



IPEDS 12-Month Enrollment Survey for 2014-2015

*Hypothetical "Your University" with
Fall 2014 Enrollment of 16,427*

(Front-End Demo)

New Enhancement for 2014-2015: Survey Results by Individual Schools within the University

Main Switchboard: IPEDS/CDS Front-End

The IPEDS/CDS front-end allows authorized users to access the back-end data and filter for subsets of students, based on any number of student attributes, such as school, department, major, first-time, full-time, first generation, residency, race, gender, age, etc. All calculations are performed within Microsoft's enterprise SQL Server. Calculations can be verified; clicking on any number instantly displays the students underlying the calculation. The "Source" data for all survey parts can easily be viewed.

New enhancement for 2014-2015 is automation of survey results by individual schools within the college/university.

Main Switchboard: IPEDS and Common Data Set (CDS)

Report Year: 2015

School: All Schools

IPEDS/CDS Selection

Form View Print Report

Print CDS

Exit

IPEDS Surveys

Fall Collection (9/3/2014-10/15/2015)

1 12-Month Enrollment

2 Completions

Winter Collection (12/10/2014-2/11/2015)

3 Admissions

4 Graduation Rates

5 Graduation 200%

6 Student Financial Aid

Spring Data (2/10/2015-4/8/2015)

7 Fall Enrollment

Common Data Set

A. General Information

B. Enrollment/Graduation

C. Applicants

D. Transfer Admissions

E. Academic Offerings

F. Student Life

G. Annual Expensees

H. Financial Aid

I. Faculty/Class Size

J. Degrees Conferred

B1 Enrollment

B2 Graduation Rates

C1 Applicants

C2 Freshman Profile

C3 Admissions Policies

E1 Aid Awarded

E2 Students Awarded

E3 General Policies

Data presented herein is based on a hypothetical 4-year institution with a Fall 2014 enrollment of 16,427 students.

Student profiles are illustrative; names and IDs are fictitious.

We will demonstrate the IPEDS 12-Month Enrollment survey for 4-Year Institutions.

12-Month Enrollment Survey (All Schools)

REGIS 8.0: IPEDS/CDS Reporting

IPEDS Unduplicated Enrollment: July 1, 2013 - June 30, 2014

Report Year: 2015
School: All Schools

Buttons: Report, Source Enrollment, Source Credit Hours, Close

	Undergraduate Students	Graduate Students	Total - All Students
Men			
Nonresident alien	339	82	421
Hispanic/Latino	499	136	635
American Indian/Alaska Native	64	20	84
Asian	706	154	860
Black or African American	992	460	1,452
Hawaiian/Pacific Islander	264	74	338
White	3,811	1,079	4,890
Two or More Races	610	261	871
Race/ethnicity unknown	57	12	69
Total men	7,342	2,278	9,620
Women			
Nonresident alien	386	86	472
Hispanic/Latino	478	122	600
American Indian/Alaska Native	66	6	72
Asian	668	189	857
Black or African American	979	510	1,489
Hawaiian/Pacific Islander	271	74	345
White	3,877	1,045	4,922
Two or More Races	637	214	851
Race/ethnicity unknown	54	8	62
Total women	7,416	2,254	9,670
Grand Total	14,758	4,532	19,290

Prior Year Data
Unduplicated headcount (July 1, 2012 - June 30, 2013)

	Undergraduate Students	Graduate Students	Total - All Students
Unduplicated headcount (July 1, 2012 - June 30, 2013)	13,480	3,986	17,466

Fall 2013 Enrollment	12,464	3,475	15,939

Part B - Instructional Activity

	Undergraduate Students	Graduate Students	Total - All Students
Credit Hours	318,244 *	45,891 *	364,135
Contact Hours			
Estimated full-time equivalent	10,608	1,912	

* Click the "Source Credit Hours" button to view credit hours by student.

Form View | Num Lock

The 12-Month Enrollment survey reports the unduplicated count of students from July 1, 2013 through June 30, 2014, broken down by career, gender, and race.

Part-B provides total credit hours for the period .

The unduplicated counts of undergraduate and graduate students, respectively, are 14,758 and 4,532 (oval).

