


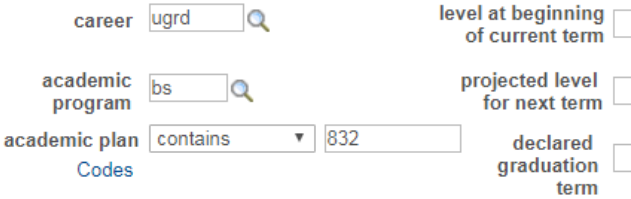

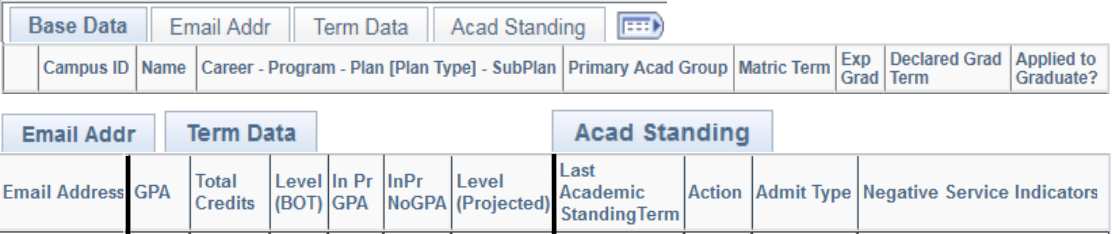


Data Center Ad Hoc Reports in SIS

What is the Data Center?

The Data Center is a reporting tool you can utilize to run ad-hoc reports on real-time student and course data in a familiar, secure environment with information gathered from the Student Information System.

Running a Report – Students tab

To run a report to find a list of **active** students using the Data Center, follow the steps below:

Step	Action	Result
1.	From Home, select: <input type="checkbox"/> Student Records WorkCenter <input type="checkbox"/> Dean/Dept Processing <input checked="" type="checkbox"/> Data Center	The Data Center displays. Tip: Menu Navigation: >Reporting Tools >Data Center
2.	Verify/select Students tab.	Students tab selected. 
3.	Enter desired report criteria. Tips: - Must enter at least 1 field. - Only searches active students - Enter criteria in any or all sections.	Fields display criteria entered. 
4.	Select [SEARCH] .	Results display at bottom of page.
5.	View report results at bottom of page , by selecting Tabs or Show all columns button  .	Your report displays within a consistent template of tabs & columns. Tip: Select column headings to sort differently.
		
6.	If you want to Download to Excel, select  .	The results that download to Excel are based on selected tab. (Use  to download all fields.)
7.	To run another report: a) Select [CLEAR] . b) Go back to Step 3.	[CLEAR] will erase all previous criteria; however, results will display until another search is run.

Data Center Page – Students tab

Path: Student Records WorkCenter, |Dean/Dept Processing|, Data Center, |Students|
 Curric & Enroll Rep WorkCenter, |Resources|, Data Center, |Students|
 >Reporting Tools >Data Center, |Students|

Search on Active Students

(5000 class limit)
[Link to Data Center reference document](#)
 This data may be protected by FERPA, read more.

career

academic program

academic plan
[Codes](#)

primary acad group

sub-plan

student group

level at beginning of current term

projected level for next term

declared graduation term

graduation status

advised by

cumulative GPA from to
low range high range

cumulative credits from to
low range high range

admit type

common negative service indicator

academic standing status

academic standing action

The following fields will filter the results for students enrolled in a specific term, which is required for this section.
 The term field has no effect on any of the fields above.

term to
required optional

session code
fall spring summer

enrollment status

academic organization
letter + 4 digits

student career
digits

subject area
3 digits

catalog number

class number
5 digits

section number
3 digits

course ID
6 digits

instructor

instruction mode

Data Center Field Descriptions – Students tab

The table below describes the fields and buttons found on the Data Center:

Field	Description
<i>career</i>	The type of degree a student is pursuing. All students belong to an academic career: Undergraduate, Graduate, Law, Medical, Pharmacy, Vetmed, Univ Specials Students, Univ Guest Students, Nonstandard.
<i>academic program</i>	For undergraduate students, <i>academic program</i> indicates the degree the student is working towards (e.g. L&S has acad programs of BA or BS). For graduate students, <i>academic program</i> indicates their field of study.
<i>academic plan</i>	For undergraduate students, <i>academic plan</i> indicates Major, Certificate, or Minor. For graduate students, <i>Plan</i> indicates the Degree level they are working towards, Masters or Ph.D. Select <u>Codes</u> to view your options.

