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MICHIGAN STATE
UNIVERSITY

ESAF 2: Electric Boogaloo

(Or: How the Registrar's Office Continues to Shape
the Process of Academic Advising and Degree
Certification at MSU)

MACRAO Session 2.2

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A Brief History of ESAF

- 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.



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A Brief History of ESAF (cont.)

- In August 2005, the Electronic Student Academic Folder (ESAF) was launched with immediate success across campus.
- Numerous colleges, including the Directors of Undergraduate Student Affairs from several large colleges, were involved in defining system specifications, as well as testing of the system.
- Several Colleges chose to implement the system fully in Fall 2005 and ‘go paperless’.
- Several demonstrations and ‘hands-on’ computer lab sessions were held, often to capacity crowds.
- 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

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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.

The screenshot shows the Electronic Student Academic Folder (ESAF) interface. At the top, it displays the title "Electronic Student Academic Folder" and a "Log Out" button. Below this, there is a "Switch Colleges" button. The user's name, "Jane Spartan, Broad College of Business", and the date, "Friday, 11/2/2007", are shown. A FERPA notice is present, stating that information is released in compliance with the Family Educational Rights and Privacy Act (FERPA) and MSU's Guidelines Governing Privacy and Release of Student Records. Below the notice, there are several navigation links: "My Prep Notes/APPs", "My Temp Notes", "Student Authorized Access", "View/Edit My Signature", "Restore a Folder", "Admit/Applicant Reports", "Open/Closed Course List", "AOP Lists", "Degree Audit", "All Temp Notes in my College", "Reports", "Save Note/Send Message to PID List", "Guide", "System Access", and "University Requirement Equivalencies". A search section follows, with instructions: "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." The search section includes two input fields: "Search by PID (Student Number)" and "Search by Name" (with sub-fields for "First" and "Last"). A "Search" button is located below the input fields. At the bottom right, there is an "Other Links" section with a list of links: "Academic Programs", "ATHLINFO", "Co-Sponsored Study Abroad Programs", "Degree Navigator", "Course Descriptions", "Schedule of Courses", "Study Abroad", "Transfer MSU", and "Online Forms Menu".

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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.

The screenshot shows the 'Electronic Student Academic Folder' interface. At the top, there are buttons for 'Log Out' and 'Switch Colleges'. Below this, the user's name 'Jane Spartan, Broad College of Business' and the date 'Friday' are displayed. A navigation bar includes 'Office of the Registrar' and links for 'MSU Home', 'Site Map', 'Contact Us', and 'Search'. The main content area features a circled link labeled 'FERPA' with an arrow pointing to a detailed page titled 'Student Rights Under the Family Educational Rights and Privacy Act (FERPA)'. The detailed page contains the following text:

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 maintaining 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/Applicant Reports | Open/Closed Course List | AOP Lists | Degree Audit

All Temp Notes in my College | Reports | Save Note/Send Message to PID List

Guide | System Access | University Requirement Equivalencies

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](#)

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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/revised, 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

Jane Spartan, Broad College of Business

This information is released to you in accordance with MSU's Guidelines Governing Privacy and Information of the University of Michigan

By using this system, you are acknowledging that you have read and understand the information above.

My Prep Notes/APP

View/Edit my Signature | Restore my Order

Admit/Applicant Reports | Open/Closed Course List | AOP Lists | Degree Audit

All Temp Notes in my College | Reports | Save Note/Send Message to PID List

Guide | System Access | University Requirement Equivalencies

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Security?

Authorized users can view system access at any time.

Electronic Student Academic Folder

Jane Spartan, Broad College of Business

Friday, 11/2/2007

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/Applicant Reports | Open/Closed Course List | AOP Lists | Degree Audit

All Temp Notes in my College | Reports | Save Note/Send Message to PID List

Guid | **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 Academic Folder - Student Authorized Access

Main Menu

Jane Spartan, Broad College of Business

Friday, 6/23/2006

About Student Authorized Access

Accessing a student's academic folder through this method should **ONLY** be used if a student is not in your [system access](#) 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.

