



2006 AACRAO Technology Conference

Virtual Advising Folders:  
How to go Paperless...  
...or at Least Paper-Less!

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# History of Advising at MSU

- All freshmen and sophomores are advised by the Undergraduate University Division (UUD), representing 16,000+ students. Approximately 35,000 undergraduate students in total.
- A folder was kept for each student containing information such as grade reports, academic progress plans, and various 'notes'.
- The folder did not contain all needed information when advising. Advisors had to access several systems, along with the folder, to have the complete student academic picture.
- UUD advisers are located across several advising centers across campus. Students can request advising at any location; however, the student's folder was housed in the center nearest his/her residence hall.





# History of Advising at MSU

(cont'd)

- Upon admission to upper school, the student's folder was sent to the college, e.g. Arts & Letters.
- If a student changed majors, the folder was often given to the student to walk it to the new college.
- If a student wanted to explore a new major, the consulting adviser did not typically have access to the student's folder or other systems and, therefore, did not have a complete picture of the student's academic history.
- Students could "shop" around campus for different answers.
- Advisers were not always aware of what another adviser may have discussed with a student.





# The Beginning of Change

- For several years, UUD looked for ways to create a ‘virtual’ advising folder but the technical infrastructure to support such a system did not exist.
- After several years of aggressive web application development, the Office of the Registrar (RO) was finally in a position to work with UUD in creating the university’s first virtual advising folder.
- In May 2005, the RO sat down with UUD to discuss possible systems.
- Leveraging the technology from several successful web applications, the RO immediately began working on a new system.
- Numerous advisers, including the Directors of Undergraduate Student Affairs from several large colleges, came together to assist in defining system specifications.
- By August 2005, the **Electronic Student Academic Folder (ESAF)** was launched with immediate success across campus.



# The Launch of ESAF

- On August 15, 2005, the **Electronic Student Academic Folder (ESAF)** was announced to Deans, Directors, Chairpersons, and the RO Listserv.
- UUD, the College of Communication Arts and Sciences, and the Broad College of Business chose to implement the system fully in Fall 2005 and 'go paperless'.
- A demonstration was scheduled welcoming all who wished to attend. The room held several hundred and was standing room only.
- UUD sponsored several 'hands-on' computer lab demonstrations.
- In the first month:
  - 6,500 "folder" views
  - 148 different users logged in representing every college and major academic unit at the university
  - 3,500 notes saved



# The RO Website

Home to...

- Academic Calendar
- Academic Programs
- Descriptions of Courses
- Instructor Systems
  - class lists, grades, etc
- Schedule of Courses
- Various Online

Administrative and Academic Forms

- Student Information Generator

So? Advisors were familiar with our systems...





# Welcome to the ESAF

- Authorized users login with MSU NetID and password.
- Access granted by the College Security Administrator in a secure online application.
- Access changes take immediate effect.
- Student record access limited by college and department (and sometimes major) registered in security system.

[Log Out](#)

[Switch Colleges](#)

Jane Spartan, Broad College of Business Friday, 6/23/2006

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**FERPA**  
This information is released to you in compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#) and [MSU's Guidelines Governing Privacy and Release of Student Records](#). You are solely responsible for maintenance of the confidentiality of said information.

By using this system, you are also held responsible for adhering to the [Student ID Image Policy](#).

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[My Prep Notes/APPs](#) | [My Temp Notes](#) | [Student Authorized Access](#)

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[View/Edit My Signature](#) | [Restore a Folder](#)

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[Admit Reports](#) | [Open/Closed Course List](#) | [AOP Lists](#)

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[All Temp Notes in my College](#) | [Reports](#) | [Save Note/Send Message to PID List](#)

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[Guide](#) | [System Access](#) | [University Requirement Equivalencies](#)

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To view a student academic folder, enter the PID or Student Name in the boxes below and click on the search button. Search results are limited to your [system access](#).

**Search by PID** (Student Number)      - or -      **Search by Name** (First      Last)

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**Other Links**  
[Academic Programs](#)  
[ATHLINFO](#)  
[Co-Sponsored Study Abroad Programs](#)  
[Degree Navigator](#)  
[Descriptions of Courses](#)  
[Schedule of Courses](#)  
[Study Abroad](#)  
[Transfer MSU](#)

[Online Forms Menu](#)



# Don't Forget FERPA!

First, a reminder of the responsibilities that come with accessing student data: a link to MSU's FERPA and privacy guidelines page.

Electronic Student Academic Folder Log Out  
Switch Colleges

Jane Spartan, Broad College of Business Friday, 6/2/2010

**FERPA**

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[My Prep Notes/APPs](#) | [My Temp Notes](#) | [Student Authorized Access](#)

[View/Edit My Signature](#) | [Restore a Folder](#)

[Admit Reports](#) | [Open/Closed Course List](#) | [AOP Lists](#)

[All Temp Notes in my College](#) | [Reports](#) | [Save Note/Send Message to PID List](#)

[Guide](#) | [System Access](#) | [University Requirement Equivalencies](#)

Office of the Registrar  
MSU Home Site Map Contact Us Search

### Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

Pursuant to the Federal Family Educational Rights and Privacy Act (FERPA), the University has established policies governing privacy and release of student records. The University has designated certain personally identifiable information as directory information, which may be released at the discretion of the University to anyone who makes a request. Directory information has been defined as name, local address and telephone number, MSU Net ID, permanent address and telephone number, current enrollment status or dates of attendance, program level, class, major, current term candidacy for degree and/or teacher certification, information pertaining to awards and honors achievements, MSU degree(s) earned and dates, recommendation to the State of Michigan for teaching certificate and effective dates, participation in officially recognized MSU activities and sports—including weight and height of athletic team members, recognition documents of student organizations, employment status as a graduate teaching assistant or research assistant, office address, and office phone number.

A student may restrict the release of directory information by notifying the Office of the Registrar, 150 Administration.

Students have the right to inspect and review their education records; seek amendment of the records they believe to be inaccurate, misleading, or otherwise in violation of their privacy rights; consent to disclosures of personally identifiable information contained in their records, except to the extent that the law authorizes disclosure without consent; and file a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with the law.

MSU's [Guidelines Governing Privacy and Release of Student Records](#) is printed in the [Academic Programs catalog](#).

#### What Every Student Should Know:

[FERPA for Students \(PowerPoint\)](#) (PDF)  
[Print Hardcopy Directory Information Restriction Request](#)  
[Currently Enrolled Students: Update Directory Restrictions Online](#)

#### What Every University Employee Should Know:

[FERPA 101 \(PowerPoint\)](#) (PDF)  
Student Records: Institutional Responsibility and Student Rights  
[FERPA 101 Self-diagnostic quiz \(PowerPoint\)](#) (PDF)  
[Test your knowledge of Student Records and the Family Educational Rights and Privacy Act \(FERPA\) and MSU's Guidelines Governing Privacy](#)





# ESAF Guide

Guide drafted by an Advisory Committee of several key advisers from across campus.

The Guide includes:

- The Goal of the ESAF
- Note-Taking Guidelines
- When/How to Use the Note Feature
- Student Authorized Access Explanation
- Note Type Glossary

Student Academic Folder - Guide Main Menu

**GOAL:**  
Using the Electronic Student Academic Folder (ESAF) will increase the amount of information available through electronic resources with the side benefit of reducing the need for paper usage. Each unit will determine the extent of use during the FS05 launch phase (FS05-US06) with the goal of campus wide launch by FS06.

