Contents

Queries

The following queries have been created to support the Graduation Tracking process:

Query Name	Description	Notes
UCGD_GRAD_TRACKING_LIST_BY_CAR	Graduation Tracking List by Career	Mainly for Registar/central office use
UCGD_GRAD_TRACKING_LIST_BY_FAC	Grad Tracking List by Faculty	Recommended query to generate a list of students who have applied to graduate by expected grad term
UCGD_GRAD_TRACKING_LIST_MAXI	Grad Tracking List by Faculty and Maxi Term	Recommended query to generate a list of students who have applied to graduate by maxi term (especially good for November convocation)
UCGD_GRAD_TRACKING_W_NOTES	Grad Tracking List with Notes	
UCGD_GRAD_TRACKING_ENRLNOTES	Grad Tracking List with Enrolment Notes	
UCGD_GRAD_TRACK_JOINT_PROGS	Grad Tracking List of Students in Joint Programs	
UCGD_GRAD_STATUS_VALIDATION	Query to identify students who have mis-matched Degree Checkout Status values and Graduation Review status values	Query should be run by Faculty a few times leading up to end of graduation review period
UCGD_GRAD_HONORS_VALIDATION	Query to identify students who have a 'Cleared' Graduation Review status that does not match the Honours on their degree	Query should be run by Faculty a few times leading up to end of graduation review period

Note: all queries have a Folder = 'GRAD TRACKING'

Grad Tracking List by Faculty (UCGD_GRAD_TRACKING_LIST_BY_FAC)

This query provides a list of student Graduation Tracking information with the ability to search by Faculty (Acad Group). The query results include information about student Program, Degree Plan, Primary Plan, Grad Review Status, current student Program / Plan information, and Degree Checkout status. This query works well to generate an initial list of students who have applied for graduation. Just remember that for November convocation there are two expected graduation terms (i.e., Spring and Summer), so this list will have to be generated for both expected graduation terms.

Search Parameters

UCGD_GRAD_TRACKING_LIST_BY_FAC

Institution	UCALG
*Acad Group	AR
*Exp Grad Term	2221
Grad Review Status	
*Include all In-progress values	☑
*Include all Cleared values	☐
Last Name >=	
Last Name <=	
Acad Program	
Degree Plan	
Primary Plan	

OK   Cancel

Parameter	Req/Opt	Description
Institution	Required	'UCALG'
Acad Group	Required	Faculty being reviewed
Exp Grad Term	Required	Expected Graduation Term being reviewed
Grad Review Status*	Optional	Specify to report students with a specific status
Include all In-progress values*	Optional	Check to include all 'in-progress' Grad Review value
Include all Cleared values*	Optional	Check to include all 'cleared' Grad Review value
Last Name Search >=	Optional	Specify to limit students with a last name >= the specific value
Last Name Search <=	Optional	Specify to limit students with a last name <= the specific value
Acad Program	Optional	Specify to limit based on a specific program
Degree Plan	Optional	Specify to limit based on a specific Degree Plan
Primary Plan	Optional	Specify to limit based on a specific Primary Plan

*Criteria Hints to filter by Review Status

- To report all values leave all 3 values blank
- To include all in-progress and cleared values check both boxes, but leave the Grad Review Status blank
- If a specific Grad Review status is entered, then the Include checkboxes should not be checked

Results

Results sorted by: Last Name, First Name, Middle Name, Student Career Nbr

Below is a list of fields:

Field Label	Description
ID	Student ID
Last Name *	Student Last Name
First Name	Student First Name
Middle	Student Middle Name
Institution	Institution
Acad Group	Faculty of students program
Exp Grad Term	Expected Grad Term
Career	Student Career (UGRD, GRD, MD)
Stdnt Career Nbr	Student Career Number of program
Acad Prog	Program of student
Descr	Description of program
Joint Program	Joint Program indictor
Degree Plan	Degree Plan associated to program
Degree	Degree associated to the degree plan
Primary Plan	Primary Plan associated to program
Graduation Tracking / Review information	
Grad Review Status	Current status of review
Grad Tracking Status Dt	Date status was last updated
Program / Plan information	
Current Program / Plan status	Current status of student program / plan record (e.g. Active)
Last Program/Plan Action	Most recent program action
Degr ChkoutStat	Current degree checkout status
Completion Term	Completion term – will be populated if program is COMP'd
Degree Nbr	Degree Number of student – will be populated if program is COMP'd
Link to Grad Tracking	Link to the student's Grad Tracking page
Link to Program/Plan	Link to the student's Program / Plan page

