

**Intercampus Summer Enrollment System (ISE)
Host Campus Input File**

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Information Resources and Communications
Office of the President
University of California

Overview

Population

The ISE Host Campus Input file contains one student record and one or more course records for each UC student with summer enrollment activity at a UC campus which is not his/her home campus.

Record Types

Header Record (Record Type Code-Student = A)

The first record on the file must be a Header Record.

Student Record (Record Type Code-Student = B)

Each Student Record contains information identifying a visiting UC student.

Course Record (Record Type Code-Student = C)

Each Course Record contains information identifying a visiting UC student and the course(s) in which the student is or was enrolled.

Trailer Record (Record Type Code-Student = D)

The last record on the file should be a trailer record providing counts of student records and course records.

Schedule

Campuses should supply this file on a weekly basis from January 1 through February 29, on a daily basis from March 1 through September 30, and again on a weekly basis from October 1 through December 31 each year. The file should reflect summer enrollment data for the summer period in the calendar year during which the file is submitted.

Physical Characteristics

This file is to be transmitted electronically via secure FTP to UCOP at vsftp.ucop.edu. For details about FTP to this site, refer to the **Guidelines for Submitting Campus Input Files to UCOP via TCP/IP Utilizing** secure FTP at http://www.ucop.edu/irc/campus_specs/ftp/secureftp.html).

- Directory:** /ftphome/ftpusrn/put/ise/
where n = indicates campus (BK=1, SF=2, etc.);
- File Name:** ISEHOST.Yyyy
where yyyy is the calendar year containing the summer period
- Record Format:** Fixed
- Record Length:** 415
- Sequence:** Ascending sequence sorted by Record Type Code, Host Campus Code, Host Campus Identification Number, and Course Number
- Notes:** The vsftp.ucop.edu server is case-sensitive. Filenames must be uppercase.
- On the vsftp.ucop.edu server, the input file should be placed in the ISE directory.

Record Layouts

HEADER RECORD

REF NO	ELEMENT NAME	LOC	LN	FMT	ERR LVL	VALID VALUES
A001	Record Type Code	1	1	Char	S	'A'
A002	Header Campus Code	2	2	Char	S	'01' - '10'
A003	Header Date	4	8	Char	S	Valid Date YYYYMMDD, YYYY = calendar year

STUDENT RECORD

REF NO	ELEMENT NAME	LOC	LN	FMT	ERR LVL	VALID VALUES
A001	Record Type Code	1	1	Char	S	'B'
B001	Year of Enrollment	2	4	Num	S	YYYY = calendar year
B002	Term of Enrollment	6	1	Char	S	'1' = summer term
B003	Host Campus Code	7	2	Char	S	'01' - '10'
B004	Host Campus Student ID	9	10	Char	S	Non-blank, no leading blanks
B005	Home Campus Code	19	2	Char	E	'01' - '10'
B006	Home Campus Student ID	21	10	Char	E	Non-blank, no leading blanks
B007	Last Name	31	35	Char	E	First character is not blank, and may contain only capital characters A-Z, blank, hyphen, period, and/or apostrophe.
B008	First Name	66	30	Char	E	First character is not blank, and may contain only capital characters A-Z, blank, hyphen, period, and/or apostrophe.
B009	Social Security Number	96	9	Char	E	blank or numeric with 5 preceding zeros,00000NNNN
B010	Birthdate	105	8	Char	E	Valid Date YYYYMMDD
B011	Mailing/Contact Address Line 1	113	35	Char		Any
B012	Mailing/Contact Address Line 2	148	35	Char		Any
B013	Mailing/Contact Address City	183	35	Char		Any
B014	Mailing/Contact Address State	218	2	Char		Any
B015	Mailing/Contact Address Country	220	35	Char		Any
B016	US Zip Code	255	10	Char		Any
B017	Contact Telephone	265	15	Char	E	Format (999)999-9999
B018	Mailing/Contact E-Mail Address	280	80	Char	E	Must contain '@'
B019	Total Fees Assessed for Courses	360	8	Num	E	999999V99
B030	Campus Fees	368	8	Num	E	999999V99
B031	Course Material Fees	376	8	Num	E	999999V99
B032	Other Incidental Fees	384	8	Num	E	999999V99
B033	Late Fees	392	8	Num	E	999999V99
B034	Travel Abroad Program Fees	400	8	Num	E	999999V99

