

MICHIGAN STATE UNIVERSITY

November 21, 2005

To: Deans, Directors, and Chairpersons

Fr: Linda O. Stanford, Assistant Provost for Academic Services

Re: (1) Transfer MSU Replaces ACTS IV
(2) New Transfer Credit Administrative Forms System

(1) Transfer MSU

Enrollment Services is pleased to announce the new Transfer Credit Equivalency System: Transfer MSU (<http://transfer.msu.edu/>). This new system replaces ACTS IV.

Enrollment Services staff from the Office of Admissions and Scholarships, the Office of the Registrar, and the Office of Financial Aid, along with Administrative Information Services (AIS) worked together on this multi-level project.

We hope that you will find this new site easier to navigate and to obtain information. This public site is available to everyone.

(2) New Transfer Credit Administrative Forms System

For authorized departmental and college staff, the new Transfer Credit Administrative Forms System is available on the Office of the Registrar's Online Forms Menu. This new administrative forms system consists of the following forms:

- Graduate Program Credit Evaluation,
- Re-evaluation of Student Transfer Credit, and
- Transfer Course Equivalentents.

By now, each College Security Administrator should have established user security for the administrative forms in the RO Web Forms Security System. If you believe you should have access to this system and you do not, please contact your College Security Administrator.

The Office of Admissions and Scholarships will begin routing Transfer Course Equivalency requests through this new system. Please direct questions to Mike Cook at cookchar@msu.edu.

The Office of the Registrar will begin processing Graduate Program Credit Evaluations and the Re-evaluation of Student Transfer Credit requests. Please direct questions to Roberta Kelley at kelleyro@msu.edu.

C: Basgall, Byers, Chapman, Cook, Croom, Havens, Horne, Kamath, Kelley, McConnell, Schuette, Shipman, Williams



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