



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 Application Maintenance Bio/Demo Data page for a record named 'Kermit Frog' with ID 000003068. The page is divided into several sections:

- Personal Data:** Includes fields for Effective Date (11/27/2001), Name (Frog, Kermit), Prefix (Dr), First Name (Kermit), Middle, Last Name (Frog), Suffix (Esq), and Marital Status (Single).
- National ID:** Includes fields for Country (USA), NID Type (PR), SSN, and National ID (213-31-2312). The National ID field is circled.
- Biographic Information:** Includes fields for Sex (Female), Birthdate (02/22/1982), Military Status (Not Indic.), Ethnic Group (Asian), Campus ID, and checkboxes for Disabled, Disabled Veteran, and VA Benefit.

Navigation links at the top include Home, Worklist, Help, and Sign Out. The breadcrumb trail shows: Home > Develop Enrollment > Process Applications > Use > Application Maintenance. The page also includes a 'New Window' link and a 'View All' link.

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.

PEOPLE Soft

Home Worklist Help

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

ERS Installation

CSU CO School Code: 70 Northridge

View All First 1-3 of 3 Last

| Last | Year | Campus | Code | ID | Assigned |
|------|------|--------|------|----|----------|
| 1 | 01 | 45 | | | + |
| 2 | 02 | 8 | | | + |
| 3 | 99 | 52 | | | + |

Save Return to Search

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.

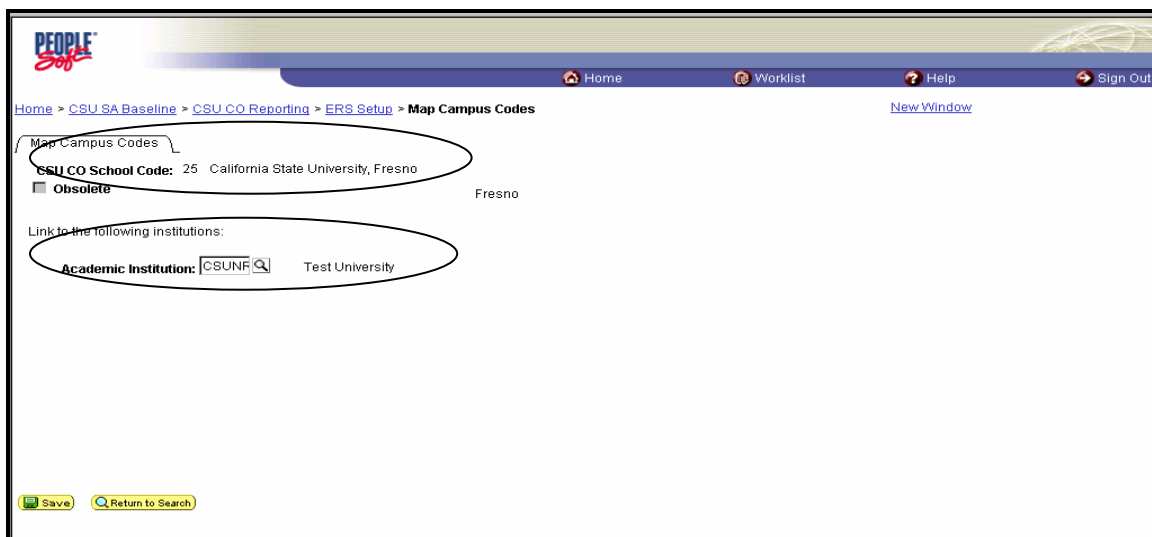
2.3.2 Recommendation

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

PEOPLE Soft

Home Worklist Help Sign Out

Home > Design Student Administration > Design Admissions > Setup > Program Action Reason Table [New Window](#)

Program Action Reason Table

SetID: CSUNR
 Program Action: ADMT Admit
 Action Reason: MANL

View All First 1 of 1 Last

| | | | | | | |
|--------------------|--------------|----------|--------|-----------------------------|---|---|
| *Effective Date: | 01/01/1901 | *Status: | Active | ERS Mapping | + | - |
| *Description: | Manual Admit | | | | | |
| Short Description: | Manl Admit | | | | | |

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

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

PEOPLE Soft

Home Worklist Help Sign Out

Home > Design Student Administration > Define Student Administration > Setup > Program Action Reason Table [New Window](#)

ERS Program Action Mapping

ERS Accommodation Status: A:Accommodated

ERS Admission Status:

- A:Accommodated
- B:Accommodated - Recieved App
- M:Unaccommodated - Redirected
- R:Accommodated - Sent app
- U:Unaccommodated
- Z:Returned Application

OK Cancel

Done Internet

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

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 displays the 'Application Program Data' tab within the PEOPLE Soft application. The interface includes a navigation bar at the top with links for Home, Worklist, Help, and Sign Out. Below the navigation bar, the breadcrumb trail shows the path: Home > Develop Enrollment > Process Applications > Use > Application Maintenance. The main content area is divided into several sections: 'Bio/Demo Data', 'Addresses', 'Application Program Data' (selected), 'Application Data', and 'Application School/Recruiting'. The 'Application Program Data' section contains fields for 'Kermit Frog', 'ID: 000003068', 'Academic Career: Undergraduate', 'Application Nbr: 00000028', and 'Career Nbr: 1'. The 'Program Data' section includes fields for 'Prog Nbr: 0', 'Eff Date: 10/31/2001', 'Admit Term: 2017', 'Fall 2001', 'Institution: Test University', 'Acad Load: Full-Time', 'Joint Program', 'Dual Prog', 'Acad Prog: UNGDR' (circled in red), 'Campus: MAIN', and 'Main'. The 'Program Status' section shows 'Status: Active', 'Program Action: MATR', 'Matriculation', 'Action Dt: 10/31/2001', and 'Action Reason'. The 'Plan Data' section includes 'Acad Plan: BIOLOGY', 'Biology', 'Major', 'BA', and 'Sub-Plan Data'. At the bottom, there is a 'Go' button and a row of action buttons: Save, Return to Search, Next in List, Previous in List, Refresh, Update/Display, Include History, and Correct History.