Field	Description
Primary acad group	School/College e.g., ALS, BUS, EDU, EGR, HEC, L&S, NUR...
sub-plan	A special area of study under the specified major usually called an <i>option</i> or an <i>emphasis</i> . (Note: Requires <i>academic plan</i> entry above.)
student group	The student group code.
level at beginning of current term	Student's level at the beginning of the current term. e.g., 10=Freshman, 30=Junior, GR=Grad
projected level for next term	Student's projected level at the beginning of the next term. e.g., 20=Sophomore, 40=Senior
declared graduation term	The term of graduation that has been declared by the student. A value will only be returned if a student has applied to graduate.
graduation status	Find students who have applied to graduate.
advised by	The SIS Empl ID # of an advisor. Use Look up to Search by Name.
cumulative GPA from to	Select a range of cumulative GPA at the beginning of the current term.
cumulative credits from to	Select a range of cumulative credits at the beginning of the current term.
admit type	CON=Continuing, FYR=First Year Student, NEW=New Student, RAD=Readmit, RET=Reentry Transfer, TRF=Transfer
Common negative service indicator	Select from high level service indicator codes.
academic standing status	GST=Good Standing, DIS=Dismissed, PRO=Probation, SUB=Subject to Dismissal.
academic standing action	A code that identifies the action (CLR, CLRB, CLRP, DROP, GOOD, MNC, MOP, PRO, PROR, SPR, WRN, WRNG). (Note: this field requires an entry in the career field.)
Term-Specific Criteria	
term to	A four-digit code representing century, year, and semester. Semesters are as follows: Fall=2, Spring=4, and Summer=6. e.g. 1202=Fall 2019-2020, 1194=Spring 2018-2019. A value in this field is required to search on any criteria in this lower section.
session code	Represents the length and weeks a class meets. Regular sessions of full Fall and Spring terms are coded as A1. Courses meeting less than the full semester and summer term have a 3-letter code representing the Begin week, Span, and weeks of Instruction. Links to fall , spring , and summer session code lists are also available. (Note that these lists may not be all-inclusive depending on when they were published.)



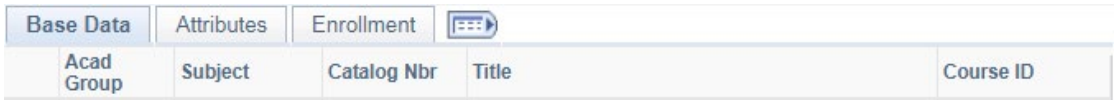
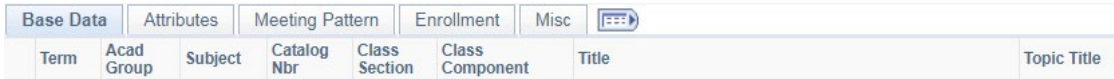

Field	Description
<i>enrollment status</i>	The enrollment status of a group of students for the selected courses of a term. The three values included Dropped, Enrolled, and Waiting.
<i>academic organization</i>	A code that identifies schools, colleges, and/or individual departments. A single digit alpha character or a three digit alpha/numeric identifies a school or college. An alpha character followed by four numbers identifies a department(s) within those schools and colleges.
<i>student career</i>	The type of degree a student is pursuing. All students belong to an academic career: Undergraduate, Graduate, Law, Medical, Pharmacy, Vetmed, Univ Specials Students, Nonstandard.
<i>subject area</i>	Identifies an instructional unit that has a discrete grouping of courses. It is usually a three-digit numeric value.
<i>catalog number</i>	The course number in a subject area as described in the Course Catalog.
<i>class number</i>	A 5-digit unique number assigned by SIS to each section.
<i>section number</i>	Every class is identified with a 3 digit Class Section number.
<i>course ID</i>	A unique six digit # assigned when a course is added to Course Catalog.
<i>instructor</i>	The instructors SIS Empl ID (not their campus or HRIS ID number).
<i>instruction mode</i>	Method of instruction. This field is usually 'P' for Classroom Instruction; other values include: WO=Online Only, WC=Online (some classroom).

