Student - Registration Reports Folder

Reporting Services
Last revised: October 4, 2011

EmpHelp
How-To Demos, Docs and Guides for WSU Employees
# Student - Registration Reports Folder

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### Get Connected

<table>
<thead>
<tr>
<th><strong>Faculty/Staff Cube</strong></th>
<th>Searchable knowledgebase to view how to demos, docs and guides.</th>
<th><strong>Look for this icon in myWSU:</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Applications Training</strong></th>
<th>Training and Support</th>
<th>5800</th>
<th><a href="mailto:training@wichita.edu">training@wichita.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assists faculty and staff with myWSU, Banner, Self Service and Reporting Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Shocker Technical Assistance Center</strong></th>
<th>Passwords, hardware and software support for students, faculty and staff</th>
<th>HELP (4357)</th>
<th><a href="mailto:helpdesk@wichita.edu">helpdesk@wichita.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>5800</td>
<td><a href="mailto:training@wichita.edu">training@wichita.edu</a></td>
</tr>
</tbody>
</table>
Student – Registration Reports Folder Contents

The Student – Registration Reports contains the following reports:

<table>
<thead>
<tr>
<th>Report</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRE00100 Registrations by CRN</td>
<td>C</td>
</tr>
<tr>
<td>SRE00100A Registrations by CRN ALL courses</td>
<td>C</td>
</tr>
<tr>
<td>SRE00100L Registrations by CRN ALL LAS courses</td>
<td>C</td>
</tr>
<tr>
<td>SRE00105 Real Time Registrations by CRN</td>
<td>C</td>
</tr>
<tr>
<td>SRE00110 CRNs with Quotas at Room Capacity</td>
<td>D</td>
</tr>
<tr>
<td>SRE00111 CRNs with Registrations at Room Capacity</td>
<td>D</td>
</tr>
<tr>
<td>SRE00120 Registration Capacity Overrides</td>
<td>D</td>
</tr>
<tr>
<td>SRE00121 Department Overrides Report</td>
<td>D</td>
</tr>
<tr>
<td>SRE00122 Dept Individual Student PREREQ Overrides</td>
<td>D</td>
</tr>
<tr>
<td>SRE00200 Credit Hour Production by Major</td>
<td>E</td>
</tr>
<tr>
<td>SRE00300N Credit Hour Production by Student</td>
<td>E</td>
</tr>
<tr>
<td>SRE00400N Credit Hour Production by Dept</td>
<td>E</td>
</tr>
<tr>
<td>SRE00500 Student Athletes</td>
<td>F</td>
</tr>
<tr>
<td>SRS0110 – Building and Room Scheduling</td>
<td>G</td>
</tr>
<tr>
<td>Stu48hrReport</td>
<td>H</td>
</tr>
</tbody>
</table>

SRE 130 Report

The SRE 130 Class List report is designed for faculty who are assigned as the primary instructor to one or more CRNs.

Use the SRE 100 report to view class lists if you are not assigned to any CRNs.
Registrations by CRN

SRE00100 Registrations by CRN

Report Description
This report displays each CRN (section) offered for the parameters entered. This report is current as of the Data Source Date on the report – it is not a REAL TIME report.

Running for all colleges, departments, subjects, campuses, and courses may take several minutes. Use SRE 100A for all courses.

Report Uses
This report can be used to view the following information, current as of the Data Source Date on the report:
- Enrollment counts (Reg column)
- Credit hour production (Cr-Hr column)
- CRN Status (Cancelled classes display in teal color)

Using report options and features, the following information can be viewed:
- Classes with no instructor assigned
- Classes at a certain filled capacity level
- Classes with low enrollments
- Class lists (requires additional security to view)

Continued on next page
SRE00100 Registrations by CRN, Continued

After selecting the report options, click View Report to activate the report.

Courses are alphabetically by college, department, and then subject. Within each subject, courses are listed numerically by catalog number and then by CRN.

Maximum/Minimum Alert Levels

Tip: Use Maximum and/or Minimum Alert Levels to quickly locate CRNs with high or low enrollment numbers.

- If a Maximum Alert Level (other than No Alert) is selected, any classes meeting the criteria displays in green.

- If a Minimum Alert Level (other than No Alert) is selected, any classes meeting the criteria displays in red.

Remember, any reserved class displays in teal.
Drill Down Report – Class Lists: SRE 103 Report

View Class Lists

If you have drill-down authorization for a course, a "plus sign" displays to the left of the course on the SRE 100 Report.

