

# Student Records FAQ

Last Updated August 2019

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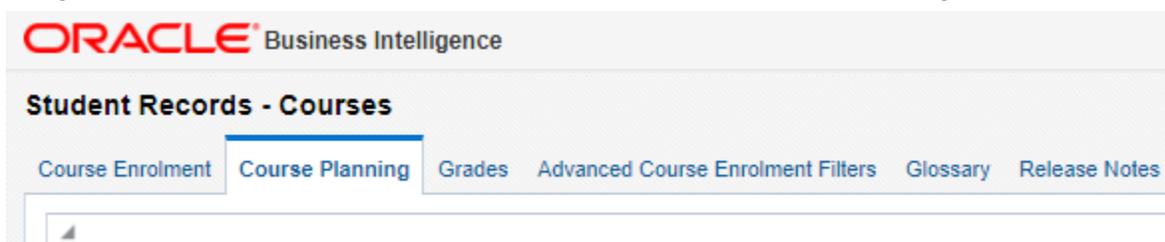
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# FREQUENTLY ASKED QUESTIONS

## Student Records - Courses

How can I view an enrolment report by student for a specific course or class section?

1. Please note that only certain users have access to individual student data in BI. For other users, only aggregate data is available.
2. Navigate to the 'Student Records – Courses' dashboard. Select the 'Course Planning' tab of the dashboard.

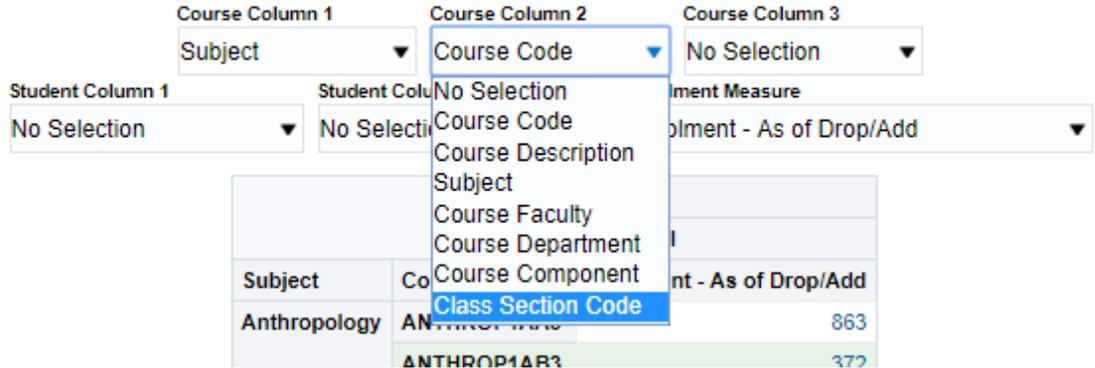


3. Use the Course Code drop-down menu to filter for the course you wish to see. You may type the course code, use the drop-down menu to select the desired course codes, or use the search functionality (by clicking 'Search...' at the bottom of the drop-down menu) to select the desired course codes. Use the 'Academic Year' or 'Term' filters to select the desired time period for the report. Click 'Apply'.

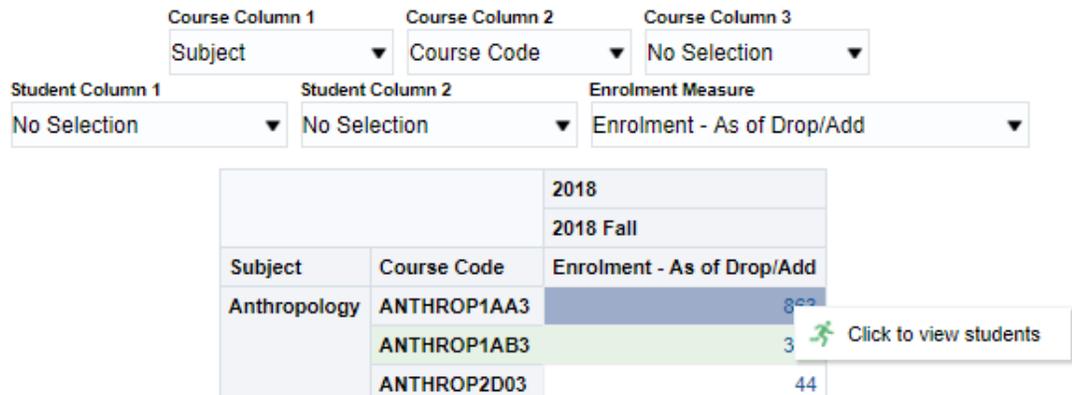
Course Level	--Select Value--	▼
Course Code	--Select Value--	▼
Course Component	Lecture	▼
Class Section Code	--Select Value--	▼

4. Scroll down to the first report on this page, 'Course Enrolment History – Breakdown by Students'. This report shows the historical enrolment in courses and sections broken down by various student attributes. By default, results in this table are displayed by Course Code. If you wish to view results broken down into

individual class sections, use the 'Course Column 2' drop-down menu to select 'Class Section Code'.

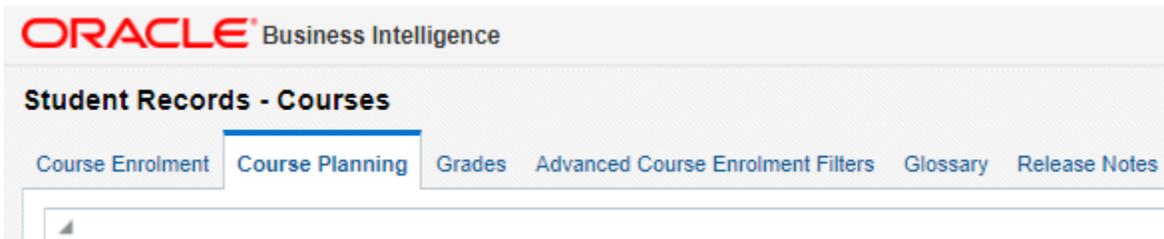


- The table now displays the headcount enrolment as of the drop/add date for the displayed term. To view a list of individual students enrolled in the course, click on the headcount enrolment figure to bring up a link that says 'Click to view students'. Click this link to go to a list of individual students enrolled in the course or class section.



## How can I see historical trends of course enrolments by plan?

- Navigate to the Student Records – Courses dashboard. Select the Course Planning tab of the dashboard.



- Use the filters at the top of the page to select a time period for the report and to apply any other desired filters.
- The first report on this page, Course Enrolment History – Breakdown by Students, shows historic course enrolments broken down by different student attributes, including by plan. By default, no student attributes are included as columns in the table. To add Student Plan to the table, use the Student Column 1 drop-down

menu to select Student Plan. This will add Student Plan as a column to the table.

The screenshot shows a BI interface with three filter dropdowns at the top: 'Course Column 1' (Subject), 'Course Column 2' (Course Code), and 'Course Column 3' (No Selection). Below them are 'Student Column 1' (No Selection) and 'Enrolment Measure' (Enrolment - As of Drop/Add). A dropdown menu for 'Student Column 1' is open, showing options like 'Student Level', 'Student Career', 'Student Faculty', 'Student Program', 'Student Program Code', 'Student Plan' (highlighted), 'Student Plan Code', and 'Student Subplan Primary'. Below the filters is a table with columns for Subject, Course Code, and Enrolment - As of Drop/Add. The table shows data for 2018 and 2018 Fall, with rows for ANTHROP1AA3 (863), ANTHROP1AB3 (372), ANTHROP2D03 (44), and ANTHROP2E03 (132).

