

# USEFUL INFORMATION FOR NEW STUDENTS

Updated 8/16/07

## **College of Music Website:**

- Graduate Studies (<http://www.music.msu.edu/academic/graduate/gradstudies.php>)  
Area Requirements (<http://www.music.msu.edu/academic/graduate/documents/05-06Handbookweb.pdf>)  
(beginning on page 28, you can find a listing of what each student will need for their specific program.)  
Scheduling Recitals (<http://www.music.msu.edu/services/forms/recital.php>)

## **Testing:**

All new students are required to take the *Graduate Orientation Examination in Music Theory Examination*. For Fall semesters it is held the Thursday before classes begin. For both Spring and Summer semesters it is held the Sunday before classes begin. You will receive an e-mail from the Graduate Student Office to remind you.

## **MSU Websites:**

- Michigan State University (<http://www.msu.edu/home>)
- Registrar's Office (<http://www.reg.msu.edu/>)
- Academic Calendar (<http://www.reg.msu.edu/ROInfo/Calendar/Academic.asp>)  
Academic Programs (<http://www.reg.msu.edu/UCC/AcademicPrograms.asp>)
- Description of Courses (<http://www.reg.msu.edu/Courses/Search.asp>)  
(Choose Semester, MUS, hit Search. Lists all courses offered for a specific semester.)  
Schedule of Courses (<http://ntweb8.ais.msu.edu/ScheduleBook/Schedule.asp>)  
(Shows dates, times and locations of the courses offered for a specific semester.)
- Fees & Scholarships (<http://www.ctrl.msu.edu/studrec>)  
Office of Financial Aid (<http://www.finaid.msu.edu>)
- University Housing (<http://www.hfs.msu.edu/uh/>)
- The Graduate School (<http://www.grad.msu.edu>)  
Funding issues, career and professional services/job searching, interviewing, Thesis/Dissertation writing and workshops designed for graduate students
- MSU/Graduate Employees (2005-08) Union Agreement (<http://grad.msu.edu/geu/agree.pdf>)
- Student Handbook & Resource Guide. [Includes Graduate Student Rights and Responsibilities]  
(<http://www.vps.msu.edu/SpLife/default.pdf>)
- Guidelines for Integrity in Research and Creative Activities  
(<http://grad.msu.edu/all/ris04activities.pdf>)
- Guidelines for Graduate Student Advising and Mentoring Relationships  
(<http://www.msu.edu/~gradschl/all/ris04relations.pdf>)
- Ombudsman (Complaints Office) (<http://www.msu.edu/unit/ombud>)
- DPPS - Department of Police and Public Safety (<http://www.dpps.msu.edu/>)
- MSU Maps (<http://www.msu.edu/dig/msumap>)  
CATA - Campus Bus Service (<http://www.cata.org/msu/index.html>)
- MSUFCU - MSU Federal Credit Union (<https://www.msufcu.org/>)
- Athletics (<http://www.msu.edu/athletics/index.html>)

### **I need to access MSU Mail:**

To access MSU mail, go to a web browser and type in the following address: <http://mail.msu.edu>. If you have not setup (activated) your account, click the link on the right hand side. You will need to know your PID and PAN in order to set it up.

### **The Graduate Studies Office sends regular/important notices to MSU e-mail addresses.**

\*\* Under 'Addresses' enter [musgrad@msu.edu](mailto:musgrad@msu.edu) for the College of Music Graduate Studies program.

\*\* Under 'Preferences' please enter [musgrad@msu.edu](mailto:musgrad@msu.edu) as a 'Trusted Address' so that important e-mails do not go into your SPAM folder.

### **I need to access StuInfo.**

The url (web address) for StuInfo is: <https://ntweb1.ais.msu.edu/StuInfo/>. Your MSU ID and password are your sign-in. StuInfo matches your ID with your record and allows you access according to your status. It is not possible to access other students' information.

### **I need to access Enroll.**

The web address for Enroll is: <https://webenroll.msu.edu/>. You do need version 4 or greater of either Netscape or Internet Explorer and Java needs to be enabled on your computer. The Registrar's Office provides instructions on how to use enroll: [Computer Enrollment Instructions](http://www.reg.msu.edu/ROInfo/EnrReg/CEInstructions.asp) (<http://www.reg.msu.edu/ROInfo/EnrReg/CEInstructions.asp>). If you have a telnet client on your computer, there is a link from the instructions page to Enroll using telnet.

### **I need a Student ID card.**

Take a picture ID card and your PID # to Room 50 in the Administration Building (the basement).

You will need this card to 'enroll' with the Main Library, to use as Residence Hall meal card, for riding the bus, etc.

Please keep this card on you. It will also have your PID # on it and many departments need that information when they check your records.

### **I need local information.**

#### Local Information Sources

Lansing	<a href="http://www.lansing.org/">(http://www.lansing.org/)</a>	
East Lansing	<a href="http://www.ci.east-lansing.mi.us/">(http://www.ci.east-lansing.mi.us/)</a>	Includes - Parking and Code Enforcement
MSU	<a href="http://www.frc.msu.edu/ttd.pdf">http://www.frc.msu.edu/ttd.pdf</a>	"Things to do"

Lansing Regional Capital Airport (<http://www.flylansing.com/home/>)

Local News - CBS (<http://wlms.com/>)

ABC (<http://www.abc53.com/>)

Newspaper - Lansing State Journal (<http://www.lansingstatejournal.com>)

State News (MSU) (<http://statenews.com/>)

State of Michigan

Secretary of State (Drivers Licenses, MI ID Cards, Licenses Plates...)

(<http://www.michigan.gov/sos/>)

#### Health Related

**Emergencies: Dial 911** - fire, car accident, bike accident, attempted/ break-in, attempted/assault, destruction of property, noise violations...

Olin Health Center (<http://olin.msu.edu>)

Sparrow Hospital - Downtown Lansing (<http://www.sparrow.org/info.asp>)

Lansing Urgent Care - Frandor area (<http://www.lansingurgentcare.com/>)

Safe Space (Gender & Sexual Orientation Office) (<http://www.couns.msu.edu/safespace.htm>)

MSU Safe Place (Domestic Violence Office) (<http://www.msu.edu/~safe>) 355-1100

Women's Resource Center (<http://www.msu.edu/~wrc>)

MSU Student Food Bank (<http://www.msu.edu/~foodbank>)

For currently enrolled students, living off-campus who are in need of food.