**NOTE-TAKING GUIDELINES:**

- Every advisor/student contact (i.e. appointment, walk-in, email, phone, etc.) must be entered as a note.
- Make notes during or immediately after appointment. Ideally, you should make your notes in collaboration with the student.
- Notes should be comprehensive but succinct (see tips for note taking, TBD).
- If handouts are provided to the student, be sure to make a note in the advisor notes stating purpose, name of handout, etc.
- Where notes could clarify the purpose of the meeting, there should be a note for every note type checked.
- Use Glossary of Note Type Alert Box to determine the best note type to check.
- Degree substitutions/modifications **must** be done and noted in DN4; you may also note them in this system. Remember that substitutions/modifications are not part of a student's academic record unless they are done in DN4.
- Once a permanent note is saved in ESAF, it cannot be deleted.

**PERMANENT NOTES:**  
Permanent notes are used to permanently record interactions with students and are considered the regular mode of note-taking when meeting with students. These notes are meant to document and therefore support the work of an Academic Advisor as the student moves throughout the University. Permanent notes also serve as supporting documentation in the event that advisors need to defend their actions. If you submit a note that has misspellings or is inadvertently placed in the wrong student file, while you cannot remove the note, you can submit a note that clarifies or amends the initial action. Only upon special request by the college office and in certain sensitive situations will the Registrar's Office correct or remove notes.

**WHEN/HOW TO USE NOTE FEATURES:**

- Submit Permanent Note: Use a Permanent Note when you want to finalize documentation of a conference. This cannot be deleted once submitted. It will remain as a permanent part of the student's academic record.
- Submit Prep Note: Use a Prep Note in preparation for future meetings with students. After submitting a Prep Note, retrieve the Prep Note from the main page at the time of the student conference. Once note is completed/revise, save as a Permanent Note. Prep notes are deleted from the system after 90 days if not saved as a permanent note.
- Temp Note in My College: Use Temp Note in My College when multiple individuals within your college make decisions that may impact an individual student and the information is college specific. The notes are not viewable by anyone outside of your college and will be deleted after one year if not submitted as a permanent note.
- Send Copy to Student: This feature allows you to send a copy of your notes to the Registrar's Office

Electro  
Jane Spartan, Broad College of Busi  
This information is release to you in  
MSU's Guidelines Governing Privacy s  
of  
By using this system, you are  
My Prep Notes/AP  
View/Edit My Signature | Restore a Folder  
Admit Reports | Open/Closed Course List | AOP Lists  
All Temp Notes in my College | Reports | Save Note/Send Message to PID List  
Guide | System Access | University Requirement Equivalencies



# What Can I Access?

- Authorized users can view system access at any time.
- Student ID Image Policy for review.

Electronic Student Academic Folder Log Out  
Switch Colleges

Jane Spartan, Broad College of Business Friday, 6/23/2006

**FERPA**  
This information is released to you in compliance with the Family Educational Rights and Privacy Act (FERPA) and MSU's Guidelines Governing Privacy and Release of Student Records. You are solely responsible for maintenance of the confidentiality of said information.

By using this system, you are also held responsible for adhering to the [Student ID Image Policy](#)

[My Prep Notes/APPs](#) | [My Temp Notes](#) | [Student Authorized Access](#)

[View/Edit My Signature](#) | [Restore a Folder](#)

[Admit Reports](#) | [Open/Closed Course List](#) | [AOP Lists](#)

[All Temp Notes in my College](#) | [Reports](#) | [Save Note/Send Message to PID List](#)

[Guide](#) | [System Access](#) | [University Requirement Equivalencies](#)

Student Academic Folder - System Access Main Menu

Your authorization college is: Broad College of Business  
You have access to the following department(s): All

If you are a college or department administrator and need access to this system contact your [college security administrator](#).

Note: Most information generated in this system comes from the SISInfo database. The SISInfo database is a reporting database populated after each business day with Admissions, Enrollment and Academic History data from the Student Information System (SIS) database. SISInfo only contains data for students attending classes within the past two years.  
It is **assumed** that users of this system have completed [SIS training](#).

**Student ID Image Policy**

In accordance with the guidelines put forth under the University's administrative ruling governing the release of student data, and the University Committee on Security and Confidentiality, student digitized images are to be considered confidential data.

As such, student digitized images are provided to appropriate University personnel for these specific purposes: inclusion in various academic processes (e.g. personalized homework assignments, personalized examinations, etc.), for student face/name recognition (e.g., a seating chart), or, for inclusion in an adviser file.

The following requirements must be understood and adhered to:

- Images will only be used for one of the above purposes.
- Images will not be re-transmitted, shared or otherwise reproduced.
- Images will be purged at the end of the term, or other shorter time period.
- If individual students request their images not be used, such requests will be honored.
- If images are used for identification purposes during exams, provisions will be made such that the photo is always separated or detached from the exam itself before grading (preferably by the student or in the student's presence).

By using the Student Report to view the Student Image, you are held responsible for adhering to the above policy.



# Student Authorized Access

- Advisers can access the folder of a student not affiliated with the college, department, or major of which they have security access by providing several identifying points of data.
- The advisers must have the student's permission.
- Access to the folder is logged and only available for the current advising session.

Student Academic Folder - Student Authorized Access		Main Menu
Jane Spartan, Broad College of Business	Friday, 6/23/2006	
<b>About Student Authorized Access</b>		
Accessing a student's academic folder through this method should <b>ONLY</b> be used if a student is not in your <u>system access</u> and is sitting in front of you requesting an advising session.		
If a student does not wish to give you the requested information below, you will not be able to access the student record.		
<i>Each and every</i> attempt to access a student's academic folder through this method is recorded and logged for security and audit purposes.		
I HAVE THE STUDENT'S APPROVAL TO ACCESS HIS/HER ACADEMIC FOLDER <input type="checkbox"/>		
<b>Student First Name</b>	<b>Student Last Name</b>	
<input type="text"/>	<input type="text"/>	
<b>PID</b>	<b>Date of Birth (MM/DD/YYYY)</b>	
<input type="text"/>	<input type="text"/>	
<input type="submit" value="Submit"/>		



# Find a Folder

## Search by Student Name or Number

To view a student academic folder, enter the PID *or* Student Name in the boxes below and click on the search button. Search results are limited to your system access.

<b>Search by PID</b> (Student Number)	- or -	<b>Search by Name</b> First	Last
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>			

## Not Found...

Searched SISINFO database for

First Name: spar  
Last Name: xxx

Either the student was not found or the student is not within your access level.

If you believe the student you searched for is valid within your access level, but the student has not been active within the last two years, please use the [Restore a Folder](#) function to view the student's information.

## More than one match...

More than one student matched your search criteria. Please select a student to continue.

