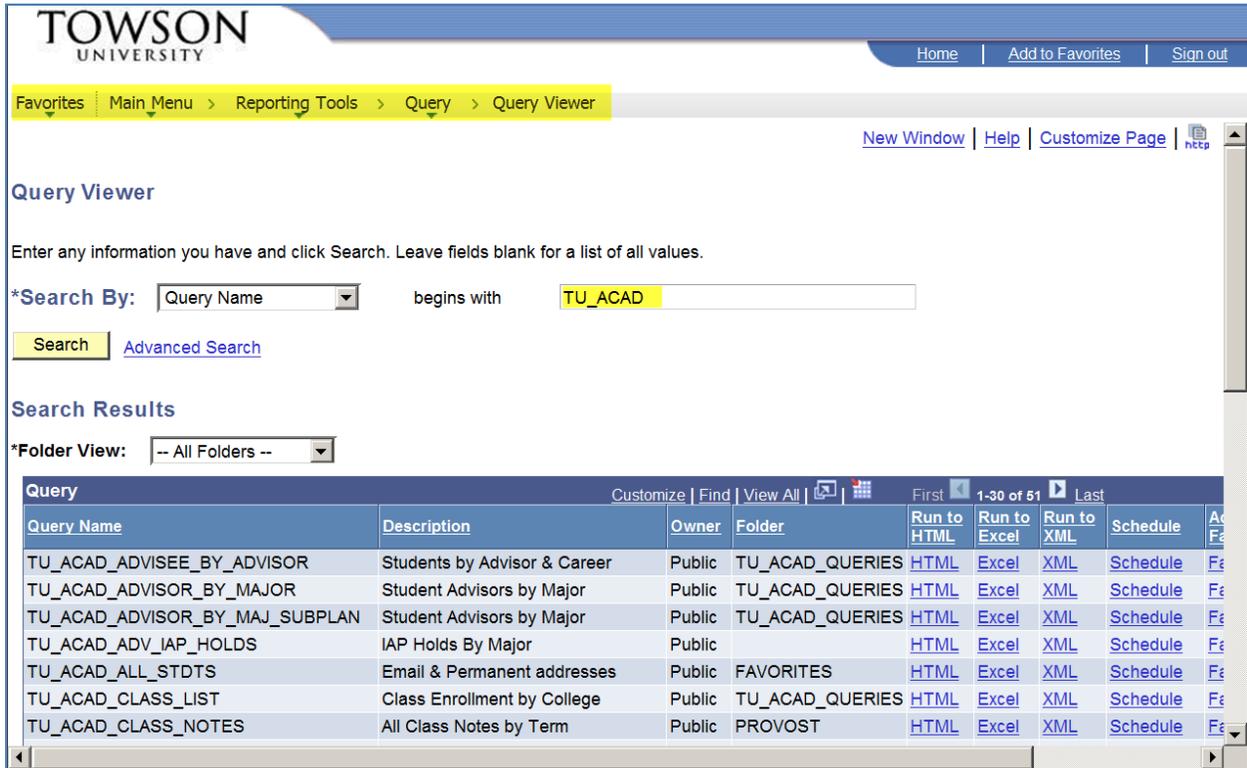Queries
Use this guide to run queries that will help you manage your classes; review students in your major; manage your advisors, etc.

Navigate to <u>Query Viewer</u>:

In the box next to Query name, type: TU_ACAD to see ALL public queries
        -or-
Refine your search by typing TU_ACAD_ENR to get enrollment queries:

To find all of your enrolled majors for a term, use this query and click on the HTML or Excel version first. (If you use the HTML view first, you can still download to Excel later.)

It is important to use the right codes in the prompts. The % sign acts as a wildcard.

Using Psychology as an example:
To see all undergrad majors – PSYC-B% (gives you both BS and BA students)
To see all graduate majors – PSYC-M%
To see both – PSYC-%
To see minors only – PSYC
To see everyone—majors, minors, grad and undergrad - PSYC%

To make things easy, there is also a query if you just want minors (TU_ACAD_ENROLLED_MINORS) or a specific Track or Concentration (TU_ACAD_ENROLLED_CONC_TRACK).

For the Term prompt, use the unique 4-digit code:
Mini 2011 = 1111
Spring 2011 = 1112
Summer 2011 = 1113
Fall 2011 = 1114

TU_ACAD_ENROLLED_MAJORS - Students by Major & Term

Enter Major and - %: PSYC-B%
Term (ex 1024 = fall '02): 1112

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (918 kb)

View All

	Term	ID	First Name	Last Name	Gender	Ethnic Group	Current Term Units	Strt Level	Transfer Units	Total Units	CUM GPA	Acad Load	Address 1	City	St	Post.
1	1112				F	White	15.000	30	0.000	79.000	3.192	F			MD	2121: 1904
2	1112				M		13.000	10	0.000	12.000	3.753	F			MD	2178: 1330
3	1112				F	White	18.000	40	9.000	106.000	2.518	F			MD	2083: 2725
4	1112				F		16.000	20	16.000	52.000	3.099	F			MD	2120: 4822
5	1112				M		12.000	GR	0.000	42.000	3.714	F			DE	1990- 0906
6	1112				F		18.000	30	59.000	80.000	3.150	F			MD	2070: 4707
7	1112				F	White	15.000	40	0.000	108.000	3.617	F			NJ	0881:
8	1112				M		17.000	30	0.000	86.000	3.070	F			DE	1970: 7915
9	1112				F		15.000	30	56.000	75.000	3.200	F			HI	9675:

