2016-2017 MCS Admission/Enrollment Record Layout   (Revised 06/01/16)

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	2016 (For 2016/2017 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	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	Most recent ISIR/Cal ISIR transaction
7	49	49	1	Student's Middle Initial	Uppercase letters A to Z Blank	Left	X	X	Most recent ISIR/Cal ISIR transaction
8	50	57	8	Student's Date of Birth	Format is CCYYMMDD 19000101 to 20001231	Left	X	X	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	This will be the ISIR/Cal ISIR transaction used for awarding

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Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	Admission	Enrollment	COMMENTS
11	61	61	1	Teacher Credential or Fifth Year of 5-Year Program Flag	Blank 1 = Yes - TCP 2 = No - TCP/5th-Yr 3 = Yes - 5th-Yr	Left		X	If the value submitted is 1 or 3, then the campus is required to provide a value of 5 in Field 13 (5th year/other undergraduate). Values of "Blank", "2", or "3" will have T/F assessed at the system wide level for UC and CSU. A value of "1" indicates a student is in a Teacher Credential Program. A student record with a "1" in this field will have their award calculation based on the TCP T/F by segment.
12	62	111	50	Student's Campus E-mail Address	Blank If non-blank: One and only one "@" (at-sign) allowed. Before @: • 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 @: • 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	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	Left		X	From campus record If the value submitted is "5", then the campus is required to provide a value of "1" or "3" in Field 11. (1 = Yes - TCP; 3 = Yes - 5th Year)| If the value submitted is "5", and no valid value is provided in Field 11, then the record will be rejected. Values of "6" and "7" are no longer considered valid, and records containing either or those values will be rejected.
14	113	113	1	Student's Dependency Status	1=Dependent 2=Independent	Right		X	
15	114	123	10	Total Income	-99999999 to 099999999	Right		X	Negative Income: If it equals -5524, then file should read as -000005524 (=10 characters)
16	124	130	7	Student's Federal Awards	0000000 to 9999999	Right		X	Value provided should include all Federal student grants or fee waivers. (**No blanks**)
17	131	137	7	Student's Institutional Grants and Fee Waivers	0000000 to 9999999	Right		X	Value provided should include all Institutionally administered student grants or fee waivers. (**No blanks**)

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Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	Admission	Enrollment	COMMENTS
18	138	144	7	Student's State Awards	0000000 to 9999999	Right		X	Value provided should include all State student grants or fee waivers, (with the exception of Cal Grants, which should not be included). (**No blanks**)

FINAL VERSION FOR 2016-17 - - Revised 06/01/2016

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