Texas State Reporting (Logi) for The Graduate College

Application/Admission Reports:

- 964 – GC Application Summary - includes the total number of applications received for the semester in the first column and then their current state in the process (accepted, denied, completed, incomplete, or withdrawn). One applicant may be counted more than once. If the applicant has confirmed their intent to enroll, they will be counted in the confirmed column. If they have withdrawn or stated they did not intend to enroll, they will be counted in the cancelled column. If they have deferred their application to a future term, they will be counted in the deferred column.

- 381 – GC Weekly Headcount Intent Summary - includes only admitted students. If they have confirmed their intent to enroll, they will be counted in the accepted-confirmed column. If they have withdrawn or stated they did not intend to enroll, they will be counted in the accepted-cancelled column. If they have deferred their application to a future term, they will be counted in the accepted-deferred column.

- 347 – GC Weekly Headcount Summary - includes a total number of applicants received for the semester in the first column and then their current state in the process (accepted, complete, incomplete, denied, or withdrawn). An applicant will only be counted for one program.

- 986 – Graduate Admissions Report – includes all applicants and current applicant statuses for any given semester.

- 455 – GC Conditional and TSIE Review - can be used to see if students have completed conditions / Intensive English program; GC sends notification to advisors after grades post.

Thesis/Dissertation Reports:

- 393 – GC First Time Thesis - GC sends emails to students enrolled in thesis for the first time.


Graduate Student Reports:

- 747* – GC Master’s Hours – includes active and/or inactive students in master’s degrees. Report may be used for a variety of purposes (including limited ability to track student progress without viewing the degree audit).

- 744* – Doctoral Students and DBAC Report – includes active and/or inactive students in doctoral degrees. Report may be used for a variety of purposes (including limited ability to track student progress without viewing the degree audit).

- 430 – GC Graduate Candidate List - GC checks progress for graduation and reviews degree audits. Report may be used to obtain a list of students applying for graduation.

- 709 – Student Extract Reports (report from the Registrar’s office) – includes current students with admission data.

- 1045 – Student Schedules by Major (report from the Registrar’s office – includes course enrollment per student.)
Steps to Review Reports:

1. To access these reports, login to Texas State Reporting (Logi) at https://metrics.txstate.edu/reports/rdLogon.aspx and double click on the desired report to review.

2. After choosing a report, select the parameters and execute the report.

3. Optional: Use formulas or filters or to limit data as desired.

4. Export data to an Excel report by clicking .

*Information for Report #747 and #744:

Inactive = Students not eligible to register at this time (due to graduated, withdrawn, stopped out, conditional admit expired, or never enrolled records).

Inactive due to Graduation = Records inactivated due to graduation. Some records of graduated students are under Inactive status, so you would need to choose both inactive and inactive due to graduation statuses to find all students who graduated.

Active = Students eligible to register. Check the columns for number of enrolled hours and/or last semester enrolled to see whether the student is enrolled for the particular semester. After census day of a given semester, records of students not enrolled will be inactivated; therefore, they will no longer appear in an active selection.

Examples for Report #747 and #744:

Find students in a given major who graduated:

- Select Term
- Select Statuses: Hold down CTRL key while selecting both Inactive and Inactive due to Graduation
- Select Major
- Execute Report
- See 3 columns with Latest Graduation information and sort out the records with blanks

Find students in a given major who did not graduate and are not currently enrolled (after census day):

- Select Term
- Select Status: Inactive
- Select Major
- Execute Report
- See 3 columns with “Latest Graduation” information and only keep the records with blanks

Find students in a given major who are currently enrolled (prior to census day):

- Select Term
- Select Status: Active
- Select Major
- Execute Report
- See 4 columns with “In Progress” hours. Records with blanks in all 4 columns show no enrollment.
Find students in a given major who are currently enrolled (after census day):

- Select Term
- Select Status: Active
- Select Major
- Execute Report

Track student progress (after census day):

- Select Term
- Select Status: Active
- Select Major
- Execute Report
- See columns for earned hours and in progress hours. If a student is seeking another degree or certificate, the additional program(s) will appear under other priorities (program 2, program 3). A student could have started another degree/certificate, which could account for hours over the required hours for the degree, but those programs would not show up on the report.