Understanding Report Generator

A basic outline of the Report Generator program including general descriptions of the selection menus, sample parameter selections for frequently run reports, and tips for how to best utilize the program.

Updated August 2011

Now including instructions on using WinSCP and PuTTY.
Table of Contents

Overview .................................................................................................................................................................................. 5
What is Repgen? ........................................................................................................................................................................ 5
Accessing Repgen ...................................................................................................................................................................... 5
Navigating Repgen .................................................................................................................................................................. 9
Main Menu Functions ............................................................................................................................................................... 9
Running Reports (Overview) ..................................................................................................................................................... 10

Viewing Your Reports .................................................................................................................................................................. 11
Print ....................................................................................................................................................................................... 11
Email ..................................................................................................................................................................................... 11
On Screen ............................................................................................................................................................................ 11
Download ............................................................................................................................................................................. 12

Choosing the Right Report .......................................................................................................................................................... 13
Making Selections ....................................................................................................................................................................... 15
Biographical Menu ................................................................................................................................................................. 15
Geographical Menu ............................................................................................................................................................... 15
High School Menu ................................................................................................................................................................. 15
Test Score Menu ................................................................................................................................................................. 16
Student Menu ....................................................................................................................................................................... 16
Student Attributes Menu ......................................................................................................................................................... 17
Academic Program Menu ....................................................................................................................................................... 17
Registration Menu ................................................................................................................................................................. 18
Degree Menu .......................................................................................................................................................................... 18
Academic History Menu ......................................................................................................................................................... 19
Transfer Institutions Menu .................................................................................................................................................. 19
Applicant Menu ................................................................................................................................................................... 20

Running Your Reports .............................................................................................................................................................. 21
Select Count ............................................................................................................................................................................. 21
Run Report ............................................................................................................................................................................ 22

Commonly Run Reports ............................................................................................................................................................ 23
Student Transcripts ............................................................................................................................................................. 23
Student Schedules .............................................................................................................................................................. 25
Tips and Tricks ................................................................. 37

Copying and Pasting ....................................................... 37
Viewing Your Report on Screen ....................................... 37
Making Selections .............................................................. 37
Designating Term on the Student Menu ......................... 37
Student Status: AS/PC ....................................................... 39
Checking Parameters ........................................................ 40
Understanding Class Level ............................................... 40
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Overview

What is Repgen?

Repgen (short for Report Generator) is a UVM created program which allows users to query the BANNER database and produce unique reports. By selecting criteria from a series of menus users are able to customize the variables for which data will be returned. A users’ ability to run reports is restricted only by their access privileges.

Accessing Repgen

To access repgen you’ll need to log on to the giraffe server using a SSH application such as PuTTY or Secure Shell. This guide will walk you through how to access repgen through Secure Shell.

Sign In to Giraffe via WinSCP/PuTTY

UVM now supports PuTTY as their primary SSH program. As PuTTY doesn’t have a build in File Transfer Protocol (FTP) functionality if you’d like to see your reports as files that can be dragged to your desktop you’ll need to use a separate program called WinSCP.

*If either of these programs do not appear automatically on your machine you can download them from UVM’s Software Download Archive > [https://www.uvm.edu/software/](https://www.uvm.edu/software/)*

1. Open WinSCP

2. Select New
3. Enter `giraffe.uvm.edu` in the field for **host name** and your **netID** in the field for **user name**.

4. If you’d like you can set up giraffe as a saved session so you don’t need to enter the host name each time. To do so:
   a. Select **save**.
   b. When prompted, name your profile in the field under the heading “Save session as:” and then select **OK** (the default name appears in the below example.)
   c. You’ll be returned to the main window.
   d. The next time you log in to giraffe you’ll be able to select **login** instead of entering in the host name.

5. Once the host name and user name are enter (or once you’ve created a profile) select **login**.

6. Enter your **PASSCODE**. Your PASSCODE is your four digit security number followed by the six digits which currently appear on your SecurID. *(If you’re unsure about what your passcode is contact Account Services for assistance.)*
7. Once WinSCP opens, select the **PuTTY** icon.

8. A PuTTY window should launch. You’ll need to re enter your PASSCODE.

9. Once you’ve authenticated type `repgen` at the prompt and hit enter. You will be automatically redirected to the repgen menu.

**Sign In to Giraffe via Secure Shell**

10. Open **Secure Shell Client**

11. Select **Quick Connect**
12. Enter giraffe.uvm.edu in the field for host name and your netID in the field for user name.

13. You’ll be prompted to save the host’s identification key to the local database. Choose yes.

14. Enter your PASSCODE. Your PASSCODE is your four digit security number followed by the six digits which currently appear on your SecurID. (If you’re unsure about what your passcode is contact Account Services for assistance.)

15. You’ll be prompted to enter your authentication response. Choose yes.

16. If you’d like you can set up giraffe as a profile so you won’t need to quick connect each time. To do so:
   a. Select Profiles
   b. Select Add Profile
   c. Name your profile in the available field and then select Add to Profiles.
   d. The next time you log in to giraffe you’ll be able to select your newly created profile and enter your
password immediately.

17. Once you’ve authenticated type **repgen** at the prompt and hit enter. You will be automatically redirected to the repgen menu.

---------------------------------
Currently, ORACLE_SID is set to **PROD**
---------------------------------

11:15 giraffe /root03/u/uvacs/tff/giraffed0 repgen

Navigating Repgen

Navigation in repgen takes place through a series of menus. Shortcuts (numbers or letters) assigned to each menu item allow users to quickly make selections and create custom reports. To move backward through the menus simply hit return (or 0 then return) from any menu screen.

Main Menu Functions

Report Options

Report options is the heart of repgen. Use this menu to select which report you wish to run, set parameters, make decisions about how you’ll view your report, and more.

Start Over

Select this option to clear **all** the parameters you’ve specified. This option resets any selections you’ve made both in regards to the report and in regards to the records being queried.

Save Query File

If you use a particular set of criteria often when you’re running reports you can save that set as a custom query. So if I often need to run a report which returns the cumulative GPA of all juniors majoring in business I can set up the report once, then save it, and then simply load that query when it’s needed.

Load Query File
Select this option to load a saved set of custom variables by entering the name of one of your custom queries.

**List Saved Query File(s)**

Lists all the saved custom queries you have created.

**Run Report**

Queries BANNER for the requested data and makes the report available for viewing.

**View Report**

Select this option to view your completed report on your computer screen. For more information see [Viewing Your Reports](#).

## Running Reports

While the type of information you utilize repgen to search for might frequently differ, the basic method of designing your report remains the same. For each report you run you’ll need to:

- **Decide how you’ll view your report.** [read more about this](#)
  There are a variety of ways you can view your completed report. As some report viewing options run automatically as soon as you query the BANNER database it’s important to select how you wish to view your report before you run it.

