



## Student System – Reports for Academic Departments

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California State University – Long Beach

Enrollment Services provides a suite of reports via CSLink which are available to Academic Departments. In order to run CSLink reports, the user needs an Internet connection and browser! We hope that these reports will support the work of the colleges and departments. Please feel free to provide your feedback and new ideas. This overview contains information on:

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### What is currently available?

A brief summary of each report currently available organized by 'content area' follows.

### Academic Advising

#### *Freshmen Advising Reports*

**LBSR0564 - Freshman Advising Profile** - This report allows users to generate an advising profile for first-time freshmen for a specific term. It provides academic information on the student such as academic plan, test scores, course enrollment (summer, fall, spring) including grades when available, test credit including AP credit, milestones, GPA, as well as student's preferred email address. It also indicates if the student belongs to one of CSULB's special student advising groups.

**LBSR0299M 2<sup>nd</sup> Semester Advising by Academic Plan** - This report allows users to generate an Excel file of the Fall Freshmen cohort who are active in program and have declared a plan with the College/Department specified. It provides demographic information such as email, home address, and phone number. It also provides academic information such as academic standing, GPA, and units earned. During the mandatory advising process, after the student is advised and the hold is released, this report will track those students who have not met with an advisor.

**LBSR0763 2<sup>nd</sup> Semester Mandatory Advising Matrix** - This report provides a matrix of the Fall Freshmen cohort. It displays the total number of enrolled students in the Fall & Spring semesters including the retention rate, total number and percentage of students advised, and total number and percentage of students who still need advising. The report also indicates how many students are participating in any special advising groups. During the mandatory advising process, after the student is advised and the hold is released, this report will provide a count of those students who have not fulfilled their advising requirement.

## *Transfer Advising Reports*

**LBSR0299R Transfer Advising by Academic Plan** - This report allows users to generate an Excel file of the new Fall Transfer cohort who are active in program and have declared a plan with the College/Department specified. It provides demographic information such as email, home address, and phone number. It also provides academic information such as academic standing, GPA, and units earned. During the mandatory advising process, after the student is advised and the hold is released, this report will track those students who have not met with an advisor.

**LBSR0763R Transfer Mandatory Advising Matrix** - This report provides a matrix of the new Fall Transfer cohort. It displays the total number of enrolled students in the Fall semester, total number and percentage of students advised, and total number and percentage of students who still need advising. During the mandatory advising process, after the student is advised and the hold is released, this report will provide a count of those students who have not fulfilled their advising requirement. At the end of the advising period, this report will provide a Fall to Spring retention rate.

## *Graduate Advising Reports*

**LBAD0584 Active Graduate Students** – This report allows users to generate an Excel file of students who are active in a Master's or Doctorate program within the specified College or Department. It provides academic and demographic information useful in tracking graduate students such as contact information, units earned, GPA, requirement term, academic standing, and graduation status. It also includes graduate-specific data such as the student's classification status, advancement to candidacy, final project (thesis) status and GWAR status.

**LBSR0349 7-Year Rule** – This report is used to identify graduate students who have or will have upper-division course work greater than 7 years old based on their term of graduation. Course work used toward a student's program of study taken more than 7 years prior needs to be revalidated by the college and/or department through which a student is seeking a degree. This report will identify those students who may need to have course work revalidated.

## *All Students Advising Reports*

**LBSR0299 Active Students by Academic Plan** – This report allows users to generate an Excel file of students who are active in program and have declared a plan with the College/Department specified. It provides demographic information such as email, home address, and phone number. It also provides academic information such as admit term, academic level, academic standing, GPA, units earned, term specific data on units attempted and earned and graduation information.

**LBSR0446 Enrolled by Academic Plan Matrix** – This report provides a matrix of enrolled students by program and academic level; i.e. freshmen, sophomore, graduate, etc. The matrix displays the total number of students with a plan in the college/department specified. Plans include majors, second majors, pre-majors, minors, and certificates. The report also allows users to generate a detailed list of those students.

**LBSR0539 Active Students Approaching or On Probation** – This report allows users to generate an Excel file of students who are Active in their Program and are on or approaching probation (identifies Undergrads with GPA below 2.2 and Grads with GPA below 3.1). It provides demographic and academic information on the student such as contact information, academic standing, GPA, grade point deficiencies, units earned, and graduation status.

**LBSR0391 GWAR Required** – This report provides departments and colleges with a list of students who are required to attempt the GWAR and have either failed the WPE, have not attempted the WPE, or have not satisfied the GWAR requirement through other means. All Masters students and undergrads with at least 60 units completed are tracked on this report.

