

**NOTICE TO ALL STUDENTS  
GENERAL INSTRUCTIONS FROM THE REGISTRAR**

Academic Advising, Enrollment and Registration for Fall 2005/Spring 2006

**The schedule of courses is available on the web at: [www.reg.msu.edu](http://www.reg.msu.edu).**

**Degree Navigator is available on the web at: [www.degnav.msu.edu](http://www.degnav.msu.edu).**

Degree Navigator compares your academic record with degree requirements. Degree requirements may differ based on date of entry into a program and dates of program changes. You should check any discrepancies with your academic adviser.

**March 22, 2005**      Student enrollment appointments assigned and available on STUINFO.

**April 1-April 29**      Scheduled enrollment period. Students currently enrolled who plan to attend in the fall should enroll at this time.

**April 30-June 10**      Open enrollment period. Schedules may be adjusted at any time during this period.

**June 11-July 24**      Enrollment system not available to current undergraduate, Agricultural Technology and Veterinary Technology students.

**July 25**              Fall 2005 tuition bills available on STU-INFO.  
(Paper bills will no longer be mailed)

**August 11**            Minimum tuition and fee payment for Fall Semester is due. A \$50 late registration fee is assessed after this date. Even if no payment is due, you must return the statement stub to avoid a late fee.

**SEE YOUR ACADEMIC ADVISER TO DISCUSS YOUR PLANNED PROGRAM AND ENROLL ACCORDING TO THE FOLLOWING ARRANGEMENTS IN YOUR COLLEGE:**

## **COLLEGE OF AGRICULTURE AND NATURAL RESOURCES**

It is very important that you see an adviser before completing enrollment. Students who plan to graduate Spring Semester 2005 or Summer 2005 should see an adviser as directed below to be sure that all graduation requirements will be met by the end of the semester you wish to finish.

**Agriculture and Natural Resources No-Preference Students:** Please call Susan DeRosa at 355-0234 or e-mail [derosa@msu.edu](mailto:derosa@msu.edu) to schedule an appointment. You must see an adviser before completing enrollment.

**Agribusiness Management:** Students must see an adviser before enrolling. Call 353-4519 to make an appointment.

**ANR Communications and Agriscience:** Students should call 432-0264 or email [lucasjam@msu.edu](mailto:lucasjam@msu.edu) to schedule an appointment with Jim Lucas.

**Animal Science:** Students must see an adviser before enrolling. Please call Kim Dobson at 353-9227 to schedule an appointment.

**Construction Management:** Students should schedule an appointment with Andrew W. Seidel using the on-line appointment system:

<https://ntweb11.ais.msu.edu/AAS/AppLogin.Asp>. The advising center is located in RM 100 Farrall Hall, 517 353-4455. Those interested in declaring Construction Management as their major should be aware of current enrollment restrictions. For details refer to: <http://www.canr.msu.edu/cm/undergrad>.

**Crop and Soil Sciences and Environmental Soil Science:** Please call either Dr. Karen Renner (355-0271, Ext. 233) or Dr. Taylor Johnston (355-0271, Ext. 164) to schedule an appointment for advising. Students in the turfgrass management option contact Dr. James Crum (355-0271, Ext. 134).

**Entomology:** Students should review their programs with the Undergraduate Academic Adviser before enrolling. Please call George Ayers at 355-9705 or Jill Kolp at 355-4665 for an appointment.

**Environmental Economics and Policy:** Students must see an adviser before enrolling. Call 353-4519 to make an appointment.

**Environmental Studies and Applications:** Students should see an adviser before enrolling. Please call Frances Kaneene at 353-0798 or email [kaneene@msu.edu](mailto:kaneene@msu.edu) to schedule an appointment.

**Fisheries and Wildlife:** Students should meet with Jim Schneider, FW Academic Adviser, before enrolling. Students should either access the web site <http://www.fw.msu.edu/undergraduates/advising.htm> and follow link to the Advising Appointment System to choose a date and time for their appointment or call FW Advising Center at 353-9091 to schedule an appointment with Jim.

**Food Industry Management:** Students must see an adviser before enrolling. Call 355-1692 to make an appointment.

**Food Science:** Please call Ms. Rhonda Crackel at 355-7713, extension 180 or e-mail [crackel@msu.edu](mailto:crackel@msu.edu) to schedule an appointment for advising.