12-Month Enrollment – Report (All Schools)

REGIS 8.0: IPEDS/CDS Reporting

Print Fit

REGIS "Your University"
12-Month Enrollment

IPEDS Unduplicated Enrollment: July 1, 2013 - June 30, 2014

School: All Schools

	Undergraduate Students	Graduate Students
Men		
Nonescent alien	339	82
Hispanic	499	136
American Indian/Alaska Native	64	20
Asian	706	154
Black or African American	992	460
Hawaiian/Pacific Islander	284	74
White, non-Hispanic	3,811	136
Two or More Races	610	261
Race/ethnicity unknown	57	12
Total men	7,342	2,278
Women		
Nonescent alien	386	86
Hispanic	478	122
American Indian/Alaska Native	66	6
Asian	688	189
Black or African American	979	510
Hawaiian/Pacific Islander	271	74
White	3,877	1,045
Two or More Races	637	214
Race/ethnicity unknown	54	8
Total women	7,416	2,254
Grand Total	14,758	4,532
Prior Year Data		
Unduplicated headcount (July 1, 2012 - June 30, 2013)	13,480	3,986
Total enrollment Fall 2013	12,464	3,475
Part B - Instructional Activity		
Credit Hours	318,244	45,891
Contact Hours		
Estimated full-time equivalent (FTE)	10,608	1,912

IPEDS 12-Month Enrollment Page 1 of 1

Clicking on the **Report** button (previous slide) previews the 12-Month Enrollment numbers.

Page: 1 of 1 No Filter

Ready Num Lock 62%

12-Month Enrollment Survey (School of Business)

REGIS 8.0: IPEDS/CDS Reporting

IPEDS Unduplicated Enrollment: July 1, 2013 - June 30, 2014

Report Year: 2015
 School: Business

Report Source Enrollment Source Credit Hours Close

	Undergraduate Students	Graduate Students	Total - All Students
Men			
Nonresident alien	73	20	93
Hispanic/Latino	104	40	144
American Indian/Alaska Native	16	6	22
Asian	153	28	181
Black or African American	201	60	261
Hawaiian/Pacific Islander	76	26	102
White	834	272	1,106
Two or More Races	154	51	205
Race/ethnicity unknown	0	6	6
Total men	1,611	509	2,120
Women			
Nonresident alien	90	40	130
Hispanic/Latino	123	44	167
American Indian/Alaska Native	11	4	15
Asian	172	46	218
Black or African American	214	82	296
Hawaiian/Pacific Islander	67	16	83
White	941	276	1,217
Two or More Races	132	70	202
Race/ethnicity unknown	10	2	12
Total women	1,760	580	2,340
Grand Total	3,371	1,089	4,460

Prior Year Data
 Unduplicated headcount (July 1, 2012 - June 30, 2013)

	Undergraduate Students	Graduate Students	Total - All Students
Unduplicated headcount (July 1, 2012 - June 30, 2013)	4,416	1,370	5,786
***** Fall 2013 Enrollment	2,930	820	3,750

Part B - Instructional Activity

	Undergraduate Students	Graduate Students	Total - All Students
Credit Hours	74,006*	11,273*	85,279
Contact Hours	0		
Estimated full-time equivalent	2,466	469	

*Click the "Source Credit Hours" button to view credit hours by student.

Form View Num Lock

The 12-Month Enrollment survey reports the unduplicated count of students from July 1, 2013 through June 30, 2014, broken down by career, gender, and race.

The user can view survey numbers for the institution (all schools) or for any individual school. Here, the School of Business has been selected.

The *Report*, *Source Enrollment*, and *Source Credit Hours* buttons (rectangle) automatically reflect the school selected.

Verification of Calculated Numbers (School of Arts and Sciences)

REGIS 8.0: IPEDS/CDS Reporting

IPEDS Unduplicated Enrollment: July 1, 2013 - June 30, 2014

Report Year: 2015
 School: Arts and Sciences

Buttons: Report, Source Enrollment, Source Credit Hours, Close

	Undergraduate Students	Graduate Students	Total - All Students		Undergraduate Students	Graduate Students	Total - All Students
Men				Prior Year Data			
Nonresident alien	146	30	176	Unduplicated headcount (July 1, 2012 - June 30, 2013)	5,676	478	6,154
Hispanic/Latino	161	12	173	*****			
American Indian/Alaska Native	22	0	22	Fall 2013 Enrollment	4,694	256	4,950
Asian	244	8	252				
Black or African American	326	12	338				
Hawaiian/Pacific Islander	92	4	96				
White	1,433	53					
Two or More Races	188	8					
Race/ethnicity unknown	24	2					
Total men	2,636	129					
Women							
Nonresident alien	143	32					
Hispanic/Latino	161	8					
American Indian/Alaska Native	12	0					
Asian	215	14					
Black or African American	287	24					
Hawaiian/Pacific Islander	98	8	106				
White	1,353	82	1,435				
Two or More Races	227	10	237				
Race/ethnicity unknown	21	0	21				
Total women	2,517	178	2,695				
Grand Total	5,153	307	5,460				

