

UNIVERSITY OF NEBRASKA



KEARNEY

# Department Chair Reporting

Office of the University Registrar

BE BLUE. BE GOLD.  
BE BOLD.

# Chair Reports



## Chair Reports

- Webfocus Chair View
- Classes
  - Enrollment by Term
  - Class Roster
  - Missing Correction Rosters
  - Historic Enrollment
  - Unused Electronic Permits
- Majors
  - All Majors/Minors
  - Applicants for Graduation
  - Select Majors/Minors
  - Graduates by Term
- Grades
  - Grade Distribution
  - Missing Grades
  - Expiring Incomplete Grades

- Located in upper right and corner of MyBLUE homepage.
- 10 years of data
- Major information is updated every night at midnight.
- Cannot access off campus unless you use VPN.

BE BLUE. BE GOLD.  
BE BOLD.

# Reporting Sections



## Three Sections of Reports

- [Classes](#)
- [Majors](#)
- [Grades](#)

BE BLUE. BE GOLD.  
**BE BOLD.**

# Classes Reports



- **Enrollment by Term**

- Provides Course information by term which includes enrollment numbers, course meeting patterns, and instructors.

- **Class Roster**

- Allows user to pull class roster by term for a single or multiple courses. The class roster includes student name, NUID, program, email address.

- **Missing Correction Rosters**

- Provides a list of courses with instructor name that have not finalized or completed correction rosters.

- **Historic Enrollment**

- Provides a list of all the terms a specified course was offered, number of sections offered, total class enrollment, total capacity, and average class enrollment.

- **Unused Electronic Permits**

- Provides a list of courses and the student's name and NUID that have been issued an electronic permit but have not used it.



## Classes

- ☒ Enrollment by Term

- ☒ Class Roster

- ☒ Missing Correction Rosters

- ☒ Historic Enrollment

- ☒ Unused Electronic Permits

BE BLUE. BE GOLD.  
BE BOLD.

# Enrollment by Term



- **Enrollment by Term**

- Provides Course information by term which includes enrollment numbers, course meeting patterns, and instructors.

- **Fields**

- Class Nbr, Subject/Catalog No./Sect, Session, Career, Course Title, Subtitle, Status, Class Status, Type, Enrl Mas, Enrolled, Seat Available, Withdrawn, Start Date, End Date, Days, Start Time, End Time, Cr Hrs, Location, Instructors, Consent, Combined Class Nbr, Combined Subject/Catalog No./Sect.

KPCC0004 - Class List Enrollment by Term

Term  
Fall 2023

Subject/Catalog No./Section  
e.g. SUBJ 100-01

Status

Career

Instruction Mode

All

All  
Open  
Closed

All  
Undergraduate  
Graduate

All  
In Person  
Web Based  
Telecomm  
Off Campus  
High School

Instructor's First Name -  
use UPPERCASE

Instructor's Last Name -  
use UPPERCASE

All

All

Submit Reset

BE BLUE. BE GOLD.  
BE BOLD.

# Class Roster



- **Class Roster**

- Allows user to pull class roster by term for a single or multiple courses. Exports in excel and separates each section into different worksheets at bottom of excel

- **Fields**

- Course information, Days and Time, Room, Instructor, Dates, Topic, Name, ID, Grade Basis, Units, Level, Program and Plan, Status, Email

**KPCC0080 - Class Roster**

Term  
Fall 2023

Subject/Catalog No./Section  
e.g, SUBJ 100-01 OR  
SUBJ 100 OR  
SUBJ

Instruction Mode  
All  
High School Dual  
Off Campus  
In Person  
Videoconference

Instructor's First Name -  
use UPPERCASE

Instructor's Last Name -  
use UPPERCASE

All

All

Submit Reset



# Missing Correction Roster



- **Missing Correction Rosters**

- *Provides a list of courses with instructor name that have not finalized or completed correction rosters.*

- **Fields**

- *Class, Instructor*

KPCC0091 - Correction Rosters Not Completed or Finalized

<i>Term</i>	<i>Academic Org</i>	<i>Academic Subject</i>
Fall 2023 ▼	UNK-GSP ▼	LOPR-Loper First-Year Seminar ▼

BE BLUE. BE GOLD.  
BE BOLD.

