

Philip Garcia  
Senior Director-Analytic Studies Division  
401 Golden Shore, 6th Floor, Long Beach, CA 90802-4210  
Phone 562-951-4764 / Fax 562-951-4837  
pgarcia@calstate.edu

Ron Basich  
Director of Enterprise Systems  
401 Golden Shore, 3rd Floor, Long Beach, CA 90802-4210  
Phone 562-951-4276 / Fax 562-951-4939  
rbasich@calstate.edu

**Code: AA-2007-21**

**Date:** July 27, 2007

**To:** IR Directors

**From:** Philip Garcia *PG* Ron Basich *R&B*  
Senior Director Director  
Analytic Studies Enterprise Systems

**Subject:** 2007 - 2008 Enrollment Reporting Schedule

This memorandum provides you and your staff with detailed information on the 2007- 2008 Enrollment Reporting Schedule for applications, enrollments, degrees, and credential recommendations (see attachment). We depend on timely and accurate data transmissions to meet our state and federal reporting requirements plus our internal enrollment planning process. To better support the latter, term-by-term census-date transmissions of ERSA, ERSO, ERSS, and APDB files continue to be scheduled.

Philip Garcia, Senior Director of Analytic Studies, 562-951-4764 ([pgarcia@calstate.edu](mailto:pgarcia@calstate.edu)), has overall responsibility for the collection and processing of ERS data. Nicole Ramirez, 562-951-4728 ([nramirez@calstate.edu](mailto:nramirez@calstate.edu)), is managing ERS data collection and processing; and Monica Malhotra, 562-951-4763 ([mmalhotra@calstate.edu](mailto:mmalhotra@calstate.edu)), is providing management assistance. Please direct concerns about profile/final ERSA, profile/final ERSO, profile/final ERSS, preliminary ERSA, preliminary ERSS, ERSD, ERST, and sERSS via email to Ms. Ramirez ([nramirez@calstate.edu](mailto:nramirez@calstate.edu)), copying Ms. Malhotra ([mmalhotra@calstate.edu](mailto:mmalhotra@calstate.edu)).

Ron Basich, Director of Enterprise Systems, 562-951-4276 ([rbasich@calstate.edu](mailto:rbasich@calstate.edu)), has overall responsibility for the collection and processing of APDB data. Michael Gordon, 562-951-4282 ([mgordon@calstate.edu](mailto:mgordon@calstate.edu)), manages APDB data collection and processing for Enterprise Systems. Should your staff members have any questions about APDB electronic data collection and processing, please contact Chancellor's Office Enterprise Systems.

Attachment

Distribution: Presidents  
Enrollment Planning & Resources Officer  
Vice Presidents/Provosts, Academic Affairs  
Vice Presidents/Administration  
Vice Presidents/Deans, Student Affairs  
Deans, Extended Education  
Chief Budget Officers  
Chief Facilities Planners/Executive  
Chief Enrollment Management Officer  
Chief Academic Programs Planner  
Directions, Institutional Research  
Deans/Directors, Admissions and Records  
Chancellors' Office

## **Overview of ERS Enrollment Reporting Schedule: 2007-2008**

### **Data File Collection: ERSA, ERSO, ERSS, and APDB**

- Preliminary ERS files are due one week after the term census date.
- Final summer ERS files are due 15 working days after the **fall** term census date.
- Final fall profile ERS files are due 15 working days after the **fall** term census date.
- Winter and spring profile files are due 15 working days after the term census date.
- Profile APDB files are due 30 working days after the term census dates.
- Final ERS and APDB data files for fall, winter, and spring are due June 16, 2008.

### **Data File Collection: ERST, ERSD, and sERSS**

- ERST files for CY 2006-2007 (July 1, 2006-June 30, 2007) are due November 5, 2007.
- ERST files for CY 2007-2008 (July 1, 2007-June 30, 2008) are due November 3, 2008.
- ERSD files containing fall, winter, and spring degrees for CY 2006-2007 are due August 14, 2007.
- ERSD files containing summer degrees for CY 2007-2008 are due November 5, 2007.
- ERSD files containing fall, winter, and spring degrees for CY 2007-2008 are due August 13, 2008.
- sERSS final term files (summer 2007, fall 2007, winter 2008, spring 2008) are due on June 16, 2008.

