



# UDW+ Registration Pipeline Dashboard Guide

**Version 1.0**

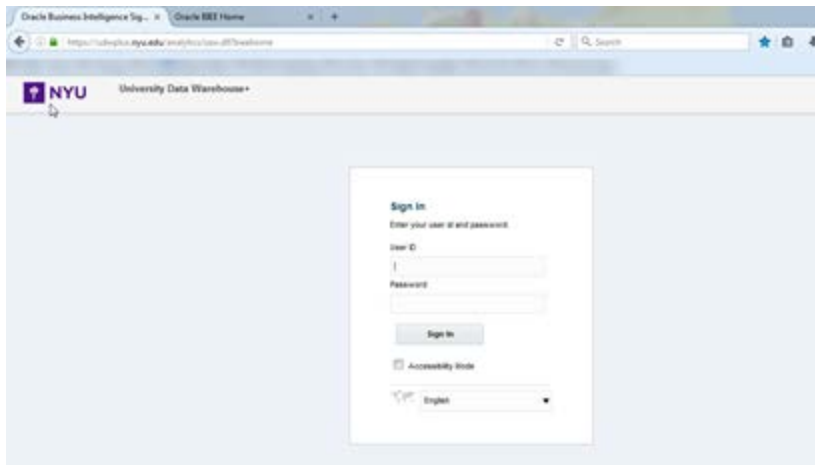
Program Services Office & Decision Support Group

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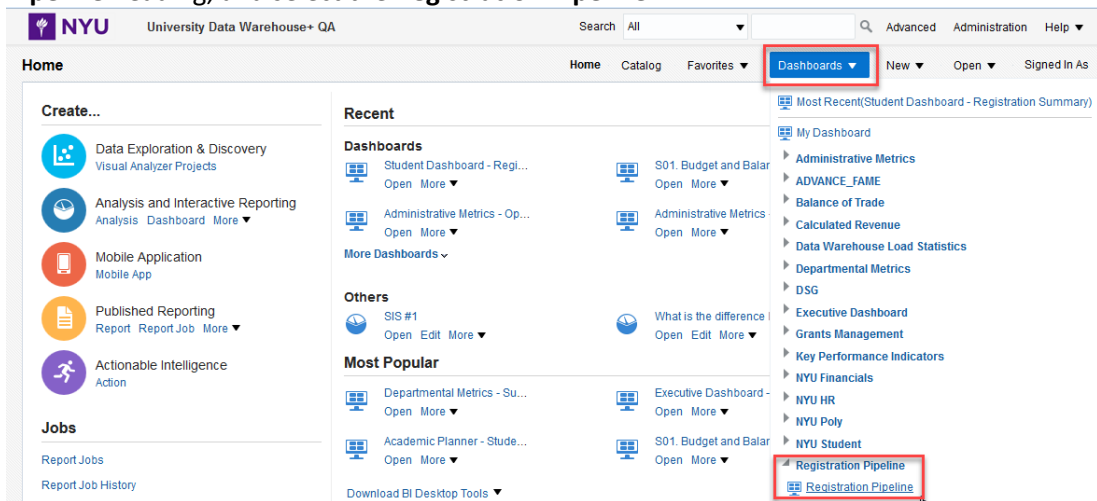
## UDW+ Login

To log into UDW+, navigate to <https://udwplus.nyu.edu/analytics> and log with your net id and password. Note that if you're working outside of the NYU network, you will need to connect to [VPN](#) prior to logging in.



## Navigation

Once logged into the UDW+, hover over the **Dashboards** menu in the global header, expand the **Registration Pipeline** heading, and select the **Registration Pipeline** link.



\*There are no data restrictions associated with the UDW+ Registration Pipeline dashboard.

- Daily comparative data is available back to week 3 of February 2015 (daily comparative data prior to week 3 of February 2015 is not available). You can therefore use this data to compare Spring 2016 to Spring 2015, Summer 2016 to Summer 2015, Fall 2017 to Fall 2016, and onwards.
- Census data is available starting in 2010.
- Registration Goals become available once they are submitted by the Office of Institutional Research, starting in Fall 2012.
- You should be familiar with Campus Solution terms for student data.

