



ERSS (Student) and sERSS (self-support Student) Processing Setup and Process Guide v. 8.0

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DRAFT

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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.

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1.0 ERS Student and ERS self-support Student 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 ERSS and sERSS 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 Birthdate

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 and Country of Citizenship

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

2.9 High School Graduation Year

Navigation: [Home](#) → [Develop Enrollment](#) → [Process Applications](#) → [Use](#) → [Education](#) → [External Data](#)

The screenshot displays the 'External Data' tab for a student named Marcia Sneider (ID: 000232252). The interface includes a navigation bar with 'Home', 'Worklist', and 'Help' options. Below the navigation bar, there are tabs for 'External Data', 'External Academic Summary', 'External Subjects', 'External Degrees', and 'External Courses'. The 'External Data' tab is active, showing a search for 'Org ID: C31000531' at 'L.A. County High School for th'. The 'Career' is set to 'High Schl', 'Term Type' to 'Semester', 'Data Nbr' to '1', 'Ext Term' to 'FALL', 'Acad Level' to '12th Grade', and 'Term Year' to '2002'. The 'Dates of Attendance' section is highlighted with a red circle, showing 'From Date: 08/28/1998' and 'To Date: 08/12/2002'. Below this, there are sections for 'Transcript' and 'Receipt'. The 'Transcript' section has 'Desired' checked, 'Transcript Date' as '071502', 'Transcript Type' as 'Official', and 'Transcript Status' as 'Final'. The 'Receipt' section has 'Received' checked, 'Received Date' as '08/15/2002', 'Data Source' as 'School', and 'Data Medium' as 'Hard Copy'.

2.9.1 Consideration

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

2.9.2 Recommendation

The data will be extracted from the “Education” page where the Career = “High School”, Transcript Type = “Official”, Transcript Status = “Final” and the “To Date” field to determine the date.

Valid values: YYYY = 1920 to 9999

2.10 Residence Code

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

2.11 Residence Status

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

2.12 Institution Origin Code

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

2.13 Matriculation Period

2.13.1 Consideration

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.

2.13.2 Recommendations

For undergraduate degrees this will be the first term of undergraduate enrollments provided that the student did not drop before the census date. Post baccalaureate will be the first term of post baccalaureate enrollments provided that the student did not drop before the census date.

Student with Enrollment Status of 6 (Transitory), the matriculation period is always equal to “00000”.

Student with grade of “I” (Incomplete) or “W” (Withdrew), the ERSS extract does count that term as the matriculated period. The units are calculated with “No Earned Units” value.

Valid values are: (The first 4 digits is the calendar year and last digit is the Term Code)

- 1 = Winter quarter
- 2 = Spring semester or quarter
- 3 = Summer quarter
- 4 = Fall semester or quarter

2.14 Admission Basis Code

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

2.15 Exception Admission Code

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

2.16 Enrollment Status

Navigation: Home → Design Student Administration → Design Admissions → Setup →

Admit Type Table

Application Entry/Application Data Page

The screenshot displays the PeopleSoft interface for Application Entry. The breadcrumb trail is: Home > Develop Enrollment > Process Applications > Use > Application Entry. The page title is "Application Entry" with a "New Window" link. The navigation tabs include Bio/Demo Data, Addresses, Application Program Data, Application Data, and Application School/Recruiting. The main form contains the following sections:

- Academic Career:** Undergraduate
- ID:** NEW
- Application Nbr:** 00000000
- Application Data:**
 - 'Application Center: UGRD (UGRD App)
 - 'Admit Type: 5 (First Time)
 - 'Application Date: 03/17/2003
 - 'Created On: 03/17/2003
 - Academic Level: [Dropdown]
 - Notification Plan: Regular
 - Application Method: [Dropdown]
 - Prior Application
- Additional Information:**
 - Housing Interest: [Dropdown]
 - Financial Aid Interest (ERS Fields)
- File Information:**
 - Complete:
 - Date: [Date Picker]
 - External Application Nbr: [Text Field]
- Application Fee Information:**
 - Status: [Dropdown]
 - Fee Type: Standard
 - Links: Calculate Application Fees, Transaction Summary, Display Errors / Warnings
- Transfer To:** Education (Go)
- Buttons: Save, Refresh, Add

The PeopleSoft Table Admit Type will be use to track enrollment status. You can assign 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.

2.16.1 Consideration

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

2.16.2 Recommendations

For ERSS reporting, built logic on the ERSS extract to assign "Enrollment Status 1" for continuing students (admitted prior to current reporting period and have maintained continuous enrollment). The rest of the six values will be extracted from the "Admit Type" on the Application Entry/Application Data page, who is reported for the first time in ERSS.

NOTE: Students with an enrollment status of 6 (Transitory) and 7 (Summer Early Entrance Transitory) campuses can use the quick admit based on their business practice to admit student. Modification for Quick Admit and a custom hyperlink was created to enter required ERS data.

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.

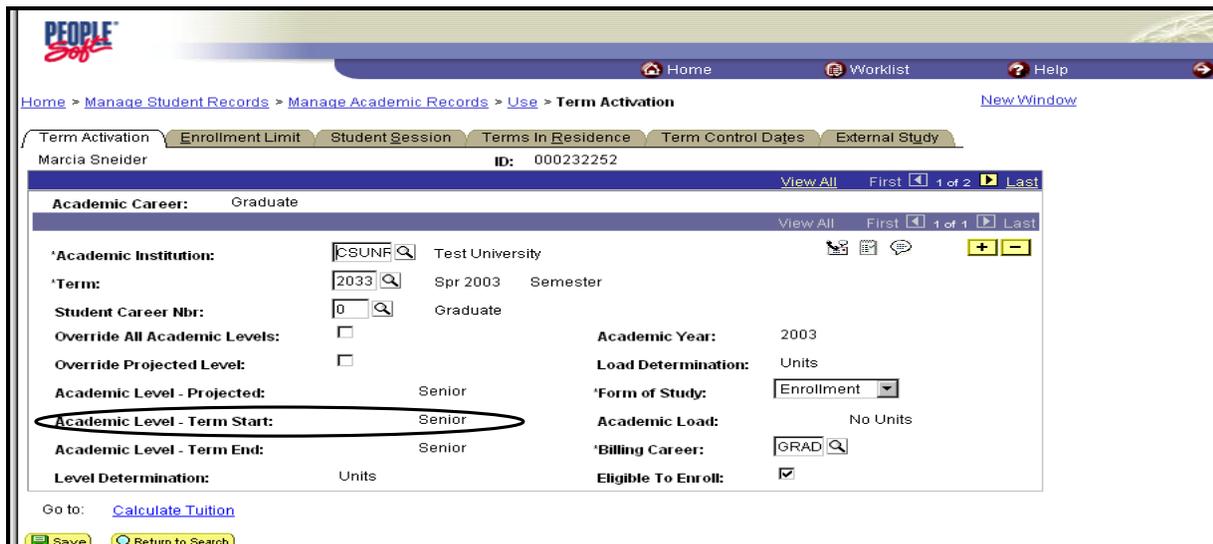
Valid values are:

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

2.17 Student Level Code

Navigation: Home → Manage Student Records → Manage Academic Records → Use →

Term Activation



2.17.1 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.

2.17.2 Recommendations

The data will be extracted from the “Academic Level-Term Start” field. The field is updated automatically based on student enrollment In-Progress or Taken units within a term.

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. (Please refer to ERSA Setup Guides for the Level-Load Rules Table for the values setup.)

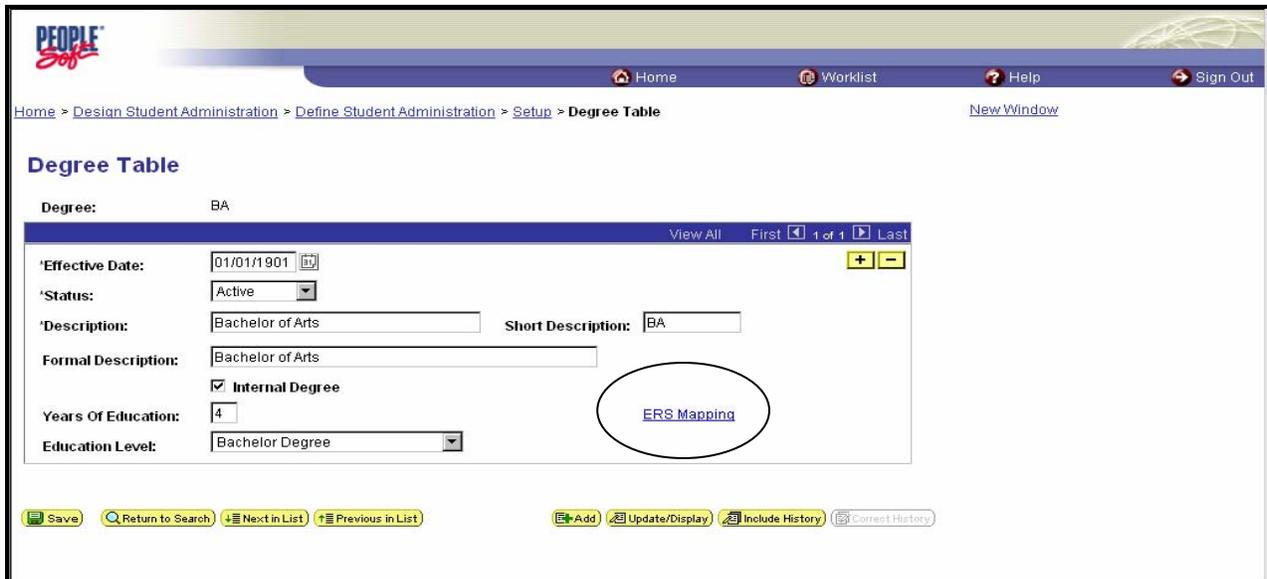
Note: For ERSA, Student Level Code is extracted from the Application Entry/Application Data/Academic Level field.

