Currently Available Access to Student Information

**Ad Hoc Reports**
These reports are created on request. They may include information such as: undergraduate and graduate majors, minors and programs of study; GPA; gender; athlete indicator; disability indicator; and addresses.

**Mailing Labels**
Self-sticking labels can be created on request for student home or local address in zip code or alphabetical order. Varied selection criteria may be used to specify particular groups of students.

**Email Lists**
Lists of email addresses can be created on request. These are distributed to staff using the “BC Campus Groups” function in the Portal.

**Pre-Defined Reports**
There are a variety of pre-defined reports that can be produced upon request. These include: unofficial student records/transcripts; labels by academic courses; and academic profiles (e.g., all pre-med students in the class of 2017).

**Self-Service Student Information**
Student Services supports the Data Warehouse, allowing users to access pre-defined reports. This tool enables users to run pre-defined reports and download information. Many of these reports permit specific selections using pull down menus.

**Course Evaluations**
Student Services supports the eXplorance’s Blue online course evaluation system which is accessible via the Course Evaluation link in the Portal. The link provides student access to complete their evaluations. Instructors may add custom questions via the Portal link. Student, instructor and department access to course evaluation results data is also available via this link. Additional reports, including raw data files, are furnished upon request.

**HOW TO REQUEST**
All report, label, and email requests should be sent to ssprod@bc.edu. Depending on request volume most data files are shared within 24 hours. Labels and printed reports requested by noon are usually available the next business day for pickup in Lyons 101.

**Support Contacts:**
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