


<p>Higher Education Computer Network</p>		<p style="text-align: right;"><b>Resource Sheet</b></p> <p style="text-align: center;"><b>ORACLE</b>   PeopleSoft.</p>
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## Campus Community Reports and Queries February 2006

### Address Type Listing

This report provides the requested address type for each student enrolled in the term indicated on the prompt screen. If a student does not have an active address for the requested address type, they will not be included on the report. Information from this report may be used to determine which dormitory addresses should be inactivated at the end of the term.

This report is located at Home – Build Community – Bio Demo Data – Report – NDU Address Type Listing.

Personnel need additional security in order to access and process this report. The security role required for this report is NDUS BC Addr List (add/update).

This report includes the following information: Student Name; EMPLID; Address1 (street address); City; State; Postal Code; Address Type.

If needed, the user may request a CSV file on the prompt screen. This will enable the user to produce address labels from the report. If labels are not needed, the prompt box should be left blank.


### Collaborative Report

This report identifies the students that are participating in the collaborative student registration process through an institution. This report includes students that list the school as their home as well as those that are considering the institution as a course provider. In order for the students to appear on the report, the collaborative student registration process **MUST** be followed.

This report is located at Home – Build Community – Bio Demo Data – Report – NDU Collaborative Student Rept.

Personnel need additional security in order to access and process this report. The security role needed for this report is NDUS\_BC\_Coll\_Std (add/update).

This report includes the following information for each student listed: Student name; EMPLID; Home institution; Units registered at Home institution; Remote credits listed at the Home institution; Account balance at home institution; Financial Aid processing status at the Home institution; Enrollment status at the Home institution; Withdrawal status at the home institution (if applicable); provider institution; units registered at the provider institution; tuition and fees account balance at the provider institution.

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Please consult the individual module leads on the specific uses of this report by each module.

## Name Change Report

This report identifies all the students/prospects from your institution that have had a name change. This report will list anyone whose name (any name type) has been changed anywhere within the Student Administration system. The first time a person runs this report, the report includes the previous four months of name change data. After that, the report will only contain the data from changes made since the last time that person ran the report, but it will not exceed four months of data. If there were changes to multiple name types for an individual, all changed name types are included on the list. The date range for this report is included at the top of the report.

This report is located at Home – Build Community – Bio Demo Data – Report – NDU Name Change Report.

Personnel need additional security in order to access this report. The security role required to access this report is NDUS BC Name change (add/update).

This report provides the following information for each student listed: Current name; EMPLID; Past name; Current date (date the change was made); Name type changed; Student status (prospect, applicant, admitted, cancelled, freshman, sophomore, junior, senior etc.); student's last term at campus.

**PLEASE NOTE:** Invalidated duplicate records will appear on this report. If the current name is "Invalid xx 1234567 Johnson, Joe", this record was invalidated and the 1234567 EMPLID is the correct record for this individual. Campus personnel should monitor this report for invalidated duplicate records.

## Service Indicator Report


This report identifies all of the students from your institution with a specific service indicator. The request is available to list one specific term or the term field may be left blank to list everyone with the indicator. A person will only be able to produce a list for only the service indicators for which they have security.

This report is located at Home – Build Community – Service Indicators – Report – NDU SRVC Ind Report.

Personnel need additional security in order to access this report. The security role required to access this report is NDUS BC Srv Ind Report.

This report provides the following information for each student listed: Name; EMPLID; Type of Hold (Hold Code); Reason; Indicator placement date; Term Active (term hold is effective); Name of person placing the hold (if applicable); and Comments (free form information that may be entered by staff).

**NDU\_0101\_CC - Service Indicator List**

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This query identifies all of the service indicators that are available for use at a specified institution. The query is located at Home – PeopleTools – Query Manager – Use – Query Manager.

This query prompts off the institution code. Information provided includes: Service Indicator Code; Description of the Service Indicator; Service Indicator Reason Code; Service Reason; Service Reason Description; the Impact Code; and the description of the Service Indicator Impact.

Please Note: The Service Indicators included on this list are those created for this specific institution. Because the institution secures service indicators, they are not global. Therefore, one institution may create a service indicator and have it available for use while another institution does not. If an additional Service Indicator is needed, please file a PTR with this request.

## NDU Bio Demo Dump

This process provides an extract of Bio Demo Data information and creates a report or reports to allow the data to be downloaded into a CSV file. These files are keyed off Student\_Car\_term for a given term. The staff person enters their institution and term. They currently receive 8 files which include: Names, Addresses, Phone and Email, Bio Demo Data, Ferpa, Ethnicity Detail, Immunizations, and Immunization Criteria. Other files will be added as they are created. The following files will be added in the future: Memberships, Emergency Contact, Language, Service Indicators, Honors/Awards, Extracurricular Activities, and Relationships. These reports can be helpful for data reporting and to support University planning and management.

This report is located at Home > Build Community > Bio/Demographic Data > Report > NDU\_Biodemo Dump

Personnel need additional security in order to access these reports. The security role required to access these reports is NDUS BC Biodemo DataDump.