

Office of the Registrar

Michigan State University

MACRAO 2003 Annual Meeting

Make the Web Work: Leveraging Technology in Uncertain Times

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The Problem

➤ RO

- Declining Budgetary Support
 - 17% cut last year
- Declining Staff
 - 52 in 2000
 - 42 in 2003
 - 24 % reduction in less than 3 years



The Problem

➤ Across Campus

- Budget cuts
- Increased faculty load, fewer Graduate Assistants
- Reduced administrative staff
- Increased expectations in turnaround
- Advanced user needs
- Technology savvy students

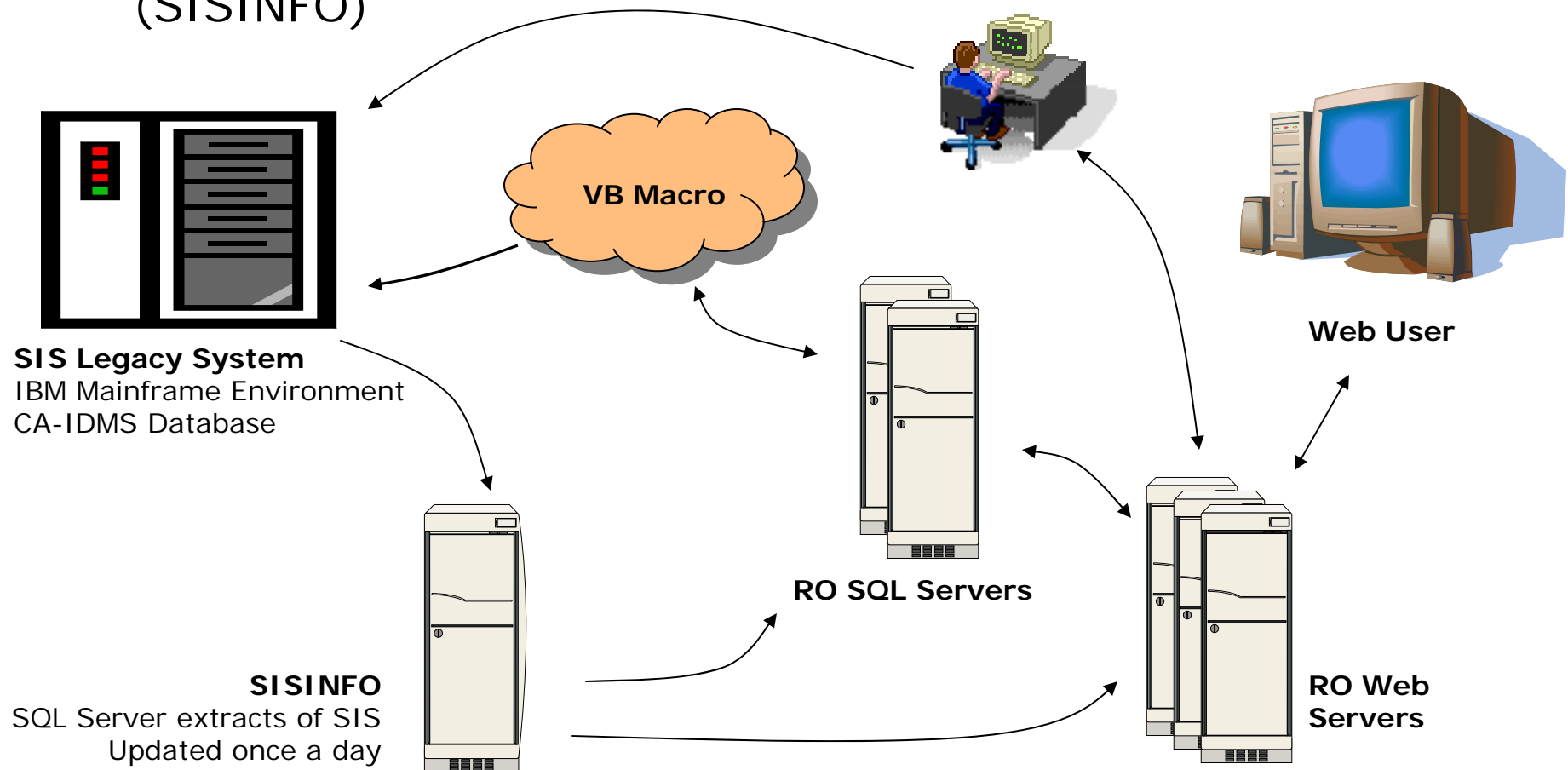


The people

- Populations at MSU
 - 45,000 Students
 - 4,500 Faculty and Academic Staff
 - 3,300 Graduate Assistants
 - 6,100 Staff
 - 2,400,000 Alumni
 - ??? Public

The Environment

- Only 3 web programmers (all three hired in last 3 years)
- Legacy system (SIS) with sql server extracts available 24/7 (SISINFO)





WWW.REG.MSU.EDU



Past Year Hits

- 600,000 Home Page
- 15,400 Student Logins
- 70,000 Instructor System Logins
- 44,000 Administrator Logins



The Plan

Aggressive campaign to move
necessary tasks and tools to the
web...

...with a few bonuses...



Student Forms

- Heavy on student input – repetitive data
- Considerable chance of error
- Office hours limiting
- Travel time when student not on campus
- Postage, paper costs
- Staff time – stuffing envelopes
- Delivery delay



Student Forms

- Solution: Web “Smart Forms”
 - Log in with MSUNetID and password
 - Use SISINFO to complete forms with known data
 - Change forms to better reflect data needs of legacy system
 - Allow students to print “verification” forms from anywhere



Michigan Uniform Undergraduate Guest Application

- MSU students attending other institutions as *Guest Students*
- Most data in SISINFO
- Calculations performed “on-the-fly”
- Signature & seal
- 2,876 generated since Feb 2003



Michigan Uniform Undergraduate Guest Application

Michigan Uniform Undergraduate Guest Application			
Name		Social Security No.	
Student, Sparty		123456789	
Sex	Birth Date	Citizenship	
F	3/11/82	US Citizen	
Ethnic/Racial Group			
Caucasian (non Hispanic)			
<small>Note: If you are multiracial, please complete this item by indicating the ethnic/racial group you identify with most or the ethnic/racial group to which you are usually regarded in the community as belonging.</small>			
Are you Multiracial? <input type="radio"/> Yes <input type="radio"/> No			
If you answered "Yes" Please check the categories that correspond to the races of your parents.			
<input type="checkbox"/> White/Caucasian Non-Hispanic <input type="checkbox"/> Black/African American Non-Hispanic <input type="checkbox"/> Chicano (Mexican American)			
<input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander (Asian American)			
Current Address		Phone	
123 Green Lane Apt 44, East Lansing, MI		555 353 1855	
Home Address		Phone	
121 White Drive, Traverse City, MI		517 555 1855	
High School (Name, City, State)		Graduation Date (MM/YYYY)	
		-Month- / -Year-	
State or Country of Legal Residence		County of Legal Residence	
MI		Ingham	
The above has been my legal residence since -Month- / -Year-			
Application To (Guest Institution - College or University)			
Guest Term Dates -Month- / -Year- to -Month- / -Year-			
Have you previously applied for admission to this institution?		<input type="radio"/> Yes <input type="radio"/> No	
Have you previously attended classes at this institution?		<input type="radio"/> Yes <input type="radio"/> No	
if Yes above, indicate the attendance dates : -Month- / -Year- to -Month- / -Year-			
Please indicate your purpose in applying as a guest student (courses planned, etc.)			
<div style="border: 1px solid black; height: 100px;"></div>			
<small>By submitting this application for processing, I certify that the above statements are true. I agree to abide by the regulations of the Institution named above while I am enrolled. I authorize the release of any records from my home institution which the guest institution may require.</small>			
Generate print form			



Michigan Uniform Undergraduate Guest Application

Name: Student, Sparty Social Security No: 123456789
 Sex: F Birth Date: 3/11/82 Citizenship: US Citizen
 Ethnic/Racial Group: Caucasian (non Hispanic)
Note: If you are multiracial, please complete this item by indicating the ethnic/racial group you identify with most or the ethnic/racial group to which you are usually regarded in the community as belonging.
 Are you Multiracial? No
 Current Address: 123 Green Lane Apt 44, East Lansing, MI Phone: 555 353 1855
 Home Address: 121 White Drive, Traverse City, MI Phone: 517 555 1855
 High School: Traverse City High, Traverse City, MI Graduation Date: 06/2000
 State or Country of Legal Residence: MI County of Legal Residence: Wayne
 The above has been my legal residence since: 03/1983
 Application To: Northern Michigan (Guest Institution - College or University)
 Guest Term Dates: 06/2003 to 08/2003
 Have you previously applied for admission to this institution? No
 Have you previously attended classes at this institution? No
 Please indicate your purpose in applying as a guest student (courses planned, etc.):
 I would like to take the basic Math requirement near home this summer.

By submitting this application for processing, I certify that the above statements are true. I agree to abide by the regulations of the Institution named above while I am enrolled. I authorize the release of any records from my home institution which the guest institution may require.

Institution currently or last enrolled: Michigan State University (Home Institution-College or University)
 Enrollment Status: Currently Enrolled
 Degree Status: 29 Semester/Quarter Hours of the 120 Required for the BA Degree
 Standing: In Good Standing 'C' Average or Better Eligible to Return

I certify that the statements regarding the student identified above are true.

