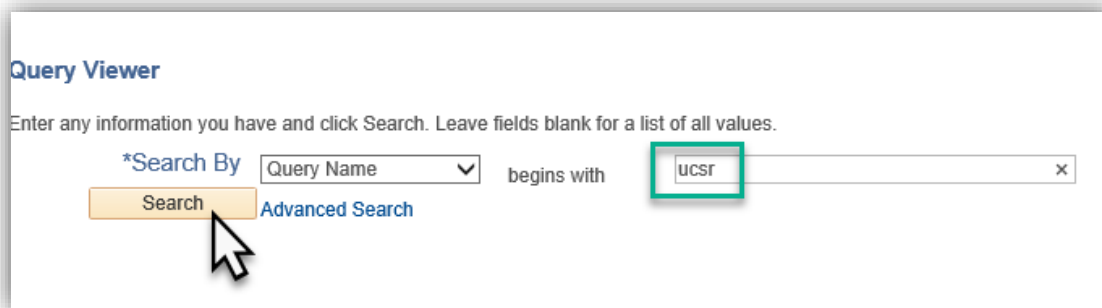


Graduate Program Administrators and Graduate Program Officers can run a query to identify students who are approaching their final year of program. Included is how to run the query and save or remove it as a favorite.

1. Click the **Reporting Tools** link.  
[Reporting Tools](#)
2. Click the **Query** link.  
[Query](#)
3. Click the **Query Viewer** link.  
[Query Viewer](#)
4. Enter the desired information into the **begins with** field. To identify queries for UofC Student Records, enter **ucsr**. Click the **Search or press Enter** button.



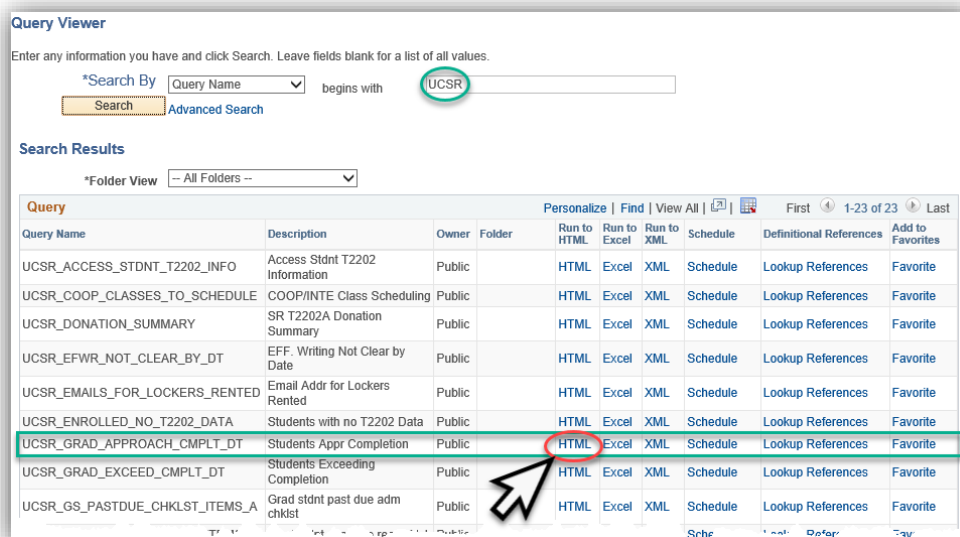
**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

5. A list of ucsr public queries displays. To search for Students Approaching Completion and run the query, scroll down to **UCSR\_GRAD\_APPROACH\_CMPLT\_DT**. Click the **HTML** link.