Each and every 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

Student First Name

Student Last Name

PID

Date of Birth (MM/DD/YYYY)

Submit

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.

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More Information

The entire presentation on the release of ESAF is available on the Registrar's Office website, at:

<http://www.reg.msu.edu/aboutus.asp>

Let's turn our attention to What's New in ESAF, specifically Degree Audit and the Online Adviser Manual...

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What is Degree Audit?

- Degree Audit (DA) is an online degree certification tool.
- Brings together the Student Information System (SIS), the online advising tool Degree Navigator (DN), and College user input via the Electronic Student Academic Folder (ESAF).

The screenshot shows the 'Electronic Student Academic Folder' interface. At the top, it displays the user's name 'Doug McKenna, RO' and the date 'Monday, 8/20/2007', along with a 'Log Out' button. Below this is a 'FERPA' notice regarding privacy and confidentiality. A navigation menu follows, listing various options: '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 | Degree Audit', 'All Temp Notes in my College | Reports | Save Note/Send Message to PID List', and 'Guide | System Access | University Requirement Equivalencies'. The 'Degree Audit' link is circled in red. At the bottom, there is a search section with instructions: '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.' The search section includes a 'Search by PID (Student Number)' field, a '- or -' separator, and a 'Search by Name' section with 'First' and 'Last' name fields, and a 'Search' button.

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DA: Logistics and Security

- Major program must be active in DA, either in Test or Live mode.
 - Programs are activated in DA by the 4-digit major code.
 - As many or as few programs within a department or college can Test or go Live at a time.
- Users must be given appropriate security to enter decisions—coordinated through College Security Administrator.

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DA: Logistics and Security (cont.)

- There are three levels of security:
 - Department: users who have access to students in specific majors or departments within the college.
 - College: users who have access to all students within the college.
 - College with Final Approval: users who have access to all students within the college AND have authorization to submit a conferral decision (think: Asst. / Assoc. Dean's signature).

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DA: Identifying Applicants

- Users can review students the day after they apply for graduation, even for next semester...
...but we recommend waiting until the first week of the applied-for term.
- Generate lists of applicants using selection criteria:
 - Term
 - College
 - Major
 - Student Level-Class
 - Degree Navigator Status
 - Degree Audit
 - Decision Status
 - SIS Award Status

Award Term FS07	College - Department Communication Arts and Sciences- All Depts (college level access) <small>If a college-department is missing and it is a valid college-department per SIS, please let us know</small>
Student Level - Class UN-1 UN-2 UN-3 UN-4	Major (Code-Desc-Lvl-Award Type) 1353-Advertising-UN-BA 1378-Communication-UN-BA 1379-Communication-UN-ADDU 1405-Journalism-UN-BA 1435-Public Relations-UN-SPCU 1439-Telecomm, Info Studies & Media-UN-BA 1440-Telecomm, Info Studies & Media-UN-ADDU 1443-Retailing-UN-BS 1444-Retailing-UN-ADDU 1448-Game Design and Development-UN-SPCU <small>If a major is missing and it is a valid major participating in Degree Audit, please contact the Registrar's Office Degree Staff.</small>
<input type="checkbox"/> Honors College Students Only	

Requirements Status (DN) DN Data as of Thursday, May 03, 2007 2:36:47 PM Done <input checked="" type="radio"/> Not Done <input type="radio"/> Any <input type="radio"/>	Degree Status (SIS) APPL <input checked="" type="checkbox"/> CONF <input type="checkbox"/> DENY <input type="checkbox"/> PEND <input type="checkbox"/> PEND, No Award Term <input type="checkbox"/> ?
Decision Status (DA) CONF Dept <input type="radio"/> CONF Coll <input type="radio"/> CONF Final <input type="radio"/> <input type="checkbox"/> CONFOVER Decisions Only DENY <input type="radio"/> No Decision <input checked="" type="radio"/> Any <input type="radio"/>	

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DA: Identifying Applicants (cont.)

