



NDUS Training and Documentation

Student Records Reports

<i>Location</i>	<i>Report Name</i>	<i>Description</i>	<i>More detailed information</i>	<i>Role Required</i>
Home - Manage Student Records - Establish Courses - Report				
	Course Catalog	PS Delivered - Produces a list of all of the active courses for an institution for a specific term		
	Schedule of Classes	PS Delivered - Produces a list of all courses scheduled for enrollment for a specific term.		
	NDU Headcounts by Credit	This report produces a graph showing the number of students enrolled for a specified number of credits in the different classification levels.	The data is sorted according to the following classifications: Grad Business, Continuing Education, Credit, Extended Education, Graduate, Graduate Total, Law, Medical, Technical, Undergrad Total, Freshman, Sophomore, Junior, Senior, Undergrad Total, D.V.M., and Grand Total. NDUS Institutions only use the Graduate, Graduate Total, Law, Medical, Freshman, Sophomore, Junior, Senior, Undergrad Total, and Grand Total Lines. The credit values range from 1 -21 and then greater than 21. A total column is included.	
	NDU Course Enroll Sect Status	This report produces a list of courses being offered that term and the enrollment levels for each class.	This report produces the following data for every class: Academic Org, Subject, Catalog Number, Catalog Description, Instructor Name, Class Number, Enrollment Capacity, Enrollment Total, Seats Available, Enrollment Status, Meeting Times, Meeting Days, Building, Room	



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	NDU Faculty Course Load	This report produce the statistics related to FTE production and course enrollment	The report is sorted by All Department faculty, Department Males, and Department Females. It is also sorted by Tenure Track and Non-Tenure and by Total Faculty. Under those sorting categories, the individual faculty member is also sorted by academic rank (professor, Associate professor, etc). The report shows the number of faculty at each rank, the number of students enrolled in classes with those faculty members and the total credits produced.	
	NDU List of Repeated Courses	This report produces a list of courses that are being repeated and who is repeating them.	Information provided includes: Name (Last, First, Middle initial), EMPLID, classification, term course was taken first time, Department Name, Course Number, course title, grade received, number of credits attached to the course. Each instance the student enrolled in this class should be included in the report.	
Home - Manage Student Records - Manage Academic Records - Report				
	Student Grade Report	PS Delivered		
	Student Study List	PS Delivered		
	Veterans Report	PS Delivered		



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	NDU 3rd Week Reports	Under this report, a campus may order the official third week reports, either for the official semester census date, or for mid registration enrollment projections. There are multiple reports under this run control. They may be run individually or in groups. It is not a good idea to order all of them at one time as they tend to conflict with each other. THESE REPORTS SHOULD BE RUN ONLY AT NIGHT AS THEY TIE UP TABLES AND PROCESSING RESOURCES		
	NDU IPEDS Degree Completions	This report produces the data necessary for the campus to complete their IPEDS Degree Completers Survey.	Degree completions are sorted by program/plan, gender, and race	
	NDU Minn Reciprocity Sem Rpt	This report produces the data necessary to meet the requirements of the North Dakota/Minnesota Reciprocity agreement.	The report produces the total number of students being assessed the Minnesota reciprocity tuition rate. The second report generated produces a list of the students , their SSN, name, classification, and number of credits enrolled under each career level.	
	NDU System Data Extract	This report produces a data snapshot of all the data in specific student Records tables at that time. Campus personnel use this report to fulfill many reporting needs.	Examples of tables included in this dump are: EMPLID, Name - first and last from Personal_Data, Acad_Career, STDNT_CAR_NBR, EFFDT, EFFSEQ, INSTITUTION, ACAD_PROG, DESCR-FROM ACAD_PROG_TBL, PROG_STATUS, PROG_ACTION, etc.	NDUS SR Data Extract



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	NDU Non-Duplicated Stdnt Count	This report produces a list of all students enrolled at an institution. It may be ordered by one term, two terms or three terms. The list is then edited to produce just one row for each student.	Additional information provided includes the EMPLID for each student, number of credits earned per term by each student, total credits earned by each student, total credits completed each term by all students, and total credits earned earned by all students. It also produces the total enrollment number for each term.	
	NDU Classification GPA Summary	This report provides data to show the grade point average of the different student classification groups. The students are sorted by Graduate, Graduate total, Law, Med, Freshman, Sophomore, Junior, Senior, Undergraduate total. The data is further delineated to show the data by Academic group as well as total institution.	Data provided for each classification includes: Gender - under gender - number of students in that category, total credits earned by students in that category, term GPA for students in that category, cum gpa (PS GPA). Male, Female and Unknown gender data are provided as well as totals for each classification.	
114	NSC Degree Verification	This report produces output used the the National Student Clearinghouse for their Degree Verify program. This file is then sent to the Clearinghouse.	The National Student Clearinghouse provided the SQR used in this report. Included in the output are the names of all degree recipients and the programs/plans they completed for the indicated terms.	
	NDU IPEDS GRS	This report produces the data needed by the campuses to complete their IPEDS Graduation Rate Survey.	This report examines the student cohort for a specific term and indicates if the students in the cohort completed their degree in the specified time period. The studnets are sorted by Gender and within the gender sort by race. The first document shows the total number of program completers within 150% of the allowed time. The second document shows the number of bachelors degree completers within 150% of the allowed time. An additional area shows the number of scholarship athletes who completed their program in the specified cohort year.	



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	NDU Grade Distribution Report	This report produces the data to show the number of specific grades a faculty member gave to students in a specific class.	The report sorts the classes according to Academic Group and Department. Each class is listed with the department, course number and call number along with the instructors name. Listed along with each course is the total number of each grade given by the instructor (A, B,C, D, F, P, S, U, I, W, NR), total enrollment, Cumulative GPA of all grades earned and the number of students who dropped the class. The totals for each class are then made below all sections of the class.	
	NDU Grads by Major and Minor	Produces a list of students who graduated in a specified term.	The following information is provided in the report: Name (last, first, middle) EMPLID, primary program completed, plan completed, home address, home phone number.	
	NDU WebCt Upload	This report produces an Excel file that can then be uploaded to the WebCT system. The data is a list of students and courses by instruction mode.	Fields included in the file: Name (first, last), EMPLID, SSN, Subject, Catalog number, course number, session, DOB, Program/plan	NDUS SR WebCT Upload
	NDU BHE Annual Graduates List	This report produces a list of the graduates during a specific academic year. The work file is then sent to Tom Morth at the BOHE.	Example of data reported to the BOHE includes: Name, SSN, DOB, Race, Gender, Institution, ACT Composite, HEGIS1, HEGIS2, Degree, Degree Date, Cum GPA	
	NDU BHE Degree CR Headcount	This report produces the data for the BOHE relating to degree credit and course delivery method.	This request produces four separate reports: 1. Degree Credit headcount; 2. E-learning Degree credit; 3. Non-degree Credit headcount; 4. Non-Degree Credit E-Learning	
Home - Manage Student Records - Process Transfer Credit - Report				



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	Transfer Evaluation Report	PS Delivered - This report produces the transfer evaluation reports for all students specified for a specific institution, career, program, plan, and articulation term.		
	Transfer Rules	PS Delivered - Produces a list of the departments included in the transfer credit articulation between the home institution and the transfer credit providing institution.		
	Transfer Subjects	PS Delivered - Produces a list of all transfer courses from a specific institution for which transfer articulation rules are established.		