Graduate Students on Leave of Absence Query

SA – Graduate Programs

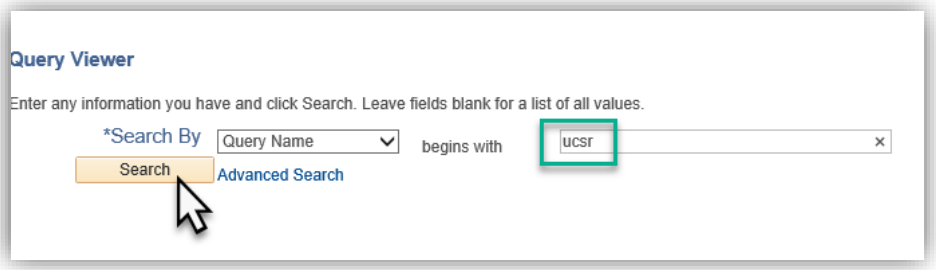
The following will assist Graduate Program Administrators and Graduate Program Officers run a query to identify students who are on a leave of absence. Included in this lesson is how to run the query and save or remove it as a favorite.

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

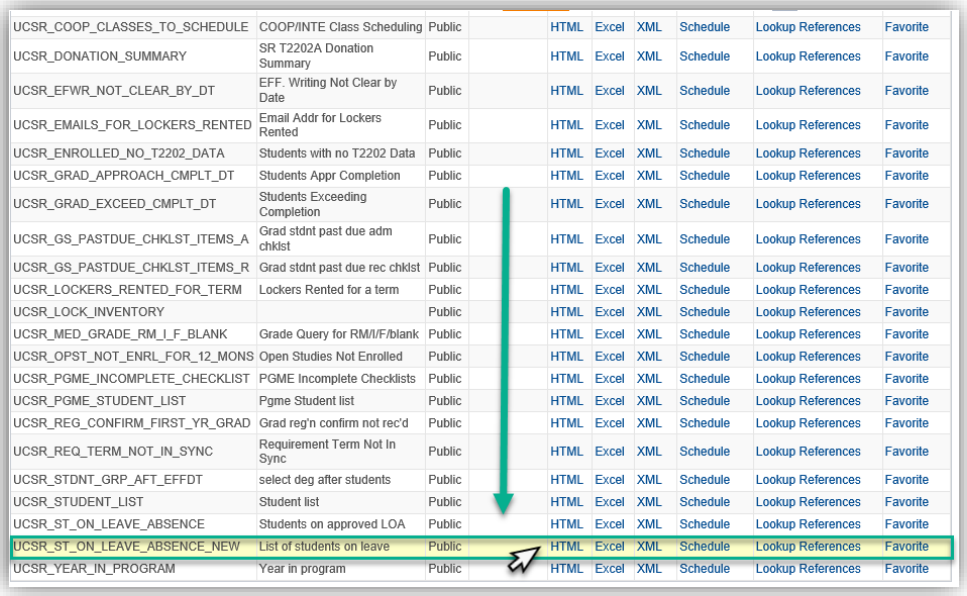
2. Click the **Query** link.

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 or press Enter** button.

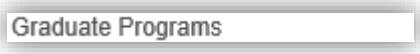


5. A list of ucsr public queries displays. To search for students on leave, scroll down to **UCSR_ST_ON_LEAVE_ABSENCE_NEW (List of students on leave**). Pressing HTML will run the query. Click the **HTML** link.

