

Graduate Program Administrators and Graduate Program Officers may run a report to identify students who have failed to register. Normally this would be run at the beginning of each term to identify students who have exceeded completion up to and including the term chosen. **Note:** Students who have convocated or withdrawn will not appear in the results of the report.

1. Click the **Records and Enrollment** link.

[Records and Enrollment](#)

2. Click the **Career and Program Information** link.

[Career and Program Information](#)

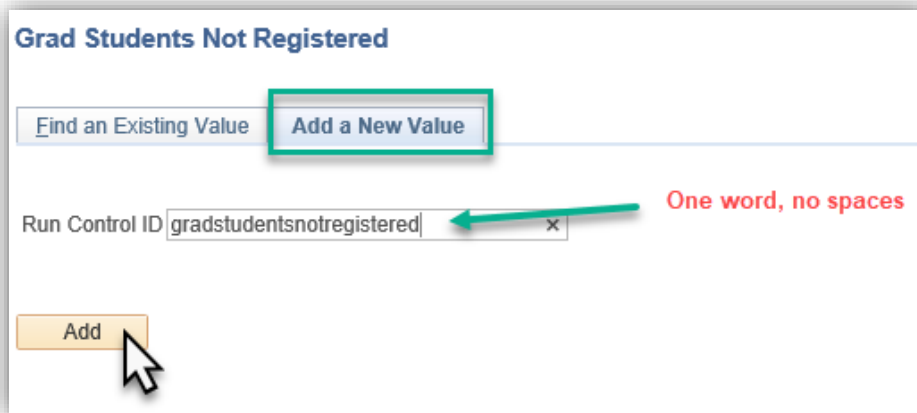
3. Click the **GRAD Students Not Registered** link.

[GRAD Students Not Registered](#)

4. When using this report for the first time, click the Add a New Value tab and enter a Run Control ID. Click the **Add a New Value** tab.

[Add a New Value](#)

5. Enter a Run Control ID (one word; no spaces). The name of the run control does not affect the outcome of the process. Click the **Add** button.



Grad Students Not Registered

Find an Existing Value **Add a New Value**

Run Control ID  × **One word, no spaces**

**Add**

# Graduate Students Who Failed to Register Report

SA – Graduate Programs



6. Enter the term directly for the desired list of students or use the Lookup Tool. Click the **Lookup** button.

Grad Students Not Registered

### Graduate Students Who Fail to Register

Run Control ID: gradstudentsnotregistered      Report Manager      Process Monitor      **Run**

**Criteria**

\*Institution: UCALG      University of Calgary

\*Term: [ ]

**Optional Criteria**

Area Of Study: [ ]       Include Excel File

Save      Notify      Add      Update/Display      Include History

7. A list of terms displays. Scroll down to select the appropriate term or enter it directly (e.g. 2191 Winter 2019). Enter the desired information into the **Term** field and press enter or Look Up. Click the **Look Up** button and click the term (e.g. 2191 Winter 2019).

### Look Up Term

Academic Institution: UCALG

Term: begins with 2191

Description: begins with [ ]

Look Up      Clear      Cancel      Basic Lookup

Search Results

View 100      First      1 of 1      Last

Term	Description
2191	Winter 2019

8. If desired, enter the Area of Study (optional). Click the **Look up** button. You may enter the first letters of the Area of Study and use Look Up. If you wish to run the report for all graduate programs, do not make a selection. For this example, no selection will be made.

