## Revision Control

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Data Warehouse Degrees Reports User Guide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>IT Training &amp; Support</td>
</tr>
<tr>
<td>File Reference:</td>
<td>11_Data_Warehouse_Degrees_Reports.docx</td>
</tr>
</tbody>
</table>

### Revision History:

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Revised By</th>
<th>Summary of Revisions</th>
<th>Section(s) Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/22/17</td>
<td>Preeti Patil</td>
<td>Guide created.</td>
<td>Click here to enter Revision</td>
</tr>
</tbody>
</table>

### Review / Approval History

<table>
<thead>
<tr>
<th>Review Date</th>
<th>Reviewed By</th>
<th>Action (Reviewed, Recommended or Approved)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/26/2017</td>
<td>Scott Heil, Ravi Pisupati</td>
<td>Approved</td>
</tr>
</tbody>
</table>
1.0 Degrees Dashboard Overview

This user guide assumes basic knowledge of SJSU’s Student Data Warehouse (SDW).

*Data in the SDW is refreshed nightly; therefore all reports reflect information as of the previous night.*

1.1 Important Information about These Reports

The Degrees dashboard allows users to obtain information on degrees awarded by the SJSU each term and the majors and minors associated with the degree.

- Information on degrees awarded since fall 2004 are available; information on degrees awarded before fall 2004 is not available here.
- The degree types included in these reports include bachelors, masters, and doctoral degrees; certificates awarded by the university are not included.
- Self-support (special session) program degrees are included.
- When an individual was awarded both a bachelor of science (B.S.) and a bachelor of arts (B.A.) degree, each degree is counted separately in the degrees awarded total.
- To obtain a listing of all commencement-eligible students, include the appropriate fall, spring, and/or summer terms in the search criteria.
- By default a recent academic year is chosen for the initial display and the user may choose other years to view.
- **Note:** For recent graduates, there may be a 3-5 month lag between the graduation date and the availability of the record in PeopleSoft. New degree records are added to the system after the degree evaluation is completed and the degree record is officially posted as awarded. Exercise caution when viewing the most recent graduation term because it is possible to see partial data that do not reflect all the graduates of that term.

1.2 Available Reports

The following reports are currently available for the Degrees dashboard:

- **First Major:** The Degrees Awarded by Major report shows charts and tables for all degrees awarded for the term(s) selected. The charts provide a visual representation of the data. The tables show the number of degrees awarded for each academic career and each degree type. Users can click on a degree type to get a breakdown of the degree by major. **Note:** when an individual had a double major, only the first major will show in this report; information on the second major will appear on the Second Major tab.

- **Second Major:** The Second Major Associated with Degrees Awarded report shows charts and tables for all second majors associated with the degrees awarded for the term(s) selected. The charts provide a visual representation of the data. The tables show the number of second majors associated with degrees awarded for each academic career and each degree type. Users can click on a degree type to get a breakdown of the degree by major. **Note:** when an individual student had a double major, only their second major will show in this report; information on their first major will appear on the Degrees Awarded by Major report.

- **Minors:** The Minor Associated with Degrees Awarded report shows charts and tables of all minors associated with the degrees awarded for the term(s) selected. The charts provide a visual representation of the data. The tables show the number of minors associated with degrees awarded for each academic career and each degree type. Users can click on a degree type to get a breakdown of the degree by minor.
1.3 Accessing the Degrees Reports

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> From the Data Warehouse homepage, click on the Dashboards menu.</td>
<td><img src="image1.png" alt="Screenshot" /></td>
</tr>
<tr>
<td><strong>Step 2:</strong> In the CSU Reports section, select Admissions</td>
<td><img src="image2.png" alt="Screenshot" /></td>
</tr>
</tbody>
</table>
2.0 Degrees Awarded By Major

The Degrees Awarded by Major report shows charts and tables for all degrees awarded for the term(s) selected. It provides several breakdowns of degree counts and option for drilling down to more details.

If a student had a double major, only the first major will show in this report; information on the second major will appear on the Second Major tab.

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> On the Degrees Dashboard, click on First Major</td>
<td></td>
</tr>
</tbody>
</table>

**Step 2:** The report will automatically run with your personal settings if you have set them up.

If you have not set up your personal settings, the report will show information for the default terms.

