

MIDDLE CLASS SCHOLARSHIP

**2023-2024 MCS ENROLLMENT FILE RECORD LAYOUT - FINAL 4/27/2023**

Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	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	(No blanks)
2	7	7	1	Term Type	1=Semester 2=Quarter	Left	X	(No blanks)
3	8	11	4	Academic Year	2023 (For 2023-2024 year)	Left	X	(No blanks)
4	12	20	9	SSN or Dream Act ID	000010001 to 999999999	Right	X	(No blanks)
5	21	36	16	Student's Last Name	Numbers 0 to 9 Uppercase letters A to Z Space(s) (period) ' (apostrophe) (hyphen)	Left	X	Most recent ISIR/Cal ISIR transaction (No blanks)
6	37	48	12	Student's First Name	Numbers 0 to 9 Uppercase letters A to Z Space(s) (period) ' (apostrophe) (hyphen)	Left	X	Most recent ISIR/Cal ISIR transaction (No blanks)
7	49	49	1	Student's Middle Initial	Uppercase letters A to Z Blank	Left	X	Most recent ISIR/Cal ISIR transaction
8	50	57	8	Student's Date of Birth	Format is CCYYMMDD 19000101 to 20090930	Left	X	Most recent ISIR/Cal ISIR transaction (No blanks)

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Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	Enrollment	COMMENTS
9	58	58	1	Student's Status	1 = New 2 = Continuing 3 = Winter <b>Start</b> 4 = Spring <b>Start</b> 5 = Incomplete Verification 6 = Fall Term Only 7 = Fall & Winter Terms Only	Left	X	<p>If the value submitted is 3, then CSAC will only calculate the award for Winter and Spring terms (Quarter schools).</p> <p>If the value submitted is 4, then CSAC will only calculate the award for the Spring term.</p> <p>If the value submitted is 6, then CSAC will only calculate the award for the Fall term.</p> <p>If the value submitted is 7, then CSAC will only calculate the award for Fall and Winter terms (Quarter schools).</p> <p><b>(No blanks)</b></p> <p><b>NOTE:</b> When reporting 3, 4, 6 or 7, the COA and all other aid must be calculated only for terms the student is attending.</p>
10	59	60	2	ISIR/Cal ISIR Transaction Number used for Financial Aid determination	01 to 99	Right	X	<p>This will be the ISIR/Cal ISIR transaction used for awarding</p> <p><b>(No blanks)</b></p>

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Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	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	<p>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).</p> <p>Values of "Blank", "2", or "3" will have T/F assessed at the system wide level for UC and CSU.</p> <p>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.</p> <p><u>5th Year program:</u> Enrollment records will reject for campuses who do not have an eligible 5th Year program. Currently, 8 campuses have been identified as having an eligible program:</p> <ul style="list-style-type: none"> <li>- CSU East Bay</li> <li>- Cal Poly State University</li> <li>- CSU Pomona-Polytechnic</li> <li>- San Diego State University</li> <li>- CSU Northridge</li> <li>- UC Berkeley</li> <li>- UC San Diego</li> <li>- UC Santa Cruz</li> </ul>

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Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	Enrollment	COMMENTS
12	62	111	50	Student's Campus Email Address	<p>Blank</p> <p>If non-blank:</p> <p>One and only one "@" (at-sign) allowed. Before @:</p> <ul style="list-style-type: none"> <li>• at least one valid character</li> <li>• all characters in the range of ASCII 33-126, except for the following 12 characters &lt; &gt; ( ) [ ] \ , ; : " ' @</li> <li>• period (.) cannot be first, last or adjacent to another period</li> </ul> <p>After @:</p> <ul style="list-style-type: none"> <li>• at least one valid character</li> <li>• only letters, digits, hyphen, underscore, and period (A-Z, a-z, 0-9, -, _, .)</li> <li>• hyphen, underscore, and period cannot be first, last, or adjacent to a period</li> </ul>	Left	X	Campus email address or blank

