To: Campus Presidents

Code: AA-2002-33

Date: July 2, 2002

Reply Requested by August 15

From: David S. Spence, Executive Vice Chancellor, Chief Academic Officer
Richard P. West, Executive Vice Chancellor, Chief Financial Officer


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 2002 enrollments in state-support and in special session, developing fall 2002 enrollments, and college-year enrollment estimates.

By August 15, 2002, please complete Attachment A and fax it to Assistant Vice Chancellor Marsha Hirano-Nakanishi at 562-951-4837.

When CY 2001-2002 enrollment reports are available at the CSU system website, probably in late July or early August, forms and instructions for completion by the campus' Opening Fall reporting date and the ERS/APDB reporting 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 (voice), or Ms. Sandra Cooper, scooper@calstate.edu, 562-951-4771.

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
2002-2003 Enrollment Estimates

2002-2003 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.

<table>
<thead>
<tr>
<th>Estimated 2002-2003</th>
<th>Summer Term</th>
<th>Fall Term</th>
<th>College Year - Annualized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headcount</td>
<td></td>
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<tr>
<td>FTES</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Estimated Special Session Summer 2002</th>
<th>Term Headcount</th>
<th>Term FTES</th>
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</thead>
<tbody>
<tr>
<td>State-supported Matriculants</td>
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<td></td>
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<tr>
<td>Self-supported Matriculants</td>
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<td></td>
</tr>
<tr>
<td>Total Matriculants</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature*

Name

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