



Data Warehouse User Guide

Degrees Dashboard

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REVISION CONTROL

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Review / Approval History

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1.0 Degrees Dashboard Overview

This user guide assumes basic knowledge of SJSU's Student Data Warehouse (SDW).



Data in the SDW is refreshed nightly; therefore all reports reflect information as of the previous night.

1.1 Important Information about These Reports

The Degrees dashboard allows users to obtain information on degrees awarded by the SJSU each term and the majors and minors associated with the degree.

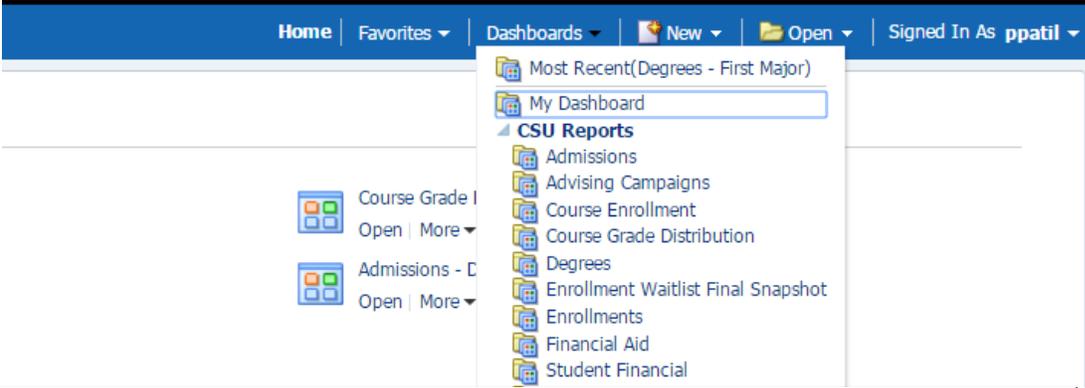
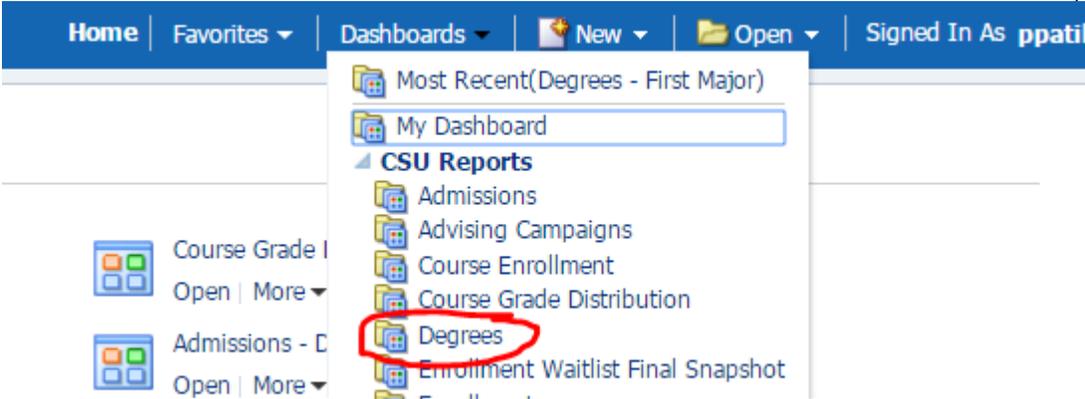
- Information on degrees awarded since fall 2004 are available; information on degrees awarded before fall 2004 is not available here.
- The degree types included in these reports include bachelors, masters, and doctoral degrees; certificates awarded by the university are not included.
- Self-support (special session) program degrees are included.
- When an individual was awarded both a bachelor of science (B.S.) and a bachelor of arts (B.A.) degree, each degree is counted separately in the degrees awarded total.
- To obtain a listing of all commencement-eligible students, include the appropriate fall, spring, and/or summer terms in the search criteria.
- By default a recent academic year is chosen for the initial display and the user may choose other years to view.
- **Note:** For recent graduates, there may be a 3-5 month lag between the graduation date and the availability of the record in PeopleSoft. New degree records are added to the system after the degree evaluation is completed and the degree record is officially posted as awarded. Exercise caution when viewing the most recent graduation term because it is possible to see partial data that do not reflect all the graduates of that term.

1.2 Available Reports

The following reports are currently available for the Degrees dashboard:

- **First Major:** The Degrees Awarded by Major report shows charts and tables for all degrees awarded for the term(s) selected. The charts provide a visual representation of the data. The tables show the number of degrees awarded for each academic career and each degree type. Users can click on a degree type to get a breakdown of the degree by major. **Note:** when an individual had a double major, only the first major will show in this report; information on the second major will appear on the Second Major tab.
- **Second Major:** The Second Major Associated with Degrees Awarded report shows charts and tables for all second majors associated with the degrees awarded for the term(s) selected. The charts provide a visual representation of the data. The tables show the number of second majors associated with degrees awarded for each academic career and each degree type. Users can click on a degree type to get a breakdown of the degree by major. **Note:** when an individual student had a double major, only their second major will show in this report; information on their first major will appear on the Degrees Awarded by Major report.
- **Minors:** The Minor Associated with Degrees Awarded report shows charts and tables of all minors associated with the degrees awarded for the term(s) selected. The charts provide a visual representation of the data. The tables show the number of minors associated with degrees awarded for each academic career and each degree type. Users can click on a degree type to get a breakdown of the degree by minor.

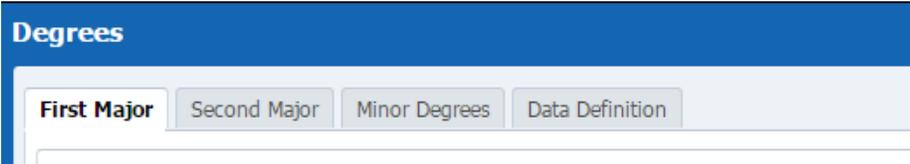
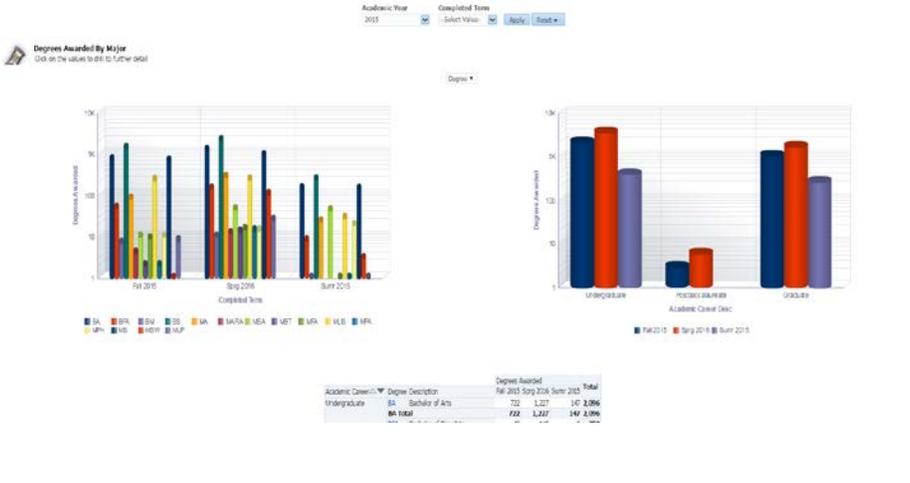
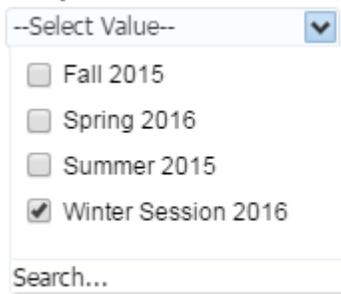
1.3 Accessing the Degrees Reports

Processing Steps	Screenshots
<p>Step 1: From the Data Warehouse homepage, click on the Dashboards menu.</p>	 <p>The screenshot shows the top navigation bar with 'Home', 'Favorites', 'Dashboards', 'New', and 'Open' menus. The 'Dashboards' menu is expanded, showing a list of reports including 'Admissions', 'Advising Campaigns', 'Course Enrollment', 'Course Grade Distribution', 'Degrees', 'Enrollment Waitlist Final Snapshot', 'Enrollments', 'Financial Aid', and 'Student Financial'. The 'Degrees' report is highlighted with a blue selection bar.</p>
<p>Step 2: In the CSU Reports section, select Admissions</p>	 <p>This screenshot is similar to the first one, but the 'Admissions' report under the 'CSU Reports' section is highlighted with a blue selection bar. The 'Degrees' report is circled in red in the original image, but it is not highlighted.</p>

2.0 Degrees Awarded By Major

The Degrees Awarded by Major report shows charts and tables for all degrees awarded for the term(s) selected. It provides several breakdowns of degree counts and option for drilling down to more details.

If a student had a double major, only the first major will show in this report; information on the second major will appear on the Second Major tab.

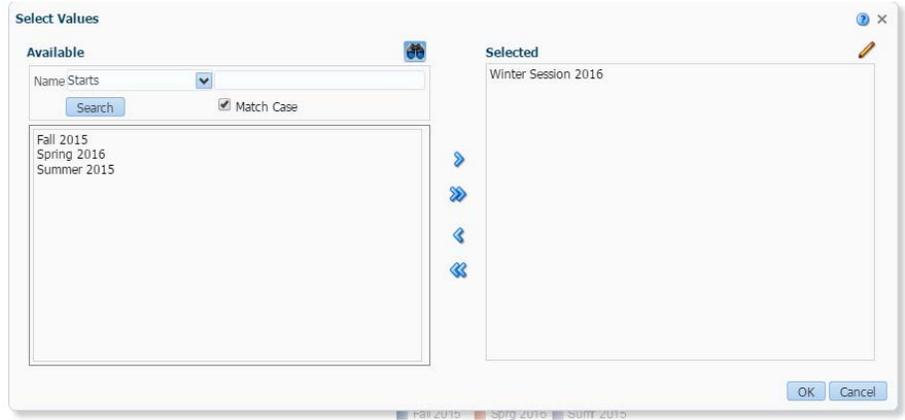
Processing Steps	Screenshots																		
<p>Step 1: On the Degrees Dashboard, click on First Major</p>																			
<p>Step 2: The report will automatically run with your personal settings if you have set them up.</p> <p>If you have not set up your personal settings, the report will show information for the default terms.</p> <p> <i>By default all the terms in the academic year are selected.</i></p>	 <p>The screenshot shows the 'Degrees Awarded by Major' report for the year 2015. It features two bar charts: one for 'Completed Term' (Fall 2015, Spring 2016, Summer 2016) and another for 'Academic Career Desc' (Undergraduate, Postdoc, MA/MS, Graduate). A data table at the bottom shows the following information:</p> <table border="1"> <thead> <tr> <th>Academic Career</th> <th>Degree Descriptor</th> <th>Fall 2015</th> <th>Spring 2016</th> <th>Summer 2016</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Undergraduate</td> <td>BA Bachelor of Arts</td> <td>722</td> <td>1,327</td> <td>147</td> <td>2,196</td> </tr> <tr> <td></td> <td>BA Total</td> <td>722</td> <td>1,327</td> <td>147</td> <td>2,196</td> </tr> </tbody> </table>	Academic Career	Degree Descriptor	Fall 2015	Spring 2016	Summer 2016	Total	Undergraduate	BA Bachelor of Arts	722	1,327	147	2,196		BA Total	722	1,327	147	2,196
Academic Career	Degree Descriptor	Fall 2015	Spring 2016	Summer 2016	Total														
Undergraduate	BA Bachelor of Arts	722	1,327	147	2,196														
	BA Total	722	1,327	147	2,196														
<p>Step 3: To change the year of the report, click on the drop-down menu and select the year.</p>																			
<p>Step 4: You can scroll through the drop-down list and place a checkmark next to each term to be included OR click Search.</p>																			

Step 5:

Use the Select Values screen to search and browse available terms and add and remove them to the Selected column on the right.

