

# Department Chair Query Guide

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**RHODE ISLAND  
COLLEGE**

PeopleSoft:  
MyRIC Portal

Department Chair  
Query Guide

The information  
contained herein is  
intended to be used  
solely by Rhode  
Island College and its  
employees.

*Last Update: 07/09/2013*

MyRIC\_pdf\_Charlie\_Chair\_Queries\_list

*Please call MISHelpDesk @9873 for assistance.*

# Department Chair Query Guide

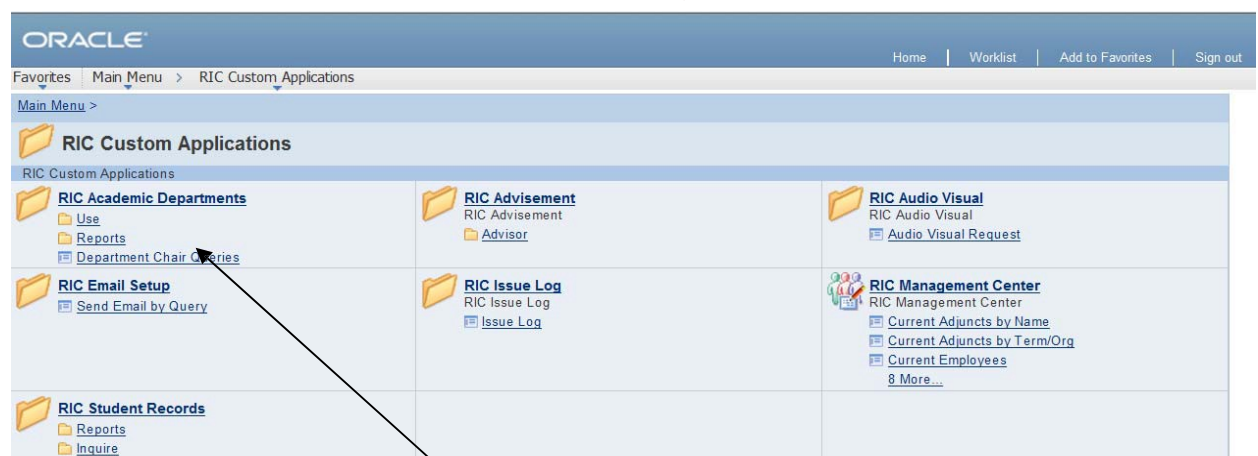
## Department Chair Query

MIS will review any new requested queries to be added to the Department Chair Query List.

Please send your requests to [byu@ric.edu](mailto:byu@ric.edu)