ISE Specifications – Host Campus Input

REGISTRATION INFORMATION RECORD SPECIFICATIONS

REF NO	ELEMENT NAME	LOC	LN	FMT	ERR LVL	VALID VALUES
A001	Records Type Code	1	1	Char	S	'C'
B001	Year of Enrollment	2	4	Num	S	YYYY = calendar year
B002	Term of Enrollment	6	1	Char	S	'1' = summer term
B003	Host Campus Code	7	2	Char	S	'01' - '10'
B004	Host Campus Student ID	9	10	Char	S	Non-blank, no leading blanks
C001	Course Number	19	20	Char	E	Non-blank
C002	Course Title	39	35	Char	E	Non-blank
C003	Course Units	74	4	Num	E	99V99
C004	Unit Type	78	1	Char	E	Q = Quarter, S = Semester
C005	Session Code	79	6	Char	E	Non-blank
C006	Course Begin Date	85	8	Char	E	Valid Date YYYYMMDD between May 1 and September 30 of calendar year
C007	Course End Date	93	8	Char	E	Valid Date YYYYMMDD between May 1 and September 30 of calendar year
C008	Published Cost of Course	101	6	Num	E	9999V99
C009	Course Status Date Time	107	17	Char	E	Valid Date Standard Military Time YYYYMMDD 00:00:00
C010	Course Enrollment Status	124	1	Char	E	E = Enrolled, L = Wait Listed, C = Cancelled-Student, W = Withdrawn-Student, A = Cancelled-Administrative
C011	Course flag	125	1	Char	E	C = Standard Campus (on & off) Course, T = Travel Abroad Course

TRAILER RECORD

REF NO	ELEMENT NAME	LOC	LN	FMT	ERR LVL	VALID VALUES
A001	Record Type Code	1	1	Char	E	'D'
D001	Student Record Count	2	6	Num		Blank or numeric
D002	Course Record Count	8	6	Num		Blank or numeric

Data Element Definitions

System Number: ISE A001
Programming Name: RECTYPE
Name: Record Type Code
Type: Alphanumeric
Length: 1
Format:
General Description: Code indicating the type of record on a file.
Revision Date:
Edit Requirement: Valid record type code.
Comments:
Code Interpretation: A – Header record
 B – Student record
 C – Course record
 D – Trailer record

System Number: ISE A002
Programming Name: HEADCAMP
Name: Header Campus Code
Type: Alphanumeric
Length: 2
Format:
General Description: Code indicating the campus of origin on the first (header) record of a campus-supplied file.
Revision Date:
Edit Requirement: Valid campus code.
Comments:
Code Interpretation: 01 – Berkeley
 02 – San Francisco
 03 – Davis
 04 – Los Angeles
 05 – Riverside
 06 – San Diego
 07 – Santa Cruz
 08 – Santa Barbara
 09 – Irvine
 10 – Merced

System Number: ISE A003
Programming Name: HEADDATE
Name: Header Date
Type: Alphanumeric
Length: 8
Format: YYYYMMDD
General Description: File date.
Revision Date:
Edit Requirement: Valid date, year must equal calendar year.
Comments:
Code Interpretation:

System Number: ISE B001
Programming Name: YEAR
Name: Year of Enrollment
Type: Numeric
Length: 4
Format: YYYY
General Description: Calendar year of enrollment.
Revision Date:
Edit Requirement: Must equal calendar year of file submission.
Comments:
Code Interpretation: 'YYYY' = calendar year of summer period

System Number: ISE B002
Programming Name: TERM
Name: Term of Enrollment
Type: Alphanumeric
Length: 1
Format: 9
General Description: Term code for period of enrollment.
Revision Date:
Edit Requirement: Must equal 1.
Comments:
Code Interpretation: '1' = summer period

System Number: ISE B003
Programming Name: SCAMPUS
Name: Host Campus Code
Type: Alphanumeric
Length: 2
Format:
General Description: Code indicating the campus at which the student is enrolled for the summer period.
Revision Date:
Edit Requirement: Valid campus code
Comments:
Code Interpretation:

- 01 – Berkeley
- 02 – San Francisco
- 03 – Davis
- 04 – Los Angeles
- 05 – Riverside
- 06 – San Diego
- 07 – Santa Cruz
- 08 – Santa Barbara
- 09 – Irvine
- 10 – Merced