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](#)

PEOPLE Soft

Home > Design Student Administration > Design Admissions > Setup > Basis of Admission Table

Basis of Admission Code: A

View All First 1 of 1 Last

'Effective Date: 01/01/1901 'Status: Active

'Description: RESIDENT FTF

Short Description: REGULAR

Long Description: FTF

Include in Offer

Include in Transcript

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

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

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

PEOPLE Soft

Home > Develop Enrollment > Process Applications > Use > Basis of Admission

Basis of Admission

Marcia Ryle ID: 103094871

Academic Institution: CSUNR

Academic Career: Undergraduate Student Career Nbr: 0

'Basis of Admission: H NOT DISADVANTAGED FTF

'Application Nbr: 00012636 Application Program Nbr: 0

'Admit Term: 08/19/2002

Begin Date: 08/19/2002

End Date:

Long Description: FTF

Include in Offer

Include in Transcript

Exception Admission Code

The Exception Admission Code hyperlink only shows when your "Basis of Admissions" code is exceptional code.

Transfer To: Application Maintenance Go

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 individuals 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:

| First Time Freshman | Undergrad Lower Division Transfer | Undergrad Upper Division Transfer | Transitory Student | Post Baccalaureate or Graduate Student |
|---------------------------------|--|--|------------------------------------|---|
| <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' in the PEOPLE Soft system. The 'Exception Admission Code' dropdown menu is open, displaying the following options: 1:Scholarship, 2:Experience and Maturity, 3:Athletic Ability, 4:Special Abilities and Talent (highlighted), 5:Institutional Commitment, and N:Not Admitted. The 'OK' and 'Cancel' buttons are visible below the dropdown.

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' in the PEOPLE Soft system. The 'Admission Status' field is circled in red. Other fields include 'College Preparatory Semesters' (English, Math, World History, US Hist, Lab Sci, Fgn. Lang, Vis/Pref Arts, Electives, Total Units: 32), '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), 'GE Breadth Status' (Critical Thinking, English/Writing, Mathematics, Oral Communication), 'Miscellaneous' (App Fee Stat, Residence Code, Degree Objective, Immigration Year, Admission Status), and 'Credentials' (Credential Status, Credential Emphasis, Cred Subj/Obj/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' form. The 'Program Status' section is highlighted, showing 'Status: Active' and 'Action Dt: 10/31/2001'. The 'Action Dt' field is circled. Other fields include 'Prog Nbr: 0', 'Institution: Test University', 'Acad Load: Full-Time', 'Campus: MAIN', 'Admit Term: 2017', and 'Fall 2001'.

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' form. The 'Application Date' field is circled, showing '10/17/2001'. Other fields include 'Application Center: UGRD', 'Academic Level: Freshman', 'Notification Plan: Regular', and 'Application Method: Hard Copy'.

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 fields for 'Effective Date' (11/27/2001), 'Name' (Frog, Kermit), 'Prefix' (Dr), 'First Name' (Kermit), 'Middle' (empty), 'Last Name' (Frog), and 'Suffix' (Esq). The 'Marital Status' is 'Single'. The 'National ID' section shows 'Country' (USA), 'NID Type' (PR), 'SSN' (empty), and 'National ID' (213-31-2312). The 'Biographic Information' section includes 'Sex' (Female), 'Military Status' (Not Indic.), 'Campus ID' (empty), 'Birthdate' (02/22/1982), 'Ethnic Group' (Asian), and checkboxes for 'Disabled', 'Disabled Veteran', and 'VA Benefit'. The 'Birthdate' field is circled in red.

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 fields for 'Effective Date' (11/27/2001), 'Name' (Frog, Kermit), 'Prefix' (Dr), 'First Name' (Kermit), 'Middle' (empty), 'Last Name' (Frog), and 'Suffix' (Esq). The 'Marital Status' is 'Single'. The 'National ID' section shows 'Country' (USA), 'NID Type' (PR), 'SSN' (empty), and 'National ID' (213-31-2312). The 'Biographic Information' section includes 'Sex' (Female), 'Military Status' (Not Indic.), 'Campus ID' (empty), 'Birthdate' (02/22/1982), 'Ethnic Group' (Asian), and checkboxes for 'Disabled', 'Disabled Veteran', and 'VA Benefit'. The 'Campus ID' field is circled in red.

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 PEOPLE Soft application maintenance interface. The top navigation bar includes links for Home, Worklist, Help, and Sign Out. The breadcrumb trail indicates the path: Home > Develop Enrollment > Process Applications > Use > Application Maintenance. The main content area displays the application data for a student named Kermit Frog, ID: 000003068. The 'Personal Data' section includes fields for Effective Date (11/27/2001), Name (Frog, Kermit), Prefix (Dr), First Name (Kermit), Middle, Last Name (Frog), Suffix (Esq), and Marital Status (Single). The 'National ID' section shows Country (USA), NID Type (PR), SSN, National ID (213-31-2312), and Primary status. The 'Biographic Information' section includes Sex (Female), Birthdate (02/22/1982), Military Status (Not Indic.), Ethnic Group (Asian), and checkboxes for Disabled, Disabled Veteran, and VA Benefit. The 'Campus ID' field is circled in red, and the 'Citizenship' hyperlink is also circled in red.

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 displays the 'CSU Admission App Subpanel' in the PeopleSoft system. The interface includes a top navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' links. The main content area is divided into several sections:

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

At the bottom left, there 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 (circled), 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 several sections. The 'College Preparatory Semesters' section is highlighted, and the 'Fgn. Lang.' field is circled in red. Other fields include English, Math, World History, US Hist, Lab Sci, Vis/Pref Arts, 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), and Credentials (Credential Status: V, Credential Emphasis: 1A, Cred Subj/Obj/Waiver Cd: 115).

