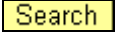



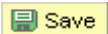


Assigning Student Standing Codes

You assign a student standing code to a student using the Student Data Reporting Page. Once you locate the desired student, use the lookup button to enter the applicable Student Standing code value, and complete the required fields.

- 1 Navigate to **CSU SA Baseline > CSU Systemwide Reporting > Enrollment Reporting System > ERS Student > Student Reporting Data**
- 2 On the **Find an Existing Value** search page, enter any additional search criteria.
- 3 Click .

Note:
You can use the Advanced Search link, to search using additional fields.
- 4 The **Student Reporting Data** page appears. Click the **ERS Data** tab, if it is not selected.
- 5 In the **Academic Institution** field, type **BKCMP**.
- 6 In the **Academic Career**, use the  icon to select the appropriate academic career, i.e. **PBAC**.
- 7 In the **Term**, use the  icon to select the appropriate term i.e. **2088**.

Note:
The Term selected must match the Admit Term for the student's career, program, and plan information. For more information, see the **Verifying a Program/Plan Information** job aid
- 8 In the **Student Standing Code** field, use the  icon to select the appropriate code, i.e. **1**.
- 9 **DO NOT CHANGE** the information in the **EOP Status** field.
- 10 **DO NOT CHANGE** the information in the **CSU State Univ Fee Waiver** field.
- 11 When you are satisfied with your entries, click the  button.
- 12 Update Student Groups, if applicable.