



# **SSSP Crystal Reports**

*A Guide to finding and using Crystal Reports  
to support College SSSP business processes*

Los Rios Community College District  
District Office IT  
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## **I. Reports that will provide support data for SSSP Requirements**

The goal of the Student Success and Support Program (SSSP) is to increase student access and success by providing students with core SSSP services, including (1) orientation, (2) assessment and placement, and (3) counseling, advising, and other education planning services, and the support services necessary to assist them in achieving their educational goal and declared course of study. The purpose of this document is to outline the Crystal Reports that are available for the Los Rios Colleges that will provide information that is needed to help support business practices providing SSSP services to their students.

Various Crystal Reports have been developed to provide the data to assist the Colleges in their efforts to provide the following services:

1. Provide at least an abbreviated SEP to all entering students with a priority focus on students who enroll to earn degrees, career technical certificates, transfer preparation, or career advancement.
2. Provide orientation, assessment and placement, and counseling, advising, and other education planning services to all first-time students<sup>1</sup>.
3. Provide students with any assistance needed to define their course of study and develop a comprehensive SEP by the end of the third term but no later than completion of 15 units.
4. Provide follow-up services, especially to students identified as at-risk (students enrolled in basic skills courses, students who have not identified an education goal and course of study, or students on academic or progress probation.

*The following paragraphs will provide information about which Crystal Reports will provide specific information to assist in meeting SSSP regulations.*

### ***A. How to identify students who have not received an iSEP, and have indicated a desire to earn a degree, career technical certificate, prepare for transfer, or attend college for career advancement?***

1. Special Services > Matriculation>Mandatory Matriculation Special Groups Data Report RCMTR0393
2. Special Services > DSPTS>Mandatory Matriculation DSPTS Data Report RCDSP0394
3. The above reports provide Matriculation completion, Major and Ed Goal information data. Requesting the format option of Export to Excel will allow you to sort out the students who have not received an iSEP and have indicated an appropriate Ed Goal or Major.

### ***B. How to identify first time students who have not completed the three steps to success criteria for Priority Registration.***

1. Special Services > Matriculation>Mandatory Matriculation Special Groups Data Report RCMTR0393
2. Special Services > DSPTS>Mandatory Matriculation DSPTS Data Report RCDSP0394
3. The above reports allow you to select on Enrollment Status and will provide Matriculation completion information data. Requesting the format option of Export to Excel will allow you to sort out the new students who have not completed the three steps.

***C. How to identify students who have defined their course of study and have not developed a comprehensive SEP by the end of the third term but no later than completion of 15 units.***

1. Special Services > DSPS > Mandatory Matriculation DSPS Data Report RCDSP0394 – New columns and Excel options will provide this.
2. Special Services > Matriculation > Mandatory Matriculation Special Groups Data Report RCMTR0393 – New columns and Excel options will provide this.

***D. How to identify students identified as at-risk (students enrolled in basic skills courses, students who have not identified an education goal and course of study, or students on academic or progress probation).***

1. Academic Standing > Academic Standing Report for Select Student Groups RCAS0004
2. Special Services > DSPS > Academic Standing for DSPS Students RCDSP0396
3. Special Services > EOPS > EOPS Units Enrolled and GPA Report RCEOP0118
4. Records/Grades > Continuing Students Units Enrolled and GPA Report RCREC0353
5. Records/Grades > Units Enrolled and GPA for Athletes RCREC0395
6. Special Services > CalWORKs > CalWORKs Units Enrolled and GPA Report RCCAL0254
7. Special Services > DSPS > DSPS Units Enrolled and GPA Report RCDSP0352
8. Special Services > DSPS > Mandatory Matriculation DSPS Data Report RCDSP0394
9. Special Services > Matriculation > Mandatory Matriculation Special Groups Data Report RCMTR0393
10. Special Services > Matriculation > Matriculation – Outreach Report RCMTR0391
11. Special Services > Matriculation > Student Services Additional Services Data Report RCMTR0414
12. Special Services > Matriculation > New Student Labels or List RCMTR0075
13. Special Services > Veterans > Veterans Dismissal Labels or List RCVET0225

