MASSAGE CLINIC QUERY

This document is a guide to assist the Health & Wellness Administrative Assistant to operate the Massage Clinic query.

DOCUMENT INFORMATION

Document name	Massage Clinic Query
Document version number	2.0
Document version date	July 30, 2018

REVISION HISTORY

| VERSION #	VER. DATE	REVISED BY	DESCRIPTION OF CHANGE
1.0	Aug. 18, 2015	David Baker	Creation of document -Migrated August 10, 2015 (ticket #88529)
2.0	July 30, 2018	David Baker	Revisions -Updated screenshots, removed dated material

MASSAGE CLINICAL QUERY

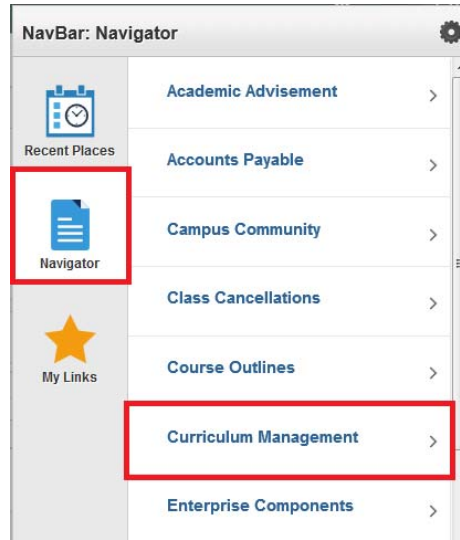| Title	List Enrol Stds in MAC Clinic
Name	FC_CLASS_MASSAGE_CLINICAL
Location	Main Menu > Curriculum Management > Class Roster
When to use	To lookup all students enrolled in a course that uses the massage clinic
Users	School Operations Liaison Chairs/Deans Coordinators
Description	Lists enrolled students in massage clinical courses. Courses defined in the 'in list' criterion are to be audited each August and verified by the School of Health and Wellness.

Step-by-step instructions on how to use this query.

1. Go to **Fleming College's website** (http://flemingcollege.ca/)
2. Log into the **myCampus Portal**
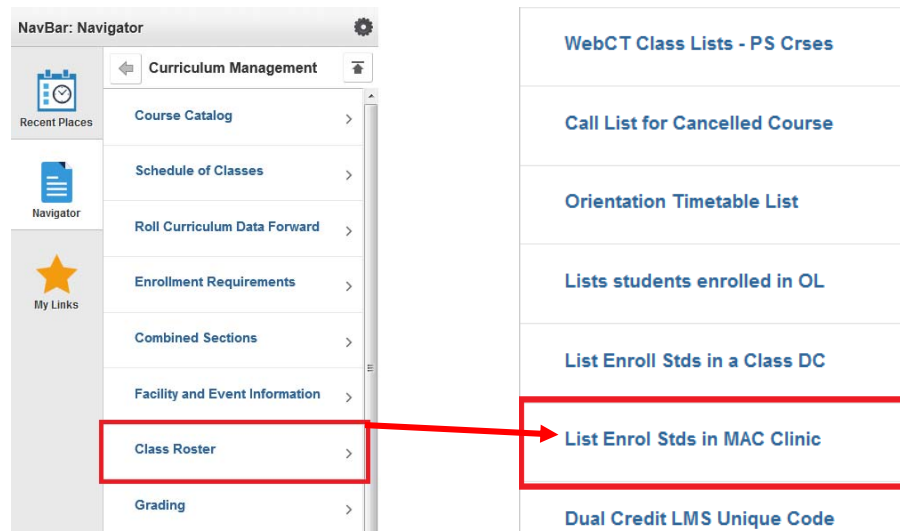3. Click the '**Evolve Administrative System**' button
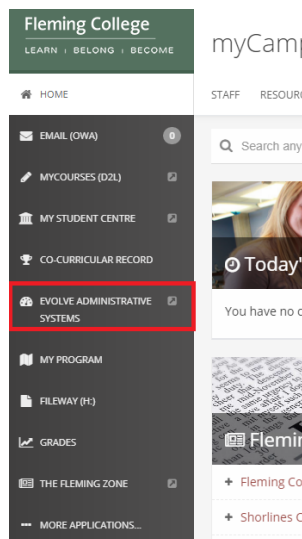
4. Click the '**Navigator**' button found in the top right-hand corner of the page
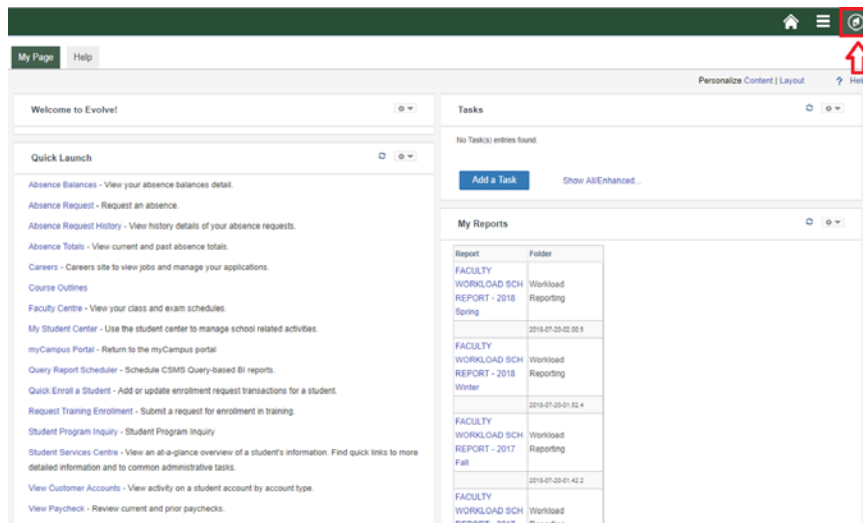
5. If the side menu does not appear first click on the '**Main Menu**' button and then the '**Curriculum Management**' link

