

ERSD (Degree) Setup and Process Guide v. 8.0

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DRAFT

REVISION CONTROL

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Date	Ву	Action	Pages

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

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Section 1 ERS Degree Report Setup Guide 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.

Section 2 ERSD Data Elements

2.1 Social Security Number

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

2.2 Year

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

2.3 Term Code

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

2.4 Campus Code

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

2.5 Birth Date

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

2.6 Sex Code

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

2.7 Ethnic Code

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

2.8 Citizenship Code

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

2.9 Country Of Citizenship

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

2.10 High School Graduation Year

This element is the year of graduation from high school. If a student is currently enrolled in high school, code the anticipated year of graduation.

Collection Method: This data will be extracted from the education page where the transcript type = official and the transcript status = final and the career = high school

Page Name: Education

Navigation: Develop Enrollment \rightarrow Process Applications \rightarrow Use \rightarrow Eduation \rightarrow External Data

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Values: yyyy = 1920 to 9999

2.11 Residence Code

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

2.12 Residence Status

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

2.13 Institution Origin Code

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

2.14 Matriculation Period

Matriculation Period is the year and term of first attendance in any term of the regular sessions at the reporting California State University. A student shall be in attendance if he registers and pays fees. The date of first attendance for a post baccalaureate student shall be the year and term of first attendance after earning a baccalaureate degree.

Collection Method: For undergraduate degrees this will to be the first term of undergraduate enrollments providing that the student did not drop before the census date. Post baccalaureate will be the first term of post baccalaureate enrollments providing that the student did not drop before.

Values: YYYYT where Term = 1 = Winter qtr 2 = Spring 3 = Summer 4 = Fall

2.15 Admission Basis Code

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

2.16 Exception Admission Code

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

2.17 Degree Level

A code that indicates the level of the degree conferred at a CSU campus.

Collection Method: This value will be mapped from the Degree Setup Page/ERS Mapping Subpage. The value reported will be based on the degree code associated with the student on their degree record.

Page Name: Degree Table

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

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*Institution:		Test University		degree record	is mapped back	
Primary Career:	UGRD	Undergraduate		to the values of	on the ERS	
*Completion Term:	2017 🔍	Fall 2001		mapping sub-	page on the	
*Confer Date:	07/19/2002			Degree Setup	Page.	
*Degr Stat:	Awarded 💌					
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Degree GPA:	3.50					
Honors Prefix		Rank/Size				
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Degree Degree Honors	arch) I Degree Plan I Degree	Sub-Plan				

Values:

- 2 = Bachelor of Arts Degree (BA)
- **3** = Bachelor of Science Degree (BS)
- 4 = Other Bachelor's Degree
- 5 = Master of Arts Degree (MA)
- 6 = Master of Science Degree (MS)
- 7 = Other Master's Degree
- 8 = Joint Doctorate

2.18 Major Degree Code

Major Degree Code is reported in the primary ERSD file. This is a code, which identifies the major area of study for which the degree was conferred. In the supplementary ERSD file, this is a code, which identifies additional major areas of study for which a degree was conferred.

Collection Method: CSU Hegis Code has been added to the plan taxonomy panel. The value in this field will be the Major Degree Code COSAR table 34, which is mapped to the Academic Plan in the Academic Structure setup (see screen shots below). For ERSD this will be the major degree code from the primary plan, i.e. the first active plan from the program/plan table.

Page Name: Academic Plan Table

Navigation: Design Student Administration \rightarrow Design Academic Structure \rightarrow Setup \rightarrow Academic Plan Table

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Page Name: Academic Plan Taxonomy

Navigation: Design Student Administration → Design Academic Structure → Setup → Academic Plan Table

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Page Name: Degree Plan

Navigation: Manage Student Records \rightarrow Track Student Careers \rightarrow Use \rightarrow Degree Plan

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	Diploma Description BIOLOGY				

Values: COSAR Table 34

2.19 Transfer Units Earned

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

2.20 Transfer GPA

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

2.21 Campus GPA

This will be the quotient of total grade points and total units attempted for a letter grade.

Collection Method: The ERS Setup Page will ask for Special GPA code for Campus GPA – the Report Type should be Degree. This value is calculated and stored in the Special GPA table for each student. This value is calculated by a CSU Additional GPA modification. When the process is run for the Degree Report, the SQR will look for the Campus GPA field on the ERS Setup Page for the Degree Report Type and then look into the STDNT_SPCL_GPA record to match the specified GPA type value against the student being reported and extract the GPA for the GPA Type specified on the ERS Setup page.

