



# JOB AID

GradPlan – Graduate Reporting Center

*01/21/2022*





## GradPlan | Graduate Reporting Center

The Graduate School has rolled out predefined queries. Additional queries may be created and added in the future. The **Grad Reporting Center** is only available to staff who have access to GradPlan.

- Login to Campus Solutions at <https://student.msu.edu>.

**Navigation:** Admin homepage > Graduate & Professional tile > Graduate Reporting (left-hand menu)

A list of categories displays on the left; click a section heading to show the queries within the section.

**Query Manager**

Enter any information you have and click Search. Leave fields blank for a list of all values.  
[Find an Existing Query](#) | [Create New Query](#)

\*Search By  begins with

[Advanced Search](#)



## Query Prompts

Some queries prompt you to narrow your search results by requiring specific information before conducting a search. Prompts like these are prefaced with an asterisk (\*) and must be filled out for the query to generate. Other prompts are optional (no asterisk) but may be useful in narrowing results.

Row	Student ID	Last Name	First Name	Campus ID	Email	Career	Career Nbr	Acad Prog
Program Descr	Acad Plan	Plan Descr	Admit Term	Last	First Name	Campus ID	Email	

In the example above, the **Annual Review Missing** query was selected from the **Warning Reports** option.

1. **Required prompts (\*)**: institution, career, and academic year.
2. **Optional prompts**: academic program (college/student level – e.g., Engineering Doctoral) and any additional academic plans (major or minors).
  - Again, while optional, entering this information will help narrow your search results.

Academic Plan	Description	Academic Plan Type	Academic Program	Academic Career
SOCIAL_PHD	Social Work PHD	Major	DSS	(blank)
SOCIOLO_MA	Sociology MA	Major	MSS	(blank)
SOCIOLO_BA1	Sociology BA1	Major	USS	(blank)
SOCIOLO_BA2	Sociology BA2	Major	USS	(blank)
SOCIOLO_BS1	Sociology BS1	Major	USS	(blank)
SOCIOLO_BS2	Sociology BS2	Major	USS	(blank)

3. **Prompt lookup**: if you don't know the prompt value you need, click the magnifying glass icon next to the search field to open a screen where you may search by a name or more refined criteria.



- In the example, we are using the **Advanced Lookup** section (click **Basic Lookup** to revert to a simpler search).
  - For this search example, we are looking for the Sociology PhD plan, which most likely begins with “SOC,” so you may enter a partial value, then click **Look Up**.
  - If we were to leave the **Academic Plan** section blank and click **Look Up**, we would see a complete list of all values.
- 4. **Run report:** once you have entered your desired search prompts, click **View Results** to generate the corresponding list of students.
  - **Note:** certain queries may yield results containing links to other pages. In the example below, the Track RCR Page link opens the RCR tracking page for students.

First 1-100 of 566 Last					
Student Email	Advisor	Adv Campus ID	Adv Camp Email	RCR 6 Hrs Completed	Track RCR Page
stester@msu.edu				N	Track RCR Page
stester@msu.edu				N	Track RCR Page

## Available Queries

Below is a list of Graduate queries currently available in Campus Solutions:

### 1. Ph.D. Students

- **PhD Students by Stage:** active doctoral students by stage
  - The results are sorted by category – active students who:
    - I. Have/have not enrolled in any credits.
    - II. Have not completed the Qualifying Exam milestone.
      - a. Warning: the qualifying exam milestone has not yet been converted, so this section will contain some false positives; not all plans require a qualifying exam.
    - III. Have completed the Qualifying Exam milestone but have not completed the Comprehensive Exam milestone.
    - IV. Have completed the Comprehensive Exam milestone.
- **Masters or PhD Students:** active master’s or doctoral students based on program and plan entered.
- **Dual Major PhD Students:** active PhD students in a plan that also have a dual major on their CPP stack
- **Masters PhD Students:** students who are active in master’s and PhD plan at the same time

### 2. Master’s Students

- **Masters Students:** active students in a master’s plan, based on the plan entered



- **Masters or PhD Students:** active master's or doctoral students based on program and plan entered.
  - **Masters Students by Stage:** masters students by category (ie: First Year or Second Year)
  - **Bachelors-Masters Students:** undergraduate students also enrolled in a master's plan
  - **Masters PhD Students:** students who are active in master's and PhD plan at the same time
3. **Other Students**
- **Inactive students:** inactive students that have an Expected Graduation Term
  - **Grad Cert. Active Students:** students active in a Graduate certificate
  - **Grad Cert. Complete Students:** students have completed a Graduate certificate
  - **Lifelong Education Students:** non-degree students enrolled in a program's classes
  - **Active Not Enrolled Students:** students who are active, but not enrolled for a specific term
4. **Warning Reports**
- **RCR CITI Year 1 Incomplete:** list of students who do not have RCR Year 1 completed based on plan entered.
  - **RCR CITI Year 2 Incomplete:** list of students who do not have RCR Year 2 completed based on plan entered.
  - **RCR Discussion Hours Incomplete:** list of students who do not have the 6 hours RCR Discussion hours completed based on plan entered.
  - **Annual Review Missing:** active students who do not have an annual review uploaded to GradPlan
  - **Graduate Service Indicator:** active students who have a service indicator (holds)
  - **Graduate Milestone Warning:** active students who have a particular milestone in "not completed" status.
5. **Faculty and Committees**
- **Inactive Guidance Committee Members:** MSU faculty members who are inactive (ie: no longer tenured or not at MSU any longer)
  - **Faculty Committee Service:** List of committees a faculty member has served on and is currently serving on.
6. **Other Reports**
- **Active CPP By Term:** List of students active in a Career, Program, and Plan by Term
  - **Applied to Graduate:** List of students in a plan who have applied to graduate
  - **Degrees Awarded by Term:** List of students' degrees awarded by Term
  - **Number of New Students by PRG/PLN:** List of new students in Program or Plan
  - **Student Classes by Term:** Student enrollment by Term

## Coming Soon

Additional queries may be added to the **Graduate Reporting Center** as they are developed.