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THE GRADUATE SCHOOL

Overview
This section covers work performed in the Graduate School.

Objectives
Procedures for maintaining student records in SIS are covered in this section.

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

Graduate Student Records Staff

Objectives
The Graduate Student Records 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 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 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.

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

Adding Good Faith (Positive Service Indicator) for
Residency Purposes

Navigation

Search on ID:

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.

**Terminology**

See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary.

Viewing Graduate Student Patent Agreements

**Objectives**

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

**Reminder**

Plans of Work may also be accessed directly through Student Information Systems > Admin Services > Advising > Graduate Plan of Work.

**Terminology**

See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary.
Navigation

Main Menu > Student Information Systems > Admin Services > Advising > Graduate Plan of Work.

Tab Name

Patent Agreement

The search lands on the Graduate Plan of Work page.
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

Electronic Patent Agreement on file
Once the patent agreement has been submitted, the students’ checklist items will automatically be updated. Student Information Systems > Campus Community > Checklists > Person Checklists > 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.

Reminder

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

Terminology

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

Navigation

Main Menu > Student Information Systems > Records and Enrollment > Worklist > 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 by clicking the link with the student ID number and name.

Tab Name  
Plan of Work Tab

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 type 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 students progress through the graduate career, their transcript updates the matched courses on their plan of work regardless of the term in which the course is taken.

Note: 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 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 themselves, 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 themselves, 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**

PoW 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**.
Step 1

There are three review buttons. Click the appropriate button at the bottom of the Plan of Work tab.

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

b) **Return to Student for Update** – 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) **Back to DGP** – This sets the plan of work to a pending status awaiting DGP approval. The plan of work will be returned to the DGP worklist 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.

**Terminology**

A checklist is a collection of administrative items assigned to each student based on their academic plan. Checklists are assigned when students matriculate into an academic program and plan in the graduate career. See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary.

**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**

Main Menu > Student Information Systems > Campus Community > Checklists > Person Checklists > 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

**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 (Plan of Work). 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.
**Reminder**

Queries are run in the Reporting environment which contains data from the previous day’s work. This means that the results are up to 24 hours old, as opposed to current.

**Terminology**

See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](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

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 items are routed to the College Liaison Worklist for easy filtering and access.

**Terminology**

See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary

**Navigation**

Main Menu > Student Information Systems > Admin Services > Advising > 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.
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 to a status of Pending.

Terminology

See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary

Navigation

Main Menu > Student Information Systems > Records & Enrollment > Custom Graduate Records > 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

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.

Reminder

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

Navigation
Main Menu > Student Information Systems > Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table
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.

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

Navigation
Main Menu > Student Information Systems > Admin Services > Advising > 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.

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

Navigation
Main Menu > Student Information Systems > Admin Services > Advising > 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 [Add Row](#) button to add the replacement or substitute 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.

Reminder

Graduate School Representatives added to advisory committees are not sent invitations to serve by email when added nor do work items appear in their Worklist however, they should be marked as accepted and approved, when you add them to the committee.

Terminology

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

Main Menu > Student Information Systems > Admin Services > Advising > 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

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<tr>
<td>Vice-Chair</td>
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Plan | Committee | PoW
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**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 lookup. 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.

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.

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.

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

Reminder

Queries are run in the Reporting environment which contains data from the previous day’s work. This means that the results are up to 24 hours old, as opposed to current.

Terminology

See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](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

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.

Terminology

See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary

Navigation

Main Menu > Student Information System > Admin Services > Advising > Graduate Plan of Work

OR

Main Menu > Student Information System > Worklist > Worklist

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 to save changes at any time.
7. Important: permanently clears all values and rows

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

Step 1

Course Search

Search Against
- Course Catalog
- My Graduate Transcript
- My Graduate Non-degree Transcript
- Transfer Credit

Subject
Catalog Nbr
Search
Cancel
You may add courses from the course catalog, NC State graduate career transcript, NC State non-degree transcript, or as transfer credit. In the search fields enter a subject. You may also enter a catalog number to filter the search results further. (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**
Main Menu > Student Information System > Records and Enrollment > Custom Graduate Records > 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. 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.

Terminology

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

Navigation

Main Menu > Student Information System > Admin Services > Advising > 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 (Student Information System>Records and Enrollment>Custom Graduate Records>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 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 [Approve].

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

Navigation
Main Menu > Student Information Systems > Admin Services  > Advising  > 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 not 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**

Refer to section with same name in Graduate Administrator’s Section
Credit Requirement
Met for a Doctoral Student

**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.

**Reminder**

Queries are run in the Reporting environment which contains data from the previous day’s work. This means that the results are up to 24 hours old, as opposed to current.

**Terminology**

See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](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

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

**Page Steps**

Instructor/Advisor Table Search

**Step 1**

Enter the faculty member’s name or ID number and search. If more than 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.
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.**

Navigation

To inquire directly on the tenure data records for graduate faculty status and rank, navigate to Main Menu > Human Resource Systems > Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data.
Step 1
Enter the faculty member’s name or ID number and search. If more than 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.

Step 2
Navigate to the Nc Eg Faculty Data tab. Graduate Faculty status; date and other information are displayed. Tenure status, rank and other information are displayed on the Tenure Data tab.


Objectives

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.

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

Navigation
Main Menu > Student Information Systems > Campus Community > Checklists > Person Checklists > 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.

**Terminology**
See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary.

**Step 1**
Contact the department of Registration and Records in order to have explicit course transfer credit added to a student’s transcript.

### 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 GOPOW, or if it is checked and shouldn’t be.
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 search 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.

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

Navigation Main Menu > Records and Enrollment > Custom Graduate Records > Graduate Plan of Work Template


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.

**Terminology**
See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary.

**Navigation**
Main Menu > Human Resources System > Workforce Administration > Job Information > Job Data
Main Menu > Human Resources System > Workforce Development > Competency Management > Track Person Competencies > Education

Main Menu > Human Resources System > Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data

**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.

   ![Job Information](image)

   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)

3. **Create Tenure Data** (Human Resources System > Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data). Fields to be checked for eligibility are Tenure Status, Home Rank, and Tenure Home.

   ![Tenure Data](image)

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
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 Manager of Graduate Appointments.

**Terminology**

See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary.

**Navigation 1**

Main Menu > Human Resources System > Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data

**Procedures**

Two steps are required to update Graduate Faculty records

1. Update Graduate Faculty Status
2. Update the Graduate Faculty Instructor/Advisor Records

**Step 1**

Graduate Faculty Status, either Associate or Full, and the date granted are maintained on the Create Tenure Data Panel.
Enter the 9 digit EmplID and click **Search**

(1) Check to insure “Tenure Status” and “Tenure Home” are complete.

Both of the tabs on this panel are used. The Tenure Data tab is checked for completeness, and the Nc Eg Faculty Data tab is used to enter the Status and Date.

Before the Graduate Faculty Status can be added to a faculty member’s record, it is necessary that the Tenure Status and Tenure Home fields be complete. If both fields are blank, the faculty member’s department should be contacted and requested to update the fields.

If the Tenure Status is complete but the Tenure Home is not, check the HR System, Work Location tab in Job Data. An Academic Department value can be used as the Tenure Home.

**Navigation 2**

Main Menu > Human Resources System > Workforce Administration > Job Information > Job Data
Step 2

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 NCGF Faculty Data Tab.
Navigation 3
Main Menu > Student Information Systems > Curriculum Management > Instructor/Advisor Information

Step 3
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.
<table>
<thead>
<tr>
<th>Instructor Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Type</td>
</tr>
<tr>
<td>Advisor</td>
</tr>
<tr>
<td>Primary Acad Org</td>
</tr>
<tr>
<td>Instructor Available</td>
</tr>
<tr>
<td>Instructor/Advisor Role</td>
</tr>
<tr>
<td>Academic Career</td>
</tr>
<tr>
<td>Academic Program</td>
</tr>
<tr>
<td>Academic Plan</td>
</tr>
</tbody>
</table>

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

These queries should be available for use by September 1, 2009.

Reminder

Queries are run in the Reporting environment which contains data from the previous day's work. This means that the results are up to 24 hours old, 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

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.

Removing Records From the

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
Instructor/Advisor Table 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.

Terminology

See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.

Navigation

Checklist record maintenance: Main Menu > Student Information Systems > Campus Community > Checklists > Person Checklists > Checklist Management – Person

Page Steps

Checklist Management – Person search

![Checklist Management - Person](image)

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

**Step 2**
Click **Search**

**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: Main Menu > Student Information Systems > Records and Enrollment > Enroll Students > 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 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. If the scheduled exam date is not known, milestones will not be updated for a Masters Request to Schedule.

