

Departmental Registration List Help

The Departmental Registration Lists provide opportunities for users to download lists based on variables such as registration status, courses(s), and years.

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1. Preferences

Section heading

No lists display on the initial load. The user has the opportunity to select filters before choosing a list (term code, a portion of the alphabet, students' year).

Access and Authorization

To access the Student List, a user needs MIT digital certificates and authorization through the Registrar's Office. To obtain authorization, please contact the [Registrar's Office](#).

Fields	
Select Term code:	This field filters the list by term. The term code list is in the following order and defaults to the current term. <ul style="list-style-type: none"> • Current term • Next two future terms • Last two previous terms
Course:	This field displays the courses the user has access to and includes the level (U or G). The list defaults to (All).
Names From and Thru:	These 2 fields filter the list by the students' last names. The from and thru are inclusive, so if you select "A" thru "B" all the students that begin with "A" and "B" will be included in the list. Default is "A thru "Z."
Selection of Year:	This field filters the list by student year.

Lists	
All Eligible Students	All students in the selected Course in the selected term who have an eligible enrollment status , including those on registration hold. This list includes students who are registered in the selected term.
Eligible on Hold	All students in the selected Course in the selected term who have an eligible enrollment status with a registration hold .
Eligible Not on Hold	All students in the selected Course in the selected term who have an eligible enrollment status not including those on registration hold .
Ineligible	All students in the selected Course in the selected term who have an Ineligible enrollment status . The enroll profile will have eligible to enroll = 'N', the opposite of the eligible section.
New To Course	All students who have a record for the Course in the selected term and do not have a record in the Course for the previously registered term .
Eligible Not Registered	All students in the selected Course in the selected term who have an eligible enrollment status , including those on registration hold who have not registered for the selected term.
Moved to Another Course	All students who do not have a record for the Course in the selected term who had a record in the Course for the previously registered term .
Registered Students	All students in the selected Course in the selected term who are registered .
Double Majors	All students in the selected Course in the selected term who are majoring in two undergraduate programs.
Approved Not Submitted On Hold	All students in the selected Course who are eligible for online registration, been granted Advisor Approval and who have a hold that prevents registration submission.
Approved Not Submitted Not On Hold	All students in the selected Course who are eligible for online registration, been granted Advisor Approval, and who have no holds that would prevent registration submission.
Awaiting Approval On Hold	All students in the selected Course who are eligible for online registration, have a hold on their account that would prevent registration submission, but whose registration form has yet to be approved by the academic advisor / registration officer.
Awaiting Approval Not On Hold	All students in the selected Course who are eligible for online registration, have no holds on their account that would prevent registration submission, and whose registration form has yet to be approved by the academic advisor / registration officer.

2. Landing Page

Section heading

No lists display on the initial load. The user has the opportunity to select filters before choosing a list (term code, a portion of the alphabet, students' year).

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Names From and Thru:	These 2 fields filter the list by the students' last names. The from and thru are inclusive, so if you select "A" thru "B" all the students that begin with "A" and "B" will be included in the list. Default is "A thru "Z".
Selection of Year:	This field filters the list by student year.

Lists	
All Eligible Students	All students in the selected Course in the selected term who have an eligible enrollment status , including those on registration hold. This list includes students who are registered in the selected term.
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Eligible Not on Hold	All students in the selected Course in the selected term who have an eligible enrollment status not including those on registration hold .
Ineligible	All students in the selected Course in the selected term who have an Ineligible enrollment status . The enroll profile will have eligible to enroll = 'N', the opposite of the eligible section.
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3. Display Page

This page displays list selected.

MID ID	Student Name	Reg Type	Class	Year	Advisor	Hold	Comment	Class
<input checked="" type="checkbox"/> 999460954	Andrejack, Giselle	R	4	2	Gray, George D		co-op term	
<input checked="" type="checkbox"/> 999460975	Arline, Gary	R	4	2	Luker, Paul		Dom Study	
<input checked="" type="checkbox"/> 996733418	Kaland, Niva	R	4	2	Knight, Terry W.			
<input checked="" type="checkbox"/> 996156919	Branson, Leone	R	4	2	Watoupaugh, Meghan			

Headers

Each header is an option to sort the list by that column. When the header is clicked the page redisplay in the sorted order. All sorts will first sort by the column chosen, then by students' names.

Reg Type:	There are four possible registration types for a student. R = Regular Student, N = Non-resident Graduate Student, S = Special Student, X = Cross-registered or Exchange Student.
Ctzn:	This is the student's citizenship. C = US citizen, I = International, P = US Permanent Resident.

Buttons

The buttons display at the bottom of the page and the user may have to scroll to get to them.

