

Associate Provost Academic Services, Enrollment Management, and Academic Initiatives

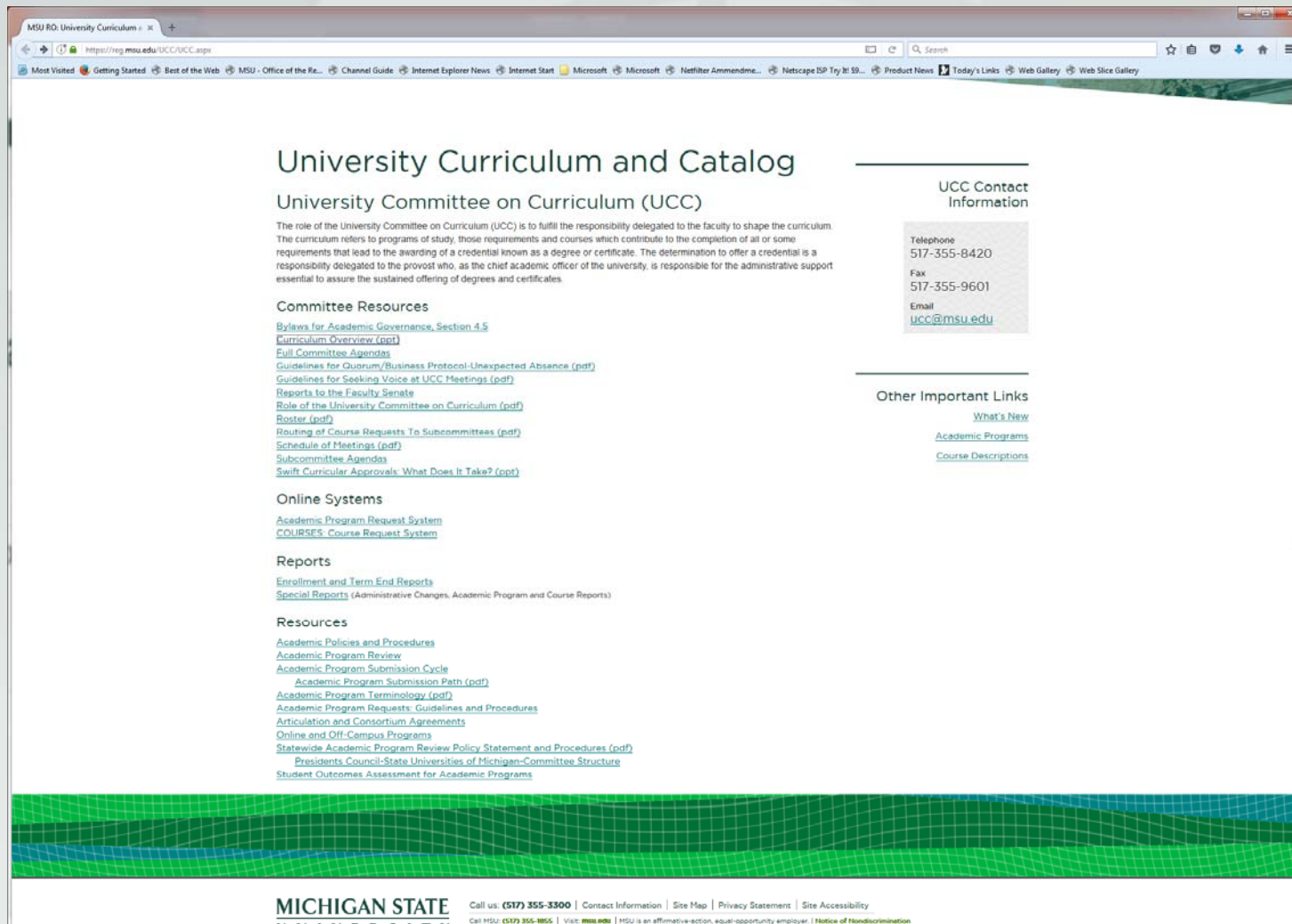
- Enrollment Management
- Admissions
- Financial Aid
- Office of the Registrar
- Student Information System (SIS)
- Curriculum
- Academic Policy
- Accreditation
- Summer Instructional Budget
- Commencement

