

SIS Training & Operations Manual

Graduate Administrators

NC State University: *Revised November 1, 2017*

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GRADUATE ADMINISTRATORS

Directors of Graduate Programs/Graduate Services Coordinators

<i>Overview</i>	Users with the role of Directors of Graduate Program and Graduate Services Coordinator access SIS through MyPack Portal.
<i>Objectives</i>	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.
<i>Reminder</i>	Accessing MyPack Portal requires the use of your Unity ID and password

Graduate Student Advising

<i>Overview</i>	Graduate student advising covers Plans of Work and Advisory Committees
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Viewing Graduate Student Patent Agreements

<i>Objectives</i>	This section describes the process of viewing Patent Agreements submitted by students through self-service.
<i>Navigation</i>	Student Information System Homepage > Advising Tile > Graduate Plan of Work
<i>Page Steps</i>	Search by Student ID, and then click on the Patent Agreement tab.

Admin Graduate Plan of Work

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

Find an Existing Value

Limit the number of results to (up to 300):

Empl ID:

Academic Career:


Academic Program:

Academic Plan:

Effective Term:

First Name:

Last Name:

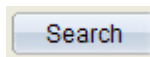
[Basic Search](#)  [Save Search Criteria](#)

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



Patent Agreement

Plan of Work **Committee** **PoW Comments** **Patent Agreement**

Select the "Patent Agreement" Tab

Student Id

Program

Plan

Status

Complete Degree Within (yrs) 10

Total Units Planned 77.00

Plan of Work GPA

[Degree Requirements](#)

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:

Plan of Work	Committee	PoW Comments	Patent Agreement
North Carolina State University The Graduate School - Patent Agreement			
<p>Name: [REDACTED]</p> <p>Student Id: [REDACTED]</p> <p>Agreement Type: DR</p>			
<input checked="" type="checkbox"/> I Agree 09/06/05 12:00AM Paper Form-On File			
Plan of Work Committee PoW Comments Patent Agreement			

Electronic Patent Agreement View:

Plan of Work	Committee	PoW Comments	Patent Agreement
North Carolina State University The Graduate School - Patent Agreement			
<p>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.</p> <p>I, therefore, agree to abide by the Patent Procedures, including any amendments which may be adopted from time to time.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>			
<p>Name: [REDACTED]</p> <p>Student Id: [REDACTED]</p> <p>Agreement Type: MR</p> <p>By selecting the 'I Agree' checkbox, I hereby agree to abide by the patent policies of North Carolina State University.</p>			
<input checked="" type="checkbox"/> I Agree 04/20/12 12:08PM [REDACTED]			
Plan of Work Committee PoW Comments Patent Agreement			

Processing Graduate Student Advisory Committees and Plans of Work

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

From	Date From	Work Item	Worked By Activity	Priority	Link		
	04/25/2012	Committee Member Acceptance	Committee Acceptance			Mark Worked	Reassign
	09/10/2012	Member GPoW Approval	Plan of Work Approval			Mark Worked	Reassign
	09/10/2012	GSR Request	GSR Request			Mark Worked	Reassign

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

Plan of Work | Committee | PoW Comments | Patent Agreement

Student Id [Redacted] **2**

Program TE Textile Engineering

Plan 18TEMS Textile Engineering-MS

Status Pending **1**

Date First Submitted 04/20/2012 **4a**

Complete degree before Fall '17

Total Units Planned 30.00

Plan of Work GPA [Redacted]

[Responding to committee invite](#)

GSR Comments

Multiple Majors exist for this student. **3**

The plan of work and advisory committee have been submitted for approval. They are awaiting Committee Member Acceptance in the approval process **4b**

Type	Requirement/Course Description	Class	Units	Term	Enrolled	Grade
Major 5a	Textile Composites 5b	Select TE 565 5c	3.0	Fall '12	Fall '12	B+ 5f
Major	SP Stud TX Engr Sc	Select TC 589 5d	3.0	Fall '12	Fall '12	B 5g
Major	SP Stud TX Engr Sc	Select TE 589	3.0	Spring '12		
Major	Mec Phe Pro Fi Mat	Select TMS 761	3.0	Spring '12		
Major	Nonwovens Bonding	Select TT 506	3.0	Fall '12	Fall '12	
Major	MR Thesis Research	Select TT 695	6.0	Fall '12	Fall '12	
Minor	Mod Concept Mat Sc	Select MAT 500	3.0	Fall '11	Fall '11	C+
Minor	Polym Tech & Eng	Select MSE 555	3.0	Spring '12		
Minor	Ceramic Processing	Select MSE 545	3.0	Fall '12	Fall '12	

Plan of Work | Committee | PoW Comments | Patent Agreement

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.

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

The screenshot shows the 'Committee' tab selected. The top navigation bar includes 'Plan of Work', 'Committee' (highlighted), 'PoW Comments', and 'Patent Agreement'. Below the navigation bar, student information is displayed: Student Id, Program (TE Textile Engineering), Plan (18TEMS Textile Engineering-MS), Co-Major Program, Minor Plan (Materials Sci & Engineering-GM), and Co-Minor Plan. A table titled 'Committee Members' lists three members: Jon Rust (Member), Charles Balik (Minor), and William Oxenham (Chair). The table columns include Type, Outside Rep, Member Name, Program Represented, Grad Faculty Status, Accept, Approve GPoW, and GSR Indicator. Callout 1 points to the 'Minor Plan' field, callout 2 points to the 'Co-Minor Plan' field, callout 2a points to the 'Accept' column, callout 2b points to the 'Approve GPoW' column, and callout 3 points to the 'Decline Membership (No GPoW Action)' button. Below the table are three buttons: 'Accept Membership and Approve GPoW', 'Accept Membership Only (Approve GPoW Later)', and 'Decline Membership (No GPoW Action)'. A 'How To Video' link is also visible.

Type	Outside Rep	Member Name	Program Represented	Grad Faculty Status	Accept	Approve GPoW	GSR Indicator
1 Member		Jon Rust	Textile Engineering	Full			
2 Minor		Charles Balik	Material Science & Engineering	Full	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3 Chair		William Oxenham	Textile Engineering	Full			

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 them self, 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 Comments

Step 1 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 

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

Plan of Work | Committee | PoW Comments | Patent Agreement

Student Id [REDACTED] Complete Degree Within (yrs) 6
 Program [REDACTED] Total Units Planned 50.00
 Plan [REDACTED] Plan of Work GPA
 Status Pending
 Date First Submitted 09/10/2012

GSR Comments

Multiple Majors exist for this student.
 The plan of work and advisory committee have been submitted for approval. They are awaiting Member GPoW Approval in the approval process

Type	Requirement/Course Description	Class	Units	Term	Enrolled	Grade
Major	Transfer Credit	Select TR 999	50.0			

1a Approve 1b Return to Student for Update

Plan of Work | Committee | PoW Comments | Patent Agreement

Step 1

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

- 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
- 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 > Student Records Tile > Graduate Plan of Work

Page Steps Graduate Plan of Work Search

Admin Graduate Plan of Work

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

Find an Existing Value

Limit the number of results to (up to 300):

Empl ID:

Academic Career:

Academic Program:

Academic Plan:

Effective Term:

First Name:

Last Name:

[Basic Search](#) [Save Search Criteria](#)

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

Tab Name Plan of Work

Plan of Work | Committee | PoW Comments | Patent Agreement

Student Id [REDACTED] Complete Degree Within (yrs) 6 [Change](#)

Program ENGR Engineering
Plan 14ENGRMR Engineering-MR
Status

Total Units Planned
Plan of Work GPA

PoW Comments

Create or update your plan of work and advisory committee.

*Type	Requirement/Course Description	Class	Units	Term	Enrolled	Grade
Major		Select				

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

Plan of Work | Committee | PoW Comments | Patent Agreement

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

Course Search

Search Against

☐ Course Catalog

☒ My Graduate Transcript

☐ My Graduate Non-degree Transcript

☐ Transfer Credit

Subject

Catalog Nbr

[Search](#) [Cancel](#)

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.

Course Search

Search Against

☐ Course Catalog

☐ My Graduate Transcript

☐ My Graduate Non-degree Transcript

☒ Transfer Credit

Subject

Catalog Nbr

Search **Cancel**

Find | View All | 1 of 1 | First | Last

Subject	Catalog	Course
TR	999	Transfer Credit

Step 2

Course Search

Search Against

☒ Course Catalog

☐ My Graduate Transcript

☐ My Graduate Non-degree Transcript

☐ Transfer Credit

Subject

Catalog Nbr

Search **Cancel**

Find | View All | 1-50 of 56 | First | Last

Subject	Catalog	Course	
CS	714	Crop Physiology	detail
CS	715	Weed Sci Res Techn	detail
CS	717	Weed Management	detail
CS	718	Bio Control Weeds	detail
CS	719	Orig Evol Cult PL	detail
CS	720	Mol Biol Plt Brdg	detail

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.

The screenshot shows a form with the following fields:

- Complete Degree Within (yrs)**: 6 (with a 'Change' button next to it)
- Total Units Planned**: [Blank]
- Plan of Work GPA**: [Blank]

Below these fields is a 'Completion Term' dropdown menu. The dropdown is open, showing a list of terms from 2012 Fall Term to 2018 Spring Term. The '2017 Fall Term' is highlighted by the mouse cursor. The dropdown also includes 'OK' and 'Cancel' buttons.

Tab name

Committee

Step 1

The screenshot shows the 'Committee' tab in the SIS system. The top section displays student information:

- Student Id**: 000936041
- Program**: ENGR Engineering
- Plan**: 14ENGRMR Engineering-MR

Below this is a section for 'Co-Major Program', 'Minor Plan', and 'Co-Minor Plan'. The 'Co-Minor Plan' field shows '(Invalid Value)'. A 'How To Video' link is also present.

The bottom section is a table titled 'Committee Members'. The table has columns: Type, Outside Rep, Member Name, Program Represented, Grad Faculty Status, Accept, Approve GPoW, Approve ETD, and GSR Indicator. The first row is empty, with a '1' in the 'Type' column. Below the table are 'Add Row' and 'Save' buttons.

Numbered callouts (1-7) point to specific elements:

1. Co-Major Program, Minor Plan, and Co-Minor Plan dropdowns.
2. Type dropdown menu.
3. Member Name input field.
4. Program Represented dropdown menu.
5. Add Row button.
6. Approve GPoW checkbox.
7. Save button.

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.

The screenshot shows the 'Committee Members' form with a table containing four rows. A dropdown menu is open for the 'Type' column of the fourth row, showing options: Chair, Co-Chair, Consultant, External (highlighted), GSR, InterInst, Member, Minor, and Vice-Chair. The table columns are Type, Outside Rep, Member Name, and Program Represented.

	Type	Outside Rep	Member Name	Program Represented
1	Chair	<input type="checkbox"/>	Timothy Hatcher	Adult & Comi Educ
2	Member	<input type="checkbox"/>	Duane Akroyd	Adult & Comi Educ
3	Member	<input type="checkbox"/>	James Smith	Curriculum &
4	External	<input type="checkbox"/>		

Below the table, there are links: Plan, Committee, PoW Comments, and Patent Agreement.

- Click the "Search Criteria" icon to select the "Faculty Member Search" to appear.

This close-up shows the bottom two rows of the table. The 'Search Criteria' icon (a person with a question mark) for the fourth row is circled in blue.

3	Member	<input type="checkbox"/>	James Smith	Curriculum
4	External	<input type="checkbox"/>		

When the Faculty Member Search prompt appears, type the committee member name and then select "Look Up".

Faculty Member Search

Enter full or partial search fields and press the Look Up button. Use the Clear button to clear the selection criteria. To select an individual, click on the name link.

Last Name begins with

First Name begins with

Middle Name begins with

Enter faculty member's name or partial name and click "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.

Faculty Member Search

Enter full or partial search fields and press the Look Up button. Use the Clear button to clear the selection criteria. To select an individual, click on the name link.

Last Name begins with

First Name begins with

Middle Name begins with

Select the faculty member's name for the correct Academic Program they are representing.

Name	Academic Program
James Smith	CI Curriculum & Instruction
James Smith	ENT Entomology

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 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.

Type	Outside Rep	Member Name	Program Represented	Grad Faculty Status	Accept	Approve GPoW	Approve ETD	GSR Indicator
1 Chair	<input type="checkbox"/>	Timothy Hatcher	Adult & Community College Educ	Full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 Member	<input type="checkbox"/>	Duane Akroyd	Adult & Community College Educ	Full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 Member	<input type="checkbox"/>	James Smith	Curriculum & Instruction	Associate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 External	<input type="checkbox"/>	Bill Smith	Curriculum & Instruction		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Add Row

Save

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.

Type	Outside Rep	Member Name	Program Represented	Grad Faculty Status	Accept	Approve GPoW	Approve ETD	GSR Indicator
1 Chair	<input type="checkbox"/>	Timothy Hatcher	Adult & Community College Educ	Full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 Member	<input type="checkbox"/>	Duane Akroyd	Adult & Community College Educ	Full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 Member	<input type="checkbox"/>	James Smith	Curriculum & Instruction	Associate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 External	<input type="checkbox"/>	Bill Smith	Curriculum & Instruction		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Add Row

Save

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 student's major. In this case the student can select the "outside rep" check box.

Type	Outside Rep	Member Name	Program Represented	Grad Faculty Status	Accept	Approve GPoW	Approve ETD	GSR Indicator
1 Chair	<input type="checkbox"/>	Kevin Brady	Ed Research & Policy Analysis	Full	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2 Member	<input type="checkbox"/>	Louise	Ed Research & Policy Analysis	Associate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3 Member	<input type="checkbox"/>	Robert Serow	Ed Research & Policy Analysis	Full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 Minor	<input checked="" type="checkbox"/>	Shevaun Neupert	Psychology	Full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.

Committee Members								
Type	Outside Rep	Member Name	Program Represented	Grad Faculty Status	Accept	Approve GPoW	Approve ETD	
1 Chair	<input type="checkbox"/>	Kevin Brady	Ed Research & Policy Analysis	Full	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2 Member	<input type="checkbox"/>	Louis Hunt	Ed Research & Policy Analysis	Associate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3 Member	<input type="checkbox"/>	Robert Serow	Ed Research & Policy Analysis	Full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 Minor	<input type="checkbox"/>	Shevaun Neupert	Psychology	Full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 GSR	<input checked="" type="checkbox"/>	Duane Larick	Graduate Unclassified	Full	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Type	Outside Rep	Member Name	Program Represented	Grad Faculty Status	Accept	Approve GPoW	Approve ETD	GSR Indicator
1 Chair	<input type="checkbox"/>	Timothy Hatcher	Adult & Community College Educ	Full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 Member	<input type="checkbox"/>	Duane Akroyd	Adult & Community College Educ	Full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 Member	<input type="checkbox"/>	James Smith	Curriculum & Instruction	Associate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 External	<input type="checkbox"/>	Bill Smith	Curriculum & Instruction		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 GSR	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

[Plan of Work](#) | [Committee](#) | [PoW Comments](#) | [Patent Agreement](#)

When GSR is selected, the Outside Rep box, Accept, and Approve GPoW all are automatically checked.

Tab Name

Comments

Step 1

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

[Plan of Work](#) | [Committee](#) | **[PoW Comments](#)** | [Patent Agreement](#)

Student Id XXXXXXXXXX

Date	Type	Department	Hide from Student
06/08/2010	Department		<input type="checkbox"/>
Robyn Fillinger Student will graduate with a concentration in Materials Science and Engineering Sent signed patent agreement on 6.8.10			
09/14/2012	Department		<input type="checkbox"/>
Robyn Fillinger I am the committee chair. I accepted membership and approved the PoW from my worklist.			
09/14/2012	Graduate School		<input type="checkbox"/>
Robyn Fillinger DGP and Graduate Service Coordinator may enter as many comments as they wish.			

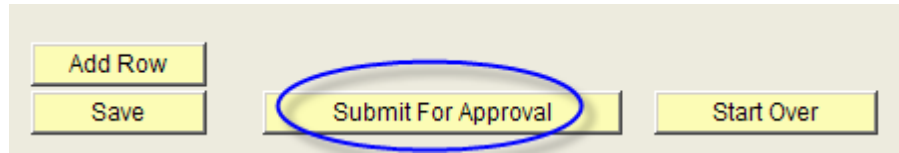
[Plan of Work](#) | [Committee](#) | [PoW Comments](#) | [Patent Agreement](#)

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

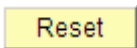
Student Information System Homepage > Student Records Tile > Graduate Plan of Work

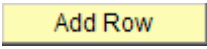

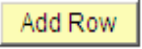

Page Name

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  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  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  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 > Student Records 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. 3. 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.

Date First Submitted 02/28/2012 **PoW Comments**

This plan of work and advisory committee have been approved (2-29-2012). Contact your academic department if you need to modify the plan.

Type	Requirement/Course Description	Class	Units	Term	Enrolled	Grade
<input type="checkbox"/> Major	Manuf Process Eng	Select ISE 515	3.0	Fall '12		
<input type="checkbox"/> Major	Chem Reaction Engr	Select CHE 717	3.0		Fall '07	B-
<input type="checkbox"/> Major	Sptp-Polymer Rheol	Select CHE 598K	3.0		Spring '08	A
<input type="checkbox"/> Major	Polymer Sci & Tech	Select CHE 543	3.0		Fall '08	A
<input type="checkbox"/> Major	Mod Concept Mat Sc	Select MSE 500	3.0		Spring '09	A-
<input type="checkbox"/> Major	Adv MA Engr Sci I	Select MA 501	3.0		Fall '09	B+
<input type="checkbox"/> Major	Special Topics	Select CHE 596	3.0		Spring '10	A
<input type="checkbox"/> Major	Transport Phenom	Select CHE 715	3.0		Spring '11	B
<input type="checkbox"/> Major	Spec Topics IE	Select ISE 589	3.0		Fall '11	A
<input checked="" type="checkbox"/> Major	Replacing Quality Engr	Select ISE 748	3.0		Spring '12	
<input type="checkbox"/> Major		Select				

an of Work | Committee | PoW Comments | Patent Agreement

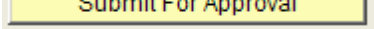
Step 3

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.

<input type="checkbox"/> Major	Spec Topics IE	Select ISE 589	3.0		Fall '11	A
<input checked="" type="checkbox"/> Major	Replacing Quality Engr	Select ISE 748	3.0		Spring '12	
<input type="checkbox"/> Major	Transo Svs Engr	Select CE 401	3.0			

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 > Student Records 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.

Admin Graduate Plan of Work

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

Find an Existing Value

Limit the number of results to (up to 300):

Empl ID:

Academic Career:

Academic Program:

Academic Plan:

Effective Term:

First Name:

Last Name:

[Basic Search](#) [Save Search Criteria](#)


Search Results

Only the first 10 results of a possible 296 can be displayed.

View All First 1-10 of 10 Last

Empl ID	Academic Career	Academic Program	Academic Plan	Effective Term	First Name	Last Name	Display Name
	Graduate	BAE	11BAEPHD	2108			
	Graduate	ENGR	14ENGRMR	1836			
	Graduate	ENGR	14ENGRMR	2111			
000014794	Graduate	ENGR	14ENGRMR	2111			
000100899	Graduate	CN	14CNFMS	2108			

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.

Plan of Work [Committee](#) [PoW Comments](#) [Patent Agreement](#)

Student Id

Program ENGR Engineering


Plan 14ENGRMR Engineering-MR

Status Approved

Complete degree before

Total Units Planned 30.00

Plan of Work GPA

PoW Comments 

Multiple Majors exist for this student.
This plan of work and advisory committee have been approved (12-9-2009). Contact your academic department if you need to modify the plan.

Type	Requirement/Course Description	Class	Units	Term	Enrolled	Grade
Major	Dsgn Auto Assembly	★ MAE 742	3.0	Fall '02		A
Major	Manuf Product Eng	★ IE 514	3.0	Fall '03		B+
Major	Mgmt Dec Cont Syst	★ IE 546	3.0	Spring '04		A+
Major	Interact Narrative	★ CSC 582	3.0	Fall '04		A
Major	Appl Engr Econ	★ IE 510	3.0	Spring '05		B+
Major	Realtm Ctl Aut Mfg	★ IE 707	3.0	Fall '07		A
Major	ST-Lean Production	★ IE 589M	3.0	Fall '08		A+
Major	Human Fac Syst Des	★ IE 540	3.0	Spring '09		C
Major	SP Topics Bus Mgmt	★ BUS 590	3.0	Fall '09		B-
Major	Proj Work in ME	★ MAE 586	3.0	Fall '09		A-

★ Multiple Plans - This course is being used in multiple plans of work.

[Plan of Work](#) | [Committee](#) | [PoW Comments](#) | [Patent Agreement](#)

**Move or Delete
Plan Of Work**

Overview

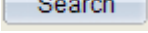
In SIS, administrators can move a plan of work from a discontinued or changed plan, to a newly active plan (such as MS to MR); administrators can also delete a plan of work from an inactive or discontinued plan.

