




# THE CALIFORNIA STATE UNIVERSITY

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

Code: AA-2004-17  
May 7, 2004

**To:** CSU Directors of Financial Aid  
**From:** Allison G. Jones   
**Subject:** Preliminary 2003-04 Financial Aid Database Report

Response Requested  
By June 4, 2004

Campuses are requested to submit their preliminary financial aid database report. As in prior years, the preliminary version of the 2003-04 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 submission of the preliminary 2003-04 financial aid database is included in Attachments A, B, and C. The record layout is the same as that required for 2002-03 reporting purposes. The preliminary database file should include the full range of data as identified in Attachment B.

Please compile and transfer by June 4, 2004 the database files to your campus financial aid account on the Chancellor's Office server, [carina.calstate.edu](http://carina.calstate.edu). 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](mailto:mlrobinson@calstate.edu).

AGJ:MLR

Attachments (3)

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

## Procedures for 2003-04 Preliminary Financial Aid Database Report

### Notes Regarding Record Format

For 2003-04, the record format is the same as that required for 2002-03.

Data elements that are particularly critical for SUG allocation purposes are the "Financial Aid Status Code," the "9-Mos. EFC," the "Cal Grant Code," and the "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.

2003-04 RECORD FORMAT

Record Name: FAREC1  
Record Length: 125

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

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

\*\* RJ = Right Justify  
LJ = Left Justify

2003-04 RECORD FORMAT

Record Name: FAREC2  
Record Length: 125

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
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

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2003-04 FINANCIAL AID FILE - USER AND FILE IDs

Campus	Code	User ID	File ID
Hayward	05	FADB0501	FAD.PROD.TRNyytcc
Monterey Bay	06	FADB0601	FAD.PROD.TRNyytcc
Maritime Academy	07	FADB0701	FAD.PROD.TRNyytcc
Pomona	10	FADB1001	FAD.PROD.TRNyytcc
San Luis Obispo	15	FADB1501	FAD.PROD.TRNyytcc
Chico	20	FADB2001	FAD.PROD.TRNyytcc
Fresno	25	FADB2501	FAD.PROD.TRNyytcc
Humboldt	30	FADB3001	FAD.PROD.TRNyytcc
Bakersfield	35	FADB3501	FAD.PROD.TRNyytcc
Long Beach	40	FADB4001	FAD.PROD.TRNyytcc
Los Angeles	45	FADB4501	FAD.PROD.TRNyytcc
Fullerton	50	FADB5001	FAD.PROD.TRNyytcc
Dominguez Hills	55	FADB5501	FAD.PROD.TRNyytcc
Sacramento	60	FADB6001	FAD.PROD.TRNyytcc
San Bernardino	63	FADB6301	FAD.PROD.TRNyytcc
San Diego	65	FADB6501	FAD.PROD.TRNyytcc
San Marcos	68	FADB6801	FAD.PROD.TRNyytcc
Northridge	70	FADB7001	FAD.PROD.TRNyytcc
Channel Islands	73	FADB7301	FAD.PROD.TRNyycc
San Francisco	75	FADB7501	FAD.PROD.TRNyytcc
San Jose	80	FADB8001	FAD.PROD.TRNyytcc
Sonoma	85	FADB8501	FAD.PROD.TRNyytcc
Stanislaus	90	FADB9001	FAD.PROD.TRNyytcc

**File ID Format:** The yy in the File ID represents the year for which data are reported. For 2003-04 data the appropriate value is 04. 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. PLEASE USE ALL CAPITAL LETTERS FOR FILE ID.

**Password:** Campuses are responsible for maintaining secure passwords for these accounts. Passwords on carina.calstate.edu accounts expire after 70 days, so the authorized user on each campus must schedule updates of the password. Please ensure that your password is current prior to attempting to transfer files.

**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.