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To: IR Directors

From: Philip Garcia *PG* Ron Basich *R&B*
Senior Director Director
Analytic Studies Corporate Information Systems

Subject: 2006 - 2007 Enrollment Reporting Schedule

This memorandum provides you and your staff with detailed information on the 2006-07 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 Monica Malhotra, 562-951-4763 (mmalhotra@calstate.edu), is providing administrative 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 (nramirez@calstate.edu), copying Ms. Malhotra (mmalhotra@calstate.edu).

Ron Basich, Director of Corporate Information Technology 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 for Corporate Information Technology Services. Should your staff members have any questions about APDB electronic data collection and processing, please contact Corporate Information Technology Service.

Attachment

Distribution: Presidents
Enrollment Planning & Resources Officer
Vice Presidents/Provosts, Academic Affairs
Vice Presidents/Administration
Vice Presidents/Deans, Student Affairs
Deans, Extended Education
Chief Budget Officers
Chief Facilities Planners/Executive
Chief Enrollment Management Officer
Chief Academic Programs Planner
Directions, Institutional Research
Deans/Directors, Admissions and Records
Chancellors' Office

Overview of ERS Enrollment Reporting Schedule: 2006-07

Data File Collection: 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 18, 2007.

Data File Collection: ERST, ERSD, and sERSS

- ERST files for CY 2005-2006 (July 1, 2005-June 30, 2006) are due November 6, 2006.
- ERST files for CY 2006-2007 (July 1, 2006-June 30, 2007) are due November 5, 2007.
- ERSD files containing fall, winter, and spring degrees for CY 2005-2006 are due August 14, 2006.
- ERSD files containing summer degrees for CY 2006-2007 are due November 6, 2006.
- ERSD files containing fall, winter, and spring degrees for CY 2006-2007 are due August 15, 2007.
- sERSS final term files (summer 2006, fall 2006, winter 2007, spring 2007) are due on June 18, 2007.

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.shtml>.

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 2005 to Fall 2006)

Due on October 2, 2006 this file contains academic and enrollment outcomes for students that held first-time freshmen status in the previous fall term (fall 2005) 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 2006)

Due on March 1, 2007, this final file should include all applications received for the previous fall term (Fall 2006) for first-time freshmen only.

Preliminary Fall ERSA File for First-Time Freshmen Only (Fall 2007)

Due on March 1, 2007, this in-progress file represents applications received for the next fall term (Fall 2007) as of February 28, 2007. An electronic memorandum is sent out each year specifying the protocol for the transmission.

Graduation Rate Survey—Student Athletes

Due on March 30, 2007 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 during the same application cycle.

Campuses get an 8-day window every month (i.e., from the 1st to the 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 2007 begin July 2006 for quarter campuses and September 2006 for semester campuses.
- Monthly reports of applications on hand for spring 2007 begin September 2006.
- Monthly reports of applications on hand for fall 2007 begin November 2006
- Monthly reports of applications on hand for summer 2007 begin March 2007.

**Census Date Reporting Calendar: CY 2006-07
 Final Files, and Special Reports**

Submission	August 16, 2006	October 2, 2006	November 6, 2006	March 1, 2007	March 30, 2007	June 18, 2007	August 15, 2007
ERSD file (fall 2005, winter 2006, spring 2006)	CY 05-06						
ERSD file (summer 2006)			CY 06-07				
ERSD file (fall 2006, winter 2007, spring 2007)							CY 06-07
ERST file (CY 2005-06) July 1, 2005-June 30, 2006			CY 05-06				
ERST file (CY 2006-07) July 1, 2006-June 30, 2007 (Due November 5, 2007)			CY 06-07 Nov. 5, 2007				
Proficiency "One-Year Later" Fall 2005 to Fall 2006		Fall 2005 Cohort					
ERSA Fall 2006 for first- time freshmen only				CY 06-07			
ERSA Preliminary Fall 2007 for first-time freshmen only (as of 2-28-07)				CY 07-08			
ERSA Final (fall 2006, winter 2007, spring 2007)						CY 06-07	
IPEDS Graduation Rate Survey (GRS)-Athletes					Fall 2000 Cohort		
ERSS Final (summer 2006, fall 2006, winter 2007, spring. 2007)						CY 06-07	
sERSS Final (summer. 2006, fall 2006, winter 2007, spring. 2007)						CY 06-07	
ERSO Final (summer 2006. fall 2006, winter 2007, spring 2007)						CY 06-07	
APDB Final (summer 2006, fall 2006, winter 2007, spring 2007)						CY 06-07	

