Graduate Students Exceeding Completion Query

SA – Academic Advisement

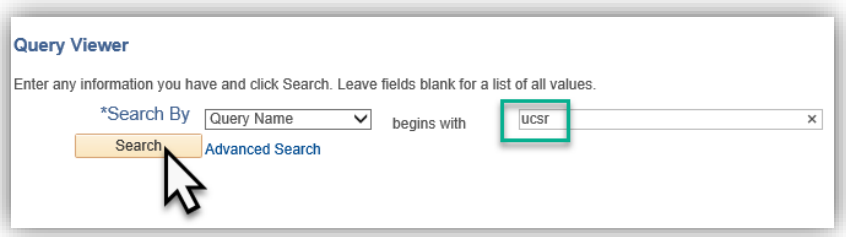
Graduate Program Administrators and Graduate Program Officers may run a query to identify students who have exceeded completion. Normally this query would be run at the beginning of each term to identify students who have exceeded completion up to and including the term chosen. **Note:** Students who have convocated or withdrawn will not appear in the results of the query.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

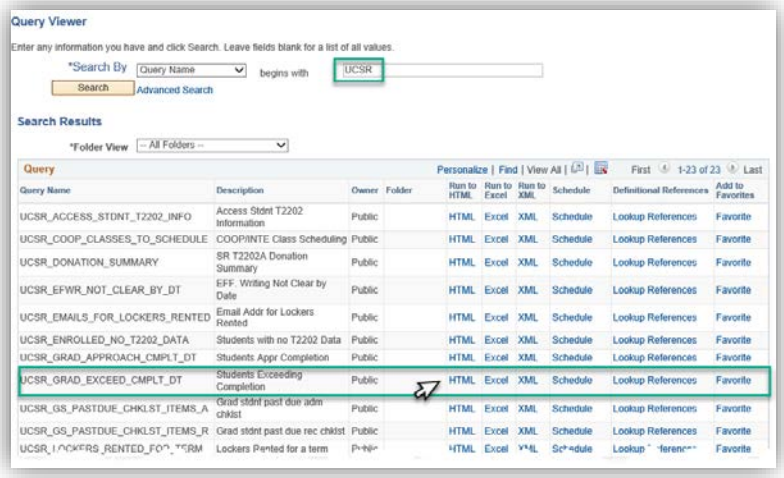
2. Click the **Query** link.

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.**



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.

