Administrative Reports

Note: It is recommended that PC Users use Internet Explorer v7 or higher to run the administrative reports.

Various enrollment, advising and administration reports are available to faculty and staff administrators. The reports reflect current unofficial enrollment data, and reflect the prior day’s information from Student Administration (SA). A list of reports and their purpose is listed below. A detailed description of each report is also available on the Administrative Reports page.

<table>
<thead>
<tr>
<th>Report Title</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Section Utilization</td>
<td>Provides enrollments and capacities totals by section.</td>
</tr>
<tr>
<td>Course Section Utilization (Combined Sections)</td>
<td>Provides enrollment and capacity totals for combined sections.</td>
</tr>
<tr>
<td>Student Enrollment by Plan</td>
<td>Provides a list of students by Plan (or major).</td>
</tr>
<tr>
<td>Advising Clearance by Advisor</td>
<td>Provides a list of students cleared/authorized to register.</td>
</tr>
<tr>
<td>Course Permissions by Authorizer</td>
<td>Provides a list of students granted class permissions.</td>
</tr>
<tr>
<td>Course Permissions by Student</td>
<td>Provides a list of class permissions granted to a student.</td>
</tr>
<tr>
<td>Admitted Students by Plan (Ugrad)</td>
<td>Provides a list of newly admitted freshmen and transfer students</td>
</tr>
<tr>
<td>Advising and Registration Status by Plan (Ugrad)</td>
<td>Provides users with information about the status of advised and registered students within a given department</td>
</tr>
</tbody>
</table>

Accessing Administrative Reports Remotely

To access Administrative Reports from a remote computer, or via a wireless connection on campus, you must be logged into the UMBC VPN. To log into the UMBC VPN, follow these steps:

1. Open your internet Browser.
2. Go to vpn.umbc.edu. You are prompted to log into the network.
3. Enter your UMBC login ID and password, and click the Log In button. The VPN page is displayed.
4. Click Start. The login process will proceed. When you are returned to the above screen, the login has been successful.

Alternately, faculty and staff can submit a help request via rt.umbc.edu.
Running Administrative Reports

1. Log into myUMBC.

2. Highlight Topics and select (or Staff Center, depending on your role.)

3. Locate Additional Tools, and click once on Administrative Reports.

4. Locate Additional Tools

5. The list of reports is displayed. Click once on the name of your desired report. (*Hold down the CTRL button when clicking on the report to open the report in a new window.*)

Administrative Reports

Student Administration Reports

These reports reflect the prior day's information from the Student Administration (SA) system. The data are not official. Reports may include headcount and registration of students not included in official reports. The Office of Institutional Research's website contains official reports. Email questions concerning reports to cin@umbc.edu.

You may be prompted with the following login window if you are not already logged into Rex (formerly known as iStrategy). If you are already logged into Rex, you will be directed to your report page (go to step 7.)
6. In the User name field, enter **ad**your UMBC userid. (This is your myUMBC username.)
7. In the Password field, enter your **UMBC password**. Click **OK**.
8. The selected report page will appear, and the reporting parameters are displayed.

9. Click on the drop down menu, and select the appropriate checkbox(es) from the drop down list. You can select as many checkboxes as you require, as long as you select at least one for each parameter.

10. Click outside of the drop down menu to accept your selection(s) and continue.
11. After selecting the reporting parameters, click once on the View Report button. Your report will appear below the reporting parameters.

Data is sorted by the selected parameters. (The above data was removed to protect confidential information.)
NOTE: You can change the report parameters at any time by selecting different values within the drop down menus, and click the View Report button.

To return to the list of reports:
- If you opened the report in a new window, select the prior window to select a new report.
- If you opened the report in the same window, click the back button until you return to myUMBC, or go to my.umbc.edu.