



BE READY

NEW STUDENT GUIDE



Statewide and Online

PROUD TO BE A FERRIS BULLDOG!

**Congratulations! You've been admitted to Ferris State University.
You should have already completed your online new student orientation.**

What's next?

Here is a checklist of things to do now:

- Log in to MyFSU and check Ferris Gmail (page 7, 15)
- Contact your program advisor to be sure you register for the right classes and don't take more classes than you need to take (page 6)
- Send official CLEP and/or AP scores to Ferris (page 15)
- Apply to the community college if you need to take CC classes in addition to Ferris classes (page 2)
- Complete the FAFSA to apply for financial aid OR update your school code (002260) (page 9)
- Use MyFSU to set up direct deposit for financial aid refunds and textbook advance funding (page 10)
- Contact a financial aid advisor with questions (page 11)
- Complete the New Student Orientation for Ferris Statewide and Online before you can register (page 13)
- If planning to take an online course, take the "Is Online Learning Right for Me?" survey, then complete the Online Readiness Orientation/Tutorial and quiz (page 13)
- Register for classes (page 14)
- Submit the online consortium form if taking classes at the community college (pages 9, 10)
- Order or pick up textbooks (page 16)
- Pay tuition bill - explore payment options (page 11, 12)
- Verify class dates, times and locations via MyFSU (page 15)
- Check Ferris Gmail for updates and financial aid notices (page 7, 8)

Here is a checklist of things to do before each semester:

- Make sure financial aid is in order – submit another FAFSA each year (page 9)
- Contact your program advisor to be sure you're on track (page 6)
- Register for classes (page 14)
- Submit the online consortium form if you're taking classes at the community college (pages 9, 10)
- Pay Ferris tuition bill - explore payment options (page 11, 12)
- Make payments or enroll in a payment plan at your CC to be sure your CC classes are held (page 9)
- Order or pick up textbooks (page 16)
- Verify class dates, times and locations via MyFSU (page 15)
- Check Ferris Gmail for updates and financial aid notices (page 7, 8)
- Stay connected and find Ferris Statewide on Facebook or Instagram
@FerrisStatewide

Important Admissions Notes!

Concurrent Enrollment with the Community College

If your degree program requires you to take classes at the community college as well as Ferris, you need to **also apply to your local community college**. We are partners, but remain separate institutions with different processes. Check your community college's website for their admission requirements. Once you're admitted to the CC, please note that **you will have a different student ID in their system**. Your classes will likely be offered on the same campus, but the CC academic calendar and registration dates may differ from Ferris'.

Class Location Information

Alpena @ Alpena Community College
665 Johnson St., Alpena, MI 49707
(231) 995-1734 or (866) 857-1954
FerrisNorth@ferris.edu

Ann Arbor @ Washtenaw Community College
4800 E. Huron River Dr., Ann Arbor, MI 48105
(517) 483-9723
FerrisLC@ferris.edu

Auburn Hills @ Oakland Community College
2900 Featherstone Rd., Auburn Hills, MI 48326
(586) 263-6773
FerrisSE@ferris.edu

Benton Harbor @ Lake Michigan College
2755 E. Napier Ave., Benton Harbor, MI 49022
(269) 782-1214 or (800) 456-8675 ext. 1214
FerrisSW@ferris.edu

Clinton Township @ Macomb Community College
44575 Garfield Rd., Clinton Township, MI 48038
(586) 263-6773
FerrisSE@ferris.edu

Dowagiac @ Southwestern Michigan College
58900 Cherry Grove Rd., Dowagiac, MI 49047
(269) 782-1214 or (800) 456-8675 ext. 1214
FerrisSW@ferris.edu

Flint @ Mott Community College
1401 E. Court St., Flint, MI 48503
(810) 762-0461 or (866) 387-9430
FerrisFlint@ferris.edu

Garden City @ Schoolcraft College
1751 Radcliff St., Garden City, MI 48135
(586) 263-6773
FerrisSE@ferris.edu