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

2.18 Degree Objective Code

Navigation: [Home](#) → [Design Student Administration](#) → [Setup](#) → [Degree Table](#)



Click the ERS Mapping Hyperlink.



Choose the Degree Objective associated with this Degree.

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

Academic Institution: CSUNR Test University
 Academic Plan: ART

Effective Date: 01/01/1901 Status: Active
 Academic Program: UNDGF Undergraduate
 Academic Career:
 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

The Degree Code is attached to the academic plan.

Mhel Lewis ID: 103056144
 Academic Career: Undergraduate Student Career Nbr: 0 Car Req Term: Fall 2001
 Status: Active in Program Admit Term: Fall 2001
 Effective Date: 08/27/2001 Effective Sequence: 0
 Program Action: Activate Action Date: 03/18/2002
 Action Reason: Requirement Term: Fall 2001
 Academic Program: UNDGR
 Academic Plan: ART Art Major
 Plan Sequence: 10 Degree: BA
 Declare Date: 08/27/2001 Degree Checkout Stat:
 Requirement Term: 2017 Fall 2001 Student Degree Nbr: [Credentials](#)
 Advisement Status: Include Completion Term:

The Academic Plan is attached to the student

2.18.1 Consideration

The student’s most immediate degree objective at the reporting campus.

2.18.2 Recommendations

The data is extracted from the Academic Plan based on the “Plan Sequence” number and the most current effective dated row. The extract verifies the “Effective Date” of the Student Program/Plan against the “TERM Start Date” from the (Term/Session Table) set up.

For Example: (Term/Session Table Fall 2002 Term start date is 8/27/02)

Effective Date: 08/27/02 → Program Action = MATR → Academic Plan = ART/BA → Plan Sequence = 10 ↔ If you are processing ERSS for Fall 2002 = Degree Objective value is “2”

Scenario # 1 Plan Changes: (Term/Session Table Spring 2003 Term start date is 1/15/03)

Effective Date: 12/10/02 → Program Action = PLNC → Academic Plan = ART/BS → Plan Sequence = 20 ↔ If you are processing ERSS for Spring 2003 = Degree Objective value is “3”

Scenario # 2 Plan Changes: (Term/Session Table Spring 2003 Term start date is 1/15/03)

Effective Date: 1/16/03 → Program Action = PLNC → Academic Plan = ART/BS → Plan Sequence = 20 ↔ If you are processing ERSS for Spring 2003 = Degree Objective value is “2”. Because Effective Date (1/16/03), is after the Term/Session Spring 2003 start date.

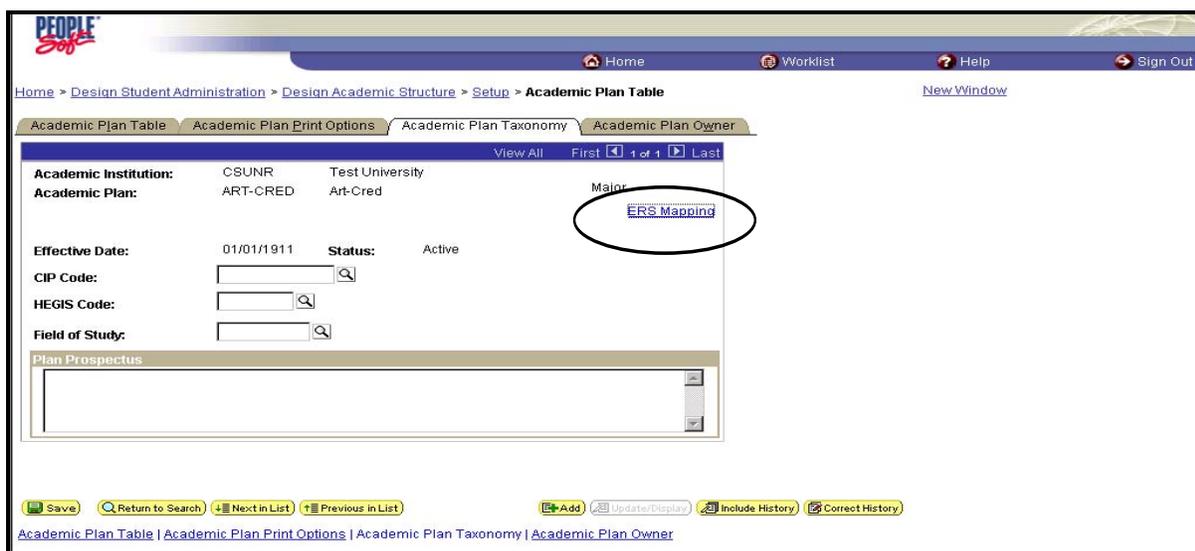
Note: Make sure the Effective Date of the “Degree Table and Academic Plan” setup is sync up. The extract will assign blank value for “Degree Objective” when the effective dates in the setup are not sync up. The Degree Table should have effective date 01/01/1901 since the degree codes are linked to the Academic Plan.

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

2.19 Major, Option, Concentration, or Emphasis Code

Navigation: Home → Design Student Administration → Design 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](#)

CSU ERS Plan Mapping Panel

ERS Degree Code: 10021 ART

ERS Major Code: 10021 Art

High Unit Major

OK Cancel

Note: ERS Degree Code field is used for ERS-D (Degree) for “Major Degree Code” (COSAR Tbl 34)

PEOPLE Soft

Home Worklist Help

Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees

Mhel Lewis ID: 103056144

Academic Career: Undergraduate Student Career Nbr: 0 Car Req Term: Fall 2001

Status: Active in Program Admit Term: Fall 2001

Effective Date: 08/27/2001 Effective Sequence: 0

Program Action: Activate Action Date: 03/18/2002

Action Reason: Requirement Term: Fall 2001

Academic Program: UNDGR

*Academic Plan: ART Art Major Degree: BA

*Plan Sequence: 10

*Declare Date: 08/27/2001 Degree Checkout Stat:

*Requirement Term: 2017 Fall 2001 Student Degree Nbr: Credentials

*Advisement Status: Include Completion Term:

Save Return to Search Refresh Add Update/Display Include History Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

The academic plan is attached to the student

2.19.1 Consideration

A code in ERSA and ERSS which identifies a student’s primary major degree program, option, concentration, or emphasis in which the student has applied, been admitted, and/or been enrolled.

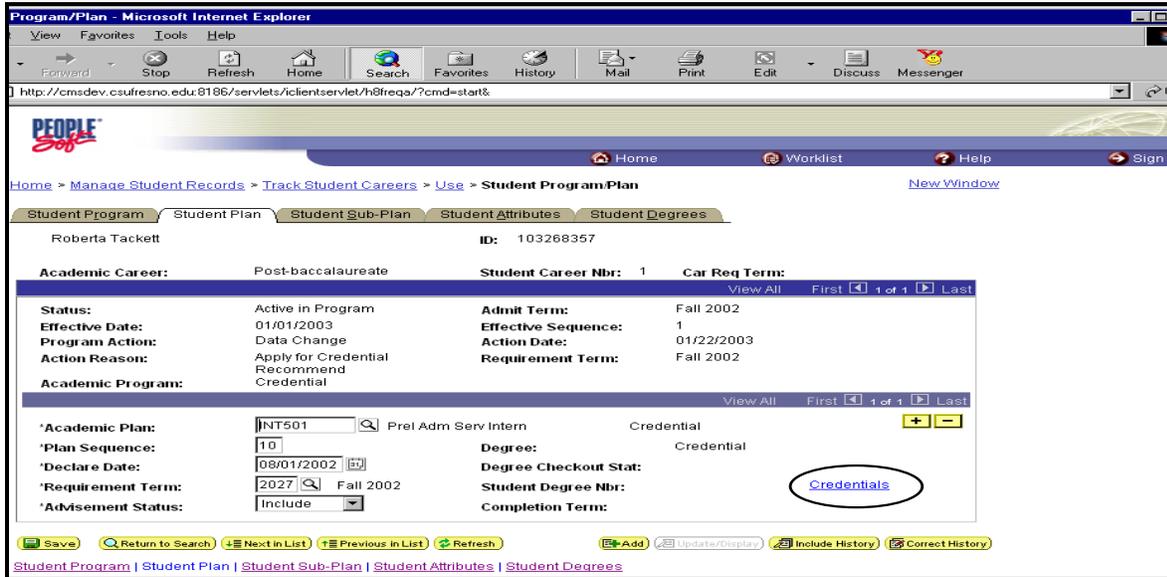
2.19.2 Recommendation

This is extracted from the academic plan attached to the student with the most current effective dated row if the student has plan changes.