<table>
<thead>
<tr>
<th>Subj</th>
<th>Cat</th>
<th>Short_Title</th>
<th>Hrs</th>
<th>CRN</th>
<th>Begin</th>
<th>End</th>
<th>Days</th>
<th>Campus-Bldg-Rm</th>
<th>Begin</th>
<th>End</th>
<th>Cap</th>
<th>Quote</th>
<th>Instructor</th>
<th>Reg</th>
<th>Ave</th>
<th>Cr Hr</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESP</td>
<td>423</td>
<td>Intro To</td>
<td>3</td>
<td>11603</td>
<td>09:00 AM</td>
<td>11:45 AM</td>
<td>R</td>
<td>WNM-208</td>
<td>08/19</td>
<td>12/17</td>
<td>35</td>
<td>33</td>
<td>Sargenti, D.</td>
<td>24</td>
<td>6</td>
<td>72</td>
<td>Active</td>
</tr>
<tr>
<td>ESP</td>
<td>423</td>
<td>Intro To</td>
<td>3</td>
<td>14854</td>
<td>08:30 PM</td>
<td>10:15 PM</td>
<td>R</td>
<td>WNM-208</td>
<td>08/19</td>
<td>12/17</td>
<td>35</td>
<td>33</td>
<td>Sargenti, D.</td>
<td>18</td>
<td>11</td>
<td>67</td>
<td>Active</td>
</tr>
</tbody>
</table>

To view the class list within the report:
Click the plus sign.

To view the class list as an individual report:
Click either the blue number in either the CRN or the Reg column.

Using this method of accessing the class list displays columns for midterm and final grades for previous terms up to Fall 2006.

The class list displays the following student information:
- Name and myWSU ID
- Email address
- Phone number
- Major, classification
- Registration status and date (withdrawn students display in red)
- Credit hours

Class List Tip

By viewing the class list as an individual report, the SRE00103 Registration Detail by CRN report is accessed. This report is not directly accessible from the Student-Registration Reports folder.

If you need to view more than one class list and you know the CRNs, click the Expand/Collapse Report Options (as indicated by the arrow above) to display the Report Options. This will allow users to enter CRNs and click View Report to view the class lists that they have authorization to view.

SRE00100A Registrations by CRN ALL courses

The SRE 100A report is an exact copy of the SRE 100 report that runs for all university courses. There are no report options to choose and no detail drill-down (class list).

Use the SRE 100 report to view drill-down information.

Maximum and Minimum Alert Level report options are available for this report.
SRE00100L Registrations by CRN ALL LAS courses

The SRE 100L report is an exact copy of the SRE 100 report that runs for all LAS courses only. There are no report options to choose and no detail drill-down (class list).

Use the SRE 100 report to view drill-down information.

Maximum and Minimum Alert Level report options are available for this report.

SRE00105 Real Time Registrations by CRN

Report Description

This REAL TIME report displays the actual number of students registered in each CRN. Only one subject can be selected at a time. There is no drill-down to student data.

Report Uses

This report can be used to view the following information, current as of the Run Date on the report:

- Enrollment counts (Reg column)
- Credit hour production (Cr-Hr column)
- CRN Status

Report Options

Courses are alphabetically by college, department, and then subject. Within each subject, courses are listed numerically by catalog number and then by CRN.

What does the student see?

When registering for an open class, students will see a checkbox in the Select column. If a class is closed, a C displays in the Select column. The Act column indicates the number of students enrolled in a class.
Capacity and Override Reports

There are two similar capacity reports in the Student – Registration Reports folder:

- SRE 110  CRNs with Quotas at Room Capacity
- SRE 111  CRNs with Registrations at Room Capacity

The SRE 110 report displays CRNs where the quota of CRN has met or exceeded the room capacity. CRNs listed on this report have the potential for registrations to equal or go over the room capacity.

The SRE 111 report displays CRNs where registrations have met or exceeded the room capacity.

Override Reports

There are three similar, REAL TIME override reports in the Student – Registration Reports folder:

- SRE 120  Registration Capacity Overrides
- SRE 121  Department Overrides Report
- SRE 122  Dept Individual Student PREREQ Overrides

The SRE 120 report displays only the capacity overrides granted for students within the selected CRN.

The SRE 121 report displays any override granted for students within the selected term, college, department and subject.

The SRE 122 report displays only the prerequisite override granted for a selected student within a selected college, department and subject.
## SRE00110 CRNs with Quotas at Room Capacity

### Report Description
The SRE 110 report displays CRNs where the quota of CRN has met or exceeded the **room capacity**.  
This report may include CRNs where the quota has met or exceeded the room capacity, but the number of **registrations is below the room capacity**.

