

ERSS (Student) and sERSS (selfsupport Student) Processing Setup and Process Guide v. 8.0

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DRAFT

## **REVISION CONTROL**

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## **Review/Approval History**

Date	Ву	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: <u>Home $\rightarrow$ Develop Enrollment $\rightarrow$ Process Applications $\rightarrow$ Use $\rightarrow$ Eduation $\rightarrow$ External Data</u>

Home      Home     Home     Worklist     Help     Sevelop Enrollment > Process Applications > Use > Education     New Window     External Data   External Academic Summary   External Degrees     Marcia Sneider     ID:     000232252     View All        Yorg ID:     C31000531        LA. County High School for th           View All   First I or 1 P   Last                 View All   First I or 1 P   Last   View All   First I or 1 P   Last   View All   First I or 1 P   Last   View All   First I or 1 P   Last   View All   First I or 1 P   Last   View All	PEOPLE						
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### 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 $\rightarrow$ Design Student Administration $\rightarrow$ Design Admissions $\rightarrow$ Setup $\rightarrow$

#### Admit Type Table

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Home > Design Student Admini	istration > Design Admissions > Setup	> Admit Type Table		New Window	
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'Effective Date:	01/01/1911 🖾 *Status: Active	- + -			
'Description:	First Time Student				
Short Description:	FirstTime				
Academic Career:	<b>v</b>				
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### Application Entry/Application Data Page

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'Created On:	03/17/2003 🗊	'Notification Plan:	Regular 💌			
	Prior Application	Application Method:	•			
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External Applicatio	n Nbr:	Fee Type: Standard	<b>T</b>	Display Errors / Warn	¥ ings	
Transfer To: Educati	ion 💌	Go				
Save) ØRefresh						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 $\rightarrow$ Manage Student Records $\rightarrow$ Manage Academic Records $\rightarrow$ Use $\rightarrow$

#### **Term Activation**

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200			🙆 Home	📵 Worklist	🕜 Help	9
Home > Manage Student Records > Mar	age Academic Re	ecords > <u>Use</u> > '	Term Activation		New Window	
Term Activation	Student <u>S</u> essio	n ү Terms In <u>F</u>	Residence / Term Control	Dates External Study		
Marcia Sneider		ID: 000	0232252			
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*Academic Institution:	CSUNF 🔍 T	est University				
*Term:	2033 🔍 🗧	pr2003 Sen	nester			
Student Career Nbr:	0 9 0	Fraduate				
Override All Academic Levels:			Academic Year:	2003		
Override Projected Level:			Load Determination:	Units		
Academic Level - Projected:	Ser	nior	'Form of Study:	Enrollment		
Academic Level - Term Start:	Ser	nior	Academic Load:	No Units		
Academic Level - Term End:	Ser	nior	*Billing Career:	GRAD		
Level Determination:	Units		Eligible To Enroll:			
Go to: Calculate Tuition						
( 🗐 Save) ( Q Return to Search )						

## 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: <u>Home $\rightarrow$ Design Student Administration $\rightarrow$ Setup $\rightarrow$ Degree Table</u>

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'Description:	Bachelor of Arts	Short Description: BA			
Formal Description:	Bachelor of Arts				
	🗹 Internal Degree				
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Click the ERS Mapping Hyperlink.

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Degree Held: 2 9				
Degree Level: 2 S				
Degree Objective: 2 9 OK Cancel				

Choose the Degree Objective associated with this Degree.

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

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'Description:	Art				
Short Description:	Art First Term Valid:	Q			
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The Degree Code is attached to the academic plan.

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Mhel Lewis		ID: 103056144	0			
Academic Career:	Undergraduate	Student Career Nbr: 0	Car Reg Term:	Fall 2001		
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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			
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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  $\checkmark$  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  $\leftarrow$  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: <u>Home $\rightarrow$ Design Student Administration $\rightarrow$ Design Academic Structure $\rightarrow$ Setup $\rightarrow$ <u>Academic Plan Table</u></u>

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Academic Plan:	ART-CRED Art-Cred		Major EDC Manalan	$\sim$		
			Erts Mapping			
Effective Date:	01/01/1911 Status:	Active	$\sim$			
CIP Code:	٩					
HEGIS Code:	٩					
Field of Study:	٩					
Plan Prospectus						
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CSU ERS Plan Mapping Panel							
ERS Degree Code: 10021 Q ART ERS Major Code: 10021 Q Art High Unit Major COK Cancel							