Dugald McMillan, Associate Registrar 9/15/2003





Directory Information Restriction Request

- Students can view current directory restrictions and submit update request 24/7
- 1,300 out of 45,000 students have a restriction
- 369 since May 2002, 96 since Sept 2003...not advertised

Office of the Registrar
MSU Home Site Map Contact Us Search

Directory Information Restriction Request

Student: Student, Sparty (A12345678)

Description	Currently restricted?	Update restriction
All (restrict everything including MSU Pilot Email address)	No	<input type="checkbox"/>
• Local address	No	<input type="checkbox"/>
• Local phone	No	<input type="checkbox"/>
• Permanent Address	No	<input type="checkbox"/>
• Home Phone Number	No	<input type="checkbox"/>
• Academic status (major, level, class)	No	<input type="checkbox"/>
Attendance (current or prior enrollment)	No	<input type="checkbox"/>
Awards and Honors (degrees earned, teaching certificate recommendation, dean's list, etc.)	No	<input type="checkbox"/>
** Employment status as a Graduate Teaching Assistant or Research Assistant	-	<input type="checkbox"/>
** Office address	-	<input type="checkbox"/>
** Office phone	-	<input type="checkbox"/>
MSU Pilot Email address	No	<input type="checkbox"/>

Effective this date, remove all current restrictions

• You must restrict these five items if you do not want to appear in the published **Student Directory**.
** You must restrict these three items if you do not want to appear in the published **Faculty/Staff Directory**.

I am submitting this form with my full understanding of the appropriate University regulations governing the release of directory information.

Note: In order to submit this request to the Office of the Registrar, you must continue to the next page and confirm the changes.



Office of the Registrar
MSU Home Site Map Contact Us Search

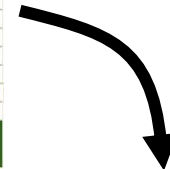
Directory Information Restriction Request

Student: Student, Sparty (A12345678)

Please review the following and press the submit button if correct.
If you need to make corrections, use your browser's back button to go to the prior page.

Description	Restricted
All (restrict everything including MSU Pilot Email address)	Yes
Local address	No
Local phone	No
Permanent Address	No
Home Phone Number	No
Academic status (major, level, class)	No
Attendance (current or prior enrollment)	No
Awards and Honors (degrees earned, teaching certificate recommendation, dean's list, etc.)	No
Employment status as a Graduate Teaching Assistant or Research Assistant	No
Office address	No
Office phone	No
MSU Pilot Email address	No

Effective this date, remove all current restrictions



Student: Student, Sparty (A12345678)

Your request to update your Directory Information Restrictions has been submitted. The official Student Information System will reflect these changes within 24 to 48 business hours.

[Return to Office of the Registrar home page](#)



Graduation Application

- Students may only apply for eligible degrees
- Additional benefit: sends updated address information to Change of Address System
- VB Macro uploads data to SIS (50 applications in 2 minutes)
- Email confirmation of received application upon update in SIS
- 1,825 applications in last 3 weeks



Graduation Application

Application for Graduation		
Request Date: 9/15/2003		
<ul style="list-style-type: none">• Submit this application by the first week of the semester you expect to complete your degree requirements.• If you will complete your degree requirements during Summer, apply for Summer by the first week of Spring semester.• Both Spring and Summer applicants will be included in the Spring Commencement Ceremonies.		
PID A00011364	Name as you would like it to appear on your diploma. <small>Correct name below, if needed.</small>	
	First Sparty	Middle Name Student
Newspaper Notification	<input type="radio"/> YES - I want notification of my graduation sent to the newspaper of the city listed below. (You must notify any additional newspapers directly.) <input type="radio"/> NO - I do not want notification of my graduation sent to the newspaper.	
Select the semester that you expect to complete your last course or requirements. <small>If your graduation semester is prior to the selection below please print and complete the hard copy graduation application form and fax or mail it to the Office of the Registrar.</small>		
▼		
Mailing Address for Diploma <small>Please update if this is not correct or blank.</small>		
Address Line 1	456 Pine Street	
Address Line 2		
Address Line 3		
Country	United States ▼	
City	Spring Hill	
State or Province	Florida ▼	
Zip	34606	
Area Code	Local Phone	Email Address
517	5551212	sparty@msu.edu
These are the major(s) approved for you. Please select only the majors in which you expect to complete requirements at this time.		
<small>If your major is not listed, you cannot complete this application. Please contact your major department to have this corrected immediately. Once corrected, you MUST apply using this application. You have not applied for graduation until this is done.</small>		
<small>If you plan to complete an Additional Major, Specialization, Concentration, or Option, and it is not listed below, please contact the administering department to add this to your records.</small>		
<u>Degree</u>	<u>Major</u>	<u>College</u>
<input type="checkbox"/> Bachelor of Science	Family & Consumer Resources	Human Ecology
Note: Your Diploma and a complimentary copy of your transcript will be mailed 4 weeks after the end of the semester.		
Submit		



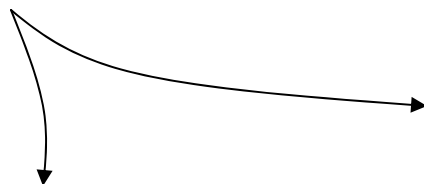
Transcript Requests

- Identity Verification – MSUNetID & password or combination of Name, Birth Date, Student Number, SSN
- Check for holds – direct to office with hold and stop order
- Additional benefit: sends updated address information to Change of Address System
- VB Macro uploads data to SIS (128 orders loaded in 7 minutes)
- 20,940 web orders since 1/1/03



Transcript Requests

Verify Identity



MSU Transcript Request - Identity Validation		
Please complete the following. Note: to send a transcript to a non-educational institution, you must enter your name, date of birth and at least one other point of identification.		
First Name <input type="text"/>	Last Name (Name of record at MSU - no suffixes) <input type="text"/>	
PID (Student Number) <input type="text"/>	Date of Birth (MM/DD/YYYY) <input type="text"/>	SSN (Social Security Number) <input type="text"/>
Verify →		

Office of the Registrar

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RO Web Forms - Authorization Required

The RO Web Forms are secure and confidential. In order to access the RO Web Forms, you need to enter your MSUNet ID (Pilot e-mail ID) and password in the boxes below. Your MSUNet ID is all the characters before the "@" of your Pilot e-mail address.

If you cannot remember your MSUNet ID and/or password, visit the [Pilot Account Request and Password Reset Information](#) page for information and instructions.

If you experience login problems, please read about [common login problems](#).
If you are still having problems, please contact the Administrative Information Services (AIS) Help Desk at (517) 353-4420 ext 311.

NOTE: In order to use this application your browser must accept cookies.

MSUNet ID:	<input type="text"/>
Password:	<input type="password"/>
Authenticator:	<input type="text" value="MSUNet"/>

Please supply your MSUNet ID such as: *neufeld1*

Submit

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Holds Warning

Transcript Hold on Student Record				
According to MSU records, there are one or more holds for Sparty Student.				
Due to the hold(s), you cannot order a transcript at this time. Once all holds are cleared, you may come back to the transcript request page and order a transcript.				
Please contact the office listed by each hold for assistance. Note: The Office of the Registrar cannot clear holds for other offices.				
Hold Description	Date of Hold	Office	Address	Phone
Book Overdue	2/25/2003	Library	Circulation Main Library	(517) 355-2333
Del Receivable All Others	8/25/1998	Delinquent Receivables	110 Administration Building	(517) 355-3313
Perkins Loan Overdue	1/7/2003	Federal Loans	140 Administration Building	(517) 355-5140



Transcript Requests

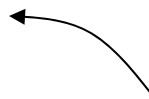
Transcript Request Form		
Please complete the following. You may place up to 5 transcript orders at one time. When finished, please press the button at the bottom of the page.		
Order Date: 9/15/2003		
First Name Sparty	Middle Initial	Last Name Alumni
Name of record at MSU Sparty Alumni		
PID (Student Number) *****	Date of Birth (MM/DD/YYYY) 3/11/46	SSN (Social Security Number) 012345678
Telephone Number where you can be reached 8:00 a.m. to 5:00 p.m. ET	Email address	
Transcript Order #1		
Number of copies to send to the following address 1		
Recipient type: <input type="radio"/> Student identified above <input type="radio"/> Other		
Send transcript to		
Address line 1		
Address line 2		
Address line 3		
Address line 4		
Country: United States		
↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓		
Transcript Order #5		
Number of copies to send to the following address 1		
Recipient type: <input type="radio"/> Student identified above <input type="radio"/> Other		
Send transcript to		
Address line 1		
Address line 2		
Address line 3		
Address line 4		
Country: United States		
City		
State or Province: Michigan		
Zip or Postal Code		
Special Instructions		
Hold for Summer 03 grades? <input type="checkbox"/>		
Hold for Summer 03 degree? <input type="checkbox"/>		
Other special instructions:		
Pay with credit card (\$5.00 each)		

MSU Transcript Request - Order Summary and Payment Information		
Please review your order and, if correct, provide credit card payment information below. When finished, please press the button at the bottom of the page.		
Order Date: 9/16/2003		
Name: Sparty Alumni	Name of record at MSU: Alumni, Sparty	
PID: *****	Date of Birth: 3/11/1972	SSN: 012345678
Phone: 517-555-1234	Email: alumnisp@msu.edu	
Order #1 Details		
Recipient type: Student		
Transcript to: Sparty Alumni		
Number of Copies: 1		
Address: 123 Alumni Lane East Lansing, MI-Michigan 48824 US-United States		
Special Instructions: -		
Order #2 Details		
Recipient type: Other		
Transcript to: XYZ Corporation		
Number of Copies: 2		
Address: 789 Business Lane New York, NY-New York 12345-6789 US-United States		
Special Instructions: -		
Cost per Transcript: \$5		
Total Number of Transcripts: 3		
Total Charge: \$15		

Review Order & enter Credit Card Info



Street address 1	123 Alumni Lane
Street address 2	
City	East Lansing
State	MI
Zip code	48824
Country	US
Phone number	517-555-1234
Card Number	4111111111111111
Card Type	Visa
Expiration Date	January 2004
Please be patient for the system to process your credit card information. It may take a few moments.	
Finalize Payment	
In Cooperation with Payment Services by VeriSign	



Order Details



Transcript Requests

Web Receipt

MSU Registrar Transcripts
Michigan State University
Registrars Office
East Lansing, MI 48824

Phone: (517) 355-3300
Phone2:
FAX: (517) 353-1935
FAX2:

Please print and retain this information for your records. Thank you for your order.