Curriculum Overview

**Office of the Provost
University Curriculum and Catalog**

University Curriculum and Catalog Home Page

- <https://reg.msu.edu/UCC/UCC.aspx>



The screenshot shows the Michigan State University Curriculum and Catalog Home Page. The page is titled "University Curriculum and Catalog" and "University Committee on Curriculum (UCC)". It provides information about the UCC's role, committee resources, online systems, reports, and resources. The page is displayed in a web browser window with the address bar showing "https://reg.msu.edu/UCC/UCC.aspx".

University Curriculum and Catalog
University Committee on Curriculum (UCC)

The role of the University Committee on Curriculum (UCC) is to fulfill the responsibility delegated to the faculty to shape the curriculum. The curriculum refers to programs of study, those requirements and courses which contribute to the completion of all or some requirements that lead to the awarding of a credential known as a degree or certificate. The determination to offer a credential is a responsibility delegated to the provost who, as the chief academic officer of the university, is responsible for the administrative support essential to assure the sustained offering of degrees and certificates.

Committee Resources

- [Bylaws for Academic Governance, Section 4.5](#)
- [Curriculum Overview \(ppt\)](#)
- [Full Committee Agendas](#)
- [Guidelines for Quorum/Business Protocol-Unexpected Absence \(pdf\)](#)
- [Guidelines for Seeking Voice at UCC Meetings \(pdf\)](#)
- [Reports to the Faculty Senate](#)
- [Role of the University Committee on Curriculum \(pdf\)](#)
- [Roster \(pdf\)](#)
- [Routing of Course Requests To Subcommittees \(pdf\)](#)
- [Schedule of Meetings \(pdf\)](#)
- [Subcommittee Agendas](#)
- [Swift Curricular Approvals: What Does It Take? \(ppt\)](#)

Online Systems

- [Academic Program Request System](#)
- [COURSES: Course Request System](#)

Reports

- [Enrollment and Term End Reports](#)
- [Special Reports](#) (Administrative Changes, Academic Program and Course Reports)

Resources

- [Academic Policies and Procedures](#)
- [Academic Program Review](#)
- [Academic Program Submission Cycle](#)
- [Academic Program Submission Path \(pdf\)](#)
- [Academic Program Terminology \(pdf\)](#)
- [Academic Program Requests: Guidelines and Procedures](#)
- [Articulation and Consortium Agreements](#)
- [Online and Off-Campus Programs](#)
- [Statewide Academic Program Review Policy Statement and Procedures \(pdf\)](#)
- [Presidents Council-State Universities of Michigan-Committee Structure](#)
- [Student Outcomes Assessment for Academic Programs](#)

UCC Contact Information

Telephone
517-355-8420

Fax
517-355-9601

Email
ucc@msu.edu

Other Important Links

- [What's New](#)
- [Academic Programs](#)
- [Course Descriptions](#)

MICHIGAN STATE

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Academic Program Terminology