Census Date Reporting Calendar, College Year 2006-2007
ERSA, ERSS, ERSO, APDP Term Files

<i>Summer 2006</i>							
Campus Name	Classes Begin	Semester/Quarter Census Date ¹	Preliminary Semester/Quarter Files Due ²	FINAL ERSA/ERSS/ERSO File Due	FINAL APDB Files Due	Start Cutoff Date ³	End Cutoff Date ³
Bakersfield	20-Jun-06	11-Jul-06	18-Jul-06	23-Oct-06	13-Nov-06	01-Jun-06	31-Aug-06
Chico	01-Jun-06	19-Aug-06	26-Aug-06	09-Oct-06	30-Oct-06	01-Jun-06	31-Aug-06
Dominguez Hills	30-May-06	07-Aug-06	14-Aug-06	16-Oct-06	06-Nov-06	01-Jun-06	31-Aug-06
East Bay	19-Jun-06	10-Jul-06	17-Jul-06	07-Nov-06	28-Nov-06	01-Jun-06	31-Aug-06
Fresno	22-May-06	11-Aug-06	18-Aug-06	16-Oct-06	06-Nov-06	01-Jun-06	31-Aug-06
Fullerton	06-Jun-06	19-Aug-06	26-Aug-06	09-Oct-06	30-Oct-06	01-Jun-06	31-Aug-06
Humboldt	30-May-06	07-Aug-06	14-Aug-06	09-Oct-06	30-Oct-06	01-Jun-06	31-Aug-06
Long Beach	30-May-06	24-Jul-06	31-Jul-06	16-Oct-06	06-Nov-06	01-Jun-06	31-Aug-06
Los Angeles	19-Jun-06	10-Jul-06	17-Jul-06	01-Nov-06	22-Nov-06	01-Jun-06	31-Aug-06
Northridge	05-Jun-06	28-Jul-06	04-Aug-06	23-Oct-06	13-Nov-06	01-Jun-06	31-Aug-06
Pomona	19-Jun-06	10-Jul-06	17-Jul-06	02-Nov-06	27-Nov-06	01-Jun-06	31-Aug-06
Sacramento	05-Jun-06	28-Jul-06	04-Aug-06	23-Oct-06	13-Nov-06	01-Jun-06	31-Aug-06
San Bernardino	21-Jun-06	11-Aug-06	18-Aug-06	01-Nov-06	22-Nov-06	01-Jun-06	31-Aug-06
San Diego	24-May-06	19-Jul-06	26-Jul-06	16-Oct-06	06-Nov-06	01-Jun-06	31-Aug-06
San Francisco	05-Jun-06	21-Jul-06	28-Jul-06	16-Oct-06	06-Nov-06	01-Jun-06	31-Aug-06
San Jose	05-Jun-06	30-Jun-06	07-Jul-06	11-Oct-06	01-Nov-06	01-Jun-06	31-Aug-06
San Luis Obispo	19-Jun-06	10-Jul-06	17-Jul-06	03-Nov-06	27-Nov-06	01-Jun-06	31-Aug-06
San Marcos	03-Jun-06	26-Jul-06	02-Aug-06	12-Oct-06	02-Nov-06	01-Jun-06	31-Aug-06
Stanislaus	13-Jun-06	01-Aug-06	08-Aug-06	24-Oct-06	14-Nov-06	01-Jun-06	31-Aug-06
<i>Fall 2006</i>							
Campus Name	Classes Begin	Semester/Quarter Census Date ¹	Preliminary Semester/Quarter Files Due ²	PROFILE ERSA/ERSS/ERSO File Due	PROFILE APDB Files Due	Start Cutoff Date ³	End Cutoff Date ³
