

## Enrolled Students by Term dashboard

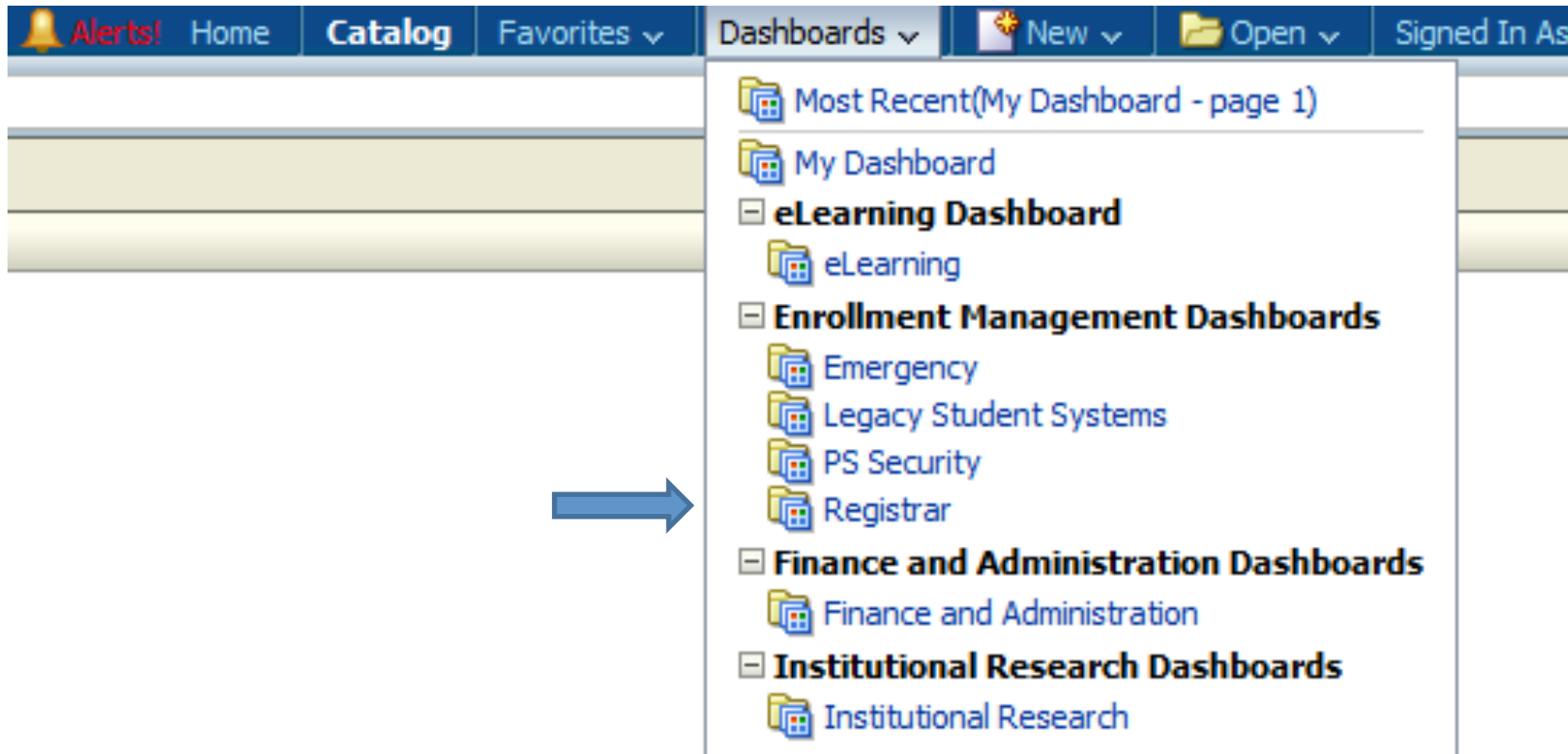
Oracle Business Intelligence, OBI, is the system for providing access to reports and data at the institution. Access OBI through



