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Date: Wed, 09 May 2001 09:29:37 -0700

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From: William Campbell <William.Campbell@ucop.edu>

Subject: Summer Registrant File Specifications

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May 9, 2001

JOG MEMBERS  
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After development and review with representatives from campuses and the Office of the President, Information Resources & Communications is issuing final file input specifications for the Summer Registrant files for the Corporate Student System. These specifications may be downloaded from our web site at [http://www.ucop.edu/irc/campus\\_specs/css/filespecs.html](http://www.ucop.edu/irc/campus_specs/css/filespecs.html). All campuses with summer sessions must submit files beginning with the 2001 summer period, regardless of whether the session is state-supported.

Campuses will submit two files for summer registrants, as with other terms: a "third week" file and an "end of term" file. While these files are largely similar to third week and end of term files submitted during regular terms, a number of changes were made. While campuses should submit registrant records for both UC and non-UC students, most of the demographic data elements are not required for non-UC students. Several new data elements were added describing summer student behavior.

In addition, because of the variety of summer programs offered, enrollment data for individual summer sessions should be aggregated to provide a single "third week" record and a single "end of term" record for each student for the entire summer period. Because the values of certain elements may change over the course of the summer period, for reasons of consistency, campuses should attempt to measure such elements at the beginning of the summer period.

The complete set of specifications may be downloaded from our web site at

[http://www.ucop.edu/irc/campus\\_specs/css](http://www.ucop.edu/irc/campus_specs/css). If you have any questions about these specifications, please contact Mike Clune at (510) 987-0394 or michael.clune@ucop.edu.

With regards,

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