

# JANUARY/MAY 2010 ORIENTATION PROGRAM INFORMATION

In a short time you will attend your Academic Orientation Program (AOP). This newsletter will give you the information you need to prepare for AOP and to enroll for your classes.

The AOP Web site, *orientation.msu.edu*, is a great resource. It contains comprehensive information about AOP.

If you need any help or have questions, feel free to e-mail us at *aop@msu.edu* or call us at 517/353-5030. We're excited to see you at AOP!

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## Attendance

- All students **MUST** attend an AOP, unless you have done one of the following:
  - You already have a BA or BS degree
  - You are a Registered Nurse admitted to the baccalaureate completion curriculum and are taking an online class
  - You are admitted to an Evening Degree Completion Program
  - You are transferring from the two-year Michigan State University Veterinary Technology Program
  - You are transferring from the two-year Michigan State University Agricultural Technology Program
- Note that if you are required to attend AOP, you cannot enroll for classes unless you attend the entire AOP, which begins at 8:00 am. Attendance is taken at various sessions.
  - No exceptions for physicals, job commitments, awards banquets, sporting events, etc.
- The program begins at 8:00 am and ends about 5:00 pm.
- If you are going to be late or need to reschedule your AOP, contact the Orientation Office prior to your scheduled program.
- **If you do not attend your assigned AOP, MSU reserves the right to cancel your admission or defer your arrival on campus.**
- Due to limited space, family members or friends cannot attend program activities with you. Parents accompanying their student can attend certain presentations. See the Tentative Schedule of Activities in this booklet.
  - An informal parent question and answer session with an administrator and current students will take place at 12:30 pm during the student AOP.

## Check-In

- 8:00 am Northeast Lobby, Wells Hall

## Lunch/Snacks

- You can purchase lunch or a snack in the nearby Food Court. A lunch break has been scheduled for 11:15 am - 12:15 pm.

## Money Needed at AOP

- Snack money - Vending machines are located in Wells Hall and a Food Court is located nearby.

**NOTE:** Tuition bills cannot be paid at AOP. Look for a message in your MSU e-mail account within a week of attending Orientation regarding your bill.

## Tentative Schedule of Activities

<b>8:00 am</b>	Check-In
	Major Change
<b>8:30-9:05 am</b>	Welcome and Overview of the Academic Orientation Program*
<b>9:05-9:40 am</b>	Degree Navigator and Transfer Credit*
<b>9:05-9:40 am</b>	Make a Successful Transition*
<b>9:45-10:15 am</b>	Study Abroad*
<b>9:45-10:10 am</b>	Reapplying for Admission to the College of Business and the College of Engineering
<b>9:45-10:10 am</b>	Gaining Admission to the College of Education
<b>10:15-11:15 am</b>	Math Placement Testing
<b>10:15-10:45 am</b>	Ways to Assure Your Success*
<b>10:50-11:10 am</b>	Enrollment Presentation*
<b>11:15-11:45 am</b>	Secondary Education Majors and Child Development Majors Meeting
<b>11:15-11:45 am</b>	College Achievement Admissions Program (CAAP) Meeting
<b>11:15-11:45 am</b>	Parking On Campus*
<b>11:15 am - 12:15 pm</b>	On-Campus Housing Information*
<b>11:15 am - 12:15 pm</b>	Major Change
<b>11:15 am - 12:15 pm</b>	Lunch
<b>12:30 pm</b>	What Do I Need to Do to Assure Academic Success? (College Presentation)
	Academic Advising
	Enroll for Classes
<b>12:30-1:30 pm</b>	Parent Question and Answer Session*

\* Parents welcome to attend

### Check Out

Every student finishes his/her AOP at a different time. Once you have checked out with our AOP staff members at the designated location, you are free to leave. Some students may finish earlier than 5:00 pm, depending on how quickly they see their academic advisers and enroll for classes.