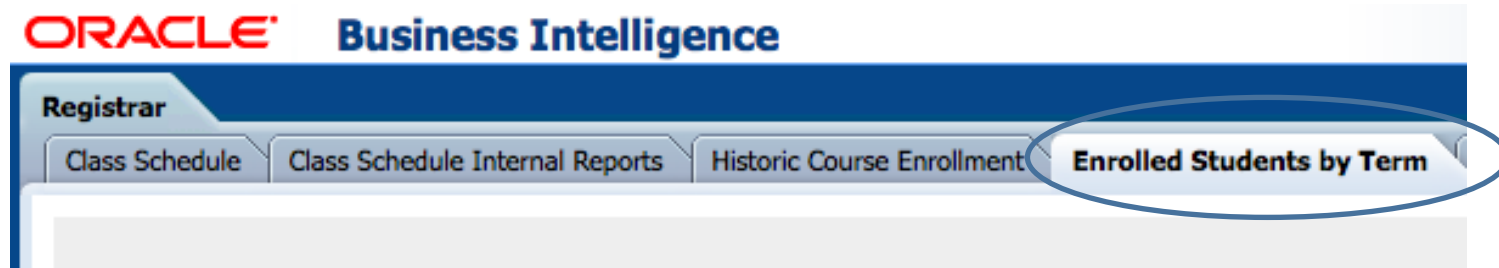
the Registrar's web page at <http://www.ohio.edu/registrar>. Click on the OBI box and you will be taken to the login screen below. Please use your OHIO ID and password to login as you would for other University online systems (such as your OHIO email account).

The screenshot shows the Oracle Business Intelligence login interface. At the top left, the text "ORACLE Business Intelligence" is displayed. Below this is a large, light blue gradient area. In the center-right, there is a white "Sign In" box. The box contains the following elements: the heading "Sign In", the instruction "Enter your user id and password.", a "User ID" label above a text input field, a "Password" label above another text input field, a "Sign In" button, an "Accessibility Mode" checkbox, and a language dropdown menu currently set to "English". A blue arrow points from a blue box labeled "Enter OHIO ID" to the User ID input field.

Once logged in, hover your cursor over the word “Dashboards” in the upper right-hand corner of your window. A drop-down menu will appear and, depending on your access, you will see one or more dashboard pages available. For the purposes of this document, please click on the word “Registrar,” as indicated below.



Depending on your access, you may see several different tabs or dashboards available. Please click on the “Enrolled Students by Term” tab. The tab will turn a light blue and your screen will look similar to the one below:

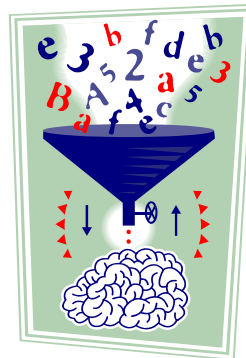


The Enrolled Students by Term dashboard permits users to produce a list of students enrolled for a particular term. You may select Summer Quarter 2010-11 or any term thereafter. The listing of students returned will be based on filters, or values selected, prior to clicking the “Apply” button. All of the fields you see on your screen can be used as filters for your report. Based on your role at the institution, the campus, college, and/or department/school filters may be preset for you behind the scenes. To get started with your query, choose the term of enrollment you seek by setting the Term filter (located in the upper left corner of the available fields). If you do not wish to filter on any of the other fields available, click on the “Apply” button in the lower right corner of the available fields. If you select only a term, all students enrolled in a major for the term selected will be returned based on your access rights. For example, the assistant dean in Fine Arts will get a list of all students enrolled for that term in a Fine Arts major code. The School of Art Director will get all students enrolled in a major code in the School of Art.

NOTE: one row per student per major code will be returned. Thus, you might see the same student on your list more than once if they are pursuing more than one major in your department/school or college.

## Important Caveats


- These lists of students are for operational reporting use.
- The students that appear on the list when you click the “Apply” button are students who have that academic program code on their record at that point in time.
- If you need aggregate data or official data to report out, then you will need to obtain that data from Institutional Research. Institutional Research provides a significant amount of data on their website <http://www.ohio.edu/instres/index.html> . If the website does not meet your needs, contact the office directly at 740.593.1059.
- If you need data for Responsibility Centered Management (RCM), then your college Chief Financial and Administrative Officer (CFAO) or the Office of Institutional Research is your data source.
- The data obtained from this dashboard are for internal use only. Most of the data are confidential and protected under the Family Educational Rights and Privacy Act (FERPA).
- If you have questions about how to use this dashboard or if you need unit record data that are not on this dashboard then the Office of the University Registrar is your data source. Please contact Lita (Burt) Ohlinger at 740.593.4128 or [burt@ohio.edu](mailto:burt@ohio.edu).



