

Graduate Program Administrators and Graduate Program Officers may run a query to identify students who have exceeded completion. Normally this query would be run at the beginning of each term to identify students who have exceeded completion up to and including the term chosen. **Note:** Students who have convocated or withdrawn will not appear in the results of the query. Included is how to run the query and save or remove it as a favorite.

1. Click the **Reporting Tools** link.



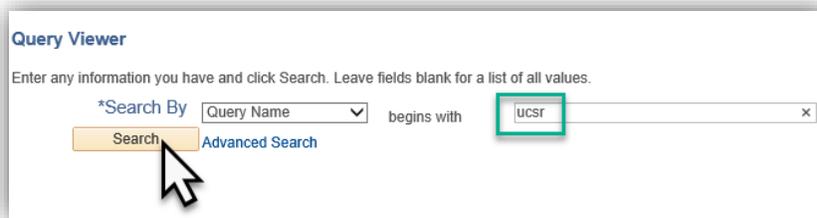
2. Click the **Query** link.



3. Click the **Query Viewer** link.



4. Enter the desired information into the **begins with** field. To identify queries for UofC Student Records, enter "**ucsr**". Click the **Search** button or press **Enter**.



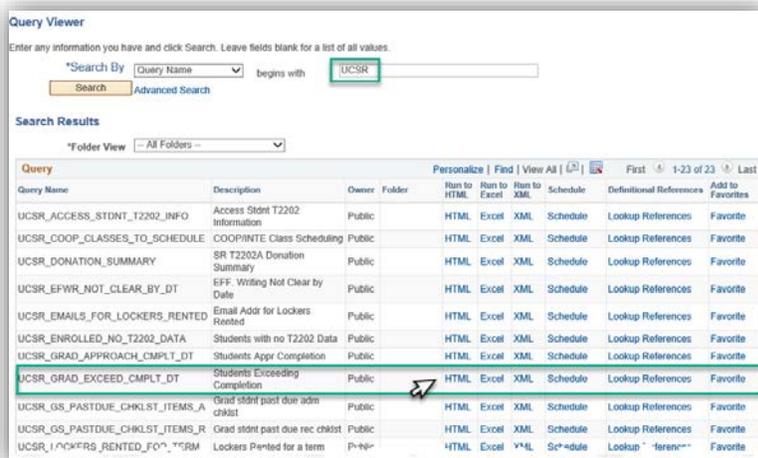
**Query Viewer**

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

\*Search By Query Name begins with

**Search** Advanced Search

5. A list of ucsr public queries displays. To search for Students Exceeding Completion and run the query, scroll down to **UCSR\_GRAD\_EXCEED\_CMPLT\_DT** (Students Exceeding Completion). 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 Query Name begins with

**Search** Advanced Search

**Search Results**

\*Folder View All Folders

Query Name	Description	Owner	Folder	Personalize	Find	View All	First	1-23 of 23	Last
UCSR_ACCESS_STDNT_T2202_INFO	Access Stdnt T2202 Information	Public		Run to HTML	Run to Excel	Run to XML	Schedule	Lookup References	Add to Favorites
UCSR_COOP_CLASSES_TO_SCHEDULE	COOPINTE 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 Ador 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
<b>UCSR_GRAD_EXCEED_CMPLT_DT</b>	<b>Students Exceeding Completion</b>	Public		<b>HTML</b>	Excel	XML	Schedule	Lookup References	Favorite
UCSR_GS_PASTDUE_CHKLIST_ITEMS_A	Grad stdnt past due adm checklist	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_GS_PASTDUE_CHKLIST_ITEMS_R	Grad stdnt past due rec chlist	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_LOCKERS_RENTED_FO**_GRM	Lockers Rented for a term	P-N*		HTML	Excel	XML	Schedule	Lookup References	Favorite

