

Report Request

VALPARAISO UNIVERSITY - OFFICE OF THE REGISTRAR

Student organizations must have reports requested by the faculty advisor.
Individual student requests must be approved by the Student Affairs office.

_____ (SA Approval)

Date Submitted: _____ Date Needed: _____

Requested By: _____ Phone: _____

Email address: _____ Office/Department: _____

Selection Criteria – This is used to limit the output information to obtain only what is needed. The five most common criteria are listed below. Circle what is to be used in selecting information. If needed, you can be more specific in the **Additional Criteria**.

Division: All Undergrad Grad Law
College: All A&S CBA COE CON CC
Class: All FR SO JR SR
Status: All FT PT
Term: Fall Spring Summer I Summer II **Year:** _____

Additional Criteria: (other groups to include or to exclude)

Sort Order: Circle 1 from each pair below and write the item, or items, to sort on.

Ascending or Descending **AND** Alpha or Numeric

By These Items: _____

Report Fields: Items required on the report. List the items as they are to appear in the report.

Date Completed: _____ **Report Name:** _____

Completed By: _____ **Program Name:** _____