



Return completed form to Enrollment Services SIMS/R Operations via fax (594-0873) or inter-campus mail (MC 8075). Data output is picked up in Education and Business building, room 120.

DEPARTMENT INFORMATION

Name of Contact: _____ Department: _____

Email: _____ Phone: _____

DATA INFORMATION

1. DESCRIPTION OF TARGET STUDENT POPULATION

2. PURPOSE

Describe how the data will be used *(must be for official university business only)*:

3. REPEAT REQUEST

Have you requested this data in the past? If yes, please state the following information:

Previous Job Name: _____ Previous Request ID: _____

4. DATA OUTPUT

Data File Type *(check one only)*: Excel Text (ASCII)

Data fields to include *(check all that apply)*:

- | | |
|---|---|
| <input type="checkbox"/> Student Name (Last Name, First Name) | <input type="checkbox"/> Total GPA |
| <input type="checkbox"/> Student RedID | <input type="checkbox"/> Total Units Earned |
| <input type="checkbox"/> Student Level (codes for first-time freshmen, freshmen, juniors, baccalaureates) seniors, post sophomores, | <input type="checkbox"/> Enrollment Status (codes identifying students as continuing, returning, returning transfers, transfers, first-time, or transitory) |
| <input type="checkbox"/> Address (street, street supplemental, city, state, zip code, country) | <input type="checkbox"/> Academic Status (codes for probation or disqualification) |
| <input type="checkbox"/> Telephone Number | <input type="checkbox"/> EOP Code |
| <input type="checkbox"/> SIMS Primary Major Code | <input type="checkbox"/> Other Fields <i>(please list)</i> : _____ |
| <input type="checkbox"/> Pre-Major Status | |
| <input type="checkbox"/> SIMS Minor Code | |
| <input type="checkbox"/> Degree Objective (codes for bachelor's, master's, joint doctorate, other, or no degree) | |

Sort Order: _____

Date to Release Data: _____

(Please allow two weeks from the date you submit this request)

5. STUDENT INFORMATION (tell us about the student population you are requesting)

Term Periods:

From: (Semester and Year) _____ To: (Semester and Year) _____

Students' Campus Location (check one only):

- Main Campus Imperial Valley Campus
 Both Main Campus and Imperial Valley Campuses

Student Level (check one only):

- All Levels
 Selected Levels (check all that apply):
 First-time Freshman (with no units earned) Junior
 Freshman (with units earned) Senior
 Sophomore Graduate Student (Post Baccalaureate)

Student Status (check all that apply):

- Admitted Student:
Admission Category (check all that apply):
 First-Time New Transfer Transitory
 Returning Returning Transfer
- Continuing Student
 Enrolled Student
 Student Eligible to Enroll
 Graduating or Graduated
 Students with a specific number of units: specify units _____

GPA Requirements (check all that apply):

- Minimum GPA: _____ Maximum GPA: _____

Academic Program (check one only):

- All Majors
Major Status (check one only):
 Pre-majors Only Majors Only (exclude pre-majors) Majors and Pre-majors
- Specific SIMS Major Code(s): _____
Major Status (check one only):
 Pre-majors Only Majors Only (exclude pre-majors) Majors and Pre-majors
- Specific SIMS Minor Code(s): _____
- Specific SIMS Major and Minor Code(s): _____
 Pre-majors Only Majors Only (exclude pre-majors) Majors and Pre-majors

Other Specific Criteria or Instructions:

Message Content

If you are requesting mailing address data, submit an electronic copy of the correspondence.

STUDENT EMAIL POLICY

Enrollment Services does not release student email addresses per university policy: www.sdsu.edu/emailpolicy

CONTACT

Please contact SIMS/R Operations for questions regarding student data requests: operations@mail.sdsu.edu

SIGNATURE OF DEPARTMENT HEAD

The requested information will not be used for any purpose other than stated nor will it be released to non-university personnel without written permission from Enrollment Services.

Signature of Department Head

Printed Name of Department Head

Title

Department

ENROLLMENT SERVICES USE

Date Received from Requestor

Tracking Number

Job Name

APPROVED/DENIED (*circle one*)

Date

Assigned To

Date Job Completed

OUTPUT RECEIVED BY

Printed Name

Signature

Date