***E. Where to find information on how College data will be reported to CCCCCO via End of Term MIS Submissions***

1. Special Services > Matriculation > Student Services MIS Data Report RCMTR0407
2. Special Services > Matriculation > Student Services Additional Services Data Report RCMTR0414
3. Records and Grades > RCREC0385 Special Populations Participation Report – awaiting approval.
4. Special Services > CALWORKS > RCCAL0268 MIS to CalWORKs Student Data Mismatch Report
5. Special Services > DSPS > RCDSP0120 DSPS Data & Demographics Report PS
6. Special Services > EOPS > RCEOP0126 EOPS & CARE Data Report PS
7. Records and Grades > RCREC0387 Foster Youth Participation Report FS

## **II. More information about each Crystal report**

### ***A. Academic Standing Reports***

#### **1. Academic Standing Dismissal Labels RCAS0161**

***Description***

This program will print labels for students on dismissal.

***Parameters for this report include:***

1. College
2. Term
3. Zip Sort

***Information displayed in this report:***

1. Labels are printed in the “3-up labels” format for the Avery 5160 label specification.

#### **2. Academic Standing Report RCAS0005**

***Description***

This program will provide a listing of students sorted by their Academic Standing.

***Parameters for this report include:***

1. College
2. Term

***Information displayed in this report:***

1. Student ID
2. Name
3. Academic Standing
4. Current GPA
5. Cumulative GPA

#### **3. Academic Standing Report for Select Student Groups RCAS0004**

***Description***

This will create a report listing Student's Academic Standing information for students who are in Select Student Groups. This is necessary to help identify students who need assistance to help maintain their academic standing.

***Parameters for this report include:***

1. Probation Group choices:
  - a. 1 - First Time Probation Students
  - b. 2 - Second Time Probation Students
  - c. All - All Probations (including Dismissals)

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2. Student Group choices:
  - a. ALL EXCEPT – All except Special Groups and DSPTS (Beware that this option could cause timeouts and should be scheduled.)
  - b. ATHL - Athletes,
  - c. CalWORKs - CalWORKs
  - d. EOPS - EOPS
  - e. FSTR - Foster Youth
  - f. VETB - Veterans with Benefits
  - g. VETS - Veterans
3. Student Enrollment Status
  - a. All Students
  - b. First Time Student
  - c. Continuing Student
  - d. Returning Student
  - e. Special Admit

### ***Information displayed in this report:***

1. Student ID
2. Name
3. Special Group participation
4. Academic Standing and Term
5. Phone Day and Evening
6. Email
7. Current GPA
8. Cumulative GPA
9. Current Units

## **4. Academic Standing Report Dismissed Students RCAS0002**

### ***Description***

Report of those students that have Academic Dismissal, Progress Dismissal, or Both Academic Standing reason codes.

### ***Parameters for this report include:***

1. College
2. Term
3. Sort by Service Indicator

### ***Information displayed in this report:***

1. Student ID
2. Name
3. Address
4. Current GPA
5. Cumulative GPA
6. Academic Standing
7. Email address

8. Current Percentile
9. Cumulative Percentile
10. Service Indicator Code
11. Service Indicator Term
12. Service Indicator Active Date
13. Service Indicator Placed By

## ***B. Records/Grades***

### **1. Continuing Students Units Enrolled and GPA Report RCREC0353**

#### ***Description***

This will create a Units and Enrolled & GPA Report with College and Los Rios Cum Units reported for Continuing Students to help with priority registration business processes. This report will be used to determine the student's current term units in progress, current term units completed, and current term GPA. It also includes the cumulative units completed and the cumulative GPA.