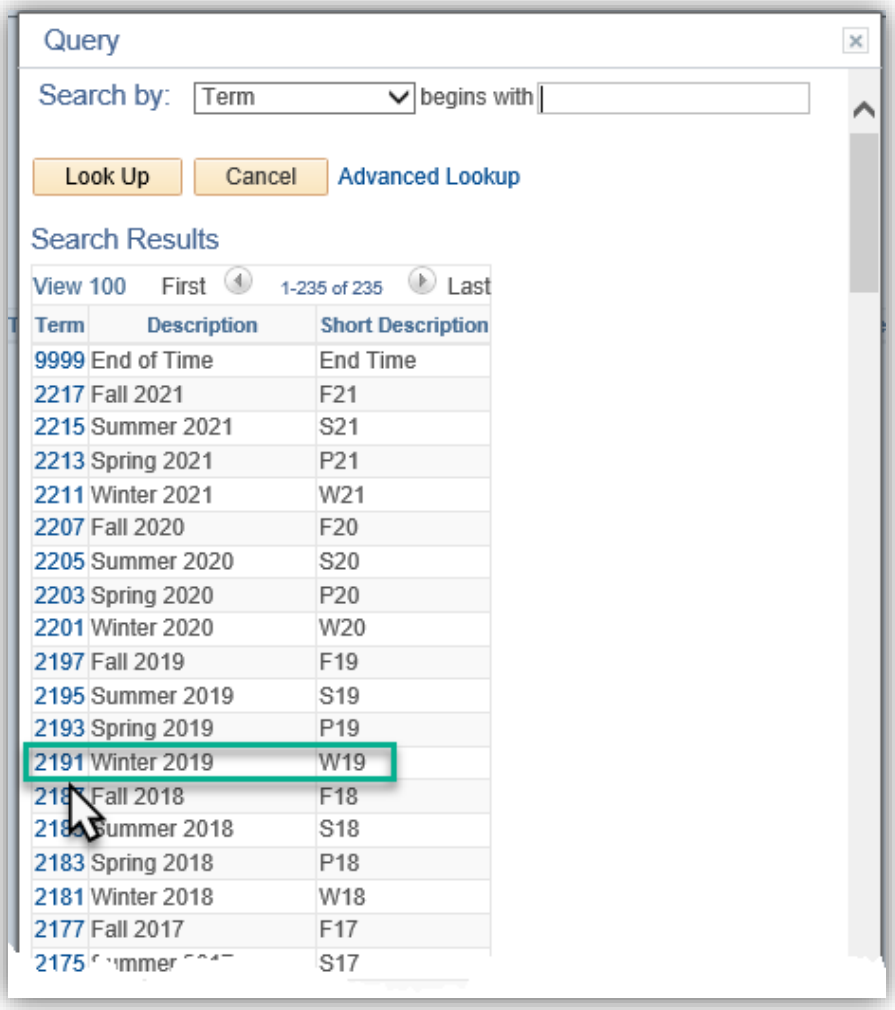


6. The **UCSR_GRAD_EXCEED_COMPLT_DT** query window opens allowing selection criteria to be entered. Complete the fields with desired search criteria. **Note:** You can enter this information directly or use the Lookup tools.

7. Enter the Institution = **UCALG** directly or use the **Lookup tool**.

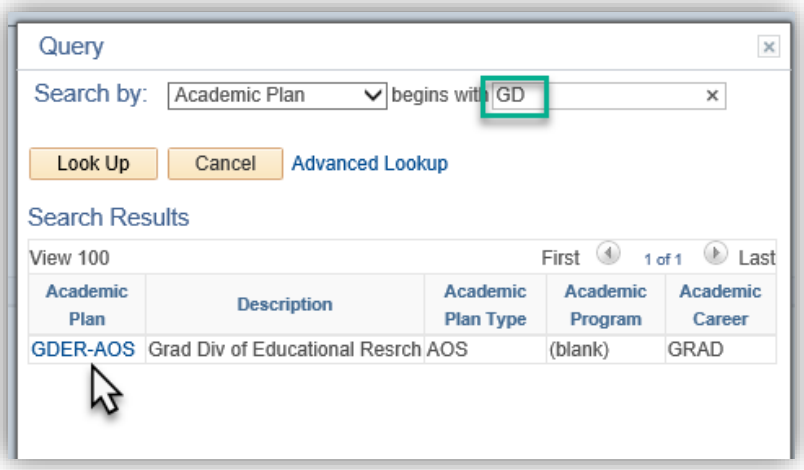
8. Select the applicable term or enter it directly. Click the **Look up Term** button.

