MACRAO INSIDER

February 2011

Michigan Association of Collegiate Registrars and Admissions Officers

President's Corner

The Executive Committee is pleased to announce Karen Hutslar from Central Michigan University has agreed to serve as MACRAO's Past-President one more time. Karen came back to fill our vacant position and is already busy working on nominations for our upcoming Business Meeting in November at the Inn at St John's in Plymouth. Welcome back Karen!

Kristin Schuette from Michigan State University has agreed to Chair the UIC/LDS Ad Hoc Committee. Thank you Kristin!

I am looking forward to seeing many of you at the Spring Drive-In.

Hosted by the Registrar's Practices Committee
Friday, April 8, 2011
Radisson Hotel in East Lansing

Sincerely,
Debbie Harju
MACRAO President

Nominations Needed

The MACRAO Nomination Committee is seeking nominations for 2011-2012 for the important leadership positions of Vice President (4 years) and treasurer (3 years) as well as at-large candidates for the Nominations Committee (1 year). For the Nominations Committee, the three at-large positions should include one each from a 4-year public university, a 4-year private college/university, and a 2-year college. These are both challenging and exciting times for our organization and your participation has never been needed more. Please submit a nomination by sending the name, and the position being sought, to Karen Hutslar at hutsl1ke@cmich.edu. Please know that submitting your own name is welcomed and encouraged. Members of the current 2011 Nomination Committee are: Crystal Napier (representing a 2-year college), Noreen Ferguson (representing a 4-year private university), William Daniels (representing a 4-year public university) and three past-presidents, who are Paula Dykstra, Carol Taberski and Karen Hutslar.

"Never act until you have clearly answered the question: "What happens if I do nothing?"
~Robert Brault

Save the Date

MACRAO Spring Drive-In
Friday, April 8, 2011
8:30am-3:30pm
Radisson Hotel

MCAN Conference 2011
April 13, 2011, 8am-5pm
University of Michigan – Dearborn

NCAN Regional Meeting
April 14, 2011, 8am-3pm
University of Michigan – Dearborn

Newsletter Submission Deadlines
(Tentative)

March—March 11, 2011

April—April 15, 2011

May—May 13, 2011

June—June 10, 2011

July—July 15, 2011

August—August 12, 2011

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MACRAO Movers and Shakers

Stella DePlonty is retiring from Lake Superior State University as of June 30, 2011 after 51 years of service. She has worked in the Registrar's Office in various roles (including Registrar) for too many years to count, and is currently part of the Provost Office as the Assistant to the Provost for Academic Records. Rumor has it she is celebrating her retirement by going on a cruise in July.

Develop, Learn, Participate

Looking for professional development opportunities? There are still a few committees looking to add to their memberships.
If you are interested in joining one of MACRAO's important committees please complete the Committee Membership Application located on the Committees page and forward it to the MACRAO Vice President, you may also contact the committee chair for more information. The following committees are looking for new members: College/Day Night, Enrollment Management, Equity in Education, and Professional Development.
Please contact Carrie Jeffers (jeffersc@macomb.edu) for more information or download an application and forward it to her.

A Message from CEPI

The Center for Educational Performance and Information (CEPI) is sending this message as a reminder for registrars to obtain authorized user access to the Michigan Student Data System (MSDS). Before representatives of Institutions of Higher Education (IHEs) can obtain the necessary Unique Identification Codes (UICs) for enrolled students via the MSDS IHE Request for UIC Collection, they must first obtain secure access to the MSDS.

To obtain access to the MSDS, you will need to:

1. Create a Single Sign-On (SSO) account
2. Subscribe to the MSDS
3. Fax to CEPI the appropriate security agreement form, signed by the institution's Registrar.

The **SSO Registration User's Guide** can be found at the following link: http://www.michigan.gov/documents/cepi/SSO_registration_251200_7.pdf.

The **IHE User Security Agreement** can be found at the following link: http://www.michigan.gov/documents/cepi/IHE_MSDS_security_337131_7.pdf

Please remember that the open and close dates for the IHE Request for UIC Collection are:

December 1, 2010 through February 23, 2011, and April 6, 2011 through April 22, 2011.

While you should be validating your IHE Request for UIC file with an XML validation tool such as XML Notepad, XMLSpy or XML Notepad ++, CEPI is offering to assist you in performing this initial XML validation.

