



# Registration Import Guidelines



# Table of Contents

**Registration Import Guidelines** ..... 1



# Registration Import Guidelines

Used with ALL external registration systems.

Review the guidelines in [External Registration Setup](#) in TCC Technical Documentation.

## Notes:

- The export filename should be saved as: *enrollment.csv*.
- Headers are required. The data **MUST** be in the order listed below.
- New and returning students are loaded.
  - **New students:** The first character of the StudentID for New Students **MUST** be a single alphabetic (A-Z). This is generally determined by the third-party vendor. If one is not present in the saved export .CSV file, please append one to the existing StudentID value, as it is used in the import process to identify new students.
  - **Returning students:** Returning students should have a record in ASCENDER (Student ID, Campus, Entry Date, School Year, SSN and DOB should match ASCENDER table data). The returning student should be active for the current school year.
  - The program accepts Social Security Numbers that begin with "S".
- Errors:
  - If a returning student does not have matching data in the fields listed below, the student will not import into ASCENDER and will produce an error.
  - Before attaching a .CSV file to the Jira ticket requesting an import, please review the saved export file for extra commas at the end of each lines. Extra commas will cause the import to fail. Remove the extra commas manually using an application such as *Notepad* on Windows and resave the file before attaching to Jira ticket.
  - Students should have an active code of *1* and a status code of less than *4* in the campus for the current school year.

## Required Fields:

Student ID	6 char for existing students; longer for new	Student ID.
School Year	4 char	School Year.
Campus	3 char	Campus ID.
Date Entry	YYYYMMDD (8 Char)	Entry Date.
Social Security Number	999999999 (9 Char)	State Student ID. Accepts the "S" State Student ID numbers.
Last Name	25 char	Last Name.
First Name	17 char	First Name.
Middle Name	14 char	Middle Name.
Gen Code	Valid values from ET_C012_ GEN table (1 char)	Generation.
Street Nbr	6 char	Street Number.
Street Direction	2 char	Street Direction.
Street Name	19 char	Street Name.
Apt Number	7 char	Apartment Number.
City	17 char	City.

Interfaces

State	2 char	State.
ZIP Code	5 char	ZIP Code.
ZIP Code+4	4 char	ZIP Code Plus Four.
Date of Birth	YYYYMMDD (8 Char)	Date of Birth.
Sex	1 char (M or F)	Sex.
Physical Street Nbr	6 char	Street Number.
Physical Street Direction	2 char	Street Direction.
Physical Street Name	19 char	Street Name.
Physical Apt Nbr	7 char	Apartment Number.
Physical City	17 char	City.
Physical ZIP Code	5 char	ZIP Code.
Physical ZIP Code+4	4 char	ZIP Code Plus Four.
Student Home AC	3 char	Student Phone Area Code.
Student Home Phone Nbr	7 char (no hyphen)	Phone Number.
Ethnicity Hispanic	Y or N	Hispanic (Y or N).
Race Black	1 Char	African American (Y or N).
Race White	1 Char	White (Y or N).
Race Pacific Islander	1 Char	Pacific Islander (Y or N).
Race Am. Ind/Alaskan	1 Char	Native American/Alaskan (Y or N).
Race Asian	1 Char	Asian (Y or N).
Student Previous District Name	13 char	Previous District.
Student Previous Campus Name	34 char	Previous Campus.
Student Birth State		.
Student Birth City		.
Contact1 Last Name	25 char	Last Name.
Contact1 First Name	17 char	First Name.
Contact1 Middle Name	14 char	Middle Name.
Contact1 Generation CODE	Valid values from ET_C012_Generationtable 1 char	Generation.
Contact1 Relationship 1	2 char	Relationship.
Contact1 Primary Flag	1 char	Primary Contact.
Contact1 Emergency Flag	1 char	Emergency Contact.
Contact1 Migrant Flag	1 char	Migrant.
Contact1 Street Nbr	6 char	Street Number.
Contact1 Street Name	19 char	Street Name.
Contact1 Apt Nbr	7 char	Apartment Number.
Contact1 City	17 char	City.
Contact1 State	2 char	State.
Contact1 ZIP Code	5 char	ZIP.
Contact1 ZIP Code+4	4 char	ZIP Plus Four.
Contact1 Home Phone AC	3 char	Phone Area Code.
Contact1 Home Phone Nbr	7 char (no hyphens)	Phone Number.
Contact1 Work Phone AC	3 char	Phone Area Code.
Contact1 Work Phone Nbr	7 char	Phone Number.
Contact1 Work Phone EXT	4 char	Business Phone Extension.
Contact1 Cell Area Code	3 char	Cell Phone Area Code.