Page Name: ERS Report Setup

Navigation: CSU SA Baseline \rightarrow CSU CO Reporting \rightarrow Use \rightarrow ERS Setup \rightarrow ERS Setup 1

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Page Name: Student Special GPA

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

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Values: 000 to 400 the decimal is implied and not entered. For example: 3.50 would be entered as 350.

2.22 Total Units Earned

For undergraduate students, the total transferable units earned at all colleges, plus the total units earned at the reporting campus. For post baccalaureate students, the total transferable units earned at all colleges, plus the total units earned at the reporting campus (subsequent to receiving the baccalaureate degree). Please note: Wherever a student received a degree, report only those additional units subsequently earned that are applied toward the next degree requirements.

Collection Method: The Total Units Earned will be collected from the student's Student Career Term Record - TOT CUMULATIVE units field.

Values: 0001 to 9999 the decimal is implied and not entered. For example: 55 units would be entered as 0550.

2.23 Total GPA

This is the cumulative grade point average in all courses taken at all colleges. This is the quotient of total grade points and total units attempted for a letter grade (i.e., the sum of campus units and transfer units completed for a letter grade).

Collection Method: The Total GPA will be collected from the PeopleSoft delivered STDNT_CAR_TERM - CUM_GPA field for the student.

Values: 000 to 400 the decimal is implied and not entered. For example: 2.50 would be entered as 250.

2.24 CIP Code

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

2.25 Multiple Major Degree Flag

This field contains the number of additional majors for which the degree was conferred. DO NOT include the primary major degree code in this number.

Collection Method: This is the number of additional plans attached the student, where the program status equals completed and the plan type equals major, other than the primary plan.

Page Name: Degree Plan

Navigation: Manage Student Records \rightarrow Track Student Careers \rightarrow Use \rightarrow Degree Plan

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	Diploma Description BIOLOGY				

Values: 0 to 9

2.26 Multiple Ethnicities flag

This code identifies a student reporting multiple ethnicities.

Collection Method: N or Blank = Student has reported 0 or 1 ethnicities if a student reports more than one Ethnicity Detail then = Y. If the Student reports more than one Ethnicity in the ETHINICITY DTL record, the report will derive the value N, Y or Blank.

Section 3 Processing the Extracts

3.1 ERS Setup Page

Select the Degree as the Report type to setup the values on this page that will be used by the Degree Report extract.

Page Name ERS Report Setup

Navigation: CSU SA Baseline \rightarrow CSU CO Reporting \rightarrow ERS Setup

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Academic Career: UGRD Report Code	: RPT5	Academic Institution: C	SUNR	
Term: 2017 Q Fall 2001	Term Type:	S GPA Summary Type:		
Trans GPA Type: GPA4 🔍	Campus GPA:	GPA6 C HS GPA Type:	<u> </u>	
(Save) (QReturn to Search) (HENext in List) (HEPre	evious in List)		(El-Add) (君 Update/Disp	olay)

3.1.1 Considerations

In order for a student to be selected for this report, a "Completed" row must exist in the Student Program/Plan Component. 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.

ERS Setup 1:

TERM: The term this report is generated for.

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

C <u>Clock Hours</u> E <u>Continuing Education Units</u> Q <u>Quarter Hours</u> S <u>Semester Hours</u> T <u>Trimester Hours</u> U <u>Units</u> **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.

3.2 Assign Report Titles

A unique Report Title can be used for each ERS report that is run. On the page, you can map the unique report code to the report type.

Page Name Assign Report Titles

```
Navigation: CSU SA Baseline \rightarrow CSU CO Reporting \rightarrow ERS Setup \rightarrow Assign Report Titles
```

PEOPLE			
	🙆 Home	📵 Worklist	🕜 Help
Home > CSU SA Baseline > CSU CO Reporting > ERS Setup > A	ssign Report Titles		New Window
	•		
CSU Report Titles			
CELLCO Sobool 70 Octiferatio State University b	l = ulla vial a =		
Code:	iomnage		
ERS Report Details	View All First 🖪 2 of 4	Last	
Report Code Type	Title	+ -	
RPT5 Degree RPT5 DE	GREE		
Save) (Q Return to Search)	📑 Add) 🧟	Update/Display)	

3.2.1 Considerations

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

3.3 ERSD Extract

Specify the values on the Run Control to determine which Institution, School Code, Term, Report Code and Type to run for this process. This process will extract data for each student and place that data into the Staging Table for the report.

