

THE CALIFORNIA STATE UNIVERSITY  
OFFICE OF THE CHANCELLOR



BAKERSFIELD

May 22, 2009

CHANNEL ISLANDS

CHICO

**MEMORANDUM**

DOMINGUEZ HILLS

TO: CSU Presidents

EAST BAY

FROM: Charles B. Reed  
Chancellor

FRESNO

FULLERTON

SUBJECT: Reducing 2009-2010 Enrollment

HUMBOLDT

LONG BEACH

Facing a rapidly deteriorating state economy coupled with the failure of Propositions 1A that would have provided \$5.8 billion in General Fund revenue, California's budget deficit will grow to \$21.3 billion. Governor Schwarzenegger has proposed cutting \$410 million from the 2009-2010 California State University budget. This reduction is the equivalent of a 10 percent overall budget reduction, and a 15 percent reduction in the state's General Fund support of the university system.

LOS ANGELES

MARITIME ACADEMY

MONTEREY BAY

NORTHRIDGE

This cut to CSU's budget is the equivalent of reducing enrollment by 50,000 students and laying off 4,000 to 5,000 employees, or a combination of large fee increases and enrollment reductions of tens of thousands of students.

POMONA

SACRAMENTO

While I continue to develop an action plan in consultation with the presidents, trustees, faculty, and students, it is clear that a reduction in our enrollment will be one of a combination of steps that CSU will need to take. Reducing enrollment at this time in the admission cycle for 2009-2010 will be extremely difficult since campuses have been admitting students for nearly ten months, and students have accepted their offers of admission. However, these offers of admission have been conditional upon the satisfactory completion of work in progress and other conditions. Therefore, we have outlined below steps to reduce fall 2009 enrollment that campuses must implement immediately:

SAN BERNARDINO

SAN DIEGO

SAN FRANCISCO

SAN JOSÉ

SAN LUIS OBISPO

SAN MARCOS

SONOMA

STANISLAUS

### **New Students for Fall 2009**

1. Establish, communicate, and enforce deadlines for file completion and WITHDRAW admissions, and cancel registrations of applicants who do not meet those deadlines.
2. Review final admissions documents and WITHDRAW ADMISSIONS, if provisions of conditional admission are not met, e.g., maintenance of GPA, completion of required course(s) with grades of "C" or higher, high school graduation, completion of required GE courses for upper division transfer students, etc.
3. Campuses, who have well-communicated enrollment deposits, intents to register and/or mandatory orientation procedures should ENFORCE those procedures to fullest extent necessary to lower enrollment.
4. Five campuses that continue to accept admission applications for fall 2009, Bakersfield, Dominguez Hills, Sacramento, San Bernardino, and Stanislaus, are encouraged to stop accepting admission applications unless additional applications are needed to reach target.
5. More than 20 campuses are still receiving at least some graduate and postbaccalaureate applications for the fall 2009 terms. Consideration should be given to closing these categories and perhaps deferring additional graduate applicants to the spring 2010 terms when more will be known about overall enrollment and resources.

### **Continuing Students for Fall 2009 - Spring 2010**

1. Carefully and comprehensively evaluate the academic progress of College Year 2008-2009, and academically disqualify those who are not eligible.
2. Identify "super seniors", e.g., those who have acquired more than 120 semester units that satisfy the requirements for a baccalaureate degree, and certify completion of the requirements for a baccalaureate degree.
3. For students who have completed 120 semester units but not the requirements necessary to satisfy the requirements of a baccalaureate degree, require an academic advisor to meet with each "super senior" to determine the courses in which the student will be permitted to enroll, i.e., student may not register electronically without meeting with an advisor.

### **Spring 2010 Admission Cycle**

1. Campuses that estimate that they will exceed their 2009-2010 enrollment targets cannot accept any admission applications or admit students for spring 2010.
2. If a campus believes it may need spring 2010 enrollment to meet its target, it may open for admission applications for only the month of August 2009.
3. Campuses that accept applications for spring 2010 admission must utilize rolling admissions and waiting lists to control enrollment.
4. Campuses that are permitted to admit students for spring 2010 to reach their enrollment target may not admit students who are not fully eligible for admission, e.g., no special admission, no lower division transfer students, no upper division transfer students who are not fully eligible, no undeclared post-baccalaureate students, no second baccalaureate degree candidates.

While we are developing a comprehensive action plan in response to the governor's proposed reduction of \$410 million to CSU's budget, it is not too early for campuses to begin to think ahead to the 2010-2011 academic year. While the action plan will provide more detailed information and steps, the following strategies are provided to help campuses to begin developing their 2010-2011 enrollment management plans.

### **Fall 2010 Admission Cycle**

1. Additional campus and program impactation plans are being approved and will be operative for the fall 2010 admissions cycle, which will begin October 1.
2. Systemwide impactation should be continued with coordinated announcements to that effect.
3. Regional cooperation among campuses should be continued with regard to the "re-routing" of applications from oversubscribed campuses to those with funded and un-used capacity.
4. No campus may admit any student from the "lower priority" categories:
  - a. No special admits
  - b. No lower transfer applicants
  - c. Only fully eligible upper division transfer students
  - d. No undeclared postbaccalaureate students
  - e. No second baccalaureate degree applicants

5. All campuses are encouraged to implement rolling admissions and the use of waiting lists to control enrollment.

Reducing enrollments to meet the newest possible budget cuts will not be easy and may not even be immediately possible. But gradual and substantial downward adjustment of enrollments could turn out to be good preparation for the downturn in enrollments which may await us on the demographic front. Access *and* quality are what the CSU has to offer the university's stakeholders, but access without adequate resources cannot accompany continued quality.

For the first time in CSU's history, it is facing an unprecedented financial crisis, which will severely impact its ability to provide student access to its universities, maintain its workforce, preserve services, and protect the quality of its campuses.

Questions about the steps campuses must take to help CSU to manage its enrollment down may be addressed to Allison G. Jones, Assistant Vice Chancellor, Academic Affairs, Student Academic Support, at [ajones@calstate.edu](mailto:ajones@calstate.edu) or 323.823.1948 (personal cell phone), or to Jim Blackburn, Director of Enrollment Management and Outreach Services at [jblackburn@calstate.edu](mailto:jblackburn@calstate.edu) or 562.951.4726.

CBR/aj

- c: CSU Trustees  
CSU Executive Staff  
CSU Provosts  
CSU Vice Presidents for Student Affairs  
CSU Chief Enrollment Officers  
CABO