**LBSR0401 Graduation Status Report** – This report allows departments to view the current graduation status of students who have applied to graduate in a given term. It will allow users to track students who have applied for graduation as well as their progress in the audit and clearing cycle including checkout status, total cum earned, GWAR met, and checklist items incomplete. You can use this report to submit Faculty Approval or Denial for graduation as well as review students who were awarded degrees within your department.

**LBSR0351 10-Year Rule** – (*Undergraduate Advisor Report*) This report allows departments to view active students that have upper division coursework over 10 years old based on their current graduation term. The report assists departments in locating students that will need to either re-take coursework or have the courses re-certified. By using this report, departments can be proactive in locating these students prior to their graduation term. By choosing a term in the future, the report will look for courses that will be over 10 years old as of that future date.

**LBSR0541 Inactive Students - Disqualified** – This report allows users to generate an Excel file of students who are not active in their program due to academic disqualification. It provides demographic and academic information on the student such as contact information, academic standing, GPA, grade point deficiencies, units earned, and graduation status.

**LBSR0540 - Inactive Students – Discontinued** - This report allows users to generate an Excel file of students who are not active in program because they did not maintain continuous enrollment. It provides demographic and academic information on the student such as contact information, academic standing, GPA, units earned, and graduation status. The department may wish to reach out to students who have left the university without completing their degree. Note: The report cannot be used for Credential programs as the University does not award the Credential.

**LBSR0423 Academic Plans and Subplans** – This report allows users to generate a table summary of active plans within a specified College/Department. The report contains information on the various plans and subplans that are offered at CSULB, such as the first term the plan was available, the type of degree the student will earn, and a description of the text that will display on the student transcript.

**Class Management** (Note: Additional specialized reports are available to scheduling coordinators.)

#### *Classroom Utilization (Analytical Reports)*

**LBSR0715 Day/Time Utilization Analysis - Course Based** – This report displays when colleges and departments are offering courses spread across a typical week providing a **‘Week at a Glance’** summary. Section and enrollment information is further broken down by GE/non-GE and course level. The report displays Course Sections grids, Course Enrollments grids, and Class Meetings Not Included in Analysis. The data can help address questions such as: When are we offering post-baccalaureate instruction? Is there an identifiable concentration of GE classes at certain times or on specific days? Using a combination of these reports, the user can compare classes and enrollment in selected facilities. With a quick review, the user can also identify opportunities when enrollment might be expanded.

**LBSR0716 Day/Time Utilization Analysis - Room Based** - This report also provides a *'Week at a Glance'* format summarizing the degree to which colleges and departments are utilizing existing classroom space. Course sections and enrollments are displayed by specified room type, building or ownership and the number of sections scheduled and their distribution across the week by day and time. This information can help you address the question: When are the selected facilities utilized and what days and times might be available for additional classes? The added value is that this report also indicates how well facilities are utilized as a percentage of the total number of like rooms selected. The report displays how well certain categories of rooms are utilized, addressing questions such as: How well is my college utilizing our teaching laboratories?

### *Class Enrollment Reports*

**LBSR0414 Enrollment and Waitlist by Course** - This report allows users to quickly view enrollment and waitlist totals by course for a specified term. Assists in tracking enrollment demand and making adjustments to course offerings.

**LBSR0777 Class Schedule Enrollment Summary** – This report is similar to LBSR0414 but in addition, breaks down enrollment and waitlist totals by state support and non-state support. This report separates state vs. self-support enrollment providing a tool for tracking enrollments and adjusting course offerings.

**LBSR0024 Schedule Detail** – This report displays all class sections scheduled for specified term. It includes meeting days, times, rooms, enrollment caps, and instructors. This version also includes enrollment detail such as waitlist totals, unused permissions and class enrollment status—most useful once registration has begun.

**LBSR0056X Open Seats Report (Excel)** – This report allows users to view all open courses for a specified term. Since this report is in Excel format, it provides the flexibility to sort the data to best suit your needs (e.g., by subject, number of seats available, GE designation, etc.).

**LBSR0544 Summary Count of Classes & Seats by Type & Level** – This report displays summary counts of classes offered for a specified term by course type (component) and course level.

**LBSR0545 Summary Count of Classes & Seats by GE & Level** - This report displays summary counts of classes offered for a specified term by GE category and course level.

### *Class Schedule Maintenance Reports*

**LBSR0016 Classes Without Assigned Instructors** – This report lists classes which do not have an instructor assigned. The report only looks at classes with an "Active" status and an enrollment greater than zero.

**LBSR0602 Available Rooms Report** – Departments can utilize the selection parameters to generate a list of rooms which are still available for the selected term.

