

## **Data Tools Workshop: Where Do I Find... and CPOS**

**August 15, 2025**

### **Questions & Answers**

#### **Q: How do Slate and Banner talk to each other?**

**A:** Slate runs Banner data in the morning for updates and decisions that are made in Banner during the day are communicated to Slate in the afternoons.

#### **Q: Where can I find commonly listed data like enrollment data, census rates, etc. for my department and departmental programs such as minors and graduate programs?**

**A:** This data can be found in multiple locations.

- [Office of Institutional Analysis](#) (OIA) has an [enrollment dashboard](#) on their website, as well as [census reports](#) for each semester. Currently, the minors and programs are not reported by department but can be requested from OIA. Students who have declared multiple degrees will only have the primary major counted to avoid duplication in headcount.
- [Navigate360](#) has dashboards and reporting as well that can show class enrollment and degree enrollment. These are accessible depending on an individual's role.
- NMSU Analytics also has a dashboard available. ST-R0020-CLS-ROSTER lists the students enrolled in class including the grade mode. ST-MJR-LIST provides a list of student information and their majors by term with numerous filter options. A full list of commonly used NMSU Analytics reports can be found [here](#).
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#### **Q: What tools are best for pulling student demographic or academic performance data?**

**A:** Student Demographic data can be viewed on the OIA website via their [Student Demographic Dashboard](#) (Student Factbook).

NMSU Analytics also student demographics. Individuals may need to [request access](#) to view the NMSU Analytics dashboards.

Academic Performance Data is available at the administrator level of the Navigate Dashboards. Those with the appropriate access can view it under the historical dashboards.

[Intelliboard](#) also offers dashboards that will show demographic information relevant to the user. Currently, everyone should have access to Intelliboard PRO LTI 1.3 via Canvas. If you have any questions regarding Intelliboard, email [learning@nmsu.edu](mailto:learning@nmsu.edu).

**Q: What predictive Analytics are in Navigate360?**

**A:** Users who have analytics in Navigate360 can click on the icon that looks like a bar graph. The population health and historical trends analytics provide key indicators such as historical trends, population health analytics, historical course analytics, major change history analytics. All of these are viewable based on a user's role in Navigate360.

**Q: How do we get lists of majors and minors? Is there easy access to student lists such as applicants using our major, listing our major or minor, nearly enrolled in our major/minor, and transfers?**

**A:** A list of reports from NMSU Analytics is at <https://inside.nmsu.edu/ads/wp-content/uploads/sites/22/2024/04/Most-Used-Academic-Reports.pdf>. It is recommended to look at the following reports:

- ST-MJR-LIST(WS) for majors
- ST-R0007-ACAD-INTEREST-BY-FIRST-MJR for students enrolled in their first major

The Majors list reports the students current major even if they have changed it multiple times throughout their NMSU journey.

Navigate360 can be used to interact with a department's majors. For example, Navigate360 users can identify a population through Advanced Search and then email, for example, junior level majors about an upcoming course.

**Q: Can you reach out to students who have taken courses from your department that may lead to a degree, but who have not declared as a major?**

**A:** A list of enrolled students can be pull for courses of interest. Departments can then reach out about these students about their interest in the major.

**Q: How can we know what students have registered for a class and then have dropped the class?**

**A:** Search for analytics reports with the keyword "Withdraw" OR utilize ST-R0020-CLS-ROSTER report to see drops/deletes, admin drops, etc. or the ST-R0324-ADV-DOC advising report for multiple students.

**Q: Is there a way to get a class audit for a student or multiple student id's?**

**A:** The advising report (ST-R0324-ADV-DOC) allows you to add as many Aggie ID numbers as you want for the report. Degree audit will also show you the classes a student has completed.

**Q: Where is the best place to look for students who come to NMSU with AP Credit?**

**A:** AP credits come in as transfer credits. They are entered in as a transfer credit after they have been evaluated and inputted by the registrar's office. The best place to see if a student has an AP transfer credit is the Star Degree Audit where it will be listed as CMART or in Banner via the SHATRNS screens.