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

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Student Program Stu	dent Plan V Student <u>S</u> ub-Plan	Student <u>A</u> ttributes V Student D	egrees			
Mhel Lewis		<b>ID:</b> 103056144	0			
Academic Career:	Undergraduate	Student Career Nbr: 0	Car Req Ter	m: Fall 2001	_	
			Viewa	All 🛛 First 🗹 1 of 1 🕩 La	st	
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			
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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 $\rightarrow$ Manage Student Records $\rightarrow$ Track Student Careers $\rightarrow$ Use $\rightarrow$ Student<br/>Program/Plan $\rightarrow$ Student Plan



## Click the Credentials hyperlink

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lome > Manage Student Records > Track Student	Careers > Use > Student Program/Plan	🕡 Worklist	New Window	😝 Sign Out
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Credential Status: 8-Adm&Enrl Cred Inter	n Prog ERSS Reporting Row			
Status Date: 12/17/2002	Subject Matter Objective Code: 501	2		
Exp Date:	Credential Class: 08			
Issuance Date: 01/01/2003	Credential Action: 01			
Credential Emphasis: 📃 🔍	Compentency Determination:			
OK Cancel				

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 CCTCapproved 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 <u>not</u> 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: <u>Home $\rightarrow$ Manage Student Records $\rightarrow$ Track Student Careers $\rightarrow$ Use $\rightarrow$ Student <u>Program/Plan $\rightarrow$ Student Plan</u></u>

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lome > Manage Student	Records > Tra	ck Student C	areers >	<u>Use</u> > Sti	ident Progr	am/Plan				New Window	
SU Credential Dat	a Subpanel										
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Credential Emphasis:	1 9		Compe	ntency De	eterminatio	n: 🗌 🔍					
OK Cancel											

#### 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 Subject-Matter Waiver Objective value of 200. A secondary school teacher seeking a supplemental authorization in mathematics should have a Credential or Subject-Watter Waiver Objective value of 200. A secondary school teacher seeking a supplemental authorization in mathematics should have a Credential or Subject-Watter Waiver Objective value of 200.

## 2.22 Degree Held Code

#### Navigation: Home $\rightarrow$ Design Student Administration $\rightarrow$ Define Student Administration $\rightarrow$ Setup $\rightarrow$ Degree Table

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Formal Des	scription:	Bachelor of Arts			
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Select the ERS mapping hyperlink

PEOPLE		
	🙆 Home	🕜 Help
Home > Design Student Administration > Define Student Administration > Setup > Degree Table		New Window
CSU ERS Degree Setup Subpanel		
Degree Held: 1		
Degree Level: 2 Q		
Degree Objective: 2 🔍		
OK Cancel		

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 $\rightarrow$ CSU SA Baseline $\rightarrow$ CSU CO Reporting $\rightarrow$ Use $\rightarrow$ Enter CSU ERSS Fields $\rightarrow$ ERS Data

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Academic Institution:	3UNR 🔍 Test Univers	sity	+-			
Academic Career:	9					
Term:	2027 🔍					
Student Standing Code:	0 Q PB/UG;Othe	>				
EOP Status:	Y Q Enrolled					
CSU State Univ Fee Waiver:	٩					

## 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: <u>Design Student Administration → Define Student Records →Setup → Student</u> <u>Special GPA</u>

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Home > Design Student Adminis	tration > Define Student Records > Setup > \$	Student Special GPA		New Window	
Student Special GF	A				
Academic Institution CS	SUNR Test University				
Academic Career: UC	GRD Undergraduate				
GPA Type: GF	PA4				
*Enective Date Statue	*Description	Short Desc			
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Step #2: Setup CSU GPA Code

Navigation: <u>CSU SA Baseline → CSU Student Record →Setup → CSU GP</u>	A Code Setup
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Home > CS	USA Baseline > CSU Student Record > Setup > CSU GPA Code Setup			New Window	
Institu Acad Ca *CSU Special GPB Code	rtion: CSUNRTest University reer: UGRD Undergraduate	Short Description			
	Last 60 Units GPA	Last 60			
002	Transfer GPA	Transfer	<b>+ -</b>		
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	+ -		
(E Save)	QReturn to Search) (#Refresh)				

