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MEMORANDUM

Code: AA-2013-10

To: IR Directors & APDB Coordinators

Date: August 22, 2013

From: Philip Garcia 
Senior Director

Michael McBride 
Director, Application Development

Subject: 2013-2014 Enrollment Reporting Schedule

This memorandum provides you with detailed information on the 2013-2014 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 2013-2014 FTES targets will require that campuses continue to provide the Chancellor's Office with ERSA preliminary files on a monthly basis. New reporting needs will require the submission of new files, beginning in fall 2013, that link individual students to the course sections in which they are enrolled at census and their grades in these classes at the end of term, as well as additional information about selected courses and student participation in high-impact practices; more information about new reporting needs will be provided under separate cover to campus Enrollment Planning & Reporting Officers by Assistant Vice Chancellor Marsha Hirano-Nakanishi, mhirano-nakanishi@calstate.edu, with copies to you.

Philip Garcia, Senior Director of Analytic Studies, 562-951-4764 (pgarcia@calstate.edu), has overall responsibility for the collection and processing of ERS data. Josephine Sirineo, 562-951-4728 (jsirineo@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 ERS files (ERSA, ERSO, ERSR, ERSS, ERSD, ERST, sERSS and ERSFA) via email to Ms. Sirineo (jsirineo@calstate.edu), copying Ms. Malhotra (mmalhotra@calstate.edu).

Michael McBride, Director of Application Development 562-951-4369 (mmcbride@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 Michael McBride.

Attachments: Presidents
Distribution: 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
Chancellor's Office

Enrollment Reporting Schedule: 2013-2014

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

- ERSD final files (fall, winter, and spring degrees for CY 2012-2013) are due August 15, 2013.
- Proficiency “One Year Later” final files (fall 2012 cohort to fall 2013) are due October 10, 2013.
- ERST files for CY 2012-2013 (July 1, 2012-June 30, 2013) are due November 1, 2013.
- ERSD final files containing summer 2013 degrees are due November 1, 2013.
- ERSA final fall 2013 files for first-time freshmen only are due March 3, 2014.
- APDB final files (fall 2013, winter 2014, spring 2014) are due June 16, 2014.
- ERSA final files (fall 2013, winter 2014, spring 2014) are due June 16, 2014.
- ERSO final files (fall 2013, winter 2014, spring 2014) are due June 16, 2014.
- ERSR final files (fall 2013, winter 2014, spring 2014) are due June 16, 2014.
- ERSS final files (fall 2013, winter 2014, spring 2014) are due June 16, 2014.
- sERSS final files (fall 2013, winter 2014, and spring 2014) are due June 16, 2014.
- ERSFA final files (fall 2013, winter 2014, and spring 2014) are due June 16, 2014.
- ERSD final files (fall, winter, and spring degrees for CY 2013-2014) are due August 14, 2014.
- ERST files for CY 2013-2014 (July 1, 2013-June 30, 2014) are due November 3, 2014.

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

- Fall 2013 ERSA files are due August 30, 2013.
- Monthly winter 2014 ERSA files are due the last Monday of September 2013 until winter admissions are validated and complete at the institution.
- Monthly spring 2014 ERSA files are due the last Monday of September 2013 until spring admissions are validated and complete at the institution.
- Monthly fall 2014 ERSA files are due the last Monday of November 2013 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 15 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 15 working days after the term census dates.
- Preliminary ERSFA summer files are due on October 15, 2013 (a one-time event) while fall, winter and spring Profile ERSFA files are due 15 working days after term ERS profile due 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

Data quality and the need to provide enrollment indicators necessitates that the Chancellor's Office continue the practice of more frequent ERS and APDB file transmissions. We strongly urge campuses to review their preliminary files, in part, to ensure that profile ERSS and APDB files are accurate.

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 2013, fall 2013, winter 2014, and spring 2014 (see attachment). These files should document the "census" opening day enrollment.
- Preliminary term APDB files for fall 2013 and spring 2014 (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 2013, fall 2013 and winter 2014 (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 2014; fall files for semester campuses will be sent beginning the last week in February to the first week in March 2014; winter files for quarter campuses will be sent in the last week in April 2014.

