



## **ERSA (Applicant) Setup and Process Guide v. 8.0**

**Last Revised: 04/02/03**

**DRAFT**

## REVISION CONTROL

**Document Title:** ERSA (Applicant) Enrollment Reporting System Setup and Process Guide  
**Author:** SA Functional Lead, Admissions and Recruitment  
**File Reference:** ERSA Enrollment Reporting System Setup and Process Guide 04022003.doc

Date	By	Action	Pages
12/18/2001	Walter Terrell	New Document	All
05/01/2002	Perlita Miclat	Continued Documentation	All
07/05/2002	Walter Terrell	Continued Documentation	All
07/17/2002	Linda Horan	Reformatted for consistency	All
08/14/2002	Walter Terrell	Added setup page	All
8/21/02	Perlita Miclat	Updated Setup/Processing Pages and several screen shots	67-74
8/21/02	Perlita Miclat	Updated several screen shots and Updated document	7, 10, 63, 64, 23
4/02/03	Perlita Miclat	Updated Setup/Processing Pages and several screen shots	

## Review/Approval History

Date	By	Action	Pages

This document is published as a baseline guide. Panel shots may reflect campus specific information, provided as examples only. Any questions concerning this document should be addressed to the CMS/SOSS Student Administration team.

**Table of Contents**

	Page
1.0 ERS Application Section Transaction Report Summary: .....	1
2.0 ERSA Data Elements .....	1
2.1 Social Security Number.....	1
2.1.1 Considerations .....	1
2.1.2 Recommendations .....	2
2.2 Year .....	2
2.2.1 Consideration.....	2
2.2.2 Recommendation.....	2
2.3 Term Code .....	3
2.3.1 Consideration.....	3
2.3.2 Recommendation.....	3
2.4 Campus Code .....	3
2.4.1 Consideration.....	4
2.4.2 Recommendation.....	4
2.5 Accommodation Status .....	4
2.5.1 Consideration.....	5
2.5.2 Recommendations .....	5
2.6 Accommodation Status Date.....	6
2.6.1 Consideration.....	6
2.6.2 Recommendation.....	6
2.7 Admission Basis Code .....	7
2.7.1 Considerations .....	7
2.7.2 Recommendations .....	8
2.8 Exception Admission Code .....	10
2.8.1 Consideration.....	10
2.8.2 Recommendation.....	10
2.9 Admission Status.....	10
2.9.1 Consideration.....	11
2.9.2 Recommendations .....	11
2.10 Admission Status Date.....	12
2.10.1 Consideration.....	12
2.10.2 Recommendation.....	12
2.11 Application Receipt Date.....	12
2.11.1 Consideration.....	12
2.11.2 Recommendation.....	12

2.12	Birthdate .....	13
2.12.1	Consideration.....	13
2.12.2	Recommendation.....	13
2.13	Campus Assigned Student ID .....	13
2.13.1	Considerations .....	14
2.13.2	Recommendations .....	14
2.14	Citizenship Code and Country of Citizenship.....	14
2.14.1	Considerations .....	16
2.14.2	Recommendation.....	16
2.15	College Preparatory Electives.....	16
2.15.1	Consideration.....	17
2.15.2	Recommendation.....	17
2.16	College Preparatory English .....	17
2.16.1	Consideration.....	17
2.16.2	Recommendation.....	17
2.17	College Preparatory Foreign Language.....	18
2.17.1	Consideration.....	18
2.17.2	Recommendation.....	18
2.18	College Preparatory Laboratory Science .....	18
2.18.1	Consideration.....	19
2.18.2	Recommendation.....	19
2.19	College Preparatory Mathematics.....	19
2.19.1	Consideration.....	19
2.19.2	Recommendation.....	19
2.20	College Preparatory U.S. History and Government.....	20
2.20.1	Consideration.....	20
2.20.2	Recommendation.....	20
2.21	College Preparatory Visual and Performing Arts .....	20
2.21.1	Consideration.....	21
2.21.2	Recommendation.....	21
2.22	Degree Objective Code.....	21
2.22.1	Consideration.....	22
2.22.2	Recommendations .....	22
2.23	Enrollment Status .....	23
2.23.1	Considerations .....	24
2.23.2	Recommendation.....	24
2.24	Ethnic Code.....	25

2.24.1	Consideration.....	25
2.24.2	Recommendation.....	25
2.25	High School GPA .....	27
2.25.1	Consideration.....	28
2.25.2	Recommendation.....	28
2.26	Institution Origin Code.....	29
2.26.1	Consideration.....	30
2.26.2	Recommendations .....	30
2.27	Major, Option, Concentration .....	31
2.27.1	Consideration.....	31
2.27.2	Recommendation.....	31
2.28	Residence Code.....	32
2.28.1	Consideration.....	32
2.28.2	Recommendation.....	32
2.29	Residence Status .....	32
2.29.1	Consideration.....	33
2.29.2	Recommendations .....	33
2.30	Sex Code.....	34
2.30.1	Consideration.....	34
2.30.2	Recommendation.....	34
2.31	Student Level Code.....	35
2.31.1	Considerations .....	36
2.31.2	Recommendations .....	36
2.32	ELM – Math Proficiency Status .....	37
2.32.1	Consideration.....	37
2.32.2	Recommendation.....	37
2.33	EPT – English Proficiency Status.....	38
2.33.1	Consideration.....	38
2.33.2	Recommendation.....	38
2.34	ACT English, Mathematics, Reading, Science Reasoning and Composite Score .....	39
2.34.1	Consideration.....	40
2.34.2	Recommendations .....	40
2.35	ELM Administration Date .....	41
2.35.1	Consideration.....	41
2.35.2	Recommendation.....	41
2.36	ELM Total Score.....	42
2.36.1	Consideration.....	42

2.36.2	Recommendation.....	42
2.37	EPT – Essay, Reading, Composition and Total Score .....	42
2.37.1	Consideration.....	43
2.37.2	Recommendations .....	43
2.38	SAT 1 – Verbal, Mathematics and Composite Score.....	43
2.38.1	Consideration.....	43
2.38.2	Recommendations .....	43
2.39	TOEFL Score .....	44
2.39.1	Considerations .....	44
2.39.2	Recommendation.....	44
2.40	Credential Emphasis .....	44
2.40.1	Consideration.....	45
2.40.2	Recommendation.....	45
2.41	High School Transcript Status.....	47
2.41.1	Consideration.....	47
2.41.2	Recommendations .....	47
2.42	Credential Status.....	48
2.42.1	Consideration.....	48
2.42.2	Recommendations .....	48
2.43	Credential and Subject Matter Waiver Objective Code.....	49
2.43.1	Consideration.....	49
2.43.2	Recommendations .....	49
2.44	Dependent Income Code .....	50
2.44.1	Considerations .....	51
2.44.2	Recommendation.....	51
2.45	Dependent Family Size .....	51
2.45.1	Considerations .....	52
2.45.2	Recommendation.....	52
2.46	Independent Income Code.....	52
2.46.1	Considerations .....	53
2.46.2	Recommendation.....	53
2.47	Independent Family Size.....	54
2.47.1	Considerations .....	54
2.47.2	Recommendation.....	54
2.48	Mother's Education.....	55
2.48.1	Consideration.....	55
2.48.2	Recommendation.....	55

2.49	Father's Education .....	56
2.49.1	Consideration.....	56
2.49.2	Recommendation.....	56
2.50	CIP Code.....	57
2.50.1	Consideration.....	57
2.50.2	Recommendation.....	57
2.51	GE-Breath Critical Thinking/ Course Completion Status .....	57
2.51.1	Consideration.....	57
2.51.2	Recommendation.....	57
2.52	GE-Breath English Composition/ Course Completion Status .....	58
2.52.1	Consideration.....	58
2.52.2	Recommendation.....	58
2.53	GE-Breath Mathematics/ Quantitative Reasoning/ Course Completion Status .....	59
2.53.1	Consideration.....	59
2.53.2	Recommendation.....	59
2.54	GE-Breath Oral Communications/ Course Completion Status .....	60
2.54.1	Consideration.....	60
2.54.2	Recommendation.....	60
2.55	Test Scores for English Language Proficiency Test (ELPT).....	61
2.55.1	Considerations .....	61
2.55.2	Recommendation.....	61
2.56	Student Name .....	62
2.56.1	Consideration.....	62
2.56.2	Recommendation.....	62
2.57	Transfer GPA .....	62
2.57.1	Consideration.....	63
2.57.2	Recommendation.....	63
2.58	Transfer Units Earned .....	64
2.58.1	Consideration.....	64
2.58.2	Recommendation.....	64
2.59	Immigration Year .....	65
2.59.1	Consideration.....	65
2.59.2	Recommendation.....	65
2.60	Start Date (CalStateTEACH).....	65
2.60.1	Consideration.....	65
2.60.2	Recommendation.....	65
2.61	Multiple Ethnicity Flag .....	66

- 3.0 Setup/Processing ERSA Extract/Edit/CO Flat File ..... 66
  - 3.1 Setup Page for Assigning Report Titles ..... 66
    - 3.1.1 Consideration..... 66
  - 3.2 Setup Page for Assigning Report Titles ..... 67
    - 3.2.1 Consideration..... 67
  - 3.3 Running the Extract to Staging Tables..... 69
    - 3.3.1 Consideration..... 69
    - 3.3.2 Recommendations..... 69
  - 3.4 Reviewing and Updating the Staging Tables ..... 69
    - 3.4.1 Consideration..... 72
  - 3.5 Running the ERSA Data Edit Process ..... 72
    - 3.5.1 Consideration..... 72
  - 3.6 Running the ERSA Extract from Staging Tables to Electronic File..... 73
    - 3.6.1 Consideration..... 73

## 1.0 ERS Application Section Transaction Report Summary:

The Chancellor's Office (CO) has a variety of Enrollment Reporting System (ERS) reports that are required from the campuses on a regular schedule. The format of these reports can be changed as the political environment necessitates, and campuses must be able to keep pace with these changes. In addition, the format and data elements required for CO reporting are not always directly related to those required to run the day-to-day operations at a campus. Therefore, many of the data elements required for CO reporting are not stored in the vanilla PeopleSoft HR/SA database, and there is no simple manner using end-user tools (such as query) to generate these reports accurately. This setup guide details each element and how the values that are reported to the CO are captured or derived in PeopleSoft.

In addition, the CO through the "COSAR" tables provides many of the codes that are used in generating the reports. The reporting programs will make use of these tables and facilities for mapping codes used in PeopleSoft HR/SA to the codes in these tables.

For detailed descriptions of the individual data elements, please refer to the 2002 Enrollment Reporting System Operations Manual.

## 2.0 ERSA Data Elements

### 2.1 Social Security Number

Navigation: Home → Develop Enrollment → Process Applications or Evaluate Applicants → Use → Application Maintenance → Bio/Demo Data

The screenshot displays the PeopleSoft HR/SA interface for the 'Bio/Demo Data' section of a user profile for 'Kermit Frog' (ID: 000003068). The page is divided into several sections:

- Personal Data:** Includes 'Effective Date' (11/27/2001), 'Name' (Frog, Kermit), 'Prefix' (Dr), 'First Name' (Kermit), 'Middle' (blank), 'Last Name' (Frog), and 'Suffix' (Esq). 'Marital Status' is set to 'Single'.
- National ID:** This section is circled in red. It shows 'Country' as USA, 'NID Type' as SSN, and 'National ID' as 213-31-2312. The 'Primary' checkbox is checked.
- Biographic Information:** Includes 'Sex' (Female), 'Birthdate' (02/22/1982), 'Military Status' (Not Indic.), 'Ethnic Group' (Asian), and 'Campus ID' (blank). There are also checkboxes for 'Disabled', 'Disabled Veteran', and 'VA Benefit'.

Social Security Numbers can be entered on Application and Prospect Pages

#### 2.1.1 Considerations

The Unique number identification assigned by the Social Security Administration. If the individual has no assigned number, the ERS extract will first look for a converted facsimile number in the Campus ID field, if that is blank the SQR will generate a facsimile Social Security Number using the following scheme, the generated number is stored in the campus ID field:

*2 numeric(last 2 digits Year)cc0nnnn where cc = Campus Code, 0 = numeric 0, nnnn = sequential number starting with 0001*

Below is a screen shot of the setup page you use to assign the starting sequential number for a given year. This page is updated once ERSA extract is processed. You do not need to add the next “Year Code” unless you want to assign a specific starting sequential number for “Last Campus ID” field for a year.



### 2.1.2 Recommendations

A student who does not have a Social Security Number at the time of application may leave this blank. However, *with the exception of non-resident aliens*, all students are required to obtain a Social Security Number (or Taxpayer ID number issued by the Social Security Administration) and submit it to the University by the time of enrollment, *and campuses are expected to provide verified Social Security Numbers by the census date of the first term of entry in ERSA and ERSS.*

If SSN is not declared on the application, the ERS extract assigned the same numbers on SSN and Campus ID elements on the staging table. The SSN still remain 999-99-9999 if you view the application online.

**Valid values are:** 000000001-999999998

**Collection Method:** Admission Application

## 2.2 Year

**Navigation:** [Refer to: Extracting ERSA report](#)

### 2.2.1 Consideration

The calendar year for which the report is being made. The ERSA extract will derive the year from the term supplied in the extract run control.

### 2.2.2 Recommendation

**Valid values are:** 1973-2050

**Collection Method:** At the time of report generation

## 2.3 Term Code

Navigation: [Home](#) → [CSU SA Baseline](#) → [CSU CO Reporting](#) → [ERS Setup](#) → [Map Term Codes](#)



Campus Term code is the fourth digit or last digit of your Term Values Table setup.

### 2.3.1 Consideration

A code that indicates the period for which a report is being made. User supplied in the run control. This field must be mapped from the PeopleSoft Term Codes you have set up.

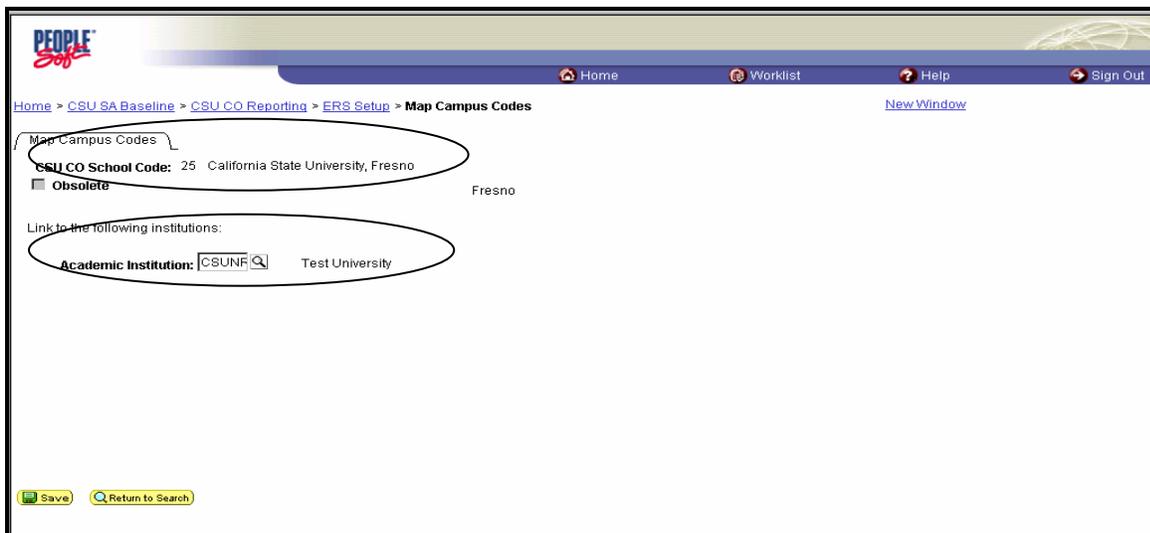
### 2.3.2 Recommendation

*Valid values are:* 1 = winter, 2 = spring, 3 = summer, 4 = fall, 9 = All Terms

*Collection Method:* At the time of report generation

## 2.4 Campus Code

Navigation: [Home](#) → [CSU SA Baseline](#) → [CSU CO Reporting](#) → [ERS Setup](#) → [Map Campus Codes](#)



Map the CSU CO School code to your PeopleSoft Academic Institution.

### 2.4.1 Consideration

A code assigned to each entity of the California State University System. User supplied in the run control.

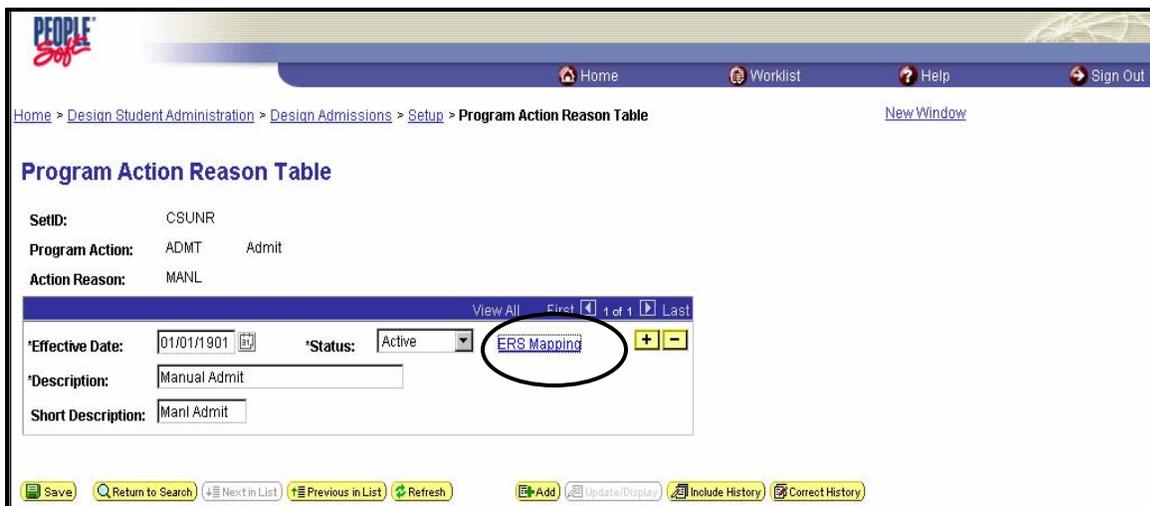
### 2.4.2 Recommendation

*Valid values are stored in COSAR table 1*

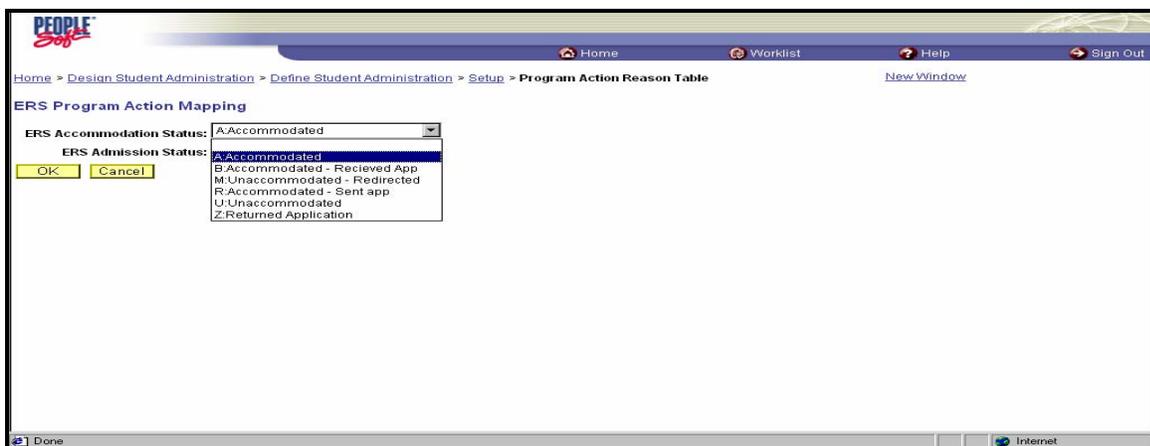
*Collection Method:* At the time of report generation

### 2.5 Accommodation Status

**Navigation:** Home → Design Student Administration → Design Admissions → Setup → Program Action Reason Table



Click on ERS mapping hyperlink. The campuses are responsible to map the Accommodation Status by using the added ERS Mapping hyperlink.



Choose an accommodation status appropriate for the Program Action and Program Action Reason.

The screenshot shows the PeopleSoft 'Application Maintenance' screen for a student named Tom Testmeeting. The 'Program Data' section is active, displaying various fields. The 'Program Action' field is set to 'MATR' (Matriculation) and the 'Action Reason' field is set to 'PROG', which is circled in red. Other fields include 'Prog Nbr: 0', 'Eff Date: 01/20/2002', 'Acad Load: Full-Time', and 'Acad Plan: UNDECLARED'. The 'Transfer To' dropdown is set to 'Education'.

The value will be extracted from the Application Program Data/Action Reason field.

