



Cognos:

Montclair State University Reports Catalog

Registration Report

In Service Now, when prompted to provide a list of Roles, Objects, Packages or Functional Area, indicate “University Registration Reports” for this choice.

Report Name	Description
Student Detail	Shows students with an ‘Active’ student status for the selected Academic Period. Students with more than one Program will appear in the report more than once. Other selection criteria are chosen by the user.
Courses by School and Department	Includes only Active courses for the Academic Period selected. Other selection criteria are chosen by the user.
List of Students in given degree and major	Includes students for the Academic Period selected. Students with more than one Program will appear more than once in the report.
Reserved Seats	Shows the number of seats reserved in sections for the Academic Period selected. Only sections with Reserved Seats appear on the report.
Class Rosters	Shows students registered for each section as selected by the user for the Academic Period selected. Students with more than one Program will appear in the report more than once.
Registered Students	Provides counts of students in particular programs by their Student Status, as well as Class and Time Status. Students with more than one Program will appear in the report more than once.
Registration PIN	Provides Registration PIN values for undergraduate students for the specified Academic Period. The report is delivered as an Excel file.

Report Name	Description
Tally Reports of Any Given Term	Provides summary Section Registration, such as the number of registered students in the section, as well as Meeting, Co-requisite, and Prerequisite information for the sections in the specified Academic Period.
Students With Permits	Generates an Excel spreadsheet that lists each Course for the specified Academic Period, the Registration over-rides permitted and the user authorizing it, the nature of the over-ride, the primary instructor, the associated student, and whether or not the student is registered for the course.
Faculty Advisor	Provides a list of faculty members for the specified Academic Period. It can be further limited by other 'filtering' characteristics if so desired.

Registration Report Notes:

- Report data is refreshed overnight daily.
- Best performance will be achieved if you take maximum advantage of available filters.
- GPA is still in process of being evaluated, and is not available in any reports at this time.

As a reminder, the Family Educational Rights and Privacy Act (FERPA) requires that student record information be used only for "legitimate educational interest" and not be dispersed to any third party outside of Montclair State University.

If your departmental needs necessitate running and sending a student data report, please use FILE HAWK for the transmittal method.