If you would like CEPI to test your file for you prior to uploading, you may send a copy of your IHE Request for UIC Collection file to Meghann Omo at omom@michigan.gov. In order to comply with the Family Educational Rights and Privacy Act (FERPA), you must make sure your file is password-protected and "zipped" using 256-bit encryption. The password must be sent in a separate e-mail message. The subject line for both e-mail messages should start with "XML Validation Request."

Also, CEPI staff members have noticed that some IHE users have uploaded files to the MSDS for the IHE Request for UIC Collection with records that are not as clean as they should be. Please note that the UIC matching is based on the four main core fields: 1) the student's first name, 2) last name, 3) date of birth and 4) gender. Please make sure that these fields are as complete and accurate as possible. If the MSDS does not find a positive match, it will create a new UIC. If you help to ensure that the data are complete, the system will provide more accurate UIC matching results. It will be detrimental for the P-20 education data connection if an existing UIC is not assigned to a postsecondary record.

You can find information and instructions for the IHE Request for UIC process at the following link: http://www.michigan.gov/cepi/0,1607,7-113-986_50502_56413---,00.html

For assistance accessing the MSDS application, please send an e-mail message to CEPI customer support at CEPI@michigan.gov or call (517) 335-0505 and follow the prompts.

Thank you for your continued cooperation,

CEPI Student Data Team

IHE Request for UIC Collection and STARR uploads

On Wednesday, January 26, a message was sent to the STARR listserv in regards to which students should be included in the IHE Request for UIC and STARR uploads. We received additional questions about the dates that were included in that message. Therefore, please see the revised message below.

The information following this paragraph explains which students should be included in the Institutions of Higher Education (IHE) Request for Unique Identification Code (UIC) Collection and Student Transcript and Academic Record Repository (STARR) uploads. The dates listed are based on report specifications recently released by the U.S. Department of Education (USED) for federal reporting under the American Recovery and Reinvestment Act. These dates will allow the Center for Educational Performance and Information (CEPI) to report on students who have: 1) enrolled in a postsecondary institution within 16 months of graduating from high school and 2) received one year of college credit within two years.

Each spring, CEPI will collect student course enrollment and completion information for the prior summer, fall, winter, and spring terms. However, as terms begin and end on different dates at different institutions, the calendar dates below should cover a full year of enrollment and completion data at every institution.

For 2011, the UIC and STARR population should include student data for all terms ending between June 2009 and May 2011.

For 2012, the UIC and STARR population should include student data for all terms ending between June 2011 and May 2012.

For 2013, the UIC and STARR population should include student data for all terms ending between June 2012 and May 2013.

Include any student who was enrolled, registered, or withdrawn for these terms (i.e., something will print on the official transcript for the student for the term), in the IHE Request for UIC Collection and STARR uploads.

The 2011 deadlines are as follows:

Obtaining UICs: December 1, 2010 through February 23, 2011, and April 6, 2011 through April 22, 2011

STARR application data upload: May 2011

Every student in the STARR upload must have a UIC. If you have identified students without a UIC after April 2011 and those students should be included in the May 2011 upload to STARR, you may run a small file through the IHE Request for UIC process. However, because of CEPI system constraints, the bulk UIC process must occur by April 22, 2011.

You can find an example of a specification CEPI will be using to report to USED) at the following link:

http://www2.ed.gov/about/inits/ed/edfacts/eden/non-xml/n160-7-2.doc

You can find information and instructions for the IHE Request for UIC process at the following link: http://www.michigan.gov/cepi/0,1607,7-113-986_50502_56413---,00.html

You can find information and instructions for the STARR application at the following link:

http://www.michigan.gov/cepi/0,1607,7-113-57943---,00.html

Institutional Directory: Is your info correct?

Attention All MACRAO Member Institutions:

Please contact your Institutional Directory Editor to ensure that all contacts are updated and correct, including email addresses.

This is especially important for any Admissions staff who would like to receive invitations to MACRAO-sanctioned College Day/Night programs. The Directory information is given to host sites as their only means of contacting your institution, so please be sure that all information is accurate.

Thank you for your assistance in this matter!

- The MACRAO College Day/Night Committee

Questions or comments?
Email Janail Silver, newsletter editor, at Silver@oakland.edu or call 248.370.2067