



Gi a a Yf'Institutes

Department Menu:

Functions and Reports

Departmental Menu

Summer Institutes Enrollment Report

The hyperlink to the Summer Institutes Enrollment Report

Program
year
selection

Year:

Current

Program: (hold control to select multiple)

All programs

PRE TERM 121: DESMA 1: Graphic Design (Session A)

PRE TERM 121: DESMA 1: Graphic Design (Session B)

PRE TERM 121: DESMA 1: Graphic Design (Session C)

ENROLLED ONLY

Order by:

Choose this option for the Numbers Report

Report

Output to Excel

Desired enrollment
report "type"
selection

Options to organize
and order your
reports

Based on your
access, you can
only view your
department-specific
Institute

PERSONAL INFO

- ☒ Name
- ☒ UID
- ☒ PIN

☐ Gender

M and F

ACADEMICS

- ☐ Present School
- ☐ Major
- ☐ Academic Level
- ☐ Status

COURSE INFO

- ☐ Courses (for CSI only)
- ☐ Student Uploads
- ☐ Program Code

CONTACT

- ☐ Present Phone
- ☐ Email
- ☐ Mailing Address
- ☐ Permanent Address

EMERGENCY CONTACT

- ☐ Emergency Contact

HOUSING INFO

- ☐ Housing Requested
- ☐ Roommate Requested

FINANCE

- ☐ Initial Payment
- ☐ Balance

ENROLLMENT

- ☐ Processing Date
- ☐ Reg Date
- ☐ Confirmation Email Date
- ☐ Drop Date
- ☐ Waitlist #
- ☐ Student Uploads
- ☐ Teacher Name
- ☐ Teacher E-mail Address
- ☐ Teacher Telephone Number

**Always select these
three options for any
report that you run**

Choice of
report fields
and topics

Department Menu: Enrollment Report Link

Accessible on the Department Menu, a Department can view a quick summary of the current enrollment status of a Summer Institute.

- Click on the “[Summer Institutes Enrollment Report](#)” link and will provide with the following:

- ☐ Program
- ☐ Confirmed
- ☐ Registered
- ☐ Waiting for Approval
- ☐ Total Dropped
- ☐ Req Hous
- ☐ Wait-listed
- ☐ Spaces Left

UCLA SUMMER SESSIONS Summer Institutes Enrollment Report								
Instructor's Menu								
*Confirmed students have paid their deposits and are holding a spot on the program.								
**Students accepted from the waitlist, have not paid and are not yet holding a spot on the program.								
***Registered students have not yet paid and are not yet holding a spot on the program.								
****Confirmed students who requested housing.								
*****Housing spaces that are still available for the program.								
Program	Confirmed *	WL Pending **	Registered ***	Waiting for Approval	Total Dropped	Req Hous ****	Wait- listed	Spaces Left
Acting and Performance Summer Institute (THEATER 20 THEATER 28A THEATER 50)	20	0	4	7	5	0	0	40
JumpStart: An Introduction to Architecture (ARCH&UD 10B ARCH&UD 103)	41	0	42	0	see below	0	0	109
JumpStart Summer Institute: An Introduction to Architecture (Track with ARCH&UD 10B) (ARCH&UD 103 ARCH&UD 10B)	18	0	26	0	17	0	0	57
JumpStart Summer Institute: An Introduction to Architecture (Track without ARCH&UD 10B) (ARCH&UD 103)	23	0	16	0	14	0	0	52
Managing Enterprise in Media, Entertainment, and Sports Summer Institute (MGMT 180 MGMT 180)	56	0	42	0	see below	0	0	244
Managing Enterprise in Media, Entertainment, and Sports Summer Institute: Lights, Cameras, Business: TV and Film Industry (MGMT 180, MGMT 180)	17	0	12	0	7	0	0	58
Managing Enterprise in Media, Entertainment, and Sports Summer Institute: Sports Marketing and Management (MGMT 180, MGMT 180)	23	0	12	0	12	0	0	52
Managing Enterprise in Media, Entertainment, and Sports Summer Institute: Music Industry in the Digital Age (MGMT 180, MGMT 180)	6	0	9	0	4	0	0	69
Managing Enterprise in Media, Entertainment, and Sports Summer Institute: Social Media and Digital Communication (MGMT 180, MGMT 180)	10	0	9	0	6	0	0	65

UCLA SUMMER SESSIONS

Summer Institutes Enrollment Report

[Instructor's Menu](#)

Link back to the
Department Office
Menu

*Confirmed students have paid their deposits and are holding a spot on the program.

