

Philip Garcia, Senior Director
Analytic Studies
401 Golden Shore, 6th Floor
Long Beach, CA 90802-4210
Phone 562-951-4764/Fax 562-951-4837
pgarcia@calstate.edu


Carlos Prieto
Director, Business Intelligence and Analytics
401 Golden Shore, 3rd Floor
Long Beach, CA 90802-4210
Phone 562-951-4375
cprieto@calstate.edu

MEMORANDUM

Code: AA-2012-10

To: IR Directors & APDB Coordinators

Date: August 3, 2012

From: Philip Garcia 
Senior Director

Carlos Prieto 
Director, Bus. Intelligence & Analytics

Subject: 2012-2013 Enrollment Reporting Schedule

This memorandum provides you with detailed information on the 2012-2013 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 enrollments to 2012-2013 FTES targets will require that campuses continue to provide the Chancellor's Office with ERSA preliminary files on a monthly basis. New federal reporting requirements will require the submission of unedited monthly ERSS and APDB section files along with a new file that links individual students to course sections; more information on this will be provided under separate cover.

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 ERSR, 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).

Carlos Prieto, Director of Business Intelligence & Analytics (562) 951-4375 (cprieto@calstate.edu), has overall responsibility for the collection and processing of APDB data. John Martin, 562-951-4277 (jmartin@calstate.edu), manages APDB electronic data collection and processing. Please direct any questions or concerns about APDB electronic data collection and processing to John Martin, copying Carlos Prieto.

Attachments
Distribution:

Presidents
Vice Provosts/Presidents, Academic Affairs
Vice Presidents/Administration
Vice Presidents/Deans, Student Affairs
ITAC
Enrollment Planning & Resources Officers
Associate Vice Presidents of Academic Programs
Deans/Directors, Admissions & Records
AVPs, Faculty Affairs
Deans, Extended Education
Chief Budget Officers
Chief Facilities Planners/Executive Deans
Chancellors' Office

Enrollment Reporting Schedule: 2012-2013

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

- ERSD final files (fall, winter, and spring degrees for CY 2011-2012) are due August 15, 2012.
- Proficiency “One Year Later” final files (fall 2011 cohort to fall 2012) are due October 11, 2012.
- ERSD final files containing summer 2012 degrees are due November 2, 2012.
- ERST files for CY 2011-2012 (July 1, 2011-June 30, 2012) are due November 2, 2012.
- ERSA final fall 2012 files for first-time freshmen only are due March 2, 2013.
- APDB final files (fall 2012, winter 2013, spring 2013) are due June 17, 2013.
- ERSA final files (fall 2012, winter 2013, spring 2013) are due June 17, 2013.
- ERSO final files (fall 2012, winter 2013, spring 2013) are due June 17, 2013.
- ERSR final files (fall 2012, winter 2013, spring 2013) are due June 17, 2013.
- ERSS final files (fall 2012, winter 2013, spring 2013) are due June 17, 2013.
- sERSS final files (summer 2012, fall 2012, winter 2013, and spring 2013) are due June 17, 2013.
- ERSD final files (fall, winter, and spring degrees for CY 2012-2013) are due August 15, 2013.
- ERST files for CY 2012-2013 (July 1, 2012-June 30, 2013) are due November 4, 2013.

Monthly ERSA Term Submissions (Table B) – See Monthly ERSA Reports section for more precise information about the use and collection of these files.

- Fall 2012 ERSA files are due August 10, 2012.
- Monthly winter 2013 ERSA files are due the last Monday of September 2012 until winter admissions are validated and complete at the institution.
- Monthly spring 2013 ERSA files are due the last Monday of September 2012 until spring admissions are validated and complete at the institution.
- Monthly fall 2013 ERSA files are due the last Monday of November 2012 until fall admissions are validated and complete at the institution.

Census Date Enrollment Reporting Calendar (Attachment) – See 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.

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.

Now that all ERS and APDB files are transmitted via web-based system, the practice of transmitting Certification Forms has been dropped.

Preliminary Term Reports

Budget uncertainties regarding CY 2012-2013 and thereafter necessitates that the Chancellor's Office continue the practice of more frequent ERS and APDB file transmissions.

Preliminary ERSS term files now have been added to the enrollment reporting schedule (see attachment). Preliminary ERSS data files, due one week after the institutional census date, will enable the Chancellor's Office to respond to internal and external requests for better information about developing enrollments.

