Report Tips – Admissions by Department/Major

Description: Displays admission counts (accepted, cancelled, no decision) by major, with department totals.

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 **Admissions by Department/Major** link in the Reports pagelet.

Example:

Admission Counts by Major

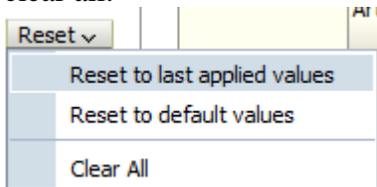| Department	Academic Plan	Plan Code	CIP Code	CIP Code Long Desc	Undergraduate Accepted Active in Program	Undergraduate Accepted Admitted	Undergraduate Cancelled Cancelled	Undergraduate No Decision Applicant	Graduate Accepted Active in Program	Graduate Accepted Admitted	Graduate Cancelled Cancelled	Graduate No Decision Applicant
Accounting	Accounting	152BA	52.0301	Accounting.				1				
		152PRE	52.0301	Accounting.		163	7	24				
		158GPRE	52.0301	Accounting.						13	3	9
	CPA Advanced Studies	15YPRE	52.0399	Accounting and Related Service		1						
		15YPREP	52.0399	Accounting and Related Service	2							
Accounting Total					**2**	**164**	**7**	**25**		**13**	**3**	**9**
Art	Art	600BAT	50.0701	Art/Art Studies, General.		15	3	4				
	Art: History Emphasis	60HBA	50.0703	Art History, Criticism and Con		1		1				
	Art: Studio BFA	605PRE	50.0702	Fine/Studio Arts, General.		2	1	2				
	Art: Studio Emphasis	60SBA	50.0702	Fine/Studio Arts, General.		23	1	10				
		60SPRE	50.0702	Fine/Studio Arts, General.				1				
	Graphic Design	60DBA	50.0409	Graphic Design.		4	1	5				
		60DPRE	50.0409	Graphic Design.		13	3	3				
Art Total						**58**	**9**	**26**				
Biology	Biology	844BAT	26.0101	Biology/Biological Sciences, G		9		1				
		84ABS	26.0101	Biology/Biological Sciences, G		38	2	9				
		84APRE	26.0101	Biology/Biological Sciences, G			1	2				
		84KBA	26.0101	Biology/Biological Sciences, G		34		10				
		84KPRE	26.0101	Biology/Biological Sciences, G				1				
		84SGPRE	26.0101	Biology/Biological Sciences, G							2	8
	Biology: Biomedcl-Honors Resch	84UBA	26.0102	Biomedical Sciences, General.		2		2				
		84UPRE	26.0102	Biomedical Sciences, General.				1				
	Biology: Biomedical	84MBA	26.0102	Biomedical Sciences, General.		26	2	7				
		84MPRE	26.0102	Biomedical Sciences, General.		1						
	Biology: Ecology and Evolution	84DBA	26.1301	Ecology.		6	1	1				
	Biotechnology	84YGPRE	26.1201	Biotechnology.							2	6
	Ecosystem Management	84ZGPRE	26.1301	Ecology.								4

⬆⬆⬇⬇ Rows 1 - 25

Print - Export

Tips:
- The default view shows a daily snapshot of the current term with no additional criteria
- Use the drop-down boxes on the left to select specific criteria, 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.

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

Reset ˅
Reset to last applied values
Reset to default values
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.