**Students accepted from the waitlist, have not paid and are not yet holding a spot on the program.

***Registered students have not yet paid and are not yet holding a spot on the program.

****Confirmed students who requested housing.

*****Housing spaces that are still available for the program.

Program	Confirmed ★	WL Pending ★★	Registered ***	Waiting for Approval	Total Dropped	Req Hous ****	Wait- listed	Spaces Left
Acting and Performance Summer Institute (THEATER 20 THEATER 28A THEATER 50)	19	0	5	7	5	0	0	41
JumpStart: An Introduction to Architecture (ARCH&UD 10B ARCH&UD 103)	40	0	42	0	see below	0	0	110
<i>JumpStart Summer Institute: An Introduction to Architecture (Track with ARCH&UD 10B) (ARCH&UD 103 ARCH&UD 10B)</i>	18	0	26	0	17	0	0	57
<i>JumpStart Summer Institute: An Introduction to Architecture (Track without ARCH&UD 10B) (ARCH&UD 103)</i>	22	0	16	0	14	0	0	53
Managing Enterprise in Media, Entertainment, and Sports Summer Institute (MGMT 180 MGMT 180)	56	0	42	0	see below	0	0	244
<i>Managing Enterprise in Media, Entertainment, and Sports Summer Institute: Lights, Cameras, Business: TV and Film Industry (MGMT 180, MGMT 180)</i>	17	0	12	0	7	0	0	58
<i>Managing Enterprise in Media, Entertainment, and Sports Summer Institute: Sports Marketing and Management (MGMT 180, MGMT 180)</i>	23	0					0	52
<i>Managing Enterprise in Media, Entertainment, and Sports Summer Institute: Music Industry in the Digital Age (MGMT 180, MGMT 180)</i>	6	0					0	69
<i>Managing Enterprise in Media, Entertainment, and Sports Summer Institute: Social Media and Digital Communication (MGMT 180, MGMT 180)</i>	10	0	9	0	6	0	0	65
Art Summer Institute	128	1	21	27	see below	101	16	12
<i>Art Summer Institute: Drawing (Session A) (ART 70)</i>	19	1	2	7	14	18	2	1
<i>Art Summer Institute: Color Darkroom Photography (Session A) (ART 70)</i>	14	0	1	2	5	11	0	6
<i>Art Summer Institute: Painting (Session A) (ART 70)</i>	20	0	7	4	7	16	5	0
<i>Art Summer Institute: Drawing (Session B) (ART 70)</i>	20	0	5	5	10	19	6	0

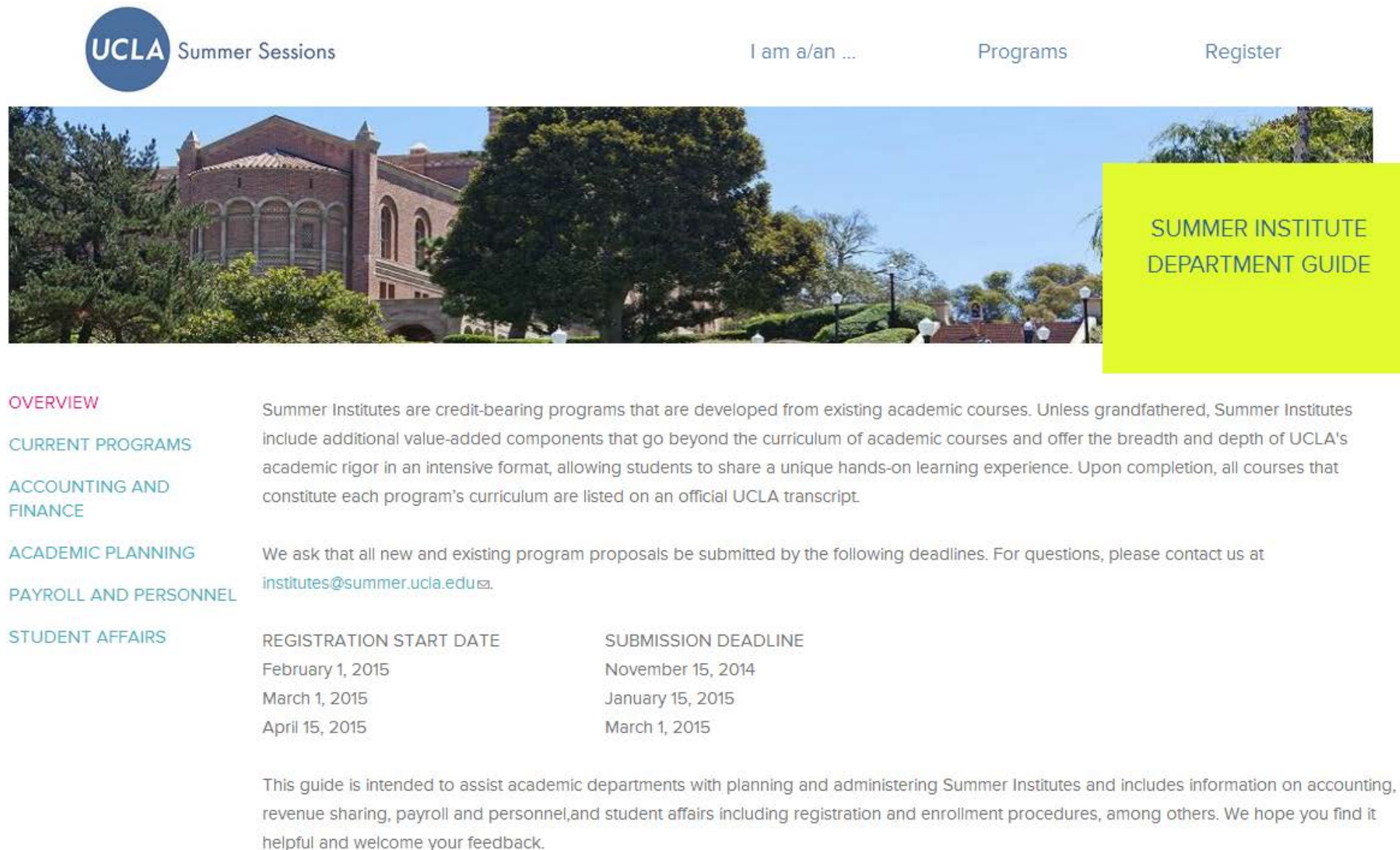
Italicized entries =
different tracks of specific
programs