Grand Rapids @ Grand Rapids Community College

151 Fountain St. NE, Grand Rapids, MI 49503

(616) 451-4777 or (800) 998-3425

FSUGR@ferris.edu

Harper Woods @ Wayne County Community College District

19305 Vernier Rd., Harper Woods, MI 48225

(586) 445-7150

FerrisSE@ferris.edu

Howell @ Mott Community College

Livingston Regional M-TEC

1240 Packard Dr., Howell, MI 48843

(517) 483-9723

FerrisLC@ferris.edu

Jackson @ Jackson College

2111 Emmons Rd., Jackson, MI 49201

(517) 483-9723

FerrisLC@ferris.edu

Lansing @ Lansing Community College

210 W. Shiawassee, Lansing, MI 48933

(517) 483-9723

FerrisLC@ferris.edu

Midland/Bay/Saginaw @ Delta College

1961 Delta Rd., University Center, MI 48710

(989) 686-9256

FerrisGLBR@ferris.edu

Muskegon @ Muskegon Community College

221 S. Quarterline Rd., Muskegon, MI 49442

(231) 777-0510

FerrisMuskegon@ferris.edu

Online

(231) 591-2340 or (800) 562-9130

Online@ferris.edu

Petoskey @ North Central Michigan College
1515 Howard St., Petoskey, MI 49770
(231) 995-1734 or (866) 857-1954
FerrisNorth@ferris.edu

Port Huron @ St. Clair County Community College
323 Erie St., Port Huron, MI 48061
(586) 263-6773
FerrisSE@ferris.edu

Scottville @ West Shore Community College
3000 N. Stiles Rd., Scottville, MI 49454
(231) 995-1734 or (866) 857-1954
FerrisNorth@ferris.edu

Sidney @ Montcalm Community College
2800 College Dr., Sidney, MI 48885
(231) 591-2340 or (800) 562-9130
Statewide@ferris.edu

Traverse City @ Northwestern Michigan College
2200 Dendrinos Dr., Traverse City, MI 49684
(231) 995-1734 or (866) 857-1954
FerrisNorth@ferris.edu

Warren @ Macomb Community College
14500 E. 12 Mile Rd., Warren, MI 48088
(586) 445-7150
FerrisSE@ferris.edu

Advising

Academic advisors are available every semester to help guide you through the program. Meet with your advisor prior to registration opening. Schedule your phone or face-to-face appointment online:

ferris.edu/statewide > Schedule Advising

Top 3 reasons to contact your advisor once each semester:

1. Obtain and review your degree plan so you don't take more classes than you need to take, wasting valuable time and money.
2. Make sure you balance your schedule with Ferris and community college classes to best utilize your financial aid.
3. Make sure you plan your schedule ahead. Not every class is offered each semester. Don't get into a situation where the only class you need isn't offered the next semester, or you aren't taking enough credits to qualify for financial aid. Advisors help you plan ahead.

Questions to ask your academic advisor:

What classes should I take next?

Your advisor should provide you with a checklist or review your MyDegree plan, which reflects what classes you have taken that apply towards your degree and what classes you have left.

Will I need to take summer courses?

Some cohort programs may only offer classes in the summer and so you may have to take summer classes. Most programs do not require summer classes, so it is up to you to take classes in the summer to complete your degree faster. Financial aid budgets are created for the academic year beginning with fall semester. Make sure you don't use all of your aid before summer semester if you'll be taking summer classes. Note that some programs require summer internships. You'll need to plan your financial aid accordingly.

Is my financial aid impacted by my class schedule?

To qualify for loans, you must be taking 6 credits and some students need to be full-time (12 credits) to stay on their parent's insurance. Your Ferris classes and your approved community college classes, under a consortium agreement, can all be counted when packaging your financial aid. Contact a Ferris financial aid advisor with specific financial aid questions.

□ **How many credits will I take each semester?**

Some programs may be a cohort and require you to take certain classes each semester, but most will allow you to decide on how many classes to take each semester based on your personal schedule. Keep in mind that in order to qualify for loans a student must be taking at least 6 credit hours.

Your Ferris Gmail Account

Stay connected with your required email account.

Your Gmail account is the **ONLY** email Ferris will use to communicate with you.

The **Financial Aid Office** will **ONLY** use your Ferris email account to send you important information regarding your financial aid. Be sure that you routinely check your Ferris email account!

To find your computing ID and password:

One week after receiving your acceptance notice, you can log on to view your personal campus information through MyFSU and send and receive University email.

Follow these simple instructions to log on:

1. Start Internet Explorer or other browser
(some functions will not work with Chrome)
2. Go to **ferris.edu/statewide**
3. Click on *MyFSU* near the top
4. Click on *Password Assistance*
5. Click on *Computing ID* under number one
6. Provide both your student ID and birthdate
7. Make a note of your user name and initial password
(you will need to type *@student.local* after your user name each time the password assistance system asks you for your user name)
8. Set up your alternative email account
9. Go to **pwdhelp.ferris.edu** to change your password
(remember *@student.local* after entering your user name)

Forward your Gmail to another email

Want to forward your Ferris student email to another account?

