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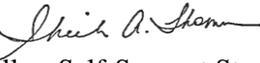
June 8, 2017

**CODED MEMORANDUM**

**ASA-2017-15**

TO: CSU Presidents

FROM: Edward Sullivan, Ph.D.   
Assistant Vice Chancellor, Institutional Research and Analyses

Sheila Thomas, Ed.D.   
Assistant Vice Chancellor, Self-Support Strategy and Partnerships/  
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**Attention:**  
Institutional Research  
Directors, Extended  
Education Deans and  
Registrars

SUBJECT: Reporting Self-Support Matriculated Student Enrollments

This memo provides guidance on establishing census dates for purposes of Enrollment Reporting System Special Sessions (sERSS) data file submissions. These data support California State University (CSU) systemwide analyses and reporting of official statistics on self-support matriculated student enrollments.

**Background**

The Chancellor's Office reports student data on behalf of the system to state and federal agencies, including the National Center for Education Statistics' Integrated Postsecondary Education Data System (IPEDS). The CSU is required to report campus enrollment for all matriculated students to IPEDS, so complete and accurate reporting of self-support matriculated student enrollments is critical. Previously, only state-support enrollments have been reported.

A review of the 2016-17 campus Enrollment Reporting System (ERS) self-support enrollment data raised timing and data fidelity concerns that this memo seeks to clarify for future data submissions. The Chancellor's Office of Institutional Research and Analyses will work with Extended Education and campus institutional research officers to establish a timeline and protocols for reporting.

**Establishing a Census Date for Reporting Self-Support Enrollments**

Effective for the 2017-18 ERS reporting cycle, campuses will be required to set a reporting census date for self-support special sessions matriculated student enrollments using the instructions below. More information for reporting in sERSS can be found in the ERS Operations Manual. The census date for sERSS reporting should conform to existing definitions established for ERS reporting. Census dates for state- and self-support sessions may differ based on session start dates.

**CSU Campuses**  
Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego

San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

For Self-Support Winter, Spring and Summer Terms:

The census date should be set at two weeks (for semester campuses) and one week (for quarter campuses) following the first date of instruction for the last self-support special session offered during the term **OR** the state-supported session census date (if applicable), **whichever is later**.

- Example: A semester campus runs two self-support sessions in the spring term. Session 1 begins January 3 and Session 2 begins February 8. The regular state-supported session census date is February 17.
  - The census date should be set at February 22, which is the latter of February 17 (the session census date) and two weeks following February 8.

For Self-Support Fall Term:

The census date for the fall term should be set using the criteria above (for winter, spring and summer terms). **For fall only**, if this method would produce a fall census date beyond the first Monday in November, use the first Monday in November as the census date.

- Example 1: A semester campus runs two special sessions in the fall 2017 term. The latest session begins October 27. The regular state-supported session census date is September 19.
  - The census date should be set at November 6 (the first Monday in November 2017), since two weeks following October 27 (November 10) is after the first Monday in November 2017.
- Example 2: A quarter campus has a single fall session that begins on the same date as their state-supported fall session, August 29. The state-supported session census date is September 26.
  - The census date should be set at the census date for the state-supported session, September 26.

Existing CMS functionality supports the ability to define class census dates at the session or section level (using dynamic dates). Information about CMS setup, including details on how to set up a census date in the term/session table and how to add census dates for a section in dynamically dated sessions, can be found in the ERSS/sERSS Business Process Guide.

**File Submission Due Dates and Protocols**

File due dates for ERS will continue to be established and communicated via the annual Academic and Course Reporting Schedule memorandum from the Chancellor's Office. Beginning with the 2017-18 college year, campuses will be required to submit a sERSS fall (profile) file by early December. This due date will come after the deadline for fall ERSS (state-support) enrollment to accommodate later fall census dates for sERSS.

Campus staff responsible for ERS submissions should work with Extended Education deans and other units as necessary and appropriate to ensure that submitted data are timely and accurate. We anticipate that final sERSS files for all terms will continue to be due in June for the most recent college year.

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If you have any questions regarding this memo, please contact Laura Clifton at 562-951-4771 or [lclifton@calstate.edu](mailto:lclifton@calstate.edu).

c: Loren J. Blanchard, Executive Vice Chancellor, Academic and Student Affairs  
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Vice Presidents of Student Affairs  
Associate Vice Presidents for Academic Affairs  
Directors of Institutional Research  
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