Registrar's Office **SIS Retrieval Request Form**

Request Date: _____　　**Prior Program Used (if known): _____**　　**Need Date: _____**

Requester: _____　　**Dept: _____**　　**Phone: _____**

Output Desired (Mark ALL that apply):

- ☐ List
- ☐ Directory
- ☐ Acrobat File

- ☐ Gummed Labels--Student
- ☐ Gummed Labels--"Parents of"
- ☐ Direct Address Print File

- ☐ SIS Mailmerge Address File
- ☐ Custom Data File

Record Selection Criteria (MUST specify Term & College, mark & specify others that apply):

- ■ Term: _____
- ☐ Cum/Pep GPA: _____
- ☐ Units Completed: _____

- ☐ Class(es): _____
- ☐ Grad/Undergrad Only
- ☐ Potential Grads Only

- ☐ Major(s): _____
- ☐ Course/Subject IDs: _____
- ☐ Other: _____

- ■ College: SVR/GSBM/GSEP/Law/SPP

Data To Print/Display/Provide (prioritize addresses for labels and Direct Address Print (DAP) files):

	List/Directory	Labels/DAP File	Custom Data File	
ID Number				
Name		Required		
Major				
Class				
Pepperdine Box Address				
Local Address				
Permanent Address				
Next-of-Kin Address				
Phone (Specify)				
Other (Specify)				

Sort sequence (Use 1, 2, 3... for primary, secondary, tertiary, etc. sort keys)

	List/Directory	Labels/DAP Files	Custom Data File	
Alpha (Name)				
ZIP Code				
Other (Specify)				

Other specifications/requirements not covered above (attach samples or additional sheets if needed):

Registrar's Office **SIS Retrieval Request Form**--Instructions

These are the instructions for completing a Registrar's Office **SIS Retrieval Request Form**, subsequently referred to in these instructions as simply the "Form". The Form is used to request student information available in the Student Information System (SIS) via the Registrar's Office. Completed Forms are submitted at the Registrar's Office front counter for time-stamping and processing. When processing is completed, the Registrar's Office will advise the requester via phone that the output is available for pick-up by the requester.

If you want several outputs showing different students on different outputs, you should submit multiple Forms. The general rule is to use one Form for each group of students that you want to appear on the output(s); a "group of students" is specified using the Record Selection Criteria section of the Form. For example, if you want a List of all Seaver College students and a List of all potential grads, you should submit two Forms: one Form to request the List of all Seaver students and a second Form to request the List of potential grads. You may request as many different outputs as you want for a single group of students on one Form.

The instructions for preparing the Form are organized in sections that correspond to the major sections of the Form, except for the fields at the top of the Form which are listed and explained individually. A general description of each section is given, followed by a detailed definition/description of individual selectable or specifiable items/fields within that section.

Request Date: the date the requester is completing the Form.

Prior Program Used (if known): if this is a repeat of a prior request and you know what program was used in the past, please provide the program name in the space provided. When requests are completed, the Form is returned to you and the program(s) used by the request processor is entered in the "Program Used" field in the shaded "FOR PROCESSOR USE ONLY" area at the bottom of the Form. If you save the completed Forms, you will be able to provide the program used information for repeat requests.

Need Date: the date you need to have the requested information in order to do your work. Please do not leave this field blank or enter ASAP; either of these will delay processing. We request a standard two week lead time to guarantee processing of requests by the time requested; if you know of your need more than two weeks in advance, you may submit your request and it will be scheduled for completion as you desire. If you are requesting highly customized non-standard output, more than 2 weeks may be required.

Requester: the name of the permanent/full-time Pepperdine faculty or staff employee (not a student or student worker) who is making the request. This is the person who will be contacted when the request is completed and if there are any questions about processing the request. If the request is for a student organization, it may be submitted with student officer name and contact phone number, but must also include the signature and phone extension of the faculty/staff sponsor or advisor for that organization.

Dept: the department of the requesting Pepperdine faculty/staff employee. For student organization requests, this should be the department of the organization's faculty/staff sponsor or advisor.

Phone: the 4-digit Pepperdine campus extension of the requester. In some rare cases this could be the off-campus phone of a faculty/staff employee.

Output Desired (Mark ALL that apply): this section of the Form is used to specify what type(s) of output the requester wants to receive. At least one box must be marked in this section of the Form. More than

one type of output may be requested, for example, the requester may want a list and labels or two lists of the same data in different sort sequences.

