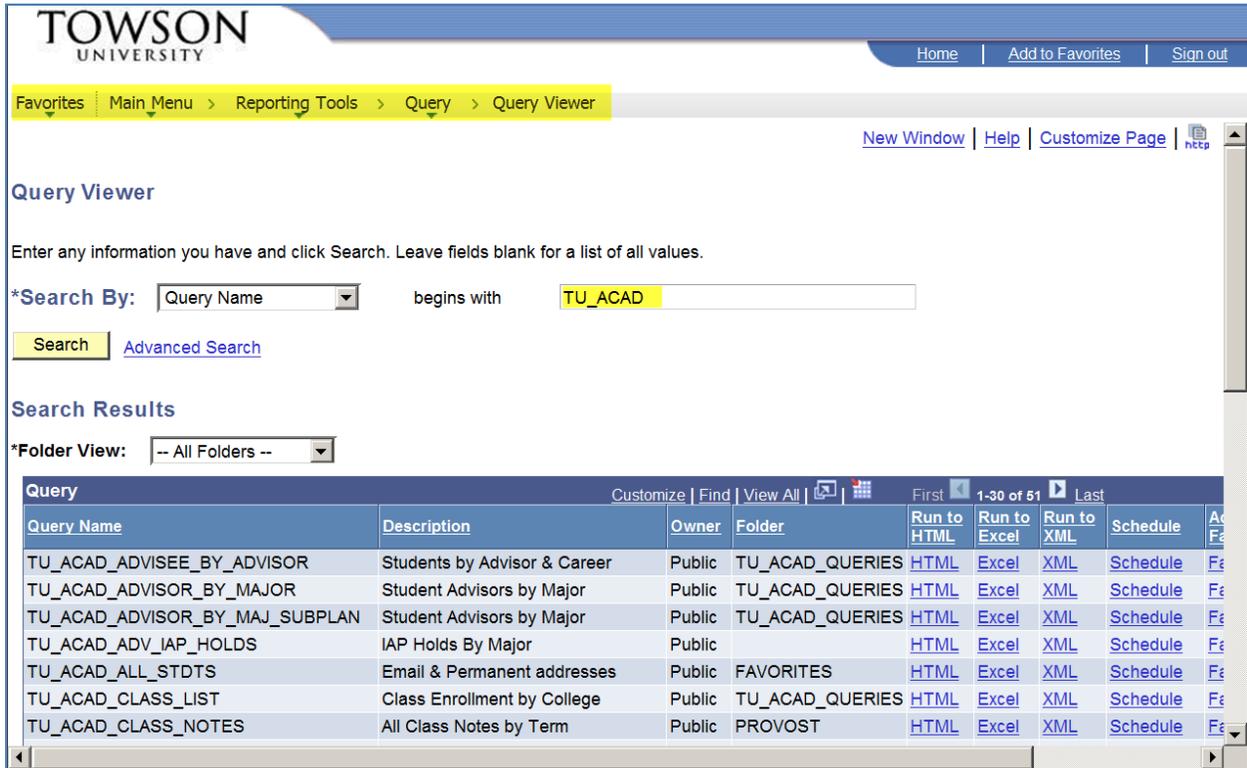


## Queries

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

Navigate to [Query Viewer](#):



**TOWSON UNIVERSITY**

Home | Add to Favorites | Sign out

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

New Window | Help | Customize Page | http

### Query Viewer

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

\*Search By:  begins with

[Advanced Search](#)

### Search Results

\*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Ad
TU_ACAD_ADVISEE_BY_ADVISOR	Students by Advisor & Career	Public	TU_ACAD_QUERIES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">F</a>
TU_ACAD_ADVISOR_BY_MAJOR	Student Advisors by Major	Public	TU_ACAD_QUERIES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">F</a>
TU_ACAD_ADVISOR_BY_MAJ_SUBPLAN	Student Advisors by Major	Public	TU_ACAD_QUERIES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">F</a>
TU_ACAD_ADV_IAP_HOLDS	IAP Holds By Major	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">F</a>
TU_ACAD_ALL_STDTS	Email & Permanent addresses	Public	FAVORITES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">F</a>
TU_ACAD_CLASS_LIST	Class Enrollment by College	Public	TU_ACAD_QUERIES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">F</a>
TU_ACAD_CLASS_NOTES	All Class Notes by Term	Public	PROVOST	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">F</a>

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:

**TOWSON UNIVERSITY**

Home | Add to Favorites | Sign out

Favorites | Main Menu > Reporting Tools > Query > 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\_ENR**

