

2014-2015 Admission/Enrollment MCS Record Layout

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Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	Admission	Enrollment	COMMENTS
1	1	6	6	Federal School Code	X00000 to X99999 Valid characters for the first position are 0 (zero), B, E, or G	Left	X	X	
2	7	7	1	Term Type	1=Semester 2=Quarter	Left	X	X	
3	8	11	4	Academic Year	2014 (For 2014/2015 year)	Left	X	X	
4	12	20	9	SSN or Dream Act ID	000010001 to 999999999	Right	X	X	
5	21	36	16	Student's Last Name	Numbers 0 to 9 Uppercase letters A to Z Space(s) . (period) ' (apostrophe) - (hyphen)	Left	X	X	Any preference if source of this data is from campus' Admission/Registrar office or from student's ISIR/Cal ISIR transaction to be used in awarding or from student's most recent ISIR/Cal ISIR transaction? Most recent ISIR/Cal ISIR transaction
6	37	48	12	Student's First Name	Numbers 0 to 9 Uppercase letters A to Z Space(s) . (period) ' (apostrophe) - (hyphen)	Left	X	X	Any preference if source of this data is from campus' Admission/Registrar office or from student's ISIR/Cal ISIR transaction to be used in awarding or from student's most recent ISIR/Cal ISIR transaction? Most recent ISIR/Cal ISIR transaction

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Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	Admission	Enrollment	COMMENTS
7	49	49	1	Student's Middle Initial	Uppercase letters A to Z Blank	Left	X	X	Any preference if source of this data is from campus' Admission/Registrar office or from student's ISIR/Cal ISIR transaction to be used in awarding or from student's most recent ISIR/Cal ISIR transaction? Most recent ISIR/Cal ISIR transaction
8	50	57	8	Student's Date of Birth	Format is CCYYMMDD 19000101 to 20001231	Left	X	X	Any preference if source of this data is from campus' Admission/Registrar office or from student's ISIR/Cal ISIR transaction to be used in awarding or from student's most recent ISIR/Cal ISIR transaction? Most recent ISIR/Cal ISIR transaction
9	58	58	1	Student's Status	1=New 2=Continuing 3=Winter Transfer 4=Spring Transfer 5=Incomplete Verification	Left	X	X	
10	59	60	2	ISIR/Cal ISIR Transaction Number used for Financial Aid determination	01 to 99	Right		X	Assuming this will be the ISIR/Cal ISIR transaction used for awarding? YES
11	61	61	1	Filler	Blank	Left		X	Blank

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Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	Admission	Enrollment	COMMENTS
12	62	111	50	Student's Campus E-mail Address	Blank If non-blank: One and only one "@" (at-sign) allowed. Before @: <ul style="list-style-type: none"> at least one valid character all characters in the range of ASCII 33-126, except for the following 12 characters < > () [] \ , ; : " @ • period (.) cannot be first, last or adjacent to another period After @: <ul style="list-style-type: none"> at least one valid character only letters, digits, hyphen, underscore, and period (A-Z, a-z, 0-9, -, _, .) hyphen, underscore, and period cannot be first, last, or adjacent to a period 	Left		X	If campus e-mail address has not been assigned to student, OK to use student e-mail address found on ISIR/Cal ISIR transaction to be used for awarding or from student's most recent ISIR/Cal ISIR transaction? Campus e-mail address or blank

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Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	Admission	Enrollment	COMMENTS
13	112	112	1	Grade Level in College as of the beginning of the award year	0 = 1st year, never attended college 1 = 1st year, attended college before 2 = 2nd year/sophomore 3 = 3rd year/junior 4 = 4th year/senior 5 = 5th year/other undergraduate 6 = 1st year graduate/professional 7 = Continuing graduate/professional	Left		X	Assuming this will be ISIR field #35 "Grade Level In College" found on ISIR/Cal ISIR transaction to be used for awarding? No, from campus record
14	113	113	1	Student's Dependency Status	1=Dependent 2=Independent	Right		X	Assuming this will be ISIR field #171 "Dependency Status" found on ISIR/Cal ISIR transaction to be used for awarding? ISIR Field #173 for 14/15
15	114	122	9	Total Income	-99999999 to 099999999	Right		X	Assuming this will be ISIR field #295 "Total Income" found on ISIR/Cal ISIR transaction to be used for awarding? ISIR Field #299 for 14/15
16	123	129	7	Student's Federal Awards	0000000 to 9999999	Right		X	Report zero here if this award amount was zeroed out by staff but report blank if award never existed/packaged? Value provided should include all Federal student grants or fee waivers. No blanks

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Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	Admission	Enrollment	COMMENTS
17	130	136	7	Student's Institutional Grants and Fee Waivers	0000000 to 9999999	Right		X	Report zero here if all these award amounts were zeroed out by staff but report blank if award never existed/packaged? Value provided should include all Institutionally administered student grants or fee waivers. No blanks
18	137	143	7	Student's State Awards	0000000 to 9999999	Right		X	Report zero here if this award amount was zeroed out by staff but report blank if award never existed/packaged? Value provided should include all State student grants or fee waivers, (with the exception of Cal Grants, which <u>should not</u> be included). No blanks

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Note: File needs to end at Position 144 (filler) or it will reject during the upload process

Note: Fields highlighted in Light Blue are the only fields required for the initial Admission File submission

Note: Blank will be valid entry for fields 10-18 in Admission file submission