Look Up Area Of Study
✕

[Help](#)

Academic Institution UCALG

Academic Plan begins with

Description begins with

Look Up
Clear
Cancel
Basic Lookup

### Search Results

View 100    First ◀ 1-119 of 119 ▶ Last

Academic Plan	Description
ALTR-AOS	App Linguistics in Translation
ANTH-AOS	Anthropology
APSY-AOS	Division of Applied Psychology
ARHI-AOS	Art History
ARKY-AOS	Archaeology
ART-AOS	Art
ASWP-AOS	Advanced Social Work Practice
BADM-AOS	Business Admin
BIOL-AOS	Biology
BISI-AOS	Biological Sciences
BLHG-AOS	Built and Landscape Heritage
BMEN-AOS	Biomedical Engineering
CAAP-AOS	Campus Alberta Appl Psychology
CANP-AOS	Campus AB Appl Psych-Non Prog
CCUL-AOS	Communication and Culture
CHEM-AOS	Chemistry
CLAS-AOS	Classics
CMCL-AOS	Communication and Culture
CMD-AOS	Computational Media Design
CMMS-AOS	Communication & Media Studies
CMSS-AOS	Centre for Milit & Strat Stud
CNST-AOS	Canadian Studies
COMS-AOS	Communications Studies
CPSC-AOS	Computer Science
CPSY-AOS	Clinical Psychology

9. The default output includes .pdf; however, if you would like the results displayed in Excel, click the Include Excel File option. Click the **Include Excel File** option.

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10. To save the settings for this Run Control (gradstudentsnotregistered), click the **Save** button.



11. When satisfied with the search criteria selections, continue with the process. Click the **Run** button.



Grad Students Not Registered

### Graduate Students Who Fail to Register

Run Control ID: gradstudentsnotregistered

Report Manager Process Monitor **Run**

**Criteria**

\*Institution: UCALG University of Calgary ✓

\*Term: 2191 Winter 2019 ✓

**Optional Criteria**

Area Of Study:

Include Excel File

**Save** **Notify** **Add** **Update/Display** **Include History**

12. The Process Scheduler Request page displays. It is not necessary to make any changes. Click the **OK** button.

### Process Scheduler Request

User ID 04274535 Run Control ID gradstudentsnotregistered

Server Name:  Run Date: 2019/03/05

Recurrence:  Run Time: 2:17:08PM **Reset to Current Date/Time**

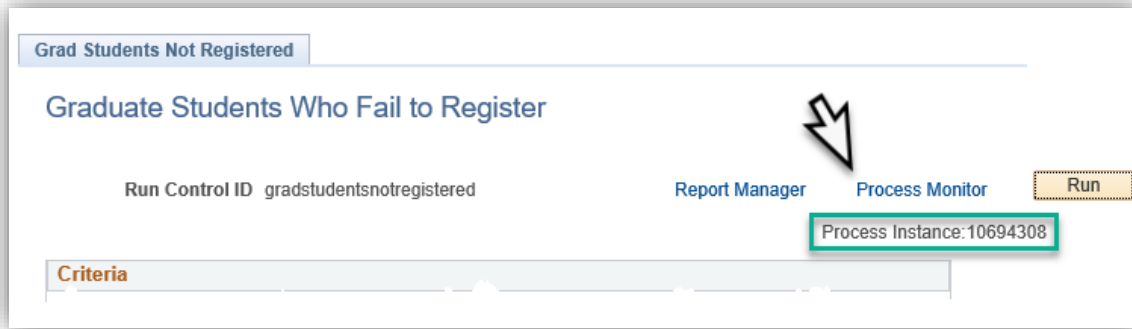
Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Grad Students Not Registered	UCSRR002	SQR Report	Web	PDF	Distribution