### 2.5.1 Consideration

This code identifies the final status for a person’s application.

### 2.5.2 Recommendations

Accommodation Status is the “Action Reason” field in PeopleSoft that is mapped to Admission Status, which is the “Program Action” field in PeopleSoft.

This will be SOSS translate values. The translate values are not modifiable by the campuses. Any deletions or additions could cause catastrophic errors. Make sure when setting up Program Action Reasons that you account for all the accommodation status’s that your campus uses.

**Valid values are:**

A = Accommodated
B = Accommodated - received application from other CSU
M = Unaccommodated – redirected to another CSU
R = Accommodated sent application to another CSU
U = Unaccommodated
Z = Returned Application

**Collection Method:** Admission Application

## 2.6 Accommodation Status Date

Navigation: [Home](#) → [Develop Enrollment](#) → [Process Applications or Evaluate Applicants](#) → [Use](#) → [Application Maintenance](#) → [Application Program Data](#)

The screenshot shows the 'Application Program Data' form in the PEOPLE Soft system. The form is divided into several sections: 'Program Data', 'Program Status', and 'Plan Data'. The 'Acad Prog' field in the 'Program Data' section is circled in red. Below the form, there are navigation buttons such as 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

Program Data			
Prog Nbr:	0	*Eff Date:	10/31/2001
Institution:	Test University	*Acad Load:	Full-Time
Acad Prog:	UNDGR	*Campus:	MAIN
Status:	Active	*Program Action:	MATR
Action Dt:	10/31/2001	Action Reason:	
*Acad Plan: BIOLOGY			
Sub-Plan Data			
*Sub-Plan:			

### 2.6.1 Consideration

The action date is updated each time a row is inserted in the application program table. It is non-modifiable.

### 2.6.2 Recommendation

*Valid values* will be the "Action Date Field" from the Program Status box.

*Collection Method:* Admission Application

## 2.7 Admission Basis Code

Navigation: [Home](#) → [Design Student Administration](#) → [Design Admissions](#) → [Setup](#) → [Basis of Admissions Table](#)

Below is the page for Basis of Admissions linked to a Student.

Navigation: [Home](#) → [Develop Enrollment](#) → [Process Applications](#) → [Use](#) → [Basis of Admissions](#)

### 2.7.1 Considerations

A code that identifies how a student was admitted to the reporting campus under requirements defined in Title 5 of the California Code of Regulations or in executive orders of the Chancellor. For undergraduates, the code will indicate the original basis for admission and will not change providing the student remains an undergraduate at that campus. A new code *should be* assigned if the student applies and is admitted to the campus as a post baccalaureate or graduate student, failure to do so may result in catastrophic edit errors.

### **Basis of Admission**

Select a basis of admission code from the list of valid values. Basis of admission codes is a SOSS owned setup table

#### **Application Nbr (application number)**

Select an application number to assign the basis of admission to a specific application.

#### **Application Program Nbr (application program number)**

Select an application program number to assign the basis of admission to a specific program.

#### **Admit Term**

Select the individual's admit term. If an individual was admitted to more than one academic program, he or she could have multiple admit terms.

#### **Academic Program**

Select the individual's academic program to which you want to apply the basis of admission. Individuals can be admitted to multiple academic programs.

#### **Begin Date**

The default for the begin date is your system date. You can override the begin date by typing the date you wish to use on the field.

#### **End Date**

Enter the date that you want this basis admission to be no longer valid. If you run the offer letter or transcript after this date it will not appear even if you have selected the **Include in Offer** check box.

#### **Include in Offer**

Select this check box to include the code, description, short description, and long description on the applicant's admission offer letter. The system automatically selects this check box if the Include in Offer field on the Basis of Admission setup page is selected for the given basis of admission. You can change the setting for this applicant here.

#### **Include In Transcript**

Select this check box to include the code and long description on the student's transcript. The system automatically selects this check box if the Include in Transcript field on the Basis of Admission setup page is selected for the given basis of admission. You can change the setting for this person here.

#### **Long Description**

The long description appears from the Basis of Admission setup page. You can change the long description for this person here.

The long description should clearly state the basis for admission. For example, you could say, "The applicant's composite SAT score exceeded the minimum required for admission to the program." You can have another code that represents grade point average, and another that represents letters of referral, for example. Thus, if you admitted a person based on his or her SAT score, grade point average, and letters of referral, you could assign all three bases of admission codes to the person.

### **2.7.2 Recommendations**

The value will be extracted from the Process Application/Basis of Admission page/Basis of Admission field.

The Basis of Admission setup table is a SOSS owned table with the values from the Chancellor’s Office Admission Basis code and will be populated with the ERS (Enrollment Reporting System) admission basis values. The values are not modifiable by the campuses. Any deletions or additions could cause catastrophic errors.

**Valid values are:**

<b>First Time Freshman</b>	<b>Undergrad Lower Division Transfer</b>	<b>Undergrad Upper Division Transfer</b>	<b>Transitory Student</b>	<b>Post Baccalaureate or Graduate Student</b>
<i>Regular Admission</i>	<i>Regular Admission</i>	<i>Regular Admission</i>		
A = Resident FTF	O = <56 Units LD Transfer	N = 56 Units UD Transfer	G = High School Student Transitory	1 = Regular Post Bacc
B = Non-Resident FTF	X = Regular w/o Pattern LD Transfer		J = Visitor Transitory	2 = Special Action Post Bacc
C = Foreign FTF			K = Concurrent Transitory	3 = Second Post Bacc
<i>Exceptional Admission:</i>	<i>Exceptional Admission</i>			4 = Second Graduate
H = Not Disadvantaged FTF	T = Not Disadvantage LD Transfer			5 = Credential Program
I = Disadvantaged Exception FTF	U = Disadvantage LD Transfer			
<i>Other Admission</i>	<i>Other Admission</i>	<i>Other Admission</i>		
D = Adult/Employee FTF	Q = Particular Major LD/UD Transfer	S = Other Transfer		
E = Veteran FTF	R = Veteran LD Transfer	Y = Pilot Program LD/UD Transfer		
F = Less Than 4-Year FTF	W = Adult LD Transfer	Z = HSPE Transfer/Adult UD Transfer		
L = Pilot Program FTF	Y = Pilot Program LD/UD Transfer			

**Collection Method:** Admission Application

## 2.8 Exception Admission Code

Navigation: [Home](#) → [Develop Enrollment](#) → [Process Applications](#) → [Use](#) → [Basis of Admissions](#) → [Exception Admission Code hyperlink](#)

The screenshot shows the 'CSU Application Subpanel' with the 'Exception Admission Code' dropdown menu open. The menu options are: 1:Scholarship, 2:Experience and Maturity, 3:Athletic Ability, 4:Special Abilities and Talent (highlighted), 5:Institutional Commitment, and N:Not Admitted. The background shows the navigation path: Home > Develop Enrollment > Process Applications > Use > Basis of Admission.

### 2.8.1 Consideration

This code identifies the rationale applied to admit a student as a general exception under subsection (a) (40900). These rationales apply to students with a Basis of Admission Code of H or T.

### 2.8.2 Recommendation

This will be a SOSS owned translate field. The translate values are not modifiable by the campuses. Any deletions or additions could cause catastrophic errors.

*Valid values are:* 1, 2, 3, 4, 5, N or blank.

## 2.9 Admission Status

Navigation: [Home](#) → [Develop Enrollment](#) → [Process Applications or Evaluate Applicants](#) → [Use](#) → [Application Maintenance](#) → [Application Data](#) → [ERS Fields hyperlink](#)

The screenshot shows the 'CSU Admission App Subpanel' with various application fields. The 'Admission Status' field is circled in red. The background shows the navigation path: Home > Develop Enrollment > Process Applications > Use > Application Maintenance. Other fields include College Preparatory Semesters (English, Math, World History, US Hist, Lab Sci, Fgn. Lang, Vis/Pref Arts, Electives), Testing Status (EPT, ELM), Income/Family/Education (Dep Income Code, Fam Size, Mother/Father Educ), GE Breadth Status (Critical Thinking, English/Writing, Mathematics, Oral Communication), Miscellaneous (App Fee Stat, Residence Code, Degree Objective, Immigration Year), and Credentials (Credential Status, Emphasis, Waiver Cd).

Select the ERS Fields hyperlink from the application data page.

### 2.9.1 Consideration

This code identifies the final action taken on the application for admission.

### 2.9.2 Recommendations

The extract program will first validate the CSU Program Action mapping, if the admission status is not mapped to the accommodation status, then the extract program will use the “Admission Status” field on this sub-page.

If the admission status is mapped to the accommodation status, and application has multiple program action codes and current program action code is “MATR”, then the extract will select the “ADMIT” program action code to determine the admission status code.

This will be a SOSS owned table. The translate values are not modifiable by the campuses. Any deletions or additions could cause catastrophic errors.

*Valid values are:*

A	=	Admitted to the University
C	=	Conditional Admit
D	=	Denied Admission
E	=	In Evaluation
F	=	Admitted on Probation
H	=	Admitted with Honors
I	=	Incomplete File (default value)
N	=	Will Not Attend-Admitted
P	=	Provisional Admit
T	=	Denied and CSU eligible, redirected (effective summer 2000)
U	=	Denied and CSU eligible (effective summer 2000)
W	=	Withdrew Application before Admission

## 2.10 Admission Status Date

Navigation: [Home](#) → [Develop Enrollment](#) → [Process Applications or Evaluate Applicants](#) → [Use](#) → [Application Maintenance](#) → [Application Program Data](#)

The screenshot shows the 'Application Program Data' section of the PEOPLE SOFT system. The user is Kermit Frog, ID: 000003068, Application Nbr: 00000028. The 'Program Data' section includes fields for Prog Nbr (0), Institution (Test University), Acad Prog (UNDGR), Eff Date (10/31/2001), Acad Load (Full-Time), and Admit Term (2017). The 'Program Status' section shows Status: Active, Program Action: MATR, and Action Date: 10/31/2001. The 'Plan Data' section shows Acad Plan: BIOLOGY, Major: BA. The 'Sub-Plan Data' section is empty. Navigation buttons like Save, Return to Search, Next in List, Previous in List, Refresh, Update/Display, Include History, and Correct History are visible at the bottom.

### 2.10.1 Consideration

The Action date is updated each time a row is inserted in the application program table.

### 2.10.2 Recommendation

Valid value will be the "Action Date" from the Program Status box.

## 2.11 Application Receipt Date

Navigation: [Home](#) → [Develop Enrollment](#) → [Process Applications or Evaluate Applicants](#) → [Use](#) → [Application Maintenance](#) → [Application Data](#)

The screenshot shows the 'Application Data' section of the PEOPLE SOFT system. The user is Kermit Frog, ID: 000003068, Application Nbr: 00000028. The 'Application Data' section includes fields for Application Center (UGRD), Application Date (10/17/2001), Academic Level (Freshman), and Application Method (Hard Copy). The 'Additional Information' section includes Housing Interest and Financial Aid Interest. The 'File Information' section includes Complete, Date, and External Application Nbr. The 'Application Fee Information' section includes Status (Pending) and Fee Type (Standard). Navigation buttons like Save, Return to Search, Next in List, Previous in List, Refresh, Update/Display, Include History, and Correct History are visible at the bottom.

### 2.11.1 Consideration

This element shows the year, month, and day the application was received.

### 2.11.2 Recommendation

Valid value will be the "Application Date Field" from the Application Data box.

## 2.12 Birthdate

Navigation: Home → Develop Enrollment → Process Applications or Evaluate Applicants → Use → Application Maintenance

The screenshot shows the 'Application Maintenance' screen for 'Kermit Frog' (ID: 000003068). The 'Personal Data' section includes 'Effective Date' (11/27/2001) and 'Name' (Frog, Kermit). The 'National ID' section shows 'Country' (USA), 'NID Type' (PR), and 'National ID' (213-31-2312). The 'Biographic Information' section includes 'Sex' (Female), 'Military Status' (Not Indic.), and 'Birthdate' (02/22/1982), which is circled in red. Other fields include 'Ethnic Group' (Asian), 'Campus ID', and checkboxes for 'Disabled', 'Disabled Veteran', and 'VA Benefit'.

### 2.12.1 Consideration

The year, month, and day of birth as designated on the legal registration or birth certificate.

### 2.12.2 Recommendation

*Valid value* will be the “*Birthdate*” field. Year must be 1900 to 2050

## 2.13 Campus Assigned Student ID

Navigation: Home → Develop Enrollment → Process Applications or Evaluate Applicants → Use → Application Maintenance

The screenshot shows the 'Application Maintenance' screen for 'Kermit Frog' (ID: 000003068). The 'Personal Data' section includes 'Effective Date' (11/27/2001) and 'Name' (Frog, Kermit). The 'National ID' section shows 'Country' (USA), 'NID Type' (PR), and 'National ID' (213-31-2312). The 'Biographic Information' section includes 'Sex' (Female), 'Military Status' (Not Indic.), and 'Birthdate' (02/22/1982). The 'Campus ID' field is circled in red. Other fields include 'Ethnic Group' (Asian), 'Campus ID', and checkboxes for 'Disabled', 'Disabled Veteran', and 'VA Benefit'.

### 2.13.1 Considerations

This is the number by which a student’s record will be accessed. It can be the student’s Social Security Number or a number assigned by the campus.

### 2.13.2 Recommendations

If the individual has no Social Security assigned number at the time of conversion, the ERS extract will first look for a converted facsimile number in the Campus ID field, if that is blank the SQR will generate a facsimile Social Security Number using the following scheme:

*2 numeric (last 2 digits Year) cc0nnnn where cc = Campus Code, 0 = numeric 0, nnnn = sequential number starting with 0001*

If SSN is not declared on the application, the ERS extract assigned the same numbers on SSN and Campus ID elements on the staging table. Then, the Campus ID field will displayed the generated facsimile Social Security Number. The SSN still remain 999-99-9999 if you view the application online.

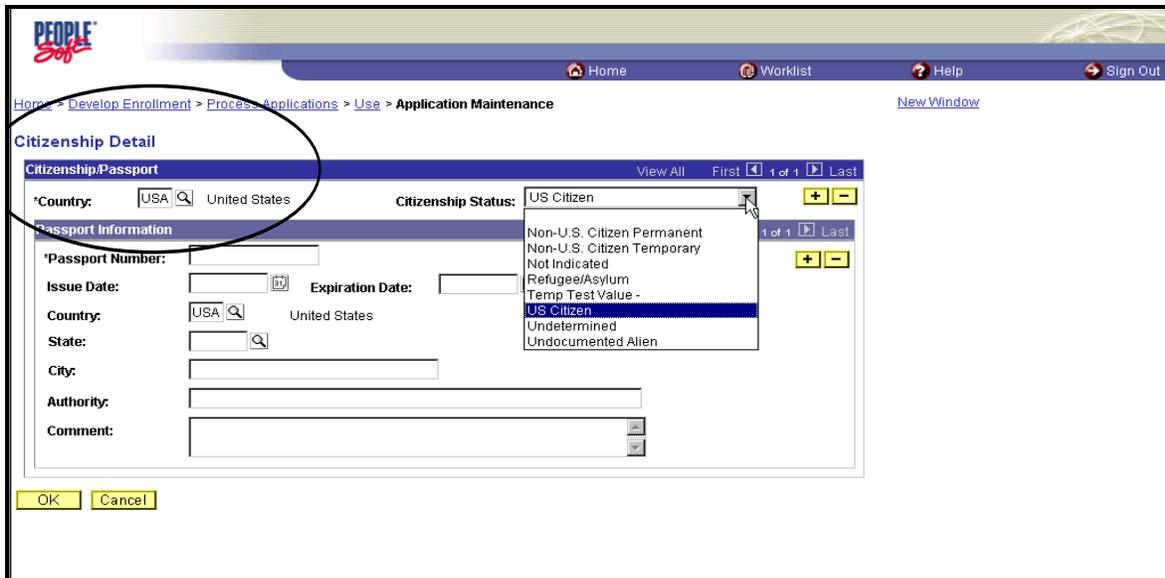
*Valid values are:* 000000001 – 999999998

## 2.14 Citizenship Code and Country of Citizenship

**Navigation:** Home → Develop Enrollment → Process Applications or Evaluate Applicants → Use → Application Maintenance

The screenshot shows the 'Application Maintenance' page for a user named Kermit Frog. The page is divided into several sections: Personal Data, National ID, and Biographic Information. In the Personal Data section, the 'Effective Date' is 11/27/2001. The National ID section shows the country as USA and the National ID as 213-31-2312. The Biographic Information section includes fields for Sex (Female), Military Status (Not Indic.), Birthdate (02/22/1982), and Ethnic Group (Asian). At the bottom of the Biographic Information section, there are checkboxes for 'Disabled', 'Disabled Veteran', and 'VA Benefit'. The 'Campus ID' and 'Citizenship' fields are circled in red, and the 'Citizenship' field has a blue hyperlink next to it.

Click on the Citizenship hyperlink. The “Citizenship Detail” page is used to determine “Citizenship Country” code.

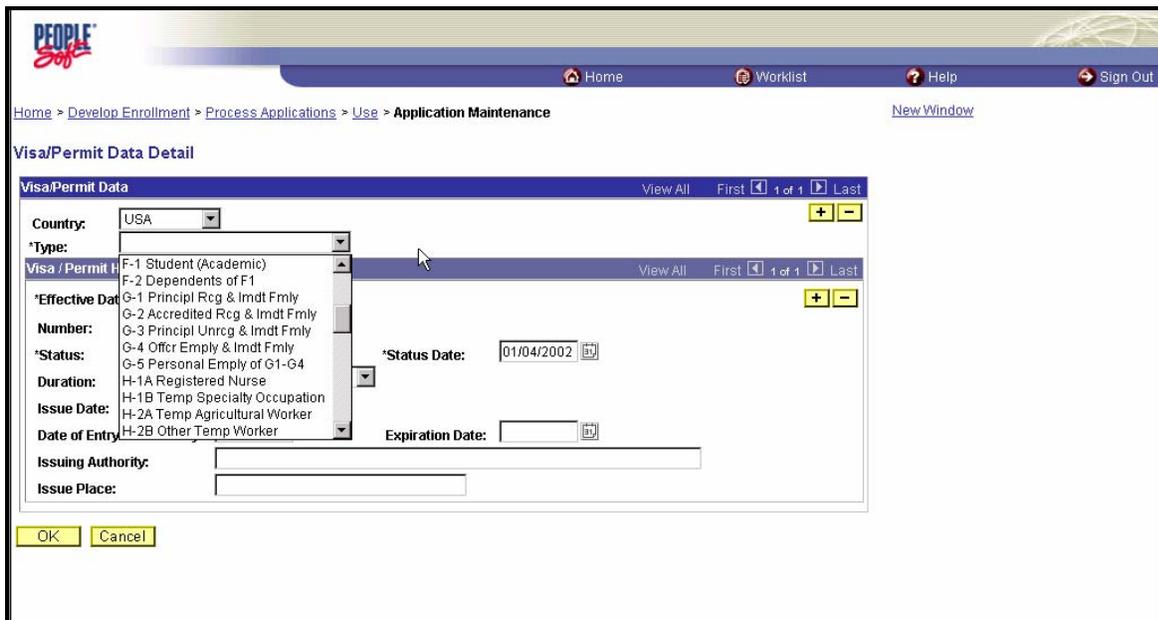


The “Country” fields for both Citizenship Passport and Passport Information box should be the country that issued your passport. This means, both “Country” fields should have the same country code.

The “Country” field in the Citizenship Passport box is used to determine the student “Citizenship Country” code for ERS (Enrollment Reporting System).

If the “Country” field in the Citizenship Passport box is equal to “USA” this means the student “Citizenship Status” is equal to US Citizen, the DED code is “Y”. The ERS logic extract will assign “Citizenship Status” code of “Y”, if the “Country” code is “USA”.

If the “Country” field in the Citizenship Passport box is not equal to “USA”, click on the “Visa/Permit Data” hyperlink to determine the student citizenship status code.



The “Country” code on the Visa/Permit Data box is always “USA, which is the issuing country for this individual's visa or permit. Then, click on the “Type” field to select the individual's visa or permit type to

determine the student “Citizenship Status” code. ERS logic extract will select “Citizenship Status” for Non-US citizen from the “Type” field on the Visa/Permit Data box.

### 2.14.1 Considerations

A code that indicates whether or not a student is or is not a citizen of the United States and the type of visa for non-citizens.

### 2.14.2 Recommendation

**Citizenship Status Code** - are maintained by HR. The translate values are not modifiable by the campuses. Any deletions or additions could cause catastrophic errors.

