

# FR\_SA\_SR\_03053\_Flexible\_Student\_Reporting\_User\_Guide

## Process Description

<b>Process ID</b>	FRSR0124
<b>Description</b>	Report Student Data in a Flexible Way
<b>Type</b>	SQR
<b>Functional Organization</b>	Student Records
<b>Project Analyst</b>	Holly Baum
<b>Prime Functional Contact</b>	Laura Yager
<b>Project Detail</b>	<a href="https://paws.csufresno.edu/x/kwANBw">https://paws.csufresno.edu/x/kwANBw</a>

## Revision History

<b>Date Revised</b>	<b>Documentation Analysts Name</b>	<b>Description of Change</b>
07/28 /2011	Holly Baum	Revamped for PS 9.0 from Students in Terms with Options Report
06/13 /2012	Holly Baum	Added in prompts for Degree Applicants Only and Degrees Awarded only and report columns for ERS Student Standing, Academic Standing and Degrees Awarded
12/20/17	Laura Yager	Added FERPA information
09/08/20	Holly Baum	Per Registrar's Office added screen shots with new Restrictions in place
09/13 /2022	M Sysack	updated screen shot

## Overview (Purpose - Business Impact)

Flexible Student Reporting is for Staff to create their own Student Reports with many options on input and output

## Product Presentation - Output Sample

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[Click Here for Printable Version](#)

This is a [Standard PeopleSoft report](#) and requires a [Run Control ID](#).

Navigation: **Menu > Fresno Custom > Student Records > Report > Flexible Student Reporting**

(Fresno) Flexible Student Reporting ?

Run Control ID: report

Report Manager Process Monitor

Run

Select Criteria; (Terms are required, all other are optional)

Reset Page to Defaults

\*First Term: [ ]

Last Term: [ ]

If a student in many terms, report which term? All: [ ] Only First: [ ] Only Last: [ ]

Request Data as of: Today's Date: [ ] Start of Reported Term: [ ]

Which type of Student? All Eligible Students: [ ] Only Enrolled Students: [ ]

Undergrad: [ ] Postbac: [ ] Credit Extension: [ ] Non-Credit Ext: [ ] Only OpenU: [ ]

Grade Level? Freshman: [ ] Sophomore: [ ] Junior: [ ] Senior: [ ] Pbac: [ ]

Ethnic Origin? African American: [ ] Asian: [ ] Hispanic: [ ] Decline: [ ] American Indian: [ ] Caucasion: [ ] Pacific Islands: [ ]

School: [ ]

Include Double Majors?: [ ] Include Minors?: [ ]

Department: [ ]

Limit Report to Degree Applicants ONLY?: [ ]

Program: [ ]

Limit Report To Degrees Awarded ONLY?: [ ]

Limit to Plans (Majors) All

Limit to Student Groups All

Limit to Service Indicators All

Per Term >>> Term Units - From: [ 0.00 ] To: [ 99.99 ] Term GPA - From: [ 0.000 ] To: [ 99.999 ] (Term GPA valid after grading) Cumulative >>> Cum Units - From: [ 0.00 ] To: [ 999.99 ] Cum GPA - From: [ 0.000 ] To: [ 99.999 ] (Cum values after grading)

Select Optional Output Fields;

(Included: Term, Career, Prgm, Plan, Name, & ID)

- Student Grade Level: [ ] Expected Grad Term: [ ] Gender: [ ] Degree Application Status: [ ] Preferred Pronouns: [ ] Degrees Awarded: [ ] Age (in Years): [ ] Term Units & GPA: [ ] Service Indicators: [ ] Cumulative Units & GPA: [ ] Student Groups: [ ] Campus Units & GPA: [ ] Admit & Catalog Term: [ ] Transfer Units & GPA: [ ] Admit Type: [ ] REG & CGE Session Units: [ ] Last School Attended: [ ] Academic Standing: [ ] WC and Math Placement: [ ] Withdrawals Used/Limits: [ ] ERS Student Standing: [ ] Repeats Used/Limits: [ ] Program Action & Reason: [ ] Advisor or Group Info: [ ] College & Department: [ ]

Due to FERPA restrictions, the following personal student information is not available with this report: Mailing & Home Address • Campus, Preferred & Other Email • Preferred, Home & Other Phone • Residency • Ethnicity Please submit a Security Request to request access to this information. Your request must include justification why you need this information in order to perform your job duties.

Reset Page to Defaults



This can look confusing, but just take it one question at a time, and answer logically.