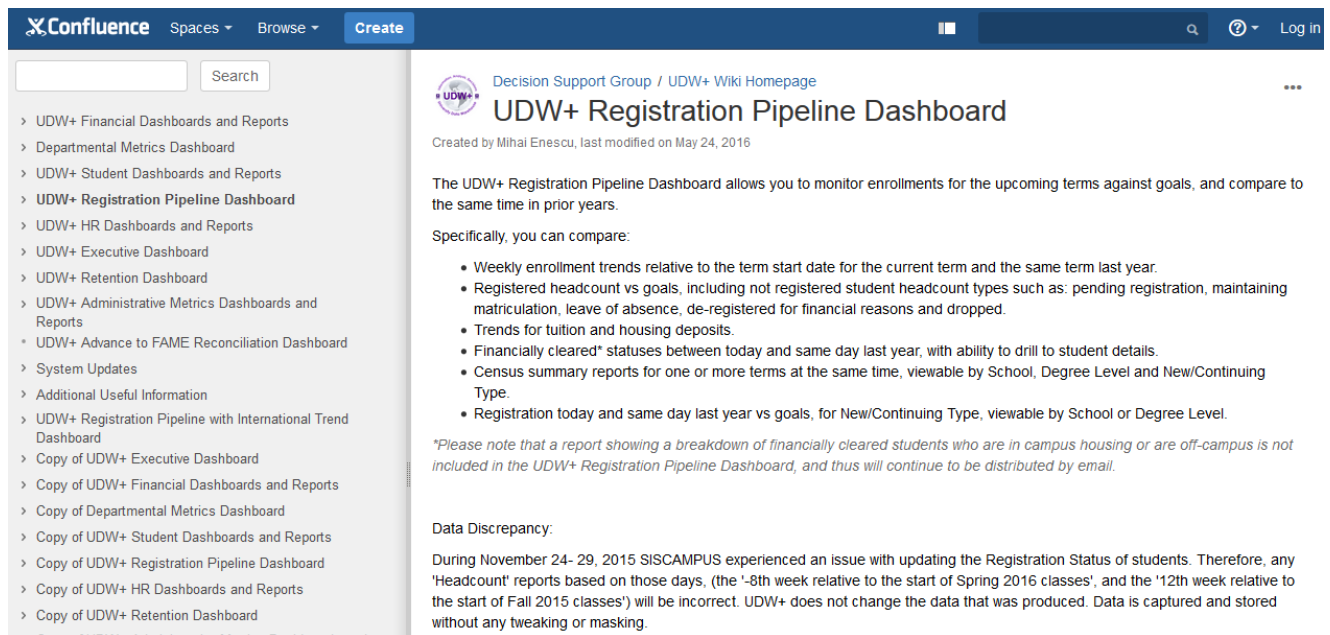
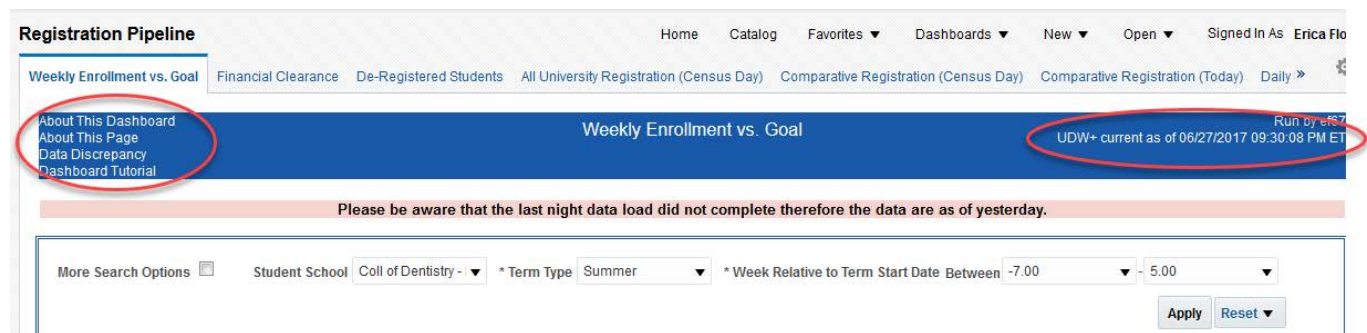
### “About this Dashboard” and “About this Page” Metadata