*By default all the terms in the academic year are selected.*

**Step 3:** To change the year of the report, click on the drop-down menu and select the year.

**Step 4:** You can scroll through the drop-down list and place a checkmark next to each term to be included OR click Search.
**Step 5:**
Use the Select Values screen to search and browse available terms and add and remove them to the Selected column on the right.

Once all of the terms you want to view are in the Selected column on the right, click **OK**.

*When searching for a term in the Match field, remember that the search is case sensitive and abbreviation sensitive. Be sure to type the name in the correct format.*

**Step 6:**
Click Apply to run the report.

**Step 6a:**
It may take a few moments for your data to appear. While the system is working to provide your results, you may see a “Searching” message.
Step 7:

The updated report appears.

Reading the Charts

Degree counts on this report reflect the number of degrees awarded, not the number of students who received degrees; a single student may have been awarded multiple degrees.

The default setting for the charts (and tables below) is by degree.

Use the drop-down menu in between the two charts to view the charts and tables broken down by gender.

Degree Charts

The degree chart on the left of the screen shows the number of degrees awarded by completed term.

The legend at the bottom of the chart shows which degrees are represented by the colored bars. Hovering your mouse over a bar on the graph will show you its value; clicking on the bar will take you to the detail screen which is covered later in this guide.

The chart on the right of the screen shows the total number of degrees awarded for each selected term for each type of degree.
The legend at the bottom of the chart shows which terms are represented by the colored bars.

*This graph serves as a comparison for the graph on the left.*

**Gender Charts**

The gender chart on the left of the screen shows the number of degrees awarded by completed term.

The legend at the bottom of the chart shows which gender population and degree type is represented by the colored bars.

The chart on the right of the screen shows the total number of degrees awarded for each selected term for each type of degree.

The legend at the bottom of the chart shows which terms are represented by the colored bars.

*This graph serves as a comparison for the graph on the left.*

**Reading the Tables**

- Degree counts on this report
reflect the number of degrees awarded, not the number of students who received degrees; a single student may have been awarded multiple degrees.

The default setting for the tables (and the charts above) is by degree.

Use the drop-down menu in between the two charts at the top of the screen to view the charts and tables broken down by gender.

**Reading the Degree and Gender Tables**

The degree and gender tables present the same information; however, the gender table includes a breakdown of the degree totals by gender.

The degree table is organized into the following columns:

- **Academic Career**: indicates the type of degree program.
- **Degree**: indicates the degree type.
- **Description**: the full name of the degree.
- **Degrees Awarded**: the total number of degrees awarded broken down by term.
- **Total**: the total number of degrees for all terms selected.

There are also subtotals for each degree and academic career.

<table>
<thead>
<tr>
<th>Academic Career</th>
<th>Degree</th>
<th>Description</th>
<th>Degrees Awarded</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>BA</td>
<td>Bachelor of Arts</td>
<td>723</td>
<td>723</td>
</tr>
<tr>
<td></td>
<td>BA Total</td>
<td></td>
<td>723</td>
<td>723</td>
</tr>
<tr>
<td></td>
<td>BFA</td>
<td>Bachelor of Fine Arts</td>
<td>49</td>
<td>49</td>
</tr>
<tr>
<td></td>
<td>BFA Total</td>
<td></td>
<td>49</td>
<td>49</td>
</tr>
<tr>
<td></td>
<td>BM</td>
<td>Bachelor of Music</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>BM Total</td>
<td></td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>BS</td>
<td>Bachelor of Science</td>
<td>1,368</td>
<td>1,368</td>
</tr>
<tr>
<td></td>
<td>BS Total</td>
<td></td>
<td>1,368</td>
<td>1,368</td>
</tr>
</tbody>
</table>

**Undergraduate Total**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Fall 2015</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td>723</td>
<td>723</td>
</tr>
<tr>
<td>BA Total</td>
<td>723</td>
<td>723</td>
</tr>
<tr>
<td>BFA</td>
<td>49</td>
<td>49</td>
</tr>
<tr>
<td>BFA Total</td>
<td>49</td>
<td>49</td>
</tr>
<tr>
<td>BM</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>BM Total</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>BS</td>
<td>1,368</td>
<td>1,368</td>
</tr>
<tr>
<td>BS Total</td>
<td>1,368</td>
<td>1,368</td>
</tr>
<tr>
<td></td>
<td>2,147</td>
<td>2,147</td>
</tr>
</tbody>
</table>

