



THE CALIFORNIA STATE UNIVERSITY


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OFFICE OF THE CHANCELLOR

Code: AA-2005-15

To: IR Directors
APDB Coordinators

Date: July 22, 2005

From: Philip Garcia 
Senior Director
Analytic Studies

Cheryl Kwiatkowski 
Senior Director
Corporate Information

Subject: 2005-2006 Enrollment Reporting Schedule

This memorandum provides you and your staff with detailed information on the 2005-06 enrollment reporting schedule for applications, enrollments, degrees, and credential recommendations (see attachment). We depend on timely and accurate data transmissions to meet our state and federal reporting requirements plus our internal enrollment planning process. To better support the latter, term-by-term census-date transmissions of ERSA, ERSO, ERSS, and APDB files continue to be scheduled.

Philip Garcia, Senior Director of Analytic Studies, 562-951-4764 (pgarcia@calstate.edu), has overall responsibility for the collection and processing of ERS data. Nicole Ramirez, 562-951-4728 (nramirez@calstate.edu), is managing ERS data collection and processing; and Marv Lindsey, 562-951-4760 (mlindsey@calstate.edu), is providing technical assistance. 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 Ms. Ramirez, copying Mr. Lindsey.

Senior Director Cheryl Kwiatkowski manages Corporate Information Technology Services, 562-951-4270 (ckwiatkowski@calstate.edu). Ron Basich, Director of Corporate Information Management, 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 for Corporate Information Management. Should your staff members have any questions about APDB electronic data collection and processing, please contact Michael Gordon.

Distribution: Presidents
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Overview of ERS Enrollment Reporting Schedule: 2005-06

Data File Collection: ERS (ERSA, ERSO, ERSS) and APDB

- Preliminary ERS files are due one week after the term census date.
- Final summer ERS files are due 15 working days after the **fall** term census date.
- Final fall profile ERS files are due 15 working days after the **fall** term census date.
- Winter and spring profile files are due 15 working days after the term census date.
- Profile APDB files are due 30 working days after the term census dates.
- Final ERS and APDB data files for fall, winter, and spring are due June 19, 2006.

Data File Collection: ERST, ERSD, and sERSS

- ERST files for CY 2004-2005 (July 1, 2004 – June 30, 2005) are due November 4, 2005.
- ERST files for CY 2005-2006 (July 1, 2005 – June 30, 2006) are due November 6, 2006.
- ERSD files containing fall, winter, and spring degrees for CY 2004-2005 are due August 16, 2005.
- ERSD files containing summer degrees for CY 2005-2006 are due November 4, 2005.
- ERSD files containing fall, winter, and spring degrees for CY 2005-2006 are due August 16, 2006.
- sERSS Final term files (sum. 2005, fall 2005, winter 2006, spring 2006) are due on June 19, 2006.

Certification Forms

A copy of all the forms that certify the content of ERS file transmissions can be found at the Analytic Studies website: <http://www.asd.calstate.edu/ers/index.html>

Other Reports

Besides ERS files, campuses must transmit four supplementary datasets that facilitate reporting for Board of Trustees, spring IPEDS, and enrollment planning.

One-Year Later Proficiency File (Fall 2004 to Fall 2005)

Due on October 1, 2005 this file contains academic and enrollment outcomes for students that held first-time freshmen status in the previous fall term (fall 2004) and were not proficient in either English or math. An electronic memorandum is sent out each year specifying the protocol for the transmission.

Final Fall ERSA File for First-Time Freshmen Only (Fall 2005)

Due on March 1, 2006, this final file should include all applications received for the previous fall term (Fall 2005) for first-time freshmen only.

Preliminary Fall ERSA File for First-Time Freshmen Only (Fall 2006)

Due on March 1, 2006, this in-progress file represents applications received for the next fall term (Fall 2006) as of February 28, 2006. An electronic memorandum is sent out each year specifying the protocol for the transmission.

Graduation Rate Survey—Student Athletes

Due on March 31, 2006 this report is submitted to the Chancellor's Office on an EXCEL template provided by the Chancellor's Office. The EXCEL entries are then uploaded to the IPEDS web-site.

Monthly Report of Applications on Hand - Internet Submission

For each term that new students are accepted, campuses enter monthly counts of the applications. The website is at: <http://www.asd.calstate.edu/applications> The monthly counts are cumulative; so each data entry includes the total applications for the month that has just elapsed plus all prior applications received for that term during the same application cycle. Campuses get an 8-day window every month (i.e., from 1st to 8th) to complete their data entry requirements. After the 8th, all the cells for a newly elapsed month are locked.

- Monthly reports of applications on hand for winter 2006 begins July 2005 for quarter campuses and September 2005 for semester campuses.
- ~~Monthly reports of applications on hand for spring 2006 begins September 2005.~~
- Monthly reports of applications on hand for summer 2006 begin March 2006.
- Monthly reports of applications on hand for fall 2006 begin November 2005.