Below the title of each dashboard, there are two links that provide access to the metadata and wiki pages about the selected dashboard.

“About this dashboard” opens a DSG Wiki page with an overview of the dashboard.

“About this page” opens a DSG Wiki page with detailed metadata, useful information, and use notes about each report and graph displayed on the selected page.

The right-hand side of the page header displays **additional information** including the last refresh date (all data is refreshed nightly, except where noted).



### **Purpose**

The UDW+ Registration Pipeline dashboard allows you to compare:

- Weekly enrollment trends relative to the term start date for the current term and the same term last year.
- Registered headcount vs goals
- 'Not registered' student headcount types such as: pending registration, maintaining matriculation, leave of absence, de-registered for financial reasons and dropped.
- Trends for tuition deposits and housing deposits.
- Financially cleared\* statuses between today and same day last year, with ability to drill to student details.
- Census summary reports for one or more terms at the same time, viewable by School, Degree Level and New/Continuing Type.
- Registration today and same day last year vs goals, for New/Continuing Type, viewable by School or Degree Level.

*\*Please note that a report showing a breakdown of financially cleared students who are in campus housing or are off-campus is not included in the UDW+ Registration Pipeline dashboard, and thus will continue to be distributed by email.*

### **Data Discrepancy:**

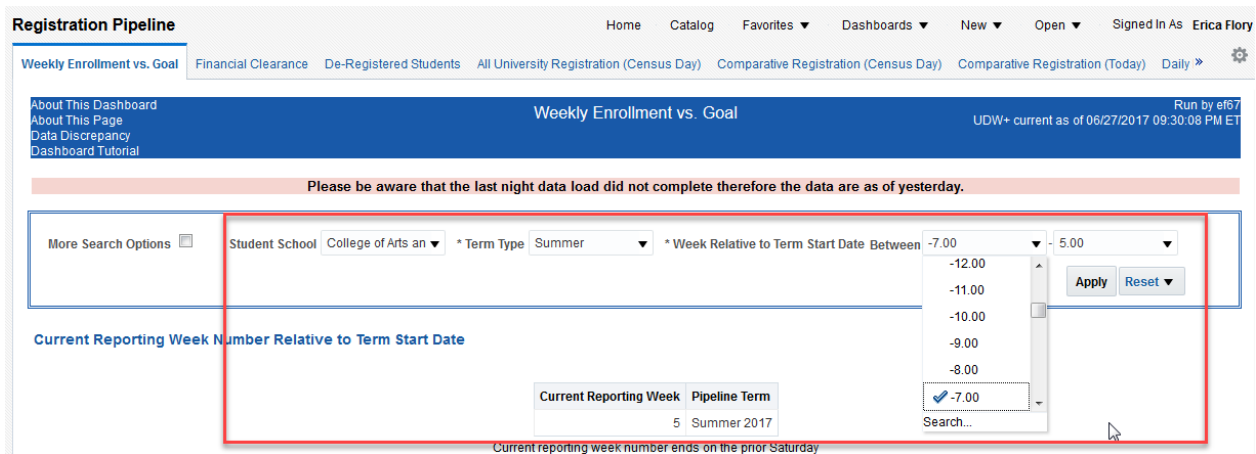
During November 24- 29, 2015 SISCAMPUS experienced an issue with updating the Registration Status of students. Therefore, any 'Headcount' reports based on those days, (the '-8th week relative to the start of Spring 2016 classes', and the '12th week relative to the start of Fall 2015 classes') will be incorrect. UDW+ does not change the data that was produced. Data is captured and stored without any tweaking or masking.