**Forestry:** Please call Julie Kerr at 355-0090 to make an appointment for advising.

**Horticulture:** Students must see an adviser before enrolling. Please call Terri Hayes at 355-5191 ext. 325 to schedule an appointment.

**Packaging:** Current Packaging majors should make an appointment to confer with an

adviser. Access the web site <http://www.packaging.msu.edu/advising.php> and follow the link to choose a time and date for your conference.

**Park, Recreation and Tourism Resources:** Students must see an adviser before enrolling. Call 353-0798, or 432-0274 or email [kaneene@msu.edu](mailto:kaneene@msu.edu) to schedule an appointment.

**Plant Pathology:** Undergraduate students interested in the new Plant Pathology major should call 432-4592 to schedule an appointment with an academic adviser.

**Technology Systems Management:** Undergraduate students interested in the new Technology Systems Management major should contact Susan Derosa by phone at 355-0236 or by e-mail at [derosa@msu.edu](mailto:derosa@msu.edu). For general questions about the major and the various options within the major, students are encouraged to contact Dr. Luke Reese at 353-3258 or [reesel@msu.edu](mailto:reesel@msu.edu). Students should familiarize themselves with the program by visiting the website at <http://www.egr.ms.edu/age/TSM/> before contacting Susan or Dr. Reese.

## **COLLEGE OF ARTS AND LETTERS**

**ART AND ART HISTORY MAJORS: ART MAJORS: Studio Art.** It is very important that students who anticipate graduating in Fall 2005, Spring 2006, and Summer 2006 see an advisor. Walk-in advising times with Cindy Walter are from 12:00 - 2:00 pm Tuesdays-Fridays at 105 Kresge Art Center. Cindy can be reached at [walterc2@msu.edu](mailto:walterc2@msu.edu) or 432-7033. **Art Education.** It is very important that students who anticipate graduating in Fall 2005, Spring 2006, and Summer 2006 see an advisor. Art Education students wishing to make an advising appointment should contact Bill Charland at [charlan3@msu.edu](mailto:charlan3@msu.edu).

**History of Art** majors should contact Phylis Floyd at [floyd@msu.edu](mailto:floyd@msu.edu) to set up an advising appointment. All Art & Art History majors will be sent more detailed information via the department's listserve.

**ENGLISH MAJORS:** All English majors should see Ruth Mowry, Undergraduate Adviser in the Department of English. Walk-in and scheduled appointments are available for advising. Students can e-mail [mowry@msu.edu](mailto:mowry@msu.edu) to schedule an appointment with Ruth Mowry. Walk-in hours are posted in 228 Morrill Hall. Students are also encouraged to discuss their program of study with faculty members whose office hours are posted in 201 Morrill Hall.

**FRENCH AND LATIN MAJORS:** FCI - Majors in French see Professor Ehsan Ahmed, 217 Old Horticulture Building. Majors in LATIN, see Professor John Rauk, 161 Old Horticulture Building. Please see the advisers during their posted advising hours or by appointment.

**HISTORY:** Information is now listed under Social Science.

**HUMANITIES AND HUMANITIES PRE-LAW MAJORS:** Students should schedule an appointment to see an adviser in the Student Affairs Office of the College of Arts and Letters (200 Linton Hall) by calling 355-0366.

**HUMANITIES PRE-LAW HONORS ONLY:** Please contact the College of Arts & Letters student affairs office at 355-0366 to make an appointment with Ms. Bethany Judge.

**LINGUISTICS AND GERMANIC, SLAVIC, ASIAN AND AFRICAN LANGUAGES: EAST ASIAN LANGUAGE AND CULTURES, GERMAN,**

**LINGUISTICS, AND RUSSIAN MAJORS:** Majors in Linguistics, see Professor Alan Beretta, A628 Wells Hall, 353-7212. Majors in East Asian (Japanese) see Professor

Catherine Ryu (A600 Wells Hall, 353-6656) if your family name starts with **A - L** (e.g. Jones, Lee) or Professor Endo (A633 Wells Hall, 432-7164) if your family name starts with **M - Z** (e.g. Park, Smith or if you are a **teaching** major or minor); East Asian (Chinese) see Professor Prestel (A615 Wells Hall, 353-0740); Russian, see Professor Prestel (A615 Wells Hall, 353-0740). German majors should contact their assigned academic advisors. Call the department (353-0740) or e-mail Jennifer Nelson at [nelsonje@msu.edu](mailto:nelsonje@msu.edu) to check the office hours of advisors.