**Postbaccalaureate**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Fall 2015</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA</td>
<td>83</td>
<td>83</td>
</tr>
<tr>
<td>MA Total</td>
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<td>83</td>
</tr>
<tr>
<td>MARA</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>MARA Total</td>
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<td>4</td>
</tr>
<tr>
<td>MBA</td>
<td>10</td>
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<tr>
<td>MBA Total</td>
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</tr>
<tr>
<td>MBE</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>MBE Total</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>MFA</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>MFA Total</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>MLIS</td>
<td>231</td>
<td>231</td>
</tr>
<tr>
<td>MLIS Total</td>
<td>231</td>
<td>231</td>
</tr>
<tr>
<td>MPA</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>MPA Total</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>MPH</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>MPH Total</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>
The gender table is organized into the following columns:

**Academic Career**: indicates the type of degree program.
**Degree**: indicates the degree type.
**Description**: the full name of the degree.
**Gender**: indicates the gender population.
**Degrees Awarded**: the total number of degrees awarded broken down by term.
**Total**: the total number of degrees for all terms selected.

There are also subtotals for each degree and academic career.

---

**Reading the Major Detail Charts & Tables**

**Step 1:**
To view a breakdown of the degree totals by major, click on a degree type.

**Step 2:**
Select the information you wish to sort the details by: degree or gender.

> Regardless of which sort type you choose from the dropdown menu in between the charts, you will be able to choose either of these two sort types when viewing details.
Reading the Major Detail Charts & Tables By Degree

The Degrees Awarded By Major Details page appears with a chart and a table showing detail by major and sorted by degree.

The Degrees Awarded by Major Details Chart sorted by degree shows the specific majors associated with the degrees awarded for the term(s) selected.

The terms that you selected do not appear on the chart.

You can hover your mouse over a bar in the graph to view the number of degrees awarded for that major.

The Degrees Awarded by Major Details table sorted by degree is organized into the following columns:

- **Academic Career**: indicates the type of degree program.
- **Degree**: indicates the degree type.
- **Academic Plan**: indicates the name of the major.
- **Degrees Awarded**: the total number of degrees awarded broken down by term.
- **Total**: the total number of degrees for all terms selected

To return to the main report page, click Return at the bottom left of the page.
Reading the Major Detail Charts & Tables By Gender

The Degrees Awarded By Major Details page appears with a chart and a table showing detail by major and sorted by gender.

The Degrees Awarded by Major Details Chart sorted by gender shows the specific majors associated with the degrees awarded for the term(s) selected.

The terms that you selected do not appear on the chart.

You can hover your mouse over a bar in the graph to view the number of degrees awarded for that major.

The Degrees Awarded by Major Details table sorted by gender is organized into the following columns:

- **Academic Career**: indicates the type of degree program.
- **Degree**: indicates the degree type.
- **Academic Plan**: indicates the name of the major.
- **Gender**: indicates the gender population.
- **Degrees Awarded**: the total number of degrees awarded broken down by term.
- **Total**: the total number of degrees for all terms selected.

To return to the main report page, click **Return** at the bottom left of the page.

Note:

1. If selected Terms or fields have no data, they are excluded from the report.
2. Students who earned 2nd Baccalaureate Degree are reported under Post-Baccalaureate and Academic Career Desc is not equal to / in Certificate, Certification and Academic Plan Type Code is equal to / in MAJ and Academic Plan Desc does not contain Minor and Academic Career Desc is equal to / in Postbaccalaureate and Completed Academic Year is equal to 2015 and Degree First Major Flag is equal to / in Y
### 3.0 Second Major Associated with Degrees Awarded

The Second Major Associated with Degrees Awarded report shows charts and tables for all second majors associated with the degrees awarded for the term(s) selected. The charts provide a visual representation of the data. The tables show the number of second majors associated with degrees awarded for each academic career and each degree type. Users can click on a degree type to get a breakdown of the degree by major.