<b>Term</b>	<b>Campus</b>	<b>College</b>	<b>Dept/School</b>	<b>Dept/School Code</b>	<b>Mjr/Min/Cert Type</b>	<b>Mjr/Min/Cert</b>	<b>Mjr/Min/Cert Code</b>	
--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--	MAJ	--Select Value--	--Select Value--	
<b>Term Hours Enrolled</b>	<b>Term GPA</b>	<b>Dean's List</b>	<b>Non-Term Based Enrollment</b>	<b>Withdrawal Status</b>				
Between	Between	--Select Value--	--Select Value--	--Select Value--				
<b>Current Prob Status</b>	<b>Accum GPA</b>	<b>Accum Hours Earned</b>	<b>Matriculation Term</b>	<b>Admit Type</b>	<b>Standing</b>			
--Select Value--	Between	Between	--Select Value--	--Select Value--	--Select Value--			
<b>EmplID</b>	<b>PID</b>	<b>Name</b>						
		begins with						
							Apply	Reset

**Note on using multiple filters:** you have the ability to filter your “Enrolled Students by Term” report results by any number of filters available to you on the screen. These filters are cumulative and further refine the search results as you add more filters. Depending on the filters chosen, you may get a “No Results” message. Click on the “Reset” button (in the lower right corner of the available fields) to start over. Consider choosing fewer filters for your next attempt. The Term filter is required.

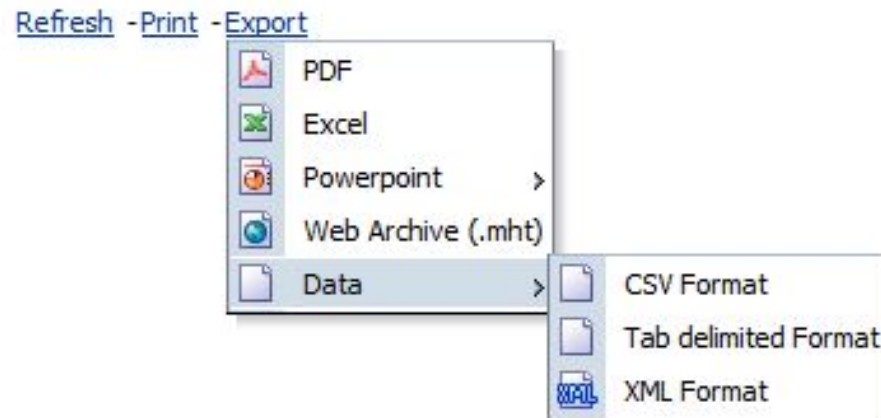
## Results

Once you have search results on your screen, you will see up to the first 25 search results. If you need to get a total number of students on your list, click the  Rows 1 - 25 icon in the bottom middle of the first 25 rows. You will need to scroll to the right to see this icon. Please note that this total is the number of records returned based on the filters you selected. Here are some caveats regarding this total:

1. It is the number of records that matched the filters selected based on the date and time you clicked “Apply.”
2. The level of granularity is one record per student per major/minor/certificate code. By default, the report will return one record per student per major program code, i.e. a dual major student will be listed twice. If you want to see students pursuing minors and/or certificates, then you will need to change the “Mjr/Min/Cert Type” filter.
3. Depending on timing, the records returned may vary from minute to minute.
4. Institutional Research numbers are based on a specific point in the term and may not match these results.