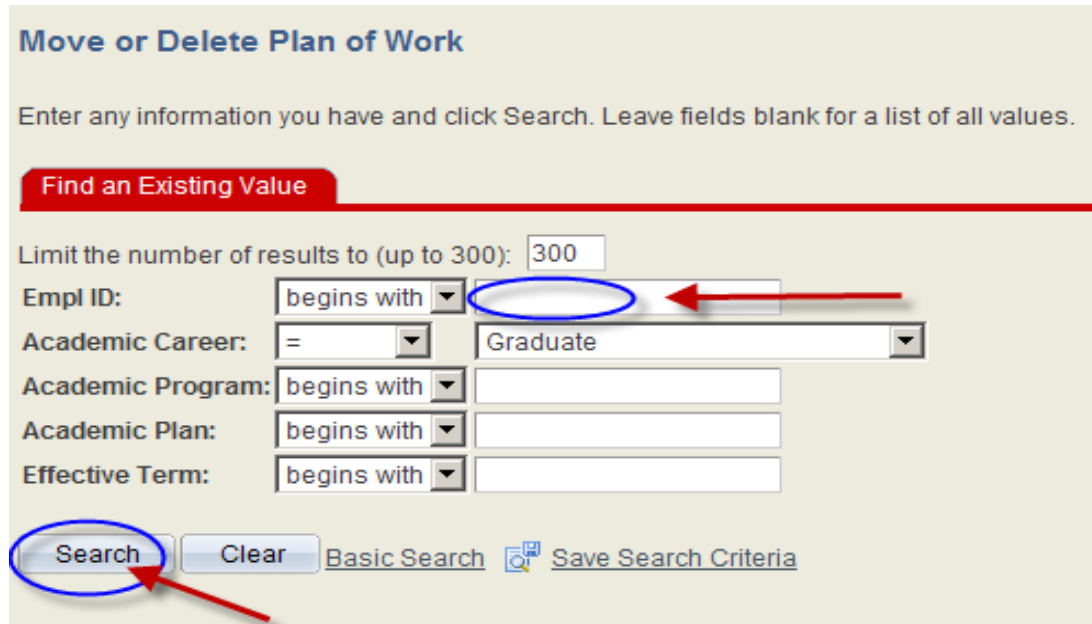
Navigation

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  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.

Move/Delete GPoW

MOVE TO

Acad Plan Template

**The Graduate Plan of Work must be submitted for approval again, either by the student or an administrator

DELETE

Program ENGR **Effective Term** 1836 **Max Yrs** 6 **Status** Approved **Appr Date** 12/09/2009

Plan 14ENGRMR Engineering-MR

REQUIREMENTS

Type	Course List	Requirement/Course Description	Subject	Catalog	Units	Term
1 Major		Dsgn Auto Assembly	★ MAE	742	3.0	
2 Major		Manuf Product Eng	IE	514	3.0	
3 Major		Mgmt Dec Cont Syst	★ IE	546	3.0	
4 Major		Interact Narrative	★ CSC	582	3.0	
5 Major		Appl Engr Econ	IE	510	3.0	
6 Major		Realtm Ctl Aut Mfg	★ ISE	707	3.0	
7 Major		ST-Lean Production	★ ISE	589M	3.0	
8 Major		Human Fac Syst Des	ISE	540	3.0	
9 Major		SP Topics Bus Mgmt	BUS	590	3.0	
10 Major		Proj Work in ME	★ MAE	586	3.0	

★ Multiple Plans - This course is being used in multiple plans of work.
 ⚠ Non-degree Course - Credit for courses completed as a non-degree student is tentative pending approval by the Graduate School

- 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.

- 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.

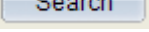
Navigation

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  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).

Grad Plan of Work Template


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


[Find an Existing Value](#) [Add a New Value](#)


Limit the number of results to (up to 300):

Academic Institution:




Academic Career:

Academic Program:  **1**

Academic Plan: 

Academic Sub-Plan: 

Description:

  [Basic Search](#)  [Save Search Criteria](#)

Search Results

[View All](#) First 1-11 of 11 Last

Academic Institution	Academic Career	Academic Program	Academic Plan	Academic Sub-Plan	Description
NCSU1	Graduate	MB	11MBMR	(blank)	Microbiology Ag & Life Sci-MR
NCSU1	Graduate	MB	11MBMS	(blank)	Microbiology Ag & Life Sci-MS
NCSU1	Graduate	MB	11MBPHD	(blank)	Microbiology Ag & Life Sci-PHD
NCSU1	Graduate	MB	11MBUMR	(blank)	Microbiology (Undesig)-MR
NCSU1	Graduate	MB	11MBUMS	(blank)	Microbiology (Undesig)-MS
NCSU1	Graduate	MB	11MBUPHD	(blank)	Microbiology (Undesig)-PHD
NCSU1	Graduate	MBA	20MBAMR	(blank)	Business Administration - Part Time
NCSU1	Graduate	MBA	20MBAMR	(blank)	Business Administration-MR
NCSU1	Graduate	MBA	20MBAMR	20MBAMBF	Business Administration - FT
NCSU1	Graduate	MBT	11MBTMR	(blank)	Master of Microbial Biotechnology
NCSU1	Graduate	MBT	11MBTMR	(blank)	Microbial BioTech-MR

[Find an Existing Value](#) | [Add a New Value](#)

2

Example of a Base Template

Graduate Plan of Work Template Definition

Academic Career Graduate
 Academic Program MB
 Academic Plan 11MBMR Microbiology Ag & Life Sci-MR

Template View All First **1 of 1** Last

Effective Term 0000 Status Active ☐ Option B
 *Min Units: 30.00 *Maximum Years: 6

URL Title:
 URL:

Default Committee Chair

Name	Program	Status
?		

Requirement Groups for Validation

*Rq Group	Min/Max	Cr Units
007130	No 6/890, 6/896, 6/899	Max <input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
021810	No 300 level or lower courses	Max <input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

Course Lists for Requirements

*Seg	*Type	*Course List
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Return to Search Previous in List Next in List

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.

Define Course Lists

Find an Existing Value **Add a New Value**

Course List: 000000000

[Find an Existing Value](#) | [Add a New Value](#)

Step 2

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

Define Course Lists

Find an Existing Value | Add a New Value

Course List: 000000000

Add

Find an Existing Value | Add a New Value

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 *.*

Course List Description | Course List Detail

Copy

Find | View All 1 of 1

Course List: 000000000

*Effective Date: 09/20/2012

*Status: Active

*Description: Mass Spectrometry

*Short Description: massspec

*Usage: Academic Advisement

Long Description:

*Academic Institution: NCSU1 NC State University

Academic Career: GRAD Graduate

Academic Program: CH

Academic Plan:

Academic Sub-Plan:

Save Notify Add Update/Display Include History Correct History

Course List Description | Course List Detail

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.

Subject Area	Catalog Nbr	Course ID	Description	Equivalent Course Group	Date 1
AA	500	031467	Analytics Tools & Techniques	(blank)	05/15/2011
AA	501	031462	Analytics Foundations	(blank)	03/01/2010

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.

Course List Description | **Course List Detail**

Find | View All 1 of 1

Course List: 000037165 Description: Mass Spectrometry

Effective Date: 09/20/2012 Status: Active

Cross Referenced Courses

Course List Details Find First 1 of 1 Last

*Course Sequence: 1 ☐ WildCard Indicator ☒ Include Equivalent Courses

Course ID: 031467 Analytics Tools & Techniques AA 500

Save Notify Add Update/Display Include History Correct History

Course List Description | Course List Detail

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.

Course List Description | **Course List Detail**

Find | View All 1 of 1

Course List: 000037165 Description: Mass Spectrometry

Effective Date: 09/20/2012 Status: Active

Course List Details Find First 1 of 1 Last

*Course Sequence: 1 ☐ WildCard Indicator ☒ Include Equivalent Courses

Course ID: 031467 Analytics Tools & Techniques AA 500

Save Notify Add Update/Display Include History Correct History

Course List Description | Course List Detail

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.

The screenshot shows the 'Course List Detail' form. At the top, there are tabs for 'Course List Description' and 'Course List Detail'. The form displays the following information:

- Course List:** 000037165
- Description:** Mass Spectrometry
- Effective Date:** 09/20/2012
- Status:** Active

Below this is the 'Course List Details' section, which includes:

- *Course Sequence:** 1
- Course ID:** 031467 (with a search icon)
- WildCard Indicator:** ☐
- Include Equivalent Courses:** ☒
- Analytics Tools & Techniques:** AA 500

At the bottom of the form, there are several buttons: 'Save', 'Notify', 'Add' (which is circled in blue), 'Update/Display', 'Include History', and 'Correct History'.

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

You will need to load the course lists that you created in the previous steps.

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.

Graduate Plan of Work Template Definition

Academic Career: Graduate
 Academic Program: AA
 Academic Plan: 02AAMS Analytics

Template View All First **1 of 1** Last

Effective Term: 0000 Status: Active ☒ Option B

*Min Units: 30.00 *Maximum Years: 6

URL Title:
 URL:

Default Committee Chair

Name	Program	Status
?		

Requirement Groups for Validation

*Rq Group		Min/Max	Cr Units
007130	No 6/890, 6/896, 6/899	Max	
021810	No 300 level or lower courses	Max	

Course Lists for Requirements

*Seq	*Type	*Course List
10	Major	000037165

1 2 3

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.

Look Up

Look Up Course List

Search by: Academic Program begins with CH

[Advanced Lookup](#)

Search Results

View 100

Academic Program	Course List	Description	Academic Institution	Academic Career	Academic Group
CH	000001018	Required Course MS	NCSU1	GRAD	(blank)
CH	000001019	One of Six Graded Courses MS	NCSU1	GRAD	(blank)
CH	000001020	Additional Course MS	NCSU1	GRAD	(blank)
CH	000001021	Required Course PhD/MS Switch	NCSU1	GRAD	(blank)
CH	000001022	One of Six Graded Courses PhD	NCSU1	GRAD	(blank)

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

Graduate Plan of Work Template Definition

Academic Career Graduate
Academic Program AA
Academic Plan 02AAMS Analytics

Template View All First 1 of 1 Last

Effective Term 0000 Status Active ☒ Option B

*Min Units: 30.00 *Maximum Years: 6

URL Title:
URL:

Default Committee Chair

Name	Program	Status
?		

Requirement Groups for Validation

*Rq Group	Min/Max	Cr Units
007130 No 6/890, 6/896, 6/899	Max	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
021810 No 300 level or lower courses	Max	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

Course Lists for Requirements

*Seq	*Type	*Course List
10	Major	000001018 Required Course MS <input type="button" value="+"/> <input type="button" value="-"/>
20	Major	000001019 One of Six Graded Courses MS <input type="button" value="+"/> <input type="button" value="-"/>
30	Major	000001020 Additional Course MS <input type="button" value="+"/> <input type="button" value="-"/>
40	Major	000001021 Required Course PhD/MS Switch <input type="button" value="+"/> <input type="button" value="-"/>

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).

Graduate Plan of Work Template Definition

Academic Career Graduate
Academic Program AA
Academic Plan 02AAMS Analytics

Template View All First 1 of 1 Last

Effective Term 0000 Status Active ☒ Option B

*Min Units: 30.00 *Maximum Years: 6

URL Title: Requirements for Degree

URL: http://www.ncsu.edu/chemistry/graduate/requirments.html

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.

Define Course Lists

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

Find an Existing Value Add a New Value

Limit the number of results to (up to 300): 300

Academic Institution: begins with NCSU1

Academic Career: begins with GRAD

Academic Program: begins with MB

Academic Plan: begins with

Academic Sub-Plan: begins with

Requirement Usage: = ADV

Course List: begins with

Description: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step 2

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

Search Results

View All First 1-19 of 19 La

Academic Institution	Academic Program	Academic Plan	Academic Sub-Plan	Requirement Usage	Course List	Description
NCSU1	MBA	(blank)	(blank)	ADV	000000710	Global Economics for Managers
NCSU1	MBA	(blank)	(blank)	ADV	000000711	Managing Global High-tech WF
NCSU1	MBA	(blank)	(blank)	ADV	000000712	Statistics & Quantitative Meth
NCSU1	MBA	(blank)	(blank)	ADV	000000713	Accounting for Managers

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.

Course List Description **Course List Detail**

Find | View All 1 of 1

Course List: 000000710

*Effective Date: 06/01/2009 *Status: Active

*Description: Global Economics for Managers

*Short Description: globecon *Usage: Academic Advisement

Long Description:

*Academic Institution: NCSU1 NC State University

Academic Career: GRAD Graduate

Academic Program: MBA Business Administration

Academic Plan:

Academic Sub-Plan:

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History **Correct History**

Course List Description | Course List Detail

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.

Course List Description **Course List Detail**

Find | View All 1 of 1

Course List: 000000710 Description: Global Economics for Managers

Effective Date: 06/01/2009 Status: Active

This course list has existing detail rows. Click the Fetch button to view, add, or make changes to these rows.

Fetch

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Course List Description | Course List Detail

Creating multiple templates within a 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.

Grad Plan of Work Template

Find an Existing Value | Add a New Value

Academic Institution: NCSU1

Academic Career: Graduate **1**

Academic Program: CH

Academic Plan: 17CHMS **2**

Academic Sub-Plan:

Description: Master with a Thesis **3**

4 Add

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.

Graduate Plan of Work Template Definition

Academic Career Graduate

Academic Program CH

Academic Plan 17CHMS Master with a Thesis

Template View All First **1** of 1 Last

Effective Term 0000 Status Active ☐ Option B

*Min Units: *Maximum Years:

URL Title: URL:

Default Committee Chair

Name	Program	Status
?		

Requirement Groups for Validation

*Rq Group	Min/Max	Cr Units
007130 No 6/890, 6/896, 6/899	Max	
021810 No 300 level or lower courses	Max	

Course Lists for Requirements

*Seg	*Type	*Course List

Save

Academic Plan	Description	Select
Chemistry-PHD	Chemistry-PHD	Select
Chemistry-PHD	PhD With Transfer Credit	Select

Select a Plan of Work template to begin.

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

Academic Career Graduate
 Academic Program CH
 Academic Plan 17CHMS Chemistry-MS

Template View All First 1 of 1 Last

Effective Term 0000 Status Active
 *Min Units: 30.00 *Max Units: 30.00
 URL Title: POW Instructions CH Intranet
 URL: http://www.ncsu.edu/project/chemintranet/gradprogram/workplans.html
 Default Committee Chair

Requirement Groups for Validation

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.

Define Requirement Groups

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

Navigation

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

Step 1

Click the “Add a New Value” tab

Define Requirement Groups

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

Find an Existing Value **Add a New Value**

Limit the number of results to (up to 300):

Academic Institution: begins with

Academic Career: begins with

Academic Program: begins with

Academic Plan: begins with

Academic Sub-Plan: begins with

Requirement Usage: =

Requirement Group: begins with

Description: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Step 2

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

Define Requirement Groups

Find an Existing Value **Add a New Value**

Requirement Group:

Add

[Find an Existing Value](#) | [Add a New Value](#)

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 *.*

Requirement Group **Detail**

Basic Data Find | View All 1 of 1

Requirement Group: 007342

*Effective Date: 04/30/2010 *Status: Active *Reporting Sequence: 1

*Requirement Usage: ADV

Academic Structure

*Academic Institution: NCSU1 NC State University

Academic Career: GRAD Graduate

Academic Program: CH Chemistry

Academic Plan:

Academic Sub-Plan:

Description Fields

*Search Description: Only allow 2 hrs seminar 601

*Short Search Description: 2hrseminar

*Long Description: No more than two credit hours of CH 601 seminar allowed in the 30-credit MS program

*Report Description: Only allow 2 hrs seminar 601

*Report Long Description: No more than two credit hours of CH 601 seminar allowed in the 30-credit MS program

Display of Status

☐ Hide Status

Using Report Long Description in Course Catalog

☐ Enable Catalog Print ☐ Override Report Long Description

Pre-Condition

Condition Code: None

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Requirement Group | Detail

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.

The screenshot shows the 'Requirement Group' detail screen. At the top, there are tabs for 'Requirement Group' and 'Detail', with 'Detail' selected. A red box labeled '1' highlights the 'Detail' tab. Below the tabs, the 'Requirement Group' information is displayed: 'Requirement Group: 023142', 'Only allow 2 hrs. Seminar', 'Effective Date: 09/21/2012', and 'Status: Active'. The 'Group Line Type' section is expanded, showing a search bar with 'Wild Card Course' selected, labeled with a red box '2'. Below this, the 'Academic Institution' is 'NC State University', 'Academic Group' is blank, 'Subject' is blank, and 'Catalog Nbr' is '4##', labeled with a red box '3'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. A red box labeled '4' highlights the '+' button in the top right corner of the 'Group Line Type' section.

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.

The screenshot shows the 'Requirement Group' detail screen with the 'Course' option selected in the 'Group Line Type' section. The 'Course ID' field is populated with '031467', and a red arrow points to the magnifying glass icon next to it. The 'Term' field is blank, and the 'Associated Class' field is blank. The 'Topic ID' field is blank. The 'Include Equivalent Courses' checkbox is unchecked. The 'Course ID' field is labeled with a red box '1'. The 'Term' field is labeled with a red box '2'. The 'Associated Class' field is labeled with a red box '3'. The 'Topic ID' field is labeled with a red box '4'. The 'Include Equivalent Courses' checkbox is labeled with a red box '5'. The 'Add' button is labeled with a red box '6'.

- 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.

Requirement Group: 023142 Only allow 2 hrs. Seminar

Effective Date: 09/21/2012 Status: Active

Group Line Type: Wild Card Course

*Line: NEW

Academic Institution: NC State University

Academic Group:

Subject:

Catalog Nbr: 4##

Save Notify Add Update/Display Include History Correct History

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.

Academic Career Graduate

Academic Program AA

Academic Plan 02AAMS Analytics

Template: View All First 1 of 1 Last

Effective Term 0000 Status Active Option B

*Min Units: 30.00 *Maximum Years: 6

URL Title:

URL:

Default Committee Chair

Name	Program	Status
?		

Requirement Groups for Validation

*Rq Group	Min/Max	Cr Units
007130 No 6/890, 6/896, 6/899	Max	
021810 No 300 level or lower courses	Max	

Course Lists for Requirements

*Seq	*Type	*Course List

Save Return to Search Previous in List Next in List

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

Look Up Rq Group

Search by: Academic Program begins with CH

Look Up Cancel Advanced Lookup

Search Results

View 100

Academic Program	Requirement Group	Description	Academic Institution	Academic Career	Academic Group
CH	007342	Only allow 2 hrs seminar 601	NCSU1	GRAD	(blank)
CH	007343	No 693/696/699 in MS POW	NCSU1	GRAD	(blank)
CH	007344	Only 2 hrs CH 610	NCSU1	GRAD	(blank)
CH	007345	No 893/896/899 in MS POW	NCSU1	GRAD	(blank)
CH	007350	Only 2 hrs seminar 801	NCSU1	GRAD	(blank)
CH	007351	No 893/693/695/896/696/899/699	NCSU1	GRAD	(blank)
CH	007352	NO seminar 601	NCSU1	GRAD	(blank)
CH	007353	No more than 6 hrs CH 605	NCSU1	GRAD	(blank)

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

*Rq Group

023142	Only allow 2 hrs. Seminar	Min/Max	Cr Units
		Max	2

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

The screenshot shows the 'Student Advisor' web interface. It features a header with the title 'Student Advisor' and a search bar. Below the header, there are two main sections. The first section contains fields for '*Academic Institution:' (NCSU1), '*Effective Date:' (06/08/2010), and a '+ -' button (callout 1). The second section contains fields for '*Advisor Role:' (Advisor), '*Advisor Number:' (1), and a '+ -' button (callout 2). Below these are fields for '*Academic Career:' (GRAD), '*Academic Program:' (ENGR), 'Academic Plan:' (14ENGRMR), and 'Academic Advisor:' (000009401). There are also checkboxes for 'Advised by Committee', 'Must Approve Enrollment', 'Must Approve Graduation', and 'Graduation Approved'. A list of suggestions is shown next to the dropdowns: Graduate (callout 3), Engineering (callout 4), Engineering-MR (callout 5), and Hodgson, Thom Joel (callout 6). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'. A callout 7 points to the 'Academic Advisor' field, and a callout 8 points to the 'Save' button.

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.

The screenshot shows the 'Advisor Role' dropdown menu. The dropdown is open, showing a list of roles: Advisor, Athletic Advisor, External Member, Graduate Committee Chair, Graduate Committee Co-Chair, Graduate Committee Member, Graduate School Representative, Inter-institutional Member, Mentor, Minor Representative, Outside Representative, and Technical Consultant. A mouse cursor is pointing at the 'Advisor' role.

Step 4

Enter the academic career

***Academic Career:** 

Look Up

Look Up Academic Career

Academic Career (Alt+S)

Empl ID: 000936041


Academic Career: =

[Basic Lookup](#)

Search Results


View 100 First 1-2 of 2 Last

Academic Career
Graduate
NDS

***Academic Career:**  Graduate

Step 5

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

***Academic Program:** 

Look Up

Look Up Academic Program

Empl ID:

Academic Institution: NCSU1

Academic Career: Graduate


Academic Program: begins with

[Basic Lookup](#)

Search Results


View 100 First 1 of 1 Last

Academic Program	Description	Program Status
ENGR	Engineering	Active in Program

***Academic Program:**  Engineering

Step 6

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

Academic Plan: 

Look Up

Look Up Academic Plan

Empl ID:

Academic Institution: NCSU1

Academic Career: Graduate

Academic Plan: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View 100 First 1 of 1 Last

Academic Plan Description	Program Status
14ENGRMR Engineering-MR	Active in Program

Academic Plan: Engineering-MR

Step 7

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

Academic Advisor:

Advisor Search Page

Look Up Academic Advisor

Academic Institution: NCSU1

Academic Program: ENGR

Empl ID: begins with

Academic Plan: begins with

Academic Organization: begins with

National ID: begins with

Unity ID: begins with

Last Name: begins with

First Name: begins with

Academic Advisor: Hodgson, Thom Joel

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.

Advisor Assignment

Academic Program: FPS Fiber & Polymer Science
 Academic Plan: 18FPSPHD Fiber & Polymer Sci-PHD
 Academic Sub-Plan: No Sub-plan

Filters

☐ No Advisor **1**
☒ All
☐ Specific Advisor Advisor ID:

Batch Advisor Assignment

Advisor ID: **2**
 Assign Advisor ID

Batch Advisor ID Change

Submit **3**

Click column heading to sort

	Name	Empl ID	Acad Level	Current Advisor ID	Name	Committee Chair(s)	Advisor ID
1			Graduate			Gregory Parsons (Co-Chair), Jesse Jur (Co-Chair)	
2			Graduate		Spontak, Richard J		
3			Graduate		Seyam, Abdel-fattah Mohamed	Mohammed Zikry (Co-Chair), Abdel-fattah Seyam (Co-Chair)	

Curriculum Change by Department

Departments have the ability to process curriculum changes within the same program. Students can be updated from MR to MS within the same program, MS to MR within the same program, and add/move/change subplans.