**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

**Search Results**

\*Folder View

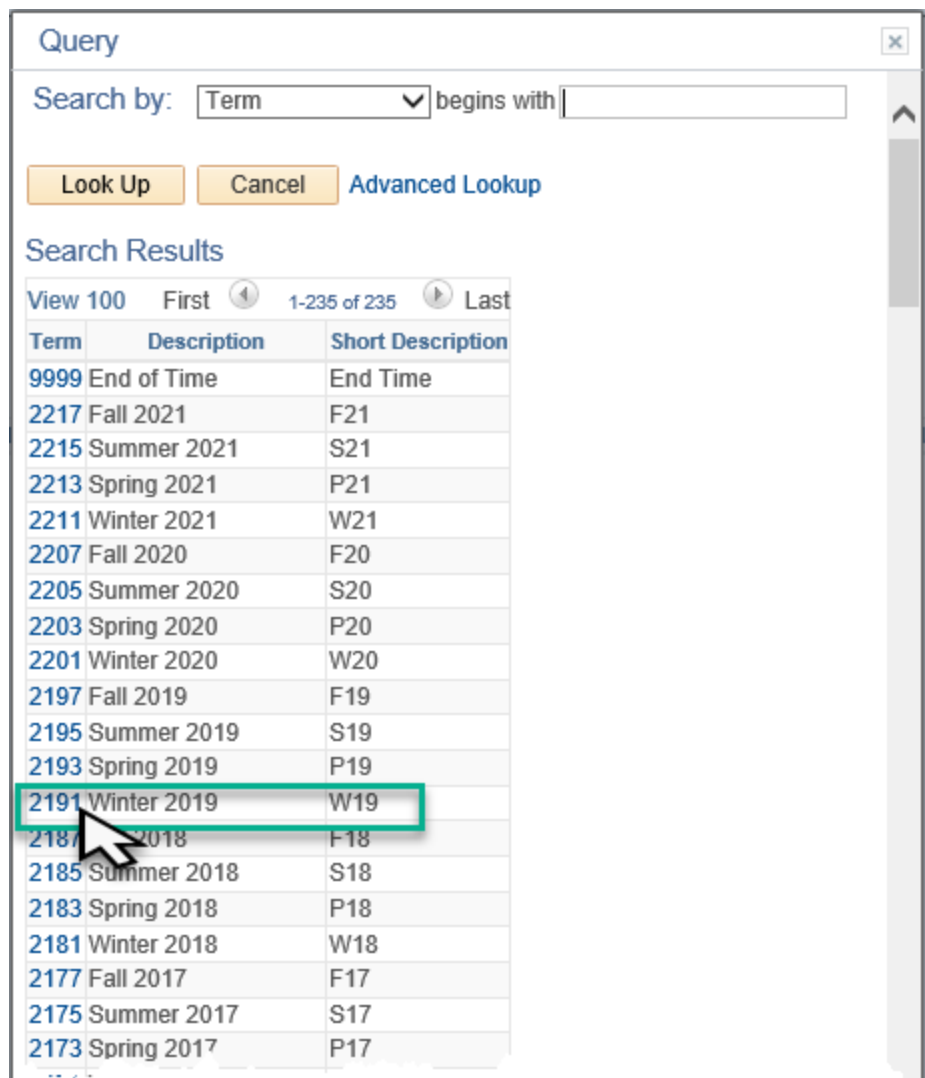
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UCSR_ACCESS_STDNT_T2202_INFO	Access Stdnt T2202 Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_COOP_CLASSES_TO_SCHEDULE	COOP/INTE Class Scheduling	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_DONATION_SUMMARY	SR T2202A Donation Summary	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_EFWR_NOT_CLEAR_BY_DT	EFF. Writing Not Clear by Date	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_EMAILS_FOR_LOCKERS_RENTED	Email Addr for Lockers Rented	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_ENROLLED_NO_T2202_DATA	Students with no T2202 Data	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
<b>UCSR_GRAD_APPROACH_CMPLT_DT</b>	<b>Students Appr Completion</b>	Public		<b>HTML</b>	Excel	XML	Schedule	Lookup References	Favorite
UCSR_GRAD_EXCEED_CMPLT_DT	Students Exceeding Completion	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_GS_PASTDUE_CHKLIST_ITEMS_A	Grad stdnt past due adm chklist	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

# Graduate Students Approaching Completion Query

SA – Graduate Program



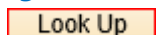
- The **UCSR\_GRAD\_APPROACH\_COMPLT\_DT** query window opens allowing selection criteria to be entered. Complete the fields with desired search criteria. Note: You can enter this information directly or use the Lookup tool. Click the **Look up Institution** button. Click the **UCALG** link.  
**UCALG**
- Enter the desired term directly or use the Lookup tool. Click the **Look up Term** button. For this example, select 2191 (Winter 2019). Click the **2191** link.



