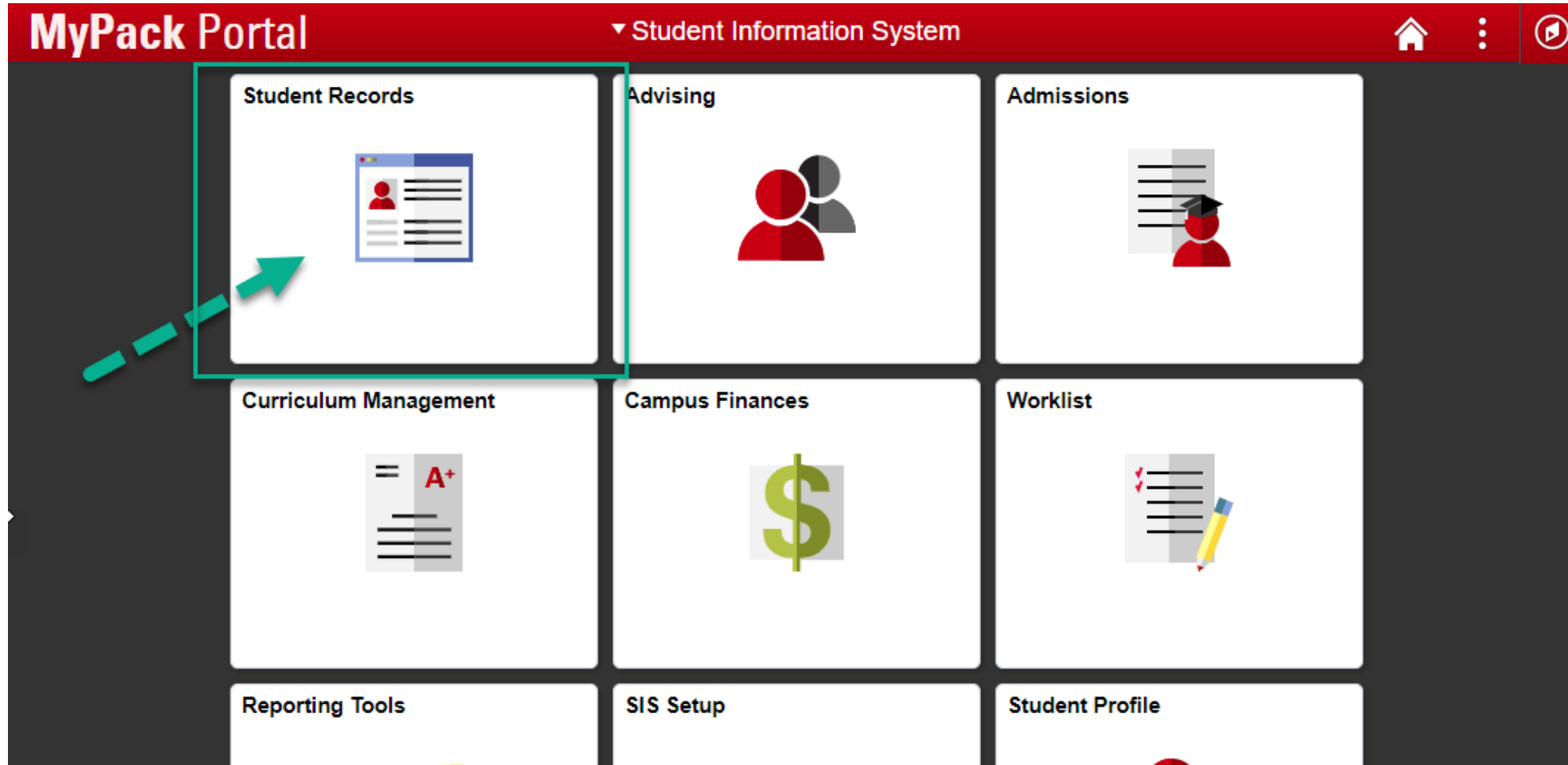


Using Enrollment Quick Queries

The Graduate School



- 1) Log into MyPack Portal and navigate to the "Student Information System" page.
- 2) Select the "Student Records" tile as outlined in the image above.

