

# Cognos reports for Department Chairs and Staff

## Access – who is designated an advisor in your department?

1. This report will give you a list of those, by department, who have been designated as an Advisor by your department. Note that advisor access gives that person access to a great deal of student information. Under FERPA, only those with an 'Educational need to know' should be granted this access.

- Folder: Advisor-Security Assignments (Under Periodically Used Subject Areas heading)
  - Report title: DEPT:Personnel With Advisor Access:001
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## Bronco NetID

1. This report gives you the identity of a person at WMU, after entering the Bronco NetID.

- Folder: Advisor-Security Assignments (Under Periodically used subject areas heading)
  - Report title: DEPT:Name Look Up From Bronco NetID:009
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## Grading – missing grades

1. This report will list missing grades, by college, then by course, for a given term. Each college is listed on a separate page on the spreadsheet.

- Folder: Under End of Semester Subject Areas – folder is Missing Grades (Data from Banner)
  - Report Title: REG:Missing 100% Grades by Course (multiple Excel worksheets):091
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## Registration audit reports –

1. This report gives a list of all unique failed registration attempts for sections by term, then by subject.

- Folder: Registration Audit
- Report title: Closed Sections

2. This report generates a list of all unique registration errors for each section. These include prerequisite errors, time conflicts and duplicate course errors.

- Folder: Registration Audit
  - Report Title: Registration Audit report
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## Scheduling information –

1. This report gives a list of instructors by building. The prompts are term, then building.

- Folder: Departmental Chair Common Reports
- Report title: Classes and Instructors by Building

2. This report gives a list of all sections offered for a given term, for the selected department. The course number, CRN, course title, credit hours, days, hours, building, room, instructor, status, capacity, enrollment, and remaining number of seats are included. Prompts are term, college, department and college.

- Folder: Departmental Chair Common Reports
- Report title: Scheduled Course Offerings by College/Department/Campus (Excel)

3. This report gives the same schedule information as the previous report in pdf form.

- Folder: Departmental Chair Common Reports
  - Report title: Scheduled Course Offerings by College/Department/Campus (PDF)
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### **Student information –**

#### **Admitted students -**

1. This report gives contact information for admitted students. Prompts are term, then department.

- Folder: Departmental Chair Common Reports
- Report title: Admitted Student Information by Application Department

2. This report gives the same contact information as the previous report. Prompts are term, then major.

- Folder: Departmental Chair Common Reports
  - Report title: Admitted Student Information by Application Major
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#### **Current student information -**

1. This report gives contact information, class level, as well as credits earned at WMU, gpa, age and other demographic information for all students with a major within the selected department. Prompts are term, then department.

- Folder: Departmental Chair Common Reports
- Report Title: Registered Student Information by Department

2. This report gives contact information, credits earned, gpa, age, major, other minors, class level and other demographic information for students with the selected minor. Prompts are term, then minor.

- Folder: Departmental Chair Common Reports
- Report title: Registered Student Information By Minor

3. This report gives a list of registered student names, wins, wmich.edu email address for students with the selected major/minor. Prompts are term, then the major/minor.

- Folder: Departmental Chair Common Reports
  - Report title: Registered Student Emails By Major/Minor
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#### **Retention – current students –**

1. This report gives a list of all students registered for a given term, who have a gpa less than 2.0 at WMU. The report includes college, department, major, class level, credit hours attempted, credit hours earned, gpa and contact information. The prompt is term.

- Folder: Departmental Chair Common Reports
  - Report title: Registered Students With GPA's < 2.0 By Term
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#### **Graduates or pending graduates –**

1. This report gives awarded degrees by major, prompts are term, then major.

- Folder: Departmental Chair Common Reports
- Report title: Awarded Degrees Summary Major

2. This report gives a list of students pending graduation with their email address and permanent address. The prompts are graduation term, department and then major.

- Folder: Departmental Chair Common Reports
  - Report title: Pending Graduates Addresses by Department/Major
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### **Textbook information –**

1. This report lists all department sections for a given term, with all required and recommended textbook information as submitted by the faculty.

- Folder: Schedule Building Reports – Banner
- Report title: DEPT: Textbook List for Scheduled Sections

2. This report lists all sections, for a given term, and a given department, which are missing textbook information.

- Folder: Schedule Building Reports – Banner
  - Report title: DEPT: Textbook – Missing for Scheduled Sections
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### **Transfer course information**

1. Entering a subject and course number, such as MATH 1100, for a given time period, will give a list of the numbers of students who have transferred an equivalent course to WMU, with a breakdown by school.

- Folder: Transfer Equivalency
  - Report title: Transfer Credit Generated by Subject
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### **Waitlisting -**

1. This report will provide a list, by department, of sections with a waitlist, the number of students on the waitlist, and available waitlist seats.

- Folder: Schedule Building Reports-ODS
  - Report title: DEPT:Wait List Status by Course
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