- <https://reg.msu.edu/Read/UCC/terminology.pdf>

Michigan State University - Academic Program Terminology

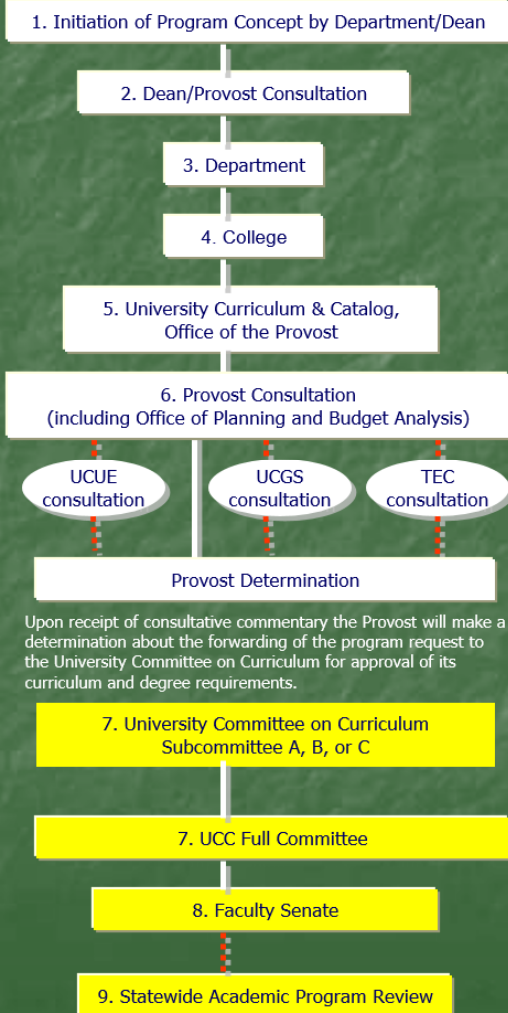
This terminology is used to describe majors, minors, graduate specializations, graduate certificates, teacher certification and sub-categories within them as noted.

Name	Definition	Transcriptable (listed on students transcript)	Trackable in SIS (students can be located by program in the Student Information System)	Eligibility	Relationship to major	Requires separate approval/certification
MAJORS						
Major	A primary field of study named as a specific degree program.	Yes	Yes	Students who select and meet specific admission criteria for a field of study as a major preference.	N/A	Final approval is integral to the degree certification process.
Concentration	A set of disciplinary or interdisciplinary courses within a major.	Yes, if requested, by program.	Yes	Students enrolled in specific majors.	Available for majors that provide multiple paths to completion.	Final approval is integral to the degree certification process.
Cognate	A set of related disciplinary or interdisciplinary courses.	No	No	Students enrolled in specific majors.	Complementary to the major.	Final approval is integral to the degree certification process.
MINORS						
Minor	A secondary field of study at the undergraduate level. Policy: minimum of 15 credits	Yes	Yes	Students who select and meet specific admission criteria for a field of study as a secondary preference.	Coherent set of courses supplementary to the major.	Final approval is concurrent with the degree certification process.
GRADUATE SPECIALIZATIONS						
Specialization	An interdisciplinary program of thematically related courses. Guideline: 9 credits	Yes	Yes	Students enrolled in any major unless specified.	Distinct from a major.	Final approval is concurrent with the degree certification process.
GRADUATE CERTIFICATES						
Type 1 Certification for . . .	Course work, specified professional training, skills, or competency levels.	Yes	Yes	Students enrolled in specific majors.	Directly related to a degree program as part of the degree program's requirements.	Final approval is integral to the degree certification process.
Type 2 Graduate Certificate Program in . . .	Course work, specified professional training, skills, or competency levels.	Yes	Yes	Students who meet specific admission criteria.	Distinct entity not related to a degree program.	Final approval is separate from or concurrent with the degree certification process.
Type 3 Academic Unit Certificate Program . . .	Course work, specified professional training, skills, or competency levels.	No	No	Students enrolled in any major unless specified.	Distinct entity not related to a degree program.	Final approval is granted by the academic unit.
Type 4 University Graduate Certification in . . .	Specified professional training, skills, or competency levels.	Yes	Yes	Students enrolled in specific majors.	Distinct entity not related to a degree program.	Final approval is recommended by the administering unit and The Graduate School and is separate from the degree certification process.
TEACHER CERTIFICATION						
Area of Emphasis (Exclusively for Teacher Certification Programs)	A set of disciplinary or interdisciplinary courses.	Yes	Yes	Students enrolled in specific majors.	Integral to a major.	Final approval is integral to the degree certification process.
Teaching Minor (Exclusively for Teacher Certification Programs)	A group of single subject or group subject courses required by the State of Michigan.	Yes	Yes	Students admitted to teacher certification programs.	Teaching Minors are available for elementary and/or secondary certification. Certain teaching minors are only available for specified majors.	Yes

