**Steps to take once you are registered for classes….**

* **Submit a Health Insurance Waiver if you have your own health insurance (or are on a parent’s/guardian’s insurance plan), are registered for at least 9 credit hours, and would like to opt out of the University Health plan.** Health Insurance is automatically added to your tuition. If you have your own health insurance, **you must opt out each Fall and Spring semester** by submitting a health insurance waiver to receive a refund. Instructions and dates for submitting the waiver are available here: <https://healthcenter1.com/opt-out-waiver-instructions/>.
* **Authorize your College Opportunity Fund (COF) stipend or apply for the Colorado COF Fund if you haven’t done so already**. All Colorado residents are eligible for a College Opportunity Fund stipend (currently $116 per credit hour). You must apply for COF at <https://cof.college-assist.org/>. You also must also submit a onetime COF authorization. Instructions to submit the COF authorization are available here: <https://www.msudenver.edu/cof/>
* **Order your course textbooks BEFORE classes begin**. You can order textbooks through the Tivoli, publisher websites, or other providers like Textbooks.com, Barnes & Noble, Amazon, etc. Shop around—you may be able to find cheaper versions (just be sure to get the correct edition). You can find your course textbooks on the Tivoli Website: <https://www.bkstr.com/msudenverstore/home>
* **Once registered for classes, print off your schedule (you will need this to get your Student ID)**
* **Familiarize yourself with CANVAS**. CANVAS is the on-line learning management system where your course information (syllabus, instructor correspondence, assignments, exams/quizzes, etc.) is located. Course content is typically available a few days before classes begin. You can access CANVAS under web services on your Student Hub. A Quick Start Guide is available here: <https://msudenver.teamdynamix.com/TDClient/2313/Portal/KB/?CategoryID=21795>**.**
* **Familiarize yourself with your Academic Support Resources**
	+ **Tutoring Center:** [**https://www.msudenver.edu/tutoring/**](https://www.msudenver.edu/tutoring/)
	+ **Writing Center:** [**https://www.msudenver.edu/writing-center/**](https://www.msudenver.edu/writing-center/)
	+ **College of Business Tutoring Center:** <https://www.msudenver.edu/tutoring/college-of-business-tutoring/>
	+ **General Academic Skills (note taking, test taking, etc.) and Workshops:** <https://www.msudenver.edu/tutoring/general-academic-skills-tutoring/>
	+ **Math Accuplacer/Math Course Support:** <https://www.msudenver.edu/tutoring/math-accuplacer-tutoring/> and <https://www.msudenver.edu/math/math-placement-testing/>
* S**et up Disability Accommodations through the Access Center.** Accommodation letters to instructors must be turned in prior to exams and/or assignment due dates. Commonly granted accommodations include deadline extensions, extra time for exams, adaptive equipment, etc. To discuss eligible conditions and possible accommodations with a counselor, go to <https://www.msudenver.edu/access/>
* **Add important dates from the Academic Calendar to your reminders and/or own personal calendar.** Dates you add include Holidays/campus closures, 100% tuition & fees refund dates for your classes, the 50% tuition & fees refund date, Withdraw Date, Final Exam week, and semester registration dates. You can find the Academic Calendar here: <https://www.msudenver.edu/events/academic/>
* **Learn more about the College of Business and your Advising Resources (such as frequently asked questions, College of Business course offerings, etc.) on our website**: <https://www.msudenver.edu/business/advising/>
* **Learn about Counseling and Mental Health Resources, including Mindfulness, Personal Growth, Mental Health Apps, and more** at <https://www.msudenver.edu/counsel/>. If you have a mental health concern, please call 303-615-9988 and leave a message with your telephone number and 900 ID so that a counselor can get back with you promptly, between the hours of 8:00 a.m. and 5:00 p.m. Monday-Friday. After 5:00 p.m., and on weekends and holidays, you may call our 24/7 Crisis and Victims' Assistance Line at 303-615-9911.
* **Get your Student ID and/or RTD pass.** You can find instructions for getting your MSU Denver Student ID and RTD pass here: <https://www.ahec.edu/services-departments/id-station>
* **Parking and Parking Pass information.** You can learn about parking on-campus (including rates and locations of lots), accessible parking, and purchasing parking passes at <https://www.ahec.edu/services-departments/parking/permit-parking>
* **Find out where your on-campus courses are located via the Campus Map.**  <https://www.msudenver.edu/maps/> shows you locations of buildings, landmarks, parking lots, and other important Auraria campus features
* **Consider forwarding your MSU Denver email to your personal email** so you do not miss important emails or events. You can find instructions for forwarding your MSU Denver email here: <https://msudenver.teamdynamix.com/TDClient/2313/Portal/KB/ArticleDet?ID=121257>
* **Sign up for Campus Emergency/Weather Related Alerts.** Sign up for campus alerts (including weather cancellation and delays) by going to <https://www.ahec.edu/services-departments/emergency-preparedness/emergency-notifications>
* **Learn about Student Organizations (Clubs, Fraternity/Sorority, Student Government, Met Media, Racial Equity) at** [**https://www.msudenver.edu/cmei/studentorganizations/**](https://www.msudenver.edu/cmei/studentorganizations/)**.** Students who participate in clubs and campus events have higher GPAs and retention rates
* **Take the Single Stop Public Benefit Screener**. Check out your eligibility for Government Benefits such as SNAP (food assistance), Medicaid, Child Care Assistance Program (CCAP), Colorado WIC, and Colorado Works (TANF) through our the single source screener: <https://app.singlestop.org/msudenver/studentcenter>
* **Familiarize yourself with additional Student Programs (see below)**

