Information for Newly Admitted Master of Public Health Students

Welcome to the beginning of your journey to becoming a public health professional! Public health professionals in all fields play an important role in prevention, education, and research. Your journey will help define who you are and what you will contribute to the field of public health. Welcome to the Spartan family!

New Student Checklist

☐ Receive official admission packet from the MSU Office of Admissions with PID and PAN numbers
☐ Use PID and PAN numbers to activate your MSU NetID and e-mail account
☐ Watch for communications from your advisor and be responsive
☐ Enroll in courses
☐ From your new MSU e-mail account, send an e-mail to mph_admissions@hc.msu.edu so you can be added to the MPH Student Community in D2L
☐ Review instructional videos on the navigation of D2L to familiarize yourself with the D2L course management platform
☐ Explore the MPH Student Community and complete the MPH New Student Orientation within the MPH Student Community
☐ Once textbook information is available on the MPH website, purchase any needed textbooks
☐ Follow us on social media!
☐ Follow up with your advisor as necessary
MSU PID and PAN Numbers

Upon acceptance of our offer, our recommendation for your admission to the MPH program is forwarded to the Office of Admissions where there will be a final review of your admission documents. Should the Office of Admissions approve all paperwork and admit you to graduate study at Michigan State University, you will receive a formal letter of acceptance from their office which includes your MSU PID and PAN. This process can take between one and six weeks.

Once your admission is processed fully by the Office of Admissions, you will receive an admission letter via mail. Your MSU PID (personal identification number) and PAN (personal access number) will be provided to you in that letter. You can expect to receive your letter within two weeks of accepting our recommendation for admission, though times may vary based on your location.

Upon receipt of your formal letter of admission from the Office of Admissions, you will be eligible to enroll in your first MPH courses.

Prior MSU Enrollment

If you have a PID and NetID from previous enrollment at MSU, those will be maintained. Your admission letter will still contain your PID and PAN numbers.

If your prior enrollment at MSU was more than one year ago, you may need to re-activate your NetID. Please try to log in to your StulInfo portal with your MSU NetID and password (if you forgot your password, you may reset it by visiting the Reset Password page of the MSU NetID website). If you find you cannot log in, please contact MSU IT Services at 517-432-6200 to confirm whether you need to re-activate your NetID.

MSU NetID and E-mail

MSU NetID Activation

MSU NetIDs are assigned to all current MSU faculty, staff, students (valid up to two years after graduation), and retirees. A MSU NetID is a unique, alphanumeric identifier of two to eight characters and is generated automatically from the user’s name. For example, a new student by the name of John Smith may be assigned a NetID of “smith279”.

MSU NetIDs provide access to the official MSU e-mail system, Spartan Mail, and many other online services on campus. This access is granted based on users’ affiliations.

Some of these other services include:

- Library resources
- StulInfo student record and bill pay access
- Learning management systems (D2L)
To activate your MSU NetID, please have your PID and PAN numbers ready. Visit the MSU Net-ID home page, click on the “New Students” box, and follow the directions noted.

**MSU E-mail Account**

Your new MSU e-mail will be your NetID followed by @msu.edu. For example, if your MSU Net-ID is johnso99, your MSU e-mail address will be johnso99@msu.edu.

You will access your MSU e-mail box through Spartan Mail. To log in, you will enter your MSU NetID and the password you created.

Your MSU e-mail is a very valuable resource as it is the only e-mail address the university uses to communicate important university information. **Please do not use any other e-mail account when communicating with the university, instructors, advisors, and Master of Public Health staff. We do not recommend having your MSU e-mail forwarded to an external e-mail account.**

*Please Note:* Your MSU e-mail address and your D2L e-mail are two completely different e-mail boxes. E-mails initiated through D2L will not appear in your MSU e-mail box and vice versa. Please be sure to check both e-mail boxes on a regular basis.

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**MPH Advisors**

Each student is assigned an advisor at the beginning of their MPH studies. Your advisor will reach out to you via e-mail after admission. Please keep an eye out for their communications and be responsive to them. Your advisor will be one of your most valuable resources during your time as a student.

Your advisor is available to discuss curriculum planning, course offerings, program questions, etc. Advising is offered via e-mail, phone, or Zoom video conferencing. Once your advisor has reached out to you, you may set up an appointment with them through Genbook. Please be sure you select your advisor from the “Categories” menu on the left-hand side of the page.
Enroll in Courses

In order to be eligible to enroll in courses, you must have set up your MSU NetID and e-mail address. Check STUINFO for your designated enrollment appointment. If you find that you cannot enroll on your own, you may have missed your appointment time and will need to contact the Office of the Registrar to set up a new appointment time to enroll. It is **HIGHLY RECOMMENDED** you read entirely through the Enrollment and Registration page of the Registrar's website.

