

# USEFUL INFORMATION / WEBSITES FOR NEW STUDENTS

Updated June 2022

## **What are my PID # / PAN # ?**

The PID # is your 'Personal Identification Number' / Student Number. The PAN # is your 'Personal Access Number'.

Both numbers are student specific and are used to identify you through the University and through enrollment. Many areas will request the PID # when trying to answer your questions. Your PAN # should be kept as secret as possible.

\* PID #s begin with a '1' and have 9 digits.

## **A Student ID card?**

Take a picture ID card (Driver License, Passport, etc.) and your PID # to **170 International Center**. You will need this card to 'enroll' with the Main Library, to use as a 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/verify your records.

## **I have an MSU E-Mail Account?**

MSU provides students, faculty and staff with e-mail service. You can access this two ways.

1. Go to a web browser and type in <https://mail.msu.edu/imp/login.php>.

Once there, if you have not activated your account, click the link 'activate your NetID'. You will need your PID and PAN in order to set it up. Follow the directions as listed. The e-mail 'name' (Net ID) they assign will be used to log into other programs.

## **How do I find out about deadlines and/or programs for graduate students?**

Students can visit the College of Music website, under Graduate Studies or see the Registrar's Office website (<http://www.reg.msu.edu/ROInfo/Calendar/Academic.asp>) for specific University calendars and deadlines.

**The Graduate Studies Office sends regular/important notices to MSU e-mail addresses.** We do not use non-MSU e-mail addresses after your arrival for your first semester. We also do not Facebook, Tweet or Text information.

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

\*\* Should you receive an e-mail that looks as if there is no message, please hit 'Reply'. This will then show you what the message is and you reply as needed. Hopefully, we will resolve this problem soon.

\*\*\*\* We send a lot of information and we want to make certain that you get it. While forwarding your MSU e-mail is fine, please make certain that you read our e-mails and that you keep your 'server' (MSU e-mail) from reaching capacity. Please remember to check your MSU e-mail during vacations and summer breaks. \*\*\*\*

## **What's StuInfo/ SIS Account?**

StuInfo is now called 'SIS'. It is a set of profile screens related to your academic and financial situation at MSU allowing you access to your schedules, billing amounts, billing due dates, financial aid info, etc.

Go to a web browser and type in <https://student.msu.edu/splash.html> .

Your MSU NetID and password are your sign-in. You should not allow others access into your program. The Graduate Studies Office may ask you to log into the program when you request assistance, however, you have the right to decline that request.

To access SIS and some other functions, you will need to set up a '**Multi-Factor Authentication**'. This is a process that allows more security in accessing records. Please visit: <https://secureit.msu.edu/multi-factor/index.html> .

## **Are there Orientation Exams?**

All new students are required to take the *Graduate Orientation Examination in Music Theory* exam. Each Academic Year, it is held on the Sunday before classes begin. You will receive an e-mail from the Graduate Studies Office to remind you. There are no other preliminary exams.

## **What are my degree requirements?**

The College of Music has a Graduate Student Handbook which is updated annually and is placed on-line approx. Aug. 1 of each year. Our most current handbook can be found at: <http://music.msu.edu/information-for-students/for-graduate-students>

Master's degree candidates: have fairly specific requirements which are spelled out in our Graduate Studies Handbook.

Doctoral degree candidates: must create and be advised by a guidance committee, made up of faculty from the College.

\*\* Requirements for full-time enrollment and for required GPAs are also listed here. \*\*

## What about Enrollment?

Enrollment for students is available at [student.msu.edu](http://student.msu.edu). Each April, enrollment begins for the following fall classes. Each October, enrollment begins for the following spring and summer classes.

Visit the SIS website [sis.msu.edu](http://sis.msu.edu) for information about [training](#), resources and [help](#) using the [Student Information System](#).

These sites include very detailed directions and it is in your best interest to read through this before you try enrollment.

\*\* Some of our courses require overrides prior to enrollment, however, please try enrolling before requesting overrides. These College-specific details are e-mailed to students and faculty at regular intervals.

## Schedule of Classes / 'Shopping Cart'

Enrollment is done through the Schedule of Classes (<https://student.msu.edu/splash.html>). Directions for using it and for using the enrollment tab ('shopping cart') are at: <https://sis.msu.edu/>.