**Terminology**
See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.

**Navigation**
Checklist record maintenance: Main Menu > Student Information Systems > Campus Community > Checklists > Person Checklists > Checklist Management – Person

**Page/ Tab Name**
Checklist Management – Person / Checklist Management1

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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

Main Menu > Student Information Systems > Records and Enrollment > Enroll Students > 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 a 2nd attempt.

Terminology
See http://www.fis.ncsu.edu/sis/training/SISTerm.pdf for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.

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: Main Menu > Student Information Systems > Records and Enrollment > Enroll Students > 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 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.

**Terminology**

See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.
Navigation Checklist record maintenance: Main Menu > Student Information Systems > Campus Community > Checklists > Person Checklists > 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**

Main Menu > Student Information Systems > Records & Enrollment > Custom Graduate Records > Graduate Plan of Work

**Page /Tab Steps**

Committee

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

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: Main Menu > Student Information Systems > Records and Enrollment > Enroll Students > 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 to reflect receipt of a Master final examination report for a 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.

Terminology
See http://www.fis.ncsu.edu/sis/training/SISTerm.pdf for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.

Navigation
Checklist record maintenance: Main Menu > Student Information Systems > Campus Community > Checklists > Person Checklists > Checklist Management – Person

Page Steps
Checklist Management – Person / Checklist Management 1

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.
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 Systems > Records and Enrollment > Enroll Students > 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

![Milestone Details](image)

**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 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.

**Terminology**
See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.

**Navigation**
Checklist record maintenance: Main Menu > Student Information Systems > Campus Community > Checklists > Person Checklists > Checklist Management – Person
Page Steps

Checklist Management – Person / Checklist Management 1

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 Management 2

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: Main Menu > Student Information Systems > Records and Enrollment > Enroll Students > 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.

![Student Milestones screenshot](image)

**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 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.

Terminology
See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.

Navigation
Checklist record maintenance: Main Menu > Student Information Systems > Campus Community > Checklists > Person Checklists > 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: Main Menu > Student Information Systems > Records and Enrollment > Enroll Students > 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
Masters Failure
Second Attempt

Objectives
This section provides steps to update student records 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.

Terminology
See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.

Navigation
Checklist record maintenance: Main Menu > Student Information Systems > Campus Community > Checklists > Person Checklists > 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 5
Save the student milestone record.
Step 1
In the Checklist Item Table locate the item GRFFIN (RptFinExam).

Step 2
Once the Failed Second Attempt exam report has been processed add a new GRFFIN 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: Main Menu > Student Information Systems > Records and Enrollment > Enroll Students > 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 1\textsuperscript{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.

Terminology  See \url{http://www.fis.ncsu.edu/sis/training/SISTerm.pdf} for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.
**Navigation**

Checklist record maintenance: Main Menu > Student Information Systems > Campus Community > Checklists > Person Checklists > 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 GPRES (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: Main Menu > Student Information Systems > Records and Enrollment > Enroll Students > 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 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.
Terminology

See http://www.fis.ncsu.edu/sis/training/SISTerm.pdf for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.

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: Main Menu > Student Information Systems > Records and Enrollment > Enroll Students > 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 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.

Terminology

See http://www.fis.ncsu.edu/sis/training/SISTerm.pdf for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.

Navigation

Checklist record maintenance: Main Menu > Student Information Systems > Campus Community > Checklists > Person Checklists > 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.

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**Page /Tab Steps**

Checklist Management – Person / Checklist Management2

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**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**

Main Menu > Student Information Systems > Records & Enrollment > Custom Graduate Records > Graduate Plan of Work

**Page /Tab Steps**

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

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: Main Menu > Student Information Systems > Records and Enrollment > Enroll Students > 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 Unconditional.

Step 4
Save the student milestone record.

DOCTORAL CONDITIONAL PASS FIRST ATTEMPT

Objectives
This section provides steps to update student records 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.
**Terminology**

See [http://www.fis.ncsu.edusis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.

**Navigation**

Checklist record maintenance: Main Menu > Student Information Systems > Campus Community > Checklists > Person Checklists > Checklist Management – Person

**Page Steps**

Checklist Management – Person / Checklist Management1

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

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

Student Milestone record maintenance: Main Menu > Student Information Systems > Records and Enrollment > Enroll Students > 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 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.

Terminology

See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.

Navigation

**Checklist record maintenance:** Main Menu > Student Information Systems > Campus Community > Checklists > Person Checklists > 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 refer to 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
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: Main Menu > Student Information Systems > Records and Enrollment > Enroll Students > 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 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.

**Terminology**  
See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.

**Navigation**  
**Checklist record maintenance:** Main Menu > Student Information Systems > Campus Community > Checklists > Person Checklists > 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 Management

- **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 GRPPFIN 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: Main Menu > Student Information Systems > Records and Enrollment > Enroll Students > 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 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.

**Terminology**
See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.

**Navigation**
**Checklist record maintenance**: Main Menu > Student Information Systems > Campus Community > Checklists > Person Checklists > 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, insue 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 first attempt** report checklist item
Doctoral Final **first attempt** report checklist item

Adding a new checklist item for DR **prelim second attempt** report

The new checklist item looks like this when you click the +

The 2nd attempt prelim report checklist item looks like this when you finish.

Adding a new checklist item for DR **final second attempt** report

The new checklist item looks like this when you click the +
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: Main Menu > Student Information Systems > Records and Enrollment > Enroll Students > 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**

![Image of Milestone Details](image)

**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.
Terminology
See http://www.fis.ncsu.edu/sis/training/SISTerm.pdf for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.

Navigation
Student Milestone record maintenance: Main Menu > Student Information Systems > Records and Enrollment > Enroll Students > 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.

**Terminology**  
See [http://www.fis.ncsu.edu sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.
Navigation

Student Milestone record maintenance: Main Menu > Student Information Systems > Records and Enrollment > Enroll Students > 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.

**Terminology**  
See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.

**Navigation**  
Main Menu > Student Information Systems > Campus Community > Checklists > Person Checklists > Checklist Management – Person

**INSERTING NEW CHECKLIST ITEMS**
**Step 1**

1. Enter EmplID

2. Click Search

**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
   - 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 Save

Follow instructions in Steps 3 & 4 described above.

UPDATE EXISTING CHECKLIST ITEMS

Click Save

Graduate Student Program / Plan Record Maintenance

Admissions Actions on the Student Records 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. 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).

<table>
<thead>
<tr>
<th>Admit Term</th>
<th>Academic Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Load (Anticipated Registration)</td>
<td>Program Action (Decision)</td>
</tr>
<tr>
<td>Program Action Reason (Decision)</td>
<td>Academic Plan</td>
</tr>
<tr>
<td>Sub-Plan</td>
<td></td>
</tr>
</tbody>
</table>

After the opening of enrollment for any given academic term, newly admitted graduate career applicants are matriculated to student records 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 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.

<table>
<thead>
<tr>
<th>Admitted Applicant Matriculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
</tr>
<tr>
<td>1-Mar</td>
</tr>
<tr>
<td>1-Oct</td>
</tr>
</tbody>
</table>

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 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

Terminology

See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.

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

**Navigation**

Main Menu > Student Information Systems > Records and Enrollment > Career and Program Information > Student Program/Plan

- Check **Include History**
- 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. A complete list of all SIS academic programs, plans and sub-plans is located at http://www.ncsu.edu/grad/faculty-and-staff/docs/GRAD_academic_structure_reference_appendix_ACAD_PGM.pdf.

**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

Main Menu > Student Information Systems > Admin Services > Services > Term Summary

Procedures

To check registration status,

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

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Academic Career</th>
</tr>
</thead>
<tbody>
<tr>
<td>039 NCSU1</td>
<td>Graduate</td>
</tr>
<tr>
<td>039 NCSU1</td>
<td>NDS</td>
</tr>
</tbody>
</table>

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

Navigation

Main Menu > Student Information Systems > Records and Enrollment > Career and Program Information > Student Program/Plan

Procedures

Enter student’s name or EMPLID to locate his records

Check Include History

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 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**

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

Main Menu > Student Information Systems > Admin Services > Services > Term Summary

Procedures

To check registration status,

4. Enter appropriate EmplID and click Search
5. Choose the “Graduate” Career

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Academic Career</th>
</tr>
</thead>
<tbody>
<tr>
<td>039 NCSU1</td>
<td>Graduate</td>
</tr>
<tr>
<td>039 NCSU1</td>
<td>NDS</td>
</tr>
</tbody>
</table>

6. Choose the term

Term Summary

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

Navigation

Main Menu > Student Information Systems > Records and Enrollment > Career and Program Information > Student Program/Plan

Procedures

Enter student’s name or EMPLID to locate his records

Check Include History

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**

**Admitted Applicant Deferral to a Future Term**

**Reminder**

This action is always done first in 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 admit term.

