

# Graduate Student Guidebook



An Informal Guide for the  
New Graduate Student

[www.gvsu.edu/gs](http://www.gvsu.edu/gs)

# **Graduate Student Guidebook**

## **An Informal Guide for the New Graduate Student**

2011-12

Office of Graduate Studies

Grand Valley State University

August 1, 2011

Dear Graduate Students,

On behalf of the Office of Graduate Studies and Grand Valley State University, Welcome!

We are so pleased that you have chosen to join our graduate education community. Since you have already completed at least one college degree, you probably have a good understanding about how colleges work. Despite that, you may find yourself wondering how Grand Valley deals with many issues. The Office of Graduate Studies is available to help you find the information you need easily and in a timely manner.

To help get your graduate education experience at GVSU off to a smooth start, we created this Graduate Student Guidebook. The Guidebook was prepared in response to the suggestions of many graduate students, communicated to us through surveys, forums, and face-to-face meetings. Your predecessors, by letting us know about their needs, enabled us to pinpoint some of the key facts, policies, and helpful suggestions that you can use to enhance the quality of your graduate education experience. Among the items included in this Guidebook are facts about GVSU, an office directory, where to turn for advice or guidance, some of your program options, and when you should act on matters related to your graduate program.

The Guidebook supplements, but does not replace, the standard university resources available to you, such as the University Catalog, Schedule of Classes, and internet web sites. Throughout the Guidebook we reference web sites where the most current and detailed information can be found.

All information in this guidebook has been sanctioned by various departments; however it is subject to change. With that, the Guidebook has been revised by graduate students and staff within the Office of Graduate Studies and other GVSU faculty and staff members. So it is designed from a graduate student perspective, to be graduate-student-friendly with the most up-to-date information that will help you accomplish your goals here at GVSU.

Since the Guidebook is for you, we are open to suggestions you may have regarding other items that we should include in the future or areas where there is a need for further clarification. Please feel free to email suggestions to [gradstudies@gvsu.edu](mailto:gradstudies@gvsu.edu) or call us at 616-331-7105.

May your years at Grand Valley State University enable you to reach your academic and professional goals. I encourage you to use this Guidebook as it will facilitate a smooth transition to graduate education at GVSU. Let us know if we can be of any further assistance to you.

Wishing you success,



*Jeffrey A. Potteiger*  
*Dean of Graduate Studies*

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# Getting Started

## Acceptance and Welcome Letters

Contact the Admissions Office for questions

Email: [admissions@gvsu.edu](mailto:admissions@gvsu.edu)

At the graduate level, degree seeking admissions decisions are made by each graduate program. Your program will send you a letter of acceptance, which formally admits you into a graduate degree program at GVSU. If you decide to pursue a different graduate program, or a second one, you will need to apply separately to that particular program.

Keep the welcome letter for reference; you will need your G-number.

Non-degree seeking graduate students can register for courses but have not been formally admitted into a graduate program at GVSU. Please note that each graduate program has limits as to how many credits you can take as a non-degree seeking graduate student and use toward a degree. **If you intend to obtain a graduate degree from GVSU, you will need to apply as a degree seeking student.** See the *Student Status* section on page 25 for more information.

Grand Valley sends all admitted degree seeking graduate students a formal acceptance letter with important graduate information. Non-degree seeking graduate students receive a welcome letter. These letter contains your student identification number, or G-number. Please make note of your G-number as it will be needed for course registration, access to personal records, and other important services at the university. If you do not have a copy of your letter, please contact the Admissions Office at 800-748-0246 or 616-331-2025 and ask for your G-number.

## Campus Tours

Contact the Admissions Office to schedule

Phone: Grand Rapids: 616-331-7220

Allendale: 616-331-2025

Internet: <http://www.gvsu.edu/admissions/graduate>

Location: Grand Rapids: DeVos Center Building B, First Floor, 102B DEV

Allendale: Student Services Building, Third Floor, 300 STU

Graduate students are always welcome to visit the Pew Campus in Grand Rapids and talk with staff in Admissions. Tours of the DeVos Center are also available by appointment only. The Admissions Office in Grand Rapids is open Monday through Thursday from 8 a.m. to 6 p.m. and on Fridays from 8 a.m. to 5 p.m. from September through April. Summer hours are from 8 a.m. to 5 p.m. Monday through Friday. We do ask that you first make an appointment with the Admissions Office by calling the numbers listed above.

If you would like to explore our main campus in Allendale, a walking tour is available lasting one-hour in length. Daily tours are available by appointment at 10 a.m., 11 a.m., 12 p.m., 1 p.m., and 2 p.m. Monday through Friday. Tours are led by current undergraduate students and depart from the third floor of the Student Services Building.

## Academic Calendar

Internet: <http://www.gvsu.edu/schedule/2011-2012-important-dates-20.htm>

Please see the appendix for complete Fall 2011 and Winter 2012 Academic Calendars.

	Fall Semester	Winter Semester
Convocation	August 26, 2011 (Allendale)	
Commencement	December 10, 2011	April 28, 2012
Last Day to Add, Register, or Pay	September 2, 2011 at 5 pm	January 13, 2012 at 5 pm
Tuition Payment Deadline	August 19, 2011 at 5 pm	December 16, 2011 at 5 pm

**You must make a payment or payment arrangements before the tuition payment deadline, or you will be dropped from your classes. If you enroll after the semester begins, you will be charged a \$50 late enrollment fee.**

GVSU holds one graduation ceremony in December and two ceremonies in April. The April ceremonies are held in the morning or afternoon and students are divided based on the college in which their program is located.

Convocation at GVSU marks the beginning of the Academic Year.  
A Commencement is a graduation ceremony.  
Hooding refers to placing a graduate hood over a student's head during commencement.  
Academic regalia in the U.S. consists of a gown, cap, and hood.  
A Master/Doctoral gown, cap, and hood at GVSU costs between \$50/\$150.

## MyBanner and G-Number

Internet: [www.gvsu.edu/it/banner](http://www.gvsu.edu/it/banner) (for more information)

All student services interaction requires access via the system called MyBanner. You will use MyBanner to register for classes, change your address, and reset passwords.

Your MyBanner User ID is commonly known as your G-number and is your GVSU Student Number. To access MyBanner, you will need your G-number and Personal Identification Number (PIN). The PIN defaults to your birth date formatted as mmddyy, where leading zeroes are required and the year is the last two digits of the year. For example, if your birthday were August 5 of 1970, your default PIN would be 080570. Do not use slashes or dashes.

From Grand Valley's homepage you can access MyBanner by going to the "Quick Links" tab and click "MyBanner." The first time you login with your default PIN, you will need to self-select a new six digit PIN and set a security question.

If you have changed your PIN and forgotten what it was changed to, on the myBanner log in page input your G-number in the "User ID" box and click "Forgot PIN?" A security question will appear. Answer the question then reset your six-digit PIN. If you use the incorrect PIN number three times, your account will be locked. Contact the Records office at 616-331-3327 to have it unlocked.

## Robert C. Pew Grand Rapids Campus Classroom Locations

Internet: [www.gvsu.edu/tour/grcampus.pdf](http://www.gvsu.edu/tour/grcampus.pdf) for an online map

Campus maps can be found online. Printed maps are often available the first week of class near Student Assistance Center windows, and maps can always be requested from the Student Assistance Center. During construction projects, maps are often not updated until the construction is completed.

*At Pew Campus in Downtown Grand Rapids common abbreviations for buildings are:*

**EC** = Eberhard Center (5) located next to the Grand River, museum, and Kennedy Hall  
Lost and Found is located in the Security Office in Eberhard Center's Lobby

**DEV** = DeVos Center (4) the U shaped building with the clock tower pictured on the front cover

**CHS** = Center for Health Sciences is located on the Michigan Ave. hill. The CHS Express/Dash to the Hill shuttle bus takes students there. To take the bus from outside the entrance to the parking ramp, cross Lake Michigan Ave., and go to the bus shelters on Seward Street outside GVUS Lot #9 for the Dash to the Hill bus. The shuttle stop is marked "CHS Express" on the map. It is pictured at the bottom left-hand side of the cover.

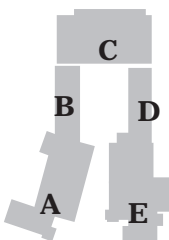
**KEB** = Keller Engineering Building (6) located next to the Eberhard Center and the Grand River on Fulton Street

**KEN** = Kennedy Hall of Engineering (7) between the 131 Highway and the Eberhard Center



# Richard M. DeVos Center Guide

Internet: [www.gvsu.edu/operations](http://www.gvsu.edu/operations)



This is an outline of the DeVos Center building in downtown Grand Rapids on Pew Campus. Notice the U shape.

**Building C**, bottom part of the U, tallest part of the building,

**Buildings A & B**, closest to the parking lot

**Buildings D & E**, closest to Highway 131

## ***Building C***

First floor of Building C:

- 
- |                                |   |
|--------------------------------|---|
| • Student Assistance Center    | • University Bookstore                                  |
| • Plaza Café and Gazebo (food) | • Starbucks   |
| • University Club              | • TV Lounge areas, tables and chairs                    |
| • ATM                          | • Kiosk Computers with Internet (no printing)           |
| • Student study areas          | • Group meeting areas                                   |
| • Mailbox (USPS)               | • Public telephones                                     |
| • Lockers for student use      | • The Meijer Writing Center (in the Student Study Area) |
| • GradClub (held in the UClub) | • The Copy Center (binding, printing, colored paper)    |
- 

Upper Floors of Building C:

The Office of Graduate Studies is on the Third Floor of Building C (318C).

Even numbered offices are west towards the parking ramp (go right from the elevators); odd numbered offices are east, towards the 131 freeway.

## ***Buildings A & B***

These buildings are connected. The second floor of A has computer labs and classrooms.

First floor of Buildings A & B:

- 
- |  |                                     |
|--|-------------------------------------|
| • Pew Campus Student Services              | • Computer Lab                      |
| • Career Services                          | • Steelcase Library                 |
| • Counseling and Career Development Center | • Computer Classrooms               |
| • Admissions                               | • Clock tower                       |
| • Tutoring Center                          | • Carillon (inside the clock tower) |
- 

## ***Buildings D & E***

Buildings D & E are connected. There are classrooms on the lower and upper floors of D and the upper floors of E.

First floor of Building D:

- 
- VanAndel Global Trade Center
  - Case rooms
- 

First Floor of Building E:

- 
- Hager-Lubbers Exhibition Hall
  - Loosemore Auditorium
-

## **Building, Lab, and Facilities Hours**

Internet: [www.gvsu.edu/operations](http://www.gvsu.edu/operations) click on "Building Hours"

The opening and closing times of buildings and facilities on campus usually change with the academic calendar. Typically, Fall and Winter semesters will have similar schedules, and Spring/Summer semester will have a different schedule. Schedules are often changed during breaks, both breaks within and between semesters, and around final exam time.

Grand Rapids, Holland, and Muskegon building hours are usually posted by Pew Campus Operations. Go to the Web site above and on the left hand side under the listed links click on "Building Hours" for the regularly scheduled hours for that semester. This includes buildings, the bookstores, libraries, computer labs, engineering labs, the Student Assistance Center, the security desk, shuttle busses, and food service hours. It does not include break or exam time schedules for the bookstore, libraries, labs, busses, the Student Assistance Center, and food service.

For break and exam schedules, visit the individual Web pages:

Library	<a href="http://www.gvsu.edu/library">www.gvsu.edu/library</a>	Bookstore	<a href="http://www.ubs.gvsu.edu">www.ubs.gvsu.edu</a>
Shuttle bus	<a href="http://www.gvsu.edu/bus">www.gvsu.edu/bus</a>	Computer Lab	<a href="http://www.gvsu.edu/it">www.gvsu.edu/it</a>
Food Service	<a href="http://www.gvsu.edu/campusdine">www.gvsu.edu/campusdine</a>	Student Assistance Center	<a href="http://www.gvsu.edu/registrar">www.gvsu.edu/registrar</a>

## **Registration**

Internet: [www.gvsu.edu/schedule/](http://www.gvsu.edu/schedule/)

Location: Student Assistance Centers

### ***General Notes***

Registration may be done online through the Banner system, via phone at 616-331-3327, or in person at any Grand Valley campus. Grand Valley encourages students to register online. The following pages contain written instructions to register online and instructions can also be accessed through the Web site above. Before registering, you will probably want to review the annual class schedule ([www.gvsu.edu/schedule](http://www.gvsu.edu/schedule)) and special course charges ([www.gvsu.edu/tuitionExt.htm](http://www.gvsu.edu/tuitionExt.htm)).

Please note that the class schedule is available electronically and via downloadable PDF at [www.gvsu.edu/schedule](http://www.gvsu.edu/schedule). The class schedule can also be found through the "Search for Classes" feature in Banner. Prior to scheduling, you may also wish to review which courses incur additional tuition fees called special course charges. Graduate tuition is paid per credit hour and some courses charge an additional \$10-15 per credit hour for tuition. The list of classes that charge additional tuition can be found by going to the Web site noted above or do an internal Google search for "special course charges." Note that the majority of courses in Seidman College of Business, Kirkhof College of Nursing, and the College of Health Professions usually incur additional tuition charges.

If you are unable to register for a course electronically through Banner for any reason, the university has a master list of Banner pre-requisite contacts, listed by college, who can assist with registration. This master list can be found under "MyBanner Registration Directions" through the Web site above. If you have an advisor, contact your advisor for assistance. Your advisor will work with you to decide if you qualify to take the course. S/he then contacts the designated override person for your program or college who can then electronically enroll you in the course in question.

### ***Step-by-Step Guide***

1. Log in to MyBanner with your G-number and go to the Registration page

The first step in registering online is to log in to MyBanner. Please see the *MyBanner and G-number* section on page 5 for more information about logging in. Once you have logged in, click on the "Student & Financial Aid" tab, and then click on "Registration."

On next screen you can select "Registration Status" to check if you are eligible to register. Your degree, college, and program are also listed under registration status.

2. Search for Classes, Check Availability, Add or Drop Classes, Change Terms

To register you will need to choose "Add or Drop Classes" and on the next screen choose the correct academic term from the drop down menu and click "Submit." This will route you to the "Add or Drop Classes" page. Once you have chosen a term, the system will continue to give all information based on that term until you select a new term. You can switch academic terms while logged in from the "Registration" menu by choosing "Select Term" and clicking on the appropriate term from the drop down menu. On the "Add or Drop Classes" page, it says "Add Classes Worksheet." If you know the Course Reference Number (CRN) for the course you want, you can type it into the worksheet. If not, click on the "Class Search" button.

If you click on "Class Search," you will be on a page with multiple categories to sort courses. You must select a subject, but consider sorting by subject and course level (Masters). If you need a more specific sort, this can also be done. You can request classes by campus location. **Please note that Grand Rapids classes are labeled "Pew" on the menu (this includes the buildings CHS, DEV, EC, and KEN).** Since this same search page is used for both undergraduate and graduate courses, many of the subject areas are only offered at the undergraduate level.

On the list of classes, to the left of the course name, there will either be a box or a "C." If there is a "C" that class section is closed. You may request a closed class permit, which will be done electronically, from the professor, program director, academic department head, or college advising center. If there is a box, using your mouse, click on the box. At the bottom of the screen, click on "Register." The next screen will show that you are registered and provide details, or it will indicate that you cannot register and why. Some courses require prerequisites, advance permission, or acceptance into a particular college or program to enroll. Refer to the Catalog for more information on these restrictions by course.

