VI. INSTRUCTIONS FOR DATA COLLECTION FROM WEBFOCUS

The second outside source that contains information which is needed for program review is WebFOCUS. WebFOCUS is a powerful tool for generating, scheduling and distributing reports. Authorized UNC-CH employees can use WebFOCUS to create ad hoc or standard reports using this easy-to-learn web-based system.

For more information on WebFOCUS please refer to this address, http://help.unc.edu/?id=3095.

A valid User Name and Password are required to access this system. Because of this The Graduate School will gather the needed information for the programs. The user name and password must be obtained from Administrative Information Systems (AIS). To contact AIS the address is https://www-s1.ais.unc.edu/. It usually takes three weeks to establish WebFOCUS access.

The Graduate School will obtain GRE and GPA information from WebFOCUS and give it to each program. Programs may also wish to access additional data from the system and provide it with the Program Review.