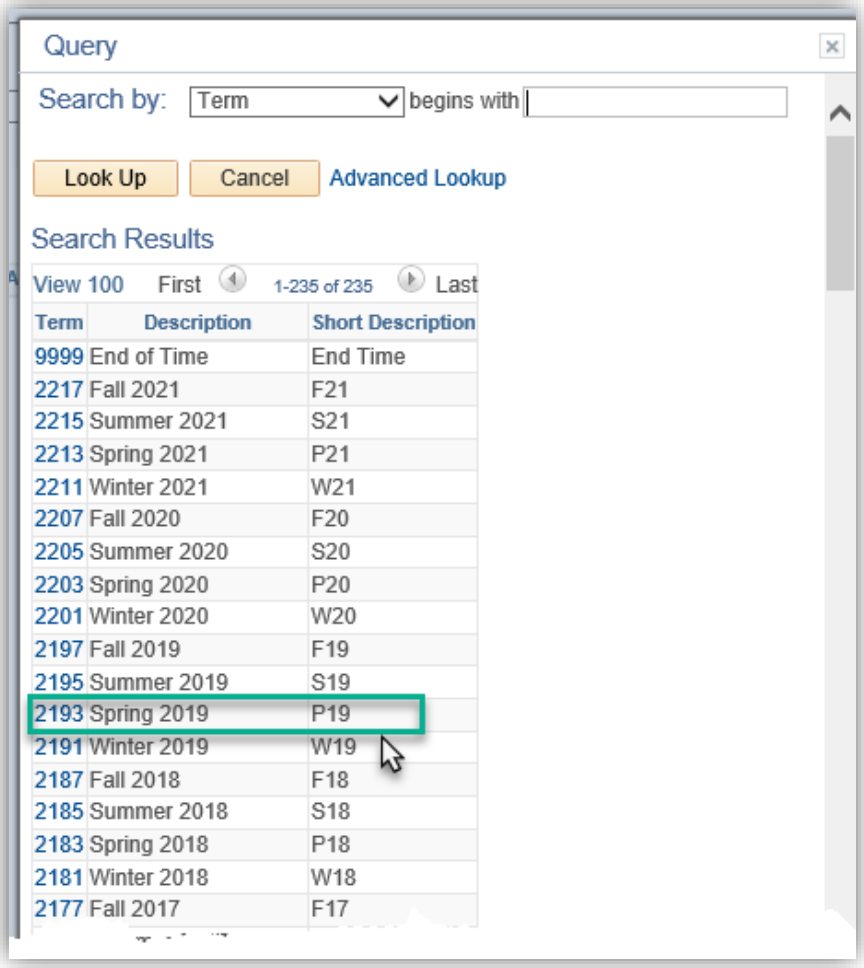


UCSR_COOP_CLASSES_TO_SCHEDULE	COOP/INTE Class Scheduling	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_DONATION_SUMMARY	SR T2202A Donation Summary	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_EFWR_NOT_CLEAR_BY_DT	EFF. Writing Not Clear by Date	Public		HTML	Excel	XML	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	Favorite
UCSR_GS_PASTDUE_CHKLST_ITEMS_A	Grad stdnt past due adm chklst	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_GS_PASTDUE_CHKLST_ITEMS_R	Grad stdnt past due rec chklst	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_LOCKERS_RENTED_FOR_TERM	Lockers Rented for a term	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_LOCK_INVENTORY		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_MED_GRADE_RM_I_F_BLANK	Grade Query for RM/I/F/blank	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_OPST_NOT_ENRL_FOR_12_MONS	Open Studies Not Enrolled	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_PGME_INCOMPLETE_CHECKLIST	PGME Incomplete Checklists	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_PGME_STUDENT_LIST	Pgme Student list	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_REG_CONFIRM_FIRST_YR_GRAD	Grad reg'n confirm not rec'd	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_REQ_TERM_NOT_IN_SYNC	Requirement Term Not In Sync	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_STDNT_GRP_AFT_EFFDT	select deg after students	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_STUDENT_LIST	Student list	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_ST_ON_LEAVE_ABSENCE	Students on approved LOA	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_ST_ON_LEAVE_ABSENCE_NEW	List of students on leave	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_YEAR_IN_PROGRAM	Year in program	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

6. The **UCSR_ST_ON_LEAVE_ABSENCE_NEW** 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 (e.g. Institution = UCALG)..
7. Click the **Career** list and click the **Graduate Programs** list item.

