MSU ALUMNI ASSOCIATION
REQUEST AN EMAIL/MAILING LIST- INCOMING FRESHMAN AND/OR CURRENT STUDENTS

GENERAL INFORMATION ABOUT THE DATA
- The Office of Admissions maintains data on incoming students, and the Registrar’s Office on current students.
  - If you’re requesting data for incoming freshmen only, you will receive one set of data from the Office of Admissions.
  - If you’re requesting data for incoming freshmen and current students, you will receive two sets of data - one for incoming students from the Office of Admissions, and one for current students from the Registrar’s Office.
    - Due to workloads, fulfillment times may vary for each office, so you may receive a response from one office before the other.
- Alumni clubs will be provided the following information for the “Predefined Geographic Club Code” or the ZIP codes:
  - First Name
  - Last Name
  - Student/MSU Provided Email Address
  - Permanent Mailing Address
  - Year at MSU (Freshman, Sophomore, etc.)
  - Major
  - College
  - Home Phone Number (if known)
  - Current Phone Number (if known)
- The data request and subsequent pull is a static list and can change on a weekly basis. Alumni clubs will be provided with the most up-to-date information as maintained by the MSU Office of Admissions and the Registrar’s Office.
- The requested data should only be used for a single event, not multiple events that are months apart.
- The data is considered confidential by Michigan State University and can only be used in conjunction with official business related to the requesting alumni club. It is expressly forbidden to provide or sell this information to other parties.

TIMING YOUR ALUMNI CLUB DATA REQUEST
- Because the status of incoming freshman can change on a weekly basis, alumni clubs are encouraged to submit a request for data six weeks before their event.
REQUEST DATA

STEP 1
Go to the Student Data Request form on the MSU Alumni Association website at http://myalumni.msu.edu/clubstudentdata.

Alumni clubs should not contact MSU Office of Admissions and/or the Registrar’s Office directly for these requests.

STEP 2
1. Complete your request.
   ***Items with a red asterisk are required.***

2. Click “Submit”.
3. The MSU Alumni Association will review the request and we will contact you if we have any questions.

RECEIPT OF DATA

- Requested data will be provided as a Microsoft Excel document only. Because some of the data is considered sensitive by Michigan State University, the requested data may or may not be sent to you directly. If is it not sent to you directly, you will be provided with information on how to retrieve the data from a third-party file transfer site e.g., FileDepot.
- Since the data is sent directly to the person requesting it, the alumni club is responsible for sorting and refining the data for their purposes.
  - As a general best practice, the data, as it is received from MSU, should be saved as a master document prior to any sorting or refining. Subsequent refinements of the data can be saved using other names.

For any questions about the data, please contact please contact Barb Susa-Fineis at susab@msu.edu or 517-432-2211.

Thank you and Go Green!