## Step #3: Setup CSU Special GPA Definition

## Navigation: <u>CSU SA Baseline $\rightarrow$ CSU Student Record $\rightarrow$ Setup $\rightarrow$ CSU Special GPA Defn Setup</u>

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GP	A Code	Calculatio	אני סח	Units	GPA Type (Cu	m)	GPA Type (Ter	m)
001	🔍 Last 60 Units GPA	UNL	🔍 Last (#) Units	60	GPA1	🔍 Last 60 Units GPA		
002	🔍 Transfer GPA	TRN	🔍 Transfer Courses		GPA2	🔍 Transfer GPA - CUM	GPA3	🔍 Transfer GPA - TE
003	🔍 Cal Grant GPA	CAL	🔍 Cal Grant Courses		GPA6	🔍 Cal Grant GPA		
004	🔍 Resident GPA	RES	🔍 Resident Courses		GPA4	🔍 Resident GPA - CUM	GPA5	Resident GPA - TE
005	🔍 Major GPA	MAJ	🔍 Major Courses		GPA7	🔍 Major GPA - CUM	GPA8	🔍 Major GPA - TERM
006	🔍 ERS Campus GPA	RES	🔍 Resident Courses		CAMP	ERS Campus GPA		٩
007	🔍 ERS Transfer GPA	TRN	Courses		TRAN	ERS Transfer GPA		٩
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## Navigation: <u>CSU SA Baseline → CSU Student Record → Process → CSU Special GPA</u>

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'Institution: CSUNF A 'Acad Career: UGRD A	'Term: 2027 Q	Fall 2002			
*CSU Special GPA-Code: 004 🔍 Resident GPA		Run For List Of Em	plid 🗖		
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Major GPA YN					
(	Refresh				

**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 #4: Run Process for CSU Special GPA

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

## Navigation: <u>CSU SA Baseline $\rightarrow$ CSU CO Reporting $\rightarrow$ ERS Setup $\rightarrow$ ERS Reporting Setup</u>

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Home > CSU SA Baseline > CSU CO Reporting > ERS Setup > ERS Report Setu	p		New Window	
FRS SetupA				
School Code: 70 California State University, Northridge	Report Ty	ype: STUD		
Academic Career: UGRD Report Code: RPT7	Academic Instituti	on: CSUNR		
Term: 2033 Q Spring 2003 Term Type.	Summary Type:	нібн 🔍		
Trans GPA Type: GPA2 Campus GPA: GPA	HS GPA T	уре: НІСН 🔍		
SAT Test IDs and Components				
Test ID: SAT Q Math: MATH Q Verbal: VERB Q	Composite:	OMP 🔍		
Test ID (Old): Math: Verbal: Q	Composite:	٩		
ACT Test IDs and Components				
Test ID: ACT G English: ENGL G Math: MATH G	Reading:	EAD		
Science/Reasoning: SCIEN Q Composite: COMP Q				
Save QReturn to Search (+ Next in List) (1 Previous in List)		E+Add)	罔 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 > Manage Student R	ecords > <u>Manage Acade</u>	mic Records > Use > Term His	tory			New Wind	low	
✓ Term With <u>d</u> rawal	Session Withdrawal	Acade <u>m</u> ic Standing $iggree$ Student	<u>G</u> rade Review Y	Student Spe	cial GPA			
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Academic Career:	Undergraduate							
				View All	First 🛃 1 o	f 1 🕑 Last		
Term:	Fall 2001	Test University						
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*GPA Type:	GPA4 🔍	Resident GPA - CUM	Se	quence:	1	+ -		
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## 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.

## 2.31 Educational Opportunity Program Status

## Navigation: <u>Home $\rightarrow$ CSU SA Baseline $\rightarrow$ CSU CO Reporting $\rightarrow$ Use $\rightarrow$ Enter CSU ERSS Fields $\rightarrow$ ERS Data</u>

ERSS New Reporting Fields - Mic	rosoft Internet E	xplorer						
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Home > CSU SA Baseline > CSU CO	Reporting > Use	e > Enter CSU ER	SS Fields				New Window	
ERS Data ERS Disability Data								
Marvin Wang		ID: 0	00232200					
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Academic Institution:	CSUNR Q	Test University			+ -			
Academic Career:	٩							
Term:	٩							
Student Standing Code:	0 🔍	PB/UG;Other						
EOP Status:	Y Q	Enrolled						
CSU State Univ Fee Waiver:								

## 2.31.1 Consideration

A code indicating that a student is enrolled in the campus Educational Opportunity Program.

