



THE CALIFORNIA STATE UNIVERSITY

BAKERSFIELD • CHANNEL ISLANDS • CHICO • DOMINGUEZ HILLS • FRESNO • FULLERTON • HAYWARD • HUMBOLDT
LONG BEACH • LOS ANGELES • MARITIME ACADEMY • MONTEREY BAY • NORTHRIDGE • POMONA • SACRAMENTO
SAN BERNARDINO • SAN DIEGO • SAN FRANCISCO • SAN JOSE • SAN LUIS OBISPO • SAN MARCOS • SONOMA • STANISLAUS

ALLISON G. JONES
Assistant Vice Chancellor
Academic Affairs – Student Academic Support

Code: AA-2002-22
April 22, 2002

To: Directors of Financial Aid

Response Requested
by May 24, 2002

From: Allison G. Jones 

Subject: Preliminary 2001-02 Financial Aid Database Report

This is to request the annual submission of your campus preliminary financial aid database report. As in prior years, the preliminary version of the 2001-02 report will be used in conjunction with the State University Grant (SUG) allocation process. The financial aid database report is also used for other reporting requirements such as the Institution Prices and Student Financial Aid (IPSFA) survey from the National Center for Education Statistics (NCES) of the U.S. Department of Education.

Technical information on the procedures for the preliminary 2001-02 financial aid database is attached. The record layout is the same as that required for 2000-01 reporting purposes. The preliminary database file should include the full range of data as identified in Attachment B.

Please compile and transfer the database files to the chancellor's office IBM computer by May 24, 2002. Questions regarding this report may be directed to Mary L. Robinson, Associate Director, Academic Affairs, Student Academic Support. Ms. Robinson may be reached at (562) 951-4737 or mlrobinson@calstate.edu.

AGJ:MLR:lem

Attachments (3)

cc: CSU Presidents
Provosts/Vice Presidents, Academic Affairs (w/o attachments)
Vice Presidents, Administration (w/o attachments)
Vice Presidents, Student Affairs (w/o attachments)
Dr. David S. Spence
Dr. Gary A. Hammerstrom

AA 2002-22
April 22, 2002
Page Two

bcc: Chancellor Charles B. Reed

Procedures for 2001-02 Preliminary Financial Aid Database Report

Notes Regarding Record Format

For 2001-02, the record format is the same as that required for 2000-01.

Data elements which are particularly critical for SUG allocation purposes are the "Financial Aid Status Code," "9-Mos. EFC," "Cal Grant Code," and "Cal Grant Amount." Campuses must be careful to avoid reporting "Estimated" or "Scheduled" awards rather than actual disbursed amounts.

File Structure

The preferred file structure is that there be both a FAREC1 record and a FAREC2 record for each student and that the file be sorted by record type within social security number (i.e., student A record 1, student A record 2, student B record 1, student B record 2.)

Data Element Dictionary

A copy of the Data Element Dictionary for the Financial Aid Database is available upon request for those who may have trouble locating their copy.

File Transfer Procedures

Detailed information on file transfer protocol (FTP) procedures were distributed as Attachment C to AAES 92-42. The procedures have not been changed. A copy of the procedures is available upon request.

2001-02 RECORD FORMAT

Record Name: FAREC1
Record Length: 125
Block Length: 23375

| No. | Field Name | Positions | | No. of Chars. | * | ** |
|-----|---------------------------------|-----------|-----|------------------|---|-------------|
| | | From | To | | | |
| 1 | Award Year | 1 | 4 | 4 | N | |
| 2 | Campus Code | 5 | 6 | 2 | N | RJ |
| 3 | Social Security Number | 7 | 15 | 9 | N | |
| 4 | Record Type Code | 16 | | 1 | N | Value = 1 |
| 5 | Financial Aid Status Code | 17 | 19 | 3 | N | RJ |
| 6 | Award/Enrollment Basis | 20 | | 1 | A | |
| 7 | EOP Code | 21 | | 1 | A | |
| 8 | Support Status | 22 | | 1 | A | |
| 9 | Student Marital Status | 23 | | 1 | A | |
| 10 | Student Budget Category | 24 | | 1 | A | |
| 11 | AFDC Code | 25 | | 1 | A | |
| 12 | Social Security Code | 26 | | 1 | A | |
| 13 | Veterans Benefits Code | 27 | | 1 | A | |
| 14 | Family Size | 28 | 29 | 2 | N | RJ |
| 15 | Parents Income | 30 | 35 | 6 | N | RJ |
| 16 | Student/Spouse Income | 36 | 41 | 6 | N | RJ |
| 17 | Student Budget | 42 | 47 | 6 | N | RJ |
| 18 | Parents Contribution | 48 | 53 | 6 | N | RJ |
| 19 | Student's Contribution | 54 | 59 | 6 | N | RJ |
| 20 | Gross Financial Aid Eligibility | 60 | 65 | 6 | N | RJ |
| 21 | Unearned FWS | 66 | 71 | 6 | N | RJ,OPTIONAL |
| 22 | Declined Loan | 72 | 77 | 6 | N | RJ,OPTIONAL |
| 23 | Other Student Resources | 78 | 83 | 6 | N | RJ,OPTIONAL |
| 24 | Cal Grant Code | 84 | | 1 | A | |
| 25 | Nine-Month EFC | 85 | 89 | 5 | N | RJ |
| 26 | Campus Work Study | 90 | 94 | 5 | N | RJ |
| 27 | Filler | 95 | 125 | 31 | | Leave Blank |