Order ID: reg803369

Date: 9/16/2003 9:47:48 AM

Billed To:	Sparty Alumni 123 Alumni Lane East Lansing, MI 48824 US		
-------------------	--	--	--

Qty.	Part No.	Description	Unit Price	Total Price
3	Transcript	Transcript	\$5.00	\$15.00
			Shipping via	\$0.00
			Tax	\$0.00
			Total	\$15.00

This charge will appear on your credit card statement as "Michigan State University."



Transcript Requests

VB Macro to load orders to SIS

The screenshot displays a VB Macro application window titled "Transcript" with a "Start Macro" and "Exit Macro" button. Below the buttons is a green header for "Current Transcript Order Details". The details are organized into several sections:

- MacroCount:** 1
- AIS Order ID:** 123456
- ESP Trans ID:** 66717
- RO ID:** 58994
- Date Requested:** 9/16/2003 9:41:07 AM
- Name:** Alumni, Sparty
- Previous Name:** Alumni, Sparty
- DOB:** 3/11/1972
- SSN:** 012345678
- PID:** A20123601
- Phone:** 517-555-1234
- Email:** alumnisp@msu.edu
- Match Type:** 3pt+
- Checked for Holds:** Y
- Conversion Stat Flag:**
- Copies:** 1
- To:** Sparty Alumni
123 Alumni Lane
East Lansing, MI-Michigan 48824
US-United States
- Hold Grades Term:** -
- Hold Degree Term:** -

Overlaid on the right is a terminal window titled "1 - DEFAULT" showing the following transcript request details:

```
SAHMU37 DCTRM002 MICHIGAN STATE UNIV - SISP/QA 14.1 09/16/03 9:52 A
REG02 TRANSREQ : TRANSCRIPT REQUEST MAINT.

PID: A20 12 3601 ALUMNI, SPARTY TRANS HOLDS : N
REQUEST NUMBER: 0064 OPERATOR ID: REG02 PRIOR RECORD: N

ACTION (ACDP): OVERRIDE HOLDS: N ST LV 1ST LAST
LW FS96 US97
UN FS92 FS92

STUDENT LEVEL(S): * TYPE: S STUDENT
NUMBER REQUESTED: 1
TOTAL COST : 5.00 AMT RECEIVED : 5.00
METHOD OF PAYMENT: B PD IN FULL OVRD: N CANCEL: N
DATE REQUESTED : 09/16/03 DATE PRODUCED: 09/16/03 DATE CANCELLED:
DELAY UNTIL: Macro
TO : SPARTY ALUMNI
PID/EID : ADDR TYPE:
ADDRESS 1: 123 ALUMNI LANE
ADDRESS 2:
ADDRESS 3:
ADDRESS 4:
CITY/STATE/ZIP: EAST LANSING MI 48824 COUNTRY: US
TRANSCRIPT PRINT HAS BEEN INITIATED.

NEXT SCREEN: RESPONSE:
```

The terminal window also shows a status bar at the bottom with "1 Sess-1 35.8.113.13 4/7".



Enrollment Verification

- Students print enrollment verifications through the National Student Clearinghouse
- Secure login on RO site, passed to secure Clearinghouse site
- 808 verifications since 1/1/03
- 7,350 total clearinghouse transactions to-date in 2003



Enrollment Verification



National Student Clearinghouse
Clearinghouse Student Self-Service Site


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Student Home Logoff

Welcome **SPARTY STUDENT**. This service is offered by the National Student Clearinghouse in cooperation with **MICHIGAN STATE UNIVERSITY**. In order to protect the privacy of your records, please remember to [logoff](#) when you are done.

Please select from the following options:

- [View](#) the enrollment information on file with the Clearinghouse.
- [View](#) the student loan deferment notifications that the Clearinghouse has provided to my loan holders (lenders and guarantors).
- [View](#) the proof(s) of enrollment that the Clearinghouse has provided to my health insurers and other providers of student services or products.
- [Obtain an enrollment certificate](#) to print and mail to a health insurer or other company that requests proof of my enrollment. 
- [View](#) specific information about my student loans. 

To ensure the security and confidentiality of sensitive information being transmitted over the Internet, the Clearinghouse protects its customers by using Secure Socket Layer (SSL) 

National Student Clearinghouse
Student Enrollment History

About Us Search Site Map Contact Us Home

Student Home Logoff

All enrollment data is as provided by the school.

Name: **SPARTY STUDENT**

Certified by School	Status	Status First Started	Term Begin	Term End	Anticipated Graduation Date	Schl Code	School Name
09/03/2002	W	05/04/2001	01/08/2001	05/04/2001		002290-00	MICHIGAN STATE UNIVERSITY

- Click on the [Status](#) link for explanation of the various types.

Note: Only data up to two years old is displayed. For information more than two years old, click on [All History](#).

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[Terms of Use](#) | [Privacy Policy](#) | web-master@studentclearinghouse.org



Confidential Message Center

- Students can read confidential messages from the RO on a secure site
- Captures "date read"
- Reminder sent for unread messages
- Messages loaded programmatically from other RO Systems: Degree Holds, Withdrawal confirmation, Degree Denial
- 1,949 messages since 1/1/02

Confidential Message Center

Message(s) for: Student, Sparty			
Message ID	Message Date	Message	Status
476	11/11/2002	To: Student, Sparty From: Degree and Certification Your application for graduation for the FALL SEM 2002 is being processed. However, our records indicate that you have the following hold(s): HOLD: SREC DESCRIPTION: Student Receivable Account OFFICE: Student Accounts, (517) 355-3343, 140 Hannah Admin Bldg Even if you do complete all requirements for your degree, your diploma and transcript will be withheld until ALL holds have been cleared. It is your responsibility to contact each office to remove the hold(s).	

New All Log Off



Faculty and Staff Reports and Forms

- Heavy on RO output – repetitive data, different sorts
- Considerable chance for lost reports and forms
- Delivery time and cost
- Out-dated data once printed
- Paper and label costs
- Staff time – packaging reports
- Difficulty and effort in updating distribution lists
- Who should have access to what? How do I request access? Who has access?



Faculty and Staff Reports and Forms

- Solution: Quick and easy tools to complete work on web
 - Log in with MSUNetID and password
 - RO Web Security System for administrators
 - Instructor Security from CLIFMS
 - Generate data "on-the-fly" from SISINFO
 - Provide new capabilities



RO Web Security Administration

- College Security Administrators have the capability to set access
- Easy web interface
- Clearly conveys user access
- College and Department-level security
- “Primary” Status
- Security Aliases for Forms
- Logs to track security changes
- Resides on RO SQL server – changes take immediate effect
- Access “follows” users throughout web site in session variables



RO Web Security Administration

- 832 registered users
- 55 Forms (systems)
- 30 Major Units
- 200+ departments
- 3,320 user-form access records
- 798 user-department access records
- 1,200 hits to security system in last 6 months



RO Web Security Administration

Forms Menu

Welcome to the Office of the Registrar Online Forms Menu	
Please select a form from the list below by clicking on the form name - or - log in to the system now...	
If you need access to a form, please contact your college security administrator	
AOP Seat Reserves	
AOP Seat Reserves Approval	
CEU Course System	
CEU Course System - Associate Dean Approval	
Class Overrides Request	
Course Scheduling Work Copy	
Degree Deficiencies	
Degree Deficiencies - Associate Dean Approval	
Degree Deficiencies - Graduate	
Degree Deficiencies - Graduate - Approval	
Event Scheduling	
IAR Request by PID	
Individual Repeat Exception	
Instructor Enrollment Changes	
Instructor Enrollment Changes Approval	
Instructor Systems	
Reinstatement	
Request for Classroom Space	
Request for RNR Override	
Request for Schedule Change	
Request for Schedule Change Approval	
RO Web Forms Security Administration	
Student Information Generator/Data Requests	
Withdrawal	
Enter the Web Forms Archive	
Pid Search	
Other forms:	
Agreement for Completion of (I)Incomplete - pdf	
Application for Independent Study - pdf	
Forms and Publications Order Form	
Grade Attendance Report-pdf	
Questions/Comments regarding the RO Web Forms	

Kristin Schuette, RO Tuesday, 9/16/2003

Natural Science Web Forms User Access List

--Log out--

[Click here to Add a New User](#)

To Update/Delete a User's access, click on the User's ID.

