MICHIGAN STATE
UNIVERSITY

Dear Lifelong Learner:

On behalf of the College of Veterinary Medicine, welcome to Food Safety at Michigan State University.

You may contact one of the program's academic advisors with questions on course selection and enrollment procedures.
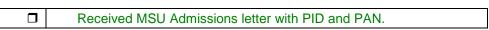
Heather Ricks, MS	Bonnye Mason
Academic Specialist – Advisor	Academic Specialist – Teaching
(517) 884-2079	(517) 884-2077
ricksh@msu.edu	masonbon@msu.edu
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Below are instructions for setting up your MSU accounts and enrollment.

New Student Enrollment Checklist - LIFELONG

PRE-ENROLLMENT

1. Before you can enroll in classes you must first receive your Admissions letter from Michigan State University. This letter will contain your Personal Identification Number (PID) and Personal Access Number (PAN), which allow you access to MSU resources.

   ❐ Received MSU Admissions letter with PID and PAN.

2. Your next step is to activate your MSU NetID. Please go to the following web address and follow the directions: https://netid.msu.edu/.

   ❐ Activated MSU NetID.and created my password.

3. All MSU students receive a free E-mail account. Go to https://mail.msu.edu/. *This account is used for all correspondence pertaining to University business and the Food Safety program.* If you prefer to receive your MSU E-mail through another account, set up forwarding options by clicking on "MSU Prefs" at the left of your mailbox.

   ❐ Set up MSU E-mail preferences and forwarding options.

4. Login to your **StuInfo** portal at https://stuinfo.msu.edu/ and familiarize yourself with the tools and resources provided. Here is where you'll find your enrollment appointment each semester. It is also where you will start the process to enroll in classes, pay your bill, confirm your attendance, and view your account details.

   ❐ Logged into StuInfo and reviewed tools and resources.

5. 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**. Choose the appropriate academic year and semester: http://www.reg.msu.edu/ROInfo/Calendar/Academic.asp.

   ❐ Reviewed MSU Acedemic Calendar for semester deadlines.

Continued…

Online Master of Science in Food Safety

Food Safety & Toxicology
1129 Farm Lane, Rm B-51
East Lansing, MI 48824

517-884-2080
Fax: 517-432-2310
online.foodsafety.msu.edu

MSU is an affirmative-action, equal-opportunity employer.

6. Enrollment instructions are found at http://www.reg.msu.edu/roinfo/enrollment.asp.

☐	Reviewed enrollment procedures.

7. Review course options from the program's website at http://www.online.foodsafety.msu.edu/curriculum.

☐	Reviewed courses and enrollment options for current semester.

8. Confirm course availability from the MSU Schedule of Courses at: http://schedule.msu.edu/. Select the appropriate semester from the drop down box at the top of the page. Click the "Online & Hybrid" icon, and then select the subject from the drop down box that will appear. Our courses are listed under VM: Veterinary Medicine, Coll Crse. Food Law courses are listed under FSC: Food Science.

☐	Confirmed course availability from the MSU Schedule of Courses.

9. As a non-major student, you must request an override before enrolling in graduate courses. For VM courses, contact Heather Ricks, Academic Advisor, at ricksh@msu.edu. For FSC courses, contact Mary Anne Verleger at iflr@anr.msu.edu. Please provide your PID number, course name, and the semester.

☐	Arranged for override from the graduate department.

10. Enrollment instructions are found at http://www.reg.msu.edu/roinfo/enrollment.asp. You will search for courses, add courses to your schedule builder, and enroll directly from the schedule builder at http://schedule.msu.edu/. You must know your MSU NetID.

☐	Enrolled in VM courses using Schedule of Courses.

11. The Academic Calendar will tell you when semester tuition statements are available. You can view and pay your tuition through StuInfo at: https://stuinfo.msu.edu/. Links to the most commonly used student resources are also available here.

☐	Viewed and paid tuition bill at StuInfo.

12. Approximately 24 to 48 hours after your MSU tuition bill has been paid, return to StuInfo https://stuinfo.msu.edu/ to confirm your attendance.

☐	Confirmed attendance in StuInfo.

13. MSU is transitioning it's Learning Management System (LMS) from ANGEL to Desire2Learn (D2L). Some courses are still being taught in ANGEL during this transition, so you will need to verify which system is being used.

    ANGEL: Use your MSU NetID and password to login to the ANGEL homepage at: https://angel.msu.edu/. Your course should appear under "My ANGEL Courses" on the first day of class. Reading requirements will be listed in the instructor's syllabus. You are encouraged to create a student profile by adding "personal information" under the ANGEL "Preferences" icon on the left. Please be sure to add a photograph.

    Desire2Learn: Use your MSU NetID and password to login to the D2L homepage at: https://d2l.msu.edu/d2l/home. Your course should appear under "My Courses" on the first day of class. Reading requirements will be listed in the instructor's syllabus. You are encouraged to create a student profile by accessing the "ePortfolio" page and clicking on the "My Profile" link. Please be sure to add a photograph.

PLEASE NOTE: You will find communication tools within both your ANGEL and D2L courses. These tools are used for communication within your courses, but are separate from your MSU E-mail account. You will not receive University-wide or program-wide communications through the LMS emails.

❐	Logged in to the ANGEL and/or Desire2Learn websites.

13. Lastly, familiarize yourself with the MSU Webpage (http://msu.edu/) for commonly used student tools and resources. By clicking in the search box at the upper right corner, a list of **Popular Links** will appear. Here is quick access to *MSU Mail*, *Desire2Learn & ANGEL* (course delivery systems), *StuInfo* (financial info/payments, enrollment, grades, address updates, etc.), *Enrollment* (schedule of courses and enrollment instructions) the MSU *Libraries Catalog*, and the *Academic Calendar* (list of all dates and deadlines outlined by semester). Other links, such as *Financial Aid*, *Commencement, Computing Help & Support Services*, etc., can be found by clicking on the *STUDENTS* tab beneath the menu bar.

❐	Became familiar with resources under the "**STUDENTS**" link on the MSU Homepage

The **Graduate Student Handbook** is available in PDF format from the program website, under "What Other Information Is Useful To Me", at http://www.online.foodsafety.msu.edu/navigate-degree. Please refer to this document for program content, procedures and MSU policies.

The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs make certain disclosures to students. You can find this information on the **Student Consumer Information** page from the Office of the Registrar's website at http://www.reg.msu.edu/ROInfo/HEOAnotices.asp.

If you have any technical difficulties, please contact one of the following **Help services**.   These offices are staffed with people trained to resolve problems relating to your online Distance Learning tools.

For more information	
Library Distance Learning Services **/www2.lib.msu.edu/about/dls/division-dls.jsp** **ATS Help Desk** **help.msu.edu** **Angel Help** **help.angel.msu.edu/** **D2L Help Site** **http://help.d2l.msu.edu/**	**24/7 Support** 1-800-500-1554* 1-517-355-2345 **reachout@msu.edu** *Toll-free service is available throughout North America, including Canada, Mexico, Alaska and Hawaii.

If you have any questions or concerns at any time throughout your study, please don't hesitate to contact one of our staff.

Sincerely,

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