Again, we are asking for preliminary APDB term 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, and trends with the "senior bulge."

The following provides summary detail about all the preliminary term files.

- Preliminary term ERSS files for summer 2012, fall 2012, winter 2013, and spring 2013 (see attachment). These files should document the "census" opening day enrollment.
- Preliminary term APDB files for fall 2012 and spring 2013 (see attachment). 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 2012, fall 2012 and winter 2013 (see attachment). 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 2013; fall files for semester campuses will be sent beginning the last week in February to the first week in March 2013; winter files for quarter campuses will be sent in the last week in April 2013.

Monthly ERSA Reports

Budget uncertainties regarding CY 2012-2013 and thereafter necessitates that the Chancellor's Office continue the practice of more frequent ERSA file transmissions. In-progress monthly ERSA files for fall 2012, winter 2013, spring 2013 and fall 2013 will be requested, again. Every month, each campus will transmit an ERSA file to the Chancellor's Office for fall 2012 through fall 2013 applicants. For CMS campuses, these monthly files can be extracted from a campus non-production environment. The extract must represent 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. **These monthly campus submissions begin in August 2012; the last submission date is in June 2013 (see table B).**

Table A. Reporting Schedule: CY 2012-2013 Final Files

Submission	15-Aug-12	11-Oct-12	2-Nov-12	2-Mar-13	17-Jun-13	15-Aug-13	4-Nov-13
ERSD Final (Fall 2011, Winter 2012, Spring 2012)	CY 11-12						
Proficiency "One-Year Later" Fall 2011 to Fall 2012		Fall 2011 Cohort					
ERST Final (CY 2011-12) July 1, 2011 - June 30, 2012			CY 11-12				
ERSD Final file (Summer 2012)			CY 12-13				
ERSA Fall 2012 for first-time freshmen only				CY 12-13			
APDB Final (Fall 2012, Winter 2013, Spring 2013)					CY 12-13		
ERSA Final (Fall 2012, Winter 2013, Spring 2013)					CY 12-13		
ERSO Final (Fall 2012, Winter 2013, Spring 2013)					CY 12-13		
ERSR Final (Fall 2012, Winter 2013, Spring 2013)					CY 12-13		
ERSS Final (Fall 2012, Winter 2013, Spring 2013)					CY 12-13		
sERSS Final (Summer 2012, Fall 2012, Winter 2013, Spring 2013)					CY 12-13		
ERSD Final file (Fall 2012, Winter 2013, Spring 2013)						CY 12-13	
ERST Final (CY 2012-13) July 1, 2012 - June 30, 2013							CY 12-13

Table B. Reporting Schedule for Monthly ERSA Files: CY 2012-2013 and Beyond

Submission Date		Fall	Winter	Spring	Fall
Year	Month	2012	2013	2013	2013
2012	August	Submit			
2012	September		Submit	Submit	
2012	October		Submit	Submit	
2012	November		Submit	Submit	Submit
2012	December		Submit	Submit	Submit
2013	January		Submit	Submit	Submit
2013	Feb		Submit	Submit	Submit
2013	March			Submit	Submit
2013	April			Submit	Submit
2013	May				Submit
2013	June				Submit

Submission dates:

1. Fall 2012 ERSA: the file is due by August 10, 2012.
2. Winter 2013 ERSA: monthly file due last Monday of the month from September 2012 until campus winter 2013 opens.
3. Spring 2013 ERSA: monthly file due last Monday of the month from September 2012 until campus spring 2013 opens.
4. Fall 2013 ERSA: monthly file due last Monday of the month from November 2012 until campus fall 2013 opens.

