SIS Training & Operations Manual

Graduate School Staff

NC State University: *Revised November 1, 2017*

THE GRADUATE SCHOOL

Overview This section covers work performed in the Graduate School.

Objectives Procedures for maintaining Student Records Tile in SIS are covered in this section.

Graduate Student Records Staff

Objectives The Graduate Student Records Tile staff consists of Graduate Records Officers and Graduate Records Supervisors. All Graduate School College Liaisons are assigned as Graduate Records Officers. Others in the Graduate School are provisioned with this security role as well. This includes the Director of Graduate Admissions and Records, the Assistant Dean for Operations and Fiscal Affairs, the Manager of Student Financial Services, the Electronic Thesis & Dissertation (ETD) Editor and Graduation Coordinator, the Manager of Graduate Appointments and the International Admissions Specialist. Graduate Records Supervisors include the Assistant Dean for Operations and Fiscal Affairs, the Director of Graduate Admissions and Records, the International Admissions Specialist and the Manager of Graduate Appointments. Graduate Records Supervisors may *Correct History*.

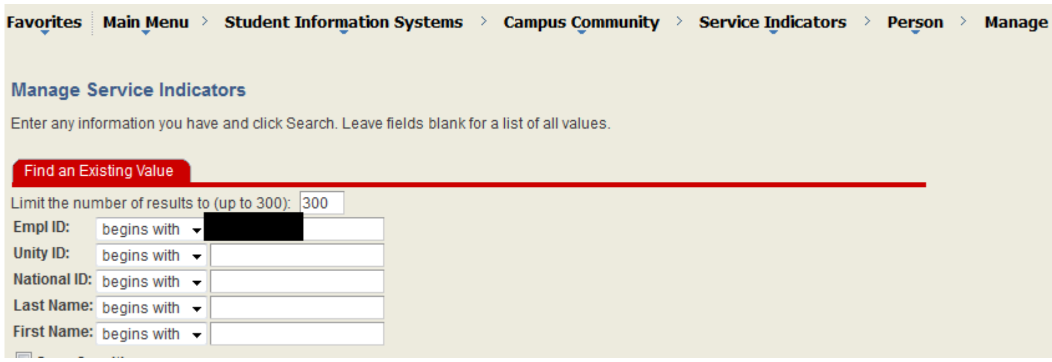
The graduate Student Records Tile staff is responsible for the maintenance of official university records of graduate student career and program information and more specifically, student program/plan records. They are also responsible for maintenance of graduate student milestones, checklists, college-level graduation application processing and, in conjunction with students, Directors of Graduate Programs and Graduate Services Coordinators, for the processing and maintenance of graduate student Plans of Work and advisory committees. In addition they maintain official university records of the graduate faculty. All Student Records Tile responsibilities are carried out under the oversight of and in conjunction and coordination with the University Registrar and the Office of Registration and Records.

Reminder Graduate Records Officers have direct access to update pages and records that reflect directly on the student official and/or unofficial transcript.

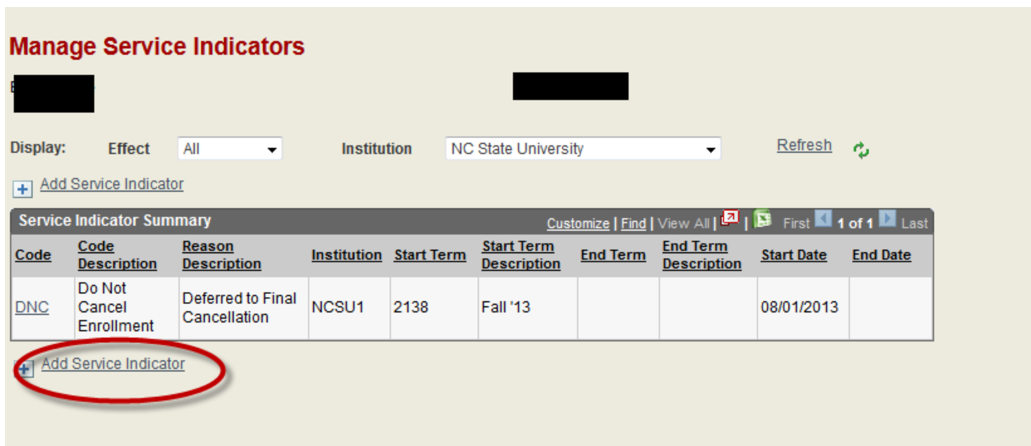
Adding Good Faith (Positive Service Indicator) for Residency Purposes

Navigation Student Information System Homepage > Student Profile Tile > Manage Service Indicators

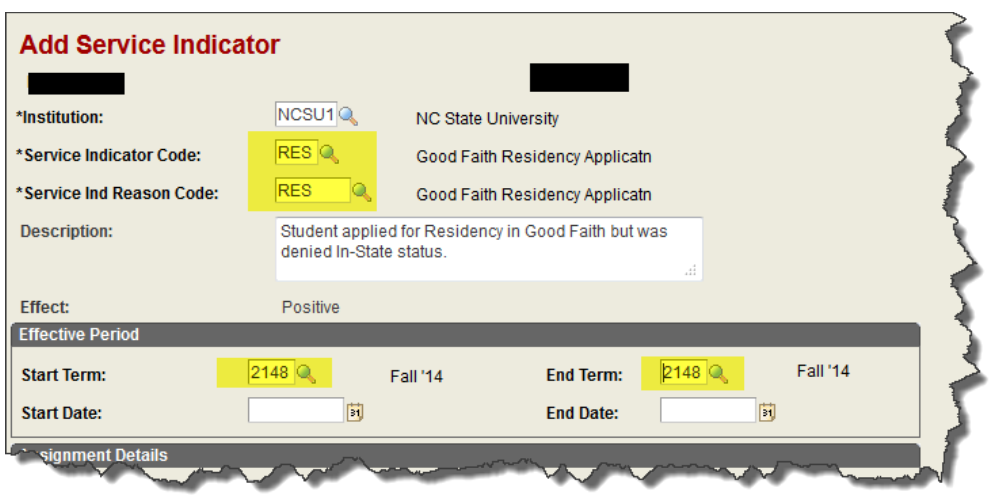
Search by EmplID:



Add a new service indicator:



Enter the Service Indicator Code and Service Indicator Reason Code as “RES”. Enter the Start Term and End Term (will be same).



Graduate Student Advising

Objectives — Graduate student advising covers Plans of Work and advisory committees along with checklists maintained to track the status of important administrative tasks related to these advisory processes.

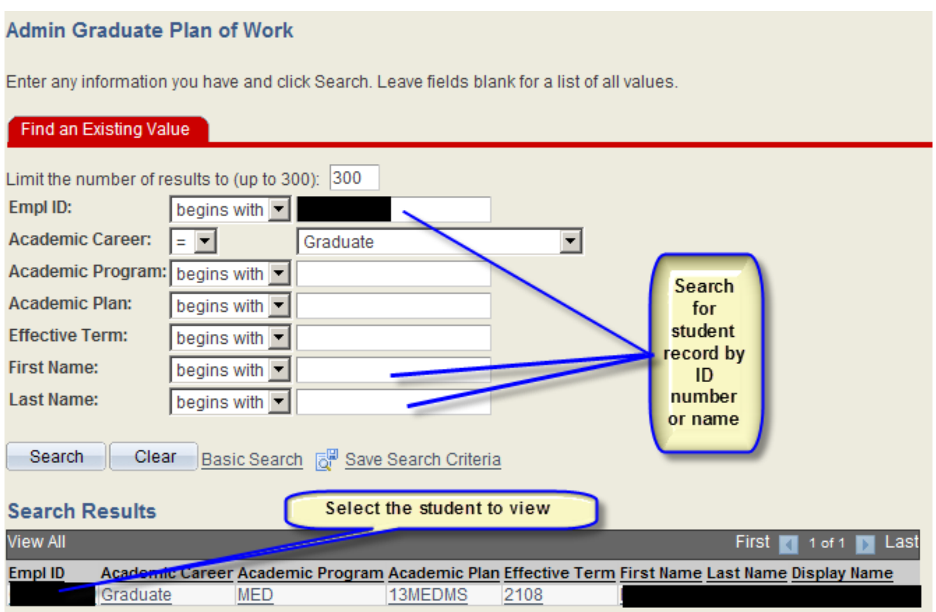
Reminder — Graduate Records Officers have direct access to update pages and records that reflect directly on the student official and/or unofficial transcript.

Viewing Graduate Student Patent Agreements

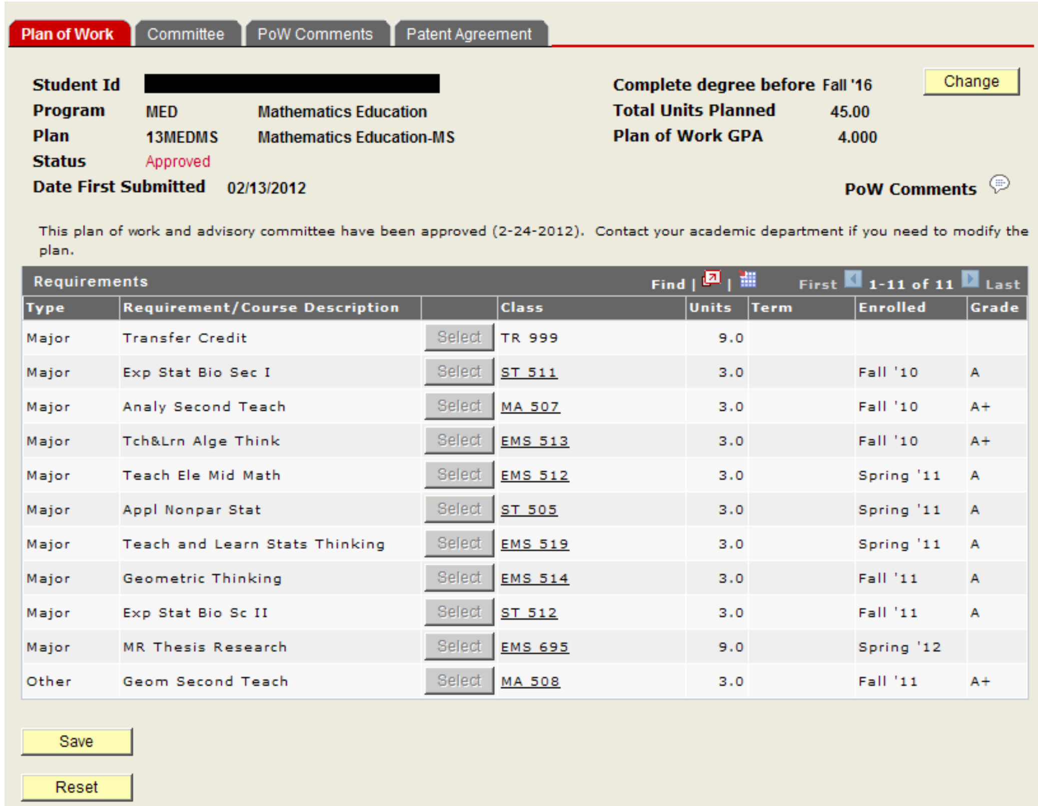
Objectives — This section describes the process of viewing Patent Agreements submitted by students through self-service.

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

Tab Name — Patent Agreement



The search lands on the Graduate Plan of Work page.


Plan of Work | Committee | PoW Comments | Patent Agreement

Student Id [redacted]
Program MED Mathematics Education
Plan 13MEDMS Mathematics Education-MS
Status Approved
Date First Submitted 02/13/2012

Complete degree before Fall '16 Change
Total Units Planned 45.00
Plan of Work GPA 4.000

PoW Comments

This plan of work and advisory committee have been approved (2-24-2012). Contact your academic department if you need to modify the plan.

Requirements Find | First 1-11 of 11 Last

Type	Requirement/Course Description		Class	Units	Term	Enrolled	Grade
Major	Transfer Credit	Select	TR 999	9.0			
Major	Exp Stat Bio Sec I	Select	ST 511	3.0		Fall '10	A
Major	Analy Second Teach	Select	MA 507	3.0		Fall '10	A+
Major	Tch&Lrn Alge Think	Select	EMS 513	3.0		Fall '10	A+
Major	Teach Ele Mid Math	Select	EMS 512	3.0		Spring '11	A
Major	Appl Nonpar Stat	Select	ST 505	3.0		Spring '11	A
Major	Teach and Learn Stats Thinking	Select	EMS 519	3.0		Spring '11	A
Major	Geometric Thinking	Select	EMS 514	3.0		Fall '11	A
Major	Exp Stat Bio Sc II	Select	ST 512	3.0		Fall '11	A
Major	MR Thesis Research	Select	EMS 695	9.0		Spring '12	
Other	Geom Second Teach	Select	MA 508	3.0		Fall '11	A+

Save
Reset

To view the Patent Agreement, select the “Patent Agreement” Tab. On the “Patent Agreement” Tab, you will see if the student has “submitted” either the electronic Patent Agreement or submitted the paper 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 on file

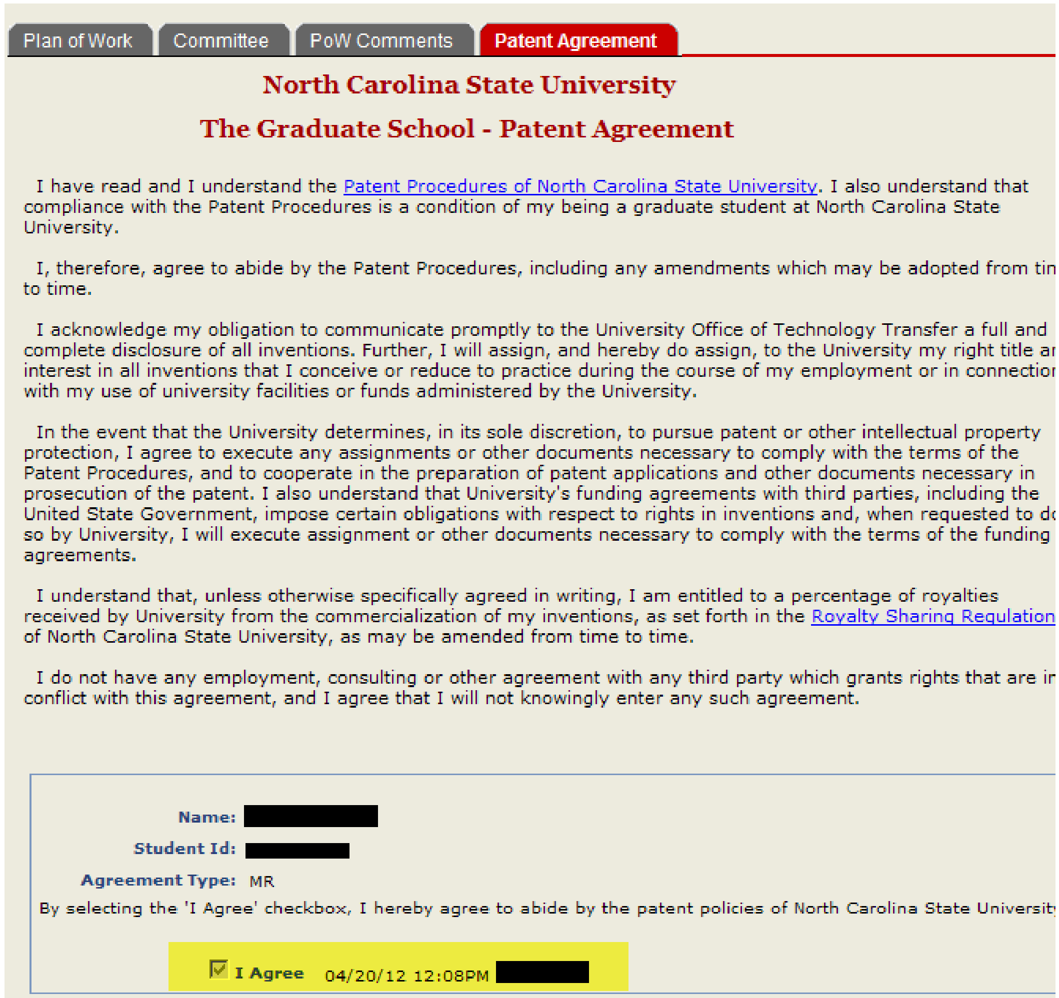

Plan of Work | Committee | PoW Comments | Patent Agreement

North Carolina State University
The Graduate School - Patent Agreement

Name: [redacted]
Student Id: [redacted]
Agreement Type: MR

I Agree 06/22/10 12:00AM Paper Form-On File

Electronic Patent Agreement on file



Plan of Work | Committee | PoW Comments | Patent Agreement

North Carolina State University

The Graduate School - Patent Agreement

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

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

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

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

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

I do not have any employment, consulting or other agreement with any third party which grants rights that are ir conflict with this agreement, and I agree that I will not knowingly enter any such agreement.

Name: [redacted]

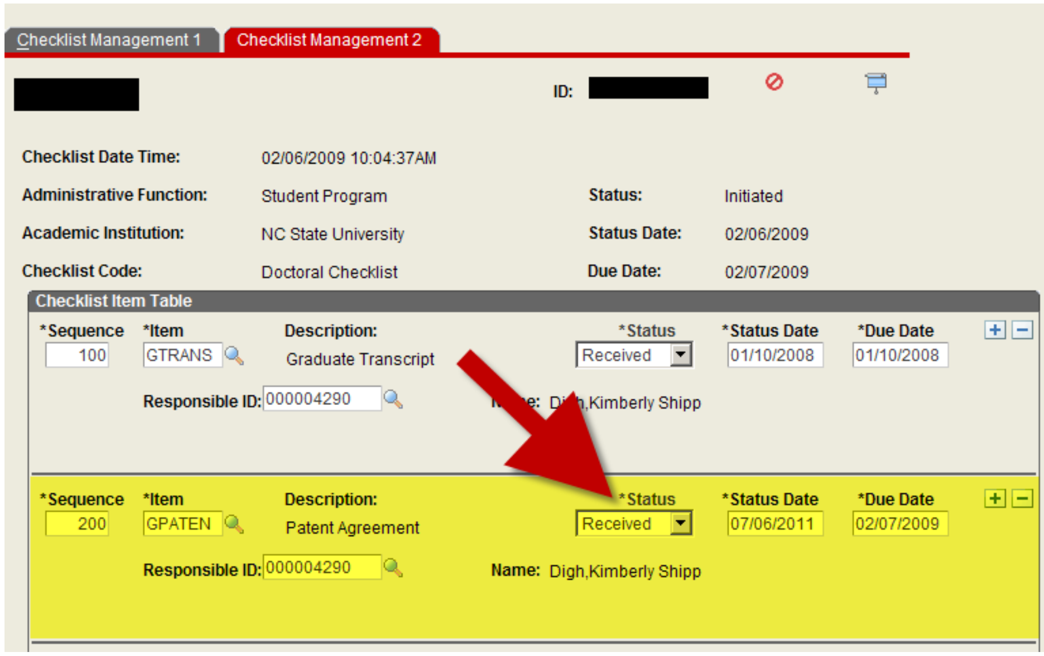
Student Id: [redacted]

Agreement Type: MR

By selecting the 'I Agree' checkbox, I hereby agree to abide by the patent policies of North Carolina State Universit

☑ **I Agree** 04/20/12 12:08PM [redacted]

Once the patent agreement has been submitted, the students' checklist items will automatically be updated. Student Information System Homepage > Student Records Tile > Checklists Folder > Checklist Management - Person



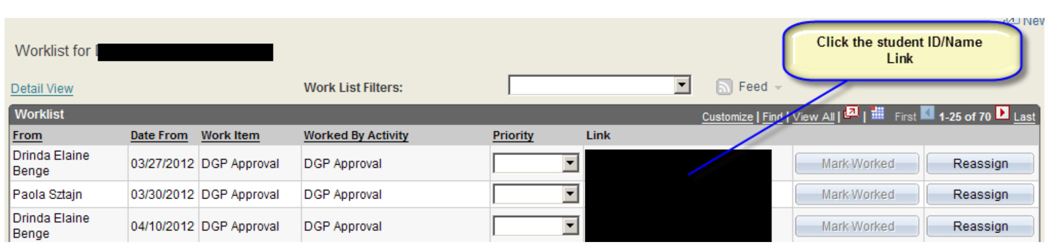
Processing Graduate Student Advisory Committees and Plans of Work

Objectives Routine processing of Plans of Work and advisory committees is performed using the Worklist Tile.

Reminder Graduate Records Officers have direct access to update pages and records that reflect directly on the student official and/or unofficial transcript.

Navigation Student Information System Homepage > Worklist Tile > Worklist

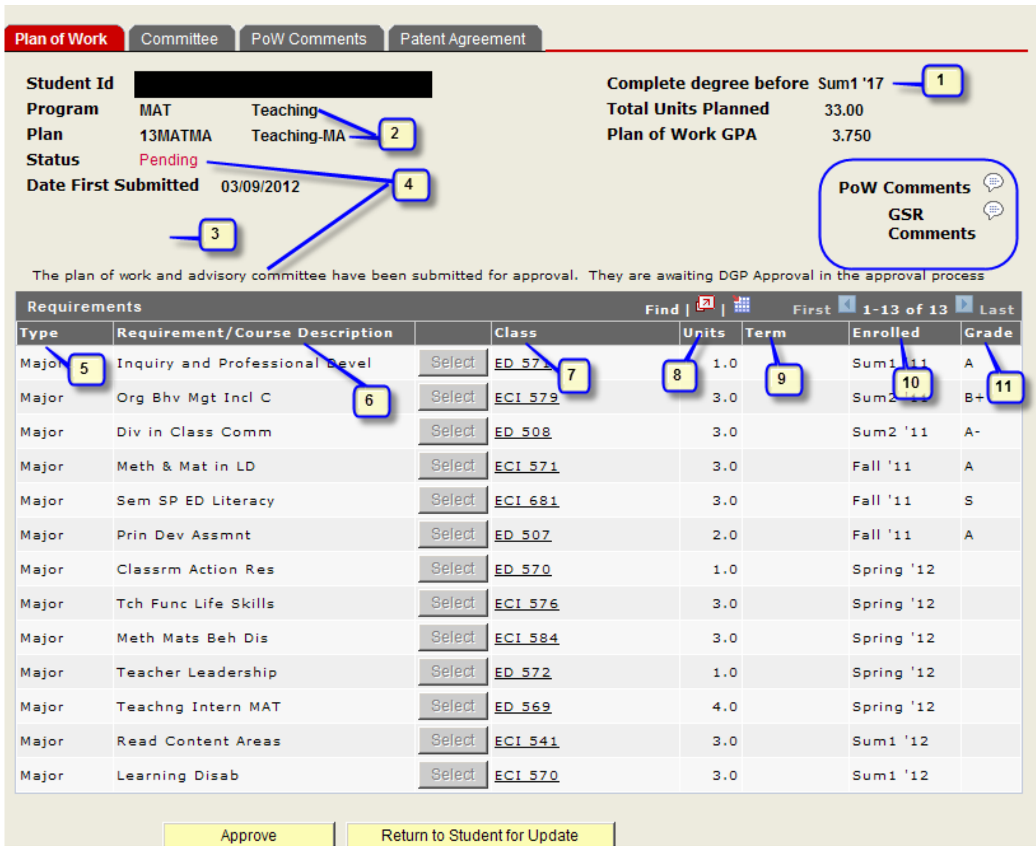
Page Worklist



Step 1 Access your Worklist. 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.

Tab Name Plan of Work Tab



Plan of Work | Committee | PoW Comments | Patent Agreement

Student Id [redacted]
Program MAT Teaching
Plan 13MATMA Teaching-MA
Status Pending
Date First Submitted 03/09/2012

Complete degree before Sum1 '17
Total Units Planned 33.00
Plan of Work GPA 3.750

PoW Comments
GSR Comments

The plan of work and advisory committee have been submitted for approval. They are awaiting DGP Approval in the approval process

Requirements Find | | First 1-13 of 13 Last

Type	Requirement/Course Description		Class	Units	Term	Enrolled	Grade
Major	Inquiry and Professional Level	Select	ED 57	1.0		Sum1	A
Major	Org Bhv Mgt Incl C	Select	ECI 579	3.0		Sum2	B+
Major	Div in Class Comm	Select	ED 508	3.0		Sum2 '11	A-
Major	Meth & Mat in LD	Select	ECI 571	3.0		Fall '11	A
Major	Sem SP ED Literacy	Select	ECI 681	3.0		Fall '11	S
Major	Prin Dev Assmnt	Select	ED 507	2.0		Fall '11	A
Major	Classrm Action Res	Select	ED 570	1.0		Spring '12	
Major	Tch Func Life Skills	Select	ECI 576	3.0		Spring '12	
Major	Meth Mats Beh Dis	Select	ECI 584	3.0		Spring '12	
Major	Teacher Leadership	Select	ED 572	1.0		Spring '12	
Major	Teachng Intern MAT	Select	ED 569	4.0		Spring '12	
Major	Read Content Areas	Select	ECI 541	3.0		Sum1 '12	
Major	Learning Disab	Select	ECI 570	3.0		Sum1 '12	

Approve | Return to Student for Update

1. Review the degree completion time limit
2. Review the Academic Program and Plan
3. Review messages, if any

   Note: If multiple majors exist, red stars will appear next to courses that are listed on both Plans of Work.

4. Review plan status. Status is displayed in two places. A pending status indicates that there is work to be done to process the plan, and the status message will contain further detail to explain the location of plan in the process and the work to be performed.
5. Course <u>type</u> may include Co-Major, Co-Minor, Major, Minor and Other.

By default, courses are ordered by type and term. You may reorder them to suit your needs by clicking on any column heading.

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

7. The Class 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 class will display as TR999.

8. 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.

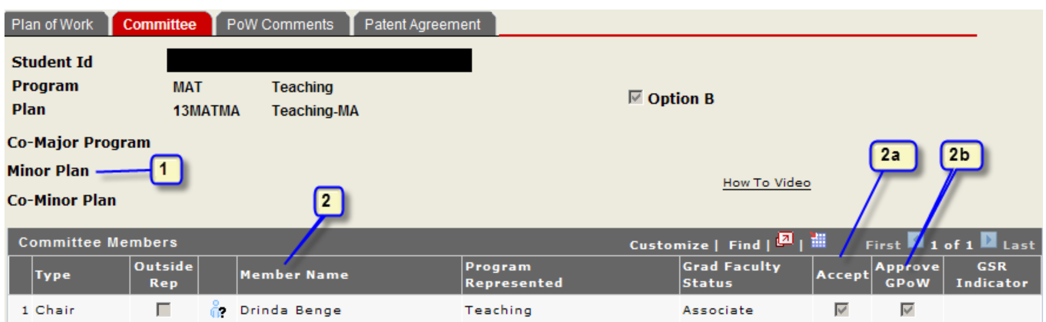
9. Term is pulled from the student's transcript or is entered as a future term, when the plan of work is created.

10. Enrolled represents the term of enrollment.

11. Grade is pulled from the student transcript when the specified course is actually graded. *As student's 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: The word "Comment" with a bubble icon will appear under the total units, if there is a comment under the "Comments" tab.

Tab Name Committee



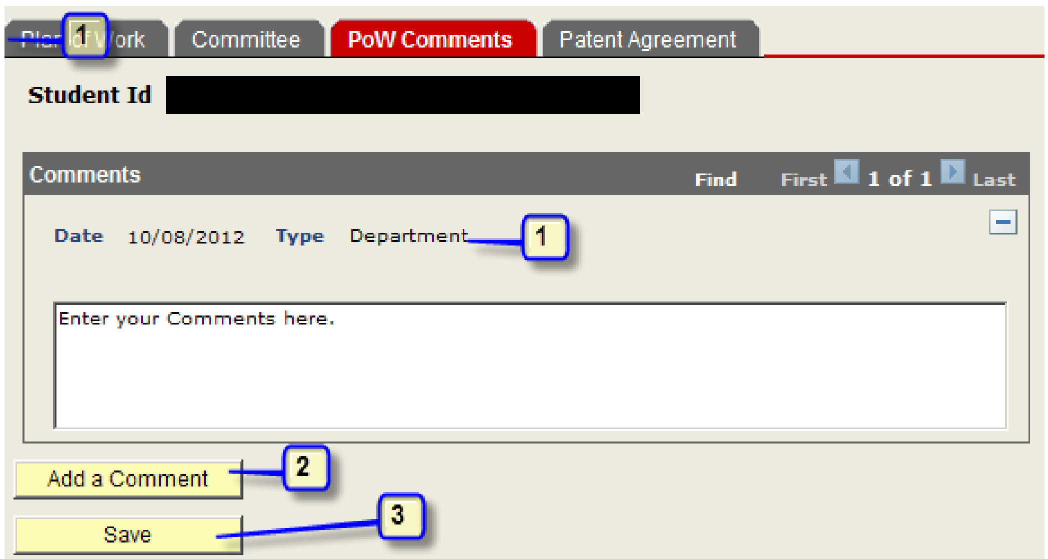
Step 1 Review the student's Co-Major Program, Minor Plan and/or Co-Minor Plan if applicable. These are entered by the user creating the committee. Students, Directors of Graduate Programs, Graduate Services Coordinators or Graduate Records Officers in the Graduate School can enter or update committees. If the Co-Major Program, Minor Plan and/or Co-Minor Plan are approved by the Graduate School, these must be entered on the Student Program/Plan. Procedures for maintenance of the Student Program/Plan are covered in the **Graduate Student Records Tile and Enrollment** section of this document.

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 that approval of the committee.

Tab Name GPoW Comments

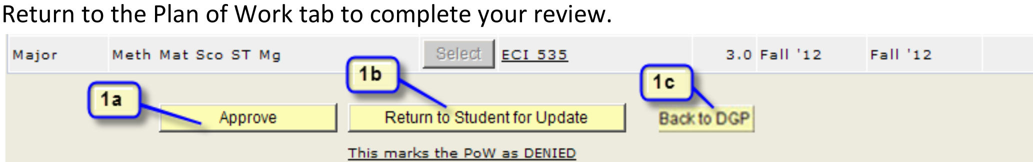


Step 1 Review existing comments. Comments are displayed in the order created. Each comment indicates the name of the user who created it, the comment type and the date it was created. Comments may be added by students, committee members, Graduate Services Coordinators, Directors of Graduate Programs and Graduate Records Officers.

Step 2 Add comments as necessary. You may delete comments you have added, by clicking the button. Comments may be marked to hide from students, if you check the box Hide from Student.

Step 3 Save your comments by clicking Save.

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



Step 1 There are three review buttons. Click the appropriate button at the bottom of the PlanofWork tab.

a) <u>Approve</u> – The plan is **approved**. A message is displayed indicating that the student must contact their academic department if they wish to make changes.

b) <u>Return to Student for Update</u> – This marks the plan of work with a status of **denied**. A message is displayed indicating to the student that they should check the comments section or contact their academic department for details. You will need to be sure to put a comment listing the reason for the denial. In this status the Student, Graduate School, the Director of the Graduate Program and the Graduate Services Coordinator may all access the plan of work to make updates.

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

c) <u>Back to DGP</u> – This sets the plan of work to a **pending** status awaiting DGP approval. The plan of work will be returned to the DGP Worklist Tile for updates. You will need to be sure to put a comment listing the reason for return.

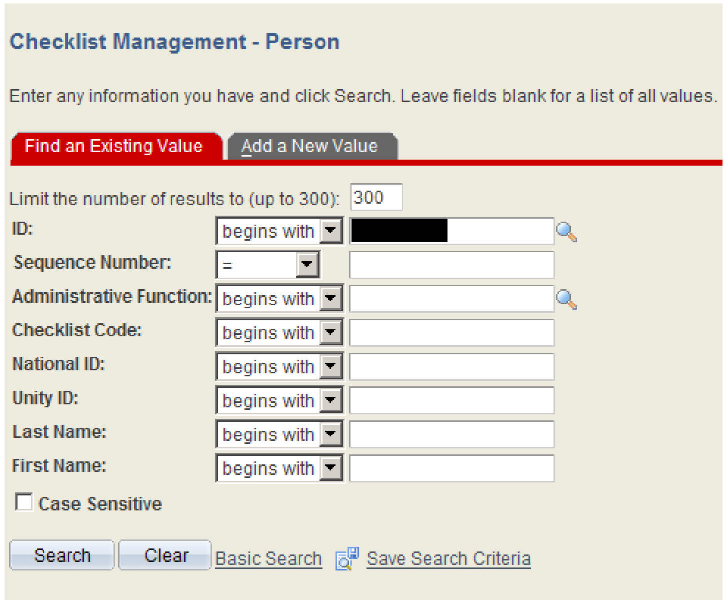
Updating the Student's Checklist to Indicate Approval of the Plan of Work and Committee

Objectives The student's checklist keeps track of administrative tasks that must be completed by the student or on the student's behalf. The items on the checklist and the checklist itself must be marked completed or waived in order for a student to take the degree in their academic plan.

Reminder If no checklist is assigned to a particular student or the wrong checklist is assigned, you may add a new checklist and remove the old one. You may also add and remove specific checklist items to or from a student's checklist.

Navigation Student Information System Homepage > Student Records Tile > Checklists Folder > Checklist Management - Person

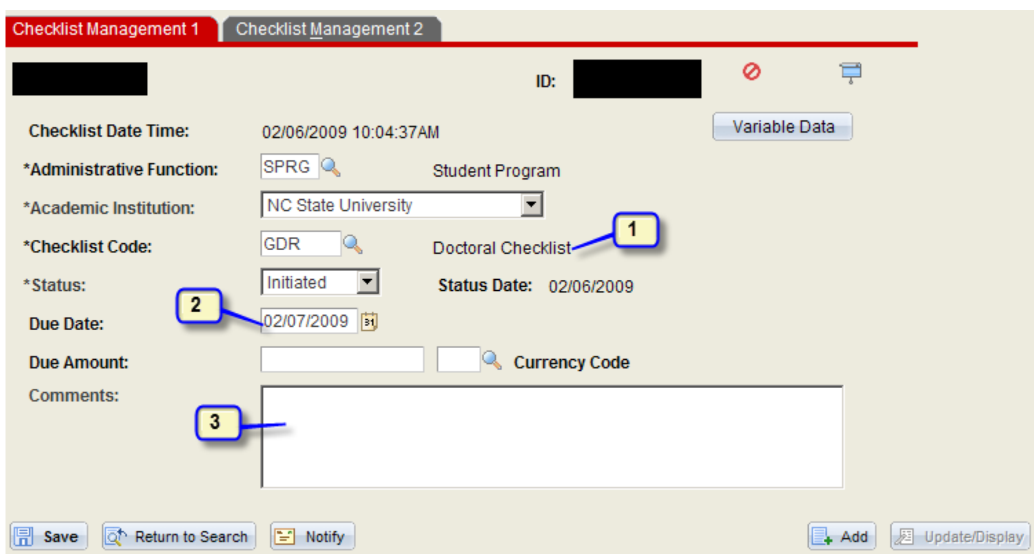
Page Steps Checklist Management – Person search



Step 1 Enter the EmplID or name to access the checklist for the appropriate person.

Step 2 Click Search

Page / Tab Name Checklist Management – Person / Checklist Management 1

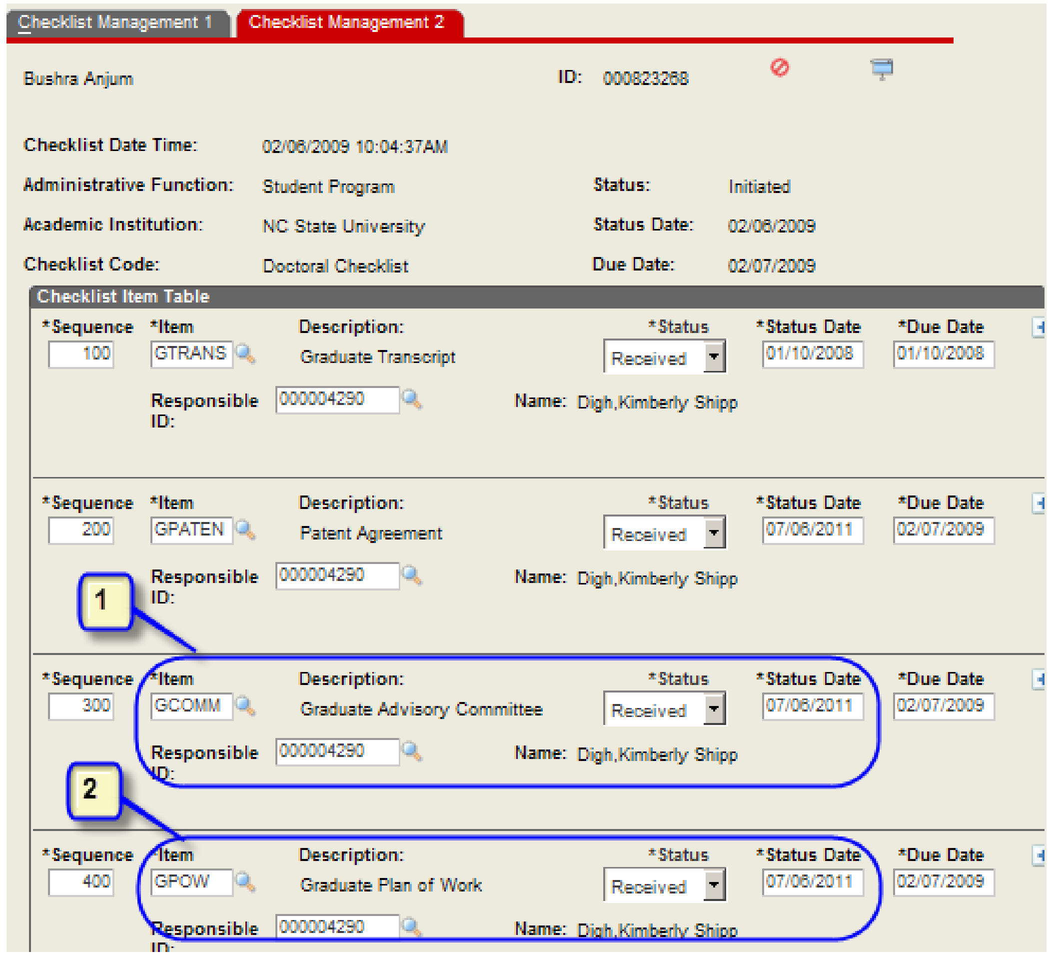


Step 1 Insure that the student is assigned the correct Checklist, or adjust if necessary

Step 2 Enter the student's time limit date in the due date field

Step 3 Enter comments as deemed necessary

Page / Tab Name Checklist Management – Person / Checklist Management 2



Step 1 In the Checklist Item Table locate the item GCOMM (Committee). Set the status to completed and enter the status date.

Step 2 In the Checklist Item Table locate the item GPOW (PlanofWork). Set the status to completed and enter the status date.

Step 3 Save the checklist

Query To Generate List of Graduate Faculty Members

Overview and Objectives

SIS_GRADUATE_FACULTY_LIST

While reviewing Graduate Advisory Committees, users can view a list of all active members of the Graduate Faculty. Fields displayed are Graduate Faculty Member EMPLID and Name, Department Description, Academic Rank Description, Graduate Faculty Status and Date Awarded, Tenure Home Department Description.

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

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

Note Queries are available for viewing Graduate Faculty and Programs. Refer to Section titled "Queries for Graduate Faculty Status".

Updating Graduate Student Plans of Work and Advisory Committees

Objectives Advisory Committees can be entered by students through Student Self-Service. They can also be entered by the Director of Graduate Program or Graduate Services Coordinator. Graduate Records Officers can enter these as well. Committees entered by other users can be updated by Graduate Records Officers as well.

Reminder Plans of Work and advisory committees previously approved by the Graduate School must be recycled through work flow after updates in the Graduate School. Graduate Records Officers should resubmit the plan through work flow and approve it for both the DGP and the Graduate School unless they wish to require a DGP's re-approval. DGP Worklist Tile items are routed to the College Liaison Worklist Tile for easy filtering and access.

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

Step 1 Search for the plan of work using either student name or ID number.

Step 2 If the plan of work is currently in workflow, you will need to click the Reset button at the bottom of the plan of work tab, in order to make changes.

Step 3 Proceed to make updates to the plan of work and/or committee. When finished, you will need to click the Save button, and click the Submit for Approval button to send it back into workflow. If you do not need the DGP approval on your changes, you can follow the steps below, on how to "recycle" the plan of work and get it back into your Worklist Tile.

Advisory Committee External/Technical Consultant Appointments

Objectives External members and technical consultants can be added as members of the committee. These are member types. These member types may be added by any user creating the committee. Approval of these member types is included as part of the Graduate Records Officer review.

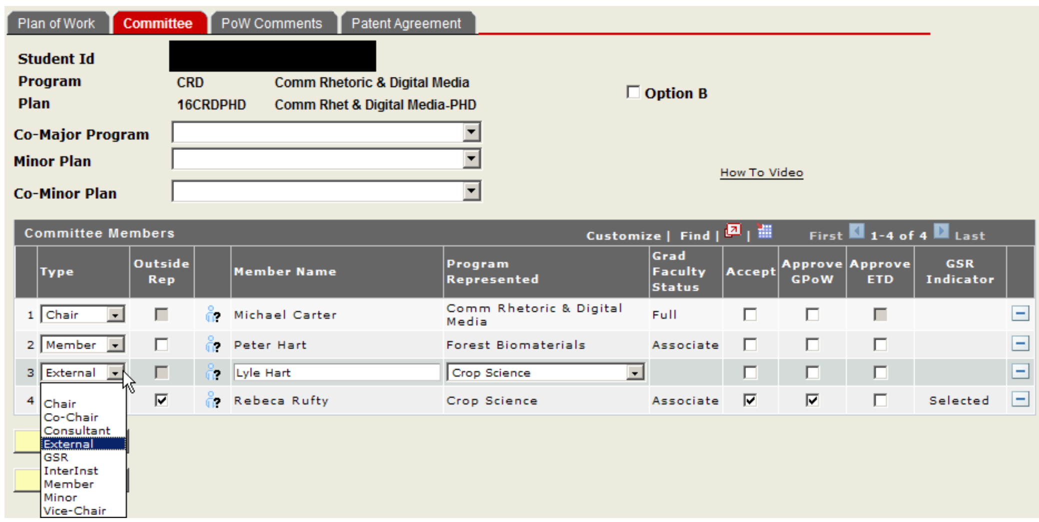
Reminder If a Graduate Records Officer wishes to modify an existing committee, the committee must be reset.

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

Page Steps Graduate Plan of Work > Committee tab

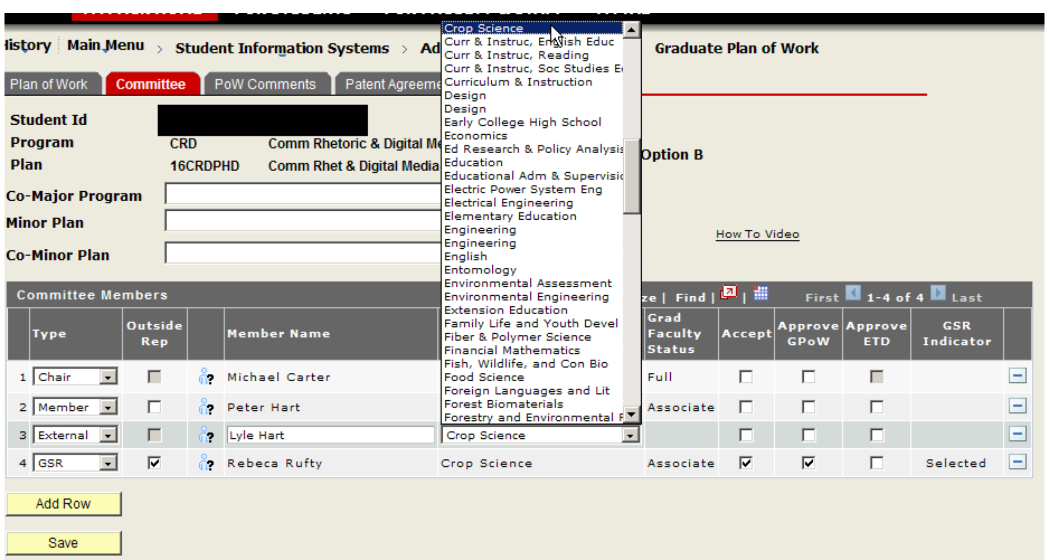
Step 1 Click the Add Row button to add a member

Step 2 Select either External or Consultant from the Type drop-down.

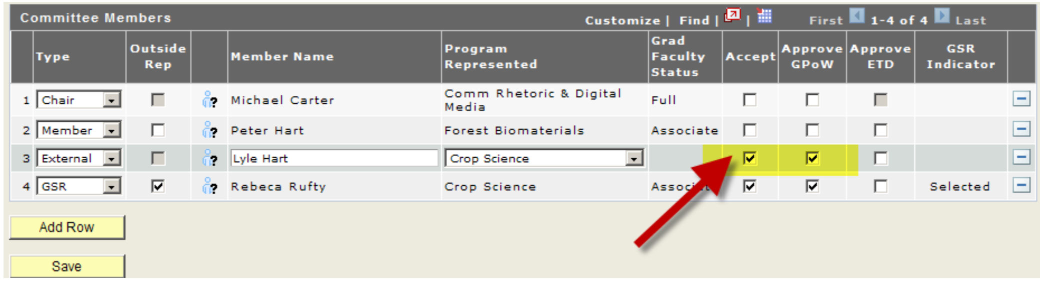


Step 3 Enter the name in the name field

Step 4 Select the program represented by this member if applicable. This is not required by the system.



Step 5 Indicate acceptance and approval for the external member.



Step 6 Save the record Save

Note: If the plan of work was reset for the change, you will need to go back to the plan of work tab and click the "Submit for Approval" button to put it back into workflow.

Graduate Faculty Members Programs

Objectives A member of the graduate faculty may have membership in multiple academic programs.

Navigation Student Information Systems > Reporting Tools Tile > Query Tools Folder > Query Manager

The query is: **SIS_GRADUATE_FACULTY_LIST**

Advisory Committee Inter-Institutional Member Appointments

Objectives Inter-institutional members can be added as members of the committee. These are member types.

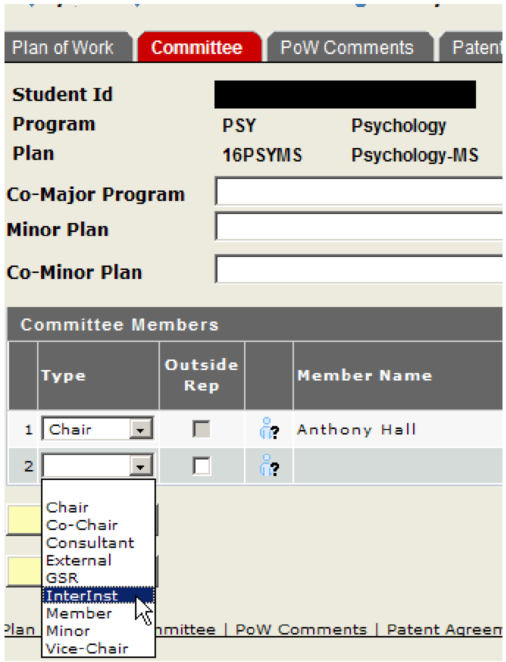
Reminder If a Graduate Records Officer wishes to modify an existing committee, the committee must be reset.

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

Page Steps Graduate Plan of Work > Committee tab

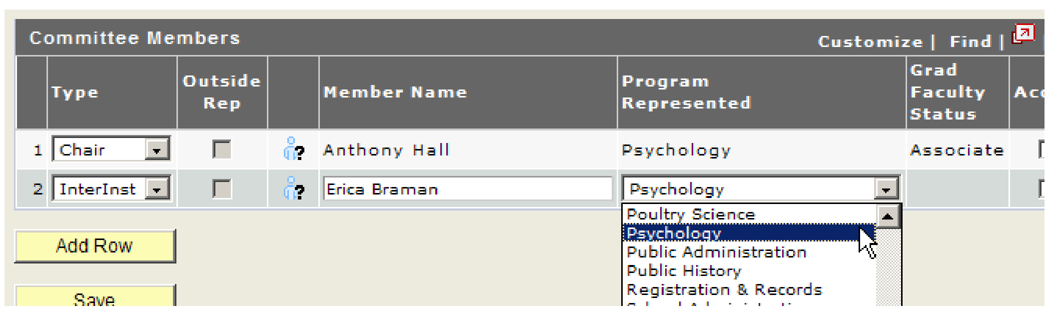
Step 1 Click the Add Row button to add a member

Step 2 Select InterInst from the Type drop-down.

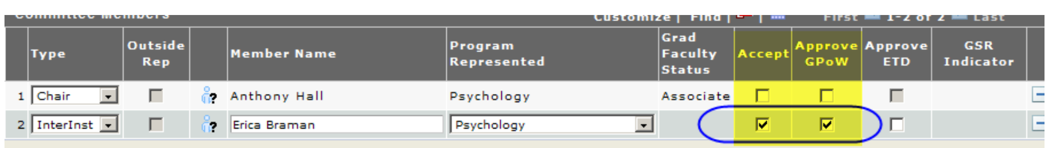


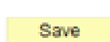
Step 3 Enter the name in the name field

Step 4 Select the program represented by this member if applicable. This is not required by the system.



Step 5 Indicate acceptance and approval for the external member.



Step 6 Save the record 

Note: If the plan of work was reset for the change, you will need to go back to the plan of work tab and click the “Submit for Approval” button to put it back into workflow.

Advisory Committee Replacement or

Substitution of a Member

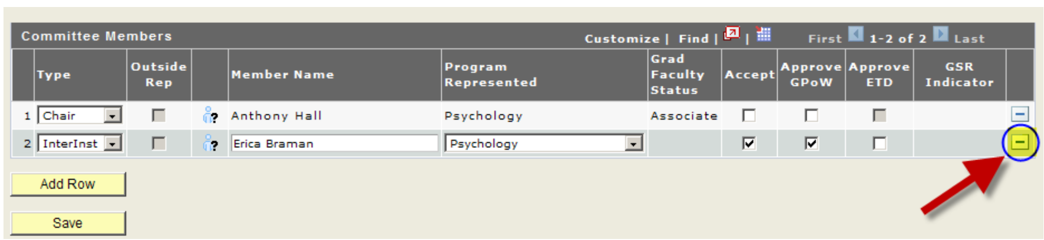
Objectives Graduate Records Officers can remove existing committee members and add new ones.

Reminder Members of the graduate faculty added to advisory committees are sent invitations to serve by email when they are added. If you do not wish a replacement or substituted member to receive this invitation you must accept and approve for them. Replacements must be updated on the GPoW upon approval from the Graduate Dean, once the GPoW is reset.

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

Page Steps Graduate Plan of Work > Committee tab

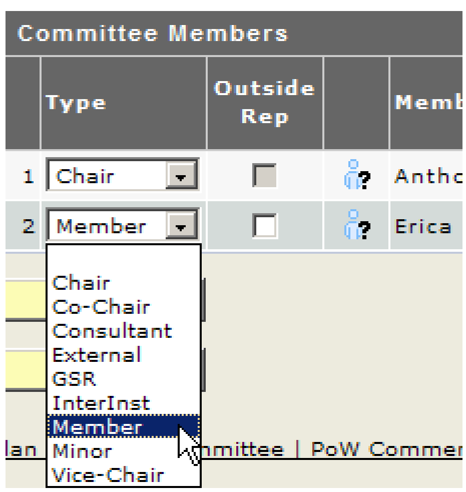
Step 1 To remove an existing member, click the delete button on the right side of the member row.



Step 2 Click the 

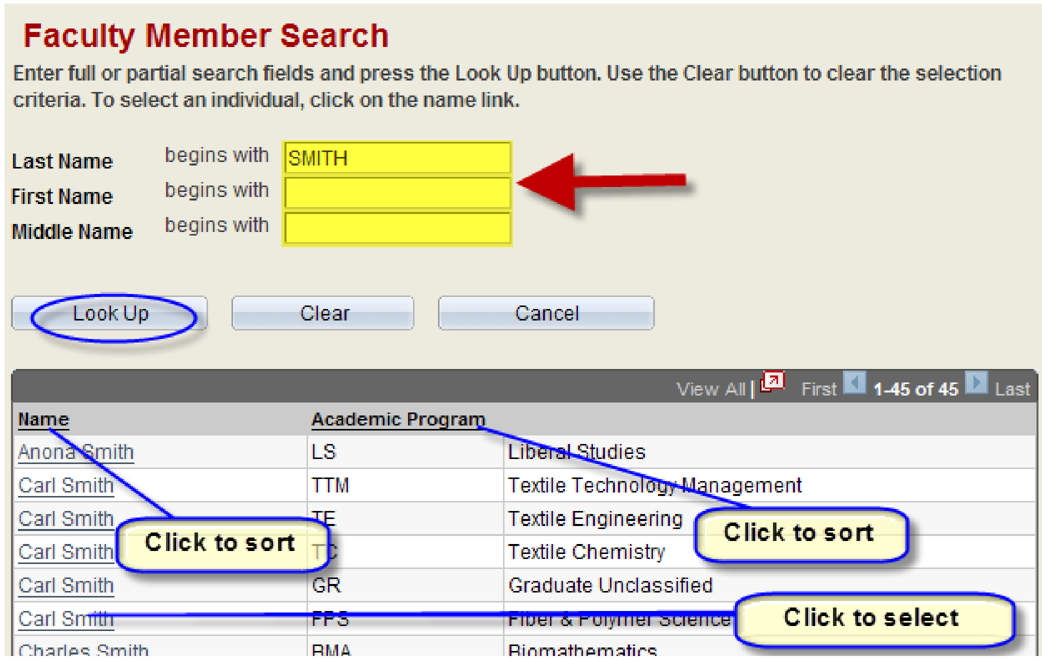
button to add the replacement member.

Step 3 Choose the member type from the Type drop-down



Step 4 Click  to find the new member on the graduate faculty

Step 5 Enter all or part of the graduate faculty member's last, first and/or middle name and click look-up. Entering more letters of the name will make the search work faster. Entering part of a name may return multiple names. A record will be returned for each academic program the graduate faculty member is approved in. To select an individual and the academic program they represent for this committee, click on the name link. You may sort the results list by clicking on name or academic program.



Click the Save button to save changes.

If you do not want the new committee member to receive an email for acceptance and approval, check both boxes to the right of their program.

Note: If the plan of work was reset for the change, you must go back to the plan of work tab and click the "Submit for Approval" button to put it back into workflow.

Updating Advisory Committee For Addition of Graduate School Representative

Objectives Graduate Records Officers can add Graduate School Representatives to the committee.

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

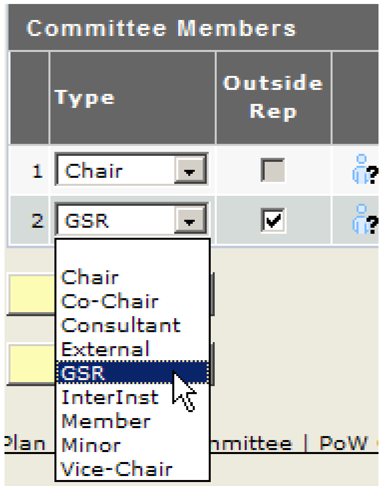
If a Graduate Records Officer wishes to modify an existing committee, the plan of work must be reset. Click the Reset button at the bottom of the plan of work tab.

Page Steps Graduate Plan of Work > Committee tab

Step 1 Click the Add Row button to add the new member.

Step 2

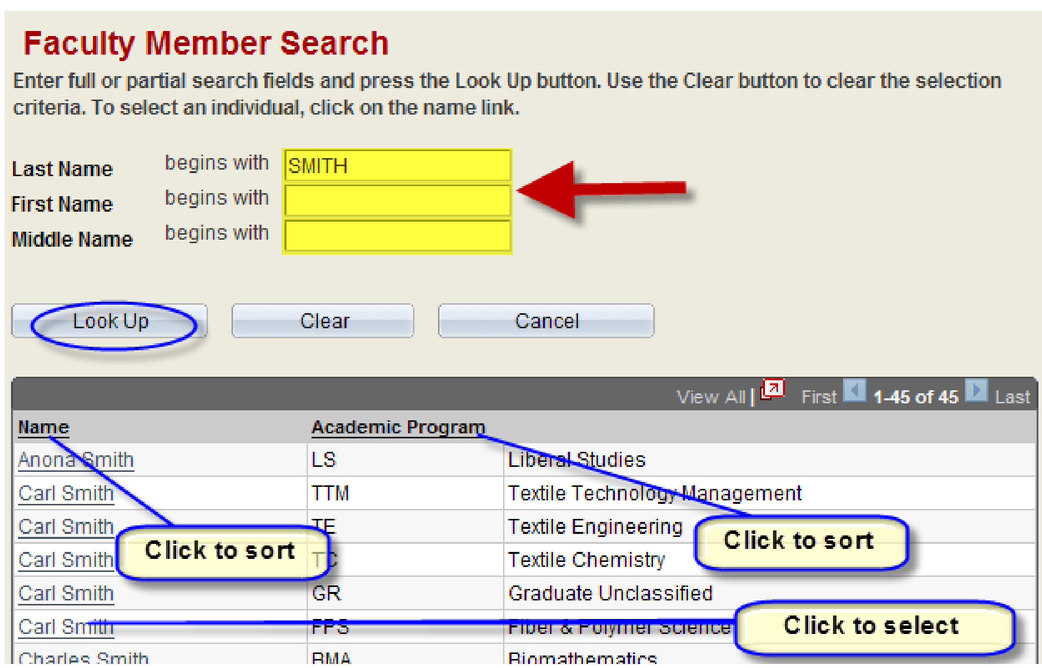
Choose the member type from the Type drop-down



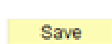
Step 3

Click  to find the new member on the graduate faculty

Enter all or part of the graduate faculty member's last, first and/or middle name and click look-up. Entering more letters of the name will make the search work faster. Entering part of a name may return multiple names. A record will be returned for each academic program the graduate faculty member is approved in. To select an individual and the academic program they represent for this committee, click on the name link.



Step 4

Save the record 

Remember to check the acceptance and approval boxes.

Note: If the plan of work was reset for the change, go back to the plan of work tab and click the "Submit for Approval" button to put it back into workflow.

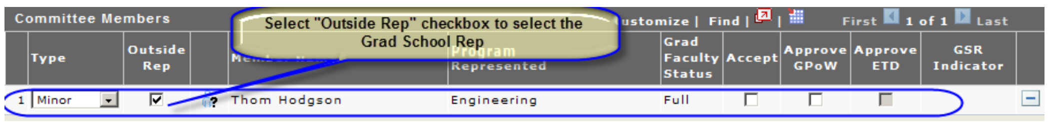
Add Graduate School Rep Committee Member

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

1. If the person is already on the student's committee.
2. If the student does not currently have a role on the committee.

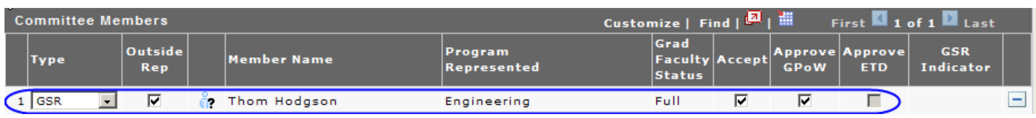
Add Graduate School Rep- already on the committee

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



Add Graduate School Rep- No other role on the committee

If the GSR has no other role on the committee, then you select the GSR "type"



Query for Graduate School Representatives

Overview and Objectives

SIS_GRAD_REP

This query allows Graduate School personnel to view, for each Graduate School Representative on a graduate committee for a student, the attempted dates for the preliminary oral and final oral exams.

Navigation

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

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

Changing, Removing Or Adding A Course On the Plan of Work

Objectives

Graduate Records Officers can modify Plans of Work and Committees and then give Graduate School approval.

Navigation

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

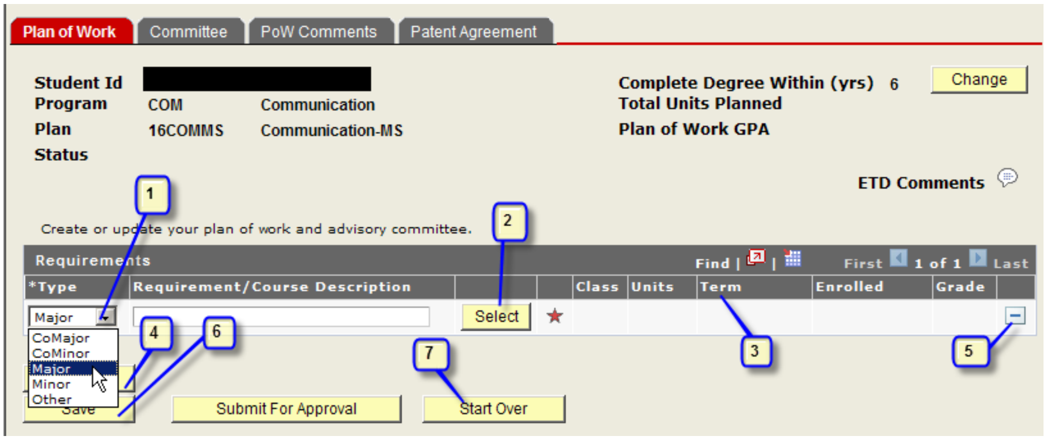
Step 1

Search for the plan of work using either student name or ID number.

Step 2

If the plan of work is currently in workflow, click the Reset button at the bottom of the plan of work tab, in order to make changes.

To Add A Course

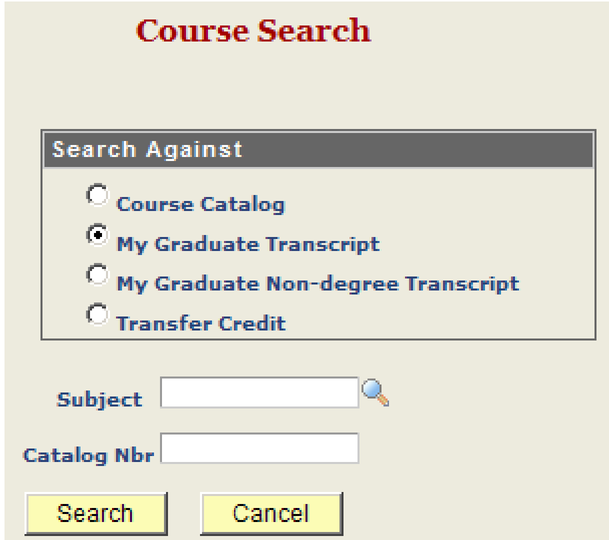


Click the “Add Row” button.

1. Choose a course type
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. Important: Start Over permanently clears all values and rows

After all changes, make sure that you click the Submit For Approval button, to send the plan of work back into workflow.

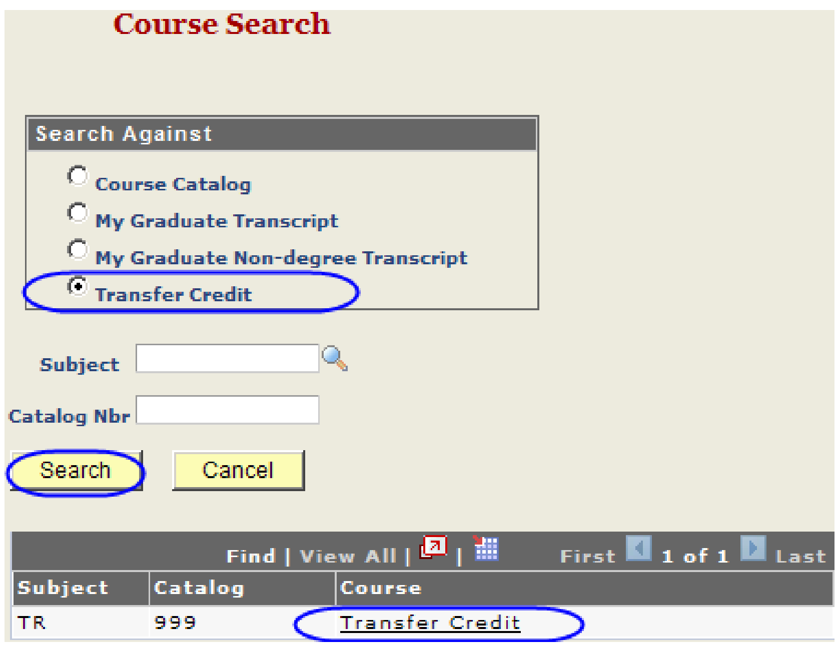
Step 1



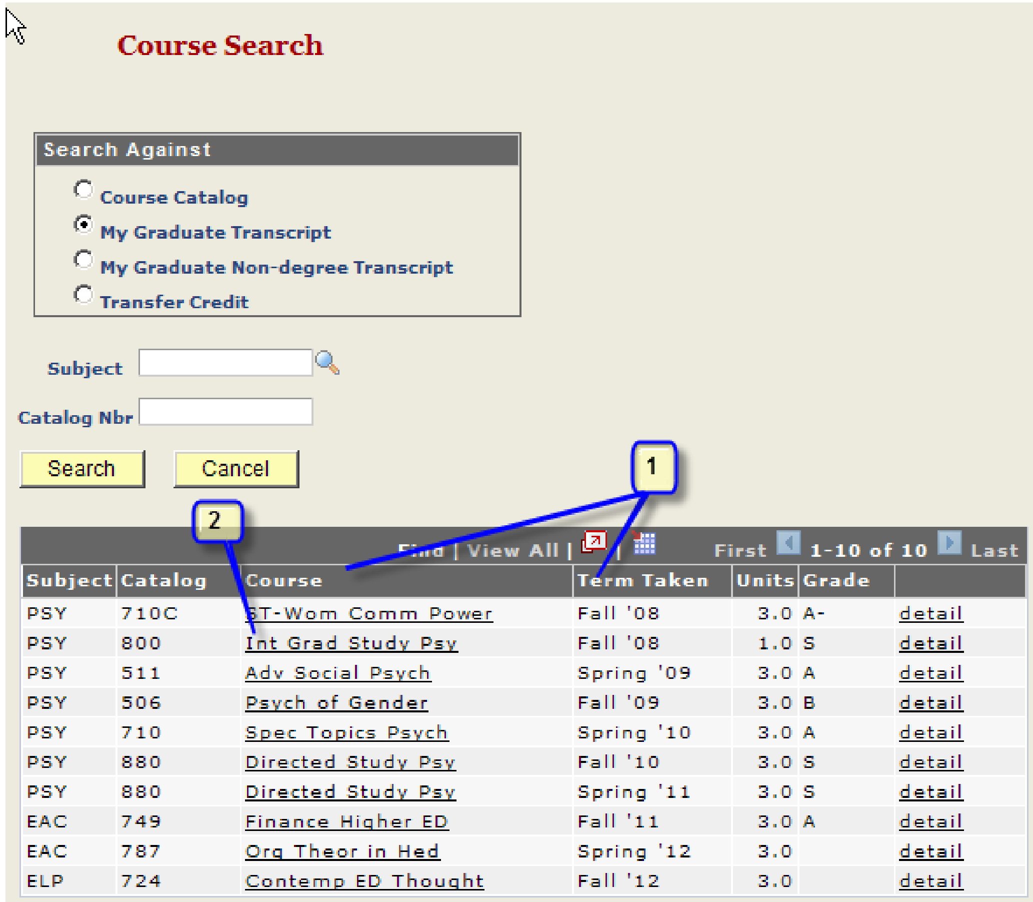
You may add courses from the course catalog, NC State graduate career transcript, NC State non-degree transcript, or as transfer credit. In the search fields enter a subject. You may also enter a catalog number to filter the search results further. (Skip to step 2, if not selecting Transfer credit)

Note: Transfer credit is used to manually enter specific courses from an external institution or lump-sum hours from a previous graduate degree at NC State or an external institution.

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



Step 2



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

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

To Change or Remove a Course

Removing courses: Locate the course(s) you wish to remove and click the button to delete the row.

Changing courses: It is best to delete the row that needs to be changed, and follow the above steps to add a row and add the new course.

Adding/Deleting a Course On An Approved Plan of Work

Overview & Objectives

Once Plans of Work have been approved by the Graduate School they may be updated by following the below steps. Once initially approved by the Graduate School, plan of work Change Tracking is invoked. This feature allows users to see what types of course changes have been made, if any. This section describes how users can modify existing graduate Plans of Work after they have been approved by the Graduate School. This includes changing courses and committee members.

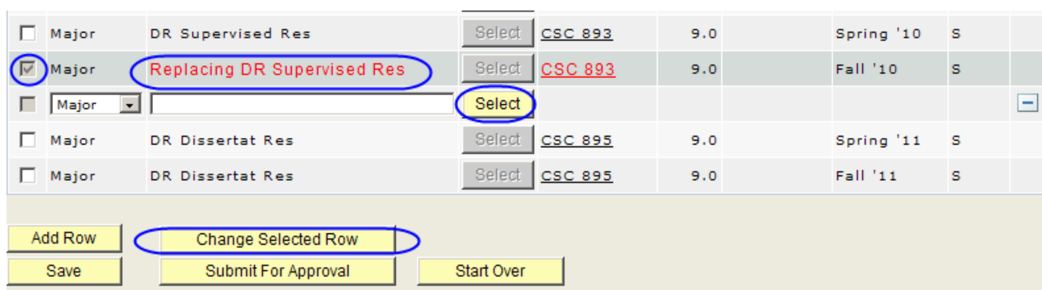
Navigation Student Information System Homepage > Advising Tile > Graduate Plan of Work

Reminder After approval by the Graduate School the plan of work is assigned a status of **Approved**. The status messages displays: This plan of work and advisory committee has been approved. Contact your academic department if you need to modify the plan. (28500, 4).

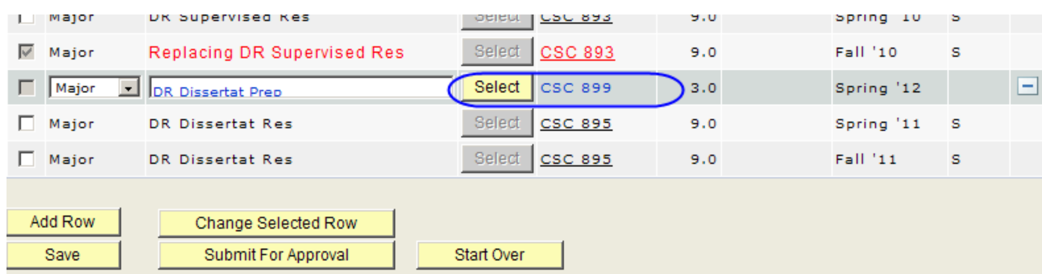
Step 1 To update a plan of work after initial approval by the Graduate School, it must be reset by clicking the Reset button at the bottom of the plan of work screen.

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

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



Step 3 Once the new course has been selected it will be highlighted as well. **Course changes for previously approved plans are tracked until the revised plan is reapproved by the Graduate School.**



Step 4 Committee changes may be made following the same procedure outlined for making changes prior to Graduate School approval. Committee changes are not tracked.

Step 5 Be sure to Save your changes and when finished, click the "Submit for Approval" button to send it through workflow again. It will only go to committee members if you have unchecked the boxes next to their name.

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.

Approving Plans of Work and Committees Modified By The Graduate School (Recycling)

Objectives

Graduate Records Officers can modify Plans of Work and Committees and then give Graduate School approval, by “over-riding” DGP approval.

Reminder

Plans of Work and advisory committees modified in the Graduate School must be resubmitted through work flow. Work flow is managed using your Worklist Tile. Work flow requires that any member of the committee not marked as accepted and approved must re-approve. Any modified plan of work and advisory committee must reapproved by the DGP and Graduate School. Graduate Records Officers may reapprove for the DGP (if appropriate) before approving in their own capacity.

Navigation

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

Step 1

Once any Graduate School modifications to the plan of work or committee are complete, click Submit For Approval

Step 2

Return to your Worklist Tile (Student Information System Homepage > Worklist Tile > Worklist).

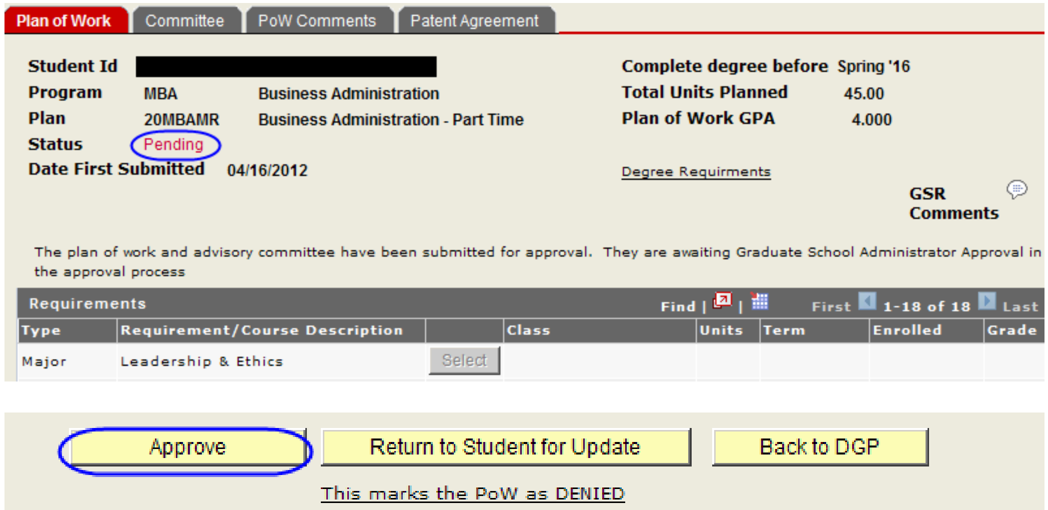
You will see an item for this student with the item label of “DGP Approval” (you can use the sort filter at the top of your Worklist Tile to only view those that require “DGP Approval”). Click on the student’s name to enter the record.

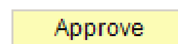
Step 3

Scroll to the bottom of the Graduate Plan of Work record, and click Approve. You have now approved your updates/changes at the DGP level. It now needs to be approved at the Graduate School Records Officer level.

Step 4

Return to your Worklist, and you will see an item for this student with the label “GSA Approval”.



When you are viewing the student's Graduate Plan of Work record, click 

.

The student's Graduate Plan of Work and Student Advisory Committee are now approved.

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.

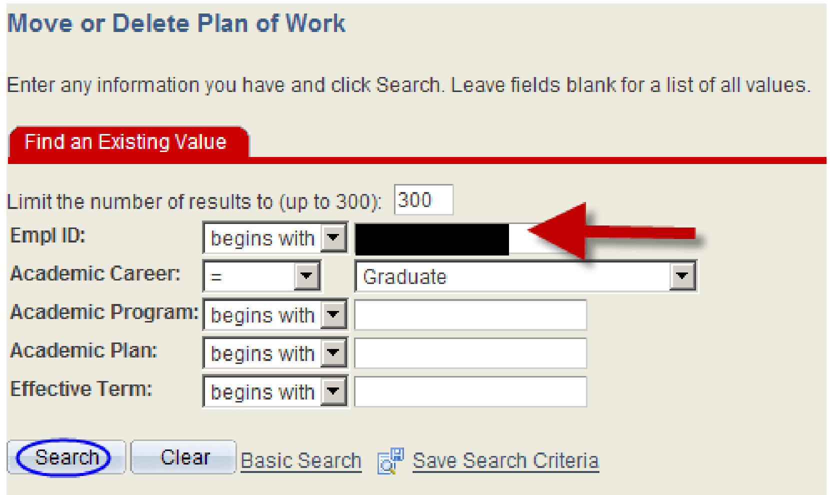
Navigation

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

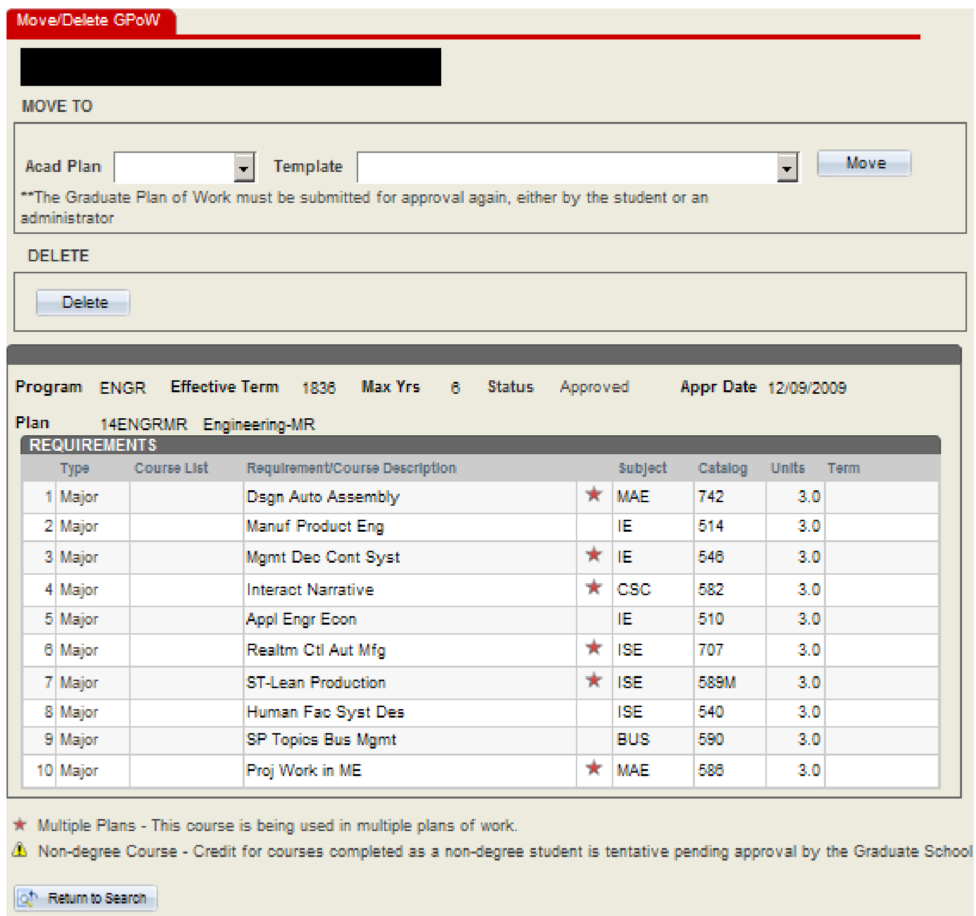
Page Name

Move or Delete Plan of Work

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



2. If the plan of work does not open, then this student did not previously complete a plan of work in the inactive/discontinued plan. Otherwise, the plan of work should appear as in the below picture.



