Report Tips – Admissions Overview

**Description:** Displays dashboard comparisons for admissions data such as number of: applications, admits, ACT composites, FAFSA filers, and housing contracts. Shows historical charts for multi-year application trends and enrollment by specific criteria. Views for Enrollment reports by # Registered, # Declarations, Admission Type, Classification, Ethnicity, Gender, and Ten Year Trends are available.

**Note:** Once the data is available, the dashboard page will have dashboards for Orientation (Freshmen and Transfer), Enrollment numbers, and number of graduates for the academic year.

**Accessing the Report:** Log into My UNIverse, select the Reporting tab. Click the Data Warehouse Reports link. On the DDDH Home tab, click the Admissions Overview link in the Reports pagelet. By default, the report opens to the Dashboard.

**DASHBOARDS VIEW**

Tips for the Dashboard view:
- Data is displayed using gauges
- Any purple headers are links that users may click to view additional data
- Data displayed is from the daily snapshot until the census snapshot occurs, with the exception of the “Housing Contracts”, which is noted below the gauge
- Gauges show the variance between years (red being a decrease and green an increase)
ENROLLMENT VIEW  The reports (By # Registered, # Declarations, Admission Type, Classification, Ethnicity, Gender, Ten Year Trends) can be viewed by: Enrollment (table or pinwheel), (Displays as a table or pinwheel graph, depending on the report)

Example: # Registered (Displays in a pinwheel graph.)

Hover over any department to view details. Click to view breakdown by department.
### Example: By Classification (Displays in a table.)

![Classification by Department - Fall 2012 Census Snapshot](image)

- **Includes All Major Declarations (Students Are Duplicated)**
- *Click a Department to drilldown to the program level*

<table>
<thead>
<tr>
<th>College</th>
<th>Department</th>
<th># Freshmen</th>
<th># Sophomore</th>
<th># Junior</th>
<th># Senior</th>
<th># Unclassified</th>
<th># Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBA</td>
<td>College of Business</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>0</td>
<td>69</td>
</tr>
<tr>
<td>CBA</td>
<td>College of Business (Pre Majors)</td>
<td>73</td>
<td>48</td>
<td>5</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CBA</td>
<td>Department of Accounting</td>
<td>100</td>
<td>107</td>
<td>171</td>
<td>160</td>
<td>0</td>
<td>22</td>
</tr>
<tr>
<td>CBA</td>
<td>Department of Economics</td>
<td>11</td>
<td>28</td>
<td>43</td>
<td>48</td>
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<td>0</td>
</tr>
<tr>
<td>CBA</td>
<td>Department of Finance</td>
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<td>53</td>
<td>139</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CBA</td>
<td>Department of Management</td>
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<td>103</td>
<td>212</td>
<td>220</td>
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<td>0</td>
</tr>
<tr>
<td>CBA</td>
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<td>63</td>
<td>119</td>
<td>127</td>
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<td>0</td>
</tr>
<tr>
<td>CHAS</td>
<td>Department of Art</td>
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<td>58</td>
<td>105</td>
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<td>0</td>
</tr>
<tr>
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<td>33</td>
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<tr>
<td>CHAS</td>
<td>Department of Chemistry and Biochemistry</td>
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<td>34</td>
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<td>45</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>CHAS</td>
<td>Department of Communication, External, and Educational</td>
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<td>86</td>
<td>22</td>
<td>79</td>
<td>0</td>
<td>70</td>
</tr>
</tbody>
</table>

### Tips:

- Use the arrow buttons to view previous or next semester data
- Click the Department name to drill down to program data
- To sort by column, click the column header
- Note the information at the top of the report (e.g. Primary Major Only).
- Viewing by Admission Type shows all major types by default. To view only primary major, click the Primary Major link in the upper right.
HISTORICAL CHARTS

View data by: Applications, Admissions, Enrollments, and New Enrollments. Add specific criteria for Admit Type, Residency, College, Department, Program, and Year(s).

Tips:
- Hover over data line dots to see the actual number
- 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.
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.