Student Information System **Student Records**

Student Services Center
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Empl ID begins with

Academic Career =

Student Career Nbr =

Unity ID begins with

National ID begins with

Last Name begins with

First Name begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

- Faculty Center
- Enroll Students
- Career and Program Information
- Student Group Information
- Student Term Information
- Graduation
- Transcripts
- Graduate Plan of Work
- Move or Delete Plan of Work
- Checklists
- Faculty Resources
- Comments
- Transfer Credit Evaluation
- Class Roster
- User Defaults
- Enrollment Quick Queries**
- Monitor Progress Quick Queries

3) Select “Enrollment Quick Queries” from the left navigation options.

Student Information System **Student Records** New WI

Nc Quickqry List

Queries for Nc Quickqry List

Query Folder: QQEN_ENROLL

Available Queries

<p>Grad Enroll NOT FT by College Returns a list of students that are NOT FULL-TIME in user selected college (2-digit) and enrollment relative information, including course load determination.</p>	<p>HTML Excel</p>
<p>Grad Enroll NOT FT by Prog Returns a list of students that are NOT FULL-TIME in user selected program and enrollment relative information, including course load determination.</p>	<p>HTML Excel</p>
<p>Grad Enrollment by College Returns a list of ALL eligible to enroll grad students in user selected college (2-digit) and enrollment relative information, including course load determination (full-time, half-time, etc.).</p>	<p>HTML Excel</p>
<p>Grad Enrollment by Prog Returns a list of ALL eligible to enroll grad students in user selected program and enrollment relative information, including course load determination (full-time, half-time, etc.).</p>	<p>HTML Excel</p>

[Save](#) [Notify](#)

4) Available enrollment queries are displayed for the user along with short descriptions and links to run the query in HTML (in the browser) or Excel (automatic download).

For this tutorial, we will run a query in HTML so that we can preview the results before downloading them to Excel.

Select "HTML" next to the desired query.

SIS_GRAD_ENRLMT_BY_PROG - Grad Enrollment by Prog

HTML OPTION

Institution (NCSU1)

Academic Career (GRAD)

Term

Academic Program

View Results

Row	ID	LN, FN	Term	Prog	Status	Acad Prog	Acad Pgm Dscr	Acad Plan	Plan Dscr	Degree	Progress Units	Acad Load	FT Min Units	Audit	Tuition Res	MR Indicator	Email	Total Hrs Passed
-----	----	--------	------	------	--------	-----------	---------------	-----------	-----------	--------	----------------	-----------	--------------	-------	-------------	--------------	-------	------------------

Input desired term

Input desired program

Select "View Results"

5) After you select the HTML link, a new window or browser tab will appear with any required query user inputs. For the selected query in the example, you will need to populate the desired Term (should be a current or future term) and Academic Program. The Institution and Academic Career should be auto-filled.

If you are unfamiliar with the needed Term or Academic Program input, you may use the magnifying glass beside of each prompt to select from the available options.

Select "View Results" after you have filled in the required inputs.

SIS_GRAD_ENRLMT_BY_PROG - Grad Enrollment by Prog

Institution (NCSU1)

Academic Career (GRAD)

Term

Academic Program

Download results in (372 kb)

Export to Excel

Progress Units: Current *credit* hours enrolled at this time.
Academic Load: Full-time, Half-time, No Units, etc. for number of credit hours enrolled.
FT Min Units: Number of credit hours needed to be considered full-time.

