

ADVANCE REGISTRATION START TIME AND CREDITS USED COGNOS REPORT

This report can be used to identify students in an advance registration group, and, for each student, the credits and courses being used toward the primary major. For most undergraduate students, the number of credits used toward the primary major determines the advance registration start time assigned to the student.

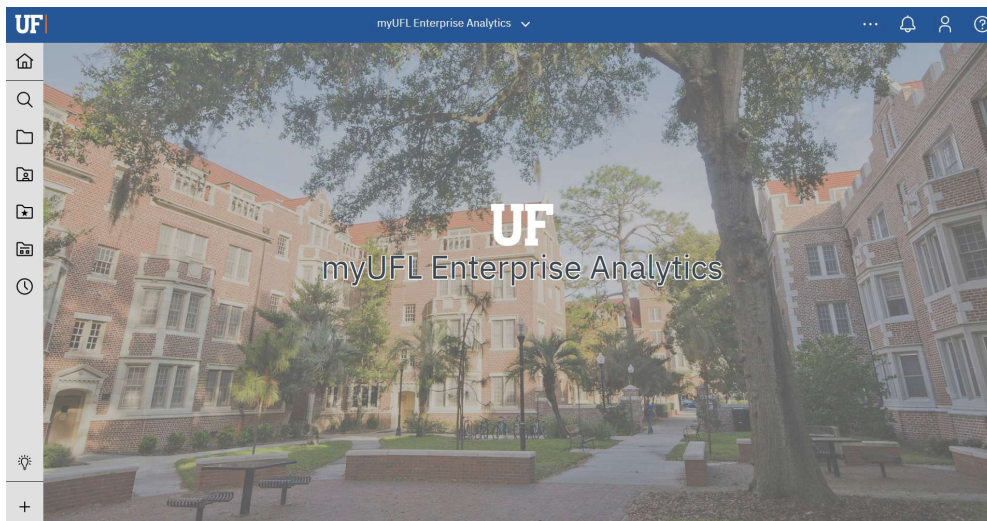
This report can also be used to see registration start times of students in specific populations to help plan for potential advising traffic.

This report is intended for use after the Office of the University Registrar communicates that advance registration start times have been made visible through the end of the advance registration spread. Because advance registration start times are not adjusted after the advance registration spread has ended, only the current advance registration term(s) will appear in the drop-down menu. If insights into prior-term data will be desired in the future, it is recommended that you run this report each term at the desired points in time and save these copies for future aggregation and evaluation.

NAVIGATION

Use the following steps to navigate to Enterprise Analytics.

Nav Bar > Main Menu > Enterprise Analytics > Access Enterprise Analytics OR go directly to reporting.it.ufl.edu



Once you are on the Enterprise Analytics page:

1. To open the report, click on the Team Content folder > Student Information > Academic Advising > Advanced Registration
2. Enter your search parameters.
 - a. Required prompt:
 - i. Term(s) – *data used to determine advance registration start time is valid only during the current advance registration cycle; therefore, only current advance registration term(s) will appear in the drop-down menu*
 - b. Optional prompts:
 - i. UFID

- ii. Academic Career
- iii. Academic Program
- iv. Academic Plan

Advance Reg Start Time and Credits Used

Description: Results valid from the time communication is received from the Office of the University Registrar that start times are visible through the end of the advance registration spread.

Inquiries: Please contact reporting-services@ufl.edu with any questions or comments.

Last Modified: 2/23/24

3. After entering search parameters, click **Finish** and review results

Note: Run to Excel to save a copy of the report.