### Weekly Enrollment vs. Goals

The Registration Pipeline dashboard will open to the Weekly Enrollment vs. Goals page. This page shows weekly enrollment trends relative to the term start date for the current term and the same term last year. It also compares registered headcount vs goals\*, and 'not registered' student headcount types such as: pending registration, maintaining matriculation, leave of absence, de-registered for financial reasons and dropped. Lastly, you can see trends for tuition and housing deposits.

\* Schools and programs that do not have headcount goals included in the Net Tuition Revenue Model (NTRM) will display with "0" goals

Use the available drop-down filters, such as selection of a "Student School", "Term Type", and "Week Relative to Term Start Date" to narrow your results. You must select one Term Type, as well as, enter a range of weeks before and after the term start date (start of undergraduate classes).



**More Search Options** are available if you need to filter your data further. After making your selections, click "Apply".

The **current (completed) week**, relative to the start of the term, and **term** is displayed on the report. Negative week numbers indicate the number of weeks before the term starts.

Please note that the Spring 2016 term has ended. To view enrollment trends, please select a future term.

| Current Reporting Week | Pipeline Term |
|------------------------|---------------|
| 5                      | Summer 2017   |

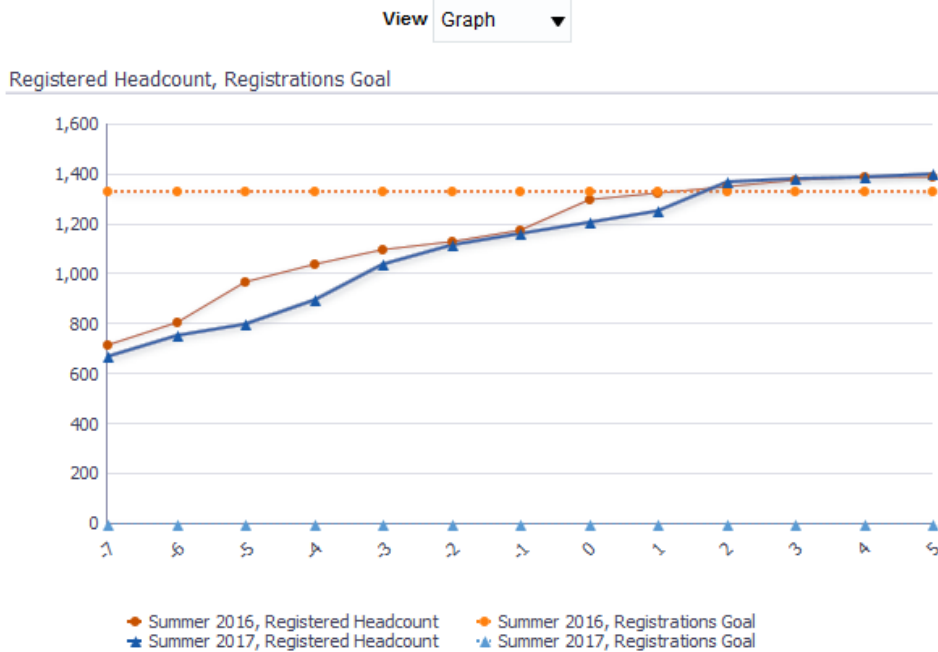
Current reporting week number ends on the prior Saturday

Print - Export

**Registered Headcount, Registrations Goals** report displays based on your search criteria. Week “0” represents the Saturday before the start of the undergraduate classes. Negative numbers indicate the weeks prior to the start of the term, and positive numbers indicate the weeks after the start of term.

