

# Michigan State University The Office of the Registrar

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Associate Registrar's

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## Office of the Registrar - Overview

- Is an academic service unit reporting to the Associate Provost for Academic Services
- Provides services and information to students, faculty, staff, and other constituencies
- The University Registrar serves as the leader of the Office of the Registrar
- 42 staff members

# The Office of the Registrar

## **Mission:**

Steward academic records and data accurately, effectively, and efficiently.

## **Vision:**

Anticipate and support the needs of the campus community and continuously challenge ourselves to provide exemplary services and solutions.



# Primary Responsibilities

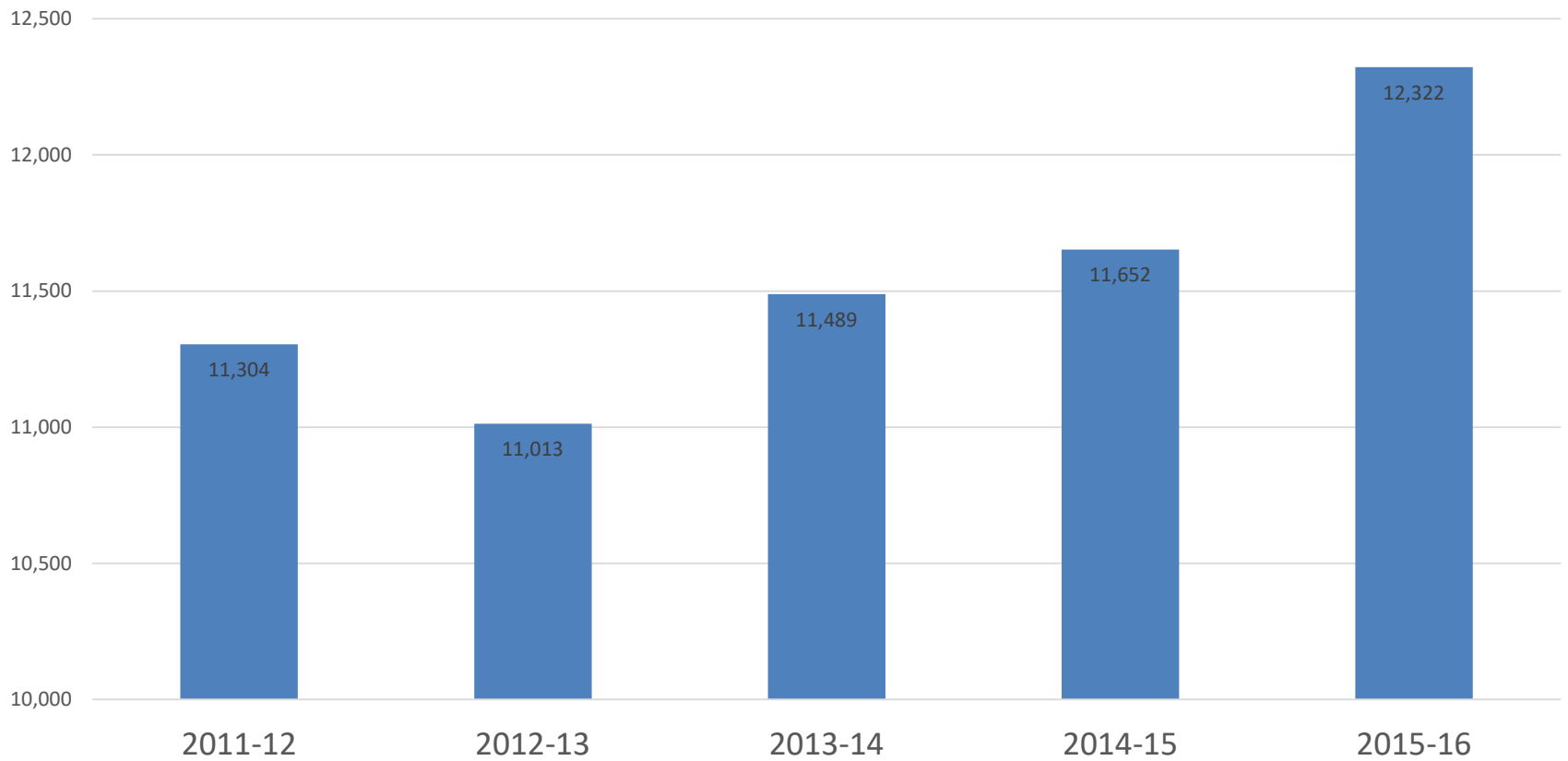
- Academic Records / Degree
- Compliance
- Fee Classification
- Student Athlete Certification
- Special Groups - Enrollment
- Transfer Credit
- Classroom Scheduling
- Curriculum
- Articulation/Consortium Agreements
- Customer Service
- Information Services and Data Systems

- Organizational Chart available on our website and kept up-to-date....