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Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	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	<p>From campus record</p> <p>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)</p> <p>If the value submitted is "5", and no valid value is provided in Field 11, then the record will be rejected.</p> <p>Refer to Field 11 for 5th Year information.</p> <p>If the campus submits a value of "6" or "7" for this field, then the record will be rejected.</p> <p><b>(No blanks)</b></p>
14	113	113	1	Student's Dependency Status	1=Dependent 2=Independent	Right	X	<b>(No blanks)</b>
15	114	123	10	Total Income	-999999999 to 0999999999	Right	X	<p>Negative Income: If it equals -5524, then file should read as -000005524 (=10 characters)</p> <p><b>(No blanks)</b></p>

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Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	Enrollment	COMMENTS
16	124	130	7	Student's Federal Awards	0000000 to 9999999	Right	X	<p>Value provided should include all Federal student grants or fee waivers. <b>(No blanks)</b></p> <ul style="list-style-type: none"> <li>- Pell Grant</li> <li>- FSEOG</li> <li>- Teach Grant</li> <li>- BIA Grants</li> <li>- Iraq Service Grant</li> </ul> <p><b>NOTE:</b> The Student's Federal Awards should be based on the Student's Status from Field 9.</p>
17	131	137	7	Student's Institutional Grants and Fee Waivers	0000000 to 9999999	Right	X	<p>Value provided should include all Institutionally administered student grants or fee waivers. <b>(No blanks)</b></p> <ul style="list-style-type: none"> <li>- Institutional Grants</li> <li>- Athletic scholarships</li> <li>- Fee waivers such as, but not limited to Alan Pattee, Foster Youth, COVID-19, Cal Vet Fee Waiver, California Department of Rehabilitation, employee tuition assistance, etc.</li> <li>- EOP</li> <li>- Institutionally administered scholarships (including internship payments counted as EFA)</li> <li>- Basic needs direct awards if counted as EFA</li> </ul> <p><b>NOTE:</b> The Student's Institutional Grants and Fee Waivers should be based on the Student's Status from Field 9.</p>

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Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	Enrollment	COMMENTS
18	138	144	7	Student's State Awards	0000000 to 9999999	Right	X	<p>Value provided should include all State student grants or fee waivers, (with the exception of Cal Grants, which <u>should not</u> be included). <b>(No blanks)</b></p> <ul style="list-style-type: none"> <li>- Chafee Grant</li> <li>- Child Development Grant</li> <li>- LEPD</li> <li>- National Guard</li> <li>- CA Volunteers - College Corps (Education Award if not used for repayment of student loans)</li> <li>- Golden State Teachers Grant Program</li> </ul> <p><b>NOTE 1:</b> Cal Grants are considered when determining MCS eligibility but are not reported by the school, CSAC plugs in Cal Grant awards.</p> <p><b>NOTE 2:</b> The Student's State Awards should be based on the Student's Status from Field 9.</p>
19	145	149	5	Cost of Attendance	00000 to 99999	Right	X	<p>Value provided should include the campus Cost of Attendance that will be used to determine the student's financial aid package and should be based on the student's housing plans. On Campus, With Parents, Off Campus. <b>(No blanks)</b></p> <p><b>NOTE:</b> The Cost of Attendance should be based on the Student's Status from Field 9.</p>

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Field #	Start	End	Length	Field Name	Valid Content	Justify Signed	Enrollment	COMMENTS
20	150	156	7	Student's Private Scholarships	0000000 to 9999999	Right	X	Value provided should include all Private Scholarships. <b>(No blanks)</b>  <b><u>NOTE:</u></b> The Student's Private Scholarships should be based on the Student's Status from Field 9.

**Sources that are not to be considered:**

- \* CA Volunteers Living Allowance
- \* Internship or Assistantship (if treated as employment)
- \* Dream Act Service Incentive Grant (DSIG)
- \* Veterans' benefits that are exempted from EFA by USDE