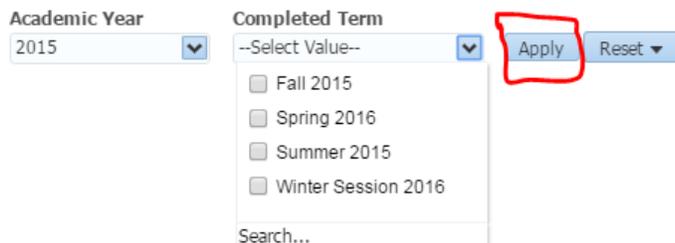
Once all of the terms you want to view are in the Selected column on the right, click **OK**.

 *When searching for a term in the Match field, remember that the search is case sensitive and abbreviation sensitive. Be sure to type the name in the correct format.*



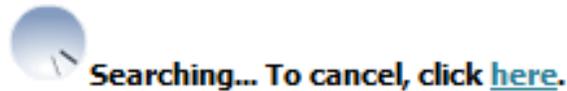
Step 6:

Click Apply to run the report.



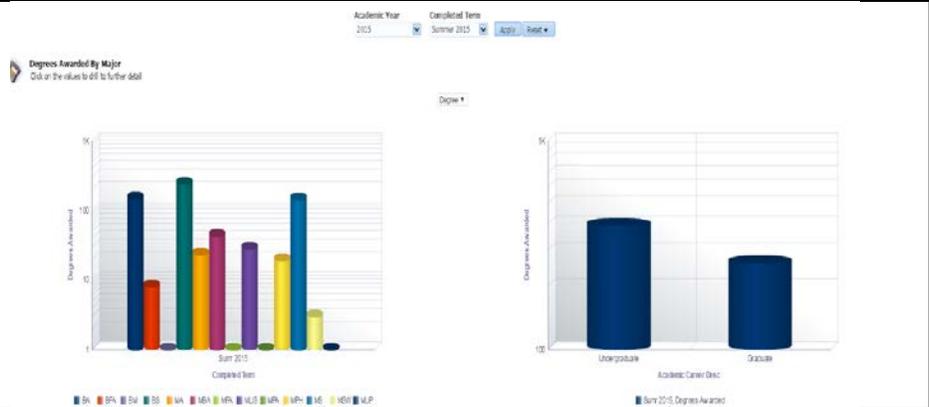
Step 6a:

It may take a few moments for your data to appear. While the system is working to provide your results, you may see a "Searching" message.



Step 7:

The updated report appears.

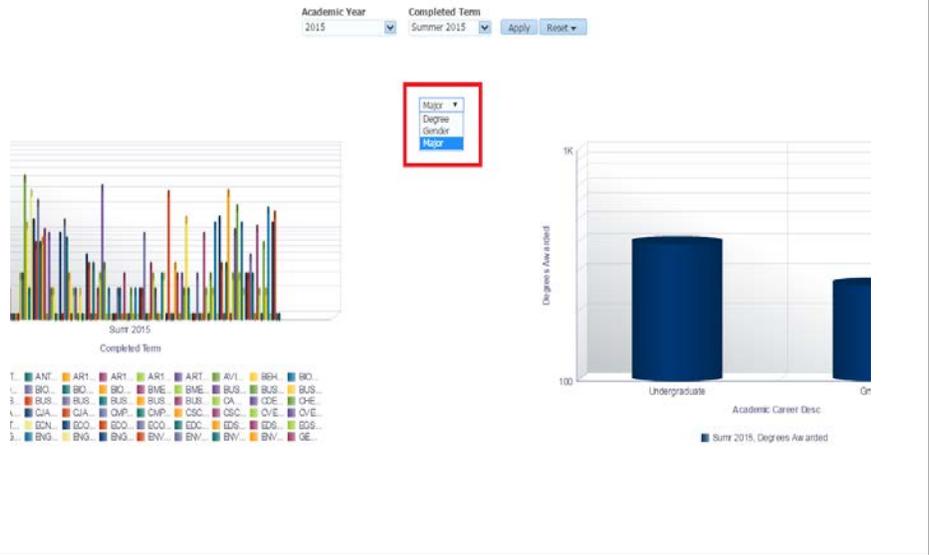


Reading the Charts

Degree counts on this report reflect the number of degrees awarded, not the number of students who received degrees; a single student may have been awarded multiple degrees.

The default setting for the charts (and tables below) is by degree.

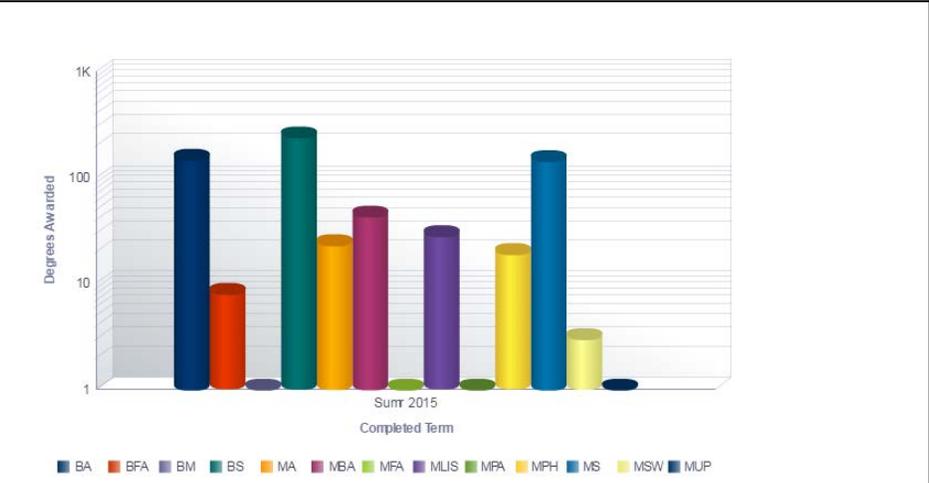
Use the drop-down menu between the two charts to view the charts and tables broken down by gender.



Degree Charts

The degree chart on the left of the screen shows the number of degrees awarded by completed term.

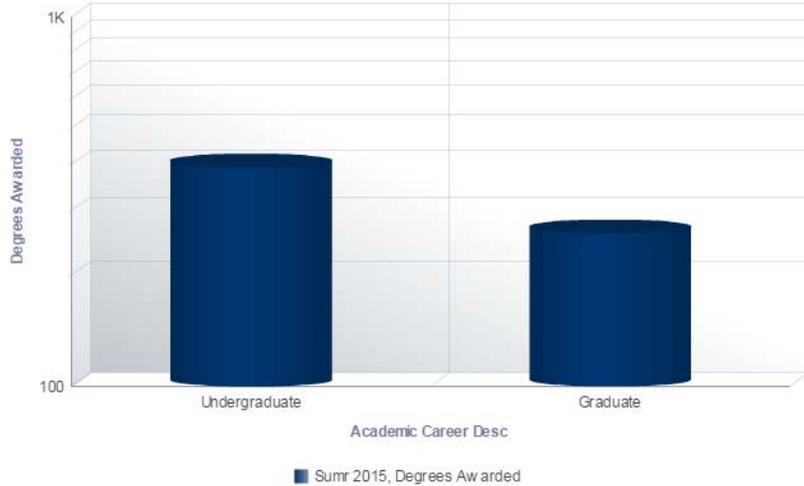
The legend at the bottom of the chart shows which degrees are represented by the colored bars. Hovering your mouse over a bar on the graph will show you its value; clicking on the bar will take you to the detail screen which is covered later in this guide.



The chart on the right of the screen shows the total number of degrees awarded for each selected term for each type of degree.

The legend at the bottom of the chart shows which terms are represented by the colored bars.

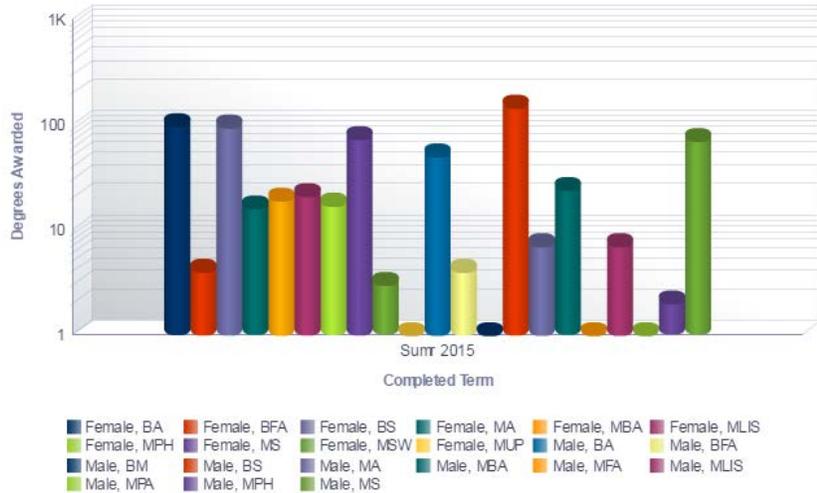
This graph serves as a comparison for the graph on the left.



Gender Charts

The gender chart on the left of the screen shows the number of degrees awarded by completed term.

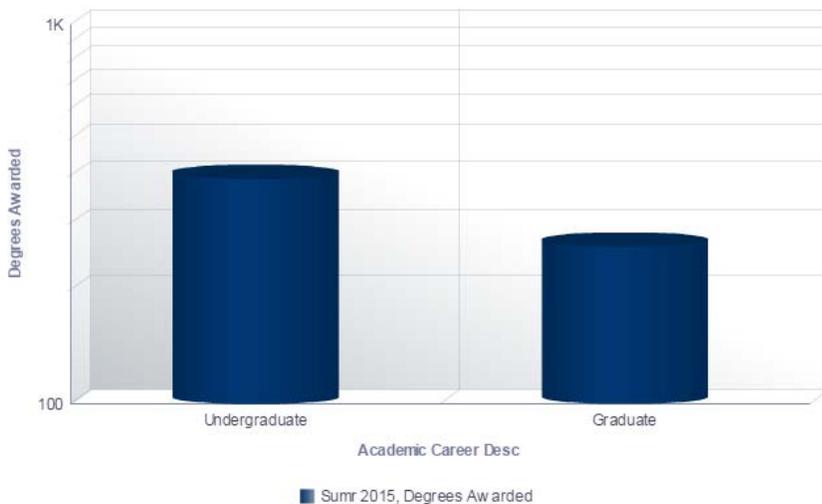
The legend at the bottom of the chart shows which gender population and degree type is represented by the colored bars.



The chart on the right of the screen shows the total number of degrees awarded for each selected term for each type of degree.

The legend at the bottom of the chart shows which terms are represented by the colored bars.

This graph serves as a comparison for the graph on the left.



