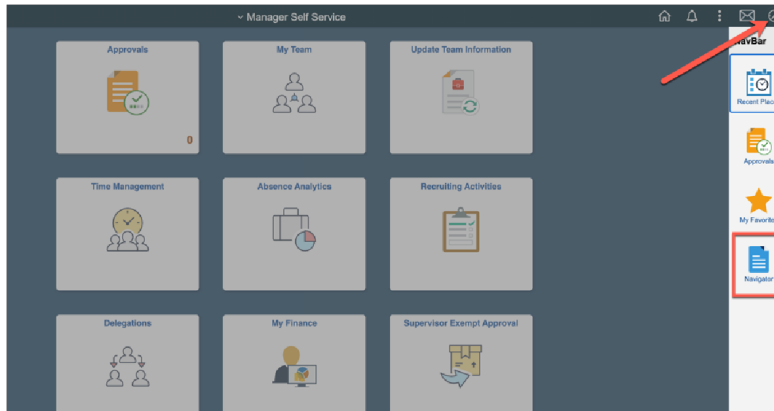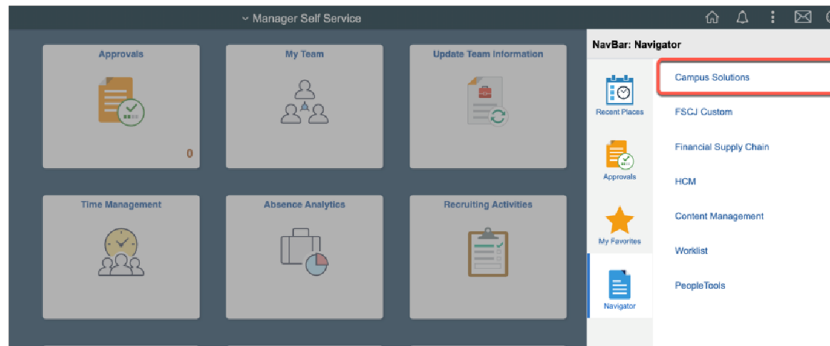# Useful Queries for Academic Administrators

There are several queries that Academic Administrators may find useful. To access queries, follow the steps below:
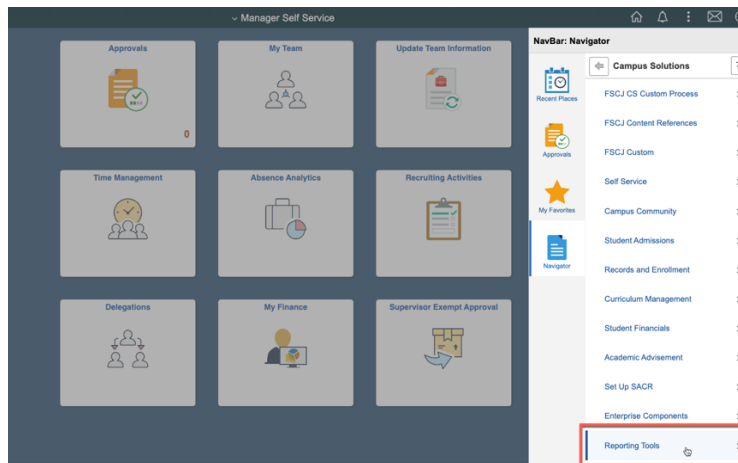
1.   Log into myFSCJ and click the **Navigator Icon** in the upper right-hand corner. Then click **Navigator**.
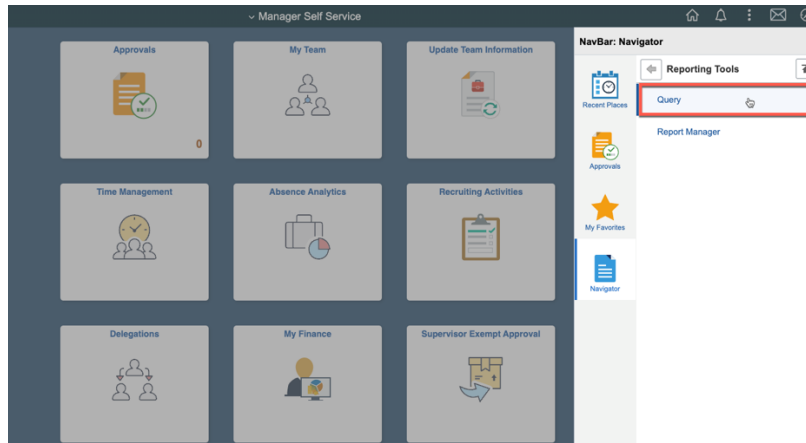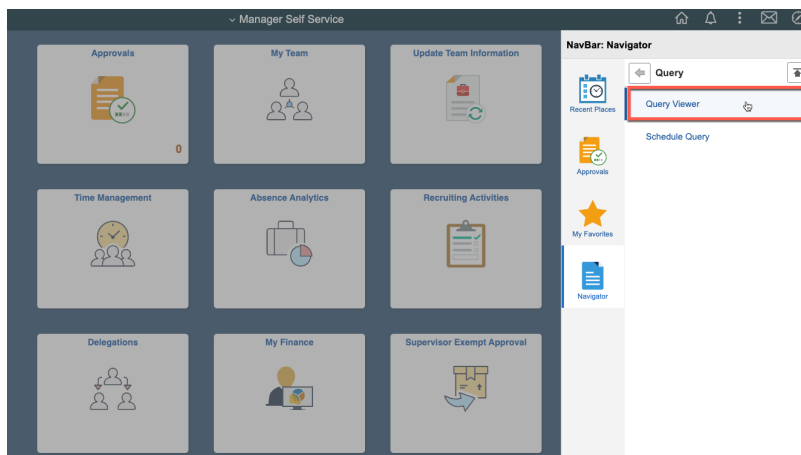

2.   Click **Campus Solutions**.

3.   Click **Reporting Tools**.

4. Click **Query**.

5. Click **Query Viewer**.

6. Search for the desired query.

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

Institution:	FSCJ1
Acad Plan:	1108
Req Term Greater Than:	2175

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	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: [ ]🔍
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).