Census Date Reporting Calendar, CY 2005-06: ERSA, ERSS, ERSO, APDB Term Files

<i>Summer 2005</i>							
Campus	Classes Begin	Semester/Quarter Census Date¹	Preliminary Semester/Quarter Files Due²	FINAL ERSA/ERSS/ERSO Files Due	FINAL APDB Files Due	Starting Cutoff Date³	Ending Cutoff Date³
Bakersfield	20-Jun-05	11-Jul-05	18-Jul-05	24-Oct-05	14-Nov-05	01-Jun-05	31-Aug-05
Chico	01-Jun-05	19-Aug-05	26-Aug-05	10-Oct-05	23-Nov-05	01-Jun-05	31-Aug-05
Dominguez Hills	28-May-05	08-Aug-05	15-Aug-05	17-Oct-05	08-Nov-05	01-Jun-05	31-Aug-05
East Bay	20-Jun-05	11-Jul-05	18-Jul-05	03-Nov-05	23-Nov-05	01-Jun-05	31-Aug-05
Fullerton	06-Jun-05	19-Aug-05	26-Aug-05	10-Oct-05	31-Oct-05	01-Jun-05	31-Aug-05
Humboldt	31-May-05	05-Aug-05	12-Aug-05	10-Oct-05	31-Oct-05	01-Jun-05	31-Aug-05
Long Beach	31-May-05	22-Jul-05	29-Jul-05	17-Oct-05	07-Nov-05	01-Jun-05	31-Aug-05
Los Angeles	20-Jun-05	11-Jul-05	18-Jul-05	02-Nov-05	23-Nov-05	01-Jun-05	31-Aug-05
Northridge	06-Jun-05	29-Jul-05	05-Aug-05	17-Oct-05	07-Nov-05	01-Jun-05	31-Aug-05
Pomona	20-Jun-05	11-Jul-05	18-Jul-05	02-Nov-05	23-Nov-05	01-Jun-05	31-Aug-05
Sacramento	31-May-05	10-Jun-05	17-Jun-05	17-Oct-05	07-Nov-05	01-Jun-05	31-Aug-05
San Bernardino	22-Jun-05	10-Aug-05	17-Aug-05	3-Nov-05	21-Sep-05	01-Jun-05	31-Aug-05
San Francisco	06-Jun-05	22-Jul-05	29-Jul-05	12-Oct-05	02-Nov-05	01-Jun-05	31-Aug-05
San Jose	06-Jun-05	01-Jul-05	08-Jul-05	12-Oct-05	02-Nov-05	01-Jun-05	31-Aug-05
San Luis Obispo	20-Jun-05	11-Jul-05	18-Jul-05	27-Oct-05	18-Nov-05	01-Jun-05	31-Aug-05
San Marcos	23-May-05	20-Jul-05	27-Jul-05	17-Oct-05	07-Nov-05	01-Jun-05	31-Aug-05
Stanislaus	13-Jun-05	01-Aug-05	08-Aug-05	25-Oct-05	07-Nov-05	01-Jun-05	31-Aug-05
<i>Fall 2005</i>							
Campus	Classes Begin	Semester/Quarter Census Date¹	Preliminary Semester/Quarter Files Due²	PROFILE ERSA/ERSS/ERSO Files Due	PROFILE APDB Files Due	Starting Cutoff Date³	Ending Cutoff Date³
Bakersfield	13-Sep-05	03-Oct-05	10-Oct-05	24-Oct-05	14-Nov-05	01-Sep-05	31-Dec-05
Channel Islands	29-Aug-05	26-Sep-05	03-Oct-05	17-Oct-05	07-Nov-05	01-Sep-05	31-Dec-05
Chico	22-Aug-05	19-Sep-05	26-Sep-05	10-Oct-05	31-Oct-05	01-Sep-05	31-Dec-05
Dominguez Hills	27-Aug-05	26-Sep-05	03-Oct-05	17-Oct-05	08-Nov-05	01-Sep-05	31-Dec-05
East Bay	22-Sep-05	13-Oct-05	20-Oct-05	03-Nov-05	24-Nov-05	01-Sep-05	14-Dec-05
Fresno	22-Aug-05	19-Sep-05	26-Sep-05	10-Oct-05	31-Oct-05	01-Sep-05	31-Dec-05
Fullerton	22-Aug-05	19-Sep-05	26-Sep-05	10-Oct-05	31-Oct-05	01-Sep-05	31-Dec-05
Humboldt	22-Aug-05	19-Sep-05	26-Sep-05	10-Oct-05	31-Oct-05	01-Sep-05	31-Dec-05
Long Beach	29-Aug-05	26-Sep-05	03-Oct-05	17-Oct-05	07-Nov-05	01-Sep-05	31-Dec-05
Los Angeles	22-Sep-05	12-Oct-05	19-Oct-05	02-Nov-05	23-Nov-05	01-Sep-05	30-Dec-05
Maritime Academy	06-Sep-05	03-Oct-05	10-Oct-05	24-Oct-05	14-Nov-05	01-Sep-05	31-Dec-05
Monterey Bay	22-Aug-05	19-Sep-05	26-Sep-05	10-Oct-05	31-Oct-05	01-Sep-05	31-Dec-05
Northridge	29-Aug-05	26-Sep-05	03-Oct-05	17-Oct-05	07-Nov-05	01-Sep-05	31-Dec-05
Pomona	22-Sep-05	12-Oct-05	19-Oct-05	02-Nov-05	23-Nov-05	01-Sep-05	31-Dec-05
Sacramento	29-Aug-05	26-Sep-05	03-Oct-05	17-Oct-05	07-Nov-05	01-Sep-05	31-Dec-05
San Bernardino	22-Sep-05	12-Oct-05	20-Oct-05	03-Nov-05	24-Nov-05	01-Sep-05	31-Dec-05
San Diego	31-Aug-05	28-Sep-05	05-Oct-05	19-Oct-05	09-Nov-05	01-Sep-05	31-Dec-05
San Francisco	24-Aug-05	21-Sep-05	28-Sep-05	12-Oct-05	02-Nov-05	01-Sep-05	31-Dec-05
San Jose	24-Aug-05	21-Sep-05	28-Sep-05	12-Oct-05	02-Nov-05	01-Sep-05	31-Dec-05
San Luis Obispo	19-Sep-05	07-Oct-05	14-Oct-05	27-Oct-05	18-Nov-05	01-Sep-05	06-Jan-06
San Marcos	29-Aug-05	26-Sep-05	03-Oct-05	17-Oct-05	07-Nov-05	01-Sep-05	31-Dec-05
Sonoma	24-Aug-05	21-Sep-05	28-Sep-05	12-Oct-05	02-Nov-05	01-Sep-05	31-Dec-05
Stanislaus	07-Sep-05	04-Oct-05	11-Oct-05	25-Oct-05	11-Nov-05	01-Sep-05	31-Dec-05

