

# Common Advanced Searches in Navigate

## 1. Student not registered for future term

(Example - Student not Registered for Spring 2023)

- Student Information> Category> +> In None of These> Expect Grad Term- 202210 & Expect Grad Term- 202290 and Probation- Dismissed-Academic (DA)
- Enrollment History> +> In Any of These> Spring Semester 2019> In None of These> Fall Semester 2019
- Area of Study or My Students Only
- Save Search

### Semester Codes\*

Year + (10, 60, 90)

- 10 - Spring Term
- 60 - Summer Term
- 90 - Fall Term

\*Helpful tip - Spring Term starts in January = 1st month of the year, Summer Term starts in June = 6th month of the year, and Fall Term starts in September (kind of) = 9th month of the year. For example, Spring Semester code for 2023 is "202310."

## 2. List of assigned students to an advisor for a specific semester

(example – students in *Sean Wernert-Eighmy's* caseload for Spring 2023)

- **Enrollment History:**
  - Enrollment Terms (In Any of These
    - Spring Semester 2023
- **Assigned To:**
  - Student Has relationship: Any
  - Assigned to Team Members: *Wernert-Eighmy, Sean*
- **Term Data**
  - Min. Credit Hours:
    - 1
- Click "Search" Button
- Save Search

Note:

*"Primary Academic Advising" contact will show students that are assigned to primary advisor. "Academic Advisor Contact" shows all students assigned to an advisor (secondary advisors, minor advisors, etc.).*

Relationship type
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Primary Academic Advising Contact	This label is for the first declared major.
Academic Advising Contact	This label is used for 2 <sup>nd</sup> major, additional contacts within the students declared major, concentration, options, certificate,
Minor Advising Contact	Advising Minor Requirements Including Interdisciplinary Minors

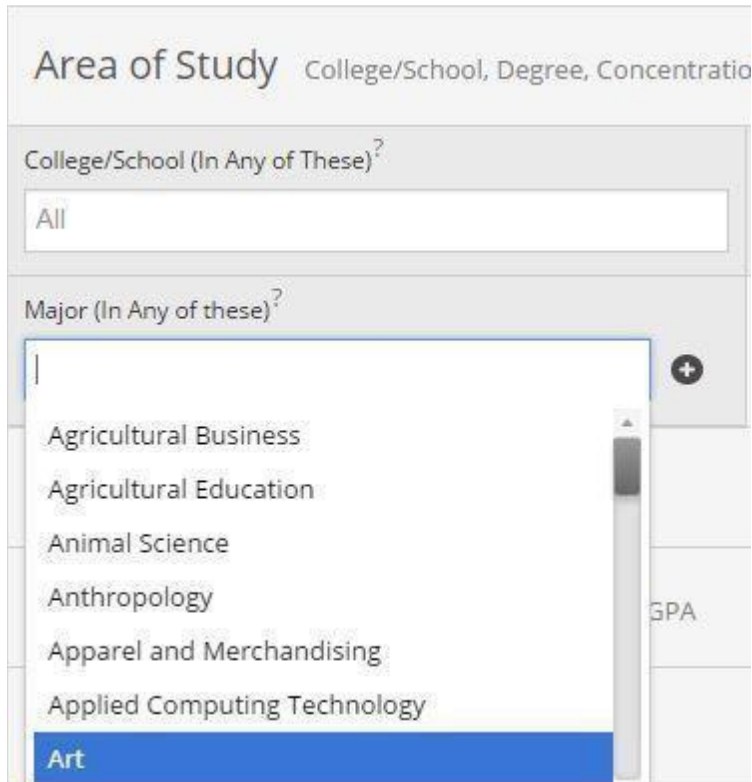
### 3. How to search for First Generation and Students Recommended for Support (SRS)

(Example - First Generation and SRS Students in Health and Human Sciences during Spring Semester 2023)

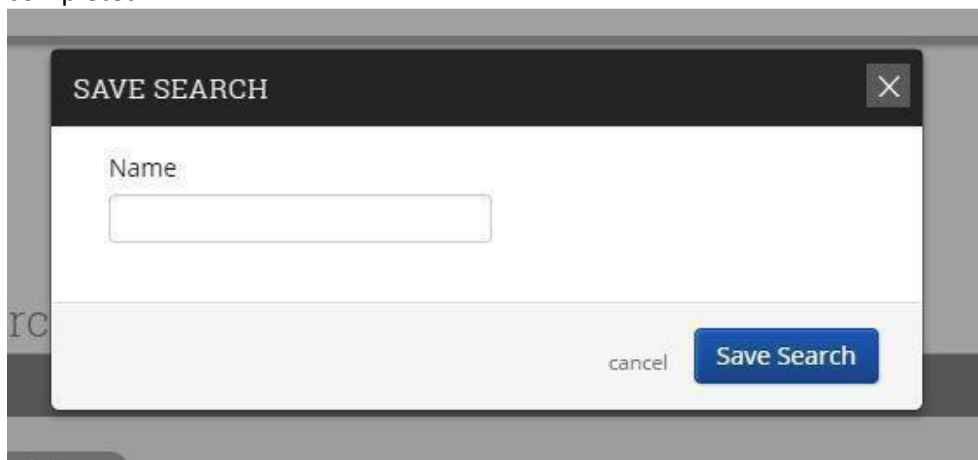
- Student Information:
  - Category (In Any of these)
    - SRS- 202310 (SRS- 202310)
    - First Generation (First Generation)
  - *Note: this search will pull a report of students that are both SRS and First Generation for Spring Semester 2023. To pull specific reports of these students run them one at a time*
- Enrollment History:
  - Enrollment Terms (In Any of These)
    - Spring Semester 2023
- Click blue “Search” Button
- Save Search

#### 4. Students in a specific major or 'Area of Study'

- **Area of Study Tab:** If searching for students in your department click on the Area of Study tab to expand. In Major Field, select which departments you are searching for. Then click search.



