

TO: All Montcalm Community College Landscape & Lawn Management Students
FROM: Marcus Duck, MSU 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 sheet provided to you. This document outlines which MSU and MCC courses are required for the Certificate, as well as which semester each MSU course is offered. **Because MSU courses are not offered every semester (some are only offered every other year), MSU courses should be scheduled first, and MCC courses should be scheduled around the MSU courses.**
- **MSU Course Locations and Times:** All MSU courses are offered either in the Grand Rapids area in the evenings (5:30pm or later), or on-campus in East Lansing during the day. When HRT 211 and 212 Plant ID are offered in GR, some lab sections are held on Saturday mornings each Fall semester. Current GR classroom facilities for MSU courses are at Kent Career Technical Center and Calvin College. We do not offer courses during the summer semester.
- **Financial Aid:** Students in the MCC L&LM program will apply for financial aid through the MSU Office of Financial Aid. Financial aid will calculate the total number of credits each semester by adding together the MSU and MCC credits. A minimum of 12 credits is needed to be considered full-time. If all MSU courses have been completed before all of the MCC courses have been taken, students will need to apply for aid through the MCC financial aid office. **A list of the MCC courses must be emailed to the MSU Program Coordinator each semester before students can apply for aid through MSU.**
- **Tuition:** All MSU courses are billed according to current MSU tuition rates and fees. All MCC courses are billed according to current MCC tuition rates and fees.
- **Transcripts:** Any transcripts sent from MCC 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 MCC 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 may not offer enough credits each semester for students to reach full-time status.
 3. Take all MCC courses first. This also takes much longer to complete the program.

Please do not hesitate to contact me (duckmarc@msu.edu), Dawn Meredith at the MSU-West office (888-458-6805), or MCC (989-328-1250) if you have any questions.