#### ***Parameters for this report include:***

1. College
2. Term
3. Unit Range
4. Format – Report or Export to Excel

#### ***Information displayed in this report:***

1. Student ID
2. Name
3. Phone
4. Email
5. Sex
6. Unit Max Status
7. Probation Status
8. Education Goal
9. Major
10. Degree Awarded
11. College Cumulative Units
12. College Cumulative GPA
13. LRCCD Cumulative Units

### **2. iSEPs Summary Report RCREC0398**

#### ***Description***

The purpose of the RCREC0398 iSEPs Summary Report is to produce a total of all students who have had iSEPs processed during a specified time period. The report will list Counselor name, their EmplID, total Abbreviated and Comprehensive iSEP completion information, and In Process or Official Status.

***Parameters for this report include:***

1. College
2. Date Range

***Information displayed in this report:***

1. Counselor Name
2. Employee ID
3. Number of Abbreviated and Comprehensive iSEPs by Counselor, College
4. Total number of iSEPs by Counselor, District

***Crosstab Totals displayed in this report:***

1. Total Abbreviated and Comprehensive iSEPs by College
2. Total iSEPs by District

**3. Special Groups Enrollment Appointment Report RCREC0384**

***Description***

The purpose of the Special Groups Enrollment Appointment Report is to allow staff in the A&R Offices and Special Group program administrative staff to easily view a student's program participation and enrollment appointment schedule. The special groups that will be included in this report are Foster Youth, Athletes and Veterans.

***Parameters for this report include:***

1. College
2. Term
3. Student Group
  - a. ATHL – Athletes
  - b. Foster Youth
  - c. Veterans
  - d. ALL – All of the above Students

***Information displayed in this report:***

1. Student ID
2. Name
3. Birth Date
4. Age
5. Enrollment Block
6. Enrollment Number
7. Appointment Date
8. Appointment Time
9. Student Success Status Indicator (column MATRIC)
10. Unit Max indicator
11. Academic Standing Indicator (column OPRA)



#### **4. Students not Active at college where they have taken Assessments or iSEP RCREC0410**

***Description***

This report will list the students who have taken an assessment or have completed an iSEP, but are not active at the college where the service was provided.

***Parameters for this report include:***

1. College
2. Term
3. Type

***Information displayed in this report:***

1. Name
2. Student ID
3. Term
4. Type (A – Assessment, S – for iSEP)
5. College
6. Phone
7. Email

#### **5. Units Enrolled and GPA for Athletes RCREC0395**

***Description***

This will create a Units and Enrolled & GPA Report with College and Los Rios Cum Units reported for Athletes to help with team management and priority registration business processes. This report will be used to determine an Active Athlete's current term units in progress, current term units completed, and current term GPA. It should also include the cumulative units completed and the cumulative GPA.

***Parameters for this report include:***

1. College
2. Term
3. Sports
4. Format – Report, Export to Excel

***Information displayed in this report:***

1. Student ID
2. Name
3. Sport
4. Participation Code
5. Current Participation Indicator
6. Current Term Units in Progress for requested College
7. Current Term Units Complete for requested College
8. Current Term GPA for requested College
9. Current Term Units in Progress for District
10. Current Term Units Complete for District
11. Current Term GPA for requested District

12. Attending Other Colleges indicator
13. Unit Max indicator
14. Academic Probation indicator

### ***C. Special Services > CalWORKs***

#### **1. CalWORKs Units Enrolled and GPA Report RCCAL0254**

##### ***Description***

This will create a Units and Enrolled & GPA Report with College and Los Rios Cum Units reported for CalWORKs students to help with priority registration business processes. This report will be used to determine the student's current term units in progress, current term units completed, and current term GPA. It should also include the cumulative units completed and the cumulative GPA.