Subject	Course Code	Enrolment - As of Drop/Add
		2018
		2018 Fall
Anthropology	ANTHROP1AA3	863
	ANTHROP1AB3	372
	ANTHROP2D03	44
	ANTHROP2E03	132

- The table will now show historical course enrolments for the selected time period, broken down by Subject, Course Code and Student Plan.

## What courses are students in a specific plan taking?

- Navigate to the Course Enrolment page of the Student Records – Courses Dashboard.

The screenshot shows the Oracle Business Intelligence interface for 'Student Records - Courses'. The 'Course Enrolment' tab is selected, with other tabs like 'Course Planning', 'Grades', 'Advanced Course Enrolment Filters', 'Glossary', and 'Release Notes' visible.

- Use the Student Plan or Student Plan Code filters to select the desired plans. Use the Academic Year and Term filters to select the desired time period for the report, or apply any other filters you wish for this report. When you have finished making selections, click Apply.

The screenshot shows a filter dropdown menu for 'Student Plan' with the following options: NULL, A&S and Anthropology, A&S and Biochemistry, A&S and Biology, A&S and Business, and A&S and Chemical Biology. There is also a 'More/Search...' option at the bottom.

- The first report, Course and Units Enrolment, will display course enrolments as a headcount of students or as a number of units taken. By default results are broken down by Course Faculty and Student Faculty. To add

Course Code to the table, use the Column 1 drop-down menu to select Course Code.

	Arts & Science	DeGroote School of Business
	2018 Fall	2018 Fall
Course Faculty	Units in Progress	Units in Progress
Faculty of Social Sciences	15.00	1,065.00
Grand Total	15.00	1,065.00

- To switch between headcount and units enrolment measures, use the Select a Measure drop-down menu above the report. The report will then display either headcount (Enrolment Count) or the number of units taken by students in the selected plans in each of the displayed courses.

## How can I see enrolment in individual class sections?

- All reports on the Student Records – Courses dashboard allow users to view enrolment broken down into individual class sections.
- Above each report are drop-down menus that allow users to choose which columns are included in the table. Often, the default selection on these menus is Course Code.

- Users may use these drop-down menus to select Class Section Code. This will include Class Section Code in the table, breaking down enrolment into individual class sections.

Course Column 1      Course Column 2      Course Column 3  
 Subject      Course Code      Class Section Code

Student Column 1      Student Column 2      Enrolment Measure  
 No Selection      No Selection      Enrolment - As of Drop/Add

			2018
			2018 Fall
Subject	Course Code	Class Section Code	Enrolment - As of Drop/Add
Anthropology	ANTHROP1AA3	C01	468
		C02	395
	ANTHROP1AB3	C01	372
	ANTHROP2D03	C01	44
	ANTHROP2E03	C01	132

## What should I do if the course I am looking for is not listed?

- Check the filters being applied to the report. Try removing any filters you have applied in case for some reason the desired course has been filtered out (for example, you have filtered for Student Faculty = 'Engineering' but there are no Engineering students enrolled in the course).
- On some filters, old values are listed in addition to the current values. For example, if you have filtered on Course Description, it is possible that you have picked an old version of the Course Description which has since been updated. Try using the Course Code instead (or Plan Code, Program Code, etc depending on the situation).
- Check the time period of the report. Make sure you have included all terms, and that you are looking at the data for the desired term. On some reports only one term is displayed at a time, and must be changed by using a drop-down menu above the report, as seen below:

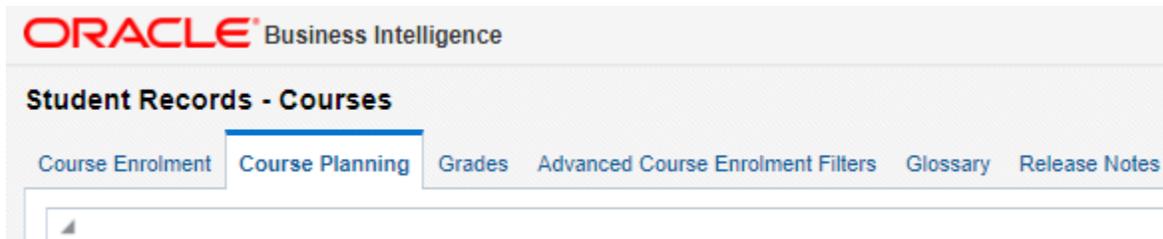
Term 2189 - 2018 Fall ▼

Course Code	Class Section Code	Instructor
ANTHROP1AA3	C01	Primary I

- Check the Course Component of the desired course. In some cases a course has historically been set up with 'Lecture' as its Course Component Code but for some reason the Course Component has changed. Try checking some of the other Course Components to see if the desired course is listed under one of these components.

## How can I see all courses offered in an academic year by subject, with scheduling and instructor information included?

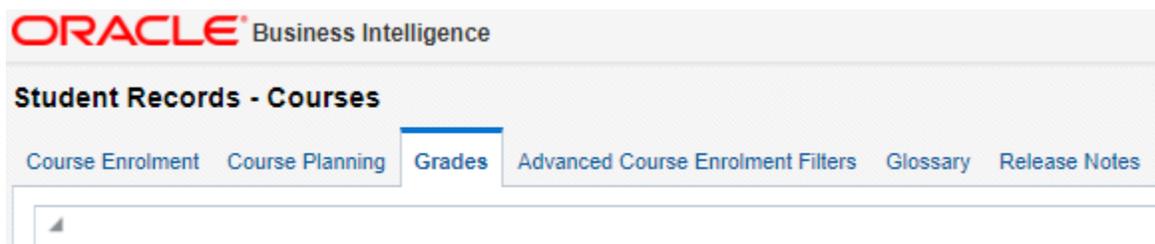
1. Navigate to the Student Records – Courses dashboard. Select the Course Planning tab of the dashboard.



2. The Course Planning page includes reports to help users make informed course planning decisions, including breakdowns by student attributes, utilizations rates, the times and rooms in which classes were scheduled, and who was an instructor for the course. To view all information for a single Subject or Department, use the filters at the top of the page to make the appropriate selections.
3. The first and second reports on the Course Planning page, Course Enrolment History – Breakdown by Students and Course Enrolment History – Utilization, both show a breakdown of course enrolments by Course Code by default and can be used to view which courses were offered in a specific term or year.
4. The third report on this page displays course scheduling and instructor information. Using this report you can see the instructor for each class section, the building and room number where the course was scheduled, and the weekdays and times the class was scheduled.

