Students Enrolled in Program with Course Status Report

Purpose: This report will list students who have and have not taken a specific course within a program. It will be used when changing the semester availability of a course to see the impact on students.
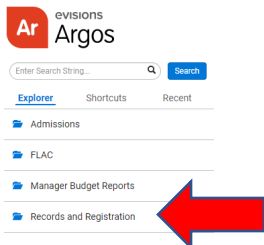
Directions

Step 1 – Log into Argos from the portal and select Argos/FormFusion/Intellect using your VSCC computer credentials and password (must have access to Argos – see supervisor to request access from the Registrar)
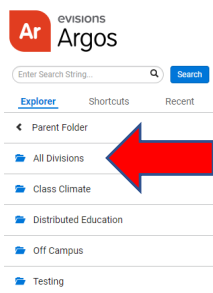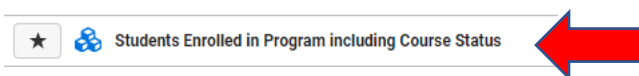

Step 2 – Select Argos Web Viewer
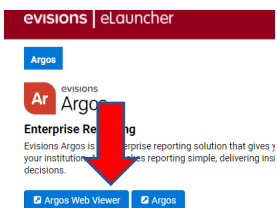
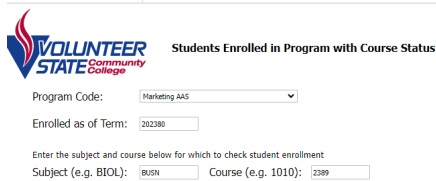**Step 3 –** Select Records and Registration
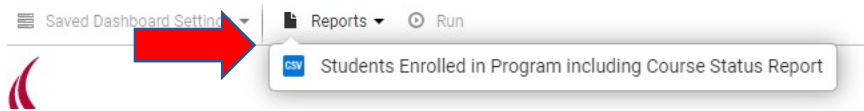

Step 4 – Select All Divisions

Step 5 – Select the Students Enrolled in the Program Including Course Status Report
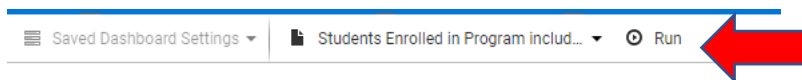
Step 6 – Select the program code from the drop-down menu and enter the term, subject, and course.

Step 7 – Select the report in the drop-down menu under Reports

Step 8 – Select Run to run and download the report

Step 9 – Open the downloaded Excel file and save the document. If running this for a semester availability change proposal in Curriculog, you need to determine the impacted students and develop a plan for the students. Attach the report and plan to the Curriculog proposal.

Determine Impacted Students on Excel File:

1. Determine and highlight any duplicated students due to repeated courses: Select the Student ID column, select Conditional Formatting Tab, Select Highlight Rules, Select Duplicate Values, Format Cells that contain: Duplicate and Values with (select your preference).

2. Sort the file by CRN and add then by Catalog Year. The CRN fields that are blank are the students who have *NOT* taken the course. Review those that have not taken the course and develop a plan accordingly.

Notes:

If students have taken the course, the CRN and grade received will be listed. If they have not taken the course, the CRN cell will be blank. Students will be listed twice if they have repeated the course (search for duplicates.) If they are currently taking the course, the part of term (POT_TAKEN) will be listed. The report will also list the student's ID number, contact information, advisor, admission and student type information, and catalog year.

If you are removing a semester from the semester availability, and the course is a required course, you could be adding an entire year for students to complete their degree.

Student contact information is provided in this report.