List: a printed report having one line per selected student with minimal information about each student. The standard list shows the student name, ID, class, majors and major concentrations.

Directory: a printed report having selected student information including one or more addresses and/or phone numbers for each student. The standard directory includes the student name, ID, majors, class, religious preference code, Pepperdine box address, Pepperdine box phone, local address, local phone, permanent address and permanent phone.

Acrobat File: an electronic version of a hard-copy list or directory that can be sent to the requester via MS-Mail. The requester uses the Acrobat Reader software to look at the report on a work-station screen and/or print any portion of the report as desired. When requesting an Acrobat file, a list and/or directory must also be requested.

Gummed Labels--Student: peel-off and stick-on white 4" x 1 1/2 " labels printed on an impact (non-laser) printer. These are standard format labels displaying the student name and address of choice specified by the requester.

Gummed Labels--"Parents of": peel-off and stick-on white 4" x 1 1/2 " labels printed on an impact (non-laser) printer. These are standard format labels containing the words "To the parents of:" above the student name and address of choice as specified by the requester.

Direct Address Print File: a specially prepared standard file of name and address information that the requester may submit to the Mail Room, along with appropriate paperwork, for direct address printing. If requested, a one-page printed (or Word 6.0 For Windows file) format document will be provided for inclusion in the paperwork supplied to the Mail Room.

SIS Mailmerge Address File: a standard file of student data specially prepared (field delimited) to be easily used as a mailmerge data file in Microsoft Word 6.0 for Windows. This standard file includes: the student name in <last name, first name, middle initial(s)/name(s)> format, first, middle, and last names separately, "Dear <first name>", Dear <last name>", ID, local address, permanent address, and billing address.

Custom Data File: a file of student data custom made according to the specifications requested. This type of output is typically used as input to specific mainframe or desktop workstation applications.

Record Selection Criteria (mark & specify all that apply): this section of the form is used to specify which students will appear on the requested output(s). The term and college boxes must always be marked, a term number specified, and a college specified; remaining boxes with corresponding specifications as appropriate are optional. Those students having SIS data matching all of the selected and specified criteria will appear on the resulting output(s). The selections listed are the most common selection criteria used and have been sufficient (excluding the "other" selection) for the majority of requests submitted in the past two years.

Term: the academic term having registered students desired in the output(s). The term box is pre-marked because a term must always be specified; the requester must enter the desired term(s) on the line provided. The term(s) specified may be any term(s) since (and including) 871. Processing of requests for future terms (terms whose classes have not started) that could include first term Pepperdine students may be processed to include only returning students; in this case the information for first term students may be provided by Admissions if available.

Cum/Pep GPA: if you want to include only students whose GPA is above or below a certain value, you need to mark this box <u>and</u> circle and/or cross out "Cum" and/or "Pep" to indicate whether you want to base the selection on the all-school or Pepperdine only GPA. For example, to base the selection on Pepperdine GPA, circle Pep and/or cross out Cum. In addition you must also provide a GPA value that is the upper or lower limit of those students you want to include; <u>please indicate which type of limit you are specifying</u>.

Units Completed: the number of units that is the minimum/maximum for students to be included in your output(s). You need to indicate whether the number you specify is to be considered a minimum or a maximum. For example, if you want all students who have completed 40 or fewer units you could specify "40 or less", "40 max", or "$\leq$ 40". If you want students who have completed 30 or more units and 75 or fewer units you could specify "30 or more and 75 or less", "30 min and 75 max", or "30 $\leq$ and $\leq$ 75".

College: SVR/GSBM/GSEP/Law/SPP: the college(s) whose students you want included in the output(s). This box is pre-marked because one or more colleges must always be specified. Circle the abbreviation(s) for the college(s) you want included and/or cross out the abbreviation(s) for the college(s) you do not want included in your output(s).

Class(es): the academic class(es) (freshman, sophomore, junior, senior) to be included. The abbreviations FR, SO, JR, SR may be used. Specify only if you do not want all undergrads included in the output.

Grad/Undergrad Only: used to limit the selected students to undergraduates or graduate students only. In addition to marking the box, circle "Grad" or "Undergrad" to indicate which of the two groups of students you want included and/or line-out "Grad" or "Undergrad" to indicate which of the two groups of students you do not want included in your output(s).

