

The following lesson outlines how to download a Summary Report of Student Enrollment.

can generate this report to review and confirm the course enrolments for the students within a defined graduate program. By including the classes students are registered in, this report can assist GPA's should a program wish to continue to monitor the courses which are being taken by its students.

and may wish to use the report to identify sutdents who are enrolled in a particular Academic Program/Degree/Plan/Primary Plan combination. The use of the Optional Criteria when producing the report makes the output more flexible to meet a variety of needs for enrolment information.

1. Click the





SA - Registration

18. A new window opens displaying the progress of the report: indicates the report has been "queued" for processing, indicates the report is being processed, indicates the report is complete and will be prepared for viewing if .PDF format was selected. If you choose to download the document to Excel (CSV) you may save it prior to opening.

Success				
cess Name:	UCRGR004	Student Enrollment	Report	Pro
cess Instance:	5593733	Process Type:	SQR Report	Pro

19. If .PDF was selected the file will display. Please note for FOIP purposes some information has been removed.



For the corresponding online learning, consult www.ucalgary.ca/ittraining