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 highlighted and the 'Fgn. Lang.' field circled in red.

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 the following sections:

- College Preparatory Semesters** (Circled):
 - English: ☐
 - Math: ☐
 - World History: ☐
 - US Hist: ☐
 - Lab Sci: ☐
 - For. Lang: ☐
 - Vis/Pref Arts: ☐
 - Electives: ☐
 - Total Units:
- 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:
- GE Breadth Status**:
 - Critical Thinking:
 - 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 Cd:

Buttons: OK, Cancel

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'S
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: Not Comple
 English/Writing: Not Comple
 Mathematics: Not Comple
 Oral Communication: Not Comple

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

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

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'S
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: Not Comple
 English/Writing: Not Comple
 Mathematics: Not Comple
 Oral Communication: Not Comple

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

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

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

PEOPLE Soft

Home Worklist Help Sign Out

Home > Design Student Administration > Design Academic Structure > Setup > Academic Plan Table [New Window](#)

Academic Plan Table Academic Plan Print Options Academic Plan Taxonomy Academic Plan Owner

Academic Institution: CSUNR Test University
Academic Plan: ART

View All First 1 of 1 Last

'Effective Date: 01/01/1901 'Status: Active + -

Academic Program: UNDERGR Undergraduate

Academic Career: Undergraduate

'Academic Plan Type: Major

'Description: Art

Short Description: Art First Term Valid: []

Degree Offered: BA Bachelor of Arts

'Req Term Default: Program's Admit Term

'Transcript Level: Official

☐ Evaluate Plan Before Program

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

PEOPLESoft

Home Worklist Help Sign Out

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

Admit Type Table

Academic Institution: FRSNO California State Univ Fresno

Admit Type: 5

View All First 1 of 1 Last

Effective Date: 01/01/1911 Status: Active + -

Description: First Time Student

Short Description: First Time

Academic Career: [dropdown]

☐ Readmit Processing Required

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

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

The screenshot shows the PEOPLE SOFT application maintenance interface. The top navigation bar includes links for Home, Worklist, Help, and Sign Out. The breadcrumb trail is: Home > Develop Enrollment > Evaluate Applicants > Use > Application Maintenance. The main content area displays the 'Application Data' tab for a specific application. The 'Admit Type' field is circled, showing the value '5' and the text 'First Time'. Other fields include 'Application Center' (UGRD), 'Application Date' (03/19/2002), 'Created On' (03/19/2002), 'Academic Level' (Freshman), 'Notification Plan' (Regular), and 'Application Method' (Web Appl). The 'Additional Information' section includes 'Housing Interest' and 'Financial Aid Interest'. The 'File Information' section includes 'Complete' checkbox, 'Date', and 'External Application Nbr'. The 'Application Fee Information' section includes 'Status' (Pending), 'Fee Type' (Standard), and links for 'Calculate Application Fees', 'Transaction Summary', and 'Display Errors / Warnings'. The bottom of the screen has a 'Transfer To' dropdown set to 'Education' and a 'Go' button. At the very bottom, there are buttons for Save, Return to Search, Refresh, Update/Display, Include History, and Correct History.

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

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:

Sum Type: HIGH F/Hs 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

| 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

PEOPLE'S SOFT

Home Worklist Help

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

External Summary Type Table

Summary Type: HIGH

View All First 1 of 1 Last

'Effective Date: 01/01/1901 'Status: Active + -

'Description: Final High School GPA

Short Description: F/HS GPA

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

PEOPLE Soft

Home Help Sign Out

Home > Develop Enrollment > Process Applications > Use > Application Maintenance

New Window

Application Program Data Application Data Application School/Recruiting Application Student Response

Christina Ajamian ID: 100381966

Academic Career: Undergraduate Application Nbr: 00024985 Events

School Information

Last School Attended: C00000410 Clovis West High

Graduation Date:

School Type: High Sch Proprietorship: Public

City: Fresno State: CA Country: USA

Recruiting Information

Region: From: Assign Region From

Home Postal Code School Postal Code

Prmy Recruiter ID:

Recruiting Categories View All 1 of 1

Category: Sub-Cat: Group:

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

PEOPLE Soft

Home Worklist Help

Home > Build Community > Organization Data > Use > Organization Table

New Window

Organization Table Primary Contact and Dept. School Data Vendor Information

Org ID: C31003175 Clovis East High

Organization Details View All First 1 of 1 Last

Effective Date: 11/20/2002 Status: Active Mapping Values

School Characteristics

Accredited Transcript Translation

School Type: High Sch

School Codes

ATP: 050622 FICE: ACT: IPEDS:

System Default Values

Career: Term Type: Unit Type:

Catalog Information

School District: Shared Catalog

Catalog Org: School Code:

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

Organization Table | Primary Contact and Dept. | School Data | Vendor Information

Org Table (External Org ID) map to IOC

PEOPLE Soft

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 use 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 use 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

PEOPLE Soft

Home > Design Student Administration > Design Academic Structure > Setup > Academic Plan Table

Academic Plan Table | Academic Plan Print Options | Academic Plan Taxonomy | Academic Plan Owner

View All | First | 1 of 1 | Last

Academic Institution: FRSNO California State Univ Fresno
 Academic Plan: 345322BS Kinesiology-Physical Ed Major

Effective Date: 09/01/1997 Status: Active

CIP Code:
 HEGIS Code:
 Field of Study:

Plan Prospectus
 KINESIOLOGY - PHYSICAL EDUCATION OPTION

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

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

PEOPLE Soft

Home > Design Student Administration > Design Academic Structure > Setup > Academic Plan Table

CSU ERS Plan Mapping Panel

ERS Degree Code: 08351 PHYS ED

ERS Major Code: 08351 Kinesiology/Physical Education

High Unit Major:

OK Cancel

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](#)

