

Office of the Registrar

An Overview of Select Guidelines, Resources and Services

Presented by: Dr. Nicole Rovig, University Registrar and
Kristin Schuette, Associate Registrar for Technology



Agenda

- Higher Education Opportunity Act
- Reporting non-attending students
- Instructor systems and resources
- Schedule of Courses: textbooks and open seat notification
- Electronic transcripts
- Degree requirement query builder
- Future initiatives



HEOA: The Higher Education Opportunity Act (2008)

- Institutions must make textbook and other material information available to students through the class schedule and to bookstores for ordering
- Student Consumer Information web page:
<http://www.reg.msu.edu/ROInfo/HEOAnotices.asp>



Attending and Non-attending Students

In accordance with Academic Programs Catalog:

- No person is allowed to attend a class unless officially enrolled on a credit or non-credit basis
- Instructors define the policy for attendance at the beginning of the course
- Report non-attending students to your department



Instructor Systems/Resources

Instructors linked to a course, will have access to:




- Academic dishonesty report
- Academic progress reports
- Grade submission and changes
 - Grade upload feature
- Class list information including “email the class” and “exam cover sheet” functionality
- Textbook and course material entry



Schedule of Courses: Textbooks and Supplemental Materials

Accounting
Spring 2012
Print Friendly Version

Click the course to see the Course Description
Click the section number to see section specific important dates as well as textbooks
Click the building to see a map of campus

ACC 201	Principles of Financial Acct					
Section	Credits	Hours Arranged	Days	Times	Loc	
 001	3		M W	12:40 PM - 1:30 PM	N100 Business	
			F	12:40 PM - 1:30 PM	119 Eppl	
 002	3		M W	12:40 PM - 1:30 PM	N100 Business	
			F	12:40 PM - 1:30 PM	117 Eppl	
 003	3		M W	12:40 PM - 1:30 PM	N100 Business	
			F	12:40 PM - 1:30 PM	C101 Wo	

Textbooks and Supplemental Materials

Textbook and supplemental material information is provided by the department offering the course and is subject to change. Please contact the department with any questions.

Retail prices are regulated by the publisher and are subject to change without notice. For textbook and course pack price information, please visit the [bookstore websites](#).

Other Materials	I-clicker
Required	Yes
Used During	Full Semester
Last Updated	5/2/2011 11:36:15 AM

Other Materials	A simple calculator with no programmable memory is required. Basic four math functions are all that are required.
Retail Price	Hopefully only a few dollars
Required	Yes
Used During	Full Semester
Last Updated	5/2/2011 11:36:15 AM

Title	Financial Accounting,
Author	Bokemeier, Charlie
Edition	New each semester
Binding	Ring Bound
Required	Yes
Used During	Full Semester
Previous Edition OK?	No
Copies on Reserve in Libraries	Yes
Comments	ISBN and other information will be available when the notes go to print in December 2011.
Last Updated	5/2/2011 11:36:15 AM

Title	Financial Accounting
Author	Libby, Libby, Short
ISBN	0-07-756296-8

Schedule of Courses: Open Seat Notification

Search for Courses **Schedule Builder** Contact Us Instructions

Complete Planner for Kristin Lynn Schuette
11/14/2011 8:57:01 AM

Semester

- [View Visual & Print Friendly Schedule](#)
- [Add a Non-Course Schedule Entry](#)
- [Open Seat Notifications](#)
- [Textbooks and Supplemental Material](#)
- [Search for Courses](#)
- [Log Out](#)

You have no Enrolled Courses for Spring 2012

Planned Courses for Spring 2012									
Actions	Course	Section	Status	Credits	Title	Days	Times	Location	Delete
+ Enrol	ACC 201	001	Planned - Section Full	3	Principles of Financial Acct	M W	12:40 PM - 1:30 PM	N100 Business College Complex	✕
						F	12:40 PM - 1:30 PM	119 Eppley Center	



Schedule of Courses: Open Seat Notification

Request for Open Seat Notification

[Return to Schedule Builder](#)

The Request for Open Seat Notification tool will alert you to an open seat in a course or specific course section if you have an open enrollment appointment at the time an open seat is detected. An open seat notification is **NOT** a guarantee of an open seat at the time of attempted enrollment.

