



INDIANA UNIVERSITY

OFFICE OF THE REGISTRAR
Bloomington

Course Enrollment Current Directory

Office of the Registrar – Bloomington

Course Enrollment Current Directory (CECD)

Technical Name: IE_SIS_SR_CRS_ENRL

Introduction

This report object was developed by BLREG to replicate the SIRS application, Course Enrollment Current Directory, but can be used by individuals from any IU campus. This object will generate up-to-date course/section student directories and reports for students currently enrolled or registered for a future semester. This report will automatically return the student's Academic Group, Class Number, Course Catalog Number, Subject, Institution, Term, Full Name, and an 'Auditor' flag to indicate whether the student is auditing the course. Contact information (address) can also be returned for each student, as well as a number of other optional data elements designated in your query.

This application will allow you to generate a Microsoft Excel file, a plain text file, a Word-RTF file, or an Adobe Acrobat (postscript) file. Select the Adobe Acrobat (postscript) option if you wish to make use of the BARR printer option. The output can be accessed from your "Completed Reports" folder in My Catalog, and either opened directly into your web browser, or saved to your local computer. 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 (FERPA – see information on the following website: <http://registrar.indiana.edu/ferpainfo.shtml>).


Keep in mind that only specific data elements have been deemed public by the university: student name, current/permanent address and telephone, major, dates of attendance, admission or enrollment status (currently enrolled or not), campus, school/division, class standing, 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 Course Enrollment Current Directory 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. The Course Enrollment and Current Directory pre-defined query is contained in the Student folder.

Click the following folders:

 Student



 Records (Commonly Used)

 **Course Enrollment Current Directory**

Click on the report to view it.

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. 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 values 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 an individual college or university. The following institutions are defined for IU:

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

Term

The term represents the academic term. This report is designed for use of only **current** or **future** terms; therefore you must enter a current or future term code. If you enter a prior term code, the report will execute, but no data will be returned; instead, you will see this statement:

“Error Academic Term must be Greater Than or Equal to Current 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 1 summer term and multiple sessions (Session 1 first 6 weeks, Session 2 second six weeks...etc). The first *optional* Summer Session selection parameter (below) allows you to select students based on Summer 1 and/or Summer 2 enrollments.

EXAMPLES of how to interpret the meaning of ACADEMIC TERM CODES

CODE VALUE		YEAR		TERM	TRANSLATION
		CENTURY	TENS & ONES		
		Position 1	Positions 2&3	Position 4	
3578	BREAKDOWN====> TRANSLATION ====>	3 1900	57 57	8 FALL	= Fall Term, 1957
3952	BREAKDOWN====> TRANSLATION ====>	3 1900	95 95	2 SPRING	= Spring Term, 1995
4055	BREAKDOWN====> TRANSLATION ====>	4 2000	05 05	5 SUMMER	= Summer Term, 2005

Optional Selection Parameters

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 SS1, only SS2, or both SS1 and SS2.

Academic Group (School)

Use this parameter to limit your results to a specific school, division or college within the institution (for example, EDUC, BUS, COAS, NURS, HPER, GRED, GRHP, JOUR, INFO, LAW, SPEA, SLIS, etc.)

Combinations: Subject Area / Catalog Number / Class Number / Class Org

You have the option of submitting 5 unique combinations of the *next four* selection criteria listed below. In any of the 5 sets of parameters, you may fill in one, some or all of the 4 parameter fields in order to narrow the search as much (or as little) as you wish.

Subject Area

Indicates the course department offering the course (**e.g., MATH – M 118**). You can use a wildcard to get all courses offered by a particular department. For example, **HISP%** will retrieve information for all courses offered by the Spanish and Portuguese department (HISP-S, HISP-P, HISP-C, and HISP-G). Or, you can specify a specific subject area code (HISP-P, for example) to narrow your search further within a course department.

Catalog Number

The 3 digit number of a specific course (MATH –M **118**).

Class Number

If you're only interested in information for a specific class 'section' (legacy term), enter the appropriate value in this field. In most cases, if you enter a value in this box, then you no longer need to specify a Subject Area or a Catalog Number, because the Class Number is a unique identifier for the class (in a given term/institution).

Class Org

Use this value to retrieve information for the Academic Organization. This value corresponds to the Academic Org found in the Schedule of Classes, which is the owner of all the courses offered by that department (for example, BL-SPAN is the Class Org that owns all courses with subject area codes of HISP-S, HISP-P, HISP-C, HISP-G, etc.).

NOTE on the use of Subject Area and Class Org: Using a wildcard in the Subject Area parameter box will yield the same results as using the Class Org parameter box. So, for example, entering HISP% in the Subject Area parameter box should produce the same results as entering BL-SPAN in the Class Org parameter box; information for all courses offered by the Department of Spanish and Portuguese.

Class Level

Here, you may specify any combination of class levels (select all levels) that you wish. To select specific classes or levels, hold down the 'Ctrl' key and click on the values you want to have returned.

Withdrawn Status

Check this box if you want to see students who are withdrawn from the class to appear in the output. This would include not only students who withdrew during the first week of class, but also students who dropped the class after the first week of class, who are no longer attending, and who may or may not have received a grade for the course. If you check this box, you will see an additional column in the report to indicate whether they are in withdrawn status or not.

Printing Options

The following is a list of printing options, and a brief explanation of each one in the order they appear on the report. For those items with a checkbox next to them, simply click in the boxes next to the items you wish to include. To deselect an item with a checkmark in the box, simply click on the box again.