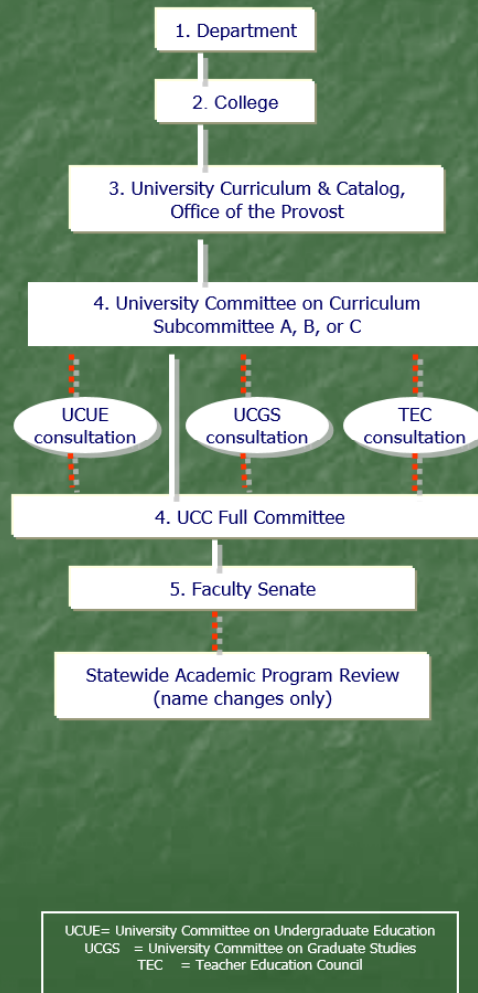
Path of Academic Program and Curricular Requests

Numbers on charts refer to the outlined procedural steps in each overview web document.

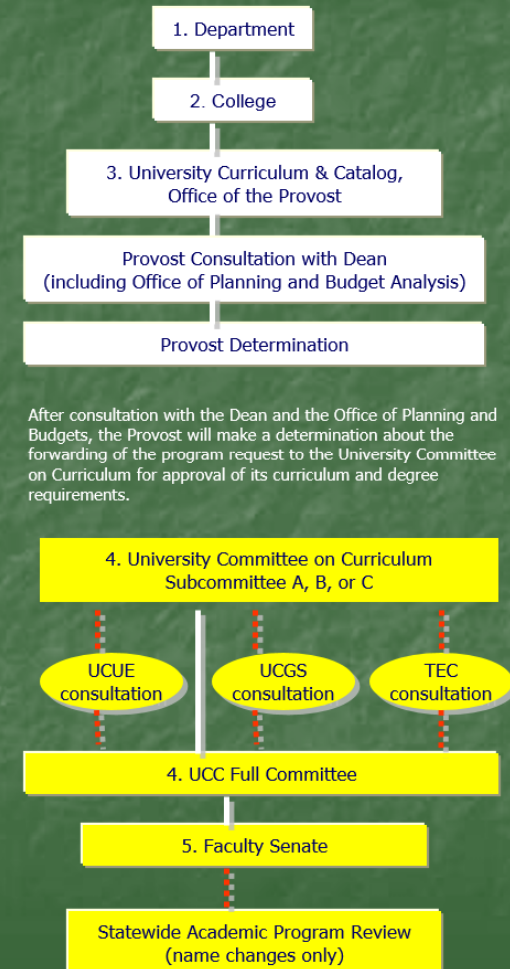
New Requests (www.reg.msu.edu/Read/UCC/newoverview.pdf)



Change Requests (www.reg.msu.edu/Read/UCC/changeoverview.pdf)



Change Requests with Funding Implications (www.reg.msu.edu/Read/UCC/changeoverview.pdf)

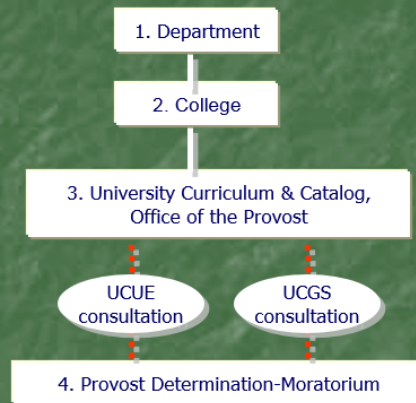


Path of Academic Program and Curricular Requests (continued)

Numbers on charts refer to the outlined procedural steps in each overview web document.

