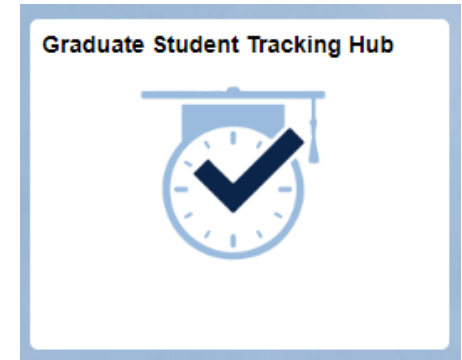


Graduate Student Tracking Hub

(for Student Services Managers)

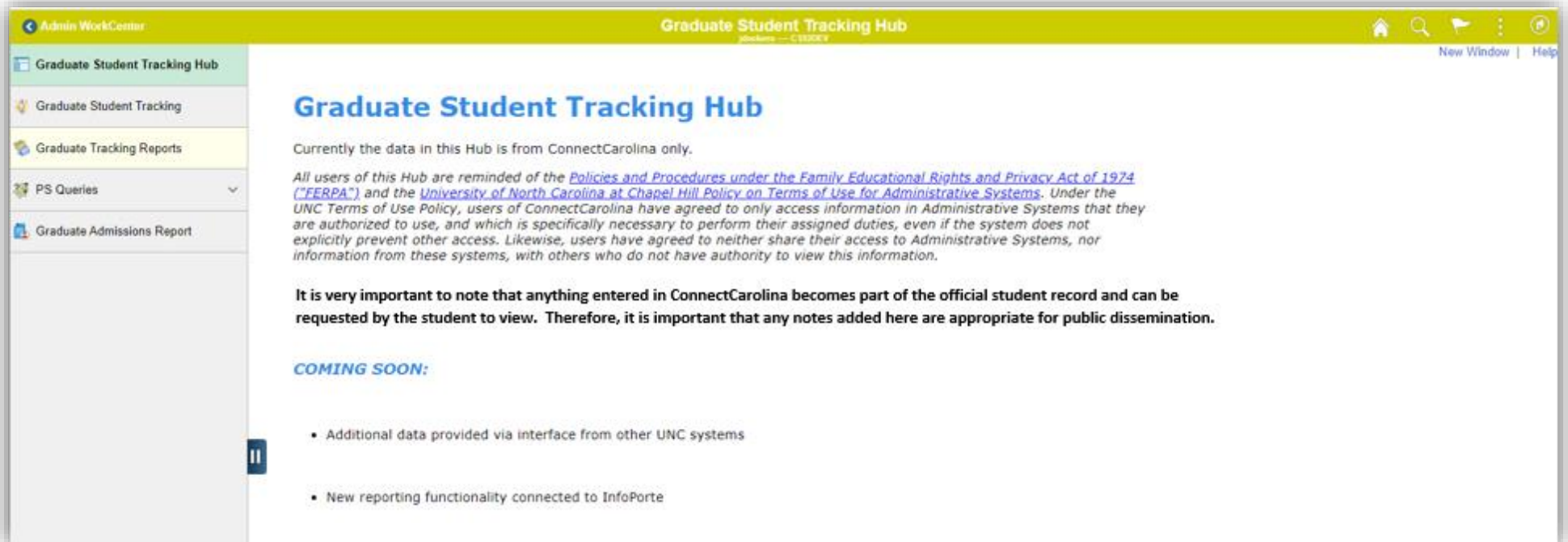
The Graduate Student Tracking Hub is a compilation of pages and data from many areas of ConnectCarolina in one place. There are also some custom areas to add additional details about your students. Please take note of the messages on the landing page of the Hub, as these will be important information about user responsibilities as well as new features and updates that will be added in the future. The tile shown to the right is available to users with the Student Services Manager security role in the Admin WorkCenter HomePage of ConnectCarolina.



For any issues encountered while using the Hub or for any enhancement requests, please join the discussion in the SSM Teams site or log a ServiceNow ticket to Student Administration Triage.

Access to this Hub is limited to Student Services Managers due to the many areas of data displayed. To request access for a new Student Services Manager, create an ARC request for the Graduate Student Tracking Hub through Student Administration > Student Records.