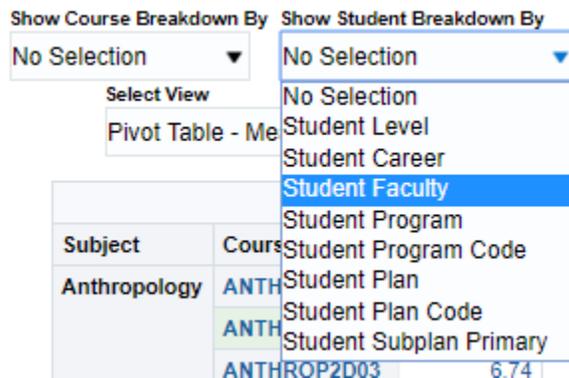
## What is the average grade awarded to students enrolled in a course, broken down by the Faculty of the students enrolled?

1. Navigate to the Student Records – Courses dashboard. Select the Grades tab of the dashboard.



2. Use the filters at the top of the page to select the time period for which to view the report, and to select any additional filters you wish to apply. When you have finished making selections, hit Apply.
3. Scroll down to the second report on this page, Mean Grade Trends. This report calculates the average grade awarded using a letter grade's conversion to the 12-point scale (i.e. A+ = 12, B = 8, F = 0, etc.) Only students who completed the course and received a grade are included in the average (i.e. withdrawn students are not counted, but students who fail the course are).

- Use the 'Show Student Breakdown By' drop-down menu just above the report to add Student Faculty as a column in the table. Doing so will allow you to compare the average grade awarded to students from different Faculties.



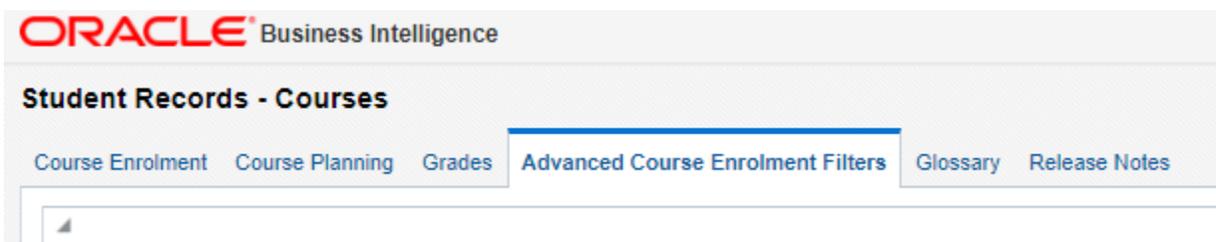
- The report will now display the Subject, Course Code and Student Faculty as columns breaking down the mean grade awarded to students in each course.

## Can I see a list of all courses a student has completed and that student's performance in those courses?

- At this time (Summer 2019) it is not possible to generate a report with detailed information about a single student using the McMaster Business Intelligence Portal.
- Some users have access to student-level data to generate lists of students in a program, plan, course or class section. However, even users with access to student-level data cannot view the full term enrolment or course enrolment history for a single student in a single report.
- Reports detailing an individual's enrolment history are available via Mosaic.

## How many students have taken more than six units from a specific course list over the past two years?

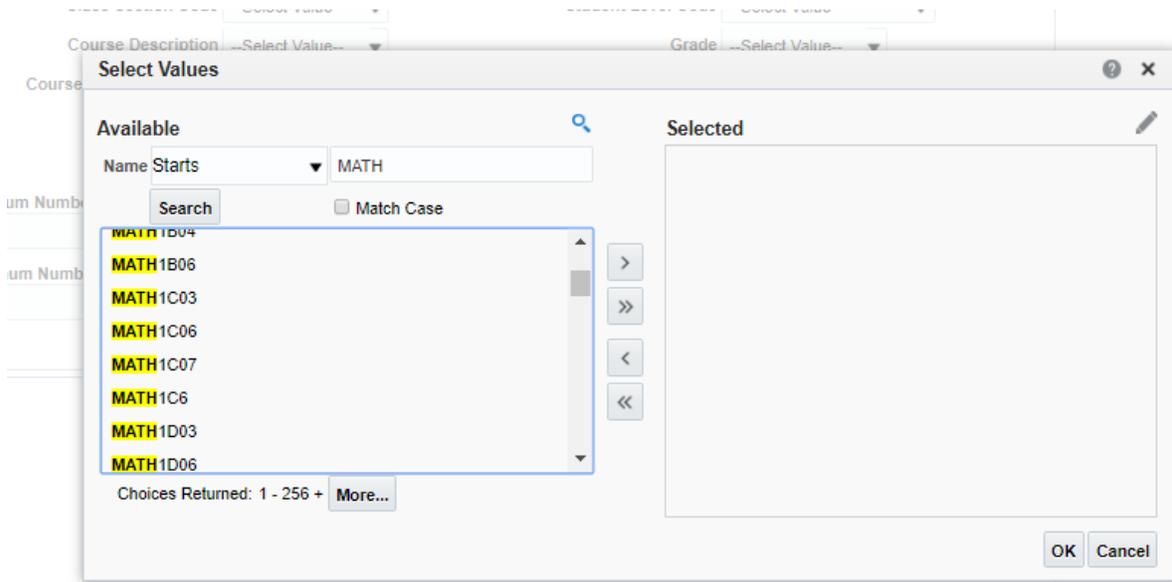
- Navigate to the 'Advanced Course Enrolment Filters' page of the 'Student Records – Courses' Dashboard. Please note that only users with individual student-level data have access to this dashboard page.



- The 'Advanced Course Enrolment Filters' page allows users to filter course enrolment data by applying thresholds for the number of units taken, units earned, courses taken, or based on which other courses students have or have not taken. In this case, we want to know how many students have taken units from a

specific course list. To start, we will use the standard set of filters at the top of the page to filter for only the courses on the desired course list.

- Click the Course Code drop-down menu, and click the 'More/Search...' button at the bottom of the drop-down menu to open the search window. You can use the search function to quickly find the desired courses and use the arrows to add them to the selected side of the window. Hit OK when you are finished selecting courses.



- You can use the Academic Year or Term filters to select the desired time period. The report will output a distinct count of students meeting the criteria (i.e. students who have taken at least six units from the course list) in that time period.
- Hit Apply. Please note that there are two apply buttons on this page, one for the standard set of filters and one for the Advanced Filters. In this case, use the Apply button for the standard set of filters.
- Finally, use the Advanced Filters to set the Minimum Number of Units Taken to 6 instead of 0. This filter will remove all students taking fewer than six courses from the selected course list. Hit the Apply button for the Advanced Filters.