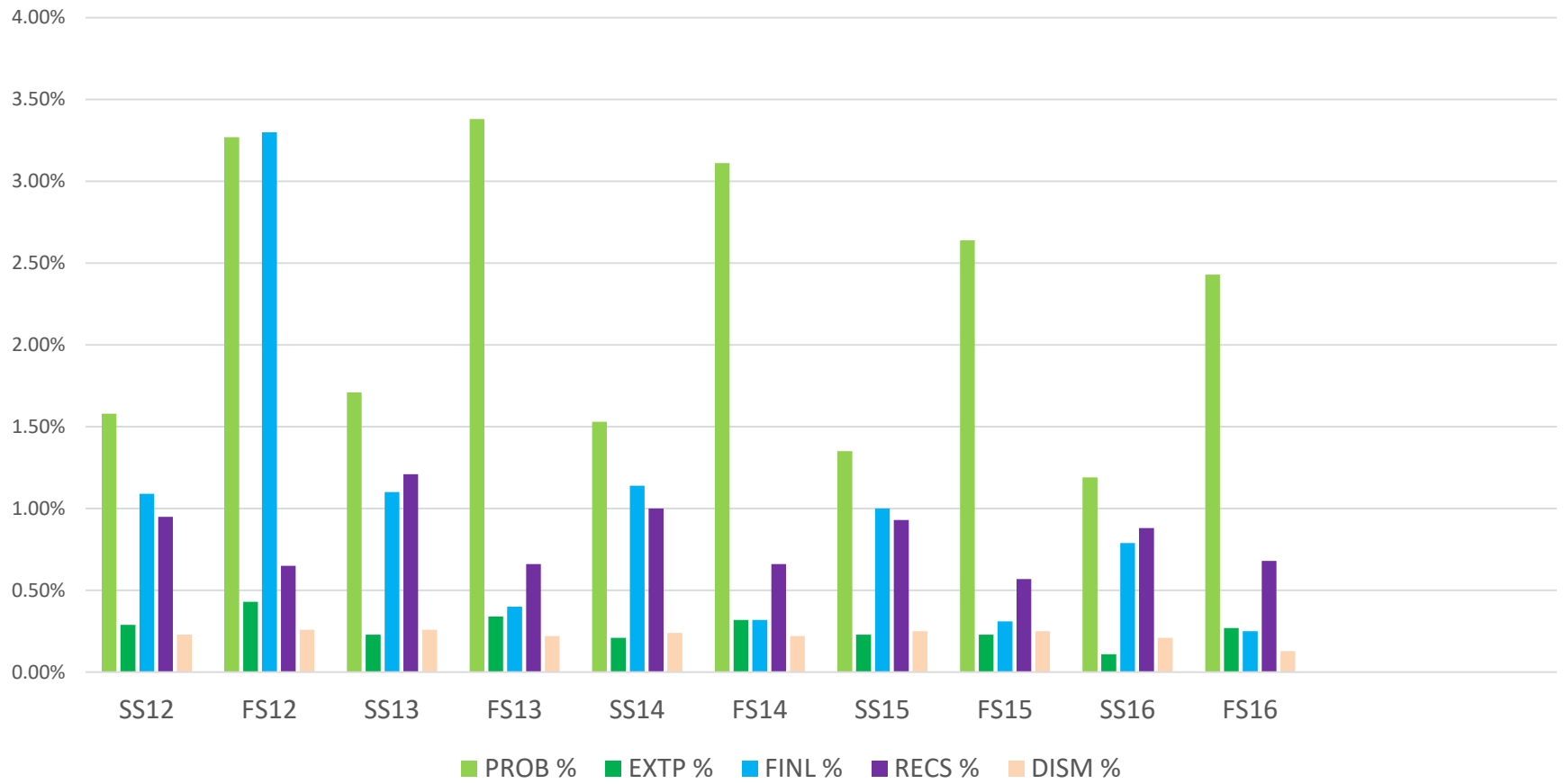
AND CHANGES OFTEN!