**OK** **Cancel**

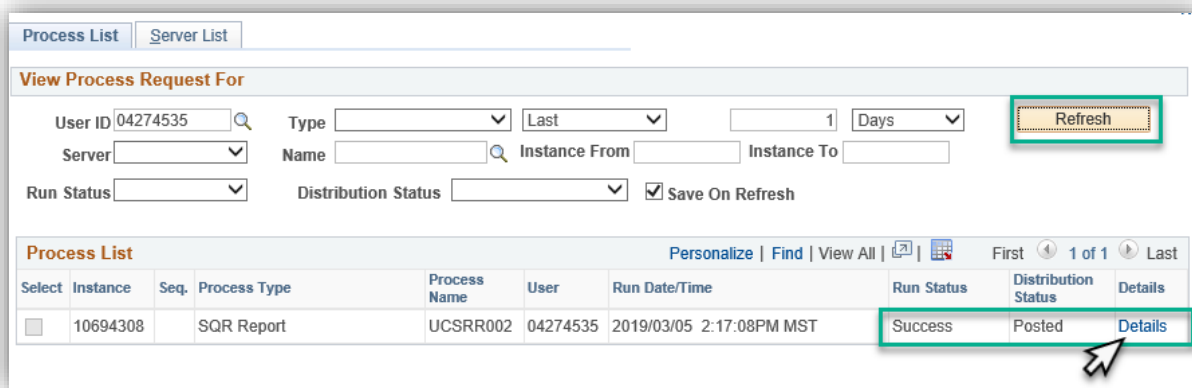
13. Once the process begins a Process Instance number displays. To monitor the progress of the report click the Process Monitor link to view the progress. Click the **Process Monitor** link.



14. The Run Status will display Queued, Processing and Success when it is complete and distribution status will indicate Posted. Clicking on the Refresh button will refresh the screen to indicate the process status. Click the **Refresh** button.



15. Once the Run Status is Success and the Distribution Status is Posted the **Details** link is clickable. Click the **Details** link.



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16. Once the Run Status is Success, the **View Log/Trace** link is clickable on the Process Detail page. Click the **View Log/Trace** link.

**Process Detail**

**Process**

Instance	10694308	Type	SQR Report
Name	UCSRR002	Description	Grad Students Not Registered
Run Status	Success	Distribution Status	Posted

**Run**

Run Control ID	gradstudentsnotregistered	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNX	<input type="radio"/> Cancel Request
Recurrence		<input type="checkbox"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

**Date/Time**

Request Created On	2019/03/05 2:17:19PM MST	Parameters	Transfer
Run Anytime After	2019/03/05 2:17:08PM MST	Message Log	
Began Process At	2019/03/05 2:17:40PM MST	Batch Timings	
Ended Process At	2019/03/05 2:17:54PM MST	<b>View Log/Trace</b>	

OK Cancel

17. Several output reports will be listed including **Excel.xls** and **.pdf format**. If "Include Excel File" was not selected previously, only the .pdf format will be included. You can re-run the process and include the Excel file option if desired. Click the **GradStudFailToReg.xls** link.

**View Log/Trace**

**Report**

Report ID	5921890	Process Instance	10694308	<a href="#">Message Log</a>
Name	UCSRR002	Process Type	SQR Report	
Run Status	Success			

Grad Students Not Registered

**Distribution Details**

Distribution Node	PSREPORTS	Expiration Date	2019/04/19
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**File List**

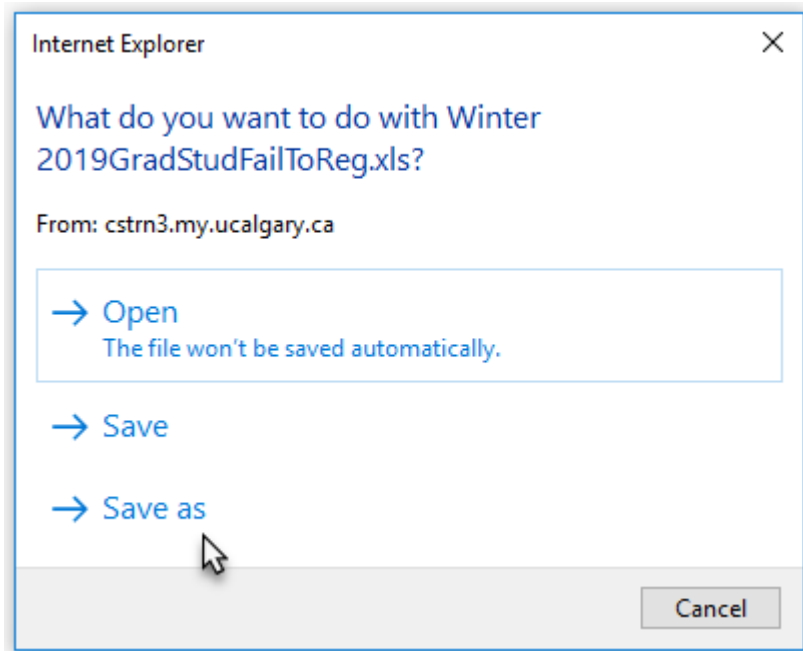
Name	File Size (bytes)	Datetime Created
SQR_UCSRR002_10694308.log	1,859	2019/03/05 2:17:54.342323PM MST
Winter 2019GradStudFailToReg.xls	33,597	2019/03/05 2:17:54.342323PM MST
ucsr002_10694308.PDF	22,078	2019/03/05 2:17:54.342323PM MST
ucsr002_10694308.out	475	2019/03/05 2:17:54.342323PM MST