* If the student has a preferred name that will be reported, otherwise the primary name

Grad Tracking List by Career (UCGD_GRAD_TRACKING_LIST_BY_CAR)

This query provides a list of student Graduation Tracking information with the ability to search by Career for central offices.

Search Parameters – same as Grad Tracking List by Faculty, except Academic Group is replaced by Career

Results – same as Grad Tracking List by Faculty

Grad Tracking List by Fac/Maxi (UCGD_GRAD_TRACKING_LIST_MAXI)

This query provides a list of student Graduation Tracking information with the ability to search by Faculty for use by Faculty's / Department reviewers and Maxi Term to review Spring / Summer data together.

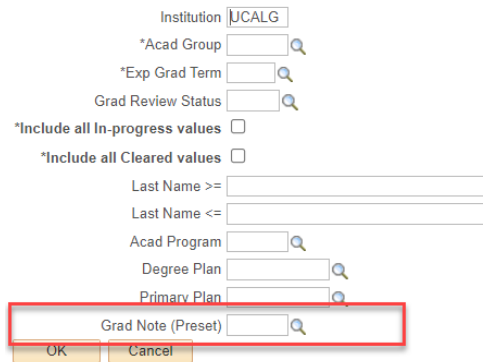**Search Parameters –** same as Grad Tracking List by Faculty

Results – same as Grad Tracking List by Faculty

Grad Tracking with Notes (UCGD_GRAD_TRACKING_W_NOTES)

This query provides a list of student Graduation Tracking information where one or more pre-set or free format notes have been entered. Includes information about the students Program, Degree Plan, Primary Plan, Graduation Tracking information and current student Program / Plan information.
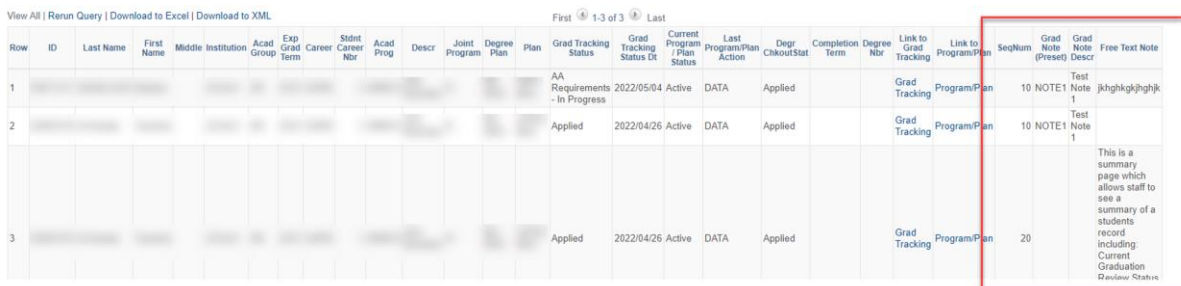
Search Parameters

Parameter	Req/Opt	Description
Same parameters as Grad Tracking List by Faculty		
Grad Note (Present)	Optional	Specify to select students with a specific preset Note

Note: Due to the field format constraints, a search for content of free format text field was not possible in PS Query. This can be done in Excel with a filter.

Results

Results sorted by: Last Name, First Name, Middle Name, Student Career Nbr, Note Sequence

Shared fields with Grad Tracking List by Faculty, additional fields listed below:

Field Label	Description

SeqNum	Sequence Number for note
Grad Note (Preset)	Grad Note code from list of preset notes
Grad Note Descr	Description of pre-set note
Free Text Note	Text from free format text

Grad Tracking – Enrol Notes (UCGD_GRAD_TRACKING_ENRLNOTES)

This query provides a list of student Graduation Tracking information where Grad Notes have been associated to a student's class enrolment. Includes information about the students Program, Degree Plan, Primary Plan, Graduation Tracking information, current student Program / Plan information, and information about the class and grad note.