**MUSIC MAJORS:** Students should visit or call (355-4585) the advising office, 153 Music Building, to schedule an appointment.

**PHILOSOPHY MAJORS:** Please see your assigned academic adviser. Check with the department office or adviser for times of regular office hours or with an adviser for appointment times outside of regular office hours.

**PROFESSIONAL WRITING PROGRAM:**

Please contact Professor Jeff Grabill in room 235 Bessey (355-2400) for advising. His email is [grabill@msu.edu](mailto:grabill@msu.edu).

**RELIGIOUS STUDIES MAJORS:** Students should visit the department office, 116 Morrill Hall, to schedule an appointment with the academic adviser, Professor Robert McKinley. Appointments can also be made by calling the department office which is open Monday-Friday, 9:00am-5:00pm at 353-2930.

**SPANISH AND PORTUGUESE:** SPANISH MAJORS: To schedule an appointment with the academic Adviser, Jade Sims, please use the COMPUTER APPOINTMENT ADVISING SYSTEM located on the WEB: The URL is <https://ntweb11.ais.msu.edu/aas/>.

Enter your MSU NetID and password and follow the program instructions. The advising office is located in 242 Old Horticulture, (517-353-0769, ext. 141) or [jsims@msu.edu](mailto:jsims@msu.edu).

**THEATRE MAJORS:** Majors in Theatre, see Denice Detmer for an advisor assignment, 149 Auditorium, 355-6690. Honors College Theatre Majors, see Professor Frank Rutledge at 149 Auditorium, 355-6690. Second Major or Additional Degree in Theatre, see Dr. Georg Schuttler at 135 Auditorium, 353-9364. Dance Specialization Students see Lynette Overby, 114 Auditorium, 355-0329 for an appointment.

**WOMEN, GENDER AND SOCIAL JUSTICE:** Students should call the department office at 355-4495, or visit the office at 301 Linton Hall, for information on scheduling an appointment with the adviser.

**ALL OTHER MAJORS:** Go directly to academic adviser.

## ELI BROAD COLLEGE OF BUSINESS

Annual enrollment for 2005-2006 begins March 12, 2004. If you have not seen your adviser, you should do so as soon as possible. The Undergraduate Academic Services Center, 332 Eppley Center is open Monday-Friday, 8:00 am-5:00 pm. To schedule an appointment, use the Broad College COMPUTER APPOINTMENT SYSTEM located on the WEB. The URL is <http://www.bus.msu.edu/undergrad/>. Select Adviser Appointment, enter your MSU NetID and password and follow the program instructions.

**The School of Hospitality Business:** The Coordinator of Academic Student Services is available to advise students Monday-Friday, 8:00 am-5:00 pm, in 239 Eppley Center. To schedule an appointment, use the COMPUTER APPOINTMENT SYSTEM located on the WEB. The URL is <http://www.bus.msu.edu/shb/undergrad/advising.html>. Select Advising Appointment, enter your MSU NetID and password and follow the program instructions.

**Economics:** You are advised in Owen Hall during the adviser's regularly scheduled office hours.

**Honors College:** You are assigned to a faculty adviser in the department of your major field. You should meet with your adviser during regularly scheduled office hours.

**Juniors and Seniors:** You can discuss remaining degree requirements with an adviser in 332 Eppley Center.

**Graduate Students:** You should make an appointment to see your academic adviser.

## **COLLEGE OF COMMUNICATION ARTS AND SCIENCES**

If you have not seen your adviser, you should do so as soon as possible. Advising appointments can be made through the college web page ([www.cas.msu.edu](http://www.cas.msu.edu)) by clicking on advising for the majors of Audiology and Speech, Advertising, Merchandising Management (Retailing), Communication, Journalism, and Telecommunication, Information Studies and Media. Express Advising on a first-come, first-serve basis is available on Wednesdays, 8-11 am and Thursdays 1-4 pm.

