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To: IR Directors & APDB Coordinators   **Date**: July 30, 2009

From: Philip Garcia   Ron Basich
                 Senior Director   Director
                 Analytic Studies   Enterprise Systems

Subject: 2009-2010 Enrollment Reporting Schedule

This memorandum provides you and your staff with detailed information on the 2009-2010 Enrollment Reporting Schedule for applications, student and course enrollments, degrees, and credential recommendations. We depend on timely and accurate data transmissions to meet our state and federal reporting requirements. In addition, systemwide emphasis on enrollment planning and managing reductions to our 2010-2011 FTES targets will require enhanced ongoing monitoring.

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 supervision.   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.

Note that from 2009-2010 all ERS and APDB files should be transmitted via web-based system **only.**

Attachments
Distribution:
                 Presidents
                 Vice Presidents/Provosts, Academic Affairs
                 Vice Presidents/Administration
                 Vice Presidents/Deans, Student Affairs
                 Chief Information Officers
                 Enrollment Planning & Resources Officers
                 Chief Enrollment Management Officers
                 Chief Academic Programs Planners
                 Deans/Directors, Admissions & Records
                 AVPs, Faculty Affairs
                 Deans, Extended Education
                 Chief Budget Officers
                 Chief Facilities Planners/Executive Deans
                 Chancellors' Office

Enrollment Reporting Schedule: 2009-2010

Final ERS, APDB, and Other Data File Collections (Table A)

- APDB final files (fall 2009, winter 2010, spring 2010) are due June 15, 2010.
- ERSA final fall 2009 files for first-time freshmen only are due March 2, 2010.
- ERSA final files (fall 2009, winter 2010, spring 2010) are due June 15, 2010,
- ERSD final files (fall, winter, and spring degrees for CY 2008-2009) are due August 13, 2009.
- ERSD final files containing summer 2009 degrees are due November 3, 2009.
- ERSD final files (fall, winter, and spring degrees for CY 2009-2010) are due August 13, 2010.
- ERSO final files (fall 2009, winter 2010, spring 2010) are due June 15, 2010.
- ERSR final files (summer 2009 and fall 2009) are due January 11, 2010.
- ERSR final files (winter 2010 and spring 2010) are due June 15, 2010.
- ERSS final files (fall 2009, winter 2010, spring 2010) are due June 15, 2010.
- ERST files for CY 2008-2009 (July 1, 2008-June 30, 2009) are due November 3, 2009.
- ERST files for CY 2009-2010 (July 1, 2009-June 30, 2010) are due November 2, 2010.
- sERSS final files (summer 2009, fall 2009, winter 2010, and spring 2010) are due June 15, 2010.
- Proficiency "One Year Later" final files (fall 2008 cohort to fall 2009) are due October 9, 2009

Monthly ERSA Term Submissions (Table B) – See Monthly and Preliminary Reports section for information about the use of these data.

- Fall 2009 ERSA files are due August 10, 2009.
- Monthly winter 2010 ERSA files are due the last Monday of September 2009 until winter admissions are validated and complete at the institution.
- Monthly spring 2010 ERSA files are due the last Monday of September 2009 until spring admissions are validated and complete at the institution.
- Monthly fall 2010 ERSA files are due the last Monday of November 2009 until fall admissions are validated and complete at the institution.

Census Date Enrollment Reporting Calendar (Table C) – See Monthly and Preliminary Reports section for more information about the use of preliminary files.

- Preliminary ERS and APDB files are due one week after the term census date.
- Preliminary ERSD files are due with subsequent term preliminary ERS and APDB files.
- Final summer ERS files are due 15 working days after the fall term census date.
- Final summer APDB files are due 30 working days after the fall term census date.
- Profile ERS 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**, 2010 (see Table A)

Enrollment Reporting Procedures
Order of ERS processing to the web-based system

- ERSS files should be in "Campus Completed" status in order to run the edits on ERSO files and cross reference the information between ERSS and ERSO files.
- Primary Degree file and Multi-Major file should be uploaded at the same time to run the edits on Multi-Major file. Sequence of uploading the Primary Degree and Multi-major file does not matter. Notify CO only when both Primary Degree and Multiple-Major file are catastrophic error free.

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.

Monthly and Preliminary Reports

The budget reductions for CY 2009-2011 and CY 2010-2011 necessitate the transmission of more frequent ERS and APDB files.

In order to monitor the extent to which institutional enrollment management plans against developing indicators, Enrollment Management Services Director Jim Blackburn will be extracting winter 2010, spring 2010, and fall 2010 application data from CSUMentor on a biweekly basis. To gauge developing admissions, in-progress monthly ERSA files for fall 2009, winter 2010, spring 2010 and fall 2010 are being requested in this cycle.