Department Menu: Department Guide Link

UCLA

The Department Guide is a great reference tool that provides support on how to use the Department Menu, deadlines, and other information about Summer Institutes

- Click on the “Department Guide” link at ...
 - <http://summer.ucla.edu/institutes/departmentguide>



The screenshot shows the UCLA Summer Sessions website. At the top, there is a navigation bar with the UCLA Summer Sessions logo, a dropdown menu for "I am a/an ...", and links for "Programs" and "Register". Below the navigation bar is a large banner image of a UCLA building. A yellow box on the right side of the banner contains the text "SUMMER INSTITUTE DEPARTMENT GUIDE". Below the banner, there is a sidebar with a list of links: OVERVIEW, CURRENT PROGRAMS, ACCOUNTING AND FINANCE, ACADEMIC PLANNING, PAYROLL AND PERSONNEL, and STUDENT AFFAIRS. The main content area contains text about Summer Institutes, a table of registration start dates and submission deadlines, and a closing statement.

UCLA Summer Sessions

I am a/an ...

Programs

Register

SUMMER INSTITUTE
DEPARTMENT GUIDE

OVERVIEW

CURRENT PROGRAMS

ACCOUNTING AND
FINANCE

ACADEMIC PLANNING

PAYROLL AND PERSONNEL

STUDENT AFFAIRS

Summer Institutes are credit-bearing programs that are developed from existing academic courses. Unless grandfathered, Summer Institutes include additional value-added components that go beyond the curriculum of academic courses and offer the breadth and depth of UCLA's academic rigor in an intensive format, allowing students to share a unique hands-on learning experience. Upon completion, all courses that constitute each program's curriculum are listed on an official UCLA transcript.

We ask that all new and existing program proposals be submitted by the following deadlines. For questions, please contact us at institutes@summer.ucla.edu.

REGISTRATION START DATE	SUBMISSION DEADLINE
February 1, 2015	November 15, 2014
March 1, 2015	January 15, 2015
April 15, 2015	March 1, 2015

This guide is intended to assist academic departments with planning and administering Summer Institutes and includes information on accounting, revenue sharing, payroll and personnel, and student affairs including registration and enrollment procedures, among others. We hope you find it helpful and welcome your feedback.

Department Menu: Functions

- Under “Year,” select the preferred term
 - ☐ “Current” is the most recent term
 - ☐ Previous terms are also available (e.g., 2013, 2012, 2011)
 - Under “Program,” highlight the respective program/track name
 - Under “Reports,” select the preferred report type
 - ☐ Include Everyone
 - ☐ Include Registered but Not Enrolled
 - ☐ Enrolled Only
 - ☐ Dropped Only
 - Under “Order By,” select the preferred order
 - ☐ Name
 - ☐ Status, Name
 - ☐ DropDate
 - Under “Personal Info”, always select the criteria below to run any report
 - ☐ Name (e.g., Name, Registration Number)
 - ☐ Gender (e.g., Male, Female, Male & Female) - OPTIONAL
- Unless your program has multiple tracks, you will be only able to select your own specific program in the dropdown
- Includes those who completed registration but not paid, paid and enrolled, dropped, and paid but dropped

Department Menu: Functions

- Under “Year,” select the preferred term
 - ☐ “Current” is the most recent term
 - ☐ Previous terms are also available (e.g., 2013, 2012, 2011)
- Under “Program,” highlight the respective program/track name
- Under “Reports,” select the preferred report type
 - ☐ Include Everyone
 - ☐ Include Registered but Not Enrolled
 - ☐ Enrolled Only
 - ☐ Dropped Only
- Under “Order By,” select the preferred order
 - ☐ Name
 - ☐ Status, Name
 - ☐ DropDate
- Under “Personal Info”, always select the criteria below to run any report
 - ☐ Name
 - ☐ UID
 - ☐ PIN (Registration Number)
 - ☐ Gender (e.g., Male, Female, Male & Female) - OPTIONAL

This report would be optimal in determining your confirmed enrollment figures

This means that the applicants completed registration for your program, but has not paid the \$150 deposit and/or full tuition

Department Menu: Functions (Cont.)