3. If you will move the plan of work, use the drop down box beside Acad Plan, in order to select the plan to which you will move this plan of work. You will then need to use the drop down box beside Template, and select a template. Click the Move button. You will receive a confirmation pop-up after the move is complete. Note: If the student has

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

4. 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 <u>not</u> move it to the new plan; so that the red stars, indicating multiple plans, do not cause confusion.

5. Last you will need to go to the Graduate Plan of Work page to submit for approval to put it back into workflow.

Query to Determine When Residence Credit Requirement Met for a Doctoral Student

Refer to section with same name in Graduate Administrator's Section

Overview and Objectives

SIS_GRAD_DR_RESID

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.

Navigation

Student Information System Homepage> Reporting Tools > Query Viewer

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

Inquiring on Graduate Faculty Instructor Advisor Records

Objectives

This section describes the steps of inquiring on graduate faculty instructor advisor records.

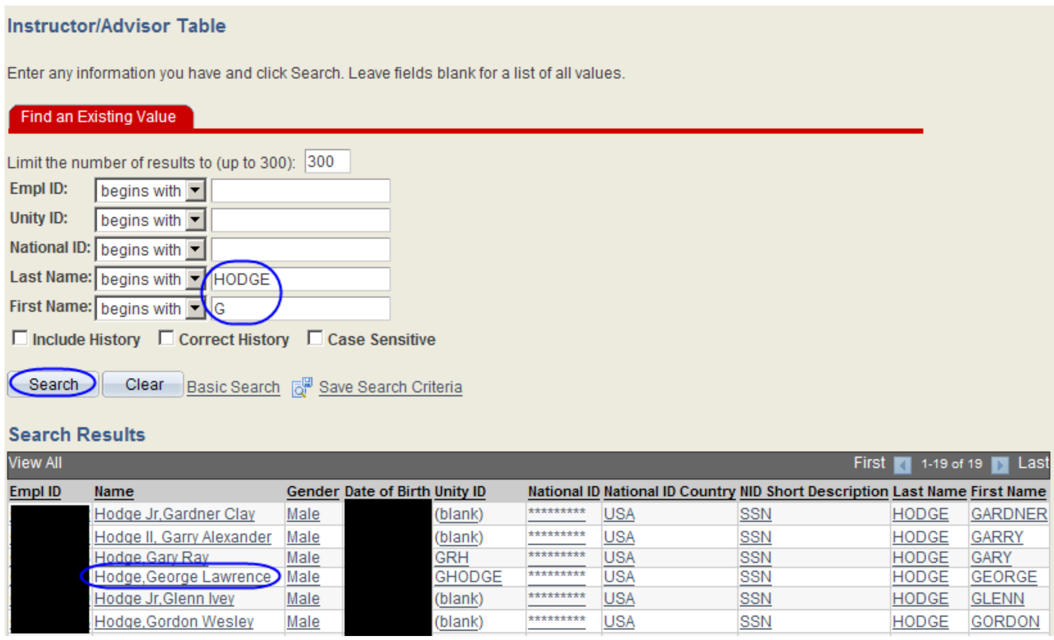
Reminder

Academic programs and plans for which members or the graduate faculty have been approved to represent and serve in varying roles on advisory committees, are maintained in the Instructor Advisor table. Information on graduate faculty status and rank are maintained on the Tenure Data records. *Graduate Advisory Committees use these records in determining the appropriateness of a faculty member's role on the committee. When adding members to an advisory committee, only the academic programs to which the faculty member has been nominated and approved are displayed. Regardless of the academic program chosen and indicated by the committee member's name, the committee will only allow the member to serve in the capacity chosen, if their instructor Advisor records contain the appropriate program.*

Navigation To inquire directly on the Instructor Advisor table navigate to Student Information System Homepage > Curriculum Management Tile > Instructor/Advisor Information Folder > Instructor/Advisor Table

Page Steps Instructor/Advisor Table Search

Step 1 Enter the faculty member's name or ID number and search. If more that one result is returned by your search choose the appropriate entry from the Search Results. Search results may be sorted to assist in locating the proper entry.



Instructor/Advisor Table

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

Unity ID: begins with

National ID: begins with

Last Name: begins with HODGE

First Name: begins with G

Include History Correct History Case Sensitive

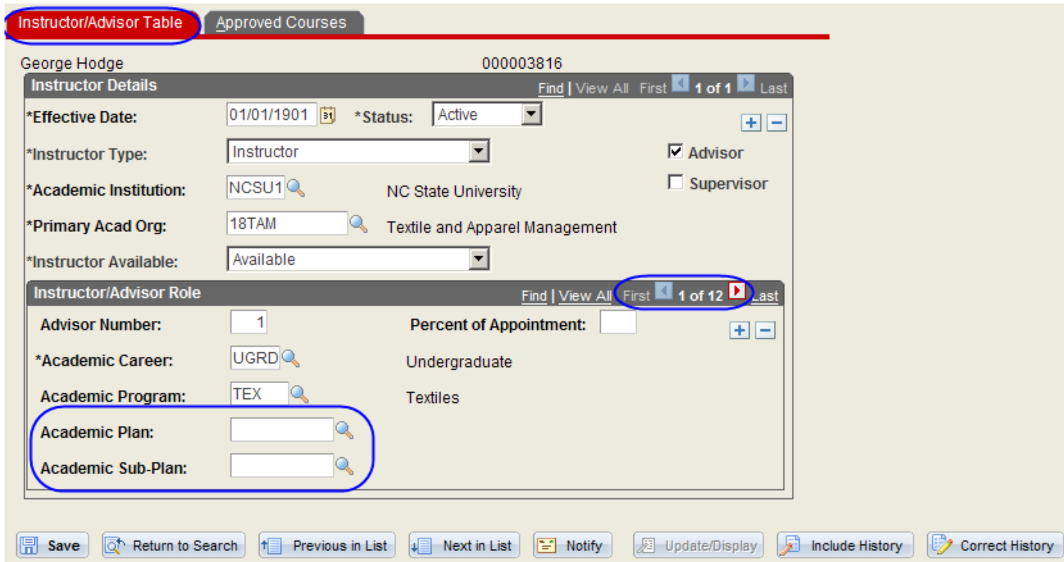
Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-19 of 19 Last

Empl ID	Name	Gender	Date of Birth	Unity ID	National ID	National ID Country	NID Short Description	Last Name	First Name
[redacted]	Hodge Jr,Gardner Clay	Male	[redacted]	(blank)	*********	USA	SSN	HODGE	GARDNER
	Hodge II, Garry Alexander	Male		(blank)	*********	USA	SSN	HODGE	GARRY
	Hodge,Gary Ray	Male		GRH	*********	USA	SSN	HODGE	GARY
	Hodge,George Lawrence	Male		GHODGE	*********	USA	SSN	HODGE	GEORGE
	Hodge Jr,Glenn Ivey	Male		(blank)	*********	USA	SSN	HODGE	GLENN
	Hodge,Gordon Wesley	Male		(blank)	*********	USA	SSN	HODGE	GORDON

Step 2 **On the Instructor advisor tab, scroll through the Instructor/Advisor roles to view the academic programs and plans. Records containing only an academic program indicate all academic plans belonging to that program. Special entries are made for minor plans. *Graduate Records Officers may not update these records. These records may ONLY be updated by the Manager of Graduate Appointments*.**



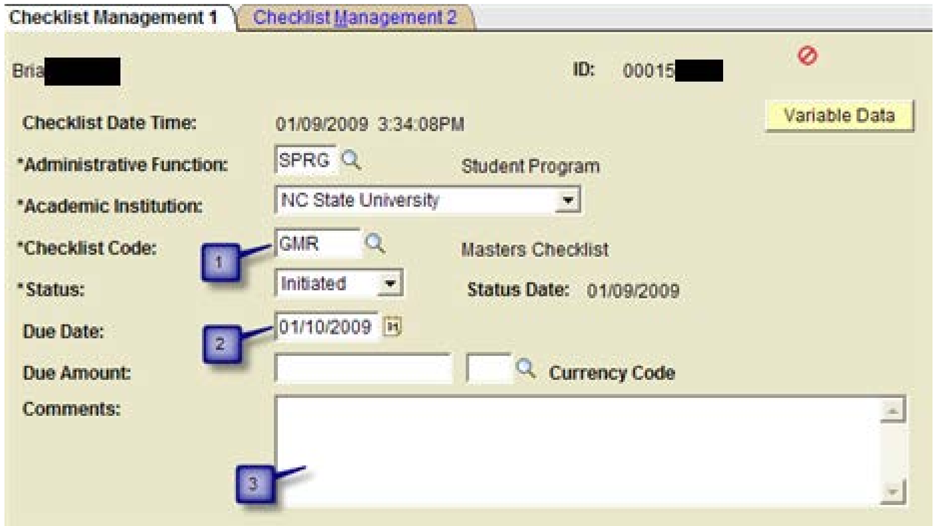
Processing Patent Agreements and Patent Agreement Acknowledgements (Non Thesis)

Objectives Receipt of Patent Agreements and Patent Agreement Acknowledgements (non-thesis) are tracked on the student's checklist

Reminder Checklists are assigned based on the student's academic plan. Available checklists and the checklist items contained on each are listed in the appendix section titled Checklists. Students with multiple major academic plans may have multiple checklists.

Navigation Student Information System Homepage > Student Records Tile > Checklists Folder > Checklist Management – Person

Page Steps Checklist Management – Person / Checklist Management 1

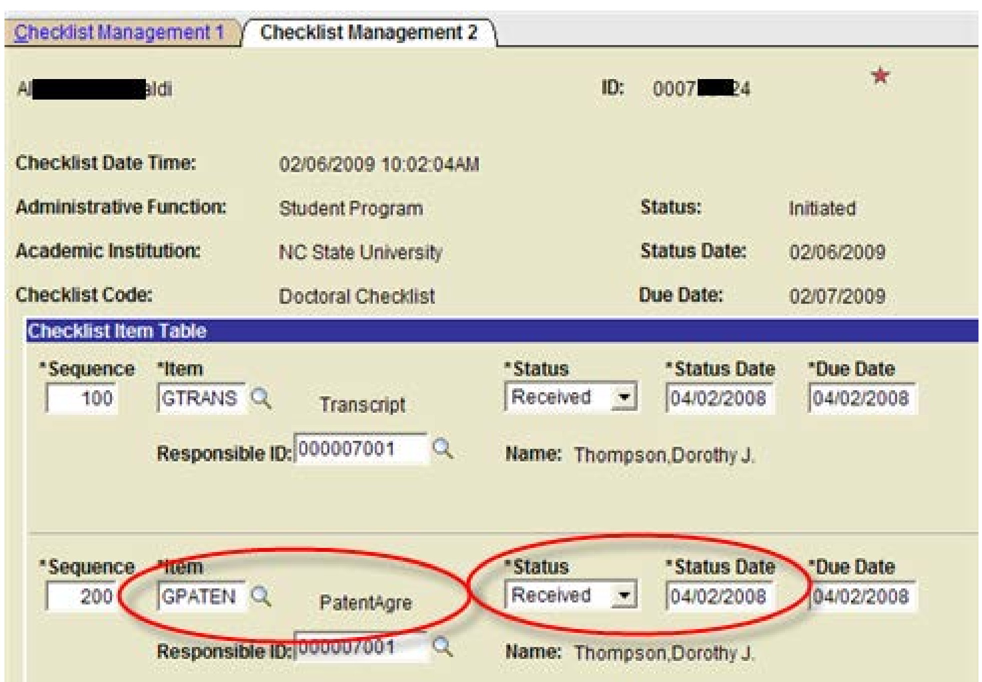


Step 1 Insure that the Checklist code assigned is appropriate based on the student academic plan. If an incorrect checklist code is assigned, insure that you have selected the proper list. If the proper list is not available reference the section titled *Assigning graduate student checklists*.

Step 2 Insure that the due date is set to the student's time limit date from their plan of work. Update if appropriate

Step 3 Enter any necessary comments related to the patent agreement. Do not delete comments added previously.

Page Steps Checklist Management – Person / Checklist Management2



Step 1 In the Checklist Item Table locate the item ***GPATEN (PatentAgre)***.

Step 2 Once the patent agreement has been processed set the status to completed and enter the status date. Save the checklist.

Processing Requests for Transfer Credit

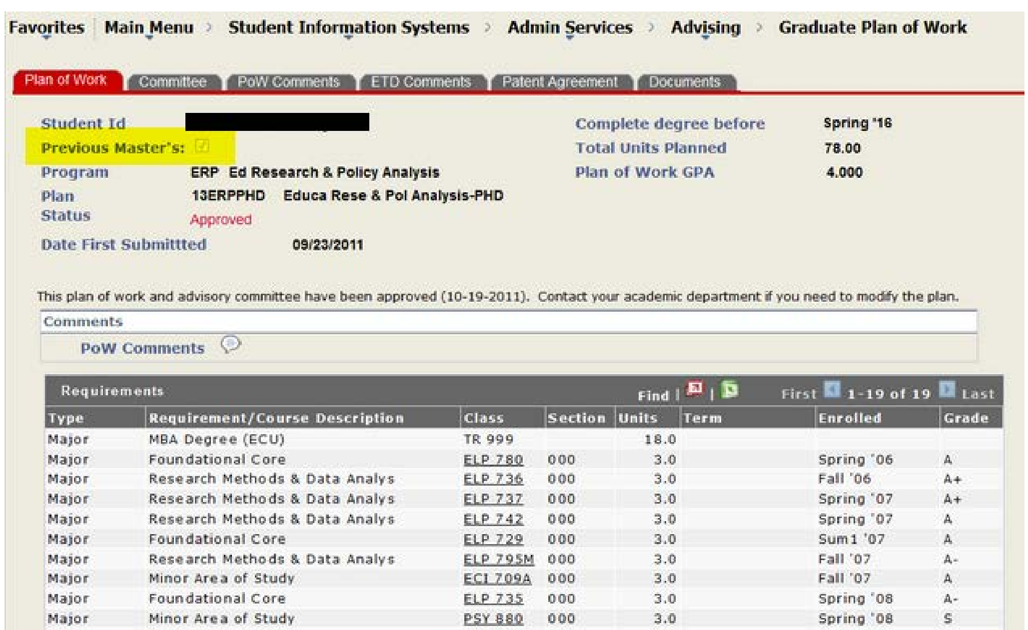
Objectives This section describes the steps for having explicit course transfer credit added to a student's transcript. In SIS the Graduate School may request *internal transfer credit* so an NC State course from a non-grad career will be included on the GRAD career transcript.

Reminder The graduate plan of work is used for requesting transfer credit as part of the plan of work approval process. Transfer credit for specific non NC State courses already listed on the student's transcript in the graduate career may be added to the plan or work by the student, a graduate administrator or a Graduate Records Officer.

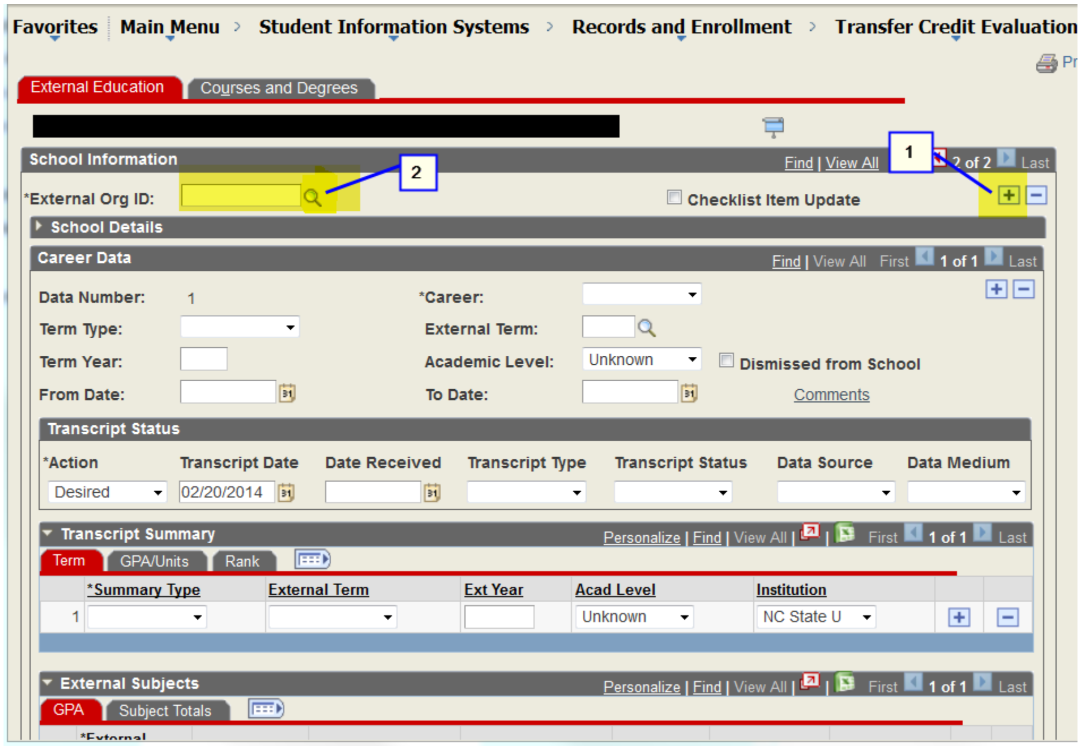
Step 1 Notify the department of Registration and Records in order to have explicit course transfer credit added to a student's transcript upon approval from the Graduate Dean.

Previous Masters Flag

Objectives When a department recommends someone for admission to a doctoral program, the department should indicate if the student has a relevant previous master's degree. When that record eventually exports to SIS, the page below is populated. This page powers the previous MR checkbox on the POW. This section describes the steps for correcting the MRs flag if it isn't checked in the GPoW, or if it is checked and shouldn't be.



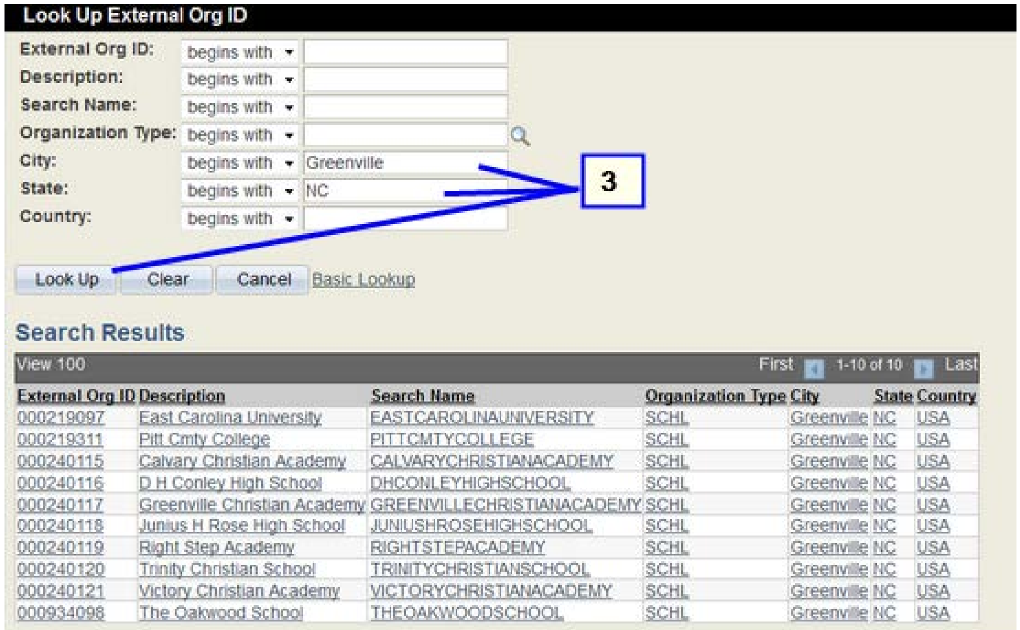
Navigation Student Information System Homepage > Admissions Tile > Application Entry Academic Folder > Education



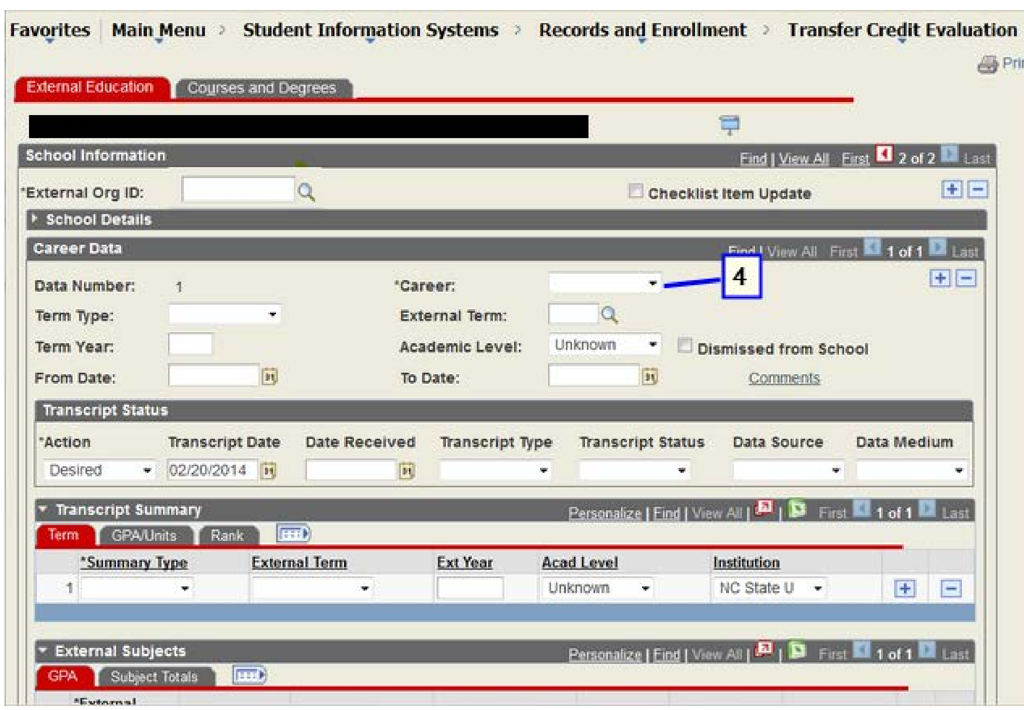
See if a university is listed under "External Org ID:" If it is blank begin with step 1.

Step 1 Add a New Row if the school in question does not exist.

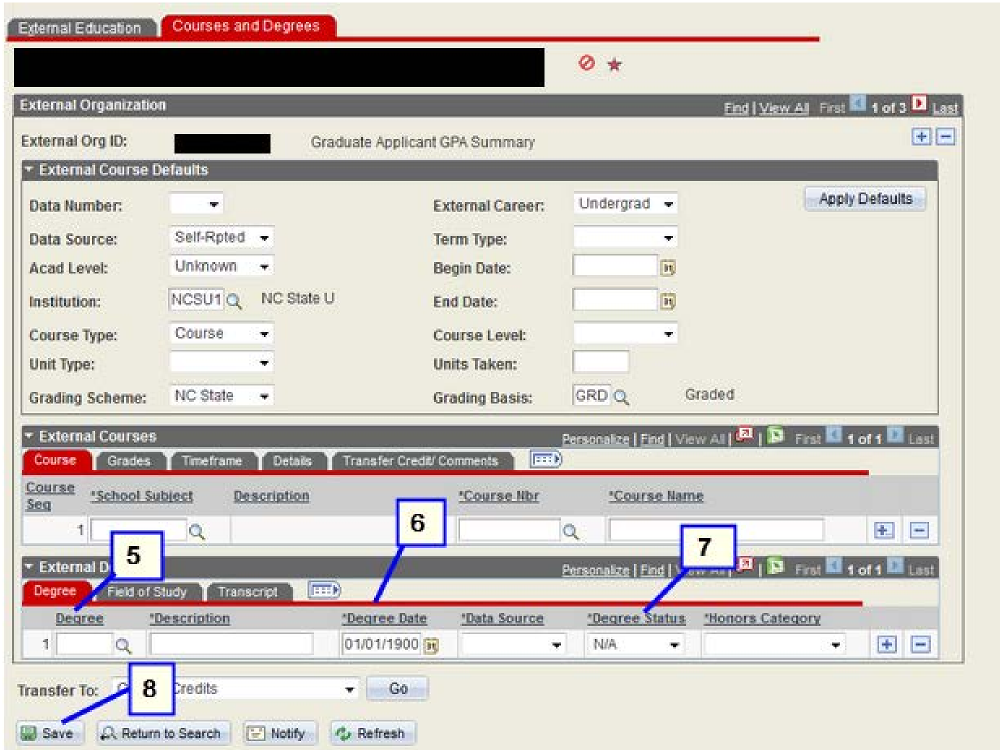
Step 2 Select the search option to search by city and state.



Step 3 Once the seach window appears, click on the school name. The information will autopopulate (search by school name, not abbreviation).



Step 4 Enter Grad for "*Career**"**



Step 5 Enter MR/MS/DR etc. for “Degree”

Step 6 Enter graduation date from transcript for “Degree Date”

Step 7 Leave “*Degree Status” as complete.

Step 8 Then save and verify the GPow flag has been updated.

Creating Plan of Work Templates

Objectives In SIS, administrators may create Plan of Work templates.

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 Steps See Creating Plan of Work Templates in [Graduate Administrators Section]() of SIS Manual

Graduate Faculty Records Maintenance

Eligibility

Associate status

The necessary qualification for consideration as an Associate Member of the Graduate Faculty is appointment at the rank of Assistant Professor or higher, including special faculty appointments (adjunct, visiting, clinical, extension, practicum, research, teaching, and federal contractual employees, such as USDA, DOI, U.S. Forest Service, etc.) categories. Graduate Faculty status is awarded upon recommendation by the Department Head or Director of Graduate Programs (DGP) and approval by the Dean of the Graduate School.

If the candidate does not hold a doctoral degree, there must be demonstrable evidence that the candidate possesses the experience, knowledge, and capability in the area of intended participation in the graduate program of the university.

Full status

Full members of the Graduate Faculty are tenured (or tenure-track) faculty who have distinguished themselves in research, thesis direction, and graduate teaching. Evidence of such distinction is indicated by a number of significant publications, by service as chair of the advisory committees for several Master students or as co-chair of the advisory committees for doctoral students, and by excellence in graduate teaching. In certain instances, one or two of these experiences may be considered sufficient. Special faculty appointments (clinical, extension, practicum, research, teaching, and federal contractual employees, such as USDA, DOI, U.S. Forest Service, etc.) at the academic ranks of assistant professor or higher are also eligible for full membership status. A member of the Graduate Faculty holding full status may participate in all phases of the graduate program. Visiting and adjunct faculty members are NOT eligible for full graduate faculty status and thus cannot chair Ph.D. committees.

Responsibilities

Associate Status

- Teach courses carrying graduate credit;
- Participate as a member of advisory committees in planning graduate student programs;
- Chair Master advisory committees upon recommendation of DGP or Department Head;
- Co-chair doctoral advisory committees when committee chair holds full Graduate Faculty status;
- Serve as Graduate School Representative when requested by Graduate School (see Section 1.6).

Full Status

- Teach courses carrying graduate credit;

- Participate as a chair or member of advisory committees in planning of graduate student programs;
- Chair Master and doctoral advisory committees;
- Serve as Graduate School Representative when requested by Graduate School (see Section 1.6).

Review and Approval of Graduate Faculty Nomination

Objectives

This section describes the process for determining whether or not a faculty member who has been nominated for membership in the Graduate Faculty is eligible.

Reminder

Faculty members must meet certain eligibility requirements to serve as members of the Graduate Faculty. The HR System is used to verify eligibility.

Navigation

HR System Homepage > Workforce Administration > Job Information > Job Data

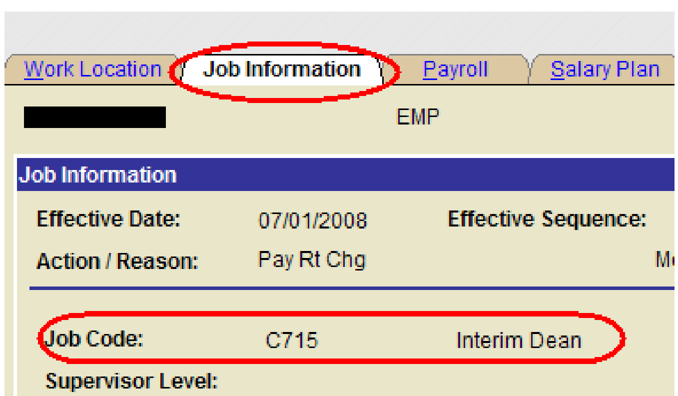
HR System Homepage > Workforce Development > Competency Management > Track Person Competencies > Education

Page Steps

When the Graduate Faculty Nomination Form is received in the Graduate School:

Check the HR System to verify that the faculty member has an active qualifying appointment, as defined in the Graduate Administrative Handbook. HR panels to be checked are:

1. Job Data – Use the Job Information tab to view current job title. Applicant should have an active appointment with appropriate rank.



It is common for the job title to not be reflective of rank (Director, Department Head, Dean); therefore, the Create Tenure Data panel must also be checked.

2. Education – Check to verify highest educational level. (Human Resources System > Workforce Development > Competency Management > Track Person Competencies > Education)

If the faculty member does not meet the criteria outlined above, the department is notified by email of the ineligibility. If the HR System has incorrect information, the department must take necessary steps to correct.

Step 2

The Academic Organization (department) code is on the nomination form; use it as a parameter in the SIS Query named SIS_ACAD_ORG_OWNER_BY_PROG to generate a list of possible Academic Programs. The magnifying glass  can be used to search the list if you are not certain of the Academic Organization code. Print the results and attach to the nomination form.

Step 3

Completed nomination form with attached list of academic programs is given to the Dean of the Graduate School for review and approval. The Dean will indicate on the list of academic programs those that are appropriate for the faculty member.

Step 4

Letters are generated and sent to new Graduate Faculty member with copies to Director of Graduate Programs, Department Head and Dean.

Step 5

The approved nomination form, the list of approved programs, and a copy of the letter are used to provide information for updating the Graduate Faculty Status in SIS.

Updating Graduate Faculty Status In the HR/SIS System

Objective

This chapter discusses updating the Graduate Faculty Status and the Instructor/Advisor Table in the Student Information System (SIS). Proper data entry insures that faculty members will be able to serve on appropriate committees. Graduate faculty and Instructor/Advisor records are maintained by the Graduate School.

Navigation 1

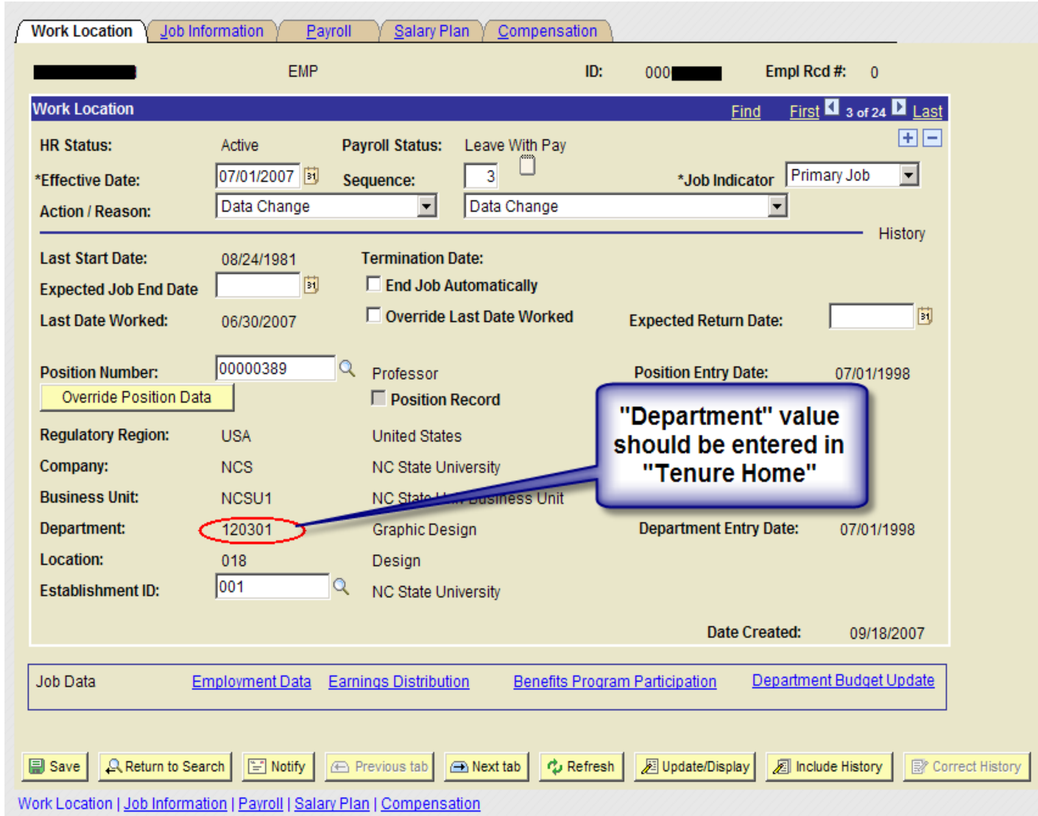
HR System Homepage > Workforce Development > Faculty Events > Track Events > Administrative Posts

Procedures

Two steps are required to update Graduate Faculty records

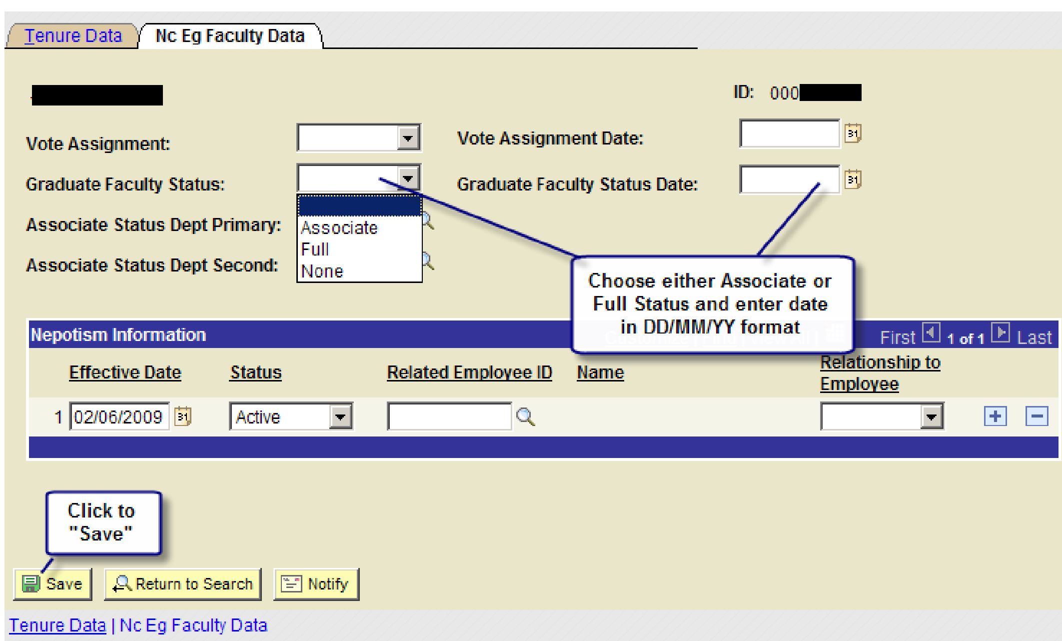
1. Update Administrative Post for Graduate Faculty Status (only HR can view)
2. Update the Graduate Faculty Instructor/Advisor Records (only scheduling officers can view)

Step 1



Enter Graduate Faculty Status and Date

Using the information within the letter issued by the Graduate School, enter the Graduate Faculty Status and the Graduate Faculty Status Date (from the approval letter) on the Nc Eg Faculty Data Tab.



Navigation 2

Main Menu > Student Information Systems > Curriculum Management > Instructor/Advisor Information

Step 2

Adding Records to the Instructor/Advisor Table

The Instructor/Advisor Table panel maintains the programs and plans where the faculty member has Graduate Faculty Status.

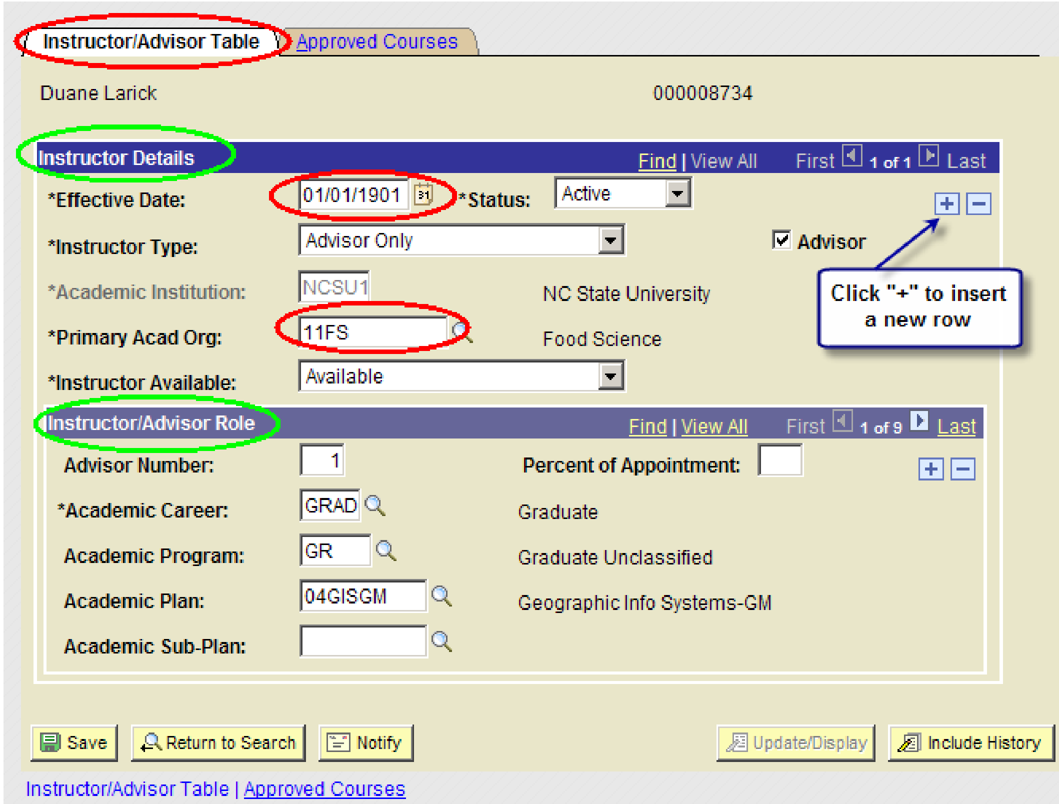
The panel has two tabs Instructor/Advisor Table and Approved Courses, but all information will be entered on the Instructor/Advisor Table Tab. There are two sections on the Instructor/Advisor Table tab: Instructor Details and Instructor/Advisor Role. These sections are defined by bold blue headers.

Instructor Details

The current effective dated row of information is displayed.

- The current date will display as the effective date for all persons who have no records in place. Since there are no stored records, updating will be done on this page.
- A default effective date of 01/01/1901 reflects a conversion row and is in place for all persons who had data stored in a legacy system.
- A date of anything other than 01/01/1901 or the current date indicates that the record has been modified by another user.

Faculty members with an effective date other than the current date will need to have a new row inserted at the "Instructor Details" level; this is done by clicking on the "+". The new row will insert with the current date as the effective date, and will be a duplicate of the current row. This page will be used to update the records.

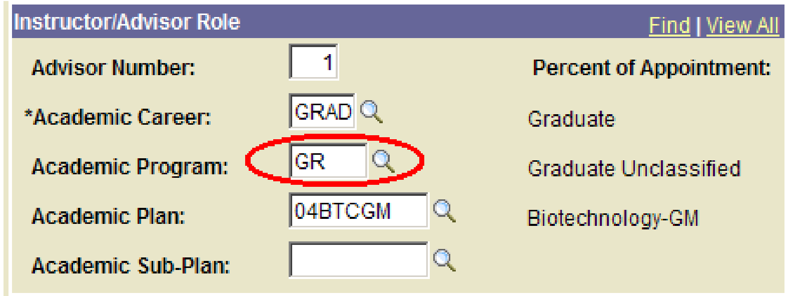


Instructor Details	
Instructor Type	Instructor
Advisor	Flag should be checked
Primary Acad Org	Enter appropriate value or click magnifying glass to search. This information will come from the Graduate Faculty Nomination Form, and each faculty member will have one primary acad org only.
Instructor Available	Available
Instructor/Advisor Role	
Academic Career	GRAD
Academic Program	Enter appropriate value or click magnifying glass to search. This field represents Major and is a derivative of the Primary Acad Org. A faculty member can have one or more academic programs.
Academic Plan	Enter appropriate value or click magnifying glass to search. This field represents Minor. A faculty member can have one or more academic programs, or there could be none.

Additional rows can be added as needed. Initially, all programs and plans are directly tied to the Primary Academic Organization; however it is not unusual for other programs and plans to be added that are outside the Primary Acad Org.

Adding Minor-Only Plans

There are certain minors that are not attached to a specific program. Since a program is required to save an entry, GR – Graduate Unclassified is the program used for all Minor-Only Plans.



Queries for Graduate Faculty Status

Navigation

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

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

List of Queries

SIS_GRADUATE_FAC_BY_PLAN

List of active members of the Graduate Faculty by user selected plan. (Typically best used for minor-type plans).

SIS_GRADUATE_FAC_BY_PROGRAM

List of active members of the Graduate Faculty by user selected program.

SIS_GRADUATE_FAC_PGMS_BY_ID

List of programs in which a faculty member has Graduate Faculty Status.

SIS_GRADUATE_FACULTY_LIST

List of all active members of the Graduate Faculty.

SIS_GRAD_INSTR_ADV_CRS_BY_PRF

List of all approved teaching permissions for faculty members who are not members of the graduate faculty, by prefix.

Removing Records From the Instructor/Advisor Table

If a department wishes to withdraw the faculty member's graduate faculty status in a specific program or programs, this request must be submitted in writing. Removing the programs is done by inserting a new row at the Instructor Details level using the current date, or other date if requested, and deleting all programs and plans from the Instructor/Advisor Role and saving. Refer to Step 3.

Removing Graduate Faculty Status

If the primary academic department wishes to withdraw the faculty member's graduate faculty status, this request must be submitted in writing. Remove the:

1. Graduate Faculty Status, and
2. Graduate Faculty Status Date from the Nc Eg Faculty Data Tab on the "Create Tenure Data" panel. Refer to Step 2.

Graduate Student Records and Enrollment

Objectives

This section provides steps for processing all graduate student academic program plan actions as well as milestones and related checklist items.

Reminder

The appendix of this manual provides several helpful resources for processing the actions covered in this section. These include Checklists, Graduate Student Record Program Actions and Action Reasons and the Graduate Records Officer Quick Reference (Under Construction).

Graduate Student Checklist and Milestone Record Maintenance

Master Option B Graduation Checkout

Objectives

Processing an Option B checkout request involves the maintenance of the student Checklist and Milestone records. The student's checklist keeps track of administrative tasks that must be completed by the student or on the student's behalf. The items on the checklist and the checklist itself must be marked completed or waived in order for a student to take the degree in their academic plan. Milestones are non-course related but vital academic requirements a student must complete toward degree progress to graduate. Students in the option B category typically have no other milestones other than complete of all option B requirements.

Reminder

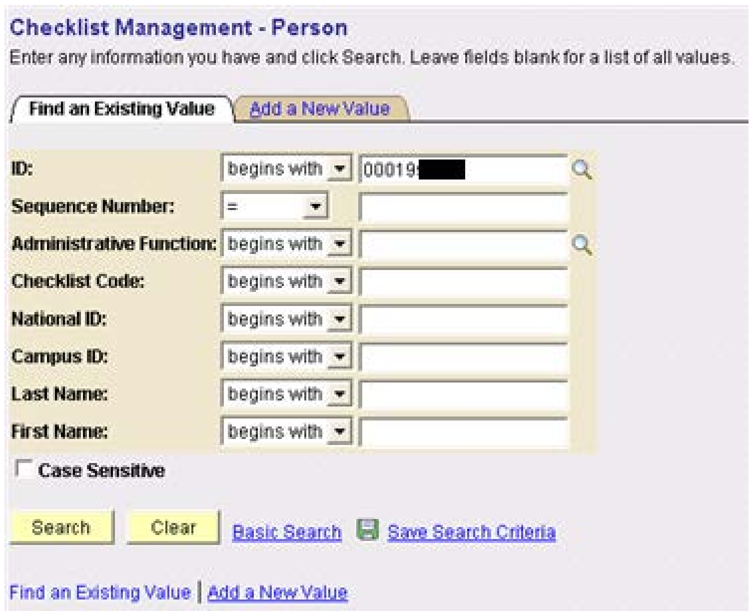
After the Option B checkout request has been reviewed and approved, update the student checklist and then the student milestone record. Milestones appear by default on the unofficial transcript.

Navigation

Checklist record maintenance: Student Information System Homepage > Student Records Tile > Checklists Folder > Checklist Management – Person

Page Steps

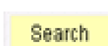
Checklist Management – Person search



Step 1

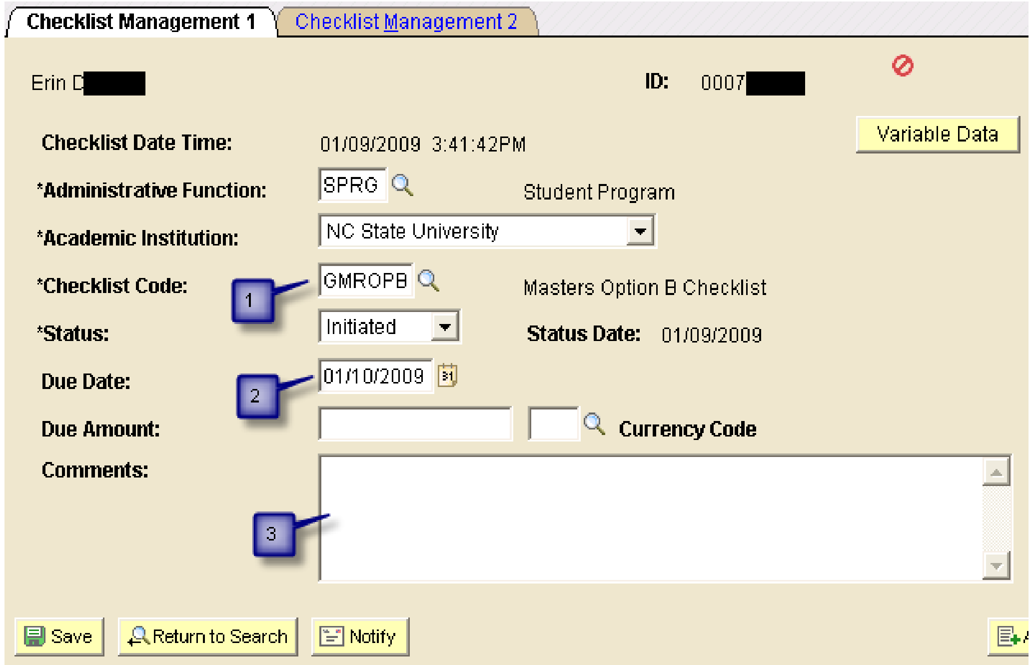
Enter the EmplID or name to access the checklist for the appropriate person.

Step 2

Click 

Page / Tab Steps

Checklist Management – Person / Checklist Management1

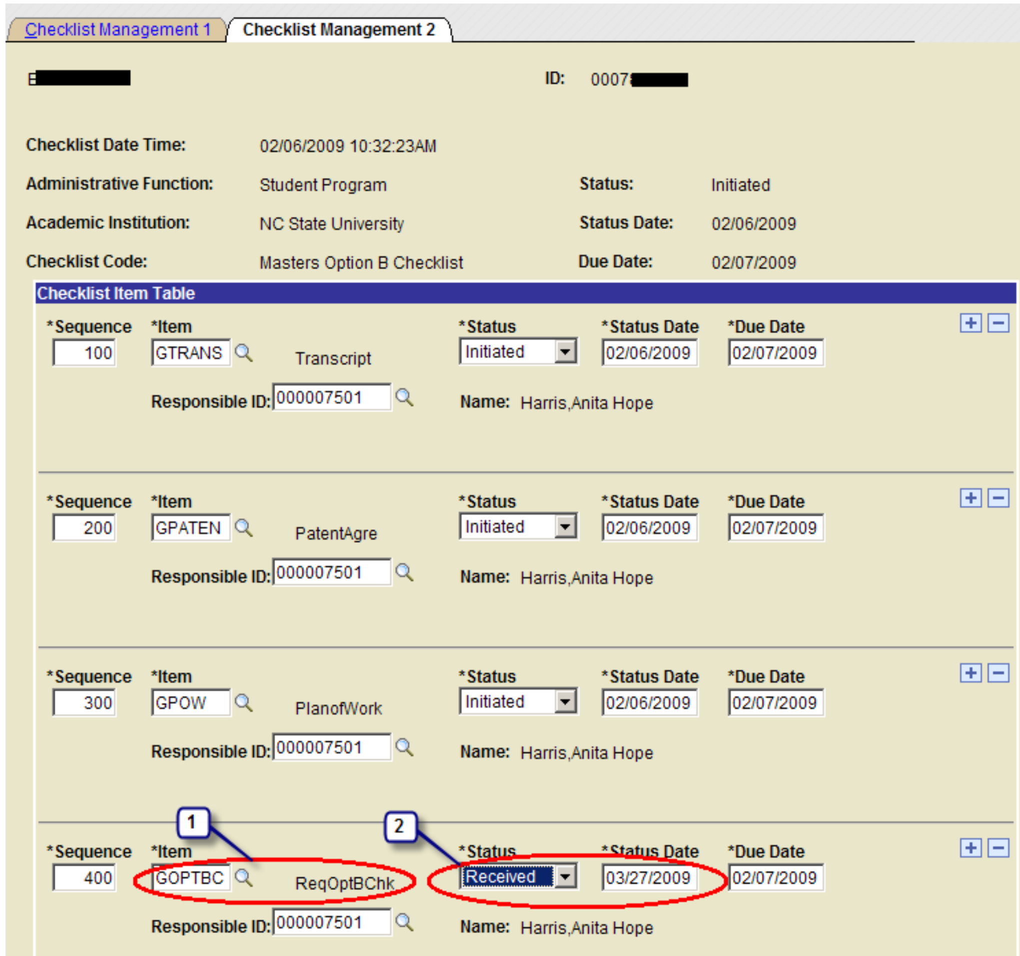


Step 1 Insure that the Checklist code is set to GMROPB (Masters Option B Checklist). If an incorrect checklist code is assigned, insure that you have selected the proper list. If the proper list is not available reference the section titled *Assigning graduate student checklists*.

Step 2 Insure that the due date is set to the student's time limit date from their plan of work.

Step 3 Enter any necessary comments related to processing the Option B checkout request.

Page / Tab Steps Checklist Management – Person / Checklist Management2



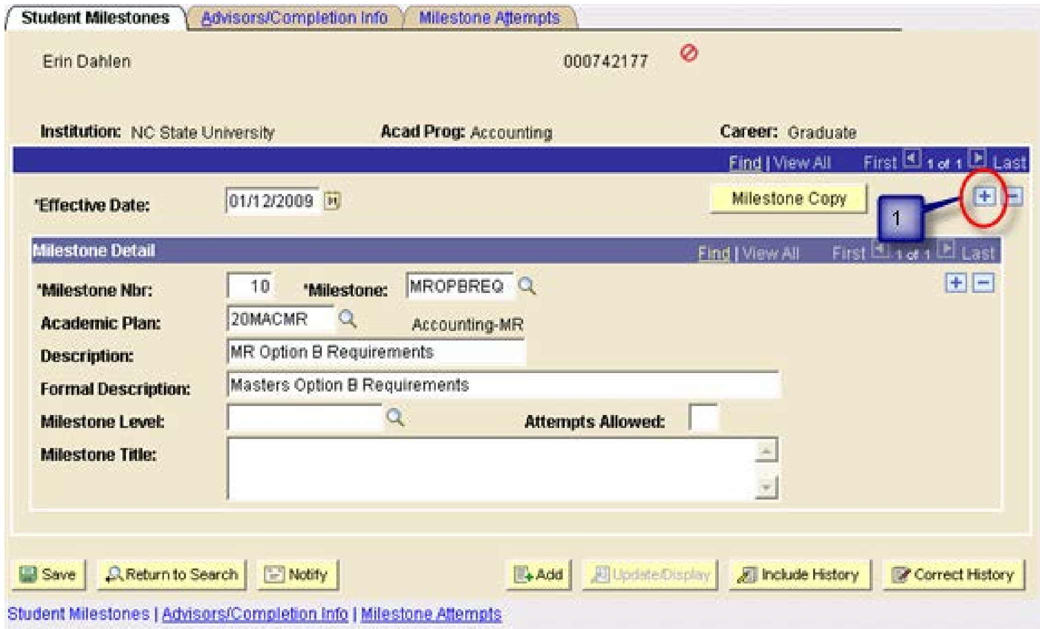
Step 1 In the Checklist Item Table, locate the item GOPTBC (ReqOptBChk).

Step 2 Status = *Received* and enter the status date. Save the checklist.

Navigation Student Milestone record maintenance: Student Information System Homepage> Student Records Tile > Enroll Students Folder > Student Milestones

Page /Tab Steps Student Milestones – Student Milestones

Insure that the milestones assigned are appropriate based on the student academic plan. Students are often active in more than one academic program and have a milestone record for each. If incorrect milestones are assigned, insure that you have selected the proper academic program for the student. If the student milestones are indeed incorrect or missing, reference the sections titled Adding New Milestones Individually or *Milestone Copy* in the Graduate Records Supervision section of this manual.

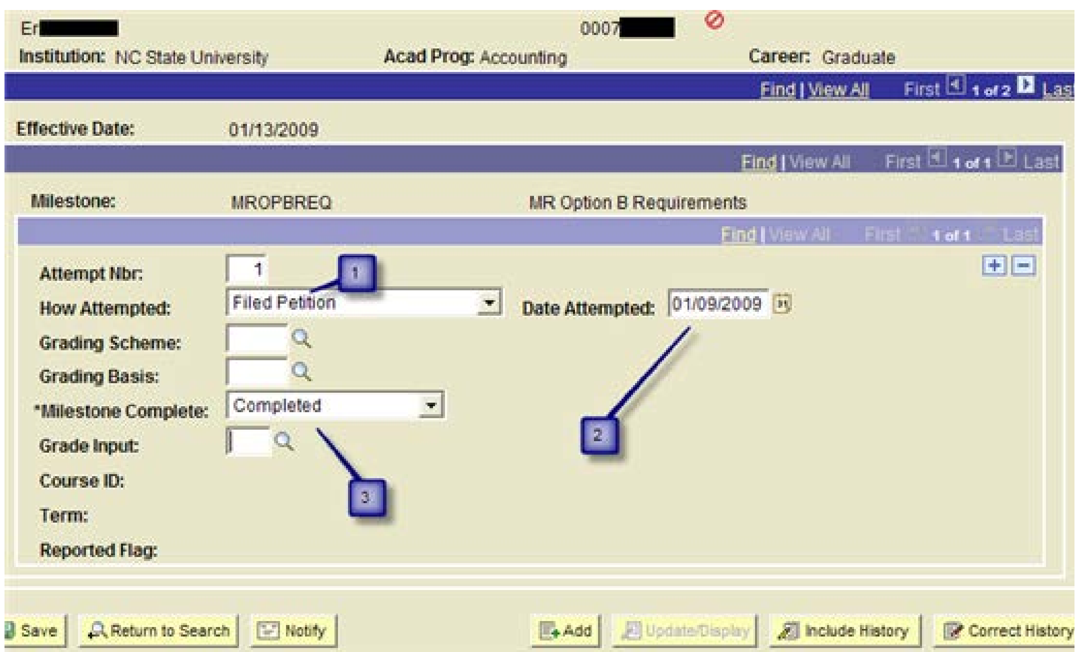


Step 1

Students in pure Option B academic plans have just one milestone: *to complete all requirements for the option B*. Add a new effective dated row on the Student Milestones tab. Milestones are allowed only one row per effective date. Once a record has been saved and closed, it may not be updated unless another row is added with a different effective date. Users may pre-date rows as long as the effective date used is after the effective date of the previous row.

Page /Tab Steps

Student Milestones – Milestone Attempts



Step 1

From the **How Attempted** drop-down choose **Filed Petition**.

Step 2 In the **Date Attempted** field enter the date the request was approved by the Graduate School

Step 3 In the **Milestone Complete** drop down choose **Completed**

Step 4 Save the Milestone record

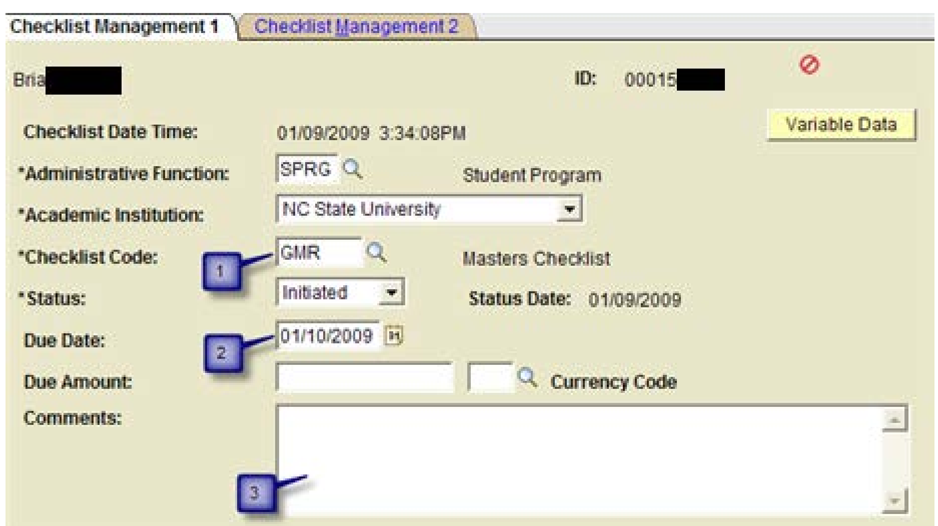
Processing Master Request to Schedule Final Oral Exam 1^{ST} Attempt (Defense)

Objectives This process requires the update of the student's checklist and milestones.

Reminder After the request to schedule has been reviewed and approved, update the student checklist and then the student milestone record. Milestones appear by default on the unofficial transcript. If the scheduled exam date is not known, milestones will not be updated for a Masters Request to Schedule.

Navigation Checklist record maintenance: Student Information System Homepage> Student Records Tile > Checklists Folder > Checklist Management – Person

Page/ Tab Name Checklist Management – Person / Checklist Management1



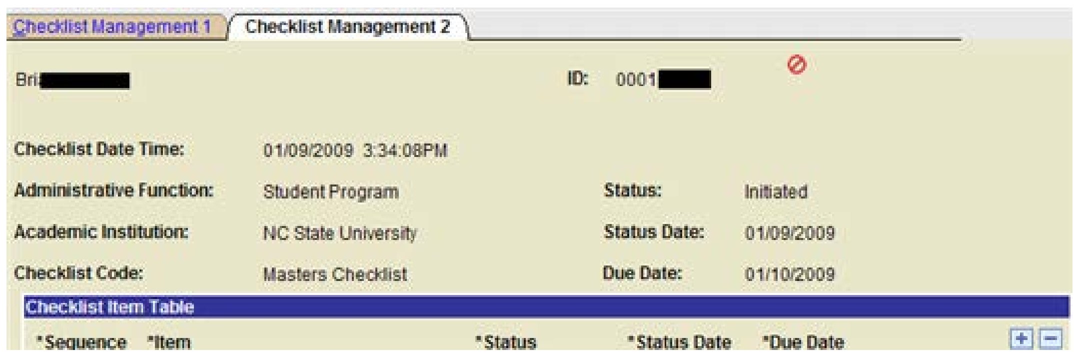
Step 1 Insure that the Checklist code is set to GMR (Masters Checklist) or GMROBM (Masters Mixed Option B Checklist). If an incorrect checklist code is assigned, insure that you have selected the

proper list. If the proper list is not available reference the section titled *[Assigning graduate student checklists](#)*.

Step 2 Insure that the due date is set to the student's time limit date from their plan of work.

Step 3 Enter any necessary comments related to processing the Request to Schedule.

Page / Tab Steps Checklist Management – Person / Checklist Management2



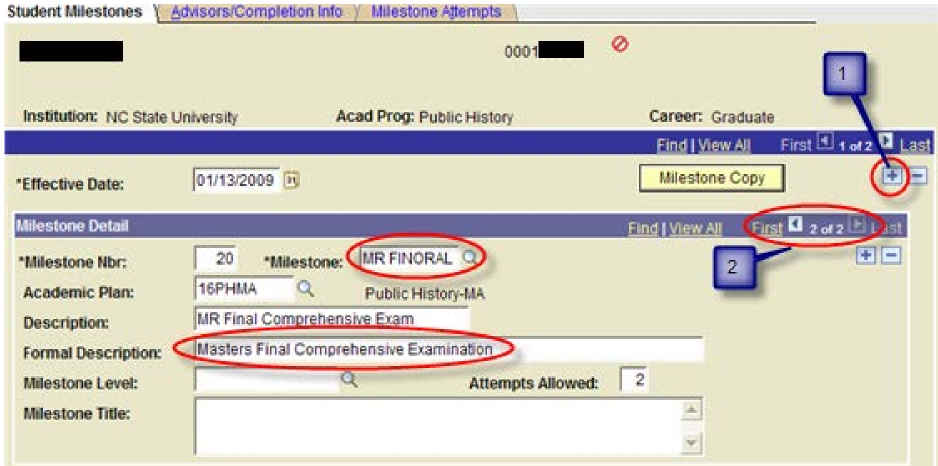
Step 1 In the Checklist Item Table locate the item GMPERO (MRreqPermS).

Step 2 Once the request has been processed set the status to *received* and enter the status date. Save the checklist

Navigation Student Information System Homepage > Student Records Tile > Enroll Students Folder > Student Milestones

Page / Tab Steps Student Milestones – Student Milestones

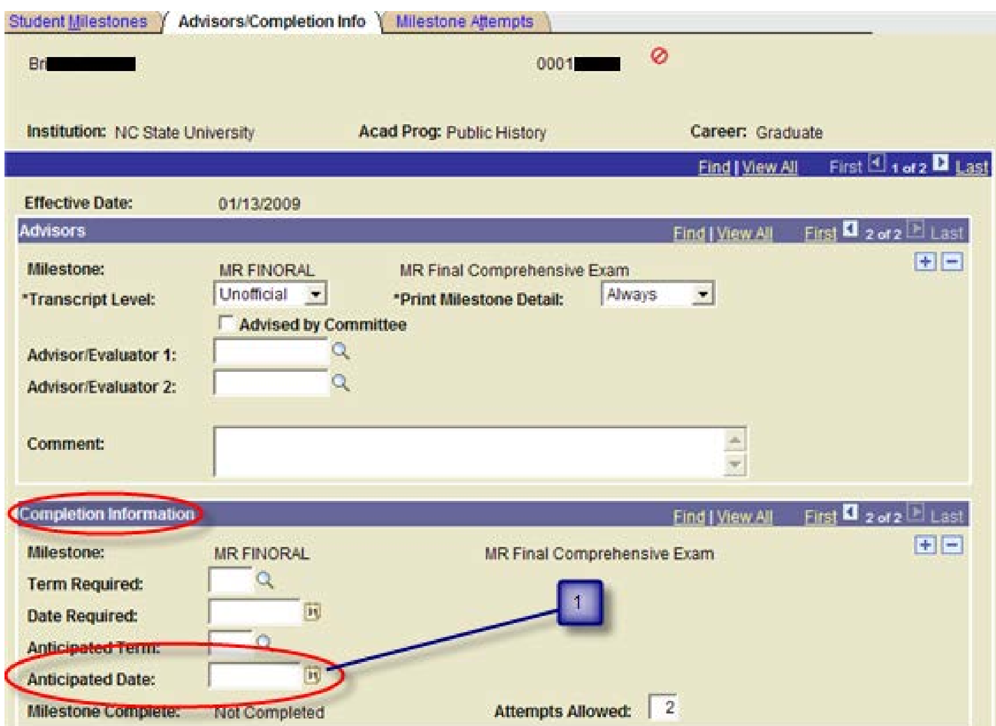
Insure that the milestones assigned are appropriate based on the student academic plan. If incorrect milestones are assigned, insure that you have selected the proper academic plan for the student. Students are often active in more than one academic plan and have a milestone record for each. If the student milestones are incorrect reference the section titled *[Milestone Copy](#)* in the [Graduate Records Supervision](#) section of this manual.



Step 1 *Add a new effective dated row* on the Student Milestones tab. Milestones are allowed only one row per effective date. Once a record has been saved and closed, it may not be updated unless another row is added with a different effective date. Users may retroactively-date rows as long as the effective date used is after the effective date of the previous row.

Step 2 In the **Milestone Detail** section scroll to the **MR FINORAL Masters Final Comprehensive Examination** Milestone if you are not on that milestone.

Page / Tab Steps Student Milestones – Advisors/Completion Info



Step 1 In the Completion Information section of the Advisors/Completion Info tab, enter scheduled exam date (if known) in the *Anticipated Date* field. If the scheduled date is not known, milestones will not be updated for a Masters Request to Schedule.

Step 2 Save the Student Milestone Record.

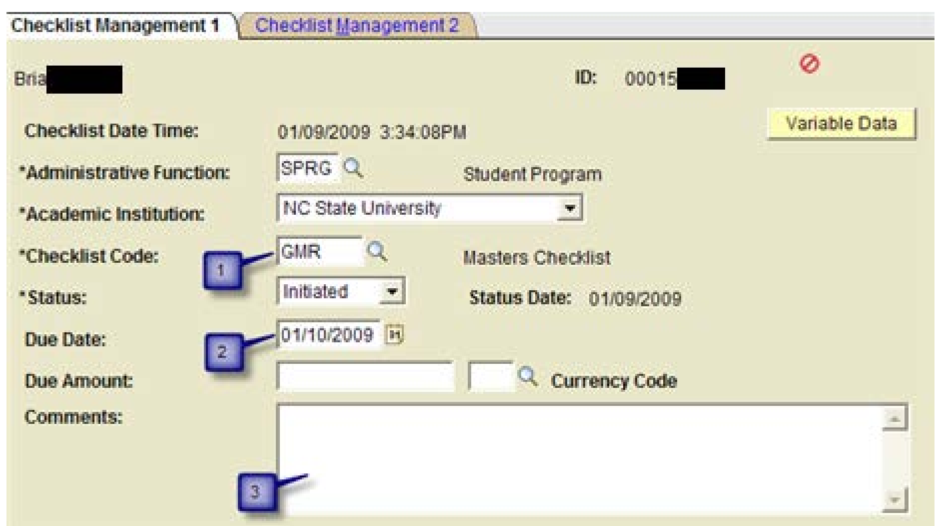
Processing Master Request to Schedule Final Oral Exam 2nd Attempt (Defense)

.

Objectives This process requires the update of the student's checklist and milestones.

Reminder After the request to schedule the 2nd attempt has been reviewed and approved, update the student checklist and then the student milestone record. Milestones appear by default on the unofficial transcript. If the scheduled exam date is not known, milestones will not be updated for a Masters Request to Schedule a2nd attempt.

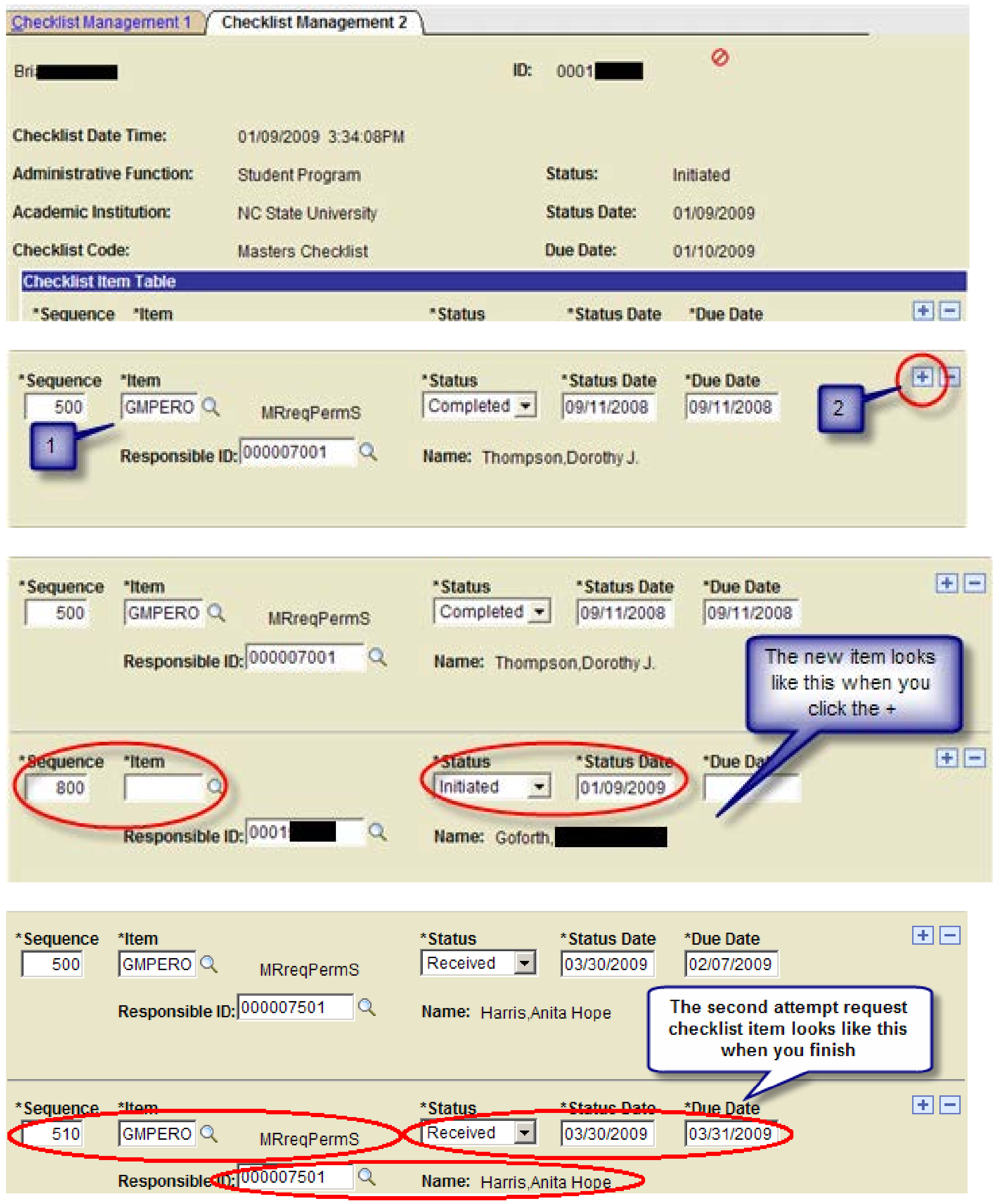
Page/ Tab Name Checklist Management – Person / Checklist Management1



Step 1 Insure that the Checklist code is set to GMR (Masters Checklist) or GMROBM (Masters Mixed Option B Checklist). If an incorrect checklist code is assigned, insure that you have selected the proper list. If the proper list is not available reference the section titled *Assigning graduate student checklists*.

Step 2 Insure that the due date is set to the student's time limit date from their plan of work.

Step 3	Enter any necessary comments.
Page / Tab Steps	Checklist Management – Person / Checklist Management2



Step 1	In the Checklist Item Table locate the item GMPERO (MRreqPermS). This is the *received first request to schedule*.
Step 2	Once the request to schedule the second attempt has been processed, add a new GMPERO MRreqPermS item to the list immediately below the first request to schedule. Increment the

Sequence number by 10. Enter your Emplid. Set the status to *received* and enter the status date. Save the checklist.

Navigation

Student Milestone record maintenance: Student Information Systems > Student Records Tile > Enroll Students Folder > Student Milestones

Page /Tab Steps

Student Milestones – Student Milestones

Insure that the milestones assigned are appropriate based on the student academic plan. If incorrect milestones are assigned, insure that you have selected the proper academic plan for the student. Students are often active in more than one academic plan and have a milestone record for each. If the student milestones are incorrect reference the section titled *Milestone Copy* in the Graduate Records Supervision section of this manual.

Step 1

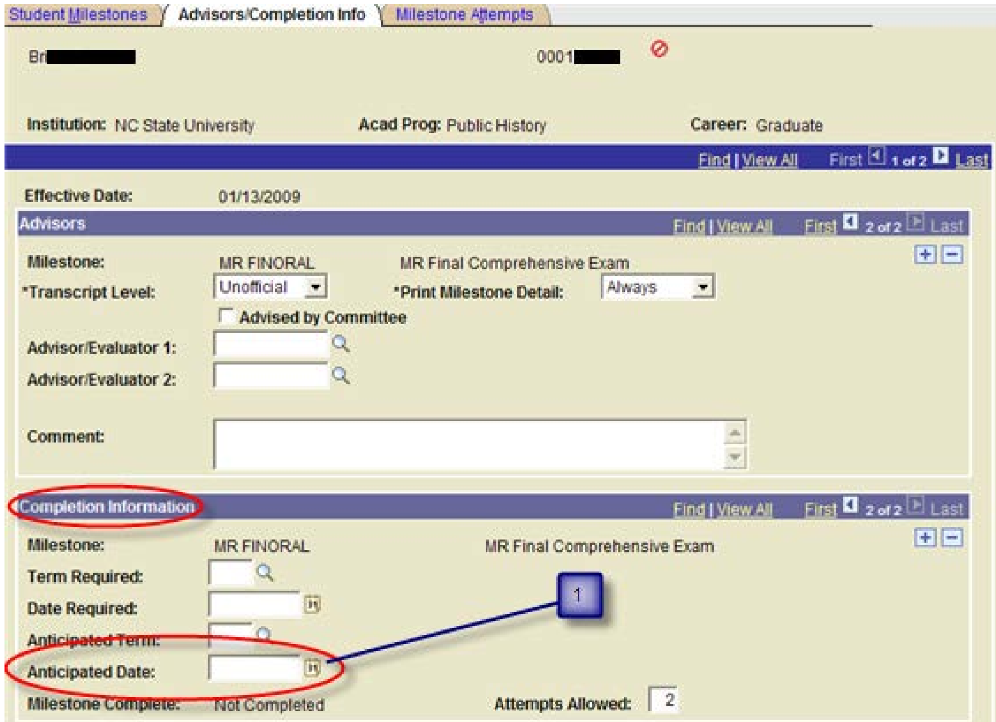
Add a new effective dated row on the Student Milestones tab. Milestones are allowed only one row per effective date. Once a record has been saved and closed, it may not be updated unless another row is added with a different effective date. Users may retroactively-date rows as long as the effective date used is after the effective date of the previous row.

Step 2

In the Milestone Detail section scroll to the MR FINORAL Masters Final Comprehensive Examination Milestone if you are not on that milestone.

Page / Tab Steps

Student Milestones – Advisors/Completion Info



Step 1

In the **Completion Information** section of the **Advisors/Completion Info** tab, enter the new scheduled exam date (if known) in the Anticipated Date field. If the scheduled date is not known, milestones will not be updated for a Masters Request to Schedule a 2nd attempt and the record of the second attempt will be added upon receipt of the 2nd attempt exam report. Add any desired comments about this milestone on this tab.

Step 2

Save the Student Milestone Record.

Processing a Master Final Oral Exam Report

MASTERS UNCONDITIONAL PASS FIRST ATTEMPT

Objectives

This section provides steps to update Student Records Tile to reflect receipt of a Master final examination report for an unconditional pass on the first attempt, to record the results of the attempt and committee ETD early approval.

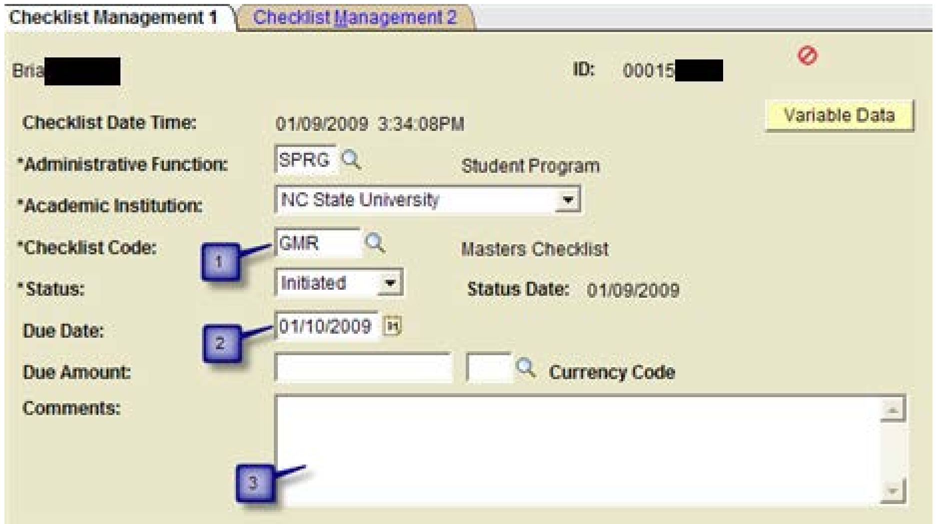
Reminder

Examination reports require update of the student's checklist, the student's milestone records, and possibly the student's Plan of Work.

Navigation

Checklist record maintenance: Student Information System Homepage > Student Records Tile > Checklists Folder > Checklist Management – Person

Page Steps Checklist Management – Person / Checklist Management1

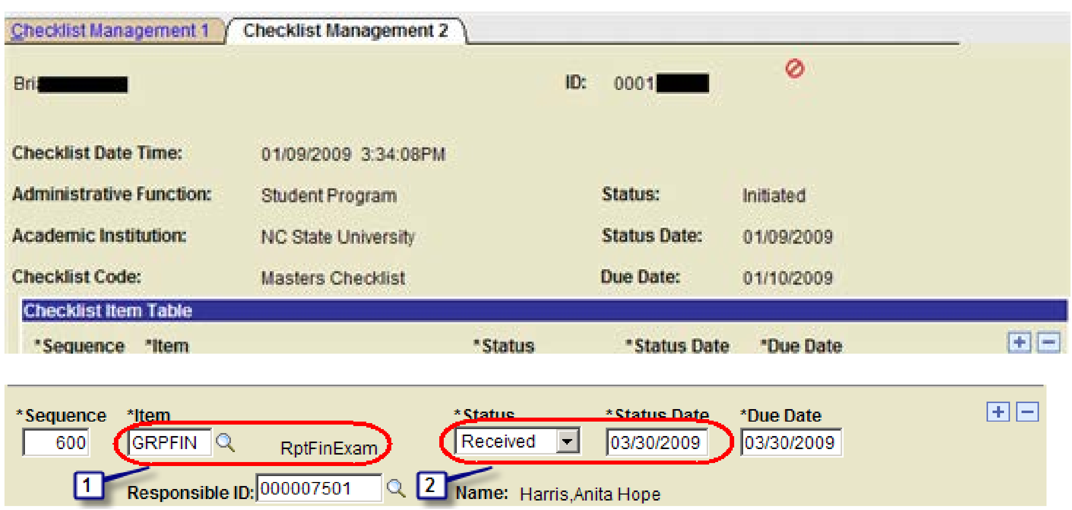


Step 1 Insure that the Checklist code is set to GMR (Masters Checklist) or GMROBM (Masters Mixed Option B Checklist). If an incorrect checklist code is assigned, insure that you have selected the proper list. If the proper list is not available reference the section titled *Assigning graduate student checklists*.