5. Honors Tutorial College students are not included on reports for non-HTC academic units.

Beneath the table of results on the left-hand side, there is a hyperlink that permits you to export the results. See the screen shot below for download options. When downloading the results to a CSV Format or a Tab delimited Format, you should save those results to a secure location (OHIO network drive, for example). From there, using Excel, you can open either type of file. To preserve the data elements that have leading zeroes (like EMPLIDs or some ZIP codes), you must designate these columns as “text” while Excel takes you through the steps to open the results. Although you may export the results to PDF, Excel, Powerpoint, Web Archive, or XML Format, it is not recommended.



Below you will see the column names from the search results, the description of the column names from the search results, and more information about the filters available to you.

<b>Column Name (Results)</b>	<b>Column Description (Results)</b>	<b>Filter Function/Description</b>
Term	Description of Term Code i.e. Fall Semester 2013-14	Limits results to term selected
Term Code	PeopleSoft term code Ex. 2141 for Fall Semester 2013-14	n/a
Campus	Student's campus code for given term, based on enrollment for that term. The student's campus may change from term to term. The campus is set based on the campus in which the student has the greatest number of hours. If there is a tie, it goes to the campus that charges the highest tuition.	Limits results to campus selected
Career (Level)	Academic career is a grouping of academic work undertaken by the student.  Ex. Graduate, Medical, or Undergraduate	n/a
Confidentiality	Displays Y if student has requested that all of their education records not be disclosed, including directory information.	n/a
Veteran Benefits	Displays Y if a student is receiving Veteran Administration educational benefits.	n/a
Full Name	Student's full name in this format: Last,First Middle	Limit results based on name i.e. entering <u>Jones</u> will return all records whose last name begins with Jones; entering <u>Smith,J</u> will return all records whose last name begins with Smith and first name initial is J.
Last Name	Student's last name	n/a
First Name	Student's first name	n/a
Middle Name	Student's middle name	n/a
Name Suffix	Student's name suffix	n/a
Email	Ohio University email address	n/a
PID	Ohio University PID number	Limit results to a specific PID
EMPLID (PS)	10 digit PeopleSoft ID Number	Limit results to a specific EMPLID

<b>Column Name (Results)</b>	<b>Column Description (Results)</b>	<b>Filter Function/Description</b>
Standing	Academic level  Ex. Freshman, Sophomore, Junior, Senior, Graduate, Professional Year 1, Professional Year 2, Professional Year 3 or Professional Year 4	Limit results to one or more level of students, by clicking down arrow and checking the box(es).
College	Full name of student's college	By default, college users can see only their college(s), so you do not need to use this filter. Others with broader access can limit results to a particular college.
Student's College Code	Code that represents the student's college and level	n/a
PS College Code	PeopleSoft's code of student's college and level (i.e. A&SG for students in graduate program of A&S) For students in nondegree programs that are associated with a college, e.g. ND1508 OPIE is in UNCN and will display UNCN in this column, but A&S in the "Student's College Code" and these students appear with Arts and Sciences students.	n/a
Mjr/Min/Cert Type	The type of the student's program of study. i.e. MAJ (Major), MIN (Minor), CRT (Certificate)	By default, results include only majors. Using down arrow to right of field, you may limit results by one or more types by selecting the check box(es).
Mjr/Min/Cert	The name (description) of the student's area of study	Using down arrow to right of field, you may limit results by one or more programs of study descriptions by selecting the check box(es).
Mjr/Min/Cert Code	The major, minor, or certificate code for the student's program of study	Using down arrow to right of field, you may limit results by one or more mjr/min/cert codes by selecting the check box(es).
Major Completion Term	If the student graduated or completed the minor/certificate for the term selected, this field will have the term of completion indicated.	n/a
Major Catalog of Entry	Catalog year for student's major code	n/a
University Catalog of Entry	University catalog year for student (used to determine University degree requirements)	n/a
Multi-Major(s)	Total number of active majors a student is pursuing if more than one. If student is enrolled in a single major, this field is intentionally blank.	n/a
Associate Degree Granting Program(s)	Total number of associate degree granting programs the student is pursuing (only programs from which a student may graduate, e.g. ND codes are not included in the count)	n/a