- Under “Enrollment,” select preferred fields

- ☐ Processing (Payment Cashier Date)
- ☐ Registration Date
- ☐ Confirmation Email Date
- ☐ Drop Date
- ☐ Waitlist Number
- ☐ Student Uploads
- ☐ Teacher Name
- ☐ Teacher Email Address
- ☐ Teacher Telephone Number

These three options only work for instructor consent programs

These three fields are program dependent

- Under “Academics,” select the preferred fields

- ☐ Present School
- ☐ Major
- ☐ Academic Level
- ☐ Status

- Under “Course Info,” select the preferred fields

- ☐ Units
- ☐ Consent
- ☐ Student Uploads
- ☐ Program Code (always select with “Student Uploads”)

Department Menu: Functions (Cont.)

- Under “Enrollment,” select preferred fields

☐ Processing (Payment Cashier Date)

☐ Register
☐ Confirmation
☐ Drop

The time and date that the applicant made payment for the program. If a timestamp shows up in a report, this means confirmation for some form of payment for the application.

☐ Waitlist Number

☐ Student
☐ Teacher
☐ Teacher
☐ Teacher Telephone Number

This shows a student's placement on the waitlist when program capacity is filled. **You will see a waitlist #0, meaning someone dropped from the enrolled list, and the student was sent an email informing that they have been placed off of the waitlist and are ready to make payment for confirmation.**

- Under “Academics,” select the preferred fields

☐ Present School

☐ Major

☐ Academic Level

☐ Status

- Under “Course Info,” select the preferred fields

☐ Units

☐ Consent

☐ Student Uploads

☐ Program Code (always select with “Student Uploads”)

Department Menu: Functions (Cont.)

- Under “Enrollment,” select preferred fields

- ☐ Processing (Payment Cashier Date)
- ☐ Registration Date
- ☐ Confirmation Email Date
- ☐ Drop
- ☐ Waitlist
- ☐ Student
- ☐ Teacher Name
- ☐ Teacher Email Address
- ☐ Teacher Telephone Number

Selecting this option would show when our confirmation email was sent to the applicant. The confirmation is sent only when payment is made, confirming enrollment in the program.

For consent programs, here is the legend:
Y – Approved into the program
W – Waiting for approval
N – Denied entry into the program

- Under “Academics,” select the preferred fields

- ☐ Present School
- ☐ Major
- ☐ Academic Level
- ☐ Status

- Under “Course Info,” select the preferred fields

- ☐ Units
- ☐ Consent
- ☐ Student Uploads
- ☐ Program Code (always select with “Student Uploads”)

Department Menu: Reports

A Department can run many types of reports to view the status of their participants

- ENROLLED ONLY

- ☐ Participants are considered “Enrolled,” if they have registered and made payment of the nonrefundable deposit before May 1
- ☐ Participants are considered “Enrolled,” if they have registered and made payment in full after May 1

- INCLUDE REGISTERED, BUT NOT ENROLLED

- ☐ Participants that registered, but have not made any payments either before May 1 or after May 1
- ☐ For programs with “Instructor Consent,” it includes both “Waiting” and “Approved” participants
- ☐ Participants that are in “Waiting” status cannot make payment until they are approved
- ☐ “Approved” participants are not considered “Enrolled” until payment is made

- INCLUDE REGISTERED AND WAITING FOR APPROVAL, BUT NOT ENROLLED

- ☐ Participants that registered for a program with “Instructor Consent,” but are waiting for approval
- ☐ Some programs require file uploads such as “.jpg” and/or “.pdf” so consent cannot be granted until these files are submitted and the application is complete

Department Menu: Reports (Cont.)

■ WAITLISTED ONLY

- ☐ Participants that registered, received consent (if applicable), and are waitlisted for a program
- ☐ Participants that are waitlisted at number zero are given three business days to make payment. If payment is not made, the participant will be dropped and the waitlist will move.