Step 2 Insure that the due date is set to the student's time limit date from their plan of work.

Step 3 Enter any necessary comments related to processing the Master Final Oral Exam Report passed unconditionally on the first attempt. Leave previously entered comments about this checklist.

Page /Tab Steps Checklist Management – Person / Checklist Management2



Step 1 In the Checklist Item Table locate the item **GRPFIN (RptFinExam)**.

Step 2 Once the Unconditional Pass First Attempt exam report has been processed set the status to *received* and enter the status date. Save the checklist

Objective Advisory committee members may choose to select "Thesis Early Approval" on the Exam Report. This selection is the committee member's final approval of the ETD and they will not need to further review the ETD.

Navigation Student Information Systems > Student Records Tile> Graduate Plan of Work

Page /Tab Steps Committee

Committee Signatures/Date

Yoder,Jeffrey A.	Co-Chair	______________	
Nascone-Yoder,Nanette M	Co-Chair	______________	
Law,Jerry M	Member	______________	☐ Thesis Early Approval
Deiters,Alexander	Member	______________	☐ Thesis Early Approval

On the Exam Report, the Thesis Early Approval box is checked

Committee Members Customize | Find | First 1-5 of 5 Last

	Type		Member Name	Program Represented	Grad Faculty Status	Accept	...ove	Approve ETD	Deny ETD	
1	Chair		Hien Tran	Applied Mathematics	Full	☑	☑	☐	☐	−
2	Co-Chair		Harvey Banks	Applied Mathematics	Full	☑	☑	☐	☐	−
3	Member		Stephen Campbell	Applied Mathematics	Full	☑	☑	☑	☐	−
4	Member		James Selgrade	Applied Mathematics	Full	☑	☑	☐	☐	−
5			Helen Kraus	Horticultural Science	Associate	☑	☑	☑	☐	−

Save

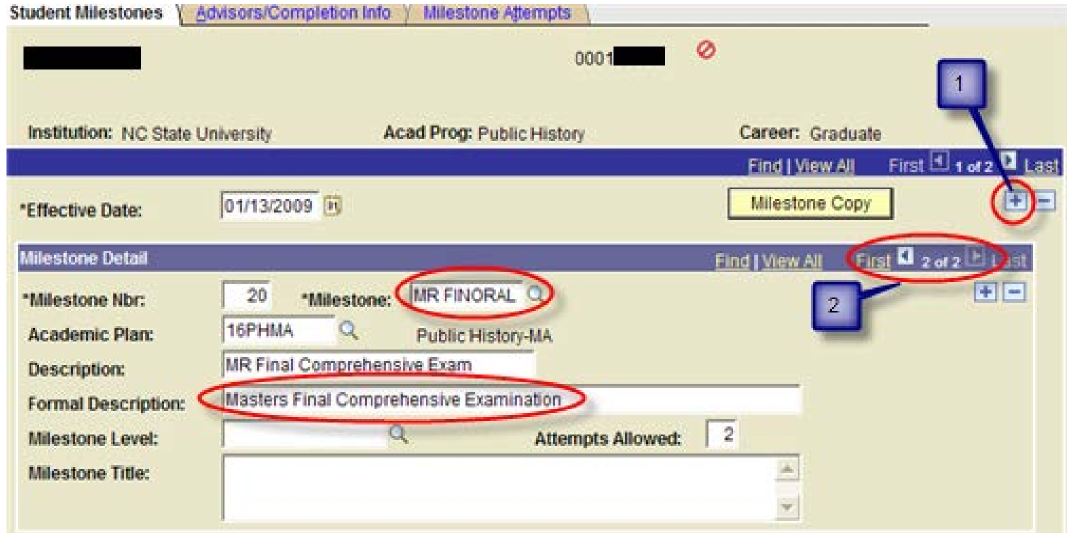
1. Check the box on the appropriate committee member row in the Approve ETD column.

2. Click the Save button.

Navigation Student Milestone record maintenance: Student Information System Homepage > Student Records Tile > Enroll Students Folder > Student Milestones

Page /Tab Steps Student Milestones – Student Milestones

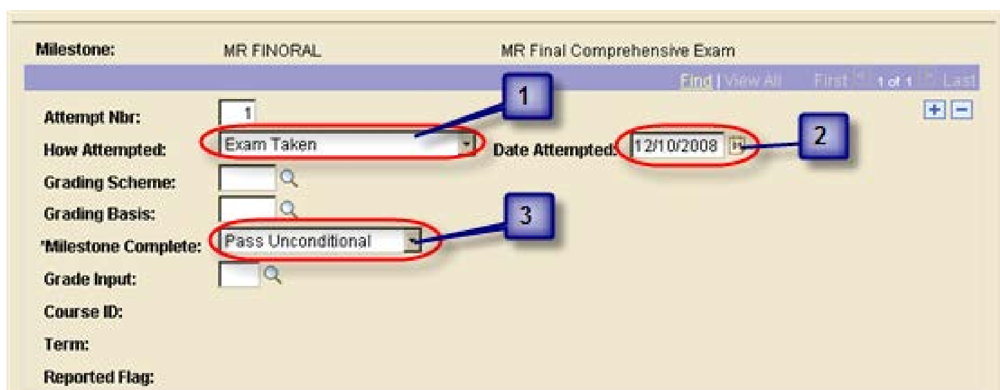
Insure that the milestones assigned are appropriate based on the student academic plan. If incorrect milestones are assigned, insure that you have selected the proper academic plan for the student. Students are often active in more than one academic plan and have a milestone record for each. If the student milestones are incorrect reference the section titled *Milestone Copy* in the Graduate Records Supervision section of this manual.



Step 1   Add a new effective dated row on the Student Milestones tab. Milestones are allowed only one row per effective date. Once a record has been saved and closed, it may not be updated unless another row is added with a different effective date. Users may retro-actively date rows as long as the effective date used is after the effective date of the previous row.

Step 2   In the **Milestone Detail** section scroll to the **MR FINORAL Masters Final Comprehensive Examination** Milestone.

Page /Tab Steps   Student Milestones – Milestone Attempts



Step 1   How Attempted = Exam Taken

Step 2   Date Attempted = Enter date exam taken.

Step 3   Milestone Complete = Pass Unconditional

Step 4   Save the student milestone record.

MASTERS
CONDITIONAL PASS
FIRST ATTEMPT

Objectives

This section provides steps to update Student Records Tile to reflect receipt of a Master final examination report for an conditional pass on the first attempt and to record the results of the attempt

Reminder

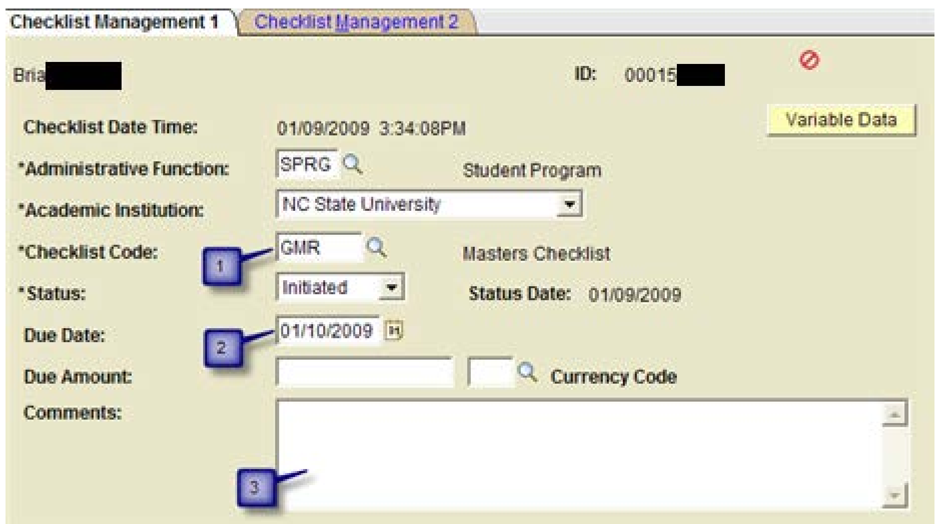
Examination reports require update of both the student's checklist and the student's milestone records.

Navigation

Checklist record maintenance: Student Information System Homepage> Student Records Tile > Checklists Folder > Checklist Management – Person

Page Steps

Checklist Management – Person / Checklist Management1



Step 1

Insure that the Checklist code is set to GMR (Masters Checklist) or GMROBM (Masters Mixed Option B Checklist). If an incorrect checklist code is assigned, insure that you have selected the proper list. If the proper list is not available reference the section titled *Assigning graduate student checklists*.

Step 2

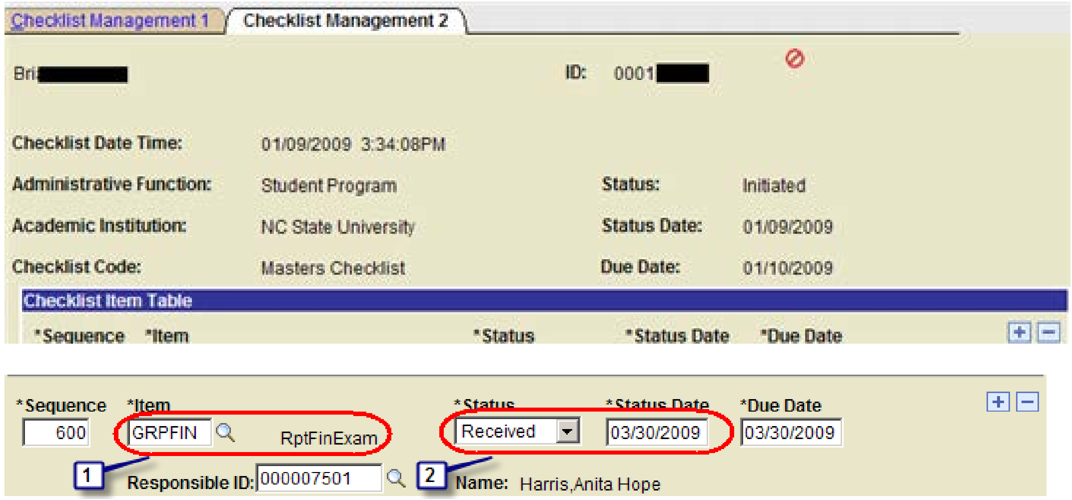
Insure that the due date is set to the student's time limit date from their plan of work.

Step 3

Enter any *conditions* related to processing the Master Final Oral Exam Report passed *conditionally* on the first attempt in the comments. Alternatively, these conditions may be entered on the student milestone record.

Page /Tab Steps

Checklist Management – Person / Checklist Management2



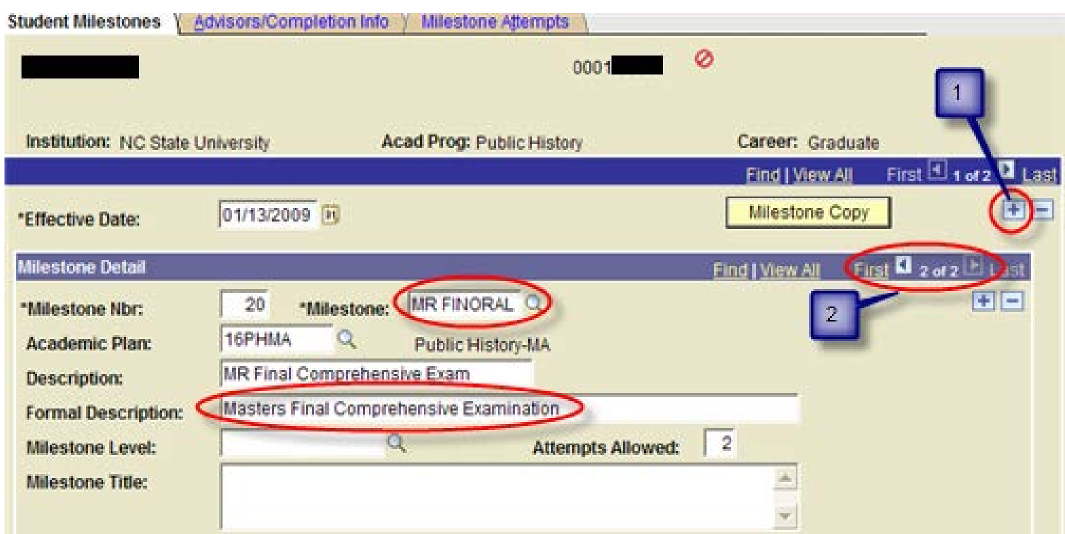
Step 1 In the Checklist Item Table locate the item **GRPFIN (RptFinExam)**.

Step 2 Once the *Conditional Pass First Attempt* exam report has been processed set the status to *received* and enter the status date. Save the checklist

Navigation Student Milestone record maintenance: Main Menu > Student Information System Homepage > Student Records Tile > Enroll Students Folder > Student Milestones

Page /Tab Steps Student Milestones – Student Milestones

Insure that the milestones assigned are appropriate based on the student academic plan. If incorrect milestones are assigned, insure that you have selected the proper academic plan for the student. Students are often active in more than one academic plan and have a milestone record for each. If the student milestones are incorrect reference the section titled *Milestone Copy* in the Graduate Records Supervision section of this manual.

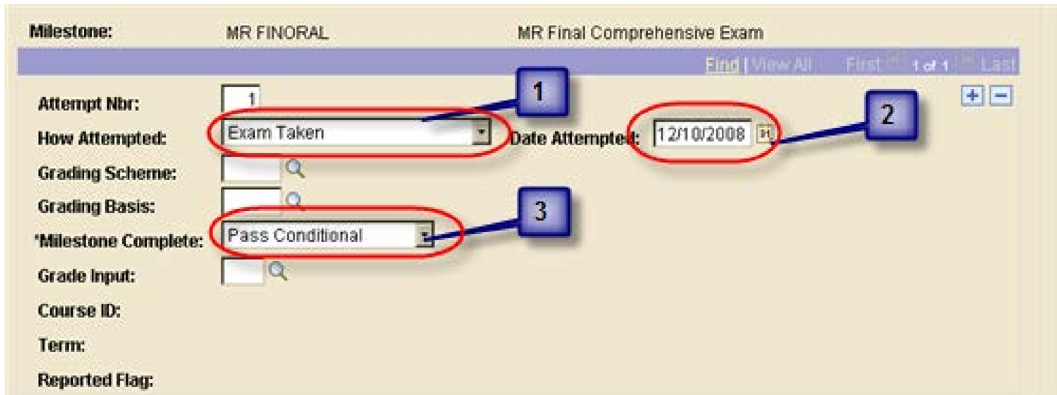


Step 1 Add a new effective dated row on the Student Milestones tab. Milestones are allowed only one row per effective date. Once a record has been saved and closed, it may not be updated unless

another row is added with a different effective date. Users may retroactively-date rows as long as the effective date used is after the effective date of the previous row.

Step 2 In the **Milestone Detail** section scroll to the **MR FINORAL Masters Final Comprehensive Examination** Milestone.

Page / Tab Steps Student Milestones – Milestone Attempts



Step 1 How Attempted = Exam Taken

Step 2 Date Attempted = Date exam taken

Step 3 Milestone Complete = Pass Conditional

Step 4 Save the student milestone record.

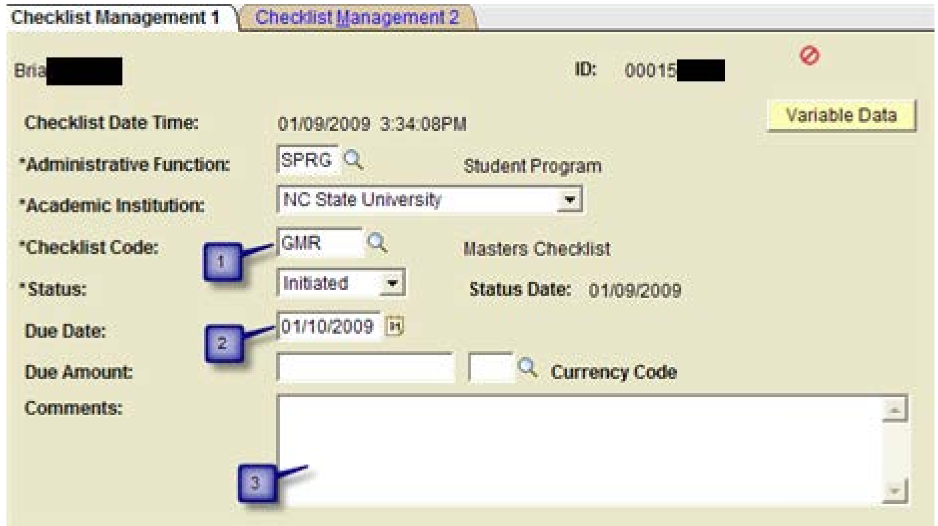
MASTERS FAILURE FIRST ATTEMPT

Objectives This section provides steps to update Student Records Tile to reflect receipt of a Master final examination report for a failure on the first attempt and to record the results of the attempt

Reminder Examination reports require update of both the student's checklist and the student's milestone records.

Navigation Checklist record maintenance: Student Information System Homepage > Student Records > Checklists Folder > Checklist Management – Person

Page Steps Checklist Management – Person / Checklist Management1

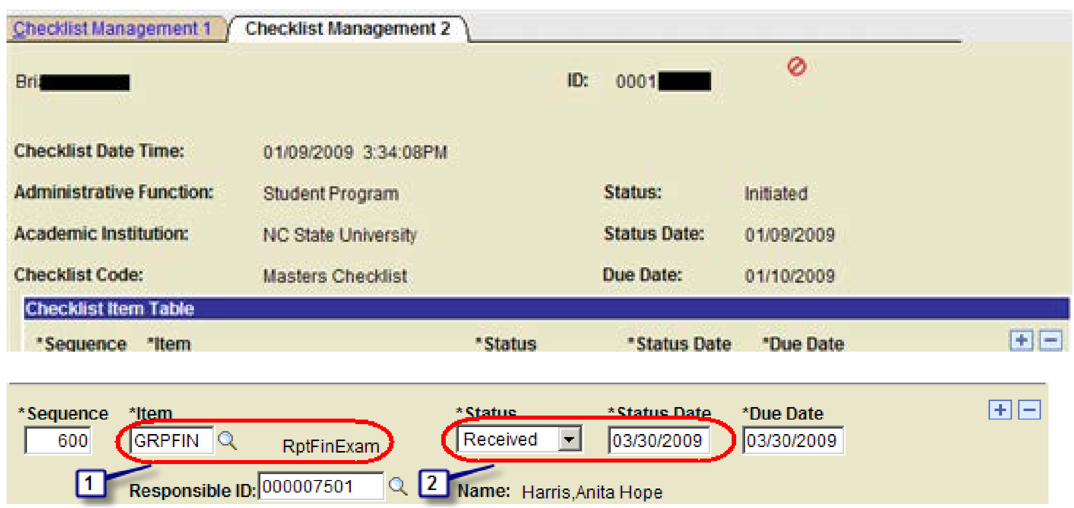


Step 1 Insure that the Checklist code is set to GMR (Masters Checklist) or GMROBM (Masters Mixed Option B Checklist).

Step 2 Insure that the due date is set to the student's time limit date from their plan of work.

Step 3 Enter any necessary comments related to processing the Master Final Oral Exam Report *failed on the first attempt*.

Page / Tab Steps Checklist Management – Person / Checklist Management2



Step 1 In the Checklist Item Table locate the item **GRPFIN (RptFinExam)**.

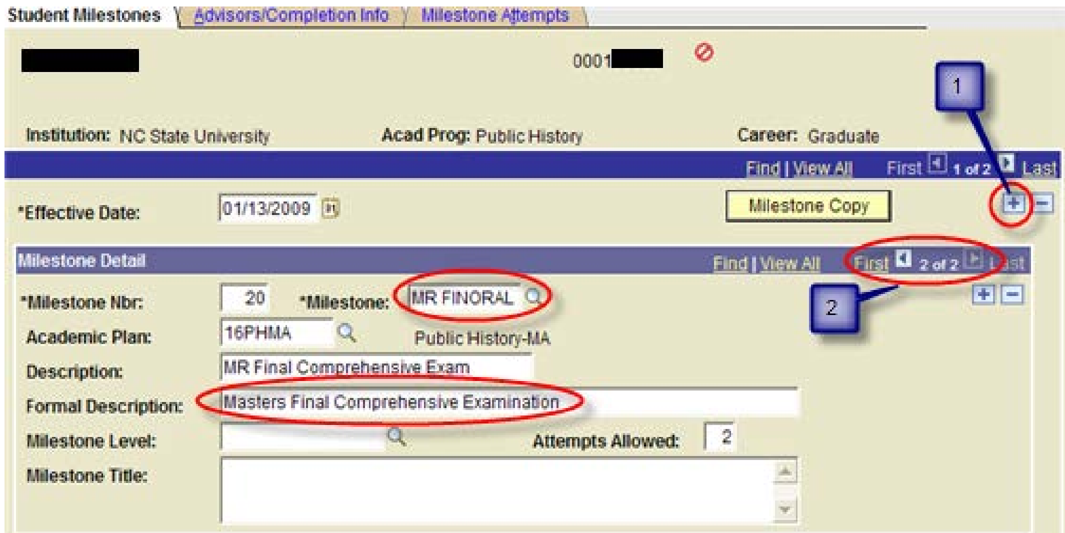
Step 2 Once the *Failed First Attempt* exam report has been processed set the status to received and enter the status date. Save the checklist

Navigation Student Milestone record maintenance: Student Information System Homepage > Student Records Tile > Enroll Students Folder > Student Milestones

Page / Tab Steps

Student Milestones – Student Milestones

Insure that the milestones assigned are appropriate based on the student academic plan. If incorrect milestones are assigned, insure that you have selected the proper academic plan for the student. Students are often active in more than one academic plan and have a milestone record for each. If the student milestones are incorrect reference the section titled *Milestone Copy* in the Graduate Records Supervision section of this manual.



Step 1

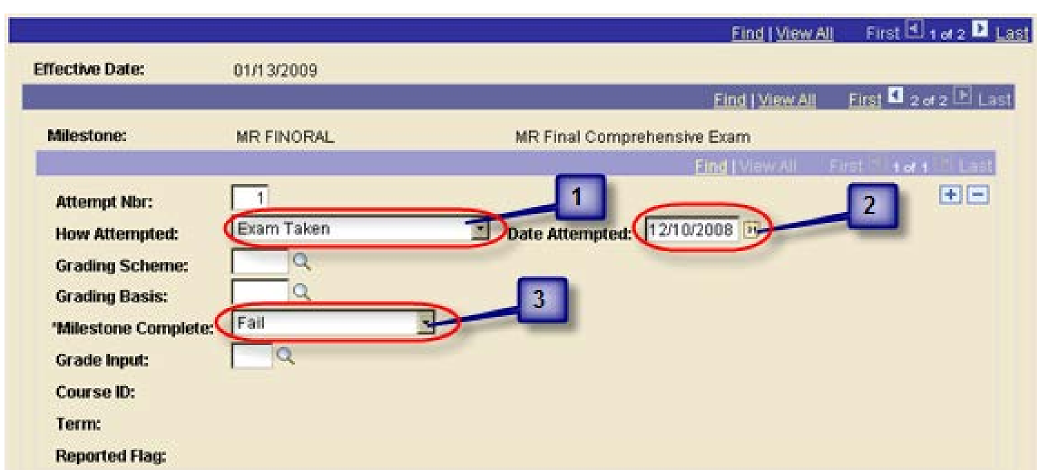
Add a new effective dated row on the Student Milestones tab. Milestones are allowed only one row per effective date. Once a record has been saved and closed, it may not be updated unless another row is added with a different effective date. Users may pre-date rows as long as the effective date used is after the effective date of the previous row.

Step 2

In the **Milestone Detail** section scroll to the **MR FINORAL Masters Final Comprehensive Examination** Milestone.

Page / Tab Steps

Student Milestones – Milestone Attempts



Step 1 How Attempted = Exam Taken

Step 2 Date Attempted = Date exam taken

Step 3 Milestone Complete = Failed

Step 4 Save the student milestone record.

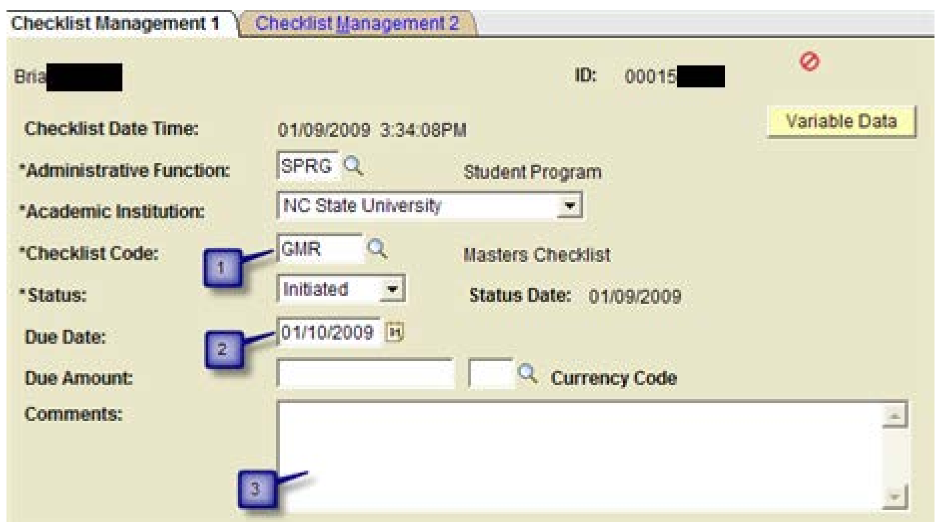
Masters Unconditional Pass Second Attempt

Objectives This section provides steps to update Student Records Tile to reflect receipt of a Master final examination report for an unconditional pass on the *second* attempt and to record the results of the attempt

Reminder Examination reports require update of both the student's checklist and the student's milestone records.

Navigation Checklist record maintenance: Student Information System Homepage > Student Records Tile > Checklists Folder > Checklist Management – Person

Page Steps Checklist Management – Person / Checklist Management1

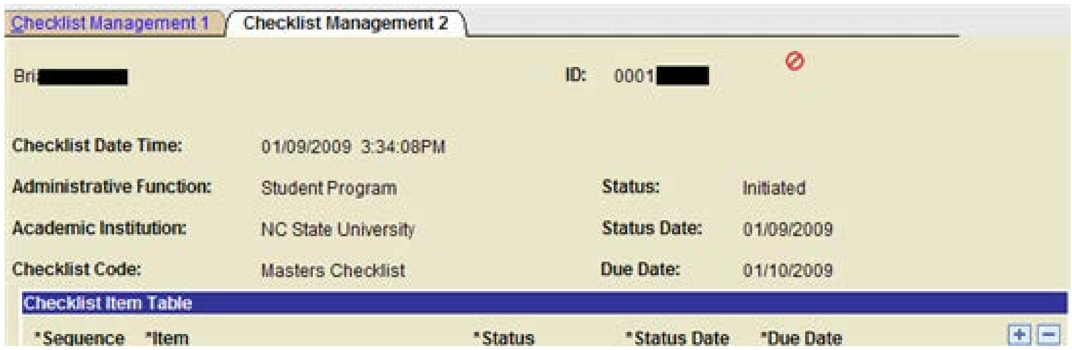


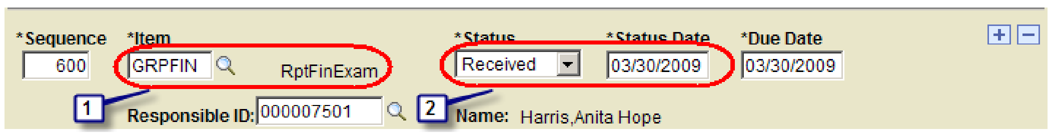
Step 1 Insure that the Checklist code is set to GMR (Masters Checklist) or GMROBM (Masters Mixed Option B Checklist).

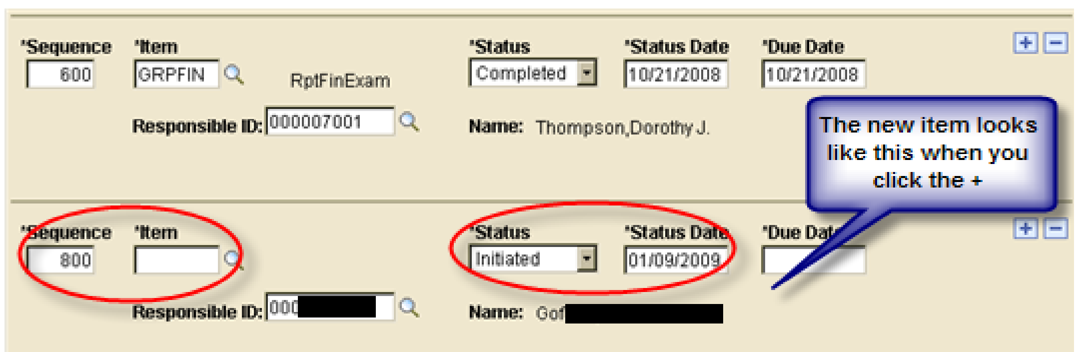
Step 2 Insure that the due date is set to the student's time limit date from their plan of work.

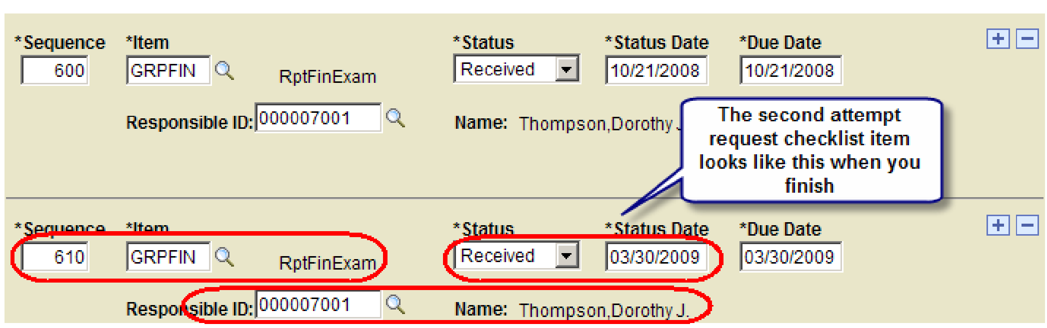
Step 3 Enter any necessary comments related to processing the Master Final Oral Exam Report passed unconditionally on the second attempt.

Page / Tab Steps Checklist Management – Person / Checklist Management2









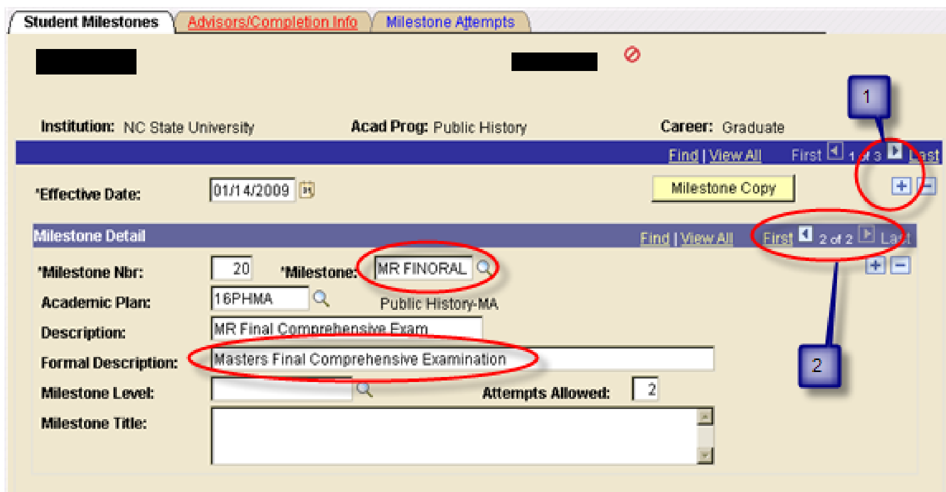
Step 1 In the Checklist Item Table locate the item **GRPFIN (RptFinExam)**. This is the item for the exam report from the first attempt.

Step 2 Once the Unconditional Pass Second Attempt exam report has been processed add a new **GRPFIN RptfinExam** item to the list immediately below the first exam report. Increment the Sequence number by 10. This way the two requests will stay together on the list. Enter your Emplid. Set the status to *received* and enter the status date. Save the checklist.

Navigation Student Milestone record maintenance: Student Information System Homepage > Student Records Tile > Enroll Students Folder > Student Milestones

Page / Tab Steps Student Milestones – Student Milestones

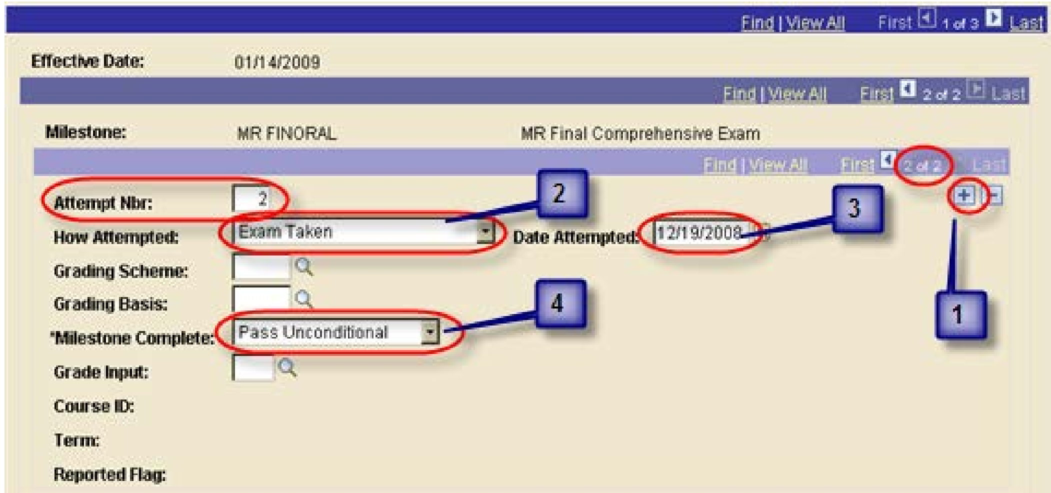
Insure that the milestones assigned are appropriate based on the student academic plan. If incorrect milestones are assigned, insure that you have selected the proper academic plan for the student. Students are often active in more than one academic plan and have a milestone record for each. If the student milestones are incorrect reference the section titled *Milestone Copy* in the Graduate Records Supervision section of this manual.



Step 1 Add a new effective dated row on the Student Milestones tab. Milestones are allowed only one row per effective date. Once a record has been saved and closed, it may not be updated unless another row is added with a different effective date. Users may pre-date rows as long as the effective date used is after the effective date of the previous row.

Step 2 In the **Milestone Detail** section scroll to the **MR FINORAL Masters Final Comprehensive Examination** Milestone.

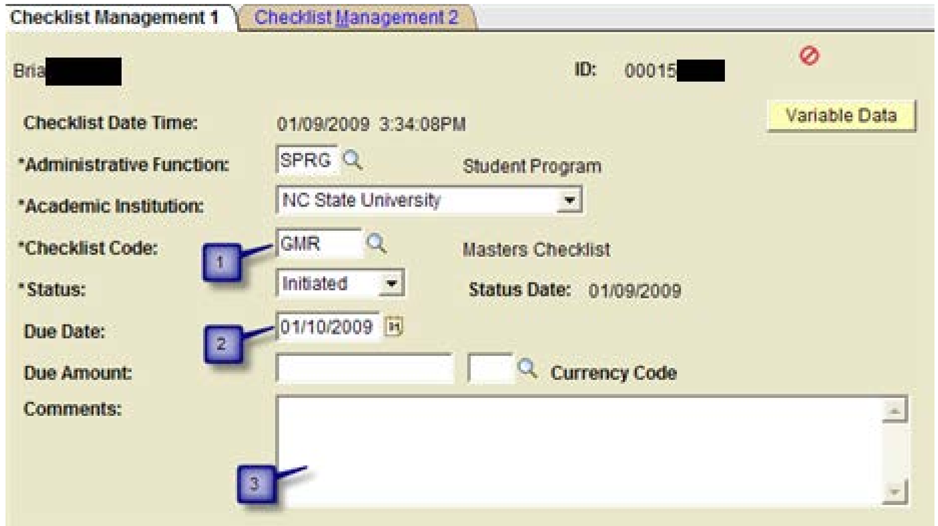
Page / Tab Steps Student Milestones – Milestone Attempts



Step 1	Add a second attempt record to the milestone
Step 2	How Attempted = Exam Taken
Step 3	Date Attempted = Date exam taken
Step 4	Milestone Complete = Pass Unconditional
Step 5	Save the student milestone record.

MASTERS FAILURE SECOND ATTEMPT

Objectives	This section provides steps to update Student Records Tile to reflect receipt of a Master final examination report for a failure on the second attempt and to record the results of the attempt
Reminder	Examination reports require update of both the student's checklist and the student's milestone records.
Navigation	Checklist record maintenance: Student Information System Homepage > Student Records Tile > Checklists Folder > Checklist Management – Person
Page Steps	Checklist Management – Person / Checklist Management1

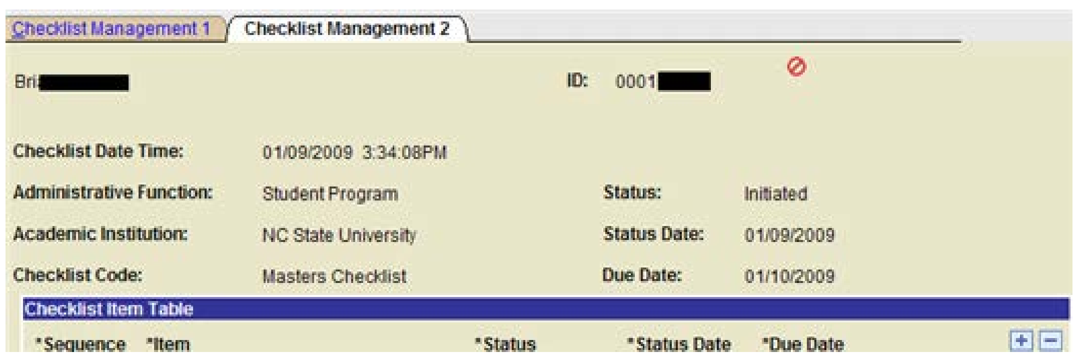


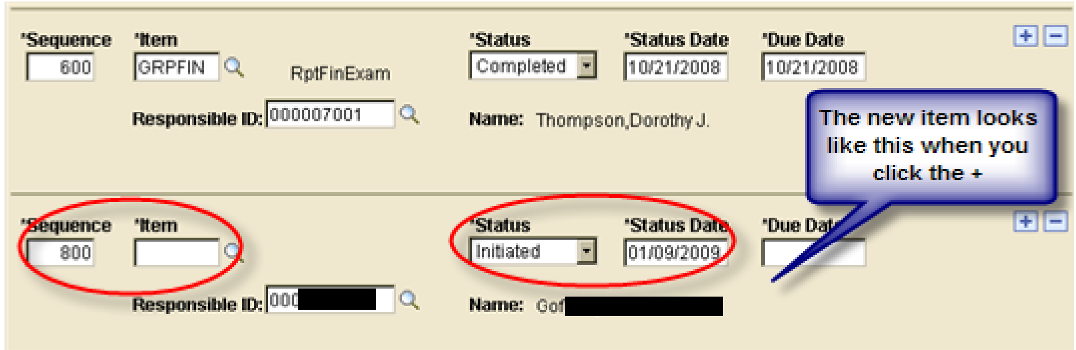
Step 1 Insure that the Checklist code is set to GMR (Masters Checklist) or GMROBM (Masters Mixed Option B Checklist).

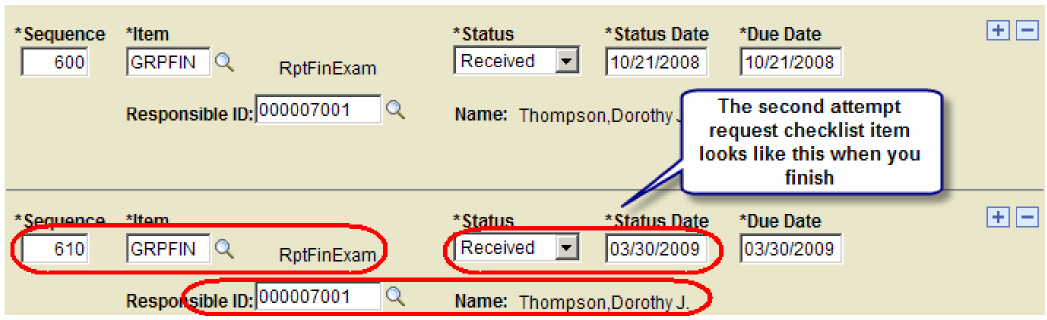
Step 2 Insure that the due date is set to the student's time limit date from their plan of work.

Step 3 Enter any necessary comments related to processing the Master Final Oral Exam Report failed on the second attempt.

Page / Tab Steps Checklist Management – Person / Checklist Management2







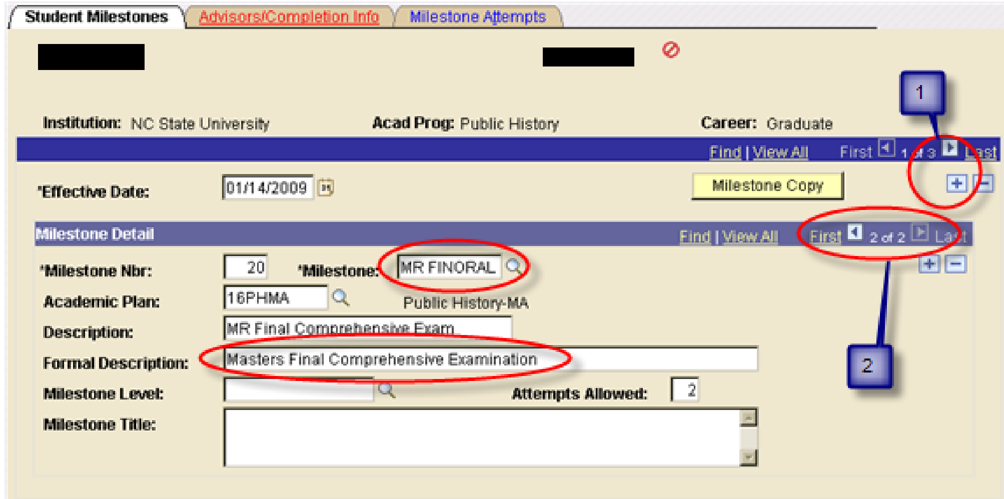
Step 1 In the Checklist Item Table locate the item **GRPFIN (RptFinExam)**.

Step 2 Once the Failed Second Attempt exam report has been processed add a new GRPFIN RptfinExam item to the list immediately below the first exam report. Increment the Sequence number by 10. Enter your Emplid. This way the two exam reports stay together on the list. Set the status to *received* and enter the status date. Save the checklist.

Navigation Student Milestone record maintenance: Student Information System Homepage > Student Records Tile > Enroll Students Folder > Student Milestones

Page / Tab Steps Student Milestones – Student Milestones

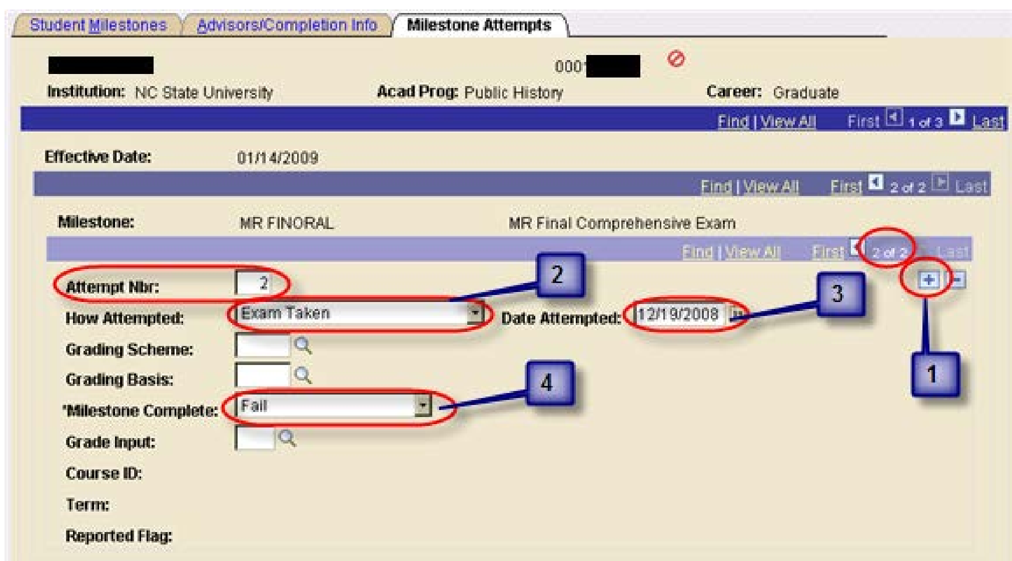
Insure that the milestones assigned are appropriate based on the student academic plan. If incorrect milestones are assigned, insure that you have selected the proper academic plan for the student. Students are often active in more than one academic plan and have a milestone record for each. If the student milestones are incorrect reference the section titled *Milestone Copy* in the Graduate Records Supervision section of this manual.



Step 1 Add a new effective dated row on the Student Milestones tab. Milestones are allowed only one row per effective date. Once a record has been saved and closed, it may not be updated unless another row is added with a different effective date. Users may retroactively-date rows as long as the effective date used is after the effective date of the previous row.

Step 2 In the **Milestone Detail** section scroll to the **MR FINORAL Masters Final Comprehensive Examination** Milestone.

Page / Tab Steps Student Milestones – Milestone Attempts



Step 1 Add a second attempt record to the milestone

Step 2 How Attempted = Exam Taken

Step 3 Date Attempted = Date exam taken on field.

Step 4 Milestone Complete = Fail

Step 5 Save the student milestone record.

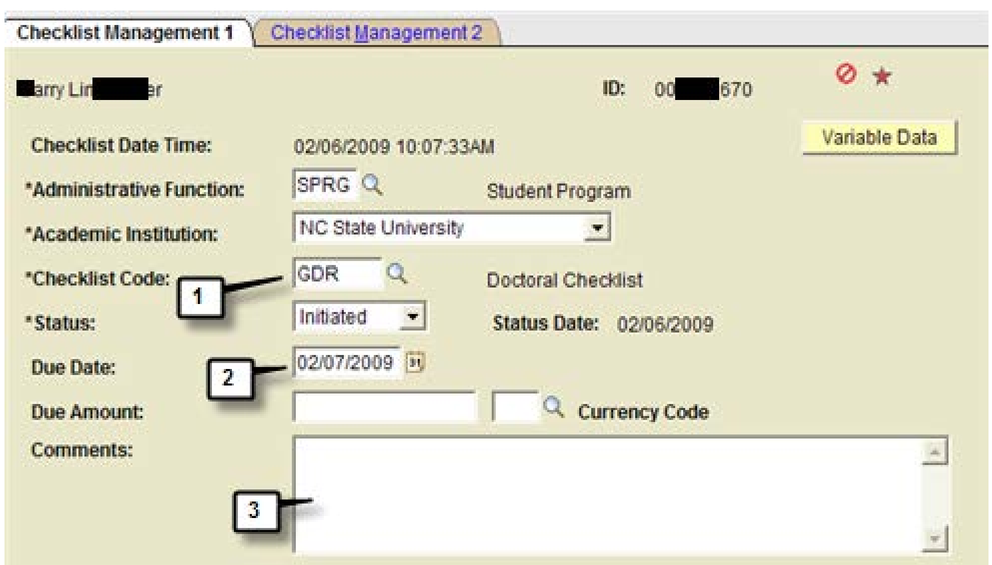
Processing a Request to Schedule Doctoral Oral Preliminary or Final Exam 1ST Attempt (Defense)

Objectives This process requires the update of the student's checklist and milestones.

Reminder After the request to schedule has been reviewed and approved, update the student checklist and then the student milestone record. Milestones appear by default on the unofficial transcript.

Navigation Checklist record maintenance: Student Information System Homepage > Student Records Tile > Checklists Folder > Checklist Management – Person

Page/ Tab Name Checklist Management – Person / Checklist Management1

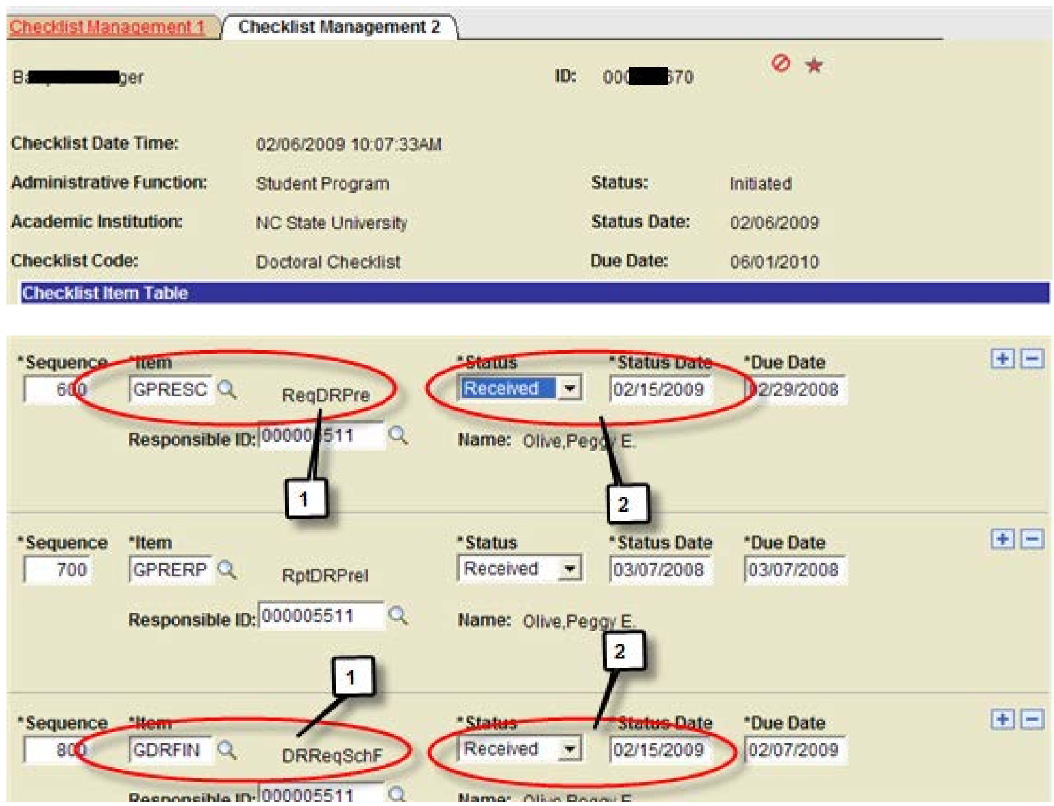


Step 1 Insure that the Checklist code is set to **GDR (Doctoral Checklist)**. If an incorrect checklist code is assigned, insure that you have selected the proper list. If the proper list is not available reference the section titled *Assigning graduate student checklists*.

Step 2 Insure that the due date is set to the student's time limit date from their plan of work.

Step 3 Enter any necessary comments related to processing the Request to Schedule the Prelim or Final.

Page / Tab Steps Checklist Management – Person / Checklist Management2



Step 1 In the Checklist Item Table locate the item **GPRESC (ReqDRPre)** OR **GDRFIN (DRReqSchF)**.

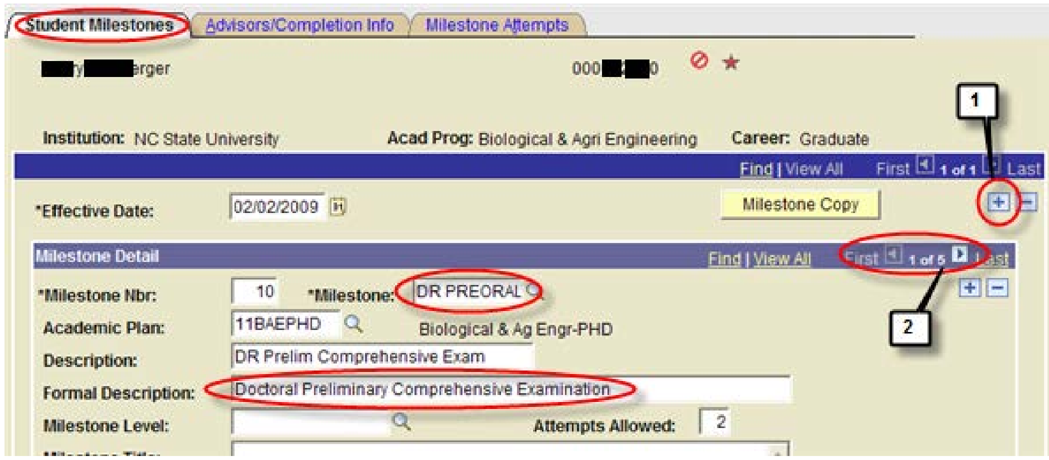
Step 2 Once the request has been processed set the status to *received* and enter the status date. Save the checklist.

Navigation Student Milestone record maintenance: Student Information System Homepage > Student Records Tile > Enroll Students Folder > Student Milestones

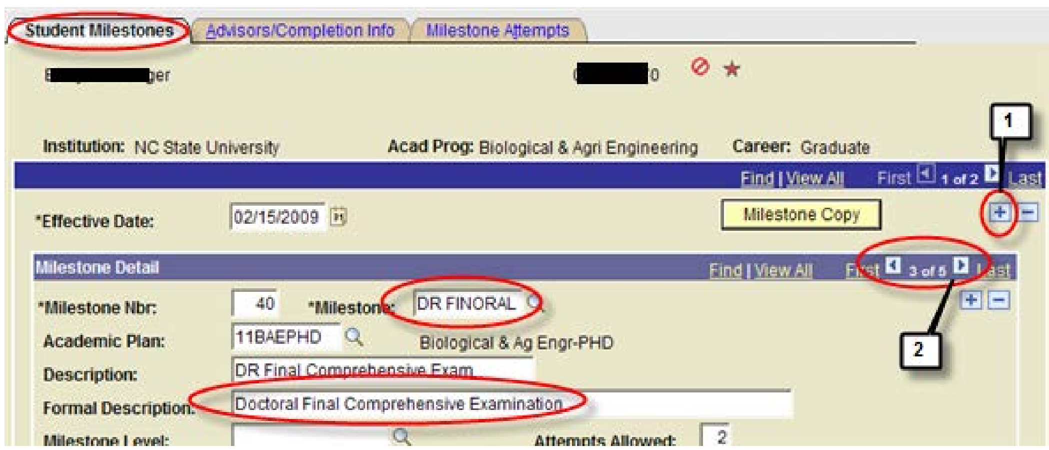
Page / Tab Steps Student Milestones – Student Milestones

Insure that the milestones assigned are appropriate based on the student academic plan. If incorrect milestones are assigned, insure that you have selected the proper academic plan for the student. Students are often active in more than one academic plan and have a milestone record for each. If the student milestones are incorrect reference the section titled Milestone Copy in the Graduate Records Supervision section of this manual.

DR PREORAL Doctoral Preliminary Comprehensive Examination



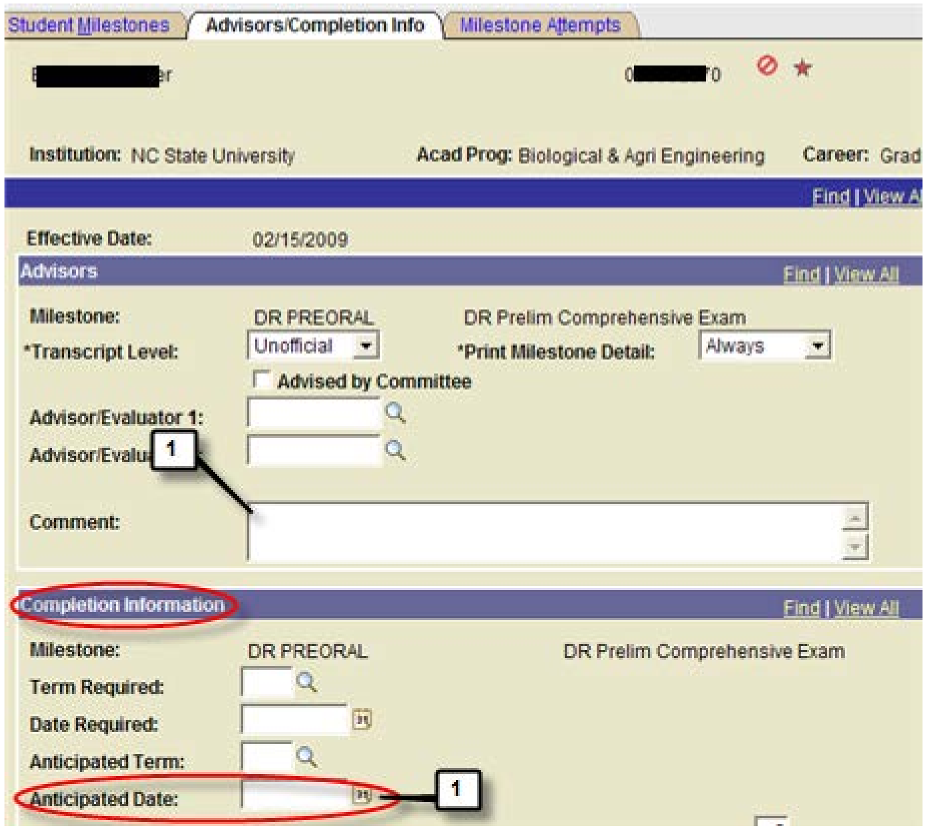
DR FINORAL Doctoral Final Comprehensive Examination



Step 1 *Add a new effective dated row* on the Student Milestones tab. Milestones are allowed only one row per effective date. Once a record has been saved and closed, it may not be updated unless another row is added with a different effective date. Users may retroactively-date rows as long as the effective date used is after the effective date of the previous row.

Step 2 In the **Milestone Detail** section, scroll to the **DR PREORAL Doctoral Preliminary Comprehensive Examination** Milestone or the **DR FINORAL Doctoral Final Comprehensive Examination** milestone.

Page / Tab Steps Student Milestones – Advisors/Completion Info



Step 1 In the Completion Information section of the Advisors/Completion Info tab, enter scheduled exam date (if known) in the *Anticipated Date* field. Enter comments regarding the scheduled exam if necessary. Comments on the Advisors/Completion Info tab DO NOT appear on the transcript.

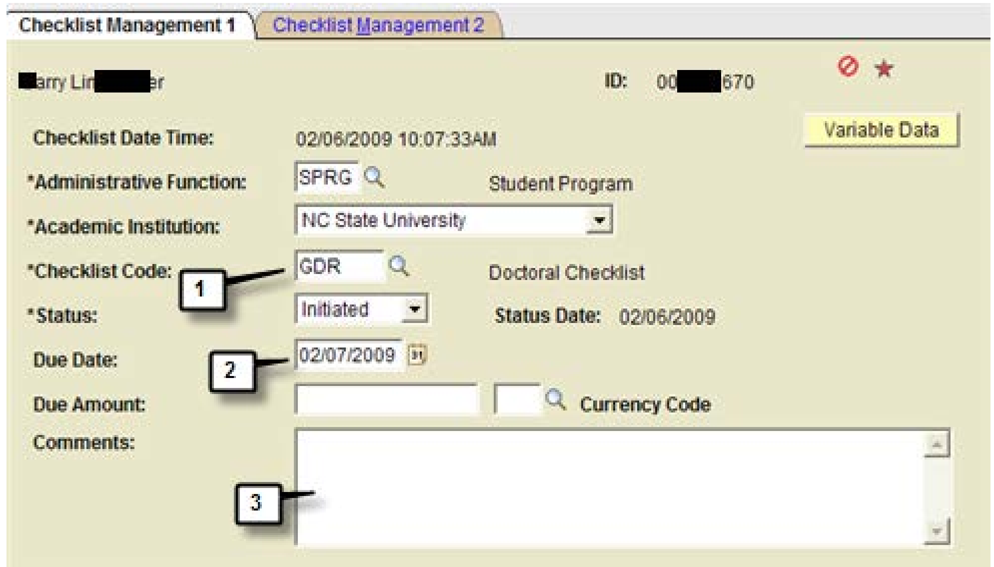
Step 2 Save the Student Milestone Record.

Processing a Request to Schedule Doctoral Oral Preliminary or Final Exam <u>2nd Attempt</u> (Defense)

Objectives This process requires the update of the student's checklist and milestones.

Reminder After the request to schedule the 2nd attempt has been reviewed and approved, update the student checklist and then the student milestone record. Milestones appear by default on the unofficial transcript.

Page/ Tab Name Checklist Management – Person / Checklist Management1



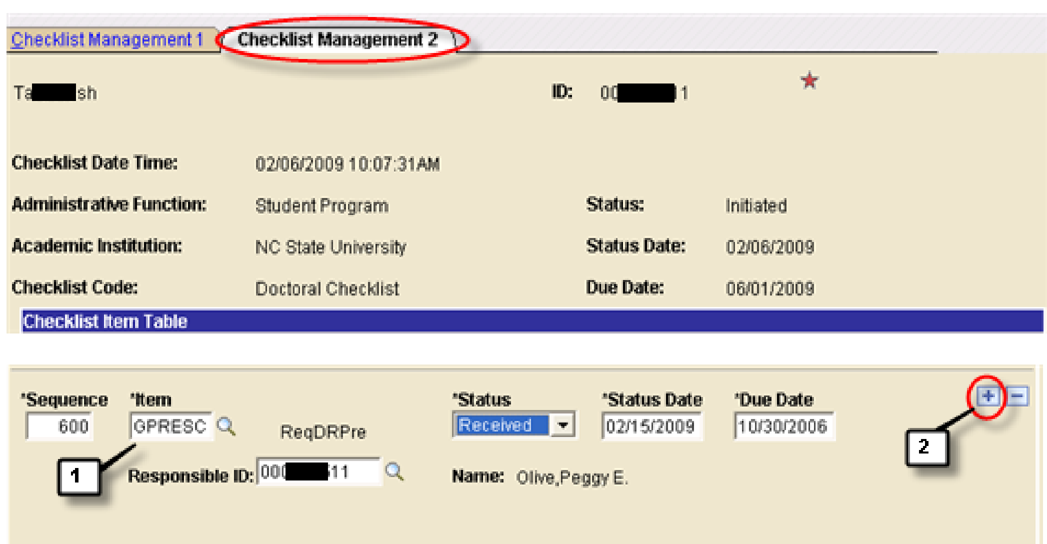
Step 1 Insure that the Checklist code is set to GDR (Doctoral Checklist). If an incorrect checklist code is assigned, insure that you have selected the proper list. If the proper list is not available reference the section titled *Assigning graduate student checklists*.

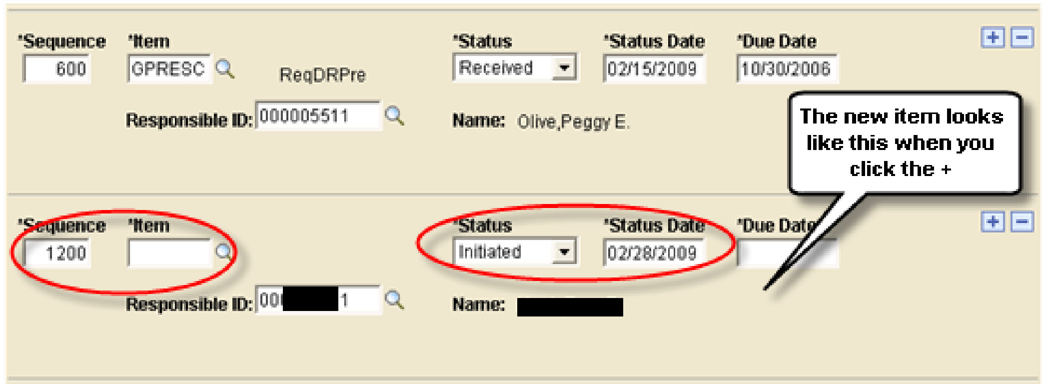
Step 2 Insure that the due date is set to the student's time limit date from their plan of work.

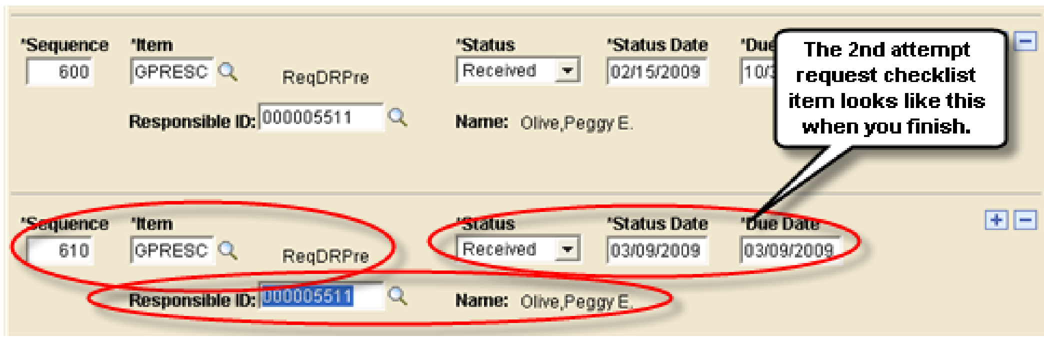
Step 3 Enter any necessary comments.

Page / Tab Steps Checklist Management – Person / Checklist Management2

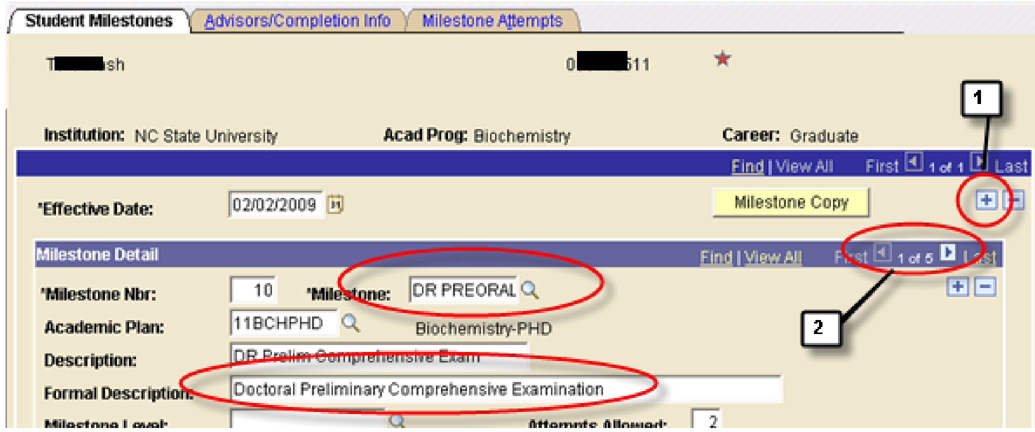
2nd requests require the addition of another checklist item.







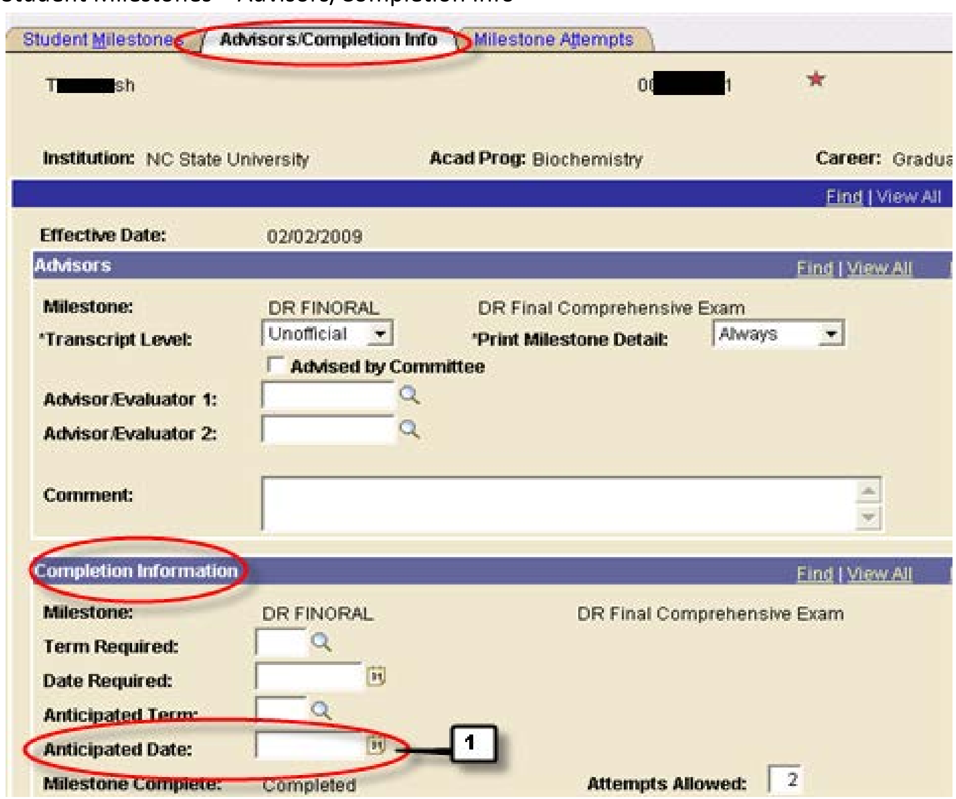
Step 1	In the Checklist Item Table locate the item **GPRESC (ReqDRPre)** OR **GDRFIN (DRReqSchF)** depending on the exam (prelim or final). These are the *received first request to schedule* items.
Step 2	Once the request to schedule the second attempt has been processed, add a new **GPRESC ReqDRPre** item OR **GDRFIN (DRReqSchF)** item to the list immediately below the first request to schedule the prelim or the final. Increment the Sequence number by 10. This will insure that both requests to schedule will be listed together on the checklist for ease of future reference. Enter your Emplid. Set the status to *received* and enter the status date. Save the checklist.
Navigation	Student Milestone record maintenance: Student Information System Homepage > Student Records Tile > Enroll Students Folder > Student Milestones
Page /Tab Steps	Student Milestones – Student Milestones Insure that the milestones assigned are appropriate based on the student academic plan. If incorrect milestones are assigned, insure that you have selected the proper academic plan for the student. Students are often active in more than one academic plan and have a milestone record for each. If the student milestones are incorrect reference the section titled *Milestone Copy* in the Graduate Records Supervision section of this manual.



Step 1 — Add a new effective dated row on the Student Milestones tab. Milestones are allowed only one row per effective date. Once a record has been saved and closed, it may not be updated unless another row is added with a different effective date. Users may retroactively-date rows as long as the effective date used is after the effective date of the previous row.

Step 2 — In the **Milestone Detail** section scroll to the **DR PREORAL Doctoral Preliminary Comprehensive Examination Milestone** or **the DR FINORAL Doctoral Final Comprehensive Examination milestone**, depending on the circumstance.

Page / Tab Steps — Student Milestones – Advisors/Completion Info



Step 1 — In the **Completion Information** section of the **Advisors/Completion Info** tab, enter the new scheduled exam date in the **Anticipated Date field**. Add any desired comments about this milestone on this tab.

Step 2 Save the Student Milestone Record.

Processing a Doctoral Prelim or Final Oral Exam Report

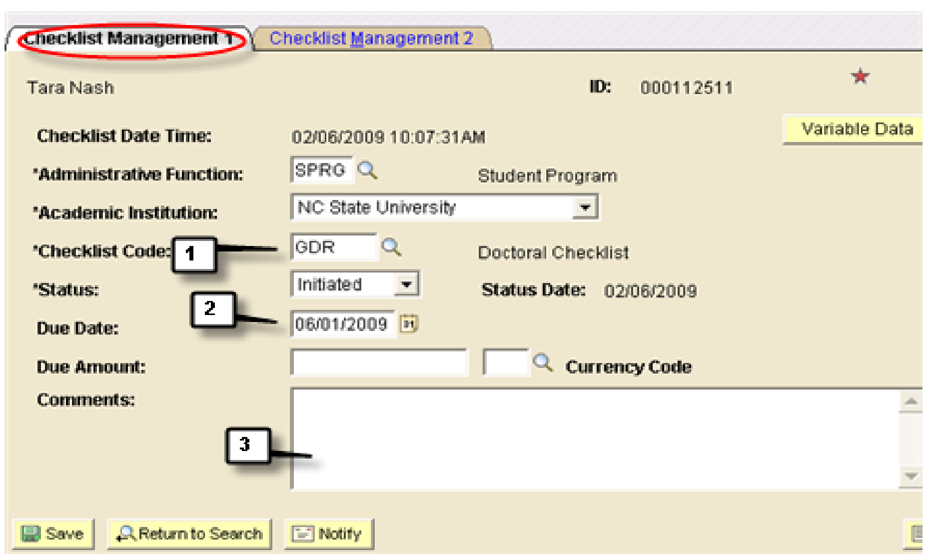
Doctoral Unconditional Pass First Attempt

Objectives This section provides steps to update Student Records Tile to reflect receipt of a doctoral preliminary or final examination report for an unconditional pass on the first attempt, to record the results of the attempt, to record the results of the attempt and committee ETD early approval.

Reminder Examination reports require update of both the student's checklist and the student's milestone records and possibly the student's Plan of Work.

Navigation Checklist record maintenance: Student Information System Homepage > Student Records Tile > Checklists Folder > Checklist Management – Person

Page Steps Checklist Management – Person / Checklist Management1



Step 1 Insure that the Checklist code is set to GDR (Doctoral Checklist). If an incorrect checklist code is assigned, insure that you have selected the proper list. If the proper list is not available reference the section titled *Assigning graduate student checklists*.

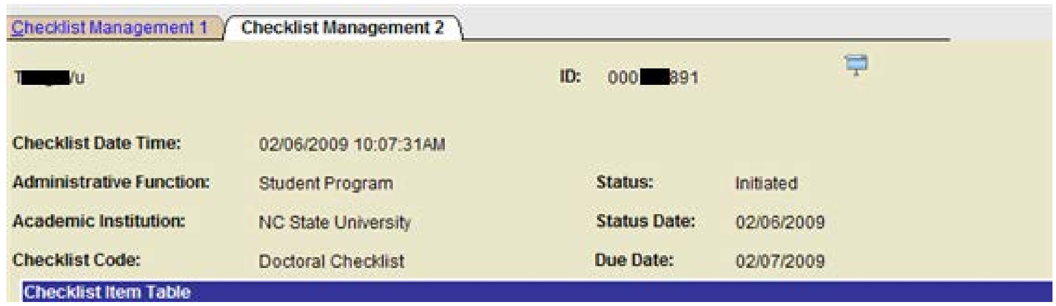
Step 2 Insure that the due date is set to the student's time limit date from their plan of work.

Step 3

Enter any necessary comments related to processing the Doctoral Prelim or Final Oral Exam Report passed unconditionally on the first attempt. Leave previously entered comments about this checklist.

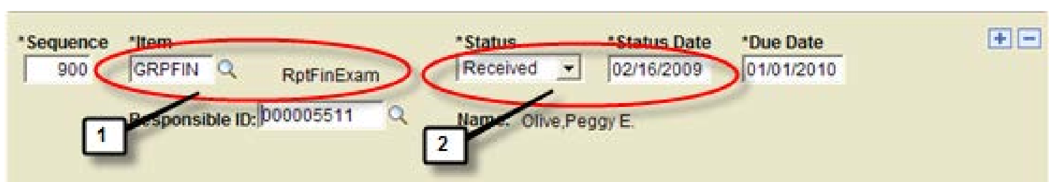
Page /Tab Steps

Checklist Management – Person / Checklist Management2



Prelim

Final



Step 1

In the Checklist Item Table locate the item **GPRERP (RptDRPrel) or GRPFIN (RptFinExam)**.

Step 2

Once the Unconditional Pass First Attempt exam report has been processed set the status to *received* and enter the status date. Save the checklist.

Objective

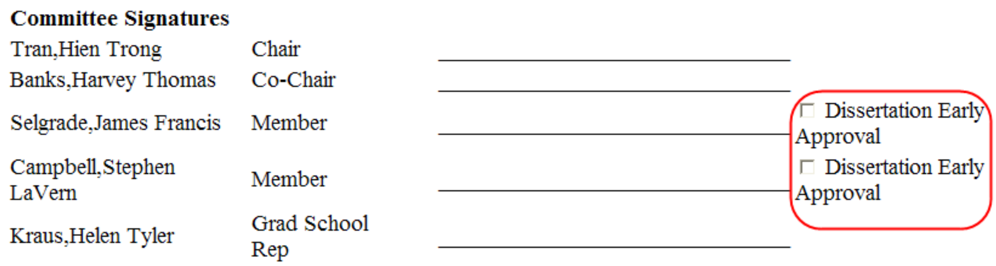
Advisory committee members may choose to select “Dissertation Early Approval” on the Exam Report. This selection is the committee member’s final approval of the ETD and they will not need to further review the ETD.