### **Certification Forms**

A copy of all the forms that certify the content of ERS file transmissions can be found at the Analytic Studies website: <http://www.asd.calstate.edu/ers/index.shtml>.

### **Other Reports**

Besides ERS files, campuses must transmit four supplementary datasets that facilitate reporting for Board of Trustees, spring IPEDS, and enrollment planning.

### **One-Year Later Proficiency File (Fall 2006 to Fall 2007)**

Due on October 1, 2007 this file contains academic and enrollment outcomes for students that held first-time freshmen status in the previous fall term (fall 2006) and were not proficient in either English or math. An electronic memorandum is sent out each year specifying the protocol for the transmission.

### **Final Fall ERSA File for First-Time Freshmen Only (Fall 2007)**

Due on March 3, 2008, this final file should include all applications received for the previous fall term (Fall 2007) for first-time freshmen only.

### **Preliminary Fall ERSA File for First-Time Freshmen Only (Fall 2008)**

Due on March 3, 2008, this in-progress file represents applications received for the next fall term (Fall 2008) as of February 28, 2008. An electronic memorandum is sent out each year specifying the protocol for the transmission.

### **Graduation Rate Survey—Student Athletes**

Due on March 28, 2008 this report is submitted to the Chancellor's Office on an EXCEL template provided by the Chancellor's Office. The EXCEL entries are then uploaded to the IPEDS web-site.

### **Monthly Report of Applications**

Campuses are no longer required to report monthly counts of applications to the Analytic Studies division of The Chancellor's Office. Monthly Application reports are now received from XAP. The following website can be accessed to view historical application counts: <http://www.asd.calstate.edu/applications/index.shtml>

**Enrollment Reporting Schedule: CY 2007-08  
 Final Files, and Special Reports**

<b>Submission</b>	<b>August 16, 2007</b>	<b>October 1, 2007</b>	<b>November 5, 2007</b>	<b>March 3, 2008</b>	<b>March 28, 2008</b>	<b>June 16, 2008</b>	<b>August 14, 2008</b>
<b>ERSD</b> file (fall 2006, winter 2007, spring 2007)	CY 06-07						
<b>ERSD</b> file (summer 2007)			CY 07-08				
<b>ERSD</b> file (fall 2007, winter 2008, spring 2008)							CY 07-08
<b>ERST</b> file (CY 2006-07) July 1, 2006 - June 30, 2007			CY 06-07				
<b>ERST</b> file (CY 2007-08) July 1, 2007 - June 30, 2008 (Due November 3, 2008)			CY 07-08 Nov. 3, 2008				
<b>Proficiency</b> "One-Year Later" Fall 2006 to Fall 2007		Fall 2006 Cohort					
<b>ERSA</b> Fall 2007 for first-time freshmen only				CY 07-08			
<b>ERSA</b> Preliminary Fall 2008 for first-time freshmen only (as of 2-28-08)				CY 08-09			
<b>ERSA</b> Final (fall 2007, winter 2008, spring 2008)						CY 07-08	
<b>IPEDS</b> Graduation Rate Survey (GRS)-Athletes					Fall 2001 Cohort		
<b>ERSS</b> Final (summer 2007, fall 2007, winter 2008, spring 2008)						CY 07-08	
<b>sERSS</b> Final (summer. 2007, fall 2007, winter 2008, spring 2008)						CY 07-08	
<b>ERSO</b> Final (summer 2007, fall 2007, winter 2008, spring 2008)						CY 07-08	
<b>APDB</b> Final (summer 2007, fall 2007, winter 2008, spring 2008)						CY 07-08	