PEOPLE'S Soft

Home > Develop Enrollment > Process Applications > Use > Application Maintenance

CSU Admission App Subpanel

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 | | | |

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 Od

Father Educ: 3 - HS Grd

GE Breadth Status

Critical Thinking:

English/Writing:

Mathematics:

Oral Communication:

Miscellaneous

App Fee Stat: C Paid by C

Residence Code: 0010

Degree Objective: Seeking BA

Immigration Year:

Admission Status: A

Credentials

Credential Status: N

Credential Emphasis:

Cred Subj/Obj/Waiver Cdt:

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](#)

PEOPLE'S Soft

Home > Design Student Administration > Define Campus Community > Setup > Residency Table

Residency Table

Residency: R

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

Save Return to Search

Add Update/Display Include History 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 |
| The following values are only optional: |
| 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

PEOPLE'S SOFT

Home > Develop Enrollment > Process Applications > Use > Application Maintenance

Bio/Demo Data | Addresses | Application Program Data | Application Data | Application School/Recruiting

Christina Ajamian ID: 100381966

Personal Data View All | 1 of 1

Effective Date: 01/01/1911

Name Names

Format Using: USA United States

Name: Ajamian, Christina A.

Prefix: [Dropdown]

First Name: Christina Middle: A.

Last Name: Ajamian Suffix: [Dropdown]

Marital Status: Unknown

National ID View All | 1 of 1

Country: USA NID Type: PR SSN: National ID: 150-76-1102 Primary: [Checked]

Biographic Information

Sex: Female Birthdate: 02/01/1983 Birth Information

Military Status: Not Indicated Ethnic Group: White Ethnicity Detail

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**

PEOPLE'Soft

Home Help Sign Out

Home > Design Student Administration > Define Student Administration > Setup > Level Load Rules Table [New Window](#)

Level Load Rules Table Academic Level Table Academic Load Table Statistics Period Load

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

Effective Date: 01/01/1911 Status: Active

View All First 1 of 1 Last

| 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 |

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

[Level Load Rules Table](#) | [Academic Level Table](#) | [Academic Load Table](#) | [Statistics Period Load](#)

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

PEOPLE'Soft

Home Help Sign Out

Home > Design Student Administration > Define Student Administration > Setup > Level Load Rules Table [New Window](#)

CSU Student Level

Student Level Code: Freshman

OK Cancel

- Freshman
- Junior
- Postbaccalaureate
- Senior
- Sophomore

Application Entry/Application Data/Academic Level field

PEOPLE'S SOFT

Home Worklist Help

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

Bio/Demo Data Addresses Application Program Data Application Data Application School/Recruiting

Academic Career: Undergraduate ID: NEW Application Nbr: 00000000

Application Data

'Application Center: UGRD UGRD App 'Admit Type: S

'Application Date: 03/17/2003 **Academic Level: Freshman**

'Created On: 03/17/2003 'Notification Plan: Regular

☐ Prior Application Application Method:

Additional Information

Housing Interest: ☐ Financial Aid Interest [ERS Fields](#)

File Information

Complete ☐ Date: External Application Nbr:

Application Fee Information

Status: [Calculate Application Fees](#)

Fee Type: Standard [Transaction Summary](#)

[Display Errors / Warnings](#)

Transfer To: Education Go

Save Refresh Add

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 the following sections:

- 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 and Family Information:** 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 Cdt: [].

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 Breadth) |
| U = Not Exempt |

2.33 EPT – English 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 various input fields. The 'EPT Status' field is circled in red. Other fields include 'College Preparatory Semesters' (English, Math, World History, US Hist, Lab Sci, Fgn. Lang, Vis/Pref Arts, Electives), 'GE Breadth Status' (Critical Thinking, English/Writing, Mathematics, Oral Communication), 'Miscellaneous' (App Fee Stat, Residence Code, Degree Objective, Immigration Year, 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).

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 I) |
| 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.

PEOPLE Soft

Home Help Sign Out

Home > Manage Student Records > Process Transfer Credit > Setup > Test Component Table [New Window](#)

Test Component Table

Test Component: ENGL

View All First 1 of 1 Last

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

Description: English

Short Description: English

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

Test ID: ACT

Effective Date: 01/01/1901 **Status:** Active

Description: American College Testing

Short Description: ACT

Testing Agency: American College Testing

| Component | Description | Short Desc | Min Score | Max Score | Subst Cd |
|-----------|-------------|------------|-----------|-----------|----------|
| COMP | Composite | Composite | 1.00 | 36.00 | |
| ENGL | English | English | 1.00 | 36.00 | |
| MATH | Math | Math | 1.00 | 36.00 | |
| READ | Reading | Read | 1.00 | 36.00 | |

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

PEOPLE Soft

Home Manage Student Records Process Transfer Credit Use Test Results

Cheryl Andrews ID: 100342719

Test ID: ACT American College Testing Checklist Item Update

Test Date: Data Source: Acad Level:

| Component | Score | %ile | Test Date | Data Source | Acad Level | Letter Score | Date Loaded | Index | Std Admin |
|-----------|-------|------|------------|-------------|------------|--------------|-------------|-------|-----------|
| 1 COMP | | | 05/10/1999 | School | 12th Grade | | 04/24/2002 | | ✓ |
| 2 ENGL | 25.00 | | 05/10/1999 | School | 12th Grade | | 04/24/2002 | | ✓ |
| 3 MATH | 30.00 | | 05/10/1999 | School | 12th Grade | | 04/24/2002 | | ✓ |
| 4 READ | 27.00 | | 05/10/1999 | School | 12th Grade | | 04/24/2002 | | ✓ |

Transfer To: Prospect Data Go

2.35 ELM Administration Date

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

PEOPLE Soft

Home Manage Student Records Process Transfer Credit Use Test Results

Cheryl Andrews ID: 100342719

Test ID: ELM Entry Level Mathematics Checklist Item Update

Test Date: Data Source: Acad Level:

| Component | Score | %ile | Test Date | Data Source | Acad Level | Letter Score | Date Loaded | Index | Std Admin |
|-----------|-------|------|------------|-------------|------------|--------------|-------------|-------|-----------|
| 1 TOTAL | 60.00 | | 03/20/2000 | School | Freshman | | 05/03/2002 | | ✓ |

Transfer To: Prospect Data Go

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.