*When an individual student had a double major, only their second major will show in this report; information on their first major will appear on the First Major tab.*

<table>
<thead>
<tr>
<th><strong>Processing Steps</strong></th>
<th><strong>Screenshots</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Running the Report</strong></td>
<td><strong>Student Data Warehouse</strong></td>
</tr>
<tr>
<td><strong>Step 1:</strong> On the Degrees dashboard, click on Second Major Associated with Degrees Awarded.</td>
<td><img src="image1.png" alt="Screen Shot" /></td>
</tr>
<tr>
<td><strong>Step 2:</strong> The report will automatically run with your personal settings if you have set them up.</td>
<td><img src="image2.png" alt="Screen Shot" /></td>
</tr>
<tr>
<td>If you have not set up your personal settings, the report will show information for the default terms.</td>
<td><img src="image3.png" alt="Screen Shot" /></td>
</tr>
<tr>
<td><strong>Step 3:</strong> To change the terms that appear on the report, click on the drop-down menu.</td>
<td><img src="image4.png" alt="Screen Shot" /></td>
</tr>
<tr>
<td><strong>Step 4:</strong> You can scroll through the drop-down list and place a checkmark next to each term to be included OR click <strong>Search</strong>.</td>
<td><img src="image5.png" alt="Screen Shot" /></td>
</tr>
</tbody>
</table>
**Step 5:**
Use the Select Values screen to search and browse available terms and add and remove them to the Selected column on the right. Once all of the terms you want to view are in the Selected column on the right, click **OK**.

**Step 6:**
Click **Apply** to run the report.

**Step 6a:**
It may take a few moments for your data to appear. While the system is working to provide your results, you may see a “Searching” message.

**Step 7:**
The updated report appears.
Reading the Charts

*Degree counts on this report reflect the number of degrees awarded, not the number of students who received degrees; a single student may have been awarded multiple degrees.*

The default setting for the charts (and tables below) is by degree.

Use the drop-down menu in between the two charts to view the charts and tables broken down by gender.

Degree Charts

The chart on the left shows the number of degrees awarded that included a second major by completed term. The legend at the bottom of the chart shows which degree types are represented by the colored bars.

Hovering your mouse over a bar on the graph will show you its value; clicking on the bar will take you to the detail screen which is covered later in this guide.

The chart on the right shows the number of degrees awarded that included a second major by degree type. The legend at the bottom shows which terms are represented by the colored bars.
**Gender Charts**
The gender chart on the left shows the number of degrees awarded that included a second major by completed term. The legend at the bottom of the chart shows which gender and degree combination is represented by the colored bars.

The chart on the right shows the total degrees awarded with a second major by degree type. The legend at the bottom of the chart shows which terms are represented by the colored bars.

**Reading the Tables**

Degree counts on this report reflect the number of degrees awarded, not the number of students who received degrees; a single student may have been awarded multiple degrees.

The default setting for the tables (and the charts above) is by degree.

Use the drop-down menu in between the two charts at the top of the screen to view the charts and tables broken down by gender.
Reading the Degree and Gender Tables

The degree and gender tables present similar information; however, the gender table includes a breakdown of the degree totals by gender.

The degree table is organized into the following columns:

- **Academic Career**: indicates the type of degree program.
- **Degree**: indicates the degree type.
- **Description**: the full name of the degree.
- **Degrees Awarded**: the total number of degrees awarded by term.
- **Total**: the total number of degrees for all terms selected.

The gender table is organized into the following columns:

- **Academic Career**: indicates the type of degree program.
- **Degree**: indicates the degree code.
- **Description**: the full name of the degree.
- **Gender**: indicates the gender population.
- **Degrees Awarded**: the total number of degrees awarded broken down by term.
- **Total**: the total number of degrees for all terms selected.
Accessing the Drilldown Reports

**Step 1:**
To view a breakdown of the degree totals by major, click on a degree type.

**Step 2:**
Select the information you wish to sort the details by: degree or gender.

Regardless of which sort type you choose from the drop-down menu in between the charts, you will be able to choose either of these two sort types when viewing details.

### Degree Drilldown
The degree detail page for second majors appears with a chart and a table showing majors and degree types.

The chart, sorted by degree, shows the specific majors associated with the degrees awarded for the term(s) selected.

The bars in the chart represent the total degrees in each major for the term(s) shown.