**Navigation**

Main Menu > Student Information Systems > Admin Services > Services > Term Summary

**Procedures**

To check registration status,

1. Enter appropriate EmplID and click **Search**

2. Choose the “Graduate” Career
3. Choose the term

Term Summary

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Academic Career</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCSU1</td>
<td>Graduate</td>
</tr>
<tr>
<td>NCSU1</td>
<td>NDS</td>
</tr>
</tbody>
</table>

2009 Fall Term

- Eligible to Enroll: Yes
- Primary Program: L5 Science
- Academic Standing Status: Data

Level / Load

- Academic Level - Projected: Grad
- Academic Level - Term Start: Grad
- Academic Level - Term End: Grad
- Approved Academic Load: Full-Time
- Academic Load: No Un

Classes

No classes for this 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

Main Menu > Student Information System > Records and Enrollment > Student Term Information > 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.

Step 3

Click **Save**

Navigation

After the admitted applicant’s original term record has been deleted: Main Menu > Student Information System > Records and Enrollment > Career and Program Information > 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 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

Main Menu > Student Information System > Records and Enrollment > Career and Program Information > Student Program / Plan.

Page Steps

- Check
- 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 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 Save

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*  
Main Menu > Student Information Systems > Records and Enrollment > Career and Program Information > 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

*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 = 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**

Main Menu > Student Information Systems > Records and Enrollment > Student Term Information > Term Activate a Student

**Step 1**

Enter appropriate EmplID and click **Search**
Step 2

Ensure 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

Main Menu > Student Information Systems > Student Admissions > Application Entry > Personal Information > 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 \( \text{Save} \)

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 unmatriculated 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.

Terminology
See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.

Navigation
Main Menu > Student Information System > Records and Enrollment > Career and Program Information > Student Program/Plan

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

Check \( \text{Include History} \)

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 \( \text{Save} \)

**Actions On the Student Records**

**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.

**Reminder**

Queries are run in the Reporting environment which contains data from the previous day’s work. This means that the results are 24 hours old, as opposed to current.

**Terminology**

See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](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

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**

Main Menu > Student Information System > Records and Enrollment > Career and Program Information > 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:
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

Main Menu > Student Information System > Records and Enrollment > Career and Program Information > 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 ![Save](image)

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/planning to change 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 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/planning 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

Main Menu > Student Information Systems > Records and Enrollment > Career and Program Information > 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  Save

Click  Return to Search

**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 **Add a New Value** tab

Click **Add**

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 **Save**

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 Systems > Records and Enrollment > Career and Program Information > Curriculum Change

**Procedures**

Enter student’s name or EMPLID

There are three options:

1. Add Plan
2. Change/Plan
3. Remove Plan

Student Curriculum Change

<table>
<thead>
<tr>
<th>Academic Program:</th>
<th>PSY</th>
<th>Psychology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Plan:</td>
<td>16PSYPHD</td>
<td>Psychology-PHD</td>
</tr>
<tr>
<td>Academic Sub-Plan:</td>
<td>16PSYPSPDR</td>
<td>Psychology in the Public Int</td>
</tr>
<tr>
<td>Academic Program:</td>
<td>PSY</td>
<td>Psychology</td>
</tr>
<tr>
<td>Academic Plan:</td>
<td>16PSYMS</td>
<td>Psychology-MS</td>
</tr>
<tr>
<td>Academic Sub-Plan:</td>
<td>16PSYPSPMS</td>
<td>Psychology in the Public Int</td>
</tr>
</tbody>
</table>

Add Plan:  
Change Plan/Subplan:  
Remove Plan:  
GO!
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 Program
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**

Main Menu > Student Information Systems > Records and Enrollment > Student Term Information > 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 Save

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

Main Menu > Student Information System > Records and Enrollment > Career and Program Information > 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 ![add_row_icon] 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 - “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 **Add a New Value** tab

Click **Add**

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
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

Main Menu > Student Information Systems > Records and Enrollment > Career and Program Information > 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

Main Menu > Student Information System > Records and Enrollment > Career and Program Information > 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

Main Menu > Student Information System > Records and Enrollment > Career and Program Information > 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:

- **Student Program/Plan**
  - **ID:** 000123456
  - **Academic Career:** Graduate
  - **Student Career Nbr:** 1

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 **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 = 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 at a different level, 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

Main Menu > Student Information System > Records and Enrollment > Career and Program Information > 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](save.png)

**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**

Main Menu > Student Information System > Records and Enrollment > Career and Program Information > 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:
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 ![Save](save.png)

### 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
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).

**Terminology**

See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.

**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.
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 [Save]
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**

Main Menu > Student Information System > Campus Community > Checklists > Person Checklists > Checklist Management - Person

**Step 1**

1. Enter student’s name or EmplID
2. Choose the “Add a New Value” tab

![Checklist Management - Person](image)

**Step 2**

Click Add
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 Save

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
Main Menu > Student Information System > Records and Enrollment > Career and Program Information > 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 Save

Navigation
Student Information System > Records and Enrollment > Enroll Students > 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 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 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 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**

Main Menu > Student Information System > Records and Enrollment > Career and Program Information > 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 student career number

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

1. Click on ![Add Row Icon](image) 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 ![Save](image)

   **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**

   Main Menu > Student Information System > Records and Enrollment > Career and Program Information > 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):

   ![Screen Shot](image)
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 \( \text{Save} \)

**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**

Main Menu > Student Information System > Records and Enrollment > Career and Program Information > 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 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**

Main Menu > Student Information Systems > Records and Enrollment > Career and Program Information > 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.

2. At the same time, add another row with Return From Leave of Absence (RLOA) effective the start date of the next subsequent term 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 \( \text{+} \) to Add a Row (Note, you must be on Row #1 when you add a new row).

2. Program Action = LEAV

3. Action Reason = GLOA

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

Click \( \text{Save} \)

**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 [Save]

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.

Terminology

See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.
Navigation
Main Menu > Student Information System > Records and Enrollment > 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.

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 Save

Thesis and Dissertation Acceptance

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

Terminology
See http://www.fis.ncsu.edu/sis/training/SISTerm.pdf for a complete SIS glossary. The appendix of this manual contains an Expanded Graduate Career Terminology section.

Navigation
Main Menu > Student Information System > Records and Enrollment > 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 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, retroactively 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 Save

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
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.

**Terminology**
See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary

**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.

**Terminology**
See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](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

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_CHKLIST_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.
Terminology

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

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.

Terminology

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

Navigation
Main Menu > Student Information Systems > Records and Enrollment > Graduation > 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.

Click ![Save](save-icon.png)

**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.

**Terminology**
See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary

**Navigation**
Main Menu > Student Information Systems > Records and Enrollment > Graduation > 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 ![Save](Save.png)

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.

**Terminology**

See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary

**Navigation**

Main Menu > Student Information Systems > Campus Community > Comments > Comments – Person > 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 **Search**

Step 2

Click on the row you wish to view.

Enter the EmplID and click **Search**
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 Variable Data
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.

Terminology

See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary.

Navigation

Main Menu > Student Information Systems > Campus Community > Comments > Comments – Person > 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 Variable Data

Academic Career = GRAD

Click OK

Click Save

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.

**Terminology**
See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary

**Navigation**
Main Menu > Student Information Systems > Campus Community > Personal Information (Student) > Biographical (Student) > Relationships

**Tab Name**

![Image of Relationships tab](image)

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 ![Save](#)

### 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. Students will remain active in the plan as long as they are continuously enrolled in a regular academic term (fall,spring).

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.

**Terminology**

See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary.
**Navigation**

Main Menu > Student Information Systems > Records and Enrollment > Career and Program Information > 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

- **Student Program/Plan**
  - Enter any information you have and click Search. Leave fields blank for a list of
  - **Find an Existing Value**
  - **Add a New Value**

**Step 2**

Add a New Value

- **Student Program/Plan**
  - **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 **Add**

**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 [Save]

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.

Reminder
Queries are run in the Reporting environment which contains data from the previous day’s work. This means that the results are 24 hours old, as opposed to current.

Terminology
See [http://www.fis.ncsu.edusis/training/SISTerm.pdf](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

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 complete. 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.

