

Changes

March 2, 2009:

- Added column "Units Taken for Progress" to display the hours being taken the current semester.

Report Purpose

The purpose of the Majors/Minors report is to allow units to run listed of enrolled majors and minors for a specific 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_Majors

Customer-Specified Selection Criteria

There are four available selection criteria, of which one is required and three are optional. The optional selection criteria allow more focused reports.

- Required

Term – enter the term of interest in external format, e.g., SS2008.

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

Academic Organization – choose the academic organization(s) of interest, e.g., Physics and Astronomy Dept. Department to choose only Physics majors/minors. If no academic organizations are selected, all organizations meeting the other selection criteria will be displayed.

Academic Plan – select the academic plan(s) of interest, e.g., Physics BA and Physics BS to choose only undergraduate Physics students. If no academic plan is selected, all plans meeting the other selection criteria will be displayed.

Academic Sub-Plan – select the academic plan(s) of interest, e.g., Astrophysics to select only students with this particular sub-plan. If no academic sub-plan is selected, all sub-plans meeting the other selection criteria will be displayed.

Please note that all criteria are additive and must be consistent. If you select an academic organization of Communication Department with an academic plan of Accounting BSAcc, no data will be returned. If all optional selection criteria are not selected, all enrolled students for the specified term will be displayed.

If you are unsure of the valid combinations, start by choosing only a semester and an academic organization. You can then refine your selection criteria based on the results.

An image of the selection criteria screen follows.



List Majors/Minors Enrolled for a Term

Enter Term
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Optional Selection Criteria - Use CTRL+Click to select multiple values

<p>Academic Organization</p> <ul style="list-style-type: none"> Advanced Credit - High School Anthropology Department Art and Art History Department Biology Department Business Administration Dept Chemistry & Biochemistry Dept Communication Department Counseling Department Criminlgy/Criminl Justice Dept Economics Department Educ Ldrshp/ Policy Study Dept <p style="text-align: center;">Select all Deselect all</p>	<p>Academic Plan</p> <ul style="list-style-type: none"> Accounting BSAcc Accounting BSBA Accounting MAcc Accounting Minor Administration of Justice BSAJ Administration of Justice MA Administration of Justice Min Adult & Higher Education MEd American Politics Minor American Studies Minor <p style="text-align: center;">Select all Deselect all</p>	<p>Academic Sub-Plan</p> <ul style="list-style-type: none"> (At Residence Centers) (At the Residence Center) (Completion-Resi Ctrs) (UMKC-UMSL Program) Accounting Adult & Higher Education Adult Education Adv Sociol Perspective American Literature American Policing System American Politics <p style="text-align: center;">Select all Deselect all</p>
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Then click the Finish button.

Enter the required term for which you wish to view enrolled majors/minors in external format, e.g., SS2008, FS2008, or WS2009.

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 the site and select Excel 2002 output.

Report Section Criteria

This report selects records meeting the following criteria:

1. Students enrolled in the specified term.
2. If specified, the selected academic organization(s).
3. If specified, the selected academic plan(s).
4. If specified, the selected academic sub-plans(s).
5. Name is the primary name (type PRI).
6. If available, the mailing address is displayed (type MAIL). Otherwise the permanent address (type PERM) is used.

Notes

- The report heading includes the user-specified term.
- Output is sorted by academic organization, academic plan, academic sub-plan, and student name.
- A count of the number of distinct students appears at the bottom of the report.