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OFFICE OF THE CHANCELLOR

Code: AA-2004-32

To: CSU Presidents

Date: September 3, 2004

**Initial Replies
Requested at
Opening Fall 2004**

From: David S. Spence 
Executive Vice Chancellor
Chief Academic Officer

Richard P. West 
Executive Vice Chancellor
Chief Financial Officer

Subject: 2004-2005 Enrollment Planning and Reporting

During this year's enrollment planning and reporting cycle, we will be working with you and your designated Enrollment Planning & Reporting (EPR) Officer:

- To review campus enrollments in September and October 2004;
- To review campus enrollment plans for addressing the campus' 2005-2006 FTES targets during the year; and
- To make adjustments to campus multiyear summer planning estimates in fall 2004 to support the 2006-2007 capital outlay program, as well as multiyear academic and technology planning processes.

This memorandum focuses on providing you and your staff members with detailed information to help us address these issues.

We thank you and your staff members in advance for your assistance in working with us.

(continued on the next page)

Distribution: Enrollment Planning & Reporting Officer (designated by the President)
Vice Presidents/Provosts, Academic Affairs
Vice Presidents, Administration
Vice Presidents/Deans, Student Affairs
Vice Presidents, Information Resources Management
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Chief Academic Programs Planners
Chief Academic Resource Planners
Directors, Institutional Research
Deans/Directors, Admissions and Records
Directors, Computer Center
Coordinators, APDB
Chancellor's Office

CY 2004-2005 Enrollment Estimates and CY 2005-2006 Enrollment Plans

At the August meeting of the Executive Council, the 2.5 percent annual enrollment growth provided in the CSU Compact with the Governor was discussed, and it was decided to allocate the growth proportionately to campus for CY 2005-2006 enrollment planning purposes. **Attachment A provides the listing of campus CY FTE 2005-2006 FTES targets.**

The mid-August 2004 EXCEL workbooks worked effectively in providing the CSU Executive Council with a comprehensive understanding of campus estimates and plans. The use of EXCEL workbooks for the regular Opening Term campus responses will provide the CSU with integrated, detailed updates about campus enrollments, estimates, and plans as the year progresses.

By the campus' Opening Fall 2004 semester/quarter due date (see Attachment B), the campus should email the campus' completed EXCEL workbook of CY 2004-2005 detailed enrollment information and CY 2005-2006 enrollment plans to Marsha Hirano-Nakanishi, Assistant Vice Chancellor, Academic Research and Resources, at mhirano-nakanishi@calstate.edu. A copy of the summary page of the EXCEL workbook should be signed by the President (or person designated by the President) and faxed to Hirano-Nakanishi at 562-951-4981. For the winter and spring term opening submissions, the campus' EXCEL workbook should be updated to reflect actual and estimated CY 2004-05 enrollments and adjusted enrollment plans for CY 2005-2006.

The EXCEL workbook for semester campuses, quarter campuses, and Stanislaus maybe downloaded at the following URL under the Enrollment Planning Documents title:

http://www.calstate.edu/acadres/enrollment_planning.shtml

If you have any difficulty with the download, please contact Ms. Terry Monzon, who is available at tmonzon@calstate.edu and 562-951-4754.

Attachment C provides information about tools used in enrollment, budget, and financial aid planning.

Multiyear Enrollment Planning

The Compact with the Governor calls for the CSU to increase enrollments by 2.5% per year through CY 2010-2011. Consistent with this agreement, CY FTES campus planning estimates through CY 2010-2011, in essence, have been set at this level of enrollment growth for 2006-2007 capital outlay program that campus enrollment planners, academic planners, and executive deans now are beginning to prepare. Also consistent with the Compact, campuses, which have been converted from self-support to state-support summer instruction, have summer 2005 FTES set at the state-supported summer 2003 proportion of CY 2003-2004 FTES and additional state-supported summer planning placeholders were drafted, which campuses may adjust. It is assumed that campuses that have not converted from self- to state-support will do so in summer 2006 at the level of their buy-down or summer 2003 self-supported

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summer FTES for state-supported matriculated students, whichever is lower; thereafter placeholders have been drafted which may be adjusted.

Besides the degree of freedom to allocate the college-year FTES between the academic year and the summer, campuses with off-campus centers are free to adjust the total CY FTES allocations between the main campus and the off-campus center(s).

