

TEACHING IN HOLLAND



**GRAND VALLEY
STATE UNIVERSITY**
MEIJER CAMPUS IN HOLLAND



**FACULTY GUIDE
2007-2008**

www.gvsu.edu/holland

Welcome to the **GVSU Meijer Campus in Holland**. The staff in Continuing Education encourages you to contact our office for assistance. Our regular hours for **Fall and Winter are:**

BUILDING HOURS

Monday – Thursday 7:30am – 10:00pm
Friday 8:00am – 5:00pm
Saturday 8:30am – 3:00pm
Closed Sunday

COMPUTER LAB HOURS

Monday – Thursday 8:00am – 9:45pm
Friday 8:00am – 4:45pm
Saturday 8:30am – 2:45pm
Closed Sunday

FRONT COUNTER HOURS

Monday – Thursday 8:00am – 6:00pm
Friday 8:00am – 5:00pm
Closed Saturday and Sunday

LIBRARIAN HOURS

Will be posted at the library desk

Spring/Summer/Semester Break/and Special Hours will be posted
Building Hours will be amended to allow for weekend Classes. Contact the staff for
more information.

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About the Guide

The materials presented on the following pages are designed to assist the instructor through the process of teaching at a regional site. There are two types of information presented, text and quick reference guides. This helps to explain procedures unique to teaching at the Meijer Campus in Holland.

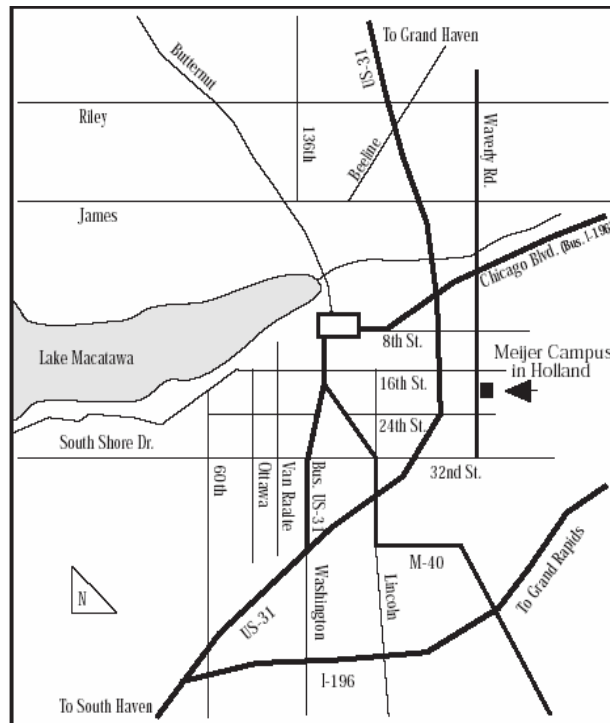
The guide is designed to offer an organizational scheme to the instructor to provide confidence that deadlines are met and materials are submitted as needed. To that end, the guide is structured with the following divisions:

- Teaching in Holland.
- Administrative Services.
- Academic Services.
- Pre-Class Responsibilities.
- Classes.
- Post-Class Responsibilities.

Teaching in Holland

GVSU programming in Holland is provided at the Holland Meijer Campus located at 515 S. Waverly Rd. Holland, MI 49423.

I-196 west to 16th street exit, east on 16th, south on Waverly, left at drive into campus (behind Meijer).



Administrative Services

The Holland Meijer Campus is structured to provide services to students that parallel those available on main campus. Students can do the following at the Meijer Campus:

- Drop/Add Classes
- Submit a promissory note (payment option for tuition)
- Complete forms required for changing name, repeating a class, etc.
- Complete the junior level writing assessment exam
- Get career and counseling services
- Pay for classes with cash or checks only, no credit cards are taken at the Holland location. Credit cards can be used by calling 331-2209 or by paying online. However, there will be a small service fee to use your credit card.
- Get information and referral services
- Meet with an academic advisor

Faculty teaching in Holland can expect the following services from the front desk staff:

- Proctoring for exams
- Distribution of handouts, assigned readings
- Completion of employment forms (if necessary)
- Duplication of course handouts
- Faxing
- Clerical assistance
- Access to Internet, e-mail
- Forwarding audio-visual requests
- Mailing materials to main campus

The process by which the above can be accomplished is explained in specific sections addressing these services.