**LBSR0689 Class Meeting Times Compliance Report** - This report identifies classes that are not in compliance with the campus scheduling policy and have not been granted an exception.

**LBSR0022 Sections Combined** – This report lists all classes that have been combined to meet in the same room at the same time. This report also provides combined Enrollment Capacity and Wait List Capacity.

**LBSR0419 Class Schedule Data** - Formerly known as “LBSR0024C Schedule Detail in Excel,” this report is in Excel format, which allows users to sort class information. The report also displays class fill percentage and room fill percentage.

**LBSR0419F Class Schedule Data Report with Facility Information** – Same information as Class Schedule Data Report with additional facility attribution information to assist in class swapping.

### *Course Curriculum Reports*

**LBSR0008 Active Courses** – This report allows users to view curriculum information and identify which courses can be scheduled for the specified term.

**LBSR0236 Course Catalog Requisite** - This report allows users to view all requisites that are coded for courses at the catalog level. Requisites coded at the course catalog level automatically apply to all course class sections scheduled for a term. Students must satisfy the specified requisites to enroll in the course.

**LBSR0237 Class Schedule Requisite** - This allows users to see all requisites, which are attached to class sections for a specific term. All scheduled class sections appear with section specific requisites along with any course catalog requisites coded. Students must satisfy the specified requisites to enroll in the class.

### Student Records

**LBSR0316 Grade Roster Not Approved** – This report allows users to verify which grade rosters are still outstanding; i.e. do not have grades entered and do not have status of ‘Approved’. The report can be run by session and subject or college.

**LBSR0408 I/RP Grade Lapse Report** - This report allows users to generate a list of students who currently have an ‘I’ or ‘RP’ grade for a specific term. Departments can use this report to monitor grade changes.

### Graduate Admissions

**LBAD0378 Graduate Applicants in Department Review** – This report creates an instant “work-list” for departments. The report contains applicants whose University admissions decision has been deferred to the department to which the student applied. Applicants who appear on the report have been evaluated by Enrollment Services graduate admissions processors and have met all the minimum CSU requirements for admission.

**LBAD0410 Departmental Review Aging Report** – This report provides departments with a summary and detailed list of applicants who have been in department review for more than 21 days. The report allows departments to identify which applicants are still pending a department decision and should be reviewed by the department for possible admission.

**LBAD0397 University Admission Status – Graduate Department** – This report allows departments to view the current admission status of their graduate applicants for a given admit term. This report allows departments to track their applicants through the University admission process, as well as determine the department’s complete applicant pool.

### **Who is eligible for access?**

Reports are assigned based on the responsibilities and requirements of the position. The following roles are used for academic departments to control report access:

- **Course Support** – includes access to the core class scheduling reports and Student Records reports listed above.
- **Class Schedulers** – includes access to all Class Management and Student Records reports listed above
- **Undergrad Advisors** – includes access to all undergraduate academic advising reports and core class management listed reports above
- **Graduate Advisors** - includes access to all graduate academic advising reports, core class management reports, and graduate admission reports listed above
- **Chairs** – includes access to all reports above
- **Deans and Associate Deans** - includes access to all reports above

### **How to access CSLink and the Report Guides**

For those who have not used CSLink before, Enrollment Services has developed a how-to guide, “CS Link Reports,” that will walk you through each step of the report running process and how to change your password. In addition, we have created Report Guides for each of the reports detailing how to run and interpret the report. These aids can be found on the CMS website at [www.csulb.edu/cms](http://www.csulb.edu/cms) by clicking SA Bus. Process and Report Guides” in the left menu.

The User Name and Password for this site are: User Name = cmssa Password = bpgweb

You can also access CSLink directly from the CMS Home page by clicking the button on the right-hand side. Click on “Run Reports” and a prompt asking for your User Name and Password will appear. Your User Name is your 9-digit EMPLID number and, unless you previously created a unique password, the default password is also your 9-digit EMPLID number. Upon entry into the system, it is required that you change your password to one that is more private and secure.

**Who to contact for more information or additional access:**

If you are interested in additional reports beyond those provided, please email one of the individuals listed below. The email should also be copied to the person who is authorizing the access in the college or department so that we know they have approved the request. If you do not currently have Student system access, you will need to file security forms and agreements prior to receiving access. Please click on "SA Forms" from the CMS home page to access the SA Security forms and procedures.

