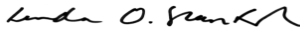


# MICHIGAN STATE UNIVERSITY

February 26, 2009

## MEMORANDUM

**TO:** Deans, Directors, and Chairpersons

**FROM:** Linda O. Stanford   
Associate Provost for Academic Services

**RE:** **University Catalog: Academic Programs and Course Descriptions –  
Enhanced Electronic Availability**

The Office of the Provost announces changes to the University Catalog: Academic Programs and Course Descriptions made possible by enhanced electronic availability.

### 1. University Catalog:

#### Academic Programs

The availability of Academic Programs on the web as a current, searchable database makes it possible to provide user-friendly access and to stop printing paper copies for distribution.

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

Complete, specific sections of Academic Programs are easy to print using the “full text layout of this section” link in the introductory paragraph on each page. This feature is especially useful for access to the policy sections (Undergraduate Education; Graduate Education; and General Information, Policies, Procedures and Regulations) and for individual college sections.

Printing other individual sections, such as departments or degree programs, is easy using the “print this section” link next to the desired text.

#### Course Descriptions

Course Descriptions are available online and can be printed by subject or individual course.

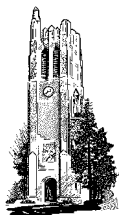
<http://www.reg.msu.edu/Courses/Search.asp>.

### 2. Advisers:

Advisers will be able to print a copy of the course descriptions for their own use during the summer Academic Orientation Program (AOP) sessions through the Adviser Manual. This PDF file will be available as a static document until the first day of Fall classes.

### 3. Incoming Undergraduate Students:

Incoming undergraduate students are pre-enrolled in several courses by the time they see an adviser at the Academic Orientation Program (AOP). When students proceed to enroll in the rest of their courses, they use the Schedule of Courses which offers a link to the course description for any course they consider. The need for paper copies of Course Descriptions at AOP is redundant.



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Incoming undergraduate students will receive a bookmark that will provide various URL addresses and contact information which they will find beneficial for use during their enrollment. This bookmark will include, but will not be limited to, the URLs for Academic Programs, Course Descriptions, and Schedule of Courses.

**4. University Archival Requirement:**

**Academic Programs**

To meet the University archival requirements, beginning with its 2009-2010 version, Academic Programs will be posted annually instead of biannually on the University Curriculum and Catalog site. Archived Academic Programs can be found at:

<https://www.reg.msu.edu/UCC/APYearIndex.asp>.

**Course Descriptions**

To meet the University archival requirements, Course Descriptions will continue to be posted annually on the University Curriculum and Catalog site. Archived Course Descriptions can be found at:

<http://www.reg.msu.edu/UCC/DescYearIndex.asp>.

**5. Questions:**

If you have any questions, please contact Joy Speas, University Curriculum Administrator, at [jlspeas@msu.edu](mailto:jlspeas@msu.edu) or 355-8420.