Here's how:

1. Open the Gmail account that you want to forward from.
2. At the top right, click the *gear icon*.
3. Select *Settings*.
4. Select the *Forwarding and POP/IMAP* tab.
5. Click *Add a forwarding address* in the "Forwarding" section.
6. Enter the email address you want to forward to.
7. For your security, you'll receive a verification email at that address. Open your email account and find the confirmation message from Gmail. If you're having trouble finding it, check your Spam folder.
8. Click the *verification* link in the email.
9. Back in your Gmail account, reload the page in your web browser.
10. On the same Forwarding and POP/IMAP page in Settings, check that *Forward a copy of incoming mail* is selected and your email address is in the drop-down menu.
11. In the second drop-down menu, choose what you want Gmail to do with your messages after they're forwarded, such as keep Gmail's copy in the Inbox (recommended) or archive Gmail's copy.
12. Click *Save Changes* at the bottom of the page.

24/7 TECH HELP

Need Technical Support?

The Technology Assistance Center (TAC) is the first point of contact for computer support for Ferris State University.

For assistance, call toll-free **(877) 779-4822** or **(231) 591-4822** or email **TAC@ferris.edu**. Tech support is available at **ferris.edu/tac**.

Financial Aid

Grants, Scholarships and Loans

To receive federal financial aid, you must complete the Free Application for Federal Student Aid (FAFSA) online. Visit fafsa.gov or visit **MyFSU > Student tab > Financial Aid > FAFSA** and be sure to insert the Ferris school code **002260**. You may file your FAFSA as early as October 1st on the year prior to the upcoming aid year. FAFSA filers are encouraged to file on October 1st and use the IRS Data Retrieval Tool to transfer tax data into their FAFSA.

Statewide Financial Aid Consortium Agreement

This is an agreement that allows Ferris to be your financial aid provider and to count your approved community college classes when packaging your aid. You can only receive financial aid from one institution and you need to be an active student to submit a consortium form.

What you need to know about consortium policies:

- Your community college classes must be required for your Ferris program.
- You need to submit a consortium form every semester you are registered at your CC.
- Payment to your community college for any tuition, fees, textbooks, parking etc. by their posted due date is your responsibility. Ferris does NOT directly pay any community college charges. Many CCs offer payment plans, while others may not require payment until your Ferris financial aid refund is posted. Please contact your local CC for more information.
- Only classes at your approved CC site will be counted in your financial aid package.
- For more information, go to ferris.edu/consortium.

Student Budget and Award Notice: Your financial aid budget is what the Financial Aid Office uses as your estimated cost of attendance, which includes tuition, books and personal expenses. The Financial Aid Office will send your first award notice via US mail to your permanent address. Future award notices will then be sent electronically to your Ferris email address. We recommend that you accept or reject each type of aid within 21 days of receiving the offer to prevent cancellation of the aid offer. If you are unsure as to whether or not to accept or reject a particular type of aid, contact a financial aid advisor to discuss your options. To accept your loans, go to: **MyFSU > Student tab > Financial Aid > Award Offer**.

Consortium Form: A consortium form allows you to tell the Financial Aid Office which community college classes you are taking so those credits can be counted when packaging your aid. All consortium forms are approved by your advisor and the community college classes must fit within your academic plan. To fill out your consortium form, go to **MyFSU > Student tab > Financial Aid >**

On-line Consortium Form. Be sure to submit your consortium form as soon as you register for your community college classes to ensure you receive your financial aid refund on time! Consortium forms must be submitted the Friday before the semester start. Submit a new form if any changes are made to your community college schedule.