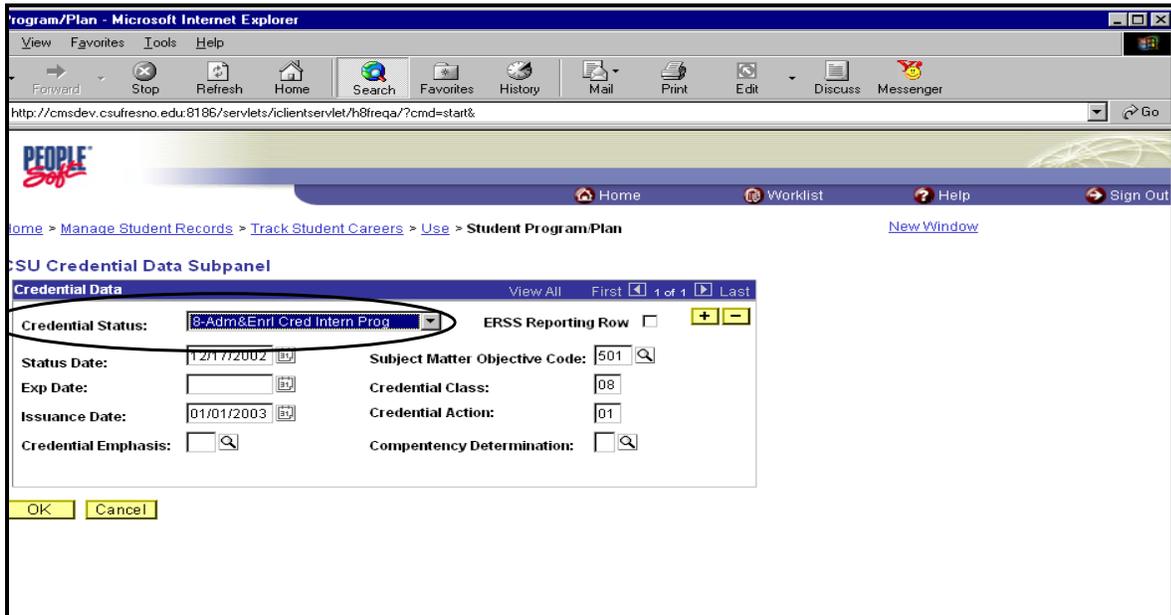
Valid values are: The valid values are stored in a SOSS owned table loaded from COSAR Table 3.

2.20 Credential Status

Navigation: Home → Manage Student Records → Track Student Careers → Use → Student Program/Plan → Student Plan



Click the Credentials hyperlink



Note: Below rules applied to all ERSS Credential elements.

You do not need to select the “ERSS Reporting Row” box, if there is only one row identified for credential data. Select the “ERSS Reporting Row” box, when you have multiple rows of credential data attached to the Academic Plan. If you have multiple rows of credential data and you did not selected the “ERSS Report Row” box, the extract will select the first (top) row of credential data.

For ERSA, the credential data will be extracted from the “Application Entry/Application Data/ERS Fields/Credential box.

2.20.1 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.

2.20.2 Recommendations

The data will be extracted from the Student Plan/Credential hyperlink.

Valid values are:

Student Admitted and Enrolled in CSU CCTC-Approved *Blended or Regular* Credential Program

- 5 = A student admitted and enrolled in a CSU CCTC-approved education credential program.
- 6 = A student admitted and enrolled in more than one CSU CCTC-approved education credential program (includes dual-objective programs).

Student Admitted and Enrolled in CSU CCTC-Approved *Internship Program to Credential*

- 8 = A student admitted and enrolled in a CSU CCTC-approved education credential internship program.

Student in the Pipeline to a Credential Program

- 9 = A student admitted and enrolled in a CSU CCTC-approved subject-waiver program.

Student Identified as Enrolled to Obtain Emergency Permit, or Supplemental Authorization *or Maintain Employment Status*

- 4 = A student who identified and enrolled at a CSU campus for the purpose of completing coursework for the basic teaching credentials. This category includes students who hold preliminary Multiple-Subject, Single-Subject, or Special Education Basic credentials and are *completing a professional clear or Level II credential*.
- 3 = An out-of-state teacher who has become a student enrolled at a CSU campus for the purpose of completing coursework necessary to obtain a California education credential.
- 7 = A student enrolled at a CSU campus who holds a valid Emergency Permit, but not admitted to a credential program.
- 1 = A student enrolled at a CSU campus for the purpose of acquiring a supplemental authorization to an existing education credential.
- 2 = A student enrolled at a CSU campus for the purpose of satisfying education credential professional development requirements *that may lead to a certificate*.

NOTE: Some campuses have wanted to track CSU applicants and students who have expressed an interest to pursue a CCTC-approved credential or authorization. At the request of CSU campus administrative personnel the following three alpha values -- X, S, and V -- are provided. Campuses may wish to maintain and use these codes for campus use. These alpha values are not counted as part of the campus's enrollment in teacher preparation.

CSU Applicants and Students *Expressing Interest* in a CSU Credential Program

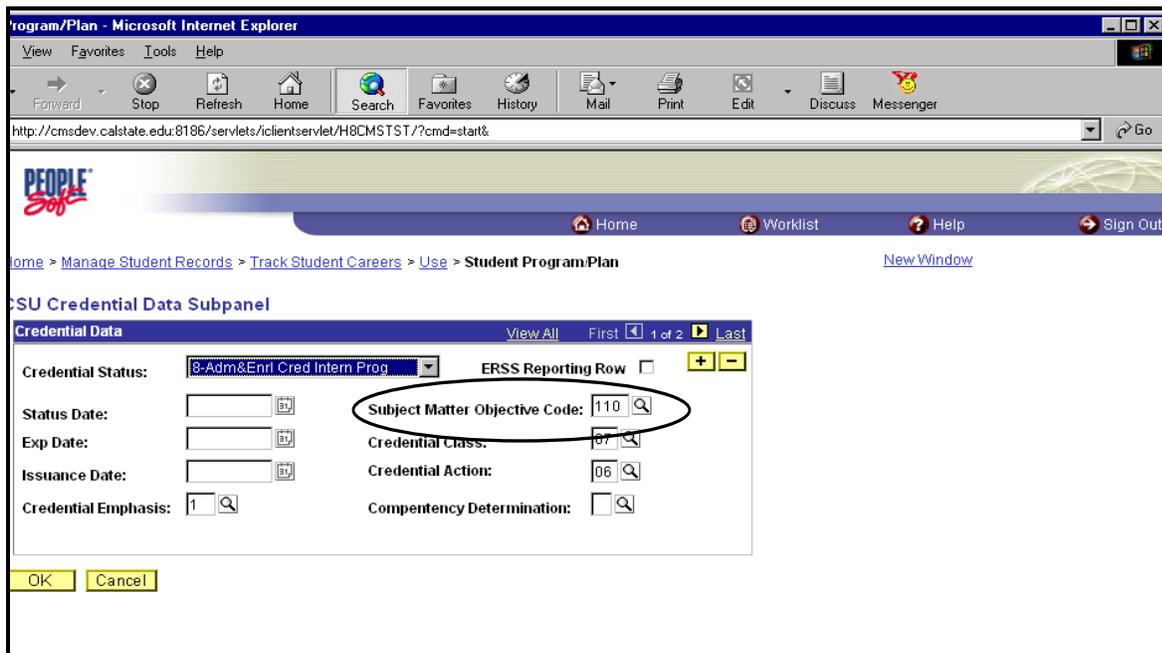
- X = An applicant or a student who has expressed an interest in securing an education credential.
- S = An applicant or a student who is an out-of-state trained teacher who intends to take coursework to satisfy California education credential requirements.
- V = An applicant or a student, holding a valid education credential, who indicated an interest in securing a second education credential or an enhanced credential authorization.
- Y = An applicant applying to the Credential program in the current term

None of the Above

- N = A student who is not seeking admission nor been admitted to a CSU CCTC-approved program and, in addition, has not been identified as enrolled to obtain or maintain a CCTC credential- or permit- authorization.

2.21 Credential and Subject Matter Waiver obj. cd.

Navigation: Home → Manage Student Records → Track Student Careers → Use → Student Program/Plan → Student Plan



2.21.1 Consideration

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

2.21.2 Recommendations

The data will be extracted from the Student Plan/Credential hyperlink.

Valid values are: 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.

2.22 Degree Held Code

Navigation: [Home](#) → [Design Student Administration](#) → [Define Student Administration](#) → [Setup](#) → [Degree Table](#)

The screenshot shows the 'Degree Table' setup interface in the PEOPLE Soft system. The degree is 'BA'. The form contains the following fields and values:

- Effective Date: 01/01/1901
- Status: Active
- Description: Bachelor of Arts
- Short Description: BA
- Formal Description: Bachelor of Arts
- Internal Degree:
- Years Of Education: 4
- Education Level: (dropdown menu)

A blue hyperlink labeled 'ERS Mapping' is circled in the form. At the bottom of the page, there are several action buttons: Save, Return to Search, Next in List, Previous in List, Add, Update/Display, Include History, and Correct History.

Select the ERS mapping hyperlink



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

2.22.1 Consideration

A code that indicates the highest degree held by a student.