## To-Dos Before AOP

### ☐ Set Up Your MSU E-mail Account

It is very important that you activate your MSU NetID and MSU e-mail account, even if you already have another e-mail account. Notices regarding your tuition bill and other official communications from the university will be sent to your MSU e-mail account. Many professors will communicate with you regarding class assignments, examinations, papers, and other course work via your MSU e-mail account. Get into the habit of checking your MSU e-mail account regularly. For more information, visit [lct.msu.edu/guidelines-policies/student-email-communications-notice.html](http://lct.msu.edu/guidelines-policies/student-email-communications-notice.html)

Helpful resources regarding your MSU NetID and MSU E-mail Account:

Activating Your MSU NetID	<a href="http://help.msu.edu/newstudent">help.msu.edu/newstudent</a>
Connecting to the MSU Network	<a href="http://dhcp.msu.edu">dhcp.msu.edu</a>
Disability and Assistive Technology	<a href="http://webaccess.msu.edu">webaccess.msu.edu</a>
E-mail Account	<a href="http://mail.msu.edu">mail.msu.edu</a>
General Computing Information	<a href="http://computing.msu.edu">computing.msu.edu</a>

### ☐ Report Your Immunization Status

- MSU's immunization policy for new undergraduate students requires them to:
  - review their immunization status
  - bring it up to date, if necessary
  - provide the University an immunization history on a specific online form, found at [immunize.msu.edu](http://immunize.msu.edu) (REQUIRED)
- Failure to complete the immunization self-report form will affect your ability to enroll and register for future classes.
- For additional information:
  - E-mail [uphys@msu.edu](mailto:uphys@msu.edu)
  - Call 517/353-9101
  - Visit [immunize.msu.edu](http://immunize.msu.edu)

## To-Dos Before AOP

### ☐ Take the Math Placement Exam

The primary resource for the Mathematics Placement Service Exam (MPS Exam) is <http://mpsexam.msu.edu/documentation/>. The 'Basic Info' page explains how the exam is taken. The 'FAQ' page answers questions about the exam. The 'Contacts' page lists reliable sources for additional information.

- All students entering MSU are required to take the Unproctored MPS Exam online before attending AOP. There are a few exceptions:

- Students who have already received Advanced Placement Mathematics credit for Calculus from MSU, prior to attending AOP.
- Students who will take a mathematics course at MSU who have either an ACT Math score of at least 28 or an SAT Math score of at least 640.
- Students with credit in MTH 103 AND MTH 112, 114, 124, 132, 152H or 201; or STT 200 or 201.
- Students with credit in MTH 110 or 116.

The following are NOT exceptions:

- Students with MSU credit for MTH 112, 114, 201, or STT 200, 201 alone, with no other math credit above the level of MTH 1825.
  - Students who have taken the AP Statistics exam.
- MSU has a Mathematics Graduation Requirement for all students.
    - The only way to waive the MSU Mathematics Graduation Requirement is to take the Proctored MPS Exam, either during AOP or by special arrangement.
      - If you take the Unproctored MPS Exam prior to AOP, you may still take the Proctored MPS Exam at AOP.
      - A list of potential MSU testing sites can be obtained by calling 800/500-1554 or visiting <http://mpsexam.msu.edu/documentation/faq.aspx>; however, only some of these sites may offer Proctored MPS Exam testing. Please contact the testing site several days in advance to make testing arrangements.

- To access the MPS Exam, you must first be able to access your MSU Mail account.

### ☐ Take the Foreign Language Placement Exam

- Foreign language proficiency is required for some MSU students including those with majors in the College of Arts and Letters and James Madison College.

