INDIANA UNIVERSITY

OFFICE OF THE REGISTRAR

Bloomington

SDAD for UDIV

A version of Student Directory and Academic Data designed specifically for accessing intended majors in University Division.

Office of the Registrar - Bloomington

SDAD for UDIV

Technical Name: IE_SIS_SR_SDAD_FOR_UDIV

Introduction

The purpose of this IUIE pre-defined query is to facilitate data retrieval on **currently (or future) enrolled** Indiana University student populations within University Division. This report will allow you to generate a Microsoft Excel file, a plain text file or an Adobe Acrobat (postscript) file. The output can be accessed from your "Completed Reports" folder in My Catalog or via the email sent to the user and either opened directly into your web browser, or saved to your local area network. The data generated are taken from enrollment files that are updated each evening to reflect daily activity on a student's record. Contact the Office of the Registrar to determine specific file update and data processing schedules.

Even with easy access to information, it remains critical to respect the confidentiality of student records. Please contact the Office of the Registrar if you have questions about policy compliance with the appropriate use and release of student records data. You may also obtain information from the following web sites:

http://registrar.indiana.edu/ferpainfo.shtml

http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Keep in mind that only specific data elements have been deemed public by the university: student name, current/permanent address and telephone number, major, dates of attendance, admission or enrollment status (currently enrolled or not), campus, school/division, class standing, and degrees and honors. However, a student may file a directory exclusion to prevent disclosure of his/her current and/or permanent address and telephone numbers. You will need to comply with all FERPA regulations regarding student information. To prevent unauthorized users from viewing confidential information, you should always close your browser after viewing your data from a data browser report and/or data file. If you download a file to your computer, be sure to save it to a secure server. Never save confidential information to your desktop.

Opening the SDAD for UDIV PDQ

Click the `Catalog` tab. Then click the `Master Catalog` tab.

Make sure you are in "view" mode by clicking the `View` tab at the bottom of the window.
Click the following folders: 📁Student ⟶ 📁Records (Commonly Used)
View the report by clicking on 📄**SDAD for UDIV**.

Running the PDQ

Complete the parameter selection fields to customize the data that are returned. Keep in mind that Institution and Term are required parameters. If you do not put a value in these fields the PDQ will return an error message highlighting in red (on the right side of the form) the specific values that are missing. Clicking on the Valid Values boxes on the right side of the form will display all possible values that you can use. You may simply select the one(s) you wish to use, and click "Return Values" at the bottom of the list in order to populate the parameter box with the value(s) you need.

Selection Parameters: These help you define (narrow) the population that returns in your output based on the values you supply.

Required Selection Parameters

Institution

This parameter is used to identify the specific institution. The following institutions are defined for Indiana University:

- Bloomington   IUBLA
- Columbus   IUCOA
- Continuing Studies   IUCSA (Independent Study only)
- East   IUEAA
- Fort Wayne   IUFWA
- Indianapolis   IUINA
- Kokomo   IUKOA
- Northwest   IUNWA
- South Bend   IUSBA
- Southeast   IUSEA

Keep in mind that your security access may only give you access to the campus that you are currently assigned to.

Term

The term represents the academic term. You must enter the current or future term. The term code is comprised of a combination of century, year and academic term.

IU Term Code Definitions

Position 1 (Century	Position 2 & 3 (Year)	Position 4 (Term)*
3 =1900s	yy format	0 = Academic Year
4 =2000s	yy format	2 = Spring
5 = 2100s	yy format	4 = Summer I
6 = 2200s	yy format	6 = Summer II
7 = 2300s	yy format	8 = Fall
8 = 2400s	yy format	5 = Summer*

* New change starting Summer 2005! There is only one summer term and multiple sessions (Session 1 first 6 weeks, Session 2 second eight weeks)

Summer Session   ☐ **Both SS1 and SS2**

☐ **SS1 Only**

☐ **SS2 Only**

If you have specified a Summer Term in the Term parameter (above), you may use this Summer Session parameter to specify whether you wish to include only First Summer Session (SS1), only Second Summer Session (SS2), or both SS1 and SS2.

Intended Major Program (e.g., COLL1 will return UDCO1 students)
This parameter selects students who matriculated into University Division using the following 'translate' table: This is a required field and allows wildcards.

Academic Program Code	UDIV Code
BUS%	UDBU1
COLL%	UDCO1
DAED%	UDDA1
EDUC%	UDED1
HPER%	UDHP1
INFO%	UDIN1
JOUR%	UDJO1
LSTU%	UDLS1
MED%	UDME1
MUS%	UDMU1
NURS%	UDNU1
OPT%	UDOP1
SCS%	UDSC1
SPEA%	UDSP1
SWK%	UDSW1
UD%	UD%

Intended Academic Plan (e.g., POLSBAPR)
This field is a course of intended study in a specific academic field. It defines academic objectives such as majors, minors, and certificates, etc   This is a required field and allows wildcards.

For example: If you wanted to find UDIV students who want to pursue a career in Sociology, you would choose COLL1 and SOCBAPR in the Intended Major Program and

Intended Academic Plan boxes, respectively and you would get those students wanting to be Sociologists.