*Valid values are:*

Y = US Citizen
I = Non-US Citizen Immigrant has I-151
F = Non-US Citizen F1 Visa Student
J = Non-US Citizen J Visa Exchange Visitor
O = Non-US Citizen Other Visa Status
N = Non-US Citizen undetermined Status
R = Refugee
X = Citizenship not determined

**Country Code** – are PeopleSoft delivered values setup under Country Table.

## 2.15 College Preparatory Electives

**Navigation:** Home → Develop Enrollment → Process Applications or Evaluate Applicants → Use → Application Maintenance → Application Data

The screenshot shows the 'CSU Admission App Subpanel' in PeopleSoft. The 'College Preparatory Semesters' section includes checkboxes for English, Lab Sci, Math, Fgn. Lang, World History, Vis. Pref Arts, US Hist, and Electives (circled in red). The 'GE Breadth Status' section has dropdown menus for Critical Thinking, English/Writing, Mathematics, and Oral Communication, all set to 'Not Comple'. The 'Testing Status' section has dropdowns for EPT Status (P-Passed) and ELM Status (U-Not Xmpt). The 'Income/Family/Education' section has dropdowns for Dep Income Code (24k to 38k), Ind Income Code (12k to 24k), Mother Educ (3 - HS Gd), and Father Educ (5 - 2yr Gd). The 'Miscellaneous' section includes App Fee Stat, Residence Code (0019), Degree Objective (Seeking BS), Immigration Year, and Admission Status (A). The 'Credentials' section has dropdowns for Credential Status (V), Credential Emphasis (1A), and Cred Subj/Obj/Waiver Cd (115). At the bottom are 'OK' and 'Cancel' buttons.

Select the ERS Fields hyperlink from the application data page.

### 2.15.1 Consideration

The total number of semesters of college preparatory approved Electives for which, grades of C or better were earned by the applicant. Includes the number, if any in excess of the minimum requirement and it may include both high school and college level courses.

### 2.15.2 Recommendation

*Valid values are:* 2 digits alpha from 00-16.

## 2.16 College Preparatory English

Navigation: [Home](#) → [Develop Enrollment](#) → [Process Applications or Evaluate Applicants](#) → [Use](#) → [Application Maintenance](#)

The screenshot shows the 'CSU Admission App Subpanel' with the following sections:

- College Preparatory Semesters:** English:  Lab Sci:   
 Math:  Fgn. Lang:   
 World History:  Vis. Pref Arts:   
 US Hist:  Electives:   
 Total Units:
- Testing Status:** EPT Status: P-Passed  
 ELM Status: U-Not Xmpt
- Income/Family/Education:** Dep Income Code: 24k to 36k  
 Dep Fam Size: 03  
 Ind Income Code: 12k to 24k  
 Ind Fam Size: 02  
 Mother Educ: 3 - HS Gd  
 Father Educ: 5 - 2yr Gd
- GE Breadth Status:** Critical Thinking: Not Comple  
 English/Writing: Not Comple  
 Mathematics: Not Comple  
 Oral Communication: Not Comple
- Miscellaneous:** App Fee Stat:   
 Residence Code: 0019  
 Degree Objective: Seeking BS  
 Immigration Year:   
 Admission Status: A
- Credentials:** Credential Status: V  
 Credential Emphasis: 1A  
 Cred Subj/Obj/Waiver Cd: 115

Buttons: OK, Cancel

Select the ERS Fields hyperlink from the application data page.

### 2.16.1 Consideration

The total number of semesters of college preparatory English for which, grades of C or better were received by the applicant. Includes the number, if any in excess of the minimum requirement and it may include both high school and college level courses.

### 2.16.2 Recommendation

*Valid values are:* 2 digits alpha from 00-16.

### 2.17 College Preparatory Foreign Language

Navigation: [Home](#) → [Develop Enrollment](#) → [Process Applications or Evaluate Applicants](#) → [Use](#) → [Application Maintenance](#) → [Application Data](#)

The screenshot shows the 'CSU Admission App Subpanel' with the following sections:

- College Preparatory Semesters:** English, Lab Sci, Fgn. Lang. (circled), Math, Vis/Pref Arts, US Hist, Electives, Total Units.
- GE Breadth Status:** Critical Thinking, English/Writing, Mathematics, Oral Communication.
- Testing Status:** EPT Status, ELM Status.
- Income/Family/Education:** Dep Income Code, Dep Fam Size, Ind Income Code, Ind Fam Size, Mother Educ, Father Educ.
- Miscellaneous:** App Fee Stat, Residence Code, Degree Objective, Immigration Year, Admission Status.
- Credentials:** Credential Status, Credential Emphasis, Cred Subj/Obj/Waiver Cd.

Select the ERS Fields hyperlink from the application data page.

#### 2.17.1 Consideration

The total number of semesters of college preparatory Foreign Language for which, grades of C or better were received by the applicant. Includes the number, if any in excess of the minimum requirement and it may include both high school and college level courses. Only one foreign language is reflected in this category. Additional language units are recorded in College Preparatory Electives.

#### 2.17.2 Recommendation

*Valid values are:* 2 digits alpha from 00-16.

### 2.18 College Preparatory Laboratory Science

Navigation: [Home](#) → [Develop Enrollment](#) → [Process Applications or Evaluate Applicants](#) → [Use](#) → [Application Maintenance](#) → [Application Data](#)

This screenshot is identical to the one above, showing the 'CSU Admission App Subpanel' with the 'College Preparatory Semesters' section circled.

Select the ERS Fields hyperlink from the application data page.

### 2.18.1 Consideration

The total number of semesters of college preparatory Science, with Laboratory for which, grades of C or better were received by the applicant. Includes the number, if any in excess of the minimum requirement and it may include both high school and college level courses.

### 2.18.2 Recommendation

*Valid values are:* 2 digits alpha from 00-16.

## 2.19 College Preparatory Mathematics

Navigation: Home → Develop Enrollment → Process Applications or Evaluate Applicants → Use → Application Maintenance → Application Data

The screenshot shows the 'CSU Admission App Subpanel' with several sections:

- College Preparatory Semesters:** Includes checkboxes for English, Math, World History, US Hist, Lab Sci, Foreign Lang, Vis/Pref Arts, and Electives. The 'English' checkbox is circled in red.
- GE Breadth Status:** Includes dropdown menus for Critical Thinking, English/Writing, Mathematics, and Oral Communication, all set to 'Not Complete'.
- Testing Status:** Includes dropdowns for EPT Status (P-Passed) and ELM Status (U-Not Xmpt).
- Income/Family/Education:** Includes dropdowns for Dep Income Code, Ind Income Code, Mother Educ, and Father Educ.
- Miscellaneous:** Includes dropdowns for App Fee Stat, Degree Objective, and Admission Status.
- Credentials:** Includes dropdowns for Credential Status, Credential Emphasis, and Cred Subj/Obj/Waiver Cd.

Select

the ERS Fields hyperlink from the application data page.

### 2.19.1 Consideration

The total number of semesters of college preparatory Mathematics for which grades of C or better were received by the applicant. Includes the number, if any in excess of the minimum requirement and it may include both high school and college level courses.

### 2.19.2 Recommendation

*Valid values are:* 2 digits alpha from 00-16.

## 2.20 College Preparatory U.S. History and Government

Navigation: [Home](#) → [Develop Enrollment](#) → [Process Applications or Evaluate Applicants](#) → [Use](#) → [Application Maintenance](#) → [Application Data](#)

**PEOPLE Soft**

Home Worklist Help Sign Out

**CSU Admission App Subpanel**

**College Preparatory Semesters**

English:  Lab Sci:   
 Math:  Fgn. Lang:   
 World History:  Vis.Pref Arts:   
 US Hist:  Electives:   
 Total Units: \_\_\_\_\_

**GE Breadth Status**

Critical Thinking:   
 English/Writing:   
 Mathematics:   
 Oral Communication:

**Testing Status**

EPT Status:   
 ELM Status:

**Income/Family/Education**

Dep Income Code:   
 Dep Fam Size:   
 Ind Income Code:   
 Ind Fam Size:   
 Mother Educ:   
 Father Educ:

**Miscellaneous**

App Fee Stat:   
 Residence Code:   
 Degree Objective:   
 Immigration Year:   
 Admission Status:

**Credentials**

Credential Status:   
 Credential Emphasis:   
 Cred Subj/Obj/Waiver Cd:

OK Cancel

Select the ERS Fields hyperlink from the application data page.

### 2.20.1 Consideration

The total number of semesters of college preparatory U.S. History or U.S. History and Government for which, grades of C or better were received by the applicant. Includes the number, if any in excess of the minimum requirement and it may include both high school and college level courses.

### 2.20.2 Recommendation

*Valid values are:* 2 digits alpha from 00-16.

## 2.21 College Preparatory Visual and Performing Arts

Navigation: [Home](#) → [Develop Enrollment](#) → [Process Applications or Evaluate Applicants](#) → [Use](#) → [Application Maintenance](#) → [Application Data](#)

**PEOPLE Soft**

Home Worklist Help Sign Out

**CSU Admission App Subpanel**

**College Preparatory Semesters**

English:  Lab Sci:   
 Math:  Fgn. Lang:   
 World History:  Vis.Pref Arts:   
 US Hist:  Electives:   
 Total Units: \_\_\_\_\_

**GE Breadth Status**

Critical Thinking:   
 English/Writing:   
 Mathematics:   
 Oral Communication:

**Testing Status**

EPT Status:   
 ELM Status:

**Income/Family/Education**

Dep Income Code:   
 Dep Fam Size:   
 Ind Income Code:   
 Ind Fam Size:   
 Mother Educ:   
 Father Educ:

**Miscellaneous**

App Fee Stat:   
 Residence Code:   
 Degree Objective:   
 Immigration Year:   
 Admission Status:

**Credentials**

Credential Status:   
 Credential Emphasis:   
 Cred Subj/Obj/Waiver Cd:

OK Cancel

Select the ERS Fields hyperlink from the application data page.

### 2.21.1 Consideration

The total number of semesters of college preparatory Visual and Performing Arts for which, grades of C or better were received by the applicant. Includes the number, if any in excess of the minimum requirement and it may include both high school and college level courses.

### 2.21.2 Recommendation

*Valid values are:* 2 digits alpha from 00-16.

## 2.22 Degree Objective Code

**Navigation:** Home → Design Student Administration → Define Student Administration → Setup → Degree Table

Click on the ERS Mapping hyperlink. The campuses are responsible to map degree table to the degree held, degree level and degree objective.

**NOTE:** Degree Held/Level/Objective are not a one for one relationship.

Below is the page for Academic Plan linked to the Degree Offered, which is the Degree Table

**Navigation:** [Home](#) → [Design Student Administration](#) → [Define Academic Structure](#) → [Setup](#) → [Academic Plan Table](#)

The screenshot shows the 'Academic Plan Table' setup interface. The breadcrumb trail is: Home > Design Student Administration > Design Academic Structure > Setup > Academic Plan Table. The form contains the following fields:

- Academic Institution: CSUNR Test University
- Academic Plan: ART
- Effective Date: 01/01/1901
- Status: Active
- Academic Program: UNDGF Undergraduate
- Academic Career: [Empty]
- Academic Plan Type: Major
- Description: Art
- Short Description: Art
- First Term Valid: [Empty]
- Degree Offered: BA Bachelor of Arts (This field is circled in red)
- Program's Admit Term: [Empty]
- Req Term Default: [Empty]
- Transcript Level: Official
- Evaluate Plan Before Program

At the bottom of the form, there are buttons for Save, Return to Search, Next in List, Previous in List, Add, Update/Display, Include History, and Correct History.

### 2.22.1 Consideration

From the student's primary plan at the reporting campus.

### 2.22.2 Recommendations

A crosswalk is set up on the degree table they are mapped to Degree Held, Degree Level and Degree Objective. Degree Table code is equivalent to the Degree Level code. Academic Plan is tied to the Degree Offered, which is the Degree Table.

This will be a SOSS owned translate field. The translate values are not modifiable by the campuses. Any deletions or additions could cause catastrophic error.

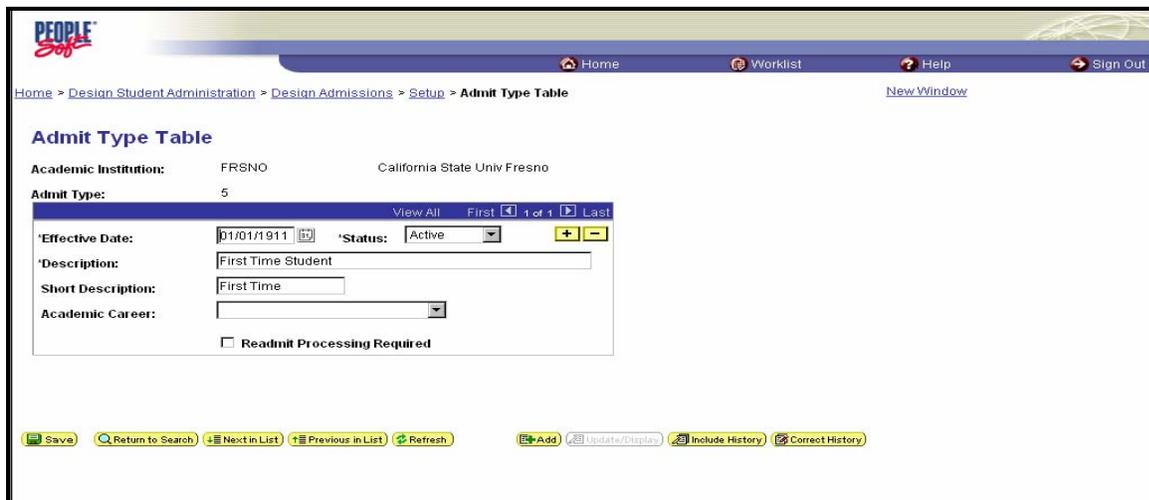
The value will be extracted from the Application Program Plan/Plan Data Box/Academic Plan field.

**Valid values are:**

0 = None
1 = Enrolled in an approved 2-year undergraduate program
2 = Seeking a Bachelor of Arts Degree (BA)
3 = Seeking a Bachelor of Science Degree (BS)
4 = Seeking other Bachelor’s Degree
5 = Seeking a Master of Arts Degree (MA)
6 = Seeking a Master of Science Degree (MS)
7 = Seeking other Master’s Degree
8 = Seeking a Joint Doctorate Degree

### 2.23 Enrollment Status

**Navigation:** Home → Design Student Administration → Design Admissions → Setup → Admit Type Table



The PeopleSoft Table Admit Type will be use to track enrollment status. You can assigned an admit type to an applicant.

**Academic Career:** Select the academic career to which this admit type is related if you want this type available for *only* that career. Do *not* select an academic career if you want this admit type available for *all* careers.

**Readmit Processing Required:** Select the check box if the admit type requires you to admit a person into an existing student record (for example, a person applies to reenter a career). When this admit type, is entered on an application record, the system populates an existing program record rather than create a new record when the person matriculates.

### 2.23.1 Considerations

Code that defines the current enrollment status of a student, which related to some prior enrollment or indicates the admission category for new students.

### 2.23.2 Recommendation

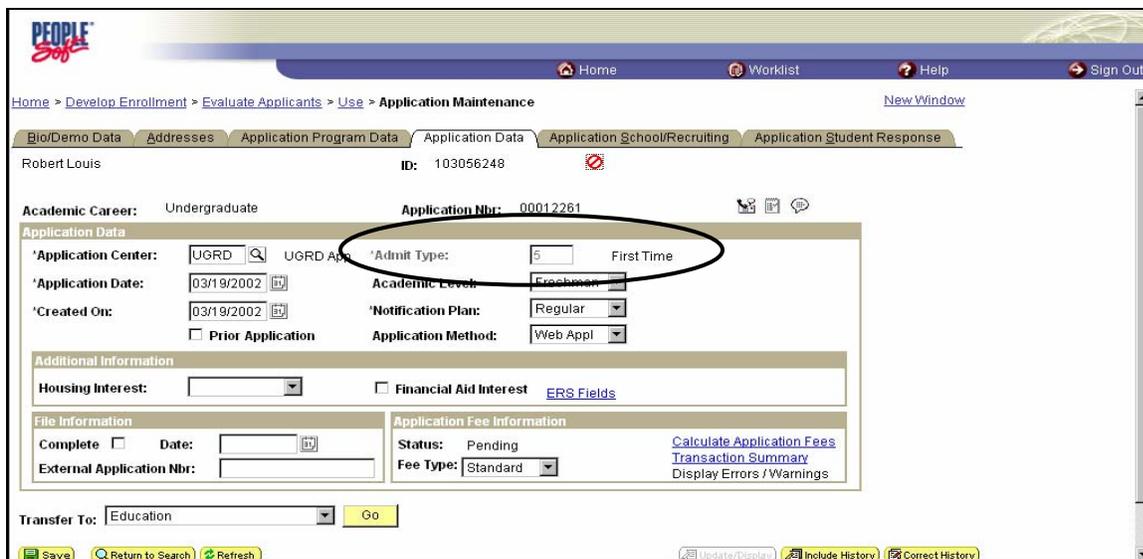
The values in the admit type table will be delivered by SOSS and will match the ERS values for enrollment status. The campuses should not modify this table. Any deletions or additions could cause catastrophic errors.

*Valid values are:*

1 = Continuing
2 = Returning
3 = Returning Transfer
4 = Transfer
5 = First Time Freshman
6 = Transitory Undergraduate
7 = Summer Early Entrance Transitory

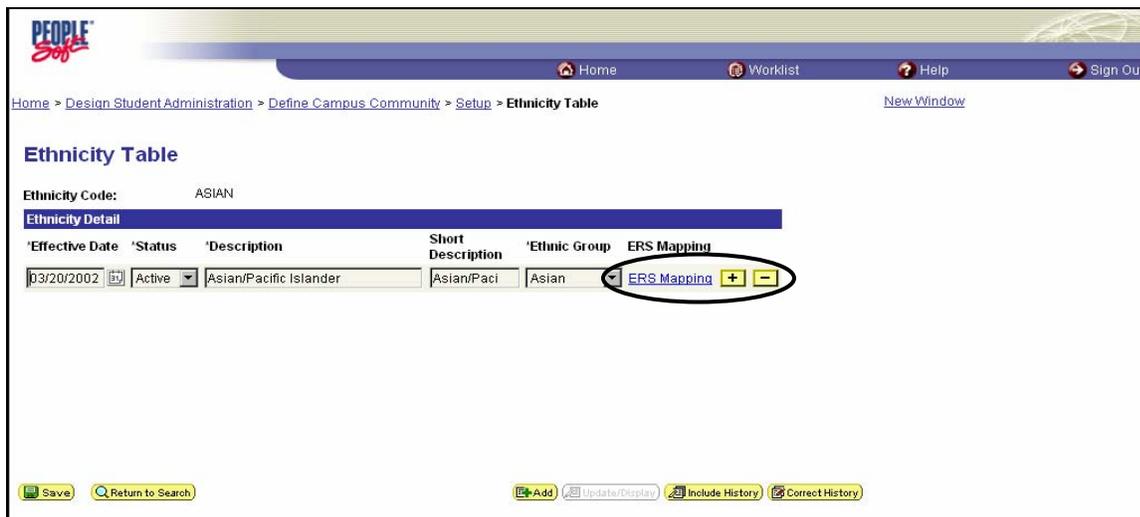
**Admit Type (Enrollment Status) attached to the applicants or prospects.**

**Navigation: Home → Develop Enrollment → Process Applications or Evaluate Applicants → Use → Application Maintenance → Application Data**

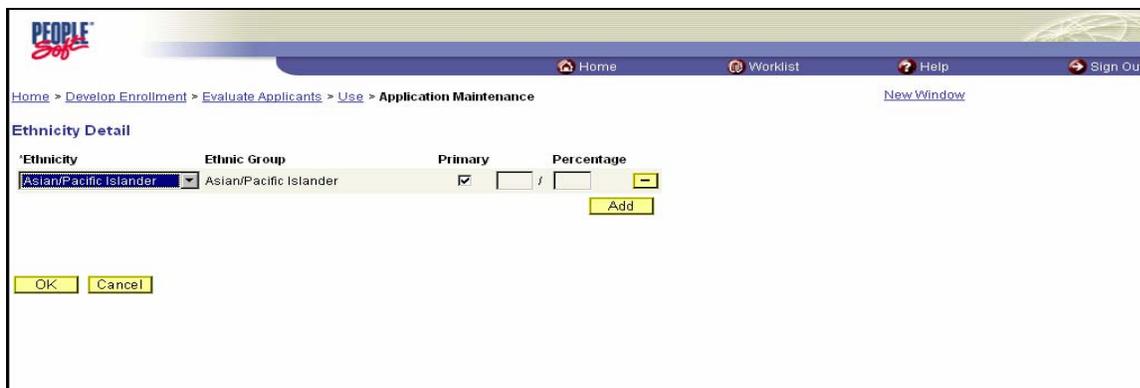


## 2.24 Ethnic Code

Navigation: [Home](#) → [Design Student Administration](#) → [Define Campus Community](#) → [Setup](#) → [Ethnicity Table](#)



Click on the ERS Mapping hyperlink.



