

IMPORTANT REMINDERS

- ❑ Check your e-mail for updates on recruiters, job/internship announcements, course schedule changes, scholarship opportunities, and other announcements. *This is a primary source of contact.*
- ❑ Check your student mail folder in file cabinets, 4th floor HRLR Lounge, every week.
- ❑ Get your MSU Student ID card, Room 170 International Center. Questions: Call 517-355-4500.
- ❑ All students should be covered by health insurance. For information, contact the MSU Benefits office at tel: 517/353-4434 or email: studentinsurance@hr.msu.edu, or web: www.hr.msu.edu/depts/benefits.
- ❑ Fill out an Application for Graduation the semester before you plan to graduate. Note: receiving an "I" or "DF" grade during your last semester may prevent you from officially graduating that semester.
- ❑ See Cheryl Mollitor, Graduate Program Administrator (401 S. Kedzie Hall/355-3285) for the following:
 - course scheduling advice
 - course registration information
 - current student and alumni records
 - all graduate student information
 - MSU policies & procedures
- ❑ See Thuy-Tram Butler, Career & Placement Manager (421 S. Kedzie Hall/432-2357) for the following:
 - job/internship information
 - internship & job development opportunities
 - suggestions to improve MHRLR program
 - interviewing and internship experiences
- ❑ See Annette Bacon, Director's Office (404 S. Kedzie Hall/355-1801) for the following:
 - sale of Dr. Moore's Placement Manual
 - scheduling appointments with the Director
 - maintenance/repair problems