Multiyear planning estimates and parameters used for the 2005-2006 capital outlay program and the drafts for the 2006-2007 program (which may be revised and emailed to Marsha Hirano-Nakanishi, mhirano-nakanishi@calstate.edu) are posted at and may be downloaded at the following URL under the Enrollment Planning Documents title:

http://www.calstate.edu/acadres/enrollment_planning.shtml

Any questions or concerns about the documents should be directed to Marsha Hirano-Nakanishi, mhirano-nakanishi@calstate.edu.

If you have any difficulty with the download, please contact Ms. Terry Monzon, who is available at tmonzon@calstate.edu and 562-951-4754.

We anticipate that revised multiyear enrollment planning figures will be available by December 2004.

ERS and APDB Reports

Timely and accurate data transmissions and enrollment reporting remain high priorities. Term-by-term census-date transmissions of ERSA, ERSO, ERSS, and APDB continue to be scheduled. Please see Attachment B for a detailed listing of regular and additional reporting requirements.

Please direct concerns about profile/ final ERSA, profile/ final ERSO, profile/ final ERSS, preliminary ERSA, preliminary ERSS, monthly applications on hand, ERSD, ERST, and sERSS via email to Philip Garcia (pgarcia@calstate.edu), and Marv Lindsey (mlindsey@calstate.edu), copying Marsha Hirano-Nakanishi (mhirano-nakanishi@calstate.edu).

Please direct concerns about profile/ final APDB via email to Ron Basich (rbasich@calstate.edu) and Michael Gordon (mgordon@calstate.edu), copying: Marsha Hirano-Nakanishi (mhirano-nakanishi@calstate.edu) and Cheryl Kwiatkowski (ckwiatkowski@calstate.edu).

General Contact Information for Enrollment Planning and Reporting Staff

Marsha Hirano-Nakanishi, Assistant Vice Chancellor, Academic Research and Resources, 562-951-4767, mhirano-nakanishi@calstate.edu, is responsible for addressing any questions or concerns that you or your Enrollment Planning and Reporting Officer may have about the enrollment planning process,

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the EXCEL workbook submissions requested by your campus' Opening semester/quarter due dates, about multiyear planning, and about term-by-term quality of access information.

Philip Garcia, Director of Analytic Studies, 562-951-4764, pgarcia@calstate.edu, has overall responsibility for the collection and processing of ERS data. With the departure of Sandra Cooper, Marv Lindsey, 562-951-4760, mlindsey@calstate.edu, is temporarily managing ERS data collection and processing. Should your staff members have any questions about ERS electronic data collection and processing, please contact them.

Senior Director Cheryl Kwiatkowski heads Corporate Information Technology Services, 562-951-4270, Cheryl@calstate.edu. Ron Basich, Director of Corporate Information Services, 562-951-4276, rbasich@calstate.edu, has overall responsibility for the collection and processing of APDB data. Michael Gordon, 561-951-4282, mgordon@calstate.edu, manages APDB data collection and processing. Should your staff members have any questions about APDB electronic data collection and processing, please contact them.

DSS/mjhn

CSU College Year FTES Targets

Campus	Target
Bakersfield	6,753
Channel Islands	1,614
Chico	14,528
Dominguez Hills	9,493
Fresno	17,289
Fullerton	25,010
Hayward	12,109
Humboldt	7,389
Long Beach	27,551
Los Angeles	17,118
Maritime Academy	854
Monterey Bay	3,624
Northridge	24,196
Pomona	17,667
Sacramento	22,617
San Bernardino	13,728
San Diego	27,616
San Francisco	22,974
San Jose	22,196
San Luis Obispo	16,934
San Marcos	6,072
Sonoma	6,904
Stanislaus	6,624
Campus Total	330,860
CalStateTEACH	683
International Programs	627
Summer Arts	53
System Total	332,223

Enrollment Reporting Schedule: 2004-2005
Census Date Reporting Calendar, College Year 2004-05

More timely availability of accurate and detailed enrollment information is a system priority. Application and enrollment data files will be collected each term.