Notifications can be sent via email to your MSU email address, a text message to your cell phone, or both. Text messages can only be sent to cell phones using the providers in the drop-down box below. If your cell phone provider is not listed below, [please let us know which provider you use at req@msu.edu](mailto:req@msu.edu). Message and data rates may apply from your wireless carrier.

Messages will be sent approximately every 20 minutes during the times when the enrollment system is available. Each request is limited to 10 messages per notification type. If an alert is no longer active, you may submit another request at any time.

Semester	Spring 2012		
Course	ACC 201		
Section	<input checked="" type="radio"/> Section 001 <input type="radio"/> Any Section		
	<input type="checkbox"/> Email	schuett1@msu.edu	
Notification	<input type="checkbox"/> Text message	Cell phone number: <input type="text" value="5175551212"/>	Provider: <input type="text" value="AT&T Wireless"/>
	<i>Include area code. No dashes or special characters.</i>		
<input type="button" value="Submit Request"/>			



Schedule of Courses: Open Seat Notification

From: reg@msu.edu Sent: Mon 11/14/2011 9:31 AM
To: Schuette, Kristin
Cc:
Subject: MSU Schedule of Courses: Open Seat Notification

There is an open seat in SS12 ACC 201 001.

Please go to <http://schedule.msu.edu/> to log in and enroll.

This notice does not guarantee an open seat at the time of attempted enrollment.

AT&T 9:33 AM 95%


Messages 1 (410) 000-002 Edit

Call FaceTime Add Contact

Text Message
Nov 14, 2011 9:31 AM

FRM:reg@msu.edu
SUBJ:Open Seat SS12
ACC 201 001
MSG:Go to
<http://schedule.msu.edu/>
to enroll.

Text Message Send



Electronic Transcripts

Transcript Order #1

Is the transcript going to be sent to you? Yes No

Please note: If an official transcript is needed, the transcript must be sent directly to the business or institution by Michigan State University.

Delivery Format **Electronic (PDF)** Intended recipients will receive an email with a secure access code and a link to a secure website where the Official Transcripts are presented via PDF. [More information about electronic delivery.](#)

Paper - The traditional delivery method of paper sent via US Mail.

Number of copies to send to the following recipient

Institution or Recipient Name

Email Address

Address Line 1/Attention To

Address Line 2



Electronic Transcripts

From: Office of the Registrar Transcripts <rotran@msu.edu> Sent: Mon 11/14/2011 10:11 AM
 To: Schuette, Kristin
 Cc:
 Subject: Michigan State University Official Transcript

To: KRISTIN SCHUETTE
SCHUETT1@MSU.EDU
 50 Administration Building
 East Lansing, MI 48824

Subject: Michigan State University Official Transcript

KRISTIN LYNN SCHUETTE has ordered an official transcript for you.

In order to view the official, electronic transcript, please go to the web site detailed below and enter the Secure Access Code.

Web Site: <http://www.reg.msu.edu/Transcripts/ETranscript.asp>

Secure Access Code: O2rLDXuVM.qO

Please note that transcripts are only available for viewing for 30 days times.

For more information on electronic transcripts, please visit <http://www.reg.msu.edu/Transcripts/ETranscriptInfo.asp>.

Office of the Registrar
 Michigan State University
 50 Administration Building
 East Lansing, Michigan 48824-0210
 Phone: (517) 355-3456
<http://www.reg.msu.edu/>

Michigan State University
Official Electronic Transcripts

To access an official electronic transcript, please complete the following form.

You will need to enter the secure access code from the notification email. It may be easiest to copy/paste the code to this page.

When finished, press the submit button at the bottom of the page.

[More Information About Electronic Transcripts.](#)

If you would like to order a transcript, please submit a [Transcript Request](#).

If you are a frequent user and have a userid and password to this system, [log in here.](#)

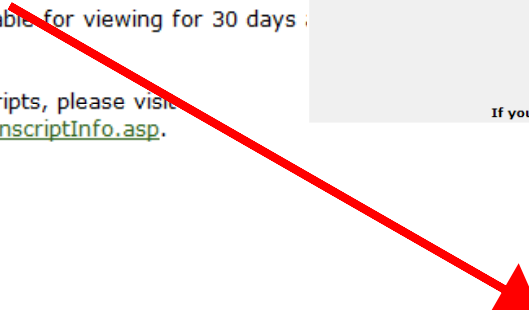
Your Name

Your Telephone Number

Your Email Address

Secure Access Code

All transcripts are displayed in PDF (Portable Document Format). If you do not have a PDF reader installed on your system, you can download the free [Adobe Reader](#).