## Enrollment Reporting Schedule, College Year 2007-2008

### ERSA, ERSS, ERSO, APDB Term Files

Summer 2007							
Campus Name	Classes Begin	Semester/Quarter Census Date <sup>1</sup>	Preliminary Semester/Quarter Files Due <sup>2</sup>	FINAL ERSA/ERSS/ERSO File Due	FINAL APDB Files Due	Start Cutoff Date <sup>3</sup>	End Cutoff Date <sup>3</sup>
Bakersfield	18-JUN-07	10-JUL-07	17-JUL-07	19-OCT-07	09-NOV-07	01-JUN-07	31-Aug-07
Chico	21-MAY-07	16-AUG-07	23-AUG-07	15-OCT-07	05-NOV-07	01-JUN-07	31-Aug-07
Dominguez Hills	28-MAY-07	23-JUL-07	30-JUL-07	15-OCT-07	05-NOV-07	01-JUN-07	31-Aug-07
East Bay	25-JUN-07	16-JUL-07	23-JUL-07	06-NOV-07	27-NOV-07	01-JUN-07	31-Aug-07
Fresno	21-MAY-07	10-AUG-07	17-AUG-07	15-OCT-07	05-NOV-07	01-JUN-07	31-Aug-07
Fullerton	29-MAY-07	17-AUG-07	24-AUG-07	08-OCT-07	29-OCT-07	01-JUN-07	31-Aug-07
Humboldt	29-MAY-07	06-AUG-07	13-AUG-07	08-OCT-07	29-OCT-07	01-JUN-07	31-Aug-07
Long Beach	01-JUN-07	27-JUL-07	03-AUG-07	22-OCT-07	12-NOV-07	01-JUN-07	31-Aug-07
Los Angeles	18-JUN-07	09-JUL-07	16-JUL-07	31-OCT-07	21-NOV-07	01-JUN-07	31-Aug-07
Monterey Bay	04-JUN-07	27-JUL-07	03-AUG-07	15-OCT-07	05-NOV-07	01-JUN-07	31-Aug-07
Northridge	04-JUN-07	27-JUL-07	03-AUG-07	11-OCT-07	01-NOV-07	01-JUN-07	31-Aug-07
Pomona	18-JUN-07	09-JUL-07	16-JUL-07	31-OCT-07	21-NOV-07	01-JUN-07	31-Aug-07
Sacramento	04-JUN-07	27-JUL-07	06-AUG-07	22-OCT-07	12-NOV-07	01-JUN-07	31-Aug-07
San Bernardino	20-JUN-07	09-AUG-07	16-AUG-07	31-OCT-07	21-NOV-07	01-JUN-07	31-Aug-07
San Diego	24-MAY-07	19-JUL-07	26-JUL-07	15-OCT-07	05-NOV-07	01-JUN-07	31-Aug-07
San Francisco	11-JUN-07	27-JUL-07	03-AUG-07	15-OCT-07	05-NOV-07	01-JUN-07	31-Aug-07
San Jose	04-JUN-07	29-JUN-07	09-JUL-07	11-OCT-07	01-NOV-07	01-JUN-07	31-Aug-07
San Luis Obispo	21-JUN-07	12-JUL-07	19-JUL-07	26-OCT-07	16-NOV-07	01-JUN-07	31-Aug-07
San Marcos	01-JUN-07	24-JUL-07	01-AUG-07	11-OCT-07	01-NOV-07	01-JUN-07	31-Aug-07
Sonoma	04-JUN-07	12-JUL-07	19-JUL-07	09-OCT-07	30-OCT-07	01-JUN-07	31-Aug-07
Stanislaus	11-JUN-07	01-AUG-07	08-AUG-07	23-OCT-07	13-NOV-07	01-JUN-07	31-Aug-07
Fall 2007							