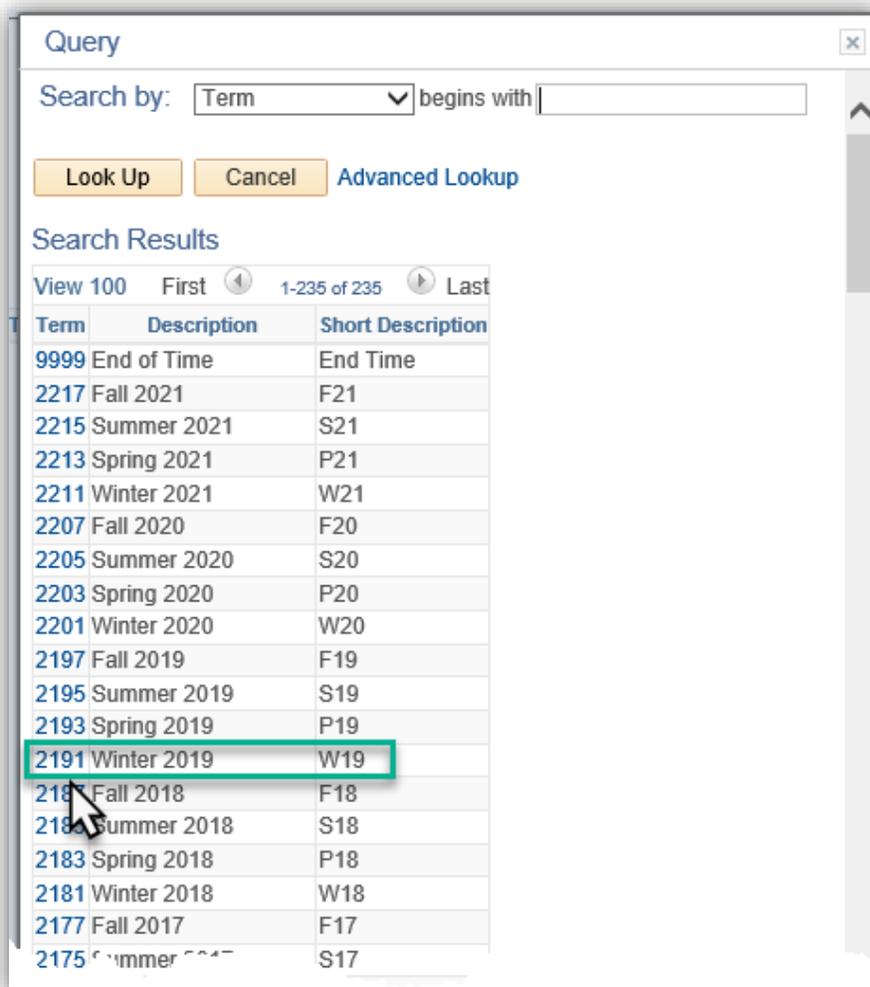
# Graduate Students Exceeding Completion Query

SA – Academic Advisement

- The **UCSR\_GRAD\_EXCEED\_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 tools.
- Enter the Institution = **UCALG** directly or use the **Lookup tool**.  

- Select the applicable term or enter it directly. Click the **Look up Term** button.  

- Select the desired term (e.g. 2191 Winter 2019). Click the **2191** link.