Select an ethnicity appropriate for the ethnic group.

### 2.24.1 Consideration

A code representing the racial/ethnic background of the individual. The individual is to be included in the ethnic group to which he or she appears to belong, is regarded by the community as belonging or categorizes himself or herself as belonging (See Executive Order 318).

### 2.24.2 Recommendation

The value will be extracted from the Bio-Demo Data/Biographic Information/Ethnic Group field.

This will be a SOSS owned table. The values are not modifiable by the campuses. Any deletions or additions could cause catastrophic errors.

*Valid values are:*

1 = American Indian or Alaskan Native
2 = African American

3 = Mexican
4 = Other Latino
5 = Other Asian
6 = other Pacific Islander
7 = White
8 = Other
9 = No Response
A = Central American
B = South American
C = Chinese
D = Decline to State
F = Filipino
G = Guamanian
H = Hawaiian
J = Japanese
K = Korean
L = Laotian
M = Cambodian
N = Samoan
P = Puerto Rico
Q = Cuban
R = Asian Indian
S = Other Southeast Asian
T = Thai
V = Vietnamese

## 2.25 High School GPA

Navigation: **Home → Develop Enrollment → Process Application → Use → Education → External Academic Summary**

PEOPLE Soft

Home Help Sign Out

Home > Develop Enrollment > Process Applications > Use > Education [New Window](#)

External Data External Academic Summary External Subjects External Degrees External Courses

Christina Ajamian ID: 100381966

View All First 1 of 1 Last

Org ID: C00000410 Clovis West High [Org Primary Location](#)

View All First 1 of 1 Last

Career: High School Data Nbr: 1 + -

Trans Date: Trans Type: Status:

View All First 1 of 1 Last

\*Sum Type: HIGH F/H S GPA Acad Level: Unknown + -

Institution: FRSNO CSU Fresno Ext Term Ext Year: 2001

GPA

\*GPA Type: HIGH Highest GPA Ext GPA: 2.280 Conv GPA: 2.280

Units

Unit Type: Attempted: Completed:

Rank

Rank Type: Class Rank: Class Size: Percentile:

### Setup GPA Type Table

Navigation: **Home → Design Administration → Design Admission → Setup → GPA Type Table**

PEOPLE Soft

Home Worklist Help Sign Out

Home > Design Student Administration > Design Admissions > Setup > GPA Type Table [New Window](#)

### GPA Type Table

Academic Institution: CSUNR Test University

GPA Type: HIGH

View All First 1 of 1 Last

\*Effective Date: 01/01/1901 \*Status: Active + -

\*Description: High School GPA

\*Short Description: HS GPA

GPA Values

View All First 1 of 1 Last

*External GPA	*Description	Short Desc

+ -

Save Return to Search Next in List Previous in List Refresh Add Update/Display Include History Correct History

### Setup External Summary Type Table

Navigation: Home → Design Administration → Design Admission → Setup → External Summary Type Table

The screenshot displays the 'External Summary Type Table' configuration page. At the top, there is a navigation breadcrumb: Home > Design Student Administration > Design Admissions > Setup > External Summary Type Table. The page title is 'External Summary Type Table'. Below the title, the 'Summary Type' is set to 'HIGH'. A table with one row is shown, containing the following data:

Effective Date	Status	Description	Short Description
01/01/1901	Active	Final High School GPA	F/HS GPA

At the bottom of the page, there is a toolbar with the following buttons: Save, Return to Search, Next in List, Previous in List, Refresh, Add, Update/Display, Include History, and Correct History.

#### 2.25.1 Consideration

The High School grade point average based upon six semesters of work taken in grades ten through twelve.

#### 2.25.2 Recommendation

The campus must setup Transcript Summary Type and GPA Type to store the High School GPA. You will need the Summary Type and GPA Type values for the ERS Report Setup page in order for the ERS extract to the select the values.

*Valid value are:* 000-500

## 2.26 Institution Origin Code

Navigation: [Home](#) → [Develop Enrollment](#) → [Process Applications or Evaluate Applications](#) → [Use](#) → [Application Maintenance](#) → [Application/School Recruiting](#)

The screenshot shows the 'Application Maintenance' interface for Christina Ajamian (ID: 100381966). The 'School Information' section is circled in red, displaying the following details:

- Last School Attended: C00000410 Clovis West High
- Graduation Date: [Empty]
- School Type: High Sch
- Proprietorship: Public
- City: Fresno
- State: CA
- Country: USA

Other sections visible include 'Recruiting Information' with a 'Region' dropdown and 'Assign Region From' buttons for 'Home Postal Code' and 'School Postal Code'. The 'Recruiting Categories' section at the bottom has search and group options.

Setup for Organization Table (External Org ID). Click on the “Mapping Values” hyperlink to display the IOC field.

The screenshot shows the 'Organization Table' interface for Clovis East High (Org ID: C31003175). The 'Organization Details' section is highlighted with a red circle, showing the following details:

- Effective Date: 11/20/2002
- Status: Active
- Mapping Values (circled in red)

The 'School Characteristics' section includes checkboxes for 'Accredited' (checked) and 'Transcript Translation' (unchecked), and a 'School Type' dropdown set to 'High Sch'. The 'School Codes' section includes fields for ATP (050622), FICE, ACT, and IPEDS. The 'System Default Values' section includes dropdowns for 'Career', 'Term Type', and 'Unit Type'. The 'Catalog Information' section includes fields for 'School District', 'Catalog Org', and 'School Code', with a 'Shared Catalog' checkbox.

At the bottom, there are navigation buttons: Save, Return to Search, Next in List, Previous in List, Add, Update/Display, Include History, and Correct History.

**Org Table (External Org ID) map to IOC**

PEOPLE  
SOFTS

Home Worklist Help

Home > Build Community > Organization Data > Use > Organization Table [New Window](#)

External Org ID: C31003175  
Description: Clovis East High

Institution of Origin Code: 103068

Legacy ID:

OPEID (School Code):

FEDSCH (School Code):

CEEB Code: 050622

CDS 14: 10621171030683

CDS 7: 103068

OK Cancel

**2.26.1 Consideration**

A code, which uniquely identifies the student's institution of origin, whether it is a High School, Community College, College, University or other.

**2.26.2 Recommendations**

The "Last School Attended" field will be used to extract the Institution of Origin Code. Select the SOSS delivered Organization ID of the institution of origin, the Organization ID is mapped to COSAR Table 4 in a SOSS delivered mapping table.

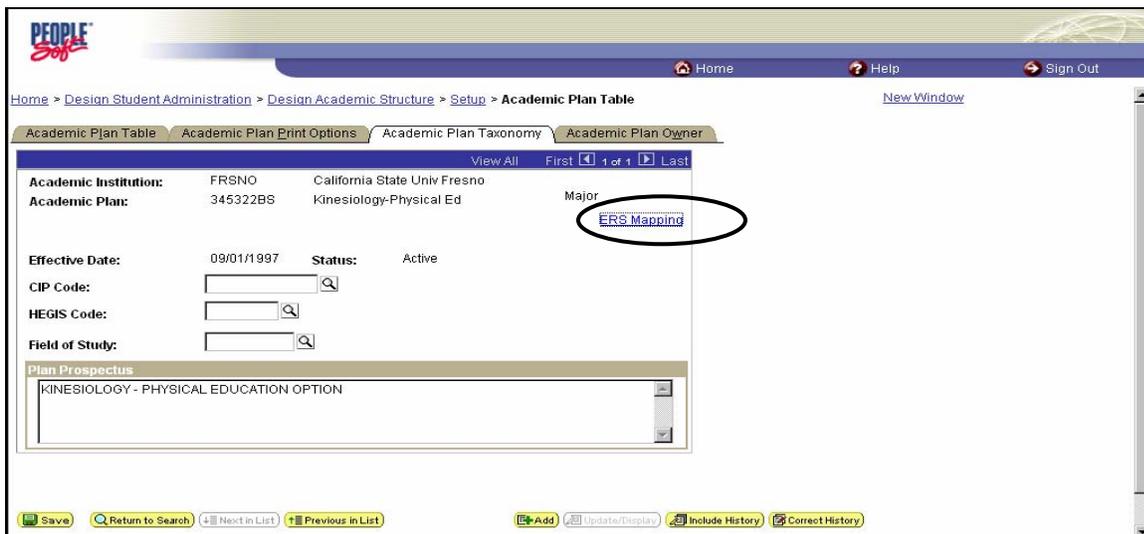
If the External Org ID/IOC map is missing from the Org Table, then the extract reads the address (State and Country code) identified in the Org Table page to assign the IOC code mapped to COSAR Table 4.

If the "Last School Attended" field is blank, then the extract uses the "Residence Code" from the Application Data/ERS Fields hyperlink to assign the IOC code. The four digits Residency Code, will be formatted correctly to the correct IOC code (6 digits) by the extract. For example: Residence code for 7596, the correct format will be 700596.

**Valid values:** Refer to COSAR Table 4.

## 2.27 Major, Option, Concentration

Navigation: [Home](#) → [Design Student Administration](#) → [Design Academic Structure](#) → [Setup](#) → [Academic Plan Table](#) → [Academic Plan Taxonomy](#)



Click on the ERS Mapping hyperlink. The campuses are responsible for mapping the Major Codes by using the added ERS Mapping hyperlink.



### 2.27.1 Consideration

The standard code that identifies a student’s major area of study in the California State University. The structure is five alphanumeric characters, first (2) digits represent the discipline division and last (3) digits represent the major specialties.

### 2.27.2 Recommendation

The value will be extracted from the Students Primary Application Program Plan.

**Valid values:** Refer to COSAR Table 3.

## 2.28 Residence Code

Navigation: [Home](#) → [Develop Enrollment](#) → [Process Applications or Evaluate Applicants](#) → [Use](#) → [Application Maintenance](#) → [Application Data](#)

The screenshot shows the 'CSU Admission App Subpanel' with several sections:

- College Preparatory Semesters:** English: 8, Lab Sci: 4, Math: 6, Fgn. Lang: 4, World History: 2, Vis.Pref Arts: 2, US Hist: 3, Electives: 4, Total Units: 33.
- GE Breadth Status:** Critical Thinking, English/Writing, Mathematics, Oral Communication.
- Testing Status:** EPT Status: P, ELM Status: 1.
- Income/Family/Education:** Dep Income Code, Dep Fam Size, Ind Income Code, Ind Fam Size, Mother Educ: 5 - 2yr Gd, Father Educ: 3 - HS Grd.
- Miscellaneous:** App Fee Stat: C:Paid by C, **Residence Code: 0010** (circled), Degree Objective: Seeking BA, Immigration Year, Admission Status: A.
- Credentials:** Credential Status: N, Credential Emphasis, Cred Subj/Obj/Waiver Cd.

Select the ERS Fields hyperlink from the application data page.

### 2.28.1 Consideration

The California country, state, or possession of the United States, or country of permanent residence at the time of application.

### 2.28.2 Recommendation

The value will be extracted from the ERS Fields/Residence Code field.

*Valid values:* Refer to COSAR Table 2.

## 2.29 Residence Status

Navigation: [Home](#) → [Design Student Administration](#) → [Define Campus Community](#) → [Setup](#) → [Residency Table](#)

The screenshot shows the 'Residency Table' setup page. The table has the following columns: Description, Effective Date, Status, Description, Short Description, and CSU Res Status Code. A row is visible with the following data:

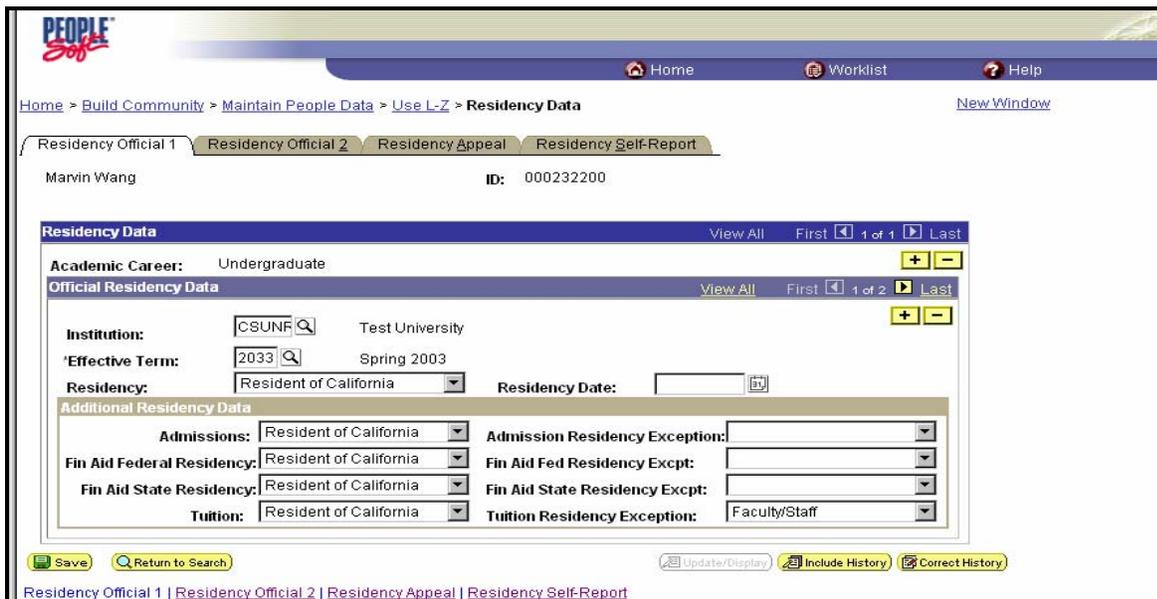
Description	Effective Date	Status	Description	Short Description	CSU Res Status Code
	01/01/1911	Active	Resident of California	California	CSU Res Status Code

Buttons at the bottom include Save, Return to Search, Add, Update/Display, Include History, and Correct History.

Click on the CSU Res Status Code hyperlink.



**Residency Status attached to a student.**



### 2.29.1 Consideration

A code that identifies a student’s residence status for fee purposes.

### 2.29.2 Recommendations

The value will be extracted from the Residency Data/Residency Official 1 page. The extract should match the application “Admit Term” against the “ Academic Career and Effective Term” fields from the Residency Official 1 page. Then, the extract uses the most current and previous term from the Residency Official 1 page, if “Effective Term” field is not match from the “Admit Term” from the application.

If Residency Official 1 page has value on the “Tuition Residency Exception” field, the extract uses the “Tuition Residency Exception” value to assign the “Residency Status” code.

If Residency Status is not declared, the extract will assign the value “0000” for the campus to correct the data.

This will be a SOSS owned table. The translate values are not modifiable by the campuses. Any deletions or additions could cause catastrophic error.

**Valid values are:**

R = Resident of California
N = Another State or U.S Possession
F = Foreign Country
X = Residence Status Undetermined
<b>The following values are only optional:</b>
M = Military
S = Faculty/Staff
T = Teachers
O = Other (e.g. scholarship)

### 2.30 Sex Code

**Navigation:** Home → Develop Enrollment → Process Applications or Evaluate Applications → Use → Application Maintenance → Bio/Demo Data

The screenshot shows the PEOPLE SOFT application interface. The breadcrumb navigation is: Home > Develop Enrollment > Process Applications > Use > Application Maintenance. The user is viewing the Bio/Demo Data for Christina Ajamian (ID: 100381966). The 'Personal Data' section includes fields for Effective Date (01/01/1911), Name (Ajamian, Christina A.), and Marital Status (Unknown). The 'National ID' section includes Country (USA), NID Type (PR), SSN, and National ID (150-76-1102). The 'Biographic Information' section includes Sex (Female), Birthdate (02/01/1983), and Ethnic Group (White). The 'Sex' field is circled in red.

#### 2.30.1 Consideration

A code that indicates the gender of a student.

#### 2.30.2 Recommendation

This will be extracted from the Sex Field.

**Valid values:**

F = Female

M = Male

### 2.31 Student Level Code

Navigation: **Home** → **Design Student Administration** → **Define Student Administration** → **Setup** → **Level Load Rules Table** → **Academic Level Table**

SetID: FRSNO  
 Academic Level Rule: UGRD Undergraduate Load Level Rule

Effective Date: 01/01/1911 Status: Active

Cum Units/Terms	Academic Level	NSLDS Loan Year	Direct Lending Year	ERS Acad Lvl
0.000	Freshman	1st Yr Nvr	1st Yr, nvr	ERS Acad Lvl
1.000	Freshman	1st Yr Prv	1st Yr, prv	ERS Acad Lvl
30.000	Sophomore	2nd Year	2nd Yr	ERS Acad Lvl
60.000	Junior	3rd Year	3rd Yr	ERS Acad Lvl
90.000	Senior	4th Year	4th Year	ERS Acad Lvl

Click on the ERS Acad Lvl fields to map CSU Student Level Load.

CSU Student Level

Student Level Code: Freshman

OK Cancel

- Freshman
- Junior
- Postbaccalaureate
- Senior
- Sophomore

Application Entry/Application Data/Academic Level field

The screenshot shows the 'Application Data' section of the PEOPLE SOFT system. The 'Academic Level' dropdown menu is circled in red and currently displays 'Freshman'. Other visible fields include 'Application Center' (UGRD), 'Application Date' (03/17/2003), 'Created On' (03/17/2003), and 'Admit Type' (S). The 'Additional Information' section includes 'Housing Interest' and 'Financial Aid Interest'. The 'File Information' section has 'Complete' (unchecked) and 'Date'. The 'Application Fee Information' section includes 'Status' and 'Fee Type' (Standard). Navigation buttons like 'Save', 'Refresh', and 'Add' are at the bottom.

**2.31.1 Considerations**

A code that indicates the current academic level of the student:

**Undergraduate Student:** A student not holding an acceptable baccalaureate degree. The student will be classified by level on the basis on Total Units Earned, including those earned at the reporting campuses.

**Post baccalaureate/Graduate Student:** A student holding an acceptable baccalaureate degree.

**2.31.2 Recommendations**

The data will be extracted from the “Academic level” based on the application. The campuses will be responsible to identify the correct value on the field. First time student at your campus with Transfer Course Credit units will be an example to make sure academic level code is correct.

This will be a SOSS owned translate field. The translate values are not modifiable by the campuses. Any deletions or additions could cause catastrophic error.

**Note:** For ERSS, Student Level Code is extracted from the Term Activation/Academic Level-Term Start field.

**Valid values are:**

1 = Freshman 0- 29.9 semester units or 0 – 44.9 quarter units
2 = Sophomore 30 –59 semester units or 45 – 89.9 quarter units
3 = Junior 40 – 89.9 semester units or 90 – 134.9 quarter units
4 = Senior 90 – or more semester units or 135 – or more quarter units
5 = Post baccalaureate = holding a baccalaureate or equivalent degree

### 2.32 ELM – Math Proficiency Status

Navigation: [Home](#)→ [Develop Enrollment](#)→ [Process Applications or Evaluate Applicants](#)→ [Use](#)→ [Application Maintenance](#) → [Application Data](#)

The screenshot shows the 'CSU Admission App Subpanel' with several sections of input fields:

- College Preparatory Semesters:** English (8), Math (4), World History, US Hist, Lab Sci, Fgn. Lang, Vis/Pref Arts, Electives, Total Units: 12.
- GE Breadth Status:** Critical Thinking, English/Writing, Mathematics, Oral Communication.
- Testing Status:** EPT Status, **ELM Status** (circled in red).
- Miscellaneous:** App Fee Stat, Residence Code (0020), Degree Objective (Seeking BS), Immigration Year, Admission Status (A).
- Income:** Dep Income Code, Dep Fam Size, Ind Income Code, Ind Fam Size, Mother Educ, Father Educ.
- Credentials:** Credential Status (N), Credential Emphasis, Cred Subj/Obj/Waiver Cd.

Select the ERS Fields hyperlink from the application data page.

#### 2.32.1 Consideration

A code that initially indicates an undergraduate’s status regarding preparedness for college level Mathematics and the method by which preparedness was evidenced by the close of the ERSS processing period for the first term in which the students (Enrollment Status equals 6).

#### 2.32.2 Recommendation

This will be a SOSS owned table. The translate values are not modifiable by the campuses. Any deletions or additions could cause catastrophic error.

