ORIENTATION INFORMATION

Fall Semester June/July AOP Transfer Students 2017

IT’S TIME TO BE A SPARTAN!

orientation.msu.edu

MICHIGAN STATE UNIVERSITY
PROGRAM REGULATIONS AND EXPECTATIONS

The possession or use of alcoholic beverages, illegal drugs, firearms, and/or weapons is not permitted.

Attendance is required at all Academic Orientation Program activities except when otherwise noted. You are expected to be on time for all program activities.

Only students attending AOP are permitted in the academic advising rooms and areas used for computer enrollment. No family members/friends may accompany you during these sessions.

Any violation of these regulations and expectations or other inappropriate actions as determined by the Associate Provost for Undergraduate Education, Director of Admissions and/or Director of Academic Orientation and Transitions will result in disciplinary action, which can include dismissal from the Academic Orientation Program with a postponement of enrolling for classes until spring semester or a revocation of admission to the university.

MSU is tobacco-free as part of an ongoing effort to ensure the MSU community enjoys a healthy campus. Tobacco-free MSU FAQs, information about the policy, resources and more are available at http://tobaccofree.msu.edu
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

• All transfer students MUST attend an AOP, unless you have done one of the following:
  - You already have a BA or BS degree.
  - You are a Registered Nurse admitted to the baccalaureate completion curriculum and are taking an online class.
  - You are admitted to an Evening Degree Completion Program.
  - You are admitted to the Early Care and Education Major in the Great Plains IDEA Program.
  - You are transferring from the two-year Michigan State University Veterinary Technology Program.
  - You are transferring from the two-year Michigan State University Agricultural Technology Program.

• Note that if you are required to attend AOP, you cannot enroll for classes unless you attend the entire AOP. Attendance is taken at various sessions.
  - No exceptions for physicals, job commitments, awards banquets, sporting events, etc.

• The program begins at 6:45 am and ends at about 6:00 pm.

• If you are going to be late or need to reschedule your AOP, contact the Orientation 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 January 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 Information

You are required to bring a government-issued picture ID if you would like to receive your MSU ID card while at AOP. Acceptable forms of ID are a driver’s license, state ID or passport. No other form of ID, including a school ID, will be accepted. If you arrive without acceptable ID, you can not receive your MSU ID.

Check-In

• 6:45 am
  Women: East Wilson Hall Lobby
  Men: West Wilson Hall Lobby

Meals

• Included for students:
  - Continental Breakfast: 6:45-8:00 am
  - Lunch: 11:00-12:00 pm

• Bring a snack in case you get hungry in between meals.

Money Needed at AOP

• Snack money - Vending machines are available in Case/Wilson Halls.
• The Sparty’s convenience store located in Case Hall will be open periodically during the program.

NOTE: Tuition bills cannot be paid at AOP. Look for a message in your MSU email at the end of July regarding your bill.
Tentative Schedule of Activities

6:45 am  Check-In  
            Placement Testing  
            ID Card Pick Up  
            Major Change  

8:00–8:30 am  Welcome and Overview of the 
               Academic Orientation Program  

8:30–9:00 am  Degree Navigator & Transfer Credit  

9:00–9:10 am  Online Resources Presentation  

9:10–9:40 am  Meet an MSU Professor  

9:45-10:15 am  Student Parking Information  

9:45–10:15 am  Reapplying for Admission to the 
                College of Business and the College 
                of Engineering  

9:45–10:15 am  Gaining Admission to the College of 
                Education  

9:45–11:00 am  Placement Testing  

10:20–10:50 am  Student Billing/Financial Aid/ 
                 Student Work  

10:20–10:50 am  Secondary Education Majors and 
                 Child Development Majors Meeting  

10:20–10:50 am  Gaining Admission to the 
                 Kinesiology or Athletic Training 
                 Majors  

10:20–10:50 am  Veteran Student Resources  

11:00–12:00 pm  Lunch  

12:00 pm  College Session: Orientation to Your 
          Major  
          Academic Advising  
          Enroll for Classes  

12:30–3:00 pm  Placement Testing  

1:00–4:00 pm  Resource Fair  

1:00–6:00 pm  Check-Out  

Check-Out
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 6:00 pm, depending on 
how quickly they see their academic advisors and enroll for 
classes.
**Report Your Immunization Status (Required)**

MSU’s immunization policy for new undergraduate students requires them to:
- review their immunization status
- provide the University an immunization history on a specific online form, found at [immunize.msu.edu](http://immunize.msu.edu)

- Failure to complete the immunization self-report form will affect your ability to enroll and register for future classes.

