

# MICHIGAN STATE UNIVERSITY

November 11, 2005

To: Assistant/Associate Deans

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

Re: New Transfer Credit Administrative Forms System

The Office of the Registrar and the Office of Admissions and Scholarships are pleased to announce the new Transfer Credit Administrative Forms System available Monday, November 21<sup>st</sup> on the Office of the Registrar website.

This new system will consist of the following forms:

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

This new system is similar to the Administrative Action Form System in that access can be granted on several levels. Granting access to "Transfer Credit Administrative Forms" will allow the user to initiate and sign forms in the system. Granting access to "Transfer Credit Administrative Forms - Initiate/View Only" will allow the user to initiate forms, but not approve or deny forms. Users with access to "Archive (read-only) Access to All Forms" will have read-only access to the system.

At this time, each college needs to prepare by asking its College Security Administrator to establish user security in the RO Web Forms Security System. Your College Security Administrator will receive an email later today with instructions.

It is essential that security be set for this new system before Monday, November 21, so the Office of Admissions and Scholarships can start routing Transfer Course Equivalency requests through this new system.

The availability of this new system is related to the re-building of the transfer credit database, to be known as Transfer MSU. It will replace 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. Additional information will be forthcoming next week.

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



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