Copy of Registration Summary

Table of Contents:

1. **Purpose**

2. **Fact Amounts**

3. **Examples**

4. **User Notes**

5. **Additional Reports**

1. **Purpose** – The Registration Summary page provides a quick glance at a school's registration activity for term activated students.

2. **Fact Amounts** –

   1. **Registrations by Degree Level by School**:
      
      This report displays a distinct count of students that are registered by school by degree level. If you change the view selector the report will display a distinct count of students that are registered by school by program.

   2. **Notes** – A student may be counted multiple times if he/she is registered in multiple degree levels. The pivot displays a distinct count by degree level by school. Adding a grand total will display the overall distinct number of students. This distinct total may not match the overall line item totals because one student may enroll in multiple degrees. You can exclude columns in the pivot by hovering over the column header, right clicking, and choosing "exclude." You can also rearrange the columns by dragging and dropping to best suit your needs.

   3. **Student Registrations by Degree Level**:
      
      This chart shows the actual number of registrations within each degree level. A student may be counted multiple times if he/she is registered in multiple degree levels.

   4. **Total Distinct Student Registrations**:
      
      This chart displays the total distinct count of students registered. A student will be counted only once even if they are registered in more than one degree program. This chart also allows an easy ways for users to drill down into your entire student population.

   5. **Undergraduate and Graduates by Registration Status**:
      
      These charts work independently from the "registration status" prompt at the top of the page. They allow users to view all registration statuses, except leave of absence, for the entire population of your term activated undergraduates or graduates.

      1. **Note** – To view your term activated students that are on a leave of absence use the student list page. Filter by registration status and plan code.

   6. **Undergraduates by Academic Level/New Continuing Type and Graduates by Academic Level/New Continuing Type**:
      
      These charts have view selectors. By switching the values in the "view selector," you can see the student population by academic level or new continuing type.

3. **Examples** –

4. **User Notes** – Please note that, by default, the page will load a report and various charts for the current term, registered students, and the entire university. Users can change any or all of the prompts to run this page for their school. Remember to click on the "more search options" for additional filters. There are no required filters, however, it is highly recommended that users choose a minimum of one term or term code. If users change the prompts, the reports will change to display that section. Additionally, all sections of the page allow users to drill down into the student list to see the corresponding student population. Please note the following definitions for terms used in the Registration Summary page:

   1. **Student Reporting School**:
      
      This is part of the NYU reporting department organizational hierarchy and was developed as part of a master data management initiative across NYU's administrative systems. The student reporting school is above the student reporting department in the reporting department hierarchy. The student reporting school is generally a student's school of registration with notable exceptions. For example, the Faculty of Arts and Science (FAS) is a student reporting school, although students actually register through the Graduate School of Arts and Science, the College of Arts and Science, or Liberal Studies. Also, centers and institutes are included as student reporting schools (Courant Institute, Institute of Fine Arts) even though students actually register through one of the Arts and Sciences colleges or schools.

   2. **Student Reporting Schools with a Value of NA**:
      
      Student reporting school is created based on the student reporting department. The reporting department is created based on the academic organization. The plans make up the organizations. If a plan does not have an academic organization associated with it, the chain is broken and the record will not have a corresponding student reporting school. These records need to be presented to the registrar.
- **Student Reporting Department**: This is a part of the NYU reporting department organizational hierarchy and was developed as part of a master data management initiative across NYU's administrative systems. The student reporting department is below the student reporting school in the reporting department hierarchy. The student reporting department can be thought of as a student's major or field of study department and is derived from the academic organization in the student's primary academic plan.

- **Academic Year and Calendar Year**: Student data references the academic year and Fall semester. An academic year consists of a Fall, Winter, Spring, and Summer term over two calendar years. The academic year on this dashboard is shown with both calendar years hyphenated. For example, academic year 13-14 includes Fall 2013 through Summer 2014. The fall semester will refer to the calendar year in which the Fall semester occurs. For example, Fall 2012 refers to the Fall semester that occurred in calendar year 2012.

5. Additional Reports –