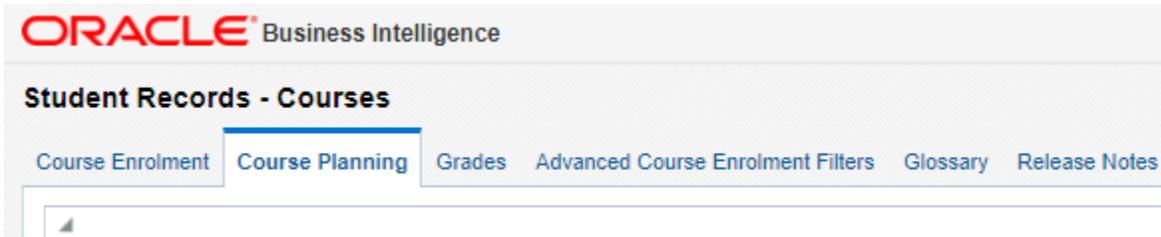
Advanced Filters

Minimum Number of Units Taken <input type="text" value="6"/>	Minimum Number of Units Earned <input type="text" value="0"/>	Minimum Number of Courses Taken <input type="text" value="0"/>	Show only students who have taken the following courses --Select Value-- ▼
Maximum Number of Units Taken <input type="text" value="1000"/>	Maximum Number of Units Earned <input type="text" value="1000"/>	Maximum Number of Courses Taken <input type="text" value="1000"/>	Show only students who have NOT taken the following courses --Select Value-- ▼

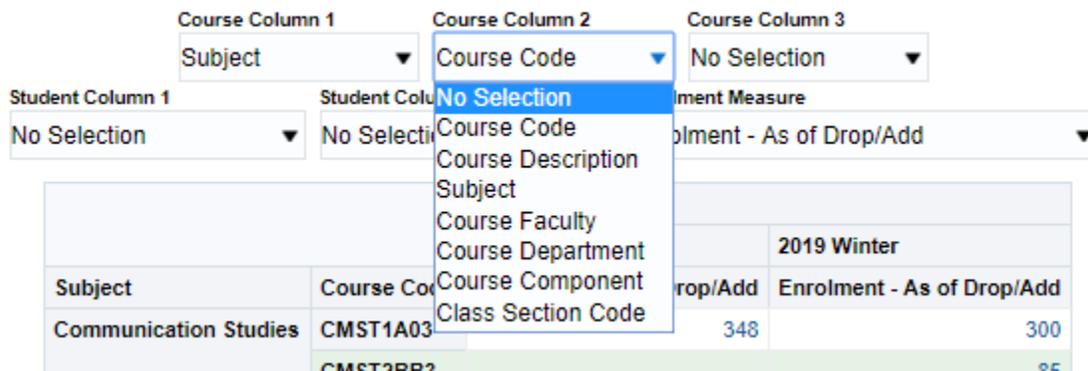
- The report will now display a distinct count of students meeting the criteria (minimum of six units taken from the selected course list over the selected time period), as well as a list of who those students were, the courses they took in that period, and the grades they received.

# What is the overall ratio of Level III to Level IV students in Communication Studies courses?

1. Navigate to the Course Planning page of the Student Records – Courses Dashboard.



2. Use the 'Subject' drop-down menu at the top of the page to filter for only 'Communication Studies' courses. You may also use the 'Academic Year' and 'Term' drop-down menus to select the time period for which to view the report. If there are any default selections in the other filters, clear them (e.g. Anthropology is sometimes set as the default Course Department). Click Apply when you have finished making your selections.
3. The first report on the page allows users to view historical course enrolments broken down by different student attributes, including Level. By default the table shows course enrolments broken down by Subject and Course Code. For this example, we want to find the ratio of Level III to Level IV students in Communication Studies. To do so, we want to add a Student Level column and remove the Course Code column from the table.
4. Use the Course Column 2 drop down menu just above the table to switch the Course Code column to 'No Selection'.



- Use the Student Column1 drop-down menu to select Student Level.

		2018	
		2018 Fall	2019 Winter
Enrolment - As of Drop/Add	Enrolment - As of Drop/Add		
Studies		1187	1164

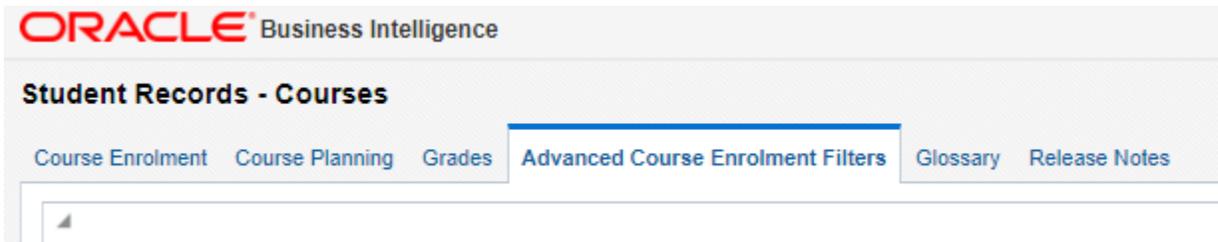
- Now you can calculate by term the ratio of the Level III students to Level IV students in communication studies courses. Please keep in mind that this report displays total Course Enrolments, not distinct students. A student enrolled in multiple Communication Studies courses will be counted multiple times.
- If you wish to additionally calculate the total ratio of Level III to Level IV students for the entire time period selected (instead of broken down by term), you can add a total to the table. To do so, right click the 'Subject' column header. Select 'Show Column level Grand Total', and then select 'After Values'.

		2018	
		2018 Fall	2019 Winter
Subject	Student Level	Enrolment - As of Drop/Add	Enrolment - As of Drop/Add
Com		305	229
		280	343
		337	345
		254	239
		11	8

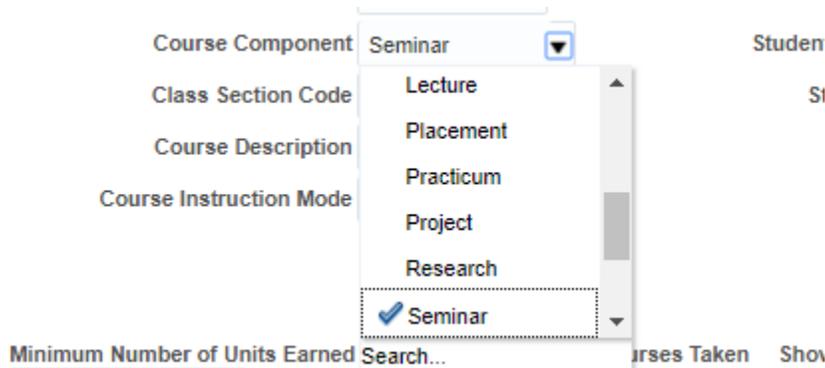
- A Grand Total for all selected terms will now be displayed on the far right side of the table. You can use the totals for each level displayed here to find the total ratio of Level III to Level IV students enrolled in Communication Studies classes across the full time period selected.

# How many students are taking more than one seminar course?

1. Navigate to the 'Advanced Course Enrolment Filters' page of the 'Student Records – Courses' Dashboard. Please note that only users with individual student-level data have access to this dashboard page.



2. Using the Standard filters at the top of the page, select the desired time period for the report and apply any other filters (e.g. Student Faculty, Subject, etc) relevant for your report.
3. Use the Course Component drop-down menu to change from the default value, 'Lecture', to 'Seminar'. The report will now show enrolment in class sections with component code 'Seminar' only. You may similarly choose 'Thesis' or 'Independent Study', but you may only select one component at a time to display to avoid potentially double-counting students. Hit the 'Apply' button for the Standard Filters section.



