



SPARTAN LIFE studentlife.msu.edu

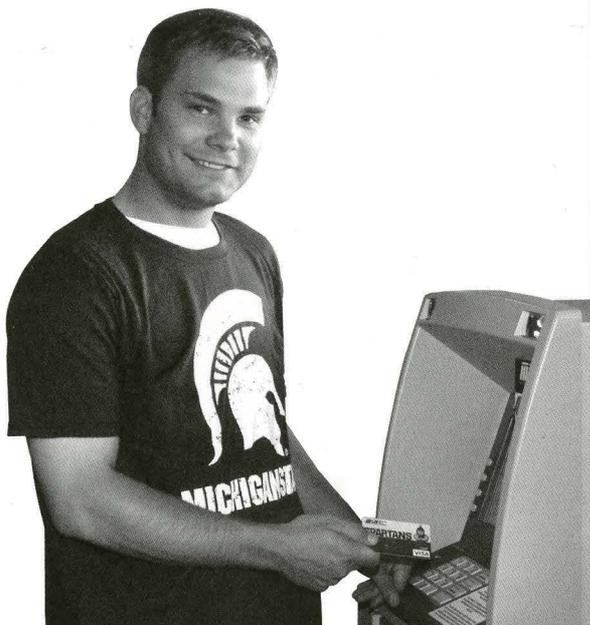
2012-13 STUDENT HANDBOOK AND RESOURCE GUIDE



Abridged Version

Information and Services
Rights and Responsibilities
Regulations

MICHIGAN STATE
UNIVERSITY



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MICHIGAN STATE UNIVERSITY

August 20, 2012

Dear MSU Student:

Spartan Life provides valuable and important information for your engagement at Michigan State University. This handbook and resource guide compiles much of the essential information you will need to optimize your Spartan experience.

As an academic community, it is necessary to set standards that will promote an environment conducive to learning. The first part of **Spartan Life** presents the policies, regulations and guidelines developed to provide an atmosphere that furthers opportunities for intellectual and personal development while protecting individual freedoms. As a student you are encouraged to exercise your rights and you are expected to meet your responsibility to adhere to the standards set. The second part of this guide serves to inform you of the rules, regulations, rights and responsibilities that have been established in the interest of all members of the University community.



DIVISION OF Student Affairs and Services

Office of the
Vice President

Student Services Building
556 E. Circle Drive
Suite 150
East Lansing, MI
48824-1113

517-355-7535
Fax: 517-432-2855
vps.msu.edu

You are urged to become familiar with the many programs and services that enhance the student experience at Michigan State University. As you pursue your academic studies in the classroom, you will also have many out-of-class opportunities to learn from people of different cultural backgrounds, to examine new philosophies, to develop new interests and skills, and to prepare for active participation in a rapidly changing global society. It is important that you take the initiative to expand your horizons and to take advantage of the programs and services that are available to help ensure your success. Those in the various units and departments of Student Affairs and Services, as well as many others across the University, stand ready to assist you in this endeavor.

We appreciate the contributions of the students, faculty, and staff that have made this publication possible and are proud of the important activities, programs and services of the University they support and deliver. It is our hope that each of you will actively pursue the diverse opportunities available for an exciting and rewarding Spartan student experience.

Sincerely,

A handwritten signature in black ink that reads "Denise B. Maybank".

Denise B. Maybank, Ph.D.
Interim Vice President for Student Affairs and Services

INFORMATION & SERVICES

Michigan State University has a wealth of programs and services designed to enhance the student experience at Michigan State University. Aside from meeting your everyday needs as a student, it is also important that you take an opportunity to expand your horizons, explore different cultures and philosophies, develop new interests and skills, and prepare for active engagement in your community. Let this brochure serve as a reference guide for you to find the resources you need on this remarkable journey. For a comprehensive list of all the information highlighted here, please visit *Spartan Life* On-line at <http://www.vps.msu.edu/SpLife/default.pdf>.

ACADEMICS

Each college or major can assist students with academic matters such as enrollment, changes of major, class changes, academic advising, and withdrawal and readmission procedures. For a list of each college and their related academic and support units, please visit <http://provost.msu.edu/units/?units>. In addition, students have access to a number of campus wide academic programs and services. What follows is only a sampling, but will provide a general idea as to what is available.

Academic Support

Through **The Learning Resources Center**, **The Office of Supportive Services**, **The Writing Center**, **The MSU Libraries**, and **The Testing Office**, students can improve study skills, writing skills, time management and research strategies, and prepare for standardized testing. For a list of these and other services, please visit <http://admissions.msu.edu/academics/support.asp>.

