SIS Training & Operations Manual

Graduate Administrators

NC State University: Revised October 11, 2017
GRADUATE ADMINISTRATORS .......................................................................................................................3
Directors of Graduate Programs/Graduate Services Coordinators .................................................................3
Graduate Student Advising .............................................................................................................................3
Viewing Graduate Student Patent Agreements ...............................................................................................3
Processing Graduate Student Advisory Committees and Plans of Work ...........................................................6
Creating Graduate Plans of Work and Advisory Committees as an Administrator ...........................................10
Add Graduate School Rep Committee Member ............................................................................................17
Add Graduate School Rep- already on the committee ................................................................................17
Add Graduate School Rep- No other role on the committee ........................................................................17
Updating Existing Plans of Work and Advisory Committees Prior To Initial Graduate School Approval .........19
Changing Existing Plans of Work and Advisory Committees After Initial Graduate School Approval ..........20
Multiple Active Academic Plans and Multiple Plans of Work and Advisory Committees .............................22
Move or Delete Plan Of Work ...................................................................................................................23
Queries for GPOW and Committees ..............................................................................................................26
List of Queries ..........................................................................................................................................26
Creating Plan Of Work Templates .................................................................................................................28
Viewing Your Base Template ....................................................................................................................28
Define Course List ....................................................................................................................................29
Adding to your base template ...................................................................................................................33
Providing a URL link for instructions ...........................................................................................................35
Modifying the Course List .........................................................................................................................36
Creating multiple templates within a plan .................................................................................................38
Requirement Groups for Validation ..........................................................................................................40
Define Requirement Groups .....................................................................................................................40
Assigning Independent Graduate Student Faculty Advisors ..........................................................................45
Mass assigning Student Faculty Advisors .....................................................................................................48
Curriculum Change by Department ..............................................................................................................50
Notifying the Graduate School of ‘en route’ Master ......................................................................................53
Registration Advising Service Indicators - Administrators .............................................................................53
Processing Applications For Graduation ......................................................................................................55
Applying to Graduate FOR a Student ...........................................................................................................58
Graduation Queries ..................................................................................................................................60
List of Queries ..........................................................................................................................................60
Graduate Student Support Plan (GSSP) Data .................................................................................................61
Graduate Student Support Plan (GSSP) Service Indicators ..........................................................................64
Graduate Student Support Plan (GSSP) Health Insurance Eligibility ..............................................................66
Graduate Student Support Plan (GSSP) View Bill ................................................................. 67
Inquiring on Student Checklists .............................................................................................. 69
Inquiring on Student Comments - Person .................................................................................. 70
View GS - Graduate School Comments ................................................................................... 71
View AEX - Assistantship Exception ........................................................................................ 72
Student Services Center ............................................................................................................ 74
Course Load Waiver Request ..................................................................................................... 79
Inquiring on Student’s Citizenship / Visa ................................................................................... 83
SIS Admin Reports ..................................................................................................................... 85
Graduate Certificates ................................................................................................................. 87
Enrolling Degree Seeking Students in Graduate Certificate Academic Plans ......................... 88
Query for List of Students in a Minor or Certificate ................................................................. 88
Awarding Graduate Certificates ............................................................................................... 89
Appendix .................................................................................................................................. 90
Advisory Committee Member Types ......................................................................................... 90
Checklists ................................................................................................................................. 90
Expanded Graduate Career Terminology ................................................................................... 91
Graduate Plan of Work and Advisory Committee Workflow .................................................... 91
Graduate Advisory Committee Invitation ................................................................................ 91
Graduate Student Plan of Work – Work Flow Status ............................................................... 92
Graduate Student Record Program Actions and Action Reasons .......................................... 93
How to Use the SIS EXCEL Download Feature ................................................................... 94
Milestones .............................................................................................................................. 94
Reporting - Queries ................................................................................................................ 95
Instructions for Running a Query ............................................................................................ 95
List of Queries .......................................................................................................................... 97
Recent Changes to SIS Manual ............................................................................................... 127
GRADUATE ADMINISTRATORS

Directors of Graduate Programs/Graduate Services Coordinators

Overview
Users with the role of Directors of Graduate Program and Graduate Services Coordinator access SIS through MyPack Portal.

Objectives
This section of the SIS Training and Operations Manual guides these users in the use of a number of critical components. These include graduate student Patent Agreements, Plans of Work & Advisory Committees, creating Plan of Work Templates, Registration Advising Service Indicators, processing and creating Student’s Applications for Graduation, assigning graduate student faculty advisors and inquiry on student admissions and academic records.

Reminder
Accessing MyPack Portal requires the use of your Unity ID and password.

Graduate Student Advising

Overview
Graduate student advising covers Plans of Work and Advisory Committees.

Viewing Graduate Student Patent Agreements

Objectives
This section describes the process of viewing Patent Agreements submitted by students through self-service.

Navigation
Student Information System Homepage > Advising Tile > Graduate Plan of Work

Page Steps
Search by Student ID, and then click on the Patent Agreement tab.
Step 1
Enter the student ID in the Emplid field. You may search for students by academic program or plan. You may also search by name. Note: For students with more than one active academic plan, you may narrow your search results by entering the plan which you wish to create in the search criteria.

Step 2
Click<br>

Patent Agreement<br>

Tab Name
On the Patent Agreement Tab, you will see if the student has “submitted” either the paper Patent Agreement or submitted the electronic Patent Agreement. If a paper form was submitted, it will be stated on the agreement line along with the date and time of acceptance.

Paper Patent Agreement View:
Electronic Patent Agreement View:

I have read and I understand the Patent Procedures of North Carolina State University. I also understand that compliance with the Patent Procedures is a condition of my being a graduate student at North Carolina State University.

I, therefore, agree to abide by the Patent Procedures, including any amendments which may be adopted from time to time.

I acknowledge my obligation to communicate promptly to the University Office of Technology Transfer a full and complete disclosure of all inventions. Further, I will assign, and hereby do assign, to the University my right title and interest in all inventions that I conceive or reduce to practice during the course of my employment or in connection with my use of university facilities or funds administered by the University.

In the event that the University determines, in its sole discretion, to pursue patent or other intellectual property protection, I agree to execute any assignments or other documents necessary to comply with the terms of the Patent Procedures, and to cooperate in the preparation of patent applications and other documents necessary in prosecution of the patent. I also understand that University’s funding agreements with third parties, including the United State Government, impose certain obligations with respect to rights in inventions and, when requested to do so by University, I will execute assignment or other documents necessary to comply with the terms of the funding agreements.

I understand that, unless otherwise specifically agreed in writing, I am entitled to a percentage of royalties received by University from the commercialization of my inventions, as set forth in the Royalty Sharing Regulation of North Carolina State University, as may be amended from time to time.

I do not have any employment, consulting or other agreement with any third party which grants rights that are in conflict with this agreement, and I agree that I will not knowingly enter any such agreement.
This section describes the process of reviewing Plans of Work and advisory committees created by students through self-service and approved by the graduate advisory committee. Routine processing of Plans of Work and advisory committees is performed using the Worklist Tile.

Objectives

Workflow routing of Plans of Work is controlled by major academic program. Plans of Work may also be accessed directly through Student Information Systems > Admin Services > Advising > Graduate Plan of Work. The Plan of Work does not route to the Worklist Tile of co-major directors of graduate programs.

Navigation

Student Information System Homepage > Worklist Tile

Page Name

Worklist Tile

Step 1

DGP’s should access their Worklist Tile. Plans of Work requiring your attention will be listed.

Step 2

Access a graduate student’s plan of work and committee from the Worklist Tile by clicking the link with the student ID number and name. Work items in the list will be marked as having been routed from the last user to route the item. Worklist Tile items may be reassigned by using the reassign button. Worklist Tile items remain in the Worklist Tile until action has been taken.

Tab Name

Plan of Work Tab
Step 1  
Review the degree completion time limit.

Step 2  
Review the Academic Program and Plan.

Step 3  
Review messages.

Step 4  
Review plan status. Status is displayed in two places. A pending status (a) indicates that there is work to be done to process the plan through final Graduate School approval. The status message (b) explains the location of plan in the process and the work to be performed.

Step 5  
Review the plan course work. By default, courses are ordered by type and term. You may reorder them to suit your needs by clicking on any column heading.

a) Course Type may include Major, Co-Major, Minor, Co-Minor, and Other.

b) The Requirement/Course Description column provides information about requested course transfer credit or lump sum credit from a previous graduate degree, at NC State or external schools. The requirement may also list the course title, as it is listed on the course schedule.

c) The Class column comes from the course catalog or the student’s transcript. In the case of requested course transfer credit or lump sum credit from a previous graduate degree, at NC State or external schools, the subject will display TR and the catalog will display 999.
d) **Units** come from the course catalog, the student transcript or are entered when the plan of work is created in the case of variable credit courses from the catalog, requested course transfer credit or lump sum credit from a previous graduate degree, at NC State or external schools.

e) **Term** is pulled from the student’s transcript or is entered as a future term, when the plan of work is created.

f) **Enrolled** represents the term of enrollment.

g) **Grade** is pulled from the student transcript when the specified course is actually graded. *As students progress through the graduate career, their transcript updates the matched courses on their plan of work regardless of the term in which the course is taken.*

Note: Students may not submit Plans of Work that do not meet minimum hour requirements. DGP’s and Graduate Services Coordinators can override these requirements.

### Tab Name: Committee

<table>
<thead>
<tr>
<th>Type</th>
<th>Outside Rep</th>
<th>Member Name</th>
<th>Program Representation</th>
<th>Grad Status</th>
<th>Accept</th>
<th>Approve CPoW</th>
<th>GSR Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Member</td>
<td>John Rust</td>
<td>Textile Engineering</td>
<td>Full</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>2 Minor</td>
<td>Charles Balk</td>
<td>Materials Science &amp; Engineering</td>
<td>Full</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Chair</td>
<td>William Coehn</td>
<td>Textile Engineering</td>
<td>Full</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 1**

Review the student’s **Co-Major Program**, **Minor Plan** and/or **Co-Minor Plan** if applicable. These are entered by the user creating the committee. Students, Directors of Graduate Programs, Graduate Services Coordinators or Graduate Records Officers in the Graduate School can enter or update committees. Once the plan or work is approved through the Graduate School, **Co-Major Program**, **Minor Plan** and/or **Co-Minor Plan** must be entered on the **Student Program/Plan** by the Graduate Records Officer in order to make it part of the student’s office record.

**Step 2**

Review the members of the committee.

a) **Accept** – A check mark here indicates that the committee member has accepted the invitation to serve. Acceptance of the invitation can be marked by the committee member them self, the Directors of Graduate Program, Graduate Services Coordinators or Graduate Records Officers in the Graduate School.
b) **Approve GPoW** – A check mark here indicates that the committee member has approved the plan of work. Approval for a given committee member can be marked by the committee member themself, the Director of the Graduate Program, Graduate Services Coordinators or Graduate Records Officers in the Graduate School. A committee member may accept the invitation to serve but postpone approval of the plan of work.

**Step 3**
Select the action the committee member needs to take. “Accept Membership and Approve GPoW”, “Accept Membership Only (Approve GPow Later)” or “Decline Membership (no GPoW Action).”

**Tab Name**

<table>
<thead>
<tr>
<th>Tab Name</th>
<th>Comments</th>
</tr>
</thead>
</table>

Review existing comments. Comments are displayed in the order created. Each comment indicates the name of the user who created it, the comment type and the date it was created. Students can add comments when they create their plan or work or afterward. Comments may be added by students, committee members, Graduate Services Coordinators, Directors of Graduate Programs and Graduate Records Officers.

**Step 2**
Add comments as necessary. You may delete comments you have added. Comments may be marked to hide from students.

**Step 3**
Click **Save**

**Tab Name**
Return to the Plan of Work tab to complete your review.
**Step 1**

There are two review outcomes. Click the appropriate button at the bottom of the Plan of Work tab.

a) **Approve** – The plan is approved by the DGP. For students with certain minor plans, the plan of work will route to the Worklist Tile of the DGP for the minor plan program. Otherwise the plan or work will route to the appropriate Graduate Records Officer (College Liaison). A message is displayed indicating that the plan of work and advisory committee are awaiting further approval. They are awaiting either Minor DGP or (GSA) Graduate School Administrator Approval in the approval process. After DGP approval, the plan remains in a pending status, awaiting further action until it is finally approved by the Graduate School.

b) **Return to Student for Update** – This marks the plan of work with a status of denied. A comment with the denial reason is required. A message is displayed indicating to the student that they should check the comments section or contact their academic department for details. In this status anyone may access the plan of work to make updates and process. The plan of work must now be returned through the approval process. The student may access and update the plan of work while it is in this status. Committee Acceptance and approval remains in place in this status. In this status the plan of work may be accessed by the DGP or Graduate Services Coordinator by navigating to Student Information System Homepage> Advising > Graduate Plan of Work. When accessed by this means the plan of work may be updated and/or submitted for approval.

Note: Help link available – “This marks the PoW as DENIED”

Creating Graduate Plans of Work and Advisory Committees as an Administrator
Objectives

This section describes how users with the role of Directors of Graduate Programs or Graduate Services Coordinators can create graduate Plans of Work and advisory committees on behalf of graduate students.

Reminder

All graduate students can enter their Plan of Work and Advisory Committee online via Student Self Service in MYPACK Portal. For administrators, access to the GPoW Admin (update) page is controlled by Plan security.

Navigation

Student Information System Homepage > Advising Tile > Graduate Plan of Work

Page Steps

Graduate Plan of Work Search

Step 1

Enter the student ID in the Emplid field. You may search for students by academic program or plan. You may also search by name. Note: For students with more than one active academic plan, you may narrow your search results by entering the plan which you wish to create in the search criteria.

Step 2

Click Search

Tab Name

Plan of Work
1. Choose a course type (CoMajor, CoMinor, Major, Minor, or Other)

2. Click “Select” to add the first course (See steps 1-2 below). Course Description, Class, and Unit values will default.

3. Use the drop down arrow to choose the term for future courses

4. Click the “Add Row” button to add additional courses

5. Click to delete the row

6. Click **Save** to save changes at any time.

7. “Start Over” permanently clears all values and rows

---

**Step 1**

You may add courses from the course catalog, NC State graduate career transcript, NC State non-degree transcript, or as transfer credit. In the search fields enter a subject. You may also enter a catalog number to filter the search results further.
Note: Transfer credit is used to manually enter specific courses from an external institution or lump-sum hours from a previous graduate degree at NC State or an external institution.

Click the radio-button beside transfer credit, click Search and click on the link “Transfer Credit”. Once you return to the plan of work, you will need to enter a description in the requirement field along with the appropriate units (credit hours) for the transfer credit.

**Step 2**

1. Search results may be sorted by clicking any column header.

2. Select a course by clicking the link in the Course column.
Step 3

You may want to update the maximum degree completion term to reflect special circumstances, if applicable. You will receive warnings when submitting the plan if courses are entered beyond the maximum time limit, however, you may override this warning.

Tab name Committee

Step 1

1. Enter appropriate Co-Major Program, Minor Plan, and/or Co-Minor Plan.

2. Use drop down menu to choose member Type: Chair, Co-Chair, Consultant, External, Inter-Institutional, Member, or Minor. The presence of a minor-plan does not enforce the addition of a minor representative. Add a minor representative if appropriate.

Note: External members, technical consultants, and Inter-institutional members can be added as members of the committee with prior graduate school approval. These are member types. These
member types may be added by any user creating the committee. These types of members are never automatically notified by email when added to committees since they do not have access to MyPack. Approval of these member types is included as part of the Graduate Records Officer review. The College Liaison can approve on behalf of the external members, technical consultants, and Inter-institutional members only with written notice. An email from that committee member services as the written notice.

Note: Users may list either an outside committee member or minor rep as the GSR. The system allows the GPoW to be submitted with the same person listed twice, but in different roles, with prior graduate school approval. The GPoW does not count the person who was listed twice as counting as two of the required committee participants.

3. Click the “Search Criteria” icon to select the “Faculty Member Search” to appear.

When the Faculty Member Search prompt appears, type the committee member name and then select “Look Up”.
A record will be returned for each academic program the graduate faculty member may represent. Select the correct Academic Program that the committee member is representing. Committee chairs must be assigned to the committee in the program that matches the student’s academic program.

