INDIANA UNIVERSITY

OFFICE OF THE REGISTRAR

Bloomington

Student Directory and Academic Data

Office of the Registrar - Bloomington

Student Directory and Academic Data (SDAD)

SDAD Technical Name: IE_SIS_SR_SDAD

Introduction

The purpose of this IUIE pre-defined query (pdq) is to facilitate data retrieval on *currently (or future) enrolled* Indiana University student populations. This report object 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 secure server. The data generated are taken from enrollment files that are updated each evening to reflect daily activity on a student's record. Check the homepage of the IUIE for the update schedule for the IUIE.

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 SDAD

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 📊**Student Directory and Academic Data**

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)

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 First Summer Session (SS1), only Second Summer Session (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, COLL, NURS, HPER, GRED, GRHP, JOUR, INFO, LAW, SPEA, SLIS, etc.). This field allows wildcards (e.g., GR% will return all graduate groups).

Academic Program
This parameter indicates the school the student is admitted to and from which they graduate. Academic program is often a combination of "Career" and "Group" (for example, undergraduate science, undergraduate business, graduate business-MBA). This field allows wildcards. The final character of the Program Code is a number Business-undergraduate (BUS1). That number represents the following:

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

Academic Plan Org
This parameter indicates the department that owns the student's plan (student department) for example BL-AMID, BL-MUS). This field allows wildcards.

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

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).

Select by State

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 (mail, local, home). Select both an address type and the state desired. **The 'mail' address is used by admissions and is not recommended for use in student records.**

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, depending on the selection above.

Zip Code Options

The selection boxes in the next set are inextricably linked. If you want to select student from a specific zip code range, you need to indicate what address type should be used for identifying the zip codes (mail, 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 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

This parameter 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
Ethnicity is a field in the IUIE that derives a students' ethnicity base on second citizenship, Visa permit type and the self-reported ethnicity selection chosen by the student.

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

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 began 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).

Units 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
The people soft delivered gpa that is based upon program's **GPA** repeat rules and extended policy.

Cumulative Program GPA Units
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 Units 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
This parameter allows you to specify exclusion of students with FERPA or directory exclusions. Answer "no" to include FERPA restricted students.

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
- 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 fall or spring terms or 6 or more credits for a summer term. A graduate or special graduate student taking 8 or more credit hours during a fall or spring term and 4 or more for a summer term 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 (XLS)
- ○ Plain text (TXT)
- ○ Postscript

Select the Output Destination *
- ○ Wait for Output
- ⊙ Send Output to Completed Reports
- ○ Send Output to 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.