

MSU's Electronic Transcript

Kristin Schuette
Associate Registrar for Technology
schuett1@msu.edu

MACRAO Registrar's Drive -In Workshop
April 4, 2008

Registrar's Office Web Site

reg.msu.edu

Office of the Registrar

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Upcoming Important Dates

- 4/12/08** - Initial tuition billing statements available electronically on STUINFO for Summer.
- 4/25/08** - Classes end for Spring 2008
- 4/26/08** - Open Enrollment begins for Fall 2008 and Spring 2009.
- 4/28/08 - 5/2/08** - Final exams for Spring 2008

Other News

Registrar's Office offers new online services:
[Official Electronic Transcript Delivery](#) and the [Michigan Transfer Network](#)

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Transcript Request

Michigan State University Transcript Request

Official transcripts cost \$5.00 each.

Visa, Mastercard, Discover and American Express credit cards and ACH payments are accepted for web orders.

MSU Transcript requests submitted by 1pm EST are processed the same business day.

Delivery Options:

- Paper - The traditional delivery method of paper sent via US Mail.
- **New!** Electronic (PDF) - Intended recipients will receive an email with a secure access code and a link to a secure website where the Official Transcripts will be presented via PDF. In addition to the email address, you will need to provide the name and address of the recipient. It is your responsibility to notify the recipient that you requested electronic delivery and he/she should expect an email from rotran@msu.edu. If you place your order online, you will receive an email when the transcript notice has been sent to the recipient and when the transcript has been viewed.

[More information on electronic transcripts.](#)

If you are the intended recipient of a transcript and have a Secure Access Code, proceed to the [MSU Official Electronic Transcripts page](#).

To order your transcripts online, your identity must be validated.

[Validate and order using MSUNet ID and password](#) (recommended for current and recent students).

- or -

[Validate and order using date of birth and either PID \(student number\) or SSN.](#)

If you plan to pay by check or money order, follow the instructions on the [Transcript Request Mail-in Form](#).

Current and recent students may want to review their records in [STUINFO](#), as this will be the information reflected in the transcript.

Current and recent students may also update their addresses via the [Change of Address Request Form](#).

Michigan State University College of Law transcripts cannot be ordered through this site.
For information about ordering College of Law transcripts, contact the [College of Law Registrar's Office](#).

Electronic
Transcript
Information

Electronic
Transcript
Pick-up

Electronic
Transcript
Request

Electronic Transcript Information

● The Process

- Student provides recipients email address.
- Student notifies recipient transcript will be delivered electronically – expect email from rotran@msu.edu.
- Registrar's Office processes order.
- Recipient emailed *Secure Access Code* and a link to the website.
- If valid code is entered, transcript presented in PDF format.

● Advantages

● Security

● Questions

Order Form

Transcript Order #1

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

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

New! Delivery Format Option!

Official Transcripts can now be delivered as paper or electronically.

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

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

Number of copies to send to the following recipient

1

Send transcript to Roberta Kelley

Email Address kellyro@msu.edu

Address line 1 150 Administration Building

Address line 2

Address line 3

Address line 4

Country United States

City East Lansing

State or Province Michigan

Zip or Postal Code 48824

Fax Partners

- If system detects a "fax partner", electronic *and* paper delivery overridden and transcript is faxed.
- Faxed transcripts follow same process behind the scenes and sent electronically to our fax server – no paper in process.
- If student ordered electronic delivery, we notify student of fax transmission.

From: Office of the Registrar Transcripts [rotran@msu.edu]

Sent: Thu 10/25/2007 3:14 PM

To: [REDACTED]

Cc:

Subject: Michigan State University Official Transcript Delivery Notice

Sparty Student

Subject: Michigan State University Official Transcript Delivery Notice

As requested, your transcript has been sent to Lansing Community College.

Your transcript was faxed, not sent electronically, as the recipient is a fax trading-partner of MSU.

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

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

Email to Recipient

From: Office of the Registrar Transcripts [rotran@msu.edu]

Sent: Wed 4/2/2008 2:16 PM

To: [REDACTED]

Cc:

Subject: Michigan State University Official Transcript

To: ROBERTA KELLEY

KELLEYRO@MSU.EDU

Corrected: schuett1@MSU.EDU

150 Administration Building

East Lansing, MI 48824

Subject: Michigan State University Official Transcript

SPARTY ALUMNI has ordered an official transcript for you.

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

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

Secure Access Code: DVoCzbDAeb8b

For more information on electronic transcripts, please visit

<http://www.test.reg.msu.edu/Transcripts/ETranscriptInfo.asp>.

