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MEMORANDUM

Code: AA-2011-07

To: IR Directors & APDB Coordinators

Date: July 6, 2011

From: Philip Garcia 
Senior Director

Cheryl Kwiatkowski 
Director, Reporting and Analytics

Subject: 2011-12 Enrollment Reporting Schedule

This memorandum provides you with detailed information on the 2011-2012 Enrollment Reporting Schedule for applications, student and course enrollments, degrees, and credential recommendations. We depend on timely and accurate data transmissions to meet our state and federal reporting requirements. In addition, systemwide emphasis on enrollment planning and managing enrollments to 2011-2012 FTES targets will require that campuses continue to provide the Chancellor's Office with ERSA preliminary files on a monthly basis.

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

Cheryl Kwiatkowski, Director, Reporting and Analytics 562-951-4270 (ckwiatkowski@calstate.edu), has overall responsibility for the collection and processing of APDB data. John Martin, 562-951-4277 (jmartin@calstate.edu), manages APDB electronic data collection and processing. Please direct any questions or concerns about APDB electronic data collection and processing to John Martin, copying Cheryl Kwiatkowski.

Attachments

Distribution:

- Presidents
- Vice Provosts/Presidents, Academic Affairs
- Vice Presidents/Administration
- Vice Presidents/Deans, Student Affairs
- Chief Information Officers
- Enrollment Planning & Resources Officers
- Chief Academic Programs Planners
- Deans/Directors, Admissions & Records
- AVPs, Faculty Affairs
- Deans, Extended Education
- Chief Budget Officers
- Chief Facilities Planners/Executive Deans
- Chancellors' Office

Enrollment Reporting Schedule: 2011-2012

Final ERS, APDB, and Other Data File Collections (Table A)

- APDB final files (fall 2011, winter 2012, spring 2012) are due June 15, 2012.
- ERSA final fall 2011 files for first-time freshmen only are due March 2, 2012.
- ERSA final files (fall 2011, winter 2012, spring 2012) are due June 15, 2012.
- ERSD final files (fall, winter, and spring degrees for CY 2010-2011) are due August 12, 2011.
- ERSD final files containing summer 2011 degrees are due November 3, 2011.
- ERSD final files (fall, winter, and spring degrees for CY 2011-2012) are due August 15, 2012.
- ERSO final files (fall 2011, winter 2012, spring 2012) are due June 15, 2012.
- ERSR final files (fall 2011, winter 2012, spring 2012) are due June 15, 2012.
- ERSS final files (fall 2011, winter 2012, spring 2012) are due June 15, 2012.
- ERST files for CY 2010-2011 (July 1, 2010-June 30, 2011) are due November 2, 2011.
- ERST files for CY 2011-2012 (July 1, 2011-June 30, 2012) are due November 2, 2012.
- sERSS final files (summer 2011, fall 2011, winter 2012, and spring 2012) are due June 15, 2012.
- Proficiency “One Year Later” final files (fall 2010 cohort to fall 2011) are due October 11, 2011.

Monthly ERSA Term Submissions (Table B) – See Monthly ERSA Reports section for more precise information about the use and collection of these files.

- Fall 2011 ERSA files are due August 10, 2011.
- Monthly winter 2012 ERSA files are due the last Monday of September 2011 until winter admissions are validated and complete at the institution.
- Monthly spring 2012 ERSA files are due the last Monday of September 2011 until spring admissions are validated and complete at the institution.
- Monthly fall 2012 ERSA files are due the last Monday of November 2011 until fall admissions are validated and complete at the institution.

Census Date Enrollment Reporting Calendar (Attachment) – See Preliminary Reports section for more information about the use of preliminary files.

- Preliminary sERSS files are due August 9, 2011 (*special request*)
- Mid-August Report on Fall 2011 Resident Enrollments due not later than August 19, 2011 (*July 26, 2011, special request to CSU presidents with copies to institutional researchers*)
- Preliminary ERS and APDB files are due one week after the term census date.
- Preliminary ERSD files are due with subsequent term preliminary ERS and APDB files.
- Final summer ERS files are due 15 working days after the fall term census date.
- Final summer APDB files are due 30 working days after the fall term census date.
- Profile ERS files are due 15 working days after the term census date.
- Profile APDB files are due 30 working days after the term census dates.

Enrollment Reporting Procedures

Order of ERS processing to the web-based system

- ERSS files should be in “Campus Completed” status in order to run the edits on ERSO files and cross reference the information between ERSS and ERSO files.
- Primary Degree file and Multi-Major file should be uploaded at the same time to run the edits on Multi-Major file. Sequence of uploading the Primary Degree and Multi-major file does not matter. Notify CO only when both Primary Degree and Multiple-Major file are catastrophic error free.

Now that all ERS and APDB files are transmitted via web-based system, the practice of transmitting Certification Forms has been dropped.