Monthly ERSA Reports

Budget uncertainties regarding CY 2013-2014 and thereafter necessitates that the Chancellor's Office continue the practice of more frequent ERSA file transmissions. In-progress monthly ERSA files for fall 2013, winter 2014, spring 2014 and fall 2014 will be requested, again. Every month, each campus will transmit an ERSA file to the Chancellor's Office for fall 2013 through fall 2014 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 2013; the last submission date is in June 2014 (see table B).**

Table A. Reporting Schedule: CY 2013-2014 Final Files

Submission	15-Aug-13	10-Oct-13	1-Nov-13	3-Mar-14	16-Jun-14	14-Aug-14	3-Nov-14
ERSD Final (Fall 2012, Winter 2013, Spring 2013)	CY 12-13						
Proficiency "One-Year Later" Fall 2012 to Fall 2013		Fall 2012 Cohort					
ERST Final (CY 2012-13) July 1, 2012 - June 30, 2013			CY 12-13				
ERSD Final file (Summer 2013)			CY 13-14				
ERSA Fall 2013 for first-time freshmen only				CY 13-14			
APDB Final (Fall 2013, Winter 2014, Spring 2014)					CY 13-14		
ERSA Final (Fall 2013, Winter 2014, Spring 2014)					CY 13-14		
ERSO Final (Fall 2013, Winter 2014, Spring 2014)					CY 13-14		
ERSR Final (Fall 2013, Winter 2014, Spring 2014)					CY 13-14		
ERSS Final (Fall 2013, Winter 2014, Spring 2014)					CY 13-14		
sERSS Final (Summer 2013, Fall 2013, Winter 2014, Spring 2014)					CY 13-14		
ERSFA Final (Fall 2013, Winter 2014, Spring 2014)					CY 13-14		
ERSD Final (Fall 2013, Winter 2014, Spring 2014)						CY 13-14	
ERST Final (CY 2013-14) July 1, 2013 - June 30, 2014							CY 13-14

Table B. Reporting Schedule for Monthly ERSA Files: CY 2013-2014 and Beyond

Submission Date		Fall 2013	Winter 2014	Spring 2014	Fall 2014
Year	Month				
2013	August	Submit			
2013	September		Submit	Submit	
2013	October		Submit	Submit	
2013	November		Submit	Submit	Submit
2013	December		Submit	Submit	Submit
2014	January		Submit	Submit	Submit
2014	Feb		Submit	Submit	Submit
2014	March			Submit	Submit
2014	April			Submit	Submit
2014	May				Submit
2014	June				Submit

Submission dates:

1. Fall 2013 ERSA: the file is due by August 30, 2013.
2. Winter 2014 ERSA: monthly file due last Monday of the month from September 2013 until campus winter 2014 opens.
3. Spring 2014 ERSA: monthly file due last Monday of the month from September 2013 until campus spring 2014 opens.
4. Fall 2014 ERSA: monthly file due last Monday of the month from November 2013 until campus fall 2014 opens.