**Center for Multicultural Engagement and Inclusion**. CMEI Racial Equity & Leadership Programs bring together students to explore, influence, and shape change in their communities. We have a number of programs designed to strengthen your identity and understanding of yourself, grow empathy and experience working with others, and advance our shared communities towards positive change. <https://www.msudenver.edu/multicultural-center/>

* **Brother to Brother** - Brother to Brother (B2B) is an Urban Male Initiative Program that applies four programmatic pillars (leadership development, social integration, academic support, and career preparation) to increase the retention and graduation rates of male students of color at MSU Denver and to meet the future work-force needs in the local, national, and global economy. <https://www.msudenver.edu/b2b/>
* **Equity Peer Leader** - The Equity Peer Leaders group was created to address equity and social justice related issues on our campus. Equity-minded students lead workshops, trainings and discussions to name these issues and to craft ways to dismantle them at MSU Denver. <https://www.msudenver.edu/multicultural-center/racial-equity-and-leadership-programs/equity-peer-leader/>
* **Sister Circles** - Sister Circles is a group for women of self-identified women of color who gather as a collective community. This group was designed to provide a secure space for women of color to explore their identity/s, discuss challenges and strengths, and explore the needs of women in different spheres of life. Sister Circles has a priority goal of gathering women of color together in order to create a space for healing, encouragement, understanding, learning, strength, growth, and empowerment along with engaging in inclusivity. <https://www.msudenver.edu/multicultural-center/racial-equity-and-leadership-programs/sister-circles/>
* **Urban Leaders** - Urban Leaders Scholars participate in coursework, experiential learning components, and mentorship throughout their time in the program. Each student receives a scholarship in addition to training and networking opportunities designed to grow understanding of self, others, and society. [**https://www.msudenver.edu/ulp/**](https://www.msudenver.edu/ulp/)

**DREAMer Emergency Fund -** emergency stipend for MSU Denver students who have; undocumented, DACA or TPS status. The fund is managed in collaboration by the Student Care Center and the Immigrant Services Program. Students are eligible to receive funding once a semester. This award will only be granted after a student has submitted an online application and connected with professional staff associated with the Student Care Center or Immigrant Services Program. <https://www.msudenver.edu/student-care-center/dreamer-emergency-fund/>

**First Generation Initiatives** - MSU Denver is proud that almost 56% of the student body identifies as first-generation, and we feel honored to be a part of their educational journey. Learn more about first generation programs, events, and support at <https://www.msudenver.edu/first-gen/>

**Immigrant Services -** at the Metropolitan State University of Denver is an academic and social support program that aims to increase enrollment, retention, and graduation of undocumented, DACA, immigrant, and refugee students. Through academic counseling, ESL support, scholarship application assistance, and access to campus and community resources, the program’s mission is to address the most common challenges and barriers to education that this underserved, underrepresented student population faces. <https://www.msudenver.edu/immigrant-services/>

**International Student Support** - International Student Support serves international students studying on an ‘F’ visa. While our main purpose is to ensure that you are able to maintain your legal status while studying at MSU Denver, we are also here to support your personal, academic, and career goals. <https://www.msudenver.edu/registrar/international-student-support/>

**LQBTQ Resource Center:** The LGBTQ Student Resource Center of Auraria is a tri-institutional office dedicated to providing resources and support to the LGBTQ+ community of the Auraria campus. We are the oldest campus LGBTQ+ center in the state of Colorado.<https://www.msudenver.edu/lgbtq/>

**On-line Learning Student Services** [**https://www.msudenver.edu/online-learning/virtualstudentservices/**](https://www.msudenver.edu/online-learning/virtualstudentservices/)

**The Phoenix Center at Auraria –** provides free and confidential support resources and assistance to survivors of interpersonal violence (relationship violence, sexual violence, and stalking), as well as their friends, families, and concerned others. Located in Tivoli 259, 303-315-7250 (during business hours); 303-556-2255 (24/7 crisis line); More information at [www.thepca.org/](http://www.thepca.org/)