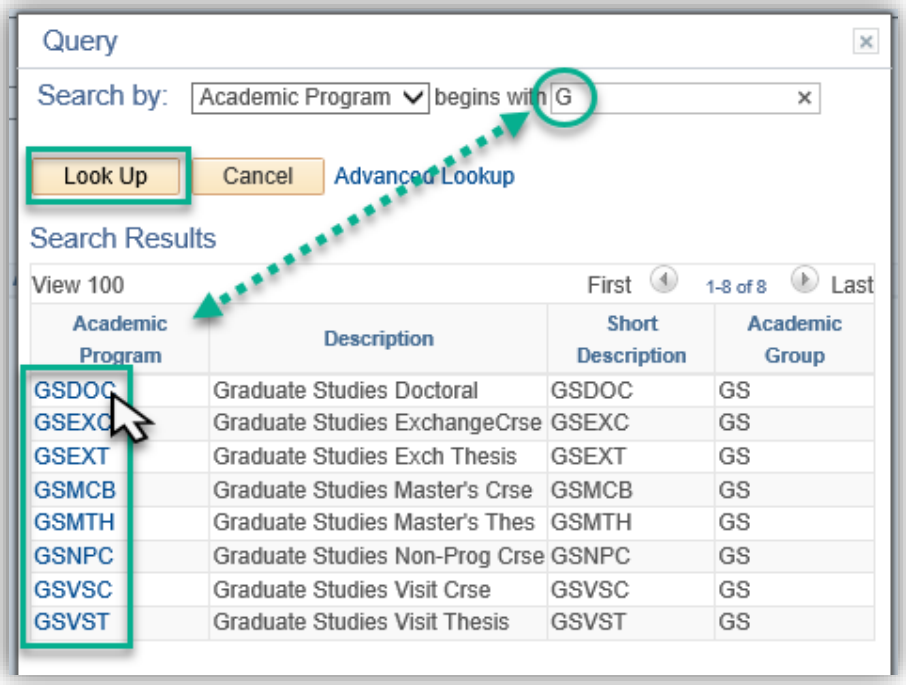


8. Enter the desired term directly or use the Lookup tool. Click the **Look up Term** button. Select the desired Term (e.g. 2193 Spring 2019).

