

**PROCEDURE FOR REQUESTING STUDENT INFORMATION SYSTEM DATA  
OFFICE OF THE UNIVERSITY REGISTRAR  
WEST VIRGINIA UNIVERSITY  
POST OFFICE BOX 6009  
MORGANTOWN, WV 26506-6009  
FAX: (304) 293-3080**

In order to obtain STAR/Student Information System (SIS) data, you must complete a **Data Request Form**.

***INSTRUCTIONS FOR REQUESTING DATA***

1 If you work for a West Virginia University department, please complete the Internal Data Request Form and submit it to the attention of Tom Snider at the above address. You will be notified if your request cannot be completed. **NOTE: All requests must be approved and signed by the Dean, Director, Chair, or his/her designee. (Undergraduate and graduate students may not approve requests).**

2 If you are a student or work for a student organization please complete the Internal Data Request Form. Submit the form and a copy of the material/letter you will be sending to the attention of Tom Snider at the above address. Your request will be reviewed and you will be notified if the request can not be approved.

3 If work for another agency/organization or as an individual that is not part of WVU, please complete the External Data Request Form. Submit the request to the attention of Tom Snider. Your request will be reviewed and you will be notified if the request can not be approved.

4 If you intend to publish this data, you must obtain approval from the Institutional Review Board for the Protection of Human Subjects (293-5971). Once approval is obtained from the IRB, you must submit both the Internal Data Request Form with the IRB approval. Submit the form and the IRB approval to Tom Snider at the above address. **Final review** will be required before data may be published. When the documents are ready to be published, they are to be sent to Tom Snider, Assistant Registrar at the above address for final review and appropriate approvals.

5 Instructions to complete the Data Request Form: Read carefully the following Definitions of Parameters and complete the form appropriately. Forms not completed correctly will be returned.

**NOTE: All requests are subject to approval. Partial requests may be denied when certain requested information is inappropriate for release.**

**DEFINITIONS OF PARAMETERS (DATA REQUEST FORM):**

- 1 **TERM:** Enter the term(s) for which you are requesting data. Example: 200708 (Fall 2007).
- 2 **LEVEL:** Check each level for the student population you are requesting (UG for undergraduates, GR for graduate students, and PR for professional students).
- 3 **CITIZENSHIP:** Check US or Non-US or both that apply for the population you are requesting.
- 4 **ETHNIC:** Complete ONLY if you want to receive data for specific ethnic type(s). Be specific. The various types are: (1) White, Caucasian, (2) Black, Non-Hispanic, (3) Hispanic, (4) Asian/Pacific Islander, (5) American Indian/Alaskan Native, and (6) Race/Ethnicity unknown.
- 5 **RESIDENCY:** Check if you want just non-residents (out-of-state) or residents (in-state) students.
- 6 **MAJOR:** Indicate major codes of students you want in your population. If you want all majors, write *all* or leave blank. If you want all majors for a college - list *all* and the college code. If you do not know the major codes, list the particular majors. If necessary use an attached sheet.
- 7 **GPA:** Indicate if you want students with an overall GPA or TERM GPA. Also, specify a grade point average range if required.
- 8 **ENROLLMENT:** Indicate preference. Currently enrolled is for the TERM specified. Prospective students may have applied to WVU, but are not currently enrolled or admitted. Newly admitted students have been admitted for a specific term, but are not yet currently enrolled.
- 9 **ADDRESS TYPE:** If you need addresses, indicate local (MA) or permanent (PA).
- 10 **MATERIAL REQUESTED:** Indicate what you need. Example: 3.5 diskette, CD, email file (specify type – such as, Excel, etc.). Note: Excel is the default.
- 11 **REPORT NAME:** If this is a repeat request, indicate the report name assigned by ARC/SSM
- 12 **PROGRAM:** If you are requesting a program or a modification to a program, then check “new” or “modification. If this is “Routine Task” (Ex: request for roll of codes from one term to another term).
- 13 **DATA ITEMS NEEDED ON THE REPORT:** Specify the exact data elements that you are requesting on a report (Ex: name, mailing address, phone number, etc.) This is the column headings of the Excel Spreadsheet that we will be sending you.
- 14 **ADDITIONAL INFORMATION:** Complete to give further details, instructions to help clarify, or list parameters not on the form.
- 15 **REQUIRED1:** Specify how the student information requested will be used. Note: This information is required on all requests for data.
- 16 **REQUIRED2:** Specify if you plan to publish this data.