4. For Chair, Co-Chair, Member, and Minor: the Program Represented and Grad Faculty Status will auto populate will default when faculty member is selected.

5. Click **Add Row** to add additional members to committee.

You may accept membership and approve the plan of work for the committee members unless you intend for them to review the plan through their Worklist Tile. To do so, simply click to check inside both boxes on the committee member row. Indicate acceptance and approval for the external member.
6. Click **Save** to save. Committee can be saved, revised, and saved again prior to submitting for approval.

**Step 2**

To remove an existing member, click the delete button on the right side of the member row.

---

**Add Graduate School Rep Committee Member**

There are two options when adding a Grad School Rep (GSR).

1. If the person is already on the student’s committee OR
2. If the GSR has no other role on the committee

**Add Graduate School Rep-already on the committee**

If the GSR is a person that is already on a student’s committee and they represent a plan that is not the same as the students major. In this case the student can select the "outside rep" check box.

**Add Graduate School Rep-No other role on the committee**

If the GSR has no other role on the committee, then you add a new row and select the GSR "type". This does not count as one of the four required members for a doctoral committee. Master’s students do not require GSR’s.
Tab Name

Comments

Step 1

Enter comments on the comment tab as deemed appropriate. Thesis and Dissertation titles should be entered as comments.
Tab Name

When finished creating the plan of work and committee, return to the Plan of Work tab

Step 1

Submit the plan for approval. Once submitted, the plan will be in a Pending Status. A status message will display on the plan: The plan of work and advisory committee have been submitted for approval. They are awaiting ...... Approval in the approval process. If you did not check the committee member approval/acceptance boxes, then the plan of work will route to their Worklist Tiles, otherwise, it will route to the DGP Worklist Tile.

Step 2

Submission warnings and messages: The plan of work might issue certain warnings and messages upon submission.

Course units not sufficient for requirement of ## (30 or 72) – This warning is based on the total course units indicated on the plan compared to the total units required on the plan template. If you override this warning, you should put a comment to indicate the reason.

Updating Existing Plans of Work and Advisory Committees Prior To Initial Graduate School Approval

Objectives

This section describes how users can modify existing graduate Plans of Work and advisory committees before they have been submitted for approval through workflow by the DGP and approved by the Graduate School. This includes changing courses and committee members.

Reminder

Students can change or correct their own Plans of Work through student self-service if the Return to Student for Update or the Reset buttons are used by the department. Students do not receive automated workflow email notifications. If a plan is returned to the student and the student resubmits it, it is only routed again to the committee members, if the acceptance and/or approval checkboxes were removed. A plan of work returned to the Student for Update is assigned a denied status.

Navigation

Student Information System Homepage > Advising Tile > Graduate Plan of Work

Page Name

Graduate Plan of Work
**Step 1**
Enter the EMPLID and search for the plan. Be sure to enter the academic plan if the student is active in more than one plan. Accessing the plan in this manner allows for updates. If necessary click the [Reset] button at the bottom of the plan of work screen.

**Step 2**
Adding courses: Add courses following the same procedure used when creating a plan of work by clicking the [Add Row] button.

Removing courses: Locate the course(s) you wish to remove and click the [−] button.

**Step 3**
Adding Committee member(s): Navigate to the Committee tab. Click the [Add Row] button. Add the new committee member following the same procedure outlined for creating committees.

If you wish to accept membership and approve the plan of work on behalf of the committee member, be sure to check both check boxes. The committee member will not receive an email workflow notification to access the plan through their Worklist Tile.

Removing Committee Members: Locate the member(s) you wish to remove and the click the [−] button.

**Step 4**
When changes are complete, go back to the plan of work tab and click the “Submit for Approval” button. If committee members’ check boxes are blank, the plan of work will first route to their Worklist Tile for acceptance/approval.

**Step 5**
The DGP will then access the plan of work through their Worklist Tile. Plans of Work requiring minor DGP approval will be routed to those DGP’s once they are approved by the major DGP.

### Changing Existing Plans of Work and Advisory Committees After Initial Graduate School Approval

**Overview & Objectives**
Once Plans of Work have been approved by the Graduate School they may be updated, by either students, Directors of Graduate Programs or Graduate Services Coordinators. Once initially approved by the Graduate School, plan of work Change Tracking is invoked. This feature allows users to see what types of course changes have been made, if any. This section describes how users can modify existing graduate Plans of Work after they have been approved by the Graduate School. This includes changing courses and committee members.

**Navigation**
Student Information System Homepage > Advising Tile > Graduate Plan of Work
Reminder

After approval by the Graduate School the plan of work is assigned a status of Approved. The status messages displays: This plan of work and advisory committee have been approved (date). Contact your academic department if you need to modify the plan.

Step 1

To update a plan of work after initial approval by the Graduate School, it must be reset by clicking the Reset button at the bottom of the plan of work screen. Note that administrators have access to reset a GPoW – students cannot reset their own GPoW.

Step 2

1. Check the box to the left of the course that you wish to change and click the Change Selected Row button.
2. The selected course is highlighted as (Replacing "Name of Course") and a new row inserts immediately below it. If you wish to replace the previous course, 4. click the Select button on the new row and choose a new course following the same procedure referenced for creating the initial plan of work.

Note: if you only want to delete the course on the (Replaced) row, then you should leave the new row blank.

Step 3

Once the new course has been selected it will be highlighted as well. Course changes for previously approved plans are tracked until the revised plan is reapproved by the Graduate School.
Step 4

Committee changes may be made following the same procedure outlined for making changes prior to Graduate School approval. Committee changes are not tracked.

Step 5

Be sure to Save your changes and when finished click the button to send it through workflow again. It will only go to committee members if you unchecked the boxes next to their name. The status for the GPoW will be Pending.

Note: Changes are NOT required for students taking courses during a different term than originally scheduled on the plan, these will auto-populate with the correct term once the course is posted to the transcript.

Multiple Active Academic Plans and Multiple Plans of Work and Advisory Committees

Overview

In SIS, students may be active in more than one academic plan at a time, for instance in the case of a masters en route. Students, Directors of Graduate Programs and Graduate Services Coordinators may create a plan of work for each active plan.

Reminder

Each plan of work is processed in the same manner through workflow.

Navigation

Student Information System Homepage > Advising Tile > Graduate Plan of Work

Step 1

Access the second plan of work through the Graduate Plan of Work Administrative page. For students with multiple active academic plans you must choose the correct plan template.
Step 2

If the second plan contains courses also included on the first plan, a new column will appear with a red star next to courses included on both plans.

Move or Delete

Plan Of Work
Overview
In SIS, administrators can move a plan of work from a discontinued or changed plan, to a newly active plan (such as MS to MR); administrators can also delete a plan of work from an inactive or discontinued plan.

Navigation
Student Information System Homepage > Advising Tile > Move or Delete Plan of Work

Page Name
Move or Delete Plan of Work

1. Enter the EmplID (student ID number) and click the Search button.

2. If the plan of work does not open, then this student did not previously complete a plan of work in the inactive/discontinued plan. Otherwise, the plan of work should appear as in the below picture.
3. If you will move the plan of work, use the drop down box beside Acad Plan, in order to select the plan to which you will move this plan of work. You will then need to use the drop down box beside Template, and select a template. Click the Move button. You will receive a confirmation pop-up after the move is complete.

Note: If the student has already created a plan of work for the newly active plan, then you will not be able to move the old plan of work.

If you do not want to move the plan of work, but will delete it, then simply click the Delete button. You will get a verification page, asking if you are sure that you want to delete this plan of work. Click Yes. You will receive a confirmation pop-up after the delete is complete.

*Note: It is important to delete the old plan of work, if you will not move it to the new plan; so that the red stars, indicating multiple plans, do not cause confusion on a new plan of work.*

4. Last you will need to go to the Graduate Plan of Work page to submit for approval to put it back into workflow.
Queries for GPOW and Committees

Reminder
Queries are run against the Reporting database which contains data from the previous day’s work. This means that results are as of the close of business on the previous day, as opposed to current.

Navigation
Student Information System Homepage > Reporting Tools Tile > Query Tools > Query Viewer
See detailed instructions for running queries in Appendix, “Instructions for Running a Query”

List of Queries

SIS_GRAD_POW_WORKLIST TILE_STAT
This query is intended for Graduate Services Coordinators to view a list of all pending or open items on a DGP’s Worklist Tile. After the User ID (Unity) of the DGP is entered, the following information is provided: the Name of the Worklist Tile Item, Student Name, Student ID (EMPLID), User ID of the Item Originator, Priority (if set), Date/Time of Last Update, and Status (pending or open).
Users must have the role NCS CAMPUS SR Query to run this and other queries.

SIS_GRAD_REP
View all previous committee assignments as grad rep for a faculty member.

SIS_GRAD_STU_CMTEE_PUB
The user can view a list of all students on which a particular faculty member serves as a committee member or Chair. Results also display whether or not the role has been accepted and whether or not the faculty member has approved the Plan of Work (POW). Fields displayed are Student Name, Student EMPLID, Academic Program, Academic Plan, Minor Plan, Committee Role, Accept Committee Role, Approve POW. The last two columns (Degree Status and Degr Status Dt) are populated if the person was awarded a degree in the same academic plan.
The role required to access this query is NCS CAMPUS SR Query.

SIS_GRAD_GPW_GS_APRVL_PUB
This query allows personnel to obtain a list of all students in a program whose graduate POW has been either approved or denied by the Graduate School after a prompted date.

Upon input of the Starting Date, Institution and Acad Program, the following information is provided for each student in the list: Academic Program, Academic Plan, Student Name, EMPLID, and Status.

The role required to access this query is NCS CAMPUS SR Query.

SIS_GRAD_POW_WORKFLOW_HISTORY

This query allows personnel to obtain a complete Plan of Work History for a student.

Upon input of the student ID (EMPLID), the following information is provided for each Worklist Tile item for the student in status of pending, open, or closed: Worklist Tile item, Worklist Tile Owner Name and ID, Item Originator Name and ID, Status, Date/Time of Last Update, Student Name and ID, Student’s Academic Program, and Student’s Academic Plan. Items are sorted by Last Update date/time.

The role required to access this query is NCS CAMPUS SR Query.

SIS_GRAD_POW_ACAD_PROG

This query allows personnel, upon input of an academic program code, to obtain a list of all graduate Plans of Work with a status of open or pending for all students in that academic program.

The following information is provided for each plan of work: Student Name, Empl ID, POW Status, POW Status Message, Worklist Tile Item, Worklist Tile Owner Name and ID, Item Originator Name and ID, Item Status, and Date/Time of Last Update.

The roles required are those normally set for a Graduate Services Coordinator and DGP, as well as the NCS CAMPUS SR Query.

GRAD_ARCHIVE_COMM_SVC_BY_ID

This query allows personnel, upon input of a graduate faculty ID, to obtain a list of all graduate committee on which a faculty member has served. Some data goes back as far as December 2001.

GRAD_ARCHIVE_COMM_SVC_BY_PGM

This query allows personnel, upon input of a graduate academic program, to obtain a list of all graduate committees on which a faculty member within that academic program has served. It includes the faculty member’s name, the name of the student whose committee they served, the students academic program and degree, and the students graduation date. Some data goes back as far as December 2001.
Creating Plan Of Work Templates

Overview
In SIS, administrators may create plan of work templates. The template is beneficial for programs who have set course requirements; including core courses, concentrations, electives, etc.

Reminder
All academic plans have base templates. These base templates enforce only University level requirements.

Navigation
Student Information System Homepage > Advising Tile > GPoW Templates

Page Name
Graduate Plan of Work Template

Viewing Your Base Template

1. Type in your Academic Program, click the Search button.

2. If your program has more than one Academic Plan, then you will need to select the plan template that you want to view from the search results (OR you can narrow your search by entering the Academic Plan, in the search field). Note: You can create a template for each plan and sub-plan. Also, you may create different template versions within each plan and sub-plan (for instance a non-thesis Master and a thesis Master template).

Example of a Base Template
Define Course List

If you wish to create your own template, you will need to create a Course List.

Navigation

Student Information System Homepage > Advising Tile > Academic Requirements Folder > Define Course Lists

Step 1

Click the “Add a New Value” tab at the top.

Step 2

Click the Add button, leaving the Course List field alone.
Step 3

1. Write a “Description”. The description can be the name of the course, or if you will create a group of courses, it can be the name of the grouping, such as Core Course Requirements. The Description field is what the student will see, as the requirement, on the plan of work.

2. Write a “Short Description” for the course list. This is only a shortened description and is not viewed by the student.

3. Include the “Academic Career” (always GRAD)

4. Include your “Academic Program”

5. Click the “Save” button

The latter two are not required, but it is important to enter this information to ensure that you are able to locate your course lists in the future. You should not change any other required fields, other than the description and short description. Required fields are denoted with an *.

Step 4

Next, click on the “Course List Detail” tab at the top. Leave the Course ID field blank and click on the look up button (looks like a magnifying glass).
Note: You may skip steps 4-6 and leave the course ID blank, if you want to allow the student to be able to search the entire catalog to fulfill this requirement. For example, if this requirement is to fulfill an elective, you may allow them to search the catalog.

**Step 5**

1. Enter the “Subject Area” of the course
2. When entering the “Catalog Nbr”, you will need to select “contains” from the drop-down list. Type in the course catalog number, and click the Look-Up button.
3. Find the course, and click on it.

**Step 6**

The Course ID field is now populated, as seen below. If there are any cross-referenced courses, they will be listed, as seen below. Click Save.
It is a good idea to write down the newly created Course List number, as seen in the circle below. This number will be used later on, to finish the template creation.

**Step 7**

If you will create a choice group, within this course list, you may add additional courses by clicking the ‘+’ symbol, and following steps 4-6 from above. Repeat as necessary, until you have added all courses within the choice group. Click Save, when finished. *You may skip this step and continue to step 8, if you are only creating one course requirement within this list.*

Note: Adding additional courses allows the student to choose from all courses included in the course list. For example, you could call the course list “Required Core Courses” and have five courses listed, requiring them to select three of the five to fill the core course requirement.

**Step 8**

If you have more requirements, then you will need to add additional Course Lists. Click on the “Add” button at the bottom of the screen, and follow steps 2-7 again. Repeat as necessary, until you have defined all course lists.
Adding to your base template

Now that you have created all of your course lists, you need to begin creating the template.

Student Information System Homepage > Advising Tile > GPoW Templates

Follow the instructions from page one, on how to view your base template.

**Important Note**: You should never change the status of your base template to “Inactive”, or change the effective term, or delete your base template, UNLESS you have another template that will take its place.

You may either add directly to this base template; or you can click the “+” box at the top, in order to add a new row. This will save a blank base template, and allow you to add your course lists to a new effective dated template row. Follow the steps below to add your course lists:

**Step 1**

1. Enter the “Seq” number, under “Course Lists for Requirements”. Note: start with the number 10 and increase incrementally by 10 for each new row that you add. For example, the next row is 20, then 30, and so on.

2. Enter the “Type” from the drop-down list. Most likely, you will choose “Major”.

3. Now, you can either type in the course list number, if you wrote it down earlier, or you can use the look-up button.
If you use the look-up button, you will need to filter the list results, by selecting “Academic Program” from the Search by drop-down list. Type your Academic Program and click enter or the yellow Look Up button. This should bring up your entire group of course lists that you created for your program. Select the proper course list, by clicking on the academic program link next to it.
Step 2

Continue to add your course list numbers, by clicking the ‘+’ symbol next to your last added course list and repeat step 1. Repeat as necessary, until you have added all of your course lists. Click Save.

Note: you can add the same course list more than once. For instance, if you added more than one course to a course list; such as the “Required Core Courses” example from above, and you want the student to select three courses to fulfill this requirement, then you need to add this course list three times, by adding additional rows.

Example of the template with all course list requirements

Providing a URL link for instructions

You may enter a URL link on your template. This URL can be linked to your degree requirements or specific instructions (on your homepage) on how to complete the plan of work.

Enter the “URL Title” that you want displayed on the plan of work and the “URL” link, as shown below. Click Save. (Note: you will need to include “http://www.”... at the beginning of your URL).
Modifying the Course List

Once you have created course lists, you may return to them to make modifications.