##### ***Parameters for this report include:***

1. College
2. Term
3. Format – Report, Export to Excel

##### ***Information displayed in this report:***

1. Student ID
2. Name
3. Eligibility Status
4. Work Activity Status
5. EOPS/Care indicator
6. Current Term Units in Progress for requested College
7. Current Term Units Complete for requested College
8. Current Term GPA for requested College
9. Cumulative Units
10. Cumulative GPA
11. Current Term Units in Progress for District
12. Current Term Units Complete for District
13. Current Term GPA for requested District
14. Attending Other Colleges indicator
15. Degree/Certificate indicator
16. Unit Max indicator
17. Probation indicator

#### **2. EOPS CalWORKs Enrollment Appointment Report RCEOP0117**

***This report is located under Special Services > EOPS***

##### ***Description***

The purpose of the EOPS CalWORKs Enrollment Appointment Report is to allow staff in the EOPS and CalWORKs programs to easily view a student's program participation and enrollment appointment schedule. The special groups that will be included in this report are EOPS and CalWORKs.

***Parameters for this report include:***

1. College
2. Term
3. Special Group – CalWORKs, EOPS

***Information displayed in this report:***

1. Student ID
2. Name
3. Enrollment Block
4. Enrollment Number
5. Appointment Date and Time
6. Qualifying Indicator
7. Student Success Indicator
8. Unit Max Indicator
9. Probation Indicator

***D. Special Services > DSPS***

**1. Academic Standing for DSPS Students RCDSP0396**

***Description***

This will create a report listing Student's Academic Standing information students for DSPS Students. This is necessary to help identify students who need assistance to help maintain their academic standing and priority registration.

***Parameters for this report include:***

1. College
2. Term
3. Probation Group
4. Student Enrollment Status
5. Minimum Units
6. Sort
7. Format – Listing, Labels, Export to Excel

***Information displayed in this report:***

1. Name
2. Student ID
3. Phone Day and Evening
4. Email
5. Current and Cumulative GPA
6. Academic Standing
7. Current Units

## **2. DSPS Enrollment Appointment Report RCDSP0116**

### ***Description***

The purpose of the DSPS Enrollment Appointment Report is to allow staff in the DSPS programs to easily view a student's program participation and enrollment appointment schedule.

### ***Parameters for this report include:***

1. College
2. Term

### ***Information displayed in this report:***

1. Student ID
2. Name
3. Enrollment Block
4. Enrollment Number
5. Appointment Date and Time
6. Student Success indicator
7. Unit Max indicator
8. Academic Standing indicator

## **3. DSPS Units Enrolled and GPA Report RCDSP0352**

### ***Description***

This will create a Units and Enrolled & GPA Report with College and Los Rios Cum Units reported for DSPS Students to help with priority registration business processes. This report will be used to determine the student's current term units in progress, current term units completed, and current term GPA. It also includes the cumulative units completed and the cumulative GPA.

### ***Parameters for this report include:***

1. College
2. Term
3. Format – Report, Export to Excel

### ***Information displayed in this report:***

1. Student ID
2. Name
3. Current Term Units in Progress
4. Current Term Units Completed
5. Current Term GPA
6. Requesting College Cumulative Units
7. Requesting College Cumulative GPA
8. District wide Current Term Units in Progress
9. District wide Current Term Units Completed
10. District wide Cumulative Units
11. Attending Other Colleges Indicator
12. Unit Max Indicator
13. Academic Standing Indicator

#### 4. Mandatory Matriculation DSPS Data Report RCDSP0394

##### *Description*

The purpose of this report is to list the Matriculation data elements and how they have been coded for DSPS students for a given term. This report will be used to validate matriculation data for those students who meet the reporting criteria. The report should list all students who have a DSPS record for the specified term.

##### *Possible uses for this report:*

1. To be able to see Matriculation activity that has occurred for selected students at a given College and Term – select District Wide = “N” and Exceptions Only = “N”.
2. To be able to see which students from a given College and Term and student group have Matriculation activity from other college(s) select – District Wide = “Y” and Exceptions Only = “N”.
3. To be able to see which students have not completed their Matriculation requirements at the selected College and Term – select District Wide = “N” and Exceptions Only = “Y”.
4. To be able to see which students have not completed the Matriculation requirements to enable them to have a Priority Registration appointment select – District Wide = “Y” and Exceptions Only = “Y”.