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.


Student Curriculum Change

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

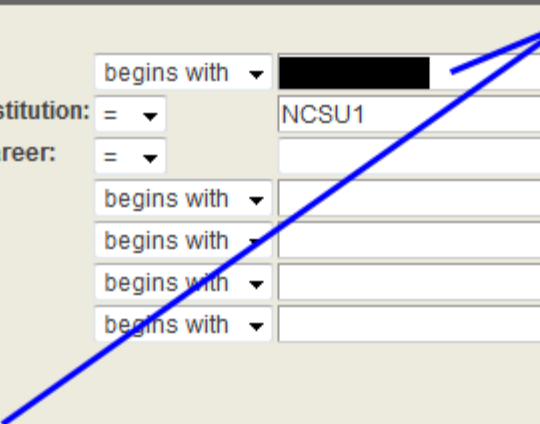
Find an Existing Value

▼ Search Criteria

Empl ID:	begins with ▼	<input type="text"/>
Academic Institution:	= ▼	NCSU1 
Academic Career:	= ▼	<input type="text"/>
Unity ID:	begins with ▼	<input type="text"/>
National ID:	begins with ▼	<input type="text"/>
Last Name:	begins with ▼	<input type="text"/>
First Name:	begins with ▼	<input type="text"/>

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

1



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 Plan: 11SSCGM Soil Science-GM **Academic Plan Type:** Minor

Academic Sub-Plan:

Academic Program: NT Nutrition

Academic Plan: 11NTFPHD Nutrition, Food Science-PHD **Academic Plan Type:** Major

Academic Sub-Plan:


☐ Add Plan
☒ **Change Plan/Subplan**
☐ Remove Plan

2
GO!

[Advisor Information](#)

[Return to Search](#)

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.

Change Plan and/or subplan

From Curriculum

*Academic Program:

*Academic Plan: **3**

Academic Sub-Plan:

Requirement Term:

To Curriculum

Academic Program:

*Academic Plan:

Academic Sub-Plan:

*Effective Term: 2148 Fall '14

Action Reason:

Change Plan

Advisor Information

[Return to Search](#)

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. (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

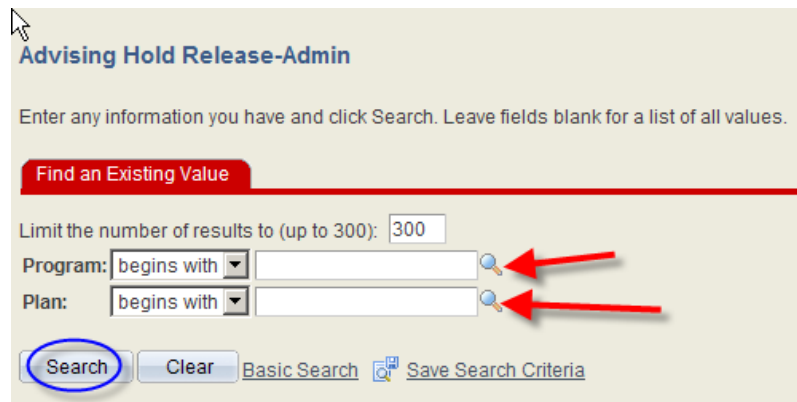
Student Information System Homepage > Advising Tile > Advising Hold Release-Admin

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.





Advising Hold Release-Admin

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

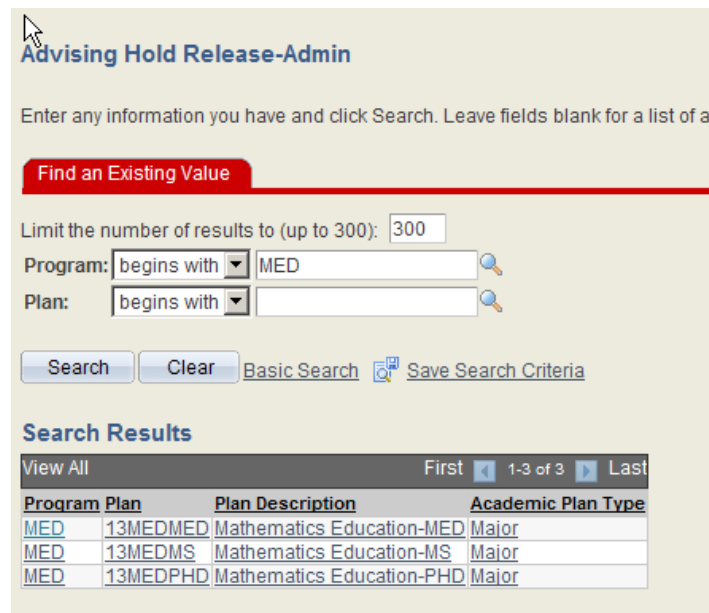
Find an Existing Value

Limit the number of results to (up to 300):

Program: 

Plan: 

Search **Clear** [Basic Search](#) [Save Search Criteria](#)





Advising Hold Release-Admin

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

Find an Existing Value

Limit the number of results to (up to 300):

Program: 

Plan: 

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First Last

Program	Plan	Plan Description	Academic Plan Type
MED	13MEDMED	Mathematics Education-MED	Major
MED	13MEDMS	Mathematics Education-MS	Major
MED	13MEDPHD	Mathematics Education-PHD	Major

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 in List** and **Next in List** buttons at the bottom of the page.

Advisement Registration Holds

Advisement		Find View All	First 1-4 of 4 Last
	ID	Name	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	

release selected holds **release all holds**

Return to Search Previous in List Next in List

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.

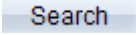
Navigation

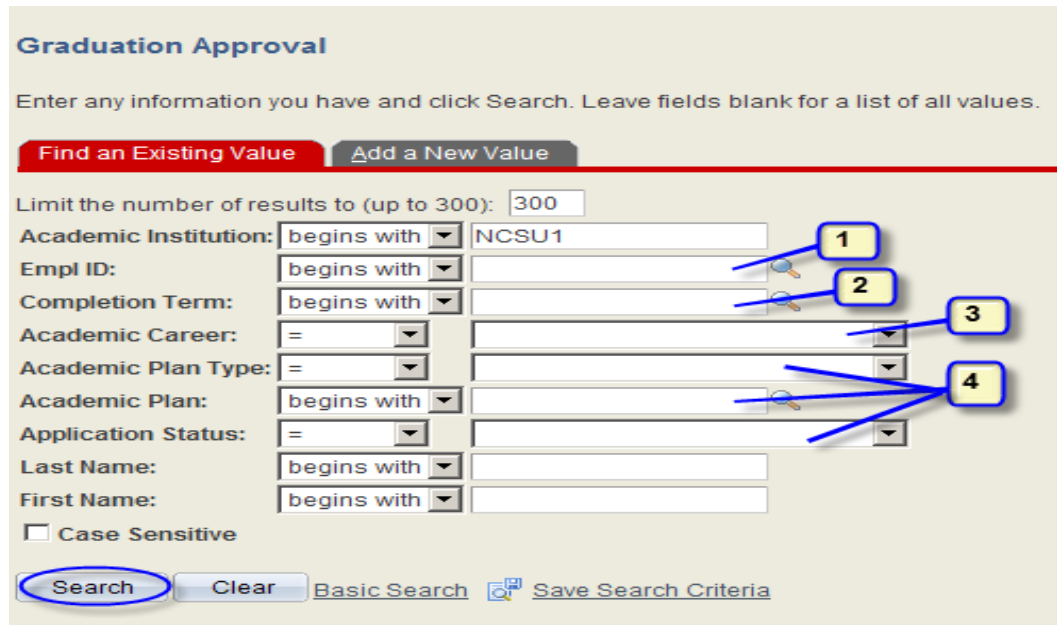
Student Information System Homepage > Student Records Tile > Graduation Folder > Graduation Approval

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 



Graduation Approval

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

Find an Existing Value **Add a New Value**

Limit the number of results to (up to 300):

Academic Institution: **1**

Empl ID: **2**

Completion Term: **3**

Academic Career: **4**

Academic Plan Type:

Academic Plan:

Application Status:

Last Name:

First Name:

☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

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 marker 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.
4. If the student has a subplan, the status of the plan and subplan must both be updated.

Application-GRAD Application Comments All Applications

Graduation Approval

[Email Student](#)

ID: [Redacted] [Redacted]

Advisor:

Expected Graduation Term: 2098 2009 Fall Term

Academic Career: Graduate

Academic Program: ENGR Engineering

Academic Plan: 14ENGRMR Major Engineering-MR

Application Status

☐ Applied for Degree
 ☐ Application Withdrawn
 ☐ Department Denied
 ☐ Department Review Complete

☐ Complete - Approved
 ☐ College Cleared
 ☐ College Denied
 ☐ College Hold

Last Modified By: [Redacted] [Redacted] Last Modified Date: 01/12/2010

Sub-Plan: 14EGRUNDMR Engineering (Undergraduate)

Application Status

☒ Applied for Degree
 ☐ Appl Withdrawn
 ☐ Department Denied
 ☐ Department Review Complete

☐ College Pre-Cleared
 ☐ College Cleared
 ☐ College Denied
 ☐ College Hold

Last Modified By: [Redacted] [Redacted]

Save Return to Search

User ID, Name and Date will autopopulate when saved.

Step 3

Comments can be added on the "Application Comments" tab.

Application-GRAD Application Comments All Applications

Comments on Graduation application

ID: [Redacted] [Redacted]

Expected Graduation Term: 2098 2009 Fall Term

Academic Career: Graduate

Academic Program: ENGR Engineering

Academic Plan: 14ENGRMR Major Engineering-MR

[Redacted] 10/09/2009 Waiting for final grades to be posted.

Click  Save

Step 4

All terms for which the student has applied for graduation can be viewed on the "All Applications" tab.

Application-GRAD Application Comments **All Applications**

All Graduation Applications

Empl ID [Redacted] [Redacted]

Completion Term 2098 2009 Fall Term

Graduate	14ENGRMR	Engineering-MR	Major	Complete - Approved
----------	----------	----------------	-------	---------------------

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

Graduation Approval

Find an Existing Value **Add a New Value**

Academic Institution: NCSU1

Empl ID: 000007484

Academic Career: GRAD

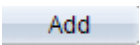
Academic Program: BAE

Academic Plan: 04ERSGM

Completion Term: 2128

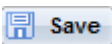
Add

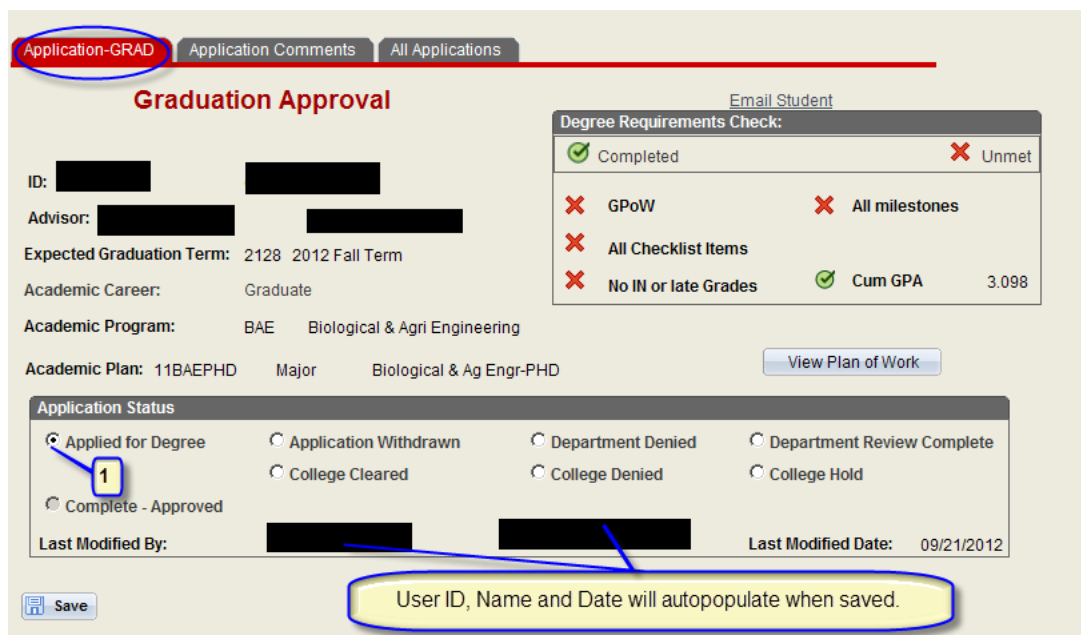
1. On the basic search screen for “Graduation Approval”, choose the “Add a New Value” Tab
2. Enter NCSU1 in Academic Institution if it is not already there.

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 

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 



Application-GRAD Application Comments All Applications

Graduation Approval

ID: [Redacted] [Redacted]

Advisor: [Redacted] [Redacted]

Expected Graduation Term: 2128 2012 Fall Term

Academic Career: Graduate

Academic Program: BAE Biological & Agri Engineering

Academic Plan: 11BAEPHD Major Biological & Ag Engr-PHD

[Email Student](#)

Degree Requirements Check:	
✓ Completed	✗ Unmet
✗ GPoW	✗ All milestones
✗ All Checklist Items	
✗ No IN or late Grades	✓ Cum GPA 3.098


[View Plan of Work](#)

Application Status

☒ Applied for Degree
☐ Application Withdrawn
☐ Department Denied
☐ Department Review Complete
☐ College Cleared
☐ College Denied
☐ College Hold

☐ Complete - Approved

Last Modified By: [Redacted] [Redacted] Last Modified Date: 09/21/2012

 Save

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.

Application-GRAD **Application Comments** All Applications

Comments on Graduation application

ID: [REDACTED]

Expected Graduation Term: 2128 2012 Fall Term

Academic Career: Graduate

Academic Program: BAE Biological & Agri Engineering

Academic Plan: 11BAEPHD Major Biological & Ag Engr-PHD

[REDACTED] 09/21/2012 Applied on behalf of the student per the student's request (couldn't log into MyPack). Student verified degree, name, etc. |

Save

Step 5

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

Application-GRAD Application Comments **All Applications**

All Graduation Applications

Empl ID [REDACTED]

Completion Term 2098 2009 Fall Term

Graduate	14ENGRMR	Engineering-MR	Major	Complete - Approved
----------	----------	----------------	-------	---------------------

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

<i>Objective</i>	These pages provide the GSSP data for a specific student.
<i>Navigation</i>	Student Information System Homepage > Records and Enrollment > Custom Records and Enrollment > Graduate Support
<i>Tab Name</i>	Eligibility – Departments can see all the GSSP data regarding registration and appointment information.

Rel

Eligibility

Funding

Tuition

Insurance

Previous Related Master's

Yes: ☒

Overridden?: ☐

GSSP Admit Term

GSSP Admit Term 2171 2017 Spring Term

Overridden?: ☐

Residency

2171 OUT

Groups

Program Stack Information

Career	Car #	Admit Term	Program	Plan	Status	Curr Load	Curr Units	Term
Graduate	0	2171	EE Electrical Engineering	14EEPHD Electrical Engineering-PHD	Active	No Units		2181

GSSP Eligibility

Eligibility

Override Details

Department Approval Details

PDF

Term	Class	Progress Units	Academic Load	Census Units	Census Academic Load	Insurance	In-State	TR	BAS	Do Not Prorate
2178	Fall '17	DR	10.00	Full-Time	10.00	Full-Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2171	Spring '17	DR	9.00	Full-Time	9.00	Full-Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Assistantship Data

Rcd#	Effective Date	Seq#	Action	Action Date	Appointment End Dt	Dept	Payroll Status	Empl Class	Job Code	Annual Rate	
0	08/16/2017	1	REH	07/31/2017	12/31/2017	140888	Materials Sci Engr-Grads&Temps	Active	GRD	A148	20000.000

View All Assistantship Data

Assistantship Distribution Data

Rcd#	Effective Date	Action Date	Seq#	Department	Project/Grant	Distrb %
0	08/16/2017	07/31/2017	0	140888	Materials Sci Engr-Grads&Temps	556680
0	08/16/2017	06/20/2017	0	140488	Electri & Comp Engr Grad & Tmp	558718

View All Assistantship Distribution Data

Fellowship Data

#	Effective Date	Status	Project/Grant	Amount	Start Date	End Date	Comment
---	----------------	--------	---------------	--------	------------	----------	---------

View All Fellowship Data

Save

Return to Search

Notify

Add

Update/Display

Include History

Correct History

Eligibility | Funding | Tuition | Insurance

Tab Name

Funding – Departments can see the students funding for a specific semester. Click view all to see all semseters.

62

Eligibility **Funding** Tuition Insurance

Funding Details Find | View All First 1 of 1 Last

Term 2178 2017 Fall Term
 Effective Date 08/16/2017
 Sequence 0
 Status Active

Category Details

Grad Health Insurance
 Category Eligible: ☒ Funding Declined: ☐

*Account Code	% Distribution	Source Type
556680 Interfacial Induced Properties	100.000	College

In-State Tuition
 Category Eligible: ☒ Funding Declined: ☐

*Account Code	% Distribution	Source Type
556680 Interfacial Induced Properties	100.000	College

Tuition Remission
 Category Eligible: ☒ Funding Declined: ☐
 Match Declined: ☐

*Account Code	% Distribution	Source Type
249490 Fall/Spring Tuit Remission	75.000	Split
556680 Interfacial Induced Properties	25.000	Split

Save Return to Search Notify Add Update/Display Include History Correct History

Eligibility | Funding | Tuition | Insurance

Tab Name

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.

Eligibility Funding **Tuition** Insurance

Contract Details Find | View All First 1 of 4 Last

*Term 2178
 *Contract Number 2178.200224870.1.1.1 - Tuition Remission -
 Sequence Number 0
 Tuition Amount 7737.50 Contract Stop Date
 Posting Status Posted 10/04/2017

Last Updated: NCSR2533 08/09/17 8:24:19AM

Dist Type	Transaction Number	*Journal Status	Project/Grant	Account	Amount	Reference Code	Loaded to History	Date Posted
O	127	Journal Completed	249490	40123	5803.130	2178 TR Abdelhamid	Y	10/04/2017
O	127	Journal Completed	556680	56575	1934.370	2178 TR MATCH Abdelhamid	Y	10/04/2017

Save Return to Search Notify Add Update/Display Include History Correct History

Eligibility | Funding | Tuition | Insurance

Tab Name

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.

[Eligibility](#) | [Funding](#) | [Tuition](#) | [Insurance](#)

Insurance Details Find | View All First 1 of 10 Last

*Term Payment Month *Coverage Month *Year Type Amount

Insurance Drop Date Insurance Drop Reason

*Project ID	Transaction Number	Source Type	Reference Code	Amount	Loaded to History	Journal Date
1 556680	129	College	2178 GSHI 10 <i>Add/Remove</i>	179.210	Y	10/05/2017 <i>BT</i>

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Eligibility](#) | [Funding](#) | [Tuition](#) | [Insurance](#)

Graduate Student Support Plan (GSSP) Service Indicators

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".

Manage Service Indicators

Display **1**
Effect All
Institution NC State University
Refresh

+
Add Service Indicator

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date	End Date	
DNC	Do Not Cancel Enrollment	Admin GSSP Indicator	NCSU1	2178	Fall '17				
DNC	Do Not Cancel Enrollment	Sponsored for fees	NCSU1	2171	Spring '17		01/18/2017		
DNC	Do Not Cancel Enrollment	Admin GSSP Indicator	NCSU1	2171	Spring '17		01/18/2017		
DNC	Do Not Cancel Enrollment	Admin GSSP Indicator	NCSU1	2171	Spring '17	2178	Fall '17	12/02/2016	12/31/2017
DNC	Do Not Cancel Enrollment	International - First term	NCSU1	2171	Spring '17	2171	Spring '17	11/04/2016	

+
Add Service Indicator

Return to Search
 Notify

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.

Add Service Indicator

*Institution

NC State University

*Service Indicator Code

*Service Ind Reason Code

Description

Effect

Effective Period

Start Term

End Term

Start Date

End Date

Assignment Details

*Department

Reference

Amount

Currency

Contact Information

Contact ID

Contact Person

Placed Person ID

Placed By

Comments

2000 characters remaining

Services Impacted

No Impacts are associated with the selected Service Indicator Code.

Service Indicator Date Time 10/10/2017 1:46:24PM

User ID ALWHITE7

Erwin, Annie White

OK

Cancel

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

ID	begins with ▼	
Academic Institution	begins with ▼	NCSU1
Academic Career	begins with ▼	GRAD
Academic Program	begins with ▼	
Unity ID	begins with ▼	
National ID	begins with ▼	
Last Name	begins with ▼	
First Name	begins with ▼	

☐ 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.

Find an Existing Value

▼ Search Criteria

Business Unit =

ID begins with

National ID begins with

Unity ID begins with

Last Name begins with

First Name begins with

☐ 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

Business Unit: NCSU1

ID: Academic Information

Total: -131.00 Anticipated Aid: 0.00

Account Type	Account Number	Pay Plan	Antc Aid	Balance	Open Date	Status	
STUDENT	STUDENT001- 2017 Fall Term	0.00	0.00	-131.00 USD	07/01/2017	Active	Account Details
STUDENT	STUDENT001- 2017 Spring Term	0.00	0.00	0.00	11/02/2016	Active	Account Details

Go to [Detail Transactions](#) [Item Summary](#) [Items by Term](#) [Items by Date](#) [Due Charges](#) [Payment Plans](#) [No Tuition Cohort](#)

[Return to Search](#) [Notify](#)

Step 3 Click Item Details. Provides more details about the specific charge.

