

Student Interface File to University Directory

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**Information Resources and Communications
Office of the President
University of California**

Overview

Population

The student interface file contains data on all persons whose standing is that they have been accepted for admission by a campus up through and including their having been registered at a campus. The data on each submitted interface should represent the “full volume” of data for the location, i.e., data on all applicable students should be passed on each submitted interface.

Record Types

Header Record (Record Type Code = H)

The first record on the student interface file must be a Header Record. There should be one-and-only-one Header Record on each student interface file.

Trailer Record (Record Type Code = T)

The last record on the student interface file must be a Trailer Record. There should be one-and-only-one Trailer Record on each student interface file.

Note: the individual, detail-level interface records do not contain a record type, given that each transmission represents a “full volume” interface; column 1 for these non-header and non-trailer records should contain a non-alpha value representing the first digit of the two-digit numeric location code, e.g., a zero for most locations.

Schedule

Campuses should supply this file on a daily (Monday - Friday) basis, unless the UCOP Tape/File Librarian has been apprised of an alternative schedule. Files should be submitted between the hours of 4PM - Midnight and will be scheduled for processing into the University Directory the following day.

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: FTPUSRn.PUT.UDIRSTUD.DAILY

Where n = indicates campus (BK=1, SF=2, DV=3, LA=4, RV=5, SD=6, SC=7, SB=8, IR=9)

Record Format: Fixed Blocked

Record Length: 246

Sequence: Header record as first record on file; trailer record as last record on file; remaining non-header/trailer records, in ascending sequence sorted by Student Last Name

Note: Files will be submitted electronically to UCOP on a daily basis (normally 5 days a week) and should represent “full volume” interface files. Each transmission does not require an accompanying Email note with transmittal information, given the information provided in the Header and Trailer records. However, campuses should coordinate with the UCOP Tape/File Librarian to provide student interface file contact name and phone number information.