Navigation

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

Page /Tab Steps

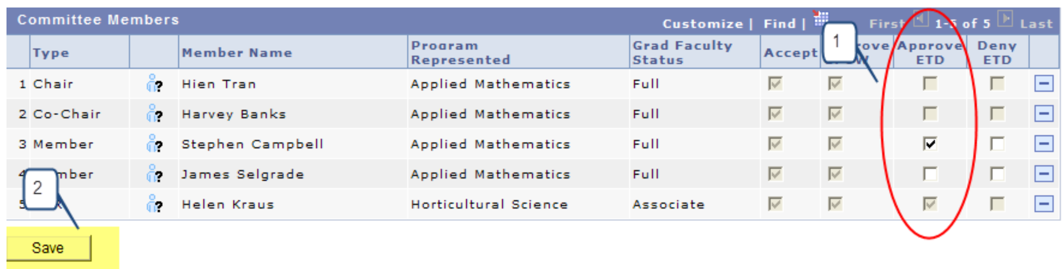
Committee



Committee Signatures

Tran,Hien Trong	Chair	____________	
Banks,Harvey Thomas	Co-Chair	____________	
Selgrade,James Francis	Member	____________	☐ Dissertation Early Approval
Campbell,Stephen LaVern	Member	____________	☐ Dissertation Early Approval
Kraus,Helen Tyler	Grad School Rep	____________	

On the Exam Report, the Dissertation Early Approval box is checked



Committee Members | Customize | Find | First 1-5 of 5 Last

	Type		Member Name	Program Represented	Grad Faculty Status	Accept	Approve	Approve ETD	Deny ETD	
1	Chair		Hien Tran	Applied Mathematics	Full	☑	☑	☐	☐	−
2	Co-Chair		Harvey Banks	Applied Mathematics	Full	☑	☑	☐	☐	−
3	Member		Stephen Campbell	Applied Mathematics	Full	☑	☑	☑	☐	−
4	Member		James Selgrade	Applied Mathematics	Full	☑	☑	☐	☐	−
5			Helen Kraus	Horticultural Science	Associate	☑	☑	☑	☐	−

1. Check the box on the appropriate committee member row in the Approve ETD column.

2. Click the Save button.

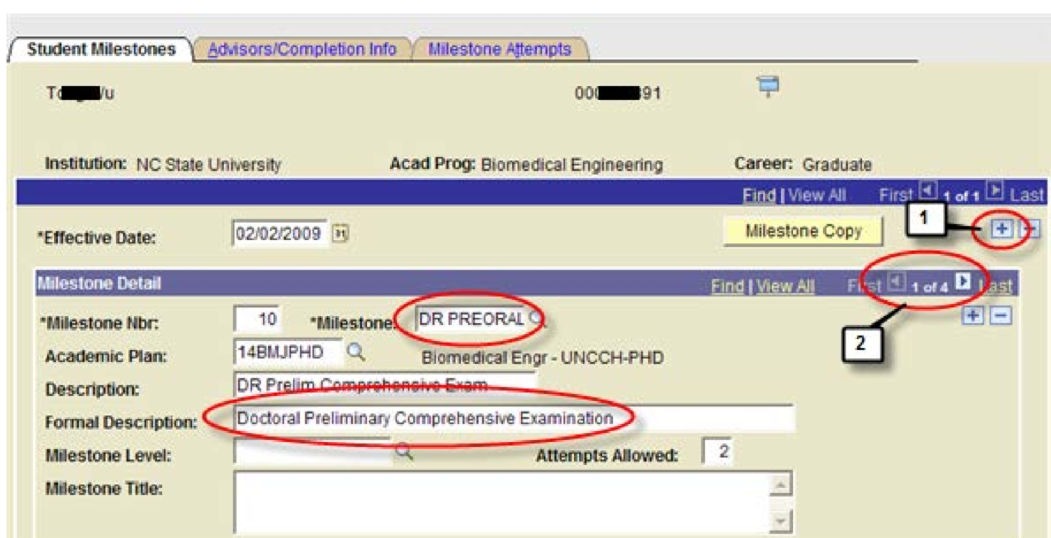
Navigation

Student Milestone record maintenance: Student Information System Homepage > Student Records Tile > Enroll Students Folder > Student Milestones

Page /Tab Steps

Student Milestones – Student Milestones

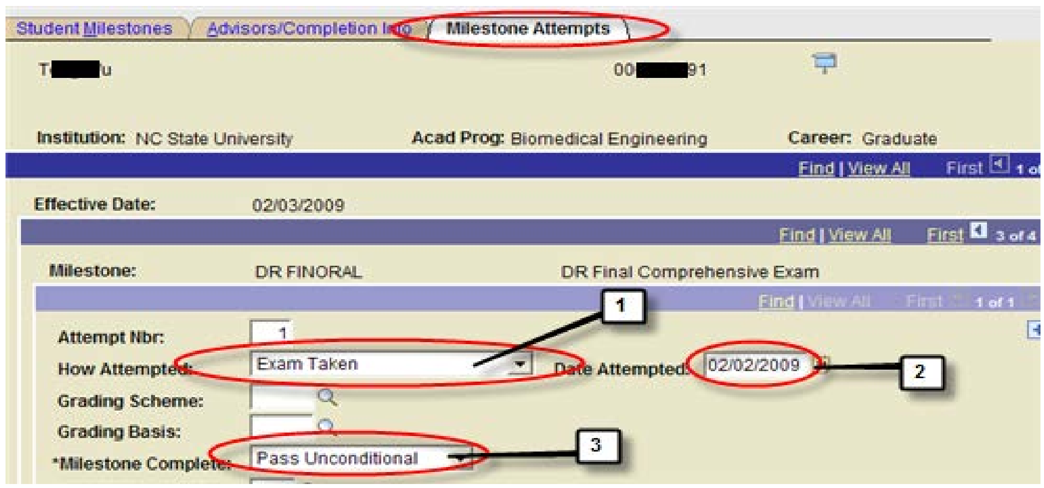
Insure that the milestones assigned are appropriate based on the student academic plan. If incorrect milestones are assigned, insure that you have selected the proper academic plan for the student. Students are often active in more than one academic plan and have a milestone record for each. If the student milestones are incorrect reference the section titled *Milestone Copy* in the Graduate Records Supervision section of this manual.



Step 1 — <u>Add a new effective dated row on the Student Milestones tab</u>. Milestones are allowed only one row per effective date. Once a record has been saved and closed, it may not be updated unless another row is added with a different effective date. Users may retroactively-date rows as long as the effective date used is after the effective date of the previous row.

Step 2 — In the **Milestone Detail** section scroll to the **DR PREORAL Doctoral Preliminary Comprehensive Examination** Milestone or the **DR FINORAL Doctoral Final Comprehensive Examination** milestone depending on the type of report.

Page /Tab Steps — Student Milestones – Milestone Attempts



Step 1 — How Attempted = Exam Taken

Step 2 — Date Attempted = Date exam taken

Step 3 — Milestone Complete = Pass Unconditional.

Step 4 — Save the student milestone record.

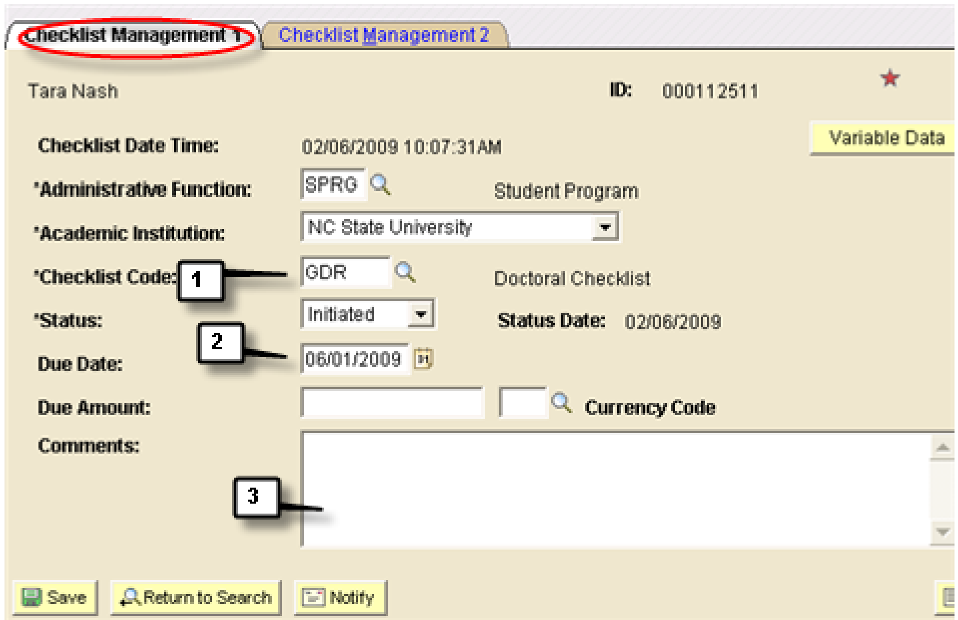
Doctoral Conditional Pass First Attempt

Objectives — This section provides steps to update Student Records Tile to reflect receipt of a doctoral prelim or final examination report for an conditional pass on the first attempt and to record the results of the attempt

Reminder — Examination reports require update of both the student's checklist and the student's milestone records.

Navigation Checklist record maintenance: Student Information System Homepage > Student Records Tile > Checklists Folder > Checklist Management – Person

Page Steps Checklist Management – Person / Checklist Management1

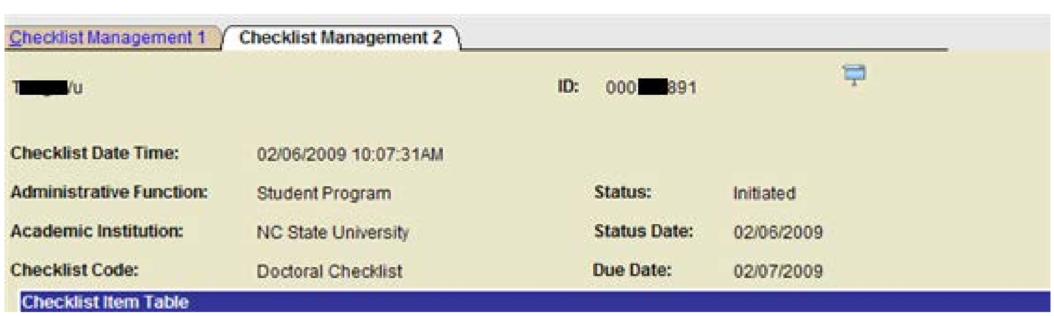


Step 1 Insure that the Checklist code is set to GDR (Doctoral Checklist). If an incorrect checklist code is assigned, insure that you have selected the proper list. If the proper list is not available reference the section titled *Assigning graduate student checklists*.

Step 2 Insure that the due date is set to the student's time limit date from their plan of work.

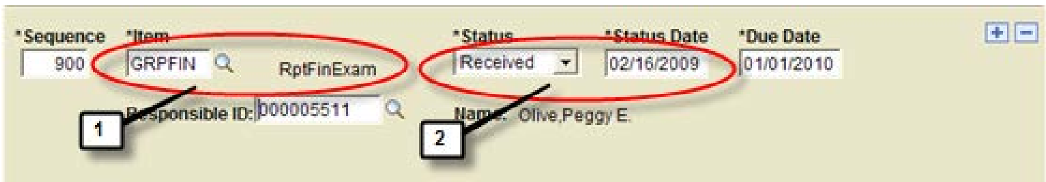
Step 3 Enter any *conditions* related to processing the **Doctoral Prelim or Final Oral Exam Report** passed *conditionally* on the first attempt in the comments. Alternatively, these conditions may be entered on the student milestone record.

Page /Tab Steps Checklist Management – Person / Checklist Management2



Prelim

Final



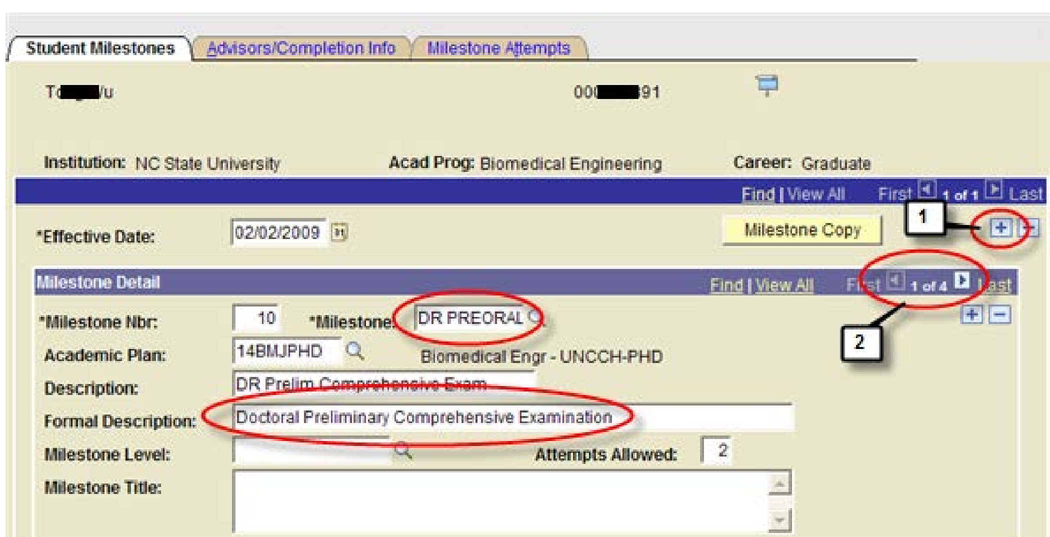
Step 1 In the Checklist Item Table locate the item **GPRERP (RptDRPrel) or GRPFIN (RptFinExam)**.

Step 2 Once the *Conditional Pass First Attempt* exam report has been processed set the status to *received* and enter the status date. Save the checklist

Navigation Student Milestone record maintenance: Student Information System Homepage > Student Records Tile > Enroll Students Folder > Student Milestones

Page /Tab Steps Student Milestones – Student Milestones

Insure that the milestones assigned are appropriate based on the student academic plan. If incorrect milestones are assigned, insure that you have selected the proper academic plan for the student. Students are often active in more than one academic plan and have a milestone record for each. If the student milestones are incorrect reference the section titled *Milestone Copy* in the Graduate Records Supervision section of this manual.

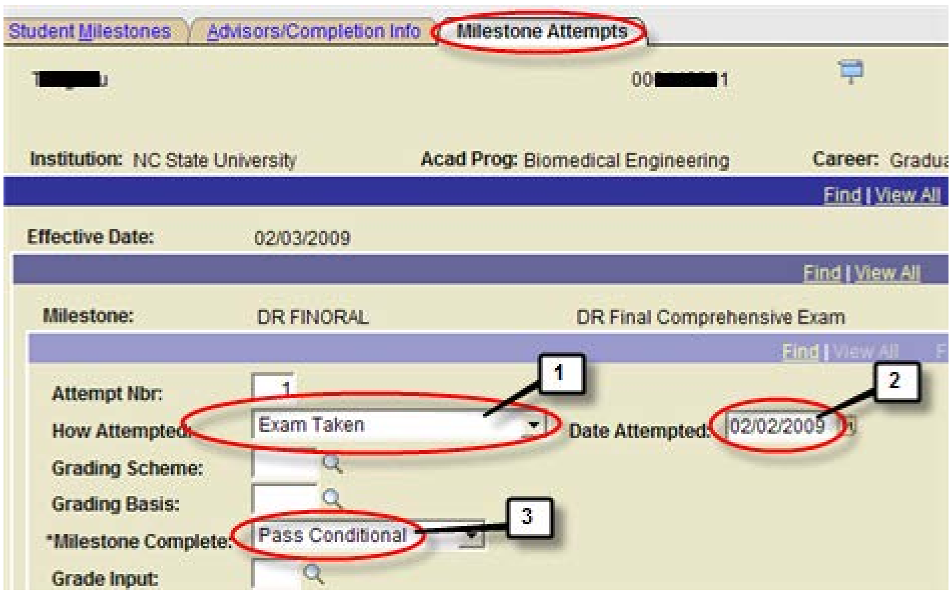


Step 1 Add a new effective dated row on the Student Milestones tab. Milestones are allowed only one row per effective date. Once a record has been saved and closed, it may not be updated unless

another row is added with a different effective date. Users may retroactively-date rows as long as the effective date used is after the effective date of the previous row.

Step 2 In the **Milestone Detail** section scroll to the **DR PREORAL Doctoral Preliminary Comprehensive Examination** Milestone or the **DR FINORAL Doctoral Final Comprehensive Examination** milestone depending on the type of report.

Page /Tab Steps Student Milestones – Milestone Attempts



Step 1 How Attempted = Exam Taken

Step 2 Date Attempted = Date exam taken

Step 3 Milestone Complete = Pass Conditional. Enter conditions in the comments field on the Advisors/Completion Info tab.

Step 4 Save the student milestone record.

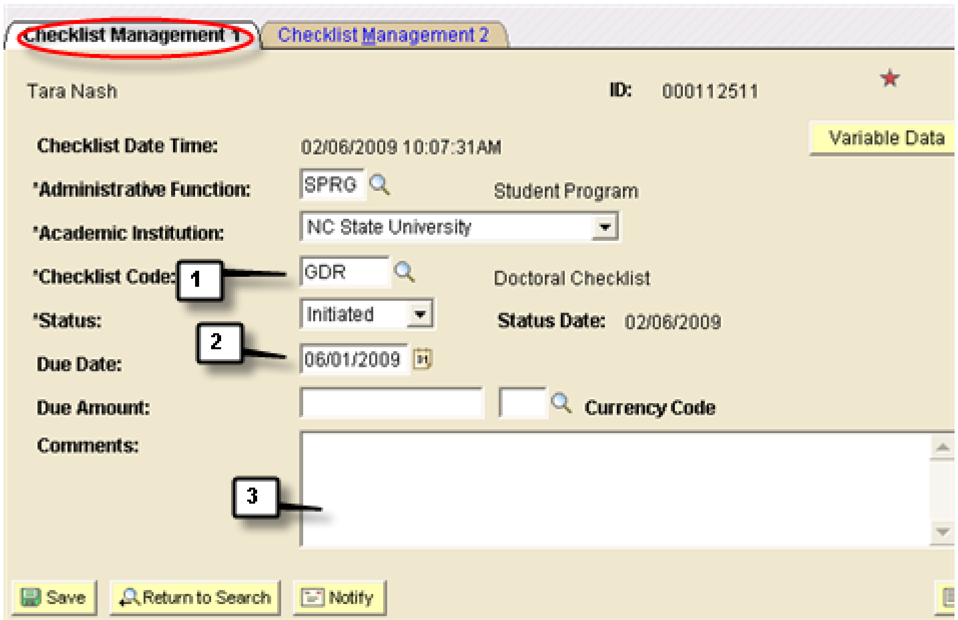
Doctoral Failure First Attempt (Prelim or Final)

Objectives This section provides steps to update Student Records Tile to reflect receipt of a doctoral prelim or final examination report for a failure on the first attempt and to record the results of the attempt

Reminder Examination reports require update of both the student's checklist and the student's milestone records.

Navigation Checklist record maintenance: Student Information System Homepage > Student Records Tile > Checklists Folder > Checklist Management – Person

Page Steps Checklist Management – Person / Checklist Management1

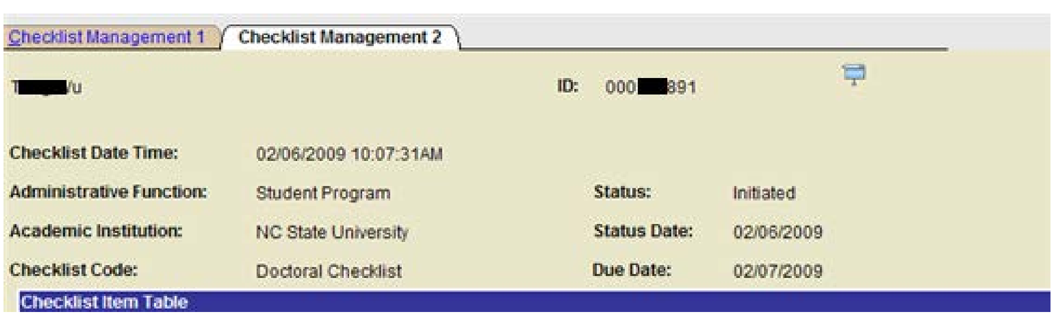


Step 1 Insure that the Checklist code is set to GDR (Doctoral Checklist). If an incorrect checklist code is assigned, insure that you have selected the proper list. If the proper list is not available reference the section titled *Assigning graduate student checklists*.

Step 2 Insure that the due date is set to the student's time limit date from their plan of work.

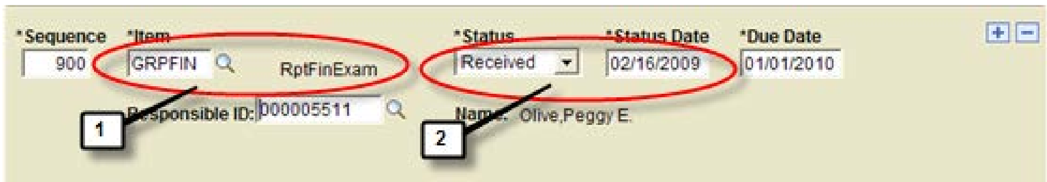
Step 3 Enter any *comments* related to processing the **Doctoral Prelim or Final Oral Exam Report** *failed* on the first attempt in the comments. Alternatively, comments may be entered on the student milestone record.

Page /Tab Steps Checklist Management – Person / Checklist Management2



Prelim

Final



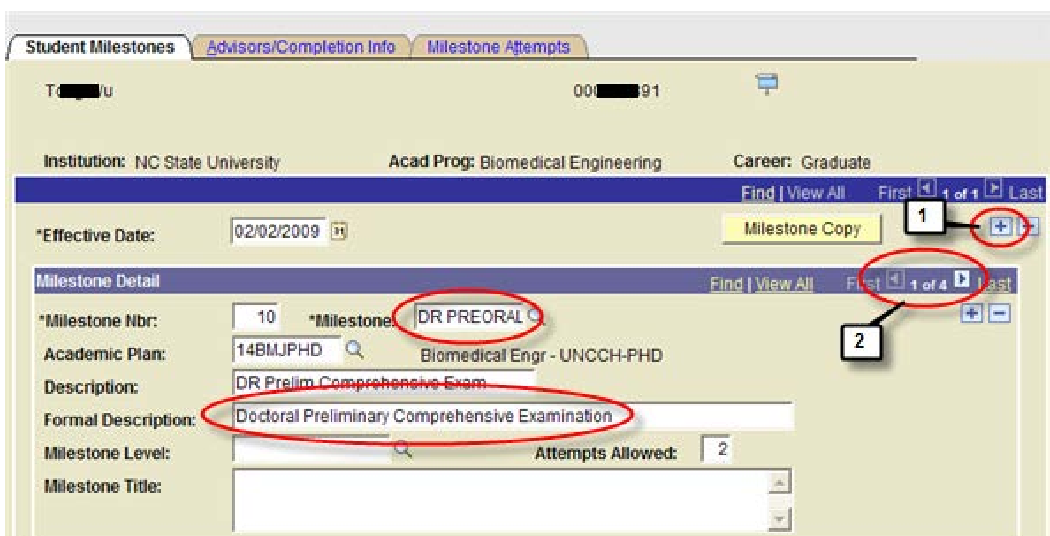
Step 1 In the Checklist Item Table locate the item **GPRERP (RptDRPrel) or GRPFIN (RptFinExam)**.

Step 2 Once the *Failed 1st Attempt* exam report has been processed set the status to *received* and enter the status date. Save the checklist

Navigation Student Milestone record maintenance: Student Information System Homepage > Student Records Tile > Enroll Students Folder > Student Milestones

Page /Tab Steps Student Milestones – Student Milestones

Insure that the milestones assigned are appropriate based on the student academic plan. If incorrect milestones are assigned, insure that you have selected the proper academic plan for the student. Students are often active in more than one academic plan and have a milestone record for each. If the student milestones are incorrect reference the section titled *Milestone Copy* in the Graduate Records Supervision section of this manual.

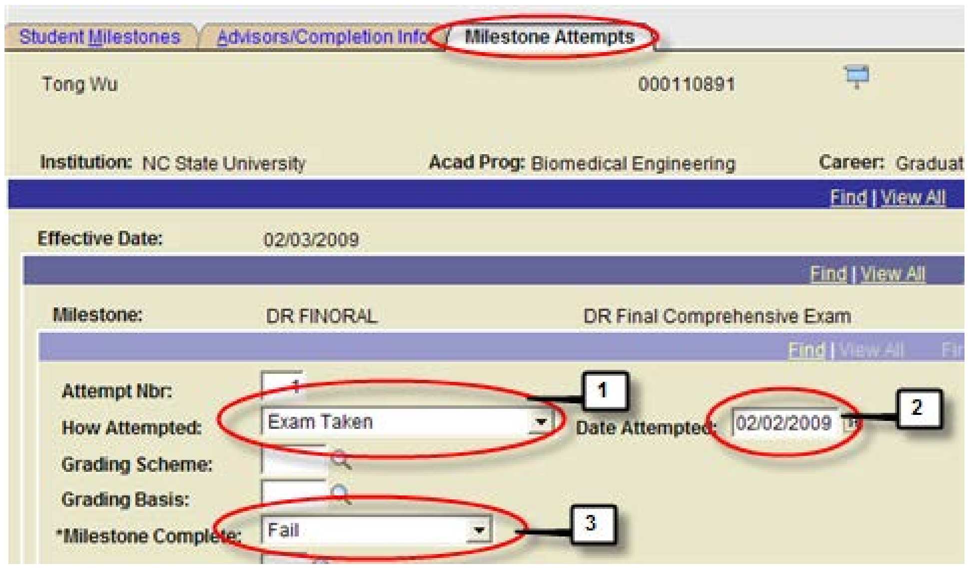


Step 1 Add a new effective dated row on the Student Milestones tab. Milestones are allowed only one row per effective date. Once a record has been saved and closed, it may not be updated unless

another row is added with a different effective date. Users may retroactively-date rows as long as the effective date used is after the effective date of the previous row.

Step 2 In the **Milestone Detail** section scroll to the **DR PREORAL Doctoral Preliminary Comprehensive Examination** Milestone or the **DR FINORAL Doctoral Final Comprehensive Examination** milestone depending on the type of report.

Page /Tab Steps Student Milestones – Milestone Attempts



Step 1 How Attempted = Exam Taken

Step 2 Date Attempted = Date exam taken

Step 3 Milestone Complete = Fail. Enter conditions in the comments field on the Advisors/Completion Info tab.

Step 4 Save the student milestone record.

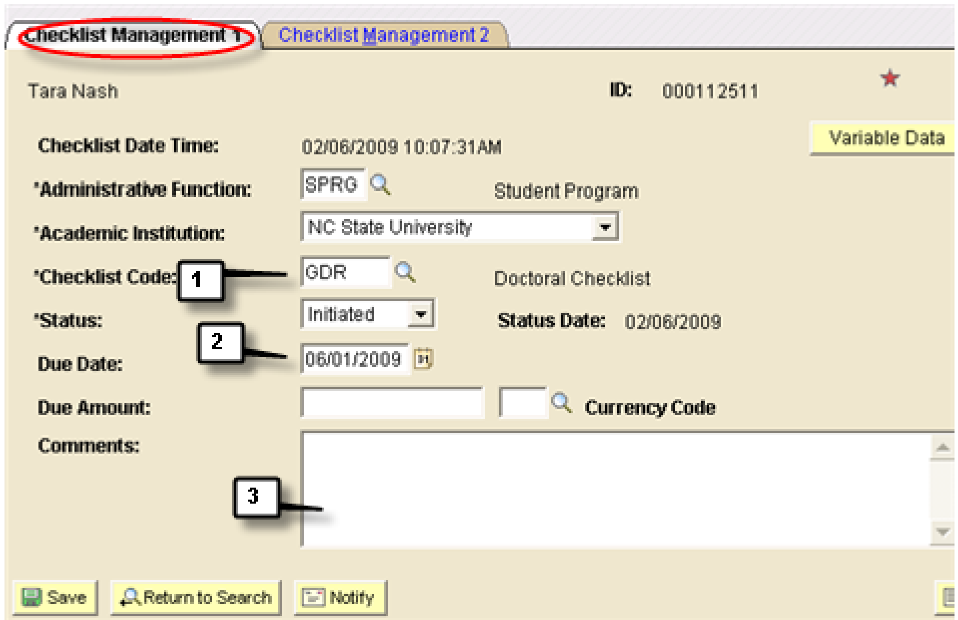
Doctoral Unconditional Pass Second Attempt (Prelim or Final)

Objectives This section provides steps to update Student Records Tile to reflect receipt of a doctoral prelim or final examination report for an unconditional pass on the *second* attempt and to record the results of the attempt.

Reminder Examination reports require update of both the student's checklist and the student's milestone records.

Navigation Checklist record maintenance: Student Information System Homepage > Student Records Tile > Checklists Folder > Checklist Management – Person

Page Steps Checklist Management – Person / Checklist Management1 tab

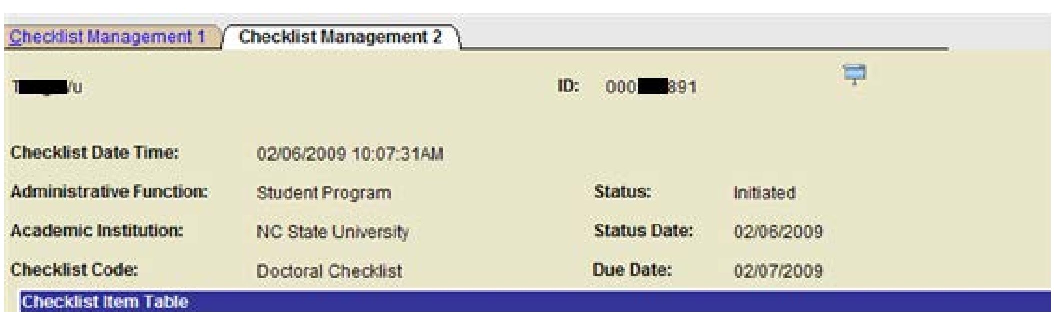


Step 1 Insure that the Checklist code is set to **GDR (Doctoral Checklist)**. If an incorrect checklist code is assigned, insure that you have selected the proper list. If the proper list is not available reference the section titled *Assigning graduate student checklists*.

Step 2 Insure that the due date is set to the student's time limit date from their plan of work.

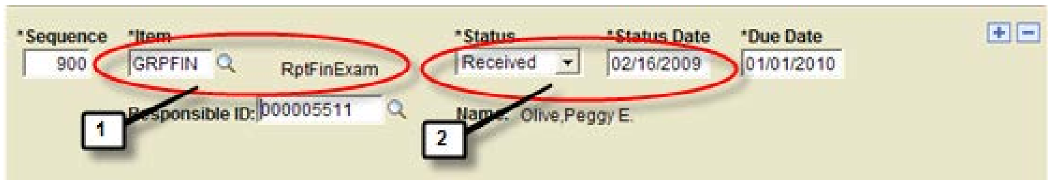
Step 3 Enter any *comments* related to processing the **Doctoral Prelim or Final Oral Exam Report** *passed unconditionally on the second attempt* in the comments. Alternatively, comments may be entered on the student milestone record on the advisor/completion info tab.

Page /Tab Steps Checklist Management – Person / Checklist Management2

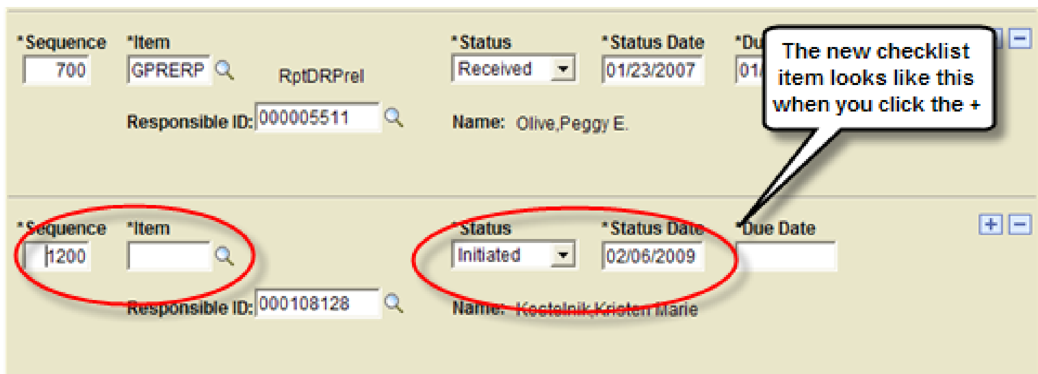


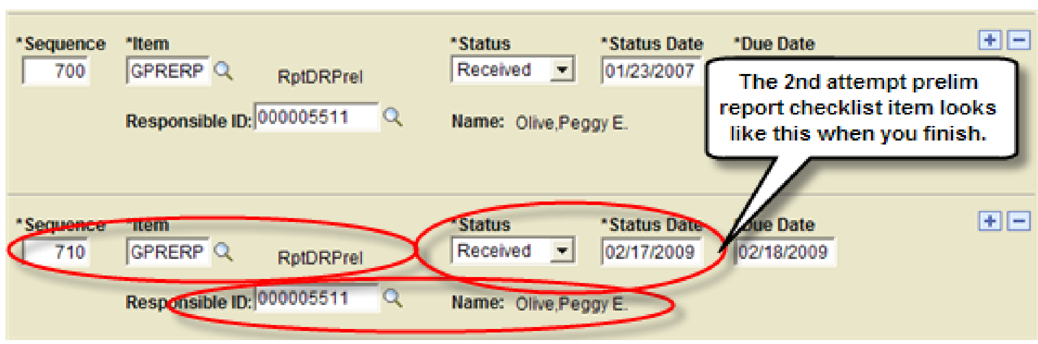
Doctoral Prelim first attempt report checklist item

Doctoral Final first attempt report checklist item

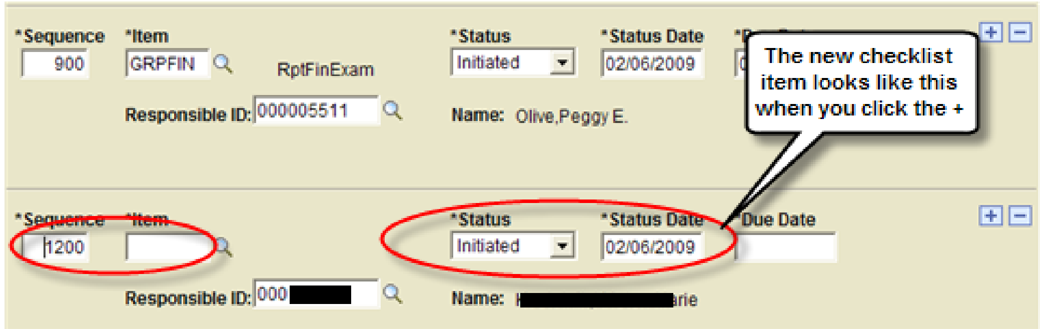


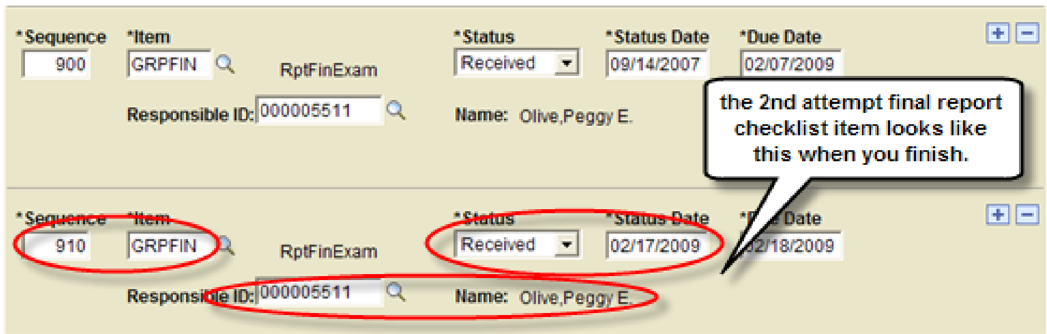
Adding a new checklist item for DR prelim second attempt report





Adding a new checklist item for DR final second attempt report





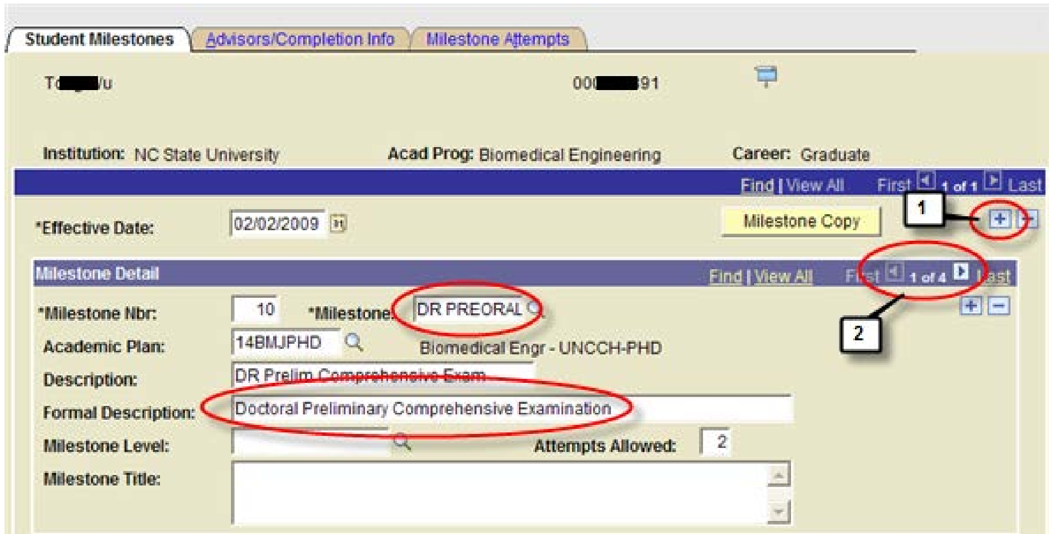
Step 1 In the Checklist Item Table locate the item **GPRERP (RptDRPrel)** OR **GRPFIN (RptFinExam)**. These are the items for the doctoral exam report from the first attempt.

Step 2 Once the Unconditional Pass Second Attempt exam report has been processed add a new **GPRERP RptDRPrel OR GRPFIN RptfinExam** item to the list immediately below the first exam report. Increment the Sequence number by 10. This way the two requests will stay together on the list. Enter your Emplid. Set the status to *received* and enter the status date. Save the checklist.

Navigation Student Milestone record maintenance: Student Information System Homepage > Student Records Tile > Enroll Students Folder > Student Milestones

Page / Tab Steps Student Milestones – Student Milestones

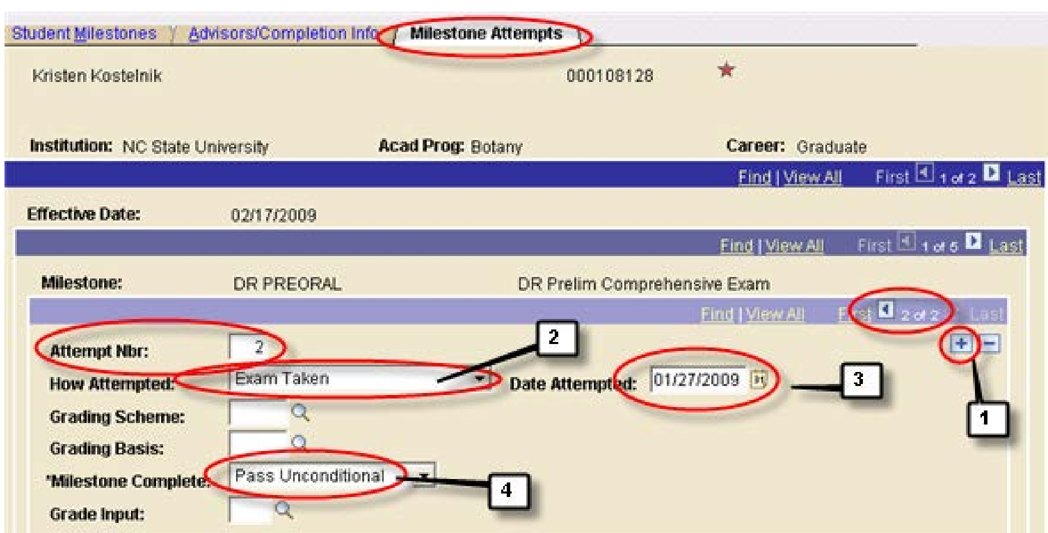
Insure that the milestones assigned are appropriate based on the student academic plan. If incorrect milestones are assigned, insure that you have selected the proper academic plan for the student. Students are often active in more than one academic plan and have a milestone record for each. If the student milestones are incorrect reference the section titled *Milestone Copy* in the Graduate Records Supervision section of this manual.



Step 1 Add a new effective dated row on the Student Milestones tab. Milestones are allowed only one row per effective date. Once a record has been saved and closed, it may not be updated unless another row is added with a different effective date. Users may pre-date rows as long as the effective date used is after the effective date of the previous row.

Step 2 In the **Milestone Detail** section scroll to the **DR PREORAL Doctoral Preliminary Comprehensive Examination** Milestone or the **DR FINORAL Doctoral Final Comprehensive Examination** milestone depending on the type of report.

Page / Tab Steps Student Milestones – Milestone Attempts



Step 1 Add a second attempt record to the milestone

Step 2 How Attempted = Exam Taken

Step 3 Date Attempted = Date exam taken

Step 4 Milestone Complete = Pass Unconditional

Step 5 Save the student milestone record.

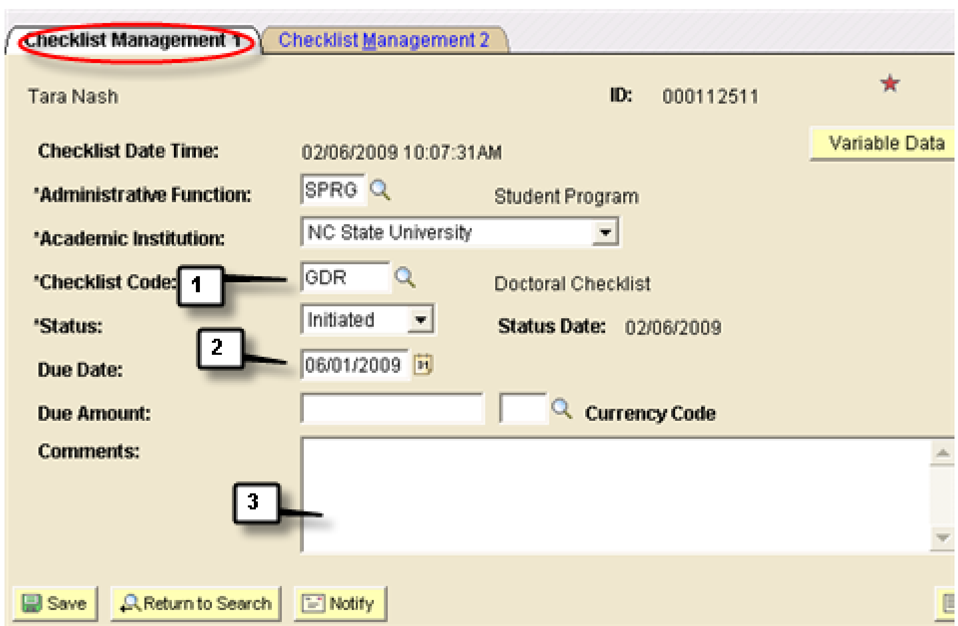
Doctoral Failure Second Attempt

Objectives This section provides steps to update Student Records Tile to reflect receipt of a doctoral prelim or final examination report for a failure on the second attempt and to record the results of the attempt

Reminder Examination reports require update of both the student's checklist and the student's milestone records.

Navigation Checklist record maintenance: Student Information System Homepage > Student Records Tile > Checklists Folder > Checklist Management – Person

Page Steps Checklist Management – Person / Checklist Management1 tab



Step 1 Insure that the Checklist code is set to **GDR (Doctoral Checklist)**. If an incorrect checklist code is assigned, insure that you have selected the proper list. If the proper list is not available reference the section titled *Assigning graduate student checklists*.

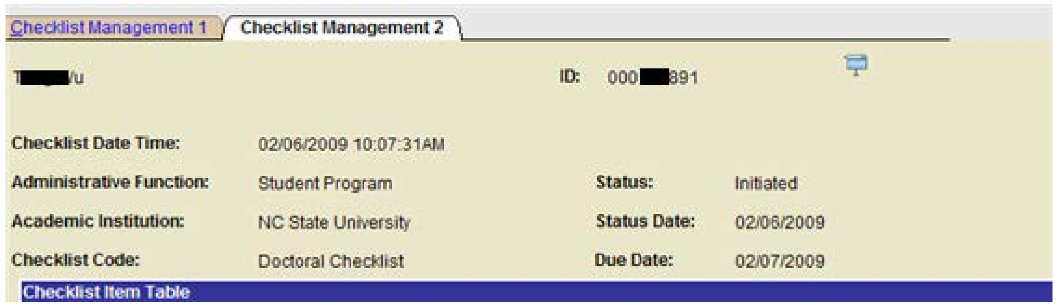
Step 2 Insure that the due date is set to the student's time limit date from their plan of work.

Step 3

Enter any *comments* related to processing the **Doctoral Prelim or Final Oral Exam Report** *failed on the second attempt* in the comments. Alternatively, comments may be entered on the student milestone record on the advisor/completion info tab.

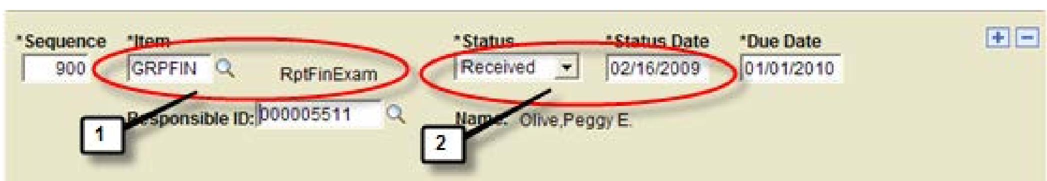
Page /Tab Steps

Checklist Management – Person / Checklist Management2

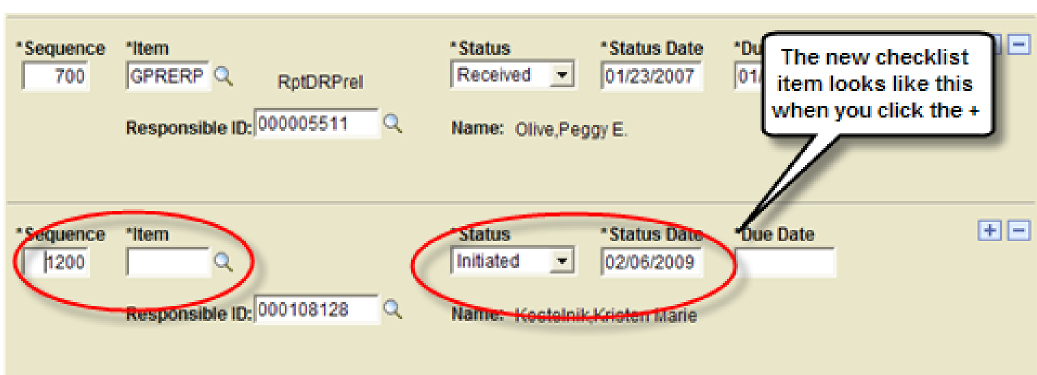


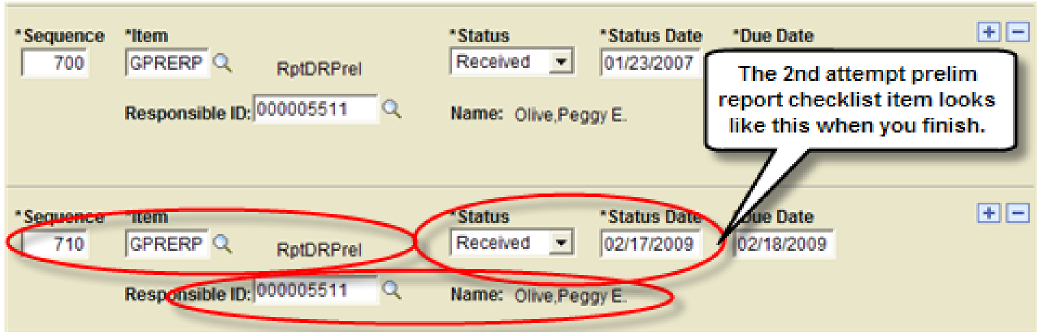
Doctoral Prelim <u>first attempt</u> report checklist item

Doctoral Final <u>first attempt</u> report checklist item

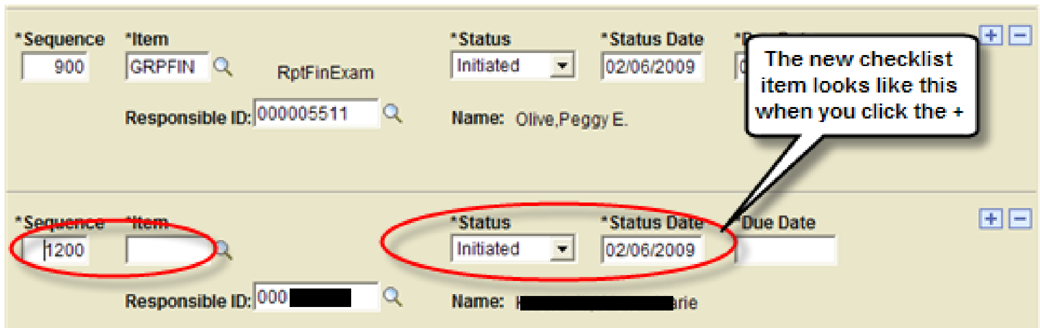


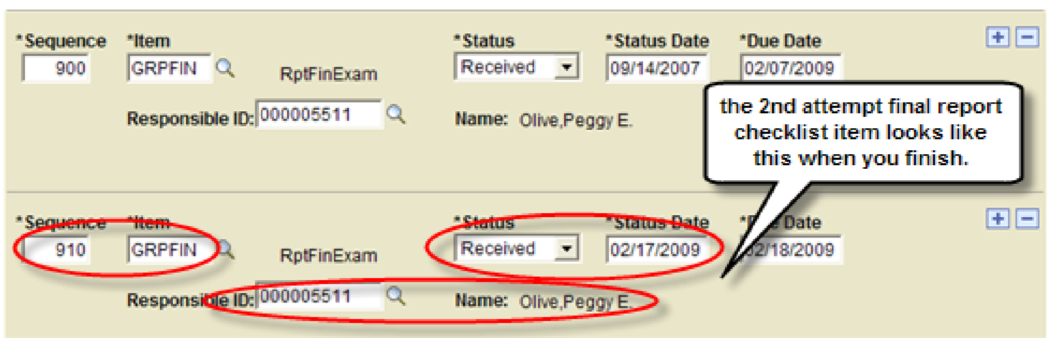
Adding a new checklist item for DR <u>prelim</u> <u>second attempt</u> report





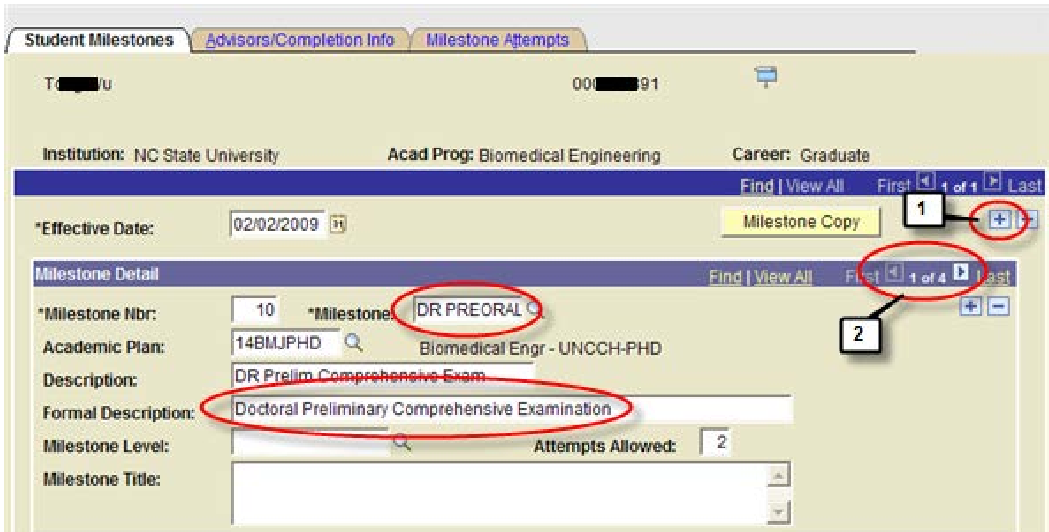
Adding a new checklist item for <u>DR final second attempt</u> report





Step 1	In the Checklist Item Table locate the item **GPRERP (RptDRPrel)** OR **GRPFIN (RptFinExam)**. These are the items for the doctoral exam report from the first attempt.
Step 2	Once the Unconditional Pass Second Attempt exam report has been processed add a new **GPRERP RptDRPrel OR GRPFIN RptfinExam** item to the list immediately below the first exam report. Increment the Sequence number by 10. This way the two requests will stay together on the list. Enter your Emplid. Set the status to *received* and enter the status date. Save the checklist.
Navigation	Student Milestone record maintenance: Student Information System Homepage > Student Records Tile > Enroll Students Folder > Student Milestones
Page / Tab Steps	Student Milestones – Student Milestones

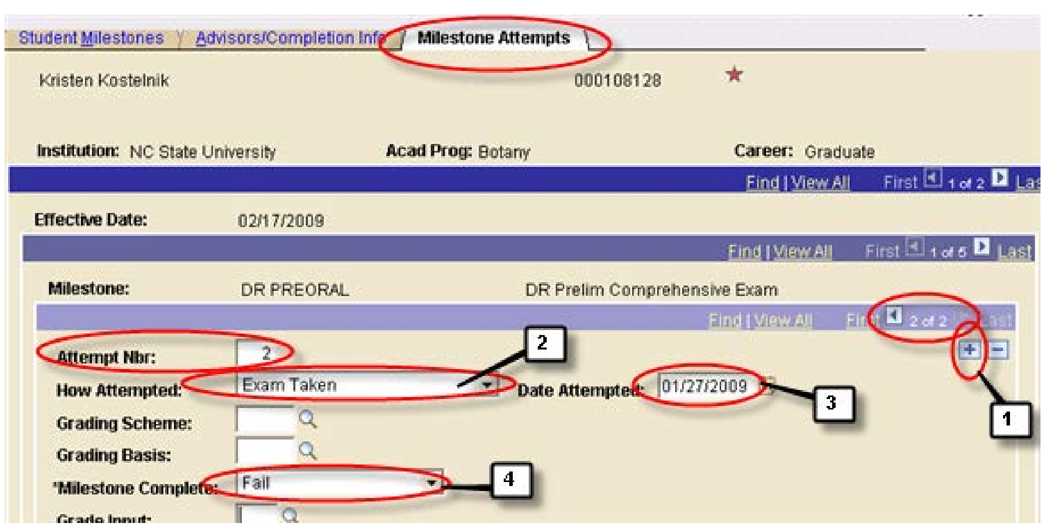
Insure that the milestones assigned are appropriate based on the student academic plan. If incorrect milestones are assigned, insure that you have selected the proper academic plan for the student. Students are often active in more than one academic plan and have a milestone record for each. If the student milestones are incorrect reference the section titled *Milestone Copy* in the Graduate Records Supervision section of this manual.



Step 1 Add a new effective dated row on the Student Milestones tab. Milestones are allowed only one row per effective date. Once a record has been saved and closed, it may not be updated unless another row is added with a different effective date. Users may pre-date rows as long as the effective date used is after the effective date of the previous row.

Step 2 In the **Milestone Detail** section scroll to the **DR PREORAL Doctoral Preliminary Comprehensive Examination** Milestone or the **DR FINORAL Doctoral Final Comprehensive Examination** milestone depending on the type of report.

Page / Tab Steps Student Milestones – Milestone Attempts



Step 1 Add a second attempt record to the milestone

Step 2 How Attempted = Exam Taken

Step 3 Date Attempted = Date exam taken

Step 4 Milestone Complete = Fail

Step 5 Save the student milestone record.

Satisfying Masters or Doctoral Final Exam Conditions

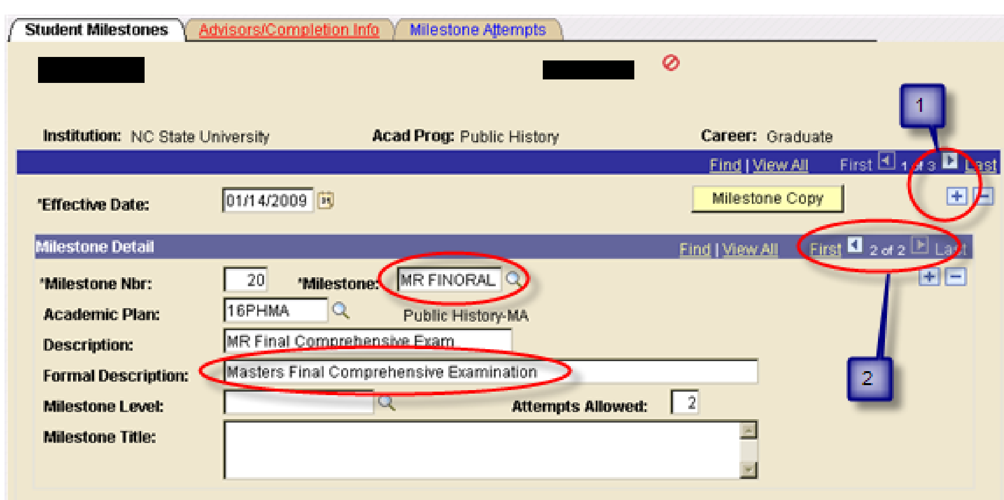
Objectives Graduate Records Officers may document the satisfaction of masters or doctoral final examination conditions on the student milestone record.

Reminder Satisfaction of conditions may be noted in conjunction with processing of examination reports or as a stand-alone update.

Navigation Student Milestone record maintenance: Student Information System Homepage > Student Records Tile > Enroll Students Folder > Student Milestones

Page Steps Student Milestones – Student Milestones

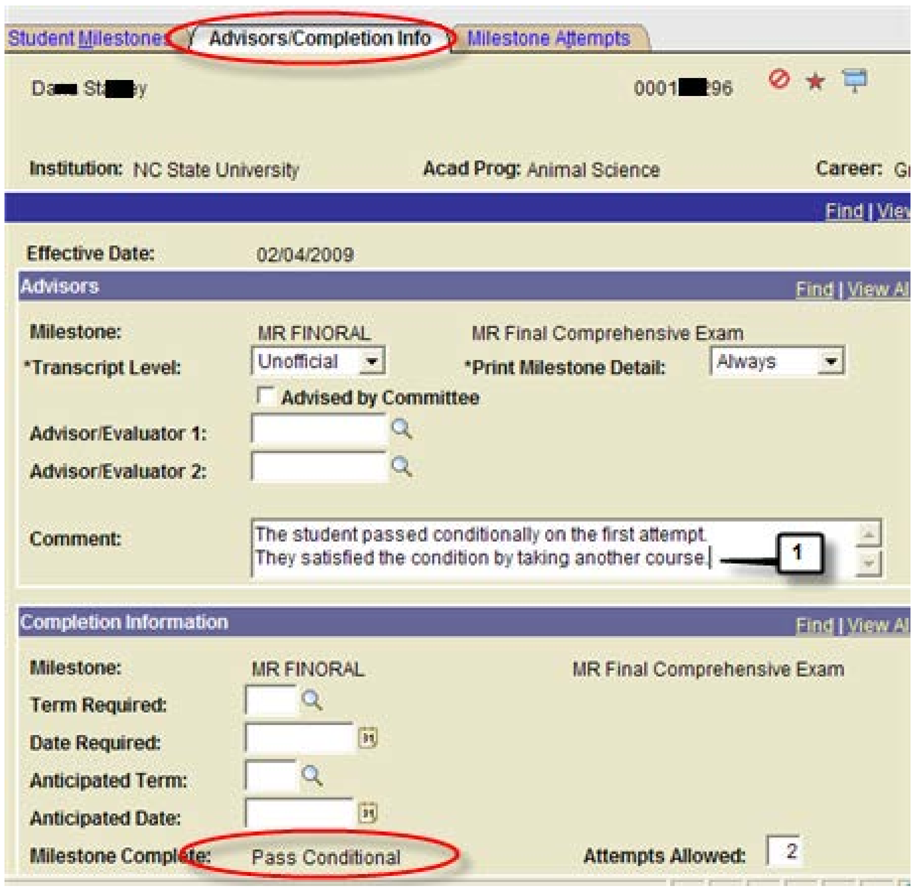
Insure that the milestones assigned are appropriate based on the student academic plan. If incorrect milestones are assigned, insure that you have selected the proper academic plan for the student. Students are often active in more than one academic plan and have a milestone record for each. If the student milestones are incorrect reference the section titled *Milestone Copy* in the Graduate Records Supervision section of this manual.



Step 1 Add a new effective dated row on the Student Milestones tab. Milestones are allowed only one row per effective date. Once a record has been saved and closed, it may not be updated unless another row is added with a different effective date. Users may retroactively-date rows as long as the effective date used is after the effective date of the previous row.

Step 2 In the **Milestone Detail** section scroll to the **MR FINORAL Masters Final Comprehensive Examination** or the **DR FINORAL DR Final Comprehensive Exam** Milestone.

Page Steps Student Milestones – Advisor/Completion Info



Step 1 Document the satisfaction of the condition in the Comment field in the Advisors section of the page. Comments on the Student Milestone Advisors / Completion Info tab do not print on the transcript.

Step 2 Save the student milestone record.

Processing Doctoral

Admission to Candidacy

Objectives

This section provides procedures for indicating doctoral student admission to candidacy upon successful completion of their preliminary examination.

Reminder

Admission to Candidacy is a student milestone for all PhD and EDD academic plans.

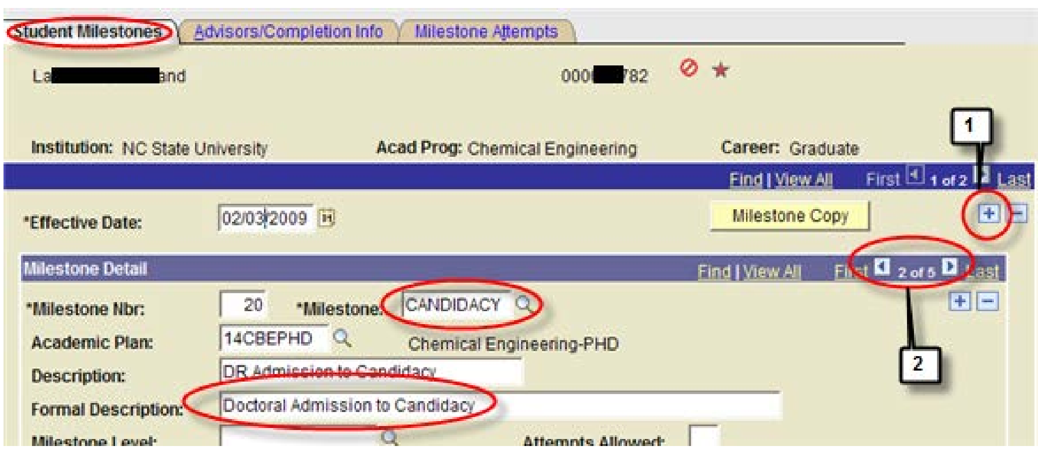
Navigation

Student Milestone record maintenance: Student Information System Homepage > Student Records Tile > Enroll Students Folder > Student Milestones

Page Steps

Student Milestones – Student Milestones

Insure that the milestones assigned are appropriate based on the student academic plan. If incorrect milestones are assigned, insure that you have selected the proper academic plan for the student. Students are often active in more than one academic plan and have a milestone record for each. If the student milestones are incorrect reference the section titled *Milestone Copy* in the Graduate Records Supervision section of this manual.



Step 1

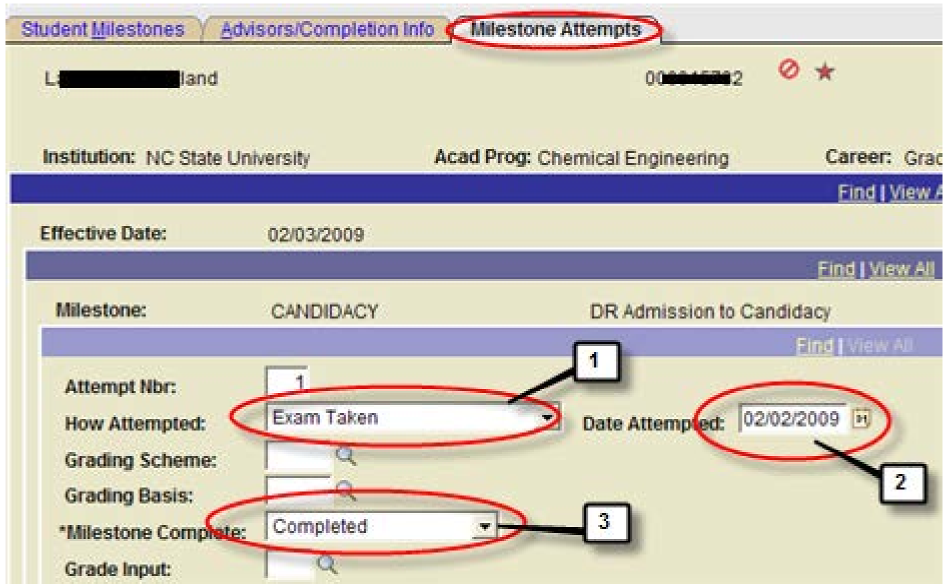
Add a new effective dated row on the Student Milestones tab. Milestones are allowed only one row per effective date. Once a record has been saved and closed, it may not be updated unless another row is added with a different effective date. Users may retroactively-date rows as long as the effective date used is after the effective date of the previous row.

Step 2

In the **Milestone Detail** section scroll to the **CANDIDACY Doctoral Admission to Candidacy** Milestone.

Page / Tab Steps

Student Milestones – Milestone Attempts



Step 1	How Attempted = Exam Taken
Step 2	Date Attempted = Date admitted to candidacy in field
Step 3	Milestone Complete = Completed
Step 4	Save the student milestone record.

Processing Required Doctoral Forms and Fee

Objectives

There are required forms and a fee for all doctoral students; these items are tracked through Checklists.

Reminder

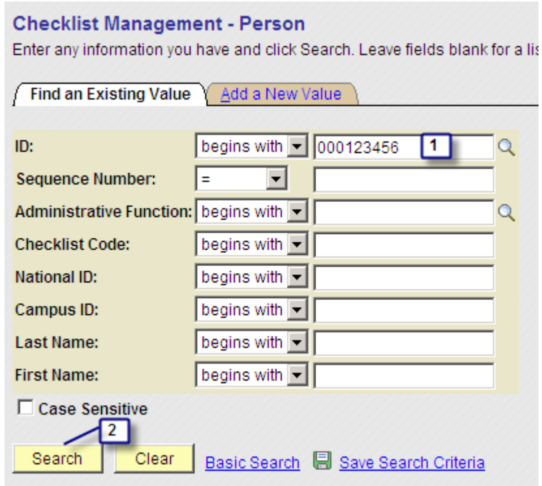
All checklist items are required for PhD students, and all except, the GRDSED – DR Survey of Earned Doctorate, are required for EDD students.

Navigation

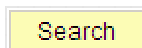
Student Information System Homepage > Student Records Tile > Checklists Folder > Checklist Management – Person

Inserting New Checklist Items

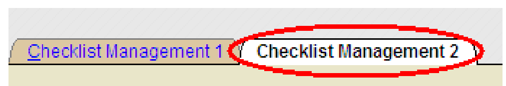
Step 1



1. Enter EmplID

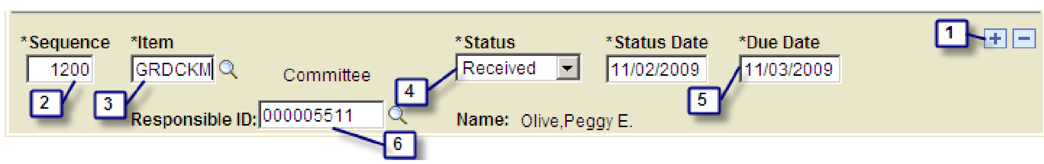
2. Click 

Step 2

Select the Checklist Management 2 Tab 

, and scroll to the bottom of the page.

Step 3



1. Click the + to insert a new row.

2. The Sequence Number defaults, do not change

Step 4

3. Select the proper Item

   - GDRCKM- DR Check/Money Order Microfilm
   - GDRDAF – DR Dissertation Agreement Form
   - GDRDPO – DR Dissertation Publishing Opt.
   - GDRGAL – DR Graduation Attendance Ltr
   - GDRSED – DR Survey of Earned Doctorate

4. Status = Received

5. Due Date = copy the due date from the Checklist Management 1 tab

6. Responsible ID = College liaison’s ID replaces the current student ID

Step 5

Repeat instructions in Steps 3 & 4 to add each additional checklist item.

Click 

UPDATE EXISTING CHECKLIST ITEMS

Follow instructions in Steps 3 & 4 described above.

Click 

Graduate Student Program / Plan Record Maintenance

Admissions Actions on the Student Records Tile Program / Plan Stack

Objectives

This section provides procedures for updating student program plan records at the time of initial admission to the graduate career.

Reminder

Near the opening of enrollment cycle for a given academic term, admitted graduate career applicants are matriculated and activated in Student Records Tile. Upon matriculation the following fields on the application program data record are *grayed-out* or *locked* so they may not be updated through admissions (either directly on the maintain application page or through exported ApplyYourself records).

Admit Term	Academic Program
Academic Load (*Anticipated Registration*)	Program Action (*Decision*)
Program Action Reason (*Decision*)	Academic Plan
Sub-Plan	

After the opening of enrollment for any given academic term, newly admitted graduate career applicants are matriculated to Student Records Tile each night. Any changes in ApplyYourself to the fields listed in the table above must be updated through the Records and Enrollment Student

Program Plan page and/or the Term Activate a Student page. Once these values are changed on Student Records Tile they will no longer agree with admissions records in SIS.

The approximate schedule for matriculation of admitted applicants for each admit term is shown in the following table.

Admitted Applicant Matriculation		
Start	**Stop**	**Admit Term**
1-Mar	3-Sep	Summer -Fall
1-Oct	21-Jan	Spring

Actions of this type are always done first in ApplyYourself and the record exported to SIS to update it. HOWEVER, in cases where the student has been matriculated (made eligible to register) for the admit term on their application at the time they were matriculated, the exported record from AY will not update any of the SIS admissions fields listed in the table shown in the introduction to this section. The applicant's Student Records Tile program plan page will still show the information on the application at the time of matriculation.

A record of the ApplyYourself application attempting to update one of the locked application program fields will appear on the next morning's load report from SIS (*ncad_2012*). The message will read "*AY application (2168782 / Sun) is active - no program stack changes to this record (000953083)*". The desired change action must then be made directly in SIS by the College Liaison.

Reminder

Academic Plan and Program, Plan and/or Sub-Plan Changes For Matriculated Applicants

Navigation

Student Information System Homepage > Student Records Tile > Career and Program Information Folder > Student Program/Plan

- Check 

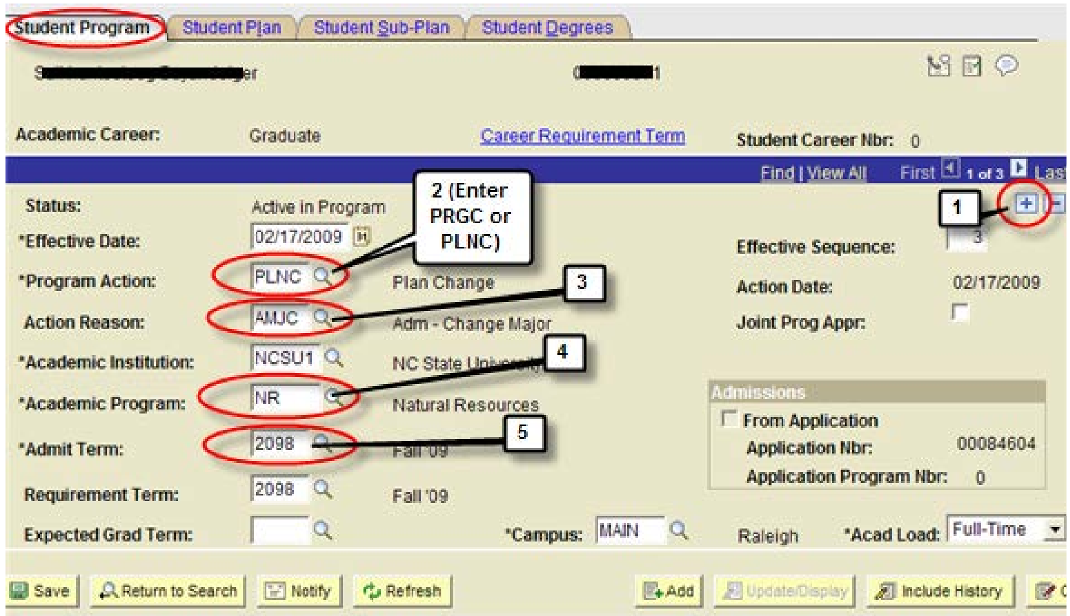
- Enter student's name or EMPLID to locate his records
- Press SEARCH
- Select appropriate graduate student career number

Procedures

Do this action directly on the SIS records program plan page only if there is already a matriculation action for the admit term on the stack that references the proper SIS application number .

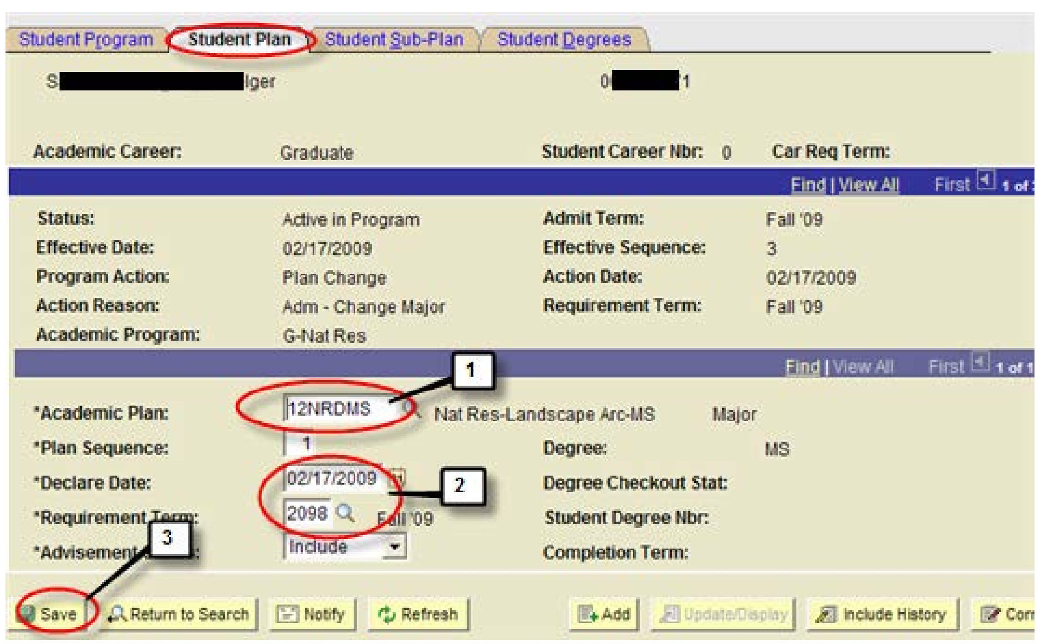
Page / Tab Steps

Student Program Tab:



1. Click on + to add a new effective dated Row. The Effective Date defaults to the day you enter the action (today).
2. For Program Action, choose “PRGC” or “PLNC” as appropriate
3. For Action Reason, choose “AMJC” (Admitted-Change Major) - same reason for both actions.
4. For program changes select a new Academic Program.
5. The Admit Term will default from the original matriculation record.

Step 2 Then, on **Student Plan tab** that is associated with the new row you just created:



1. Select an Academic Plan from the search results list. You will need to choose an academic plan for both program changes and plan changes. To reduce the number of choices in the menu, enter the College Number in the search field first. You may also sort the search results by clicking on any column heading.
2. Declare Date defaults to the effective date of the new record. Requirement Term defaults to the Admit Term.
3. Click Save

NOTE: The Student Sub-Plan tab is used only if the plan has a concentration, track or option.

Discontinuation of Program (Matriculated Students Who Will Not Enter)

Reminder

This action is always done first in AY and the record exported to SIS to update it. HOWEVER, in cases where the student has been matriculated (made eligible to register) for the original term, the exported record from AY will create an entry on the edit report. The Will Not Enter action must then be made directly in SIS by the College Liaison.

There must be a matriculation action on the stack for the term in which the student will not enter, and the student CANNOT be enrolled in classes for the affected term.

Page Steps

Before discontinuing the applicant, determine if they have already enrolled in classes for their admit term.

Navigation

Student Information System Homepage > Student Records Tile > Student Services Center > SEARCH > Academics Tab

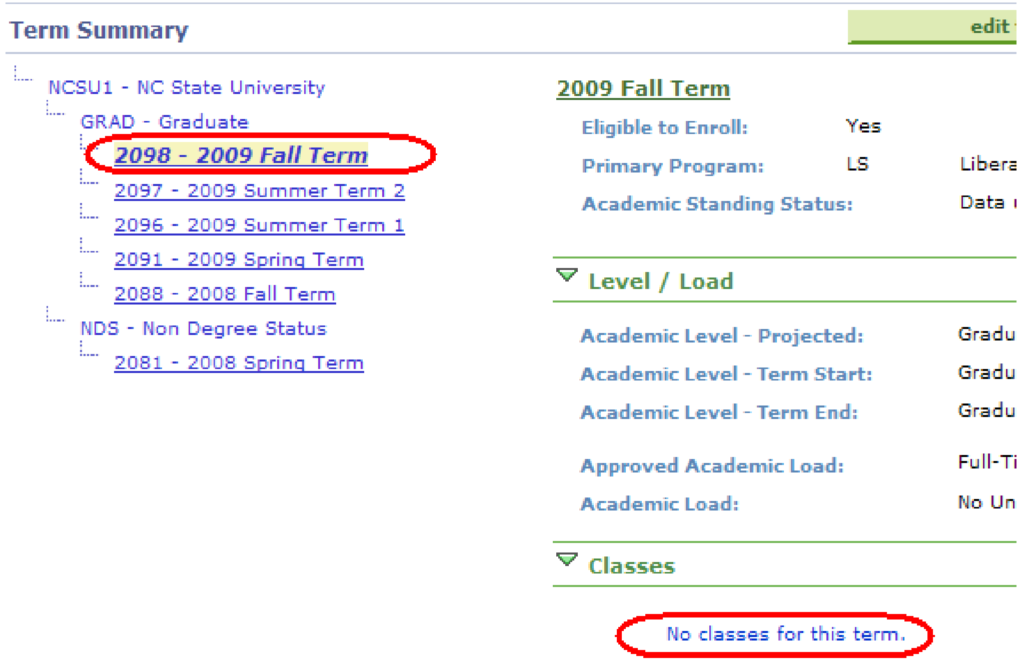
Procedures

To check registration status,

1. Enter appropriate EmplID and click Search
2. Choose the “Graduate” Career

	Academic Institution	Academic Career
039	NCSU1	Graduate
039	NCSU1	NDS

3. Choose the term



If the student is registered, do not proceed. Send a written request to Registration and Records to remove the student from classes.

