PROGRAM REGULATIONS AND EXPECTATIONS

Michigan State University expects all participants in the Academic Orientation Program (AOP) to comply with University ordinances and policies. In particular, participants should be aware of the following University policies and ordinances:

- The possession or use of alcoholic beverages or illegal drugs, including marijuana, is prohibited.
- The possession or use of firearms or weapons is prohibited.

Violation of either of these policies/ordinances while participating in AOP will result in disciplinary action. Disciplinary action may include dismissal from AOP, postponement of course enrollment, or revocation of admission to Michigan State University. Violations of these University ordinances are also violations of the law and can result in arrest and criminal penalties.

Students attending AOP are also expected to adhere to the following regulations:

- Attend the entire AOP
- Be on time for all presentations
- Meet with an academic advisor during AOP prior to enrolling for classes.

Because Michigan State University is committed to student success, new students are required to attend AOP. Students who violate AOP regulations and expectations may have their admission postponed, courses dropped and be required to repeat AOP.
Michigan State University is committed to helping you achieve your goals. In a short time you will attend your Academic Orientation Program (AOP) when you will learn about student success strategies and create a learning plan with your academic advisor. This booklet will give you the information you need to prepare for AOP when you will begin to engage in your undergraduate education.

If you need any help or have questions, feel free to email us at aop@msu.edu or call us at 517/355-8490. We’re excited to see you at AOP and to help you as you transition to Michigan State University.

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NEW STUDENT INFORMATION

Attendance

• Because of MSU’s commitment to student success, all new students MUST attend an AOP. You cannot enroll for classes unless you attend the entire AOP.

• Orientation will take place on Sunday, August 27.

• Check-in begins at 6:30am. The first session begins at 7:45am.

• You must attend every AOP session, or you cannot enroll for classes. Attendance is taken at various sessions.
  - No exceptions for physicals, job commitments, awards banquets, sporting events, etc.

• If you are going to be late or need to reschedule your AOP, please contact the Academic Orientation and Transitions Office prior to your scheduled program.

• If you do not attend your assigned AOP, MSU reserves the right to cancel your admission or defer your admission until Spring 2018.

• Due to limited space, family members or friends cannot attend program activities with you. A Parent Orientation Program (POP) takes place simultaneously with the student AOP.

Important ID Card Information

You must upload a photo for your Spartan ID Card at http://idoffice.msu.edu/online-photo/. Be sure to review the requirements. The submission due date is August 22. ID cards will be available for pick up during AOP. Students who do not submit a picture for their ID card will have an opportunity to have their picture taken and their ID card processed after orientation at the ID Office. An APID and a government issued photo ID such as a US driver’s license, state ID or passport is REQUIRED to pick up your ID. A former school ID card is not an acceptable form of ID.
Check-In

Sunday, August 27
• 6:30am A-Wing, Wells Hall

NOTE: The first session begins at 7:45am. Please do not be late.

Meals

• Meal plans begin on August 27 for students living on campus; please visit one of the residence hall dining facilities for lunch. Additional options are available for students without a meal plan; they will be explained during the Welcome and Overview session.

• We suggest that you bring a snack in case you get hungry.

Money Needed at AOP

• Snack money- Vending machines and a Starbucks are located in Wells Hall. A Food Court is located nearby.

NOTE: Tuition bills cannot be paid at AOP. Look for a message in your MSU email account within a week of attending orientation regarding your bill.

One Book, One Community

The One Book, One Community (OBOC) program encourages members of the East Lansing-MSU community to read the same book each fall and come together to explore its themes and issues in a variety of on- and off-campus settings. At AOP check-in, students entering fall semester will receive more information regarding the selected book.