##### *Parameters for this report include:*

1. College
2. Term
3. District Wide
  - a. N - No, matriculation at this college only
  - b. Y - Yes, include matriculation at other colleges
4. Enrollment Status
5. Exceptions Only
  - a. N - No, list all students.
  - b. Y - Yes, list only the exceptions
6. Enrolled –
  - a. ALL
  - b. E - Enrolled only.
  - c. W - Wait Listed only.
  - d. B - Both Enrolled and Wait Listed.

##### *Parameter explanations:*

1. District Wide parameter:
  - a. “N - No, matriculation at this college only” – This option will select only the records for the specified group, college and term and will report on the data contained in the Matriculation record for the College and Term requested.
  - b. “Y - Yes, include matriculation at other colleges” – This option will select only the records for the specified group, college and term, but will report the qualifying data (Orientation, Assessment and Counseling Services) by examining the student’s Matriculation records for all Colleges and all Terms.
2. Exceptions Only parameter:
  - a. “N - No, list all students.” – This option will list all of the students who meet the requirements of the selected student group, college and term.

- b. “Y - Yes, list only the exceptions” – This option will only list the students of the selected student group, college and term who have NOT completed the mandatory matriculation requirements.
3. The MATR column will report the SSM Reason Code that has been assigned to the student.
  - a. COMP = Matriculation Requirements have been met for Priority Registration purposes.
  - b. GRDF = Student has been grandfathered in and as such has met the Matriculation Requirements for Priority Registration purposes.
  - c. EXMP = Student has been identified as exempted from Matriculation services. Depending on Priority Registration regulations this will not necessarily meet the Matriculation Requirements for Priority Registration purposes.
  - d. NTRN = Student is a New Transfer student and as such has met the Matriculation Requirements for Priority Registration purposes.
4. The LAST SEP column will report the last term that the student has received assistance with SEP

***Information displayed in this report:***

1. Student ID
2. Name
3. Age
4. Ed Goal
5. Steps to Success Indicator (MATR)
6. Orientation Status
7. Assessment Status
8. Counseling Status
9. Last SEP
10. Major

***E. Special Services > EOPS***

**1. EOPS CalWORKs Enrollment Appointment Report RCEOP0117**

***Description***

The purpose of the EOPS CalWORKs Enrollment Appointment Report is to allow staff in the EOPS and CalWORKs programs to easily view a student’s program participation and enrollment appointment schedule. The special groups that will be included in this report are EOPS and CalWORKs.

***Parameters for this report include:***

1. College
2. Term
3. Special Group – CalWORKs, EOPS

***Information displayed in this report:***

1. Student ID
2. Name
3. Enrollment Block
4. Appointment Number
5. Appointment Date and Time
6. Qualifying criteria if appropriate

7. Steps to Success Indicator (MATR)
8. Unit Max Indicator
9. Academic Standing Indicator

## **2. EOPS Units Enrolled and GPA Report RCEOP0118**

### ***Description***

This will create a Units and Enrolled & GPA Report with College and Los Rios Cum Units reported for EOPS Students to help with priority registration business processes. This report will be used to determine the student's current term units in progress, current term units completed, and current term GPA. It also includes the cumulative units completed and the cumulative GPA.

### ***Parameters for this report include:***

1. College
2. Term
3. Format – Report, Export to Excel

### ***Information displayed in this report:***

1. Student ID
2. Name
3. End Term Status
4. Care Indicator
5. Current Term Units in Progress
6. Current Term Units Completed
7. Current Term GPA
8. Requesting College Cumulative Units
9. Requesting College Cumulative GPA
10. District wide Current Term Units in Progress
11. District wide Current Term Units Completed
12. District wide Cumulative Units
13. Attending Other Colleges Indicator
14. Unit Max Indicator
15. Academic Standing Indicator

## ***F. Special Services > Matriculation***

### **1. Ed Goal Labels and List RCMTR0265**

#### ***Description***

This report provides mailing labels or listing of students by Ed Goal and College and Term.