\*\*\* Adding something to your Shopping Cart is NOT enrolling into the class. You must also Enroll. \*\*\*

## What are Overrides/ Permissions?

As courses are set up in the system, specific requirements are attached to them. These include 'Open only to Graduate Students', 'Open only to Doctoral Students', and includes prerequisite coursework. Your Graduate Secretary or Graduate Advisor can add an override into the system and then the system will allow you to enroll. An override is NOT enrollment. Students are expected to enroll for their courses through the first week of classes. After that time, the Graduate Studies Offices have to do all of those.

Some courses **ALWAYS REQUIRE** overrides/permissions:

1. ALL 400-level courses
2. ALL courses that begin with '89' or '99' - (890, 896, 897, 898, 899, 990, 996, 997, 998, 999)
3. Lesson credits/units that begin with '85'
4. Courses whose titles are listed as 'Special Topics' (491, 891) or 'Independent Study' (890, 990)

Overrides **ALWAYS REQUIRE** :

1. Name
2. PID#
3. Course # AND Section #
4. Number of credits/units/units
5. What semester you plan to enroll for

## What if a Course is Full?

Once a course is full, the Graduate Studies Office keeps a 'Waiting List'. Please do **not** sign up on-line or go to the professor of the course. ALL waiting lists are maintained by the Graduate Studies Offices. We monitor the class enrollments and, as spaces become available, we enroll students from the Waiting Lists. If enrollment occurs, the student is notified by e-mail. We continue this process through the first 1-2 weeks of classes.

## I have to 'Confirm Attendance' ?

One of the links on [student.msu.edu](http://student.msu.edu) is 'Confirm Attendance'. If attendance is not confirmed, MSU may drop all of your courses, and, being disenrolled can create all kinds of problems throughout campus. (<http://www.reg.msu.edu/roinfo/enrollment.asp>)

*Confirmation of attendance is especially important for students who are not required to make a minimum payment. It is the only way that MSU knows you plan to attend the semester. Confirmation of Attendance is automatic whenever a non-financial aid payment is received on a student account.*

*If your financial aid was not on your registration bill, but has been or will be applied to your account before the due date, you must confirm attendance by clicking on the button.*

## How am I Billed?

Billing is done through an e-mail from MSU, telling students to go to [student.msu.edu](http://student.msu.edu). Click on 'Account Detail'. This will show you all of the charges and all of the payments. Please visit <https://sis.msu.edu/assets/documents/students/StudentGuide-StudentAccounts.pdf> for specific explanations in using your Student Account.

\* Scholarships, loans and assistantships are automatically listed when students are fully enrolled, under 'Anticipated Aid'. Fellowship monies are not listed there. \*

There's a spot for Account Balance. If everything is paid in full, that balance will be 0. If you owe money, it will tell you how much. If you are owed a refund, the amount will show as a negative number. That money will be mailed to you or direct deposited into your bank account.

\* 'Account Detail' is more accurate than your billing page, as MSU Student Accounts does not update bills at the same rate they update Account Detail. \*

### **How is my Scholarship and/or Fellowship applied to my bill?**

Per your scholarship offer/acceptance letter, you must be enrolled for a specific number of credits/units and be participating in an ensemble. Scholarships, loans and assistantships cannot be added to your detail page more than 10 days before school starts.

These funds and MSU require Full-time enrollment. Master's students must be enrolled for 9 credits/units and Doctoral students must be enrolled for 6 credits/units.

Fellowship monies are applied similarly, but are NOT listed on your financial aid page in student.msu.edu. Unless noted otherwise, fellowship offers do not have enrollment or ensemble requirements.

\*\* International Students: ALL International students have automatic deduction of U.S. taxes, when you receive scholarship or fellowship monies. In April of each year, you are allowed to file taxes and you should be able to have some of that money returned to you. You should contact OISS in March of each year if you have had money taken out this way, asking them about completing taxes.

### **What about my Student Loan money?**

The federal government and many loan companies have specific enrollment requirements. ALL loan questions should be referred to the Office of Financial Aid - <http://www.finaid.msu.edu/> .

A reduction in loan monies CAN be caused by receiving scholarship and/or fellowship monies. It is **your** responsibility to monitor this.

