



# New Student Welcome Packet: Campus Resources



Below you will find information regarding enrollment and resources available on campus. Our Graduate Director, Dr. Ruth Shillair, is working with our faculty to pair our incoming students with an initial advisor to assist with course selection for your first year. Take your time going through all the resources listed below. MSU has many opportunities to serve your academic program, career goals, wellness resources, and many social activities.

Save this document to reference throughout your program. It'll come in handy! We also recommend bookmarking the links below to make access to resources even easier. We are here to help with questions regarding resources, but we recommend contacting the contact information listed specifically for the listed department. They will be able to assist you most efficiently.

## Contact Information

Academic Program Coordinator: Jessica Fischer

email: [leadbet2@msu.edu](mailto:leadbet2@msu.edu)

phone: (517) 432-3676

Graduate Director: Dr. Ruth Shillair

email: [shillai7@msu.edu](mailto:shillai7@msu.edu)

Department Secretary: Heather Brown

email: [hbrown@msu.edu](mailto:hbrown@msu.edu)

phone: 517-432-5192

Department Chair: Dr. Michael Stern

email: [sternmi5@msu.edu](mailto:sternmi5@msu.edu)

## Important Dates

**Media and Information Orientation:** Friday, August 23.

10-12pm in Communication Arts and Sciences room  
151

**First day of Classes Fall 2023:** August 26

**Last day to enroll in first course to avoid late  
enrollment fee:** August 26

**Last day to enroll in courses without an override:**  
August 30 at 4pm

**First day of Spring 2024:** January 13, 2025

## NOTE

**The University is closed Labor Day holiday on Sept. 2<sup>nd</sup>.**

## Enrolling for courses

The master's program is tailored to meet your personal goals while still having rigorous academic standards.

You can see what classes are available by going to – [Student Information System - Michigan State University \(msu.edu\)](#) using your MSU login information and your two-factor authentication. Once you logged in, use the Course Schedule title.

You can browse courses listed under the Media and Information and College of Arts and Science to gather ideas of courses you would be interested in pursuing. You can review our Academic Year 2024-2025 Plan of Study form for example of courses: [Microsoft Word - MI MA POS form \(msu.edu\)](#).

MI does not require students to be full-time enrolled. We understand how each student has individual needs. Be aware there is a graduation residency requirement of being enrolled in at least 6 credits for 2 consecutive months. Full time is three classes or 9 credits. Master's level classes require much more time than undergraduate classes to complete.

## International Student Credit requirement

International Students on a F-1 VISA must be enrolled in 9 credits to keep their VISA status. If you need to reduce your course load from 9 credits follow the steps at this website: [Office for International Students and Scholars :: Maintaining Immigration Status \(msu.edu\)](#).

**International students are only permitted to take 1 online course per semester.**

## NOTE

**Plan of Study form: New students should fill out the Plan of Study form prior to completing the course plan requirement in the GradPlan tile. Once form is completed, signed by your assigned advisor, and our Graduate Director, send the form to Jessica.**

## Media and Information Resources:

Media and Information has state of the art learning facilities, study spaces, public game play, and an amazing staff ready to assist you in reaching your academic and professional goals.

**Media and Information Labs and Centers:** [Research & Creative Work | MI | MSU Communication Arts & Sciences](#) Games for Entertaining and Learning (GEL) lab and the Quello Center. Contact the faculty associated with the labs to learn more!

**Quello Center Guest Speakers:** [Quello Center | Michigan State University \(msu.edu\)](#) frequently has work experts come to talk about their latest research. Recent talks were about fairness on social media, platform economics, cybersecurity capacity, China and innovation and many more. We look forward to having these start again F2F. They are often small enough to get to know the speaker and make valuable networking connections.

**Programs and Research Policies:** [Resources For Current Graduate Students | Michigan State University \(msu.edu\)](#) This website was created by the Communication Arts and Science College and dedicated to graduate students so you can have most policies and required forms at one place.

**RCR Workshops:** [Resources For Current Graduate Students | Michigan State University \(msu.edu\)](#) What is RECR? RECR stands for Responsible and Ethical Conduct of Research that is required by the federal government set in the Competes Act. The goal of RECR training is to prepare graduate students to ethically conduct research. The CAS website outlines the specific requirements graduate students need. We recommend students complete the 6 hours of discussion-based training their first year. The Graduate School's workshops are held for all graduate students and can fill up. The schedule for next year has been posted! Schedule your workshops here: [Research Integrity | The Graduate School \(msu.edu\)](#)

**Information & Media Speakers:** Almost every week the Ph.D. program hosts guest speakers from outstanding programs. Information will be posted around the building- master's students are welcome to join these talks.

## NOTE

Our department has a webpage with all of your required forms, procedures, and resources.

Check out our College of Arts and Science website for college resources: [College of Communication Arts and Sciences | MSU](#)

## Wellness Resources

**Graduate School Wellness page:** [Graduate Student Life and Wellness | The Graduate School \(msu.edu\)](#) The Graduate School wants to ensure student's well-being is provided for while at MSU. All links listed below can be found on this webpage.

