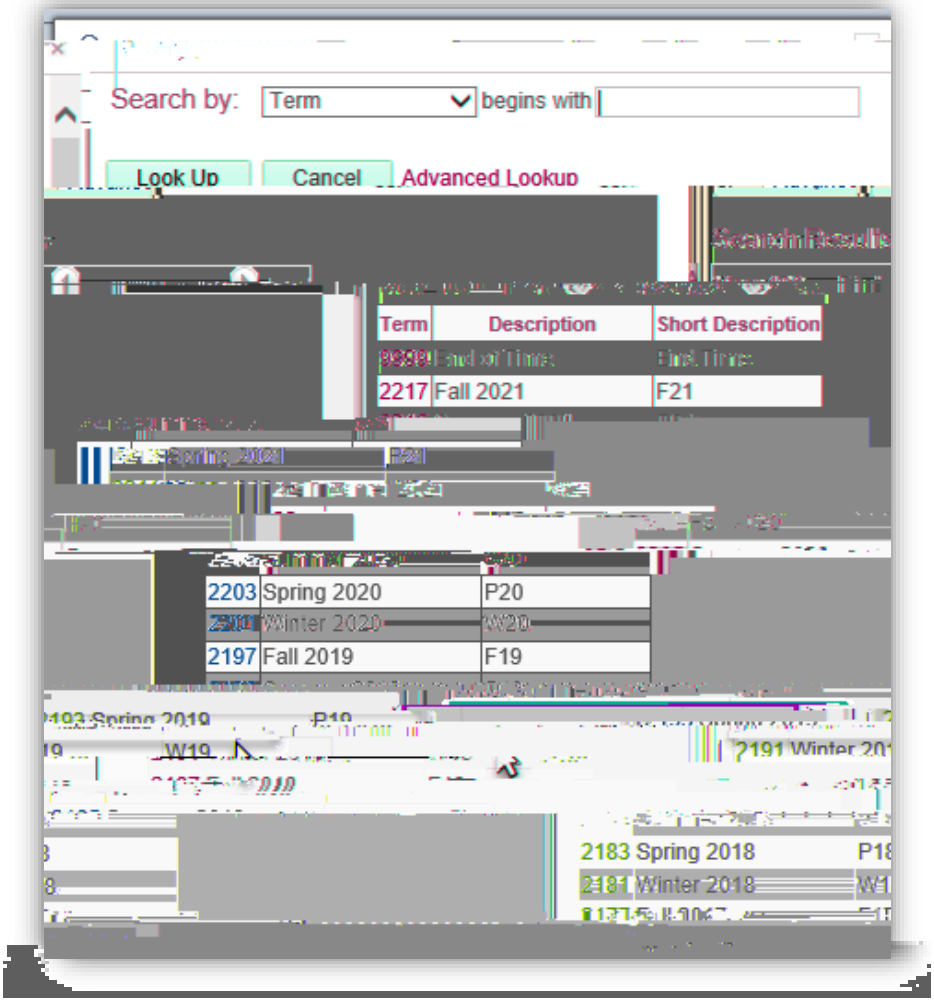
Graduate Students on Leave of Absence Query

SA – Graduate Programs

The following will assist Graduate Plaardm7.9llaPd59.9 (l)1.8 (l)1illllllT4>6.088gI9 (cl)14 (l. g-0)1.9 (. g-0 un-0.9 (t)1

6. The UCSR_ST_ON_LEAVE_ABSENCE_NEW query window opens allowing selection criteria to be entered. Complete the fields with desired search criteria. Note: You can enter this information directly or use the Lookup tools (e.g. Institution = UCALG).
7. Click the Career list and click the Graduate Programs list item.

8. Enter the desired term directly or use the Lookup tool. Click the Look up Term button. Select the desired Term (e.g. 2193 Spring 2019).



9. If desired, enter an Academic Program. Click the Look up Acad Prog button.

12. The query results will display in HTML format. The results can be saved as an Excel file. Note: *All student information displayed is scrambled for FOIP reasons.* Click the

2.