

Third Week Registrant File

March 2, 2010

Information Resources and Communications
Office of the President
University of California

Overview

Population

The third week registrant file contains data on all students registered at the end of the third week of classes of the term specified.

Note: Students who registered but withdrew prior to the end of the third week are not included.

In accordance with the Policy on Intercampus Visitors, undergraduate visitors are included on the host campus registrant file, and graduate visitors are included on their home campus registrant file.

Students participating in any of the campuses' UC Washington DC programs should be included on the registrant file only for the campus at which they pay enrollment fees.

Record Types

Header Record (Record Type Code-Student = A)

The header record is optional.

Registration Information Record (Record Type Code-Student = H)

Contains demographic registration, performance on registrant. A Registration Information Record should be supplied for each registrant in the third week population.

Schedule

Campuses should supply this file each term by the end of the sixth week of classes.

Physical Characteristics

This file is to be transmitted electronically via FTP (per the *Guidelines for Submitting Campus Input Files to UCOP via TCP/IP Utilizing FTP*).

File Name: CSS3WK.Qqyy (in upper case)

where q = '2' - Fall
'3' - Winter
'4' - Spring

yy = the effective year

Record Format: Fixed Blocked

Record Length: 325 – effective Summer 2010

Sequence: Ascending sequence sorted by Record Type Code-Student, Identification Number-Student.

Transmission:

The input file is to be transmitted via secure FTP (File Transfer Protocol) to UCOP's vsftp server, and deposited in the following directory:

ftphome/ftpusrN/put/css/ (in lower case)
Where N is the campus numeric code
1 – Berkeley
2 – San Francisco
3 – Davis
4 – Los Angeles
5 – Riverside
6 – San Diego
7 – Santa Cruz
8 – Santa Barbara
9 – Irvine
10 – Merced

For more information on vsftp transmittal, go to:
http://www.ucop.edu/irc/campus_specs/ftp/secureftp.html.

Each transmission will be accompanied by an E-mail note with the information specified below. The file transmittal note should be sent to:

IR&C Librarian at **ISCLIB@UCOP.EDU**

File transmittal note should give the following minimum information:

- Campus
- Contact Name and Phone Number
- File Name
- Record Count
- "As of" (cycle) date
- Creation date

- If the file is a **resubmission**, indicate it

Conventions for Describing Multiple Majors

Following is a description of conventions for coding third week colleges and majors (Reference Numbers H110-H140 and H190-H220). These conventions are reflected in the Group Edit Tests.

Single Major

Element	Contents
Major Code-3rd Week	Major Code
Major Code-3rd Week-1	Blank
Major Code-3rd Week-2	Blank
Major Code-3rd Week-3	Blank
College Code-3rd Week	College charged for budgetary purposes
College Code-3rd Week-1	Blank
College Code-3rd Week-2	Blank
College Code-3rd Week-3	Blank

Double or Joint Major

Element	Contents
Major Code-3rd Week	'002'(double), '009' (joint), or '215' (cooperative)
Major Code-3rd Week-1	First component of double, joint, or cooperative major
Major Code-3rd Week-2	Second component of double, joint, or cooperative major
Major Code-3rd Week-3	Blank
College Code-3rd Week	College charged for budgetary purposes
College Code-3rd Week-1	College associated with first component of double or joint major
College Code-3rd Week-2	College associated with second component of double or joint major
College Code-3rd Week-3	Blank

Triple Major

Element	Contents
Major Code-3rd Week	'003' (triple)
Major Code-3rd Week-1	First component of triple major
Major Code-3rd Week-2	Second component of triple major
Major Code-3rd Week-3	Third component of triple major
College Code-3rd Week	College charged for budgetary purposes
College Code-3rd Week-1	College associated with first component of triple major
College Code-3rd Week-2	College associated with second component of triple major
College Code-3rd Week-3	College associated with third component of triple major