

Welcome

YOUR **SPARTAN** JOURNEY STARTS HERE.

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MICHIGAN STATE
UNIVERSITY

Get started online. Opportunity awaits.

Welcome to Michigan State University! As a new or returning Spartan, you are joining a long, proud tradition of world-class research, scholarship, teaching, and learning. Your passion and talent brought you to MSU, and we are fortunate to have you. In the coming years, you will forge your identity as a scholar, a teacher, and a professional. We are thrilled you have chosen to spend this precious chapter of your life at Michigan State. Go green!

Please review this entire document for important information related to your program and courses. Instructions are provided below for setting up your MSU accounts and enrollment. This information will be useful for you in the future. It is recommended to download and save a copy of this document for your convenience.

MSU NETID and EMAIL

Now that you have been admitted to MSU, your next steps are to create your NetID and email account. **To create your MSU NetID, you will need a Personal Identification Number (PID) and Personal Access Number (PAN)**, which allows you to access MSU resources and register for MSU courses. Your PID and PAN will be provided to you in separate emails after receiving this admissions letter.

**Note: Once you have received your PID and PAN, it is important to activate your MSU NetID and create your password. Please go to the following web address for instructions: netid.msu.edu.*

***If you are a returning student, you will need to re-establish your MSU NetID password. Please go to: <https://netid.msu.edu/activate.html>*

For more information on this policy and establishing a NetID, please go to tech.msu.edu/about/guidelines-policies/student-email-communications.

MSU Email account: This account is used for all correspondence pertaining to University business and your online program. To log in to your account, please go to mail.msu.edu. Your NetID and password will be your login to access your MSU email.



NEW STUDENT INFORMATION

StuInfo: Once you have established your MSU NetID, you can begin using stuinfo.msu.edu to enroll in classes, view your course schedule, pay your bill, track your financial aid, change your address, and view your account details. You will need to regularly check this portal.

Schedule Builder: For information on enrollment instructions, please go to schedule.msu.edu/instructions.aspx. Using this link, you can search for courses, add courses to your schedule builder, and enroll directly from the schedule builder schedule.msu.edu. You must know your MSU NetID to use this feature.

EXPLORATION



NEW STUDENT ENROLLMENT

Billing: Please note that Michigan State University does not mail billing statements to students. Instead, you will be notified via email that this information is available in StuInfo. A link to the Billing and Fee Schedule can be found under the Financial tab at the top of your StuInfo portal.

Please visit ctrl.msu.edu/COStudentAccounts for additional information on billing, including payment plans and payment methods.

Once a bill has posted you can view and pay your tuition at stuinfo.msu.edu. If your minimum amount due is zero (covered by financial aid or a third party sponsor), you must confirm your attendance in StuInfo. Please see the “Action Items” noted on your registration billing statement.

Semester deadlines: To view all semester deadlines, including course start and end dates, enrollment deadlines, tuition bill availability, graduation application deadlines, etc., access the MSU Academic Calendar from StuInfo, the MSU Home Page, msu.edu, or visit reg.msu.edu/ROInfo/Calendar/academic.aspx and choose the appropriate academic year and semester.

Enrollment changes and billing: If your plans change and you wish to drop your course, please do so IMMEDIATELY in one of the following ways:

- Stuinfo.msu.edu.
- Email your department contact and include your full name, term, course, section, and credits. It is essential to state that you are an online student.

Informing your instructor of your wish to drop a course does not drop you from the course; drops must be processed through StuInfo or by contacting your department. For more information on tuition and fees adjustment deadlines, please visit reg.msu.edu/roinfo/enrreg/lateadds.aspx

Drop date: Drop Date: Specific drop dates for each semester are found by clicking on your course section number in the Schedule of Courses (<https://schedule.msu.edu/default.aspx>). You must drop by the first drop deadline of the semester. No refund is administered after that date.



COURSE INFORMATION

Delivery method: Most online courses will be delivered through MSU's learning management system, Brightspace Desire to Learn (D2L) at d2l.msu.edu. Please note that courses may not be listed or made available until the course start date.

