



Admissions Office

Spring 2010 Checklist for Success

Before arriving at LSSU for Spring Semester 2010:

- Register for and take placement testing, if necessary, at the LSSU Testing Services Department (see reverse for specific information).
- Apply for financial aid if you have not already done so by filing a Free Application for Federal Student Aid (FAFSA). Deadline for priority consideration for fall is March 1st. For more information, call the Financial Aid Office at 906-635-2678.
- If you plan to live on campus, call the Housing and Residential Life Office at 906-635-2411.
- Make an appointment with the academic department of your major to meet with an academic advisor. (See reverse side for contact information.) Schedule classes with your advisor's assistance.
- Check out **My.lssu.edu** (your LSSU email and more!) This is your one-stop resource to a variety of university services. My.lssu.edu also grants you access to Anchor Access (from My Home tab – see LSSU Web Services and click on Anchor Access). Anchor Access allows you to check your class schedule, update personal information, view financial aid and tuition charges and view your grades at the end of the semester. Note that grade reports are not mailed.

To log in for the first time, go to <http://my.lssu.edu>. Refer to your admit letter for your User Name which is most often the first initial of your first name, followed by your last name. Your Password will be your birth date MMDDYY – 6 digits long. You may change your password by clicking “My Account.”

If you have any problems logging in, please contact the Student Service Counter or Registrar's Office by email: registrar@lssu.edu or by phone at 906-635-2232 or 906-635-2682. If you have forgotten your password, you will need to show picture ID at the Student Service Counter in the Fletcher Center to have your password reset.

- Buy your textbooks at the LSSU Campus Shoppe (bookstore). You may also purchase them the on-line at <http://lssu.bncollege.com>
- Purchase a parking permit for your car (if applicable) on-line. You will need your driver's license and your vehicle license plate number. To register on-line, log in to **My.lssu**. Click on “Vehicle Registration” within the LSSU Web Services Channel and enter your user ID and password. Click Register your Vehicle Now! Select a full year parking permit or a semester parking permit. Your student account will be charged with this amount. Verify that all information is correct and submit. Your parking permit will be mailed to you prior to the beginning of the school year. Your vehicle will be registered at LSSU's Public Safety Department. If you have any questions, or concerns, you may email parking@lssu.edu.
- Pay your tuition by the due date. Visit www.lssu.edu/costs/tuition for more details. For Important Dates for your semester of entry visit: http://www.lssu.edu/scheduling/important_dates.php
- Get your LSSU Student ID card at the Cisler Student and Conference Center Information Desk. (It's free!) You will need to bring a copy of your class schedule with you.
- Double check your class schedule for class locations on Anchor Access before the semester begins. Sometimes the locations are changed just prior to the start of classes.
- Be informed about LSSU's Learning Center and support services at <http://www.lssu.edu/lc/>
- Get involved! Participate in campus events and activities. Check out <http://www.lssu.edu/studentlife/>

Contact Information

Placement Testing

Your academic advisor will use your ACT and/or SAT scores to place you in courses required for your degree and matched to your level of academic preparation. Occasionally, these test scores do not reflect a student's true preparedness or, depending on your admission status, you may not have completed either the ACT or SAT. If either is the case, you should take LSSU's English and math placement tests prior to meeting with your advisor and scheduling for classes. To schedule an appointment, call LSSU's Testing Services at 906-635-2027.

Academic Departments

You should contact the academic department secretary listed below to schedule an appointment with your academic advisor. Your academic advisor will assist you in the selection of classes and in the scheduling process. Call (906) 635-(plus extension).

COLLEGE OF SOCIAL SCIENCES, ARTS, AND HUMANITIES (SSAH)

Glynis Moran, ARTS219, x2275.....English & Communication, History, Humanities and the Arts
Email: gmoran@lssu.edu Fax: 635-6674
Sheri Garee, LBR304, x2217Social Sciences
Email: sgaree@lssu.edu Fax: 635-6678
Vicki Miller, CRW203, x2811.....Education
Email: vmiller@lssu.edu Fax: 635-7565

COLLEGE OF SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (STEM)

Donna White, CRW236A, x2267.....Biological, Environmental and Physical Sciences
Email: dwhite@lssu.edu Fax: 635-2266
Cheri Skinner, CAS202, x2207.....Engineering and Technology
Email: cskinner@lssu.edu Fax: 635-6663
Colleen Barr, CAS206, x2441.....Mathematics and Computer Science
Email: cbarr@lssu.edu Fax: 635-6663

COLLEGE OF BUSINESS AND PROFESSIONAL STUDIES (BPS)

Tracey MacQuarrie, LBR216, x2426.....Business, Economics and Legal Studies
Email: tmacquarrie@lssu.edu Fax: 635-2821
Janine Murray, NOR210, x2384.....Criminal Justice, Fire Science and EMS
Email: jmurray@lssu.edu Fax: 635-2766

COLLEGE OF HEALTH PROFESSIONS (HP)

Laura Bofinger, CRW236F, x2288.....Nursing
Email: lbofinger@lssu.edu Fax: 635-2266
Colleen Barr, NOR108, x2367.....Recreation Studies and Exercise Science
Email: cbarr@lssu.edu Fax: 635-2753

CAREER COUNSELING

Theresa Weaver, LBR131, x2733.....Career Counseling
Email: tweaver@lssu.edu Fax: 635-7564 Liberal Arts and Undecided

REGIONAL CENTERS

Escanaba Regional Center (includes Iron Mt campus): Kristen Kendrick, Director.....906-786-5802, ext. 1261
Email: kkendrick@lssu.edu Fax: 906-789-6910
Gaylord Regional Center, Sheila Simpson, Director.....989-705-3791
Email: ssimpson@lssu.edu Fax: 989-705-3703
Petoskey Regional Center: Joe Balinski, Director.....231-348-6623
Email: jbalinski@lssu.edu Fax: 231-439-6513