the ILTI course
A020	Identification_Number_Student	4	10	Char	S	Non-blank (home campus student ID)
M001	Calendar_Year_Registered	5	4	Char	S	YYYY must be the year currently processed
C010	Term_Registered_Code	6	1	Char	S	'1' - '4' must be the term currently being processed
M002	Last_Name_Student	7	35	Char	E	Legal name. 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	8	30	Char	E	Legal name. 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	9	10	Char	E	Non-blank
M005	Department_Name	10	30	Char	E	Non-blank
M006	Subject_Code	11	6	Char	E	Non-blank
M007	Subject_Name	12	30	Char	E	Non-blank
M008	Course_Identification_Code	13	20	Char	E	Non-blank, flush left
M009	Course_Number	14	20	Char	E	Non-blank, flush left
M010	Course_Title	15	35	Char	E	Non-blank
M011	Section_Identification_Code	16	6	Char	E	Non-blank
M012	Course_Level_Code	17	2	Char	E	'LD', 'UD', 'GR'
M013	Unit_Type	18	1	Char	E	Q = Quarter, S = Semester (based on the student's home campus of registration)
M014	Session_Code	19	6	Char	E	See your campus's Summer Session website (insert blank or null in all records)
M015	Course_Enrollment_Status	20	1	Char	E	'E' - enrolled, 'L' – wait listed, 'C' – cancelled by student (prior to Add/Drop deadline), 'W' -withdrew(after to Add/Drop deadline), 'A' – administratively cancelled

M016	Units_Attempted_Current_Term_3rd_Week	21	3	Num	E	99.9 (unit value of the course as of the 3rd week of the term – based on the calendar of the student’s home campus of registration)
M017	Units_Attempted_Current_Term_EOT	22	3	Num	E	99.9 (unit value of the course as of the end of the term - graded or P/NP units) based on the calendar of the student’s home campus of registration
M018	Units_Passed_Current_Term_Graded_EOT	23	3	Num	E	99.9 [graded units passed in the course as of the end of the term (0.0 if course units are P/NP)] - based on the calendar of the student’s home campus of registration
M019	Units_Passed_Current_Term_P_NP_EOT	24	3	Num	E	99.9 [P/NP units passed in the course as of the end of the term (0.0 if course units are graded)] - based on the calendar of the student’s home campus of registration
M020	Letter_Grade_Current_Term_EOT	25	2	Char	E	[letter grade earned in the course as of the end of the current term (e.g. A, A-, C+, P, NP, etc.)]
M021	Units_Attempted_Current_Term_Graded_EOT	26	3	Num	E	99.9 [graded unit value of the course as of the end of the term (0.0 if units are P/NP)] - based on the calendar of the student’s home campus of registration
M022	Course_Flag	27	1	Char	E	‘L’ = ILTI fully online cross-campus course

	column 21 should contain data for 3wk only, and be null for EOT
	columns 22-26 should contain data for EOT only, and be null for 3wk

Note: null values should be blanks between fields ( , ) and not the term ‘null’ spelled out.