Additional information can be found at http://www.onebookeastlansing.com/
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>7:00am</td>
<td>Check-In, Change Your Major, Placement Testing</td>
</tr>
<tr>
<td>7:45am-8:15am</td>
<td>Welcome and Overview of the Academic Orientation Program</td>
</tr>
<tr>
<td>8:15am-8:30am</td>
<td>Online Resources Presentation</td>
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<tr>
<td>8:30am-9:00am</td>
<td>The MSU College Experience: A Professor Speaks</td>
</tr>
<tr>
<td>9:00am-9:30am</td>
<td>Degree Navigator and Transfer Credit</td>
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<td>9:00am-9:30am</td>
<td>Student Panel</td>
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<td>9:30am-10:00am</td>
<td>Spartans Will...Seek Out Diverse Perspectives and Practice Honesty In Their Work</td>
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<tr>
<td>9:30am-10:00am</td>
<td>Reapplying for Admission to the College of Business and the College of Engineering</td>
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<tr>
<td>9:30am-10:00am</td>
<td>Gaining Admission to the College of Education</td>
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<tr>
<td>9:30am-10:00am</td>
<td>Secondary Education Majors and Child Development Majors Meeting</td>
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<tr>
<td>9:30am-10:00am</td>
<td>Honors College Meeting</td>
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<td>9:30am-10:00am</td>
<td>Spartan Success Scholars Meeting</td>
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<tr>
<td>10:15am-7:00 pm*</td>
<td>College Session: Planning My Learning Experience</td>
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<tr>
<td></td>
<td>Academic Advising</td>
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<tr>
<td></td>
<td>Enroll for Classes</td>
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<tr>
<td></td>
<td>Orientation Check-Out*</td>
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</tbody>
</table>

*Every student finishes his/her AOP at a different time. Once you have checked out with our academic orientation and transitions staff members at the designated location, you are free to leave. Some students may finish earlier than 7:00 pm, depending on how quickly they see their academic advisors and enroll for classes.

**Check-Out**
First-year and Transfer students must have completed the Spartan Persistence Project in order to check-out. Check-out confirms orientation attendance. Once students have checked out with our AOP staff members, they are free to leave.
What to Bring to AOP

• Comfortable clothing and shoes- We recommend dressing in layers to accommodate outdoor weather (rain or shine) and indoor air conditioning.

• Backpack/bookbag- To carry everything that you receive when you check-in.

• Umbrella- You don’t want to get caught in the rain!

• Spending money for a snack- Starbucks and vending machines are located in Wells Hall.

We recommend that you leave valuables (computers, jewelry, electronics, tablets, etc.) at home. Academic Orientation and Transitions staff is not responsible for lost or stolen belongings.

To-Dos Before AOP

☐ Complete the Spartan Persistence Project (First-Year and Transfer Students)

If you have not completed the Spartan Persistence Project, you MUST do so at this time. Go to https://tinyurl.com/SpartanPersistenceSurvey and login using their NetID. If you are not sure whether you completed the Spartan Persistence Project, please login to the web-site https://tinyurl.com/SpartanPersistenceSurvey to check. Note that all students must complete this inventory in order to check out of AOP.
To-Dos Before AOP Cont.

☐ Take the Mathematics Placement Service (MPS) Exam (Required)

The MPS Exam site responds to many questions students have about the Mathematics Placement Service Exam:

• The ‘Basic Info’ page answers basic questions and explains how to take the exam.
• The ‘FAQ’ page answers many questions about the exam.
• The ‘Contacts’ page lists reliable sources for additional information.

You must set up your MSU email account in order to take the Mathematics Placement Service Exam.

All students entering MSU are required to take the MPS Exam online, before attending AOP except:

(1) students who have either an ACT Math sub-score of at least 28 or an SAT Math sub-score of at least 660
(2) students with credit for MTH 103 and also credit for either MTH 101, 102, 112, 114, 124, 132, 152H, or 201, or STT 200, or STT 201
(3) students with credit for both MTH 101 and 102
(4) students with credit in MTH 110 or 116.

Transfer students who must complete introductory MTH or STT courses required for their degree and will not have transferred them must take the placement test. Students transferring specific college course credits should enroll in the next level course as appropriate to their degree program.

Students are urged to take the test online before their AOP, preferably by mid-May. The test, in addition to practice tests, can be accessed at www.math.msu.edu/mps. However, a student choosing the option of fulfilling the university math requirement via waiver must complete the test in a proctored setting at AOP or at one of Michigan State University’s Testing Centers to be eligible for the waiver.

Each student whose score on the MPS exam indicates the need for additional pre-college preparation in mathematics must successfully complete MTH 1825 prior to fulfilling the University math requirement or demonstrate readiness for college mathematics by repeating the MPS exam, prior to matriculation to MSU, and receiving the appropriate score.

Questions regarding the math placement exam can be emailed to mps@math.msu.edu.
To-Dos Before AOP Cont.

Take the Foreign Language Placement Exam

- Foreign language proficiency is required for some MSU students, including those with majors in the College of Arts and Letters and James Madison College.