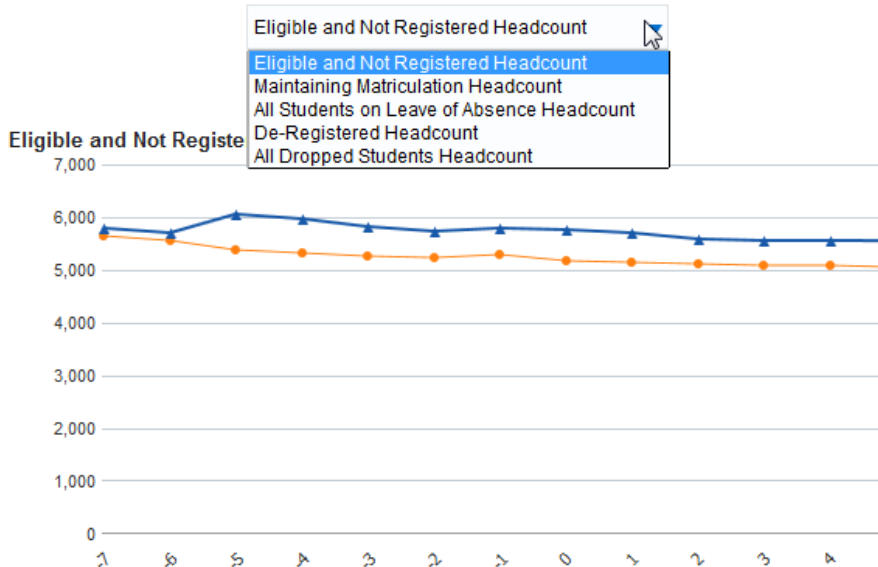
You can use the “**View**” drop-down to change the *Graph* to a *Pivot Table*.

**Registered Students - Current vs. Prior Year**



Some of the graphs contain a **view selector**, allowing you to change the data displayed within the selected graph.

**Not Registered Students - Current vs. Prior Year**



Some of the graphs are **drillable** to school and degree level detail. Click on the desired area of a graph to view its details. Please note that data drillable to student level detail is governed by [FERPA regulations](#).

When done viewing student details, close the newly opened browser window to go back to the dashboard page.

The bottom-half of the Weekly Enrollment vs. Goals page displays **Not Financially Cleared Headcount** as well as **Housing Deposit Headcount** graphs. Important due dates (relative to the term start) are also included with these graphs.

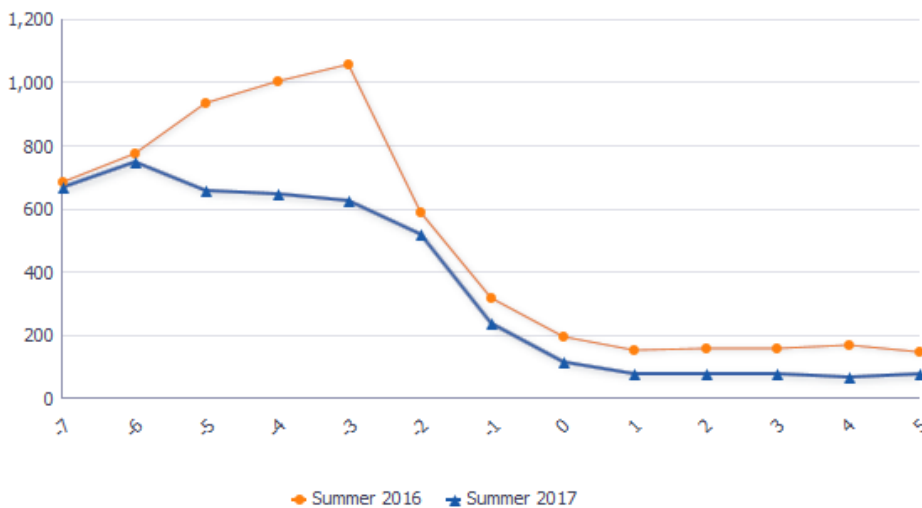
### Financial Clearance Status - Current vs. Prior Year