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

**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 receive a copy of the selected book at a discounted rate. The cost of the book plus accompanying programming, including the author visiting campus for academic convocation, is charged to their bill. Because OBOC is part of the MSU culture, students are strongly encouraged to read the book, have it available for the start of classes and participate in related events.

**Complete the Spartan Persistence Project**

All transfer students are required to complete the Spartan Persistence Project. Details regarding the Spartan Persistence Project are sent to transfer students via email at the end of May/beginning of June. You must have completed the Spartan Persistence Project in order to check out of AOP.
Take the Math Placement Exam

The site, ‘mpsexam.msu.edu/documentation/’, is the primary resource for the Mathematics Placement Service Exam (the MPS Exam):

- The ‘Basic Info’ page answers basic questions and explains how the exam is taken.
- The ‘FAQ’ page answers many other questions about the exam.
- The ‘Contacts’ page lists reliable sources for additional information.

To access the MPS Exam, you must first be able to access your MSU email account.

With the following exceptions, all students entering MSU are required to take the un-proctored MPS Exam online, before attending AOP:

- Students who, prior to attending AOP, have already received Advanced Placement Mathematics credit for Calculus from MSU.
- Students who will take a mathematics course at MSU and have either an ACT Math sub-score of at least 28 or an SAT Math sub-score of at least 660.
- Students with transfer credit for MTH 103, 110, 116, 124, 132, or 152H.

Students with transfer or AP credit or waiver for the following MUST take the MPS Exam:

- Transfer credit for MTH 112, 114, 201, or STT 200, 201 alone, with no other math credit above the level of MTH 1825.
- AP Statistics.

MSU has a Mathematics Graduation Requirement for all students. The only way to waive this requirement is to take the proctored MPS Exam, either during AOP or by special arrangement. (If you take the un-proctored MPS Exam prior to AOP, you may still take the proctored MPS Exam at AOP.)

A list of potential MSU testing sites can be obtained by calling 800-500-1554 or by reading the ‘FAQ’ page described above; however, only some of these sites may offer proctored MPS Exam testing. Please contact the specific testing site several days in advance to verify availability and to make testing arrangements.

All students, who before May 26, have an MPS Exam score (or the ACT or SAT math scores referenced above) will be pre-enrolled into MSU courses consistent with their scores and their individual majors.
To-Dos Before AOP

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. Bring a copy of your scores to AOP to share with your academic advisor, as most students will attend AOP before MSU has processed AP credits. Check “Courses by Term” in STUINFO (stuinfo.msu.edu) in late July to see your credits. If your class schedule needs to change due to your AP credits, contact your academic advisor.

Submit Your Spartan ID Card Photo Online

You must upload a photo for your Spartan ID Card at http://idoffice.msu.edu/online-photo/. Be sure to review the requirements and the photo submission due dates for each AOP session. 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.
Prior to AOP, you can change your major two weeks before your assigned orientation date. You can change your major prior to AOP by accessing your admissions account. You can also change your major at AOP after check-in or at scheduled times in the AOP Office. Note that no major changes are possible after you attend AOP until classes begin in September.

List of Academic Majors

Interested in Music (Majors, Minors, or Non-major Options)
The College of Music requires a successful audition for all students on their major instrument or voice. The audition determines acceptance as a music major or minor. Auditions will be performed for representative members of the music performance faculty. In order to help guide prospective applicants as they prepare for auditions, the College of Music has posted an online list of suggested audition repertoire. These are suggested as minimum entrance requirements; however, it is most important that applicants perform what best demonstrates their musical and technical capabilities.