Campus Name	Classes Begin	Semester/Quarter Census Date <sup>1</sup>	Preliminary Semester/Quarter Files Due <sup>2</sup>	PROFILE ERSA/ERSS/ERSO File Due	PROFILE APDB Files Due	Start Cutoff Date <sup>3</sup>	End Cutoff Date <sup>3</sup>
Bakersfield	10-Sep-07	28-Sep-07	05-Oct-07	19-Oct-07	09-Nov-07	31-Aug-07	31-Dec-07
Channel Islands	27-Aug-07	24-Sep-07	01-Oct-07	15-Oct-07	05-Nov-07	31-Aug-07	31-Dec-07
Chico	27-Aug-07	24-Sep-07	01-Oct-07	15-Oct-07	05-Nov-07	31-Aug-07	31-Dec-07
Dominguez Hills	27-Aug-07	24-Sep-07	01-Oct-07	15-Oct-07	05-Nov-07	31-Aug-07	31-Dec-07
East Bay	26-Sep-07	16-Oct-07	23-Oct-07	06-Nov-07	27-Nov-07	31-Aug-07	14-Dec-07
Fresno	27-Aug-07	24-Sep-07	01-Oct-07	15-Oct-07	05-Nov-07	31-Aug-07	31-Dec-07
Fullerton	20-Aug-07	17-Sep-07	24-Sep-07	08-Oct-07	29-Oct-07	31-Aug-07	31-Dec-07
Humboldt	20-Aug-07	17-Sep-07	24-Sep-07	08-Oct-07	29-Oct-07	31-Aug-07	31-Dec-07
Long Beach	04-Sep-07	01-Oct-07	08-Oct-07	22-Oct-07	12-Nov-07	31-Aug-07	31-Dec-07
Los Angeles	20-Sep-07	10-Oct-07	17-Oct-07	31-Oct-07	21-Nov-07	31-Aug-07	31-Dec-07
Maritime Academy	04-Sep-07	01-Oct-07	08-Oct-07	22-Oct-07	12-Nov-07	31-Aug-07	31-Dec-07
Monterey Bay	27-Aug-07	24-Sep-07	01-Oct-07	15-Oct-07	05-Nov-07	31-Aug-07	31-Dec-07
Northridge	23-Aug-07	20-Sep-07	27-Sep-07	11-Oct-07	01-Nov-07	31-Aug-07	31-Dec-07
Pomona	20-Sep-07	10-Oct-07	17-Oct-07	31-Oct-07	21-Nov-07	31-Aug-07	31-Dec-07
Sacramento	04-Sep-07	01-Oct-07	08-Oct-07	22-Oct-07	12-Nov-07	31-Aug-07	31-Dec-07
San Bernardino	20-Sep-07	10-Oct-07	17-Oct-07	31-Oct-07	21-Nov-07	31-Aug-07	31-Dec-07
San Diego	27-Aug-07	24-Sep-07	01-Oct-07	15-Oct-07	05-Nov-07	31-Aug-07	31-Dec-07
San Francisco	27-Aug-07	24-Sep-07	01-Oct-07	15-Oct-07	05-Nov-07	31-Aug-07	31-Dec-07
San Jose	23-Aug-07	20-Sep-07	27-Sep-07	11-Oct-07	01-Nov-07	31-Aug-07	31-Dec-07
San Luis Obispo	17-Sep-07	05-Oct-07	12-Oct-07	26-Oct-07	16-Nov-07	31-Aug-07	07-Jan-08
San Marcos	23-Aug-07	20-Sep-07	27-Sep-07	11-Oct-07	01-Nov-07	31-Aug-07	31-Dec-07
Sonoma	21-Aug-07	18-Sep-07	25-Sep-07	09-Oct-07	30-Oct-07	31-Aug-07	31-Dec-07
Stanislaus	05-Sep-07	02-Oct-07	09-Oct-07	23-Oct-07	13-Nov-07	31-Aug-07	31-Dec-07