<b>Column Name (Results)</b>	<b>Column Description (Results)</b>	<b>Filter Function/Description</b>
Baccalaureate Degree Granting Program(s)	Total number of baccalaureate degree granting programs the student is pursuing (only programs from which a student may graduate, e.g. ND codes are not included in the count)	n/a
Masters/Doctoral Degree Granting Program(s)	Total number of Master/Doctoral degree granting programs the student is pursuing (only programs from which a student may graduate, e.g. ND codes are not included in the count)	n/a
Matriculation Term	Term when student was matriculated to the University. Note that this may be blank for some students as it is the admit term on the student's record in PeopleSoft. If a student adds a second degree or changes majors then, depending upon how the record was updated, this term may not be populated. It will be blank for students who were admitted prior to Summer 2010-11.	Limit results by the matriculation term. Note this will be most accurate before or within the term being run. For example, if you want the students who matriculated for Fall Semester 2013-14 then the matriculation term will likely be populated for all students starting that term before and through the term. If the student changes majors or adds a second degree this field may not include all students.
Admit Type	Type of student upon admission to the University in this program of study. FR = First Year Student, TR = Transfer Student, GR = Graduate Student, MED = Osteopathic Medicine Student	n/a
Dept/School	Name (description) of department/school associated with the plan (mjr/min/crt) code	Using down arrow to right of field, you may limit results to one or more departments/schools based on the name(s)
Dept/School Code	Code of the academic department/school associated with the major/minor/certificate code	Using down arrow to right of field, you may limit results to one or more departments/schools based on the codes
Degree	Degree name associated with major code	n/a
Advisor Name	Advisor's name	n/a
Advisor Email	Advisor's Ohio University email address	n/a
Advisor(s)	All of the students' advisors, if applicable	n/a
Accum GPA	Accumulative GPA as of the end of the enrolled term selected in the filter	Limit results to an accumulative GPA range
Accum Hours Attempted	Accumulative hours attempted (hours taken that affect GPA), as of the end of the given term	n/a

<b>Column Name (Results)</b>	<b>Column Description (Results)</b>	<b>Filter Function/Description</b>
Accum Hours Earned	Accumulative hours earned, as of the end of the enrolled term selected in the filter	Limit results to an accumulative hours earned range
Accum Grade Points	Accumulative grade points, as of the end of the enrolled term selected in the filter	n/a
Term Hours Enrolled (excludes Audit)	Hours enrolled for the enrolled term selected in the filter	Limit results to a term hours enrolled range
Non-Term Based Enrollment	Displays Y if student is enrolled in correspondence or other non-term based enrollment	Limit results to presence (or absence) of non-term based enrollment
Term GPA	Term GPA	Limit results to a term GPA range
Term Hours Attempted	Term hours attempted (hours attempted that affect GPA)	n/a
Term Hours Earned	Term hours earned	n/a
Term Grade Points	Term grade points	n/a
Dean's List Flag	Displays Y if student was on the Dean's List in the enrolled term selected in the filter	Limit results to students who made (did not make) Dean's List
Withdrawal Status	Displays message if student withdrew in the enrolled term selected in the filter. "Before census" means the student withdrew from all classes between the term start date and the last day to drop (inclusive). "After census" means the student withdrew from all classes after the last day to drop.	Limit results to students with particular withdrawal status
Probation Status Date	Date probation status was determined	n/a
Probation Status	Probation status for the enrolled term selected in the filter	Limit results to one or more probation statuses
Mailing Address 1	Mailing Address line 1	Note about student Mailing addresses: if the student lives in a residence hall, this will be the street address of that hall. If not, it will be the student-reported mailing address.
Mailing Address 2	Mailing Address line 2	n/a
Mailing Address City	Mailing Address City	n/a
Mailing Address State	Mailing Address State	n/a
Mailing Address Zip	Mailing Address Zip	n/a
Mailing Address Country	Mailing Address Country	n/a
Home Address 1	Home Address line 1	n/a
Home Address 2	Home Address line 2	n/a
Home Address City	Home Address City	n/a

<b>Column Name (Results)</b>	<b>Column Description (Results)</b>	<b>Filter Function/Description</b>
Home Address State	Home Address State	n/a
Home Address Zip	Home Address Zip	n/a
Home Address Country	Home Address Country	n/a
Preferred Phone	Preferred Phone number	n/a