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EXECUTIVE VICE CHANCELLOR  
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**To:** CSU Provosts/Vice Presidents for Academic Affairs  
CSU Vice Presidents for Student Affairs  
CSU Chief Information Technology Officers

**From:** David S. Spence *David S.*

**Subject:** Reporting of Matriculated Students in Self-Supported Instruction

I am inviting you to send a team of campus administrators to a workshop on the reporting of matriculated students in self-supported instruction that will be held on April 25, 2002, at the LAX Crowne Plaza Hotel from 10 a.m. to 3 p.m.

Because the quality and consistency of the CY 2000-2001 data collected regarding matriculated students in self-supported instruction were not adequate for reporting purposes, it is important to identify and overcome reporting difficulties. In addition to addressing why the gathering of accurate information about matriculated students in self-supported instruction is essential, the workshop will clarify systemwide policies about extended education and matriculation, review streamlined reporting requirements, and through break-out sessions framed around campus-specific materials, provide campus teams with the time to identify reporting challenges and possible solutions. Along with presentations and handouts from the Chancellor's Office team, headed by Associate Vice Chancellor Gary Hammerstrom, a campus team will describe how it has developed effective processes for gathering data about matriculated students and self-supported instruction.

While your campus team likely will be comprised of campus administrators from Extended Education, Administrative Computing Services, Admissions and Records, and Institutional Research, please feel free to develop a team that will best serve your campus. If you have any questions about this workshop, please contact Assistant Vice Chancellor Marsha Hirano-Nakanishi, [mhirano-nakanishi@calstate.edu](mailto:mhirano-nakanishi@calstate.edu), 562-951-4767. Contact information about the campus team that will be attending the workshop should be provided to Terry Monzon, [tmonzon@calstate.edu](mailto:tmonzon@calstate.edu), 562-951-4754.

DSS/mhn

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