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

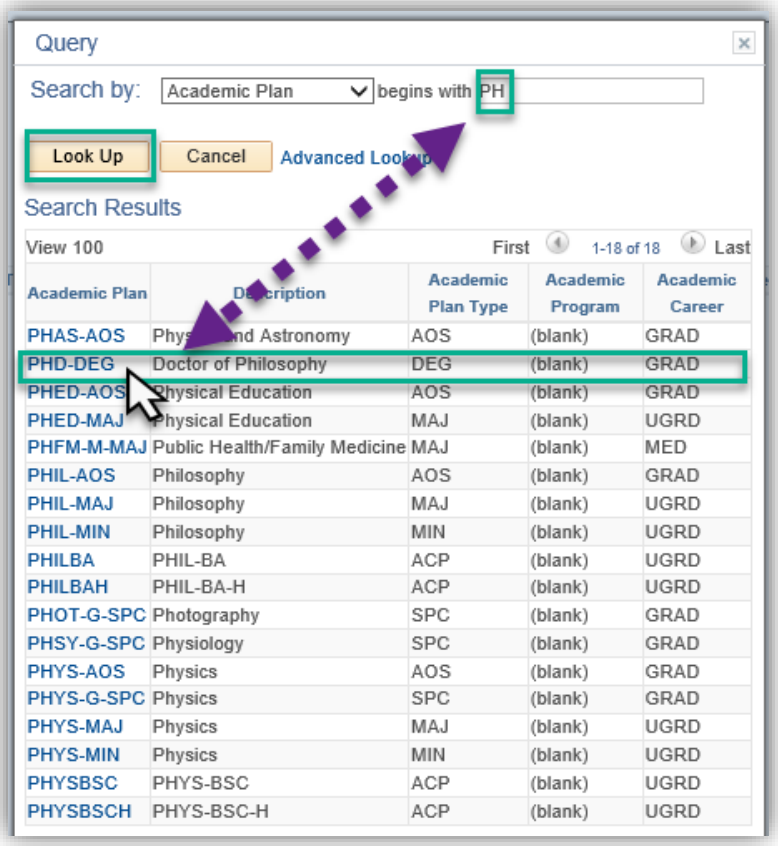


10. Click the **Look up Primary Plan** button.

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.

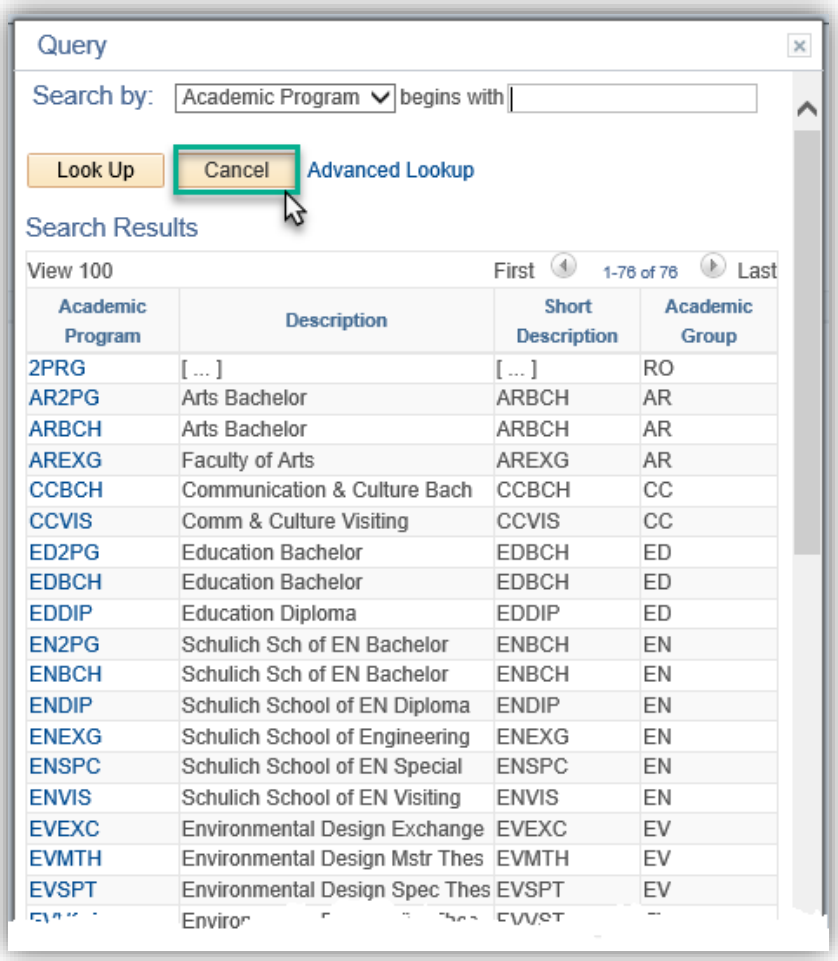


12. If you would like to limit your search to a specific degree, click the **Look up Degree Stream Plan** button and enter **ph** for example, to search for **PHD-DEG** and press **Lookup**. Click the **PHD-DEG** link.