Test Results

Cheryl Andrews ID: 100342719

View All | < 2 of 6 >

'Test ID: ELM Entry Level Mathematics Checklist Item Update

Defaults for Components

Test Date: Data Source: Acad Level:

| 'Component | Score | Title | 'Test Date | 'Data Source | 'Acad Level | Letter Score | Date Loaded | Index | Std Admin |
|------------|-------|-------|------------|--------------|-------------|--------------|-------------|-------|-----------|
| 1 TOTAL | 80.00 | | 03/20/2000 | School | Freshman | | 05/03/2002 | | + |

Transfer To: Prospect Data Go

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.

Test Results

Cheryl Andrews ID: 100342719

View All | < 6 of 6 >

'Test ID: EPT English Placement Test Checklist Item Update

Defaults for Components

Test Date: 06/15/2000 Data Source: School Acad Level: Freshman

| 'Component | Score | Title | 'Test Date | 'Data Source | 'Acad Level | Letter Score | Date Loaded | Index | Std Admin |
|------------|--------|-------|------------|--------------|-------------|--------------|-------------|-------|-----------|
| 1 READ | 160.00 | | 06/15/2000 | School | Freshman | | 05/03/2002 | | + |
| 2 ESSY | 9.00 | | 06/15/2000 | School | Freshman | | 05/03/2002 | | + |
| 3 COMP | 150.00 | | 06/15/2000 | School | Freshman | | 05/03/2002 | | + |
| 4 TOTAL | 160.00 | | 06/15/2000 | School | Freshman | | 05/03/2002 | | + |

Transfer To: Prospect Data Go

Save Return to Search Refresh

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.

PEOPLE'S SOFT

Home Manage Student Records Process Transfer Credit Use Test Results

Cheryl Andrews ID: 100342719

Test ID: CAT Scholastic Aptitude Test Checklist Item Update

Defaults for Components

Test Date: 05/06/1999 Data Source: School Acad Level: 12th Grade

| Component | Score | %ile | Test Date | Data Source | Acad Level | Letter Score | Date Loaded | Index | Std Admin |
|-----------|---------|------|------------|-------------|------------|--------------|-------------|-------|-----------|
| 1 VERB | 510.00 | 1 | 05/06/1999 | School | 12th Grade | | 05/03/2002 | | ✓ + - |
| 2 MATH | 625.00 | 1 | 05/06/1999 | School | 12th Grade | | 05/03/2002 | | ✓ + - |
| 3 COMP | 1135.00 | 1 | 05/06/1999 | School | 12th Grade | | 05/03/2002 | | ✓ + - |

Transfer To: Prospect Data Go

Save Return to Search Refresh

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

PEOPLE SOFT

Home Help Sign Out

Home > Manage Student Records > Process Transfer Credit > Use > Test Results

New Window

Test Results

Cheryl Andrews ID: 100342719

View All 6 of 7

Test ID: TOEFL Test of English as a Foreign Language Checklist Item Update

Defaults for Component

Test Date: Data Source: Acad Level:

| Component | Score | %tile | Test Date | Data Source | Acad Level | Letter Score | Date Loaded | Index | Std Admin |
|-----------|--------|-------|------------|-------------|------------|--------------|-------------|-------|-----------|
| 1 TOTAL | 500.00 | | 07/15/1999 | School | 12th Grade | | 04/24/2002 | | + |

Transfer To: Prospect Data Go

Save Return to Search Refresh

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

PEOPLE SOFT

Home Worklist Help

CSU Admission App Subpanel

College Preparatory Semesters

English: Lab Sci: Math: Fgn. Lang: World History: Vis./Pref Arts: US Hist: Electives: Eligible to Enroll: Total Units:

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:

GE Breadth Status

Critical Thinking: English/Writing: Mathematics: Oral Communication: Application Ready For Processing

Miscellaneous

Residence Code: Degree Objective: Immigration Year: Admission Status:

Credentials

Credential Status: Credential Emphasis: Cred Subj/Obj/Waiver Cd: Include in ERS-A Report CSU Application Year: 2001-02

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:

| | | | | | |
|--|--|-------------------------------------|------------------------------|-------------------------------|-------------------------------|
| Single Emphasis 1=ECE | 2=MS | 3=CLAD | 4A=BCLAD Armenian | 4B=BCLAD African American | 4C=BCLAD Chinese |
| 4D=BCLAD Cantonese | 4E=BCLAD Cambodian | 4F=BCLAD Filipino | 4H=BCLAD 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 | Two Emphasis 13=ECE/BCLAD | 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/BCLAD Laotian | 2M=ECE/BCLAD 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 the Education section. The user is logged in as Robert Louis (ID: 103056248). The page displays various tabs for External Data, External Academic Summary, External Subjects, External Degrees, and External Courses. The 'Org ID' is C00002693, and the location is La Jolla Senior High. The 'Career' is set to High Schl, and the 'Term Type' is Semester. The 'Data Nbr' is 1, and the 'Acad Level' is 12th Grade. The 'Transcript Status' is set to Final, which is circled in red. Other fields include 'Transcript Date' (06/10/1999), 'Transcript Type' (Official), 'Receipt' (Received), 'Received Date', 'Data Source', and 'Data Medium'.

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 'CSU Admission App Subpanel' with the following 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, Oral Communication, Application Ready For Processing.
- 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 (circled), Credential Emphasis, Cred Subj/Obj/Waiver Cd.