- Foreign language study is often associated with careers in the Foreign Service, translation and interpretation, the travel industry, and teaching. Foreign language proficiency can also be a key component of any career path having a global dimension, such as engineering, agriculture, the military, journalism, finance, business, law, and medicine. Graduate education in many fields, such as Art History, History, Literary and Cultural Study, Anthropology, and Linguistics, often require competency in a foreign language.

- If you have studied a foreign language that you are interested in continuing and you are not bringing in Advanced Placement or IB credit and are not a native or heritage speaker, you must take the relevant language test. Even if you do not plan to enroll in a foreign language course immediately, please take the test so that you have an idea of your proficiency level for future enrollment. If you do not yet have your AP or IB scores, please consult the advisor of the appropriate language department.

- German, Spanish and French placement tests are available online at flplacement.cal.msu.edu/ (See the Rules and Regulations section for details).

- A Japanese placement test is available the first week of classes. More information can be found at linglang.msu.edu/languages/japanese/.

- Students who have studied languages for which no placement test is offered should consult the advisor of the appropriate language department during or after AOP to determine suitable placement. Native and heritage speakers should not enroll in a language course before such consultation.

- A proctored exam at AOP is required for students with a language requirement who want to demonstrate competency.

- If you are a native or heritage speaker of a foreign language, please consult the advisor of the appropriate language department during or after AOP to determine suitable placement. Native and heritage speakers should not enroll in a language course before such consultation.
To-Dos Before AOP Cont.

☐ Report Your Immunization Status

• MSU’s immunization policy for new undergraduate students requires them to:
  - review their immunization status
  - complete the online Immunization Self-Report Form, found at immunize.msu.edu

• Failure to complete the Immunization Self-Report Form will affect your ability to enroll and register in future classes.

• For additional information:
  - Visit immunize.msu.edu
  - Email uphys@msu.edu
  - Please call 517/353-9101 if you have any questions or need assistance

☐ Learn About Your Degree Requirements

The resources listed below will help you learn about degree requirements (courses you must take) for your intended major. When you attend AOP, you will work with an academic advisor and current MSU students who will help you build a class schedule that is appropriate for your major.

• College/Major Information (select the appropriate college link)

• Academic Programs

• Description of Courses

• Schedule of Courses

• Credit Equivalencies

A Note About Advanced Placement (AP) Credit
Make sure your scores are sent to MSU directly from the testing administrator. Visit www.collegeboard.com for AP score reporting services. Check “Courses by Term” in STUINFO (stuinfo.msu.edu) in late July to see your credits.
To-Dos Before AOP Cont.

☐ Music Majors, Minors, or Non-major Options

The College of Music requires an application and audition to determine admission to the music major. The audition will be performed for representative members of the music performance faculty. Evaluations are based on technical and musical proficiency. While an on-campus audition is desirable, those who cannot travel to campus because they live a great distance from East Lansing may submit a recording. Students who submit recorded auditions are not eligible for music scholarships and can only be considered for provisional admission to the College of Music.

In order to help guide prospective applicants as they prepare for auditions, the College of Music has created a list of suggested audition repertoire. These are suggested as minimum entrance requirements; however, it is most important that you perform that which best demonstrates your musical and technical capabilities characteristic of your performing medium.

For more information, including a College of Music application, audition dates, and suggested audition repertoire, please visit: http://www.music.msu.edu/admissions.

☐ Theatre Majors

Bachelor of Arts:
The Bachelor of Arts (BA) is perfect for anyone interested in all aspects of theatre. No audition or interview is required unless you are interested in scholarships.

Bachelor of Fine Arts:
The Bachelor of Fine Arts (BFA) is for students whose main interest is acting or design. The BFA requires an audition (for actors) or interview (for designers). Audition/Interview information can be obtained at theatre.msu.edu click on “ADMISSIONS”. Feel free to contact the Department of Theatre if you have any questions.

Scholarship information for Theatre Majors:
Whether BA or BFA, these audition/interview dates will also place you in consideration for scholarships from the Department of Theatre.

We also urge you to schedule a visit with the Department of Theatre to meet with faculty and current students, observe classes, or see a production for free. Once you experience firsthand the supportive and challenging work done in the classroom or onstage, we have no doubt that you will want to be part of the MSU Theatre family! To schedule a Department of Theatre visit please visit our website: http://theatre.msu.edu/admissions/schedule-tour/
To-Dos Before AOP Cont.

