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

1.0 ERS Student and ERS self-support Student Section Transaction Report Summary: .................. 1

2.0 ERSS and sERSS Data Elements...................................................................................................... 1
   2.1 Social Security Number ............................................................................................................ 1
   2.2 Year .......................................................................................................................................... 1
   2.3 Term Code ............................................................................................................................... 1
   2.4 Campus Code .......................................................................................................................... 1
   2.5 Birthdate ................................................................................................................................... 1
   2.6 Sex Code .................................................................................................................................. 1
   2.7 Ethnic Code .............................................................................................................................. 1
   2.8 Citizenship Code and Country of Citizenship ........................................................................... 1
   2.9 High School Graduation Year .................................................................................................. 2
      2.9.1 Consideration ............................................................................................................... 2
      2.9.2 Recommendation ......................................................................................................... 2
   2.10 Residence Code ....................................................................................................................... 2
   2.11 Residence Status ..................................................................................................................... 2
   2.12 Institution Origin Code .............................................................................................................. 2
   2.13 Matriculation Period .................................................................................................................. 2
      2.13.1 Consideration ............................................................................................................. 2
      2.13.2 Recommendations ..................................................................................................... 3
   2.14 Admission Basis Code ............................................................................................................. 3
   2.15 Exception Admission Code ....................................................................................................... 3
   2.16 Enrollment Status ..................................................................................................................... 3
      2.16.1 Consideration ............................................................................................................. 4
      2.16.2 Recommendations ..................................................................................................... 4
   2.17 Student Level Code .................................................................................................................. 5
      2.17.1 Considerations ........................................................................................................... 5
      2.17.2 Recommendations ..................................................................................................... 5
   2.18 Degree Objective Code ............................................................................................................. 6
      2.18.1 Consideration ............................................................................................................. 7
      2.18.2 Recommendations ..................................................................................................... 7
   2.19 Major, Option, Concentration, or Emphasis Code ................................................................. 8
      2.19.1 Consideration ............................................................................................................. 9
      2.19.2 Recommendation ....................................................................................................... 9
   2.20 Credential Status .................................................................................................................... 10
      2.20.1 Consideration ............................................................................................................. 11
2.20.2 Recommendations