The **University Ombudsman** provides assistance to students needing help to resolve complaints or conflicts with academic or non-academic matters. Visit <https://www.msu.edu/unit/ombud/>.

Academic Technology

Through the **Help Desk**, **24-hour Distance Learning Service**, **Computer Laboratories**, and the **MSU Computer Store** students can receive personal computing and MSU Angel course support, have repairs done, and obtain discounted prices on new technology and software. For more information, visit <http://ats.msu.edu/>.

Adult/Life Long Learners

Those interested in taking courses for credit at the University who are not pursuing a University degree or a certificate granting program may apply for enrollment under the Lifelong Education status. For more information, or to apply online, visit <http://www.reg.msu.edu/ROInfo/EnrReq/LifelongEducation.asp>.

STUDENT LIFE

MSU provides a comprehensive set of programs and services to support student learning outside the classroom as well. What follows is only a sampling, but will provide a general idea as to what is available.

Activities and Organizations

MSU has a number of student governing bodies and more than 660 registered student organizations including honoraries, academic interest groups, sports clubs, professional, Greek-letter, international, racial/ethnic, religious, political, service and volunteer, public relations and media organizations. Through such groups, MSU students can engage in community service, participate in various entertainment, social, and cultural activities, and visit gardens, animal farms, museums, theaters, and even our very own planetarium. Want to know what, when, and where "it's" happening? Visit <http://www.events.msu.edu> and <http://uabevents.com/>.

In addition, the Student Union offers shopping, dining, entertainment, banking and postal services, study space, and a host of meeting room facilities. To learn more about what is happening at the Union, visit the Union on-line at <http://www.hfs.msu.edu/union/>.

Career Services and Placement

The Career Services Network will assist students in every stage of career development, including choosing a major, exploring career options, gaining work experience and conducting a successful job search. For more information, visit <http://careernetwork.msu.edu> and <http://www.myspartancareer.com>.

Employment

Approximately 17,000 students are employed on campus each year in a wide range of positions, including clerical, technical, research assistance, project management and service roles. These opportunities and more can be found at <http://MySpartanCareer.msu.edu>, <http://studentjobs.lib.msu.edu>, <http://www.breslincenter.com/arena/students.html>, <http://www.givingto.msu.edu/tmjjobs/>, <http://www.hfs.msu.edu> and <http://www.police.msu.edu/studentjobs.htm>.

Families

MSU coordinates information, resources and University initiatives to assist students with children and students managing the care of dependent elders through the Family Resource Center (FRC). For information about FRC programs and services call 432-3745 or visit their website at <http://www.frc.msu.edu>.

Financial Aid

Over 65 percent of MSU students receive financial aid, many from more than one source. Students seeking financial aid should file a Free Application for

Federal Student Aid (FAFSA) to apply for both need-based and non-need-based aid at MSU. This free form is available on the web at <http://www.fafsa.ed.gov>. For more information regarding scholarship assistance, short-term loans, visit <http://www.finaid.msu.edu>, or use the eFinaid link on StuInfo at <http://www.stuinfo.msu.edu>.

Food

There are many places to eat on campus, including the residence halls, the **International Center**, the **MSU Union**, and the **Kellogg Center State Room**, just to name a few. The **Sparty's** convenience stores, located across campus, offer a quick snack or meal. MSU students without a meal plan and in need of supplemental food and necessities may visit the **MSU Food Bank** as well. For more information on these and other options, visit <http://eatatstate.msu.edu/> and type in the bolded key words above.

Governance

The ultimate policy-making authority at MSU is the Board of Trustees, however, faculty, staff, and students, play a vital role in the governance process. Undergraduate students, graduate students, and various living groups (i.e., residence hall students) are represented in a variety of ways. Each organization provides a variety of programs and services designed to support students and student organizations. For a listing of student governing bodies, please see "Governance at MSU" in Spartan Life on-line at <http://www.vps.msu.edu/SpLife/default.pdf> and at <https://www.msu.edu/~acadgov/>.

Health Services

Students have access to a variety of medical, dental, counseling, psychological and health education services, most of which are free or offered at a very low cost. For more information on these services, visit <http://www.olin.msu.edu>, <http://www.psychology.msu.edu/clinical/clinic/index.html>, and <http://www.counseling.msu.edu>.