Account Details

ID [REDACTED]		Business Unit NCSU1					
Account Number STUDENT001 Fall '17		Account Balance -131.00					
Debits	14,000.80	Credits	-14,131.80				
Applied		14,000.80	Unapplied -131.00				
Details Find View All First 1-3 of 10 Last							
Item	Term	Class	Taxes	Amount Incl Tax	Balance	Installment ID	Last Activity Date
Advance Enrollment Deposit-Gra	Spring '17			-131.00	-131.00	07/01/2017	Item Details
Mandatory Health Insurance	Fall '17			0.00	0.00	08/09/2017	Item Details
Sponsor Transfer	Fall '17			-7,737.50	0.00	08/09/2017	Item Details
Return							

[Return](#)

Payment Line Details

ID					Business Unit		NCSU1		
Item Number	000000000000023				Sponsor Transfer		Payment ID	7	
Item Amount		-7,737.50		Applied Amount		-7,737.50		Balance	0.00
Reference Number								Item Type	6000000000000
Account Split for Payment								Find View All First 1 of 1 Las	
Account Number		Account Term		Item Term		Item Amount			
STUDENT001		2017 Fall Term		2017 Fall Term		-7,737.50			
Details								Find View All First 1 of 1 Las	
Line Num	Posted	Effective	Billed	Due	GL Posted	Reference Number	Amount		
1	08/09/2017	08/09/2017	09/07/2017	09/27/2017	08/09/2017 9:00:53PM		-7,737.50		
Charges this Payment paid									
Details								Find View All First 1 of 1 Las	
Item Type		Account Number		Item Term		Date		Amount	
Graduate Out-of-State Tuition		STUDENT001 Fall '17		2017 Fall Term		08/09/2017		7,737.50	
Return									

[Return](#)

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

Checklist Detail 1 **Checklist Detail 2**

ID: [REDACTED]

Checklist Date Time: 02/06/2009 10:37:20AM
 Administrative Function: Student Program Status: Initiated
 Academic Institution: NC State University Status Date: 02/06/2009
 Checklist Code: Masters Option B Checklist Due Date: 12/31/2014

Sequence	Item	Description:	Status	Status Date	Due Date
100	GTRANS	Graduate Transcript	Received	10/29/2009	02/07/2009
Responsible ID:		000004290	Name: Digh, Kimberly Shipp		
200	GPATEN	Patent Agreement	Received	06/16/2010	02/07/2009
Responsible ID:		000004290	Name: Digh, Kimberly Shipp		
300	GPOW	Graduate Plan of Work	Received	06/16/2010	02/07/2009
Responsible ID:		000004290	Name: Digh, Kimberly Shipp		
400	GOPTBC	Request for Option B Checkout	Received	06/16/2010	02/07/2009
Responsible ID:		000004290	Name: Digh, Kimberly Shipp		
500	GTMLMT	Time Limit Requirement Met	Initiated	02/06/2009	02/07/2009
Responsible ID:		000004290	Name: Digh, Kimberly Shipp		

Save Return to Search Notify

Checklist Detail 1 | Checklist Detail 2

1. Item = Checklist Item Code (complete list in Appendix)
2. Description of Checklist Item Code

*Status

Received

2nd Ntfctn

Active

Cancelled

Completed

Initiated

Notified

Ordered

Paid Off

Received

Returned

Waived

3. Current Status =
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

Person Comment Detail

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

Find an Existing Value

Limit the number of results to (up to 300):

ID: **1**

Sequence Number:

Administrative Function:

Comment Category:

Academic Institution:

Comment Date:

National ID:

Unity ID:

Last Name:

First Name:

☐ Case Sensitive **2**

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

1. Enter ID

2. Click

Person Comment Detail

██████████ ID: ██████████ ⓘ ★

Comment DateTime: 01/10/2012 8:45:43AM

Administrative Function: GEN **1** General

Academic Institution: NC State University

Comment Category: GSSP **2** Graduate School Support Plan

Comment Data	
Comment ID:	000198947 Lester, Katherine Page 3
Department:	4
Comment Date:	01/01/2012
Comments	GSSP Administrative Exception - Early ending appointment. 5

Append Comments:

1. Comment Category = GEN General
2. GSSP for Graduate Student Support Plan Comment
Graduate School Staff's name who entered comment
3. Comment Date = date the comment was saved to student's record
4. Comments entered by Graduate School Staff

View AEX - Assistantship Exception

Page Steps

Person Comment Detail

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

Find an Existing Value

Limit the number of results to (up to 300): 300

ID: begins with [redacted] **1**

Sequence Number: = []

Administrative Function: begins with []

Comment Category: begins with []

Academic Institution: begins with []

Comment Date: = []

National ID: begins with []

Unity ID: begins with []

Last Name: begins with []

First Name: begins with []

☐ Case Sensitive **2**

Search Clear Basic Search Save Search Criteria

1. Enter ID

2. Click **Search**

Person Comment Entry

ID: [redacted] [] []

Comment DateTime: 01/10/2012 8:45:43AM

*Administrative Function: **GEN** **1** General

*Academic Institution: NC State University

*Comment Category: **AEX** **2** Assistantship Exception Variable Data

Comment Data

Comment ID: 000196947 **Lester, Katherine Page** **3**

Department: []

Comment Date: **01/01/2012** **1**

Comments: Dr Willits has approved the Assistantship Exception as of 05/18/2010

Append Comments: []

Save Return to Search Notify Add Update/Display

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

6/1/year – Summer I
 7/1/year – Summer II
 8/1/year – Fall

4. Comments entered by Graduate School Staff.

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

Student Services Center

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Empl ID: begins with []

Academic Career: = []

Student Career Nbr: = []

Unity ID: begins with []

National ID: begins with []

Last Name: begins with []

First Name: begins with []

☐ Case Sensitive

Search **Clear** **Basic Search** **Save Search Criteria**

Search Results

View All

Empl ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Unity ID	National ID	National ID Country	NID Short Description	Last Name	First Name
	Graduate	4	Graduate C	NCSU1		Female			*****	USA	SSN		
	Graduate	3	G-CR&DM	NCSU1		Female			*****	USA	SSN		
	Graduate	2	G-Comm	NCSU1		Female			*****	USA	SSN		
	Graduate	1	G-Psych	NCSU1		Female			*****	USA	SSN		
	Graduate	0	G-Psych	NCSU1		Female			*****	USA	SSN		

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

The screenshot shows the 'Student Center' dashboard. At the top, there are four tabs: 'student center' (highlighted with a red circle), 'general info', 'academics', and 'dashboard'. Below the tabs, the user's name is partially visible as 's Student Center'. The main content area is divided into several sections:

- Grades:** A table with columns: Term, Subject, Catalog, Section, Grade. The first row shows '2012 Fall Term', 'ELP', '724', '001', and an empty grade cell.
- Academics:** Contains links for 'My Class Schedule', 'Shopping Cart', and 'My Planner'. Below these is a dropdown menu labeled 'other academic...' with a red 'X' icon. To the right, there are links for 'Deadlines' and 'URL'. A 'This Week's Schedule' table is also present, showing 'ELP 724-001 LEC (11479)' with a time of 'We 4:10PM - 6:55PM' in 'Poe Hall'. A 'print my schedule' link is at the bottom of this section.
- Finances:** Contains a link for 'My Student Account'. Below it is a message box stating: '"My Student Account" presents a fresh new look to make your online experience even better!' with a 'Make a Payment (disable pop up blocker)' button.
- VIEW ENROLLMENT:** A section with a 'VIEW ENROLLMENT' button.
- Holds:** A section with the text 'Late Reg-Must Prepay' and a 'details' link.
- To Do List:** A list of tasks including 'DR Request to Sched Final Oral', 'Graduate Plan of Work', 'Graduate Transcript', 'MR Request to Sched Final Oral', 'Patent Agreement', 'Report on DR Prelim Exam', 'Report on Final Oral Exam', and 'Request to Schedule DR Prelim'. A 'details' link is at the bottom.

Tab Name

General Info

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

The screenshot shows the 'Personal Information' search form. It starts with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a red button labeled 'Find an Existing Value'. A text input field for 'Limit the number of results to (up to 300):' has the value '300' entered. The form contains several search criteria, each with a dropdown menu for the search type and a text input field for the value:

- Empl ID:** Search type 'begins with', value field contains a redacted ID.
- Academic Career:** Search type '=', value field is empty.
- Student Career Nbr:** Search type '=', value field is empty.
- Unity ID:** Search type 'begins with', value field is empty.
- National ID:** Search type 'begins with', value field is empty.
- Last Name:** Search type 'begins with', value field is empty.
- First Name:** Search type 'begins with', value field is empty.

There is a checkbox for 'Case Sensitive' which is currently unchecked. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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.

Service Indicator	
Program:	GCERT Graduate Certificate
Student Career Nbr:	4
Status:	Active as of 08/29/2012
Admit Term:	2128 2012 Fall Term
Expected Graduation:	
Approved Load:	Full-Time
Load Determination:	Base On Units
Level Determination:	Default
Plan:	11ALFYCTG Adm & Leader Fam Youth Prg-CTG
Requirement Term:	2128 2012 Fall Term

Term Summary

NCSU1 - NC State University

GRAD - Graduate

2128 - 2012 Fall Term

2127 - 2012 Summer Term 2

2126 - 2012 Summer Term 1

2121 - 2012 Spring Term

2118 - 2011 Fall Term

2111 - 2011 Spring Term

2108 - 2010 Fall Term

2101 - 2010 Spring Term

2098 - 2009 Fall Term

2091 - 2009 Spring Term

2088 - 2008 Fall Term

2012 Fall Term

Eligible to Enroll: Yes

Primary Program: PSY Psychology

Academic Standing Status: Data unavailable

Level / Load

Academic Level - Projected: Graduate

Academic Level - Term Start: Graduate

Academic Level - Term End: Graduate

Approved Academic Load: Full-Time

Academic Load: Enrolled Half-Time

Classes

✓ Enrolled ✕ Dropped ⚠ Wait Listed

Class	Description	Units	Grading	Grade	Status
ELP 724-001 (11479)	Contemp ED Thought (Lecture)	3.00	Graded		✓

Statistics

2012 Fall Term	From Enrollment	Combined Term Total	Cumulative Total
Units Toward GPA:			
Taken			15.000
Passed			15.000
In Progress	3.000	3.000	6.000
Units Not for GPA:			
Taken			7.000
Passed			7.000
In Progress			
GPA Calculation			
Total Grade Points			56.001
/ Units Taken Toward GPA			15.000
= GPA			3.733

[Term History](#)

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.

▼ Major Summary

Program:

Major:

PSY

16PSYPHD

Psychology

Psychology-PHD

16PSYPSPDR

Psychology in the Public Int

GPoW GPA:

You currently have zero worklist items for this student

Graduate Plan of Work Courses

Course	Description	Term	Units	Grade

GPA Trend Line

Year	Current GPA	Cumulative GPA
2088	3.8	3.8
2091	4.0	4.0
2098	3.2	3.8
2101	4.0	4.0
2118	4.0	4.0

▼ Advising Information				
SIS Milestones				
Milestone	Status	Date	Level	
DR Prelim Comprehensive Exam	Not Completed			
DR Admission to Candidacy	Not Completed			
DR Final Comprehensive Exam	Not Completed			
Doctoral Dissertation	Not Completed			
Committee				
Member Name	Prog Rep.	Role	Role Accepted	GPOW Approved
Anthony Hall	PSY	Chair		
Academic Load and Academic Standing				
Term	Load	Standing		
2009 Spring Term	Enrolled Half-Time	Good		
2009 Summer Term 1	No Unit Load	Good Standing		
2009 Summer Term 2	No Unit Load	Good Standing		
2009 Fall Term	Enrolled Half-Time	Good Standing		
2010 Spring Term	Enrolled Half-Time	Good Standing		
2010 Summer Term 1	No Unit Load	Good Standing		
2010 Summer Term 2	No Unit Load	Good Standing		
2010 Fall Term	Enrolled Half-Time	Good Standing		
2011 Spring Term	Enrolled Half-Time	Good Standing		
2011 Summer Term 1	No Unit Load	Good Standing		
2011 Summer Term 2	No Unit Load	Good Standing		
2011 Fall Term	Enrolled Half-Time	Good Standing		
▼ Advising Comments				
<input type="checkbox"/> Restrict Comments To Current Plan				
Date	Submitted By	Plan	Email	Comment

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

History | Main Menu > Student Information Systems > Admin Services > Student Services Center

Student Services Center

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

Find an Existing Value

Limit the number of results to (up to 300):

Empl ID:

Academic Career:

Student Career Nbr:

Unity ID:

National ID:

Last Name:

First Name:

☐ Case Sensitive

Search Results

View All

Empl ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Unity ID	National ID	National ID Country	NID Short Description	Last Name	First Name
	Graduate	4	Graduate C	NCSU1		Female			*****	USA	SSN		
	Graduate	3	G-CR&DM	NCSU1		Female			*****	USA	SSN		
	Graduate	2	G-Comm	NCSU1		Female			*****	USA	SSN		
	Graduate	1	G-Psych	NCSU1		Female			*****	USA	SSN		
	Graduate	0	G-Psych	NCSU1		Female			*****	USA	SSN		

Tab Name

Academics

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

ID:

student center | general info | **academics** | dashboard | documents

's Student Center

Grades

Term	Subject	Catalog	Section	Grade
Cum GPA: 3.691				

Academics

Search / Enroll
My Class Schedule
Shopping Cart
My Planner

other academic...

2015 Fall Term Schedule

Class	Schedule
ED 710-001 LEC (8851)	Tu 4:30PM - 7:15PM 00420 Poe Hall
EMS 841-001 LEC (3507)	Room: TBA
EMS 895-001 RSC (3511)	Room: TBA

Finances

My Student Account

Check your eBill! Sign up for Direct Deposit! See recent account activity! View your 1098T!

Make a Payment (disable pop up blocker)

VIEW ENROLLMENT

VIEW ENROLLMENT

Holds

Late Reg-Prepay *SEE DETAILS!
Late Reg-Prepay *SEE DETAILS!

To Do List

DR Check/Money Order
Microfilm
DR Dissertation Agreement Form
DR Dissertation Publishing Opt
DR Graduation Attendance Ltr
DR Request to Sched Final Oral
DR Survey of Earned Doctorate
Report on Final Oral Exam

Enrollment Dates

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”:

student center general info **academics** dashboard documents

ID: [redacted] [icon] [star]

Institution / Career / Program

- NCSU1 - NC State University
 - GRAD - Graduate
 - MED - Mathematics Education

Program: MED Mathematics Education
 Student Career Nbr: 0
 Status: Active as of 04/05/2013
 Admit Term: 2138 2013 Fall Term
 Expected Graduation:
 Approved Load: Full-Time
 Load Determination: Base On Units
 Level Determination: Default

Plan: 13MEDPHD Mathematics Education-PhD
 Requirement Term: 2138 2013 Fall Term

Term Summary

- NCSU1 - NC State University
 - GRAD - Graduate
 - 2158 - 2015 Fall Term
 - 2157 - 2015 Summer Term 2
 - 2156 - 2015 Summer Term 1
 - 2151 - 2015 Spring Term
 - 2148 - 2014 Fall Term
 - 2146 - 2014 Summer Term 1
 - 2141 - 2014 Spring Term
 - 2138 - 2013 Fall Term

2015 Fall Term

Eligible to Enroll: Yes
 Primary Program: MED Mathematics Education
 Academic Standing Status: Data unavailable

Level / Load

Academic Level - Projected: Graduate
 Academic Level - Term Start: Graduate
 Academic Level - Term End: Graduate
 Approved Academic Load: Full-Time
 Academic Load: Enrolled Full-Time

Classes

Detail

Results from the detail tab:

Grad Load Waiver

Graduate Student Academic Load

Name: [redacted]
 Student ID: [redacted]
 Term: Fall '15 2158 Career: GRAD

Academic Program: MED Mathematics Education
 Academic Plan: 13MEDPHD Mathematics Education-PhD
 Thesis/Dissertation Status: DR with Non-NCU Masters
 Academic Load: Enrolled Full-Time
 Acad. Load based on units: Full-Time
 Minimum Plan Units: 54.00
 Total Units Completed: 52.00
 Minimum Full-Time Units: 3.00
 Units Taken in Term: 9.00

Request waiver of academic load policy

Return Cancel

Can see the program the student is active in, the semester, minimum units (hours) needed and completed, minimum units for full time classification, and current classification

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:

Graduate Load Certification

Graduate Student Certification as Half or Full-time
(Request for waiver of academic load policy)

Certain students are required to meet full or half -time academic load requirements for various purposes including, but not limited to, Loan Deferment, Financial Aid, Visa Status, Payroll Tax Withholding, Graduate Student Support Plan eligibility and Veteran's Benefits.

Although graduate students must generally be registered in accordance with the University's official [academic load policy](#) to maintain full-time or half-time status, in cases where they are not, there are exceptions. If the qualifying conditions indicated below are present, the University may certify half-time or full-time. By checking the appropriate box(es) below you are certifying this student's academic load status as either full-time or half-time. Only the student's committee chair, academic advisor or the director of their graduate program may make such a certification. This certification applies only to the academic term you have indicated.

To qualify for a waiver of the official [academic load policy](#) a student *must be enrolled for at least 3 credit hours* and meet at least one of the following conditions.

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):

Certification: I certify that this student is engaged in the level of effort selected below toward meeting degree requirement for the academic term indicated.

☒ **Half-Time**
☐ **Full-Time**
 (check one)

Based on minimum enrollment of:

1. Half-Time or Full-Time? Hours? (no less than 3.000)

This determination is based on the following reasons (check all that apply):

- ☐ This is a master's student who is working half- or full-time on graduate research or creative component not requiring a formal thesis.
- ☐ The student has been advised to formally audit a course rather than register for additional credit hours.
- ☐ The student is working on removing incomplete grades from a previous term.
- ☐ The student is in the very last semester or summer session of the degree program and does not need to take additional credit hours to meet degree requirements.
- ☐ The student is preparing half- or full-time for graduate comprehensive or oral examinations.
- ☐ Other reasons - Written justification required

2. Select the reason, or type in a comment

Additional Comments (254 characters):

3. SAVE

certify and submit request

4. CERTIFY

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

Citizenship and Passport Data

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Empl ID: begins with [redacted] 1

Academic Career: =

National ID: begins with

Unity ID: begins with

Last Name: begins with

First Name: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

1. Enter the EmplID

2. Click **Search**

Step 2

Citizenship/Passport

Country: TWN Taiwan, Province of China Citizenship Status: Native

Passport Information

Passport Number:

Issue Date: Expiration Date:

Country:

State:

City:

Issuing Authority:

Comment:

Save Return to Search Notify

Country of citizenship is displayed.

Navigation 2

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

Step 1

Citizenship and Passport Data

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Empl ID: begins with [redacted] 1

Academic Career: = [dropdown]

National ID: begins with [text box]

Unity ID: begins with [text box]

Last Name: begins with [text box]

First Name: begins with [text box]

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

1. Enter the EmplID

Click **Search**

Step 2

The screenshot displays the 'NCSU Visa Data' form. The 'Visa/Permit Data' tab is active. The form contains the following fields:

- Country:** USA
- Type:** F-1 Student
- Classification:** Visa
- Effective Date:** 08/28/2008
- Status:** Applied
- Status Date:** 09/08/2007
- Duration:** (circled in blue)
- Duration Type:** Months
- Expiration Date:** 05/31/2013 (circled in blue)
- Issue Date:**
- Date of Entry into Country:**
- Issuing Authority:** UPDATED BY OIS. DL/MR
- Issue Place:**

Below the main form is a section titled 'Supporting Documents Needed' with a table that has four columns: Document ID, Description, Request Date, and Date Received. The table is currently empty.

At the bottom of the form are several buttons: Save, Return to Search, Notify, Refresh, Update/Display, and Include History.

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.

Administrative Reports

Current data in SIS reflects day-to-day changes, such as late drops and retroactive withdrawals. For official census term data, please see the [Office of Institutional Research and Planning \(OIRP\)](#).

Student Population

Select Enrollment Status, Term then complete Organization Quick Pick steps to select students in all Plans and Subplans owned by a Department. You may then add to or delete from this departmental selection criteria or create your own Selection Criteria by individually adding Programs/Plans/Subplans.

Leaving Selection Criteria blank will produce a report of all students and is not advisable using this tool.

*Enrollment Status: **All Eligible Students** Term: **2017 Fall Term**

Organization Quick Pick

- 1) *Reporting Career
- 2) Plan Type
 - ☒ Majors
 - ☐ Minors & Certs
- 3) Choose Organization
- 4) Add to Selection Criteria

Selection Criteria **

Cond	Plan Type	Career	Program	Plan	Sub-Plan
=	Major				

Reset Selection Criteria

** Only this section is required

Filter Criteria

(Optional) Select Report Filter(s) then enter Condition Operator and Value to filter the report results.