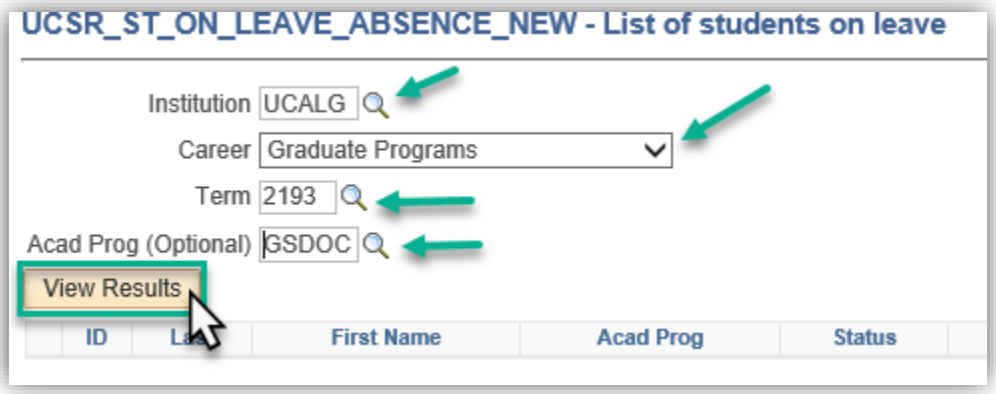


9. If desired, enter an Academic Program. Click the **Look up Acad Prog** button.

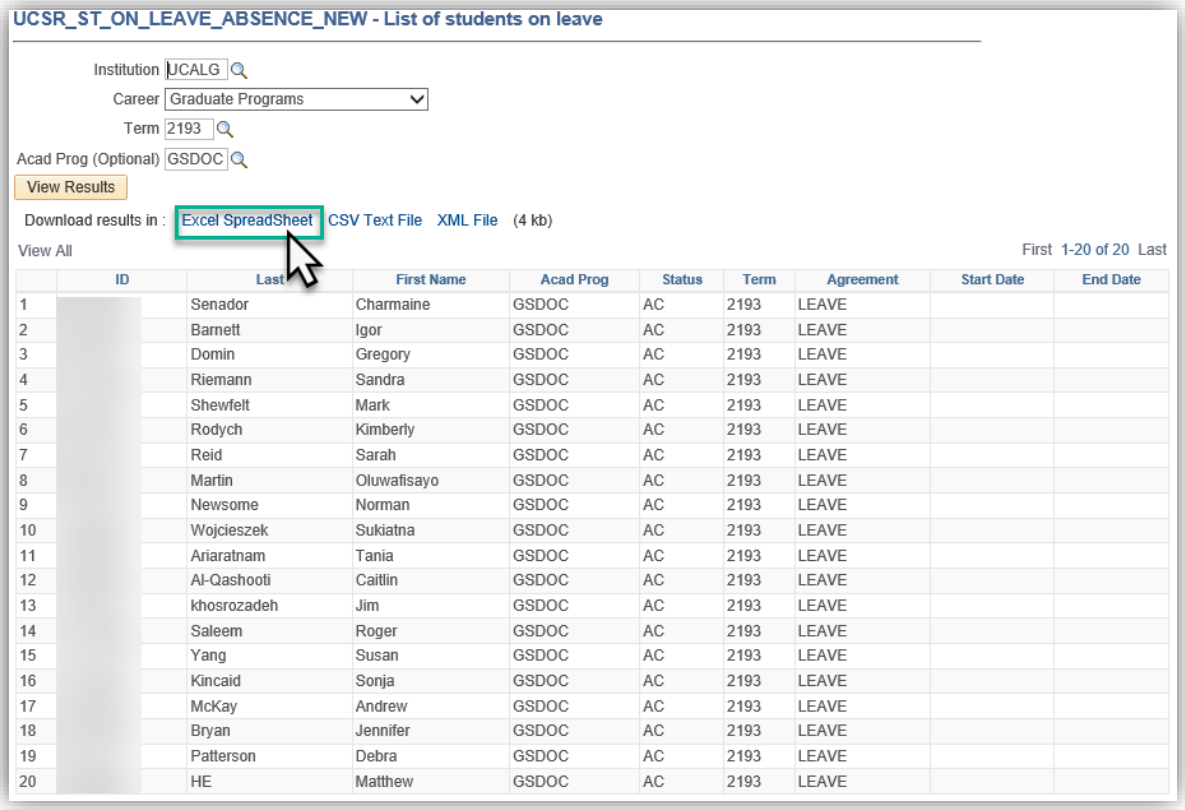
10. To narrow search results, enter the first letters of the desired Academic Program (ie. All Graduate Academic Programs begin with **g**). Click the **Look Up or Enter** button. For this example, click on **GSDOC** - Graduate Studies Doctoral. Click the **GSDOC** link.



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



12. 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.