## **COLLEGE OF EDUCATION**

Students in Elementary and Special Education should consult with their advisors prior to enrolling for courses. Freshmen Elementary and Special Education majors should attend a group session before enrolling in 2005-2006 courses. Freshmen Group Sessions run from March 17<sup>th</sup> to April 14<sup>th</sup>. Information about days and times are available in the Student Affairs Office, 134 Erickson. No pre-registration is necessary.

Any student who has been admitted to the College of Education must attend a group session beginning March 14<sup>th</sup>. Information about group sessions is included in the admission decision letter and available in 134 Erickson. Juniors and seniors previously admitted to the College should make individual appointments with their Team adviser (Team 1: Jennifer Watson; Team 2: Janet Chegidden or Chris Gajda; and Team 3: Amanda Idema) to review graduation requirements. All Special Education Majors should make an appointment to see Jean Brown in 336 Erickson. Students in Kinesiology or inquiring about KIN programs should make an appointment to see Jo Hartwell or Jennifer Watson in 134 Erickson.

Students inquiring about application procedures to enter teaching programs should see a College of Education adviser. To schedule an appointment with any College of Education undergraduate advisor please visit [www.educ.msu.edu](http://www.educ.msu.edu).

## **COLLEGE OF ENGINEERING**

**Applied Engineering Sciences and Biosystems Engineering:** All Applied Engineering Sciences and Biosystems Engineering students and those interested in these majors, freshmen through seniors, are encouraged to schedule an appointment for academic advising with Elaine Johnson-Hahn, Room 1428 Engineering Building, (Call 355-6616 ext 1). Those planning to graduate Summer 2005 or Fall 2005 should make an appointment for a final review, if they have not already done so.

**Chemical Engineering and Materials Science:** All Chemical Engineering and Materials Science students, freshmen through seniors, and those students interested in these majors

are encouraged to schedule an appointment for academic advising with Cynthia Sarver in 1415 Engineering Building, 355-6616 extension 1. Summer 2005 and Fall 2005 graduates who have not yet had a graduation review, should see Cynthia immediately.

**Civil Engineering:** Civil Engineering students, freshmen through seniors, and those interested in majoring in Civil Engineering, are encouraged to schedule an appointment for academic advising with Dan King, located in 3579 Engineering Building. Appointments can be made by accessing the Department of Civil and Environmental Engineering (CEE) web site at [www.egr.msu.edu/cee/](http://www.egr.msu.edu/cee/) and clicking on the Quick Link, Appointment with Adviser. If you are unable to schedule an appointment with Dan using the web-based system, you can call the CEE Department Office at 355-5107 for assistance. All students planning to graduate Summer 2005, Fall 2005 or Spring 2006 should also see Dan for a final graduation review BEFORE enrolling for courses.

**Computer Science:** Current Freshmen, who are not yet admitted to the college and major, are encouraged to schedule an appointment with Amy Radford [radforda@msu.edu](mailto:radforda@msu.edu). Students at any level, who have already been admitted, are encouraged to make an appointment for academic advising with Teresa Isela VanderSloot located in 3115 Engineering Building. Please visit the "Undergraduate Students," section at [www.cse.msu.edu](http://www.cse.msu.edu), to review advising walk-in hours, or call 353-5455 to schedule an appointment. E-mail questions may be sent to [iselava1@msu.edu](mailto:iselava1@msu.edu). Please note; all students planning to graduate in December 2005 or May 2006 should see Teresa for a final graduation review BEFORE enrolling in courses.

**Electrical Engineering/Computer Engineering:** Junior and Senior Electrical Engineering and Computer Engineering students are encouraged to set up an appointment for academic advising with Garth Motschenbacher. Either stop by 2212 Engineering Building, call 355-5242, or e-mail [motschen@egr.msu.edu](mailto:motschen@egr.msu.edu). All students planning to graduate in December 2005 or May 2006 should see Garth for a final graduation review BEFORE enrolling for courses.