Row	ID	LN, FN	Term	Prog Status	Acad Prog	Acad Pgm Dscr	Acad Plan	Plan Dscr	Degree	Progress Units	Acad Load	FT Min Units	Audit	Tuition Res	MR Indicator	Email	Total Hrs Passed
1			2201	Active in Program	EE	Electrical Engineering	14EEPHD	Electrical Engineering-PHD	PHD	9.000	Enrolled Full-Time	3.00	0.000	OUT	DR with Non-NCSU Masters		49.000
2			2201	Active in Program	EE	Electrical Engineering	14EEMS	Electrical Engineering-MS	MS	12.000	Enrolled Full-Time	9.00	0.000	OUT	Masters No Thesis		0.000
3			2201	Active in Program	EE	Electrical Engineering	14EEPHD	Electrical Engineering-PHD	PHD	0.000	No Unit Load	3.00	0.000	OUT	DR with Non-NCSU Masters		52.000
4			2201	Active in Program	EE	Electrical Engineering	14EEPHD	Electrical Engineering-PHD	PHD	0.000	No Unit Load	9.00	0.000	IN	DR with No Masters		24.000
								Electrical							DR NCSU		

6) After selecting “View Results,” the query will run. This may take a few seconds to complete.

Once the query has successfully completed, results meeting the input criteria you selected will populate in the lower part of the page along with options for downloading results.

You can view your results in your browser by toggling and scrolling through the results or you can download the results in Excel, CSV, or XML file formats. We will select “Excel Spreadsheet” for this exercise.

Note: the image above includes some helpful column descriptions for three useful columns that are found in all of the Enrollment Quick Queries.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Filter' button in the 'Sort & Filter' group is highlighted with a purple box and a purple arrow. Another purple arrow points to the 'Filter' icon in the ribbon. The worksheet displays a table with the following data:

ID	Term	Prog Status	Acad Prog	Acad Pgm Dscr	Acad Plan	Plan Dscr	Degree	Prog
513	2201	Active in Program	EE	Electrical Engineering	14EEMPHD	Electrical Engineering-PHD	PHD	
	2201	Active in Program	EE	Electrical Engineering	14EEMS	Electrical Engineering-MS	MS	
	2201	Active in Program	EE	Electrical Engineering	14EEMPHD	Electrical Engineering-PHD	PHD	
	2201	Active in Program	EE	Electrical Engineering	14EEMPHD	Electrical Engineering-PHD	PHD	
	2201	Active in Program	EE	Electrical Engineering	14EEMPHD	Electrical Engineering-PHD	PHD	
	2201	Active in Program	EE	Electrical Engineering	14EEMPHD	Electrical Engineering-PHD	PHD	
	2201	Active in Program	EE	Electrical Engineering	14EEMPHD	Electrical Engineering-PHD	PHD	

7) Once you have opened the file in Excel, you can manage your results using “Filters.” First place your cursor in the header cell of the first column (A2 in this example).

Then, select the “Data” tab in the options area of Excel above the sheet results.

Next, select “Filter.” You’ll notice that filters (visible as small boxes containing small triangles) fill the column headers across your worksheet.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Filter' button in the 'Sort & Filter' group is active. A dropdown menu is open for the 'Acad Load' column, displaying various filtering options. A search box is present, and a list of filter options is shown with checkboxes: (Select All), Enrolled Full-Time, Enrolled Half-Time, Less than Half-Time, No Unit Load, and Three Quarter Time. A dashed purple arrow points to the 'Acad Load' column header.

Plan Dscr	Degree	Progress Units	Acad Load	FT Min Units	Audit	Tuition Res	MR
Electrical Engineering-PHD	PHD	Sort A to Z		3.00	0.000	OUT	DR v
Electrical Engineering-MS	MS	Sort Z to A		9.00	0.000	OUT	Mas
Electrical Engineering-PHD	PHD	Sort by Color		3.00	0.000	OUT	DR v
Electrical Engineering-PHD	PHD	Clear Filter From "Acad Load"		9.00	0.000	IN	DR v
Electrical Engineering-PHD	PHD	Filter by Color		3.00	0.000	OUT	DR M
Electrical Engineering-PHD	PHD	Text Filters		9.00	0.000	OUT	DR M
Electrical Engineering-MS	MS	Search		9.00	0.000	OUT	Mas
Electrical Engineering-PHD	PHD	<input checked="" type="checkbox"/> (Select All)		3.00	0.000	IN	DR M
Electrical Engineering-MS	MS	<input checked="" type="checkbox"/> Enrolled Full-Time		9.00	0.000	OUT	DR v
Electrical Engineering-PHD	PHD	<input checked="" type="checkbox"/> Enrolled Half-Time		9.00	0.000	OUT	Mas
Electrical Engineering-PHD	PHD	<input checked="" type="checkbox"/> Less than Half-Time		4.00	0.000	OUT	DR v
Electrical Engineering-PHD	PHD	<input checked="" type="checkbox"/> No Unit Load		9.00	0.000	IN	DR M
Electrical Engineering-MS	MS	<input checked="" type="checkbox"/> Three Quarter Time		9.00	0.000	OUT	Mas
Electrical Engineering-MS	MS			9.00	0.000	OUT	Mas
Electrical Engineering-PHD	PHD			9.00	0.000	OUT	DR v
Electrical Engineering-MS	MS			9.00	0.000	OUT	Mas
Electrical Engineering-PHD	PHD			9.00	0.000	OUT	DR v
Electrical Engineering-MS	MS			3.00	0.000	OUT	DR v
Electrical Engineering-MS	MS			9.00	0.000	OUT	Mas