- **Choose which base report you’d like to use.** [read more about this](#)
  Once you’ve chosen how you’d like to view your report you’ll need to designate what type of report you’d like to customize.

- **Make selections to narrow your results.** [read more about this](#)
  Then you’ll need to select a set of criteria specifying a specific student or student population about which results should be returned.

- **See how many records are returned.** [read more about this](#)
  After you’ve made your selections about the records you wished to be queried it’s important to check and make sure the number of individuals whose records will be searched match your expectations. If, for example, I needed to set up a search which would return results for all second year students with a GPA greater than 3.0 and the number of individuals it appeared repgen would provide data about was only three I might suspect something was wrong with the criteria I was searching by.

- **Run your report.** [read more about this](#)
  Finally, once you’re happy with the parameter’s you’ve set, you’ll need to run your report to view your results.
Viewing Your Reports

There are four basic options for viewing your repgen reports. **Unless you wish to view your report on your computer** (either directly via giraffe or elsewhere on your desktop with another application) you’ll need to makes selections about how you’ll see the results of your report before you run it.

Print

You can print a copy of any report to any network printer that you select. **Before you run your report** you’ll need to designate a printer by following these steps:

1. Select 1 – Report Options
2. Select 4 – Choose Print/Email options
3. Select 1 – Print Queue
4. Browse through the list of available printers until you find the one you’d like. Then type the name of that printer at the command prompt.

```
+---------+---------+---------+---------+---------+---------+---------+---------+
| printer | type    | print   | name    | name    | name    | name    |
|---------+---------+---------+---------+---------+---------+---------|
| giraffe | comp    | 0        | registrar | registrar | registrar | registrar |
|         |         |          |         |         |         |         |
```

Email

You can email a copy of any report to any individual address that you choose. **Before you run your report** you’ll need to designate an email address by following these steps:

1. Select 1 – Report Options
2. Select 4 – Choose Print/Email options
3. Select 5 – Recipient’s email address
4. Enter the email address you’d like your report to be sent to.

On Screen

You can view your report directly through the Secure Shell command prompt. **Once you’ve run your report:**

1. Select 7 – View Report > [read tips and tricks for viewing reports in giraffe here](#)
Download File

You can also download your report. Once you’ve run your report:

Using WinSCP/PuTTY

1. You should already have a WinSCP session open from when you logged in. Notice how the session window has two panes. In the right-hand pane you will see all the report’s you’ve run. In the left hand pane you’ll see files on your desktop. To download a file you can simply drag it from the right-hand pane to your desktop or you can drag it to a specific file in your directory by navigating through the files in the left-hand pane.

Using Secure Shell

1. Open a Secure Shell File Transfer window by selecting the file icon from the menu.

   ![Secure Shell Window]

2. A new window will open called SSH Secure File Transfer. Notice how the window has two panes. In the right-hand pane you will see all the report’s you’ve run. In the left hand pane you’ll see files on your desktop. To download a file you can simply drag it from the right-hand pane to your desktop or you can drag it to a specific file in your directory by navigating through the files in the left-hand pane.
Choosing the Right Report

Repgen is comprised of a series of base reports which can be customized to return data for a specific set of variables. Reports are organized in repgen numerically. However, less used reports don’t appear on the initial screen. The table below lists the general description of each of the twenty-six existing base reports. For examples of how to run popular reports (these appear in bold below) as well as how each might best be viewed jump to Commonly Run Reports.

Base Reports

<table>
<thead>
<tr>
<th>#</th>
<th>Name of Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student Transcript</td>
<td>Used to generate student transcripts for a population of students or for a specific student this report returns a student transcript featuring all the courses a student has ever taken here at UVM.</td>
</tr>
<tr>
<td>2</td>
<td>Student Major Report</td>
<td>Returns the student’s type (new first year, new transfer, readmitted, continuing student, etc...), status (active, cancellation, leave of absence, study abroad, etc...), major(s), and minor(s). It can be run for a population of students or on an individual student basis.</td>
</tr>
<tr>
<td>3</td>
<td>Student Schedules</td>
<td>Used to generate student schedules for a population of students or for a specific student for a selected semester. The student’s permanent address and telephone number will appear on the left side of the report, and the student’s local address and telephone number will appear on the right side of the report.</td>
</tr>
<tr>
<td>4</td>
<td>Student GPA Report</td>
<td>Returns the student’s GPA for a specific term or all terms. Other information listed includes class, major, and hours earned.</td>
</tr>
<tr>
<td>5</td>
<td>Student Term GPA Report</td>
<td>Lists the semester and cumulative GPA lines for a population of students or for a specific student. This report gives you the student’s college, class, level, and major. This report is also used in conjunction with academic standing.</td>
</tr>
<tr>
<td>6</td>
<td>Student Grade Report</td>
<td>Generates student grade reports for a population of students or for a specific student for a selected semester. The student’s permanent address and telephone number will appear on the left side of the report, and the student’s local address and telephone number will appear on the right side of the report.</td>
</tr>
<tr>
<td>10</td>
<td>Address/ID Report (80 COL)¹</td>
<td>Generates a list of addresses and IDs for a selected student population. Unless ID is specifically needed, run report 12 or 13 instead of this report.</td>
</tr>
<tr>
<td>11</td>
<td>Address/ID Report (132 COL)</td>
<td>See above.</td>
</tr>
<tr>
<td>12</td>
<td>Address Report (80 COL)</td>
<td>Generates a list of addresses for a selected student population.</td>
</tr>
<tr>
<td>13</td>
<td>Address Report (132 COL)</td>
<td>See above.</td>
</tr>
<tr>
<td>20</td>
<td>Academic History Grade List</td>
<td>Generates a grade list for a selected course and term that has been rolled to academic history.</td>
</tr>
<tr>
<td>21</td>
<td>Course Roster</td>
<td>Generates a class list for a course.</td>
</tr>
<tr>
<td>22</td>
<td>Advising Hold Report</td>
<td>Produce a list of students with advising holds.</td>
</tr>
<tr>
<td>30</td>
<td>Just Names</td>
<td>Generates a list of students for a selected population.</td>
</tr>
<tr>
<td>31</td>
<td>Names and IDs</td>
<td>Generates a list of students including ID numbers for a selected population. Unless ID is specifically required, run report 30 instead of this report.</td>
</tr>
<tr>
<td>32</td>
<td>Extract file</td>
<td>Allows you to specify which categories of data you’d like returned (e.g. name, curriculum, college etc.) Returns data in delimited format (with characters such as commas or tabs separating each field.)</td>
</tr>
</tbody>
</table>