**Reminder – If your degree requirements change, you will need to update your templates and make modifications.

Student Information System Homepage > Advising Tile > Academic Requirements Folder > Define Course Lists

**Step 1**

Enter your “Academic Program” and click the Student Information System Homepage > Advising Tile > Academic Requirements Folder > Define Course Lists button.

**Step 2**

The search results will return with all course lists associated with your academic program. Click on the one that you will modify.
Step 3

You will need to click the Correct History button at the bottom of the screen, if you plan to make changes. Make your necessary changes and click save.

Step 4

If you will make changes on the “Course List Detail” tab, you will need to click the “Fetch” button, to pull up your previous course lists. Make any necessary changes and click save.
Creating multiple templates within a plan

You may create multiple templates for each plan and sub-plan. For instance, you can create a thesis and a non-thesis template for a Master of Science plan.

Navigation

Student Information System Homepage > Advising Tile > GPoW Templates

Step 1

If you will create more than one template for a plan, you will need to be on the Graduate Plan of Work Template page, then you need to click the “Add a New Value” button.

Step 2

1. Enter your “Academic Program”

2. Enter the “Academic Plan”, to which you wish to add an additional template.

   The “Academic Sub-Plan” can also be entered, if you are adding an additional sub-plan template

3. Next you need to give a “Description”. The description is visible to the student when they enter the plan of work.

4. Finally click the “Add” button.
Step 3

Your new template is now ready to create. You will need to enter the “Min Units” (30 for Master and 72 for PhD), “Maximum Years” (6 for Master and 10 for PhD) and if this is an Option B program, you will need to check the “Option B” box. Click Save.

Now, you may use existing course lists, or create new ones for this template.
Step 4

You are able to make your new template be “Active” or “Inactive”. For instance, if you are in the process of creating your template, but you are not ready for students to begin using it, then you will set the Status to “Inactive”, from the drop-down list. Also, if you want to retire a template, you can simply set the status to “Inactive”.

*Note: You will always need at least one “Active” template that is accessible to all of your students.*

---

**Graduate Plan of Work Template Definition**

You can define requirement groups in your template. Requirement groups on the template can be used to disallow use of a specific course, or particular levels of courses. It can be used to disallow courses from a certain program. You can use them to disallow thesis/dissertation preparation courses. It can be used to allow only a certain amount of hours of a particular course, etc.

If you wish to create requirement groups, you will need to define the requirement group list.

**Define Requirement Groups**

**Navigation**

Student Information System Homepage > Advising Tile > Academic Requirements Folder > Define Requirement Groups

**Step 1**

Click the “Add a New Value” tab
Step 2

Leave the Requirement Group field alone and click the “Add” Button

Step 3

1. **Academic Career**: Include the “Academic Career” (always GRAD)

2. **Academic Program**: Include your “Academic Program”.

3. **Search Description**: Write a “Description” of the requirement. Search Description appears on the search result page for requirements groups. Short Description doesn’t appear anywhere but on the page where you enter it.

4. **Short Search Description**: Write a “Short Description” of the requirement. *This is only a shortened description and is not viewed by the student.*

5. **Long Descriptions**: A “Long Description” is required. The detail that you write here is what the student will see on the plan of work, as warning error, if they fail to meet the requirement; so be specific.
6. **Report Description**: Report Description is displayed on the delivered advisement report that is generated using the Request Advisement Report or Generate Advisement Reports components.

7. **Report Long Description**: Report Long Description is displayed on the delivered advisement report that is generated using the Request Advisement Report or Generate Advisement Reports components.

*The academic career and academic program are not required, but entering this information will ensure that you are able to locate your course lists in the future. You should not change any other required fields, other than the description, short description, and long description. Required fields are denoted with an *. 

---

**Step 4**

1. **Click on the “Detail” tab.**

2. If you are defining a requirement that only requires using the subject area, or course number only, but not both together, then you will need to select “Wild Card Course” from the drop-down list.

   If you are defining a requirement to require a certain course, or disallow a course, you will need to select “Course” from the drop-down list. “Course” will be used when you know the exact course subject and number.
3. If you selected “Wild Card Course”, then you will need to include the Subject or Catalog Nbr.  
   Note: If you will allow all courses within a particular subject, then you can just leave the 
   Catalog Nbr. blank. Click Save. 

   Note: The “#” symbol is the wildcard key. If you wish to disallow all 400 level courses, you would 
   enter the subject area, if relevant, and in the Catalog Nbr field, you would enter 4##. 

   If you need to add additional lines to this group, you can click the ‘+’ symbol on the right. 

If you selected “Course”, then you will need to use the Course ID look-up (looks like a magnifying 
   glass) to locate the course ID number. 

   a. Enter the “Subject Area” of the course 
   b. When entering the “Catalog Nbr”, you will need to select “contains” from the drop-down 
      list. Type in the course catalog number, and click the Look-Up button. 
   c. Find the course, and click on it. The course ID is now populated. Click Save. 

   **Step 5**  
   Click the “Add” button at the bottom of the screen, if you need to add more requirement groups 
   and follow steps 2-4 from above.
Step 6

Now that you have defined all requirement groups, you need to return to the plan of work template.

Menu Navigation: Student Information System Homepage > Advising Tile > GPoW Templates

Follow the instructions from page one on how to view a base template, to which you wish to add requirement groups for validation.

Now that you are at your template, use the look-up button beside the first line under Requirement Groups for Validation.
**Step 7**

You will need to filter the list results, by selecting “Academic Program” from the Search by drop-down list. Type your Academic Program and click enter or the yellow Look Up button. This should bring up your entire list of requirement groups that you created for your program. Be careful, because this screen is also used by other campus departments, so you only want to select the proper requirement group that you created.

![Look Up Rq Group](image)

**Step 8**

Now, you want to use the Min/Max drop-down list. If you are completely going to disallow the course(s) on your requirement group, you want to select “Max”. Also, if you are only allowing a certain number of hours from the course(s) on your requirement group, you want to select “Max”. You would enter “Min” if you are requiring at least _ number of hours in that requirement group.

Next, enter the number of Cr Units. If you are not allowing the course to be used, you will enter 0. If you are only allowing a maximum of 2 hours to be used, enter 2.

Click the ‘+’ symbol to finish adding all of your requirement groups. Click Save.

![Requirement Groups for Validation](image)

**Assigning Independent Graduate Student Faculty Advisors**


**Objectives**

This section provides guidance in maintaining graduate student advisors directly through the student advisor page. Students can be assigned advisors before they have created their advisory committee.

**Reminder**

All graduate committee members are automatically assigned an advisor role for the student who created the plan of work once they have accepted membership on the committee. They are added to the student advisor table. The faculty advisor can access the graduate student plan of work and advisory committee via the faculty center. Other administrative users in your academic unit may also have update access to the Student Advisor Page.

**Navigation**

Student Information System Homepage > Advising Tile > Student Advisor

**Page Steps**

Student Advisor

**Step 1**

To add an advisor directly on the student advisor page, add a new effective dated row by clicking at the institution effective date level.

**Step 2**

Add a new advisor by clicking the in the Advisor level of the page.

**Step 3**

Choose an advisor role (if other than the default) using the drop down list.
Step 4
Enter the academic career

*Academic Career:

Step 5
Choose the student’s academic program. Choices are limited to programs on the student program / plan record.

*Academic Program:

Step 6
Choose an academic plan. Choices are limited to academic plans on the student program / plan record.
Step 7

Choose the advisor. All advisors with instructor/advisor records that match the student's academic program will appear in the search results.

Step 8

Provide any other necessary information and Save. Repeat this process for each advisor.

Mass assigning
Student
Faculty
Advisors
**Objectives**
This section provides guidance in maintaining graduate student advisors directly through the student advisor assignment page. Students can be assigned advisors before they have created their advisory committee.

**Reminder**
All graduate committee members are automatically assigned an advisor role for the student who created the plan of work once they have accepted membership on the committee. They are added to the student advisor table. The faculty advisor can access the graduate student plan of work and advisory committee via the faculty center. Other administrative users in your academic unit may also have update access to the Student Advisor Page.

**Navigation**
Student Information System Homepage > Advising Tile > Batch Advisor Assignment

**Page Steps**
Student Advisor

**Step 1**
Search on Academic Plan or Academic Sub-Plan and click the search button.

**Step 2**
Filter the list to the students to mass assign an advisor to using the “Filters” box. Filters options are No Advisor, All, or Specific Advisor.

**Step 3**
Insert the Advisor ID in the “Batch Advisor Assignment” box. If the Advisor ID numbers is not known, select the magnifying lens to select from a list. The new advisor will be listed for each of the students that were selected in the filter. OR

**Step 4**
Individually assign advisors.
Curriculum Change by Department

Navigation

Student Information System Homepage > Student Records Tile > Career and Program Information Folder > Student Curriculum Change.

Step 1

Enter the student ID number in the Empl ID field and then click search.
Step 2

All of the active plans and subplans are displayed. Click Change Plan/Subplan and click GO!
**Student Curriculum Change**

- **Academic Career:** Graduate
- **Academic Program:** CS Crop Science
- **Academic Plan:** 11CSPHD Crop Science-PHD **Academic Plan Type:** Major
- **Academic Sub-Plan:**
- **Academic Program:** NT Nutrition
- **Academic Plan:** 11NTFPHD Nutrition, Food Science-PHD **Academic Plan Type:** Major
- **Academic Sub-Plan:**

**Step 3**

Select the current plan that will be changed. Either search by clicking the magnifying glass or type in the Academic Program, Plan, and Sub-Plan if applicable.

Then choose the new plan or Subplan.

Then select the appropriate Action Reason. The Action Reason will be either Grad Curr/Degree or Change – Intl Grad Curr/Degree Change – US.
Notifying the Graduate School of ‘en route’ Master

Overview & Objectives
The Graduate School must be notified of intended ‘en route’ Masters. If a student does not have a previous masters in their major an en-route master(s) can be added to the PhD plan with a curriculum change form then a second Plan of Work can be submitted for the en-route masters. (For Faculty and Staff > Forms > Graduate School Forms > Degree/Curriculum Change Form for Admins)

Reminder
Upon notification by the DGP of the ‘en route’ program and approval from the Graduate Dean, the Graduate Records Officer will add the Masters academic plan to the student’s program / plan record.

Registration Advising Service Indicators - Administrators

Overview & Objectives
For each academic term, all graduate students have a Registration Advising Services indicator placed on their record. These negative service indicators serve as holds, preventing the student
from enrolling in classes until the service indicator is released. These service indicators may be released by Advisors, Directors of Graduate Programs and Graduate Services Coordinators.

Reminder

Multiple users in your academic group and organization have the ability to release Registration Advising Service indicators. Directors of Graduate Programs and Graduate Services Coordinators have the ability to release these indicators on a student-by-student basis or in bulk, for all students in each academic plan in their academic program. PIN numbers are not used in SIS.

Navigation

Student Information System Homepage > Advising Tile > Advising Hold Release-Admin

Page Steps

Advising Hold Release-Admin

Step 1

On the search record enter an academic program, academic plan or just click search. The search will return a list of academic plans based on your search criteria and your row-level program and plan security. Choose an academic plan.
Step 2

To release the hold for specific students in the academic plan, check the box by the student ID and click release selected holds. To release the hold for ALL students active in the academic plan, click release all holds. You can scroll through all of your academic plans using the Previous List and Next List buttons at the bottom of the page.

Advisement Registration Holds

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Processing Applications For Graduation

Objectives

After a student has applied for graduation through Student Self Service, the Director of Graduate Programs or Graduate Services Coordinator should review and approve before the deadline.

Reminder

Students can only apply for graduation during selected time windows for a specific term. The self-service application for graduation will be used for all academic terms subsequent to spring 2009. Paper diploma order request cards were no longer used for graduations in terms subsequent to spring 2009.

Students cannot withdraw their graduation application once it is created. Only an administrator can do that.

Navigation

Student Information System Homepage > Student Records Tile > Graduation Folder > Graduation Approval

Step 1

On basic search page; Graduation Approval
1. EmplID will return one specific student

2. Completion term alone will return all students who have applied to graduate in that specific term for the programs and plans you have row level security access to.

3. Academic Career will always be “Graduate”

4. Search can also be by Academic Plan Type, Academic Plan, and/or Academic Status.

5. You may also search using the application status. This is very useful to filter for applications that you have not yet reviewed.

Click Search

Step 2

On the Application Tab, choose:

1. “Department Review Complete”. This serves as the departmental approval to the Graduate School that this student has fulfilled all departmental requirements. Typically a student should have completed at least one of their non-course milestones before an application is marked as “Department Review Complete”.

2. You may also select Application Withdrawn. Always write comments in the comment tab if this option is selected.

3. You may also select Department Denied. Always write comments in the comment tab if this option is selected.
**Step 3**

Comments can be added on the “Application Comments” tab.

Click ![Save](link)

**Step 4**

All terms for which the student has applied for graduation can be viewed on the “All Applications” tab.
Applying to Graduate FOR a Student

Objectives
Directors of Graduate Programs or Graduate Services Coordinators can enter and process the application for graduation for their students.

Reminder
Students should create their own application through self-service. When using administrative pages to create graduation applications, one application must be created for each major, minor, co-major or co-minor. Students who create their own application through student self-service need only create one application.

Navigation
Student Information System Homepage > Student Records Tile > Graduation Folder > Graduation Approval

Step 1

1. On the basic search screen for “Graduation Approval”, choose the “Add a New Value” Tab
2. Enter NCSU1 in Academic Institution if it is not already there.
3. Enter Student ID # in EmplID Field (always double check EmplID number)

4. Enter GRAD in Academic Career

5. Enter Academic Program

6. Enter Academic Plan

7. Enter anticipated graduation term

8. Click **Add**

**Step 2**

On the “Application Tab”

1. select “Applied for Degree” if it did not autopopulate

2. If the student has a subplan, the subplan status must also be updated.

3. Click **[Save]**

![Application Approval](application.png)

**User ID, Name and Date will autopopulate when saved.**

**Step 3**

The user’s Unity ID and the date processed will populate when saved.

**Step 4**

The “Application Comments” tab is where comments can be entered when the application is processed.
Step 5

The “All Applications” tab displays all graduation terms for which the student has applied.

Graduation Queries

Reminder

Queries are run against the Reporting database which contains data from the previous day’s work. This means that results are as of the close of business on the previous day, as opposed to current.

Navigation

Student Information System Homepage > Reporting Tools Tile > Query Tools Folder > Query Viewer

See detailed instructions for running queries in Appendix, “Instructions for Running a Query”

List of Queries

SIS_GRAD_GRADUATION_APRVL

List of students on the Graduation approval list for a specified term and status.

SIS_GRAD_MLSTN_CMPLT_NOGC
List of students who have completed all of their milestones but who are not on the Graduation Approval List.

**SIS_GRAD_THESIS_IN_REVIEW_PUB**

Overview and Objectives: This query allows personnel, upon input of the academic term, to obtain a list of all masters and doctoral students who appear on the graduation approval list for that term, have an application status of College Cleared, College Hold, Complete - Accepted or Departmental Review Complete, and who have submitted a thesis or dissertation that is still in "REVIEW" status.

The following information, ordered by last name, is provided for each student in the list: last name, first name, emplid, degree, academic program, thesis/dissertation title and application status.

The roles required are those normally set for a Graduate Services Coordinator and DGP, as well as the NCS CAMPUS SR Query.

**Graduate Student Support Plan (GSSP) Data**

*Objective*  
These pages provide the GSSP data for a specific student.

*Navigation*  
Student Information System Homepage > Records and Enrollment > Custom Records and Enrollment > Graduate Support

*Tab Name*  
Eligibility – Departments can see all the GSSP data regarding registration and appointment information.
Tab Name  

Funding – Departments can see the students funding for a specific semester. Click view all to see all semesters.
TPC (third party contract) – Departments can see when the students tuition (in-state and tuition remission) is submitted to the cashier’s office as well as when the journal was processed. Click view all for all semesters.

