COMPASS I- Navigating Compass

Compass Refresher Training

Updated July 2016

Office of Graduate And Professional Studies

Graduate Advisor Access

- To perform the functions we will cover in this training, you will need the following access groups on your Compass account:

  - G_CLGR_GRAD_STU_INFO_VIEW
  - G_REGI_CAPP_DEG_AUDIT_VIEW
  - G_REGI_GEN_STUDENT_INFO_VIEW
  - G_REGI_STU_ACAD_HISTORY_VIEW
  - A Departmental Graduate Report Group (G_CLGR_XXXX_XXXX_RPRT)

  If you find that you do not have an access group attached to your Compass account, you will need to contact your Primary Authorizing Agent and request access.

Relevant Compass Screens

- Office of Graduate and Professional Studies Notes – **SGASTDN**
- Curriculum History – **SGASTDQ**
- Graduate Classification – **SGASTDN**
- Registration Holds – **WOAHOLD**
- Test scores – **SOATEST**
- Previous Institutions – **SOAPCOQ**
- Previous TAMU Degrees – **SHADGMQ**
- Course History – **SHACRSE**
- Graduate Cumulative and Degree Plan GPA – **SOAGPAT**
- Graduate Advisory Committees – **SHICMID**
- Committee Members and Roles - **SHACOMI**
- Faculty Committee Assignments – **SHICMBQ**
- Non-Course Requirements – **SHANCRS**
- Theses and Dissertations – **SHAQPNO**
- Application for Graduation – **SHAGAPP**
- Accumulated Doctoral Hours and Terms – **SZASSTD**
- Degree Evaluation – **Howdy Portal**
- Office of Graduate and Professional Studies Reports – **Howdy Portal/E-Print**

All documents received by the Office of Graduate and Professional Studies are entered on the "Comments" tab of SGASTDN.

To view :
1. Go to the SGASTDN form
2. Enter the student id
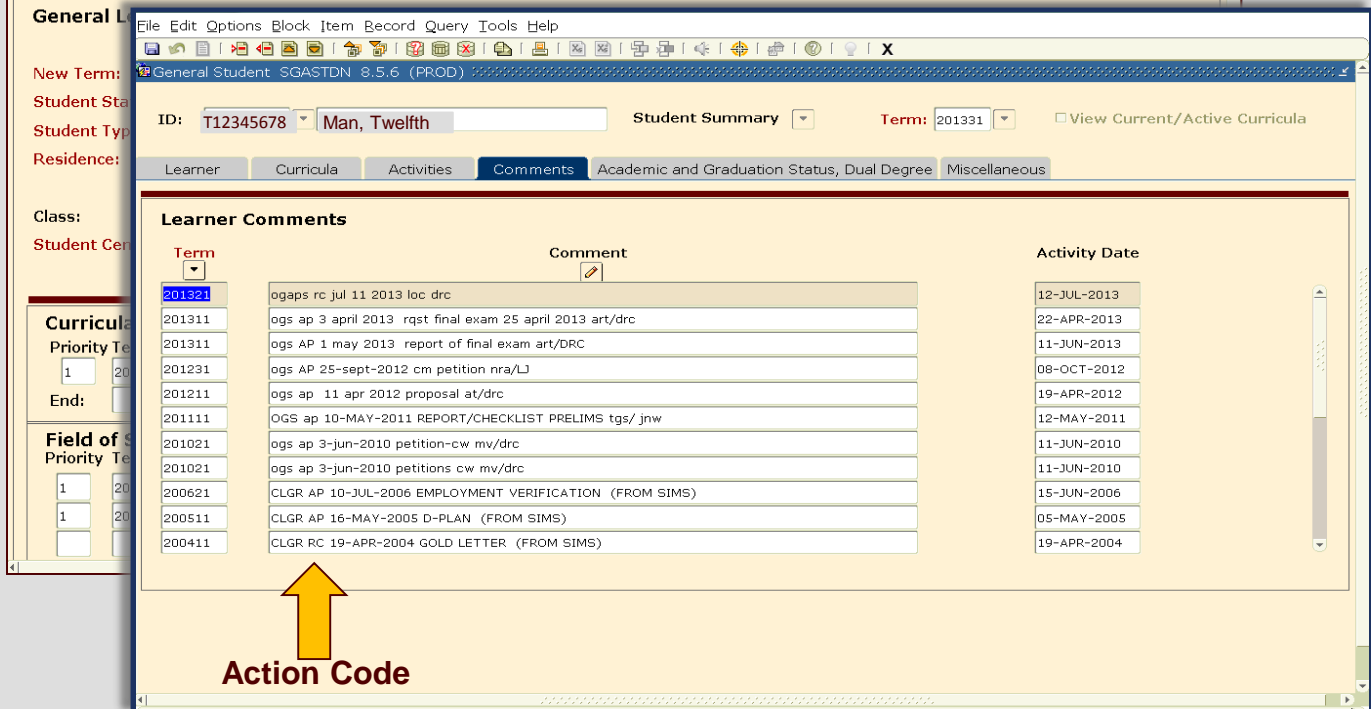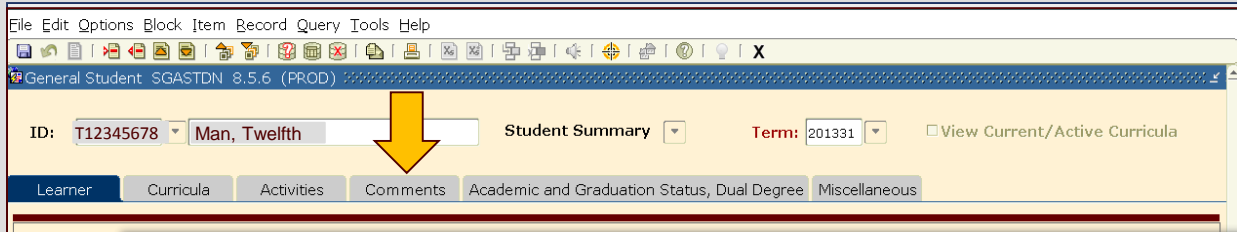3. Term code is not required
4. Next block
5. Click on the "Comments" tab

Action Codes:
RC - Received
AP – Approved
RT – Returned
VD – Voided
NT – Notation
PC – Pending Compliance

Please note:
The entries have an unusual sort order. Comments are grouped by term and then sorted from earliest entry to latest.

**CLGR = OGS = OGAPS

Action Code

Tip:
If you hover the cursor over an entry, then the whole entry will display in a small yellow box.

Classification is displayed on SGASTDN and is dependent on the term entered in the keyblock.

To view :

1. Go to the SGASTDN form
2. Enter the student id
3. To view classification, for a specific term, the term **MUST** be entered. Enter the term for which you need to know the student's classification.
4. Next block

Note: If the term is not entered in the keyblock, then the curriculum displayed may be incorrect. The term **MUST** always be entered when using SGASTDN to find the classification.

Curriculum History
SGASTDQ

The SGASTDQ form allows a quick view of a student's curriculum changes throughout their graduate career.

To view:

1. Go to SGASTDQ
2. Enter the student's id
3. Remove any term which may appear in the term field
4. Next block

   The upper block of this form displays the terms in which the student's SGASTDN record changed.

