

### Changes

February 3, 2009

- An internal selection criteria to choose and report only the most-recently attended institution was removed since students with no previous institution information were not being selected.
- All previously-attended institutions are now listed with the most recently-attended list first.

### Report Purpose

The purpose of the Admitted Students report is to extract a list of students admitted for a specific term falling within a customer-defined date range. 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\_Campus\_Admitted\_Students

### Customer-Specified Selection Criteria

There are three required and four optional customer-specified selection criteria.

- Required

**Term** – select the term of interest from dropdown box.

**Starting Date** – choose the starting date on which students were admitted. *Defaults to the current date.*

**Ending Date** – choose the ending date on which students were admitted. *Defaults to the current date.*

- Optional – use Ctrl+Click to select multiple values for a criteria.

**Career** – choose the academic career of interest, e.g., UGRD to find only undergraduate students.

**Program** – select the academic program(s) of interest, e.g., Ugrad College Arts & Sciences to locate undergraduates admitted to the College of Arts & Sciences.

**Plan** – select the academic plan(s) of interest, e.g., Biology BA and Biology BS to find students choosing these majors and degree.

**Admit Type** – choose the admit type(s), e.g., FTC for new freshmen.

Please note that all criteria are additive and must be consistent. If you select an undergraduate career with a graduate plan, no data will be returned.

An image of the selection criteria screen is shown on the next page.



### List Admitted Students for a Term by Admit Date

**Choose Term - Required**  
 \* ADMIT\_TERM\_SDESC \*

**Choose Starting Date**

2008						
Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Choose Ending Date**

2008						
Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Optional Selection Criteria - Use CTRL+Click to select multiple values.**

Career	Program	Plan	Admit Type
GRAD PROF UGRD	Graduate Graduate Accounting Graduate Applied Math Graduate Biology Graduate Business Admin Graduate Chemistry Graduate Communication Graduate Computer Science Graduate Counseling	Accounting BSAcc Accounting MAcc Accounting Minor Adult & Higher Education MED Anthropology BA Applied Mathematics PhD Art Hst FAC BA Biochem Biotechn BS Biochemistry and Biotechnol MS	Admt Diff FTC FTC DualHS Grad Grad - Int Intl FTF Intl PRI Intrnl GR Intrnl GRI
<a href="#">Select all</a> <a href="#">Deselect all</a>	<a href="#">Select all</a> <a href="#">Deselect all</a>	<a href="#">Select all</a> <a href="#">Deselect all</a>	<a href="#">Select all</a> <a href="#">Deselect all</a>

Then click the **Finish** button.

Choose the required fields by clicking on the dropdown box to select the term for which you wish to view admitted students. Click the links for the appropriate month and day for the search start and end dates. If you need to change the year, use the arrow buttons to choose the correct year.

Select any optional criteria 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.](#)

Cancel

- 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 this site and select Excel 2002 output.

### Report Section Criteria

This report selects records meeting the following criteria:

1. Admitted for the customer-specified term.
2. Admitted between the customer-specified dates.
3. If specified, the selected academic career(s).
4. If specified, the selected academic program(s).
5. If specified, the selected academic plan(s).
6. If specified, the selected admit type(s).
7. Program action code is ADMT (admitted), COND (conditional admit), or MATR (matriculated).
8. Address type is PERM (permanent).
9. Name type is PRI (primary).
10. Current row from the Names table.
11. Current row from the Address table.
12. Preferred phone is Y (Yes).
13. Preferred email address is Y (Yes).

### Notes

- The report heading includes the customer-specified term and start/end dates.
- Output is grouped and sorted by academic career, academic program, academic plan, academic sub-plan, and student name.
- A count of the number of unique students appears at the bottom of the report.
- If a student has multiple previous institutions, multiple rows will appear. The count reflects the number of unique students.
- If a student has applied and been admitted to multiple programs, they will appear in each program.