■ DROPPED ONLY

- ☐ Participants that registered and made payment of the nonrefundable deposit before May 1, but did not make payment of remaining program fees. Dropped for nonpayment of fees.
- ☐ Participants that applied for a program and chose to cancel/drop their registration form
- ☐ Participants that were dropped for a program that was cancelled
- ☐ Participants that were not granted "Consent"
- ☐ Participants that have a returned e-check or dishonored payment

■ REQUESTED HOUSING AND ENROLLED ONLY

- ☐ Participants that requested "Housing" are considered "Enrolled," if registered and made payment of the nonrefundable deposit before May 1
- ☐ Participants that requested "Housing" are considered "Enrolled," if registered and made payment in full after May 1



Summer Institutes Department Menu: Sample Reports

Department Menu: “Enrolled Only” Report

- 1) Under YEAR, click “Current”
- 2) Under PROGRAM, select program of choice
 - e.g., “Global Green Business Week for Young Leaders”
- 3) Under REPORTS, select “Enrolled Only”
- 4) Under ORDER BY, select the preferred order
- 5) Under PERSONAL INFO, select the data of the participant:
 - “Name”
 - “UID”
 - “PIN” (i.e., Registration Number)
- 6) Under ENROLLMENT, select “Confirmation Email Date”
- 7) Under FINANCE, select:
 - “Initial Payment”
 - “Balance”
- 8) Click on “Report”
- 9) Note: You can also click on “Output to Excel” after the report is run

Department Menu: "Enrolled Only" Report

UCLA Summer Institutes
Instructors Report for
for
Global Green Business Week for Young Leaders Summer Institute

LNAME,FNAME,MNAME,UID,Institutes.PIN as PIN_NUM,CONFIRMEMAILDATE,amount,Balance
ENROLLED ONLY

Output to Excel

55 RESULTS

LNAME	FNAME	MNAME	UID	Reg Number	CONFIRMEMAILDATE	Initial Payment	Balance
					2014-06-02 16:50:54.533	1677.00	66.00
	Lu		004503400	00400	2014-02-09 22:17:09.98	150.00	0.00
	An				2014-03-06 14:14:07.0	150.00	0.00
	Ad				2014-04-15 15:07:08.66	150.00	0.00
	Za				2014-03-22 12:09:42.613	150.00	0.00
	Se				2014-03-24 09:29:20.11	150.00	0.00
	Na				2014-04-28 09:40:04.993	150.00	0.00
	Do				2014-04-03 21:13:56.13	150.00	0.00
					2014-03-28 14:59:40.997	150.00	0.00
					2014-04-14 20:02:47.967	150.00	0.00
					2014-05-10 23:48:40.78	1677.00	0.00
					2014-05-15 15:46:04.027	1677.00	0.00
					2014-04-29 17:50:03.773	150.00	0.00
					2014-03-21 07:52:40.963	150.00	0.00
					2014-02-19 16:00:49.213	150.00	0.00
					2014-03-10 10:27:45.29	150.00	0.00
					2014-05-12 09:24:10.8		0.00
					2014-04-01 18:38:54.24	150.00	0.00
					2014-04-29 19:20:18.69	150.00	0.00
					2014-04-24 09:03:09.147	150.00	0.00
					2014-04-17 18:22:16.173	150.00	0.00
					2014-03-20 14:14:29.563	150.00	0.00
					2014-04-29 14:58:16.0	150.00	0.00
					2014-02-22 18:24:40.653	150.00	0.00
					2014-04-29 14:58:16.0	150.00	0.00
					2014-04-27 15:25:51.777	150.00	0.00

These three are the fields to always be selected in reports, with PIN # = Reg #

The differences between initial payments = before payment deadline and after payment deadline

Department Menu: “Dropped Only” Report

- 1) Under YEAR, click “Current”
- 2) Under PROGRAM, select program of choice
 - e.g., “Global Green Business Week for Young Leaders”
- 3) Under REPORTS, select “Dropped Only”
- 4) Under ORDER BY, select the preferred order
- 5) Under PERSONAL INFO, select the data of the participant:
 - “Name”
 - “UID”
 - “PIN” (i.e., Registration Number)
- 6) Under ENROLLMENT, select:
 - “Confirmation Email Date”
 - “Drop Date”
- 7) Under COURSE INFO, select “Consent” if the program has an Instructor Consent requirement
- 8) Click on “Report”
- 9) Note: You can also click on “Output to Excel” after the report is run

Department Menu: "Dropped Only" Report

UCLA

UCLA Summer Institutes

https://r.summer.ucla.edu/Institutes/office/InstructorsReport.cfm

UCLA SUMMER SESSIONS
Instructors Report for
for
Global Green Business Week for Young Leaders Summer Institute

LNAME,FNAME,MNAME,UID,Institutes.PIN as PIN_NUM,CONFIRMEMAILDATE,DropDate,ConsentStatus,InstitutesEnroll.progCode
DROPPED ONLY