By submitting a consortium form, your community college will automatically send an updated transcript to Ferris, but the processing of that transcript takes several weeks after the semester you filed the form. Please advise: Ferris has a tuition differential system and tuition is determined by number of credit hours and class level (i.e. Freshman/Sophomore or Junior/Senior). When a transcript is processed after the semester starts, as consortium transcripts are, it could change your class level from Freshman/Sophomore to Junior/Senior level. This will result in a change in tuition rate and additional charges of the difference of that increase to your student billing account after you have paid your bill. Please check your student account balance periodically during each semester when transferring classes from your community college to see if you have accrued any additional charges due to a tuition adjustment. For information on Ferris' tuition rates, visit **ferris.edu > Admissions & Aid > Tuition Rates.**

Direct Deposit and Financial Aid Refunds: You must set up direct deposit to receive your financial aid refund. To receive the \$500 financial aid book advance, you must have direct deposit set up 10 days before the semester begins and your financial aid must exceed your tuition and fees. To set up direct deposit, go to **MyFSU > Student tab > Financial Aid > Sign up for Direct Deposit.** If you are taking community college classes, your refund will not be available until after the CC's 100% refund date. Refund dates can be found at **MyFSU > Student tab > Financial Aid > Refund Dates.**

Verification: Once your FAFSA has been received by the Federal Processor, you may be selected for verification. It is essential that all requested documentation be submitted as quickly as possible. Failure to provide requested documentation in a timely manner could result in a loss of some forms of aid. **MyFSU > Student tab > Financial Aid > Verification**

Financial Aid Notices: In your Ferris email only

Ferris provides you an email account. The Financial Aid Office will ONLY use your Ferris email account to send you important information regarding your financial aid. Be sure that you routinely check your Ferris email! **MyFSU > Home > Email**

Scholarships Specifically for Off-Campus Students:

Visit **ferris.edu/statewide > Finances & Aid > Scholarships** and apply at **MyFSU > Student tab > Financial Aid > MyScholarships**.

Wondering if you need to do anything else in order to receive your financial aid? Visit MyFSU > Student tab > Financial Aid > Missing Requirements.

Still Have Questions? A financial aid advisor is available to answer your questions. Call your local office to set up an appointment.

Ferris State University is concerned about the average loan debt of our students. For information on budgeting and borrowing wisely, visit **ferris.edu/FinancialLiteracy**.

Payment Information

Payment Using E-Bill

You should pay your tuition electronically via E-Bill. This process is more efficient and allows for information to remain confidential. It also is the only way to pay by credit card. You can view your bill and make a payment at any time online through **MyFSU > Student tab > MyAccount > E-Bill**. No paper bill will be mailed. Log in to MyFSU to make your payment with Discover, Visa, American Express, MasterCard or e-check. A 2.75% service fee will be charged on all credit card and debit card transactions, but you can avoid paying the 2.75% service fee by paying online with an e-check, an electronic debit to your checking or savings account.

Ferris has four payment options:

1. **Pay Tuition in Full** - Pay 100% of your tuition bill by the first due date and no additional fees or service charges are applied to your account.
2. **Deferred Payment Plans** (\$30 fee) - If you are not taking financial aid or your financial aid isn't going to cover your entire bill, Ferris has several payment plan options available. For more information or to enroll in a payment plan, go to **MyFSU > Student tab > MyAccount > Payment Options and Due Dates**. *Note: There is a 2% late fee added to any past due balances. Your classes may be dropped for non-payment. If your classes are dropped, there is a \$100 late fee to re-register.*
3. **Employer Tuition Reimbursement (ETR)** (\$35 fee) - Our ETR program allows you to defer any portion of tuition your employer pays toward your education. You have 30 days after final grades are posted to pay your tuition balance. *Note: Your financial aid award may affect your eligibility. For more information, visit: ferris.edu/statewide > **Finances & Aid > Employer Tuition Reimbursement**. Contact (616) 451-4777 or (800) 998-3425 or FSUGR@ferris.edu for more information.*
4. **Third Party Billing** - With appropriate authorization, third parties, such as employers, can be billed directly. Amounts billed to third parties (including approved financial aid) are immediately applied to student accounts. If your employer will pay the institution directly (regardless of your final grades), contact Student Financial Services at (231) 591-3969 or (800) 4-FERRIS.

Payments Mailed: You may also mail a check to the Timme Center for Student Services with no service fee to the address below. Checks should be made payable to Ferris State University. Always include your student ID number on the check. Mail to: Ferris State University, Student Financial Services CSS 101PA, 1201 S. State Street, Big Rapids, MI 49307.

Refund Policy: You must contact your local office for any class drops or withdrawals immediately following your decision to drop or withdraw from a course. (Students have the first four days of the semester to DROP a class for a refund. After the first four days, students can only WITHDRAW.) After the first four days of the semester or the first meeting of class, refunds are only made in some cases of total withdrawal from the University. A reduction in course load (a class withdrawal), after the first four days of the semester or the first meeting of class, is not a basis for a refund. **ferris.edu > Resources > Quick Links > Student Financial Services > Total Withdrawals**

Financial Aid Implications of Dropping or Withdrawing: If you receive financial aid, dropping or withdrawing from a course could affect your funding. Be sure to contact the Financial Aid Office to check your status.

