

Report Purpose

The purpose of the Students Enrolled in a Specific Class Number report is to extract a list of students enrolled for a specific term in a specific course number. This was designed as a replacement for CICS screen USSICR7. 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_Students_Specific_Class_Number

Customer-Specified Selection Criteria

There are two required customer-specified selection criteria.

- Required

Term – enter the term of interest from dropdown box in the format XX9999 where XX is a term code, e.g., FS, SS, WS and 9999 is the four-digit year.

Class Number – enter the single five-digit class number of interest. Only one class number may be retrieved during an invocation of the report.

If you enter an invalid term or a class number that does not exist in the specified term, no data will be returned.

An image of the selection criteria screen is shown below.



List Students Enrolled in a Specific Term and Class Number

* Term - Required * Class Number - Required

Then click the Finish button.

Enter the term and class number 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. Class in the customer-specified term.
2. Class number equal to the customer-specified class number.
3. Student course enrollment status of E (enrolled).
4. Address type is MAIL (mailing) or PERM (permanent).
5. Current row from the Address table.
6. Name type is PRI (primary).
7. Current row from the Names table.
8. Preferred phone is Y (Yes).

Notes

- The report heading includes the customer-specified class number and term.
- Output is grouped and sorted by course and student name.
- Both the mailing and permanent address will be displayed if available and they differ.
- Check the enrollment count against the number of students actually displayed. Any difference is due to a student not being displayed because:
 - both the mailing and permanent addresses are missing;
 - the preferred phone indicator is not set; or
 - the primary name is missing.