Data File Collection - ERSA, ERSO, ERSS, and APDB

Final summer and *profile* fall ERS data files will be due *15 instruction days* after fall census. Winter and spring *profile* ERS data files will be due *15 instruction days* after term census.

Profile APDB files are due 15 instruction days after the *profile* ERS data file due date.

Final data files for fall, winter and spring will be due June 20, 2005.

Profile data include all data through the semester/quarter census date as outlined in this attachment. *Final* data include profile data plus any non-traditional sessions with census dates *after* the semester/quarter census date.

Data File Collection - ERSD, ERST and sERSS

Due dates for ERSD, ERST and sERSS will not change. ERSD files will continue to be due on August 16 (fall, winter and spring degrees) and November 5 (summer degrees). ERST is due on November 5 and all term sERSS files are due on June 20.

Certification Forms

ERSA, ERSO and ERSS certification forms were previously revised to include the type of file, *profile* or *final*, submitted. A copy of these forms can be found on the Analytic Studies website at <http://www.asd.calstate.edu/ers/index.htm>. ERSD, ERST and sERSS forms remain the same.

Monthly Report of Applications on Hand - Internet Submission

Monthly reports of applications on hand will be collected for all terms via the web at <http://www.asd.calstate.edu/applications>
Monthly reports of applications on hand for the winter 2005 and spring 2005 terms should begin in September 2004.
Monthly reports of applications on hand for fall 2005 will be collected beginning in November 2004.
Monthly reports of applications on hand for summer 2005 will be collected beginning in March 2005.

Enrollment Reporting Schedule: 2004-2005
Census Date Reporting Calendar, College Year 2004-05

<i>Summer 2004</i>							
Campus	Classes Begin	Semester/Quarter Census Date ^{1*}	Opening Semester/Quarter Report Due	FINAL ERSA/ERSS/ ERSO Files Due	FINAL APDB Files Due	Starting Cutoff Date²	Ending Cutoff Date²
Bakersfield	21-Jun-04	12-Jul-04	19-Jul-04	25-Oct-04	15-Nov-04	1-Jun	31-Aug
Dominguez Hills	01-Jun-04	18-Aug-04	25-Aug-04	18-Oct-04	08-Nov-04	1-Jun	31-Aug
Hayward	21-Jun-04	12-Jul-04	19-Jul-04	03-Nov-04	24-Nov-04	1-Jun	31-Aug
Long Beach	01-Jun-04	23-Jul-04	23-Jul-04	18-Oct-04	08-Nov-04	1-Jun	31-Aug