Terminology

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

Navigation

Main Menu > Student Information Systems > Campus Community > Comments > Comments – Person > Person Comment Detail

Page Steps

1. Enter ID
2. Click **Add**

**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 **Save**

**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 Save

Viewing Comments

View GS - Graduate School Comments
Page Steps

1. Enter ID

2. Click Search

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 Search

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

Graduate Support Page

Objectives
This screen indicates whether a student meets the minimum registration requirement to be eligible for GSSP benefits and whether the student is within the number of semesters allowed to receive the tuition benefit.

Reminder
This page does not indicate whether or not the student has a qualifying appointment that meets the minimum annualized stipend requirement necessary to be eligible for GSSP benefits.

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

Navigation
Main Menu > Student Information System > Records and Enrollment > Student Term Information > Graduate Tuition Support

Page / Tab
Graduate Support
1. Enter Student ID # in EmplID Field

2. Enter NCSU1 in Academic Institution if it is not already there.

3. Enter GRAD in Academic Career

4. Click Search

1. GSSP Hours

2. ENRL Hours

GSSP Hrs indicates the minimum registration hours required to be eligible for GSSP benefits per the GSSP requirements at a Glance Chart found in the appendix. ENRL Hrs must at least equal GSSP Hrs for the student to be eligible.

3. Degree Classification
4. Previous Master
5. Admit Term

The 3 fields listed above are used to determine the minimum hours required for the student to meet the registration requirement (GSSP Hrs) and whether the student is within the number of semesters allowed to receive the tuition benefit.

6. Health Ins Elig
7. Tuition Support

A check beside either of the 2 fields listed above indicates the student has met the registration requirement for that benefit.

**GSSP Exception Request Evaluation**

**Objectives**
Evaluation of GSSP Exceptions requests submitted by the college associate dean to the Graduate School for approval by the Graduate Dean or his designee.

**Reminder**
GSSP exception requests are first submitted from the Director of Graduate Programs to the graduate associate dean of the college supporting the graduate student in need of the exception. Exception requests should be submitted for the given semester by the deadline indicated on the Graduate School calendar.

**Terminology**
See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary.

**Steps**
The following are used in evaluating the GSSP exception request.

1. **GSSP requirements at a Glance** ([http://www.ncsu.edu/grad/support-plan/pocket-chart.html](http://www.ncsu.edu/grad/support-plan/pocket-chart.html)) – to verify that student does not fall within the normal limits to receive GSSP benefits.


3. **Graduate Support Page in SIS** (navigation: Main Menu > Student Information Systems > Records and Enrollment; Student Term Information) - Indicates whether a student meets the minimum registration requirement to be eligible for GSSP benefits and whether the student is within the number of semesters allowed to receive the tuition benefit.

4. **Justification submitted by requesting department.**

5. **GSSP Inquiry on Graduate School InfoWeb under Graduate Student Academic & Support Records.** – shows GSSP benefit eligibility status for current and previous semesters.
6. Student’s Transcript (navigation: Main Menu > Student Information Services > Admin Services; Student Info) – 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 college associate dean that made the request with a copy to the Graduate Student Support Plan Coordinator in the Graduate School who will process approved exceptions. The decision (approved or denied) is posted to a cumulative semester spreadsheet located at K:\graddean\GSSP\Exceptions\[Semester Year]\Exceptions_{Semester YYYY}_Master.xls

**Enrollment Request Search**

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

**Navigation**
Main Menu > Student Info Systems > Records & Enrollment > Enroll students > 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**

**Enrollment Request Search**

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 miscommunication.

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*  

*Terminology*  
See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary.
Converting Student Records From Legacy History

Objectives
To activate a student whose student records were not converted with the SIS conversion in February 2009.

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

Navigation
Main Menu > Student Information Systems > Records and Enrollment > Custom Records and Enrollment > Student Activate From History

Step 1
Enter student's name or EMPLID
Click SEARCH

Step 2
Enter student's name or EMPLID
Click SEARCH

Replaces the use of PINS
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.
**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.

*Terminology* See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary

*Navigation* Main Menu > Student Information Systems > Records and Enrollment > Student Term Information > Graduate Support
Tab Name

Eligibility – 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 semesters.
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. Insurance 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.

Terminology

See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](http://www.fis.ncsu.edu/sis/training/SISTerm.pdf) for a complete SIS glossary.

Navigation

Main Menu > Student Information Systems > Campus Community > Service Indicators > Person > Manage Service Indicators

Step 1

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

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

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

Terminology

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

Navigation

Main Menu > Student Information Systems > Records and Enrollment > Student Term Information > Graduate Support – By Program

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.

Terminology

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

Navigation

Main Menu > Student Information Systems > Student Financials > View Customer Accounts

Step 1

Enter student ID number then click search.
Step 2
Click the Account Details tab to view a specific semester.

Step 3
Click View All. You can see all the students charges and what they have or have not paid.
**Step 4**

Click Item Details. Provides more details about the specific charge.
### Advisory Committee Member Types

**Overview** Each member is assigned a Type

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

<table>
<thead>
<tr>
<th>Chklist Item Code</th>
<th>Short Description</th>
<th>Checklist Item Description</th>
<th>Doctoral Checklist</th>
<th>Masters Checklist</th>
<th>Masters Mixed Opt B Checklist</th>
<th>Masters Opt B Checklist</th>
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### 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 Enying Liu (000917752).

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 by logging into the MyPack Portal and following the navigation: Main Menu > Student Information Systems > Faculty Services > Worklist

Or you may use this link: https://portal.acs.ncsu.edu/psp/EPPRD/EMPLOYEE/PHC890PRD/W/WORKLIST?ICAction=ICViewWorklist &Menu=Worklist&Market=GBL&PanelGroupName=WORKLIST&FolderPath=PORTAL_ROOT_OBJECT.NC000127.NC000295.NC_SIS_WORKLISTA&IsFolder=false&IgnoreParamTempl=FolderPath%2clsFolder

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

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<td>Work in progress. Worklist owner has accessed the work item but work is not complete.</td>
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<tr>
<td>2</td>
<td>Work item complete. Action taken.</td>
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<tr>
<td>3</td>
<td>Removed from Worklist</td>
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## Graduate Student Record Program Actions and Action Reasons

### Program Actions & Action Reasons - Graduate School Student Records

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<th>Program Action Descr</th>
<th>Action Rsn</th>
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</tr>
</tbody>
</table>

### Admitted & Matriculated Student Program Plan Records Actions

| DATA | Data Change | ADET | Adm - Earlier Term | AEarlyTerm | Update |
| DATA | Data Change | GCTF | Adm - Conditional To Full | AdStChCoFu | Update |
| DATA | Data Change | GFTC | Adm - Full to Conditional | AdStChFuCo | Update |
| DEFR | Defer Enrollment | GDFR | Grad - Defer to Future Term | GDeFtFuTer | Update |
| DISC | Discontinuation | AWNE | Adm - Will Not Enter | ANotEnter | Update |
| DISC | Discontinuation | ADEN | Adm - Subsequent Denial | AdSubDeny | Update |
| MATR | Matriculation | AAAF | Admission after Will Not Enter | AAfterWNE | 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)...

   ![Screenshot of MyPack portal with an icon highlighted]

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

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


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

Milestones

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

Instructions for Running a Query

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

Terminology
See [http://www.fis.ncsu.edu/sis/training/SISTerm.pdf](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.

![Search By: Query Name](image)

Click **Search**

**Step 2**

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

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

**Add to Favorites**

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

**HTML**

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

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

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

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

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

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

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

NOTE: File can be saved when in EXCEL format.

**LIST OF QUERIES**

<table>
<thead>
<tr>
<th>Query Name and Brief Description of Results</th>
<th>Notes</th>
<th>Who Has Access to Query?</th>
</tr>
</thead>
<tbody>
<tr>
<td>DGP_GSC_SECURITY_ALL_NOTALL_PG</td>
<td>There is not a prompt for this query.</td>
<td>Graduate School</td>
</tr>
<tr>
<td>Query Name</td>
<td>Description</td>
<td>Department</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
<td>------------</td>
</tr>
<tr>
<td>GRAD_ARCHIVE_COMM_SVC_BY_ID</td>
<td>This query allows personnel, upon input of a graduate faculty ID, to obtain a list of all graduate committee on which a faculty member has served. Some data goes back as far as December 2001.</td>
<td>Graduate School</td>
</tr>
<tr>
<td>GRAD_ARCHIVE_COMM_SVC_BY_PGM</td>
<td>Query committee service records from archive tables (pre-SIS) by user-selected academic program. (Grad date will be blank for people who changed legacy curriculum code after census date.) Some data goes back as far as December 2001.</td>
<td>Graduate School</td>
</tr>
<tr>
<td>GRAD_TST_SCORE_SUPN_BDAY_GRE</td>
<td>This query is used to search by date of birth to find unmatched GRE scores</td>
<td>Graduate School</td>
</tr>
<tr>
<td>GRAD_TST_SCORE_SUPN_BDAY_TOEFL</td>
<td>This query is used to search by date of birth to find unmatched TOEFL scores</td>
<td>Graduate School</td>
</tr>
<tr>
<td>GSSP_DEPT_APPRV_BY_PROG_TERM</td>
<td>Returns all information from first tab on Graduate Tuition Support screen by user selected term and academic program (for students who are active in that program)</td>
<td>Graduate School</td>
</tr>
</tbody>
</table>
where the departmental approval flag has been checked.