Student0, Sparty (A12345670)\*

Student1, Sparty (A12345671)\*

Student2, Sparty (A12345672)\*

Student, Sparty (A12345678)


\* indicates only an application was found - no enrollment records



# Sparty Student's Folder

### Sparty Student

Name	Sparty Student
PID	A12345678
Level Class	UN 3
College	08 Business
Major	1267 Finance
Academic Status	GOOD
Last Term	U506
Other Majors	HONR Honors College (NOUN)
Total Credits	71.00
Cum GPA	3.6785
Gender Code	F
Ethnic Code	1 Caucasian (non Hispanic)
Campus Area	Off campus



[reg@msu.edu](mailto:reg@msu.edu)  
50 Spartan Lane  
East Lansing, MI 48825  
(517) 353-4678

[Add/View Notes](#) (student has 1 notes)

[Add/View Academic Progress Plans](#) (student has 4 plans)

[View Confidential Messages sent to Student](#) (student has 7 messages)

[View All Notes, APPs, and Messages](#) (in reverse chronological order)

**Student Report**

[Application Data Sheet](#)

[Course Listing by Subject Area & Transfer Institution](#)

[Credits & GPA Summary](#)

[Degree Reports](#)

**Other Online RO Systems**  
**IMPORTANT: When viewing forms from other systems on the RO website, you must use your browser's back button to return to this page after viewing the form.**  
TC - Re-evaluation of Student Transfer Credit ~ Arts and Letters ~ 6/21/2006  
AA - Grade Change ~ ~ 5/14/2006  
Readmission ~ Business ~ 9/26/2005

**Archived Images**  
This section includes older Administrative Action Forms, Withdrawals, etc.  
Also includes Transfer Credit Evaluations.

## Student Summary Information

(as defined by advisers)

- Academic information for most recently enrolled term
- ID Image
- “Hot” link to email address

## Folder “Tabs”

- Notes
- Academic Progress Plans
- Confidential Messages
- Student Report
- Application Data Sheet
- Course Listing
- Credits & GPA Summary
- Degree Reports
- Other Academic Forms
- Archived Images



# Notes

- Each note must have at least one category or 'type' identified.
- Note types and definitions were developed by the advisory committee.
- Student can be 'copied' on the note – keeps student 'in the loop'.
- Advisers can include his/her 'signature' in the copy to the student.
- Permanent Note - submits note to the student folder.
- Prep Note – most often used by advisers to prepare for appointments. Prep notes are temporary and only visible to the 'creating' adviser.
- Temp Notes – most often used by advisers when dealing with a sensitive situation. Temp notes are temporary and only visible to the advisers in the 'creating' college.

Main Menu

Jane Spartan, Broad College of Business Friday, 6/23/2006

**About Notes**

- Notes regarding degree requirements, such as substitutions, must be made in [Degree Navigator](#).
- Submitted notes **cannot** be edited or deleted. 'Prep' notes can be edited or deleted via the [Prep Notes](#) page.
- While students do not have direct access to this system, please be aware that a student can, at any time, request his or her student records from the university per [FERPA](#). This system is a part of the student record and, therefore, any notes in this system would be made available to the student.

<b>Name</b>	<b>Sparty Student</b>
<b>PID</b>	<b>A12345678</b>
<b>Level Class</b>	<b>UN 3</b>
<b>Major</b>	<b>1267-Finance</b>

Select all of the the Note Types that apply, enter any additional notes, and click on the submit button.

<b>Note Type</b>	<b>Note</b>
<input type="checkbox"/> Academic Skills	Student discussed interest in Finance.
<input type="checkbox"/> Alternatives Advising	Suggested Sparty begin taking core business courses and to explore interest further at the business fair.
<input type="checkbox"/> AOP	
<input type="checkbox"/> Careers/Internships	
<input type="checkbox"/> Confidential	
<input type="checkbox"/> Course Approval	
<input type="checkbox"/> Credits Needed for Degree Completion	
<input type="checkbox"/> Degree Check	
<input type="checkbox"/> Drop	
<input type="checkbox"/> Email/phone/IM record	
<input checked="" type="checkbox"/> Enrollment Conference	
<input type="checkbox"/> Honors	
<input type="checkbox"/> Major Advising	
<input type="checkbox"/> Major Change	
<input checked="" type="checkbox"/> Major Exploration	
<input type="checkbox"/> No Show	
<input type="checkbox"/> Other	
<input type="checkbox"/> Probation Conference	
<input type="checkbox"/> Professional/Graduate School	
<input type="checkbox"/> Readmit	
<input type="checkbox"/> Referrals	
<input type="checkbox"/> Reinstate	
<input type="checkbox"/> Study Abroad	
<input type="checkbox"/> Study Abroad - Co-Sponsored	
<input type="checkbox"/> Technology Info	
<input type="checkbox"/> University Procedures	
<input type="checkbox"/> University Requirements	
<input type="checkbox"/> Upper School Admissions	
<input type="checkbox"/> Walk In/Express Advising	
<input type="checkbox"/> Withdrawal	

**Send copy to student**  
This will send a copy of the note to the student via the "confidential message" board on this website. See the [View Confidential Messages](#) link on the main folder page for more details and/or to view past messages. Students can only be copied on permanent notes.

**Include My Signature**  
If you are copying the student on the note, you can include your [signature](#) on the message to the student. This will NOT save your signature to the notes in the folder.



# Notes (cont'd)

- Permanent notes and Temporary notes within the adviser's college are displayed in reverse chronological order.
- The student's level, class, and major at the time of the note submission is saved.
- Links to the student's copy are provided, if appropriate.

Student Notes		Main Menu
<b>6/23/2006 2:55:30 PM</b>	<b>Jane Spartan, Broad College of Business</b>	
<b>Enrollment Conference, Major Exploration</b>		
Student discussed interest in Finance.		
Suggested Sparty begin taking core business courses and to explore interest further at the business fair.		
<i>Copy sent to Student</i>		
UN 3 1267-Finance		
<b>11/17/2005 10:33:13 AM</b>	<b>MSU Counselor, Undergraduate University Division</b>	
<b>Degree Check, Professional/Graduate School</b>		
student considering law school. student has three letters of recommendation but hasn't taken LSAT.		
UN 2 5151-No Preference		
<b>9/6/2005 9:33:09 AM</b>	<b>Sparty Counselor, Undergraduate University Division</b>	
<b>Study Abroad</b>		
Student interested in study abroad program in Germany.		
<i>Copy sent to Student</i>		
UN 1 5151-No Preference		



# Academic Progress Plans

- The Academic Progress Plan (APP) was added in January 2006 – just prior to annual enrollment.
- The APP allows advisers to store recommended course work.
- Student copy can be reviewed at any time by student – useful during annual enrollment.
- Future enrollment from student information system, if found, preloaded into form.

Student Academic Folder – Academic Progress Plans (APPs) Main Menu

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Jane Spartan, Broad College of BusinessFriday, 6/23/2006

**About Academic Progress Plans (APPs)**

- ◆ APPs regarding degree requirements, such as substitutions, must be made in [Degree Navigator](#).
- ◆ Submitted APPs **cannot** be edited or deleted. To correct a prior APP, simply submit another APP, indicating in the comments field that it is a correction to a prior APP.
- ◆ While students do not have direct access to this system, please be aware that a student can, at any time, request his or her student records from the university per [FERPA](#). This system is a part of the student record and, therefore, any notes in this system would be made available to the student.