- Foreign language proficiency would be very useful for students majoring in
  - Business
  - Journalism
  - Social Science
  - Natural Science
  - Education

## To-Dos Before AOP

- If you have studied a foreign language in high school that you are interested in continuing and you are **not** bringing in Advanced Placement credit, or you do not yet have your AP score(s), you must take the relevant language test. Even if you do not plan to enroll for a foreign language course immediately, take the test so that you have an idea of your proficiency level for future enrollment.
- German, Spanish and French placement tests are available online at <https://ntweb11.ais.msu.edu/FLPlacement>. (See the FAQ section for details.)
- A Japanese placement test is available the first week of classes. More information can be found at [www.msu.edu/~endo/JPN/JplacementT.html](http://www.msu.edu/~endo/JPN/JplacementT.html)
- Students who have studied languages for which no placement test is offered should consult a representative of the appropriate language department during or after AOP to determine suitable placement.
- A proctored exam at AOP is required for students with a language requirement who want to demonstrate competency.

## □ Plan Your Class Schedule

The resources listed below will help you plan your class schedule for fall and spring semesters. Note, however, that the schedule you plan may be different from the one you create at Orientation. At AOP you'll work with an academic adviser who will suggest appropriate classes. The availability of classes will also be a factor in planning your final schedule. When it is time for you to enroll for classes, an AOP staff member will help you.

- College/Major Info [www.admissions.msu.edu/academics/majors\\_list.asp](http://www.admissions.msu.edu/academics/majors_list.asp)  
(select the appropriate college link)
- Degree Navigator [www.degnav.msu.edu](http://www.degnav.msu.edu)
- Academic Programs [www.reg.msu.edu/AcademicPrograms/](http://www.reg.msu.edu/AcademicPrograms/)
- Description of Courses [www.reg.msu.edu/Courses/Search.asp](http://www.reg.msu.edu/Courses/Search.asp)
- Schedule of Courses <http://schedule.msu.edu/>
- Credit Equivalencies [www.transfer.msu.edu](http://www.transfer.msu.edu)

## To-Dos Before AOP

### □ Change Your Major

Prior to Orientation, you can change your major ten days before your assigned orientation date. Call our office at 517/355-8332 to make the change. You can also change your academic major at AOP after check-in or at scheduled times in the AOP Office. **Note that no major changes are possible after you attend AOP until classes begin.**

List of Academic Majors      [www.reg.msu.edu/AcademicPrograms/](http://www.reg.msu.edu/AcademicPrograms/)

#### Interested Music Majors

The College of Music requires a successful audition for all students on their major instrument or voice. The audition determines acceptance as a music major. Auditions will be performed for representative members of the music performance faculty. Evaluations are based on technical and musical proficiency.

While a personal audition is desirable, those who cannot visit the campus because they live a great distance from East Lansing may submit a tape recording. In most cases, a live audition is required to be considered for College of Music merit scholarships and full admission. In order to assist prospective applicants as they prepare for auditions, the College of Music has generated a list of suggested audition materials. These are suggested as minimum entrance requirements; however, it is most important that applicants perform what best demonstrates their musical and technical capabilities characteristic of the performing medium.

Auditions generally occur in November for students wishing to gain music major admission for spring semester, and in January and February for students applying for music major status for fall semester. For more information, including a College of Music application, audition dates, and suggested audition repertoire, visit [www.music.msu.edu/admissions](http://www.music.msu.edu/admissions).

#### Interested Theatre Majors

The Department of Theatre requires a successful audition for all students interested in a Theatre BFA major. For more information about auditions and the Department of Theatre, contact 517/355-6690.

## To-Dos Before AOP

### □ Learn About MSU's Computer Requirement

All undergraduate students at Michigan State are required to have a computer that can connect to the Internet using a high speed connection.

**We encourage students to check with their prospective major college and department to see if they have specific computer requirements.** If there are no specific computer requirements for the student's program of study, the computer may be either a desktop or a laptop. For more information, visit [computing.msu.edu/compreq](http://computing.msu.edu/compreq).