2.22.2 Recommendation

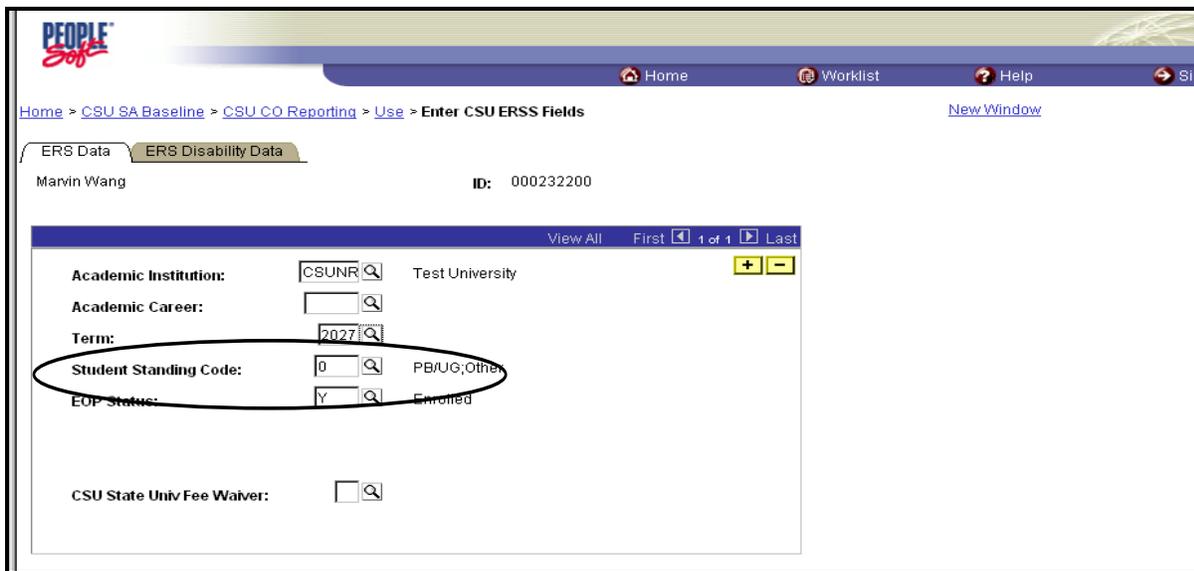
Degrees earned at your campus are recorded in the Student Degree Table. Degrees earned at other institutions are recorded in the External Degrees table. The program looks at both and determines the highest degree awarded to the student. The extract verifies the student level and degree held codes to determine the correct degree held.

Valid values are:

- 0 = No degree
- 1 = Associate of Arts Degree (AA)
- 2 = Bachelor’s Degree
- 5 = Master’s Degree
- 8 = Doctor’s Degree

2.23 Student Standing Code

Navigation: Home → CSU SA Baseline → CSU CO Reporting → Use → Enter CSU ERSS Fields → ERS Data



2.23.1 Consideration

A code, which identifies the standing of graduate and other post baccalaureate students in credential, certificate or degree programs. A student is admitted to a campus as a post- baccalaureate or graduate student under Section 41000 or Section 41001 of Title 5, See ADMISSION BASIS CODE.

Student Standing also identifies those undergraduate students pursuing admission or admitted to a credential program in addition to the primary objective, the baccalaureate degree program.

2.23.2 Recommendations

The Student Standing code is manually input through the “Enter CSU ERSS Fields” page by term. You insert a new row when Student Standing code is change by term.

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

Valid values are:

UNDERGRADUATE STANDING

- A = An undergraduate student actively pursuing admission into a *credential program*.
- B = Classified. Admitted to a *blended* credential program. (41100)
- 5 = **Classified. Admitted to a post baccalaureate credential program (41002).**
- 0 = All other students

POSTBACCALAUREATE STANDING

- 4 = Unclassified. Admitted to campus but not admitted to a credential, certificate, or graduate program (41000).
- C = Conditionally Classified. A student admitted under Section 41000 who has deficiencies to pursue a credential program that can be met by specified additional preparation.
- 5 = **Classified. Admitted to a post baccalaureate credential program (41002).**
- 0 = All other students

2.24 Transfer Units Earned

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

2.25 Transfer GPA

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

2.26 Campus GPA

Due to CSU various GPA calculation requirements a modification was created to capture those various GPA. Student Records created a CSU GPA Code Setup, CSU Special GPA Definition Setup and CSU Special GPA process, which also use for ERS. Each campus can setup their own codes from the CSU GPA Code Setup and linked them to the ERS Report Setup page/Campus GPA field the extract will read all the different codes as Campus GPA. Please review the following setups and process steps in sequence order.

Step #1: Setup Student Special GPA Type

Navigation: Design Student Administration → Define Student Records → Setup → Student Special GPA

Student Special GPA

Academic Institution: CSUNR Test University
 Academic Career: UGRD Undergraduate
 GPA Type: GPA4

Effective Date	Status	Description	Short Desc
01/01/1901	Active	Resident GPA - CUM	Res-CUM

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

Step #2: Setup CSU GPA Code

Navigation: CSU SA Baseline → CSU Student Record → Setup → CSU GPA Code Setup

CSU GPA Code Setup

Institution: CSUNRTest University
 Acad Career: UGRD Undergraduate

CSU Special GPA Code	Description	Short Description
001	Last 60 Units GPA	Last 60
002	Transfer GPA	Transfer
003	Cal Grant GPA	Cal Grant
004	Resident GPA	Resident
005	Major GPA	Major
006	ERS Campus GPA	ERS Campus
007	ERS Transfer GPA	ERS Campus
008	ERS Total GPA	ERS Total

Buttons: Save, Return to Search, Refresh

Step #3: Setup CSU Special GPA Definition

Navigation: CSU SA Baseline → CSU Student Record → Setup → CSU Special GPA Defn Setup

Step #4: Run Process for CSU Special GPA

Navigation: CSU SA Baseline → CSU Student Record → Process → CSU Special GPA

Note: Step 2 and 3 you only create the setup once. Make necessary correction on the setups when it’s needed. Step 4 – run the process **per every term/per academic career** before running the ERSS extract. The “CSU Special GPA” might be run by another department, which you do not need to re-run before ERSS extract. Please review your campus business practice to determine if “CSU Special GPA” should be run before ERSS extract.

Step # 5: Link Campus GPA code to the ERS Setup

Navigation: CSU SA Baseline → CSU CO Reporting → ERS Setup → ERS Reporting Setup

PEOPLE Soft

Home Worklist Help Sig

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: STUD
 Academic Career: UGRD Report Code: RPT7 Academic Institution: CSUNR

Term: 2033 Spring 2003 Term Type: S Summary Type: HIGH
 Trans GPA Type: GPA2 Campus GPA: GPA4 HS GPA Type: HIGH

SAT Test IDs and Components
 Test ID: SAT Math: MATH Verbat: VERB Composite: COMP
 Test ID (Old): Math: Verbat: Composite:

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

Step #6: Run ERSS extract

Step #7: Verify “Campus GPA” from the Term History/Student Special GPA

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

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Home Worklist Help Sig

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

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

Juliet Kendall ID: 000232291 View All First 2 of 2 Last

Academic Career: Undergraduate View All First 1 of 1 Last

Term: Fall 2001 Test University View All First 1 of 1 Last

GPA Type: GPA4 Resident GPA - CUM Sequence: 1
 GPA: 3.00 Entered Online
 Academic Program: Academic Plan: Academic Sub-Plan: User ID: PMICLAT Action Dt: 03/17/2003

Save Return to Search Update/Display Include History Correct History

2.26.1 Consideration

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

2.26.2 Recommendation

Link the “Campus GPA” code you setup from the CSU GPA Code Setup to the ERS Setup Page. The value is calculated and stored in the Special GPA table for each student after you run the process “CSU Special GPA”. The value is calculated by a CSU Additional GPA modification. When the ERSS extract is run, the SQR will look for the Campus GPA field on the ERS Setup Page, 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.

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

2.27 Total Units Earned

2.27.1 Consideration

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 is applied toward the next degree requirements.

2.27.2 Recommendation

The extract logic is built from the PS_CSU_ERSS_Driver. The Total Units Earned will be collected from the student’s Student Career Term Record - TOT_CUMULATIVE units minus UNT_PASSD_PRGRSS units field. By using both fields will reflect the current and previous term total units.

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

2.28 Total GPA

2.28.1 Consideration

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).

2.28.2 Recommendation

The extract logic is built from the PS_CSU_ERSS_Driver. The Total GPA will be collected from the student’s Student Career Term Record – TRF_PASSED_GPA, TOT_GRADE_POINTS minus GRADE_POINTS field. By using the said fields will reflect the current and previous term total units to calculate the correct Total GPA.

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

2.29 English Proficiency Status

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

2.30 Entry Level Mathematics Prof. Status

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

2.32 Disabled Student Services Verified Disability

Navigation: [Home](#) → [CSU SA Baseline](#) → [CSU CO Reporting](#) → [Use](#) → [Enter CSU ERSS Fields](#) → [ERS Disability Data](#)

The screenshot shows the PEOPLE'S SOFT application interface. The breadcrumb navigation is: Home > CSU SA Baseline > CSU CO Reporting > Use > Enter CSU ERSS Fields. The user is Marvin Wang with ID 000232200. The form is titled 'ERS Disability Data' and shows the following information:

Academic Institution:	CSUNR	Test University
Academic Career:		
Term:	2027	Fall 2002
Disabled Stu Svc Verified Disa:	<input type="text" value="C"/>	Communication Disability
Disabled Stu Svc Prog Service:	<input type="text" value="O"/>	Other Services

2.32.1 Consideration

A code indicating the primary disability upon which disability support services are based.

2.32.2 Recommendations

The Disable Student Services Verified Disability code is manually input through the “Enter CSU ERSS Fields” page by term. You insert a new row when Disable Student Service Verified Disability code is change by term.

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

Valid values are:

N, Blank	=	No disability (student not in DSS program)
C	=	Communication Disability
D	=	Deaf
L	=	Learning Disability
M	=	Mobility Limitation
O	=	Other Functional Limitations
V	=	Visual Limitation

2.33 DSS Program Service

Navigation: [Home](#) → [CSU SA Baseline](#) → [CSU CO Reporting](#) → [Use](#) → [Enter CSU ERSS Fields](#) → [ERS Disability Data](#)

The screenshot shows the 'ERS Disability Data' page for student Marvin Wang (ID: 000232200). The page includes a navigation bar with 'Home', 'Worklist', 'Help', and 'Sig' buttons. Below the navigation bar, there are tabs for 'ERS Data' and 'ERS Disability Data'. The main content area displays the following information:

Academic Institution:	CSUNR	Test University
Academic Career:	2027	Fall 2002
Disabled Stu Svc. Verified Disa.:	<input type="checkbox"/>	Communication Disability
Disabled Stu Svc Prog Service:	<input type="checkbox"/>	Other Services

The 'Other Services' row is circled in red in the original image.