Moratorium Requests

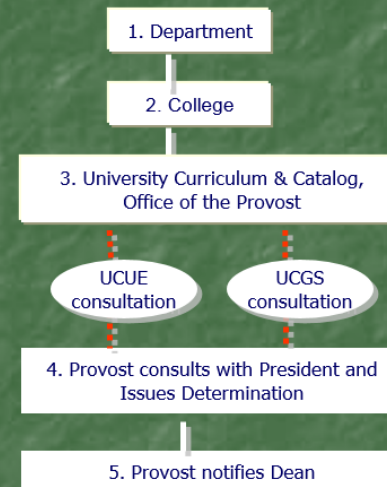
(www.reg.msu.edu/Read/UCC/moratoriumoverview.pdf)



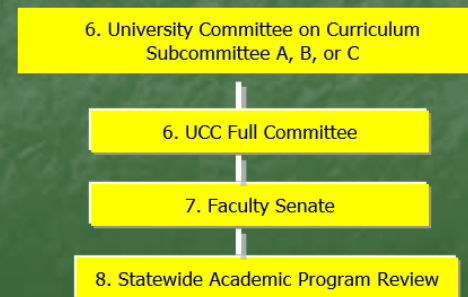
Discontinuation Requests

(www.reg.msu.edu/Read/UCC/discontinuationoverview.pdf)

Must be preceded by an approved moratorium.



If the Provost approves the discontinuation, the Provost sends a memorandum to the University Committee on Curriculum requesting action on the request to delete the program's curriculum, degree requirements, and specified courses.



