ADVISING HANDBOOK
Welcome to the Honors College at Michigan State University! Since our founding in 1956, the Honors College has provided a unique academic experience for high achieving students. Honors students are in programs and majors in every degree granting college at the university. They are crafting an individualized academic program that balances challenge and rigor with flexibility and opportunity, while also meeting degree requirements. The Honors community is embedded into campus, represented by faculty, staff, and students rich in curiosity, talent, motivation, and experience. Get to know us as you embark on your educational journey.

This handbook is intended for new and returning MSU Honors College members seeking guidance and resources to maximize their Honors experience. From information on benefits and requirements, to advising, research, international engagement, and service, this handbook can serve as a starting point. You should consider how you might create a distinct educational program that will prepare you to make an extraordinary impact at MSU and beyond.

You are encouraged to use this handbook as a resource to learn about Honors opportunities. The handbook is also a passport to connect you with relevant resources that will assist you throughout your undergraduate career. We hope that you will connect with Honors faculty and staff early and often with questions and ideas about the Honors experience and navigating the MSU community.

Sincerely,
Dr. Cynthia Jackson-Elmoore
Honors College
Dean and Professor
TABLE OF CONTENTS

Pages 3-4
Honors College Advisors and Honors Departmental Advisors

Pages 5-6
Honors College Benefits and Requirements

Pages 7-8
General Education Planning

Pages 9-10
What Counts As An Honors Experience and Honors Options Explained

Pages 11-12
Understanding the Honors College Academic Progress Plan and Program Planning

Pages 13-14
Research Opportunities and Honors Research Seminars

Pages 15-16
Honors College Student Organizations and Education Abroad

Pages 17-18
Honors College Benefits Worksheet
Advising is an important aspect of the Honors College. It is an interactive process where student and advisor work together for mutual benefit. Developing individualized programs of study requires that Honors College members keep in close touch with advisors both in the Honors College and in their major departments. With the help and approval of these advisors, Honors students can take maximum advantage of the flexibility they are allowed in filling degree requirements. More information about Honors College advising is located at honorscollege.msu.edu/advising

**ADVISING EXPECTATIONS**

You can expect your Honors College academic advisor to:
- Get to know you and your academic, career, and personal goals.
- Clearly explain your Honors College benefits, requirements, and related policies.
- Inform you on your progress with Honors College requirements.
- Assist in planning your Honors College requirements, academic schedule, and related co-curricular and extra-curricular activities.
- Provide you with information about and connect you to relevant campus resources for academic, career, and life planning.

For Honors College academic advisors to better assist you, you are expected to:
- Schedule regular advising meetings, at least once per year with each Honors academic advisor.
- Come prepared to your advising meetings with questions. Think about your goals and interests as it relates to Honors College and MSU. It's helpful to review your own Honors College progress as well as the Honors College website and relevant information.
- Become knowledgeable of Honors College requirements and opportunities related to your goals.
- Ask questions about Honors College requirements or any other issues/concerns that arise during your time at MSU.
- Take ownership over your Honors College and MSU experience.
HONORS COLLEGE ACADEMIC ADVISORS
Honors College academic advisors are located in Eustace-Cole Hall and advise students from all majors about general University requirements; they also serve as the primary advisors for Honors College members who have not yet declared a major preference.

Honors College students are encouraged to schedule an appointment with their Honors College academic advisor based on the student’s last name.

- Honors College Director of Advising Christine Raisanen (chrisr@msu.edu)
- Sadiq Mohammed (mohamm61@msu.edu): A-F
- Andrew Murray (murraya8@msu.edu): G-L
- Amanda Ritter (rittera1@msu.edu): M-R
- Erika Trigg Crews (ecrews@msu.edu): S-Z

To schedule an appointment with your advisor:
- Go to https://msu.campus.eab.com and log in with your MSU NetID and password.
- Click “Get Advising” in the upper right corner of the Student Success Dashboard homepage.
- Follow the steps for creating an appointment. You and your advisor will receive confirmation emails regarding the scheduled appointment.

HONORS DEPARTMENTAL ADVISORS
Honors College members who have chosen a major preference are assigned to specially designated Honors advisors in their major departments. More than 200 faculty members serve as Honors departmental advisors who, in working out programs tailored to individual Honors College members, are granted the authority to approve nonstandard courses that members take to fill college and major requirements.