To drop a class, go to the "Add or Drop Classes" page and find the class. Under the heading of "Action," click on the arrow for the drop down menu for that class. Select the "Web Drop Course" option, click on it and then click on submit changes at the bottom of the screen. This will remove your name from the roster and remove the course from your schedule.

Not all graduate classes are held in Grand Rapids. An increasing number are held in Allendale. Remember to consider a minimum of 30 minutes travel time when registering for classes at both campuses.

### ***Course Numbering***

Graduate courses are divided into three levels of numbering, 500, 600, and 700. The first level of courses, the 500 - 599 level, is for first year graduate students or as prerequisites for 600 and 700 level courses. The majority of graduate classes is at the 600 - 699 level and is primarily for students admitted to graduate programs. Courses within a level are not necessarily numbered sequentially to

denote a required sequence of courses or increasing difficulty. The last level, 700 – 799, is used for advanced graduate students in post-master’s and doctoral programs.

In addition, some course numbers are reserved. For example, 680 and 780 are reserved for special topics courses. These are classes that are not normally offered as part of the curriculum. Graduate research preparation courses are 690 and 790. Final project courses are usually numbered 693 and 793, and graduate thesis/dissertation courses are numbered 695 and 795. Independent study courses are numbered 699 and 799.

### ***Syllabus of Record***

For each graduate course at Grand Valley, there is a Syllabus of Record on file. This is the general syllabus for the course that was approved when the course was created or underwent a revision.

***Why is this useful to you?*** It provides the information necessary to decide if the course content is what you want to study and is far more informative than the brief description in the Catalog. This syllabus exists so students can gain a better understanding of the content areas, objectives, and grading criteria for a course. You will need to know the course number from the Catalog to review a Syllabus of Record. Paper copies are kept by each department; please contact the department offers the course to review the Syllabus of Record. Each professor creates their course syllabus for a specific course they are teaching using the Syllabus of Record as a guideline.

### ***Plan of Study***

Some degrees require each student to complete a Plan of Study also known as a Planned Program of Study for the degree. This may follow the program plan published in the Catalog, but many programs allow you choices that make it your own Plan of Study. When planning your program with an advisor, faculty, or staff to determine when to take courses and which courses to take, be sure you get that advice in writing so that you have a record of these decisions and recommendations. If the advice is in an email, remember to keep copies of all related emails .

Plans of Study, once signed and filed with your program, can only be changed in writing.

### ***Permits & Advance Permission***

Some courses require students to apply for advance permission in order to register. In some cases, you will need to apply for these courses a semester in advance and receive an electronic registration override. This most often occurs with final project (693/793) and thesis (695/795) courses. Please pay attention to course prerequisites in the Catalog. Completing a Plan of Study for your degree should help alert you as to which courses have these requirements.

### ***Prerequisites & Testing out of courses***

Many courses have prerequisites. Prerequisites for a specific course are listed in the Catalog. If you do not meet the prerequisite(s) for the course, you may not be able to register for it. The computer system, Banner, must have a record that you have taken or enrolled in all prerequisites or it will not allow you to enroll in a course. If you have transferred credits or taken a test to satisfy a prerequisite, it may not be recognized by Banner. If this happens, seek assistance from your academic advisor or Graduate Program Director.

**Tip:** Sometimes you can take a test to substitute for a prerequisite course. Check with your Graduate Program Director.

### ***Auditing***

If you decide to audit a course, please be advised that the regular tuition rates apply, but you will not receive any credit for completing the course. Keep in mind that, if you register to audit a course and change your mind, it will not be changed to a graded course.

### ***Credit/No Credit***

At the graduate level, most courses are graded. A few courses, particularly upper level research, project, and thesis courses are graded as credit/no credit or pass/fail. As a graduate student, to earn credit in a credit/no credit course, your work must be at a minimum equivalent to a B-level. Graduate students are not permitted to elect to take a class as credit/no credit if it is a graded course

You can print the portion of the Catalog for your program. Remember to check the PDF version of the Catalog for departmental information, such as department-wide prerequisites.

## **Course Schedules**

### ***Individual Schedules***

Students can access their schedules from MyBanner. Alternatively, stop at a Student Assistance Center window with your G-Number/Student ID number and a photo ID (such as your Student ID Card), and they can print out a schedule for you. They can also help to locate buildings, parking, and classrooms by showing you where things are located on a map.

### ***Annual Class Schedule***

There are both searchable and downloadable PDF versions of the annual class schedule available online. Once downloaded, portions of the schedule may be printed. To access it, go to the "Current Students" tab on Grand Valley's homepage and on the drop down menu, choose "Annual Class Schedule" **or** type in [www.gvsu.edu/schedule](http://www.gvsu.edu/schedule).

Please note the links on the left-hand side of the class schedule Web site page. There are links to Building Abbreviations, MyBanner Registration Directions, Catalogs, Course Acronyms, and Important Dates (Academic Calendar).

Remember to watch for updates about registration times under "My Announcements" on the Graduate Students Blackboard page.

The Annual Class Schedule for 2012-13 will be available online in March 2012. Registration begins in mid-March, please check [www.gvsu.edu/schedule](http://www.gvsu.edu/schedule) and click on "Registration Schedule" to find your specific date to register. Register early to ensure a spot in the class you need.

## Payment

Phone: 616-331-2209

Internet: [www.gvsu.edu/studentaccounts](http://www.gvsu.edu/studentaccounts)

Location: Grand Rapids and Allendale, Student Assistance Centers

Holland Meijer Campus, Front Desk

Muskegon Regional Center, 1106 Stevenson Center at Muskegon Community College

Payments for tuition may be made in person, by mail, by phone, or online. To pay in person you may use cash, checks, or money orders only. Checks or money orders are accepted by mail. To pay by phone, 616-331-2209, you may use a Visa, MasterCard, or Discover credit card. **Each credit card payment by phone or online will incur a processing charge of \$15.** There are two online payment options, to pay by credit card or electronic check. The electronic check system requires you to register your bank account and withdraws money from your account with no additional fee. **All unpaid charges on your student account now incur a 1% late fee assessed on the past due balance each month.**

To pay online, log in to MyBanner then click on "Student and Financial Aid." On the next screen click on "Student Account," then click on "Student Account Information." Another new screen appears, now you can choose to "pay by credit card/or view e-bill," "pay by electronic check/or view e-bill," "apply for deferment" or "set up direct deposit of refunds and financial aid."

Two deferment plans are offered, company and regular. If your employer pays your tuition, you may set up a company deferment plan. The regular deferment plan breaks your tuition into four monthly installments. Both plans charge a \$40 fee per semester. To set up a deferment plan, go to the Student Accounts Web site or MyBanner. If you make a partial payment by the payment deadline, you will be automatically enrolled in the regular deferment plan and charged the \$40 fee.

## Financial Aid

Phone: 616-331-3234

Internet: [www.gvsu.edu/financialaid](http://www.gvsu.edu/financialaid)

Location: Allendale: Student Services Building, First Floor, 100 STU

Financial Aid is available to degree seeking graduate students during semesters when they are taking 4.5 or more credits. For most graduate students, the primary type of aid available is in the form of federal loans. Federal loans have specific eligibility requirements including being a U.S. citizen or a qualified resident alien. If you have questions regarding financial aid, you can contact the Financial Aid Office at: 616-331-3234, toll free at 800-748-0246, or via email at [finaid@gvsu.edu](mailto:finaid@gvsu.edu).

Please see the next page for step-by-step instructions to apply for financial aid. Financial aid is still available even if the semester has already started. Please contact the Financial Aid Office for assistance.

**Tip:** New federal student loan payment and forgiveness programs are available. Visit [www.IBRinfo.org](http://www.IBRinfo.org) for more information.

## **Applying for Financial Aid at Grand Valley State University** ***Graduate Student Information for 2011-12***

General Requirements for Federal Student Aid at Grand Valley State University:

- 1) You must be formally admitted as a degree seeking student to Grand Valley State University in order to receive financial assistance. If you have registered for classes using the non-degree seeking admissions form, you are **not** eligible to receive financial aid.
- 2) To be considered for financial aid, you are required to submit the Free Application for Federal Student Aid (FAFSA) online. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to complete this application.

**If you have not submitted the Free Application for Federal Student Aid (FAFSA) for the 2011-12 academic year, please follow these instructions:**

- **If you do not already have a Department of Education Personal Identification Number (PIN).** Go to [www.pin.ed.gov](http://www.pin.ed.gov) and request a PIN to electronically sign the FAFSA. ***If you have previously been assigned a PIN number, you can obtain it from the Web site – do not request a new PIN assignment.***
- Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to file your FAFSA online. A Pre-Application Worksheet is available and can be printed to help you prepare your online FAFSA.  
**Note:** The federal school code for Grand Valley State University is **002268**.
- If you include your email address when completing the FAFSA, you will receive a reply with a link to your **Student Aid Report (SAR)** within 5 days. Otherwise, your SAR will be mailed and should arrive within three weeks. Carefully review all of the information reported on the SAR for accuracy. The SAR will include a number that represents an estimated **Expected Family Contribution (EFC)**. The financial aid office will use this EFC to formulate the financial aid award.
- **If corrections are needed:** Return to [www.fafsa.ed.gov](http://www.fafsa.ed.gov), choose “Corrections,” and log in using your PIN. Enter the corrections and submit.

**Award Notification and Acceptance:** After your aid eligibility is determined, you will be notified by the Financial Aid Office that your award is available to access and accept online through MyBanner. Students accept their financial aid electronically through the My Banner system. Instructions on how to accept your aid online will be included with your award notification.

**Federal Direct Student Loans:** If you are initially accepting a Direct Loan as a Grand Valley student, you must also complete an online **Master Promissory Note (MPN)** and online **Entrance Counseling**. To access these links, go to [www.gvsu.edu/financialaid](http://www.gvsu.edu/financialaid). At the top of the page, under the heading “How do I” click on the arrow for the drop down menu and choose complete “Master Promissory Note (student)” or “Complete Entrance Loan Counseling.” ***Funds cannot be disbursed until all steps in the process have been completed.***

**Reminder:** Students are responsible for meeting the published payment deadlines to avoid having their class schedule(s) cancelled. Therefore, if your financial aid paperwork is not completed and available to disburse prior to the payment deadline, you will need to pay your tuition to avoid having the Registrar drop you from your classes for non-payment. You may sign up for the deferment plan and pay 25% of the total amount due plus a \$40.00 fee (per semester) by the payment deadline date to keep your classes. You must continue making payments until your financial aid has paid your bill.

## Scholarships

Internet: [www.gvsu.edu/scholarships](http://www.gvsu.edu/scholarships) Click on "Graduate"

There are a limited number of scholarships available to graduate students in the College of Community and Public Service, Kirkhof College of Nursing, Seidman College of Business, College of Education, or for students demonstrating special circumstances. Scholarships usually require students to apply during the prior academic year. The Internet site above has more information on GVSU and outside source scholarships. Additional information on scholarships can be obtained from your college and Graduate Program Director.

There is also information in the Catalog about all scholarships at Grand Valley. The information is not divided into undergraduate and graduate scholarships. Go to the online Catalog ([www.gvsu.edu/catalog](http://www.gvsu.edu/catalog)) click on "Costs and Financial Aid" then click on either "Programs Not Based on Need" or "Grants and Scholarships."

In addition, graduate students may apply for outside scholarships. The financial aid office has some links to databases that may list possible scholarships. To access these go to the Financial Aid homepage ([www.gvsu.edu/financialaid](http://www.gvsu.edu/financialaid)) and on the left-hand side hover over the menu item "Graduate Students." From the drop-down menu, click on "Future Graduate Students," and you should see a section called "Scholarships" with links to databases.

## Graduate Assistantships

Internet: [www.gvsu.edu/ga](http://www.gvsu.edu/ga)

Click on "Current Students/Graduate Assistantships"

Graduate Assistantships (GA) serve a dual purpose: (1) they provide graduate students with part-time, paid work experience in their field of study that allows them to expand and/or apply their discipline knowledge and skills under supervision; and (2) they provide GVSU faculty and/or university staff assistance in carrying out research, special projects, or other assignments that require the advanced skills of graduate students. The activities assigned are to enhance the student's academic experience. Although some tasks may include a clerical component, a graduate assistantship is not meant to be used to provide primarily clerical and office support to academic units.

Some graduate assistant positions serve in an instructional role, often in a lab or classroom. Service in an instructional role requires that the graduate student works under the direct supervision of a faculty member who has final grading responsibility for the course.

Many graduate assistants are assigned to work in their own program, e.g., a Social Work student will work in the School of Social Work. However, a number of departments will hire across disciplines when the need arises. For example, a position in the Biology department may require someone with advanced computer skills, thus a student majoring in Computer Science & Information Systems would be eligible for the assistantship in that department. Additionally, some non-academic units may have no specific major in mind when hiring a GA. Some of the non-academic units are: Office of Graduate Studies, Autism Education Center, Johnson Center for Philanthropy, and the Hauenstein Center for Presidential Studies.

## **Graduate Assistantship Terms and Compensation**

Most graduate assistantship appointments are made for the full academic year (Fall-Winter). Some positions may be appointed on a semester basis, while others may be extended appointments (10-month and 12-month).

### **Full-Time**

A typical full-time assistantship requires the student to take 9 graduate credit hours per semester, and includes the following responsibilities and benefits:

- A 20-hour per week work assignment for 16 weeks per semester, corresponding to the beginning and ending of each semester as published in the university schedule
- Support from GVSU which includes:
  - A stipend of \$4,000 each semester
  - Paid tuition, aka a “tuition waiver,” for 9 graduate credits per semester, unless the student is eligible for reimbursement of tuition from another source.

### **Half-Time**

A typical half-time assistantship requires the student to take a minimum of 5 graduate credit hours per semester, and includes the following responsibilities and benefits:

- A 10-hour per week work assignment for 16 weeks per semester.
- Support from GVSU which includes:
  - A stipend of \$2,000 per semester
  - Paid tuition, aka a “tuition waiver,” for up to 6 graduate credits per semester, unless the student is eligible for reimbursement of tuition from another source.

### **Important Notes**

*Stipend payments are split up through the semester so that the student receives a regular paycheck every two weeks.*

Students are responsible for paying for any credits taken in excess of those covered by the “tuition waiver” provided by their graduate assistantship.

The “tuition waiver” does **not** cover undergraduate credit except in certain programs, e.g. Biology, where graduate credit is given for some dual-listed or 400 level courses that can be taken for graduate credit. There are very few such courses, so please contact your graduate program director or the Office of Graduate Studies if you are taking an undergraduate course as part of your graduate program.

The tuition waiver covers the following for full-time GAs:

Academic year appointment (9 months): 18 credit hours (Fall-9, Winter-9)

Extended appointment: (10 months): 21 credit hours (Fall-9, Winter-9, Spring/Summer-3)

Extended appointment: (12 months): 24 credit hours (Fall-9, Winter-9, Spring/Summer-6)

The tuition waiver covers the following for half-time GAs:

Academic year appointment (9 months): 12 credit hours (Fall 6, Winter 6)

Occasionally, the Dean of Graduate Studies may allow an exception to the tuition waiver policy. This sometimes occurs when a GA is nearing the end of his/her academic program or if courses that the GA needs for his/her degree are not offered in the upcoming semester. Exceptions to the policy should be requested via the GA's supervisor, with verification from the GA's program advisor that appropriate courses are unavailable.