### **Frequently Used Acronyms**

FS - Fall Semester

GA - Graduate Assistantship

GEU - Graduate Employment Union

IAH - Integrated Arts & Humanities

MB - Music Building

MPB - Music Practice Building

MSU - Michigan State University

MUS - College of Music; Music

OISS - Office of International Students and Scholars

PAN - Personal Access Number

PID - Personal Identification Number

Returning Students Axxxxxxx; New Students Ixxxxxxx

RA - Research Assistantship

RO - Registrar's Office

SEVIS - Student and Exchange Visitor Information System

SIS - Student Information System

SS - Spring Semester

TA - Teaching Assistant

TGS - the Graduate School

TOEFL - Test of English as a Foreign Language

US - Summer Semester

*GRS 999 - Full-time Status with MSU*

*- generally used after passing Comps*

*GRS 899 - Master's/Doctorate Full-time (FT) for GA*

## College of Music Website:

Main Page	( <a href="http://music.msu.edu/">http://music.msu.edu/</a> )
Graduate Studies	( <a href="http://music.msu.edu/information-for-students/for-graduate-students">http://music.msu.edu/information-for-students/for-graduate-students</a> )
Requirements by Specific Area/ Instrument	( <a href="https://www.music.msu.edu/assets/2018-19GraduateHandbook.pdf">https://www.music.msu.edu/assets/2018-19GraduateHandbook.pdf</a> ) ** Begins on page 21 -- Students can also speak with their major professor. ** The 2019-20 Handbook will be on-line around August 10.
Graduate Student Forms	(Master's - <a href="http://music.msu.edu/information-for-students/for-graduate-students">http://music.msu.edu/information-for-students/for-graduate-students</a> ) (Doctoral - <a href="http://music.msu.edu/information-for-students/for-graduate-students">http://music.msu.edu/information-for-students/for-graduate-students</a> )
Scheduling Recitals	( <a href="http://music.msu.edu/information-for-students/for-all-students/student-recitals">http://music.msu.edu/information-for-students/for-all-students/student-recitals</a> )

## MSU Websites:

Michigan State University	( <a href="http://www.msu.edu">http://www.msu.edu</a> )
<b>Registrar's Office</b>	( <a href="http://www.reg.msu.edu/">http://www.reg.msu.edu/</a> )
Academic Calendar	( <a href="http://www.reg.msu.edu/ROInfo/Calendar/Academic.aspx">http://www.reg.msu.edu/ROInfo/Calendar/Academic.aspx</a> )
Academic Programs	( <a href="https://reg.msu.edu/AcademicPrograms/">https://reg.msu.edu/AcademicPrograms/</a> )
Description of Courses	( <a href="http://www.reg.msu.edu/Courses/Search.aspx">http://www.reg.msu.edu/Courses/Search.aspx</a> ) (Choose Semester, MUS, hit Search. Lists all courses offered for a specific semester.)
Schedule of Classes	( <a href="http://student.msu.edu">http://student.msu.edu</a> ) (Shows dates, times and locations of the courses offered for a specific semester.)
Office of Financial Aid	( <a href="http://www.finaid.msu.edu">http://www.finaid.msu.edu</a> )
Fees & Scholarships (Student Receivables/Accounts)	( <a href="http://www.ctrl.msu.edu/COSStudentAccounts/">http://www.ctrl.msu.edu/COSStudentAccounts/</a> )
<b>Tuition/Cost Information</b>	( <a href="http://ctrl.msu.edu/COSStudentAccounts/Tuition_Fees_MainMenu.aspx">http://ctrl.msu.edu/COSStudentAccounts/Tuition_Fees_MainMenu.aspx</a> )
	<a href="http://ctrl.msu.edu/COSStudentAccounts/TuitionCalculator.aspx">http://ctrl.msu.edu/COSStudentAccounts/TuitionCalculator.aspx</a> <a href="https://www.finaid.msu.edu/fees.asp">https://www.finaid.msu.edu/fees.asp</a>
University Housing	( <a href="http://liveon.msu.edu">http://liveon.msu.edu</a> )
The Graduate School	( <a href="http://grad.msu.edu">http://grad.msu.edu</a> ) Funding issues, career and professional services/job searching, interviewing, Thesis/Dissertation writing and workshops designed for graduate students
MSU/Graduate Employees Union Agreement	( <a href="http://geuatmsu.org/about/geu-contract/">http://geuatmsu.org/about/geu-contract/</a> )
OISS - Office of International Students & Scholars	( <a href="http://www.oiss.msu.edu">http://www.oiss.msu.edu</a> )
“Spartan Life” - Student Handbook & Resource Guide. [Includes Graduate Student Rights and Responsibilities]	( <a href="http://splife.studentlife.msu.edu/">http://splife.studentlife.msu.edu/</a> ) ( <a href="http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities">http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities</a> )
Guidelines for Integrity in Research and Creative Activities	( <a href="https://grad.msu.edu/researchintegrity">https://grad.msu.edu/researchintegrity</a> )
Plagiarism	( <a href="https://www.msu.edu/~ombud/academic-integrity/plagiarism-policy.html">https://www.msu.edu/~ombud/academic-integrity/plagiarism-policy.html</a> )
Ombudsperson's Office	( <a href="https://www.msu.edu/~ombud/policies-publications.html">https://www.msu.edu/~ombud/policies-publications.html</a> ) Academic integrity, classroom issues, plagiarism, grievances, student rights and responsibilities
MSU Maps	( <a href="http://maps.msu.edu">http://maps.msu.edu</a> )
CATA – Capital Area Transit Authority - Campus Bus Service	( <a href="https://www.cata.org/Routes-Schedules">https://www.cata.org/Routes-Schedules</a> )
Banking: MSUFCU - MSU Federal Credit Union	( <a href="https://www.msufcu.org/">https://www.msufcu.org/</a> )
Athletics	( <a href="http://www.msu.edu/athletics/index.html">http://www.msu.edu/athletics/index.html</a> )