### Report Options
If you have drill-down authorization, a "plus sign" displays to the left of the course. The drill down displays student's name, *myWSU* ID, major, registration status and registration date.

<table>
<thead>
<tr>
<th>College of Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum and Instruction - CI</td>
</tr>
<tr>
<td>CRN</td>
</tr>
<tr>
<td>311</td>
</tr>
<tr>
<td>452L</td>
</tr>
<tr>
<td>452M</td>
</tr>
<tr>
<td>411L</td>
</tr>
<tr>
<td>411L</td>
</tr>
<tr>
<td>431A</td>
</tr>
<tr>
<td>431A</td>
</tr>
<tr>
<td>431B</td>
</tr>
<tr>
<td>431C</td>
</tr>
</tbody>
</table>
SRE00111 CRNs with Registrations at Room Capacity

**Report Description**

The SRE 111 report displays CRNs where registrations has met or exceeded the room capacity.

This report may contain CRNs with a room capacity of 0 (zero). The Status column indicates which CRNs are

For example, CI 431B (23065) and CI 431C (23068) do not display on the SRE 111 report, but they appear on the SRE 110 report on the previous page. This is because the registrations for these CRNs are below the room capacity.

**Report Options**

![CRNs with Registrations at Room Capacity - Spring 2008](image_url)
SRE00120 Registrations Capacity Overrides

**Report Description**

This **REAL TIME** report displays a list of students who received the capacity override for the selected CRN and if they have registered.

The **Capacity override** refers to the **quota** (maximum enrollment for a CRN) and **not the capacity of the room**.

**Report Options**

**Report Columns**

This report shows the following **CRN information**:

- **Capacity**: of the room where the class will be held
- **Quota**: maximum enrollment for a CRN
- **Reg**: number of students registered
- **Avail**: available seats (negative if Reg is greater than Quota)

This report shows each student’s registration status and date. It also indicates the person who assigned the override and the date the override was given.

**Report Uses**

The following **are not included** in the registered number:

- People who have been given the capacity override **but have not registered**. This includes people who were registered in the CRN but were dropped for non-payment.

- People who have **withdrawn** from the CRN.
SRE00121 Department Overrides Report

Report Description
This REAL TIME report displays overrides for a selected term, college, department and subject. Users can select specific overrides to display or may choose to display all overrides.

Report Options

Export the report to Excel to sort by a specific CRN.

SRE00122 Dept Individual Student PREREQ Overrides

Report Description
This REAL TIME report displays all prerequisite overrides for a student within the selected college, department and subject.

The report also displays the following information:
- Course authorized
- Term when course was (or will be) taken
- User who granted override
- Date override was taken

Report Options
SRE00200 Credit Hour Production by Major

Report Description
This report counts the number of registered students by their first major and sums the credit hours of their registrations.

This report can display all majors within a specific college or can display a single major.

Report Options
Select a Term and then Academic College from the drop down boxes. It may take a moment for the Major drop down list to appear active.

If you have drill-down authorization for a major, a "plus sign" displays to the left of the course. The drill down displays student’s name, myWSU ID and number of enrolled credit hours. A “P” to the left of the student’s name indicates they have paid for the semester.
**SRE00300N Credit Hour Production by Student**

**Report Description**
This report counts the number of registered students by the college and department of their first major and sums the credit hours of their registrations regardless of the department of the registration.

**Report Options**
If you have drill-down authorization for a college, a "plus sign" displays to the left of the course. The drill down displays the number of students and credit hours by department.

<table>
<thead>
<tr>
<th>Students</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>2143</td>
<td>23422</td>
</tr>
</tbody>
</table>

Total: 2143 23422

If you have drill-down authorization for a college, a "plus sign" displays to the left of the course. The drill down displays the number of students and credit hours by department.
This report counts the number registrations by the departments of the courses and sums the credit hours of those registrations.

This report does not count the unique number of students enrolled in a department, but rather the total number of registrations (or enrollments) within a department.

For example, a Biology student enrolled in 3 Biology classes counts as 3 registrations.

For example, a Biology student enrolled in 3 Biology classes counts as 3 registrations.

