

Self-Service Data Resources

Introduction

Self-Service Data

This document outlines data available to members of the Rice community, and the resources in which the information is located.

Data Restrictions

Restriction	Definition
Faculty & Staff	Available to current Rice faculty and staff only, with documented legitimate need for access to student records (and signed approval from employee's "one-over"). Before obtaining access to EDGAR/WebApps, eligible Rice employees are required to complete a Rice University Administrative Systems Account Application and Security Agreement and a Family Educational Rights and Privacy Act (FERPA) tutorial and quiz. More detailed information can be found on the Office of the Registrar website at: http://registrar.rice.edu/facstaff/edgar_webapps/ .
Census Date Data	A) Report to the President – Enrollment Data: Census capture is on the Monday of the eighth week of Spring and Fall terms. B) Report to the President – Degree Data: Annual Census Capture on 6/1.

Self-Service Resources

Resource	Note
EDGAR/WebApps	Contains numerous data on active and inactive students dating back to Fall 1999. Most WebApps provide data in HTML, but can also download to Excel. For information on students before Fall 1999, please email the Office of the Registrar at: registrar@rice.edu .
ESTHER (Faculty Services Tab)	Course and instructor evaluation data, including the submitted detailed comments can be accessed at the following location: www.esther.rice.edu .
Report to the President (pdfs)	Contains numerous enrollment and degree data broken down by level, gender, ethnicity, geographical distribution, etc. As an institution, Rice University has designated the Monday of the eighth week of Spring and Fall terms, as its official census dates. When performing comparative analysis, or completing miscellaneous and various reports, departments are encouraged to use the data captured on Rice's official census dates. To access reports on OTR website, login with NET ID at the following location: www.registrar.rice.edu/facstaff/president_report/ .
Enrollment Counts (Web page)	Course enrollment counts broken down by subject number, section, and student level. The enrollment counts application can provide data in HTML, Excel, or PDF format and can be accessed at the following location: http://courses.rice.edu/admweb!/swkenrc.main .
Classroom Online Resource	OTR scheduled classroom lists, usage and availability, located at: https://classrooms.rice.edu .

Obtaining Self-Service Data					
Available Information	Population	Self-Service Resource	Data Restrictions	Data Owner	Web Location
Demographic and academic Information including: - Credit summary - Primary Curriculum - Unofficial transcript - Photo - Schedule - Phone/Address information - Holds - Emergency contact information	Currently & formerly enrolled students	EDGAR WebApps - Student Tab - Student Queries - Student Information for Departments	Faculty & Staff	OTR	http://edgar.rice.edu
Roster of students, including picture, by residential college or department.	Currently & formerly enrolled students	EDGAR WebApps - Student Tab - Student Queries - College/Dept Roster	Faculty & Staff	OTR	http://edgar.rice.edu
Emergency contact information.	Currently & formerly enrolled students	EDGAR WebApps - Student Tab - Student Queries - Emergency Contact Information	Faculty & Staff	OTR	http://edgar.rice.edu
Students who graduated or plan to graduate in a given academic year.	Currently & formerly enrolled students	EDGAR WebApps - Student Tab - Student Downloads - Graduation List Download	Faculty & Staff	OTR	http://edgar.rice.edu
Demographic and academic student information for a given term.	Currently & formerly enrolled students	EDGAR WebApps - Student Tab - Student Downloads - General Student Download	Faculty & Staff	OTR	http://edgar.rice.edu
Address information by type: campus, mailing, permanent, or statement.	Currently & formerly enrolled students	EDGAR WebApps - Student Tab - Student Downloads - Student Address Download	Faculty & Staff	OTR	http://edgar.rice.edu
Holds on student accounts.	Currently & formerly enrolled students	EDGAR WebApps - Student Tab - Student Downloads - Student Holds Download	Faculty & Staff	OTR	http://edgar.rice.edu

Obtaining Self-Service Data					
Available Information	Population	Self-Service Resource	Data Restrictions	Data Owner	Web Location
Registration activity for a given term.	Currently & formerly enrolled students	EDGAR WebApps - Student Tab - Student Downloads - Student Registration Add Drop Download	Faculty & Staff	OTR	http://edgar.rice.edu
Full-time/part-time approval status including actual hours enrolled.	Currently & formerly enrolled students	EDGAR WebApps - Student Tab - Student Downloads - Part Time Student List	Faculty & Staff	OTR	http://edgar.rice.edu
Matriculating UGs for a given term with some admission and contact information.	Currently & formerly enrolled students	EDGAR WebApps - Student Tab - Student Downloads - Matriculating Undergrad Download	- Faculty & Staff - Should be used before matriculation	OTR	http://edgar.rice.edu
Grade data for a given term, specifically in a list format of all students, by level, in a residential college or an academic department.	Currently & formerly enrolled students	EDGAR WebApps - Student Tab - Registrar Applications - Grade Report/Download	Faculty & Staff	OTR	http://edgar.rice.edu
Grade distribution data for a given term, by department or by instructor.	Currently & formerly enrolled students	EDGAR WebApps - Student Tab - Student Downloads - Grade Distribution Download	Faculty & Staff	OTR	http://edgar.rice.edu
Academic Standing Download - UG only	Currently & formerly enrolled students	EDGAR WebApps - Student Tab - Student Downloads - Academic Standing Download	Faculty & Staff	OTR	http://edgar.rice.edu
Student Record Action and Comments includes affected term (Spring 2006-Present), level, SEVIS reportable, department, major, start and end dates.	Currently & formerly enrolled students	EDGAR WebApps - Student Tab - Student Downloads - Student Record Action Download	Faculty & Staff	OTR	http://edgar.rice.edu
Account Summary information by Student ID or Name.	Currently & formerly enrolled students	EDGAR WebApps - Student Tab - Student Queries - Student Account Summary	Faculty & Staff	OTR	http://edgar.rice.edu
Demographic and academic information for GRs including unofficial transcript and photo.	Currently & formerly enrolled students	EDGAR WebApps - Student Tab - Student Queries - Graduate Student Tracking	Faculty & Staff	OTR	http://edgar.rice.edu