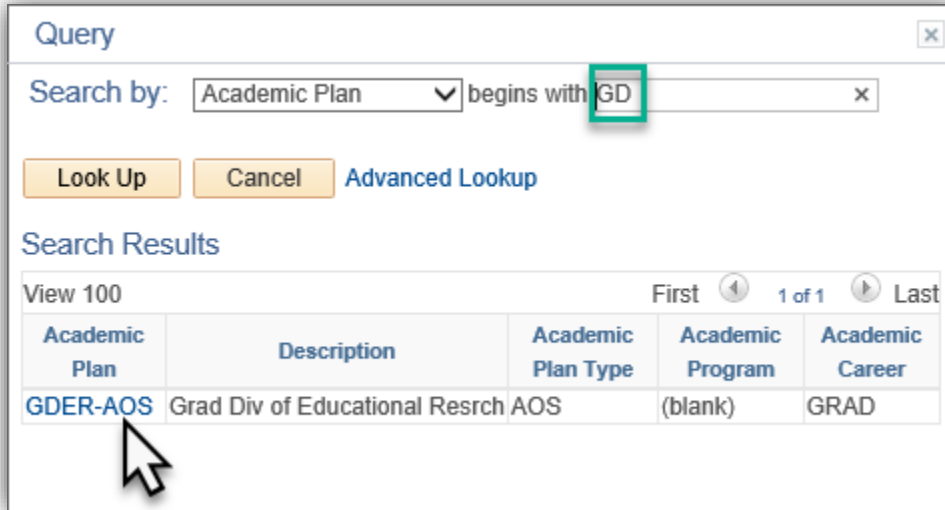
- If desired, enter a Primary Plan. Click the **Look up Primary Plan** button.



- Enter the desired information into the **begins with** field. For this example of GDER-AOS, enter "gd". Click the **Look Up** button.



10. Click the **GDER-AOS** link.



The screenshot shows a 'Query' window with the following details:

- Search by:** Academic Plan (dropdown) begins with **GD** (text input, highlighted with a green box)
- Buttons: Look Up, Cancel, Advanced Lookup
- Search Results:** View 100, First, 1 of 1, Last
- Table with columns: Academic Plan, Description, Academic Plan Type, Academic Program, Academic Career
- Table Row 1: **GDER-AOS** (highlighted with a mouse cursor), Grad Div of Educational Resrch AOS, (blank), GRAD

11. You may also enter optional Degree Stream (e.g. EDD-DEG) and Academic Program (e.g. GSDOC) to narrow query search results. Date From and Date To fields must be completed. You can enter the date directly or use the Lookup tool. Click the **Calendar Date From** button.

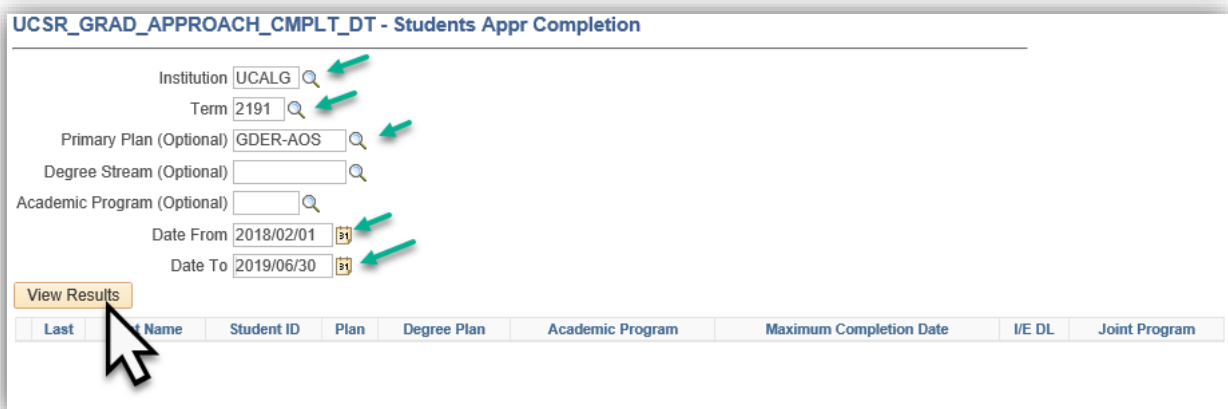


12. Manipulate the calendar to select the desired **Date From**. Tip: Using the calendar manipulation ensures the date is formatted correctly.