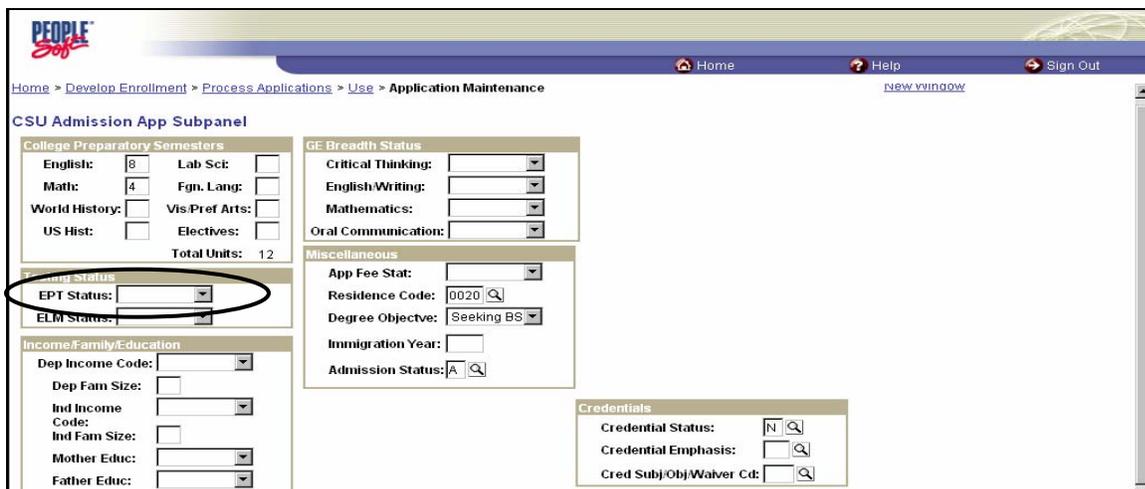
*Valid values are:*

1 = Not Qualified (1 remedial)
2 = Not Qualified (2 remedial)
3 = Not Qualified (3 remedial)
A = Exempt (College Board)
C = Exempt (ACT)
D = Proficiency Demonstrated
E = Exempt (Exam)
F = Failed (remedial program required)
M = Exempt (SAT II)
N = Not Required

O = Not Qualified (ELM)
P = Qualified (ELM 500+)
R = Qualified (Completed Remedial)
S = Exempt (SAT 1)
T = Exempt (GE Breath)
U = Not Exempt

### 2.33 EPT – English Proficiency Status

Navigation: [Home](#) → [Develop Enrollment](#) → [Process Applications or Evaluate Applicants](#) → [Use](#) → [Application Maintenance](#) → [Application Data](#)



Select the ERS Fields hyperlink from the application data page.

#### 2.33.1 Consideration

A code that indicates an undergraduate’s status regarding preparedness for college level English and the method by which preparedness was demonstrated by the close of the ERSS processing period for the first term in which the student was enrolled. English Proficiency Status does not apply to transitory students. (Enrollment Status equals 6)

#### 2.33.2 Recommendation

This will be a SOSS owned table. The translate values are not modifiable by the campuses. Any deletions or additions could cause catastrophic error.

*Valid values are:*

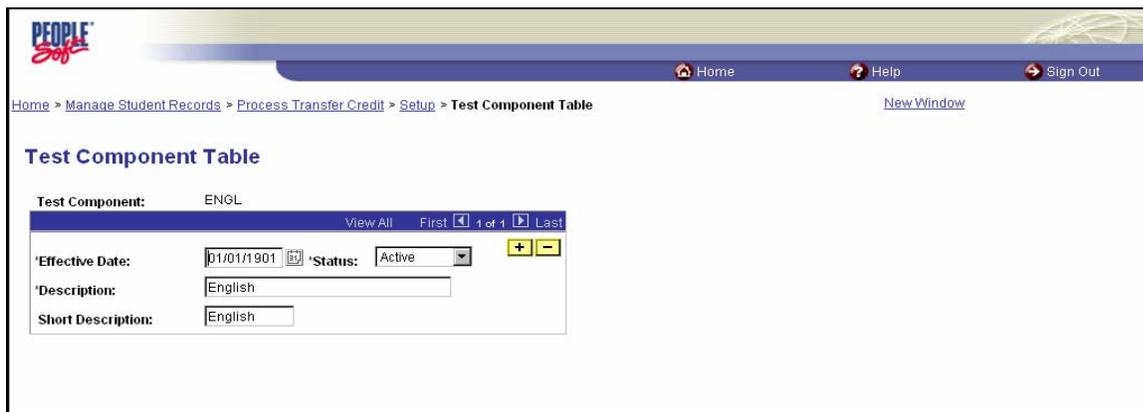
1 = Not qualified (1 remedial)
2 = Not qualified (2 remedial)
3 = Not qualified (3 remedial)
A = Exempt (College Board)
C = Exempt (ACT)

D = Proficiency Demonstrated
E = Exempt (Exam)
F = Failed (Remedial Program Required)
M = Exempt (SAT II)
N = Not Required
O = Not qualified (ELM)
P = Qualified ELM (500+)
R = Qualified (Completed Remedial)
S = Exempt (SAT 1)
T = Exempt (GE Breath)
U = Not Exempt

**2.34 ACT English, Mathematics, Reading, Science Reasoning and Composite Score**

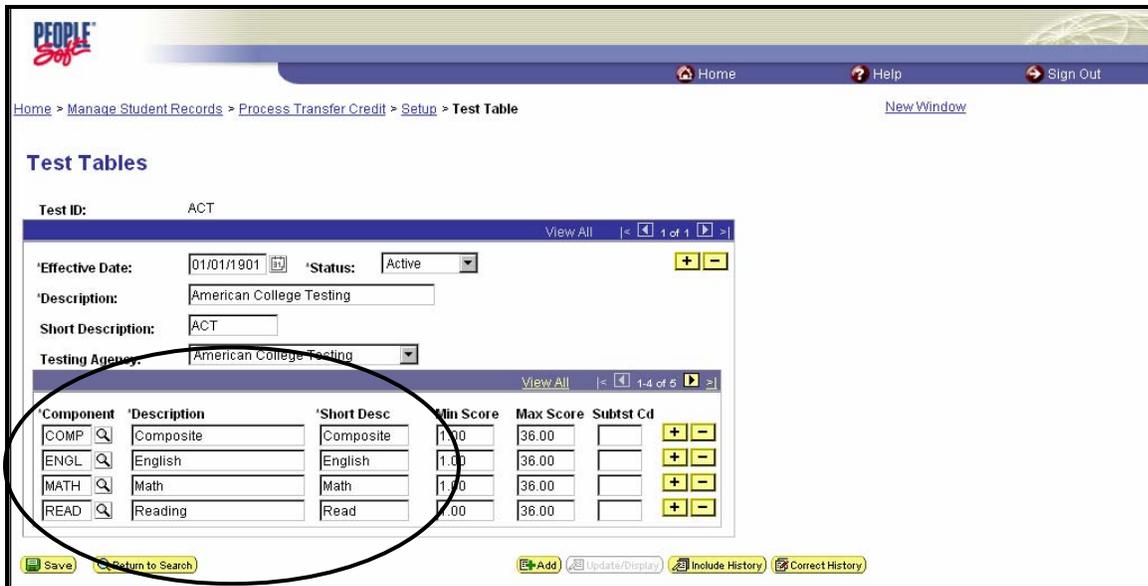
**Navigation:** Home→ Manage Student Records→ Process Transfer Credit→ Setup → Test Component

Use the Test Component Table page to define the test components (such as verbal, math, analytical, and so on) of external academic tests (such as ACT, GMAT, GRE, and so on). You also use this table to create components of placement and other tests administered internally by your institution. If a component is used in more than one test, it only needs to be defined once. Note that totals are not computed by the system, so if you want to enter and track totals, be sure to define *Total* as one of your test components.



Use the Test Tables page to set up test codes and link test components to Composite, English, Mathematics, Reading and Science Reasoning to link in the Test Table which is the Test ID

**Navigation:** Home→ Manage Student Records→ Process Transfer Credit→ Setup → Test Table



**Testing Agency:** Select the testing agency that administers this test (if applicable). This field is for informational purposes only. Values for this field are delivered with your system as translate values. These translate values can be modified. The delivered values are *American College Testing, College Board, Educational Testing Services, and Law School Admission Services.*

**Subst Cd:** Enter the SPEEDE (Standardization of Postsecondary Education Electronic Data Exchange) standard values for test components, specifically the SAT. These subtest codes are used in the admissions EDI transcript transaction.

### 2.34.1 Consideration

The scores received on the American College Test (ACT). Test scores from different administrations may be used in order to exempt EPT and/or ELM. It is necessary to enter appropriate subject area scores and calculate a new composite score.

### 2.34.2 Recommendations

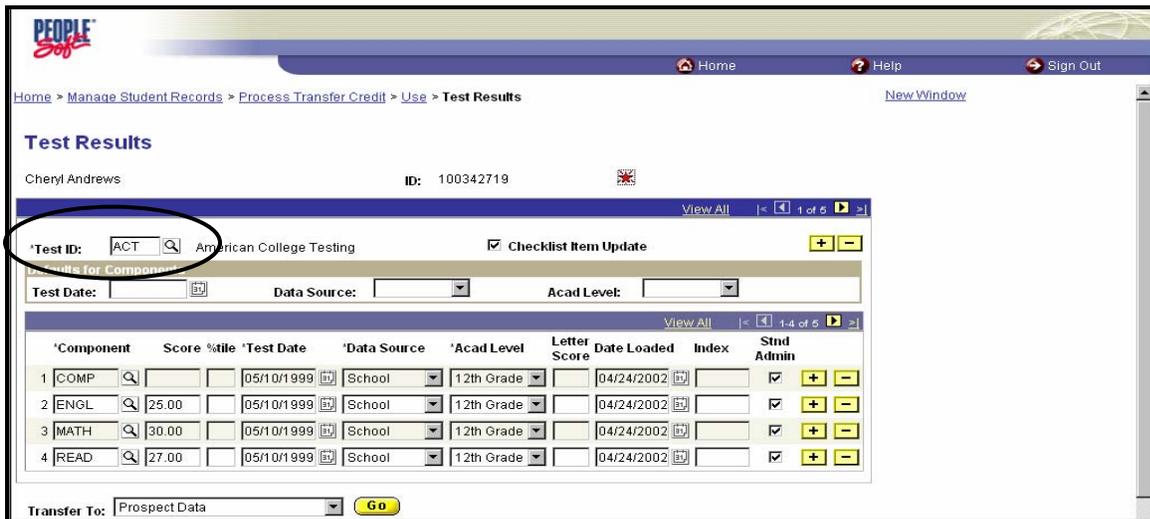
The tables are not modifiable by the campuses. Any deletions or additions could cause catastrophic errors.

The structure is ten (10) numeric characters in the format ESMSRSSRCS. (ES)- English Score, (MS)- Mathematics Score, (RS)- Reading Score, (SR)- Science Reasoning, and (CS)- Composite Score

**Valid values are:** 01-36

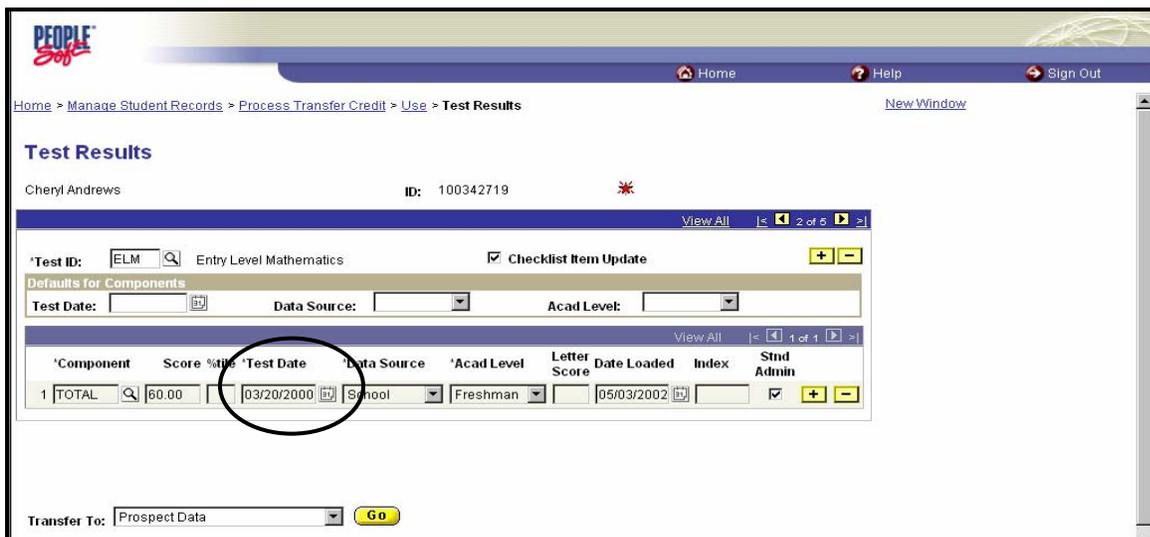
Below is the navigation and page of Test Results for “ACT” linked to a student.

Navigation: Home → Manage Student Records → Process Transfer Credit → Use → Test Results



### 2.35 ELM Administration Date

Navigation: Home → Manage Student Records → Process Transfer Credit → Use → Test Results



#### 2.35.1 Consideration

This field contains the date on which the Entry Level Mathematics Exam was administered.

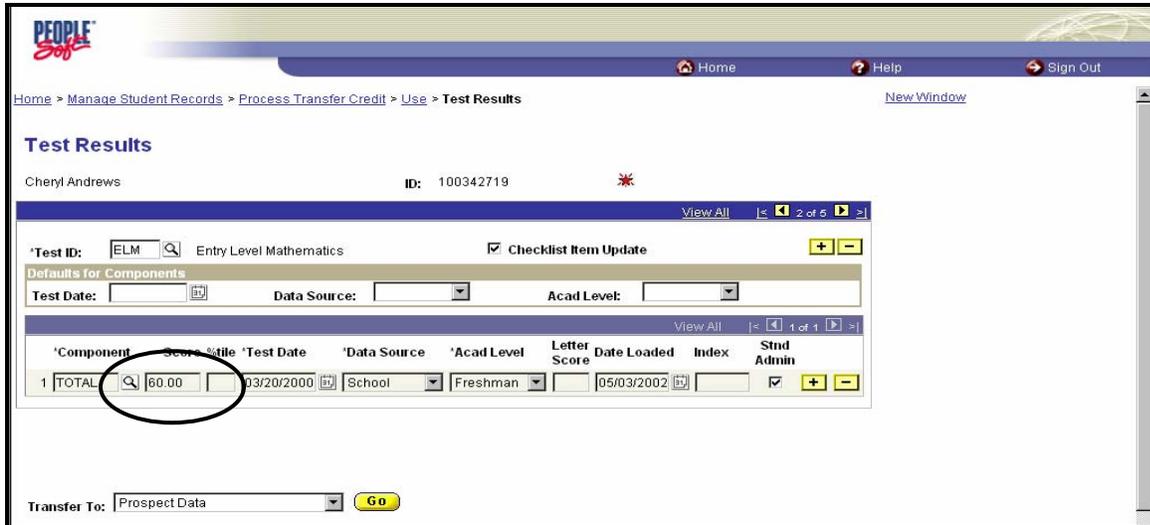
#### 2.35.2 Recommendation

*Valid values:* YYYY-MM-DD

### 2.36 ELM Total Score

**Navigation:** Home → Manage Student Records → Process Transfer Credit → Use → Test Results

**Note:** You need to setup the Test Component and Test Table for ELM first, before you can tie the Test Results to a student. Refer to item (1.35) for table setup.



#### 2.36.1 Consideration

This field contains the total test score the student received on the Entry Level Mathematics Exam.

#### 2.36.2 Recommendation

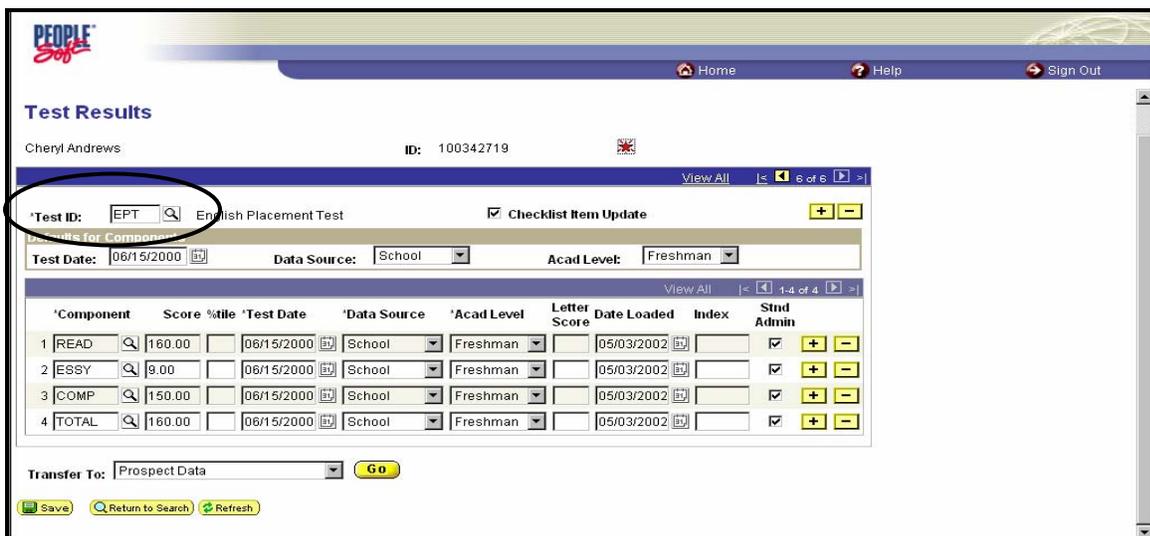
*Valid values are:* 10 to 80, if ELM administered date before March 23, 2002

00 to 80, if ELM administered date on or before March 23, 2002

### 2.37 EPT – Essay, Reading, Composition and Total Score

**Navigation:** Home → Manage Student Records → Process Transfer Credit → Use → Test Results

**Note:** First, you need to setup the Test Component and Test Table for EPT before you can tie the Test Results to a student. Refer to item (1.35) for table setup.



### 2.37.1 Consideration

The scores received on the CSU English Placement Test.

### 2.37.2 Recommendations

The tables are not modifiable by the campuses. Any deletions or additions could cause catastrophic errors.

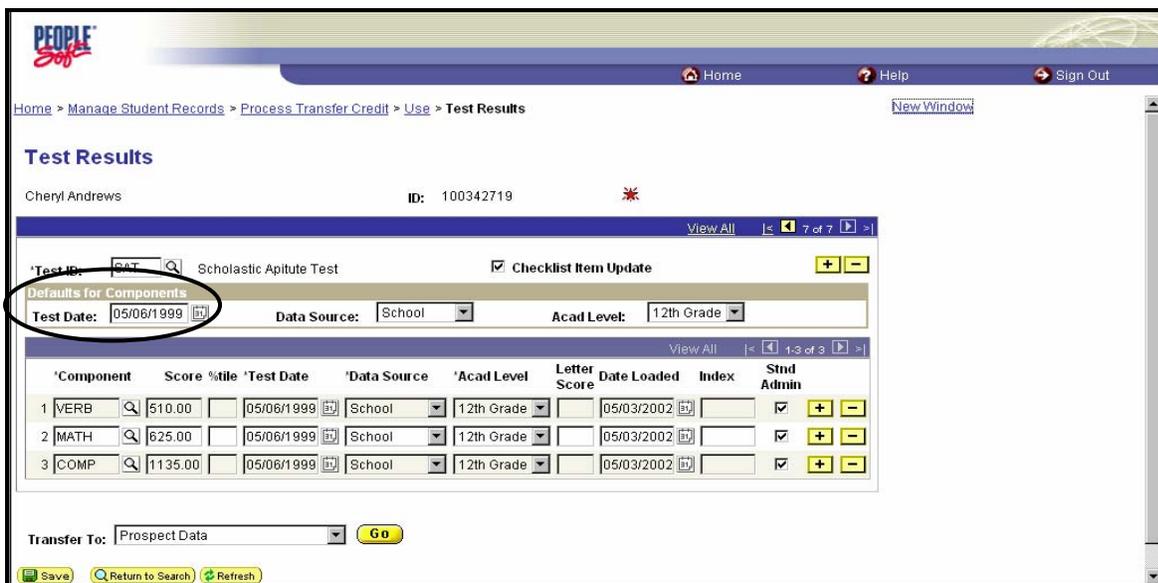
Structure (12) numeric characters in the format EEERRRCCCTTT. (EEE)-English Score, (RRR)-Reading Score, (CCC) Composite Score and (TTT)-Total Score

**Valid values are:** EEEE = 000-012, RRR = 120-180, CCC = 120-180 and TTT = 120-180

## 2.38 SAT 1 – Verbal, Mathematics and Composite Score

**Navigation:** [Home](#) → [Manage Student Records](#) → [Process Transfer Credit](#) → [Use](#) → [Test Results](#)

**Note:** First, you need to setup the Test Component and Test Table for SAT before you can tie the Test Results to a student. Refer to item [\(1.35\)](#) for table setup.



### 2.38.1 Consideration

The scores received on the Scholastic Assessment Test I. Test score from different administrations may be used in order to exempt EPT and/or ELM. It is necessary to enter appropriate subject area scores and calculate a new total score (the total of the subject area scores).