<https://reg.msu.edu/aboutus.aspx>

# Conferrals



# Academic Standing



# Dean's List

Semester	# on Dean's List	% on Dean's List
FS16	13,265	35%
FS15	12,890	34%
FS14	11,337	30%
SS16	12,259	33%
SS15	11,423	32%
US16	782	4%
US15	742	4%



# Grades

- Electronic process with specific dates for instructors

Spring 2016	195,406
Summer 2016	52,486
Fall 2016	205,950 & counting....

# Family Educational Rights and Responsibility Act (FERPA)

- Inspect and review education records
- Seek to amend education records
- Have some control over the disclosure of information from education records
- Right to file a complaint with the Department of Education

Restrictions....

FS16 – 204 (.4%) Restricted ALL directory information

FS16 – 6,333 (12.4%) Restricted a portion of directory information

## Comply with Federal and State mandates

## Fee Classification

- Tuition dollar difference FS16/SS17/US17

Example.... Undergraduate Lower Division:

Resident: \$468.75/credit

Non-Resident: \$1263.00/credit

International: \$1263.00/credit with fees

Fee Classification Applications						
	Approved	Denied	Admin. Denied	Appeal	In Person Appeal	Total
2015	507	75	32	7	0	621
2016	339	79	24...	9	3	454

### Veterans Benefits

	Service-member	Dependent or Spouse	Service-member NOT using benefits
Fall 2016	319	224	989
Spring 2017	255	189	995

### Student Athletes

25 teams

968 Student Athletes (Fall 2016)

### Readmissions

Summer 2016	364
Fall 2016	430
Spring 2017	427

### Lifelong Education (Guest students)

Spring 2016	1533
Summer 2016	1049
Fall 2016	1610

### Graduate Assistantships

Summer 2016	881 (20%)
Fall 2016	2983 (38%)
Spring 2017	2934 (39%)

# Transfer Credit

# Transfer Students

Fall 2016	1522
Fall 2015	1532
Fall 2014	1517
Fall 2013	1479
Fall 2012	1419
Spring 2016	447
Spring 2015	483
Spring 2014	472
Spring 2013	420
Spring 2012	592
Summer 2016	77
Summer 2015	98
Summer 2014	125
Summer 2013	129
Summer 2012	131

## Transfer MSU database (transfer.msu.edu)

- Used to determine and store equivalency decisions for transfer credit
  - 347,209 equivalencies determined
  - 166,662 currently active (SS17)
  - 3,157 institutions with equivalency