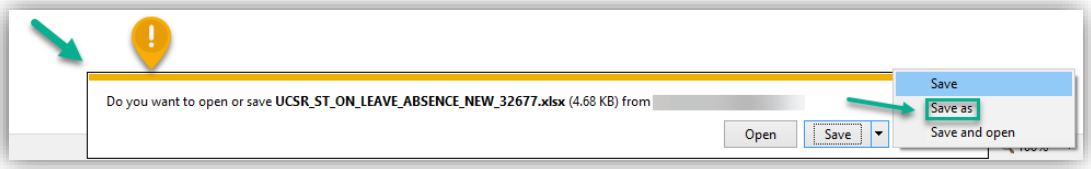


UCSR_ST_ON_LEAVE_ABSENCE_NEW - List of students on leave

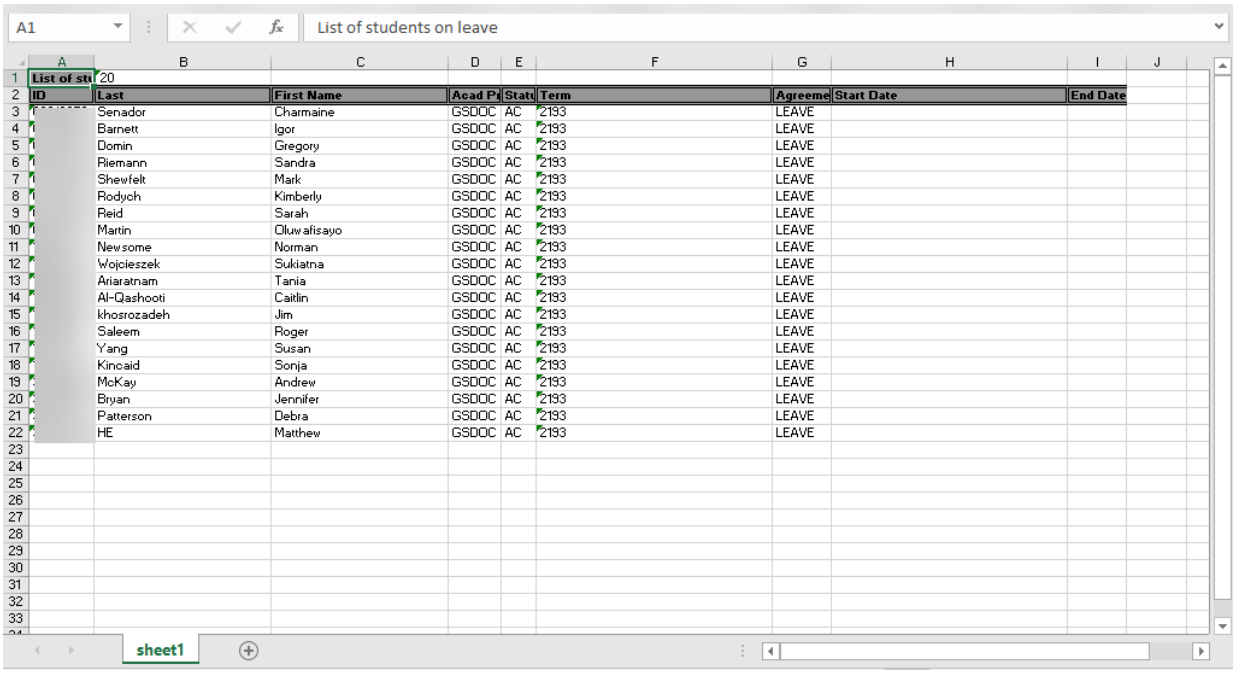
Institution UCALG
Career Graduate Programs
Term 2193
Acad Prog (Optional) GSDOC
View Results
Download results in : Excel SpreadSheet CSV Text File XML File (4 kb)
View All First 1-20 of 20 Last

	ID	Last	First Name	Acad Prog	Status	Term	Agreement	Start Date	End Date
1		Senador	Charmaine	GSDOC	AC	2193	LEAVE		
2		Barnett	Igor	GSDOC	AC	2193	LEAVE		
3		Domin	Gregory	GSDOC	AC	2193	LEAVE		
4		Riemann	Sandra	GSDOC	AC	2193	LEAVE		
5		Shewfelt	Mark	GSDOC	AC	2193	LEAVE		
6		Rodych	Kimberly	GSDOC	AC	2193	LEAVE		
7		Reid	Sarah	GSDOC	AC	2193	LEAVE		
8		Martin	Oluwafisayo	GSDOC	AC	2193	LEAVE		
9		Newsome	Norman	GSDOC	AC	2193	LEAVE		
10		Wojcieszek	Sukiatna	GSDOC	AC	2193	LEAVE		
11		Ariaratnam	Tania	GSDOC	AC	2193	LEAVE		
12		Al-Qashooti	Caitlin	GSDOC	AC	2193	LEAVE		
13		khosrozadeh	Jim	GSDOC	AC	2193	LEAVE		
14		Saleem	Roger	GSDOC	AC	2193	LEAVE		
15		Yang	Susan	GSDOC	AC	2193	LEAVE		
16		Kincaid	Sonja	GSDOC	AC	2193	LEAVE		
17		McKay	Andrew	GSDOC	AC	2193	LEAVE		
18		Bryan	Jennifer	GSDOC	AC	2193	LEAVE		
19		Patterson	Debra	GSDOC	AC	2193	LEAVE		
20		HE	Matthew	GSDOC	AC	2193	LEAVE		