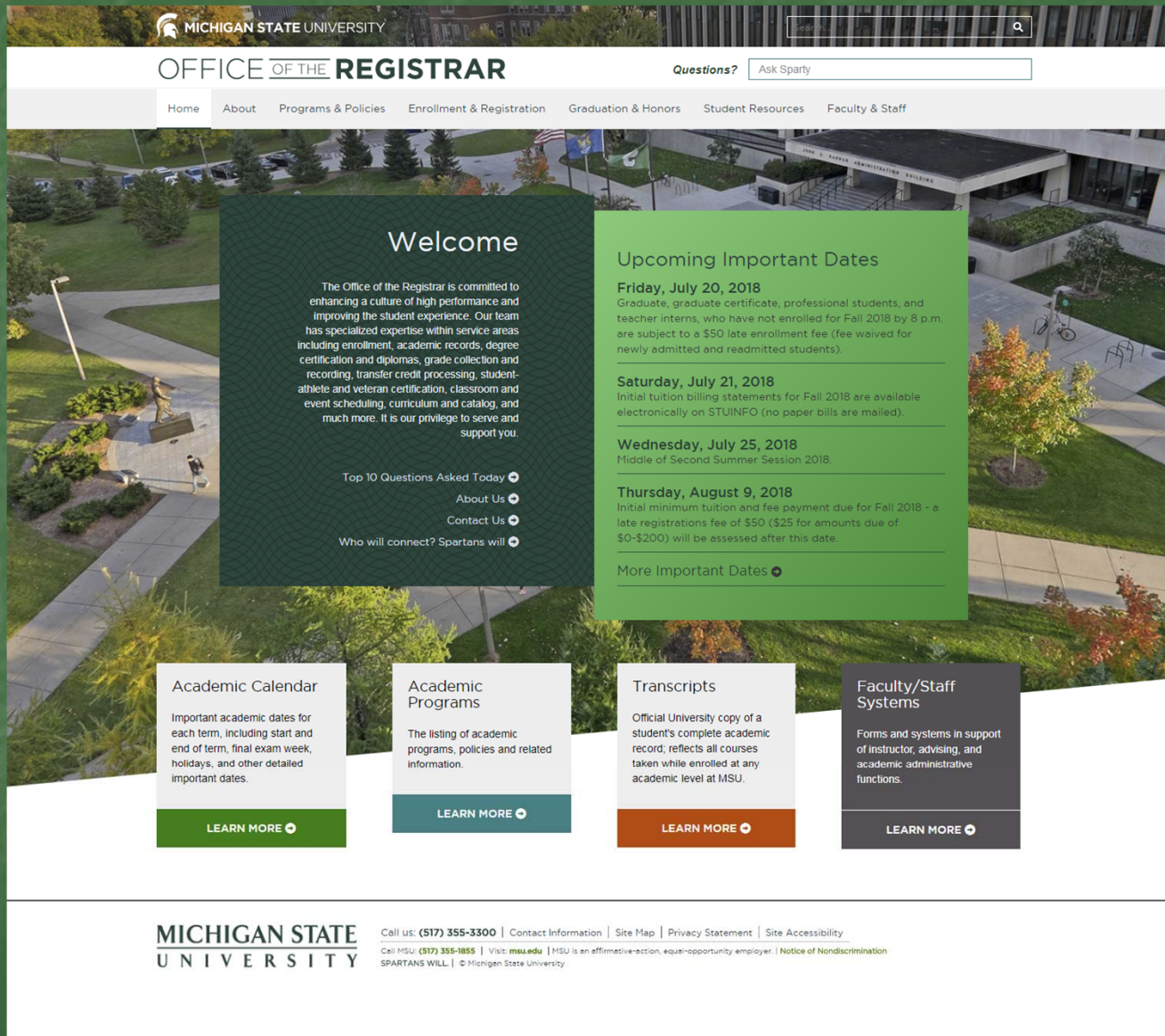
UCUE = University Committee on Undergraduate Education
UCGS = University Committee on Graduate Studies
TEC = Teacher Education Council

Office of the Registrar

Primary Responsibilities

- Academic Records /Degree Certification
- Student Transcripts
- In-State Student Fee Classification
- Student Athlete and Veteran Certification
- Special Groups - Enrollment
- Transfer Credit
- Classroom Scheduling
- Curriculum Processing
- Articulation/Consortium Agreements
- Information Services and Data Systems

Office of the Registrar Website



Office of the Registrar Forms Menu

- Administrative Actions (e.g. Grade Changes)
- Instructor Systems
- Readmissions
- Transfer Credit Evaluations



The screenshot shows the Michigan State University Office of the Registrar website. The header includes the MSU logo and navigation links: Home, About, Programs & Policies, Enrollment & Registration, Graduation & Honors, Student Resources, and Faculty & Staff. A search bar is located in the top right corner.

The main content area is titled "Office of the Registrar Online Forms Menu". It includes a prompt to select a form from the list below by clicking on the form name, or to log in to the system now. A note states: "If you need access to a form, please contact your college security administrator".

The forms are categorized into three sections:

- Online Forms**: A long list of forms including Academic Advising 101, Academic Advisor Manual, Academic Programs, Administrative Action Forms, Admit to Major, AOP Pre-Enrollment, AOP Seat Reserves, CEU Course System, Class Overrides Request, Course Scheduling Work Copy, COURSES, Data Request Approval, Degree Deficiencies - Graduate, Electronic Student Academic Folder, Emergency Contact Database (ECDB), Enrollment Limit Changes, Graduate Admissions Management System (GAMS), Graduate Assistant - Registrar Coding List, Grief Absence Request Forms, IAR Request by PID, Individual Repeat Exception, Instructor Systems, Office Holds Request, Readmission Applications, Request for Reinstatement, Request for RNR Override, Request for Schedule Change, RO Web Forms Security Administration, Student Athlete Below 12 Credits, Student Athlete Certification & Eligibility System, Student Information Generator, Student-Advisor Assignment System, Student-Instructor Form System, Transfer Credit Administrative Forms, Withdrawal, and Web Forms Archive.
- Special Reports and Tools**: A list of reports and tools including ET-Extension Report, RO Web Forms/Systems Descriptions, Student Information System (SIS) Training, Who's in CLIFHS?, and Who's the Department Administrator?. A note states: "For other special reports, see the University Curriculum and Catalog page".
- Other forms**: A list of other forms including Agreement for Completion of (I)Incomplete - pdf, Application for Independent Study - pdf, and Dual Enrollment Request - pdf.