2.21 Credential and Subject Matter Waiver obj. cd
  2.21.1 Consideration
  2.21.2 Recommendations

2.22 Degree Held Code
  2.22.1 Consideration
  2.22.2 Recommendation

2.23 Student Standing Code
  2.23.1 Consideration
  2.23.2 Recommendations

2.24 Transfer Units Earned

2.25 Transfer GPA

2.26 Campus GPA
  2.26.1 Consideration
  2.26.2 Recommendation

2.27 Total Units Earned
  2.27.1 Consideration
  2.27.2 Recommendation

2.28 Total GPA
  2.28.1 Consideration
  2.28.2 Recommendation

2.29 English Proficiency Status

2.30 Entry Level Mathematics Prof. Status

2.31 Educational Opportunity Program Status
  2.31.1 Consideration
  2.31.2 Recommendations

2.32 Disabled Student Services Verified Disability
  2.32.1 Consideration
  2.32.2 Recommendations

2.33 DSS Program Service
  2.33.1 Consideration
  2.33.2 Recommendations

2.34 CIP Code

2.35 GE Breadth Critical Thinking Comp. Status

2.36 GE Breadth English Composition Status

2.37 GE Breadth Mathematics Comp. Status

2.38 GE Breadth Oral Comm. Comp. Status
2.39 Credential Emphasis ................................................................. 23
  2.39.1 Consideration .................................................................. 24
  2.39.2 Recommendations ............................................................ 24
2.40 Term Units Attempted, Lower Division ........................................... 25
  2.40.1 Consideration .................................................................. 25
  2.40.2 Recommendation ............................................................... 26
2.41 Term Units Attempted, Upper Division ........................................... 26
  2.41.1 Consideration .................................................................. 27
  2.41.2 Recommendation ............................................................... 27
2.42 Term Units Attempted, Graduate .................................................. 27
  2.42.1 Consideration .................................................................. 28
  2.42.2 Recommendation ............................................................... 28
2.43 High School GPA ................................................................. 28
2.44 ACT English Score ................................................................. 28
2.45 ACT Mathematics Score ............................................................ 28
2.46 ACT Reading Score ................................................................. 28
2.47 ACT Science Reasoning Score ................................................ 28
2.48 ACT Composite Score .............................................................. 28
2.49 ELM Administration Date ........................................................ 29
2.50 ELM Total Score ................................................................. 29
2.51 EPT Essay Score ................................................................. 29
2.52 EPT Reading Score ............................................................... 29
2.53 EPT Composition Score .......................................................... 29
2.54 EPT Total Score ................................................................. 29
2.55 SAT I Verbal Score ............................................................... 29
2.56 SAT I Mathematics Score ........................................................ 29
2.57 SAT I Composite Score .......................................................... 29
2.58 College Preparatory English ........................................................ 29
2.59 College Preparatory Mathematics .............................................. 29
2.60 College Preparatory U.S. Hist/Government .................................... 29
2.61 College Preparatory Laboratory Science ....................................... 29
2.62 College Preparatory Foreign Language ......................................... 29
2.63 College Preparatory Visual & Performing ...................................... 29
2.64 College Preparatory Electives .................................................... 29
2.65 TOEFL Score ....................................................................... 30
2.66 SAT Score Type ................................................................. 30
2.67 Immigration Year ................................................................. 30
2.68 Test Scores for ELPT ............................................................................................................. 30
2.69 Special Programs ................................................................................................................... 30
  2.69.1 Consideration ........................................................................................................... 31
  2.69.2 Recommendation ..................................................................................................... 31
2.70 Start Date (CalStateTEACH) .............................................................................................. 31
2.71 State University Fee Waiver .............................................................................................. 31
  2.71.1 Consideration ........................................................................................................... 31
  2.71.2 Recommendations ................................................................................................... 31
2.72 Matriculation Type .............................................................................................................. 32
  2.72.1 Consideration ........................................................................................................... 32
  2.72.2 Recommendations ................................................................................................... 32
3.0 Setup/Processing ERSS/sERSS Extract ................................................................................... 34
  3.1 Setup Page for Assigning Report Titles ............................................................................. 34
    3.1.1 Considerations ........................................................................................................ 34
  3.2 Setup Page for Extracting Reports .................................................................................. 35
    3.2.1 Considerations ........................................................................................................ 35
  3.3 Setup Page for Extracting Reports .................................................................................. 36
    3.3.1 Consideration .......................................................................................................... 37
    3.3.2 Recommendations .................................................................................................. 37
  3.4 Running the Extract to Staging Tables ............................................................................. 37
    3.4.1 Consideration .......................................................................................................... 38
    3.4.2 Recommendations .................................................................................................. 38
  3.5 Reviewing and Updating the Staging Tables ..................................................................... 38
    3.5.1 Considerations ........................................................................................................ 38
  3.6 Running the ERSS Edit Process ....................................................................................... 41
    3.6.1 Consideration .......................................................................................................... 41
  3.7 Running the ERSS Extract from Staging Tables to Electronic File ..................................... 42
    3.7.1 Consideration .......................................................................................................... 42
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

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.
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” (Withdrawn), 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

![Admit Type Table](image-url)
Application Entry/Application Data Page

The PeopleSoft Table Admit Type will be used 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:

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Continuing</td>
</tr>
<tr>
<td>2</td>
<td>Returning</td>
</tr>
<tr>
<td>3</td>
<td>Returning Transfer</td>
</tr>
<tr>
<td>4</td>
<td>Transfer</td>
</tr>
<tr>
<td>5</td>
<td>First Time Freshman</td>
</tr>
<tr>
<td>6</td>
<td>Transitory Undergraduate</td>
</tr>
<tr>
<td>7</td>
<td>Summer Early Entrance Transitory</td>
</tr>
</tbody>
</table>

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.
The Degree Code is attached to the academic plan.

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
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

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

Step #2: Setup CSU GPA Code

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

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

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

![Image of the interface showing the ERS Disability Data page]

### 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

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
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

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
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
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

![Image of CSU Special Program](image)

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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Summer Arts</td>
</tr>
<tr>
<td>I</td>
<td>International Programs</td>
</tr>
<tr>
<td>T</td>
<td>CalStateTEACH</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
<th>Legal Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Cal Veteran</td>
<td>Mandatory</td>
<td>Education Code 32320</td>
</tr>
</tbody>
</table>
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 value of STDNT_ENRL field UNT_TAKEN to ERS value Term Units Attempted, Upper Division
If CRSE_ATTR_VALUE = 3 (graduate) add the value 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

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

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:
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 stateupported 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
3.4.1 Consideration
The keys for setting 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**

**ADMISSION DATA TAB PAGE**
COLLEGE PREP/GE BREATHE TAB PAGE
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
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

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