Potential Grads Only: mark this box if you want to include only those students who are candidates for graduation in the specified term. "Candidates for graduation" means students who have formally applied to graduate and who expect to meet the academic requirements for graduation by the completion of the term.

Major(s): the academic major(s) of students to be included. Please provide the official Pepperdine major code(s) for the major(s) you want to include in the output(s); failure to do so will cause a delay in processing you request.

Course/Subject IDs: the Pepperdine course number(s) or subject(s) whose students are to be included/excluded in the output(s). This is typically used to find students who are currently enrolled or have previously taken a certain course(es) or to identify students who have not taken a certain course(es).

Use the 7-digit course ID to specify particular courses, that is, don't include the section number; for example, specify CHEM120, not CHEM120.01 or CHEM120.02. A maximum of four course IDs may be specified.

The subject specification is the first four characters of the course ID. Using the subject ID is a short-cut for specifying every course ID in a subject. If you wanted to know all students enrolled/not-enrolled in any chemistry course, you would specify CHEM. A maximum of four subjects IDs may be specified.

When you mark the Course/Subject ID box and specify appropriate IDs, you need to provide one and possibly two other pieces of information so your request can be processed properly. First, you need to state whether you want to include or exclude students who have registered for the course(es) and/or subject(s) you specified. Second, if the term you specified is the current term, you must state whether you want to include/exclude students currently enrolled in the specified

course(es)/subject(s), that is, do you want to include/exclude students who have <u>completed</u> the course(es)/subject(s) or do you also want to include/exclude students <u>currently taking</u> the course(es)/subject(s). Use the "Other specifications/requirements not covered above..." section near the bottom of the Form to record these additional requirements.

Other: mark this box if the selection criteria you need are not included elsewhere on the Form. Specify the details of your selection requirements on the line provided. If you need additional space to write, you may use the "Other specifications/requirements not covered above..." section near the bottom of the Form.

Data To Print/Display/Provide (prioritize addresses for labels and Direct Address Print (DAP) files): this section of the Form is used to specify what data is be included in the requested output(s). <u>Note that the data to be included in the output(s) is frequently very different than the selection criteria used.</u>

Specifying what data to include and prioritizing addresses if required is accomplished using a table format on the Form. The left most column of the table lists the most common data items requested. The remaining columns are for each of the possible requested outputs from the "Output Desired (Mark ALL that apply)" section of the Form; the output names are shown in the top cells of each of these columns. Note that in some cases two types of output are listed in one column; this is because most of the time both output types shown in one column will not be requested on the same request. The right-most column has no output type in the top cell; this cell may be filled in by the requester when additional output space is needed, for example, if both a list and a directory are requested, the data for the list could be specified in the "List/Directory" column and the right-most column could be used to specify the data for the directory.

The details of specifying the data required for each type of output are given in the following paragraphs. Because the SIS Mailmerge Address File is a standard file with fixed data content, no method is provided to specify it's data content. Acrobat File is also not shown because it is just the electronic version of a report or list.

List/Directory: use this column to specify what data to include in list or directory output. To include a listed data item in the output, place a check mark or "X" in the corresponding cell in this column. If a data item you want to include is not listed, write the data item(s) you need in the "Other (Specify)" cell. If you need more room to list additional data items, use the "Other specifications/requirements not covered above..." section near the bottom of the Form. <u>Note: address information will not fit on list output; if you need address information you should request a directory.</u>

Labels/DAP File: use this column to specify what data to include in address label or DAP output. Name is always needed for address labels so the word "Required" is already printed in that cell. You must specify one or more address types to use in order of preference by using the numbers 1, 2, and 3 as appropriate to indicate you 1st, 2nd, and 3rd choices respectively. For example, if your 1st choice is Pepperdine box address, 2nd choice is permanent address, and 3rd choice is parent/guardian address, then place the digit "1" in the Pepperdine box address cell, the digit "2" in the permanent address cell, and the digit "3" in the parent/guardian address cell.

Custom Data File: use this column to specify what data to include in custom data file output. To include a listed data item in the output, place a check mark or "X" in the corresponding cell in this column. If a data item you want to include is not listed, write the data item(s) you need in the "Other (Specify)" cell. If you need more room to list additional data items, use the "Other specifications/requirements not covered above..." section near the bottom of the Form.

Sort sequence (Use 1, 2, 3... for primary, secondary, tertiary, etc. sort keys): this section of the Form is used to specify the order/sequence of the students and/or student data in the requested output(s).