<b>Name</b>	<b>Spartan Student</b>
<b>PID</b>	<b>A12345678</b>
<b>Level Class</b>	<b>UN 3</b>
<b>Major</b>	<b>1267-Finance</b>

**Complete the form below and click one of the buttons below. Note: Plan 2 is optional.**

**[Help and information on how to use the APP form.](#)**

**\*\*Future enrollment for this student has been found.\*\***  
If one of the following terms is selected in the APP forms below, the classes will load to the 'planned' column for you to edit as needed.  
FS06 SS07

Plan 1		Plan 2	
Semester: <span style="border: 1px solid black; padding: 2px;">FS06</span>	Semester: <span style="border: 1px solid black; padding: 2px;">SS07</span>		
<b>Planned Courses</b>	<b>Alternative Courses</b>	<b>Planned Courses</b>	<b>Alternative Courses</b>
EC 340 003 3 FI 311 002 3 FRN 330 001 3 ITL 201 002 4 MTH 126 003 3 STT 315 021 3	EC341 4	ITM 309 007 3 MGT 409 008 3 MSC 317 012 3 MSC 371 001 3	
<b>Total Credits</b>		<b>Total Credits</b>	
<span style="border: 1px solid black; padding: 2px;">15-18</span>		<span style="border: 1px solid black; padding: 2px;">12</span>	
<b>Comments</b>		<b>Comments</b>	
<div style="border: 1px solid black; height: 20px;"></div>		<div style="border: 1px solid black; height: 20px;"></div>	

- Send copy to student**  
This will send a copy of the APP to the student via the "confidential message" board on this website. See the [View Confidential Messages](#) link on the main folder page for more details and/or to view past messages. Students cannot be copied on 'prep' APPs.
- Include My Signature**  
If you are copying the student on the APP, you can include your [signature](#) on the message to the student. This will NOT save your signature to the APPs in the folder.

Submit APP to FolderSubmit as a Prep APP





# Academic Progress Plans

(cont'd)

## Warning!

FS06 FRN 330 001 3 - no seats left in the section.  
FS06 MTH 126 003 3 - no seats left in the section.  
FS06 STT 315 021 3 - no seats left in the section.  
SS07 ITM 309 007 3 - no seats left in the section.  
SS07 MSC 317 012 3 - no seats left in the section.

[Go back to APP](#)

[Ignore Warning and Submit APP to Folder](#)

- Valid course and seat count checks.
- Adviser can override warning.

- After submission, Adviser can access a 'print friendly' version of the form.
- During AOP (Academic Orientation Programs), APPs can be sent to enrollment lab printers.

Student Academic Folder - Academic Progress Plans (APPs) [Main Menu](#)

Jane Spartan, Broad College of Business Friday, 6/23/2006

The Academic Progress Plan (APP) for Sparty Student has been saved.

The student has been sent a copy via the confidential message board.

[View/Print PDF Version of this APP](#)

[Send/Print to AOP Printer in the CASE Enrollment Lab](#)

[Send/Print to AOP Printer in the WILSON Enrollment Lab](#)

**Please do not print to an AOP printer if you are not at AOP. It will send confidential student data to a public computer lab printer.**

[Return to APPs](#)



# Academic Progress Plans

(cont'd)

Folder Version

Print Friendly View (pdf)

**Student Academic Progress Plans** Main Menu

6/23/2006 3:34:14 PM Jane Spartan, Broad College of Business  
*View/Print PDF Version of this APP*

<b>FS06</b> <b>Planned Courses</b> EC 340 003 3 FI 311 002 3 FRN 330 001 3 ITL 201 002 4 MTH 126 003 3 STT 315 021 3  <b>Total Credits: 15-18</b> <i>Copy sent to Student</i>	<b>Alternative Courses</b> EC341 4	<b>SS07</b> <b>Planned Courses</b> ITM 309 007 3 MGT 409 008 3 MSC 317 012 3 MSC 371 001 3  <b>Total Credits: 12</b>	<b>Alternative Courses</b>
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UN 3 1267-Finance Main Menu

Academic Progress Plan - Academic Orientation Program			
Student: Sparty Student		PID: A12345678	
Major: 1267-Finance		<small>APPID: 132 6/23/2006 3:35:58 PM</small>	
FS06		AOP Staff Only	
Planned Courses	Alternate Courses	Section # of Selected Courses	STAFF SIGNATURES
EC 340 003 3	EC341 4		Jane Spartan, Broad College of Business
FI 311 002 3			Advisor
FRN 330 001 3			
ITL 201 002 4			CAMP Advisor
MTH 126 003 3			honors Advisor
STT 315 021 3			AOP Staff
Total Credits: 15-18			
Comments:			

Academic Progress Plan - Academic Orientation Program			
Student: Sparty Student		PID: A12345678	
Major: 1267-Finance		<small>APPID: 132 6/23/2006 3:35:58 PM</small>	
SS07		AOP Staff Only	
Planned Courses	Alternate Courses	Section # of Selected Courses	STAFF SIGNATURES
ITM 309 007 3			Jane Spartan, Broad College of Business
MGT 409 008 3			Advisor
MSC 317 012 3			
MSC 371 001 3			CAMP Advisor
			honors Advisor
			AOP Staff
Total Credits: 12			
Comments:			



# Confidential Messages

Using the Confidential Message Board: A method of sending secure, confidential messages to students.

- Student receives email stating “A Confidential Message is waiting for you.”
- Student logs in to a secure application on the RO web site to access message. Students should be comfortable with the RO site.
- Once student accesses the message, the ‘Date Read’ is recorded, allowing the adviser to see that the student has received the message.
- If message not ‘read’, reminder sent one week later.

Student Academic Folder - Confidential Messages				Main Menu																																					
Jane Spartan, Broad College of Business			Friday, 6/23/2006																																						
<p><b>About Confidential Messages</b></p> <ul style="list-style-type: none"> <li>♦ Students are notified that the Registrar's Office has a "confidential message" waiting for them. The students are asked to log into a secure site where they can read the confidential message. The system tracks that the student has read the message. This does not guarantee that students will access and read their message(s).</li> <li>♦ Messages <b>cannot</b> be edited or deleted once in the confidential message system.</li> <li>♦ A dash in the date read field means that the student has not logged in and read the message.</li> <li>♦ If a student has not read the message one week after the message date, one reminder message will be sent.</li> </ul>																																									
<b>Name</b> <b>PID</b> <b>Level Class</b> <b>Major</b>		<b>Sparty Student</b> <b>A12345678</b> <b>UN 3</b> <b>1267-Finance</b>																																							
Message ID	Message Date	Message	Date Read	RO System																																					
3476	6/23/2006	<p><b>Michigan State University</b> The Eli Broad College of Business</p> <hr/> <p><b>Academic Progress Plan</b></p> <table border="1"> <thead> <tr> <th colspan="2">Semester: FS06</th> <th colspan="2">Semester: SS07</th> </tr> <tr> <th>Planned Courses</th> <th>Alternative Courses</th> <th>Planned Courses</th> <th>Alternative Courses</th> </tr> </thead> <tbody> <tr> <td>EC 340 003 3</td> <td>EC341 4</td> <td>ITM 309 007 3</td> <td></td> </tr> <tr> <td>FI 311 002 3</td> <td></td> <td>MGT 409 008 3</td> <td></td> </tr> <tr> <td>FRN 330 001 3</td> <td></td> <td>MSC 317 012 3</td> <td></td> </tr> <tr> <td>ITL 201 002 4</td> <td></td> <td>MSC 371 001 3</td> <td></td> </tr> <tr> <td>MTH 126 003 3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>STT 315 021 3</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2"><b>Total Credits: 15-18</b></td> <td colspan="2"><b>Total Credits: 12</b></td> </tr> </tbody> </table> <p>Jane Spartan Undergraduate Finance Adviser schuett1@msu.edu phone: 517.355.1855</p>	Semester: FS06		Semester: SS07		Planned Courses	Alternative Courses	Planned Courses	Alternative Courses	EC 340 003 3	EC341 4	ITM 309 007 3		FI 311 002 3		MGT 409 008 3		FRN 330 001 3		MSC 317 012 3		ITL 201 002 4		MSC 371 001 3		MTH 126 003 3				STT 315 021 3				<b>Total Credits: 15-18</b>		<b>Total Credits: 12</b>		-	Academic Folder	
Semester: FS06		Semester: SS07																																							
Planned Courses	Alternative Courses	Planned Courses	Alternative Courses																																						
EC 340 003 3	EC341 4	ITM 309 007 3																																							
FI 311 002 3		MGT 409 008 3																																							
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MTH 126 003 3																																									
STT 315 021 3																																									
<b>Total Credits: 15-18</b>		<b>Total Credits: 12</b>																																							
3475	6/23/2006	<p><b>Michigan State University</b> The Eli Broad College of Business</p> <hr/> <p>Topics: Enrollment Conference, Major Exploration</p> <p>Student discussed interest in Finance.</p> <p>Suggested Sparty begin taking core business courses and to explore interest further at the business fair.</p> <p>Jane Spartan Undergraduate Finance Adviser schuett1@msu.edu phone: 517.355.1855</p>	6/23/2006	Academic Folder																																					
2815	12/28/2004	<p>Dear Sparty Student,</p> <p>We have been notified by your instructor(s) in MTH 103 that your performance to date in this course suggests you may earn a final grade of less than 2.0.</p> <p>We strongly recommend that you:</p> <ul style="list-style-type: none"> <li>* see your instructor to discuss your situation and follow the advice you receive.</li> <li>* attend all classes. Review class notes soon after class to reinforce what you have learned.</li> <li>* study your notes and do your homework every day.</li> </ul> <p>If you still have questions, seek assistance from help rooms, teaching assistants, etc.</p> <p>If you have problems in more than one course or problems of a personal nature, discuss them with your advisor immediately. Your advisor will refer you to sources of assistance. If you do not know your advisor, call the Undergraduate University Division (UUD) at 355-3515.</p> <p>Sincerely June Pierce Youatt Assistant Provost for Undergraduate Education</p>	12/28/2004	APR_FEWS																																					