#### 2.31.2 Recommendations

The EOP Status code is manually input through the "Enter CSU ERSS Fields" page by term. You insert a new row when EOP Status 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:

Y	=	Student is enrolled in campus Educational Opportunity Program.
N, Blank	=	Student is not enrolled in campus Educational Opportunity Program.

## 2.32 Disabled Student Services Verified Disability

## Navigation: <u>Home $\rightarrow$ CSU SA Baseline $\rightarrow$ CSU CO Reporting $\rightarrow$ Use $\rightarrow$ Enter CSU ERSS Fields $\rightarrow$ ERS Disability Data</u>

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ERS Data ERS Disability Data	J					
Marvin Wang		ID: 000232200				
		View All	l First 🛃 1 of 1	▶ Last		
Academic Institution:	CSUNR	Test University	[	+ -		
Academic Career:						
Term:	2027	Fall 2002				
Disabled Stu Svc Verified Disa	: <u>C</u> Q	Communication Disability	>			
Disabled Stu Srvc Prog Servic	e: ि प	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)
С	=	Communication Disability
D	=	Deaf
L	=	Learning Disability
М	=	Mobility Limitation
0	=	Other Functional Limitations
V	=	Visual Limitation

#### 2.33 **DSS Program Service**

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

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Marvin Wang		ID: 000232200				
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## 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 valu	es a	re:
Blank, X	=	No service (student not in DSS program)
А	=	Registration assistance
С	=	Disability-related counseling services
D	=	Diagnostic assessment services
E	=	Specialized equipment, materials, or supplies
F	=	Test-taking facilitation services
Ι	=	Interpreter services
Μ	=	On-campus mobility services
Ν	=	Notetaker services
0	=	Other services
R	=	Reader services
Т	=	Transcription services
U	=	Tutoring services

= 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 $\rightarrow$ Manage Student Records $\rightarrow$ Track Student Careers $\rightarrow$ Use $\rightarrow$ Student<br/>Program/Plan $\rightarrow$ Student Plan

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Effective Date:	07/09/2002	Effective Sequence:	0		
Program Action:	Activate	Action Date:	07/09/2002		
Action Reason:		Requirement Term:	Fall 2001		
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Click the Credentials hyperlink

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Status Date:	Subject Matter Objective Code: 📃 🔍			
Exp Date:	Credential Class:			
lesuance Date:	Credential Action:			
Credential Emphasis: 1 🔍	Compentency 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: <u>Home $\rightarrow$ Manage Student Records $\rightarrow$ Establish Courses $\rightarrow$ Use $\rightarrow$ Schedule of <u>Classes</u></u>

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## 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: <u>Home $\rightarrow$ Manage Student Records $\rightarrow$ Establish Courses $\rightarrow$ Use $\rightarrow$ Schedule of <u>Classes</u></u>

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## 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: <u>Home $\rightarrow$ Manage Student Records $\rightarrow$ Establish Courses $\rightarrow$ Use $\rightarrow$ Schedule of <u>Classes</u></u>

Home > Manage Student Re	ecords > Establish Cours	New Window		
/ Basic Data / <u>M</u> eetings	Enrollment Cntrl	Reserve Cap <u>N</u> otes E <u>x</u> a	am <u>G</u> L Interface	
Course ID:	00057	Course Offering Nhr	1	
Academic Institution:	Fest University	course onering hist.		
Term: F	all 2001	Undergrad	Auto Croate Component	
Subject Area:	\RT	ART	Auto create component	
Catalog Nbr:	IXX	Art Extension		
Class Sections			<u>Find</u>   View All First 🗹 1 of 1 🕨 Last	
*Session:	1 🔍 Regular A	cademic 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 Q		Add Fee	
*Campus:	MAIN	Main		
*Location:	NORTHRIDGE	CSU Northridge	✓ Schedule Print	
Course Administrator:	Q		Student Specific Permissions	
*Academic Organization	: 136 - ART 🔍	Art	-	
Academic Group:	EXTN	Extension Group	🔲 Dynamic Date Calc Required	
*Holiday Schedule:	STDT Q	Student Holiday Calendar	Generate Class Mtg Attendance	
*Instruction Mode:	PQ	In Person	GL Interface Required	
Primary Instr Section:	1			