Unduplicated Count - Undergraduate Students (Hawaiian/Pacific Islander, Women)

StuName	StuLvlID	MajorID	Sex	RaceName	State
Alexander, Karen A	U	CSCI	2	Hawaiian	VA
Anderson, Kyleigh P	U	CSCI	2	Hawaiian	VA
Anthony, Evelin	U	CSCI	2	Hawaiian	VA
Austin, Delaney E	U	CSCI	2	Hawaiian	VA
Baker, Emmalee M	U	COMM	2	Hawaiian	VA
Barksdale, Diana A	U	MATH	2	Hawaiian	VA

Record: 1 of 98

Datasheet View Num Lock

The unduplicated count of Hawaiian/Pacific Islander women is 98 .

Clicking on the 98 "pops-up" the students (arrows).

Pivot Table – 12-Month Enrollment Calculations (All Schools)

REGIS 8.0: IPEDS/CDS Reporting																
SchID	DeptID	BegStuLvlID	StuLvlID	AdmTypeID	StuTypeID	DegreeSeek	FullTime	GrsCohort	Transfer	CohortNm	SemEntID	RaceName	Gender	AgeRange	OnCampus	FirstGen
All	All	All	All	All	All	All	All	All	All	All	All	All	All	All	All	All
Drop Column Fields Here																
StuName	MajorID	DupTerms	Undergrad-Stu	Graduate-Stu	Fall-Enrolled	Spr-Enrolled	Sum-Enrolled	Grs-Cohort	Transfer-Stu	Full-Time	Part-Time	Mixed-Time				
Zhou, Chelsea	UNDE	2	Yes		Yes	Yes		Yes		Yes						
Zhou, Jack H.	COMM	2	Yes		Yes	Yes		Yes		Yes						
Zhou, Jeff	PSYC	1	Yes		Yes				Yes		Yes					
Zhou, Jeff C	PSYC	3	Yes		Yes	Yes	Yes		Yes							
Zhou, Markus	SOCI	2	Yes		Yes	Yes		Yes		Yes						
Zhou, Nickolas D.	BUAD															
Zhuang, Augustus	BIOL															
Zimmerman, Alexandro	PSYC															
Zimmerman, Danielle	COMM															
Zimmerman, Genevieve D.	BUAD															
Zimmerman, Jada D	BUAD															
Zimmerman, Maribel O.	COMM															
Zimmerman, Moses R.	BUAD															
Zimmerman, Nathaniel P.	BUAD															
Zimmerman, Tiara A.	BIOL															
Zimmerman, Wyatt L.	NURS															
Zimmerman, Yuliana N.	PSYC															
Zoller, Andrew G.	COMM															
Zoller, Andy A	COMM	1	Yes					Yes				Yes				
Zoller, Corbin	UNDE	2	Yes		Yes	Yes		Yes		Yes						
Zubairu, Abraham	PSYC	2	Yes		Yes	Yes		Yes		Yes						
Zubairu, Cael C.	BUAD	2	Yes		Yes	Yes		Yes		Yes						
Zubairu, Clare B.	ELED	2	Yes		Yes	Yes		Yes		Yes						
Zweig, Darryl B	PSYC	2	Yes		Yes	Yes		Yes		Yes						
Zweig, Jaquez	CSCI	2	Yes		Yes	Yes		Yes		Yes						
Zweig, Pierre L.	PSYC	3	Yes		Yes	Yes	Yes	Yes		Yes						
Unduplicated Count		19,290	14,758	4,532	15,939	15,289	2,997	7,876	5,471	10,102	7,800	1,388				
Duplicated Count		34,225														

On the Main Form, the user clicks the **Source Enrollment** button to view the unduplicated (19,290) and duplicated (34,225) counts of students enrolled between July 1, 2013 and June 30, 2014 (oval). The unduplicated number counts each student once; the duplicated number counts a student for each term enrolled.