8) To use one of the filters, select the filter symbol in the desired column.

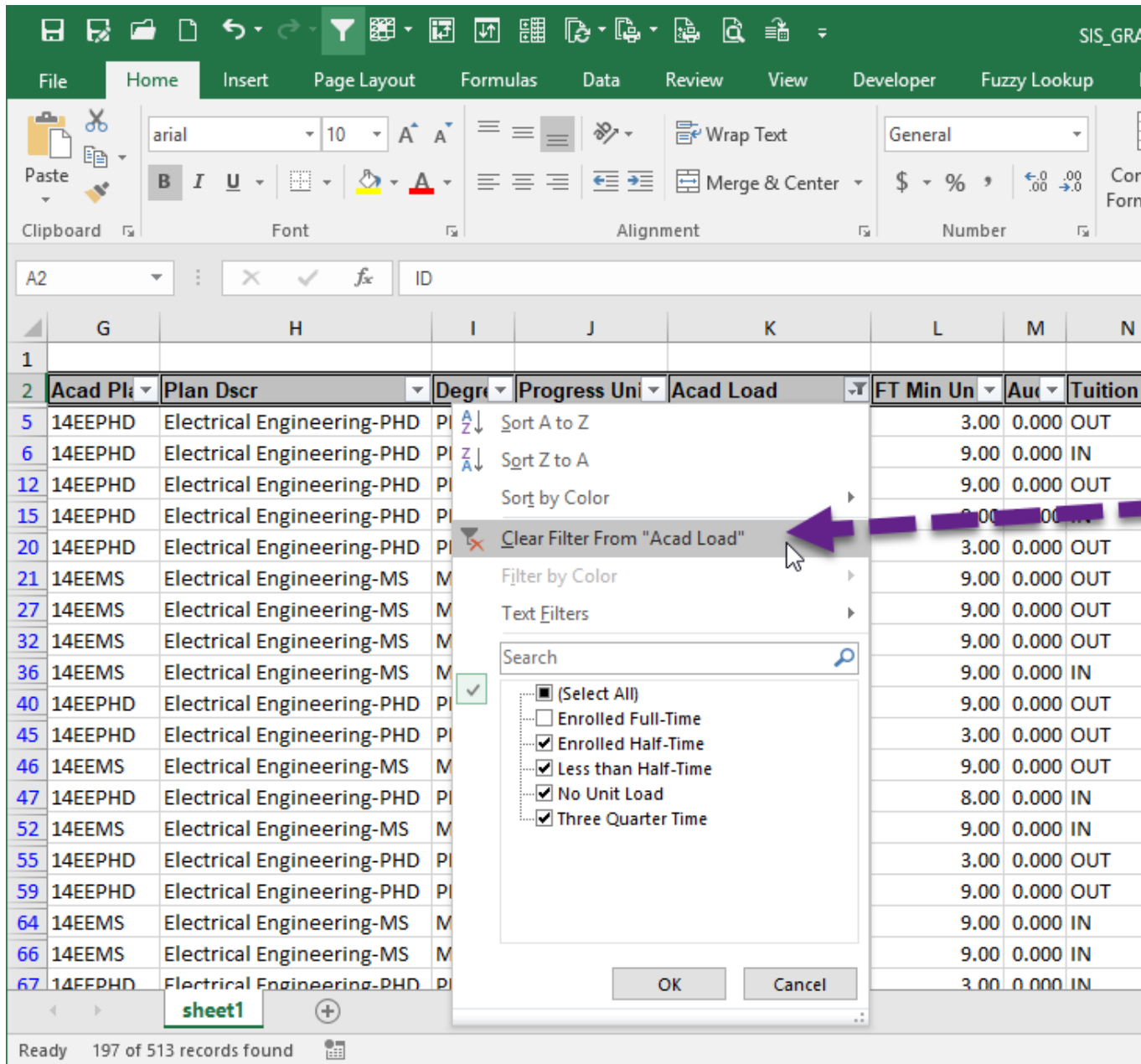
A dropdown window will appear with all available options contained in the column.