Those interested in a music major or minor must file an Online Supplemental Music Application well in advance of an audition. Auditions generally occur in November for students wishing to gain music major admission for spring semester, and in January and February for students applying for music major status for fall semester. For more information, including a College of Music application, audition dates, and suggested audition repertoire, visit www.music.msu.edu/admissions.

The College of Music offers a variety of ensemble opportunities in band, choir, and orchestra. More than 2,000 non-music major students participate in one or more of these groups. Although most of these ensembles require an audition, there are some for which an audition is not needed to participate. For more details, please visit www.music.msu.edu/performance.

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/
To-Dos Before AOP

- 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-Dos 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. In addition to the on-line RVSM training, MSU requires the Sexual Assault and Relationship Violence (SARV) Prevention Program. This Program promotes safety and improves quality of life by educating students on sexual assault and relationship violence, eliminating violence on campus, empowering students to become advocates for a non-violent community and positively effecting social change. You will receive emails prompting you to register.
Transfer Credit Information

• 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 are enrolled in classes this spring semester, please provide us with a list of courses in progress. You cannot meet with an academic advisor and enroll for classes at AOP unless we have 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) from each institution of higher education they attended prior to enrolling at Michigan State University. We also strongly recommend that you bring syllabi from each course you are transferring to MSU. Academic advisors often have questions about the content of courses being transferred. The course catalog and/or course syllabi will help during the academic advising process.

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: http://myprofile.rcpd.msu.edu
  Phone 517/884-RCPD
  Website www.rcpd.msu.edu

• 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.
To learn more about all that living on campus has to offer, visit Residence Education and Housing Service’s website at www.liveon.msu.edu. For information about what it means to Eat at State, including dining plan and Spartan Cash information, visit www.eatatstate.com.

To obtain on campus housing in a residence hall contact the Housing Assignments Office at 517/884-LIVE or 887/9LIVEON.

For students who are living on campus, please visit the Resource Fair during your Orientation to receive more information about the residence halls and Neighborhoods.

For information on off-campus housing including fraternities, sororities, co-operative living units and religious living units: 517/355-8303 or email www.studentlife.msu.edu and click on “Off Campus Housing.”

**What To Bring To AOP**

- Confirmation of your AOP date - make sure you don't come on the wrong date!
- Other University course catalog(s)
- Other University transcripts
Parent Orientation Program Dates

| June 26 | July 21 | July 24 |

Registration

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

Check-In

- 6:45-8:00 am Kellogg Center

Meals

- Lunch, which can be purchased on a cash basis, will take place in the Kellogg Center or Brody Square from 11:20 am to 12:30 pm.

Accommodations

A list of local hotels/motels is available here. 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.”
**Tentative Schedule of Activities**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:45 am – 8:00 am</td>
<td>Check-In</td>
</tr>
<tr>
<td>8:00 am – 8:15 am</td>
<td>Welcome and Program Overview</td>
</tr>
<tr>
<td>8:15 am – 8:55 am</td>
<td>Academic Programs and Academic Success</td>
</tr>
<tr>
<td>8:55 am – 9:25 am</td>
<td>Academic Advising and Course Enrollment- What Students Can Expect</td>
</tr>
<tr>
<td>9:25 am – 9:30 am</td>
<td>Break</td>
</tr>
<tr>
<td>9:30 am – 9:40 am</td>
<td>Career Services Network</td>
</tr>
<tr>
<td>9:40 am – 10:05 am</td>
<td>Student Accounts</td>
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<tr>
<td>10:05 am – 10:30 am</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>10:30 am – 10:40 am</td>
<td>Question and Answer Session</td>
</tr>
<tr>
<td>10:40 am – 10:50 am</td>
<td>Break</td>
</tr>
<tr>
<td>10:50 am – 11:20 am</td>
<td>Health, Safety, Security and Transitions in a Student’s and Parent’s Life</td>
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<tr>
<td>11:20 am – 12:30 pm</td>
<td>Lunch</td>
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<tr>
<td>12:30 pm – 1:00 pm</td>
<td>IT Services</td>
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<tr>
<td>1:00 pm – 1:15 pm</td>
<td>CATA Bus System</td>
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<tr>
<td>1:15 pm – 1:45 pm</td>
<td>Student Panel</td>
</tr>
<tr>
<td>1:45 pm – 2:15 pm</td>
<td>Neighborhood Student Success Programs and Services</td>
</tr>
<tr>
<td>2:15 pm – 2:45 am</td>
<td>Housing and Campus Life Resources</td>
</tr>
<tr>
<td>3:00 pm – 4:00 pm</td>
<td>Resource Fair</td>
</tr>
<tr>
<td>3:00 pm – 4:30 pm</td>
<td>Residence Hall/Room Tour</td>
</tr>
</tbody>
</table>