**Distribute To**

Distribution ID Type	*Distribution ID
User	04274535

Return

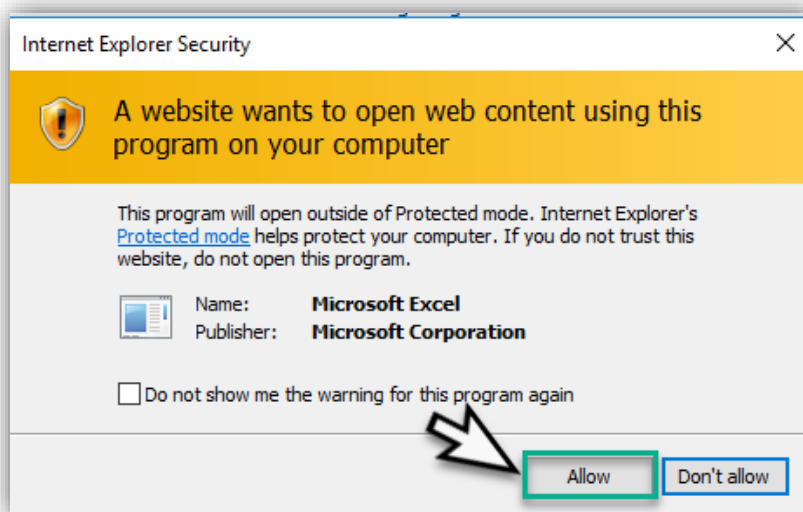
18. You will be prompted to **Open**, **Save** or **Save As**. Click **Save As** and save the file in an appropriate location.



19. Follow the steps to open the file. Click the **Open** button.



20. Depending on the browser, you may see the following warning. Click the **Allow** button.

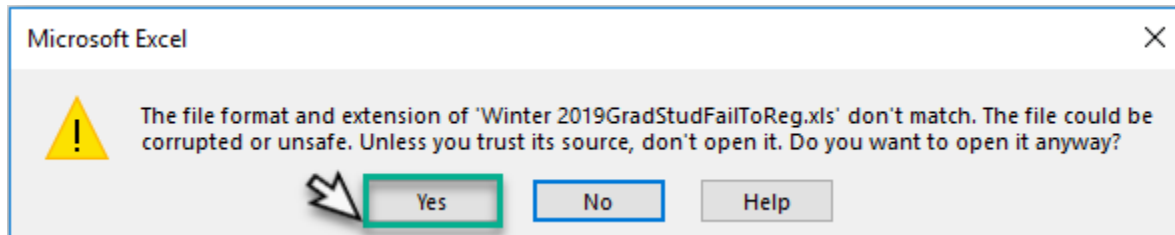


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- Open the Excel file from the location that you saved it. You may see the following message appear. Click the **Yes** button.