In the example, we have selected the filter in the “Academic Load” column. This column is particularly useful when managing adequate enrollment.

To filter out those that are not “Enrolled Full-Time,” simply unselect “Enrolled Full-Time.” This leave only the non-full-time boxes selected.

Press “Ok.”

Your spreadsheet will hide those rows not meeting your selection requirements (indicated with checked box).



The screenshot shows an Excel spreadsheet with a table of student records. The table has columns for Acad Plan, Plan Description, Degree, Progress Units, Acad Load, FT Min Units, and Tuition. The 'Acad Load' column is filtered, and a context menu is open over it. A purple arrow points to the 'Clear Filter From "Acad Load"' option. The status bar at the bottom indicates 'Ready 197 of 513 records found'.

	Acad Plan	Plan Dscr	Degree	Progress Uni	Acad Load	FT Min Un	Au	Tuition
5	14EEPHD	Electrical Engineering-PHD	PI			3.00	0.000	OUT
6	14EEPHD	Electrical Engineering-PHD	PI			9.00	0.000	IN
12	14EEPHD	Electrical Engineering-PHD	PI			9.00	0.000	OUT
15	14EEPHD	Electrical Engineering-PHD	PI			9.00	0.000	OUT
20	14EEPHD	Electrical Engineering-PHD	PI			3.00	0.000	OUT
21	14EEMS	Electrical Engineering-MS	M			9.00	0.000	OUT
27	14EEMS	Electrical Engineering-MS	M			9.00	0.000	OUT
32	14EEMS	Electrical Engineering-MS	M			9.00	0.000	OUT
36	14EEMS	Electrical Engineering-MS	M			9.00	0.000	IN
40	14EEPHD	Electrical Engineering-PHD	PI			9.00	0.000	OUT
45	14EEPHD	Electrical Engineering-PHD	PI			3.00	0.000	OUT
46	14EEMS	Electrical Engineering-MS	M			9.00	0.000	OUT
47	14EEPHD	Electrical Engineering-PHD	PI			8.00	0.000	IN
52	14EEMS	Electrical Engineering-MS	M			9.00	0.000	IN
55	14EEPHD	Electrical Engineering-PHD	PI			3.00	0.000	OUT
59	14EEPHD	Electrical Engineering-PHD	PI			9.00	0.000	OUT
64	14EEMS	Electrical Engineering-MS	M			9.00	0.000	IN
66	14EEMS	Electrical Engineering-MS	M			9.00	0.000	IN
67	14EEPHD	Electrical Engineering-PHD	PI			3.00	0.000	IN

9) You can tell quickly that a sheet is filtered by looking at the row numbers – they will appear blue when the sheet has a filter set and is hiding rows. The row numbers will also not always be sequential.

To unfilter the sheet, simply select the filter dropdown for the filtered column (displays a filter symbol if there is a filter set) and select “Clear Filter from”

Select “Ok.”

Utilize this filtering technique to manage your query results and identify problem areas faster. Enrollment queries also have the campus email for students if you wish to email them enrollment reminders.