The Graduate School is rolling out predefined queries. The first set of queries are now available and additional ones will be added in near future. The **Grad Reporting Center** is only available to staff who have access to GradPlan.

- Login to Campus Solutions at [https://student.msu.edu](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 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.

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.

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 to the left, 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.

![Image](image-url)

**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:
       1. Have/have not enrolled in any credits.
       2. Have not completed the Qualifying Exam milestone.
          - 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.
       3. Have completed the Qualifying Exam milestone but have not completed the Comprehensive Exam milestone.
       4. Have completed the Comprehensive Exam milestone.
2. Other Students

- **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

3. Warning Reports

- **RCR Discussion Hours Incomplete**: active students who have not completed 6 RCR discussion hours.
- **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 complete” status.

**Warning**: This query will not return any results before late summer 2021, when the transition to Campus Solutions is complete and the remaining milestones students need to complete are entered.

**Coming Soon**

Additional queries will be added to the Graduate Reporting Center as they are developed, including:

- Dual Major PhD Students
- Masters – PhD Students
- Bachelors – Masters Students
- Masters Students by Stage
- Masters Students
- RCR CITI Year 1/Year 2 Incomplete
- RCR Annual Refresher Incomplete
- Guidance Committee Member Service