Report Filters

Administrative Report Filter	Condition Operator	Value

Select Directory Data Fields

<input checked="" type="checkbox"/> Preferred Name	<input checked="" type="checkbox"/> Major(s)	<input type="checkbox"/> Mailing Name	<input type="checkbox"/> Phone	<input type="checkbox"/> Enrollment Appt
<input checked="" type="checkbox"/> Student ID	<input type="checkbox"/> Minors/Cert	<input type="checkbox"/> Home Address	<input type="checkbox"/> Email Addr	<input type="checkbox"/> 1st Term In Career
<input type="checkbox"/> UnityID	<input type="checkbox"/> Advisor(s)	<input type="checkbox"/> Local Address	<input type="checkbox"/> Link to Photo	<input type="checkbox"/> Committee Chair
<input checked="" type="checkbox"/> Career	<input type="checkbox"/> Academic Level	<input type="checkbox"/> Enrollment Status	<input type="checkbox"/> Privacy Requested	<input type="checkbox"/> Formal Name
				<input type="checkbox"/> Select All

Select Personal Data Fields

<input type="checkbox"/> Gender	<input type="checkbox"/> Total GPA	<input type="checkbox"/> Term Units	<input type="checkbox"/> Residency	<input type="checkbox"/> Visa
<input type="checkbox"/> Race	<input type="checkbox"/> Term GPA	<input type="checkbox"/> Total Hours Passed	<input type="checkbox"/> Standing	
<input type="checkbox"/> SAP Maximum TimeFrame		<input type="checkbox"/> SAP Pace of Completion		<input type="checkbox"/> Select All

GO Clear All

Manage My Reports

Current Report Name

Default Report

None

Reports Available

Find | 1 of 1 | First | Last

Load Save Delete

Academic Career Level
 Academic Progress
 Academic Standing
 Cumulative Grade Point Average
 Deans List
 Graduation List
 Minority Student

1. Available reports are: New Student In Career
2. Select term
3. Click **GO**

Step 2

Report displays on Results Tab

← Student Information System
Reporting Tools

Selection Criteria
Report

Enrolled Students Only
Photo Roster

Personalize | Find | View 100 |
First 1-50 of 119 Last

ID	Preferred Name	Academic Career	Major(s)
		Graduate	Analytics Professional Science Masters
		Graduate	Analytics Professional Science Masters
		Graduate	Analytics Professional Science Masters
		Graduate	Analytics Professional Science Masters
		Graduate	Analytics Professional Science Masters
		Graduate	Analytics Professional Science Masters
		Graduate	Analytics Professional Science Masters
		Graduate	Analytics Professional Science Masters
		Graduate	Analytics Professional Science Masters
		Graduate	Analytics Professional Science Masters
		Graduate	Analytics Professional Science Masters
		Graduate	Analytics Professional Science Masters
		Graduate	Analytics Professional Science Masters
		Graduate	Analytics Professional Science Masters

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

Type	Notes
Chair	Committee's must have at least one Chair type member
Co- Chair	Multiple Co-Chairs member types may be included on an advisory committee
Consultant	
External	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
GSR	Graduate School Representative
InterInst	Inter-institutional
Member	
Minor	Minor representative Instructor Advisor Records are not checked against the student minor on the committee.

Checklists

Graduate Career Student Checklists and Related Items						
Chklst Item Code	Short Description	Checklist Item Description	Doctoral Checklist	Masters Checklist	Masters Mixed Opt B Checklist	Masters Opt B Checklist
GCOMM	Committee	Graduate Advisory Committee	x	x	x	
GDRCKM	DRchkMicro	DR Check/Money Order Microfilm	x			
GDRDAF	DRdisserAF	DR Dissertation Agreement Form	x			
GDRDPO	DRdisserPO	DR Dissertation Publishing Opt	x			
GDRGAL	DRgrattLtr	DR Graduation Attendance Ltr	x			
GDRFIN	DRReqSchF	DR Request to Sched Final Oral	x			
GDRSED	DRsurveyED	DR Survey of Earned Doctorate	x			
GMPERO	MRreqPermS	MR Request to Sched Final Oral		x	x	
GOPTBC	ReqOptBChk	Request for Option B Checkout			x	x
GPATEN	PatentAgre	Patent Agreement	x	x	x	x
GPOW	PlanofWork	Graduate Plan of Work	x	x	x	x
GPRERP	RptDRPrel	Report on DR Prelim Exam	x			
GPRES	ReqDRPre	Request to Schedule DR Prelim	x			
GRESR	ResCreditR	Residence Credit Requirement	x			
GRPFIN	RptFinExam	Report on Final Oral Exam	x	x	x	
GSREP	GradSchRep	Graduate School Representative	x			
GTMLMT	TimeLimitR	Time Limit Requirement Met	x	x	x	x
GTRANS	Transcript	Graduate Transcript	x	x	x	x

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:

https://portal.acs.ncsu.edu/psp/EPPRD/EMPLOYEE/PHC890PRD/W/WORKLIST_TILE?ICAction=ICViewWorklist Tile&Menu=Worklist Tile&Market=GBL&PanelGroupName=WORKLIST_TILE&FolderPath=PORTAL_ROOT_OBJECT.NC000127.NC000295.NC_SIS_WORKLIST_TILE&IsFolder=false&IgnoreParamTemp=FolderPath%2cIsFolder

For further information, refer to the SIS Faculty Training Manual:

<http://www.ncsu.edu/grad/faculty-and-staff/docs/GRAD-FACULTY-SIS-training-manual.pdf>

Thank you.”

Graduate Student Plan of Work – Work Flow Status

Workflow Status	
Status	Description
0	Awaiting work
1	Work in progress. Worklist Tile owner has accessed the work item but work is not complete.
2	Work item complete. Action taken.
3	Removed from Worklist Tile

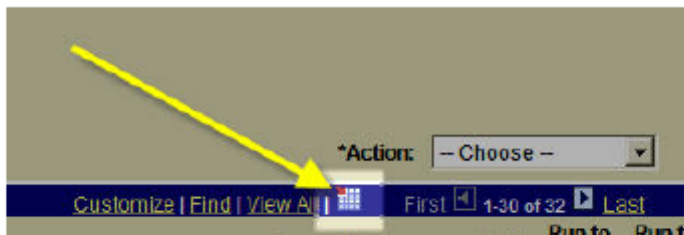
Graduate Student Record Program Actions and Action Reasons

PROGRAM ACTIONS & ACTION REASONS - Graduate School Student Records						
Prog Actn	Program Action Descr	Action Rsn	Descr	Short Desc	Career Action Type	Legacy Action Log Code
Active Student Program Plan Records Actions						
ACTV	Activate	GADI	Intl Advanced Degree Mr to Dr	IntAdvDegr	Add	ADI
ACTV	Activate	GADV	US Advanced Degree Mr to Dr	USAdvDegr	Add	ADV
ACTV	Activate	GCMJ	Grad Co-Major	GrCoMaj	Add	CMJ
ACTV	Activate	GMOR	Grad Master On Route	GrMsonRte	Add	
ACTV	Activate	GMRD	Graduate 2nd Masters Degree US	Gr2MrDegUS	Add	MRD
ACTV	Activate	GMRI	Graduate 2nd Masters Deg Intl	G2MrDegINT	Add	MRI
ACTV	Activate	GDUD	Grad Dual Degree	GrDuDeg	Add	N/A
ACTV	Activate	GCRT	Graduate Certificate	GradCertif	Add	N/A
DISC	Discontinuation	GTER	Grad - Non-Comply Cont Reg	GrContReg	Update	TER
DISM	Dismissal	GPTW	Grad - Termination of Program	GrTermPrg	Update	PTW
LEAV	Leave of Absence	GLOA	Graduate Leave of Absence	GrLofA	Update	LOA
MATR	Matriculation	GRIN	Graduate Reinstatement	GrReinst	Update	RIN
DISC	Discontinuation	GCDD	Grad Curr/Degree Change - US	GrCuDeUS	Update	CDD
ACTV	Activate	GCDD	Grad Curr/Degree Change - US	GrCuDeUS	Add	CDD
DISC	Discontinuation	GCDI	Grad Curr/Degree Change - Intl	GrCuDeIntl	Update	CDI
ACTV	Activate	GCDI	Grad Curr/Degree Change - Intl	GrCuDeIntl	Add	CDI
PLNC	Plan Change	GMIN	Grad Declare Minor	GrDecMinor	Update	
PLNC	Plan Change	GDRM	Grad Drop Minor	GraDroMin	Update	
DISC	Discontinuation	GLAT	Graduate Lateral Transfer	GrLatTrf	Update	LAT
ACTV	Activate	GLAT	Graduate Lateral Transfer	GrLatTrf	Add	LAT
DISC	Discontinuation	GTRF	Graduate Transfer	GradTrf	Update	TRF
ACTV	Activate	GTRF	Graduate Transfer	GradTrf	Add	TRF
RADM	Readmit	GRTO	Grad Retro Leave of Absence	GRetLveofA	Update	LOA
RLOA	Return from Leave of Absense	GRLA	Graduate Return from Leave	GrRetLOA	Update	LOA
WADM	Administrative Withdrawal	GPTO	Grad - Terminate w/o Prejudice	GrTerwoPre	Update	PTO
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	GDefFutTer	Update	
DISC	Discontinuation	AWNE	Adm - Will Not Enter	ANotEnter	Update	
DISC	Discontinuation	ADEN	Adm - Subsequent Denial	AdSubDeny	Update	
MATR	Matriculation	AAFT	Admission after Will Not Enter	ADafterWNE	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)...



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...

http://ncstategraduateschool.custhelp.com/cgi-bin/ncstategraduateschool.cfg/php/enduser/std_adp.php?p_faqid=1719

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

Milestone	Formal Description
CANDIDACY	Doctoral Admission to Candidacy
DR PREORAL	Doctoral Preliminary Comprehensive Examination
MR FINORAL	Masters Final Comprehensive Examination
DR FINORAL	Doctoral Final Comprehensive Examination
MROPBREQ	Masters Option B Requirements
MRTHESES	Masters Thesis
DRDISSERTA	Doctoral Dissertation

Reporting - Queries

INSTRUCTIONS FOR RUNNING A QUERY

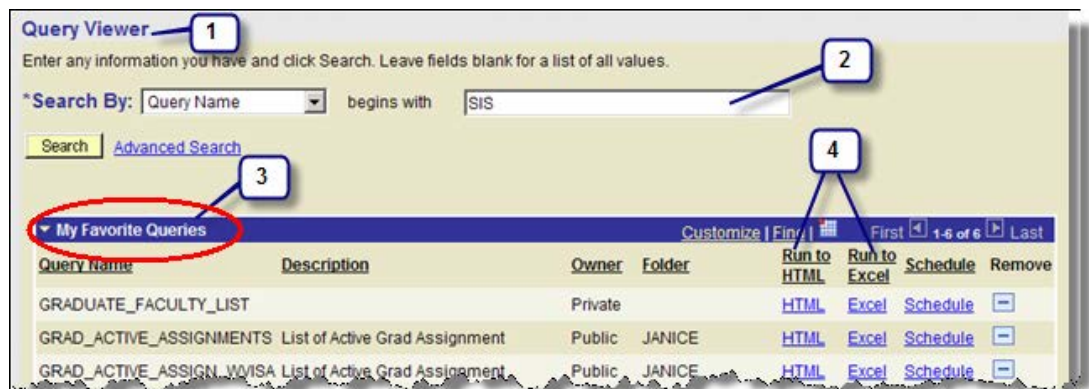
Reminder Queries are run against the Reporting database which contains data from the previous day's work. This means that **results are as of the close of business on the previous day**, as opposed to current.

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

Step 2

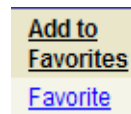
A list will generate based on the info entered in the search field. Entry of the exact name will return one query.

Query				Customize Find View All				First	1-2 of 2	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites			
SIS_GRAD_POW_WORKLIST_STAT	POW Worklist: User ID prompt	Public		HTML	Excel	Schedule	Favorite			

Click to add to favorites

Choose either HTML or Excel for results format

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



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

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) (6 kb)

[View All](#) First 1-19 of 19 Last

	Work Item	Student Name	Student EMPLID	Originator ID	Priority	Date/Time of Last Update	status
1	DGP Approval	Rogers, William Lee	000209465	RPPLATIN		02/09/2009 8:39:15PM	pending
2	DGP Approval	Fannin, Amanda Marie	000800989	RPPLATIN		02/09/2009 7:15:06PM	pending
3	DGP Approval	Hamilton, Brandon Thomas	000198280	RPPLATIN		02/09/2009 8:13:09PM	pending
4	DGP Approval	Hardy, Ashley Elizabeth	000211305	RPPLATIN		02/09/2009 8:17:08PM	pending
5	DGP Approval	Degregorio, Andrew Dean	000720180	RPPLATIN		02/10/2009 11:56:49AM	open
6	DGP Approval	Hoch, Lindsey Jayne	000918253	RPPLATIN		02/09/2009 8:24:30PM	pending
7	DGP Approval	Hunt, Graham Kevin	000210504	RPPLATIN		02/09/2009 8:28:24PM	pending
8	DGP Approval	Richard, Donna Renee	000114517	RPPLATIN		02/09/2009 8:36:39PM	pending

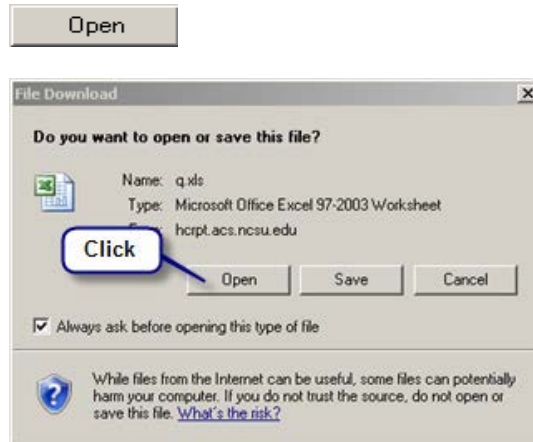
Results are view only

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




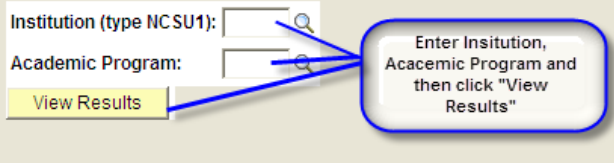
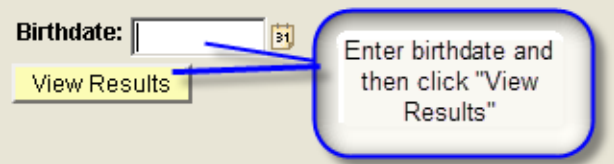
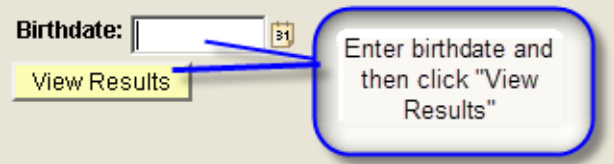
Results are displayed in an EXCEL spreadsheet and can be filtered, sorted, etc. The total number of records returned displays in the first row.

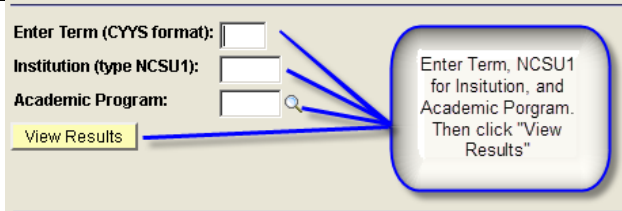
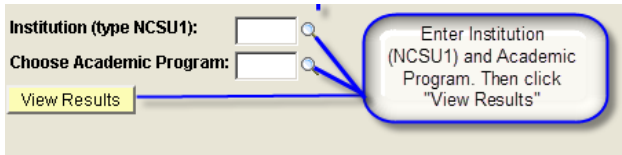
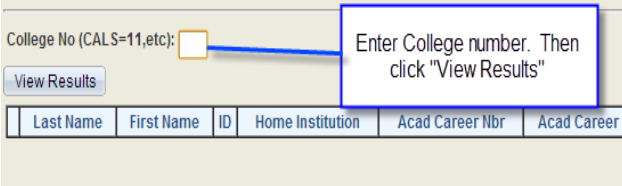

Work Item	Student Name	Student EMPLID	Originator ID	Priority	Date/Time of Last Update	status
DGP Approval	Rogers, William Lee	000209465	RPPLATIN		2/9/2009 20:39	pending
DGP Approval	Fannin, Amanda Marie	000800989	RPPLATIN		2/9/2009 19:15	pending
DGP Approval	Hamilton, Brandon Thomas	000198280	RPPLATIN		2/9/2009 20:13	pending
DGP Approval	Hardy, Ashley Elizabeth	000211305	RPPLATIN		2/9/2009 20:17	pending
DGP Approval	Degregorio, Andrew Dean	000720180	RPPLATIN		2/10/2009 11:56	open
DGP Approval	Hoch, Lindsey Jayne	000918253	RPPLATIN		2/9/2009 20:24	pending
DGP Approval	Hunt, Graham Kevin	000210504	RPPLATIN		2/9/2009 20:28	pending
DGP Approval	Richard, Donna Renee	000114517	RPPLATIN		2/9/2009 20:36	pending
DGP Approval	Schumacher, Janet E	000791229	RPPLATIN		2/9/2009 20:54	pending

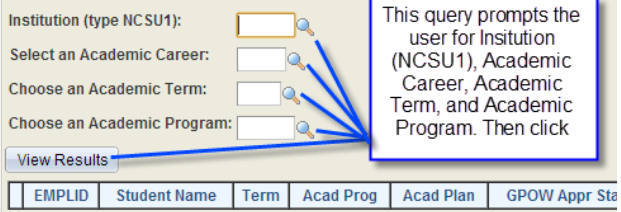

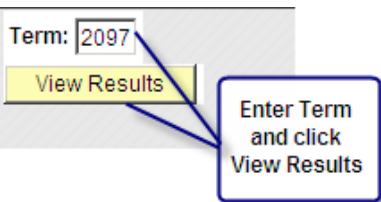
NOTE: File can be saved when in EXCEL format.

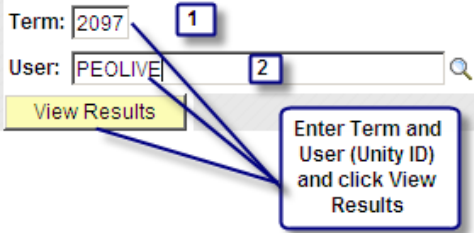
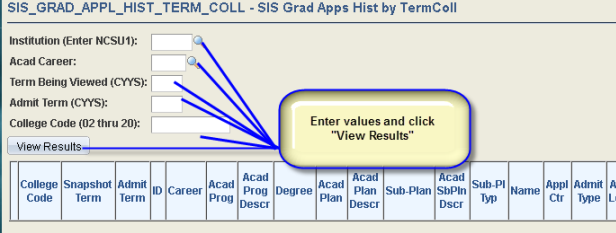
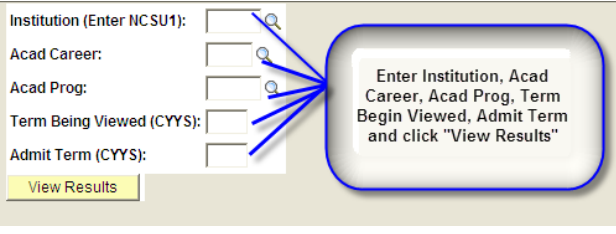
LIST OF QUERIES

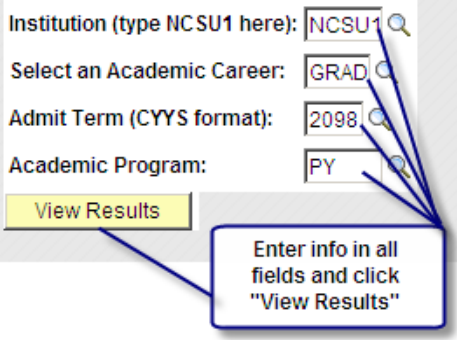
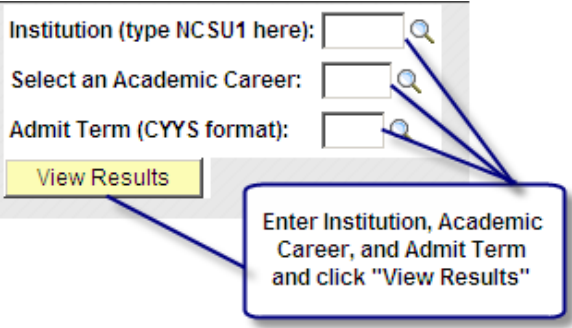
Query Name and Brief Description of Results	Notes	Who Has Access to Query?
DGP_GSC_SECURITY_ALL_NOTALL_PG Query Description: View a list of all users having the DGP or Grad Secretary security roles with an "ALL" row AND with explicit program rows in the program security table.	There is not a prompt for this query.	Graduate School

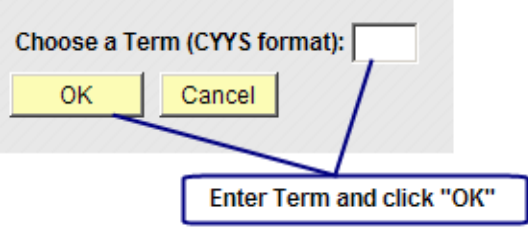
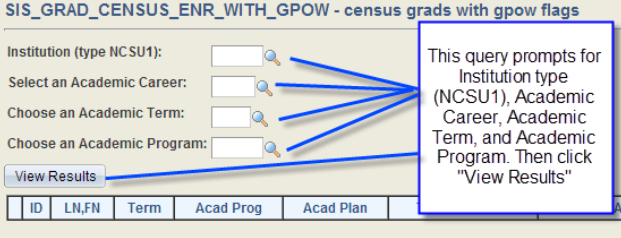
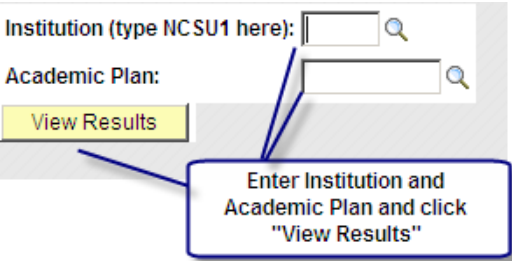
<p>GRAD_ARCHIVE_COMM_SVC_BY_ID</p> <p>Query Description: This query allows personnel, upon input of a graduate faculty ID, to obtain a list of all graduate committee on which a faculty member has served. Some data goes back as far as December 2001.</p>	<p>This query will “prompt” you for Grad Faculty Employ ID.</p> 	<p>Department</p> <p>Graduate School</p>
<p>GRAD_ARCHIVE_COMM_SVC_BY_PGM</p> <p>Query Description: 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.</p>	<p>This query will “prompt” you for Institution (NCSU1) and Academic Program.</p> 	<p>Department</p> <p>Graduate School</p>
<p>GRAD_TST_SCORE_SUPN_BDAY_GRE</p> <p>Query Description: This query is used to search by date of birth to find unmatched GRE scores</p>	<p>This query will “prompt” you for the student’s birthdate.</p> 	<p>Department</p> <p>Graduate School</p>
<p>GRAD_TST_SCORE_SUPN_BDAY_TOEFL</p> <p>Query Description: This query is used to search by date of birth to find unmatched TOEFL scores</p>	<p>This query will “prompt” you for the student’s birthdate.</p> 	<p>Department</p> <p>Graduate School</p>
<p>GSSP_DEPT_APPRV_BY_PROG_TERM</p> <p>Query Description: 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)</p>	<p>This query will “prompt” you for the Term, Institution (NCSU1) and Academic Program.</p>	<p>Department</p> <p>Graduate School</p>

