



THE CALIFORNIA STATE UNIVERSITY

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OFFICE OF THE CHANCELLOR

To: CSU Presidents

Code: AA-2003-19

Date: July 3, 2003

**Reply Requested
by August 15**

From: David S. Spence 
Executive Vice Chancellor
Chief Academic Officer

Richard P. West 
Executive Vice Chancellor
Chief Financial Officer

Subject: 2003-2004 Enrollment Planning and Reporting: Preliminary 2003-2004 Enrollment Estimates

As we continue to consider issues regarding budget development and enrollment demand at our August Executive Council meeting, it will be useful to have information about summer 2003 enrollments in state-support and in special session, developing fall 2003 enrollments, and college-year enrollment estimates.

By August 15, 2003, please complete Attachment A and fax it to Assistant Vice Chancellor Marsha Hirano-Nakanishi, at 562-951-4837 (fax number).

When CY 2002-2003 enrollment reports are available at the CSU system website, probably in late July or early August, forms for completion by the campus' Opening Fall reporting date and the ERS/APDB data transmission schedule will be provided.

If you have any questions about the attachment or the enrollment planning and reporting process, please contact Assistant Vice Chancellor Marsha Hirano-Nakanishi, mhirano-nakanishi@calstate.edu, 562-951-4767, or Ms. Sandra Cooper, scooper@calstate.edu, 562-951-4771.

DSS/mhn
Attachment

Distribution: Enrollment Planning & Reporting Officer (designated by the President with attachment)
Vice Presidents/Provosts, Academic Affairs
Vice Presidents, Administration
Vice Presidents/Deans, Student Affairs
Deans, Extended Education
Chief Budget Officers
Chief Enrollment Management Officers
Chief Academic Programs Planners
Chief Academic Resource Planners
Chief Year-Round Operations Coordinators
Directors, Institutional Research
Deans/Directors, Admissions and Records
Chancellor's Office

Due August 15
Fax to 562-951-4837

Campus _____

2003-2004 State-Supported Instruction Estimates

Please provide headcount and FTES estimates for all state-supported instruction -- excluding the enrollments of matriculants enrolled out-of-country in international programs and excluding space-available enrollments through extension (to preclude double-counting with Extension and International Program enrollments reports). Please provide additional analyses to support your estimates or proposals if they depart from historical trends.

	Summer Term	Fall Term	College Year - Annualized
Estimated 2003-2004			
Headcount			
FTES			

Summer 2002 Special Session (Self-Support) Estimate

Please provide headcount and FTES estimates for all special session (self-supported) instruction for matriculants only. Please provide additional analyses to support your estimates or proposals if they depart from historical trends.

	Term Headcount	Term FTES
Estimated Special Session Summer 2003		
State-supported Matriculants		
Self-supported Matriculants		
Total Matriculants		

Signature* _____
Name _____

*To be signed by the President or an officer designated in writing by the President.