- Users can select the output fields and sort options to customize the generated Degree Audit list.
- In order to enter decisions for students in the list, the user must “Enable Degree Decision Input.”
- Click on “View Degree Audit List” to generate the report.

Output Fields		
<input checked="" type="checkbox"/> Degree Name	<input checked="" type="checkbox"/> Requirements Complete	<input type="checkbox"/> Credits Remaining
<input checked="" type="checkbox"/> Award Type	<input type="checkbox"/> Requirements Remaining	<input type="checkbox"/> Required Credits
<input checked="" type="checkbox"/> Award Status	<input type="checkbox"/> In Progress Courses	<input type="checkbox"/> Unused Credits
<input type="checkbox"/> Intended Award Term	<input type="checkbox"/> Credits Applied	<input type="checkbox"/> College/Department
<input checked="" type="checkbox"/> Degree Audit Status	<input type="checkbox"/> Program Version	<input checked="" type="checkbox"/> Honors College
<input type="checkbox"/> SIS Status Entry Date		

Enable Degree Decision Input	Sort List By
Available only for students in APPL status	
<i>You have authorization to enter final degree decisions.</i>	
Yes <input type="radio"/>	Sort #1 Major Code <input type="text"/>
No <input type="radio"/>	Sort #2 Student Name <input type="text"/>
	Sort #3 <input type="text"/>

[View Degree Audit List](#)

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DA: Identifying Applicants (cont.)

- The generated list of students includes the selection criteria in the header.
- Also noted is the last time the information was updated from SIS and DN.
- When Decisions are “enabled,” the Quick Guide to Entering Decisions is included in the header, as well.

Student Academic Folder - Degree Audit Report for FS07		Main Menu	
Generated by: Kristin Schuette, RO Date: Friday, 11/2/2007		College: 10 Department: All # of Records: 166	
<p style="text-align: center;"> Term: FS07 Award Status: APPL Requirements Complete: Yes Decision Status: No Decision </p> <p style="text-align: center;"> Comments required for all CONFOVER and DENY decisions. </p> <p style="text-align: center;"> SIS and DN Data as of Thursday, May 03, 2007 2:36:47 PM </p>	Quick Guide to Entering Decisions		
	Enter...	under these circumstances...	
	CONF	When the student is in a DN = Done status.	
	DENY	When the student has not satisfied the requirements for the degree program inclusive of the current enrollment. Comments are required.	
	NONE (Comments Only)	When the student has pending Transfer Credit from another institution. In almost all of these cases, the student will be in a "DN is Not Done" status.	
	CONFOVER (during the term)	ONLY when the student attended previously (pre-2001) and DN will never be in a "Done" status. Comments are required and should include all courses the student must satisfactorily complete, plus any information on GPA honor points, etc.	
	CONFOVER (after the term)	When the student has received a conditional grade in a non-required course. Comments are required and should indicate the reason for the override.	
DENY decisions are processed in SIS daily.			

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DA: Entering Decisions

Entering certification decisions is as simple as marking the radio button in the resulting list of students.