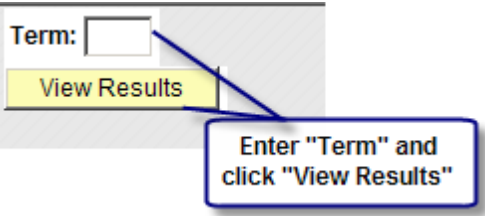
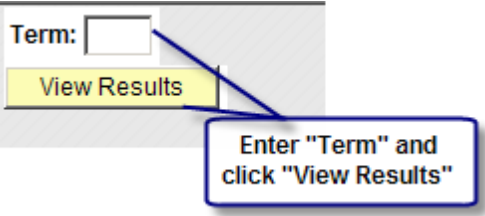
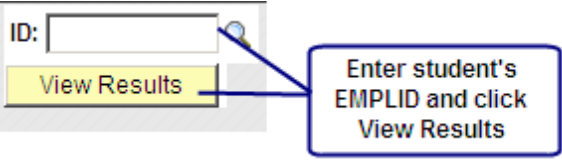
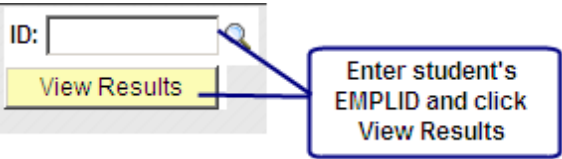
where the departmental approval flag has been checked.														
SIS_ALL_GRAD_DEGREES_BY_PROG Query Description: Returns list of approved grads with graduate degrees conferred in graduate majors for all terms after summer 1995 (both Legacy and SIS in one query) by user-selected academic program.	<p>This query prompts the user for Institution (NCSU1) and Academic Program.</p> 	Department Graduate School												
SIS_GRAD_3_PLUS_X Query Description: This query returns active 3+X students and provides their home institution, current program and plan and term first enrolled.	<p>There is not a prompt for this query.</p>	Department Graduate School												
SIS_GRAD_3_PLUS_X_BY_COLL Query Description: This query returns active 3+X students by college and provides their home institution, current program and plan and term first enrolled.	<p>SIS_GRAD_3_PLUS_X_BY_COLL - Active stdnts in st group ZJU</p>  <table border="1"><thead><tr><th>Last Name</th><th>First Name</th><th>ID</th><th>Home Institution</th><th>Acad Career Nbr</th><th>Acad Career</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	Last Name	First Name	ID	Home Institution	Acad Career Nbr	Acad Career							Department Graduate School
Last Name	First Name	ID	Home Institution	Acad Career Nbr	Acad Career									
SIS_GRAD_ACAD_STAND Query Description: For one student, shows all of the student's academic standing actions along with the student's current academic standing status.	<p>This query prompts the user for the student's EMPLID. The magnifying glass can be used to search if the value is not known.</p> 	Graduate School												

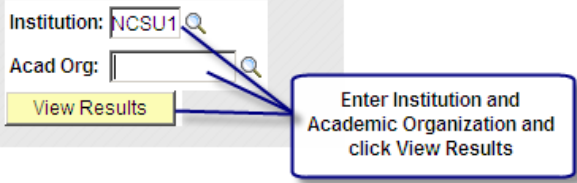
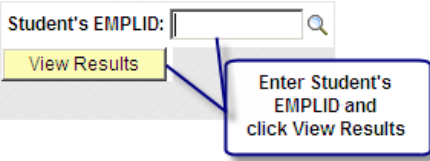
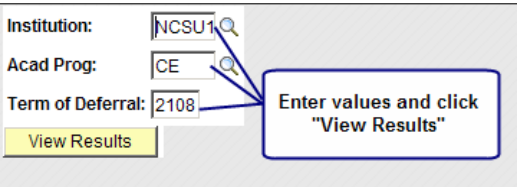
<p>SIS_GRAD_ADVISOR_WITH_GPOW</p> <p>Query Description: For a user-selected current or future term & academic program, it returns a list of grads enrolled in that program, showing the overall status of their GPoW (approved, denied, etc.), along with the term first enrolled in the grad career. It also shows the name & ID of each student's advisor & includes a flag that shows if the chair, vice-chair, or co-chair has approved the GPoW.</p>	<p>SIS_GRAD_ADVISOR_WITH_GPOW - grads w/advisor & gpow status</p>  <p>EMPLID Student Name Term Acad Prog Acad Plan GPoW Appr Sta</p>	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_A2G_BELOW_B</p> <p>Query Description: Returns a list of all grads from a user-selected program whose graduation checkout status = "applied to graduate" having any graduate classes with a grade lower than a B- (excludes AU, S, and TR).</p>	<p>SIS_GRAD_A2G_BELOW_B - Applied to Graduate below B</p>  <p>Acad Prog Acad Plan Degree ID Last Name First Name Graduating Term C</p>	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_ALPHALIST_ALL_LIAISON</p> <p>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.</p> <p>NOTE: This query is run in Query Viewer – Production or Query Manager – Production</p>	<p>This query will “prompt” you for a Term.</p>  <p>Term is always represented by a four-digit number in the CYYS format. Example: 2097 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.</p>	<p>Graduate School</p>
<p>SIS_GRAD_ALPHALIST_ONE_LIAISON</p> <p>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</p>	<p>This query will “prompt” you for a Term and a User (Unity ID).</p>	<p>Graduate School</p>

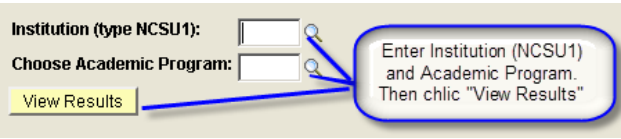
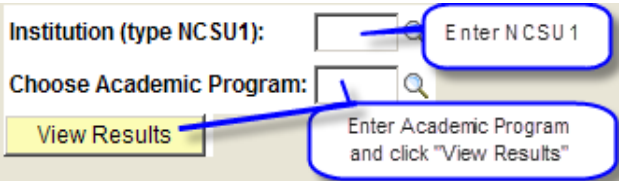
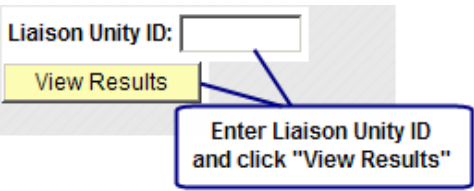
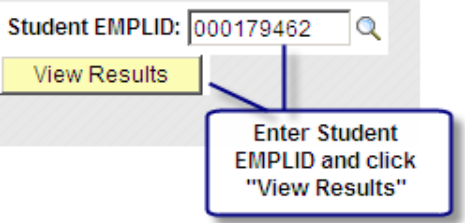
<p>term. The status of each student's milestones and checklists is displayed. Only the students for a prompted liaison are shown.</p> <p>NOTE: This query is run in Query Viewer – Production or Query Manager - Production</p>	 <ol style="list-style-type: none"> 1. Term must be current, will not work for 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. 	
<p>SIS_GRAD_APPL_HIST_TERM_COLL</p> <p>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.</p>		<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_APPL_HIST_TERM_PGM</p> <p>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.</p>	<p>Prompt for past admit term</p> 	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_APPL_WITH_GRE_SCORES</p> <p>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).</p>	<p>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.</p>	<p>Department</p>

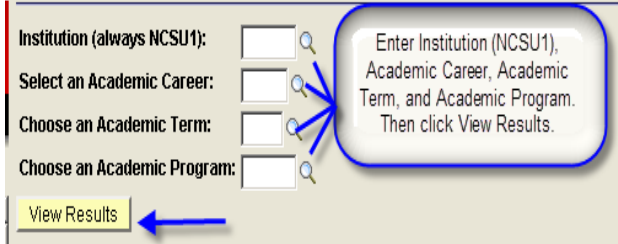
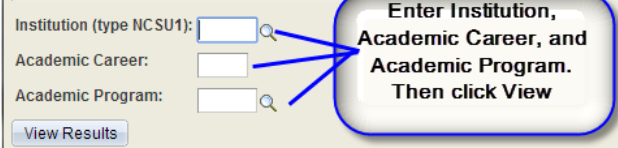
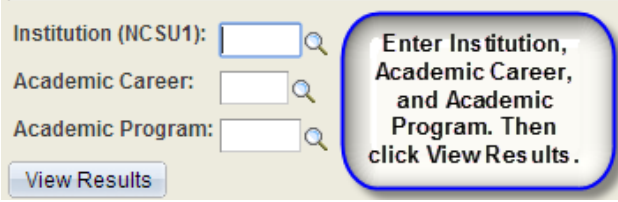
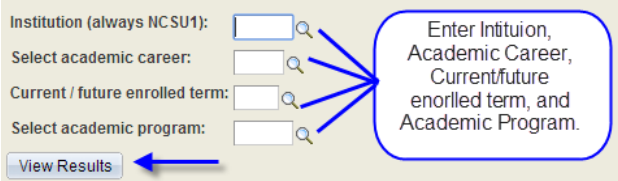
	 <p>Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</p>	
<p>SIS_GRAD_APPL_WITH_SCHOOLS</p> <p>Query Description: Current or future applications from admissions denorm table joined with education denorm to pick up self-reported education history information for each applicant's most recent undergrad and grad institution</p>	<p>This query will “prompt” you for Institution (NCSU1), Academic Career (GRAD), and Admit Term.</p> <p>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.</p> 	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_CENSUS_ENROLLMENT</p> <p>Query Description: List of students registered as of census date in a user selected term.</p>	<p>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.</p>	<p>Department</p> <p>Graduate School</p>

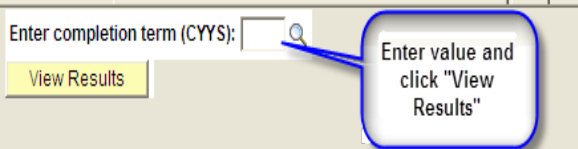
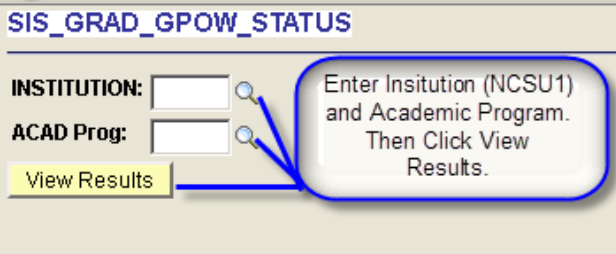
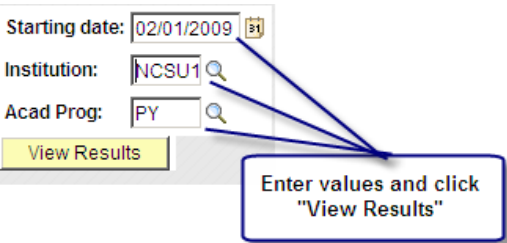
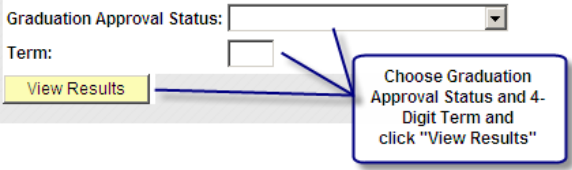
		
<p>SIS_GRAD_CENSUS_ENR_WITH_GPOW</p> <p>Query Description: For a user-selected career, previous term, and academic program, it returns a list of grads enrolled as of census in that term and program, showing the overall status of their GPoW (approved, denied, etc.) and status date, along with the term 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.</p>	<p>SIS_GRAD_CENSUS_ENR_WITH_GPOW - census grads with gpow flags</p> 	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_CERTIF_MINOR_PLANS</p> <p>Query Description: 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.</p>	<p>This query will “prompt” you for Institution (NCSU1) and Academic Plan. This will narrow your results to only that one plan. The magnifying glass can be used to search if the value is not known.</p> 	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_CHKLST_CMPLT_NOGC</p> <p>Query Description: List of students who have completed all of their checklist items but who are not on the Graduation Approval List.</p>	<p>There is not a prompt for this query.</p>	<p>Graduate School</p>
<p>SIS_GRAD_CHKLST_WRONG_MR_DRC</p> <p>Query Description: View a list of students on the graduation list who have a doctoral plan but a Masters</p>	<p>This query will “prompt” you for a Term.</p> <p>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</p>	<p>Graduate School</p>

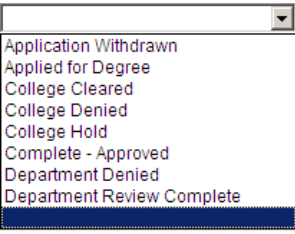
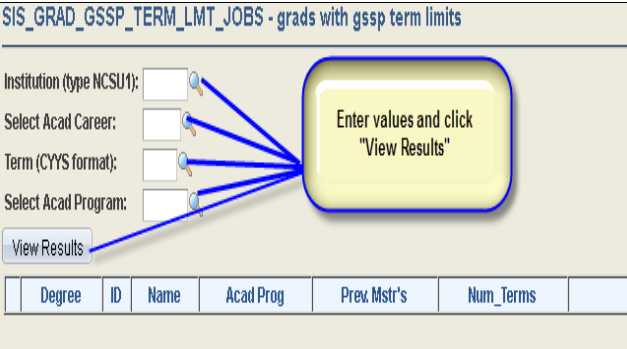
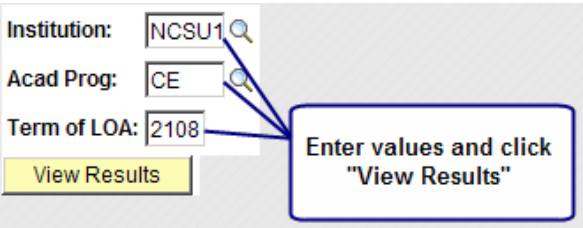
<p>checklist and who have an application status of Approved, College Cleared, College Hold or Dept. Review Complete for a prompted term.</p> <p>NOTE: This query is run in Query Viewer – Production or Query Manager - Production</p>	<p>year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</p> 	
<p>SIS_GRAD_CHKLIST_WRONG_DR_DRC</p> <p>Query Description: 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.</p> <p>NOTE: This query is run in Query Viewer – Production or Query Manager - Production</p>	<p>This query will “prompt” you for a Term.</p> <p>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.</p> 	Graduate School
<p>SIS_GRAD_CMT_HISTORY</p> <p>Query Description: View a list of all members of a grad student's GPOW committee, including members who are no longer on the committee.</p>	<p>This query prompts the user for the student’s EMPLID.</p> 	Graduate School
<p>SIS_GRAD_COMPLETED_THESIS</p> <p>Query Description: 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.</p>	<p>This query prompts the user for the student’s EMPLID.</p> 	Department Graduate School
<p>SIS_GRAD_COND_ADM_CHECK</p> <p>Query Description:</p>	<p>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.</p>	Department

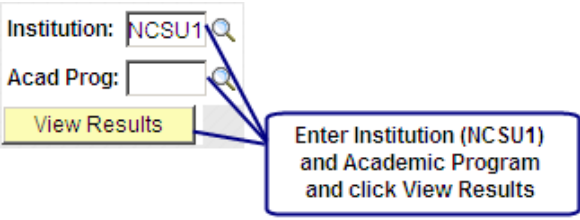
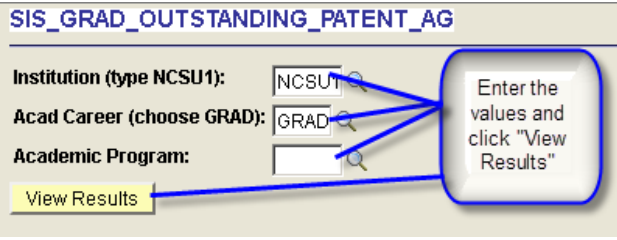
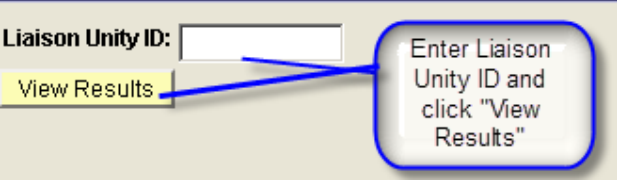
Students in an academic organization who are currently enrolled but were provisional admissions.		Graduate School
SIS_GRAD_COND_PASS_4_MO Query Description: A list of students for whom a conditional pass was entered (DR PREORAL, MR FINORAL or DR FINORAL) and the date of the exam is older than four months.	There is not a prompt for this query.	Graduate School
SIS_GRAD_COND_PASS_6_MO 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.	There is not a prompt for this query.	Graduate School
SIS_GRAD_DE_FOR_STDNT Query Description: View all courses in which a student has been enrolled. Distance education courses are identified.	This query prompts the user for a student's EMPLID; the magnifying glass can be used to search if the ID is not known. 	Department Graduate School
SIS_GRAD_DEFR Query Description: View a list of students whose term of admission was deferred and the term deferred to.	This query prompts the user for the Institution (NCSU1), an Academic Program, and an Academic 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	Department Graduate School

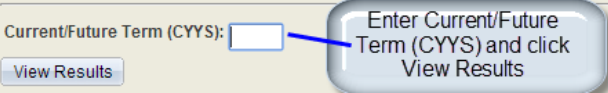
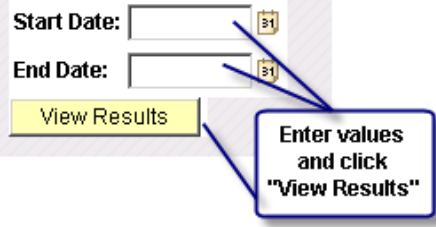
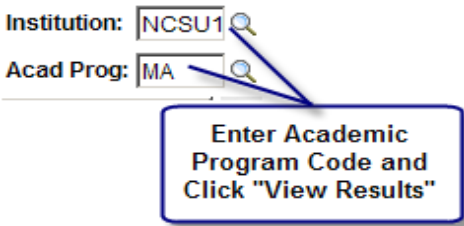
	year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.	
SIS_GRAD_DEGREES_BY_PROG Query Description: Returns list of approved grads with graduate degrees conferred in graduate majors for all terms after fall 2008 by user-selected academic program.	This query prompts the user for Institution (NCSU1) and Academic Program. 	Department Graduate School
SIS_GRAD_DEGREES_WITH_CHAIR Query Description: Query is based on a user-selected graduate program and will return approved graduate students for whom degrees were conferred. Also included is the name/ID of their chair, co-chair, or vice-chair (per GPoW screen).	This query prompts the user for Institution (NCSU1) and Academic Program. 	Department Graduate School
SIS_GRAD_DGP_GRDSEC_BY_LIAISON Query Description: View a list of Directors of Graduate Programs and their administrative assistants by program and by user-selected Graduate School liaison.	This query prompts the user for a Graduate School Liaison’s Unity ID. 	Graduate School
SIS_GRAD_DR_RESID Query Description: Query allows the user to determine, for a doctoral student, at what term in the GPOW the student has met the requirements for residence credit.	This query will “prompt” you for a Student EMPLID. The magnifying glass can be used to search if the value is not known. 	Graduate School
SIS_GRAD_ENROLLED_FULBRIGHT Query Description:	This query will “prompt” for Academic Career, Academic Term and Academic Program.	Department

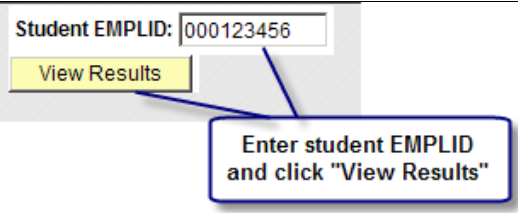
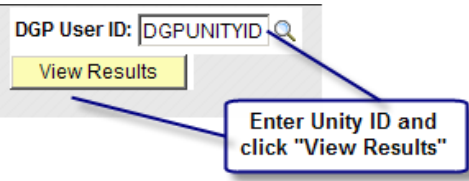
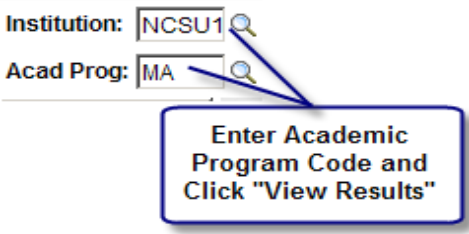
<p>Returns a list of Fulbright students for a user-selected career, current or future term, and academic program.</p> <p>NOTE: Fulbright grads are identified by the criterion STDNT_GROUP = FULB in STDNT_GRP_HIST (the Student Groups History table)</p>	<p>SIS_GRAD_ENROLLED_FULBRIGHT - Fulbright Grad Students</p> 	<p>Graduate School</p>
<p>SIS_GRAD_ENR_MLSTN_ACAD_LOAD</p> <p>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</p>	<p>SIS_GRAD_ENR_MLSTN_ACAD_LOAD - current masters with flags</p> 	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_EXAM_RPTS_PROG_STATUS</p> <p>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).</p>	<p>SIS_GRAD_EXAM_RPTS_PROG_STATUS</p> 	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_EXAM_STATUS_LIST</p> <p>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.</p>	<p>SIS_GRAD_EXAM_STATUS_LIST - exam milestones w/compl status</p> 	<p>Department</p> <p>Graduate School</p>