   The lower block shows the student's curriculum information for the term highlighted in the upper block

5. Use the down arrow on the keyboard to scroll through the terms and watch the lower block to track the changes.

All registration holds are entered on WOAHOLD.

To view:

1. Enter student id
2. Next block

The holds entered by the Office of Graduate and Professional Studies have the originator code of CLGR.

Active holds have a "To" date of '31-DEC-2099'.

When a hold is expired, the date of expiration will be entered in the "To" field, and it will no longer prevent the student from registering.
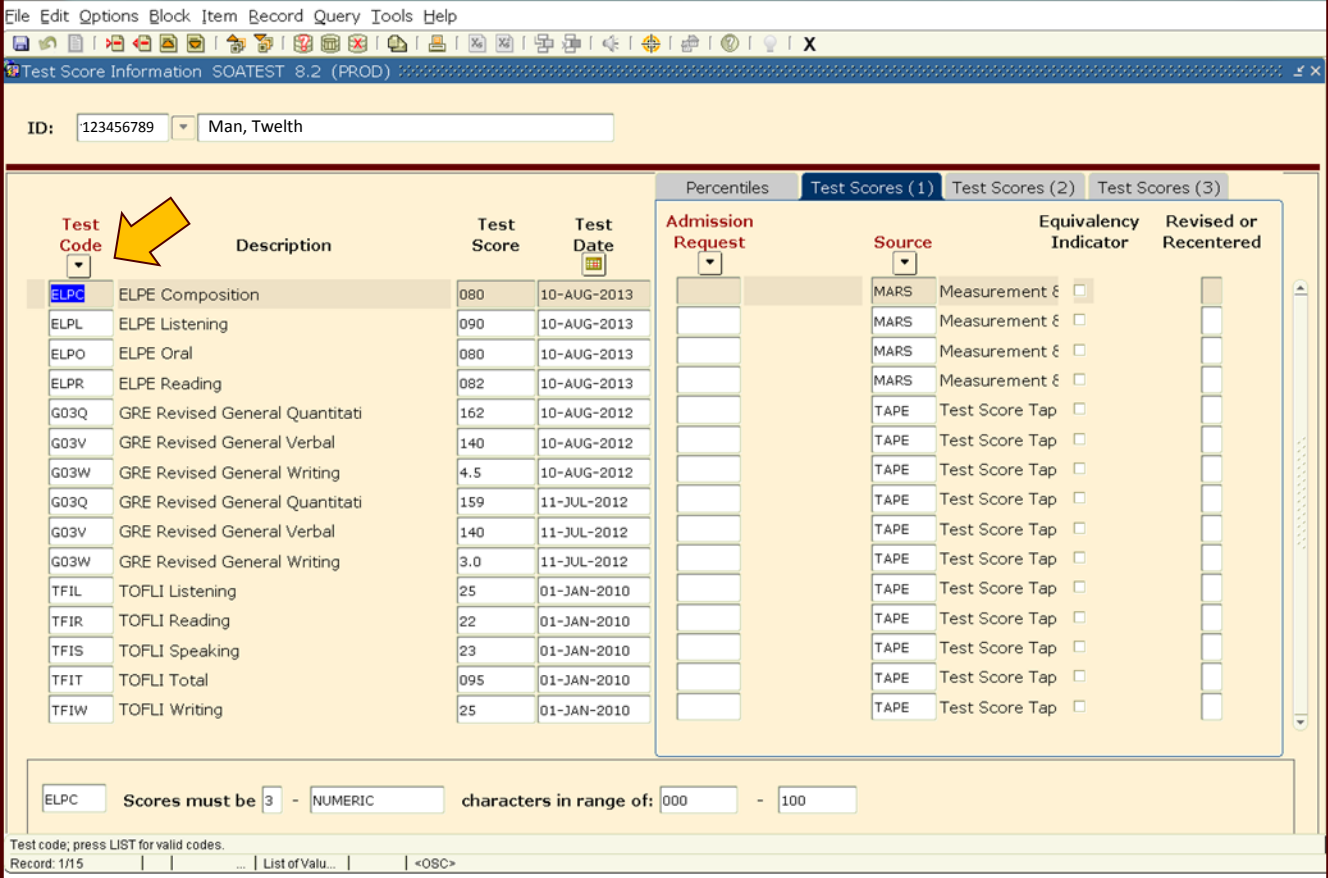
Test Scores
SOATEST

SOATEST stores all test scores received by Texas A&M University.

To view :

1. Enter student id
2. Next block

To view a specific test:

3. After step 2, press F7 to enter query mode
4. Enter the code of the test you wish to view in the "Test Code" field.
5. Press F8 to execute the query

Tip:
To search for all ELP tests enter 'ELP%' in the "Test Code" field after pressing F7.
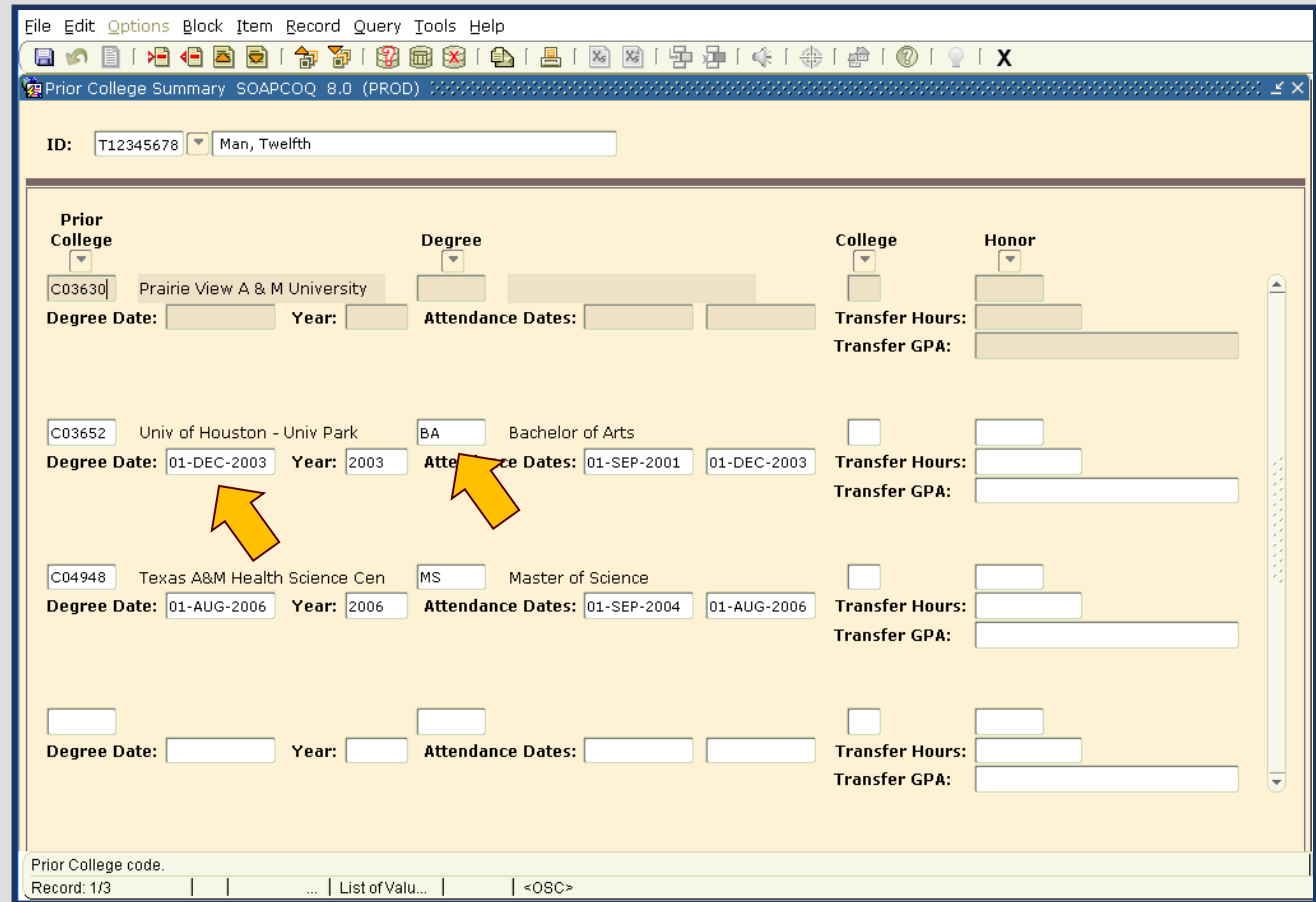
Use the SOAPCOQ form to view a student's prior college information.