Housing

A variety of on campus living-learning environments are available for students, including campus residence halls and apartments. For students who wish to live off campus, options include **Greek Letter Chapter Houses**, **Cooperative Living Units**, **Religious Living Units**, and other rental options. For more information on these and other housing related services, visit <http://www.liveon.msu.edu>, www.studentlife.msu.edu, and <http://collegelifeel.msu.edu/housing>.

Media

Did you know that MSU has its own student radio station (WDBM "IMPACT 89FM" at 88.9 FM) and student run newspaper called The State News (<http://www.statenews.com>). Students also operate an internet-only station called "The FIX" (<http://www.thefix.org>).

Multicultural Programs

MSU has a rich heritage and tradition of embracing pluralism and diversity through nationally renowned multicultural programs and services. The University's holistic consideration includes gender, racial-ethnic minorities, international populations, disabilities, and sexual orientation. For more information on the programs and services, please visit <http://www.ocat.msu.edu>, <http://www.oiss.msu.edu/>, <http://www.wrc.msu.edu>, <http://www.rcpd.msu.edu>, <http://www.lbgtrc.msu.edu>, and <http://www.msu.edu/~msuwomen>.

Religious Activities

The many churches, synagogues and religious centers in the Greater Lansing Area serve students in a variety of faiths by providing opportunities for formal worship and informal fellowship activities. For more information on religious and faith-based connections in the community, visit <http://www.msu.edu/~msuraa/>.

Recreation & Fitness

MSU offers state of the art recreation and fitness facilities for people of all ages and abilities. For those interested in recreational and competitive activities, MSU offers more than 40 Sports Clubs and dozens of individual and team sports options, including but not limited to **aerobics, basketball, billiards, bowling, downhill skiing, golf, ice skating, racquetball, swimming, and tennis**. For more information, visit <http://www.imsports.msu.edu>.

Safety & Security

MSU has its on police department which performs the duties of a similarly sized municipal department. Programs and services include Homeland Security and Planning, special events, parking enforcement, Community Team Policing, bicycle security, and personal safety programs. For information on these and other services, please visit <http://www.police.msu.edu>.

Transportation

The main campus consists of 2,000 acres of developed land, connected by 26 miles of roads and 100 miles sidewalks. As a result, transportation is something that should be planned carefully. Faculty, staff and students have access to a variety of transportation services to support walkers, bicyclists, and those who prefer public and private transportation. For more information the rights, responsibilities and services available with each option, please visit <http://www.police.msu.edu> and <http://www.cata.org>.

Veterans

United States veterans may be certified for benefits through the Veteran Certification Office, 150 Administration, 355-5032, <http://www.reg.msu.edu>. Additional services for veterans and eligible dependents are offered through the Ingham County Veteran's Affairs Office, 5303 S. Cedar, Lansing, 887-4331.

Student veterans will find a variety of useful information through the Student Veterans of America website

<https://www.msu.edu/~msusva/about.html>. New and returning undergraduate veterans with a military-related disability who are Michigan residents and working on their first baccalaureate degree will qualify for an aid package that covers full costs without loans. Contact the Office of Financial Aid for additional information regarding the MSU Disabled Veteran's Assistance Program <http://finaid.msu.edu/veterans.asp>.

RIGHTS AND RESPONSIBILITIES

Policies, regulations and guidelines have been developed to support intellectual and personal development while protecting individual freedoms. Students are expected to be familiar with their rights and responsibilities as members of the learning community. For a complete set of these rights and responsibilities, review the following documents in the on-line edition of *Spartan Life* at <http://www.vps.msu.edu/SpLife/default.pdf>.

1. Academic Freedom for Students at MSU
2. Graduate Student Rights and Responsibilities
3. Medical Student Rights and Responsibilities

The process for the establishment and adjudication of regulations governing student conduct are set forth in Academic Freedom for Students at Michigan State University. Based on the principle of student involvement, there is both a specific legislative process and a comprehensive judicial system which govern undergraduate students. To the extent that interest motivates personal involvement, there continue to be broad avenues for student participation in the governance process.

POLICIES AND REGULATIONS

The University has established several types of rules which govern the conduct of students and organized student groups, which are described below. Although *Spartan Life* contains only selected ordinances, everyone is expected to comply with all University ordinances, which are available for reference at the Information Desk, Main Library, or at <http://www.msu.edu/diq/DOCUMENTS/ordinances.html>.

UNIVERSITY ORDINANCES:

- a. Apply to all individuals—students, employees, visitors on campus.
- b. Final approval by the Board of Trustees.
- c. Enforced by the Department of Police and Public Safety with the support of students, faculty, and administrative personnel.
- d. Adjudicated through criminal court proceedings in the same manner as city ordinances or state laws.