### **Qualifications**

To qualify for a graduate assistantship at GVSU, the student must:

1. Be fully admitted as a degree seeking student in a GVSU graduate program at the time of appointment,
2. Be in good academic standing (3.0 GPA or better),
3. Successfully maintain a minimum course load of 9 graduate credit hours per semester for a full-time GA , OR
4. Carry a minimum course load of 5 graduate credit hours per semester for a half-time GA

### **Graduate Assistantship Appointment Forms**

Students who accept a GA position are required to sign an appointment form (aka "contract"). The hiring department/unit fills out the contract, which includes a brief job description, supervisor information, and the terms of the appointment. ***The student should thoroughly read and understand the contract prior to signing.*** The start and end dates of the appointment typically coincide with the beginning and ending dates of the academic year or semester. However, some departments offer extended appointments, which require the student to work additional weeks. Extended appointments generally provide a higher stipend amount, which should be indicated on the contract.

## Job and Assistantship Listings

### **Student Employment Electronic Job Board**      [www.myinterfase.com/gvsu/student](http://www.myinterfase.com/gvsu/student)

This Job Board lists non career related on- and off-campus jobs for students. Go to [www.myinterfase.com/gvsu/student](http://www.myinterfase.com/gvsu/student). Then log in or register if you have not done so. Sometimes graduate students have trouble registering, if so send Student Employment an email at [student@gvsu.edu](mailto:student@gvsu.edu).

### **Jobs at GVSU**      [www.gvsu.edu/hro](http://www.gvsu.edu/hro)

This site from the Human Resources Office lists clerical, academic, and administrative position openings at GVSU. Go to [www.gvsu.edu/hro/](http://www.gvsu.edu/hro/). Then click on the clock tower icon for "Current Job Openings."

### **Lakerjobs Web site**      [www.gvsu.edu/lakerjobs](http://www.gvsu.edu/lakerjobs)

Lakerjobs provides career related internship and job postings through Grand Valley's Career Services along with nationally posted positions. The Web site also allows you to post your resume and sign up for interviews on-campus. Go to [www.gvsu.edu/lakerjobs](http://www.gvsu.edu/lakerjobs) and then click on "Students." First-time users can set up an account by using the password "lakerjobs" when entering the site. If you have questions, please contact Career Services phone: (616)331-3311 or email: [career@gvsu.edu](mailto:career@gvsu.edu).

### **Graduate Assistantship Postings**      [www.gvsu.edu/gs](http://www.gvsu.edu/gs)

To see lists of graduate assistantships, go to <http://gvsu.edu/gs>. Click on "Graduate Assistants Job Openings" in the Popular Pages box on the right side of your screen. Please note that not all graduate assistantships are posted here. Some graduate assistantships are restricted to students in a specific program or college. In general, posted graduate assistantships are available to students from multiple programs.

## Tips for finding a Graduate Assistantship

Please follow these helpful tips and strategies for locating and obtaining a Graduate Assistantship:

**Speak to your faculty advisor or Graduate Program Director:** Some graduate programs have assistantship positions available within their department. In this case, there may be a formal application process and deadlines that you need to follow to be considered.

**Look outside of your Graduate Program:** faculty or students within your program may be able to identify locations on campus where students from your program typically find assistantships.

**Apply for positions you are qualified for:** search the Office of Graduate Studies website or Student Job Board for open positions. If you are qualified for a position, you may apply even if the position is outside of your graduate program.

**Follow the application instructions:** each position requires slightly different materials for application. Just as with job applications, pay special attention to the requirements and tailor your materials to fit the job description provided. Address your materials to the appropriate contact person and check your documents thoroughly for spelling and grammar.

**Search for positions often, even after the school year has begun:** many assistantships open mid-year or even during the semester. An assistantship can be awarded at any time.

## Textbooks

*University Bookstore*

Phone: Grand Rapids: 616-331-6602

Allendale: 616-331-2450

Internet: [www.ubs.gvsu.edu](http://www.ubs.gvsu.edu)

Location: Grand Rapids: DeVos Center, Building C, First Floor Allendale: Kirkhof Center

Most graduate courses will require specific textbooks, which are available through the on campus University Bookstore (UBS). Sometimes class sections are added at the last minute or are over-enrolled. In other words, UBS sometimes runs out of books the first week of class. If UBS is out of a textbook that you require, it will be special ordered for you and generally arrives in 3-5 days. Try to buy your books before classes begin. If you plan over a month in advance, you may find special discounts and offers on the UBS Web site or in your mailbox. Receipts are required for refunds, reimbursement, or possible tax credits.

Public law requires universities to provide lists of required textbooks to other book retailers. You can shop around locally and online. Public and GVSU libraries may also have books.

### ***University Bookstore Locations and Hours***

Books for classes taught in Grand Rapids can be purchased from the University Bookstore located on the east side of the first floor of DeVos Center Building C. . The Bookstore hours of operation vary with the academic calendar but extended hours are offered the first week of the semester.

#### UBS Fall & Winter Hours-GR

Mon - Thurs	8 - 6 p.m.
Friday	8 - 5 p.m.
Saturday	8 - 2 p.m.

Books for classes taught in Allendale, Holland, Muskegon, and all online classes are available at the University Bookstore located on the first floor of the Kirkhof Center in Allendale. This is the primary bookstore location, featuring textbooks and a much larger selection of clothing and merchandise. Metered parking is available in the adjacent parking lot. Their hours are the same as the Grand Rapids Bookstore, except on Saturday the Allendale UBS is open from 10 a.m. to 5 p.m.

### ***Online Ordering***

Textbooks for all classes are available online through the UBS Web site above. Free shipping options are often available a month before the start of the semester. Please allow 7-10 days for order processing and shipping. Advanced Textbook Reservations is also an option. This program allows you to order textbooks prior to the start of the semester and pick them up when you arrive on campus. There is no charge for this service.

**Tip:** Books can be transferred between the two UBS bookstores if needed.

Ask a staff person for assistance.

## Transportation Information - Bus and Shuttle

Phone: 616-331-6700 (Pew Campus Operations)

Internet: [www.gvsu.edu/transportation](http://www.gvsu.edu/transportation)

All Grand Valley students, faculty, and staff can ride The Rapid bus system for free by presenting their ID card to the driver. The University contracts with The Rapid through the Interurban Transit Partnership, which provides a variety of public transportation services for the Grand Rapids metro area and beyond. The free rides on The Rapid bus service include not only all university routes, but all public regularly scheduled routes as well. It does not include the County Link, Air porter, or PASS bus services.

### GVSU Bus Routes:

- Campus Connector
- CHS Express
- North Campus Express
- South Campus Express
- Weekend Connector

Grand Valley's **Campus Connector** (Route #50) provides service between Allendale and Grand Rapids with runs Monday through Sunday during the fall and winter semesters and Monday through Friday during the spring/summer semester. The Campus Connector makes round trips from the Pew Campus to the Kirkhof Center on the Allendale Campus with stops along Lake Michigan Drive and at Mackinac Hall.

The **CHS Express/Dash to the Hill** shuttle bus provides service between the Seward Parking Ramp and the Cook-DeVos Center for Health Sciences (CHS) with stops at downtown locations. The CHS

Express/Dash to the Hill runs Monday through Saturday during the fall, winter, and spring/summer semesters

There are two routes that service a variety of private apartment complexes immediately adjacent to the Allendale Campus. The **North Campus Express** (Route #37) serves the northern complexes, complexes along 48<sup>th</sup> Ave, and the Kirkhof Center. The **South Campus Express** (Route #48) serves the southern complexes, Campus Health Center, and Kirkhof Center. The routes both run Monday through Friday, fall and winter semesters only.

The **Weekend Connector** (Route #50) combines all four GVSU routes to provide late night and weekend service during fall and winter semesters only. On weekends, the Campus Connector also stops at Rapid Central Station where connecting busses are available to all points served.

### **Bus Schedules**

Both The Rapid and University Bus Route

schedules are subject to change. Current schedules can be viewed at [www.gvsu.edu/transportation](http://www.gvsu.edu/transportation). During the spring/summer semester, GVSU bus routes are less frequent and some are entirely suspended. Questions about university transportation should be directed to the Operations Office at 616-331-6700.

GVSU bus schedules change with the academic calendar.

Current schedules can be viewed at [www.gvsu.edu/transportation](http://www.gvsu.edu/transportation)

### ***Bus Stops***

To catch the Campus Connector (#50) westbound to Allendale, go to the bus shelters under the US 131 freeway overpass between the Eberhard Center and DeVos Center. You can also catch it across the street from the Seward Ramp on Lake Michigan Drive as the bus comes down Lake Michigan Drive. The number 50 will be displayed above the front windshield. This bus also makes stops along Lake Michigan Drive on the way out to Allendale wherever there is a Rapid bus stop sign (round with a white background, a blue outline, and a blue bus logo). Only bus #50 goes to Allendale but other busses will also use those bus stops. In Allendale, the bus stops are located near Mackinac Hall and at the Kirkhof Center parking lot. In Allendale, the bus stops are shared with the North Campus Express and South Campus Express, so be sure that you get on the Campus or Weekend Connector (#50) if you want to return to Grand Rapids.

#### Campus Connector Bus Stops:

- under the US 131 freeway
- along Lake Michigan Drive

CHS Express bus is also called Dash to the Hill.  
Bus stop: Seward St., north of Lake Michigan Drive

To catch the CHS Express/Dash to the Hill bus to the Cook-DeVos Center for Health Sciences Building, cross Lake Michigan Drive in front of the Seward parking ramp's north entrance. You need to go to the corner of Seward and Lake Michigan Drive. Seward is to the left/west if you are standing with your back to the parking ramp entrance. The YMCA is on the corner of Winter Street and Lake Michigan; be sure you go to the other corner. You will see that there is a pull-in space for the bus and a bus shelter on Seward. Wait there for the bus. This bus will say Dash to the Hill. There are also large green signs outside of the Dash parking lot that say Parking Area 9 and Dash to the Hill.

### ***Bike Racks***

All Rapid busses have a bike rack located on the front of the bus. When the bus stops, unhook the bike rack and attach your bike. Consider this option when you explore the riding trails around Grand Rapids. Taking your bike on the bus is often a popular option with college students using the Campus Connector (#50). All Rapid busses can only accommodate two bikes at a time, and it is illegal to take a bike onto the bus. So, be prepared to wait for the next bus or quickly find a place to lock up your bike if the rack is full. There are bike racks located just past the overpass towards Kennedy Hall, at the Seward Parking Ramp entrance, at DeVos Center, at the Kirkhof bus stop, and at the inbound Mackinac Hall bus stop.

### ***Other Local Bus Services***

The Rapid offers a County Connection service to transport people curb-to-curb anywhere in Kent County. This needs to be arranged at least 24 hours in advance by phoning 800-849-1191. The cost is currently \$14.00 and the service is available 24 hours a day seven days a week except for major holidays and children under 5 years of age can ride for free. Same day service can be arranged when available. This service costs more; currently it is priced at \$19.00.

The Rapid also operates special services for the elderly, disabled, and people needing assistance to learn to ride the bus. There are also special bus services between downtown and the Airport, Air Porter, and for riders outside of central Grand Rapids including the suburbs, PASS. Please visit [www.ridetherapid.org](http://www.ridetherapid.org) for the most recent pricing and scheduling information on these special routes.

## Parking

Internet: [www.gvsu.edu/pewsecurity](http://www.gvsu.edu/pewsecurity)  
[www.grand-rapids.mi.us/406](http://www.grand-rapids.mi.us/406) (City Parking Services)

All parking on Grand Valley property is regulated Monday to Friday from 6:30 a.m. to 6:30 p.m. during the fall and winter semesters. During the spring/summer semester, permits are not required in student parking lots. However, parking meters and restricted parking spaces (including faculty, staff, delivery, alternative fuel, carpooling, service vehicle, and resident parking) are regularly monitored.

### ***Seward Parking Ramp on Pew Campus***

Don't forget to check the ramp closing time.

A word of caution: be advised that the downtown Seward Parking Ramp hours are 6 a.m. to 11 p.m. Monday through Friday. It is closed Saturday and Sunday. If you stay after your class to study in the library, the computer labs, meet with classmates, etc., you may need to move your car out of the ramp to the Seward flat lot or the DeVos lot; then return to campus. If you do not get to the ramp before it closes, you may call (616) 331-6677 and have a security officer meet you there or go to the Lake Michigan Drive ramp entrance area; to the left is a door that leads into the ramp. Next to the door is an intercom system with a button to call Security to open the door; so you can get to your car. The ramp gates should open automatically when you approach them from inside and close after you leave. Overnight parking in the Seward Ramp is prohibited. Overnight parking is available in our resident lots with a guest permit.

### ***Handicapped Parking***

Handicapped parking for students is available in faculty/staff parking lots. You will need both your handicapped parking permit placard or license plate and a student or visitor parking permit. On the Grand Rapids Pew Campus, you can park in handicapped spaces in the parking lots next to Eberhard Center and DeVos Center and under CHS in the upper parking area.

### ***Parking Permits***

Information regarding parking permits is mailed to all students when they are admitted. Permits must be ordered online, although you can pay for them at Student Assistance Centers. You must complete an online form and a temporary permit will be created for you to print out with the actual permit arriving later via the U.S. mail. Permits can be pre-ordered before the semester begins and charged to your student account, or paid by credit card when ordered online. **Simply paying for a parking permit will not get you a permit; you must complete the "Purchase a Permit" form online ([www.gvsu.edu/publicsafety](http://www.gvsu.edu/publicsafety)).** Obtaining a parking permit requires you to log in to MyBanner, see the *MyBanner and G-number* section on page 5 for more log in information.

You will need a parking permit to park on the Grand Rapids and Allendale campuses during fall or winter semesters before 6:30 p.m. Monday to Friday. Student and staff/faculty parking areas are open to everyone after 6:30 p.m. weekdays and always on weekends, if there are no events booked.

Parking tickets are expensive and parking permit patrols are regularly scheduled.

Residential parking areas are restricted 24/7 to students with residential parking permits. For academic year 2011-12, there are only two options for parking permits: students taking 6.5 or more credits are charged \$165/semester and those taking 6 or fewer credits are charged \$86/semester.

Parking rules and regulations on Grand Valley campuses are strictly enforced. Citations range from \$25.00 to \$50.00 depending on the infraction. Please read the parking regulations at [www.gvsu.edu/pewsecurity](http://www.gvsu.edu/pewsecurity), or stop by the Security Office on the first floor of the Eberhard Center at 102 EC for a printed version of the parking regulations.

Close your car windows to protect your permit from theft!
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Parking permits are static cling and easily transferred from one car to another. If someone else uses your permit and gets a ticket, as the registered owner of the parking permit you will be held responsible. This ease of transfer makes parking permits a target for theft. To prevent yourself from becoming a victim, please remember to close your car windows and lock your vehicle so no one reaches in and takes your parking permit. Report all parking permit thefts to the Department of Public Safety or Pew Campus Security.

### ***Street Parking***

Street parking in downtown Grand Rapids is widely available. Meters in close proximity to Pew Campus are not enforced after 5 p.m. and on weekends. If you are here during the daytime, you can look for a place on the Fulton Street Bridge over the Grand River. These meters feature a reduced rate, and you can park there for up to ten hours at a time. However, please do not park in residential areas.

### ***Private and Government Parking Ramps and Lots***

Across from Eberhard Center is a private parking ramp. Above the entryway, it says Museum Parking Ramp. This ramp usually offers a special discount to Grand Valley students in the evening of \$4 after 5 p.m. flat rate. Nearby businesses and organizations, including the YMCA, do not offer student parking. When the Ford Museum is closed, their parking lot is usually open for parking.