Office of the Registrar

Michigan State University

50 Administration Building

East Lansing, Michigan 48824-0210

Phone: (517) 355-3456

<http://www.test.reg.msu.edu/>

FYI Email to Student

From: Office of the Registrar Transcripts [rotran@msu.edu]

Sent: Thu 10/25/2007 3:56 PM

To: [REDACTED]

Cc:

Subject: Michigan State University Official Transcript Delivery Notice

To: Sparty Alumni

Subject: Michigan State University Official Transcript Delivery Notice

As requested, a transcript delivery notice has been sent to Roberta Kelley at KELLEYRO@MSU.EDU.

You will be notified via email when the transcript has been viewed.

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

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50 Administration Building
East Lansing, Michigan 48824-0210
Phone: (517) 355-3456
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Pick-up Site

Michigan State University Official Electronic Transcripts

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

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

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

[More Information About Electronic Transcripts.](#)

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

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

Your Name

Your Telephone Number

Your Email Address

Secure Access Code

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

Code is Verified

MSU Official Electronic Transcripts

Secure Access Code Verification

Your Secure Access Code has been verified.

According to our records, this transcript was ordered by:
SPARTY ALUMNI

Intended for:
ROBERTA KELLEY
KELLEYRO@MSU.EDU
150 Administration Building
East Lansing, MI 48824

I certify that I am the intended recipient of this transcript.
This information will be maintained on a confidential basis and will not be shared with any other person or entity,
except as authorized by the [Family Educational Rights and Privacy Act](#).

I agree with the above statements and wish to view the transcript.