Query

Search by: Term begins with

Look Up Cancel Advanced Lookup

Search Results

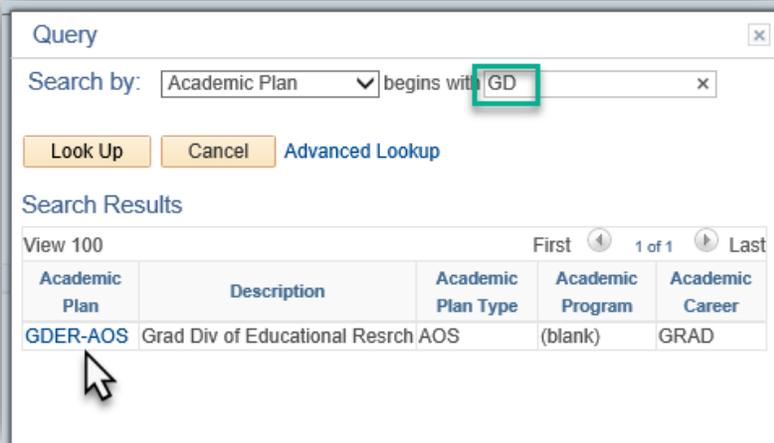
View 100 First 1-235 of 235 Last

Term	Description	Short Description
9999	End of Time	End Time
2217	Fall 2021	F21
2215	Summer 2021	S21
2213	Spring 2021	P21
2211	Winter 2021	W21
2207	Fall 2020	F20
2205	Summer 2020	S20
2203	Spring 2020	P20
2201	Winter 2020	W20
2197	Fall 2019	F19
2195	Summer 2019	S19
2193	Spring 2019	P19
2191	Winter 2019	W19
2187	Fall 2018	F18
2185	Summer 2018	S18
2183	Spring 2018	P18
2181	Winter 2018	W18
2177	Fall 2017	F17
2175	Summer 2017	S17

- Click the **Look up Primary Plan** button.



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



Query

Search by: Academic Plan begins with **GD**

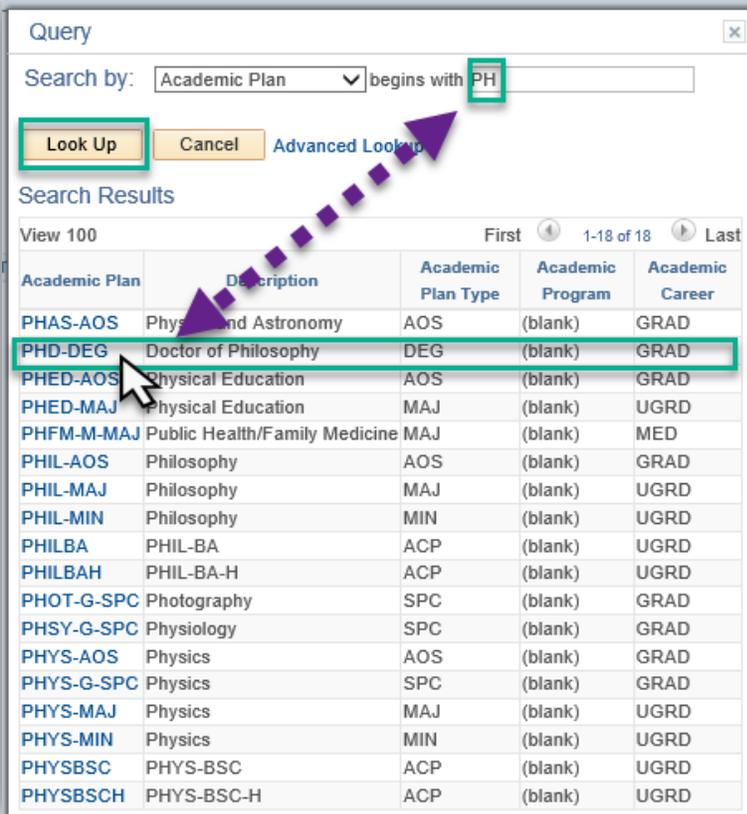
**Look Up** Cancel Advanced Lookup

Search Results

View 100 First 1 of 1 Last

Academic Plan	Description	Academic Plan Type	Academic Program	Academic Career
<b>GDER-AOS</b>	Grad Div of Educational Resrch	AOS	(blank)	GRAD

12. If you would like to limit your search to a specific degree, click the **Look up Degree Stream Plan** button and enter **ph** for example, to search for **PHD-DEG** and press **Lookup**. Click the **PHD-DEG** link.