Insurance – Departments can see when the students insurance is paid, the amount paid and the project it was paid from. Insurance is paid monthly. Click view all for all the months.
**Objective**

This page provides the service indicator data for a specific student. Departments can add DNC (do not cancel) service indicators by semester for GSSP students. This indicator informs the cashier’s office that a specific student will be sponsored by the GSSP.

**Navigation**

Student Information System > Campus Community > Service Indicators > Person > Manage Service Indicators

**Step 1**

Select the “Add Service Indicator”. 
**Step 2**

Fill in Service Indicator Code with DNC. The Service Ind Reason Code should be GSSP. Departments can fill in any of the other information they feel is necessary. Click apply.
Graduate Student Support Plan (GSSP) Health Insurance Eligibility

Objective
This page provides Graduate Tuition Support & Health Insurance Eligibility by program (returns currently eligible students only).

Navigation
Student Information Systems > Records and Enrollment > Custom Records and Enrollment > Graduate Support – By Department

Step 1
Enter academic program then click search.
Graduate Support

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

Find an Existing Value

Search Criteria

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID begins with</td>
<td></td>
</tr>
<tr>
<td>Academic Institution</td>
<td>begins with NCSU1</td>
</tr>
<tr>
<td>Academic Career</td>
<td>begins with GRAD</td>
</tr>
<tr>
<td>Academic Program</td>
<td>begins with</td>
</tr>
<tr>
<td>Unity ID</td>
<td></td>
</tr>
<tr>
<td>National ID</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
</tbody>
</table>

Case Sensitive

Search Clear Basic Search Save Search Criteria

Graduate Student Support Plan (GSSP) View Bill

Objective: This page allows departments to view a students bill.

Navigation: Student Information System Homepage > Student Financials > View Customer Accounts
**Step 1**  
Enter student ID number then click search.

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

**Search Criteria**
- Business Unit
  - ID begins with: NCSU1
- National ID
- Unity ID
- Last Name
- First Name
- Case Sensitive

[Search] [Clear] [Basic Search] [Save Search Criteria]

**Step 2**  
Click View All. You can see a list of all of the student’s charges and what they have or have not paid by term.

Click Account Details. Provides more details about the specific term.

**Customer Accounts**

**Step 3**  
Click Item Details. Provides more details about the specific charge.
Inquiring on Student Checklists

Overview and Objectives
This page lists the student’s required checklist items. The graduate school staff updates the list as the checklist items are completed/received. Director of Graduate Program or Graduate Services Coordinator can view these Checklist Items.

Navigation
Student Information System Homepage > Student Records Tile > Checklists Folder > Person Checklist Detail
1. Item = Checklist Item Code (complete list in Appendix)

2. Description of Checklist Item Code

3. Current Status =

   - Received
   - 2nd Notification
   - Active
   - Cancelled
   - Completed
   - Initiated
   - Notified
   - Ordered
   - Paid Off
   - Returned
   - Waived

4. Due Date = Completion date defaults from approved Plan of Work; prior to POW final approval, due date is arbitrary.

Inquiring on Student
Comments - Person

Objectives

Graduate School Comments and Assistantship Exceptions can be entered by the Graduate School Staff through Campus Community. Director of Graduate Program or Graduate Services Coordinator can view these comments and exceptions.

Terminology

Comment Categories:

- AEX– Assistantship Exception
- GS- Graduate School
- GSCON-Conditions Met
- GSHW- GSSP Hard Waiver
- GSSP- Graduate School Support Plan

Navigation

Student Information System Homepage > Student Records > Comments File > Person Comment Detail

View GS - Graduate School Comments

Page Steps

[Image of Person Comment Detail]
1. Enter ID

2. Click Search

Person Comment Detail

1. Comment Category = GEN General

2. GSSP for Graduate Student Support Plan Comment

3. Graduate School Staff’s name who entered comment

4. Comment Date = date the comment was saved to student’s record

5. Comments entered by Graduate School Staff

View AEX - Assistantship Exception
1. Enter ID

2. Click **Search**

### Person Comment Entry

1. **Comment Category** = GEN General

1. **Comment Category** = AEX Assistantship Exception

2. Graduate School Staff name who entered comment

3. **Comment Date** = The date auto populates for the date the comment is being added. The date needs to be updated for the term for which exception applies

   1/1/year – Spring
Student Services Center

Overview and Objectives

Directors of Graduate Programs and Graduate Services Coordinators can access student information in a number of ways. This section covers access to student information through Student Services Center.

Navigation

Student Information System Homepage > Student Records Tile > Student Services Center

OR

Student Information System Homepage > Advising Tile > Student Services Center

Page Steps

Search for student by ID #, Academic Career, Student Career Nbr, Unity ID or Name

Tab Name

Student Center

The landing page is the “Student Center” Tab. This tab allows user to view a student’s Academic Information (grades, GPoW, enrollment history etc), Personal Information, Enrollment Information, Holds, Outstanding items on their to-do list, and Advisor Details.
Note: The unofficial transcript can be viewed from the drop-down under academics.

Tab Name: General Info

Allows user to view a student’s Bio-demo information, Services Indicators, and Student Groups.

Step 1 – search for the student by ID number or name
Click on one of the three options to expand/view or collapse the student’s information.

Tab Name: Academics

Allows user to view a student’s Academic history, including their Career/Program/Plan/Subplan, Grades, Level/Load, Enrollment History, and Term Statistics.
Step 1
Select an academic program. Program and plan information on the right will update.

Step 2
In the term summary section in the lower half of the page, select an academic term. Term information in the right hand side of the page will update.

Tab Name
Dashboard

Allows user to access a variety of student information, such as the GPoW, Grades, Milestones etc., in order to advise a student appropriately. A user can leave Advising Comments which can be used to track conversations between the user and the student, or advice given to the student regarding their academic path.
Course Load Waiver Request

**Overview and Objectives**
Directors of Graduate Programs can review a student’s registration history to determine the minimum credit hours needed for full time registration and submit waivers if appropriate.

**Navigation**
Student Information System Homepage > Student Records Tile > Student Services Center

**Page Steps**
Search for student by ID #, Academic Career, Student Career Nbr, Unity ID or Name
Tab Name

Academics

The landing page is the “Student Center” Tab. Click on “Academics” tab

Page Steps

From “Academics” tab, scroll down to the “term summary” and click the appropriate term. To see enrollment information for a given term, click “detail”: 
Results from the detail tab:

If it is appropriate to grant an academic load waiver, click “Request Waiver of Academic Load Policy” and review the academic load policy waiver information:
If it is appropriate to request a waiver, select if the student will be considered Half-Time or Full-Time with the number of needed hours (can be no less than 3) and select the appropriate reason for the waiver, save and certify (submit):
Inquiring on Student’s Citizenship / Visa

Overview and Objectives
Directors of Graduate Programs and Graduate Services Coordinators can access a student’s citizenship and visa records. This section covers access through Campus Community.

Navigation
Student Information System Homepage > Student Profile Tile > Identification Folder > Citizenship and Passport

Step 1

1. Enter the EmplID

2. Click Search
Step 2

Country of citizenship is displayed.

Navigation 2

Student Information System Homepage > Student Profile Tile > Identification Folder > Visa Permit Data

Step 1

1. Enter the EmplID

Click Search
Step 2

Visa type, Expiration Date, and other pertinent information displayed.

SIS Admin Reports

Overview
There are several administrative student reports available.

Reminder
All records in all academic careers are accessible through term summary.

Navigation
Student Information System Homepage > Reporting Tools Tile > Administrative Reports

Step 1
Reports can easily be customized by filling in appropriate fields and check boxes.
Available reports are:

- Academic Difficulty
- All Active (enrolled or not)
- Dean’s List
- Enrolled Students
- Graduation List
- Minority Students
- New Students In Career
- Unenrolled Students

1. Select term
2. Click GO

Step 2: Report displays on Results Tab
**Graduate Certificates**

**Overview**

SIS provides a mechanism for tracking students in graduate certificate programs. Non-degree seeking students (those who are only interested in obtaining a certificate) can apply to a graduate certificate program via the Apply Yourself admissions application. Students who are currently active in a graduate degree seeking program, and wish to additionally obtain a graduate certificate, should contact the director of the graduate certificate program (DGCP). The DGCP can request the Graduate School activate a degree-seeking student into a formal graduate certificate plan in the Graduate career and to clear them for completion when the time comes via a Certificate Plan Data Entry Form. This will be much like adding a minor plan or co-major plan to the official student program plan records. Upon completion of the certificate plan by the DGCP, the Graduate School will clear the student, the certificate will be awarded by the Registrar, and the award published on the transcript.

DGCPs should notify the Graduate School as soon as possible of a degree-seeking student’s intent and your agreement to have them activated into a graduate certificate plan in the graduate career. It is preferable that students not be activated in graduate certificate plans after the start of an academic term in which they are currently enrolled and taking classes toward the certificate. In such cases, set the admit term of the certificate plan effective with the beginning of the next academic term. Students will remain active in the plan as long as they are continuously enrolled in a regular academic term (fall, spring).

Having students who are pursuing graduate certificates coded as such in SIS has a number of direct benefits. One significant benefit is that it allows these students to enroll in the same manner and at the same time as other graduate students. Furthermore, it permits departments to track and generate reports on their certificate-seeking students.
Enrolling Degree Seeking Students in Graduate Certificate Academic Plans

Objectives

This section provides step to notify the Graduate School to activate a student in a Graduate certificate program.

Reminder

You should notify the Graduate School as soon as possible of a student’s intent and your agreement to have them activated into a graduate certificate program. In order to activate a degree-seeking student into a formal graduate certificate plan, the “Graduate Student Certificate Plan Data Entry” form found on the graduate school forms page must be completed and submitted to the Graduate School Certificate College Liaison.

Query for List of Students in a Minor or Certificate

Overview and Objectives

SIS_GRAD_CERTIF_MINOR_PLANS or SIS_GRAD_CENSUS_ENR_MINOR

The user can view a list of all graduate students enrolled in current or future terms who are also enrolled in a minor or certificate in a user-selected academic plan. Fields displayed are Term, EMPLID, Student Name, FERPA, Gender, Ethnicity, Academic Career, Units Taken for Progress, Total Cumulative Units, Unity ID, Advisor Name, Academic Program, Academic Plan, Academic Plan Type, Cumulative GPA, Current GPA, Academic standing, Tuition Residency, Residency Code, Email Address, Telephone, Mailing Address, and Local Address.

The role required to access this query is NCS CAMPUS SR Query.

Navigation

Student Information System Homepage > Reporting Tools Tile > Query Viewer

See detailed instructions for running queries in Appendix, “Instructions for Running a Query”
Awarding Graduate Certificates

Objectives

This section provides the step to notify the Graduate School to award a Graduate certificate to a student.

Reminder

The student needs to Apply to Graduate in order to notify the Graduate School to award a Graduate Certificate to the student. Please refer back to the Apply to Graduate Section. The department will review the application to graduate in the same manner as they do when reviewing graduation for degree seeking students.
Appendix

Advisory Committee Member Types

Overview

Each member is assigned a Type

<table>
<thead>
<tr>
<th>Type</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Committee’s must have at least one Chair type member</td>
</tr>
<tr>
<td>Co-Chair</td>
<td>Multiple Co-Chairs member types may be included on an advisory committee</td>
</tr>
<tr>
<td>Consultant</td>
<td></td>
</tr>
<tr>
<td>External</td>
<td>A faculty member from another university (who is not an Inter-institutional Graduate Faculty member) or a professional from industry or government with credentials comparable to those required for membership on the graduate faculty</td>
</tr>
<tr>
<td>GSR</td>
<td>Graduate School Representative</td>
</tr>
<tr>
<td>InterInst</td>
<td>Inter-institution</td>
</tr>
<tr>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>Minor</td>
<td>Minor representative Instructor Advisor Records are not checked against the student minor on the committee.</td>
</tr>
<tr>
<td>Vice-Chair</td>
<td>A Vice-Chair is necessary only if a chair is Associate Status.</td>
</tr>
</tbody>
</table>

Checklists

Graduate Career Student Checklists and Related Items

<table>
<thead>
<tr>
<th>Chkls Item Code</th>
<th>Short Description</th>
<th>Checklist Item Description</th>
<th>Doctoral Checklist</th>
<th>Masters Checklist</th>
<th>Masters Mixed Opt B Checklist</th>
<th>Masters Opt B Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCOMM</td>
<td>Committee</td>
<td>Graduate Advisory Committee</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>GDRCKM</td>
<td>DRchkMicro</td>
<td>DR Check/Money Order Microfilm</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GDRDAF</td>
<td>DRdisserAF</td>
<td>DR Dissertation Agreement Form</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GDRDPO</td>
<td>DRdisserPO</td>
<td>DR Dissertation Publishing Opt</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GDRGAL</td>
<td>DRgrattLtr</td>
<td>DR Graduation Attendance Ltr</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GDRFIN</td>
<td>DRReqSchF</td>
<td>DR Request to Sched Final Oral</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GDRSED</td>
<td>DRsurveyED</td>
<td>DR Survey of Earned Doctorate</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GMPERO</td>
<td>MRreqPermS</td>
<td>MR Request to Sched Final Oral</td>
<td></td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>
Expanded Graduate Career Terminology

- **Academic Career**
- **Academic Group**
- **Academic Organization**
- **Academic Plan**
- **Academic Program** - An academic program is the program to which a student applies and is admitted and from which the student graduates. At the undergraduate level and academic program is a college. At the graduate career level, there are distinct academic programs for every area of study, such as mathematics and a biomedical engineering.
- **Academic Structure**
- **Campus Community** - The single system of record for all person data (students, faculty, staff, alumni, external organizations). Data is shared across systems (Student Admin/HR).
- **Graduate Student Checklist** - A checklist is a collection of administrative items assigned to each student based on their academic plan. These checklists are assigned when students matriculate into an academic program and plan in the graduate career.
- **Matriculation** – a program action indicating that a person has completed all necessary steps to become an active student in an academic program.
- **Milestone** - Milestones are non-course related but vital academic requirements a student must complete toward degree progress to graduate.

**Graduate Plan of Work and Advisory Committee Workflow**

**Graduate Advisory Committee Invitation**

Subject: Graduate Plan of Work - Action Required for Test Student (555555555).

Body:

“You have been asked to serve on this student's Graduate Advisory Committee and approve their Plan of Work.

You may access your Worklist Tile by logging into the MyPack Portal and following the navigation: Main Menu > Student Information Systems > Faculty Services > Worklist Tile

Or you may use this link:
For further information, refer to the SIS Faculty Training Manual:

Thank you.