Navigation Student Information System Homepage > Student Records Tile > Career and Program Information Folder > Student Program/Plan

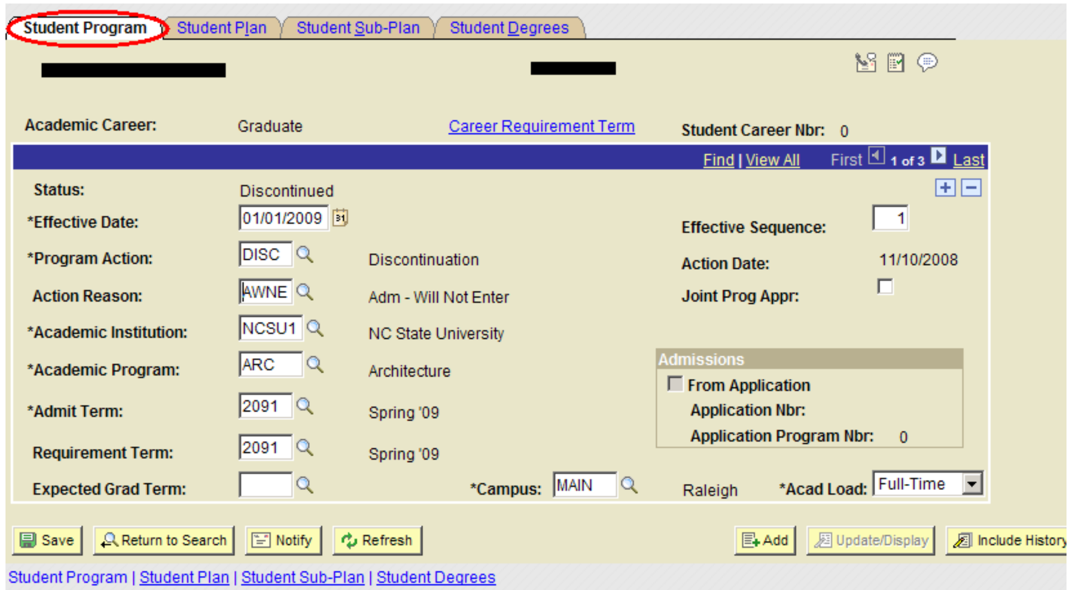
Procedures Enter student's name or EMPLID to locate his records

Check 

Click SEARCH

Select appropriate graduate career record

Step 1 On the Student Program tab:



Click on + to Add a Row (Note, you must be on Row #1 1 of 3 when you add a new row)

Effective date defaults to the current date.

For Program Action, choose "DISC"

For Action Reason, choose "AWNE"

For Acad Program, leave the program on the default setting

For Admit Term , choose the same term for which the student was originally admitted

Click Save

Step 2 Leave the Student Plan Tab at the default settings

Newly Matriculated Students Being Denied Admission AFTER Previous Admit Action

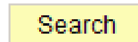
Reminder This action is always done first in AY and the record exported to SIS to update it. HOWEVER, in cases where the student has been matriculated (made eligible to register) for the original term, the exported record from AY will generate an entry on the edit report. The Will Not Enter action must then be made directly in SIS by the College Liaison.

There must be a matriculation action on the stack for the term in which the student is being subsequently denied admission, and the student CANNOT be enrolled in classes for the affected term.

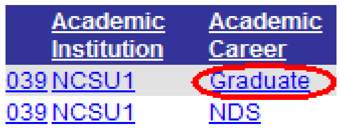
Page Steps Before discontinuing the applicant, determine if they have already enrolled in classes for their admit term.

Navigation Student Information System Homepage > Student Records Tile > Student Services Center > SEARCH > Academics Tab

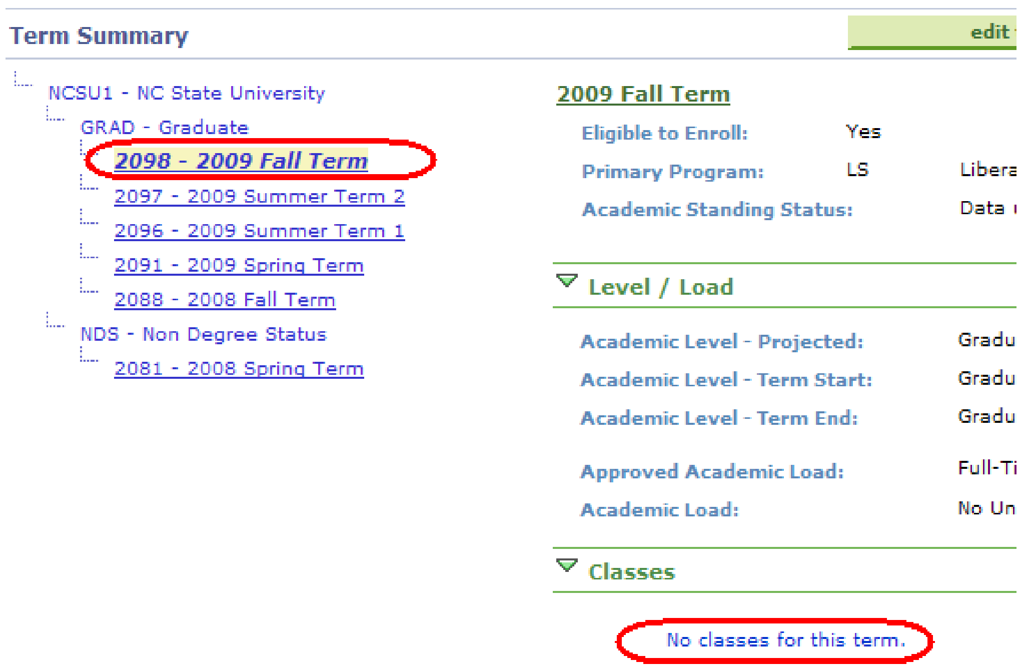
Procedures To check registration status,

4. Enter appropriate EmplID and click 

5. Choose the "Graduate" Career



6. Choose the term



If the student is registered, do not proceed. Send a written request to Registration and Records to remove the student from classes.

Navigation Student Information System Homepage > Student Records Tile > Career and Program Information Folder > Student Program/Plan

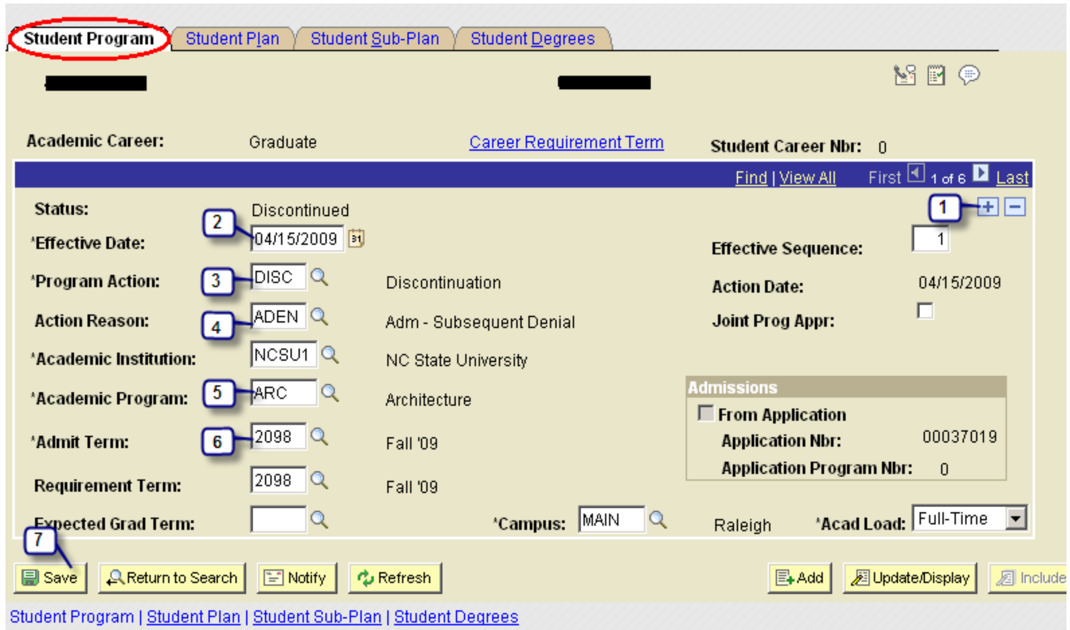
Procedures Enter student's name or EMPLID to locate his records

Check 

Click SEARCH

Select appropriate graduate career record

Step 1 On the Student Program tab:



1. Click on  to Add a Row (Note, you must be on Row #1  when you add a new row)

2. Effective date defaults to the current date.
3. Program Action = DISC
4. Action Reason = ADEN
5. Academic Program - leave the program on the default setting
6. Admit Term - choose the same term for which the student was originally admitted
7. Click 

Step 2 Leave the Student Plan Tab at the default settings.

Admitted Applicant Deferral to a Future Term

Reminder

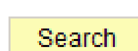
This action is always done first in NextGen/ApplyYourself and the record exported to SIS to update it. HOWEVER, in cases where the attempt to change the requested admit term to a future one is made AFTER the student has been matriculated (made eligible to register) for the original admit term, the exported record from AY will not update admissions or the Student Records Tile admit term.

Navigation

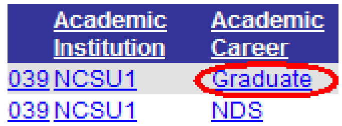
Student Information System Homepage > Student Records Tile > Student Services Center > SEARCH > Academics Tab

Procedures

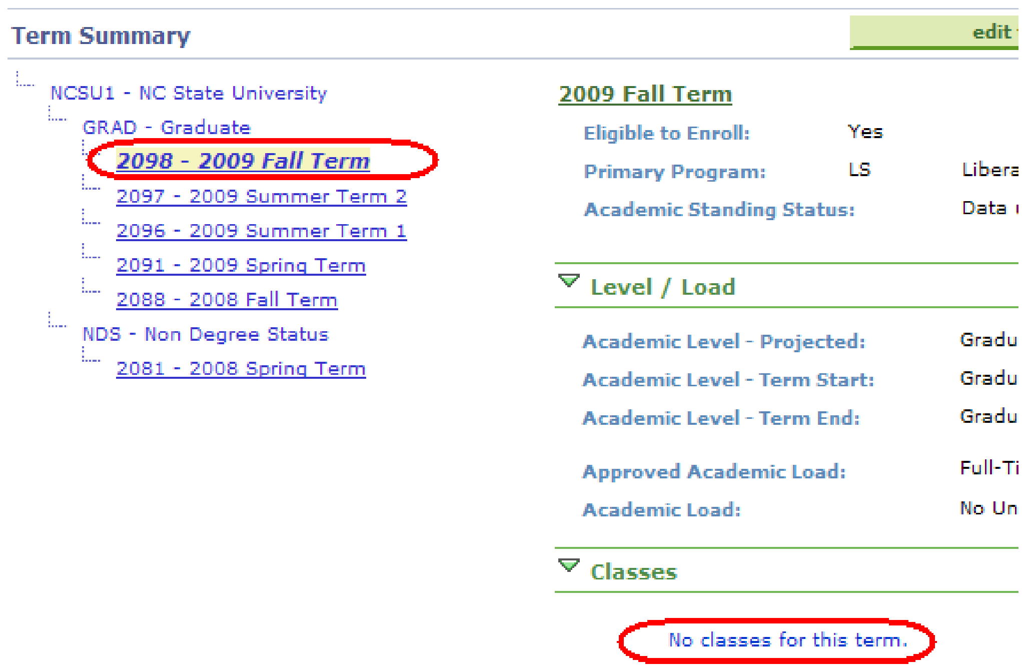
To check registration status,

1. Enter appropriate EmplID and click 

2. Choose the “Graduate” Career



3. Choose the term



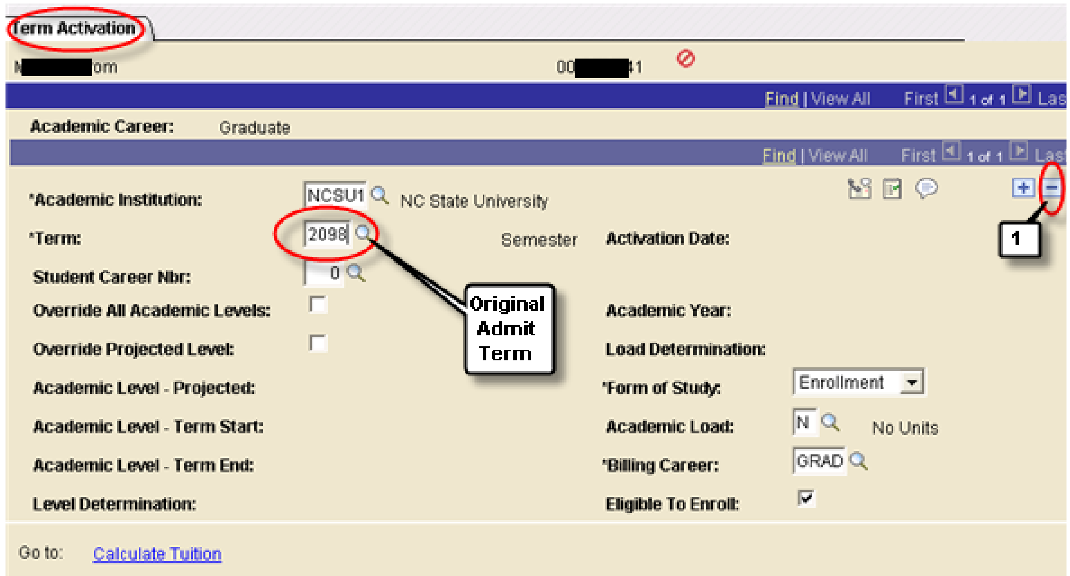
NOTE: If the student is registered, email Registration and Records so they can drop all the courses from the Grad career. Once all courses have been dropped, proceed as follows.

Navigation Student Information System Homepage> Student Records Tile > Student Term Information Folder > Term Activate a Student

Page Steps Term Activate a Student – The student’s original term activation record must be removed.

Step 1 Enter appropriate EmplID and click Search

Step 2

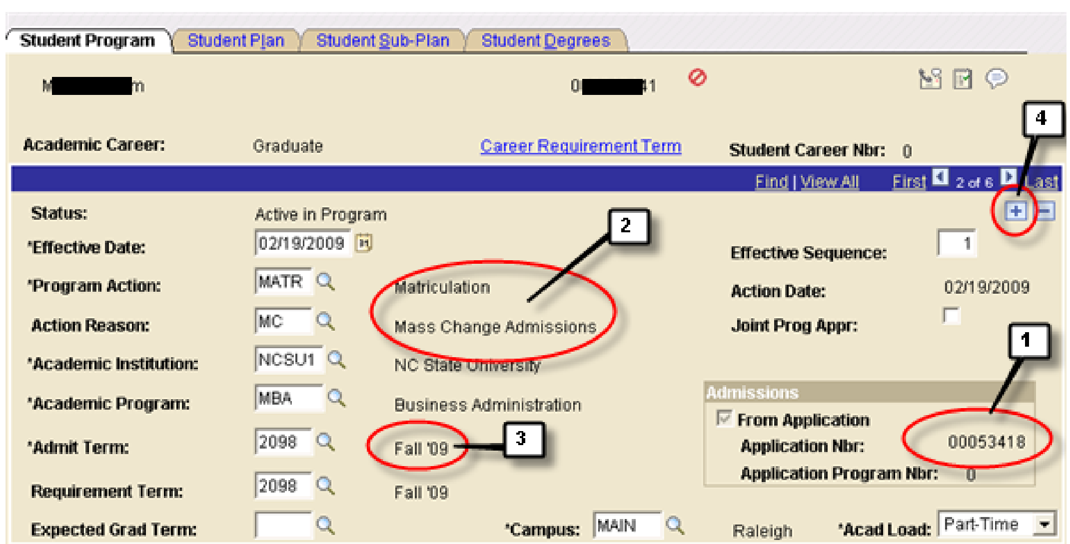


Insure that the term record matches the original admit term for the admitted applicant. Delete the term record 1

Step 3 Click Save

Navigation After the admitted applicant's original term record has been deleted: Student Information System Homepage> Student Records Tile > Career and Program Information Folder > Student Program / Plan.

Page / Tab Steps Student Program / Plan – Student Program



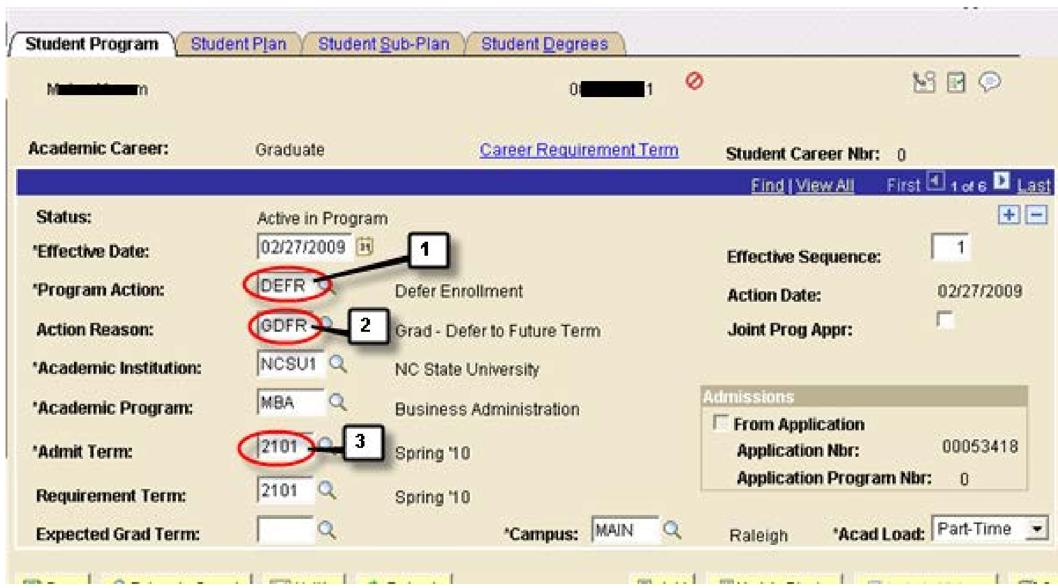
Step 1 Insure that the Application Number in SIS matches the SIS Application number on the Internal Fields page in AY.

Step 2 Insure that the current program action and action reason are set to Matriculation Mass Change Admissions

Step 3 Insure that the admit term matches the admitted applicants original admit term.

Step 4 Click on [+] to Add a Row (Note, you must be on Row #1 [1 of 3] when you add a new row)

Page / Tab Steps Student Program Plan – Student Program



Step 1 Set the program action of the new row to DEFR Defer Enrollment

Step 2 Set the program action reason to GDFR Grad Defer to Future Term

Step 3 Set the Admit Term to the new future term

Step 4 Click Save

Admitted Applicant Who Was Previously NDS Deferral to a Future Term

Reminder If the student has previously been NDS, contact the department to find out whether the student wants to remain NDS, or if their courses should be dropped.

To keep NDS courses

1. Activate as NDS for term they are enrolled
2. Enroll in class as NDS
3. Email Registration and Records so they can drop all the courses from the Grad career
4. Delete graduate term record

5. Put deferral action on the program stack

To drop NDS courses

1. Email Registration and Records so they can drop all the courses from the Grad career
2. Delete term from Term Activate page
3. Put deferral action on the program stack

Re-Matriculation of Applicants Previously Discontinued

Reminder

This action is always done first in AY and the record exported to SIS to update it. HOWEVER, in cases where the decision to change the requested entry term to an earlier one is made AFTER the student has been matriculated (made eligible to register) for the original term, the exported record from AY will generate an entry on the edit report. The change must then be made directly in SIS by the College Liaison.

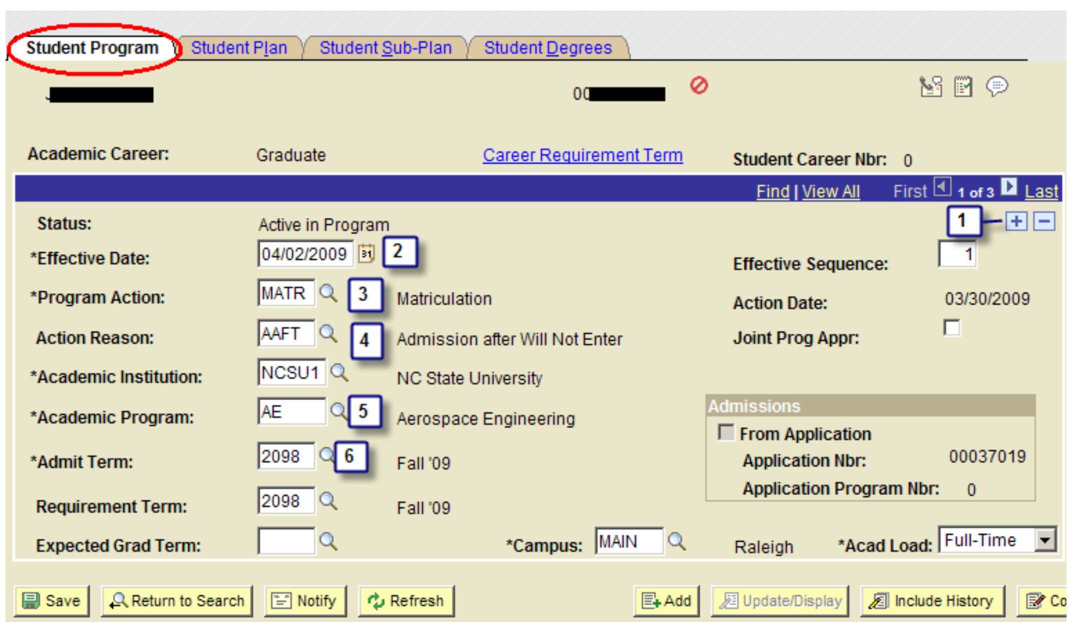
Navigation

Student Information System Homepage> Student Records Tile > Career and Program Information Folder > Student Program / Plan.

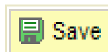
Page Steps

- Check ☑ Include History
- Enter student's name or EMPLID to locate his records
- Press SEARCH
- Select appropriate graduate student career number

Student Program tab



1. Click on [+] to Add a Row (Note, you must be on Row #1 [1 of 3] when you add a new row)

2. Current date defaults; do not change unless necessary.
3. Program Action = MATR (Matriculation)
4. Action Reason = AAFT (Admission after Will Not Enter)
5. Academic Program = Leave default value unless change is required
6. Admit Term = Leave default value unless change is required.
7. Click 

Leave the Student Plan Tab at the default settings.

Matriculated Student Being Admitted to an Earlier Term

Reminder

This action is always done first in AY and the record exported to SIS to update it. HOWEVER, in cases where the decision to change the requested entry term to an earlier one is made AFTER the student has been matriculated (made eligible to register) for the original term, the exported record from AY will generate an entry on the edit report. The change must then be made directly in SIS by the College Liaison.

Navigation

Student Information System Homepage > Student Records Tile > Career and Program Information Folder > Student Program/Plan

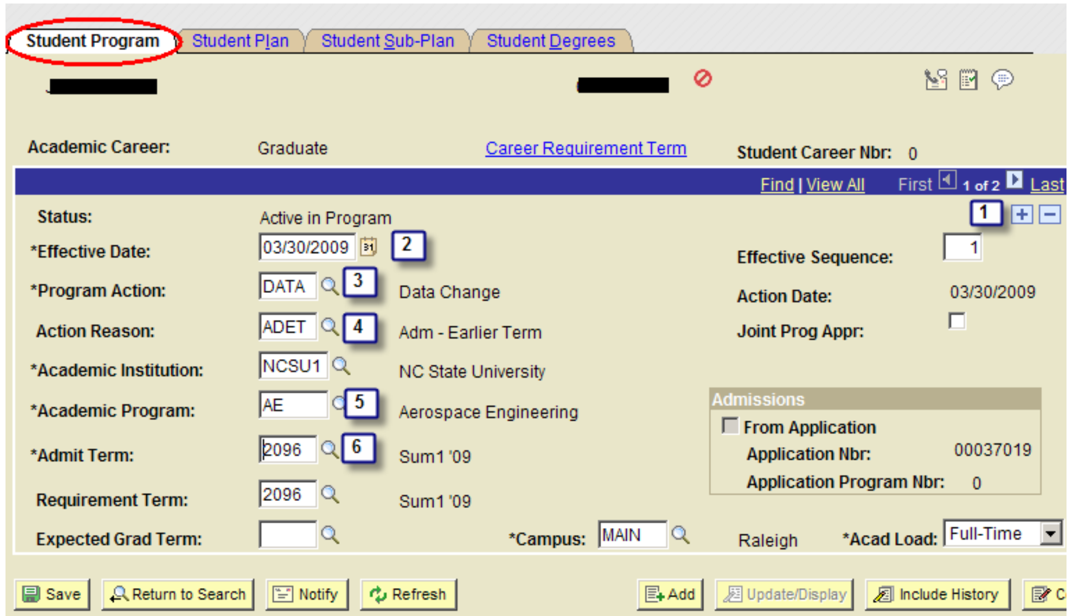
Page Steps

- Check 

- Enter student’s name or EMPLID to locate his records
- Press SEARCH
- Select appropriate graduate student career number

Step 1

On the Student Program Tab:



1. Click on + to Add a Row (Note, you must be on Row #1 1 of 3 when you add a new row)
2. *Current date defaults; do not change unless necessary.*
3. *Program Action = DATA*
4. Action Reason = ADET (Admit to Earlier Term)
5. Academic Program - leave as is, unless student is being admitted to a different program
6. Admit Term - choose the earlier term for which the program/plan is now effective

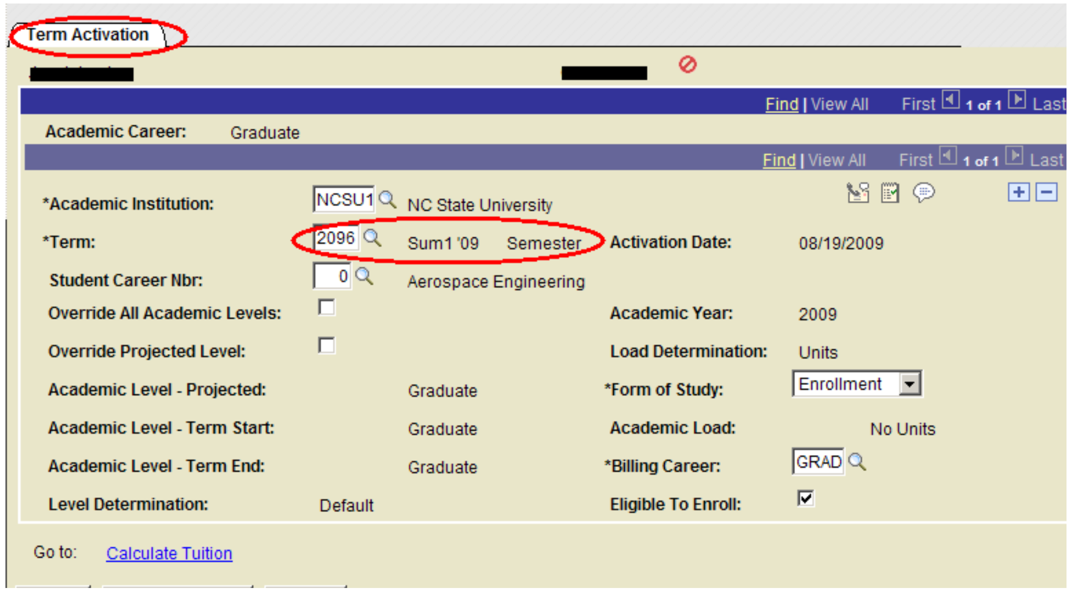
Step 2 — Click Save

Page Steps — Change Term Activation – The student's original admit term must be changed.

Navigation — Student Information System Homepage > Student Records Tile > Student Term Information Folder > Term Activate a Student

Step 1 — Enter appropriate EmplID and click Search

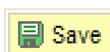
Step 2



Insure that the term record matches the original admit term for the admitted applicant.

Change term record to earlier term. If the student is enrolled for the term you are attempting to change, you will receive a warning. Do not change the term record in this case; instead, add a new term activation record for the earlier admit term.

Step 3

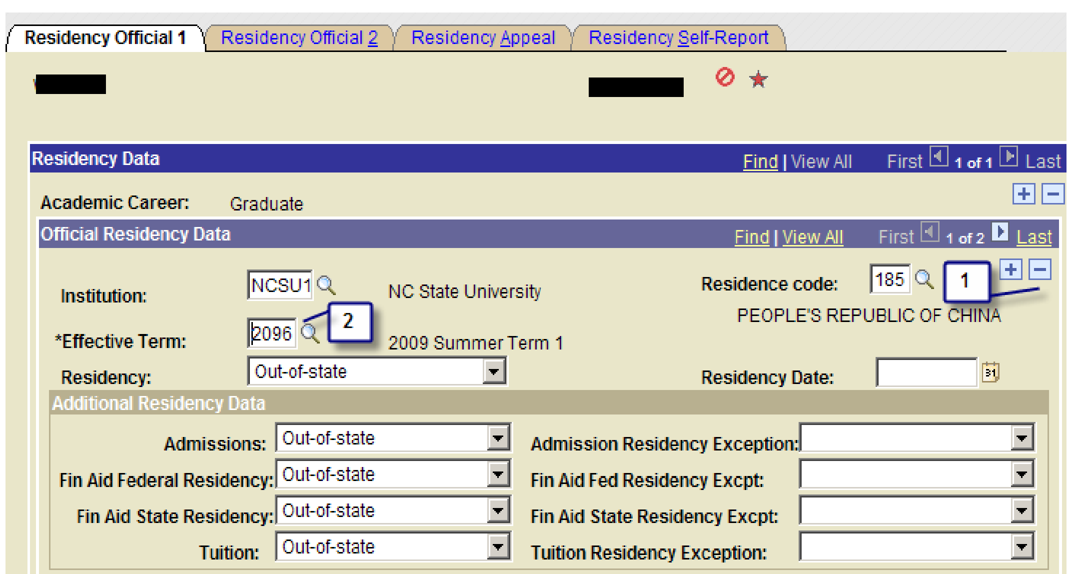
Click 

Step 4

If “Residency” error is encountered, Effective Term of Residency may need to be changed as well.

Navigation

Student Information System Homepage > Admissions Tile > Application Entry Personal Info Folder > Residency



1. Click on to Add a Row. (Note, you must be on Row #1 when you add a new row).

2. Change Effective Term to the new term.

3. Click

When Residency is correct, repeat steps 1-4 to change the term activation term.

Students Admitted After the Beginning Of the Term

Objectives This section deals with students who are admitted after the beginning of the term.

Reminder In order to term activate an admitted applicant who has been matriculated to records requires the user to correct history in the records stack. You must back up his admission date to the term begin date and back up MATR date to the same date. If the admitted applicant is un-matriculated you may correct history on the admissions application program page to back the admit date (and any previous rows) to the term begin date. These actions require the Graduate Records Supervisor role

Change in Admission Status From Full to Provisional or Vice Versa After Matriculation

Objectives This section shows how to make a change to a student's admission status after the student has been matriculated (made eligible to register).

Reminder The admission status, Full or Conditional, is always on the row behind the Matriculation row.

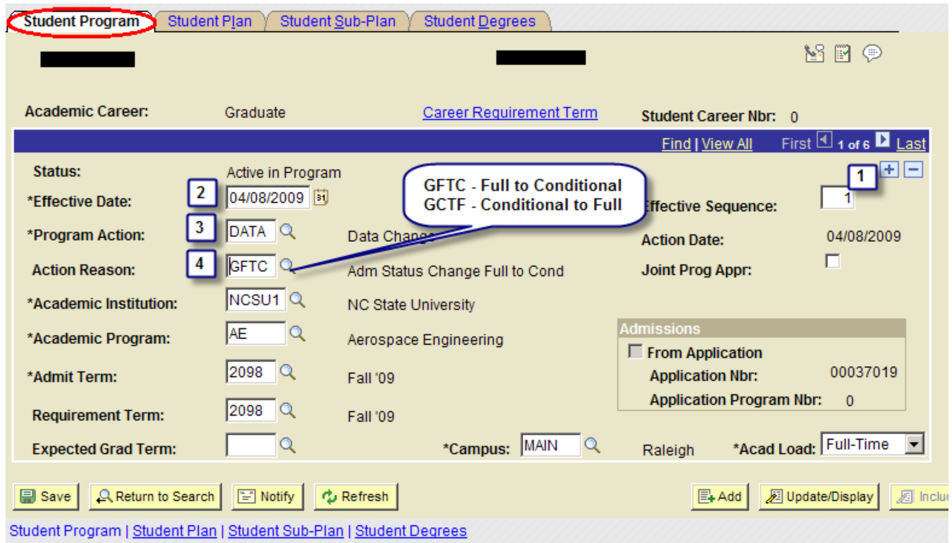
Navigation Student Information System Homepage> Student Records Tile > Career and Program Information Folder > Student Program/Plan

Step 1 Enter student's name or EMPLID to locate his records

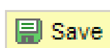
Check

Click SEARCH

Select appropriate graduate career record



1. Click on  to Add a new Effective Dated Row (Note, you must be on Row #1  when you add a new row).
2. Current date defaults; do not change unless necessary.
3. Program Action = DATA
4. Action Reason = GFTC for Full to Conditional and GCTF for Conditional to Full

Step 2 Click 

Actions On the Student Records Tile Program / Plan Stack for Active Students

Activate, Plan Change, and Program Change Actions

Query for Students With Program and Plan Changes

SIS_GRAD_PGM_PLAN_CHANGE

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.

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"

Student Going on for Advanced Degree (MR-PhD)

This code is used when a student has graduated with a Master degree and has been approved by their program director to go on for a doctoral degree. (Change will ALWAYS be from MR to DR). This action reason is only appropriate when the student is remaining in the same program. This action reason is appropriate for plan changes only.

The request should be approved by DGP and should include (1) first semester of DR program, (2) whether the new program is a PhD or EdD and the new program (if different from MR) to which the student is changing. When this change is done for an international student (ADI), a notification is sent to the Office of International Services (OIS) at the time of the request so they can check and approve it. And when the request is approved by OIS and the Graduate School, and entered into SIS, a copy of the curriculum change form is also sent to OIS to confirm that the change has been made.

Navigation

Student Information System Homepage> Student Records Tile > Career and Program Information Folder > Student Program/Plan

Procedures

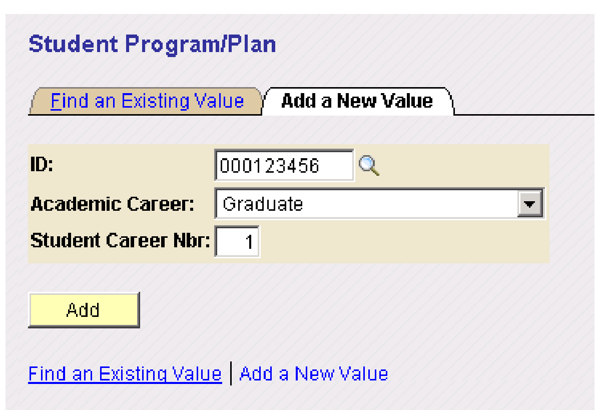
You must add a new student career number in SIS, in addition to entering information on the Student Program and Student Plan Tabs.

Enter student's name or EMPLID

Choose Add a New Value at the top of the screen or **Add a New Value** at the bottom of the screen.

Step 1

On the Add a New Value tab:



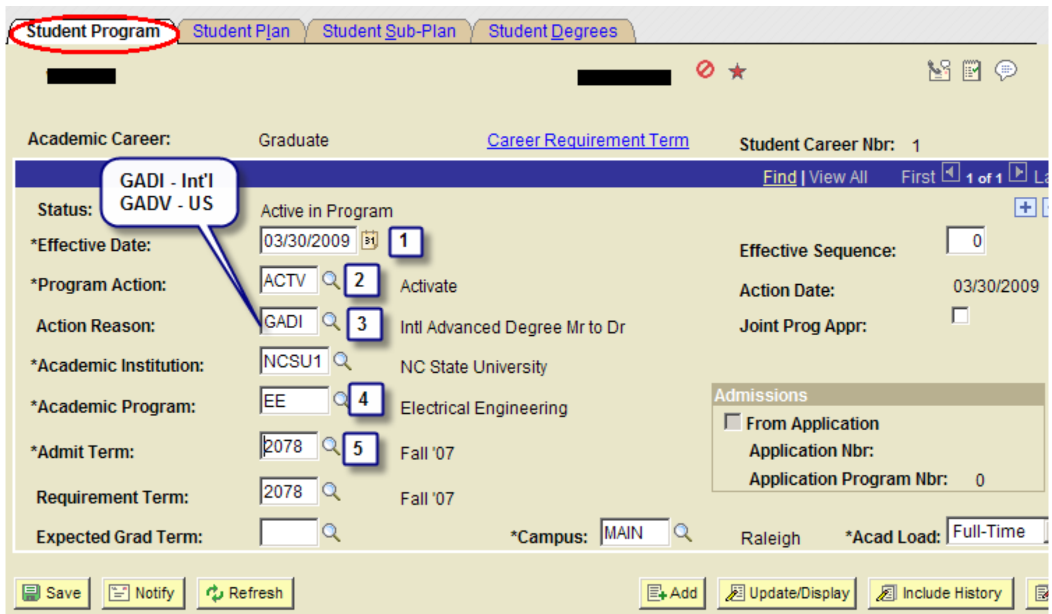
ID will default set from information you previously entered

Academic Career = Graduate

Student Career Nbr - Enter “1” (or the next highest number from the default set number)

Click  to update

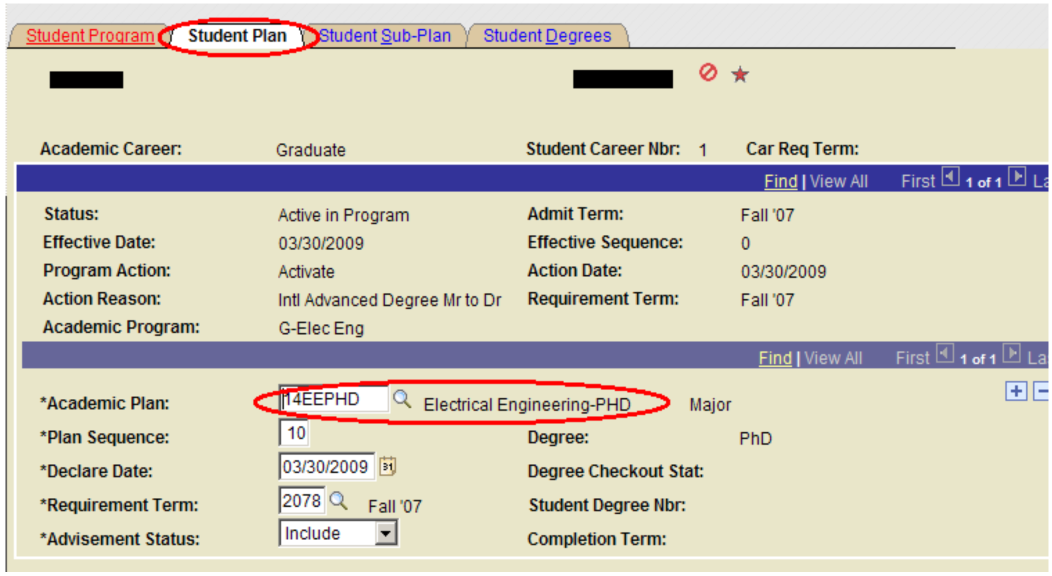
Step 2 On the Student Program tab:



1. Current date defaults; do not change unless necessary.
2. For Program Action, choose “ACTV” from menu
3. For Action Reason, choose “GADI” for int’l or “GADV” for domestic student from menu
4. For Academic Program, choose the new DR program from menu
5. For Admit Term , enter the term when the student is expected to start the new DR degree after graduating from the MR

Don’t Save yet!

Step 3 Then, on Student Plan tab that is associated with that same program:



For Academic Plan, choose new one from menu. You can enter the two-digit college number and then click the magnifying glass to limit the choices.

Click Save

Second Master Degree (International)

This action is used when the student has earned a Master degree (or will earn it) and has been approved to go on for a second Master degree in another field. For example, student graduated from a MS in Physics and is approved to pursue a second MS in Statistics, after graduation.

The request should be approved by DGPs from both programs, and should include (1) first semester of new MR program/plan, (2) new MR degree student will be pursuing after graduation from first one. For international students, when the action is approved and entered into SIS, a notification is sent to the Office of International Services (OIS).

Navigation

Student Information System Homepage> Student Records Tile > Career and Program Information Folder > Student Program/Plan

Procedures

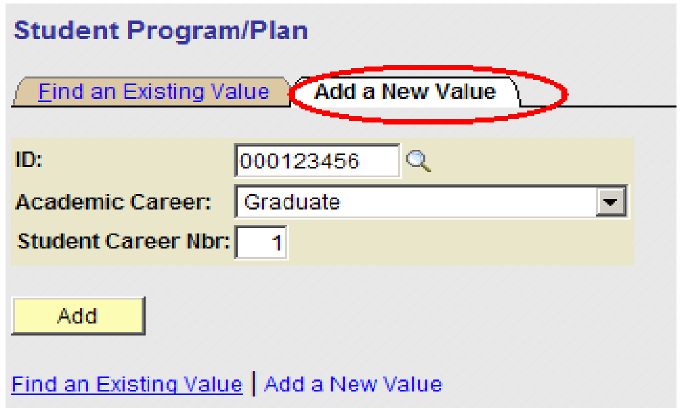
For this action, you must add a new student career number in SIS, in addition to entering information on the Student Program and Student Plan tabs.

Enter student's name or EMPLID

Choose Add a New Value at the top of the screen or **Add a New Value** at the bottom of the screen.

Step 1

On the Add a New value tab:



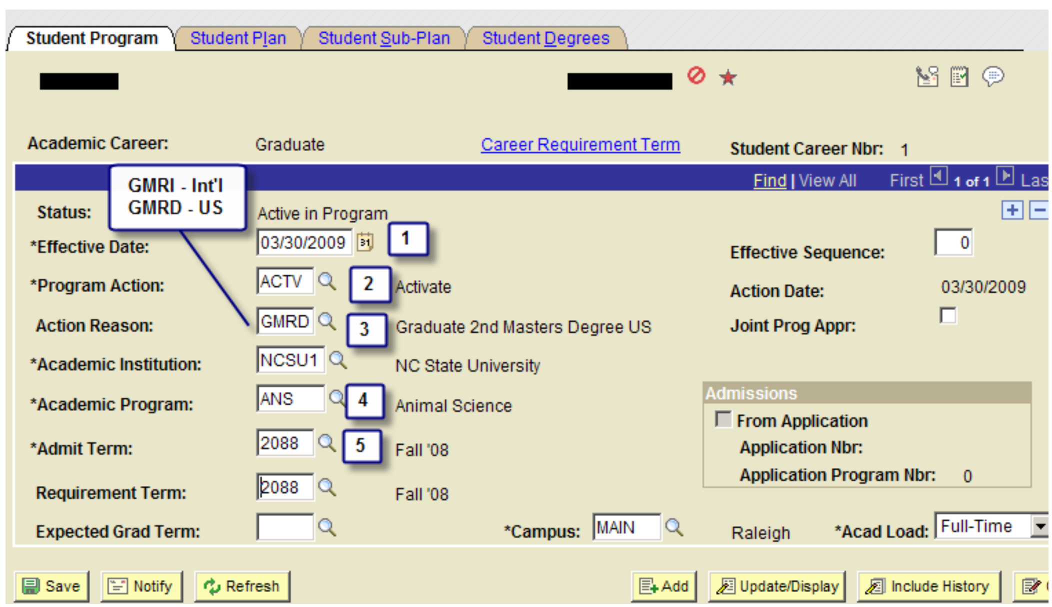
ID will default set from information you previously entered

Academic Career = Graduate

Student Career Nbr - Enter “1” (or the next highest number from the default set number)

Click Add to update.

Step 2 On the Student Program tab:

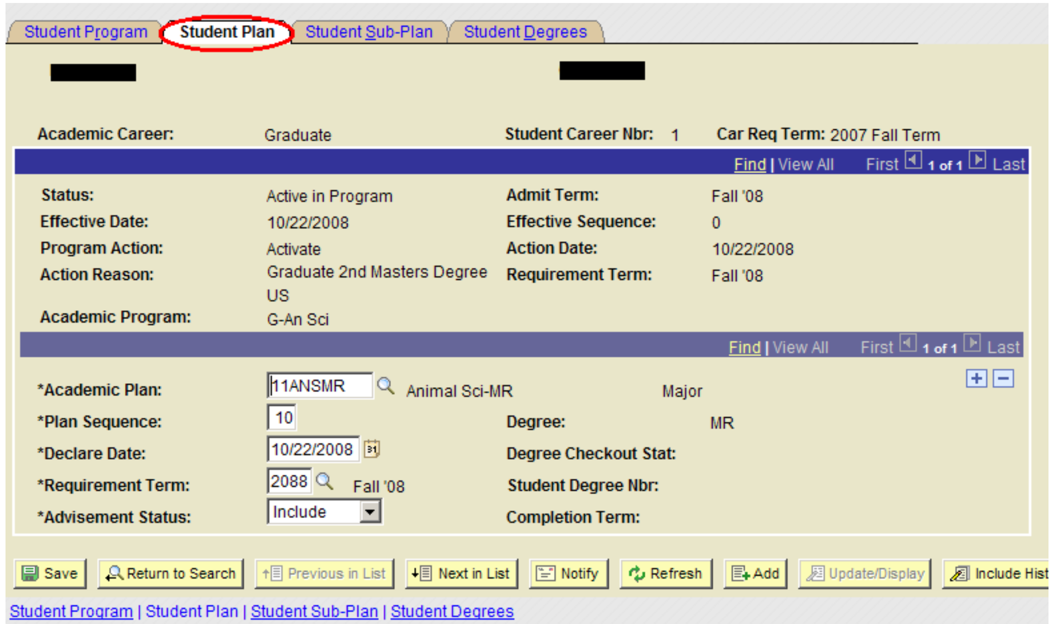


1. Effective date defaults to current date. Do no change unless required.
2. Program Action - choose “ACTV” from menu
3. Action Reason - choose “GMRI” for int’l or “GMRD” for domestic student from menu
4. Academic Program - choose the new program from menu
5. Admit Term -, choose the term for which the new program/plan is effective

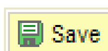
Don’t Save yet!

Step 3

Then, on Student Plan tab that is associated with that same program:



Choose new Academic Plan from the menu. (To reduce the number of choices in the menu, enter the College Number in the search field first.)

Click 

NOTE: The Student Sub-Plan tab is used only if the new plan has a concentration, option or track.

Processing a Program and/or Plan Change (GCDI or GCDD) (Curriculum or Degree Changes) for an International or Domestic Student

This action is used when the student is currently enrolled in, but has not earned a graduate degree in his current program/plan but is changing to another plan within the same graduate program (or to another program administered by the same department) for example (1) from a Master-of (not completed) to a PhD; or (2) from a Master of Science in Computer Science to a Master of Science in Computer Networking; or (3) from a PhD back to a Master of in the same program (used when student fails prelims).

The request should be approved by the Director of Graduate Programs and should include (1) first semester of new program (2) new program/plan to which student is being changed. Upon approval by the Graduate School, the College Liaison will enter the action into SIS, and send an approval letter back to the DGP. For international students, the approval letter to the DGP has an added paragraph directing the student to contact the Office of International Services (OIS) to ensure that immigration status is not adversely affected. A copy of the approval letter is also sent by the College Liaison directly to OIS.

Navigation

Student Information System Homepage > Student Records Tile > Career and Program Information Folder > Student Program/Plan

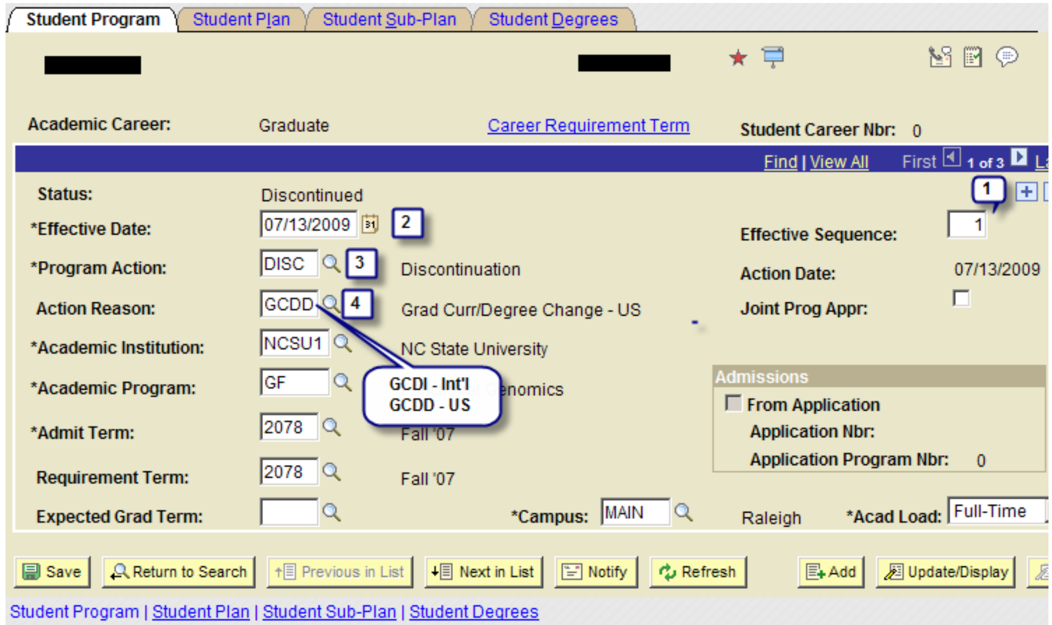
Procedures

Enter student's name or EMPLID

Click SEARCH

Select appropriate graduate career record

Step 1 On the Student Program tab:

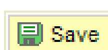


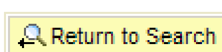
1. Click on  to Add a Row (Note, you must be on Row #1  when you add a new row).

2. Current date defaults; do not change unless necessary. If you want the actions to be effective on the transcript for the specified term, the effective dated row of both actions must be BEFORE CENSUS DAY for the effective term.

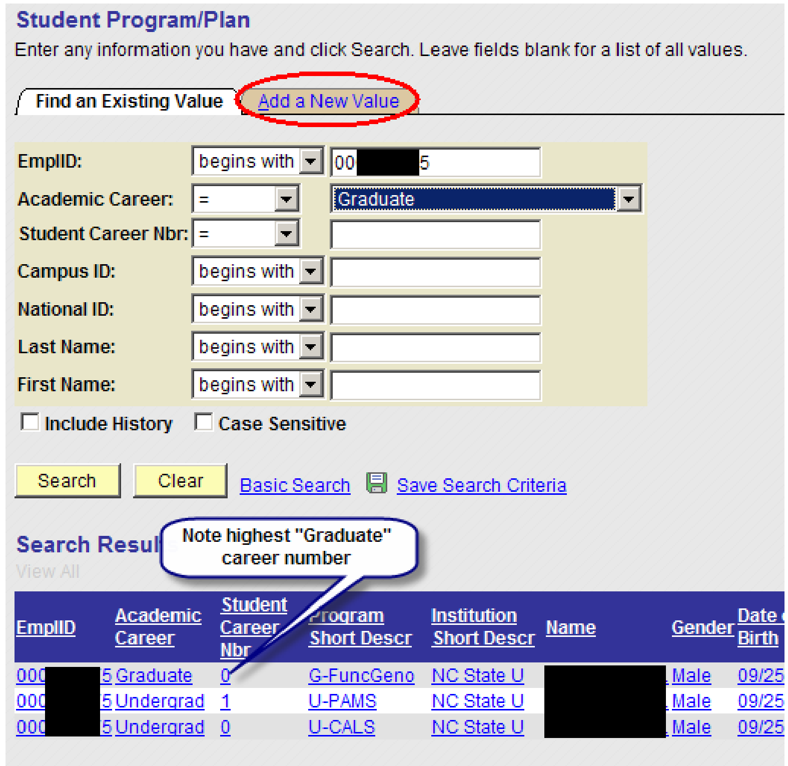
3. Program Action - "DISC"

4. Action Reason - "GCDI" for int'l or "GCDD" for domestic student from menu

Click 

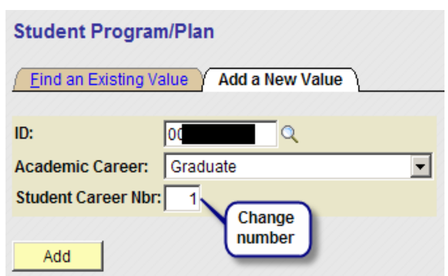
Click 

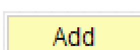
Step 2 On the main search page, look at the number of "Graduate" careers and make a note of the highest number. When you add a value, you will want to increment up one from this number.



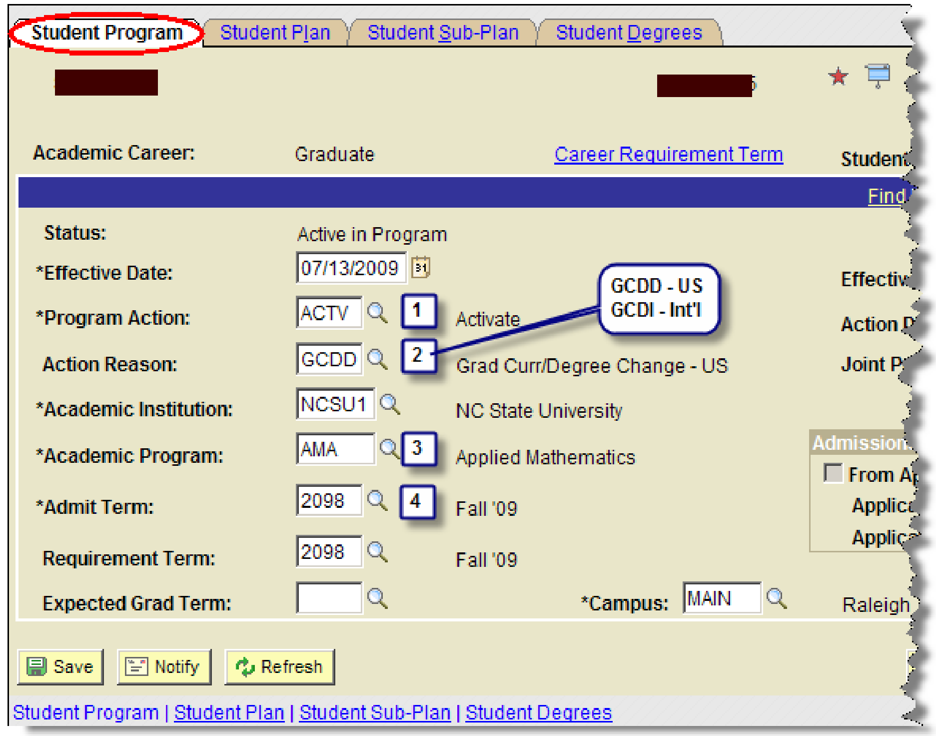
Choose the 

tab



Click 

On the Student Program tab

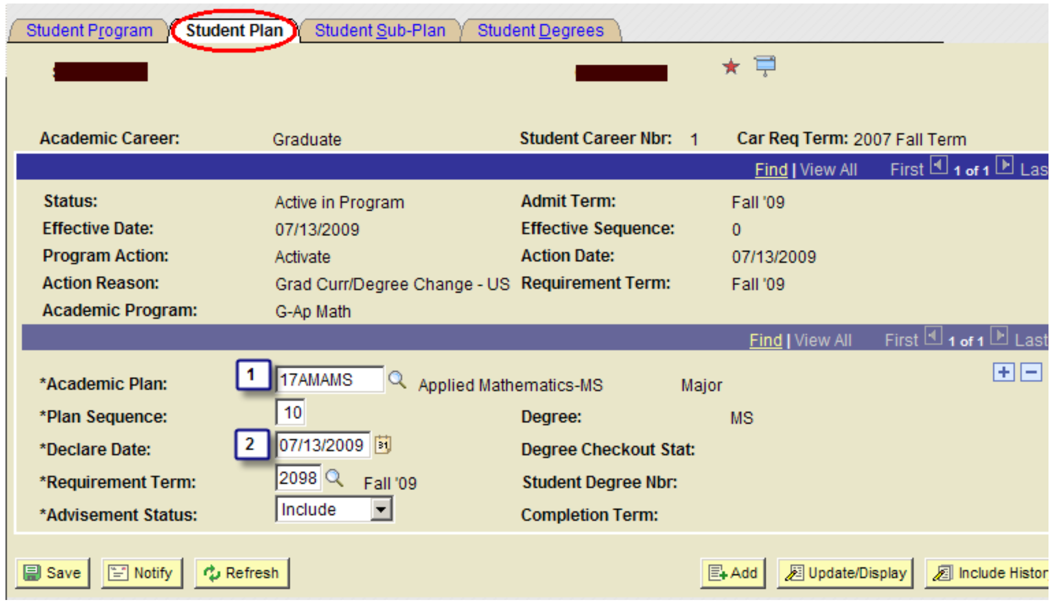


NOTE: Current date defaults; do not change unless necessary. If you want the actions to be effective on the transcript for the specified term, the effective dated row of both actions must be BEFORE CENSUS DAY for the effective term.

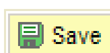
1. Program Action – "ACTV" defaults because you are creating a new career
2. Action Reason - "GCDI" for int'l or "GCDD" for domestic student from menu
3. Academic Program – Choose the new program from menu
4. Admit Term - choose the term for which the new program/plan is effective

Step 3

Then, on Student Plan tab that is associated with that same program:



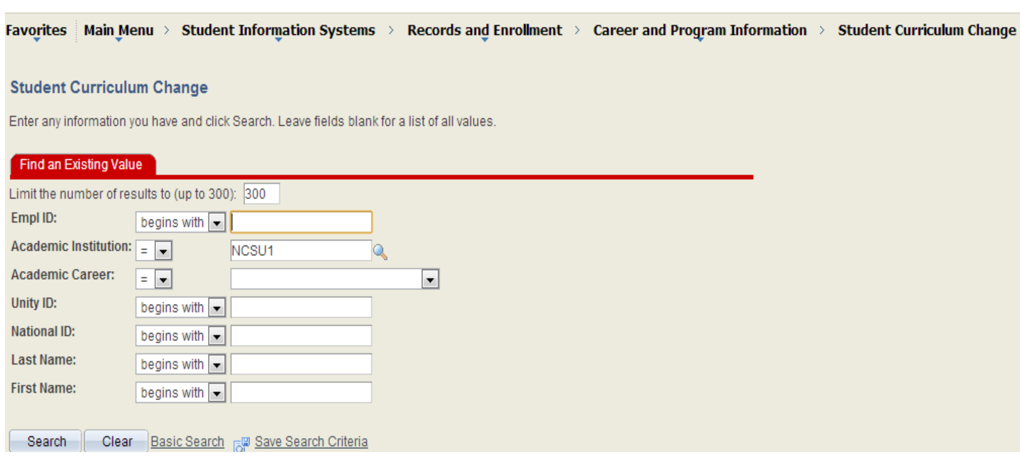
1. Academic Plan - Choose new one from menu (To reduce the number of choices in the menu, enter the College Number in the search field first.)
2. Declare Date and Requirement Term will auto set with same info from Effective Date and Admit Term that you previously entered on the Student Program tab

Click 

NOTE: The Student Sub-Plan tab is used only if the new plan has a concentration, option or track. You should only need to select the sub-plan name from the drop down menu and save it.

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

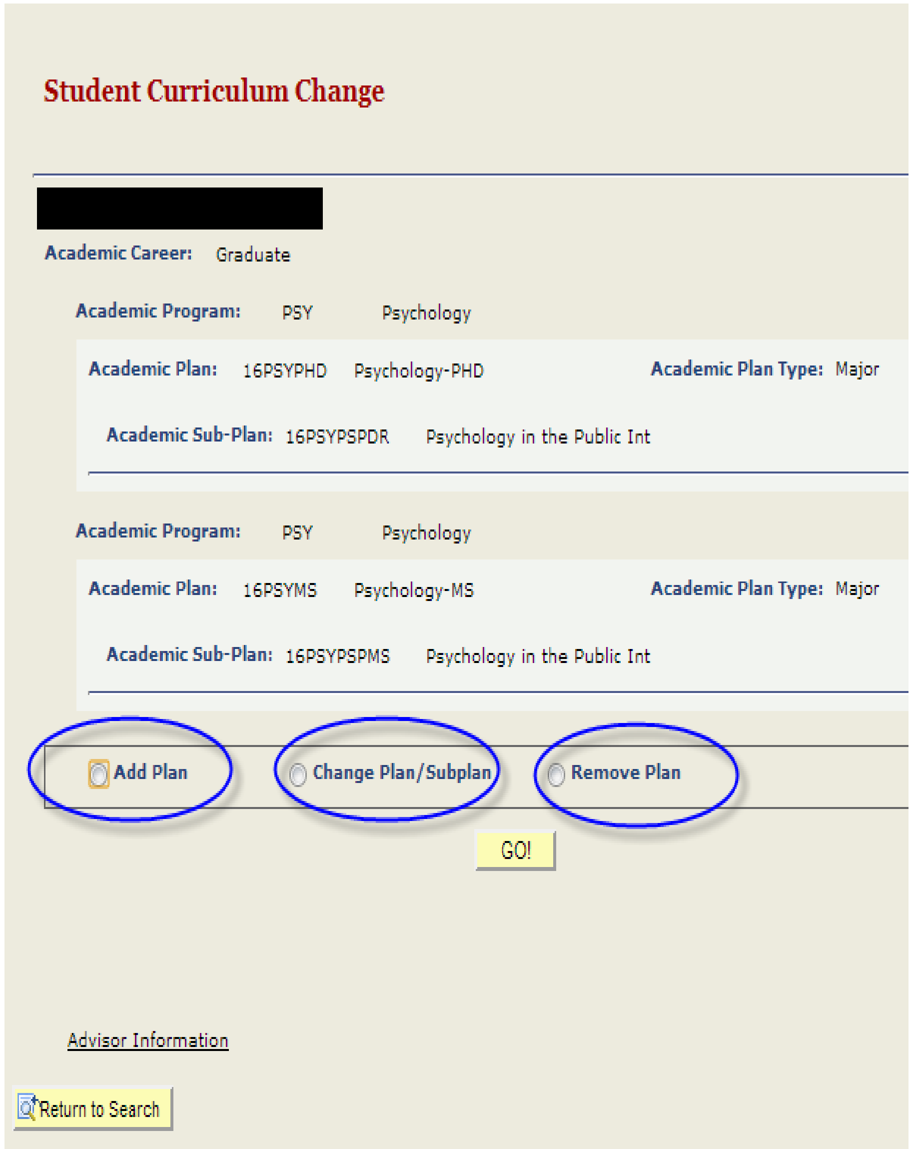
Procedures Enter student's name or EMPLID



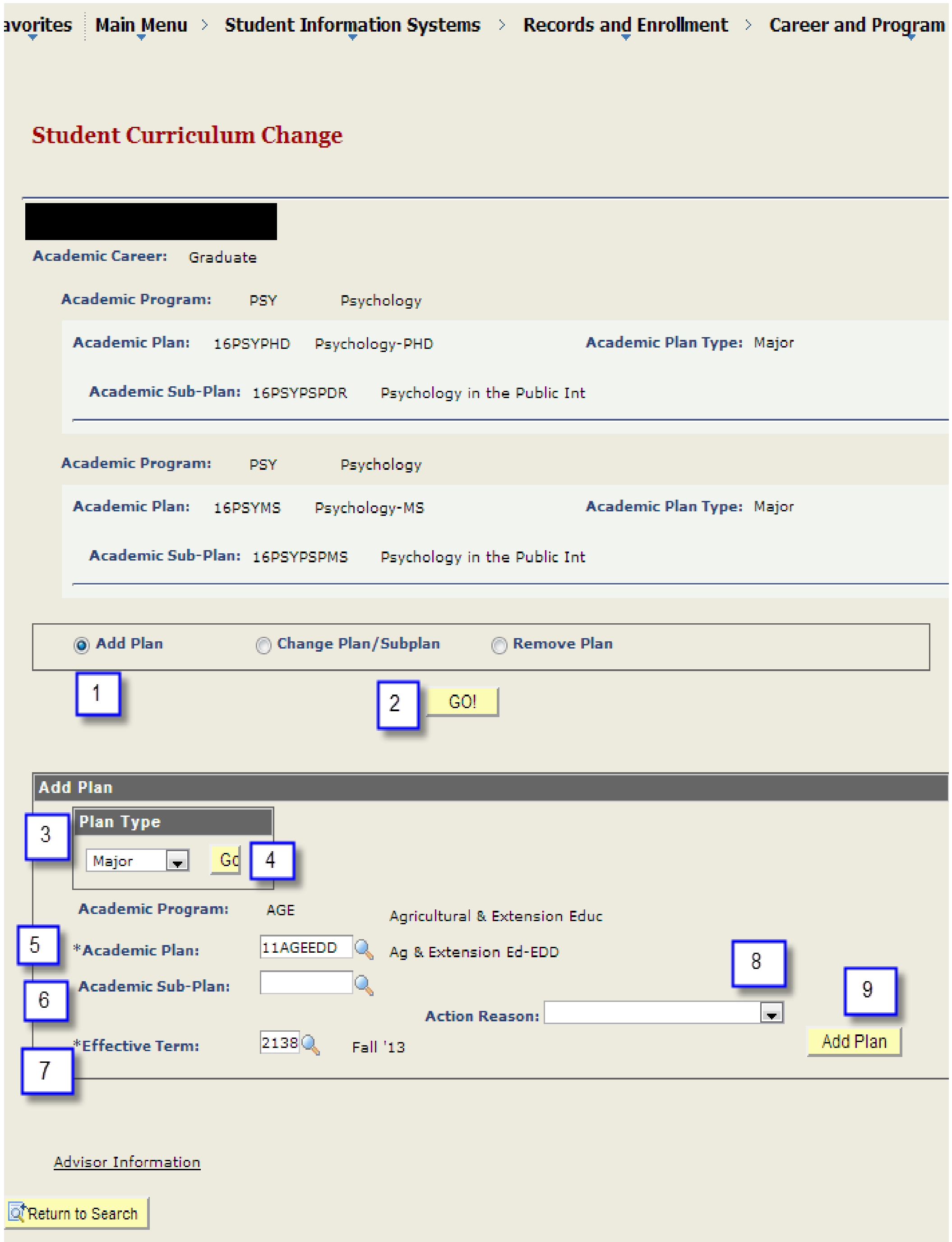
There are three options:

1. Add Plan

2. Change/Plan
3. Remove Plan

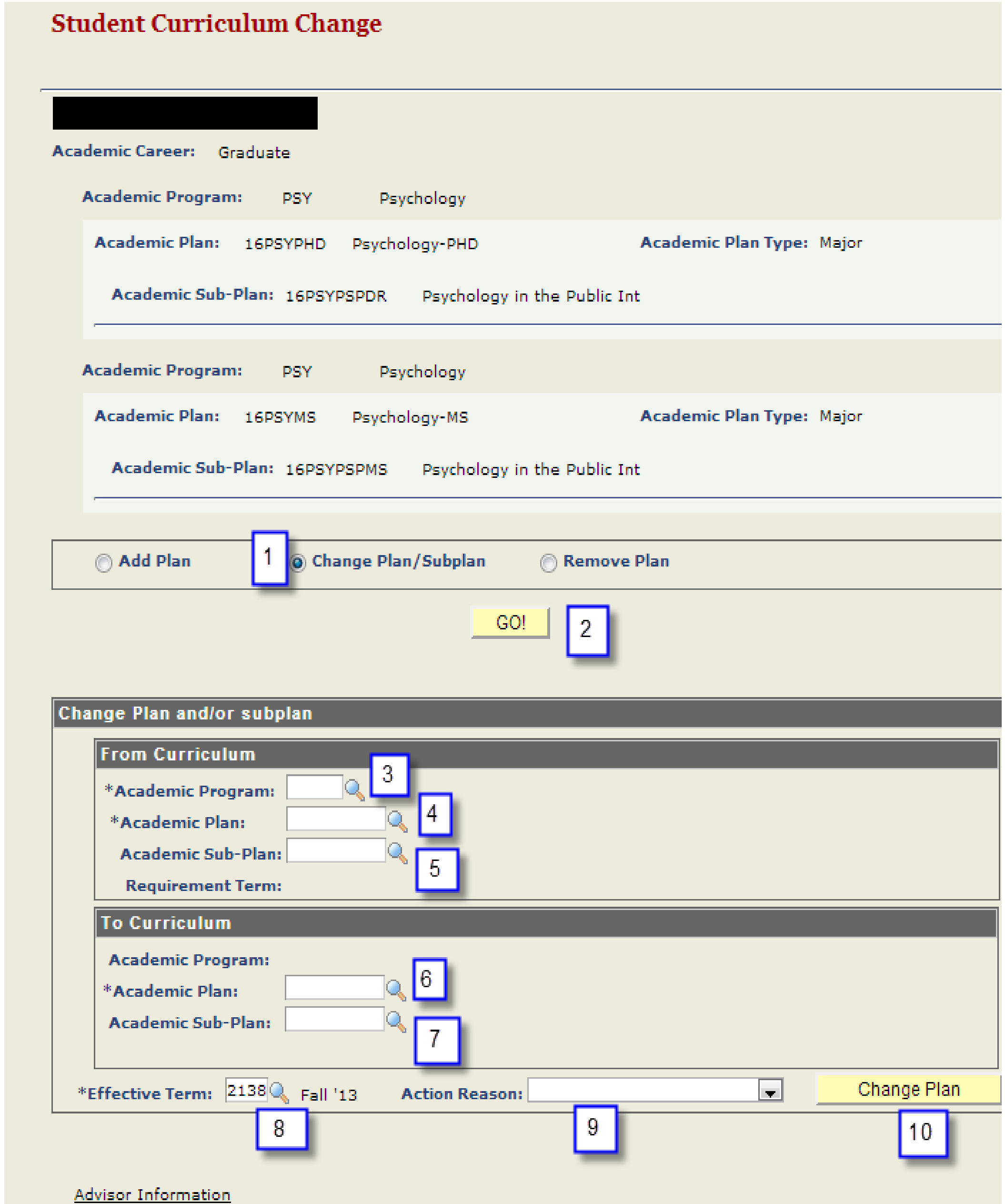


Add Plan:



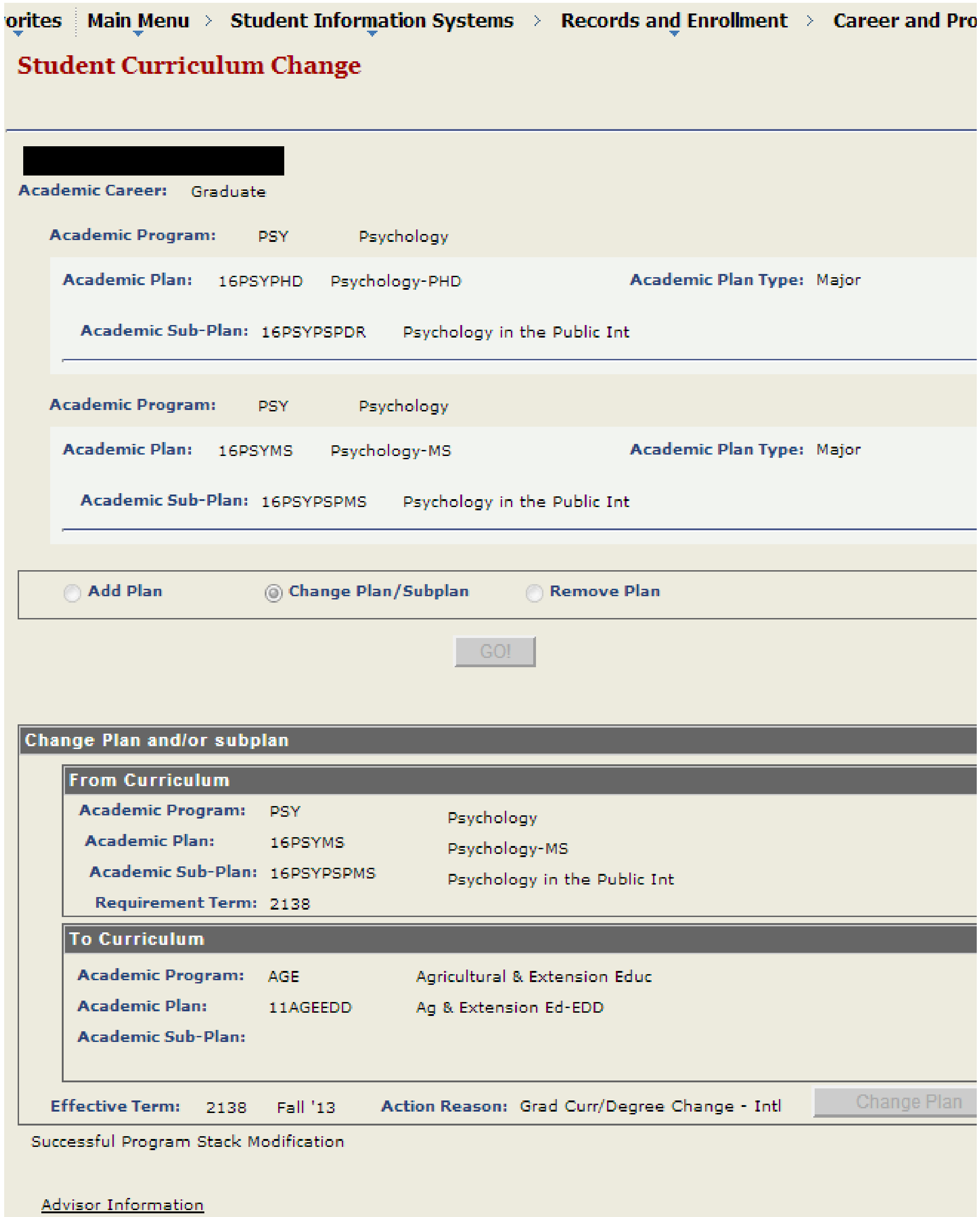
1. Select the Add Plan button
2. Click Go!
3. Select Plan Type
4. Click Go!
5. Select Academic Plan
6. Select Academic Sub-Plan
7. Select Effective Term
8. Select Action Reason
9. Click Add Plan

Change/Plan:

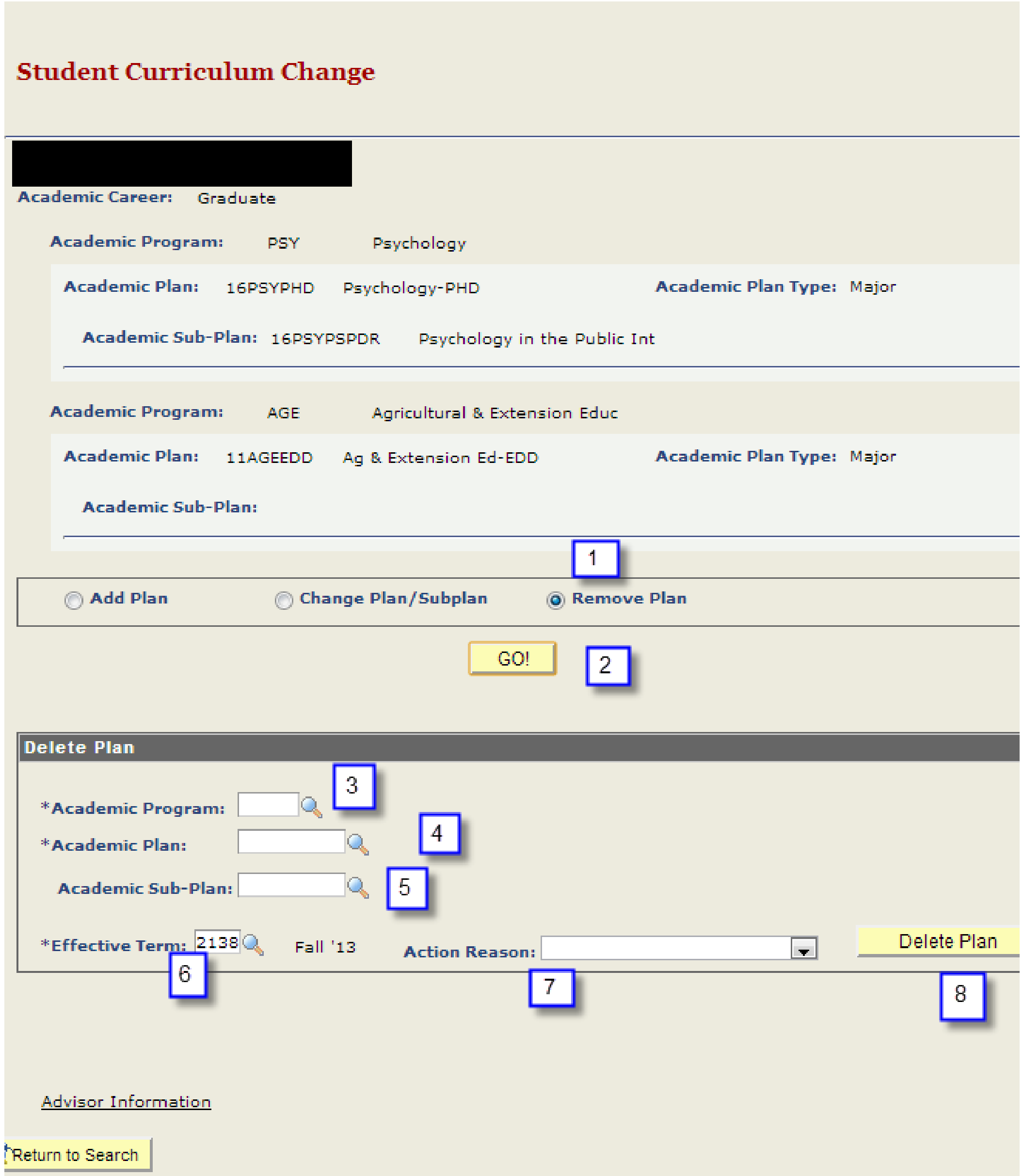


1. Select Change Plan/Subplan
2. Click Go!
3. In the Change Plan and/or Subplan box, in the For Curriculum section: Select Academic Program
4. Select Academic Plan
5. Select Academic Sub-Plan
6. In the Change Plan and/or Subplan box, in the To Curriculum section: Select Academic Plan
7. Select Academic Sub-Plan
8. Select Effective Term
9. Select Action Reason

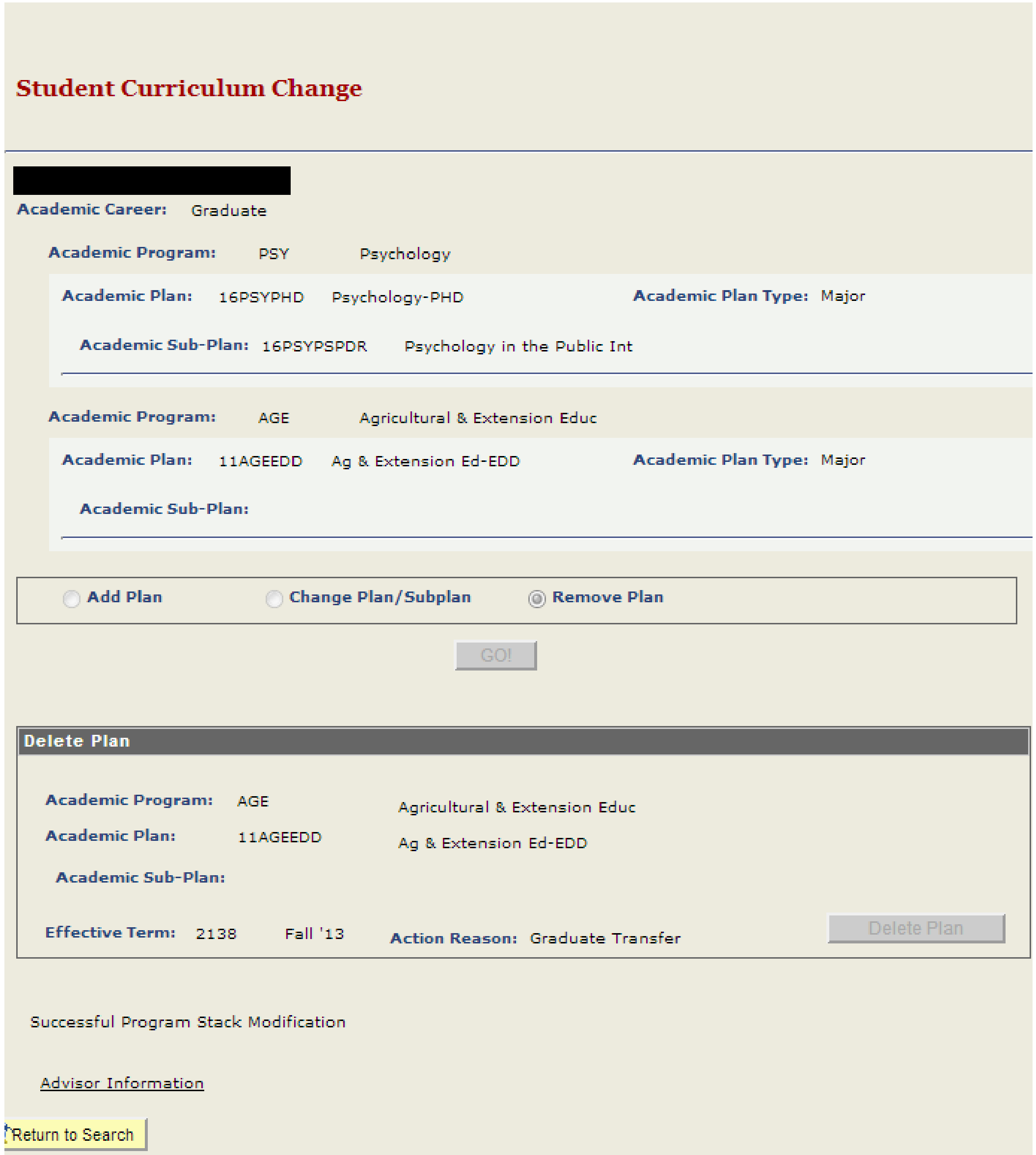
10. Click Change Plan



Remove Plan:



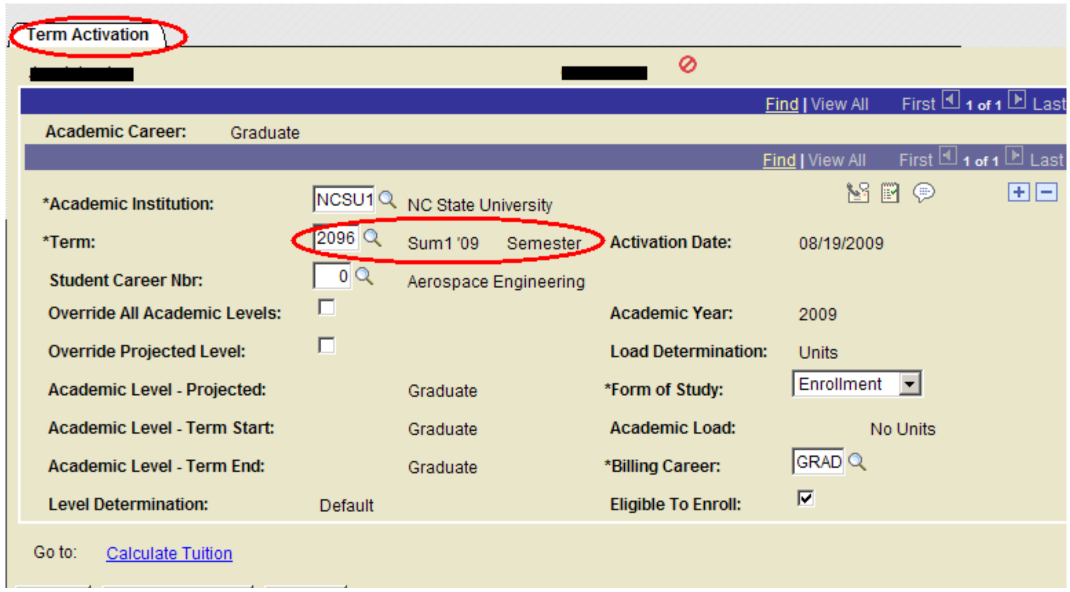
1. Select Remove Plan
2. Click Go!
3. Select Academic Program
4. Select Academic Plan
5. Select Academic Sub-Plan
6. Select Effective Term
7. Select Action Reason
8. Click Delete Plan



Navigation Student Information System Homepage > Student Records Tile > Student Term Information Folder > Term Activate a Student

Step 1 Enter appropriate EmplID and click Search

Step 2



Insure that the term record matches the semester that you want the student activated in the new career, AND, that it indicates the new career number that was just activated..