<table>
<thead>
<tr>
<th>Department</th>
<th>Registrations</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT Accounting</td>
<td>1572</td>
<td>4528</td>
</tr>
<tr>
<td>AE Aerospace Engineering</td>
<td>865</td>
<td>2542</td>
</tr>
<tr>
<td>ANTH Anthropology</td>
<td>670</td>
<td>1787</td>
</tr>
<tr>
<td>ART Art</td>
<td>1356</td>
<td>3554</td>
</tr>
<tr>
<td>BIOL Biology</td>
<td>1865</td>
<td>4151</td>
</tr>
<tr>
<td>CESP Counseling Ed School Psy</td>
<td>657</td>
<td>1435</td>
</tr>
</tbody>
</table>

Run: 2/28/2009 8:39:53 AM

Term: 200920

Data Source: ODS

Data Source Date: 2/27/2009 12:37:47 AM

User: X259P242
SRE00500 Student Athletes

Report Description
This report displays all students participating in a sport selected in the term selected.

Report Options

Student Athletes - Spring 2008

<table>
<thead>
<tr>
<th>Name</th>
<th>Id</th>
<th>E-mail Address</th>
<th>Phone</th>
<th>College</th>
<th>Major</th>
<th>Sport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men's Golf</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NGO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Data Source: ODGP
Data Source Date: 3/5/2008 12:38:56 AM
Print Landscape -2 in. or less R and L Margins
### Report Description
This report displays the room usage for the select term, building and/or room.

### Report Options

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>CAP</th>
<th>CAMPUS</th>
<th>MEET DAYS</th>
<th>MEET TIMES</th>
<th>TERM</th>
<th>MEET DATE S</th>
<th>SUBJ CODE</th>
<th>CRSE NUMB</th>
<th>CRN</th>
<th>XLEST GROUP</th>
<th>FUNC CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>JB</td>
<td>127</td>
<td>122</td>
<td>M</td>
<td>TR</td>
<td>1100-1215</td>
<td>201110</td>
<td>19-AUG-2010/17-DEC-2016</td>
<td>SOC</td>
<td>300S</td>
<td>14479</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JB</td>
<td>127</td>
<td>122</td>
<td>M</td>
<td>MUY</td>
<td>0830-1020</td>
<td>201110</td>
<td>19-AUG-2010/17-DEC-2016</td>
<td>PHYSI</td>
<td>210</td>
<td>16699</td>
<td>H4</td>
<td></td>
</tr>
<tr>
<td>JB</td>
<td>127</td>
<td>122</td>
<td>M</td>
<td>W</td>
<td>1735-1859</td>
<td>201110</td>
<td>19-AUG-2010/17-DEC-2016</td>
<td>PHYSI</td>
<td>313</td>
<td>12843</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JB</td>
<td>127</td>
<td>122</td>
<td>M</td>
<td>MUY</td>
<td>1300-1530</td>
<td>201110</td>
<td>13-OCT-2010/10-DEC-2016</td>
<td>CJ</td>
<td>191</td>
<td>16685</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JB</td>
<td>127</td>
<td>122</td>
<td>M</td>
<td>TR</td>
<td>1610-1725</td>
<td>201110</td>
<td>19-AUG-2010/17-DEC-2016</td>
<td>ME</td>
<td>659</td>
<td>12810</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Stu48hrReport

**Report Description**

This report displays all students who have not completed the four basic skills classes (COMM 111, ENGL 100/101, ENGL 102 and 3 hours of math) within their first 48 credit hours.

**Report Options**

![Report Options](image)

<table>
<thead>
<tr>
<th>Stu48hrReport</th>
<th>Run: 7/22/2010 4:45:16 PM</th>
<th>Tot: 591</th>
<th>Term: 201030</th>
<th>Major Code</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>MVW8JUD</td>
<td>NAME</td>
<td>48HR COL</td>
<td>48HR HAJ</td>
<td>48HR Base</td>
<td>ENGL100</td>
</tr>
<tr>
<td>LA</td>
<td>A31A</td>
<td>64</td>
<td>M</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>LA</td>
<td>A23A</td>
<td>62</td>
<td>M</td>
<td>M</td>
<td>M *</td>
</tr>
<tr>
<td>LA</td>
<td>A23A</td>
<td>72</td>
<td>M</td>
<td>M</td>
<td>M *</td>
</tr>
<tr>
<td>LA</td>
<td>A10B</td>
<td>50</td>
<td>M</td>
<td>M</td>
<td>M *</td>
</tr>
<tr>
<td>LA</td>
<td>A10U</td>
<td>49</td>
<td>M</td>
<td>*</td>
<td>M</td>
</tr>
<tr>
<td>LA</td>
<td>A22A</td>
<td>55</td>
<td>M</td>
<td>*</td>
<td>M</td>
</tr>
</tbody>
</table>