Output to Excel

22 RESULTS

LNAME	FNAME	MNAME	UID	Reg Number	CONFIRMEMAILDATE	DropDate	ConsentStatus	progCode
						2014-05-07 09:27:05.0	N	ZLY
						2014-03-20 13:26:26.0	N	ZLY
					2014-05-01 16:40:01.767	2014-05-06 16:28:05.0	Y	ZLY
					2014-02-27 23:30:00.0	2014-05-02 16:27:09.0	Y	ZLY
						2014-03-20 13:44:24.0	N	ZLY
Lockett	Copper	Brune	204527208	20144	2014-02-11 11:21:52.173	2014-05-23 09:40:14.0	Y	ZLY
						2014-05-07 09:24:16.0	N	ZLY
						2014-04-25 15:02:31.0	N	ZLY
						2014-03-20 13:36:58.0	N	ZLY
					2014-04-30 19:07:38.66	2014-05-19 08:46:03.0	Y	ZLY
						2014-03-20 13:37:53.0	N	ZLY
						2014-03-20 13:46:46.0	N	ZLY
						2014-03-07 09:15:36.0	N	ZLY
						2014-04-25 15:06:34.0	N	ZLY
						2014-04-23 11:53:26.0	Y	ZLY
						2014-03-20 13:24:10.0	N	ZLY
						2014-03-20 13:22:56.0	N	ZLY
						2014-03-20 13:24:03.0	N	ZLY
						2014-03-20 13:39:12.0	N	ZLY
					2014-02-22 13:23:42.69	2014-05-02 16:25:13.0	Y	ZLY
					2014-03-23 14:34:50.56	2014-05-02 16:29:47.0	Y	ZLY
						2014-04-19 00:49:31.0	Y	ZLY

Here you see a case of someone who was accepted into the program, received the UID and a confirmation email, meaning a payment was made, but chose to drop out voluntarily

Department Menu: "Dropped Only" Report

UCLA

UCLA Summer Institutes

https://r.summer.ucla.edu/Institutes/office/InstructorsReport.cfm

UCLA SUMMER SESSIONS
Instructors Report for
for
Global Green Business Week for Young Leaders Summer Institute

LNAME,FNAME,MNAME,UID,Institutes.PIN as PIN_NUM,CONFIRMEMAILDATE,DropDate,ConsentStatus,InstitutesEnroll.progCode
DROPPED ONLY

Output to Excel

22 RESULTS

LNAME	FNAME	MNAME	UID	Reg Number	CONFIRMEMAILDATE	DropDate	ConsentStatus	progCode
						2014-05-07 09:27:05.0	N	ZLY
						2014-03-20 13:26:26.0	N	ZLY
					2014-05-01 16:40:01.767	2014-05-06 16:28:05.0	Y	ZLY
					2014-02-27 23:30:00.0	2014-05-02 16:27:09.0	Y	ZLY
						2014-03-20 13:44:24.0	N	ZLY
					2014-02-11 11:21:52.173	2014-05-23 09:40:14.0	Y	ZLY
						2014-05-07 09:24:16.0	N	ZLY
								ZLY
								ZLY
			1					ZLY
								ZLY
								ZLY
								ZLY
								ZLY
								ZLY
						2014-04-23 11:53:26.0	Y	ZLY
						2014-03-20 13:24:10.0	N	ZLY
						2014-03-20 13:22:56.0	N	ZLY
						2014-03-20 13:24:03.0	N	ZLY
						2014-03-20 13:39:12.0	N	ZLY
					2014-02-22 13:23:42.69	2014-05-02 16:25:13.0	Y	ZLY
					2014-03-23 14:34:50.56	2014-05-02 16:29:47.0	Y	ZLY
						2014-04-19 00:49:31.0	Y	ZLY

Here you see a case of someone who did not receive consent, and either dropped themselves or contacted our office to be dropped from the program. Notice the UID, email confirmation fields blank.

Department Menu: “Waitlisted Only” Report

- 1) Under YEAR, click “Current”
- 2) Under PROGRAM, select program of choice
 - e.g., “Art Summer Institute: Drawing (Session B)”
- 3) Under REPORTS, select “Waitlisted Only”
- 4) Under ORDER BY, select the preferred order
- 5) Under PERSONAL INFO, select the data of the participant:
 - “Name”
 - “UID”
 - “PIN” (i.e., Registration Number)
- 6) Under ENROLLMENT, select:
 - “Registration Date”
 - “Waitlist #”
- 7) Click on “Report”
- 8) Note: You can also click on “Output to Excel” after the report is run

Department Menu: "Waitlisted Only" Report

File Edit View History Bookmarks Tools Help

UCLA Summer Institutes

https://r.summer.ucla.edu/Institutes/office/InstructorsReport.cfm

Most Visited Getting Started

UCLA SUMMER SESSIONS

Instructors Report for
for
Art Summer Institute: Drawing (Session B)

LNAME,FNAME,MNAME,UID,Institutes.PIN as PIN_NUM,DateSubmitted as Reg_Date,WAITLIST
WAITLISTED ONLY

Output to Excel

6 RESULTS

LNAME	FNAME	MNAME	UID	Reg Number	Reg_Date	WAITLIST
					4-24-2014	4
					5-31-2014	6
					4-30-2014	3
					5-21-2014	5
					4-30-2014	2
					4-29-2014	1

If you happen to see a student with a UID in a WAITLISTED ONLY report, it means that they are already registered for another program