¹The designations of “80 COL” and “132 COL” refer to the width of the columns in the returned report.
<table>
<thead>
<tr>
<th>Code</th>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>Student Curriculum</td>
<td>Returns information about the students’ or student’s degree, major, minor and class for the specified term. The report will display the current cumulative gpa regardless of the term. That is, if it is 199901, but you specify term 199501, the curriculum data for 199501 will display with the most up-to-date cumulative gpa.</td>
</tr>
<tr>
<td>41</td>
<td>Major/Minor/Advisor</td>
<td>Returns information about the students’ or student’s phone number, college, major, minor, advisor, and class. The report displays the student’s major/minor for the specified term. That is, if it is currently 199901, but you specify term 199501, the data for 199501 will display. This report is also used for the midterm warning letter status report.</td>
</tr>
<tr>
<td>50</td>
<td>Prior College Report</td>
<td>Lists all prior institutions a student has submitted documentation from.</td>
</tr>
<tr>
<td>51</td>
<td>Student Orientation Report</td>
<td>Returns student name, ID, college, major, type, gender, address, and orientation session.</td>
</tr>
<tr>
<td>52</td>
<td>BANNER Transfer Worksheet</td>
<td>Generates transfer equivalency worksheets for students that have had transfer work processed. This report gives you the name of the college where the course(s) was taken, the term, the name of the course(s), the credit hours, and the grade received. Also the report includes the name of the course(s) and the credit hours in which UVM accepted the course(s) as. Advanced placement scores and the course(s) and credits that UVM has granted for the AP exam(s) will also appear on the report. This report contains most of the same information Report 53-Transfer Report does, but the appearances are different. It is recommended that offices use this report instead of 53.</td>
</tr>
<tr>
<td>53</td>
<td>Transfer Report (80 COL)</td>
<td>See above.</td>
</tr>
<tr>
<td>54</td>
<td>BANNER Transcript</td>
<td>Generates student transcripts for a population of students or for a specific student. The student transcript contains all the courses a student has ever taken here at UVM. Any transfer credit hours will show at the beginning of the student transcript.</td>
</tr>
<tr>
<td>56</td>
<td>Degree Audit Report</td>
<td>Returns CATS report data. We recommend you run the CATS report from within Banner SIS unless you wish to run the report for a population of students.</td>
</tr>
<tr>
<td>P</td>
<td>DV Parent Labels</td>
<td>Used to request parent labels from Advancement. There is no charge for the parent label service.</td>
</tr>
</tbody>
</table>

Any transfer credit hours will show at the beginning of the student transcript.
Making Selections

Once you’ve chosen the appropriate base report you’ll need to select which criteria you’d like your results to be filtered by. There are twelve categories that you can make selections within.

Biographical Menu

Use this menu to narrow your results by personal information including ethnicity, gender, birth date, and nationality.

Geographic Menu

Use this menu to narrow your results by student address.

High School Menu

Use this menu to narrow your results by defining characteristics of students’ high schools including geographic location and academic standing.
Test Score Menu

Use this menu to narrow your results by test scores received on SATs or other exams.

```
Test Score Selection Menu
0 People

1 - Verbal SAT pre 3/05
2 - Math SAT pre 3/05
3 - Combined SAT pre 3/05
4 - Arithmetic SAT
5 - Writing SAT
6 - Reading SAT
7 - Combined SAT
8 - Fresh. Ratings
9 - Trans. Ratings
10 - No Ratings At All
11 - Test code
12 - Test score
   (must also enter Test Code above)
13 - Test Source
   (must also enter Test Code above)
14 - AUT and No Ratings

[0] - Exit [DEFAULT]

Enter Selection: 1
```

Student Menu

Use this menu to narrow your results by general academic information including term (student term not academic term), level, type, and class.

```
Student Selection Menu

1 - Student Term
2 - Exact? Y
3 - Student Level
4 - Student Type
5 - Student College 1
6 - Student College 2
7 - Student Status
8 - Student Class
9 - Student Campus
10 - Advisor's Name
11 - Student Residency
12 - Student Midterm Letter
13 - Student Academic Standing
14 - [0] Exit [DEFAULT]

Enter Selection: 1
```

Student Attributes Menu

A comprehensive list of Student Class variables can be found in the Banner table STVCLAS.

This parameter is not used.

Tips about using Student Term effectively can be found in the Tips & Tricks section.

Specifying a status of AS (Active Status) can be used ensure results returned pertain only to current students.
Use this menu to narrow your results by attributes such GAP affiliation, sports team membership, orientation session, and academic support needs.

**Academic Program Menu**

Use this menu to narrow your results by detailed academic information including college, degree, major, minor, and concentration. *This menu should be used for selecting populations of current students.* To select populations of potential graduates (Graduation/Degree Status: Pending) or populations of students who have already graduated (Graduation/Degree Status: Awarded) use the **Degree Menu**.

**Registration Menu**
Use this menu to make selections regarding a specific course including the term, whether or not a student is enrolled, credit hours, and grading mode. Specifying a registration term on this menu will limit the selection to students who were registered for courses during a specific semester.

**Registration Select Menu**

1. Course registration term
2. Enrolled in course
3. Not enrolled in course
4. Credit Hours
5. Enrollment status date
6. Grade Mode
7. TAP course count
8. Registration Holds

Enter Selection: [0] - Exit [DEFAULT]

Credit hours can be used to ensure results returned pertain only to current students. See more information in the Tips & tricks section.

This parameter is not used.

**Degree Menu**

Use this menu to narrow your results by detailed academic information similar to the variables in the Academic Program Menu with the additional options of sorting by graduation term, year, status, and university honors. This menu should be used for selecting populations of potential graduates (Graduation/Degree Status: Pending) or populations of students who have already graduated (Graduation/Degree Status: Awarded.) To select populations of current students use the Academic Program Menu.

**Degree Selection Menu**

Primary Degree Program

1. Degree:
2. College:
3. Level:
4. Department:
5. Major 1
6. Major 2
7. Minor 1
8. Minor 2

and

A - Graduation Term
B - Graduation Year
C - Graduation/Degree Status
D - Graduation Honor

and

E - Concentration:

E - Secondary Program Menu
H - Help
[0] - Exit [DEFAULT]

Enter Selection: [0] - Exit [DEFAULT]

Graduation year encompasses a summer, a fall, and a spring term. A 2007 graduation year would include the following terms: Summer 2006, Fall 2006, and Spring 2007.

**Academic History Menu**
Use this menu to narrow your results by information about awarded credit including honors, GPA, deans list, and academic standing.

Trans. Inst. Menu

Use this menu to make selections about institutions from which students have submitted transfer credit information.