System Number: ISE B004
Programming Name: SKEY
Name: Host Campus Student Identification Number
Type: Alphanumeric
Length: 10
Format:
General Description: Number assigned by the host campus which uniquely identifies a student.
Revision Date:
Edit Requirement: Length varies across campuses. No leading blanks. Number should be written to file flush left, with trailing blanks, if any.
Comments:
Code Interpretation:

System Number: ISE B005
Programming Name: HCAMPUS
Name: Home Campus Code
Type: Alphanumeric
Length: 2
Format:
General Description: Code indicating the campus at which the student is registered during the regular academic year.
Revision Date:
Edit Requirement: Valid campus code
Comments:
Code Interpretation:

- 01 – Berkeley
- 02 – San Francisco
- 03 – Davis
- 04 – Los Angeles
- 05 – Riverside
- 06 – San Diego
- 07 – Santa Cruz
- 08 – Santa Barbara
- 09 – Irvine
- 10 – Merced

System Number: ISE B006
Programming Name: HKEY
Name: Home Campus Student Identification Number
Type: Alphanumeric
Length: 10
Format:
General Description: Number assigned by the home campus which uniquely identifies a student.
Revision Date:
Edit Requirement: Length varies across campuses. No leading blanks. Number should be written to file flush left, with trailing blanks, if any.
Comments:
Code Interpretation:

System Number: ISE B007
Programming Name: LAST NAME
Name: Last Name of Student
Type: Alphanumeric
Length: 35
Format:
General Description: The last name of the student.
Revision Date:
Edit Requirement: First character is not a comma or blank, and may contain only capital characters A-Z, blank, hyphen, period, and/or apostrophe.
Comments:
Code Interpretation:

System Number: ISE B008
Programming Name: FIRST NAME
Name: First Name of Student
Type: Alphanumeric
Length: 30
Format:
General Description: The first name of the student. May also contain middle initial or middle name.
Revision Date:
Edit Requirement: First character is not a comma or blank, and may contain only capital characters A-Z, blank, hyphen, period, and/or apostrophe.
Comments:
Code Interpretation:

System Number: ISE B009
Programming Name: SSN
Name: Social Security Number
Type: Alphanumeric
Length: 9
Format:
General Description: The current number assigned to an individual by the Social Security Administration.
Revision Date:
Edit Requirement: Blank or numeric with 5 preceding zeros,00000NNNN
Comments: Blank if not available.
Code Interpretation:

System Number: ISE B010
Programming Name: BIRTHDATE
Name: Birthdate
Type: Alphanumeric
Length: 8
Format: YYYYMMDD where "YYYY" - Year, "MM" - Month, "DD" - Day
General Description: The year, month and day on which the student was born.
Revision Date:
Edit Requirement: Valid date
Comments:
Code Interpretation:

System Number: ISE B011
Programming Name: ADDR1
Name: Student Mailing/Contact Address Line 1 at Host Campus
Type: Alphanumeric
Length: 35
Format:
General Description: The first line of the address the student has designated for receipt of mail from the University during the summer period.
Revision Date:
Edit Requirement: None
Comments:
Code Interpretation:

System Number: ISE B012
Programming Name: ADDR2
Name: Student Mailing/Contact Address Line 2 at Host Campus
Type: Alphanumeric
Length: 35
Format:
General Description: The second line of the address the student has designated for receipt of mail from the University during the summer period.
Revision Date:
Edit Requirement: None
Comments:
Code Interpretation:

System Number: ISE B013
Programming Name: CITY
Name: Student Mailing/Contact Address City at Host Campus
Type: Alphanumeric
Length: 35
Format:
General Description: The city of the address the student has designated for receipt of mail from the University during the summer period.
Revision Date:
Edit Requirement: None
Comments:
Code Interpretation:

System Number: ISE B014
Programming Name: STATE
Name: Student Mailing/Contact Address State at Host Campus
Type: Alphanumeric
Length: 2
Format:
General Description: The state of the address the student has designated for receipt of mail from the University during the summer period.
Revision Date:
Edit Requirement: None
Comments:
Code Interpretation:

System Number: ISE B015
Programming Name: COUNTRY
Name: Student Mailing/Contact Address Country at Host Campus
Type: Alphanumeric
Length: 35
Format:
General Description: The country of the address the student has designated for receipt of mail from the University during the summer period.
Revision Date:
Edit Requirement: None
Comments:
Code Interpretation:

System Number: ISE B016
Programming Name: ZIPCODE
Name: Student Mailing/Contact Address US Zip Code at Host Campus
Type: Alphanumeric
Length: 10
Format:
General Description: The US zip code of the address the student has designated for receipt of mail from the University during the summer period.
Revision Date:
Edit Requirement: None
Comments:
Code Interpretation:

System Number: ISE B017
Programming Name: PHONE
Name: Student Telephone at Host Campus
Type: Alphanumeric
Length: 15
Format: (999)999-9999
General Description: The telephone number the student has designated for receipt of calls from the University during the summer period.
Revision Date:
Edit Requirement: Contains numbers, parentheses, and trailing blanks only.
Comments:
Code Interpretation:

System Number: ISE B018
Programming Name: EMAIL
Name: Student Mailing/Contact E-Mail Address at Host Campus
Type: Alphanumeric
Length: 80
Format:
General Description: The email address the student has designated for receipt of messages from the University during the summer period.
Revision Date:
Edit Requirement: Contains '@'
Comments:
Code Interpretation:

System Number: ISE B019
Programming Name: TOTCHG
Name: Total Fees Assessed for Courses
Type: Numeric
Length: 8
Format: 999999V99
General Description: The total amount of fees charged to the student for summer enrollment. This field is comprised of:

 + CAMFEE – Campus Fees
 + CRSMTFEE – Course Material Fees
 + OIFEE – Other Incidental Fees
 + LTFEE – Late Fees
 + TRVFEE – Travel Program Fees
 + CRSCOST – Published Cost of Course

 = TOTCHG – Total Fees Assessed for Courses

Revision Date:
Edit Requirement: Numeric
Comments:
Code Interpretation:

System Number: ISE B030
Programming Name: CAMFEE
Name: Campus Fees
Type: Numeric
Length: 8
Format: 999999V99
General Description: The amount of campus fees charged to the student for summer enrollment. These are mandatory fees paid for campus services and passed by referendum by the student body of the University. This amount is included within the Total Fees Assessed for Courses field.

Revision Date:
Edit Requirement: Numeric
Comments:
Code Interpretation:

System Number: ISE B031
Programming Name: CRSMTFEE
Name: Course Material Fees
Type: Numeric
Length: 8
Format: 999999V99
General Description: The amount of course material fees (i.e., science or computer labs, art supplies, photography labs, etc.) charged to the student for summer enrollment. This amount is included within the Total Fees Assessed for Courses field.

Revision Date:
Edit Requirement: Numeric
Comments:
Code Interpretation:

System Number: ISE B032
Programming Name: OIFEE
Name: Other Incidental Fees
Type: Numeric
Length: 8
Format: 999999V99
General Description: The amount of Other Incidental Fees charged to the student for summer enrollment. This fee category may include Registration fees, application fees and/or technology fees. These fees may be non-refundable, one-time charges. This amount is included within the Total Fees Assessed for Courses field.

Revision Date:
Edit Requirement: Numeric
Comments:
Code Interpretation:

System Number: ISE B033
Programming Name: LTFEE
Name: Late Fees
Type: Numeric
Length: 8
Format: 999999V99
General Description: The amount of late fees (fee assessed for enrollment after deadline) charged to the student for summer enrollment. This amount is included within the Total Fees Assessed for Courses field.

Revision Date:
Edit Requirement: Numeric
Comments:
Code Interpretation:

System Number: ISE B034
Programming Name: TRVFEE
Name: Travel Abroad Program Fees
Type: Numeric
Length: 8
Format: 999999V99
General Description: The amount of travel abroad program fees (non-unit costs) charged to the student for summer enrollment. This amount is included within the Total Fees Assessed for Courses field. **Note:** Travel abroad programs include EAP and campus sponsored (non-EAP) travel abroad courses.

 If campuses are unable to separate the Travel Abroad Program fees from unit fees, campuses are to report together the total Travel Program Fees and unit fees in ISE B019 Total Fees Assessed for Courses field and leave this field 'blank.'

Revision Date:
Edit Requirement: Numeric
Comments:
Code Interpretation:

System Number: ISE C001
Programming Name: CRSNUM
Name: Course Number
Type: Alphanumeric
Length: 20
Format:
General Description: Code indicating the course number in which the student is enrolled.
Revision Date:
Edit Requirement: Non-blank
Comments: Length varies across campuses. Number should be written to file flush left, with trailing blanks, if any. NOTE: This field must uniquely identify a course during a session.
Code Interpretation: See Summer Session catalogs.