Bakersfield	12-Sep-06	02-Oct-06	09-Oct-06	23-Oct-06	13-Nov-06	01-Sep-06	31-Dec-06
Channel Islands	28-Aug-06	25-Sep-06	02-Oct-06	16-Oct-06	06-Nov-06	01-Sep-06	31-Dec-06
Chico	21-Aug-06	18-Sep-06	25-Sep-06	09-Oct-06	30-Oct-06	01-Sep-06	31-Dec-06
Dominguez Hills	28-Aug-06	25-Sep-06	02-Oct-06	16-Oct-06	06-Nov-06	01-Sep-06	31-Dec-06
East Bay	27-Sep-06	17-Oct-06	24-Oct-06	07-Nov-06	28-Nov-06	01-Sep-06	14-Dec-06
Fresno	28-Aug-06	25-Sep-06	02-Oct-06	16-Oct-06	06-Nov-06	01-Sep-06	31-Dec-06
Fullerton	21-Aug-06	18-Sep-06	25-Sep-06	09-Oct-06	30-Oct-06	01-Sep-06	31-Dec-06
Humboldt	21-Aug-06	18-Sep-06	25-Sep-06	09-Oct-06	30-Oct-06	01-Sep-06	31-Dec-06
Long Beach	28-Aug-06	25-Sep-06	02-Oct-06	16-Oct-06	06-Nov-06	01-Sep-06	31-Dec-06
Los Angeles	21-Sep-06	11-Oct-06	18-Oct-06	01-Nov-06	22-Nov-06	01-Sep-06	30-Dec-06
Maritime Academy	05-Sep-06	02-Oct-06	09-Oct-06	23-Oct-06	13-Nov-06	01-Sep-06	31-Dec-06
Monterey Bay	28-Aug-06	25-Sep-06	02-Oct-06	16-Oct-06	06-Nov-06	01-Sep-06	31-Dec-06
Northridge	05-Sep-06	02-Oct-06	09-Oct-06	23-Oct-06	13-Nov-06	01-Sep-06	31-Dec-06
Pomona	21-Sep-06	12-Oct-06	19-Oct-06	02-Nov-06	27-Nov-06	01-Sep-06	31-Dec-06
Sacramento	05-Sep-06	02-Oct-06	09-Oct-06	23-Oct-06	13-Nov-06	01-Sep-06	31-Dec-06
San Bernardino	21-Sep-06	11-Oct-06	18-Oct-06	01-Nov-06	22-Nov-06	01-Sep-06	31-Dec-06
San Diego	28-Aug-06	25-Sep-06	02-Oct-06	16-Oct-06	06-Nov-06	01-Sep-06	31-Dec-06
San Francisco	28-Aug-06	25-Sep-06	02-Oct-06	16-Oct-06	06-Nov-06	01-Sep-06	31-Dec-06
San Jose	23-Aug-06	20-Sep-06	27-Sep-06	11-Oct-06	01-Nov-06	01-Sep-06	31-Dec-06
San Luis Obispo	25-Sep-06	13-Oct-06	20-Oct-06	03-Nov-06	27-Nov-06	01-Sep-06	06-Jan-07
San Marcos	24-Aug-06	21-Sep-06	28-Sep-06	12-Oct-06	02-Nov-06	01-Sep-06	31-Dec-06
Sonoma	22-Aug-06	19-Sep-06	26-Sep-06	10-Oct-06	31-Oct-06	01-Sep-06	31-Dec-06
Stanislaus	06-Sep-06	03-Oct-06	10-Oct-06	24-Oct-06	14-Nov-06	01-Sep-06	31-Dec-06