# Student Report

“Unofficial, Internal Transcript”

Includes:

- Award History
- Major History
- AOP Placement Scores
- Admission Application Data
- Course Listing

**Course Detail for Sparty Student (A12345678)**

CRSE	CR	GRD	RR	H	TITLE	CRSE	CR	GRD	RR	H	TITLE
<b>UNDERGRADUATE CREDIT</b>						SPRING SEM 2006 - Registered - UN3					
PREVIOUS/TRANSFER COURSES						ACC 202 3 3.0 H Principles of Management Acct					
WRA 150 4 WVR						FRN 202 4 4.0 Second-Year French II					
HST 203 4 WV U.S. History Since 1876						IAH 241E 4 4.0 Creative Process					
HST GCU 3 TWV General Cr											
PLS 100 3 T Intro to Ar											
PLS 140 3 T Govt & Pol											
PLS GCU 1 T General Cr											
SOC 100 4 T Introductio											
Previous/Tran											
<b>FALL SEM 2004 - Registered - UN1</b>											
CSE 101 3 4.0 Computng											
ISB 200 3 4.0 History of											
ISS 330B 4 4.0 Asia Soc S											
KIN 103A 1 P Aerobic Ex											
MTH 124 3 4.0 Survey of											
Term Credits: 14 Cumulative C											
Term GPA: 4.0000 Cumulative G											
End Academic Status: GOOD											
<b>SPRING SEM 2005 - Registered - UN</b>											
EC 201 3 3.5 Introductio											
FRN 102 4 4.0 Elementar											
ISP 203 3 4.0 Geology H											
ISP 203L 2 3.5 Geology H											
SPN 101 4 3.5 Elementar											
Term Credits: 16 Cumulative C											
Term GPA: 3.7187 Cumulative G											
End Academic Status: GOOD											
<b>FALL SEM 2005 - Registered - UN2</b>											
ACC 201 3 3.0 H Principles											
EC 252H 3 2.5 H Macroecon											
FRN 201 4 4.0 Second-Ye											
MSC 300 3 3.0 Manageria											
Term Credits: 13 Cumulative C											
Term GPA: 3.1923 Cumulative G											
End Academic Status: GOOD											

**Student Academic Folder - Student Report** Main Menu

Student Report for  
Spartly Student (A12345678)

Generated by: Jane Spartan, Broad College of Business  
Date: Friday, 6/23/2006

AWARD HISTORY										
Student Level Code	Award Stat Code	Term	Major Code	Award Type	Program Desc	Status Entry Date	Hrs Coll	Award Honor	College	Dept
UN	PEND		1267	Bachelor of Arts	Finance	12/3/2003	P		08-BUSINESS	339 FINANCE
UN	PEND		HONR	No Degree - Undergraduate	Honors College	3/11/2005	Y		53-ACD ST SVC	408 HONORS COL
UN	PEND		0626	Specialization Undergraduate	Dance	8/18/2005	N		04-ARTS & LET	832 THEATRE
UN	ENDD		4994	No Degree - Undergraduate	Study Abroad Course Access Trk	12/13/2005	N		51-ACAD SERV	712 REGISTRAR
UN	PEND		6030	Specialization Undergraduate	International Business	1/10/2006	N		08-BUSINESS	118 BUSNS DEAN

MAJOR HISTORY										
Start Term	End Term	Student Level Code	Major Code	Major Desc	Award Type	Primary Major Flag	Primary Lvl Flag	College	Dept	
FS04		UN	1267	Finance	BA	P	Y	08-BUSINESS	339-FINANCE	
SS05		UN	HONR	Honors College	NOUN	N	Y	53-ACD ST SVC	408-HONORS COL	
FS05		UN	0626	Dance	SPCU	N	Y	04-ARTS & LET	832-THEATRE	
SS06		UN	6030	International Business	SPCU	N	Y	08-BUSINESS	118-BUSNS DEAN	
US06	US06	UN	4994	Study Abroad Course Access Trk	NOUN	N	Y	51-ACAD SERV	712-REGISTRAR	

AOP PLACEMENT SCORES						
Test Source	Test Type	Test Type Desc	Test Date	Test Score	Low Value	High Value
UNPROC AOP	FRR1	MSU French Plcmnt Rev1	5/11/2004	20	0	39
UNPROC AOP	MSUM	MSU Math Placement Test	5/11/2004	18	0	28

ADMISSION BEST APPLICATION								
Student Level Code	Aplcn Ref Num	Aplcn Term Code	Admit Term Code	Aplcn Dcsn Code	Aplcn Status Code	College	Dept	Major
UN	001	FS04	FS04	AUAD	AUTO	08-BUSINESS	339 FINANCE	1267 FINANCE



# Admit Reports & Application Data

- Admit Reports for College, Department, and/or Major can be generated by term and/or specific dates.
- Adviser can 'click' on student number in resulting data to open specific student's Application Data Sheet.