13. You can enter the **Date To** directly or use the Lookup tool. Click the **Calendar Date To** button. Manipulate the calendar to select the desired Date To.



14. When satisfied with the query search criteria entered click the **View Results** button.



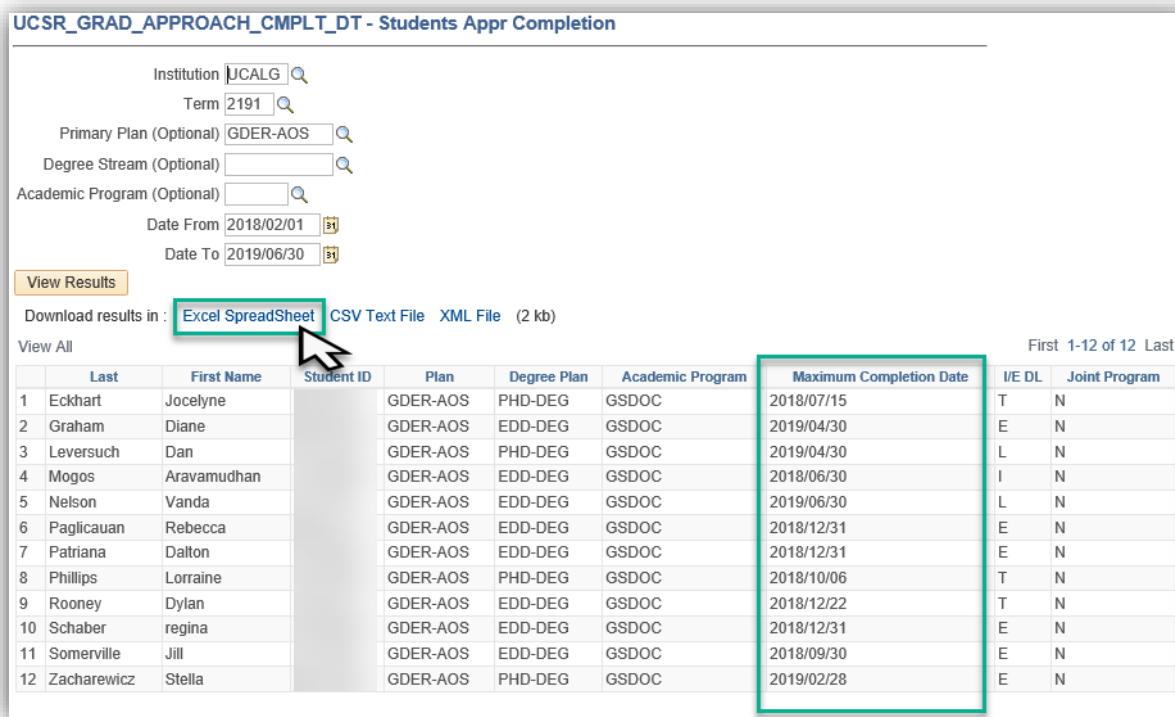
The screenshot shows the 'UCSR\_GRAD\_APPROACH\_CMPLT\_DT - Students Appr Completion' window with the following details:

- Fields with search icons (magnifying glass):
  - Institution: UCALG
  - Term: 2191
  - Primary Plan (Optional): GDER-AOS
  - Degree Stream (Optional):
  - Academic Program (Optional):
  - Date From: 2018/02/01
  - Date To: 2019/06/30
- Buttons: View Results, and calendar icons for Date From and Date To (indicated by green arrows).
- Table with columns: Last, Name, Student ID, Plan, Degree Plan, Academic Program, Maximum Completion Date, I/E DL, Joint Program
- A mouse cursor is pointing at the 'View Results' button.

