



OFFICE OF THE VICE PRESIDENT AND
CHIEF INFORMATION OFFICER
Information Technology Services

OFFICE OF THE PRESIDENT
1111 Broadway Street, 6th Floor
Oakland, California 94607-5200

February 17, 2023

**REGISTRARS
IT LEADERSHIP COUNCIL**

Re: Changes to Input File Specifications for the Registration Files

Dear Colleagues:

UCOP is requesting the addition of **1 new data element** for **Lived Name (H1006)** and clarifying the definition of an existing field on the Registration files (Student Enrollment Third Week [3WK] and End of Term [EOT] and Health Sciences Residents [RES]).

The **Legal Name (G010)**, in the demographic portion of the Registration files, clarifies and replaces the former **Name** and will now be limited to the student’s legal name per the UC Policy on Lived Name.

The **Lived Name (H1006)** is a new field in the demographic portion of the Registration files required to support the UC Presidential Policy on Lived Name. This should reflect the lived name of a student if different from the legal name. This may be blank if the lived and legal name are the same.

These changes are effective for the Summer Third Week Enrollment file which is due September 15, 2023.

Technical Specifications for the Additional Data Element:

REF NO	ELEMENT NAME	LOC	LN	FMT	ERR LVL	VALID VALUES
G010	Legal Name	17	35	CHAR	E	Last Name, First Name format. No special characters. Contains at least one comma and first character is not a comma or blank and must consist of following characters: 'A' - 'Z', ' ', '-', ' ', ''
H1006	Lived Name	610	50	CHAR	E	Last Name, First Name format. No special characters. Contains at least one comma and first character is not a comma or blank and must consist of following characters: 'A' - 'Z', ' ', '-', ' ', ''

February 17, 2023

Files Affected:

CSS3WK (Summer, Fall, Winter, Spring)

CSSEOT (Summer, Fall, Winter, Spring)

CSSRES

Effective Date:

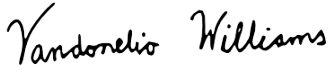
Summer Third Week 2023 Enrollment, due September 15, 2023

New Record Length: This addition of the new field will require an increase in the record length.

The new record length will be 660 bytes.

The complete set of up-to-date file specifications may be downloaded from our website at <https://data.ucop.edu/file-submissions/file-specifications.html>. If you have any questions about the file specifications, please email irap@ucop.edu.

Sincerely,



Van Williams

Vice President and Chief Information Officer
Information Technology Services

cc: Vice President Brown, Institutional Research and Academic Planning
Senior Director Popoola, Institutional Research and Academic Planning
Director Furgiuele, Institutional Research and Academic Planning
Business Systems Analyst De Leon, Institutional Research and Academic Planning
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Analyst Holmes, Institutional Research and Academic Planning
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