1. There is an option for a zip code order sort for bulk mailing purposes. If zip sort is chosen, sort order is Zip, Name. Otherwise the sort order is Ed Goal, Name
2. Mailing address is selected in this order: Mail, Home, Work.
3. Labels will be printed even when the address or zip code is missing. When sorting in zip code order, those missing the zip code will be listed first.
4. Labels are printed in the “3-up labels” format for the Avery 5160 label specification.

***Parameters for this report include:***

1. College
2. Term
3. Ed Goal
4. Enrollment Status
5. Format – Labels, List Address, List Email

***Information displayed in this report:***

1. Student ID
2. Name
3. Address
4. Ed Goal
5. Enrollment Status
6. Academic Standing and Term
7. Phone Day and Evening
8. Email
9. Major Code
10. Major Title

## **2. Mandatory Matriculation Special Groups Data Report RCMTR0393**

***Description***

The purpose of this report is to list the Matriculation data elements and how they have been coded for select students for a given term. This report will be used to validate matriculation data for those students who meet the reporting criteria.

***Possible uses for this report:***

1. To be able to see Matriculation activity that has occurred for selected students at a given College and Term – select District Wide = “N” and Exceptions Only = “N”.
2. To be able to see which students from a given College and Term and student group have Matriculation activity from other college(s) select – District Wide = “Y” and Exceptions Only = “N”.
3. To be able to see which students have not completed their Matriculation requirements at the selected College and Term – select District Wide = “N” and Exceptions Only = “Y”.
4. To be able to see which students have not completed the Matriculation requirements to enable them to have a Priority Registration appointment select – District Wide = “Y” and Exceptions Only = “Y”.

***Parameters for this report include:***

1. College
2. Term
3. District Wide
  - a. N - No, matriculation at this college only
  - b. Y - Yes, include matriculation at other colleges
4. Student Group
  - a. ALL – All Students



- b. ALL EXCEPT – All except Special Groups and DSPS
  - c. FSTR – Foster Youth
  - d. VETA – Veterans
  - e. VETB – Veterans with Benefits
  - f. EOPS – EOPS
  - g. CalWORKS – CalWORKS
  - h. ATHL – Athletes
5. Enrollment Status
  6. Exceptions Only
    - a. N - No, list all students.
    - b. Y - Yes, list only the exceptions
  7. Enrolled –
    - a. ALL
    - b. E - Enrolled only.
    - c. W - Wait Listed only.
    - d. B - Both Enrolled and Wait Listed.
  8. Format – Report, Export to Excel

***Parameter explanations:***

1. District Wide parameter:
  - a. “N - No, matriculation at this college only” – This option will select only the records for the specified group, college and term and will report on the data contained in the Matriculation record for the College and Term requested.
  - b. “Y - Yes, include matriculation at other colleges” – This option will select only the records for the specified group, college and term, but will report the qualifying data (Orientation, Assessment and Counseling Services) by examining the student’s Matriculation records for all Colleges and all Terms.
2. Exceptions Only parameter:
  - a. “N - No, list all students.” – This option will list all of the students who meet the requirements of the selected student group, college and term.
  - b. “Y - Yes, list only the exceptions” – This option will only list the students of the selected student group, college and term who have NOT completed the mandatory matriculation requirements.
3. The MATR column will report the SSM Reason Code that has been assigned to the student.
  - a. COMP = Matriculation Requirements have been met for Priority Registration purposes.
  - b. GRDF = Student has been grandfathered in and as such has met the Matriculation Requirements for Priority Registration purposes.
  - c. EXMP = Student has been identified as exempted from Matriculation services. Depending on Priority Registration regulations this will not necessarily meet the Matriculation Requirements for Priority Registration purposes.
  - d. NTRN = Student is a New Transfer student and as such has met the Matriculation Requirements for Priority Registration purposes.
4. The LAST SEP column will report the last term that the student has received assistance with SEP

Beware of large populations. When running ALL or ALL EXCEPT options and selecting ALL or Continuing Student please schedule the report and view it in the History instead of selecting the report using View. There is a good chance of timing out when using View with large amounts of data. Contact Sandi Thacker if you need more information.