Search Parameter

Parameter	Req/Opt	Description
Same parameters as Grad Tracking List by Faculty		
Grad Note (Enrl)	Optional	Specify to select students with a specific Note associated to a class section

Results

Results sorted by: Last Name, First Name, Middle Name, Student Career Nbr, Term, Class Section

Shared fields with Grad Tracking List by Faculty, additional fields listed below:

Field Label	Description
Term	Term of Class Section with note
Class Nbr	Class Section details
Subject	
Catalog Nbr	

Section	
Grading Basis	Grading Basis of student
Grade	Grade of student if assigned
Grad Note	Grad Note code
Note Description	Description of Grad Note

Grad Tracking – Joint Programs (UCGD_GRAD_TRACK_JOINT_PROGS)

This query provides a list of student Graduation Tracking information for those enrolled in a Joint Program. Includes detailed information such as Program, Degree Plan, Primary Plan, Graduation Tracking information and current student Program / Plan information.

Note: Students enrolled in a joint program in the same Faculty may be reported twice if both match the selection criteria.

Search Parameters

Parameter	Req/Opt	Description
Same parameters as Grad Tracking List by Faculty with the exception of Program / Degree / Primary Plan		
Program 2: Acad Group	Optional	Specify to limit to students where the other program is in a specific Faculty

Results

Results sorted by: Last Name, First Name, Middle Name, Student Career Nbr

Shared fields with Grad Tracking List by Faculty, the same fields are report for Program 2 after the 2 link fields.

Note: students that are in a Joint program in the same Faculty will appear twice in the list.

Compare Grad Rev/Degr Chk Stat (UCGD_GRAD_STATUS_VALIDATION)

This query is used to validate Graduation Status and the Degree Checkout status match as expected. This identifies students whose Degree Checkout status may have changed on the student Program/Plan but did not also get updated on the Graduation Tracking screen, or vice versa. In addition, when performing a Batch status update, the population selection queries have been limited in what values they can overwrite to ensure a final decision is not overwritten in error. This query will identify the students whose values could not be overwritten during the batch update process.

Students will be reported if they meet the following criteria

Degree Checkout Status	Graduation Review Status
Applied to Graduate Program in Review	Is not a in-progress value where short description begins with a '1'
Eligible to Graduate Degree Awarded	Is not in cleared value where short description begins with a '3'
Denied	Is not equal to 'DENY (Denied)
Withdrawn	Is not equal to 'WITH' (Withdrawn)

Search Parameters

UCGD_GRAD_STATUS_VALIDATION - Compare Grad Rev/DegrChk Stat

Institution UCALG
*Exp Grad Term [   ] 🔍
Career [▾]
Acad Group [   ] 🔍
[View Results]

Parameter	Req/Opt	Description
Institution	Required	'UCALG'
Exp Grad Term	Required	Expected Graduation Term being reviewed
Acad Career	Optional	Career being reviewed
Acad Group	Optional	Faculty being reviewed

Results – same as Grad Tracking List by Faculty

Compare Grad Rev/Degree Honors (UCGD_GRAD_HONORS_VALIDATION)

This query is used to validate that the Graduation Review Status for Cleared students with 1st Class and/or Distinction are receiving the correct Honors status. This was created because missing or incorrect Degree Honors for graduating students can be a source of advisor error.

Students will be reported if they meet the following criteria:

Graduation Review Status	Degree Honors
Cleared	Is not blank
Cleared (with 1st Class)	Is blank or <> 'FCH'
Cleared (with Distinction)	Is blank or <> 'WDH'

Search Parameters

Parameter	Req/Opt	Description
Institution	Required	'UCALG'
Exp Grad Term	Required	Expected Graduation Term being reviewed
Acad Career	Optional	Career being reviewed
Acad Group	Optional	Faculty being reviewed

Shared fields with Grad Tracking List by Faculty, additional fields listed below:

Field Label	Description
Degree Honors Code	Degree Honors associated to the degree
Link to Student Degree	Link to the student's Student Degree