Interfaces

Contact1 Cell Phone Nbr	7 char (no hyphens)	Cell Phone Number.
Contact1 Cell Phone EXT	4 char	Cell Phone Extension.
Contact1 Occup	25 char	Occupation.
Contact1 Email	64 char	Email.
Contact1 Date of Birth	YYYYMMDD	Date of Birth.
Contact1 Social Security Number	9 char (no hyphens)	Social Security Number.
CONT1 Mil Ind	1 char	Military.
Contact1 Mil Branch	1 char	Military Branch.
Contact1 Mil Rank	5 char	Military Rank.
Contact1 Transport Ind	1 char	Transportation.
Contact1 Veh Make	15 char	Vehicle Make.
Contact1 Veh Model	15 char	Vehicle Model.
Contact1 Veh Color	10 char	Vehicle Color.
Contact1 Veh Lic	8 char	License Plate Number.
Contact1 Veh Lic St	2 char	License Plate State.
Contact1 Drv Lic Nbr	21 char	Drivers License Number.
Contact1 Drv Lic St	2 char	Drivers License State.
Contact1 Sch Yr	4 char	School Year.
Contact1 Seq Nbr	Integer	Priority.
Contact1 Land CD	2 char	Language.
Contact1 Cell Phn	10 char	Cell Phone Number.
Contact1 Phn Pref	1 char	Phone Preference.
Contact1 Rcv Mailouts	1 char	Receives Mailouts.
Contact2 Last Name	25 char	Last Name.
Contact2 First Name	17 char	First Name.
Contact2 Middle Name	14 char	Middle Name.
Contact2 Generation Code	Valid values from ET_C012_ Generationtable 1 char	Generation.
Contact2 Relationship 1	2 char	Relationship.
Contact2 Primary Flag	1 char	Primary Contact.
Contact2 Emergency Flag	1 char	Emergency Contact.
Contact2 Migrant Flag	1 char	Migrant.
Contact2 Street Nbr	6 char	Street Number.
Contact2 Street Name	19 char	Street Name.
Contact2 Apt Nbr	7 char	Apartment Number.
Contact2 City	17 char	City.
Contact2 State	2 char	State.
Contact2 ZIP Code	5 char	ZIP Code.
Contact2 ZIP Code+4	4 char	ZIP Code Plus Four.
Contact2 Home Phone AC	3 char	Phone Area Code.
Contact2 Home Phone Nbr	7 char (no hyphens)	Phone Number.
Contact2 Work Phone AC	3 char	Phone Area Code.
Contact2 Work Phone Nbr	7 char	Phone Number.
Contact2 Work Phone Ext	4 char	Business Phone Extension.
Contact2 Cell Area Code	3 char	Cell Phone Area Code.
Contact2 Cell Phone Nbr	7 char (no hyphens)	Cell Phone Number.

## Interfaces

Contact2 Cell Phone Ext	4 char	Cell Phone Extension.
Contact2 Occup	25 char	Occupation.
Contact2 Email	64 char	Email.
Contact2 Date of Birth	YYYYMMDD	Date of Birth.
Contact2 Social Security Number	9 char (no hyphens)	Social Security Number.
Contact2 Mil Ind	1 char	Military.
Contact2 Mil Branch	1 char	Military Branch.
Contact2 Mil Rank	5 char	Military Rank.
Contact2 Transport Ind	1 char	Transportation.
Contact2 Veh Make	15 char	Vehicle Make.
Contact2 Veh Model	15 char	Vehicle Model.
Contact2 Veh Color	10 char	Vehicle Color.
Contact2 Veh Lic	8 char	License Plate Number.
Contact2 Veh Lic Str	2 char	License Plate State.
Contact2 Drv Lic Nbr	21 char	Drivers License Number.
Contact2 Drv Lic St	2 char	Drivers License State.
Contact2 Sch Yr	4 char	School Year.
Contact2 Seq Nbr	Integer	Priority.
Contact2 Lang CD	2 char	Language.
Contact2 Cell Phn	10 char	Cell Phone Number.
Contact2 Phn Pref	1 char	Phone Preference.
Contact2 Rcv Mailouts	1 char	Receives Mailouts.
Contact3 Last Name	25 char	Last Name.
Contact3 First Name	17 char	First Name.
Contact3 Middle Name	14 char	Middle Name.
Contact3 Generation Code	Valid values from ET_C012_GEN table 1 char	Generation.
Contact3 Relationship 1	2 char	Relationship.
Contact3 Primary Flag	1 char	Primary Contact.
Contact3 Emergency Flag	1 char	Emergency Contact.
Contact3 Migrant Flag	1 char	Migrant.
Contact3 Street Nbr	6 char	Street Number.
Contact3 Street Name	19 char	Street Name.
Contact3 Apt Nbr	7 char	Apartment Number.
Contact3 City	17 char	City.
Contact3 State	2 char	State.
Contact3 ZIP Code	5 char	ZIP Code.
Contact3 ZIP Code+4	4 char	ZIP CodePlus Four.
Contact3 Home Phone AC	3 char	Phone Area Code.
Contact3 Home Phone Nbr	7 char (no hyphens)	Phone Number.
Contact3 Work Phone AC	3 char	Phone Area Code.
Contact3 Work Phone Nbr	7 char	Phone Number.
Contact3 Work Phone Ext	4 char	Business Phone Extension.
Contact3 Cell Area Code	3 char	Cell Phone Area Code.
Contact3 Cell Phone Nbr	7 char (no hyphens)	Cell Phone Number.
Contact3 Cell Phone Ext	4 char	Cell Phone Extension.