**Q: Can you provide information on how I can access my students' financial aid information?**

**A:** Per federal regulations, only individuals who are assisting in applying, administering, or awarding financial aid to students can view student financial aid information. The Financial Aid office staff can provide generalized support that a faculty member or department head may need to assist students.

An example of a general question that a faculty member could call the Financial Aid Office with is "Can you help me understand the FASFA?" or "Who provides state funding?"

Individuals without access to financial aid information cannot access information on a specific student unless that student has provided that individual with proxy for their account.

**Q: Are there tools that faculty or department heads can use for appointment scheduling and reaching out to students?**

**A:** Navigate360 is the best tool for this. More services are being added to the tool and many of them are campus specific. For example, advising, financial aid, and tutoring are utilizing the tool for scheduling. Faculty can use Navigate360 to have students make appointments with them. Users who need a "Location" built should reach out to their Navigate Campus Administrator.

**CPOS Portion**

- Federal regulations state that only courses on a student's Course Program of Study (CPOS) or degree roadmap are the only courses that will be covered by federal financial aid such as Pell Grants.
- New Mexico has not put similar regulations on state financial aid such as Opportunity Scholarship.
- Students who may take a course that is not on their program of study can potentially have it covered by state financial aid or other scholarships that are not federally funded.
- The CPOS team showed attendees a decision tree on how to triage a student who may have questions regarding these regulations.

- Identify what campus the student is on. This determines where they will reach out for assistance or who they may need to contact.
- Students should be sent to Aggie One Stop for specific questions on their account. Aggie One Stop has been trained on the regulations and can see the necessary information to assist a student.
- If a student has not accepted federal financial aid, then they will not be affected by these regulations. If they have, students may need to declare their major or concentration within their declared major. They may also need to adjust their registration to ensure they are taking courses within the program of study. Students can also run a degree audit to ensure the courses they are registered for are a part of their program of study.
- Students who are still having issues with their federal financial aid after they have ensured their courses are on their program of study should reach out to the Financial Aid Office.
- Federal funding will continue to cover any declared majors including those students with multiple declared majors. However, some federal funding, state funding, and scholarships will continue to have stipulations built into them such as number of credits that must be completed to be awarded the money.
- Advising will assist students with ensuring their degree of study is declared and they are completing courses within that degree. They will also continue to be responsible for processing all general education exceptions, Viewing a Wider World exceptions, etc. so they are in the system correctly. All waivers and substitutions must be in the system for them to count toward the student's program of study.

**Q: Is there a deadline to have students declare their major or concentration?**

**A:** These need to be declared and processed prior to the census date so it is recommended that students declare them as soon as possible.

**Q: Do students declare their catalog year when they declare a major or concentration?**

**A:** No. Changes in catalog year are facilitated by an advisor. Students cannot select or change their catalog year. Active catalogs appear in Star Degree Audits. Students re-admitted into a program may need to be moved to an active catalog year.

**Q: How do I know if a student's classes are not eligible for funding? How do I help the student? Where can I go to see that information?**

**A:** Students will be able to see what courses may not be eligible for federal financial aid via a new screen available in the student view of my.nmsu.edu. The screen will display

whether the program that they are enrolled in counts for federal funding, as well as what courses the student is currently enrolled in are eligible for federal funding.

All students have access to this screen. Some faculty and staff, dependent on their role, will have access as well.

The screen will include all the student's declared majors/degree programs when factoring if the courses the student is taking are eligible for federal financial aid.

**Q: If a student changes their major but stays registered for the classes that they needed for their previous major, is it going to result in a chargeback?**

**A:** Students should enroll in courses for the program of study they have currently declared. If they are interested in changing their major, they should wait until after the census date (financial aid will have been paid out) and before the next semesters registration.

CPOS RESOURCES:

- Coursework toward Program of Study (CPOS) Requirements:  
<https://fa.nmsu.edu/cpos/index.html>