T

Not Financially Cleared Headcount ▼

View Graph ▼

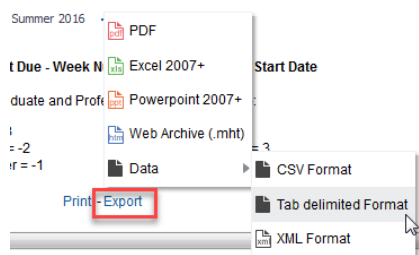
Not Financially Cleared Headcount



### Billing and Payment Due - Week Number Relative to Term Start Date

- |   |   |
|---|---|
| <b>Undergraduate and Professional:</b>  | <b>Graduate:</b>  |
| <ul style="list-style-type: none"><li>• Fall = -3</li><li>• Spring = -2</li><li>• Summer = -1</li></ul> | <ul style="list-style-type: none"><li>• Fall = 2</li><li>• Spring = 3</li><li>• Summer = -1</li></ul> |

Each graph contains a link to **Print** or **Export** the graph or raw data.





## Financial Clearance

The Financial Clearance page allows you to compare financial clearance\* statuses between today and same day last year relative to the start of term, with ability to drill to student details. It also allows the breakdown of data by New Continuing Type, Academic Level, and Domestic vs International status.\*\*

\*Please note that a report showing a breakdown of financially cleared students who are in campus housing or are off-campus is not included in the UDW+ Registration Pipeline dashboard, and thus will continue to be distributed by email.

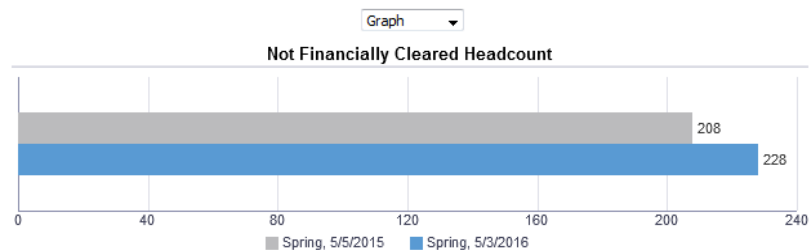
\*\*The following groups are excluded by default: Students with no academic load, students with “notuitfee”, as well as select schools including SPS and Dentistry, and all Graduate Programs.

Click on the **Financial Clearance** tab on the top to move to the Financial Clearance page. Use these tab to move around the available pages of the dashboard.



From the available filter options, you must select one **Term Type** to compare today to same day last year.

### Financial Clearance Status



The following financial clearance statuses are available for the selected Term Type:

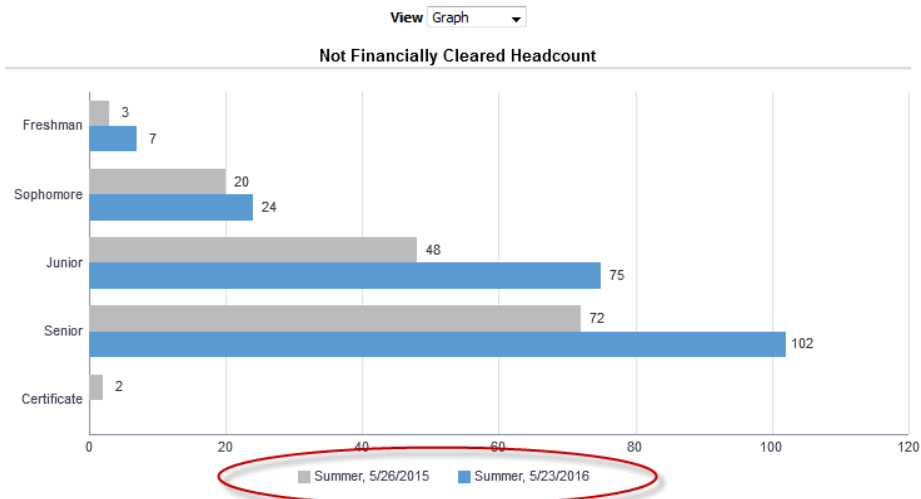
By Student School

| Student School | Financially Cleared Headcount |           | Not Financially Cleared Headcount |           | Temporarily Cleared Headcount |           | % Financially Cleared Headcount |           | % Not Financially Cleared Headcount |           | % Temporarily Cleared Headcount |           | Cleared + Not + Temp |           |
|----------------|-------------------------------|-----------|-----------------------------------|-----------|-------------------------------|-----------|---------------------------------|-----------|-------------------------------------|-----------|---------------------------------|-----------|----------------------|-----------|
|                | 6/28/2016                     | 6/27/2017 | 6/28/2016                         | 6/27/2017 | 6/28/2016                     | 6/27/2017 | 6/28/2016                       | 6/27/2017 | 6/28/2016                           | 6/27/2017 | 6/28/2016                       | 6/27/2017 | 6/28/2016            | 6/27/2017 |
|                | 1,138                         | 1,177     | 134                               | 69        | 0                             | 0         | 89.5%                           | 94.5%     | 10.5%                               | 5.5%      | 0.0%                            | 0.0%      | 1,272                | 1,246     |
|                | 198                           | 351       | 42                                | 9         | 0                             | 0         | 82.5%                           | 97.5%     | 17.5%                               | 2.5%      | 0.0%                            | 0.0%      | 240                  | 360       |

The data is drillable to student level detail (use of student financial data is governed by [FERPA](#)).

Graphs at the bottom of the page allow you to compare the not financially cleared headcount by new/continuing type, academic level, and domestic/international status. Dates shown are for today's date and same day last year, relative to the start of classes.

**By Academic Level**



**De-Registered Students**

The De-Registered Students page allows you to compare the registered headcount vs. the de-registered headcount (for financial reasons). This page automatically compares today's headcount to the same day last year, relative to the start of term.

By default, the data will display for the current term, comparing today to the same day last year. If today spans multiple terms, you must select one **Term Type**.

| Student School | Registered Headcount |           | De-Registered Headcount |           |
|----------------|----------------------|-----------|-------------------------|-----------|
|                | Summer               |           | Summer                  |           |
|                | 6/28/2016            | 6/27/2017 | 6/28/2016               | 6/27/2017 |
|                | 1,390                | 1,403     | 7                       | 0         |

The data is drillable to student level detail (use of student financial data is governed by [FERPA](#)).

### All University Registration

The All University Registration\* page uses census date data and allows you to choose multiple terms to compare census date registration headcount.

\*The All University Registration report replicates the Institutional Research report that was distributed by email.

You must select one or more **Terms**, for census day comparison. Census data is available starting in 2010. Please note the designated week of the term when Census Data becomes available:

Fall = week 3; Spring = week 3; Summer = week 9

Census Date Registration Headcount is available for the following:

**All University Registration Census Day Report**  
 Week of Term when Census Data is available: Fall = 3 ; Spring = 3; Summer = 9

|   |   |  | Census Date Registration Headcount |
|---|---|--|------------------------------------|
|   |   |  | Spring 2017                        |
| Total Registration Headcount                | Registration Report Category                | Registration Report Category Detail ▲▼ | 2/12/2017                          |
| Included in Official Registration Report*   | School/Programs in Comparative Report       | Undergraduate                          |                                    |
|   |   | Professional                           |                                    |
|   |   | Graduate                               |                                    |
|   | School/Programs in Comparative Report Total |  |                                    |
| Excluded in Official Registration Report*** | Other Schools/Programs                      | University Programs                    |                                    |
|   |   | Tandon School of Engineering           |                                    |
|   | Other Schools/Programs Total                |  |                                    |

\*Schools and programs with headcount goals included in the Net Tuition Revenue Model (NTRM).

\*\*Schools and programs included in the University's official IPEDS Enrollment Form reports and are not included in the University's Net Tuition Revenue Model (NTRM).

\*\*\*Schools and programs excluded from the University's official IPEDS Enrollment Form Reports.

### Comparative Registration (Census Day)

The Comparative Registration (Census Day)\* page allows you to compare census registration headcount and goals\*\*, for one or more terms, by New and Continuing Type.

\*The Comparative Registration (Census Day) report replicates the Institutional Research report that was distributed by email.