Enrollment Planning and Reporting Schedule: 2013-2014

Census Date Reporting Calendar, College Year 2013-2014

Summer							
Campus Name	Classes Begin	Semester/Quarter Census Date	Preliminary ERSS File Date	FINAL ERSA/ERSS/ERSO ERSR/sERSS/APDB Files Due	Preliminary ERSFA File Due	Start Cutoff Date	End Cutoff Date
Bakersfield	25-Jun-13	08-Jul-13	15-Jul-13	25-Oct-13	15-Oct-13	01-Jun-13	31-Aug-13
Cal State Teach	Not applicable	Not applicable	28-Aug-13	06-Nov-13	Not applicable	Not applicable	Not applicable
Channel Islands	01-Jul-13	22-Jul-13	29-Jul-13	14-Oct-13	15-Oct-13	01-Jun-13	31-Aug-13
Chico	01-Jul-13	29-Jul-13	05-Aug-13	14-Oct-13	15-Oct-13	01-Jun-13	31-Aug-13
Dominguez Hills	13-Jul-13	12-Aug-13	19-Aug-13	11-Oct-13	15-Oct-13	01-Jun-13	31-Aug-13
East Bay	24-Jun-13	15-Jul-13	22-Jul-13	05-Nov-13	15-Oct-13	01-Jun-13	31-Aug-13
Fresno	10-Jun-13	08-Jul-13	15-Jul-13	10-Oct-13	15-Oct-13	01-Jun-13	31-Aug-13
Fullerton	08-Jul-13	05-Aug-13	12-Aug-13	14-Oct-13	15-Oct-13	01-Jun-13	31-Aug-13
Humboldt	01-Jul-13	29-Jul-13	05-Aug-13	14-Oct-13	15-Oct-13	01-Jun-13	31-Aug-13
International Programs	Not applicable	Not applicable	28-Aug-13	06-Nov-13	Not applicable	Not applicable	Not applicable
Long Beach	08-Jul-13	19-Jul-13	26-Jul-13	14-Oct-13	15-Oct-13	01-Jun-13	31-Aug-13
Los Angeles	24-Jun-13	15-Jul-13	22-Jul-13	06-Nov-13	15-Oct-13	01-Jun-13	31-Aug-13
Monterey Bay	03-Jun-13	26-Jul-13	02-Aug-13	14-Oct-13	15-Oct-13	01-Jun-13	31-Aug-13
Northridge	10-Jul-13	07-Aug-13	14-Aug-13	14-Oct-13	15-Oct-13	01-Jun-13	31-Aug-13
Pomona	31-Jul-13	21-Aug-13	28-Aug-13	06-Nov-13	15-Oct-13	01-Jun-13	31-Aug-13
Sacramento	15-Jul-13	02-Aug-13	09-Aug-13	21-Oct-13	15-Oct-13	01-Jun-13	31-Aug-13
San Bernardino	30-Jul-13	07-Aug-13	14-Aug-13	30-Oct-13	15-Oct-13	01-Jun-13	31-Aug-13
San Diego	08-Jul-13	18-Jul-13	25-Jul-13	14-Oct-13	15-Oct-13	01-Jun-13	31-Aug-13
San Francisco	15-Jul-13	26-Jul-13	02-Aug-13	14-Oct-13	15-Oct-13	01-Jun-13	31-Aug-13
San Jose	03-Jun-13	28-Jun-13	05-Jul-13	09-Oct-13	15-Oct-13	01-Jun-13	31-Aug-13
San Luis Obispo	24-Jun-13	15-Jul-13	22-Jul-13	01-Nov-13	15-Oct-13	01-Jun-13	31-Aug-13
San Marcos	08-Jul-13	05-Aug-13	12-Aug-13	14-Oct-13	15-Oct-13	01-Jun-13	31-Aug-13
Sonoma	15-Jul-13	12-Aug-13	19-Aug-13	08-Oct-13	15-Oct-13	01-Jun-13	31-Aug-13
Stanislaus	10-Jun-13	26-Jul-13	02-Aug-13	10-Oct-13	15-Oct-13	01-Jun-13	31-Aug-13
Summer Arts	Not applicable	Not applicable	28-Aug-13	06-Nov-13	Not applicable	Not applicable	Not applicable