## Interfaces

Contact3 Occup	25 char	Occupation.
Contact3 Email	64 char	Email.
Contact3 Date of Birth	YYYYMMDD	Date of Birth.
Contact3 Social Security Number	9 char (no hyphens)	Social Security Number.
Contact3 Mil Ind	1 char	Military.
Contact3 Mil Branch	1 char	Military Branch.
Contact3 Mil Rank	5 char	Military Rank.
Contact3 Transport Ind	1 char	Transportation.
Contact3 Veh Make	15 char	Vehicle Make.
Contact3 Veh Model	15 char	Vehicle Model.
Contact3 Veh Color	10 char	Vehicle Color.
Contact3 Veh Lic	8 char	License Plate Number.
Contact3 Veh Lic St	2 char	License Plate State.
Contact3 Drv Lic Nbr	21 char	Drivers License Number.
Contact3 Drv Lic St	2 char	Drivers License State.
Contact3 Sch Yr	4 char	School Year.
Contact3 Seq Nbr	Integer	Priority.
Contact3 Lang CD	2 char	Language.
Contact3 Cell Phn	10 char	Cell Phone Number.
Contact3 Phn Pref	1 char	Phone Preference.
Contact3 Rcv Mailouts	1 char	Receives Mailouts.
Contact4 Last Nam	25 char	Last Name.
Contact4 First Name	17 char	First Name.
Contact4 Middle Name	14 char	Middle Name.
Contact4 Generation Code	Valid values from ET_C012_ Generationtable 1 char	Generation.
Contact4 Relationship 1	2 char	Relationship.
Contact4 Primary Flag	1 char	Primary Contact.
Contact4 Emergency Flag	1 char	Emergency Contact.
Contact4 Migrant Flag	1 char	Migrant.
Contact4 Street Nbr	6 char	Street Number.
Contact4 Street Name	19 char	Street Name.
Contact4 Apt Nbr	7 char	Apartment Number.
Contact4 City	17 char	City.
Contact4 State	2 char	State.
Contact4 ZIP Code	5 char	ZIP Code.
Contact4 ZIP Code+4	4 char	ZIP Code Plus Four.
Contact4 Home Phone AC	3 char	Phone Area Code.
Contact4 Home Phone Nbr	7 char (no hyphens)	Phone Number.
Contact4 Work Phone AC	3 char	Phone Area Code.
Contact4 Work Phone Nbr	7 char	Phone Number.
Contact4 Work Phone EXT	4 char	Business Phone Extension.
Contact4 Cell AC	3 char	Cell Phone Area Code.
Contact4 Cell Phone Nbr	7 char (no hyphens)	Cell Phone Number.
Contact4 Cell Phone EXT	4 char	Cell Phone Extension.
Contact4 Occup	25 char	Occupation.

