Student List

- The Student List tab provides a comprehensive list of students along with attributes such as their CPP, cumulative metrics and other term specific information.
- You can navigate to this page either by clicking on the student tab at the top of the dashboard, or by drilling from the Registration Summary page.

Filters:
- By default, certain filters already have values chosen for you. (ie Term).
- You can add and remove additional filter values as required.
- Remember to click the ‘More Search Options’ for additional prompts!

Results:
- From this page, you can select a student netID and drill to the Student Detail tab.
- There you will view detailed CPP and Class Enrollment data for the student.

Leave of Absence:
To show leave of absence students, select “More Options” on left hand side to show additional filters. Then, change the filters:
- Registration Status = “Leave of Absence”
- Plan Code = search for your plan code(s)

Degree Checkout Status:
To show list of students with degrees awarded, you must filter on “Degree Awarded” for Degree Checkout Status and then filter on Plan, Plan Code, Program, or Program Code. Filtering on “Degree Awarded” and then on a Student Academic Group or Student Academic Org will not render results, because the field shows as “Not Available.”
It is recommend to create an ad hoc report using the Degrees subject area to get an accurate list of students who graduated. Please see UDW+ Student Reporting Training and Access on how to gain ad hoc access.

Notes:
- SIS ID is the student’s peoplesoft ID
- If entering a netID, remember to enter it in UPPERCASE
- Click the Apply button to process your query.
- Remember to click the ‘Clear my Customizations’ if you want to reset the prompts.