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

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DPPS - MSU Department of Police and Public Safety (<http://www.police.msu.edu/>)

Medical / Personal Resources

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/>)

**Counseling Center / MSU's Mental Health Resources** (<http://counseling.msu.edu/>) 355-8270  
**Resource Center for Persons with Disabilities** (<http://www.rcpd.msu.edu>)

Safe Space (Gender & Sexual Orientation Office) (<http://lbgrc.msu.edu/>) 353-9520  
MSU Safe Place (Domestic Violence Office) (<http://safeplace.msu.edu>) 355-1100

MSU Student Food Bank (<http://www.msu.edu/~foodbank>)  
(for enrolled, off-campus students needing food)

## Local Information Sources

Lansing (<http://www.lansing.org/>) or (<http://www.discoverourtown.com/MI/Lansing/>)  
East Lansing (<http://www.cityofeastlansing.com>) Includes - Parking and Code Enforcement  
"Things to do" at MSU (<https://worklife.msu.edu/publication/things-to-do-at-msu>)

Lansing Regional Capital Airport - LAN (<http://www.flylansing.com/>)  
Detroit Metro Airport - DTW - (Detroit Metropolitan Wayne County Airport) (<http://www.metroairport.com>)  
Michigan Flyer - Bus service to/from DTW (<http://www.michiganflyer.com>)  
CATA - Capital Area Transit Authority - Campus Bus Service Info.  
(<https://www.cata.org/Routes-Schedules>)

Local News - CBS (<http://wlns.com/>)  
ABC (<http://wlns.com/wlaj-the-cw-2/>)  
NBC (<http://www.wilx.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/>)

Hotels / Motels (<https://www.expedia.com> , <https://www.hotels.com>)  
Apartments (<http://www.apartmentguide.com/apartments/Michigan/Lansing/>) ,  
(<https://www.apartments.com/>) , (<http://www.dtnmgt.com/>)

Churches (<http://www.superpages.com/yellowpages/C-Churches/S-MI/T-Lansing>)

Restaurants (<http://www.discoverourtown.com/MI/Lansing/Dining-3552.html/>)

\*\*\* The Office of International Students and Scholars (OISS) also has lists that may come in handy for you.

Please visit: <http://oiss.isp.msu.edu/students/orientation/resources.htm> and [Office for International Students and Scholars :: Life at MSU Overview](#). \*\*\*