Applicant Menu
Use this menu to narrow your results by information about applicants including term, level, student type, and application status.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Appl. Term</td>
</tr>
<tr>
<td>2</td>
<td>Appl. Level</td>
</tr>
<tr>
<td>3</td>
<td>Student Type</td>
</tr>
<tr>
<td>4</td>
<td>Admiss. Type</td>
</tr>
<tr>
<td>5</td>
<td>Residency</td>
</tr>
<tr>
<td>6</td>
<td>Colleges Code</td>
</tr>
<tr>
<td>7</td>
<td>Major Code</td>
</tr>
<tr>
<td>8</td>
<td>Appl. Contact</td>
</tr>
<tr>
<td>9</td>
<td>Appl. Source</td>
</tr>
<tr>
<td>10</td>
<td>Appl. Status</td>
</tr>
<tr>
<td>11</td>
<td>Appl. Status Date</td>
</tr>
<tr>
<td>H</td>
<td>Most Recent Degree</td>
</tr>
<tr>
<td>R</td>
<td>Decision</td>
</tr>
<tr>
<td>C</td>
<td>Decision Date</td>
</tr>
<tr>
<td>D</td>
<td>Attribute</td>
</tr>
<tr>
<td>E</td>
<td>Application Date</td>
</tr>
<tr>
<td>F</td>
<td>Degree Code</td>
</tr>
</tbody>
</table>

Enter Selection: 

If you need assistance with parameters on this menu please contact the Office of Admissions.
Select Count

After making specifications about your report use the select count option (number 6 on the Report Options menu) to see how many individuals in the BANNER database match the criteria you selected.

Once you’ve chosen select count the number of people should automatically populate at the top of your window.

If your query includes a large number of students there might be a delay before the number populates. You should see the following message if your request for a count is being generated but has not yet appeared.

The results of select count can tell you a lot about whether or not the criteria you’ve selected for your report is going to give you the results you need. If you’re running a report which should only give you results for about fifty students (maybe the GPAs of graduating seniors in a particular major) any of the below select counts might cause you to check your parameters.

No results returned – In the example at left the count is zero. That means your report will be empty.

Too many results returned – In the example at left there are too many records which meet the criteria you’ve selected for the report to query. In this case you’ll most likely need to add more selection criteria to narrow down the number of records being searched.

Count much higher than expected – In the example at left a count exists but it’s much higher than you would expect. It is more than likely you’ll need to add more selection criteria to narrow down the number of records being searched.

Run Report

When you’re ready to run your report return to the main repgen menu and select “6 – Run Report.” While your report is being processed the following message will appear at the bottom of your screen:
Once your report has successfully run the message will change to reflect the fact that the report has been generated:

Your report will automatically be printed or emailed to you if you’ve designated that they do so. If you’ve elected to view your report on your computer you can select the appropriate option at this point. > read more about how to do this.
Student Transcript

For a Population

1. Select 1 - Report Options
2. Select 1 - Report
3. Select 1 - Student Transcript
4. Select 2 - Make Selections > see examples below
   - Make your selections for the student population you want. i.e.: college, term, status, gender, etc.
   - *Be sure to use secondary curriculum in your selections to include dual degree students.
5. Select 0 - Exit or press Enter.
6. From the Report Options Menu Select 6 - Select count. This will tell you the number of students selected.
7. Select 0 - Exit or press Enter.
8. From the Report Generator Menu Select 6 - Run Report. It will tell you the report has been generated. If there are over 100 students, then you will be prompted to: "really run the report" and you type in Y for yes.

For an Individual Student

1. Select 1 - Report Options
2. Select 1 - Report
3. Select 1 - Student Transcript
4. From the Report Options Menu enter the student’s 95#.
5. Select 6 – Select Count to insure the 95 number will return a record.
6. Select 0 - Exit or press Enter.
7. Select 6 - Run Report. It will tell you the report has been generated.

The default value used to print 'In Progress' courses on the transcript is the current term. If you want courses for which the student may have early registered to appear on the transcript, enter the desired term in the Registration Term on Menu 9. For example, if the current term is Spring 2000, any Spring 2000 courses the student is taking will display on the transcript as 'In Progress'. If you run the student transcript and enter Fall 2000 (200009) in the Registration Term field, you will also see Summer 2000 and Fall 2000 courses the student may have registered for on the transcript.

Examples of Selection Options

*Run transcripts for all students with a specific advisor this term.*

Select: “2 – Make Selections” → “6 – Student Menu”
Enter: “1 – Term” and “A – Advisor’s Name”

```
Student Selection Menu

1 - Student Term    200909    8 - Student Class
2 - Exact? N        9 - Student Campus
3 - Student Level   A - Advisor's Name
4 - Student Type    B - Student Residency
5 - Student College 1 C - Student Midterm Letter
6 - Student College 2 D - Stdn Academic Standing
7 - Student Status  [0] Exit [DEFAULT]

Enter Selection: 
```

Run transcripts for all recent graduates who majored in Communication Sciences.
Select: “2 – Make Selections” → “A – Degree Menu”
Enter: “5 – Major 1” (Here’s where you need to make sure to have the database query both major 1 and major 2 to catch dual degree students.)

```
<table>
<thead>
<tr>
<th>Major Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOC</td>
<td>Biochemistry</td>
</tr>
<tr>
<td>DHOC</td>
<td>Biochemical Science</td>
</tr>
<tr>
<td>CSS2</td>
<td>Clinical &amp; T</td>
</tr>
<tr>
<td>CSS3</td>
<td>D.B.E.</td>
</tr>
<tr>
<td>CSS4</td>
<td>Dietetics</td>
</tr>
<tr>
<td>CSS5</td>
<td>Dietetics, Nutrition</td>
</tr>
</tbody>
</table>

Look in both Major 1 and in Major 2? [Y]: Y

```

```
Enter Major code(s), [C]lear, [Q]uit or [ENTER] for more Majors.
```

```
Primary Degree Program
1 - Degree: K - Graduation Term
and 2 - College: B - Graduation Year 2009
and 3 - Level: C - Graduation/Degree Status
and 4 - Department: D - Graduation Honor
and 5 - Major 1: CSS1
OR 6 - Major 2: CSS1

Enter: “B – Graduation Year” > read more about this here.
```

Student Schedules

For a Population
3. Select 3 - Student Schedules. You will be asked if you would like one report per page. Enter Y or N.
4. Select 2 - Make Selections.
5. Select 9 - Registration Menu.
6. **Select 1 - Course Registration Term.**
7. Enter the current registration term. (Term in repgen take the form of year followed by two digits representing the semester. Fall terms are represented by 09 so, for example the Fall 2009 term code would be 200909, Spring terms are represented by 01, Summer are represented by 06).
8. Make your selections for the student population you want. i.e.: college, status, gender, etc...
   *Be sure to use secondary curriculum in your selections to include dual degree students.*
9. Select 0 - Exit or press Enter.
10. From the Report Options Menu Select 6 - Select count. This will tell you the number of students selected.
11. Select 0 - Exit or press Enter.
12. Select 6 - Run Report. It will tell you the report has been generated. If there are over 100 students, then you will be prompted to: "really run the report" and you type in Y for yes.