Email:	Email students selected.
Download:	Download biographic data for students selected.
PDF Advisor Reports:	Produce report of selected list, sorted by advisor. The report contains the exact information displayed on the list. A page break occurs between advisors so the reports can be easily distributed. The report is downloaded to a PDF file that can be printed from the user's desktop.
Select All:	Marks all checkboxes on list as checked.
UnSelect All:	Removes checks from all checkboxes on list.

4. Email Parameters

To send an email to a list of addresses.

Features include:

- sending a CC (or Bcc) copy of all emails to a specified address or addresses.
- sending a report to a specified address or addresses that lists all the emails that were sent. (The list includes one line for each email; the report line may be customized.)
- tailoring the email message to use the addressee’s name and other information.
- displaying a “preview” of the emails before they are sent, to make sure they are right.

The screenshot shows a web interface titled "Registration Student List" with a date of "10/29/2003". The main heading is "Bulk Email". Below this, there are several input fields: "To:" with a dropdown menu showing "[List]"; "From:"; "Subject:" with "(optional)" next to it; "Cc:" with "(optional)" next to it; "Bcc:" with "(optional)" next to it; and "Report recipients:" with "(optional)" next to it. A note below the "Report recipients" field states: "Each report recipient receives a single email listing all emails sent." Below these fields is a large text area labeled "Email Text:". At the bottom of the form are four buttons: "Send", "Preview", "Clear", and "Quit, don't send".

Fields

To: [List]	The list of students selected on previous list.
From:	The address entered will display on each email as the person the email is from.
Subject:	The Subject for the email.
Cc:	The person who will be cc'd for each email sent. If an email was sent to 5 students this person will receive 5 emails.
Bcc:	The person who will be Bcc'd for each email sent. If an email was sent to 5 students this person will receive 5 emails.
Report Recipients:	The person who will receive a summary email of emails sent.

Actions

Send:	Send the emails and go to the status pages.
Preview:	Setup the emails and display a summary page.
Quit Don't Send:	Go Back to list previously setup without clearing.
Clear:	Clear all the parameters entered.

5. Bulk Email Preview

Preview

This page only shows you a preview of emails sent. The report recipients that are set up in the parameters page display at the bottom of the page after all the single emails.

Preview of Bulk Email	
Emails	
From:	llarson@mit.edu
To:	awhisby@MIT.EDU
Subject:	Test
Text:	Testing out the email
From:	llarson@mit.edu
To:	cyr555@MIT.EDU
Subject:	Test
Text:	Testing out the email
From:	llarson@mit.edu
To:	orEn@MIT.EDU
Subject:	Test
Text:	Testing out the email
Report Emails	
From:	llarson@mit.edu
To:	cscrib@mit.edu
Subject:	Test
Text:	This email was sent to those listed below.
	Testing out the email
	An email was sent to awhisby@MIT.EDU.

Actions

Click the back button to get back to the parameters and other actions.

Status

This page shows you how many emails were actually sent and the number of emails that had an error getting sent. The emails sent include both the individual emails and any recipients of the report on the list.

Registration Control List	
Date: 10/14/2005	
Main Menu Back to List Help	
Emails Sent:	4
Email Errors:	0

Actions

Main Page:	Go back to main display page with everything cleared out to start a new list.
Back to List:	Go back to the list previously used.
Help:	Display help pages.

6. Downloads

For Advisors

The download file contains biographic and address information for selected students. This is a delimited file that can be downloaded to your personal computer and opened using a spreadsheet program such as Excel.

U.S. Ethnicity Codes

10	Black or African American
20	American Indian or Alaska Native
30	Native Hawaiian or Other Pacific Islander
40	Hispanic/Latino
50	Asian American
60	White
88	International
99	Unknown

Detailed Specifications of Download Data

Column Name	Type (length)	Description
MIT_ID	9	Student's MIT ID. This number usually begins with a 95-99 followed by 7 random digits.
TERM	6	
RUN_DATE	10	mm/dd/yyyy
FIRST_NAME	15	
MIDDLE_NAME	15	
LAST_NAME	60	
YEAR	1	
REG_TYPE		
GENDER	1	M=Male, F=Female, N=Not Known
CITIZENSHIP	1	C=US Citizen, I=International, P=Permanent Resident (has a Green Card), IX=Presumed International, PX=Presumed Permanent Resident (Waiting for Green Card)
COUNTRY_OF_ORIGIN		ISO Standard codes for nations
VISA_TYPE		
HOLD_STATUS		Y/N
HOLD_TYPE		
AWAY_STATUS		FS, DS
EMAIL		