***Information displayed in this report:***

1. Student ID
2. Name
3. Age
4. Ed Goal
5. Steps to Success Indicator (MATR)
6. Orientation Status
7. Assessment Status
8. Counseling Status
9. Last SEP
10. Major

***Information included in the Export to Excel option:***

1. Student ID
2. Name
3. Age
4. Ed Goal
5. Steps to Success Indicator (MATR)
6. Orientation Status
7. Assessment Status
8. Counseling Status
9. Last SEP
10. Major
11. Email
12. Phone
13. Enroll Units
14. Wait List Units
15. High School
16. Program Code
17. Cum Units

**3. New Matric Students Eligible for Priority Registration RCMTR0365**

***Description***

The purpose of this report is to list the students who have been newly matriculated and are eligible for Priority Registration. The report will include the Ed Goal and highest education level for each eligible student.

This report will be used to validate matriculation data for those students who meet the Priority Registration selection criteria:

1. First time New Student, not a new transfer, but a new college student as self-reported on the application and noted as such in Term Data.
2. A student that is not exempt from Counseling, Orientation or Assessment services as noted on the MIS Matriculation pages in PeopleSoft.
3. A student that has participated in Assessment services either by test and/or multiple measures as noted on the MIS Matriculation pages in PeopleSoft.

4. A student that has received counseling assistance with a SEP as noted on the MIS Matriculation pages in PeopleSoft.

***Parameters for this report include:***

1. College
2. Term

***Information displayed in this report:***

1. Student ID
2. Name
3. Ed Goal
4. Education Level
5. Appointment Block
6. Appointment Number
7. Appointment Date
8. Appointment Time

**4. New Student Labels or List RCMTR0075**

***Description***

Labels are printed in the “3-up labels” format for the Avery 5160 label specification.

***Parameters for this report include:***

1. College
2. Term
3. Begin Date
4. End Date
5. Exempt Status
6. Enrollment Status
7. Service Indicator Code
8. Zip Sort
9. Format – Labels, List

***Information displayed in this report:***

1. Student ID
2. Name
3. Address
4. Phone Day / Evening
5. Email
6. Service Indicator and Reason

## **5. Student Services MIS Data Report RCMTR0407**

### ***Description***

The purpose of this report is to list the Student Success (SS) data elements and how they have been coded for each student for a given term. This report will be used to validate MIS data for those students who meet the MIS reporting criteria. The report will draw from the same data that is produced by the Student Success MIS data extract.

The Student Success MIS extract, a PeopleSoft process, will be set up to run on a weekly basis one week after census for summer and fall, and two weeks after the summer term start date. In this way, we are able to report to users the exact number of students that are reported to MIS for the term end data submissions.

Note: The Enrollment Status (New, New Transfer, Returning, etc.) has been programmatically updated and corrected to insure accuracy for this report.

### ***Parameters for this report include:***

1. College
2. Term
3. Enrollment Status
4. Data Element Fields – one, multiple, or all choices

### ***Information displayed in this report:***

1. Student ID
2. Name
3. Ed Goal SS01
4. Course of Study SS02
5. Orientation Exempt Status SS03
6. Assessment Exempt Status SS04
7. Counseling Exempt Status SS05
8. Orientation Services SS06
9. Assessment Placement Services SS07
10. Counseling/Advisement SS08
11. Student Ed Plan SS09
12. Probation/Progress Services SS10
13. Other Services SS11

### ***Crosstab Totals displayed in this report:***

1. Ed Goal SS01
2. Orientation Exempt Status SS03
3. Orientation Services SS06
4. Counseling Exempt Status SS05
5. Student Ed Plan SS09
6. Counseling/Advisement SS08
7. Assessment Exempt Status SS04
8. Assessment Placement Services SS07
9. Probation/Progress Services SS10

10. Other Services SS11

**6. Student Services Additional Services Data Report RCMTR0414**

***Description***

The purpose of this report is to list the Student Success (SS) Assessment Services Placement (SS07- 1, 2, 3, 4), Academic Progress Probation (SS10) and Other Services (SS11- 1, 2, 3, 4) data elements and how they have been coded for each student for a given term. This report will be used to provide visibility to the activities that the colleges are providing for students. The report will draw from the same data that is produced by the Student Success MIS data extract.