**For an Individual Student**

3. Select 3 - Student Schedules. You will be asked if you would like one report per page. Enter or N.
4. Select 2 - Make Selections.
5. Select 9 - Registration Menu.
6. **Select 1 - Course Registration Term.**
7. Enter the registration term. (Term in repgen take the form of year followed by two digits representing the semester. Fall terms are represented by 09 so, for example the Fall 2009 term code would be 200909, Spring terms are represented by 01, Summer are represented by 06).
8. Select 0 - Exit or press Enter.
9. From the Report Options Menu enter the student’s ID#.
10. Select 6 – Select Count
11. Select 0 - Exit or press Enter.
12. Select 6 - Run Report. It will tell you the report has been generated.

**Examples of Selection Options**

*Print the schedule for all students in a particular course.*
Select: “2 – Make Selections” → “9 – Registration Menu”
Enter: “1 – Course registration term” and “2 – Enrolled in course”

<table>
<thead>
<tr>
<th>Registration Select Menu</th>
<th>0 People</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Course registration term</td>
<td>200889</td>
</tr>
<tr>
<td>2 - Enrolled in course</td>
<td>91256</td>
</tr>
<tr>
<td>3 - Not enrolled in course</td>
<td></td>
</tr>
<tr>
<td>4 - Credit Hours</td>
<td></td>
</tr>
<tr>
<td>5 - Enrollment status date</td>
<td></td>
</tr>
<tr>
<td>6 - Grade Mode</td>
<td></td>
</tr>
<tr>
<td>7 - TAP course count</td>
<td></td>
</tr>
<tr>
<td>8 - Registration Holds</td>
<td></td>
</tr>
<tr>
<td>Enter Selection: [ ]</td>
<td></td>
</tr>
<tr>
<td>[0] - Exit [DEFAULT]</td>
<td></td>
</tr>
</tbody>
</table>

Print the schedule for all athletes in a particular sport.
Select: “2 – Make Selections” → “7 – Student Attributes Menu” → “3 – Sports Menu”
Enter: “1 – Sports Activity”

<table>
<thead>
<tr>
<th>Student Sports Selection Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Sports Activity</td>
</tr>
<tr>
<td>2 - Sports Status</td>
</tr>
</tbody>
</table>

*Please note that you’ll also need to select the term for which you’d like schedules printed (see instructions above.)

**Student Term GPA Report**

For a Population

3. Select 5 - Student Term GPA Report.
4. Select 2 - Make Selections. > see examples below
5. Make your selections for the student population you want. i.e.: college, status, gender, etc...
   *Be sure to use secondary curriculum in your selections to include dual degree students.
6. Select 0 - Exit or press Enter.
7. From the Report Options Menu Select 6 - Select count. This will tell you the number of students selected.
8. Select 0 - Quit or press Enter.
9. From the Report Generator Menu Select 6 - Run Report. It will tell you the report has been generated. If there are over 100 students, then you will be prompted to: "really run the report" type in Y for yes.

For an Individual Student

3. Select 5 - Student Term GPA Report.
4. From the Report Options Menu enter the student's ID#.
5. Select 6 – Select Count
6. Select 0 - Exit or press Enter.
7. From the Report Generator Menu Select 6 - Run Report. It will tell you the report has been generated.

Examples of Selection Options

**View GPA information for all first and second year ALANA students in a particular unit**
Select: “2 – Make Selections” → “1 – Biographic Menu”
Enter: “4 – ALANA”

| 4 – ALANA | A – Birth date |
| 5 – International | B – Privacy |
| 6 – Resident Alien | C – Deceased | M |

[0] – Exit [DEFAULT]

ALANA only (Y/N): y

Select: “6 – Student Menu”
Enter: “5 – Student College” and “8 – Student Class”

**View GPA information for all potential graduates with a specific major.**
Select: “2 – Make Selections” → “6 – Student Menu”
Enter: “1 – Student Term” and “7 – Student Status”

**Student Selection Menu**

| 1 – Student Term | 200910 | 8 – Student Class |
| 2 – Exact? N | 9 – Student Campus |
| 3 – Student Level | A – Advisor's Name |
| 4 – Student Type | B – Student Residency |
| 5 – Student College 1 | C – Student Midterm Letter |
| 6 – Student College 2 | D – Student Academic Standing |
| 7 – Student Status | NS | [0] Exit [DEFAULT] |

Select: “8 – Academic Program Menu”
Enter: “5 – Major 1” (Here’s where you need to make sure to have the database query both major 1 and major 2 to catch dual degree students.)

Select: “B – Academic History Menu”
Enter: “1 – Cum Hours” (You’ll be prompted to enter a range of hours.)

* A note about these selections: If you are querying on potential graduates after mid-February you can use the Graduation/Degree status of PN (Pending) on the Degree Menu as an alternate to entering a Cum Hours value. A pending status is loaded by our office unto the records of students who have been recommended for graduation by their Dean’s Office.

---

### Address Report

**For a Population**

3. Select 12 - Address Report (80 COL) or Select 13 – Address Report (132 COL).
4. You will be prompted to enter the address hierarchy to list, in order, the address type you would like to use on the report. **Hit enter to accept the default address hierarchy** i.e.: AL,AP,ANY Use the local address if available, otherwise use the permanent address if available, otherwise use any available address. If you do not wish to use the default hierarchy select “1 – Address hierarchy” then enter the address hierarchy of your choice.
5. Select 2 - Make Selections. [see examples below]
6. Make your selections for the student population you want.
ie: college, term, status, gender, etc...
   *Be sure to use secondary curriculum in your selections to include dual degree students.
7. Select 0 - Exit or press Enter.
8. From the Report Options Menu Select 6 - Select count. This will tell you the number of students selected.
9. Select 0 - Quit or press Enter.
10. From the Report Generator Menu Select 6 - Run Report. It will tell you the report has been generated. If there are over 100 students, then you will be prompted to: "really run the report" and you type in Y for yes.
Examples of Selection Options

**Run addresses for all honors graduates in an academic year.**
Select: “2 – Make Selections” → “A – Degree Menu”
Enter: “B – Graduation Year” and “C – Graduation/Degree Status” and “D – Graduation Honor”
*Some notes about these selections: Graduation years encompass multiple terms. The graduation year 2009 for example includes 200901, 200809, and 200806 as well as the corresponding medical terms. To limit your selection to those students who were actually awarded their degree make sure to select AW as the degree status.