Academic Services

The staff in Holland assists faculty with administrative services, but academic questions and concerns are typically directed to the academic discipline. In most cases, faculty will get direction from both the department secretary and discipline chair.

Often, questions arise regarding certain aspects of a class and the instructor is unsure whom to contact. The Continuing Education office at the Meijer Campus can assist instructors with a variety of questions, but the following table can serve as a guide for the most likely source of the answer:

Who To Contact for What

Contact GVSU Holland for questions regarding:	Contact the Academic Discipline for questions regarding:
Faxing	Ordering textbooks and getting desk copies
Duplicating	Contracts
Typing	Contract Hours
Office/Computer availability	Sample Syllabi
Distribution/pickup of papers, handouts, exams	Grading Policies
Requesting materials to be sent to the instructor	Deadline for midterm/final grades
Collection of and sending in student evaluations	Student evaluations
	Copyright regulations
	University policies regarding absences, plagiarism, cheating, etc.
	Expenses incurred for the course
	Changing rooms and class schedules
	Inclement Weather Policy
	Class cancellations

If the instructor is teaching for GVSU for the first time, questions are expected and usually plentiful. If problems/questions do not fit into the categories listed above, the instructor should contact the academic dept. office for assistance.

The Website

The GVSU website at www.gvsu.edu provides general information about the university and its programs. The Holland site at www.gvsu.edu/holland provides information specific to the programs in Holland. Faculty should review the local site when possible.

Parking

Ample parking is available for faculty, staff and students. Parking permits are required for faculty and staff to park in the reserved faculty/staff parking spaces. Students are not required to have a permit at the Meijer Campus in Holland. Contact your academic department to obtain a parking permit.

Faculty Offices

Temporary office space is available for faculty teaching at the Meijer Campus. Please stop by the front desk for office assignments. Offices not in use will be kept locked at all times. Please see the front desk for the key.

Faculty Advising Hours

If you are holding office hours for student advising, please post your available hours on the front of the office door. (Contact the front desk for office assignments)

Building Security (Escort Program)

The escort program is intended to provide safe transportation on campus to members of the University community. Students, faculty, or staff members who do not wish to walk alone at night can contact building security and request an escort. Escorts will be offered Monday – Thursday 6:00pm – 10:00pm for Fall and Winter Semesters.

Faculty Lounge Area

The faculty lounge area is room number 109. The area is equipped with a microwave, refrigerator, coffeemaker, sink, faculty mailboxes, and a table area where faculty members can pick-up large boxes. Vending machines are located in the student's lounge area and picnic tables are located at the front of the building for outdoor dining.

Getting Organized

Once an instructor has been contracted to teach a class in Holland, there are a series of responsibilities inherent in that assignment. To assist the instructor in meeting these responsibilities, the following sections will divide these tasks into three phases: Pre-Class Responsibilities, Class Responsibilities, and Post-Class Responsibilities.

Pre-Class Responsibilities

Prior to the start of the semester, a series of tasks must be completed to assure a smooth start. Typically, these are done soon after the contract is issued.

Contract

Contracts are issued by the Dean's office of the College in which the discipline resides. If the instructor does not receive a written contract in a timely manner after the verbal commitment, the college should be contacted.

Employment Forms

The academic discipline coordinates employment forms. These must be submitted before a paycheck can be issued. Paychecks are issued on the 15th and the last day of every month. It is strongly advised to sign up for payroll direct deposit, it is a quick and easy way to receive your paycheck and it eliminates the possibility of lost paychecks in the mail.

Textbooks

Some classes are assigned a textbook by the department; others leave the matter of text selection to the discretion of the instructor. The academic discipline can provide that information to the instructor. Textbooks for the Holland courses are ordered through the Allendale Bookstore. Textbook orders should be submitted to the University Bookstore prior to each semester.

Desk Copy

Desk copies of textbooks are provided to faculty members by the appropriate college or department. Contact your department or college secretary if you have questions regarding desk copies.

Class List

A preliminary unofficial list of students enrolled in an instructor's course may be requested through the front desk. This list is preliminary and should be checked against those students attending class to ascertain that all are properly enrolled. Instructors should check this list carefully at the first class meeting.

Official class lists are available the second week of class and are distributed by the appropriate school or department. **If a student's name does not appear on this class list, he/she is not registered for the class and should not be permitted to continue. Class lists can also be run from the faculty access to Banner. See Appendix A for specific instructions.**

Grading

The University permits a plus and minus system of grading. Listed below are possible grades and their corresponding quality point: See Appendix A for specific grade entry instructions.