Fall							
Campus Name	Classes Begin	Semester/Quarter Census Date	Preliminary Fall ERSS/sERSS/APDB & Summer 2013 ERSD Files Due	PROFILE ERSA/ERSS/ERSO ERSR/sERSS/APDB Files Due	PROFILE ERSFA File Due	Start Cutoff Date	End Cutoff Date
Bakersfield	16-Sep-13	04-Oct-13	11-Oct-13	25-Oct-13	15-Nov-13	01-Sep-13	31-Dec-13
Cal State Teach	Not applicable	Not applicable	23-Oct-13	06-Nov-13	Not applicable	Not applicable	Not applicable
Channel Islands	26-Aug-13	23-Sep-13	30-Sep-13	14-Oct-13	04-Nov-13	01-Sep-13	31-Dec-13
Chico	26-Aug-13	23-Sep-13	30-Sep-13	14-Oct-13	04-Nov-13	01-Sep-13	31-Dec-13
Dominguez Hills	24-Aug-13	20-Sep-13	27-Sep-13	11-Oct-13	01-Nov-13	01-Sep-13	31-Dec-13
East Bay	25-Sep-13	15-Oct-13	22-Oct-13	05-Nov-13	26-Nov-13	01-Sep-13	14-Dec-13
Fresno	22-Aug-13	19-Sep-13	26-Sep-13	10-Oct-13	31-Oct-13	01-Sep-13	31-Dec-13
Fullerton	26-Aug-13	23-Sep-13	30-Sep-13	14-Oct-13	04-Nov-13	01-Sep-13	31-Dec-13
Humboldt	26-Aug-13	23-Sep-13	30-Sep-13	14-Oct-13	04-Nov-13	01-Sep-13	31-Dec-13
International Programs	Not applicable	Not applicable	23-Oct-13	06-Nov-13	Not applicable	Not applicable	Not applicable
Long Beach	26-Aug-13	23-Sep-13	30-Sep-13	14-Oct-13	04-Nov-13	01-Sep-13	31-Dec-13
Los Angeles	26-Sep-13	16-Oct-13	23-Oct-13	06-Nov-13	27-Nov-13	01-Sep-13	30-Dec-13
Maritime Academy	29-Aug-13	26-Sep-13	03-Oct-13	17-Oct-13	07-Nov-13	01-Sep-13	31-Dec-13
Monterey Bay	26-Aug-13	23-Sep-13	30-Sep-13	14-Oct-13	04-Nov-13	01-Sep-13	31-Dec-13
Northridge	26-Aug-13	23-Sep-13	30-Sep-13	14-Oct-13	04-Nov-13	01-Sep-13	31-Dec-13
Pomona	26-Sep-13	16-Oct-13	23-Oct-13	06-Nov-13	27-Nov-13	01-Sep-13	31-Dec-13
Sacramento	03-Sep-13	30-Sep-13	07-Oct-13	21-Oct-13	11-Nov-13	01-Sep-13	31-Dec-13
San Bernardino	19-Sep-13	09-Oct-13	16-Oct-13	30-Oct-13	20-Nov-13	01-Sep-13	31-Dec-13
San Diego	26-Aug-13	23-Sep-13	30-Sep-13	14-Oct-13	04-Nov-13	01-Sep-13	31-Dec-13
San Francisco	26-Aug-13	23-Sep-13	30-Sep-13	14-Oct-13	04-Nov-13	01-Sep-13	31-Dec-13
San Jose	21-Aug-13	18-Sep-13	25-Sep-13	09-Oct-13	30-Oct-13	01-Sep-13	31-Dec-13
San Luis Obispo	23-Sep-13	11-Oct-13	18-Oct-13	01-Nov-13	22-Nov-13	01-Sep-13	06-Jan-14
San Marcos	26-Aug-13	23-Sep-13	30-Sep-13	14-Oct-13	04-Nov-13	01-Sep-13	31-Dec-13
Sonoma	20-Aug-13	17-Sep-13	24-Sep-13	08-Oct-13	29-Oct-13	01-Sep-13	31-Dec-13
Stanislaus	22-Aug-13	19-Sep-13	26-Sep-13	10-Oct-13	31-Oct-13	01-Sep-13	31-Dec-13