Shown for each student are 1) his/her major; 2) the number of terms enrolled; 3) if enrolled Fall, Spring, and/or Summer; 4) if first-time, full-time, degree-seeking (first enrollment term); 5) transfer student; 6) full-time or part-time.

At the top of the form (red rectangle) are filter fields where the user can filter by school; department; student level, degree-seeking; full-/part-time; new transfer; new part-time; race; gender; on-campus; first generation and by many other attributes.

Student Pivot Table – Hide Details (All Schools)

The screenshot displays the REGIS 8.0: IPEDS/CDS Reporting interface. At the top, a menu bar includes 'Print' and various icons. Below it is a grid of filter fields for 'SchID', 'DeptID', 'BegStu', 'AdmTypeID', 'StuTypeID', 'DegreeSeek', 'FullTime', 'Grscohort', 'Transfer', 'CohortNm', 'SemEntID', 'RaceName', 'Gender', 'AgeRange', 'OnCampus', and 'FirstGen', all currently set to 'All'. A 'Hide Details' button is located above the 'BegStu' field, with a red arrow pointing to it. Below the filters is a 'Drop Column Fields Here' area. The main area is a pivot table with a 'Drop Row Fields Here' label on the left. The pivot table data is as follows:

Row Field	Value
Unduplicated Count	19,290
Duplicated Count	34,225
Grs-Cohort	7,876
Count of Undergrad-Stu	14,758
Count of Graduate-Stu	4,532
Count of Fall-Enrolled	15,939
Count of Spr-Enrolled	15,289
Count of Sum-Enrolled	2,997
Count of Transfer-Stu	5,471
Count of Full-Time	10,102
Count of Part-Time	7,800
Count of Mixed-Time	1,388

A yellow text box contains the following instructions:

The user can view aggregate numbers only by clicking the **Hide Detail** button (red arrow).
Clicking the Row Headings icon (blue arrow) displays the calculations vertically.

The 'Properties' dialog box is open, showing the 'Report' tab. The 'Report options' section includes:

- Display totals as:
 - Column headings
 - Row headings
- Calculate totals based on:
 - Visible items only
 - All items (including hidden items)
- Always display:
 - Empty rows
 - Empty columns
 - Calculated items
 - ScreenTips

The 'Behavior' tab is also visible. A blue arrow points to the 'Row headings' radio button in the 'Report' tab.

The status bar at the bottom shows 'PivotTable View' on the left and 'Num Lock' on the right.

Student Pivot Table – Filtered (Arts and Sciences)

REGIS 8.0: IPEDS/CDS Reporting

SchID: AS DeptID: All BegStuLvlID: All StuLvlID: All AdmTypeID: All StuTypeID: All DegreeSeek: All FullTime: All GrsCohort: All Transfer: All CohortNm: (All) SemEntID: Race: Name: Gender: All AgeRange: All OnCampus: All FirstGen: All

Drop Column Fields Here

Drop Row Fields Here

StuName	MajorID	DupTerms	Undergrad-Stu	Graduate-Stu	Fall-Enrolled	Spr-Enrolled	Transfer-Stu	Full-Time	Part-Time	Mixed-Time	
Wyatt, Quentin A.	COMM	2	Yes		Yes	Yes		Yes			
Wyche, Gesselle	COMM	2	Yes		Yes	Yes		Yes			
Wyche, Karl G.	COMM	2	Yes		Yes	Yes		Yes			
Wyche, Kayleigh H.	COMM	2	Yes		Yes	Yes		Yes			
Xu, Naomi	BIOL	2	Yes		Yes	Yes		Yes			
Yang, Josue H.	CSCI	1	Yes		Yes						
Yeboah, Karlee W	COMM	2	Yes		Yes	Yes		Yes			
York, Shayla M	CSCI	2	Yes		Yes	Yes		Yes			
Young, Isabelle	CSCI	2	Yes		Yes	Yes	Yes	Yes			
Young, Javon R	CSCI	2	Yes		Yes	Yes	Yes	Yes			
Young, Karley H.	HSGT	2	Yes		Yes	Yes	Yes	Yes			
Young, Marina A.	MATH	2	Yes		Yes						
Young, Mireya N.	CSCI	2	Yes		Yes						
Young, Noelle	ENGL	2	Yes		Yes						
Young, Skyla	CSCI	2	Yes		Yes						
Youngblood, Nya J.	BIOL	2	Yes		Yes						
Younger, Ellis	ART	2	Yes		Yes						
Younger, Kristen	BIOL	2	Yes		Yes						
Yousaf, Lily O.	CSCI	2	Yes		Yes					Yes	
Yousif, Madisen	BIOL	2	Yes		Yes						
Yusuf, Gael G.	ART	2	Yes		Yes						
Yusuf, James A.	COMM	2	Yes		Yes						
Zarzuela, Jordon A.	ENGL	2	Yes		Yes						
Zhang, Sabastian L.	COMM	2	Yes		Yes						
Zheng, Gino	COMM	2	Yes		Yes						
Zhou, Bradley R.	ART	2	Yes		Yes						
Zhou, Jack H.	COMM	2	Yes		Yes	Yes	Yes	Yes	Yes		
Zhuang, Augustus	BIOL	1	Yes		Yes		Yes	Yes	Yes		
Unduplicated Count		760	760		760	528	5	760	732	14	14
Duplicated Count		1,293									