The City of Grand Rapids operates three surface parking lots near the downtown campus. Two of these lots require a monthly parking card available on a first come first served basis. One lot uses both monthly cards and a coin operated entrance system. GVSU is on a Dash bus route, which means you can take a Dash bus between Dash parking lots, the main bus terminal, and the Pew campus. For additional information on city parking lots and Dash routes, contact the City of Grand Rapids parking department.

### ***Park and Ride Lots***

There are multiple locations where students may park their car for free, and then take the bus to campus. These lots are located between the two campuses in order to take the Campus Connector, #50, bus. The locations are in Standale near the intersections of Lake Michigan Drive with Kinney and Wilson. There are multiple bus stops in the area, and students may park and ride the bus from the Meijer parking lot, the lot outside of a closed store called Ralph's Food Market, or the lot behind the Walker Fire Station.

## **Student Assistance Center**

Phone: 616-331-3327

Internet: [www.gvsu.edu/registrar](http://www.gvsu.edu/registrar)

Location: Grand Rapids: DeVos Center, Building C, First Floor, 115C DEV

Allendale: Student Services Building, First Floor, 150 STU

The Student Assistance Center (SAC) can help with many aspects of university paperwork. At the SAC you can pay for tuition, parking permits or any other charge on your student account. You can also enroll, change, drop, add, or withdraw from a course. The staff can also provide information and assistance including a print-out of your current courses, a map, and directions to your classes. This is where you obtain your Student ID card and apply for a graduation audit during the semester that you plan to graduate. If you work on campus or have a graduate assistantship, you are encouraged to use Direct Deposit. Forms for Direct Deposit can be found online through your MyBanner account or from Human Resources. If you do not have Direct Deposit, this is also where you can pick-up your paycheck.

### ***Services***

- Admissions application process
- Course registration
- Degree analysis and audit
- Teaching Certificate Application
- Graduation Application
- Student account payments
- Student payroll check cashing
- Student paycheck pick-up
- Annual Class Schedule
- Transcripts
- Enrollment verification
- Veteran's benefits (only in Allendale)

### ***Hours***

During the fall and winter semesters the Pew Campus (Grand Rapids) Student Assistance Center windows are usually open Monday through Thursday 9 a.m. to 7 p.m., Friday 8 a.m. to 5 p.m., and Saturday 8 a.m. to 1 p.m. During fall and winter semesters, office hours for the Allendale Student Assistance Center are 8 a.m. to 6 p.m. on Monday thru Thursday, and 8 a.m. to 5 p.m. on Friday. Both locations are open Monday through Friday from 8 a.m. to 5 p.m. during the summer semester.

### ***Location***

In Grand Rapids on the Pew Campus, the Student Assistance Center is located on the first floor of DeVos Center Building C, on the north side of the plaza. This is the building on the left as you walk from the parking ramp. When you enter the first door to the left from the parking ramp, the Student Assistance Center windows are straight ahead, opposite the doors.

In Allendale, the Student Assistance Center is located on the first floor of the Student Services Building. When you enter the building from the west side, which is closest to the parking lots and the flagpole, the stairway will be directly in front of you and the Student Assistance Center windows are to the left. If you enter from the campus or east side with the fountain, the stairway will be in front of you and the elevators on your right. After you pass between the stairs and the elevators, you will see the Student Assistance Center windows to the right.

## Student ID Card

You will use your Student ID card often so get one as soon as possible. These ID cards are used to check books out of Grand Valley's library, reserve library materials online, ride The Rapid bus for free, provide photo identification on campus, and obtain area student discounts.

### ***How to Obtain***

Identification cards can be processed on the spot at the Student Assistance Center anytime they are open. You will need your driver's license, passport, or other form of government-issued picture ID and Student G-number. The initial card is free, and replacement cards are \$15.00.

### ***When to Get***

Cards can be obtained from the Student Assistance Center windows on the Grand Rapids or Allendale campuses anytime they are open. Get one at your earliest opportunity...they are open during New Graduate Student Orientation.

### ***Get your Card Activated***

Once you have your card, visit one of the Grand Valley libraries to ensure it is activated with their system and obtain a Michicard sticker for your card. A Michicard sticker provides borrowing privileges at nearly all public and university libraries throughout Michigan. Alternatively, you can reserve or order a book to be transferred within the library system to see if your card was activated automatically when it was issued. If the computer rejects your card number (located above the bar code), you need to visit a GVSU library in person and activate it at the circulation desk.

## Student Status

### *Admissions Office*

Phone: 616-331-2025

Internet: [www.gvsu.edu/admissions/graduate](http://www.gvsu.edu/admissions/graduate)

Email: [admissions@gvsu.edu](mailto:admissions@gvsu.edu)

### *Registrar's Office*

Phone: 616-331-3327

Internet: [www.gvsu.edu/registrar](http://www.gvsu.edu/registrar)

Email: [regdept@gvsu.edu](mailto:regdept@gvsu.edu)

Are you a degree seeking graduate student or a non-degree seeking graduate student? **If you have received a formal acceptance letter from your program, your student status is degree seeking.**

If you simply filled out a brief one page document asking for name, address, and other basic information and are just taking a few graduate-level courses to help decide whether to pursue a graduate education, or to complete an endorsement planned program, your status is likely non-degree seeking. Please contact the Admissions Office if you are unsure of your status.

If you elect to enter a graduate degree program, there are specific application procedures that you must follow. You will need to fill out the graduate application (available online at [www.gvsu.edu/gradapply/](http://www.gvsu.edu/gradapply/)) and follow all additional procedures necessary to be formally admitted as degree seeking in a specific degree program before you can obtain a graduate degree from GVSU. Students who wish to obtain a graduate certificate from GVSU should complete a degree seeking graduate application and indicate the certificate they intend to pursue.

## Housing

Phone: 616-331-2120

Internet: [www.gvsu.edu/housing](http://www.gvsu.edu/housing)

Location: Allendale Campus, Student Services Building, First Floor, 103 STU

Grand Valley has some of the newest campus housing available at a public university in Michigan. Housing options exist on both the Allendale and Grand Rapids campuses. Sometimes space becomes vacant after a semester has begun. If your situation should change and you are in need of short-term or year-round housing, check with the housing office.

### ***Application Deadline***

**Students are placed in order of application and are encouraged to apply early. You must submit a \$150.00 security deposit, complete an application and contract. This may be done online at [www.gvsu.edu/housing](http://www.gvsu.edu/housing).** As a graduate student, you have the option of an apartment or efficiency in downtown Grand Rapids or an apartment in Allendale if preferred.

### ***Choices***

For our upper level undergraduate and graduate students, GVSU offers efficiencies/studios, apartments, and townhomes. Family housing is available on the Allendale campus and consists of two bedroom apartments that can accommodate up to four people including children. Contact the Office of Housing and Residence Life at 616-331-2120 or [housing@gvsu.edu](mailto:housing@gvsu.edu) to discuss possibilities for family housing on the Downtown Pew Campus.

On our Downtown Pew Campus we have Secchia Hall and Winter Hall, which house primarily upper level undergraduate and graduate students. Secchia Hall has one, two, three and four bedroom apartments where each student has their own private bedroom. Winter Hall has 1 and 2 bedroom efficiencies/studio units. Secchia Hall is partially furnished, while Winter Hall is fully furnished. These residences do not require the purchase of a meal plan.

### ***Cost***

Housing rates are available online at [www.gvsu.edu/housing](http://www.gvsu.edu/housing). Rates are usually set in February for the following academic year.

### ***Off-campus Referrals***

If you prefer to reside off campus, a listing of private landlords is available at [www.gvsu.edu/housing](http://www.gvsu.edu/housing). There are occasionally notices posted on bulletin boards around campus from fellow students looking for a roommate. Apartment ads can also be found in Grand Valley's student newspaper, the *Lantern*, and especially in the Sunday edition of the *Grand Rapids Press* newspaper. Heritage Hill is a popular area for college student apartments. Their neighborhood association maintains a Web site with apartment, house, and roommate listings at [www.heritagehillweb.org/apartmen.htm](http://www.heritagehillweb.org/apartmen.htm). Please note that a Grand Rapids city ordinance stipulates that no more than four unrelated people may share a residence.

# *Preparing for the Classroom*

## **Pew Student Services – Downtown Grand Rapids**

Phone: 616-331-7220 (Assistant Dean Steven Lipnicki)

Internet: [www.gvsu.edu/pewcampus](http://www.gvsu.edu/pewcampus), click on “Pew Student Services”

Location: 101 B DeVos Center, Building B, First Floor

Pew Student Services encompasses the entire length of DeVos Center Building B, housing several departments of interest to graduate students. The north entrance, 116B DEV, provides access to Career Services and the Counseling Center. The south entrance, 101B DEV, is where you can access Graduate Admissions, Financial Aid, Pew Student Services, and writing consultants. The Financial Aid Office has very limited hours at Pew Student Services, but provides phone assistance and an informative Web page (see page 13 for more information).

For additional information regarding services, hours, and locations, visit the Web sites below or call. Each of the offices listed below provides services specifically to graduate students. When you call to make an appointment, remember to specify if you prefer to meet downtown.

**Tip:**  
Use the 101B entrance.  
Use 116B for career services or counseling appointments only.

### **Admissions**

616-331-7220 or 800-748-0246

[www.gvsu.edu/admissions](http://www.gvsu.edu/admissions)

### **Career Services**

616-331-6708 or 616-331-3311

[www.gvsu.edu/careers](http://www.gvsu.edu/careers)

### **Counseling & Career Development**

616-331-3266

[www.gvsu.edu/counsel](http://www.gvsu.edu/counsel)

**Tip:**  
Contact Steven Lipnicki for help with graduate or downtown issues.

### **Financial Aid**

616-331-3234 or 800-748-0246

[www.gvsu.edu/financialaid](http://www.gvsu.edu/financialaid)

### **Meijer Center for Writing**

616-331-2992

[www.gvsu.edu/wc](http://www.gvsu.edu/wc)

<b>Graduate Programs with additional Accreditation</b>	
<b>Accounting</b>	<b>AACSB</b>
<b>MBA</b>	<b>AACSB</b>
<b>Taxation</b>	<b>AACSB</b>
<b>Public Administration</b>	<b>NASPAA</b>
<b>Occupational Therapy</b>	<b>ACOTE</b>
<b>Physical Therapy</b>	<b>CAPTE</b>
<b>Physician Assistant Studies</b>	<b>ARC—PA</b>
<b>Nursing</b>	<b>CCNE</b>
<b>Education</b>	<b>NCATE</b>
<b>Social Work</b>	<b>CSWE</b>

## **Fred Meijer Center for Writing and Michigan Authors**

Phone: 616-331-2992

Internet: [www.gvsu.edu/wc](http://www.gvsu.edu/wc)

Location: Grand Rapids: DeVos Center, Room 101B    Allendale: Lake Ontario Hall, Room 120  
Holland: Campus Library

The Fred Meijer Center for Writing provides writing assistance to all students. The Center has three locations: Allendale, Grand Rapids, and Holland campuses. All are staffed by trained writing consultants who can assist students at any stage of their writing processes and with papers, theses, and projects for any course or degree. Writing consultants can help writers to brainstorm, organize, or develop their ideas; and they can help writers edit their own work and document sources correctly. Students may simply drop in during walk-in hours to get feedback on their writing.

The Center employs both undergraduate and graduate writing consultants. In many cases, undergraduates can work successfully with graduate students, particularly on editing and documentation issues. But if the assistance of a graduate writing consultant is necessary, please check the Center's website for the specific walk-in hours when graduate writing consultants are on duty and plan to drop by during those times. Typically, a walk-in consultation lasts up to 30 minutes. If your document is particularly lengthy, or if the graduate consultants' walk-in hours are inconvenient to your schedule, call the Center at 616-331-2922 to set up an appointment at either the Allendale or Grand Rapids campus.

## **Computer Information**

Phone: 616-331-2101 (Computing and Technology Help Desk)

### ***Network Log In***

Your our network login is the User ID and Password that you use for Blackboard, the GVSU library databases, student email, computer labs, wireless network, and housing networks. Your User ID is set by Grand Valley and is usually the first few letters of your last name and your first and middle initials. Your initial password is provided by Grand Valley. Upon your first time logging in, you will be prompted to reset your password.

If you do not know your login information, go to the MyBanner log in page <https://mybanner.gvsu.edu>. The system will ask for your G-Number, which is also your Student ID, and PIN number. The default PIN for this system is your birth date using two digits and no additional punctuation, MMDDYY.

Your account will be locked if you use an incorrect PIN more than three times. After two failures, reset your PIN.

If your account is locked, call the Records Office at 616-331-3327.

If you changed your PIN previously and have forgotten it, enter your G-Number then click on the "Forgot PIN?" button at the bottom of the page. You will be prompted to answer a security question. Once you correctly answer the question, you will choose a new PIN. Type your new 6 digit PIN in twice and click "Reset PIN." Your new PIN must be different than your old PIN. Next click "Personal Information" then click "GVSU Network Account Password Reset." Your User ID (Network/Blackboard/Email ID) will be displayed and you will be prompted to enter a new Password.

## ***Blackboard***

Phone: 616-331-2101 (Computer and Technology Support Help Desk)

Internet: <http://mybb.gvsu.edu>

For Detailed instruction: [www.gvsu.edu/it/mybb](http://www.gvsu.edu/it/mybb)

Blackboard is an online tool used for Communication, Assignments, File exchange, Evaluation, and much more.

Many courses require the use of Blackboard. All GVSU courses and many organizations are assigned a Blackboard site, although not all faculty members utilize their MyBB course sites. When you log in, your MyBB page appears containing links to the current classes that instructors are using and organization pages. As a graduate student, you will be automatically enrolled in the Graduate Student organization. You must be registered in a graduate class for 48 hours before the site will appear.

## ***Logging In***

All students at Grand Valley automatically receive a Blackboard account. To log in, you will need your Blackboard ID, which is your network log in ID, and password. Your username is usually composed of the first few letters of your last name and first and middle initials. Your Network ID will be mailed to your registered address in a letter with a temporary password. If you do not know your username or current password, see the *Network Log In* section above.

Username=GVSU login ID=Network log in ID= First few letters of last name + first and middle initials
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Note When looking at the MYBB page in Blackboard there are sometimes university announcements posted on this page under the heading "ANN: University."

## ***Online Tutorials***

Blackboard provides valuable information for all students. Please review the online tutorial and information about using Blackboard at [www.gvsu.edu/it/mybb](http://www.gvsu.edu/it/mybb). Click "Blackboard Student Handouts" on the left.

## ***Class Roster/Personal Information***

On your MyBB page this is a link for "Personal Information" on the left side of the screen Click on "Set Privacy Options" to choose what you would like listed on the class roster and group pages for your fellow classmates. Do Not disable email or you will not receive email from your instructor.

## ***Customizing***

The MyBB, can be customized and organized. The tabs on the top of the page allow you to navigate through Blackboard. On the MyBB page a variety of modules, like My Courses, My Organizations, My Announcements, etc. To organize the modules, click and drag a module to the location you want it to be in. You can also minimize or open a module in a new window by selecting the correct button on the top right side of the module box.

The "Modify Content" tab allows you to select and deselect modules to appear on your MyBB page. Only those with green checkmarks can be chosen to delete. **Do not delete My Announcements!**

There are many additional modules that can be added including links to GVSU student email accounts, the library, and a basic calculator.

The "My Announcements" section is where Graduate Student Announcements are posted. Many reminders, deadlines, and useful pieces of information are posted there. In this section, you will see postings from your professors, Pew Student Services, the Graduate and Professional Student Association, some graduate assistantship openings, and other postings from GVSU specifically for graduate students.