A full set of University ordinances are available on-line at <http://trustees.msu.edu/ordinances.html>.

GENERAL STUDENT REGULATIONS:

- a. Apply to the conduct of all registered students and organizations.
- b. Final approval by the University president.
- c. Enforced by all students, faculty, and administrative personnel, with support of the Department of Police and Public Safety.
- d. Adjudicated through University judicial procedures.

STUDENT GROUP REGULATIONS:

- a. Apply to those students specified in the regulation.
- b. Final approval by the Vice President for Student Affairs and Services.
- c. Enforced by students, faculty, and administrative personnel.
- d. Adjudicated through University judicial procedures.

ADMINISTRATIVE RULINGS:

- a. Apply to those specified in the ruling.
- b. Adopted by various offices of the University for implementing delegated administrative responsibility, usually after consultation with student-faculty advisory committees.
- c. Enforced by administrative personnel in the respective offices, supported by students and faculty.
- d. Adjudicated through administrative action.

ALL-UNIVERSITY POLICIES:

- a. Apply to those specified in the policy.
- b. Final approval by the Board of Trustees for carrying out major University responsibilities.
- c. Enforced by students, faculty, and administrative personnel.
- d. Adjudicated through administrative action, University judicial procedures, or as provided in the policy.

In general, all-University policies and administrative rulings apply only to those individuals registered as students. Some rulings, however, explicitly state that they apply to University employees. Where such is the case, mention is made of the fact immediately before the text of the policy or ruling.

ADDITIONAL REGULATIONS

Students are, of course, expected to live in accordance with local, state, and national laws. The enforcement of such laws is the responsibility of the legal

and judicial authorities duly established for that purpose. Conduct alleged to have violated both law and University regulations may be handled concurrently through the courts and University disciplinary proceedings. The complainant may choose whether to file criminal charges and/or an internal judicial complaint.

SELECTED REGULATIONS, RULINGS AND POLICIES

What follows is a listing of the most common regulations, rulings and policies with which students should be familiar. For a full reading of each, visit Spartan Life On-line at <http://www.vps.msu.edu/SpLife/default.pdf>.

- **Acceptable Use of Computing Systems** - (aka, the AUP) provides guidelines for "good citizenship in cyberspace", and enforcement of policies related to MSU's digital network and general computing services.
- **Anti-Discrimination Policy** - (aka, the ADP) states expectations for all University community members (including faculty, staff, students, organizations, governing bodies, and administrative units) regarding non-discrimination.
- **Appropriate Use of MSU E-mail Services** - (aka, "Bulk E-mail Policy") provides a framework for the use of mass e-mail amongst MSU network users.
- **Integrity of Scholarships and Grades** - addresses principles and procedures to be used in instances of academic misconduct, including but not limited to; academic dishonesty, violations of professional standards, and falsification of records.
- **Involuntary Medical Withdrawal** - addresses the rare and unusual occasion when the University has made a good faith judgment that a student poses an immediate and direct threat to the health and safety of himself/herself or others.
- **Outside Speakers** - provides a framework for student organizations who sponsor a group or individual to speak on campus.
- **Safety and Security Report** - contains campus safety and security resources, crime reporting and prevention information, victim support programs, annual crime statistics, and policies and services related to sexual harassment, alcohol and other drugs.
- **Student Disorderly Conduct** - prohibits students from engaging in disorderly conduct at or in connection with a riot.
- **Sexual Harassment** - defines and prohibits sexual harassment, and provides a framework for responding to violations.
- **Student Housing** - outlines exceptions to the requirement that all sophomores and freshman live in University housing facilities.

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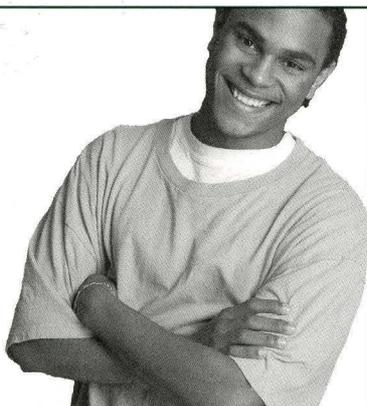
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can help you with



exploring majors & careers
finding jobs & internships
refining resumes
preparing for interviews
on campus career fairs
careers after college!

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Play Hard.
Work Hard.
Succeed!



For help finding work opportunities, contact:
MSU Student Employment at 110 Nisbet Building or
113 Student Services. Or, visit MySpartanCareer.com.

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