Los Angeles	21-Jun-04	12-Jul-04	19-Jul-04	03-Nov-04	24-Nov-04	1-Jun	31-Aug
Pomona	21-Jun-04	12-Jul-04	19-Jul-04	03-Nov-04	24-Nov-04	1-Jun	31-Aug
San Diego	24-May-04	21-Jul-04	28-Jul-04	18-Oct-04	08-Nov-04	1-Jun	31-Aug
San Francisco	09-Jun-04	27-Jul-04	03-Aug-04	13-Oct-04	03-Nov-04	1-Jun	31-Aug
San Luis Obispo	21-Jun-04	12-Jul-04	19-Jul-04	29-Oct-04	19-Nov-04	1-Jun	31-Aug
<i>Fall 2004</i>							
Campus	Classes Begin	Semester/Quarter Census Date ^{1*}	Opening Semester/Quarter Report Due	PROFILE ERSA/ERSS/ ERSO Files Due	PROFILE APDB Files Due	Starting Cutoff Date²	Ending Cutoff Date²
Bakersfield	14-Sep-04	04-Oct-04	11-Oct-04	25-Oct-04	15-Nov-04	1-Sep	31-Dec
Channel Islands	30-Aug-04	27-Sep-04	04-Oct-04	18-Oct-04	08-Nov-04	1-Sep	31-Dec
Chico	23-Aug-04	20-Sep-04	27-Sep-04	11-Oct-04	01-Nov-04	1-Sep	31-Dec
Dominguez Hills	30-Aug-04	27-Sep-04	04-Oct-04	18-Oct-04	08-Nov-04	1-Sep	31-Dec
Fresno	23-Aug-04	20-Sep-04	27-Sep-04	11-Oct-04	01-Nov-04	1-Sep	31-Dec
Fullerton	23-Aug-04	20-Sep-04	27-Sep-04	11-Oct-04	01-Nov-04	1-Sep	31-Dec
Hayward	23-Sep-04	13-Oct-04	20-Oct-04	03-Nov-04	24-Nov-04	1-Sep	14-Dec
Humboldt	23-Aug-04	20-Sep-04	27-Sep-04	11-Oct-04	01-Nov-04	1-Sep	31-Dec
Long Beach	30-Aug-04	27-Sep-04	04-Oct-04	18-Oct-04	08-Nov-04	1-Sep	31-Dec
Los Angeles	23-Sep-04	13-Oct-04	20-Oct-04	03-Nov-04	24-Nov-04	1-Sep	30-Dec
Maritime Academy	07-Sep-04	04-Oct-04	11-Oct-04	25-Oct-04	15-Nov-04	1-Sep	31-Dec
Monterey Bay	23-Aug-04	20-Sep-04	27-Sep-04	11-Oct-04	01-Nov-04	1-Sep	31-Dec
Northridge	23-Aug-04	20-Sep-04	27-Sep-04	11-Oct-04	01-Nov-04	1-Sep	31-Dec
Pomona	23-Sep-04	13-Oct-04	20-Oct-04	03-Nov-04	24-Nov-04	1-Sep	31-Dec
Sacramento	30-Aug-04	27-Sep-04	04-Oct-04	18-Oct-04	08-Nov-04	1-Sep	31-Dec
San Bernardino	23-Sep-04	13-Oct-04	20-Oct-04	03-Nov-04	24-Nov-04	1-Sep	31-Dec
San Diego	30-Aug-04	27-Sep-04	04-Oct-04	18-Oct-04	08-Nov-04	1-Sep	31-Dec
San Francisco	25-Aug-04	22-Sep-04	29-Sep-04	13-Oct-04	03-Nov-04	1-Sep	31-Dec
San Jose	25-Aug-04	22-Sep-04	29-Sep-04	13-Oct-04	03-Nov-04	1-Sep	31-Dec
San Luis Obispo	20-Sep-04	08-Oct-04	15-Oct-04	29-Oct-04	19-Nov-04	1-Sep	6-Jan
San Marcos	30-Aug-04	27-Sep-04	04-Oct-04	18-Oct-04	08-Nov-04	1-Sep	31-Dec
Sonoma	25-Aug-04	22-Sep-04	29-Sep-04	13-Oct-04	03-Nov-04	1-Sep	31-Dec
Stanislaus	02-Sep-04	30-Sep-04	07-Oct-04	21-Oct-04	11-Nov-04	1-Sep	31-Dec