Print All

Check this box to include all of the optional data in your output. **Important:** Note that the default has this box checked. Therefore, if you do *not* want to retrieve all of the optional output data in your output, but prefer to choose a select few, *you must deselect the 'Print All' checkbox*. If you do not uncheck this box, you will receive all of the optional data, even if you select a subset of the available options below.

University ID

System generated number used as a unique identifier for a student.

Student Program/Plan

If you check this box, you will receive 8 columns of information relating to the students' academic career objective [the Primary Program Code (and corresponding description) and the first 3 academic Plan Codes associated with that program (and their corresponding descriptions)].

The **academic program** is the entity to which a student gets admitted, and from which s/he graduates. In the case of IU, the academic program code is often comprised of two pieces of information which represent the academic group and the career to which the student belongs (for example, undergraduate science, undergraduate business, graduate business, etc.). For instance, in the program code BUS1, 'BUS' indicates that the student belongs to the academic group of 'Business', and the '1' identifies the student's career as 'Undergraduate'. The numeric values have the following meanings:

- 0 Undergraduate Non-degree
- 1 Undergraduate
- 5 Graduate – owned by academic unit only
- 6 Graduate – owned by all parties, ultimately the Graduate School
- 7 Professional
- 9 Graduate School Non-degree

The **academic plan** is a course of study in a specific academic field. It defines academic objectives such as majors, minors, and certificates, etc (for example, specific majors such as Anthropology BA or Biology BS) and when appropriate indicates the actual degree.

Student Class Level

This is a derived field that represents the student's class and level, for example Baccalaureate Junior, Associate Freshman, Professional First Year, Doctorate, Masters, etc. This is the same field you can use in the 'Class Level' Selection Parameter field (above). In the output, the column header simply says 'Level'.

Unit Hours

This field represents the number of units for which the student is taking the individual course.

GDS Email Address

This is the student's Global Directory Service (GDS) email address, which is not available in SIS.

County

This is the student's county of residence.

Age

This is the student's age.

Derived Ethnic Origin

Ethnicity is a self-reported data element. Derived ethnicity includes students who have an international visa status on their record. Derived ethnicity includes U.S. citizens who report one of the races. Beginning Fall term 2010, students may choose two or more races. Possible races selection in Fall 2010 includes: African American, Asian American, Hawaiian/Pacific Islander, Hispanic American, Native American, White American, Non-U.S., Two or More Races.

Gender

This self-reported field indicates the student's gender. Possible values are: Male, Female, Unknown

Residency Status

This indicates the student's official residency status (for fee-paying purposes). Possible values include Resident Student and Nonresident Student.

Housing Type

This is the housing type code taken from the address field in the enrollment table.

Visa Permit Type

The code in this field indicates the type of visa permit the student has. In the output, the column label simply says 'Visa Type'.

Country/Citizenship

This field indicates the country of which the student is a citizen.

Full/Part-Time Status

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 or 4 or more for a summer session is considered full time.

Units Currently Enrolled

This field indicates the total number of units (hours) for which the student is registered *in the specified term*.

Transfer Units

This field indicates the number of transfer credit hours the student has received from other educational institutions.

Total Units Passed

This field indicates the total (cumulative) number of units (hours) that the student has successfully passed to date. In the output, the column label for this field is 'Cumulative Program Hours Passed'.

Which Address Type(s) should appear on Report/Data File?

Local

Select this option if you wish to receive only the students' current address and phone. **NOTE** – This is a derived field in the IUIE that uses the following logic: If a student has a student housing address, the local address field is populated with this address; if not, then it is populated by the existing local type address information. In other words, the student housing address overrides the local address information in cases where it exists.

Home

Select this option if you wish to receive only the students' permanent address and phone.

Home and Local

Select this option if you wish to receive both current and permanent address and phone information for the students.

Exclude Students w/conf address?

The default setting is 'Yes', which means that any student who has placed a FERPA restriction on address/phone information will be *not be included* in your output. If you wish to include all students, even if their address/phone information is FERPA restricted, select 'No'. Note that regardless of which option you select here, the FERPA indicator will appear on your output for your verification convenience.

Optional Title Line 1

Here, you may create the first line of a unique title for your report. **Important:** Do not use commas or the symbol '#' in your titles.

Optional Title Line 2

Here, you may create the second line of a unique title for your report. **Important:** Do not use commas or the symbol '#' in your titles.

Sort Sequence: Alpha...

Here, you may select one of two sorting sequence options: **W/in Zip Code** sorts the data first by Zip Code, then alphabetically by name w/in each zip code; **W/in Class Number w/in Course** sorts the data first by course, then by class number w/in each course, then alphabetically by name w/in each class number.

Output Format and Destination Options

Select the Output Format

- Adobe Acrobat
- MS Excel
- Plain text
- Word-RTF

Select the Output Destination

- Wait for Output
- Send Output to Completed Reports
- Send Output to BARR Printer

NOTES on Output Format and Destination options:

- In the IUIE, if you click on the 'Select the Output Format', 'Select the Output Destination', or the 'Send Output to BARR Printer' texts, you will retrieve additional information about each of these options from the Knowledge Base.
- If you wish to send output to a **BARR** printer, you must select **Adobe Acrobat** as the Output Format, and you must enter the **printer's ID** in the .

Saving Settings

If this is a report that you run often with the same parameters you can save the setting by clicking on the "Save Settings" button at the bottom of this report. The setting will be saved to My Catalog in the "new Shortcuts" folder.

Run

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