***Parameters for this report include:***

1. College
2. Term
3. Enrollment Status
4. Format – Report, Export to Excel

***Information displayed in this report:***

1. Student ID
2. Name
3. Ed Goal SS01
4. Course of Study SS02
5. Assessment Placement Services SS07
6. Alternative Measures SS07-1
7. Assessment Test SS07-2
8. Other College Placement SS07-3
9. EAP Test SS07-4
10. Probation/Progress Services SS10
11. Other Services SS11
12. Other Orientation SS11-1
13. Other Assessment SS11-2
14. Other Student Ed Plan SS11-3
15. Other Academic Progress SS11-4

***Export to Excel Option includes all of the above Data Elements plus***

1. College
2. Term
3. Enrollment Status

***Crosstab Totals displayed in this report:***

1. Ed Goal SS01
2. Assessment Placement Services SS07
3. Probation/Progress Services SS10
4. Other Services SS11

## **7. Matriculation - Outreach Report RCMTR0391**

### ***Description***

The purpose of this report is to track incoming student information for Matriculation purposes. This report will use application data, begin and end dates, high school and enrollment status to select the appropriate students. The report will include the data elements for counseling, orientation and assessment services for each eligible student.

### ***Parameters for this report include:***

1. College
2. Term
3. Begin Date
4. End Date
5. Student Enrollment Status
6. High Schools
7. Sort – High School, Enrollment Status, Name
8. Format – Report, Export to Excel

### ***Information displayed in this report:***

1. Student ID
2. Name
3. Orientation Service Indicator
4. Assessment Placement Indicator
5. Counseling Service Indicator
6. Phone
7. Email
8. Birth Date
9. High School
10. Enrollment Status

## **8. Matriculation SARS - PS Certification RCMTR0301**

### ***Description***

The purpose of this report is to provide the data from SARS and the appropriate data from PeopleSoft to assist the colleges in certifying their Matriculation figures are correct for MIS Term Submission.

### ***Parameters for this report include:***

1. College
2. Term
3. Service Date Range
4. Format – Export to Excel, Report

### ***Information displayed in this report:***

1. Name
2. Student ID
3. SARS Service Date
4. Group Code
5. Enrollment Status

6. Exempt
7. Term Applied To
8. Term Requested
9. Location

*Crosstab totals for Enrollment Status and Group Code*

***G. Special Services > Veterans***

**1. Veterans Dismissal Labels or List RCVET0225**

***Description***

The purpose of the Veterans Dismissal Labels or List is to identify active and/or inactive Veteran students who are in a dismissed status. This report will show the student's academic standing, current and cumulative GPA, and whether or not the student has a Readmit service indicator. This report can also be run by other academic standing statuses including probation and good standing.

Mailing address is selected in this order: Mail, Home, Work.

Email address is selected in this order: Home, Campus, and Business.

Labels are printed in the "3-up labels" format for the Avery 5160 label specification.

***Parameters for this report include:***

1. College
2. Term
3. Chapter
4. Veteran Status
5. Academic Standing
6. Format – Labels, List, Export to Excel

***Information displayed in this report:***

1. Veteran Status
2. Chapter
3. Student ID
4. Name
5. Address
6. Phone Day / Evening
7. Email
8. Academic Standing
9. Current and Cumulative GPA
10. Readmit Indicator

***Export to Excel Option includes all of the above Data Elements plus***

1. College
2. Term

***Crosstab totals for Chapter and Veteran Status***