- The results will be displayed in an Excel spreadsheet. *For FOIP reasons some information has been removed.*

Report ID: UCSRR002  
Report Name: Winter 2019 - Graduate Students Who Fail to Register by Anniversary Date  
Report Started at: 03/05/2019 14:17:40

Area Of Study	Degree Plan	Name	Student ID	Academic Program	Year	Degree Checkout Status
ANTH-AOS	MA-DEG			GSMTH	3	
ANTH-AOS	MA-DEG			GSMTH	3	
ANTH-AOS	PHD-DEG			GSDOC	3	
ANTH-AOS	PHD-DEG			GSDOC	5	
ARKY-AOS	PHD-DEG			GSDOC	4	
BADM-AOS	DBA-DEG			GSDOC	2	
BADM-AOS	DBA-DEG			GSDOC	6	
BADM-AOS	DBA-DEG			GSDOC	1	
BADM-AOS	DBA-DEG			GSDOC	1	
BADM-AOS	DBA-DEG			GSDOC	1	
BADM-AOS	DBA-DEG			GSDOC	3	
BADM-AOS	DBA-DEG			GSDOC	3	
BADM-AOS	DBA-DEG			GSDOC	1	
BADM-AOS	DBA-DEG			GSDOC	1	
BISI-AOS	MSC-DEG			GSMTH	2	
BISI-AOS	MSC-DEG			GSMTH	3	
BISI-AOS	MSC-DEG			GSMTH	2	
BISI-AOS	MSC-DEG			GSMTH	3	
BISI-AOS	MSC-DEG			GSMTH	4	
BISI-AOS	MSC-DEG			GSMTH	4	
BISI-AOS	MSC-DEG			GSMTH	4	
BISI-AOS	MSC-DEG			GSMTH	3	
BISI-AOS	PHD-DEG			GSDOC	4	
BISI-AOS	PHD-DEG			GSDOC	2	
BISI-AOS	PHD-DEG			GSDOC	4	
BISI-AOS	PHD-DEG			GSDOC	6	
BISI-AOS	PHD-DEG			GSDOC	3	
BISI-AOS	PHD-DEG			GSDOC	5	
BISI-AOS	PHD-DEG			GSDOC	4	



23. To view the .pdf navigate to **View/Log trace Records and Enrollment > Career and Program Information > GRAD Students Not Registered > Process Monitor** and click on the .pdf. Click the [filename.PDF](#) link.

**View Log/Trace**

**Report**

Report ID 5921890      Process Instance 10694308      [Message Log](#)

Name UCSRR002      Process Type SQR Report

Run Status Success

Grad Students Not Registered

**Distribution Details**

Distribution Node PSREPORTS      Expiration Date 2019/04/19

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_UCSRR002_10694308.log</a>	1,859	2019/03/05 2:17:54.342323PM MST
<a href="#">Winter 2019GradStudFailToReg.xls</a>	33,597	2019/03/05 2:17:54.342323PM MST
<a href="#">ucsr002_10694308.PDF</a>	22,078	2019/03/05 2:17:54.342323PM MST
<a href="#">ucsr002_10694308.out</a>	475	2019/03/05 2:17:54.342323PM MST

**Distribute To**

Distribution ID Type \*Distribution ID

User 04274535

[Return](#)

24. The results will display in .pdf format. For FOIP reasons some information has been removed.

Report ID: UCSRR002      University of Calgary - Student Records      Page No. 1

Process Instance: 10694308      Graduate Students Who Fail to Register by Anniversary Date      Run Date 2019/03/05