\*\*Schools and programs that do not have headcount goals included in the Net Tuition Revenue Model (NTRM) are excluded.

You must select one or more **Terms**, and the results will also display the same term last year for census day comparison. Census data is available starting in 2010.

Please note: Registration Goals become available once they are submitted by the Office of Institutional Research.

Select Report by: Registration Summary

Spring 2017

| Degree Level  | New Students     |                   |                        | Continuing Students |                   |                        | Census Headcount | Registration Goal | % of Registration Goal |
|---------------|------------------|-------------------|------------------------|---------------------|-------------------|------------------------|------------------|-------------------|------------------------|
|               | Census Headcount | Registration Goal | % of Registration Goal | Census Headcount    | Registration Goal | % of Registration Goal |                  |                   |                        |
| Undergraduate |                  | 0                 |                        |                     | 0                 |                        |                  | 0                 |                        |
| Graduate      |                  | 0                 |                        |                     | 0                 |                        |                  | 0                 |                        |
| Professional  |                  | 0                 |                        |                     | 0                 |                        |                  | 0                 |                        |
| Grand Total   |                  | 0                 |                        |                     | 0                 |                        |                  | 0                 |                        |

Spring 2016

| Degree Level  | New Students     |                   |                        | Continuing Students |                   |                        | Census Headcount | Registration Goal | % of Registration Goal |
|---------------|------------------|-------------------|------------------------|---------------------|-------------------|------------------------|------------------|-------------------|------------------------|
|               | Census Headcount | Registration Goal | % of Registration Goal | Census Headcount    | Registration Goal | % of Registration Goal |                  |                   |                        |
| Undergraduate |                  | 0                 |                        |                     | 0                 |                        |                  | 0                 |                        |
| Graduate      |                  | 0                 |                        |                     | 0                 |                        |                  | 0                 |                        |
| Professional  |                  | 0                 |                        |                     | 0                 |                        |                  | 0                 |                        |
| Grand Total   |                  | 0                 |                        |                     | 0                 |                        |                  | 0                 |                        |

[Print - Export](#)

### Comparative Registration (Today)

The Comparative Registration (Today) page allows you to compare today's registration headcount and goals\*, for one or more terms, by New and Continuing Type.

\*Schools and programs that do not have headcount goals included in the Net Tuition Revenue Model (NTRM) are excluded.

You must select one or more **Terms**, and the results will also display the same term last year for same day comparison.

### Daily Enrollment

Dashboard page prompt filter includes 'Term', which is has a default selection as the current term.

Dashboard page filter settings that apply to all reports:

- 'Date' filters are set for the current date.
- 'Student Category' values excluded: NYU Consortium, Global Exchange.
- Registered FTE includes Abu Dhabi and Shanghai.

Report filters:

#### University Wide Enrollment

- 'Degree Level' value excluded: Non Credit.

#### Non Credit Enrollment

- 'Degree Level' value selected: Non Credit.

#### Maintaining Matriculation and Leave of Absence

- 'Degree Level' value excluded: Non Credit.
- 'Student Term Home Campus' selected: Abu Dhabi, Shanghai, Washington Square.

#### Undergraduate Enrollment

- 'Degree Level' value selected: Undergraduate.
- 'Student Term Home Campus' values selected: Washington Square.

### **Graduate Enrollment**

- 'Degree Level' value selected: Graduate.
- 'Student Term Home Campus' values selected: Washington Square.

### **Professional Enrollment**

- 'Degree Level' value selected: Professional.
- 'Student Term Home Campus' values selected: WSQ/School of Medicine, Washington Square.

### **Contact DSG**

The [Decision Support Group](#) (DSG) is here to help! DSG provides reporting and analytical assistance to the global UDW+ NYU user community.

- Email: [askdsg@nyu.edu](mailto:askdsg@nyu.edu)
- Phone: 212-998-2900
- Web: [www.nyu.edu/datawarehouse/dsg](http://www.nyu.edu/datawarehouse/dsg)