Another query departments frequently use is TU_ACAD_ENROLLED_CLASSES_COUNT. In the prompt you will use your Dept name to bring up all classes you are responsible for (multiple subject codes). In this example, I used SOAN and got information on ANTH, CRMJ & SOCI classes:

TU_ACAD_ENROLLED_CLASSES_COUNT - Section count no dups

Term: `1112`
Acad Org (% to show all): `SOAN`
Session (% to show all): `%`

[View Results]

Download results in : Excel SpreadSheet   CSV Text File   XML File   (79 kb)

View All

	Session	Class #	Status	Type	Subject	Catalog	Section	Descr	Component	Facility ID	Rm Cap	Enr Cap	Enr Total	Add Consent	Sequence 1 Note	Dro Cons
1	1	12967	A	E	ANTH	207	001	CULTURAL ANTHROPOLOGY	LEC	LI0316	52	45	40	N		N
2	1	12972	A	E	ANTH	207	002	CULTURAL ANTHROPOLOGY	LEC	LI0316	52	45	45	N		N
3	1	12975	A	E	ANTH	207	003	CULTURAL ANTHROPOLOGY	LEC	LA4110	90	45	45	N		N
4	1	12979	A	E	ANTH	207	004	CULTURAL ANTHROPOLOGY	LEC	LA4110	90	45	45	N		N
5	1	13011	A	E	ANTH	207	007	CULTURAL ANTHROPOLOGY	LEC	LA3114	45	45	45	N		N
6	1	13012	A	E	ANTH	207	009	CULTURAL ANTHROPOLOGY	LEC	LI0317	48	45	39	N		N
7	1	13013	A	E	ANTH	207	010	CULTURAL ANTHROPOLOGY	LEC	LI0317	48	45	45	N		N
8	1	13017	A	E	ANTH	207	011	CULTURAL ANTHROPOLOGY	LEC	LI0313	49	45	44	N		N
9	1	13023	A	E	ANTH	207	103	CULTURAL ANTHROPOLOGY	LEC	LI0317	48	45	37	N		N

Class #	Status	Type	Subject	Catalog	Section	Descr	Component	Facility ID	Rm Cap	Enr Cap	Enr Total	Add Consent	Sequence 1 Note	Dro Cons
		E	ANTH		001	THEORY	LEC			2	0	N		N	MAI
13181	A	E	ANTH	530	001	TOPICS IN ANTHROPOLOGY	LEC	LA4105	36	2	1	N		N	MAI
13182	A	E	ANTH	530	101	TOPICS IN ANTHROPOLOGY	LEC	LH0238	205	2	0	N		N	MAI
13183	A	E	ANTH	568	101	GLOBALIZATION CRS-CLTR PRSPCTV	LEC	LI0317	48	2	2	N		N	MAI
13192	A	E	CRMJ	201	001	INTRODUCTION TO CRIMINOLOGY	LEC	LI0317	48	35	35	N		N	MAI
13193	A	E	CRMJ	201	002	INTRODUCTION TO CRIMINOLOGY	LEC	LI0317	48	35	36	N		N	MAI
13195	A	E	CRMJ	254	001	INTRO TO CRIMINAL JUSTICE	LEC	LA4110	90	37	37	N		N	MAI
13196	A	E	CRMJ	254	002	INTRO TO CRIMINAL JUSTICE	LEC	LA4110	90	37	37	N		N	MAI
13199	A	E	CRMJ	254	003	INTRO TO CRIMINAL JUSTICE	LEC	LI0009	49	35	35	N		N	MAI
13201	A	E	CRMJ	254	004	INTRO TO CRIMINAL JUSTICE	LEC	LI0317	48	35	37	N		N	MAI
13203	A	E	CRMJ	254	101	INTRO TO CRIMINAL JUSTICE	LEC	LA4105	36	35	36	N		N	MAI
13206	A	E	CRMJ	331	001	CRIMINAL JUSTICE AND FILM	LEC	LI0007	46	30	30	N		N	MAI
13210	A	E	CRMJ	332	001	CONFLICT RESOLUTION AND CRMJ	LEC	LI0009	49	30	31	N		N	MAI
13212	A	E	CRMJ	337	001	CONTROVERSIES IN CRIM JUSTICE	LEC	LI0317	48	30	31	N		N	MAI
13215	A	E	CRMJ	345	001	RACE AND CRIME	LEC	LI0307	35	30	33	N		N	MAI