### □ Visit MSU's Computing Resources

Computer Labs	<a href="http://computerlabs.msu.edu">computerlabs.msu.edu</a>
Computing and Networking Help Desk 517/432-6200	<a href="http://help.msu.edu">help.msu.edu</a>
Computer Repair 517/353-5266	<a href="http://computerrepair.msu.edu">computerrepair.msu.edu</a>
Computer Training	<a href="http://train.msu.edu">train.msu.edu</a>
Connecting to the MSU Network	<a href="http://dhcp.msu.edu">dhcp.msu.edu</a>
Financial Aid for Computer Purchases	<a href="http://finaid.msu.edu/computer.asp">finaid.msu.edu/computer.asp</a>
General Computing Information	<a href="http://computing.msu.edu">computing.msu.edu</a>
LCT Distance Learning and Support 517/355-2345 or 800/500-1554 (North America, Canada, Mexico, Alaska, and Hawaii).	<a href="http://www.lib.msu.edu/outreach">www.lib.msu.edu/outreach</a>
Purchasing Discounted Computers and Software 517/432-0700	<a href="http://cstore.msu.edu">cstore.msu.edu</a>
Web Accessibility	<a href="http://webaccess/msu.edu">webaccess/msu.edu</a>
Wireless Access	<a href="http://wireless.msu.edu">wireless.msu.edu</a>

## Transfer Credit Information

- **We must have all of your transcripts to complete your Degree Progress Report. Your academic adviser will use this report when meeting with you to discuss your academic program and course enrollment. It is very important for you to send copies of all your transcripts to the Admissions Office. *You cannot meet with an academic adviser and enroll for classes at AOP unless we have copies of all of your transcripts.***
- To view your transfer credit information, in the form of a Degree Progress Report, go to [www.degnav.msu.edu](http://www.degnav.msu.edu). You will need your MSU NetID and password to access your file. Note that the Degree Progress Report will be available once all your transcripts have been received and evaluated by Michigan State.
- For information regarding transfer credit equivalencies, visit Transfer MSU at [www.transfer.msu.edu](http://www.transfer.msu.edu).
- Students are encouraged to bring a course catalog(s) and/or course syllabi from each institution of higher education they attended prior to enrolling at Michigan State University. Academic advisers often have questions about the content of courses being transferred. The course catalog and/or course syllabi will help during the academic advising process.
- **In order to meet with an academic adviser and enroll for classes at Orientation, you MUST have a Degree Progress Report or Credit Evaluation Worksheet. (You receive this at Orientation if you have sent copies of your transcripts to the Admissions Office.)**

## Housing Information

### Students Attending AOP in January

Students living on campus may move into their residence hall beginning Thursday, January 7. Students should check in at the manager's office of their residence hall between 8:00 am and 5:00 pm. Meals will be served beginning Monday, January 11.

### Students Attending AOP in May

Students living on campus may move into their residence hall beginning Thursday, May 13. Students should check in at the manager's office of their residence hall between 8:00 am and 5:00 pm. Meals will be served beginning Thursday, May 13.

- To learn more about your residence hall, loft regulations, meal plans, Spartan Cash, etc., check out the Campus Living Services Web site at *liveon.msu.edu*.
- If you are interested in living in a residence hall or university apartment:
  - Housing Assignments Office      517/884-LIVE or  
877/9LIVEON
  - For information about Residence Halls e-mail  
*housing-info@mail.hfs.msu.edu*
  - For information about on-campus housing visit  
*liveon.msu.edu*
  - For information about University Apartments e-mail  
*UAInfo@mail.hfs.msu.edu*
- For information on off-campus housing:
  - 517/355-8303
  - Visit *www.studentlife.msu.edu* and click on  
"Find Housing"
- You can also get information about fraternities, sororities, cooperative living units and religious living units at the above phone number and Web site.

## What To Bring To AOP

- You are required to bring a government-issued picture ID to AOP, such as a driver's license, state ID or passport.
- Comfortable clothing and shoes - you'll thank us when you are walking around campus. We recommend dressing in layers to accommodate outdoor weather (rain or shine) and indoor air conditioning.
- Backpack/bookbag - to carry everything that we give you at check-in.
- Umbrella - you don't want to get caught in the rain!
- Personal spending money for a snack. Vending machines are located in Wells Hall.
- Other University course catalog(s)/transcripts.