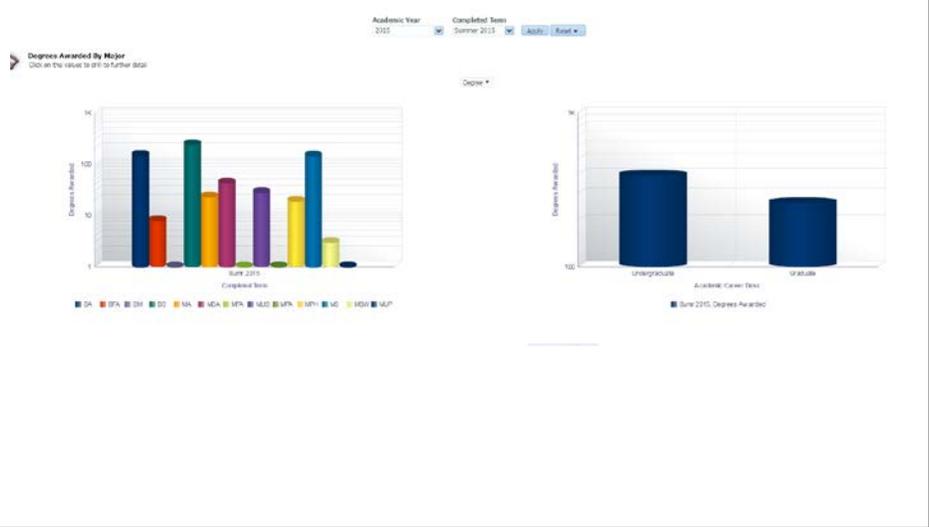
Reading the Tables

Degree counts on this report

reflect the number of **degrees** awarded, not the number of **students** who received degrees; a single student may have been awarded multiple degrees.

The default setting for the tables (and the charts above) is by degree.

Use the drop-down menu in between the two charts at the top of the screen to view the charts and tables broken down by gender.



Reading the Degree and Gender Tables

The degree and gender tables present the same information; however, the gender table includes a breakdown of the degree totals by gender.

The degree table is organized into the following columns:

Academic Career: indicates the type of degree program.

Degree: indicates the degree type.

Description: the full name of the degree.

Degrees Awarded: the total number of degrees awarded broken down by term.

Total: the total number of degrees for all terms selected.

There are also subtotals for each degree and academic career.

Academic Career	Degree	Description	Degrees Awarded Fall 2015	Total
Undergraduate	BA	Bachelor of Arts	723	723
	BA Total		723	723
	BFA	Bachelor of Fine Arts	49	49
	BFA Total		49	49
	BM	Bachelor of Music	7	7
	BM Total		7	7
Undergraduate	BS	Bachelor of Science	1,368	1,368
	BS Total		1,368	1,368
Undergraduate Total			2,147	2,147
Postbaccalaureate	BA	Bachelor of Arts	1	1
	BA Total		1	1
	BS	Bachelor of Science	2	2
	BS Total		2	2
Postbaccalaureate Total			3	3
Graduate	MA	Master of Arts	83	83
	MA Total		83	83
	MARA	Master of Archives & Rcrds Adm	4	4
	MARA Total		4	4
	MBA	Master of Business Admin	10	10
	MBA Total		10	10
	MBT	Master of Biotechnology	2	2
	MBT Total		2	2
	MFA	Master of Fine Arts	9	9
	MFA Total		9	9
	MLIS	Master of Lib & Info Science	231	231
	MLIS Total		231	231
	MPA	Master of Public Admin	2	2
MPA Total		2	2	
MPH	Master of Public Health	10	10	
MPH Total		10	10	

Rows 1 - 30

The gender table is organized into the following columns:

Academic Career: indicates the type of degree program.

Degree: indicates the degree type.

Description: the full name of the degree.

Gender: indicates the gender population.

Degrees Awarded: the total number of degrees awarded broken down by term.

Total: the total number of degrees for all terms selected.

There are also subtotals for each degree and academic career.

Academic Career	Degree	Description	Gender	Degrees Awarded	
				Fall 2015	Total
Undergraduate	BA	Bachelor of Arts	Female	462	462
			Male	261	261
	BA Total			723	723
	BFA	Bachelor of Fine Arts	Female	32	32
			Male	17	17
	BFA Total			49	49
	BM	Bachelor of Music	Female	2	2
			Male	5	5
	BM Total			7	7
	BS	Bachelor of Science	Female	639	639
Male			729	729	
BS Total			1,368	1,368	
Undergraduate Total				2,147	2,147
Postbaccalaureate	BA	Bachelor of Arts	Female	1	1
			Male	0	0
	BA Total			1	1
	BS	Bachelor of Science	Female	1	1
Male			0	0	
BS Total			2	2	
Postbaccalaureate Total				3	3
Graduate	MA	Master of Arts	Female	49	49
			Male	34	34
	MA Total			83	83
	MARA	Master of Archives & Rcrds Adm	Female	4	4
	MARA Total			4	4
	MBA	Master of Business Admin	Female	4	4
			Male	6	6
	MBA Total			10	10
MBT	Master of Biotechnology	Female	2	2	
MBT Total			2	2	
MFA	Master of Fine Arts	Female	4	4	

Rows 1 - 30

Reading the Major Detail Charts & Tables

Step 1:

To view a breakdown of the degree totals by major, click on a degree type.

Academic Career	Degree	Description	Gender	Fall 2015	Total
Undergraduate	BA	Bachelor of Arts	Female	462	462
			Male	261	261
	BA Total			723	723
	BFA	Bachelor of Fine Arts	Female	32	32
			Male	17	17
	BFA Total			49	49
	BM	Bachelor of Music	Female	2	2
			Male	5	5
	BM Total			7	7
	BS	Bachelor of Science	Female	639	639
Male			729	729	
BS Total			1,368	1,368	
Undergraduate Total				2,147	2,147

Step 2:

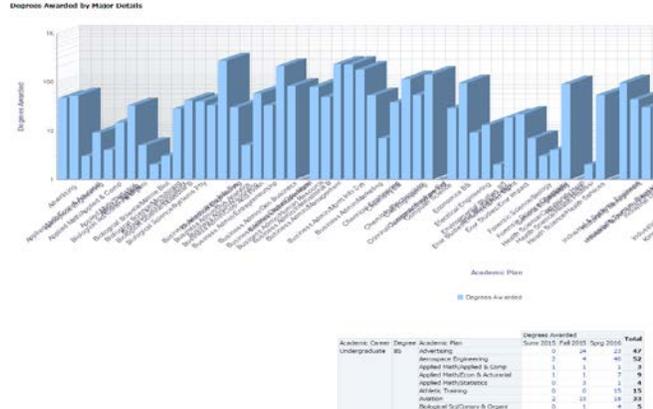
Select the information you wish to sort the details by: degree or gender.

Regardless of which sort type you choose from the drop-down menu in between the charts, you will be able to choose either of these two sort types when viewing details.

Academic Career	Degree	Description	Gender	Fall 2015	Total
Undergraduate	BA	Bachelor of Arts	Female	462	462
			Male	261	261
	BA Total			723	723
	BFA	Bachelor of Fine Arts	Female	32	32
			Male	17	17
	BFA Total			49	49
	BM	Bachelor of Music	Female	2	2
			Male	5	5
	BM Total			7	7
	BS	Bachelor of Science	Female	639	639
Male			729	729	
BS Total			1,368	1,368	
Undergraduate Total				2,147	2,147
Postbaccalaureate	BA	Bachelor of Arts	Female	1	1
			Male	0	0
Postbaccalaureate Total			3	3	

Reading the Major Detail Charts & Tables By Degree

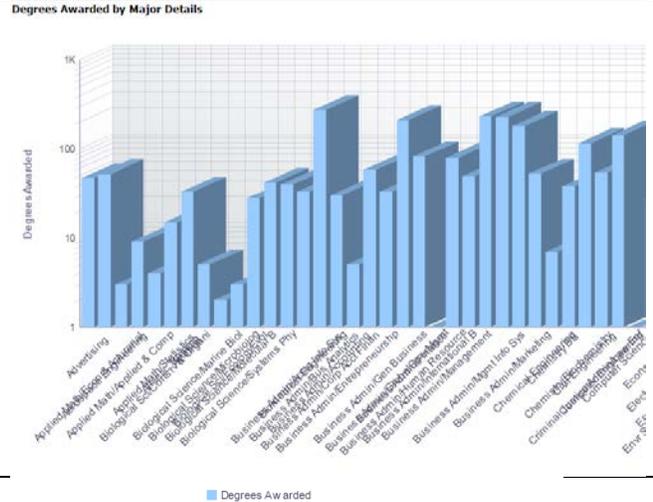
The Degrees Awarded by Major Details page appears with a chart and a table showing detail by major and sorted by degree.



The Degrees Awarded by Major Details Chart sorted by degree shows the specific majors associated with the degrees awarded for the term(s) selected.

The terms that you selected do not appear on the chart.

You can hover your mouse over a bar in the graph to view the number of degrees awarded for that major.



The Degrees Awarded by Major Details table sorted by degree is organized into the following columns:

- Academic Career:** indicates the type of degree program.
- Degree:** indicates the degree type.
- Academic Plan:** indicates the name of the major.
- Degrees Awarded:** the total number of degrees awarded broken down by term.
- Total:** the total number of degrees for all terms selected

Academic Career	Degree	Academic Plan	Degrees Awarded			Total
			Sumr 2015	Fall 2015	Sprr 2016	
Undergraduate	BS	Advertising	0	24	23	47
		Aerospace Engineering	2	4	46	52
		Applied Math/Applied & Comp	1	1	1	3
		Applied Math/Econ & Actuarial	1	1	7	9
		Applied Math/Statistics	0	3	1	4
		Athletic Training	0	0	15	15
		Aviation	2	13	18	33
		Biological Sci/Conserv & Organi	0	1	4	5
		Biological Sci/Ecology/Evol	0	0	2	2
		Biological Science/Marine Biol	0	1	2	3
		Biological Science/Microbiolog	1	7	20	28
		Biological Science/Molecular B	1	26	15	42
		Biological Science/Systems Phy	1	17	22	40
		Biomedical Engineering	1	6	26	33
		Business Admin/Accounting	12	130	133	275
		Business Admin/Acttg Info Sys	0	7	23	30
		Business Admin/Bus Analytics	0	0	5	5
		Business Admin/Corp Acct Finan	2	25	31	58
		Business Admin/Entrepreneurshp	3	11	19	33
		Business Admin/Finance	29	79	105	213
		Business Admin/Gen Business	10	35	38	83
		Business Admin/GlobalQperMgmt	0	0	1	1
		Business Admin/Human Resource	7	33	40	80
		Business Admin/International B	7	20	23	50
		Business Admin/Management	13	92	129	234
		Business Admin/Marketing	22	81	127	230
		Business Admin/Mgmt Info Sys	8	61	114	183
		Chemical Engineering	2	4	47	53
		Chemistry BS	0	1	6	7
		Chemistry/Biochemistry	0	11	27	38

To return to the main report page, click **Return** at the bottom left of the page.

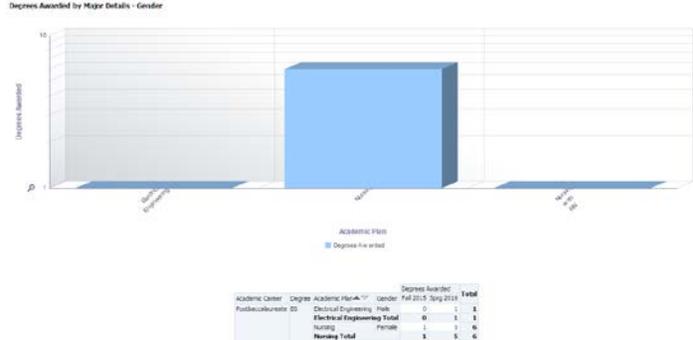
Note:
 (1) If selected Terms or fields have no data, they are excluded from the report.
 (2) Students who earned 2nd Baccalaureate Degree are reported under Post-Baccalaureate career.