**Graduate Student Plan of Work – Work Flow Status**

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Awaiting work</td>
</tr>
<tr>
<td>1</td>
<td>Work in progress. Worklist Tile owner has accessed the work item but work is not complete.</td>
</tr>
<tr>
<td>2</td>
<td>Work item complete. Action taken.</td>
</tr>
<tr>
<td>3</td>
<td>Removed from Worklist Tile</td>
</tr>
</tbody>
</table>
## Graduate Student Record Program Actions and Action Reasons

### Active Student Program Plan Records Actions

<table>
<thead>
<tr>
<th>Prog Actn</th>
<th>Program Action Descr</th>
<th>Action Rsn</th>
<th>Descr</th>
<th>Short Desc</th>
<th>Career Action Type</th>
<th>Legacy Action Log Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTV</td>
<td>Activate</td>
<td>GADI</td>
<td>Intl Advanced Degree Mr to Dr</td>
<td>IntAdvDegr</td>
<td>Add</td>
<td>ADI</td>
</tr>
<tr>
<td>ACTV</td>
<td>Activate</td>
<td>GADV</td>
<td>US Advanced Degree Mr to Dr</td>
<td>USAAdvDegr</td>
<td>Add</td>
<td>ADV</td>
</tr>
<tr>
<td>ACTV</td>
<td>Activate</td>
<td>GCMU</td>
<td>Grad Co-Major</td>
<td>GrCoMaj</td>
<td>Add</td>
<td>CMJ</td>
</tr>
<tr>
<td>ACTV</td>
<td>Activate</td>
<td>GMOR</td>
<td>Grad Master On Route</td>
<td>GrMsonRte</td>
<td>Add</td>
<td></td>
</tr>
<tr>
<td>ACTV</td>
<td>Activate</td>
<td>GMRD</td>
<td>Graduate 2nd Masters Degree US</td>
<td>Gr2MrDegUS</td>
<td>Add</td>
<td>MRD</td>
</tr>
<tr>
<td>ACTV</td>
<td>Activate</td>
<td>GMRI</td>
<td>Graduate 2nd Masters Deg Intl</td>
<td>G2MrDegINT</td>
<td>Add</td>
<td>MRI</td>
</tr>
<tr>
<td>ACTV</td>
<td>Activate</td>
<td>GDUD</td>
<td>Grad Dual Degree</td>
<td>GrDuDeg</td>
<td>Add</td>
<td>N/A</td>
</tr>
<tr>
<td>ACTV</td>
<td>Activate</td>
<td>GCRT</td>
<td>Graduate Certificate</td>
<td>GradCertif</td>
<td>Add</td>
<td>N/A</td>
</tr>
<tr>
<td>DISC</td>
<td>Discontinuation</td>
<td>GTER</td>
<td>Grad - Non-Comply Cont Reg</td>
<td>GrContReg</td>
<td>Update</td>
<td>TER</td>
</tr>
<tr>
<td>DISM</td>
<td>Dismissal</td>
<td>GPTW</td>
<td>Grad - Termination of Program</td>
<td>GrTermPrg</td>
<td>Update</td>
<td>PTW</td>
</tr>
<tr>
<td>LEAV</td>
<td>Leave of Absence</td>
<td>GLOA</td>
<td>Graduate Leave of Absence</td>
<td>GrLoA</td>
<td>Update</td>
<td>LOA</td>
</tr>
<tr>
<td>MATR</td>
<td>Matriculation</td>
<td>GRIN</td>
<td>Graduate Reinstatement</td>
<td>GrReinst</td>
<td>Update</td>
<td>RIN</td>
</tr>
<tr>
<td>DISC</td>
<td>Discontinuation</td>
<td>GCDD</td>
<td>Grad Curr/Degree Change - US</td>
<td>GrCuDeUS</td>
<td>Add</td>
<td>CDD</td>
</tr>
<tr>
<td>ACTV</td>
<td>Activate</td>
<td>GCDD</td>
<td>Grad Curr/Degree Change - US</td>
<td>GrCuDeUS</td>
<td>Add</td>
<td>CDD</td>
</tr>
<tr>
<td>DISC</td>
<td>Discontinuation</td>
<td>GCDI</td>
<td>Grad Curr/Degree Change - Intl</td>
<td>GrCuDeIntl</td>
<td>Add</td>
<td>CDI</td>
</tr>
<tr>
<td>ACTV</td>
<td>Activate</td>
<td>GCDI</td>
<td>Grad Curr/Degree Change - Intl</td>
<td>GrCuDeIntl</td>
<td>Add</td>
<td>CDI</td>
</tr>
<tr>
<td>PLNC</td>
<td>Plan Change</td>
<td>GMIN</td>
<td>Grad Declare Minor</td>
<td>GrDecMinor</td>
<td>Update</td>
<td></td>
</tr>
<tr>
<td>PLNC</td>
<td>Plan Change</td>
<td>GDRM</td>
<td>Grad Drop Minor</td>
<td>GraDropMin</td>
<td>Update</td>
<td></td>
</tr>
<tr>
<td>DISC</td>
<td>Discontinuation</td>
<td>GLAT</td>
<td>Graduate Lateral Transfer</td>
<td>GrLatTrf</td>
<td>Update</td>
<td>LAT</td>
</tr>
<tr>
<td>ACTV</td>
<td>Activate</td>
<td>GLAT</td>
<td>Graduate Lateral Transfer</td>
<td>GrLatTrf</td>
<td>Add</td>
<td>LAT</td>
</tr>
<tr>
<td>DISC</td>
<td>Discontinuation</td>
<td>GTRF</td>
<td>Graduate Transfer</td>
<td>GradTrf</td>
<td>Update</td>
<td>TRF</td>
</tr>
<tr>
<td>ACTV</td>
<td>Activate</td>
<td>GTRF</td>
<td>Graduate Transfer</td>
<td>GradTrf</td>
<td>Add</td>
<td>TRF</td>
</tr>
<tr>
<td>RADM</td>
<td>Readmit</td>
<td>GRTO</td>
<td>Grad Retro Leave of Absence</td>
<td>GRetLOvA</td>
<td>Update</td>
<td>LOA</td>
</tr>
<tr>
<td>RLOA</td>
<td>Return from Leave of Absence</td>
<td>GRLA</td>
<td>Graduate Return from Leave</td>
<td>GRetLOA</td>
<td>Update</td>
<td>LOA</td>
</tr>
<tr>
<td>WADM</td>
<td>Administrative Withdrawal</td>
<td>GPTO</td>
<td>Grad - Terminate w/o Prejudice</td>
<td>GTrTerwoPre</td>
<td>Update</td>
<td>PTO</td>
</tr>
</tbody>
</table>

### Admitted & Matriculated Student Program Plan Records Actions

| DATA      | Data Change          | ADET       | Adm - Earlier Term           | AEarlyTerm | Update              |                      |
| DATA      | Data Change          | GCTF       | Adm - Conditional To Full    | AdStChCoFu | Update              |                      |
| DATA      | Data Change          | GFTC       | Adm - Full to Conditional    | AdStChFuCo | Update              |                      |
| DEFR      | Defer Enrollment     | GDFR       | Grad - Defer to Future Term  | GDeferFuTer | Update              |                      |
| DISC      | Discontinuation      | AWNE       | Adm - Will Not Enter         | ANotEnter  | Update              |                      |
| DISC      | Discontinuation      | ADEN       | Adm - Subsequent Denial      | AdSubDeny  | Update              |                      |
| MATR      | Matriculation        | AAFI       | Admission after Will Not Enter | ADaftterWNE | Update              |                      |
| PLNC      | Plan Change          | AMJC       | Adm - Change Major           | AChgMajor  | Update              |                      |
| PRGC      | Program Change       | AMJC       | Adm - Change Major           | AChgMajor  | Update              |                      |
How to Use the SIS EXCEL Download Feature

How to use the SIS Excel Download Feature:

1. Within the MyPack portal, you will see the following icon (highlighted in screenshot below)...

![Icon Screenshot]

2. When you click on this icon you will have the choice to download your results to an MS Excel format. You should get a pop-up box that prompts you to either Open or Save the file.

3. If you do not get the pop-up box, please follow the steps outlined on the following Graduate School FAQ webpage...


4. The instructions within the link above cover multiple browsers. If you are still having problems, please contact Darren White (darren_white@ncsu.edu).

Milestones

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Formal Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANDIDACY</td>
<td>Doctoral Admission to Candidacy</td>
</tr>
<tr>
<td>DR PREORAL</td>
<td>Doctoral Preliminary Comprehensive Examination</td>
</tr>
<tr>
<td>MR FINORAL</td>
<td>Masters Final Comprehensive Examination</td>
</tr>
<tr>
<td>DR FINORAL</td>
<td>Doctoral Final Comprehensive Examination</td>
</tr>
<tr>
<td>MROPBREQ</td>
<td>Masters Option B Requirements</td>
</tr>
<tr>
<td>MRTHESES</td>
<td>Masters Thesis</td>
</tr>
<tr>
<td>DRDISSERTA</td>
<td>Doctoral Dissertation</td>
</tr>
</tbody>
</table>
Reporting - Queries

INSTRUCTIONS FOR RUNNING A QUERY

Reminder
Queries are run against the Reporting database which contains data from the previous day’s work. This means that results are as of the close of business on the previous day, as opposed to current.

Terminology
See http://www.fis.ncsu.edu/sis/training/SISTerm.pdf for a complete SIS glossary

Navigation
Main Menu > Student Information Systems > Monitoring Tools & Reports > Query Viewer – Reporting

Page Steps
Query Viewer

1. Query environment
2. You can search for queries by entering all or part of the query’s name.
3. Any queries that have been designated as “Favorites” will display when Query Viewer is opened.
4. Queries can be run to HTML or Excel

Step 1
Entering a string of letters will return a list of all queries that begin with those letters. If you know the name of the query, enter it exactly to return that specific query.
Enter the name of the query in the search box. The field is NOT case sensitive.

Click **Search**

**Step 2**

A list will generate based on the info entered in the search field. Entry of the exact name will return one query.

When the query is run, the user has the option of downloading the results into an HTML report or an EXCEL spreadsheet.

**Add to Favorites**

Clicking on the “Favorite” link will add query to your list of favorite queries.

**HTML**

If you choose “Run to HTML”, a new window will open displaying the results

1. HTML results can be downloaded into EXCEL or Text file

2. Click **View All** to see all results. If “View All” is grayed out, all results are displayed.

3. The report displays the first 100 rows of information. You can click the arrow keys to move around in the document.

   **NOTE:** HTML file can not be saved unless downloaded into EXCEL or Text file.

**EXCEL**
If you choose “Run to EXCEL”, a new window will open displaying the results. Depending on how your computer is set up, you may get a message asking if you want to open or save the file. Choose

![Open EXCEL file](image)

Results are displayed in an EXCEL spreadsheet and can be filtered, sorted, etc. The total number of records returned displays in the first row.

![EXCEL spreadsheet](image)

NOTE: File can be saved when in EXCEL format.

---

**List of Queries**

<table>
<thead>
<tr>
<th>Query Name and Brief Description of Results</th>
<th>Notes</th>
<th>Who Has Access to Query?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DGP_GSC_SECURITY_ALL_NOTALL_PG</strong>&lt;br&gt;Query Description: View a list of all users having the DGP or Grad Secretary security roles with an &quot;ALL&quot; row AND with explicit program rows in the program security table.</td>
<td>There is not a prompt for this query.</td>
<td>Graduate School</td>
</tr>
<tr>
<td>Query Code</td>
<td>Query Description</td>
<td>Department</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>GRAD_ARCHIVE_COMM_SVC_BY_ID</td>
<td>This query allows personnel, upon input of a graduate faculty ID, to obtain a list of all graduate committee on which a faculty member has served. Some data goes back as far as December 2001.</td>
<td>Graduate School</td>
</tr>
<tr>
<td>GRAD_ARCHIVE_COMM_SVC_BY_PGM</td>
<td>GARS committee service records from archive tables (pre-SIS) by user-selected academic program. (Grad date will be blank for people who changed legacy curriculum code after census date.) Some data goes back as far as December 2001.</td>
<td>Graduate School</td>
</tr>
<tr>
<td>GRAD_TST_SCORE_SUPN_BDAY_GRE</td>
<td>This query is used to search by date of birth to find unmatched GRE scores.</td>
<td>Graduate School</td>
</tr>
<tr>
<td>GRAD_TST_SCORE_SUPN_BDAY_TOEFL</td>
<td>This query is used to search by date of birth to find unmatched TOEFL scores.</td>
<td>Graduate School</td>
</tr>
<tr>
<td>GSSP_DEPT_APPRV_BY_PROG_TERM</td>
<td>Returns all information from first tab on Graduate Tuition Support screen by user selected term and academic program (for students who are active in that program)</td>
<td>Graduate School</td>
</tr>
<tr>
<td>Query Name</td>
<td>Query Description</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>SIS_ALL_GRAD_DEGREES_BY_PROG</td>
<td>This query prompts the user for Institution (NCSU1) and Academic Program.</td>
<td></td>
</tr>
<tr>
<td>SIS_GRAD_3_PLUS_X</td>
<td>There is not a prompt for this query.</td>
<td></td>
</tr>
<tr>
<td>SIS_GRAD_3_PLUS_X_BY_COLL</td>
<td>This query returns active 3+X students by college and provides their home institution, current program and plan and term first enrolled.</td>
<td></td>
</tr>
<tr>
<td>SIS_GRAD_ACAD_STAND</td>
<td>This query prompts the user for the student’s EMPLID. The magnifying glass can be used to search if the value is not known.</td>
<td></td>
</tr>
</tbody>
</table>

where the departmental approval flag has been checked.
<table>
<thead>
<tr>
<th>Query Description</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SIS_GRAD_ADVISOR_WITH_GPOW</strong></td>
<td>Graduate School</td>
</tr>
<tr>
<td>Query Description: For a user-selected current or future term &amp; academic program, it returns a list of grads enrolled in that program, showing the overall status of their GPoW (approved, denied, etc.), along with the term first enrolled in the grad career. It also shows the name &amp; ID of each student's advisor &amp; includes a flag that shows if the chair, vice-chair, or co-chair has approved the GPoW.</td>
<td></td>
</tr>
<tr>
<td><strong>SIS_GRAD_A2G_BELOW_B</strong></td>
<td>Graduate School</td>
</tr>
<tr>
<td>Query Description: Returns a list of all grads from a user-selected program whose graduation checkout status = &quot;applied to graduate&quot; having any graduate classes with a grade lower than a B- (excludes AU, S, and TR).</td>
<td></td>
</tr>
<tr>
<td><strong>SIS_GRAD_ALPHALIST_ALL_LIAISON</strong></td>
<td>Graduate School</td>
</tr>
<tr>
<td>Query Description: View a list of all graduate students who have an application status of Applied, Approved, College Cleared, College Hold, or Dept. Review Complete on the Graduation Approval List for a prompted term. The status of each student’s milestones and checklists is displayed. <strong>NOTE: This query is run in Query Viewer – Production or Query Manager – Production</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SIS_GRAD_ALPHALIST_ONE_LIAISON</strong></td>
<td>Graduate School</td>
</tr>
<tr>
<td>Query Description: View a list of all graduate students who have an application status of Applied, Approved, College Cleared, College Hold, or Dept. Review Complete on the Graduation Approval List for a prompted term. This query will “prompt” you for a Term and a User (Unity ID).</td>
<td></td>
</tr>
</tbody>
</table>

Term is always represented by a four-digit number in the CYYS format. Example: 2009 is Summer Session II 2009. “2” represents the century, “09” represents the year, and “7” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.
term. The status of each student’s milestones and checklists is displayed. Only the students for a prompted liaison are shown.