At the bottom, there are checkboxes for 'Include in ERS-A Report' and 'CSU Application Year' 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:

- Admitted and enrolled in a CSU CCTC-approved credential or subject-matter waiver program (Values = 5, 6, 8, 9);
- 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);
- Potentially seeking to enroll in a CSU CCTC-approved credential or subject-matter waiver program (Values = S, V, X); and
- 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 Obtain/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: ☒.
- 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, English/Writing, Mathematics, Oral Communication.
- Miscellaneous:** App Fee Stat, Residence Code, Degree Objective, Immigration Year, Admission Status.
- Credentials:** Credential Status, Credential Emphasis, and Cred Subj/Obj/Waiver Cdt (circled).

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 displays the PEOPLE Soft application interface. At the top, there is a navigation bar with links for Home, Worklist, Help, and Sign Out. Below this, a breadcrumb trail shows the path: 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'. It contains several sections for data entry:

- College Preparatory Semesters:** Includes dropdowns for English, Math, World History, US Hist, Lab Sci, Fgn. Lang, Vis/Pref Arts, and Electives, each with a value of 4. The total units are 32. There is a checkbox for 'Eligible to re-enroll at all institution' which is checked.
- Testing Status:** Includes dropdowns for EPT Status and ELM Status, both set to 'C-Xmpt AC1'.
- Income/Family/Education:** This section is highlighted with a red circle. It includes a dropdown for 'Dep Income Code' set to '24k to 36k', and fields for 'Dep Fam Size', 'Ind Income Code', 'Ind Fam Size', 'Mother Educ', and 'Father Educ'.
- GE Breadth Status:** Includes dropdowns for Critical Thinking, English/Writing, Mathematics, and Oral Communication.
- Miscellaneous:** Includes fields for App Fee Stat, Residence Code, Degree Objective, Immigration Year, and Admission Status.
- Credentials:** Includes dropdowns for Credential Status, Credential Emphasis, and Cred Subj/Obj/Waiver Cd.

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 displays the 'PEOPLE Soft' CSU Admission App Subpanel. The navigation path at the top is: Home > Develop Enrollment > Process Applications > Use > Application Maintenance. A 'New Window' link is also present. The subpanel contains several sections:

- College Preparatory Semesters:** 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.
- Testing Status:** EPT Status and ELM Status are both set to 'C-Xmpt AC1'.
- Income/Family/Education:** Dep Income Code is '24k to 36k', Dep Fam Size is '2'. The 'Ind Income Code' field is circled in red. Other fields include Ind Fam Size, Mother Educ, and Father Educ.
- GE Breadth Status:** Fields for Critical Thinking, English/Writing, Mathematics, and Oral Communication.
- Miscellaneous:** App Fee Stat, Residence Code, Degree Objective, Immigration Year, and Admission Status.
- Credentials:** Credential Status, Credential Emphasis, and Cred Subj/Obj/Waiver Cdt.

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

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 displays the 'PEOPLE Soft' CSU Admission App Subpanel. The navigation bar at the top includes links for Home, Worklist, Help, and Sign Out. The breadcrumb trail shows: Home > Develop Enrollment > Process Applications > Use > Application Maintenance. A 'New Window' link is also present.

The subpanel is divided into several sections:

- College Preparatory Semesters:** 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:** Dropdown menus for Critical Thinking, English/Writing, Mathematics, and Oral Communication.
- Testing Status:** EPT Status and ELM Status, both set to 'C-Xmpt AC1'.
- Income/Family/Education:** This section is circled in red. It includes:
 - Dep Income Code: [dropdown]
 - Dep Fam Size: [text field]
 - Ind Income Code: [dropdown set to 12k to 24k]
 - Ind Fam Size: [text field]
 - Mother Educ: [dropdown]
 - Father Educ: [dropdown]
- Miscellaneous:** Fields for App Fee Stat, Residence Code, Degree Objective, Immigration Year, and Admission Status.
- Credentials:** Fields for Credential Status, Credential Emphasis, and Cred Subj/Obj/Waiver Cd.

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](#)

PEOPLE Soft

Home Worklist Help Sign Out

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

CSU Admission App Subpanel

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:

Miscellaneous

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

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: 5
Mother Educ:
Father Educ:

Credentials

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

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' with the following sections and fields:

- 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-Xmpt AC1, ELM Status: C-Xmpt AC1
- Income/Family/Education:** Dep Income Code: [dropdown], Dep Fam Size: [dropdown], Ind Income Code: 12k to 24k, Ind Fam Size: 05, **Mother Educ: 4 - Sm Clg** (circled), Father Educ: [dropdown]
- GE Breadth Status:** Critical Thinking: [dropdown], English/Writing: [dropdown], Mathematics: [dropdown], Oral Communication: [dropdown]
- Miscellaneous:** App Fee Stat: [dropdown], Residence Code: [dropdown], Degree Objective: [dropdown], Immigration Year: [text], Admission Status: [dropdown]
- Credentials:** Credential Status: [dropdown], Credential Emphasis: [dropdown], Cred Subj/Obj/Waiver Cd: [dropdown]

Buttons at the bottom: OK, Cancel

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: ☒
- Testing Status:** EPT Status: C-Xmpt AC1, ELM Status: C-Xmpt AC1
- Income/Family/Education:** Dep Income Code: [dropdown], Dep Fam Size: [dropdown], Ind Income Code: 12k to 24k, Ind Fam Size: 05, Mother Educ: 4 - 8m Clg, **Father Educ: 6 - 4yr Gd** (circled), OK, Cancel
- GE Breadth Status:** Critical Thinking: [dropdown], English/Writing: [dropdown], Mathematics: [dropdown], Oral Communication: [dropdown]
- Miscellaneous:** App Fee Stat: [dropdown], Residence Code: [dropdown], Degree Objective: [dropdown], Immigration Year: [text], Admission Status: ☐ [dropdown]
- Credentials:** Credential Status: ☐ [dropdown], Credential Emphasis: ☐ [dropdown], Cred Subj/Obj/Waiver Cd: ☐ [dropdown]