Student Academic Folder - Application Data Sheets				Main Menu
Jane Spartan, Broad College of Business		Friday, 6/23/2006		
<b>Name</b>	<b>Sparty Student</b>			
<b>PID</b>	<b>A12345678</b>			
<b>Level Class</b>	<b>UN 3</b>			
<b>Major</b>	<b>1267-Finance</b>			
<b>Application Name</b>	Student, Sparty	<b>Date of Birth</b>	11/18/1986	
<b>Address</b>	50 Spartan Lane East Lansing, MI 48825 (517) 353-4678	<b>Ethnicity</b>	1 Caucasian (non Hispanic)	
		<b>Gender</b>	F	
		<b>Residency Stat</b>	I	
<b>Institution</b>	233508 Ford High School	<b>Category</b>	H	
<b>Application Data</b>				
<b>Appln Ref #</b>	001	<b>Des Enr Term</b>	FS04	
<b>Level</b>	UN	<b>College</b>	08 Business	
<b>Application Term</b>	FS04	<b>Department</b>	339 Finance	
<b>Application Type</b>	NEW NEW TO MSU	<b>Major</b>	1267 Finance	
<b>Applicant Type</b>	GENL General	<b>Application Date</b>	3/27/2003	
<b>Application Status</b>	AUTO Auto Admit Review Completed	<b>Application Decn Date</b>	10/21/2003	
<b>Application Decn</b>	AUAD ADMT AUTO			
<b>Applicant Decn</b>	ATOP ATND AOP			
<b>High School History</b>				
<b>Entity ID</b>	233508	<b>Dates Attended</b>	09/00 - 06/04	
<b>Name</b>	Ford High School	<b>Class Rank</b>	23/347 93%	
<b>Grade Point Averages</b>				
	<b>Type Description</b>	<b>Credits</b>	<b>Points</b>	<b>GPA</b>
	ACT ACT TAPE	0	0	3.75
	HSRP HS REPORT	0	0	3.686
	PRED PRED GPA	0	0	2.958

Electronic Student

Jane Spartan, Broad College of Business

This information is released to you in compliance with MSU's Guidelines Governing Privacy and Release of Information. By using this system, you are also hereby acknowledging that you have read and understand the terms of the contract.

[My Prep Notes / APPs](#) | [My Temp Notes](#) | [Student Authorized Access](#)  
[View/Edit My Signature](#) | [Restore a Folder](#)  
[Admit Reports](#) | [Open/Closed Course List](#) | [AOP Lists](#)  
[All Temp Notes in my College](#) | [Reports](#) | [Save Note/Send Message to PID List](#)  
[Guide](#) | [System Access](#) | [University Requirement Equivalencies](#)



# Course Listing

Student Academic Folder - Course Listing by Subject Area & Transfer Institution										Main Menu
Jane Spartan, Broad College of Business					Friday, 6/23/2006					
Name	Sparty Student									
PID	A12345678									
Level Class	UN 3									
Major	1267-Finance									
Course Listing by Subject Area										
Subject	Course	Section	Term	Level	Credits	RR	H	Title	Grade	
<b>Accounting</b>										
ACC	201	008	FS05	UN	3		H	Principles of Financial Acct	3.0	
ACC	202	009	SS06	UN	3		H	Principles of Management Acct	3.0	
<b>Computer Science &amp; Engineering</b>										
CSE	101	064	FS04	UN	3			Computng Concepts/Competencies	4.0	
<b>Economics</b>										
EC	201	006	SS05	UN	3			Introduction to Microeconomics	3.5	
EC	252H	001	FS05	UN	3		H	Macroeconomics & Public Policy	2.5	
EC	340	003	FS06	UN	3		H	Survey of Interntl Economics		
<b>Finance and Insurance</b>										
FI	311	002	FS06	UN	3			Financial Management		
Course Listing by Transfer Institution										
Course	Term	Credits	Title			Grade				
<b>Undergraduate Transfer Course Credit</b>										
Undergraduate credits accepted to date: 14										
<b>Advanced Placement</b>										
Attended from 06/03 to 06/04 3 credits accepted										
PLS 140	US04	3	Govt & Politics of the World			T				
WRA 150	US04	4				WVR				
<b>Macomb Community College</b>										
Attended from 04/03 to 08/04 11 credits accepted										
HST 203	US04	4	U.S. History Since 1876			WV				
HST GCU	US04	3	General Credit-Undergraduate			TWV				
PLS 100	US04	3	Intro to Amer Ntl Government			T				
PLS GCU	US04	1	General Credit-Undergraduate			T				
SOC 100	US04	4	Introduction to Sociology			T				

Summary of student courses by subject area.

Details of accepted transfer credit by institution, including pending and accepted credits.



# Credits & GPA Summary

Full student history of credits and GPA term-by-term for each student academic level.

Student Academic Folder - Credits & GPA Summary						Main Menu
Jane Spartan, Broad College of Business				Friday, 6/23/2006		
Name	Spartan Student					
PID	A12345678					
Level Class	UN 3					
Major	1267-Finance					
Term	Cum Credits		Term GPA Info			
	Completed	Passed	GP Credits	GP Points	GPA	
<b>Undergraduate</b>						
Attempted Credit: 71		Transfer Credit: 14		Repeats: 0		
SS07	57	71	0	0	0	
FS06	57	71	0	0	0	
US06	57	71	0	0	0	
SS06	57	71	14	53	3.7857	
FS05	43	57	13	41.5	3.1923	
SS05	30	44	16	59.5	3.7187	
FS04	14	28	14	52	4	
Cum GPA Info			Academic Status			
GP Credits	GP Points	GPA	Begin	End		
56	206	3.6785	GOOD			
56	206	3.6785	GOOD			
56	206	3.6785	GOOD			
56	206	3.6785	GOOD	GOOD		
42	153	3.6428	GOOD	GOOD		
29	111.5	3.8448	GOOD	GOOD		
13	52	4	GOOD	GOOD		



# Degree Reports

- In May 2006, Degree Reports were launched using extracted data from the Degree Audit system.
- Advisers can select various reports based on current needs.
- Specific student degree work, e.g. substitutions, must still be done in Degree Audit system.

Requirements for: 1267 - Finance, BA

**XRequirement 3: University IAH201 - IAH210** *Need: 4 credits*  
Credits Required **4** Credits Applied **0**  
4 credits from IAH201, IAH202, IAH203, IAH204, IAH206, IAH207, IAH208, IAH209, any IAH below 211

**XRequirement 11: Major field of concentration** *Need: 9 credits*  
Credits Required **9** Credits Applied **0**  
All of FI312, FI414, ACC305

**XRequirement 12: Major field of concentration**  
Credits Required **9** Credits Applied **0**  
9 credits from FI413, FI435,

**XRequirement 15: Business Core**  
Credits Required **48** Credits Applied **0**  
All of CSE101, ACC201, ACC202, MSC300, MSC303, STT31

**XRequirement 18:**  
Credits Required **120** Credits Applied **0**  
120 credits required to complete program may not equal total credits due to substitutions which must be accounted for. If in doubt, please consult an advisor.

**Requirement 1: Specialization R**  
Credits Required **3** Credits Applied **0**  
All of MSC415

**XRequirement 2: Specialization R**  
Courses Required **2** Courses Applied **0**  
2 courses from EC306, EC311, EC440, EC441, FI451, GB

**XRequirement 3: Specialization R**  
Credits Required **6** Credits Applied **0**  
6 credits from Completion of Honors College. See your academic advisor for details.

Student Academic Folder - Degree Reports Main Menu

Jane Spartan, Broad College of Business Friday, 6/23/2006

**About Degree Reports**

- These reports are generated from extracted Degree Navigator data.
- The degree data is updated each night as needed, based on changes to the student academic and degree records.
- Notes regarding degree requirements, such as substitutions, must be made in Degree Navigator and will appear here the next business day.