Appt_Block	Term	UFID	Name
GRAD	2251	77625490	Gardner,Quincy
GRAD	2251	88150878	Sosa,Monica D
GRAD	2251	88118825	Perez,Neely Carmel
GRAD	2251	89000376	Tokvama,Sati

4. The report will return students in the population based on the prompts entered. Explanation of select data points that are returned on the report:

Advance Registration Groups	Term	UFID	Name	E Mail	Start Date	Start Time	First Matric	Term	Career	Program	Program Description	Plan	Plan Description	Total Credit	Course List
UG20	2245				2024-04-03	02:00:00 PM	2225		UGRD	UGAGL	Agricultural and Life Sciences	MCB_BS	Microbiology and Cell Science	Total Credit	Course List
UG04	2245				2024-03-22	02:00:00 PM	2215		UGRD	UGAGL	Agricultural and Life Sciences	BLY_BS	Biology	Total Credit	Course List
UG20	2245				2024-04-03	02:00:00 PM	2241		UGRD	UGAGL	Agricultural and Life Sciences	FYC_BS	Family, Youth & Community Sci	Total Credit	Course List
UG20	2245				2024-04-03	02:00:00 PM	2238		UGRD	UGAGL	Agricultural and Life Sciences	WEC_BS	Wildlife Ecology & Conservatn	Total Credit	Course List
UG09	2245				2024-03-27	09:00:00 AM	2151		UGRD	UGAGL	Agricultural and Life Sciences	MCB_BS	Microbiology and Cell Science	Total Credit	Course List
UG04	2245				2024-03-22	02:00:00 PM	2215		UGRD	UGAGL	Agricultural and Life Sciences	BLY_BS	Biology	Total Credit	Course List
UG13	2245				2024-03-29	09:00:00 AM	2208		UGRD	UGAGL	Agricultural and Life Sciences	BLY_BS	Biology	Total Credit	Course List
UG02	2245				2024-03-21	02:00:00 PM	2208		UGRD	UGAGL	Agricultural and Life Sciences	FYC_BS	Family, Youth & Community Sci	Total Credit	Course List
UG03	2245				2024-03-22	09:00:00 AM	2225		UGRD	UGAGL	Agricultural and Life Sciences	ENY_BS	Entomology and Nematology	Total Credit	Course List
UG10	2245				2024-03-27	02:00:00 PM	2225		UGRD	UGAGL	Agricultural and Life Sciences	BLY_BS	Biology	Total Credit	Course List

- a. **Advance Registration Groups** – the group name of the advance registration start date and time on the student’s record at the time the report was run (see prior email communication with registration appointment spread)
- b. **Term** – the advance registration term you selected in the report prompt
- c. **Total Credit** – clicking the link will open a new tab in the browser which shows a summary of the credits used toward the primary major and the total credits on the student’s record

UFID	Credits	Total Credits
	43	47

- d. **Course List** – clicking the link will open a new tab in the browser which shows the specific courses and attempts included

UFID	Credit	Term	Subject	Catalog #	Class #	Description
	3	2235	ENC	1102	90006	Argument and Persuasion
	3	2235	ENC	1101	90005	Expos and Argu Writing
	3	2235	LIT	2120	90009	World Lit 17 C to Mod
	3	2235	BSC	2005	90003	Biological Sciences
	1	2235	BSC	2005L	90004	Lab in Biol Sciences
	3	2235	PSY	2012	17180	General Psychology
	3	2235	PHI	2010	12519	Intro to Philosophy
	3	2235	AML	2070	90002	Survey of Am Lit
	3	2238	BSC	2010	11561	Integra Princ Biol 1
	4	2238	MAC	1147	14768	Precalc Alg and Trig
	1	2238	BSC	2010L	11450	Integ Prin Biol 1 Lab
	2	2238	CHM	1025	10798	Intro to Chemistry
	3	2241	CHM	2045	23937	General Chemistry
	4	2241	MAC	2311	13441	Analyt Geom and Calc 1
	3	2241	IDS	2935	21710	Special Topics
	1	2241	CHM	2045L	10837	General Chemistry Lab
Overall - Total	43					

Note: Total credit and Course List links are only accessible in HTML. They are not active in Excel copies of the report. These links also only return data for bachelor degree seeking students.

Tip: Check that your browser pop-up blocker is set to allow pop-ups from the reporting.it.ufl.edu site.