Census Date Reporting Calendar, College Year 2006-2007
ERSA, ERSS, ERSO, APDP Term Files

<i>Winter 2007</i>							
Campus Name	Classes Begin	Semester/Quarter Census Date ¹	Preliminary Semester/Quarter Files Due ²	PROFILE ERSA/ERSS/ERSO File Due	PROFILE APDB Files Due	Start Cutoff Date ³	End Cutoff Date ³
Bakersfield	02-Jan-07	23-Jan-07	30-Jan-07	13-Feb-07	06-Mar-07	01-Jan-07	31-Mar-07
East Bay	08-Jan-07	29-Jan-07	05-Feb-07	19-Feb-07	12-Mar-07	15-Dec-06	22-Mar-07
Los Angeles	02-Jan-07	23-Jan-07	30-Jan-07	13-Feb-07	06-Mar-07	31-Dec-06	30-Mar-07
Pomona	02-Jan-07	23-Jan-07	30-Jan-07	13-Feb-07	06-Mar-07	01-Jan-07	31-Mar-07
San Bernardino	08-Jan-07	29-Jan-07	05-Feb-07	19-Feb-07	12-Mar-07	01-Jan-07	31-Mar-07
San Luis Obispo	08-Jan-07	29-Jan-07	05-Feb-07	19-Feb-07	12-Mar-07	07-Jan-07	01-Apr-07
Stanislaus	03-Jan-07	10-Jan-07	18-Jan-07	01-Feb-07	22-Feb-07	01-Jan-07	31-Jan-07
<i>Spring 2007</i>							
Campus Name	Classes Begin	Semester/Quarter Census Date ¹	Preliminary Semester/Quarter Files Due ²	PROFILE ERSA/ERSS/ERSO File Due	PROFILE APDB Files Due	Start Cutoff Date ³	End Cutoff Date ³
Bakersfield	26-Mar-07	16-Apr-07	23-Apr-07	07-May-07	29-May-07	01-Apr-07	31-May-07
Channel Islands	22-Jan-07	16-Feb-07	23-Feb-07	09-Mar-07	02-Apr-07	01-Jan-07	31-May-07
Chico	22-Jan-07	16-Feb-07	23-Feb-07	09-Mar-07	02-Apr-07	01-Jan-07	31-May-07
Dominguez Hills	22-Jan-07	16-Feb-07	23-Feb-07	09-Mar-07	02-Apr-07	01-Jan-07	31-May-07
East Bay	02-Apr-07	20-Apr-07	27-Apr-07	11-May-07	04-Jun-07	23-Mar-07	31-May-07
Fresno	17-Jan-07	13-Feb-07	21-Feb-07	07-Mar-07	28-Mar-07	01-Jan-07	31-May-07
Fullerton	22-Jan-07	16-Feb-07	26-Feb-07	12-Mar-07	03-Apr-07	01-Jan-07	31-May-07
Humboldt	16-Jan-07	12-Feb-07	19-Feb-07	05-Mar-07	26-Mar-07	01-Jan-07	31-May-07
Long Beach	29-Jan-07	23-Feb-07	02-Mar-07	16-Mar-07	09-Apr-07	01-Jan-07	31-May-07
Los Angeles	26-Mar-07	16-Apr-07	23-Apr-07	07-May-07	29-May-07	31-Mar-07	31-May-07
Maritime Academy	08-Jan-07	05-Feb-07	12-Feb-07	26-Feb-07	19-Mar-07	02-Jan-07	31-May-07
Monterey Bay	22-Jan-07	16-Feb-07	23-Feb-07	09-Mar-07	02-Apr-07	01-Jan-07	31-May-07
Northridge	29-Jan-07	23-Feb-07	02-Mar-07	16-Mar-07	09-Apr-07	01-Jan-07	31-May-07
Pomona	26-Mar-07	16-Apr-07	23-Apr-07	07-May-07	29-May-07	01-Apr-07	31-May-07
Sacramento	29-Jan-07	23-Feb-07	02-Mar-07	16-Mar-07	09-Apr-07	01-Jan-07	31-May-07
San Bernardino	02-Apr-07	20-Apr-07	27-Apr-07	11-May-07	04-Jun-07	01-Apr-07	31-May-07
San Diego	18-Jan-07	14-Feb-07	21-Feb-07	07-Mar-07	28-Mar-07	01-Jan-07	31-May-07
San Francisco	24-Jan-07	20-Feb-07	27-Feb-07	13-Mar-07	04-Apr-07	01-Jan-07	31-May-07
San Jose	24-Jan-07	20-Feb-07	27-Feb-07	13-Mar-07	04-Apr-07	01-Jan-07	31-May-07
San Luis Obispo	02-Apr-07	20-Apr-07	27-Apr-07	11-May-07	04-Jun-07	02-Apr-07	31-May-07
San Marcos	20-Jan-07	15-Feb-07	22-Feb-07	08-Mar-07	29-Mar-07	01-Jan-07	31-May-07
Sonoma	29-Jan-07	26-Feb-07	05-Mar-07	19-Mar-07	10-Apr-07	01-Jan-07	31-May-07
Stanislaus	13-Feb-07	12-Mar-07	19-Mar-07	03-Apr-07	24-Apr-07	01-Feb-07	31-May-07

Notes for the Census Date Reporting Calendar

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 by Academic Research and Resources.

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.