

JOB AID

Graduate Student Data – Staff

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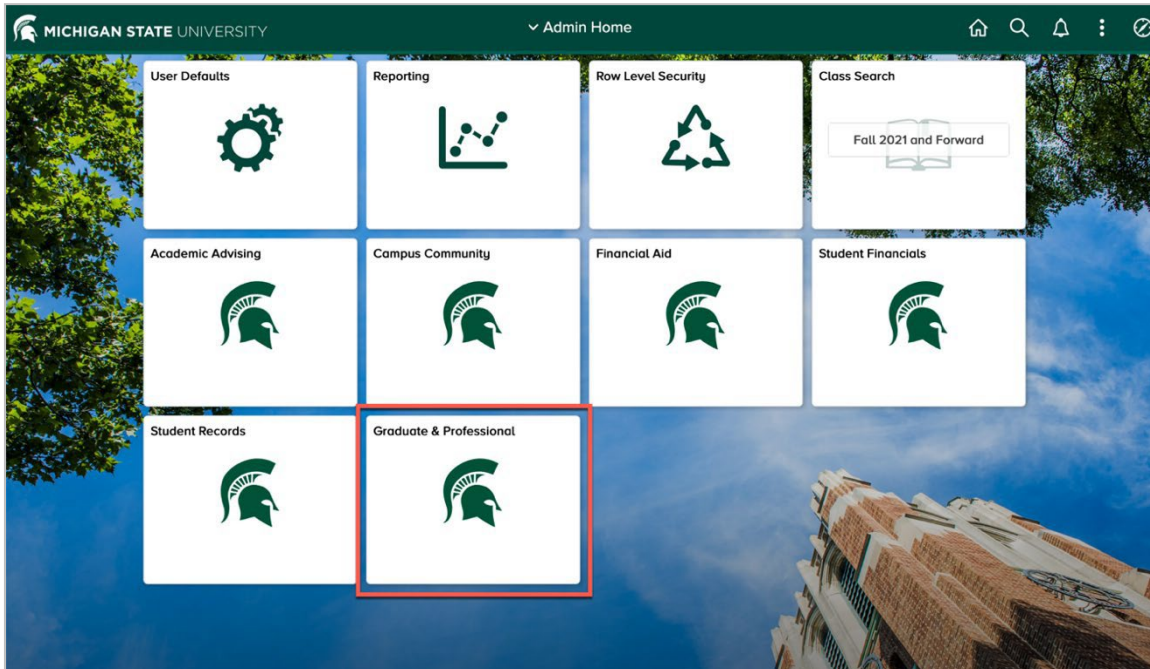




Graduate Student Data – Staff

At the graduate level, programs and colleges may wish to track additional data about their students, such as post-graduation placement or publications.

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.

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.



The screenshot shows the 'Placement Details' form. At the top, there's a search bar for 'Employer' with 'National Science Foundation' entered. Below it is a checkbox for 'Retired'. The 'Experience Type' is set to 'GPLCE' with a dropdown arrow. The 'Placement Address' section has three radio buttons: 'None' (selected), 'Location', and 'Address Type'. Below these are fields for 'Country' (United States), 'City', 'State', and 'Phone Type'. The 'Placement Type' is set to 'GRI' with a dropdown arrow. Below this are fields for 'Start Date' (09/02/2020), 'End Date', and 'Retire Date'. The 'Job Type/Title' is set to '95-0250.00' with a dropdown arrow. Below this is the 'Occupation Code (SOC)' field. At the bottom is a 'Comments' text area.

- **Employer:** Use the look up (click on magnifying glass) to search by the External Organization Table or enter free-format text (Free-format text is recommended.)
- **Experience Type:**
 - **GPLCE:** Grad Placement
- **Placement Address:** enter free-form text for address
- **Placement Type:** available values are filtered by the Experience Type selected, with the initial letter corresponding to the experience type
 - **GPLCE/Grad Placement:** Gxxxx
- **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
- **Comments:** optional free-form text

Click **Save**.

- **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

Publications

Publication Detail Find | View All First 1 of 1 Last

*Publication Number + -

Publication Type Author Type

Publication Title

Publication Name

☐ Multiple Authors

Full Author List

Publisher

Publication Information

☐ Date Format (PowerPlay Only) Date

Volume Issue Page Number(s)

Notes

Application Method ☐ Data Verified Date

Verifier

File Attachments Personalize | Find | First 1 of 1 Last

Attachments Audit

Attached File	View Attachment	Add Attachment
	View Attachment	Add Attachment

- **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**.