2.33.1 Consideration

A code indicating the primary service received by the student from the campus Disabled Student Services Program.

2.33.2 Recommendations

The DSS Program Service code is manually input through the “Enter CSU ERSS Fields” page by term. You insert a new row when DSS Program Service code is change by term.

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

Valid values are:

Blank, X	=	No service (student not in DSS program)
A	=	Registration assistance
C	=	Disability-related counseling services
D	=	Diagnostic assessment services
E	=	Specialized equipment, materials, or supplies
F	=	Test-taking facilitation services
I	=	Interpreter services
M	=	On-campus mobility services
N	=	Notetaker services
O	=	Other services
R	=	Reader services
T	=	Transcription services
U	=	Tutoring services

2.34 CIP Code

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

2.35 GE Breadth Critical Thinking Comp. Status

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

2.36 GE Breadth English Composition Status

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

2.37 GE Breadth Mathematics Comp. Status

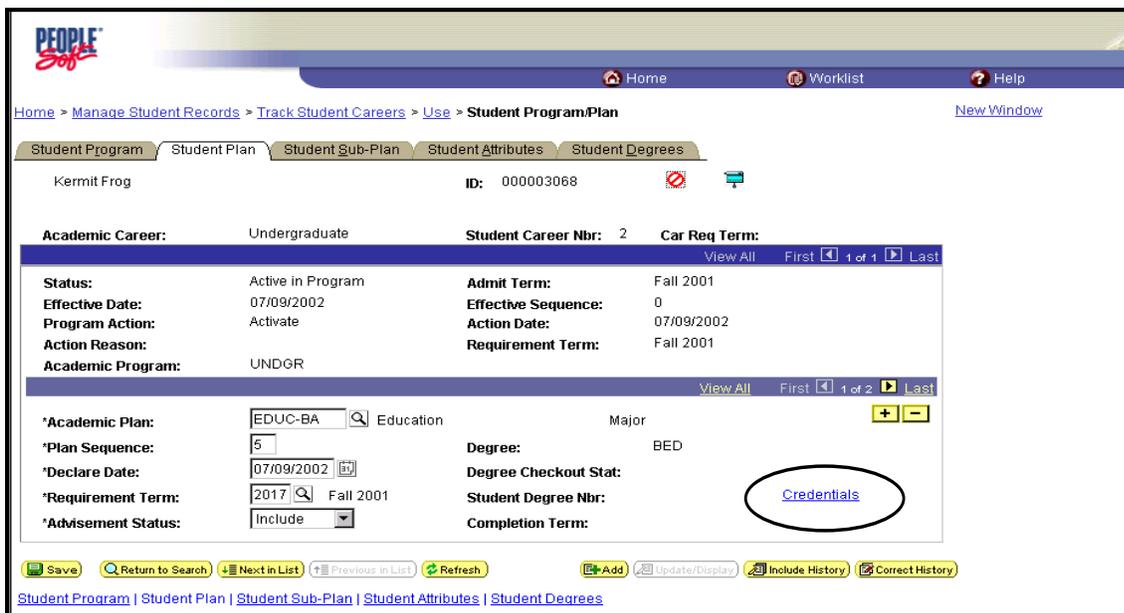
This Element is the same as ERSA – Please refer to the ERSA Setup Guide.

2.38 GE Breadth Oral Comm. Comp. Status

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

2.39 Credential Emphasis

Navigation: [Home](#) → [Manage Student Records](#) → [Track Student Careers](#) → [Use](#) → [Student Program/Plan](#) → [Student Plan](#)



Click the Credentials hyperlink

PEOPLE Soft

Home Worklist Help Sign Out

Home > Manage Student Records > Track Student Careers > Use > Student Program Plan [New Window](#)

CSU Credential Data Subpanel

Credential Data View All First 1 of 1 Last

Credential Status: ERSS Reporting Row + -

Status Date: Subject Matter Objective Code:

Exp Date: Credential Class:

Instance Date: Credential Action:

Credential Emphasis: Competency Determination:

OK Cancel

2.39.1 Consideration

This data element specifies emphases that are associated with the credential and subject-matter waiver objective, if any. Values conform to the specifications of the Commission on Teacher Credentialing.

2.39.2 Recommendations

The data will be extracted from the Student Plan/Credential hyperlink.

Valid value is:

- 1 = Early Childhood Education
- 2 = Middle School
- 3 = Cross-Cultural Language and Academic Development (CLAD)
- 4 = ONLY Bilingual/Cross-Cultural Language and Academic Development (BCLAD)

For students enrolled in a Bilingual/Cross-Cultural Language and Academic Development (BCLAD) or Bilingual Emphasis, enter the appropriate alpha value following the appropriate numerical value above.

- A = Armenian
- B = African American
- C = Chinese
- D = Cantonese
- E = Cambodian
- F = Filipino
- H = Hmong
- J = Japanese
- K = Korean
- L = Laotian
- M = Mandarin
- N = Native American
- P = Portuguese
- R = Pan-Asian
- S = Spanish
- Y = Yurok, Tolowa, Kurak, Hup
- V = Vietnamese

2.40 Term Units Attempted, Lower Division

Navigation: [Home](#) → [Manage Student Records](#) → [Establish Courses](#) → [Use](#) → [Schedule of Classes](#)

PEOPLE Soft

Home | Worklist | Help | Sign Out

Home > Manage Student Records > Establish Courses > Use > Schedule of Classes [New Window](#)

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | GL Interface

Course ID: 000020 Course Offering Nbr: 1
 Academic Institution: Test University
 Term: Fall 2001 Undergrad
 Subject Area: ART ART
 Catalog Nbr: 105 Art History

Class Sections Find | View All | First 1 of 6 Last

*Session: 1 Regular Academic Session Class Nbr: 1023
 *Class Section: 01 *Start/End Date: 08/27/2001 12/16/2001
 *Component: LEC Lecture Event ID: 000021568
 *Class Type: Enrollment
 *Associated Class: 1
 *Campus: MAIN Main
 *Location: NORTHRIDGE CSU Northridge
 Course Administrator:
 *Academic Organization: 136 - ART Art
 Academic Group: UNDGR Undergraduate Programs
 *Holiday Schedule: HOL Holiday Schedule
 *Instruction Mode: P In Person
 Primary Instr Section: 01

Buttons: Add Fee, Schedule Print, Student Specific Permissions, Dynamic Date Calc Required, Generate Class Mtg Attendance, GL Interface Required

Class Topic

Class Topic

Course Topic ID: Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group: Override Equivalent Course

Class Equivalent Course Group:

Learning Management System

LMS File Type: LMS Group ID: LMS URL: Class Ext Dttm: Enrl Ext Dttm:

Class Attributes View All | First 1-2 of 2 Last

*Course Attribute	*Course Attribute Value	
CLEV Course Level	1	Lower Division
CSLI Service Learning	N	Not a Service Learning Course

Buttons: Save, Return to Search, Next in List, Previous in List

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | GL Interface

2.40.1 Consideration

The number of units attempted for which the student is actively enrolled at the census date for the current term. Exclude all audit units and units in International Programs abroad. Include units only in Lower Division Courses.

2.40.2 Recommendation

The Course Attribute 'CLEV' course level is delivered by SOSS with course attribute values '1, 2, 3'

Valid values:

- 1 = Lower Division
- 2 = Upper Division
- 3 = Graduate

2.41 Term Units Attempted, Upper Division

Navigation: Home → Manage Student Records → Establish Courses → Use → Schedule of Classes

PEOPLE SOFT

Home | Worklist | Help | Sign Out

Home > Manage Student Records > Establish Courses > Use > Schedule of Classes

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | GL Interface

Course ID: 000057 Course Offering Nbr: 1
 Academic Institution: Test University
 Term: Fall 2001 Undergrad
 Subject Area: ART ART
 Catalog Nbr: 1XX Art Extension

Auto Create Component

Class Sections Find | View All First 1 of 1 Last

*Session: 1 Regular Academic Session Class Nbr: 1083
 *Class Section: 1 *Start/End Date: 08/27/2001 12/16/2001
 *Component: LEC Lecture Event ID:
 *Class Type: Enrollment
 *Associated Class: 1
 *Campus: MAIN Main Add Fee
 *Location: NORTHRIDGE CSU Northridge
 Course Administrator:
 *Academic Organization: 136 - ART Art
 Academic Group: EXTN Extension Group
 *Holiday Schedule: STDT Student Holiday Calendar
 *Instruction Mode: P In Person
 Primary Instr Section: 1

Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 GL Interface Required

Class Topic

Class Topic

Course Topic ID: Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group: Override Equivalent Course
 Class Equivalent Course Group:

Learning Management System

LMS File Type:
 LMS Group ID:
 LMS URL:
 Class Ext Dttm: Enrl Ext Dttm:

Class Attributes View All First 1 of 1 Last

*Course Attribute	*Course Attribute Value
CLEV Course Level	2 Upper Division

Save | Return to Search | Next in List | Previous in List

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | GL Interface

2.41.1 Consideration

The number of units attempted for which the student is actively enrolled at the census date for the current term. Exclude all audit units and units in International Programs abroad. Include units only in Upper Division Courses.

