

Sample Reporting Schedule

Timeframe	Report Type	Purpose of Running Report
Week 1	Student Enrollments Report	Students below full time - dropped courses
Week 2	Student Enrollments Report	Dropped courses - dropped date
Week 3		
Week 4	Progress Reports Report	Progress reports
Week 5	Progress Reports Report	Progress reports
Week 6	Progress Reports Report	Progress reports
Week 7		
Week 8	Student Enrollments Report	Viewing Midterm Grades
Week 9	Student Enrollments Report	Viewing Midterm Grades - Course withdraws (courses with dropped date after add/drop deadline)
Week 10		
Week 11	Students Report	Next term enrollment status
Week 12	Students Report	Next term enrollment status
Week 13	Students Report	Next term enrollment status
Week 14	Students Report	Next term enrollment status
Week 15	Student Enrollments Report	Next term course enrollment/schedule check
Finals Week	Student Enrollments Report	Final Grades