Additional fields from the search results:

<i>Campus ID</i>	Campus ID of the student.
<i>Name</i>	Student's preferred name if provided, otherwise primary name.
<i>Matric Term</i>	The first matriculation term at UW-Madison.
<i>Email Address</i>	Displays student's preferred email address.
<i>Exp Grad</i>	Expected graduation term.
<i>GPA</i>	The student's GPA at the beginning of the current term.
<i>Total Credits</i>	The student's total credits at the beginning of the current term.
<i>Level (BOT)</i>	The student's level at the beginning of current term (BOT).
<i>In Pr GPA</i>	Number of in progress credits which count towards the student's GPA.
<i>In Pr NoGPA</i>	Appears when a student has pending study abroad coursework.
<i>Level (Projected)</i>	The student's projected level at the next future term.
<i>Academic Standing Action</i>	The term for which the most recent academic standing on the student's record was applied.
<i>Action</i>	The most recent academic standing action on the student's record.

Running a Report – Courses tab

To run a report to find a list of courses or course and section-level data using the Data Center, follow the steps below:

Step	Action	Result
1.	From Home, select: <input type="checkbox"/> Curric & Enroll Rep WorkCenter [Resources], Data Center	The Data Center displays. Tip: Menu Navigation: >Reporting Tools >Data Center
2.	Select [Courses] tab.	Courses tab selected  Note: The default active page is Students.
3.	Enter desired report criteria. Tips: - Must enter at least 1 field in the top section. - Section data (bottom section) is not required. However, if you enter criteria in the bottom section you must enter term criteria.	Fields display criteria entered. academic group: <input type="text" value="L&S"/> HISTORY subject area <input type="text" value="448"/> 3 digits catalog number <input type="text" value="120"/> to <input type="text"/> low range high range course id <input type="text"/> 6 digits
4.	Select [SEARCH] .	Results display at bottom of page.
5.	View report results at bottom of page , by selecting Tabs or Show all columns button  .	Your report displays within a consistent template of tabs & columns depending on whether you are searching on course-level criteria only or including section-level criteria. Tip: Select column headings to sort differently.
	Course level criteria only:	
	Course and section-level criteria:	
6.	If you want to Download to Excel, select  .	The full results will appear in an Excel document.
7.	To run another report: a) Select [CLEAR] . b) Go back to Step 3.	[CLEAR] will erase all previous criteria; however, results will display until another search is run.

Data Center Page – Courses tab

Path: Curric & Enroll Rep WorkCenter, |Resources|, Data Center, |Courses|
 Student Records WorkCenter, |Dean/Dept Processing|, Data Center |Courses|
 >Reporting Tools >Data Center |Courses|

Search on Courses

(5000 class limit)
[Link to Data Center reference document](#)
 This data may be protected by FERPA, [read more](#).

Search the UW-Madison catalog for approved courses.

Your search needs at least one criteria selected in this top area.

academic group:

subject area 3 digits

catalog number to
low range high range

course id 6 digits

general education requirements

communication A B

quantitative reasoning A B

ethnic studies

level

elementary

intermediate

advanced

misc course attributes

counts in 50% grad coursework

counts as LAS credit (L & S)

workplace experience

foreign language

breadth

biological science natural science

humanities physical science

literature social science

course requirement group

OPTIONAL: search for courses and sections scheduled for specific terms.

Choose at least one term (required) and other criteria to combine with your settings in the top area.

term to
required optional

session code

class components

lecture lab independent study

discussion seminar field study

meeting day/time

Days of Week Include All (&Only) These Days

mon tues wed thurs fri sat sun

meeting time To
start time end time

class status active cancelled

credits to
low range high range

honors

accelerated honors honors optional

honors only not honors

class requirement group

capacity/total

enrollment capacity To zero enrl cap only

enrollment total To zero enrollment only

wait list capacity To zero wait list capacity only

wait list total To zero wait list only

instructor

instruction mode

Data Center Field Descriptions – Courses tab

The table below describes the fields and buttons found on the Data Center:

Field	Description
<i>academic group</i>	Three-digit value representing a specific school/college.
<i>subject area</i>	Identifies an instructional unit that has a discrete grouping of courses. It is usually a three-digit numeric value.
<i>catalog number</i>	The course number in a subject area as described in the Course Catalog.
<i>course id</i>	A unique six digit number assigned by the system when a course is first added to the Course Catalog.