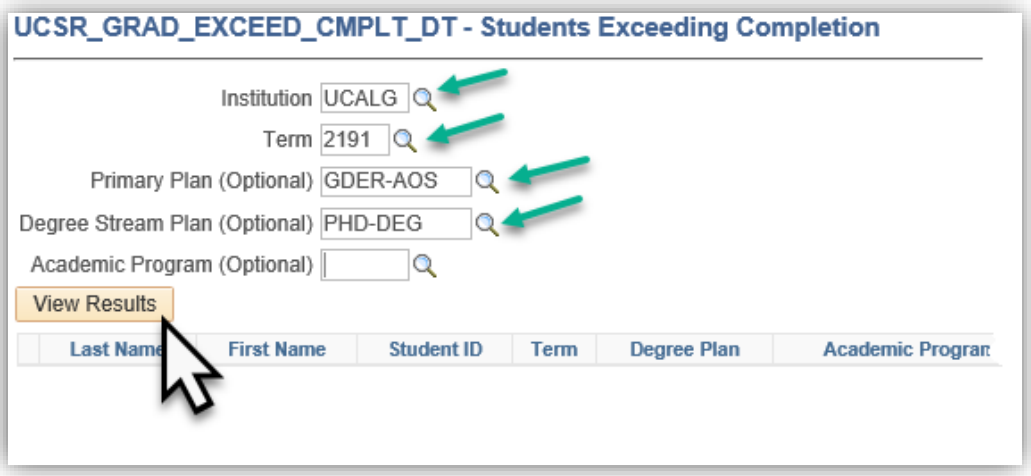


13. If you would like to limit your search to a single **Academic Program**, click the **Look up Academic Program** button.

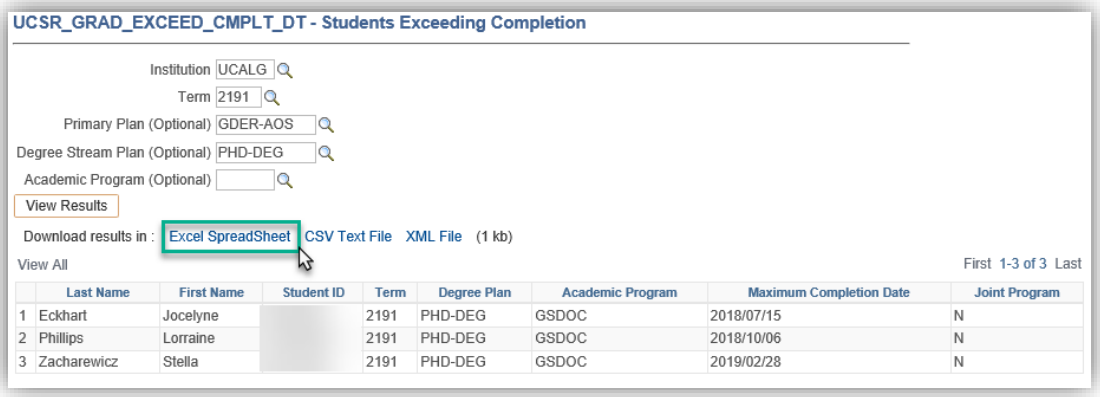
14. You may also enter optional **Academic Program** (e.g. GSDOC) to narrow query search results. For this example, none will be selected. Click the **Cancel** button.



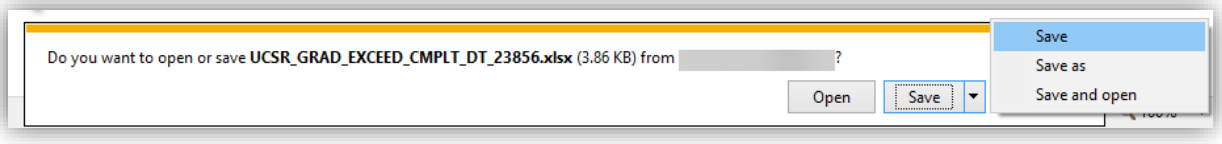
15. Once all values have been entered, click the **View Results** button.