[The Landing Page](#) has important information about user responsibilities and enhancements coming soon. You can see the menu of options on the left and the blue "drawer pull" that allows the user to collapse the menu and pull it back out as desired when on any page in the Hub.



Graduate Student Tracking is the entrance to the student data pages. You can search by PID, program/plan, name, or department. The important thing to note on the search page is the “Active” checkbox. If you are searching for a student on leave or a student who has recently graduated, you will need to uncheck this box to find any inactive students.

The screenshot shows the 'Graduate Student Tracking Hub' interface. On the left is a navigation sidebar with links to 'Graduate Student Tracking Hub', 'Graduate Student Tracking', 'Graduate Tracking Reports', 'PS Queries', and 'Graduate Admissions Report'. The main content area is titled 'Graduate Student Tracking' and includes a 'Find an Existing Value' button. Below this is a 'Search Criteria' section with the following fields: 'Empl ID' (dropdown 'begins with' and text input), 'Academic Career' (dropdown '=' and dropdown menu), 'Academic Program' (dropdown 'begins with' and text input), 'Academic Plan' (dropdown 'begins with' and text input), 'Active' (checkbox checked), 'Department' (dropdown 'begins with' and text input), 'First Name' (dropdown 'begins with' and text input), and 'Last Name' (dropdown 'begins with' and text input). At the bottom, there is a 'Case Sensitive' checkbox, a 'Search' button, a 'Clear' button, and a 'Basic Search' link with a 'Save Search Criteria' link.

Admin WorkCenter Graduate Student Tracking Hub New Window | Help

Graduate Student Tracking Hub

Graduate Student Tracking

Graduate Tracking Reports

PS Queries

Graduate Admissions Report

Graduate Student Tracking

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

[Find an Existing Value](#)

Search Criteria

Empl ID begins with

Academic Career =

Academic Program begins with

Academic Plan begins with

Active

Department begins with

First Name begins with

Last Name begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Student Info is the first tab that pulls together information about the students' program/plan, contact information, and image if they have one in the system. Some images will display larger than others, depending on the resolution of the picture that was uploaded. This page will also indicate international citizenship and status of the International CPT.

- The **Department Designation for Advisor/Faculty Mentor** section allows SSMs to search for and add faculty as Dissertation/Thesis Chair, Advisor, or Mentor, however these are not "official" with the Registrar's Office. These are designated by the department and are meant for internal use and reference. The last text box in this section allows a user to enter "free text" for any person not affiliated with the university.
 - The **Advisor Audit** section keeps the history of any entries in the above section including who added the entry.
 - The **Interactions** section allows users to select an interaction type and then add notes on the interaction for other users to see.
- **It is very important to note that anything entered in ConnectCarolina becomes part of the official student record and can be requested by the student to view. Therefore, it is important that any notes added are appropriate for public dissemination.**

The screenshot displays the 'Graduate Student Tracking Hub' interface. The top navigation bar includes 'Student Info', 'Degree Progress', 'Achievements', 'Courses Taken', 'Courses Taught', 'Funding', and 'Alum Info'. The left sidebar contains 'Graduate Student Tracking Hub', 'Graduate Student Tracking', 'Graduate Tracking Reports', 'PS Queries', and 'Graduate Admissions Report'. The main content area is divided into several sections:

- Student Info:** Fields for PID, Legal Name, Preferred Name, and a 'Student Picture' placeholder. A 'Program' section includes Program (AS Doctor of Philosophy), Plan (Mathematics), Academic Load (Full-Time), and Minor (Minor).
- Email/Emergency Contact:** Fields for Email Address, Emergency Contact, Emergency Relationship, and Emergency Phone.
- Campus Address:** Fields for Address Line 1, Address Line 2, City, Postal Code, and Effective Date.
- Mailing Address:** Fields for Address Line 1, Address Line 2, City (Chapel Hill), Postal Code (27517), and Effective Date (07/20/2017).
- Department Designation for Academic Advisor/Faculty Mentor:** Searchable fields for Chair, Advisor, and Mentor, and a text box for the Name of Non-UNC Affiliated Advisor.
- Advisor Audit:** A table with columns for Advisor Type, Advisor Name, Updated By, and Date/Time.
- Interactions:** A table with columns for -Type, Comment, Updated by, and Date/Time.