**Mechanical Engineering:** Mechanical Engineering freshmen and sophomores are invited to make an appointment with Sean Fochtman by calling 355-6616 X1. Juniors and seniors are encouraged to set up an appointment for academic advising with Gaile Griffore. Please call 355-3338 or stop by 2560 Engineering Building. All students planning to graduate in December 2005 or May 2006 should see Gaile for a final graduation review BEFORE enrolling for courses.

**Engineering No Preference Freshmen and Sophomores:** To schedule an individual appointment with your academic adviser, contact the Undergraduate Studies Office, 1415 Engineering Building, 355-6616 extension 1. Honors students with Engineering No Preference Majors should schedule an appointment with Bernadette Friedrich by calling 355-5163.

## **THE HONORS COLLEGE**

**No-Preference Students** should schedule an appointment with an Honors College staff adviser in Eustace-Cole Hall before April 1. Schedule your appointment as soon as possible at <https://ntweb11.ais.msu.edu/aas/>.

**All Other Honors College** members should schedule appointments with their departmental Honors adviser(s) before completing the procedures outlined by their college. **Schedule Appointments for Academic Advising Now.** In preparation for advising

appointments, review the *Honors College Bulletin of Course Descriptions*. It is available online at <http://www.msu.edu/unit/honcoll/Bulletin.html>. You may defer the completion of your APP for 20052006 until after enrollment, but it is imperative that you consult with your adviser(s) **before** you enroll.

**Graduate Course Enrollment:** The online enrollment system will not allow you to sign up for a graduate-level course until an enrollment override has been entered for the class. If you and your departmental Honors adviser agree that you ought to select one or more graduate courses, talk with the instructor for permission to enroll, and then contact the department office of the unit offering the course to arrange for an override.

## **COLLEGE OF HUMAN ECOLOGY**

Human Ecology students should make an appointment with their academic advisors prior to enrolling in courses for Fall 05 and Spring 06. Except for Merchandising Management, all advising appointments can be made on the college web site at

<http://www.he.msu.edu/studentadvising.html> [www.he.msu.edu/studentadvising.html](http://www.he.msu.edu/studentadvising.html).

Students should click on their majors to enter the Advisor Scheduling System.

College of Human Ecology departments, majors, and advisors are listed below.

### **Department of Family & Child Ecology**

**Majors:** Child Development, Family Community Services, and Family and Consumer Sciences

**Advisors:** Mrs. Jacobs and Mr. Kania, 103 Human Ecology Building

### **Department of Food Science and Human Nutrition**

**Majors:** Dietetics and Nutritional Sciences

**Advisor:** Mrs. Summers, 103 Human Ecology Building

### **Department of Human Environment and Design**

**Majors:** Apparel & Textile Design, Interior Design  
**Advisors:** Mrs. Chaphalkar and Mrs. Summers, 103 Human Ecology Building

**Major:** Merchandising Management (Retailing)

**Advisor:** Ms. Yoo, 181 Communication Arts and Sciences Building

Merchandising Management students can make advising appointments on the following

web site: <https://ntweb11.ais.msu.edu/AAS/AppLogin.Asp?Unit=MerchMgmt>

<https://ntweb11.ais.msu.edu/AAS/AppLogin.Asp?Unit=MerchMgmt>).

Express Advising (on a first come, first served basis) is also available for Merchandising Management only on Wednesdays from 8-11, and Thursdays from 1-4 in room 181

Communication Arts and Sciences Building.

## **COLLEGE OF HUMAN MEDICINE**

Blocks I and II graduate professional students will be given specific Fall 05/Spring 06 course enrollment information by the Office of Academic Programs prior to their scheduled enrollment periods. Questions concerning enrollment may be directed to Shelly Nyquist ([nyquistm@msu.edu](mailto:nyquistm@msu.edu)), Office of Academic Programs, A254-G Life Sciences Building.

Block III graduate professional student enrollment will be coordinated by community campus administrators.

Graduate students should consult an advisor in the department of their major if they have questions regarding their program and/or enrollment.

## **JAMES MADISON COLLEGE**

James Madison students are expected to make an appointment with their academic advisers to plan their Fall 05/Spring 06 schedule. It is recommended that students take this opportunity to discuss with their adviser long range planning of study abroad, field experience and post-graduation opportunities. Detailed scheduling information may be found in 355 South Case Hall, or on the WEB; <http://www.jmc.msu.edu>.