### 2.38.2 Recommendations

The tables are not modifiable by the campuses. Any deletions or additions could cause catastrophic errors.

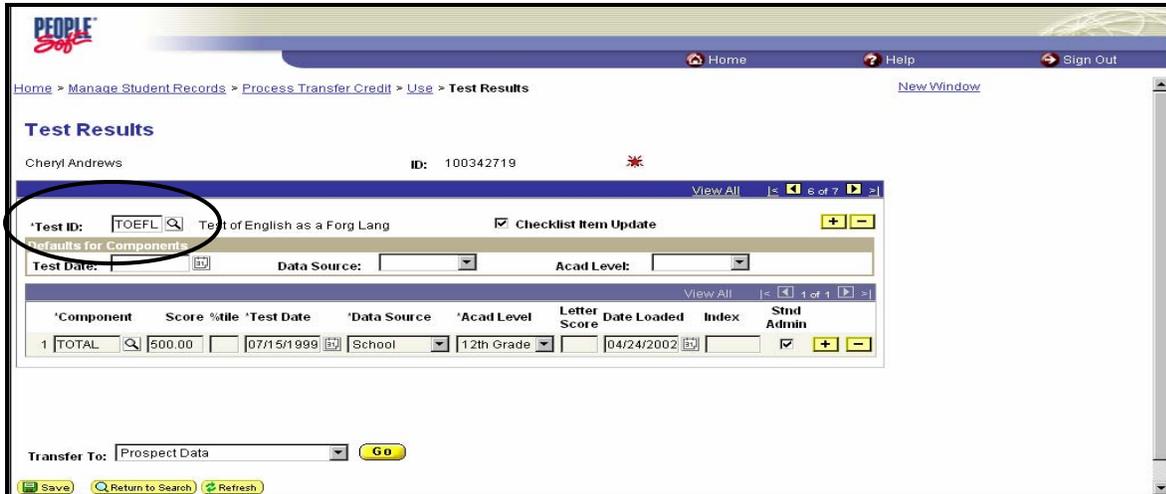
Structure (10) numeric characters in the following format VVVMMMCCC. (VVV)-Verbal Score, (MMM)-Mathematics Score and (CCC)-Composite Score

**Valid values are:** VVV = 200-800, MMM = 200-800 and CCC = 400-1600

### 2.39 TOEFL Score

**Navigation:** Home→ Manage Student Records→ Process Transfer Credit→ Use → Test Results

**Note:** First, you need to setup the Test Component and Test Table for TOEFL before you can tie the Test Results to a student. Refer to item **(1.35)** for table setup



#### 2.39.1 Considerations

The scores achieved in the Test of English as a Foreign Language.

The score range for the paper-based test is 310-677 and the score range for the computer-based test is 000-300

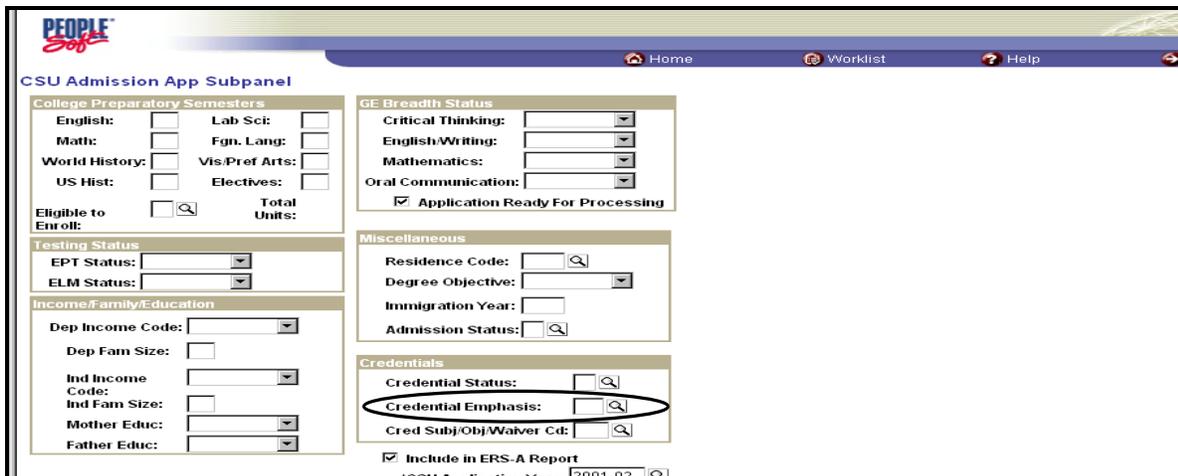
#### 2.39.2 Recommendation

The tables are not modifiable by the campuses. Any deletions or additions could cause catastrophic errors.

*Valid values are:* 000 - 677

### 2.40 Credential Emphasis

**Navigation:** Home→ Develop Enrollment→ Evaluate Applicants or Process Applicants→ Use → Application Maintenance→ Application Data



Select the ERS Fields hyperlink from the application data page.

#### **2.40.1 Consideration**

The data element specifies emphases that are associated with the credential and subject-matter waiver objective, if any. The values conform to the specification of the Commission on Teacher Credential.

#### **2.40.2 Recommendation**

The value will be extracted from the Application Entry/Application Data/ERS Fields hyperlink/Credential Emphasis field.

This will be a SOSS owned table. The translate values are not modifiable by the campuses. Any deletions or additions could cause catastrophic error.

*Valid values are:*

<b>Single Emphasis</b> 1=ECE	2=MS	3=CLAD	4A=BCLAD D Armenian	4B=BCLAD African American	4C=BCLAD Chinese
4D=BCLAD Cantonese	4E=BCLAD Cambodian	4F=BCLAD Filipino	4H=BCLAD D Hmong	4J=BCLAD Japanese	4K=BCLAD Korean
4L=BCLAD Laotian	4M=BCLAD Mandarin	4N=BCLAD Native American	4P=BCLAD Portuguese	4R=BCLAD Pan-Asian	4S=BCLAD Spanish
4Y=BCLAD Yurok, Tolowa, Kurak, Hup	4V=BCLAD Vietnamese	<b>Two Emphasis</b> 13=ECE/B CLAD	23=MS/ BCLAD	1A=ECE/ BCLAD Armenian	1B=ECE/ BCLAD African American
1C=ECE/ BCLAD Chinese	1D=ECE/ BCLAD Cantonese	1E=ECE/ BCLAD Cambodian	1F=ECE/ BCLAD Filipino	1H=ECE/ BCLAD Hmong	1J=ECE/ BCLAD Japanese
1K=ECE/ BCLAD Korean	1L=ECE/ BCLAD Laotian	1M=ECE/ BCLAD Mandarin	1N=ECE/ BCLAD Native American	1P=ECE/ BCLAD Portuguese	1R=ECE/ BCLAD Pan- Asian
1S=ECE/ BCLAD Spanish	1Y=ECE/ BCLAD Yurok, Tolowa, Kurak, Hup	1V=ECE/ BCLAD Vietnamese	2A=ECE/ BCLAD Armenian	2B=ECE/ BCLAD African American	2C=ECE/ BCLAD Chinese
2D=ECE/ BCLAD Cantonese	2E=ECE/ BCLAD Cambodian	2F=ECE/ BCLAD Filipino	2H=ECE/ BCLAD Hmong	2J=ECE/ BCLAD Japanese	2K=ECE/ BCLAD Korean
2L=ECE/BC LAD Laotian	2M=ECE/ CLAD Mandarin	2N=ECE/ BCLAD Native American	2P=ECE/ BCLAD Portuguese	2R=ECE/ BCLAD Pan- Asian	2S=ECE/ BCLAD Spanish
2Y=ECE/ BCLAD Yurok, Tolowa, Kurak, Hup	2V=ECE/ BCLAD Vietnamese				

## 2.41 High School Transcript Status

Navigation: [Home](#) → [Develop Enrollment](#) → [Evaluate Applicants or Process Applicants](#) → [Use](#) → [Education](#)

The screenshot shows the PeopleSoft interface for 'Education'. The user is logged in as Robert Louis (ID: 103056248). The page displays various tabs for external data and a form for entering transcript information. The 'Transcript' section has a 'Desired' checkbox checked and a 'Transcript Status' dropdown menu set to 'Final', which is circled in red. Other fields include 'Career' (High Schl), 'Term Type' (Semester), 'Acad Level' (12th Grade), and 'Transcript Date' (06/10/1999).

### 2.41.1 Consideration

This code identifies whether or not the high school transcript has been received and is complete.

### 2.41.2 Recommendations

Used PeopleSoft delivered translate value (TRNSCRPT\_STATUS). The TRNSCRPT\_STATUS translate values are mapped to the ERS Setup/CSU HS Transcript Code page using the CSU\_CO\_HS\_TRAN\_ST translate table. Any additional values needed should be requested from SOSS. The Data Element values: **Final and Incomplete** are the only values mapped to the PeopleSoft delivered Transcript Status as SOSS delivered. Campuses can map the other values if necessary.

**PeopleSoft delivered TRNSCRPT\_STATUS are:** Final, Incomplete, In-Progress and Mid-Year

**Valid values are:**

F – Final
G = Received I transcript/ 1 more required
I – Incomplete
M = Missing
N – Transcript not required
P – Partial
R – Transcript not received in office
U – Unofficial
(dash) – No transcript received

## 2.42 Credential Status

Navigation: [Home](#) → [Develop Enrollment](#) → [Evaluate Applicants or Process Applicants](#) → [Use](#) → [Application Maintenance](#) → [Application Data](#)

The screenshot shows the 'PEOPLE Soft' CSU Admission App Subpanel. It contains several sections for data entry:

- College Preparatory Semesters:** English, Math, World History, US Hist, Lab Sci, Fgn. Lang, Vis/Pref Arts, Electives. Includes 'Eligible to Enroll' and 'Total Units' fields.
- GE Breadth Status:** Critical Thinking, English/Writing, Mathematics, Oral Communication. Includes a checked 'Application Ready For Processing' checkbox.
- Testing Status:** EPT Status, ELM Status.
- Income/Family/Education:** Dep Income Code, Dep Fam Size, Ind Income Code, Ind Fam Size, Mother Educ, Father Educ.
- Miscellaneous:** Residence Code, Degree Objective, Immigration Year, Admission Status.
- Credentials:** Credential Status, Credential Emphasis, Cred Subj/Obj/Waiver Cd. This section is circled in red in the image.

At the bottom, there is a checked 'Include in ERS-A Report' checkbox and a 'CSU Application Year' field set to '2001-02'.

Select the ERS Fields hyperlink from the application data page.

### 2.42.1 Consideration

This data element indicates that a student has been admitted and enrolled in a structured CSU CCTC-approved education credential or waiver program; OR that a student has been identified as enrolled for the purpose of obtaining or maintaining a CCTC credential, permit, or supplemental authorization but has not been admitted to a CCTC-approved program; OR, at the request of CSU campuses, that potential interest in future education credential program enrollment has been identified by a CSU applicant or student.

### 2.42.2 Recommendations

The value will be extracted from the Application Entry/Application Data/ERS Fields hyperlink/Credential Status field.

All enrolled CSU students fall into one of the four following categories:

- i. Admitted and enrolled in a CSU CCTC-approved credential or subject-matter waiver program (Values = 5, 6, 8, 9);
- ii. Enrolled for the purpose of obtaining or maintaining a CCTC credential, permit, or supplemental authorization (but not admitted to a CCTC program)(Values = 1, 2, 3, 4, 7);
- iii. Potentially seeking to enroll in a CSU CCTC-approved credential or subject-matter waiver program (Values = S, V, X); and
- iv. Not seeking admission to a credential or subject-matter waiver program (Values = N).

If a student can be a member of more than one of the four above categories, assign the student one category in the following order: i, ii, iii, iv.

This will be a SOSS owned translate field. The translate values are not modifiable by the campuses. Any deletions or additions could cause catastrophic error.

**Valid values are:**

Admitted & Enrolled CSU-CCTC Approved = 5, 6, 8, 9. Identified as Enrolled to Obtained/Maintain CCTC = 4, 3, 7, 1, 2. Applicants & Students Potentially Seeking to Enroll CSU Credential Prog = X, S, V, Y. None of the above = N

**Collection Method:** Admission Application

**2.43 Credential and Subject Matter Waiver Objective Code**

**Navigation:** Home → Develop Enrollment → Evaluate Applicants or Process Applicants → Use → Application Maintenance → Application Data

The screenshot shows the 'CSU Admission App Subpanel' with the following sections:

- College Preparatory Semesters:** English: 4, Lab Sci: 4, Math: 4, Fgn. Lang: 4, World History: 4, Vis./Pref Arts: 4, US Hist: 4, Electives: 4. Total Units: 32. Eligible to re-enroll at all institution:
- GE Breadth Status:** Critical Thinking, English/Writing, Mathematics, Oral Communication (all dropdown menus).
- Miscellaneous:** App Fee Stat, Residence Code, Degree Objective, Immigration Year, Admission Status.
- Testing Status:** EPT Status: [C-Xmpt ACT], ELM Status: [C-Xmpt ACT]
- Income/Family/Education:** Dep Income Code, Dep Fam Size, Ind Income Code, Ind Fam Size, Mother Educ, Father Educ.
- Credentials:** Credential Status, Credential Emphasis, **Cred Subj/Obj/Waiver Cdt** (circled in red).

Select the ERS Fields hyperlink from the application data page.

**2.43.1 Consideration**

This data element indicates the primary California public school credential or subject-matter waiver objective of the applicant, admitted applicant, or enrolled student.

**2.43.2 Recommendations**

The value will be extracted from the Application Entry/Application Data/ERS Fields hyperlink/Credential Subject Objective/Waiver field.

Only one value may be coded per student. When students are admitted and enrolled in more than one program, the following rules apply:

- i. Admission in Multiple Subject, Single Subject, or Specialist Instruction credential programs takes precedence over admission in a subject-matter waiver program.
- ii. Admission in Multiple Subject, Single Subject, or Specialist Instruction credential programs takes precedence over admission in Designated Subjects and service credential programs.
- iii. Admission to a Multiple Subject credential program takes precedence over admission to a Single Subject credential program.

- iv. Admission in a Multiple Subject credential program takes precedence over admission in a Specialist Instruction credential program.
- v. Admission in a Specialist Instruction program takes precedence over admission in a Single Subject credential program (except for Single Subject Objective values 160, 165, 180-184).
- vi. For students identified in subject-matter waiver programs that are approved for multiple subject credentials, code Credential or Subject-Matter Waiver Objective = 200.
- vii. Credential or Subject-Matter Waiver Objective Codes are required for all students who have been admitted and enrolled in a CCTC-approved credential or subject-waiver program (Credential Status = 5, 6, 8, 9).
- viii. To the extent that the campus has identified CSU students who are enrolled for the purpose of obtaining or maintaining a CCTC credential, permit, or supplemental authorization but have not been admitted to a CCTC program, Credential or Subject-Matter Waiver Objective values should be supplied for most (Credential Status = 1, 3, 4, 7). For example, CSU students enrolled to “clear” a multiple-subject credential, or an out-of-state teacher enrolled to complete coursework necessary to obtain a multiple-subject credential, or a CSU student holding a valid multiple-subject credential should have a Credential or Subject-Matter Waiver Objective value of 200. A secondary school teacher seeking a supplemental authorization in mathematics should have a Credential or Subject-Matter Waiver Objective value of 165.

**Valid values are:** Refer to COSAR table 6. This is a SOSS owned table

**Collection Method:** Admission Application

### 2.44 Dependent Income Code

**Navigation:** [Home](#) → [Develop Enrollment](#) → [Evaluate Applicants or Process Applicants](#) → [Use](#) → [Application Maintenance](#) → [Application Data](#)

The screenshot shows the PEOPLE Soft application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below the navigation bar, the breadcrumb trail reads: 'Home > Develop Enrollment > Process Applications > Use > Application Maintenance'. A 'New Window' link is also present. The main content area is titled 'CSU Admission App Subpanel' and contains several sections:

- College Preparatory Semesters:** Includes input fields for English (4), Lab Sci (4), Math (4), Fgn. Lang (4), World History (4), Vis/Pref Arts (4), US Hist (4), and Electives (4). Total Units: 32. A checkbox for 'Eligible to re-enroll at all institution' is checked.
- GE Breadth Status:** Includes dropdown menus for Critical Thinking, English/Writing, Mathematics, and Oral Communication.
- Testing Status:** Includes dropdown menus for EPT Status and ELM Status, both set to 'C-Xmpt AC1'.
- Income/Family/Education:** This section is circled. It includes a dropdown menu for 'Dep Income Code' set to '24k to 38k', and input fields for 'Dep Fam Size', 'Ind Income Code', 'Ind Fam Size', 'Mother Educ', and 'Father Educ'.
- Miscellaneous:** Includes dropdown menus for 'App Fee Stat' and 'Degree Objective', and input fields for 'Residence Code', 'Immigration Year', and 'Admission Status'.
- Credentials:** Includes dropdown menus for 'Credential Status', 'Credential Emphasis', and 'Cred Subj/Obj/Waiver Cdt'.

At the bottom of the form, there are 'OK' and 'Cancel' buttons.

Select the ERS Fields hyperlink from the application data page.

### 2.44.1 Considerations

The gross annual income of parents for the year prior to the reporting year as reported by dependent applicants via the CSU application for admission. The definition of income includes any taxable income as well as untaxed income and benefits of the parents.

To determine dependence or independence for financial aid purposes, an applicant is considered independent if any one of the following applies: the applicant: (a) is 24 years or older, (b) is a graduate student, (c) is married or has dependents, (d) is an orphan/ward of the court, or (e) is a veteran of the U.S. armed services. If none of the factors applies, the applicant is considered dependent.

### 2.44.2 Recommendation

This will be a SOSS owned translate field. The translate values are not modifiable by the campuses. Any deletions or additions could cause catastrophic error.

*Valid values are:*

- 1 = Less than \$24,000 per year
- 2 = \$24,000 to \$35,999
- 3 = \$36,000 to \$47,999
- 4 = \$48,000 to \$59,999
- 5 = \$60,000 to \$71,999
- 6 = \$72,000 or more
- 7 = "I cannot estimate my parents' income"
- 8 = No response (*Blank is defaulted to 8*)

**Collection Method:** Admission Application

### 2.45 Dependent Family Size

**Navigation:** Home → Develop Enrollment → Evaluate Applicants or Process Applicants → Use → Application Maintenance → Application Data

The screenshot shows the 'CSU Admission App Subpanel' with several sections:

- College Preparatory Semesters:** English: 4, Lab Sci: 4, Math: 4, Fgn. Lang: 4, World History: 4, Vis/Pref Arts: 4, US Hist: 4, Electives: 4. Total Units: 32. Eligible to re-enroll at all institution:
- Testing Status:** EPT Status: C-XmptAC1, ELM Status: C-XmptAC1
- Income/Family/Education:** Dep Income Code: 24k to 36k, Dep Fam Size: 2, Ind Income Code: [blank], Ind Fam Size: [blank] (circled in red), Mother Educ: [blank], Father Educ: [blank]
- GE Breadth Status:** Critical Thinking, English/Writing, Mathematics, Oral Communication (all dropdown menus)
- Miscellaneous:** App Fee Stat, Residence Code, Degree Objective, Immigration Year, Admission Status
- Credentials:** Credential Status, Credential Emphasis, Cred Subj/Obj/Waiver Cdt

Buttons for 'OK' and 'Cancel' are at the bottom left.

Select the ERS Fields hyperlink from the application data page.

### 2.45.1 Considerations

Family size as entered on the CSU application for admission by an applicant who determines him/herself to be a dependent for financial aid purposes. In determining family size, the dependent applicant should include him/herself, his/her parents, and other children or dependents who receive more than half their support from the dependent applicant’s parents.

To determine dependence or independence for financial aid purposes, an applicant is considered independent if any one of the following applies: the applicant: (a) is 24 years or older, (b) is a graduate student, (c) is married or has dependents, (d) is an orphan/ward of the court, or (e) is a veteran of the U.S. armed services. If none of the factors applies, the applicant is considered dependent.

### 2.45.2 Recommendation

This is a free form numeric field.

*Valid values are:*

01-99 Use code 99 if applicant did not enter value.

