



## FERRIS STATE UNIVERSITY

### **PROUD TO BE A FERRIS BULLDOG!**

**Congratulations! You've been admitted to Ferris State University.  
What's next?**

#### **Here is a checklist of things to do:**

- Log in to MyFSU and check your Ferris email
- Contact your program advisor to be sure you register for the right classes and don't take more classes than you need
- Send official CLEP and/or AP scores to Ferris
- Apply to the community college if you need to take CC classes in addition to Ferris classes
- Complete the FAFSA to apply for financial aid OR update your school code (002260)
- Use MyFSU to set up direct deposit for financial aid refunds and textbook advance funding
- Contact a financial aid advisor with questions
- Register for classes
- Submit the online consortium form if taking classes at the community college
- Order or pick up textbooks
- Pay tuition bill - explore payment options
- Verify class dates, times and locations via MyFSU
- Check Ferris email for updates and financial aid notices

## Important Admissions Note!

### 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'.

## Advising

Academic advisors are available every semester to help guide you through the program. Schedule your phone or face-to-face appointment online: [ferris.edu/statewide](https://www.ferris.edu/statewide) > **Meet Advisor**

## MyFSU and Ferris Email Account

**Stay connected with your required 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 account!

### To find your computing ID and password

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

Follow these simple instructions to log on.

1. Go to [www.ferris.edu](http://www.ferris.edu)
2. Click on the MyFSU link at the top of the page
3. Click on **Password Assistance** and follow the instructions for accessing your ID and Password, setting up your alternative email address, and changing your initial password. Links at the top of the page (Getting Started & Need Help) will provide much helpful information.
4. Once you have your Computing ID and Password, click on the MyFSU link in the upper right hand corner of [www.ferris.edu](http://www.ferris.edu) and log-in.
5. Remember your Computing ID and Password for future reference.

## 24/7 TECH HELP

### Need Technical Support?

For assistance, call toll-free (877) 779-4822 or (231) 591-4822 or email [itsc@ferris.edu](mailto:itsc@ferris.edu). Tech support is available at [ferris.edu/it](https://www.ferris.edu/it).

## 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](https://fafsa.gov) or visit **MyFSU > Student tab > Financial Aid > FAFSA** and be sure to insert the Ferris school code **002260**.

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 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.

### **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.

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 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 community college 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 account. 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 by the Friday before your Ferris semester starts. Submit a new form if any changes are made to your community college schedule.

## 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**

## Scholarships Specifically for Off-Campus Students

Visit [ferris.edu/statewide/tuition/scholarships](http://ferris.edu/statewide/tuition/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**.

## 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 2.85% convenience fee will be charged on all credit card and debit card transactions, but you can avoid paying the 2.85% convenience 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](http://ferris.edu/statewide) > **Student Services > Tuition & Aid > Employer Tuition Reimbursement**. Contact (616) 451-4777 or (800) 998-3425 or [ETR@ferris.edu](mailto:ETR@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 convenience 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.

## How To...

### Register for Classes

Before registration, log in to MyFSU and go to the student tab. Click on the MyRegistration icon. Check under *Advisor Info* 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*.

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. 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. 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**

## 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.

You can find specific textbook information through **MyFSU > Student tab > MyRegistration > Course Textbook Information**.

## Big Rapids Bookstore/Ordering Books Online

(231) 591-2607 | [ferris.bncollege.com](http://ferris.bncollege.com)

*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](http://ferris.bncollege.com) for other shipping and delivery options.*

## Grand Rapids-Kendall College Bookstore

(616) 458-0921 | [kcad.edu/facilities/bookstore](http://kcad.edu/facilities/bookstore)

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

## Student Resources

### Disability 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](mailto:ecds@ferris.edu) to discuss your request further. More information at [ferris.edu/colleges/university/disability](http://ferris.edu/colleges/university/disability). Any student registered with Disabilities Services should contact the 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 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](http://ferris.edu/careerservices), or the link is under Appointments or Resources in Handshake.

### **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](http://ferris.edu/library) or through **MyFSU > Library** 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](http://ferris.edu/library). Check out [ferris.libguides.com/ILLiad/OffCampus](http://ferris.libguides.com/ILLiad/OffCampus) for information on the InterLibrary Loan.

### **Student IDs**

You may obtain a Ferris Bulldog ID 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 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. Students enrolled in online programs should contact [online@ferris.edu](mailto:online@ferris.edu) to request your student ID.

### **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/admissions/financialaid/veterans](http://ferris.edu/admissions/financialaid/veterans). Our Veteran Program Specialist is available to assist you with questions about your educational benefits via [veterans@ferris.edu](mailto:veterans@ferris.edu).

### **The Writing Center**

The Writing Center offers synchronous online writing consultation for our Statewide and Online students. Schedule an appointment with a writing consultant that is designated with online-consultation preferences through [ferris.mywconline.com](http://ferris.mywconline.com). Once your appointment is scheduled, you will be asked to login to Ferris' mywconline system during the designated time and date. From there, you will be prompted to upload your document and one of our writing consultants will guide you through the process and assist you regarding your concerns.

### **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.

## Closing and Emergency 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!

## Rights and Responsibilities

As a Ferris student and a member of the University community, you have certain rights and responsibilities.

### Student Code of Conduct

Go to **ferris.edu** and search for the code of student community standards. Take some time to read the standards so you know what is expected of you as a member of the Ferris community.

### Academic Honesty

Ferris is committed to upholding high standards of academic honesty which is outlined in the Academic Honesty policy. A student who has been found to be in violation of academic misconduct may receive a failing grade in the course and any of the disciplinary sanctions outlined in the Board of Trustees policy of student responsibilities, including suspension or dismissal from the University.

### Ferris Non-Discrimination Statement

Ferris State University does not tolerate sexual violence in any form. The University has a Policy of Nondiscrimination that prohibits discrimination on the basis of sex including sexual violence and other conduct prohibited by Title IX.

### 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 regional office to complete the Authorization to Disclose Information form.

Ferris State University does not discriminate on the basis of race, color, religion or creed, national origin, sex, sexual orientation, gender identity, age, marital status, veteran or military status, height, weight, protected disability, genetic information, or any other characteristic protected by applicable State or federal laws or regulations in education, employment, housing, public services, or other University operations, including, but not limited to, admissions, programs, activities, hiring, promotion, discharge, compensation, fringe benefits, job training, classification, referral, or retention. Retaliation against any person making a charge, filing a legitimate complaint, testifying, or participating in any discrimination investigation or proceeding is prohibited.

Inquiries and complaints of disability discrimination may be addressed to the 504 Coordinator/Educational Counselor, 901 S. State St., Starr 313, Big Rapids, MI 49307 or by telephone at (231) 591-3057. Other inquiries or complaints of discrimination may be addressed to the Director of Equal Opportunity, 120 East Cedar St., Big Rapids, MI 49307 or by telephone at (231) 591-2152; or Title IX Coordinator, 805 Campus Dr., Big Rapids, MI 49307, or by telephone at (231) 591-2088. You may also contact the Deputy Title IX Coordinator for Statewide and Online, Jocelyn Goheen, (616) 643-5741 or JocelynGoheen@ferris.edu. See ferris.edu/non-discrimination.