

## Excel Reports on the University Fact Book

- 1) [www.wvu.edu/ir](http://www.wvu.edu/ir)
- 2) Hover over “Fact Book” at the top then select “Internal Reports”
- 3) Log in with your universal username and password
- 4) Select any of the first 4 reports on the left
- 5) Find the “—Excel Reports —” drop down menu at the top right. Note that this dropdown menu will only appear on the homepage. If you drill down to an individual college or department you will need to return to the homepage showing all colleges to find the Excel Reports.

**Enrolled Students by Major:** Spring - 2017

All Colleges

Colleges	* UG Primary Majors	* UG Additional Majors	* Total Student Majors	Graduate Majors	Total Majors Duplicated	Undergraduate	Graduate	Total
AU - All-University Programs	0	0	0	0	0	0	0	0
BU - Coll of Business and Economics	1,302	158	1,460	68	1,369	0	0	3
ED - Woodring College of Education	700	402	1,102	197	890	396	62	0
FA - Fairhaven Coll of Interdisc St	176	23	199	0	176	0	0	176
FI - Coll/Fine and Performing Arts	702	80	782	9	711	27	0	21
HS - Humanities and Social Sciences	3,505	469	3,974	152	3,656	108	0	26
HU - Huxley Coll of the Environment	669	34	703	58	727	2	0	5
SE - College Science & Engineering	2,143	157	2,300	107	2,249	49	0	8
UI - Univ Interdisciplinary Progrms	34	7	41	0	34	0	0	3
Number of Interest	3,691			0				
Number of Undecided	472			0				
<b>Total Number of Student (Undup, Headcount)</b>	<b>13,453</b>			<b>672</b>				

\* Majors include declared majors, pre-majors and certificate students. See: Enrolled Students by Major Breakout

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- 6) Click on the report title you wish to download. Depending on your browser and settings you may see a popup box or the download may appear at the bottom of your screen. Open the file.
- 7) Be sure to click the “Enable Content” button in the yellow bar at the top of the spreadsheet. This allows the file to connect to the data live.  
(06/01/2017 – NOTE: We are aware that Macs cannot currently connect to the data due to an issue with the Mac version of Excel. We are working with ATUS and EAS to resolve the problem. In the meantime please use a PC or contact IR at [ir@wwu.edu](mailto:ir@wwu.edu) for assistance in getting the data you need. We apologize for the inconvenience. When the issue is resolved we will post it on the IR website at [www.wvu.edu](http://www.wvu.edu).)

ME-MajorEnrolledGeneric.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Analyze Design Tell me what you want to do...

Clipboard Font Paragraph Alignment Conditional Formatting Styles Cells Editing

SECURITY WARNING External Data Connections have been disabled Enable Content

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QUARTER	MAJOR TYPE	LEVEL CODE	COUNT	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
000 - No College Designated																			
BU - Coll of Business and Economics				1,089	1,071	1,188	1,204	1,139	1,149	1,232	1,205	1,181	1,239	1,251	1,335	1,357	1,334	1,408	1,507
ED - Woodring College of Education				1,874	2,219	2,265	2,016	1,922	1,840	1,665	1,651	1,709	1,675	1,603	1,399	1,325	1,303	1,391	1,486
FA - Fairhaven Coll of Interdisc St				129	113	115	140	138	122	102	122	171	149	222	173	160	168	185	176
FI - Coll/Fine and Performing Arts				533	556	577	594	608	612	611	550	543	661	738	766	712	671	707	725
HS - Humanities and Social Sciences				2,698	2,961	3,015	3,097	3,312	3,177	3,146	3,207	3,149	3,328	3,524	3,550	3,648	3,611	3,574	3,638
HU - Huxley Coll of the Environment				348	332	337	385	411	356	358	395	425	451	510	565	591	603	713	729
SE - College Science & Engineering				1,163	1,244	1,322	1,315	1,352	1,390	1,415	1,459	1,454	1,531	1,698	1,906	2,144	2,195	2,257	2,224
UI - Univ Interdisciplinary Progrms				26	16	19	25	23	23	20	20	19	22	26	22	21	10	11	24

- 8) Use the filters at the top to help define your search. Click the filter button at the right to get a drop down menu of options. You may need to click the “+” at the left of each option to expand to see all possible options. You may also click the “+” to the left of College/Department names to get a list of all subgroups in that category.

The screenshot shows an Excel spreadsheet with a PivotTable. The PivotTable has filters for QUARTER, MAJOR TYPE, and LEVEL CODE. The COUNT field is selected, and the Row Labels are set to 'COUNT'. The Column Labels are set to '2001/02', '2002/03', '2003/04', '2004/05', and '2005/06'. The data is displayed in a table with columns for each year and rows for various college departments. A dropdown menu is open for the 'COUNT' filter, showing options for 'Fall', 'Winter', 'Spring', and 'Summer'. The 'Fall' option is selected.

Row Labels	2001/02	2002/03	2003/04	2004/05	2005/06
00 - No College Designated					
BU - Coll of Business and Economics	1,071	1,188	1,204	1,139	
ED - Woodring College of Education	2,219	2,265	2,016	1,922	
FA - Fairhaven Coll of Interdisc St	113	115	140	138	
FI - Coll/Fine and Performing Arts	556	577	594	608	
HS - Humanities and Social Sciences	2,961	3,015	3,097	3,312	
HU - Huxley Coll of the Environment	332	337	385	411	
SE - College Science & Engineering	1,244	1,322	1,315	1,352	
UI - Univ Interdisciplinary Progrms	16	19	25	23	

- 9) If you are comfortable with Pivot Tables and university data fields and would like to try answering a different question, right click anywhere in the blue table and select “Show Field List” to see all variables that can be added to the report. The list, and Pivot Table settings, will appear on the far right of the screen.

The screenshot shows the same Excel spreadsheet as before, but with a right-click context menu open over the PivotTable. The menu options include Copy, Format Cells..., Number Format..., Refresh, Sort, Quick Explore, Remove "COUNT", Show Values As, Show Details, Additional Actions, Value Field Settings..., PivotTable Options..., and Show Field List. The 'Show Field List' option is highlighted. On the right side of the screen, the 'PivotTable Fields' task pane is visible, showing a list of fields that can be added to the PivotTable. The fields are categorized into 'COUNT', 'SUM', 'AVERAGE', 'MAX', 'MIN', 'STDEV', 'VAR', and 'COUNTIF'.

- 10) Find a variable you want to look at and drag it down to the fields below to have it added to the pivot table. You can also click and drag variables in the fields up into the list above to remove them from the pivot table.
- 11) Once you see the data displayed the way you would like, you can save the Excel file. Every time you open the file it will connect with live data and update if new data are available. Most data in these reports is updated each quarter at the Peak census snapshot (typically the second Friday of each term). If data is available for a term prior to Peak it is updated each night.

Questions about Pivot Tables, requests for fields to be added, requests for additional trainings and other data questions should be directed to the Office of Institutional Research at [ir@wwwu.edu](mailto:ir@wwwu.edu). See our website at [www.wwu.edu/ir](http://www.wwu.edu/ir) for more information.