Legend: blank = no access; Y = access; P=Primary Approver; * = dept secure form

Notes:

'Primary' status is for form approvers, e.g. Request for Schedule Change Approval. Only one form approver can be assigned 'primary' status. Assigning 'primary' status to a form approver will remove the 'primary' status from any other approvers for that form. 'Primary' status simply means that the approver will be displayed first (with "(primary)" next to approver's name) when a form user selects the approver for his/her form.

Department Access must be assigned for a user to access Department Secure forms, e.g. Degree Deficiencies. This not only ensures department level security, but allows the RO to assign forms to the correct department personnel.

New Form!!

The new form "**Archive (read-only) Access to All Forms**" will allow a user in a department to view all RO Forms in the Archive, whether or not the user has access to "process" the particular form. This may be helpful when you want staff to be able to see past forms, but not be able to submit the form(s) him/herself.

Form Aliases	
If you give someone access to...	He/She will also have access to...
Request for Schedule Change	AOP Seat Reserves
Request for Schedule Change Approval	AOP Seat Reserves Approval
Request for Schedule Change	Instructor Enrollment Changes
Request for Schedule Change Approval	Instructor Enrollment Changes Approval
Withdrawal	Reinstatement

Security System Intro and Matrix

Name	Dept Access	CEU Course System	CEU Sys Assn D App
bib Salehi	798	-	
stin Schuette	All	-	
urie Secord	798	-	
e Sekmistr	574	-	
ron Shaft	668	-	
bert Shelton	546	-	
bbie Simmons	666	-	
hard Snider	920	-	
sparksc	Cathy Sparks	798	-
sparty	Joe Sparty	920	-
stephen9	Robert Stephenson	668	-
stoker	Phyllis Stoker	546	-
strongp	Philip Strong	546	-
stump	Dan Stump	666	-

Continued...

User ID	Name	IAR Request by PID	Individual Repeat Exception	Instructor Systems*	Request for Schedule Change	Request for Schedule Change Approval	RO Web Forms Security Administration	Student Information Generator/Data Requests*
salehi	Habib Salehi	-	-	-	-	-	-	-
schuett1	Kristin Schuette	-	-	Y	Y	-	P	Y
secordl	Laurie Secord	-	-	Y	Y	-	-	-
sekmistr	Edie Sekmistr	-	-	-	Y	-	-	-
shaft	Sharon Shaft	-	-	-	Y	-	-	-
shelton	Robert Shelton	-	-	-	Y	-	-	-
simmon63	Debbie Simmons	Y	-	-	Y	-	-	-
snider	Richard Snider	-	-	-	-	-	-	-
sparksc	Cathy Sparks	Y	-	-	Y	-	-	-
sparty	Joe Sparty	-	-	-	-	P	-	Y
stephen9	Robert Stephenson	-	-	-	-	-	-	-
stoker	Phyllis Stoker	-	-	-	-	-	-	Y
strongp	Philip Strong	Y	-	Y	Y	-	-	Y
stump	Dan Stump	-	-	-	-	-	-	-



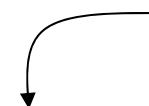
RO Web Security Administration

Kristin Schuette, Natural Science		Monday, 10/28/2002
Natural Science Web Forms User Access List		
To change the User Name, type over the values in the boxes below. Note: PILOT ID cannot be changed.		
PILOT ID	First Name	Last Name
sparty	<input type="text" value="Joe"/>	<input type="text" value="Sparty"/>
<input type="button" value="Submit Name Change"/>		
Secure Form Access ** indicates Dept Secure form		
sparty has access to:		Delete access to form?
Request for Schedule Change Approval (Primary)		<--delete access--
Student Information Generator/Data Requests **		<--delete access--
<input type="text"/>		<input type="button" value="v"/>
Department Access Used for forms with security at the department level If a department is missing, please let us know		
sparty has access to:		Delete department access?
920 Zoology		<--delete access--
<input type="text"/>		<input type="button" value="v"/>
<input type="button" value="Completely DELETE sparty from the RO Web System"/>		
Return to User Access List		
Return to Forms Menu		

Specific User Options



Security Log



dbo_Log1 : Table		
Number	Date	Remarks
282	10/28/2002 2:18:35 PM	schuett1-Added 920 dept limit to sparty in Natural Science
281	10/28/2002 2:17:19 PM	schuett1-Added Primary Status to form 55 to sparty in Natural Science
280	10/28/2002 2:17:19 PM	schuett1-Added form 55 to sparty in Natural Science
279	10/28/2002 2:16:52 PM	schuett1-Added form 88 to sparty in Natural Science
278	10/28/2002 2:14:17 PM	schuett1-Added new user sparty to RO forms.



Student Information Generator

- Builds basic queries for academic staff – those with working knowledge of SIS, but lack query writing skills
- One big SQL statement sent to SISINFO with many “if...then...” and “case” clauses
- User’s security settings limit query populations
- Large amounts of data displayed quickly – very little formatting
- Basic table format allows easy print and cut/paste to other programs
- Email capabilities
- Easy to add to system – future enhancements include displaying ID Images for advisors
- 9,300 queries run in past year



Student Information Generator

Report Criteria

Kristin Schuette, Natural Science Tuesday, 9/16/2003

Student Information Generator

Instructions:
You must select a **semester** and a **college - department** value. By leaving all other selection boxes alone, you will retrieve all students enrolled/registered 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 reset all values, click the reset button at the bottom of the page.
To send your request, click the submit button at the bottom of the page.

Information generated by this system comes directly from **SISINFO**.
The system pulls only **registered and enrolled** students for a given term.

Semester
FS03

College - Department
Natural Science-Mathematics

If a college-department is selected, the department per SIS.

Student Level - Class
AT-1
AT-2
AT-3
AT-4
DL-G
EL-E
GR-D
GR-DD
GR-DG
GR-M

Award Status Code
APPL
CONF
DENY

Intended Award Term
SS00
US00
FS00
SS01

Full Awards List

Gender
 M F

Citizenship
US Citizen
Non Citizen Eligible for Aid
Non Citizen
Permanent Resident

Term GPA
min:
max:

Cum GPA
min:
max:

Term Credits
Dean's List

Cum Credits
min:
max:

Reset Submit

Return To Menu

Kristin Schuette, Natural Science Tuesday, 9/16/2003

Student Information Generator

Please review the following and press the submit button if correct.
If you need to make corrections, use your browser's back button to go to the prior page.

Data Element	Criteria	Select for display/download note: not needed for email
Semester:	FS03	<input type="checkbox"/>
College - Department:	Natural Science-Mathematics (32-574)	<input type="checkbox"/>
PID		<input type="checkbox"/>
Restrictions Indicator		<input type="checkbox"/>
Student Name (last, first middle)		<input type="checkbox"/>
Student First Name		<input type="checkbox"/>
Student Last Name		<input type="checkbox"/>
Student Full Name (first middle last)		<input type="checkbox"/>
Student Level - Class	UN3	<input type="checkbox"/>
Ethnicity		<input type="checkbox"/>
Gender		<input type="checkbox"/>
Citizenship		<input type="checkbox"/>
MSUNet ID		<input type="checkbox"/>
Pilot Email Address		<input type="checkbox"/>
Local Address		<input type="checkbox"/>
Local Phone		<input type="checkbox"/>

**Review,
Fields and
Sort Selection**

Permanent Address	<input type="checkbox"/>
Permanent Phone	<input type="checkbox"/>
Major	<input type="checkbox"/>
Award Status Code	<input type="checkbox"/>
Intended Award Term	<input type="checkbox"/>
Degree Type & Description	<input type="checkbox"/>
Term GPA	<input type="checkbox"/>
Cum GPA	Greater than <input type="text"/>
Term Credits	<input type="checkbox"/>
Cum Credits	<input type="checkbox"/>
Time Status	<input type="checkbox"/>
Honors College Indicator	<input type="checkbox"/>

Sort #1: PID

Sort #2: --

Sort #3: --

Hereafter, the requestor is solely responsible for the maintenance of the confidentiality of this information as established in the Family Educational Rights and Privacy Act and Michigan State University Guidelines Governing Privacy and Release of Student Records.

