

## Early Start Program Frequently Asked Questions - Supplemental

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### Q: When will Early Start grades be available to campuses for download?

A: Campuses will be able to download grades from ETS for Fall 2012 as follows:

Campus Uploads to ETS	Matched Files Ready for Download from ETS
July 16, 2012	August 1, 2012
August 1, 2012	August 15, 2012
August 15, 2012	August 31, 2012
September 17, 2012 (Quarter Campuses)	September 30, 2012 (Quarter Campuses)

These downloads will provide data for campuses for students taking ESP courses at service campuses. Scores and grades for students who complete ESP at the destination campus will be available upon completion of the courses and the CMS-delivered "Phase 3" processes.

### Q: What is the rationale that governed the decision to limit Early Start fees?

A: The Early Start Implementation Committee had several reasons for eliminating campus-based fees and for collecting only \$1 for Student Union and \$1 for Health Fees:

- The committee did not want students to shop for Early Start courses based on the added expense of various campus-based fees. Campus-based fees vary throughout the system. As each campus will have mixtures of destination and service students, the committee unanimously agreed that the fee should be the same.
- Campus-based fees for online Early Start courses would not likely be assessed.
- The Education Code requires the CSU to charge all students for any fee that is tied to bond indenture agreements (student union and health fees). These fees should not be considered "service" fees.
- The committee and the California State Student Association (CSSA) mutually agreed that it would not be appropriate to charge students regular ASI fees for the short Early Start experience. Early Start students will not likely take advantage of ASI programming offered during the summer.
- Summer 2012 will be the first experience for Early Start. There is no evidence to validate the need to charge campus-based fees to the Early Start students any differently than what is already excluded from other visiting populations, i.e. talented high school students, senior citizens, cross enrollment.
- Since students with financial need will be receiving Early Start Program Waivers (ESPW), it will be inefficient to manage various campus-based fees with limited resources at the Chancellor's Office.
- The potential collected campus-based fees for Early Start students will not produce a sufficient revenue stream to fund services adequately.

Early Start does require campuses to manage enrollments and services for this program differently than would otherwise be the case. Given the brevity of the program, however, Early Start was never intended to be "revenue generating" nor "services consuming." Clearly, campuses need to make sure that use of the library, recreational facilities, food services, bookstore, health services, etc. are available to these students enrolled in classes over the summer. A few campuses are arranging to provide temporary identification cards at no charge to the students.

**Q: How will Early Start students seeking disability accommodations be serviced? Will this information be available to destination and service campuses?**

A: Neither the Smart Page nor the Global Database are presently configured to collect disabled student information or to transmit this information to service campuses. After consulting with General Counsel, however, we have determined that collecting this information on the Smart Page and referencing it to other campuses via the Global Database would be acceptable as these activities would be “post” admission. Presently, we do not have any specifications for the procedure, nor the questions that would be appropriate to ask, nor the data that would actually be collected. A set of accommodation questions will need to be developed for integration to the Smart Page that will be consistent with CMS data to be transmitted to service campuses for the next year. What we develop needs to conform to a defined set of policies that clearly separate the responsibilities of destination and service campuses.

The Smart Page is ready for the summer 2012 Early Start experience and gives us no time to integrate accommodation questions. As an alternative, campuses can supply a general message with regard to what students can do who might need accommodations. The message can appear in the set of Smart Page messages. Certain kinds of disability are legitimate grounds for an exemption from the Early Start that the campus exception committees can authorize. Support-services rendered students in Early Start may be invoiced to the Extended Education Office of campus of instruction.

**Q: What role do appeal committees have with non-compliant students?**

A: Based on the Early Start plans submitted by AVPs, appeal committees will create a procedure for students to appeal “in advance” of the actual Early Start opportunities. However, these committees will also review those instances of non-participation “at the end of summer” and decide on a student-by-student basis:

- 1) Whether the non-participation was justifiable; or
- 2) What remedies should be applied for students who cannot provide sound justification for non-participation

**Q: What alternatives are offered to non-compliant students?**

A: It is expected that certain students will fail to participate in Early Start. The Chancellor’s Office will not require campuses to offer alternatives to non-compliant students; however, each campus appeals committee will review a student’s individual situation and formulate a plan to address such issues. In most cases disenrollment will not be the best solution. Instead, other options should be considered such as: administrative probation with instructions regarding the completion of remediation, supplemental instruction, additional assignments infused into current Fall courses, an Early Start opportunity before Fall term, retroactive exemptions, or disenrollment.

**Q: What is the suggested process for notifying service campuses that a student’s admission has been rescinded based upon receipt or non-receipt of final transcripts?**

A: No formal procedure has been defined as any student may have been admitted to another campus. The Global Database will be updated with status information should any campus need to know.

**Q: Quarter campuses have been given permission to conduct ESP activities for their destination students after the early August completion deadline. Will semester campuses be afforded the same option?**

A: No, the grade capture date for Early Start semester campuses has been set.