CONF	CONF OVER	DENY	UNDO	NONE	Comments	PID	Student Name	DA Major Code	Degree Name	Degree Audit Status	Degree Audit Status Details	Degree Audit Comment Only	Requirements Complete	In Progress	Honors College
-	<input type="radio"/>	<input type="radio"/>	-	<input checked="" type="radio"/>		[REDACTED]	[REDACTED]	1440	Telecommunication, Information Studies and Media, ADDU				No	Yes	
<input type="radio"/>	-	<input type="radio"/>	-	<input checked="" type="radio"/>		[REDACTED]	[REDACTED]	1439	Telecommunication, Information Studies & Media, BA				Yes	Yes	
-	-	-	<input type="radio"/>	<input checked="" type="radio"/>		[REDACTED]	[REDACTED]	1378	Communication, BA	DENY_DA	Comments req. Doug McKenna, Sep 18 2007 12:03PM		Yes	Yes	
<input type="radio"/>	-	<input type="radio"/>	-	<input checked="" type="radio"/>		[REDACTED]	[REDACTED]	1378	Communication, BA				Yes	Yes	
<input type="radio"/>	-	<input type="radio"/>	-	<input checked="" type="radio"/>		[REDACTED]	[REDACTED]	1439	Telecommunication, Information Studies and Media, BA				Yes	Yes	
<input type="radio"/>	-	<input type="radio"/>	-	<input checked="" type="radio"/>		[REDACTED]	[REDACTED]	1439	Telecommunication, Information Studies & Media, BA				Yes	Yes	
CONF	CONF OVER	DENY	UNDO	NONE	Comments	PID	Student Name	DA Major Code	Degree Name	Degree Audit Status	Degree Audit Status Details	Degree Audit Comment Only	Requirements Complete	In Progress	Honors College
<input type="radio"/>	-	<input type="radio"/>	-	<input checked="" type="radio"/>		[REDACTED]	[REDACTED]	1439	Telecommunication, Information Studies and Media, BA				Yes	Yes	
<input type="radio"/>	-	<input type="radio"/>	-	<input checked="" type="radio"/>		[REDACTED]	[REDACTED]	1405	Journalism, BA				Yes	Yes	

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DA: Entering Decisions (cont.)

- All users with any level of access can enter a DENY decision; comments are required for all DENY decisions.
- Select CONF if the student has met all requirements and should graduate.
- Leave the decision as NONE to enter comments or to “hold” for the processing of pending transfer credit.
- Whenever a CONF Final decision is entered, the Degree Report “Full Report with Course Status” is frozen so a record of that report is available as it was on the day the CONF Final decision was entered.
- A complete history of all activity is available on a student-by-student basis on the student-specific Degree Audit Status Log page.

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DA: Entering Decisions (cont.)

- [Add/View Notes](#) (student has 11 notes)
- [Add/View Academic Progress Plans](#) (student has 41 plans)
- [View Confidential Messages sent to Student](#) (student has 9 messages)
- [View All Notes, APPs, and Messages](#) (in reverse chronological order)
- [Student Report](#)
- [Application Data Sheet](#)
- [Course Listing by Subject Area & Transfer Institute](#)
- [Credits & GPA Summary](#)
- [Degree Audit Status Log](#)
- [Degree Reports](#)

- The Degree Audit Status Log is available as a link on each specific student's folder.

- Certification decisions can be entered directly from the student-specific Degree Audit Status Log page, circumventing the report generator.

4419 Psychology, BS
SIS Award Status: APPL
Intended Award Term: FS07

Honors College (SIS): -
CUM GPA (SIS): 3.1028
Pending Transfer Credits: 0

Requirements Complete (DN): No
In Progress (DN): Yes

No Audit Records Found.

Comments required for all CONFOVER and DENY decisions.

CONF	CONFOVER	DENY	UNDO	NONE	Comments
-	<input type="radio"/>	<input type="radio"/>	-	<input type="radio"/>	<input type="text"/>

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DA: Processing in SIS

- Registrar's Office staff runs a macro every day, loading the decisions that have been entered as specified below.
- DENY decisions in DA are processed every day, no other criteria is required.
- Students who meet the following criteria will be included in the conferral macro:
 - Have an open application for the term (SIS = APPL)
 - Degree Audit decision status = "CONF Final"
 - Degree Navigator = "Done"
 - No "In progress" courses (includes conditionally graded courses)
 - Cumulative GPA of 2.0 or greater
 - Total credits equal to or greater than the credits required for program (usually 120)
 - All work completed in eligible date range for the term
 - After the 5th week of the term (no conferrals for the term until ¼ term)

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DA: Processing in SIS (cont.)

