

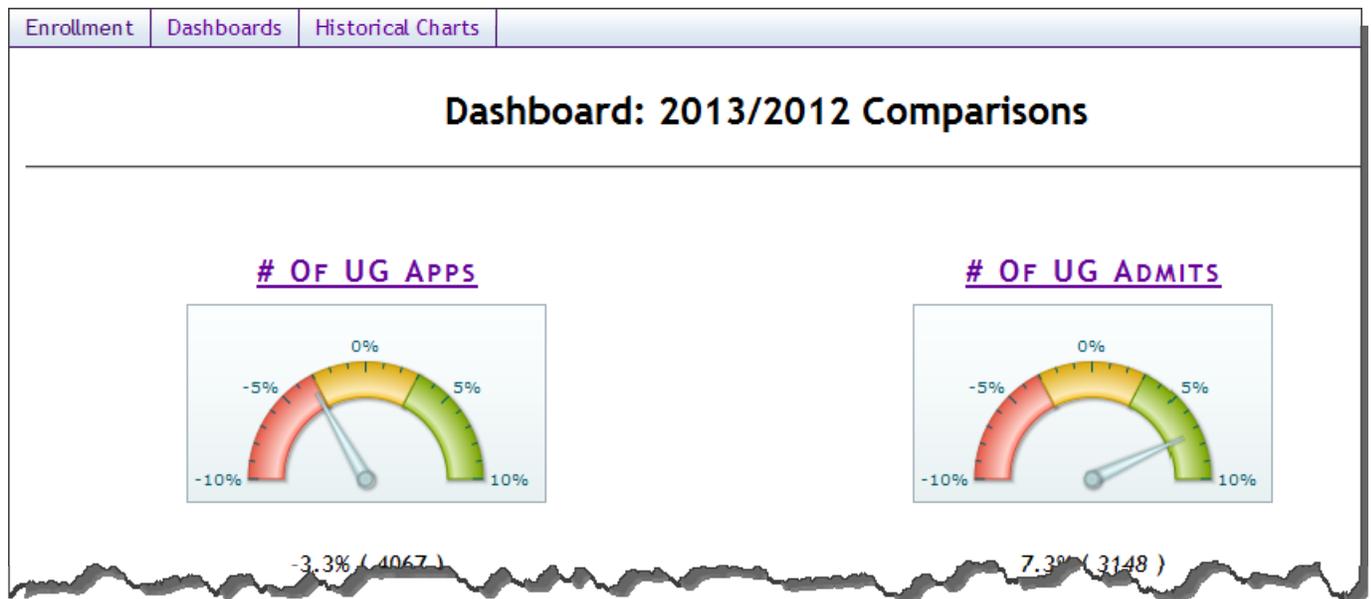
Report Tips – Admissions Overview

Description: Displays dashboard comparisons for admissions data such as number of: applications, admits, ACT composites, FAFSA filers, and housing contracts. Shows historical charts for multi-year application trends and enrollment by specific criteria. Views for Enrollment reports by # Registered, # Declarations, Admission Type, Classification, Ethnicity, Gender, and Ten Year Trends are available.

Note: Once the data is available, the dashboard page will have dashboards for Orientation (Freshmen and Transfer), Enrollment numbers, and number of graduates for the academic year.

Accessing the Report: Log into **My UNiverse**, select the **Reporting** tab. Click the **Data Warehouse Reports** link. On the *DDD Home* tab, click the **Admissions Overview** link in the Reports pagelet. By default, the report opens to the *Dashboard*.

DASHBOARDS VIEW



Tips for the Dashboard view:

- Data is displayed using gauges
- Any purple headers are links that users may click to view additional data
- Data displayed is from the daily snapshot until the census snapshot occurs, with the exception of the “Housing Contracts”, which is noted below the gauge
- Gauges show the variance between years (red being a decrease and green an increase)

