

Applications for Graduation Dashboard

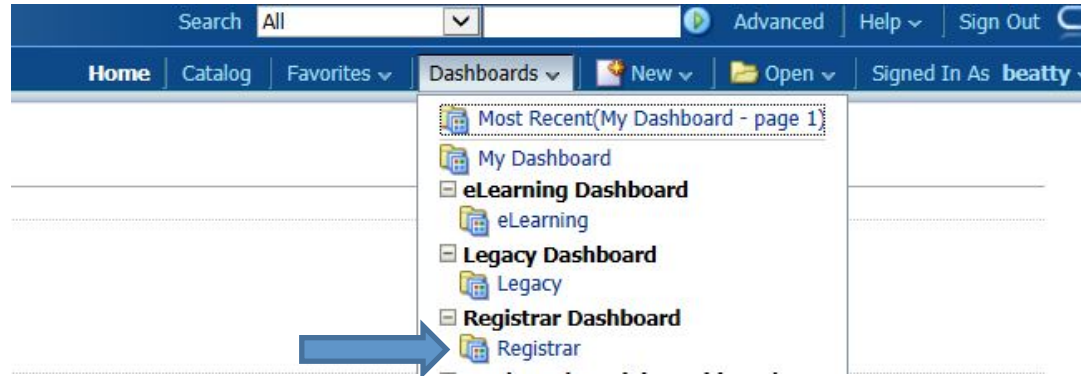
Oracle Business Intelligence, OBI, is the system for providing access to reports and data at the institution. Access OBI through



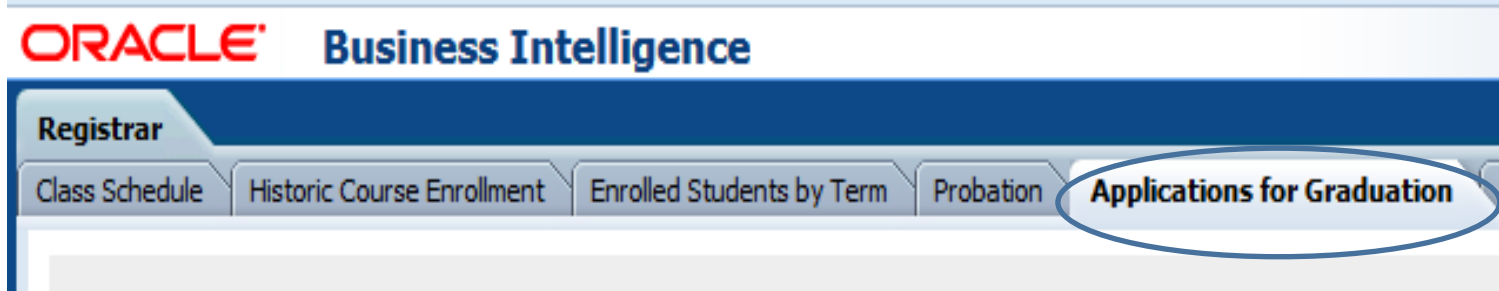
the Registrar's web page at <http://www.ohio.edu/registrar>. Click on the OBI box and you will be taken to the login screen below. Please use your OHIO ID and password to login as you would for other University online systems (such as your OHIO email account).

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, a checkbox for "Accessibility Mode", 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.



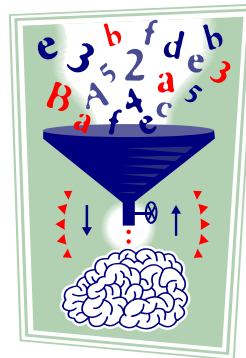
Depending on your access, you may see several different tabs or dashboards available. Please click on the “Applications for Graduation” tab. The tab will turn a light blue and your screen will look similar to the one below:



The Applications for Graduation dashboard permits users to produce a list of students that have applied for graduation for a particular term. The listing of students who applied for graduation for the current term will be available approximately 1 week after the graduation application deadline. The Registrar’s Office will notify the colleges when the current term listing of graduation applicants is available for selection. 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, and/or college filters may be preset for you behind the scenes. To get started with your query, choose the appropriate application term listed in the Application 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.

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 applied for graduation for the college (center or office) 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.



* Application Term	Campus	Career	College	Dept/School
--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--
Intended Completion Term	Degree Code	Mjr/Min/Cert Type	Mjr/Min/Cert	Mjr/Min/Cert Code
--Select Value--	--Select Value--	--Select Value--	--Select Value--	--Select Value--
Accum GPA	Accum Hours Earned	EMPLID	PID	Full Name
Between <input type="text"/> - <input type="text"/>	Between <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	begins with <input type="text"/>
				<input type="button" value="Apply"/> <input type="button" value="Reset"/>

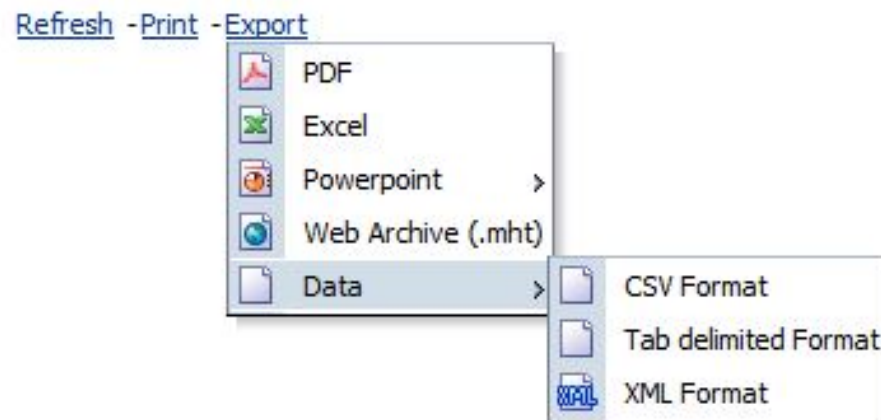
Note on using multiple filters: you have the ability to filter your “Applications for Graduation” report results by any number of filters available to you on this screen. These filters are cumulative and further refine the search results as you add more filters. Depending on the filters chosen, you may 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 Application 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, which is the default setting for the Mjr/Min/Cert Type filter. For example if you wish to see only minors, select MIN as the Mjr/Min/Cert Type.
3. Depending on timing, the records returned may vary from minute to minute.