[Return](#) - [Refresh](#) - [Print](#) - [Export](#) - [Create Bookmark Link](#)

Degrees: First Major > Degree Awarded By Acad plan

Reading the Major Detail Charts & Tables By Gender

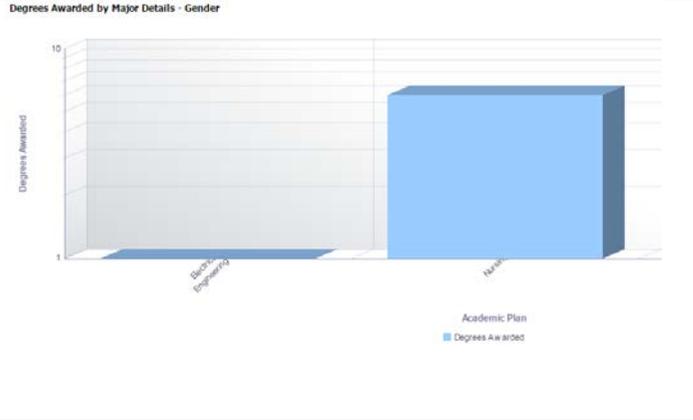
The Degrees Awarded By Major Details page appears with a chart and a table showing detail by major and sorted by gender.



The Degrees Awarded by Major Details Chart sorted by gender shows the specific majors associated with the degrees awarded for the term(s) selected.

The terms that you selected do not appear on the chart.

You can hover your mouse over a bar in the graph to view the number of degrees awarded for that major.



The Degrees Awarded by Major Details table sorted by gender is organized into the following columns:

Academic Career: indicates the type of degree program.

Degree: indicates the degree type.

Academic Plan: indicates the name of the major.

Gender: indicates the gender population.

Degrees Awarded: the total number of degrees awarded broken down by term.

Total: the total number of degrees for all terms selected.

Academic Career	Degree	Academic Plan	Gender	Degrees Awarded		Total
				Fall 2015	Spring 2016	
Postbaccalaureate	BS	Electrical Engineering	Male	0	1	1
			Electrical Engineering Total	0	1	1
		Nursing	Female	1	5	6
			Nursing Total	1	5	6
		Nursing with RN	Male	1	0	1
		Nursing with RN Total		1	0	1
Grand Total				2	6	8

Degree is equal to / is in **BS**
 and Degree Desc is not equal to / is not in **Certificate, Certification**
 and Academic Plan Type Code is equal to / is in **MAJ**
 and Academic Plan Desc does not contain **Minor**
 and Academic Career Desc is equal to / is in **Postbaccalaureate**
 and Completed Academic Year is equal to **2015**
 and Degree First Major Flag is equal to / is in **Y**

To return to the main report page, click **Return** at the bottom left of the page.

and Academic
 and Academic
 and Complete
 and Degree F

Note:
 (1) If selected Terms or fields have no data, they are excluded from the report.
 (2) Students who earned 2nd Baccalaureate Degree are reported under Post-Baccalaureate care

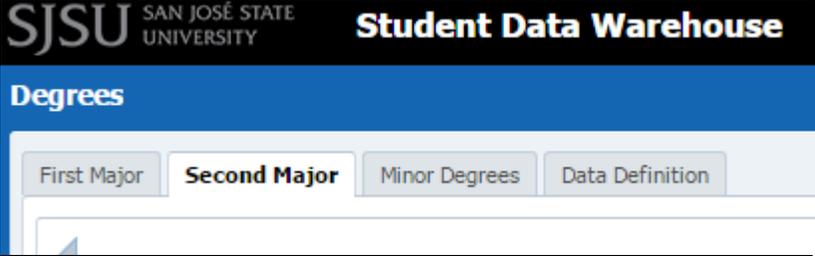
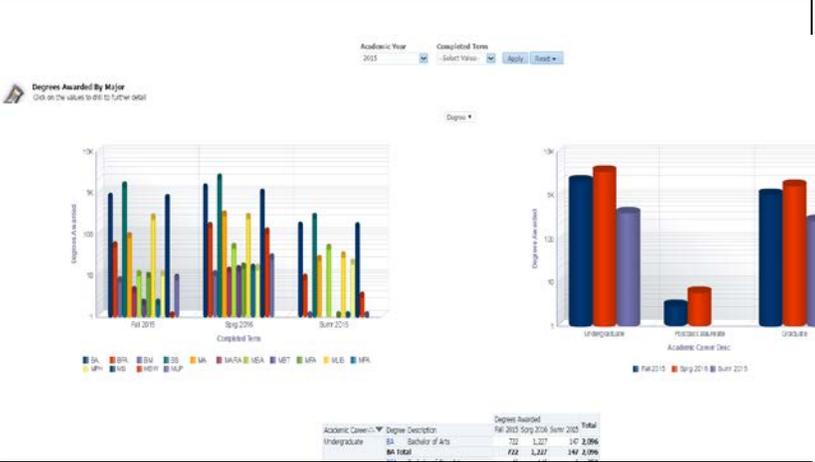
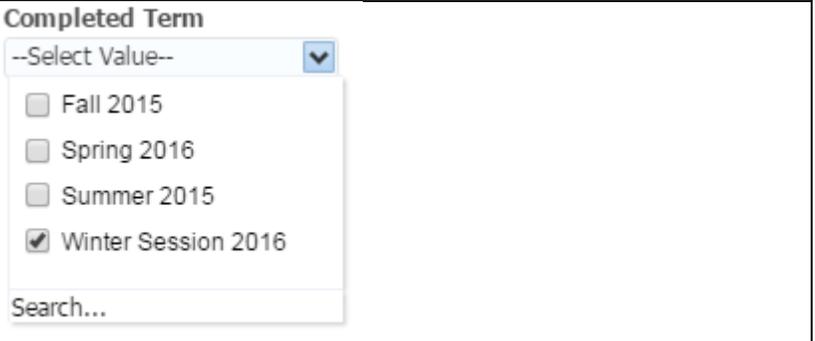
[Return](#) - [Refresh](#) - [Print](#) - [Export](#) - [Create Bookmark Link](#)

Degrees: First Major > Degree Awarded By Acad plan - Gender

3.0 Second Major Associated with Degrees Awarded

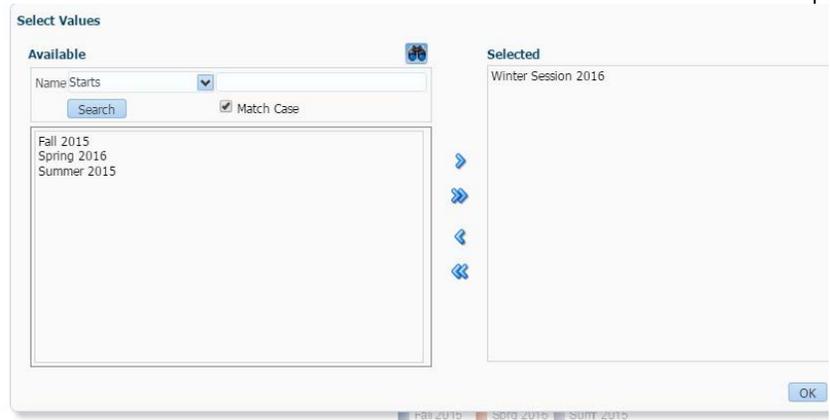
The Second Major Associated with Degrees Awarded report shows charts and tables for all second majors associated with the degrees awarded for the term(s) selected. The charts provide a visual representation of the data. The tables show the number of second majors associated with degrees awarded for each academic career and each degree type. Users can click on a degree type to get a breakdown of the degree by major.

 When an individual student had a double major, only their second major will show in this report; information on their first major will appear on the First Major tab.

Processing Steps	Screenshots
<p>Running the Report</p> <p>Step 1: On the Degrees dashboard, click on Second Major Associated with Degrees Awarded.</p>	
<p>Step 2: The report will automatically run with your personal settings if you have set them up.</p> <p>If you have not set up your personal settings, the report will show information for the default terms.</p>	
<p>Step 3: To change the terms that appear on the report, click on the drop-down menu.</p>	
<p>Step 4: You can scroll through the drop-down list and place a checkmark next to each term to be included OR click Search.</p>	

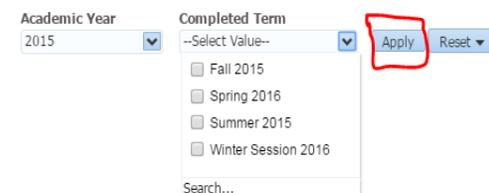
Step 5:

Use the Select Values screen to search and browse available terms and add and remove them to the Selected column on the right. Once all of the terms you want to view are in the Selected column on the right, click **OK**.



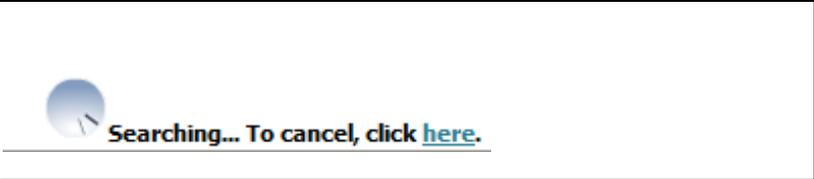
Step 6:

Click **Apply** to run the report.



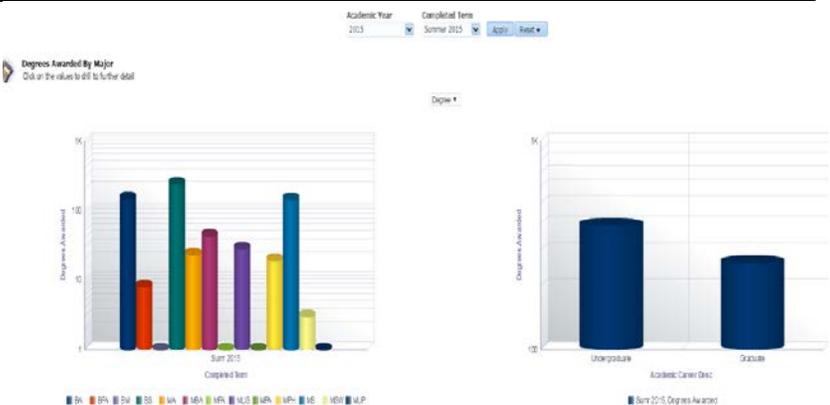
Step 6a:

It may take a few moments for your data to appear. While the system is working to provide your results, you may see a "Searching" message.



Step 7:

The updated report appears.

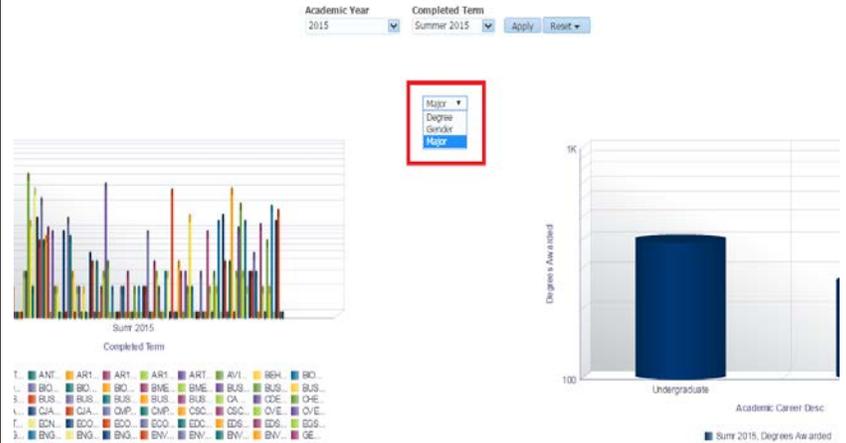


Reading the Charts

 Degree counts on this report reflect the number of **degrees** awarded, not the number of **students** who received degrees; a single student may have been awarded multiple degrees.

The default setting for the charts (and tables below) is by degree.