Page Name: ERSD Extract

Navigation: CSU SA Baseline → CSU CO Reporting → ERS Proc → ERS Degree + Sup-Selection

PEOPLE.								
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Home > <u>CSU SA Bas</u>	seline > <u>CSU CO I</u>	Reporting > E	RS Proc > ERS	Degree + Sup Se	lection			New Windo
ERSD Extract							、 、	
Run Control ID: 4	OCONNOR		Rei	port Manager Proc	cess Montor	Run)	
Institution: School Code:		Test Unive Salifornia Stat	rsity e University, No	rthridge				
Term:	2017 🔍	Fall 2001						
Report Code:	RPT5	Report Type:	Degree	• /				
(🔚 Save)			/	, 			(트 Add) (곈 Update/Display)	
PEOPLE								100
0.0			_/	🙆 Home		📵 Worklist	🕜 Help	
<u>Home</u> > <u>CSU SA Baselii</u>	ne > <u>CSU CO Report</u>	ing > <u>ERS Proc</u>	ERS Degree + S	Sup Selection			New Window	
Process Schedule	r Request							
User ID: 			Run Control					
Server Name:		Run Date: Run Time:	2:21:39PM					
Time Zone:	7	Reset to	Current Date/Tim	e				
Select-Description	¥	1	Process Name	Process Type	*Type	*Format		
CSUCO014 E	RS Degree Select	>)	CSUCO014	SQR Report	•	×		
OK Cancel								

3.4 Reviewing and Updating the Staging Tables

The data that was extracted for each student is accessible in the ERSD Staging Table.

Page name: Degree 1

Navigation: Home \rightarrow CSU SA Baseline \rightarrow CSU CO Reporting \rightarrow Use \rightarrow ERSD Stage

PEOPLE		
🙆 Home	📵 Worklist	🕜 Help
Home > CSU SA Baseline > CSU CO Reporting > Use > ERSD Stage		New Window
Correct Degree 2		
User ID: KOCONNOR Run KOCONNOR Cnti		
ID: Report _{RPT5} RPT5 DEGREE Line Number: 0000001 Code:		
EmpliD: 000001950 Q. Engel,Taylor SSN: 130-56-1111		
School Code: 70 Q California State University, Northridge		
Year: 2001 Term: 4 Q		
Birth Date: 04/13/1985 🗊 Sex Male 🔽 Ethnic Code Ind / Alas 💌		
Citizenship CaUS Cit 💌 Country: 7900 Multiple Ethnicities Multi Eth 💌		
Res Cd: 0006 Residence CA Resid 💌 Status		
CReturn to Search) (+= Next in List) (+= Previous in List) CReturn to Search) (+= Next in List)	splay)	

Page name: Degree 2

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User ID: KOCONNOR Report _{RPT5} RPT5 DEGREE Code:	Run KOCONNOR Cnti ID: Lin	e Number: 0000001		
EmpliD: 000001950 Q Engel, Taylo	r	SSN: 130-56-1111		
Matric Per: 20014 Adm Bas Cd: 1	Excp Adm Cd:	Campus GPA: 000		
Trans 0003 Trans GPA: 000 Unts: Degree Lvt: 2	Total Unts: 0013 Multi Major: 0	Total GPA: 346		
(■ Save) (Q Return to Search) (+ ■ Next in List) (+ ■ Pr Degree 1 Degree 2	evious in List)	(唐•Add) (君 Update/Dis	play)	

3.4.1 Considerations

You may update data on the above pages. Beware however that if you re-run the extract it will overlay the table and your changes will be lost. *Warning: Any changes made to the Staging Table will not be reflected in the Database.

3.5 ERSD Rpt Format

Page Name: ERSD Extract

Specify the values on the Run Control to determine which Institution, School Code, Term, Report Code and Type to run for this process.

Navigation: CSU SA Baseline \rightarrow CSU CO Reporting \rightarrow ERS Proc \rightarrow ERS Degree - Report