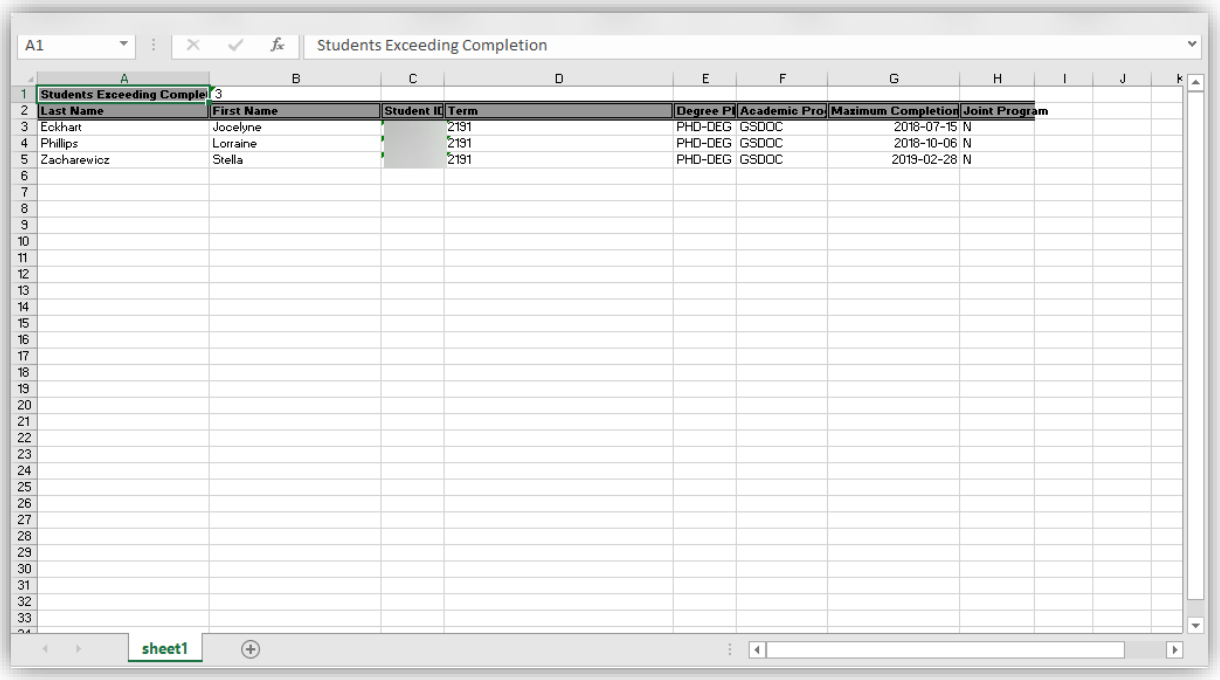
16. The query results will display in **HTML** format. The results can be saved as an Excel file. **Note:** All student information displayed is scrambled for FOIP reasons. Click the **Excel SpreadSheet** link.