You can hover your mouse over a bar in the graph to view the number of degrees awarded for that major.
The detail table is organized into the following columns:

**Academic Career:** indicates the type of degree program.

**Degree:** indicates the degree type.

**Academic Plan:** indicates the name of the major.

**Degrees Awarded:** the total number of degrees awarded broken down by term.

**Total:** the total number of degrees for all terms selected.

The box below shows all the selection criteria used to build the detail report.

To return to the main report page, click **Return** at the bottom left of the page.

**Gender Drilldown**

The gender detail page provides similar information. The chart shows the frequency of each major within the degree type selected for the drilldown.
The table is organized into the following columns:

**Academic Career**: indicates the type of degree program.

**Degree**: indicates the degree type.

**Academic Plan**: indicates the name of the major.

**Gender**: indicates the gender population.

**Degrees Awarded**: the total number of degrees awarded broken down by term.

**Total**: the total number of degrees for all terms selected.

To return to the main report page, click **Return** at the bottom left of the page.

---

<table>
<thead>
<tr>
<th>Academic Career</th>
<th>Degree</th>
<th>Academic Plan</th>
<th>Gender</th>
<th>Degrees Awarded</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>BA</td>
<td>Anthropology</td>
<td>Female</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Anthropology Total</strong></td>
<td></td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Communication Studies</td>
<td>Male</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Communication Studies Total</strong></td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>History</td>
<td>Female</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>History Total</strong></td>
<td></td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Japanese</td>
<td>Male</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Japanese Total</strong></td>
<td></td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Linguistics</td>
<td>Female</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Linguistics Total</strong></td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Philosophy</td>
<td>Female</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Philosophy Total</strong></td>
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<td>0</td>
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<tr>
<td></td>
<td></td>
<td>Psychology BA</td>
<td>Male</td>
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<td>1</td>
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<tr>
<td></td>
<td></td>
<td><strong>Psychology BA Total</strong></td>
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<td>5</td>
<td>2</td>
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<tr>
<td></td>
<td></td>
<td>Sociology</td>
<td>Female</td>
<td>0</td>
<td>1</td>
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<tr>
<td></td>
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<td><strong>Sociology Total</strong></td>
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<td>1</td>
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<tr>
<td></td>
<td></td>
<td>Spanish</td>
<td>Female</td>
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<td></td>
<td><strong>Spanish Total</strong></td>
<td></td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

**Note:**

(1) If selected Terms or fields have no data, they are excluded from the report.
(2) Students who earned 2nd Baccalaureate Degree are reported under Post-Baccalaureate career.
4.0 Minor Associated with Degrees Awarded

The Minors tab provides counts and other details about degrees awarded with a minor, including a view of which minors most often coincide different majors. Note that most graduates do not have a minor, so this view only applies to the subset of undergraduates who did.

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Running the Report</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Step 1:</strong></td>
<td></td>
</tr>
<tr>
<td>On the Degrees dashboard,</td>
<td></td>
</tr>
<tr>
<td>click on Minor Degrees</td>
<td></td>
</tr>
<tr>
<td><strong>Step 2:</strong></td>
<td></td>
</tr>
<tr>
<td>The report will automatically run with your personal settings if you have set them up.</td>
<td>SJSU SAN JOSÉ STATE UNIVERSITY Student Data Warehouse Degrees</td>
</tr>
<tr>
<td>If you have not set up your personal settings, the report will show information for the default terms.</td>
<td></td>
</tr>
<tr>
<td><strong>Step 3:</strong></td>
<td></td>
</tr>
<tr>
<td>To change the terms that appear on the report, click on the drop-down menu.</td>
<td>Academic Year 2015</td>
</tr>
<tr>
<td><strong>Step 4:</strong></td>
<td></td>
</tr>
</tbody>
</table>
| You can scroll through the drop-down list and place a checkmark next to each term to be included OR click Search. | Completed Term --Select Value--
- Fall 2015
- Spring 2016
- Summer 2015
- Winter Session 2016
Search... |
Step 5:
Use the Select Values screen to search and browse available terms and add and remove them to the Selected column on the right.

Once all of the terms you want to view are in the Selected column on the right, click OK.

Step 6:
Click Apply to run the report.