* AN = Alphanumeric N = Numeric
A = Alpha B = Binary

** RJ = Right Justify
LJ = Left Justify

2001-2002 RECORD FORMAT

Record Name: FAREC2
Record Length: 125
Block Length: 23375

| No. | Field Name | Positions | | No. of Chars. | * | ** |
|-----|----------------------------------|-----------|-----|------------------|---|-------------------|
| | | From | To | | | |
| 1 | Award Year | 1 | 4 | 4 | N | |
| 2 | Campus Code | 5 | 6 | 2 | N | |
| 3 | Social Security Number | 7 | 15 | 9 | N | |
| 4 | Record Type Code | 16 | | 1 | N | Value = 2 |
| 5 | Filler | 17 | 19 | 3 | N | Leave Blank |
| 6 | Cal Grant Amount | 20 | 23 | 4 | N | RJ |
| 7 | Pell Grant Amount | 24 | 27 | 4 | N | RJ |
| 8 | State University Grant | 28 | 31 | 4 | N | RJ |
| 9 | EOP Grant Amount | 32 | 35 | 4 | N | RJ |
| 10 | Graduate Equity Fellowship | 36 | 39 | 4 | N | RJ |
| 11 | SEOG Amount | 40 | 43 | 4 | N | RJ |
| 12 | BIA Amount | 44 | 48 | 5 | N | RJ |
| 13 | Other Federal Scholarship/Grants | 49 | 53 | 5 | N | RJ |
| 14 | CSU Scholarship Amount | 54 | 58 | 5 | N | RJ |
| 15 | CSU Scholarship Code | 59 | 60 | 2 | N | RJ |
| | | | | | | 1=Future Scholars |
| 16 | Institutional Scholarships | 61 | 65 | 5 | N | RJ |
| 17 | Athletic Scholarship/Grant | 66 | 70 | 5 | N | RJ |
| 18 | Other Scholarships/Grants | 71 | 75 | 5 | N | RJ |
| 19 | Federal Work-Study | 76 | 80 | 5 | N | RJ |
| 20 | State Work-Study | 81 | 85 | 5 | N | RJ |
| 21 | Perkins Loan | 86 | 90 | 5 | N | RJ |
| 22 | Nursing Student Loan | 91 | 95 | 5 | N | RJ |
| 23 | Stafford Loan (SUBSIDIZED) | 96 | 100 | 5 | N | RJ |
| 24 | Institutional Long-Term Loan | 101 | 105 | 5 | N | RJ |
| 25 | Campus Fee Grant | 106 | 110 | 5 | N | RJ - REV. 1997-98 |
| 26 | Parent Loan (PLUS) | 111 | 115 | 5 | N | RJ |
| 27 | Other Educational Loan | 116 | 120 | 5 | N | RJ |
| 28 | Stafford Loan (UNSUBSIDIZED) | 121 | 125 | 5 | N | RJ |

* AN = Alphanumeric N = Numeric
A = Alpha B = Binary

** RJ = Right Justify
LJ = Left Justify

2001-2002 FINANCIAL AID FILE - USER AND FILE IDs

| Campus | Code | User ID | File ID |
|------------------|------|---------|--------------------------|
| Hayward | 05 | BFTP002 | userid.FAD.PROD.TRNyytcc |
| Monterey Bay | 06 | XFTP002 | userid.FAD.PROD.TRNyytcc |
| Maritime Academy | 07 | IFTP002 | userid.FAD.PROD.TRNyytcc |
| Pomona | 10 | CFTP002 | userid.FAD.PROD.TRNyytcc |
| San Luis Obispo | 15 | DFTP002 | userid.FAD.PROD.TRNyytcc |
| Chico | 20 | EFTP002 | userid.FAD.PROD.TRNyytcc |
| Fresno | 25 | FFTP002 | userid.FAD.PROD.TRNyytcc |
| Humboldt | 30 | GFTP002 | userid.FAD.PROD.TRNyytcc |
| Bakersfield | 35 | HFTP002 | userid.FAD.PROD.TRNyytcc |
| Long Beach | 40 | JFTP002 | userid.FAD.PROD.TRNyytcc |
| Los Angeles | 45 | KFTP002 | userid.FAD.PROD.TRNyytcc |
| Fullerton | 50 | LFTP002 | userid.FAD.PROD.TRNyytcc |
| Dominguez Hills | 55 | MFTP002 | userid.FAD.PROD.TRNyytcc |
| Sacramento | 60 | NFTP002 | userid.FAD.PROD.TRNyytcc |
| San Bernardino | 63 | PFTP002 | userid.FAD.PROD.TRNyytcc |
| San Diego | 65 | QFTP002 | userid.FAD.PROD.TRNyytcc |
| San Marcos | 68 | YFTP002 | userid.FAD.PROD.TRNyytcc |
| Northridge | 70 | RFTP002 | userid.FAD.PROD.TRNyytcc |
| San Francisco | 75 | SFTP002 | userid.FAD.PROD.TRNyytcc |
| San Jose | 80 | TFTP002 | userid.FAD.PROD.TRNyytcc |
| Sonoma | 85 | UFTP002 | userid.FAD.PROD.TRNyytcc |
| Stanislaus | 90 | VFTP002 | userid.FAD.PROD.TRNyytcc |

File ID Format: The yy in the File ID represents the year for which data are reported. For 2001-2002 data the appropriate value is 02. The t represents the term for which data are reported. For this report, which is a preliminary file, the appropriate code is P. The cc represents the campus numeric code.

Password: Campuses were advised to set passwords for these accounts last year. Since passwords on the IBM must be changed every three months, it is likely that all passwords will need to be revised. This must be done prior to attempting to transfer files. Campuses experiencing problems with passwords and accessing their account should contact Marilyn Green at (562) 951-4275 or mgreen@calstate.edu.

Campus Contact: Once the data file has been transferred to the IBM, the campus should notify Mary Robinson, Academic Affairs, Student Academic Support, of the name and phone number of the campus representative who should be contacted in the event of questions regarding the data.