- Once you have generated your search results, click on the Save button
- Name your search something that accurately describes whatever search you have completed.




- You can now either act on this list or complete your next Advanced Search.

## 5. Persistence and retention rates by department

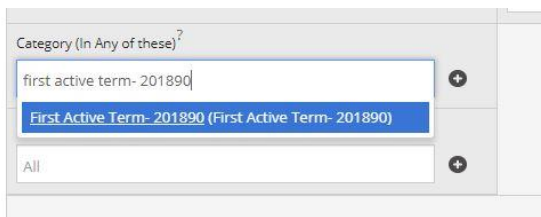
Example: Math and Comp in the First 30 Credit Hours

A key student success data point at CSU is the increase in graduation when a student completes Math and Comp requirements within the first 30 credit hours. Further analysis by Institutional Research showed a significant difference between students who take 27 or below credits compared to 28 credits and above.

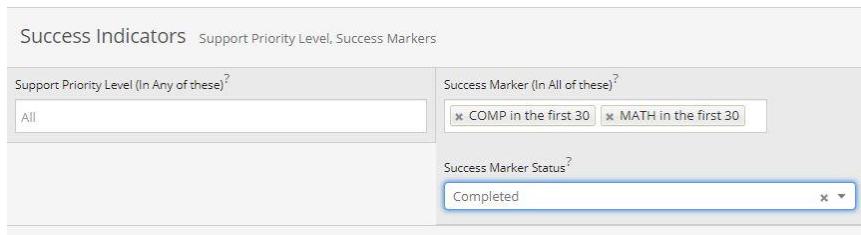
- What percentage of your first year students complete Math and Comp in their first 30 credit hours?

Step 1: From the Navigate Platform, go to the Advanced Search tool using the magnifying glass icon  on the left gold bar.

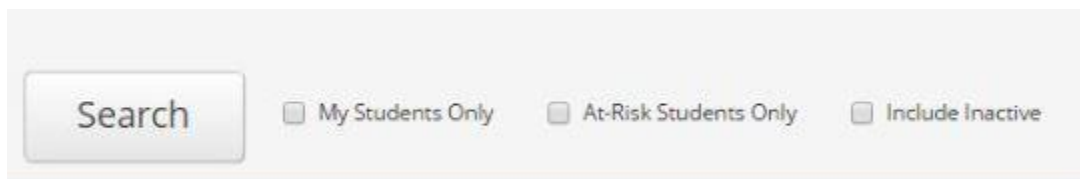
Step 2: Under Student Information, Category (In Any of these), search by “First Active Term- 202290.”



Step 3: Under Success Indicators, search for “COMP in the First 30” and “MATH in the First 30.” Under Success Marker Status, select “Completed.”



Step 4: Check the “My Students Only” box, then click “Search.”



Step 5: At the bottom of the page, note the number of results for use in Step 10.

804 total results

Step 6: Select “Modify Search,” and remove the Success Markers by clicking the x’s next to them.

Success Indicators Support Priority Level, Success Markers

Support Priority Level (In Any of these)?  
All

Success Marker (In All of these)?  
x COMP in the first 30 x MATH in the first 30

Success Marker Status?  
Completed

Step 7: Ensure the “My Students Only” box is still checked, and click “Search.”

Search  My Students Only  At-Risk Students Only  Include Inactive

Step 8: Note the number of results at the bottom of your page for use in the next step.

Step 9: Divide the number you got in Step 6 by the number you got in Step 9. This should give you a decimal number.

Step 10: Move the decimal point two places to the right to get a percentage. Record this percentage, it should reflect the percentage of your students who complete Math and Comp in the first 30 credit hours.

\*Note: this percentage does not reflect those who transfer in credits for Math and Comp.

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## Other Helpful Advanced Searches

### Students on Probation 1 and/or Probation 2 and/or PX

- Student Information> Category> In Any of These> Probation- Academic Probation 1<sup>st</sup> term (P1) and/or Probation- Academic Probation 2<sup>nd</sup> term (P2) and/or Probation- Probation <1.0 Freshman Term 1 (PX)
- Area of Study or My Students Only
- Save Search

## Students who need to return from Planned Leave

(example for planned leave student fall 2019)

- Enrollment History> +> In None of These> Fall Semester 2019
- Category> In Any of These> Planned Leave- 201910
- Area of Study or My Students Only
- Save Search

## GPA Range Searches

- Term Data> Fall Semester 2018> Min. Term GPA> Max. Term GPA
- Area of Study or My Students Only
- Save Search

## Student with HOLDS

- Found students with holds add the following to any existing search:
- Student Information> Category> Category (In Any of these) > Registration Hold