Grading Scale

A 4.0	CR	Credit
A- 3.7	NC	No Credit
B+ 3.3	I	Incomplete
B 3.0	W	Withdrawal
B- 2.7	AU	Audit
C+ 2.3	X	Deferred
C 2.0	NR	No Report
C- 1.7		
D+ 1.3		
D 1.0		
D- 0.5		
F 0.0		

A+ is not a recognized grade.

Library Services



The following services are available to faculty members
and can be found on the library homepage:

<http://www.gvsu.edu/library>

- **Course Reserve**

ARES is the system the library uses for course reserve. You can upload documents you want on course reserve yourself or contact Bonnie Woodman, Course Reserve Coordinator at 331-2617, and she will post your items for you or if you have any questions about it.

- **Document Delivery**

Use this to place requests for items that the library does not own and to request copies of journal articles that the Library owns; a PDF will be sent to you via email. By logging into your document delivery account, you can renew the items you have out on loan and keep track of the progress of your requests. Please contact Vicki Helgson at 331-2630 if you have questions.

- **Bibliographic Instruction**

Please contact the Librarian in Holland at 331-3928 if you would like to have a library instruction session set up for your class.

- **Ask a Librarian**

Chat: this is available when the reference desks at Zumberge or Steelcase are open. Click on the link under 'ask a librarian' from the library homepage to access chat. For the current semester hours, click on hours from the homepage.

Email: refdesk@gvsu.edu

Ref email is answered daily when the desk is open. If the desk is closed, your email will be answered when the next librarian is on duty. But you will get a response within 24 hours.

In Person: Library hours do vary, please check the homepage for current hours. To talk to a librarian please call: Holland 331-3928, Allendale 331-3500, Steelcase 331-7331, and Frey 331-5932.

The library homepage also provides access to the catalog, databases, e-journals, subject resource pages, list of librarian liaisons, among other resources. You can also click on the **faculty link** under 'resources for' to view other services the library offers faculty. Please contact the Meijer Campus Librarian at 331-3928 if you have any questions or need assistance.

Meijer Campus in Holland Technical Support

Holland has technical support which can assist faculty with classroom technology, office support, wireless assistance, and other general IT questions. We also can assist you with general Blackboard and Banner questions. For quick reference, information has also been provided in the Appendix A section of the faculty handbook. For our helpful website list see the Website Quick list on page 20 that has links to GVSU websites and other website resources. We are here to assist faculty and students technology needs so please see technical support if you have questions.

Classroom Information

Each classroom has been equipped with a computer, DVD/VCR combo, and laptop connections that can be projected onto a screen. An overhead projector has also been provided in each classroom. Equipment instructions have been provided in your faculty guide and classrooms for the new technical equipment. Rooms 128, 130, 132, and 134 have **not** been updated with new equipment but have the all the capabilities needed. Please contact the front desk for technical support at 616-331-3910.

[A/V Equipment Operating Instructions](#)

To bring you the best classroom and teacher support the technology and equipment in our classrooms are constantly updating and changing. A piece of equipment indicated on this sheet may be different or not available in all classrooms. If you need to reserve classroom technology equipment or if you need help Please contact Holland Tech support .

Or Email: chaveau@gvsu.edu

The Computer, VCR/DVD Player, are in the Lectern Rack underneath the Computer Monitor.

Turning on the Data Projector:

- Press the 'ON' button ONCE on the Control Panel to turn the Data Projector on.
- The warm up period for the Data Projector takes approximately 60 seconds. In order to see any type of image the Data Projector needs to be fully warmed up.
- **When you are finished, please press the 'OFF' button once and the projector will then power down. The projector will "BEEP" when it is fully turned off.**

Adjusting the Volume:

- Turn the knob on the Control Panel labeled "VOLUME" (clockwise to turn the volume up, counterclockwise to turn it down).
- An appropriate classroom setting for the Volume is 2 green lights.

Using a Laptop:

- Use the VGA and AUDIO cables located in the “cable cubby” next to the Monitor to hook up your Laptop into the system.
- Press the ‘**AUX VIDEO**’ button on the Control Panel to display the Laptop Image on the Data Projector.
- Note: For most laptops including DELL’s- If the Laptop does not project onto the screen, hold down the Function button (Fn) located in the bottom row of the keyboard and then press the appropriate ‘F’ button in the top row of the keyboard (often labeled CRT/LCD). It may be necessary to press these buttons a few times to display the image from both the Laptop screen and Data Projector.

