

New Student Orientation

Lyman Briggs College

Academic Advising Appointment



Lyman Briggs College
MICHIGAN STATE UNIVERSITY

What we will cover today:

1. Preparing for your Academic Advising Appointment
2. Scheduling you Academic Advising Appointment
3. Next Steps



Your Advising Appointment:

- Includes a specific date YOU sign up for through the Appointment System
- You will meet remotely with an Academic Advisor in Lyman Briggs for course planning
- Both you and your Academic Advisor will focus on enrolling you in the courses for your first semester
- You will be able to alter your schedule after, until the end of the first week of classes
 - We suggest you have a follow up consultation with an Advisor if you do choose to alter your schedule



Your Advising Appointment:

- For NSO ONLY – Advising Appointments can be scheduled up to 30 days out
 - Continue to check your scheduling system if you do not find a time that works for you
- During the Academic Year, appointments are available seven days in advance
- **Your appointment will be scheduled for one hour. Please allow your Advisor to display your course schedule, and any time left will include enrolling in the courses for your first semester and a brief question and answer session with your Advisor**



Your Advising Appointment:

- If you are a special population, you should meet with that program first
 - These programs will communicate with you directly via e-mail. Please follow up with their communications and meet with them BEFORE your scheduled appointment with a Lyman Briggs Academic Advisor
- Special programs include:
 - Honors College
 - Academic Scholars Program
 - Detroit MADE
 - Dow STEM Scholars
 - TRIO Student Support Services



Scheduling your Advising Appointment:

1. Go to student.msu.edu and login
2. Select "Academic Progress"
3. Select the "Academic Advising" tile
4. Select "Schedule an Appointment"
5. Under the "Category," select "Advising"
6. Under "Advising/Tutoring Unit," select "Lyman Briggs College"
7. For "Appointment Reason," hit the magnifying glass and select "NSO Advising"
8. For "Appointment Type," select "Zoom Appointment"
9. Follow all the prompts to select your Advisor, Date and Time



DO NOT FORGET TO HIT THE SELECT TIME BUTTON AND BOOK IT!

You will receive a calendar invitation through your MSU E-mail, on your Outlook mail calendar, as well as your Academic Advisor.



Lyman Briggs College
MICHIGAN STATE UNIVERSITY

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives students who enter a post-secondary institution the right to have access to their education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from their education records. With limited exceptions, FERPA prohibits the release of personally identifiable information from a student's education record without the student's prior written consent. The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

A comprehensive summary of the University's procedures on maintenance of and access to student education records in compliance with FERPA is provided in the [MSU Access to Student Information guidelines here](#).

Contact ferpa@msu.edu with additional questions or concerns.



Lyman Briggs College
MICHIGAN STATE UNIVERSITY

Next Steps:

1. Continue completing ALL the sessions
2. Review resources and complete activities for each session
3. Check your MSU email regularly
 - We will be communicating with you through your MSU email
4. **Complete your homework**
5. Take any necessary Placement exams



Next Steps:

- Come back to this session as needed, especially when scheduling your Academic Advising Appointment
- Utilize the resources in this session to schedule your Academic Advising Appointment, including the scheduling video
- Complete ALL remaining sessions to help connect with the Lyman Briggs Community and your Peer Support Mentor
- Ensure that you return to the Academic Advising D2L Modules to confirm your major if you haven't done so already



Thank you and we will see you soon!



Lyman Briggs College
MICHIGAN STATE UNIVERSITY