Interfaces

Contact4 Email	64 char	Email.
Contact4 Date of Birth	YYYYMMDD	Date of Birth.
Contact4 Social Security Number	9 char (no hyphens)	Social Security Number.
Contact4 Mil Ind	1 char	Military.
Contact4 Mil Branch	1 char	Military Branch.
Contact4 Mil Rank	5 char	Military Rank.
Contact4 Transport Ind	1 char	Transportation.
Contact4 Veh Make	15 char	Vehicle Make.
Contact4 Veh Model	15 char	Vehicle Model.
Contact4 Veh Color	10 char	Vehicle Color.
Contact4 Veh Lic	8 char	License Plate Number.
Contact4 Veh Lic St	2 char	License Plate State.
Contact4 Drv Lic Nbr	21 char	Drivers License Number.
Contact4 Drv Lic St	2 char	Drivers License State.
Contact4 Sch Yr	4 char	School Year.
Contact4 Seq Nbr	Integer	Priority.
Contact4 Lang CD	2 char	Language.
Contact4 Cell Phn	10 char	Cell Phone Number.
Contact4 Phn Pref	1 char	Phone Preference.
Contact4 Rcv Mailouts	1 char	Receives Mailouts.
Contact5 Last Name	25 char	Last Name.
Contact5 First Name	17 char	First Name.
Contact5 Middle Name	14 char	Middle Name.
Contact5 Generation Code	Valid values from ET_C012_ Generationtable 1 char	Generation.
Contact5 Relationship 1	2 char	Relationship.
Contact5 Primary Flag	1 char	Primary Contact.
Contact5 Emergency Flag	1 char	Emergency Contact.
Contact5 Migrant Flag	1 char	Migrant.
Contact5 Street Nbr	6 char	Street Number.
Contact5 Street Name	19 char	Street Name.
Contact5 Apt Nbr	7 char	Apartment Number.
Contact5 City	17 char	City.
Contact5 State	2 char	State.
Contact5 ZIP Code	5 char	ZIP Code.
Contact5 ZIP Code+4	4 char	ZIP Code Plus Four.
Contact5 Home Phone AC	3 char	Phone Area Code.
Contact5 Home Phone Nbr	7 char (no hyphens)	Phone Number.
Contact5 Work Phone AC	3 char	Phone Area Code.
Contact5 Work Phone Nbr	7 char	Phone Number.
Contact5 Work Phone Ext	4 char	Business Phone Extension.
Contact5 Cell Area Code	3 char	Cell Phone Area Code.
Contact5 Cell Phone Nbr	7 char (no hyphens)	Cell Phone Number.
Contact5 Cell Phone Ext	4 char	Cell Phone Extension.
Contact5 Occup	25 char	Occupation.
Contact5 Email	64 char	Email.

Interfaces

Contact5 Date of Birth	YYYYMMDD	Date of Birth.
Contact5 Social Security Number	9 char (no hyphens)	Social Security Number.
Contact5 Mil Ind	1 char	Military.
Contact5 Mil Branch	1 char	Military Branch.
Contact5 Mil Rank	5 char	Military Rank.
Contact5 Transport Ind	1 char	Transportation.
Contact5 Veh Make	15 char	Vehicle Make.
Contact5 Veh Model	15 char	Vehicle Model.
Contact5 Veh Color	10 char	Vehicle Color.
Contact5 Veh Lic	8 char	License Plate Number.
Contact5 Veh Lic St	2 char	License Plate State.
Contact5 Drv Lic Nbr	21 char	Drivers License Number.
Contact5 Drv Lic St	2 char	Drivers License State.
Contact5 Sch Yr	4 char	School Year.
Contact5 Seq Nbr	Integer	Priority.
Contact5 Lang Cd	2 char	Language.
Contact5 Cell Phn	10 char	Cell Phone Number.
Contact5 Phn Pref	1 char	Phone Preference.
Contact5 Rcv Mailouts	1 char	Receives Mailouts.
Contact6 Last Name	25 char	Last Name.
Contact6 First Name	17 char	First Name.
Contact6 Middle Name	14 char	Middle Name.
Contact6 Generation Code	Valid values from ET_C012_ Generationtable 1 char	Generation.
Contact6 Relationship 1	2 char	Relationship.
Contact6 Primary Flag	1 char	Primary Contact.
Contact6 Emergency Flag	1 char	Emergency Contact.
Contact6 Migrant Flag	1 char	Migrant.
Contact6 Street Nbr	6 char	Street Number.
Contact6 Street Name	19 char	Street Name.
Contact6 Apt Nbr	7 char	Apartment Number.
Contact6 City	17 char	City.
Contact6 State	2 char	State.
Contact6 ZIP Code	5 char	ZIP Code.
Contact6 ZIP Code+4	4 char	ZIP Code Plus Four.
Contact6 Home Phone AC	3 char	Phone Area Code.
Contact6 Home Phone Nbr	7 char (no hyphens)	Phone Number.
Contact6 Work Phone AC	3 char	Phone Area Code.
Contact6 Work Phone Nbr	7 char	Phone Number.
Contact6 Work Phone Ext	4 char	Business Phone Extension.
Contact6 Cell Area Code	3 char	Cell Phone Area Code.
Contact6 Cell Phone Nbr	7 char (no hyphens)	Cell Phone Number.
Contact6 Cell Phone Ext	4 char	Cell Phone Extension.
Contact6 Occup	25 char	Occupation.
Contact6 Email	64 char	Email.
Contact6 Date of Birth	YYYYMMDD	Date of Birth.