Department Menu: “Include Registered, but not Enrolled” Report

- 1) Under YEAR, click “Current”
- 2) Under PROGRAM, select program of choice
 - e.g., “Art Summer Institute: Drawing (Session B)”
- 3) Under REPORTS, select “Waitlisted Only”
- 4) Under ORDER BY, select the preferred order
- 5) Under PERSONAL INFO, select the data of the participant:
 - “Name”
 - “UID”
 - “PIN” (i.e., Registration Number)
- 6) Under ENROLLMENT, select:
 - “Registration Date”
 - “Consent” – if applicable
 - “Waitlist #” - Optional
- 7) Click on “Report”
- 8) Note: You can also click on “Output to Excel” after the report is run

Department Menu: "Include Registered, but not Enrolled" Report

UCLA Summer Sessions
Instructors Report for
for
Art Summer Institute: Drawing (Session B)

LNAME,FNAME,MNAME,UID,Institutes.PIN as PIN_NUM,DateSubmitted as Reg_Date,WAITLIST,ConsentStatus,InstitutesEnroll.progCode
INCLUDE REGISTERED, BUT NOT ENROLLED

Output to Excel

16 RESULTS

LNAME	FNAME	MNAME	UID	Reg Number	Reg_Date	WAITLIST	ConsentStatus	progCode	STUDENT UPLOADS
██████	██████	██████		██████	4-24-2014	4	Y	ZR8	<ul style="list-style-type: none"> • sample1.jpg Please click on the link and hit F5 • sample2.jpg Please click on the link and hit F5 • sample3.jpg Please click on the link and hit F5 • sample4.jpg Please click on the link and hit F5
██████	██████			██████	3-5-2014		W Approve Decline	ZR8	
██████	██████	██████		██████	5-2-2014		W Approve Decline	ZR8	
██████	██████	██████		██████	3-30-2014		W Approve Decline	ZR8	
██████	██████		██████	██████	2-8-2014		Y	ZR8	<ul style="list-style-type: none"> • sample1.JPG Please click on the link and hit F5 • sample2.JPG Please click on the link and hit F5 • sample3.JPG Please click on the link and hit F5 • sample4.JPG Please click on the link and hit F5



Summer Institutes Department Menu: Ways to Use Reports

Department Menu Reports: Useful Ideas

- So let's say that your individual Summer Institute's enrollment figures are not where you would like to be...
- How can the Department Menu Reports help with this situation?
- You can start calling all the students who only registered, find out why they didn't pay!
- First: Run a "Include Registered Only, but Not Enrolled" Report
 - ☐ **IMPORTANT!** Select their contact information!
 - ☐ You can also do this exact method for "Dropped Only" reports!

Year:

Current ▼

Program: (hold control to select multiple)

Hindi for Hindi Speakers
JumpStart Summer Institute: An Introduction to Architecture (Track with ARCH&UD 10B)
JumpStart Summer Institute: An Introduction to Architecture (Track without ARCH&UD 10B)
JumpStart: An Introduction to Architecture

INCLUDE REGISTERED, BUT NOT ENROLI ▼

Order by:

Name ▼

Report

Output to Excel

PERSONAL INFO

- ☒ Name
- ☒ UID
- ☒ PIN
- ☐ Gender

M and F ▼

ENROLLMENT

- ☐ Processing Date
- ☒ Reg Date
- ☐ Confirmation Email Date
- ☐ Drop Date
- ☐ Waitlist #
- ☐ Student Uploads
- ☐ Teacher Name
- ☐ Teacher E-mail Address
- ☐ Teacher Telephone Number

ACADEMICS

- ☐ Present School
- ☐ Major
- ☒ Academic Level
- ☐ Status

COURSE INFO

- ☐ Units
- ☐ Opt 199
- ☐ Courses (for CSI only)
- ☐ Consent
- ☐ Student Uploads
- ☐ Program Code

CONTACT

- ☒ Present Phone
- ☒ Email
- ☐ Mailing Address
- ☐ Permanent Address

EMERGENCY CONTACT

- ☐ Emergency Contact

HOUSING INFO

- ☐ Housing Requested
- ☐ Roommate Requested

FINANCE

- ☐ Initial Payment
- ☐ Balance

Please be sure to select these three fields if your program has INSTRUCTOR CONSENT

UCLA SUMMER SESSIONS

Instructors Report for

for

JumpStart Summer Institute: An Introduction to Architecture (Track with ARCH&UD 10B)

for

JumpStart Summer Institute: An Introduction to Architecture (Track without ARCH&UD 10B)

LNAME,FNAME,MNAME,UID,Institutes.PIN as PIN_NUM,DateSubmitted as Reg_Date,SCHLEVEL,PRPHONE,EMAIL
INCLUDE REGISTERED, BUT NOT ENROLLED ORDER BY lname, fname

Output to Excel

42 RESULTS

LNAME	FNAME	MNAME	UID	Reg Number	Reg_Date	SCHLEVEL	PRPHONE	EMAIL
					5-19-2014	Gr		
					3-1-2014	Se		
					5-5-2014	PG		
					4-21-2014	Gr		
					3-25-2014	So		
					4-15-2014	Gr		
					5-19-2014	Se		
					5-2-2014	Gr		
					5-6-2014	Ju		
					5-18-2014	Ju		
					6-1-2014	Se		
					2-11-2014	Gr		
					5-4-2014	So		
					2-23-2014	So		
					5-20-2014	PG		
					3-9-2014	Ju		
					5-29-2014	Gr		
					3-22-2014	So		
					6-4-2014	PG		
					5-7-2014	Se		
					2-5-2014	Ju		
					5-6-2014	Ju		
					4-20-2014	Gr		

Department Menu Reports: Useful Ideas (Cont.)