Class Topic		
Course Topic ID:	Print Topic in Schedule	
Fuuit solowé Courses Crouw		
Equivalent Course Group	Coverride Equivalent Course	
Course Equivalent Course Group:	- Overnue Equivalent Course	
Class Equivalent Course Group:		
Learning Management System		
LMS File Type:		
LMS Group ID:		
LMS URL:		
Class Ext Dttm:	Enri Ext Dttm:	
Class Attributes	View All 🛛 First 🛃 1 of 1 🕨 Last	
*Course Attribute	*Course Attribute Value	
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sic Data   <u>Meetings   Enroliment Cntrl   Reserve Cap</u>	<u>Notes</u>   <u>Exam</u>   <u>GL Interface</u>	

## 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: <u>Home→ Design Student Administration→ Setup→ Academic Program Table</u>

PEOPLE					
205			🙆 Home	📵 Worklist	🕜 Help
ome > Design Student Administrati	on > Desian A	cademic Structure > Set	up > Academic Program Table	9	New Window
Program 1 Program 2 Pt	anding				
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Academic Institution: CSU	JNR Test Un	iversity			
Academic Program: USA	RT				
			View All First 💶 1	of 1 🕑 Last	
*Effective Date:	01/01/1901	*Status:	Active 🔽		
*Description:	Undergrad S	Summer Arts	CSU Special P	rogram	
*Short Description:	UgrdSumArt	First Term Valid:	Q		
*Academic Career:	UGRE 🔍	Undergraduate			
Grading Scheme:	UGD 🔍	Undergraduate			
GB Default for Transfer Credit:	GRD 🔍	Graded			
Default Grade- Transfer Credit:	TQ	Transfer			
*Academic Group:	UNDGF 🔍	Undergraduate Progra	ms		
*Academic Level Rule:	UGRD Q	Undegraduate			
*Academic Calendar:	USEM 🔍	Undergraduate Semes	ter Cal 🗹 Allow OEE	Enrollment	
Save) QReturn to Search	t in List) (†≣Pre	vious in List)	📑 Add) 🖉 Update/Display	🖉 Include History) 🕼 Correct Hist	tory
rogram 1   <u>Program 2   Standing   H</u>	lonors   <u>Owne</u> l	r   <u>Taxonomy</u>   <u>Campus</u>	Incomplete   Enrollment   Sess	sion   Course   Dynamic Date	

Click on the CSU Special Program Hyperlink

PEOPLE				
000		🙆 Home	📵 Worklist	🕜 Help
Home > Design Student	Administration > Design Academic Structure > Setur	o > Academic Program Table		New Window
CSU Special Progra	am			
Special Program:	Summer Arts			
OK Cancel	Calstate TEACH International Programs Summer Arts			

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 $\rightarrow$ CSU SA Baseline $\rightarrow$ CSU CO Reporting $\rightarrow$ Use $\rightarrow$ Enter CSU ERSS Fields $\rightarrow$ ERS Data

PEOPLE						
200-			🙆 Home	📵 Worklist	🕢 Help	🎒 Sig
Home > CSU SA Baseline > CSU CO	<u>) Reporting</u> > <u>Us</u>	e > Enter CSU ERSS Field	s		New Window	
ERS Data ERS Disability Data	a					
Marvin Wang		ID: 0002322	00			
		Viev	w All 💦 First 🚺 1 of 1	▶ Last		
Academic Institution:	CSUNR Q	Test University	I	+ -		
Academic Career:	٩					
Term:	Q					
Student Standing Code:	Q					
EOP Status:	٩					
CSU State Univ Fee Waiver:	01 🔍	Cal Veteran				

## 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	<u>Type</u>	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 $\rightarrow$ CSU SA Baseline $\rightarrow$ CSU CO Reporting $\rightarrow$ ERS Setup $\rightarrow$ Map Matriculation Type

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Home > <u>CSU SA Baseline</u> > <u>CSU CO Reporti</u>	ng > <u>ERS Setup</u> > Map	Matriculation T	ype			New Window	
(ERSS and sERSS Selection )							
Academic Institution: CSUNR Test Univ	versity	10					
Academic Academic	Academic Sub-	Matriculation	View All First L	🛙 1-6 of 6 🕑 Last			
Career Program Academic Pla	n Plan	Туре	Open Enrollmer 	it			
	٩	SelfSupp		+ -			
2 GRAD Q GRAD Q	<u> </u>	StateSupp		+ -			
3 UGRE Q UNDGF Q	٩	StateSupp	-	+ -			
4 UGRD Q UNDGF Q ART	9	StateSupp		+ -			
5 UGRD Q UNDOF Q BIOLOGY	٩	StateSupp	-	<b>+ -</b>			
	Q Q	StateSupp		+ -			
🕞 Save) 🔍 Return to Search)				(日Add) (別 Update/D	isplay)		