Winter							
Campus Name	Classes Begin	Semester/Quarter Census Date	Preliminary Winter ERSS/sERSS & Fall 2013 ERSD Files Due	PROFILE ERSA/ERSS/ERSO ERSR/sERSS/APDB Files Due	PROFILE ERSFA File Due	Start Cutoff Date	End Cutoff Date
Bakersfield	06-Jan-14	27-Jan-14	03-Feb-14	18-Feb-14	10-Mar-14	01-Jan-14	31-Mar-14
East Bay	06-Jan-14	27-Jan-14	03-Feb-14	18-Feb-14	10-Mar-14	15-Dec-13	22-Mar-14
Los Angeles	06-Jan-14	27-Jan-14	03-Feb-14	18-Feb-14	10-Mar-14	06-Jan-14	25-Mar-14
Pomona	06-Jan-14	27-Jan-14	03-Feb-14	18-Feb-14	10-Mar-14	01-Jan-14	31-Mar-14
San Bernardino	06-Jan-14	27-Jan-14	03-Feb-14	18-Feb-14	10-Mar-14	01-Jan-14	31-Mar-14
San Luis Obispo	06-Jan-14	27-Jan-14	03-Feb-14	18-Feb-14	10-Mar-14	07-Jan-14	01-Apr-14
Spring							
Campus Name	Classes Begin	Semester/Quarter Census Date	Preliminary Spring ERSS/sERSS/APDB & Fall 2013 ERSD or Winter 2014 ERSD Files Due	PROFILE ERSA/ERSS/ ERSO/ERSR/sERSS/APDB Files Due	PROFILE ERSFA File Due	Start Cutoff Date	End Cutoff Date
Bakersfield	01-Apr-14	21-Apr-14	28-Apr-14	12-May-14	02-Jun-14	01-Apr-14	31-May-14
Cal State Teach	Not applicable	Not applicable	28-Apr-14	12-May-14	Not applicable	Not applicable	Not applicable
Channel Islands	21-Jan-14	17-Feb-14	24-Feb-14	10-Mar-14	31-Mar-14	01-Jan-14	31-May-14
Chico	21-Jan-14	17-Feb-14	24-Feb-14	10-Mar-14	31-Mar-14	01-Jan-14	31-May-14
Dominguez Hills	21-Jan-14	17-Feb-14	24-Feb-14	10-Mar-14	31-Mar-14	01-Jan-14	31-May-14
East Bay	01-Apr-14	21-Apr-14	28-Apr-14	12-May-14	02-Jun-14	23-Mar-14	31-May-14
Fresno	16-Jan-14	13-Feb-14	20-Feb-14	06-Mar-14	27-Mar-14	01-Jan-14	31-May-14
Fullerton	21-Jan-14	17-Feb-14	24-Feb-14	10-Mar-14	31-Mar-14	01-Jan-14	31-May-14
Humboldt	21-Jan-14	17-Feb-14	24-Feb-14	10-Mar-14	31-Mar-14	01-Jan-14	31-May-14
International Programs	Not applicable	Not applicable	28-Apr-14	12-May-14	Not applicable	Not applicable	Not applicable
Long Beach	21-Jan-14	17-Feb-14	24-Feb-14	10-Mar-14	31-Mar-14	01-Jan-14	31-May-14
Los Angeles	01-Apr-14	21-Apr-14	28-Apr-14	12-May-14	02-Jun-14	01-Apr-14	17-Jun-14
Maritime Academy	06-Jan-14	03-Feb-14	10-Feb-14	24-Feb-14	17-Mar-14	01-Jan-14	31-May-14
Monterey Bay	21-Jan-14	17-Feb-14	24-Feb-14	10-Mar-14	31-Mar-14	01-Jan-14	31-May-14
Northridge	21-Jan-14	17-Feb-14	24-Feb-14	10-Mar-14	31-Mar-14	01-Jan-14	31-May-14
Pomona	01-Apr-14	21-Apr-14	28-Apr-14	12-May-14	02-Jun-14	01-Apr-14	31-May-14
Sacramento	27-Jan-14	21-Feb-14	28-Feb-14	14-Mar-14	04-Apr-14	01-Jan-14	31-May-14
San Bernardino	01-Apr-14	21-Apr-14	28-Apr-14	12-May-14	02-Jun-14	01-Apr-14	31-May-14
San Diego	22-Jan-14	18-Feb-14	25-Feb-14	11-Mar-14	01-Apr-14	01-Jan-14	31-May-14
San Francisco	27-Jan-14	21-Feb-14	28-Feb-14	14-Mar-14	04-Apr-14	01-Jan-14	31-May-14
San Jose	23-Jan-14	19-Feb-14	26-Feb-14	12-Mar-14	02-Apr-14	01-Jan-14	31-May-14
San Luis Obispo	01-Apr-14	21-Apr-14	28-Apr-14	12-May-14	02-Jun-14	02-Apr-14	31-May-14
San Marcos	21-Jan-14	17-Feb-14	24-Feb-14	10-Mar-14	31-Mar-14	01-Jan-14	31-May-14
Sonoma	13-Jan-14	10-Feb-14	17-Feb-14	03-Mar-14	24-Mar-14	01-Jan-14	31-May-14
Stanislaus	27-Jan-14	21-Feb-14	28-Feb-14	14-Mar-14	04-Apr-14	01-Jan-14	31-May-14