To view:

1. Enter student id
2. Next block

If the student received a degree from another institution, the type of degree and the degree date will also be recorded. You are specifically looking for the degree date which tells you that Admissions has received a final transcript conferring the degree. A&M degrees may or may not be listed here. Check SHADGMQ to verify.
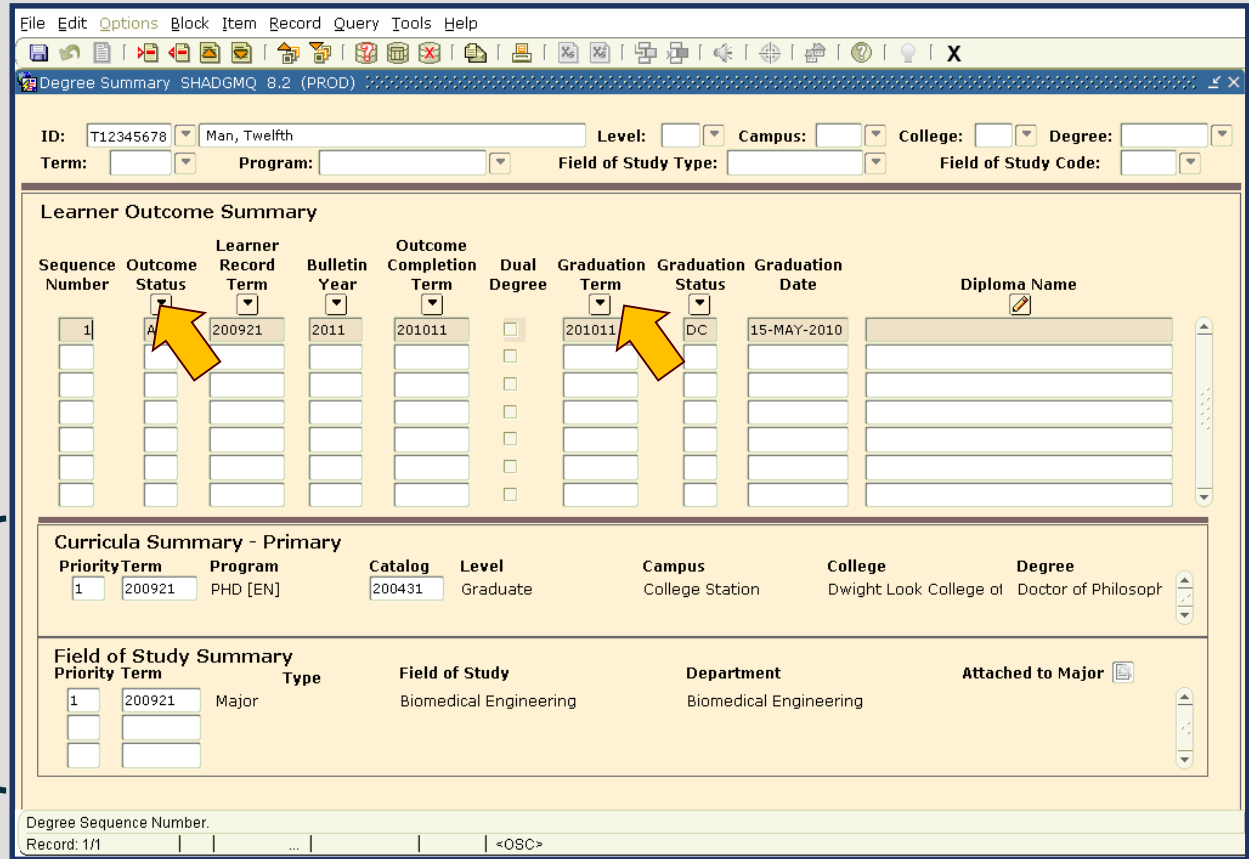
Degrees conferred by Texas A&M University are displayed on SHADGMQ.

To view:

1. Enter student id
2. Remove any term which may appear in the term field
3. Next block

Awarded degrees are marked with the Outcome Status code of 'AW' and a Graduation Term in the upper block. The degree which was conferred is displayed in the lower block on the form.

Only an outcome status code of 'AW' indicates a degree conferred by TAMU. Any other outcome status indicates a degree which is not not yet awarded. Please refer to the later slide on Graduation Applications for more information on these status codes.