## 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 $\rightarrow$ CSU SA Baseline $\rightarrow$ CSU CO Reporting $\rightarrow$ ERS Setup $\rightarrow$ Map Course Funding

PEOPLE				All
000	🙆 Home	📵 Worklist	🕜 Help	😔 Sig
Home > CSU SA Baseline > CSU CO Reporting > ERS Setup > Map Cour	rse Funding		New Window	
Course Funding				
Institution: CSUNR				
View All	First 🖪 1-3 of 3 🗈 Last			
*Academic Group				
1 EXT Q Self-Supported 💌 🛨 🗖				
2 GRAD 🔍 State-Supported 💽 🛨 🗖				
3 UNDGF 🔍 State-Supported 💽 🛨 드				
Save O Return to Search				

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: <u>Home→ CSU SA Baseline→ CSU CO Reporting → ERS Setup → Assign Report Titles</u>

PEOPLE				
		🙆 Home	😥 Worklist	🕜 Help
Home > <u>CSU SA Baseline</u> > <u>CSU CO Reportin</u> ( CSU Report Titles	g > <u>ERS Setup</u> > Assign Report Ti	tles		New Window
CSU CO School 70 Californi Code:	a State University, Northridge			
ERS Report Details	<u>View All</u>	<u>First</u> 🖪 4 of 4 💽 Last		
Report Code Type SPTEST Student	Title SP ERSS TEST	<b>+</b> -		
( Save) ( Return to Search) ( Hext in List ) (	Effevious in List)	(国本Add) (酒 Update/Disp	ay)	

## 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: <u>Home→ CSU SA Baseline→ CSU CO Reporting → ERS Setup → ERS Report Setup</u>