<table>
<thead>
<tr>
<th>SIS_ALL_GRAD_DEGREES_BY_PROG</th>
<th>This query prompts the user for Institution (NCSU1) and Academic Program.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Query Description:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Institution (type NCSU1):</strong></td>
<td>- Enter Institution (NCSU1) and Academic Program. Then click &quot;View Results&quot;</td>
</tr>
<tr>
<td><strong>Choose Academic Program:</strong></td>
<td>- Enter Institution (NCSU1) and Academic Program. Then click &quot;View Results&quot;</td>
</tr>
<tr>
<td><strong>View Results</strong></td>
<td>- Enter Institution (NCSU1) and Academic Program. Then click &quot;View Results&quot;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIS_GRAD_3_PLUS_X</th>
<th>There is not a prompt for this query.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Query Description:</strong></td>
<td>This query returns active 3+X students and provides their home institution, current program and plan and term first enrolled.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIS_GRAD_3_PLUS_X_BY_COLL</th>
<th>Department Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Query Description:</strong></td>
<td>This query returns active 3+X students by college and provides their home institution, current program and plan and term first enrolled.</td>
</tr>
<tr>
<td><strong>View Results</strong></td>
<td>- Enter College number. Then click &quot;View Results&quot;</td>
</tr>
</tbody>
</table>

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

**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.

**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.

**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.
### 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.

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.

![Query Interface](image)

This query will "prompt" you for Institution (NCSU1), Academic Career (GRAD), and Admit Term.

### SIS GRAD CENSUS_ENROLLMENT

**Query Description:**
List of students registered as of census date in a user selected 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.

![Query Interface](image)

This query will prompt you for an academic term.

Department
Graduate School
<table>
<thead>
<tr>
<th>Query Name</th>
<th>Query Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SIS_GRAD_CENSUS_ENR_WITH_GPOW</strong></td>
<td>For a user-selected career, previous term, and academic program, it returns a list of grads enrolled as of census in that term and program, showing the overall status of their GPoW (approved, denied, etc.) and status date, along with the term first enrolled in the grad career. It also includes a flag that shows if the chair, vice-chair, or co-chair has approved the GPoW.</td>
</tr>
<tr>
<td><strong>SIS_GRAD_CERTIF_MINOR_PLANS</strong></td>
<td>List of all graduate students enrolled in current or future terms that are also enrolled in a minor or certificate in a user-selected academic plan.</td>
</tr>
<tr>
<td><strong>SIS_GRAD_CHKLST_CMPLT_NOGC</strong></td>
<td>List of students who have completed all of their checklist items but who are not on the Graduation Approval List.</td>
</tr>
<tr>
<td><strong>SIS_GRAD_CHKLST_WRONG_MR_DRC</strong></td>
<td>View a list of students on the graduation list who have a doctoral plan but a Masters</td>
</tr>
</tbody>
</table>

**Department**

**Graduate School**

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.

There is not a prompt for this query.

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
<table>
<thead>
<tr>
<th>Query Name</th>
<th>Query Description</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIS_GRAD_CHKLST_WRONG_DR_DRC</td>
<td>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. <strong>NOTE: This query is run in Query Viewer – Production or Query Manager - Production</strong></td>
<td>Graduate School</td>
</tr>
<tr>
<td>SIS_GRAD_CMT_HISTORY</td>
<td>View a list of all members of a grad student's GPOW committee, including members who are no longer on the committee. <strong>NOTE: This query is run in Query Viewer – Production or Query Manager - Production</strong></td>
<td>Graduate School</td>
</tr>
<tr>
<td>SIS_GRAD_COMPLETED_THESIS</td>
<td>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. <strong>This query prompts the user for the student’s EMPLID.</strong></td>
<td>Department</td>
</tr>
<tr>
<td>SIS_GRAD_COND_ADM_CHECK</td>
<td>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.</td>
<td>Department</td>
</tr>
</tbody>
</table>
Students in an academic organization who are currently enrolled but were provisional admissions.

<table>
<thead>
<tr>
<th><strong>SIS_GRAD_COND_PASS_4_MO</strong></th>
<th>There is not a prompt for this query.</th>
<th>Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Description:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A list of students for whom a conditional pass was entered (DR PREORAL, MR FINORAL or DR FINORAL) and the date of the exam is older than four months.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SIS_GRAD_COND_PASS_6_MO</strong></th>
<th>There is not a prompt for this query.</th>
<th>Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Description:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A list of all students who have a 6 month or older conditional pass for their MR final oral or DR preoral or final oral.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SIS_GRAD_DE_FOR_STDNT</strong></th>
<th>This query prompts the user for a student’s EMPLID; the magnifying glass can be used to search if the ID is not known.</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Description:</td>
<td>View all courses in which a student has been enrolled. Distance education courses are identified.</td>
<td>Graduate School</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SIS_GRAD_DEFＲ</strong></th>
<th>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.</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Description:</td>
<td>View a list of students whose term of admission was deferred and the term deferred to.</td>
<td>Graduate School</td>
</tr>
<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</td>
<td></td>
</tr>
<tr>
<td>Query Description</td>
<td>Prompted User For</td>
<td>Department</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------</td>
<td>------------</td>
</tr>
<tr>
<td><strong>SIS_GRAD_DEGREES_BY_PROG</strong></td>
<td>Institution (NCSU1) and Academic Program.</td>
<td>Graduate School</td>
</tr>
<tr>
<td><strong>SIS_GRAD_DEGREES_WITH_CHAIR</strong></td>
<td>Institution (NCSU1) and Academic Program.</td>
<td>Department</td>
</tr>
<tr>
<td><strong>SIS_GRAD_DGP_GRDSEC_BY_LIAISON</strong></td>
<td>Graduate School Liaison’s Unity ID.</td>
<td>Graduate School</td>
</tr>
<tr>
<td><strong>SIS_GRAD_DR_RESID</strong></td>
<td>Student EMPLID. The magnifying glass can be used to search if the value is not known.</td>
<td>Graduate School</td>
</tr>
<tr>
<td><strong>SIS_GRAD_ENROLLED_FULBRIGHT</strong></td>
<td>Academic Career, Academic Term and Academic Program.</td>
<td>Department</td>
</tr>
</tbody>
</table>
Returns a list of Fulbright students for a user-selected career, current or future term, and academic program.

NOTE: Fulbright grads are identified by the criterion STDNT_GROUP = FULB in STDNT_GRP_HIST (the Student Groups History table).

**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.

**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 prog status (active, completed, LOA, etc).

**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.
<table>
<thead>
<tr>
<th>SIS_GRAD_GCERT_COMPLETED</th>
<th>Query Description: Returns people who completed graduate certificate (GCERT academic program) for a user-selected completion term. Shows empid, name, and academic plan</th>
<th>Search criteria are by academic program and academic plan and term.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIS_GRAD_GPOW_STATUS</td>
<td>This query will “prompt” you for Institution and Academic Program.</td>
<td>Department Graduate School</td>
</tr>
<tr>
<td>SIS_GRAD_GPW_GS_APRVL_PUB</td>
<td>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).</td>
<td>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.</td>
</tr>
<tr>
<td>SIS_GRAD_GRADUATION_APRVL</td>
<td>Query Description: View a list of students on the Graduation approval list for a prompted term and graduation approval status.</td>
<td>This query will prompt you for a Graduation Approval Status which can be chosen from the drop down menu, and a 4-Digit term.</td>
</tr>
</tbody>
</table>