To find your Honors departmental advisor, consult the list linked on the advising page of the Honors College website, at honorscollege.msu.edu/advising. If you have not declared a major preference, one of the Honors College advisors will act as your Honors departmental advisor and help you plan a program until you choose a major (no later than the beginning of your first semester at junior standing).
Individualized Academic Programs
Honors College members may fulfill University requirements in nonstandard ways that allow a program of study to be tailored to a student’s individual interests and abilities. With the approval of an Honors College academic advisor, members may choose from literally hundreds of course offerings to fulfill their general education requirements. With the approval of their Honors departmental advisors, they may meet their college and major requirements using substitute courses not on standard requirement lists. A substitution may take the form of a course which is more advanced than an introductory one, a course closely related to a required one but not on the standard list, or an Honors or graduate course which covers more than one standard listing.

Honors Classes
Departments throughout the University offer Honors courses/sections that are typically smaller, faster-paced, more challenging, and feature more classroom interaction than non-Honors courses.

Freedom from Course Restrictions
In most circumstances, Honors College members are not bound by course restrictions such as “juniors” or “majors only.” In addition, an Honors College member may bypass listed pre-requisites for a course, provided the student has the background necessary to understand the course material. Members may enroll directly in appropriate courses of interest without an override. Departmental approval may be required; however, it is not guaranteed.

Graduate Course Enrollment
Honors College members have the opportunity to enroll in graduate-level courses as part of their undergraduate degree program. Completion of a graduate-level course will count as one of the minimum eight Honors experiences required to graduate with Honors College notation. Overrides must be obtained from the disciplinary department.

Enrollment Priority
Honors College members in good standing are allowed to enroll for classes on the first day of each enrollment period, before most other students. This privilege allows Honors College students easy access to most courses, and members should use this opportunity for early access to schedule all of the courses they need or want. The priority is strictly a time advantage and does not allow Honors College members to enroll later in filled sections of courses either during the regular enrollment period or during the schedule adjustment period. Note: For full or locked courses, departments are responsible for granting overrides, if appropriate. Honors College is unable to provide course limit overrides.

Honors College Community
Honors College members are part of a unique community of scholars. Lifetime connections are made daily through Honors College-exclusive programs, international study options, cultural and social activities, and community service opportunities.
HONORS COLLEGE REQUIREMENTS

HONORS COLLEGE GENERAL EDUCATION
Honors College members are required to complete the following courses in general education (each course must be 3-4 credits):
• 1 course in introductory writing
• 2 courses in the area of the arts and humanities
• 2 courses in the area of the social sciences
• 2 courses (lecture classes) in the area of the natural sciences

University Lab and University Diversity Distribution requirements linked to Integrative Studies are eligible to be waived upon completion of all substitutions and approval by an Honors College academic advisor. Even so, the Honors College encourages students to engage in international/multicultural diversity opportunities via General Education coursework.

HONORS EXPERIENCES
Honors College students pursue an enriched program of study that will ultimately include at least eight Honors-caliber courses.
NOTE: Students must complete at least three of the eight Honors experiences by the end of the spring semester of their second year. For students completing a second degree, two additional honors experiences are required to graduate from the Honors College in that second degree.

HONORS COLLEGE ACADEMIC PROGRESS PLAN (due by May 15)
Complete the Honors College Academic Progress Plan (HCAPP) forms, as described below:
• The Self-Reflection Summary (SRS) form must be submitted annually during enrollment time each Spring (due in May).
• The General Education Substitution Request form is completed ‘as needed,’ when a student enrolls in a substitution course. Substitutions must be approved in advance of taking the course.

GPA
Establish and maintain a cumulative grade point average of at least 3.2 until graduation.

Student records will be reviewed regularly. Students who do not meet the above continuing membership requirements will face release from the Honors College.
Honors College General Education (HCGE) requirements replace the University requirements in Integrative Studies and Writing for Honors College members. This summary provides guidelines as a starting point for Honors College members in planning General Education substitution courses. Note that other academic departments not listed may offer courses with similar content and may also be appropriate for substitutions. To learn more about course options and eligibility, make an appointment with your Honors College academic advisor.

All courses intended to meet HCGE requirements must be approved via the Honors College Academic Progress Plan (HCAPP). More information about the HCAPP is located at honorscollege.msu.edu/academic-progress-plan.

Any Integrative Studies courses (IAH, ISS, ISB, ISP) intended for HCGE requirements must be completed as Honors Sections. Honors options in Integrative Studies courses will NOT fulfill the HCGE requirement.