☐ Learn About MSU’s Computer Requirement

All undergraduate students at Michigan State are required to have a computer that can connect to the Internet.

All students should check with their prospective major college and department to see if they have specific computer requirements. For example, some programs require that all of their students have a laptop computer. Others make strong recommendations about computers using particular operating systems. For more information, visit https://tech.msu.edu/about/guidelines-policies/computer-requirement/

☐ Become Familiar with MSU’s Technology Resources

Technology Resources
Technology Help and Support or (517) 432-6200
Spartan Mail
Office Licenses Available with Spartan Mail
Printing
Device Registration for Campus Internet Access
Wireless
Computer Labs
Course Management System: D2L
MSU Google G Suite for Education
MSU Computer Store- Help and Repair

To-Do After AOP

☐ Online Relationship Violence and Sexual Misconduct (RVSM) Training (Required)

In support of MSU’s commitment to ending sex discrimination and sexual harassment, including relationship violence and sexual misconduct, all students (undergraduate and graduate) are required to complete annual online Relationship Violence and Sexual Misconduct (RVSM) training. You will receive an e-mail with instructions on how to complete the online training. It is your responsibility to check your MSU e-mail account and complete the training.

Completion of the training program is required. Students will not be able to access important academic information in the StuInfo system, including grades, until they complete this training.

For more information about the student RVSM training, visit http://titleix.msu.edu/learn-more/education-awareness-programs.html and download the Frequently Asked Questions. If you have questions or you would like to request an accommodation, please contact (517) 353-3922 or titleix@msu.edu
Transfer Credit Information

☐ Submit Official Transcripts (Required)

• Students transferring credit to MSU are required to send an official transcript(s) from each institution they attended, as well as any/all external exam reports/transcripts prior to their scheduled orientation date so a transfer credit evaluation can be completed. If you were enrolled in classes this spring/summer semester, please provide the Office of Admissions with a list of courses in progress. You cannot meet with an academic advisor and enroll for classes at AOP unless Admissions has copies of all of your transcripts.

• To view your transfer credit information in the form of a Degree Progress Report go to www.degnav.msu.edu. You will need your MSU NetID and password to access your file. Note that the Degree Progress Report will be available once all your transcripts have been received and evaluated by Michigan State.

• For information regarding transfer credit equivalencies, visit Transfer MSU.

• Students are encouraged to bring a course catalog(s) descriptions and/or course syllabi for courses they completed at each institution of higher education they attended prior to enrolling at MSU. Academic advisors often have questions about the content of courses being transferred if they do not appear in transfer.msu.edu. The course catalog and/or course syllabi will help during the academic advising process.

• Please note that official transcripts from all institutions attended prior to MSU must be sent to Michigan State University. During Academic Orientation you will be provided with a Degree Progress Report (you receive this if you have sent your official transcripts to the Office of Admissions). The Degree Progress Report will be useful during your meeting with your academic advisor prior to enrolling in courses.

☐ Submit Your AP Scores (Required)

Make sure you have your AP scores sent to MSU directly from the testing administrator. Visit www.collegeboard.com for AP score reporting services. Please bring a copy of your scores to AOP to share with your academic advisor in the event MSU has not received your scores. If your scores have arrived at MSU, you can see your credits in the “Courses by Term section” in STUINFO.
Accommodating Students With Disabilities

- Accommodations at AOP for students with disabilities should be requested at least two weeks prior to your AOP attendance date by contacting the Resource Center for Persons with Disabilities (RCPD). Many accommodations require more advanced planning and coordination, thus earlier notification is essential.

- Confidential disability registration:
  Website: myprofile.rcpd.msu.edu
  Phone: 517/884-RCPD

- Students with disabilities must provide medical/psychological documentation to support a substantial limitation of a major life activity. Visit the RCPD website for a more detailed explanation of required documentation.

- If you require personal assistance for dressing, eating, carrying items, communications, or moving around, please discuss this with RCPD staff.

Fall Welcome

Fall Welcome is a continuation of your orientation to Michigan State University. During Fall Welcome, you will have the opportunity to learn about many of the resources available at MSU and in the East Lansing community. A detailed Fall Welcome schedule will be available at www.fallwelcome.msu.edu. The schedule is updated throughout the summer, so please check it frequently. Should you have any questions about Fall Welcome, please contact the Department of Student Life at 517/355-8286 or via email at stulife@msu.edu.
Housing Information

New students attending AOP on Sunday, August 27th can move into their residence halls beginning Saturday, August 26th. Students will be notified of their specific room assignments and roommate information in mid-July via their MSU e-mail and can access this information via their iLiveOn portal. For a complete list of dining halls and hours for August 26th, please visit eatatstate.com.