1. To start a new report, click the **[Reset Page to Defaults]** button at the top right or center bottom of the page to clear out the full page and start fresh.
2. You *must* select which **terms** you need to report.
  - Enter the earliest term you need reported into the **First Term**.
  - If you need to report multiple terms, change the **Last term** to latest term you need. If you only need one term let the **Last Term** stay the same as the **First Term**.
3. If you enter **different** terms in the **First Term** and **Last Term** fields, if a student has data in more than one reported term, the page will allow you to choose which terms you need reported for the student.
  - Select **All**, if you need the student to be reported for all lines in every term which match the rest of your criteria
  - Select **Only First**, if you need the student to be reported for all lines which match the rest of your criteria for only the earliest term in which the student has data between the First and Last terms selected.
  - Select **Only Last**, if you need the student to be reported for all lines which match the rest of your criteria for only the earliest term in which the student has data between the First and Last terms selected.
4. You must select which **date** to use to select data to report.
  - Select **Today's Date** to report data that is current today
  - Select **Start of Reported Term** to report data that was current as of the first date of the reported terms
5. You must select what **type of enrollment** you need for your report.
  - Select **All Eligible Students**, to report all students which match the rest of your criteria, who are currently Term Activated in the terms selected.
  - Select **Only Enrolled Students**, to report all students which match the rest of your criteria, who are currently enrolled in classes in the terms selected.
6. You may select which type of **Career** you need for your report.
  - Select **Undergrad** to include all students who have not earned a bachelors degree.
  - Select **Postbac** to include all students who have already earned a bachelors degree.
  - Select **Credit Extension** to include students who are taking Credit classes from Continuing and Global Education.
  - Select **Non-Credit Ext** to include students who are taking Non-Credit classes from Continuing and Global Education.
  - Select **Only OpenU** to **limit the report** to students who are **ONLY** Credit Extension Students taking Regular University classes through the Open University program.  
*Note: if you select **Only OpenU**, students who are not taking OpenU classes will not be included in the report!!!*
7. You may select which **Grade Levels** you need for your report.
  - If **only** the **Undergrad** career is selected, only the levels which are available for Undergraduate students may be selected. Same is true for the **Postbac** career.
8. You may select which type **Ethnicity** you need for your report.
  - Select which ethnic groups you need included in the report (note: N/R = Not Reported)
9. You may limit your report to a specific **School, Department** or **Program**.
  - To avoid accidental inconsistencies; Only enter the most restrictive field (In the example: only the Department is entered)
10. You may select to also include **Double Majors** or **Minors** in your report  
*Note: if a student, which matches the rest of your criteria, has multiple plans (Majors, Double Majors, Minors, etc.) the student will have a separate row in the report for each plan.*
  - Select **Include Double Majors**, to include a line in your report for the students which match the rest of your criteria, who currently have Double Majors.
  - Select **Include Minors**, to include a line in your report for the students which match the rest of your criteria, who currently have Minors.
11. You may click the check box next to **Limit Report to Degree Application Only?**
  - If you check this box, the report will **ONLY** contain students who match all the other criteria **AND** have applied to graduate.
12. You may click the check box next to **Limit Report to Degrees Awarded Only?**
  - If you check this box, the report will **ONLY** contain students who match all the other criteria **AND** have earned there degree **AND** have been coded in PeopleSoft  
*(Note: Check with **Evaluations** on Degree Awarding time periods. This can be several weeks after a term ends.)*
13. You may click the **[Limit to Plans (Majors)]** or **[Limit Student Groups]** or **[Limit to Service Indicators]** to limit the report to only the students in the groups selected.
  - To avoid accidental inconsistencies; If you select plans in **[Limit to Plans (Majors)]**, the School, Department and Program fields should be left blank.
  - Use the **[+]** or **[-]** buttons on the popup page to add more or delete rows.
14. You may limit the report to only students within a specific **Term Units** range.
  - Enter the lowest limit for Term Units in the **From Term Units** field
  - Enter the highest limit for Term Units in the **To Term Units** field
15. You may limit the report to only students within a specific **Term GPA** range.  
*Note: The **Term GPA** is only greater than 0 after all grading has been completed for a term.*
  - Enter the lowest limit for Term GPA in the **From Term GPA** field

- Enter the highest limit for Term GPA in the **To Term GPA** field
16. You may limit the report to only students within a specific **Cumulative Units** range.
- Enter the lowest limit for Term Units in the **From Cum Units** field
  - Enter the highest limit for Term Units in the **To Cum Units** field
17. You may limit the report to only students within a specific **Cumulative GPA** range.
- Enter the lowest limit for Cum GPA in the **From Cum GPA** field
  - Enter the highest limit for Cum GPA in the **To Cum GPA** field
18. All reports will contain Term, Career, Program, Plan, Primary Name, Preferred Name (if different than Primary), EmplID, and FERPA fields for the students.
- Place a check in the boxes to include additional fields on the report.
  - **Note:** based on your security, you may see different fields than those displayed.  
If you need access to restricted fields, contact the **University Registrar's Office** (not Technology Services) to request needed security.
19. When you have the request page filled out, click the **[Run]** button.

