

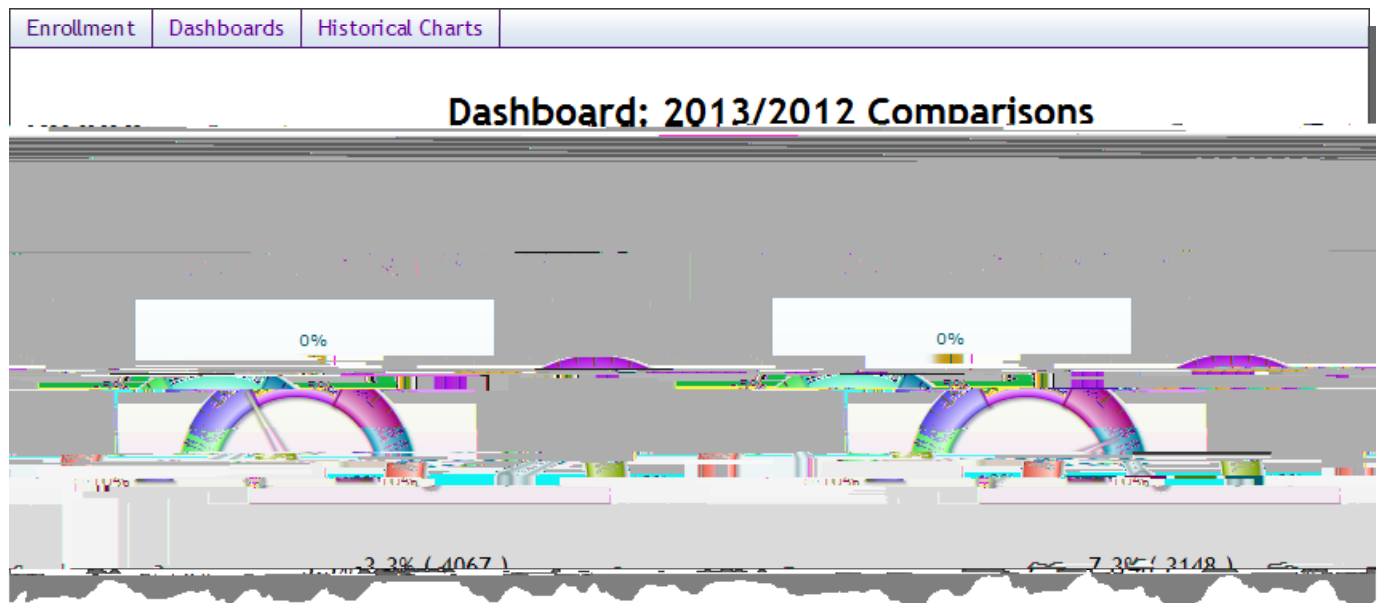
## Report Tips – Admissions Overview

**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



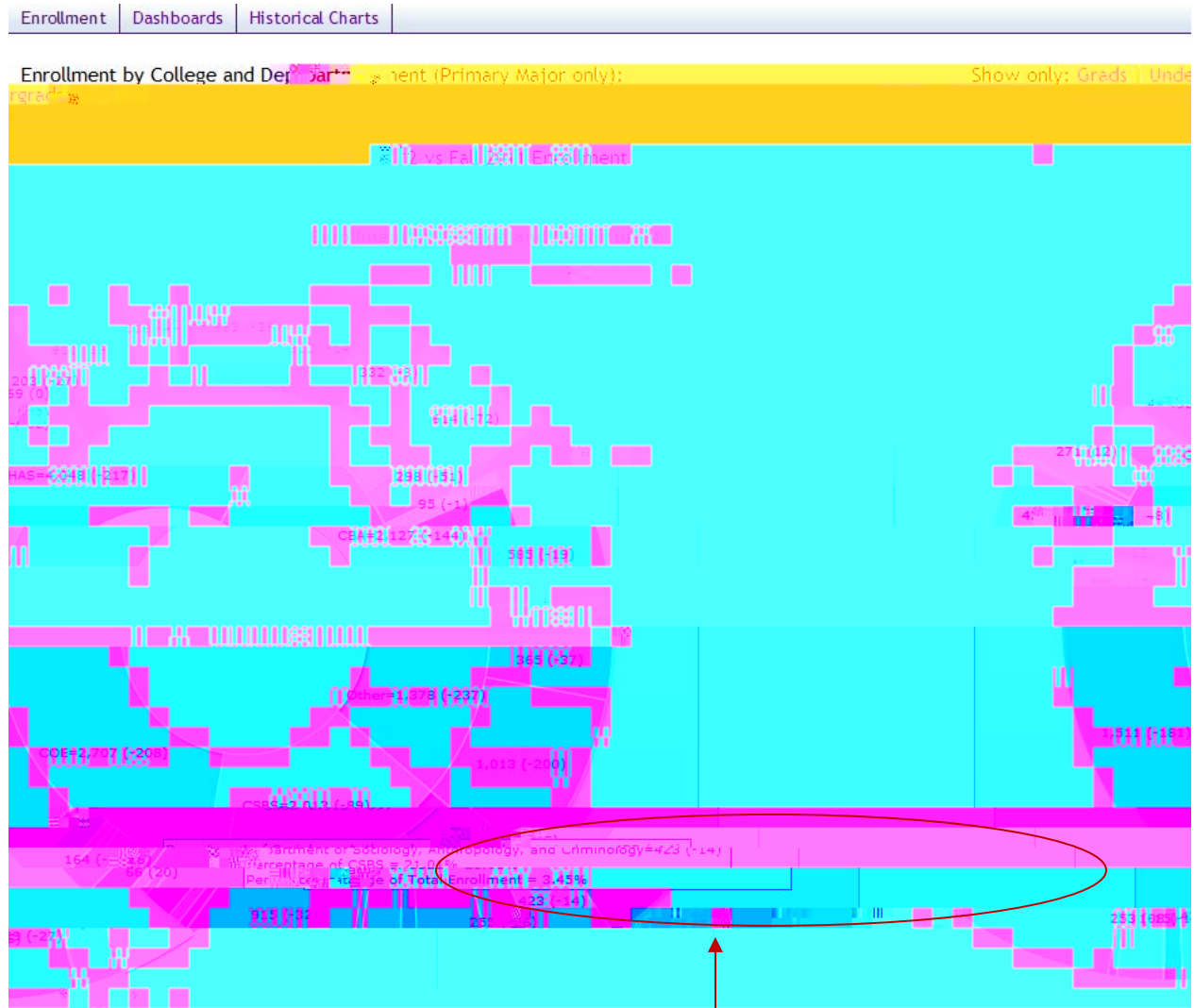
Tips for the Dashboard view:

- 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.)

Switch to [Primary Major](#) | [New Students](#)

### Classification by Department - Fall 2012 Census Snapshot

INCLUDES ALL MAJOR DECLARATIONS (STUDENTS ARE DUPLICATED)\*

Next Semester Prev Semester

	Freshmen	Sophomore	Junior	Senior	Unclassified	Graduate	College	Department	
ess	0	0	0	7	0	69	CBA	<a href="#">College of Busin</a>	
ess (Pre-Majors)	73	48	5	2	0	0	CBA	<a href="#">College of Busin</a>	
0   CBA   Department of Economics					11	28	43	48	0
103   212   220   CBA   Department of Managment									118
0   CBA   Department of Marketing					45	63	119	117	
	141	142	195	212	0	33	CHAS	<a href="#">Department of Biology</a>	
	21	34	35	45	0	4	CHAS	<a href="#">Department of Chemistry and Biochemistry</a>	

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.