**Dimensions of Wellness:** [Dimensions of Wellness | The Graduate School \(msu.edu\)](#) Further resources categorized to meet the needs of a student's Physical, Social, Intellectual, Spiritual, Emotional and Mental Health, Occupational, and Financial Wellness

**Partners in Wellness:** [Partners in Wellness | The Graduate School \(msu.edu\)](#) Partners in wellness are different programs on campus to support our students and community. There are resources for counseling, student health services, Women's forum, and student parent resource center and more!

**Counseling & Psychiatric Services (CAPS):** [Counseling & Psychiatric Services | Michigan State University \(msu.edu\)](#) MSU's Psychiatric Department offers counseling services for students. Students have 3 free visits for anything! It can be academic related or personal reasons. Once the 3 visits are used, you can still have appointments with CAPS with a fee. There is a 24/7 crisis service available: 517-355-8270 and press "1" at the prompt. There are additional resources on the webpage that discuss group session, consultant appointments, and more.

**MSU Student Health Insurance:** [Health Insurance Coverage | Health Services | Michigan State University \(msu.edu\)](#) MSU does not require domestic students to have health insurance but we strongly recommend you have good health insurance while on campus. Health insurance can be in your name or through a parent or partner. There are options listed at the link with cost and billing information. **International students are required to have health insurance.** Olin's health services offer 3 free doctor visits per academic year. These visits include face-to-face time not labs, xrays, prescriptions, etc. Contact Olin if you have questions regarding billing.

**Resource Center for Persons with Disabilities (RCPD):** The RCPD is available for students to privately discuss a disability and obtain resources to assist learning and other needs. [Get Started | MSU - Resource Center for Persons with Disabilities](#). Professors need to have documentation from RCPD to accommodate students who have special needs, such as longer tests times or extra time for assignments. You must present paperwork early in the semester to the professor for accommodation.

## University Resources

**Student Services:** [Student Affairs and Services | Michigan State University \(msu.edu\)](#) Services include recourses for learning, leading, culture and identity, health, wellness, safety, and how to get involved on campus.

**Career Services:** [Career Services Network | Michigan State University \(msu.edu\)](#) Career services offers in person and online resources to help search for a job, career fair opportunities, how to find a mentor and links to on campus job opportunities.

**MSU App and Safe MSU App:** Available on Apple and Android devices. The Safe MSU app has emergency alerts and emergency contact information. The MSU app has news alerts, maps, parking information. App title is "Michigan State University". This can help you plan where to park before you get to campus every day. You can also find out the daily menus at the different dining halls, news, and events.

**Library:** [Home | MSU Libraries](#) The Library offers a Writing Center, workshops, computers, study rooms equipped with white boards, printers (with a fee), 3D printing (with a fee), Maker Space, and more. The library has a subject librarian, Sharon Landenson (ladenson@msu.edu) who can help you finding resources. Also, the library pays millions of dollars a year for you to have full access to journals and publications. Make sure to log in to the library in your browser before searching for articles and it will often open access for you. The hours change during the busier times of the year.

**The Writing Center:** [The Writing Center @ MSU - The Writing Center @ MSU](#) You can have up to two free sessions a week with a consultant to help you with any stage of any writing or rhetorical project. It helps to have a trained peer to get feedback on your writing and improve your clarity, focus, and skills.

**ITHENTICATE:** [Technology at MSU - iThenticate | Michigan State University](#) ITHENTICATE is system to help review your research papers to make sure you didn't miss citations or if there is plagiarism issue prior to submitting the final project. Take advantage of this resource!

**Union:** [Home | MSU Union](#) The union has everything from food, bookstore, clothing store, coffee, a bank, study spaces, hosts events, and has other leisure activities.

**Graduate School:** [The Graduate School \(msu.edu\)](#) The Graduate School has funding opportunities, professional development workshops, writing workshops, hosts events, and has a plethora of information listed on their website and calendar. Each month I will send emails outlining specific activities or funding options.

**Fitness Centers:** [Recreational Sports and Fitness Services | Michigan State University \(msu.edu\)](#) MSU has three main fitness centers, IM West, IM Circle, and IM East to accommodate students around campus with pools, club sports, gyms for exercise, group exercises, and more. You can purchase a fitness membership or pay per visit/activity.

**Diary Store:** [Dairy Store \(msu.edu\)](#) Consume ice cream and cheese created from MSU's diary farm.

**Sparty's:** [Sparty's Locations | Eat at State \(msu.edu\)](#) Sparty's are convenient stores located throughout campus. The items range on the size of the store. Some have only a small selection of foods and some dry goods and others have the option to grill and provide a more robust menu with school/office supplies. Some campus dining options even include free food from Sparty's.

**Dining Halls:** [Home: Eat at State](#) Learn of the many dining halls around campus, nutritional information, food truck locations, employment opportunities, food court options, and what you can order from [MSU Bakers](#). The menus are designed by nutritionists and award-winning chefs. Students can get discounts by buying meal packages. There are now options for mobile ordering, using x-change credits at the International Food Court restaurants and to go options.