Accessing your course: You can access your online course via D2L. This is the University's online course management system for communications, assignments, and course content. Go to d2l.msu.edu and use your MSU NetID and password to log in. If you need to establish your MSU NetID and password, see the New Student Enrollment information above. Be sure that you can log in to D2L prior to the start of your course, but please note that your courses may not be available until the start date. If you have trouble logging in or cannot access your course on or after the start date, please contact the MSU IT service desk at (517) 432-6200 or toll-free (844) 678- 6200 for all technology support including D2L, Zoom, and [Stuinfo.msu.edu](https://stuiinfo.msu.edu).

PLEASE NOTE: D2L has a communication tool that connects you to other students in your courses through email. Note that this is separate from your MSU email account. You will not receive University-wide or program-wide communications through the D2L messages.

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Textbooks and required course materials: If your course requires textbooks, course packs, or other materials, you may view and/or purchase them online through the Michigan State University Bookstore bkstr.com/spartanbookstore/shop/textbooks-and-course-materials. If you choose to buy from a different vendor, be sure to verify the correct edition and ISBN. Textbook information can also be found by clicking on your course section number in the Schedule of Courses <https://schedule.msu.edu/default.aspx>

RESPONSIBLE CONDUCT OF RESEARCH

All MSU graduate students are required to complete the Responsible Conduct of Research (RCR) training.

The basic education plan consists of:

- Four required online CITI Collaborative Institutional Training Initiative (CITI) training modules
- A minimum of six hours of discussion-based workshops
- Additional online CITI modules may be required depending on your department

For more information, please visit grad.msu.edu/rcr and contact your department.

RESOURCES

The MSU Library, library.msu.edu, provides access to collections and services for the MSU Library. Additional information for online students is available at lib.msu.edu/dls/onlineoffcampus. More resources can be found here:

IT for Students

- tech.msu.edu/students

Library Distance Learning Services

- lib.msu.edu/dls
- Local: (517) 355-2345
- reachout@msu.edu

MSU IT Help Desk

- tech.msu.edu/support/
- Local: (517) 432-6200
- Toll-free: (844) 678-6200

MSU Writing Center

- writing.msu.edu
- Local: (517) 432-3610

D2L Help Site

- help.d2l.msu.edu/
- Local: (517) 432-6200

MSU RESOURCES

- tech.msu.edu/support/
- writing.msu.edu
- help.d2l.msu.edu/

Information For Students With Disabilities

The Resource Center for Persons with Disabilities (RCPD) assists students by maximizing ability and opportunity for full participation at MSU. If you have a disability that substantially limits a major life activity and would like to request a disability-related accommodation to participate in MSU programs, you should register with the RCPD. Self-identification is voluntary and completely confidential.

ONLINE: To expedite the accommodation process, please let us know if you have a physical, sensory, cognitive, or psychological disability via secure/confidential web registration at myprofile.rcpd.msu.edu. If you encounter problems registering online, call the RCPD office at (517) 884-

RCPD or (517) 884-7273.

Counseling and Psychiatric Services

MSU's Counseling and Psychiatric Services (CAPS) is the mental health services department available for ALL enrolled MSU students. Although most of the services are designed to be available in-person and onsite at our East Lansing location, we also offer a host of resources available to students who are studying remotely, as seen on the next page. For more information about CAPS, please visit caps.msu.edu.

REMEDIATION



Services for Students Studying Remotely

If you are an enrolled MSU student taking classes online or abroad, or at a campus location other than East Lansing, here are some resources and services that are available to you:

1. **After-hours Crisis Counseling Services:** caps.msu.edu/emergency/index.html
2. **Referral Assistance:** CAPS offers over-the-phone and in-person appointments to help connect students to counseling and psychiatric resources within their local community. To schedule an appointment, please call (517) 355-8270 and ask to be connected with a referral specialist.
3. **Psych Hub:** an online video resource library covering many common mental health topics: psychhub.com/individuals/anxiety/videos/anxiety
4. **Relieving Stress:** There are several things you can try to relieve anxiety and stress for the short-term, see what works for you: [What You Can Do Now](#)
5. **Online Assessments:** It can help you understand the issues/concerns that you are experiencing. Online mental health screening tools can be found by clicking the following link: [Mental Health Screening](#)
6. **International SOS Emotional Support Services:** are available to education abroad participants and anyone traveling on MSU-sponsored international travel. Contact the International SOS 24/7 Assistance Center at (215) 942-8478, or through their phone app, to connect with virtual counseling and psychological support in several different languages. More information is available on the Office of International Health and Safety website.



Welcome to MSU. Go green!

CELEBRATION