Enrollment Planning and Reporting Schedule: 2004-2005
Census Date Reporting Calendar, College Year 2004-05

<i>Winter 2005</i>							
Campus	Classes Begin	Semester/Quarter Census Date ^{1*}	Opening Semester/Quarter Report Due	PROFILE ERSA/ERSS/ ERSO Files Due	PROFILE APDB Files Due	Starting Cutoff Date²	Ending Cutoff Date²
Bakersfield	03-Jan-05	24-Jan-05	31-Jan-05	14-Feb-05	07-Mar-05	1-Jan	31-Mar
Hayward	03-Jan-05	24-Jan-05	31-Jan-05	14-Feb-05	07-Mar-05	15-Dec	22-Mar
Los Angeles	03-Jan-05	24-Jan-05	31-Jan-05	14-Feb-05	07-Mar-05	31-Dec	30-Mar
Pomona	03-Jan-05	24-Jan-05	31-Jan-05	14-Feb-05	07-Mar-05	1-Jan	31-Mar
San Bernardino	10-Jan-05	31-Jan-05	07-Feb-05	21-Feb-05	14-Mar-05	1-Jan	31-Mar
San Luis Obispo	03-Jan-05	24-Jan-05	31-Jan-05	14-Feb-05	08-Mar-05	7-Jan	1-Apr
Stanislaus	04-Jan-05	11-Jan-05	19-Jan-05	02-Feb-05	23-Feb-05	1-Jan	31-Jan
<i>Spring 2005</i>							
Campus	Classes Begin	Semester/Quarter Census Date ^{1*}	Opening Semester/Quarter Report Due	PROFILE ERSA/ERSS/ ERSO Files Due	PROFILE APDB Files Due	Starting Cutoff Date²	Ending Cutoff Date²
Bakersfield	28-Mar-05	18-Apr-05	25-Apr-05	09-May-05	31-May-05	1-Apr	31-May
Channel Islands	24-Jan-05	18-Feb-05	25-Feb-05	11-Mar-05	04-Apr-05	1-Jan	31-May
Chico	24-Jan-05	18-Feb-05	25-Feb-05	11-Mar-05	04-Apr-05	1-Jan	31-May
Dominguez Hills	24-Jan-05	18-Feb-05	25-Feb-05	11-Mar-05	04-Apr-05	1-Jan	31-May
Fresno	19-Jan-05	15-Feb-05	23-Feb-05	09-Mar-05	30-Mar-05	1-Jan	31-May
Fullerton	31-Jan-05	28-Feb-05	07-Mar-05	21-Mar-05	12-Apr-05	1-Jan	31-May
Hayward	28-Mar-05	18-Apr-05	25-Apr-05	09-May-05	31-May-05	23-Mar	31-May
Humboldt	18-Jan-05	14-Feb-05	21-Feb-05	07-Mar-05	28-Mar-05	1-Jan	31-May
Long Beach	24-Jan-05	18-Feb-05	28-Feb-05	14-Mar-05	05-Apr-05	1-Jan	31-May
Los Angeles	28-Mar-05	18-Apr-05	25-Apr-05	09-May-05	31-May-05	31-Mar	31-May
Maritime Academy	10-Jan-05	07-Feb-05	14-Feb-05	28-Feb-05	21-Mar-05	1-Jan	31-May
Monterey Bay	24-Jan-05	18-Feb-05	25-Feb-05	11-Mar-05	04-Apr-05	1-Jan	31-May
Northridge	31-Jan-05	25-Feb-05	04-Mar-05	18-Mar-05	08-Apr-05	1-Jan	31-May
Pomona	28-Mar-05	18-Apr-05	25-Apr-05	09-May-05	31-May-05	1-Apr	31-May
Sacramento	24-Jan-05	18-Feb-05	25-Feb-05	11-Mar-05	04-Apr-05	1-Jan	31-May
San Bernardino	04-Apr-05	22-Apr-05	29-Apr-05	13-May-05	06-Jun-05	1-Apr	31-May
San Diego	24-Jan-05	18-Feb-05	25-Feb-05	11-Mar-05	04-Apr-05	1-Jan	31-May
San Francisco	31-Jan-05	25-Feb-05	04-Mar-05	18-Mar-05	11-Apr-05	1-Jan	31-May
San Jose	26-Jan-05	22-Feb-05	01-Mar-05	15-Mar-05	06-Apr-05	1-Jan	31-May
San Luis Obispo	28-Mar-05	18-Apr-05	25-Apr-05	09-May-05	31-May-05	2-Apr	31-May
San Marcos	18-Jan-05	14-Feb-05	21-Feb-05	07-Mar-05	28-Mar-05	1-Jan	31-May
Sonoma	31-Jan-05	28-Feb-05	07-Mar-05	21-Mar-05	12-Apr-05	1-Jan	31-May
Stanislaus	14-Feb-05	11-Mar-05	18-Mar-05	04-Apr-05	25-Apr-05	1-Feb	31-May

*Based on the concept of semester/quarter census dates following begin dates.

Notes

¹ Census date is defined as the close of business on the published calendar day.

² All census dates for traditional and non-traditional state-supported sessions reported for a specific semester or quarter should fall within the specified cutoff dates.

Enrollment Planning and Reporting Schedule: 2004-2005
Census Date Reporting Calendar, College Year 2004-05

Additional Due Dates

August 16, 2004

-Catastrophic-free ERSD file and certification for fall 2003, winter 2004 and spring 2004

Opening Fall 2004 Due Date

-Preliminary ERSS fall data file
-Preliminary ERSA fall data file

September 1, 2004 through January 1, 2005

-Monthly Report of Applications on Hand for winter 2005 is due on the first of each month from September until the term begins -- via web submission at <http://www.asd.calstate.edu/applications>