New Student Orientation for Ferris Statewide and Online

Because we want our students to be successful at Ferris, we require all new off-campus and online students to complete the **New Student Orientation for Ferris Statewide & Online** before they can register for classes.

Go to: **ferris.edu/statewide/orientation**.

Taking an Online or Mixed Delivery Class?

Register early - online classes fill up fast!

Get Ready For Class!

Before enrolling in an online course, you should first assess your readiness for stepping into the online learning environment. Spend some time thinking about yourself as a learner and see whether your characteristics would help you be a successful online learner. Take the self-survey, "Is Online Learning Right for Me?" at **ferris.edu/online/prepare/ready.htm**. Before you can register for an online class, you must first successfully complete the "Online Readiness Orientation/Tutorial" and quiz. You can find this in **MyFSU > Student tab > Online > Access Online Readiness Orientation Here**.

Online and mixed delivery courses require specific hardware, software and a fast internet connection to be successful. Go to **ferris.edu/online** and click on "Online Student Resources," "Is Online Learning Right for Me?," and then "Connection Speed" to find out more.

- Log in to MyFSU and Blackboard before your class is scheduled to begin to see if your instructor has posted **pre-class assignments**.

Log in to MyFSU > Click on the Blackboard icon

- Familiarize yourself with information available in Blackboard:
 - Any pre-class assignments
 - Textbook and material lists
- Complete any pre-class assignments** so you are ready for the first session.
- Log in to your class on the **first day of the semester** unless otherwise instructed.

Online vs. Mixed Delivery

Online courses are 100% online delivered through Blackboard. Some fully online courses do have a synchronous meeting time, but it can be done remotely (from your home or another location). Check the course information and class syllabus to see if there are any meeting times scheduled.

Mixed delivery courses are delivered online through Blackboard but also require some face-to-face class time. The time required varies per class.

How To...

Register for Classes

Before registration, log in to **MyFSU > Student tab > MyRegistration**. Check under *Registration Status/Advisor Information* to see when you are eligible to register and the date and time you can begin registration.

To register for classes, select *Lookup Classes*. Select the semester for which you want to register. Click on *Advanced Search* to search for classes by subject or campus. If you know the CRN (Course Registration Number), enter it in the box. Search for classes by term and subject. Check the box next to the class you want to add. If you are looking for an online class, you can choose *Fully Online* in the "Attribute Type" in *Advanced Search*. Don't forget to complete the "Online Readiness Orientation/Tutorial" at least 24 hours before attempting to register for an online class (see page 13). This is a required prerequisite to taking an online class.

If you receive an error message during registering, it could be that you have a hold on your account, or you could be missing a prerequisite. Please contact your local office if you have any questions or need assistance. Be sure to check MyFSU before going to class to verify your room, day and time. Occasionally, changes are made from the original schedule during the registration process.

Add Your Name to a Waitlist

Waitlists are used for some high-demand courses. If a class is full and an online waitlist is active for the course, you can add your name to a waitlist right from the registration system. If you are interested in an off-campus face-to-face or mixed delivery class that is full and it does not have an online waitlist, contact your local office for assistance. We monitor waitlists regularly and will open new sections when possible. Once you are put on a waitlist, you will be notified when a spot is available or a new section has been opened.

IT WILL BE VERY IMPORTANT FOR YOU TO CHECK YOUR EMAIL FREQUENTLY. If you are notified via email that a seat in a class is available to you, you will have to log in to MyFSU, go to *Add and Drop Classes*, and register for that seat by the deadline indicated in the email.

Change Your Address

Change your address or phone number via **MyFSU > Student tab > MyRecords > Verify/Update Address**

Change Your Major

If you applied to the wrong program and were admitted, you will need to meet with your new program's advisor. Your advisor will make sure you are on the most direct path to your career goals. Also, they will make sure you meet the program admission requirements. If you're unsure what those are, see your advisor or go to **ferris.edu/statewide > Degree Programs**.

Navigate MyFSU

MyFSU is your personal student portal. Here, you can find your student records, university policies and support services. You can link to MyFSU from **ferris.edu/statewide**.