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.

Column Name (Results)	Column Description (Results)	Filter Name/Function
Application Term	Description of application term code. i.e. 2151 - Fall Semester 2014-15	*Application Term Limits results to application term selected. The asterisk indicates that an application term is required.
Application Term Code	Application term code. Ex. 2151 for Fall Semester 2014-15	n/a
Intended Completion Term	Description of the term in which the student intends to graduate. For Spring Semester applications only, the Intended Completion Term may differ from the Application Term as students have the option to indicate when they will complete their requirements. i.e. 2157 - Summer Semester 2014-15	Intended Completion Term Using down arrow to right of field, you may limit results to one or more intended completion terms.
Intended Completion Term Code	Code of the term in which the student intends to graduate. i.e. 2157 for Summer Semester 2014-15	n/a
Career (Level)	Academic career is a grouping of academic work undertaken by the student. Ex. GRAD (Graduate), MED (Medical), or UGRD (Undergraduate)	Career Using down arrow to right of field, you may limit results to one or more careers.
Confidentiality	Displays Y if the student has requested that all of their education records not be disclosed, including directory information.	n/a
Full Name	Student's full name in this format: Last,First Middle.	Full Name Limit results based on name i.e. entering <u>Jones</u> will return all records whose last name begins with Jones; entering Smith,J 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	PID Limit results to a specific PID.

Column Name (Results)	Column Description (Results)	Filter Name/Function
EMPLID (PS)	10 digit PeopleSoft ID Number	EMPLID Limit results to a specific EMPLID.
College	Full name of student's college.	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.
College Code	Code that represents the student's college and level.	n/a
Degree	Degree name associated with major code. Ex. Bachelor of Arts	n/a
Degree Code	Degree Code associated with major code. Ex. BA	Degree Code Using the down arrow to the right of field, you may limit results to one or more degree codes by selecting the check box(es).
Mjr/Min/Cert Type	The type of the student's program of study. i.e. MAJ (Major), MIN (Minor), CRT (Certificate)	Mjr/Min/Cert Type Using the down arrow to the right of the field, you may limit results to one or more types by selecting the check box(es).
Mjr/Min/Cert	The name (description) of the student's program of study.	Mjr/Min/Cert Using the down arrow to the right of the field, you may limit results to 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.	Mjr/Min/Cert Code Using the down arrow to right of the field, you may limit results to one or more mjr/min/cert codes by selecting the check box(es).
Dept/School	Name (description) of department/school associated with the Mjr/Min/Cert code.	Dept/School Using the down arrow to the right of field, you may limit results to one or more departments/schools based on the name(s).
Departmental Honors	Honors awarded by a given department that recognizes students who demonstrate outstanding performance and accomplishments, and that have completed an undergraduate thesis.	n/a
Advisor(s)	All of the student's advisors, if applicable.	n/a

Column Name (Results)	Column Description (Results)	Filter Name/Function
Major Catalog of Entry	Catalog term description for student's major code. i.e. Fall Semester 2012-13	n/a
Major Catalog of Entry Code	Catalog term code for student's major code. i.e. 2131 for Fall Semester 2012-13	n/a
University Catalog of Entry	University catalog term description for student (used to determine University degree requirements). i.e. Fall Semester 2012-13	n/a
University Catalog of Entry Code	University catalog term code for student (used to determine University degree requirements). i.e. 2131 for Fall Semester 2012-13	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.	Campus Limits results to campus selected.
Accum Hours Attempted	Accumulative hours attempted (hours taken that affect GPA), as of the end of the student's last enrollment term.	n/a
Accum Hours Earned	Accumulative hours earned, as of the end of the student's last enrollment term.	Accum Hours Earned Limit results to an accumulative hours earned range.
Accum GPA	Accumulative GPA, as of the end of the student's last enrollment term.	Accum GPA Limit results to an accumulative GPA range.
Pending Transfer Courses	Student self-reported courses that are in-progress and may be needed for completion of degree requirements.	
Commencement	Athens campus ceremony - A value of 'Yes' indicates that the student will be participating in the Athens commencement ceremony. A value of 'No' may indicate the student is not participating in any ceremony, or the student is attending a regional campus ceremony (if student is attending a regional campus ceremony, the Regional Campus Ceremony column will display the applicable campus code).	n/a
Regional Campus Ceremony	Regional campus code where the student will be participating in a recognition ceremony.	n/a
Preferred Phone	Preferred phone number	n/a
Public Cell	Public cell phone number	n/a
Private Cell	Private cell phone number (for business use only)	n/a

Column Name (Results)	Column Description (Results)	Filter Name/Function
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
Home Address State	Home Address State	n/a
Home Address Zip	Home Address Zip	n/a
Home Address Country	Home Address Country	n/a
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 self-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
Diploma Address 1	Diploma Address line 1	n/a
Diploma Address 2	Diploma Address line 2	n/a
Diploma Address City	Diploma Address City	n/a
Diploma Address State	Diploma Address State	n/a
Diploma Address Zip	Diploma Address Zip	n/a
Diploma Address Country	Diploma Address Country	n/a