ULT_DEGREE		
CRSE1_DEPT		If primary grad course exists else select primary UG Course.Sfrst_crse could have multiple rows per student. Only pick the first 3.
CRSE1_OPTION		
CRSE1_LEVEL		
CRSE1_PRIMARY		(Y/N)
CRSE2_DEPT		If primary grad course exists else select primary UG Course.Sfrst_crse could have multiple rows per student. Only pick the first 3.
CRSE2_OPTION		
CRSE2_LEVEL		
CRSE2_PRIMARY		(Y/N)
CRSE3_DEPT		If primary grad course exists else select primary UG Course.Sfrst_crse could have multiple rows per student. Only pick the first 3.
CRSE3_OPTION		
CRSE3_LEVEL		
CRSE3_PRIMARY		(Y/N)
ADVISOR_LAST_NAME		
ADVISOR_FIRST_NAME		
ADVISOR_EMAIL		
TERM_STREET1		
TERM_STREET2		
TERM_STREET3		
TERM_CITY		
TERM_STATE		
TERM_ZIP		
TERM_ZIP4		
TERM_AREA		
TERM_PHONE		
HOME_STREET1		
HOME_STREET2		
HOME_STREET3		
HOME_CITY		
HOME_STATE		

HOME_ZIP		
HOME_ZIP4		
HOME_NATION		
HOME_AREA		
HOME_PHONE		
REGISTERED		Y/N
ELIGIBLE		Y/N
WITHDRAWN		Y/N
PRIOR_COLLEGE		For new grads only
IS_COURSE_CONFIDENTIAL		Y/N
IS_YEAR_REGE_CONFIDENTIAL		Y/N
IS_TERM_ADDR_CONFIDENTIAL		Y/N
IS_HOME_ADDR_CONFIDENTIAL		Y/N
IS_EMAIL_CONFIDENTIAL		Y/N

For Administrators

The download file contains biographic and address information for selected students. This is a delimited file that can be downloaded to your personal computer and opened using a spreadsheet program such as Excel.

U.S. Ethnicity Codes

10	Black or African American
20	American Indian or Alaska Native
30	Native Hawaiian or Other Pacific Islander
40	Hispanic/Latino
50	Asian American
60	White
88	International
99	Unknown

Detailed Specifications of Download Data

Column Name	Type (length)	Description
MIT_ID	9	Student's MIT ID. This number usually begins with a 95-99 followed by 7 random digits.
TERM	6	
RUN_DATE	10	mm/dd/yyyy

FIRST_NAME	15	
MIDDLE_NAME	15	
LAST_NAME	60	
YEAR	1	
REG_TYPE		
GENDER	1	M=Male, F=Female, N=Not Known
CITIZENSHIP	1	C=US Citizen, I=International, P=Permanent Resident (has a Green Card), IX-Presumed International, PX-Presumed Permanent Resident (Waiting for Green Card)
COUNTRY_OF_ORIGIN		ISO Standard codes for nations
VISA_TYPE		
HOLD_STATUS		Y/N
HOLD_TYPE		
AWAY_STATUS		FS, DS
EMAIL		
ULT_DEGREE		
CRSE1_DEPT		If primary grad course exists else select primary UG Course.Sfrst_crse could have multiple rows per student. Only pick the first 3.
CRSE1_OPTION		
CRSE1_LEVEL		
CRSE1_PRIMARY		(Y/N)
CRSE2_DEPT		If primary grad course exists else select primary UG Course.Sfrst_crse could have multiple rows per student. Only pick the first 3.
CRSE2_OPTION		
CRSE2_LEVEL		
CRSE2_PRIMARY		(Y/N)
CRSE3_DEPT		If primary grad course exists else select primary UG Course.Sfrst_crse could have multiple rows per student. Only pick the first 3.
CRSE3_OPTION		
CRSE3_LEVEL		
CRSE3_PRIMARY		(Y/N)
ADVISOR_LAST_NAME		
ADVISOR_FIRST_NAME		
ADVISOR_EMAIL		
TERM_STREET1		
TERM_STREET2		
TERM_STREET3		

TERM_CITY		
TERM_STATE		
TERM_ZIP		
TERM_ZIP4		
TERM_AREA		
TERM_PHONE		
HOME_STREET1		
HOME_STREET2		
HOME_STREET3		
HOME_CITY		
HOME_STATE		
HOME_ZIP		
HOME_ZIP4		
HOME_NATION		
HOME_AREA		
HOME_PHONE		
REGISTERED		Y/N
ELIGIBLE		Y/N
WITHDRAWN		Y/N
PRIOR_COLLEGE		For new grads only
IS_COURSE_CONFIDENTIAL		Y/N
IS_YEAR_REGE_CONFIDENTIAL		Y/N
IS_TERM_ADDR_CONFIDENTIAL		Y/N
IS_HOME_ADDR_CONFIDENTIAL		Y/N
IS_EMAIL_CONFIDENTIAL		Y/N

Questions?

Contact the Registrar's Office at records@mit.edu.