Please visit the UC Information Center at https://www.universityofcalifornia.edu/infocenter to see if your request can be handled via self-service before completing this form.

Date ____________________  E-mail ________________________  Phone ____________
User(s)/Requestor(s) __________________________________________

UCOP Division/Department

Division:_____________  Department:________________________

☐ QUESTION ONLY (No Report), explain: ____________________________


If New/Ongoing report, what is the frequency of the report?
☐ Weekly  ☐ Monthly  ☐ Quarterly  ☐ Yearly  ☐ Other ____________________________

Report Reason/Motivation: (Example: Legislative Request, Policy Change, etc.)

If yes, to whom and when? __________________________________________

TIME FRAME - Data Needed (MM/DD/YYYY)_________ Draft  Date of First Use (MM/DD/YYYY)_________ Final

REPORT CRITERIA  (If this is a question only and no report is requested, enter N/A in the remaining required fields)

1. What data or changes would you like to see? (Examples: 1) How many students graduated from UC by academic year? 2) How many students are currently enrolled in STEM programs? 3) How many freshmen and transfers have applied, been admitted and enrolled?

2. Across what time period do you want the data to cover? (Example: most recent fall, current academic year, previous academic year, etc.)

3. How will the report/data be used? (Example: Program Evaluation, Trend Reports, Public Information, etc.)

4. Who will be using the data? (Example: Managers, Supervisors, Line Staff, Public, etc.)
Cognos Report Request Form

5. List data fields/columns you would like displayed in the final report?

<table>
<thead>
<tr>
<th>Output Column Name</th>
<th>Output Column Name</th>
<th>Output Column Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Academic Period, Student Count, Ethnicity, Gender, Major etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Period</td>
<td>Age Band</td>
<td>Major</td>
</tr>
<tr>
<td>Entry Level</td>
<td>Gender</td>
<td>College</td>
</tr>
<tr>
<td>Ethnicity</td>
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</tbody>
</table>

6. List the summary information you need. For example, I need a count of all fall 2016 undergraduates by entry level, ethnicity and gender.

7. What data filters do you need in this report? Filters set limits to the data retrieved in a query. For example, Undergraduates, Graduates, Cumulative GPA >= 3.5

8. How do you want the report to be sorted? Specify the order the data should be sorted by.

9. List any prompts or parameters you want included in this report.
10. Parameters and prompts provide dynamic limits on a query. Parameters are placeholders that require a value to determine what data to report on, and prompts ask the user to provide a value or values for the corresponding parameter. For example, Academic Year, Term, College, Major etc.

**Note:**

- No detailed data for campuses other than your local campus will be provided.
- If you have a mock-up of how you would like the report to be displayed, please send it as an attachment in the e-mail request.
- If this form is not filled out completely, the form may be returned to you for completion.
- Email the completed form to Data.Services@ucop.edu