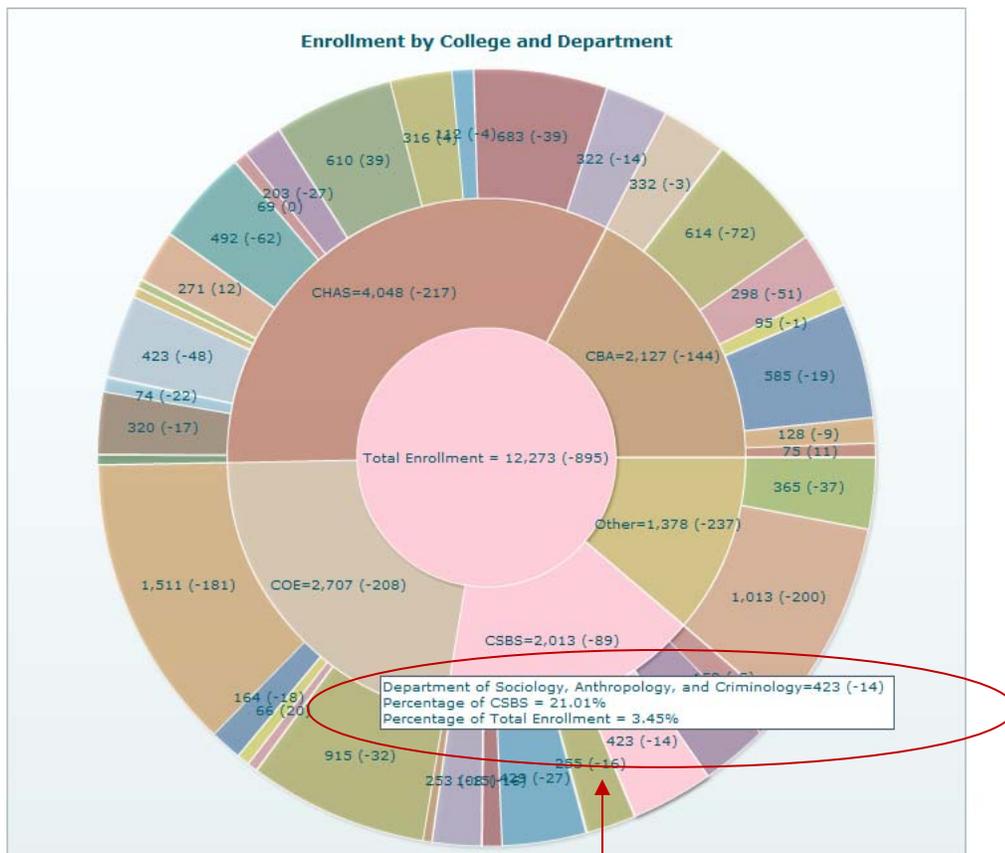
ENROLLMENT VIEW The reports (By # Registered, # Declarations, Admission Type, Classification, Ethnicity, Gender, Ten Year Trends) can be viewed by: Enrollment (table or pinwheel),
 (Displays as a table or pinwheel graph, depending on the report)

Example: # Registered (Displays in a pinwheel graph.)

Enrollment | **Dashboards** | Historical Charts

Enrollment by College and Department (Primary Major only): Show only: [Grads](#) | [Undergrads](#)

← Fall 2012 vs Fall 2011 Enrollment →



Hover over any department to view details. Click to view breakdown by department.

Example: By Classification (Displays in a table.)

Switch to [Primary Major](#) | [New Students](#)