Substitution courses for Honors College members must be 3-4 credits and above the introductory level. Additionally, courses that are skill-based/practice-based (i.e. music performance, language-learning), research methodology, or are required for a student’s major are typically not appropriate as substitutions.

PICTURED ABOVE: General Education Substitution Request Form (Part of the Honors College Academic Progress Plan)
Note that all courses intended to meet HCGE requirements must be approved via the Honors College Academic Progress Plan (HCAPP).

Any Integrative Studies courses (IAH, ISS, ISB, ISP) intended for HCGE requirements must be completed as **Honors Sections**. Honors options in I.S. courses will **NOT** fulfill the HCGE requirement.

1 course in WRITING - **WRA 195H** or an approved departmental course in consultation with an Honors College academic advisor - should cover composition, critical reading and research skill development.

### 2 courses in the ARTS & HUMANITIES area (replaces IAH)

<table>
<thead>
<tr>
<th>Philosophy - PHL (130 &amp; above)</th>
<th>Religious Studies - REL (150 &amp; above)</th>
<th>Linguistics - LIN (200, 225, 401)</th>
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<tr>
<td>Political Philosophy - PLS courses (170, 371, 372)</td>
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<tr>
<td>Music and Theater - MUS / THR w/ History, Literature &amp; Culture focus (MUS 211, 212; THR 110, 330, 350)</td>
<td>English - ENG (210 &amp; above)</td>
<td>History - HST (140 &amp; above)</td>
</tr>
<tr>
<td>History of Art - most HA</td>
<td>World Languages - typically 300 level w/ History, Lit &amp; Culture focus</td>
<td>Anthropology - ANP (Archaeology courses only, i.e. 203, 264)</td>
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### 2 courses in the SOCIAL SCIENCE area (replaces ISS)

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<th>Psychology - PSY (PSY 101H – Honors Section only; most courses PSY 200 &amp; above)</th>
<th>Human Development &amp; Family Studies – HDFS (211, 212, 225)</th>
<th>Economics – EC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sociology – most SOC courses 131 &amp; above</td>
<td>Political Science – PLS (160 &amp; above)</td>
<td></td>
</tr>
<tr>
<td>Criminal Justice – CJ (220, 275)</td>
<td>Anthropology – ANP (200, 205 excluded)</td>
<td>Geography – most GEO courses</td>
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### 2 courses in the NATURAL SCIENCE area (replaces ISB/ISP)

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<tr>
<th>Astronomy - AST</th>
<th><strong>Physical/Earth Sci</strong> Geography GEO 203, 206</th>
<th>PSY, ANP w/ Nat Sci focus PSY 209; ANP 206</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Sciences – BS, MMG, PSL, IBIO</td>
<td>Geology - GLG 201, 202, 301</td>
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<td>Chemistry – CEM / Physics - PHY</td>
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<tr>
<td>Human Genetics – MMG 141</td>
<td>Entomology – ENT 205</td>
<td>Plant Biology – PLB 105</td>
</tr>
</tbody>
</table>

Substitution courses for Honors College members must be 3-4 credits and above the introductory level. Additionally, courses that are skill-based/practice-based (i.e. music performance, language-learning), research methodology, or are required for a student’s major are not appropriate as substitutions.
In fulfilling the requirement for an enriched program of study, a student may use any combination of the various types of Honors opportunities available.

**Honors Courses/Sections**
Many departments offer Honors courses and sections especially for Honors College members. Often these classes are much smaller than their non-Honors counterparts; some are designed specifically for Honors students and have no non-Honors counterpart. Material is usually covered in greater depth than in non-Honors courses and there is more classroom interaction in general. The pace is faster and more challenging, since students are surrounded by other students of the same caliber and, often, the same interests. Honors courses are designated by an “H” after the course number where Honors sections are designated by an “H” after the section number. See the Schedule of Courses for details on offerings of Honors courses/sections.

**Honors Options**
An Honors Option (H-Option) is more extensive or more advanced work than is required of all students in a regular course. In advance of the Honors Option beginning, the professor must approve the format, timeline, and scope of the project.