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

### SIS_GRAD_GSSP_TERM_LMT_JOBS

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

### SIS_GRAD_LEAV

**Query Description:**
Provides the name, emplID, and return term for students on Leave of Absence.
<table>
<thead>
<tr>
<th><strong>Query Description</strong></th>
<th><strong>Prompt</strong></th>
<th><strong>Department</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SIS_GRAD_LOA</strong></td>
<td>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.</td>
<td>Graduate School</td>
</tr>
<tr>
<td>Query Description: View a list of students currently on leave of absence for the user identified program.</td>
<td><img src="https://via.placeholder.com/150" alt="Image" /></td>
<td></td>
</tr>
<tr>
<td><strong>SIS_GRAD_MLASTN_CMPLT_NOGC</strong></td>
<td>There is not a prompt for this query.</td>
<td>Department</td>
</tr>
<tr>
<td>Query Description: List of students who have completed all of their milestones but who are not on the Graduation Approval List.</td>
<td><img src="https://via.placeholder.com/150" alt="Image" /></td>
<td>Graduate School</td>
</tr>
<tr>
<td><strong>SIS_GRAD_OUTSTANDING_PATENT_AG</strong></td>
<td>This query prompts the user for Institution (NCSU1), Acad Career (GRAD), and Academic Program.</td>
<td>Department</td>
</tr>
<tr>
<td>Query Description: Outstanding patent agreement (checklist item &quot;GPATEN&quot; not received, completed, or waived) for registered grads in current or future term by user-selected academic program.</td>
<td><img src="https://via.placeholder.com/150" alt="Image" /></td>
<td>Graduate School</td>
</tr>
<tr>
<td><strong>SIS_GRAD_OUTSTAND_POW_PAT_AGR</strong></td>
<td>This query prompts the user for a Graduate School Liaison’s Unity ID.</td>
<td>Graduate School</td>
</tr>
<tr>
<td>Query Description: Outstanding gPOW or patent agreement (checklist items &quot;GPATEN&quot; or &quot;GPOW&quot; not received, completed, or waived) for registered grads in current or future term by user-selected Graduate School Liaison Unity ID.</td>
<td><img src="https://via.placeholder.com/150" alt="Image" /></td>
<td></td>
</tr>
</tbody>
</table>
| **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. |
|--------------------------|-------------------------------------------------|
| **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. |
| **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. |
| **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. |
<table>
<thead>
<tr>
<th>Query Name</th>
<th>Query Description</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SIS_GRAD_POW_WORKLIST_STAT</strong></td>
<td>List of all pending or open items on a DGP’s Worklist.</td>
<td>Graduate School</td>
</tr>
<tr>
<td><strong>SIS_GRAD_PRELIM_SCHED</strong></td>
<td>List of students who have not been scheduled for a doctoral prelim six or more years after the beginning of the term of the first class in their graduate POW.</td>
<td>Graduate School</td>
</tr>
<tr>
<td><strong>SIS_GRAD_PRELIM_SCHED_BY_PROG</strong></td>
<td>List of students who have not been scheduled for a doctoral prelim six or more years after the beginning of the term of the first class in their graduate POW in a specific academic program.</td>
<td>Graduate School</td>
</tr>
<tr>
<td><strong>SIS_GRAD_PROVISIONAL_ADMITS</strong></td>
<td>Provides a list of all grad students for a user-selected academic program who are currently on conditional (a.k.a. provisional)</td>
<td>Graduate School</td>
</tr>
</tbody>
</table>

The query will “prompt” you for Institution, NCSU1, and Academic Program.
admission and are eligible to enroll in the current term. Includes registration status, cumulative hours passed, and cumulative GPA as of the current term.

<table>
<thead>
<tr>
<th>SIS_GRAD_REP</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Description:</td>
<td>List of committees on which a Graduate Representative has served and the attempted dates for the preliminary oral and final oral exams.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIS_GRAD_STATUS</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Description:</td>
<td>List of all current graduate students who are active in the user-selected academic program and their Plan of Work status.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIS_GRAD_STU_CMTEE_PUB</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Description:</td>
<td>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</td>
</tr>
</tbody>
</table>
Dt) are populated if the person was awarded a degree in the same academic plan.

<table>
<thead>
<tr>
<th><strong>SIS_GRAD_TERMINATED</strong></th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Query Description:</strong></td>
<td>View a list of graduate students who have been terminated from their program from start to end prompted terms.</td>
</tr>
<tr>
<td><strong>SIS_GRAD_THESIS_IN_REVIEW_PUB</strong></td>
<td>This query will “prompt” you for a “Term” value. This will narrow your results to only that one term.</td>
</tr>
<tr>
<td><strong>Query Description:</strong></td>
<td>View a list of all masters and doctoral students who appear on the graduation approval list for a prompted term, have an application status of College Cleared, College Hold, Complete – Accepted or Departmental Review Complete, and who have submitted a thesis or dissertation that is still in “Review” status.</td>
</tr>
<tr>
<td><strong>NOTE:</strong> This query is run in Query Viewer – Reporting, Query Manager – Reporting, Query Viewer – Production or Query Manager – Production</td>
<td>Term is always represented by a four-digit number. Example: 2091 is Spring 2009. “2” represents the century, “09” represents the year, and “1” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</td>
</tr>
</tbody>
</table>
### 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.

This query will “prompt” you for Liaison “Unity ID”.

[![Query SIS_GRAD_TRANSC_CHK_BY_LIAISON - Active grads transcript check](image)](image)

### 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.

This query will “prompt” you for Liaison “Unity ID”.

[![Query SIS_GRAD_TRANSC_CHK_NEW_BY_LIA - Active NEW grads transcript check](image)](image)

### 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.

[![Query SIS_GRAD_WATCHLIST_ALL_LIAISON - All grad students](image)](image)

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

### 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).

[![Query SIS_GRAD_WATCHLIST_ONE_LIAISON - One grad student](image)](image)

1. Term must be current, will not work for past terms.
### SIS Training and Operations Manual – Revised 2/05/2016

<table>
<thead>
<tr>
<th>NOTE: This query is run in Query Viewer – Production or Query Manager - Production</th>
<th>2. User is the Unity ID and must be entered in ALL CAPS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SIS_GRADUATE_FAC_BY_PLAN</strong></td>
<td>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.</td>
</tr>
<tr>
<td>Query Description:</td>
<td></td>
</tr>
<tr>
<td>View a list of active members of the Graduate Faculty by user selected plan. (Typically best used for minor-type plans).</td>
<td>Department Graduate School</td>
</tr>
<tr>
<td><strong>SIS_GRADUATE_FAC_BY_PROGRAM</strong></td>
<td>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.</td>
</tr>
<tr>
<td>Query Description:</td>
<td></td>
</tr>
<tr>
<td>List of active members of the Graduate Faculty by user selected program.</td>
<td>Department Graduate School</td>
</tr>
<tr>
<td><strong>SIS_GRADUATE_FAC_CMTEE_ROLES</strong></td>
<td>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.</td>
</tr>
<tr>
<td>Query Description:</td>
<td></td>
</tr>
<tr>
<td>Displays all committee memberships for graduate faculty in a prompted program.</td>
<td>Department Graduate School</td>
</tr>
<tr>
<td><strong>SIS_GRADUATE_FAC_PGMS_BY_ID</strong></td>
<td>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.</td>
</tr>
<tr>
<td>Query Description:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Department</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SIS Training and Operations Manual</strong></td>
<td></td>
</tr>
<tr>
<td>NC State University Graduate School</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>View a list of programs assigned to a member of the Graduate Faculty by user selected employee ID.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **SIS_GRADUATE_FACULTY_LIST**  
Query Description:  
List of all active members of the Graduate Faculty. |  
|  
| **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. |  
|  
| **SIS_NC_SUPEREXT_GRADS**  
Query Description:  
List of students active in a current or future term. |  
|  
| View a list of programs assigned to a member of the Graduate Faculty by user selected employee ID. |  
|  
| **SIS_GRADUATE_FACULTY_LIST**  
Query Description:  
List of all active members of the Graduate Faculty. |  
|  
| **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. |  
|  
| **SIS_NC_SUPEREXT_GRADS**  
Query Description:  
List of students active in a current or future term. |  
|  
| This query runs when you click HTML or EXCEL and has no prompts. |  
|  
| 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. |  
|  
| 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 |
<table>
<thead>
<tr>
<th>Query Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SR_STUDENT_DROPS_AFTER_DATE_X</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>UCO_SERVICE_IND_REASN_TERM_PGM</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>SIS_GRAD_ALL_SVC_IND_TERM_PROG</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>SIS_GRAD_DROPS_AFTER_DATE_GSSP</strong></td>
<td>This query returns a list of graduate students, by user selected term and academic program, who dropped a course after a user-selected date (one row per</td>
</tr>
</tbody>
</table>
person, per course dropped). It also shows the academic load and indicates those who received GSSP tuition and/or insurance benefits in the same term. The results from this query can be used to monitor students that drop out of GSSP eligibility because they have dropped or changed a course to audit after census (or a user selected date) causing them to drop below the full-time requirement.

