

Report Tips – Enrollment Census for Current/Past Terms

Description: Displays enrollment counts for students taking any type of course, including resident, extension, and guided independent study courses.

Snapshot Types:

Snapshot Type	Snapshot Type Description
CENSUS	Data as of the last day of the second week of classes. Official Fall and Spring counts are based on this snapshot. Use CENSUS for Fall and Spring official reporting.
FINAL	Data as of the closing date for a term, which is usually prior to the CENSUS date for the next term. Official Summer counts are based on this snapshot. Use FINAL for Summer official reporting.
DAILY	Data as of 9 PM on the previous business day.

Accessing the Report: Log into **My UNiverse**, select the **Reporting** tab. Click the **Data Warehouse Reports** link. On the **DDDH Home** tab, click the **Enrollment Census for Current/Past Terms** in the Reports pagelet.

Example:

[Enrollment Counts - Resident, Extension, and GIS Courses](#)
Students taking any type of course

View By: Academic Level Academic Load Roll-Up

CENSUS

Term	Academic Career	Academic Level	Full-Time		Full-Time Total	Part-Time		Part-Time Total	Total
			M	F		M	F		
FALL 2012	Undergraduate	50 Post-Bacc Undergraduate	53	41	94	33	38	71	165
		40 Senior	1254	1735	2989	226	209	435	3424
		30 Junior	1144	1415	2559	102	76	178	2737
		20 Sophomore	841	1172	2013	39	44	83	2096
		10 Freshman	802	1178	1980	74	37	111	2091
		00 Not classified	9	35	44	48	50	98	142
		Undergraduate Total	4103	5576	9679	522	454	976	10655
	Graduate	GR Graduate	228	454	682	271	665	936	1618
		Graduate Total	228	454	682	271	665	936	1618
FALL 2012 Total			4331	6030	10361	793	1119	1912	12273

[Print - Export](#)

NOTE: If viewing Ethnicity, use the following *View By* parameters:

View By: Ethnic (IPEDS) Minority Roll-Up Ethnic Desc (IPEDS)

Residency = Refers to student's residency

- Resident = Iowa resident
- Non-Resident (All) = non-Iowa resident. Includes International students.

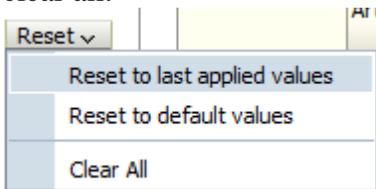
Tips:

- The default view shows a census snapshot of the current term with no additional criteria
- Use the drop-down boxes at the top to select specific criteria (once you select a value from the drop-down box, click the white space outside the field to set the value, and then click the **Apply** button.
- Use the row navigation buttons  at the bottom of the report to view more rows
- Use the Print link at the bottom of the report to print a PDF or html version of the report
- Use the Export link at the bottom of the report to download the report to Excel
- 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.**

- Use the **Reset** button options to reset to default values, reset to the last applied values, or to clear all.



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.