Enrollment Planning and Reporting Schedule: 2012-2013

Census Date Reporting Calendar, College Year 2012-2013

Summer

Campus Name	Classes Begin	Semester/Quarter	Preliminary ERSS Due Date	FINAL ERSA/ERSS/ ERSO/ERSR FILE DUE	FINAL	Start Cutoff	End Cutoff
		Census Date			APDB Files Due	Date	Date
Bakersfield	26-JUN-12	09-JUL-12	16-Jul-12	19-OCT-12	09-NOV-12	01-JUN-12	31-Aug-12
Cal State Teach	Not applicable	Not applicable	27-Aug-12	06-NOV-12	Not applicable	Not applicable	Not applicable
Channel Islands	29-MAY-12	09-JUL-12	16-Jul-12	15-OCT-12	05-NOV-12	01-JUN-12	31-Aug-12
Chico	04-JUN-12	21-AUG-12	28-Aug-12	15-OCT-12	05-NOV-12	01-JUN-12	31-Aug-12
Dominguez Hills	28-MAY-12	19-JUL-12	26-Jul-12	15-OCT-12	05-NOV-12	01-JUN-12	31-Aug-12
East Bay	25-JUN-12	16-JUL-12	23-Jul-12	06-NOV-12	27-NOV-12	01-JUN-12	31-Aug-12
Fresno	21-MAY-12	15-AUG-12	22-Aug-12	10-OCT-12	31-OCT-12	01-JUN-12	31-Aug-12
Fullerton	29-MAY-12	03-AUG-12	10-Aug-12	15-OCT-12	05-NOV-12	01-JUN-12	31-Aug-12
Humboldt	21-MAY-12	30-JUL-12	6-Aug-12	08-OCT-12	29-OCT-12	01-JUN-12	31-Aug-12
International Programs	Not applicable	Not applicable	27-Aug-12	06-NOV-12	Not applicable	Not applicable	Not applicable
Long Beach	29-MAY-12	20-JUL-12	27-Jul-12	15-OCT-12	05-NOV-12	01-JUN-12	31-Aug-12
Los Angeles	25-JUN-12	16-JUL-12	23-Jul-12	31-OCT-12	21-NOV-12	01-JUN-12	31-Aug-12
Monterey Bay	04-JUN-12	27-JUL-12	3-Aug-12	15-OCT-12	05-NOV-12	01-JUN-12	31-Aug-12
Northridge	29-MAY-12	24-JUL-12	31-Jul-12	15-OCT-12	05-NOV-12	01-JUN-12	31-Aug-12
Pomona	18-JUN-12	20-AUG-12	27-Aug-12	31-OCT-12	21-NOV-12	01-JUN-12	31-Aug-12
Sacramento	29-MAY-12	03-AUG-12	10-Aug-12	15-OCT-12	05-NOV-12	01-JUN-12	31-Aug-12
San Bernardino	20-JUN-12	09-AUG-12	16-Aug-12	31-OCT-12	21-NOV-12	01-JUN-12	31-Aug-12
San Diego	23-MAY-12	20-JUL-12	27-Jul-12	15-OCT-12	05-NOV-12	01-JUN-12	31-Aug-12
San Francisco	04-JUN-12	20-JUL-12	27-Jul-12	15-OCT-12	05-NOV-12	01-JUN-12	31-Aug-12
San Jose	04-JUN-12	29-JUN-12	6-Jul-12	10-OCT-12	31-OCT-12	01-JUN-12	31-Aug-12
San Luis Obispo	18-JUN-12	09-JUL-12	16-Jul-12	29-OCT-12	19-NOV-12	01-JUN-12	31-Aug-12
San Marcos	02-JUN-12	27-JUL-12	3-Aug-12	15-OCT-12	05-NOV-12	01-JUN-12	31-Aug-12
Stanislaus	04-JUN-12	30-JUL-12	6-Aug-12	10-OCT-12	28-OCT-12	01-JUN-12	31-Aug-12
Summer Arts	Not applicable	Not applicable	27-Aug-12	06-NOV-12	Not applicable	Not applicable	Not applicable

