
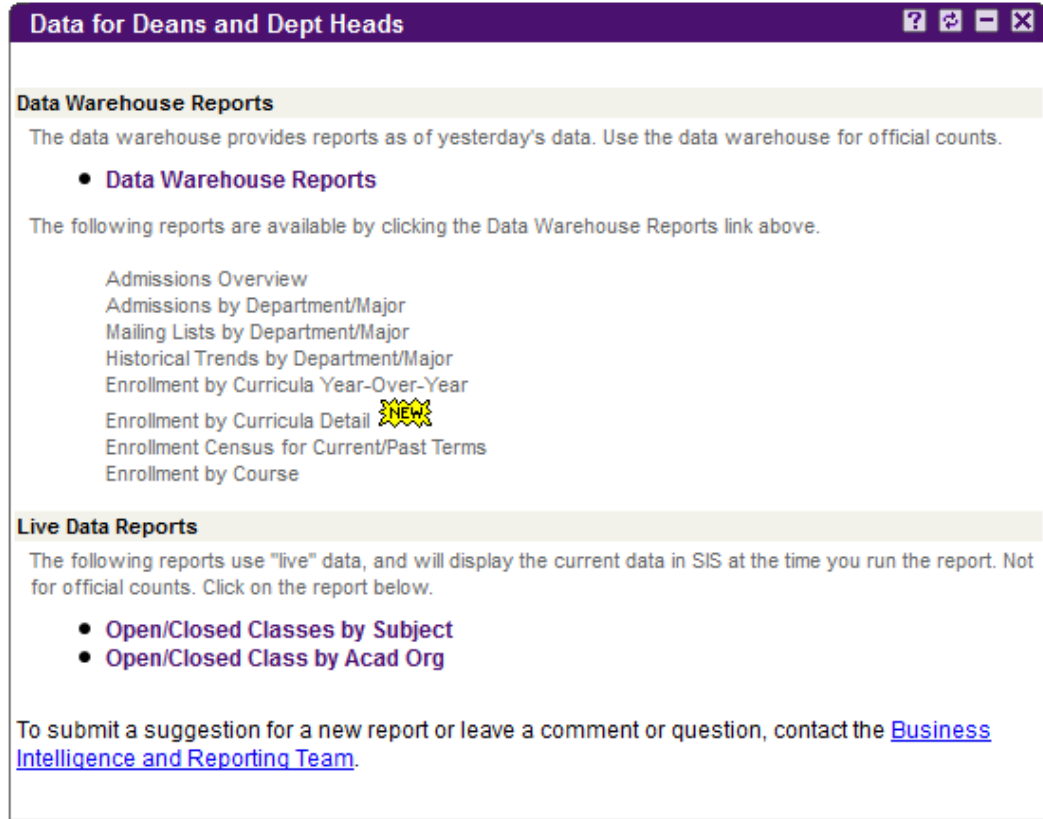


Data for Deans and Department Heads

Accessing the Reports

Step	Action
1.	Access and log into My Universe .
2.	<p>Select the Reporting tab.</p>  <p>Result: The Data for Deans and Dept Heads pagelet displays on the Reporting tab.</p>  <p>Note: If you do not see the Data for Deans & Dept Heads pagelet, select Content in the upper left to add. You may also customize the placement of the pagelet by selecting Layout.</p>

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

Report Descriptions:

Data Warehouse Reports:

Report Name	Description
Admissions Overview	Displays dashboard comparisons for admissions data such as number of: applications, admits, ACT composites, FAFSA filers, and housing contracts. Also shows historical charts for multi-year application trends and enrollment by specific criteria. Dashboards for enrollment, orientation numbers, and graduate numbers are available once the data is available.
Admissions by Department/Major	Displays the number of grad/undergrad students with admissions decision and admit status by major.
Mailing Lists by Department/Major	Displays mailing lists (including student major information, name, email address, mailing address, ACT composite, high school GPA and class rank, and minority status) by department. Users will see only the departments for which they have access.
Historical Trends by Department/Major	Shows historical charts for multi-year application trends and enrollment by specific criteria.
Enrollment by Curricula Year-Over-Year	Displays declarations of major by College and Department, for Undergraduates and Graduates. It also displays enrollment by primary major only, with comparisons for the most recent like terms. This report can also be sorted by Admission Type, Classification, Ethnicity, and Gender.
Enrollment by Curricula Detail	Displays a duplicated count of students based on academic plan. Students are counted in every plan in which they are currently active.
Enrollment Census for Current/Past Terms	Displays enrollment counts for students taking any type of course, including resident and Extension courses.
Enrollment by Course	Displays class size details.

Live Data Reports:

Open/Closed Classes by Subject	Displays course information for each class section (by subject and term), with enrollment stats such as Enrollment Status, Enrollment Capacity, Enrollment Total, Available Seats, Waitlist Capacity, and Waitlist Total.
Open/Closed Class by Acad Org	Displays the same information as the Open/Closed Classes by Subject report, but can be run by academic org and term.

For additional tips by report, visit the Data for Deans and Dept Heads help page:

http://www.uni.edu/sis/ddh_help