



Admissions Office

## Spring 2012 Checklist for Success

Before arriving at LSSU for Spring Semester 2012:

- 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). 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 Registrar's Office by email: [registrar@lssu.edu](mailto:registrar@lssu.edu) or by phone at 906-635-2682. If you have forgotten your password, you will need to show picture ID at the Registrar's Office located 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](mailto:parking@lssu.edu).
- Pay your tuition by the due date. Visit [www.lssu.edu/costs/tuition](http://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](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 ARTS, LETTERS AND SOCIAL SCIENCES

Glynis Moran, ARTS219, x2275.....English & Communication, History, Humanities and the Arts  
Email: [g Moran@lssu.edu](mailto:g Moran@lssu.edu) Fax: 635-6674

Sheri Garee, LBR304, x2217 .....Social Sciences  
Email: [sgaree@lssu.edu](mailto:sgaree@lssu.edu) Fax: 635-6678

Brenda Cooper, CRW203, x2811 .....Education  
Email: [blcooper@lssu.edu](mailto:blcooper@lssu.edu) Fax: 635-7565

### COLLEGE OF NATURAL, MATHEMATICAL AND HEALTH SCIENCES

Donna White, CRW236A, x2267.....Biological, Environmental and Physical Sciences  
Email: [dwhite@lssu.edu](mailto:dwhite@lssu.edu) Fax: 635-2266 Chemistry, Geology, Physics

Kathleen Bazinau, CRW236F, x2288.....Nursing  
Email: [kbazinau@lssu.edu](mailto:kbazinau@lssu.edu) Fax: 635-2266

Colleen Barr, NOR108, x2367.....Recreation Studies and Exercise Science  
Email: [cbarr@lssu.edu](mailto:cbarr@lssu.edu) Fax: 635-2753

Colleen Barr, CAS206, x2441.....Mathematics and Computer Science

### COLLEGE OF ENGINEERING, TECHNOLOGY, AND ECONOMIC DEVELOPMENT

Laura Bofinger, CAS202, x2207.....Engineering and Technology  
Email: [lbofinger@lssu.edu](mailto:lbofinger@lssu.edu) Fax: 635-6663

### COLLEGE OF PROFESSIONAL STUDIES

Tracey MacQuarrie, LBR216, x2426.....Business and Legal Studies  
Email: [tmacquarrie@lssu.edu](mailto:tmacquarrie@lssu.edu) Fax: 635-2821

Janine Murray, NOR210, x2384.....Criminal Justice, Fire Science and EMS  
Email: [jmurray@lssu.edu](mailto:jmurray@lssu.edu) Fax: 635-2766

### CAREER COUNSELING

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

### REGIONAL CENTERS

Dearborn University Consortium Center, Hannah Jorgensen, Director.....313-625-4706  
Email: [ducc@atafordpass.org](mailto:ducc@atafordpass.org)

Escanaba Regional Center (includes Iron Mt campus): Kristen Kendrick, Director.....906-786-5802, ext. 1261  
Email: [kkendrick@lssu.edu](mailto:kkendrick@lssu.edu) Fax: 906-789-6910

Gaylord Regional Center, Sheila Simpson, Director.....989-705-3791  
Email: [ssimpson@lssu.edu](mailto:ssimpson@lssu.edu) Fax: 989-705-3703

Petoskey Regional Center: Joe Balinski, Director.....231-348-6623  
Email: [jbalsinski@lssu.edu](mailto:jbalsinski@lssu.edu) Fax: 231-439-6513