## **COLLEGE OF NATURAL SCIENCE**

All College of Natural Science students are encouraged to see their Academic Advisors each semester to discuss their academic schedule and progress as well as their career and professional development interests. If you have not met with your advisor with an outline of your proposed 2004-2005 academic schedule, please do so as soon as possible. To make an appointment with your advisor, call the respective department. Please refer to the following list of CNS resources as needed.

**Biochemistry & Molecular Biology:** Please read your most recent BMB Newsletter for detailed information about scheduling your advising appointment. Call the BMB Office at 353-8949 if you have any questions (105 Biochemistry Building).

**Plant Biology:** Frosh through Seniors with a declared major should make an appointment with their academic advisor or contact the Department Office at 355-4683 (166 Plant Biology).

**Chemistry:** Frosh through seniors with a declared major should make an appointment with their academic advisor or contact the Department Office at 355-9715 ext. 341 (320 Chemistry).

**Geological Sciences:** Frosh through seniors with a declared major should make an appointment with their academic advisor or contact the Department Office 355-4626 (206 Natural Science).

**Interdepartmental Biological Science** (teaching major): Frosh and Sophomores may make an appointment with \*Stephanie Ritrievi through the electronic advising appointment system. Students admitted to the College of Education may make an appointment with Dr. Merle Heidemann at 432-2152 (104 N. Kedzie).

**Human Biology:** Students should make an appointment with \*Dr. Robin Wagner or \*Suzanne Estry through the electronic advising appointment system.

**Lyman Briggs:** Please read your most recent Briggs Newsletter for detailed information about scheduling your advising appointment. Call the Briggs Office at 353-6482 if you have any questions.

**Mathematics:** Frosh through seniors with a declared major should make an appointment with their academic advisor or contact the Department Office at 353-0844 (A214 Wells Hall).

**Medical Technology/Clinical Laboratory Science:** Students should schedule an appointment with their advisor through the advising scheduling system or contact the Department office at 353-7800 (322 N. Kedzie). If you need to make an academic progress plan for next year or wish to change your schedule, you must see an advisor. All seniors are strongly encouraged to verify remaining degree requirements before enrolling.



**Microbiology & Molecular Genetics:** Frosh through seniors should make an appointment with their academic advisor or contact the Department Office at 355-6463 (2215E BPS).

**Natural Science No Preference:** Please make an appointment with \*Stephanie Ritrievi through the electronic advising appointment system.

**Physics and Astronomy:** Frosh through seniors with a declared major should make an appointment with their academic advisor or contact the Department Office at 355-9200 ext. 2131 (1312 BPS).

**Physiology:** Frosh through seniors should schedule an appointment with their academic advisor or contact the Undergraduate Office at 355-6475 ext. 1130 (2240B BPS).

**Pre-professional Resources:** Freshmen and sophomores who have not declared a major should make an appointment for advising with \*Judy Schwinghamer (A-M) 314 N. Kedzie, 353-7800; \*Terri Cregg (N-Z) 311 N. Kedzie, 353-8951. Juniors and seniors should continue to see their pre-professional advisor about professional school admissions and selection criteria as well as admissions test information and career options. For academic advising, juniors and seniors should make an appointment with their academic advisor in their major department.

**Statistics and Probability:** Frosh through seniors with a declared major should make an appointment with their academic advisor or contact the Department Office at 355-9589 (A414 Wells Hall).

**Zoology:** Frosh through seniors should make an appointment using the online appointment system\*.

**Students Considering One of the Natural Sciences as a Major and Career Option:**

We invite you to make an appointment with any of the appropriate people mentioned above or with Ms. Debra Dotterer in 103 Natural Science (355-4475).

\*Appointments with the adviser starred above can be made through the electronic advising system via the following web address:

<http://www.ns.msu.edu/prospective/undergrad/caas.htm>

## **COLLEGE OF NURSING**

Students are encouraged to phone or stop in to schedule an appointment with an academic advisor (353-4827/A117 Life Sciences). Office hours are 8-5. Scheduling appointments are limited to 15 minutes. Bring your proposed schedule for Fall/Spring semester to your advising appointment. All prenursing and nursing students should see an academic advisor each semester to discuss their program.