Using a Digital Document Camera:

- Use the VGA cable located in the “cable cubby” next to the Monitor to hook up the Document Camera into the system.
- Press the ‘**AUX VIDEO**’ button on the Control Panel to display the Doc. Cam. Image on the Data Projector.

Operating the Video Player:

There are two modes for both the VCR player and the DVD Player

Operating the VCR:

- **NOTE:** the VCR will not display any images if there is a DVD in the DVD side of the player.
- Turn the VCR on and insert your tape.
- Press the ‘**VCR**’ button on the Control Panel.
- You can control the function of the VCR using either the buttons on the Control Panel or the ones on the front of the VCR.
- When you are finished, press ‘EJECT’ on the front of the VCR to retrieve your tape.

Operating the DVD Player:

- If the DVD Player is not already on, press the Power button to power the unit on.
- Press the ‘**DVD**’ button to display the DVD Player on the Data Projector.
- Press the open/close button to eject the disc tray, place your DVD in the tray, and press the open/close button once more to close the disc tray.
- You can control the function of the DVD player from either the buttons on the Control Panel or on the front of the DVD Player.

Operating the Computer:

- Make sure the Computer is turned on. If it is not, press the soft “POWER” button located next to the disk drive in the rack mounted to the lectern. A blue light should appear indicating the computer is on.
- On the Control Panel, press the ‘**PC**’ button, the button will light up and the Data Projector will display the Computer Image.

Operating the Computer's DVD Drive Using **Power DVD**:

- Log in wait for icons to show up.
- Open the Non-Departmental Applications Folder.
- Double Click Power DVD icon.
- Wait for the application to load: *If the Application is distributed to the PC, wait until the distribution process has completed before continuing.*
- Place DVD in tray to load.

Operating the **Real Player** Application:

- Log in wait for icons to show up.
- Open the Non-Departmental Applications Folder.
- Double Click Real Player icon.
- Wait for the application to load: *If the Application is distributed to the PC, wait until the distribution process has completed before continuing.*
- Open up your Real Player media file.

Operating the **QuickTime** Application:

- Log in wait for icons to show up.
- Open the Non-Departmental Applications Folder.
- Double Click QuickTime icon.
- Wait for the application to load: *If the Application is distributed to the PC, wait until the distribution process has completed before continuing.*
- Open up your QuickTime media file.

Operating the **Windows Media Player** Application:

- Select the Start Menu Button
- Select All Programs
- Select Accessories
- Select Entertainment
- Select the Windows Media Player icon.

For Help or to report
TROUBLE,
Please call the CTS
HELPDESK, **X1-2101**
Or Email: helpdesk@gvsu.edu

BANNER INSTRUCTIONS

Information for New Faculty/Staff at GVSU

Welcome to GVSU!

Explore our IT web site

Browse through our site (<http://www.gvsu.edu/it/>) to learn more about us, what we offer and how we can help you. You will find our web site has answers to many technology-related questions.

- **Network/Email accounts/G Numbers**
Once HR has received your paper work HR will request your network and email account and G number be created. If these accounts are needed prior to orientation your Department Coordinator may request your accounts.
For Faculty, This information will be available at the new faculty orientation sessions held in August. However, if you did not attend the orientation session the staff at Holland will be happy to help with any questions about the new Banner system.

What is Banner?

Grand Valley's current major administrative packages, SunGard/SCT IDMS Student Information Systems, Financial Records Systems and Human Resources Systems have served the campus for over 16 years. Our current vendor, SunGard/SCT, will be working with GVSU to upgrade to the latest educational suite of applications called Banner. An instruction booklet, Appendix A, has been included with this guide. Please refer to Appendix A for specific Banner instructions. As always, the Holland staff is more than happy to help with any questions that you might have concerning the new Banner system.

Student Services Available at the Meijer Campus in Holland

There are many services available to students taking classes at the Meijer Campus in Holland. As a faculty member you may find it helpful to note the following in order to provide referrals for your students.

Academic Advising

An academic advisor is available for all students with general academic advising questions. Appointments can be made at the front desk, by emailing hollinfo@gvsu.edu, or on a walk-basis by stopping by HOL 108.