For questions about the reports or access, please contact the following Enrollment Services staff:

- Angela Rambo – Academic Advising (562) 985-2818 [arambo@csulb.edu](mailto:arambo@csulb.edu)
- Jennifer Dizon – Student Records (562) 985-2815 [jbautist@csulb.edu](mailto:jbautist@csulb.edu)
- Lee Robinson – Admissions (562) 985-8095 [lrobins3@csulb.edu](mailto:lrobins3@csulb.edu)

For questions about specific module functionality, please refer to our contact list on the CMS web site. You can click on "CMS Whom to Call/Contact/Contacts" on the left menu on the CMS home page (see above).

If you have ideas, questions, or concerns about the overall direction of the student system, please feel free to contact Tom Enders, Associate Vice President, Enrollment Services directly @ [tenders@csulb.edu](mailto:tenders@csulb.edu).

Thanks for your support!




## CS Link Report Guide

### LBSR0024: Schedule Detail Report

This Report Guide is intended to assist with identifying parameters for the report named above. For detailed, step-by-step instructions on using CS Link, refer to the Business Process Guide titled, "CS Link Reports" found on the CMS website at: [http://www.csulb.edu/divisions/af/cms/end\\_user/SA/index.html](http://www.csulb.edu/divisions/af/cms/end_user/SA/index.html).

Navigation: <https://campus-cslink.csulb.edu/>



The screenshot shows the "Campus CS LINK" interface for California State University, Long Beach. At the top, there are navigation links for "Online Query", "Run Reports", and "View Reports". The main heading is "LBSR0024 : Schedule Detail Report". Below this, the "Report Parameters" section includes a "Submit" button and several dropdown menus: "Term" (set to 2054), "Session" (set to 1), "Subject" (set to All), "Or College" (set to 28 - COLA), "GE Category" (set to All), "Enroll Capacity Greater Than" (set to 0), and "Sort By" (set to Academic Group, Subject).

The **LBSR0024 Schedule Detail Report** displays all class sections scheduled for a specified term. It includes meeting days, times, rooms, enrollment caps, and instructors. This version also includes enrollment detail such as waitlist totals, unused permissions and class enrollment status—most useful once registration has begun.

#### Running the Report (parameters)

- 1) **Term code.** Used to identify a semester.  
 The first digit is the century "2," the following two digits represent the year, and the last digit represents the semester: "1" for Winter, "2" for Spring, "3" for Summer, and "4" for Fall.  
 Example: Fall 2005 is 2054.
- 2) **Session(s).** Available values depend on the Term chosen. Default is "All."  
 The session codes are as follows:  
 "1" Regular Academic Session: Courses that follow standard semester dates  
 "MIN" Mini, or Pre-Session: Courses that are offered prior to the first day of instruction for a term  
 "SNS" Self-Support Non-Standard Session: Credit courses offered through UCES that *do not* follow standard semester dates  
 "SSD" Self-Support Standard Session: Courses offered through UCES that follow standard semester dates  
 "RNS" Regular Non-Standard Session: Regular courses that *do not* follow standard semester dates

"6W1" for Summer Session 1

"6W2" for Summer Session 2

"6W3" for Summer Session 3

Note: To select more than one session, hold down your CTRL button and click on the desired session codes.

3) **Subject area.**

**Or College.** If a subject is selected, the value in the **Or College** parameter will be ignored.

Be as specific as necessary, since you will receive information for all classes that fall under what you select.

Default for both parameters is "All."

The drop down list contains the departments you have been set up to access.

4) **GE Category.** You may display all courses within a specific GE category by selecting the category.

You may use a combination of Subject (or College) and GE Category to further narrow your search.

5) **Enrll Capacity Greater Than.**

You can display courses with a minimum enrollment capacity by identifying it in the field.

6) **Sort By.** You can specify how you want the report information sorted.

Select "Subject" to sort by Subject (common when specifying a college) or "Academic Group, Subject" which will separate undergraduate and post-baccalaureate courses.

7) Click the  button.

8) Navigate to the **View Reports** tab and the report title will be listed in the Report Description column. When all information has been retrieved and the report is ready to be viewed the letter "F" will appear in the status column. Click on the RTF format link to view the report.

View Reports									
View Batch Reports Mon Jul 11 15:17:35 2011									
Report	Report Description	Parameters	Format	Run By	Status	Submit Time	End Time	Pages*	Action
LIBR004	<input type="checkbox"/> Schedule Detail Report (SADSR)	batch04.rpt LIBR004 Jul 2011 RW 20 - COLA N Y A	<a href="#">HTML</a> <a href="#">RTF</a> <a href="#">DOC</a> <a href="#">DOCX</a> <a href="#">PDF</a> <a href="#">RTF</a>		<b>F</b>	Jul 11 2011 3:42PM	Jul 11 2011 3:42PM	34	<a href="#">Data</a> <a href="#">Details</a> <a href="#">View Log</a>