## Accommodating Persons With Disabilities

- Accommodations at AOP for students with disabilities may be requested at least two weeks prior to your AOP attendance date by contacting the Resource Center for Persons with Disabilities (RCPD). Many accommodations require more advanced planning and coordination, thus earlier notification is essential.
- Confidential disability registration: <http://myprofile.rcpd.msu.edu>

Phone	517/884-RCPD
TTY	517/355-1293
Web site for info	<a href="http://www.rcpd.msu.edu">www.rcpd.msu.edu</a>
- Students with disabilities must provide medical/psychological documentation to support a substantial limitation of a major life activity. Visit the RCPD Web site for a more detailed explanation of required documentation.
- If you require personal assistance for dressing, eating, carrying items, communications, or moving around, please discuss this with RCPD.

## **Parent Orientation Program Information**

- There will be a Parent Question & Answer session (12:30 pm) with an administrator and current students during the student AOP. You are welcome to attend certain student orientation presentations with your student. Please consult the Tentative Schedule of Activities in this booklet.

## **Where to Meet Your Student After the Program**

- B-104 Wells Hall (after 1:30 pm)
- When discussing a meeting time/place, please keep in mind that most students finish AOP anytime between 4:00 pm and 5:00 pm.

## **Bringing Family Members**

- We strongly discourage bringing small children/siblings, since Orientation is not designed for a young audience.

## Travel

- For detailed travel information, visit [orientation.msu.edu](http://orientation.msu.edu) and click on “January and May Orientation” and go to “Travel”.

### **Directions by car:**

#### Traverse City or Points North via I-75

Proceed south on I-75 to US-127 near Grayling. Proceed south on US-127 to East Lansing. Take the Trowbridge Road exit (Exit 9).\*

#### Detroit or Points East via I-96

Proceed west on I-96 to northbound US-127; follow US-127 north and take the Trowbridge Road exit (Exit 9).\*

#### Grand Rapids or Points West via I-96

Proceed east on I-96 to eastbound I-69. Proceed east on I-69 to southbound US-127. Take US-127 south and take the Trowbridge Road exit (Exit 9).\*

#### Flint or Points East via I-69

Proceed southwest on I-69 to southbound US-127. Take US-127 south and take the Trowbridge Road exit (Exit 9).\*

#### Jackson or Points South via US-127

Proceed north on US-127 and take the Trowbridge Road exit (Exit 9).\*

\*Follow Trowbridge Road east (straight). After passing Chestnut Road on your left, turn north (left) onto Red Cedar Road. Continue north on Red Cedar Road, straight through the traffic circle that intersects with Wilson Road. After going straight through the traffic lights at Shaw Lane, pass Wells Hall on your right and the MSU Stadium on your left. The **visitor parking lot** is to the north of the MSU Stadium, the second parking lot on the left. The first parking lot on the left is for faculty and staff only. If you park in that lot without a permit, you could be issued a parking ticket. **Unfortunately, the Orientation Office cannot accept responsibility for parking tickets and/or towing fees.**

## Parking

- Park only in the lot designated on the map in the center of this booklet. Orientation parking is in the visitor lot north of the stadium. See page 14 for directions from the Trowbridge Road exit (Exit 9).
- Parking at meters, leased spaces or in areas other than visitor parking lots or the lot designated for orientation parking will result in a parking violation and/or towing. The Orientation Office cannot accept responsibility for parking tickets and/or towing fees.
- Accessible parking and entrances are available at the entrances of Wells Hall. These spaces are available on a first-come, first-served basis. If you need assistance with parking, please ask during check-in.
- To pick up your student from orientation, please park in the Orientation Parking Lot (designated on the map in the center of this booklet).
- Students are welcome to drive themselves to Orientation. They should park in the parking lot designated in this booklet; no additional notification or permission is necessary.
- For additional information regarding parking and driving, students should contact the Parking Office in the MSU Police Department at 517/355-8440, 7:00 am-4:00 pm, Monday-Friday, visit [www.police.msu.edu](http://www.police.msu.edu) or e-mail [parkinfo@dpps.msu.edu](mailto:parkinfo@dpps.msu.edu).
- GPS coordinates: N 40° 43.828, W 084° 29.143; closest intersection is Red Cedar Road & Chestnut Road
- **Please note that the Orientation Office cannot accept responsibility for parking tickets and/or towing fees.**

