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

// GENERAL INFORMATION ABOUT THE DATA

- The Office of Admissions maintains data on incoming students, and the Office of the Registrar on current students.
  - If an alumni club is requesting data for incoming freshmen/transfer/graduate students only, the alumni club will receive one set of data from the Office of Admissions.
  - If an alumni club is requesting data for incoming freshmen/transfer/graduate students and current students, the alumni club will receive two sets of data - one for incoming students from the Office of Admissions, and one for current students from the Office of the Registrar.
    - Due to workloads, fulfillment times may vary for each office, so the alumni club 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/communication, not multiple events/communications 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 A DATA REQUEST
Because the status of incoming freshman, transfer and graduate students can change on a weekly basis, alumni clubs are encouraged to submit a request for data no more than 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 Office of Admissions and/or the Office of the Registrar directly for these requests. Both the Office of Admissions and the Office of the Registrar have become much more restrictive in regards to whom they will provide data to; the MSU Alumni Association is an “approved” party, but individuals/clubs are not.

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

For the “How would you like the data pulled?” section...
“Predefined alumni geographic code for your club” = Includes all ZIP codes in the requesting alumni club’s region as defined by Michigan State University.

NOTE: This is the preferred request as regions can potentially include tens to more than one hundred ZIP codes.

2. Click “Submit”.
3. The MSU Alumni Association will review the request and we will contact the alumni club if we have any questions.
// RECEIPT OF DATA
- All data requests are subject to approval and compliance with FERPA (Family Educational Rights and Privacy Act) and University policy. For the full university policy, see the “Michigan State University Access to Student Information” section at https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s542
- Requested data will be provided as a Microsoft Excel document only. In most cases, the requested data will be sent to the alumni club via email. However, some requests may contain sensitive information that cannot be sent via email. In these instances, the alumni club will be provided with information on how to retrieve the data from a third-party file transfer site e.g., FileDepot.
- The MSU Alumni Association does not receive a copy of the data. Therefore, 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.

// ADDITIONAL RESOURCES
- To request email and mailing addresses for alumni, non-degree and friends, refer to the document titled “Request an Email/Mailing List – Alumni, Non-Degree and Friends” at https://alumni.msu.edu/assets/PDFs/Request-Email-Mail-List-Alumni-2018.pdf
- For best practices with regard to data obtained from MSU, refer to the document titled “Data Best Practices” at https://alumni.msu.edu/assets/PDFs/Data-Best-Practices-2018.pdf
- For information regarding the use of data obtained from Michigan State University” at https://alumni.msu.edu/assets/PDFs/Permissible-Use-Data-and-Confidentiality-2018.pdf
- All data requests are subject to approval and compliance with FERPA (Family Educational Rights and Privacy Act) and University policy. For the full university policy, see the “Michigan State University Access to Student Information” section at https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s542
- Most data requests are in conjunction with a senior sendoff/alumni picnic. For more information about these events including recommended timing, etc. refer to the document titled “Alumni Club Senior Sendoffs/Alumni Picnics” at https://alumni.msu.edu/assets/PDFs/Senior-Sendoffs-Alumni-Picnics-2018.pdf

// QUESTIONS
For any questions, please contact:
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- Elizabeth Wheeler at szufnar@msu.edu or 517-884-2106