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Office of the Registrar Instructor Systems Menu

- Academic Dishonesty
- Class Lists
- Email Students
- Enhancing Academic Success Early (EASE) Reports
- Grades
- Textbooks
- Out of State Learning Experience

MICHIGAN STATE UNIVERSITY
OFFICE OF THE REGISTRAR

Questions? Ask Sparly

Home About Programs & Policies Enrollment & Registration Graduation & Honors Student Resources Faculty & Staff

Welcome to the RO Instructor Systems Menu [Switch Colleges](#) [Log Out](#) Thursday, 7/19/2018

INSTRUCTOR ACCESS
You do not have instructor access to any classes.
If you are an instructor, please contact the department offering the course to be granted access to a class.

ADMINISTRATOR ACCESS
Your authorization college is: RO
You have access to the following departments: AR
You have access to enter grades.
If you are an administrator and need access to this system, contact your college security administrator.

FERPA
This information is released to you in compliance with the Family Educational Rights and Privacy Act (FERPA) and Michigan State University Access to Student Information. You are solely responsible for maintenance of the confidentiality of said information.

Help
Frequently Asked Questions
Instructions for Online Grades
Instructions for Grade Upload

Academic Dishonesty
Academic Dishonesty Report
Academic Dishonesty Report Archive

Class Information (Current semester class lists are updated every 20 minutes. Other semester class lists are updated once daily.)
Class Lists and Graded Class Lists
Class Lists with Student Images
Email Students in a Class
Exam Cover Sheets with Student Images

Enhancing Academic Success Early (EASE)
EASE Report Submission (Instructors Only)
EASE Report Upload (Instructors Only)
EASE Report Status & Archive

Grades Instructors are urged to submit their grades within 72 hours after the final examination. Grade Reporting Schedule
Grade Reporting Form
Grade Upload
Grade Submission Summary (Administrators Only)
Grade Reporting Form Archive
Outstanding NGR/Conditional Grades Report (Administrators Only)

Textbooks and Supplemental Materials
Textbook and Material Entry/Update
Textbook and Material Reporting Summary (Administrators Only)

Out of State Learning Experience
Out of State Learning Experience Form
Out of State Learning Experience Form Search

Other Links
Administrative Action Form System (H Option Report, Late Submission of Grades, Grade Change...)
Student-Instructor Form System (Completion of (b) Incomplete, Entrepreneurship and Innovation Experiences Option, Independent Study)
Agreement for Completion of (f) Incomplete (pdf form)
Department Administrator Information
Online Forms Menu
Questions/Comments
SIRS-SOCT

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Classroom Scheduling and Enrollment

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

	Courses	Sections	Enrollment
Summer 2017	2,106	8,334	51,631
Fall 2017	4,155	13,602	208,256
Spring 2018	4,191	13,345	197,489

Office of Financial Aid

- Located in 252 Student Services Building
 - Coordinates processing of all need-based grants, merit-based scholarships and loans
 - Serves medical and law colleges
 - Executive Director: Rick Shipman
-
- 2018-19: Offered \$832M to 45,983 applicants

Office of Financial Aid (continued)

- New financial aid system implemented for 2018
- Moves system from mainframe to servers
- Also implemented AcademicWorks, a scholarship management system
- Expedites student scholarship search, departmental awarding and awardee notification
- Already in used by 10 pilot units and more are added each month

Aid Distribution @MSU

2016-17 - All Aid for All Students