# Graduate Students Approaching Completion Query

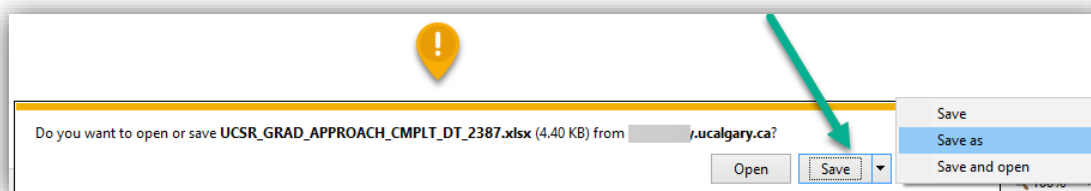
SA – Graduate Program

15. The query results will display in HTML format. The results can be saved as an Excel file. Note: All student information displayed is scrambled for FOIP reasons. Click the [Excel Spreadsheet](#) link.

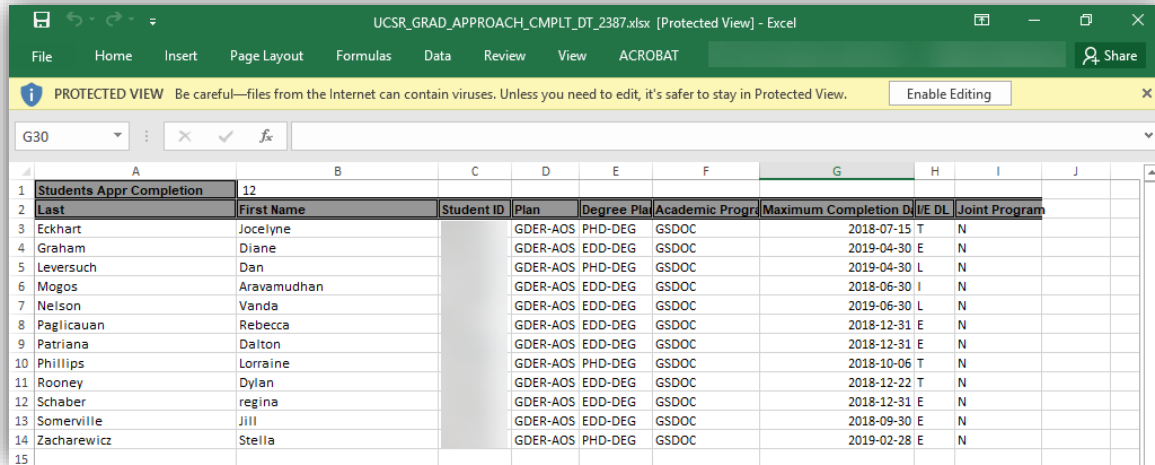


	Last	First Name	Student ID	Plan	Degree Plan	Academic Program	Maximum Completion Date	I/E DL	Joint Program
1	Eckhart	Jocelyne		GDER-AOS	PHD-DEG	GSDOC	2018/07/15	T	N
2	Graham	Diane		GDER-AOS	EDD-DEG	GSDOC	2019/04/30	E	N
3	Leversuch	Dan		GDER-AOS	PHD-DEG	GSDOC	2019/04/30	L	N
4	Mogos	Aravamudhan		GDER-AOS	EDD-DEG	GSDOC	2018/06/30	I	N
5	Nelson	Vanda		GDER-AOS	EDD-DEG	GSDOC	2019/06/30	L	N
6	Paglicauan	Rebecca		GDER-AOS	EDD-DEG	GSDOC	2018/12/31	E	N
7	Patriana	Dalton		GDER-AOS	EDD-DEG	GSDOC	2018/12/31	E	N
8	Phillips	Lorraine		GDER-AOS	PHD-DEG	GSDOC	2018/10/06	T	N
9	Rooney	Dylan		GDER-AOS	EDD-DEG	GSDOC	2018/12/22	T	N
10	Schaber	regina		GDER-AOS	EDD-DEG	GSDOC	2018/12/31	E	N
11	Somerville	Jill		GDER-AOS	EDD-DEG	GSDOC	2018/09/30	E	N
12	Zacharewicz	Stella		GDER-AOS	PHD-DEG	GSDOC	2019/02/28	E	N

16. After pressing Excel Spreadsheet, a download bar displays (depending on browser) prompting you to Open/Save (Save, Save as or Save and Open).