**Q: Can campuses offering math workshops the week before classes begin offer this as an Early Start activity?**

A: Participants in these traditional special programs can be coded as exempt from Early Start.

**Q: How much financial aid will eligible Early Start students receive?**

A: The Early Start Program Waiver (ESPW) covers all the enrollment fees for Early Start courses **only** for eligible students. These fees would be \$182 per unit plus the \$2 per campus for the bond indenture. The variation in Early Start course units will not impact the amount of aid a campus will receive to cover the cost of the program. A student taking 3 semester units will be covered as follows:

$$\text{\$182 (per unit) x 3 (Early Start units) + \$2 = \text{\$548}}$$

**Q: Can SAT or ACT scores be used for determining a students' participation in the Early Start Program?**

A: The SAT and ACT values for determining participation for Early Start were identified for use when an EPT or ELM score was not yet available. The SAT/ACT cutoffs for Early Start are intended to be programmed in CMS so that students for whom an ELM or EPT score had not yet been received could still be given appropriate direction about Early Start through the Smart Page. These scores are only for our internal business processes in Early Start and not meant to be published for student information. Students who are not exempt from the EPT or ELM exams are encouraged to take the exams early for proper placement.

**Q: Since Summer Bridge students are exempt from the Early Start Program, are they allowed to take Early Start courses?**

A: A campus may choose to enroll an EOP Summer Bridge student for the Early Start Program as long as their ELM/EPT scores would not otherwise exempt them from the program. The service indicator for the exemption would need to be removed for any students in this scenario for appropriate processing and reporting. This approach makes more sense for campuses whose EOP Summer Bridge program doesn't already have an academic component.

**Q: Can campuses limit service students to a 1-unit Early Start course?**

A: Campuses may reserve sections of courses for destination students and service students. This may be most appropriate for English courses given the overall restriction to the lower quartile of the EPT test. A few campuses with traditional remediation requirements may want to encourage destination students to take 3-unit experiences which might not be beneficial to services students who plan to attend campuses with stretch programs.

**Q: Are Early Start courses limited to enrollment by Early Start students only?**

A: Early Start courses are intended only for entering First Time Freshmen (FTF) students who score below 50 on the ELM and/or below 138 on the EPT. Students who need remediation, but do not meet the requirements to be part of the Early Start program are encouraged to take remediation courses at a campus. These students are not part of Early Start based on Executive Order 1048 as well as the cutoff score determination defined by the English and Math Council.

Early Start courses should be reserved for Early Start students. Early Start enrollments need to be isolated from other enrollments. To avoid processing complications, continuing students in need of remediation should enroll in alternative courses. If necessary to prevent under-subscription, campuses may cross list Early Start courses with other remediation courses. The cross-listing method would enable Non-Early Start students to take the same experience from the same instructor, time, room, under a different section number. However, there should be two grade rosters generated for the instructor. One would be the special Early Start grade roster for just the Early Start students only and the other would be for all other enrollments with a different course section number.

**Q: How should transitory students be coded for basis of admission?**

A: The admission basis code of “G” should be used for transitory students.

**Q: How should student’s ELM or EPT status in ERS reporting reflect participation in Early Start?**

A: For Enrollment Reporting System (ERS) reporting, a student’s Entry Level Math Proficiency Status and English Proficiency Status should reflect the student’s status prior to fall census (inclusive of ESP participation). If a student is deemed proficient by completion of Early Start in Math (beginning 2012) or English (beginning 2014), a value of “E” may be reported in ERS. If a student is deemed proficient by completion of another program/activity (outside of an official Early Start Program or other standard ELM/EPT exemption), a value of “R” may be reported in ERS.

**Q: Are campuses required to use a unique prefix (Subject Area) for Early Start courses?**

A: Yes, a campus must use a unique course prefix (Subject Area in Peoplesoft) for Early Start English and Early Start Math course offerings. Campuses are not required to specifically use “ESE” and “ESM” but must use Subject Areas which are not currently used for other course offerings. CMS modifications supporting Early Start use values including the “Subject Area” and Course ID to drive display to students, fee structure and reporting. A campus may elect to cross list (Combined Section in Peoplesoft) an Early Start-specific course with another course which has an existing Subject Area, but Early Start students should only be enrolled in the Subject Area which is specifically for Early Start.

**Q: Should there be course selection limit to math and/or writing for Early Start students?**

*Reference: Early Start FAQ’s dated December 15, 2011*

A: Limiting the course selection to math and/or writing for Early Start for the ESP program is desirable and should be set-up this way. ESP students may, on their own, seek and enroll in additional courses. However, these are students in need of remediation, so we do not want to encourage or promote additional courses. Moreover, financial aid will not be available for these extra enrollments. Those students who do complete other courses will need to have transcripts sent to their destination campuses.

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