PivotTable View Num Lock

The previous two slides displayed all students enrolled between July 1, 2013 and June 30, 2014.

Here, the user filtered the Pivot Table to show first-time, full-time, degree-seeking undergraduates entering in Fall 2012 (rectangle) in School of Arts and Sciences (arrow). The unduplicated count is 760; the duplicated count is 1,293 (oval).

Recall “unduplicated” counts each student only once regardless of the number of terms enrolled. “Duplicated” counts a student for each term enrolled.

Credit Hour Pivot Table - Unfiltered

REGIS 8.0: IPEDS/CDS Reporting

Print

SchID	DeptID	MajorID	BegStuLvID	StuLvID	AdmTypeID	StuTypeID	DegreeSeek	Grscohort	CohortNm	FullTime	InState	RaceName	Gender	FirstGen
All	All	All	All	All	All	All	All	All	All	All	All	All	All	All

Drop Column Fields Here

StuName	Terms	TotalHrs	UndergradHrs	GraduateHrs	FallHrs	SprHrs	SumHrs
Zhou, Antonia	2	33	33		15	18	
Zhou, Bradley R.	2	25	25		12	13	
Zhou, Chelsea	2	27	27		12	15	
Zhou, Jack H.	2	36	36		18	18	
Zhou, Jeff	1	9	9		9		
Zhou, Jeff C	3	25	25		15	6	4
Zhou, Markus	2	27	27		12	15	
Zhou, Nickolas D.	2	31	31		15	16	
Zhuang, Augustus	1	14	14		14		
Zimmerman, Alexandro	2	28	28		13	15	
Zimmerman, Danielle	2	31	31		15	16	
Zimmerman, Genevieve D.	2	25	25		13	12	
Zimmerman, Jada D	2	21	21		15	6	
Zimmerman, Maribel O.	2	29	29		13	16	
Zimmerman, Moses R.	2	32	32		16	16	
Zimmerman, Nathaniel P.	2	27	27		12	15	
Zimmerman, Tiara A.	2	32	32		16	16	
Zimmerman, Wyatt L.	2	30	30		18	12	
Zimmerman, Yuliana N.	2	31	31		13	18	
Zoller, Andrew G.	2	25	25		13	12	
Zoller, Andy A	1	9	9			9	
Zoller, Corbin	2	28	28		15	13	
Zubairu, Abraham	2	30	30		16	14	
Zubairu, Cael C.	2	27	27		14	13	
Zubairu, Clare B.	2	28	28		13	15	
Zweig, Darryl B	2	33	33		15	18	
Zweig, Jaquez	2	27	27		15	12	
Zweig, Pierre L.	3	35	35		13	13	9
Total Credit Hours		364,135	318,244	45,891	182,078	168,111	13,946
Enrollment					15,939	15,289	2,997

Drop Row Fields Here

PivotTable View

Num Lock

On the Main Form, the user clicks the **Source Credit Hours** button to view the details of the 364,135 combined undergraduate and graduate credit hours taken between July 1, 2013 and June 30, 2014. Also shown is the number of credit hours by term.

The source pivot table is sorted by student, and shows his/her name, major, number of terms enrolled, total credit hours, and credit hours by term.

At the top of the form (red rectangle) are filter fields where the user can select by school, department, major, student level, degree-seeking, full-time status, GRS-Cohort, new transfer or new part-time, race, gender, and/or first generation.