As you prepare for your move to Michigan State University, be sure to check your MSU email regularly and read the Go Green 2017 publication you received in the mail for tips on adjusting to living on campus and information on what to bring. The Go Green 2017 publication visit liveon.msu.edu/documentlibrary.

To learn more about your neighborhood, residence hall, modular furniture or to see a virtual tour of residence halls, visit liveon.msu.edu.

Resources:

- To learn more about Spartan Cash, visit spartancash.msu.edu
- For information about dining plans, dietary information and menus visit eatatstate.com
- If you have questions about living on campus, contact the Housing Assignments Office at liveon@msu.edu or (517) 884-LIVE (5483) or 877-9 LIVE ON (877-954-8366).
- Information about University Village Apartments can be directed to UAlinfo@rhs.msu.edu
Parent Orientation Program Date

• Sunday, August 27

Due to limited space in the presentation room, only parents/legal guardians are admitted. We strongly discourage bringing children/siblings and other family members/friends.

Registration

A prior reservation is recommended. Visit admissions.msu.edu/aop_assignment/pop/asp to reserve your spot. There is no program fee.

Check-In

• 7:30am-8:30am  Kellogg Center

Meals

• Lunch, which can be purchased on a cash basis, is available in the Kellogg Center.

Accommodations

A list of local hotels/motels is available at ctlr.msu.edu/COTravel/Hotels_MSULocal.aspx. Accommodations are not available in university residence halls.

“We came (to MSU) knowing nothing about the university other than being generally aware of its size and academic and housing reputations. We came away with an impression of commitment to student achievement and well-being that to a great degree allayed our concerns of anonymity one always has in relation to a very large university.”

-A MSU Parent
### Tentative Schedule of Activities

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30am-8:50am</td>
<td>Welcome and Program Overview</td>
</tr>
<tr>
<td>8:50am-9:30am</td>
<td>Academic Programs and Academic Success</td>
</tr>
<tr>
<td>9:30am-10:00am</td>
<td>Academic Advising and Course Enrollment</td>
</tr>
<tr>
<td>10:00am-10:05am</td>
<td>Break</td>
</tr>
<tr>
<td>10:05am-11:05am</td>
<td>Career Services/Student Billing/Financial Aid</td>
</tr>
<tr>
<td>11:05am-11:10am</td>
<td>Question and Answer Time</td>
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<tr>
<td>11:10am-12:30pm</td>
<td>Lunch</td>
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<tr>
<td>12:30pm-12:45pm</td>
<td>Bus Transportation on Campus</td>
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<tr>
<td>12:45pm-1:30pm</td>
<td>Health, Safety, Security, and Transitions in a Student’s and Parent’s Life</td>
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<tr>
<td>1:30pm-1:45pm</td>
<td>Break</td>
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<tr>
<td>1:45pm-2:15pm</td>
<td>Student Panel</td>
</tr>
<tr>
<td>2:15pm-2:45pm</td>
<td>IT Services</td>
</tr>
<tr>
<td>2:45pm-3:10pm</td>
<td>Neighborhood Student Success Programs and Services</td>
</tr>
<tr>
<td>3:10pm-3:30pm</td>
<td>Residential and Hospitality Services</td>
</tr>
</tbody>
</table>

### Where to Meet Your Student After POP

- Students finish AOP at various times throughout the afternoon. You can meet your students outside B115 Wells Hall unless you have made prior meeting location arrangements. We encourage students to connect with their parents via phone **AFTER** they finish AOP.

### Bringing Family Members

- The Parent Orientation Program is a well-attended program. Limited space is available. Children are not permitted to attend the program, as it is not designed for a young audience. If you must bring a child, he/she cannot be in the presentation room. **All children must be accompanied by an adult at all times.**

- Academic Orientation and Transitions and the Kellogg Center are not liable for any injury or lost children.