PEOPLE				
000-	🙆 Home	📵 Worklist	🕜 Help	🕒 Sign Out
Home > CSU SA Baseline > CSU CO Reporting > ERS Setup > ERS Report Setup			New Window	-
FRS SetupA ERS SetupB				
School Code: 70 California State University Northridge	Report Type: STUD			
Academic Career: UGRD Report Code: S0997 Acad	lamic Institution: CSUNE	2		
Academic Career. Conto Report Coue. Coool Acad				
Term: 0997 Q Fall 1999 Term Type: S Q G	PA Summary Type:	٩		
Trans GPA Type: GPA4 Q Campus GPA: GPA6 Q	HS GPA Type: HIG	H Q		
SAT Test IDs and Components				
Test ID: SATI Q Math: MATH Q Verbal: VERB Q Comp	osite: COMP Q			
Test ID (Old): <u>Q</u> Math: <u>Q</u> Verbal: <u>Q</u> Comp	osite:			
ACT Test IDs and Components Test ID: ACT Q English: ENGL Q Math: MATH Q Read	ing READ			
Science/Reasoning: SCIEN Q Composite: COMP Q	ing			
Save) (Q Return to Search) (+≡ Next in List) (†≣ Previous in List)		(E+Add) (君 Update/Display)		
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	A Home	😥 Worklist	Help New Window	Sign Out
Home > <u>CSU SA Baseline</u> > <u>CSU CO Reporting</u> > <u>ERS Setup</u> > ERS Report Setup	A Home	Worklist	Help New Window	Sign Out
Home > CSU SA Baseline > CSU CO Reporting > ERS Setup > ERS Report Setup ERS SetupA ERS SetupB	A Home	Worklist	Help New Window	Sign Out
Home > CSU SA Baseline > CSU CO Reporting > ERS Setup > ERS Report Setup ERS SetupA ERS SetupB	Report Type: STUD	Worklist	Help New Window	Sign Out
Home > CSU SA Baseline > CSU CO Reporting > ERS Setup > ERS Report Setup ERS SetupA ERS SetupB School Code: 70 California State University, Northridge Academic Career: UGRD Report Code: S0997 Aca	Report Type: STUD	@ Worklist R	Reip New Window	Sign Out
Home > CSU SA Baseline > CSU CO Reporting > ERS Setup > ERS Report Setup         ERS SetupA       ERS SetupB         School Code:       70       California State University, Northridge         Academic Career:       UGRD       Report Code:       S0997         ELM Tests IDs and Components       EPT Test IDs and	Report Type: STUD demic Institution: CSUN	Worklist R	Help     New Window	Sign Out
Home > CSU SA Baseline > CSU CO Reporting > ERS Setup         ERS SetupA         ELM Test ID:         ELM Test ID:         ELM Test ID:         ELM Test ID:	Report Type: STUD demic Institution: CSUN and Components	Worklist R	Help     New Window	Sign Out
Home > CSU SA Baseline > CSU CO Reporting > ERS Setup > ERS Report Setup         ERS SetupA       ERS SetupB         School Code:       70       California State University, Northridge         Academic Career:       UGRD       Report Code:       S0997       Academic Career:         ELM Tests IDs and Components       ELM Test ID:       ELM Test ID:       Test ID:       Test ID:         ELM Test ID:       ELM Test ID:       ELM Test ID:       Essay:         TOFFL       Test ID:       Essay:	Report Type: STUD demic Institution: CSUN and Components EPT Q ESSY Q	₩orklist	Relp New Window	Sign Out
Home > CSU SA Baseline > CSU CO Reporting > ERS Setup         ERS SetupA         ELM Tests ID:         ELM Total Score:         TOTAL Q         ESsay:         Reading	Report Type: STUD demic Institution: CSUN and Components EPT Q ESSY Q : READ Q	Worklist	Help     New Window	Sign Out
Home > CSU SA Baseline > CSU CO Reporting > ERS Setup > ERS Report Setup         ERS SetupA         ERS Report Code:         SOB97         Academic Career:         UGRD         ELM Test ID:         ELM Total Score:         TOTAL Q         Compos	Report Type: STUD demic Institution: CSUN and Components EPT Q ESSY Q : READ Q ite: COMP Q	€ Worklist R	Relp New Window	Sign Out
Home > CSU SA Baseline > CSU CO Reporting > ERS Setup > ERS Report Setup         ERS SetupA         ELM Tests iDs and Components         TOEFL Test IDs and Components         TOEFL Total Score:         TOTAL Q         ELPT Test IDs and Components	Report Type: STUD demic Institution: CSUN and Components EPT Q ESSY Q : READ Q ite: COMP Q	Worklist	Help     New Window	Sign Out
Home > CSU SA Baseline > CSU CO Reporting > ERS Setup > ERS Report Setup         ERS SetupA       ERS SetupB         School Code:       70       California State University, Northridge         Academic Career:       UGRD       Report Code:       S0997       Aca         ELM Tests IDs and Components       ELM Test ID:       ELM Q       Essay:       Test ID:       Essay:         TOEFL Test IDs and Components       TOEFL Q       Composents       Reading         TOEFL Test IDs and Components       ELPT Q       Composents       Total:         ELPT Test ID:       ELPT Q       Total       Composents	Report Type: STUD demic Institution: CSUN and Components EPT Q ESSY Q : READ Q ite: COMP Q TOTAL Q	Worklist R	Relp New Window	Sign Out
Home > CSU SA Baseline > CSU CO Reporting > ERS Setup > ERS Report Setup         ERS SetupA       ERS SetupB         School Code:       70       California State University, Northridge         Academic Career:       UGRD       Report Code:       S0997       Aca         ELM Tests IDs and Components       EDT Test IDs:       ELM       Essay:       Test ID:       Essay:         TOEFL Test IDs and Components       TOEFL Total Score:       TOTAL Q       Compos       Total:         ELPT Test IDs and Components       ELPT Test:       ELPT Q       Total:       Compos	Report Type: STUD demic Institution: CSUN and Components EPT Q ESSY Q : READ Q ite: COMP Q TOTAL Q	Worklist R	Relp New Window	Sign Out

## 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 $\rightarrow$ CSU SA Baseline $\rightarrow$ CSU CO Reporting $\rightarrow$ ERS Setup $\rightarrow$ Map Course Funding