**Collection Method:** Admission Application

### 2.46 Independent Income Code

**Navigation:** Home→ Develop Enrollment→ Evaluate Applicants or Process Applicants→ Use → Application Maintenance→ Application Data

The screenshot shows the 'PEOPLE Soft' application interface. The breadcrumb trail is: Home > Develop Enrollment > Process Applications > Use > Application Maintenance. The page title is 'CSU Admission App Subpanel'. The form is divided into several sections:

- College Preparatory Semesters:** English: 4, Lab Sci: 4, Math: 4, Fgn. Lang: 4, World History: 4, Vis/Pref Arts: 4, US Hist: 4, Electives: 4. Total Units: 32. Eligible to re-enroll at all institution: .
- GE Breadth Status:** Critical Thinking: [dropdown], English/Writing: [dropdown], Mathematics: [dropdown], Oral Communication: [dropdown].
- Testing Status:** EPT Status: [C-Xmpt AC1], ELM Status: [C-Xmpt AC1].
- Income/Family/Education:** Dep Income Code: [dropdown], Dep Fam Size: [input], **Ind Income Code: 12k to 24k** (circled in red), Ind Fam Size: [input], Mother Educ: [dropdown], Father Educ: [dropdown].
- Miscellaneous:** App Fee Stat: [dropdown], Residence Code: [input with search icon], Degree Objective: [dropdown], Immigration Year: [input], Admission Status: [input with search icon].
- Credentials:** Credential Status: [input with search icon], Credential Emphasis: [input with search icon], Cred Subj/Obj/Waiver Cd: [input with search icon].

At the bottom left, there are 'OK' and 'Cancel' buttons.

Select the ERS Fields hyperlink from the application data page.

### 2.46.1 Considerations

The gross annual income reported by independent applicants via the CSU application for admission. The income includes all taxable income and any untaxed income or benefits of the applicant and his/her spouse, if applicable.

To determine dependence or independence for financial aid purposes, an applicant is considered independent if any one of the following applies: the applicant: (a) is 24 years or older, (b) is a graduate student, (c) is married or has dependents, (d) is an orphan/ward of the court, or (e) is a veteran of the U.S. armed services. If none of the factors applies, the applicant is considered dependent.

### 2.46.2 Recommendation

This will be a SOSS owned translate field. The translate values are not modifiable by the campuses. Any deletions or additions could cause catastrophic error.

*Valid values are:*

- 1 = Less than \$6,000
- 2 = \$6,000 to \$11,999
- 3 = \$12,000 to \$23,999
- 4 = \$24,000 to \$35,999
- 5 = \$36,000 to \$47,999
- 6 = \$48,000 to \$59,999
- 7 = \$60,000 or more
- 8 = "I cannot estimate my income"
- 9 = No response

**Collection Method:** Admission Application

## 2.47 Independent Family Size

Navigation: [Home](#) → [Develop Enrollment](#) → [Evaluate Applicants or Process Applicants](#) → [Use](#) → [Application Maintenance](#) → [Application Data](#)

The screenshot shows the 'CSU Admission App Subpanel' with the following sections:

- College Preparatory Semesters:** English: 4, Lab Sci: 4, Math: 4, Fgn. Lang: 4, World History: 4, Vis/Pref Arts: 4, US Hist: 4, Electives: 4. Total Units: 32. Eligible to re-enroll at all institution:
- GE Breadth Status:** Critical Thinking, English/Writing, Mathematics, Oral Communication (all dropdown menus).
- Testing Status:** EPT Status: [C-Xmpt ACT], ELM Status: [C-Xmpt ACT]
- Income/Family/Education:** Dep Income Code, Dep Fam Size, Ind Income Code, Ind Fam Size (circled in red), Mother Educ, Father Educ.
- Miscellaneous:** App Fee Stat, Residence Code, Degree Objective, Immigration Year, Admission Status.
- Credentials:** Credential Status, Credential Emphasis, Cred Subj/Obj/Waiver Cdt.

Buttons: OK, Cancel

Select the ERS Fields hyperlink from the application data page.

### 2.47.1 Considerations

Family size as entered on a CSU application for admission by an applicant who determines him/herself to be independent for financial aid purposes. Family size includes the applicant him/herself as well as a spouse, if any, and other dependents, e.g., children.

To determine dependence or independence for financial aid purposes, an applicant is considered independent if any one of the following applies: the applicant: (a) is 24 years or older, (b) is a graduate student, (c) is married or has dependents, (d) is an orphan/ward of the court, or (e) is a veteran of the U.S. armed services. If none of the factors applies, the applicant is considered dependent.

### 2.47.2 Recommendation

This is a free form numeric field.

**Valid values are:**

01-99 Use code 99 if applicant did not enter value.

**Collection Method:** Admission Application

## 2.48 Mother's Education

Navigation: [Home](#) → [Develop Enrollment](#) → [Evaluate Applicants or Process Applicants](#) → [Use](#) → [Application Maintenance](#) → [Application Data](#)

The screenshot shows the 'CSU Admission App Subpanel' in the PEOPLE Soft system. The 'Income/Family/Education' section contains the 'Mother Educ' field, which is currently set to '4 - Sm Clg' and is circled in red. Other fields in this section include 'Dep Income Code', 'Dep Fam Size', 'Ind Income Code', 'Ind Fam Size', and 'Father Educ'. The 'College Preparatory Semesters' section shows units for English, Math, World History, US Hist, Lab Sci, Fgn. Lang, Vis/Pref Arts, and Electives, with a total of 32 units. The 'GE Breadth Status' section includes dropdowns for Critical Thinking, English/Writing, Mathematics, and Oral Communication. The 'Miscellaneous' section has fields for App Fee Stat, Residence Code, Degree Objective, Immigration Year, and Admission Status. The 'Credentials' section includes Credential Status, Credential Emphasis, and Cred Subj/Obj/Waiver Cd. The interface includes navigation links at the top and 'OK' and 'Cancel' buttons at the bottom.

### 2.48.1 Consideration

The highest level of education attained by an applicant's mother, as indicated on the CSU application for admission.

### 2.48.2 Recommendation

This will be a SOSS owned translate field. The translate values are not modifiable by the campuses. Any deletions or additions could cause catastrophic error.

*Valid values are:*

- 1 = No High School
- 2 = Some High School
- 3 = High School Graduate
- 4 = Some College
- 5 = 2-Year College Graduate
- 6 = 4-Year College Graduate
- 7 = Postgraduate
- 8 = No Response

**Collection Method:** Admission Application

## 2.49 Father's Education

Navigation: [Home](#) → [Develop Enrollment](#) → [Evaluate Applicants or Process Applicants](#) → [Use](#) → [Application Maintenance](#) → [Application Data](#)

The screenshot shows the 'CSU Admission App Subpanel' with the following sections:

- College Preparatory Semesters:** English: 4, Lab Sci: 4, Math: 4, Fgn. Lang: 4, World History: 4, Vis/Pref Arts: 4, US Hist: 4, Electives: 4. Total Units: 32. Eligible to re-enroll at all institution:
- GE Breadth Status:** Critical Thinking, English/Writing, Mathematics, Oral Communication (all dropdown menus).
- Testing Status:** EPT Status: [C-Xmpt AC1], ELM Status: [C-Xmpt AC1]
- Income/Family/Education:** Dep Income Code, Dep Fam Size, Ind Income Code: [12k to 24k], Ind Fam Size: [05], Mother Educ: [4 - 8m Clg], **Father Educ: [6 - 4yr Gd]** (highlighted with a red circle).
- Miscellaneous:** App Fee Stat, Residence Code, Degree Objective, Immigration Year, Admission Status.
- Credentials:** Credential Status, Credential Emphasis, Cred Subj/Obj/Waiver Cd.

Buttons: OK, Cancel

Select the ERS Fields hyperlink from the application data page.

### 2.49.1 Consideration

The highest level of education attained by an applicant's father, as indicated on the CSU application for admission.

### 2.49.2 Recommendation

This will be a SOSS owned translate field. The translate values are not modifiable by the campuses. Any deletions or additions could cause catastrophic error.

*Valid values are:*

- 1 = No High School
- 2 = Some High School
- 3 = High School Graduate
- 4 = Some College
- 5 = 2-Year College Graduate
- 6 = 4-Year College Graduate
- 7 = Postgraduate
- 8 = No Response

**Collection Method:** Admission Application

## 2.50 CIP Code

### 2.50.1 Consideration

A code required for reporting of majors and degrees by the National Center for Education Statistics in the Integrated Postsecondary Data System (IPEDS). If the campus does not enter a CIP code, a code will be entered on the ERS record during file processing at the Chancellor's Office.

### 2.50.2 Recommendation

This field will be left blank and the Chancellor's Office will complete during File Processing.

## 2.51 GE-Breadth Critical Thinking/ Course Completion Status

Navigation: [Home](#) → [Develop Enrollment](#) → [Evaluate Applicants or Process Applicants](#) → [Use](#) → [Application Maintenance](#) → [Application Data](#)

The screenshot shows the 'CSU Admission App Subpanel' with the following sections:

- College Preparatory Semesters:** English: 4, Lab Sci: 4, Math: 4, Fgn. Lang: 4, World History: 4, Vis/Pref Arts: 4, US Hist: 4, Electives: 4, Total Units: 32.
- Testing Status:** EPT Status: C-Xmpt AC1, ELM Status: C-Xmpt AC1.
- Income/Family/Education:** Dep Income Code, Dep Fam Size, Ind Income Code, Ind Fam Size, Mother Educ, Father Educ.
- GE-Breadth Status:** Critical Thinking: Complete (highlighted), English/Writing, Mathematics, Oral Communication.
- Miscellaneous:** App Fee Stat, Residence Code, Degree Objective, Immigration Year, Admission Status.
- Credentials:** Credential Status, Credential Emphasis, Cred Subj/Obj/Waiver Cdt.

Buttons: OK, Cancel

Select the ERS Fields hyperlink from the application data page.

### 2.51.1 Consideration

A code indicating that an undergraduate applicant has completed the GE-Breadth Critical Thinking course requirement with a minimum grade of C prior to enrolling at a CSU campus.

### 2.51.2 Recommendation

This will be a SOSS owned translate field. The translate values are not modifiable by the campuses. Any deletions or additions could cause catastrophic error.

*Valid values are:*

- Y = Student has completed the GE-Breadth Critical Thinking course requirement with a grade of C or better (courses completed with a credit are considered to have met this standard).
- N = Student has not completed the GE-Breadth Critical Thinking course requirement.
- Blank = Does not apply to this student.

**Collection Method:** Student Transcript

## 2.52 GE-Breath English Composition/ Course Completion Status

**Navigation:** [Home](#) → [Develop Enrollment](#) → [Evaluate Applicants or Process Applicants](#) → [Use](#) → [Application Maintenance](#) → [Application Data](#)

The screenshot shows the PEOPLE SOFT application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Develop Enrollment > Process Applications > Use > Application Maintenance'. The main content area is titled 'CSU Admission App Subpanel'. It contains several sections: 'College Preparatory Semesters' with input fields for English, Lab Sci, Math, Fgn. Lang, World History, Vis/Pref Arts, US Hist, and Electives; 'Testing Status' with 'EPT Status' and 'ELM Status' dropdowns; 'Income/Family/Education' with various dropdowns and checkboxes; 'GE Breadth Status' with dropdowns for 'Critical Thinking', 'English/Writing', 'Mathematics', and 'Oral Communication'; 'Miscellaneous' with 'App Fee Stat', 'Residence Code', 'Degree Objective', 'Immigration Year', and 'Admission Status' fields; and 'Credentials' with 'Credential Status', 'Credential Emphasis', and 'Cred Subj/Obj/Waiver Cdt' fields. The 'English/Writing' dropdown in the 'GE Breadth Status' section is circled in red. At the bottom, there are 'OK' and 'Cancel' buttons.

Select the ERS Fields hyperlink from the application data page.

### 2.52.1 Consideration

A code indicating that an undergraduate applicant has completed the GE-Breadth English Composition course requirement with a minimum grade of C prior to enrolling at a CSU campus.

### 2.52.2 Recommendation

This will be a SOSS owned translate field. The translate values are not modifiable by the campuses. Any deletions or additions could cause catastrophic error.

**Valid values are:**

- Y = Student has completed the GE-Breadth English Composition course requirement with a grade of C or better (courses completed with a credit are considered to have met this standard).
- N = Student has not completed the GE-Breadth English Composition course requirement.
- Blank = Does not apply to this student.

**Collection Method:** Student Transcript

### 2.53 GE-Breath Mathematics/ Quantitative Reasoning/ Course Completion Status

**Navigation:** [Home](#) → [Develop Enrollment](#) → [Evaluate Applicants or Process Applicants](#) → [Use](#) → [Application Maintenance](#) → [Application Data](#)

The screenshot shows the 'CSU Admission App Subpanel' with several sections:

- College Preparatory Semesters:** English, Math, World History, US Hist, Lab Sci, Fgn. Lang, Vis/Pref Arts, Electives, Eligible to Enroll, Total Units.
- GE Breadth Status:** Critical Thinking, English Writing, **Mathematics** (circled), Oral Communication.
- Testing Status:** EPT Status, ELM Status.
- Income/Family/Education:** Dep Income Code, Dep Fam Size, Ind Income Code, Ind Fam Size, Mother Educ.
- Miscellaneous:** App Fee Stat, Residence Code, Degree Objective, Immigration Year, Admission Status.
- Credentials:** Credential Status, Credential Emphasis, Cred Subj/Obj/Waiver Cdt.

Select the ERS Fields hyperlink from the application data page

#### 2.53.1 Consideration

A code indicating that an undergraduate applicant has completed the GE-Breadth Mathematics/ Quantitative Reasoning/ course requirement with a minimum grade of C prior to enrolling at a CSU campus.

#### 2.53.2 Recommendation

This will be a SOSS owned translate field. The translate values are not modifiable by the campuses. Any deletions or additions could cause catastrophic error.

**Valid values are:**

- Y = Student has completed the GE-Breadth Mathematics/ Quantitative Reasoning/ course requirement with a grade of C or better (courses completed with a credit are considered to have met this standard).

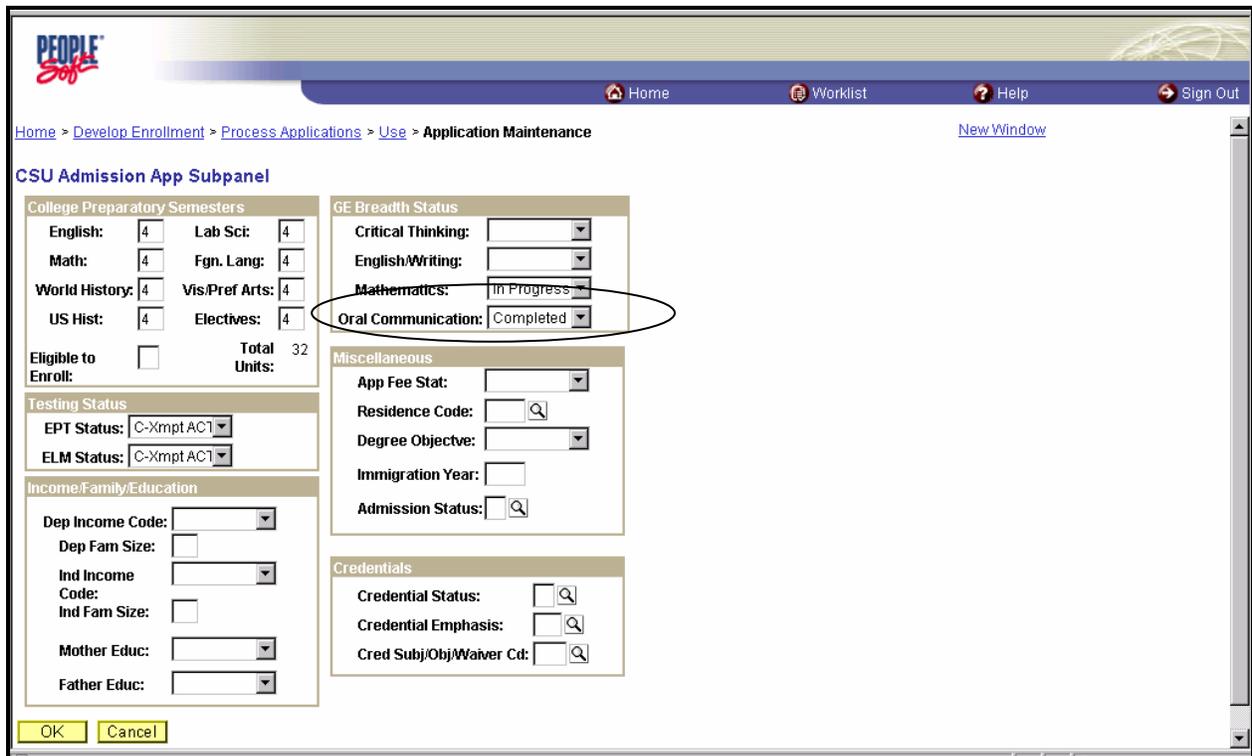
N = Student has not completed the GE-Breadth Mathematics/ Quantitative Reasoning/ course requirement.

Blank = Does not apply to this student.

**Collection Method:** Student Transcript

### 2.54 GE-Breath Oral Communications/ Course Completion Status

**Navigation:** [Home](#) → [Develop Enrollment](#) → [Evaluate Applicants or Process Applicants](#) → [Use](#) → [Application Maintenance](#) → [Application Data](#)



Select the ERS Fields hyperlink from the application data page

#### 2.54.1 Consideration

A code indicating that an undergraduate applicant has completed the GE-Breadth Oral Communications/ course requirement with a minimum grade of C prior to enrolling at a CSU campus.

#### 2.54.2 Recommendation

This will be a SOSS owned translate field. The translate values are not modifiable by the campuses. Any deletions or additions could cause catastrophic error.

**Valid values are:**

Y = Student has completed the GE-Breadth Oral Communications/ course requirement with a grade of C or better (courses completed with a credit are considered to have met this standard).

N = Student has not completed the GE-Breadth Oral Communications/ course requirement.

Blank = Does not apply to this student.

**Collection Method:** Student Transcript

## 2.55 Test Scores for English Language Proficiency Test (ELPT)

**Navigation:** Home → Develop Enrollment → Evaluate Applicants or Process Applicants → Use → Test Results

**Note:** You need to setup the Test Component and Test Table for ELPT first, before you can tie the Test Results to a student. Refer to item **(1.35)** for table setup.

The screenshot shows the 'Test Results' page in PeopleSoft. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out'. Below that is a breadcrumb trail: 'Home > Develop Enrollment > Process Applications > Use > Test Results'. The main heading is 'Test Results' for student 'Kermit Frog' with ID '000003068'. There are navigation controls for 'View All', 'First', '2 of 2', and 'Last'. A search box contains '\*Test ID: ELPT' and 'Eng Lang Profic Test'. A 'Checklist Item Update' checkbox is checked. Below this is a 'Defaults for Components' section with fields for 'Test Date: 07/01/2002', 'Data Source: Self-Rpted', and 'Acad Level: 12th Grade'. A table below shows the test results:

*Component	Score	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Std Admin
1 TOTAL	990.00	07/01/2002	Self-Rpted	12th Grade		07/05/2002		<input checked="" type="checkbox"/>

At the bottom, there is a 'Transfer To:' dropdown menu set to 'Prospect Data' and a 'Go' button. There are also 'Save', 'Return to Search', and 'Refresh' buttons.

### 2.55.1 Considerations

The scores achieved in the English Language Proficiency Test (ELPT).

Campuses may use the English Language Proficiency Test (ELPT) in lieu of the Test of English as a Foreign Language (TOEFL) for admission purposes for those students seeking admission fall term 1998 through spring term 2001. Applicants must be United States Citizens or Permanent Residents of the U.S.

The required minimum score to be considered comparable to a TOEFL score of 500 would be an ELPT score of 950. Only undergraduate applicants may be considered eligible on the basis of ELPT.

### 2.55.2 Recommendation

The campus will set up a test type and component in PeopleSoft. The setup page for the ERSAs extract will request the test type and component to extract.

**Valid values are:**

900 - 999

**Collection Method:** Test Score results

## 2.56 Student Name

**Navigation:** Home → Develop Enrollment → Process Applications or Evaluate Applicants → Use → Application Maintenance → Bio/Demo Data

The screenshot displays the 'Names' management interface for a student with ID 000003068. The 'Name Type' is 'Primary'. The 'Name History' table shows one entry with an effective date of 4/27/2001. The name is 'Frog, Kermit'. The form includes fields for 'Effective Date', 'Format Using' (USA), 'Name', 'Prefix' (Dr), 'First Name' (Kermit), 'Middle', 'Last Name' (Kermit), and 'Suffix' (Esq). Buttons for 'Save', 'Return to Search', 'Update/Display', 'Include History', and 'Correct History' are visible at the bottom.

### 2.56.1 Consideration

The legal alphabetic identifier by which the student is known.

### 2.56.2 Recommendation

The campus will enter names in the system through a variety of methods. Manual application entry, manual prospect entry, mentor application loads, test score loads, ISIR loads. The name extracted from these processes is stored under the 'Primary' name type. This name will be extracted for ERS reporting.