## **COLLEGE OF OSTEOPATHIC MEDICINE**

Unit I and II COM students taking Fall 2005 and Spring 2006, semester courses must access a computer to enroll during the Scheduled Fall/Spring enrollment period, April 1-April 29, or during the open enrollment period, April 30-June 10.

Specific course enrollment information will be made available to COM students before their scheduled enrollment periods. Questions concerning enrollment may be directed to the Office of Student Services, C-103 East Fee Hall.

## **COLLEGE OF SOCIAL SCIENCE**

**Anthropology:** Dr. Laura DeLind, Undergraduate Adviser, is available in her office, 302 Baker Hall, M (9:00-3:00), T (9:00-2:00), TH (9:00-2:00) and F (9:00-2:00). For an appointment call 353-2950.

**Criminal Justice:** Student advising is available 8:30a.m. - 4:30p.m. Students whose last names fall between A-K should make an appointment to see Emerson Sheffey located in 128 Baker Hall. Those students whose last names fall between L-Z should make an appointment to see Shannon Burton located in 126 Baker Hall. Students must have an appointment for schedule planning. Appointments can be scheduled online by going to: <https://ntweb11.ais.msu.edu/L1101/Student/AppLogin.Asp>. If you are not able to schedule online, please call 355-2197 for assistance. Please come to your appointment with a tentative schedule.

**Economics:** Sue Lenhard is the Undergraduate Advisor for the Department of Economics. Students may schedule an advising appointment with her on the web at:

<https://ntweb11.ais.msu.edu/AAS/AppLogin.Asp?Unit=Economics>. When arriving for your appointment, please check in at 119 W. Owen Graduate Center (our temporary office during the renovation of Marshall-Adams Hall). Please come prepared with a proposed schedule for the Summer (if applicable), Fall and Spring semesters. Students graduating Summer or Fall 2005 and Spring 2006 should meet with her for a “graduation check”.

**Geography:** Ellen White is available for advising, W (1:00-3:00), TH (9:00-12:00, 1:00-4:00), by appointment only. Call 355-4649 Ext. 100.

**History:** Professor Emily Tabuteau, the undergraduate adviser, is available on Mondays and Wednesdays from 1:30-5:00 and on Thursdays 9:00-12:00 and 2:00-4:00. Her office is located at 305 Morrill Hall and she can be reached at 432-8222, ext. 107. Advising is available on a walk-in basis during her designated office hours. Messages can be left on the answering machine in her office, or by calling 355-7500 during university office hours or on e-mail at [tabuteau@msu.edu](mailto:tabuteau@msu.edu). It is important for students who are anticipating graduation to see the adviser the semester prior to the semester of graduation. History majors who are pre-education or have been accepted into the History Education major should meet with the adviser to review coursework. Honors History majors are advised by Dr. Linda Johnson. Dr. Johnson holds office hours on Tuesdays and Thursdays, 3:30-4:30, in 402 Morrill Hall. Her e-mail is [johnso44@msu.edu](mailto:johnso44@msu.edu).

**Interdisciplinary Studies in Social Science:** All seniors and new majors should make an appointment to see an advisor. Other IDS majors are also urged to consult an advisor prior to enrollment. Please come to the appointment prepared with a tentative schedule. Students may contact one of the following advisors: Jeanette Abeles (353-2243), Andrea Funkhouser (432-2212), Bill Marx (355-1776), Pauline Tobias (432-4583). Honors College students should contact Bill Marx. Student athletes should see Pauline Tobias. Please call 353-3125 or come to room 302 Berkey Hall to schedule an appointment.

**Political Science:** Katharine Burley is available for appointments Monday through Friday. Please schedule all appointments online at <https://ntweb11.ais.msu.edu/AAS/AppLogin.Asp?Unit=PoliticalScience>. The advising office is located in 306 South Kedzie Hall. Please come to appointments prepared with questions, your current course schedule, and a tentative schedule for the next academic year. Seniors must meet with an advisor 1-2 semesters prior to their anticipated graduation date to verify that all requirements will be met.