- There is an override process available:
 - The “CONF Override” decision will cause the system to ignore the DN status “Done” and “In Progress” status.
 - All other criteria must still be true before the conferral will be acted on.
 - The override decision should only be used when DN cannot or will never be right for a student (e.g. a returning student from 1980) and/or an in progress course is not required for the degree.
- Student receives an e-mail upon conferral or denial of graduation via confidential message board.

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DA: Problem Resolution

- At the end of the semester, students who did not meet the conferral selection criteria will remain in an APPL status.
 - The Registrar’s Office will deny students with no “In progress” courses who have lower than a 2.0 GPA, or fewer than 120 credits.
- Colleges and Departments will generate reports to review students who were not conferred and take one of three actions:
 - Wait for a grade to be submitted.
 - Enter a “DENY” decision.
 - Enter a “CONF OVERRIDE” decision.

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DA: Proactive Certification Model

- Colleges and Departments access DA and generate lists of students who have applied for graduation instead of waiting to receive the lists from the Registrar's Office.
- Departments can begin reviewing students as soon as the student applies for graduation (even future terms), instead of waiting until the 5th week of the term.
- Reports are easy to run and can provide information on students significantly earlier than the Deficiency List process.
- All degree certification decisions are logged and reviewable on a student-by-student basis.
- Better tracking throughout the certification process than in the Deficiency List process.
- Allows for earlier intervention with students who have issues with graduation requirements.

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Academic Adviser Manual

- In the past, the manual was a hardcopy book:
 - Who's in charge here?
 - Out-of-date the minute it was printed.
 - Collection of text/policies/memos - often from other sources, most, if not all, now on the web.
 - Need another copy?
- Proposal: An online, document-management style web application with...
 - Links to other text/policies on web – never out-of-date!
 - Searchable.
 - Allow advisers to “save notes”.
 - Kept up-to-date by a group of 4 lead-advisers across campus.

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Adviser Manual: The Plan

- Sponsored by the Associate Provost for Undergraduate Education
- 4 Director's Level Advisers from "core" colleges
- University digital technology writing center funded to research data needed, organize content, layout text, draft website look and feel.
- RO, due to ESAF, logical office to build/host application.

“We’re just blowing their leaves...
...don’t tell them how to
plant their garden.

- Scott McMillan, 11/05/07

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Adviser Manual V4.0

Welcome to the yet-to-be released Academic Adviser Manual, version 4.0!

The screenshot shows a web page for the 'Academic Adviser's Manual'. At the top, the title 'Academic Adviser's Manual' is written in a large, cursive font. Below the title is a horizontal navigation bar with several menu items: 'Academic Advising', 'Policies', 'Glossary', 'Resources', 'My Manual', 'Index', 'Help', 'Search', and 'Log out'. The main content area is a light gray box containing a personalized welcome message: 'Welcome, Kristin Schuette, to the Academic Adviser's Manual!'. At the bottom of this box, there is a link: 'Authorized Editors: Edit the Academic Adviser Manual'.

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Adviser Manual: Editing

Authorized Users
can see “Edit Mode”

- Update?
- Delete?
- Last Update

The screenshot shows the 'Academic Adviser's Manual' website interface. At the top, the title 'Academic Adviser's Manual' is displayed in a stylized font. Below the title is a navigation menu with links: Academic Advising, Policies, Glossary, Resources, My Manual, Index, Help, Search, and Log out. The main content area is titled 'Edit Mode' and includes a sub-menu with links: Enter New Text, Edit "Academic Advising", Edit "Policies", Edit "Glossary", Edit "Resources", and Instructions. The content is organized into sections, each with a title and a 'last update' timestamp. The sections shown are: 'Academic Advising' (last update: 5/29/2007 8:46:48 AM), 'The Role of the Advisor' (last update: 5/29/2007 1:55:45 PM), and 'Definition of Academic Advising' (last update: 6/25/2007 9:51:36 PM). The 'Definition of Academic Advising' section includes a bulleted list of five points describing the process of academic advising.