**Student Care Programs at** [**https://www.msudenver.edu/student-care-center/**](https://www.msudenver.edu/student-care-center/)

* **Roadrunner Food Pantry -** If you are struggling to make ends meet, pay for groceries or afford a meal on campus, please connect with the student care center. Our physical location is currently closed, however we are still currently are supporting students through a mobile food pantry and an e-gift card program. Additional food resources can be found at <https://www.msudenver.edu/student-care-center/roadrunner-food-pantry/>
* **Student Emergency Retention Fund -** emergency stipend for MSU Denver students who are dealing with unanticipated and/or catastrophic life events that might otherwise cause the student to stop or pause the pursuit of their educational goals. Stipends are usually capped at $1,000. Students can fill out an application online if they meet the criteria or they can call the Student Care Center to connect with a case manager.
* **Epic Scholars Program -** provides academic and personal supportive services to students with experience in different systems of care (foster care, kinship care, legal guardianship, division of youth services), and students who self-identify as unaccompanied youth, emancipated minors, and independent students through the Financial Aid office**.**

**TRIO Student Support Services (TRIO SSS**). TRIO SSS is a federally funded program to provide academic support, peer mentoring, skill-building, scholarship opportunities, and leadership development to eligible students (criteria includes degree seeking, low income, first generation, and/or documented disability). Students may apply via <https://www.msudenver.edu/trio-sss/>

**Undergraduate Research.** The Undergraduate Research & Creative Scholarship Program promotes, supports, and celebrates MSU Denver faculty and student engagement in undergraduate research activities. These undergraduate research experiences enhance students’ preparedness and competitiveness for future employment and the pursuit of advanced degrees. <https://www.msudenver.edu/undergraduate-research-creative-scholarship-program/>

**Veterans and Military Services –** Provides services for Veteran and Military members (see more at<https://www.msudenver.edu/veterans/>)

•Assist with the student veteran transition from military to student life

•Provide information and assistance from the enrollment process through graduation

•Help students maximize the use of education benefits

•Remove barriers to retention for veteran and military students

•Work to Inform the community about ways to support veteran/military students

•Overall advocacy for veteran and military students

•Resource referral

 For Military Transfer Credits see <https://www.msudenver.edu/registrar/prior-learning-assessment/>

**Remember to Certify your classes each semester if using the GI Bill!** [**https://www.msudenver.edu/veterans/education-benefits/certification-request/**](https://www.msudenver.edu/veterans/education-benefits/certification-request/)

**BUSINESS DEGREES AND ADVISING RESOURCES**

**You can learn about all MSU Denver College of Business Degrees here:** [**https://www.msudenver.edu/business/business-programs/**](https://www.msudenver.edu/business/business-programs/)**.**

Beginning in Fall 2023, we will offer 16 different degrees, 16 minors, and 5 certificate programs. Several programs (Marketing, Management, Banking, Professional Selling, and Business Intelligence) will be fully on-line. An optional International Business Concentration is available for most degrees. Students also have the option to create their own degree through the Individualized Degree Program (more information on IDPs is available here: <https://www.msudenver.edu/individualized-degrees/>)

If you would like to add a minor, certificate, or concentration, talk to your Academic Advisor

**Want to change your College of Business degree for a different College of Business Degree?** You can submit a change of major request form and your advisor will change it for you in a couple of days. Find the form here: <https://cbus.msudenver.edu/cbusservices/> We can only add Business Degrees. If you want to change your degree to a major outside of the College of Business, you will need to fill out a declaration of major/minor form (available here: <https://www.msudenver.edu/registrar/forms/>) and submit it to your new advisor (use the Advisor Directory in your Orientation Packet or look up their information on the Department website).

**Student Advising Guide and Planning Resources.** The College of Business offers a comprehensive student advising guide which covers important information such as learning how to read your Degree Progress Report or use the University Catalog, available here: <https://www.msudenver.edu/business/advising/student-guide/>. Frequent Advising FAQs are available here: <https://www.msudenver.edu/business/advising/faqs/>

**Planning Resources**. In addition to the advising guide, students can find their Degree Worksheet and Business Course rotation schedule available here: <https://www.msudenver.edu/business/advising/planning-guide/>

**College of Business Tutoring**. The College of Business offers tutoring in the Admin Building for certain Business classes including ECO 2010, ACC 2010, CIS 3300, FIN 3300, etc. You can find the current schedule here: <https://www.msudenver.edu/business/tutoring/>

**Contact Information**. You can find your Academic Advisor’s contact information, including Office, here: <https://www.msudenver.edu/business/advising/> and contact information for your Faculty Advisors and Chairs here: <https://www.msudenver.edu/business/advising/faculty-advising-hours/>