Electronic Transcripts

THIS DOCUMENT IS OFFICIAL ONLY IF OBTAINED DIRECTLY FROM MICHIGAN STATE UNIVERSITY.

MICHIGAN STATE UNIVERSITY
OFFICIAL ACADEMIC TRANSCRIPT

PRINTED: 05/22/07
PAGE: 01 OF 02

ALUMNI, SPARTY
STUDENT ID: A2222222

COURSE	TITLE	CRS	GRADE	S	H	COURSE	TITLE	CRS	GRADE	S	H
PREVIOUS/TRANSFER INSTITUTIONS						SUMMER QUARTER 1992 06/24/92 - 07/29/92					
HOLT HIGH SCHOOL HOLT MI						F I 391 FINANCIAL MANAGEMENT 3 4.0 CUM CREDITS : 111.0 CUM GPA : 3.7227					
UNDERGRADUATE CREDIT ADVANCED PLACEMENT						EFFECTIVE FALL 1992, MSU CONVERTED FROM THE QUARTER CREDIT SYSTEM TO THE SEMESTER CREDIT SYSTEM					
MSU QTR CREDITS ACCEPTED: 10.00						TOTAL SEM. CUM CREDITS : 74 CUM GPA : 3.7227					
UNDERGRADUATE CREDIT						FALL SEMESTER 1992 09/01/92 - 12/31/92					
COURSE INFORMATION						FALL SEMESTER 1992 09/01/92 - 12/31/92					
FALL QUARTER 1990 12/07/90 - 12/07/90						FI 340 INTRODUCTION TO INVESTMENTS 3 3.5					
ATL 131 WRITING MJR CURRENTS AMER EXP 3 4.0						GRM 311 ADV GERMAN BUSIN EMPHASIS I 3 3.5					
GRM 101 ELEMENTARY GERMAN 4 4.0						MGT 303 MATERIALS & LOGISTICS MGT 3 3.5					
GRM 242 GERMAN LIT IN ENG TRANSLATION 3 4.0						STT 315 INTRO PROB & STAT FOR BUSINESS 3 4.0					
N S 115 NATURE & CONTINUITY OF LIFE 4 3.0						CUM CREDITS : 86.0 CUM GPA : 3.7079					
CUM CREDITS : 24.0 CUM GPA : 3.7142						DEAN'S LIST					
WINTER QUARTER 1991 01/04/91 - 03/15/91						SPRING SEMESTER 1993 01/12/93 - 05/07/93					
ANP 171 INTRO TO SOCIOCULTURAL ANTH 4 3.5						ACC 300 INTERMEDIATE FINANCIAL ACCT I 3 3.5					
ATL 122 WRITING AMERICAN EXPRESSION 3 3.5						EC 340 SURVEY OF INTERNL ECONOMICS 3 4.0					
FSC 101 FOOD AND SOCIETY 3 4.0						GRM 312 ADV GERMAN BUSIN EMPHASIS II 3 4.0					
GRM 102 ELEMENTARY GERMAN 4 3.5						MTA 300 MANAGERIAL MARKETING 3 3.5					
GRM 242 GERMAN LIT IN ENG TRANSLATION 3 3.5						CUM CREDITS : 98.0 CUM GPA : 3.7135					
CUM CREDITS : 41.0 CUM GPA : 3.6451						DEAN'S LIST					
SPRING QUARTER 1991 03/27/91 - 06/07/91						SUMMER SEMESTER 1993 05/17/93 - 07/01/93					
ATL 123 WRITING AMERICAN EXPRESSION 3 3.5						GRM 495 OVERSEAS INTERNSHIP 3 I 3.5					