Name	Spartan Student
PID	A12345678
Level Class	UN 3
Major	1267-Finance

**Degree Report Type**

- Summary** - Summary of degree requirements only
- Courses Applied** - Listing of only those requirements where courses have been applied
- AOP Courses Applied** - Print Friendly version of Courses Applied report. Provided to students with transfer credit at AOP. Includes listing of transfer credit by institution per SIS.
- Incomplete Requirements** - Listing of only those requirements not yet complete
- Full** - Includes all requirements, descriptions, and courses (used and not used)

View Report

1267 - Finance, BA				Data as of: 6/23/2006	
Requirements Complete?	No	Required Credits	120	Unused/Excluded Credits	27
Requirements To Go	7	Credits Applied	108		
Courses in Progress Used	Yes	Credits Still Needed	12		

0626 - Dance, SPCU				Data as of: 6/23/2006	
Requirements Complete?	No	Required Credits	20	Unused/Excluded Credits	116
Requirements To Go	2	Credits Applied	20		
Courses in Progress Used	Yes	Credits Still Needed	0		

6030 - International Business, SPCU				Data as of: 6/23/2006	
Requirements Complete?	No	Required Credits	15	Unused/Excluded Credits	113
Requirements To Go	3	Credits Applied	15		
Courses in Progress Used	Yes	Credits Still Needed	0		

HONR - Honors College				Data as of: 6/23/2006	
Requirements Complete?	Yes	Required Credits	0	Unused/Excluded Credits	224
Requirements To Go	0	Credits Applied	0		
Courses in Progress Used	Yes	Credits Still Needed	0		

Main Menu





# Other Online RO Systems

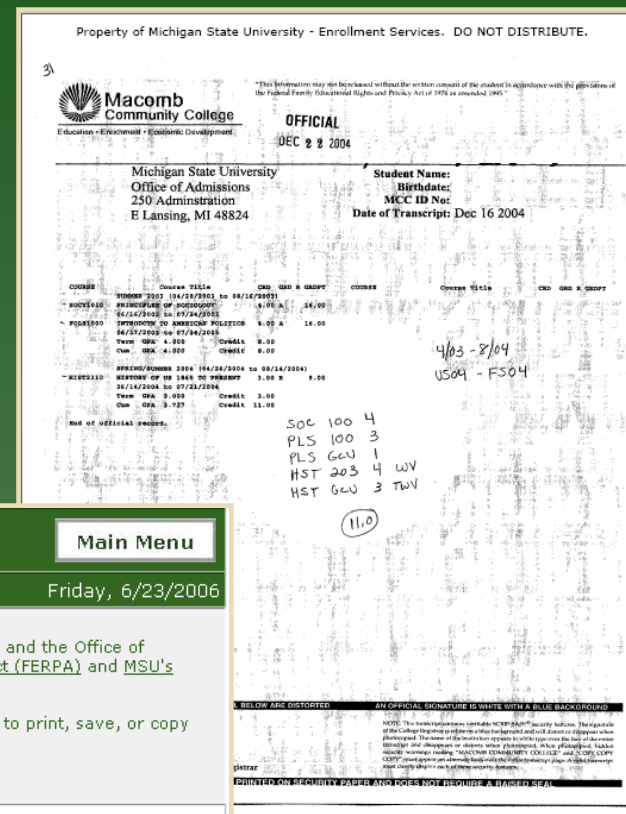
- Links to other student specific online Academic Forms.
- Access granted to adviser through student folder.

Jane Spartan, Broad College of Business			Friday, 6/23/2006		
<b>Re-evaluation of Student Transfer Credit</b>				<b>Form ID 775</b>	
The current status of the form is shown below.					
<b>PID</b>	<b>Name</b>	<b>Level-Class</b>	<b>Associate Dean Student's College</b>		
A12345678	Student, Sparty	UN-4	08-Business Waiting for action		
<b>Major</b>			Jane Spartan, Broad College of Business		
1267-Finance			Friday, 6/23/2006		
<b>Administrative Action Form</b>					
The current status of the form is shown below.					
<b>Grade Change</b>				<b>Form ID #599</b>	
Semester					
SS05					
<b>PID</b>	<b>Name</b>	<b>Level-Class</b>	<b>Associate Dean Student's College</b>		
A12345678	Student, Sparty	UN-2	08-Business Approved by Dean O. Student on 5/14/2006		
<b>Major</b>			<b>Student's Department</b>		
1267-Finance			339-Finance Action not needed		
<b>Associate Dean College Offering Course</b>			<b>Department Chairperson Offering Course</b>		
08-Broad College of Business Approved by Dean O. Business on 5/14/2006			009-Accounting and Information Systems Approved by Dean O. Business on 5/14/2006		
<b>Subject</b>	<b>Course</b>	<b>Section</b>	<b>Instructor</b>		
ACC	201	001	Approved by Sparty Instructor on 5/14/2006		
<b>Credits</b>	<b>Change Grade From</b>	<b>Change Grade To</b>	<b>Date Student Completed Work</b> used for conditional grades only mm/dd/yy		
3	3.0	4.0	-		
<b>Reason</b>					
Calculation Error					
<b>Additional Comments</b>					
-					
For definitions related to the University's Grading Systems and Correction of Grades, see <a href="#">General Procedures and Regulations</a> section of <a href="#">Academic Programs</a> .					
Recording a final grade after a conditional grade (I, DF, ET, CP) must be done directly in SIS (Student Information System) by authorized department staff.					
<b>Processed</b>					
Processed on 5/14/2006					
Return to Current Status and Archive List					
Return to Administrative Action Form System Menu					



# Archived Images

Certain documents from the Admissions and Registrar's Office imaging solution are made available in the folder.



Student Academic Folder - Archived Images Main Menu

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Jane Spartan, Broad College of Business Friday, 6/23/2006

**About Archived Images**

- The images displayed through this system are made available by the Office of the Registrar and the Office of Admissions & Scholarships in compliance with the Family Educational Rights and Privacy Act (FERPA) and MSU's [Guidelines Governing Privacy and Release of Student Records](#).
- The images are available for your use only and are **not** for redistribution.
- The images will always be available to authorized users here. Therefore, it is not necessary to print, save, or copy the images.

I have read, understand, and agree with the above statements.

Name	<b>Sparty Student</b>
PID	<b>A12345678</b>
Level Class	<b>UN 3</b>
Major	<b>1267-Finance</b>

**The following image(s) were found.**  
To view an archived image, click on the link. The image will open within a PDF file.

Admissions - College Transcripts (12 pages)



# My Prep Notes/APPs

- Advisers can access their saved Prep Notes and APPs through the system main menu.
- Saved preps can be accessed and submitted to folder or deleted.

Student Academic Folder - Prep Notes/APPs [Main Menu](#)

Jane Spartan, Broad College of Business Friday, 6/23/2006

**About Prep Notes/Academic Progress Plans(APPs)**

- ♦ The following are Notes or APPs that you have submitted as 'Prep'. The Note/APP is not available to anyone else while in the 'Prep' status.
- ♦ After 90 days, if the Note/APP is not submitted to the student folder, the Note/APP will be deleted.
- ♦ Notes regarding degree requirements, such as substitutions, must be made in [Degree Navigator](#).
- ♦ While students do not have direct access to this system, please be aware that a student can, at any time, request his or her student records from the university per [FERPA](#). This system is a part of the student record and, therefore, any notes in this system would be made available to the student.