Obtaining Self-Service Data					
Available Information	Population	Self-Service Resource	Data Restrictions	Data Owner	Web Location
Major/Minor information by level, department for students that have applied for graduation, approved to graduate and/or have a deficiency by expected graduation date.	Currently & formerly enrolled students	EDGAR WebApps - Student Tab - Registrar Applications - Major/Minor Certification	Faculty & Staff	OTR	http://edgar.rice.edu
President's Honor Roll Address Download	Currently & formerly enrolled students	EDGAR WebApps - Student Tab - Registrar Applications - President's Honor Roll Download	Faculty & Staff	OTR	http://edgar.rice.edu
Graduating Student Schedule Download information by level, graduation date and/or term.	Currently & formerly enrolled students	EDGAR WebApps - Student Tab - Registrar Applications - Graduating Student Schedule Download	Faculty & Staff	OTR	http://edgar.rice.edu
Graduation List Download provides information by academic year 1999-2011 by level, college, department, and degree status.	Pending and/or awarded degrees	EDGAR WebApps - Student Tab - Student Downloads - Graduation List Download	Faculty & Staff	OTR	http://edgar.rice.edu
Student Parking Data Download provides information selected by student ID, last name, and first name.	Currently & formerly enrolled students	EDGAR WebApps - Student Tab - Student Downloads - Student Parking Data Download	Faculty & Staff	OTR	http://edgar.rice.edu
Course and instructor evaluation summary data (Summarized numerical data only).	Summarized evaluation data	OTR website	None	OTR	http://registrar.rice.edu/facstaff/evals/
Course and instructor evaluation narratives and graphs (Full detailed evaluation data).	Evaluation comments and graphs	ESTHER	Faculty & Staff and Students	OTR	www.esther.rice.edu

Obtaining Self-Service Data					
Available Information	Population	Self-Service Resource	Data Restrictions	Data Owner	Web Location
<p>Enrollment Counts (on census date):</p> <ul style="list-style-type: none"> - number of study abroad students - number of auditor (zero credit) students - number of full and part-time students - all students - by level (UG, GR, new students) - certified veterans by program - by residential college (UG) - by dept/program (GR) <p>- on campus/off campus (UG)</p> <p>- totals compared to previous terms</p> <p>Ethnic and Gender Distribution (on census date):</p> <ul style="list-style-type: none"> - all students - by level (UG, GR, new students) - counts and percentages <p>Majors and Minors (on census date):</p> <ul style="list-style-type: none"> - UGs by major - GR by dept/program - counts and percentages <p>Geographical Distribution (on census date):</p> <ul style="list-style-type: none"> - by home state - by home country <p>Course Enrollment (on census date):</p> <ul style="list-style-type: none"> - count by subject - distribution by school - course earned credit hours - course earned credit hours by subj/school - course enrollment counts 	<ul style="list-style-type: none"> - Enrolled students - Course offerings 	Report to the President - Enrollment Data	<ul style="list-style-type: none"> - Census Date Data - Fall 2007 to present available on OTR website - Reports dating back to Fall 1960 available at Woodson Research Center (upon special request and with approval of OTR) 	OTR	<p>To access reports on OTR website, go to the following link, click "Reports to the President" and login with NET ID:</p> <p>http://www.registrar.rice.edu/facstaff/data_reporting/#RttP</p>

Obtaining Self-Service Data					
Available Information	Population	Self-Service Resource	Data Restrictions	Data Owner	Web Location
<p>*Important note: Each of the following categories contains data over a 7 yr. period</p> <p>Degrees Awarded: - total number by level (Bach, Mast, PhD)</p> <p>Bachelor's Degrees: - count of Bach degrees/majors - single, dual, triple Bach degrees, including single, double, triple, and quadruple majors - majors awarded by school - minors awarded - rank of majors by current academic year</p> <p>Master's Degrees: - majors awarded by school - rank of majors by current academic year</p> <p>Doctoral Degrees: - majors awarded by school - rank of majors by current academic year</p>	<ul style="list-style-type: none"> - Degrees conferred - Majors/Minors awarded 	Reports to the President – Degrees Awarded	Census Date Data	OTR	<p>To access reports on OTR website, go to the following link, click “Reports to the President” and login with NET ID:</p> <p>http://www.registrar.rice.edu/facstaff/data_reporting/#RttP</p>
<p>Course Enrollment Counts</p> <ul style="list-style-type: none"> - by subject numbers and sections - broken down by student levels 	Current & former course enrollment counts	Enrollment Counts Application on OTR website	Course enrollment counts dating back to SP 07	OTR	http://courses.rice.edu/admweb/!swkenrc.main
Classroom Availability	OTR scheduled classroom availability	https://classrooms.rice.edu	OTR scheduled classrooms only	OTR	https://classrooms.rice.edu