Academic Advising
(update) (delete) last update: 5/29/2007 8:46:48 AM

This section provides you with an overview of information on who advisors are, what they do, and the tools and techniques used in advising work at MSU.
(update) (delete) last update: 5/29/2007 9:58:29 AM

The Role of the Advisor
(update) (delete) last update: 5/29/2007 1:55:45 PM

Advising is based on a shared responsibility between the student and the advisor. Advisors may serve as role models and mentors for students through their unique position as coordinators of the undergraduate experience. Through their multifaceted responsibilities, good advisors help students to realize the maximum educational benefits available to them and help students to obtain the most from their undergraduate education.
(update) (delete) last update: 6/12/2007 8:37:14 PM

Definition of Academic Advising
(update) (delete) last update: 6/25/2007 9:51:36 PM

Academic advising is a teaching process that takes place outside of the classroom. The process addresses the student's whole undergraduate experience and educates the student about higher education. Advising is concerned with the development of the student: academically, intellectually, affectively, and philosophically. Career and post-graduate planning are included in the development of individual goals and objectives.

This is accomplished by:

- helping students to clarify their values and goals to develop a better understanding of themselves
- helping students to understand the nature and purpose of higher education
- providing accurate information about educational options, requirements, policies, and procedures
- helping students to plan academic programs consistent with their interests and abilities
- assisting students in continual monitoring and evaluation of their educational progress
- integrating the many resources of the institution to meet the student's educational needs and aspirations.

(update) (delete) last update: 7/5/2007 1:10:17 PM

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Adviser Manual: New/Edit Text

Edit Mode

Enter New Text | Edit "Academic Advising" | Edit "Policies" | Edit "Glossary" | Edit "Resources" | Instructions

You are entering new text.

Level	Current Order	Selection
1		Academic Advising
2		The Role of the Advisor
3		Tips for Advising Undergraduate Students

Order: 2

Site Index Reference: Study Help, Resources for

You are creating a new entry. The entry type will be text that falls directly under the Level 3 header. The 'Order' drop-down will edit the order of the text.

Text

Style: Format: Font: Size: T

Go to the **Student Support** site as www.studentssupport.msu.edu for links to study help.

Submit

Entering new or editing existing text:

- Select level/section
- Select order
- Site index (alpha) reference
- Rich text features, including links.

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Adviser Manual: Text Review

Tips for Advising Undergraduate Students

(update) (delete) last update: 6/25/2007 9:46:01 PM

Go to the **Student Support** site as www.studentsupport.msu.edu for links to study help.**Request Only**

(update) (delete) last update: 11/5/2007 11:12:31 AM

- Requested text must be reviewed/approved by RO.
- “Old” text displays in public view until new text is approved.

Edit Mode

Enter New Text | Edit "Academic Advising" | Edit "Policies" | Edit "Glossary" | Edit "Resources" | Instructions

You are currently editing existing text.

Current Status of Text

Request ID:	schuett1	RO ID:	
Request Name:	Kristin Schuette	RO Name:	
Request Unit:	RO	RO Date:	
Request Date:	11/5/2007 11:12:31 AM		
Status:	Request - pending RO approval		

Level	Current Order	Selection
1	1	Academic Advising
2	1	The Role of the Advisor
3	3	Tips for Advising Undergraduate Students

Order: 2

Site Index Reference: Study Help, Resources for

You are editing an existing entry. The entry type will be text that falls directly under the Level 3 header. The 'Order' drop-down will edit the order of the text.

Text

Style: Format: Font: Size:

Go to the **Student Support** site as www.studentsupport.msu.edu for links to study help.

Submit

Delete Entry

Note: Clicking the Approve button as the RO will only submit approval status to the section text. No edits to the above data will be saved.

Approve

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Adviser Manual: Public View

Academic Adviser's Manual

Academic Advising | Policies | Glossary | Resources | My Manual | Index | Help | Search | Log out

Academic Advising

This section provides you with an overview of information on who advisors are, what they do, and the tools and techniques used in advising work at MSU.