GRM 103 ELEMENTARY GERMAN 4 4.0						CUM CREDITS : 101.0 CUM GPA : 3.7067					
GRM 243 GERMAN LIT IN ENG TRANSLATION 3 3.5						FALL SEMESTER 1993 08/30/93 - 12/17/93					
S S 203 AMERICAN AND WORLD PROBLEMS 4 3.5						FI 413 MGT OF FINANCIAL INSTITUTIONS 3 3.5					
CUM CREDITS : 55.0 CUM GPA : 3.6444						FI 451 INTERNL FINANCIAL MANAGEMENT 3 4.0					
DEAN'S LIST						MGT 302 MGT & ORGANIZATIONAL BEHAVIOR 3 3.5					
SUMMER QUARTER 1991 06/19/91 - 08/30/91						ML 317 QUANTITATIVE BUSINESS RES METH 3 4.0					
EC 201 INTRODUCTION TO MICROECONOMICS 4 4.0						CUM CREDITS : 113.0 CUM GPA : 3.7115					
EC 202 INTRODUCTION TO MACROECONOMICS 4 3.5						DEAN'S LIST					
N S 155 COSMOLOGY HUMAN PLACE UNIV 4 2.0						SPRING SEMESTER 1994 01/12/94 - 05/06/94					
CUM CREDITS : 67.0 CUM GPA : 3.5438						FI 414 ADVANCED BUSINESS FINANCE 3 4.0					
FALL QUARTER 1991 09/26/91 - 12/13/91						FI 455 COMPUTER APPL FINANCL MODELING 3 4.0					
ANP 250 CULTURE, ENVIRON & ADAPTATION 4 4.0						GBL 395 LAW PUBLIC POLICY & BUSINESS 3 3.5					
CPS 100 ABOUT COMPUTERS 4 4.0						MGT 409 BUSINESS POL & STRATEGIC MGT 3 4.0					
GRM 201 INTERMEDIATE GERMAN 4 4.0						CUM CREDITS : 125.0 CUM GPA : 3.7281					
CUM CREDITS : 79.0 CUM GPA : 3.6231						DEAN'S LIST					
WINTER QUARTER 1992 01/08/92 - 03/20/92						BACHELOR OF ARTS GRANTED: 05/06/94					
ACC 201 PRINCIPLES OF ACCOUNTING 5 4.0						MAJOR: FINANCE					
GRM 202 INTERMEDIATE GERMAN 4 4.0						COLLEGE: ELI BROAD COLLEGE OF BUSINESS					
HNF 102 NUTRITION FOR HUMANS 3 4.0						WITH HIGH HONOR					
HST 242 ECONOMIC AND BUSINESS HISTORY 3 4.0						-----CONTINUED ON PAGE 02-----					
CUM CREDITS : 94.0 CUM GPA : 3.6904						PROVIDED SOLEY FOR:					
DEAN'S LIST						ROBERTA KELLEY					
SPRING QUARTER 1992 04/01/92 - 06/12/92						KELLEY@MSU.EDU					
ACC 202 PRINCIPLES OF ACCOUNTING 5 4.0						150 Administration Building					
EC 216 MACROECONOMICS I 3 4.0						East Lansing, MI 48824					
GRM 203 INTERMEDIATE GERMAN 4 3.5						 Donald McMillan Acting University Registrar					
CUM CREDITS : 106.0 CUM GPA : 3.7083											
DEAN'S LIST											
-----END OF COLUMN-----											