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 displays 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 Enroll: ☐.
- Testing Status:** EPT Status: C-Xmpt AC1, ELM Status: C-Xmpt AC1.
- Income/Family/Education:** Dep Income Code: [dropdown], Dep Fam Size: [dropdown], Ind Income Code: [dropdown], Ind Fam Size: [dropdown], Mother Educ: [dropdown], Father Educ: [dropdown].
- GE Breadth Status:** Critical Thinking: Complete (circled), English/Writing: [dropdown], Mathematics: [dropdown], Oral Communication: [dropdown].
- Miscellaneous:** App Fee Stat: [dropdown], Residence Code: [dropdown], Degree Objective: [dropdown], Immigration Year: [text], Admission Status: [dropdown].
- Credentials:** Credential Status: [dropdown], Credential Emphasis: [dropdown], Cred Subj/Obj/Waiver Cd: [dropdown].

Buttons at the bottom: 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 'CSU Admission App Subpanel' with various input fields. The 'GE Breadth Status' section is highlighted, showing dropdown menus for 'Critical Thinking' (set to 'Complete'), 'English/Writing' (set to 'Completed' and circled), 'Mathematics', and 'Oral Communication'. Other sections include 'College Preparatory Semesters', 'Testing Status', 'Income/Family/Education', 'Miscellaneous', and 'Credentials'.

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 the following sections:

- College Preparatory Semesters:** English, Math, World History, US Hist, Lab Sci, Fgn. Lang, Vis/Pref Arts, Electives, Eligible to Enroll, Total Units.
- Testing Status:** EPT Status, ELM Status.
- Income/Family/Education:** Dep Income Code, Dep Fam Size, Ind Income Code, Ind Fam Size, Mother Educ.
- GE Breadth Status:** Critical Thinking, English Writing, **Mathematics** (highlighted with a red oval), Oral Communication.
- 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

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 Enroll: ☐.
- Testing Status:** EPT Status: C-Xmpt AC1, ELM Status: C-Xmpt AC1.
- Income/Family/Education:** Dep Income Code: [dropdown], Dep Fam Size: [checkbox], Ind Income Code: [dropdown], Ind Fam Size: [checkbox], Mother Educ: [dropdown], Father Educ: [dropdown].
- GE Breadth Status:** Critical Thinking: [dropdown], English/Writing: [dropdown], Mathematics: In Progress, **Oral Communication: Completed** (circled).
- Miscellaneous:** App Fee Stat: [dropdown], Residence Code: [checkbox], Degree Objective: [dropdown], Immigration Year: [text], Admission Status: [checkbox].
- Credentials:** Credential Status: [checkbox], Credential Emphasis: [checkbox], Cred Subj/Obj/Waiver Cd: [checkbox].

Buttons at the bottom: OK, Cancel.

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.

PEOPLE'Soft

Home Worklist Help Sign Out

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

Test Results

Kermit Frog ID: 000003068

View All First 2 of 2 Last

*Test ID: ELPT Eng Lang Profic Test ☒ Checklist Item Update

Defaults for Components

Test Date: 07/01/2002 Data Source: Self-Rpted Acad Level: 12th Grade

| *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"/> |

Transfer To: Prospect Data Go

Save Return to Search Refresh

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 ERSa 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

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:

| | | | |
|--------------|------------|-------|----|
| | Last Name, | First | MI |
| For Example: | 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.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Manage Student Records > Manage Academic Records > Use > Term History [New Window](#)

Term Withdrawal Session Withdrawal Academic Standing Student Grade Review Student Special GPA

Kermit Frog ID: 000003068

Academic Career: Undergraduate View All First 1 of 1 Last

Term: Spring 2002 Test University View All First 1 of 3 Last

GPA Type: GPA4 Transfer GPA - Cum Sequence: 1

GPA: 3.500 Entered Online

Academic Program: Academic Plan: Academic Sub-Plan: User ID: WTERRELL Action Dt: 07/08/2002

Save Return to Search Update/Display Include History Correct History

[Term Statistics](#) | [Cumulative Statistics](#) | [Term Withdrawal](#) | [Session Withdrawal](#) | [Academic Standing](#) | [Student Grade Review](#) | [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](#)

PEOPLE Soft

Home Worklist Help Sign Out

Home > Manage Student Records > Manage Academic Records > Use > Term History [New Window](#)

Term Statistics Cumulative Statistics Term Withdrawal Session Withdrawal Academic Standing

Kermit Frog ID: 000003068

View All First 1 of 1 Last

Academic Career: Undergraduate View All First 1 of 3 Last

Institution: Test University Academic Level - Term End: Freshman

Term: Spring 2002 Reset Cum Stats at Term Start: ☐

| | Towards GPA | No GPA | Audit | For Progress | Cum Total |
|--------------|-------------|--------|-------|--------------|-----------|
| In Progress: | 18.000 | 0.000 | | | 18.000 |
| Taken: | 6.000 | 3.000 | 0.000 | 27.000 | 9.000 |
| Passed: | 6.000 | 0.000 | | 6.000 | 6.000 |

| | Towards GPA | No GPA | Units Only | TC Units Adjust |
|----------------|-------------|--------|------------|-----------------|
| Course Credit: | 0.000 | 0.000 | 8.500 | 0.000 |
| Test Credit: | | | 0.000 | |
| Other Credit: | | | 0.000 | |

Total Grade Points: 21.000
Total Units Towards GPA: 6.000
Cumulative GPA: 3.500

Save Return to Search Update/Display Include History Correct History

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 and contains the value '2000'. Other fields include 'College Preparatory Semesters' (English, Math, World History, US Hist, Lab Sci, Fgn. Lang, Vis/Pref Arts, Electives), '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 'Testing Status' section shows 'EPT Status' and 'ELM Status' both set to 'C-Xmpt AC1'. The 'Eligible to Enroll' checkbox is unchecked, and 'Total Units' is 32. The bottom of the panel has 'OK' and 'Cancel' buttons.

