



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

OFFICE OF THE PRESIDENT
1111 Franklin Street, 7th Floor
Oakland, California 94607-5200

June 18, 2019

FINANCIAL AID DIRECTORS
ITLC MEMBERS

Re: Changes to Input Specifications for CSS Financial Support Files

Dear Colleagues:

Beginning with the January 2020 financial aid submission, UCOP is requesting the addition of two fields -**SHIP Waiver** and **SHIP Term** - in the demographic portion of the CSS Financial Support input (academic and summer) files. The SHIP Waiver (R290) will capture the dollar amount of the SHIP waiver award and the SHIP Term (R300) will capture all of the terms in the academic year when a student is enrolled in SHIP. The R300 field will be cumulative and a student enrolled in SHIP in all terms will have a value of FWS in the final academic year submission.

Technical Specifications for Additional Data Elements in CSSFAI-Demographic section of file specifications:

REF NO	Element Name	Loc	Length	Format	Error Level	Valid Values
R290	SHIP Waiver	167	6	Char	E	All spaces or all digits
R300	SHIP Term	173	3	Char	E	F,W or S F – Fall W – Winter S - Spring

Files Affected:
CSSFAI

Effective date:
January 2020 submission

New Record Length: The addition of the new fields will require an increase in the record length.
The new record length will be 175 bytes.

The complete set of up-to-date Corporate Student System specifications may be downloaded from our web site at <http://data.ucop.edu/files/documents/file-specs/css-fai-layout.pdf>. If you have any questions about these specifications, please email irap@ucop.edu.

Sincerely,

Tom Andriola
Vice President and Chief Information Officer
Information Technology Services

Letter to Financial Aid Directors & ITLC Members
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cc: Vice President Brown, Institutional Research
Director Furgiuele, Institutional Research
Director Popoola, Institutional Research
Analyst Holmes, Institutional Research
Analyst Rajamanickam, Institutional Research
Programmer/Analyst Handy, Information Technology Services