Tutoring

Tutoring is available each semester for a variety of courses. A writing consultant from the Writing Center also holds hours each week. Tutoring hours are housed in the small conference room and hours are posted at the beginning of each semester. Please encourage your students to take advantage of these services!

Personal and Career Counseling

The Counseling and Career Development Center offers free personal and career counseling on a weekly basis at the Meijer Campus in Holland. Students may make an appointment at the front desk or by calling 616.331.3910

Testing Services

The Meijer Campus in Holland offers WRT 305 tests, Math Placement Tests, and can proctor other tests throughout the semester. If a student needs to sign up for a particular test, please refer him/her to the front desk where the staff will make appropriate arrangements.

Class Responsibilities

Room Assignments

The college in which the discipline resides informs faculty of room assignments. Rooms are assigned by the Records office and are strictly monitored. **Any change in a room assignment must be requested through the department and approved by the Records office. Faculty may not move a class to a different room without prior approval.** At the conclusion of each class, all tables, chairs, etc. must be returned to their original placement in the room.

Computer Labs

There are two computer labs available at the Meijer Campus for full class use. They are in high demand. Instructors are encouraged to schedule use dates at the beginning of the semester to improve the likelihood of getting a lab assigned at the Meijer Campus. To schedule time in a computer lab you must make the request through the department and it must be approved by the records office. The Meijer Campus has IT support staff that are available if technical questions or issues arise. Please contact the IT support staff for help.

Class Cancellation – Academic

Faculty who are unable to meet the class at the scheduled time must clear the cancellation with the academic discipline, who will notify the students in the class. Please call 394-4848 or 331-3910 to inform the Holland Meijer staff of any cancellation in addition to your academic department.

Class Cancellation – Inclement Weather

With the arrival of winter, severe winter weather is likely to follow. The GVSU emergency closing policy is as follows:

In evaluating whether or not to close for snow-related reasons, the following criteria are used:

- The ability of the university's road crews to keep campus roads and parking lots cleared.
- The conditions of primary and secondary roads in the area as reported by the State Police as well as the Ottawa County Central Dispatch Authority.
- Weather reports regarding the track of the storm and other conditions (icing, thermal inversions, etc.).

Because commuting students, faculty, and staff come from such a broad geographic area, it is extremely difficult to arrive at a decision that is appropriate for each vicinity. Weather conditions rarely are uniform throughout this large area. There is no one decision that will satisfy everyone; however, a diligent effort is made to arrive at a

reasonable decision that considers the safety of students as well as their right to receive instruction. Under no circumstances does GVSU ask students, faculty or staff to assume undue risk in traveling to class in inclement weather.

NO announcement is made when the university is open.

Definition of the words “canceled” and “closed” as pertains to GVSU employees:

Canceled: classes and activities will not be held. Employees are to report to work.

Closed: Only designated employees are to report to work.

The decision to close the Meijer Campus will be made taking into consideration local weather conditions and decisions made by other institutions in the immediate Holland area. If GVSU Allendale is closed, the Meijer Campus is also closed.

Students, faculty and staff should assume the university is open unless they hear otherwise on the radio or television. They are asked not to call the GVSU switchboard to ask about closings, but instead to listen for the information on the radio and television.

Announcements of closing will be made over the following area stations. For a more detailed update on campus conditions and area roads, tune to the GVSU radio stations, WGUV-FM 88.5 and WBSU-AM 1480. Every effort will be made to make the decision to close so that the announcement can be made over the stations as early as possible, but no later than 6:30am for daytime classes, and 3:00pm for evening classes.

Television Stations

WGVK-TV CHANNEL 52
WGVU-TV CHANNEL 35
WOTV-TV CHANNEL 41
WOOD-TV CHANNEL 8
WXMI-TV CHANNEL 17, 42 & 58
WWMT-TV CHANNEL 3
WZZM-TV CHANNEL 13

Radio Stations

WGSV-AM 850
WOOD-AM 1300
WGHN-AM 1370
WGVU-AM 1480
WGVU-FM 88.5
WKLQ-FM 94.5
WLAV-FM 96.9
WGRD-FM 97.9
WFGR-FM 98.7
WOOD-FM 105.7
WMUS-FM 106.9

Unless GVSU is officially closed, faculty members are expected to hold their classes as usual. Individual faculty members who wish to cancel a class or other event should do so only with permission of their dean. In such cases, faculty members are responsible for notifying students for each class they teach. The media will announce only complete closings, not cancellation of individual classes or events.