Fall

Campus Name	Classes Begin	Semester/Quarter	Preliminary Fall ERSS/APDB & Summer 2012 ERSD Files Due	PROFILE ERSA/ERSS/ ERSO/ERSR File Due	PROFILE	Start Cutoff	End Cutoff
		Census Date			APDB Files Due	Date	Date
Bakersfield	10-Sep-12	28-Sep-12	5-Oct-12	19-Oct-12	9-Nov-12	1-Sep-12	31-Dec-12
Cal State Teach	Not applicable	Not applicable	23-Oct-12	6-Nov-12	Not applicable	Not applicable	Not applicable
Channel Islands	27-Aug-12	24-Sep-12	1-Oct-12	15-Oct-12	5-Nov-12	1-Sep-12	31-Dec-12
Chico	27-Aug-12	24-Sep-12	1-Oct-12	15-Oct-12	5-Nov-12	7-Sep-12	31-Dec-12
Dominguez Hills	27-Aug-12	24-Sep-12	1-Oct-12	15-Oct-12	5-Nov-12	1-Sep-12	31-Dec-12
East Bay	26-Sep-12	16-Oct-12	23-Oct-12	6-Nov-12	27-Nov-12	1-Sep-12	14-Dec-12
Fresno	22-Aug-12	19-Sep-12	26-Sep-12	10-Oct-12	31-Oct-12	1-Sep-12	31-Dec-12
Fullerton	27-Aug-12	24-Sep-12	1-Oct-12	15-Oct-12	5-Nov-12	1-Sep-12	31-Dec-12
Humboldt	20-Aug-12	17-Sep-12	24-Sep-12	8-Oct-12	29-Oct-12	1-Sep-12	31-Dec-12
International Programs	Not applicable	Not applicable	23-Oct-12	6-Nov-12	Not applicable	Not applicable	Not applicable
Long Beach	27-Aug-12	24-Sep-12	1-Oct-12	15-Oct-12	5-Nov-12	1-Sep-12	31-Dec-12
Los Angeles	20-Sep-12	10-Oct-12	17-Oct-12	31-Oct-12	21-Nov-12	1-Sep-12	30-Dec-12
Maritime Academy	27-Aug-12	24-Sep-12	1-Oct-12	15-Oct-12	5-Nov-12	1-Sep-12	31-Dec-12
Monterey Bay	27-Aug-12	24-Sep-12	1-Oct-12	15-Oct-12	5-Nov-12	1-Sep-12	31-Dec-12
Northridge	27-Aug-12	24-Sep-12	1-Oct-12	15-Oct-12	5-Nov-12	1-Sep-12	31-Dec-12
Pomona	20-Sep-12	10-Oct-12	17-Oct-12	31-Oct-12	21-Nov-12	1-Sep-12	31-Dec-12
Sacramento	27-Aug-12	24-Sep-12	1-Oct-12	15-Oct-12	5-Nov-12	1-Sep-12	31-Dec-12
San Bernardino	20-Sep-12	10-Oct-12	17-Oct-12	31-Oct-12	21-Nov-12	1-Sep-12	31-Dec-12
San Diego	27-Aug-12	24-Sep-12	1-Oct-12	15-Oct-12	5-Nov-12	1-Sep-12	31-Dec-12
San Francisco	27-Aug-12	24-Sep-12	1-Oct-12	15-Oct-12	5-Nov-12	1-Sep-12	31-Dec-12
San Jose	22-Aug-12	19-Sep-12	26-Sep-12	10-Oct-12	31-Oct-12	1-Sep-12	31-Dec-12
San Luis Obispo	18-Sep-12	8-Oct-12	15-Oct-12	29-Oct-12	19-Nov-12	1-Sep-12	6-Jan-13
San Marcos	27-Aug-12	24-Sep-12	1-Oct-12	15-Oct-12	5-Nov-12	1-Sep-12	31-Dec-12
Sonoma	21-Aug-12	18-Sep-12	25-Sep-12	9-Oct-12	30-Oct-12	1-Sep-12	31-Dec-12
Stanislaus	22-Aug-12	19-Sep-12	26-Sep-12	10-Oct-12	31-Oct-12	1-Sep-12	31-Dec-12