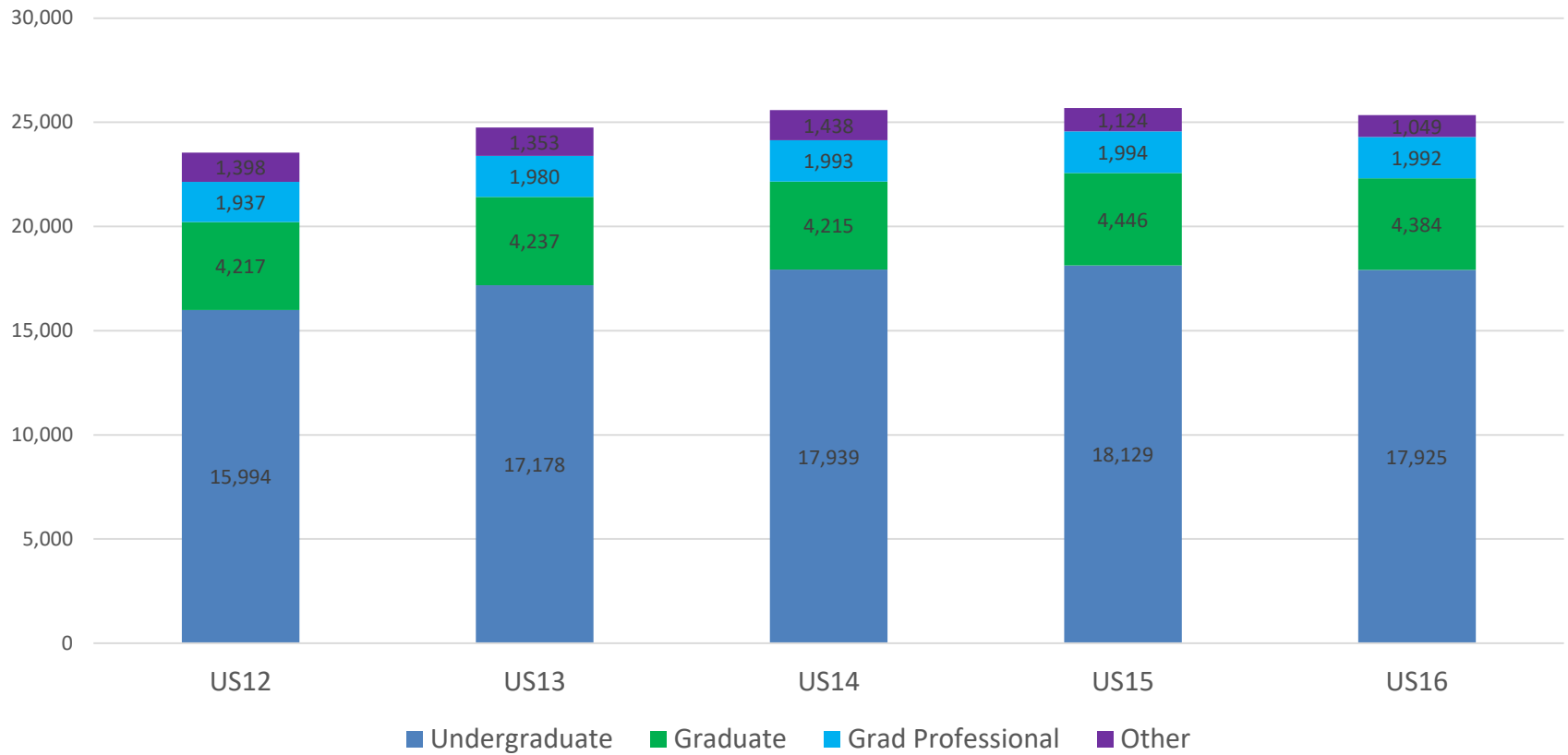
# Classroom Scheduling and Enrollment

- University Classrooms scheduled by the RO
- Courses (sections) Scheduled

