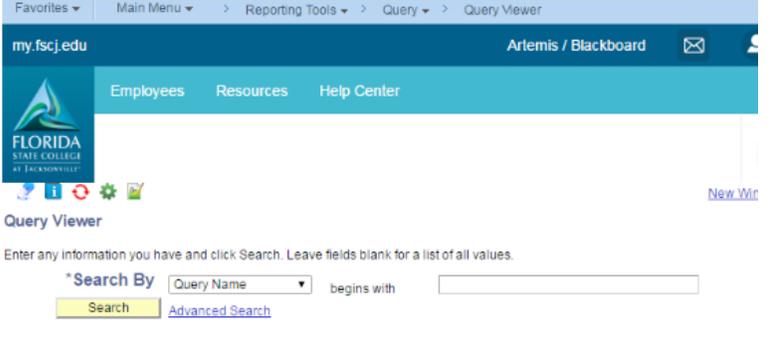
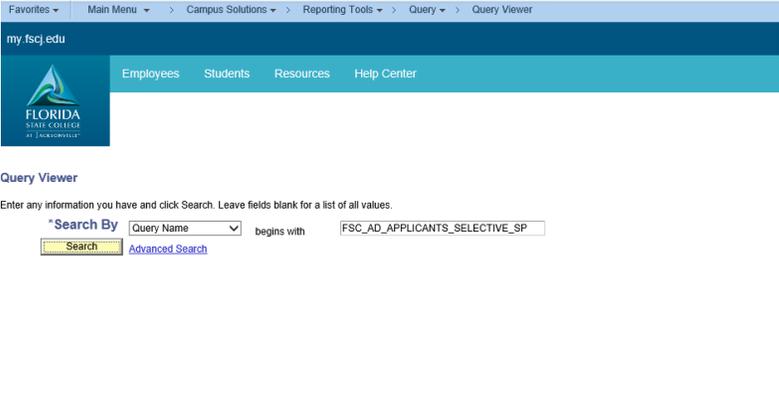
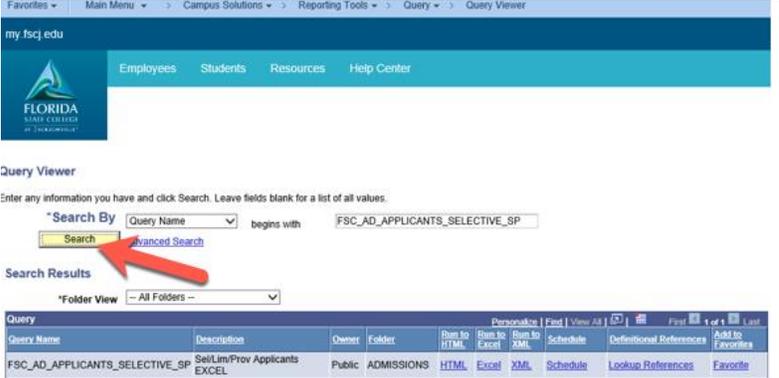


Running Queries for Selective Access Admissions

In order to obtain a list of the students who have applied for a selective admissions program plan, run a query in the PeopleSoft training environment using the following steps.

<p>1. In myFSCJ navigate to: Main Menu > Campus Solutions > Reporting Tools > Query > Query Viewer.</p>																					
<p>2. In the Search box enter the following query name: FSC_AD_Applicants_Selective_SP</p>																					
<p>3. Click the Search button.</p>	 <table border="1"><thead><tr><th>Query Name</th><th>Description</th><th>Owner</th><th>Folder</th><th>Item to HTML</th><th>Item to Excel</th><th>Item to XML</th><th>Schedule</th><th>Definitional References</th><th>Add to Favorites</th></tr></thead><tbody><tr><td>FSC_AD_APPlicants_SELECTIVE_SP</td><td>SelfLimProv Applicants EXCEL</td><td>Public</td><td>ADMISSIONS</td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr></tbody></table>	Query Name	Description	Owner	Folder	Item to HTML	Item to Excel	Item to XML	Schedule	Definitional References	Add to Favorites	FSC_AD_APPlicants_SELECTIVE_SP	SelfLimProv Applicants EXCEL	Public	ADMISSIONS	HTML	Excel	XML	Schedule	Lookup References	Favorite
Query Name	Description	Owner	Folder	Item to HTML	Item to Excel	Item to XML	Schedule	Definitional References	Add to Favorites												
FSC_AD_APPlicants_SELECTIVE_SP	SelfLimProv Applicants EXCEL	Public	ADMISSIONS	HTML	Excel	XML	Schedule	Lookup References	Favorite												

4. Click the Excel link to run the query to Excel. You may be prompted to turn off your pop-up blocker. Then you'll need to re-enter the query into the search.