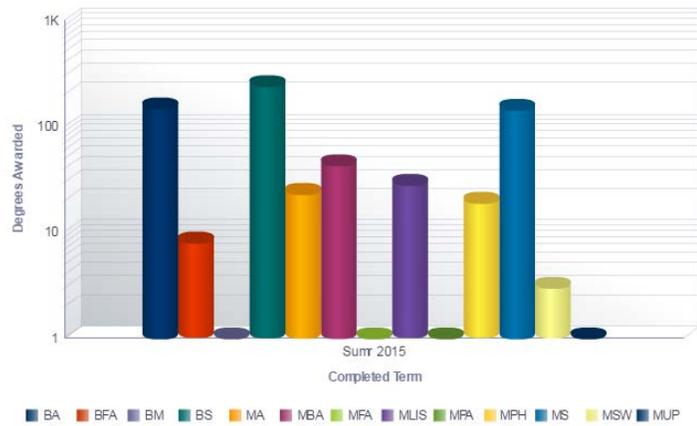
Use the drop-down menu in between the two charts to view the charts and tables broken down by gender.



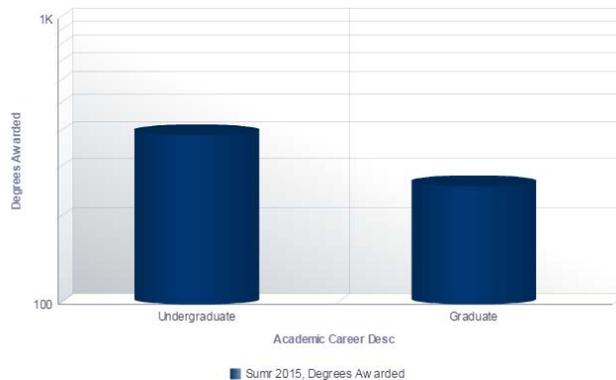
Degree Charts

The chart on the left shows the number of degrees awarded that included a second major by completed term. The legend at the bottom of the chart shows which degree types are represented by the colored bars.

Hovering your mouse over a bar on the graph will show you its value; clicking on the bar will take you to the detail screen which is covered later in this guide.

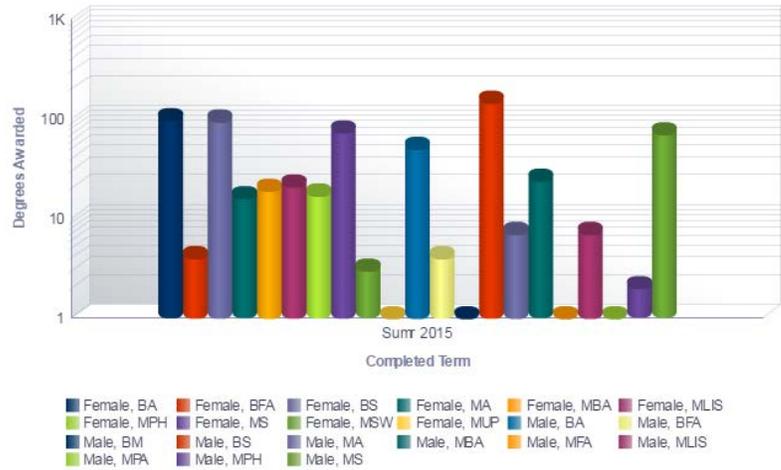


The chart on the right shows the number of degrees awarded that included a second major by degree type. The legend at the bottom shows which terms are represented by the colored bars.

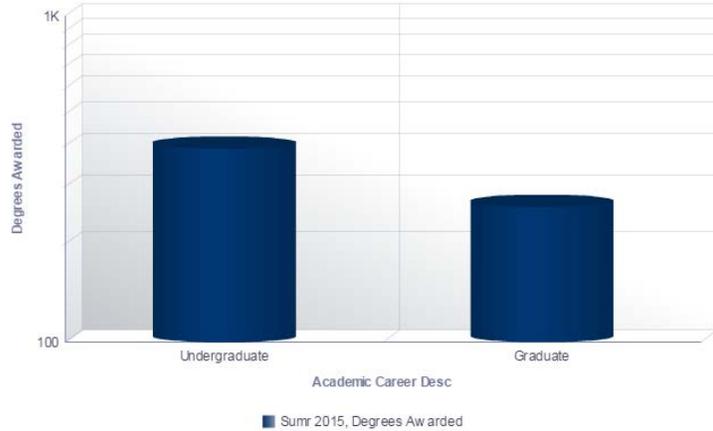


Gender Charts

The gender chart on the left shows the number of degrees awarded that included a second major by completed term. The legend at the bottom of the chart shows which gender and degree combination is represented by the colored bars.



The chart on the right shows the total degrees awarded with a second major by degree type. The legend at the bottom of the chart shows which terms are represented by the colored bars.

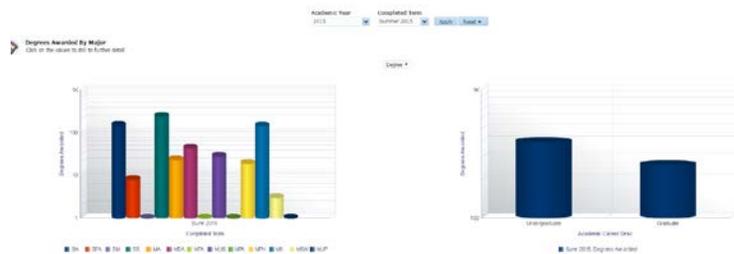


Reading the Tables

 Degree counts on this report reflect the number of **degrees** awarded, not the number of **students** who received degrees; a single student may have been awarded multiple degrees.

The default setting for the tables (and the charts above) is by degree.

Use the drop-down menu in between the two charts at the top of the screen to view the charts and tables broken down by gender.



Reading the Degree and Gender Tables

The degree and gender tables present similar information; however, the gender table includes a breakdown of the degree totals by gender.

The degree table is organized into the following columns:

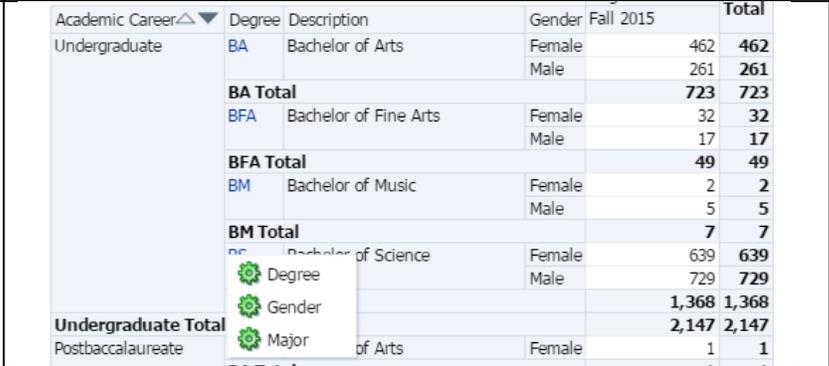
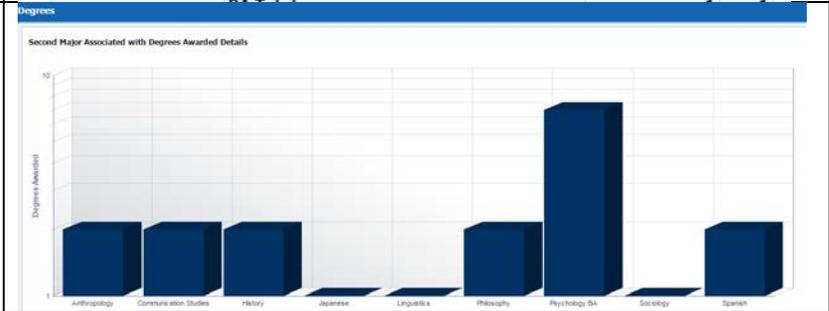
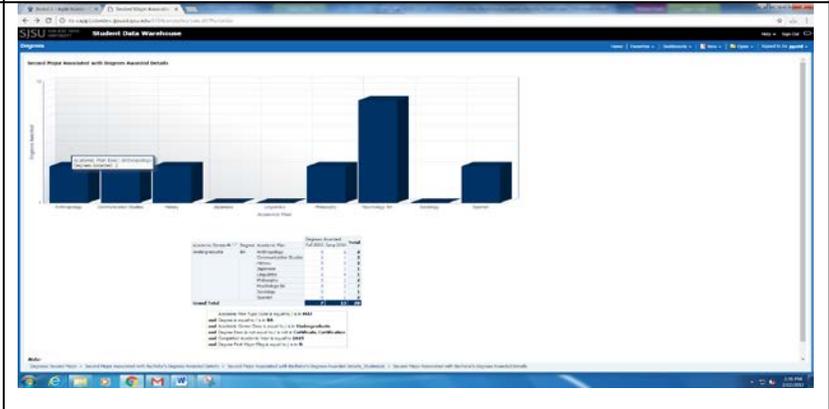
- **Academic Career:** indicates the type of degree program.
- **Degree:** indicates the degree type.
- **Description:** the full name of the degree.
- **Degrees Awarded:** the total number of degrees awarded by term.
- **Total:** the total number of degrees for all terms selected.

Academic Career	Degree	Description	Degrees Awarded	
			Fall 2015	Total
Undergraduate	BA	Bachelor of Arts	723	723
	BA Total		723	723
	BFA	Bachelor of Fine Arts	49	49
	BFA Total		49	49
	BM	Bachelor of Music	7	7
	BM Total		7	7
Undergraduate Total	BS	Bachelor of Science	1,368	1,368
	BS Total		1,368	1,368
	Undergraduate Total		2,147	2,147
Postbaccalaureate	BA	Bachelor of Arts	1	1
	BA Total		1	1
	BS	Bachelor of Science	2	2
	BS Total		2	2
Postbaccalaureate Total		3	3	
Graduate	MA	Master of Arts	83	83
	MA Total		83	83
	MARA	Master of Archives & Rcrds Adm	4	4
	MARA Total		4	4
	MBA	Master of Business Admin	10	10
	MBA Total		10	10
	MBT	Master of Biotechnology	2	2
	MBT Total		2	2
	MFA	Master of Fine Arts	9	9
	MFA Total		9	9
	MLIS	Master of Lib & Info Science	231	231
	MLIS Total		231	231
	MPA	Master of Public Admin	2	2
	MPA Total		2	2
MPH	Master of Public Health	10	10	
MPH Total		10	10	

The gender table is organized into the following columns:

- **Academic Career:** indicates the type of degree program.
- **Degree:** indicates the degree code.
- **Description:** the full name of the degree.
- **Gender:** indicates the gender population.
- **Degrees Awarded:** the total number of degrees awarded broken down by term.
- **Total:** the total number of degrees for all terms selected.

Academic Career	Degree	Description	Gender	Degrees Awarded	
				Fall 2015	Total
Undergraduate	BA	Bachelor of Arts	Female	462	462
			Male	261	261
	BA Total			723	723
	BFA	Bachelor of Fine Arts	Female	32	32
			Male	17	17
	BFA Total			49	49
	BM	Bachelor of Music	Female	2	2
			Male	5	5
	BM Total			7	7
	BS	Bachelor of Science	Female	639	639
			Male	729	729
	BS Total			1,368	1,368
	Undergraduate Total			2,147	2,147
	Postbaccalaureate	BA	Bachelor of Arts	Female	1
Male				1	1
BA Total				1	1
BS		Bachelor of Science	Female	1	1
	Male		1	1	
BS Total			2	2	
Postbaccalaureate Total			3	3	
Graduate	MA	Master of Arts	Female	49	49
			Male	34	34
	MA Total			83	83
	MARA	Master of Archives & Rcrds Adm	Female	4	4
	MARA Total			4	4
	MBA	Master of Business Admin	Female	4	4
			Male	6	6
	MBA Total			10	10
	MBT	Master of Biotechnology	Female	2	2
	MBT Total			2	2
MFA	Master of Fine Arts	Female	4	4	

<p>Accessing the Drilldown Reports</p> <p>Step 1: To view a breakdown of the degree totals by major, click on a degree type.</p>	
<p>Step 2: Select the information you wish to sort the details by: degree or gender.</p> <p> <i>Regardless of which sort type you choose from the drop-down menu in between the charts, you will be able to choose either of these two sort types when viewing details.</i></p>	
<p><u>Degree Drilldown</u></p> <p>The degree detail page for second majors appears with a chart and a table showing majors and degree types.</p>	
<p>The chart, sorted by degree, shows the specific majors associated with the degrees awarded for the term(s) selected.</p> <p>The bars in the chart represent the total degrees in each major for the term(s) shown.</p> <p>You can hover your mouse over a bar in the graph to view the number of degrees awarded for that major.</p>	

The detail table is organized into the following columns:

- Academic Career:** indicates the type of degree program.
- Degree:** indicates the degree type.
- Academic Plan:** indicates the name of the major.
- Degrees Awarded:** the total number of degrees awarded broken down by term.
- Total:** the total number of degrees for all terms selected.