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



14. Results will be displayed in the Excel SpreadSheet.



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	Riemann	Sandra	GSDOC	AC	2193	LEAVE		
	Shewfelt	Mark	GSDOC	AC	2193	LEAVE		
	Rodych	Kimberly	GSDOC	AC	2193	LEAVE		
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	Martin	Oluwafisayo	GSDOC	AC	2193	LEAVE		
	Newsome	Norman	GSDOC	AC	2193	LEAVE		
	Wojcieszek	Sukiatna	GSDOC	AC	2193	LEAVE		
	Ariaratnam	Tania	GSDOC	AC	2193	LEAVE		
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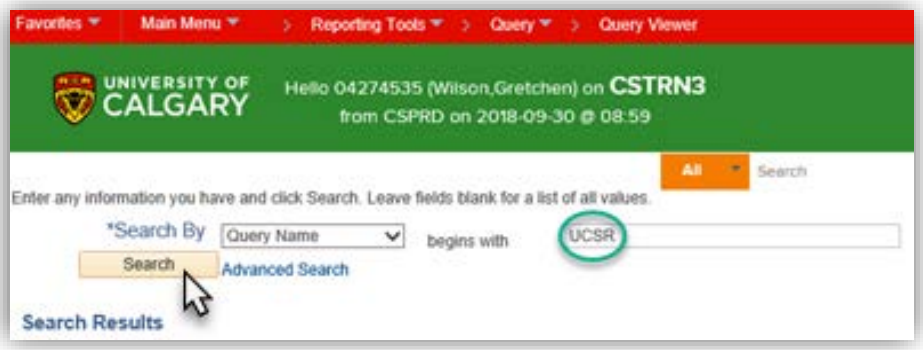
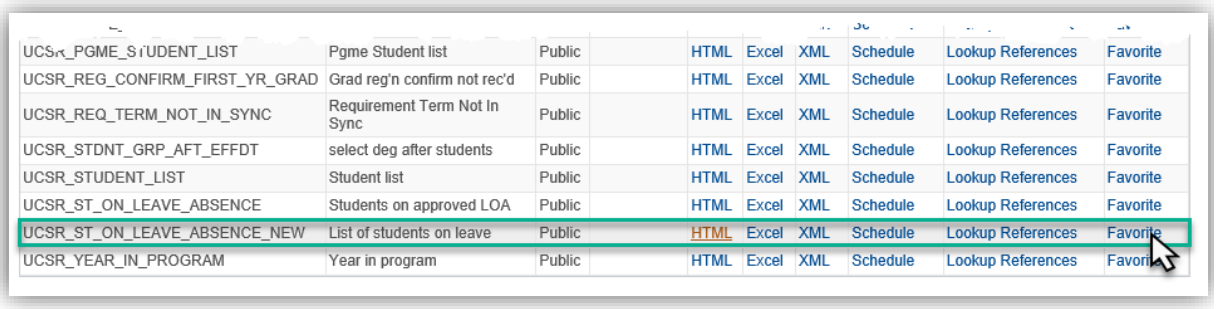
	khosrozadeh	Jim	GSDOC	AC	2193	LEAVE		
	Saleem	Roger	GSDOC	AC	2193	LEAVE		
	Yang	Susan	GSDOC	AC	2193	LEAVE		
	Kincaid	Sonja	GSDOC	AC	2193	LEAVE		
	McKay	Andrew	GSDOC	AC	2193	LEAVE		
	Bryan	Jennifer	GSDOC	AC	2193	LEAVE		
	Patterson	Debra	GSDOC	AC	2193	LEAVE		
	HE	Matthew	GSDOC	AC	2193	LEAVE		

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**.