Census Date Reporting Calendar, CY 2005-06: ERSA, ERSS, ERSO, APDB Term Files

<i>Winter 2006</i>							
Campus	Classes Begin	Semester/Quarter Census Date¹	Preliminary Semester/Quarter Files Due²	PROFILE ERSA/ERSS/ERSO Files Due	PROFILE APDB Files Due	Starting Cutoff Date³	Ending Cutoff Date³
Bakersfield	03-Jan-06	24-Jan-06	31-Jan-06	14-Feb-06	07-Mar-06	01-Jan-06	31-Mar-06
East Bay	03-Jan-06	25-Jan-06	01-Feb-06	15-Feb-06	08-Mar-06	15-Dec-05	22-Mar-06
Los Angeles	03-Jan-06	24-Jan-06	31-Jan-06	14-Feb-06	07-Mar-06	31-Dec-05	30-Mar-06
Pomona	03-Jan-06	24-Jan-06	31-Jan-06	14-Feb-06	07-Mar-06	01-Jan-06	31-Mar-06
San Bernardino	9-Jan-06	30-Jan-06	07-Feb-06	21-Feb-06	14-Mar-06	01-Jan-06	31-Mar-06
San Luis Obispo	03-Jan-06	24-Jan-06	31-Jan-06	14-Feb-06	07-Mar-06	07-Jan-06	01-Apr-06
Stanislaus	04-Jan-06	11-Jan-06	18-Jan-06	02-Feb-06	24-Feb-06	01-Jan-06	31-Jan-06
<i>Spring 2006</i>							
Campus	Classes Begin	Semester/Quarter Census Date¹	Preliminary Semester/Quarter Files Due²	PROFILE ERSA/ERSS/ERSO Files Due	PROFILE APDB Files Due	Starting Cutoff Date³	Ending Cutoff Date³
Bakersfield	27-Mar-06	17-Apr-06	24-Apr-06	08-May-06	30-May-06	01-Apr-06	31-May-06
Channel Islands	23-Jan-06	17-Feb-06	24-Feb-06	10-Mar-06	03-Apr-06	01-Jan-06	31-May-06
Chico	23-Jan-06	17-Feb-06	24-Feb-06	10-Mar-06	10-Apr-06	01-Jan-06	31-May-06
Dominguez Hills	21-Jan-06	17-Feb-06	24-Feb-06	10-Mar-06	05-Apr-06	01-Jan-06	31-May-06
East Bay	27-Mar-06	17-Apr-06	24-Apr-06	08-May-06	29-May-06	23-Mar-06	31-May-06
Fresno	18-Jan-06	14-Feb-06	22-Feb-06	08-Mar-06	29-Mar-06	01-Jan-06	31-May-06
Fullerton	30-Jan-06	27-Feb-06	06-Mar-06	20-Mar-06	11-Apr-06	01-Jan-06	31-May-06
Humboldt	17-Jan-06	13-Feb-06	20-Feb-06	06-Mar-06	27-Mar-06	01-Jan-06	31-May-06
Long Beach	24-Jan-06	22-Feb-06	28-Feb-06	14-Mar-06	05-Apr-06	01-Jan-06	31-May-06
Los Angeles	27-Mar-06	17-Apr-06	24-Apr-06	08-May-06	30-May-06	31-Mar-06	31-May-06
Maritime Academy	9-Jan-06	06-Feb-06	13-Feb-06	27-Feb-06	20-Mar-06	01-Jan-06	31-May-06
Monterey Bay	23-Jan-06	17-Feb-06	24-Feb-06	10-Mar-06	03-Apr-06	01-Jan-06	31-May-06
Northridge	30-Jan-06	24-Feb-06	03-Mar-06	17-Mar-06	10-Apr-06	01-Jan-06	31-May-06
Pomona	27-Mar-06	17-Apr-06	24-Apr-06	08-May-06	30-May-06	01-Apr-06	31-May-06
Sacramento	23-Jan-06	17-Feb-06	24-Feb-06	10-Mar-06	03-Apr-06	01-Jan-06	31-May-06
San Bernardino	03-Apr-06	21-Apr-06	1-May-05	15-May-06	05-Jun-06	01-Apr-06	31-May-06