## Interfaces

Contact6 Social Security Number	9 char (no hyphens)	Social Security Number.
Contact6 Mil Ind	1 char	Military.
Contact6 Mil Branch	1 char	Military Branch.
Contact6 Mil Rank	5 char	Military Rank.
Contact6 Transport Ind	1 char	Transportation.
Contact6 Veh Make	15 char	Vehicle Make.
Contact6 Veh Model	15 char	Vehicle Model.
Contact6 Veh Color	10 char	Vehicle Color.
Contact6 Veh Lic	8 char	License Plate Number.
Contact6 Veh Lic St	2 char	License Plate State.
Contact6 Drv Lic Nbr	21 char	Drivers License Number.
Contact6 Drv Lic St	2 char	Drivers License State.
Contact6 Sch Yr	4 char	School Year.
Contact6 Seq Nbr	Integer	Priority.
Contact6 Lang Cd	2 char	Language.
Contact6 Cell Phn	10 char	Cell Phone Number.
Contact6 Phn Pref	1 char	Phone Preference.
Contact6 Rcv Mailouts	1 char	Receives Mailouts.
Contact7 Last Name	25 char	Last Name.
Contact7 First Name	17 char	First Name.
Contact7 Middle Name	14 char	Middle Name.
Contact7 Generation Code	Valid values from ET_C012_ Generationtable 1 char	Generation.
Contact7 Relationship 1	2 char	Relationship.
Contact7 Primary Flag	1 char	Primary Contact.
Contact7 Emergency Flag	1 char	Emergency Contact.
Contact7 Migrant Flag	1 char	Migrant.
Contact7 Street Nbr	6 char	Street Number.
Contact7 Street Name	19 char	Street Name.
Contact7 Apt Nbr	7 char	Apartment Number.
Contact7 City	17 char	City.
Contact7 State	2 char	State.
Contact7 ZIP Code	5 char	ZIP Code.
Contact7 ZIP Code+4	4 char	ZIP CodePlus Four.
Contact7 Home Phone AC	3 char	Phone Area Code.
Contact7 Home Phone Nbr	7 char (no hyphens)	Phone Number.
Contact7 Work Phone AC	3 char	Phone Area Code.
Contact7 Work Phone Nbr	7 char	Phone Number.
Contact7 Work Phone Ext	4 char	Business Phone Extension.
Contact7 Cell Area Code	3 char	Cell Phone Area Code.
Contact7 Cell Phone Nbr	7 char (no hyphens)	Cell Phone Number.
Contact7 Cell Phone Ext	4 char	Cell Phone Extension.
Contact7 Occup	25 char	Occupation.
Contact7 Email	64 char	Email.
Contact7 Date of Birth	YYYYMMDD	Date of Birth.
Contact7 Social Security Number	9 char (no hyphens)	Social Security Number.

Interfaces

Contact7 Mil Ind	1 char	Military.
Contact7 Mil Branch	1 char	Military Branch.
Contact7 Mil Rank	5 char	Military Rank.
Contact7 Transport Ind	1 char	Transportation.
Contact7 Veh Make	15 char	Vehicle Make.
Contact7 Veh Model	15 char	Vehicle Model.
Contact7 Veh Color	10 char	Vehicle Color.
Contact7 Veh Lic	8 char	License Plate Number.
Contact7 Veh Lic STR	2 char	License Plate State.
Contact7 Drv Lic Nbr	21 char	Drivers License Number.
Contact7 Drv Lic St	2 char	Drivers License State.
Contact7 Sch Yr	4 char	School Year.
Contact7 Seq Nbr	Integer	Priority.
Contact7 Lang Cd	2 char	Language.
Contact7 Cell Phn	10 char	Cell Phone Number.
Contact7 Phn Pref	1 char	Phone Preference.
Contact7 Rcv Mailouts	1 char	Receives Mailouts.



## **Back Cover**