2.41.2 Recommendation

The Course Attribute ‘CLEV’ course level is delivered by SOSS with course attribute values ‘1, 2, 3’

Valid values:

- 1 = Lower Division
- 2 = Upper Division
- 3 = Graduate

2.42 Term Units Attempted, Graduate

Navigation: [Home](#) → [Manage Student Records](#) → [Establish Courses](#) → [Use](#) → [Schedule of Classes](#)

Class Topic	
Course Topic ID: <input type="text"/>	<input type="checkbox"/> Print Topic in Schedule
Equivalent Course Group	
Course Equivalent Course Group: <input type="text"/>	<input type="checkbox"/> Override Equivalent Course
Class Equivalent Course Group: <input type="text"/>	
Learning Management System	
LMS File Type: <input type="text"/>	
LMS Group ID: <input type="text"/>	
LMS URL: <input type="text"/>	
Class Ext Dttm: <input type="text"/>	Enrl Ext Dttm: <input type="text"/>
Class Attributes View All First 1 of 1 Last	
*Course Attribute	*Course Attribute Value
CLEV Course Level	3 Graduate Division
+ -	
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Next in List"/> <input type="button" value="Previous in List"/>	
Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam QL Interface	

2.42.1 Consideration

The number of units attempted for which the student is actively enrolled at the census date for the current term. Exclude all audit units and units in International Programs abroad. Include units only in Upper Division Courses.

2.42.2 Recommendation

The Course Attribute 'CLEV' course level is delivered by SOSS with course attribute values '1, 2, 3'

Valid values:

- 1 = Lower Division
- 2 = Upper Division
- 3 = Graduate

2.43 High School GPA

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

2.44 ACT English Score

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

2.45 ACT Mathematics Score

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

2.46 ACT Reading Score

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

2.47 ACT Science Reasoning Score

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

2.48 ACT Composite Score

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

2.49 ELM Administration Date

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

2.50 ELM Total Score

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

2.51 EPT Essay Score

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

2.52 EPT Reading Score

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

2.53 EPT Composition Score

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

2.54 EPT Total Score

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

2.55 SAT I Verbal Score

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

2.56 SAT I Mathematics Score

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

2.57 SAT I Composite Score

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

2.58 College Preparatory English

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

2.59 College Preparatory Mathematics

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

2.60 College Preparatory U.S. Hist/Government

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

2.61 College Preparatory Laboratory Science

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

2.62 College Preparatory Foreign Language

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

2.63 College Preparatory Visual & Performing

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

2.64 College Preparatory Electives

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

2.65 TOEFL Score

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

2.66 SAT Score Type

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

2.67 Immigration Year

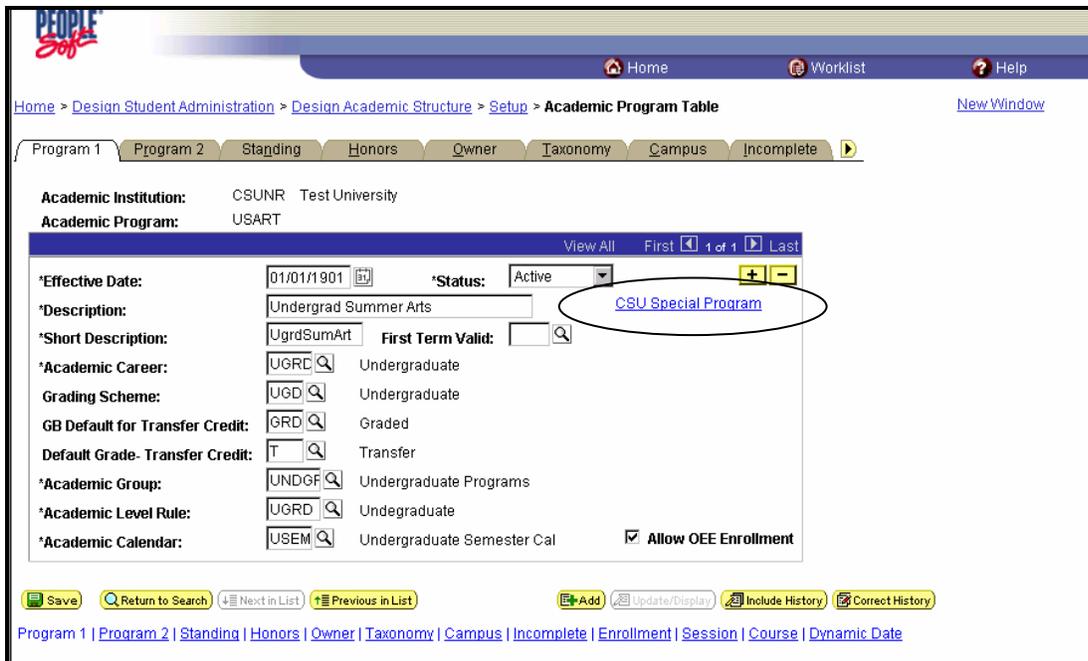
This Element is the same as ERSA – Please refer to the ERSA Setup Guide.

2.68 Test Scores for ELPT

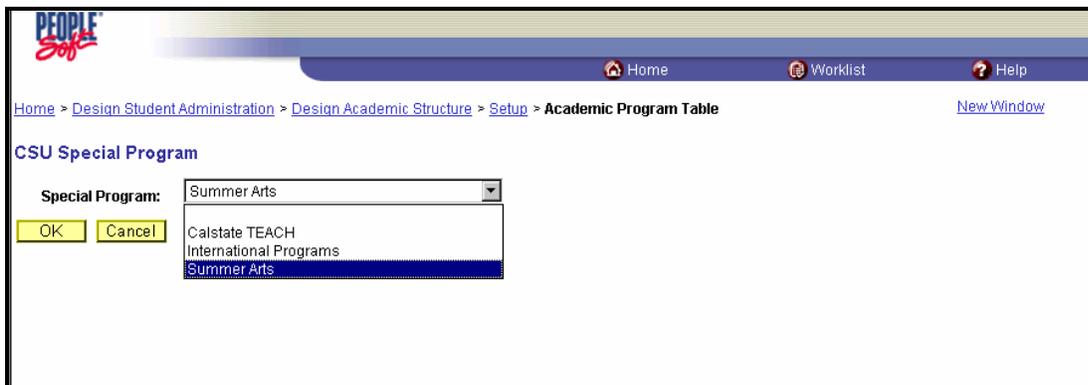
This Element is the same as ERSA – Please refer to the ERSA Setup Guide.

2.69 Special Programs

Navigation: [Home](#) → [Design Student Administration](#) → [Setup](#) → [Academic Program Table](#)



Click on the CSU Special Program Hyperlink



Select the ERS Fields hyperlink from the application data page.

2.69.1 Consideration

A code that identifies enrollment in one of the CSU systemwide programs.

2.69.2 Recommendation

This mapping is at the program level so you must set up a separate program for Summer Arts and place students reported here in that program.

Valid values are:

Blank= Default

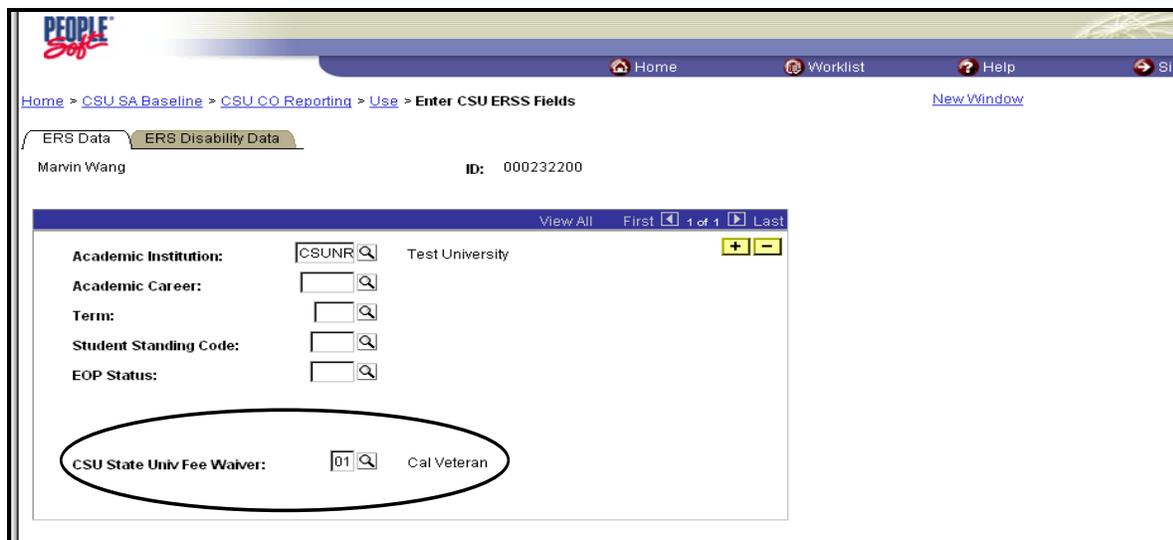
- A = Summer Arts
- I = International Programs
- T = CalStateTEACH

2.70 Start Date (CalStateTEACH)

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

2.71 State University Fee Waiver

Navigation: Home → CSU SA Baseline → CSU CO Reporting → Use → Enter CSU ERSS Fields → ERS Data



2.71.1 Consideration

A code established by the Chancellor’s Office to identify the program used when waiving (or reducing) the State University Fee for a student.

2.71.2 Recommendations

The CSU State University Fee Waiver code is manually input through the “Enter CSU ERSS Fields” page by term. You insert a new row when CSU University Fee Waiver code is change by term.

Fee Waivers may be awarded through your student financials module. Campuses may want to consider writing an SQR to update this field from your student accounts.

