

INSTRUCTIONS FOR SUBMITTING DATA
ANNUAL PARTICIPANT REPORTS
ON MEDICAL SCHOOL POST-BACCALAUREATE RE-APPLICANT PROGRAM

The following pages specify the End-of-Year Outreach Report data request regarding participants in UC Medical School Post-baccalaureate Re-applicant Programs. Detailed descriptions of each of the data elements are provided on the following pages. Individual records for Post-baccalaureate Re-applicant Program participants should be submitted by each UC medical school. Please review these specifications thoroughly prior to entering the data into the template provided.

Records should be submitted via the template provided. Upon completion of the template, please send it as an e-mail attachment to carolyn.dornsife@ucop.edu.

Questions may be directed to Carolyn Dornsife (carolyn.dornsife@ucop.edu , 510-987-9047) or Neal Finkelstein (neal.finkelstein@ucop.edu).

**RECORD LAYOUT FORMAT FOR ANNUAL PARTICIPANT REPORTS
ON MEDICAL SCHOOL POST-BACCALAUREATE RE-APPLICANT PROGRAM**

Field Name	Type	Length	Description
NAMELAST	Text	30	Last name of student
NAMEFRST	Text	30	First name of student
NAMEINIT	Text	1	Middle initial of student
STUDENTID	Text	30	Student Identification Number assigned by Undergraduate institution
SSN	Text	9	Social Security Number of student
GENDER	Text	1	Gender of student
ETHNIC	Text	2	Race/ethnicity of student
BIRTHDAY	Date	8	Date of birth of student
ZIPCODE	Text	5	ZIP code of student's home
FIRSTLANG	Text	1	Student's first language
EDFATHER	Text	1	Father's highest level of education
EDMOTHER	Text	1	Mother's highest level of education
PROGRAM	Text	30	Name of UC outreach program in which student participated
DEGREE	Text	2	Student's highest grade level in school prior to entering program
UMAJOR	Text	2	Student's Undergraduate Major
UNDGRAD	Date	8	Student's undergraduate graduation date
ENTRYGPA	Text	1	Student's G.P.A. prior to post-baccalaureate program entry
PROGGPA	Text	1	Student's post-baccalaureate program G.P.A.
PREMCATV	Text	7	Student's MCAT verbal scores prior to the program
PREMCATB	Text	7	Student's MCAT biological sciences scores prior to the program
PREMCATP	Text	7	Student's MCAT physical sciences score prior to the program
PREMCATW	Text	7	Student's MCAT writing score prior to the program
PSTMCATV	Text	7	Student's MCAT verbal scores after the program
PSTMCATB	Text	7	Student's MCAT biological sciences scores after the program
PSTMCATP	Text	7	Student's MCAT physical sciences score after the program
PSTMCATW	Text	7	Student's MCAT writing score after the program
PRE2APS	Text	2	Student's # of secondary applications before the program
POST2APS	Text	2	Student's # of secondary applications after the program
PREINTS	Text	2	Student's # of interview requests received before the program
POSTINTS	Text	2	Student's # of interview requests received after the program
POSTACC	Text	2	Student's # of acceptances after the program
POSTALT	Text	2	Student's # of school where the student is placed on the alternate list
MEDPLATT	Text	2	Medical school student plans to attend
MEDATT	Text	2	Medical school student does attend
ADDRESS	Text	150	Number's current address
PHONE	Text	1	Number's current phone number
EMAIL	Text	40	Number's current e-mail address
FILEDATE	Date	8	Date that file being sent to UCOP was created
INFODATE	Date	8	Date that data was collected from number
ACADYEAR	Text	8	Academic year covered by this record
HOSTCODE	Text	2	Student's host campus
SITECODE	Text	2	Identification code of site submitting file

DETAILED DESCRIPTION OF DATA FIELDS

PARTICIPANT DEMOGRAPHIC INFORMATION

NAMELAST (*required*)

Student's last name. (up to 30 characters)

NAMEFRST (*required*)

Student's first name. Please do not use nicknames. (up to 30 characters)

NAMEINIT (*required*)

Student's middle initial. (1character)

STUDNTID

The student's identification number assigned by the campus at which he/shi is enrolled

SSN (*required*)

The student's Social Security Number. This should be nine characters long and contain no hyphens. An example for the way data should look is: **568615097** If the Social Security Number is unknown or unavailable, do not leave this field blank. Instead, enter: **999999999**

If **999999999** is entered for the Social Security Number, then the file *must* provide complete data for all of the following fields: NAMELAST, NAMEFRST, NAMEINIT, BIRTHDAY and GENDER. These fields are necessary to provide an alternative student identifier in cases where SSN is absent. The record will not be accepted by UCOP unless *either* the student's SSN *or* complete data for NAMELAST, NAMEFRST, NAMEINIT, BIRTHDAY and GENDER are provided.

GENDER (*required*)

One-digit code for student's gender.

1 = female

2 = male.

ETHNIC (*required*)

This is a two-digit numerical code for the student's race/ethnicity, using the coding scheme employed on the UC application form:

01 = African-American/Black

02 = American-Indian/Alaska Native

03 = Chinese/Chinese-American

04 = East Indian/Pakistani

05 = Filipino/Filipino-American

06 = Japanese/Japanese-American

07 = Korean/Korean-American

08 = Mexican/Mexican-American/Chicano

09 = Pacific Islander (includes Micronesian, Polynesian, other Pacific Islanders)

10 = Vietnamese/Vietnamese-American

11 = White/Caucasian

12 = Other Asian (not including Middle Eastern)

13 = Other Spanish-American/Latino (includes Cuban, Puerto Rican, Central and South American)

14 = Other

15 = Decline to State/Don't Know

Only one ethnic code is permitted per student. Students should be asked to select the racial/ethnic category that best reflects their background. If student indicates more than one race/ethnicity, use "Other" category.

