

Report Purpose

The purpose of the Course Enrollment Monitoring report is to provide information about enrollments and wait lists for selected courses in 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_Course_Enrollment_Monitoring_Report

Customer-Specified Selection Criteria

There are seven possible selection criteria, of which one is required and six optional. The optional selection criteria allow more targeted reports.

- Required

Term – select the term of interest from dropdown box.

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

Campus – choose the campus of interest, e.g., MAIN to report only on-campus courses. Off-campus courses include Advanced Credit and Extension courses.

Academic Group – select the academic groups(s) of interest.

Academic Career – select the academic career(s) of interest, e.g., GRAD for graduate courses, PROF for Optometry course, or UGRD for undergraduate courses.

Subject – choose the subject(s) of interest, e.g., Anthro for Anthropology courses.

Component – choose the course component(s), formerly called section types, of interest, e.g., INT for Internet courses. You can select all course types except IND to exclude independent study courses.

Session – choose the session(s) of interest. For example, 1 is the main session for fall and spring terms; S1-S6 are the various summer terms; OS1 and OS2 are off-schedule terms in fall and spring; and 8W1 and 8W2 are eight-week sessions in fall and spring.

Please note that all criteria are additive and must be consistent. If you select an academic group of College of Nursing with a subject of Air Sci, no data will be returned.

An image of the selection criteria screen follows.

The screenshot shows the 'Student Reports from MyView' interface. At the top, it says 'University of Missouri - St. Louis' and 'delivered via Cognos®'. The main heading is 'Course Enrollment Monitoring Report'. Below this is a 'Choose Term - Required' dropdown menu with 'STRM_SDESC' selected. Underneath is the section 'Optional Selection Criteria - Use CTRL+Click to select multiple values'. This section contains six columns of selection criteria: Campus, Academic Group, Academic Career, Subject, Component, and Session. Each column has a list of options and a 'Select all' / 'Deselect all' link below it.

Campus	Academic Group	Academic Career	Subject	Component	Session
MAIN OFF	College of Arts & Sciences College of Business Adminstrtn College of Education College of Fine Arts & Commun College of Nursing College of Optometry Graduate School UMSL/Wash Univ Engineering VC for Academic Affairs	GRAD PROF UGRD	Acctng Adult Ed Air Sci Anthro Ap Mus Arabic Art Educ Art Hs Astron Biol Bus Ad	FLD IND INT ITV LAB LEC LES RSD SEM STU VID	1 8W1 8W2 OS1 OS2 S1 S2 S3 S4 S5 S6

Below each column are links: [Select all](#) [Deselect all](#)

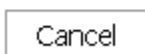
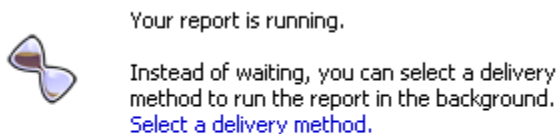
Then click the Finish button.

Choose the required field by clicking on the dropdown box to select the term for which you wish to view courses.

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.



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. Courses in the customer-specified term.
2. If specified, the selected campus(es).
3. If specified, the selected academic group(s).
4. If specified, the selected academic career(s).
5. If specified, the selected subject(s).
6. If specified, the selected component(s).
7. If specified, the selected session(s).

Notes

- The report heading includes the user-specified term.
- Output is sorted by term, session, academic group, descending academic career (to put undergraduate courses first), subject, catalog number and class section.
- A count of the number of distinct course numbers, total enrollment, and total number of wait-listed students appears at the bottom of the report.
- If a course is cross-listed, the total capacity, total enrollment, total wait list capacity, and total wait list count for all cross-listed elements are reported in the last four columns. Report totals for total cross-listed enrollments and wait list counts appear at the bottom of the report.