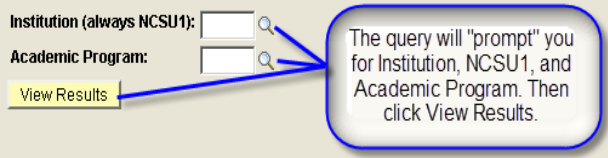
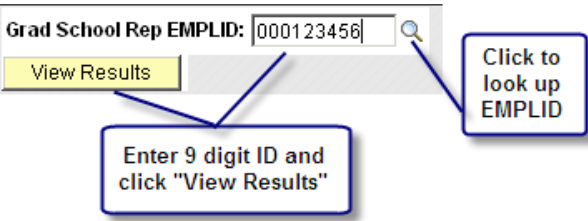
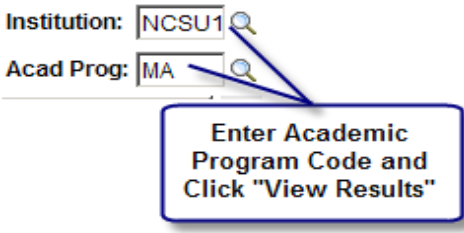
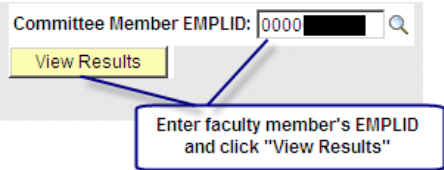
<p>SIS_GRAD_GCERT_COMPLETED</p> <p>Query Description: Returns people who completed graduate certificate (GCERT academic program) for a user-selected completion term. Shows emplid, name, and academic plan</p>	<p>Search criteria are by academic program and academic plan and term.</p> 	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_GPOW_STATUS</p> <p>Query Description: Returns a list of all students in a user selected academic program, and their graduate plan of work status.</p>	<p>This query will “prompt” you for Institution and Academic Program.</p> 	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_GPW_GS_APRVL_PUB</p> <p>Query Description: View a list of all students in a program whose graduate POW has been either approved or denied by the Graduate School (uses a prompted starting date for search).</p>	<p>This query will “prompt” you for a Starting Date, the Institution (NCSU1), and the Academic Program. The magnifying glass can be used to search if the value is not known.</p> 	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_GRADUATION_APRVL</p> <p>Query Description: View a list of students on the Graduation approval list for a prompted term and graduation approval status.</p>	<p>This query will prompt you for a Graduation Approval Status which can be chosen from the drop down menu, and a 4-Digit term.</p>  <p>Graduation Approval Status:</p>	<p>Department</p> <p>Graduate School</p>

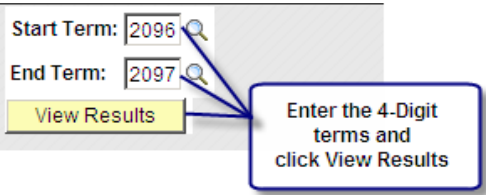
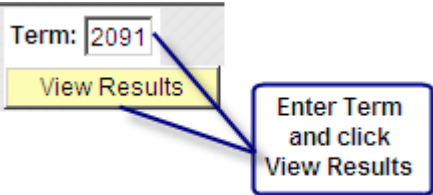
	 <p>Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</p>	
<p>SIS_GRAD_GSSP_TERM_LMT_JOBS</p> <p>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.</p>	<p>SIS_GRAD_GSSP_TERM_LMT_JOBS - grads with gssp term limits</p> 	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_LEAV</p> <p>Query Description: Provides the name, emplID, and return term for students on Leave of Absence</p>	<p>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.</p>  <p>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</p>	<p>Department</p> <p>Graduate School</p>

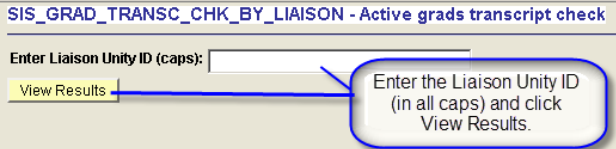

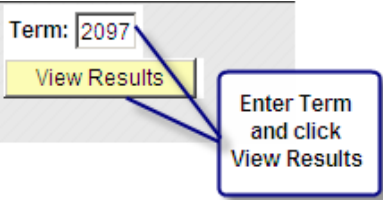
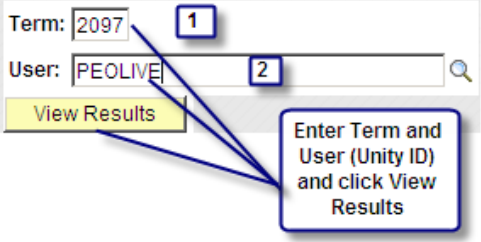
	for First Summer Session, 7 for Second Summer Session and 8 for Fall.	
SIS_GRAD_LOA Query Description: View a list of students currently on leave of absence for the user identified program.	This query will “prompt” you for the Institution (NCSU1), and the Academic Program. The magnifying glass can be used to search if the value is not known. 	Graduate School
SIS_GRAD_MLSTN_CMPLT_NOGC Query Description: List of students who have completed all of their milestones but who are not on the Graduation Approval List.	There is not a prompt for this query.	Department Graduate School
SIS_GRAD_OUTSTANDING_PATENT_AG Query Description: Outstanding patent agreement (checklist item "GPATEN" not received, completed, or waived) for registered grads in current or future term by user-selected academic program.	This query prompts the user for Institution (NCSU1), Acad Career (GRAD), and Academic Program. 	Department Graduate School
SIS_GRAD_OUTSTAND_POW_PAT_AGR Query Description: 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.	This query prompts the user for a Graduate School Liaison’s Unity ID. 	Graduate School

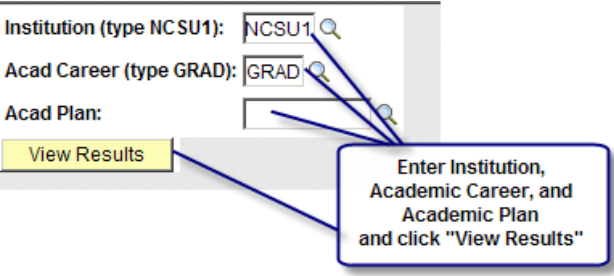
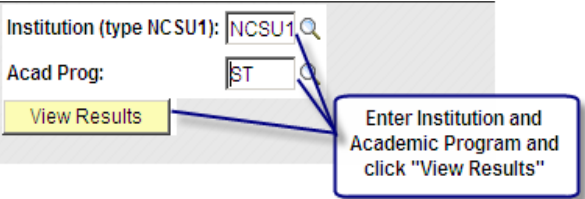
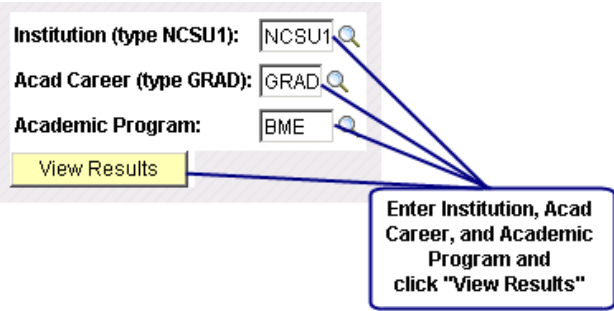
<p>SIS_GRAD_OVER_ENROLLED</p> <p>Query Description: Returns a list of degree-seeking grads (masters & doctorate; non-GCERT) for a user-selected current or future term who are taking more hours than the minimum required hours for completion of their program. Results also show a 'Y' for any student who received GSSP insurance in the same term selected.</p>	<p>SIS_GRAD_OVER_ENROLLED - MR DR enrolled > min required</p> 	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_PGM_PLAN_CHANGE</p> <p>Query Description: 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.</p>	<p>This query will prompt you for a start date and an end date.</p> 	<p>Graduate School</p>
<p>SIS_GRAD_POW_ACAD_PROG</p> <p>Query Description: List of all graduate Plans of Work with a status of open or pending for all students in that academic program.</p>	<p>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.</p> 	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_POW_WORKFLOW_HISTORY</p> <p>Query Description: View a complete Plan of Work workflow history for a student.</p>	<p>This query will “prompt” you for a student EMPLID. This will narrow your results to only that one student.</p>	<p>Department</p> <p>Graduate School</p>

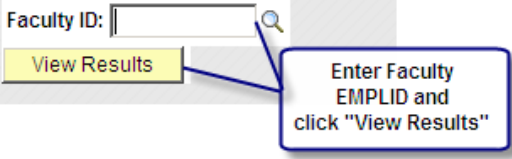
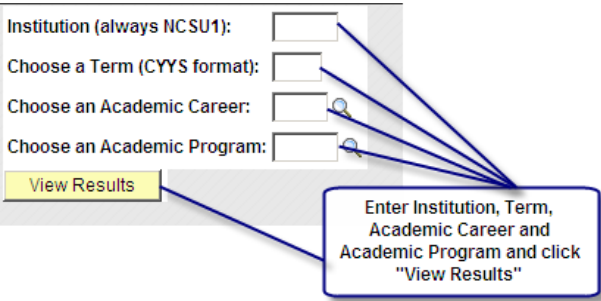
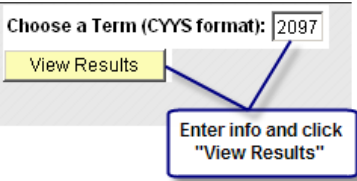
		
SIS_GRAD_POW_WORKLIST_TILE_STAT Query Description: List of all pending or open items on a DGP's Worklist Tile.	This query will "prompt" you for a DGP user ID. This will narrow your results to only that one DGP. The magnifying glass can be used to search if the value is not known. 	Department Graduate School
SIS_GRAD_PRELIM_SCHED Query Description: 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.	This query runs when you click HTML or EXCEL and has no prompts.	Graduate School
SIS_GRAD_PRELIM_SCHED_BY_PROG Query Description: 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.	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. 	Graduate School
SIS_GRAD_PROVISIONAL_ADMITS Query Description: Provides a list of all grad students for a user-selected academic program who are currently on conditional (a.k.a. provisional)	The query will "prompt" you for Institution, NCSU1, and Academic Program.	Department Graduate School

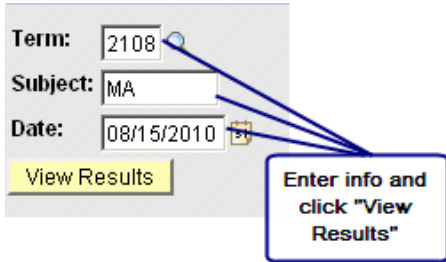
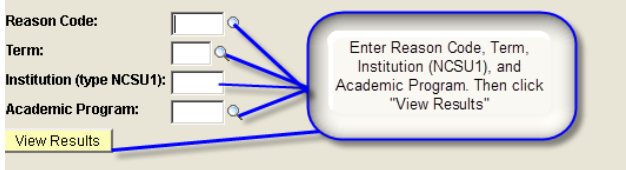
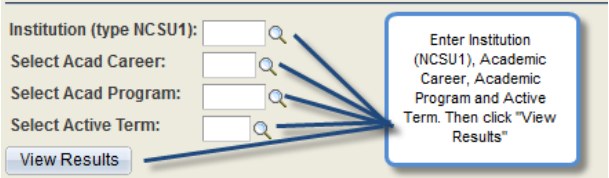
<p>admission and are eligible to enroll in the current term. Includes registration status, cumulative hours passed, and cumulative GPA as of the current term.</p>	<p>SIS_GRAD_PROVISIONAL_ADMITS - grads on cond adm per pgmstack</p> 	
<p>SIS_GRAD_REP</p> <p>Query Description: List of committees on which a Graduate Representative has served and the attempted dates for the preliminary oral and final oral exams.</p>	<p>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.</p> 	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_STATUS</p> <p>Query Description: List of all current graduate students who are active in the user-selected academic program and their Plan of Work status.</p>	<p>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.</p> 	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_STU_CMTEE_PUB</p> <p>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</p>	<p>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.</p> 	<p>Department</p> <p>Graduate School</p>

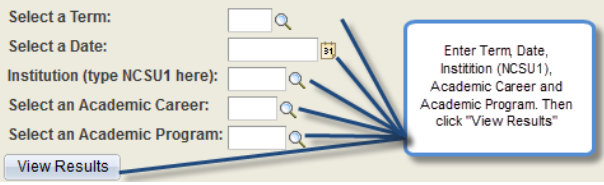

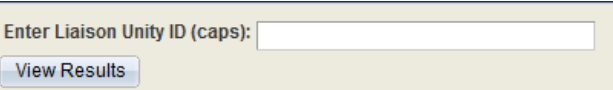
<p>Dt) are populated if the person was awarded a degree in the same academic plan.</p>		
<p>SIS_GRAD_TERMINATED</p> <p>Query Description: View a list of graduate students who have been terminated from their program from start to end prompted terms.</p>	<p>This query allows the user to search a date range. Prompts are for Start Term and End Term. The magnifying glass can be used to search if the value is not known.</p>  <p>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.</p>	<p>Graduate School</p>
<p>SIS_GRAD_THESIS_IN_REVIEW_PUB</p> <p>Query Description: 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.</p> <p>NOTE: This query is run in Query Viewer – Reporting, Query Manager – Reporting, Query Viewer –Production or Query Manager – Production</p>	<p>This query will “prompt” you for a “Term” value. This will narrow your results to only that one term.</p>  <p>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.</p>	<p>Department</p> <p>Graduate School</p>

<p>SIS_GRAD_TRANSC_CHK_BY_LIAISON</p> <p>Query Description: 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.</p>	<p>The query will “prompt” you for Liaison “Unity ID”.</p> 	<p>Graduate School</p>
<p>SIS_GRAD_TRANSC_CHK_NEW_BY_LIA</p> <p>Query Description: 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.</p>	<p>The query will “prompt” you for Liaison “Unity ID”.</p> 	<p>Graduate School</p>
<p>SIS_GRAD_WATCHLIST_ALL_LIAISON</p> <p>Query Description: 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.</p> <p>NOTE: This query is run in Query Viewer – Production or Query Manager – Production</p>	<p>This query will “prompt” you for a Term.</p>  <p>Term is always represented by a four-digit number in the CYYS format. Example: 2097 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.</p>	<p>Graduate School</p>
<p>SIS_GRAD_WATCHLIST_ONE_LIAISON</p> <p>Query Description: 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.</p>	<p>This query will “prompt” you for a Term and a User (Unity ID).</p>  <p>1. Term must be current, will not work for past terms.</p>	<p>Graduate School</p>

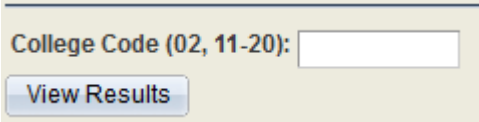
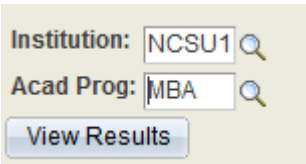
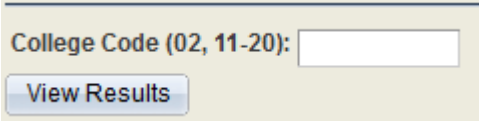
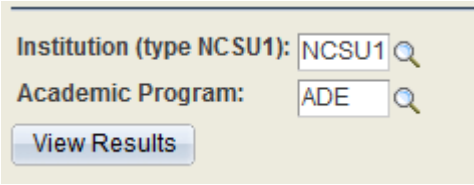
<p>NOTE: This query is run in Query Viewer – Production or Query Manager – Production</p>	<p>2. User is the Unity ID and must be entered in ALL CAPS</p>	
<p>SIS_GRADUATE_FAC_BY_PLAN</p> <p>Query Description: View a list of active members of the Graduate Faculty by user selected plan. (Typically best used for minor-type plans).</p>	<p>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.</p> 	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRADUATE_FAC_BY_PROGRAM</p> <p>Query Description: List of active members of the Graduate Faculty by user selected program.</p>	<p>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.</p> 	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRADUATE_FAC_CMTEE_ROLES</p> <p>Query Description: Displays all committee memberships for graduate faculty in a prompted program.</p>	<p>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.</p> 	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRADUATE_FAC_PGMS_BY_ID</p> <p>Query Description:</p>	<p>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.</p>	<p>Department</p>

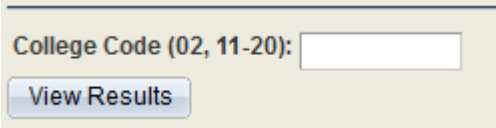
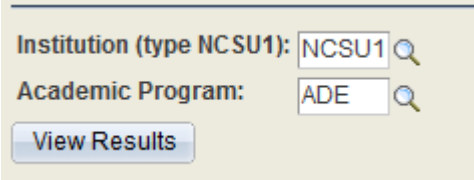
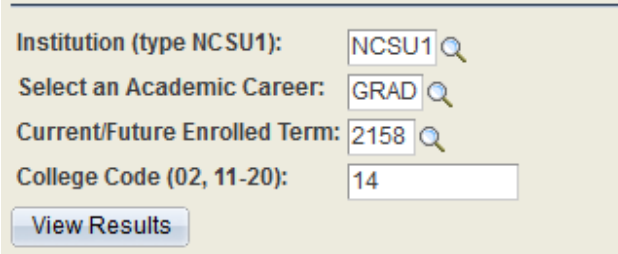
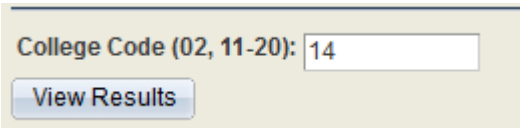
View a list of programs assigned to a member of the Graduate Faculty by user selected employee ID.		Graduate School
SIS_GRADUATE_FACULTY_LIST Query Description: List of all active members of the Graduate Faculty.	This query runs when you click HTML or EXCEL and has no prompts.	Department Graduate School
SIS_NC_SUPEREXT_BY_TERM_CAR_PG Query Description: A list of students for a user-selected current or future term, career, and academic program.	<p>This query will “prompt” you for the Institution (NCSU1), Term, Academic Career (GRAD), and an Academic Program.</p>  <p>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.</p>	Department Graduate School
SIS_NC_SUPEREXT_GRADS Query Description: List of students active in a current or future term.	<p>This query will “prompt” you for a term to be entered in CYYS format. This will narrow your results to only that one term.</p>  <p>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</p>	Department Graduate School

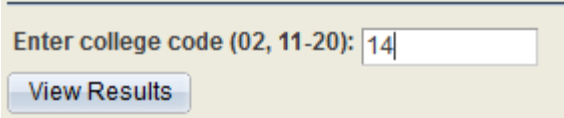
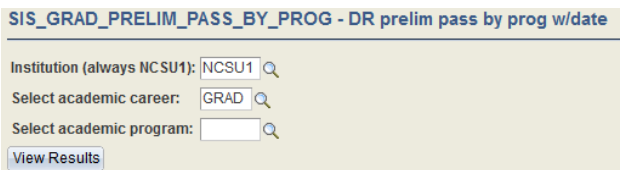
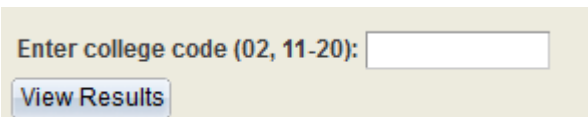
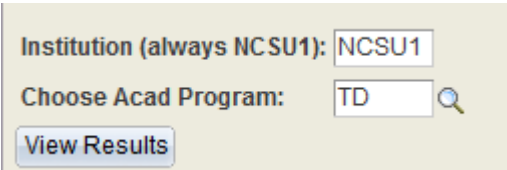
	for First Summer Session, 7 for Second Summer Session and 8 for Fall.	
SR_STUDENT_DROPS_AFTER_DATE_X Query Description: All students who dropped a course after a specific date.	This query will “prompt” you for a term, subject and date. The term will be entered in CYYS format. This will narrow your results to only that one term.  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.	
UCO_SERVICE_IND_REASN_TERM_PGM Query Description: Returns a list of students having a user-selected Service Indicator reason code for a user-selected academic term and academic program.	This query will prompt the user for Reason Code, Term, Institution (NCSU1), and Academic Program. 	Department Graduate School
SIS_GRAD_ALL_SVC_IND_TERM_PROG 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.	This query will prompt the user for Institution, Academic Career, Academic Program and Active Term. 	Department Graduate School
SIS_GRAD_DROPS_AFTER_DATE_GSSP 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	This query will prompt the user for Term, Date, Institution, Academic Career and Academic Program.	Department Graduate School

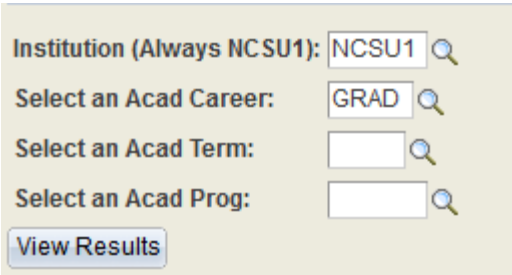
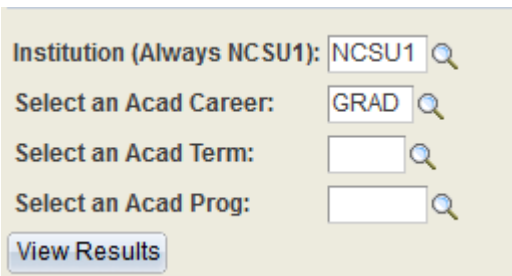
<p>person, per course dropped). It also shows the academic load and indicates those who received GSSP tuition and/or insurance benefits in the same term. The results from this query can be used to monitor students that drop out of GSSP eligibility because they have dropped or changed a course to audit after census (or a user selected date) causing them to drop below the full-time requirement.</p>		
<p>SIS_GRAD_COMP_REV_THES DISSERT</p> <p>Query Description: 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.</p>	<p>This query will prompt the user for the Term (CYYS Format).</p> 	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_PROVISI_ADMITS_BY_LIA</p> <p>Query Description: 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.</p>	<p>This query will prompt user for the Liaison Unity ID (all caps)</p> 	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_PROG_STATUS</p> <p>Query Description: Returns an alphabetic list of students for a</p>	<p>This query will prompt user for Institution (NCSU1), academic career, academic program, and academic program status:</p>	<p>Department</p>