At the bottom, there are buttons for 'Save', 'Return to Search', and 'Refresh'. The footer shows the current tab and other navigation options.

[Degree Progress](#) is the second tab that displays Milestones information as well as Leave History and any UNC Degrees – both past completed degrees and those still in progress. As you can see in the image below, the top section of the page that includes student program/plan information and image is static on every tab. The Milestone links are live and users can click on those to see the additional detail on each of those in the same way they can in Student Center.

The screenshot displays the 'Graduate Student Tracking Hub' interface. The top navigation bar includes tabs for 'Student Info', 'Degree Progress', 'Achievements', 'Courses Taken', 'Courses Taught', 'Funding', and 'Alum Info'. The 'Degree Progress' tab is currently selected.

Student Info: Fields for PID, Legal Name, and Preferred Name are present. A placeholder for the 'Student Picture' is shown.

Program: A table displays program details:

| | | | |
|------------------|-------------------------|---------------|-----------|
| Program | AS Doctor of Philosophy | Academic Load | Full-Time |
| Plan | Mathematics | Minor | |
| Area of Interest | | | |
| Residency | North Carolina Resident | Effective | 2017 Fall |
| Active/Inactive | Active | Admit Term | 2017 Fall |

Leave History: A table with columns 'Leave Date' and 'Return Date' is shown, currently empty.

UNC Degrees: A table with columns 'Program', 'Plan', and 'Completion Term' is shown, containing one entry:

| Program | Plan | Completion Term |
|-------------------------|-------------|-----------------|
| AS Doctor of Philosophy | Mathematics | |

Milestones: A table with columns 'ABDI/Advanced to Candidacy', 'Status', 'Institution', 'Career', and 'Program Description' is shown. It lists 14 milestones, most with a status of 'Not Completed'.

| ABDI/Advanced to Candidacy | Status | Institution | Career | Program Description |
|--------------------------------|----------------|-----------------|----------|-------------------------|
| ABDI/Advanced to Candidacy | Not Completed | UNC-Chapel Hill | Graduate | AS Doctor of Philosophy |
| Doctoral Credit Hours | Not Completed | UNC-Chapel Hill | Graduate | AS Doctor of Philosophy |
| Doctoral Committee | Not Completed | UNC-Chapel Hill | Graduate | AS Doctor of Philosophy |
| Dissertation Defense | Not Completed | UNC-Chapel Hill | Graduate | AS Doctor of Philosophy |
| Dissertation Credit Hours | Not Completed | UNC-Chapel Hill | Graduate | AS Doctor of Philosophy |
| Approved Doctoral Dissertation | Not Completed | UNC-Chapel Hill | Graduate | AS Doctor of Philosophy |
| Foreign Language | Not Applicable | UNC-Chapel Hill | Graduate | AS Doctor of Philosophy |
| Grade Requirements Met | Not Completed | UNC-Chapel Hill | Graduate | AS Doctor of Philosophy |
| Doctoral Oral Examination SA | Not Completed | UNC-Chapel Hill | Graduate | AS Doctor of Philosophy |
| Residency Requirements-O | Completed | UNC-Chapel Hill | Graduate | AS Doctor of Philosophy |

At the bottom, there are buttons for 'Save', 'Return to Search', and 'Refresh'. A breadcrumb trail at the very bottom reads: 'Student Info | Degree Progress | Achievements | Courses Taken | Courses Taught | Funding | Alum Info'.

Achievements is the third tab and gives SSMs the ability to add various types of achievements, achievement date, and a “free text” field to add the title/description of the achievement. These rows do record the user who entered the data and the date entered.

- There is an enhancement planned that will allow students to enter their own achievements in their Student Center and at that point, achievements entered in the Graduate Student Tracking Hub and in the Student Center will display in both places for both students and SSMs.