September 1, 2004 through March 1, 2005

-Monthly Report of Applications on Hand for spring 2005 is due on the first of each month from September until the term begins -- via web submission at <http://www.asd.calstate.edu/applications>

October 31, 2004

-"Proficiency One Year Later"

November 1, 2004 through September 1, 2005

-Monthly Report of Applications on Hand for fall 2005 is due on the first of each month from November until the term begins -- via web submission at <http://www.asd.calstate.edu/applications>

November 5, 2004

-Catastrophic-free ERSD file and certification for summer 2004
-Catastrophic-free ERST file for 2003-2004 (July 1, 2003 through June 30, 2004)

March 1, 2005

-Fall 2004 (all) and Fall 2005 (through February 28, 2005) Freshman Applicant Files

March 1, 2005 through June 1, 2005

-Monthly Report of Applications on Hand for summer 2005 is due on the first of each month from March until the term begins.

June 20, 2005

-Catastrophic-free ***final*** ERSA files and certifications for fall 2004, winter 2005 and spring 2005
-Catastrophic-free ***final*** ERSS files, certifications and checklists for fall 2004, winter 2005 and spring 2005
-Catastrophic-free ***final*** ERSO files and certifications for fall 2004, winter 2005 and spring 2005
-Catastrophic-free ***final*** APDB files for fall 2004, winter 2005 and spring 2005
-Catastrophic-free *sERSS* files, certifications and checklists for summer 2004, fall 2004, winter 2005 and spring 2005

August 16, 2005

-Catastrophic-free ERSD file and certification for fall 2004, winter 2005 and spring 2005

Enrollment Planning and Reporting Estimation Tools

The CSU College Year Report has been revised to include the indicators described below as tools that may be useful for estimation purposes. The College Year Report tables referenced in this attachment are now available on the World Wide Web at:

<http://www.calstate.edu/as/cyr/cyr03-04/index.shtml>

2004-2005 College Year (CY) FTES Estimates

The 2004-2005 CY FTES estimates provided by campuses with their Opening Semester/Quarter Enrollment Report in fall 2004 are used as official, annualized counts for Trustee and State purposes until final, reported CY FTES are available from campuses in late June 2005. The Department of Finance and the Office of the Legislative Analyst have never raised any concerns about annualized FTES estimates when campus FTES estimates have reflected the most recent relationship between academic year (AY) and fall FTES, then added in summer annualized FTES. We are continuing to provide information about the use of this methodology even though a number of campuses will be managing their winter and spring term enrollment more aggressively to address the 3.13% reduction in budgeted FTES target rather than the 5% target reduction that campuses were using for planning until July 31, 2004. Such may prove useful to the campus should it need to explain deviations from the methodology during the year.

Table 23: Ratios of Academic-Year, Full-Time Equivalent Students to Fall Full-Time Equivalent Students, 1992-93 to 2003-04 in the College Year Report provides statistics on the relationship between AY and fall FTES.

To illustrate its use in estimation, suppose that CSU Los Angeles has an Opening Fall 2004 FTES count of 15,000 and that its summer 2004 term FTES was 7,002. Thus, its annualized summer quarter FTES was 2,334 (7,002/3). In 2003-04, the ratio of AY-to-fall FTES for Los Angeles was .965. Applying this ratio yields an estimated 2004-2005 AY FTES for Los Angeles of 14,475.0 (.965 x 15,000). Because Los Angeles is a year-round quarter campus, its 2004-2005 CY FTES estimate is the sum of its AY FTES estimate and the annualized summer quarter FTES: $14,475.0 + 2,334.0 = 16,809$. Semester campuses with summer 'terms' will follow the same formula by annualizing the summer FTES (by dividing by 2) and adding this number to the AY FTES estimate.

Under normal circumstances, the Chancellor's Office uses this standard methodology to review campus estimates. In CY 2003-2004, most campuses had to modify enrollment management plans significantly, especially for spring 2004. For CY 2004-2005, the Chancellor's Office plans to use the standard methodology as a way of indicating the instruction that the campus was likely to provide under "business as usual."