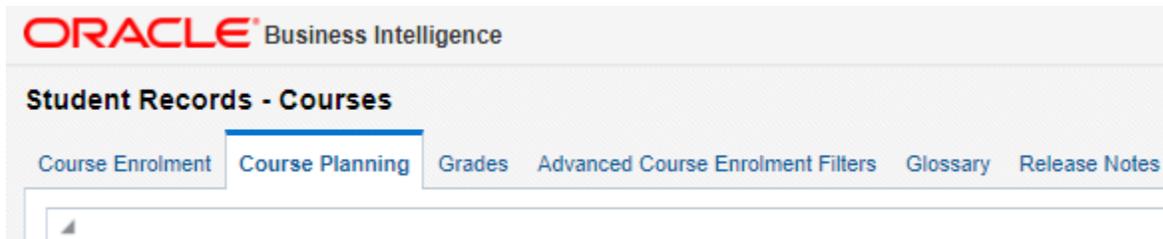
4. Next, change the 'Minimum Number of Courses Taken' field in the Advanced Filters from 0 to 2. Hit the 'Apply' button for the Advanced Filters section.



5. The report will now display the distinct number of students who have taken at least two seminar courses in the time period selected, as well as a listing of those students and which courses they were enrolled in.

## How many students take their Genetics requirement (LIFESCI 2G03 or BIOLOGY 2C03) after Level II?

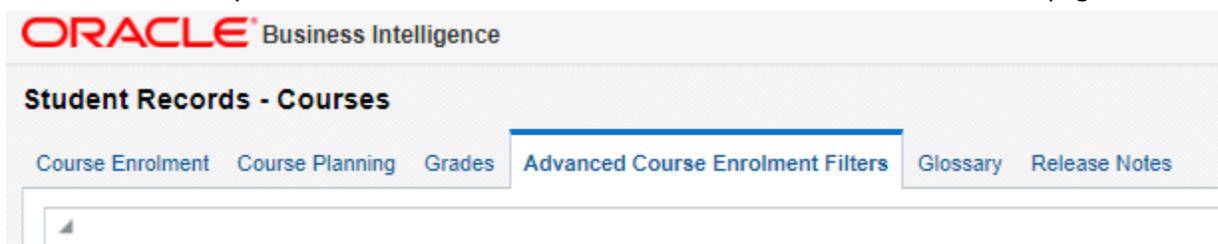
1. Navigate to the 'Student Records – Courses' dashboard. Select the 'Course Planning' tab of the dashboard.



2. Use the Course Code drop-down menu to select only LIFESCI 2G03 and BIO 2C03. Use the Student Level Code drop-down menu to select all levels above Level II. Use the Academic Year and Term drop-down menus to select the desired time period for the report. Finally, use the Student Plan/Student Plan Code filters to select only those plans for which these two courses are a requirement. Once all filters have been selected, hit Apply.
3. The first report on this page, Course Enrolment History – Breakdown by Students, will now display the number of students enrolled in the selected courses while they are in level III or higher, and who are enrolled in plans for which these courses are a requirement. Please note that the second report, Course Enrolment History – Utilization, does not get filtered based on any student attributes (for example, Student Plan or Level); this report will continue to show the total enrolment for each course.

## How many students take BIOLOGY 2C03 instead of LIFESCI 2G03 and vice-versa?

1. Navigate to the 'Advanced Course Enrolment Filters' page of the 'Student Records – Courses' Dashboard. Please note that only users with individual student-level data have access to this dashboard page.



2. Use the standard filters at the top of the page to choose the desired time period for the report, and to apply any filters on the student faculty, program or plan. Do not filter on Course Code yet. When you are done selecting your filters, hit apply.
3. Use the 'Show only students who have taken the following courses' drop-down from the 'Advanced Filters' to select BIOLOGY 2C03. Using this filter will limit results to only students who have taken BIOLOGY 2C03 within

the selected time period.

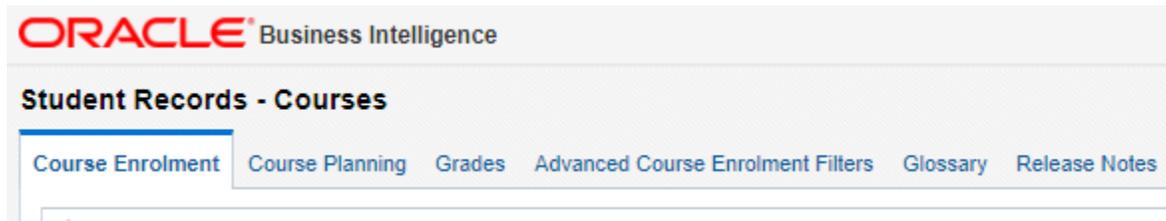
**Advanced Filters**

Minimum Number of Units Taken <input type="text" value="0"/>	Minimum Number of Units Earned <input type="text" value="0"/>	Minimum Number of Courses Taken <input type="text" value="0"/>	Show only students who have taken the following courses BIOLOGY2C03 ▼
Maximum Number of Units Taken <input type="text" value="1000"/>	Maximum Number of Units Earned <input type="text" value="1000"/>	Maximum Number of Courses Taken <input type="text" value="1000"/>	Show only students who have NOT taken the following courses --Select Value-- ▼

- Next, use the 'Show only student who have NOT taken the following courses' drop-down from the 'Advanced Filters' to select LIFESCI 2G03. Using this filter will limit results to only students who have NOT taken LIFESCI2G03 within the selected time period.
- Using this filter in conjunction with the previous filter will result in the number of students who have taken BIOLOGY2C03 but not LIFESCI2G03. You can see switch the two filters to also see the number of students who have taken LIFESCI2G03 but not BIOLOGY2C03.

## How many Honours Life Sciences student take BIOLOGY2C03 in Level II?

- Navigate to the Course Enrolment page of the Student Records – Courses Dashboard.



- Use the filters at the top of the page to select the desired time period for your report. Use the Course Code drop-down menu to select only BIO2C03, the Student Level Code drop-down menu to select Level II only, and the Student Plan drop-down menu to select only. Make sure you remove any default selections (e.g. Anthropology is set as the default Course Department). Hit Apply when you are finished making your selections.

Academic Year <input style="width: 100px;" type="text" value="2018;2017"/>	Course Career <input style="width: 100px;" type="text" value="--Select Value--"/>	Student Career <input style="width: 100px;" type="text" value="Undergraduate"/>
Term <input style="width: 100px;" type="text" value="--Select Value--"/>	Course Faculty <input style="width: 100px;" type="text" value="--Select Value--"/>	Student Faculty <input style="width: 100px;" type="text" value="--Select Value--"/>
Session <input style="width: 100px;" type="text" value="--Select Value--"/>	Course Department <input style="width: 100px;" type="text" value="(All Column Val"/>	Student Program <input style="width: 100px;" type="text" value="--Select Value--"/>
	Subject <input style="width: 100px;" type="text" value="(All Column Val"/>	Student Program Code <input style="width: 100px;" type="text" value="--Select Value--"/>
	Course Level <input style="width: 100px;" type="text" value="--Select Value--"/>	Student Plan <input style="width: 100px;" type="text" value="--Select Value--"/>
	Course Code <input style="width: 100px;" type="text" value="BIOLOGY2C03"/>	Student Plan Code <input style="width: 100px;" type="text" value="HLIFESCI"/>
	Course Component <input style="width: 100px;" type="text" value="Lecture"/>	Student Subplan Primary <input style="width: 100px;" type="text" value="--Select Value--"/>
	Class Section Code <input style="width: 100px;" type="text" value="--Select Value--"/>	Student Level Code <input style="width: 100px;" type="text" value="Level 2"/>
	Course Description <input style="width: 100px;" type="text" value="--Select Value--"/>	Grade <input style="width: 100px;" type="text" value="--Select Value--"/>
	Course Instruction Mode <input style="width: 100px;" type="text" value="--Select Value--"/>	