You will have to change the “Student Career Nbr” field from the old (discontinued) career number to the new (activated) career number.

Step 3

Click 

Lateral Transfer

This action is used when the student has NOT earned a graduate degree in his current degree program but is changing to another degree program/plan at the same level AND administered by a different department) for example (1) from a MS in Soil Science to a MS in Crop Science; or (2) a PhD in Food Science to a PhD in Animal/Poultry Science.

The request should be approved by the DGP and should include, (1) the name of the new program/plan to which the student is changing, (2) the effective term. For international students, a notification is sent to the International Student Office when the action is approved by the Graduate School and entered into SIS.

Note that there is no distinction made between an international student and a domestic student.

Navigation

Student Information System Homepage > Student Records Tile > Career and Program Information Folder > Student Program/Plan

Procedures

Each time you enter a Program/Plan change, you must enter information on two tabs.

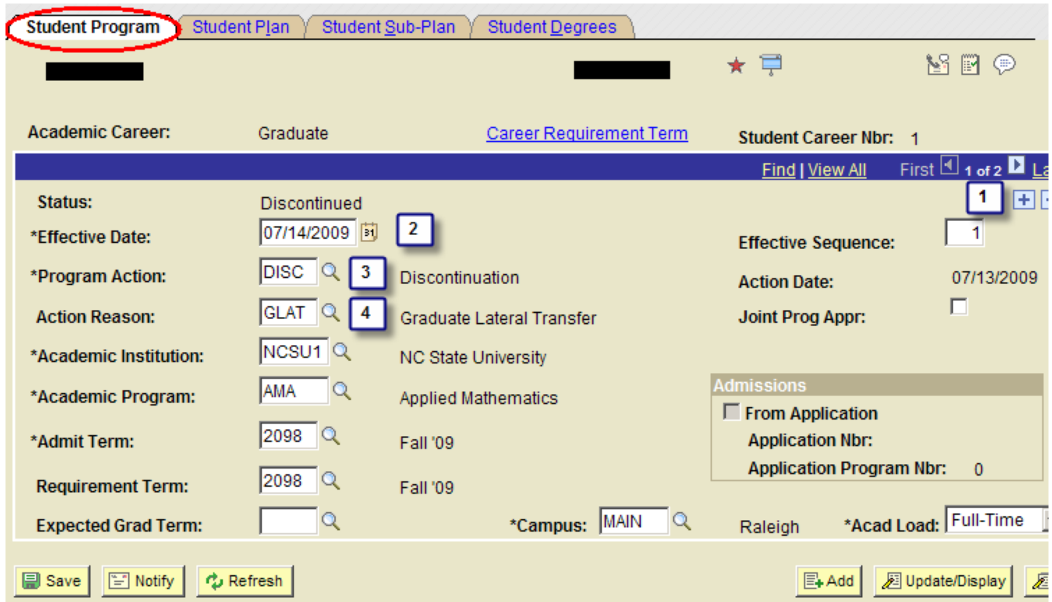
Enter student’s name or EMPLID

Click SEARCH

Select appropriate graduate career record

Step 1

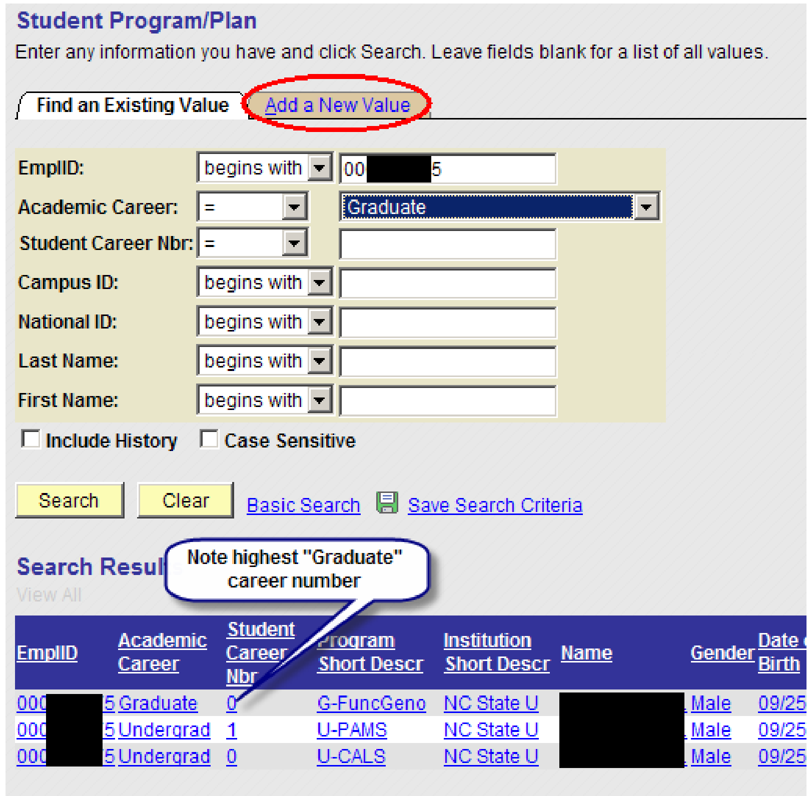
On the Student Program tab:



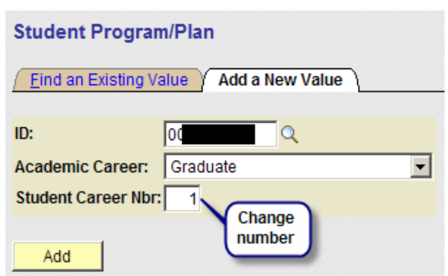
1. Click on [+] to Add a Row (Note, you must be on Row #1 1 of 3 when you add a new row).
2. Current date defaults; do not change unless necessary.
3. Program Action - “DISC”
4. Action Reason - “GLAT”

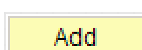
Step 2

On the main search page, look at the number of “Graduate” careers and make a note of the highest number. When you add a value, you will want to increment up one from this number.

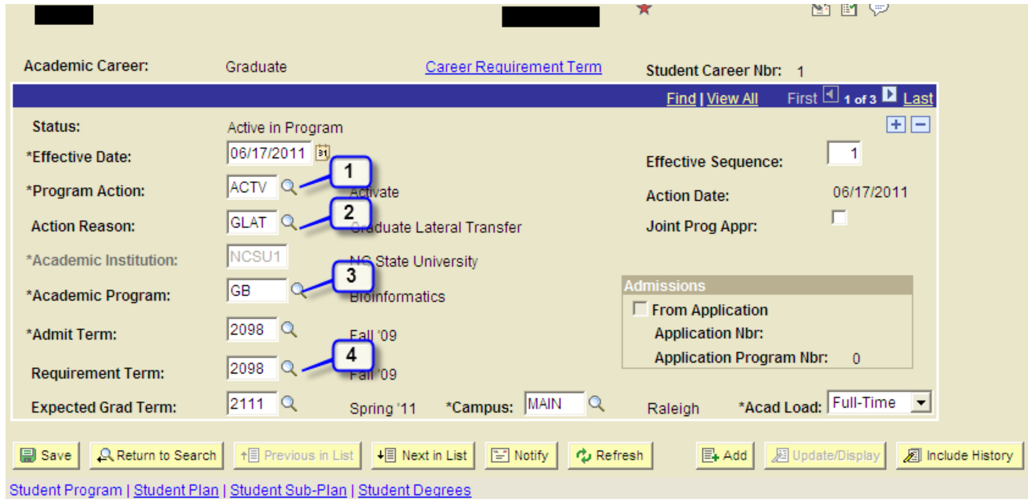


Choose the  tab



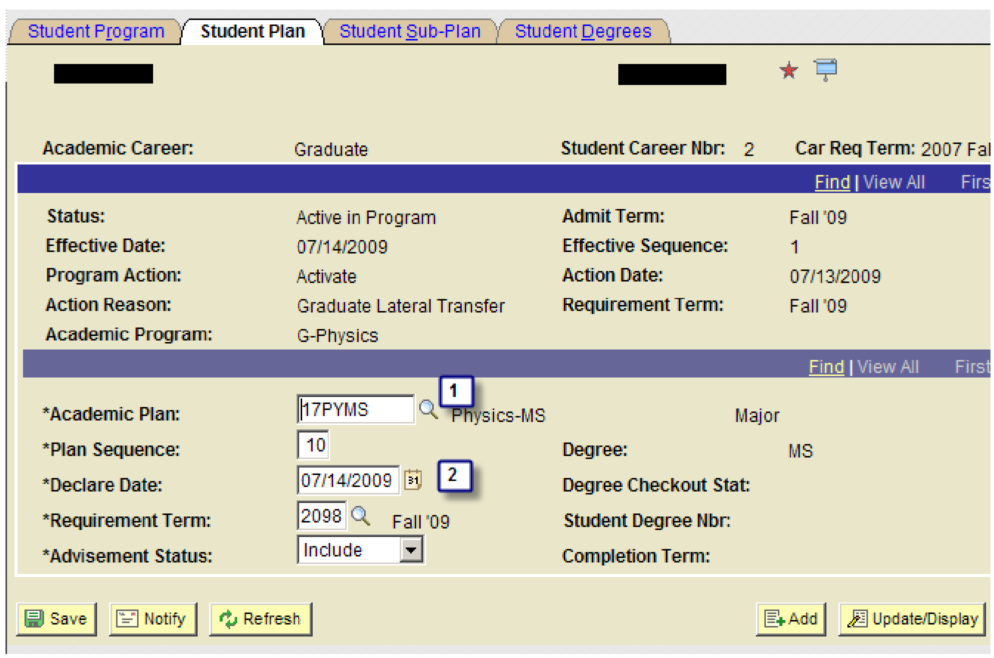
Click 

On the Student Program tab



1. Program Action – “ACTV” defaults because you are creating a new career
2. Action Reason - “GLAT”
3. Academic Program – Choose the new program from menu
4. Requirement Term – Choose the current term.

Step 3 Then, on Student Plan tab that is associated with that same program:



1. Academic Plan - Choose new one from menu (To reduce the number of choices in the menu, enter the College Number in the search field first.)
2. Declare Date and Requirement Term will auto set with same info from Effective Date and Admit Term that you previously entered on the Student Program tab

Click 

NOTE: The Student Sub-Plan tab is used only if the new plan has a concentration, option or track. You should only need to select the sub-plan name from the drop down menu and save it.

Minor Plans

A minor is declared by adding an additional plan to an existing program. Minors are always designated at the PLAN level.

Navigation

Student Information System Homepage > Student Records Tile > Career and Program Information Folder > Student Program/Plan

Procedures

You must enter information on two tabs.

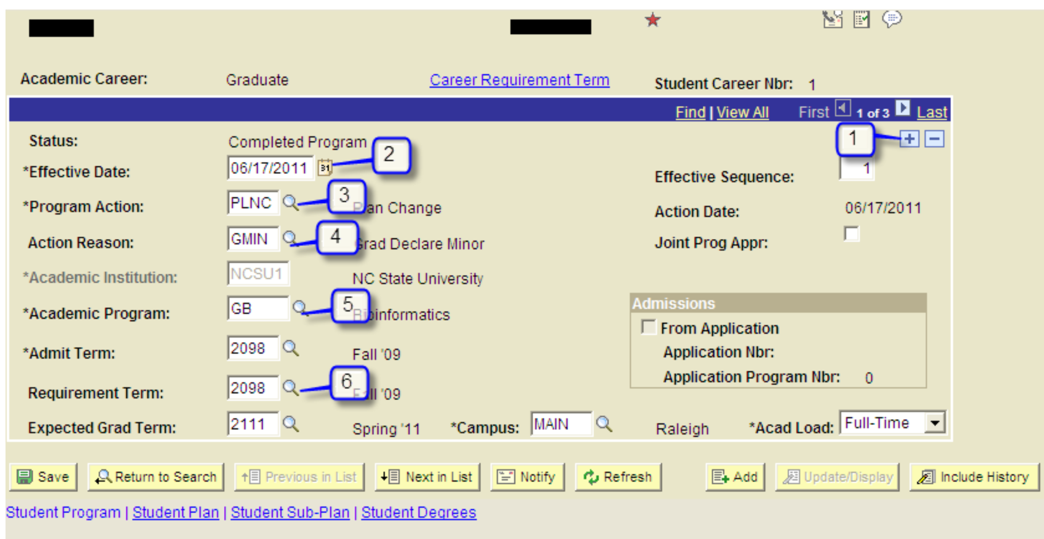
Enter student's name or EMPLID

Click SEARCH

Select appropriate graduate career record

Step 1

On the Student Program tab:



1. Click on  to Add a Row (Note, you must be on Row #1 

when you add a new row).

2. Current date defaults; do not change unless necessary.

3. Program Action = PLNC

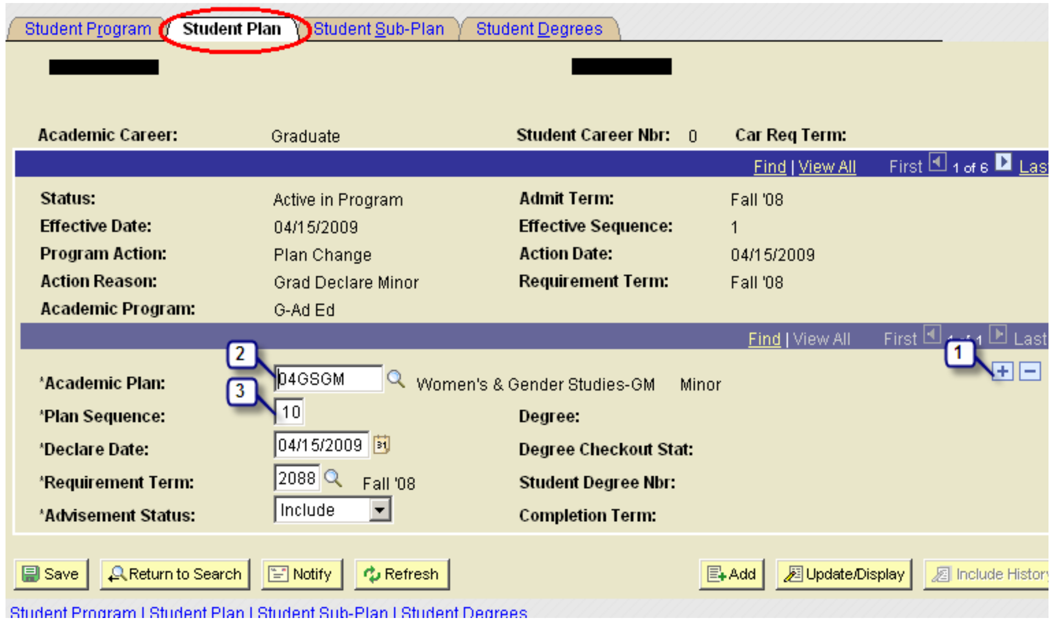
4. Action Reason = GMIN

5. Academic Program - Leave the Program as is (since you are adding a minor to an existing program).

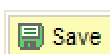
6. Requirement Term - Choose the current term.

Don't Save yet!

Step 2 On the Student Plan tab



1. Click on  to Add a Row (the  is located on the bottom half of the screen that is already designating the degree plan):
2. Academic Plan - Choose the minor plan from menu (To reduce the number of choices in the menu, enter the College Number in the search field first.)
3. Declare Date and Requirement Term will auto set with same info from Effective Date and Admit Term previously entered on the Student Program tab

Click 

As an added check to ensure accuracy, use the 

button to verify that you have a second plan row for the new Minor plan on the existing, active program (in addition to the first row designating the Major plan).

Co-Majors

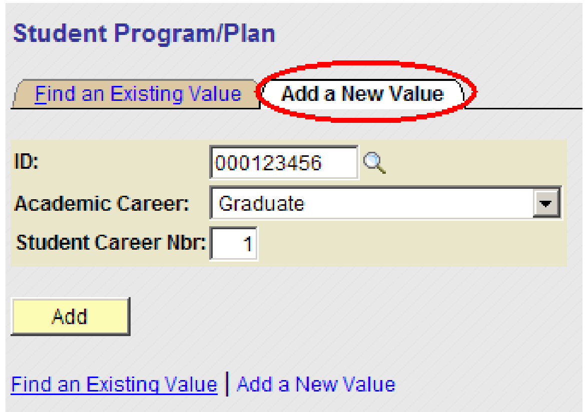
This action is used when a co-major is being added. Student will receive a single diploma for the primary program, and the transcript will show a co-major in another program. When a Co-Major is added for an international student, prior approval from the Office of International Services (OIS) must be received. Request must also be approved by DGPs from both programs.

Navigation Student Information System Homepage > Student Records Tile > Career and Program Information Folder > Student Program/Plan

Procedures For this action, you must add a new career number in SIS, in addition to entering information on the Student Program and Student Plan Tabs.

Enter student's name or EMPLID

Step 1 On the Add a New Value tab:



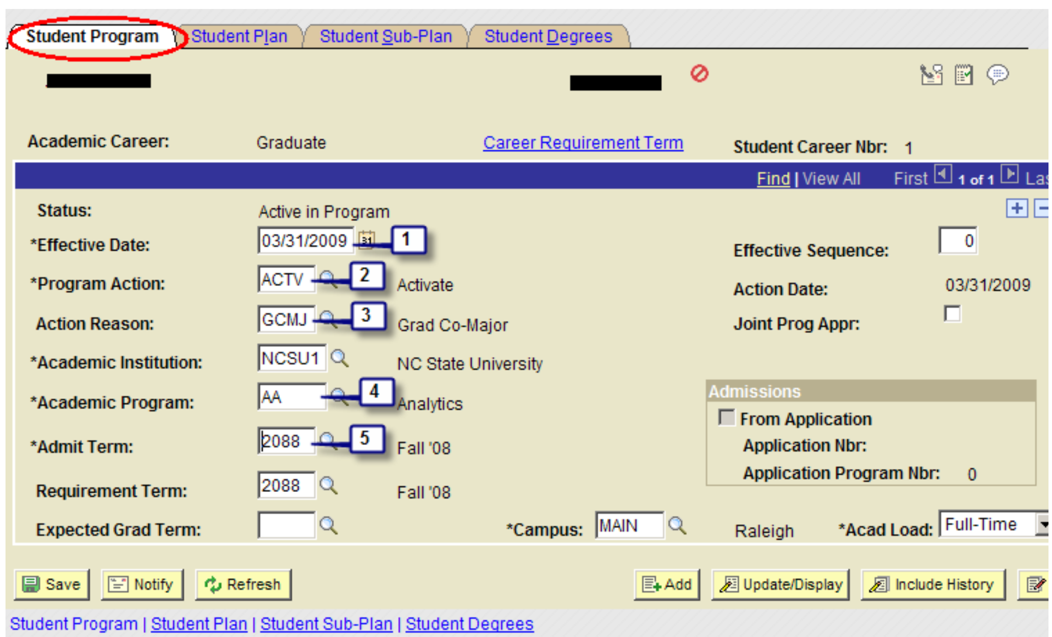
ID will default set from information you previously entered

For Academic Career, choose "Graduate" from menu

For Student Career No., enter "1" (or the next highest number from the default set number)

Press Add to update

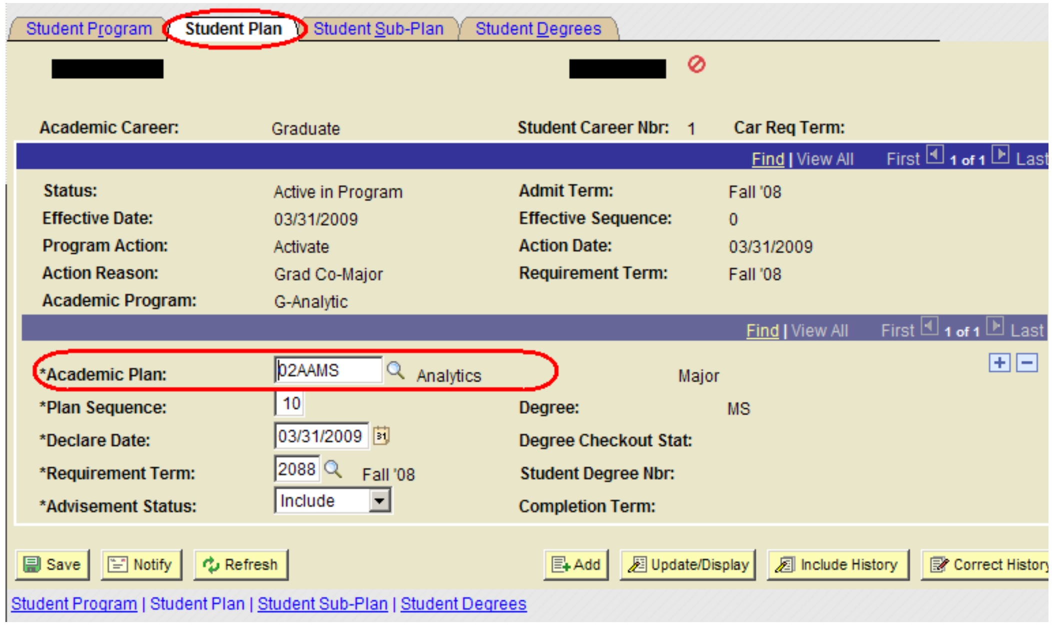
Step 2 On the Student Program tab:



1. Current date defaults; do not change unless necessary.
2. Program Action = ACTV
3. Action Reason = GCMJ
4. Academic Program - choose the co-major program from menu
5. Admit Term - enter the requested term in which the student starts the co-major

Don't Save yet!

Step 3 Then, on Student Plan tab



For Academic Plan, choose new one (always at same level as primary plan) from menu

Click Save

Dual Degrees

This action is used when a student plans to complete all requirements for two separate degree programs and earn two diplomas. Request must be approved by DGPs from both programs. When a dual degree is added for an international student, prior approval from the Office of International Services (OIS) must be received. Registration and records must do a manual intervention to generate two separate diplomas and to record two separate degrees on the transcript.

Navigation Student Information System Homepage > Student Records Tile > Career and Program Information Folder > Student Program/Plan

Enter student's name or EMPLID to locate his records

Press SEARCH

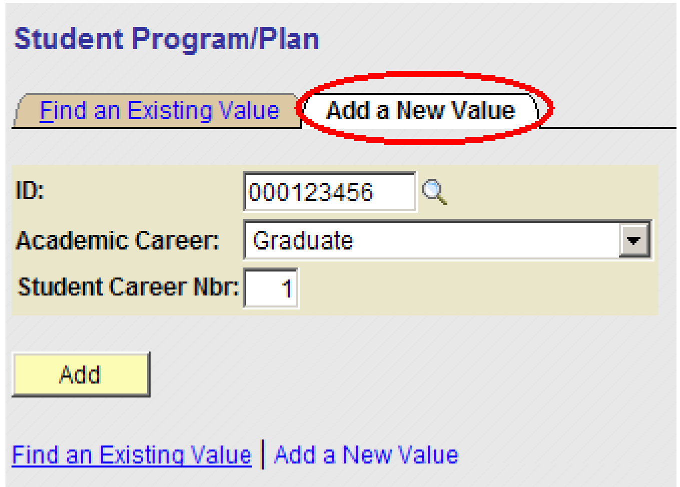
Scroll to bottom of screen and press, Add a New Value

Procedures For this action, you must add a new career number in SIS, in addition to entering information on the Student Program and Student Plan Tabs.

Enter student's name or EMPLID

Choose Add a New Value at the top of the screen or **Add a New Value** at the bottom of the screen.

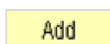
Step 1 On the Add a New Value tab:



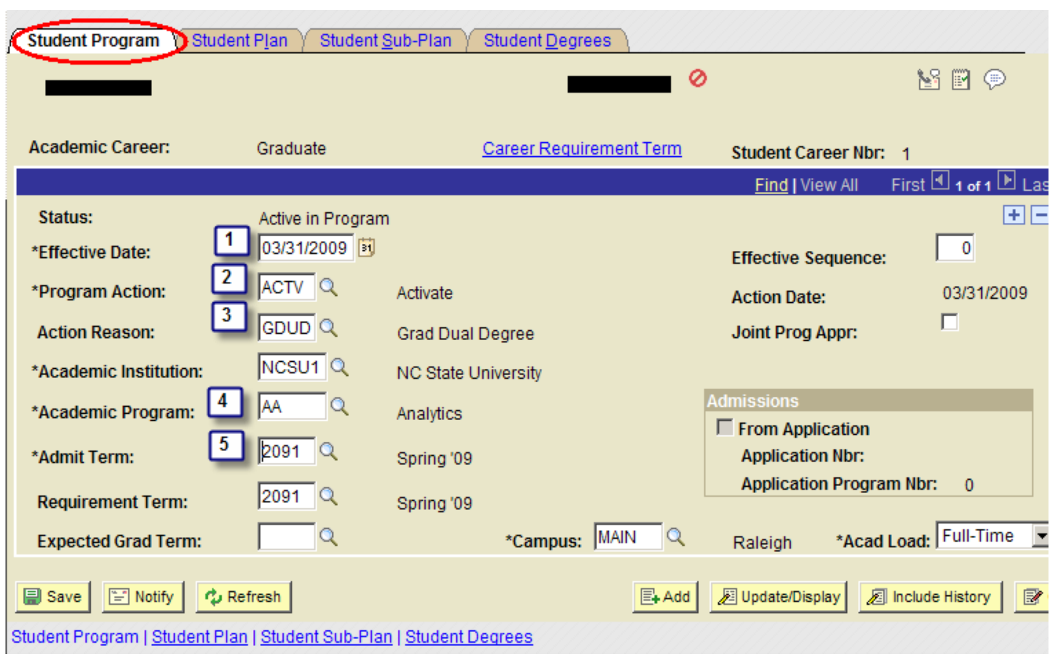
ID will default set from information you previously entered

Academic Career = Graduate

Student Career Nbr - Enter “1” (or the next highest number from the default set number)

Press  to update

Step 2 On the Student Program tab:

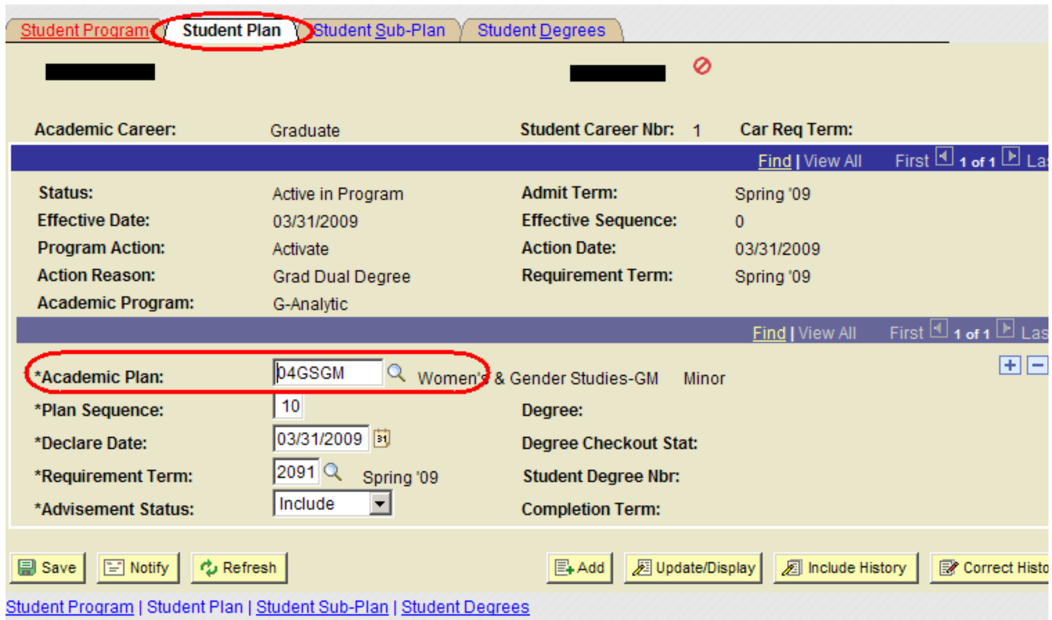


1. Current date defaults; do not change unless necessary.
2. Program Action = ACTV
3. Action Reason = GDUD (Graduate Dual Degree)

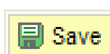
4. Academic Program - choose the new program from menu
5. Admit Term - enter the requested term when the student starts the second degree

Don't Save yet!

Step 3 Then, on Student Plan tab that is associated with that same program:



For Academic Plan, choose new one (at same level as current plan) from menu

Click 

Transfers

This action is used on very rare occasions when the student has *NOT earned a graduate degree in his current degree program but is changing to another program/plan <u>at a different level</u>, administered by a different department).* For example (1) from a MS in Food Science to a PhD in Animal Science/Poultry Science, or a PhD in Soil Science to a MR in Crop Science, without having completed the first degree.

The request should be approved by the DGP and should include (1) first semester of new classification and/or major, (2) new degree to which the student is changing (if applicable), new major (college/curr) to which the student is changing (if applicable). For international students, when the action is approved and entered into SIS, a notification is sent to the Office of International Services (OIS).

NOTE: No distinction is made between a domestic student and an international student.

Navigation Student Information System Homepage > Student Records Tile > Career and Program Information Folder > Student Program/Plan

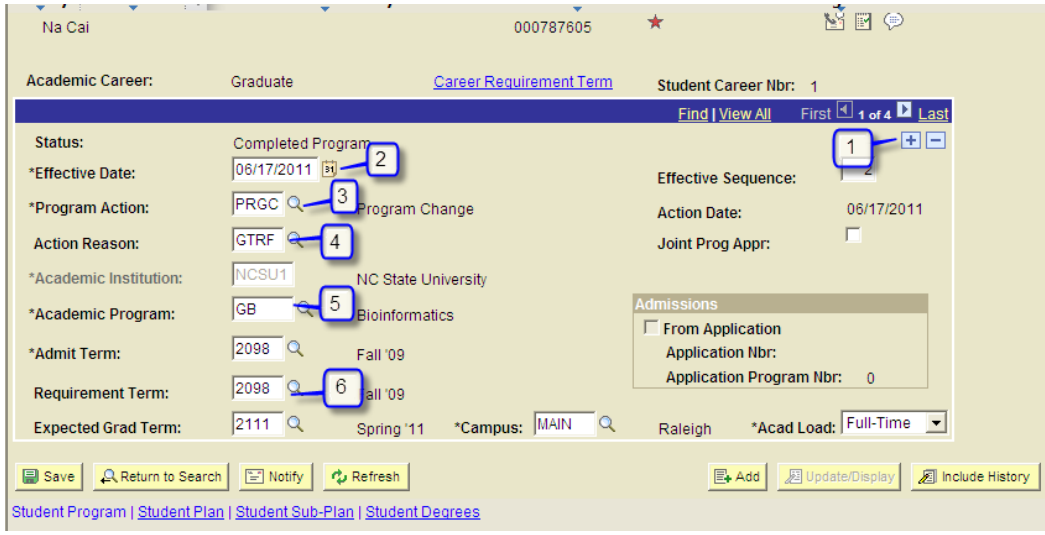
Procedures Enter student's name or EMPLID

Click SEARCH

Select appropriate graduate career record

Each time you enter a Program/Plan change, you must enter information on two tabs.

Step 1 On the Student Program tab:



1. Click on  to Add a Row (Note, you must be on Row #1 

when you add a new row).

2. Current date defaults; do not change unless necessary.

3. Program Action = PRGC

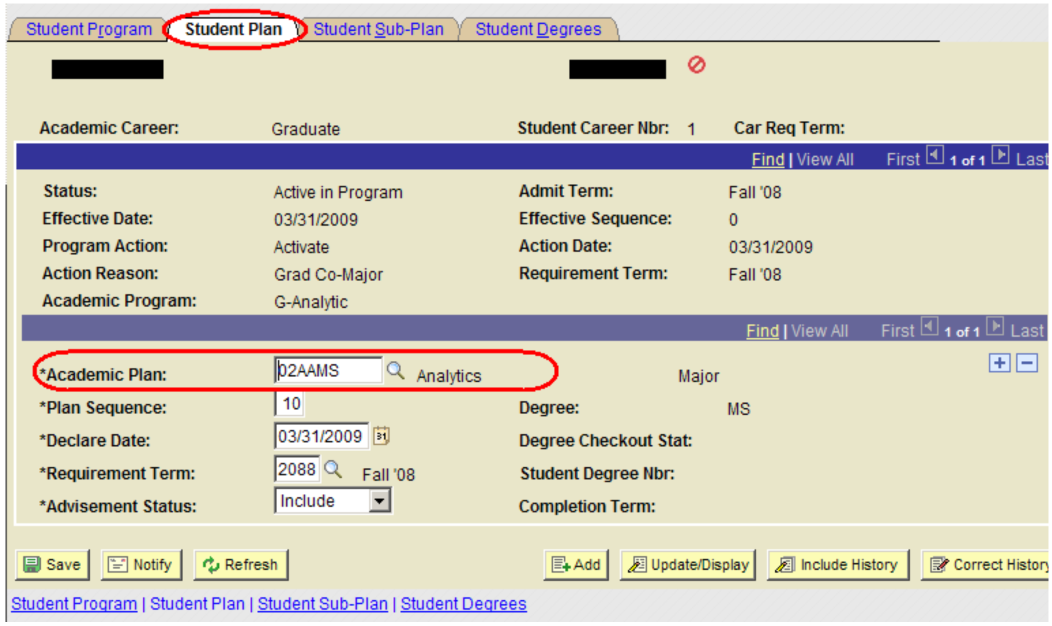
4. Action Reason = GTRF

5. Academic Program - choose the new program from menu

6. Requirement Term - Choose the effective term.

Don't save yet!

Step 2 Then, on Student Plan tab that is associated with that same program:



1. Academic Plan - Choose new one from menu (To reduce the number of choices in the menu, enter the College Number in the search field first.)
2. Declare Date and Requirement Term will auto set with same info from Effective Date and Admit Term that you previously entered on the Student Program tab

Click **Save**

NOTE: The Student Sub-Plan tab *is used only if* the new plan has a concentration track or option.

Doctoral Students Pursuing 'En Route' Master

This action is used when a student plans to complete all requirements for a Master degree while still pursuing a doctoral degree in the same or a different field   Request must be approved by DGPs from both programs.

Navigation

Student Information System Homepage > Student Records Tile > Career and Program Information Folder > Student Program/Plan

Procedures

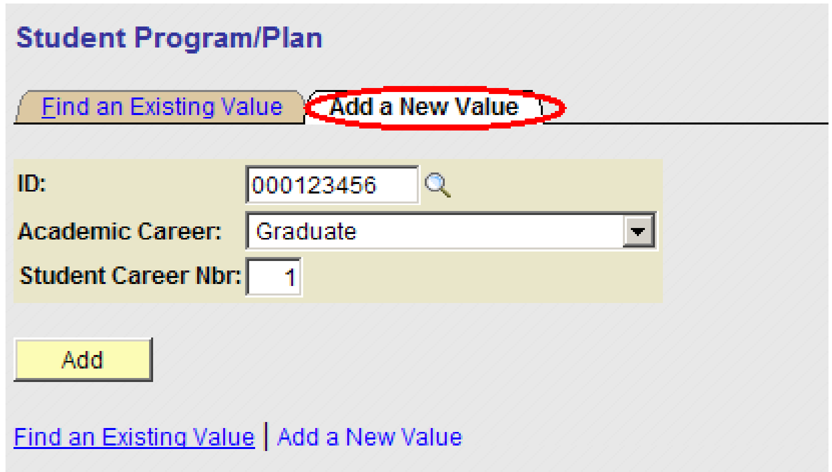
For this action, you must add a new career number in SIS, in addition to entering information on the Student Program and Student Plan Tabs. Student must already be active in a doctoral program.

Enter student's name or EMPLID

Choose Add a New Value at the top of the screen or **Add a New Value** at the bottom of the screen.

Step 1

On the Add a New Value tab:



ID will default set from information you previously entered

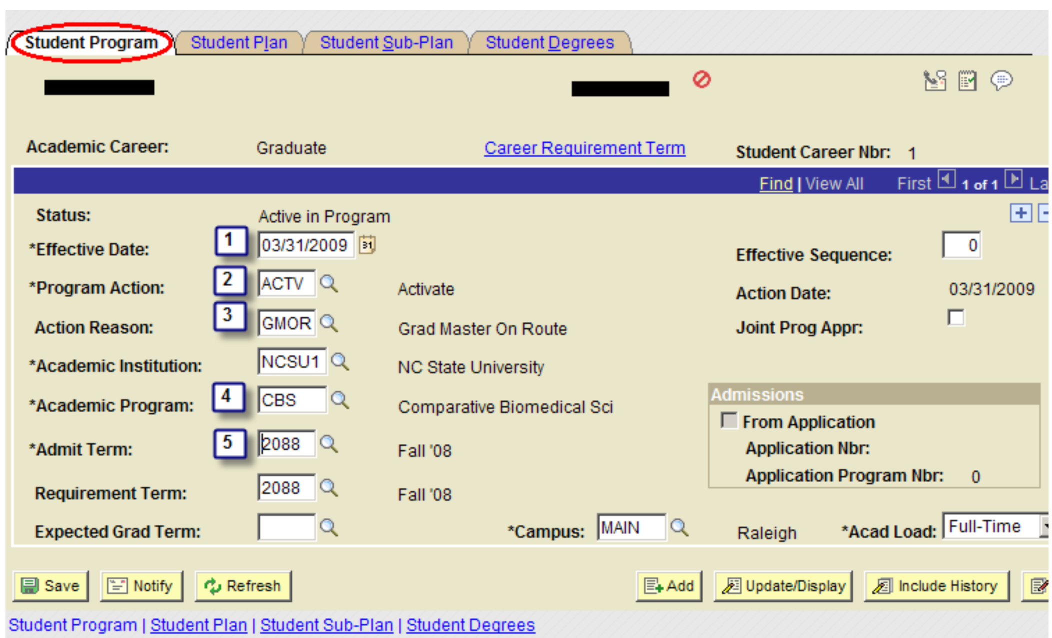
Academic Career = Graduate

Student Career Nbr - Enter “1” (or the next highest number from the default set number)

Click Add to update.

Step 2

On the Student Program tab:

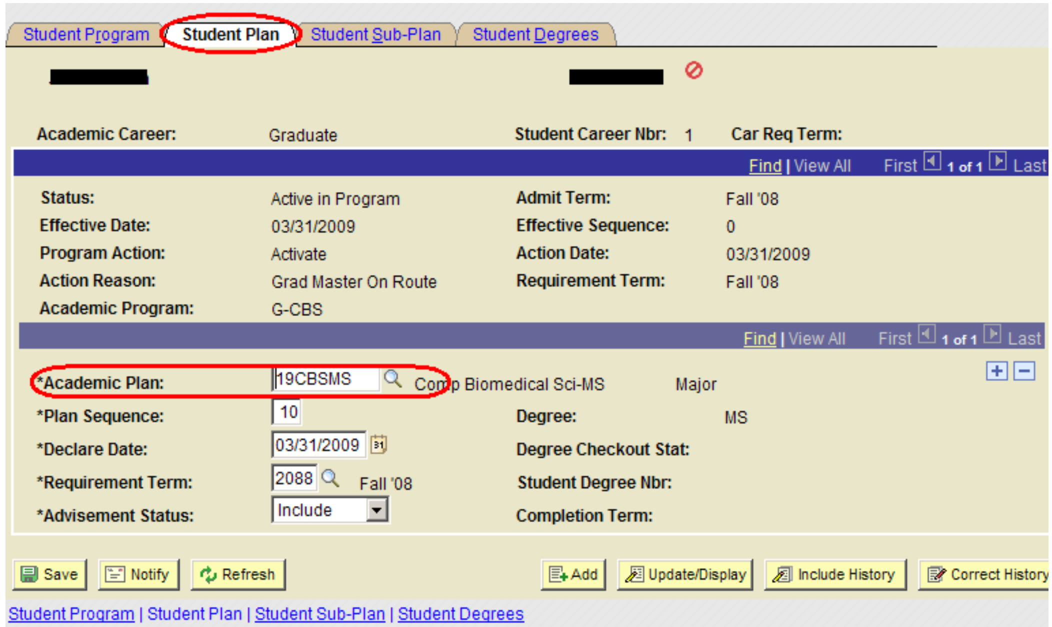


1. Current date defaults; do not change unless necessary.
2. Program Action = ACTV
3. Action Reason = GMOR
4. Academic Program - choose the new program from menu
5. Admit Term - enter the term in which the student starts the second degree

Don't Save yet!

Step 3

Then, on Student Plan tab that is associated with that same program:



For Academic Plan, choose new one (at same level as current plan) from menu

Click 

Updating And Adding Student Milestones For Changes To the Student Program and Plan

Objectives

This section provides important information about keeping the proper milestones assigned to students who have changes made to their student program plan records.

Reminder

A *nightly process* runs that accomplishes two important functions:

1. Milestone templates are assigned to newly matriculated students based on their academic plan

2. New student milestone records are created for changes to the student's program and plan. Existing milestone records are left intact by this process.

When *any* PLNC change action is taken on the student program plan record for a given student career number, a new set of milestones is added to the student's milestone record for that program, in addition to any other milestones that were already on that record. Each milestone is associated with a specific academic plan.

When a program change is performed on the student program plan record for a given student career number, a new milestone record will be created for the new program. The milestone record for the previous program will still remain.

When a new student career number is created in the same program as the previous graduate student career number (Master en route, advanced degree), a new set of milestones is added to the student's milestone record for that program, in addition to any other milestones that were already on that record. Each milestone is associated with a specific academic plan.

When a new student career number is added in a different program from the previous graduate student career number (co-major, 2nd Master degree, dual degree) a new milestone record will be created for the new program. The milestone record for the previous program will still remain.

Each academic program has only one milestone record, even if a student studies in various plans within that program. It is possible for an administrative user to intervene before the nightly process and update existing or add new milestone records themselves. The nightly process will not add academic plan milestones to a program milestone record where milestones for that plan are already on the record (whether added earlier by the nightly process or added manually by an administrative user.

Manually Updating Existing Program Milestone Records For Academic Plan Changes, Master "en route" and Advanced Degrees In the Same Program

Objectives

This section provides step-by-step procedures for manually updating existing program milestone records for academic plan changes, Master en route and advanced degree in the same program.

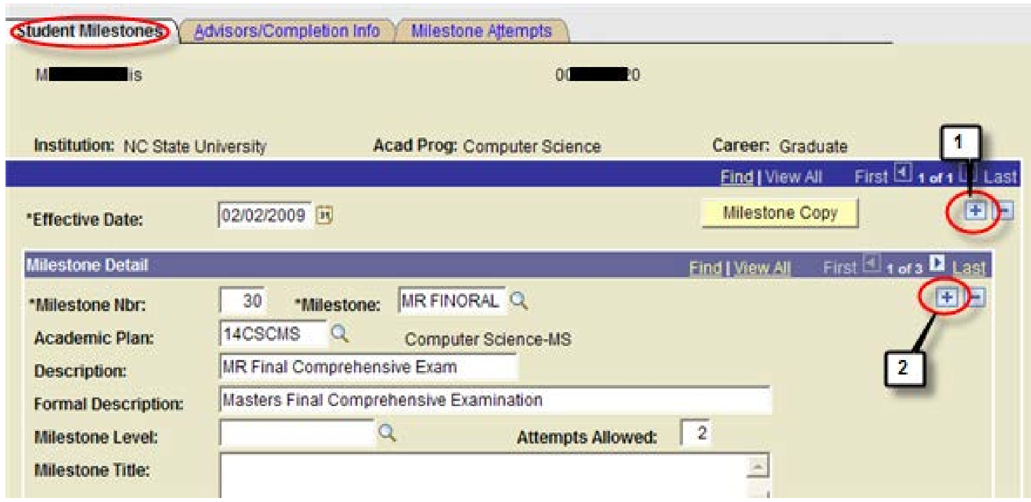
Reminder

There are two ways for administrative users to update existing milestone records. One is to add new milestones individually; the other is the "Copy Milestone" function which must be done by the Supervisor.

Adding New Milestones Individually

Page Steps

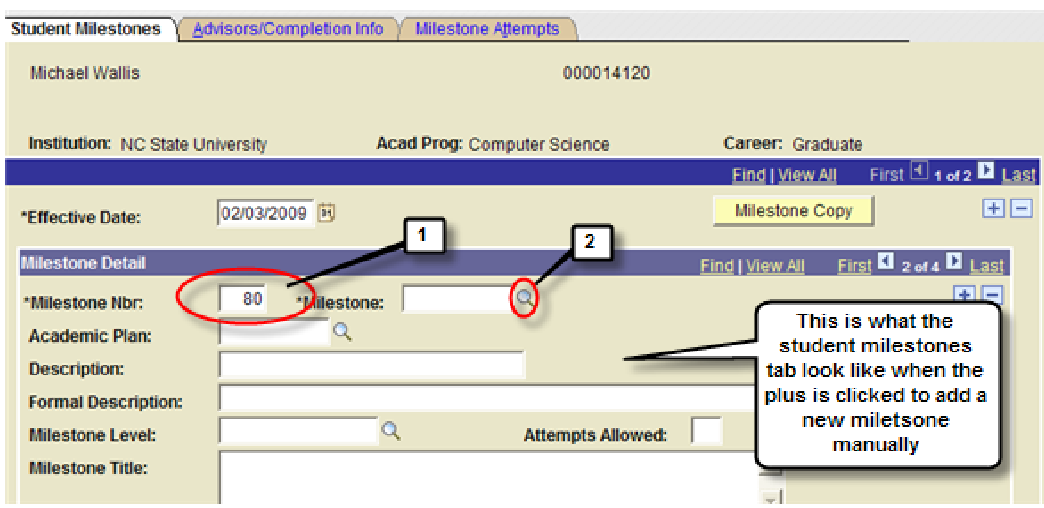
Student Milestones



Step 1 Add a new effective dated row on the Student Milestones tab. Milestones are allowed only one row per effective date. Once a record has been saved and closed, it may not be updated unless another row is added with a different effective date. Users may retroactively-date rows as long as the effective date used is after the effective date of the previous row.

Step 2 In the **Milestone Detail** section click the plus to add a new milestone. Use the minus to remove unneeded milestones. *Do not delete milestone that have completion or attempt information entered*.

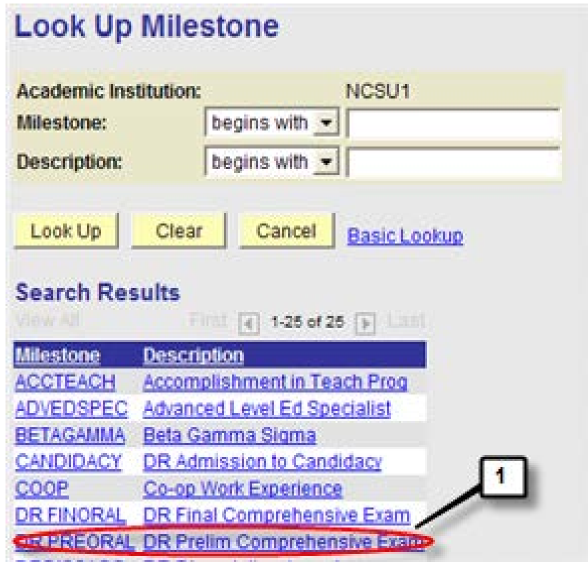
Page Steps Student Milestones - Adding new Milestones



Step 1 The Milestone Nbr increments by 10 from the highest number already on the student milestone record.

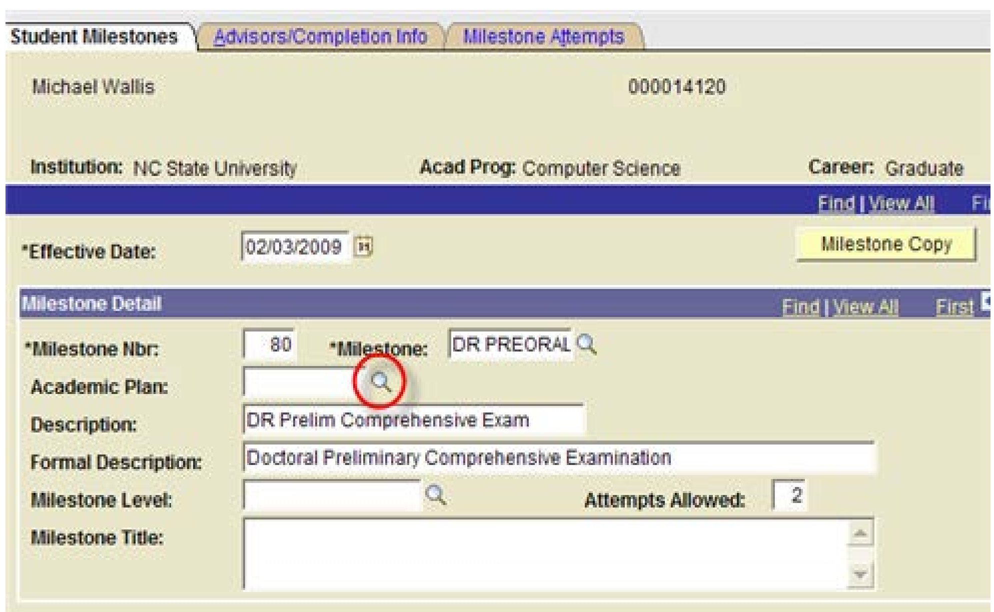
Step 2 Click the Milestone search to select the new milestone.

Page Steps Student Milestones – Look Up Milestone



Step 1 Choose the appropriate milestone from the list. Choose milestones in the order you want them to appear on the milestone record.

Page Steps Student Milestones – Academic Plan



Step 1 Click the Academic Plan search to select the student's academic plan to associate the new milestone with.

Step 2 Click 

Manually Adding A New Checklist For Academic Plan Changes, Master "en route" and Advanced Degrees In the Same Program

Objectives

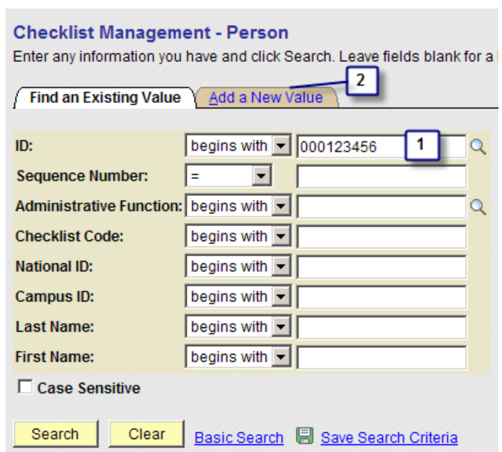
This section provides important information about keeping the proper checklists assigned to students who have changes made to their student program plan records. Specifically, this section provides instructions on adding a new checklist to a student.

Navigation

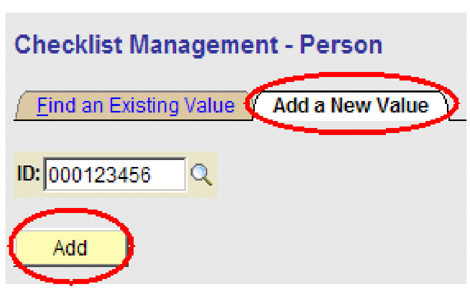
Student Information System Homepage > Student Records Tile > Checklists Folder > Checklist Management-Person

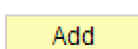
Step 1

1. Enter student's name or EmplID
2. Choose the "Add a New Value" tab

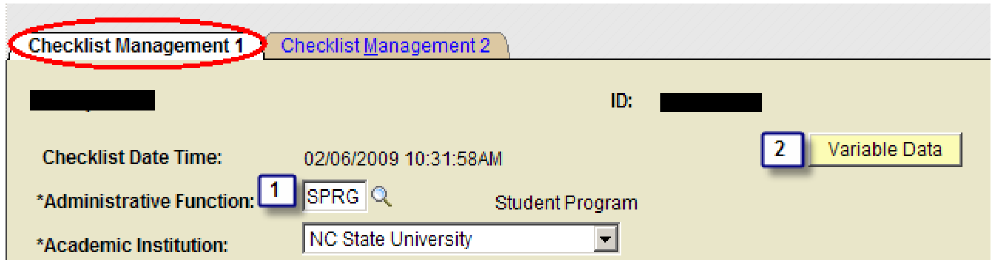


Step 2



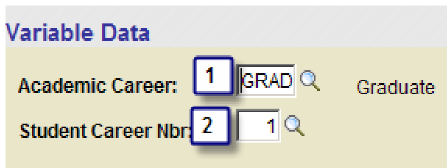
Click 

Step 3



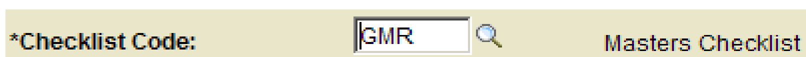
1. Select the Administrative Function SPRG
2. Retrieve Variable Data

Step 4



1. Choose career and
2. Career number.

Step 5



Choose the correct checklist code. Use the  to search for appropriate values.

Click 

Discontinuation, Dismissal, Leave, Matriculation, and Withdrawal Actions

Terminate Without Prejudice

This action is used for an administrative withdrawal and implies that the student is in good academic standing at the time of the termination, and is eligible to return to Graduate School to finish if so desired. This action is the correct one if a student moves away, or becomes too ill to continue his program.

Action is initiated by the Director of Graduate Programs via a form letter request, and must be approved by a Graduate School Associate Dean. When the action is approved and entered into SIS by the College Liaison, a copy of the form is return to the DGP with the Graduate Associate Dean's approval signature added at the bottom.

Note: There is no distinction made between an international student and a domestic student.

Reminder

Users must notify the Registrar in writing with instructions for the disposition of any enrollments for the affected student if this action is to be effective during a term in which the student is enrolled in classes (*drop classes, move to NDS career, etc*).

Navigation

Student Information System Homepage > Student Records Tile > Career and Program Information Folder > Student Program/Plan

Procedures

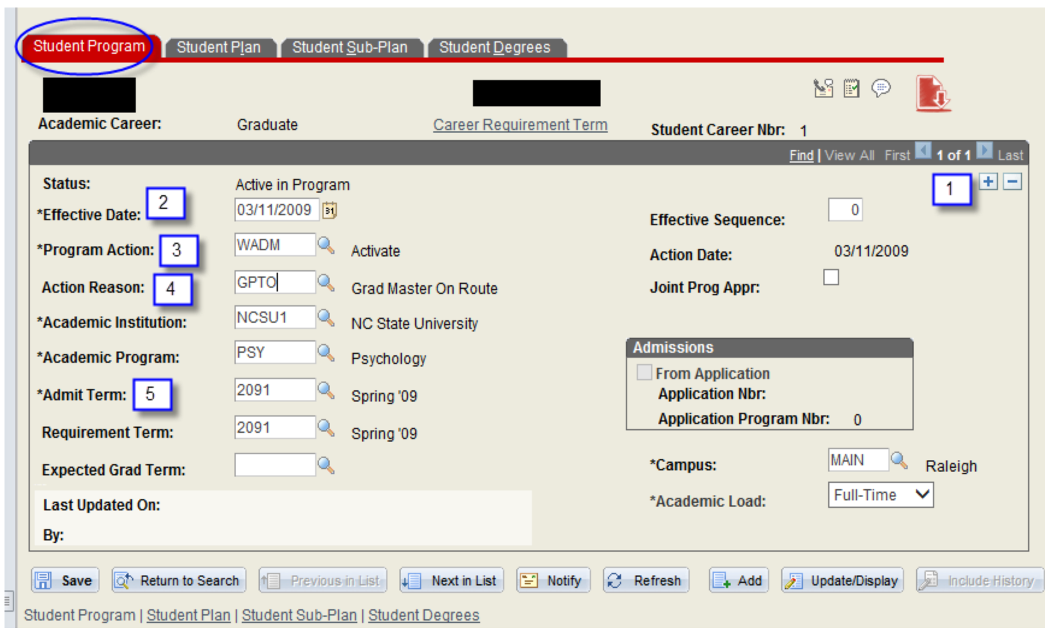
Note that if student is active in more than one program, you must enter this action on all active grad student career numbers. You must enter the following information on the Student Program tab.

Enter student's name or EMPLID

Click SEARCH

Select appropriate graduate student career number

On the Student Program tab (be sure that Include History is pressed before continuing):



1. Click on  to Add a Row (Note, you must be on Row #1 

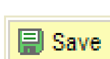
when you add a new row).

2. Current date defaults; do not change unless necessary.

3. Program Action = WADM

4. Action Reason = GPTO

5. Admit Term - choose the term for which the termination action is effective

Click 

Navigation Student Information System Homepage > Student Records Tile > Enroll Students Tile > Student Milestones

Procedures Note that if student is active in more than one program, you must enter this action on all active grad student career numbers. You must enter the following information on the Student Program tab.

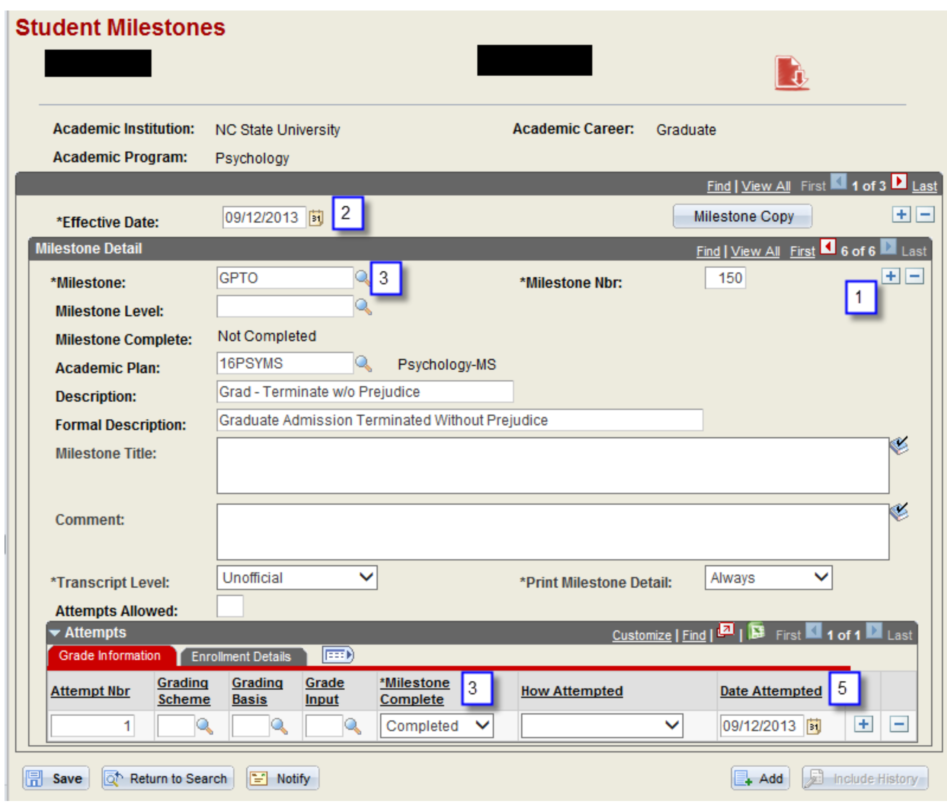
Enter student's name or EMPLID

Click SEARCH

Select appropriate graduate student career number

1. Click on [+] to Add a Row (Note, you must be on Row #1 1 of 3 when you add a new row).
2. Effective date defaults; do not change unless necessary.
3. Milestone = GPTO (Description and Formal Description automatically fill)
4. Milestone Complete- choose completed
5. Date Attempted- choose the date for which the termination action is effective

Click Save



Termination of Program

This action is used when the student is being terminated for academic reasons, such as failure to maintain a 3.0 GPA, or failing the preliminary or final oral examination.

Action is initiated by the Director of Graduate Programs via a termination form request, and must be approved by a Graduate School Associate Dean. When the action is approved and entered into SIS by the College Liaison, the form is scanned to the student's electronic file.

Note that there is no distinction made between an international student and a domestic student.

Reminder

Users must notify the Registrar in writing with instructions for the disposition of any enrollments for the affected student if this action is to be effective during a term in which the student is enrolled in classes (*drop classes, move to NDS career, etc*).

Navigation

Student Information System Homepage > Student Records Tile > Career and Program Information Folder > Student Program/Plan

Procedures

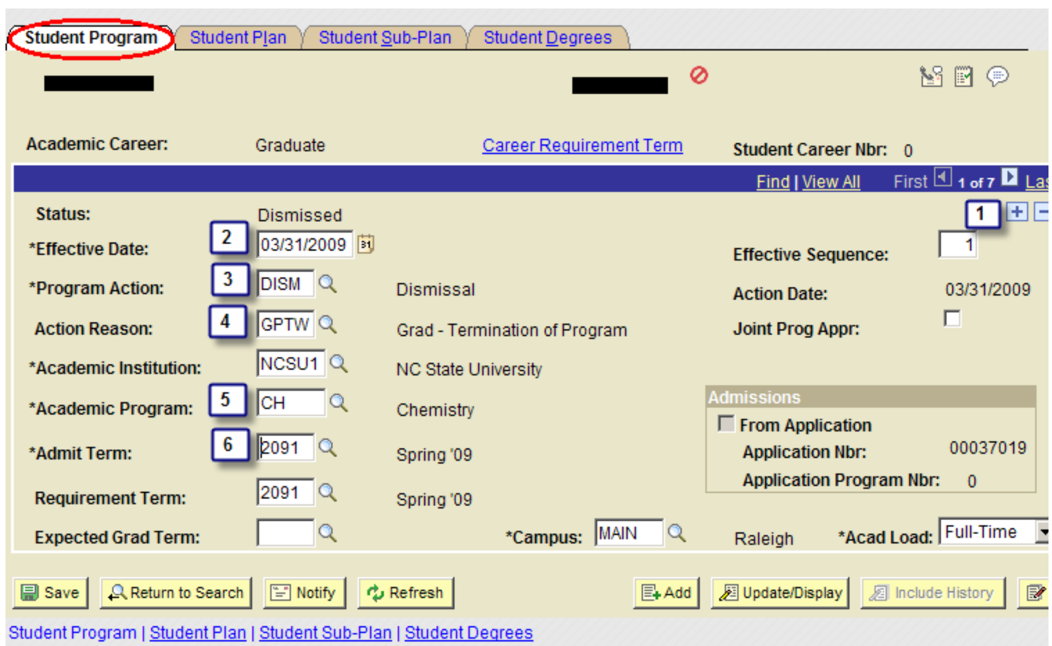
Note that if student is active in more than one program, them you must enter this action on all active programs. You must enter the following information on the Student Program tab.

Enter student's name or EMPLID

Click SEARCH

Select appropriate graduate student career number

On the Student Program tab (be sure that Include History is pressed before continuing):



1. Click on  to Add a Row (Note, you must be on Row #1 

when you add a new row).
2. Current date defaults; do not change unless necessary.
3. Program Action = DISM
4. Action Reason = GPTW

5. Academic Program - choose the new program from menu
6. Admit Term - choose the term for which the new program/plan is effective

Click 

Program Termination for Non-Compliance With Continuous Registration Requirement

This action is used for students who fail to register continuously for fall and spring semesters, and have not requested and received approval for a leave of absence.

Action is initiated by the Director of Graduate Programs via a form letter request, and must be approved by a Graduate School Associate Dean. When the action is approved and entered into SIS by the College Liaison, a copy of the form is returned to the DGP with the Graduate Associate Dean's approval signature added at the bottom.

Note: There is no distinction between an international student and a domestic student.

Reminder

Users must notify the Registrar in writing with instructions for the disposition of any enrollments for the affected student if this action is to be effective during a term in which the student is enrolled in classes (*drop classes, move to NDS career, etc*).

Navigation

Student Information System Homepage > Student Records Tile > Career and Program Information Folder > Student Program/Plan

Procedures

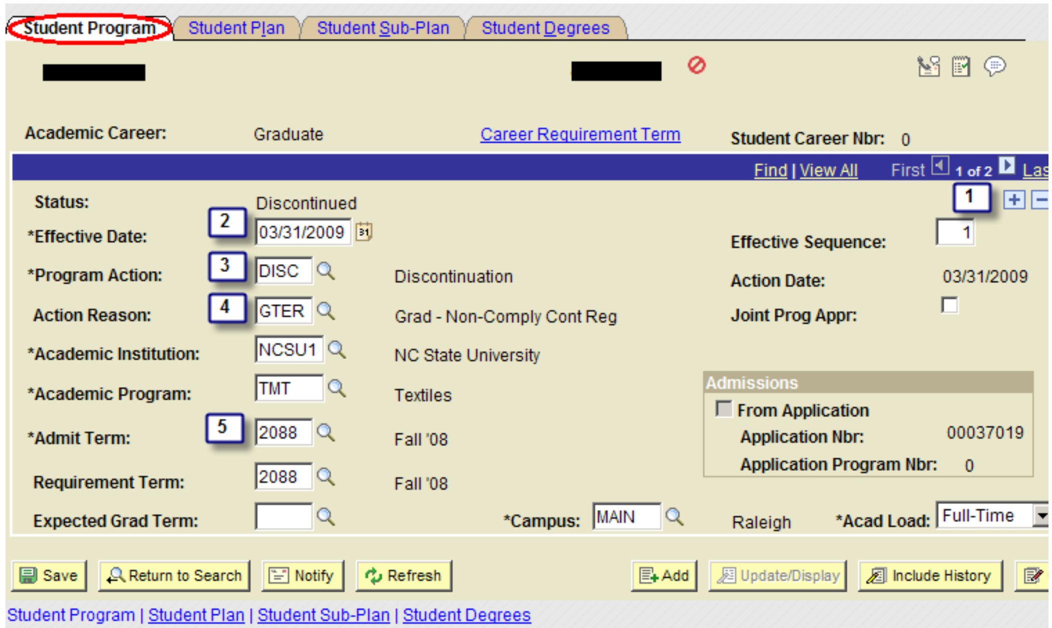
Note that if student is active in more than one program, then you must enter this action on all active programs. You must enter the following information on the Student Program tab.

Enter student's name or EMPLID

Click SEARCH

Select appropriate graduate career record

On the Student Program tab (be sure that Include History is pressed before continuing):



1. Click on  to Add a Row (Note, you must be on Row #1 

when you add a new row).
2. Current date defaults; do not change unless necessary.
3. Program Action = DISC
4. Action Reason = GTER
5. Admit Term - choose the term for which the termination action is effective

Click 

Reinstatement

This action is used when the student was terminated and is now approved to be reinstated (into the same program).

Action should have an Associate Dean's approval and a confirming letter is mailed to the DGP.

Note: There is no distinction made between an international student and a domestic student.

Navigation

Student Information System Homepage > Student Records Tile > Career and Program Information Folder > Student Program/Plan

Procedures

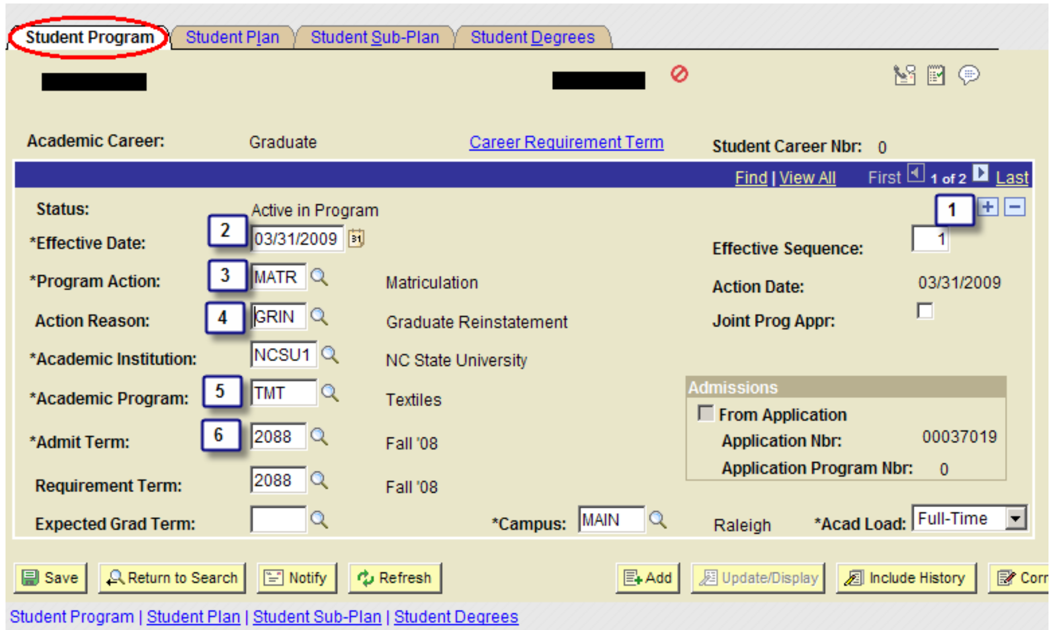
Be sure that Include History has been pressed, and student should have a termination action on the program stack.

Enter student's name or EMPLID to locate his records

Click SEARCH

Select appropriate graduate career record

On the Student Program tab:



1. Click on [+] to Add a Row (Note, you must be on Row #1 [1 of 3] when you add a new row).
2. Current date defaults; do not change unless necessary.
3. Program Action = MATR
4. Action Reason = GRIN
5. Academic Program - leave the auto-populated information as is, since you are reinstating to the same program from which the student was previously terminated.
6. Admit Term - choose the term for which the reinstatement is effective (can be a current or future term)

Click [Save]

Leave of Absence and Return From Leave

A student in good academic standing who must interrupt his/her graduate program for good reasons may request a leave of absence from graduate study for a definite period of time, not to exceed one year within a given graduate degree program. The student should initiate the request with the chair of his/her advisory committee and have it approved by his/her Director of Graduate Programs (DGP) before the DGP submits it to the Graduate School. The Graduate School should receive the request, in the form of a letter or e-mail from the DGP, at least one month prior to the first day of the term involved.

Navigation Student Information System Homepage > Student Records Tile > Career and Program Information Folder > Student Program/Plan

Reminder Leaves of Absence in SIS require entry of a *Leave* action and a *Return From Leave* action.

FUTURE DATED LEAVE OF ABSENCE (LOA)

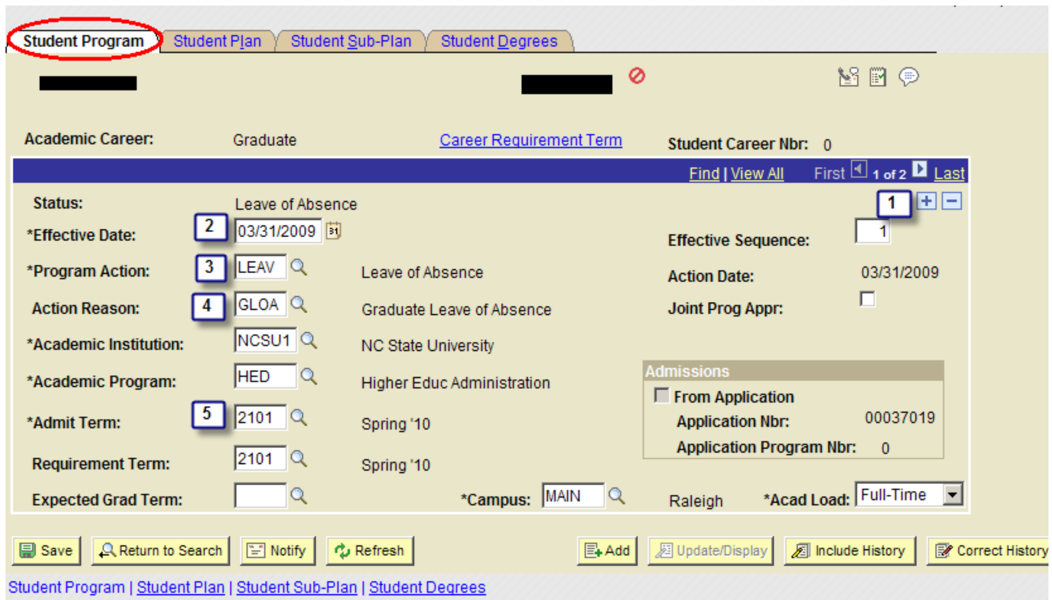
1. Future date the leave action to the start of the effective term, prior to Census.
2. At the same time, add another row with Return From Leave of Absence (RLOA) effective the start date of the next subsequent term (after Census) following the last term for which leave was requested.