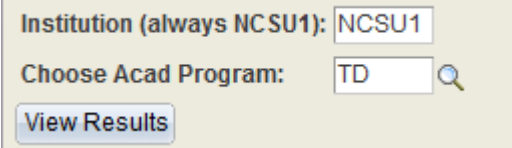
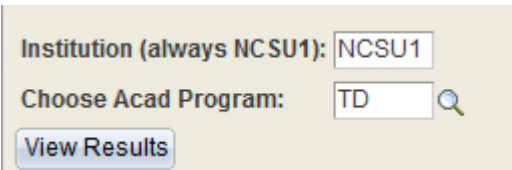
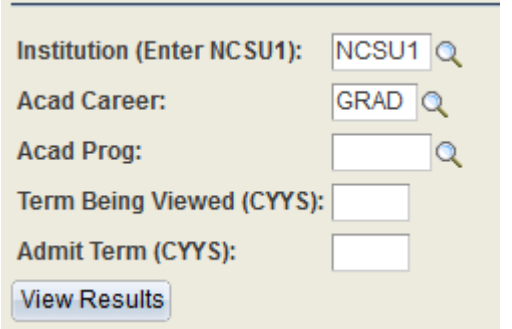
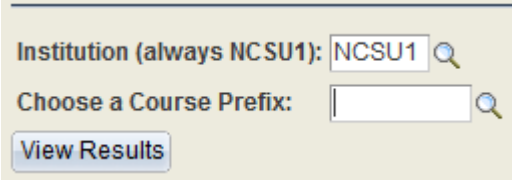
user-selected academic program and academic program status.	<p>Institution (type NCSU1): <input type="text"/> </p> <p>Academic Career: <input type="text"/> </p> <p>Academic Program: <input type="text"/> </p> <p>Acad Program Status: <input type="text"/></p> <p>View Results</p>	Graduate School
SIS_GRAD_MR_EN_ROUTE_BY_PROG Query Description: Returns a list of students in a user-selected academic program with GMOR (Grad Master On Route) program reason.	<p>This query will prompt user for Institution (NCSU1), Academic Career, and Academic Program:</p> <p>Institution (type NCSU1): <input type="text"/> </p> <p>Academic Career: <input type="text"/></p> <p>Academic Program: <input type="text"/> </p> <p>View Results</p>	Department Graduate School
GSSP_MTHLY_INSURANCE Query Description: Returns a list of students in a selected term and month that were/are continuing, being dropped and added	<p>This query will prompt user for Institution (NCSU1), Academic Career, Term of Coverage Month, Academic Program, and Coverage Month:</p> <p>Institution (type NCSU1): <input type="text"/> NCSU1 </p> <p>Academic Career (type GRAD): <input type="text"/> GRAD </p> <p>Term of Coverage Month: <input type="text"/> 2151 </p> <p>Academic Program: <input type="text"/> </p> <p>Coverge Month: <input type="text"/> May</p> <p>View Results</p>	Department Graduate School
GSSP_INS_SUMMERPREPAYS Query Description: Returns a list of GSSP students flagged for summer health insurance coverage prepayment	<p>This query will prompt user for Institution (NCSU1), Academic Career, Current Spring Term, Academic Program:</p> <p>Institution (type NCSU1): <input type="text"/> NCSU1 </p> <p>Academic Career (type GRAD): <input type="text"/> GRAD </p> <p>Current Spring Term: <input type="text"/> </p> <p>Academic Program: <input type="text"/> </p> <p>View Results</p>	Department Graduate School
SIS_GRAD_GPOW_NOT_APPRVD Query Description: List of all current active master's or doctoral students having more than 17 cumulative hours and Graduate Plan of Work not approved.	<p>This query has no user prompts.</p>	Department Graduate School

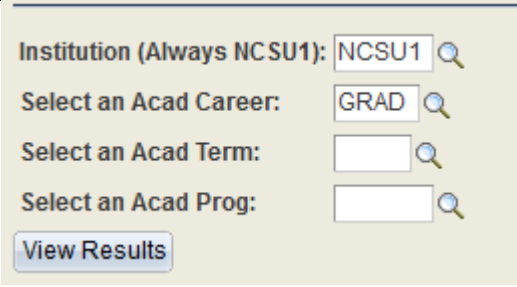
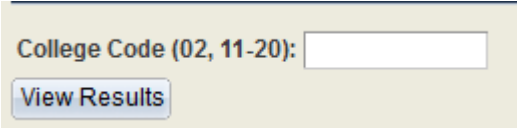
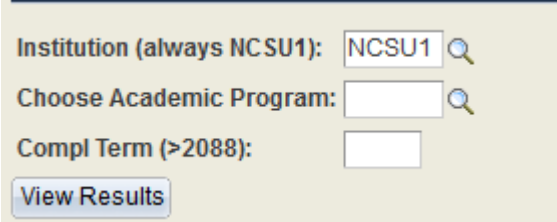
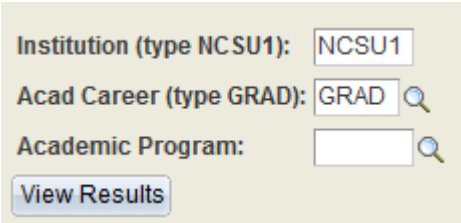
SIS_GRAD_GPOW_NOT_APPRVD_COLL Query Description: List of all current master's or doctoral students active in the user-selected academic college code having more than 17 cumulative hours and Graduate Plan of Work not approved.	This query will prompt user for the college code: 	Department Graduate School
SIS_GRAD_GPOW_NOT_APPRVD_PROG Query Description: 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.	This query will prompt user for Institution (NCSU1) and Academic Program: 	Department Graduate School
SIS_GRAD_DR_AT_9PLUS_YRS Query Description: List of all current doctoral students in the user-selected academic college who have been in the program 9 or more years.	This query has no user prompts.	Department Graduate School
SIS_GRAD_DR_AT_9PLUS_YRS_COLL Query Description: List of all current doctoral students in the user-selected academic college who have been in the program 9 or more years.	This query will prompt user for the college code: 	Department Graduate School
SIS_GRAD_DR_AT_9PLUS_YRS_PROG Query Description: List of all current doctoral students in the user-selected academic program who have been in the program 9 or more years.	This query will prompt user for Institution (NCSU1) and Academic Program: 	Department Graduate School
SIS_GRAD_NO_PRELIM_6YRS Query Description: List of all current doctoral students who have not scheduled their prelim 6 or more years after they started.	This query has no user prompts.	Department Graduate School

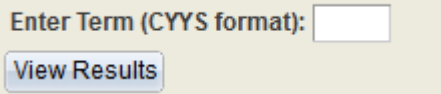
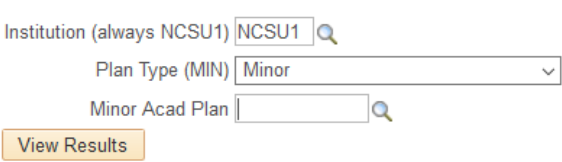
<p>SIS_GRAD_NO_PRELIM_6YRS_COLL</p> <p>Query Description: List of all current doctoral students in the user-selected academic college code who have not scheduled their prelim 6 or more years after they started.</p>	<p>This query will prompt user for the college code:</p> 	<p>Department Graduate School</p>
<p>SIS_GRAD_NO_PRELIM_6YRS_PROG</p> <p>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.</p>	<p>This query will prompt user for Institution (NCSU1) and Academic Program:</p> 	<p>Department Graduate School</p>
<p>SIS_GRAD_ACTIVE_BY_COLLEGE</p> <p>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.</p>	<p>This query will prompt user for Institution (NCSU1), Academic Career, Current/Future Enrolled Term, and College Code (02, 11-20):</p> 	<p>Department Graduate School</p>
<p>SIS_GRAD_ACTIVE_MULTIPLE_GPOW</p> <p>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.</p>	<p>This query will prompt user for the College Code (02, 11-20):</p> 	<p>Department Graduate School</p>

<p>SIS_GRAD_ACTIVE_WITH_PREV_BACH</p> <p>Query Description: 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.</p>	<p>This query will prompt user for the College Code (02, 11-20):</p> 	<p>Department Graduate School</p>
<p>SIS_GRAD_PRELIM_PASS_BY_PROG</p> <p>Query Description: 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 "attempted date" from milestone attempt table.</p>	<p>This query will prompt user for the Institution (always NCSU1), Academic Career, (always GRAD) and Academic program:</p> 	<p>Department Graduate School</p>
<p>SIS_GRAD_ACAD_STRUC_BY_PROGRAM</p> <p>Query Description: Active graduate academic plans, programs, and subplans with descriptions and subplan type by user-selected graduate program.</p>	<p>This query has no user prompts.</p>	<p>Department Graduate School</p>
<p>SIS_GRAD_ACAD_STRUC_BY_COLLEGE</p> <p>Query Description: Active graduate academic plans, programs, and subplans with descriptions and subplan type by user-selected two-digit college code (02, then 11-20)</p>	<p>This query will prompt user for the College Code (02, 11-20):</p> 	<p>Department Graduate School</p>
<p>SIS_GRAD_DISCONTINUED_BY_PROG</p> <p>Query Description: This query returns a list of grads with a "discontinued" program action by user-selected academic program.</p>	<p>This query will prompt user for Institution (Always NCSU1) and Academic Program:</p> 	<p>Department Graduate School</p>

<p>SIS_GRAD_GPA_DROP_PROG</p> <p>Query Description: Returns active graduate students for a prompted academic term and academic program whose current GPA is >0.75 lower than their cumulative GPA.</p>	<p>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.</p>  <p>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.</p>	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_U_GRADES_PROG</p> <p>Query Description: Returns active graduate students for a prompted academic term and academic program having a "U" grade in any course. Shows active program and course information.</p>	<p>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.</p>  <p>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.</p>	<p>Department</p> <p>Graduate School</p>
<p>SIS_GRAD_DEGR_BY_PROG_W_TITLES</p> <p>Query Description: Graduation Checkout View (NC_GCO_VW) joined with ACAD_DEGR (Student Degree Table) for graduate majors, all terms after</p>	<p>This query will prompt user for Institution (Always NCSU1) and Academic Program:</p>	<p>Department</p> <p>Graduate School</p>

<p>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 & doctoral students who have one.)</p>		
<p>SIS_ALL_GRD_DEG_BY_PGM_W_TITLE</p> <p>Query Description: 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 & doctoral students who have one.)</p>	<p>This query will prompt user for Institution (Always NCSU1) and Academic Program:</p> 	<p>Department Graduate School</p>
<p>SIS_GRAD_APPL_HST_TERM_PGM_SCH</p> <p>Query Description: 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 & grad self-reported previous institutions.</p>	<p>This query will prompt user for Institution (Always NCSU1), Academic Career (Always GRAD), Academic Program, Term Being Viewed, and Admit term:</p> 	<p>Department Graduate School</p>
<p>SIS_GRAD_INSTR_ADV_CRS_BY_PRF</p> <p>Query Description: 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.</p>	<p>This query will prompt user for Institution (Always NCSU1) and Course Prefix:</p> 	<p>Department Graduate School</p>
<p>SIS_GRAD_LOW_GRADES_PROG</p> <p>Query Description:</p>	<p>This query will prompt user for Institution (Always NCSU1), Academic Career (always GRAD), Academic Term and Academic Program:</p>	<p>Department Graduate School</p>

<p>Returns active graduate students for a prompted academic term and academic program having a C- or lower grade in any course. Shows active program and course information.</p> <p>NOTE: This query is run in Query Viewer – Production, Query Manager – Production</p>	 <p>The form contains four input fields with search icons: 'Institution (Always NCSU1):' with 'NCSU1', 'Select an Acad Career:' with 'GRAD', 'Select an Acad Term:' (empty), and 'Select an Acad Prog:' (empty). A 'View Results' button is at the bottom.</p>	
<p>SIS_ALL_GRAD_DEGREES_BY_COLL</p> <p>Query Description: 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.</p>	<p>This query will prompt user for College Code (02, 11-20):</p>  <p>The form contains one input field: 'College Code (02, 11-20):' (empty). A 'View Results' button is at the bottom.</p>	<p>Department Graduate School</p>
<p>SIS_GRAD_DEGR_PROG_GPOW_TRM</p> <p>Query Description: 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.</p>	<p>This query will prompt user for Institution (always NCSU1), Academic Program, and Completion term (after Fall 2008)</p>  <p>The form contains three input fields with search icons: 'Institution (always NCSU1):' with 'NCSU1', 'Choose Academic Program:' (empty), and 'Compl Term (>2088):' (empty). A 'View Results' button is at the bottom.</p>	<p>Department Graduate School</p>
<p>SIS_GRAD_NEW_ADMIT_TERM_BY_PGM</p> <p>Query Description: New graduate students (per admit term from program stack) for the current term by user-selected program.</p>	<p>This query will prompt user for Institution (always NCSU1), Academic Career (always GRAD), and Academic Program</p>  <p>The form contains three input fields with search icons: 'Institution (type NCSU1):' with 'NCSU1', 'Acad Career (type GRAD):' with 'GRAD', and 'Academic Program:' (empty). A 'View Results' button is at the bottom.</p>	<p>Department Graduate School</p>
<p>SIS_GRAD_A2G_ETD_CHECKLISTS</p> <p>Query Description:</p>	<p>This query will prompt user for the term, CYYS format (2171 for Spring 2017, 2178 for Fall 2017)</p>	<p>Graduate School</p>

<p>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).</p> <p>NOTE: This query is run in Query Viewer – Production, Query Manager – Production</p>		
<p>SIS_GRAD_CENSUS_ENR_MINOR</p> <p>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).</p>	<p>This query will prompt users for the Minor Academic Plan:</p> 	<p>Department Graduate School</p>

Recent Changes to SIS Manual

3/17/2010	Addition of Doctoral Graduation Attendance Notification Page to Student and Graduate School Sections														
3/17/2010	Revision of Graduate Certificates in DGP and Graduate School Sections														
3/17/2010	<p>Addition of queries</p> <p>SIS_GRAD_CENSUS_ENROLLMENT</p> <p>SIS_GRAD_DGP_GRDSEC_BY_LIAISON</p>														
3/17/2010	<p>Addition of Oracle Database Reporting Tables and Views</p> <table border="1" data-bbox="341 1583 993 1913"> <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> </tbody> </table>	OBJECT NAME	DESCRIPTION	ACAD_PROG	Student Academic Program Table	NC_AUD_GPW_CL	Audit SR PoW Template Derived	NC_AUD_GPW_CMNT	Audit Graduate Academic Comments	NC_AUD_GPW_CTED	Audit Committee Detail	NC_AUD_GPW_CTEH	Audit Grad Comm Header	NC_RES_CODE_TBL	Legacy Residency Codes
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NC_AUD_GPW_CTEH	Audit Grad Comm Header														
NC_RES_CODE_TBL	Legacy Residency Codes														

	NC_SIS_RLUSR_VW	Security Role View
5/1/2010	Addition of queries	
	SIS_GRAD_CMT_HISTORY	
	SIS_GRAD_LOA	
7/1/2010	Addition of queries	
	SIS_GRAD_COMPLETED_THESIS	
	SIS_GRAD_DEFR	
	SIS_GRAD_LEAVE	
	SIS_GRAD_STATUS	
	SIS_GRAD_COND_PASS_6_MO	
	Add Student Comments section to Graduate Administrator & Graduate School sections	
	Add Inquiry on Student Grade Changes to Graduate Administrator & Graduate School sections	
	Addition of NC_ARC_ to Oracle Tables	
	Addition – Using Enterprise Business Intelligence Reports	
11/1/2010	Addition of queries	
	SIS_GRAD_PRELIM_SCHED	
	SIS_GRAD_PRELIM_SCHED_BY_PROG	
	SR_STUDENT_DROPS_AFTER_DATE_X	
02/1/2011	Change “Graduate Secretary” to “Graduate Services Coordinator”	
05/10/2011	Addition of ETD routing approval sections to Graduate Student, Graduate Faculty, and The Graduate School Sections	
06/01/2011	Addition of queries:	
	SIS_GRAD_ENROLLED_FULBRIGHT	
	SIS_GRAD_GPOW_STATUS	
	SIS_GRADUATE_PROVISIONAL_ADMITS	
06/01/2011	Updated Application to Graduate Screen shots to show the “Degree Requirements Check” box	
	Inserted the Vice-Chair listing in the Advisory Committee Member Types 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**

OBJECT NAME	DESCRIPTION
ACAD_DEGR	Student Degree Table
ACAD_DEGR_PLAN	Student Degree Plan Table
CRSE_OFFER	Course Catalog Offerings
EXT_DEGREE	External Degrees
NC_AUD_GPW	Audit SR PoW Template Derived
NC_COMMENT_VW	Person Comment View (subset view)
NC_AUD_GRD_SPPT	Graduate Student Support Screen Audit Table

NC_CURR_TERM_VW	The Current Term
NC_GRAD_FACU_VW	Graduate Faculty View
NC_HIST_EDUC	External Education Denorm (Historical)
NC_HIST_GRE	Test Scores Denorm: GRE (Historical)
NC_HIST_TOEFL	Test Scores Denorm: TOEFL (Historical)
NC_L_SDF_09PLUS	Official Census Enrollment (SDFX summer 09 forward)
NC_L_SDF_99_09	Official Census Enrollment (SDFX thru spring 09)
OPR_GRP_3C_TBL	Operator 3C Groups
SESSION_TBL	Session Definition Table
SRVC_IND_DATA	Service Indicator Table
STDNT_GRP_S_HIST	Student Groups History 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:

	SIS_GRAD_OUTSTANDING_PATENT_AG
	SIS_GRAD_OUTSTAND_POW_PAT_AGR
02/15/2012	<p>Added the text “Query Description:” to each description that was missing it.</p> <p>Corrected query text size for consistency.</p> <p>Corrected any “query prompt” text to be above the picture for consistency.</p>
03/08/2012	<p>Addition of Patent Agreement Sections to all four SIS Manual sections.</p> <ol style="list-style-type: none"> 1. Graduate Student 2. Graduate Faculty 3. Graduate Administrators 4. Graduate School
08/21/2012	<p>Addition of queries:</p> <p>DGP_GSC_SECURITY_ALL_NOTALL_PG</p> <p>GSSP_DEPT_APPRV_BY_PROG_TERM</p> <p>SIS_GRAD_DEGREES_BY_PROG</p> <p>UCO_SERVICE_IND_REASN_TERM_PGM</p> <p>SIS_ALL_GRAD_DEGREES_BY_PROG</p> <p>Addition of Oracle Reporting Database Tables and Views descriptions</p>

ACAD_DEGR_SPLN	Student Degree Sub-Plan Table
CRSE_CATALOG	Course Catalog Data
JOBCODE_TBL	Job Code Table
NC_ACAD_PRG_STG	Legacy student academic program records

01/16/2013	<p>Addition of queries:</p> <p>SIS_GRAD_GSSP_TERM_LMT_JOBS</p> <p>SIS_GRAD_APPL_HIST_TERM_COLL</p>
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Addition of Oracle Reporting Database Tables and Views descriptions:

NC_LAB_DST_VIEW	PS_Labor SQRs Load Tbl
STDNT_CAR_TERM	Student Career Term Table

Edits to:

SIS_GRAD_APPL_HIST_TERM_PGM
ACAD DEGR
NC_ARC_COMMITTEE
NC_OPRDERN_VW
NC_ASSGN_EMP_VW
NC_SALRY_DISTR
EG_TENURE_DATA

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

02/21/2014

Addition of queries:

SIS_GRAD_EXAM_STATUS_LIST

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

Table / View Name	Description
ACAD_ORG_HR_OWN	Acad Org HR Owner Crosswalk Table
CLASS_INSTR	Course / Class Instructor 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 / View Name	Description
ACAD_CALTRM_TBL	Academic Calendar Term 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

08/15/2014 Added this list of tables in the “Reporting Oracle Reporting Database tables and views” alphabetically.

Table / View Name	Description
ACAD_CALTRM_TBL	Academic Calendar Term Table
NC_ACTV_RATAFEL	Active RA/TA/Fellowships
NC_ENR_MLSTN_LD	Current Term Masters with Milestones
NC_LOAD_EXC_TBL	Grad Load Waiver

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

SIS_NC_SUPEREXT_GRADS
SIS_NC_SUPEREXT_BY_TERM_CAR_PG
SIS_GRAD_TERM_LMT_JOBS
SIS_GRAD_APPL_WITH_GRE_SCORES

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:

	SIS_GRAD_GPOW_NOT_APPRVD
	SIS_GRAD_GPOW_NOT_APPRVD_COLL
	SIS_GRAD_GPOW_NOT_APPRVD_PROG
	SIS_GRAD_DR_AT_9PLUS_YRS
	SIS_GRAD_DR_AT_9PLUS_YRS_COLL
	SIS_GRAD_DR_AT_9PLUS_YRS_PROG
	SIS_GRAD_NO_PRELIM_6YRS
	SIS_GRAD_NO_PRELIM_6YRS_COLL
	SIS_GRAD_NO_PRELIM_6YRS_PROG
	SIS_GRAD_ACTIVE_BY_COLLEGE
	SIS_GRAD_ACTIVE_MULTIPLE_GPOW
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

08/05/2016	Addition of Queries: SIS_GRAD_ACAD_STRUC_BY_PROGRAM SIS_GRAD_ACAD_STRUC_BY_COLLEGE SIS_GRAD_DISCONTINUED_BY_PROG
08/30/2016	Addition of Queries: SIS_GRAD_GPA_DROP_PROG SIS_GRAD_U_GRADES_PROG SIS_GRAD_DEGR_BY_PROG_W_TITLES
02/15/2017	Addition of Queries: SIS_ALL_GRD_DEG_BY_PGM_W_TITLE SIS_GRAD_APPL_HST_TERM_PGM_SCH SIS_GRAD_INSTR_ADV_CRS_BY_PRF SIS_GRAD_LOW_GRADES_PROG SIS_ALL_GRAD_DEGREES_BY_COLL
04/15/2017	Addition of Queries: SIS_GRAD_DEGR_PROG_GPOW_TRM SIS_GRAD_NEW_ADMIT_TERM_BY_PGM SIS_GRAD_A2G_ETD_CHECKLISTS
	Removal of Enterprise Business Intelligence Reports Section
10/11/2017	Addition of Queries: SIS_GRAD_CENSUS_ENR_MINOR
	Refresh navigation using homepages and tiles
11/01/2017	Adjustment of POW navigation to the Student Records tile