Query

Search by: Academic Plan begins with **PH**

**Look Up** Cancel Advanced Lookup

Search Results

View 100 First 1-18 of 18 Last

Academic Plan	Description	Academic Plan Type	Academic Program	Academic Career
PHAS-AOS	Physics and Astronomy	AOS	(blank)	GRAD
<b>PHD-DEG</b>	Doctor of Philosophy	DEG	(blank)	GRAD
PHED-AOS	Physical Education	AOS	(blank)	GRAD
PHED-MAJ	Physical Education	MAJ	(blank)	UGRD
PHFM-M-MAJ	Public Health/Family Medicine	MAJ	(blank)	MED
PHIL-AOS	Philosophy	AOS	(blank)	GRAD
PHIL-MAJ	Philosophy	MAJ	(blank)	UGRD
PHIL-MIN	Philosophy	MIN	(blank)	UGRD
PHILBA	PHIL-BA	ACP	(blank)	UGRD
PHILBAH	PHIL-BA-H	ACP	(blank)	UGRD
PHOT-G-SPC	Photography	SPC	(blank)	GRAD
PHSY-G-SPC	Physiology	SPC	(blank)	GRAD
PHYS-AOS	Physics	AOS	(blank)	GRAD
PHYS-G-SPC	Physics	SPC	(blank)	GRAD
PHYS-MAJ	Physics	MAJ	(blank)	UGRD
PHYS-MIN	Physics	MIN	(blank)	UGRD
PHYSBSC	PHYS-BSC	ACP	(blank)	UGRD
PHYSBSCH	PHYS-BSC-H	ACP	(blank)	UGRD

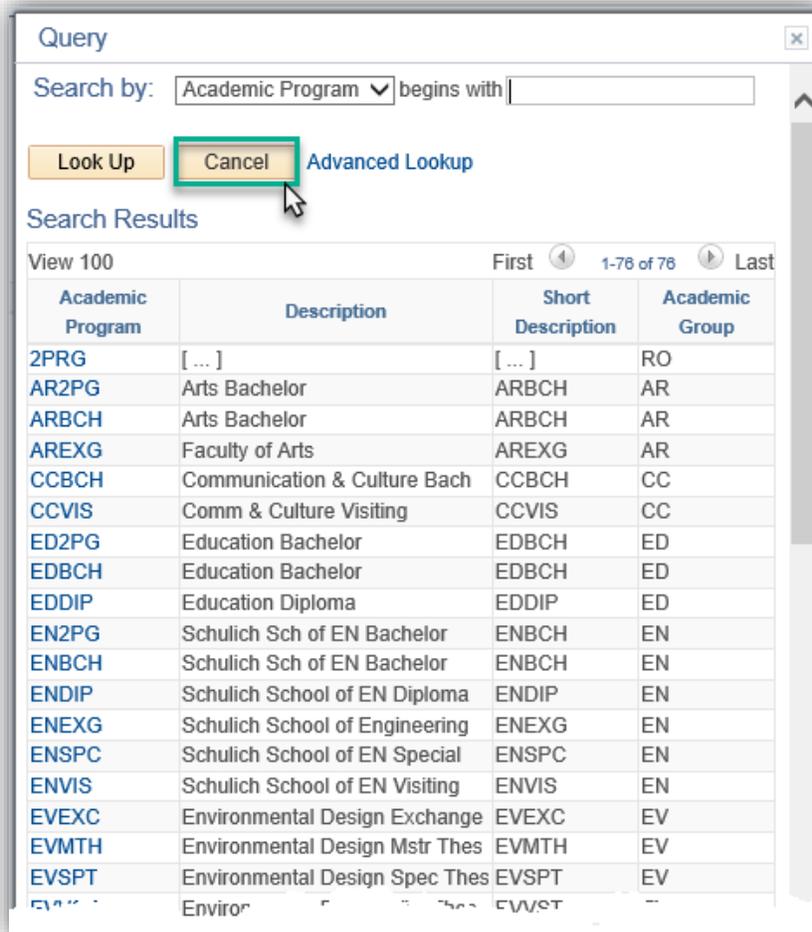
# Graduate Students Exceeding Completion Query

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13. If you would like to limit your search to a single **Academic Program**, click the **Look up Academic Program** button.



14. You may also enter optional **Academic Program** (e.g. GSDOC) to narrow query search results. For this example, none will be selected. Click the **Cancel** button.



The screenshot shows a 'Query' window with a search interface. The search criteria are set to 'Academic Program' and 'begins with'. There are three buttons: 'Look Up', 'Cancel', and 'Advanced Lookup'. The 'Cancel' button is highlighted with a red box and a mouse cursor. Below the buttons is a 'Search Results' section with a table of results. The table has columns for 'Academic Program', 'Description', 'Short Description', and 'Academic Group'. The results list various programs such as 2PRG, AR2PG, ARBCH, AREXG, CCBCH, CCVIS, ED2PG, EDBCH, EDDIP, EN2PG, ENBCH, ENDIP, ENEXG, ENSPC, ENVIS, EVEXC, EVMTH, and EVSPT.