**NOTE:** This query is run in Query Viewer – Production or Query Manager - Production

| 1. Term must be current, will not work for past terms. |
| 2. User is the Unity ID and must be entered in ALL CAPS. The magnifying glass can be used to search if the value is not known. |

<table>
<thead>
<tr>
<th><strong>SIS_GRAD_APPL_HIST_TERM_COLL</strong></th>
<th>Department: Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Description: A list of applicants for a user-selected career, historical admit term, historical snapshot term, and two-digit academic college code, along with GRE scores and gender/ethnic data. Select terms back to fall 2009.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SIS_GRAD_APPL_HIST_TERM_PGM</strong></th>
<th>Department: Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Description: A list of applicants for a user-selected career, historical admit term, historical snapshot term, and academic program, along with GRE scores and gender/ethnic data. Select terms back to fall 2009.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SIS_GRAD_APPL_WITH_GRE_SCORES</strong></th>
<th>Department: Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Description: A list of applicants for a user selected career, current or future term, and program along with their most recent GRE scores (all components with percentiles included).</td>
<td></td>
</tr>
</tbody>
</table>

This query will “prompt” you for the Institution (NCSU1), an Academic Career, Admit Term, and Academic Program. The magnifying glass can be used to search if the value is not known.
<table>
<thead>
<tr>
<th>SIS_GRAD_APBPL_WITH_SCHOOLS</th>
<th>This query will “prompt” you for Institution (NCSU1), Academic Career (GRAD), and Admit Term. Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</th>
<th>Department Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIS_GRAD_CENSUS_ENROLLMENT</td>
<td>This query will prompt you for an academic term. Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</td>
<td>Department Graduate School</td>
</tr>
<tr>
<td>Query Name</td>
<td>Query Description</td>
<td>Department</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>SIS_GRAD_CENSUS_ENR_WITH_GPOW</td>
<td>For a user-selected career, previous term, and academic program, it returns a list of grads enrolled as of census in that term and program, showing the overall status of their GPoW (approved, denied, etc.) and status date, along with the term first enrolled in the grad career. It also includes a flag that shows if the chair, vice-chair, or co-chair has approved the GPoW.</td>
<td></td>
</tr>
<tr>
<td>SIS_GRAD_CERTIF_MINOR_PLANS</td>
<td>List of all graduate students enrolled in current or future terms that are also enrolled in a minor or certificate in a user-selected academic plan.</td>
<td></td>
</tr>
<tr>
<td>SIS_GRAD_CHKLST_CMPLT_NOGC</td>
<td>List of students who have completed all of their checklist items but who are not on the Graduation Approval List.</td>
<td></td>
</tr>
<tr>
<td>SIS_GRAD_CHKLST_WRONG_MR_DRC</td>
<td>View a list of students on the graduation list who have a doctoral plan but a Masters</td>
<td></td>
</tr>
<tr>
<td>SIS Training and Operations Manual – Revised 10/11/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NC State University Graduate School</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Checklist and who have an application status of Approved, College Cleared, College Hold or Dept. Review Complete for a prompted term. | SIS_GRAD_CHKLST_WRONG_DR_DRC |
| --- |
| **NOTE:** This query is run in Query Viewer – Production or Query Manager - Production |

<table>
<thead>
<tr>
<th><strong>SIS_GRAD_CHKLST_WRONG_DR_DRC</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Query Description:</strong> View a list of students on the graduation list who have a masters plan but a doctoral checklist and who have an application status of Approved, College Cleared, College Hold or Dept. Review Complete for a prompted term.</td>
</tr>
<tr>
<td><strong>NOTE:</strong> This query is run in Query Viewer – Production or Query Manager - Production</td>
</tr>
</tbody>
</table>

| SIS_GRAD_CMT_HISTORY | This query will “prompt” you for a Term. |
| --- |
| **Term** is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall. |

<table>
<thead>
<tr>
<th><strong>SIS_GRAD_CMT_HISTORY</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Query Description:</strong> View a list of all members of a grad student's GPOW committee, including members who are no longer on the committee.</td>
</tr>
</tbody>
</table>

| SIS GRAD COMPLETED THESIS | This query prompts the user for the student’s EMPLID. |
| --- |
| A complete record including thesis title is returned if the student has a completed thesis. No values are returned if the student does not have a completed thesis. |

<table>
<thead>
<tr>
<th><strong>SIS_GRAD_COMPLETED_THESIS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Query Description:</strong> This query prompts the user for the student’s EMPLID.</td>
</tr>
</tbody>
</table>

| SIS GRAD_COND_ADM_CHECK | This query prompts the user for Institution (NCSU1) and Academic Organization. The magnifying glass can be used to search if the value is not known. |
| --- |
| **Query Description:** |

<table>
<thead>
<tr>
<th><strong>SIS GRAD_COND_ADM_CHECK</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Description</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Students in an academic organization who are currently enrolled but were provisional admissions.</td>
</tr>
<tr>
<td><strong>SIS_GRAD_COND_PASS_4_MO</strong></td>
</tr>
<tr>
<td>Query Description: A list of students for whom a conditional pass was entered (DR PREORAL, MR FINORAL or DR FINORAL) and the date of the exam is older than four months.</td>
</tr>
<tr>
<td><strong>SIS_GRAD_COND_PASS_6_MO</strong></td>
</tr>
<tr>
<td>Query Description: A list of all students who have a 6 month or older conditional pass for their MR final oral or DR preoral or final oral.</td>
</tr>
<tr>
<td><strong>SIS_GRAD_DE_FOR_STDNT</strong></td>
</tr>
<tr>
<td>Query Description: View all courses in which a student has been enrolled. Distance education courses are identified.</td>
</tr>
<tr>
<td><strong>SIS_GRAD_DEFR</strong></td>
</tr>
<tr>
<td>Query Description: View a list of students whose term of admission was deferred and the term deferred to.</td>
</tr>
<tr>
<td>Query Name</td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td>SIS_GRAD_DEGREES_BY_PROG</td>
</tr>
<tr>
<td>SIS_GRAD_DEGREES_WITH_CHAIR</td>
</tr>
<tr>
<td>SIS_GRAD_DGP_GRDSEC_BY_LIAISON</td>
</tr>
<tr>
<td>SIS_GRAD_DR_RESID</td>
</tr>
<tr>
<td>SIS_GRAD_ENROLLED_FULBRIGHT</td>
</tr>
</tbody>
</table>

year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.
<table>
<thead>
<tr>
<th>Query Description</th>
<th>Department</th>
<th>Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Returns a list of Fulbright students for a user-selected career, current or future term, and academic program. NOTE: Fulbright grads are identified by the criterion STDNT_GROUP = FULB in STDNT_GRP_HIST (the Student Groups History table).</td>
<td>Department</td>
<td>Graduate School</td>
</tr>
<tr>
<td><strong>SIS_GRAD_ENR_MLSTN_ACAD_LOAD</strong></td>
<td>Department</td>
<td>Graduate School</td>
</tr>
<tr>
<td>Query Description: Returns list of masters students enrolled in the current or future term for a user selected academic program with flags for option B milestone, thesis milestone, approved GPoW, minimum GPoW hour requirement, enrollment hours, and if they have received the insurance benefit from the GSSP.</td>
<td>Department</td>
<td>Graduate School</td>
</tr>
<tr>
<td><strong>SIS_GRAD_EXAM_RPTS_PROG_STATUS</strong></td>
<td>Department</td>
<td>Graduate School</td>
</tr>
<tr>
<td>Query Description: Returns list of students having a master exam milestone, a doctoral prelim exam milestone, or a doctoral final exam milestone (with milestone status and date attempted) for a user-selected academic program. Results also show the most recent acad program status (active, completed, LOA, etc).</td>
<td>Department</td>
<td>Graduate School</td>
</tr>
<tr>
<td><strong>SIS_GRAD_EXAM_STATUS_LIST</strong></td>
<td>Department</td>
<td>Graduate School</td>
</tr>
<tr>
<td>Query Description: This query returns a list of active students with doctoral prelim, doctoral final, or masters final exam milestones; shows bio/demo type data plus complete status (i.e., conditional pass, unconditional pass, fail, blank, etc.) for a user-selected academic program and user-selected current or future term.</td>
<td>Department</td>
<td>Graduate School</td>
</tr>
<tr>
<td>Query Code</td>
<td>Query Description</td>
<td>Search Criteria</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SIS_GRAD_GCERT_COMPLETED</td>
<td>Returns people who completed graduate certificate (GCERT academic program) for a</td>
<td>By academic program and academic plan and term.</td>
</tr>
<tr>
<td></td>
<td>user-selected completion term. Shows emplid, name, and academic plan</td>
<td></td>
</tr>
<tr>
<td>SIS_GRAD_GPOW_STATUS</td>
<td>Returns a list of all students in a user selected academic program, and their</td>
<td>This query will “prompt” you for Institution and Academic Program.</td>
</tr>
<tr>
<td></td>
<td>graduate plan of work status.</td>
<td></td>
</tr>
<tr>
<td>SIS_GRAD_GPW_GS_APRVL_PUB</td>
<td>View a list of all students in a program whose graduate POW has been either</td>
<td>This query will “prompt” you for a Starting Date, the Institution (NCSU1), and</td>
</tr>
<tr>
<td></td>
<td>approved or denied by the Graduate School (uses a prompted starting date for search).</td>
<td>the Academic Program. The magnifying glass can be used to search if the value is</td>
</tr>
<tr>
<td></td>
<td></td>
<td>not known.</td>
</tr>
<tr>
<td>SIS_GRAD_GRADUATION_APRVL</td>
<td>View a list of students on the Graduation approval list for a prompted term and</td>
<td>This query will prompt you for a Graduation Approval Status which can be chosen</td>
</tr>
<tr>
<td></td>
<td>graduation approval status.</td>
<td>from the drop down menu, and a 4-Digit term.</td>
</tr>
</tbody>
</table>

Graduation Approval Status:
Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.

**SIS_GRAD_GSSP_TERM_LMT_JOBS**

Query Description:
Returns a list of grads enrolled in user-selected acad prog and term. Shows student id, name, prog, degree, prev master’s flag, # of terms enrolled, whether or not student is within allowed # of GSSP terms (Within) or beyond (Beyond), and a flag to show if the person has either an active primary fellowship or an active assistantship with an annual rate of at least $8000.

**SIS_GRAD_LEAV**

Query Description:
Provides the name, emplID, and return term for students on Leave of Absence.

This query will “prompt” you for the Institution (NCSU1), the Academic Program, and a Term. The magnifying glass can be used to search if the value is not known.

Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.
<table>
<thead>
<tr>
<th>Query ID</th>
<th>Query Description</th>
<th>Department</th>
<th>Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIS_GRAD_LOA</td>
<td>View a list of students currently on leave of absence for the user identified program.</td>
<td>Graduate School</td>
<td></td>
</tr>
</tbody>
</table>

This query will “prompt” you for the Institution (NCSU1), and the Academic Program. The magnifying glass can be used to search if the value is not known.

| SIS_GRAD_MLSTN_CMPCT_NOGC | List of students who have completed all of their milestones but who are not on the Graduation Approval List. | Department | Graduate School |

There is not a prompt for this query.

| SIS_GRAD_OUTSTANDING_PATENT_AG | Outstanding patent agreement (checklist item "GPATEN" not received, completed, or waived) for registered grads in current or future term by user-selected academic program. | Department | Graduate School |

This query prompts the user for Institution (NCSU1), Acad Career (GRAD), and Academic Program.

| SIS_GRAD_OUTSTAND_POW_PAT_AGR | Outstanding gPOW or patent agreement (checklist items "GPATEN" or "GPOW" not received, completed, or waived) for registered grads in current or future term by user-selected Graduate School Liaison Unity ID. | Graduate School | 

This query prompts the user for a Graduate School Liaison’s Unity ID.
<table>
<thead>
<tr>
<th>Query ID</th>
<th>Query Description</th>
<th>Department</th>
<th>Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIS_GRAD_OVER_ENROLLED</td>
<td>Returns a list of degree-seeking grads (masters &amp; doctorate; non-GCERT) for a user-selected current or future term who are taking more hours than the minimum required hours for completion of their program. Results also show a 'Y' for any student who received GSSP insurance in the same term selected.</td>
<td></td>
<td>Graduate School</td>
</tr>
<tr>
<td>SIS_GRAD_PGM_PLAN_CHANGE</td>
<td>List of students who have any instances of a Program Change or Plan Change program action between beginning and end dates which are input by the query user.</td>
<td>Graduate School</td>
<td></td>
</tr>
<tr>
<td>SIS_GRAD_POW_ACAD_PROG</td>
<td>List of all graduate Plans of Work with a status of open or pending for all students in that academic program.</td>
<td>Department</td>
<td>Graduate School</td>
</tr>
<tr>
<td>SIS_GRAD_POW_WORKFLOW_HISTORY</td>
<td>View a complete Plan of Work workflow history for a student.</td>
<td>Department</td>
<td>Graduate School</td>
</tr>
<tr>
<td>Query Name</td>
<td>Description</td>
<td>Prompt Information</td>
<td>Department</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>SIS_GRAD.Pow_Worklist_Tile_Stat</td>
<td>List of all pending or open items on a DGP's Worklist Tile.</td>
<td>This query will “prompt” you for a DGP user ID. This will narrow your results to only that one DGP. The magnifying glass can be used to search if the value is not known.</td>
<td>Graduate School</td>
</tr>
<tr>
<td>SIS_Grad_Prelim_Sched</td>
<td>List of students who have not been scheduled for a doctoral prelim six or more years after the beginning of the term of the first class in their graduate POW.</td>
<td>This query runs when you click HTML or EXCEL and has no prompts.</td>
<td>Graduate School</td>
</tr>
<tr>
<td>SIS_Grad_Prelim_Sched_by_Prog</td>
<td>List of students who have not been scheduled for a doctoral prelim six or more years after the beginning of the term of the first class in their graduate POW in a specific academic program.</td>
<td>This query will “prompt” you for the Institution (NCSU1) and Academic Program code. This will narrow your results to only that one Program. The magnifying glass can be used to search if the value is not known.</td>
<td>Graduate School</td>
</tr>
<tr>
<td>SIS_Grad_Provisional_Admits</td>
<td>Provides a list of all grad students for a user-selected academic program who are currently on conditional (a.k.a. provisional)</td>
<td>The query will “prompt” you for Institution, NCSU1, and Academic Program.</td>
<td>Department</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Graduate School</td>
</tr>
</tbody>
</table>
admission and are eligible to enroll in the current term. Includes registration status, cumulative hours passed, and cumulative GPA as of the current term.

**SIS_GRAD_REP**

Query Description:
List of committees on which a Graduate Representative has served and the attempted dates for the preliminary oral and final oral exams.

This query will “prompt” you for an EMPLID of the Graduate School Representative. The magnifying glass can be used to search if the value is not known.

**SIS_GRAD_STATUS**

Query Description:
List of all current graduate students who are active in the user-selected academic program and their Plan of Work status.

This query will “prompt” you for the Institution (NCSU1) and Academic Program code. This will narrow your results to only that one Program. The magnifying glass can be used to search if the value is not known.

**SIS_GRAD_STU_CMTEE_PUB**

Query Description:
View a list for a prompted emplid for a GPOW committee member, of all students on which they serve as a member of their GPOW committee. Displays the student’s name, EMPLID, acad prog, acad plan, faculty role on committee, whether they have accepted membership on the committee, and if they approved the GPOW for the student. The last two columns (Degree Status and Degr Status

This query will “prompt” you for a faculty member’s EMPLID. This will narrow your results to only that one person. The magnifying glass can be used to search if the value is not known.
Dt) are populated if the person was awarded a degree in the same academic plan.

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Query Description</th>
<th>Department</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIS_GRAD_TERMINATED</td>
<td>View a list of graduate students who have been terminated from their program from start to end prompted terms.</td>
<td>Graduate School</td>
<td>This query allows the user to search a date range. Prompts are for Start Term and End Term. The magnifying glass can be used to search if the value is not known. Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</td>
</tr>
<tr>
<td>SIS_GRAD_THESIS_IN_REVIEW_PUB</td>
<td>View a list of all masters and doctoral students who appear on the graduation approval list for a prompted term, have an application status of College Cleared, College Hold, Complete – Accepted or Departmental Review Complete, and who have submitted a thesis or dissertation that is still in “Review” status.</td>
<td>Department</td>
<td>This query will “prompt” you for a “Term” value. This will narrow your results to only that one term. NOTE: Term is always represented by a four-digit number. Example: 2091 is Spring 2009. “2” represents the century, “09” represents the year, and “1” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</td>
</tr>
</tbody>
</table>

NOTE: This query is run in Query Viewer – Reporting, Query Manager – Reporting, Query Viewer – Production or Query Manager – Production
<table>
<thead>
<tr>
<th>SIS_GRAD_TRANSC_CHK_BY_LIAISON</th>
<th>The query will “prompt” you for Liaison “Unity ID”.</th>
<th>Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Query Description:</strong></td>
<td>The query returns a list of missing transcripts for active grads who have been here for more than two terms by user-selected Graduate School Liaison Unity ID.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIS_GRAD_TRANSC_CHK_NEW_BY_LIA</th>
<th>The query will “prompt” you for Liaison “Unity ID”.</th>
<th>Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Query Description:</strong></td>
<td>The query returns a list of missing transcripts for NEW active grads (per admit term on the program stack) by user-selected Graduate School Liaison Unity ID.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIS_GRAD_WATCHLIST_ALL_LIAISON</th>
<th>This query will “prompt” you for a Term.</th>
<th>Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Query Description:</strong></td>
<td>View a list of all grad students who have missing or incomplete milestones or checklists and who have an application status of Applied, Approved, College Cleared, College Hold, or Dept. Review Complete on the Graduation Approval List for a prompted term. The status of each student’s milestones and checklists is displayed.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** This query is run in Query Viewer – Production or Query Manager – Production

<table>
<thead>
<tr>
<th>SIS_GRAD_WATCHLIST_ONE_LIAISON</th>
<th>This query will “prompt” you for a Term and a User (Unity ID).</th>
<th>Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Query Description:</strong></td>
<td>View a list of all grad students who have missing or incomplete milestones or checklists for a prompted liaison who have an application status of Applied, Approved, College Cleared, College Hold, or Dept. Review Complete on the Graduation Approval List for a prompted term. The status of each student’s milestones and checklists is displayed. Only the students for a prompted liaison are shown.</td>
<td></td>
</tr>
</tbody>
</table>

1. Term must be current, will not work for past terms.
### SIS Training and Operations Manual – Revised 10/11/2017

**NC State University Graduate School**

<table>
<thead>
<tr>
<th>NOTE: This query is run in Query Viewer – Production or Query Manager – Production</th>
<th>2. User is the Unity ID and must be entered in ALL CAPS</th>
</tr>
</thead>
</table>

#### SIS_GRADUATE_FAC_BY_PLAN

**Query Description:**
View a list of active members of the Graduate Faculty by user selected plan. (Typically best used for minor-type plans).