## What to Bring to Campus

View [www.uh.msu.edu](http://www.uh.msu.edu) for general information. Specifics are listed below. Campus Living Services suggests you bring the following:

- **Identification** - Driver's License (or a form of government-issued ID i.e., state ID card or passport), Social Security Card, Student ID
- **Medications** - Medications you take regularly and any special instructions for things like allergy shots, spare eyeglasses, contacts, supplies, current written prescriptions, headache/cold medicine, first aid supplies
- **Linens** - Blankets, pillows, comforter
- **Personal Items** - Shower tote/bucket (to carry toiletries to community bathroom), toothbrush, toothpaste, floss, brush & comb, shaving items, tweezers, hair dryer, curling/straightening iron, shampoo, conditioner, robe, bath soap
- **Laundry/Clothing Care** - Detergent, fabric softener, stain remover, laundry basket/bag, hangers
- **Miscellaneous Items** - Computer, sewing kit & safety pins, alarm clock, mug, glass, plate, knife, fork, spoon, nonperishable snack food items, microwaveable dish/pan, can opener, basin to wash dishes, plastic stacking cubes, cleaning supplies
- **Optional Equipment** - Television with long shielded coaxial cable, VCR or DVD player, stereo, headphones, MP3 player/iPod, printer, modem cable, ethernet card, ethernet cable, tapes/CDs/DVDs, surge protector/power strip, fan, flashlight & extra batteries, camera, film, memory card, bike & strong U-lock; check the Housing Web site for size restrictions on microwaves and refrigerators
- **Optional Decoration** - Posters, photos, artwork, plants, small area rug, desk lamp, clip-on light, bedrest and/or lap desk for reading/writing in bed

## What Not to Bring

Many items are available for free checkout at the reception desk, including brooms, dustpans, vacuums, and irons. Please do NOT bring: indoor grills (including George Foreman types), halogen lamps, candles, pets.

## Accommodations

A list of local hotels/motels is available at [ctrl.msu.edu/COTravel/Hotels\\_MSULocal.aspx](http://ctrl.msu.edu/COTravel/Hotels_MSULocal.aspx). Accommodations are not available in university residence halls.

## Map Information

For detailed maps of the MSU campus and surrounding area, go to [www.msu.edu/maps](http://www.msu.edu/maps)

## Directory Information

### Admissions Office

250 Administration Building  
East Lansing, MI 48824  
[www.admissions.msu.edu](http://www.admissions.msu.edu)  
517/355-8332

### Student Accounts

140 Administration Building  
East Lansing, MI 48824  
<http://ctrl.msu.edu/COStudentAccounts>  
517/355-3343

### Credit Evaluation

250 Administration Building  
East Lansing, MI 48824  
[www.admissions.msu.edu](http://www.admissions.msu.edu)  
517/355-8332

### Financial Aid

252 Student Services Building  
East Lansing, MI 48824  
[www.finaid.msu.edu](http://www.finaid.msu.edu)  
517/353-5940

### Orientation Office

268 Administration Building  
East Lansing, MI 48824  
[www.orientation.msu.edu](http://www.orientation.msu.edu)  
517/353-5030

### Registrar's Office

150 Administration Building  
East Lansing, MI 48824  
[www.reg.msu.edu](http://www.reg.msu.edu)  
517/355-3300

**Current Students Recommend**

[www.fyi.msu.edu](http://www.fyi.msu.edu)