Field	Description
<i>general education requirements</i>	<i>communication</i> - Returns courses with the course attribute of General Education Communication Requirements Part A or Part B.
	<i>quantitative reasoning</i> - Returns courses with the course attribute of General Education Quantitative Reasoning Part A or Part B.
	<i>ethnic studies</i> - Returns courses with the course attribute of Ethnic Studies.
<i>counts in 50% grad coursework</i>	Returns courses that are countable toward the graduate course work (50%) requirement.
<i>counts as LAS credit (L & S)</i>	Course counts towards LAS credit.
<i>workplace experience</i>	Course has workplace experience.
<i>foreign language</i>	Identifies the Semester of foreign language (1-5).
<i>course requirement group</i>	The requirement group (requisite) placed at the Course Catalog.
<i>level</i>	The course level as coded using the LEVL attribute at the Course Catalog. Returns courses matching any of the levels selected. The results may also display a value of “D”, which applies to any course that is considered both Intermediate and Advanced.
<i>breadth</i>	Returns courses with the course attribute of Breadth and the chosen attribute value. You can select multiple breadth values, and the search will return courses matching any of the selected values.
Term-Specific Criteria	
<i>term to</i>	A four-digit code representing century, year, and semester. Semesters are as follows: Fall=2, Spring=4, and Summer=6. e.g. 1182=Fall 2017-2018, 1174=Spring 2016-2017.
<i>session code</i>	Represents the length and weeks a class meets. Regular sessions of full Fall and Spring terms are coded as A1. Courses meeting less than the full semester and summer term have a 3-letter code representing the Begin week, Span, and weeks of Instruction.
<i>class components</i>	Class component assigned to the section.
<i>class status</i>	Classes are either Active or Cancelled. The search defaults to a value of Active.
<i>credits</i>	Returns courses equal to the credit chosen or within the chosen range. Credit values are assigned at the class association for a section.
<i>honors</i>	Honors values include accelerated honors (HOP), honors optional (HIA), honors only (HON) or not honors.

Field	Description
<i>class requirement group</i>	The requirement group (requisite) placed at the class/section level on the class association.
<i>Days of Week</i>	Choose a modifier (Include All (&Only) These Days, Exclude All These Days, include any of these days). Select using checkboxes.
<i>meeting time</i>	This data should include AM or PM. Ex: 11:00AM
<i>enrollment capacity</i>	The enrollment capacity set at the section. Selecting “zero enrl cap only” will only return sections with an enrollment capacity of zero.
<i>enrollment total</i>	The total enrollment at the section. Selecting “zero enrollment only” will only return sections with an enrollment total of zero.
<i>wait list capacity</i>	The wait list capacity for the section. Selecting “zero wait list capacity only” will only return sections with a wait list capacity of zero.
<i>wait list total</i>	The wait list total at a section. Note that wait list totals are purged around the fifth week of classes for the fall and spring terms. Selecting “zero wait list only” will only return sections with a wait list total of zero.
<i>instructor</i>	The instructor’s SIS Empl ID (not their campus or HRS ID number).
<i>instruction mode</i>	Mode of instruction. This field is usually ‘P’ for Classroom Instruction; other values include: WO=Online Only, WC=Online (some classroom).

Additional fields from the search results:

<i>Title</i>	Official Title of the course.
<i>Topic Title</i>	Assigned Topic Title to a topic title approved course.
<i>Minimum Credits</i>	Minimum number of credits/units for this class section.
<i>Maximum Credits</i>	Maximum number of credits/units for this class section.
<i>Course Attribute Value -- TOPC</i>	Displays ‘TOPIC’ if course is topic title approved.
<i>Class Attribute Value – COMB</i>	Displays ‘COM B’ when a section-level COM B course is offered and the COM B attribute has been coded at the section level.
<i>Session Begin Date</i>	Session begin date for this class section.
<i>Session End Date</i>	Session end date for this class section.
<i>Exam Date</i>	Date of the Final Exam assigned to this section.
<i>Exam StartingTime</i>	Start time of the Final Exam.
<i>Final Exam Room</i>	Room assigned to this section for the Final Exam. Note that final exam rooms are typically assigned around the 12 th week of the term.
<i>Combined Section</i>	Displays “Combined” if the section is combined. This includes crosslisted and meets-with sections.