The box below shows all the selection criteria used to build the detail report.

Academic Career▲▼	Degree	Academic Plan	Degrees Awarded		Total
			Fall 2015	Sprg 2016	
Undergraduate	BA	Anthropology	0	2	
		Communication Studies	1	1	
		History	0	2	
		Japanese	0	1	
		Linguistics	1	0	
		Philosophy	0	2	
		Psychology BA	5	2	
		Sociology	0	1	
		Spanish	0	2	
		Grand Total			7

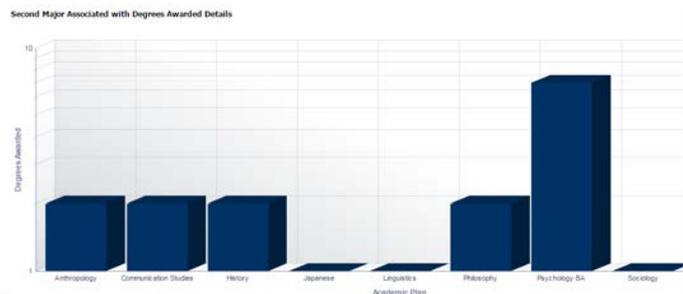
Academic Plan Type Code is equal to / is in **MAJ**
and Degree is equal to / is in **BA**
and Academic Career Desc is equal to / is in **Undergraduate**
and Degree Desc is not equal to / is not in **Certificate, Certification**
and Completed Academic Year is equal to **2015**
and Degree First Major Flag is equal to / is in **N**

To return to the main report page, click **Return** at the bottom left of the page.

Note:
 (1) If selected Terms or fields have no data, they are excluded from the report.
 (2) Students who earned 2nd Baccalaureate Degree are reported under Post-Baccalaureate career.
[Return](#) - [Refresh](#) - [Print](#) - [Export](#) - [Create Bookmark Link](#)

Gender Drilldown

The gender detail page provides similar information. The chart shows the frequency of each major within the degree type selected for the drilldown.



The table is organized into the following columns:

- Academic Career:** indicates the type of degree program.
- Degree:** indicates the degree type.
- Academic Plan:** indicates the name of the major.
- Gender:** indicates the gender population.
- Degrees Awarded:** the total number of degrees awarded broken down by term.
- Total:** the total number of degrees for all terms selected.

Academic Career▲▼	Degree	Academic Plan	Gender	Degrees Awarded		Total
				Fall 2015	Sprg 2016	
Undergraduate	BA	Anthropology	Female	0	2	2
		Anthropology Total		0	2	2
		Communication Studies	Male	1	1	2
		Communication Studies Total		1	1	2
		History	Female	0	2	2
		History Total		0	2	2
		Japanese	Male	0	1	1
		Japanese Total		0	1	1
		Linguistics	Female	1	0	1
		Linguistics Total		1	0	1
		Philosophy	Female	0	1	1
			Male	0	1	1
		Philosophy Total		0	2	2
		Psychology BA	Female	4	1	5
			Male	1	1	2
		Psychology BA Total		5	2	7
		Sociology	Female	0	1	1
		Sociology Total		0	1	1
		Spanish	Female	0	1	1
			Male	0	1	1
Spanish Total		0	2	2		
Grand Total				7	13	20

To return to the main report page, click **Return** at the bottom left of the page.

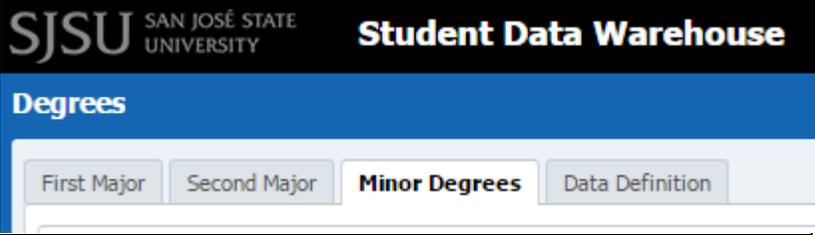
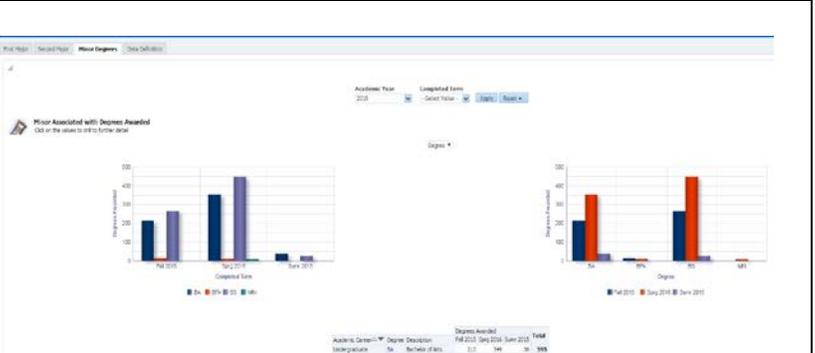
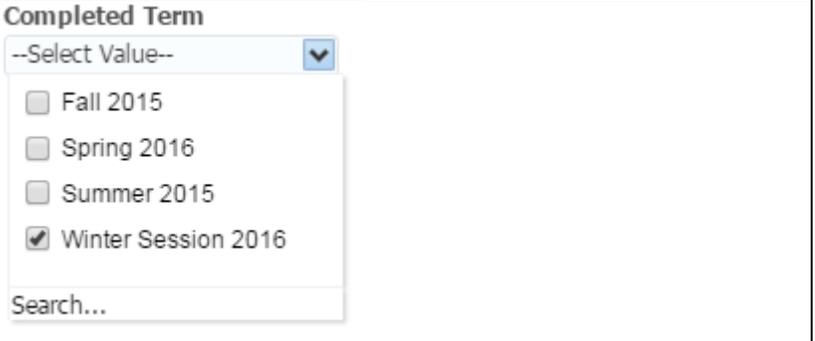
Note:

- (1) If selected Terms or fields have no data, they are excluded from the report.
- (2) Students who earned 2nd Baccalaureate Degree are reported under Post-Baccalaureate career.

[Return](#) - [Refresh](#) - [Print](#) - [Export](#) - [Create Bookmark Link](#)

4.0 Minor Associated with Degrees Awarded

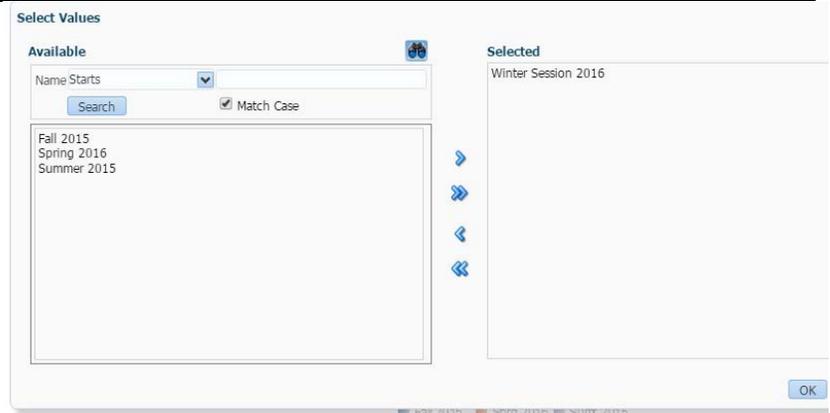
The Minors tab provides counts and other details about degrees awarded with a minor, including a view of which minors most often coincide different majors. Note that most graduates do not have a minor, so this view only applies to the subset of undergraduates who did.

Processing Steps	Screenshots
<p>Running the Report</p> <p>Step 1: On the Degrees dashboard, click on Minor Degrees</p>	
<p>Step 2: The report will automatically run with your personal settings if you have set them up.</p> <p>If you have not set up your personal settings, the report will show information for the default terms.</p>	
<p>Step 3: To change the terms that appear on the report, click on the drop-down menu.</p>	
<p>Step 4: You can scroll through the drop-down list and place a checkmark next to each term to be included OR click Search.</p>	

Step 5:

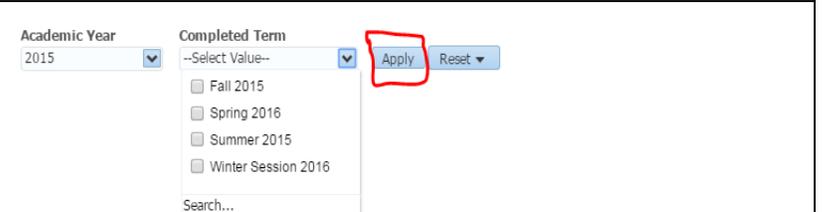
Use the Select Values screen to search and browse available terms and add and remove them to the Selected column on the right.

Once all of the terms you want to view are in the Selected column on the right, click OK.



Step 6:

Click Apply to run the report.



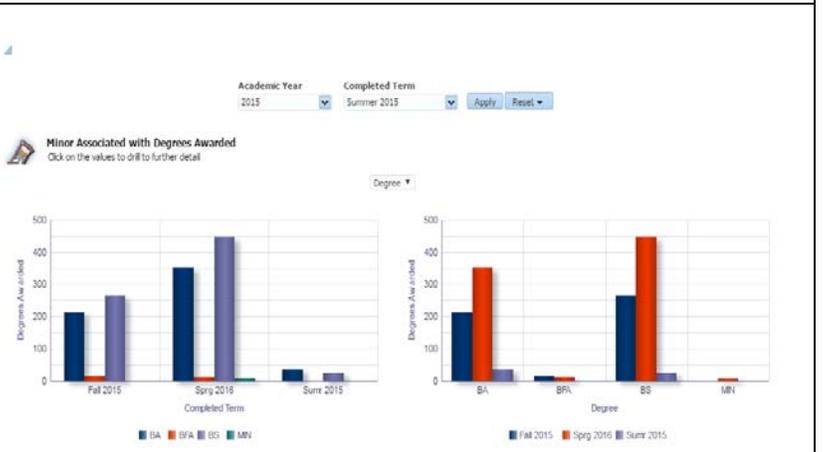
Step 6a:

It may take several minutes for your data to appear. While the system is working to provide your results, you may see a "Searching" message.



Step 7:

The updated report appears

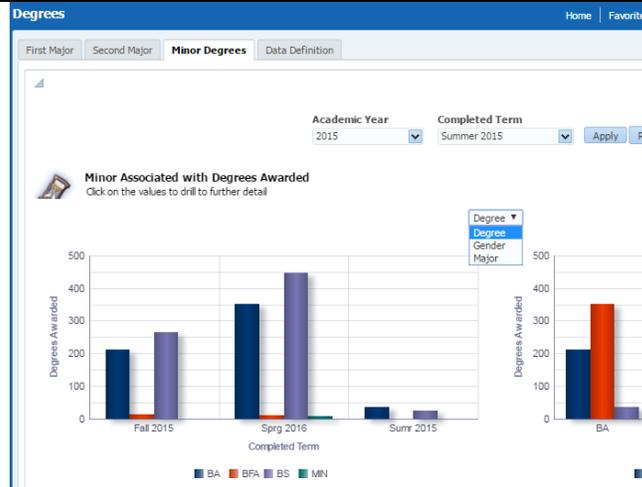


Reading the Charts

Degree counts on this report reflect the number of **degrees** awarded, not the number of **students** who received degrees; a single student may have been awarded multiple degrees.