**Click on the Student PID or Name of the Note/APP you wish to edit and submit to the student folder.**

Note for A12222222 - John Doe - UN 3 1267-Finance Date: 6/23/2006 4:10:40 PM

**AOP**  
Prep folder for AOP transfer session using ESAF's degree report: tentative 20 cr's + 12 cr's accepted.  
[Delete this note](#)

Jane Spartan,

**FERPA**  
This information is released to you in compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#) and [MSU's Guidelines Governing Privacy and Release of Student Records](#). You are solely responsible for maintenance of the confidentiality of said information.

By using this system, you are also held responsible for adhering to the [Student ID Image Policy](#).

**My Prep Notes/APPs (1) | My Temp Notes (1) | Student Authorized Access**

---

[View/Edit My Signature](#) | [Restore a Folder](#)

---

[Admit Reports](#) | [Open/Closed Course List](#) | [AOP Lists](#)

---

[All Temp Notes in my College \(1\)](#) | [Reports](#) | [Save Note/Send Message to PID List](#)

---

[Guide](#) | [System Access](#) | [University Requirement Equivalencies](#)



# My Signature

- For use when ‘copying the student’, the adviser can save a ‘signature’ in the system.

- Signature can be plain text or HTML.

The screenshot displays the 'My Signature' system interface. It features a main window with a header 'Student Academic Folder Signature Preview' and a preview area showing the signature for Jane Spartan, Undergraduate Finance Adviser at Michigan State University. The preview area includes a 'Close this window' button. Below the preview, the HTML code for the signature is visible, showing the use of font tags and a link to the college website. At the bottom of the interface, there are buttons for 'Preview your signature' and 'Save Changes'.

Student Academic Folder  
Signature Preview

Michigan State University  
The Eli Broad College of Business

note to student would be here

Jane Spartan  
Undergraduate Finance Adviser  
schuett1@msu.edu  
phone: 517.355.1855

Close this window

```
<font size=...  
href="http...  
<font size=...  
href="http://www.bus.msu.edu">The Eli Broad College of  
Business</a></font>
```

Footer

```
<font size=2 color=black><i>Jane Spartan</i>  
Undergraduate Finance Adviser  
<a style="color: 336620; text-decoration:none;"  
href="mailto:schuett1@msu.edu">schuett1@msu.edu</a>  
phone: 517.355.1855
```

Preview your signature

Save Changes



# AOP Lists

- Formerly distributed by the Admission Office, AOP lists can now be generated at any time.
- Additional features include direct student folder access, viewing degree reports, and sending email to students.

Main Menu

Jane Spartan, Broad College of Business Friday, 6/23/2006

Instructions:  
You must select a **semester** and a **college - department** value. By leaving all other selection boxes alone, you will retrieve all students for a given semester for the college-department selected.

To limit the student population generated, select/enter values in the selection boxes below.  
To select consecutive values in a list, hold the 'shift' key down while clicking with your mouse.  
To select non-consecutive values in a list, hold the 'ctrl' key down while clicking with your mouse.  
To un-select a value, hold the 'ctrl' key down while clicking the selected value with your mouse.  
To view the list of students, click the submit button at the bottom of the page.

Information generated by this system comes directly from SISINFO

**Semester**  
FS06

**College - Department**  
Broad College of Business-Finance

**Appointment Start & Group Date**

- 06/12/2006-Freshman
- 06/13/2006-Freshman
- 06/14/2006-Freshman
- 06/15/2006-Freshman
- 06/19/2006-Transfer
- 06/21/2006-Freshman
- 06/22/2006-Freshman
- 06/23/2006-Freshman
- 06/26/2006-Transfer
- 06/27/2006-Freshman
- 06/28/2006-Freshman
- 06/29/2006-Freshman
- 07/05/2006-Freshman
- 07/06/2006-Freshman
- 07/10/2006-Transfer
- 07/11/2006-Freshman
- 07/12/2006-Freshman
- 07/13/2006-Freshman
- 07/17/2006-Freshman
- 07/18/2006-Freshman

**Major (Code-Desc-Lvl-Award Type)**

- 1267-Finance-UN-BA
- 1268-Finance-UN-ADDU
- 1269-Finance-UN-BA

**Sort list by:**

Name   
  PID   
  Major, Name   
  Major, PID

Date, Name   
  Date, PID   
  Date, Major, Name   
  Date, Major, PID

[View AOP List](#)

Note: You will be able to generate the AOP Degree Reports and/or send emails from the next page.

Generated by: Jane Spartan, Broad Coll  
Date: Friday, 6/23/2006

Whether the email account has been activated is noted in the data below (see the 'Email Active' column).  
If a student's email has not been activated, the message will wait in the student's inbox until activation.

Student Name	PID**	Degree Report	Credits Applied	Major Code	Major Desc	Start Date	AOP Group	MSUNetID	Email Active	Coll Code	Coll Name	Dept Code	Dept Name
Student, Sparty1	A11111111	Y	34	1267	Finance	6/26/2006	Transfer	sparty1	Y	08	Business	339	Finance
Student, Sparty2	A11111112	Y	60	1267	Finance	6/26/2006	Transfer	sparty2	Y	08	Business	339	Finance
Student, Sparty3	A11111113	Y	13	1267	Finance	6/26/2006	Transfer	sparty3	Y	08	Business	339	Finance
Student, Sparty4	A11111114	Y	6	1267	Finance	6/26/2006	Transfer	sparty4	Y	08	Business	339	Finance
Student, Sparty5	A11111115	Y	16	1267	Finance	6/26/2006	Transfer	sparty5	Y	08	Business	339	Finance
Student, Sparty6	A11111116	Y	25	1267	Finance	6/26/2006	Transfer	sparty6	Y	08	Business	339	Finance



# System Statistics

- 480 active users in 22 major academic and administrative units
  - 186,500 folders accessed
  - 55,000 notes
  - 10,000 APPs (since Jan 06)
  - 98 signatures
  - Copy to student
    - 22,100 notes
    - 5,100 APPs
- ↪ 90+% of copies read





# Campus Impact

- **Paper:** UUD has gone completely paperless and greatly improved turn-around time in student services at multiple locations across campus.
- **Environment:** The College of Business was able to remove eight 5-drawer file cabinets and completely renovate the Undergraduate Advising Center into a more relaxing, inviting location.
- **Communication:** Communication Arts & Sciences sent all end-of-term warning letters to students via the ESAF's confidential message board. This not only gave advisers the ability to track message receipt, but the speed in communication gave students more time to work with advisers prior to the next term.



- **Efficiency:** Information can be accessed more easily in the ESAF than in hard-copy folders. Most, if not all, information is in one location. “We can concentrate on more ways to serve students.”



# Campus Impact (cont'd)

- **Consistency:** The electronic folder 'follows' the student throughout his/her academic career, increasing consistency in advising.
- **Awareness:** The ESAF improved FERPA awareness and compliance, bringing further clarity to what constitutes a student's education record.
- **Even the Toughest Critics:** Many advisers were against going electronic (not as efficient, won't have everything I need, etc.). However, after many 'just tried it once', they never left.
- **Nothing is Perfect:** There have been amazingly only a few complaints: system time out, screen size limitations.
- And of course, additional feature requests...







# Future Plans

- Degree Audit
- Degree Data Query Builder
- Additional forms, e.g. Probation Conference Worksheet



- Integration with other units and their forms, such as Study Abroad
- Stylized text, spellchecker
- System 'tweaks', e.g. being able to 'copy' another adviser on a note
- ???



MICHIGAN STATE  
UNIVERSITY

# Questions?

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