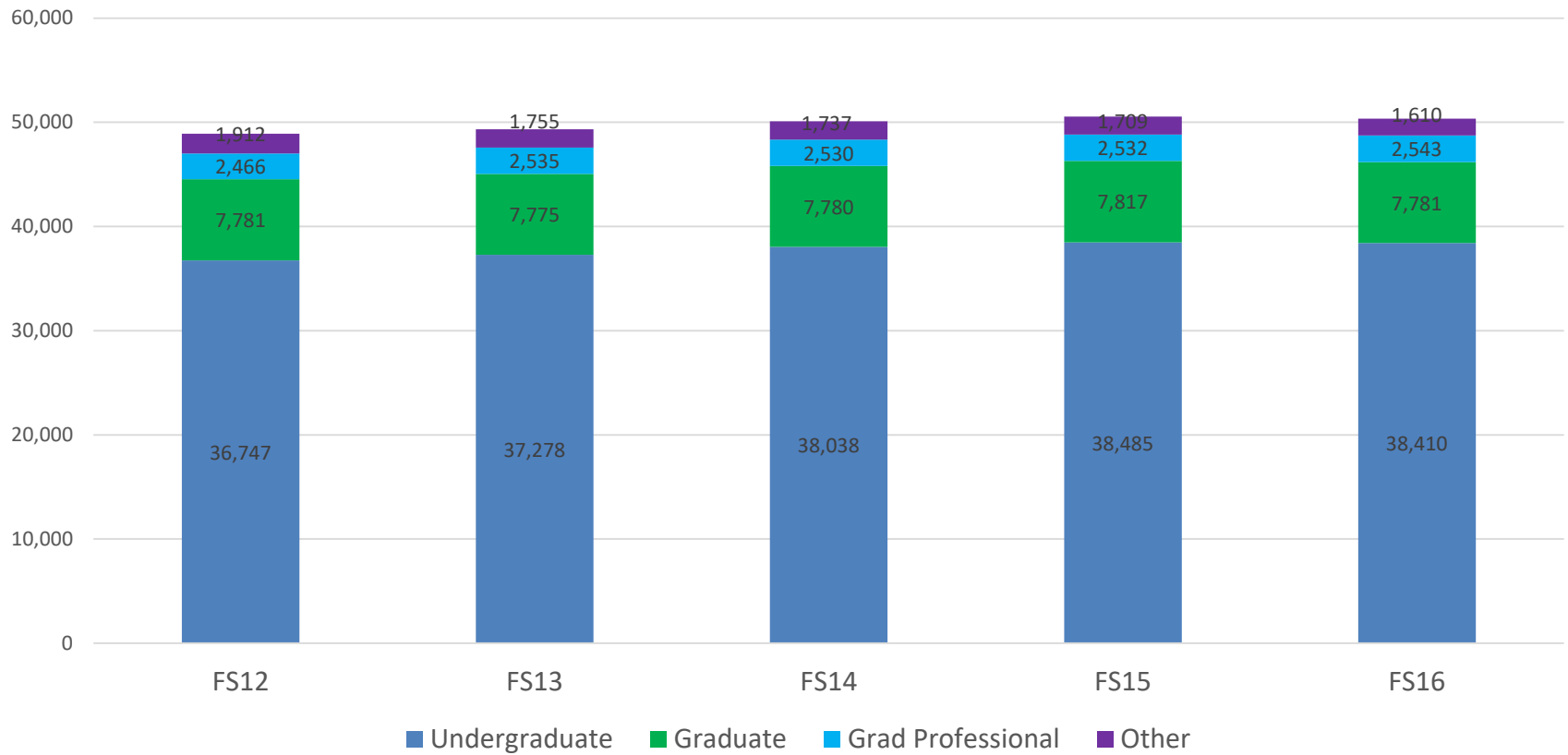
	Courses	Sections
Summer 2016	2,147	8,788
Fall 2016	4,362	14,821
Spring 2017	4,446	14,664