Degree Requirement Query Builder

- Examine enrollment and course demand trends
- Requirements complete/not complete
- Courses used/not used in particular requirements
- View/email/confidential message options



Degree Requirement Query Builder

Student Information Generator - Degree Requirement Query Builder		
<p>A saved query has been loaded to the system.</p> <p>Query Name: RCAA University Main not complete</p> <p>Adjust any fields below as you wish. Upon viewing the report, you will be given the opportunity to 'update' the saved query. If you wish to run the query 'as is', simply hit the submit button on this page <i>and the next page</i>.</p> <p>Clear the saved query</p> <p>View Saved Queries</p> <p>Information generated by this system comes from SISINFO and Degree Navigator. The system pulls registered and enrolled students for a given term. Degree data is updated each night as needed, based on changes to the student academic and degree records.</p> <p>** IMPORTANT: Once you select a Semester and College-Department, the page will reload with the appropriate Major selections. If you then select a Major(s), once your cursor leaves the major selection box, the page will reload <i>again</i> and populate the Requirement Name selection with only the relevant requirements for the major(s) selected.</p>		
Semester	College - Department	
FS11	Resdntl Coll Arts and Humanities- All Depts (college level access)	
If a college-department is missing and it is a valid college-department per SIS, please let us know		
Student Level - Class	Major	
<ul style="list-style-type: none"> AT-1 AT-2 AT-3 AT-4 UN-1 UN-2 UN-3 UN-4 DL-G EL-E GC-GC GR-D GR-DD GR-DG GR-M HG-C HM-Y1 HM-Y2 HM-Y3 HM-Y4 HU-C LD-L 	<p>(Code-Desc-Lvl-Award Type)</p> <p>Major list sorted by code. Sort by description?</p> <ul style="list-style-type: none"> 8500-Residential Coll in Arts & Hum-UN-BA 8501-Residential Coll in Arts & Hum-UN-ADDU 8502-Residential Coll in Arts & Hum-UN-BA 8503-Arts and Humanities-UN-BA 8504-Arts and Humanities-UN-ADDU 8505-Arts and Humanities-UN-BA <p><input type="checkbox"/> Honors College Students Only <input type="checkbox"/> Academic Scholars Students Only</p> <p>Admitted to Major <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Either</p> <p>If yes, limit to an admitted term?</p> <ul style="list-style-type: none"> FS12 US12 SS12 	
Program Version	Award Status Code	Intended Award Term
<ul style="list-style-type: none"> SS12 FS11 US11 SS11 FS10 US10 <p>Full Program Version List <input type="checkbox"/> ?</p>	<ul style="list-style-type: none"> APPL CONF DENY ENDD PEND RECM RVKD 	<ul style="list-style-type: none"> FS12 US12 SS12 FS11 US11 SS11 <p>Full Awards List <input type="checkbox"/> ?</p>
Requirement Group	Requirement Type ?	Requirement Status
<ul style="list-style-type: none"> University College Major 	<ul style="list-style-type: none"> Main Requirements Conditional Requirements Conditions 	<input type="radio"/> Complete <input checked="" type="radio"/> Not Complete <input type="radio"/> Either
Requirement Name		



Degree Requirement Query Builder

Student Information for FS11													
Generated by: Kristin Schuette, RO Date: Monday, 11/14/2011							College: (06) Resdntl Coll Arts and Humanities Department: (All) All Depts (college level access) # of Records: 142						
PID	Student Level Code	Class Code	Primary Lvl Flag	SISMajorCode	Degree Name	Award Stat Code	Intended Award Term	Requirement Group	Requirement Type	Requirement Status	Requirement Name	Requirement InProgress	Courses
	UN	4	Y	8500	Residential College in the Arts and Humanities, BA 8500	APPL	SS12	University	Main	Not Complete	University Diversity Distribution	No	
	UN	4	Y	8500	Residential College in the Arts and Humanities, BA 8500	PEND	US17	University	Main	Not Complete	University Diversity Distribution	No	ISS210
	UN	4	Y	8500	Residential College in the Arts and Humanities, BA 8500	PEND	US17	University	Main	Not Complete	University Diversity Distribution	No	
	UN	4	Y	8500	Residential College in the Arts and Humanities, BA 8500	PEND	US17	University	Main	Not Complete	University Diversity Distribution	No	MC202
	UN	4	Y	8500	Residential College in the Arts and Humanities, BA 8500	PEND	US17	University	Main	Not Complete	University Diversity Distribution	No	MC202
	UN	4	Y	8500	Residential College in the Arts and Humanities, BA 8500	APPL	SS12	University	Main	Not Complete	University Diversity Distribution	No	
					Residential								



Future Initiatives

- Open seat notification - mobile
- Improved classroom scheduling
- Final exam scheduling
- Early Course Reservation System
- Preplanning activities for a new Student Information System



Office of the Registrar (RO) Listserv

For updates, reminders, and other helpful information related to registration, grading, graduation, and curriculum, subscribe to the RO Listserv

- Send an email to: listserv@list.msu.edu
- In the body of the email type: SUBSCRIBE REGISTRAR <FIRSTNAME LASTNAME>



Contact the Office of the Registrar

We welcome your feedback!

150 Administration Building

8 a.m. to 5 p.m., Monday-Friday

Telephone: (517) 355-3300

Web: www.reg.msu.edu

Email: reg@msu.edu