Tip:
If more than one record is listed, you may scroll through the records using the down arrow on the keyboard. The lower block of the form will display the degree associated with each row.
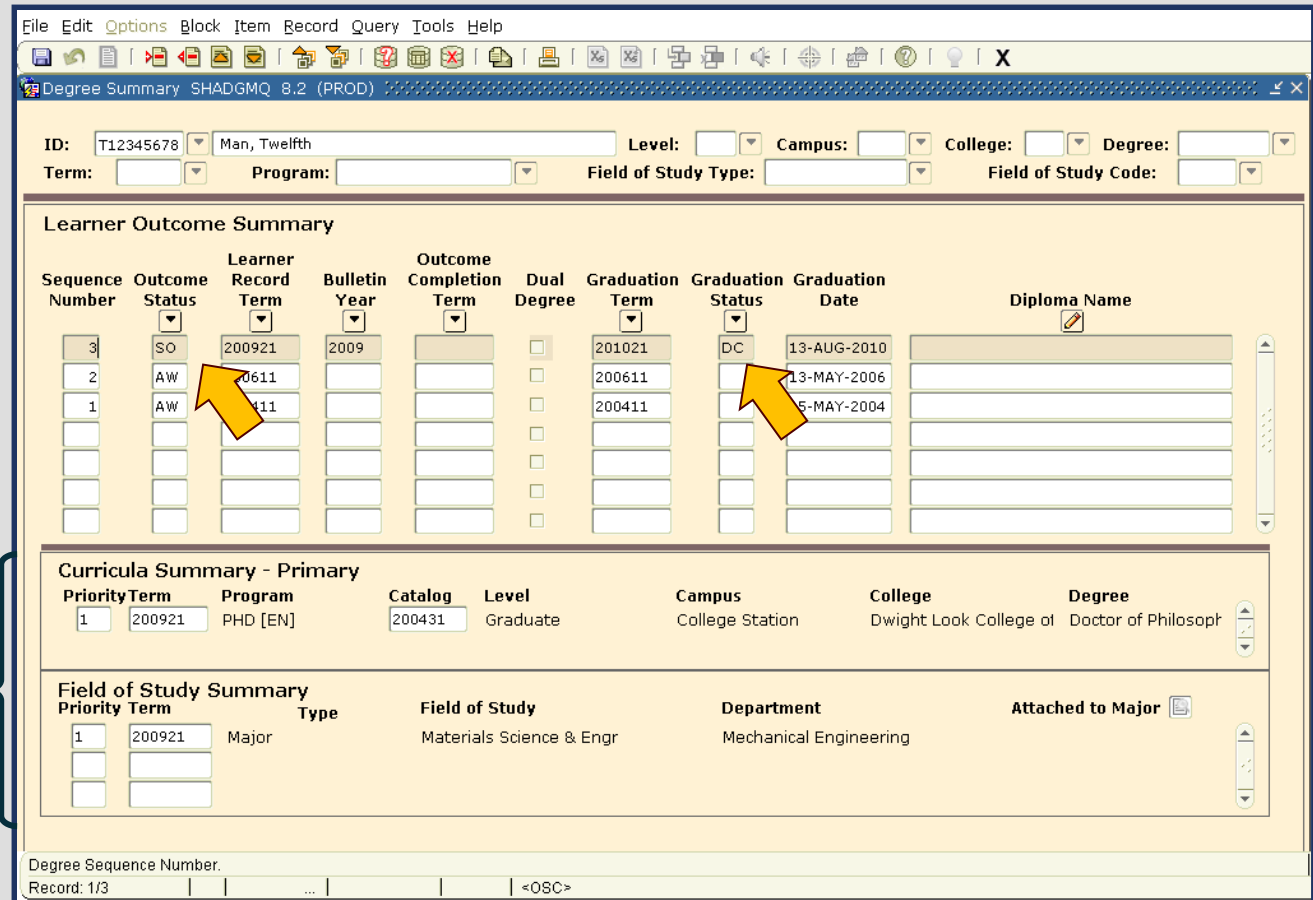
When a student has applied for graduation, their graduation application information is displayed on SHADGMQ.

To view:

1. Enter student id
2. Remove any term which may appear in the term field
3. Next block

A record with an outcome status of 'SO' and graduation status of 'DC' indicates the student has applied for the degree displayed in the lower block.

The night before graduation, degree evaluations are conducted on all degree candidates. If a student does not clear, then the graduation status will be 'PN'.

Tip:
If more than one record is listed, you may scroll through the records using the down arrow on the keyboard. The lower block of the form will display the degree associated with each row.

Institutional (TAMU) credits are listed on SHACRSE.
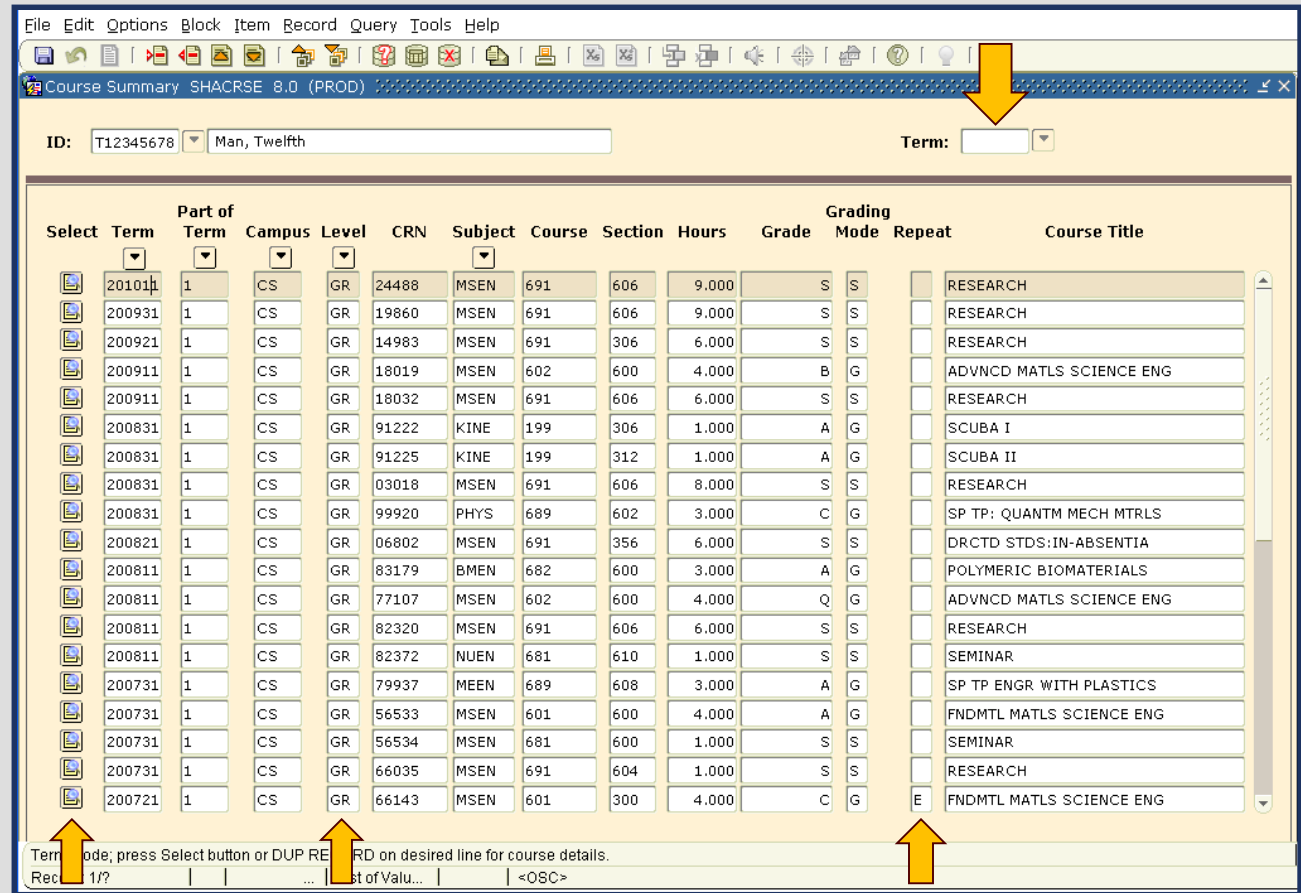
To view all courses:

1. Enter student id
2. Leave the term code blank
3. Next block

To view a summary of courses for one term:

1. Enter student id
2. Enter the term code for which you wish to view the summary of courses
3. Next block

Note:
SHACRSE only displays completed courses. Use SFAREGQ to view a student's in-progress courses.