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](#)

PEOPLE'S Soft

Home Worklist Help Sign Out

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

ERS SetupA ERS SetupB

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

Save Return to Search Next in List Previous in List Add Update/Display

ERS SetupA | ERS SetupB

PEOPLE'S Soft

Home Worklist Help Sign Out

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

ERS SetupA ERS SetupB

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

Save Return to Search Next in List Previous in List Add Update/Display

ERS SetupA | ERS SetupB

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:

| | |
|-------------------|--|
| C | Clock Hours |
| E | Continuing Education Units |
| Q | Quarter Hours |
| S | Semester Hours |
| T | Trimester Hours |
| U | Units |

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](#)

The screenshot shows the 'ERSA Extract' window with the following details:

- Run Control ID:** PMICLAT
- Buttons:** 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)
- Bottom Buttons:** Save, Return to Search, Add, Update/Display

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](#)

The screenshot shows the 'ERS-A Staging' window with the following details:

- User ID:** PMICLAT
- Run Control ID:** PMICLAT
- CSU CO School Code:** 70
- Report Code:** RPT4
- Tabs:** Bio/Demo Data, Admission Data, College Prep/GE Breadth, TEST ID's, Income/Family/Educ, Credential/GPA
- Table Columns:** EmplID, Student Name, Social Security #, Birth Date, Sex, Citizenship Code, Country Of Residency, Residency Status, Ethnic Code, Campus ID, Institution of Origin Code
- Table Data:**

| EmplID | Student Name | Social Security # | Birth Date | Sex | Citizenship Code | Country Of Residency | Residency Status | Ethnic Code | Campus ID | Institution of Origin Code |
|-------------|-------------------|-------------------|------------|-----|------------------|----------------------|------------------|-------------|-----------|----------------------------|
| 1 001874334 | Fudd, Elmer | 123-45-6666 | 01/01/1949 | M | Y | 7900 | 0010 | R | 9 | 013287 |
| 2 001879079 | Complete, FTF5 | 999-99-9999 | | U | | | | R | | |
| 3 103065023 | Humpry, Bernard T | 412-58-7971 | 03/21/1977 | M | J | 7328 | | R | 017000001 | 013781 |
| 4 103065231 | Powell, Dorothy | 235-46-7879 | | U | Y | 7900 | | R | | |
| 5 103065829 | Freeman, John F | 021-56-4566 | 03/22/1978 | M | | | | R | | |
| 6 103065842 | Allen, Christine | 412-35-5889 | 12/25/1975 | F | Y | 7900 | | R | 7 | |
| 7 103066232 | Patel, Krishna J | 035-11-6677 | 01/23/1975 | M | | | | R | | |
- Bottom Buttons:** Save, Return to Search, Next in List, Previous in List

ADMISSION DATA TAB PAGE

PEOPLE'S
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 | | 07/02/2002 | | | E | 05/25/2002 | 07/02/2002 |
| 4 | 103065231 POWELL,DOROTHY | 2002 | 3 | | 07/02/2002 | | | E | 05/25/2002 | 07/02/2002 |
| 5 | 103065829 FREEMAN,JOHN F | 2002 | 3 | | 07/12/2002 | | | A | 05/25/2002 | 07/12/2002 |
| 6 | 103065842 ALLEN,CHRISTINE | 2002 | 3 | | 07/15/2002 | | | A | 05/25/2002 | 07/15/2002 |
| 7 | 103066232 PATEL,KRISHNA J | 2002 | 3 | | 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'S
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 Computer |
|-------|----------------------------|----------------------|--------------------------|------------------------------|-----------------------------|-------------------------------|-------------------------------|------------------------|------------------------------|--------------------|------------------------|---------------------|
| 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 Science Score |
|-------------|------------------|------------------------------|--------------------------|-------------------|----------------|-------------------|-------------------|---------------------|-------------------------|-----------------|-----------------|-------------------|-----------------------|-------------------|
| 1 001874334 | QUDD,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 **TEST ID's** **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 | QUDD,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

| EmplID | 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

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 |

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

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

The screenshot shows the 'ERS Applicant CO File Extract' web form. The breadcrumb navigation is 'Home > CSU SA Baseline > CSU CO Reporting > ERS Proc > ERS Applicant CO File Extctn'. The form includes a 'Run Control ID' field set to 'PMICLAT' and a 'Run' button. Below this is a 'Process Request Parameters' section with the following fields: 'CSU CO School Code' (70), 'Term' (0997), 'Report Code' (RPT4), and 'Output File Name' (C:\TEMP\APPLDATA). At the bottom are buttons for 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Add', and 'Update/Display'.

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

The screenshot shows the 'Process Scheduler Request' web form. The breadcrumb navigation is 'Home > CSU SA Baseline > CSU CO Reporting > ERS Proc > ERS Applicant CO File Extctn'. The form includes fields for 'User ID' (PMICLAT) and 'Run Control ID' (PMICLAT). Below these are fields for 'Server Name' (PSUNX), 'Run Date' (03/19/2003), 'Recurrence', 'Run Time' (9:21:04AM), and 'Time Zone'. A 'Reset to Current Date/Time' button is also present. A 'Process List' table is shown below, with columns for 'Select', 'Description', 'Process Name', 'Process Type', 'Type', and 'Format'. The table contains one entry: 'ERS Applicant CO FILE Extract' with process name 'CSUCO009' and type 'SQR Report'. At the bottom are 'OK' and 'Cancel' buttons.

| Select | Description | Process Name | Process Type | Type | Format |
|-------------------------------------|-------------------------------|--------------|--------------|------|--------|
| <input checked="" type="checkbox"/> | ERS Applicant CO FILE Extract | CSUCO009 | 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.