Query Viewer

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

*Search By: Query Name begins with: FSC_AD_APPLICANTS_SELECTIVE_SP

Search Results

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Lookup	References	Favorites
FSC_AD_APPLICANTS_SELECTIVE_SP	SelfLimProv Applicants EXCEL	Public	ADMISSIONS	HTML	Excel	XML	Schedule	Lookup	References	Favorites

5. Enter the fields by which you want to narrow your search.

FSC_AD_APPLICANTS_SELECTIVE_SP - SelfLimProv Applicants EXCEL

Admit Term (optional): 2178

Institution: FSCJ1

Acad Prog (optional): 2YFA

Acad Plan (optional): 2355

View Results

Institution	Appl Nbr	Application Date	Career	Career Nbr	Prog Nbr	ID	Name	Birthdate	Acad Prog	Acad Plan	Descr	Plan Type	Prog Actn	Action Plan	Admit Term	Admit Type	VA Benefit	FSCJ e-mail	Personal E-mail	Mailing Address
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Do you want to open or save FSC_AD_APPLICANTS_SELECTIVE_SP_366814438.xlsx (16.3 KB) from csprd.fscj.edu? Open Save

6. Then click **View Results** and click **Open**.

FSC_AD_APPLICANTS_SELECTIVE_SP - SelfLimProv Applicants EXCEL

Admit Term (optional): 2178

Institution: FSCJ1

Acad Prog (optional): 2YFA

Acad Plan (optional): 2355

View Results

Institution	Appl Nbr	Application Date	Career	Career Nbr	Prog Nbr	ID	Name	Birthdate	Acad Prog	Acad Plan	Descr	Plan Type	Prog Actn	Action Plan	Admit Term	Admit Type	VA Benefit	FSCJ e-mail	Personal E-mail	Mailing Address	Home Address	Home Phone	Work Phone
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Do you want to open or save FSC_AD_APPLICANTS_SELECTIVE_SP_366814438.xlsx (16.3 KB) from csprd.fscj.edu? Open Save Cancel

7. Identify the students that you want to review for admission, and note their EMPL IDs.

Application Date	Career	Career Nb	Prog Nb	EMPL ID	Name	Birthdate	Acad Proj	Acad Plan	Descr	Plan Type
3/15/2017	CRED	0	0	0263884	Bryant, Precious Diamond	4/8/1998	2YFA	2355	Occupational Therapy Assistant	Limited Acc
4/30/2017	CRED	0	0	03502937	Perez, Elena Victoria	5/20/1999	2YFA	2355	Occupational Therapy Assistant	Limited Acc
3/22/2017	CRED	0	0	03501741	McMahon, Courtney Rae	#####	2YFA	2355	Occupational Therapy Assistant	Limited Acc
4/29/2017	CRED	0	0	03502920	Sacks, Michael Harris	7/27/1962	2YFA	2355	Occupational Therapy Assistant	Limited Acc
2/8/2017	CRED	0	0	03274159	Pitts, Gary Arthur	7/3/1979	2YFA	2355	Occupational Therapy Assistant	Limited Acc
4/24/2017	CRED	0	0	03502694	Alexander, Meshia	5/10/1992	2YFA	2355	Occupational Therapy Assistant	Limited Acc
1/5/2017	CRED	0	0	0269442	Guerin, Lillian	#####	2YFA	2355	Occupational Therapy Assistant	Limited Acc
1/14/2017	CRED	0	0	03270616	Watkins, Astacia	2/25/1994	2YFA	2355	Occupational Therapy Assistant	Limited Acc
4/10/2017	CRED	0	0	03049531	Greco, Marissa Lynn	3/16/1994	2YFA	2355	Occupational Therapy Assistant	Limited Acc
5/16/2017	CRED	0	0	03503570	Skomrock, Chad William	6/15/1981	2YFA	2355	Occupational Therapy Assistant	Limited Acc
4/14/2017	CRED	0	0	03279658	Nieto Gomez, Ana Gabriela	1/18/1994	2YFA	2355	Occupational Therapy Assistant	Limited Acc
12/8/2016	CRED	0	0	03072197	Francois, Guerlyne	10/7/1980	2YFA	2355	Occupational Therapy Assistant	Limited Acc
4/7/2017	CRED	0	0	03502189	Wade, Daniel James	#####	2YFA	2355	Occupational Therapy Assistant	Limited Acc
3/13/2017	CRED	0	0	03501512	Toomey, Melinda sue	3/2/1990	2YFA	2355	Occupational Therapy Assistant	Limited Acc
1/24/2017	CRED	0	0	03271716	Abreu, Desiret	4/4/1991	2YFA	2355	Occupational Therapy Assistant	Limited Acc
6/16/2017	CRED	0	0	03505114	Waters, Timothy Elbert	9/28/1998	2YFA	2355	Occupational Therapy Assistant	Limited Acc
4/29/2017	CRED	0	0	03504362	Wasson, Pamela Kristan	7/6/1988	2YFA	2355	Occupational Therapy Assistant	Limited Acc