**Graduate Courses**
Well-selected graduate courses at the 500-, 800-, or 900-level can make excellent Honors-caliber substitutions for many 300- and 400-level courses. All suitably prepared Honors College members may enroll in most graduate courses, inside and outside their own colleges, with prior approval from their departmental Honors College advisor and from the instructor teaching the course. Browse through the MSU Course Descriptions for courses that might appeal to you, and be sure to consult with your Honors advisor(s) before you decide.
HONORS OPTIONS

• Per University policy, Honors Options must be supervised by a member of the MSU faculty. The Honors College defers to department chairs regarding procedures.

• The quality of an Honors Option project does not affect the grade assigned for a course; however, in some cases a minimum grade (e.g., 3.0 or 3.5) must be earned in a course before the Honors Option can be awarded.

Additional information is available at honorscollege.msu.edu/honors-option

1. Check whether your course is approved by the department for Honors Option credit.
2. Talk to your professor early in the semester to see whether he or she would be willing to oversee an Honors Option.
3. Complete an Honors Option Agreement form to make clear the expectations for the project. Check the website for more information.
4. At the end of the term, the instructor files an online Administrative Action Form for each student who has satisfactorily completed the Honors Option.

Examples of Honors Options

GSAH 230: The student completed a 10 page research paper on the differences between educational opportunities for undocumented and documented immigrant students to the United States. The paper displayed an incisive grasp of the realities facing immigrant children and drew upon a wide range of materials.

MKT 300: Students worked on an extensive, research driven marketing plan which included specific recommendations for product, pricing, promotional, and distribution policy for a Fortune 500 company.

NUR 330: The student submitted a presentation on the current nursing research pertaining to the role of the nurse in improving outcomes for patients with Alzheimer’s disease. The focus was on how nurses can educate and impact the caregivers of these patients.
HONORS COLLEGE ACADEMIC PROGRESS PLAN (HCAPP)

The Honors College Academic Progress Plan is designed to:

• Promote self-reflection that fosters strategic selection of courses and co-curricular opportunities.
• Inform advisors of your academic plans so they can provide better guidance and support.
• Help you make sense of your curricular and co-curricular choices in writing as a precursor to the preparation of cover letters and/or personal statements for job, scholarship and graduate/professional school applications.
• Formally document the ways in which Honors College members plan to use departmental courses to satisfy General Education requirements in their degree program.

More information about the HCAPP is available at: honorscollege.msu.edu/academic-progress-plan

Completing the HCAPP

1. Access the HCAPP at honorscollege.msu.edu/academic-progress-plan.
2. Complete the Self-Reflection Summary (form pictured below). It is strongly recommended that you meet with your Honors departmental advisor prior to completing this form. The deadline to complete this form is May 15.
3. If enrolling in courses intended to count for the Honors College General Education program, submit the General Education Substitution Request form (more information about General Education located on page 7 of this handbook).
4. Take note of the deadline for completing the Self-Reflection Summary. Honors College members who do not submit the Self-Reflection Summary by the deadline are subject to release from the Honors College.

The deadline to submit the Self-Reflection Summary each year is May 15.
First-Year Students
• You will need to meet with your Honors departmental advisor, and probably with an Honors College academic advisor, early in Fall semester to make final course plans for Spring. Bring along your tentative program plans made during Academic Orientation Program and any changes to those plans you may be considering. If you add a new course intended for the Honors College General Education requirements, be sure to submit the General Education Substitution Request form.

• You will need to meet with your Honors advisor(s) again in spring to make plans for the following academic year.

Returning Students
• During Spring semester you will need to set goals and plan courses for the following year in consultation with your Honors departmental advisor. Record these plans as part of the Self-Reflection Summary via the HCAPP.

• If you intend to spend part or all of a year away from campus, either enrolled in classes or participating in a cooperative education program, prepare an HCAPP noting where you will be. If you are away during Spring semester when the HCAPP is normally due, contact your Honors departmental advisor by e-mail to make plans for the following year as best you can and submit the HCAPP online as usual. When you return to campus, see your Honors academic advisor in person.

Students Planning Study Abroad/Study Away
It is essential that Honors College members meet with their Honors College academic advisor prior to a study abroad/study away trip to discuss course enrollment. Study abroad courses should be approved in advance by an Honors College academic advisor in order to ensure appropriate credit with respect to Honors College requirements.

Annual Enrollment
Annual enrollment for the next academic year typically begins at the end of March for Honors College members.
Michigan State University is a leader in offering research options for academically talented students in every discipline.

Undergraduate research:
• Connects leading faculty mentors with undergraduate students.
• Fosters the development of the student’s knowledge and academic skills.
• Enables student researchers to consider publishing and presenting their work at regional or national conferences.
• Encourages development of the students’ own independent research.
• Provides a competitive edge for students considering graduate school.