I agree with the above statement

Display/Download Send Email

Return To Menu



Student Information Generator

Email Form

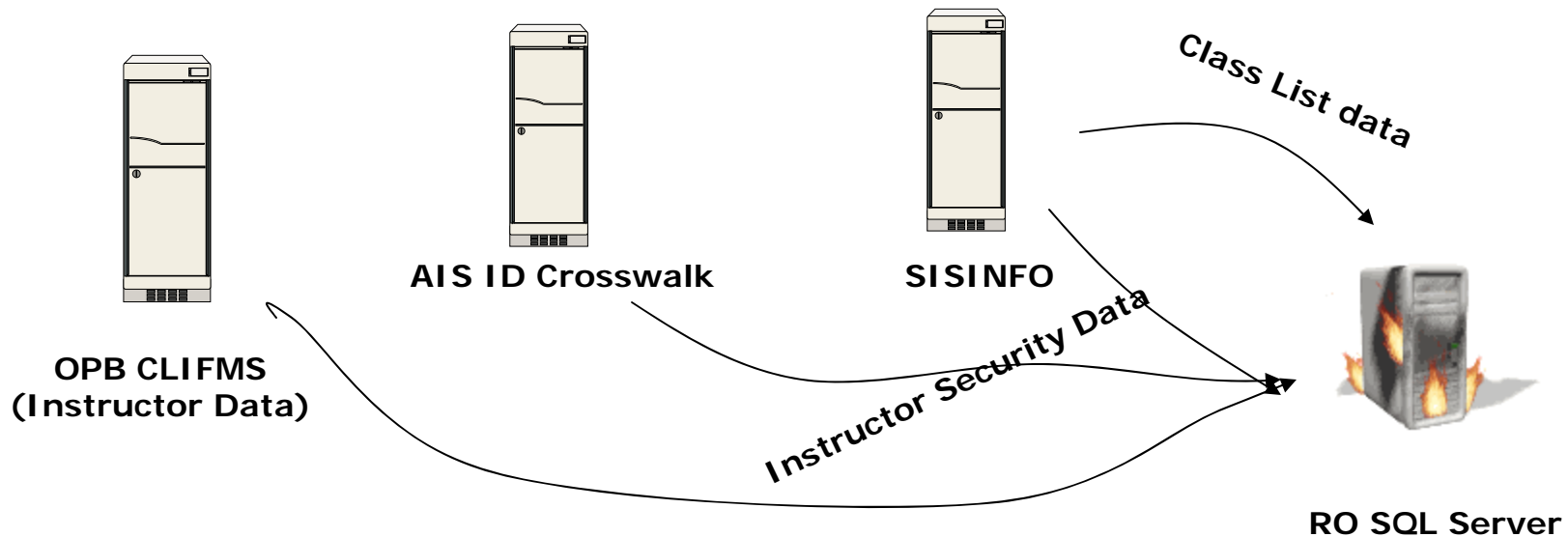
Display View

Student Information for FS03									
Generated by: Kristin Schuette, Natural Science Date: Tuesday, 9/16/2003				College: (32) Natural Science Department: (574) Mathematics # of Records: 91					
PID	Student Name	Student Level Code	Class Code	MSUNetID	CumGPA	Primary Lvl Flag	Major Code	Major Desc	
A0		UN	3	a	2	3.921	Y	3742	Mathematics
A0		UN	3	a		2.7434	Y	3742	Mathematics
A0	helle	UN	3	b		2.9629	Y	3742	Mathematics
A0		UN	3	b		3.4545	Y	3742	Mathematics
A0		UN	3	b		3.0847	Y	3742	Mathematics
A0		UN	3	b	r	3.6036	Y	3742	Mathematics
A0		UN	3	b		2.7352	Y	3742	Mathematics
A0		UN	3	b	d	3.6944	Y	3742	Mathematics
A0		UN	3	b	1	3.7583	Y	3742	Mathematics
A0		UN	3	c	9	2.574	Y	3742	Mathematics
A0		UN	3	fe		3.1416	Y	3742	Mathematics
A0		UN	3	fe		3.9032	Y	3742	Mathematics
A0		UN	3	fe		3.1612	Y	3742	Mathematics
A0		UN	3	fi	a	3.7016	Y	3742	Mathematics
A0		UN	3	g		3.6357	Y	3742	Mathematics
A0		UN	3	g		3.9754	Y	3742	Mathematics
A0		UN	3	h)	3.7857	Y	3742	Mathematics
A0		UN	3	h		2.8923	Y	3742	Mathematics
A0		UN	3	h		2.5705	Y	3742	Mathematics
A0		UN	3	h	4		Y	3742	Mathematics
A0		UN	3	jc	3	3.32	Y	3742	Mathematics
A0		UN	3	le	r	2.7179	Y	3742	Mathematics
A0		UN	3	li		2.75	Y	3742	Mathematics

Kristin Schuette, Natural Science		Tuesday, 9/16/2003
Student Information Generator - Email a Message		
Please fill out the following form. Once you hit submit, the email CANNOT be retrieved and will be sent immediately. All students will be emailed via BCC (Blind Carbon Copy) to protect his/her right to privacy.		
To:	<input type="text"/>	
From:	schuett1@msu.edu	
Subject:	<input type="text"/>	
Message:	<input style="width: 100%; height: 150px;" type="text"/>	
* This email will not be sent to students who do not have a Pilot Email Address * * You will receive a copy of this email *		
<input type="button" value="Send Email"/>		
Return To Menu		

Instructor Security

- Office of Planning and Budgets (OPB): Course Load, Instruction, Funding and Modeling System (CLIFMS)
 - Departments do not have to enter Instructor information more than once
 - OPB gets better data by having more “buy-in”
- Administrative Information Services (AIS): SSN-MSUNetID crosswalk
- Faculty and GA’s identified on section-by-section basis
- Access “follows” users throughout web site in session variables
- Security updated daily, along with Class Lists from SISINFO





RO Instructor Systems

Welcome to the RO Instructor Systems Menu		Log Out
Spartan Instructor	Tuesday, 9/16/2003.	
INSTRUCTOR ACCESS		
You are listed as an instructor for the following:		
FS03; ZOL 320-001; ZOL 320-002; ZOL 320-003; ZOL 320-004; ZOL 320-005; ZOL 320-006; ZOL 320-007		
View access for all terms		
If the classes listed above are not correct, please contact the department offering the course.		
ADMINISTRATOR ACCESS		
Your authorization college is: Natural Science		
You have access to the following departments: 574 920		
You have access to enter grades.		
If you are an administrator and need access to this system contact your college security administrator .		
This information is released to you in compliance with the Federal Family Educational Rights and Privacy Act (FERPA). You are solely responsible for the maintenance of the confidentiality of said information.		
Instructor Systems minimum browser requirements		
Frequently Asked Questions		
Instructions for Online Grades		
Instructions for Grade Upload		
Academic Progress Report Forms - Instructors Only		
Academic Progress Report Results - Support Staff Only		
Academic Progress Report Status & Archive		
Class Lists and Graded Class Lists		
Class Lists with Student Images		
Email Students in a Class		
Summer 2003 Grade Reporting Schedule		
GRADES ARE DUE 72 HOURS AFTER THE FINAL EXAMINATION		
Grade Reporting Form		
Grade Upload		
Grade Submission Summary - Administrators Only		
Grade Reporting Form Archive		
Agreement for Completion of (I)Incomplete (pdf form)		
Questions/Comments		
Department Administrator Information		
Online Forms Menu		

- System available 24/7
- Academic Progress Report Forms
- Class Lists/Graded Class Lists
- Download Class Lists into simple CSV file
- View Student Images
- Email students in a class
- Grade Reporting Form
- *EASY* Grade Upload
- 92,000 hits since 1/1/03



RO Instructor Systems










Class List

Michigan State University Office of the Registrar CLASS LIST											
Subject	Course	Section	Semester	Course Title				Instructor			
ZOL	320	001	F503	Developmental Biology				KOPACHIK, VANMETER, VINOVERSKI			
No.	Name	PID	MSUNet ID	Hnr	Lvl	Cl	Prmry Mjr	Cr	Grade		
1	Student, Alex	A11111111	studenta		UN	3	ZOOLOGY	4			
2	Student, Emily	A11111112	studente		UN	4	ZOOLOGY	4			
3	Student, Joe	A11111113	studentj		UN	4	LBS-SC-MGT	4			
4	Student, Lori	A11111115	studentl		UN	3	ZOOLOGY	4			
5	Student, Lynn	A11111116	studentl	H	UN	4	ZOOLOGY	4			
6	Student, Robert	A11111117	studentr		UN	4	ZOOLOGY	4			
7	Student, Ryan	A11111118	studentr		UN	4	ZOOLOGY	4			
8	Student, Sally	A11111119	studenta		UN	4	ZOOLOGY	4			
9	Student, Sam	A11111110	students		UN	4	ZOOLOGY	4			
10	Student, Tom	A11111114	studentt	H	UN	3	ZOOLOGY	4			
Total Students: 10			Total Credits: 40								
Generated: 9/17/2003 8:14:14 AM											

Email students in a class

Spartan Instructor		9/17/2003
Semester: FS03	Enter subject and message to send to all students in all sections listed below. To email a subset of students in a section, click on the desired section in the 'To:' box.	
To:	ZOL 320-001;	
	<input type="checkbox"/> Send copy to instructor(s)? <small>Instructor(s): KOPACHIK,WILL JOHN; VANMETER,PAGE ELLEN; VINOVERSKI,VALERIE ANNE</small>	
CC:	<input type="text"/> <small>All CC email addresses must be followed by a semicolon. example: sparta1@msu.edu; sparta2@msu.edu; sparta3@msu.edu; sparta4@msu.edu;</small>	
Subject:	<input type="text"/>	
Attach1:	<input type="text"/> <input <="" td="" type="button" value="Browse..."/>	
Attach2:	<input type="text"/> <input <="" td="" type="button" value="Browse..."/>	
Message:	<input type="text"/>	
<small>* This email will not be sent to students who do not have an MSUNet ID (Pilot ID) * * To protect student confidentiality, all students will be sent this email via blind carbon copy * * A copy of this email will also be sent to your MSUNet ID (Pilot ID) email address * * Total email attachment(s) size should not exceed 1MB *</small>		
<input type="button" value="Send Email"/>		
Return To Email Class List		
Return to Instructor Menu		

Class List with ID Images

CONFIDENTIAL		Michigan State University Office of the Registrar CLASS LIST with IMAGES				CONFIDENTIAL	
Subject	Course	Section	Semester	Course Title		Instructor	
ZOL	320	001	F503	Developmental Biology		KOPACHIK, VANMETER, VINOVERSKI	
							