BIRTHDAY *(required)*

Student's date of birth. Must be 8 digits (*mmddyyyy*). If unknown or unavailable, please leave blank. Note, however, that if SSN is not provided, then student record *must* include BIRTHDAY (as well as NAMELAST, NAMEFRST, NAMEINIT and GENDER) in order to be accepted as a completed participant report by UCOP.

ZIPCODE *(required)*

5-digit ZIP code for the student's permanent residence. ZIP codes provide extremely valuable data insofar as they can be linked to a variety of other databases, including the US Census.

FIRSTLANG *(not required)*

A one-digit code describing the language(s) spoken in the student's home.

- 1 = English only
- 2 = Spanish only
- 3 = Asian language group only
- 4 = Other non-English only
- 5 = English and Spanish
- 6 = English and Asian language group
- 7 = Other bilingual

Leave blank if unknown or unavailable.

EDFATHER *(not required)*

A one-digit code representing the father's highest level of education.

- 1 = Did not graduate high school
- 2 = High school graduate
- 3 = Some college but no B.A.
- 4 = 4-year college graduate or higher

Leave blank if unknown or unavailable.

EDMOTHER *(not required)*

A one-digit code representing the mother's highest level of education:

- 1 = Did not graduate high school
- 2 = High school graduate
- 3 = Some college but no B.A.
- 4 = 4-year college graduate or higher

Leave blank if unknown or unavailable.

PROGRAM *(required)*

30-character code indicating name of UC outreach program from which this record originates. From the program list below, enter the program acronym in the first positions of this field and leave the remaining positions blank. For example, Early Academic Outreach Program should be entered as "EAOP" in the first four positions, with the remaining 26 positions blank. For "Other" program responses, enter "O" in the first position followed by the first 29 letters of the program name.

- UCLEADS= UC Leadership Excellence through Advanced Degrees
- MEDPOSTBAC= Medical School Post-baccalaureate Reapplicant Program
- O = Other (specify)

Additional codes may be added in the future as needed.

DEGREE *(required)*

Two-digit code indicating student's highest academic degree prior to entering the.

- 1 = Bachelors
- 2 = Masters
- 3 = Doctoral
- 4 = Professional

UMAJOR

Student's undergraduate major.

- 01 = Biological Sciences
- 02 = Chemistry
- 03 = Computer and Information Sciences
- 04 = Earth, Atmospheric, and Marine Sciences
- 05 = Health and Medical Sciences
- 06 = Mathematical Sciences
- 07 = Physics and Astronomy
- 08 = Other Natural Sciences
- 09 = Engineering
- 10 = Social Sciences
- 11 = Humanities
- 12 = Arts
- 13 = Education
- 14 = Business
- 15 = Other

UNDGRAD

Number's undergraduate graduation date.

ENTRYGPA

One-digit code indicating student's grade-point average in courses taken prior to entering the program.

- 1 = 4.0 and above
- 2 = 3.5 to 3.9
- 3 = 3.0 to 3.4
- 4 = 2.5 to 2.9
- 5 = 2.0 to 2.4
- 6 = Below 2.0
- 7 = Not available/Don't know

PROGGPA

One-digit code indicating student's grade-point average in courses taken during the post-bac program.

- 1 = 4.0 and above
- 2 = 3.5 to 3.9
- 3 = 3.0 to 3.4
- 4 = 2.5 to 2.9
- 5 = 2.0 to 2.4
- 6 = Below 2.0
- 7 = Not available/Don't know

PREMCATV

The student's MCAT verbal score prior to entering the program

PREMCATB

The student's MCAT biological sciences score prior to entering the program

PREMCATP

The student's MCAT physical sciences score prior to entering the program

PREMCATW

The student's MCAT writing score prior to entering the program

PSTMCA TV

The student's MCAT verbal score after participating in the program

PSTMCATB

The student's MCAT biological sciences after participating in the program

PSTMCATP

The student's MCAT physical sciences after participating in the program

PSTMCATW

The student's MCAT writing score after participating in the program

PRE2APS

The # of secondary applications requested from the student prior to entering the program

POST2APS

The # of secondary applications requested from the student after participating in the program

PREINTS

The # of interviews requested from the student prior to entering the program

POSTINTS

The # of interviews requested from the student after participating in the program

POSTACC

The # of acceptances the student receives after participating in the program

POSTALT

The # of schools where the student is placed on the alternate list.

MEDPLATT

The name of the medical school the student plans to attend.

MEDATT

The name of the medical school the student attends. This field should be completed after the student actually begins to attend medical school.

MEDGRAD

The date of the student's graduation from medical school.

PARTICIPANT CONTACT INFORMATION**ADDRESS**

Number's current address

PHONE

Number's current phone number

EMAIL

Number's current e-mail address

DATA IDENTIFICATION INFORMATION**FILEDATE** *(required)*

Eight-digit field indicating the date (*mmdyyy*) that the file containing this record was transmitted to UCOP.

INFODATE *(required)*

Eight-digit field indicating the date (*mmdyyy*) that the information in the file was collected.

ACADYEAR *(required)*

Eight-digit code indicating the academic year covered by this annual participant report. Use academic-year format with no hyphens. For example, the 1997-98 academic year would be entered as follows: **19971998**

For purposes of this report, the academic year is considered to run from July 1 to June 30. Summer programs which begin after the end of the regular school year but before July 1, and extend through the summer, should be considered as part of the subsequent academic year.

HOSTCODE *(required)*

Two-digit code identifying the campus that funds/hosts the post-baccalaureate program participant.

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

SITECODE *(required)*

Two-digit code identifying the site transmitting the file containing this record.

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