- The first report on this page, Course and Units Enrolment, will now by default display the number of units in progress for the selected course by term. You can see that the report is aggregated by Course Faculty (Left

Column) and Student Faculty (along the top):

Select a Measure: Units in Progress ▼

Column 1: No Selection ▼

Column 2: No Selection ▼

Column 3: No Selection ▼

Select View: Pivot Table - Courses on Left ▼

	Faculty of Science	
	2018 Fall	2019 Winter
Course Faculty	Units in Progress	Units in Progress
Faculty of Science	168.00	207.00
Grand Total	168.00	207.00

Source Enrollment Status Code is equal to / is in E  
 and Academic Level Code is equal to Level 2  
 and Student Career is equal to Undergraduate  
 and Student Plan Code is equal to HLIFESCI  
 and Academic Year is equal to 2018  
 and Course Code is equal to BIOLOGY2C03  
 and Class Status Code is not equal to / is not in X  
 and Source Course Component is equal to Lecture

[Edit](#) - [Refresh](#) - [Export](#)

4. To display the report in this manner may be slightly confusing or misleading, since we have filtered the report for just Level II HLIFESCI students and for only BIOLOGY2C03. We can add these columns into the table to make it easier to understand. Use the Column 1 drop-down menu to select 'Course Code', and use Columns 2 and 3 to select 'Student Plan' and 'Student Level':

Select a Measure: Units in Progress ▼

Column 1: Course Code ▼

Column 2: Student Plan ▼

Column 3: Student Level Code ▼

Select View: Pivot Table - Courses on Left ▼

				Faculty of Science	
				2018 Fall	2019 Winter
Course Faculty	Course Code	Student Plan	Student Level Code	Units in Progress	Units in Progress
Faculty of Science	BIOLOGY2C03	Life Sciences	Level 2	168.00	207.00
Grand Total				168.00	207.00

Source Enrollment Status Code is equal to / is in E  
 and Academic Level Code is equal to Level 2  
 and Student Career is equal to Undergraduate  
 and Student Plan Code is equal to HLIFESCI  
 and Academic Year is equal to 2018  
 and Course Code is equal to BIOLOGY2C03  
 and Class Status Code is not equal to / is not in X  
 and Source Course Component is equal to Lecture

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5. Finally, instead of showing the Units in Progress, you can use the Select a Measure drop-down menu to switch from Units in Progress to Enrolment Count. This Enrolment Count will show the headcount enrolment as of the drop-add date for each term. You may also view headcount enrolment as of the Last Day to Withdraw or with all withdrawals removed.

## How can I see course enrolments with all withdrawn students removed?

1. Navigate to the Course Enrolment page of the Student Records – Courses Dashboard.



2. Use the filters at the top of the page to choose the desired time period for the report, as well as any other filters you would like to apply. Hit the Apply button when you are done selecting filters.
3. On the first report on this page, Course and Units Enrolment, use the Select a Measure drop-down menu to switch from Units in Progress to Enrolment – Withdrawals Removed.

Select a Measure		Column 1
Units in Progress		No Selecti
Enrolment Count		Select \
Units in Progress		
Units Earned		
Units Taken		
Enrolment - Withdrawals Removed		
Enrolment Count - Last Day to Drop		

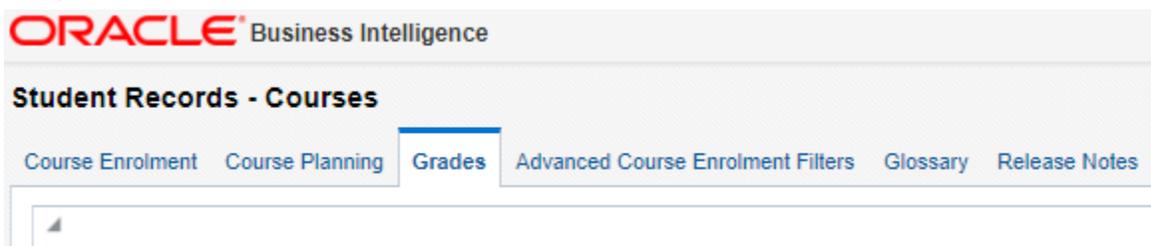
  

Arts & Social Sciences	2018 F	Faculty
Course Faculty	Units	2018 F
Faculty of Social Sciences	15.00	1,065.00

4. The option to display headcount enrolment with withdrawals removed is also available on other reports, such as on the Course Planning dashboard page.

## What is the distribution of grades in Anthropology courses? What percentage of students receive a 10 or greater?

1. Navigate to the Student Records – Courses dashboard. Select the Grades tab of the dashboard.



2. By default, the Course Department filter is set to Anthropology (unless you have created your own defaults). Use the Course Department, Subject or Course Code filters to select a different set of courses for which to view results if desired. Use the Academic Year and Term filters to select the desired time period for the report. When you are finished making selections, click Apply.

- The first report on this page, Course Grades Frequency Distribution, shows a headcount of students enrolled in each course and class section by grade. If you wish to view an aggregate distribution for each course (i.e. not broken down by Class Section), use the Show Course Breakdown By drop-down menu at the top of the report to select 'No Selection'.

Source Term **2018 Fall** ▼

Show Course Breakdown By: **Class Section Code** ▼  
 Show Student Breakdown By: **No Selection** ▼

Select View: **Table - Headcount** ▼

Subject	Course Code	Class Section Code	Enrolment Count													Enrolment Count	
			A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F		Withdraw
Anthropology	ANTHROP1AA3	C01	5	34	70	65	85	50	25	38	23	12	10	8	12	31	468
		C02	20	50	50	55	52	34	22	22	11	4	7	5	10	24	305

- To view the distribution as a percentage instead of a headcount, use the Select View drop-down menu to select Pivot Table – Percentage.

Show Course Breakdown By: **No Selection** ▼  
 Show Student Breakdown By: **No Selection** ▼

Select View: **Pivot Table - Percentage** ▼

- Note that results are displayed for one Term at a time. You can use the Source Term drop-down menu in the top left corner above the report to select which term for which to view results.

Source Term **2018 Fall** ▼

Subject	Course Code	A+	A
Anthropology	ANTHROP1AA3	3.9%	

- The table will now display the percentage distribution of grades awarded to students in each course each term. To calculate the number of students receiving a 10 or greater, take the sum of students receiving an A-, A or A+. This percentage calculation will include students who withdrew from the course and did not receive a grade. To remove these students, you can use the Grade filter at the top of the page to select only grades (A+, B-, F, etc.) awarded to students who completed the course.

## Student Records – Term Statistics

### How do I view an enrolment report for a specific program or plan?

1. Navigate to the Term Enrolment page of the Student Records – Term Statistics dashboard.



2. Use the Student Career, Faculty, Program, Plan or Sub-plan drop-down menus to filter for the program or plan you wish to see. You may type the program code or plan code into their respective filters, or use the drop-down menu to select the desired program and plan. Use the 'Academic Year' or 'Term' filters to select the desired time period for the report. Click 'Apply'.