	Session	Class #	Status	Type	Subject	Catalog	Section	Descr	Component	Facility ID	Rm Cap	Enr Cap	Enr Total	Add Consent	Sequence 1 Note	Drop Consent
101	1	13304	A	E	SOCI	210	001	SOCIOLOGY OF SPORT	LEC	LI0317	48	35	35	N		N
102	1	13305	A	E	SOCI	243	001	SOCIOLOGY RACE, CLASS & GENDER	LEC	LI0009	49	35	35	N		N
103	1	13307	A	E	SOCI	243	002	SOCIOLOGY RACE, CLASS & GENDER	LEC	LI0009	49	35	35	N		N
104	1	13308	A	E	SOCI	249	101	SOCIAL PROBLEMS	LEC	LI0007	46	35	35	N		N
105	1	13312	A	E	SOCI	265	001	STATUS, FRIENDSHIP, INTIMACY	LEC	LA4110	90	37	37	N		N
106	1	13314	A	E	SOCI	265	002	STATUS, FRIENDSHIP, INTIMACY	LEC	LA4110	90	37	36	N		N
107	1	13316	A	E	SOCI	300	001	SOCIOLOGICAL ANLYSIS	AWC	LI0211	25	25	26	N		N
108	1	13318	A	E	SOCI	311	001	INDIVIDUAL AND SOCIETY	LEC	LI0316	52	30	29	N		N
109	1	13320	A	E	SOCI	313	001	INTRO TO SOCIAL PSYCHOLOGY	LEC	LI0007	46	30	28	N		N
110	1	13322	A	E	SOCI	323	001	SOCIAL MOVEMENTS	LEC	LI0009	49	30	32	N		N
111	1	13323	A	E	SOCI	327	001	URBAN SOCIOLOGY	LEC	LI0007	46	30	31	N		N
112	1	13326	A	E	SOCI	329	001	DEMOGRAPHY	LEC	LA4105	36	30	32	N		N

Returning to the Query Search page, you can type TU_ACAD_GRADUATION to find students applying for graduation in your major or college
        -Or-
TU_ACAD_DEG to find students who have already graduated in your major or college:

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avorites | Main Menu > Reporting Tools > Query > Query Viewer

New Window | Help | Custom

uery Viewer

nter any information you have and click Search. Leave fields blank for a list of all values.

Search By: Query Name   begins with   TU_ACAD_GRADUATION

[Search]   Advanced Search

earch Results

Folder View: -- All Folders --

Query				Customize | Find | View All |	First 1-2 of 2 Las		
Query Name	**Description**	**Owner**	**Folder**	**Run to HTML**	**Run to Excel**	**Run to XML**
TU_ACAD_GRADUATION_APPS_BY_COL	Graduation Apps by College	Public	TU_ACAD_QUERIES	HTML	Excel	XML
TU_ACAD_GRADUATION_APPS_BY_MAJ	Graduation Applicants by Major	Public	TU_ACAD_QUERIES	HTML	Excel	XML

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Favorites | Main Menu > Reporting Tools > Query > Query Viewer

New Window | Help |

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name   begins with   TU_ACAD_DEG

[Search]   Advanced Search

Search Results

*Folder View: -- All Folders --

Query				Customize | Find | View All |	First 1-2		
Query Name	**Description**	**Owner**	**Folder**	**Run to HTML**	**Run to Excel**	**Run to XML**
TU_ACAD_DEG_AWARDED_COLL	Degrees Awarded By College	Public	TU_ACAD_QUERIES	HTML	Excel	XML
TU_ACAD_DEG_AWARDED_MAJ	Graduated Students by Major	Public	TU_ACAD_QUERIES	HTML	Excel	XML

Type TU_ACAD_ADV to find the Advisor/Advisee queries:

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Favorites | Main Menu > Reporting Tools > Query > Query Viewer

New Window | Help | Custo

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search By: Query Name ▼ begins with TU_ACAD_ADV

Search | Advanced Search

Search Results

Folder View: -- All Folders -- ▼

Query				Customize	Find	View All	🔲 🖩	First ◄ 1-4 of 4 ► La		
Query Name	**Description**	**Owner**	**Folder**	**Run to HTML**	**Run to Excel**	**Run to XML**	
TU_ACAD_ADVISEE_BY_ADVISOR	Students by Advisor & Career	Public	TU_ACAD_QUERIES	HTML	Excel	XML
TU_ACAD_ADVISOR_BY_MAJOR	Student Advisors by Major	Public	TU_ACAD_QUERIES	HTML	Excel	XML
TU_ACAD_ADVISOR_BY_MAJ_SUBPLAN	Student Advisors by Major	Public	TU_ACAD_QUERIES	HTML	Excel	XML
TU_ACAD_ADV_IAP_HOLDS	IAP Holds By Major	Public		HTML	Excel	XML

You can also use the wildcard (%) in the search if you aren't sure of the query name. For example, if you want to see new students enrolled in your major, you could type TU_ACAD%NEW%:

Just be sure to put the TU_ACAD first, followed by the wildcard % and then the word you want to search on.

If you need help with a TU_ACAD query or if you think the results are not correct, please contact Sara Sides, Registrar's Office by email (ssides@towson.edu) or phone (410-704-3694).

02/24/2011