Step 1 Enter student's name or EMPLID to locate his records

Press SEARCH

Select appropriate graduate career record

Step 2 On Student Program tab:



1. Click on  to Add a Row (Note, you must be on Row #1 

when you add a new row).

3. Future date the leave action to the start of the effective term.

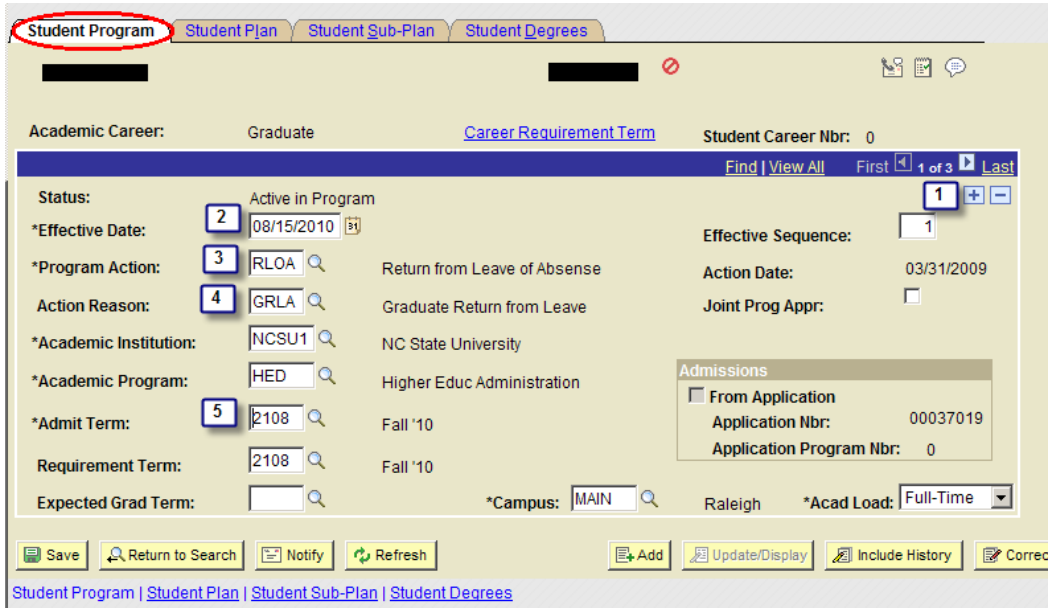
2. Program Action = LEAV

3. Action Reason = GLOA

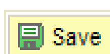
4. Admit Term - choose the first term for which Leave of Absence was approved.

Click 

Step 3 To enter the *Return From Leave* action: On Student Program tab:



1. Click on  to Add a Row (Note, you must be on Row #1  when you add a new row).
2. The effective date is the start date of the next term following the last term for which leave was requested.
3. Program Action = RLOA
4. Action Reason = GRLA
5. Admit Term – choose the next term following the last term for which leave was requested.

Click 

Retro-Active Leave of Absence

Reminder

To enter a Leave of Absence, you must enter (1) the beginning date and (2) the date the student is expected to return in two separate steps in SIS.

IN-TERM OR RETROACTIVE LOA – A LOA for a given term when the current date is after the term's census date

1. If the student is still active, enter a LOA effective today.

   NOTE: If the student is discontinued, you will first have to "Correct History" to remove the DISC row. See the Graduate Records Supervisor for this action.

2. At the same time, add another row with Return From Leave of Absence (RLOA) effective the start date of the next term following the last term for which leave was requested.

Thesis and Dissertation Record Management

Thesis and Dissertation Review

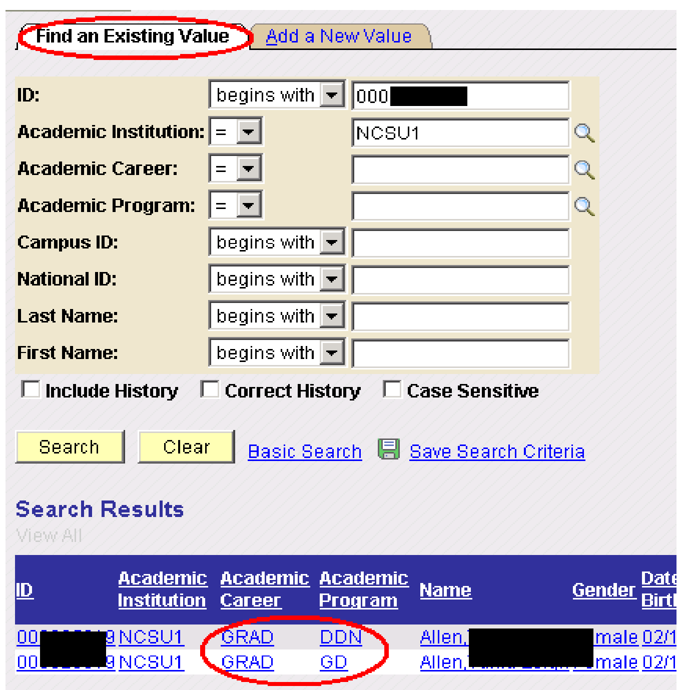
Objectives This section provides step-by-step procedures for manually updating existing program milestone records for thesis and dissertation review.

Navigation Student Information System Homepage> Student Records Tile > Enroll Students > Student Milestones

Page Steps Enter student's name or EMPLID

Click SEARCH

Select appropriate milestone program record if more than one exists



On the Student Milestones tab:

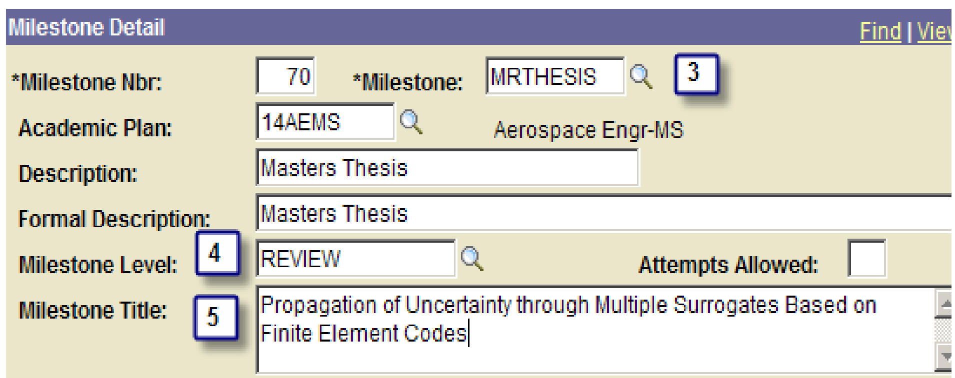
1. Click on  to Add a new Effective Dated Row (Note, you must be on Row #1 

when you add a new row).

2. Current date defaults; do not change unless necessary. Milestones are allowed only one row per effective date. Once a record has been saved and closed, it may not be updated unless another row is added with a different effective date. Users may retroactively-date rows as long as the effective date used is after the effective date of the previous row. If the Review and Acceptance are on the same date, retro-actively date the Review row to the day prior to the current date, and then enter the current effective date for the Acceptance Row. That way it will not delay appearance on the transcript.

3. On the Student Milestones tab, 

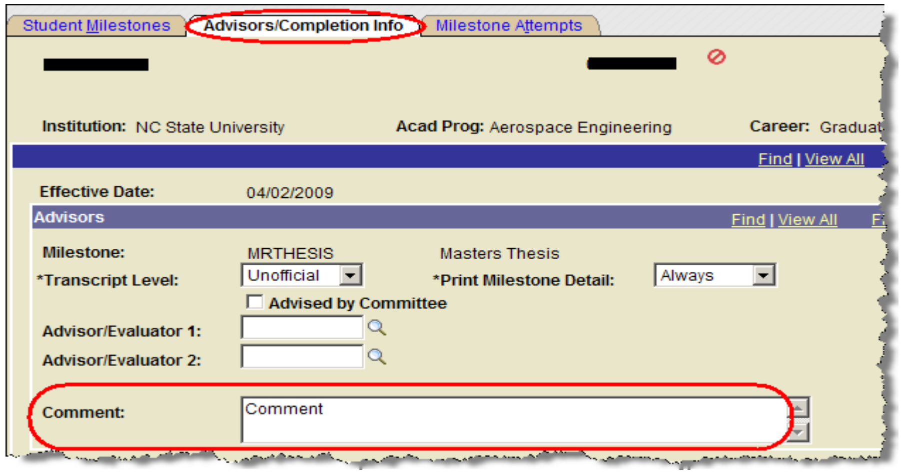
, find appropriate milestone: MRTHESIS - Thesis OR DRDISSERTA - Dissertation.



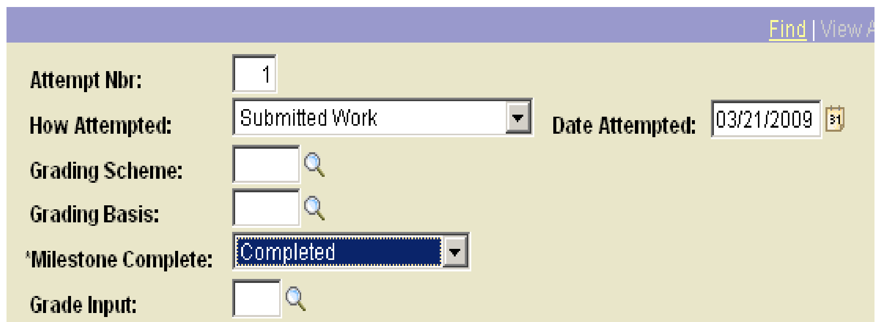
4. Milestone Level = Choose Reviewed

   Enter official title (This will appear on unofficial transcript.)

5. Internal comments can be added on the Advisors/Completion Info tab.



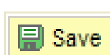
6. On the Milestone Attempts tab:



How attempted = Submitted Work

Date attempted = Date Attempted

Milestone Complete = Completed

Click 

Thesis and Dissertation Acceptance

Objectives

This section provides step-by-step procedures for manually updating existing program milestone records for thesis and dissertation acceptance.

Navigation

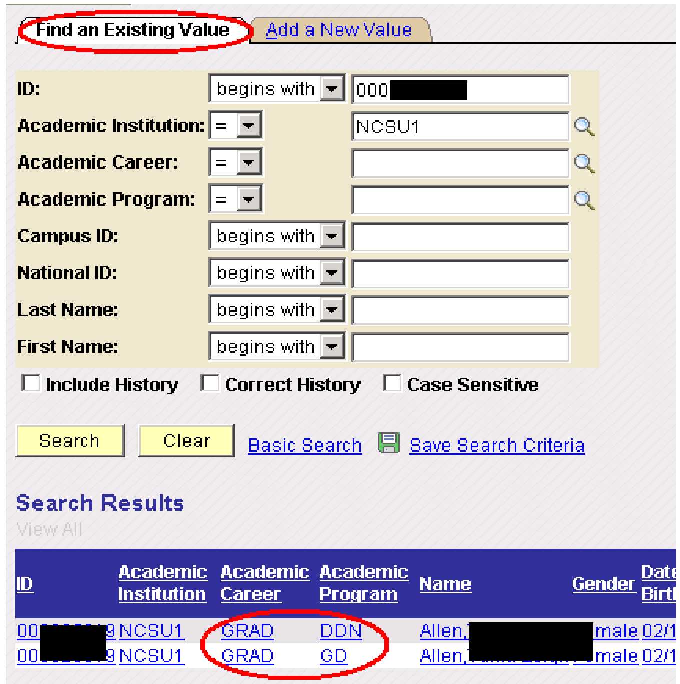
Student Information System Homepage > Student Records Tile > Enroll Students Folder > Student Milestones

Page Steps

Enter student's name or EMPLID

Click SEARCH

Select appropriate milestone program record if more than one exists

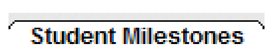


On the Student Milestone tab:

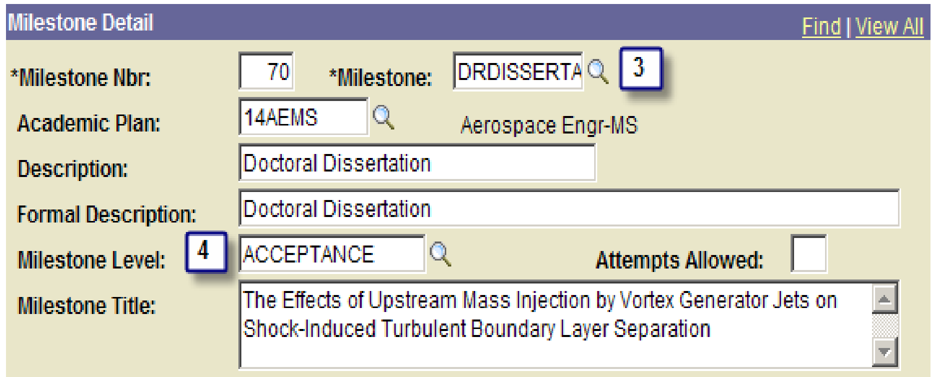
1. Click on  to Add a new Effective Dated Row (Note, you must be on Row #1 

when you add a new row).

2. Current date defaults; do not change unless necessary. Milestones are allowed only one row per effective date. Once a record has been saved and closed, it may not be updated unless another row is added with a different effective date. Users may retroactively-date rows as long as the effective date used is after the effective date of the previous row. If the Review and Acceptance are on the same date, retro-actively date the Review row to the day prior to the current date, and then enter the current effective date for the Acceptance Row. That way it will not delay appearance on the transcript.

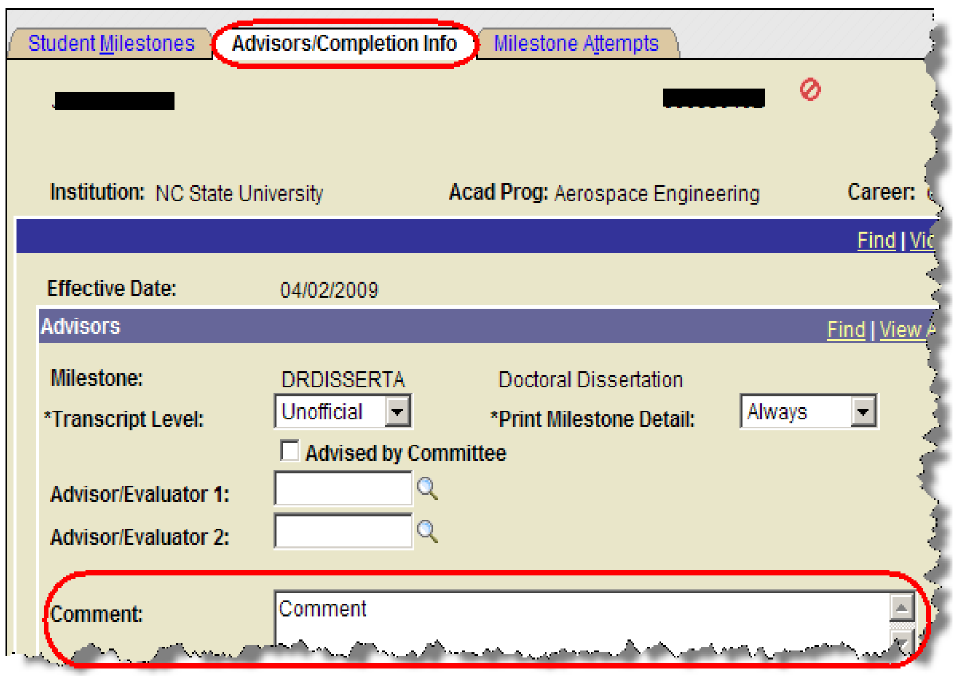
3. On the Student Milestones tab, 

, find appropriate milestone: MRTHESIS - Thesis or DRDISSERTA – Dissertation

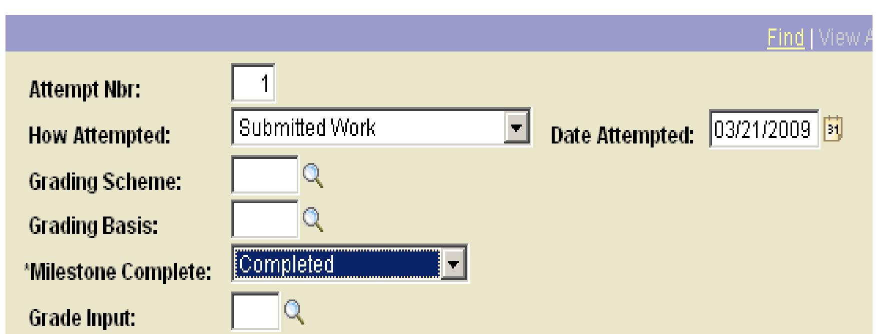


4. Milestone Level = Acceptance

5. Internal comments can be added on the Advisors/Completion Info tab.



6. On the Milestone Attempts tab:



How attempted = Submitted Work

Date attempted = Date Attempted

Milestone Complete = Completed

Click 

Graduation Clearance

Objectives

This section covers processing student's Applications for Graduation.

Reminder

Applications for Graduation replace Diploma Order Request cards. The application for graduation provides the means of building graduation listings and commencement bulletins. The Graduate School should start to receive summer applications toward the middle of the spring term. Some Spring grads don't quite make the spring graduation deadlines and they consequently become summer grads. When this happens, the students need to submit a new application for summer graduation.

In SIS, a student's name will not be included on a graduation list UNLESS there is an application on file for the specified term, whether submitted by the student themselves, entered by an academic department or entered in the Graduate School.

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 Folder > Query Viewer

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

List of Queries

SIS_GRAD_ALPHALIST_ALL_LIAISON

For all students on Graduation Approval List ,, any students with an incomplete or missing checklist or milestone item for Application Status of Departmental Review Complete (DR), College Hold (CH),College Cleared (CC) or Complete - Approved (AC).

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

SIS_GRAD_ALPHALIST_ONE_LIAISON

For all students on Graduation Approval List ,, any students with an incomplete or missing checklist or milestone item for Application Status of Departmental Review Complete (DR), College Hold (CH),College Cleared (CC) or Complete - Approved (AC).

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

SIS_GRAD_CHKLST_CMPLT_NOGC

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

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.

SIS_GRAD_WATCHLIST_ALL_LIAISON

List of all students on the watchlist

The watchlist contains all students whose Application Status is Departmental Review Complete, Complete - Approved, College Cleared or College Hold and who have any incomplete milestones or checklist items, or who have a thesis or dissertation whose Thesis Review Status is REVIEW.

SIS_GRAD_WATCHLIST_ONE_LIAISON

List of students on a specific liaison’s watchlist.

The watchlist contains all students whose Application Status is Departmental Review Complete, Complete - Approved, College Cleared or College Hold and who have any incomplete milestones or checklist items, or who have a thesis or dissertation whose Thesis Review Status is REVIEW.

Graduate Commencement Bulletin

Objectives The commencement bulletin is prepared for delivery to the Registrar.

Reminder Request production of the commencement bulletin from the Graduate School IT Group.

Graduation Checkout (Processing Graduation Applications)

Objectives Final step in clearing students for graduation is approval by the Graduate School.

Reminder All checklist items, checklists and milestones must be completed, received, passed unconditionally, waived or deleted (in the case of milestones or duplicate checklists) prior to final checkout. Here are some handy tips for finalizing checklists and milestones.

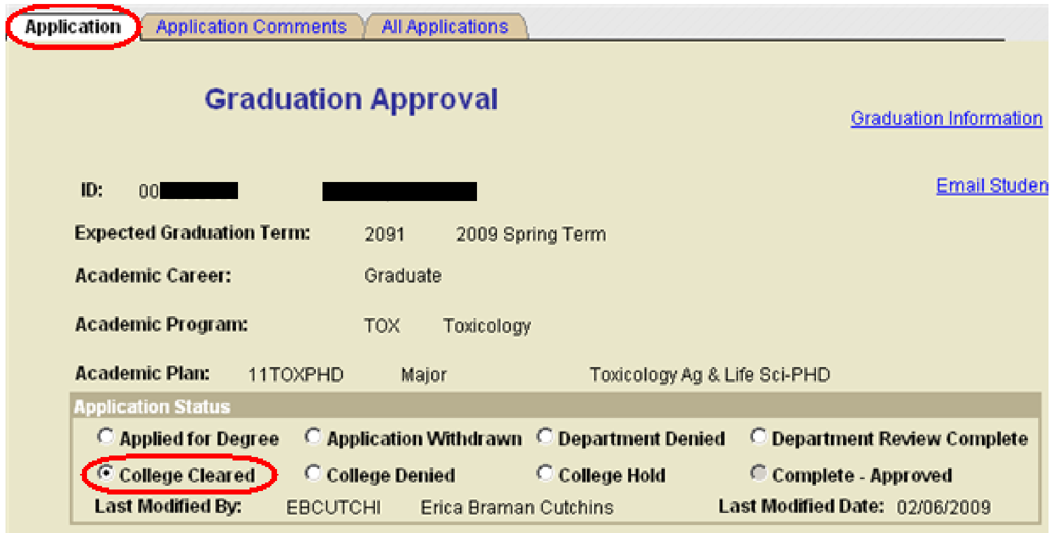
- Inapplicable checklist items may be waived.
- Inapplicable milestones must be deleted.
- Student is mixed option B plans will always have inapplicable checklist items and milestones.
- Students with co-majors have milestones assigned to each program. The milestones related to the *co-major* program should be deleted.
- Once all checklist items are appropriately updated, the status of the checklist should be marked completed.
- Masters students in thesis optional plans who opt for the non-thesis option will always have an inapplicable thesis milestone that needs to be deleted with a new effective dated row.

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

Step 1 Enter student's name or EmplID

Click Search

Step 2



Choose – College Cleared”. **Students marked college cleared will receive a degree in the plan you have cleared them in. Do not clear students until all grades are in and all other degree requirements are met.**

Click 

APPLYING TO GRADUATE FOR A STUDENT

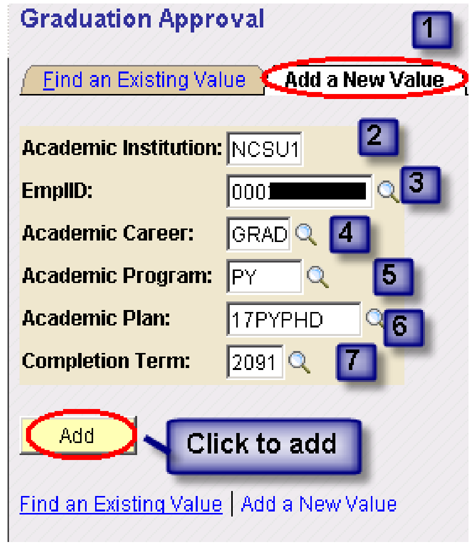
Objectives Graduate Records Staff can enter and process the application for graduation for students.

Reminder Students may create their own application through self-service. Directors of Graduate Programs and Graduate Services Coordinators may create graduation applications for students as well. 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 for a given academic term.

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

Step 1

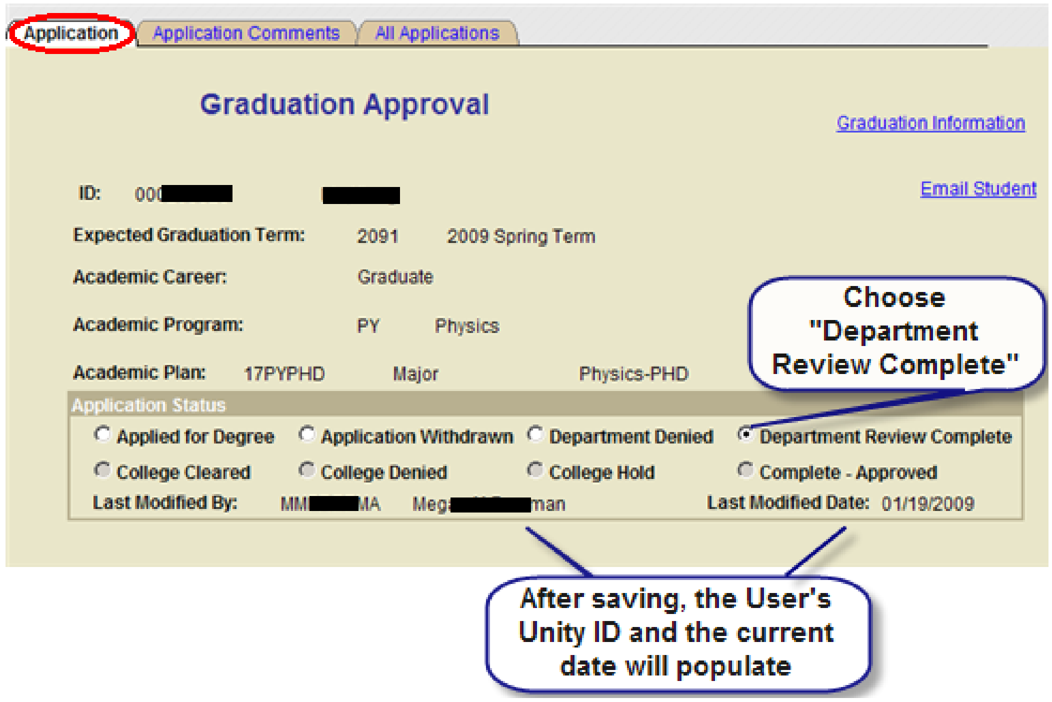
1. On the basic search screen for “Graduation Approval”, choose the “Add a New Value” Tab



2. Enter NCSU1 in Academic Institution if it is not already there.
3. Enter Student ID # in EmplID Field
4. Enter GRAD in Academic Career
5. Enter Academic Program
6. Enter Academic Plan
7. Enter anticipated graduation term

Step 2 Click Add

Step 3 On the "Application Tab", select "**Applied for Degree**"



Step 4 Click 

Keying in Graduation Attendance

Objectives This section provides steps for the Graduate School Graduation Coordinator to track which doctoral students plan to attend the University graduation ceremony in the RBC Center in order to create the graduation day walk list, coordinate the sponsor attendance and name pronunciation for the dean.

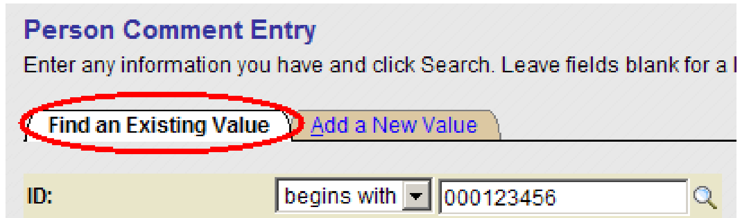
Reminder When each doctoral graduate completes the required Doctoral Graduation Acceptance Notification (DGAN) on the MyPack Portal, the Graduation Coordinator receives an email notification which prompts the entry of the graduation attendance info into SIS.

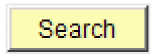
Navigation Student Information Systems Homepage > Student Records Tile > Comments Folder > Person Comment Entry

NOTE A new comment entry is added for all comments, including any time there is a change. The most recent submission is the one that will reflect in the Graduate School reports used for graduation.

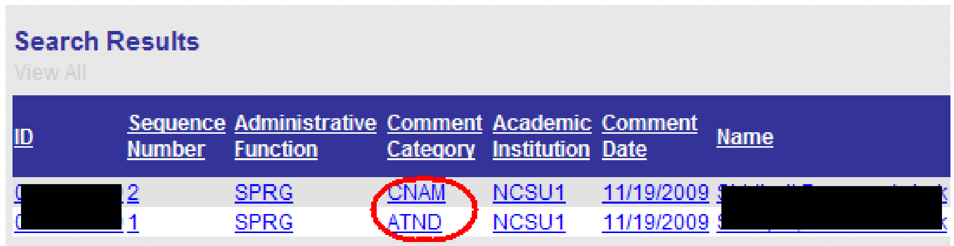
Tab Name Find an Existing Value – Used to see what is current and if a change needs to be made.

Step 1

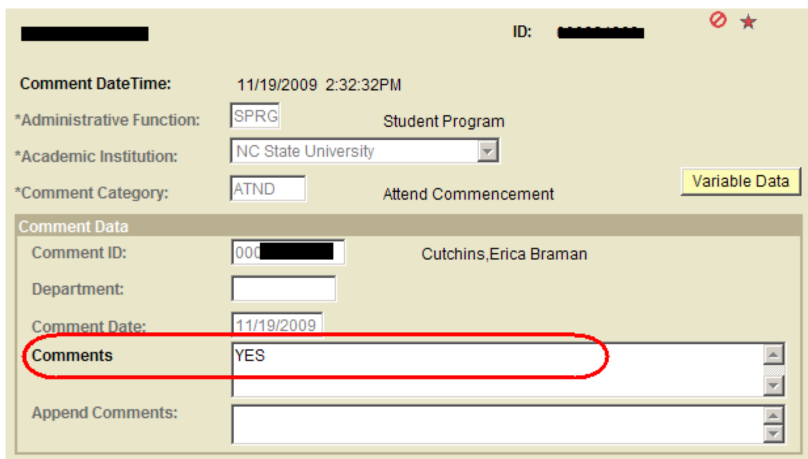


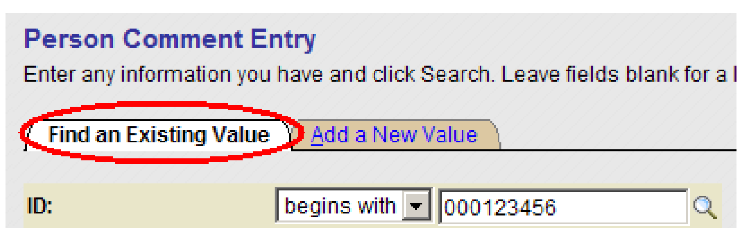
Enter the EmplID and click 

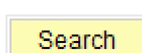
Step 2

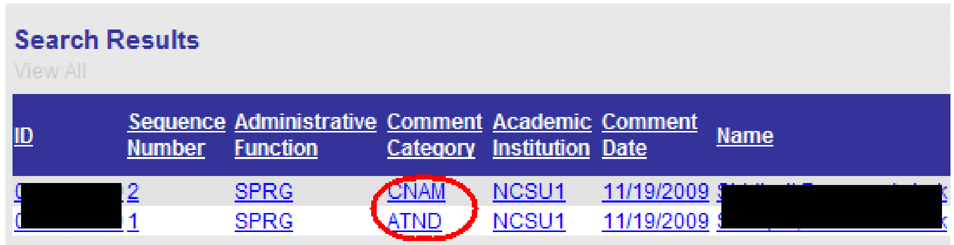


Click on the row you wish to view.



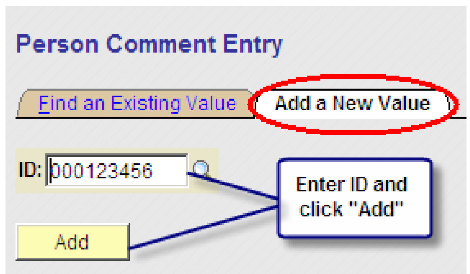


Enter the EmplID and click 

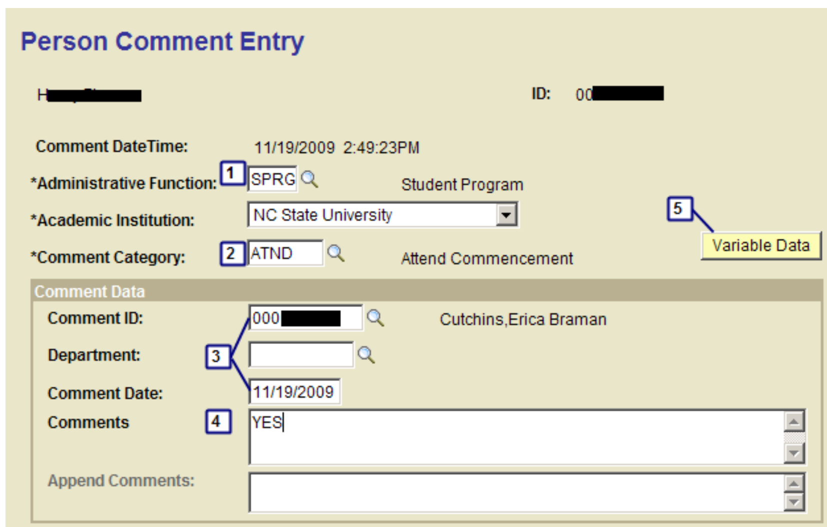


Click on the row you wish to view.

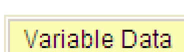
Tab Name Add a New Value – Used to add a new comment.

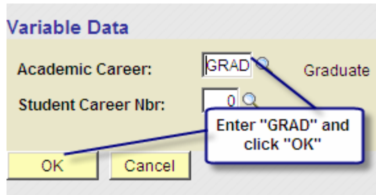


Step 1



1. Administrative Function= SPRG (Student Program)
2. Comment Category = ATND (Attend Commencement)
3. User ID and current date default
4. Comments = Enter “YES” or “NO” to indicate the student’s intent to attend graduation.

Step 2 Click 



Academic Career = GRAD

Click 

Click 

Keying in Name Pronunciation

Objectives

This section provides steps for the Graduate School Graduation Coordinator to manually add a comment that includes correct written pronunciation of a doctoral student's name who has reported they will attend the University graduation ceremony in the RBC Center.

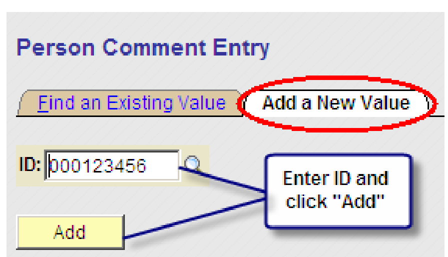
Reminder

A written and formal guide to pronunciation is provided by the student in the Doctoral Graduation Acceptance Notification (DGAN) submission. The information can be copied and pasted from the email the Graduation Coordinator receives.

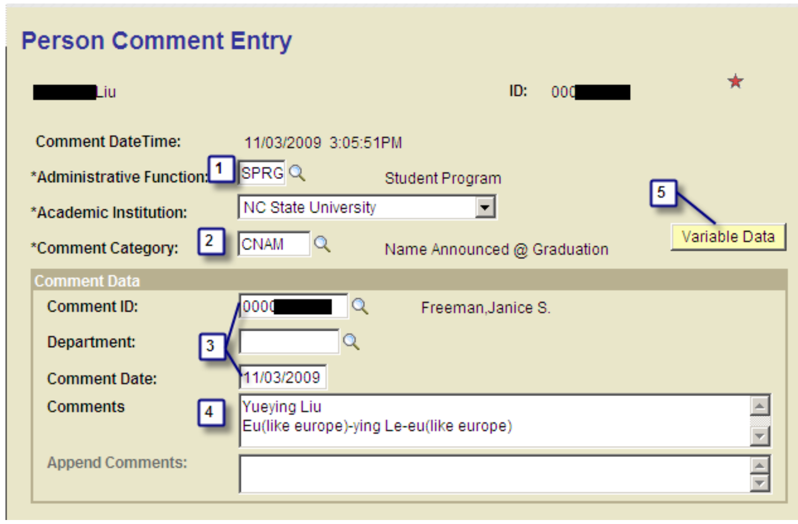
Navigation

Student Information Systems Homepage > Student Records Tile > Comments Folder > Person Comment Entry

Tab Name



Step 1



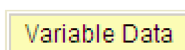
1. Administrative Function = SPRG (Student Program)

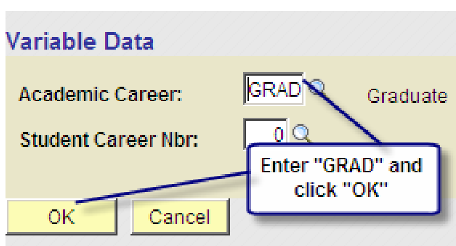
2. Comment Category = CNAM (Name Announced @ Graduation)

3. User ID and current date default

4. Comments = Copy and paste student's name and pronunciation.

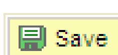
Step 2

5. Click 



Academic Career = GRAD

Click 

Click 

Keying in Sponsor Relationship

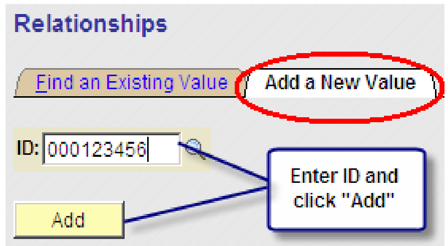
Objectives This section outlines the steps for the Graduate School Graduation Coordinator for entering the doctoral student selected NCSU faculty sponsor for the University graduation ceremony in the RBC Center.

Reminder Every Doctoral graduate student who plans to walk at the University graduation ceremony in the RBC Center will choose an NCSU faculty sponsor to walk with them and sit with them during the ceremony. When each doctoral graduate completes the required Doctoral Graduation Acceptance Notification (DGAN) on the MyPack Portal, the Graduation Coordinator receives an email notification which prompts the entry of the sponsor info into SIS.

Navigation

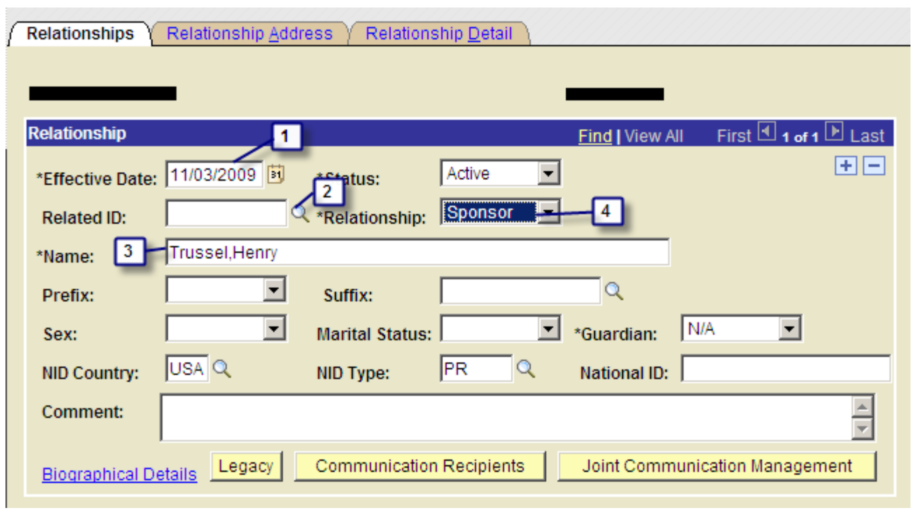
Student Information System Homepage > Student Profile Tile > Biographical Folder > Relationships

Tab Name



NOTE: The "Find an Existing Value" tab is used to view or update existing relationships. See instructions below.

Step 1



1. Effective date = defaults – do not change
2. Related ID = Use the magnifying glass to search for faculty member's name that is on the email Doctoral Graduation Acceptance Notification (DGAN).

   NOTE: Do not enter EmplID or leave it in this field after searching; panel will not save correctly unless this field is empty.
3. Name = When the magnifying glass is used to select the sponsor's ID, the name will auto populate.
4. Relationship = Sponsor
5. Return to Related ID and delete the ID number.

Step 2

Click 

Graduate Certificates

Overview

SIS provides a mechanism for use by directors of graduate certificate programs (DGCP) to request the Graduate School to activate already matriculated Graduate or Non-Degree Status (NDS) students into a formal graduate certificate plan in the Graduate career and to clear them for completion when the time comes. For active degree-seeking graduate students 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 student's intent and your agreement to have them activated into a graduate certificate plan in the graduate career. It is preferable that NDS students should 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.

Having the Graduate School activate the NDS students who are pursuing graduate certificates in the graduate career 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.

In order to activate any student in a graduate certificate plan, complete the "Graduate Student Certificate Plan Data Entry" form found on the graduate school forms page, and submit it to your Graduate School College Liaison.

Enrolling Students in Graduate Certificate Academic Plans

Objectives

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

Reminder

Academic program departments should notify the Graduate School as soon as possible of a student's intent and their agreement to have them activated into a graduate certificate program. Non-Degree Status students should 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.

Navigation

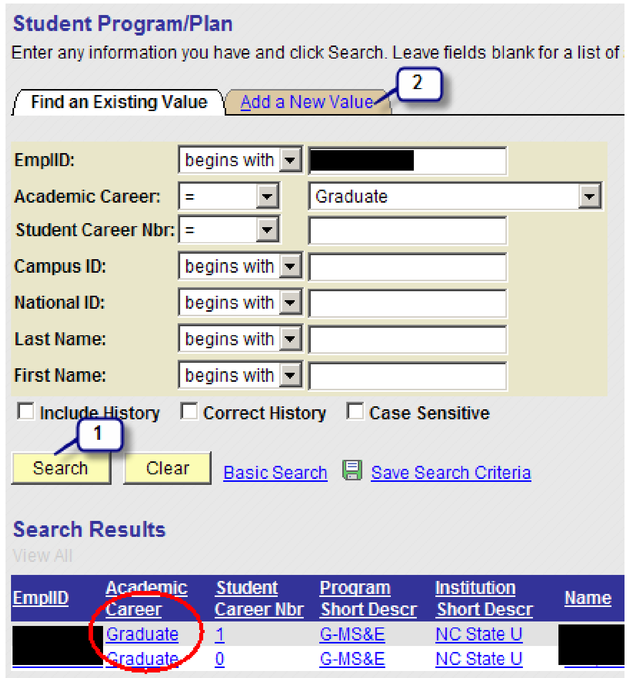
Student Information System Homepage > Student Records Tile > Career and Program Information Folder > Student Program/Plan

Page / Tab Name

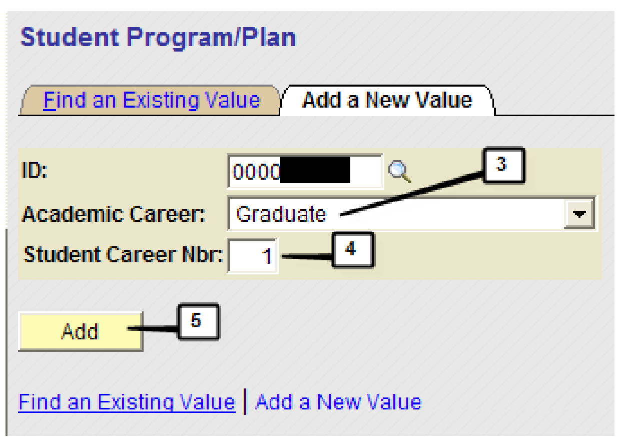
Student Program/Plan – Search

Step 1

Search for the student's program plan records to determine if there are existing graduate student career numbers

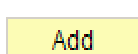


Step 2 Add a New Value

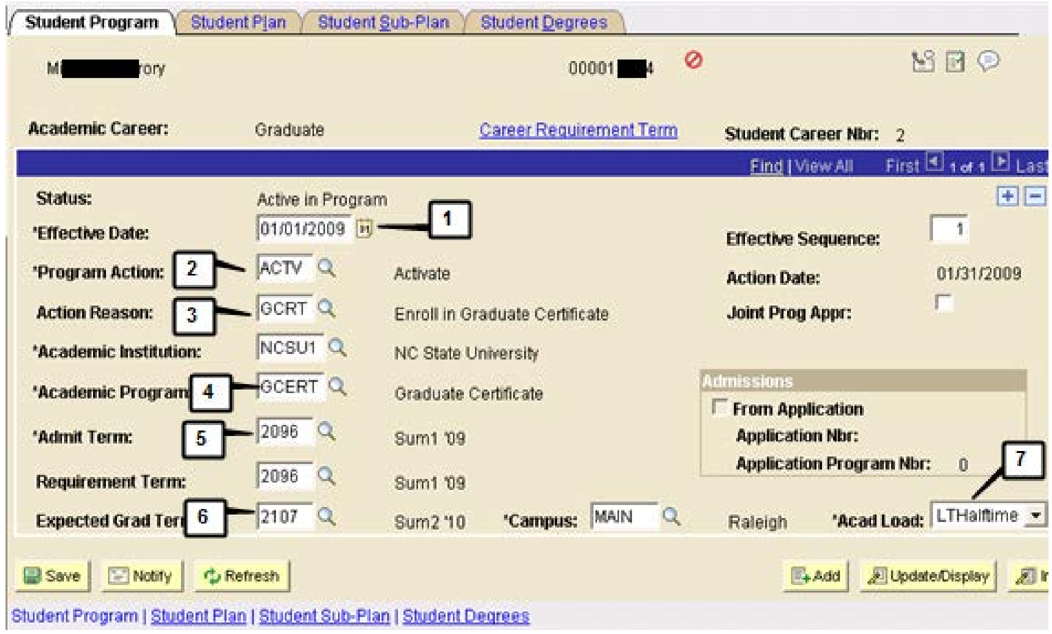


Step 3 Choose the Graduate Career

Step 4 Enter a student career number. If the student has previous student career numbers for the graduate career, increment the highest number by 1.

Step 5 Click 

Page / Tab Name Student Program/Plan – Student Program



Step 1 Current date defaults – Change to the date the student started the graduate certificate program.

NOTE: Entering a future effective dated row prevents administrators from accessing the record until that date is current.

Step 2 Program Action = ACTV - Activate - This is a required field.

Step 3 Program Reason = GCRT – Enroll in Graduate Certificate (EnrGradCer)

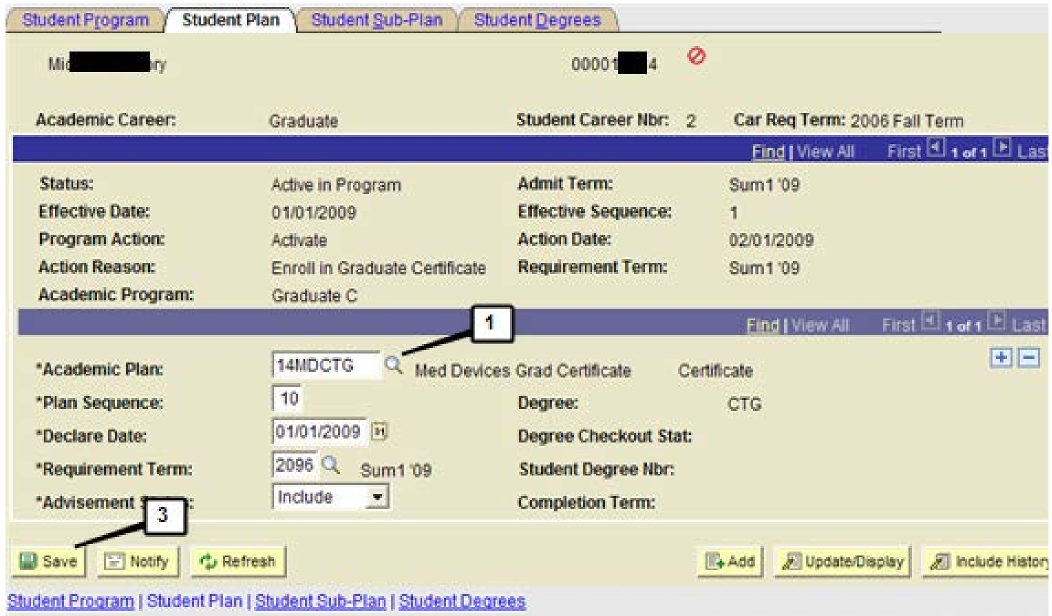
Step 4 Academic Program = GCERT Graduate Certificate. This is a required field.

Step 5 Admit Term - Indicated by the Director of the Graduate Certificate Program. This is a required field.

Step 6 Expected Grad Term = Enter if provided by the Director of the Graduate Certificate Program. This field is not required.

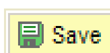
Step 7 Acad Load = LTHalftime.

Page / Tab Name Student Program/Plan – Student Plan



Step 1 Enter the certificate academic plan

Step 2 Enter any other information provided by the Director of the Graduate Certificate Program.

Step 3 Click 

Query for List of Students in a Minor or Certificate

Overview and Objectives

SIS_GRAD_CERTIF_MINOR_PLANS

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

See Graduate Checkout

Reminder

Students must be active in the certificate plan before they can be cleared to graduate. An application for graduation must be submitted by the student or added manually by an administrative user such as a Graduate Services Coordinator, a graduate program director or a Graduate Records Officer. Once the College Cleared status is set on the application for graduation and the Registrar is notified, the nightly batch process with post the degree to the transcript, add a completion record on the student program plan record and a certificate will be produced.

Student Comments

Adding Comments

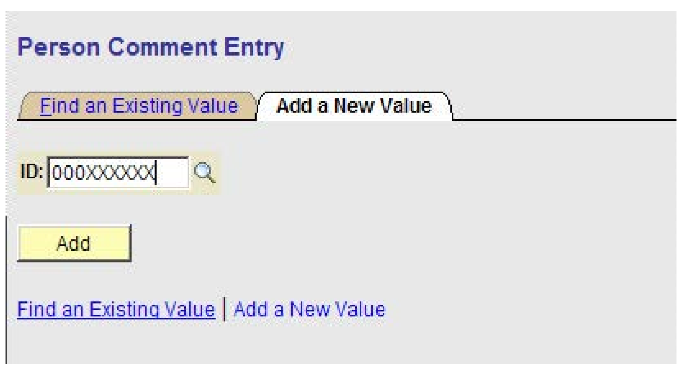
Objectives

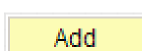
Graduate School Comments and Assistantship Exceptions can be entered by the Graduate Liaisons through Campus Community. The Director of Graduate Programs or Graduate Services Coordinator can view these exceptions.

Navigation

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

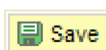
Page Steps



1. Enter ID
2. Click 

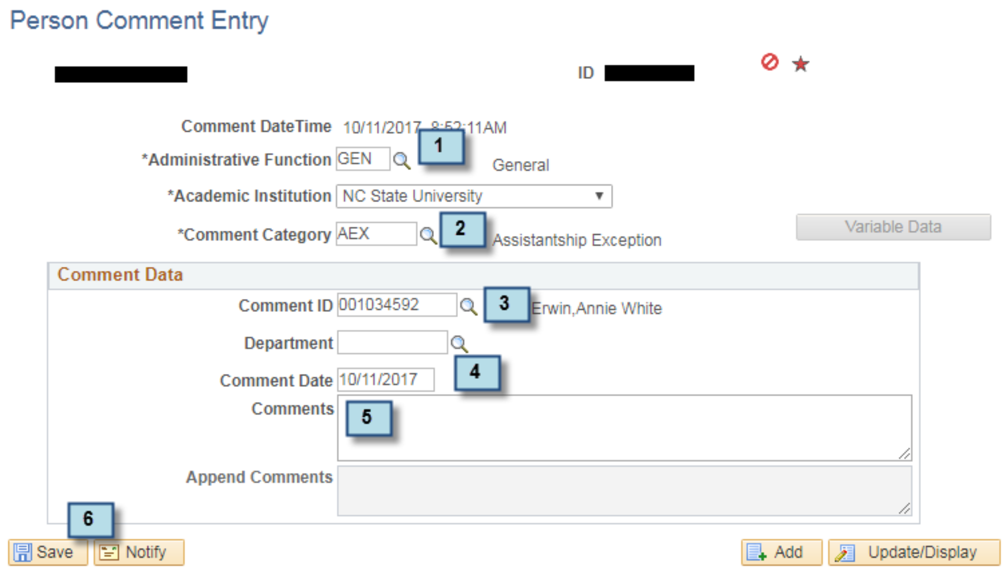
GS – Graduate School Comment

Page Steps

1. Administrative Function = GEN
2. Comment Category = GS Graduate School Comment
3. Comment ID = User's ID defaults
4. Comment Date = Date defaults to current day
5. Optional comments can be entered by user
6. Click 

AEX – Assistantship Exception

Page Steps



1. Administrative Function = GEN

2. Comment Category = AEX Assistantship Exception

3. Comment ID = User's ID defaults

4. Comment Date = Term for which exception applies

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

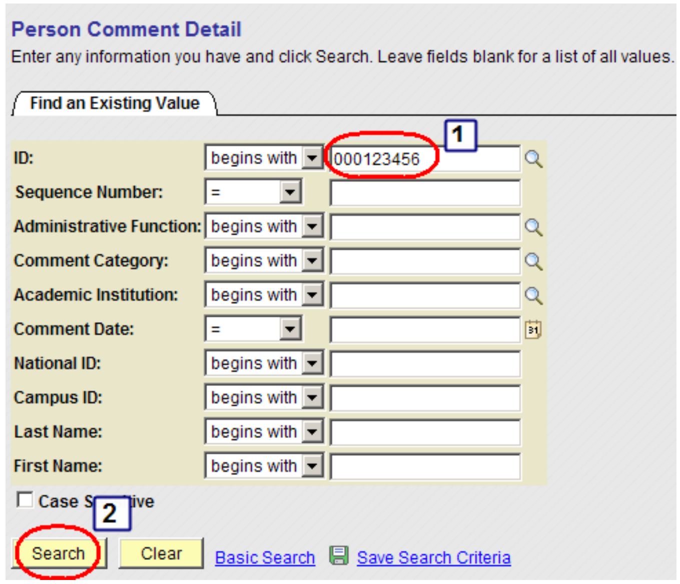
5. Optional comments can be entered by user

6. Click 

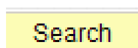
Viewing Comments

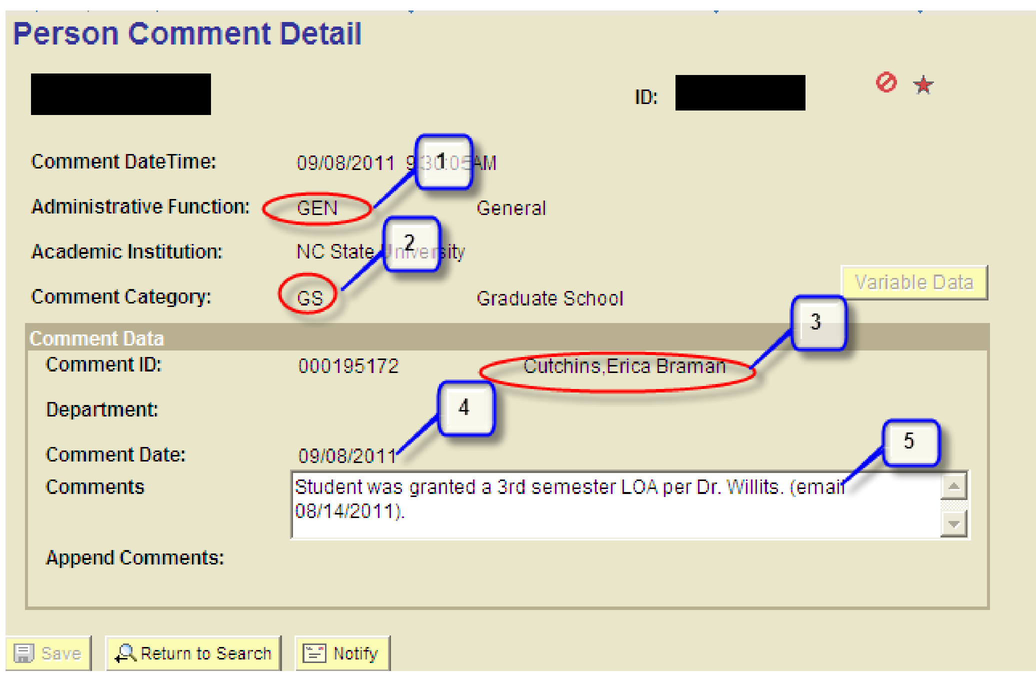
View GS - Graduate School Comments

Page Steps



1. Enter ID

2. Click 



1. Comment Category = GEN General

2. GS for Graduate School Comment

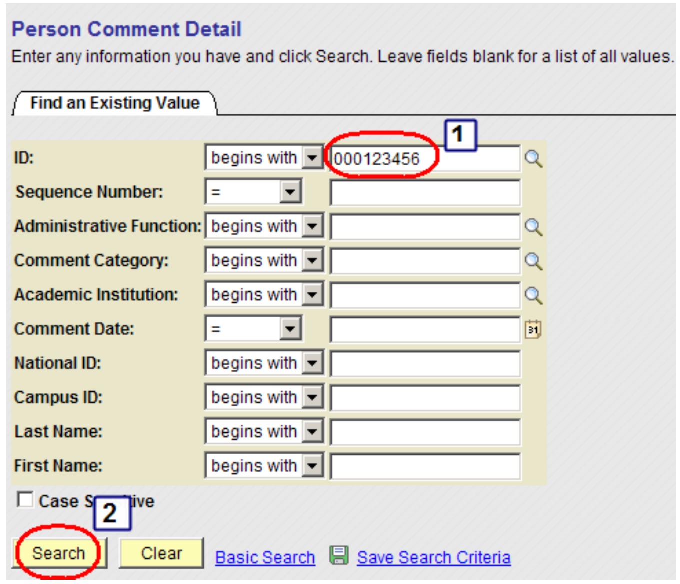
3. Liaison's name who entered comment

4. Comment Date = defaults to current day

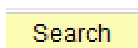
5. Optional comments can be entered by liaison

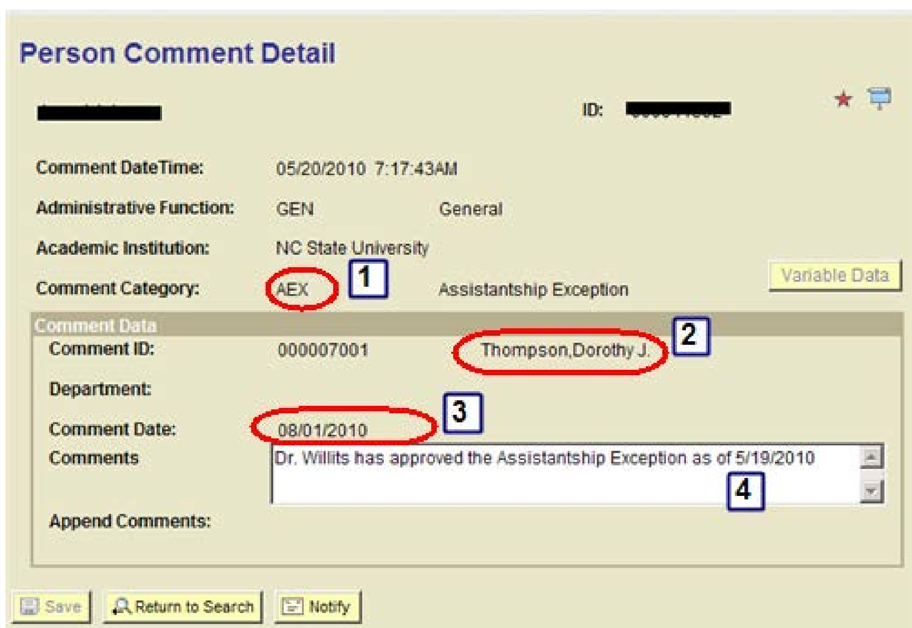
View AEX - Assistantship Exception

Page Steps



1. Enter ID

2. Click 



1. Comment Category = AEX Assistantship Exception

2. Liaison’s name who entered comment

3. Comment Date = Term for which exception applies

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

4. Optional comments entered by liaison

Graduate Student Support Plan and Graduate Appointments

GSSP Exception Request Evaluation

Objectives

Evaluation of GSSP Exceptions requests submitted by to the Graduate School for approval by the Graduate School Dean or their designee.

Reminder

The Director of Graduate Programs (or Graduate Services Coordinator designee) electronically submit the GSSP exception request forms to the Graduate School for approval. Exception requests should be submitted for the given semester by the deadline indicated on the Graduate School calendar.

Steps

The following criteria are used in evaluating the GSSP exception request.

1. Number of semesters of GSSP tuition benefits received by the student.

2. Detailed academic plan of completion provided by Director of Graduate Programs, including an approved plan of work.

3. Justification submitted by requesting department.

4. Student’s Transcript (navigation: Student Information Services > Records and Enrollment > Transcripts > Unofficial Transcript) – used especially when academic factors such as passing the preliminary exam or being on a leave of absence might influence the decision.

Once a decision has been made an email response is sent back to the person that made the request. The decision (approved or denied) is posted to a cumulative semester spreadsheet located in a shared google doc. A person comment is entered to indicate an exception approval.

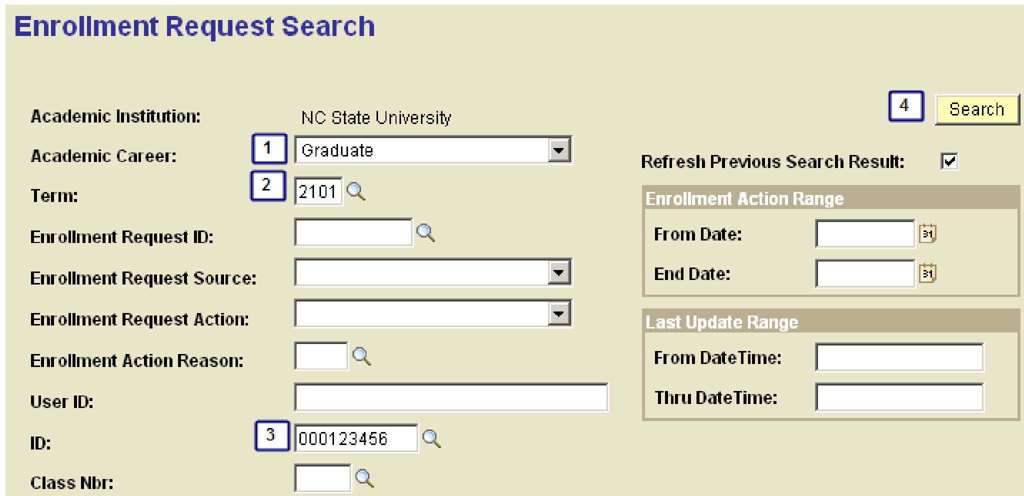
Enrollment Request Search

Objectives This section outlines procedures for accessing the enrollment history for a given student for a given term.

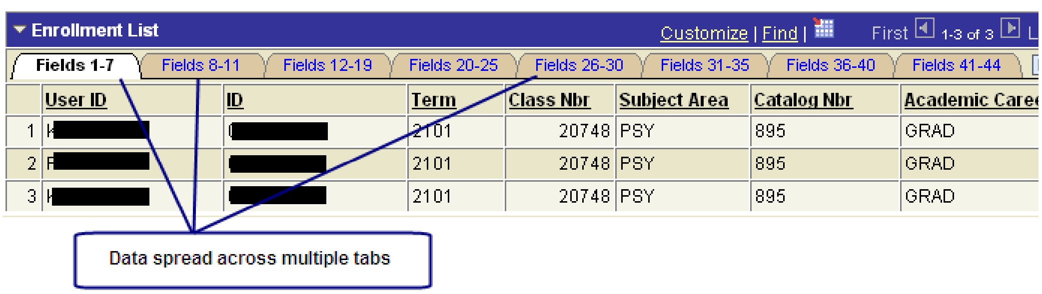
Navigation Student Information System Homepage > Student Records Tile > Enroll students Folder > Enrollment Request Search

Reminder This enrollment search only shows enrollment transactions since go-live in SIS. Refer to REG018 for any transactions that took place 1/30/09 or before.

Page / Tab Steps



1. Academic Career – Graduate
2. Term –
3. ID – Student's ID
4. Click Search



This search will return data spread across multiple tabs. Scroll across the tabs to get to the information on each one.

Graduate Admissions

Duplicate ID Resolution

Objectives

This section outlines procedures for identifying and resolving duplicate ID situations. A duplicate ID is defined as one person having more than one Emplid.

Reminder

It is extremely important to delete or void duplicate ID's as quickly as possible before the ID is distributed across units on campus (dining, financial aid, housing, health services, etc. etc.). Keeping duplicate ID's from distribution on campus not only eases the clean-up of the duplicate ID, but it also can save the recipient of the duplicate ID a lot of confusion and miss-communication.

The office of Registration and Records is charged with reviewing the duplicate ID report and will sending out the notifications that a duplicate ID has been generated. If the situation requires information to be moved to a different ID, it is imperative that this process occur the same day of the notification so the duplicate ID can be voided or deleted before the information spreads to additional units and systems.

Graduate Records Supervision

Objectives

Reminder

Replaces the use of PINS

Converting Student Records Tile From Legacy History

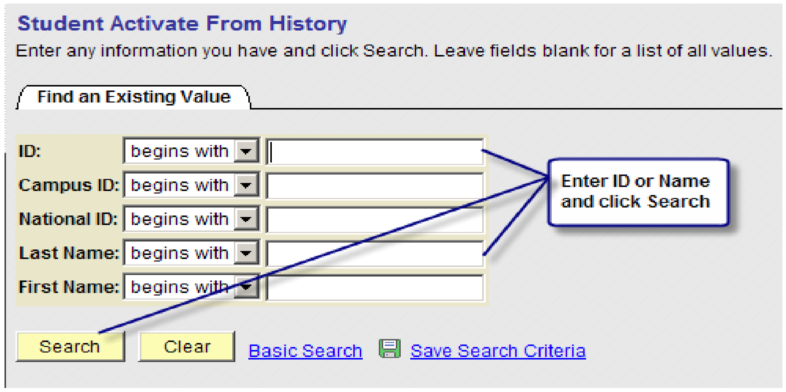
Objectives

To activate a student whose Student Records Tile were not converted with the SIS conversion in February 2009.

Navigation

Student Information System Homepage > Student Records Tile > Transcripts Folder > Student Activate From History

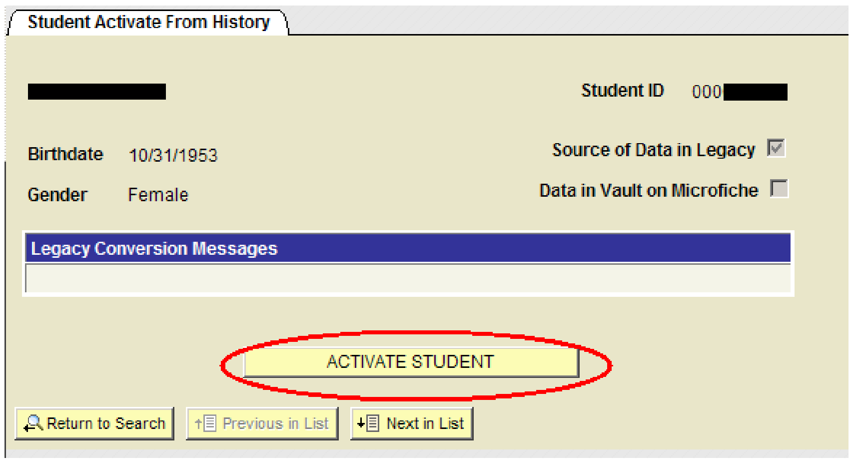
Step 1



Enter student's name or EMPLID

Click SEARCH

Step 2



Click the "Activate Student" button

Academic Structure Actions

Objectives

Reminder

Terminology

Academic Programs

Step 1 Update Instructor/Advisor - advisor program information, if necessary

Academic Plans

Step 1	For new academic plans a record must be added to the academic plan table.
Step 2	In the case of major type plans, until the legacy student system is completely retired, a legacy curriculum code must be created (legacy screen SSF002) and a record must also be added to the SIS Legacy Plan Crosswalk table.
Step 3	Update checklist mass change definitions.
Step 4	A plan milestone template must be created for each new academic plan.
Step 5	Create Graduate Plan of Work template
Step 6	Identify Directors of Graduate Programs and Graduate Services Coordinators (who by role definition have permission on Advising Registration Hold, graduate plan of work and departmental graduation clearance) and add the plan to each individual's security. Plans are required to make graduate plan of work workflow work properly

Academic Organizations

Step 1	Add a record to the academic organization table.
Step 2	Add a record to the academic organization tree.
Step 3	Update Program Owner, if necessary.
Step 4	Update Plan Owner, if necessary.

GRADUATE DEANS

SIS SECURITY ADMINISTRATION

New directors of graduate program and new Graduate Services Coordinators

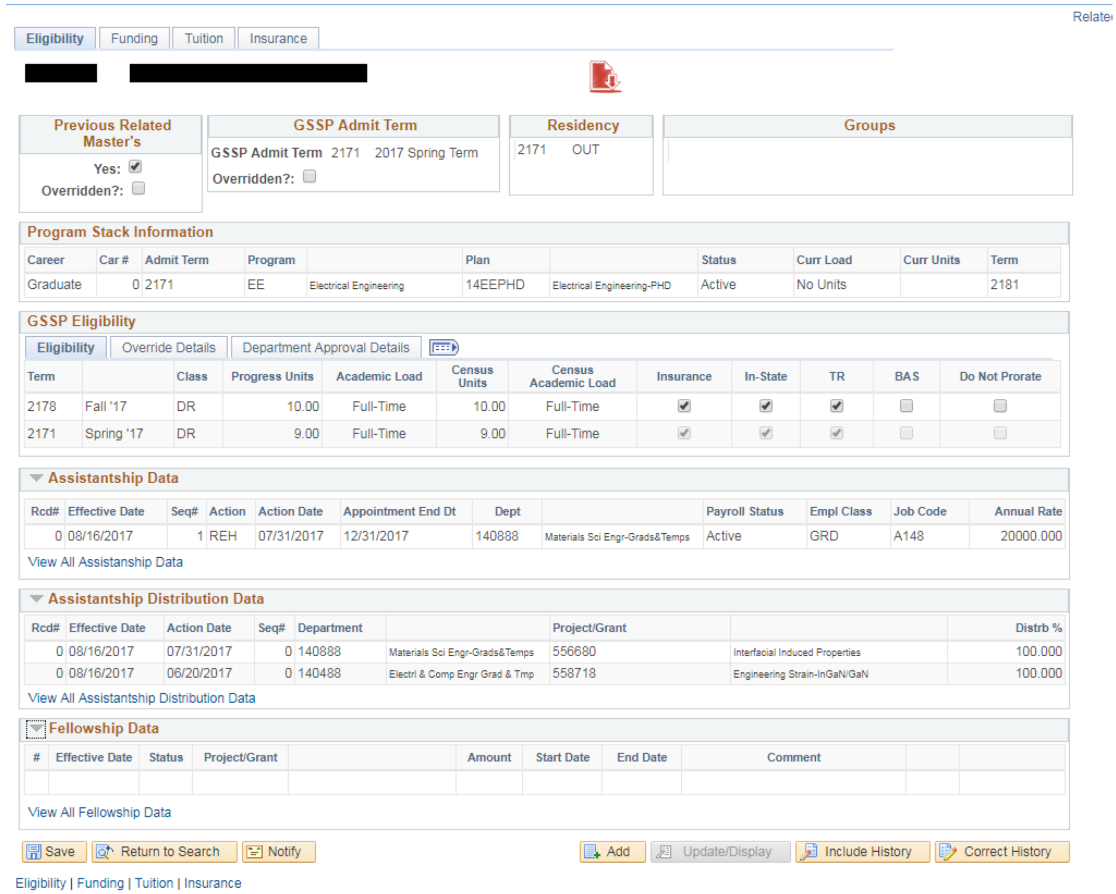
Reminder When individuals are appointed as directors of graduate programs or Graduate Services Coordinators a SAR request must be processed. As part of the SAR request, specific academic plans by be designated. Plans are required to make graduate plan of work workflow work properly.

Graduate Student Support Plan (GSSP) Data

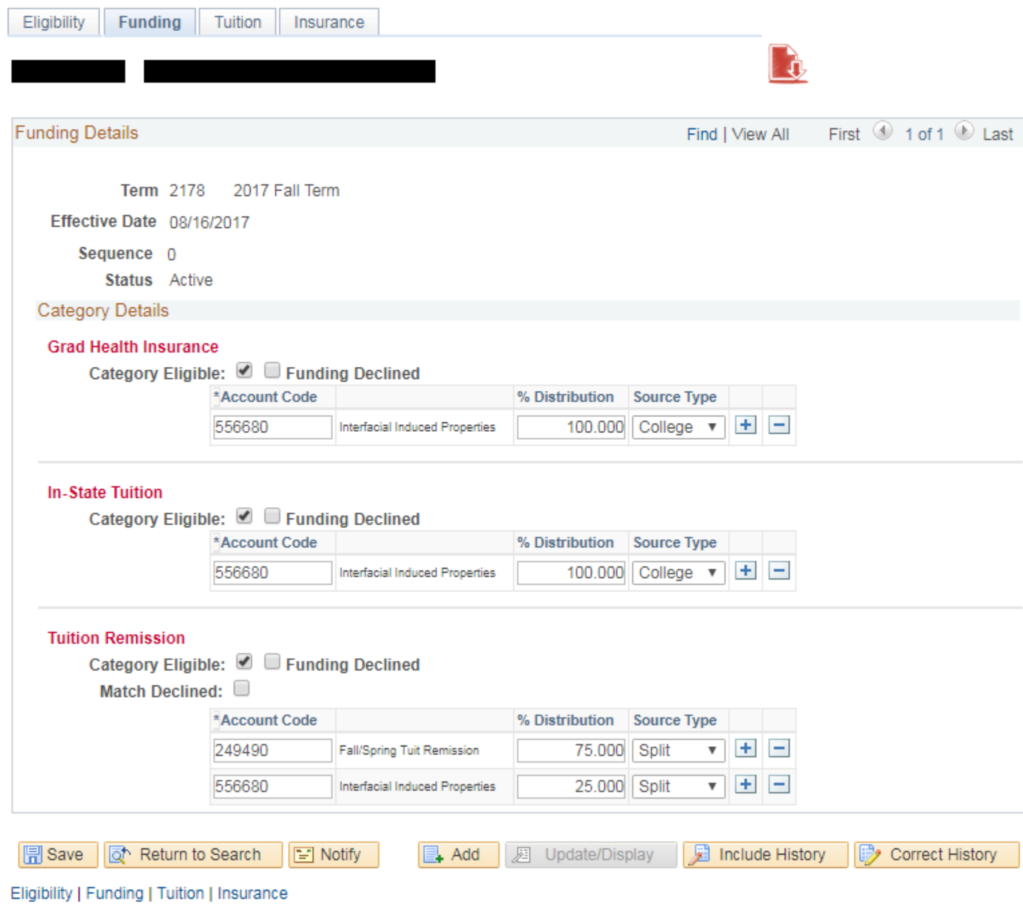
Objective These pages provide the GSSP data for a specific student.

Navigation Student Information Systems > Records and Enrollment > Custom Records and Enrollment > Graduate Support

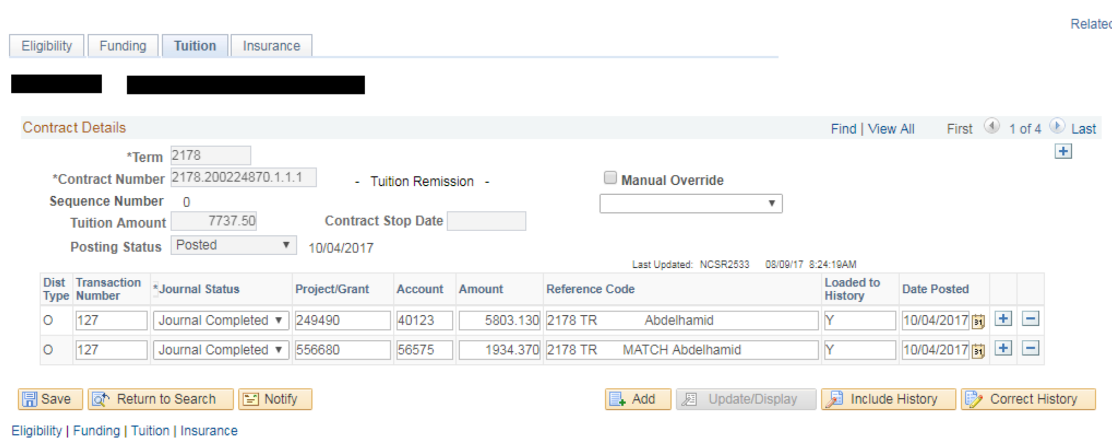
Tab Name Eligibilty – Departments can see all the GSSP data regarding registration and appointment information. This tab is also where departments can check students Departmental Approval Flag.



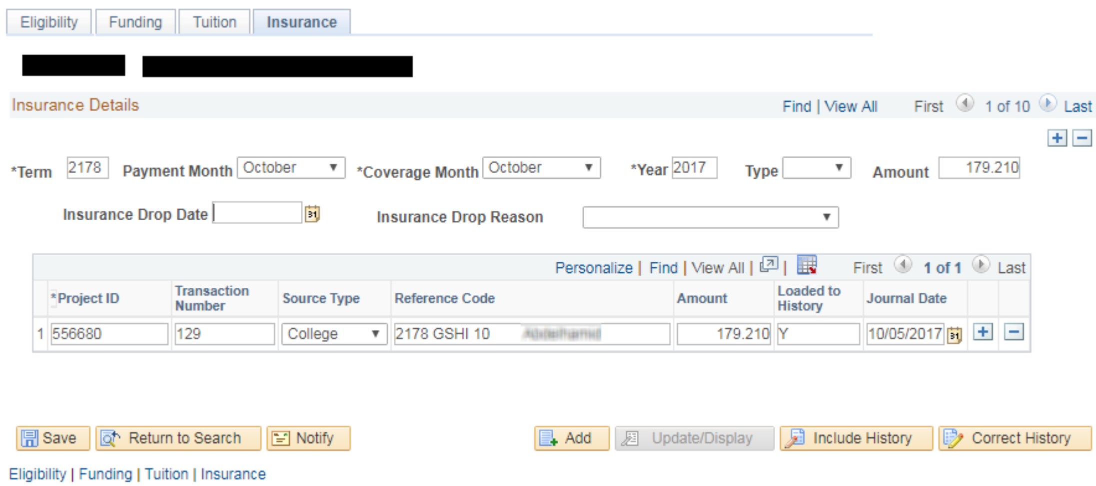
Tab Name Funding – Departments can see the students funding for a specific semester. Click view all to see all semeseters.



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.

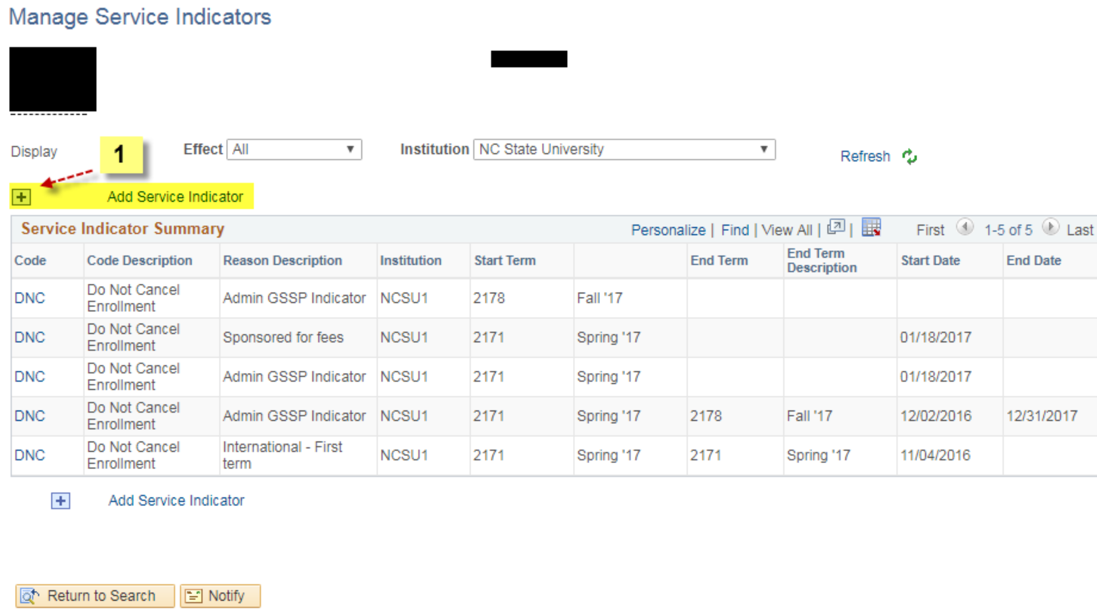


Tab Name Insurance – Departments can see when the students insurance is paid, the amount paid and the project it was paid from. Insurnace is paid monthly. Click view all for all the months.



