



How Do I? **LEONet Queries**

PeopleSoft version 8

1. Log in to PeopleSoft.
2. Select **People Tools > Query Manager > Use > Query Manager**.
3. Select **Name** from the first drop down box on the Find the Existing Query page.
4. Select **begins with** from the second drop down box on the Find the Existing Query page.
5. Key in **slu_cse_failorwdr** in the third drop down box on the Find the Existing Query page.
6. Click the yellow **Search** button.
You should see the query called **slu_cse_failorwdrse101_notreg**.
7. Click **Run** to run the query.
The query has three prompts: PrevTerm1, PrevTerm2, and RegTerm.
8. Key in the previous two semesters in the PrevTerm1 and PrevTerm2 boxes, and the current semester in the RegTerm box.

For example: if you are trying to find students who failed or withdrew from SE 101 in either Spring or Summer 2007 and who are not registered for the class in Fall 2007, you would key in 2073 in the PrevTerm1 box, 2075 in the PrevTerm2 box, and 2078 in the RegTerm box.

As another example: if you want to generate a list of students who failed or withdrew from SE 101 in Fall 2007 and are not registered for the class in Spring 2008, you would key in 2078 in the PrevTerm1 box, leave the PrevTerm2 box empty, and key in 2083 in the RegTerm box.

9. Click the **View Results** button after you have keyed in all the necessary information.
10. To download the data to an Excel spreadsheet, click the link **Excel2K Spreadsheet**.
A box will open prompting you to save the results.
11. Click the **Save** button.
12. Navigate to a secure location, such as the M drive, and save the file.

Output Fields

- **Emplid** – Student's W number
- **Last Name** – Student's last name
- **First Name** – Student's first name
- **Subject, Catalog, Section** – SE 101 section in which the student was enrolled
- **Grade** – Course grade received W or F
- **College** – Student's college
- **Acad Plan** – Student's major
- **Address 1** – Street name and number from student's mailing address
- **City** – City from student's mailing address
- **St** – State from the student's mailing address
- **Postal** – Zip code from the student's mailing address
- **Email** – Southeastern's email address for the student
- **Phone** – Student's home phone number
- **Total Hours Earned** – Number of cumulative hours the student has earned
- **Hours Enrolled** – Number of hours the student is enrolled in the semester for which registration is currently open
- **Stdng Actn** – Student's current academic standing