

Report Purpose

The purpose of the Admitted Students by Enrollment Status report is to provide information about students admitted for a specific term by their enrollment status for that term. This data is refreshed each evening and reflects the status at the close of business the previous day.

Getting Started

See the document [Cognos Sign-On Instructions](#) for directions on how to sign on to Cognos and locate reports.

Report Location

Public Folders→UMSL\_MyView\_Reports→  
UMSL\_RP\_SA\_Admitted\_Students\_by\_Enrollment\_Status

Customer-Specified Selection Criteria

There are three selection criteria – two are required and one is optional. The optional selection criterion allows reporting on selected admission types.

- Required

**Term** – enter the term of interest, e.g., FS2008, WS2009.

**Enrollment Status** – select either Yes (to list enrolled students) or No from the dropdown box.

- Optional – use Ctrl+Click to select multiple values for an individual criterion.

**Admit Type(s)** – choose the admit types of interest.

Please note that all criteria are additive and must be consistent.

An image of the selection criteria screen follows.

University of Missouri - St. Louis

**Student Reports from MyView** delivered via Cognos®**List Admitted Students by Enrollment Status and Admit Type**

**Term**  **Enrollment Status**

Optional Selection Criterion - Use CTRL+Click to select multiple values

**Admit Type(s)**

Admt Diff
FTC
FTC DualHS
Grad
Grad - Int
Intl FTF
Intrnl GR
Intrnl GRI
Intrnl TR
Prof
Prof - Int

[Select all](#) [Deselect all](#)

Then click the **Finish** button.

Enter the term in external format, e.g., FS2008, choose the desired enrollment status by clicking on the dropdown box.

Select the desired admit types, if any, by clicking on the appropriate value(s). Use Ctrl+Click to choose multiple items within specific criteria.

Then click the Finish button to run the report.

While the report is running, you will see a rotating hourglass.



Your report is running.

Instead of waiting, you can select a delivery method to run the report in the background.  
[Select a delivery method.](#)

The results will display on your monitor, or, if you chose to have Excel 2002 output, a file download dialog box will open. If you choose Excel 2002 output, make sure the report server is in your Local Intranet sites. See the [Cognos Sign-On Instructions](#) for directions on how to add the site and select Excel 2002 output.

Report Section Criteria

This report selects records meeting the following criteria:

1. Students admitted for the customer-specified term, action codes of ADMT, COND or MATR.
2. Enrollment status corresponding to the selection made.
3. If specified, the selected admit type(s).
4. Current academic plan and sub-plan.
5. Current primary name.
6. Current permanent address.
7. Most recently attended educational institution.

Notes

- The report heading includes the user-specified term.
- Output is sorted by student name.