



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 (Course Enrollment Third Week [3WK] and End of Term [EOT]).

The **Legal Last Name (M002)** and **Legal First Name-Student, Legal Middle Initial-Student (M003)**, 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
M002	Legal 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	Legal First Name-Student, Legal 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.

H1006	Lived Name	30	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', ',', ''', '- ', ''
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Files Affected:

CED3WK (Summer, Fall, Winter, Spring)

CEDEOT (Summer, Fall, Winter, Spring)

Effective Date:

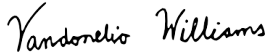
Summer Third Week 2023 Enrollment, due September 15, 2023

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 Furguele, Institutional Research and Academic Planning
 Business Systems Analyst De Leon, Institutional Research and Academic Planning
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