Takes you to SHATCKN to view additional information about the course

Must be GR level to be used on a graduate degree plan
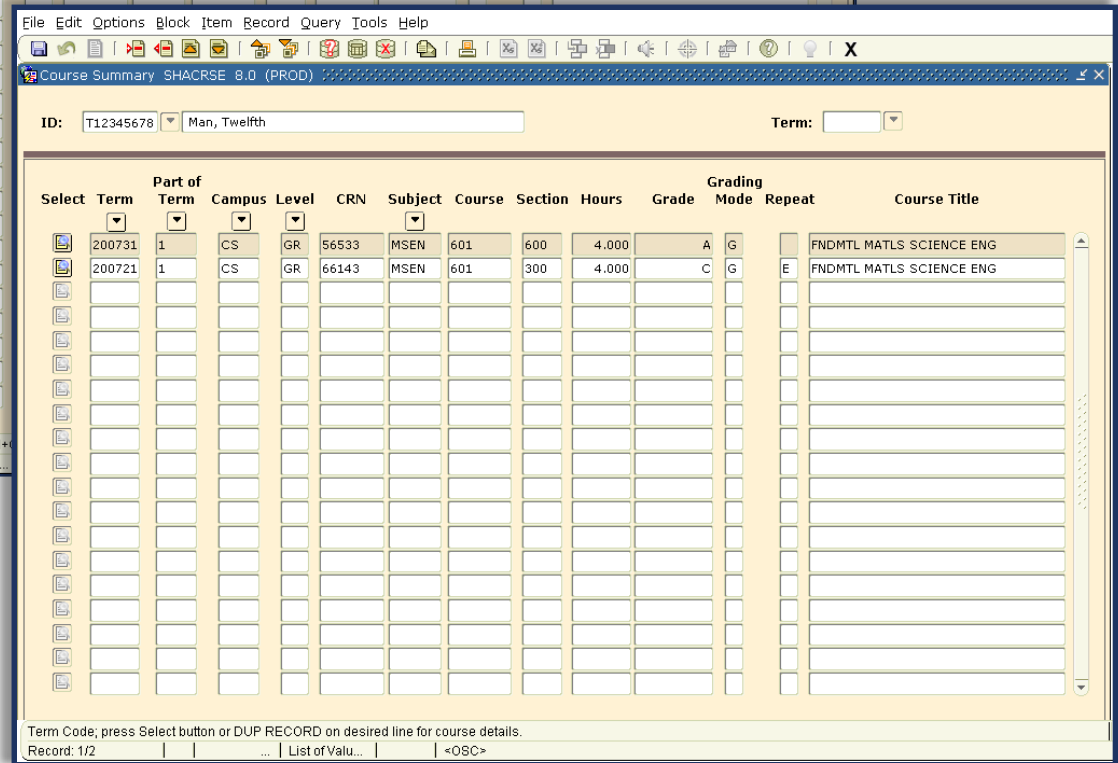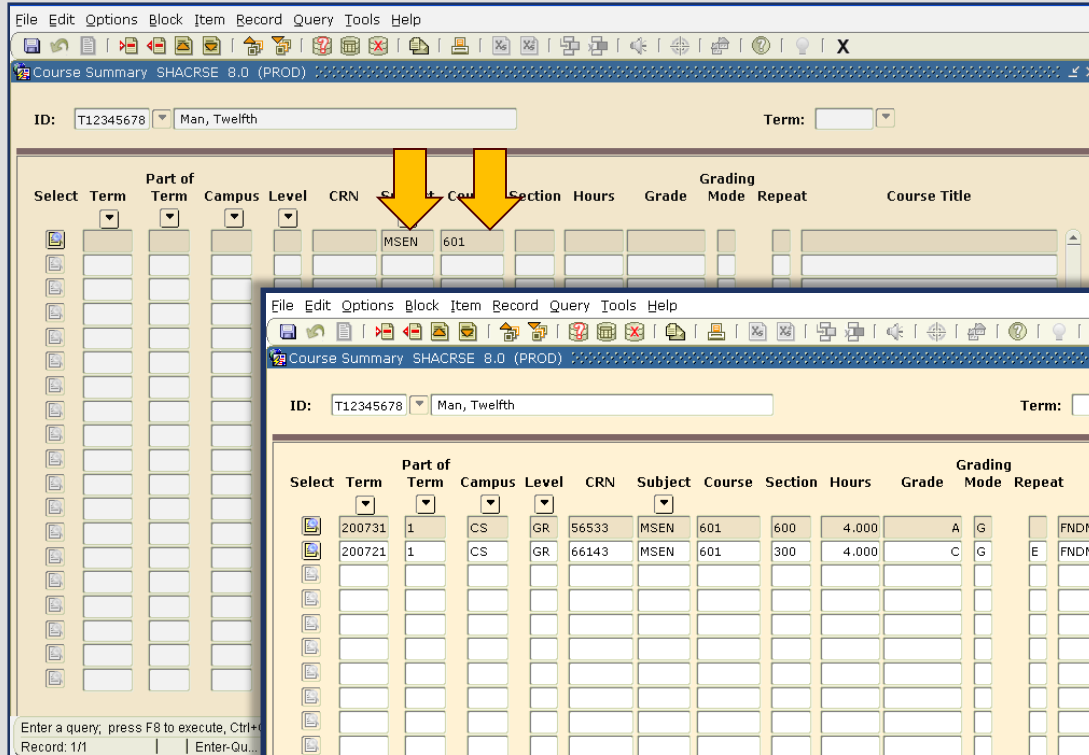
An E means that this course has been excluded from the GPR calculations

You may also filter a student's courses by subject code or course number.

To search for specific courses:

1. Enter student id
2. Leave the term code blank
3. Next block
4. Press F7 to enter the query mode
5. Enter a subject code and/or course number
6. Execute the query by pressing F8

TEXAS A&M UNIVERSITY

In Compass, graduate student GPAs and GPA statistics are stored on SOAGPAT. There are records for each term.

