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:

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

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 fro 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 <u>Print</u> link at the bottom of the report to print a PDF or html version of the report
- Use the <u>Export</u> 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	
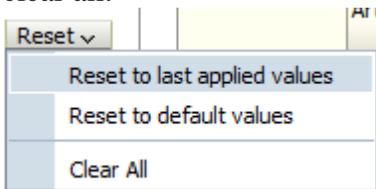
Troubleshooting

- 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.