Enrollment Estimates to Support Fee and Revenue Estimates and Financial Aid Budgets

Once 2005-2006 CY FTES campus planning targets are finalized, revisions are made to state university fee revenue estimates and State University Grant (SUG) estimates. Enrollment estimates of regular and limited CY headcounts by student level are used by budget planners to develop fee and financial aid budget estimates. To facilitate and simplify budget planning for 2005-2006, the procedure for developing the headcount estimates has been standardized, as follows: The 2005-2006 CY FTES target for the campus is separated into summer 2005 and AY 2005-2006 segments using proportions taken

from 2003-2004 actual CY FTES. The AY FTES target, then, is parceled into six categories of regular and limited undergraduate, postbaccalaureate, and graduate FTES in accord with 2003-2004 percentages. Then, within each of these six FTES categories, the ratio of FTES to headcount will be applied to generate projected regular and limited headcounts by student level. Anticipated mandatory waivers, then, are subtracted. The same process is followed to estimate net summer 2005 regular and limited headcounts by student level. Following are detailed illustrations of this process. For campuses that did not provide state-supported instruction during summer 2003, the Chancellor's Office will apply the AY methodology to the campus' CY 2005-2006 overall target.

AY and Summer FTES. Suppose CSU Hayward is targeted to serve 12,000 CY FTES in 2005-2006. In 2003-2004, Hayward served a total of 12,001.1 annualized FTES, 1,648.9 in Summer 2003 and 10,352.3 in AY 2003-2004 (see Table 3: Total Full-Time Equivalent Students (FTES) by Term, 2003-2004 College Year). Summer comprised 13.739% of Hayward's college year instruction in 2003-2004. For the fee revenue calculations, Summer 2004 FTES would be set at 1,649 (13.739% rounded to a whole FTES), and the AY FTES set to the balance, 10,351.

AY Regular and Limited Headcounts by Student Level. Suppose that the CSU San Diego 2005-2006 AY FTES target is 26,200. To the 2005-2006 AY FTES target, the percentage of 2003-04 AY FTES that each category of regular/limited AY FTES by student level represented is applied from Table 29: Regular and Limited Academic-Year Full-Time Equivalent Students by Student Level, 2003-04 — Percent of Academic-Year FTES Total in the College Year Report, thus, parceling AY FTES into the six categories. The results of this application are shown in the table below.

	Regular			Limited			Total
	Under-graduate	Postbac-calaureate	Graduate	Under-graduate	Postbac-calaureate	Graduate	
2003-04 AY FTES Percentages	82.260%	4.148%	6.914%	3.077%	0.551%	3.050%	100.0%
2005-2006 AY FTES Estimates & AY FTES Target	19,891	1,570	2,652	969	307	811	26,200

The figures in the table above are hypothetical and are shown purely for illustrative purposes.

Note that in parceling FTES into the six categories that whole integers are assigned and the sum of the **integer** parcels equal the target; if the standard rounding rule does not result in equality, the figure with a remainder closest to .5 should be rounded down to achieve equality. The percentages in Table 29 suffice for distributing integer FTES to students.

Table 31: Ratio of Regular and Limited Academic-Year Enrollment (Headcount) to Regular and Limited Academic-Year Full-Time Equivalent Students (FTES), by Student Level, 2003-04 in the College Year Report provides parameters for estimating the AY regular and limited headcounts by student level.

Continuing with the example above, place the 2005-2006 AY FTES integers for each of the six categories in the first line of the table below. To these 2005-2006 targets, apply the ratio of AY headcount to AY FTES to yield an AY headcount estimate for the category. The ratios are shown in line 2 of the table below; the application is multiplication with rounding to integers. The 2005-2006 AY enrollment (headcount) estimate in this example is 33,346.

	Regular			Limited			Total
	Under-graduate	Postbac-calaureate	Graduate	Under-graduate	Postbac-calaureate	Graduate	
2005-2006 AY FTES Estimates & Target	19,891	1,570	2,652	969	307	811	26,200
Ratio of 2003-04 AY Hdct to 2003-04 AY FTES	1.112	0.935	1.339	2.948	3.167	2.926	N/A
Projected 2005-2006 AY Headcount	22,126	1,468	3,551	2,856	972	2,373	33,346

The figures in the table above are hypothetical and are shown purely for illustrative purposes.