# Historic Enrollment



- **Historic Enrollment**

- *Provides a list of all the terms a specified course was offered, number of sections offered, total class enrollment, total capacity, and average class enrollment.*

- **Fields**

- *Course ID, Term, Subject, Catalog, # Sections, Total Enrollment, Total Enrollment Cap, Avg. Class Enrollment*

A screenshot of a dark-themed dialog box. At the top, it says "csqanu.nebraska.edu says". Below that is the prompt "Enter a Subject Code". There is a white text input field with a vertical cursor on the left. At the bottom right, there are two buttons: "OK" and "Cancel".A screenshot of a dark-themed dialog box. At the top, it says "csqanu.nebraska.edu says". Below that is the prompt "Enter a course number". There is a white text input field with a vertical cursor on the left. At the bottom right, there are two buttons: "OK" and "Cancel".

BE BLUE. BE GOLD.  
BE BOLD.



# Unused Class Permission



- **Unused Electronic Permits**

- *Provides a list of courses and the student's name and NUID that have been issued an electronic permit but have not used it.*

- **Fields**

- *Class, Name, NUID, UNK Email, Personal Email*

**KPCC0092 - Unused Electronic Permits**

---

*Term* *Academic Org*






Fall 2023 ▼ UNK-GSP ▼

Submit Reset

# Majors Reports



- **All Majors/Minors**
  - By term provides a list of all currently enrolled student is a specified major/minor.
- **Applicants for Graduation**
  - Provides a list of students that are in applied for graduation for specified term.
- **Select Majors/Minors**
  - By term provides a list of all currently majors/minors in the academic department.
- **Graduates by Term**
  - Provides a list of students that graduated each term. Includes the graduating student gpa, and academic honors.

- 
- ## Majors
-  All Majors/Minors
  -  Applicants for Graduation
  -  Select Majors/Minors
  -  Graduates by Term

BE BLUE. BE GOLD.  
BE BOLD.

# All Majors/Minors



- **All Majors/Minors**

- *By term provides a list of all currently enrolled student is a specified major/minor.*

- **Fields**

- *Student, NUID, FERPA Flag, Class Level, Academic Standing Last Term Enrolled, Cumulative Attempted Hrs., Cumulative Earned Hrs, Email, Cell Phone, Permanent Address, Current/Local Address, Campus Address, Advisor 1, Advisor 2, Advisor 3, Advisor 4, Full/Part Time, Transfer Hours (Y or N), Cumulative GPA, First Gen, Trio, Kearney Bound, KHOP, Honor Program Participant, Thompson Scholar, Undergrad Online Only, Program Information (Major, Minor, Emphasis, etc.)*

A screenshot of a web application interface for generating a report. The title bar reads "KPCC0018 - All Majors/Minors". Below the title bar, there are two main sections. The first section is labeled "Term" and contains a dropdown menu with "Fall 2023" selected. The second section is labeled "Select Report Output" and contains three radio button options: "Excel 2007" (which is selected), "PDF", and "HTML". To the left of these options are three icons: an Excel spreadsheet icon, a PDF document icon, and a web browser icon. At the bottom of the form, there are two buttons: "Submit" and "Reset".

BE BLUE. BE GOLD.  
BE BOLD.

# Applicants for Graduation



- **Applicants for Graduation**

- Provides a list of students that are in applied for graduation for specified term.

- **Fields**

- Last Name, First Name, Middle Name, NUID, FERPA Flag, Email, Street 1, Street 2, City, State, Country, Zip Code, Phone, Career, Acad Prog, Degree, Degree Honors, GPA, Major 4 columns, Program Information (Major, Minor, Emphasis, etc.)

A screenshot of a web application interface. At the top, a header bar contains the text "KPCC0134 - Applicants for Graduation". Below this, the word "Term" is displayed above a dropdown menu. The dropdown menu is currently open, showing "Fall 2023" with a downward-pointing arrow. At the bottom of the form area, there are two buttons: "Submit" and "Reset".

KPCC0134 - Applicants for Graduation

Term

Fall 2023

Submit Reset

BE BLUE. BE GOLD.  
BE BOLD.