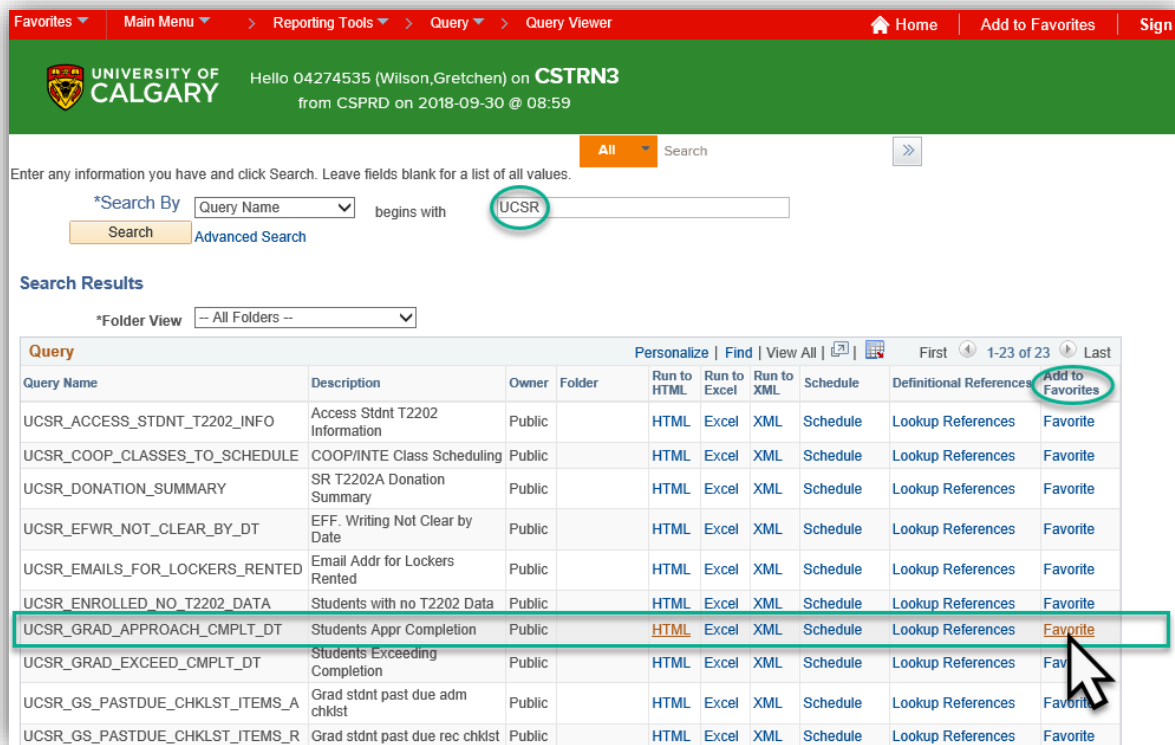
17. Results will be displayed in the Excel Spreadsheet. *Information removed for FOIP reasons.*



Last	First Name	Student ID	Plan	Degree Pla	Academic Progr	Maximum Completion D	E DL	Joint Program
Eckhart	Jocelyne		GDER-AOS	PHD-DEG	GSDOC	2018-07-15	T	N
Graham	Diane		GDER-AOS	EDD-DEG	GSDOC	2019-04-30	E	N
Leversuch	Dan		GDER-AOS	PHD-DEG	GSDOC	2019-04-30	L	N
Mogos	Aravamudhan		GDER-AOS	EDD-DEG	GSDOC	2018-06-30	I	N
Nelson	Vanda		GDER-AOS	EDD-DEG	GSDOC	2019-06-30	L	N
Paglicauan	Rebecca		GDER-AOS	EDD-DEG	GSDOC	2018-12-31	E	N
Patriana	Dalton		GDER-AOS	EDD-DEG	GSDOC	2018-12-31	E	N
Phillips	Lorraine		GDER-AOS	PHD-DEG	GSDOC	2018-10-06	T	N
Rooney	Dylan		GDER-AOS	EDD-DEG	GSDOC	2018-12-22	T	N
Schaber	regina		GDER-AOS	EDD-DEG	GSDOC	2018-12-31	E	N
Somerville	Jill		GDER-AOS	EDD-DEG	GSDOC	2018-09-30	E	N
Zacharewicz	Stella		GDER-AOS	PHD-DEG	GSDOC	2019-02-28	E	N

### Save/Remove Query From Favorites:

- To save a query as a favorite, navigate to **Reporting Tools > Query > Query Viewer**. Enter **ucsr** and press **Enter** or **Search**. A list of ucsr queries display. Clicking on **Favorite** at the end of the line will save the specific query as a favorite. Click the **Favorite** link.