<table>
<thead>
<tr>
<th>Query Description</th>
<th>This query will prompt the user for the Term (CYYS Format).</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIS_GRAD_COMP_REV_THES_DISSERT</td>
<td>Provides a list of grads with thesis or dissertation milestone (and milestone level of acceptance, review, or committee approval) for user-selected graduation term. Shows graduation checkout status.</td>
<td>Graduate School</td>
</tr>
<tr>
<td>SIS_GRAD_PROVISI_ADMITS_BY_LIA</td>
<td>Provides a list of all grad students for a user-selected Graduate School Liaison who are currently on conditional (a.k.a. provisional) admission and are eligible to enroll in the current term. Includes registration status, cumulative hours passed, and cumulative GPA as of the current term.</td>
<td>Graduate School</td>
</tr>
<tr>
<td>SIS_GRAD_PROG_STATUS</td>
<td>Returns an alphabetic list of students for a</td>
<td>Department</td>
</tr>
<tr>
<td>User-Selected Academic Program and Academic Program Status.</td>
<td>Department Graduate School</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
</tbody>
</table>

**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:

| Institution (type NCSU1): |  |
| Academic Career: |  |
| Academic Program: |  |
| View Results |  |

**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:

| Institution (type NCSU1): | NCSU1 |
| Academic Career (type GRAD): | GRAD |
| Term of Coverage Month: | 2151 |
| Academic Program: |  |
| View Results |  |

**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:

| Institution (type NCSU1): | NCSU1 |
| Academic Career (type GRAD): | GRAD |
| Current Spring Term: |  |
| Academic Program: |  |
| View Results |  |

**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.

**SIS_GRAD_GPOW_NOT_APPRVD_COLL**

This query will prompt user for the college code:

<table>
<thead>
<tr>
<th>Department Graduate School</th>
<th>Department Graduate School</th>
<th>Department Graduate School</th>
</tr>
</thead>
</table>

241
<table>
<thead>
<tr>
<th>Query Description</th>
<th>College Code (02, 11-20):</th>
<th>View Results</th>
<th>Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of all current master’s or doctoral students active in the user-selected academic college code having more than 17 cumulative hours and Graduate Plan of Work not approved.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SIS_GRAD_GPOW_NOT_APPRVD_PROG</strong></td>
<td></td>
<td></td>
<td>Department Graduate School</td>
</tr>
<tr>
<td>List of all current master’s or doctoral students active in the user-selected academic program having more than 17 cumulative hours and Graduate Plan of Work not approved.</td>
<td></td>
<td></td>
<td>Department Graduate School</td>
</tr>
<tr>
<td><strong>SIS_GRAD_DR_AT_9PLUS_YRS</strong></td>
<td></td>
<td></td>
<td>Department Graduate School</td>
</tr>
<tr>
<td>List of all current doctoral students in the user-selected academic college who have been in the program 9 or more years.</td>
<td></td>
<td></td>
<td>Department Graduate School</td>
</tr>
<tr>
<td><strong>SIS_GRAD_DR_AT_9PLUS_YRS_COLL</strong></td>
<td></td>
<td></td>
<td>Department Graduate School</td>
</tr>
<tr>
<td>List of all current doctoral students in the user-selected academic college who have been in the program 9 or more years.</td>
<td></td>
<td></td>
<td>Department Graduate School</td>
</tr>
<tr>
<td><strong>SIS_GRAD_DR_AT_9PLUS_YRS_PROG</strong></td>
<td></td>
<td></td>
<td>Department Graduate School</td>
</tr>
<tr>
<td>List of all current doctoral students in the user-selected academic program who have been in the program 9 or more years.</td>
<td></td>
<td></td>
<td>Department Graduate School</td>
</tr>
<tr>
<td><strong>SIS_GRAD_NO_PRELIM_6YRS</strong></td>
<td></td>
<td></td>
<td>Department Graduate School</td>
</tr>
<tr>
<td>List of all current doctoral students who have not scheduled their prelim 6 or more years after they started.</td>
<td></td>
<td></td>
<td>Department Graduate School</td>
</tr>
<tr>
<td><strong>SIS_GRAD_NO_PRELIM_6YRS_COLL</strong></td>
<td></td>
<td></td>
<td>Department Graduate School</td>
</tr>
<tr>
<td>Query Description:</td>
<td>College Code (02, 11-20):</td>
<td>Graduate School</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------</td>
<td>-----------------</td>
<td></td>
</tr>
<tr>
<td>List of all current doctoral students in the user-selected academic college code who have not scheduled their prelim 6 or more years after they started.</td>
<td>[View Results]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIS_GRAD_NO_PRELIM_6YRS_PROG</th>
<th>This query will prompt user for Institution (NCSU1) and Academic Program:</th>
<th>Department Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Description:</td>
<td>List of all current doctoral students in the user-selected academic program who have not scheduled their prelim 6 or more years after they started.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Institution (type NCSU1): [NCSU1]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Academic Program: [ADE]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[View Results]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIS_GRAD_ACTIVE_BY_COLLEGE</th>
<th>This query will prompt user for Institution (NCSU1), Academic Career, Current/Future Enrolled Term, and College Code (02, 11-20):</th>
<th>Department Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Description:</td>
<td>Active students (enrolled or eligible to be enrolled) with demographic information for a user-selected academic career, current or future enrolled term, and college code.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Institution (type NCSU1): [NCSU1]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select an Academic Career: [GRAD]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Current/Future Enrolled Term: [2158]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>College Code (02, 11-20): [14]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[View Results]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIS_GRAD_ACTIVE_MULTIPLE_GPOW</th>
<th>This query will prompt user for the College Code (02, 11-20):</th>
<th>Department Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Description:</td>
<td>Returns an alphabetized list of active grad students having more than one Graduate Plan of Work (GPoW) in the active program for a user-selected college code. Shows emplid, name, acad prog, acad plan, GPoW status, and GPoW status date.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>College Code (02, 11-20): [14]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[View Results]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIS_GRAD_ACTIVE_WITH_PREV_BACH</th>
<th>This query will prompt user for the College Code (02, 11-20):</th>
<th>Department Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Query Description:</td>
<td>Returns graduate students active in the current term and displays the school name where the student reported receiving their bachelor's degree. The user enters their</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enter college code (02, 11-20): [14]</td>
<td></td>
</tr>
</tbody>
</table>
college code (11-20) to get the list by college.

## Reporting – Oracle Reporting Database tables and views

### Overview

The Oracle reporting database tables and views listed in the table below are accessible through Query Manager Reporting/Production (specified in the Query security tree) and by means of the special reporting ID for ODBC direct access. Production Queries are only accessible by central offices.

<table>
<thead>
<tr>
<th>Table / View name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD_CALTRM_TBL</td>
<td>Academic Calendar Term Table</td>
</tr>
<tr>
<td>ACAD_DEGR</td>
<td>Student Degree Table</td>
</tr>
<tr>
<td>ACAD_DEGR_PLAN</td>
<td>Student Degree Plan Table</td>
</tr>
<tr>
<td>ACAD_DEGR_SPLN</td>
<td>Student Degree Sub-Plan Table</td>
</tr>
<tr>
<td>ACAD_GROUP_TBL</td>
<td>Academic Groups</td>
</tr>
<tr>
<td>ACAD_ORG_HR_OWN</td>
<td>Acad Org HR Owner Crosswalk Table</td>
</tr>
<tr>
<td>ACAD_ORG_TBL</td>
<td>Academic Organization Table</td>
</tr>
<tr>
<td>ACAD_PLAN</td>
<td>Student Academic Plan Table</td>
</tr>
<tr>
<td>ACAD_PLAN_OWNER</td>
<td>Academic Plan Owners</td>
</tr>
<tr>
<td>ACAD_PLAN_TBL</td>
<td>Academic Plans</td>
</tr>
<tr>
<td>ACAD_PROG</td>
<td>Student academic program records</td>
</tr>
<tr>
<td>ACAD_PROG_TBL</td>
<td>Academic Programs</td>
</tr>
<tr>
<td>ACCOMP_TBL</td>
<td>Accomplishment Table (Degrees/Degree types)</td>
</tr>
<tr>
<td>ACCOMPLISHMENTS</td>
<td>Person Accomplishments</td>
</tr>
<tr>
<td>ACAD_SUBPLAN</td>
<td>Student Academic Sub-plan Table</td>
</tr>
</tbody>
</table>

Note: Accessible only from the HR database.
<table>
<thead>
<tr>
<th>Table Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD_SUBPLN_TBL</td>
<td>Academic Sub-plan</td>
</tr>
<tr>
<td>ADM_APPL_DATA</td>
<td>Admission Application Data</td>
</tr>
<tr>
<td>ADM_APPL_PLAN</td>
<td>Admission Applicant Plan</td>
</tr>
<tr>
<td>ADM_APPL_PROG</td>
<td>Admission Applicant Program</td>
</tr>
<tr>
<td>ADM_APPL_SBPLAN</td>
<td>Admission Applicant Sub-plan</td>
</tr>
<tr>
<td>AUD_MLSTN_ATMPT</td>
<td>Student Milestone Attempts Audit</td>
</tr>
<tr>
<td>AUD_STDNT_MLSTN</td>
<td>Student Milestone Audit</td>
</tr>
<tr>
<td>AUD_S_CAR_MLSTN</td>
<td>Student Career Milestone Audit</td>
</tr>
<tr>
<td>CIP_CODE_TBL</td>
<td>CIP Code Table</td>
</tr>
<tr>
<td>CLASS_INSTR</td>
<td>Course / Class Instructor Table</td>
</tr>
<tr>
<td>COUNTRY_TBL</td>
<td>Countries</td>
</tr>
<tr>
<td>CRSE_CATALOG</td>
<td>Course Catalog Data</td>
</tr>
<tr>
<td>CRSE_OFFER</td>
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<td>NC_DEPTHEAD_VW</td>
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<td>NC_DGPADM_VW</td>
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<td>STDNT_MLSTN</td>
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**Using Enterprise Business Intelligence Reports**
Step 1  Login to MyPack. Navigate to the “For Faculty & Staff” tab and click the “Computing” link in the “Campus Resources” pagelet.

![MyPack screenshot](image)

Step 2  Click on “BusinessObjects InfoView(Prod). This will open a new browser window.

![BusinessObjects InfoView](image)

Step 3  In the BusinessObjects window, click the plus sign next to Public Folders to expand the list. Next, click the plus sign next to the GSIS Reporting folder link. This will expand the list, showing four folders, one for each available reporting category (Admissions, Enrollment, GSSP, and Report Archives). When you click on the folder you want, this will display the available reports on the right. Select the report you want by clicking the name.
Step 4

Once the report is displayed, you can hide the navigation panel by clicking the Toggle Navigation toolbar button as shown below. This provides more screen space to view the report and its tabs. Click the button again to unhide navigation.

For reports with multiple tabs, use either tabs at the bottom of the report window or links in the navigation section to the left of the report window, as shown in the picture. If all report tabs are not visible across the bottom, left- and right-facing navigational arrows will be visible in the bottom left corner. Using them will make tabs visible as you scroll.
Step 5  
**Printing**

To print an Excel or PDF version of the Business Objects Report, follow this procedure.

1. Choose the Document menu option

2. Pick the “Save to my computer as” option. Pick either the Excel or the PDF option. The file will then be downloaded to your PC and the Excel or Adobe applications will open. You can then print within either or those applications.

**NOTE:** If you are using the Internet Explorer browser, you will need to make one change in the browser settings in order to allow downloading and printing.

1. Go to the Tools menu selection and pick Internet Options.

2. In the Internet Options window, pick the security tab. The highlighted zone should be Internet. Press the “Custom level” button.

3. Go down to the option heading Downloads. Go to the option “Automatic prompting for file downloads” and set to Enable. Then press the “OK” button.

4. Press the “OK” button in the Internet Options window.

**Adding a shortcut**

Adding a shortcut in MyPack MyLinks

If you do not already have a shortcut in MyLinks, this can be a navigations time saver. In the MyPack window, select “Edit MyLinks” and click the “Go” button.
Click “Add Link”

Provide any name you choose for your link and enter the URL shown below. We recommend selecting the “Open in a new window” box. Click save.

https://www3.acs.ncsu.edu/businessobjects/enterprise115/desktoplaunch/InfoView/logon/logon.do

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

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

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<tr>
<td>ACAD_DEGR_PLAN</td>
<td>Student Degree Plan Table</td>
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<td>Course Catalog Offerings</td>
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<td>EXT_DEGREE</td>
<td>External Degrees</td>
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<tr>
<td>NC_AUD_GPW</td>
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<td>NCCOMMENT_VW</td>
<td>Person Comment View (subset view)</td>
</tr>
<tr>
<td>NC_AUD_GRD_SPPT</td>
<td>Graduate Student Support Screen Audit Table</td>
</tr>
<tr>
<td>NC_CURR_TERM_VW</td>
<td>The Current Term</td>
</tr>
<tr>
<td>NC_GRAD_FACU_VW</td>
<td>Graduate Faculty View</td>
</tr>
</tbody>
</table>
### Edited 2 Oracle Reporting Database Tables and Views descriptions

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

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

### Re-added queries:

- `SIS_GRAD_ENROLLED_FULBRIGHT`
- `SIS_GRAD_GPOW_STATUS`
- `SIS_GRAD_PROVISIONAL_ADMITS`

**02/10/2012 Addition of queries:**

- `SIS_GRAD_TRANSC_CHK_NEW_BY_LIA`
- `SIS_GRAD_TRANSC_CHK_BY_LIAISON`

**02/15/2012 Addition of queries:**

- `GRAD_TST_SCORE_SUPN_BDAY_GRE`
- `GRAD_TST_SCORE_SUPN_BDAY_TOEFL`

**03/01/2012 Addition of queries:**

- `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

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<td>Job Code Table</td>
</tr>
<tr>
<td>NC_ACAD_PRG_STG</td>
<td>Legacy student academic program records</td>
</tr>
</tbody>
</table>

01/16/2013  Addition of queries:
SIS_GRAD_GSSP_TERM_LMT_JOBS
SIS_GRAD_APPL_HIST_TERM_COLL

Addition of Oracle Reporting Database Tables and Views descriptions:

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

Edits to:

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

09/11/2013 Addition of queries:

SIS_GRAD_A2G_BELOW_B
SIS_GRAD_3_PLUS_X
SIS_GRAD_3_PLUS_X_BY_COLL
SIS_GRAD_ADVISER_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>
<thead>
<tr>
<th>Table / View Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOMP_TBL</td>
<td>Accomplishment Table (Degrees/Degree types) Note: Accessible only from the HR database.</td>
</tr>
<tr>
<td>ACCOMPLISHMENTS</td>
<td>Person Accomplishments Note: Accessible only from the HR database.</td>
</tr>
<tr>
<td>NC_Acad_plan_GA</td>
<td>Graduation Plan Table</td>
</tr>
<tr>
<td>NC_CNSS_TUITION</td>
<td>Tuition Denorm</td>
</tr>
<tr>
<td>NC_DNRM_TUITION</td>
<td>Tuition Denorm (Census)</td>
</tr>
<tr>
<td>NC_EOT_TUITION</td>
<td>Tuition Denorm (End-of-Term)</td>
</tr>
<tr>
<td>NC_GPW_TMPLT</td>
<td>Plan of Work Template</td>
</tr>
<tr>
<td>NC_LAB_DST_VIEW</td>
<td>PS_Labor SQRs Load Table</td>
</tr>
<tr>
<td>STDNT_CAR_TERM</td>
<td>Student Career Term Table</td>
</tr>
</tbody>
</table>

Addition of queries:

02/21/2014

SIS_GRAD_EXAM_STATUS_LIST

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

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

Added Previous Master Flag section in Grad School section.

3/13/2014

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

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

Added 4 new sections:
Graduate Student Support Plan (GSSP) Data
Graduate Student Support Plan (GSSP) Service Indicators
Graduate Student Support Plan (GSSP) Health Insurance Eligibility
Graduate Student Support Plan (GSSP) Data View Bill

08/15/2014

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

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

Changed text in “Query Description” for each of the following queries. Changed text “term” to “current or future term”:
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_PROVSI_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
<table>
<thead>
<tr>
<th>Date</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/07/2015</td>
<td><strong>Query Description Clarification:</strong></td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_ACTIVE_BY_COLLEGE</td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_ACTIVE_MULTIPLE_GPOW</td>
</tr>
<tr>
<td></td>
<td><strong>Query Description Clarification:</strong></td>
</tr>
<tr>
<td>1/30/2016</td>
<td><strong>Addition of Query:</strong></td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_ACTIVE_WITH_PREV_BACH</td>
</tr>
<tr>
<td></td>
<td><strong>Update Query Name:</strong></td>
</tr>
<tr>
<td>2/05/2016</td>
<td><strong>Update Query Name:</strong></td>
</tr>
<tr>
<td></td>
<td>SIS_GRAD_ADVISER_WITH_GPOW to SIS_GRAD_ADVISOR_WITH_GPOW</td>
</tr>
</tbody>
</table>