Search | Advanced Search

**Search Results**

\*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Ad
TU_ACAD_ENROLLED_BY_DEPT	With Enrollments & Instructors	Public	TU_ACAD_QUERIES	HTML	Excel	XML	Schedule	F
TU_ACAD_ENROLLED_BY_DEPT_MNGT	With Enrollments & Instructors	Public	TU_ACAD_QUERIES	HTML	Excel	XML	Schedule	F
TU_ACAD_ENROLLED_CLASSES_COUNT	Section count no dups	Public	REGISTRAR	HTML	Excel	XML	Schedule	F
TU_ACAD_ENROLLED_CONC_TRACK	Students by Conc/Track & Term	Public	TU_ACAD_QUERIES	HTML	Excel	XML	Schedule	F
TU_ACAD_ENROLLED_HONORS	Honors courses by Term w Notes	Public	TU_ACAD_QUERIES	HTML	Excel	XML	Schedule	F
<b>TU_ACAD_ENROLLED_MAJORS</b>	Students by Major & Term	Public	TU_ACAD_QUERIES	HTML	Excel	XML	Schedule	F
TU_ACAD_ENROLLED_MAT	MAT Courses w/out Notes	Public	TU_ACAD_QUERIES	HTML	Excel	XML	Schedule	F
TU_ACAD_ENROLLED_MINORS	Students by Minors & Term	Public	TU_ACAD_QUERIES	HTML	Excel	XML	Schedule	F
TU_ACAD_ENROLLED_UPPER_LEVEL	Upper Level Courses by Dept	Public	TU_ACAD_QUERIES	HTML	Excel	XML	Schedule	F
TU_ACAD_ENR_CLASS_NOT_COMPLETE	D+, W, F, I, FX for Subj+Term	Public		HTML	Excel	XML	Schedule	F

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 - %:

Term (ex 1024 = fall '02):

[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	0231018	Alexandra	Asell	F	White	15.000	30	0.000	79.000	3.192	F			MD	2121-1904
2	1112	0128622	Kaegan	Atkinson	M		13.000	10	0.000	12.000	3.753	F			MD	2178-1330
3	1112	0271018	Kelly	Atkinson	F	White	18.000	40	9.000	106.000	2.518	F			MD	2083-2725
4	1112	0128108	Ann	Adams	F		16.000	20	16.000	52.000	3.099	F			MD	2120-4822
5	1112	0112888	Steven	Atkinson	M		12.000	GR	0.000	42.000	3.714	F			DE	1990-0906
6	1112	0118122	Christiana	Atkinson	F		18.000	30	59.000	80.000	3.150	F			MD	2070-4707
7	1112	0238712	Maria	Atkins	F	White	15.000	40	0.000	108.000	3.617	F			NJ	0881
8	1112	0238102	Sean	Atkins	M		17.000	30	0.000	86.000	3.070	F			DE	1970-7915
9	1112	0488108	Deanna	Atkins	F		15.000	30	56.000	75.000	3.200	F			HI	9675-0700

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:   
 Acad Org (% to show all):    
 Session (% to show all):

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

							THEORY	LEC							
		13181 A	E	ANTH	530	001	TOPICS IN ANTHROPOLOGY	LEC	LA4105	36	2	1	N		MAI
		13182 A	E	ANTH	530	101	TOPICS IN ANTHROPOLOGY	LEC	LH0238	205	2	0	N		MAI
		13183 A	E	ANTH	568	101	GLOBALIZATION CRS-CLTR PRSPCTV	LEC	LI0317	48	2	2	N		MAI
		13192 A	E	CRMJ	201	001	INTRODUCTION TO CRIMINOLOGY	LEC	LI0317	48	35	35	N		MAI
		13193 A	E	CRMJ	201	002	INTRODUCTION TO CRIMINOLOGY	LEC	LI0317	48	35	36	N		MAI
		13195 A	E	CRMJ	254	001	INTRO TO CRIMINAL JUSTICE	LEC	LA4110	90	37	37	N		MAI
		13196 A	E	CRMJ	254	002	INTRO TO CRIMINAL JUSTICE	LEC	LA4110	90	37	37	N		MAI
		13199 A	E	CRMJ	254	003	INTRO TO CRIMINAL JUSTICE	LEC	LI0009	49	35	35	N		MAI
		13201 A	E	CRMJ	254	004	INTRO TO CRIMINAL JUSTICE	LEC	LI0317	48	35	37	N		MAI
		13203 A	E	CRMJ	254	101	INTRO TO CRIMINAL JUSTICE	LEC	LA4105	36	35	36	N		MAI
		13206 A	E	CRMJ	331	001	CRIMINAL JUSTICE AND FILM	LEC	LI0007	46	30	30	N		MAI
		13210 A	E	CRMJ	332	001	CONFLICT RESOLUTION AND CRMJ	LEC	LI0009	49	30	31	N		MAI
		13212 A	E	CRMJ	337	001	CONTROVERSIES IN CRIM JUSTICE	LEC	LI0317	48	30	31	N		MAI
		13215 A	E	CRMJ	345	001	RACE AND CRIME	LEC	LI0307	35	30	33	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	E	SOCI	210	001	SOCIOLOGY OF SPORT	LEC	LI0317	48	35	35	N		N
102 1	13305 A	E	E	SOCI	243	001	SOCIOLOGY RACE, CLASS & GENDER	LEC	LI0009	49	35	35	N		N
103 1	13307 A	E	E	SOCI	243	002	SOCIOLOGY RACE, CLASS & GENDER	LEC	LI0009	49	35	35	N		N
104 1	13308 A	E	E	SOCI	249	101	SOCIAL PROBLEMS	LEC	LI0007	46	35	35	N		N
105 1	13312 A	E	E	SOCI	265	001	STATUS, FRIENDSHIP, INTIMACY	LEC	LA4110	90	37	37	N		N
106 1	13314 A	E	E	SOCI	265	002	STATUS, FRIENDSHIP, INTIMACY	LEC	LA4110	90	37	36	N		N
107 1	13316 A	E	E	SOCI	300	001	SOCIOLOGICAL ANALYSIS	AWC	LI0211	25	25	26	N		N
108 1	13318 A	E	E	SOCI	311	001	INDIVIDUAL AND SOCIETY	LEC	LI0316	52	30	29	N		N
109 1	13320 A	E	E	SOCI	313	001	INTRO TO SOCIAL PSYCHOLOGY	LEC	LI0007	46	30	28	N		N
110 1	13322 A	E	E	SOCI	323	001	SOCIAL MOVEMENTS	LEC	LI0009	49	30	32	N		N
111 1	13323 A	E	E	SOCI	327	001	URBAN SOCIOLOGY	LEC	LI0007	46	30	31	N		N
112 1	13326 A	E	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:

**TOWSON UNIVERSITY** Home | Add to Favorites

favorites | Main Menu > Reporting Tools > Query > Query Viewer [New Window](#) | [Help](#) | [Customize](#)

### 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

[Search](#) [Advanced Search](#)

### Search Results

Folder View: -- All Folders --

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	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>
TU_ACAD_GRADUATION_APPS_BY_MAJ	Graduation Applicants by Major	Public	TU_ACAD_QUERIES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>

**TOWSON UNIVERSITY** Home | Add to Favorites

Favorites | Main Menu > Reporting Tools > Query > Query Viewer [New Window](#) | [Help](#) | [Customize](#)

### 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

[Search](#) [Advanced Search](#)

### Search Results

\*Folder View: -- All Folders --

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	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>
TU_ACAD_DEG_AWARDED_MAJ	Graduated Students by Major	Public	TU_ACAD_QUERIES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>

Type TU\_ACAD\_ADV to find the Advisor/Advisee queries:

The screenshot shows the Towson University Query Viewer interface. At the top, the Towson University logo is on the left, and navigation links for Home and Add to Favorites are on the right. Below the logo is a breadcrumb trail: Favorites > Main Menu > Reporting Tools > Query > Query Viewer. On the right side of the breadcrumb trail are links for New Window, Help, and Customization. The main heading is "Query Viewer". Below this is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." The search criteria are: "Search By:" followed by a dropdown menu set to "Query Name", the text "begins with", and a text input field containing "TU\_ACAD\_ADV". There are two buttons: "Search" (highlighted in yellow) and "Advanced Search". Below the search section is the "Search Results" heading and a "Folder View:" dropdown menu set to "-- All Folders --". The results are displayed in a table with the following columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, and Run to XML. The table contains four rows of results.

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	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>
TU_ACAD_ADVISOR_BY_MAJOR	Student Advisors by Major	Public	TU_ACAD_QUERIES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>
TU_ACAD_ADVISOR_BY_MAJ_SUBPLAN	Student Advisors by Major	Public	TU_ACAD_QUERIES	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>
TU_ACAD_ADV_IAP_HOLDS	IAP Holds By Major	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>

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%:

The screenshot shows the Towson University Query Viewer interface. At the top, there is a navigation bar with 'Home' and 'Ad' links. Below that is a breadcrumb trail: 'Favorites | Main Menu > Reporting Tools > Query > Query Viewer'. A 'New Window | Help' link is also present. The main heading is 'Query Viewer'. Below this, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search criteria are: 'Search By: Query Name' (selected from a dropdown), 'begins with' (operator), and 'TU\_ACAD%NEW%' (input field). There are 'Search' and 'Advanced Search' buttons. Below the search area is the 'Search Results' section with a 'Folder View: -- All Folders --' dropdown. A table displays the search results:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel
TU_ACAD_NEW_ADMIT_ENROL_BY_MAJ	New Admits Enr for Term by Maj	Public	TU_ACAD_QUERIES	<a href="#">HTML</a>	<a href="#">Excel</a>

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](mailto:ssides@towson.edu)) or phone (410-704-3694).