PEOPLE		
🙆 Home	😥 Worklist	🕜 Help
Home > <u>CSU SA Baseline</u> > <u>CSU CO Reporting</u> > <u>ERS Setup</u> > Map Course Funding		New Window
Course Funding		
Institution: CSUNR		
View All 🛛 First 🗹 1-3 of 3 🕨 Last		
*Academic Course Funding Group		
1 EXTN Q Self-Supported T + -		
2 GRAD 🔍 State-Supported 🔹 🛨 🗕		
3 UNDGF 🔍 State-Supported		
Save QReturn to Search		

## 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: <u>Home $\rightarrow$ CSU SA Baseline $\rightarrow$ CSU CO Reporting $\rightarrow$ ERS Proc $\rightarrow$ ERSS/sERSS <u>Stdnt/Special Extract</u></u>

PEOPLE						
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Home > CSU SA I	Baseline > <u>CSU CO Reporting</u> > <u>ERS</u>	Proc > ERS/sERS Stdnt/Special Extra	ct		New Window	
ERSS Extract	L			_		
Run Control ID:	PMICLAT	Report Manager Process Mo	niloi Run			
School Code	: 70 🔍 California State	Jniversity, Northridge				
Report Type:	STUD Q					
Institution:	CSUNR 🔍 Test Univers	ty				
Report Code						
Term:	2027 🔍 🛛 Fall 2002					
📳 Save) 🔍 Re	eturn to Search) (∔≣Next in List) (†≣Previous i	nList)		(El-Add) (2 Update/Di	splay)	
PEOPLE						ACT
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Home > CSU SA I	Baseline > <u>CSU CO Reporting</u> > <u>ERS</u>	Proc > ERS/sERS Stdnt/Special Extra	ct		New Window	
Process Sche	duler Request					
User ID:	PMICLAT	Run Control ID: PMICLAT				
Server Name:	PSUNX Run Date:	08/27/2002				
Recurrence:	Run Time	11:25:15AM				
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OK Car	ncel					

## 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 <u>MUST</u> 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: <u>Home $\rightarrow$ CSU SA Baseline $\rightarrow$ CSU CO Reporting $\rightarrow$ Use $\rightarrow$ ERS Student Stage Or <u>Home $\rightarrow$ CSU SA Baseline $\rightarrow$ CSU CO Reporting $\rightarrow$ Use $\rightarrow$ sERS Special Session <u>Stage</u></u></u>

**BIO/DEMO DATA TAB PAGE** 

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User ID:	PMICLAT		Run	PMICLAT										
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2 103065270	354-66-1213	07/12/1977	FQ	YQ	7900	0001 🔍	RQ	FQ	013084 🔍	1996			<b>Q</b>	+ -
3 103065413	221-45-6633	09/15/1975	Ē F Q	YQ	7900	0009 Q	RQ	<u> </u>	013270 Q	1994	1995	VQ	RQ	+ -
4 103065842	412-35-5889	12/25/1975	F Q	YQ	7900	0009 🔍	RQ	7 9	Q	0000		Q	<b>Q</b>	+ -
5 103067246	997-00-0050			<u> </u>		<u> </u>	RQ	<b>Q</b>	Q	0000		<b>Q</b>		+ -
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## 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: <u>Home $\rightarrow$ CSU SA Baseline $\rightarrow$ CSU CO Reporting $\rightarrow$ ERS Proc $\rightarrow$ ERS/sERS <u>Student/Special Edit</u></u>

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School Code:	70 🔍 🔿	California State Unive	rsity, Northridge				
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Report Code:	SPTES Q						
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Process Schedul	er Request					
User ID:	PMICLAT	Run Con	trol ID: PMICLAT			
Server Name: Recurrence:	PSUNX R	un Date: 08/27/2002 un Time: 11:33:16AM			-	
Time Zone:	<b>•</b>	Reset to Current Date	Time			
Select Description	ERS Student Edit	Process Name CSUCOUT2	Process Type SQR Report	'Type 'Format Web 🔻 PDF 💌 🚮		
OK Cancel	]					

## 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: <u>Home $\rightarrow$ CSU SA Baseline $\rightarrow$ CSU CO Reporting $\rightarrow$ ERS Proc $\rightarrow$ ERSS/sERSS <u>Stdnt/Special CO File</u></u>

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

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Recurrence:	×	Run Time: 11:36:04AM				
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Process List			-114			
Select Description	on 13 ERS Student Rpt File	CSUC0013	SQR Report We	e 'Format b 🔽 PDF 🔽 🙀		
OK Canc	el					

## 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.