The screenshot displays the 'Graduate Student Tracking Hub' interface. The top navigation bar includes 'Admin WorkCenter' and 'Graduate Student Tracking Hub'. The main content area is divided into several sections:

- Navigation Tabs:** Student Info, Degree Progress, **Achievements** (active), Courses Taken, Courses Taught, Funding, Alum Info.
- Student Information:** PID, Legal Name, Preferred Name.
- Program Details:**

| | | | |
|------------------|-------------------------|---------------|-----------|
| Program | AS Doctor of Philosophy | Academic Load | Full-Time |
| Plan | Mathematics | Minor | |
| Area of Interest | | | |
| Residency | North Carolina Resident | Effective | 2017 Fall |
| Active/Inactive | Active | Admit Term | 2017 Fall |
- Achievements Table:**

| Achievement Type | Achievement Date | Description | Added by | Date/Time | | |
|----------------------|----------------------|----------------------|----------|-----------|---|---|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | | | + | - |
- Buttons:** Save, Return to Search, Refresh.
- Footer:** Student Info | Degree Progress | Achievements | Courses Taken | Courses Taught | Funding | Alum Info

Courses Taken is the fourth tab and displays the information about the courses taken at UNC. This will include any courses taken in another career or for another degree. This grid can be sorted by clicking on the header of the column you want to use for sorting.

Graduate Student Tracking Hub

Admin WorkCenter

Graduate Student Tracking Hub

Graduate Student Tracking

Graduate Tracking Reports

PS Queries

Graduate Admissions Report

Student Info | Degree Progress | Achievements | **Courses Taken** | Courses Taught | Funding | Alum Info

PID
Legal Name
Preferred Name

Program

| | | | |
|------------------|-------------------------|---------------|-----------|
| Program | AS Doctor of Philosophy | Academic Load | Full-Time |
| Plan | Mathematics | Minor | |
| Area of Interest | | | |
| Residency | North Carolina Resident | Effective | 2017 Fall |
| Active/Inactive | Active | Admit Term | 2017 Fall |

Student Picture

1-10 of 20 | View All

| Term | Career | Subject | Catalog # | Section | Hours | Grade | Description | Instructor |
|------|-------------|---------|-----------|---------|-------|---------|--------------------------------|------------|
| 2209 | 2020 Fall | GRAD | MATH | 994 | 010 | 3.00 | DOCT RESEARCH AND DISSERTATION | STAFF |
| 2202 | 2020 Spring | GRAD | MATH | 994 | 010 | 3.00 H | DOCT RESEARCH AND DISSERTATION | STAFF |
| 2199 | 2019 Fall | GRAD | MATH | 994 | 010 | 3.00 H | DOCT RESEARCH AND DISSERTATION | STAFF |
| 2192 | 2019 Spring | GRAD | MATH | 799 | 001 | 3.00 P | MATHEMATICAL MODELING II | STAFF |
| 2192 | 2019 Spring | GRAD | MATH | 792 | 001 | 3.00 H | NUMERICAL ODE/POE, II | STAFF |
| 2192 | 2019 Spring | GRAD | GRAD | 721 | 001 | 1.00 PS | RESEARCH ETHICS | STAFF |
| 2192 | 2019 Spring | GRAD | MATH | 891 | 006 | 1.00 H | SPECIAL TOPICS | STAFF |
| 2192 | 2019 Spring | GRAD | MATH | 891 | 004 | 1.00 H | SPECIAL TOPICS | STAFF |
| 2189 | 2018 Fall | GRAD | MATH | 781 | 001 | 3.00 H | NUMERICAL ODE/POE, I | STAFF |
| 2189 | 2018 Fall | GRAD | MATH | 892 | 001 | 3.00 P | COMPUTATIONAL MATH | STAFF |

Save | Return to Search | Refresh

Student Info | Degree Progress | Achievements | **Courses Taken** | Courses Taught | Funding | Alum Info

Courses Taught is the fifth tab and displays the information about the courses taught at UNC. This grid can be sorted by clicking on the header of the column you want to use for sorting.

- Future enhancements on this tab include data from Blue regarding class and instructor ratings, as well as a section that allows the SSM to enter Courses Taught data for a student who was not listed in ConnectCarolina as a primary instructor.

The screenshot displays the 'Graduate Student Tracking Hub' interface. The 'Courses Taught' tab is active, showing a student's profile and a list of courses. A box labeled 'Student Picture' is overlaid on the profile information.