**Enrollment Reporting Schedule, College Year 2007-2008**  
**ERSA, ERSS, ERSO, APDB Term Files**

<b>Winter 2008</b>							
<b>Campus Name</b>	<b>Classes Begin</b>	<b>Semester/Quarter Census Date 1</b>	<b>Preliminary Semester/Quarter Files Due 2</b>	<b>PROFILE ERSA/ERSS/ERSO File Due</b>	<b>PROFILE APDB Files Due</b>	<b>Start Cutoff Date 3</b>	<b>End Cutoff Date 3</b>
Bakersfield	02-Jan-08	23-Jan-08	30-Jan-08	13-Feb-08	05-Mar-08	02-Jan-08	31-Mar-08
East Bay	07-Jan-08	28-Jan-08	04-Feb-08	18-Feb-08	10-Mar-08	14-Dec-07	21-Mar-08
Los Angeles	02-Jan-08	23-Jan-08	30-Jan-08	13-Feb-08	05-Mar-08	31-Dec-07	31-Mar-08
Pomona	07-Jan-08	28-Jan-08	04-Feb-08	19-Feb-08	11-Mar-08	02-Jan-08	31-Mar-08
San Bernardino	07-Jan-08	28-Jan-08	04-Feb-08	18-Feb-08	10-Mar-08	02-Jan-08	31-Mar-08
San Luis Obispo	07-Jan-08	28-Jan-08	04-Feb-08	18-Feb-08	10-Mar-08	07-Jan-08	31-Mar-08
Stanislaus	03-Jan-08	10-Jan-08	17-Jan-08	01-Feb-08	22-Feb-08	02-Jan-08	31-Jan-08
<b>Spring 2008</b>							
<b>Campus Name</b>	<b>Classes Begin</b>	<b>Semester/Quarter Census Date 1</b>	<b>Preliminary Semester/Quarter Files Due 2</b>	<b>PROFILE ERSA/ERSS/ERSO File Due</b>	<b>PROFILE APDB Files Due</b>	<b>Start Cutoff Date 3</b>	<b>End Cutoff Date 3</b>
Bakersfield	24-Mar-08	14-Apr-08	21-Apr-08	05-May-08	27-May-08	01-Apr-08	30-May-08
Channel Islands	22-Jan-08	18-Feb-08	25-Feb-08	10-Mar-08	01-Apr-08	02-Jan-08	30-May-08
Chico	28-Jan-08	22-Feb-08	29-Feb-08	14-Mar-08	07-Apr-08	02-Jan-08	30-May-08
Dominguez Hills	28-Jan-08	22-Feb-08	29-Feb-08	14-Mar-08	07-Apr-08	02-Jan-08	30-May-08
East Bay	01-Apr-08	21-Apr-08	28-Apr-08	12-May-08	03-Jun-08	24-Mar-08	30-May-08
Fresno	15-Jan-08	12-Feb-08	20-Feb-08	05-Mar-08	26-Mar-08	02-Jan-08	30-May-08
Fullerton	22-Jan-08	19-Feb-08	26-Feb-08	11-Mar-08	02-Apr-08	02-Jan-08	30-May-08
Humboldt	22-Jan-08	18-Feb-08	25-Feb-08	10-Mar-08	01-Apr-08	02-Jan-08	30-May-08
Long Beach	28-Jan-08	22-Feb-08	29-Feb-08	14-Mar-08	07-Apr-08	02-Jan-08	30-May-08
Los Angeles	24-Mar-08	14-Apr-08	21-Apr-08	05-May-08	27-May-08	31-Mar-08	30-May-08
Maritime Academy	07-Jan-08	04-Feb-08	11-Feb-08	25-Feb-08	17-Mar-08	02-Jan-08	30-May-08
Monterey Bay	22-Jan-08	18-Feb-08	25-Feb-08	10-Mar-08	01-Apr-08	02-Jan-08	30-May-08
Northridge	22-Jan-08	18-Feb-08	25-Feb-08	10-Mar-08	01-Apr-08	02-Jan-08	30-May-08
Pomona	01-Apr-08	21-Apr-08	28-Apr-08	12-May-08	03-Jun-08	01-Apr-08	30-May-08
Sacramento	28-Jan-08	22-Feb-08	29-Feb-08	14-Mar-08	07-Apr-08	02-Jan-08	30-May-08
San Bernardino	01-Apr-08	21-Apr-08	28-Apr-08	12-May-08	03-Jun-08	01-Apr-08	30-May-08
San Diego	22-Jan-08	18-Feb-08	25-Feb-08	10-Mar-08	01-Apr-08	02-Jan-08	30-May-08
San Francisco	24-Jan-08	20-Feb-08	27-Feb-08	12-Mar-08	03-Apr-08	02-Jan-08	30-May-08
San Jose	23-Jan-08	19-Feb-08	26-Feb-08	11-Mar-08	02-Apr-08	02-Jan-08	30-May-08
San Luis Obispo	01-Apr-08	21-Apr-08	28-Apr-08	12-May-08	03-Jun-08	02-Apr-08	30-May-08
San Marcos	22-Jan-08	15-Feb-08	22-Feb-08	07-Mar-08	28-Mar-08	02-Jan-08	30-May-08
Sonoma	28-Jan-08	25-Feb-08	03-Mar-08	17-Mar-08	08-Apr-08	02-Jan-08	30-May-08
Stanislaus	13-Feb-08	11-Mar-08	18-Mar-08	02-Apr-08	23-Apr-08	01-Feb-08	30-May-08

**Notes for the Enrollment Reporting Schedule:**

- 1) Census date is defined as a the close of business on the published calendar day.
- 2) Preliminary files should represent headcounts and FTES enrollments established at census day and are required to allow campuses to provide the requested data updates for the ER&R Excel Workbook requested via Coded Memorandum by Academic Research and Resources.

The workbooks are available at: [http://www.calstate.edu/acadres/enrollment\\_planning.shtml](http://www.calstate.edu/acadres/enrollment_planning.shtml)

Profile files should represent headcounts and FTES enrollments established at census day and must be catastrophic error free.

- 3) All census dates for traditional and non-traditional state-supported sessions reported for a specific semester or quarter should fall within the specified cutoff dates.