This query prompts the user for the Institution (NCSU1), the Academic Career (GRAD), and an Academic Plan. The magnifying glass can be used to search if the value is not known.

![Diagram](image)

#### SIS_GRADUATE_FAC_BY_PROGRAM

**Query Description:**
List of active members of the Graduate Faculty by user selected program.

This query prompts the user for the Institution (NCSU1) and the Academic Program. The magnifying glass can be used to search if the value is not known.

![Diagram](image)

#### SIS_GRADUATE_FAC_CMTEE_ROLES

**Query Description:**
Displays all committee memberships for graduate faculty in a prompted program.

This query prompts the user for the Institution (NCSU1), the Academic Program (GRAD), and the Academic Program. The magnifying glass can be used to search if the value is not known.

![Diagram](image)

#### SIS_GRADUATE_FAC_PGMS_BY_ID

**Query Description:**
This query prompts the user for a faculty member’s EMPLID. The magnifying glass can be used to search if the value is not known.

![Diagram](image)
<table>
<thead>
<tr>
<th>Query Description</th>
<th>Department</th>
<th>Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a list of programs assigned to a member of the Graduate Faculty by user selected employee ID.</td>
<td>Graduate School</td>
<td></td>
</tr>
<tr>
<td><strong>SIS_GRADUATE_FACULTY_LIST</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Query Description: List of all active members of the Graduate Faculty.</td>
<td>Department</td>
<td>Graduate School</td>
</tr>
<tr>
<td>This query runs when you click HTML or EXCEL and has no prompts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SIS_NC_SUPEREXT_BY_TERM_CAR_PG</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Query Description: A list of students for a user-selected current or future term, career, and academic program.</td>
<td>Department</td>
<td>Graduate School</td>
</tr>
<tr>
<td>Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SIS_NC_SUPEREXT_GRADS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Query Description: List of students active in a current or future term.</td>
<td>Department</td>
<td>Graduate School</td>
</tr>
<tr>
<td>This query will “prompt” you for a term to be entered in CYYS format. This will narrow your results to only that one term.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the year, and “8” represents the term: 1 for Spring, 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Query Description</td>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>SR_STUDENT_DROPS_AFTER_DATE_X</strong></td>
<td><strong>Graduate School</strong></td>
<td></td>
</tr>
<tr>
<td>Query Description: All students who dropped a course after a specific date.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This query will “prompt” you for a term, subject and date. The term will be entered in CYYS format. This will narrow your results to only that one term.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Term: 2009" /> Subject: MA Date: 09/15/2010](image) View Results](image)</td>
<td><img src="image" alt="Enter term, subject and date" /> Then click “View Results”](image)</td>
<td></td>
</tr>
<tr>
<td>Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</td>
<td><img src="image" alt="Term: 2009" /> Subject: MA Date: 09/15/2010](image) View Results](image)</td>
<td></td>
</tr>
<tr>
<td><strong>UCO_SERVICE_IND_REASN_TERM_PGM</strong></td>
<td><strong>Graduate School</strong></td>
<td></td>
</tr>
<tr>
<td>Query Description: Returns a list of students having a user-selected Service Indicator reason code for a user-selected academic term and academic program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This query will prompt the user for Reason Code, Term, Institution (NCSU1), and Academic Program.</td>
<td><img src="image" alt="Enter Reason Code, Term, Institution (NCSU1), and Academic Program and click “View Results”" /></td>
<td></td>
</tr>
<tr>
<td><strong>SIS_GRAD_ALL_SVC_IND_TERM_PROG</strong></td>
<td><strong>Graduate School</strong></td>
<td></td>
</tr>
<tr>
<td>Query Description: Returns a list of students and their service indicator data (all service indicators) for a user-selected academic career, academic program, and active service indicator term. Shows academic program status.</td>
<td><img src="image" alt="Enter Institution (NCSU1), Academic Career, Academic Program and Active Term and click “View Results”" /></td>
<td></td>
</tr>
<tr>
<td>This query will prompt the user for Institution, Academic Career, Academic Program and Active Term.</td>
<td><img src="image" alt="Enter Institution (NCSU1), Academic Career, Academic Program and Active Term and click “View Results”" /></td>
<td></td>
</tr>
<tr>
<td><strong>SIS_GRAD_DROPS_AFTER_DATE_GSSP</strong></td>
<td><strong>Graduate School</strong></td>
<td></td>
</tr>
<tr>
<td>Query Description: This query returns a list of graduate students, by user selected term and academic program, who dropped a course after a user-selected date (one row per</td>
<td><img src="image" alt="Enter Term, Date, Institution, Academic Career and Academic Program" /> Then click “View Results”](image)</td>
<td></td>
</tr>
<tr>
<td>This query will prompt the user for Term, Date, Institution, Academic Career and Academic Program.</td>
<td><img src="image" alt="Enter Term, Date, Institution, Academic Career and Academic Program" /> Then click “View Results”](image)</td>
<td></td>
</tr>
</tbody>
</table>
person, per course dropped). It also shows the academic load and indicates those who received GSSP tuition and/or insurance benefits in the same term. The results from this query can be used to monitor students that drop out of GSSP eligibility because they have dropped or changed a course to audit after census (or a user selected date) causing them to drop below the full-time requirement.

<table>
<thead>
<tr>
<th>SIS_GRAD_COMP_REV_THES_DISSERT</th>
<th>This query will prompt the user for the Term (CYYS Format).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Query Description:</strong></td>
<td>Returns list of grads with thesis or dissertation milestone (and milestone level of acceptance, review, or committee approval) for user-selected graduation term. Shows graduation checkout status.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIS_GRAD_PROVISI_ADMITS_BY_LIA</th>
<th>This query will prompt user for the Liaison Unity ID (all caps)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Query Description:</strong></td>
<td>Provides a list of all grad students for a user-selected Graduate School Liaison who are currently on conditional (a.k.a. provisional) admission and are eligible to enroll in the current term. Includes registration status, cumulative hours passed, and cumulative GPA as of the current term.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIS_GRAD_PROG_STATUS</th>
<th>This query will prompt user for Institution (NCSU1), academic career, academic program, and academic program status:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Query Description:</strong></td>
<td>Returns an alphabetic list of students for a</td>
</tr>
<tr>
<td>Query Name</td>
<td>Query Description</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SIS_GRAD_MR_EN_ROUTE_BY_PROG</td>
<td>Returns a list of students in a user-selected academic program with GMOR (Grad Master On Route) program reason.</td>
</tr>
<tr>
<td>GSSP_MTHLY_INSURANCE</td>
<td>Returns a list of students in a selected term and month that were/are continuing, being dropped and added</td>
</tr>
<tr>
<td>GSSP_INS_SUMMERPREPAYS</td>
<td>Returns a list of GSSP students flagged for summer health insurance coverage prepayment</td>
</tr>
<tr>
<td>SIS_GRAD_GPOW_NOT_APPRVD</td>
<td>List of all current active master's or doctoral students having more than 17 cumulative hours and Graduate Plan of Work not approved.</td>
</tr>
<tr>
<td>Query Code</td>
<td>Query Description</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>SIS_GRAD_GPOW_NOT_APPRVD_COLL</td>
<td>List of all current master's or doctoral students active in the user-selected academic college code having more than 17 cumulative hours and Graduate Plan of Work not approved.</td>
</tr>
<tr>
<td>SIS_GRAD_GPOW_NOT_APPRVD_PROG</td>
<td>List of all current master's or doctoral students active in the user-selected academic program having more than 17 cumulative hours and Graduate Plan of Work not approved.</td>
</tr>
<tr>
<td>SIS_GRAD_DR_AT_9PLUS_YRS</td>
<td>List of all current doctoral students in the user-selected academic college who have been in the program 9 or more years.</td>
</tr>
<tr>
<td>SIS_GRAD_DR_AT_9PLUS_YRS_COLL</td>
<td>List of all current doctoral students in the user-selected academic college who have been in the program 9 or more years.</td>
</tr>
<tr>
<td>SIS_GRAD_DR_AT_9PLUS_YRS_PROG</td>
<td>List of all current doctoral students in the user-selected academic program who have been in the program 9 or more years.</td>
</tr>
<tr>
<td>SIS_GRAD_NO_PRELIM_6YRS</td>
<td>List of all current doctoral students who have not scheduled their prelim 6 or more years after they started.</td>
</tr>
<tr>
<td>SIS_GRAD_NO_PRELIM_6YRS_COLL</td>
<td>Query Description: List of all current doctoral students in the user-selected academic college code who have not scheduled their prelim 6 or more years after they started.</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SIS_GRAD_NO_PRELIM_6YRS_PROG</td>
<td>Query Description: List of all current doctoral students in the user-selected academic program who have not scheduled their prelim 6 or more years after they started.</td>
</tr>
<tr>
<td>SIS_GRAD_ACTIVE_BY_COLLEGE</td>
<td>Query Description: Active students (enrolled or eligible to be enrolled) with demographic information for a user-selected academic career, current or future enrolled term, and college code.</td>
</tr>
<tr>
<td>SIS_GRAD_ACTIVE_MULTIPLE_GPOW</td>
<td>Query Description: Returns an alphabetized list of active grad students having more than one Graduate Plan of Work (GPoW) in the active program for a user-selected college code. Shows emplid, name, acad prog, acad plan, GPoW status, and GPoW status date.</td>
</tr>
<tr>
<td>Query Name</td>
<td>Query Description</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------</td>
</tr>
<tr>
<td><strong>SIS_GRAD_ACTIVE_WITH_PREV_BACH</strong></td>
<td>Returns graduate students active in the current term and displays the school name where the student reported receiving their bachelor's degree. The user enters their college code (11-20) to get the list by college.</td>
</tr>
<tr>
<td><strong>SIS_GRAD_PRELIM_PASS_BY_PROG</strong></td>
<td>This query returns a list of doctoral students by user-selected academic program who passed their doctoral prelim exam (doctoral prelim milestone with either conditional pass or unconditional pass status) showing the latest &quot;attempted date&quot; from milestone attempt table.</td>
</tr>
<tr>
<td><strong>SIS_GRAD_ACAD_STRUCT_BY_PROGRAM</strong></td>
<td>Active graduate academic plans, programs, and subplans with descriptions and subplan type by user-selected graduate program.</td>
</tr>
<tr>
<td><strong>SIS_GRAD_ACAD_STRUCT_BY_COLLEGE</strong></td>
<td>Active graduate academic plans, programs, and subplans with descriptions and subplan type by user-selected two-digit college code (02, then 11-20)</td>
</tr>
<tr>
<td><strong>SIS_GRAD_DISCONTINUED_BY_PROG</strong></td>
<td>This query returns a list of grads with a &quot;discontinued&quot; program action by user-selected academic program.</td>
</tr>
<tr>
<td>Query Name</td>
<td>Query Description</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>SIS_GRAD_GPA_DROP_PROG</strong></td>
<td>This query will “prompt” you for an “academic term” value and “academic program” value. This will narrow your results to only that one term in that one program.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> Term is always represented by a four-digit number. Example: 2091 is Spring 2009. “2” represents the century, “09” represents the year, and “1” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</td>
</tr>
<tr>
<td><strong>SIS_GRAD_U_GRADES_PROG</strong></td>
<td>This query will “prompt” you for an “academic term” value and “academic program” value. This will narrow your results to only that one term in that one program.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> Term is always represented by a four-digit number. Example: 2091 is Spring 2009. “2” represents the century, “09” represents the year, and “1” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</td>
</tr>
<tr>
<td><strong>SIS_GRAD_DEGR_BY_PROG_W_TITLES</strong></td>
<td>This query will prompt user for Institution (Always NCSU1) and Academic Program:</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> Graduation Checkout View (NC_GCO_VW) joined with ACAD_DEGR (Student Degree Table) for graduate majors, all terms after</td>
</tr>
</tbody>
</table>
SIS Training and Operations Manual – Revised 10/11/2017

NC State University Graduate School

<table>
<thead>
<tr>
<th>Query Description:</th>
<th>This query will prompt user for Institution (Always NCSU1) and Academic Program:</th>
</tr>
</thead>
<tbody>
<tr>
<td>fall 2008, by user-selected academic program, to get approved grads for whom degrees were actually conferred. Includes an Option B, gender, ethnicity, and thesis/dissertation titles for masters &amp; doctoral students who have one.)</td>
<td>This query will prompt user for Institution (Always NCSU1) and Academic Program:</td>
</tr>
<tr>
<td><strong>SIS_ALL_GRD_DEG_BY_PGM_W_TITLE</strong></td>
<td><strong>SIS_ALL_GRD_DEG_BY_PGM_W_TITLE</strong></td>
</tr>
<tr>
<td><strong>Query Description:</strong></td>
<td><strong>Query Description:</strong></td>
</tr>
<tr>
<td>Union query returns all graduate students with a graduate degree conferred (both legacy and SIS) by user-selected program code. Includes an Option B, gender, ethnicity, and thesis/dissertation titles for masters &amp; doctoral students who have one.)</td>
<td>Union query returns all graduate students with a graduate degree conferred (both legacy and SIS) by user-selected program code. Includes an Option B, gender, ethnicity, and thesis/dissertation titles for masters &amp; doctoral students who have one.)</td>
</tr>
<tr>
<td><strong>SIS_GRAD_APPL_HST_TERM_PGM_SCH</strong></td>
<td><strong>SIS_GRAD_APPL_HST_TERM_PGM_SCH</strong></td>
</tr>
<tr>
<td><strong>Query Description:</strong></td>
<td><strong>Query Description:</strong></td>
</tr>
<tr>
<td>This query returns a list of historical applications (by user-selected Career, snapshot term, Admit Term, and academic program) from the historical admissions denorm table. Columns include GRE scores and most recent undergrad &amp; grad self-reported previous institutions.</td>
<td>This query returns a list of historical applications (by user-selected Career, snapshot term, Admit Term, and academic program) from the historical admissions denorm table. Columns include GRE scores and most recent undergrad &amp; grad self-reported previous institutions.</td>
</tr>
<tr>
<td><strong>SIS_GRAD_INSTR_ADV_CRS_BY_PRF</strong></td>
<td><strong>SIS_GRAD_INSTR_ADV_CRS_BY_PRF</strong></td>
</tr>
<tr>
<td><strong>Query Description:</strong></td>
<td><strong>Query Description:</strong></td>
</tr>
<tr>
<td>This query returns a list of people from the instructor advisor table along with the courses they have been authorized to teach by user-selected course prefix. The list is filtered to exclude graduate faculty.</td>
<td>This query returns a list of people from the instructor advisor table along with the courses they have been authorized to teach by user-selected course prefix. The list is filtered to exclude graduate faculty.</td>
</tr>
<tr>
<td><strong>SIS_GRAD_LOW_GRADES_PROG</strong></td>
<td><strong>SIS_GRAD_LOW_GRADES_PROG</strong></td>
</tr>
<tr>
<td><strong>Query Description:</strong></td>
<td><strong>Query Description:</strong></td>
</tr>
<tr>
<td></td>
<td>This query will prompt user for Institution (Always NCSU1), Academic Career (always GRAD), Academic Program, Term Being Viewed, and Admit term:</td>
</tr>
<tr>
<td></td>
<td>This query will prompt user for Institution (Always NCSU1) and Course Prefix:</td>
</tr>
<tr>
<td></td>
<td>This query will prompt user for Institution (Always NCSU1), Academic Career (always GRAD), Academic Term and Academic Program:</td>
</tr>
<tr>
<td></td>
<td>Department Graduate School</td>
</tr>
<tr>
<td></td>
<td>Department Graduate School</td>
</tr>
<tr>
<td>Query ID</td>
<td>Query Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SIS_ALL_GRAD_DEGREES_BY_COLL</td>
<td>Returns all graduate students with a graduate degree conferred (both legacy and SIS academic terms) by user-selected college code (02, 11-20). Includes an Option B flag for those with completed Option B milestone on their record. Some records date back to the late 1990's.</td>
</tr>
<tr>
<td>SIS_GRAD_DEGR_PROG_GPOW_TRM</td>
<td>Returns a list of all graduate students with a graduate degree conferred (both legacy and SIS academic terms) by user-selected college code (02, 11-20). Includes an Option B flag for those with completed Option B milestone on their record. Some records date back to the late 1990's.</td>
</tr>
<tr>
<td>SIS_GRAD_NEW_ADMIT_TERM_BY_PGM</td>
<td>New graduate students (per admit term from program stack) for the current term by user-selected program.</td>
</tr>
<tr>
<td>SIS_GRAD_A2G_ETD_CHECKLISTS</td>
<td>This query will prompt user for the term, CYYS format (2171 for Spring 2017, 2178 for Fall 2017)</td>
</tr>
</tbody>
</table>
All applied to graduate (all stats except Dept Denied, College Denied, and app Withdrawn) for prompted term, showing status of their Graduate ETD checklist items (GDRCKM, GDRDAF, GDRGAL, GDRSED, GDRDPO).