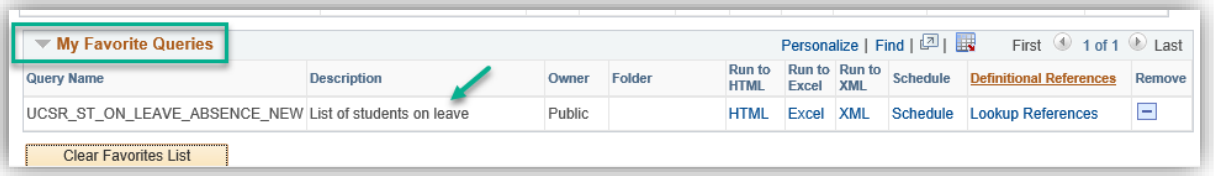


2. A list of ucsr queries display. Clicking on Favorite at the end of the line will save the specific query as a favorite (e.g. UCSR_ST_ON_LEAVE_ABSENCE_NEW). Click the **Favorite** link.



UCSR_PGME_STUDENT_LIST	Pgme Student list	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_REG_CONFIRM_FIRST_YR_GRAD	Grad reg'n confirm not rec'd	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_REQ_TERM_NOT_IN_SYNC	Requirement Term Not In Sync	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_STDNT_GRP_AFT_EFFDT	select deg after students	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_STUDENT_LIST	Student list	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_ST_ON_LEAVE_ABSENCE	Students on approved LOA	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_ST_ON_LEAVE_ABSENCE_NEW	List of students on leave	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCSR_YEAR_IN_PROGRAM	Year in program	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

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

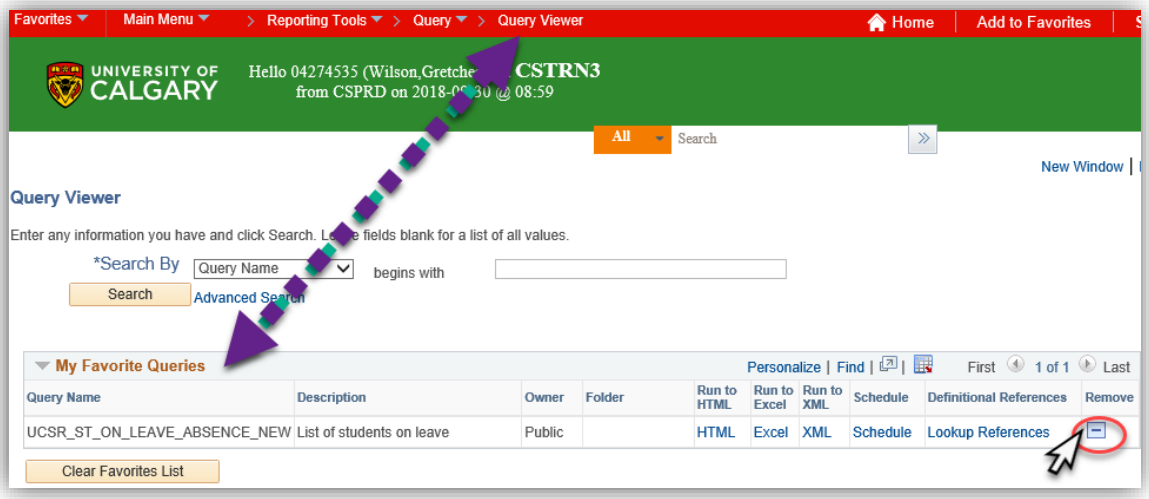


My Favorite Queries — Personalize | Find | First 1 of 1 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
UCSR_ST_ON_LEAVE_ABSENCE_NEW	List of students on leave	Public		HTML	Excel	XML	Schedule	Lookup References	

Clear Favorites List

4. 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.



5. 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 training website.
   End of Procedure.