Student Profile Information:

- PID
- Legal Name
- Preferred Name
- Program**
 - Program: AS Doctor of Philosophy
 - Plan: Mathematics
 - Academic Load: Full-Time
 - Minor: Minor
 - Area of Interest
 - Residency: North Carolina Resident
 - Effective: 2017 Fall
 - Active/Inactive: Active
 - Admit Term: 2017 Fall

Courses Taught Table:

| Term | Subject | Catalog # | Section | Description | Enrollment | |
|------|-----------|-----------|---------|-------------|---------------------|----|
| 2200 | 2020 Fall | MATH | 119 | 001 | MATH MODELING | 20 |
| 2100 | 2019 Fall | MATH | 231 | 617 | CALC FUNC ONE VAR I | 28 |
| 2100 | 2019 Fall | MATH | 231 | 618 | CALC FUNC ONE VAR I | 28 |

Buttons: Save, Return to Search, Refresh

Navigation: Student Info | Degree Progress | Achievements | Courses Taken | Courses Taught | Funding | Alum Info

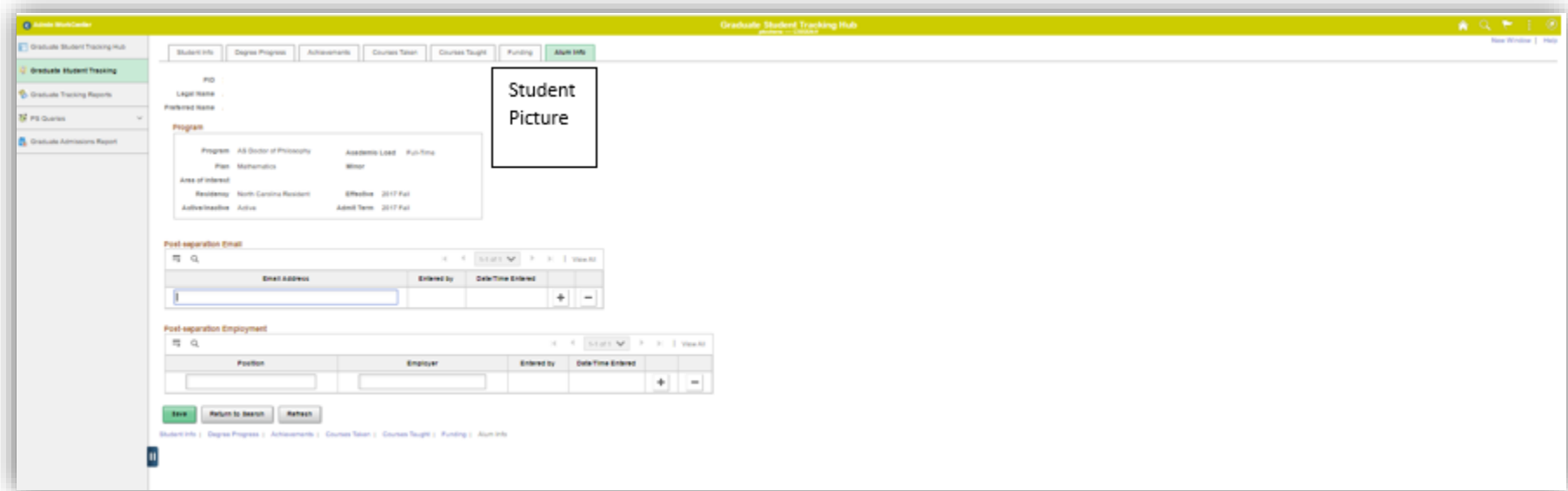
Funding is the sixth tab and displays the information about the funding the student has received at UNC and the Graduate Student Health Insurance that has been paid by a UNC Department. There is also a grid available to enter outside funding or to use for future planning purposes. These grids can be sorted by clicking on the header of the column you want to use for sorting.

*****It is important to note that any data entered into the Planning Grid is for informational and planning purposes in this page only, and does not update the GradStar system or any other pages/tables/systems, nor will it disburse.**