**NOTE:** This query is run in Query Viewer – Production, Query Manager – Production

---

**SIS_GRAD_CENSUS_ENR_MINOR**

**Query Description:**
Returns a list of students enrolled as of census in a user-selected minor plan (shows student emplid, name, minor plan, major program, and latest term enrolled).

---

**Recent Changes to SIS Manual**

<table>
<thead>
<tr>
<th>Date</th>
<th>Change Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/17/2010</td>
<td>Addition of Doctoral Graduation Attendance Notification Page to Student and Graduate School Sections</td>
</tr>
<tr>
<td>3/17/2010</td>
<td>Revision of Graduate Certificates in DGP and Graduate School Sections</td>
</tr>
<tr>
<td>3/17/2010</td>
<td>Addition of queries</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_CENSUS_ENROLLMENT</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_DGP_GRDSEC_BY_LIAISON</td>
</tr>
<tr>
<td>3/17/2010</td>
<td>Addition of Oracle Database Reporting Tables and Views</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OBJECT NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD_PROG</td>
<td>Student Academic Program Table</td>
</tr>
<tr>
<td>NC_AUD_GPW_CL</td>
<td>Audit SR PoW Template Derived</td>
</tr>
<tr>
<td>NC_AUD_GPW_CMNT</td>
<td>Audit Graduate Academic Comments</td>
</tr>
<tr>
<td>NC_AUD_GPW_CTED</td>
<td>Audit Committee Detail</td>
</tr>
<tr>
<td>NC_AUD_GPW_CTEH</td>
<td>Audit Grad Comm Header</td>
</tr>
<tr>
<td>NC_RES_CODE_TBL</td>
<td>Legacy Residency Codes</td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5/1/2010</td>
<td>Addition of queries</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_CMT_HISTORY</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_LOA</td>
</tr>
<tr>
<td>7/1/2010</td>
<td>Addition of queries</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_COMPLETED_THESIS</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_DEFR</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_LEAVE</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_STATUS</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_COND_PASS_6_MO</td>
</tr>
<tr>
<td></td>
<td>Add Student Comments section to Graduate Administrator &amp; Graduate School sections</td>
</tr>
<tr>
<td></td>
<td>Add Inquiry on Student Grade Changes to Graduate Administrator &amp; Graduate School sections</td>
</tr>
<tr>
<td></td>
<td>Addition of NC_ARC_ to Oracle Tables</td>
</tr>
<tr>
<td></td>
<td>Addition – Using Enterprise Business Intelligence Reports</td>
</tr>
<tr>
<td>11/1/2010</td>
<td>Addition of queries</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_PRELIM_SCHED</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_PRELIM_SCHED_BY_PROG</td>
</tr>
<tr>
<td></td>
<td>SR_STUDENT_DROPS_AFTER_DATE_X</td>
</tr>
<tr>
<td>02/1/2011</td>
<td>Change “Graduate Secretary” to “Graduate Services Coordinator”</td>
</tr>
<tr>
<td>05/10/2011</td>
<td>Addition of ETD routing approval sections to Graduate Student, Graduate Faculty, and The Graduate School Sections</td>
</tr>
<tr>
<td>06/01/2011</td>
<td>Addition of queries</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_ENROLLED_FULBRIGHT</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_GPOW_STATUS</td>
</tr>
<tr>
<td></td>
<td>SIS_GRADUATE_PROVISIONAL_ADMITS</td>
</tr>
<tr>
<td>06/01/2011</td>
<td>Updated Application to Graduate Screen shots to show the “Degree Requirements Check” box</td>
</tr>
<tr>
<td></td>
<td>Inserted the Vice-Chair listing in the Advisory Committee Member Types table</td>
</tr>
</tbody>
</table>
09/01/2011 | Addition of queries:

SIS_GRAD_APPL_HIST_TERM_PGM
SIS_GRAD_GCERT_COMPLETED
GRAD_ARCHIVE_COMM_SVC_BY_ID
GRAD_ARCHIVE_COMM_SVC_BY_PGM

09/01/2011 | Added New Graduate School Representative (GSR) Process for Doctoral Students

09/01/2011 | Updated GPoW Sections with:

- Date 1st Submitted
- Members with Dual Roles

09/01/2011 | Addition of Comments Sections:

- Graduate Administrators - Viewing Comments
- Graduate School - Adding and Viewing Comments

09/16/2011 | Addition of queries:

SIS_GRAD_DEGREES_WITH_CHAIR

09/16/2011 | Updated Move or Delete Plan of Work section

10/25/2011 | Addition of 18 Oracle Database Reporting Tables and Views

<table>
<thead>
<tr>
<th>OBJECT NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD_DEGR</td>
<td>Student Degree Table</td>
</tr>
<tr>
<td>ACAD_DEGR_PLAN</td>
<td>Student Degree Plan Table</td>
</tr>
<tr>
<td>CRSE_OFFER</td>
<td>Course Catalog Offerings</td>
</tr>
<tr>
<td>EXT DEGREE</td>
<td>External Degrees</td>
</tr>
<tr>
<td>NC_AUD_GPW</td>
<td>Audit SR PoW Template Derived</td>
</tr>
<tr>
<td>NC_COMMENT_VW</td>
<td>Person Comment View (subset view)</td>
</tr>
<tr>
<td>NC_AUD_GRD_SPPT</td>
<td>Graduate Student Support Screen Audit Table</td>
</tr>
</tbody>
</table>
Edited 2 Oracle Reporting Database Tables and Views descriptions

1. SCRTY_TBL_PROG" should be "OprID Access to Acad Programs" (not "Plans")

2. "STDNT_CAR_MLSTN" should be "Student Career Milestone" (add the word "Career")

Re-added queries:

SIS_GRAD_ENROLLED_FULBRIGHT
SIS_GRAD_GPOW_STATUS
SIS_GRAD_PROVISIONAL_ADMITS

02/10/2012 Addition of queries:

SIS_GRAD_TRANSC_CHK_NEW_BY_LIA
SIS_GRAD_TRANSC_CHK_BY_LIAISON

02/15/2012 Addition of queries:

GRAD_TST_SCORE_SUPN_BDAY_GRE
GRAD_TST_SCORE_SUPN_BDAY_TOEFL

03/01/2012 Addition of queries:
02/15/2012

Added the text “Query Description:” to each description that was missing it. Corrected query text size for consistency. Corrected any “query prompt” text to be above the picture for consistency.

03/08/2012

Addition of Patent Agreement Sections to all four SIS Manual sections.

1. Graduate Student
2. Graduate Faculty
3. Graduate Administrators
4. Graduate School

08/21/2012

Addition of queries:

DGP_GSC_SECURITY_ALL_NOTALL_PG
GSSP_DEPT_APPRV_BY_PROG_TERM
SIS_GRAD_DEGREES_BY_PROG
UCO_SERVICE_IND_REASN_TERM_PGM
SIS_ALL_GRAD_DEGREES_BY_PROG

Addition of Oracle Reporting Database Tables and Views descriptions

<table>
<thead>
<tr>
<th>Table Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD_DEGR_SPLN</td>
<td>Student Degree Sub-Plan Table</td>
</tr>
<tr>
<td>CRSE_CATALOG</td>
<td>Course Catalog Data</td>
</tr>
<tr>
<td>JOBCODE_TBL</td>
<td>Job Code Table</td>
</tr>
<tr>
<td>NC_ACAD_PRG_STG</td>
<td>Legacy student academic program records</td>
</tr>
</tbody>
</table>

01/16/2013

Addition of queries:

SIS_GRAD_GSSP_TERM_LMT_JOBS
SIS_GRAD_APPL_HIST_TERM_COLL
Addition of Oracle Reporting Database Tables and Views descriptions:

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC_LAB_DST_VIEW</td>
<td>PS_Labor SQRs Load Tbl</td>
</tr>
<tr>
<td>STDNT_CAR_TERM</td>
<td>Student Career Term Table</td>
</tr>
</tbody>
</table>

Edits to:

<table>
<thead>
<tr>
<th>Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIS_GRAD_APPL_HIST_TERM_PGM</td>
</tr>
<tr>
<td>ACAD DEGR</td>
</tr>
<tr>
<td>NC_ARC_COMMITTEE</td>
</tr>
<tr>
<td>NC_OPRDERN_VW</td>
</tr>
<tr>
<td>NC_ASSGN_EMP_VW</td>
</tr>
<tr>
<td>NC_SALRY_DISTR</td>
</tr>
<tr>
<td>EG_TENURE_DATA</td>
</tr>
</tbody>
</table>

09/11/2013

Addition of queries:

SIS_GRAD_A2G BELOW B

SIS_GRAD_3_PLUS_X

SIS_GRAD_3_PLUS_X_BY_COLL

SIS_GRAD_ADVISOR_WITH_GPOW

SIS_GRAD_CENSUS_ENR_WITH_GPOW

Updated Terminate Without Prejudice section

Updated SIS_GRAD_STUD_CMTEE_PUB query text. Added the last sentence in 2 sections

Added Mass Assign Advisor section

Added Adding Good Faith (Positive Service Indicator) for Residency Purposes section

Added Student Curriculum Change section

Added this list of tables in the “Reporting Oracle Reporting Database tables and views” alphabetically.
### Table / View Name | Description
---|---
ACCOMP_TBL | Accomplishment Table (Degrees/Degree types)  
Note: Accessible only from the HR database.
ACCOMPLISHMENTS | Person Accomplishments  
Note: Accessible only from the HR database.
NC_ACAD_PLAN_GA | Graduation Plan Table
NC_CNSS_TUITION | Tuition Denorm
NC_DNRM_TUITION | Tuition Denorm (Census)
NC_EOT_TUITION | Tuition Denorm (End-of-Term)
NC_GPW_TMPLT | Plan of Work Template
NC_LAB_DST_VIEW | PS_Labor SQRs Load Table  
Note: Accessible only from the HR database.
STDNT_CAR_TERM | Student Career Term Table

**Addition of queries:**

**SIS_GRAD_EXAM_STATUS_LIST**

Added this list of tables in the “Reporting Oracle Reporting Database tables and views” alphabetically.

<table>
<thead>
<tr>
<th>Table / View Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD_ORG_HR_OWN</td>
<td>Acad Org HR Owner Crosswalk Table</td>
</tr>
<tr>
<td>CLASS_INSTR</td>
<td>Course / Class Instructor Table</td>
</tr>
</tbody>
</table>

**Added Previous Master Flag section in Grad School section.**

**3/13/2014**

Added this table in the “Reporting Oracle Reporting Database tables and views” alphabetically.

<table>
<thead>
<tr>
<th>Table / View Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD_CALTRM_TBL</td>
<td>Academic Calendar Term Table</td>
</tr>
</tbody>
</table>

**Added 4 new sections:**

- Graduate Student Support Plan (GSSP) Data
- Graduate Student Support Plan (GSSP) Service Indicators
- Graduate Student Support Plan (GSSP) Health Insurance Eligibility
- Graduate Student Support Plan (GSSP) Data View Bill
Added this list of tables in the “Reporting Oracle Reporting Database tables and views” alphabetically.

<table>
<thead>
<tr>
<th>Table / View Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD_CALTRM_TBL</td>
<td>Academic Calendar Term Table</td>
</tr>
<tr>
<td>NC_ACTV_RATAFEL</td>
<td>Active RA/TA/Fellowships</td>
</tr>
<tr>
<td>NC_ENR_MLSTN_LD</td>
<td>Current Term Masters with Milestones</td>
</tr>
<tr>
<td>NC_LOAD_EXC_TBL</td>
<td>Grad Load Waiver</td>
</tr>
</tbody>
</table>

Changed text in “Query Description” for each of the following queries. Changed text “term” to “current or future term”:

<table>
<thead>
<tr>
<th>Query Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIS_NC_SUPEREXT_GRADS</td>
</tr>
<tr>
<td>SIS_NC_SUPEREXT_BY_TERM_CAR_PG</td>
</tr>
<tr>
<td>SIS_GRAD_TERM_LMT_JOBS</td>
</tr>
<tr>
<td>SIS_GRAD_APPL_WITH_GRE_SCORES</td>
</tr>
</tbody>
</table>

Addition of queries:

- SIS_GRAD_ENR_MLSTN_ACAD_LOAD
- SIS_GRAD_EXAM_RPTS_PROG_STATUS

10/21/14  Added Curriculum Change by Department section.

12/01/2014 Addition of queries:

- SIS_GRAD_ALL_SVC_IND_TERM_PROG
- SIS_GRAD_DROPS_AFTER_DATE_GSSP
- SIS_GRAD_COMP_REV_THES_DISSERT

06/30/2015 Addition of queries:

- SIS_GRAD_PROVISI_ADMITS_BY_LIA
- SIS_GRAD_PROG_STATUS
- SIS_GRAD_MR_EN_ROUTE_BY_PROG
- GSSP_MTHLY_INSURANCE
- GSSP_INS_SUMMERPREPAYS

08/31/2015 Addition of queries:
10/07/2015  Query Description Clarification:

SIS_GRAD_PROVISIONAL_ADMITS

SIS_GRAD_PROVISI_ADMITS_BY_LIA

1/30/2016  Addition of Query:

SIS_GRAD_ACTIVE_WITH_PREV_BACH

2/05/2016  Update Query Name:

SIS_GRAD_ADVISER_WITH_GPOW to SIS_GRAD_ADVISOR_WITH_GPOW

07/14/2016  Addition of Query:

SIS_GRAD_PRELIM_PASS_BY_PROG
<table>
<thead>
<tr>
<th>Date</th>
<th>Additions</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/05/2016</td>
<td>Addition of Queries:</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_ACAD_STRUC_BY_PROGRAM</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_ACAD_STRUC_BY_COLLEGE</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_DISCONTINUED_BY_PROG</td>
</tr>
<tr>
<td>08/30/2016</td>
<td>Addition of Queries:</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_GPA_DROP_PROG</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_U_GRADES_PROG</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_DEGR_BY_PROG_W_TITLES</td>
</tr>
<tr>
<td></td>
<td>SIS_ALL_GRD_DEG_BY_PGM_W_TITLE</td>
</tr>
<tr>
<td>02/15/2017</td>
<td>Addition of Queries:</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_APPL_HST_TERM_PGM_SCH</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_INSTR_ADV_CRS_BY_PRF</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_LOW_GRADES_PROG</td>
</tr>
<tr>
<td></td>
<td>SIS_ALL_GRAD_DEGREES_BY_COLL</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_DEGR_PROG_GPOW_TRM</td>
</tr>
<tr>
<td>04/15/2017</td>
<td>Addition of Queries:</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_NEW_ADMIT_TERM_BY_PGM</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_A2G_ETD_CHECKLISTS</td>
</tr>
<tr>
<td></td>
<td>Removal of Enterprise Business Intelligence Reports Section</td>
</tr>
<tr>
<td>10/11/2017</td>
<td>Addition of Queries:</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_CENSUS_ENR_MINOR</td>
</tr>
</tbody>
</table>

Refresh navigation using homepages and tiles