Note that academic advising meetings and course enrollment are only for students. We respectfully ask parents to wait until the entire student orientation program is completed before meeting with their student.
Where to Meet Your Student After the Program

• North Wonders Hall Lobby.

• When discussing a meeting time/place with your student, please keep in mind that most students finish AOP anytime between 5:00 pm and 6:00 pm.

• There is no pick-up/parking at Case and Wilson Halls. Please park in the designated Orientation Parking Ramp 7 (see page 16).

Bringing Family Members

• The Parent Orientation Program is a well-attended program. Limited space is available. Children will not be 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 to reserve your spot.

“As our son is our third child to attend college, we feel we have a basis for comparison, at least in the matter of parent orientation programs. Without a doubt, the program at Michigan State was by far the best organized, most informative and most enjoyable of those we have attended.”
Travel

IMPORTANT CONSTRUCTION ALERT
Due to the fact that there is considerable construction on roads adjacent to campus and some construction along I-496, I-96 and US-127, there will be traffic delays (lane closures will take place intermittently throughout the day). Please plan for additional travel time so students can check in and complete required activities prior to the first presentation. For updates on road construction, please visit michigan.gov/drive and http://www.construction.msu.edu/.

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 through Michigan Avenue, make the next left (east) onto Kalamazoo Street. Continue on Kalamazoo then turn right (south) on Harrison Rd. Parking for orientation guests is in the parking structure (Ramp 7) on your right off Harrison Road.

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 (south) onto Harrison Rd. Parking for orientation guests is in the parking structure (Ramp 7) off Harrison Road (west side). A permit is required - see PARKING - IMPORTANT INFORMATION below.

PARKING - IMPORTANT INFORMATION for AOP/POP GUESTS:
Park in parking structure Ramp 7 (off Harrison Road). Please note: Except for meters and visitor pay lots, lots on campus are reserved. Unfortunately, academic orientation and transitions staff cannot accept responsibility for parking violations and/or towing fees.
Parking

• Park only in the lot designated in this booklet. See page 15 for directions. GPS coordinates: N 42° 43' 33.437" W 084° 29' 37.791"; closest intersection is Shaw Lane & Harrison Road.

• **IMPORTANT**: There is restricted access to the area in front of Case/Wilson Halls. **Parents will not be able to drop students off or pick them up in front of Case Hall.** Therefore, students and parents checking into AOP must park in the Orientation Parking ramp on Harrison Rd. and walk to Case/Wilson Halls/Kellogg Center.

• 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. Academic orientation and transitions cannot accept responsibility for parking tickets and/or towing fees.

• Accessible parking is available near the entrances of Case/Wilson Halls (for disabled students) and Kellogg Center (for disabled parents). Parking staff will direct you to these spaces.

• Students are welcome to drive themselves to AOP. They should park in the parking lot designated in this booklet; no additional notification or permission is necessary.

**Please note that if you park in front of Case/Wilson Halls, you will be ticketed and/or towed. Academic Orientation and Transitions 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
For detailed map of the MSU campus and the Academic Orientation Program area, go to AOP Map.

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

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

**Financial Aid**
Student Services Building
556 E. Circle Drive Rm 252
East Lansing, MI 48824
517/353-5940
finaid@msu.edu

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

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

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