View Transcript

View Transcript

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MICHIGAN STATE UNIVERSITY
OFFICIAL ACADEMIC TRANSCRIPT

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

ALUMNI, SPARTY

STUDENT ID: A2222222

COURSE	TITLE	CRS	GRADE	S	H	COURSE	TITLE	CRS	GRADE	S	H
PREVIOUS/TRANSFER INSTITUTIONS						SUMMER QUARTER 1992 06/24/92 - 07/29/92					
HOLT HIGH SCHOOL HOLT MI						F I 391 FINANCIAL MANAGEMENT 5 4.0					
UNDERGRADUATE CREDIT						CUM CREDITS : 111.0 CUM GPA : 3.7227					
ADVANCED PLACEMENT						EFFECTIVE FALL 1992, MSU CONVERTED FROM THE QUARTER CREDIT SYSTEM TO THE SEMESTER CREDIT SYSTEM					
----- MSU QTR CREDITS ACCEPTED: 10.00 -----						TOTAL SEM. CUM CREDITS : 74 CUM GPA : 3.7227					
UNDERGRADUATE CREDIT						FALL SEMESTER 1992 09/01/92 - 12/31/92					
FALL QUARTER 1990 09/20/90 - 12/07/90						FI 312 INTRODUCTION TO INVESTMENTS 3 3.5					
ATL 131 WRITING MGR CURRENTS AMER EXP 3 4.0						GRM 311 ADV GERMAN BUSIN EMPHASIS I 3 3.5					
GRM 101 ELEMENTARY GERMAN 4 4.0						MGT 303 MATERIALS & LOGISTICS MGT 3 3.5					
GRM 242 GERMAN LIT IN ENG TRANSLATION 4 4.0						STT 315 INTRO PROB & STAT FOR BUSINESS 3 4.0					
N S 135 NATURE & CONTINUITY OF LIFE 4 3.0						CUM CREDITS : 86.0 CUM GPA : 3.7079					
CUM CREDITS : 24.0 CUM GPA : 3.7142						DEAN'S LIST					
WINTER QUARTER 1991 01/04/91 - 03/15/91						SPRING SEMESTER 1993 01/12/93 - 05/07/93					
ANP 171 INTRO TO SOCIOCULTURAL ANTH 4 3.5						ACC 300 INTERMEDIATE FINANCIAL ACCT I 3 3.5					
ATL 122 WRITING AMERICAN EXPRESSION 3 3.5						EC 340 SURVEY OF INTERNL ECONOMICS 3 4.0					
FSC 101 FOOD AND SOCIETY 3 4.0						GRM 312 ADV GERMAN BUSIN EMPHASIS II 3 4.0					
GRM 102 ELEMENTARY GERMAN 4 4.0						MTA 300 MANAGERIAL MARKETING 3 3.5					
GRM 242 GERMAN LIT IN ENG TRANSLATION 3 3.5						CUM CREDITS : 98.0 CUM GPA : 3.7135					
CUM CREDITS : 41.0 CUM GPA : 3.6451						DEAN'S LIST					
SPRING QUARTER 1991 03/27/91 - 06/07/91						SUMMER SEMESTER 1993 05/17/93 - 07/01/93					
ATL 123 WRITING AMERICAN EXPRESSION 3 3.5						GRM 493 OVERSEAS INTERNSHIP 3 I 3.5					
GRM 103 ELEMENTARY GERMAN 4 4.0						CUM CREDITS : 101.0 CUM GPA : 3.7067					
GRM 243 GERMAN LIT IN ENG TRANSLATION 3 3.5						FALL SEMESTER 1993 08/30/93 - 12/17/93					
S S 203 AMERICAN AND WORLD PROBLEMS 4 3.5						FI 413 MGT OF FINANCIAL INSTITUTIONS 3 3.5					
CUM CREDITS : 55.0 CUM GPA : 3.6444						FI 451 INTERNL FINANCIAL MANAGEMENT 3 4.0					
DEAN'S LIST						MGT 302 MGT & ORGANIZATIONAL BEHAVIOR 3 3.5					
SUMMER QUARTER 1991 06/19/91 - 08/30/91						ML 317 QUANTITATIVE BUSINESS RES METH 3 4.0					
EC 201 INTRODUCTION TO MICROECONOMICS 4 4.0						CUM CREDITS : 113.0 CUM GPA : 3.7115					
EC 202 INTRODUCTION TO MACROECONOMICS 4 3.5						DEAN'S LIST					
N S 135 COSMOLOGY HUMAN PLACE UNIV 4 2.0						SPRING SEMESTER 1994 01/12/94 - 05/06/94					
CUM CREDITS : 67.0 CUM GPA : 3.5438						FI 414 ADVANCED BUSINESS FINANCE 3 4.0					
FALL QUARTER 1991 09/26/91 - 12/13/91						FI 455 COMPUTER APPL FINANCL MODELING 3 4.0					
ANP 250 CULTURE, ENVIRON & ADAPTATION 4 4.0						CBL 395 LAW PUBLIC POLICY & BUSINESS 3 3.5					
CPS 100 ABOUT COMPUTERS 4 4.0						MGT 409 BUSINESS POL & STRATEGIC MGT 3 4.0					
GRM 201 INTERMEDIATE GERMAN 4 4.0						CUM CREDITS : 125.0 CUM GPA : 3.7261					
CUM CREDITS : 79.0 CUM GPA : 3.6231						DEAN'S LIST					
WINTER QUARTER 1992 01/08/92 - 03/20/92						BACHELOR OF ARTS GRANTED: 05/06/94					
ACC 201 PRINCIPLES OF ACCOUNTING 5 4.0						MAJOR: FINANCE					
GRM 202 INTERMEDIATE GERMAN 4 4.0						COLLEGE: ELI BROAD COLLEGE OF BUSINESS					
HNE 102 NUTRITION FOR HUMANS 3 4.0						WITH HIGH HONOR					
HST 242 ECONOMIC AND BUSINESS HISTORY 4 4.0						-----CONTINUED ON PAGE 02-----					
CUM CREDITS : 94.0 CUM GPA : 3.6904						PROVIDED SOLEY FOR:					
DEAN'S LIST						ROBERTA KELLEY					
SPRING QUARTER 1992 04/01/92 - 06/12/92						KELLEY@MSU.EDU					
ACC 202 PRINCIPLES OF ACCOUNTING 5 4.0						150 Administration Building					
EC 224 MACROECONOMICS I 3 4.0						East Lansing, MI 48824					
GRM 203 INTERMEDIATE GERMAN 4 3.5											
CUM CREDITS : 106.0 CUM GPA : 3.7083											
DEAN'S LIST						Duqald McMillan Acting University Registrar					
-----END OF COLUMN-----											

View FYI to Student

From: Office of the Registrar Transcripts [rotran@msu.edu]

Sent: Wed 4/2/2008 2:19 PM

To: [REDACTED]

Cc:

Subject: Michigan State University Official Transcript Viewing Notification

To: Sparty Alumni

Subject: Michigan State University Official Transcript Delivery Notice

The transcript you ordered for Roberta Kelley (KELLEYRO@MSU.EDU) was viewed on Wednesday, April 02, 2008 at 2:19:09 PM.

For more information on electronic transcripts, please visit
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Michigan State University
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Phone: (517) 355-3456
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The Numbers...

- Cost
 - > Paper transcript: 72 cents to produce, including postage
 - > Electronic transcript: zero
- Transcripts Produced (year-to-date)
 - > 17% electronically delivered (fax or email)
 - 21% so far in April
 - > Over 700 faxed transcripts
- Online Orders (year-to-date)
 - > 23% requested electronic delivery
 - Started at 16% last November with no advertising
 - 30% so far in April

Questions?

Kristin Schuette

Associate Registrar for Technology

schuett1@msu.edu