TRACKING CHANGES TO A REGISTRATION APPOINTMENT AFTER ADJUSTING DEGREE AUDIT

For undergraduate students in an advance registration group like “UG##”:

1. Run report in HTML as above and note current registration appointment. Select **Course List**.
2. Open student degree audit in SIS and make required adjustment.
3. Compare **Course List** returned from Cognos and adjust for additional credits (e.g., course list returns 43 credit hours toward primary major before adjustment + 6 credit hours applied in adjustment = expected 49 credit hours after adjustment).
4. Refer to Advance Registration Group spread email (subject line will contain “Registration Group Start Dates and Times”). If the total credits applied toward the primary major will surpass the threshold for an earlier advance registration group, the student may anticipate an enrollment appointment adjustment overnight. Example:
 - a. Student’s old total credits toward primary major = 43; student’s new total credits toward primary major = 49

Spring 2025 Advance Registration Groups	Start Date	Start Time
Professional	Monday, October 28, 2024	9:00 AM
Honors (up to 10 Credit Hours)	Tuesday, October 29, 2024	9:00 AM-11:59PM
Priority	Wednesday, October 30, 2024	9:00 AM
Graduate	Wednesday, October 30, 2024	2:00 PM
Undergraduate		
UG01 (123)*	Thursday, October 31, 2024	9:00 AM
UG02 (115)	Thursday, October 31, 2024	2:00 PM
UG03 (109.01)	Friday, November 1, 2024	9:00 AM
UG04 (104.02)	Friday, November 1, 2024	2:00 PM
UG05 (100)	Monday, November 4, 2024	9:00 AM
UG06 (96)	Monday, November 4, 2024	2:00 PM
UG07 (92)	Tuesday, November 5, 2024	9:00 AM
UG08 (88)	Tuesday, November 5, 2024	2:00 PM
UG09 (84)	Wednesday, November 6, 2024	9:00 AM
UG10 (79.01)	Wednesday, November 6, 2024	2:00 PM
UG11 (75.53)	Thursday, November 7, 2024	9:00 AM
UG12 (71)	Thursday, November 7, 2024	2:00 PM
UG13 (66.02)	Friday, November 8, 2024	9:00 AM
UG14 (62)	Friday, November 8, 2024	2:00 PM
UG15 (57)	Tuesday, November 12, 2024	9:00 AM
UG16 (52.0)	Tuesday, November 12, 2024	2:00 PM
UG17 (48)	Wednesday, November 13, 2024	9:00 AM
UG18 (43)	Wednesday, November 13, 2024	2:00 PM
UG19 (37.35)	Thursday, November 14, 2024	9:00 AM
UG20 (31)	Thursday, November 14, 2024	2:00 PM
UG21 (20.72)	Friday, November 15, 2024	9:00 AM
UG22 (0)	Friday, November 15, 2024	2:00 PM
Post Bach and Cert	Friday, November 15, 2024	2:00 PM

* Students who have used 123.00 credits or more towards their primary major.

FURTHER CONSIDERATIONS FOR USING THIS REPORT

- Students not pursuing a bachelor’s degree (e.g., graduate, professional, non-degree, certificate students) receive a registration group specific to their academic program; progress toward their degree, if any, is not factored into the registration group assignment. For these students, the Total Credit and Course List links will either not appear on the report for these students or will return “No Data Available”.
- Student data is categorized/filtered by primary major plan, since this is what their registration appointment is calculated with (i.e., advisors will not be able to pull a double major by their secondary plan).
- Adjustments made to an undergraduate degree seeking student’s degree audit are not reflected immediately. Allow 24-48 hours for changes to be reflected in the Cognos report.

- The overnight process will only ever adjust to an earlier appointment. Students will not receive a later enrollment appointment, even if a degree audit is modified so fewer credits are applied to the primary major (e.g., major change). Future advance registration cycles may be impacted by the student receiving a comparatively later appointment for that term.

FOR ADDITIONAL ASSISTANCE

Technical Assistance

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives

Office of the University Registrar
registrar.ufl.edu