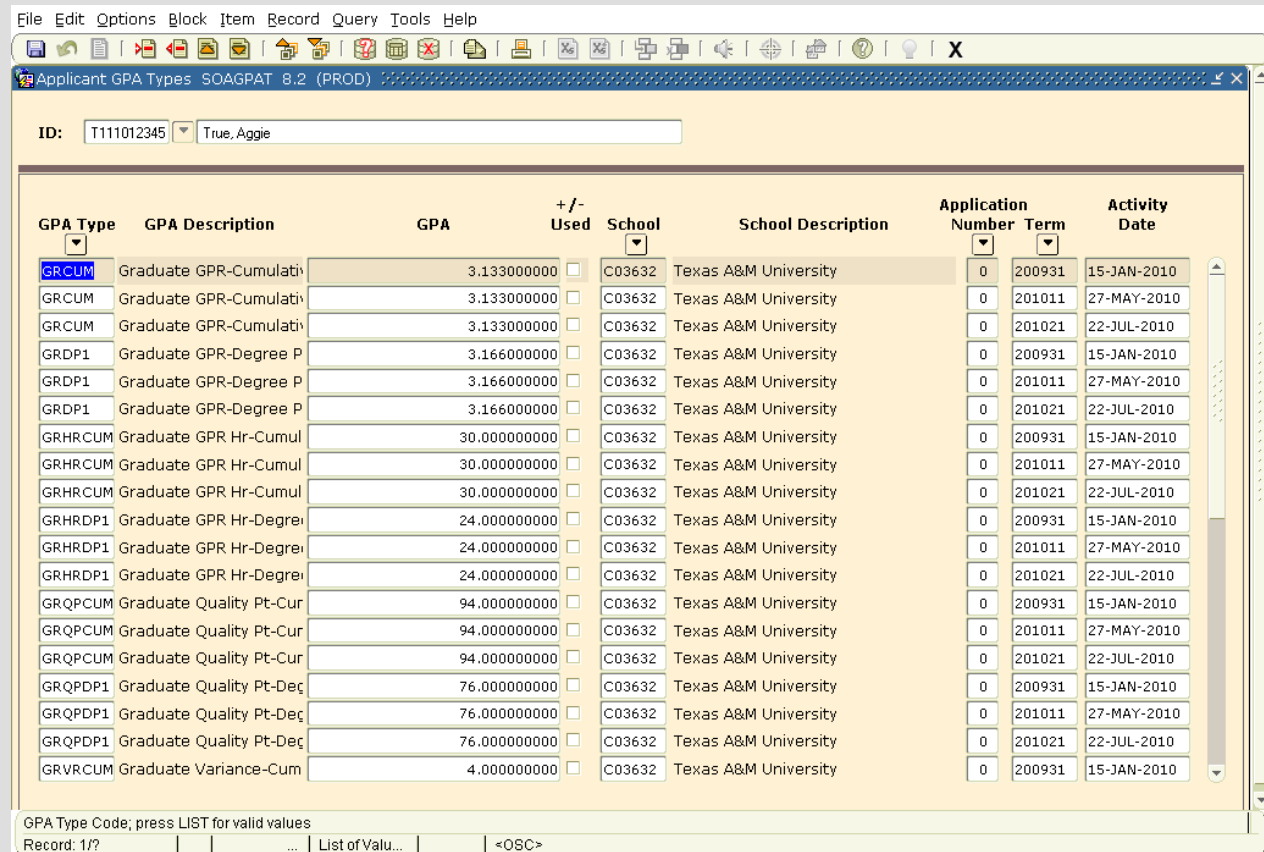**To view:**

1. Enter student id
2. Next block

Since so much information is stored on SOAGPAT, it is best to restrict the information displayed by entering a query.

To view GPR statistics for one semester:

3. Press F7 to enter query mode
4. Click in the "Term" field
5. Enter the term for which you need the GPA statistics.

Note:

Although the GPA on this form is displayed to nine decimal places, it is calculated to only three decimal places.

Key:

GRCUM – Cumulative Graduate GPA
GRHRCUM – Cumulative GPA Hours
GRQPCUM – Cumulative GPA Quality Points
GRVRCUM – Cumulative GPA Variance
HATTCUM – Cumulative Attempted Hours
HPASSCUM – Cumulative Passed Hours

GRDP1 – Degree Plan Graduate GPA
GRHRDP1 – Degree Plan GPA Hours
GRQPDP1 – Degree Plan GPA Quality Points
GRVRDP1 – Degree Plan GPA Variance
HATTDP1 – Degree Plan Attempted Hours
HPASSDP1 – Degree Plan Passed Hours

Graduate Advisory Committees SHICMID

- View of graduate student advisory committees
- All committees for a graduate student display in the "Committee ID" block
- Special Appointments will not be listed
- The members of the selected committee display in the "Committee Member" block
- Key to committee codes
  - MCOMM   1st master's
  - NCOMM   2nd master's
  - OCOMM   3rd master's
  - PCOMM   1st doctoral
  - QCOMM   2nd doctoral

- You will choose the correct committee (PCOMM, MCOMM, QCOMM, NCOMM).
- Enter the students UIN or T number and next block.
- Under Committee/ Service Information it will show you the date on which the committee was created and whether it is an active committee or not.
- Next block
- Under Committee/ Service Members, each committee member will be listed out along with their role, status, and participation dates.

- While you are still in the Committee/Service Members section, next block.
- This takes you to the note page.
- Special Appointments and committee members who could not be entered in the previous section will be listed here.
- NOTE: Special Appointments can be used when the head of a department wishes to have qualified individuals serve on a student's Advisory Committee without being permanently on the Graduate Faculty as a Member, Associate Member or Adjunct Member.

- Used to query graduate student committees by faculty member
- All committee memberships are displayed
- Use the scroll bar at the bottom of the page to view the faculty's membership role and the student name

- Graduate student documents processed by the Office of Graduate and Professional Studies are entered on this form.
- This information is used by the CAPP degree evaluation
- A key to the "CAPP Non-Course Requirement" codes and the associated status codes follows

Master's Non-Course Codes (<u>M</u>, <u>N</u>, <u>O</u>)

			Possible Status Codes
•	_1DP	Degree Plan	RC, RT, AP
•	_2RS	Residence Requirement	C, EM, W
•	_2PR	Research Proposal	RC, RT, AP, PC
•	_4FE	Defense/Final Examination	RC, RT, SC, F, P, E, X, XE, XF, XP, EE, EP
•	_5TH	Thesis	RC, CL
•	_7FL	Foreign Language Test (MIA program only)	C
•	_7RQ	Pre-Requisite Courses (CLBA programs only) . .	C

Status Code Key

AP	Approved	EM	Full-Time TAMU Employee	SC	Scheduled
C	Complete	EP	Pass - Time Limit Extended	W	Waived
CL	Cleared	F	Failed	X	Expired
E	Approved Exemption	P	Passed	XE	Expired Exemption
EE	Exemption-Time Limit Extended	PC	Pending Compliance	XF	Expired Examination (F)
		RC	Received	XP	Expired Examination (P)
		RT	Returned-Not Approved		

Doctoral Non-Course Codes (P, Q)
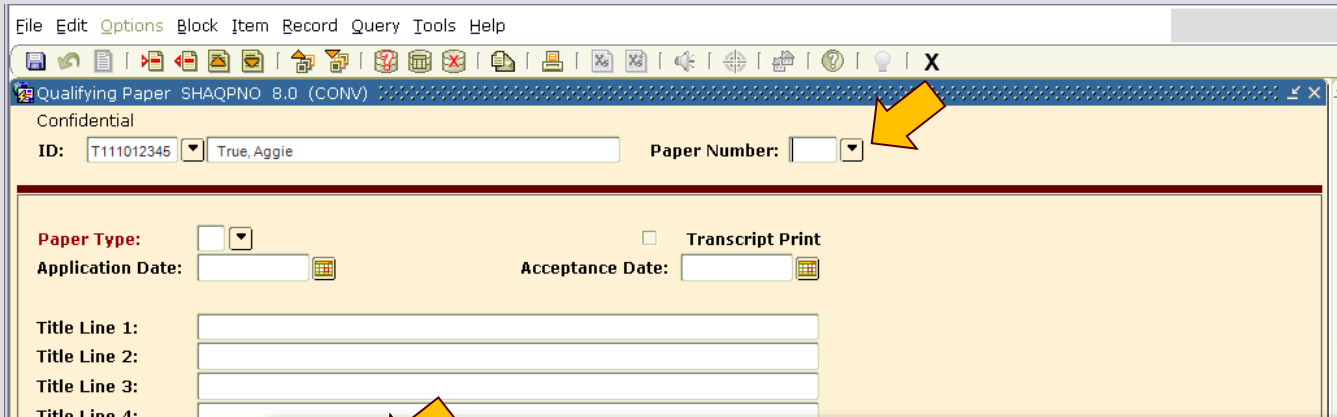
_1DP   Degree Plan . . . . RC, RT, AP