Preliminary Term Reports

Budget uncertainties regarding CY 2011-2012 and thereafter necessitates that the Chancellor's Office continue the practice of more frequent ERS and APDB file transmissions.

Preliminary ERSS term files now have been added to the enrollment reporting schedule (see attachment). Preliminary ERSS data files, due one week after the institutional census date, will enable the Chancellor's Office to respond to internal and external requests for better information about developing enrollments.

We are again asking for preliminary APDB term files and preliminary previous-term ERSD files. The ERSA, preliminary ERSS, and preliminary previous-term ERSD files enable the CSU to provide indicators on new student enrollment yield from admissions compared with previous years, changes in degree completion compared with last like terms, the extent to which students who haven't completed programs are being retained, trends in unit load for various categories of students, and trends with the "senior bulge."

The following provides summary detail about all the preliminary term files.

- Preliminary term ERSS files for summer 2011, fall 2011, winter 2012, and spring 2012 (see attachment). These files should document the "census" opening day enrollment.
- Preliminary term APDB files for fall 2011 and spring 2012 (see attachment). Institutions should be prepared to transmit these files to document "census" opening day enrollment, at least, in regular course sections and instructional FTEF.
- Preliminary term ERSD files for summer 2011, fall 2011 and winter 2012 (see attachment). Here summer files will be sent one week after fall census date -- beginning the 3rd week in September (semester campuses) or the 2nd or 3rd week in October (quarter campuses); fall files for quarter campuses will be sent beginning late January to early February 2012; fall files for semester campuses will be sent beginning the last week in February to the first week in March 2012; winter files for quarter campuses will be sent in the last week in April 2012.

Monthly ERSA Reports

Budget uncertainties regarding CY 2011-2012 and thereafter after necessitates that the Chancellor's Office continue the practice of more frequent ERSA file transmissions. In-progress monthly ERSA files for fall 2011, winter 2012, spring 2012 and fall 2012 will be requested, again. Every month, each campus will transmit an ERSA file to the Chancellor's Office for fall 2011 through fall 2012 applicants. For CMS campuses, these monthly files can be extracted from a campus non-production environment. The extract represents a current copy of production. This will allow Campus IDs to be generated for submission purposes without unnecessarily creating Campus IDs for applicants in production environments. The Campus IDs reported from the non-production environments will not be used in any comparison against final ERSA files. The files should represent all applicant records on hand at the time of the submission. The files, of course, can contain unedited values. On the first working day of every month, Analytic Studies will capture a copy of each file and create a system-wide file. **These monthly campus submissions begin in August 2011; the last submission date is in June 2012 (see table B).**

Table A. Reporting Schedule: CY 2011-2012 Final Files

Submission	12-Aug-11	11-Oct-11	2-Nov-11	2-Mar-12	15-Jun-12	15-Aug-12	2-Nov-12
ERSD Final (Fall 2010, Winter 2011, Spring 2011)	CY 10-11						
Proficiency "One-Year Later" Fall 2010 to Fall 2011		Fall 2010 Cohort					
ERST Final (CY 2010-11) July 1, 2010 - June 30, 2011			CY 10-11				
ERSD Final file (Summer 2011)			CY 11-12				
ERSA Fall 2011 for first-time freshmen only				CY 11-12			
APDB Final (Fall 2011, Winter 2012, Spring 2012)					CY 11-12		
ERSA Final (Fall 2011, Winter 2012, Spring 2012)					CY 11-12		
ERSO Final (Fall 2011, Winter 2012, Spring 2012)					CY 11-12		
ERSR Final (Fall 2011, Winter 2012, Spring 2012)					CY 11-12		
ERSS Final (Fall 2011, Winter 2012, Spring 2012)					CY 11-12		
sERSS Final (Summer 2011, Fall 2011, Winter 2012, Spring 2012)					CY 11-12		
ERSD Final file (Fall 2011, Winter 2012, Spring 2012)						CY 11-12	
ERST Final (CY 2011-12) July 1, 2011 - June 30, 2012							CY 11-12

Table B. Reporting Schedule for Monthly ERSA Files: CY 2011-2012 and Beyond

Submission Date		Fall	Winter	Spring	Fall
Year	Month	2011	2012	2012	2012
2011	August	Submit			
2011	September		Submit	Submit	
2011	October		Submit	Submit	
2011	November		Submit	Submit	Submit
2011	December		Submit	Submit	Submit
2012	January		Submit	Submit	Submit
2012	Feb		Submit	Submit	Submit
2012	March			Submit	Submit
2012	April			Submit	Submit
2012	May				Submit
2012	June				Submit

Submission dates:

1. Fall 2011 ERSA: the file is due by August 10, 2011.
2. Winter 2012 ERSA: monthly file due last Monday of the month from September until campus winter 2012 opens.
3. Spring 2012 ERSA: monthly file due last Monday of the month from September until campus spring 2012 opens.
4. Fall 2012 ERSA: monthly file due last Monday of the month from November until campus fall 2012 opens.