Academic Program	Description	Short Description	Academic Group
2PRG	[ ... ]	[ ... ]	RO
AR2PG	Arts Bachelor	ARBCH	AR
ARBCH	Arts Bachelor	ARBCH	AR
AREXG	Faculty of Arts	AREXG	AR
CCBCH	Communication & Culture Bach	CCBCH	CC
CCVIS	Comm & Culture Visiting	CCVIS	CC
ED2PG	Education Bachelor	EDBCH	ED
EDBCH	Education Bachelor	EDBCH	ED
EDDIP	Education Diploma	EDDIP	ED
EN2PG	Schulich Sch of EN Bachelor	ENBCH	EN
ENBCH	Schulich Sch of EN Bachelor	ENBCH	EN
ENDIP	Schulich School of EN Diploma	ENDIP	EN
ENEXG	Schulich School of Engineering	ENEXG	EN
ENSPC	Schulich School of EN Special	ENSPC	EN
ENVIS	Schulich School of EN Visiting	ENVIS	EN
EVEXC	Environmental Design Exchange	EVEXC	EV
EVMTH	Environmental Design Mstr Thes	EVMTH	EV
EVSPT	Environmental Design Spec Thes	EVSPT	EV
EWVST	Enviro	EWVST	EV

15. Once all values have been entered, click the **View Results** button.

**UCSR\_GRAD\_EXCEED\_CMPLT\_DT - Students Exceeding Completion**

Institution

Term

Primary Plan (Optional)

Degree Stream Plan (Optional)

Academic Program (Optional)

**View Results**

Last Name	First Name	Student ID	Term	Degree Plan	Academic Program
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16. 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.

**UCSR\_GRAD\_EXCEED\_CMPLT\_DT - Students Exceeding Completion**

Institution

Term

Primary Plan (Optional)

Degree Stream Plan (Optional)

Academic Program (Optional)

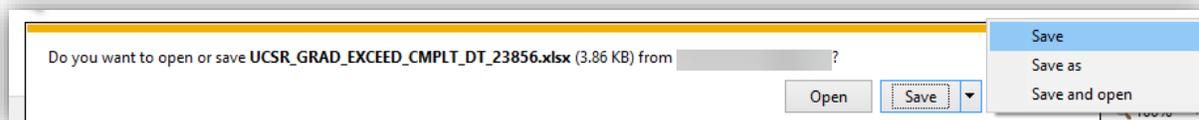
**View Results**

Download results in: **Excel Spreadsheet** CSV Text File XML File (1 kb)

View All First 1-3 of 3 Last

	Last Name	First Name	Student ID	Term	Degree Plan	Academic Program	Maximum Completion Date	Joint Program
1	Eckhart	Jocelyne		2191	PHD-DEG	GSDOC	2018/07/15	N
2	Phillips	Lorraine		2191	PHD-DEG	GSDOC	2018/10/06	N
3	Zacharewicz	Stella		2191	PHD-DEG	GSDOC	2019/02/28	N

