

## Naming Your Query

The University of Arkansas has defined a naming convention for queries that are developed in UAConnect. Knowing this naming convention should help you to locate the exact query you are looking for.

All University of Arkansas query names begin with **UA\_**, followed by the characters that define the department or college, then another underscore. The remaining characters define the query more specifically.

Some examples of department conventions are:

AD = Undergraduate Admissions

SR = Student Records

SF = Student Financials

FA = Financial Aid

GR = Graduate School Admissions

Following is an example of a query using the correct naming convention:

**UA\_AD\_UGRD\_APPLS**

**UA\_** The first part of the query name that is required on all University generated queries.

**AD\_** The college or department. In this example, the department is Undergraduate Admissions.

**UGRD\_APPLS** Describes what the query does; in this example, it pulls Undergraduate applications.