On the right hand side is the "My Courses" section with links to your courses in Blackboard. On the pages for your courses, you will usually find a syllabus, announcements, assignments, faculty contact information, a student roster, grades, and a communication forum.

### ***Graduate Student Announcements***

There are university, system, all students, and graduate student announcements shown on the MyBB page. The Office of Graduate Studies communicates important information and updates regularly under the graduate student announcements section labeled "My Announcements," in lieu of a graduate newsletter. For any announcement section, if you miss an announcement or need to see it again, you can click on the word "more" at the bottom of the module box and a new screen appears. You can review recent announcements by clicking on a "VIEW LAST 7 DAYS" or "30 DAYS" tab or all announcements still in the system by choosing the "VIEW ALL" tab.

## **Email**

Phone: 616-331-2101 (Computing and Technology Help Desk)

Internet: [www.mail.gvsu.edu](http://www.mail.gvsu.edu) (access email account)

Email: [helpdesk@gvsu.edu](mailto:helpdesk@gvsu.edu) (questions about email)

### ***Redirect Student Email Account***

All official GVSU (Records, Admissions, Billing, Housing, Blackboard, etc ) email goes to your GVSU email account. You may forward your GVSU email to a preferred account; however, it *is your responsibility* to make sure you receive all GVSU email.

### ***Forwarding mail to another email account automatically***

Gmail allows you automatically forward incoming mail to another email address.

To forward messages automatically:

1. Click **Settings** at the top of any Gmail page, and open the **Forwarding and POP/IMAP** tab.
2. From the first drop-down menu in the Forwarding section, select 'Add new email address.'
3. Enter the email address to which you'd like your messages forwarded.
4. For your security, we'll send verification to that email address.
5. Open your forwarding email account, and find the confirmation message from the Gmail team.
6. Click the verification link in that email.
7. Back in your Gmail account, select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.
8. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to **All Mail** or **Trash**.
9. Click **Save Changes**.

### ***Blackboard Instant message (formally known as Pronto)***

For Detailed instruction: [www.gvsu.edu/it/mybb](http://www.gvsu.edu/it/mybb)

**Blackboard Instant Messaging** is an instant messaging program that is synchronized with Blackboard. This lets students and faculty to easily connect with each other from on or off campus. Wimba Pronto includes advanced features such as Audio Calling, Video Calling, Whiteboard, Application Sharing, Texting Office Hours, and Help Desk.

This simple to use program may be downloaded from the MyBB screen in Blackboard. You may use this program for study groups within your courses or outside of them.

On the school tab of BBIM you will find the Blackboard Helpdesk to assist you with questions.

## **Computer Labs**

Phone: 616-331-6643

For Computer Lab locations, go to [www.gvsu.edu/it](http://www.gvsu.edu/it) and select the tab called "Computer Labs" and click "Locations and Computer Types."

For all open Lab hours visit [www.gsvu.edu/it/labs](http://www.gsvu.edu/it/labs)

### ***Software***

The standard software available in the computer labs are Windows 7 or Vista with Office 2007, SPSS, and SAS. As different disciplines require different computer and software capabilities, there are specialty labs with various software programs available to students in those subjects

### ***Wireless***

The campus also has wireless capabilities throughout. If you have a laptop, you will need to configure your computer to access Grand Valley's wireless network. From home, the University does offer free dial-up Internet access to students. Visit computer services for students at the Web site above for more information on either of these services.

To configure your computer to work on the GVSU Wireless network please visit [www.gvsu.edu/it/wireless](http://www.gvsu.edu/it/wireless)

**Tip:** If the printer runs out of paper, look for someone in a blue vest with a CTS logo. These student technicians are there to help with paper, staplers, and any other technology problems. If you do not immediately find someone, you may see a telephone number on the board in the computer lab. In CHS, you can ask for assistance at the main reception desk.

## University Libraries

Phone: 616-331-3500 or 800-879-0581

Internet: [www.gvsu.edu/library](http://www.gvsu.edu/library)

Email: [library@gvsu.edu](mailto:library@gvsu.edu)

### *Locations:*

- Online 24/7 – [www.gvsu.edu/library](http://www.gvsu.edu/library)
- Steelcase Library, Grand Rapids, DeVos Center, 104A DEV
- Frey Foundation Learning Center, Grand Rapids, Center for Health Sciences building, 290 and 490 CHS
- Curriculum Materials Library, 201A DEV
- Zumberge Library, Allendale campus
- Seidman House (University archives), Allendale campus

Each library's collection supports the programs offered on the campus where it is located. The Steelcase Library has books and other materials pertaining to business, criminal justice, education, engineering, hospitality and tourism, legal studies, public and nonprofit administration, social work, and houses the Johnson Collection for Philanthropy and Nonprofit Leadership. The Frey Foundation Learning Center serves clinical laboratory science, nursing, occupational therapy, physical therapy, physician assistant studies, occupational safety and health, radiology, and therapeutic recreation. The Zumberge Library houses the collections of most other disciplines. All three of these libraries provide computers, laptops, printers, photocopiers, and televisions for watching videos. The Steelcase Library also has a dedicated OoVoo station.

The Curriculum Materials Library is designed for students and faculty in the College of Education and in other departments offering content-area courses of education.

Seidman House, which houses special collections and university archives, is one of the quietest places on the Allendale campus and ideal for study. It is opened from 9 a.m. to 4:30 p.m. Monday through Friday.

### ***Hours***

Library schedules—both open hours and reference hours—change during breaks, holidays, and the spring/summer semester. The Zumberge and Steelcase libraries routinely have extended hours preceding and during finals.

<b>Fall 2011 - Winter 2012 library hours</b>		
<b>Steelcase Library</b>	<b>Frey Learning Center</b>	<b>Zumberge Library</b>
Mon.-- Thurs... 7:30 a.m. to midnight	Mon. -- Thurs. ... 7:30 a.m. to 10 p.m.	Mon. -- Wed.... 7:30 a.m. to 2:00 a.m.
Friday..... 7:30 a.m. to 9:00 p.m.	Friday..... 7:30 a.m. to 5:00 p.m.	Friday..... 7:30 a.m. to 10:00 p.m.
Saturday..... 9:00 a.m. to 9:00 p.m.	Saturday..... 12:00 p.m. to 5:00 p.m.	Saturday..... 9:00 a.m. to 9 p.m.
Sunday..... 11:00 a.m. to midnight	Sunday..... closed	Sunday..... 12:00 p.m. to 2:00 a.m.

Check the library's website or call (616-331-3500) for current hours. Regardless of subject area, online resources such as databases and electronic books are available anywhere, anytime via the internet with your GVSU user ID and password.

You can visit the library in person, or telephone, email ([library@gvsu.edu](mailto:library@gvsu.edu)), chat, text, or tweet. Look for the "Get Help Now" link on the library's home page that will link you to these services.

### ***Get some direction—use Subject Guides***

Subject guides, created by subject specialist librarians, are available for every discipline and for some specific courses. These guides steer you to vetted resources and databases, as well as provide links to subject specialist librarians. There's even a library guide specifically for graduate students. Links to library guides are on the library's home page. Before you Google, use subject guides.

### ***Your librarian***

Librarians can save you a lot of time and frustration. However, plan ahead. Don't wait until the last minute to consult with a librarian as you may find your topic involves more research than you thought, or that the perfect book or article is only available through document delivery and may take up to ten days to arrive. Schedule an appointment with the librarian specializing in your area. You can find out who that librarian is by consulting the library guide for your area or by contacting the library.

### ***Online resources***

GVSU libraries have an enormous collection of online resources including hundreds of databases, thousands of full-text journals, and e-books that are available anywhere via the Internet with your GVSU network log in. These resources can be accessed from the library's homepage and the various library guides. When you are on campus, you'll automatically connect to the databases. When off campus, you will be prompted to log in to the library system using your username, which is your network log in ID.

### ***RefWorks***

If you're writing papers, and definitely if you're writing a thesis, you need RefWorks. RefWorks is a web-based bibliographic management program that helps you organize your research and produces bibliographies in the style you select, such as APA or MLA. Consult the RefWorks library guide for more information on using this program. You'll be asked for the RefWorks group code when you access it off campus. The group code is: RWGVSU.

<p><b>Words to the wise:</b> Librarians can show you the best resources to use and how to use them effectively and efficiently. Keep in mind, though, that librarians don't do research for you. It's up to you to do that.</p>
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### ***How to get what you need***

Deliveries (Monday through Fridays) between GVSU libraries make it possible for you to have books and other materials held at one location delivered to the location most convenient for you. Requests made Sunday through Thursday are typically available within 24 hours. Just specify the pick up location from the request screen.

Need an article from a journal that the libraries don't have? Document Delivery can help you out. Document Delivery can also obtain books for you that Grand Valley does not own through interlibrary loan. Articles are sent electronically, so obtaining them is as easy as reading an email. Best of all, these services are offered at no cost. Access Document Delivery from the library's homepage; you will be required to register the first time you use the system. Requesting an article or book from a database is incredibly easy; simply follow the links when you click on "get it @ GVSU." Although most interlibrary loans arrive within a few days, it can take up to two weeks for some loans to be fulfilled, so again, plan ahead.



### **MelCat**

MelCat allows you to order books, audio books, music, movies, and other materials held in other participating Michigan libraries and have them delivered to the GVSU library of your choice. Best of all, it's absolutely free. When searching the library catalog, click on the Michigan Electronic Library icon and follow the prompts. There is no fee for this service.

**MelCat instead of interlibrary loan?**  
Some students request books through MelCat instead of going through interlibrary loan. Often, but not always, delivery times are quicker through MelCat.

### **Course reserve**

Most course reserves are accessible electronically. You will need your network log in ID and password to access electronic course reserves. Some course reserves, such as books or DVDs, are available only at a library and must be used at the library where they are located.

### **Circulation**

Graduate students can check out up to 30 books for ten weeks, and books may be renewed twice before their due dates for five additional weeks each time, providing they are not on hold for someone else. The exception to this is the best seller leisure reading collection, which circulate for a non-renewable four week period.

### **Laptops and computers**

Laptops, available at Zumberge, Steelcase, and the Frey Foundation Learning Center, can be checked out for two hour periods for use in the library. Students are also welcome to use the Steelcase and Zumberge Libraries' instruction rooms during library hours when the rooms are not scheduled for another purpose. Headphones are also available, but you may want to use your own.

### **Coffee and snacks**

Vending machines in the Zumberge Library's Café Bibliothèque provide an assortment of beverages and munchies. It's BYO beverages (covered, please) and snacks at Steelcase and the Frey Learning Center. Beverages and food are not permitted at Seidman House.

### **Leisure reading collection**

Had enough with studying? Get lost in a book! The Steelcase and Zumberge libraries have revolving collections of fiction and nonfiction best sellers, perfect for that escape you need from your studies. These books circulate for a non-renewable four weeks. Like other library books, you can have them sent to a specific library pick up location. Additionally, the Steelcase and Zumberge libraries have collections of popular magazines such as *Rolling Stone*, *People*, *Entertainment Weekly*, *The New Yorker*, *Men's Health*, *Glamour*, and *Time* that you can peruse.

### **Need more information? Just ask!**

[www.gvsu.edu/library](http://www.gvsu.edu/library)

616-331-3500 or 800-879-0581

[library@gvsu.edu](mailto:library@gvsu.edu)

## Campus Dining

Phone: 616-331-3399

Internet: [www.gvsufood.com](http://www.gvsufood.com)

### Grand Rapids Food Options

#### DeVos Center

The Grand Rapids Foundation Plaza atrium is located inside Building C of the DeVos Center. Within this plaza, three dining options are available; the Plaza Café, Gazebo Market and Starbucks Coffee. A variety of choices are offered Monday through Saturday including grill items, pizzas, quesadillas, salads, soups, sandwiches, sushi, smoothies, baked goods, and coffee drinks. All of these restaurants accept GVSU Meal Plans, Dining Dollars, credit cards and cash.

#### Center for Health Sciences

On the first floor, the Recovery Room Café operated by Bagel Beanery, features sandwiches, soups, bagels, hot and cold drinks, and snacks. They are open from 7 a.m. to 6 p.m. Mon. to Thurs. and until 2 p.m. Fridays for Fall semester.

There are also multiple vending machines located in a hallway next to the service area. Opposite the vending machines are multiple microwaves under the counter to heat vending machine meals or meals from home, and sinks to wash your hands or fresh fruits and vegetables.

#### Eberhard Center

On the third floor of the Eberhard Center you'll find a small student lounge area. Inside this room there are vending machines with snacks and drinks, a microwave and sink.

### Allendale Food Options

There are multiple locations for dining on the Allendale Campus. The Commons offers the Fresh Food Co., Einstein Bros. Bagels, and Fuel, located on the lower level. The Kirkhof Center features the Lobby Shop and River Landing. Kleiner includes Marketplace, Java City, and C-Store. Both Mackinac and Au Sable Hall, feature a C3 Express, a convenience store with snacks, beverages and fresh made sandwiches and wraps.

### Meal Plans and Debit Dollars

GVSU offers Meal Plans, which are optional for graduate students living off campus or in graduate housing. Plans are versatile and offer a combination of Meals or Dining Dollars, which can be used like a debit account for all Campus Dining purchases.

All Meal Plans and Dining Dollars are accessed by the 14-digit barcode on the back of your Student ID.

Contact Campus Dining at the phone number above or visit their website at [www.gvsufood.com](http://www.gvsufood.com) to sign up for a Meal Plan or to learn more about locations, hours, offers and nutritional information.

### Menus, Coupons, and Specials

Every month campus dining offers "Dining Deals" on their website. Print these coupons for extra savings at select locations. Daily menus are also posted on the website along with other specials.

Plaza Café Fall 2011			
Mon–Thurs	11 a.m. – 8 p.m.	Saturday	CLOSED
Friday	11 a.m. – 2 p.m.	Sunday	CLOSED
Gazebo Fall 2011			
Mon–Fri	9 a.m. – 2 p.m.	Sat–Sun	CLOSED
Starbucks Fall 2011			
Mon–Thurs	7 a.m. – 9 p.m.	Friday	7 a.m. – 4 p.m.
Saturday	7 a.m. – 2 p.m.	Sunday	CLOSED

## Emergency Closings

Internet: [www.gvsu.edu/pewsecurity](http://www.gvsu.edu/pewsecurity)

The University will sometimes close a campus or the whole university and cancel classes, usually due to winter weather. Decisions to close a campus and cancel classes will be made by 6:30 a.m. for daytime classes and 3:00 p.m. for evening classes. Closings will also be announced via the emergency notification system, on Grand Valley's homepage, WGVU-FM 88.5, local TV, and radio stations.

Online directions:  
[www.gvsu.edu/pewsecurity](http://www.gvsu.edu/pewsecurity)  
Hover over "Emergency Preparation"  
Then from the drop down menu  
Hover over "Severe Weather"  
Then click on "Winter Closing Procedure"

More information on closings and a complete list of stations that carry closing announcements can be found online.

Many faculty members at the graduate level, realizing that their classes are in the evening when winter road conditions deteriorate, will also have a severe weather policy articulated in the course syllabus or told to students the first day of class.

During severe weather, faculty **may** notify students of a class cancellation or tell students that anyone choosing not to attend due to the weather and road conditions will not be penalized.