A11111111 Student, Alex		A11111112 Student, Emily		A11111113 Student, Joe			
							
A11111115 Student, Lori		A11111116 Student, Lynn		A11111117 Student, Robert			
							
A11111118 Student, Ryan		A11111119 Student, Sally		A11111110 Student, Sam			

Since 1/1/03:

36,000 Class Lists Viewed
6,100 Class List Downloads
6,900 Emails sent to Classes
18,000 Class Lists with ID Images



RO Instructor Systems

Select Class(es) to Grade

Grade Reporting Form - Class Selection

Spartan Instructor		9/16/2003	
Instructor Access			
		<input type="button" value="Check All"/> <input type="button" value="Uncheck All"/>	
Semester: US03			
Subject	Course	Section	Check section(s)
ZOL	494	005	Past deadline (8/18/2003 4PM)
Semester: FS03			
Subject	Course	Section	Check section(s)
ZOL	320	001	<input type="checkbox"/>
<input type="button" value="Grade"/>			
Administrator Access			
Subject:	MTH	Course:	-Select-
		<input type="button" value="Check All"/> <input type="button" value="Uncheck All"/>	
No Classes found. Please select subject, course combination.			
Return To Instructor Menu			

Electronic "Bubble Sheet"

Michigan State University Office of the Registrar Grade Reporting Form																
Subject	Course	Section	Semester	Course Title												
ZOL	320	001	FS03	Developmental Biology												
No	Name	PID	Lvl	Grade		If 0.0, did student complete course? (NR = No Record)	If no, last attendance date? (MM/DD/YY)									
1	Student, Alex	A11111111	UN	<input checked="" type="radio"/> 4.0	<input type="radio"/> 3.5	<input type="radio"/> 3.0	<input type="radio"/> 2.5	<input type="radio"/> 2.0	<input type="radio"/> 1.5	<input type="radio"/> 1.0	<input type="radio"/> 0.0	<input type="radio"/> I	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NR	<input type="text"/>
2	Student, Emily	A11111112	UN	<input type="radio"/> 4.0	<input checked="" type="radio"/> 3.5	<input type="radio"/> 3.0	<input type="radio"/> 2.5	<input type="radio"/> 2.0	<input type="radio"/> 1.5	<input type="radio"/> 1.0	<input type="radio"/> 0.0	<input type="radio"/> I	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NR	<input type="text"/>
3	Student, Joe	A11111113	UN	<input type="radio"/> 4.0	<input type="radio"/> 3.5	<input type="radio"/> 3.0	<input type="radio"/> 2.5	<input type="radio"/> 2.0	<input type="radio"/> 1.5	<input type="radio"/> 1.0	<input type="radio"/> 0.0	<input type="radio"/> I	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NR	<input type="text"/>
4	Student, Lori	A11111115	UN	<input checked="" type="radio"/> 0.0	W								<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NR	<input type="text"/>
5	Student, Lynn	A11111116	UN	<input type="radio"/> 4.0	<input type="radio"/> 3.5	<input type="radio"/> 3.0	<input checked="" type="radio"/> 2.5	<input type="radio"/> 2.0	<input type="radio"/> 1.5	<input type="radio"/> 1.0	<input type="radio"/> 0.0	<input type="radio"/> I	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NR	<input type="text"/>
6	Student, Robert	A11111117	GR	<input type="radio"/> 4.0	<input type="radio"/> 3.5	<input type="radio"/> 3.0	<input type="radio"/> 2.5	<input type="radio"/> 2.0	<input type="radio"/> 1.5	<input type="radio"/> 1.0	<input type="radio"/> 0.0	<input type="radio"/> I	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NR	<input type="text"/>
7	Student, Ryan	A11111118	UN	<input checked="" type="radio"/> 0.0	V								<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NR	<input type="text"/>
8	Student, Sally	A11111119	UN	<input type="radio"/> 4.0	<input type="radio"/> 3.5	<input type="radio"/> 3.0	<input type="radio"/> 2.5	<input type="radio"/> 2.0	<input type="radio"/> 1.5	<input type="radio"/> 1.0	<input type="radio"/> 0.0	<input type="radio"/> I	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NR	<input type="text"/>
9	Student, Sam	A11111110	UN	<input type="radio"/> 4.0	<input type="radio"/> 3.5	<input type="radio"/> 3.0	<input type="radio"/> 2.5	<input type="radio"/> 2.0	<input type="radio"/> 1.5	<input type="radio"/> 1.0	<input type="radio"/> 0.0	<input type="radio"/> I	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> NR	<input type="text"/>
10	Student, Tom	A11111114	UN	<input checked="" type="radio"/> 0.0	WITHDREW 11/07/03								<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NR	<input type="text"/>
				<input type="button" value="Save for later"/>				<input type="button" value="Submit final grades to Office of the Registrar"/>								
Note: When submitting final grades, the system will automatically check for errors and allow you the opportunity to correct any problems before final submission.																



RO Instructor Systems

Select file format and Class(es) to Upload

Spartan Instructor 9/23/2003

Select Upload File Type

- Please select an upload file type.
- The upload file must *exactly* match the specifications below or the upload will fail.
- The first row of the upload file must be field names as specified below.
- Only sections belonging to the same course may be uploaded in the same file.
- Distinct courses must be uploaded separately.
- Click browse to select a file.
- Click upload to load the file.
- More information on upload specifications. [Click here!](#)

Upload File Type	Specifications
<input type="radio"/> CSV-Simple	Field Titles: Term, Subj_Code, Crse_Code, Sctn_Code, PID, Grade, Reason, Date Fields: Term(4), Subject(4), Course(5), Section(3), PID(9), Grade(3), Reason(3), Date(8) Sort Order: Subject, Course, Section, PID (All in ascending)
<input type="radio"/> Fixed Text	Field Titles: Term, Subj_Code, Crse_Code, Sctn_Code, PID, Grade, Reason, Date Fields: Term(4), Subject(4), Course(5), Section(3), PID(9), Grade(3), Reason(3), Date(8) Sort Order: Subject, Course, Section, PID (All in ascending)
<input checked="" type="radio"/> CSV-Classlist	Fields: Same as download file from the Instructor System Classlist . Sort Order: Subject, Course, Section, PID (All in ascending)

Instructor Access - Select Course/Section

Semester: US03

Subject	Course	Section	Check section(s)
ZOL	494	005	Past deadline (8/18/2003 4PM)

Semester: FS03

Subject	Course	Section	Check section(s)
ZOL	320	001	<input checked="" type="checkbox"/>

Upload File

C:\My Documents\ZOL320.csv

Upload "Bubble Sheet"

Michigan State University
Office of the Registrar
Grade Reporting Form

Subject	Course	Section	Semester	Course Title
ZOL	320	001	FS03	Developmental Biology

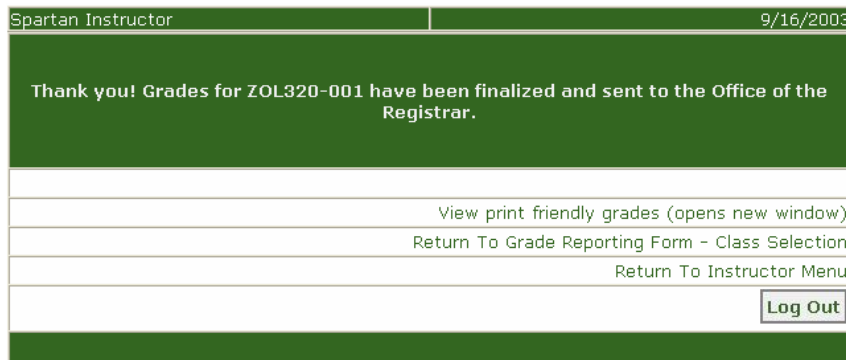
No	Name	PID	Lvl	Grade	If 0.0, did student complete course? (NR = No Record)	If no, last attendance date? (MM/DD/YY)
1	Student, Sam	A11111110	UN	4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 1	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NR	<input type="text"/>
2	Student, Alex	A11111111	UN	4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 1	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NR	<input type="text"/>
3	Student, Emily	A11111112	UN	4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 1	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NR	<input type="text"/>
4	Student, Joe	A11111113	UN	4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 1	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NR	<input type="text"/>
5	Student, Tom	A11111114	UN	Not found in your file please enter grade. W	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NR	<input type="text"/>
6	Student, Lori	A11111115	UN	0.0 W	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NR	<input type="text"/>
7	Student, Lynn	A11111116	UN	4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 1	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NR	<input type="text"/>
8	Student, Robert	A11111117	GR	4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 1 DF	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NR	<input type="text"/>
9	Student, Ryan	A11111118	UN	v	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NR	<input type="text"/>
10	Student, Sally	A11111119	UN	4.0 3.5 3.0 2.5 2.0 1.5 1.0 0.0 1	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NR	<input type="text"/>

Note: When submitting final grades, the system will automatically check for errors and allow you the opportunity to correct any problems before final submission.