Winter							
Campus Name	Classes Begin	Semester/Quarter	Preliminary Winter ERSS & Fall 2012 ERSD File Due	PROFILE ERSA/ERSS/ ERSO/ERSR File Due	PROFILE	Start Cutoff	End Cutoff
		Census Date			APDB Files Due	Date	Date
Bakersfield	7-Jan-13	28-Jan-13	4-Feb-13	18-Feb-13	11-Mar-13	1-Jan-13	31-Mar-13
East Bay	7-Jan-13	28-Jan-13	4-Feb-13	18-Feb-13	11-Mar-13	15-Dec-12	22-Mar-13
Los Angeles	7-Jan-13	28-Jan-13	4-Feb-13	18-Feb-13	11-Mar-13	31-Dec-12	30-Mar-13
Pomona	7-Jan-13	28-Jan-13	4-Feb-13	18-Feb-13	11-Mar-13	1-Jan-13	31-Mar-13
San Bernardino	7-Jan-13	28-Jan-13	4-Feb-13	18-Feb-13	11-Mar-13	1-Jan-13	31-Mar-13
San Luis Obispo	7-Jan-13	28-Jan-13	4-Feb-13	18-Feb-13	11-Mar-13	7-Jan-13	1-Apr-13
Spring							
Campus Name	Classes Begin	Semester/Quarter	Preliminary Spring ERSS/APDB & Fall 2012 ERSD or Winter 2013 ERSD Files Due	PROFILE ERSA/ERSS/ ERSO/ERSR File Due	PROFILE	Start Cutoff	End Cutoff
		Census Date			APDB Files Due	Date	Date
Bakersfield	2-Apr-13	22-Apr-13	29-Apr-13	13-May-13	4-Jun-13	1-Apr-13	31-May-13
Cal State Teach	Not applicable	Not applicable	29-Apr-13	13-May-13	Not applicable	Not applicable	Not applicable
Channel Islands	17-Jan-13	14-Feb-13	21-Feb-13	7-Mar-13	28-Mar-13	1-Jan-13	31-May-13
Chico	28-Jan-13	22-Feb-13	1-Mar-13	15-Mar-13	5-Apr-13	1-Jan-13	30-May-13
Dominguez Hills	1/19/2013*	2/15/2013*	2/22/2013*	11-Mar-13	1-Apr-13	1-Jan-13	31-May-13
East Bay	2-Apr-13	22-Apr-13	29-Apr-13	13-May-13	4-Jun-13	23-Mar-13	31-May-13
Fresno	17-Jan-13	14-Feb-13	21-Feb-13	7-Mar-13	28-Mar-13	1-Jan-13	31-May-13
Fullerton	28-Jan-13	22-Feb-13	1-Mar-13	15-Mar-13	5-Apr-13	1-Jan-13	31-May-13
Humboldt	22-Jan-13	18-Feb-13	25-Feb-13	11-Mar-13	1-Apr-13	1-Jan-13	31-May-13
International Programs	Not applicable	Not applicable	29-Apr-13	13-May-13	Not applicable	Not applicable	Not applicable
Long Beach	22-Jan-13	18-Feb-13	25-Feb-13	11-Mar-13	1-Apr-13	1-Jan-13	31-May-13
Los Angeles	2-Apr-13	22-Apr-13	29-Apr-13	13-May-13	4-Jun-13	31-Mar-13	31-May-13
Maritime Academy	14-Jan-13	11-Feb-13	18-Feb-13	4-Mar-13	25-Mar-13	1-Jan-13	31-May-13
Monterey Bay	22-Jan-13	18-Feb-13	25-Feb-13	11-Mar-13	1-Apr-13	1-Jan-13	31-May-13
Northridge	22-Jan-13	18-Feb-13	25-Feb-13	11-Mar-13	1-Apr-13	1-Jan-13	31-May-13
Pomona	2-Apr-13	22-Apr-13	29-Apr-13	13-May-13	4-Jun-13	1-Apr-13	31-May-13
Sacramento	28-Jan-13	22-Feb-13	1-Mar-13	15-Mar-13	5-Apr-13	1-Jan-13	31-May-13
San Bernardino	2-Apr-13	22-Apr-13	29-Apr-13	13-May-13	4-Jun-13	1-Apr-13	31-May-13
San Diego	17-Jan-13	14-Feb-13	21-Feb-13	7-Mar-13	28-Mar-13	1-Jan-13	31-May-13
San Francisco	28-Jan-13	22-Feb-13	1-Mar-13	15-Mar-13	5-Apr-13	1-Jan-13	31-May-13
San Jose	23-Jan-13	19-Feb-13	26-Feb-13	12-Mar-13	2-Apr-13	1-Jan-13	31-May-13
San Luis Obispo	2-Apr-13	22-Apr-13	29-Apr-13	13-May-13	4-Jun-13	2-Apr-13	31-May-13
San Marcos	22-Jan-13	18-Feb-13	25-Feb-13	11-Mar-13	1-Apr-13	1-Jan-13	31-May-13
Sonoma	14-Jan-13	11-Feb-13	18-Feb-13	4-Mar-13	25-Mar-13	1-Jan-13	31-May-13
Stanislaus	28-Jan-13	22-Feb-13	1-Mar-13	15-Mar-13	5-Apr-13	1-Jan-13	31-May-13
* Pending final approval.							