ADM0158- Dual Credit Off Site Registration Status: Shows all admitted students who are/are not registered for classes. If students are registered for classes, this will show you the classes for which they are registered. Students who withdraw will have their grade updated to a W on this report as soon as they are withdrawn. This report will also show you final grades for the semester if you would like to see how students performed.

When to use this: After students have been admitted and registered to ensure they are in the correct class. We will send you a report to make these changes later; to ensure a student’s grade was changed to W; to research how your students performed by looking at their final grades.

HOW TO FILTER EXCEL REPORTS:
Filters allow you to select only the information that you want to see in each row. These will make reading reports tremendously easier.

1. Click on the row with titles and select the entire row.
2. On the home tab, go to the Sort & Filter selection at the very end and select filter.
   
   Example:

   ![Excel Filter Example]

3. For example, if you would like to filter to show only the students who have not been admitted, go to the Application Status column, click the filter button and select Incomplete Items Outstanding.

After filtering:
HOW TO FREEZE PANES WITHIN REPORTS:
You may want to see certain rows or columns all the time in your worksheet, especially header cells. By freezing rows or columns in place, you'll be able to scroll through your content while continuing to view the frozen cells. This helps when the reports are very long!

1. Delete the columns and rows that you don’t want to see. It is helpful for your header column to be at the very top.
2. Select the very first cell (A1).
3. Go to the View tab on the menu bar.
4. Click on Freeze Panes.
5. Select Freeze Panes.

ADM0158- DUAL CREDIT OFF SITE REGISTRATION STATUS:

1. Add filters to the title row.
2. Freeze Pains if desired for scrolling.
3. The Registration column will show a Y or N. If it says Y, the student is registered for courses. If it says N, the student is not registered for courses.
4. The classes the student is registered in will show near the end of the report. To see all students in a selected course, select the CRN from the filter. This will show you all students registered in that section.
After filtering:

*Shows how many students are in the course you selected.*