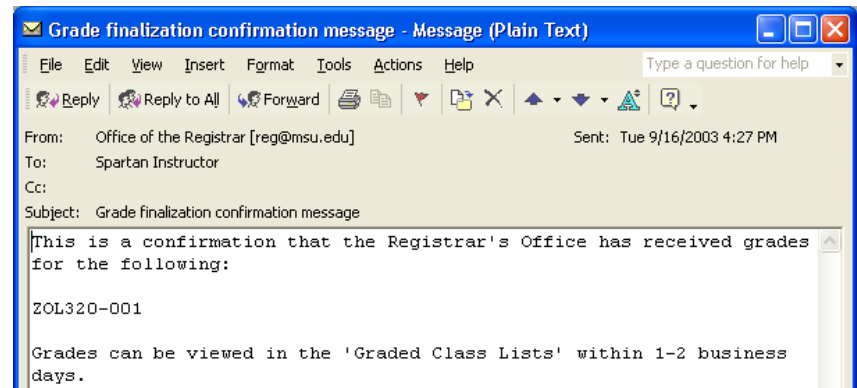


RO Instructor Systems

"Grades Received" Message



Email Confirmation



- Online Grades Pilot in Fall 2002 with Engineering and Natural Science
 - Many others submitted online
- "Cold Turkey" in Spring 2003
 - Both administrators and instructors found the system easy and fast
 - 6,770 Classes (replacing 15,000 bubble sheets)
 - 583 Uploaded
 - 2,628 "Saved for Later"



RO Instructor Systems

- Grade Submission Summary for Administrators
 - 1,220 Hits in SS03

No more lost bubble sheets!

Grade Submission Summary

Spartan Instructor		9/16/2003
Semester: US03		Click on specific subject to view detail
Subject	# of sections finalized	# of sections NOT finalized
MTH	53	39
PLB	0	1
ZOL	15	22
Semester: FS03		Click on specific subject to view detail
Subject	# of sections finalized	# of sections NOT finalized
ZOL	1	0
Return To Instructor Menu		

Grade Submission Summary

Spartan Instructor		9/16/2003	
Semester: FS03			
Course	Instructor	Finalized	NOT finalized
ZOL 320-001	Finalized by Spartan Instructor(schuett1) on 9/16/2003 4:26:56 PM	x	
Return to Course List			
Return to Subject List			
Return To Instructor Menu			



Public Services

Enrollment and Term End Reports

- Official University Reporting
 - Data stored in RO SQL Server, information derived from SISFRZN
 - Reports viewed through Crystal Viewer
 - 23,000 Hits in past year

Office of the Registrar
Enrollment and Term End Reports

The Enrollment and Term End Reports represent official university counts and therefore only become available at certain times during a term. Spring and Fall enrollment figures are available after the 5th week of the term. Summer enrollment figures are not available until the end of the term. Term end figures are available within two weeks after grade posting. Degree statistics are available after the conclusion of the 5th week into the next semester.

To generate a report, select a term and, if needed, a college.
Click the **Run Report** button next to the desired report.

- First time users should click "Yes" if prompted to download the *Crystal Viewer*.
- Reporting data is available from Summer 1994 onward, current term data will be posted as it is available.
- **PRINTING:** Click the print button inside the viewer. The browser print button may not work properly.

NOTE: Your browser must accept cookies and enable javascript.

University Enrollment

Term: SUMMER 2003

Comparison of Student Enrollment	College Enrollment	
Continuing Students	Term: SUMMER 2003 College: [v]	
Comparison: Ethnic Origin	Student Credit Hours by Course Level	Run Report
Courses Taught by Teaching cc	Students by Major - English Language	Run Report
Enrollment Highlights	Students by Major - Graduate	Run Report
First Time Students	Students by Major - Graduate Professional	Run Report
Fiscal Year Equated Student	Students by Major - Lifelong	Run Report
Full Time Students	Students by Major - Post Doctoral	Run Report
Gender Comparison	Students by Major - Technology	Run Report
Geographical Sources of Students - Ott	Students by Major - Undergraduate	Run Report
Geographical Sources of Students - C	Students Enrolled - Percentages of Change - GP, PD, LU, LG, LD	Run Report
Geographical Sources of Students -	Students Enrolled - Percentages of Change - UN, GR, AT, EL	Run Report
Geographical Sources of Students - US MI	Trend of Student Credit Hours by College	Run Report
Geographical Sources of Students - US	Trend of Student Enrollment by Preferred College	Run Report
New Students		
New Transfer Students		
Readmitted Students		
Returning Students		
Student Credit Hours - Percentage of Chang		
Student Credit Hours By Class Of Student .		
Students Enrolled - Percentages of Chan		
Students Enrolled By Colleg		
Teaching Certificate Candida		
Total Students		
Trend of Comparison of Student En		
Undergraduate University Division I		
Undergraduate University Division Tre		
Trend of Student Credit Hou		
Trend of Student Enrollmen		

University Term End

Term: SUMMER 2003

Comparative Summary of Term GPAs	Run Report
Ranking of Cumulative GPAs by Class and Level of Primary Major	Run Report
Trend of Degrees Conferred for the University	Run Report
Trend of Term GPAs for the University	Run Report

College Term End

Term: SUMMER 2003 College: [v]

Ranking of Cumulative GPAs by Class and Level of Primary Major	Run Report
Trend of Degrees Conferred by College	Run Report
Trend of Term GPAs by College	Run Report

University Degree - Fiscal Year

Term: SUMMER 2003

Degrees Conferred	Run Report
Degrees Conferred by College	Run Report
Trend of Degrees Conferred	Run Report

College Degree - Fiscal Year

Term: SUMMER 2003 College: [v]

Degrees Conferred	Run Report
Trend of Degrees Conferred	Run Report



Enrollment and Term End Reports

Office of Registrar - Crystal Reports - Microsoft Internet Explorer

Address: http://www.reg.msu.edu/Reports/ROReports/genreport.asp

Michigan State University
Office of the Registrar

Comparison of Student Enrollments
SPRING 2003

COLLEGE/UNIT	Students Enrolled		Full Time Students		Fiscal Year Equated		Teaching College Course	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Agriculture and Natural Resources	3,063	7.2%	2,230	6.4%	1,843	5.1%	9,036	5.4%
Arts and Letters	3,372	7.9%	2,724	7.9%	6,048	16.8%	25,679	15.4%
Business	5,696	13.3%	5,176	15.0%	3,194	8.9%	16,110	9.7%
Communication Arts and Sciences	3,689	8.6%	3,060	8.8%	2,079	5.8%	9,092	5.5%
Education	2,993	7.0%	1,940	5.6%	2,764	7.7%	13,139	7.9%
Engineering	3,902	9.1%	3,258	9.4%	2,213	6.1%	9,578	5.8%
Human Ecology	1,916	4.5%	1,547	4.5%	1,412	3.9%	6,898	4.1%
Human Medicine	485	1.1%	453	1.3%	551	1.5%	3,386	2.0%
James Madison College	973	2.3%	876	2.5%	399	1.1%	1,539	0.9%
Natural Science	5,399	12.6%	4,614	13.3%	7,290	20.2%	35,816	21.5%
Nursing	602	1.4%	401	1.2%	196	0.5%	900	0.5%
Osteopathic Medicine	526	1.2%	515	1.5%	525	1.5%	2,857	1.7%

ports - Microsoft Internet Explorer

Address: ports/ROReports/genreport.asp

Michigan State University
Office of the Registrar

Types of Degrees Conferred - University
FISCAL YEAR: SUMMER 2002 - SPRING 2003

	SUMMER 2002			FALL 2002			ME
	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	
Baccalaureate Degree							
Bachelor of Arts	404	584	988	478	493	971	
Bachelor of Fine Arts	6	13	19	4	6	10	
Bachelor of Landscape Arch	0	0	0	1	1	2	
Bachelor of Music	11	7	18	5	3	8	
Bachelor of Science	227	361	588	451	365	816	
Bachelor of Science in Nursing	2	5	7	1	18	19	
TOTAL	650	970	1,620	940	886	1,826	1.7
Professional Degree							
Doctor of Medicine	12	18	30	2	3	5	
Doctor of Osteopathic Medicine	4	4	8	1	1	2	
Doctor of Veterinary Medicine	0	6	6	0	1	1	
TOTAL	16	28	44	3	5	8	1
Master's Degree							
Master in Urban and Regnl Plan	2	0	2	0	0	0	
Master Labor, Pal, and Hum Res	3	2	5	8	10	18	



Classroom Events Calendar and Request system

- Calendar View, Event Search, Building List available to public
- Room Images from OPB
- Request for room limited to users with valid MSUNetID and password
- 54,714 hits since 10/25/02

Classroom Events Calendar

Regularly scheduled classes are listed by course, subject and section code.
Events are listed by description and are highlighted in red.
Not all final exams are listed on the calendar. Contact Classroom Scheduling at 355-4522 for scheduling during finals week.

[Search for an Event](#) [Search for/request an open room](#) (MSUNetID login required) [Building List](#)

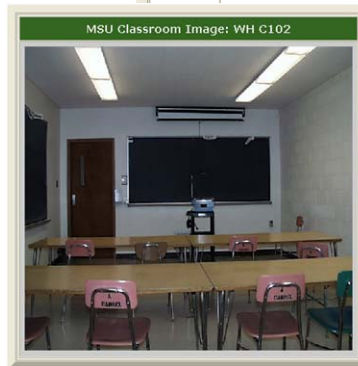
For assistance in classroom scheduling, contact the Registrar's Office at 355-4522 for the current semester or 355-4622 for future semesters.

