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MEMORANDUM

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To: IR Directors **Date:** July 24, 2008

From: Philip Garcia 
Senior Director
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Ron Basich 
Director
Enterprise Systems

Subject: 2008 - 2009 Enrollment Reporting Schedule

This memorandum provides you and your staff with detailed information on the 2008- 2009 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. Ryan Weitzman, 562-951-4728 (rweitzman@calstate.edu), is managing ERS data collection and processing; and Monica Malhotra, 562-951-4763 (mmalhotra@calstate.edu), is providing management assistance. Please direct concerns about profile/final ERSA, profile/final ERSO, profile/final ERSS, preliminary ERSA, preliminary ERSS, ERSD, ERST, and sERSS via email to Mr. Weitzman (rweitzman@calstate.edu), copying Ms. Malhotra (mmalhotra@calstate.edu).

Ron Basich, Director of Enterprise Systems, 562-951-4276 (rbasich@calstate.edu), has overall responsibility for the collection and processing of APDB data. Michael Gordon, 562-951-4282 (mgordon@calstate.edu), manages APDB data collection and processing for Enterprise Systems. Should your staff members have any questions about APDB electronic data collection and processing, please contact Chancellor's Office Enterprise Systems.

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
- Directors, Institutional Research
- Deans/Directors, Admissions and Records
- Chancellors' Office

Overview of ERS Enrollment Reporting Schedule: 2008-2009

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 15, 2009.

Data File Collection: ERST, ERSD, and sERSS

- ERST files for CY 2007-2008 (July 1, 2007-June 30, 2008) are due November 3, 2008.
- ERST files for CY 2008-2009 (July 1, 2008-June 30, 2009) are due November 2, 2009.
- ERSD files containing fall, winter, and spring degrees for CY 2007-2008 are due August 14, 2008.
- ERSD files containing summer degrees for CY 2008-2009 are due November 3, 2008.
- ERSD files containing fall, winter, and spring degrees for CY 2008-2009 are due August 13, 2009.
- sERSS final term files (summer 2008, fall 2008, winter 2009, and spring 2009) are due on June 15, 2009.

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 2007 to Fall 2008)

Due on October 1, 2008 this file contains academic and enrollment outcomes for students that held first-time freshmen status in the previous fall term (fall 2007) 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 2008)

Due on March 2, 2009, this final file should include all applications received for the previous fall term (Fall 2008) for first-time freshmen only.

Preliminary Fall ERSA File for First-Time Freshmen Only (Fall 2009)

Due on March 2, 2009, this in-progress file represents applications received for the next fall term (Fall 2009) as of March 2, 2009. An electronic memorandum is sent out each year specifying the protocol for the transmission.

Monthly Report of Applications

Campuses are no longer required to report monthly counts of applications to the Analytic Studies division of The Chancellor's Office. Monthly Application reports are now received from XAP. The following website can be accessed to view historical application counts:

<http://www.asd.calstate.edu/applications/index.shtml>

**Enrollment Reporting Schedule: CY 2008-09
Final Files, and Special Reports**

Submission	August 14, 2008	October 1, 2008	November 3, 2008	March 2, 2009	June 15, 2009	August 13, 2009
ERSD file (fall 2007, winter 2008, spring 2008)	CY 07-08					
ERSD file (summer 2008)			CY 08-09			
ERSD file (fall 2008, winter 2009, spring 2009)						CY 08-09
ERST file (CY 2007-08) July 1, 2007 - June 30, 2008			CY 07-08			
ERST file (CY 2008-09) July 1, 2008 - June 30, 2009 (Due November 2, 2009)			CY 08-09 Nov. 2, 2009			
Proficiency "One-Year Later" Fall 2007 to Fall 2008		Fall 2007 Cohort				
ERSA Fall 2008 for first-time freshmen only				CY 08-09		
ERSA Preliminary Fall 2009 for first-time freshmen only (as of 2-28-09)				CY 09-10		
ERSA Final (fall 2008, winter 2009, spring 2009)					CY 08-09	
ERSS Final (summer 2008, fall 2008, winter 2009, spring 2009)					CY 08-09	
sERSS Final (summer 2008, fall 2008, winter 2009, spring 2009)					CY 08-09	
ERSO Final (summer 2008, fall 2008, winter 2009, spring 2009)					CY 08-09	
APDB Final (summer 2008, fall 2008, winter 2009, spring 2009)					CY 08-09	