Run this report as a standard PeopleSoft Report: click here for Instructions for [Running Standard Processes and Reports in PeopleSoft](#)

If you did **not** send the report to yourself as an email: use the [FRSR0124 <your process instance>.xls](#) link to manipulate and save the report in Excel as needed.

**Example Output**

	A	B	C	D	E	F	G	H	I	J	K	
1	Term	Career	Program	Plan Code	Plan Description	Last Name	First Name	Middle Name	Preferred Name (If Different)	Student ID	Ferpa	Acade
2	2183	UGRD	UGRD	503708BA	* Liberal Studies		Julie				N	20-S
3	2183	UGRD	UGRD	666030BS	*Biol-Physiology & Anatomy		Tracy				N	40-S
4	2183	UGRD	UGRD	130405BS	*Child Develop Pre-Credential		Lorraine	Marie			N	40-S
5	2183	UGRD	UGRD	130405BS	*Child Develop Pre-Credential		Nhia				N	40-S
6	2183	UGRD	UGRD	327202BA	*Economics		John	Tyrone			N	40-S
7	2183	UGRD	UGRD	327202BA	*Economics		Lamia				N	40-S
8	2183	UGRD	UGRD	130536BA	*Fm Con Sci-Family Sciences		Alysha	Marie			N	30-S
9	2183	UGRD	UGRD	130536BA	*Fm Con Sci-Family Sciences		Daisy	Pazau			N	40-S
10	2183	UGRD	UGRD	130536BA	*Fm Con Sci-Family Sciences		Maidoua	S			N	40-S
11	2183	UGRD	UGRD	130784BS	*Ind Tech-Network Admin		Michael				N	40-S
12	2183	UGRD	UGRD	130784BS	*Ind Tech-Network Admin		Ger				N	40-S
13	2183	UGRD	UGRD	345336BS	*Kines General Kines Sport Adm		Jasmine	Marie			N	40-S
14	2183	UGRD	UGRD	345326BS	*Kinesiology-Athletic Training		Yeng	David			N	10-Fr
15	2183	UGRD	UGRD	481823BA	*M Comm & Journ-Elec Media Prd		Cuyler	Lee			N	40-S
16	2183	UGRD	UGRD	481827BA	*M Comm & Journ-Journalism		Angela	Denise			N	40-S
17	2183	UGRD	UGRD	481827BA	*M Comm & Journ-Journalism		Jakeem	Dennis			N	30-Jun
18	2183	UGRD	UGRD	481827BA	*M Comm & Journ-Journalism		Jariah	Eilene			N	20-S
19	2183	UGRD	UGRD	481827BA	*M Comm & Journ-Journalism		Linda				N	20-S
20	2183	UGRD	UGRD	481827BA	*M Comm & Journ-Journalism		Jalen	Paul			N	20-S
21	2183	UGRD	UGRD	481827BA	*M Comm & Journ-Journalism		John	Christopher			N	20-S
22	2183	UGRD	UGRD	328028BA	Africana Studies		Justin	Ty			N	40-S
23	2183	UGRD	UGRD	328028BA	Africana Studies		Brian	Issiah			N	30-Ju
24	2183	UGRD	UGRD	328028BA	Africana Studies		Nathaniel	Paul			N	20-S
25	2183	UGRD	UGRD	328028BA	Africana Studies		Matthew				N	40-S
26	2183	UGRD	UGRD	328028BA	Africana Studies		Delvon	L			N	40-S
27	2183	UGRD	UGRD	328028BA	Africana Studies		Darelle	Julian			N	40-S
28	2183	UGRD	UGRD	328028BA	Africana Studies		Jacob	Michael			N	40-S
29	2183	UGRD	UGRD	328028BA	Africana Studies		Jaiden	Kassandra			N	10-Frst
30	2183	UGRD	UGRD	328028BA	Africana Studies		Cullen	William			N	40-S

**PLEASE NOTE:** In order to comply with students' FERPA rights requesting their information NOT to be released, **If a student has a "Y" in the FERPA column, they have submitted a request to the Office of the University Registrar to restrict their information from the public.** For more information, please contact the University Registrar at 559-278-4743.