Run Time 14:17:40

Term: Winter 2019

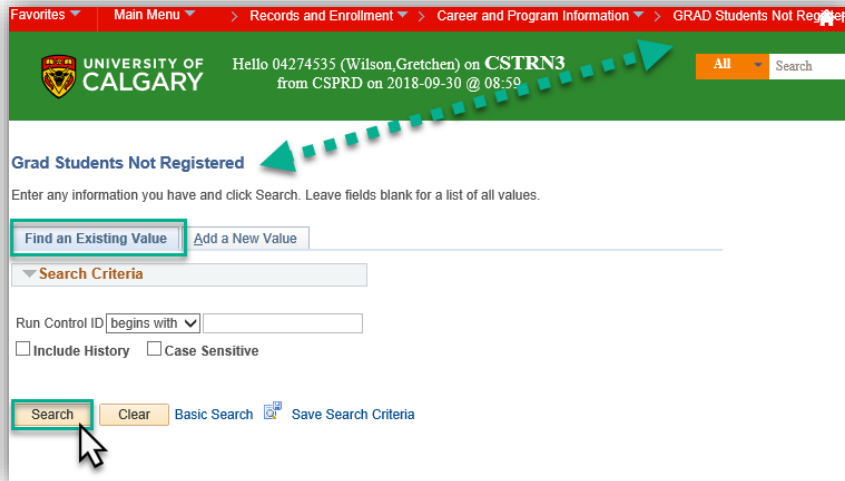
Area Of Study	Degree Plan	Name	Student ID	Acad Prog	Year	Degree Stat	
ANTH-AOS	MA-DEG			GSMTH	3		
	PHD-DEG			GSMTH	3		
				GSDOC	3		
ARKY-AOS	PHD-DEG			GSDOC	5		
				GSDOC	4		
	BADM-AOS			DBA-DEG	GSDOC	2	
					GSDOC	6	
				GSDOC	1		
				GSDOC	1		
				GSDOC	3		
GSDOC	3						
BISI-AOS	MSC-DEG			GSDOC	1		
				GSDOC	1		
				GSMTH	2		
				GSMTH	3		
		GSMTH	2				
	PHD-DEG	GSMTH	3				
		GSMTH	4				
		GSMTH	4				
		GSMTH	4				
		GSMTH	3				
GSDOC	4						
GSDOC	2						
GSDOC	4						
GSDOC	6						
GSDOC	3						
GSDOC	5						
GSDOC	4						
GSDOC	2						
GSDOC	1						
GSDOC	5						
GSDOC	5						
GSDOC	7						
GSDOC	4						
GSDOC	4						
GSDOC	4						
GSDOC	1						

# Graduate Students Who Failed to Register Report

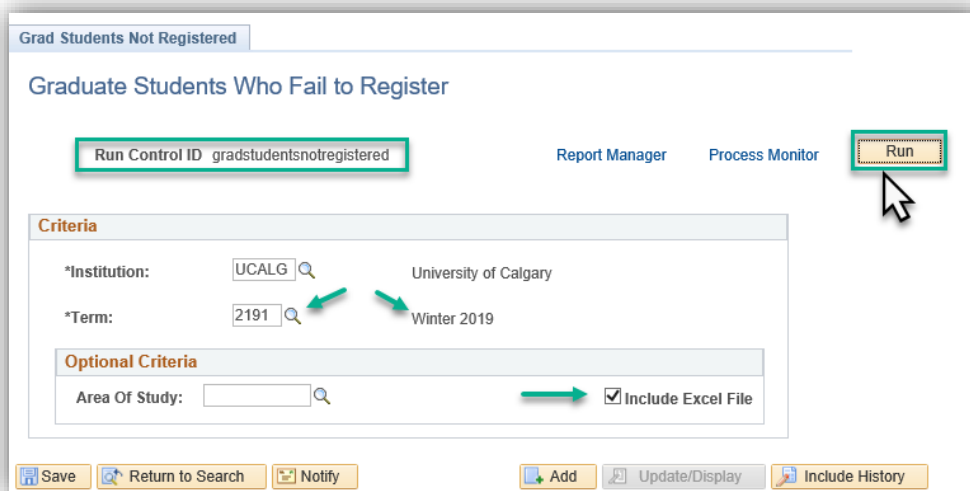
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25. Use the following steps if you have previously created a Run Control ID (gradstudentsnotregistered) and you wish to run it again. Navigate to **Records and Enrollment > Career and Program Information > GRAD Students Not Registered** and on Find an Existing Value press Search. Any previously saved Run Control ID will display. If more than one they will be listed. Click the **Search** button.



26. The previously created Run Control ID (gradstudentsnotregistered) and corresponding values display (Term 2191 Winter 2019). You can change the values and save again, or continue as previously shown and click the **Run** button.



For the corresponding online learning, consult the student administration-training website.

**End of Procedure.**