Optional Selection Parameters

Class Level

Derived Class (only in the IUIE) is based on student's academic program progress and plan (combines the academic level of the student with their degree level. It is used to identify student populations by their class and level).

The next two selection boxes are inextricably linked. If you want to select student from a specific state, you need to indicate what address type should be used for identifying state (local or home). Select both an address type and the state desired.

State Address Type

To select students by their home State, you must select Home address type. The same option is available for local address.

State

You may select students based on their state. The state will be identified from the Home or Local address (as indicated above) state.

The next set of selection boxes is inextricably linked. If you want to select students from a specific zip code range, you need to indicate what address type should be used for identifying the zip codes (local or home). Select both an address type and the zip codes desired.

Zip Code Type

To select students by Zip Code, indicate whether to use Home or Local address type.

Zip Code Ranges

SDAD for UDIV provides you with 6 different ranges for limiting Zip codes.
 Ex: Zip Code Range 1 from: 47401
     Zip Code Range 1 through: 55901

Indiana County

Click the "Valid Values" button for a listing of Indiana County numbers (This is NOT associated with address type). You may select multiple values.

Birthdate Range

Allows the user to specify a range of birthdates. So for example, if you want to select 18-21 year old students subtract the current year from 21 and the current year from 18 to get your date range (2005 – 21 = 1984 and 2005 – 18 = 1987)
 Ex. Birthdate Range From: 08151984
     Birthdate Range Through: 08151987

Marital Status
For students, this data element will not be collected unless a student provides the information during the admissions process or notifies the Office of the Registrar. If the student does not report his/her marital status, then the field will be blank. For employees who are also students, this field will be populated with the selection of 'single' or 'married' (largely taken from Human Resources data).

Ethnic Origin
It is a derived field in the IUIE that derives a students' ethnicity base on 2nd Citizenship, Visa permit type and the self-reported ethnicity selection chosen by the student.

Gender
Male, female, Unknown

Residency Status
Resident or Non-resident (for fee paying purposes)

Housing Type
Housing type is taken from the address field in the enrollment table and is only populated for the local address.

Visa Permit Type
This field contains a code indicating the status of a student's visa.
Country/Citizenship
This field indicates the country of which the student is a citizen and is taken from the second citizenship field.

Admit Term
This is a field indicating the term the student first this career at IU.   See term code table above.

Admit Status
May select an admit status. This is the admit status associated with the admit term (see above).

Hours currently enrolled
This field allows the user to identify students who are currently registered for a selected number of hours for the designated semester/session.

IU Cumulative GPA
This field allows the user to identify a gpa range for students **(based on the traditional IU grade information available).**

Cumulative Program GPA
The people soft delivered GPA that is based upon the program's repeat rules and extended X policy.

Cumulative Program GPA Hours
This field gives the Cumulative GPA hours for the program GPA.

Transfer Hours
This field allows the user to identify students who have a selected number of transfer credit hours from other educational institutions.

Cumulative Program Hours Passed
Total number of hours passed within a program and not the total for the IU system.

University ID
Comma separated, provide leading zeroes, (ex: 0000190047, 0000202671).

Report Options

Address Type
Determines the type of address to be returned on the report or data file

Exclude Students w/conf address
Allows you to specify if you want to exclude students with FERPA or directory exclusions.

Optional Title Line 1 and Line 2
If you wish to have a title on the paper report or browser report you may specify the title in this box. Do *not* use the '#' or a ','symbol in your optional title.

Sort Sequence
There are several different options for sorting student names on the report. The default is alphabetical.

Print Options
These listings give you the option of having various pieces of data returned. If you would like to simply print all of them specify "yes" in the Print **All** radio button or specify "no" and you may select specific data elements from the following list:

UID (University ID)

Print GDS Email (username)
Marital Status
Residency Status
Hrs Currently Enrolled
Transfer Hrs
Ethnic Origin
Admit Term
Admit Status
IU GPA
Total Hrs Passed
Age
Gender
Visa Permit Status
Citizenship Country
PT/FT Status (Part time/full time status) – For all institutions except IUBLA, full-time/part-time is based on the academic load rules. For IUBLA, a full-time student is an undergraduate, high school, special undergraduate, professional or special professional student taking 12 or more credits for a major semester (first or second semester) or 6 or more credits for a summer session. A graduate or special graduate student taking 8 or more credit hours during a major semester and 4 or more for a summer session is considered full time.
GPA Hours
Output to Barr Printer (N/Y)
Additional Comments -Allows the options to add additional comments on your query

Select the Output Format
- ● MS Excel
- ○ Plain text
- ○ Postscript

Select the Output Destination*
- ○ Wait for Output
- ● Send Output to Completed Reports
- ○ Send Output to BARR Printer

Saving Settings

To save a form with the options you specified (for ease of running later) click the **Save Settings** button at the bottom of the screen before you run the report. To save it after running the report you can click the back button on your browser. You will be prompted to enter a name for the shortcut. This will save the form with the options you have provided to your *New Shortcuts* folder under My Catalog

Run

After the settings are chosen, you can run the report by clicking the "Run" Button at the bottom of the page.