**MPH Program Requirements and Course Descriptions**

You may review the MPH program requirements, elective offerings, and course descriptions on our website. To view the course description, click on the course number.

**Search for Courses**

Please visit Schedule of Courses. The first tab, “Search for Courses”, is where you can search for specific courses you may be interested in. To view all courses the MPH is offering for a specific semester; choose the correct semester from the “Term” dropdown menu. Next, choose “HM Human Medicine” from the “Subject” dropdown menu. Finally, in the “Course Number” box, type “8**” and leave all other information as is. Then click the “Find Courses” button at the bottom of the page.

**Select Courses**

Search results will appear with all courses the Master of Public Health is offering for the selected semester. On this new page, you will be able to view course numbers, course names, sections available, current enrollment of each section, the instructor’s name, etc. If you see a calendar icon next to a section number in the status column, it means that section still has enrollment spots available. You can view the textbook information for that course and section by clicking on the section number.

If you see an “x” in the status column, it means there are no available enrollment spots in that section. The Master of Public Health does NOT grant overrides into courses that are already full. Please use the Open Seat Notification by clicking on the “Alert!” button. You will be notified of an open enrollment spot if someone drops the course.

**Schedule Builder**

You can build a tentative enrollment schedule with the Schedule Builder tool. To add a course to your Schedule Builder, click the calendar icon. You can add and remove courses from your Schedule Builder until you are satisfied with the schedule you’ve created.

**Enroll in Courses**

Just because you have added courses to your Schedule Builder, that does not mean you have enrolled in those courses. **You need to make sure you click the “Enroll” button to successfully enroll in the courses that you’ve chosen.**

Please visit the Instructions section of Schedule of Courses for further information and clarification.
D2L Brightspace Course Management Platform

Michigan State University utilizes the D2L Brightspace learning management system as the platform for delivering online courses. Within each course space in D2L, students have access to course information, recorded lectures, discussion forums, course assignments, and other resources. Instructors and students interact through discussion forums, chats, e-mail, and Zoom video conferencing.

D2L Resources
Videos on How to Navigate D2L
Brightspace Learner Community
D2L Help

MPH Student Community

Please e-mail mph_admissions@hc.msu.edu from your MSU e-mail address as soon as you’ve activated your MSU NetID and have enrolled in courses so we can add you to the Master of Public Health Student Community within the D2L course management system.

The MPH Student Community can be accessed from your My Home page after logging in to D2L. Once you’re within the community, you can click on the “Content” tab to access a table of contents where you can navigate the content.

The MPH Student Community will continually be updated with the most current information. Students should use this community as a source for important information whenever they may have questions throughout their time with the program. We recommend subscribing to the Announcements feed of the MPH Student Community as we continuously post opportunities for students (job and internship opportunities, graduate workshops, community events, etc.) so please check back often.
MPH New Student Orientation

As a new student in the MPH program, you are required to complete a short New Student Orientation. You can find the New Student Orientation within the MPH Student Community in D2L.

All students are required to complete each module of the orientation and complete the quiz at the end of each module. There are two modules total. We have set up the student community and the new student orientation so you will have access to it throughout the entirety of your time with the program.

Course Textbooks

Textbook information can be found two ways. (1) Each semester, we post a list of textbooks organized by course in the Students section of our website. (2) Textbook information can be found by searching the course in Schedule of Courses and then clicking on the section number.

Many students purchase their books from an online retailer such as Amazon.com, but students can also order their books online from the Student Book Store. There is no retailer students are required to use.

Follow Us on Social Media!

Please connect with us on Twitter, Facebook, and LinkedIn!

@MSUPubHealth /MSUPublicHealth MSU Master of Public Health

Additional Student Resources

For a full list of resources, please reference the MPH Student Community and the MPH Student Handbook.

- Master of Public Health Student Community (Be sure to check out the Resources module)
- Master of Public Health Student Handbook and Culminating Experience Handbook
- Michigan State University Graduate Student Rights and Responsibilities Handbook
- Master of Public Health Advisor
- College of Human Medicine Student Resolution Advocate
- Master of Public Health Website
- Master of Public Health Program Office (810-600-5601 or mph_generalinformation@hc.msu.edu)
- Michigan State University Office of the Registrar's Academic Programs Catalog