**Psychology:** Sally, Sarah and Francoise are available for appointments Monday-Thursday. Available appointments can be found at <http://Psychology.msu.edu>. Walk-ins are also available on Mondays from 1-4PM with Sarah and Fridays from 10-12noon and 1-4PM with Sally and Francoise. The advisors are located in Room 100 Psychology Building, and the phone number is 353-0753. Make appointments as soon as possible.

**Social Work:** Linda Lawrence is available for advising Monday thru Friday mornings in 233 Baker Hall by appointment. Phone 432-3734 or email: lawren45@msu.edu.

**Sociology:** Dr. Khalida Zaki is available for advising appointments or walk-ins on Monday-Thursday (1:00-4:30) in 316 Berkey Hall. Walk-ins are available on Friday from 10-12 noon also. Call 355-6640 to schedule an appointment for a conference. Sociology Undergraduate Handbook can be found on the website at: <http://www.soc.msu.edu>. All seniors are urged to make an appointment to see advisor as soon as they reach senior standing. It is important to review the remaining graduation requirements prior to enrollment in the semester the student intends to graduate.

**Urban and Regional Planning:** Dr. Herb Norman is available for advising. Call 353-9054 or go to 101 UPLA Building to schedule an appointment. An undergraduate handbook can be found on the new URP website at: <http://www.ssc.msu.edu/~urp/>. Students planning to graduate Fall 2005 or Spring 2006 MUST see Dr. Norman to review academic year 2005-2006 courses.

## **UNDERGRADUATE UNIVERSITY DIVISION**

**No-Preference:** An email will be sent to each No-Preference student for Summer, Fall, and Spring Semesters for academic program planning. Students who do not receive notices should report to an advisement center immediately for Summer enrollment and before April 1 for Fall enrollment.

Students who do not confer with an advisor must assume full responsibility for their programs. Every No-Preference student who will have earned 56 credits (junior standing) by the end of Spring Semester 2005 must declare a major before the end of the semester. Advisers are available 8:00 am - 5:00 pm Monday through Friday.

### **STUDENT ADVISEMENT CENTERS**

S33 Wonders (353-1660) for Case, Holden, Wilson and Wonders residents

229 E. Akers (353-6387) for East Campus residents (Akers, Hubbard, McDonel, Holmes)

109 Brody (353-3863) for residents of the Brody complex

170 Bessey (355-3515) for all others (off-campus, Abbot, Mason, Phillips, Shaw, Snyder, and West Circle residents)

### **CHANGE OF MAJOR**

**Freshmen and Sophomores:** Undergraduate University Division students with 55 or fewer credits initiate changes of major preference in the appropriate Undergraduate University Division Student Academic Affairs Offices (use Student Advisement Centers guide listed above).

**Juniors and Seniors:** A student wishing to change his/her major in one degree college to a major in another degree college must initiate the change in the office of the assistant dean in the college in which he/she is registered. If a change is approved, it becomes effective at the beginning of the next semester. The student must meet the requirements for graduation given in the catalog current at the time the change is effective. Thirty credits must be completed while enrolled in the major college in which the degree is to be earned.

Students in James Madison College and Lyman Briggs School must initiate changes of major in the student affairs or dean's office of their respective college or school, regardless of standing.

Undergraduate University Division Advisers are available to assist students considering a change of major preference.

### COLLEGE OF VETERINARY MEDICINE

**Preveterinary Majors Only:** The academic advising period preceding 2005-2006 enrollment will be March 14-April 15. Appointments during this period are restricted to freshman/sophomore CVM 'Preveterinary' majors only. Instructions for making appointments are contained in the February Preveterinary Bulletin, which was sent to 'Preveterinary' majors only.

**All Other Prospective Veterinary Applicants:** Prospective applicants enrolled in other majors may call CVM's Undergraduate Advising Office at 355-6510 to schedule appointments with an advisor at any other time than March 14-April 15.

**Veterinary Technology:** Veterinary Technology majors may contact the Veterinary Technology Program office to schedule an appointment with an advisor at 353-7267. All veterinary technology students currently enrolled in veterinary technology courses will be provided enrollment instructions by the Program office.

Professional Veterinary Medical Program: **Enrollment instructions for veterinary professional students are provided directly to the students by the CVM Office of Academic Programs**