Academic Year	2017;2018 ▼	Student Career	--Select Value-- ▼	Academic Load	--Select Value-- ▼
Term	2019 Spring/Sumr ▼	Student Faculty	--Select Value-- ▼	Gender	--Select Value-- ▼
		Student Program	--Select Value-- ▼	Immigration Status	--Select Value-- ▼
		Student Program Code	--Select Value-- ▼	Citizenship Country	--Select Value-- ▼
		Student Plan	--Select Value-- ▼	Co-op Term	--Select Value-- ▼
		Student Plan Code	--Select Value-- ▼		
		Student Subplan	--Select Value-- ▼		
		Student Level	--Select Value-- ▼		

3. Scroll down to the first report on the Term Enrolment page, which displays the headcount enrolment for the selected terms and programs. By default, this report shows enrolment broken down by Student Career and Student Faculty. If you have applied a filter on the Student Program or Student Plan, the report will already be filtered even if the Student Program/Plan column is not included in the table. You can use the Column 2 drop-down menu above the report to select Student Program or Student Plan and add these columns to the

table.

2018	2019 Spring/Summer
Term Enrollment Count	1929
Continuing Education	1929
	98
	98
School of Business	669
	29

4. The table now displays student enrolment by term for the selected terms, programs or plans.

## How many students in Mathematics & Statistics are enrolled in a sub-plan (Mathematics sub-plan or Statistics sub-plan)?

1. Navigate to the Term Enrolment page of the Student Records – Term Statistics Dashboard.

2. Use the filters at the top of the page to select the desired time period for the report. Use the Student Plan drop-down menu to select Mathematics & Statistics and Mathematics & Statistics CO-OP. When you are finished making your selections, click Apply.
3. In the first report on this page, Enrolment Report, you can use the Column 1, Column 2, etc. drop-down menus at the top of the table to add columns to the table displayed below. Use these columns to add Student Faculty, Student Program, Student Plan and Student Sub-plan to the table.

4. The table will now display headcount enrolment by term for the two selected plans, broken down by student sub-plan. You can see how many students are enrolled in the Mathematics sub-plan, how many are enrolled in the Statistics sub-plan, and how many are enrolled in no sub-plan.
5. If you wish to see the breakdown by sub-plan totaled for both of the selected plans, use Column 3 to select 'No Selection' instead of 'Student Plan'. Doing so will remove Student Plan from the table but leave Student Sub-Plan. The table will automatically re-aggregate to display the total for both of the selected plans

combined.

				2017		2018	
				2017 Fall	2018 Winter	2018 Spring/Summer	2018 Fall
Student Career	Student Faculty	Student Program	Student Subplan	Term Enrollment Count	Term Enrollment Count	Term Enrollment Count	Term Enrollment Count
Undergraduate	Faculty of Science	Science Honours	Mathematics	2	2	1	1
			Second Degree	1	1	2	1
			Statistics	6	6	6	6
				115	119	52	165
<b>Undergraduate Total</b>				<b>124</b>	<b>163</b>	<b>61</b>	<b>244</b>

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## When I view the Academic Standing report, why don't the totals don't match the enrolment report?

1. Almost all the reports on the Student Records – Term Statistics Dashboard are reported by term. The one exception is the Academic Standing report, which is reported for a full academic year at a time.
2. The Academic Standing always reports the latest standing for an individual student within the academic year. For example, if a student is assigned a status for the winter term, and is assigned a new status in the Spring/Summer term, only the Spring/Summer status will be reported in the Academic Standing report.
3. Additionally, sometimes students are assigned a status for a term in which they are not enrolled at the University ('Clear to Graduate', for example). In these cases the student will be counted under the term in which the status was assigned, whereas on other enrolment reports they are not included. This difference will cause the totals to vary.

## What is difference in average GPA between full-time and part-time students in a specific program or plan?

1. Navigate to the Performance page of the Student Records – Term Statistics Dashboard.

**ORACLE** Business Intelligence

**Student Records - Term Statistics**

[Term Enrolment](#) [Performance](#) [Degrees](#) [Minors](#) [Graduate Term Counts](#) [Advanced Term Enrolment Filters](#) [Glossary & Contact](#)

2. Use the Academic Year and Term filters at the top of the page to select the time period for which to view the report. You may also use these other filters to select only a specific Faculty, Program or Plan for which to view results. When you have finished making your selections, click Apply.
3. Scroll to the third report on this page, GPA. By default, this report displays the average Cumulative GPA for students broken down by Career and Faculty. In order to find the difference in mean GPA between full-time and part-time students in a specific program or plan, we will add Student Program, Student Plan and Academic Load as columns in this table.

- Use the Column 2 drop-down menu above the report to select Student Program.

Column 1	Column 2	Column 3	Column 4
Student Faculty	Student Program	No Selection	No Selection
	No Selection		
	Student Faculty	GPA by Term	
	Student Program		
	Student Program Code	Mean	Cumulative GPA St Dev
Business	Business MBA	10.01	1.00
	Student Plan Code		Cumulative GPA Min
	Student Plan	9.97	0.86
	Student Subplan		8.30
	Gender	9.30	1.41
			0.00

- Use Column 3 and Column 4 to also select Student Plan and Academic Load, respectively. The report now displays the mean Cumulative GPA (as well as summary statistics on the distribution of GPAs including the standard deviation, minimum, median and maximum) of full-time and part-time students in each program and plan for comparison.

Column 1	Column 2	Column 3	Column 4
Student Faculty	Student Program	Student Plan	Academic Load
		Select View	Cumulative GPA by Term
Student Program	Student Plan	Academic Load	Cumulative GPA Mean
Arts & Science Degree Seeking	Arts & Science 1	Enrolled Full-Time	9.56
			1.80
Arts & Science Honours	A&S and Anthropology	Enrolled Full-Time	10.00
	A&S and Biochemistry	Enrolled Full-Time	10.00
	A&S and Biology	Enrolled Full-Time	11.05
	A&S and Business	Enrolled Full-Time	10.03
	A&S and Chemical Biology	Enrolled Full-Time	10.10
			0.71
			0.75
			0.13
			1.03
			1.25

## How many Engineering Master’s students graduated with a Master’s of Applied Science versus a Master’s of Engineering?

- Navigate to the Degrees page of the Student Records – Term Statistics Dashboard.

ORACLE Business Intelligence

**Student Records - Term Statistics**

Term Enrolment Performance **Degrees** Minors Graduate Term Counts Advanced Term Enrolment Filters Glossary & Contact

- Use the Academic Year filter to select the desired time period for the report. Use the Student Career filter to select Graduate and the Student Faculty filter to select Engineering. When you have finished making selections, click Apply.
- By default the Degrees Awarded table shows a breakdown of the number of degrees awarded by Student Career, Student Faculty and Education Level (Master’s, Doctorate, etc). To see results broken down by

Degree, use the Column 3 drop-down menu to select 'Degree', which will add a Degree column to the table.