<table>
<thead>
<tr>
<th>Degree Selection Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Degree Program</td>
</tr>
<tr>
<td>1 - Degree:</td>
</tr>
<tr>
<td>and 2 - College:</td>
</tr>
<tr>
<td>and 3 - Level:</td>
</tr>
<tr>
<td>and 4 - Department:</td>
</tr>
<tr>
<td>and 5 - Major 1</td>
</tr>
<tr>
<td>6 - Major 2</td>
</tr>
<tr>
<td>and 7 - Minor 1</td>
</tr>
<tr>
<td>and 8 - Minor 2</td>
</tr>
<tr>
<td>and 9 - Concentration:</td>
</tr>
<tr>
<td>IGNORE S - Secondary program menu</td>
</tr>
<tr>
<td>M - Help</td>
</tr>
<tr>
<td>[0] - Exit [DEFAULT]</td>
</tr>
</tbody>
</table>

Enter Selection: 

**Run addresses for students on the Dean’s List in a specific unit.**
Select: “2 – Make Selections” → “B – Academic History Menu”
Enter: “5 – Deans List/ASTD Term” and “6 – Deans List”

<table>
<thead>
<tr>
<th>Academic History Selection Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Cum Hours</td>
</tr>
<tr>
<td>2 - Cum GPA</td>
</tr>
<tr>
<td>3 - Semester GPA</td>
</tr>
<tr>
<td>4 - Semester Term</td>
</tr>
<tr>
<td>5 - Deans List/ASTD Term</td>
</tr>
<tr>
<td>6 - Deans List</td>
</tr>
<tr>
<td>7 - Academic Standing</td>
</tr>
<tr>
<td>8 - Final Grade</td>
</tr>
<tr>
<td>9 - Grade Date</td>
</tr>
<tr>
<td>[0] - Exit [DEFAULT]</td>
</tr>
</tbody>
</table>

Enter Selection: 

Select: “6 – Student Menu”
Enter: “5 – Student College 1”
Select: “9 – Registration Menu”
Enter: “1 – Course registration term”

Course Roster

3. Select 21 - Course Roster.
4. Select 2 - Make Selections.
5. Select 9 - Registration Menu.
6. Select 1 - Course registration term.
7. Enter the registration term. (Term in repgen takes the form of year followed by two digits representing the semester. Fall terms are represented by 09 so, for example the Fall 2009 term code would be 200909, Spring terms are represented by 01, Summer are represented by 06).
8. Select 2 - Enrolled in course.
9. Enter the computer number of the course. i.e.: 90005 (Multiple courses can be entered. Separate CRNs with a comma.) Up to ten CRNs can be entered per query.
10. Select 0 - Exit or press Enter.
11. Select 0 - Exit or press Enter.
12. From the Report Options Menu Select 6 - Select count. This will tell you the number of students that were enrolled in the course.
13. Select 0 - Quit or press Enter.
14. From the Report Generator Menu Select 6 - Run Report. It will tell you the report has been generated. If there are over 100 students, then you will be prompted to: "really run the report" and you type in Y for yes.

Just Names

For a Population

3. Select 30 - Just Names.
4. Select 2 - Make Selections. > see examples below
5. Make your selections for the student population you want.
   ie: college, term, status, gender, etc...
   *Be sure to use secondary curriculum in your selections to include dual degree students.
6. Select 0 - Exit or press Enter.
7. From the Report Options Menu Select 6 - Select count. This will tell you the number of students selected.
8. Select 0 - Quit or press Enter.
9. From the Report Generator Menu Select 6 - Run Report. It will tell you the report has been generated. If there are over 100 students, then you will be prompted to:"really run the report" and you type in Y for yes.

Examples of Selection Options

Get a list of all students in a unit who received an incomplete grade during a particular semester.
Select: “2 – Make Selections” → Select: “B – Academic History Menu”
Enter: “A – Final Grade” and “4—Semester Term”

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cum Hours</td>
</tr>
<tr>
<td>2</td>
<td>Cum GPA</td>
</tr>
<tr>
<td>3</td>
<td>Semester GPA</td>
</tr>
<tr>
<td>4</td>
<td>Semester Term 200809</td>
</tr>
</tbody>
</table>

A - Final Grade I
B - Grade Mode

Select: “6 – Student Menu”
Enter: “1 – Student Term” and “5 – Student College 1” and “7 – Student Status”

Student Selection Menu

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student Term 200809</td>
</tr>
<tr>
<td>2</td>
<td>Exact?</td>
</tr>
<tr>
<td>3</td>
<td>Student Level</td>
</tr>
<tr>
<td>4</td>
<td>Student Type</td>
</tr>
<tr>
<td>5</td>
<td>Student College 1 05</td>
</tr>
<tr>
<td>6</td>
<td>Student College 2</td>
</tr>
<tr>
<td>7</td>
<td>Student Status AS</td>
</tr>
<tr>
<td>8</td>
<td>Student Class</td>
</tr>
<tr>
<td>9</td>
<td>Student Campus</td>
</tr>
<tr>
<td>A</td>
<td>Advisor’s Name</td>
</tr>
<tr>
<td>B</td>
<td>Student Residency</td>
</tr>
<tr>
<td>C</td>
<td>Student Midterm Letter</td>
</tr>
<tr>
<td>D</td>
<td>Student Academic Standing</td>
</tr>
<tr>
<td>[0]</td>
<td>Exit [DEFAULT]</td>
</tr>
</tbody>
</table>

Obtain a list of all graduates from a particular unit living in a geographical area.
Select: “2 – Make Selections” → “A – Degree Menu”
Enter: “C – Graduation/Degree Status” and “2 – College”

Primary Degree Program

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Degree:</td>
</tr>
<tr>
<td>2</td>
<td>College: 30</td>
</tr>
<tr>
<td>3</td>
<td>Level:</td>
</tr>
<tr>
<td>4</td>
<td>Department:</td>
</tr>
<tr>
<td>A</td>
<td>Graduation Term</td>
</tr>
<tr>
<td>B</td>
<td>Graduation Year</td>
</tr>
<tr>
<td>C</td>
<td>Graduation/Degree Status AW</td>
</tr>
<tr>
<td>D</td>
<td>Graduation Honor</td>
</tr>
</tbody>
</table>

*Select AW (for awarded) to limit your search to graduates of UVM.

Select: “2 – Geographic Menu”
Enter: “1 – Address Hierarchy” and “4 – Address Zipcode”
*Some notes about these selections: you will be prompted to enter the address hierarchy to list, in order, the address type you would like the system to use in its query. **Hit enter to accept the default address hierarchy** i.e.: AL,AP,ANY Use the local address if available, otherwise use the permanent address if available, otherwise use any available address. If you do not wish to use the default hierarchy select “1 – Address hierarchy” then enter the address hierarchy of your choice.

Address zipcode (rather than address city and state) was used because the example above is querying for graduates in a geographical area rather than a single city.