San Diego	18-Jan-06	14-Feb-06	21-Feb-06	07-Mar-06	28-Mar-06	01-Jan-06	31-May-06
San Francisco	30-Jan-06	24-Feb-06	03-Mar-06	17-Mar-06	10-Apr-06	01-Jan-06	31-May-06
San Jose	25-Jan-06	21-Feb-06	28-Feb-06	14-Mar-06	05-Apr-06	01-Jan-06	31-May-06
San Luis Obispo	27-Mar-06	17-Apr-06	24-Apr-06	05-May-06	30-May-06	02-Apr-06	31-May-06
San Marcos	17-Jan-06	13-Feb-06	20-Feb-06	06-Mar-06	27-Mar-06	01-Jan-06	31-May-06
Sonoma	30-Jan-06	27-Feb-06	06-Mar-06	20-Mar-06	11-Apr-06	01-Jan-06	31-May-06
Stanislaus	14-Feb-06	13-Mar-06	20-Mar-06	03-Apr-06	25-Apr-06	01-Feb-06	31-May-06

Notes

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

² Preliminary files should represent headcounts and FTES enrollments established at census day and are required to allow campuses to provide the requested data updates for the EP&R Excel Workbook requested via Coded Memorandum AA-2005-14.

The workbooks are available at: http://www.calstate.edu/acadres/enrollment_planning.shtml

Profile files should represent headcounts and FTES enrollments established at census day and must be catastrophic error free.

³ 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.

Census Date Reporting Calendar: CY 2005-06
Final Files and Special Reports

Submission	Aug. 16, 2005	Oct. 1, 2005	Nov. 4, 2005	Mar. 1, 2006	Mar. 31, 2006	Jun. 19, 2006	Aug. 16, 2006
ERSD file (fall 2004, winter 2005, spring 2005)	CY 04-05						
ERSD file (summer 2005)			CY 05-06				
ERSD file (fall 2005, winter 2006, spring 2006)							CY 05-06
ERST file (CY 2004-05) July 1, 2004 – June 30, 2005			CY 04-05				
ERST file (CY 2005-06) July 1, 2005 – June 30, 2006 (Due November 6, 2006)			CY 05-06 Nov. 6, 2006				
Proficiency "One-Year Later" Fall 2004 to Fall 2005		Fall 2004 Cohort					
ERSA Fall 2005 for first- time freshmen only				CY 05-06			
ERSA Preliminary Fall 2006 for first-time freshmen only (as of 2-28-06)				CY 06-07			
ERSA Final (fall 2005, winter 2006, spring 2006)						CY 05-06	
IPEDS Graduation Rate Survey (GRS)-Athletes					Fall 1999 Cohort		
ERSS Final (sum. 2005, fall 2005, win. 2006, spr. 2006)						CY 05-06	
sERSS Final (sum. 2005, fall 2005, win. 2006, spr. 2006)						CY 05-06	
ERSO Final (sum. 2005, fall 2005, win. 2006, spr. 2006)						CY 05-06	
APDB Final (sum. 2005, fall 2005, win. 2006, spr. 2006)						CY 05-06	