Column 1: Student Faculty    Column 2: Education Level    Column 3: Degree    Column 4: No Selection

Switch View: Table by Academic Year

Student Career	Student Faculty	Education Level	Degree	2016	2017	2018
Graduate	Faculty of Engineering	Graduate Diploma	Graduate Diploma UNENE		1	
		Graduate Doctorate Degree	Doctor of Philosophy - EN	71	68	32
			Doctor of Philosophy - IN	6	3	6
		Graduate Master's Degree	Master of Applied Science	94	85	52
			Master of Applied Science - IN	11	7	10
			Master of Eng Entrep & Innov	19	11	14
			Master of Eng in Public Policy	10	10	13
			Master of Eng: Man Eng	2	16	14
			Master of Engineering	27	45	19
			Master of Engineering Design	54	58	6
			Master of Science - EN	6	7	7
		Master of Tech, Ent and Innov	1	9	12	

- The table now shows the number of degrees awarded broken down into individual degrees. The user may now find the number of Master of Applied Science degrees awarded versus the number of Master of Engineering degrees awarded.

## How many students in Arts & Science graduated with a minor?

- Navigate to the Minors page of the Student Records – Term Statistics Dashboard.

- Use the filters at the top of the page to select the time period for which to view the report, and set Student Home Faculty to 'Arts & Science'. When you are finished making your selections, click Apply.
- The table on this page displays the number of students who graduated with a minor by term and by minor plan. The total number of minors awarded is listed at the bottom of the table. Minors are listed under the completion term of the student's degree.

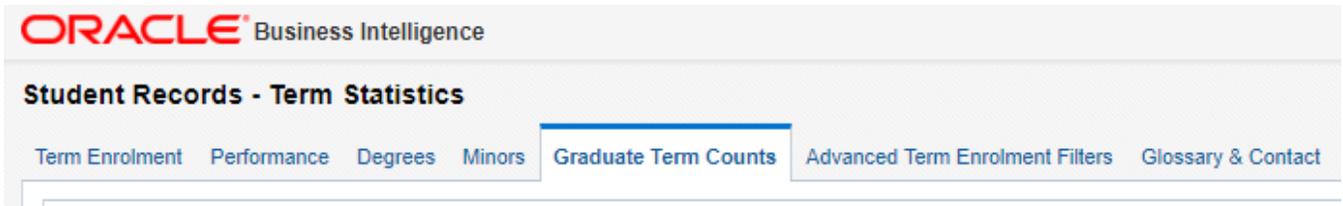
	Religious Studies MIN	RELIGSTMN	2			
Undergraduate Total			9	17	18	15
Grand Total			9	17	18	15

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- Using this table, we can see the number of Arts & Science students who graduated with a minor each term.

# How many graduate students in my Faculty are Out of Time?

1. Navigate to the Graduate Term Counts page of the Student Records – Term Statistics Dashboard.



2. The Graduate Term Count for a student is a running count of the number of terms that student has been registered at McMaster in the same career (i.e. Undergraduate terms are not counted). Terms when students are on a leave of absence may not be counted in the Graduate Term Count, or the School of Graduate Studies may decide to count the term depending on how much of the term the student was able to complete.
3. For Master's programs, students are flagged as 'In Time' if they have a Term Count of six or fewer terms, 'Over Time' if their Term Count is between seven and nine, and 'Out of Time' if their Term Count is greater than nine.
4. For PhD programs, students are flagged as 'In Time' if they have a Term Count of 12 or fewer terms, 'Over Time' if their Term Count is between 13 and 18, and 'Out of Time' if their Term Count is greater than 18. The Overtime Flag is applied the same way to Full-Time and Part-Time students.
5. Use the filters at the top of the page to select the desired time period for the report, and apply any other filters you would like. When you are finished making your selections, click Apply.
6. By default, the Grad Term Counts report breaks down students by Career, Faculty, Qualification and Overtime Flag. For this example, we want to determine the number of Out of Time students for the whole Faculty regardless of Qualification. To achieve this result, we will remove the Qualification column from the table.
7. To do so, right click on the Qualification column header and select 'Exclude Column' from the menu.

		2017	
		2017 Fall	
Student Career	Student Faculty	Qualif	Term Count
Graduate	DeGroote School of Business	Master's	
		PhD	
	Divinity College	Master's	
	Faculty of Engineering	Master's	
			Over Time

- Alternatively, right-click anywhere on the Qualification column, then select 'Qualification' from the menu, then select 'Exclude Column'.

				2017	
				2017 Fall	2018 Wint
Student Career	Student Faculty	Qualification	Overtime Flag	Term Enrollment Count	Term Enrc
Graduate	DeGroote School of Business	Master's	In Time		
			Over Time		
		PhD	In Time		
			Over Time		
	Divinity College	Master's	In Time		
			Over Time		
			Out of Tim		
	Faculty of Engineering	Master's	In Time		
			Over Time		
			Out of Tim		
		PhD	In Time		
	Faculty of Health Sciences	Master's	In Time		
Over Time					
Out of Tim					

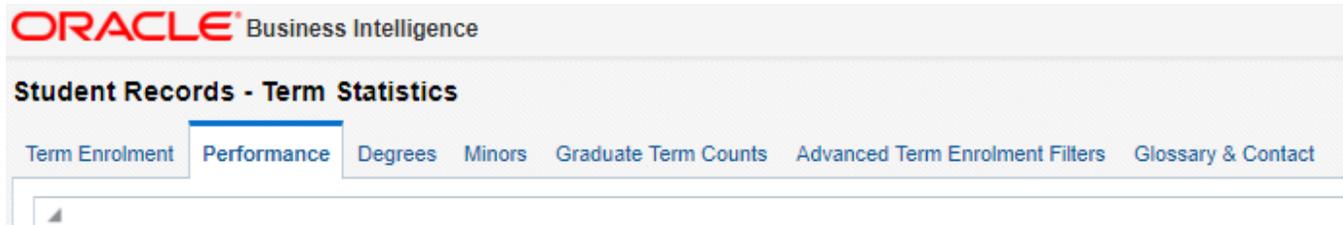
- The resulting table will display the number of In Time, Over Time and Out of Time students for each Faculty by term.

## Are Leave of Absences accounted for in the Graduate Term Count data?

- Yes. When a graduate student takes a leave of absence, a determination is made by the School of Graduate studies as to whether the student completed enough of the term for it to be counted or not. In some cases, a term in which a student takes a short Leave of Absence (or a Leave that starts late in the term) may still be counted. Changes made to a student's term count are reflected in BI regardless of whether the change occurs before or after the Program Max Effective Date (i.e. the date after which any changes made to student program/plan details are included in the following term).

## How many students were reinstated to a specific Faculty or Plan in a given term?

1. Navigate to the Performance page of the Student Records – Term Statistics dashboard.



2. Use the Academic Year and Term filters at the top of the page to select the desired time period for the report. Use the other filters to select the desired Faculty or Plan. When you have finished making your selections, click Apply.
3. Scroll down to the second report on this page, Reinstatements. In this report, students are flagged as having been reinstated when they have a Program Action Reason of 'Reinstated' and when their GPA has been reset that term. You can use the 'Column 1', 'Column 2', etc. drop-down menus at the top of the table to select which columns to include in the table.