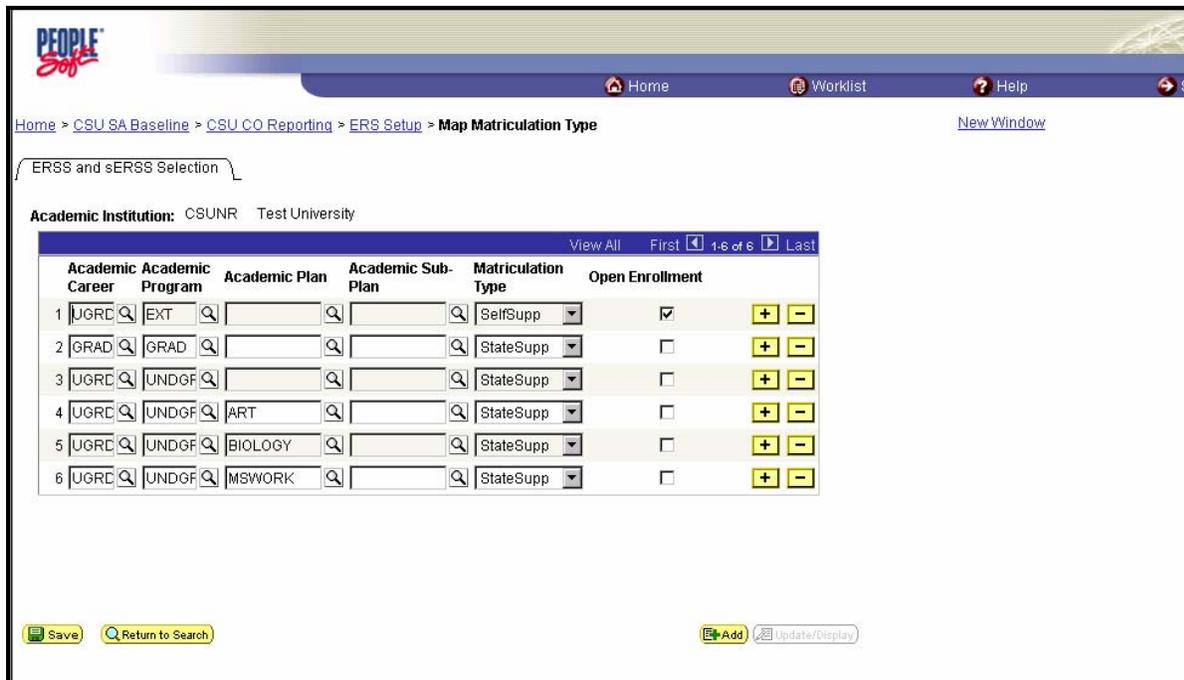
Valid values are:

Code	Description	Type	Legal Reference
01	Cal Veteran	Mandatory	Education Code 32320

02	Alan Pattee	Mandatory	Education Code 68120
03	CSU Employee	Discretionary	Education Code 89700/89710
04	CSU Employee Dependents	Discretionary	Education Code 89700
05	California Residents 60 years of age or older	Discretionary	Education Code 89330
06	High School Students Participating in Special Programs	Discretionary	Executive Order 461
07	Graduate and Teaching Assistant	Discretionary	Education Code 89710

2.72 Matriculation Type

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



2.72.1 Consideration

A code, which identifies whether the student is matriculated in a state-supported program or a self-supported program.

2.72.2 Recommendations

As you can see from the above setup Matriculation Type is mapped to your Academic Careers, Programs, Plans, and Sub-Plans. The student is classified by these data elements attached on the Student Program/Plan page. The process matches the student to the above setup starting with the most restrictive to least restrictive until a match is found. You will also indicate whether this is an ‘Open Enrollment’. This is part of the determination of whether a student is reported in ERSS or sERSS or both.

Selection of enrollment records and determination of units taken:

Read the STDNT_ENRL table for the students being extracted.

Select records for count based on –

STRM = Term of extract

ENRL_ADD_DT =< census date

ENRL_DROP_DT blank or > census date

AUDIT_GRADE_BASIS = N
 UNITS_ATTEMPTED <> N

Calculating units –

For each record selected from STDNT_ENRL

Use the STDNT_ENRL field CLASS_NBR to look up table CLASS_TBL

Use the CLASS_TBL fields CRSE_ID, CRSE_OFFER_NBR, and STRM to lookup table CLASS_ATTRIBUTE

There are multiple rows in the CLASS_ATTRIBUTE table

For this CRSE_ID, CRSE_OFFER_NBR, and STRM look for a CRSE_ATTR = ‘CLEV’ (course level)

If you don’t find a CLEV value print an error message and continue to next STDN_ENRL record

If you do find a CLEV value then –

If CRSE_ATTR_VALUE = 1 (Lower Division) add the value of STDNT_ENRL field UNT_TAKEN to ERS value Term Units Attempted, Lower Division

If CRSE_ATTR_VALUE = 2 (upper division) add the vale of STDNT_ENRL field UNT_TAKEN to ERS value Term Units Attempted, Upper Division

If CRSE_ATTR_VALUE = 3 (graduate) add the vale of STDNT_ENRL field UNT_TAKEN to ERS value Term Units Attempted, Graduate

Once Matriculation Type code is determined from the student data, then “Map Course Funding” setup, will determines whether the units are reported in ERSS or sERSS by Academic Group.

Note: Sessions and Course Attributes will be added as other option to group course to identify whether the course is funded as state/self supported to the Map Course Funding setup page.

Navigation: Home → CSU SA Baseline → CSU CO Reporting → ERS Setup → Map Course Funding



The following statement below determines whether the student units are reported in ERSS or sERSS:

If the matched row has open enrollment = ‘N’ (unchecked) then read the student enrollment records. Accumulate term units from the student’s enrollment into two unit counters. For each enrolled class for the term being run lookup the academic group in the CLASS_TBL, match the academic group with the setup page for course funding count the units into either a ‘self-supported’ or ‘state supported’ counter. If

the 'self-supported' units > 0 then the student is reported in sERSS, if the 'state supported' > 0 then the student is reported in ERSS. Note if both are > 0 then the student is reported in both layouts.

If the matched row has open enrollment = 'Y' then the students units are only reported in sERSS.

Valid values are:

Blank = Non-matriculated student

R = Matriculation in state-supported program

E = Matriculation in a *special sessions* program offered by extended or continuing education

3.0 Setup/Processing ERSS/sERSS Extract

3.1 Setup Page for Assigning Report Titles

Navigation: [Home](#) → [CSU SA Baseline](#) → [CSU CO Reporting](#) → [ERS Setup](#) → [Assign Report Titles](#)

The screenshot shows the 'Assign Report Titles' page in the PEOPLE Soft system. At the top, there is a navigation breadcrumb: Home > CSU SA Baseline > CSU CO Reporting > ERS Setup > Assign Report Titles. Below the breadcrumb, the page title is 'CSU Report Titles'. A box displays the 'CSU CO School Code: 70' and the school name 'California State University, Northridge'. Underneath, the 'ERS Report Details' section is shown, which includes a table with the following data:

Report Code	Type	Title
SPTEST	Student	SP ERSS TEST

At the bottom of the page, there are several action buttons: Save, Return to Search, Next in List, Previous in List, Add, and Update/Display.

3.1.1 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

3.2 Setup Page for Extracting Reports

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

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

- School Code:** 70 (California State University, Northridge)
- Report Type:** STUD
- Academic Career:** UGRD
- Report Code:** S0997
- Academic Institution:** CSUNR
- Term:** 0997 (Fall 1999)
- Term Type:** S
- GPA Summary Type:** (empty)
- 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): (empty)
 - Math: (empty)
 - Verbal: (empty)
 - Composite: (empty)
- ACT Test IDs and Components:**
 - Test ID: ACT
 - English: ENGL
 - Math: MATH
 - Reading: READ
 - Science/Reasoning: SCIEN
 - Composite: COMP

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

- School Code:** 70 (California State University, Northridge)
- Report Type:** STUD
- Academic Career:** UGRD
- Report Code:** S0997
- 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

3.2.1 Considerations

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.

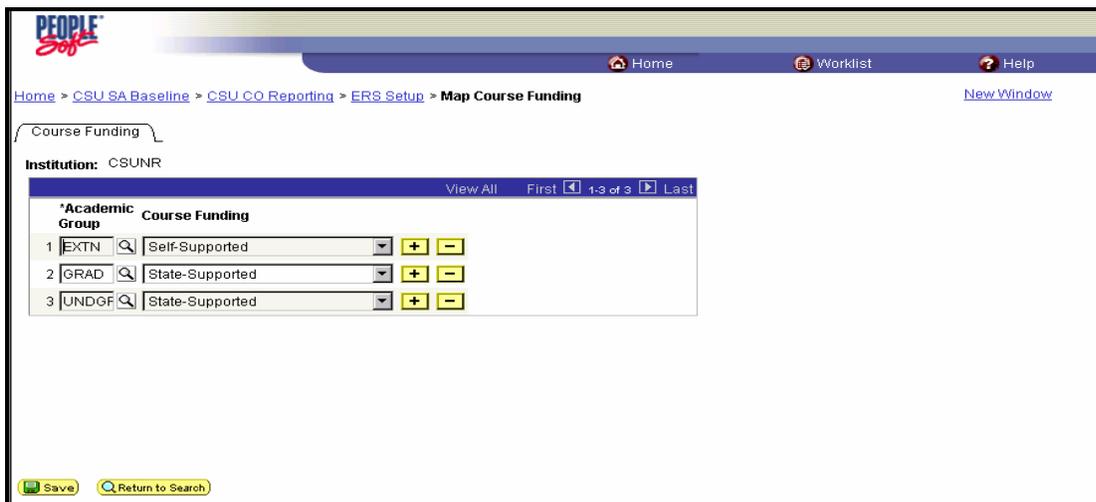
TOEFL Test ID and Components: Select the test score type and test component codes you set up for storing your TOEFL test scores.