In the event that a closing would involve a specified exam day, those exams affected would be held on the next available day after the exam week has concluded. For example – If a Tuesday exam day were canceled, the next available day after the conclusion of the exam week would be Saturday. If two exam days were affected, ie Wednesday and Thursday, Wednesday's exam would take place on Saturday and Thursday's exam would be the following Monday.

Fire Procedures

The fire alarm system at the Holland campus is activated by a system with a sensor. When the sensors are triggered, the fire alarms will sound. The Meijer Campus Fire procedure is listed below:

- Fire alarms are sounded
- Close all windows and doors
- Evacuate all classrooms, restrooms, office areas and computer labs
- Special consideration should be given to person's with disabilities
- Please exit to the nearest exit door and proceed to the front of the building
- Wait for fire personnel to arrive
- Fire personnel will give the "all clear" when the class can return to the building

Severe Weather Procedures

With the spring comes flowers and the potential of severe thunderstorms and tornados. Below are procedures for severe weather:

- The academic dept in Allendale will notify the professor of the cancellation of the class. It is the academics department's responsibility to inform students.
- If the academic department notifies the front desk before the start of the class, a sign is posted on the door and classroom door.
- Local TV and Radio stations are notified of the cancellation.
- A notice of a Tornado Watch and/or Severe Thunderstorm Warning condition will be received by Ottawa Co. dispatch upon observation of area weather conditions. A general announcement of the conditions will be made to building contact personnel at this stage and university operations will continue as normal, without interruption.
- When a Tornado Warning is issued the building contact people will be advised of the condition by telephone from the Dept. of Public Safety Services office. The warning siren will be activated in the Holland area to serve as a notification of a WARNING.

- Everyone should be directed to proceed to safe areas, designated by the tornado shelter placards in each building. The safe areas at the Meijer Campus in Holland are: the Men's and Women's Restrooms, Room 133, 139 and 141. Special consideration must be given to helping people with disabilities to the areas of safety.
- Individuals should wait in the shelter areas until direct notification of "all clear" has occurred.
- The normal daily schedule for the remainder of the day resumes when the warning has ended; tornado warnings do not necessarily constitute a university closing or cancellation of classes. All university operation will be suspended during the event.

Class Materials

Instructors who need to have large duplicating jobs done should send it to the academic department so it can be charged to the correct department's account. Duplicated materials can be sent to the Meijer Holland Campus for pick-up and will be placed in the appropriate faculty mailbox located in the faculty lounge area. All faculty mail boxes are located in the faculty lounge area. A faculty copier is located in the faculty lounge areas as well for duplicating of class materials.

Midterm Grades

Midterm grades are required for selected students in the undergraduate programs. The Records Office will notify the instructor if midterm grades are to be reported.

Expenses

Expenses incurred as part of instructional responsibilities are reported to the academic discipline. Questions regarding what is and is not appropriate to submit should be directed to the academic discipline. Similarly, expense forms should be mailed or faxed to the academic discipline for reimbursement.

Student Evaluations

Within the last two weeks of the semester, the instructor should receive student evaluations to be completed by the class. Evaluations come from the academic discipline and are completed for all classes. Instructors must follow the directions completely. The student who collects the evaluations should seal the envelope and submit it to the front desk staff. Number two pencils are available at the front desk for completion of the evaluations. Completed evaluations are to be submitted to the front desk staff by a student, not the faculty member. Once completed, student evaluations should never be handled by the instructor.

Surveys

On occasion, instructors are asked to distribute surveys to students in their classes. Surveys are done for different reasons, but are not intended to interfere with the instructor's class time. Usually, they can be completed in less than 10 minutes.

Post-Class Responsibilities

Final Exams

Final exams for GVSU students follow the exam schedule from main campus. Exam schedules are placed on the faculty information table in the faculty lounge area.

If an instructor plans to use a day/time for the final other than the last scheduled class, an alternative room assignment must be requested through the academic department.

Grades

Grades are entered into the Banner system after the final exams have been completed. Deadlines for grades are true deadlines. Instructors must follow directions carefully in submitting grades and be certain that they entered properly in Banner prior to the deadline. See Appendix A for instructions.