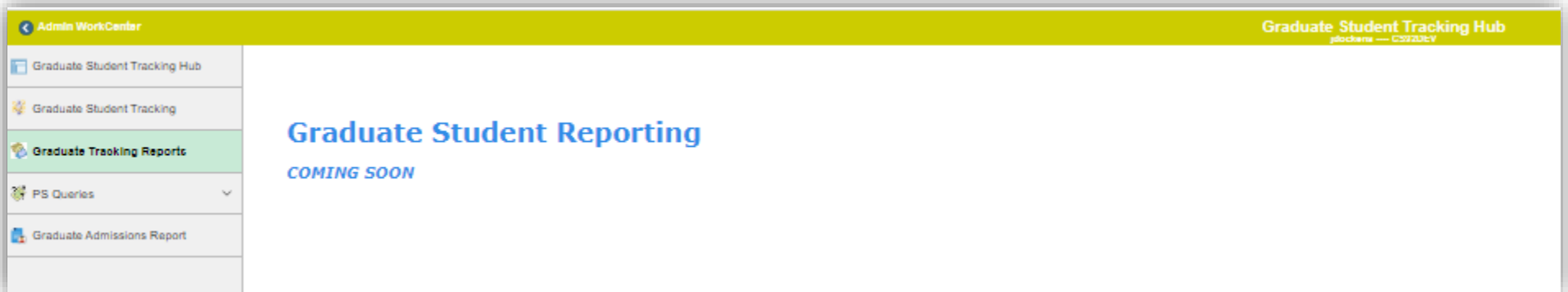
The screenshot displays the 'Funding' tab in the Graduate Student Training Hub. The interface includes a navigation menu on the left and a main content area with several sections:

- Student Information:** Fields for ID, Legal Name, Preferred Name, Program (AS Doctor of Philosophy, Plan: Mathematics, Minor), Area of Interest, Residency (North Carolina Resident), Effective Date (2017 Fall), and Admitted Term (2017 Fall). A red box labeled "Student Picture" is positioned over the student's profile area.
- Service (sch, Payroll, Voucher) and Non-Service (st):** A table with columns: Award Type, Term, Funding Dept, Fund, Account, Source, Project ID, Program, Job Code, Amount, and Status. It lists various funding awards with their respective details.
- Fees:** A table with columns: Award Type, Term, Funding Dept, Fund, Account, Source, Project ID, Program, Amount, and Status. It lists various fee awards.
- DMP Enrollment:** A table with columns: Aid Year, Status, and Funding Dept. It shows enrollment status for the years 2020, 2019, and 2018.
- Future Funding Plans:** A form for planning purposes with columns: Year, Term, Award, Source, Amount, Entered By, and Date Time Entered. It includes a 'Save' button and a 'Return to Search' button.

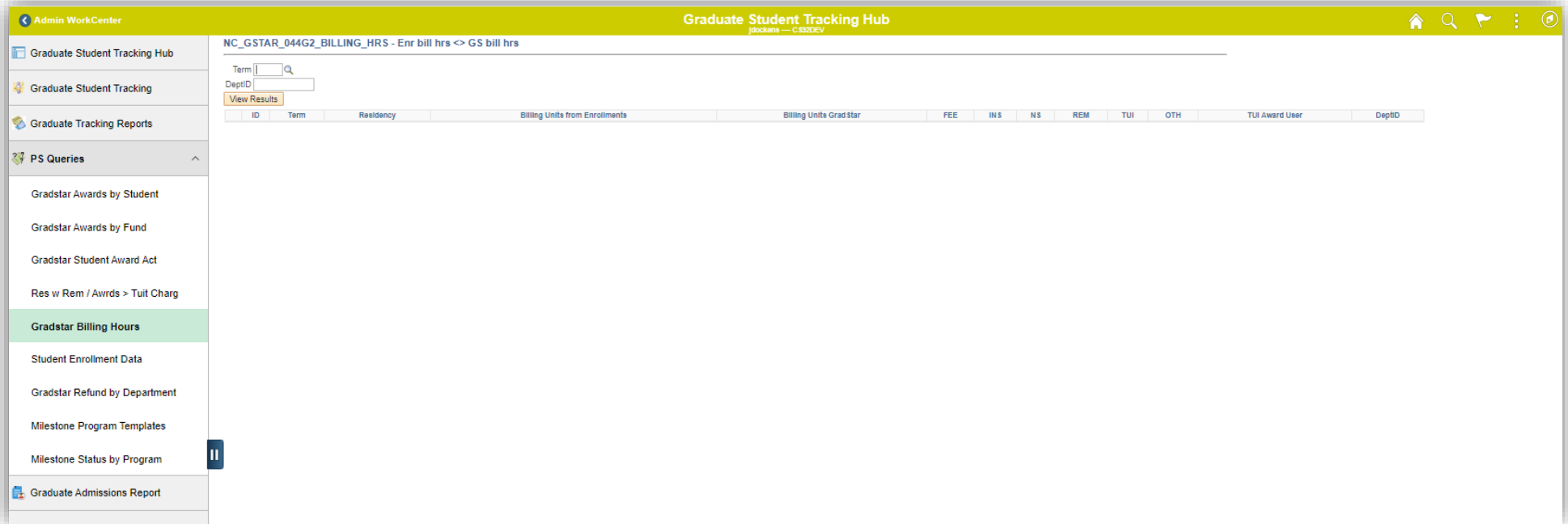
[Alum Info](#) is the seventh and last tab and displays options for collecting email addresses and post-graduation employment information. The information entered logs the user who entered the data and the date.



