



# THE CALIFORNIA STATE UNIVERSITY

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OFFICE OF THE CHANCELLOR

To: Campus Presidents  
Code: AA-2002-33  
Date: July 2, 2002

**Reply Requested  
by August 15**

From: David S. Spence *D.S. Spence*  
Executive Vice Chancellor  
Chief Academic Officer  
Richard P. West *R.P. West*  
Executive Vice Chancellor  
Chief Financial Officer

Subject: **2002-2003 Enrollment Planning and Reporting: Preliminary 2002-2003 Enrollment Estimates**

As we continue to consider issues regarding budget development and enrollment demand at our August Executive Council meeting, it will be useful to have information about summer 2002 enrollments in state-support and in special session, developing fall 2002 enrollments, and college-year enrollment estimates.

By August 15, 2002, please complete Attachment A and fax it to Assistant Vice Chancellor Marsha Hirano-Nakanishi at 562-951-4837.

When CY 2001-2002 enrollment reports are available at the CSU system website, probably in late July or early August, forms and instructions for completion by the campus' Opening Fall reporting date and the ERS/APDB reporting schedule will be provided.

If you have any questions about the attachment or the enrollment planning and reporting process, please contact Assistant Vice Chancellor Marsha Hirano-Nakanishi, [mhirano-nakanishi@calstate.edu](mailto:mhirano-nakanishi@calstate.edu), 562-951-4767 (voice), or Ms. Sandra Cooper, [scooper@calstate.edu](mailto:scooper@calstate.edu), 562-951-4771.

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Distribution: Enrollment Planning & Reporting Officer (designated by the President with attachment)  
Vice Presidents/Provosts, Academic Affairs  
Vice Presidents, Administration  
Vice Presidents/Deans, Student Affairs  
Deans, Extended Education  
Chief Budget Officers  
Chief Enrollment Management Officers  
Chief Academic Programs Planners  
Chief Academic Resource Planners  
Chief Year-Round Operations Coordinators  
Directors, Institutional Research  
Deans/Directors, Admissions and Records  
Chancellor's Office

# 2002-2003 Enrollment Estimates

**Due August 15**

**Fax to 562-951-4837**

Campus \_\_\_\_\_

## 2002-2003 State-Supported Instruction Estimates

Please provide headcount and FTES estimates for all state-supported instruction -- excluding the enrollments of matriculants enrolled out-of-country in international programs and excluding space-available enrollments through extension (to preclude double-counting with Extension and International Program enrollments reports). Please provide additional analyses to support your estimates or proposals if they depart from historical trends.

	Summer Term	Fall Term	College Year - Annualized
Estimated 2002-2003			
Headcount			
FTES			

## Summer 2002 Special Session (Self-Support) Estimate

Please provide headcount and FTES estimates for all special session (self-supported) instruction for matriculants only. Please provide additional analyses to support your estimates or proposals if they depart from historical trends.

	Term Headcount	Term FTES
Estimated Special Session Summer 2002		
<i>State-supported Matriculants</i>		
<i>Self-supported Matriculants</i>		
<i>Total Matriculants</i>		

Signature\* \_\_\_\_\_

Name \_\_\_\_\_

\*To be signed by the President or an officer designated in writing by the President.