

# Data Request Form – University Registrar’s Office

RWU Community use ONLY – Allow a minimum of 3-5 business days for report completion

Name: \_\_\_\_\_ Dept./School: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Program Prioritization Yes \_\_\_\_\_ No \_\_\_\_\_

1. *What is the purpose of the request?* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. *Specify data range by choice of Term(s) or Academic Year:* \_\_\_\_\_

3. *Check Academic Level(s):*

Undergraduate (UG)

Graduate (GR)

4. *Check Academic Levels and Program(s) for UG students:*

Day Program (UGDP)

Continuing Studies (UGCS)

5. *Check Class Level for students (UG only):*

Freshman (any UG student with less than 27.00 credits completed)

Sophomore (any UG student with greater than or equal to 27.00 and less than 57.00 credits completed)

Junior (any UG student with greater than or equal to 57.00 and less than 87.00 credits completed)

Senior (any UG student with greater than or equal to 87.00 credits completed)

6. *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)

Graduate Student

Transfer (enrolled as a new student when admitted to RWU)

7. *Counts of Details of records:*

Counts of records (no details)

Details of students (check data elements below)

### Demographic Information:

ID

Chosen Name

Mailing Name (Ms. Jane A Student)

RWU Email

Home/Best Address (address line, city, zip code and country)

### Academic Information:

Enroll Status

Major

Advisor Name

Registered Credits

Additional Major(s)

Advisor RWU Email

Start Term

Minor/Additional Minor

Core Concentration

Cumulative GPA

Dean's List