

The Graduate School has created multiple versions of each Departmental query for users who need to narrow the results the query returns. You can see each query name has “by ____” at the end, which specifies how you can drill down the results by using the filter feature.

- Awaiting Materials
- Awaiting Materials by Admit Term
- Awaiting Materials by Admit Term & Program
- Awaiting Materials by Degree Type
- Awaiting Materials by Grad Certificate
- Awaiting Materials by Program

For example, if your program has multiple offerings, such as MS, MR, PhD; distance, on-campus; etc., applications and you want to isolate one of those in a query, you would click on the any of the departmental queries ending in “by Degree Type”. Then click on “Final Degree Type PINNED” to only see a specific degree program, not all degree types you have access to see.

Awaiting Materials by Degree Type

Folder	Departmental
User	Lauren Liston
Base	Departmental Reader
Execution Mode	Retrieve all records each time query is run
Filters	Bin IN Pre-Review - Awaiting Materials Tag NOT IN Test Record Final Degree Type PINNED IN
Matching Rows	0

Run Query

Edit Filter

Final Degree Type IN

Show Selected

- Master of Science (MS) - Distance - Aerospace Engineering
- Master of Engineering (MR) - Aerospace Engineering - Distance
- Master of Science (MS) - On-Campus - Aerospace Engineering
- Master of Science (MS) - ABM - Aerospace Engineering
- Doctor of Philosophy (Ph.D.) - Aerospace Engineering

You quickly search with the text box on the left, and select multiple degree types by pressing CTRL and clicking.

After selecting your desired filter criteria, click Save and then “Run Query”. Your results will show in a list view which you can export to Excel and manipulate as you see fit, or you can click on an individual name to look up an applicant’s record.

Awaiting Materials by Degree Type

Output Excel Spreadsheet

Export

Rows 1–22 ▾ of 22 [Prev](#) [Next](#)

Name	Email	Sex	Race	Primary Citizenship	Applicant ID	NCSU StuID	NC Resident?
		M	White	United States			No. I do not cl
		M	White	United States			Yes. I claim to
		M	White	United States			Yes. I claim to

als by Degree Type

Excel Spreadsheet

Export

Row Preview [Prev](#) [Next](#)

Record [Lookup Record](#)

Name

Email

Sex M

Race Black or African American

Primary Citizenship United States

Applicant ID

NCSU StuID

NC Resident? Yes. I claim to be a North Carolina resident for tuition purposes*

First Generation Yes

Degree Type MBA Part Time - NC State Campus

Program Business Administration

Area of Interest Entrepreneurship & Technology Commercialization

School 1 Institution Univ South Florida

School 1 Degree Bachelor of Science

School 1 Major 1 Computer Engineering

School 1 GPA

School 2 Institution

School 2 Degree

School 2 Major 1

School 2 GPA

School 3 Institution

School 3 Degree

Close

If you have any questions or need assistance, please contact Lauren Liston (lpalerm@ncsu.edu) or The Graduate School.