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 Setup Page for Extracting Reports

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



3.3.1 Consideration

Mapping which identifies whether the Course is funded as state-supported or self-supported.

3.3.2 Recommendations

As you can see from the above setup course funding is mapped to your Academic Groups. The Academic Group attached on the Course Offering page classifies the course. This is also part of the determination of whether a student is reported in ERSS or sERSS or both.

Note: Sessions and Course Attributes will be added as other option to group course to identify whether the course is funded as state/self supported.

3.4 Running the Extract to Staging Tables

Navigation: Home → CSU SA Baseline → CSU CO Reporting → ERS Proc → ERSS/sERSS Stdnt/Special Extract

PEOPLE Soft

Home Worklist Help Sign Out

Home > CSU SA Baseline > CSU CO Reporting > ERS Proc > ERSS/sERSS Stdnt/Special Extract [New Window](#)

ERSS Extract

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

School Code: 70 California State University, Northridge

Report Type: STUD

Institution: CSUNR Test University

Report Code: 8PTES

Term: 2027 Fall 2002

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

PEOPLE Soft

Home Worklist Help Sign Out

Home > CSU SA Baseline > CSU CO Reporting > ERS Proc > ERSS/sERSS Stdnt/Special Extract [New Window](#)

Process Scheduler Request

User ID: PMICLAT Run Control ID: PMICLAT

Server Name: PSUNX Run Date: 08/27/2002

Recurrence: Recurrence Run Time: 11:25:15AM

Time Zone: Time Zone **Reset to Current Date/Time**

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	CSUC0010 ERS Student Select	CSUC0010	SQR Report	Web	PDF

OK Cancel

3.4.1 Consideration

The keys for settings up the ERSS extract process are school code, academic institution, the report type, and the academic career.

This process extracts all the fields from PeopleSoft tables that make up the ERSS and sERSS reports.

3.4.2 Recommendations

Students are selected for the staging tables by having a Term Activation Record for the term being processed.

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

3.5 Reviewing and Updating the Staging Tables

Navigation: Home→ CSU SA Baseline→ CSU CO Reporting → Use → ERS Student Stage
 Or
Home→ CSU SA Baseline→ CSU CO Reporting → Use → sERS Special Session Stage

BIO/DEMO DATA TAB PAGE

PEOPLE Soft

Home Worklist Help Sign Out

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

CSU Co Erss Stg 1

User ID: PMICLAT Run: PMICLAT Control ID: Report Code: SPTEST

CSU CO School Code: 70

ERSS Rows Only

Bio/Demo Data Admission Data College Prep/GE Breadth TEST ID's Credential/GPA/Units

EmpID	Social Security #	Birth Date	Sex	Citizenship Code	Country Of Origin	Residency Status	Residence Status	Ethnic Code	Institution of Origin	High School Graduation Year	Immigration Year	Disabled Stu Svc Verified Disa	Disabled Stu Svc Prog Service
1	103065257	213-54-8988	10/21/1977	M	7900	0001	R	9	013117	1996			
2	103065270	354-66-1213	07/12/1977	F	7900	0001	R	F	013084	1996			
3	103065413	221-45-6633	09/15/1975	F	7900	0009	R	C	013270	1994	1995	V	R
4	103065842	412-35-5889	12/25/1975	F	7900	0009	R	7		0000			
5	103067246	997-00-0050		U			R			0000			

Save Return to Search Next in List Previous in List

ADMISSION DATA TAB PAGE

PEOPLE Soft

Home Worklist Help Sign Out

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

Csu Co Erss Stg 1

User ID: PMICLAT Run Control ID: PMICLAT
 CSU CO School Code: 70 Report Code: SPTEST

ERSS Rows Only

Bio/Demo Data Admission Data College Prep/GE Breadth TEST ID's Credential/GPA/Units

EmplID	Social Security #	Year	Term Code	Admissions Basis Code	Exception Admission Code	Enrollment Status	Degree Obj Code	Major Code	Degree Held	Matriculation Period	Student Standing Code	EOP Status	Matriculation Type	CSU State Univ Fee Waiver	Special Programs Code	Start (Calc Teac
1	103065257	213-54-8988	1999	4	A		5	2	04011	5	19994		R			
2	103065270	354-66-1213	1999	4	A		5	3	04011	2	19994		R			
3	103065413	221-45-6633	1999	4	H	1	5	3	04011	0	19994	A	Y	R	01	
4	103065842	412-35-5889	1999	4	A		1	3	04011	2	19994		R			
5	103067246	997-00-0050	1999	4			5	2	10021	0	19994	0	R			

Save Return to Search Next in List Previous in List

COLLEGE PREP/GE BREADTH TAB PAGE

PEOPLE Soft

Home Worklist Help Sign Out

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

Csu Co Erss Stg 1

User ID: PMICLAT Run Control ID: PMICLAT
 CSU CO School Code: 70 Report Code: SPTEST

ERSS Rows Only

Bio/Demo Data Admission Data College Prep/GE Breadth TEST ID's Credential/GPA/Units

EmplID	Social Security #	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 Communications	GE Breadth Oral
1	103065257	00	00	00	00	00	00	00					+ -
2	103065270	06	06	03	06	03	00	03	Y	Y	Y	Y	+ -
3	103065413	09	06	03	06	03	00	03	Y	Y	Y	Y	+ -
4	103065842	00	00	00	00	00	00	00					+ -
5	103067246	00	00	00	00	00	00	00					+ -

Save Return to Search Next in List Previous in List

TEST ID's TAB PAGE

EmpID	Social Security #	English Prof Test Status	Entry Level Math Prof Status	ACT English Score	ACT Math Score	ACT Reading Score	ACT Science Score	ACT Composite Score	ELM Administration Date	ELM Total Score	EPT Essay Score	EPT Reading Score	EPT Composition Score	EPT Total Score	SAT I - Verbal	SAT I - Math	SAT I - Composite
1	103065257	213-54-8988		00	00	00	00	00		00	000				000	000	0000
2	103065270	354-66-1213	P	00	00	00	00	00		00	000				000	000	0000
3	103065413	221-45-6633	P	00	00	00	00	00	07/11/1999	62	009	169	151	162	610	642	1252
4	103065842	412-35-5889		00	00	00	00	00		00	000				000	000	0000
5	103067246	997-00-0050		00	00	00	00	00		00	000				000	000	0000

CREDENTIAL/GPA UNITS TAB PAGE

EmpID	Social Security #	Credential Status	Credential Emphasis	Credential High and Subj Waiver Cd	School GPA	Campus GPA	Total GPA	Transfer GPA	Transfer Units Earned	Total Units Earned	ERSS Term Units Att - Lower	ERSS Term Units Att - Upper	ERSS Term Units Grad	
1	103065257	213-54-8988			310	000	238	000	0000	0016	6	4	0	+ -
2	103065270	354-66-1213			321	000	238	000	0000	0016	6	4	0	+ -
3	103065413	221-45-6633	5	18	120	275	260	200	0000	0015	6	0	0	+ -
4	103065842	412-35-5889			000	000	280	000	0000	0015	9	0	0	+ -
5	103067246	997-00-0050			000	000	000	000	0000	0000	3	0	0	+ -

3.5.1 Considerations

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.

If you wish to run queries against the staging table and select either ERSS or sERSS records use the following criteria:

To select records that will be extracted for the CO report ERSS, or be in the ERSS Student stage page add this criteria:

CSU_CO_TERMATT_LOW greater than 0
or CSU_CO_TERMATT_UP greater than 0
or CSU_CO_TERMATT_GRD greater than 0

To select records that will be extracted for the CO report sERSS, or be in the sERSS Student stage page add this criteria:

CSU_CO_TERMSELF_LOW greater than 0
or CSU_CO_TERMSELF_UP greater than 0
or CSU_CO_TERMSELF_GRD greater than 0

3.6 Running the ERSS Edit Process

Navigation: [Home](#) → [CSU SA Baseline](#) → [CSU CO Reporting](#) → [ERS Proc](#) → [ERS/sERS Student/Special Edit](#)

PEOPLE Soft

Home Worklist Help Sign Out

Home > CSU SA Baseline > CSU CO Reporting > ERS Proc > ERS/sERS Stndt/Special Edit [New Window](#)

ERSS Edit

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

School Code: 70 California State University, Northridge

Report Type: STUD

Institution: CSUNR Test University

Report Code: 8PTES

Term: 2027 Fall 2002

Save Return to Search Add Update/Display

Process Scheduler Request

User ID: PMICLAT Run Control ID: PMICLAT

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	CSUC0012 ERS Student Edit	CSUC0012	SQR Report	Web	PDF

3.6.1 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.

3.7 Running the ERSS Extract from Staging Tables to Electronic File

Navigation: **Home → CSU SA Baseline → CSU CO Reporting → ERS Proc → ERSS/sERSS Stdnt/Special CO File**

PEOPLE Soft

Home > CSU SA Baseline > CSU CO Reporting > ERS Proc > ERSS/sERSS Stdnt/Special CO File

Create (s)ERSS Files

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

School Code: California State University, Northridge

Report Type:

Institution: Test University

Report Code:

Term: Fall 2002

ERSS File Path: File Name:

sERSS File Path: File Name:

Make sure you filled-in the “ERSS/sERSS File Path and File Name” before running the process.

Process Scheduler Request

User ID: PMICLAT Run Control ID: PMICLAT

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	CSUC0013 ERS Student Rpt File	CSUC0013	SQR Report	Web	PDF

3.7.1 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.