**Valid values are:**

Thirty (30) alphanumeric characters in the format:

For Example:           Last Name,   First   MI  
                           Doe,               John   S

**Collection Method:** Application, recruiting, test scores, and ISIR loads.

## 2.57 Transfer GPA

**Navigation:** Home → Manage Student Records → Manage Academic Records → Use → Term History → Student Special GPA

**Note:** Please refer to SR01007- v80FS Additional GPA Calculation - for Student Special GPA setups information.

The screenshot shows the PEOPLE Soft system interface. At the top, there are navigation links: Home, Worklist, Help, and Sign Out. Below that is a breadcrumb trail: Home > Manage Student Records > Manage Academic Records > Use > Term History. A 'New Window' link is also present. The main content area has tabs for Term Withdrawal, Session Withdrawal, Academic Standing, Student Grade Review, and Student Special GPA. The student's name is Kermit Frog and the ID is 000003068. The form displays the following information:

- Academic Career: Undergraduate
- Term: Spring 2002, Test University
- GPA Type: GPA4 (circled in red), Transfer GPA - Cum
- GPA: 3.500, Entered Online
- Academic Program: [Searchable field]
- Academic Plan: [Searchable field]
- Academic Sub-Plan: [Searchable field]
- User ID: WTERRELL
- Action Dt: 07/08/2002

At the bottom of the form, there are buttons for Save, Return to Search, Update/Display, Include History, and Correct History. A footer navigation bar includes links for Term Statistics, Cumulative Statistics, Term Withdrawal, Session Withdrawal, Academic Standing, Student Grade Review, and Student Special GPA.

### 2.57.1 Consideration

The cumulative grade point average for all transferable units attempted for a letter grade. This will be the quotient of transferable grade points and transferable units attempted for a letter grade.

### 2.57.2 Recommendation

This data will be extracted from the Student Special GPA page/GPA Type field. CSU has provided a modification SR01007-v80FS-Additional GPA Calculations to calculate various CSU required GPAs. This process must be run before the ERS extract processes. The ERS Report Setup page will ask for the GPA Type the campus has set up for storing transfer GPA.

**Valid values are:**

000 to 400

The decimal is implied and not entered. For example: 2.50 would be entered as 250.

**Collection Method:** Student Transcript

## 2.58 Transfer Units Earned

Navigation: [Home](#) → [Manage Student Records](#) → [Manage Academic Records](#) → [Use](#) → [Term History](#) → [Cumulative Statistics](#)

The screenshot shows the 'Term History' page for a student named Kermit Frog (ID: 000003068). The page is titled 'Academic Career: Undergraduate' and shows details for the Spring 2002 term at Test University. The student is a Freshman. The page includes a table of academic statistics and a summary of cumulative totals.

	Towards GPA	No GPA	Audit	For Progress	Cum Total
<b>In Progress:</b>	18.000	0.000			18.000
<b>Taken:</b>	6.000	3.000	0.000	27.000	9.000
<b>Passed:</b>	6.000	0.000		6.000	6.000

	Towards GPA	No GPA	Units Only	TC Units Adjust
<b>Course Credit:</b>	0.000	0.000	8.500	0.000
<b>Test Credit:</b>			0.000	
<b>Other Credit:</b>			0.000	

<b>Total Grade Points:</b>	21.000
<b>Total Units Towards GPA:</b>	6.000
<b>Cumulative GPA:</b>	3.500

### 2.58.1 Consideration

For undergraduate students, the total transferable units earned at all colleges or universities other than the CSU campus at which the student is enrolled. For post baccalaureate students, the total transferable units earned at all colleges, prior to transfer and subsequent to receiving a baccalaureate degree.

### 2.58.2 Recommendation

The cumulative statistics transfer units are populated from the “Process Transfer Credit” page when the student transfer credit has been processed.

**Valid values are:**

0000 to 9999

The decimal is implied and not entered. For example: 055.0 would enter as 0550.

**Collection Method:** Student Transcript

## 2.59 Immigration Year

Navigation: [Home](#) → [Develop Enrollment](#) → [Evaluate Applicants or Process Applicants](#) → [Use](#) → [Application Maintenance](#) → [Application Data](#)

The screenshot shows the 'CSU Admission App Subpanel' with various input fields. The 'Immigration Year' field is circled in red and contains the value '2000'. Other fields include 'College Preparatory Semesters' (English: 4, Lab Sci: 4, Math: 4, Fgn. Lang: 4, World History: 4, Vis/Pref Arts: 4, US Hist: 4, Electives: 4), 'GE Breadth Status' (Critical Thinking, English/Writing, Mathematics, Oral Communication), 'Miscellaneous' (App Fee Stat, Residence Code, Degree Objective, Admission Status), 'Income/Family/Education' (Dep Income Code, Dep Fam Size, Ind Income Code, Ind Fam Size, Mother Educ, Father Educ), and 'Credentials' (Credential Status, Credential Emphasis, Cred Subj/Obj/Waiver Cd). The 'Total Units' is 32. Navigation buttons 'OK' and 'Cancel' are at the bottom left.

Select the ERS Fields hyperlink from the application data page.

### 2.59.1 Consideration

If the student was born outside of the United States and was not a U. S. citizen, the year of immigration.

### 2.59.2 Recommendation

The cumulative statistics are populated for transfer units when the transfer credit for the student has been processed.

**Valid values are:**

0000 to 9999

The decimal is implied and not entered. For example: 055.0 would enter as 0550.

**Collection Method:** Student Transcript

## 2.60 Start Date (CalStateTEACH)

### 2.60.1 Consideration

The Start Date is the beginning date of the CalStateTEACH “stage one“ academic program, which will be completed in four stages during an 18-month period.

### 2.60.2 Recommendation

Not reported by campuses, field will be left blank.

## 2.61 Multiple Ethnicity Flag

This Element is the same as ERSD – Please refer to the ERSD setup Guide.

## 3.0 Setup/Processing ERSA Extract/Edit/CO Flat File

### 3.1 Setup Page for Assigning Report Titles

Navigation: Home → CSU SA Baseline → CSU CO Reporting → ERS Setup → Assign Report Titles

PEOPLE Soft

Home Worklist Help Sign Out

Home > CSU SA Baseline > CSU CO Reporting > ERS Setup > Assign Report Titles [New Window](#)

CSU Report Titles

CSU CO School Code: 25 California State University, Fresno

ERS Report Details [View All](#) First 1 of 2 Last

Report Code	Type	Title
REPT4	Applicant	FRSNO APPLICANT

Save Return to Search Add Update/Display

#### 3.1.1 Consideration

Each report you wish to permanently store must have a unique report code. You may create as many report codes as you wish. For example you may wish to extract a preliminary Fall term report and a Final Fall Term report generated two weeks apart. You may then create comparison reports between the two files.

**Report Code:** A unique user defined code for each permanently stored extract.

**Type:** Translate values. Choose between Applicant, Degree, Student, or credential.

**Title:** Description of the report

### 3.2 Setup Page for Assigning Report Titles

Navigation: **Home** → **CSU SA Baseline** → **CSU CO Reporting** → **ERS Setup** → **ERS Report Setup**

The screenshot shows the 'ERS Report Setup' page with the following fields:

- School Code:** 70 (California State University, Northridge)
- Report Type:** APPL
- Academic Career:** UGRD
- Report Code:** RPT4
- Academic Institution:** CSUNR
- Term:** 2025 (Summer 2002)
- Term Type:** C
- GPA Summary Type:** HIGH
- Trans GPA Type:** GPA4
- Campus GPA:** GPA6
- HS GPA Type:** HIGH
- SAT Test IDs and Components:**
  - Test ID: SATI
  - Math: MATH
  - Verbal: VERB
  - Composite: COMP
  - Test ID (Old): SATOL
  - Math: [ ]
  - Verbal: [ ]
  - Composite: COMP
- ACT Test IDs and Components:**
  - Test ID: ACT
  - English: ENGL
  - Math: MATH
  - Reading: READ
  - Science Reasoning: SCIEN
  - Composite: COMP

Buttons at the bottom: Save, Return to Search, Next in List, Previous in List, Add, Update/Display.

The screenshot shows the 'ERS Report Setup' page with the following fields:

- School Code:** 70 (California State University, Northridge)
- Report Type:** APPL
- Academic Career:** UGRD
- Report Code:** RPT4
- Academic Institution:** CSUNR
- ELM Tests IDs and Components:**
  - ELM Test ID: ELM
  - ELM Total Score: TOTAL
- TOEFL Test IDs and Components:**
  - TOEFL Test: TOEFL
  - TOEFL Total Score: TOTAL
- ELPT Test IDs and Components:**
  - ELPT Test: ELPT
  - ELPT Total Score: TOTAL
- EPT Test IDs and Components:**
  - Test ID: EPT
  - Essay: ESSY
  - Reading: READ
  - Composite: COMP
  - Total: TOTAL

Buttons at the bottom: Save, Return to Search, Next in List, Previous in List, Add, Update/Display.

#### 3.2.1 Consideration

For each report code you must complete the above pages. The key for adding a setup page for the report code is your school code, academic institution, the report type, and the academic career. ***You will need a report code and setup for each Academic Career in order for the Transfer GPA Type and Campus GPA fields value will get updated to the Student Special GPA page.***

## **ERS Setup A Page**

**TERM:** The term this report is generated for.

**TERM TYPE:** Choose the value that applies to your campus from the following values:

<a href="#">C</a>	<a href="#">Clock Hours</a>
<a href="#">E</a>	<a href="#">Continuing Education Units</a>
<a href="#">Q</a>	<a href="#">Quarter Hours</a>
<a href="#">S</a>	<a href="#">Semester Hours</a>
<a href="#">T</a>	<a href="#">Trimester Hours</a>
<a href="#">U</a>	<a href="#">Units</a>

**GPA SUMMARY TYPE and HS GPA Type:** Select the summary type and GPA type you set up in admissions for storing High School GPA in the education pages.

**Trans GPA Type:** Select the GPA type you created to store the GPA for Transfer work. This GPA is stored on the special GPA page.

**Campus GPA:** Select the GPA type you created to store the GPA for Campus work. This GPA is stored on the special GPA page.

**SAT Test ID's and Components:** Select the test score type and test component codes you set up for storing your SAT test scores. Select the test score type and test components you setup to store old (reformatted) SAT test scores.

**ACT Test ID and Components:** Select the test score type and test component codes you set up for storing your ACT test scores.

## **ERS Setup B Page**

**ELM Test ID and Components:** Select the test score type and test component codes you set up for storing your ELM test scores.

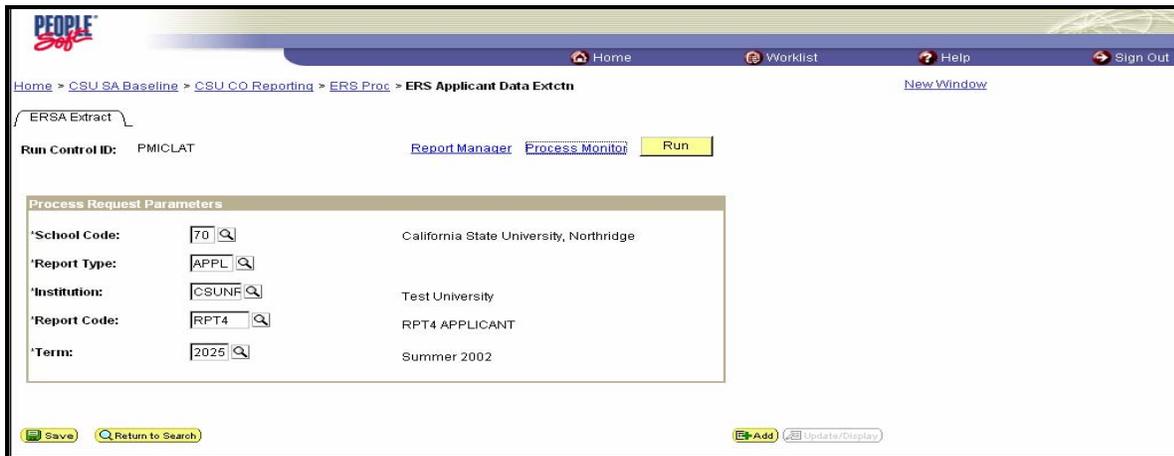
**TOEFL Test ID and Components:** Select the test score type and test component codes you set up for storing your TOEFL test scores.

**ELPT Test ID and Components:** Select the test score type and test component codes you set up for storing your ELPT test scores.

**EPT Test ID and Components:** Select the test score type and test component codes you set up for storing your EPT test scores.

### 3.3 Running the Extract to Staging Tables

Navigation: [Home](#) → [CSU SA Baseline](#) → [CSU CO Reporting](#) → [ERS Proc](#) → [ERS Applicant Data Extraction](#)



#### 3.3.1 Consideration

This process extracts all the fields from PeopleSoft tables that make up the ERSA report.

#### 3.3.2 Recommendations

Applicants are selected for the staging tables from the Application Entry processed.

**Note:** You **MUST** run the ERSA extract process by “Report Code” that determines the setup by Academic Career in order for the Transfer GPA Type field value will get updated to the Student Special GPA page.

### 3.4 Reviewing and Updating the Staging Tables

Navigation: [Home](#) → [CSU SA Baseline](#) → [CSU CO Reporting](#) → [Use](#) → [ERS Applicant Stage BIO/DEMO DATA TAB PAGE](#)



**ADMISSION DATA TAB PAGE**

PEOPLE Soft

Home Worklist Help Sign Out

Home > CSU SA Baseline > CSU CO Reporting > Use > ERS Applicant Stage [New Window](#)

ERS-A Staging

User ID: PMICLAT Run Control ID: PMICLAT

CSU CO School Code: 70 Report Code: RPT4

Bio/Demo Data Admission Data College Prep/GE Breadth TEST ID's Income/Family/Educ Credential/GPA

EmpID	Student Name	Year	Term Code	CSU CO Accommodation Status	Accommodation Status Date	Admissions Basis Code	Exception Admission Code	Admission Status	Admissions Status Date	Application Receipt Date
1	001874334 FUDD,ELMER	2002	3		01/22/2002				01/22/2002	01/22/2002
2	001879079 COMPLETE,FTF5	2002	3		02/08/2002				08/27/2001	02/08/2002
3	103065023 HUMPRY,BERNARD T	2002	3	B	07/02/2002			E	05/25/2002	07/02/2002
4	103065231 POWELL,DOROTHY	2002	3	B	07/02/2002			E	05/25/2002	07/02/2002
5	103065829 FREEMAN,JOHN F	2002	3	B	07/12/2002			A	05/25/2002	07/12/2002
6	103065842 ALLEN,CHRISTINE	2002	3	B	07/15/2002			A	05/25/2002	07/15/2002
7	103066232 PATEL,KRISHNA J	2002	3	B	07/16/2002			A	08/27/2001	07/16/2002

Save Return to Search Next in List Previous in List

**COLLEGE PREP/GE BREADTH TAB PAGE**

PEOPLE Soft

Home Worklist Help Sign Out

Home > CSU SA Baseline > CSU CO Reporting > Use > ERS Applicant Stage [New Window](#)

ERS-A Staging

User ID: PMICLAT Run Control ID: PMICLAT

CSU CO School Code: 70 Report Code: RPT4

Bio/Demo Data Admission Data College Prep/GE Breadth TEST ID's Income/Family/Educ Credential/GPA

EmpID	Student Name	College Prep English	College Prep Mathematics	College Prep US History/Govt	College Prep Laboratory Sci	College Prep Foreign Language	College Prep Visual/Pref Arts	College Prep Electives	GE Breadth Critical Thinking	GE Breadth English	GE Breadth Mathematics	GE Breadth
1	001874334 FUDD,ELMER	00	00	00	00	00	00	00	N	N	N	N
2	001879079 COMPLETE,FTF5	07	06	02	02	02	00	00				
3	103065023 HUMPRY,BERNARD T	00	00	00	00	00	00	00				
4	103065231 POWELL,DOROTHY	00	00	00	00	00	00	00				
5	103065829 FREEMAN,JOHN F	00	00	00	00	00	00	00				
6	103065842 ALLEN,CHRISTINE	00	00	00	00	00	00	00				
7	103066232 PATEL,KRISHNA J	00	00	00	00	00	00	00				

**TEST ID's TAB PAGE**

PEOPLE Soft

Home Worklist Help Sign Out

Home > CSU SA Baseline > CSU CO Reporting > Use > ERS Applicant Stage [New Window](#)

ERS-A Staging

User ID: PMICLAT Run Control ID: PMICLAT

CSU CO School Code: 70 Report Code: RPT4

Bio/Demo Data Admission Data College Prep/GE Breadth **TEST ID's** Income/Family/Educ Credential/GPA

EmpID	Student Name	Entry Level Math Prof Status	English Prof Test Status	ACT English Score	ACT Math Score	ACT Reading Score	ACT Science Score	ACT Composite Score	ELM Administration Date	ELM Total Score	EPT Essay Score	EPT Reading Score	EPT Composition Score	EPT Total Score
1	001874334 FUDD,ELMER			00	00	00	00	00		00	000			
2	001879079 COMPLETE,FTF5			00	00	00	00	00		00	000			
3	103065023 HUMPRY,BERNARD T			00	00	00	00	00	05/10/1999	62	009	157	148	1
4	103065231 POWELL,DOROTHY			00	00	00	00	00		00	000			
5	103065829 FREEMAN,JOHN F			00	00	00	00	00		00	000			
6	103065842 ALLEN,CHRISTINE			00	00	00	00	00		00	000			
7	103066232 PATEL,KRISHNA J			00	00	00	00	00		00	000			

**INCOME FAMILY/EDUC TAB PAGE**

PEOPLE Soft

Home Worklist Help Sign Out

Home > CSU SA Baseline > CSU CO Reporting > Use > ERS Applicant Stage [New Window](#)

ERS-A Staging

User ID: PMICLAT Run Control ID: PMICLAT

CSU CO School Code: 70 Report Code: RPT4

Bio/Demo Data Admission Data College Prep/GE Breadth **Income/Family/Educ** Credential/GPA

Find First 1-7 of 10 Last

EmpID	Student Name	Dependent Income Code	Dependent Family Size	Independent Income Code	Independent Family Size	Mother's Education Code	Father's Education Code		
1	001874334 FUDD,ELMER	8	99	9	99	8	8	+	-
2	001879079 COMPLETE,FTF5	8	99	9	99	8	8	+	-
3	103065023 HUMPRY,BERNARD T	8	99	9	99	8	8	+	-
4	103065231 POWELL,DOROTHY	8	99	9	99	8	8	+	-
5	103065829 FREEMAN,JOHN F	8	99	9	99	8	8	+	-
6	103065842 ALLEN,CHRISTINE	8	99	9	99	8	8	+	-
7	103066232 PATEL,KRISHNA J	8	99	9	99	8	8	+	-

Save Return to Search Next in List Previous in List

### CREDENTIAL/GPA TAB PAGE

Home > CSU SA Baseline > CSU CO Reporting > Use > ERS Applicant Stage

ERS-A Staging

User ID: PMICLAT      Run Control ID: PMICLAT

CSU CO School Code: 70      Report Code: RPT4

EmpID	Student Name	Credential Status	Credential Emphasis	Credential High and Subj Waiver Cd	High School GPA	High School Transcript Status	Transfer GPA	Transfer Units Earned
1 001874334	FUDD,ELMER				000		000	0000
2 001879079	COMPLETE,FTF5				000		000	0000
3 103065023	HUMPRY,BERNARD T				344	F	400	0003
4 103065231	POWELL,DOROTHY				000		000	0000
5 103065829	FREEMAN,JOHN F				000		000	0000
6 103065842	ALLEN,CHRISTINE				000		000	0000
7 103066232	PATEL,KRISHNAJ				000		000	0000

#### 3.4.1 Consideration

You may update data on the above pages. Beware, however, that if you rerun the extract, it will overlay the table and your changes will be lost.

### 3.5 Running the ERS Data Edit Process

Navigation: Home→ CSU SA Baseline→ CSU CO Reporting → ERS Proc → ERS Applicant Data Edit

Home > CSU SA Baseline > CSU CO Reporting > ERS Proc > ERS Applicant Data Edit

ERS Appl Data Edit

Run Control ID: PMICLAT      [Report Manager](#)   [Process Monitor](#)   [Run](#)

**Process Request Parameters**

'School Code': 70      California State University, Northridge

'Report Type': APPL

'Institution': CSUNF      Test University

'Report Code': RPT4      RPT4 APPLICANT

'Term': 2025      Summer 2002

#### 3.5.1 Consideration

This process runs edits against your data using the edits from ERS Data Element Dictionary. Please refer to that document for a list of edits. Make the corrections required by the edits, then if necessary rerun the data extract and edits.

### 3.6 Running the ERS Extract from Staging Tables to Electronic File

Navigation: **Home** → **CSU SA Baseline** → **CSU CO Reporting** → **ERS Proc** → **ERS Applicant CO File Extraction**

Make sure you filled-in the “Output File Name” before running the process.

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	ERS Applicant CO FILE Extract	CSUC009	SQR Report	Web	PDF

#### 3.6.1 Consideration

Select “PSUNX” for server name. This process creates the electronic file to send to the Chancellor’s Office. Run this process when your edits are clean and your data is ready to send.