

# Cognos Report 20.05.20 | Daily Registration by Program

1. Cognos: <https://cognmsp1.cc.wmich.edu>
2. Login with your Bronco NetID and password
3. Click *Team Content*
4. Click through the menu to select report number 20.05.20
5. Report options:
  - a. Generate data for a specific *College* or *Department*
  - b. Select *Graduate*
  - c. Select population: *All Students, New Master's, New Doctoral, Graduate Re-Entry, Continuing*
  - d. Select *Course Location* (e.g., Grand Rapids – Downtown)
  - e. Select: *All Students, Domestic Students, International Students*

The screenshot shows the Cognos report configuration interface for the report '20.05.20 Daily Registration by Program'. The interface is divided into several sections for configuring the report parameters.

**Report Title:** 20.05.20 Daily Registration by Program

**Section 1: Registration Term and Event Type**

- Select the most recent registration term:** A list box containing terms from Spring 2022 down to Summer II 2019. 'Fall 2021' is selected.
- Select Event Type for Comparison:** Radio buttons for 'Days Before Census' and 'Days of Registration'. 'Days of Registration' is selected. A note states: 'Note: Census day for Fall 2018 has been moved forward so comparison of 'Days Before Census' will have fewer registration days than previous years. For a better comparison with Fall 2018 use 'Days of Registration'.'

**Section 2: Data Slice Date and Additional Terms**

- Select data slice date:** A list box showing dates from 6/10/21 to 6/1/21. 'Latest Frozen Event' is selected.
- Select additional terms to compare:** A list box containing 'Fall 2020 COVID-19 Impacted', 'Fall 2019', 'Fall 2018', 'Fall 2017', and 'Fall 2016'. 'Fall 2020 COVID-19 Impacted' is selected. Below the list are 'Select all' and 'Deselect all' links.
- Note:** Sometimes the 'Latest Freeze Event' option will take over 5 minutes to run. The latest date listed is always the latest freeze event date so for a faster run time, choose the actual date.

**Section 3: Optional Prompts**

- Select Student Level:** A list box with 'Undergraduate' and 'Graduate'. 'Graduate' is selected. Below is a 'Deselect all' link.
- Select College:** A list box containing various colleges and departments like 'Arts & Sciences', 'Aviation', etc. 'Other' is selected. Below is a 'Deselect all' link.
- Select Student Population:** A list box containing 'All Students', 'New Degree-Seeking Beginners', etc. 'All Students' is selected.
- Select Course Locations:** A list box containing 'All Locations', 'Main', 'International Course Location', etc. 'All Locations' is selected.

**Section 4: Display Student Class and Select Type of Student**

- Display Student Class:** Radio buttons for 'Group by Student Level' and 'Group by Student Class'. 'Group by Student Level' is selected.
- Select Type of Student:** Radio buttons for 'All Students', 'Domestic Students', and 'International Students'. 'All Students' is selected.