



Request for Access to Data Warehouse

**Application and Information
Solutions
Ohio University**

October 2009

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Dear Data Warehouse User;

Application and Information Solutions (AIS) is working in conjunction with the Registrar's Office, Financial Aid, Admissions and others departments have developed a Data Warehouse. We have taken data out of the online SIS, SFA and other legacy systems and moved it into a relational database that can be accessed by utilizing a number of different tools.

As part of this release of access to information, we have instituted a procedure that will allow the office responsible for information the ability to grant access to that information. The attached form (Request for Access to Data Warehouse) must be filled out and returned to the Data Warehouse administrator in AIS, who will forward it to the appropriate offices for approval. Be sure to include a signed Ferpa form with your application if you do not already have one on file with the Registrar.

Section II is where you request specific information. Please check mark the data grouping you would like access to and **describe in detail how it will be used**. Attach additional pages if necessary. If it will be used outside the department please describe how. This has to do with the confidentiality of the information that you will have access to and the release of information to media or other external sources. For example, official enrollment figures are maintained by the Office of Institutional Research and should be obtained from that office and not from the Data Warehouse. The final portion is the signature part of the form. It ensures that you understand the Ohio University policy on confidential data and that release of any information obtained from the warehouse is done so in compliance with the FERPA regulations.

Although we can make the information available by using a number of reporting tools, Microsoft Access or any SQL generator, we cannot ensure that you ask the correct question or that you understand the nuances of the data. We hope that you use the resources in the AIS department or the appropriate office to ensure the accuracy of the results that you obtain.

Sincerely,

Application and Information Solutions

**Ohio University
Data Warehouse Contents**

As of today, the Data Warehouse contains the following tables (tables are grouped by areas of origin). It is important to keep in mind that the Data Warehouse is being expanded continuously so the number of tables available will increase with time. All of a student's information is selected for inclusion if they have applied, enrolled, or graduated in the last 5 years. The Data Warehouse is loaded Monday, Tuesday, Wednesday, Thursday, Friday nights and Sunday morning and does not include the nightly SIS updates.

Table Name	SIS Screen Name	Notes
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Admissions

Admissions_volunteers	OUAD	Student volunteers used for multi-cultural recruitment
Applications	APPL	Student application information
Application_notes	NOTE	Student application notes
Prospect_contacts	CLOG	Prospective student contact history including mail, email, high school visitations, etc.
Prospect_corr_log	CORL	Prospective student mailing history
Prospect_interests	ISTA	Prospective student academic and non-academic interests
Prospect_students	PROS	Prospective students for the Admissions department. Sources include high schools, act/sat testing, etc
Xref_cont_method	CMET	Prospective student contact methods used
Xref_pros_interest	INCO	Prospect interest codes
Xref_reply_reasons	RPLR	Reply reason codes and descriptions

Class – a full two years worth of class information is pulled from SIS

Buildings	BLDG	Campus buildings, maintained manually
Classes	CLAS	All OU classes offered during a term
Class_demand	ZDMD	Unmet class demand logging
Course_description	Maintained manually	Used in on-line Course Offerings
Class_instructors	CINS	Instructors of record for classes.
Class_times	CTIM	Times all OU classes are offered.
Course_history	CLAS	Classes for previous last 5 years
Course_instruct		Instructor information for courses included in course_offering table
Course_offering	CLAS, CLNT, CRTM, CRSE, BLDG	Online Course Offerings includes class information for previous, current, and next term classes
Course_offering_future	CLAS, CLNT, CRTM, CRSE, BLDG	Online Course Offerings includes class information for classes beyond the next term
Courses	CRSE	Course information
Course_rules	CRUL	Prerequisite information.
Staff	STAF	Staff information
Stud_add_drops_trans	TRCL	Student add/drop class transactions (1 year only)

College of Medicine

COM_student_info	NOTE	College of Medicine basic student information
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Demographics

Academic_plan	PLAN	Students program enrollment information
Addresses	ADDR	Students permanent and local address info
Advisors	ADVR	Primary, secondary, university college, and Cap student advisor information
Buildings	BLDG	Building codes and descriptions
Cap_student_advisors	OCAP	Student/Cap advisor relationships
Dk_add_per		Combination of basic name and LOCAL address information
Enrollment_history	TSTA, THRS, MISC	Copy of academic_history without gpa info
Holds	HOLD	Student hold information
Load_date		Load_date from 1 ST row in personal_info
Load_notification		Progress of data warehouse load
OU_sports_table	ZSPT	Student athlete information
Personal_info	NAME, DEMO, RESI, STUD	Student demographic, standing, dept, school, and email address information
Reg_group_codes	REGP	Registration group codes
Tuni_billing_units	TUNI	Term units
UNC_90_exemptions	OUNC	University College credit hour exemptions
Xref_admin_letters	LTR	Types of letters sent to students in prospect_corr_log
Xref_campus	CAMP	Campus codes and names
Xref_country	CTRY	Country codes and names
Xref_county	CNTY	County codes and names
Xref_degree	DGRE	Degree codes used in previous_degrees
Xref_department	DEPT	Department codes, office type = D
Xref_frat_sor	CODE	Fraternity and sorority codes and names
Xref_hold	HOCO	Hold codes and descriptions
Xref_institution	INST	Institution codes
Xref_inst_courses	ICOR	Institution courses and descriptions
Xref_institution	INST	Institution codes and descriptions
Xref_misc_text	NOTE	Miscellaneous Notes
Xref_pgct_table	PGCT	Program certifications and descriptions
Xref_PoolCode	POOL	Pool codes and descriptions
Xref_program	PGRM	Program codes and descriptions
Xref_school	SCHL	School codes and descriptions
Xref_state	STCO	State codes and names
Xref_term	TERM	Term codes, dates, etc