- Due to limited space, only parents/legal guardians may attend the Parent Orientation Program. It is not possible for friends, siblings, extended family members, etc. to attend. Visit [admissions.msu.edu/aop_assignment/pop.asp](http://admissions.msu.edu/aop_assignment/pop.asp) to reserve your spot.
Travel Information

Directions by car:
Traverse City or Points North via I-75
Proceed south on I-75 to US-127 near Grayling. Proceed south on US-127 to East Lansing. Take the Grand River/Saginaw exit (Exit 78).*

Grand Rapids or Points West via I-96

Flint or Points East via I-69
Proceed southwest on I-69 to southbound US-127. Take US-127 south and take the Grand River/Saginaw exit (Exit 78).*

*Follow Howard Street south (straight). After passing Michigan Avenue, turn left (east) onto Kalamazoo. Go straight through the traffic light at Harrison Road and continue on Kalamazoo to the stop sign (Spartan Statue). Veer right onto Chestnut Road, and make an immediate left onto Red Cedar Road. The Orientation Lot will be immediately on your right (lot 62W).

Detroit or Points East via I-96
Proceed west on I-96 to northbound US-127; follow US-127 north and take the Michigan Ave/Kalamazoo exit (Exit 76).**

Jackson or Points South via US-127
Proceed north on US-127 and take the Michigan Ave/Kalamazoo exit (Exit 76).**

**Turn right (east) onto Kalamazoo. Go straight through the traffic light at Harrison Road and continue on Kalamazoo to the stop sign (Spartan Statue). Veer right onto Chestnut Road, and make an immediate left onto Red Cedar Road. The orientation lot will be immediately on your right (lot 62W).

The visitor parking lot is to the north of the MSU stadium, the first parking lot on your right (when driving eastbound). The second lot on the right is for faculty and staff only. If you park in that lot without a permit, you could be issued a parking ticket. Unfortunately, the Orientation Office cannot accept responsibility for parking tickets and/or towing fees.
Parking Information

• Park only in the lot designated in this booklet. See page 16 for directions. GPS coordinates: N 40° 43.828, W 084° 29.143; closest intersection is Red Cedar Road & Chestnut Road.

• Parking at meters, leased spaces or in areas other than visitor parking lots or the lot designated for orientation parking will result in a parking violation and/or towing. The Academic Orientation and Transitions Staff cannot accept responsibility for parking tickets and/or towing fees.

• Accessible parking and entrances are available at the entrances of Wells Hall. These spaces are available on a first-come, first-served basis. If you need assistance with parking, please ask during check-in.

• To pick up your student from orientation, please park in the Orientation Parking Lot (Visitor Parking Lot) 62W.

• Students are welcome to drive themselves to orientation. No additional notification or permission is necessary.

CONSTRUCTION ALERT
Updates on road construction.

The Academic Orientation and Transitions Staff cannot accept responsibility for parking tickets and/or towing fees.

Airport/Bus/Amtrak Transportation

Capital Region International Airport
Detroit Metro Airport
Bus transportation from Detroit Metro Airport to East Lansing is available via the Michigan Flyer
Amtrak Station
Map Information

For detailed maps of the MSU campus and the orientation area, go to the AOP Map [here](#).

Download MSU Guide which is in Apple’s app store. This app will help you explore and find your way around the MSU campus.

Directory Information

**Academic Orientation and Transitions**
Bessey Hall  
434 Farm Lane Rm 170  
East Lansing, MI 48824  
517/355-8490  
aop@msu.edu

**Admissions Office**
Hannah Administration Bldg  
426 Auditorium Rd Rm 250  
East Lansing, MI 48824  
517/355-8332  
admis@msu.edu

**Credit Evaluation**
Hannah Administration Bldg  
426 Auditorium Rd Rm 150  
East Lansing, MI 48824  
517/355-3300  
traneval@msu.edu

**Financial Aid**
Student Services Bldg  
556 E. Circle Drive Rm 252  
East Lansing, MI 48824  
517/355-5940  
finaid@msu.edu

**Registrar’s Office**
Hannah Administration Bldg  
426 Auditorium Rd Rm 150  
East Lansing, MI 48824  
517/355-3300  
reg@msu.edu

**Student Accounts**
Hannah Administration Bldg  
426 Auditorium Rd Rm 140  
East Lansing, MI 48824  
517/355-3343  
student.receivables@ctlr.msu.edu

Emergency Information

It is unusual for a student to have an accident when attending the Academic Orientation Program. If a student is injured while the student is participating in AOP, Michigan State University reserves the right to call for an emergency vehicle, including an ambulance. If it is necessary to transport a student in the ambulance, the student will be responsible for meeting any expenses incurred.