Below [Graduate Student Tracking](#) is the menu item for [Graduate Tracking Reports](#). This is listed on the Landing Page as a feature to be added in a future phase. This page will connect with InfoPorte and provide access to those reports inside the Hub.

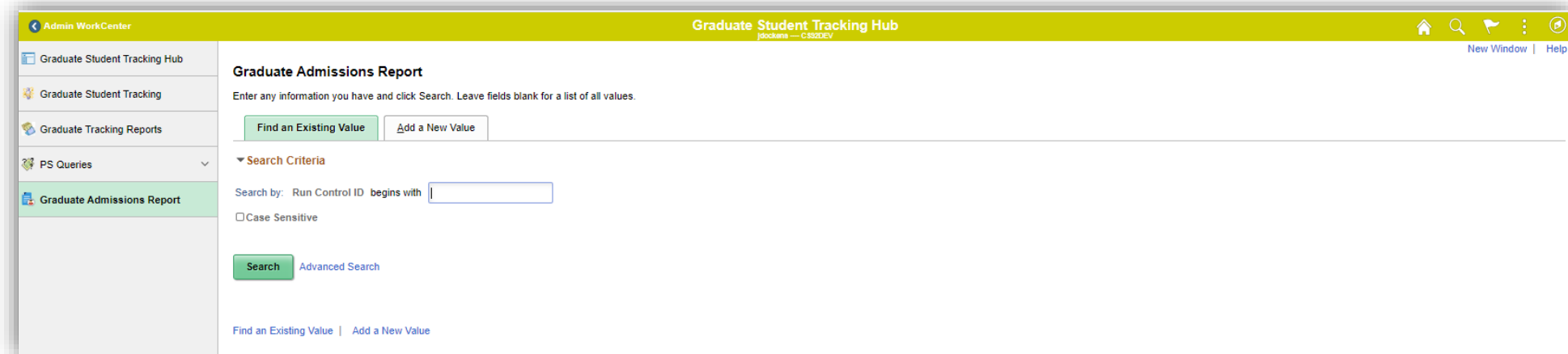


Next in the menu is [PS Queries](#). This is a compilation of frequently used queries in ConnectCarolina that can be run directly from the menu in the Hub. However, this does not give a user access to these queries if they do not already have access. If you need access to one of these queries, please log an ARC Request with the query name and the department number for the data you need to access. If there are other queries that you would find useful in this menu item, please send those suggestions in the SSM Teams site or in a ServiceNow request to the Student Administration Triage group.



The screenshot shows the 'Graduate Student Tracking Hub' interface. The left sidebar contains a menu with 'PS Queries' expanded, listing various reports. The main content area displays a search for 'NC_GSTAR_044G2_BILLING_HRS - Enr bill hrs <> GS bill hrs'. Below the search filters, a table of results is shown with columns: ID, Term, Residency, Billing Units from Enrollments, Billing Units GradStar, FEE, INS, NS, REM, TUI, OTH, TUI Award User, and DeptID.

And last in the menu is the [Graduate Admissions Report](#) which requires you to create/use your own run control. If you have any questions about this report, please contact the Graduate School for more information.



The screenshot shows the 'Graduate Admissions Report' interface. It features a search section with buttons for 'Find an Existing Value' and 'Add a New Value'. Below this, there are search criteria options, including a dropdown for 'Search by: Run Control ID begins with' and a checkbox for 'Case Sensitive'. A 'Search' button and an 'Advanced Search' link are also visible.