6. Click on the '**Class Roster**' link and then the '**List Enrol Std in Mac Clinic**' link

7. **Mandatory:** Enter Academic term in the 'Enter term' box

8. Click '**View Results**' button

Enter term (e.g. 1159) 1179 🔍

View Results

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (42 kb)

Students scheduled in the Tuesday section

View All

First 1-100 of 101 ► Last

	Term	Subject	Catalog Nbr	Student ID	Last	First Name	Email ID	Enrolment status	Descr		TUES	WED	THURS	FRI
1	1179	FLPL	128	100			@flemingcollege.ca	ENRL	Clinic 4		Y			
2	1179	FLPL	128	100			@flemingcollege.ca	ENRL	Clinic 4		Y			
3	1179	FLPL	128	100			@flemingcollege.ca	ENRL	Clinic 4		Y			
4	1179	FLPL	128	100			@flemingcollege.ca	ENRL	Clinic 4		Y			
5	1179	FLPL	128	100			@flemingcollege.ca	ENRL	Clinic 4		Y			

This is how to read the results

Row	Course	Comments
3	FLPL 128	Student enrolled in Clinic 4 on Tuesday

Columns definitions

Column name	Definition	Example(s)
Term	Academic term	1159, 1161, 1165 etc.
Subject	Alpha portion of the course code	INTL, FIWI etc.
Catalog	Numeric portion of course code	8, 225, 6 etc.
Student ID	Student's ID number	9928164
Last	Student's last name	Smith, Harper, Baker etc.
First Name	Student's first name	Jon, Billy, Anna etc.
Email ID	Student's email address	Jon.Smith@flemingcollege.ca
Enrolment status	Student's enrolment status	ENRL, WDRW, DROP
Descr	Course description	Intro. to Clinic / Microeconomics
Mon	Monday, schedule date	'Y' = Yes / (blank) = No
Tues	Tuesday, schedule date	'Y' = Yes / (blank) = No
Wed	Wednesday, schedule date	'Y' = Yes / (blank) = No
Thurs	Thursday, schedule date	'Y' = Yes / (blank) = No
Fri	Friday, schedule date	'Y' = Yes / (blank) = No

Exclusions/Exceptions

1. Rows will duplicate when a course offering/section is offered on multiple dates (*e.g. S01 offered on Tuesdays and Thursday*) – see 1159 FLPL 128
2. Limited to 12 predefined clinic courses

Criteria

1. Restricted to these courses (In list A.CRSE_ID from CLASS_TBL_SE_VW)
    o   012765, FLPL 124, Intro. to Massage Clinic
    o   012771, HLTH 197, Massage Practicum I
    o   015085, FLPL 198, Clinic 2
    o   015088, FLPL 199, Clinic 3
    o   012778, FLPL 128, Clinic 4
    o   015095, FLPL 200, Clinic 4
    o   012775, FLPL 125, Clinical Experience I
    o   012776, FLPL 126, Clinical Experience II
    o   012777, FLPL 127, Clinical Experience II
2. Enrolment Status equal to 'E' (A.STDNT_ENROL_STATUS from CLASS_TBL_SE_VW)

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