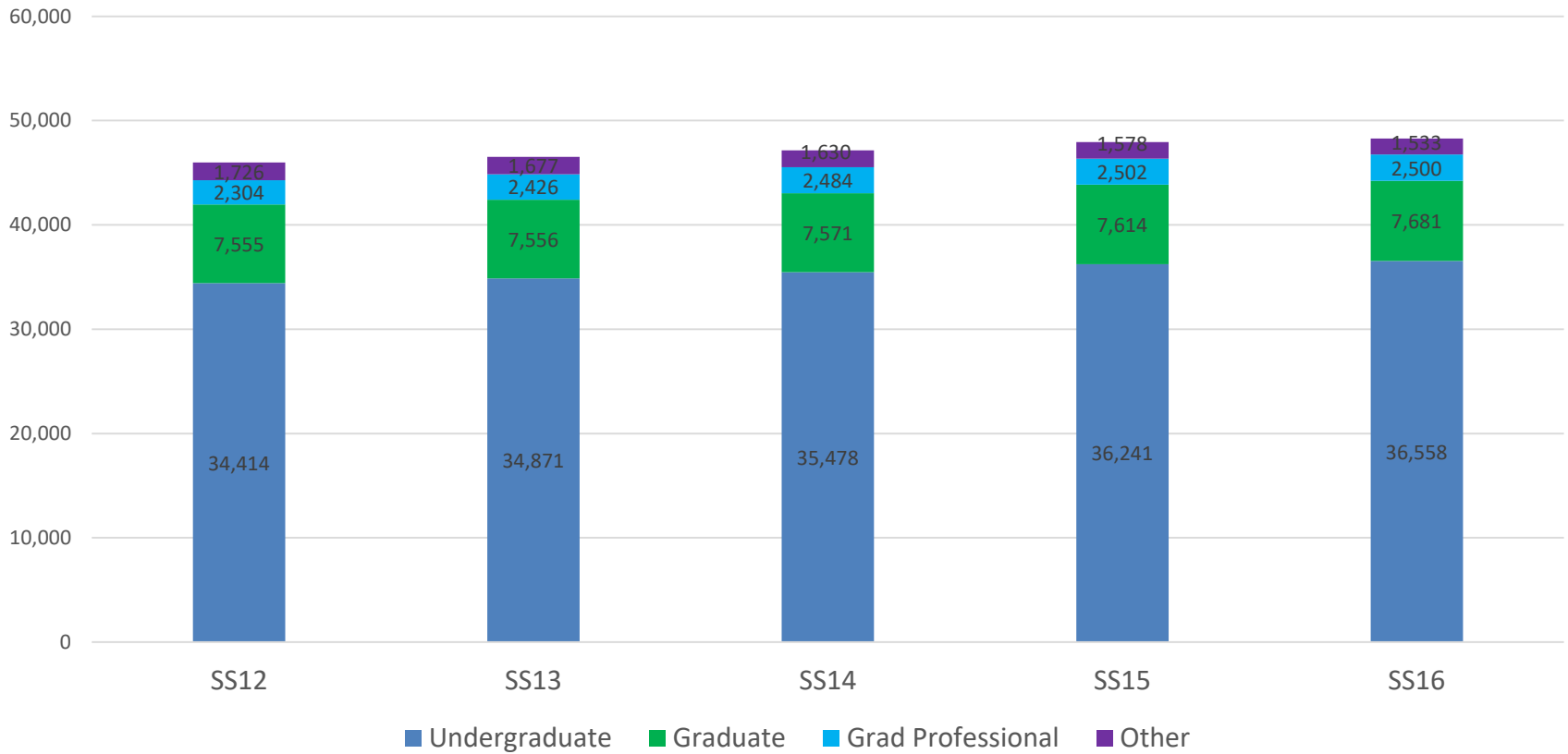
# Summer 2012-2016 Enrollment



# Fall 2012-2016 Enrollment



# Spring 2012-2016 Enrollment



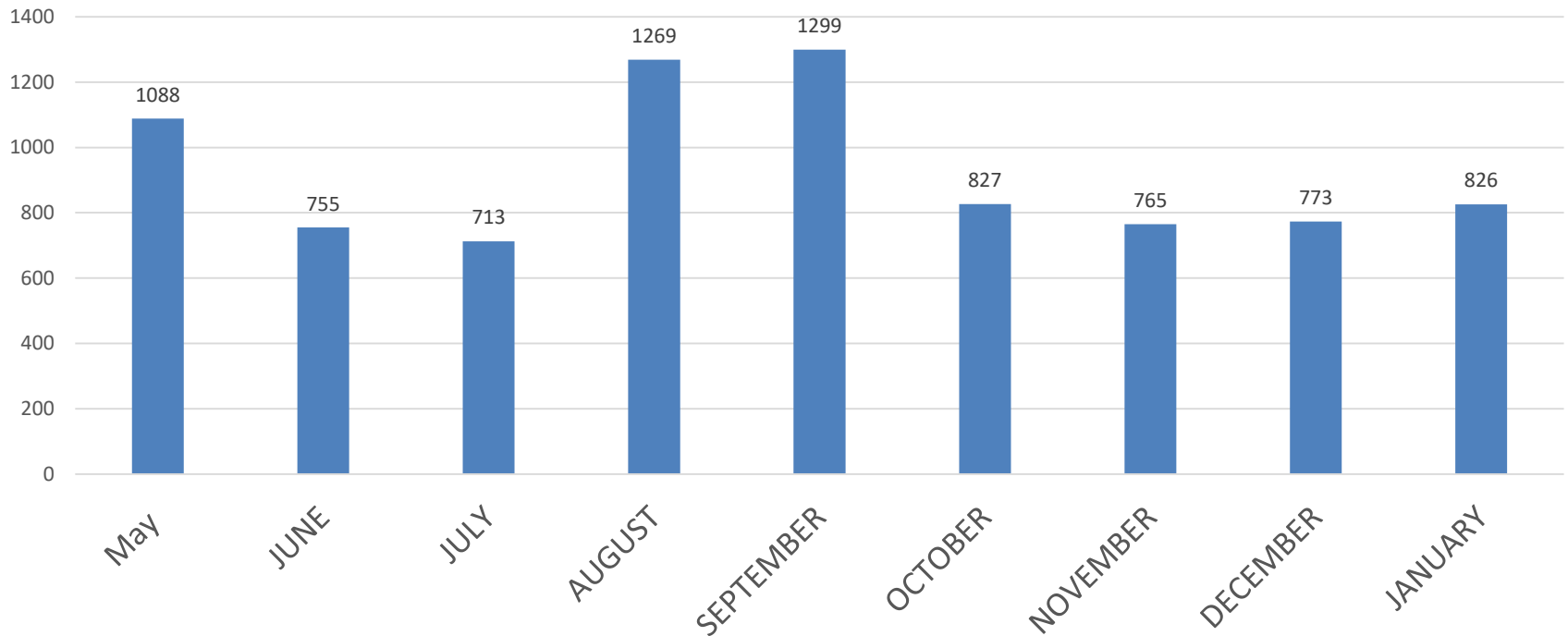
# Curriculum

- Maintain programs and courses

Current # programs (primary)	
Ag Tech	20
Undergraduate	189
Grad Cert	37
Graduate	318
Graduate Professional	12

