

Report Purpose

The purpose of the New Student Labels report is to extract a list of admitted students meeting specific customer-supplied selection criteria so labels can be printed for new student file folders. 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_New_Student_Labels

Customer-Specified Selection Criteria

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

- Required

Term – select the term of interest from dropdown box.

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

Academic Group - choose the academic group(s) of interest.

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

Min Hours - enter the minimum number of hours in which a student must be enrolled. Any number greater than zero will choose only students currently enrolled for the specified term. Entering zero (0) will select admitted students who have not yet enrolled as well as enrolled students.

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

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

Starting Date – choose the starting date on which students were admitted. *Defaults to the current date.* If you do not wish to specify a start date, you must uncheck the box next to the calendar.

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

current date. If you do not wish to specify an end date, you must uncheck the box next to the calendar.

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 below.



New Student Labels

Required selection criteria - use CTRL+Click to select multiple values.

Term	Career	Academic Group	Admit Type	Min Hours
* FS2001 FS2005 FS2006 FS2007 FS2008 FS2009 FS2010 FS2011 FX2007	* GRAD PROF UGRD	* SACAF SA_S SBUSN SEDUC SENG SENG SEVEC SFA_C	* Admt Diff FTC FTC DualHS Grad Grad - Int Intl FTF Intl PRI Intrnl GR Intrnl GRI	* 1
Select all Deselect all	Select all Deselect all	Select all Deselect all	Select all Deselect all	

Optional selection criteria - use CTRL+Click to select multiple values.

Academic Plan	Admit Start Date	Admit End Date
Accounting BSAcc Accounting MAcc Adult & Higher Education MEd Anthropology BA Applied Mathematics PhD Art Hst FAC BA Biochem Biotechn BS Biochemistry and Biotechnol MS Biology BA	<input checked="" type="checkbox"/> 2009 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 31	<input checked="" type="checkbox"/> 2009 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 31
Select all Deselect all		

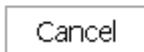
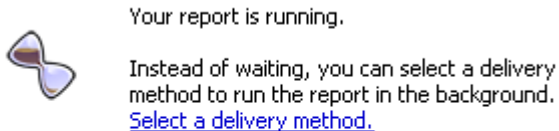
Then click the Finish button.

Choose the required fields by clicking on the term(s), career(s), academic group(s), and admit type(s) for which you wish to view admitted students. Enter the minimum number of hours for selection.

Select any optional criteria by clicking on the appropriate value(s). Use Ctrl+Click to choose multiple items within a specific criterion. 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. If you are not selecting on a date range, you must uncheck the boxes next to each calendar entry.

Then click the Finish button to run the report.

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



- 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(s).
2. Admitted for the specified career(s).
3. Admitted in the specified academic group(s).
4. The selected admit type(s).
5. Enrolled for the specified minimum number of hours.
6. If specified, the selected academic plan(s).
7. If specified, admitted between the chosen dates.

Notes

- The report heading includes the customer-specified term.
- If minimum hours is greater than zero, the phrase "and Enrolled" is added to the title.
- Output is grouped and sorted by academic group, academic plan, and student name.
- A count of the number of unique students appears at the bottom of the report.