# Select Majors/Minors



- **Select Majors/Minors**

- *By term provides a list of all currently majors/minors in the academic department.*

- **Fields**

- *Student, NUID, FERPA Flag, Email, Cell Phone, Advisor 1, Advisor 2, Advisor 3, Advisor 4, Full Time/Part Time, Transfer Hours, Cumulative GPA, Program Information (Major, Minor, Emphasis, etc.)*

**KPCC0006 - Department Chair Majors/Minors**

*Term* *Academic Org*

Fall 2023 UNK-PEREC

*Major or Minor*

EXFITWL-BS - Exer Sci Fit and Wellnes Comp

BE BLUE. BE GOLD.  
BE BOLD.

# Graduates by Term



- **Graduates by Term**

- Provides a list of students that graduated each term. Includes the graduating student gpa, and academic honors.

- **Fields**




- Last Name, First Name, Middle Name, NUID, FERPA Flag, Career, Acad Prog, Degree, Degree Honors, GPA, Major 4 columns, Program Information (Major, Minor, Emphasis, etc.)

KPCC0030 - Graduates by Term

Term:

Select Report Output:

- Excel 2007
- PDF
- HTML



# Grades Reports



- [Grade Distribution](#)  
- By term provides a breakdown of how many A's, B's, C's, D's etc were issues in a specific course. It lists by section and includes posting faculty name.
- [Missing Grades](#)  
- Provides a list of courses that are missing Degree, or Mid-Term, or Final Grades.
- [Expiring Incomplete Grades](#)  
- Provides a list of incomplete grades that are expiring that term.

- 
- A screenshot of a software interface showing a folder icon next to the word 'Grades'. Below it are three list items, each with a document icon: 'Grade Distribution', 'Missing Grades', and 'Expiring Incomplete Grades'.
- Grades
    - Grade Distribution
    - Missing Grades
    - Expiring Incomplete Grades

BE BLUE. BE GOLD.  
**BE BOLD.**

# Grade Distribution



- **Grade Distribution**

- By term provides a breakdown of how many A's, B's, C's, D's etc were issues in a specific course. It lists by section and includes posting faculty name.

- **Fields**

- Instructor Name, Course, Section, Hours, Enrolled, A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, TF, CR, NC, AU, I, NR, W, TW

**KPCC0013 - Grade Distribution**

Term	Academic Org	Academic Subject
Fall 2023	UNK-GSP	LOPR-Loper First-Year Seminar

# Missing Grades



- **Missing Grades**

- Provides a list of courses that are missing Degree, or Mid-Term, or Final Grades.

- **Fields**

- Class, Title, Cr Hrs, Instructor

The screenshot shows a web application interface for 'KPCC0068 - Missing Grades'. It features several dropdown menus and a text input field. The 'Term' dropdown is set to 'Fall 2023'. The 'Academic Org' dropdown is set to 'UNK-PEREC'. The 'Subject' dropdown is set to 'PE-Physical Education'. The 'Roster' dropdown is open, showing options for 'Degree', 'Final', and 'Midterm', with 'Degree' selected. Below the dropdowns is an 'End Date' field with a placeholder 'N/A' and instructions: 'N/A for Spring/Fall Enter for Summer as mm/dd/yyyy'. At the bottom right, there are radio buttons for 'Excel 2007' (selected) and 'PDF'. At the bottom left, there are 'Submit' and 'Reset' buttons.

BE BLUE. BE GOLD.  
BE BOLD.

# Expiring Incomplete Grades



- **Expiring Incomplete Grades**

- Provides a list of incomplete grades that are expiring that term.

- **Fields**

- Names, NUID, Course, Term Taken, Grading Basis, Instructor, Lapse Deadline

KPCC0075 - Expiring Incomplete Grades

Incomplete Expiration Term	Academic Org	Academic Subject
Fall 2023	UNK-GSP	LOPR-Loper First-Year Seminar

Submit Reset

BE BLUE. BE GOLD.  
BE BOLD.

# Questions



Office of the University Registrar

E: [unkregistrar@unk.edu](mailto:unkregistrar@unk.edu)

P: 308-865-8527

**BE BLUE. BE GOLD.  
BE BOLD.**