Credit-By-Examination Program

Ferris State University recognizes that college-level learning occurs in places other than the traditional college classroom and is open to students who wish to demonstrate their competency through the Credit-By-Examination Program (CBE). This program consists of the Advanced Placement Program (AP) and the College-Level Examination Program (CLEP). Students who have participated in the AP in their high school and who have taken AP examinations or college students who have taken CLEP tests, may earn academic credit for equivalent courses. If you are exploring the option of taking a CLEP exam, you are encouraged to first consult with your advisor and also check Ferris' website for which CLEP testing subjects are accepted for credit (not all CLEP testing subjects are accepted for credit at Ferris). Students must send all official AP and/or CLEP test scores to Ferris in order to be considered to receive credit. For more information, go to **ferris.edu/admissions/testing**.

Textbook Advance for Students with Financial Aid

If you're receiving financial aid, you may be eligible for up to a \$500 book advance, if the below items are complete a minimum of 10 days before semester start:

- your financial aid exceeds your tuition and fees
- you've set up direct deposit through MyFSU
- you're enrolled at least half-time

The book advance will be added to your bank account the Friday before classes begin if you've met all of these requirements. More information can be found at ferris.edu/HTMLS/administration/businessoffice/book-advance.htm.

Get Your Textbooks

All students in good financial standing may charge up to \$500 per semester against their financial aid refund/student account through the bookstore. You will need to show your Student Bulldog ID card to charge textbooks. This option is available when purchasing books online or at a Ferris bookstore (with a student ID) the week before and during the first week of classes.

Big Rapids Bookstore/Ordering Books Online

(231) 591-2607 ■ ferris.bncollege.com

Hours: M-Th: 9am-6pm F: 9am-5pm Sat: 12pm-4pm Sun: Closed

Summer Hours: M-Th: 9am-5pm F: 9am-4pm Sat/Sun: Closed

1. Register for your classes online. At the end of registration (or on your MyFSU detailed schedule), look for the link to order textbooks.
2. Click to connect to all the textbooks you'll need for your new classes.
3. Buy or rent all of your textbooks for the upcoming semester. Have them delivered to your home or pick them up in Big Rapids.

Buy early and allow seven to ten days for shipping. The cost to ship books is \$7.50 standard UPS ground shipping (7-10 days). Additional shipping charges may apply to large or bulky items. Visit ferris.bncollege.com for other shipping and delivery options.

Grand Rapids-Kendall College Bookstore

(616) 458-0921 ■ kcad.edu/facilities/bookstore

Students taking courses at the Grand Rapids location may purchase and pick up textbooks here.

Student Resources

Educational Counseling and Disabilities Services

Ferris State University is committed to following the requirements of the Americans with Disabilities Act Amendments Act and Section 504 of the Rehabilitation Act. If you are a student with a disability or think you may have a disability, contact the Disabilities Services Office at (231) 591-3057 or email ecds@ferris.edu to discuss your request further. More information can be found at ferris.edu/colleges/university/disability.

Any student registered with Disabilities Services should contact their instructor as soon as possible for assistance with classroom accommodations.

Career Services

Career Services (resume building, interview tips, placement, etc.) are available to all off-campus students. Use Handshake for online access to job and internship postings, on-campus interviews, employer presentations and job/graduate job fairs. Go to **MyFSU > Home > Handshake**.

Big Interview is an online program that students and alumni can use to learn and practice interview skills. This program was created by one of the top interview coaches in the U.S. to provide cutting edge information about interview best practices. There are seven core learning modules including: Interview Basics; Landing an Interview; Informational Interviews; Interview Prep; Acing the Interview; Follow Up; and Answering the Top 10 Questions. This program allows students and alumni to capture a video of their responses to the questions and re-try several times. Big Interview can be located on the Career Center website, ferris.edu/careerservices, or the link is under *Appointments* or *Resources* in Handshake.

Health Insurance

Ferris State University offers a health insurance plan for students and their families. Contact the Birkam Health Center at (231) 591-2614 for a brochure and application regarding the Student Injury and Sickness Insurance Plan. ferris.edu/htmls/studentlife/hcenter

Library Resources

A full range of online library services are available through Ferris State University's FLITE (Ferris Library for Information, Technology and Education). Visit the library web page at ferris.edu/library/distanceed or through MyFSU for information about accessing sources from off-campus. If you need help with research or have questions about using the library, please call the FLITE Reference Desk at (231) 591-3602 or visit ferris.edu/library. Check out ferris.edu/library/distanceed/ill.html for information on the InterLibrary Loan for Distance Education service available to Ferris students.