For State University Fee revenue projection purposes, the projected 2005-2006 headcounts are reduced by the number of budgeted State University Fee Waivers, which consists of a previously established base number of waivers, adjusted annually by the annual change in the number of mandatory State University Fee Waivers. Campus reports of mandatory State University Fee waivers for AY 2003-2004 are found in Table 30.3: Mandatory State University Fee Waivers – Regular and Limited Headcount Enrollment by Student Level, 2003-04 Academic Year.

Summer Regular and Limited Headcounts by Student Level. Regular and limited headcount estimates by student level for state-supported summer instruction are handled separately, because students historically have evidenced enrollment patterns that differ from the academic year. To complete the San Diego illustration, suppose that the San Diego State’s summer 2005 FTES target is set at 4,000 term FTES, or 2,000 annualized FTES. To the summer 2005 target, the percentage of summer 2003 annualized FTES that each category of regular/limited AY FTES by student level represented can be applied from Table 32: Regular and Limited Annualized Full-Time Equivalent (FTES) by Student Level – Number and Percent, Summer 2003 in the College Year Report, thus, parceling summer 2005 annualized FTES into the six categories. The results of this application are shown in the table below.

	Regular			Limited			Total
	Under-graduate	Postbac-calaureate	Graduate	Under-graduate	Postbac-calaureate	Graduate	
Summer 2003 FTES Percentages	32.203%	2.842%	3.482%	50.052%	2.936%	8.486%	100.0%
Summer 2005 Annualized FTES Estimates & Target	644	57	70	1001	59	170	2,000

The figures in the table above are hypothetical and are shown purely for illustrative purposes.

Please note that in parceling FTES into the six categories that whole integers are assigned and the sum of the **integer** parcels equal the target; if the standard rounding rule does not result in equality, the figure with a remainder closest to .5 should be rounded down to achieve equality. The percentages in Table 32 suffice for distributing integer FTES to students.

Table 34: Ratio of Regular and Limited Annualized Headcount to Regular and Limited Annualized Full-Time Equivalent Students (FTES) by Student Level, Summer 2003 in the College Year Report provides one possible set of parameters for estimating summer 2005 regular and limited headcounts by student level.

	Regular			Limited			Total
	Under-graduate	Postbac-calaureate	Graduate	Under-graduate	Postbac-calaureate	Graduate	
Summer 2005 Annualized FTES Estimates & Target	644	57	70	1001	59	170	2,000
Ratio of Summer 2003 Annualized Hdct to Summer 2003 Annualized FTES	1.510	1.083	1.537	3.373	3.727	3.612	N/A
Projected Summer 2005 Annualized Headcount	972	62	108	3,377	220	614	5,353

The figures in the table above are hypothetical and are shown purely for illustrative purposes.

Continuing with the example above, place the summer 2005 FTES integers for each of the six categories in the first line of the table above. To these summer 2005 FTES target allocations, apply the ratio of summer 2003 annualized headcount to summer 2003 annualized FTES to yield a summer 2005 annualized headcount estimate for each category. The ratios are shown in line 2 of the table above; the application is multiplication with rounding to integers. The summer 2005 annualized enrollment (headcount) estimate in this example is 5,353.

For State University Fee revenue projection purposes, the projected summer 2004 headcounts are reduced by the number of budgeted State University Fee Waivers, which consists of a previously established base number of waivers, adjusted annually by the annual change in the number of mandatory State University Fee Waivers. Campus reports of mandatory State University Fee waivers for summer 2003 are found in Table 33.3: Mandatory State University Fee Waivers (Annualized) – Regular and Limited Headcount Enrollment by Student Level, Summer 2003.

For campuses that did not provide state-supported instruction during summer 2003, the Chancellor’s Office will apply the AY methodology to the campus’ CY 2005-2006 overall target.

State University Fee Revenue Estimates. For more information regarding the Budget Office’s state university fee estimation processes, please contact Rodney Rideau, rrideau@calstate.edu, at 562-951-4559.

Financial Aid Budget Estimates. Student Academic Support uses a methodology similar to the Budget Office to inform financial aid budget estimates and allocations. For more information regarding this process, please contact Mary L. Robinson, mlrobinson@calstate.edu, at 562-951-4737.

Regular and Limited Headcount Estimates. Any questions about the estimation of net AY and summer annualized regular and limited headcounts by student level should be directed to Harold Creech, hcreech@calstate.edu, at 562-951-4762.