Favorites | Main Menu | Reporting Tools | Query | Query Viewer | Home | Add to Favorites | Sign out

Hello 04274535 (Wilson,Gretchen) on **CSTRN3**  
 from CSPRD on 2018-09-30 @ 08:59

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By: Query Name | begins with: **UCSR**

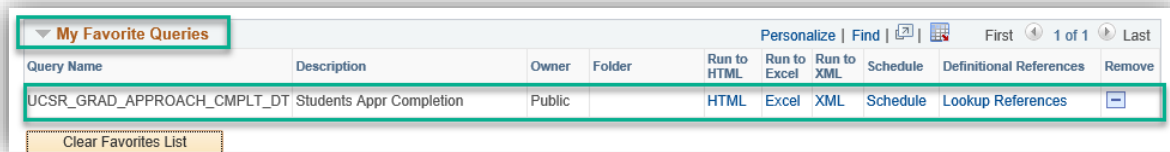
**Search Results**  
 \*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UCSR_ACCESS_STDNT_T2202_INFO	Access Stdnt T2202 Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_COOP_CLASSES_TO_SCHEDULE	COOP/INTE Class Scheduling	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_DONATION_SUMMARY	SR T2202A Donation Summary	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_EFWR_NOT_CLEAR_BY_DT	EFF. Writing Not Clear by Date	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_EMAILS_FOR_LOCKERS_RENTED	Email Addr for Lockers Rented	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_ENROLLED_NO_T2202_DATA	Students with no T2202 Data	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_GRAD_APPROACH_CMPLT_DT	Students Appr Completion	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_GRAD_EXCEED_CMPLT_DT	Students Exceeding Completion	Public		HTML	Excel	XML	Schedule	Lookup References	Fav
UCSR_GS_PASTDUE_CHKLIST_ITEMS_A	Grad stdnt past due adm chkst	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_GS_PASTDUE_CHKLIST_ITEMS_R	Grad stdnt past due rec chkst	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

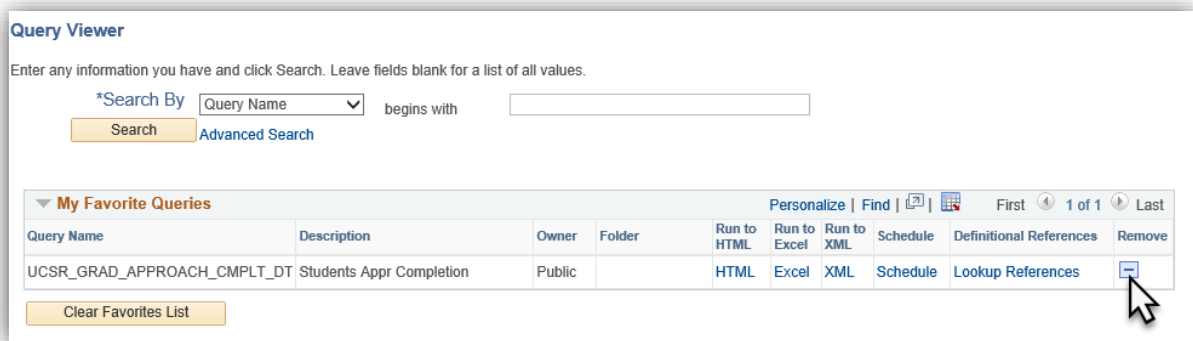
# Graduate Students Approaching Completion Query

SA – Graduate Program

- The favorite will display at the bottom of the menu in **My Favorite Queries**.



- The next time you navigate to Query Viewer, My Favorite Queries will be listed eliminating the step to enter ucsr for related queries. However, if you wish to use another ucsr query that is not listed as one of your favorites, you will have to enter ucsr to see the entire list of queries.
- To remove a query from your Favorites, click the "-" minus sign at the end of the row. Click the **Remove** button.



- The query will be removed. Note there is no prompt "Are you sure yes or no?" as the delete is immediate.  
For the corresponding online learning; consult [the student-administration training webpage](#).  
**End of Procedure.**