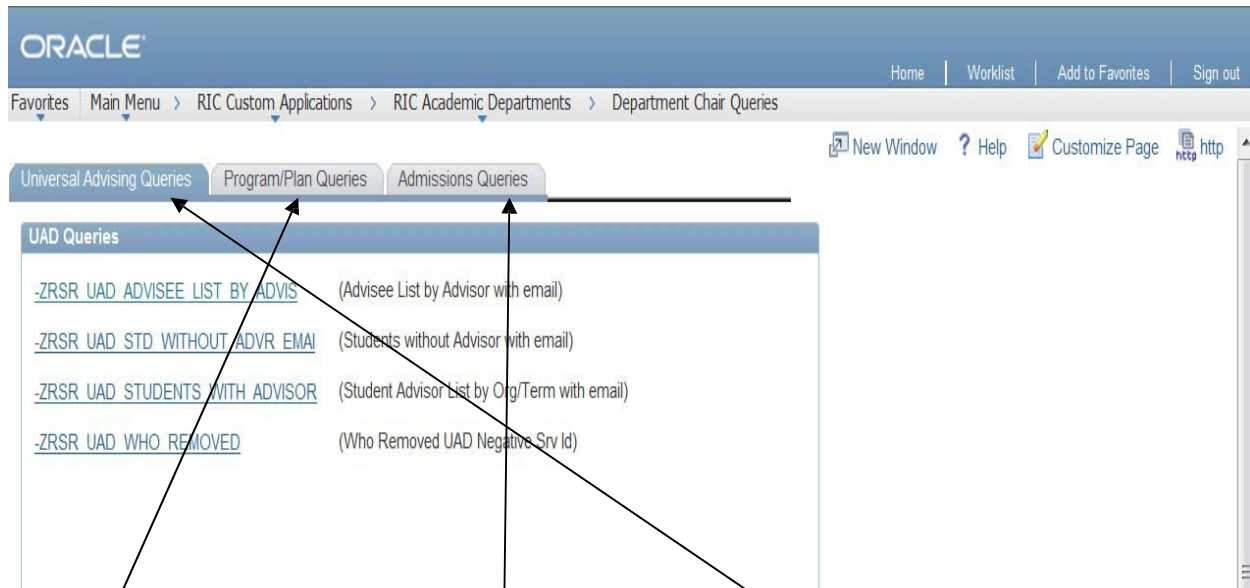


To execute Chairs Master list: Click:  **RIC Custom Applications**



Click: ***Department Chair Queries***

# Department Chair Query Guide



The Department Chair Query is made up of three tabs: [Universal Advising Queries](#), [Program/Plan Queries](#) and [Admissions Queries](#).

**Select a Tab to see the various queries available to you.**

Example:

Click: [Program/Plan Queries Tab](#)

Click: [ZRSR DEPT MAJ REP BY PLAN](#) (Dept Major GPA within Subject)

See: Selected query – next-page:

# Department Chair Query Guide

http://pssaweb.ricps.edu/psc/SADEV9...

ZRSR\_DEPT\_MAJ\_GPA\_IN\_SUBJECT - Dept Major GPA within Subject

Institution:

Career:

Academic Organization:

Subject:

Acad Plan:

Subject Units >=:

Subject Grd Pts >=:

Total Units >=:

Cum GPA >=:

ID	Name	Subject Units	Subject Grade Points	Total Units	Cum GPA
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Click: Magnify Glass – Institution: Select: **RICOL** or Type: **RICOL**

Click: Down Arrow in Career field:

Select: **Graduate** or **Undergraduate**

Click: Magnify Glass – Academic Organization:

Select: **Academic Organization from the Table**

Click: Magnify Glass – Subject:

Select: **Subject from the Table**

Click: Magnify Glass – Acad Plan:

Select: **Acad Plan from the Table**

Enter: Cum GPA (**Based on your requested report**).

Enter: **3.50**

Click: **VIEW RESULTS**

# Department Chair Query Guide

http://pssaweb.ricps.edu/psc/SADEV9...

ZRSR\_DEPT\_MAJ\_GPA\_IN\_SUBJECT - Dept Major GPA within Subject

Institution: RICOL

Career: Undergraduate

Academic Organization: ENGLISH

Subject: ENGL

Acad Plan: ELEDENG-IM

Subject Units >=: 0.00

Subject Grd Pts >=: 0.000

Total Units >=: 0.000

Cum GPA >=: 3.500

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-2 of 2 Last

	ID	Name	Subject Units	Subject Grade Points	Total Units	Cum GPA
1	042		4.00	12.000	87.000	3.628
2	042		4.00	16.000	44.000	3.972

To create an Excel Spreadsheet – Click: **[Excel Spreadsheet](#)**

Do you want to open or save this file? **[Select Option](#)**

Click: **Open** or **Save** (give file a name before clicking on Save).

# Department Chair Query Guide

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The screenshot shows an Excel spreadsheet with the following data:

ID	Name	Subject Units	Subject Grade Points	Total Units	Cum GPA
0433969	Dumas, Sara A	4.00	12.000	87.000	3.628
0426418	Fox, Kristen A	4.00	16.000	44.000	3.972