Housing

Buildings	BLDG	Campus buildings
Housing_contracts	PHAP & ZHRE	Student housing contract information
Housing_meals	PROM	Student meal contract information
Housing_rooms	PROM	Student room assignments
Housing_room_damages		Student charges for room damages

International

Sevis_records	SBIO,SVEF,SVAC,SD OC	Sevis Student Information
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Lifelong Learning

LLL_Archive		Old LLL information
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LLL_Courses	ZISC	Courses
LLL_Proctors	ZISP	Proctor information
LLL_Student_courses	ZISS	Student/Course information
LLL_Student_lessons	ZISL	Student/Course/Lesson information
LLL_Students	ZISS	Student information

Pre-College

Precollege	ZPRC	Student precollege information for Athens Campus
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Previous Education Data

OhioU_Grads		Previous_degrees for OU institution ids
Previous_degrees	PVDG, PVED	Students previous degree loaded by the graduate college as graduate students are admitted
Previous_education	PVED	Students previous high school and postsecondary educational institutions attended. OU inst_id = 1593

Registrar

Academic_history	TSTA, THRS, SGPA, MISC	Students academic history for every term since initial enrollment.
Academic_status	SDEF, ACPR	Students current or last academic status (good standing, probation, etc)
Academic_status_hist	SAST	Students academic status history
Class_roster	TOOK	Partial stud_course_hist
Current_gpa_hours	SGPA	GPA for last quarter the student was enrolled.
Previous_degrees	PVDG, PVED	PVED if INST-CODE = 1593
Stud_course_hist	TOOK	Student class history including current term
Student_exemptions	EXCP	Dars exemptions
Term_charges		

Student Financial Aid

Sam_Award	AWARD	
Sam_Biographic	BIOGRAPHIC	
Sam_Master	MASTER	
Sam_Track	TRACK	
Sam_Track2	TRACK2	

Student Accounts

Firm_Contracts	CNTR	
Firm_Info	FIRM	
Firm_Transfer_Amount	TAMT	
Stud_Accounts_Summary	ASUM	
Stud_Accts_Balance_Detail	BDET	
Stud_Accts_Refunds	CHKH	
Stud_Accts_Refunds_Detail	CHKL	
Xref_Balance_Types	BTYP	Balance type codes
Xref_Charges	CHRG	Charge codes
Xref_Money	MONY	

Test Score Data

Examination_info	TEST	Placement test scores
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Ohio University
Request for Access to Data Warehouse
Student Data

Instructions: 1) Complete Sections I and II, 2) have supervisor sign in Section III, 3) sign a FERPA Compliance form, and 4) return both forms to Data Warehouse Administrator, Administrative Systems, Computer Services Center. Administrative Systems will obtain appropriate approvals and contact you with your username and password after your account has been created.

Section I - Employee Information

Name: _____

Title: _____ Department: _____

OAK ID: _____ Phone: _____

Section II – Purpose: Please check each data grouping you would like access to, **describe in detail why you need it (no exceptions)**, and circle the appropriate answer to the outside the department question.

- Admissions Data** – used outside the department? NO YES _____

- Class Data** – used outside the department? YES NO

- College of Medicine Data** – used outside the department? YES NO

- Demographic Data** – used outside the department? YES NO

- Housing Data** – used outside the department? YES NO

- International Student Data** – used outside the department? YES NO

- Lifelong Learning Data** – used outside the department? YES NO

- Precollege Data** – used outside the department? YES NO

- Previous Education Data** – used outside the department? YES NO

- Registrar Data** – used outside the department? YES NO

- Student Financial Aid Data** – used outside the department? YES NO

- Test Score Data** – used outside the department? YES NO

- Student Accounts Data** – used outside the department? YES NO

I understand that my acceptance of access to student records signifies that I accept the responsibility for complying with the institutional student records policy. I understand that access is granted due to my responsibilities in the position indicated above. I will inform Administrative Systems if there is a change in responsibilities or if I leave this position. By my signature below, I affirm that I understand and agree to adhere to the release of student record restrictions as described in the FERPA Compliance Statement and the Release of Student Records Policy (from Ohio University Policy and Procedure 28.005).

Signature: _____ Date: _____

Section III - Approvals

Supervisor Name: _____ Title: _____

Supervisor Signature: _____ Date: _____

Role	Approved	Not Approved	Office	Date
Admissions Data	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Class Data	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
College of Medicine Data	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Demographic Data	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Housing Data	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
International Data	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Lifelong Learning Data	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Precollege Data	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Previous Education Data	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Registrar Data	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Student Financial Aid Data	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Test Score Data	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Student Accounts Data	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Office	Name	Signature
Admissions	Jean Lewis	_____
College of Medicine	Patricia Burnett	_____
Housing	Louise Bell	_____
International Student Services	Krista McCallum Beatty	_____
Lifelong & Distance Learning	Marsha Ham	_____
Precollege	Jenny Klein	_____
Registrar	Bob DeLong	_____
Student Financial Aid	Katherine Fournier	_____
Bursar's Office	Carole Gilkey	_____