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

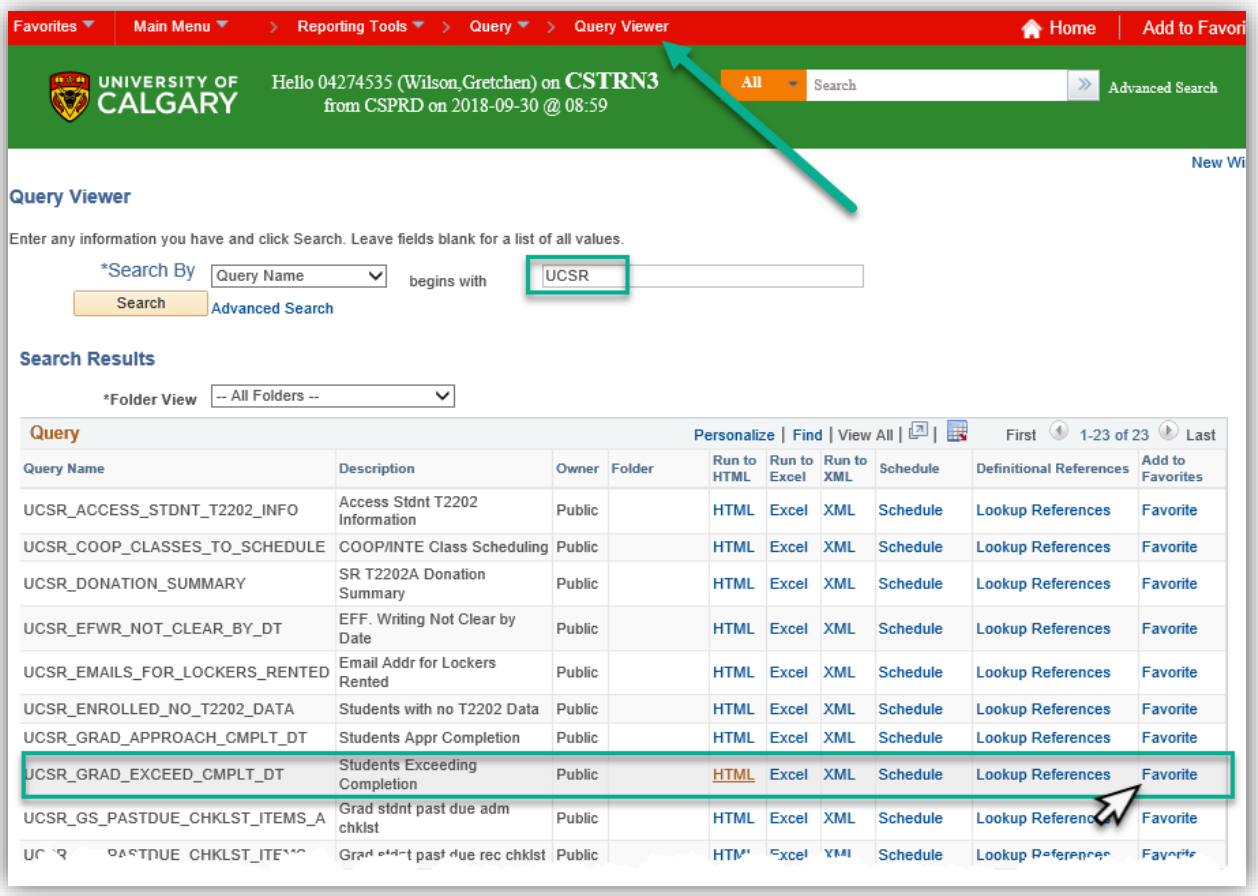


18. Results will be displayed in the Excel SpreadSheet.

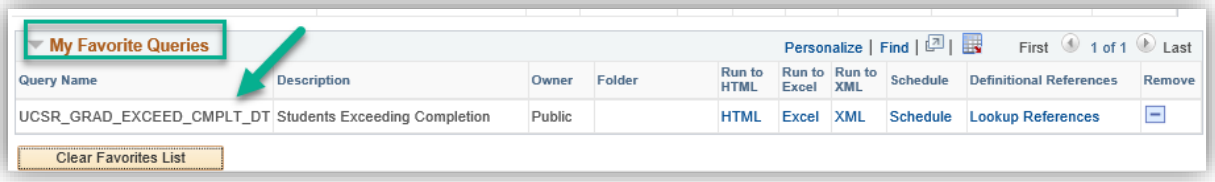


Save/Remove Query From Favorites:

1. 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.

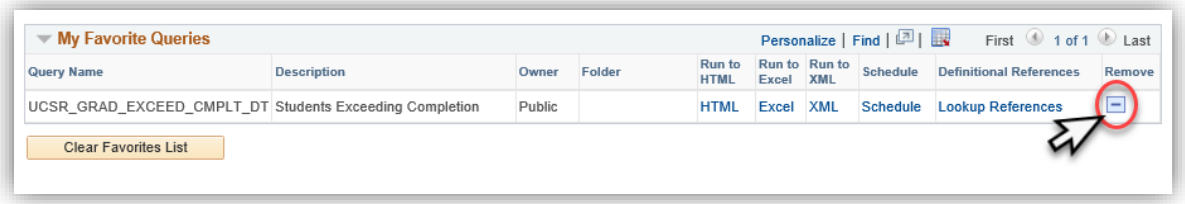


2. The favorite will display at the bottom of the menu in **My Favorite Queries**.



3. 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.

4. 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.