Evaluations

After student evaluations are submitted to the university, they are tabulated and results are returned to the academic discipline chair. A summary report of the students' responses is sent to the instructor from the academic discipline.

For More Information

regarding services
and procedures at
Grand Valley State University
Meijer Campus, contact:

Simone Jonaitis
jonaitis@gvsu.edu
Executive Director

Marty Litherland
litherlm@gvsu.edu
*Director of
Regional Sites*

Lisa Miller
millisai@gvsu.edu
*Student Services
Coordinator*

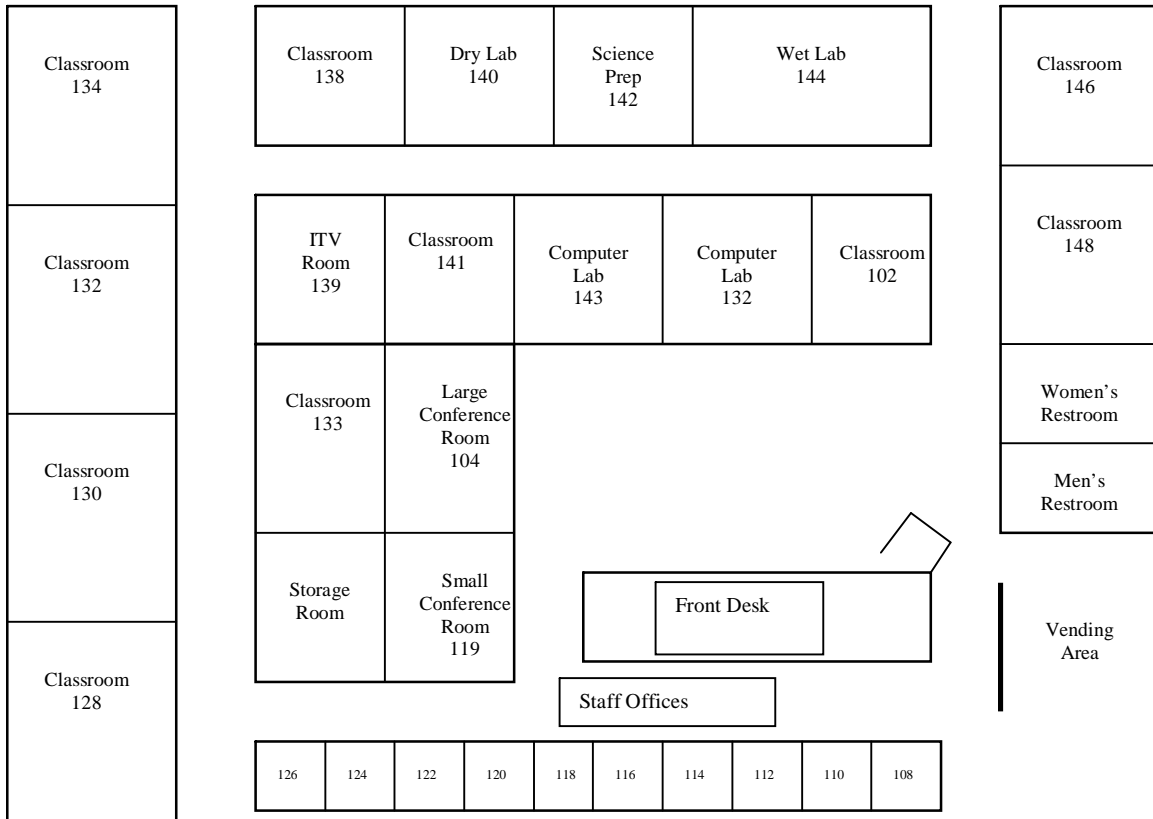
Rose Yoder
yoderr@gvsu.edu
Office Manager

Anita Benes
benesa@gvsu.edu
Office Coordinator

Autumn Chavez
chaveau@gvsu.edu
Media Service Tech.

Emily Yedinak
yedinake@gvsu.edu
Campus Librarian

Classroom Layout for the Holland Meijer Campus



Web Site Quick Guide

www.gvsu.edu

GVSU home website

www.gvsu.edu/holland

Meijer Campus in Holland

www.gvsu.edu/hro

Human Resources

www.gvsu.edu/it

Information Technology

<http://bb.gvsu.edu>

Blackboard

www.gwise.gvsu.edu

Web GroupWise

www.office.microsoft.com

Microsoft Office Information Center