Student Code of Conduct

For the complete Ferris student handbook and more information about the Code of Student Community Standards, go to ferris.edu, click on *Current Student* from the drop box at the top right side and then on *Student Code* under *Student Life*.

Student Software

As a Ferris student, you have access to several discounted Microsoft®, Adobe® and AutoCAD® products through the University's Microsoft Licensing Agreement. For a list of products and pricing information, visit ferris.edu > **Resources > My Tech Support**.

Student IDs

You may obtain a Ferris Bulldog card for identification purposes. This card has your student ID number on it and will help us identify your student records when assisting you in the office. It is also required in order to charge textbooks to your student account at a university bookstore. After you have registered for classes, go to your local regional office to get your photo taken for your student ID. Grand Rapids students should go to Kendall College of Art and Design for your ID. Replacement IDs are \$25.

Transcripts from Ferris

Official transcripts can be ordered online through the National Student Clearinghouse by going to ferris.edu/admissions/registrar/transcriptrequest.htm. Transcripts start at \$5.00 per copy and there is an additional cost per order for processing and/or shipping.

Veterans Benefits

Ferris State University offers many educational benefits such as VA Grants and Scholarships, Montgomery GI Bill and the various chapters/ programs associated with Veteran's Administration. For more information regarding Veteran's Educational benefits, go to **ferris.edu > Resources > Veterans**. Our Veteran Program Specialist is available to assist you with questions about your educational benefits. **veterans@ferris.edu**

The Writing Center

The Writing Center provides a number of services for off-campus students including those in online and distance-learning classes. You can contact the Writing Center via email (**writecen@ferris.edu**) to ask questions about writing. You may also send a paper and receive emailed feedback from a tutor.*

You can visit their website to find information about writing and the Writing Center and how to hone your writing skills with computer tutorials and worksheets. **ferris.edu/WritingCenter**

**You should be aware that responses to emailed papers typically take several days. Responses to long papers might take much longer.*

Ferris students get first priority in email tutoring. To let the center know that you attend Ferris, either email from a Ferris address or indicate in the subject line that you are a Ferris student. Include in the body of your message your name, student number, program/major, course and instructor's name.

Weather and Cancellations

Students should listen to local radio and watch local television to find out if the community college or location where they attend class is closed. If the community college is closed, Ferris classes at that location are canceled.

Get Weather Related Location Closure Information by Text

You are able to receive text alerts for weather-related off-campus location closures. These messages will be targeted to you based on the location where you are currently registered for classes. To take advantage of this messaging system and receive timely communication regarding campus safety issues, closings due to weather, and other critical notices, you simply need to sign up for FSU Text Alerts. Sign up at **MyFSU > Student tab > Life@FSU > Campus Safety and Parking > Emergency Text Alerts**. Click on "Current" under the "Permanent" header. Under "Phone Type," click on the arrow in the first box and select "Emergency Text Alert (Mobile)" and enter your cell phone number. Don't forget to submit your changes!

Student Privacy

FERPA

As a student, your academic records are protected by the Family Educational Rights and Privacy Act (FERPA). This means that Ferris cannot release information from your educational record without your written permission. If you would like to grant access to additional parties, including your parents or spouse, please contact your local office to complete the *Authorization to Release* form.

Student Directory

“Student directory [public] information” includes name, address, telephone number, date and place of birth, class, major field of study, dates of attendance, degrees and honors/awards received, previous institutions attended, participation in officially recognized sports and activities, and, if the student is an athlete, height and weight. The University may release all or any of these student directory information items for any purpose at its discretion. All students should carefully consider the consequences of the decision to withhold the Ferris release of directory information items. Once this request is processed, the University will not acknowledge to any third party, the existence of said student as an enrolled individual on any of its campuses. Nor will the University notify said student that it received a request for information from any third party. If said student decides to lift the request for non-disclosure, he or she must notify the Record’s Office in writing of this intent. Students with a break in enrollment must resubmit this paperwork each time they re-apply if they wish to keep this confidentiality active.

If you wish to submit a “Request for Non-Disclosure of Directory Information” form, you may find that in **MyFSU > Forms > Registration Forms For Students**. This request for non-disclosure must be filed by the end of the first week of the fall semester to assure information will not be published in the student directory.



Statewide and Online