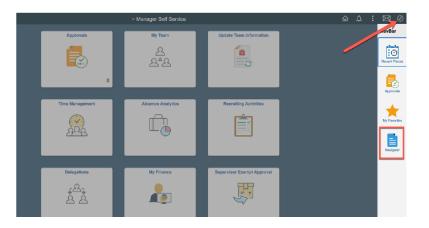
Useful Queries for Academic Administrators

There are several queries that Academic Administrators may find useful. To access queries, follow the steps below:

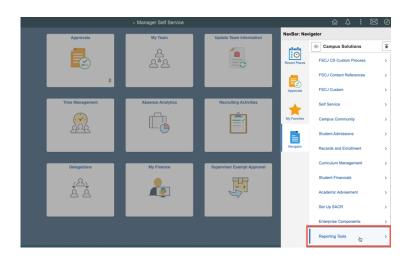
1. Log into myFSCJ and click the **Navigator Icon** in the upper right-hand corner. Then click **Navigator**.



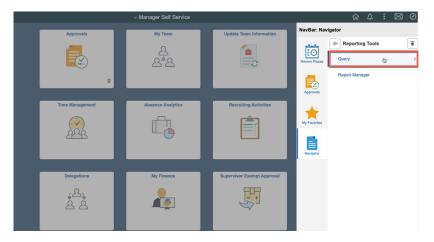
2. Click Campus Solutions.



3. Click **Reporting Tools**.



4. Click **Query**.



5. Click Query Viewer.

	 Manager Self Service 			<u>م</u> ۵	: 🛛 Ø
Approvals	My Team	Update Team Information	NavBar: Na	vigator	
_	0		plants.	duery	Ŧ
	~~ 요*요		Recent Places	Query Viewer	Ġ
0			Approvals	Schedule Query	
Time Management	Absence Analytics	Recruiting Activities			
· · · ·	(C)	Ê	My Favorites		
ÂŶŶ	ш <u>с</u>		Navigator		
Delegations	My Finance	Supervisor Exempt Approval			
جب ج ج	A				

6. Search for the desired query.

Manager Self Service		Query Viewer			\Diamond	:	\oslash
			New Window	Help	Person	nalize P	age
Query Viewer							
Enter any information you have a	click Search. Leave fields blank for a list of all values.						
*Search By	Query Name V begins with						
Search	Advanced Search						

ACTIVE IN REQUIREMENT TERM

To see a list of students who are active in a particular requirement term, you can run the following query.

Folder Name: ENROLLMENT

Query Name: SR_STDNTS_BY_ACAD_PLAN_V2

Search Criteria: For the requirement term, enter the term that is immediately prior to the one that you want.

SR_STDNTS_BY_ACAD_PLAN_V2 - Students by Acad Plan/Req Term

Institut	ion:	FSCJ1							
Acad P	lan:	1108 🔍							
Req Term Greater Than: 2175 Q									
View Results									
	ID	Acad Plan	Req Term	Name	Student Email	Preferred Phone	Student Home		

APPLIED BUT NOT ENROLLED

To see a list of students who applied but did not enroll you can run the following query. (NOTE: This query excludes students who have not accepted the Student Financial Statement of Responsibility.)

Folder Name: STUDENTRECORDS

Query Name: FSC_SR_NEW_ADMIT_NO_ENROLLMENT

Search Criteria: Enter the Admit Term, Institution, and Career

FSC_SR_NEW_ADMIT_NO_ENROLLMENT - ABNER

Admit Term:												
Institution: FSCJ1												
Career:												
View Results												
ID Name Career Acad Plan	Personal Email	Student Email	Home Phone	Work Phone	Cell Phone	Srv Ind Cd	Srvc Reasn	Plan Type	Address 1	Address 2	City State	e Postal

CERTIFIED FOR NON-ATTENDANCE

To see a list of classes that are certified or not certified for Non-Attendance, you can run the following query.

Folder Name: STUDENTRECORDS

Query Name: FSC_SR_NA_DROP_CLASS_LIST

Search Criteria: Term, Certified Y/N (Optional), Class Nbr (Optional)

FSC_SR_NA_DROP_CLASS_LIST	All CRED/CLK classes for term	Public	STUDENTRECORDS
Term: Q Certified Y/N (Optional):			
Class Nbr (Optional): 0 View Results			

Note: If you only run the query on the term it will pull all clock and credit classes. You can scroll through the list to see which ones were certified and which ones were not. If you only want to see the classes that are not certified, you can populate a N in the Certified Y/N field and the query will only return the classes that are not certified. If you are looking for a specific class you can run the query with the term and class number (Certified Y/N can be left blank).