

# DATA REQUEST FORM - UNIVERSITY REGISTRAR'S OFFICE

RWU Community use ONLY - Allow a minimum of 5 business days for report completion

Name: \_\_\_\_\_ Dept/School: \_\_\_\_\_ Email: \_\_\_\_\_ Phone Ext: \_\_\_\_\_

1.) Report Request Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.) Specify date range by choice of Term/s or Academic Year: \_\_\_\_\_

3.) Check Academic Level/s:  
 Undergraduate/UG     Graduate/GR

4.) Check Academic Level and Program/s for UG students:  
 Day Program – UGDP     Continuing Studies – UGCS

5.) Check Division for UG and/or GR students:  
 FCAS                       GSB  
 SEECM                     SED  
 SHAAP                     SJS

6.) Check Class Level for students (UG only):  
 Freshman (any UG student with less than 27.00 credits completed)  
 Sophomore (any UG student with great than or equal to 27.00 and less than 57.00 credits completed)  
 Junior (any UG student with great than or equal to 57.00 and less than 87.00 credits completed)  
 Senior (any UG student with great than or equal to 87.00 credits completed)

7.) New Students for (UGDP students starting during a Fall or Spring Term only) specified by term selected above:  
 Freshman (enrolled as a new first time student when admitted to RWU)  
 Transfer (enrolled as a new transfer student when admitted to RWU)

8.) Other specifications for selection of students: \_\_\_\_\_  
\_\_\_\_\_

9.) Counts or Details of records:  
 Counts of records (no details)  
 Details of students (check data elements below)

Demographic Information:

- |  |  |
|--|--|
| <input type="checkbox"/> ID  | <input type="checkbox"/> International Flag/Alien Status |
| <input type="checkbox"/> LFM Name  | <input type="checkbox"/> Age                             |
| <input type="checkbox"/> Date of Birth   | <input type="checkbox"/> Ethnic/Race                     |
| <input type="checkbox"/> Mailing Name (Ms. Jane A Student)                               | <input type="checkbox"/> RWU Box                         |
| <input type="checkbox"/> Home/Best Address (address lines, city, state, zip and country) | <input type="checkbox"/> RWU Email                       |

Academic Information:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Academic Level                       | <input type="checkbox"/> Academic Program                         | <input type="checkbox"/> Major              |
| <input type="checkbox"/> Additional Major/s                   | <input type="checkbox"/> Minor/s                                  | <input type="checkbox"/> Specialization/s   |
| <input type="checkbox"/> Start Term                           | <input type="checkbox"/> Enroll Status                            | <input type="checkbox"/> Registered Credits |
| <input type="checkbox"/> Term GPA                             | <input type="checkbox"/> Advisor Name                             | <input type="checkbox"/> Advisor RWU Email  |
| <input type="checkbox"/> Alternative Cumulative GPA           | <input type="checkbox"/> Alternative Cumulative Completed Credits |   |
| <input type="checkbox"/> Other requested data elements: _____ |   |   |

Requestor's Signature: \_\_\_\_\_

Dean/Department Head Signature: \_\_\_\_\_

University Registrar's Office Use Only:

Date Received: \_\_\_\_\_

Comments: \_\_\_\_\_

Date Completed: \_\_\_\_\_