For more information on Honors College research opportunities, visit honorscollege.msu.edu/research-opportunities

For more information on Undergraduate Research, visit urca.msu.edu

Honors College members who are interested in publishing their research or creative work should submit their work to the Red Cedar Undergraduate Research Journal (ReCUR). For more information on ReCUR, visit recur.msu.edu.
UGS 200H - HONORS RESEARCH SEMINARS

Honors Research Seminars are designed particularly for first- and second-year Honors College students and provide an opportunity to engage in research in close association with MSU faculty members. The seminars are listed as UGS 200H in the Schedule of Courses.

Among the benefits of these seminars:

- Seminars offer opportunities for hands-on work on cutting-edge research projects under the supervision of MSU faculty members. Students who gain this experience are well situated to find other research opportunities in future.

- Seminars are small and offer the opportunity to work with interesting students from a wide variety of majors.

- Every seminar offers the opportunity to present at the University Undergraduate Research and Arts Forum in April. Many seminars also offer presentation and publication opportunities in other forums, both inside and outside the university.

- Seminars count as one Honors experience and, with the approval of an Honors College academic advisor, may count toward General Education requirements for Honors College members.

For more information, visit
honorscollege.msu.edu/honors-research-seminars

A student works with a professor on an Honors Research Seminar.
HONORS COLLEGE STUDENT ORGANIZATIONS

One of the most important aspects of membership in the Honors College is becoming part of the Honors community at MSU. This an opportunity to get to know other diverse, interesting, and engaging students from around the nation and world who share a commitment to academic excellence. Beyond involvement opportunities with other student organizations on campus, Honors College students may also be involved in activities and organizations sponsored by the Honors College:

- Dean's Advisory Council
- First Generation Honors Association
- First Year Council
- Honors College Activities Board
- Honors College Service Club
- H-STAR (Honors STudents Actively Recruiting)
- Honors X 2
- MOSAIC

For more information about how to get involved, visit honorscollege.msu.edu/student-organizations

Students and Honors College staff at an event.
Global Opportunities

We encourage students to become global citizens and the Honors College provides several programmatic and funding opportunities to embed this into your academic experience. For more information please visit the website honorscollege.msu.edu/global.

National/International Fellowships & Scholarships Office

Michigan State University students have successfully competed for the most prestigious national and international fellowships and scholarships. The National/International Fellowship & Scholarship (NIFS) Office helps interested students pursue major national and international opportunities by providing information and direct support throughout the application process for more than 20 competitive awards, including the Rhodes, Marshall, Mitchell, Churchill, Gates Cambridge, Beinecke, NSF Graduate Research Fellowship, Truman, Goldwater, James C. Gaither Junior Fellows Program and Udall competition. For more information please visit nifs.msu.edu.
Honors College Report

HC General Education

Members must complete departmental course substitutions to replace University Integrative Studies (IAH/ISS/ISB/ISP) and Writing (WRA):

- One (1) course – Honors Writing
- Two (2) courses – Arts & Humanities (AH)
- Two (2) courses – Social Sciences (SS)
- Two (2) courses – Natural Sciences (NS)

Advanced Placement, transfer credits, dual enrollment, and/or study abroad courses may apply toward these requirements while major requirements may not; see your HC adviser for details. University Lab and University Diversity Distribution requirements linked to Integrative Studies are eligible to be waived upon completion of all substitutions and approval by an Honors College academic advisor. Even so, the Honors College encourages students to engage in international/multicultural diversity opportunities via General Education coursework.

Honors Experiences

Members must complete a minimum of eight (8) honors-enhanced classes in any combination of H-courses/section, H-options, and graduate-level courses at the 500, 800, or 900-level:

First three (3) H-experiences to be completed by the end of second Spring semester. Two (2) additional honors-enhanced classes required for each additional degree.

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GPA and Academic Progress Plan

Members must maintain a minimum 3.2 cumulative GPA each semester and must submit at least one Self-Reflection Summary (SRS), as part of the Honors College Academic Progress Plan (HC APP), each year to remain in good standing. The SRS is submitted during annual enrollment in Spring semester; due by May 15th.

Notes, Questions, etc:
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Michigan State University
East Lansing, MI, 48824
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Phone: 517-355-2326
Fax: 517-353-4721