



Business Roles in the MSU Student Information System (Campus Solutions)

Below is a high-level overview of business roles used in the MSU Student Information System (Campus Solutions). An [eARM](#) is required to request new or updated access to SIS (Campus Solutions). Select “Generic” access type and list the business roles in the “Description of Requested Access” section of your request that best describes what work you will be doing in the system. In all cases, please list all unit, college or departmental codes a user will need to have access to. This document will be continually updated with more information and roles. If you have any questions regarding access to SIS, please contact sis@msu.edu.

Business Role Name	Description, Functionality, or Types of System Activities	Other Required Information <i>(If user needs multiple MAU or dept., please list all)</i>
Department Scheduler	Adding and removing class sections, assignment of instructors, curriculum management, formerly managed through “Work Copy” application.	College, MAU, or dept. code
Enrollment	Class enrollment, quick enroll, wait list.	College, MAU, or dept. code
Block Enrollment Enter/Update	Enrollment and drops for a block of students and/or classes.	College, MAU, or dept. code
Class Permission	Class permissions (overrides).	College, MAU, or dept. code
Career, Program, Plan (CPP) Update	Provides the ability to update/change a student’s career, program and plan, associated with the unit.	College, MAU, or dept. code
Student Group Update	Provides the ability to add/remove a student group. Student groups are used for tracking majors, admit to college, Honors College, etc.	College, MAU, or dept. code
Service Indicators Update	Provides the ability to add/remove service indicators for students, formerly known as holds.	College, MAU, or dept. code
Undergraduate Academic Advisors - with Appointment System access	Role for employees who need to be able to view undergraduate students' Degree Audits, make substitutions on students' Degree Audits, and offer advising appointments to students in Campus Solutions. With this access comes the ability to view and run corresponding reports in Campus Solutions.	College, MAU, or dept. code, and programs, majors, minors and specializations for substitution access
Undergraduate Academic Advisors - NO Appointment System access	Role for employees who need to be able to view undergraduate students' Degree Audits and make substitutions on students' Degree Audits. With this access comes the ability to view and run corresponding reports in Campus Solutions.	College, MAU, or dept. code, and programs, majors, minors and specializations for substitution access
Graduate Academic Advisors with Milestone VIEW Access	Role for employees who need to be able to view graduate or professional students' Degree Audits and make substitutions on students' Degree Audits. With this access comes the ability to view and run corresponding reports in Campus Solutions. In addition, people with this role can view milestone information for a student.	College, MAU, or dept. code, and programs, majors, minors and specializations for substitution access
Graduate Academic Advisors with Milestone UPDATE Access	Role for employees who need to be able to view graduate or professional students' Degree Audits and make substitutions on students' Degree Audits. With this access comes the ability to view and run	College, MAU, or dept. code, and programs, majors, minors and



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	corresponding reports in Campus Solutions. In addition, people with this role can update and maintain milestones for a student.	specializations for substitution access
Student Employee Tutor or Peer Mentor	Role for student employees, permitting them to offer advising or tutoring appointments.	College, MAU, or dept. code
Academic Advising Front Office	Role for full time employees who support a group of academic advisors. With this access, employees can view and manage advising and tutoring appointments for their colleagues and can schedule, cancel, or check-in students for existing appointments. This access also comes with the ability to view and run corresponding reports in Campus Solutions.	College, MAU, or dept. code
GradPlan User/Update	Provides ability to view guidance committees, view course plans, update IRB/IACUC numbers, upload Annual Reviews, and update miscellaneous academic data (publications, honors & awards, extracurricular activities, etc.)	College, MAU, or dept. code
GradPlan View	Provides ability to view guidance committees, view course plans, view IRB/IACUC numbers, view Annual Reviews, and view miscellaneous academic data (publications, honors & awards, extracurricular activities, etc.)	College, MAU, or dept. code
Guidance Committee Member	Provides ability to view GradPlan data for students on whose committees they sit.	College, MAU, or dept. code
Grad Form Checker	GradPlan workflow (added by Grad Team in CS)	College, MAU, or dept. code
Grad Program Signer	GradPlan workflow (added by Grad Team in CS)	College, MAU, or dept. code
Advisor Assignment Role	Permits an end-user to assign academic advisors to students.	College, MAU, or dept. code
GA Residency Exception	Permits graduate staff to enter tuition and benefit exception codes for Graduate Assistants.	College, MAU, or dept. code
Student Emergency Contacts	Permits staff to view emergency contact information for students.	Access limited to those departments with a business need for this information