These notifications are typically sent via email. Any individual classes that are cancelled by an individual faculty member for any reason (weather, sickness, etc.) will not be broadcast via the emergency contact system. It is the faculty member's responsibility to notify students if an individual class is cancelled. Faculty will usually send email notification of a class cancellation.

During severe weather such as thunderstorms and tornadoes, the university has additional warning procedures in place. In Grand Rapids and in Allendale, tornado warning sirens can be heard if you are outdoors on campus. Each building has procedures to alert people inside buildings about tornado warnings via a combination of announcements and in-person notifications. Classes are cancelled only for tornado warnings. Tornado/storm safety areas are designated in each building on campus. In Holland, Muskegon, and Grand Rapids many buildings have the restrooms as the designated shelter area. A complete list of shelter areas by building for both campuses is available on the campus security Web site above under the link "Emergency Preparation," "Severe Weather." Shelter areas inside buildings often display a sign to denote that an area is a "Designated Tornado Safety Area."

## Emergency Notification System

Phone: 616-331-2145 (for questions)

Internet: [www.gvsu.edu/emergencycontact](http://www.gvsu.edu/emergencycontact) (to register)

Email: [gvsunotify@gvsu.edu](mailto:gvsunotify@gvsu.edu) (for questions)

Grand Valley has recently implemented an upgraded communication system in order to deliver urgent and emergency information directly to all current students, faculty, and staff. All current students are already automatically registered to receive email messages at their primary email address. In addition, students may register to receive messages to a land line phone, cell phone, text/PDA device, and additional email addresses. To subscribe to the system and register additional contact options, go to the Web site above.

This system will be used to send out urgent information, such as closings and class cancellations due to inclement weather (snowstorms and tornado warnings), and alerts involving public safety and health. Messages will be sent only when the University believes that the information is vital and that it must be disclosed immediately. There is no charge for this service; however, those choosing to receive text/cell messages do so with the understanding that standard incoming call/text fees may apply, based on your cell phone calling plan.

Please note that experience shows these email messages are sent out en masse. The message will probably be filtered to junk mail. It may also take some time to arrive. For faster notification, sign up for messages to be sent to your cell phone or PDA. You may choose to receive a voice message or text message.

This system does cross reference with enrollment information. Only students currently enrolled will receive notifications. There is no need to unsubscribe from the system when you are not taking classes or graduate.

## **Research Protections Program**

Internet: [www.gvsu.edu/rpp](http://www.gvsu.edu/rpp)

Phone: 616-331-3197

Email: [rpp@gvsu.edu](mailto:rpp@gvsu.edu)

The Research Protections Program (RPP) is housed within the Center for Scholarly and Creative Excellence. Its mission is to ensure the safe, ethical conduct of human, animal and laboratory research compliant with University policy and regulatory requirements.

Graduate students wishing to conduct research with human or animal subjects, radioactive materials or radiation producing equipment, chemicals, biologics, and other hazardous materials are subject to the training, review and oversight provided by the committees and officers within the RPP. Please discuss your proposed activities with your research advisor to ensure proper planning and compliance with all applicable regulations, safety standards, and University policies.

### **RPP Units:**

**Animal Research:** The Institutional Animal Care & Use Committee (IACUC) reviews all planned teaching and research activities involving vertebrate animals at GVSU to ensure compliance with Federal regulations, GVSU policies, and standards for the humane treatment of animals. All use of vertebrate animals in teaching or research must receive prior written approval from the IACUC and are subject to post-approval monitoring. The IACUC provides training to all GVSU personnel involved with animal care and use.

**Human Research:** The Human Research Review Committee (HRRC) reviews all planned research involving human subjects prior to the initiation of the research and approves studies that meet Federal regulations, GVSU policies, and research standards for the protection of human subjects. All GVSU researchers must receive written approval from the HRRC prior to conducting either exempt or non-exempt research. The HRRC is administratively supported by the Human Research Protections Program (HRPP) which is responsible for administering the protocol review process,

compliance monitoring, and providing researcher education for studies involving living human participants.

**Laboratory Safety Program:** Grand Valley's Laboratory Safety Program has established guidelines to ensure safe research and academic activities in the University's labs, studios, shops, classrooms and field studies. The Lab Safety Program staff oversees compliance with federal and state regulations, and provides training programs for researcher activities involving the use of chemicals, biologics, and other hazardous materials.

**Radiation Safety Program:** The Radiation Safety Committee (RSC) and Radiation Safety Officer (RSO) oversee the safe use of radioactive materials and radiation producing equipment at GVSU. The RSC reviews and approves the use of radioactive materials and radiation producing equipment for research and educational purposes. The RSO supports the RSC and faculty to ensure compliance with state and federal regulations and GVSU's Radiation Safety Manual which includes training, personnel monitoring, and documentation requirements.

**BioSafety Program:** GVSU's BioSafety program, which is currently under development, will establish a body responsible for reviewing and approving the safe use of biological agents and recombinant DNA. The Biosafety Manual will establish roles and responsibilities of researchers, the committee, and the Biosafety Officer, as well as outline policies and procedures compliant with federal regulations and GVSU policies.

## Statistical Consulting Center

Phone: 616-331-3355

Internet: [www.gvsu.edu/scc](http://www.gvsu.edu/scc)

Location: Mackinac Hall, A 1-178 MAK

SCC can assist with	
• Developing a questionnaire	• Selecting a sample
• Designing a study	• Analyzing data
• Managing data	• Presenting results
• Interpreting results	

The Statistical Consulting Center (SCC) provides statistical advice and assistance with projects, including final projects and theses, which are for research or instructional purposes.

The SCC also seeks to provide an educational experience for undergraduate and graduate students studying statistics by involving them in the operation of the Center. Consequently, the Center is open during the academic year, fall and winter semesters and may be open for part of the summer. Check the hours of operation on their Web site. You must make an appointment. The SCC does not offer walk-in appointments or consultations.

For students, the research advisor must indicate (email to [scc@gvsu.edu](mailto:scc@gvsu.edu)) the level and amount of assistance that can be rendered by the SCC. Similarly, with any class project, the instructor must indicate in writing the level and amount of assistance that can be rendered by the SCC.

Typically, a graduate student working on a thesis or final project makes an appointment to discuss the project. Once the needs are determined, a student studying statistics or a statistician will be assigned to work with the graduate student. Any assistance given by the SCC should be acknowledged in any resulting paper or presentation.

## Student Presentation Travel Grants

Phone: 616-331-8100

Internet: [www.gvsu.edu/integrativelearning](http://www.gvsu.edu/integrativelearning) (click on Academic Conference Fund or ACF Grant)

Location: Lake Ontario Hall, 181 LOH

The Academic Conference Fund provides travel and presentation funding to both graduate and undergraduate students. These grants are for students whose independent research or creative activities are accepted for presentation/exhibition/performance at a professional meeting or conference. If your research is accepted for a poster or presentation at a professional conference at a state, regional, or national competitive juried event, you are eligible to apply for a grant. For AY 2011-12, the maximum award is \$500 for students invited to present or perform at a conference or meeting. These awards are not intended for attendance at a meeting. Applications for support must be planned well in advance of any planned travel, as funds are limited and not guaranteed.

The application form is available online at [www.gvsu.edu/integrativelearning](http://www.gvsu.edu/integrativelearning). Funding awards will be on a first come, first served basis. Applications may be submitted 30 days prior to the beginning of each period and no later than 30 days prior to the end of each period (please see the table below). You must complete the application form (typed), obtain a letter of recommendation, provide proof of acceptance to present at the conference, and attach a copy of your abstract and resume. Applications are due to the Office of Integrative Learning (181 LOH) no later than 30 days before the intended travel.

### ***If travel is between:***

July 1 – September 30

October 1 – December 31

January 1 – March 31

April 1 – June 30

### ***You should apply:***

June 1 – August 31

September 1 – November 30

December 1 – February 28

March 1 – May 31

## Graduate Presidential Research Grants

Phone: 616-331-7123

Internet: [www.gvsu.edu/gs](http://www.gvsu.edu/gs) (Click on "Graduate Presidential Research Grants")

Location: DeVos Building C, Third Floor, 318C, Office of Graduate Studies

Grant awards up to \$1,000 are available only to graduate students to support their research projects. Students must be degree seeking and the research must be tied to completion of some aspect of their graduate degree. These grants are usually given to support research connected to a student's thesis or final scholarly project. The application forms are available to download online at [www.gvsu.edu/gs](http://www.gvsu.edu/gs).

### **Deadlines:**

Oct 15 for winter semester  
March 15 for spring/summer  
April 15 for fall

To apply you will need to complete the application and provide a summary of the project and budget, a detailed research description, and letters of support from your major advisor or research advisor and Dean. Decisions will be made by a committee comprised of faculty from graduate programs across GVSU. If you have any questions, contact the Office of Graduate Studies at 616-331-7105.

## Requests for Exception to Graduate Policies

Phone: 616-331-7105

Internet: [www.gvsu.edu/gs](http://www.gvsu.edu/gs) (click on "Exceptions to Policy")

Location: DeVos Building C, Third floor, 318C, Office of Graduate Studies

The Dean of Graduate Studies is responsible for the review and final approval or denial of Petitions for Exception to graduate student policies. The student's academic advisor, graduate program director, or dean of the college where the program resides, must support all exceptions in order for the Dean of Graduate Studies to approve them. The student must complete the appropriate Petition for Exception form as provided on the Office of Graduate Studies Web page. All materials must be submitted to the Office of Graduate Studies either via email or as a hard copy.

**Petition for Exception to Twelve-credit Hour Limit:** Grand Valley policy allows graduate students to take a maximum of 12 graduate credit hours without being admitted to a specific graduate program. Once the student gains admission to a graduate program any credit hours beyond the limit must be granted an exception to the policy in order to be counted toward the degree. The student seeking this exception should contact their academic advisor to initiate the Petition for Exception.

**Petition for Exception to Eight-year Time Limit to Degree Completion:** All courses to be counted for a master's degree at Grand Valley must be completed within eight years. This time limit is a way of ensuring the student's validity and currency of knowledge at the time of graduation. The student will be required to either repeat the course or take an approved substitute, if unable to demonstrate currency. The start date for the eight-year time limit begins with the first course taken toward the degree planned program.

**Petition for Exception to Graduate Student Policies:** Students seeking to appeal other graduate academic policies must complete the appropriate Petition for Exception form as provided on the Office of Graduate Studies Web page. The student's academic advisor, graduate program director, or dean of the college where the program resides, must support all exceptions for the Dean of Graduate Studies to approve them.

**Credit Overload:** Full-time graduate students register for nine to 12 credit hours per semester. Permission from the dean of appropriate academic college is required for more than 15 hours per semester.

**Petition to Return:** Following a voluntary absence of two or more consecutive semesters or sessions, a graduate student must complete a Petition to Return form. This form serves to update the student's demographic record. Graduate students are reminded that following a voluntary absence of 24 consecutive months they must follow the Grand Valley State University Undergraduate and Graduate Catalog requirements in effect at the time of their return to Grand Valley. Such students should meet with their program advisor to revise their study plan.

## **Fees and Things that Prevent Registration**

### ***Late Registration***

If you wait to enroll until after the semester has started, you will have a \$50 nonrefundable late registration fee for registering during the first five days of classes. After the five day add/drop period, enrollment officially ends. To avoid this fee, you must be registered for at least one course before the first day of classes.

Class schedules may be changed during the first week of classes without penalty as long as there is room in the class you wish to take. Courses that begin after the fifth day of a semester, workshops, or other offerings without a registration process will not incur a late fee.

It is possible to enroll in a course after the add/drop period has ended under exceptional circumstances. You will need a form signed by the instructor, the department chair, and the appropriate College Dean. A \$25 penalty fee will also be applied.

### ***Overdue Library Books***

There are also fees assessed for overdue books. If you fail to pay your fine or return a book, you may be unable to register for classes the following term or obtain a copy of your transcript.

Remember to get a receipt when you pay your fine. The library will send you emails reminding you about upcoming book due dates, overdue books, and assessed fines.

Pay ALL your fines and fees: Failure to pay even a \$2.50 fine could prevent you from registering for classes.
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### ***Parking Tickets and Parking Meters***

The University also writes parking tickets known as citations for \$25 -\$50 each for on campus parking violations. Downtown on campus parking includes the parking lots and the Seward Parking Ramp. The streets around the University and the meters on those streets (including those in front of Eberhard) are monitored by the City of Grand Rapids, not GVSU.

There are a limited number of metered parking areas, intended for short term parking, within some university parking lots. The staff parking lot next to DeVos Center has some metered parking spaces near Burger King, the Eberhard Center staff parking lot has some metered spaces facing the street, and the Center for Health Sciences has a small amount of metered parking in the Lafayette Lot south of Michigan Ave. All on campus meters are within parking lots. All on campus meters are monitored by Grand Valley and enforced year-round.

### ***Descriptions of Holds/Errors that Prevent Registration***

**PERMIT:** A course labeled with PMT means written permission is required from the department.

**CLOSED:** Closed courses require both a signed add slip and a closed class permit.

**FINANCIAL:** Fees, fines, and unpaid bills; once paid resubmit registration.

**ACADEMIC HOLDS:** When you clear it, the hold will be lifted. Then, re-submit your registration.

**DEPARTMENTAL:** To ensure seats for their admitted students, some departments will not allow students from other programs to enroll in their classes.

**PRE-REQUISITE NOT MET:** All course prerequisites must be met before enrolling. To resolve, contact your academic advisor or your program's designated person from the master list. For more information see the *Registration* section on page 9.

## Policies and Procedures

University policies are included in GVSU's Undergraduate and Graduate Catalog ([www.gvsu.edu/catalog](http://www.gvsu.edu/catalog)). There are several policies that often confuse graduate students, and you may wish to review them. The Office of Graduate Studies ([www.gvsu.edu/gs](http://www.gvsu.edu/gs)) also provides resources to students to assist in the clarification of graduate policies and procedures.

**Academic Dismissal:** If you have been dismissed from Grand Valley and wish to return, you will need to file a Petition to Return through the Dean of your College.

**Academic Probation for Financial Aid:** If you have taken a total of 90 credits at the graduate level, or your GPA is too low, this probation may prohibit you from receiving financial aid.

**Emails:** Students are prohibited from using university computers or databases to send mass emails.

**Grade Requirements:** Graduate students need a cumulative 3.0 GPA even when taking undergraduate courses.

**Incomplete Grades:** The University has a policy of two semesters, not including spring/summer, to resolve incompletes. Degree programs may have slightly different policies and may require incompletes be resolved in a shorter window of time.

**Policies and Procedures Manual:** The Office of Graduate Studies has compiled a policies and procedures manual to serve as a comprehensive guide to graduate education for faculty, staff, and students at GVSU. This manual is available at [www.gvsu.edu/gs](http://www.gvsu.edu/gs) by clicking on "Current Students."

**Student Code:** This outlines student rights and responsibilities. Please review the Student Code at [www.gvsu.edu/studentcode](http://www.gvsu.edu/studentcode) and contact the Dean of Students Office with any questions at 616-331-3585 or [www.gvsu.edu/dos](http://www.gvsu.edu/dos).

**Thesis and Dissertation Guidelines:** The Office of Graduate Studies publishes a manual that defines the procedures for creating and submitting a master's thesis or doctoral dissertation at GVSU. This manual and its associated forms are available at [www.gvsu.edu/gs](http://www.gvsu.edu/gs) by clicking on "Current Students."