The default setting for the charts (and tables below) is by degree type.

Use the drop-down menu in between the two charts to view the charts and tables broken down by gender.

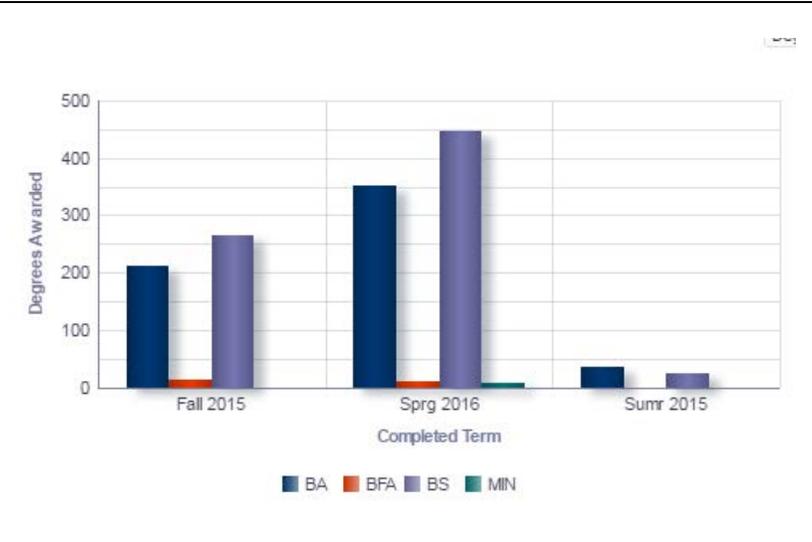


Degree Charts

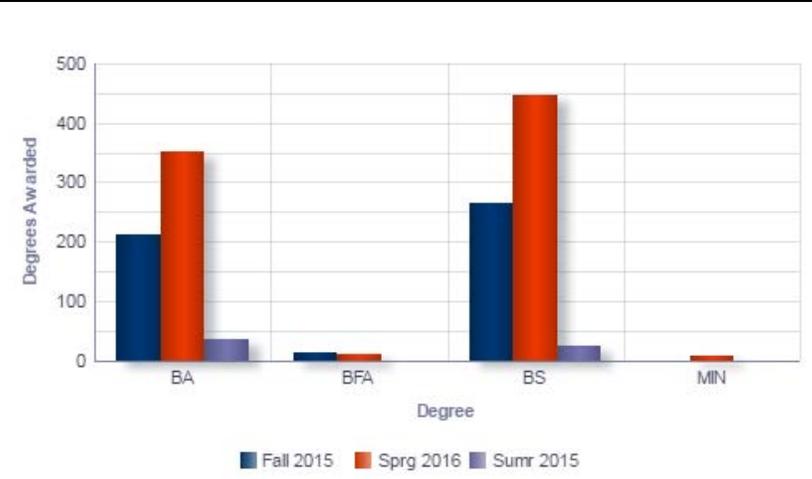
When the Degree option is selected, the chart on the left shows the number of degrees awarded that included a minor within each graduation term.

The legend at the bottom of the chart shows which degree types are represented by the colored bars.

Hovering your mouse over a bar on the graph will show you its value; clicking on the bar will take you to the detail screen which is covered later in this guide.



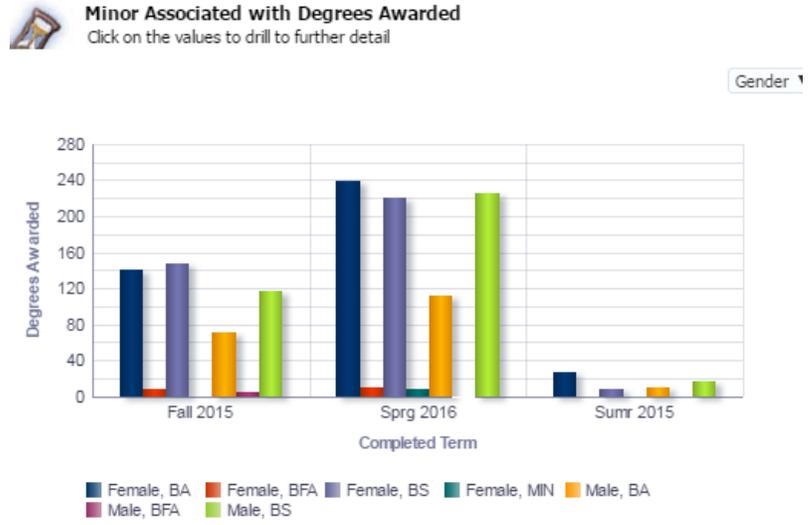
The chart on the right shows trend across terms in the number of each degree type granted that included a minor. The legend at the bottom of the chart shows which terms are represented by the colored bars.



Gender Charts

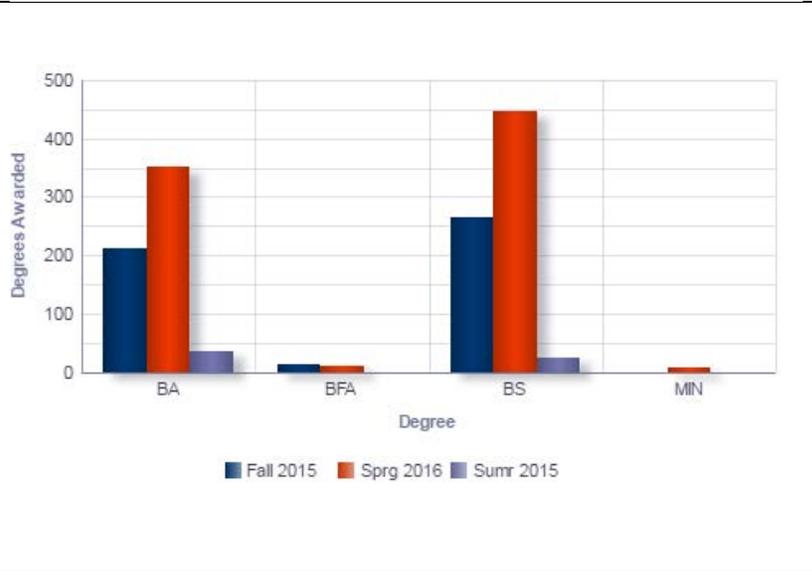
When the gender option is selected, the chart on the left shows the number of degrees that included a minor by gender within each graduation term.

The legend at the bottom of the chart shows which gender population is represented by the colored bars.



The chart on the right shows the trend in the number of degrees awarded that included a minor within each degree type.

The legend at the bottom of the chart shows which terms are represented by the colored bars.

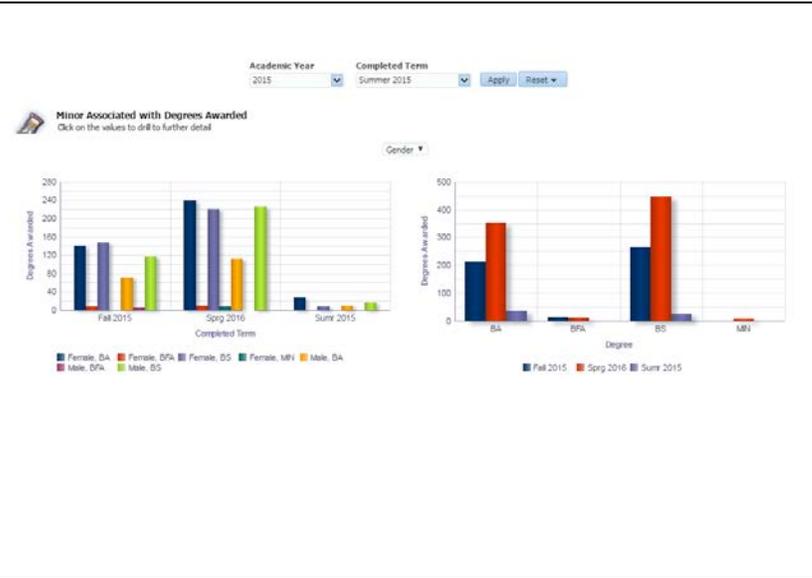


Reading the Tables

Degree counts on this report reflect the number of degrees awarded, not the number of students who received degrees; a single student may have been awarded multiple degrees.

The default setting for the tables (and the charts above) is by degree.

Use the drop-down menu in between the two charts at the top of the screen to view the charts and tables broken down by gender.



Reading the Degree and Gender Tables

The degree and gender tables present the same information; however, the gender table includes a breakdown of the degree totals by gender.

The degree table is organized into the following columns:

- Academic Career:** indicates the type of degree program.
- Degree:** indicates the degree type.
- Description:** the full name of the degree.
- Degrees Awarded:** the total number of degrees awarded that included a minor broken down by term.
- Total:** the total number of degrees for all terms selected.

Academic Career	Degree	Description	Degrees Awarded			Total
			Fall 2015	Spring 2016	Summer 2015	
Undergraduate	BA	Bachelor of Arts	723			723
	BA Total		723			723
	BFA	Bachelor of Fine Arts	49			49
	BFA Total		49			49
	BM	Bachelor of Music	7			7
	BM Total		7		7	
	BS	Bachelor of Science	1,368			1,368
	BS Total		1,368			1,368
Undergraduate Total			2,147			2,147
Postbaccalaureate	BA	Bachelor of Arts	1			1
	BA Total		1			1
	BS	Bachelor of Science	2			2
	BS Total		2			2
Postbaccalaureate Total			3			3
Graduate	MA	Master of Arts	83			83
	MA Total		83			83
	MARA	Master of Archives & Rcrds Adm	4			4
	MARA Total		4			4
	MBA	Master of Business Admin	10			10
	MBA Total		10			10
	MBT	Master of Biotechnology	2			2
	MBT Total		2			2
	MFA	Master of Fine Arts	9			9
	MFA Total		9			9
	MLIS	Master of Lib & Info Science	231			231
	MLIS Total		231			231
	MPA	Master of Public Admin	2			2
MPA Total		2			2	
MPH	Master of Public Health	10			10	
MPH Total		10			10	

The gender table is organized into the following columns:

- Academic Career:** indicates the type of degree program.
- Degree:** indicates the degree type.
- Description:** the full name of the degree.
- Gender:** indicates the gender population.
- Degrees Awarded:** the total number of degrees awarded that included a minor broken down by term.
- Total:** the total number of degrees for all terms selected.

Academic Career	Degree	Description	Gender	Degrees Awarded			Total
				Fall 2015	Spring 2016	Summer 2015	
Undergraduate	BA	Bachelor of Arts	Female	140	238	26	404
			Male	70	111	10	191
	BA Total			210	349	36	595
	BFA	Bachelor of Fine Arts	Female	8	10	0	18
			Male	4	1	0	5
	BFA Total			12	11	0	23
	BS	Bachelor of Science	Female	147	220	9	376
			Male	116	224	16	356
	BS Total			263	444	25	732
	MIN	Minor	Female	0	9	0	9
MIN Total			0	9	0	9	
Undergraduate Total				485	813	61	1,359
Grand Total				485	813	61	1,359

Academic Career Desc is equal to **Undergraduate, Postbaccalaureate**
 and Academic Plan Type Code is equal to / is in **MIN**
 and Degree Desc is not equal to / is not in **Certificate, Certification**

Accessing the Drilldowns

Step 1:

To view a breakdown of the degree totals by minor, click on a degree code.