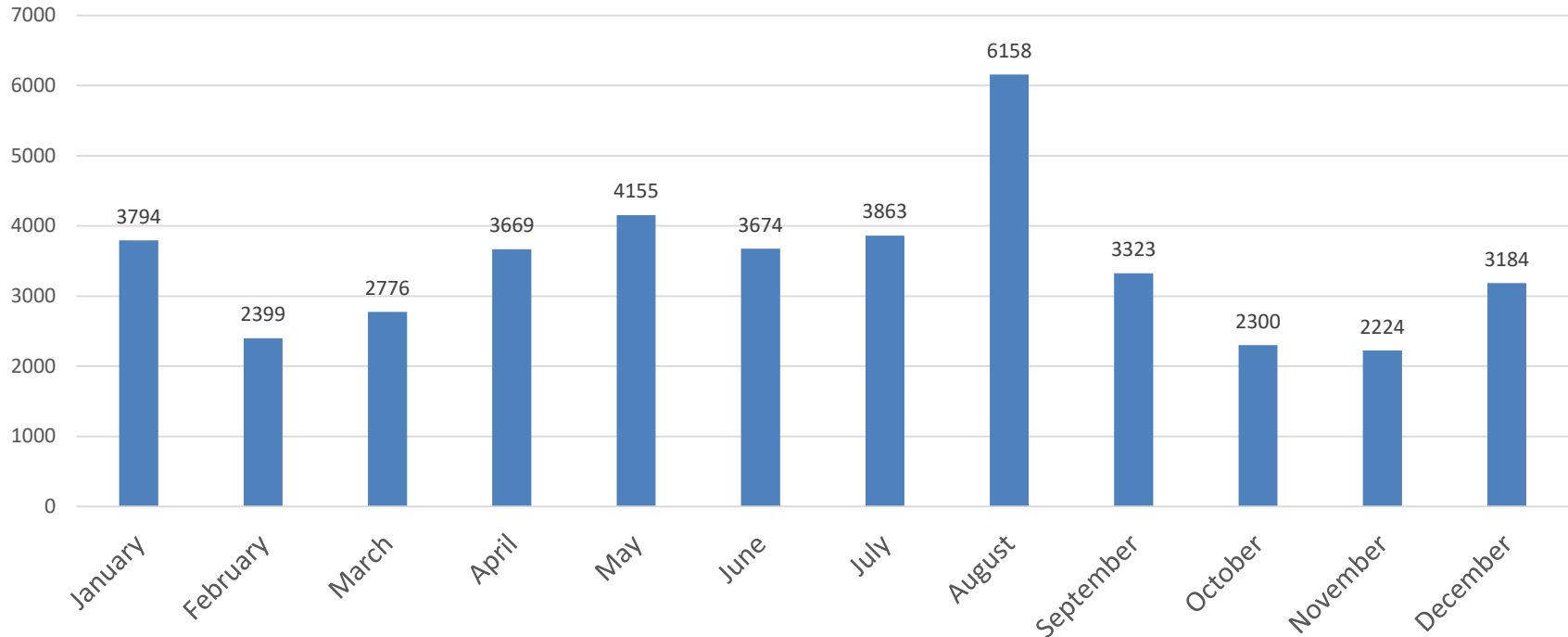
- Spring 2016 10,420 active courses (approx. 3000 we don't offer)
- Review all curricular items and facilitate movement through academic governance process
- Maintain Academic Programs Catalog and Course Descriptions

