

# SIS Training & Operations Manual

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Graduate Students

NC State University: *Revised November 1, 2017*

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# GRADUATE STUDENTS

*Objectives* This section provides step by step instructions for submitting the patent agreement, creating graduate student Plans of Work and advisory committees, and applying for graduation.

*Reminder* Students access SIS through MYPACK portal using their unity user ID and password.

## Student Self Service

### Graduate Student Patent Agreements

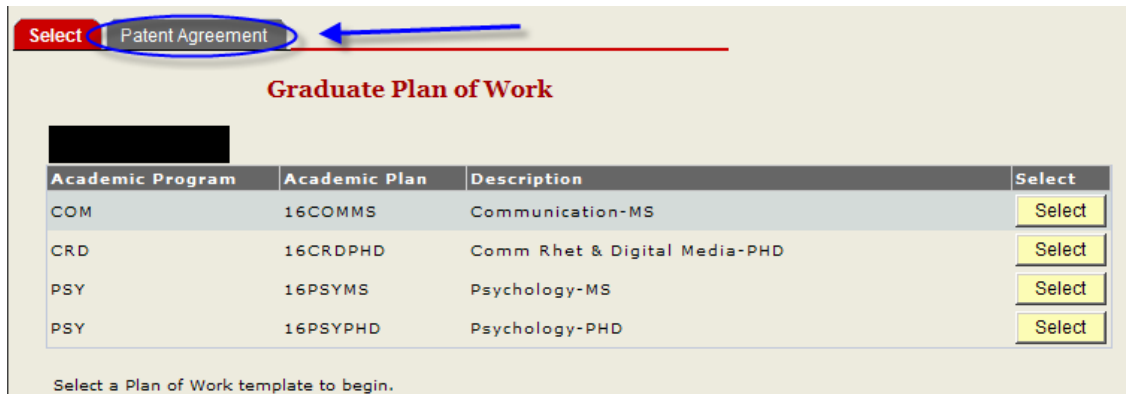
*Objectives* All graduate students can submit their Patent Agreement online via Student Self Service in MYPACK Portal. You may submit your Patent Agreement as soon as you matriculate and activate in the graduate career.

*Reminder* You will need to submit the Patent Agreement before you can begin your Plan of Work

*Navigation* MyPack Portal > Student Homepage > Planning and Enrollment Tile > Graduate Plan of Work

*Tab Name* Patent Agreement

*Page Steps* In the Plan of Work page, select the Patent Agreement Tab.



Academic Program	Academic Plan	Description	Select
COM	16COMMS	Communication-MS	Select
CRD	16CRDPHD	Comm Rhet & Digital Media-PHD	Select
PSY	16PSYMS	Psychology-MS	Select
PSY	16PSYPHD	Psychology-PHD	Select

Select a Plan of Work template to begin.

Once on the Patent Agreement Tab, you will need to read the Patent Agreement text. Once you have read the text, check the "I Agree" box.

Select **Patent Agreement**

### North Carolina State University The Graduate School - Patent Agreement

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

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

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

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

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

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

**Name:** [REDACTED]

**Student Id:** [REDACTED]

**Agreement Type:** MR

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

☒ **I Agree** 08/14/12 1:44PM [REDACTED]

Select | Patent Agreement

Once you select the "I Agree" box, the date, time, and your unity ID will show to indicate the Patent Agreement has been completed.

**Name:** [REDACTED]

**Student Id:** [REDACTED]

**Agreement Type:** MR

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

☒ **I Agree** 08/14/12 1:44PM [REDACTED]

If a paper patent agreement was submitted prior to the electronic Patent Agreement option, next to the agree box it will state, "Paper Form-On File".

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

**North Carolina State University**  
**The Graduate School - Patent Agreement**

Name: [Redacted]  
Student Id: [Redacted]  
Agreement Type: DR

☒ I Agree   04/23/10 12:00AM   Paper Form-On File

## ***Graduate Student Plans of Work and Advisory Committees***

### **Creating Your Graduate Plan of Work**

<i>Objectives</i>	All graduate students are to enter their Plan of Work and Advisory Committee online via Student Self Service in MYPACK Portal. The plan of work and advisory committee are designed as advising tools. You can create your own plan of work and advisory committee for any major academic plan in which you are activated. You may begin working on your plan of work and advisory committee as soon as you matriculate and activate in the graduate career. You may save in-progress work and submit it at a later date. You may make changes at any time up until submission.
<i>Reminder</i>	Once you complete/submit the Plan of Work/Advisory Committee, an email invitation will be sent to each committee member asking them to access your plan of work through their Worklist Tile in order to accept your invitation to serve and indicate their approval of the plan. Once all committee members have accepted membership and approved the plan it will go into a Worklist Tile for the director of your graduate program to process. Directors of graduate programs and Graduate Services Coordinators do not have to wait on the full committee membership to indicate their acceptance and approval on-line before accessing and processing a plan of work you've created. They can access it at any time after you have saved it.
<i>Navigation</i>	MyPack Portal > Student Homepage > Planning and Enrollment Tile Tile> Graduate Plan of Work
<i>Tab Name</i>	Plan of Work
<i>Page Steps</i>	If there is more than one Academic Program/Plan listed, select the one you are creating the plan of work for.

Select Patent Agreement

### Graduate Plan of Work

Academic Program	Academic Plan	Description	Select
COM	16COMMS	Communication-MS	Select
CRD	16CRDPHD	Comm Rhet & Digital Media-PHD	Select
PSY	16PSYMS	Psychology-MS	Select
PSY	16PSYPHD	Psychology-PHD	Select

Select a Plan of Work template to begin.

Note: Some departments have set up templates to guide their students on which courses they need to take. You just need to hit click on select to choose the course and enter the term, if it was not listed don their transcript.

Plan of Work Committee PoW Comments Patent Agreement

Student Id [Redacted] Complete Degree Within (yrs) 6  
 Program CES College Couns & Student Devel  
 Plan 13CESMED Coun Ed, Stu Pers in Hi Ed-MED  
 Status

Total Units Planned  
 Plan of Work GPA

[How to create my plan of work](#)  
[How To Video](#)

Create or update your plan of work and advisory committee.

Type	Requirement/Course Description	Class	Units	Term	Enrolled
Major	Career Counseling & Development	Select			
Major	Cross Cultural Counseling	Select			
Major	Theories & Techniques Counsel	Select			
Major	Student Dev. in Higher Educ.	Select			
Major	Group Counseling	Select			
Major	Gender Issues in Counseling	Select			

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

Student Id [Redacted] Complete Degree Within (yrs) 10  
 Program CRD Comm Rhetoric & Digital Media  
 Plan 16CRDPHD Comm Rhet & Digital Media-PHD  
 Status

Total Units Planned  
 Plan of Work GPA

[How to create my plan of work](#)  
[How To Video](#)


Create or update your plan of work and advisory committee.

*Type	Requirement/Course Description	Class	Units	Term	Enrolled	Grade
Major	Neurobiology	Select	★ ZO 588	3.0		


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

1 2 3 4 5 6 7 8

Add Row Save Submit For Approval Start Over

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 a row
6. Click  to save changes at any time.
7. “Start Over” permanently clears all values and rows
8. Help link available – “How to create my plan of work” and “How to Video”

### Step 1



The image shows a web form titled "Course Search" in red text. Below the title is a section labeled "Search Against" with a dark header. Inside this section are four radio buttons: "Course Catalog" (selected), "My Graduate Transcript", "My Graduate Non-degree Transcript", and "Transfer Credit". Below the radio buttons are two text input fields: "Subject" and "Catalog Nbr". The "Subject" field has a magnifying glass icon to its right. At the bottom of the form are two buttons: "Search" and "Cancel".

You may add courses from the course catalog, your NC State graduate career transcript, your NC State non-degree transcript, or as transfer credit. In the search fields enter a subject. You may also enter a catalog number to filter the search results further.

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

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

**Course Search**

Search Against

☐ Course Catalog  
☐ My Graduate Transcript  
☐ My Graduate Non-degree Transcript  
☒ Transfer Credit

Subject

Catalog Nbr

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

Subject	Catalog	Course
TR	999	<u>Transfer Credit</u>

Step 2

**Course Search**

Search Against

☐ Course Catalog  
☒ My Graduate Transcript  
☐ My Graduate Non-degree Transcript  
☐ Transfer Credit

Subject

Catalog Nbr

Find | View All | 1-7 of 7 | First 1-7 of 7 Last

Subject	Catalog	Course	Term Taken	Units	Grade	
PSY	710C	<u>ST-Wom Comm Power</u>	Fall '08	3.0	A-	<a href="#">detail</a>
PSY	800	<u>Int Grad Study Psy</u>	Fall '08	1.0	S	<a href="#">detail</a>
PSY	511	<u>Adv Social Psych</u>	Spring '09	3.0	A	<a href="#">detail</a>
PSY	506	<u>Psych of Gender</u>	Fall '09	3.0	B	<a href="#">detail</a>
PSY	710	<u>Spec Topics Psych</u>	Spring '10	3.0	A	<a href="#">detail</a>
PSY	880	<u>Directed Study Psy</u>	Fall '10	3.0	S	<a href="#">detail</a>
PSY	880	<u>Directed Study Psy</u>	Spring '11	3.0	S	<a href="#">detail</a>

1. Search results may be sorted by clicking any column header.
2. Select a course by clicking the link in the Course column.

## Creating Your Graduate Advisory Committee

### Objectives

All graduate students can enter their Plan of Work and Advisory Committee online via Student Self Service in MYPACK Portal. The plan of work and advisory committee are designed as advising tools. You



can create your own plan of work and advisory committee for any major academic plan in which you are activated. You may begin working on your plan of work and advisory committee as soon as you matriculate and activate in the graduate career. You may save in-progress work and submit it at a later date. You may make changes at any time up until submission.

### Reminder

Once you submit the Plan of Work/Advisory Committee for approval, an email invitation will be sent to each committee member asking them to access your plan of work through their Worklist Tile in order to accept your invitation to serve and indicate their approval of the plan. Once all committee members have accepted membership and approved the plan it will go into a Worklist Tile for the director of your graduate program to process. Directors of graduate programs and Graduate Services Coordinators do not have to wait on the full committee membership to indicate their acceptance and approval on-line before accessing and processing a plan of work you've created. They can access it at any time after you have saved it.

### Navigation


MyPack Portal > Student Homepage > Planning and Enrollment Tile > Graduate Plan of Work

### Tab name

Committee

### Step 1

The screenshot shows the 'Committee' tab in the Graduate Plan of Work system. It includes a header with tabs: Select, Plan of Work, Committee (active), PoW Comments, and Patent Agreement. Below the header, there are fields for Student Id, Program (CRD), Plan (16CRDPHD), Co-Major Program, Minor Plan, and Co-Minor Plan. A table titled 'Committee Members' lists four members: Billy Caldwell (Chair), Arthur Bruneau (Co-Chair), Peter Hart (Member), and Lyle Hart (External). The table has columns for Type, Outside Rep, Member Name, Program Represented, Grad Faculty Status, Accept, Approve GPoW, and GSR Indicator. Callouts 1 through 9 point to specific elements: 1 points to the Co-Major Program dropdown; 2 points to the Type dropdown; 3 points to the Member Name column; 4 points to the Program Represented column; 5 points to the Add Row button; 6 points to the Member Name field; 7 points to the Program Represented dropdown; 8 points to the Save button; and 9 points to the How To Video link.

1. Enter appropriate Co-Major Program, Minor Plan, and/or Co-Minor Plan.
2. Use drop down menu to choose member Type: Chair, Co-Chair, Consultant, External, Inter-Institutional, Member, Minor or Vice Chair. Note: You should add a GSR, Graduate School Representative, if you are a doctoral student; if you do not add a GSR, then one will be added at the Graduate School level for doctoral students. Choose a minor representative if you have a minor plan.
3. Click "person" icon  to bring up the faculty member search menu

**Faculty Member Search**

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

Last Name begins with

First Name begins with

Middle Name begins with

**Enter faculty member's name or partial name and click "Look Up"**

**Click on faculty member's name**

Name	Academic Program
<a href="#">Billy Caldwell</a>	CS Crop Science

- Graduate program represented and Graduate Faculty Status will default when faculty member is chosen.
- Click  to add additional members to committee.
- Free form field is available to enter names of members who are not currently on the NCSU faculty.
- The Program represented by the non-NCSU faculty member can be chosen from a drop down menu.
- Click  to save. Committee can be saved, revised, and saved again prior to submitting for approval.
- Help link available at "How to create my committee"

Add  
Graduate  
School Rep  
Committee  
Member

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

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

Add  
Graduate  
School Rep-  
already on  
the  
committee

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

Committee Members								
Customize   Find   First 1-5 of 5 Last								
Type	Outside Rep	Member Name	Program Represented	Grad Faculty Status	Accept	Approve GPoW	GSR Indicator	
1 Chair	<input type="checkbox"/>	<a href="#">Billy Caldwell</a>			<input type="checkbox"/>	<input type="checkbox"/>		
2 Co-Chair	<input type="checkbox"/>	<a href="#">Arthur Bruneau</a>			<input type="checkbox"/>	<input type="checkbox"/>		
3 Member	<input type="checkbox"/>	<a href="#">Peter Hart</a>			<input type="checkbox"/>	<input type="checkbox"/>		
4 External	<input type="checkbox"/>	<a href="#">Lyle Hart</a>	Crop Science		<input type="checkbox"/>	<input type="checkbox"/>		
5 Minor	<input checked="" type="checkbox"/>	<a href="#">Rebeca Ruffy</a>	Crop Science	Associate	<input type="checkbox"/>	<input type="checkbox"/>		

**Select "Outside Rep" checkbox to select the Graduate School Representative**

Add  
Graduate  
School Rep-  
No other  
role on the  
committee

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

Committee Members										Customize	Find	First	1-5 of 5	Last
Type	Outside Rep	Member Name	Program	Grad Faculty Status	Accept	Approve GPoW	GSR Indicator							
1 Chair	<input type="checkbox"/>	Billy Caldwell	Crop Science	Full	<input type="checkbox"/>	<input type="checkbox"/>								
2 Co-Chair	<input type="checkbox"/>	Arthur Bruneau	Crop Science	Associate	<input type="checkbox"/>	<input type="checkbox"/>								
3 Member	<input type="checkbox"/>	Peter Hart	Forest Biomaterials	Associate	<input type="checkbox"/>	<input type="checkbox"/>								
4 External	<input type="checkbox"/>	Lyle Hart	Crop Science		<input type="checkbox"/>	<input type="checkbox"/>								
5 GSR	<input checked="" type="checkbox"/>	Rebeca Rufty	Crop Science	Associate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								

Tab Name

Comments

Comments may be added by students, committee members, Graduate Services Coordinators, Directors of Graduate Programs and Graduate Records Officers.

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

Student Id [REDACTED]

Add a Comment

Save

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

Student Id [REDACTED]

Comments Find First 1 of 1 Last

Date 10/05/2012 Type

I have discussed my committee choices with all requested members except Dr. Namath who is currently out of the Country. I will update once I have received confirmation.

Add a Comment

Save

Step 1

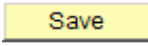
Click **Add a Comment** to insert new comment field. Comments are displayed in the order created.

Step 2

Each comment indicates the name of the user who created it, the comment type and the date it was created. Students can add comments when they create their plan or work or afterward

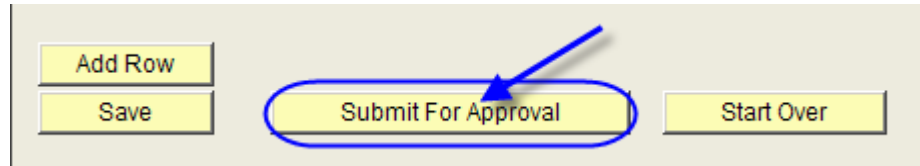
Step 3

Enter text.

*Step 4*Click *Tab Name*

Return to the Plan of Work tab to submit your Plan of Work and Committee.

Once you are satisfied with your Plan of Work and your committee, click “Submit For Approval”



## Creating Second Plan of Work

*Objectives*

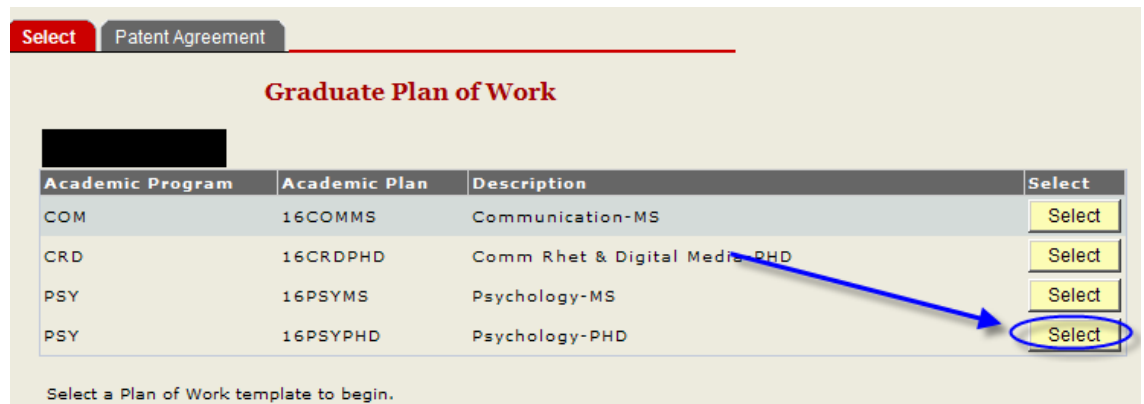
Students may be active in more than one academic plan at a time as in the case of a doctoral student taking a Master en route.

*Navigation*

MyPack Portal &gt; Student Homepage &gt; Planning and Enrollment Tile &gt; Graduate Plan of Work

*Step 1*

Select a plan of work template to begin your second Graduate Plan of Work. Then follow the directions provided in the Plan of Work section.



## Committee Notification of Electronic Thesis & Dissertation (ETD) Update

*Objectives*

Once you receive an unconditional pass on the final oral exam, and your Electronic Thesis &amp; Dissertation (ETD) is accepted by the Graduate School ETD Editor, it will need approval by your committee. If a

committee member denies the final ETD, you will be notified to make changes and notify your committee of the update.

**Reminder** If a committee member denies the final approval (not common), it wipes out all prior approvals. Follow the directions in the automatic email that is received when a committee member denies a final etd. The committee is not notified of the new updated final file until you go into the MyPack portal to notify them. It is important that you upload your revised ETD in the ETD system prior to this notification.

**Navigation** MyPack Portal > Student Homepage > Planning and Enrollment Tile > Graduate Plan of Work

### Page Steps

**Step 1** Click on the Committee tab in your graduate plan of work.

**Step 2** You can see who denied the ETD and on which date. Also, you can click on the ETD comments tab to view their denial comments.

**Step 3** After you have uploaded your revised ETD into the ETD system, you have to click on the “Notify Committee of ETD Update” button.

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

Student Id [Redacted]  
 Program COM Communication ☐ Option B  
 Plan 16COMMS Communication-MS  
 Co-Major Program [Dropdown]  
 Minor Plan [Dropdown]  
 Co-Minor Plan [Dropdown]

ETD Denied By Andrew Ray Binder, PhD Denied Date 10/05/2012

Type	Outside Rep	Member Name	Program Represented	Grad Faculty Status	Accept	Approve GPoW	Approve ETD	Deny ETD	GSR Indicator
1 Chair	<input type="checkbox"/>	Andrew Binder	Communication	Associate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2 Member	<input type="checkbox"/>	Stephen Campbell	Applied Mathematics	Full	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3 Member	<input type="checkbox"/>	James Selgrade	Applied Mathematics	Full	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Add Row  
 Save  
[View Electronic Thesis](#)

## Applying for Graduation

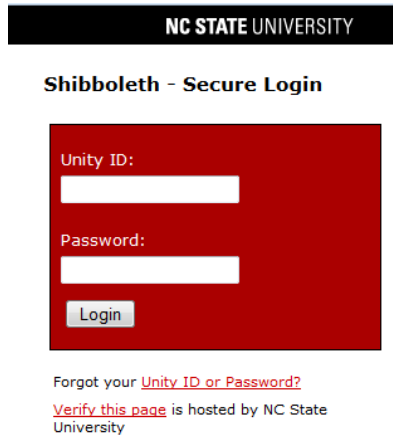
**Objectives** This section covers the steps involved in creating and submitting an application for graduation in a specific academic term.

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

**Navigation** MyPack Portal > Student Homepage > Planning and Enrollment Tile > Apply For Graduation

*Page Steps*

*Step 1* Log in to MyPack Portal



NC STATE UNIVERSITY

**Shibboleth - Secure Login**

Unity ID:


Password:

Login

Forgot your [Unity ID or Password?](#)  
[Verify this page](#) is hosted by NC State University

*Step 2* Choose Apply for Graduation from the Planning and Enrollment Tile menu

*Step 3* Select the academic program in which you wish to apply for graduation by clicking “Apply for Graduation”



go to ...

Search Class Schedule My Academics

**Apply for Graduation**

**Submit an Application for Graduation**

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Program: Comm Rhetoric & Digital Media

NC State University | Graduate

Degree: Doctor of Philosophy  
Major: Comm Rhet & Digital Media-PHD

[Apply for Graduation](#)

*Step 4* Verify Program, Career, Degree, and Major. (If information is incorrect, you must contact your department immediately)

Step 5

go to ...

Search Class Schedule My Academics

### Apply for Graduation

#### Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program: Comm Rhetoric & Digital Media

NC State University | Graduate

Degree: Doctor of Philosophy  
Major: Comm Rhet & Digital Media-PHD

Expected Graduation Term 2012 Fall Term

Comments

SELECT DIFFERENT PROGRAM CONTINUE

1. Select the Expected Graduation Term from the drop down box.
2. Select "Continue"

Step 6

A new screen will display. Choose "Submit Application"

go to ...

Search Class Schedule My Academics

### Apply for Graduation

#### Verify Graduation Data

Program: Comm Rhetoric & Digital Media

NC State University | Graduate

Degree: Doctor of Philosophy  
Major: Comm Rhet & Digital Media-PHD

Expected Graduation Term 2012 Fall Term

Comments

SELECT DIFFERENT PROGRAM SUBMIT APPLICATION SELECT DIFFERENT TERM

Step 7

When the application is successfully submitted, the following screen will display:

The screenshot shows a web interface with a top navigation bar containing 'Search', 'Class Schedule', and 'My Academics' (highlighted in red). Below the navigation bar, the page title is 'Apply for Graduation'. The main heading is 'Submit Confirmation'. A blue checkmark icon is followed by the text 'You have successfully applied for graduation.' Below this, there is a black redacted box. The text continues: 'Your Name will be printed on your diploma exactly as it appear above. To make changes to your name, you need to complete a name change form with Registration and Records. Press the "Name Change Form" button below to get this form.' Another paragraph states: 'If you wish to have your diploma sent to an address other than your Home/Mail address, select the "CREATE DIPLOMA ADDRESS" button. When the addresses page is displayed, select "ADD A NEW ADDRESS" button and enter your diploma address. Press Ok, and on the new page, select the Diploma Checkbox and save the address.' At the bottom, there are two yellow buttons: 'NAME CHANGE FORM' and 'CREATE DIPLOMA ADDRESS'.

Select the "Name Change Form" button to complete a name change if the name displayed is incorrect. Select the "Create Diploma Address" button to indicate an alternate address for the diploma to be mailed to.

Minor with no Major (28450,7)

You are not allowed to graduate from/continue in a minor without a corresponding major. Contact Registration and Records, if you need to make a change to your program and plan..

You already have an application for program/plan/term combination (28450,16)

You cannot reapply for the same program, plan and expected term

OK

### Step 8







A survey pop-up will appear upon the selection for "Submit Application". Complete the Graduate Exit Survey.



## NC State Graduate School Exit Survey

Our goal is to improve graduate education at NC State. You can help us by filling out this survey about the quality of your graduate education; your identity will not be linked to your submission of the survey.

Please rate your graduate program:

Select One: 	▶ The effectiveness of your program in helping you meet your professional goals
Select One: 	▶ The overall quality of the faculty in your program
Select One: 	▶ Your confidence in your ability to do successful research in your field (choose "Not Applicable" if not relevant to degree program)
Select One: 	▶ The professional development opportunities offered by your program
Select One: 	▶ The quality of classroom teaching by faculty in your program
Select One: 	▶ The cooperation and helpfulness of the director of your graduate program

### Doctoral Graduation Attendance Notification (DGAN)

<i>Overview</i>	Doctoral students are required to indicate whether or not they plan to attend the graduation ceremony in the PNC Center, provide correct pronunciation for their name, and provide sponsor information
<i>Objectives</i>	This guide provides simple instructions for entering required information.
<i>Navigation</i>	MyPack Portal > Student Homepage > Planning and Enrollment Tile > Doctoral Graduation Attendance (DGAN)
<i>Step 1</i>	Select the Doctoral Graduation Attendance from the options listed under Degree Progress/Graduation

## Step 2

**NC STATE UNIVERSITY**  
**THE GRADUATE SCHOOL**

## Doctoral Graduation Attendance Notification Page

**Fall Doctoral Graduates** are expected to attend the Fall University Graduation Ceremony scheduled at the PNC Arena for 9:00 a.m. Saturday December 15, 2012, unless they have requested and received permission from the Dean of the Graduate School to receive their degrees in absentia by answering NO to question 1 below. Please complete the questions then press the button labeled 'Submit' and follow through until successful completion. If you are attending, verify your name pronunciation was properly submitted by listening to your name recording. EVERY Doctoral Graduate must complete this form.

1. Will you be participating in the University Graduation Ceremony at the PNC Center? ☐ yes ☐ no 1

1a Please choose the option below which describes when you will graduate and your plans for attendance at the University Graduation Ceremony.

☐ I will attend the Fall 2012 Graduation Ceremony 2

☐ I will not attend the Fall 2012 Graduation Ceremony

2. The following are your current phone and email contact information as retrieved from the Student Information System (SIS). If these do not include a phone number and email address where you can be reached, please update them by logging into MyPack Portal, then choose Student Self Service > Campus Personal Information > Phone Numbers and update the value in one of categories for the phone number, then choose Student Self Service > Campus Personal Information > Email Addresses and update the value in one of the categories for the email address. For students not registered in the semester in which they are graduating, please make sure that you can be reached at one of the phone numbers and one of the email addresses listed.

Phone No	Extension	Preference Flag	Type
		N	Business
		Y	Cell-Personal
		N	Home
		N	Local
		N	Permanent

3

Email Address

If you entered "no" to question 1, go to the bottom of the page and press the Submit button. Otherwise, continue to question 3.

3. Please enter your name as you would like it to be announced at the Graduation Ceremony in the first box. Then enter a phonetic equivalent of how it should be pronounced using basic common words in the second box.  
**Example:** In the first box, enter Erica Cutchins. In the second box, enter Air-rick (like pick)-kuh (like huh) Kuh(like huh)- chins

a) Name

b) Pronunciation  4

4. Please select your Sponsor's name from the drop-down box. A Sponsor is the NCSU faculty member that will walk beside you and sit with you during the Graduation Ceremony. It is usually your chair or other NCSU faculty member if your chair is unable to attend. Please make sure that they agree to be your sponsor before you list the name here.

Sponsor Name  5

6

1. Indicate by choosing "yes" or "no" whether you plan to attend the main university graduation ceremony at the PNC Center.
2. Indicate by choosing "yes" or "no" the semester that you will graduate in. For summer grads, this is important because there is no summer graduation ceremony. Summer grads walk in the fall.
3. Verify that phone numbers and email addresses on file are correct. Update if necessary.

4. Type in your name as you would like for it to be announced at the Graduation Ceremony. Then enter the phonetic equivalent of how it should be pronounced using basic common words in the second box.
5. Select your faculty sponsor's name from the drop down of graduate faculty.
6. Click "submit" to submit the DGAN.

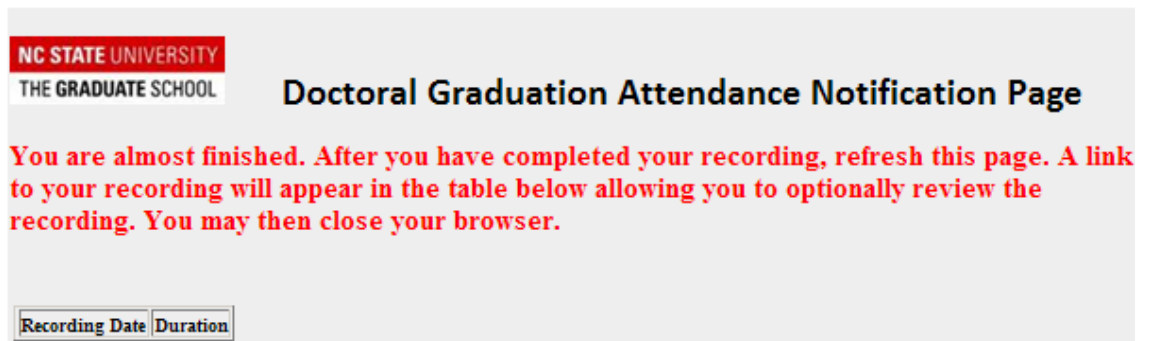
*Step 3*

Confirm the information that you completed in the previous screen.

1. Confirm that your attendance option, your sponsor name/email, phone numbers, and email address.
2. Type in the phone number of where you are currently because you will receive a phone call within 1-2 minutes.
3. Click the "Call" button.

*Step 4*

1. You are not done yet!
2. Answer the phone and follow the directions to record your name. Listen to the recording.



**NC STATE UNIVERSITY**  
THE GRADUATE SCHOOL

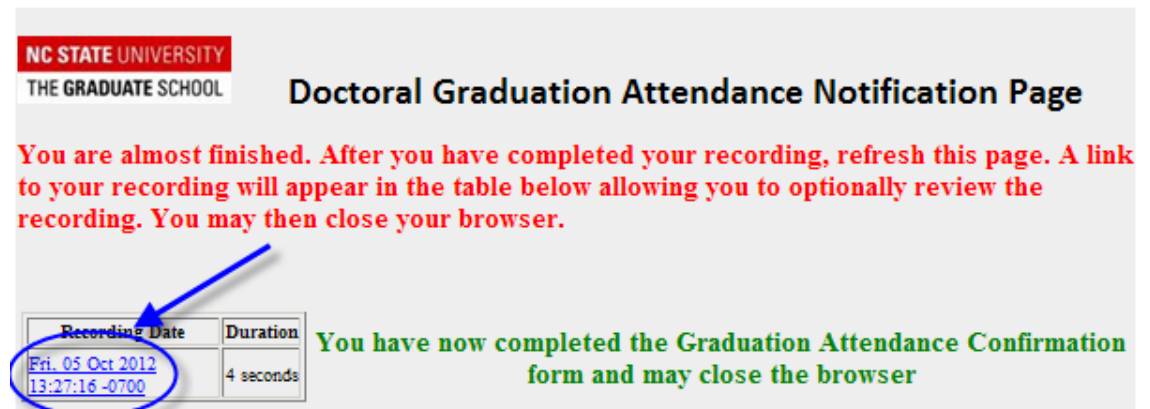
## Doctoral Graduation Attendance Notification Page

**You are almost finished. After you have completed your recording, refresh this page. A link to your recording will appear in the table below allowing you to optionally review the recording. You may then close your browser.**

Recording Date	Duration
----------------	----------

*Step 5*

1. Refresh the browser.
2. The screen should look like this with your recording listed. You may click on the link to listen to the recording again.
3. Close the window.



**NC STATE UNIVERSITY**  
THE GRADUATE SCHOOL

## Doctoral Graduation Attendance Notification Page

**You are almost finished. After you have completed your recording, refresh this page. A link to your recording will appear in the table below allowing you to optionally review the recording. You may then close your browser.**

Recording Date	Duration
<a href="#">Fri, 05 Oct 2012 13:27:16 -0700</a>	4 seconds

**You have now completed the Graduation Attendance Confirmation form and may close the browser**

## Appendix

### *Advisory Committee Member Types*











**Overview** Each member is assigned a Type

Type	Notes
Chair	Committee's must have at least one Chair type member
Co- Chair	Multiple Co-Chairs member types may be included on an advisory committee
Consultant	
External	A faculty member from another university (who is not an Inter-institutional Graduate Faculty member) or a professional from industry or government with credentials comparable to those required for membership on the graduate faculty
GSR	Graduate School Representative
InterInst	Inter-institutional
Member	
Minor	Minor representative Instructor Advisor Records are not checked against the student minor on the committee.

## Checklists

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

## Expanded Graduate Career Terminology

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

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

### **Graduate Advisory Committee Invitation**

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

Body:

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

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

Or you may use this link:

[https://portal.acs.ncsu.edu/psp/EPPRD/EMPLOYEE/PHC890PRD/W/WORKLIST\\_TILE?ICAction=ICViewWorklist Tile&Menu=Worklist Tile&Market=GBL&PanelGroupName=WORKLIST\\_TILE&FolderPath=PORTAL\\_ROOT\\_OBJECT.NC000127.NC000295.NC\\_SIS\\_WORKLIST\\_TILE&IsFolder=false&IgnoreParamTemp=FolderPath%2cIsFolder](https://portal.acs.ncsu.edu/psp/EPPRD/EMPLOYEE/PHC890PRD/W/WORKLIST_TILE?ICAction=ICViewWorklist Tile&Menu=Worklist Tile&Market=GBL&PanelGroupName=WORKLIST_TILE&FolderPath=PORTAL_ROOT_OBJECT.NC000127.NC000295.NC_SIS_WORKLIST_TILE&IsFolder=false&IgnoreParamTemp=FolderPath%2cIsFolder)

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

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

Thank you.”

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

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

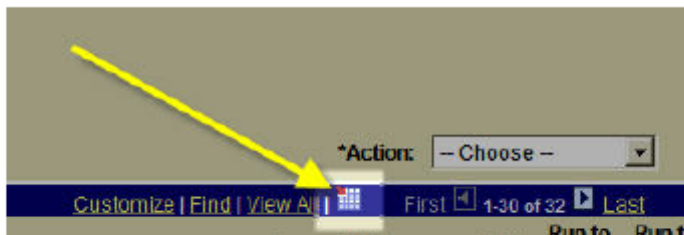
**Graduate Student Record Program Actions and Action Reasons**

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

## How to Use the SIS EXCEL Download Feature

### How to use the SIS Excel Download Feature:

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



2. When you click on this icon you will have the choice to download your results to an MS Excel format. You should get a pop-up box that prompts you to either Open or Save the file.
3. If you do not get the pop-up box, please follow the steps outlined on the following Graduate School FAQ webpage...

[http://ncstategraduateschool.custhelp.com/cgi-bin/ncstategraduateschool.cfg/php/enduser/std\\_adp.php?p\\_faqid=1719](http://ncstategraduateschool.custhelp.com/cgi-bin/ncstategraduateschool.cfg/php/enduser/std_adp.php?p_faqid=1719)

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

## Milestones

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



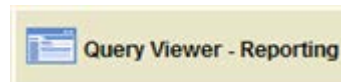
## Reporting - Queries

### INSTRUCTIONS FOR RUNNING A QUERY

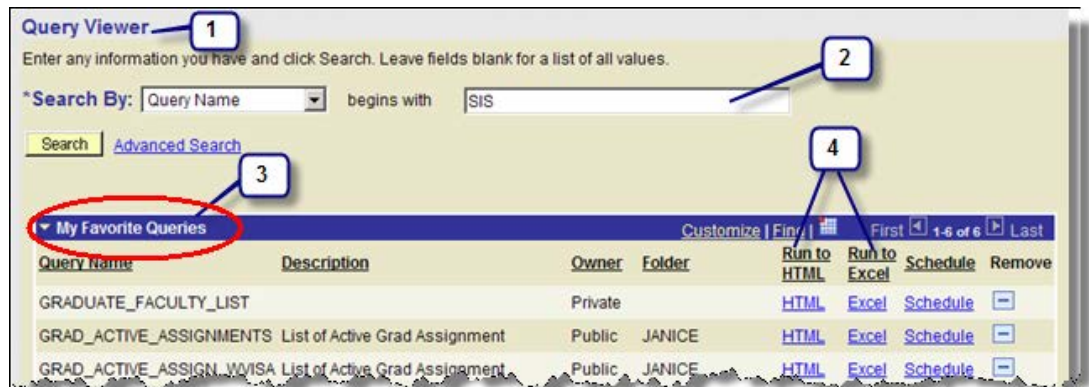
**Reminder** Queries are run against the Reporting database which contains data from the previous day's work. This means that **results are as of the close of business on the previous day**, as opposed to current.

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

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



**Page Steps** Query Viewer



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

**Step 1** Entering a string of letters will return a list of all queries that begin with those letters. If you know the name of the query, enter it exactly to return that specific query.

Enter the name of the query in the search box. The field is NOT case sensitive.

Search By: Query Name begins with sis\_grad\_pow\_worklist\_stat

Click

## Step 2

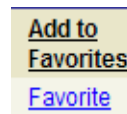
A list will generate based on the info entered in the search field. Entry of the exact name will return one query.

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

Click to add to favorites

Choose either HTML or Excel for results format

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



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

## HTML

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

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

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

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

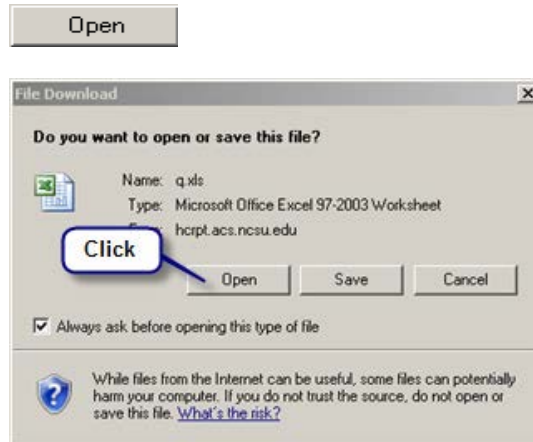
Results are view only

1. HTML results can be downloaded into EXCEL or Text file
2. Click [View All](#) to see all results. If “View All” is grayed out, all results are displayed.
3. The report displays the first 100 rows of information. You can click the arrow keys to move around in the document.

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

## EXCEL

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

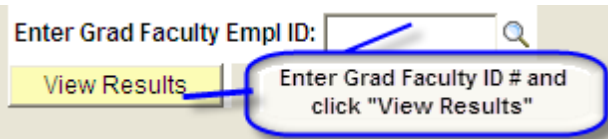
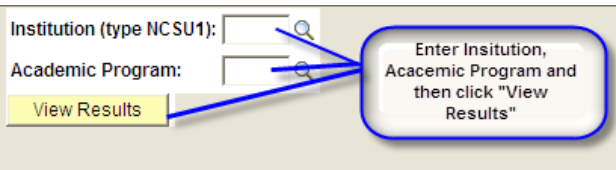
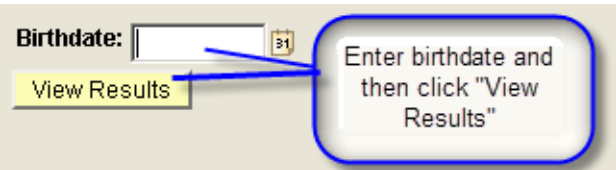
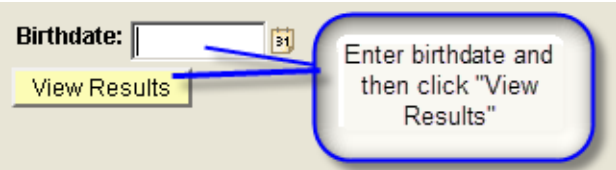


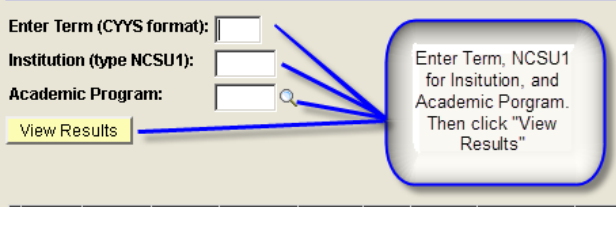
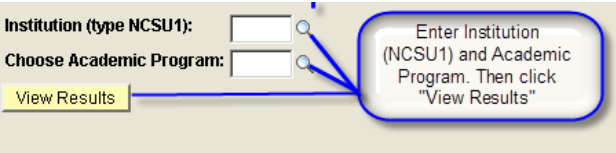
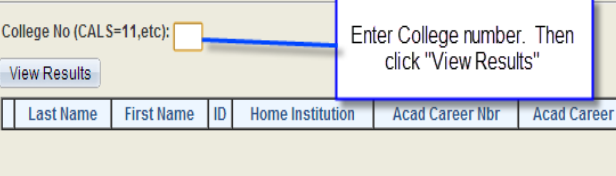

Results are displayed in an EXCEL spreadsheet and can be filtered, sorted, etc. The total number of records returned displays in the first row.

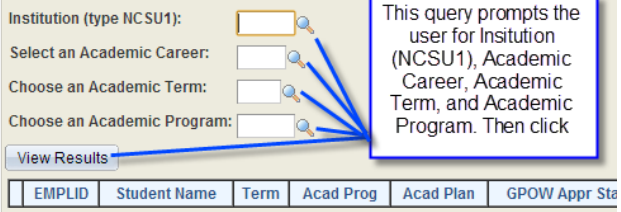
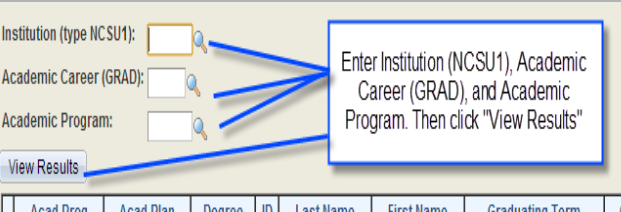
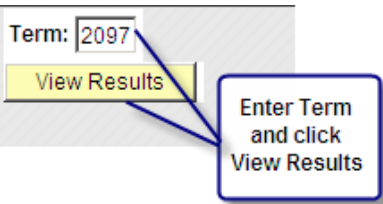
NOTE: File can be saved when in EXCEL format.

### LIST OF QUERIES

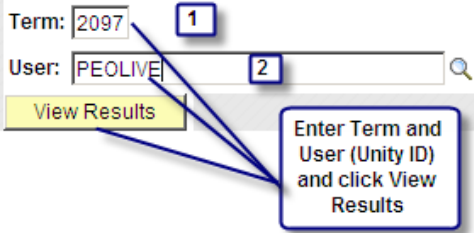
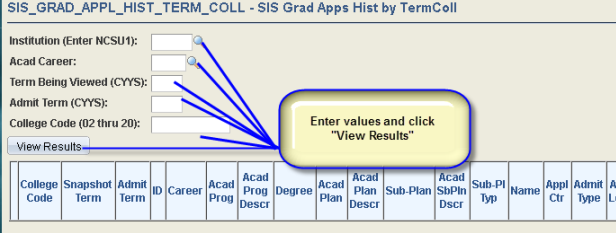
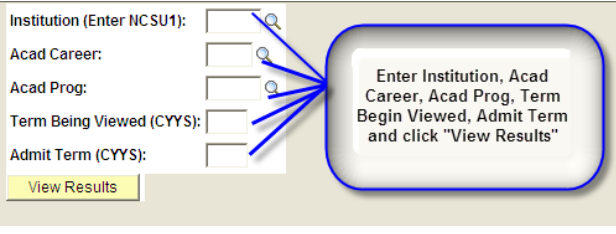
Query Name and Brief Description of Results	Notes	Who Has Access to Query?
<b>DGP_GSC_SECURITY_ALL_NOTALL_PG</b>  Query Description: View a list of all users having the DGP or Grad Secretary security roles with an "ALL" row AND with explicit program rows in the program security table.	There is not a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

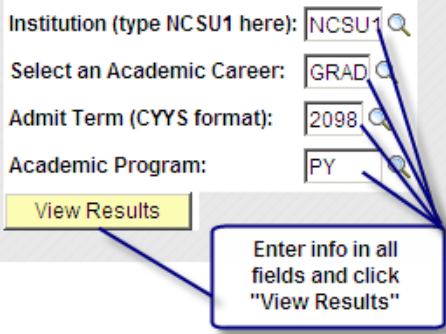
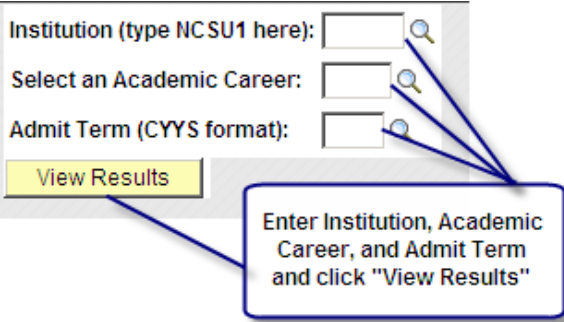
<p><b>GRAD_ARCHIVE_COMM_SVC_BY_ID</b></p> <p>Query Description: This query allows personnel, upon input of a graduate faculty ID, to obtain a list of all graduate committee on which a faculty member has served. Some data goes back as far as December 2001.</p>	<p>This query will “prompt” you for Grad Faculty Employ ID.</p> 	<p>Department</p> <p>Graduate School</p>
<p><b>GRAD_ARCHIVE_COMM_SVC_BY_PGM</b></p> <p>Query Description: GARS committee service records from archive tables (pre-SIS) by user-selected academic program. (Grad date will be blank for people who changed legacy curriculum code after census date.) Some data goes back as far as December 2001.</p>	<p>This query will “prompt” you for Institution (NCSU1) and Academic Program.</p> 	<p>Department</p> <p>Graduate School</p>
<p><b>GRAD_TST_SCORE_SUPN_BDAY_GRE</b></p> <p>Query Description: This query is used to search by date of birth to find unmatched GRE scores</p>	<p>This query will “prompt” you for the student’s birthdate.</p> 	<p>Department</p> <p>Graduate School</p>
<p><b>GRAD_TST_SCORE_SUPN_BDAY_TOEFL</b></p> <p>Query Description: This query is used to search by date of birth to find unmatched TOEFL scores</p>	<p>This query will “prompt” you for the student’s birthdate.</p> 	<p>Department</p> <p>Graduate School</p>
<p><b>GSSP_DEPT_APPRV_BY_PROG_TERM</b></p> <p>Query Description: Returns all information from first tab on Graduate Tuition Support screen by user selected term and academic program (for students who are active in that program)</p>	<p>This query will “prompt” you for the Term, Institution (NCSU1) and Academic Program.</p>	<p>Department</p> <p>Graduate School</p>

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

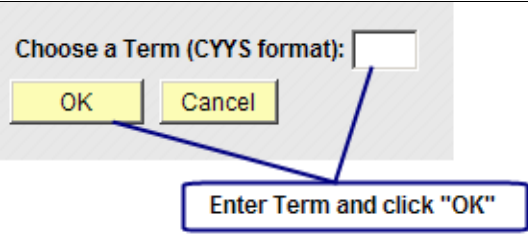
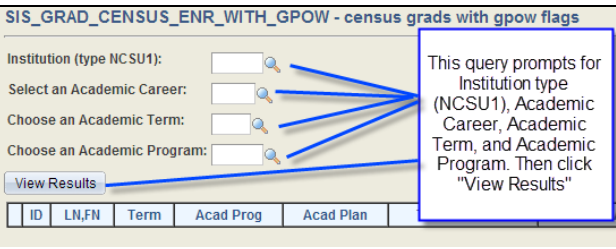
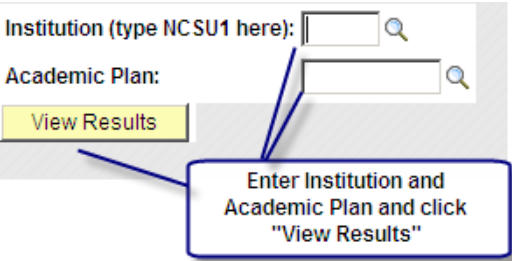
<p><b>SIS_GRAD_ADVISOR_WITH_GPOW</b></p> <p>Query Description: For a user-selected current or future term &amp; academic program, it returns a list of grads enrolled in that program, showing the overall status of their GPoW (approved, denied, etc.), along with the term first enrolled in the grad career. It also shows the name &amp; ID of each student's advisor &amp; includes a flag that shows if the chair, vice-chair, or co-chair has approved the GPoW.</p>	<p><b>SIS_GRAD_ADVISOR_WITH_GPOW - grads w/advisor &amp; gpow status</b></p>  <p>EMPLID Student Name Term Acad Prog Acad Plan GPoW Appr Sta</p>	<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRAD_A2G_BELOW_B</b></p> <p>Query Description: Returns a list of all grads from a user-selected program whose graduation checkout status = "applied to graduate" having any graduate classes with a grade lower than a B- (excludes AU, S, and TR).</p>	<p><b>SIS_GRAD_A2G_BELOW_B - Applied to Graduate below B</b></p>  <p>Acad Prog Acad Plan Degree ID Last Name First Name Graduating Term C</p>	<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRAD_ALPHALIST_ALL_LIAISON</b></p> <p>Query Description: View a list of all graduate students who have an application status of Applied, Approved, College Cleared, College Hold, or Dept. Review Complete on the Graduation Approval List for a prompted term. The status of each student's milestones and checklists is displayed.</p> <p><b>NOTE: This query is run in Query Viewer – Production or Query Manager – Production</b></p>	<p>This query will “prompt” you for a Term.</p>  <p>Term is always represented by a four-digit number in the CYYS format. Example: 2097 is Summer Session II 2009. “2” represents the century, “09” represents the year, and “7” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</p>	<p>Graduate School</p>
<p><b>SIS_GRAD_ALPHALIST_ONE_LIAISON</b></p> <p>Query Description: View a list of all graduate students who have an application status of Applied, Approved, College Cleared, College Hold, or Dept. Review Complete on the Graduation Approval List for a prompted</p>	<p>This query will “prompt” you for a Term and a User (Unity ID).</p>	<p>Graduate School</p>

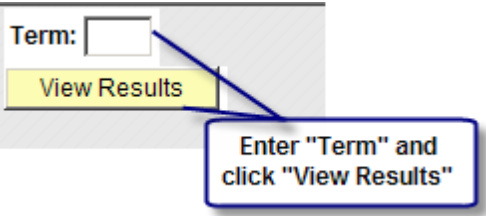
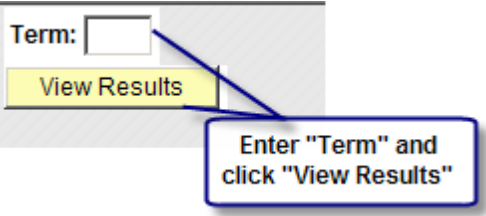
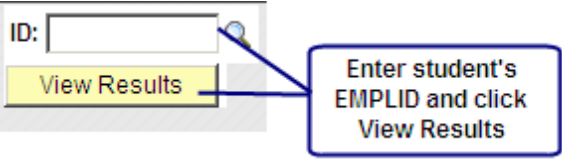
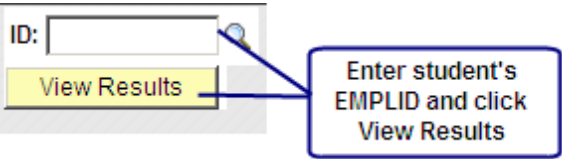


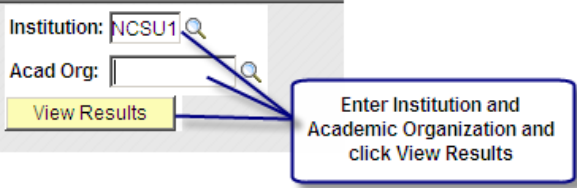
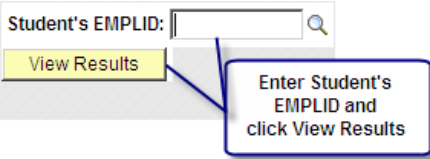
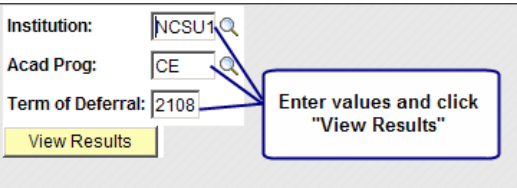
<p>term. The status of each student's milestones and checklists is displayed. Only the students for a prompted liaison are shown.</p> <p><b>NOTE: This query is run in Query Viewer – Production or Query Manager - Production</b></p>	 <ol style="list-style-type: none"> <li>1. Term must be current, will not work for past terms.</li> <li>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.</li> </ol>	
<p><b>SIS_GRAD_APPL_HIST_TERM_COLL</b></p> <p>Query Description: A list of applicants for a user-selected career, historical admit term, historical snapshot term, and two-digit academic college code, along with GRE scores and gender/ethnic data. Select terms back to fall 2009.</p>		<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRAD_APPL_HIST_TERM_PGM</b></p> <p>Query Description: A list of applicants for a user-selected career, historical admit term, historical snapshot term, and academic program, along with GRE scores and gender/ethnic data. Select terms back to fall 2009.</p>	<p>Prompt for past admit term</p> 	<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRAD_APPL_WITH_GRE_SCORES</b></p> <p>Query Description: A list of applicants for a user selected career, current or future term, and program along with their most recent GRE scores (all components with percentiles included).</p>	<p>This query will “prompt” you for the Institution (NCSU1), an Academic Career, Admit Term, and Academic Program. The magnifying glass can be used to search if the value is not known.</p>	<p>Department</p>

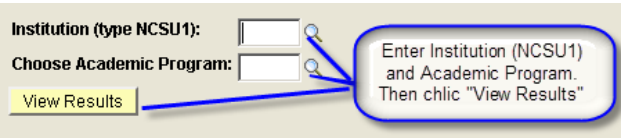
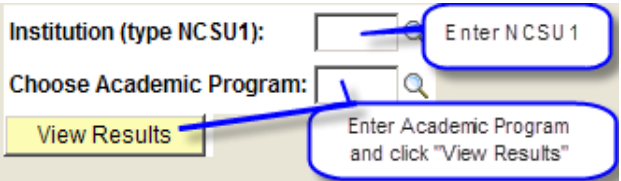
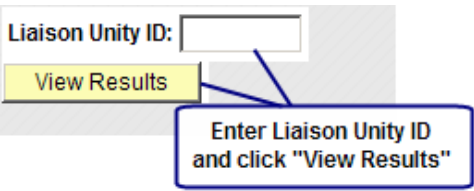
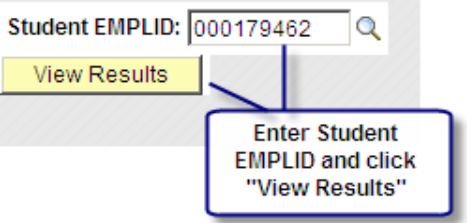
	 <p>Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</p>	
<p><b>SIS_GRAD_APPL_WITH_SCHOOLS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

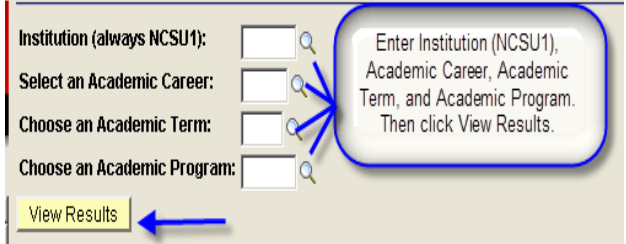
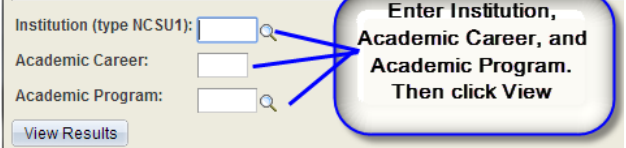
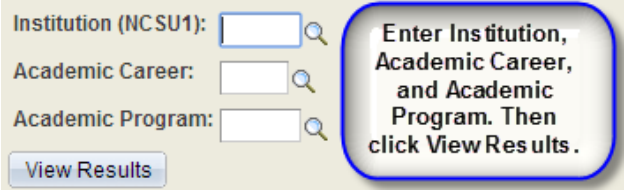
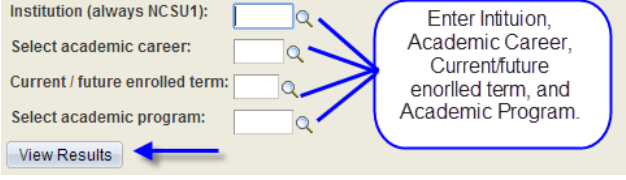


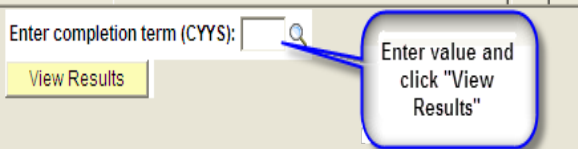
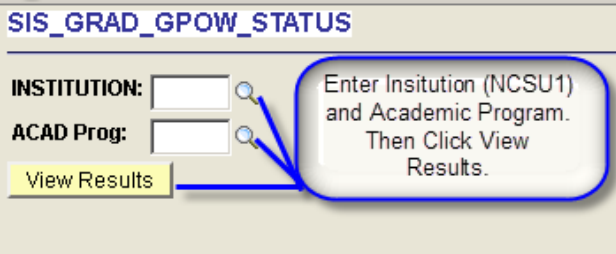
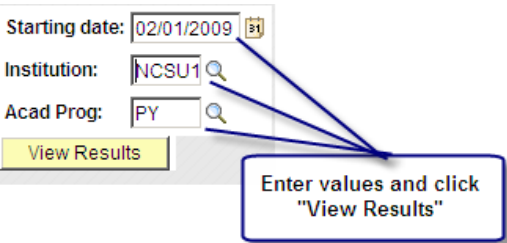
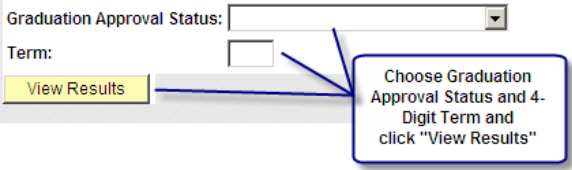
		
<p><b>SIS_GRAD_CENSUS_ENR_WITH_GPOW</b></p> <p>Query Description: For a user-selected career, previous term, and academic program, it returns a list of grads enrolled as of census in that term and program, showing the overall status of their GPoW (approved, denied, etc.) and status date, along with the term first enrolled in the grad career. It also includes a flag that shows if the chair, vice-chair, or co-chair has approved the GPoW.</p>		<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRAD_CERTIF_MINOR_PLANS</b></p> <p>Query Description: List of all graduate students enrolled in current or future terms that are also enrolled in a minor or certificate in a user-selected academic plan.</p>	<p>This query will “prompt” you for Institution (NCSU1) and Academic Plan. This will narrow your results to only that one plan. The magnifying glass can be used to search if the value is not known.</p> 	<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRAD_CHKLIST_CMPLT_NOGC</b></p> <p>Query Description: List of students who have completed all of their checklist items but who are not on the Graduation Approval List.</p>	<p>There is not a prompt for this query.</p>	<p>Graduate School</p>
<p><b>SIS_GRAD_CHKLIST_WRONG_MR_DRC</b></p> <p>Query Description: View a list of students on the graduation list who have a doctoral plan but a Masters</p>	<p>This query will “prompt” you for a Term.</p> <p>Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the</p>	<p>Graduate School</p>

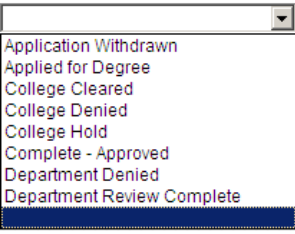
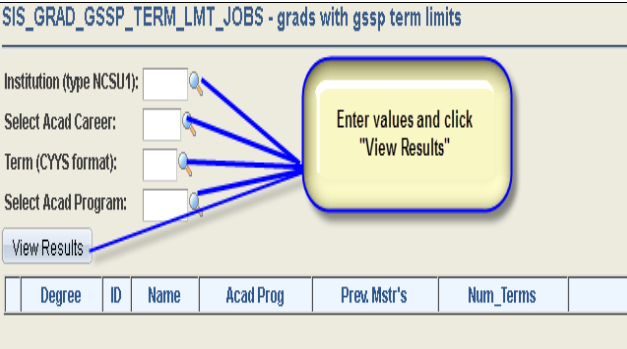
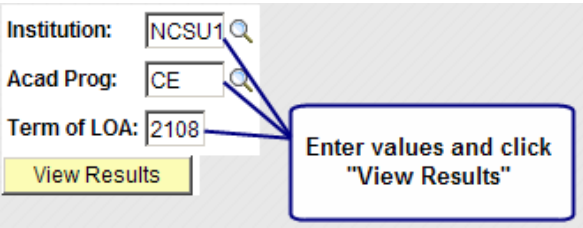
<p>checklist and who have an application status of Approved, College Cleared, College Hold or Dept. Review Complete for a prompted term.</p> <p><b>NOTE: This query is run in Query Viewer – Production or Query Manager - Production</b></p>	<p>year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</p> 	
<p><b>SIS_GRAD_CHKLIST_WRONG_DR_DRC</b></p> <p>Query Description: View a list of students on the graduation list who have a masters plan but a doctoral checklist and who have an application status of Approved, College Cleared, College Hold or Dept. Review Complete for a prompted term.</p> <p><b>NOTE: This query is run in Query Viewer – Production or Query Manager - Production</b></p>	<p>This query will “prompt” you for a Term.</p> <p>Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</p> 	Graduate School
<p><b>SIS_GRAD_CMT_HISTORY</b></p> <p>Query Description: View a list of all members of a grad student's GPOW committee, including members who are no longer on the committee.</p>	<p>This query prompts the user for the student’s EMPLID.</p> 	Graduate School
<p><b>SIS_GRAD_COMPLETED_THESIS</b></p> <p>Query Description: A complete record including thesis title is returned if the student has a completed thesis. No values are returned if the student does not have a completed thesis.</p>	<p>This query prompts the user for the student’s EMPLID.</p> 	Department  Graduate School
<p><b>SIS_GRAD_COND_ADM_CHECK</b></p> <p>Query Description:</p>	<p>This query prompts the user for Institution (NCSU1) and Academic Organization. The magnifying glass can be used to search if the value is not known.</p>	Department

<p>Students in an academic organization who are currently enrolled but were provisional admissions.</p>		<p>Graduate School</p>
<p><b>SIS_GRAD_COND_PASS_4_MO</b></p> <p>Query Description: A list of students for whom a conditional pass was entered (DR PREORAL, MR FINORAL or DR FINORAL) and the date of the exam is older than four months.</p>	<p>There is not a prompt for this query.</p>	<p>Graduate School</p>
<p><b>SIS_GRAD_COND_PASS_6_MO</b></p> <p>Query Description: A list of all students who have a 6 month or older conditional pass for their MR final oral or DR preoral or final oral.</p>	<p>There is not a prompt for this query.</p>	<p>Graduate School</p>
<p><b>SIS_GRAD_DE_FOR_STDNT</b></p> <p>Query Description: View all courses in which a student has been enrolled. Distance education courses are identified.</p>	<p>This query prompts the user for a student's EMPLID; the magnifying glass can be used to search if the ID is not known.</p> 	<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRAD_DEFR</b></p> <p>Query Description: View a list of students whose term of admission was deferred and the term deferred to.</p>	<p>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.</p>  <p>Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. "2" represents the century, "09" represents the</p>	<p>Department</p> <p>Graduate School</p>

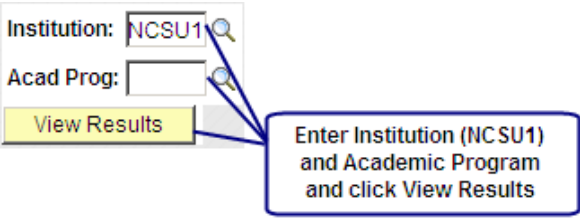
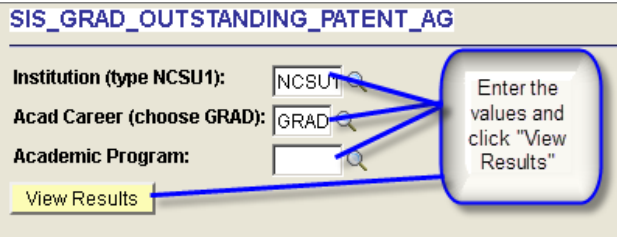
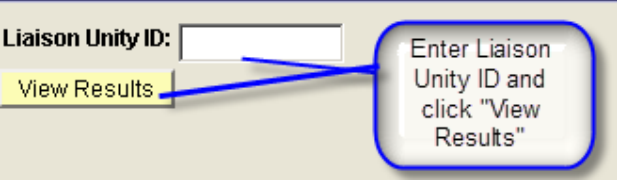
	year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.	
<b>SIS_GRAD_DEGREES_BY_PROG</b>  Query Description: Returns list of approved grads with graduate degrees conferred in graduate majors for all terms after fall 2008 by user-selected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

<p>Returns a list of Fulbright students for a user-selected career, current or future term, and academic program.</p> <p>NOTE: Fulbright grads are identified by the criterion STDNT_GROUP = FULB in <b>STDNT_GRP_HIST (the Student Groups History table)</b></p>	<p><b>SIS_GRAD_ENROLLED_FULBRIGHT - Fulbright Grad Students</b></p> 	<p>Graduate School</p>
<p><b>SIS_GRAD_ENR_MLSTN_ACAD_LOAD</b></p> <p>Query Description: Returns list of masters students enrolled in the current or future term for a user selected academic program with flags for option B milestone, thesis milestone, approved GPoW, minimum GPoW hour requirement, enrollment hours, and if they have received the insurance benefit from the GSSP</p>	<p><b>SIS_GRAD_ENR_MLSTN_ACAD_LOAD - current masters with flags</b></p> 	<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRAD_EXAM_RPTS_PROG_STATUS</b></p> <p>Query Description: Returns list of students having a master exam milestone, a doctoral prelim exam milestone, or a doctoral final exam milestone (with milestone status and date attempted) for a user-selected academic program. Results also show the most recent acad program status (active, completed, LOA, etc).</p>	<p><b>SIS_GRAD_EXAM_RPTS_PROG_STATUS</b></p> 	<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRAD_EXAM_STATUS_LIST</b></p> <p>Query Description: This query returns a list of active students with doctoral prelim, doctoral final, or masters final exam milestones; shows bio/demo type data plus complete status (i.e., conditional pass, unconditional pass, fail, blank, etc.) for a user-selected academic program and user-selected current or future term.</p>	<p><b>SIS_GRAD_EXAM_STATUS_LIST - exam milestones w/compl status</b></p> 	<p>Department</p> <p>Graduate School</p>

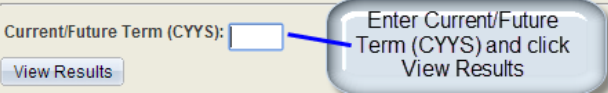
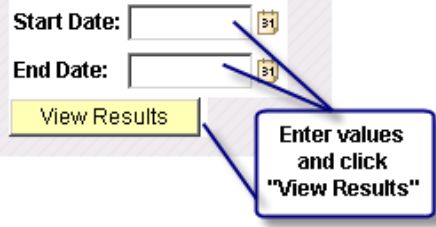
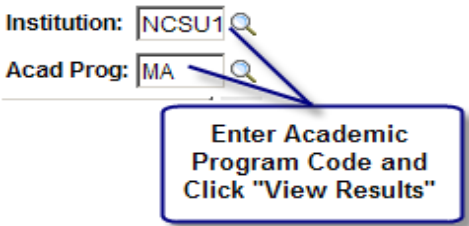
<p><b>SIS_GRAD_GCERT_COMPLETED</b></p> <p>Query Description: Returns people who completed graduate certificate (GCERT academic program) for a user-selected completion term. Shows emplid, name, and academic plan</p>	<p>Search criteria are by academic program and academic plan and term.</p> 	<p>Department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

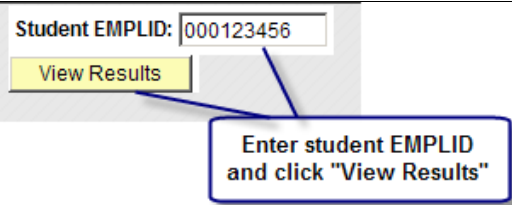
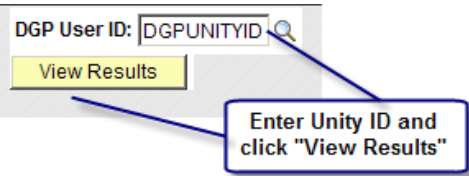
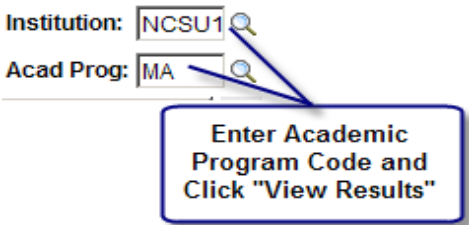
	 <p>Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</p>	
<p><b>SIS_GRAD_GSSP_TERM_LMT_JOBS</b></p> <p>Query Description: Returns a list of grads enrolled in user-selected acad prog and term. Shows student id, name, prog, degree, prev master's flag, # of terms enrolled, whether or not student is within allowed # of GSSP terms (Within) or beyond (Beyond), and a flag to show if the person has either an active primary fellowship or an active assistantship with an annual rate of at least \$8000.</p>	<p><b>SIS_GRAD_GSSP_TERM_LMT_JOBS - grads with gssp term limits</b></p> 	<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRAD_LEAV</b></p> <p>Query Description: Provides the name, emplID, and return term for students on Leave of Absence</p>	<p>This query will “prompt” you for the Institution (NCSU1), the Academic Program, and a Term. The magnifying glass can be used to search if the value is not known.</p>  <p>Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the year, and “8” represents the term: 1 for Spring, 6</p>	<p>Department</p> <p>Graduate School</p>

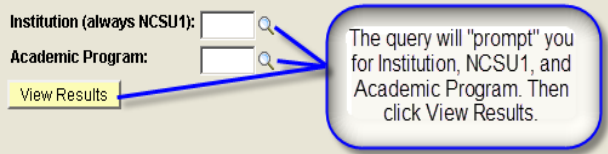
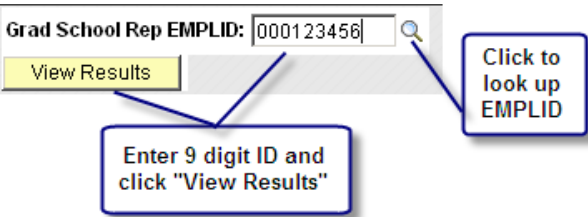
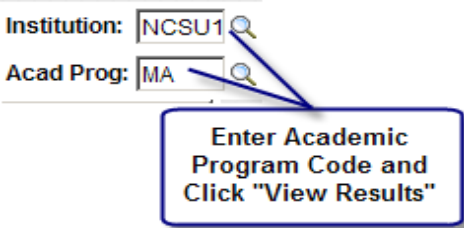
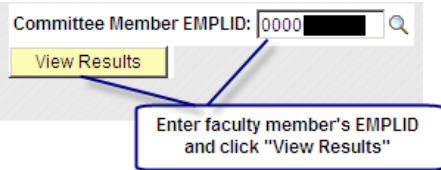


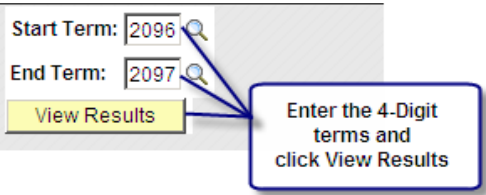
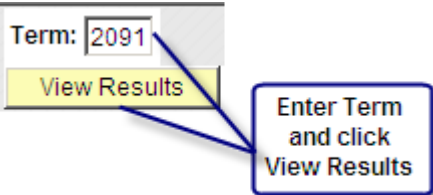
	for First Summer Session, 7 for Second Summer Session and 8 for Fall.	
<b>SIS_GRAD_LOA</b>  Query Description: View a list of students currently on leave of absence for the user identified program.	This query will “prompt” you for the Institution (NCSU1), and the Academic Program. The magnifying glass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

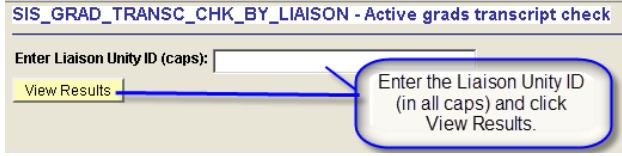

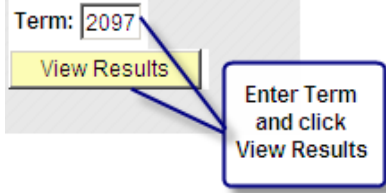
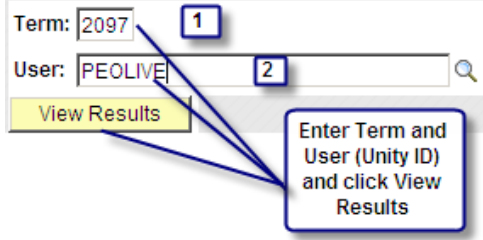


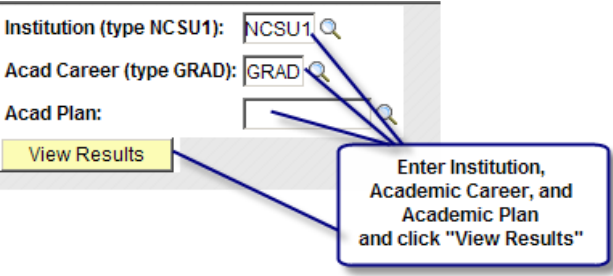
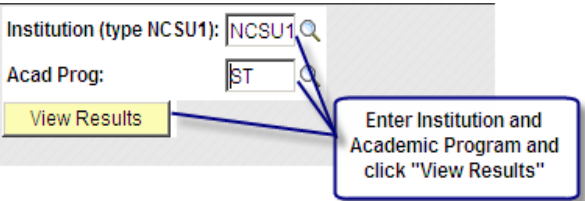
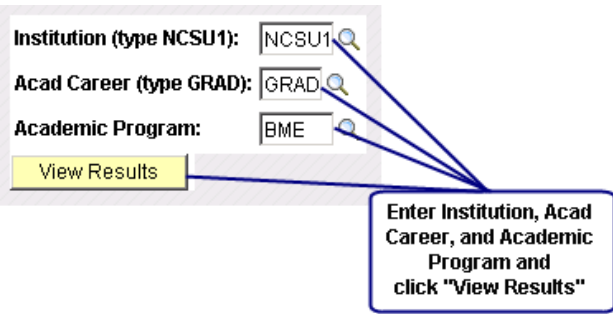
<p><b>SIS_GRAD_OVER_ENROLLED</b></p> <p>Query Description: Returns a list of degree-seeking grads (masters &amp; doctorate; non-GCERT) for a user-selected current or future term who are taking more hours than the minimum required hours for completion of their program. Results also show a 'Y' for any student who received GSSP insurance in the same term selected.</p>	<p><b>SIS_GRAD_OVER_ENROLLED - MR DR enrolled &gt; min required</b></p> 	<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRAD_PGM_PLAN_CHANGE</b></p> <p>Query Description: List of students who have any instances of a Program Change or Plan Change program action between beginning and end dates which are input by the query user.</p>	<p>This query will prompt you for a start date and an end date.</p> 	<p>Graduate School</p>
<p><b>SIS_GRAD_POW_ACAD_PROG</b></p> <p>Query Description: List of all graduate Plans of Work with a status of open or pending for all students in that academic program.</p>	<p>This query will “prompt” you for the Institution (NCSU1) and Academic Program code. This will narrow your results to only that one Program. The magnifying glass can be used to search if the value is not known.</p> 	<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRAD_POW_WORKFLOW_HISTORY</b></p> <p>Query Description: View a complete Plan of Work workflow history for a student.</p>	<p>This query will “prompt” you for a student EMPLID. This will narrow your results to only that one student.</p>	<p>Department</p> <p>Graduate School</p>

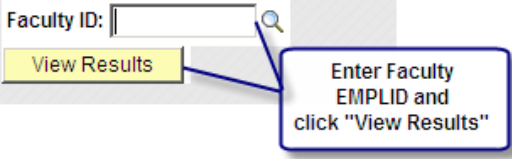
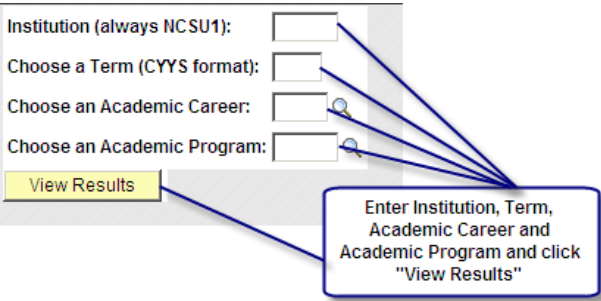
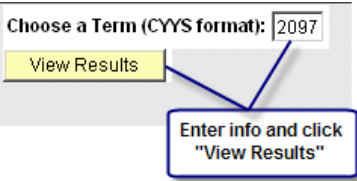
		
<b>SIS_GRAD_POW_WORKLIST_TILE_STAT</b>  Query Description: List of all pending or open items on a DGP's Worklist Tile.	This query will "prompt" you for a DGP user ID. This will narrow your results to only that one DGP. The magnifying glass can be used to search if the value is not known.  	Department   Graduate School
<b>SIS_GRAD_PRELIM_SCHED</b>  Query Description: List of students who have not been scheduled for a doctoral prelim six or more years after the beginning of the term of the first class in their graduate POW.	This query runs when you click HTML or EXCEL and has no prompts.	Graduate School
<b>SIS_GRAD_PRELIM_SCHED_BY_PROG</b>  Query Description: List of students who have not been scheduled for a doctoral prelim six or more years after the beginning of the term of the first class in their graduate POW in a specific academic program.	This query will "prompt" you for the Institution (NCSU1) and Academic Program code. This will narrow your results to only that one Program. The magnifying glass can be used to search if the value is not known.  	Graduate School
<b>SIS_GRAD_PROVISIONAL_ADMITS</b>  Query Description: Provides a list of all grad students for a user-selected academic program who are currently on conditional (a.k.a. provisional)	The query will "prompt" you for Institution, NCSU1, and Academic Program.	Department   Graduate School

<p>admission and are eligible to enroll in the current term. Includes registration status, cumulative hours passed, and cumulative GPA as of the current term.</p>	<p><b>SIS_GRAD_PROVISIONAL_ADMITS</b> - grads on cond adm per pgmstack</p> 	
<p><b>SIS_GRAD_REP</b></p> <p>Query Description: List of committees on which a Graduate Representative has served and the attempted dates for the preliminary oral and final oral exams.</p>	<p>This query will “prompt” you for an EMPLID of the Graduate School Representative. The magnifying glass can be used to search if the value is not known.</p> 	<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRAD_STATUS</b></p> <p>Query Description: List of all current graduate students who are active in the user-selected academic program and their Plan of Work status.</p>	<p>This query will “prompt” you for the Institution (NCSU1) and Academic Program code. This will narrow your results to only that one Program. The magnifying glass can be used to search if the value is not known.</p> 	<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRAD_STU_CMTEE_PUB</b></p> <p>Query Description: View a list for a prompted emplid for a GPOW committee member, of all students on which they serve as a member of their GPOW committee. Displays the student’s name, EMPLID, acad prog, acad plan, faculty role on committee, whether they have accepted membership on the committee, and if they approved the GPOW for the student. The last two columns (Degree Status and Degr Status</p>	<p>This query will “prompt” you for a faculty member’s EMPLID. This will narrow your results to only that one person. The magnifying glass can be used to search if the value is not known.</p> 	<p>Department</p> <p>Graduate School</p>

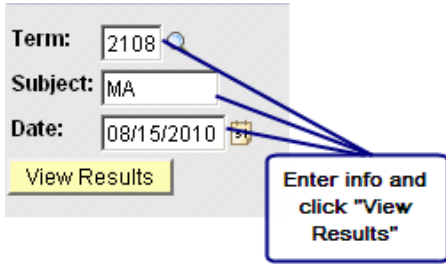
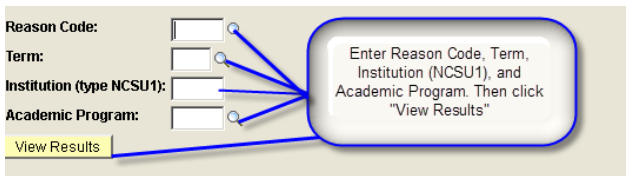
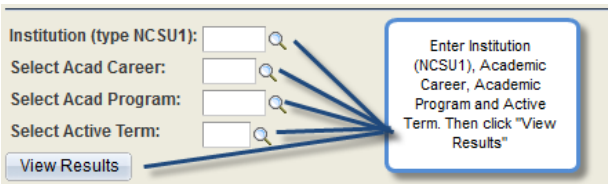
<p>Dt) are populated if the person was awarded a degree in the same academic plan.</p>		
<p><b>SIS_GRAD_TERMINATED</b></p> <p>Query Description: View a list of graduate students who have been terminated from their program from start to end prompted terms.</p>	<p>This query allows the user to search a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

<p><b>SIS_GRAD_TRANSC_CHK_BY_LIAISON</b></p> <p>Query Description: The query returns a list of missing transcripts for active grads who have been here for more than two terms by user-selected Graduate School Liaison Unity ID.</p>	<p>The query will “prompt” you for Liaison “Unity ID”.</p> 	<p>Graduate School</p>
<p><b>SIS_GRAD_TRANSC_CHK_NEW_BY_LIA</b></p> <p>Query Description: The query returns a list of missing transcripts for NEW active grads (per admit term on the program stack) by user-selected Graduate School Liaison Unity ID.</p>	<p>The query will “prompt” you for Liaison “Unity ID”.</p> 	<p>Graduate School</p>
<p><b>SIS_GRAD_WATCHLIST_ALL_LIAISON</b></p> <p>Query Description: View a list of all grad students who have missing or incomplete milestones or checklists and who have an application status of Applied, Approved, College Cleared, College Hold, or Dept. Review Complete on the Graduation Approval List for a prompted term. The status of each student’s milestones and checklists is displayed.</p> <p><b>NOTE: This query is run in Query Viewer – Production or Query Manager – Production</b></p>	<p>This query will “prompt” you for a Term.</p>  <p>Term is always represented by a four-digit number in the CYYS format. Example: 2097 is Summer Session II 2009. “2” represents the century, “09” represents the year, and “7” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</p>	<p>Graduate School</p>
<p><b>SIS_GRAD_WATCHLIST_ONE_LIAISON</b></p> <p>Query Description: View a list of all grad students who have missing or incomplete milestones or checklists for a prompted liaison who have an application status of Applied, Approved, College Cleared, College Hold, or Dept. Review Complete on the Graduation Approval List for a prompted term. The status of each student’s milestones and checklists is displayed. Only the students for a prompted liaison are shown.</p>	<p>This query will “prompt” you for a Term and a User (Unity ID).</p>  <p>1. Term must be current, will not work for past terms.</p>	<p>Graduate School</p>

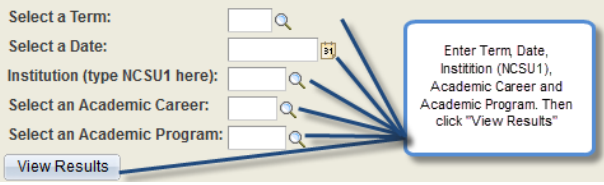

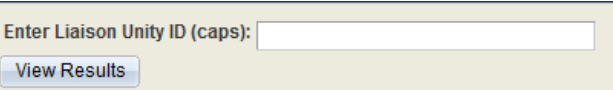
<p><b>NOTE: This query is run in Query Viewer – Production or Query Manager – Production</b></p>	<p>2. User is the Unity ID and must be entered in ALL CAPS</p>	
<p><b>SIS_GRADUATE_FAC_BY_PLAN</b></p> <p>Query Description: View a list of active members of the Graduate Faculty by user selected plan. (Typically best used for minor-type plans).</p>	<p>This query prompts the user for the Institution (NCSU1), the Academic Career (GRAD), and an Academic Plan. The magnifying glass can be used to search if the value is not known.</p> 	<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRADUATE_FAC_BY_PROGRAM</b></p> <p>Query Description: List of active members of the Graduate Faculty by user selected program.</p>	<p>This query prompts the user for the Institution (NCSU1) and the Academic Program. The magnifying glass can be used to search if the value is not known.</p> 	<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRADUATE_FAC_CMTEE_ROLES</b></p> <p>Query Description: Displays all committee memberships for graduate faculty in a prompted program.</p>	<p>This query prompts the user for the Institution (NCSU1), the Academic Program (GRAD), and the Academic Program. The magnifying glass can be used to search if the value is not known.</p> 	<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRADUATE_FAC_PGMS_BY_ID</b></p> <p>Query Description:</p>	<p>This query prompts the user for a faculty member's EMPLID. The magnifying glass can be used to search if the value is not known.</p>	<p>Department</p>

View a list of programs assigned to a member of the Graduate Faculty by user selected employee ID.		Graduate School
<b>SIS_GRADUATE_FACULTY_LIST</b>  Query Description: List of all active members of the Graduate Faculty.	This query runs when you click HTML or EXCEL and has no prompts.	Department  Graduate School
<b>SIS_NC_SUPEREXT_BY_TERM_CAR_PG</b>  Query Description: A list of students for a user-selected current or future term, career, and academic program.	<p>This query will “prompt” you for the Institution (NCSU1), Term, Academic Career (GRAD), and an Academic Program.</p>  <p>Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</p>	Department  Graduate School
<b>SIS_NC_SUPEREXT_GRADS</b>  Query Description: List of students active in a current or future term.	<p>This query will “prompt” you for a term to be entered in CYYS format. This will narrow your results to only that one term.</p>  <p>Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the year, and “8” represents the term: 1 for Spring, 6</p>	Department  Graduate School

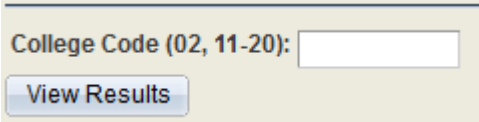
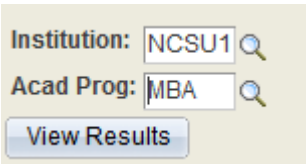
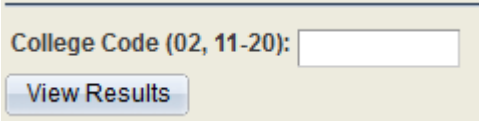
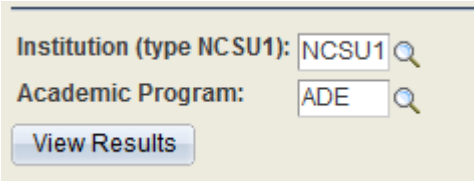


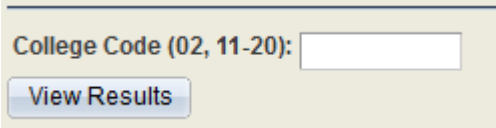
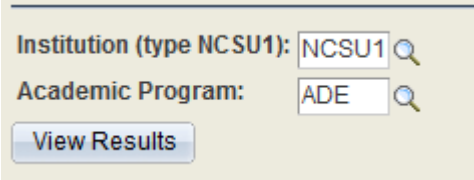
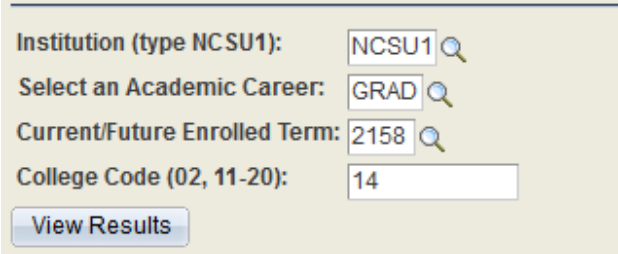
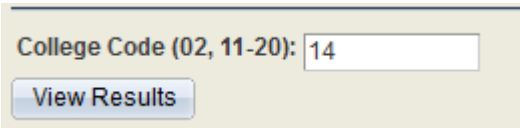
	for First Summer Session, 7 for Second Summer Session and 8 for Fall.	
<b>SR_STUDENT_DROPS_AFTER_DATE_X</b>  Query Description: All students who dropped a course after a specific date.	This query will “prompt” you for a term, subject and date. The term will be entered in CYYS format. This will narrow your results to only that one term.    Term is always represented by a four-digit number in the CYYS format. Example: 2098 is Fall 2009. “2” represents the century, “09” represents the year, and “8” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.	
<b>UCO_SERVICE_IND_REASN_TERM_PGM</b>  Query Description: Returns a list of students having a user-selected Service Indicator reason code for a user-selected academic term and academic program.	This query will prompt the user for Reason Code, Term, Institution (NCSU1), and Academic Program.  	Department   Graduate School
<b>SIS_GRAD_ALL_SVC_IND_TERM_PROG</b>  Query Description: Returns a list of students and their service indicator data (all service indicators) for a user-selected academic career, academic program, and active service indicator term. Shows academic program status.	This query will prompt the user for Institution, Academic Career, Academic Program and Active Term.  	Department   Graduate School
<b>SIS_GRAD_DROPS_AFTER_DATE_GSSP</b>  Query Description: This query returns a list of graduate students, by user selected term and academic program, who dropped a course after a user-selected date (one row per	This query will prompt the user for Term, Date, Institution, Academic Career and Academic Program.	Department   Graduate School

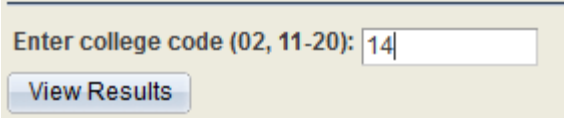
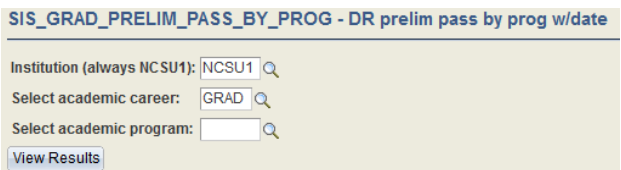
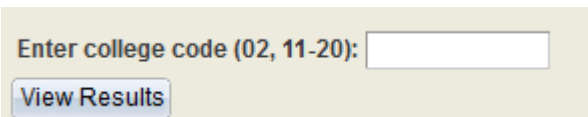
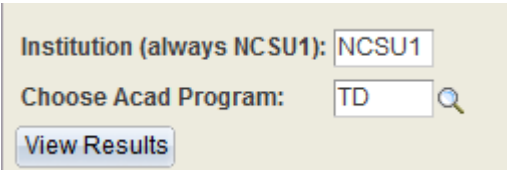


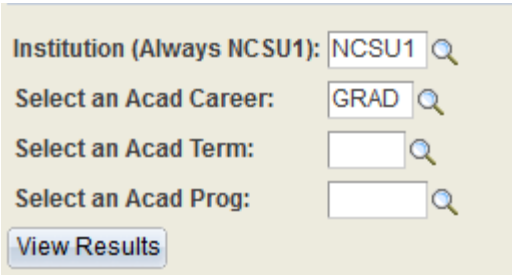
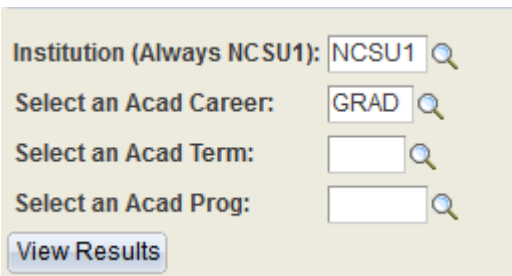
<p>person, per course dropped). It also shows the academic load and indicates those who received GSSP tuition and/or insurance benefits in the same term. The results from this query can be used to monitor students that drop out of GSSP eligibility because they have dropped or changed a course to audit after census (or a user selected date) causing them to drop below the full-time requirement.</p>		
<p><b>SIS_GRAD_COMP_REV_THES DISSERT</b></p> <p>Query Description: Returns list of grads with thesis or dissertation milestone (and milestone level of acceptance, review, or committee approval) for user-selected graduation term. Shows graduation checkout status.</p>	<p>This query will prompt the user for the Term (CYYS Format).</p> 	<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRAD_PROVISI_ADMITS_BY_LIA</b></p> <p>Query Description: Provides a list of all grad students for a user-selected Graduate School Liaison who are currently on conditional (a.k.a. provisional) admission and are eligible to enroll in the current term. Includes registration status, cumulative hours passed, and cumulative GPA as of the current term.</p>	<p>This query will prompt user for the Liaison Unity ID (all caps)</p> 	<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRAD_PROG_STATUS</b></p> <p>Query Description: Returns an alphabetic list of students for a</p>	<p>This query will prompt user for Institution (NCSU1), academic career, academic program, and academic program status:</p>	<p>Department</p>

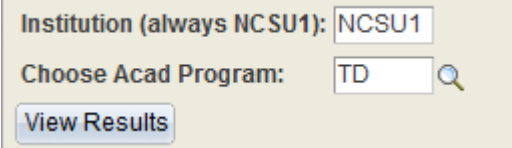
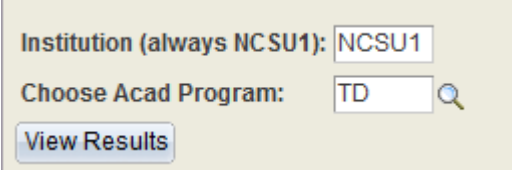
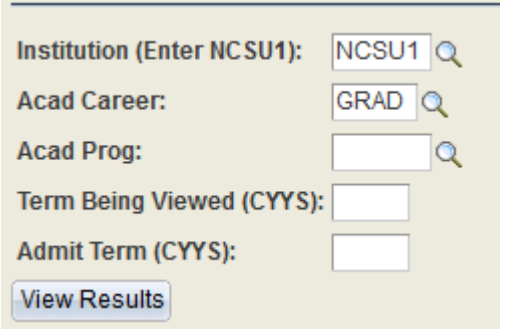
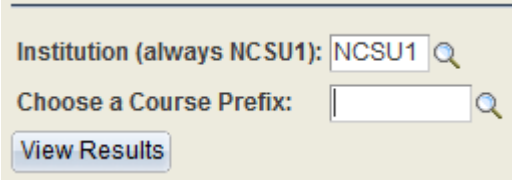
user-selected academic program and academic program status.	<p>Institution (type NCSU1): <input type="text"/> </p> <p>Academic Career: <input type="text"/> </p> <p>Academic Program: <input type="text"/> </p> <p>Acad Program Status: <input type="text"/></p> <p><a href="#">View Results</a></p>	Graduate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

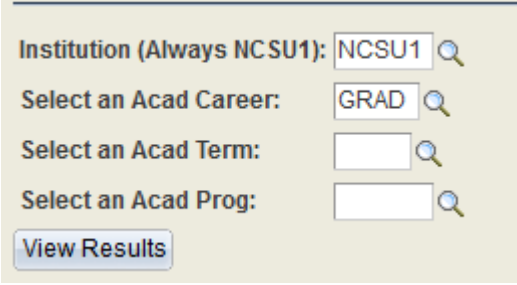
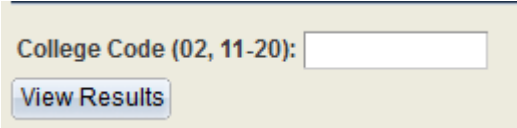
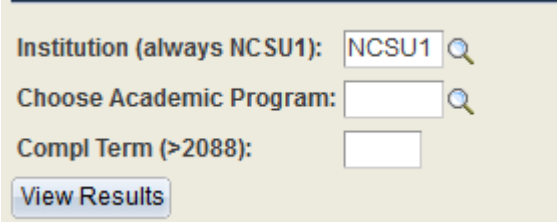
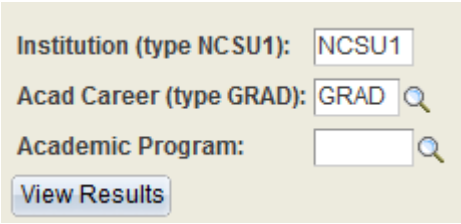
<b>SIS_GRAD_GPOW_NOT_APPRVD_COLL</b>  Query Description: List of all current master's or doctoral students active in the user-selected academic college code having more than 17 cumulative hours and Graduate Plan of Work not approved.	This query will prompt user for the college code:  	Department  Graduate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

<p><b>SIS_GRAD_NO_PRELIM_6YRS_COLL</b></p> <p>Query Description: List of all current doctoral students in the user-selected academic college code who have not scheduled their prelim 6 or more years after they started.</p>	<p>This query will prompt user for the college code:</p> 	<p>Department  Graduate School</p>
<p><b>SIS_GRAD_NO_PRELIM_6YRS_PROG</b></p> <p>Query Description: List of all current doctoral students in the user-selected academic program who have not scheduled their prelim 6 or more years after they started.</p>	<p>This query will prompt user for Institution (NCSU1) and Academic Program:</p> 	<p>Department  Graduate School</p>
<p><b>SIS_GRAD_ACTIVE_BY_COLLEGE</b></p> <p>Query Description: Active students (enrolled or eligible to be enrolled) with demographic information for a user-selected academic career, current or future enrolled term, and college code.</p>	<p>This query will prompt user for Institution (NCSU1), Academic Career, Current/Future Enrolled Term, and College Code (02, 11-20):</p> 	<p>Department  Graduate School</p>
<p><b>SIS_GRAD_ACTIVE_MULTIPLE_GPOW</b></p> <p>Query Description: Returns an alphabetized list of active grad students having more than one Graduate Plan of Work (GPoW) in the active program for a user-selected college code. Shows emplid, name, acad prog, acad plan, GPoW status, and GPoW status date.</p>	<p>This query will prompt user for the College Code (02, 11-20):</p> 	<p>Department  Graduate School</p>

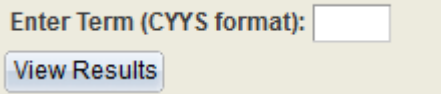
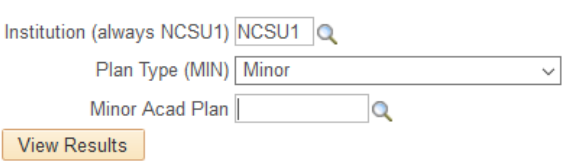
<p><b>SIS_GRAD_ACTIVE_WITH_PREV_BACH</b></p> <p>Query Description: Returns graduate students active in the current term and displays the school name where the student reported receiving their bachelor's degree. The user enters their college code (11-20) to get the list by college.</p>	<p>This query will prompt user for the College Code (02, 11-20):</p> 	<p>Department  Graduate School</p>
<p><b>SIS_GRAD_PRELIM_PASS_BY_PROG</b></p> <p>Query Description:  This query returns a list of doctoral students by user-selected academic program who passed their doctoral prelim exam (doctoral prelim milestone with either conditional pass or unconditional pass status) showing the latest "attempted date" from milestone attempt table.</p>	<p>This query will prompt user for the Institution (always NCSU1), Academic Career, (always GRAD) and Academic program:</p> 	<p>Department  Graduate School</p>
<p><b>SIS_GRAD_ACAD_STRUC_BY_PROGRAM</b></p> <p>Query Description: Active graduate academic plans, programs, and subplans with descriptions and subplan type by user-selected graduate program.</p>	<p>This query has no user prompts.</p>	<p>Department  Graduate School</p>
<p><b>SIS_GRAD_ACAD_STRUC_BY_COLLEGE</b></p> <p>Query Description: Active graduate academic plans, programs, and subplans with descriptions and subplan type by user-selected two-digit college code (02, then 11-20)</p>	<p>This query will prompt user for the College Code (02, 11-20):</p> 	<p>Department  Graduate School</p>
<p><b>SIS_GRAD_DISCONTINUED_BY_PROG</b></p> <p>Query Description: This query returns a list of grads with a "discontinued" program action by user-selected academic program.</p>	<p>This query will prompt user for Institution (Always NCSU1) and Academic Program:</p> 	<p>Department  Graduate School</p>

<p><b>SIS_GRAD_GPA_DROP_PROG</b></p> <p>Query Description: Returns active graduate students for a prompted academic term and academic program whose current GPA is &gt;0.75 lower than their cumulative GPA.</p>	<p>This query will “prompt” you for an “academic term” value and “academic program” value. This will narrow your results to only that one term in that one program.</p>  <p>NOTE: Term is always represented by a four-digit number. Example: 2091 is Spring 2009. “2” represents the century, “09” represents the year, and “1” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</p>	<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRAD_U_GRADES_PROG</b></p> <p>Query Description: Returns active graduate students for a prompted academic term and academic program having a "U" grade in any course. Shows active program and course information.</p>	<p>This query will “prompt” you for an “academic term” value and “academic program” value. This will narrow your results to only that one term in that one program.</p>  <p>NOTE: Term is always represented by a four-digit number. Example: 2091 is Spring 2009. “2” represents the century, “09” represents the year, and “1” represents the term: 1 for Spring, 6 for First Summer Session, 7 for Second Summer Session and 8 for Fall.</p>	<p>Department</p> <p>Graduate School</p>
<p><b>SIS_GRAD_DEGR_BY_PROG_W_TITLES</b></p> <p>Query Description: Graduation Checkout View (NC_GCO_VW) joined with ACAD_DEGR (Student Degree Table) for graduate majors, all terms after</p>	<p>This query will prompt user for Institution (Always NCSU1) and Academic Program:</p>	<p>Department</p> <p>Graduate School</p>

<p>fall 2008, by user-selected academic program, to get approved grads for whom degrees were actually conferred. Includes an Option B, gender, ethnicity, and thesis/dissertation titles for masters &amp; doctoral students who have one.)</p>		
<p><b>SIS_ALL_GRD_DEG_BY_PGM_W_TITLE</b></p> <p>Query Description: Union query returns all graduate students with a graduate degree conferred (both legacy and SIS) by user-selected program code. Includes an Option B, gender, ethnicity, and thesis/dissertation titles for masters &amp; doctoral students who have one.)</p>	<p>This query will prompt user for Institution (Always NCSU1) and Academic Program:</p> 	<p>Department Graduate School</p>
<p><b>SIS_GRAD_APPL_HST_TERM_PGM_SCH</b></p> <p>Query Description: This query returns a list of historical applications (by user-selected Career, snapshot term, Admit Term, and academic program) from the historical admissions denorm table. Columns include GRE scores and most recent undergrad &amp; grad self-reported previous institutions.</p>	<p>This query will prompt user for Institution (Always NCSU1), Academic Career (Always GRAD), Academic Program, Term Being Viewed, and Admit term:</p> 	<p>Department Graduate School</p>
<p><b>SIS_GRAD_INSTR_ADV_CRS_BY_PRF</b></p> <p>Query Description: This query returns a list of people from the instructor advisor table along with the courses they have been authorized to teach by user-selected course prefix. The list is filtered to exclude graduate faculty.</p>	<p>This query will prompt user for Institution (Always NCSU1) and Course Prefix:</p> 	<p>Department Graduate School</p>
<p><b>SIS_GRAD_LOW_GRADES_PROG</b></p> <p>Query Description:</p>	<p>This query will prompt user for Institution (Always NCSU1), Academic Career (always GRAD), Academic Term and Academic Program:</p>	<p>Department Graduate School</p>

<p>Returns active graduate students for a prompted academic term and academic program having a C- or lower grade in any course. Shows active program and course information.</p> <p><b>NOTE: This query is run in Query Viewer – Production, Query Manager – Production</b></p>	 <p>The form contains four input fields with search icons: 'Institution (Always NCSU1):' with 'NCSU1', 'Select an Acad Career:' with 'GRAD', 'Select an Acad Term:', and 'Select an Acad Prog:'. A 'View Results' button is at the bottom.</p>	
<p><b>SIS_ALL_GRAD_DEGREES_BY_COLL</b></p> <p><b>Query Description:</b> Returns a list of all graduate students with a graduate degree conferred (both legacy and SIS academic terms) by user-selected college code (02, 11-20). Includes an Option B flag for those with completed Option B milestone on their record. Some records date back to the late 1990's.</p>	<p>This query will prompt user for College Code (02, 11-20):</p>  <p>The form has one input field 'College Code (02, 11-20):' and a 'View Results' button.</p>	<p>Department Graduate School</p>
<p><b>SIS_GRAD_DEGR_PROG_GPOW_TRM</b></p> <p><b>Query Description:</b> Returns a list of all graduate students with a graduate degree conferred (both legacy and SIS academic terms) by user-selected college code (02, 11-20). Includes an Option B flag for those with completed Option B milestone on their record. Some records date back to the late 1990's.</p>	<p>This query will prompt user for Institution (always NCSU1), Academic Program, and Completion term (after Fall 2008)</p>  <p>The form has three input fields with search icons: 'Institution (always NCSU1):' with 'NCSU1', 'Choose Academic Program:', and 'Compl Term (&gt;2088):'. A 'View Results' button is at the bottom.</p>	<p>Department Graduate School</p>
<p><b>SIS_GRAD_NEW_ADMIT_TERM_BY_PGM</b></p> <p><b>Query Description:</b> New graduate students (per admit term from program stack) for the current term by user-selected program.</p>	<p>This query will prompt user for Institution (always NCSU1), Academic Career (always GRAD), and Academic Program</p>  <p>The form has three input fields with search icons: 'Institution (type NCSU1):' with 'NCSU1', 'Acad Career (type GRAD):' with 'GRAD', and 'Academic Program:'. A 'View Results' button is at the bottom.</p>	<p>Department Graduate School</p>
<p><b>SIS_GRAD_A2G_ETD_CHECKLISTS</b></p> <p><b>Query Description:</b></p>	<p>This query will prompt user for the term, CYYS format (2171 for Spring 2017, 2178 for Fall 2017)</p>	<p>Graduate School</p>



<p>All applied to graduate (all stats except Dept Denied, College Denied, and app Withdrawn) for prompted term, showing status of their Graduate ETD checklist items (GDRCKM, GDRDAF, GDRGAL, GDRSED, GDRDPO).</p> <p><b>NOTE: This query is run in Query Viewer – Production, Query Manager – Production</b></p>		
<p><b>SIS_GRAD_CENSUS_ENR_MINOR</b></p> <p><b>Query Description:</b> Returns a list of students enrolled as of census in a user-selected minor plan (shows student emplid, name, minor plan, major program, and latest term enrolled).</p>	<p>This query will prompt users for the Minor Academic Plan:</p> 	<p>Department Graduate School</p>

**Recent Changes to SIS Manual**

3/17/2010	<b>Addition of Doctoral Graduation Attendance Notification Page to Student and Graduate School Sections</b>														
3/17/2010	<b>Revision of Graduate Certificates in DGP and Graduate School Sections</b>														
3/17/2010	<p><b>Addition of queries</b></p> <p>SIS_GRAD_CENSUS_ENROLLMENT</p> <p>SIS_GRAD_DGP_GRDSEC_BY_LIAISON</p>														
3/17/2010	<p><b>Addition of Oracle Database Reporting Tables and Views</b></p> <table border="1" data-bbox="341 1583 992 1913"> <thead> <tr> <th>OBJECT NAME</th><th>DESCRIPTION</th></tr> </thead> <tbody> <tr> <td>ACAD_PROG</td><td>Student Academic Program Table</td></tr> <tr> <td>NC_AUD_GPW_CL</td><td>Audit SR PoW Template Derived</td></tr> <tr> <td>NC_AUD_GPW_CMNT</td><td>Audit Graduate Academic Comments</td></tr> <tr> <td>NC_AUD_GPW_CTED</td><td>Audit Committee Detail</td></tr> <tr> <td>NC_AUD_GPW_CTEH</td><td>Audit Grad Comm Header</td></tr> <tr> <td>NC_RES_CODE_TBL</td><td>Legacy Residency Codes</td></tr> </tbody> </table>	OBJECT NAME	DESCRIPTION	ACAD_PROG	Student Academic Program Table	NC_AUD_GPW_CL	Audit SR PoW Template Derived	NC_AUD_GPW_CMNT	Audit Graduate Academic Comments	NC_AUD_GPW_CTED	Audit Committee Detail	NC_AUD_GPW_CTEH	Audit Grad Comm Header	NC_RES_CODE_TBL	Legacy Residency Codes
OBJECT NAME	DESCRIPTION														
ACAD_PROG	Student Academic Program Table														
NC_AUD_GPW_CL	Audit SR PoW Template Derived														
NC_AUD_GPW_CMNT	Audit Graduate Academic Comments														
NC_AUD_GPW_CTED	Audit Committee Detail														
NC_AUD_GPW_CTEH	Audit Grad Comm Header														
NC_RES_CODE_TBL	Legacy Residency Codes														

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

- 09/01/2011 Addition of queries:**
- SIS\_GRAD\_APPL\_HIST\_TERM\_PGM**
- SIS\_GRAD\_GCERT\_COMPLETED**
- GRAD\_ARCHIVE\_COMM\_SVC\_BY\_ID**
- GRAD\_ARCHIVE\_COMM\_SVC\_BY\_PGM**
- 09/01/2011 Added New Graduate School Representative (GSR) Process for Doctoral Students**
- 09/01/2011 Updated GPoW Sections with:**
- **Date 1<sup>st</sup> Submitted**
  - **Members with Dual Roles**
- 09/01/2011 Addition of Comments Sections:**
- Graduate Administrators - Viewing Comments
  - Graduate School - Adding and Viewing Comments
- 09/16/2011 Addition of queries:**
- SIS\_GRAD\_DEGREES\_WITH\_CHAIR**
- 09/16/2011 Updated Move or Delete Plan of Work section**
- 10/25/2011 Addition of 18 Oracle Database Reporting Tables and Views**

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

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

### Edited 2 Oracle Reporting Database Tables and Views descriptions

1. SCRTY\_TBL\_PROG" should be "OprID Access to Acad Programs" (not "Plans")
2. "STDNT\_CAR\_MLSTN" should be "Student Career Milestone" (add the word "Career")

### Re-added queries:

SIS\_GRAD\_ENROLLED\_FULBRIGHT

SIS\_GRAD\_GPOW\_STATUS

SIS\_GRAD\_PROVISIONAL\_ADMITS

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

SIS\_GRAD\_TRANSC\_CHK\_NEW\_BY\_LIA

SIS\_GRAD\_TRANSC\_CHK\_BY\_LIAISON

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

GRAD\_TST\_SCORE\_SUPN\_BDAY\_GRE

GRAD\_TST\_SCORE\_SUPN\_BDAY\_TOEFL

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

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

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

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

NC_LAB_DST_VIEW	PS_Labor SQRs Load Tbl
STDNT_CAR_TERM	Student Career Term Table

**Edits to:**

SIS_GRAD_APPL_HIST_TERM_PGM
ACAD DEGR
NC_ARC_COMMITTEE
NC_OPRDERN_VW
NC_ASSGN_EMP_VW
NC_SALRY_DISTR
EG_TENURE_DATA

**09/11/2013****Addition of queries:**

SIS\_GRAD\_A2G\_BELOW\_B

SIS\_GRAD\_3\_PLUS\_X

SIS\_GRAD\_3\_PLUS\_X\_BY\_COLL

SIS\_GRAD\_ADVISOR\_WITH\_GPOW

SIS\_GRAD\_CENSUS\_ENR\_WITH\_GPOW

**Updated Terminate Without Prejudice section****Updated SIS\_GRAD\_STUD\_CMTEE\_PUB query text. Added the last sentence in 2 sections****Added Mass Assign Advisor section****Added Adding Good Faith (Positive Service Indicator) for Residency Purposes section****Added Student Curriculum Change section****Added this list of tables in the “Reporting Oracle Reporting Database tables and views” alphabetically.**

Table / View Name	Description
ACCOMP_TBL	Accomplishment Table (Degrees/Degree types) Note: Accessible only from the HR database.
ACCOMPLISHMENTS	Person Accomplishments  Note: Accessible only from the HR database.
NC_ACAD_PLAN_GA	Graduation Plan Table
NC_CNSS_TUITION	Tuition Denorm
NC_DNRM_TUITION	Tuition Denorm (Census)
NC_EOT_TUITION	Tuition Denorm (End-of-Term)
NC_GPW_TMPLT	Plan of Work Template
NC_LAB_DST_VIEW	PS_Labor SQRs Load Table  Note: Accessible only from the HR database.
STDNT_CAR_TERM	Student Career Term Table

02/21/2014

**Addition of queries:**

SIS\_GRAD\_EXAM\_STATUS\_LIST

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

Table / View Name	Description
ACAD_ORG_HR_OWN	Acad Org HR Owner Crosswalk Table
CLASS_INSTR	Course / Class Instructor Table

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

3/13/2014

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

Table / View Name	Description
ACAD_CALTRM_TBL	Academic Calendar Term Table

**Added 4 new sections:**

Graduate Student Support Plan (GSSP) Data

Graduate Student Support Plan (GSSP) Service Indicators

Graduate Student Support Plan (GSSP) Health Insurance Eligibility

Graduate Student Support Plan (GSSP) Data View Bill

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

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

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

SIS_NC_SUPEREXT_GRADS
SIS_NC_SUPEREXT_BY_TERM_CAR_PG
SIS_GRAD_TERM_LMT_JOBS
SIS_GRAD_APPL_WITH_GRE_SCORES

**Addition of queries:**

SIS\_GRAD\_ENR\_MLSTN\_ACAD\_LOAD

SIS\_GRAD\_EXAM\_RPTS\_PROG\_STATUS

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

**12/01/2014** Addition of queries:

SIS\_GRAD\_ALL\_SVC\_IND\_TERM\_PROG

SIS\_GRAD\_DROPS\_AFTER\_DATE\_GSSP

SIS\_GRAD\_COMP\_REV\_THES DISSERT

**06/30/2015** Addition of queries:

SIS\_GRAD\_PROVISI\_ADMITS\_BY\_LIA

SIS\_GRAD\_PROG\_STATUS

SIS\_GRAD\_MR\_EN\_ROUTE\_BY\_PROG

GSSP\_MTHLY\_INSURANCE

GSSP\_INS\_SUMMERPREPAYS

**08/31/2015** Addition of queries:



	SIS_GRAD_GPOW_NOT_APPRVD
	SIS_GRAD_GPOW_NOT_APPRVD_COLL
	SIS_GRAD_GPOW_NOT_APPRVD_PROG
	SIS_GRAD_DR_AT_9PLUS_YRS
	SIS_GRAD_DR_AT_9PLUS_YRS_COLL
	SIS_GRAD_DR_AT_9PLUS_YRS_PROG
	SIS_GRAD_NO_PRELIM_6YRS
	SIS_GRAD_NO_PRELIM_6YRS_COLL
	SIS_GRAD_NO_PRELIM_6YRS_PROG
	SIS_GRAD_ACTIVE_BY_COLLEGE
	SIS_GRAD_ACTIVE_MULTIPLE_GPOW
<b>10/07/2015</b>	<b>Query Description Clarification:</b>
	SIS_GRAD_PROVISIONAL_ADMITS
	SIS_GRAD_PROVISI_ADMITS_BY_LIA
<b>1/30/2016</b>	<b>Addition of Query:</b>
	SIS_GRAD_ACTIVE_WITH_PREV_BACH
<b>2/05/2016</b>	<b>Update Query Name:</b>
	SIS_GRAD_ADVISER_WITH_GPOW to SIS_GRAD_ADVISOR_WITH_GPOW
<b>07/14/2016</b>	<b>Addition of Query:</b>
	SIS_GRAD_PRELIM_PASS_BY_PROG

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