Home Worklist Home Worklist Home Worklist Home Vorklist Home CSU SA Baseline > CSU CO Reporting > ERS Proc > ERS Degree - Report New Windows Institution: CSUNF Report Manager Process Monitor Run Institution: CSUNF Test University School Code: Total California State University, Northridge Term: 2017 Fall 2001 Report Code: PTS Report Type: Point Code: Test University School Code: Report Type: Descrete Code code code code code code code code c
Home > CSU SA Baseline > CSU CO Reporting > ERS Proc > ERS Degree - Report ERSD Rpt Format Run Control ID: KOCONNOR Report Manager Institution: CSUVE Test University School Code: Total California State University, Northridge Term: 2017 Fail 2001 Report Code: Report Type: Degree Peade California State Report Code: Report Type: Degree Report Code: Report Type: Degree Report Code: Report Type: Degree Report Code: Report Type: Report Report Code: Report Type: Report Report Code: Report Type: Report Report Report Code: Report Type: Report Report Code: Report Code: Report Code: Report Code: Report Code:
ERSD Rpt Format Run Control ID: KOCONNOR Report Manager Process Monitor Run Institution: CSUNF® Test University School Code: 70% California State University, Northridge Term: 2017% Fall 2001 Report Code: RPT5% Report Type: Degree California State Image: Control in the search Report Code: Report Type: Degree Image: California State Image: Control in the search Image: Control in the search Image: Control in the search
Run Control ID: KOCONNOR Institution: CSUNFQ Test University School Code: 70 Q California State University, Northridge Term: 2017 Q Fall 2001 Report Code: RPT5 Report Type: Degree Save Return to Search Image: Control ID:
Institution: CSUNF C Test University School Code: 70 C California State University, Northridge Term: 2017 F all 2001 Report Code: RPT5 Report Type: Degree Construction Code: RPT5 Report Type: Degree Construction Code: Report Code: Report Type: Degree Report Code: Return to Search Report Type: Degree Report Code: Return to Search Report Type: Degree Report Code: Return to Search Report Type: Repo
School Code: 70 California State University, Northridge Term: 2017 Fall 2001 Report Code: RPT5 Report Type: Degree Report Code:
Term: 2017 C Report Code: RPT5 C Report Type: Degree Report Code: Report Save Return to Search Report Code: Report Type: Degree Report Code: Report Code: Report Type: Degree Report Code: Report Code: Report Code: Report Type: Degree Report Code: Report Code
Report Code: RPT5 Report Type: Degree
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PEOPLE
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Home > CSU SA Baseline > CSU CO Reporting > ERS Proc > ERS Degree - Report New Window
Process Scheduler Request
User ID: KOCONNOR Run Control ID: KOCONNOR
Server Name: PSUNX Run Date: 07/08/2002
Recurrence: 2:28:12PM
Time Zone: Reset to Current Date/Time
Process List Select Description Process Name Process Type *Type *Format
Process List Select Description Process Name Process Type *Type *Format Image: CSUC0017 ERS Degree Rpt File CSUC0017 SQR Report Web PDF
Process List Process Name Process Type *Type *Format Select Description CSUC0017 ERS Degree Rpt File CSUC0017 SQR Report Web PDF If
Process List Process Name Process Type *Type *Format Select Description Process Name Process Type *Type *Format Image: CSUC0017 ERS Degree Rpt File CSUC0017 SQR Report Web Image: PDF Image: PDF

3.5.1 Considerations

This process creates the electronic file to send to the Chancellor's Office.

3.6 ERSD Supplementary Multiple Major Degree Report

The ERSD Supplementary Multiple Major Degree File is run from this Run Control. If a student has more than one Major Degree Code (*See description above), a Supplementary Multiple Major Degree file is created for that student. The File Contains the SSN, Year, Term Code, Campus Code and Major Degree Code 1 through 9. The collection method for all of these elements is discussed in this document or the ERSA setup Guide.

Page Name: ERSD Sup Rpt

Specify the values on the Run Control to determine which Institution, School Code, Term, Report Code and Type to run for this process.

Navigation: CSU SA Baseline \rightarrow CSU CO Reporting \rightarrow ERS Proc \rightarrow ERS Degree Sup - Report

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Home > <u>CSU SA Baselin</u>	ie > <u>CSU CO Reporting</u> > <u>ER</u>	<u>S Proc</u> > ERS Degree Sup R	eport		New Windov
FRSD Sup Rpt					
Run Control ID: KOC	ONNOR	<u>Report Manager</u> <u>P</u>	rocess Monitor Run		
Institution:	CSUNF 🔍 Test Univers	ity	\sum		
School Code:	70 🔍 California State '	University, Northridge			
Term:	2017 🔍 🛛 Fall 2001				
Report Code:	RPT5 Report Type:	Degree			
📳 Save) (Q. Return to S	search)			(日本Add) (週 Update/Display)	
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PEOPLE	_		lome 📦 W	orklist 🔗 Help	
Home > CSU SA Baseline >	CSU CO Reporting > ERS Proc	FRS Degree Sup Report		New Window	
Process Scheduler Re	equest	/			
User ID: KOO		Run Control ID: KOCONNOF	1		
Server Name:	Run Date:	07/08/2002 2:30:55PM Current Date/Time			
Process List Select Description	Prece	ss Name Process Type	*Type *Format		
CSUCO019 ERS	Degree Sup Rpt CSU	0019 SQR Report	Web 💽 PDF		
OK Cancel					

3.7 Running the ERSD edit process

Navigation: Home \rightarrow CSU SA Baseline \rightarrow CSU CO Reporting \rightarrow ERS Proc \rightarrow ERS Degree – Edit

3.7.1 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.