Data Request Guide

This guide was created to assist users when requesting data to properly identify the criteria for the query to be created. In many cases, the academic descriptions of statuses are different than the descriptions used in the system. Please use the tables below to help you in determining the population you are trying to identify for your request.

Applicants: If you are requesting data regarding applications, below are some of the commonly requested statuses regarding applicants.

Status	Description
Application	A person has an application with the university and has not yet been admitted.
Admitted	Applicant has been admitted by the university however they have not yet been matriculated (or made an active student yet).
Active	Applicant has been matriculated and is now an active student at the university.

Student Enrollment Status: When requesting data regarding students who have already been admitted there are several different statuses that a student can fall under.

Status	Description
Currently Enrolled	Student is enrolled in classes for a given term.
Eligible to Enroll	Student has been term activated and eligible to register for a term.
Active	Student has been admitted/matriculated for a term and is an active student (does not have to be enrolled).

Key Definitions

Academic Plan: A student's major(s) and minor(s)

Academic Sub plan: A student's concentration or specialization

Academic Program: The academic program at UHCL is 5 character code that is used to indicate the school and their career. (EX. SOEUG-School of Education Undergraduate, HSHGR- Human Sciences and Humanities Graduate.)

Academic Level: This is the student's classification (freshman, sophomore, junior, etc). These levels are determined by units taken at UHCL along with any transfer credits that have been posted to the student's record.

Academic Standing: Indicates a student's academic status (probation, suspension, good standing).

Admit Types: An admit type is assigned at the point of application to the university. Based off of self-reported data from the application, an applicant is assigned an admit type to indicate if they are an FTIC, transfer, post bac, or graduate student.

University of Houston Clear Lake