<< Select a month and year: **September** 2003 >>

Select a Building/Room: **WH C102** [View Room Image](#)

Accessible: **Yes**; Capacity: **00025**; Room Type: **Classroom(110)**
Equipment: Air Conditioning; DHCP to Front; Lights-Flourescent; Floor - Vinyl; Chalkboard - Fixed; Overhead Projector; Projection Screen; Seats-Movable Table and Chairs; Window Cover - Blinds

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Labor Day	2 9:10a-10:00a HEB 101 001 10:20a-11:10a AFR 251 001 11:30a-12:20p AFR 151 001 1:50p-2:40p CHS 301 001 3:00p-4:20p LIN 810 001	3 9:10a-10:00a HEB 101 001 10:20a-11:10a AFR 251 001 11:30a-12:20p AFR 151 001 12:40p-1:30p IAH 202 001 1:50p-2:40p CHS 301 001 3:00p-3:50p ASN 491 001 4:00p-4:50p ASN 491 Special	4 9:10a-10:00a HEB 101 001 10:20a-11:10a AFR 251 001 11:30a-12:20p AFR 151 001 1:50p-2:40p CHS 301 001 3:00p-4:20p LIN 810 001	5 10:20a-11:10a AFR 251 001 11:30a-12:20p AFR 151 001	6	
		10a-10:00a HEB 101 001 10:20a-11:10a AFR 251 001 11:30a-12:20p AFR 151 001 1:50p-2:40p CHS 301 001 3:00p-4:20p LIN 810 001	10 9:10a-10:00a HEB 101 001 10:20a-11:10a AFR 251 001 11:30a-12:20p AFR 151 001 12:40p-1:30p IAH 202 001 1:50p-2:40p CHS 301 001 3:00p-3:50p ASN 491 001 4:00p-4:50p ASN 491 Special	11 9:10a-10:00a HEB 101 001 10:20a-11:10a AFR 251 001 11:30a-12:20p AFR 151 001 1:50p-2:40p CHS 301 001 3:00p-4:20p LIN 810 001	12 10:20a-11:10a AFR 251 001 11:30a-12:20p AFR 151 001	13
	6 10a-10:00a HEB 101 001 10:20a-11:10a AFR 251 001	17 9:10a-10:00a HEB 101 001 10:20a-11:10a AFR 251 001	18 9:10a-10:00a HEB 101 001 10:20a-11:10a AFR 251 001	19 10:20a-11:10a AFR 251 001 11:30a-12:20p AFR 151 001	20	





Classroom Events Calendar and Request system

Event Search

Classroom Events Calendar - Events Search	
Enter search criteria. Click the submit button when finished. To search for classes, go to the Schedule of Courses .	
Search Event Description (can be one or more words) e.g. Biology Club; Math or MTH review	
<input type="text" value="AOP"/>	
Search Begin Date (mm/dd/yy)	Search End Date (mm/dd/yy)
<input type="text" value="6/1/03"/>	<input type="text" value="8/31/03"/>
<input type="button" value="Search"/>	
Return To Events Calendar	

Event Search Results

Classroom Events Calendar - Events Search Results				
Event Date	Time	Location	Event Description	Calendar View
6/4/2003	10:00a-12p	BCC N100	Ambassador Training for AOP	
6/5/2003	8:30a-11:00a	BCC N100	Ambassador Training for AOP	
6/16/2003	8:00a-1:30p	bkr 555	CJ AOP	
6/16/2003	12:30p-5:00p	BH 217	Soc Sci AOP	
6/23/2003	8:00a-1:30p	bkr 555	CJ AOP	
6/23/2003	12:20p-5:00p	EPP 117	AOP	
6/23/2003	12:30p-5:00p	BH 217	Soc Sci AOP	
7/7/2003	8:00a-1:30p	bkr 555	CJ AOP	
7/7/2003	12n-3:00p	EPP 118	AOP	
7/7/2003	12:30p-5:00p	BH 217	Soc Sci AOP	
7/18/2003	8:00a-1:30p	bkr 555	CJ AOP	
7/18/2003	12n-3:00p	EPP 118	AOP	
7/18/2003	12:30p-5:00p	BH 217	Soc Sci AOP	
7/25/2003	7:00a-10:00p	WH C101	AOP	
7/26/2003	7:00a-10:00p	WH C101	AOP	
7/27/2003	7:00a-10:00p	WH C101	AOP	
7/28/2003	7:00a-10:00p	WH C101	AOP	
7/29/2003	7:00a-10:00p	WH C101	AOP	
7/30/2003	7:00a-10:00p	WH C101	AOP	



Classroom Events Calendar and Request system

Open Room Search Results

Open Room Search

Classroom Events Calendar - Room Search

Enter search criteria. Click the submit button when finished.

Event Date (mm/dd/yy) 9/19/03	Accessible Room? <input checked="" type="checkbox"/>	Minimum Capacity 10
Begin Time (hh:mm a/p) 2p	End Time (hh:mm a/p) 4p	
Building Preference Outdoor Track Tundra Tennis Courts Union Bldg Urban Plan & Land Arch Bldg Veterinary Medical Center Wells Hall Wilson Hall Wonders Hall	Room Equipment Choice 1: Overhead Projector Choice 2: Choice 3: Choice 4:	

[Return To Public Calendar View](#)

Classroom Events Calendar - Room Search Results

Rooms available in WH on 9/19/03 from 2p - 4p
Equipment Choice(s): Overhead Projector
Accessible Room
Minimum Capacity: 00010

Location	Building	Accessible	Capacity	Request Room Scheduling	Calendar View
WH B104	Wells Hall	Y	00262	+	🔗
WH C102	Wells Hall	Y	00025	+	🔗
WH C110	Wells Hall	Y	00042	+	🔗
WH C114	Wells Hall	Y	00032	+	🔗
WH C201	Wells Hall	Y	00025	+	🔗
WH C202	Wells Hall	Y	00024	+	🔗
WH C203	Wells Hall	Y	00024	+	🔗
WH C204	Wells Hall	Y	00025	+	🔗
WH C207	Wells Hall	Y	00042	+	🔗
WH C300	Wells Hall	Y	00032	+	🔗
WH C302	Wells Hall	Y	00025	+	🔗
WH C306	Wells Hall	Y	00042	+	🔗
WH C310	Wells Hall	Y	00042	+	🔗
WH C315	Wells Hall	Y	00042	+	🔗

[Return to Search](#)
[Return to Calendar](#)



Classroom Events Calendar and Request system

Request Room Details

Classroom Event Request	
Complete the form below. Click the submit button when finished.	
Requestor Name and Email Kristin Schuette schuett1@msu.edu	Requestor Phone 2-3863
Event Description Web Seminar	
Event Group University	Event Unit (e.g. college/dept) Registrar's Office
Event Date 9/19/03	Building/Room WH-C102
Begin Time 2p	End Time 4p
Event Comments	
To schedule this event on a weekly recurring basis, enter the last date of occurrence	
Next-->	

Review Request

Classroom Event Request Review	
Please review the following. Click Submit if correct.	
Requestor Name and Email Kristin Schuette schuett1@msu.edu	Requestor Phone 2-3863
Event Description Web Seminar	Event Group/Unit University/Registrar's Office
Event Location(s), Date(s), and time(s) WH-C102 on 9/19/03 from 2p to 4p	
Event Comments -	
<--- Back Submit Request--->	
Return to Schedule Event	

Confirmation Message

Classroom Event Request Submission
Thank you. Your request has been submitted to the Office of the Registrar.
You will be notified via email in 1-2 business days if your request is approved. Requests for final exam week scheduling may take longer to process.
Note: only approved events are displayed on the Events Calendar.
Return to MSU Classroom Events Calendar

Verification/Update/Denial Email

Scheduled Event DENIED: Web Seminar - Message (Plain Text)

From: Registrar's Office [reg@msu.edu] Sent: Wed 9/17/2003 10:46 AM
To: schuett1@msu.edu

Cc:

Subject: Scheduled Event DENIED: Web Seminar

The following event(s) has been DENIED:

EVENT DESCRIPTION: Web Seminar

LOCATION ~ DATE ~ TIME
WH C102 (Wells Hall) ~ Friday, 9/19/2003 ~ 2:00p-4:00p

CONTACT NAME: Kristin Schuette

CONTACT PHONE: 2-3863

CONTACT EMAIL: schuett1@msu.edu

DESCRIPTION/GROUP/UNIT: Web Seminar/University/Registrar's Office

EVENT COMMENTS: Requestor Comments: -



Future Projects

- Administrative Actions Forms
(20K/year)
- Readmission Application Approval Process
- ANGEL course management system and
online grades
- Web Enrollment
- Reengineer current processes using
middleware to communicate directly with
SIS



Development Strategies

- Choose your projects wisely
 - Do rigorous cost/benefit analysis
 - Avoid luxurious non-essentials
 - “Whale Repellent”
 - “Solution looking for a problem”
 - Do not automate old, unnecessary processes
 - Consider stopping doing things you’ve always done
 - Start with internal projects
- Define the project scope and expected work schedule and then **STICK TO IT!** No mission-creep.
- Establish a small, expert tech/non-tech team empowered to make decisions
- Short, to-the-point meetings. Do most work via email.
- Synergy! Build systems with common frameworks – makes adding on easier
- Take advantage of resources already in existence
- Keep it simple – usability and accessibility
- Get what you want by giving others what they want
- **PUSH!!**



Deployment Strategy

- RO
 - Train well to handle calls
 - Provide “internal” tools to assist in problem solving
- Students
 - Necessary? Techno savvy
 - Do not expect students to become “expert” SIS operators
 - Emails for necessary processes
- Faculty and Staff
 - Low “threat” level
 - Communication
 - Training
 - Promote benefits
- Public
 - Home page
 - Verbally



Price of Success

- Maintenance
 - Build more, support more
- Problem Solving
 - Phone time
 - Logs are very important
- Documentation
- Success breeds work