Specifying the sort sequence is accomplished using a table format on the Form. The left most column of the table lists the most common sequences requested, Alpha (last name, first name, middle name/initial) and ZIP Code (9-digit); Other is listed to accommodate requester specification of sort keys, for example, class and major. The remaining columns are for each of the possible requested outputs from the "Output Desired (Mark ALL that apply)" section of the Form; the output names are shown in the top cells of each of these columns. Note that in some cases two types of output are listed in one column; this is because most of the time both output types shown in one column will not be requested on the same request. The right-most column has no output type in the top cell; this cell may be filled in by the requester when additional output space is needed, for example, if both a list and a directory are requested, the sort sequence for the list could be specified in the "List/Directory" column and the right-most column could be used to specify the sort sequence for the directory.

The details of specifying the sort sequence for each type of output are given in the following paragraphs. No method for specifying the sort sequence of a SIS Mailmerge Address File is provided because any sort sequence desired can be performed during the merge process in Word For Windows 6.0; however, the SIS Mailmerge Address File will normally be provided in last name, first name, middle name(s)/initial(s) alphabetic sequence. Acrobat File is also not shown because it is just the electronic version of a report or list.

> **List/Directory:** use this column to specify the sort sequence for list or directory output. Place the digit "1" in the cell corresponding to primary ("1st choice") sort key desired. Place the digit "2" in the cell corresponding to the secondary ("2nd choice") sort key desired, if any. Place the digit "3" in the cell corresponding to the tertiary ("3rd choice") sort key desired, if any. Continue specifying sort keys sequentially as needed. Note that once you have specified a unique sort key, that is, a key that should not be the same for any two selected students, you do not need to specify additional sort keys; an example of a unique sort key is Alpha (Name) because it is not likely that any two students will have exactly the same last name, first name, and middle name(s)/initial(s).

> **Labels/DAP Files:** use this column to specify the sort sequence for label or DAP file output. Place the digit "1" in the cell corresponding to primary ("1st choice") sort key desired. Place the digit "2" in the cell corresponding to the secondary ("2nd choice") sort key desired, if any. Place the digit "3" in the cell corresponding to the tertiary ("3rd choice") sort key desired, if any. Continue specifying sort keys sequentially as needed. Note that once you have specified a unique sort key, that is, a key that should not be the same for any two selected students, you do not need to specify additional sort keys; an example of a unique sort key is Alpha (Name) because it is not likely that any two students will have exactly the same last name, first name, and middle name(s)/initial(s).

> **Custom Data File:** use this column to specify the sort sequence for custom data file output. Place the digit "1" in the cell corresponding to primary ("1st choice") sort key desired. Place the digit "2" in the cell corresponding to the secondary ("2nd choice") sort key desired, if any. Place the digit "3" in the cell corresponding to the tertiary ("3rd choice") sort key desired, if any. Continue specifying sort keys sequentially as needed. Note that once you have specified a unique sort key, that is, a key that should not be the same for any two selected students, you do not need to specify additional sort keys; an example of a unique sort key is Alpha (Name) because it is not likely that any two students will have exactly the same last name, first name, and middle name(s)/initial(s).

Other specifications/requirements not covered above (attach samples or additional sheets if needed): use this section to provide additional requirements that can not be specified in the earlier sections of the Form. Attachment of sample reports from prior requests, copies of prior Forms for same/similar output, or additional pages that aid in clarifying needs are encouraged.

FOR PROCESSOR USE ONLY: this shaded section of the Form will be completed by the person processing the request so should be left blank by the requester submitting the Form. The completed Form will be returned with the output to the requester. The information in this area of the Form may be of interest to the requester at completion time or for future reference, therefore, a description of these fields is provided below.

Date Received: the date the Form was received in the Registrar's Office. This date is taken from the time-stamp which should also be visible somewhere on the Form.

Date Completed: the date processing of the request was completed and given to the Registrar's Office so the requester could be notified that the output was ready for pick-up.

Program Used: the name of the computer program(s) used to produce the requested output. This information is particularly helpful if the requester repeatedly requests the same output, for example, every term or every year; in these situations the program name(s) should be entered by the requester in the "Prior Program Used (if known)" field at the top of the Form or a copy of the prior Form may be attached to the new Form being submitted.

Record Count: a count of the number of students selected when processing the request. This field is completed only if appropriate/meaningful for a given request.

Processed by: the name of initials of the person processing the request.