_2FO   Final Internship Objectives (DEN only) . . . . RC, RT, AP

_2IP   Internship Proposal (DEN only) . . . . RC, RT, AP

_2PL   Preliminary Examination . . . . RC, RT, F, P, X, XF, XP, EP

_2PR   Research Proposal . . . . RC, RT, AP, PC

_2RS   Residence Requirement . . . . C, EM, W

_3AC   Admission to Candidacy . . . . AP

_4FE   Defense . . . . RC, RT, SC, F, P, X, XF, XP, EP

_5TH   Thesis . . . . RC, CL

Possible Status Codes
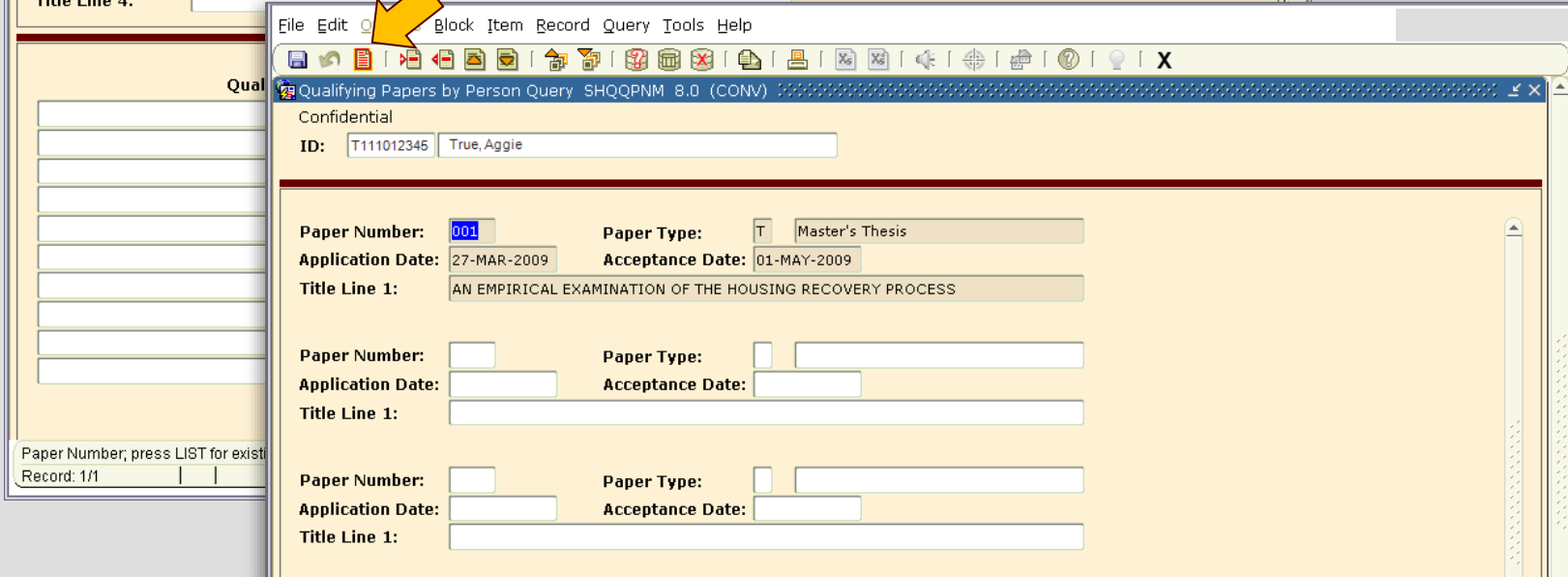
Status Code Key

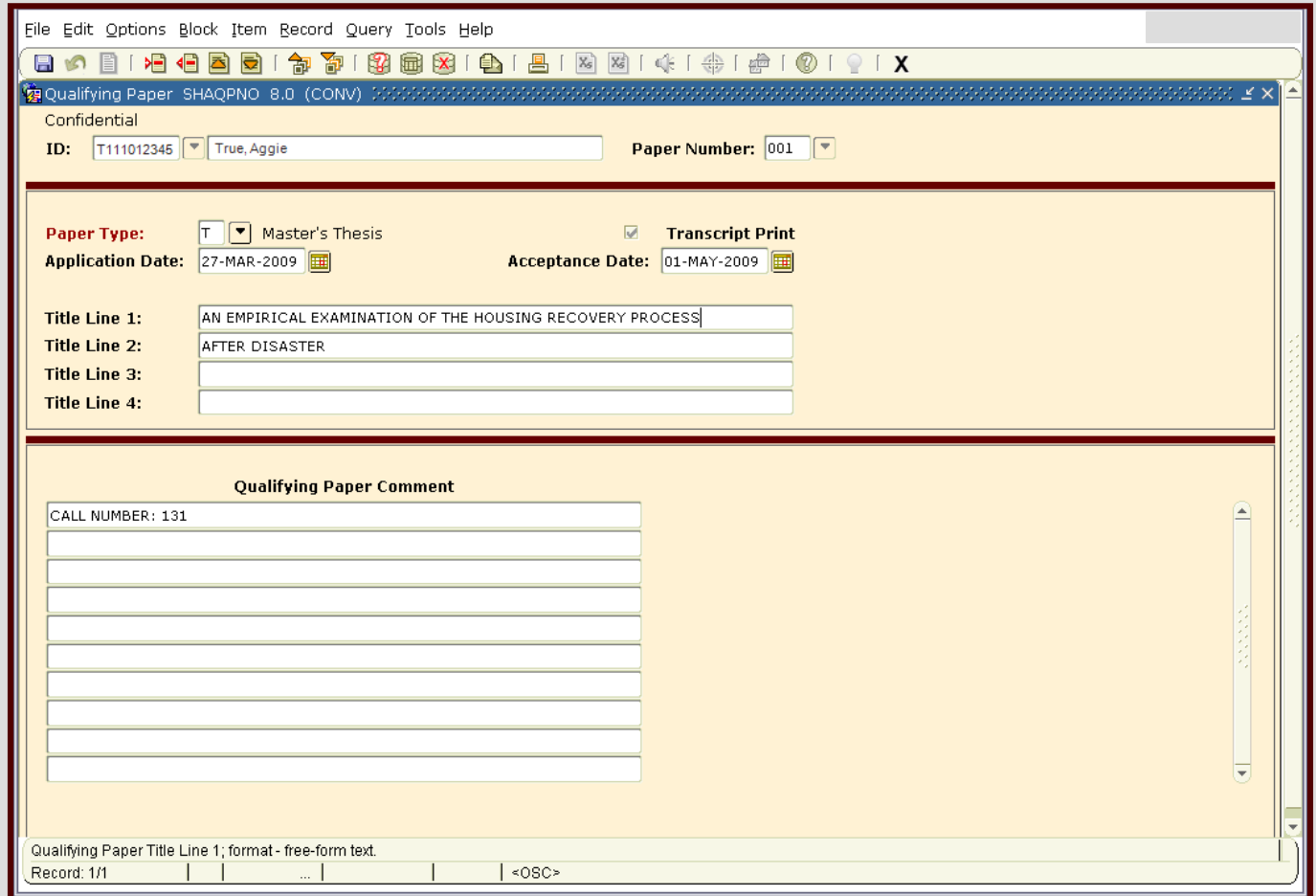|						
AP	Approved	EM	Full-Time TAMU Employee	SC	Scheduled
C	Complete	EP	Pass - Time Limit Extended	W	Waived
CL	Cleared	F	Failed	X	Expired
E	Approved Exemption	P	Passed	XE	Expired Exemption
EE	Exemption-Time Limit Extended	PC	Pending Compliance	XF	Expired Examination (F)
		RC	Received	XP	Expired Examination (P)
		RT	Returned-Not Approved		

Thesis and Dissertations SHAQPNO

- Each student's document is assigned a paper number.
- To view a summary list of the student's papers, select the search button.
- With the desired record highlighted, click the "Select Record" icon.