Classification by Department - Fall 2012 Census Snapshot

INCLUDES ALL MAJOR DECLARATIONS (STUDENTS ARE
DUPLICATED)*

Click a Department to drilldown to the program level

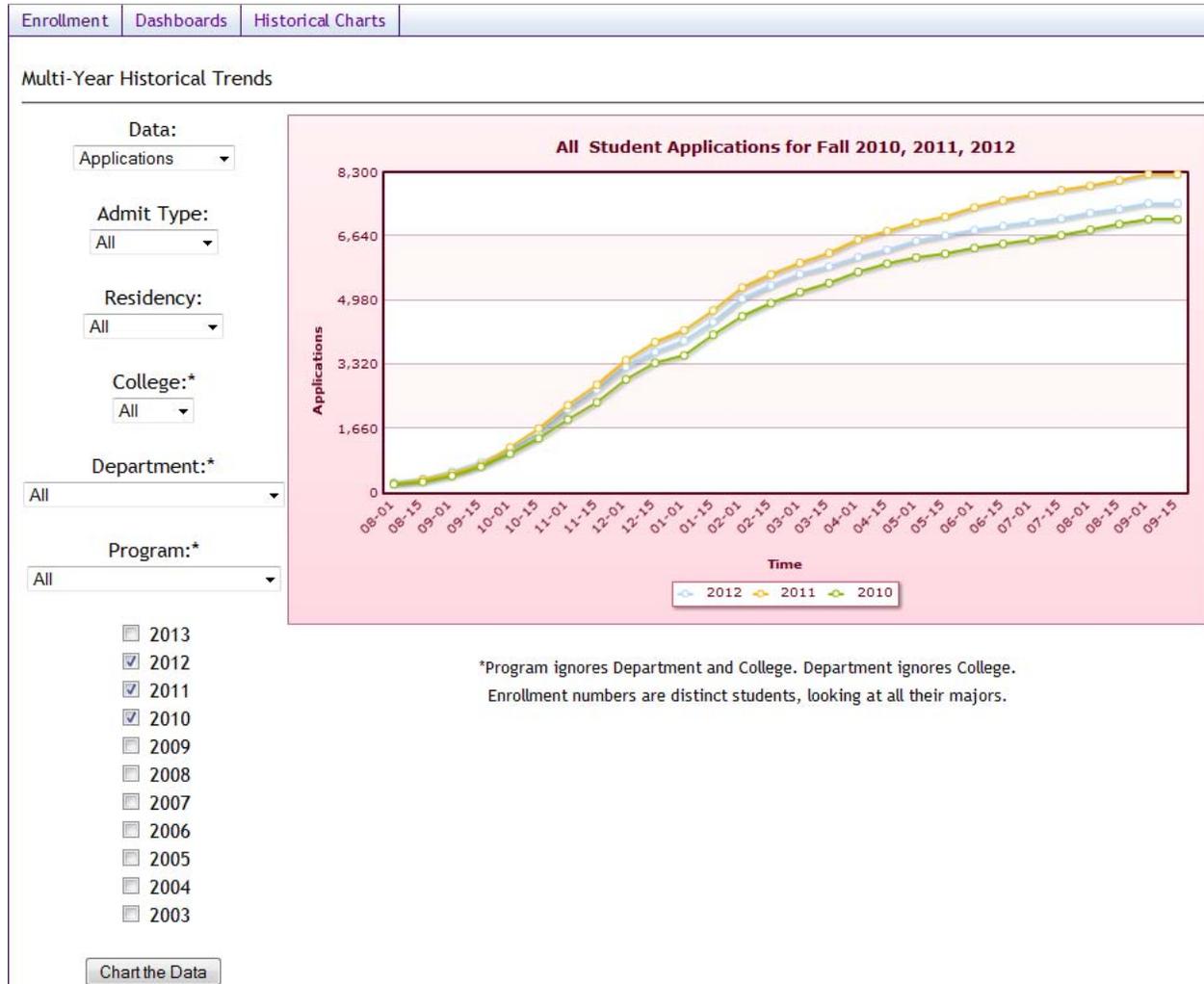
College	Department	Freshmen	Sophomore	Junior	Senior	Unclassified	Graduate
CBA	College of Business	0	0	0	7	0	69
CBA	College of Business (Pre-Majors)	73	48	5	2	0	0
CBA	Department of Accounting	109	107	171	199	0	22
CBA	Department of Economics	11	28	43	48	0	0
CBA	Department of Finance	46	53	139	166	0	0
CBA	Department of Management	118	103	212	220	0	0
CBA	Department of Marketing	45	63	119	127	0	0
CHAS	Department of Art	64	58	105	112	0	0
CHAS	Department of Biology	141	142	195	212	0	33
CHAS	Department of Chemistry and Biochemistry	21	34	35	45	0	4
CHAS	Department of Communication Sciences and Disorders	41	59	65	76	0	79

Tips:

- Use the arrow buttons  to view previous or next semester data
- Click the Department name to drill down to program data
- To sort by column, click the column header
- Note the information at the top of the report (e.g. Primary Major Only).
- Viewing by *Admission Type* shows all major types by default. To view only primary major, click the Primary Major link in the upper right.

HISTORICAL CHARTS

View data by: *Applications, Admissions, Enrollments, and New Enrollments*. Add specific criteria for Admit Type, Residency, College, Department, Program, and Year(s).



Tips:

- Hover over data line dots to see the actual number
- A message may result when you select a non-existent combination or there are no results for that combination.

Example:

**OOPS, LOOKS LIKE NO STUDENTS WERE FOUND.
 PLEASE REVISE YOUR FILTERS AND CHART AGAIN.**

Troubleshooting

- If you experience internet browser issues, try reloading the page (**F5** or **Refresh/Reload** button on the browser toolbar). You may also clear your internet cache (SHIFT+CONTROL+DELETE or Tools, Options).
- If you receive a message stating *Access is Restricted*, contact Institutional Research.
- My UNiverse times out after 20 minutes, it may be necessary to click back on the *Reporting* tab to avoid the time out.