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



# Graduate Students Exceeding Completion Query

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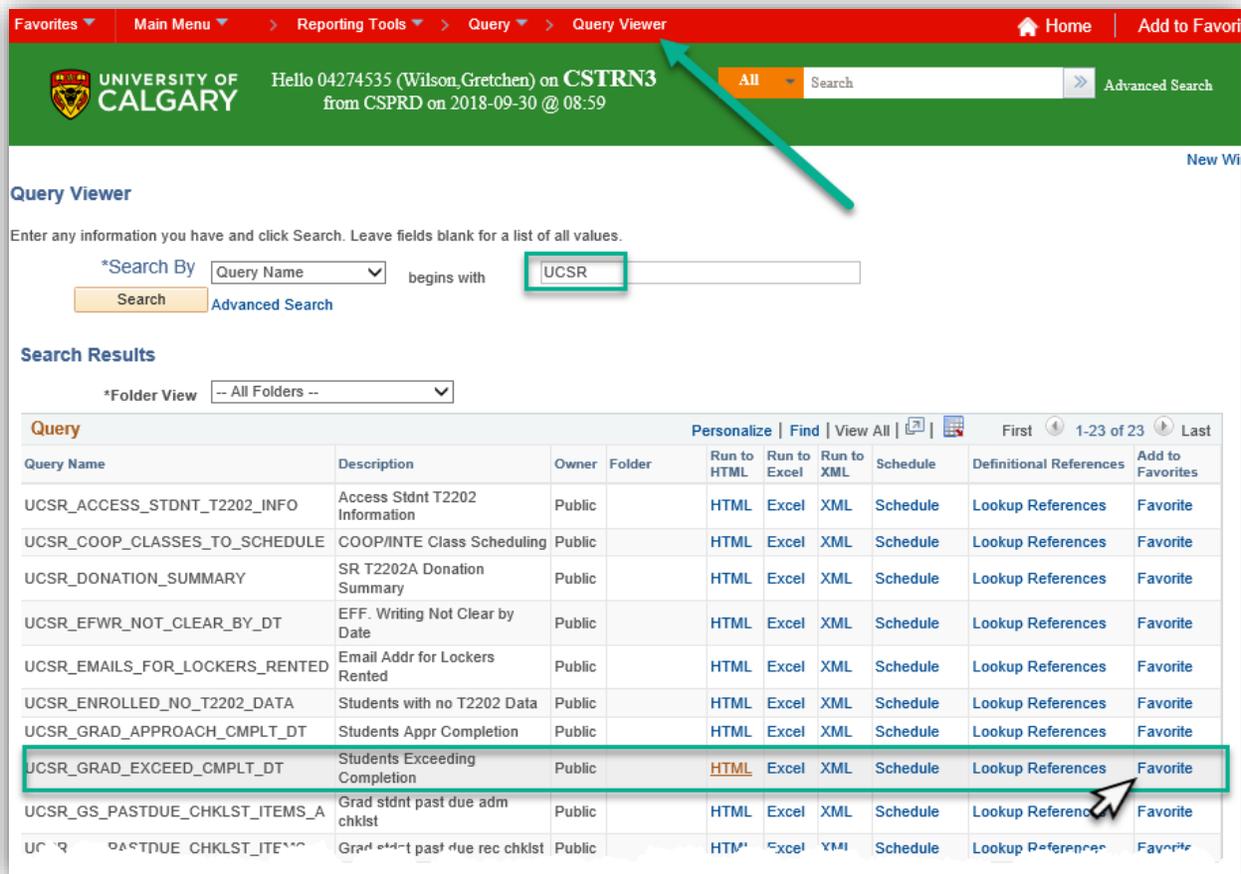


18. Results will be displayed in the Excel SpreadSheet.

Last Name	First Name	Student ID	Term	Degree P	Academic Pro	Maximum Completion	Joint Program
Eckhart	Jocelyne	2191		PHD-DEG	GSDOC	2018-07-15	N
Phillips	Lorraine	2191		PHD-DEG	GSDOC	2018-10-06	N
Zacharewicz	Stella	2191		PHD-DEG	GSDOC	2019-02-28	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.



Navigation: Favorites > Main Menu > Reporting Tools > Query > Query Viewer

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

Search: \*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
<b>UCSR_GRAD_EXCEED_CMPLT_DT</b>	<b>Students Exceeding Completion</b>	Public		<b>HTML</b>	Excel	XML	Schedule	Lookup References	<b>Favorite</b>
UCSR_GS_PASTDUE_CHKLIST_ITEMS_A	Grad stdnt past due adm chklist	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_GS_PASTDUE_CHKLIST_ITEMS_B	Grad stdnt past due rec chklist	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

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



My Favorite Queries

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
UCSR_GRAD_EXCEED_CMPLT_DT	Students Exceeding Completion	Public		HTML	Excel	XML	Schedule	Lookup References	[-]

Clear Favorites List

- 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.

# Graduate Students Exceeding Completion Query

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- To remove a query from your Favorites, click the "-" minus sign at the end of the row. The query will be removed. Note there is no prompt "Are you sure yes or no?" as the delete is immediate. Click the **Remove** button.



For the corresponding online learning, consult the student administration training website.

**End of Procedure.**