## Total Walk-ins



Average Wait Time: 5 minutes  
Maximum 127 / Minimum 15

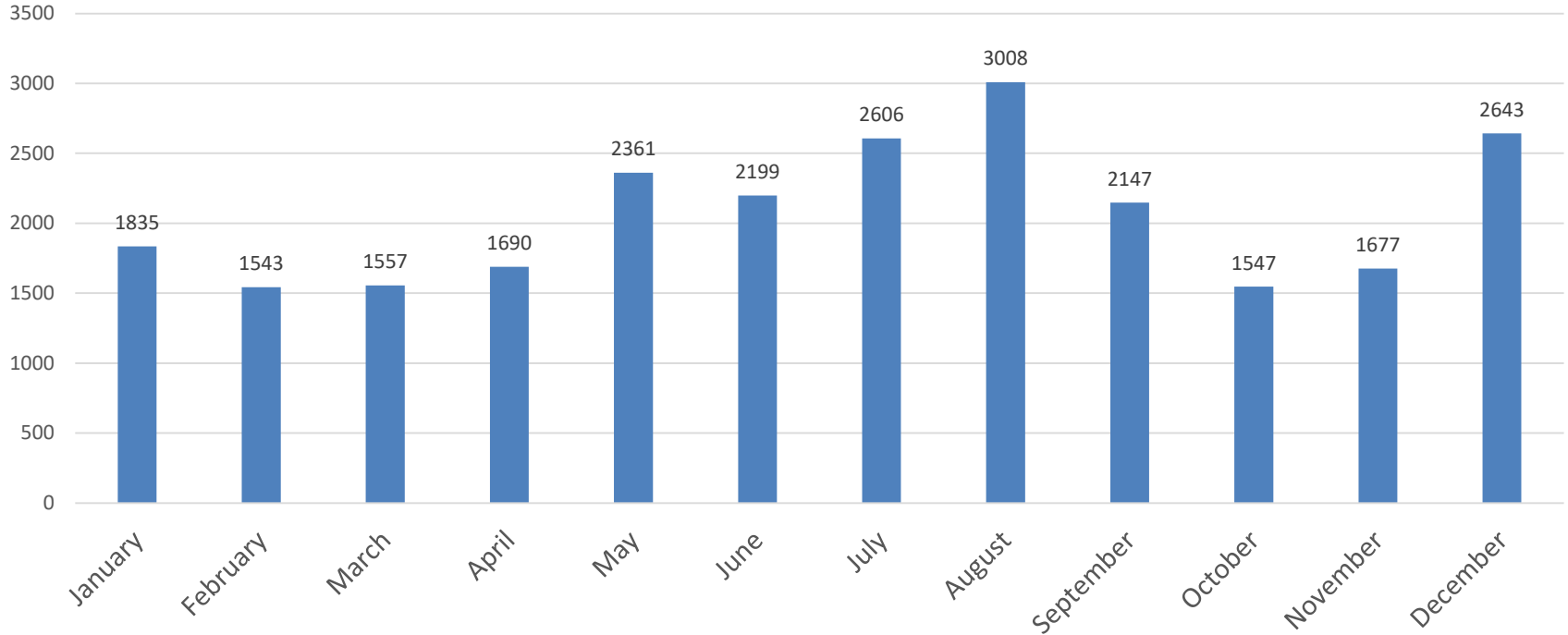
# Total Answered Calls



Average Wait Time: 2 minutes

Total Calls: 41,519

## Total Answered Emails



Total Emails: 24,813

## Transcripts (2016 data)

- Total: 106,573 transcripts/IAR's printed
  - 85,747 were ordered electronically
    - 55,086 sent electronically (64%)
    - 30,661 sent paper
  - 20,826 printed from SIS
    - 749 sent electronically
    - 20,077 sent paper



# Information Services and Data Systems

## Data Requests

- 1122 submitted within last year
- 1012 completed and processed

Recurring Reports as requested

Enrollment and Term End Reports




# Systems Supported by the RO

## List not all inclusive....

Academic Advising 101	Grief Absence Request Forms
Academic Advising Manual	IAR Request system
Academic Dishonesty Reports	Instructor Systems (class lists, grades, email, etc)
Academic Programs	Office Holds Request
Administrative Action Forms	Readmission Applications
Admit to Major System	Request for Reinstatement
AOP Pre-Enrollment	RO Web Forms Security Administration
AOP Seat Reserves	Satisfactory Academic Progress System
CEU Course System	Schedule of Courses
Class Overrides Request	Student Athlete Certification & Eligibility System
Course Scheduling Work Copy	Student Information Generator
COURSES	Student-Advisor Assignment System
Degree Deficiencies – Graduate	StuINFO – academic pages
Degree Navigator	Textbook System
Electronic Student Academic Folder (ESAF)	Transfer Credit Administrative Forms
Emergency Contact Database (ECDB)	Transfer MSU
Graduate Assistant – Registrar Coding List	Withdrawals

## Miscellaneous data – Info Services

- Since December 2001 we have sent 1,870,399 confidential messages to students
    - 2016 we send 305,867
  - 2016 we had 552,108 administrator logins
  - 2016 we had 2,199,404 student logins
  - 2016 we had 3,269,325 logins to schedule of courses
  - Currently we have 3,049 administrator users in our system (excluding instructors)
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# Questions/Answers

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Office of the Registrar

[www.reg.msu.edu](http://www.reg.msu.edu)

