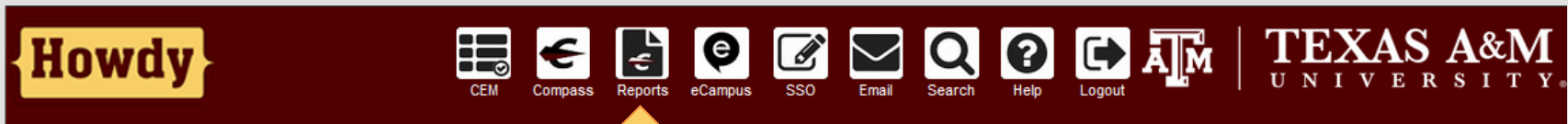


Graduate Advisor Reports

Presented by: Susan Leonberger
Enterprise Information Systems

Graduate Advisor Reports

- Generated for all colleges
- Scheduled
- Access through Howdy Reports icon
- Replace XX in report names with college code



Enrollment Report

SRC_CS_GRAD_STU_ENROLL_XX

- Schedule
 - Daily: Monday - Friday
 - Beginning four weeks prior to term through 20th class day
- Graduate students registered for the term
 - Credit hours
- Galveston report
 - SRC_GV_GRAD_STU_ENROLL_GV

Missing Degree Plans

SRC_CS_NO_DEGPLAN_XX

- Schedule
 - 20th class day
 - Two weeks prior to pre-registration – holds placed on students
- Graduate students without an approved degree plan in Compass who meet the college's degree plan blocking criteria
- Galveston
 - SRC_GV_NO_DEGPLAN_GV

Committee – Student

PWS_CURR_STD_COMM_XX

- Schedule
 - Weekly: Sunday
- Active students with an approved degree plan
 - All current committee members and committee role
 - Includes students who are not currently registered
- Compass form
 - SHACOMI

Committee – Faculty Assignments

SRC_AL_GRAD_COMM_XX_CSV

- Schedule
 - Weekly: Sunday
- College faculty assigned to students' committees
 - Committee role and student information listed
 - Only registered students
 - Uses faculty member's college and department information in Compass
- Compass form
 - SHACOMI
 - SHICMBQ

Committee – Faculty History

PWS_GR_COMMITTEE_XX

- Request through OGAPS
- Faculty member's committee history
 - Run for one UIN
 - Committee role and student information listed
 - Compass and pre-Compass (SIMS) committees
 - May request thesis/dissertation titles be included

Doctoral Hours and Terms

SRC_CS_ACCUM_DOC_HRS_XX

- Schedule
 - 20th class day
- Accumulated doctoral hours and terms
 - Registered G8 doctoral students
- Compass form
 - SZASSTD
- Galveston
 - SRC_GV_ACCUM_DOC_HRS_GV

Student Distance Education Hours

PWS_GR_DEG_PLAN_DIST_HOURS_XX

- Schedule
 - 20th class day
- Credits taken by distance education
 - Active graduate students
 - Total degree plan hours (if degree plan approved)
 - Number of hours taken by distance education

GPA Report

SRC_CS_GRAD_GPR_XX_CSV

- Schedule
 - End of term after final grading
- Graduate Student GPA report
 - Registered students
 - Degree plan GPA and cumulative GPA
- Compass form
 - SOAGPAT
- Galveston
 - SRC_GV_GRAD_GPR_GV_CSV

Final Graduation List

SRC_AL_FINAL_GRAD_GR_CSV

- Schedule
 - Second Friday of term following the graduation term
- All graduate degrees awarded in a term
- Compass form
 - SHADEGR
 - SHADGMQ

How do I request access?

- Contact your Primary Authorizing Agent (PAA)
 - To find your PAA visit:
<http://eis.tamu.edu/Compass/Compass-Training/Compass-Primary-Authorizing-Agents>
- Request security group
 - G_CLGR_####_XXXX_RPRT
 - Replace XXXX with your department code
- FERPA training is required for all new accounts

How do I get a custom report?

- Submit a Compass Work Request (CWR)
 - Download form at <http://eis.tamu.edu/Compass/Compass-Work-Requests>
 - Submit signed request to Enterprise Information Services (EIS)
 - An EIS staff member will work with you to create the report you need
- Obtain Argos access