The Role of the Advisor

- Definition of Academic Advising
- Advising Functions
- Tips for Advising Undergraduate Students
- NACADA Statement of Core Values of Academic Advising
- Boldness by Design

Organizational Structure of Advising Students at MSU

- Organization of Academic Advising
- Admission to a Degree College
- The Function of Academic Student Affairs
- University Academic Calendar

Privacy of Student Records

The Basics

- Majors**
- Course Enrollment
- Grades
- Placement
- Transfer Credits
- University Requirements

Using Technology Resources in Your Advising Work

Enrichment Opportunities

Index at top – links to text below.

The Basics

Advisors help students with a number of basic tasks, including: selecting a major, completing major and university requirements, and signing up for classes. The Basics provides key knowledge to understanding and applying enrollment policies, placement exams for math and foreign languages, transfer credits, grade-point average calculations, and general education requirements.

Majors

Changing a Major
<http://www.reg.msu.edu/read/UCC/Updated/undgredchmajor.pdf>

Freshmen and sophomores may change their major by going to the office of the Associate Dean of the college major or by going to the appropriate UUD Student Affairs Office (see <http://www.reg.msu.edu/read/UCC/Updated/undgreduud.pdf>). Juniors and seniors who wish to change their major must go to the office of the Associate Dean of the college to which the student wishes to transfer.

****Summary of a Major Change and Academic Action Locations****

THIS INFORMATION WILL BE SUPPLEMENTED AT A LATER DATE

Additional Majors
<http://www.reg.msu.edu/read/UCC/Updated/undgredaddmajor.pdf>

An undergraduate or graduate who wishes to complete an additional major must contact the department or college that administers the intended major for permission to do so.

Dual Enrollment
<http://www.reg.msu.edu/read/UCC/Updated/04graded.pdf> (page 3)

Seniors interested in completing their bachelor's degree while taking courses in a graduate program may be considered for dual enrollment by completing a Request for Dual Enrollment Status form, which is available from the Office of Admissions. Admission to graduate study must be approved before coursework is taken for the credits to apply toward a graduate program and the student may apply no more than 12 credits of graduate level coursework.

Specializations Offered through Different Colleges
<http://www.reg.msu.edu/ucc/specializations.asp>

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Adviser Manual: My Manual

Advisers can save blurbs of text and links by topic to their “favorites”.

The screenshot displays the 'Academic Adviser's Manual' interface. At the top, the title 'Academic Adviser's Manual' is written in a stylized font. Below it is a navigation menu with buttons for 'Academic Advising', 'Policies', 'Glossary', 'Resources', 'My Manual' (which is highlighted), 'Index', 'Help', 'Search', and 'Log out'. Below the menu, there is a link to 'Create a new entry'. The main content area shows a list of saved entries:

- Kris Test**
http://www.msu.edu/~eymandou/advmanual/training.html
testing again...
(update) (delete) last update: 11/2/2007 8:35:01 AM
- www.reg.msu.edu
testing...
(update) (delete) last update: 5/1/2007 9:47:03 AM
- Other topic**
msu.edu
test
(update) (delete) last update: 11/2/2007 8:34:37 AM

Below the list is a 'Create a New Entry' form with the following fields:

- Topic**
Select an existing topic or choose "(enter new topic)" and enter the new topic in box below the drop-down.
(select topic) [dropdown menu]
- Web Site Address**
If you enter a link here, it will be "hot" or "clickable" when listed in your entries above.
[text input field]
- Comments**
[text area]
- Submit** [button]



Adviser Manual: Index

Alpha listing of entries by topic (under construction).

The screenshot shows the 'Academic Adviser's Manual' website. At the top, the title 'Academic Adviser's Manual' is written in a cursive font. Below it is a navigation menu with buttons for 'Academic Advising', 'Policies', 'Glossary', 'Resources', 'My Manual', 'Index' (which is highlighted), 'Help', 'Search', and 'Log out'. A message below the menu says 'Click on a title to view a section in it's entirety.' The main content area is an alpha listing of topics, organized into two columns. The left column lists topics starting with A, C, E, G, and M. The right column lists topics starting with P, R, T, and U.

