JOB AID

Graduate Student Data – Staff
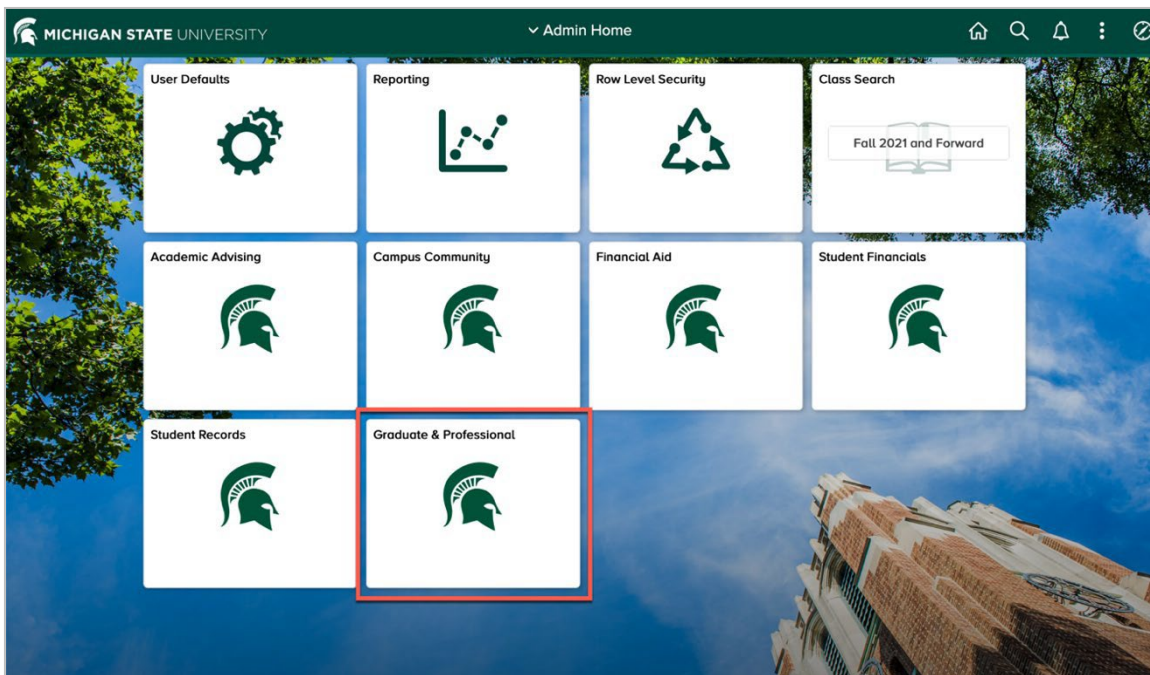
Revised 06.01.2024

Graduate Student Data – Staff

At the graduate level, programs and colleges may wish to track additional data on their students, such as post-graduation placement or residency, honors and awards, publications, or extracurricular activities.

1. Log-in to SIS: https://student.msu.edu

Placement / Residency

Graduate Programs/Units in the Grad Career are to record placement data to track where their students go upon graduation.

Similarly, the medical colleges record residency placements. This page is also used by Osteopathic Medicine to track certification requests, and by Veterinary Medicine to track experiences with various animal types.

Navigation: Graduate & Professional Tile > Placement & Residency

OR

Navigation: Navigator > Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Placement & Residency

Search for the student whose record needs to be updated.

- **Employer:** Use the look up to search by the External Organization Table, or enter free-format text
  - Residency locations for Osteopathic Medicine have been loaded to the External Organization Table with an Organization Type of OTHR.

- **Experience Type:**
  - **GPLCE:** Grad Placement
  - **HMRES:** Human Medicine Residency
  - **OMCRD:** Osteopathic Medicine Credentialing
  - **OMRES:** Osteopathic Medicine Residency
  - **VMEXP:** Veterinary Medicine Experience

- **Placement Address:** enter free-form text for address (the location look-up may be used for Osteopathic Medicine or other values in the External Organization Table)

- **Placement Type:** available values are filtered by the Experience Type selected, with the initial letter corresponding to the experience type
  - **GPLCE/**Grad Placement**: Gxxxx
  - **HMRES/**Human Medicine Residency: leave blank
  - **OMCRD/**Osteopathic Medicine Credentialing**: OCRED
  - **OMRES/**Osteopathic Medicine Residency: Oxxxx
  - **VMEXP/**Veterinary Medicine Experience: Vxxxx

- **Job Type/Title:** available values are filtered by the Experience Type selected, with the initial two digits corresponding to the experience type
  - **GPLCE/**Graduate School Placements: 95-0000.00 series
  - **HMRES/**Human Medicine Residency: leave blank
  - **OMCRD/**Osteopathic Medicine Credentialing: leave blank
  - **OMRES/**Osteopathic Medicine Match Types: 97-0000.00 series
  - **VMEXP/**Veterinary Medicine Experiences: 98-0000.00 series

- **Comments:** optional free-form text

Click **Save**.

Honors and Awards

The Honors and Awards page is where you may record accomplishments such as Dean's List, honor societies, and other awards the university may track.

The only use currently identified at the graduate level is for the College of Human Medicine to record membership in honor societies.

Navigation: Admin Home Portal > Graduate & Professional Tile > Honors and Awards

OR

Navigation: Campus Community > Personal Information (Student) > Participation Data (Student) > Accomplishments > Honors and Awards

Search for the student whose record is being updated.

- **Internal/External:** select Internal for MSU values
- **Honor/Award:** use the look-up to identify the honor/award
- **Career:** use the look-up to identify the student's career
- **Term:** enter the term code or use the look-up to identify the terms that the student has been active in the selected career
  - **Note:** You must select a term for which the student is term activated in the career
- **Academic Program:** use the look-up to identify the student's program
- **Tran Level:** Predefined in the set-up of the award; DO NOT CHANGE
- **Academic Plan:** optional; may be populated if the award is associated with a particular academic plan; this field will most commonly be left blank

Click **Save**.

Publications

The Publications page is used to track journal articles, books, and other publications that a student might complete during their academic career.

Navigation: Admin Home Portal > Graduate & Professional Tile > Publications

OR

Navigation: Campus Community > Personal Information (Student) > Participation Data (Student) > Accomplishments > Publications

- **Publication Number:** will increment automatically as additional rows are added
- **Publication Type:** select from drop-down
- **Author Type:** select from drop-down
- **Publication Title:** free-form text of publication title

As appropriate, you may wish to complete additional fields on the page.

Click **Save**.

Extracurricular Activities

The Extracurricular Activities page allows the tracking of student interest groups outside the classroom. Currently, only Osteopathic Medicine has identified extracurricular activities for tracking.

Navigation: Admin Home Portal > Graduate & Professional Tile > Extracurricular Activities

OR

Navigation: Campus Community > Personal Information (Student) > Participation Data (Student) > Extracurricular Activities

- **Internal/External:** Internal
- **Activity:** use the look-up to identify the activity
- **Start Date:** start date
- **End Date:** optional
- **Years Involved:** leave blank
- **Academic Career:** use the look-up to identify the student's career
- **Activity Type:** populates automatically based on the activity set-up
- **Office Held:** optional
- **Time Involvement:** optional
- **Comments:** optional

Click **Save**.