- Every month, each campus will transmit an ERSA file to the Chancellor's Office from fall 2009 through fall 2010 applicants. For CMS campuses, these monthly files can be extracted from a campus non-production environment. The extract represents a current copy of production. This will allow Campus IDs to be generated for submission purposes without unnecessarily creating Campus IDs for applicants in production environments. The Campus IDs reported from the non-production environments will not be used in any comparison against final ERSA files. The files should represent all applicant records on hand at the time of the submission. The files, of course, can contain unedited values. On the first working day of every month, Analytic Studies will capture a copy of each file and create a system-wide file. **The monthly analysis will focus on the admission status element. The data will be disaggregated by student level and ethnicity. The first campus submission date is August 10, 2009; the last submission date is June 30, 2010 (see Table B).**

At the August 19th Enrollment Management Summit, institutions will be asked to develop enrollment planning and management plans. The Enrollment Planning & Resources (EP&R) submissions to Assistant Vice Chancellor Marsha Hirano-Nakanishi have increased in their complexity previously asked for detailed enrollments and estimates for the current college year and detail projections for the next college year. The CSU executives increasingly expect more detailed understandings of developing enrollments for the system and institutions timed to align with Executive Council meetings, Trustee meetings, and State budget development milestone dates. Rather than increase the complexity of analytic reports from EP&R officers, the plan for CY 2009-10 is to build on "profile" census data submissions and "preliminary" census data submissions.

Analytic Studies and Enterprise Systems have already added term "profile" census data files to the enrollment reporting schedule to support these needs. Preliminary ERSS data files, due one week after the institutional census date, also enabled the CSU to respond to internal and external requests for better information about developing enrollments.

In the coming year, we are asking not only for preliminary ERSS files, but also preliminary term APDB files and preliminary previous-term ERSD files. The ERSA, preliminary ERSS, and preliminary previous-term ERSD files enable the CSU to provide indicators on new student enrollment yield from admissions compared with previous years, changes in degree completion compared with last like terms, the extent to which students who haven't completed programs are being retained, trends in unit load for various categories of students, trends with the "senior bulge" and so on. In addition, issues regarding race and ethnicity may be addressed in a preliminary way.

We also anticipate internal and external calls for information regarding fall instructional offerings. CSU executives hope that we can begin to get an earlier sense of direction and extent of instructional changes from fall 2008 to fall 2009. The focus of the preliminary APDB is on being able to get rough frequencies on numbers of sections, section headcounts and FTES, and instructional FTEF, factors that typically can be extracted directly from census date class lists. Profile APDB submissions continue to be subject to rigorous edit checks that typically involve more direct handling. We recognize that preliminary APDB submissions may be challenging and suggest contacting Enterprise Systems for advice and suggestions.

The following provides summary detail about the preliminary term files.

- Preliminary term ERSS files for summer 2009, fall 2009, winter 2010, and spring 2010 (see Table C). These files should document the "census" opening day enrollment.

- Preliminary term APDB files for fall 2009 and spring 2010 (see Table C). Institutions should be prepared to transmit these files to document "census" opening day enrollment, at least, in regular course sections and instructional FTEF.

- Preliminary term ERSD files for summer 2009, fall 2009 and winter 2010 (see Table C). Here summer files will be sent one week after fall census date -- beginning the 3rd week in September (semester campuses) or the 2nd or 3rd week in October (quarter campuses); fall files for quarter campuses will be sent beginning late January to early February 2010; fall files for semester campuses will be sent beginning the last week in February to the first week in March 2010; winter files for quarter campuses will be sent in the last week in April 2010.

Table A. Reporting Schedule: CY 2009-2010 Final Files

Submission	13-Aug-09	9-Oct-09	3-Nov-09	11-Jan-10	9-Feb-09	2-Mar-10	15-Jun-10	14-Aug-10	2-Nov-10
ERSD Final (Fall 2008, Winter 2009, Spring 2009)	CY 08-09								
Proficiency "One-Year Later" Fall 2008 to Fall 2009		Fall 2008 Cohort							
ERST Final (CY 2008-09) July 1, 2008 - June 30, 2009			CY 08-09						
ERSD Final file (Summer 2009)			CY 09-10						
ERSR Final (Summer 2009, Fall 2009)				CY 09-10					
ERSA Fall 2009 for first-time freshmen only						CY 09-10			
APDB Final (Fall 2009, Winter 2010, Spring 2010)							CY 09-10		
ERSA Final (Fall 2009, Winter 2010, Spring 2010)							CY 09-10		
ERSO Final (Fall 2009, Winter 2010, Spring 2010)							CY 09-10		
ERSR Final (Winter 2010, Spring 2010)							CY 09-10		
ERSS Final (Fall 2009, Winter 2010, Spring 2010)							CY 09-10		
sERSS Final (Summer 2009, Fall 2009, Winter 2010, Spring 2010)							CY 09-10		
ERSD Final file (Fall 2009, Winter 2010, Spring 2010)								CY 09-10	
ERST Final (CY 2009-10) July 1, 2009 - June 30, 2010									CY 09-10

Table B. Reporting Schedule for Monthly ERSA Files: CY 2009-2010 and Beyond

Submission Date		Fall 2009	Winter 2010	Spring 2010	Fall 2010
Year	Month				
2009	August	Submit			
2009	September		Submit	Submit	
2009	October		Submit	Submit	
2009	November		Submit	Submit	Submit
2009	December		Submit	Submit	Submit
2010	January		Submit	Submit	Submit
2010	Feb		Submit	Submit	Submit
2010	March			Submit	Submit
2010	April			Submit	Submit
2010	May				Submit
2010	June				Submit

Submission dates:

1. Fall 2009 ERSA: the file is due on August 10, 2009.
2. Winter 2010 ERSA: monthly file due last Monday of the month from September until campus winter 2010 opens.
3. Spring 2010 ERSA: monthly file due last Monday of the month from September until campus spring 2010 opens.
4. Fall 2010 ERSA: monthly file due last Monday of the month from November until campus fall 2010 opens.