

TO: All Grand Rapids Community College Landscape & Lawn Management Students
FROM: Marcus Duck, Program Coordinator & Academic Advisor

Below are key points concerning the Landscape & Lawn Management program. Please pay close attention to these details in order to ensure your success as you progress through the program.

- **MSU Email:** You are required to set up and use your MSU email account. This is the primary method of communication between those of us at MSU and our students.
- **Program of Study:** Students should refer to the program sheets provided to you. These sheets outline which MSU and GRCC courses are required for both the Certificate and the Associate options, as well as which semester each MSU course is offered. **Because MSU courses are only offered every other year, MSU courses should be scheduled first, and GRCC courses should be scheduled around the MSU courses.**
- **MSU Course Locations and Times:** All MSU courses are offered in the Grand Rapids area in the evenings (5:30pm or later). Some HRT 211 and 212 Plant ID labs are held on Saturday mornings each Fall semester. Current classroom facilities for MSU courses are at Kent Career Technical Center and Calvin College. Students do not have to travel to East Lansing for class. We do not offer courses during the summer semester.
- **Financial Aid:** Students in the L&LM program who still have to complete required GRCC courses to finish their program must obtain their aid through the GRCC Financial Aid office. Students can only obtain aid through MSU if **ALL** GRCC courses have been completed. You must fill out a one page document at the GRCC Financial Aid office each semester you need to receive aid. Due to the delay in receiving financial aid reimbursements from GRCC, e-mail duckmarc@msu.edu for an extension on your MSU bill. MSU bills are viewable by accessing your **Stu-Info** account on-line.
- **Tuition:** All MSU courses are billed according to current MSU tuition rates and fees. All GRCC courses are billed according to current GRCC tuition rates and fees.
- **Transcripts:** Any transcripts sent from GRCC to MSU for L&LM students should **ONLY** be sent to: Institute of Agricultural Technology, 120 Agriculture Hall, East Lansing, MI 48824. Up to 24 transfer credits (with grades of C (2.0) or better) may be applied toward completion of the MSU Certificate upon approval by the Program Coordinator.
- **When to take courses:** Students have 3 options for completing the L&LM program:
 1. Take both MSU and GRCC courses at the same time to finish the program in the quickest amount of time. Students also benefit in regards to financial aid since this route allows them to reach full-time status more easily. **This is the best option and the one I stress if your finances and time permit you to do so.**
 2. Take all MSU courses first. This takes much longer to complete the program, and we do not offer enough credits each semester for students to obtain financial aid.
 3. Take all GRCC courses first. This also takes much longer to complete the program.

Please don't hesitate to contact me (duckmarc@msu.edu), Dawn Meredith at the MSU-West office (616-458-6805), or Rosario-Montes Sutton at GRCC (RMSutton@grcc.edu) with any questions.