**Student Curriculum**

**For a Population**

3. Select 40 - Student Curriculum (Major, etc/GPA.)
4. Select 2 - Make Selections.
5. Select 8 - Academic Program Menu.
6. Select 1 – Student Term (For Fall 1998, enter 199809, Spring term is the year plus 01, Summer is the year plus 06). *Be sure to specify term. **Always select the most current term to get the most recent curriculum information.**
7. Make your selections for the student population you want. i.e.: college, status, gender, etc... *Be sure to use secondary curriculum in your selections to include dual degree students. [see examples below](#)
8. From the Report Options Menu Select 6 - Select count. This will tell you the number of students selected.
9. From the Report Generator Menu Select 6 - Run Report. It will tell you the report has been generated. If there are over 100 students, then you will be prompted to: "really run the report" and you type in Y for yes.

**For an Individual Student**

3. Select 40 – Student Curriculum (Major, etc/GPA.)
4. Select 2 - Make Selections.
5. Select 8 - Academic Program Menu.
6. Select 1 - Student Term (For Fall 1998, enter 199809, Spring term is the year plus 01, Summer is the year plus 06). *Be sure to specify term. **Always select the most current term to get the most recent curriculum information.**
7. From the Report Options Menu enter the student's ID#.
8. From the Report Generator Menu Select 6 - Run Report. It will tell you the report has been generated.

**Examples of Selection Options**

**View data on all students enrolled in a particular course.**
Select: “2 – Make Selections” → “9 – Registration Menu”
Enter: “1 – Course registration term” and “2 – Enrolled in course”

**Sample of output:**

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Course</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>951</td>
<td></td>
<td>ED</td>
<td>3.22</td>
</tr>
<tr>
<td>952</td>
<td></td>
<td>ED</td>
<td>0.90</td>
</tr>
<tr>
<td>953</td>
<td></td>
<td>ED</td>
<td>2.00</td>
</tr>
<tr>
<td>954</td>
<td></td>
<td>ED</td>
<td>0.00</td>
</tr>
<tr>
<td>955</td>
<td></td>
<td>ED</td>
<td>5.66</td>
</tr>
<tr>
<td>956</td>
<td></td>
<td>ED</td>
<td>2.77</td>
</tr>
</tbody>
</table>

**View data on all students who share a particular attribute.**
Select: “2 – Make Selections” → “7 – Student Attributes Menu”
Enter: “1 – Attribute”

**Attribute (%wildcard) (or list aaaa,bbbb) path**

*Some notes about these selections: the above example will return all Patrick Scholarship holders. A complete list of attributes is available in the Banner table STVATTS.

**Major/Minor/Advisor**

For a Population

3. Select 41 - Major/Minor/Advisor.
4. Select 2 - Make Selections. > see examples below
5. Select 8 - Academic Program Menu.
6. Select 1 - Student Term (For Fall 1998, enter 199809, Spring term is the year plus 01, Summer is the year plus 06). *Be sure to specify term.
7. Make your selections for the student population you want. i.e.: college, status, gender, etc. *Be sure to use secondary curriculum in your selections to include dual degree students.
8. From the Report Options Menu Select 6 - Select count. This will tell you the number of students selected.
9. From the Report Generator Menu Select 6 - Run Report. It will tell you the report has been generated. If there are over 100 students, then you will be prompted to: "really run the report" and you type in Y for yes.

For an Individual Student

3. Select 41 - Major/Minor/Advisor.
4. Select 2 - Make Selections.
5. Select 8 - Academic Program Menu.
6. Select 1 - Student Term (For Fall 1998, enter 199809, Spring term is the year plus 01, Summer is the year plus 06). *Be sure to specify term.
7. From the Report Options Menu enter the student's ID#.
8. From the Report Generator Menu Select 6 - Run Report. It will tell you the report has been generated.

Examples of Selection Options

Run the report for all first time first year students in a particular unit.
Select: “2 – Make Selections” → “6 – Student Menu”
Enter: “1 – Student Term” and “2 – Exact?” and “5 – Student College 1” and “4 – Student Type”

<table>
<thead>
<tr>
<th>Student Selection Menu</th>
<th>PROP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Student Term       200909</td>
<td>8 - Student Class</td>
</tr>
<tr>
<td>2 - Exact? Y</td>
<td>9 - Student Campus</td>
</tr>
<tr>
<td>3 - Student Level       A</td>
<td>10 - Advisor's Name</td>
</tr>
<tr>
<td>4 - Student Type 01     B</td>
<td>11 - Student Residency</td>
</tr>
<tr>
<td>5 - Student College 1 05</td>
<td>12 - Student Midterm Letter</td>
</tr>
<tr>
<td>6 - Student College 2   D</td>
<td>13 - Student Academic Standing</td>
</tr>
<tr>
<td>7 - Student Status      [0] Exit [DEFAULT]</td>
<td></td>
</tr>
</tbody>
</table>

Enter Selection: [ ]
* Some notes about these selections: the above example will return data for all first year students in the College of Agriculture and Life Science as of the Fall 2009 semester. By querying on the **exact term** you’re limiting the search to only students whose first semester was in the Fall of 2009. If you leave the “2 – Exact” variable blank the system will return results for all terms less than or equal to the term you specified (for example students who entered during the Spring of 2009.) [read more about this]

**Obtain list for all students in a unit studying abroad.**
Select: “2 – Make Selections” → “9 – Registration Menu”
Enter: “1 – Course registration term” and “2 – Enrolled in course” [make sure to enter the CRNS for all OSSP courses.]

<table>
<thead>
<tr>
<th>Registration Select Menu</th>
<th>FROM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Course registration term</td>
<td>200999</td>
</tr>
<tr>
<td>2 - Enrolled in course</td>
<td>92741, 94165, 94366, 94283, 94284, 94285, 94286, 94287, 94288, 94289, 94290, 94450</td>
</tr>
<tr>
<td>3 - Not enrolled in course</td>
<td></td>
</tr>
<tr>
<td>4 - Credit Hours</td>
<td></td>
</tr>
<tr>
<td>5 - Enrollment status date</td>
<td></td>
</tr>
<tr>
<td>6 - Grade Mode</td>
<td></td>
</tr>
<tr>
<td>7 - TAP course count</td>
<td></td>
</tr>
<tr>
<td>8 - Registration Holds</td>
<td>Enter Selection: [ ]</td>
</tr>
</tbody>
</table>

Select: “8 – Academic Program Menu”
Enter: “3 – College”

**Banner Transcript**

**For a Population**

3. Select 54 - Banner Transcript.
4. Select 2 - Make Selections. [see examples below]
5. Make your selections for the student population you want. ie: college, term, status, gender, etc.
   *Be sure to use secondary curriculum in your selections to include dual degree students.
6. From the Report Options Menu Select 6 - Select count. This will tell you the number of students selected.
7. From the Report Generator Menu Select 6 - Run Report. It will tell you the report has been generated. If there are over 100 students, then you will be prompted to: "really run the report" and you type in Y for yes.
For an Individual Student

1. Select 1 - Report Options
2. Select 1 - Report
3. Select 54 - Banner Transcript
4. From the Report Options Menu enter the student's ID#.
5. From the Report Generator Menu Select 6 - Run Report. It will tell you the report has been generated.