Step 6a:
It may take several minutes for your data to appear. While the system is working to provide your results, you may see a “Searching” message.

Searching... To cancel, click here.

Step 7:
The updated report appears
Reading the Charts

Degree counts on this report reflect the number of degrees awarded, not the number of students who received degrees; a single student may have been awarded multiple degrees.

The default setting for the charts (and tables below) is by degree type.

Use the drop-down menu in between the two charts to view the charts and tables broken down by gender.

Degree Charts

When the Degree option is selected, the chart on the left shows the number of degrees awarded that included a minor within each graduation term.

The legend at the bottom of the chart shows which degree types are represented by the colored bars.

Hovering your mouse over a bar on the graph will show you its value; clicking on the bar will take you to the detail screen which is covered later in this guide.

The chart on the shows trend across terms in the number of each degree type granted that included a minor. The legend at the bottom of the chart shows which terms are represented by the colored bars.
**Gender Charts**

When the gender option is selected, the chart on the left shows the number of degrees that included a minor by gender within each graduation term.

The legend at the bottom of the chart shows which gender population is represented by the colored bars.

The chart on the right shows the trend in the number of degrees awarded that included a minor within each degree type.

The legend at the bottom of the chart shows which terms are represented by the colored bars.

**Reading the Tables**

*Degree counts on this report reflect the number of degrees awarded, not the number of students who received degrees; a single student may have been awarded multiple degrees.*

The default setting for the tables (and the charts above) is by degree.

Use the drop-down menu in between the two charts at the top of the screen to view the charts and tables broken down by gender.
**Reading the Degree and Gender Tables**

The degree and gender tables present the same information; however, the gender table includes a breakdown of the degree totals by gender.

The degree table is organized into the following columns:
- **Academic Career**: indicates the type of degree program.
- **Degree**: indicates the degree type.
- **Description**: the full name of the degree.
- **Degrees Awarded**: the total number of degrees awarded that included a minor broken down by term.
- **Total**: the total number of degrees for all terms selected.

The gender table is organized into the following columns:
- **Academic Career**: indicates the type of degree program.
- **Degree**: indicates the degree type.
- **Description**: the full name of the degree.
- **Gender**: indicates the gender population.
- **Degrees Awarded**: the total number of degrees awarded that included a minor broken down by term.
- **Total**: the total number of degrees for all terms selected.

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**Accessing the Drilldowns**

**Step 1:**
To view a breakdown of the degree totals by minor, click on a degree code.
**Step 2:**
Select the information you wish to sort the details by: Degree, Gender, or Major.

**Degree Drilldown**
The Minor Associated With Degrees Awarded Details page appears with a chart and a table showing detail by minor and sorted by degree.

The Minor Associated With Degrees Awarded Details Chart sorted by degree shows the specific minors associated with the degrees awarded for the term(s) selected.

You can hover your mouse over a bar in the graph to view the number of degrees awarded for that major.
The Minor Associated with Degrees Awarded Details table is organized into the following columns:

**Academic Career**: indicates the type of degree program.

**Degree**: indicates the degree type.

**Minor**: the name of the minor.

**Degrees Awarded**: the total number of degrees awarded broken down by term.

**Total**: the total number of degrees for all terms selected.

To return to the main report page, click Return at the bottom left of the page.

**Gender Drilldown**

The Minor Associated With Degrees Awarded Details page appears with a chart and a table showing detail by minor and sorted by gender.
The Minor Associated With Degrees Awarded Details Chart sorted by degree shows the specific minors associated with the degrees awarded for the term(s) selected.

You can hover your mouse over a bar in the graph to view the number of degrees awarded for that major.

The Minor Associated with Degrees Awarded Details table is organized into the following columns:

- **Academic Career**: indicates the type of degree program.
- **Degree**: indicates the degree type.
- **Minor**: the name of the minor.
- **Gender**: indicates the gender population.
- **Degrees Awarded**: the total number of degrees awarded broken down by term.
- **Total**: the total number of degrees for all terms selected.

To return to the main report page, click **Return** at the bottom left of the page.

**Note:**
1. If selected Terms or Fields have no data, they are excluded from the report.
2. Students who earned 2nd Baccalaureate Degree are reported under Post-Baccalaureate career.