- Now let's say it's April 15th, and you want to make sure your students pay in full by our May 1st payment deadline so they won't lose their enrollment spots
- How would you determine if they still have a balance to pay?
- Run an "ENROLLED ONLY" report and select the following fields:
 - ☐ Under "**Finance**", select INITIAL PAYMENT and BALANCE
 - ☐ Under "**Contact**", select their appropriate fields you want to reach out

Year:

Current ▼

Program: (hold control to select multiple)

Arabic for Arabic Speakers
Sci | Art NanoLab Summer Institute
Accounting Workshop for Incoming MBAs
Marine Biology

ENROLLED ONLY ▼

Order by:

Status, Name ▼

Report

Output to Excel

PERSONAL INFO

- ☒ Name
- ☒ UID
- ☒ PIN
- ☐ Gender

M and F

ENROLLMENT

- ☐ Processing Date
- ☒ Reg Date
- ☒ Confirmation Email Date
- ☐ Drop Date
- ☐ Waitlist #
- ☐ Student Uploads
- ☐ Teacher Name
- ☐ Teacher E-mail Address
- ☐ Teacher Telephone Number

ACADEMICS

- ☐ Present School

c Level

INFO

(for CSI only)

- ☐ Consent
- ☐ Student Uploads
- ☐ Program Code

CONTACT

- ☒ Present Phone
- ☒ Email
- ☐ Mailing Address
- ☐ Permanent Address

EMERGENCY CONTACT

- ☐ Emergency Contact

HOUSING INFO

- ☐ Housing Requested
- ☐ Roommate Requested

FINANCE

- ☒ Initial Payment
- ☒ Balance

You would want to select these fields to determine when they first registered and when they first made payment for the \$150 non-refundable deposit

UCLA SUMMER SESSIONS

Instructors Report for

for

Sci | Art NanoLab Summer Institute

LNAME,FNAME,MNAME,UID,Institutes.PIN as PIN_NUM,DateSubmitted as Reg_Date,CONFIRMEMAILDATE,PRPHONE,EMAIL,amount,Balance
ENROLLED ONLY ORDER BY Status, lname, fname

Output to Excel

51 RESULTS

LNAME	FNAME	MNAME	UID	Reg Number	Reg_Date	CONFIRMEMAILDATE	PRPHONE	EMAIL	Initial Payment	Balance
██████	██████	██████	██████	██████	3-11-2014	2014-04-17 09:31:16.807	██████	██████████████████	150.00	0.00
██████	██████		██████	██████	4-20-2014	2014-04-29 09:02:50.347	██████	██████████████	150.00	0.00
██████	██████	██████	██████	██████	4-1-2014	2014-04-21 18:58:42.193	██████	██████████████	150.00	0.00
██████	██████	██████	██████	██████	4-24-2014	2014-05-05 14:40:24.543	██████	██████████████	3196.00	50.00
██████	██████	██████	██████	██████	4-22-2014	2014-04-28 18:03:01.777	██████	██████████████████	150.00	0.00
██████	██████	██████	██████	██████	4-29-2014	2014-05-05 21:02:43.687	██████	██████████████	3196.00	50.00
██████	██████	██████	██████	██████	4-7-2014	2014-04-17 12:43:58.913	██████	██████████████████	150.00	0.00
██████	██████	██████	██████	██████	4-2-2014	2014-04-21 12:58:33.64	██████	██████████████████	150.00	0.00
██████	██████	██████	██████	██████	5-5-2014	2014-05-20 16:01:58.313	██████	██████████████████	3196.00	50.00
██████	██████		██████	██████	4-14-2014	2014-04-25 22:59:49.423	██████	██████████████████	150.00	0.00
██████	██████	██████	██████	██████	4-2-2014	2014-04-09 18:51:45.923	██████	██████████████	150.00	0.00
██████	██████	██████	██████	██████	2-2-2014	2014-02-19 09:30:00.0	██████	██████████████████	150.00	0.00
██████	██████		██████	██████	4-19-2014	2014-04-25 22:56:05.887	██████	██████████████	150.00	0.00
██████	██████	██████	██████	██████	2-16-2014	2014-03-10 19:30:12.407	██████	██████████████	150.00	0.00