Topic	Topic
A	P
Academic Advising	Placement
Acronyms, alphabetical list of	Policies
Acronyms, list by topic	Policy and Procedures
Advising Resources	Privacy of Student Records
Advisor, The Role of the	
	R
C	Resources
Calendars	
	T
E	Technology Resources, Using
Enrichment Opportunities	Transfer Credits
G	U
Glossary	University Requirements
M	
Majors	

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Adviser Manual: Search

Academic Adviser's Manual

[Academic Advising](#) [Policies](#) [Glossary](#) [Resources](#) [My Manual](#) [Index](#) [Help](#) [Search](#) [Log out](#)

The search function will search for any and all words entered in the box below.

Search Results:

Click on a title to view a section in it's entirety.

Academic Advising -- The Basics -- Course Enrollment
Enrollment Policies<http://www.reg.msu.edu/read/UCC/Updated/undgredenr.pdf>View classification of students based on earned credits, registration procedures, maximum credit loads, selecting and changing ...

Academic Advising -- The Basics -- Grades
****Sample Grade Report Form<https://www.reg.msu.edu/Forms/FormsMenu.asp>****Key to the Semester Grade Report Form and Calculating GPA Grading Policies Grading System...

Policies -- Academic Policy and Administrative Procedures -- Academic Standing
Remedial-Developmental-Preparatory Course Policy<http://www.reg.msu.edu/read/UCC/Updated/rdpcourses.pdf>Remedial-developmental-preparatory course numbers are four digits instead of three digits and serv...

Policies -- Academic Policy and Administrative Procedures -- Enrollment
University Academic Calendar<http://www.reg.msu.edu/ROInfo/Calendar/Academic.asp>Provides electronic versions of the academic calendar for the previous year and subsequent five academic school years. Al...

Policies -- Academic Policy and Administrative Procedures -- Grades
****Sample Grade Report Form<https://www.reg.msu.edu/Forms/FormsMenu.asp>****Key to the Semester Grade Report Form and Calculating GPA Grading Policies Grading System...

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System Statistics

ESAF (8/15/05 – 11/05/07)

- 673 active users in 26 major academic and administrative units
 - 429,000 folders accessed
 - 140,000 notes
 - 22,000 APPs (since Jan 06)
 - Copy to student
 - 64,000 notes
 - 12,000 APPs
- ↪ 94% of copies read



Academic Adviser Manual not live yet...

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Degree Audit Impact

- **Earlier Intervention:** Student is notified of “problems” earlier, decisions submitted earlier in the term – leaves only special cases until the end.
- **Speed:** Decisions and data sent back-and-forth between systems quicker than manual reporting.
- **Paper:** No more expensive, custom sticker-stock deficiency lists!
- **Control:** Certification decisions are still in the hands of advisers.
- **Consistency/Accuracy:** DN audits students in the same program with the exact same logic.
- **Efficiency:** Information can be accessed more easily in the ESAF than in hard-copy reports, folders, etc. Most, if not all, information is in one location.



Even the Toughest Critics: Many advisers were against using DN and going electronic. After using the system, the pilot college is doing our advertising for us...

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Degree Audit Impact (cont.)

All numbers as of 10/31/2007, for Fall 2007

- The top 50 undergraduate majors enroll 75% of the student body.
- 23 of the top 50 programs by enrollment are “active” in Degree Audit (either “Live” or in a test mode).
- 35 of the top 100 programs by enrollment are active in Degree Audit.

- 30 major codes are Live, totaling 6,665 students (currently enrolled across all Classes).
- 45 major codes are in Test, totaling 13,554 students (currently enrolled across all Classes).

- 20,219 students are enrolled in major codes currently active in Degree Audit.
 - This includes additional majors, specializations and 2nd Degrees.



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Future Plans

- Continue to add more programs to Degree Audit!
- Degree Data Query Builder





Questions?

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