## Graduation and Commencement

Internet: [www.gvsu.edu/commencement](http://www.gvsu.edu/commencement)

**Please apply to graduate at the beginning of your last semester at Grand Valley.** The application to graduate is a short form, also called a diploma card or degree audit card. It is available from all Student Assistance Centers or online at [www.gvsu.edu/registrar/forms-library-6.htm](http://www.gvsu.edu/registrar/forms-library-6.htm) as "Graduate Application-Graduate." Completing this form will notify the university to audit your academic records and ensure you have met all degree requirements. The deadline to complete this form is usually half-way through the semester. Plan to complete the form early in the semester, before the deadline.

If you plan to walk in Grand Valley's Commencement ceremony, you will need to complete and return the Ceremony Response Card. This form will be mailed to you after your application to graduate form has been received, and you have been approved to participate in Commencement. After returning the Ceremony Response Card by the deadline listed on the card, you will be able to obtain guest tickets for commencement and your cap, hood, and gown at Gradfest.

# ***Resources and Opportunities***

## **Counseling and Career Development Center**

Phone: 616-331-3266

Internet: [www.gvsu.edu/counsel](http://www.gvsu.edu/counsel)

Location: Grand Rapids: Student Services Area, DeVos Center, Building B, 116B DEV

Allendale: Student Services Building, Second Floor, 204 STU

The Counseling and Career Development Center is one of the most commonly used services at Grand Valley for graduate students, 52% of their clients in Allendale and 42% in Grand Rapids are graduate students. The Center offers group therapy, individual counseling, support groups, seminars, substance abuse counseling, and consultations about how to deal with another student who has a problem. The Center is staffed by professional counselors.

Some examples of counseling concerns are:

- Homesickness, loneliness, anxiety, depression
- Problems in relationships
- Family problems and troubling past experiences
- Death and loss
- Life changes such as pregnancy and illness
- Sexual and cultural identity
- Suicidal feelings
- Crisis such as an assault
- Academic difficulties

### ***Counseling:***

The Center offers individual and group therapy options. All students begin with individual counseling appointments. The Center also offers walk in appointment times each week, check their Web site or call for the current schedule. Currently the walk-in times in Grand Rapids are Wednesday and Thursday 4-5 p.m. You can also call the number above for emergency counseling assistance or to inquire about how to help or refer a fellow student.

The Center also offers a variety of brief and on-going seminars during fall and winter semesters. Check their Web site and watch for announcements under GVSU events for upcoming seminars. Past seminar topics include "How to Get to Graduate School," "Reducing Procrastination," "Test Strategies" and "Stress." The Center also offers 12 step recovery programs.

### ***Career Development:***

To help students choose a career path, the Center offers a variety of career and personality assessments combined with individual career counseling from trained counselors. If you are uncertain about your program choice, whether to continue on to a Ph.D., or which direction you should go next in your career; the Counseling and Career Development Center can help you.

At many institutions, including perhaps your undergraduate college, everything career related is in one office, here there are two offices. The Career Services Center helps with resume preparation, cover letters, and locating jobs. The Career Development Center helps with ascertaining what career, work situation, or types of jobs are most suited to you.

## Career Services

Phone: 616-331-6708 (Grand Rapids) 616-331-3311 (Allendale)

Internet: [www.gvsu.edu/careers](http://www.gvsu.edu/careers)

Location: Grand Rapids: DeVos Center, Building B, First Floor, 116B DEV  
Allendale: Student Services Building, Second Floor, 206 STU

Career Services provides resources and advising for successful internship and job searches. Staff members are assigned to assist students for each major on campus, specializing in the unique needs of those students and the job market.

Services include individual advising, classroom presentations, workshops, career fairs/events, on-campus interviews and employer development. Career Services staff assist students by: helping develop job search strategies, assisting with resume writing, interviewing techniques and practice interviews, portfolio development, and establishing employer contacts.

**Tip:** For your convenience, Career Services offer walk-in hours at both locations Monday-Thursday from 1-3pm. Feel free to take advantage of this opportunity when you have a quick question. Workshops are available at both day and evening times. A complete schedule is posted on our website.

Visit our web based employment system, **lakerJOBS** ([www.gvsu.edu/lakerjobs](http://www.gvsu.edu/lakerjobs)) to find internship and career positions. You will need to contact the office for login information. LakerJobs features include:

- Over 800 web-based listings of career positions and internships
- Résumé referrals (upon employer request)
- Email correspondence regarding upcoming events and other career information
- Convenient sign-up for on-campus interviews

To schedule an appointment with the appropriate advisor please call or visit our office. We are open Monday through Friday, 8 a.m. to 5 p.m. Fall, Winter, and Spring/Summer semesters.

## Student Health Insurance

Phone: 800-328-2739 (Student Assurance Services, Inc.)

Internet: [www.gvsu.edu/studenthealthinsurance](http://www.gvsu.edu/studenthealthinsurance)  
[www.sas-mn.com](http://www.sas-mn.com)

While there are numerous health plan options available to students, Grand Valley offers a Student Health Insurance plan, underwritten by Columbian Life Insurance Company, to any enrolled domestic student. Participation in this insurance plan is voluntary for domestic students.

Enrollment Deadlines	
Annual (Full Year):	October 3, 2011
Fall Semester only:	October 31, 2011
Winter Semester only:	January 30, 2012
Spring/Summer only:	June 1, 2012

International students are required to have health insurance and may purchase a plan through the Lower Agency. International students should contact the Padnos International Center at 616-331-3898 for details on health insurance coverage.

For domestic students, the current Student Health Insurance plan includes optional spousal, dependent children, and major medical coverage. Please visit [www.sas-mn.com](http://www.sas-mn.com) to download a brochure for more information about coverage and benefits. For premium information, download an enrollment form online. Current prices for an annual policy from August 15, 2011, to August 14, 2012, are \$680 for students under 30 and \$1035 for those 30 years and older. Plan options are available for students of all ages.

This plan provides worldwide accident and sickness coverage during the term of the policy at a low cost for students. Grand Valley's liability insurance does not cover injuries or sickness sustained by students even when it is the result of classroom activities or group participation activities such as intramural sports or student clubs. Graduate Assistants who are injured while performing their graduate assistant duties are covered by workers' compensation laws.

All questions about the insurance for domestic students should be directed to Student Assurance Services at the number above. Student Assurance Services Web site is [www.sas-mn.com](http://www.sas-mn.com). Printed brochures about the insurance may also be obtained from various campus offices. Please refer to [www.gvsu.edu/studenthealthinsurance](http://www.gvsu.edu/studenthealthinsurance) for a current list of the locations.

Please note that while both of Grand Valley's Health Care options do accept this insurance it may not completely pay the cost of a visit. Although this insurance is offered to Grand Valley students, it is not managed by Grand Valley. Thus, neither the Family Health Clinic staffed by Grand Valley nursing students nor the Campus Health Center on the Allendale campus considers Student Assurance Services a participating provider and all claims must be submitted by the insured. There is no guarantee that a medical service received from either of these locations will be paid for by this insurance.

Student Assurance Services also offers short-term health insurance to recent graduates and students taking a semester off. Visit [www.sas-mn.com](http://www.sas-mn.com) for more information.

## **Health Care Services**

Phone: 616-988-8774 (Family Health Clinic – Grand Rapids)  
616-252-6030 (Metro Campus Health Center - Allendale)

Internet: [www.gvsu.edu/fhc](http://www.gvsu.edu/fhc) (Family Health Clinic)  
[www.gvsu.edu/campushealth](http://www.gvsu.edu/campushealth) (Metro Campus Health Center)

The Kirkhof College of Nursing manages the downtown Family Health Clinic located at 72 Sheldon Avenue SE. This facility serves the health care needs of the local community and Grand Valley students. As a nurse-managed primary care site, nurse practitioners provide services including health promotion, illness diagnosis, and treatment. Services include immunizations, physical exams, laboratory tests, and prescriptions. Most major forms of insurance are accepted at this location. For students without insurance, services are offered on a sliding scale.

In Allendale, the Campus Health Center is operated by Metro Health Systems as part of their urgent care network. It provides primary health care to individuals and accepts most forms of insurance. Individuals without insurance receive a 40% discount on health care services. This facility is located at 10383 42nd Avenue Suite A. ***Please notes: this location is not affiliated with the University.***

## **Peter C. Cook Leadership Academy**

Phone: 616-331-2770

Internet: [www.allpresidents.org](http://www.allpresidents.org)

Email: [allpresidents@gvsu.edu](mailto:allpresidents@gvsu.edu)

The Hauenstein Center's Peter Cook Leadership Academy is a one-year leadership development program for aspiring leaders that combines insight from scholars with training from professionals. This program is open to both undergraduate and graduate students. Leadership fellows gather monthly over lunch to meet with national, state, and local leaders and to discuss leadership principles. A syllabus of readings -- mining the best leadership studies and presidential biographies - - enriches discussion and advances understanding.

To become a Leadership Fellow, you will need to apply to the Hauenstein Center for Presidential Studies. The application process usually includes an interview and writing sample. Please note that this is a different program than the Laker Leadership Program run by Student Life which is only available to undergraduates. Further details about the program and the schedule of meetings and speakers are available on the Hauenstein Center Web site [www.allpresidents.org](http://www.allpresidents.org) on the left side links under "Student Center."

## **Allendale Campus Student Resources**

Several offices and resources available to students are located in Allendale.

### **Campus Recreation**

[www.gvsu.edu/rec](http://www.gvsu.edu/rec)

616-331-3659  
215 Fieldhouse

### **Disability Support Services**

[www.gvsu.edu/dss](http://www.gvsu.edu/dss)

616-331-2490  
200 Student Services Building

### **Inclusion and Equity Division**

[www.gvsu.edu/inclusion](http://www.gvsu.edu/inclusion)

616-331-3296  
10 Zumberge Library

### **LGBT Resource Center**

[www.gvsu.edu/lgbtrc](http://www.gvsu.edu/lgbtrc)

616-331-2530  
1161 Kirkhof Center

### **Office of Multicultural Affairs**

[www.gvsu.edu/oma](http://www.gvsu.edu/oma)

616-331-2177  
1240 Kirkhof Center

### **Office of Student Life**

[www.gvsu.edu/studentlife](http://www.gvsu.edu/studentlife)

616-331-2345  
110 Kirkhof Center

### **Padnos International Center**

[www.gvsu.edu/pic](http://www.gvsu.edu/pic)

616-331-3898  
130 Lake Ontario Hall

### **Women's Center**

[www.gvsu.edu/women\\_cen](http://www.gvsu.edu/women_cen)

616-331-2748  
1201 Kirkhof Center

## Graduate Student Association (2011-12)

<b>President</b>	Yasha Nath	gsa_president@gvsu.edu
<b>Vice President</b>	Joe Amisi	gsa_vp@gvsu.edu
<b>Financial Officer</b>	Barbara Gbewonyo	gsa_finance@gvsu.edu
<b>Communications Officer</b>	Claire Harrison	gsa_pr@gvsu.edu
<b>Administrative Officer</b>	Vacant	gsa_admin@gvsu.edu
<b>Advisor:</b>	Steven Lipnicki	<a href="mailto:lipnicks@gvsu.edu">lipnicks@gvsu.edu</a>
<b>Advisor:</b>	John Stevenson	<a href="mailto:stevensj@gvsu.edu">stevensj@gvsu.edu</a>
<b>Advisor:</b>	Michelle Burke	<a href="mailto:burkemi@gvsu.edu">burkemi@gvsu.edu</a>



<https://www.facebook.com/GVGrads>



Search groups for "GVSU Graduate Student Association (GSA)"



<https://twitter.com/#!/gvgradstudents>

GSA Webpage  
<http://www.gvsu.edu/gradstudents/graduate-student-association-5.htm>

Register with GVSU Student Life Organization (Stuey), search 'ALL ORGANIZATIONS' for 'Graduate' and click 'GSA' <http://www.gvsu.edu/studentlife/stuey/> to view GSA's Blackboard organization

The Graduate Student Association (GSA) seeks to foster the intellectual, professional, and social development of the graduate student community while promoting interdisciplinary communication and collaboration. GSA is the voice of graduate students and advocates for their needs thus, involvement from the general community of graduate students is essential to its representation of this population.

GSA produces a bi-monthly newsletter, The Update, and plans and coordinates activities throughout the year (e.g. GradClub, held every Wednesday at the Graduate Student Commons, Pew Campus). The organization also co-sponsors and collaborates with Student Services, Career Services, Alumni Relations, and OGS to produce other events including Graduate Education Week, Graduate Student Celebration (Graduate Student Awards for Academic Excellence ceremony at the end of fall and winter semesters) and PACES workshops. **Several new activities and events are being added to the 2011-12 offering so regularly check the annual calendar of events which will be posted to GSA's webpage, Facebook and Blackboard by August 24, 2011.**

Grand Valley's GSA is a member of the National Association of Graduate and Professional Students (NAGPS - [www.nagps.org](http://www.nagps.org)); several NAGPS Midwest Regional officer positions are held by GVSU's GSA officers.

## PACES Program

Phone: 616-331-7105

Internet: [www.gvsu.edu/paces](http://www.gvsu.edu/paces)

The PACES program is a voluntary, co-curricular program designed to help graduate students gain non-disciplinary skills for success through and beyond their education. Delivery formats include presentations, workshops, panels, online modules, and other web-based resources. Below is the tentative PACES workshop schedule for 2011-12. Please note that dates and topics are subject to change. Please visit [www.gvsu.edu/paces](http://www.gvsu.edu/paces) for more information about upcoming workshops and events. Workshops are typically held on Tuesdays from 4:30 – 5:30 pm in DeVos 303C unless noted\*.

<b>Fall Semester 2011</b>	
Sept 13	Library Skills Workshop (RefWorks)*held in the Steelcase Library
Sept 27	Responsible Conduct of Research
Oct 4	Finding a Research Topic & Choosing a Thesis Advisor (Panel)
Oct 15 (Sat)	1-day Workshop on Interview Skills (Co-Sponsored with GSA)
Oct 18	Fellowships: Increasing Your Chances for Success
Oct 25	Oral/Poster Presentation Skills workshop
Nov 1	Faculty Perspectives on Conference Participation and Networking (Panel)
Nov 15	Conflict Resolution Skills workshop
Nov 29	Debt Management Skills
<b>Winter Semester 2012</b>	
Jan 17	Thesis Workshop: Writing Strategies for Success
Jan 24	Getting the Most from Your Internship/Clinical Experience (Panel)
Feb 7	Constructing a Successful Meeting
Feb 28	Resumes, Cover Letters & Letters of Reference/Recommendation
Mar 17 (Sat)	1-day Workshop on Interview Skills (Co-Sponsored with GSA)
Mar 20	Pursuing PhD Studies (Panel)
Apr 17	Adjusting to Life After Graduation *held in 202E DEV
May 8	Working in a Diverse Environment

## Events at Grand Valley

Phone: 616-331-2020

Internet: [www.events.gvsu.edu/ViewCalendar.asp](http://www.events.gvsu.edu/ViewCalendar.asp)

The University has established a central location for publicizing events and activities to the campus community through the online Events Calendar page. Events for current and future weeks can be viewed. There are also on campus conferences organized by student groups, faculty, or administration. Many of these conferences are free for graduate students. If you are in doubt about the price, contact the organizer. Most lectures, seminars, and other academically focused events are also open to the public.

**Tip:** Some events will require pre-registration.

Explore upcoming events on the calendar and follow published registration deadlines.

Once you start getting involved with GPSA or attending events, you are likely to know fellow graduate students at other university events and meetings.