Credit Hour Pivot Table - Aggregate Numbers

The screenshot displays the REGIS 8.0: IPEDS/CDS Reporting interface. At the top, a toolbar contains various icons, including a 'Hide Details' button highlighted with a red arrow. Below the toolbar is a filter bar with dropdown menus for fields like SchID, DeptID, MajorID, StuLvlID, AdmTypeID, StuTypeID, DegreeSeek, GrsCohort, CohortNm, FullTime, InState, RaceName, Gender, and FirstGen. The main area is divided into 'Drop Column Fields Here' and 'Drop Row Fields Here'. The 'Drop Row Fields Here' area contains a PivotTable with the following data:

Drop Row Fields Here	Drop Column Fields Here
Total Credit Hours	364,135
Sum of UndergradHrs	318,244
Sum of GraduateHrs	45,891
Fall Credit Hours	182,078
Spring Credit Hours	168,111
Summer Credit Hours	13,946
Grs-Cohort	7,876
Graduates	19,290
Unduplicated Count	19,290
Duplicated Count	34,225
Fall Enrollment	15,939
Spring Enrollment	15,289
Summer Enrollment	2,997
Undergrads	19,290

A Properties dialog box is open, showing the 'Report' tab. It contains the following settings:

- Report options:
 - Display totals as:
 - Column headings
 - Row headings
 - Calculate totals based on:
 - Visible items only
 - All items (including hidden items)
- Always display:
 - Empty rows
 - Empty columns
 - Calculated items
 - ScreenTips

A blue arrow points from the 'Row headings' radio button in the Properties dialog to the 'Drop Row Fields Here' area of the PivotTable.

The status bar at the bottom shows 'PivotTable View' on the left and 'Num Lock' on the right.

The user can view aggregate numbers only by clicking the **Hide Detail** button (red arrow).

Clicking the Row Headings icon (blue arrow) displays the calculations vertically.

Credit Hour Pivot Table - New Transfer Students

The screenshot shows the REGIS 8.0: IPEDS/CDS Reporting interface. The PivotTable displays credit hours for various students, with filters for 'SemEntNm' (Fall 2013) and 'AdmTypeID' (TRN). The PivotTable Field List on the right shows the 'SemEntNm' field circled in red.

PivotTable Data:

StuName	Terms	TotalHrs	UndergradHrs	GraduateHrs	FallHrs	SprHrs	SumHrs
Williams, Piper	2	9	9		6	3	
Williams, Terrance I	1	9	9		9		
Wills, Norma	2	15	15		9	6	
Wilson, Bryson	1	9	9		9		
Wilson, Emerson	1	6	6		6		
Wilson, Jair O	1	6	6		6		
Winchester, Mercedes J.	2	12	12		6	6	
Windsor, Gisselle	1	6	6		6		
Wing, Miriam H	2	12	12		6	6	
Wink, Payton A	2	10	10		6	4	
Wirth, Maddison S	2	18	18		9	9	
Wolteji, Delaney	2	15	15		9	6	
Woo, Kianna	1	9	9		9		
Wood, Alex E	1	3	3		3		
Wood, Darrion S	1	7	7		7		
Wood, Desiree D	1	7	7		7		
Wooden, Daniela K	2	9	9		6	3	
Woodruff, Paulina A	1	6	6		6		
Woolbright, Kaylie A	1	6	6		6		
Woolford, Erick	2	33	33		15	18	
Wooten, Reese, Jr	2	18	18		6	12	
Wright, Aniyah	1	7	7		7		
Wright, Hannah	1	9	9		9		
Wright, Kayla W	1	3	3		3		
Wright, Lindsay T	1	8	8		8		
Yeager, Franklin M	2	18	18		9	9	
Young, Kennedy M	2	12	12		6	6	
Zhou, Jeff	1	9	9		9		
Total Credit Hours		14,709	14,655	54	8,798	5,875	36
Fall Enrollment					999	588	4

Instructions:

- The two previous slides displayed credit hours taken between July 1, 2013 and June 30, 2014 for all students.
- The user would like to view total credit hours taken by transfer students who enrolled in Fall 2013.
- The first steps are 1) click on *Add Existing Field* icon, 2) add the *Semester Entered* field, and 3) then select Fall 2013 (red arrows and oval).
- Next, select TRN (transfer) under *Admit Type* (blue arrow).