JOB AID
GradPlan – Graduate Reporting Center
07/19/2021
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.

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.

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.

![Table of student information]

**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