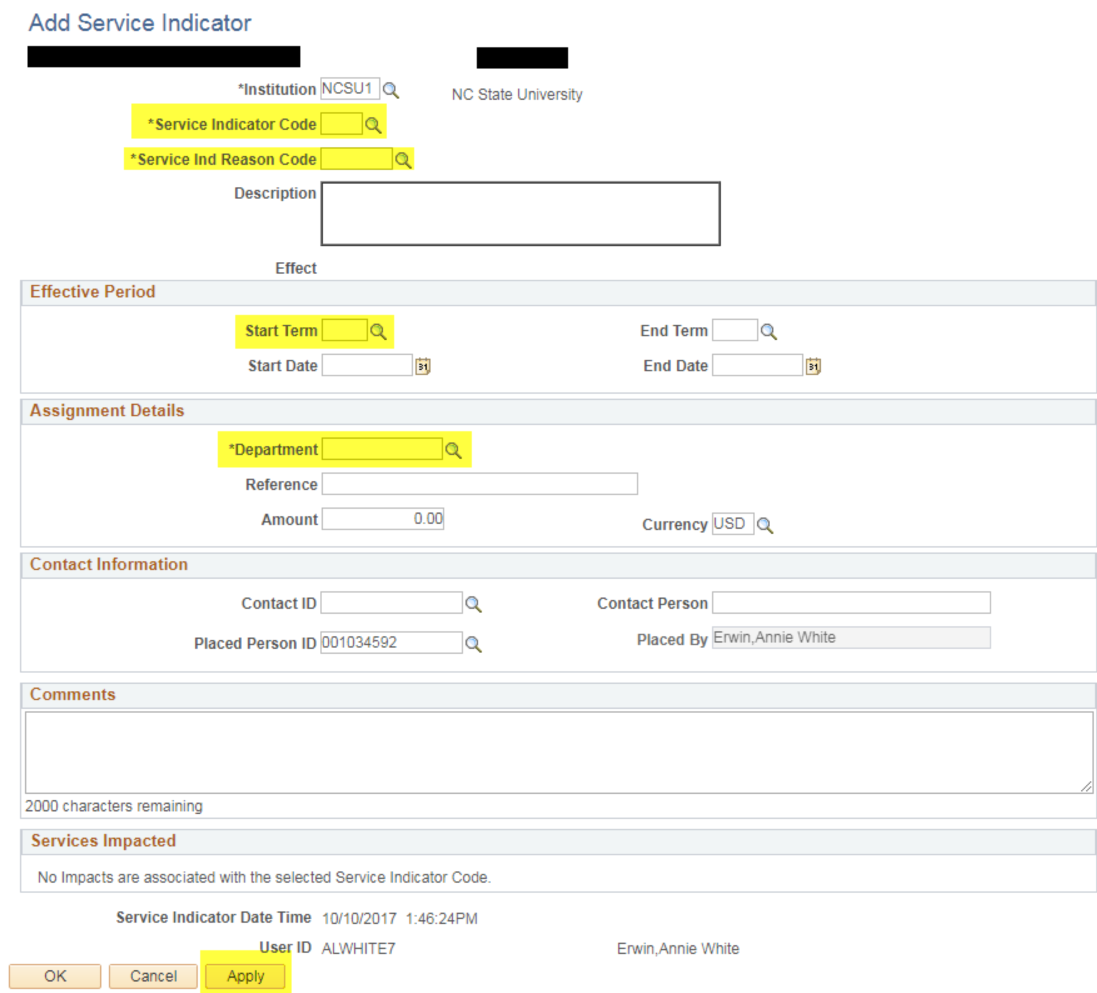
Graduate Student Support Plan (GSSP) Service Indicators

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".



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	

Step 2 Fill in Service Indicator Code with DNC. The Service Ind Reason Code should be GSSP. Departments can fill in any of the other information they feel is necessary. Click apply.

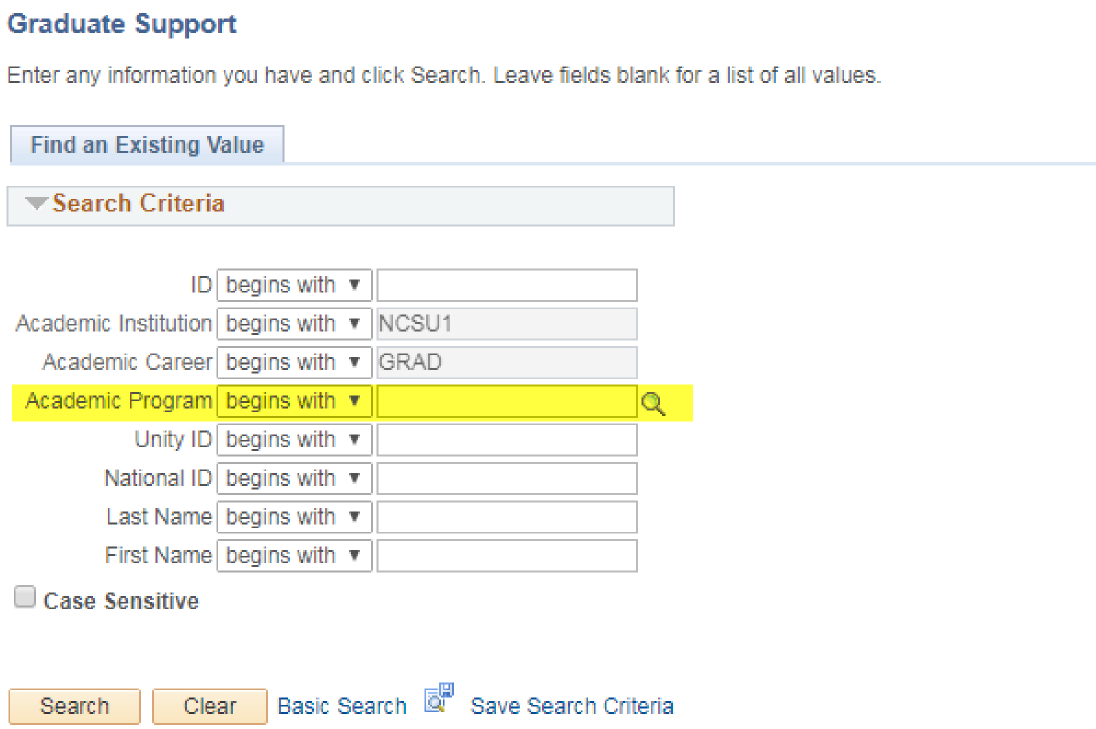


Graduate Student Support Plan (GSSP) Health Insurance Eligibility

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

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

Step 1 Enter academic program then click search.

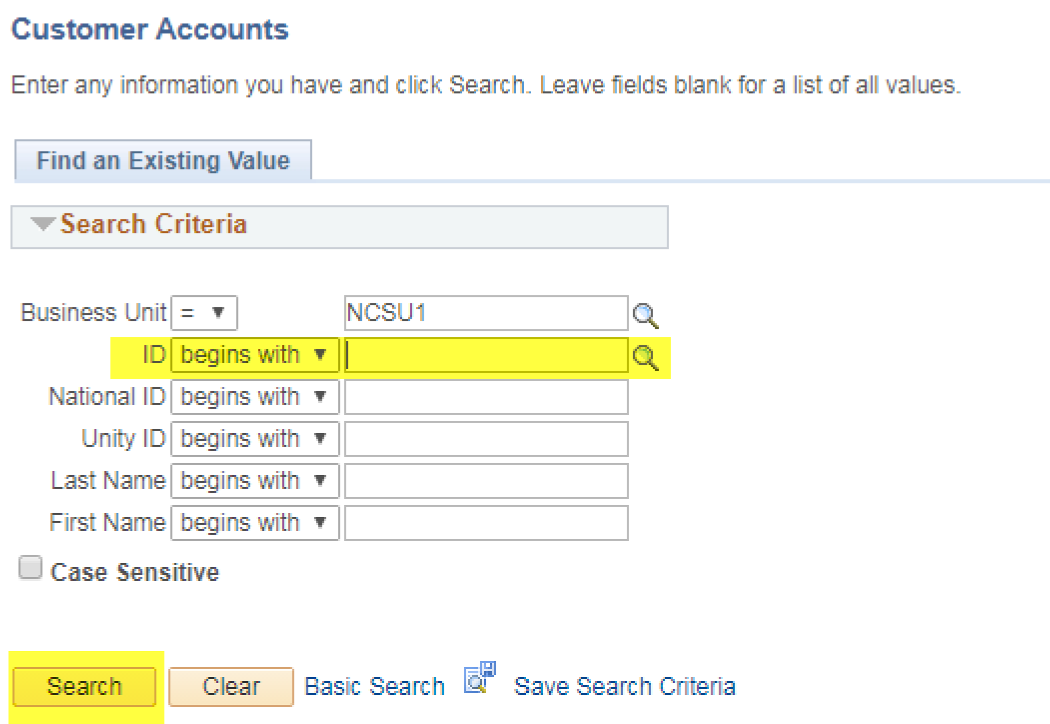


Graduate Student Support Plan (GSSP) View Bill

Objective This page allows departments to view a students bill.

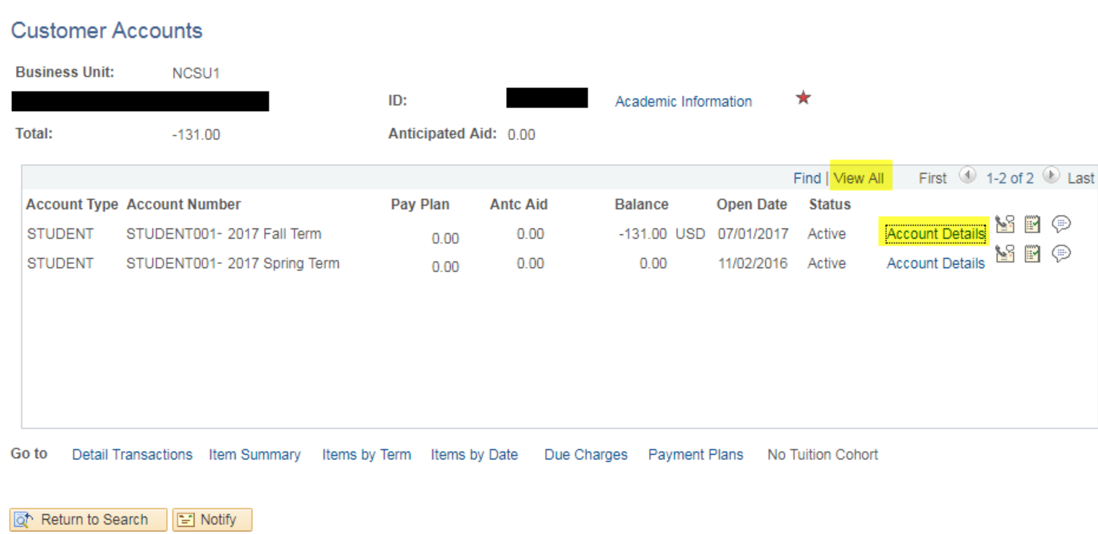
Navigation Student Information System Homepage > Campus Finances Tile > Student Accounts and Billing Folder View Customer Accounts

Step 1 Enter student ID number then click search.



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.



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

Account Details

ID [redacted] [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

Payment Line Details

ID [redacted] [redacted]   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 600000000000

Account Split for Payment   Find | View All   First 1 of 1 Last

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 Last

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 Last

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

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.
Vice-Chair	A Vice-Chair is necessary only if a chair is Associate Status.

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			
GPRESC	ReqDRPre	Request to Schedule DR Prelim	x			
GRESCR	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 TILEA&IsFolder=false&IgnoreParamTempl=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

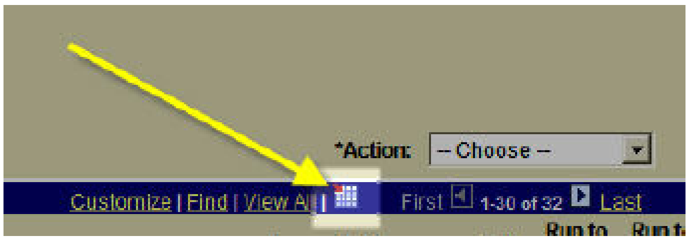
Graduate Student Record Program Actions and Action Reasons

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
MRTHESIS	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

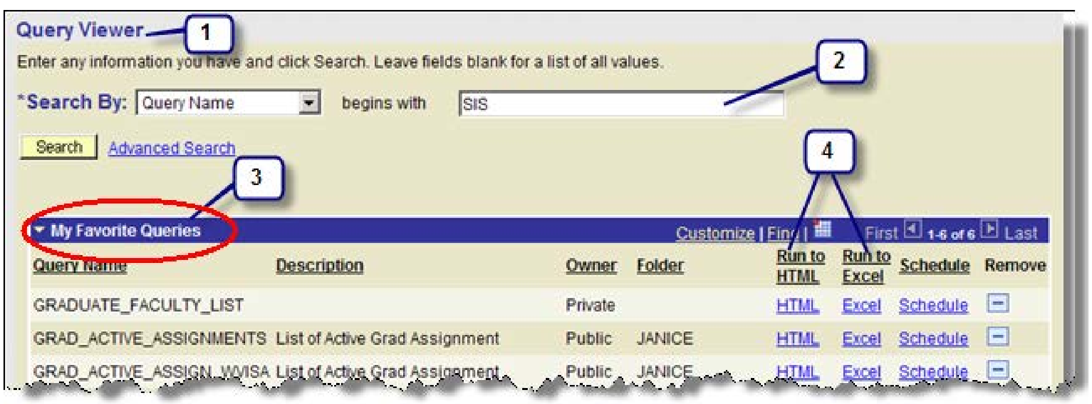
See http://www.fis.ncsu.edu/sis/training/SISTerm.pdf for a complete SIS glossary

Navigation

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

Page Steps

Query Viewer

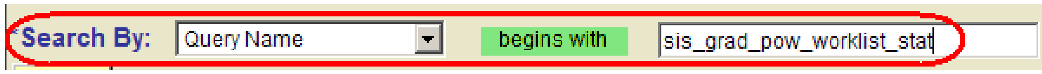


1. Query environment
2. You can search for queries by entering all or part of the query's name.
3. Any queries that have been designated as "Favorites" will display when Query Viewer is opened.
4. Queries can be run to HTML or Excel

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.

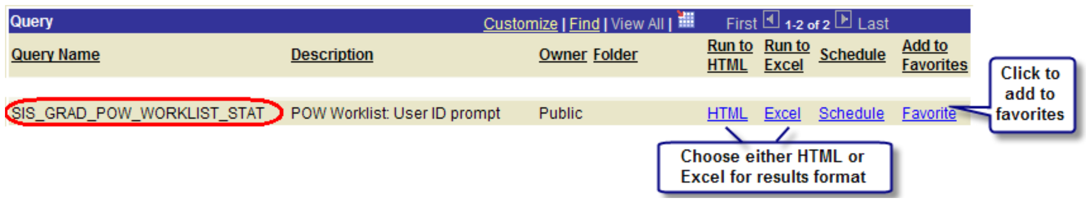
Enter the name of the query in the search box. The field is NOT case sensitive.



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.

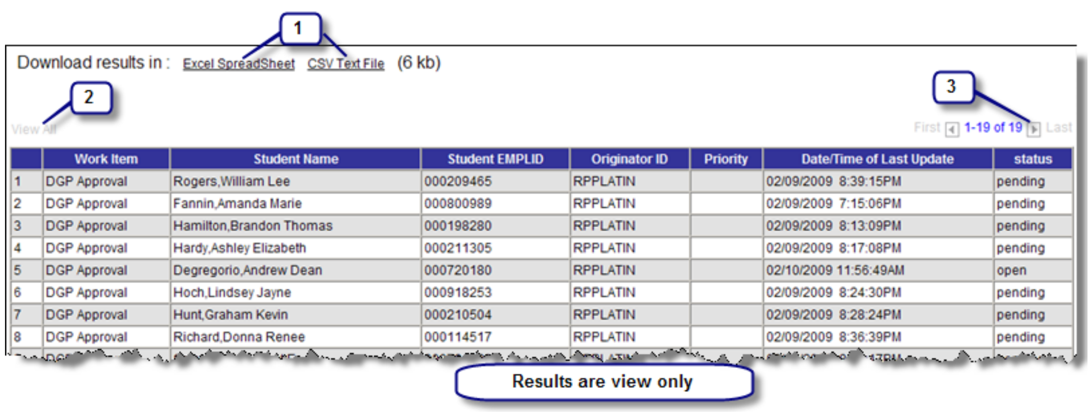


When the query is run, the user has the option of downloading the results into an HTML report or an EXCEL spreadsheet.

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



	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

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

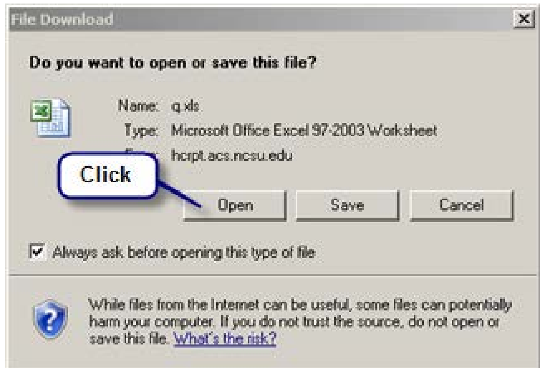
2. Click  to see all results. If "View All" is grayed out, all results are displayed.

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

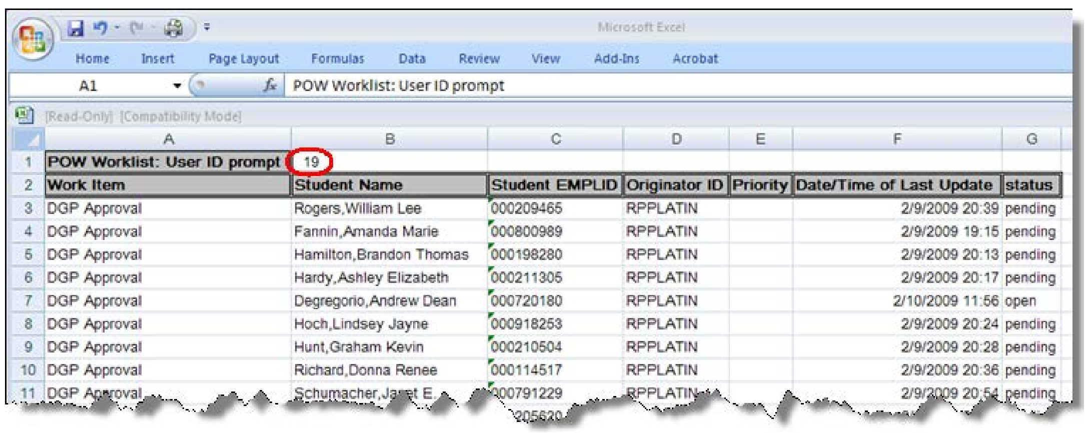
NOTE: HTML file can not be saved unless downloaded into EXCEL or Text file.

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.

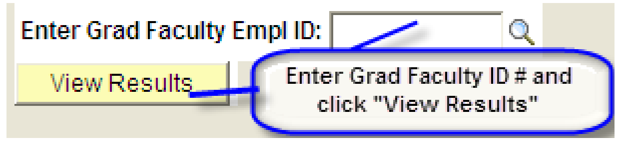
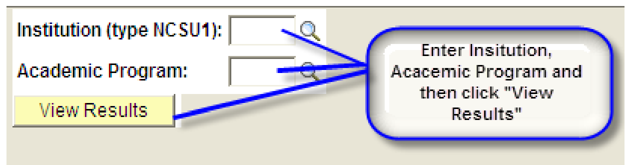
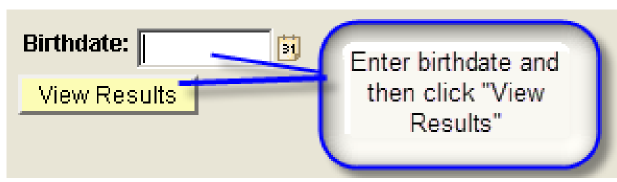
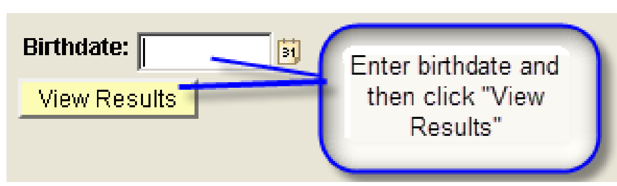


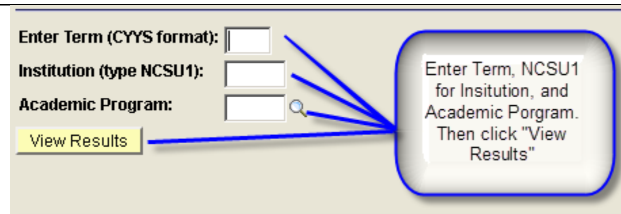
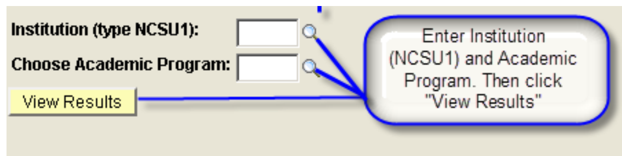
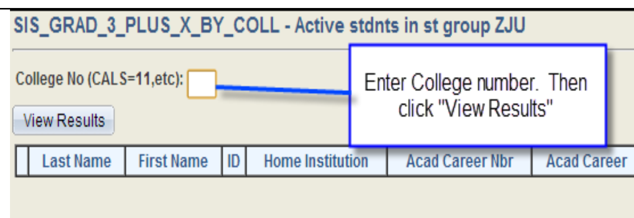
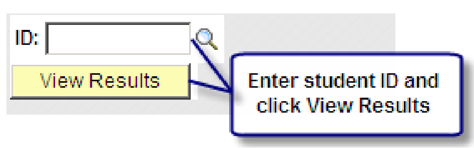
	A	B	C	D	E	F	G
1	POW Worklist: User ID prompt	19					
2	Work Item	Student Name	Student EMPLID	Originator ID	Priority	Date/Time of Last Update	status
3	DGP Approval	Rogers,William Lee	000209465	RPPLATIN		2/9/2009 20:39	pending
4	DGP Approval	Fannin,Amanda Marie	000800989	RPPLATIN		2/9/2009 19:15	pending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

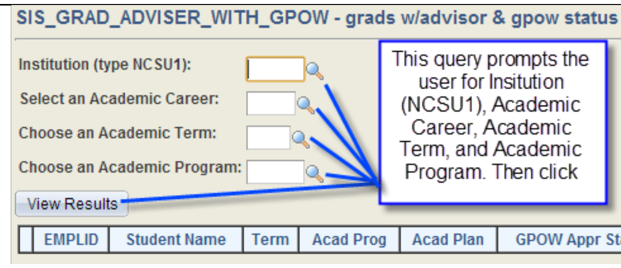
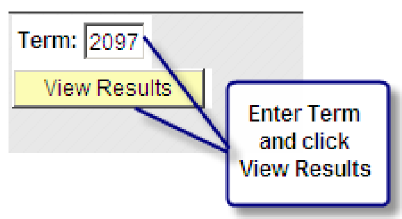
NOTE: File can be saved when in EXCEL format.

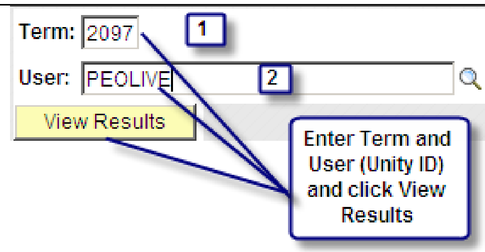
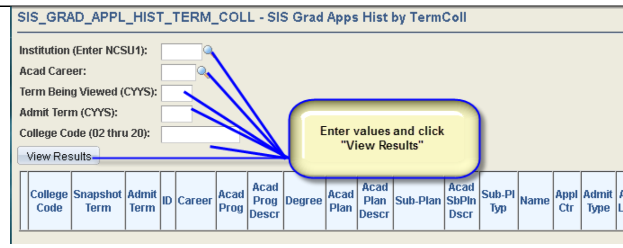
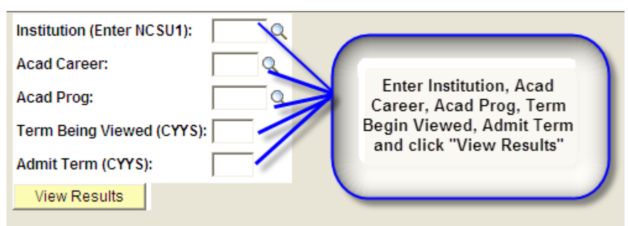
LIST OF QUERIES

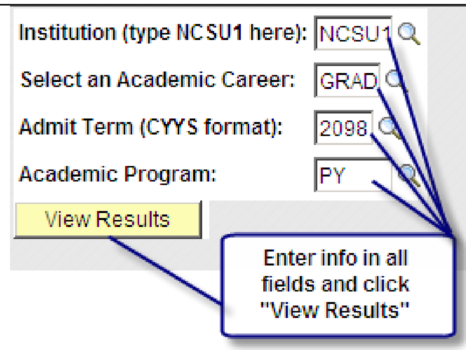
Query Name and Brief Description of Results	Notes	Who Has Access to Query?
DGP_GSC_SECURITY_ALL_NOTALL_PG Query Description: View a list of all users having the DGP or Grad Secretary security roles with an "ALL" row AND with explicit program rows in the program security table.	There is not a prompt for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

GRAD_ARCHIVE_COMM_SVC_BY_ID 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.	This query will “prompt” you for Grad Faculty Employ ID. 	Department Graduate School
GRAD_ARCHIVE_COMM_SVC_BY_PGM 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.	This query will “prompt” you for Institution (NCSU1) and Academic Program. 	Department Graduate School
GRAD_TST_SCORE_SUPN_BDAY_GRE Query Description: This query is used to search by date of birth to find unmatched GRE scores	This query will “prompt” you for the student’s birthdate. 	Department Graduate School
GRAD_TST_SCORE_SUPN_BDAY_TOEFL Query Description: This query is used to search by date of birth to find unmatched TOEFL scores	This query will “prompt” you for the student’s birthdate. 	Department Graduate School
GSSP_DEPT_APPRV_BY_PROG_TERM 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)	This query will “prompt” you for the Term, Institution (NCSU1) and Academic Program.	Department Graduate School

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.	This query prompts the user for Institution (NCSU1) and Academic Program. 	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.	There is not a prompt for this query.	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.		Department Graduate School
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.	This query prompts the user for the student's EMPLID. The magnifying glass can be used to search if the value is not known. 	Graduate School

SIS_GRAD_ADVISOR_WITH_GPOW 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.		Department Graduate School
SIS_GRAD_A2G_BELOW_B 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).		Department Graduate School
SIS_GRAD_ALPHALIST_ALL_LIAISON 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. **NOTE: This query is run in Query Viewer – Production or Query Manager – Production**	This query will "prompt" you for a Term.  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.	Graduate School
SIS_GRAD_ALPHALIST_ONE_LIAISON 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	This query will "prompt" you for a Term and a User (Unity ID).	Graduate School

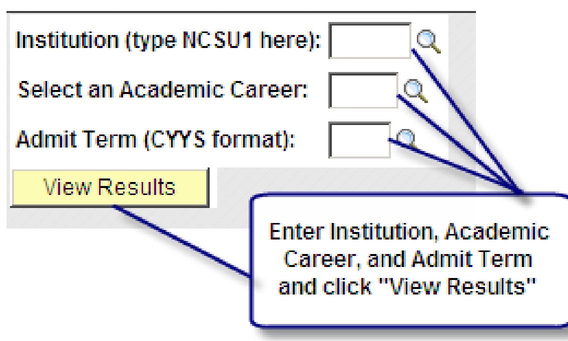
term. The status of each student's milestones and checklists is displayed. Only the students for a prompted liaison are shown. **NOTE: This query is run in Query Viewer – Production or Query Manager - Production**	 1. Term must be current, will not work for past terms. 2. User is the Unity ID and must be entered in ALL CAPS. The magnifying glass can be used to search if the value is not known.	
SIS_GRAD_APPL_HIST_TERM_COLL 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.		Department Graduate School
SIS_GRAD_APPL_HIST_TERM_PGM 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.	Prompt for past admit term 	Department Graduate School
SIS_GRAD_APPL_WITH_GRE_SCORES 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).	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.	Department

<table>
<tr>
<td></td>
<td>

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

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</td>
<td>This query will “prompt” you for Institution (NCSU1), Academic Career (GRAD), and Admit Term.

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


</td>
<td>Department

Graduate School</td>
</tr>
<tr>
<td>SIS_GRAD_CENSUS_ENROLLMENT

Query Description:
List of students registered as of census date in a user selected term.</td>
<td>This query will prompt you for an academic term. Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</td>
<td>Department

Graduate School</td>
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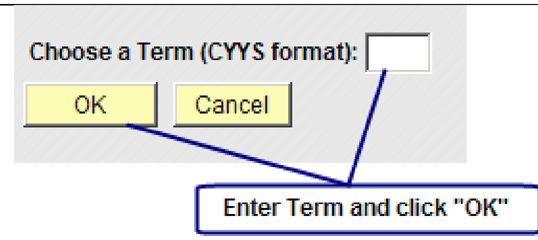
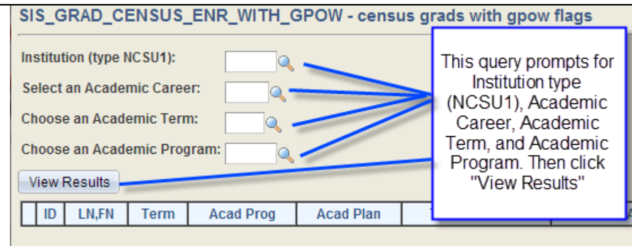
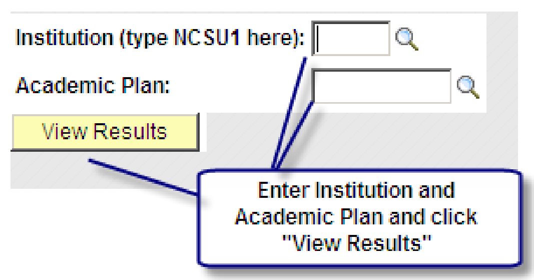
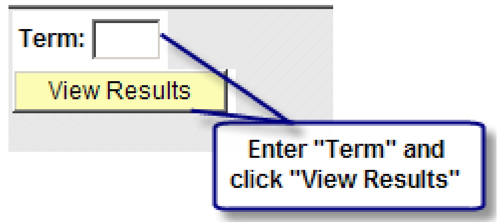
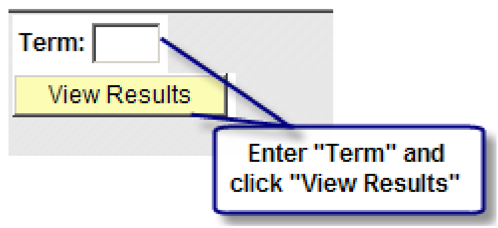
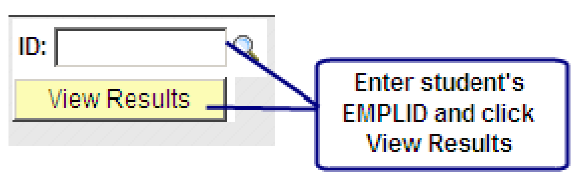
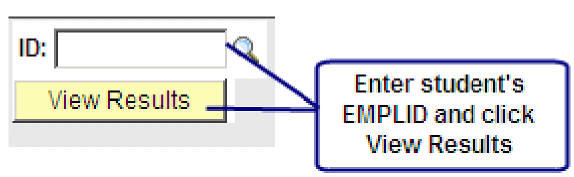
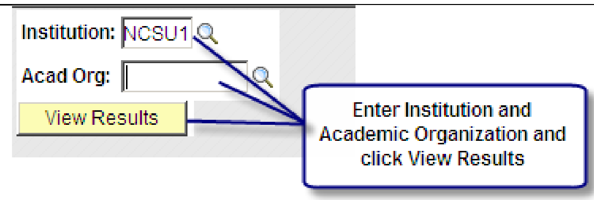
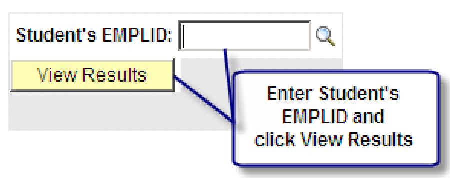
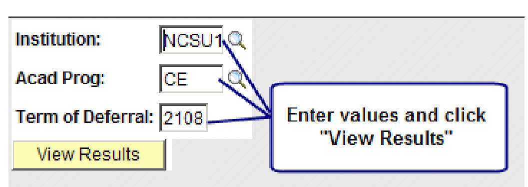
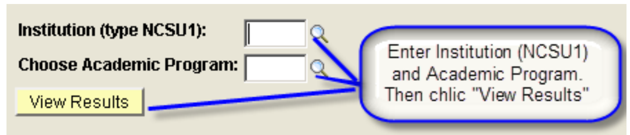
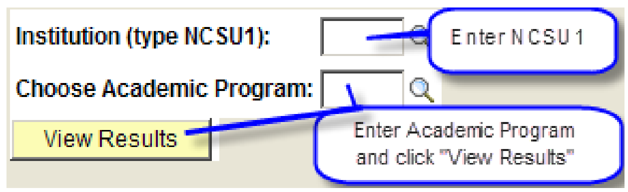
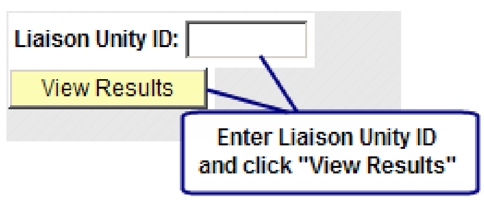
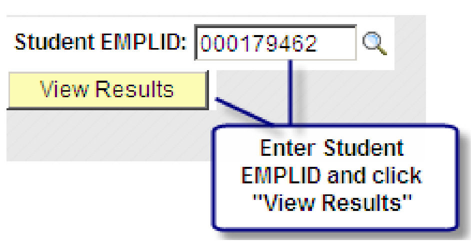
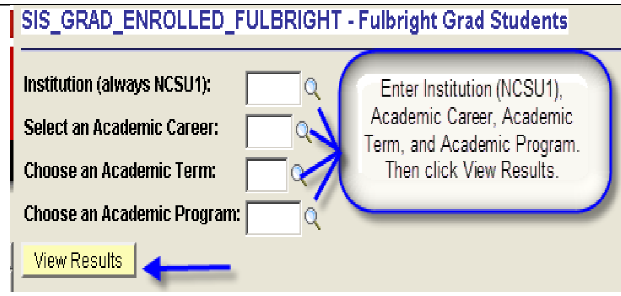
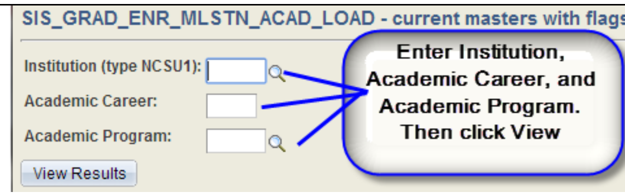
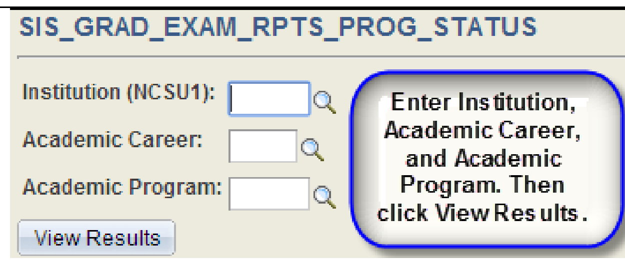
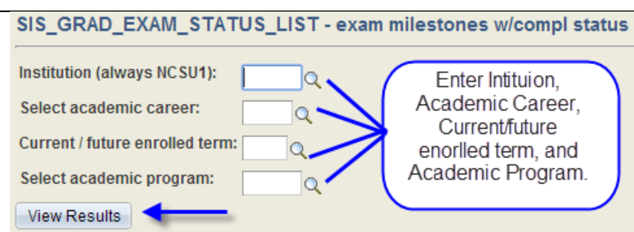
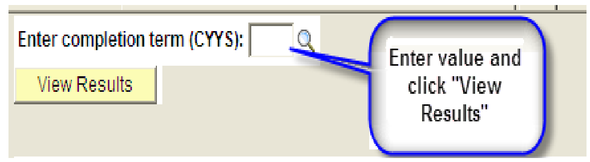
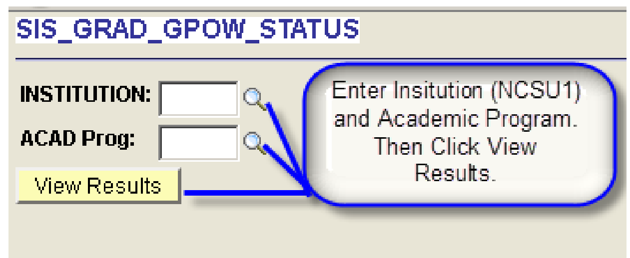
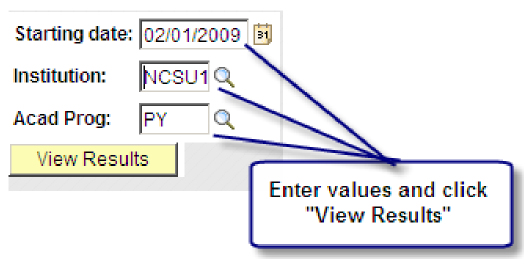
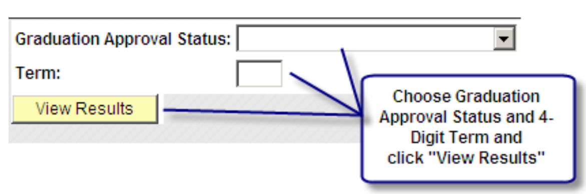
		
SIS_GRAD_CENSUS_ENR_WITH_GPOW Query Description: For a user-selected career, previous term, and academic program, it returns a list of grads enrolled as of census in that term and program, showing the overall status of their GPoW (approved, denied, etc.) and status date, along with the term first enrolled in the grad career. It also includes a flag that shows if the chair, vice-chair, or co-chair has approved the GPoW.		Department Graduate School
SIS_GRAD_CERTIF_MINOR_PLANS 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.	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. 	Department Graduate School
SIS_GRAD_CHKLST_CMPLT_NOGC Query Description: List of students who have completed all of their checklist items but who are not on the Graduation Approval List.	There is not a prompt for this query.	Graduate School
SIS_GRAD_CHKLST_WRONG_MR_DRC Query Description: View a list of students on the graduation list who have a doctoral plan but a Masters	This query will "prompt" you for a Term. Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. "2" represents the century, "09" represents the	Graduate School

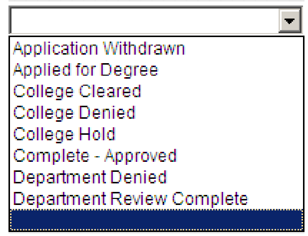
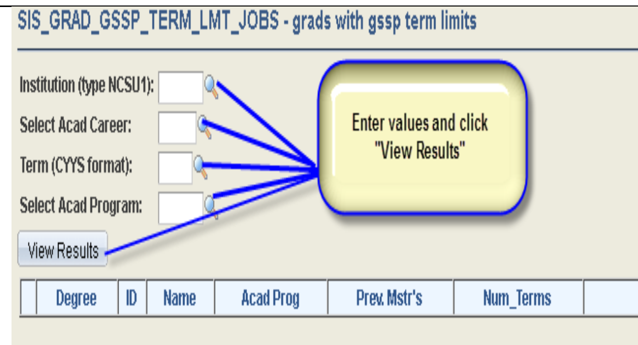
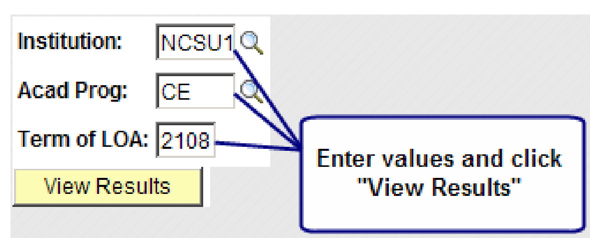
checklist and who have an application status of Approved, College Cleared, College Hold or Dept. Review Complete for a prompted term. **NOTE: This query is run in Query Viewer – Production or Query Manager - Production**	year, and "8" represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall. 	
SIS_GRAD_CHKLST_WRONG_DR_DRC 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. **NOTE: This query is run in Query Viewer – Production or Query Manager - Production**	This query will "prompt" you for a Term. Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. "2" represents the century, "09" represents the year, and "8" represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall. 	Graduate School
SIS_GRAD_CMT_HISTORY Query Description: View a list of all members of a grad student's GPOW committee, including members who are no longer on the committee.	This query prompts the user for the student's EMPLID. 	Graduate School
SIS_GRAD_COMPLETED_THESIS 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.	This query prompts the user for the student's EMPLID. 	Department Graduate School
SIS_GRAD_COND_ADM_CHECK Query Description:	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.	Department

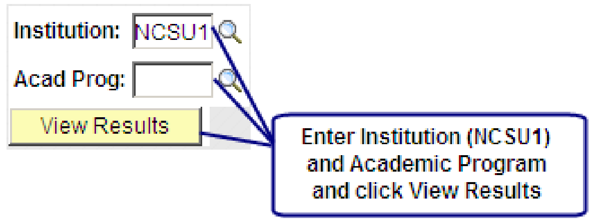
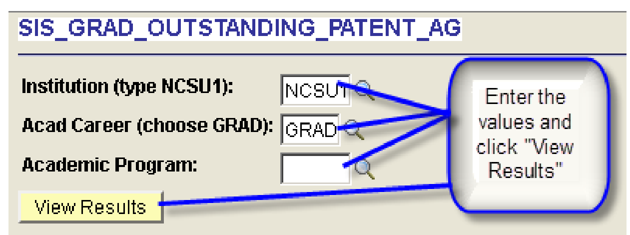
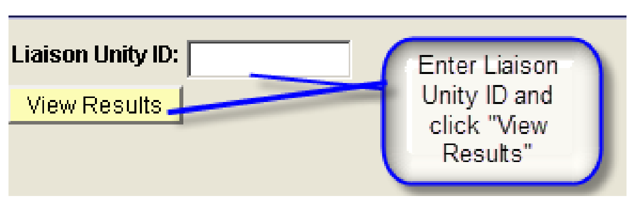
Students in an academic organization who are currently enrolled but were provisional admissions.		Graduate School
SIS_GRAD_COND_PASS_4_MO Query Description: A list of students for whom a conditional pass was entered (DR PREORAL, MR FINORAL or DR FINORAL) and the date of the exam is older than four months.	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

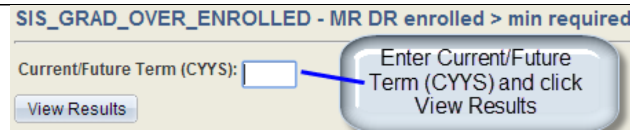
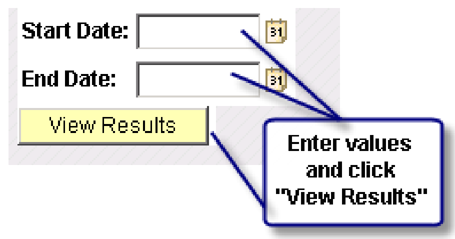
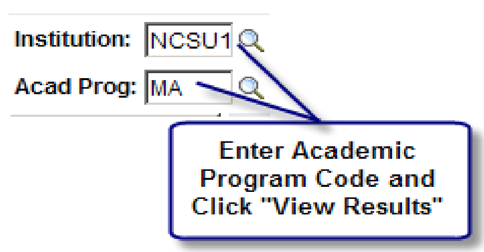
	year, and "8" represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.	
SIS_GRAD_DEGREES_BY_PROG Query Description: Returns list of approved grads with graduate degrees conferred in graduate majors for all terms after fall 2008 by user-selected academic 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

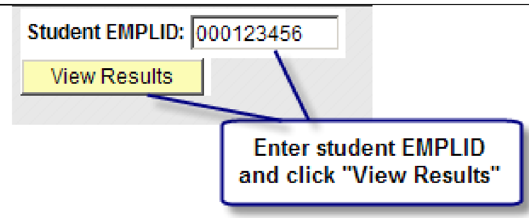
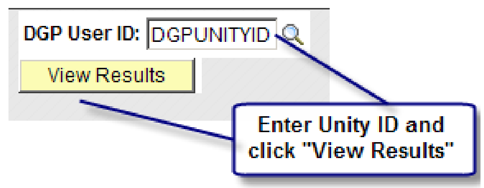
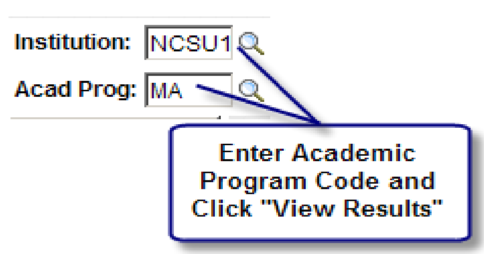
Returns a list of Fulbright students for a user-selected career, current or future term, and academic program. NOTE: Fulbright grads are identified by the criterion STDNT_GROUP = FULB in **STDNT_GRPS_HIST (the Student Groups History table)**		Graduate School
SIS_GRAD_ENR_MLSTN_ACAD_LOAD Query Description: 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		Department Graduate School
SIS_GRAD_EXAM_RPTS_PROG_STATUS 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).		Department Graduate School
SIS_GRAD_EXAM_STATUS_LIST 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.		Department Graduate School

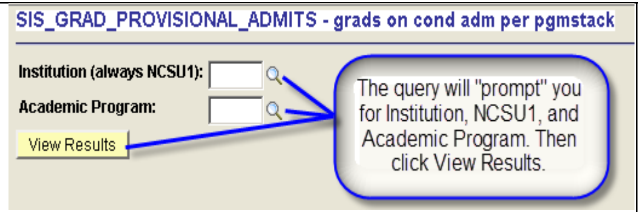
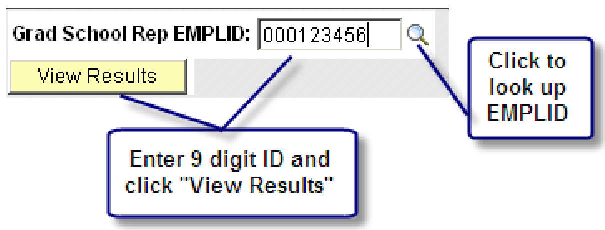
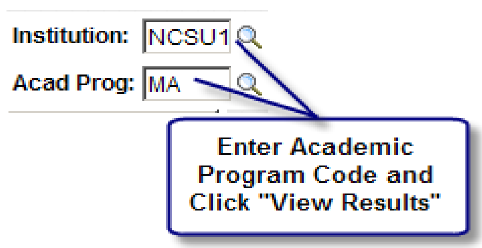
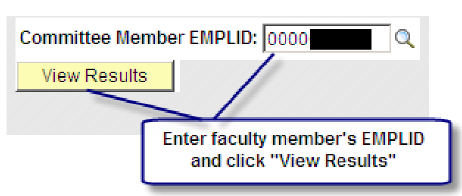
SIS_GRAD_GCERT_COMPLETED Query Description: Returns people who completed graduate certificate (GCERT academic program) for a user-selected completion term. Shows emplid, name, and academic plan	Search criteria are by academic program and academic plan and term. 	Department Graduate School
SIS_GRAD_GPOW_STATUS Query Description: Returns a list of all students in a user selected academic program, and their graduate plan of work status.	This query will "prompt" you for Institution and Academic Program. 	Department Graduate School
SIS_GRAD_GPW_GS_APRVL_PUB 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).	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. 	Department Graduate School
SIS_GRAD_GRADUATION_APRVL Query Description: View a list of students on the Graduation approval list for a prompted term and graduation approval status.	This query will prompt you for a Graduation Approval Status which can be chosen from the drop down menu, and a 4-Digit term.  Graduation Approval Status:	Department Graduate School

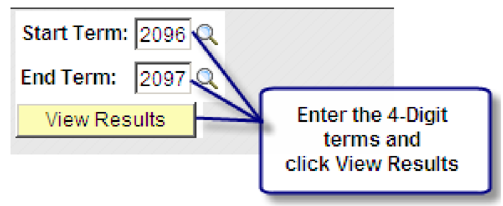
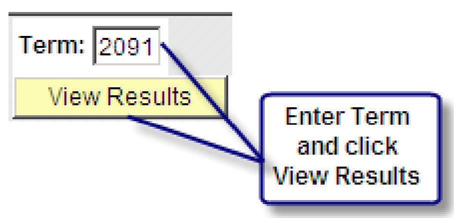
	 Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. "2" represents the century, "09" represents the year, and "8" represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.	
SIS_GRAD_GSSP_TERM_LMT_JOBS Query Description: Returns a list of grads enrolled in user-selected acad prog and term. Shows student id, name, prog, degree, prev master's flag, # of terms enrolled, whether or not student is within allowed # of GSSP terms (Within) or beyond (Beyond), and a flag to show if the person has either an active primary fellowship or an active assistantship with an annual rate of at least $8000.		Department Graduate School
SIS_GRAD_LEAV Query Description: Provides the name, emplID, and return term for students on Leave of Absence	This query will "prompt" you for the Institution (NCSU1), the Academic Program, and a Term. The magnifying glass can be used to search if the value is not known.  Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. "2" represents the century, "09" represents the year, and "8" represents the term: 1 for Spring, 6	Department Graduate School

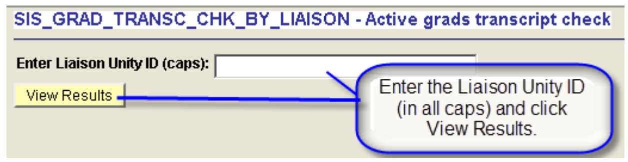
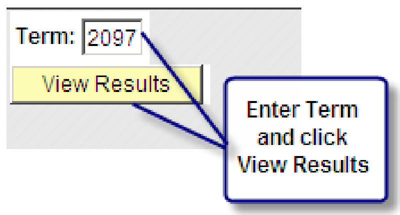
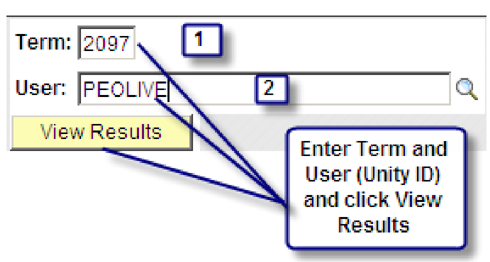
	for First Summer Session, 7 for Second Summer Session and 8 for Fall.	
SIS_GRAD_LOA Query Description: View a list of students currently on leave of absence for the user identified program.	This query will “prompt” you for the Institution (NCSU1), and the Academic Program. The magnifying glass can be 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

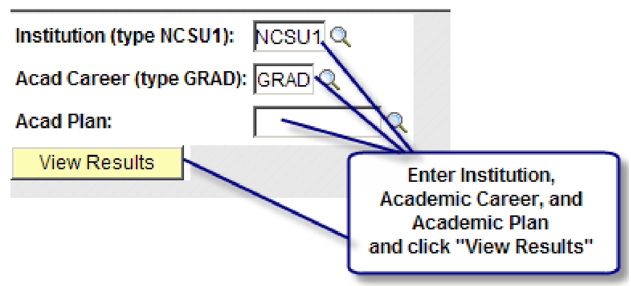
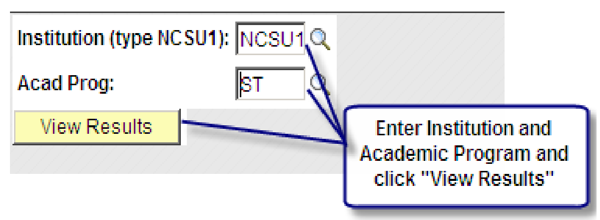
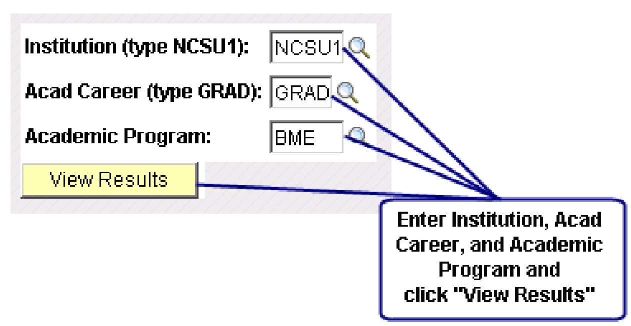
SIS_GRAD_OVER_ENROLLED Query Description: Returns a list of degree-seeking grads (masters & doctorate; non-GCERT) for a user-selected current or future term who are taking more hours than the minimum required hours for completion of their program. Results also show a 'Y' for any student who received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

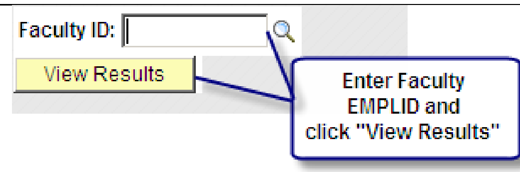
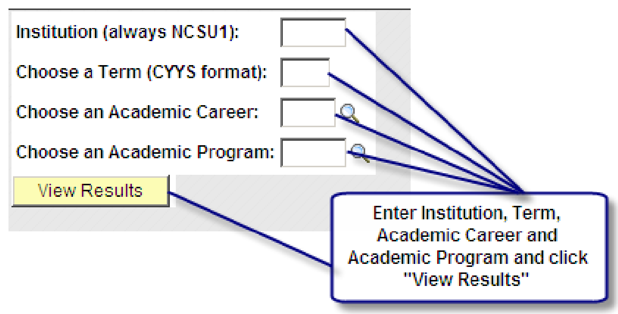
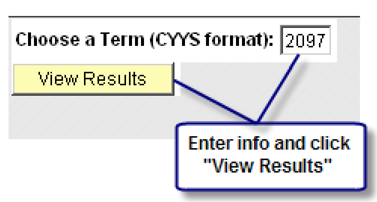
		
SIS_GRAD_POW_WORKLIST TILE_STAT Query Description: List of all pending or open items on a DGP's Worklist Tile.	This query will "prompt" you for a DGP user ID. This will narrow your results to only that one DGP. The magnifying glass can be used to search if the value is not known. 	Department Graduate 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

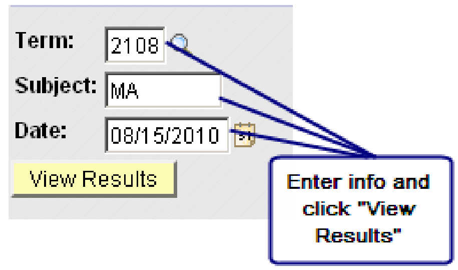
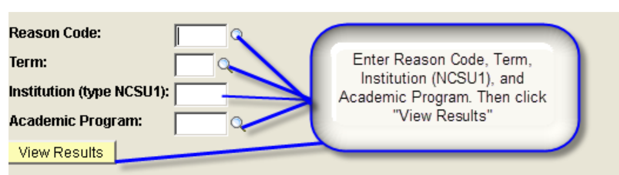
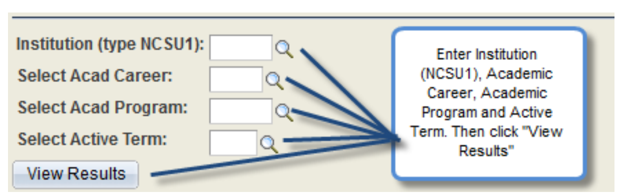
admission and are eligible to enroll in the current term. Includes registration status, cumulative hours passed, and cumulative GPA as of the current term.		
SIS_GRAD_REP Query Description: List of committees on which a Graduate Representative has served and the attempted dates for the preliminary oral and final oral exams.	This query will "prompt" you for an EMPLID of the Graduate School Representative. The magnifying glass can be used to search if the value is not known. 	Department Graduate School
SIS_GRAD_STATUS Query Description: List of all current graduate students who are active in the user-selected academic program and their Plan of Work status.	This query will "prompt" you for the Institution (NCSU1) and Academic Program code. This will narrow your results to only that one Program. The magnifying glass can be used to search if the value is not known. 	Department Graduate School
SIS_GRAD_STU_CMTEE_PUB Query Description: View a list for a prompted emplid for a GPOW committee member, of all students on which they serve as a member of their GPOW committee. Displays the student's name, EMPLID, acad prog, acad plan, faculty role on committee, whether they have accepted membership on the committee, and if they approved the GPOW for the student. The last two columns (Degree Status and Degr Status	This query will "prompt" you for a faculty member's EMPLID. This will narrow your results to only that one person. The magnifying glass can be used to search if the value is not known. 	Department Graduate School

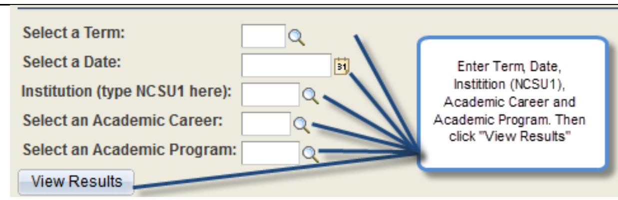
Dt) are populated if the person was awarded a degree in the same academic plan.		
SIS_GRAD_TERMINATED Query Description: View a list of graduate students who have been terminated from their program from start to end prompted terms.	This query allows the user to search a date range. Prompts are for Start Term and End Term. The magnifying glass can be used to search if the value is not known.  Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.	Graduate School
SIS_GRAD_THESIS_IN_REVIEW_PUB 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. **NOTE: This query is run in Query Viewer – Reporting, Query Manager – Reporting, Query Viewer –Production or Query Manager – Production**	This query will “prompt” you for a “Term” value. This will narrow your results to only that one term.  NOTE: Term is always represented by a four-digit number. Example: 2091 is Spring 2009. “2” represents the century, “09” represents the year, and “1” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.	Department Graduate School

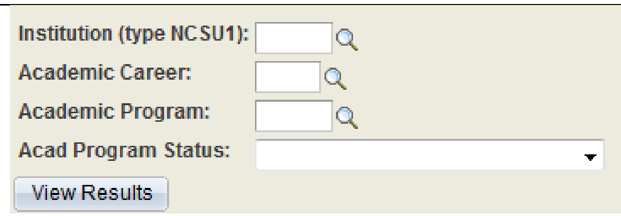
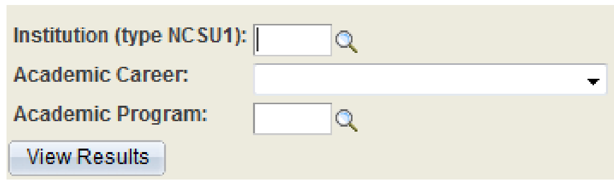
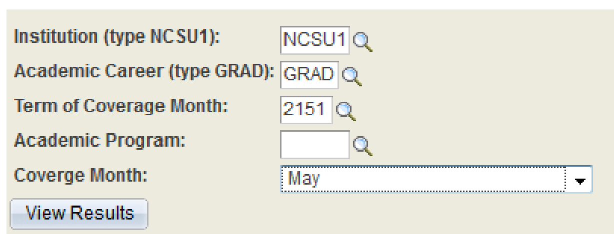
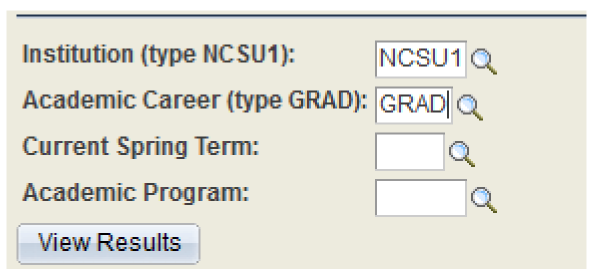
SIS_GRAD_TRANSC_CHK_BY_LIAISON Query Description: The query returns a list of missing transcripts for active grads who have been here for more than two terms by user-selected Graduate School Liaison Unity ID.	The query will "prompt" you for Liaison "Unity ID". 	Graduate School
SIS_GRAD_TRANSC_CHK_NEW_BY_LIA 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.	The query will "prompt" you for Liaison "Unity ID". 	Graduate School
SIS_GRAD_WATCHLIST_ALL_LIAISON 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. **NOTE: This query is run in Query Viewer – Production or Query Manager – Production**	This query will "prompt" you for a Term.  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.	Graduate School
SIS_GRAD_WATCHLIST_ONE_LIAISON 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.	This query will "prompt" you for a Term and a User (Unity ID).  1. Term must be current, will not work for past terms.	Graduate School

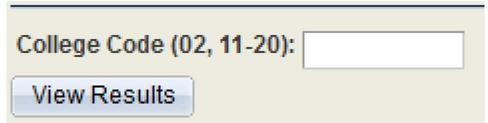
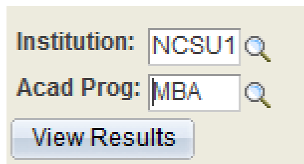
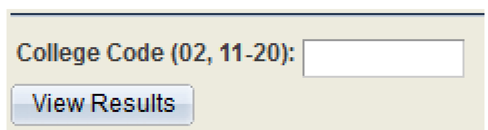
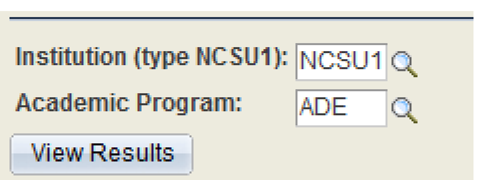
NOTE: This query is run in Query Viewer – Production or Query Manager – Production	2. User is the Unity ID and must be entered in ALL CAPS	
SIS_GRADUATE_FAC_BY_PLAN Query Description: View a list of active members of the Graduate Faculty by user selected plan. (Typically best used for minor-type plans).	This query prompts the user for the Institution (NCSU1), the Academic Career (GRAD), and an Academic Plan. The magnifying glass can be used to search if the value is not known. 	Department Graduate School
SIS_GRADUATE_FAC_BY_PROGRAM Query Description: List of active members of the Graduate Faculty by user selected program.	This query prompts the user for the Institution (NCSU1) and the Academic Program. The magnifying glass can be used to search if the value is not known. 	Department Graduate School
SIS_GRADUATE_FAC_CMTEE_ROLES Query Description: Displays all committee memberships for graduate faculty in a prompted program.	This query prompts the user for the Institution (NCSU1), the Academic Program (GRAD), and the Academic Program. The magnifying glass can be used to search if the value is not known. 	Department Graduate School
SIS_GRADUATE_FAC_PGMS_BY_ID Query Description:	This query prompts the user for a faculty member's EMPLID. The magnifying glass can be used to search if the value is not known.	Department

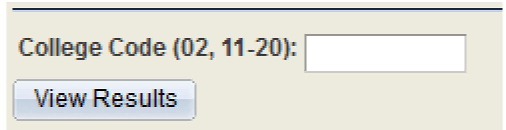
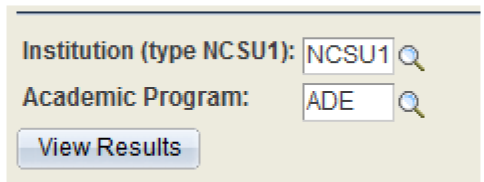
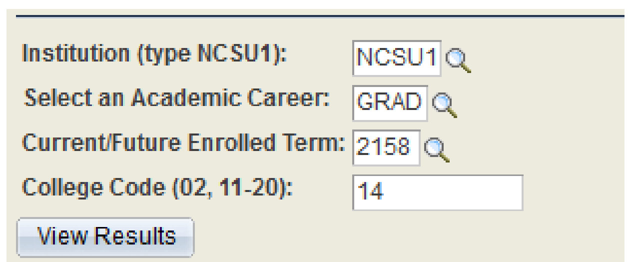
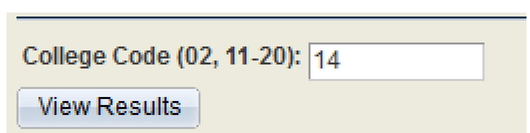
View a list of programs assigned to a member of the Graduate Faculty by user selected employee ID.		Graduate School
SIS_GRADUATE_FACULTY_LIST Query Description: List of all active members of the Graduate Faculty.	This query runs when you click HTML or EXCEL and has no prompts.	Department Graduate School
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.	This query will “prompt” you for the Institution (NCSU1), Term, Academic Career (GRAD), and an Academic Program.  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.	Department Graduate School
SIS_NC_SUPEREXT_GRADS Query Description: List of students active in a current or future term.	This query will “prompt” you for a term to 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	Department Graduate School

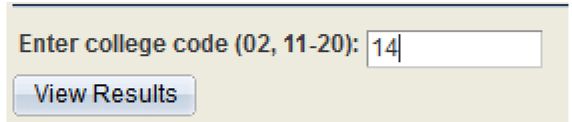
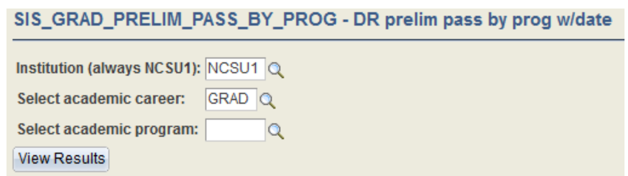
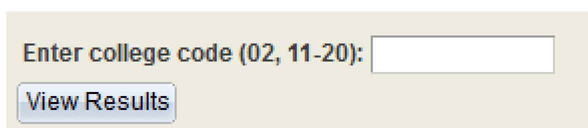
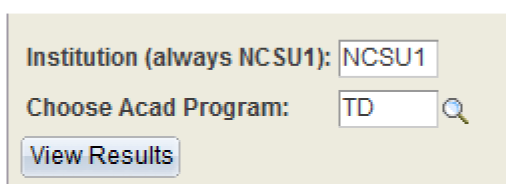
	for First Summer Session, 7 for Second Summer Session and 8 for Fall.	
SR_STUDENT_DROPS_AFTER_DATE_X Query Description: All students who dropped a course after a specific date.	This query will "prompt" you for a term, subject and date. The term will be entered in CYYS format. This will narrow your results 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

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.		
SIS_GRAD_COMP_REV_THES_DISSERT 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.	This query will prompt the user for the Term (CYYS Format). 	Department Graduate School
SIS_GRAD_PROVISI_ADMITS_BY_LIA 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.	This query will prompt user for the Liaison Unity ID (all caps) 	Department Graduate School
SIS_GRAD_PROG_STATUS Query Description: Returns an alphabetic list of students for a	This query will prompt user for Institution (NCSU1), academic career, academic program, and academic program status:	Department

user-selected academic program and academic program status.		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.	This query will prompt user for Institution (NCSU1), Academic Career, and Academic Program: 	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	This query will prompt user for Institution (NCSU1), Academic Career, Term of Coverage Month, Academic Program, and Coverage Month: 	Department Graduate School
GSSP_INS_SUMMERPREPAYS Query Description: Returns a list of GSSP students flagged for summer health insurance coverage prepayment	This query will prompt user for Institution (NCSU1), Academic Career, Current Spring Term, Academic Program: 	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.	This query has no user prompts.	Department Graduate School

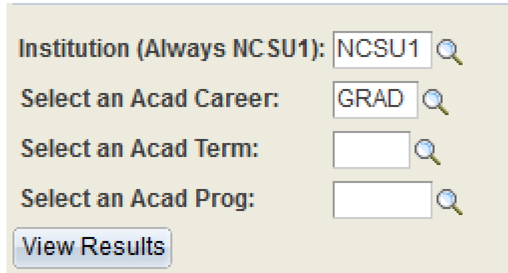
SIS_GRAD_GPOW_NOT_APPRVD_COLL Query Description: List of all current master's or doctoral students active in the user-selected academic college code having more than 17 cumulative hours and Graduate Plan of Work not approved.	This query will prompt user for the college code:  	Department Graduate School
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

SIS_GRAD_NO_PRELIM_6YRS_COLL 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.	This query will prompt user for the college code:  	Department Graduate School
SIS_GRAD_NO_PRELIM_6YRS_PROG 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.	This query will prompt user for Institution (NCSU1) and Academic Program:  	Department Graduate School
SIS_GRAD_ACTIVE_BY_COLLEGE 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.	This query will prompt user for Institution (NCSU1), Academic Career, Current/Future Enrolled Term, and College Code (02, 11-20):  	Department Graduate School
SIS_GRAD_ACTIVE_MULTIPLE_GPOW 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.	This query will prompt user for the College Code (02, 11-20):  	Department Graduate School

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

<table>
<tr>
<td>SIS_GRAD_GPA_DROP_PROG

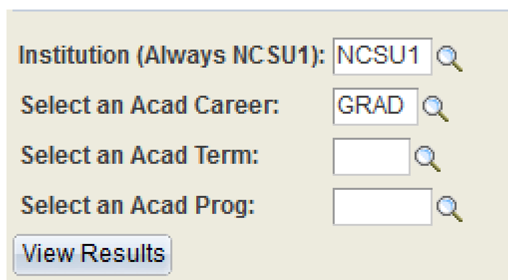
Query Description:
Returns active graduate students for a prompted academic term and academic program whose current GPA is >0.75 lower than their cumulative GPA.</td>
<td>This query will “prompt” you for an “academic term” value and “academic program” value. This will narrow your results to only that one term in that one program.



NOTE: Term is always represented by a four-digit number. Example: 2091 is Spring 2009. “2” represents the century, “09” represents the year, and “1” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</td>
<td>Department

Graduate School</td>
</tr>
<tr>
<td>SIS_GRAD_U_GRADES_PROG

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.</td>
<td>This query will “prompt” you for an “academic term” value and “academic program” value. This will narrow your results to only that one term in that one program.

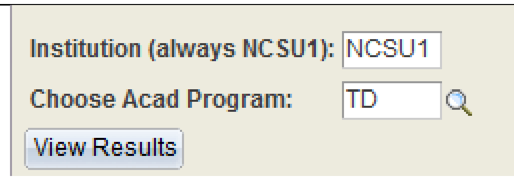
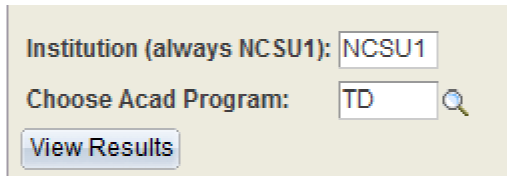
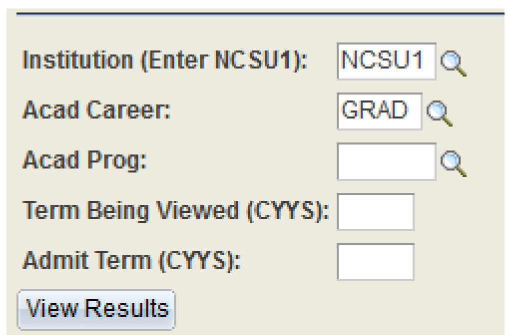
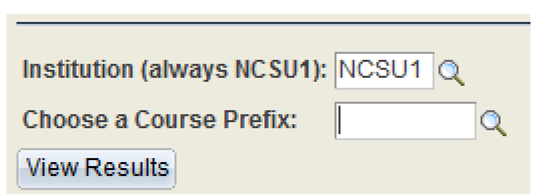


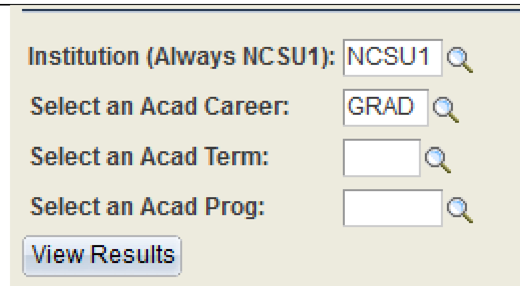
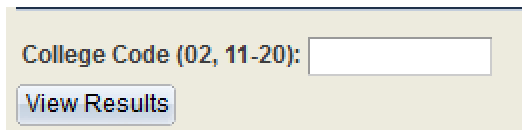
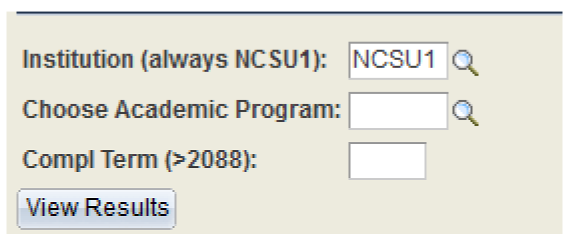
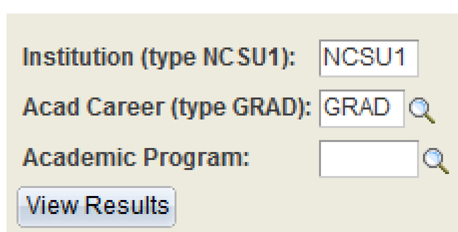
NOTE: Term is always represented by a four-digit number. Example: 2091 is Spring 2009. “2” represents the century, “09” represents the year, and “1” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</td>
<td>Department

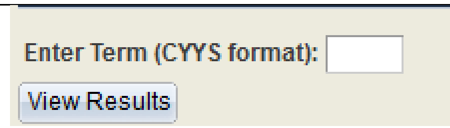
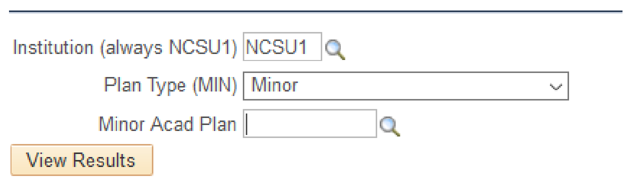
Graduate School</td>
</tr>
<tr>
<td>SIS_GRAD_DEGR_BY_PROG_W_TITLES

Query Description:
Graduation Checkout View (NC_GCO_VW) joined with ACAD_DEGR (Student Degree Table) for graduate majors, all terms after</td>
<td>This query will prompt user for Institution (Always NCSU1) and Academic Program:</td>
<td>Department

Graduate School</td>
</tr>
</table>

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.)		
SIS_ALL_GRD_DEG_BY_PGM_W_TITLE 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.)	This query will prompt user for Institution (Always NCSU1) and Academic Program: 	Department Graduate School
SIS_GRAD_APPL_HST_TERM_PGM_SCH 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.	This query will prompt user for Institution (Always NCSU1), Academic Career (Always GRAD), Academic Program, Term Being Viewed, and Admit term: 	Department Graduate School
SIS_GRAD_INSTR_ADV_CRS_BY_PRF 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.	This query will prompt user for Institution (Always NCSU1) and Course Prefix: 	Department Graduate School
SIS_GRAD_LOW_GRADES_PROG **Query Description:**	This query will prompt user for Institution (Always NCSU1), Academic Career (always GRAD), Academic Term and Academic Program:	Department Graduate School

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. **NOTE: This query is run in Query Viewer – Production, Query Manager – Production**		
SIS_ALL_GRAD_DEGREES_BY_COLL 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.	This query will prompt user for College Code (02, 11-20): 	Department Graduate School
SIS_GRAD_DEGR_PROG_GPOW_TRM **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.	This query will prompt user for Institution (always NCSU1), Academic Program, and Completion term (after Fall 2008) 	Department Graduate School
SIS_GRAD_NEW_ADMIT_TERM_BY_PGM **Query Description:** New graduate students (per admit term from program stack) for the current term by user-selected program.	This query will prompt user for Institution (always NCSU1), Academic Career (always GRAD), and Academic Program 	Department Graduate School
SIS_GRAD_A2G_ETD_CHECKLISTS **Query Description:**	This query will prompt user for the term, CYYS format (2171 for Spring 2017, 2178 for Fall 2017)	Graduate School

All applied to graduate (all stats except Dept Denied, College Denied, and app Withdrawn) for prompted term, showing status of their Graduate ETD checklist items (GDRCKM, GDRDAF, GDRGAL, GDRSED, GDRDPO). **NOTE: This query is run in Query Viewer – Production, Query Manager – Production**		
SIS_GRAD_CENSUS_ENR_MINOR **Query Description:** Returns a list of students enrolled as of census in a user-selected minor plan (shows student emplid, name, minor plan, major program, and latest term enrolled).	This query will prompt users for the Minor Academic Plan: 	Department Graduate School

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	**Addition of queries** SIS_GRAD_CENSUS_ENROLLMENT SIS_GRAD_DGP_GRDSEC_BY_LIAISON
3/17/2010	**Addition of Oracle Database Reporting Tables and Views**

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

	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_GRPS_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	**Added the text "Query Description:" to each description that was missing it.** **Corrected query text size for consistency.** **Corrected any "query prompt" text to be above the picture for consistency.**
03/08/2012	**Addition of Patent Agreement Sections to all four SIS Manual sections.** **1. Graduate Student** **2. Graduate Faculty** **3. Graduate Administrators** **4. Graduate School**
08/21/2012	**Addition of queries:** DGP_GSC_SECURITY_ALL_NOTALL_PG GSSP_DEPT_APPRV_BY_PROG_TERM SIS_GRAD_DEGREES_BY_PROG UCO_SERVICE_IND_REASN_TERM_PGM SIS_ALL_GRAD_DEGREES_BY_PROG **Addition of Oracle Reporting Database Tables and Views descriptions**

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	**Addition of queries:** SIS_GRAD_GSSP_TERM_LMT_JOBS SIS_GRAD_APPL_HIST_TERM_COLL

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 SIS_ALL_GRD_DEG_BY_PGM_W_TITLE
02/15/2017	**Addition of Queries:** 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 SIS_GRAD_DEGR_PROG_GPOW_TRM
04/15/2017	**Addition of Queries:** 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**