



OFFICE OF THE SENIOR VICE PRESIDENT –
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT
1111 Franklin Street
Oakland, California 94607-5200

September 30, 2005

REGISTRARS
IR DIRECTORS
ITLC MEMBERS

Re: Reporting of Katrina Relief Students

Dear Colleagues,

Given the financial and public relations dimensions of the Hurricane Katrina relief effort, and with NCES now weighing in on the issue (cf. <http://nces.ed.gov/ipeds/web2000/katrina.asp>), a consensus seems to be emerging among campus and Office of the President stake holders to the effect that students affected by the recent hurricanes who have been accommodated on a UC campus should be:

- included in the CSS registrant submissions so that they can be counted in the IPEDS enrollment survey
- clearly identified in those files as Katrina Relief students for future accounting purposes, and so they may be excluded from graduation rate computations.

We therefore request that those Katrina Relief students who were either formally admitted or enrolled as visitors be included in the Fall 2005 Third Week and End of Term files, and that they be identified with a value of 'K' in the Special Programs Code data item (H310). Students who were accommodated through University Extension programs should **not** be reported in the registrant files. They will have to be accounted for separately.

Undergraduate students not formally admitted on the UC campus should be coded with a student level (H570 and H580) of 'L'imited or 'S'pecial.

Graduate students can be reported with their actual level.

Other data items can be provided as they are available.

Note that we are making an exception to the stipulation that students visiting from other universities and students exempt from fees be excluded from registrant files.

We apologize for the short lead time on a request that may necessitate programming changes, but we believe that this solution will ultimately alleviate the reporting burden all around.

The complete set of Corporate Student System specifications may be downloaded from our web site at http://www.ucop.edu/irc/campus_specs/css. If you have any questions about these specifications, please contact Dominique Pfaff at (510) 987-0394 or dominique.pfaff@ucop.edu.

Sincerely,



Kristine Hafner,
Associate Vice President
Information Resources and Communications

cc: Vice President Doby, Student Affairs
Director Wilbur, Undergraduate Admissions
Coordinator Mizuiri, Student Academic Services
Manager Burgess, Information Resources and Communications
Programmer Analyst Pfaff, Information Resources and Communications