Academic Career	Degree	Description	Gender	Degrees Awarded			Total
				Fall 2015	Spring 2016	Summer 2015	
Undergraduate	BA	Bachelor of Arts	Female	140	238	26	404
			Male	70	111	10	191
	BA Total			210	349	36	595
	BFA	Bachelor of Fine Arts	Female	8	10	0	18
			Male	4	1	0	5
	BFA Total			12	11	0	23
	BS	Bachelor of Science	Female	147	220	9	376
			Male	116	224	16	356
	BS Total			263	444	25	732
	MIN	Minor	Female	0	9	0	9
MIN Total			0	9	0	9	
Undergraduate Total				485	813	61	1,359
Grand Total				485	813	61	1,359

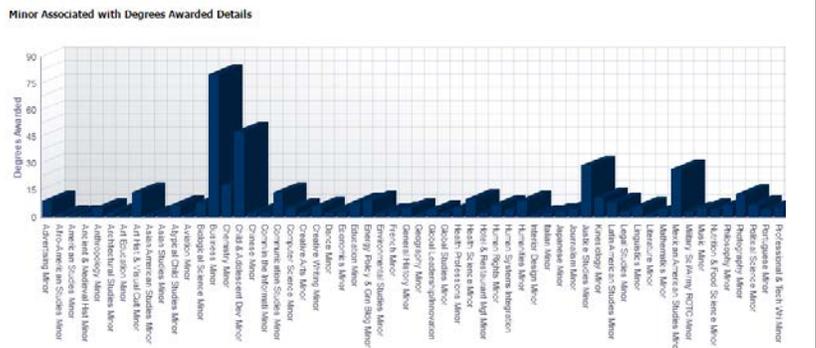
Step 2:

Select the information you wish to sort the details by: Degree, Gender, or Major.

			Degrees Awarded			Total	
Academic Career	Degree	Description	Gender	Fall 2015	Sprg 2016		Sumr 2015
Undergraduate	BA	Bachelor of Arts	Female	140	238	26	404
			Male	70	111	10	191
	BA Total			210	349	36	595
	BF Degree	Fine Arts	Female	8	10	0	18
			Male	4	1	0	5
	BF Total			12	11	0	23
	BS	Science	Female	147	220	9	376
			Male	116	224	16	356
	BS Total			263	444	25	732
	MIN	Minor	Female	0	9	0	9
MIN Total			0	9	0	9	
Undergraduate Total				485	813	61	1,359
Grand Total				485	813	61	1,359

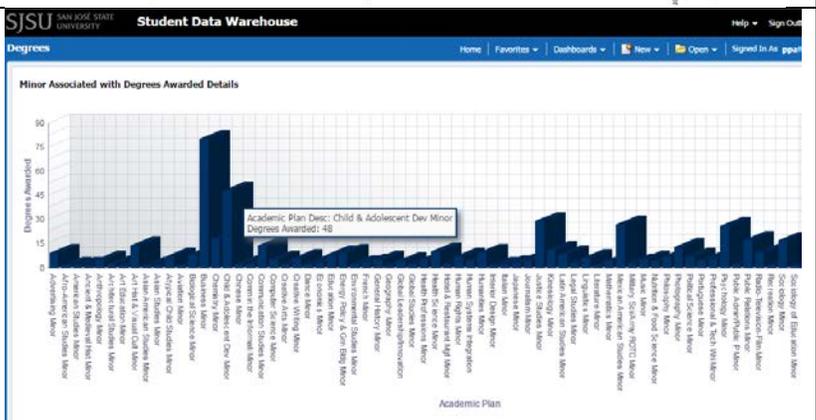
Degree Drilldown

The Minor Associated With Degrees Awarded Details page appears with a chart and a table showing detail by minor and sorted by degree.



The Minor Associated With Degrees Awarded Details Chart sorted by degree shows the specific minors associated with the degrees awarded for the term(s) selected.

You can hover your mouse over a bar in the graph to view the number of degrees awarded for that major.



The Minor Associated with Degrees Awarded Details table is organized into the following columns:

Academic Career: indicates the type of degree program.

Degree: indicates the degree type.

Minor: the name of the minor.

Degrees Awarded: the total number of degrees awarded broken down by term.

Total: the total number of degrees for all terms selected.

Academic Career	Degree	Minor	Degrees Awarded			Total
			Fall 2015	Sprg 2016	Sumr 2015	
Undergraduate	BA	Advertising Minor	3	6	0	9
		Afro-American Studies Minor	1	0	0	1
		American Studies Minor	0	1	0	1
		Ancient & Medieval Hist Minor	0	1	0	1
		Anthropology Minor	1	4	0	5
		Architectural Studies Minor	1	1	0	2
		Art Education Minor	0	1	0	1
		Art Hist & Visual Cult Minor	10	3	1	14
		Asian American Studies Minor	0	1	0	1
		Asian Studies Minor	0	1	0	1
		Atypical Child Studies Minor	3	4	0	7
		Aviation Minor	1	0	0	1
		Biological Science Minor	3	5	0	8
		Business Minor	25	45	10	80
		Chemistry Minor	10	8	0	18
		Child & Adolescent Dev Minor	14	30	4	48
		Chinese Minor	0	2	0	2
		Comm in the Informati Minor	1	1	0	2
		Communication Studies Minor	5	7	2	14
		Computer Science Minor	4	1	0	5
		Creative Arts Minor	0	2	0	2
		Creative Writing Minor	1	5	0	6
		Dance Minor	0	2	0	2
		Economics Minor	2	0	1	3
		Education Minor	2	5	1	8
		Energy Policy & Grn Bldg Minor	5	4	0	9
		Environmental Studies Minor	1	1	0	2
		French Minor	1	1	1	3
		General History Minor	0	5	0	5
		Geography Minor	1	0	0	1

To return to the main report page, click **Return** at the bottom left of the page.

Note:

(1) If selected Terms or fields have no data, they are excluded from the report.

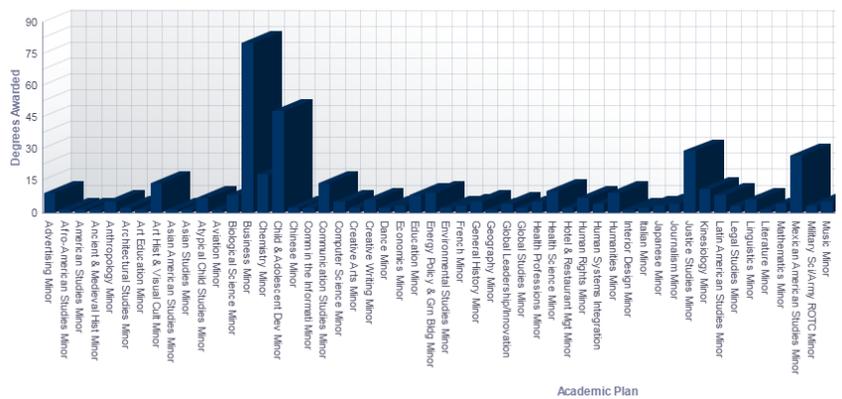
(2) Students who earned 2nd Baccalaureate Degree are reported under Post-Baccalaureate career.

[Return](#) - [Refresh](#) - [Print](#) - [Export](#) - [Create Bookmark Link](#)

Gender Drilldown

The Minor Associated With Degrees Awarded Details page appears with a chart and a table showing detail by minor and sorted by gender.

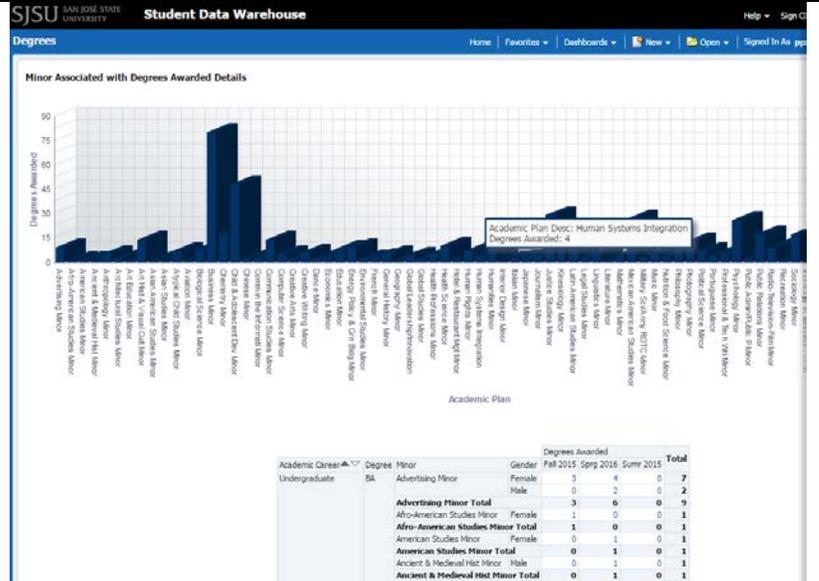
Minor Associated with Degrees Awarded Details



Academic Career	Degree	Minor	Gender	Degrees Awarded		
				Fall 2015	Sprg 2016	Sumr 2015
Undergraduate	BA	Advertising Minor	Female	3	4	0
			Male	0	2	0
		Advertising Minor Total		3	6	0
		Afro-American Studies Minor	Female	1	0	0

The Minor Associated With Degrees Awarded Details Chart sorted by degree shows the specific minors associated with the degrees awarded for the term(s) selected.

You can hover your mouse over a bar in the graph to view the number of degrees awarded for that major.



The Minor Associated with Degrees Awarded Details table is organized into the following columns:

Academic Career: indicates the type of degree program.

Degree: indicates the degree type.

Minor: the name of the minor.

Gender: indicates the gender population.

Degrees Awarded: the total number of degrees awarded broken down by term.

Total: the total number of degrees for all terms selected.

Academic Career	Degree	Minor	Gender	Degrees Awarded			Total
				Fall 2015	Sprg 2016	Sumr 2015	
Undergraduate	BA	Advertising Minor	Female	3	4	0	7
			Male	0	2	0	2
		Advertising Minor Total		3	6	0	9
		Afro-American Studies Minor	Female	1	0	0	1
		Afro-American Studies Minor Total		1	0	0	1
		American Studies Minor	Female	0	1	0	1
		American Studies Minor Total		0	1	0	1
		Ancient & Medieval Hist Minor	Male	0	1	0	1
		Ancient & Medieval Hist Minor Total		0	1	0	1
		Anthropology Minor	Female	1	3	0	4
			Male	0	1	0	1
		Anthropology Minor Total		1	4	0	5
		Architectural Studies Minor	Female	1	1	0	2
		Architectural Studies Minor Total		1	1	0	2
		Art Education Minor	Female	0	1	0	1
		Art Education Minor Total		0	1	0	1
		Art Hist & Visual Cult Minor	Female	6	3	1	10
			Male	4	0	0	4
		Art Hist & Visual Cult Minor Total		10	3	1	14
		Asian American Studies Minor	Male	0	1	0	1
		Asian American Studies Minor Total		0	1	0	1
		Asian Studies Minor	Male	0	1	0	1
		Asian Studies Minor Total		0	1	0	1
		Atypical Child Studies Minor	Female	3	4	0	7
		Atypical Child Studies Minor Total		3	4	0	7
		Aviation Minor	Male	1	0	0	1
		Aviation Minor Total		1	0	0	1
		Biological Science Minor	Female	2	2	0	4
			Male	1	3	0	4
		Biological Science Minor Total		3	5	0	8

To return to the main report page, click **Return** at the bottom left of the page.

Note:

(1) If selected Terms or fields have no data, they are excluded from the report.

(2) Students who earned 2nd Baccalaureate Degree are reported under Post-Baccalaureate career.

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