- Paper type appears in the top block
  - Thesis
  - Dissertation
  - Record of Study
- Application date is the submission date
- Acceptance date is the date which the Thesis Office cleared the paper

Application for Graduation SHAGAPP

- Enter students UIN or T number.
- This page will show if a student has applied for their degree.
- If a student has applied to graduate, the application date will show under the Graduation Application Information section.
- In the Graduation Information box it will show more information from their application.
- Under Curricula Summary make sure that the students correct degree program is listed.

- Use the current term in the keyblock
- Accumulated doctoral hours appear in the middle block
- Approved exceptions are entered in the Funding Limit Exception Field
  - I   Individual
  - P   Programmatic
- When a student is in a program which has a programmatic exception, the Funding Limit Rule will be 130
- Once a doctoral student passes the funding limit rule, Texas A&M no longer receives state funding for the student
- A new record with updated doctoral hours and doctoral terms is created after the 20th class day of each term
- Choose the User Defined Fields tab to view the state-funded terms
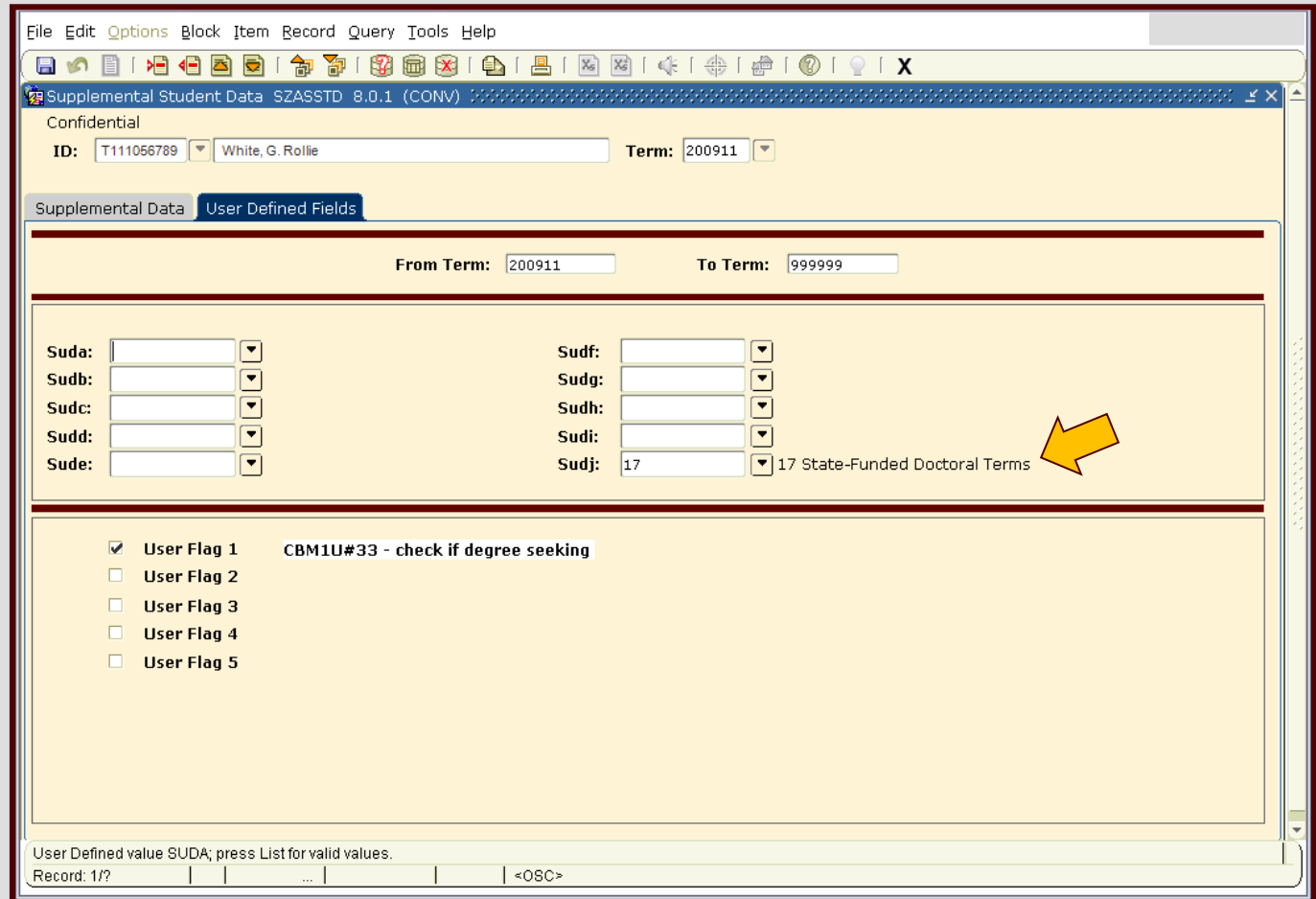
Code	Description
I	I - International
J	J - Intl, Not ST Funded
K	K - Intl, Not ST Funded, <7yr
N	N - Non-Resident
O	O - Non-Res, Not ST Funded
P	P - Non-Res, Not ST Fund, <7yr
R	R - In-state Resident
T	T - Resident, Not ST Funded
U	U -Res, Not State Funded, <7yr

Accumulated Doctoral Hours and Terms - SZASSTD

- Accumulated doctoral terms are in the "Subj" field in the middle block.
- Doctoral students are allowed 21 State-Funded Doctoral Terms.
- After 21 terms, doctoral student's residency for tuition is changed, and they are charged out-of-state tuition.
- Questions about the 99 hour cap rule can be directed to Russell Ramirez at rramirez@tamu.edu.

- ## Degree Plan Holds (SRC_CS_NO_DEGPLAN_XX)
  Students blocked for missing degree plan

- ## Faculty Committee Assignments (SRC_AL_GRAD_COMM_XX)
  Faculty who serve on graduate advisory committees. Intended to be used for Faculty load.

- ## Graduate Enrollment (SRC_CS_GRAD_STU_ENROLL_XX)
  Graduate students enrolled for the semester or term

- ## Accumulated Doctoral Hours (SRC_CS_ACCUM_DOC_HRS_XX)
  Accumulated doctoral hours and terms of G8 doctoral students

- ## Graduate GPR (SRC_CS_GRAD_GPR_XX)
  Cumulative graduate GPR and degree plan GPR of enrolled students

- ## Degree Candidate Report (SRC_AL_DEG_CAND_GR_AC_CSV)
  Graduate students that have applied to graduate

Questions?

Please contact the
Office of Graduate and

Professional Studies

112 Jack K. Williams Administration Bldg.

web site: ogaps.tamu.edu

E-mail: ogapsprocessing@tamu.edu

979-845-3631