## List of Graduate Degrees

- Accounting (M.S.A.)
- Biology (M.S.)
  - Aquatic Sciences
  - Natural Resource Management
- Biomedical Sciences (M.H.S.)
- Biostatistics (M.S.)
- Business Administration (M.B.A.)
  - Full-Time Integrated MBA
  - Traditional MBA
- Cell and Molecular Biology (M.S.)
  - PSM Biotechnology
  - Research Thesis
- Communications (M.S.)
- Computer Information Systems (M.S.)
  - Certificate in Biomedical Informatics
  - Certificate in Database Management
  - Certificate in Distributed Computing
  - Certificate in Information Systems Management
  - Certificate in Object-Oriented Technology
  - Certificate in Software Design and Development
  - Certificate in Software Engineering
- Criminal Justice (M.S.)
- Education, Educational Leadership, M.Ed.
  - Educational Leadership
  - Special Education Administration
- Education, Educational Technology (M.Ed.)
- Education, Higher Education (M.Ed.)
  - Adult and Higher Education – General
  - Adult and Higher Education – College Student
  - Affairs Leadership (CSAL)
- Education, Instruction and Curriculum (M.Ed.)
  - Advanced Content Specialization areas – Biology, Chemistry, English, History, Mathematics, Music, Physics
  - Early Childhood Education
  - Educational Differentiation
  - Elementary Education
  - Graduate Teacher Certification
  - Secondary Level Education
- Education, Literacy Studies (M.Ed.)
  - Reading/Language Arts
  - Teaching English to Speakers of Other Languages (TESOL)
- Education, School Counseling (M.Ed.)
- Education, Special Education (M.Ed.)
  - Cognitive Impairment
  - Emotional Impairment
  - Learning Disabilities
- Educational Specialist in Leadership (Ed.S.)
  - Administration Cognate
  - Curriculum Cognate
- Engineering (M.S.E.)
  - Articulated BSE/MSE
  - Biomedical Engineering
  - Electrical and Computing Engineering
  - Manufacturing Operations
  - Mechanical Engineering
  - Product Design and Manufacturing Engineering
  - Certificate in Manufacturing Engineering Controls and Automation
  - Certificate in Manufacturing Engineering Design
  - Certificate in Mechanical Engineering Design
  - Certificate in Production Engineering Operations
  - Certificate in Professional Engineering Practice
- English (M.A.)
- Health Administration (M.H.A.)
- Medical and Bioinformatics (M.S.)
- Nursing (M.S.N.)
  - Advanced Generalist/Clinical Nurse Leader
- Nursing (D.N.P.)
  - Nursing Administration and Health Care Systems
  - Advanced Practice - Adult/Older Adult
  - Advanced Practice - Child Child/Adolescent
- Occupational Therapy (M.S.)
  - Traditional Full-Time Program
  - Weekend/Hybrid Part-Time Program
- Physical Therapy (D.P.T.)
- Physician Assistant Studies (M.P.A.S.)
- Public Administration (M.P.A.)
  - Criminal Justice
  - Health Administration
  - Nonprofit Management and Leadership
  - Public Management
  - Urban & Regional Policy and Planning
  - Certificate in Nonprofit Leadership
- Social Work (M.S.W.)
- Taxation (M.S.T.)
  - Certificate in Graduate Tax Studies

## Colleges and Schools Web Sites

<b>College of Community and Public Service:</b>	<a href="http://www.gvsu.edu/ccps">www.gvsu.edu/ccps</a>
School of Criminal Justice:	<a href="http://www.gvsu.edu/cj">www.gvsu.edu/cj</a>
School of Public, Nonprofit & Health Administration:	<a href="http://www.gvsu.edu/spna">www.gvsu.edu/spna</a>
School of Social Work:	<a href="http://www.gvsu.edu/ssw">www.gvsu.edu/ssw</a>

<b>College of Education:</b>	<a href="http://www.gvsu.edu/coe">www.gvsu.edu/coe</a>
Graduate programs:	<a href="http://www.gvsu.edu/coe_grad">www.gvsu.edu/coe_grad</a>

<b>College of Health Professions:</b>	
Occupational therapy, Physical therapy, Physician Assistant Studies	<a href="http://www.gvsu.edu/shp">www.gvsu.edu/shp</a>

<b>College of Liberal Arts and Sciences:</b>	<a href="http://www.gvsu.edu/clas">www.gvsu.edu/clas</a>
School of Communication:	<a href="http://www.gvsu.edu/soc">www.gvsu.edu/soc</a>
Department of English:	<a href="http://www.gvsu.edu/english">www.gvsu.edu/english</a>
Biology Department:	<a href="http://www.gvsu.edu/biology">www.gvsu.edu/biology</a>
Biomedical Sciences Department:	<a href="http://www.gvsu.edu/bms">www.gvsu.edu/bms</a>
Department of Statistics:	<a href="http://www.gvsu.edu/stat">www.gvsu.edu/stat</a>

<b>Kirkhof College of Nursing:</b>	<a href="http://www.gvsu.edu/kcon">www.gvsu.edu/kcon</a>
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<b>Seidman College of Business:</b>	
School of Accounting (accounting, taxation) Business Administration	<a href="http://www.gvsu.edu/business/index.cfm">www.gvsu.edu/business/index.cfm</a>

<b>Padnos College of Engineering and Computing:</b>	<a href="http://www.gvsu.edu/pcec">www.gvsu.edu/pcec</a>
School of Engineering:	<a href="http://www.gvsu.edu/engineering">www.gvsu.edu/engineering</a>
School of Computing and Information Systems:	<a href="http://www.cis.gvsu.edu">www.cis.gvsu.edu</a>

## Academic Governance

Internet: [www.gvsu.edu/facultygov](http://www.gvsu.edu/facultygov)

The University Academic Senate (UAS) is the highest faculty governance body. It has the authority to deal with any academic issue or faculty concern. It makes recommendations to the Provost and/or the President. Senate membership consists of faculty members elected from and by the faculty of each college and the university libraries, and students selected by the Student Senate, including the President of the Student Senate. The Provost, and designees, and the Deans (of any rank) are members ex officio, non-voting.

The Executive Committee of the Senate (ECS) serves as the clearinghouse for matters to be presented to the UAS. Such matters are discussed by ECS before its recommendations are made to the Senate. ECS membership consists of faculty senators from academic colleges and the university libraries, the Student Senate President, and the Provost, ex officio, non-voting.

Standing committees which report to the Senate via ECS include the Academic Policies and Standards Committee, the Faculty Facilities Planning Advisory Committee, the Faculty Personnel Policy Committee, the Faculty Salary and Budget Committee, the Pew Faculty Teaching and Learning Center Advisory Committee, the Graduate Council, the University Assessment Committee, and the University Curriculum Committee. The General Education Subcommittee is a standing committee which reports to the University Curriculum Committee. The composition of each committee is described in the Senate Bylaws and always includes elected college and university libraries representatives.

Copies of agendas and approved minutes of all meetings are posted on the Faculty Governance website. Agendas are sent out electronically to committee members one week prior to meetings, and minutes are usually posted and distributed electronically within two weeks following a meeting. Faculty members may petition for a referendum if there is strong opposition to an action taken by UAS.

For updates on the activities of UAS or any of its subcommittees, including meeting schedules, agendas, and meeting minutes, go to the Faculty Governance Web pages ([www.gvsu.edu/facultygov](http://www.gvsu.edu/facultygov)).

Details regarding membership, responsibilities, and rules of procedure are given in the UAS By-laws which are incorporated into the Faculty Handbook.

The above information is from the *Faculty Handbook*, which is available online for anyone to read.

On Grand Valley's home page, click on "Faculty & Staff."

On the next screen, click on "Faculty Handbook."

## Graduate Council

Internet: [www.gvsu.edu/gs/graduate-council-5.htm](http://www.gvsu.edu/gs/graduate-council-5.htm)

The Graduate Council is a standing committee of the University Academic Senate. It focuses on issues relevant to graduate students and graduate education issues. The Council is a representative governance committee consisting of faculty members involved in graduate education, graduate student representatives elected by GPSA, and ex-officio members. There are 13 faculty members, one from each college plus additional representatives from colleges with more than 25 faculty teaching graduate classes. They serve in staggered 3-year terms. The two graduate students are elected by GPSA each year, and they are from two different programs. In addition, there are ex officio representatives who do not vote such as the Dean of Graduate Studies. The Council meets regularly on Friday mornings and the meetings are open for anyone to attend. The Council welcomes input from current graduate students.

The Graduate Council has two subcommittees: Policy and Curriculum. The Policy Sub-Committee deals with policies and standards issues such as graduate assistantship and graduate certificate policies. The Curriculum Sub-Committee reviews all course changes and new course or program proposals, suggests changes, and makes recommendations to the Graduate Council. The Graduate Council also reviews and proposes changes regarding any area of university or academic administration in order to better address the unique needs of graduate students. One graduate student serves on each of these committees as a voting member of that committee and Graduate Council.

If you want to be a full voting member of the Graduate Council as a Student Representative, contact GPSA or the Graduate Dean.

## Dean of Graduate Studies

Phone: 616-331-7105

Internet: [www.gvsu.edu/gs](http://www.gvsu.edu/gs)

Location: 310C DeVos Building C, third floor

The Dean of Graduate Studies' role is to advocate for all graduate students and to ensure the quality of graduate education. The current Dean is Dr. Jeffrey A. Potteiger. The Graduate Dean is present at many university events and ceremonies that include graduate students. The Dean of Graduate Studies is a member of the Dean's Council, is an ex officio (non-voting) member of Graduate Council, chairs the Graduate Program Directors and Graduate Enrollment Management meetings, and is involved with GSA.

The Dean of Graduate Studies oversees exceptions to university policy and graduate assistantships. The Dean also awards the Graduate Student Awards for Academic Excellence in ceremonies held at the end of the fall and winter semesters. These awards are presented for Outstanding Graduate in the Major at the departmental level and University-wide awards for Outstanding Thesis, Outstanding Project, Outstanding Publication, Service to Community or Profession, and Service or Leadership to Grand Valley.

# *Appendix*

## **Fall 2011 Academic Calendar**

<b>Registration &amp; Drop/Add</b>	March 21- September 2
<b>Graduate Student Orientation</b>	August 24 (4:00 PM-8:00 PM)
<b>Payment Deadline</b>	August 19 at 5:00 PM
<b>Convocation</b>	August 26
<b>Classes Begin</b>	August 29
<b>Last day to Add, Register or Pay</b>	September 2 at 5:00 PM
<b>100% Tuition Refund Deadline</b>	September 2
<b>Labor Day Recess</b>	September 4-6
<b>75% Tuition Refund Deadline</b>	September 23
<b>Mid-term Evaluations</b>	October 10-15
<b>Drop Deadline - grade W</b>	October 28
<b>Thanksgiving Recess</b>	November 23-27
<b>Classes End</b>	December 10
<b>Commencement</b>	December 10 (VanAndel Arena, Grand Rapids)
<b>Examinations</b>	December 12-17
<b>Semester Ends</b>	December 17
<b>Grades from Faculty</b>	December 20 by 12:00 PM
<b>Grades Available to Students</b>	December 22

You must pay for your Fall semester classes by August 19, 2011 and Winter semester by December 16, 2011, or the Registrar will drop you (unenroll you) from any unpaid classes. Deferment and tuition payment plans are available.

There is one Commencement Ceremony in December.

## Winter 2012 Academic Calendar

<b>Registration</b>	March 21, 2011 - January 13, 2012
<b>Payment Deadline - All registrations through December</b>	December 16 at 5:00 PM
<b>Classes Begin</b>	January 9
<b>Last day to Add, Register or Pay</b>	January 13
<b>100% Tuition Refund Deadline</b>	January 13
<b>75% Tuition Refund Deadline</b>	February 3
<b>Mid-term Evaluations</b>	February 20-25
<b>Drop Deadline - grade W</b>	March 9
<b>Spring Break</b>	March 4-11
<b>Classes end</b>	April 21
<b>Examinations</b>	April 23-28
<b>Semester Ends</b>	April 28
<b>Commencement</b>	April 28 (VanAndel Arena, Grand Rapids)
<b>Grades from Faculty</b>	May 1 at 12:00 PM
<b>Grade Available to Students</b>	May 3

Commencement: In April, expect two ceremonies on the same day. Watch your mail for more information if you will be graduating. Previously the ceremony was divided by college and may be divided by college again. In December, there is still just one ceremony.

Some colleges have their own convocation, commencement, or other ceremony. If your college does this, you will receive more information and an invitation to attend directly from your college.

Registration for the 2012 Spring/Summer semester and the 2012-13 Academic Year will be in March 2012. Watch for announcements on Blackboard.

# Graduate School Blueprint

## Early (0-33% of program)

### Checklist:

- ✓ New Graduate Student Orientation
- ✓ Meet w/ Advisor
- ✓ Planned Program
- ✓ Degree program requirements
- ✓ GPA and competency requirements for degree
- ✓ GradClub
- ✓ Select a Mentor

### Challenge:

- Balancing graduate school, work, and personal life
- Acquainting yourself to evening classes; becoming comfortable with weekend courses
- Networking with a new community of students and faculty
- Becoming comfortable with graduate course expectations and adult learning models (self-directed, group work, problem-based, etc.)
- Sequencing courses to meet degree requirements
- Develop awareness of activities & events geared toward grad students

### Support:

- GradClub events; PACES program
- Faculty and Program Directors
- New Graduate Student Orientation
- Writing Center
- Graduate Student Guidebook
- College specific advisory boards
- Academic Computing/IT Help Desk

## Middle (33-66% of program)

### Checklist:

- ✓ Content and electives
- ✓ Begin resume, portfolio, etc.
- ✓ Major projects, research exploration
- ✓ GPSA involvement; E-Board Leadership
- ✓ Attend Career Development Workshops
- ✓ Consider Internships, Co-ops, Study Abroad
- ✓ Meet w/ Advisor soon after 21 credits

### Challenge:

- Choosing the correct internship, co-op, etc.
- Building your professional portfolio
- Finding a faculty mentor for research or scholarship requirement
- Explore funding opportunities for your research
- Strategically sequencing courses to meet graduation requirements

### Support:

- Your program's internship/co-op/etc. coordinator
- Directors of your program
- Workshops for career development (PACES)
- Career Services
- Counseling Center
- A mentor or advisor within your program
- Graduate Presidential Research Grant Program
- Library Research Resources:  
<http://libguides.gvsu.edu/home>

## Late (66-90% of program)

### Checklist:

- ✓ Internships, Co-ops, Clinicals.
- ✓ Scholarly Research/Publication
- ✓ Capstone/Thesis/Research Project
- ✓ Advanced Degree or Job Search
- ✓ Meet w/ Mentor &/or Career Services
- ✓ Mastering Resume, Portfolio, Cover Letter

### Challenge:

- Deciding on right choices after graduation
- Transitioning from grad school into the workplace
- Searching for the correct professional degree program
- Optimizing interview and negotiation skills
- Finding the first job after graduate school
- Student loan repayment plan

### Support:

- Your advisor, mentor, or career counselor
- Graduate students approaching graduation
- Statistical Consulting Center
- Any of the previously mentioned services
- Alumni Center

## Graduation (90-100% of program)

### Checklist:

- ✓ Application to Graduate
- ✓ Research Dissemination (Presentation/Publication submission)
- ✓ Letters of reference for employment or further education
- ✓ Commencement, Department Graduation

### Challenge:

- Deciding on right choices after graduation
- Securing a job
- Transitioning from grad school into the workplace setting
- Searching for the correct professional degree program
- Student loan repayment

### Support:

- Your advisor, mentor, or career counselor
- GradFest
- Alumni Association

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