Examples of Selection Options

**Run the report for all students with senior standing taking a course P/NP.**

Select: “2 – Make Selections” → “6 – Student Menu”
Enter: “1 – Student term” and “7 – Student Status” and “8 – Student Class”

<table>
<thead>
<tr>
<th>Selection Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student Term</td>
</tr>
<tr>
<td>2</td>
<td>Exact? N</td>
</tr>
<tr>
<td>3</td>
<td>Student Level</td>
</tr>
<tr>
<td>4</td>
<td>Student Type</td>
</tr>
<tr>
<td>5</td>
<td>Student College 1</td>
</tr>
<tr>
<td>6</td>
<td>Student College 2</td>
</tr>
<tr>
<td>7</td>
<td>Student Status</td>
</tr>
<tr>
<td>8</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>9</td>
<td>Student Campus</td>
</tr>
<tr>
<td>10</td>
<td>Advisor's Name</td>
</tr>
<tr>
<td>11</td>
<td>Student Residency</td>
</tr>
<tr>
<td>12</td>
<td>Student Misdemeanor Letter</td>
</tr>
<tr>
<td>13</td>
<td>Student Academic Standing</td>
</tr>
<tr>
<td>14</td>
<td>Exit [DEFAULT]</td>
</tr>
</tbody>
</table>

Enter Selection: 

**Run the report for all incoming first time first year students in your unit who submitted AP scores.**

Select: “2 – Make Selections” → “6 – Student Menu”
Enter: “1 – Student term” and “2 – Exact?” and “Student Type” and “5 – Student College 1” and “7 – Student Status”

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student Term</td>
<td>200209</td>
</tr>
<tr>
<td>2</td>
<td>Exact? Y</td>
<td>Y</td>
</tr>
<tr>
<td>3</td>
<td>Student Level</td>
<td>A</td>
</tr>
<tr>
<td>4</td>
<td>Student Type 1</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Student College 1</td>
<td>10</td>
</tr>
<tr>
<td>6</td>
<td>Student College 2</td>
<td>2</td>
</tr>
<tr>
<td>7</td>
<td>Student Status</td>
<td>AS</td>
</tr>
<tr>
<td>8</td>
<td>Student Class</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Student Campus</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Student Midterm Letter</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Student Academic Standing</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Exit [DEFAULT]</td>
<td></td>
</tr>
</tbody>
</table>

Enter: “1 – SBGI code” (Advance Placement Exams are represented by the code 0APEXM)

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SBGI code</td>
<td>0APEXM</td>
</tr>
<tr>
<td>2</td>
<td>Official Ind</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Received date</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Exit [DEFAULT]</td>
<td></td>
</tr>
</tbody>
</table>
Tips and Tricks

Copying and Pasting

Unfortunately repgen doesn’t recognize the usual keyboard shortcuts for copying and pasting. You can still use your mouse (right click for options) or the menu (select Edit > Copy) or you can use the following alternate keyboard shortcuts:

Copy: Ctrl+Insert
Paste: Shift+Insert

Viewing Reports on Your Screen

If you elect to view a report on your screen it’s important to resize the window to its largest capacity before you view your report. Once a report is on your screen resizing your window may result in the program freezing and preventing you from returning to the main menu.

To navigate through a report you’re viewing on your screen use your spacebar to move forward and the “b” key to move backwards. To exit a report and return to the repgen menu type “q”

Making Selections

- Start with fewer criterions and then narrow your search by adding additional parameters.
- When trying to capture just currently enrolled students make sure to choose AS – active status
- To select students registered for a particular term enter the term and a range of credits
  Low: type .5 and hit enter
  High: hit enter (this will populate “and up” as the delimiter)
  Exclude students who have withdrawn from all courses: type Y and hit enter

Designating Term on the Student Menu

When you designate a term the query looks for data that is attached to terms less than or equal to the term you specify.

So if, for example, I wanted to run a query to see all the students who’d transferred into my unit and I didn’t specify a term:
I’d get one hundred and fifty students who matched the criteria\(^2\). If I specified a term (for example 200609) that number decreases to one hundred and twenty students.

**Using Exact Term**

You do have the option of adding the further specification of *exact term*. However, we recommend using this option carefully. The “Exact = Y” criterion is used when you wish to select a student whose record includes a term which exactly matches the specified “Student Term.”

It is important to note that students do not have a student record in BANNER for each term they are in attendance. They only have a student record when data about them changes.

If a student comes to UVM in Fall 2006, never changes a major or studies abroad or withdraws, and graduates in Spring 2010, the student will only have 3 student records:

- **200609** status AS active  college student type 1 FTFY
- **200701** status AS active  college student type 9 Continuing
- **201001** status PC program completion  college student type 9 Continuing

If you enter a query with student term 200609, exact = Y, student type = 1, the student above would be selected. If you wrote a query student term 200701, exact = Y, student type = 1, the student above would not be selected, because their student type for 200701 is 9 (continuing). If you wrote a query student term = 200809, exact = Y, student type = 9, the student above would not be selected. Even though the student was type 9 in 200809, the student does not have a student term row with value 200809. Exact = Y requires that a row with that date exist.

**Student Status: AS/PC**

If you are interested in selecting a group of students who met a set of criteria during a term that has ended you will need to include both the AS (Active Status) and PC (Program Complete) student status codes in your query.

When a student graduates their status is changed from AS to PC for the last term that they attended – a new term is not entered to hold the status PC.

Running a query with only AS selected will eliminate any students who meet the criteria you are searching on and have graduated.

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\(^2\) The student count is accurate only as of the time this document was created.
Checking Your Selection Parameters

Before running your report you can view a summary of the students the query returned by selecting **View Selection** from the Report Options menu.

While you can't dictate which attributes appear (the headers) when you choose **View Selection** you can use the data to help insure the population being return is the one you need.

Understanding Class Level

Repgen defines class as the current class level for the term **without** the credits a student is currently enrolled in.

<table>
<thead>
<tr>
<th>Term</th>
<th>Current Enrolled Credits</th>
<th>Class</th>
<th>Credits After Grades Rolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Term</td>
<td></td>
<td>01</td>
<td>15</td>
</tr>
<tr>
<td>Current Term</td>
<td>15</td>
<td>01</td>
<td>30</td>
</tr>
</tbody>
</table>

In the above example, if you query on class level 01 for the term current term the sample student would be selected. If you query on class level 02 they would not be selected because the currently enrolled credits are not counted when determining class.