System Number: ISE C002
Programming Name: CRSTITLE
Name: Course Title
Type: Alphanumeric
Length: 35
Format:
General Description: Name of the course in which the student is enrolled.
Revision Date:
Edit Requirement: Non-blank
Comments:
Code Interpretation:

System Number: ISE C003
Programming Name: CRSUNITS
Name: Course Units
Type: Numeric
Length: 4
Format: 99V99
General Description: Number of units for which student is enrolled in the course.
Revision Date:
Edit Requirement: Numeric
Comments:
Code Interpretation:

System Number: ISE C004
Programming Name: UNITTYPE
Name: Unit Type
Type: Alphanumeric
Length: 1
Format:
General Description: Code indicating whether course units are quarter or semester units.
Revision Date:
Edit Requirement: Valid unit type code
Comments:
Code Interpretation: Q – Quarter units
 S – Semester units

System Number: ISE C005
Programming Name: CSESSION
Name: Session Code
Type: Alphanumeric
Length: 6
Format:
General Description: Number indicating the summer session during which the student is enrolled in the course.
Revision Date:
Edit Requirement: Non-blank
Comments:
Code Interpretation: To be published on CSRA website.

System Number: ISE C006
Programming Name: CRSDATEB
Name: Course Begin Date
Type: Alphanumeric
Length: 8
Format: YYYYMMDD
General Description: Date course instructions begins.
Revision Date:
Edit Requirement: Valid date during calendar year between May 1 and September 30.
Comments:
Code Interpretation:

System Number: ISE C007
Programming Name: CRSDATEE
Name: Course End Date
Type: Alphanumeric
Length: 8
Format: YYYYMMDD
General Description: Date course instructions ends.
Revision Date:
Edit Requirement: Valid date during calendar year between May 1 and September 30.
Comments:
Code Interpretation:

System Number: ISE C008
Programming Name: CRSCOST
Name: Published Cost of Course
Type: Numeric
Length: 6
Format: 9999V99
General Description: Total cost of per unit course fees published in the course catalog for either a standard campus (on & off) course or a travel abroad course.

 If campuses are unable to separate the Travel Abroad Program fees from unit fees, campuses are to report together the total unit fees and Travel Program Fees in ISE B019 Total Fees Assessed for Courses field and leave this field 'blank.'

Revision Date:
Edit Requirement: Numeric
Comments:
Code Interpretation:

System Number: ISE C009
Programming Name: CSTATDT
Name: Course Status Date Time
Type: Alphanumeric
Length: 17
Format: YYYYMMDD 00:00:00
General Description: Date and time (standard military time) of student's enrollment status in course.
Revision Date:
Edit Requirement: Valid date and time
Comments:
Code Interpretation:

System Number: ISE C010
Programming Name: CSTATUS
Name: Course Enrollment Status Code
Type: Alphanumeric
Length: 1
Format:
General Description: Code indicating student's enrollment status in the course.
Revision Date:
Edit Requirement: Valid course enrollment status code
Comments:
Code Interpretation: E – Enrolled
 L – Wait listed
 C – Cancelled by student (prior to first day of instruction)
 W – Withdrawn (after first day of instruction)
 A – Cancelled by administration

System Number: ISE C011
Programming Name: CRSFLG
Name: Course Flag
Type: Alphanumeric
Length: 1
Format:
General Description: Code indicating whether a course is a Standard Campus (both on & off) Course or Travel Abroad Course.
Revision Date:
Edit Requirement: Valid course flag code
Comments:
Code Interpretation: C – Standard Campus (both on & off) Course
T – Travel Abroad Course

System Number: ISE D001
Programming Name: RECCTB
Name: Student Record Count
Type: Numeric
Length: 6
Format:
General Description: Count of student records submitted.
Revision Date:
Edit Requirement: Blank or numeric
Comments:
Code Interpretation:

System Number: ISE D002
Programming Name: RECCTC
Name: Course Record Count
Type: Numeric
Length: 6
Format:
General Description: Count of course records submitted.
Revision Date:
Edit Requirement: Blank or numeric
Comments:
Code Interpretation: