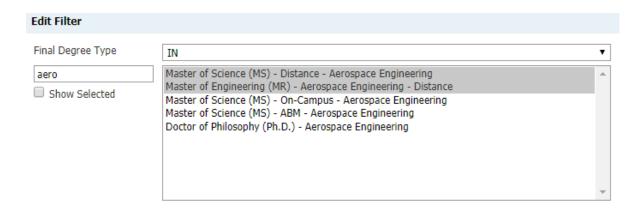The Graduate School has created multiple versions of each Departmental query for users who need to narrow the results the query returns. You can see each query name has "by _____" at the end, which specifies how you can drill down the results by using the filter feature.

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.
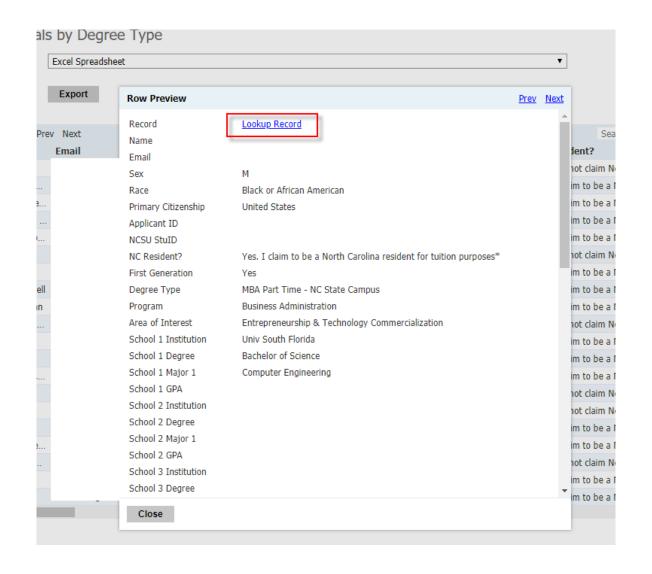
Awaiting Materials by Degree Type

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

aero
☐ 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.

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