

Student Guide

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Welcome to the James L. Stevenson Center for Higher Education!

We provide similar services that are offered at other GVSU campuses. You can register for classes, pay for tuition, access computer labs, receive general undergraduate advising, library book returns, assistance with financial aid, and receive career services information. If you have questions about any service offered in Muskegon, call the office or email us.

Muskegon Contact Info

221 S. Quarterline Rd.
Muskegon, MI 49441
Phone: (231) 777-0505 or (616) 895-7750
Fax: (231) 777-0531
Email: muskadv@gvsu.edu
Web: www.gvsu.edu/learn/Muskegon

“Calling us from Allendale or Grand Rapids? It will not be long distance for you by calling our 895-7750 line.”

Hours of Operation

Monday-Thursday 8:00am-6:30pm
Friday 8:00am-5:00pm

Meet the GVSU Muskegon Staff

Pat Cox, Office Coordinator

Coordinates all aspects of the office by working directly with faculty and students.

Shawn Watson, MPA, Student Services Coordinator

Primary responsibilities are providing undergraduate advising.

Marty Litherland, Ph.D., Director of Regional Centers

As Director of Regional Centers, Marty can help students with all student service needs.

Simone Jonaitis, Ph.D., Executive Director

Simone is responsible for the unit of Continuing Education.

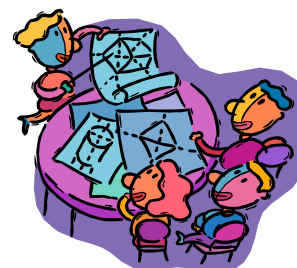
We also have fantastic assistants who will assist both faculty and students in making their time at the Muskegon Regional Center more comfortable and enjoyable.



New Muskegon Student Organization

In an attempt to provide Muskegon area students with all possible academic resources a NEW Muskegon Student Organization is in the process of forming. Call the office if you are interested in knowing:

- *What does it mean to have Muskegon Student Organization?*
- *What are the benefits?*
- *Networking opportunities with other Grand Valley Student Organizations*
- *Trips*
- *Scholarships*
- *AND MORE*



Computers at the Muskegon Regional Center

GVSU in Muskegon is **not** currently connected to the same network that is available to students/faculty/staff in other locations. Please be aware of this and plan accordingly. Email yourself documents to have them accessible in Muskegon or use blackboard. All faculty and student computers (computer labs and classrooms) at Muskegon Community College require individual logins.

Please note password below for all GVSU faculty and students.
(Please contact our office for username/password)



The Muskegon Regional Center does not have an open lab here in MCC's Stevenson Ctr, but there is an open lab available in MCC's library. The username/password mentioned above will be needed and be sure to have your GVSU ID.

WRT 305 Placement Exam

The exam is offered in Muskegon room 1206 on Fridays from 1:30-3:30pm on the following dates:

September 12	Register Online at
October 10	www.gvsu.edu/testserv
November 7	

WRT 305 Writing in the Disciplines is the junior-level composition requirement. Students have an opportunity to meet this requirement by receiving a satisfactory score on the junior-level assessment essay.

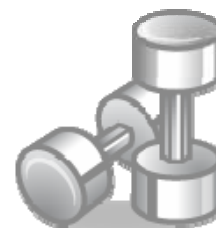
For more information see www.gvsu.edu/testserv, click WRT 305 .

Fitness Center & Free Weights

MCC's Fitness Center is available free of charge to registered GVSU students, faculty or staff. MCC's fitness center is equipped with treadmills, stationery bikes, a step master, stationery weights, and other fitness equipment. The center is located on the second floor of the Bartels-Rode Gymnasium. MCC also has a Free Weight Room located in the basement of the Bartels-Rode Gymnasium. Work Study students are available to act as spotters while you work out. Before you work out, stop by the Physical Educa-

tion Office, room 801 and fill out a Muskegon Community College Fitness Card (the Gold Card).

The Fitness Center has day and evening hours. For details, call (231) 777-0385.



Library Services



Just exactly what is an academic journal?

How can I get a book GVSU doesn't own but I need for my paper?

I'm not finding what I need with Google-are there any alternatives?

Library Liaison

Education

Rita Kohrman, kohrmanr@gvsu.edu, (616) 331-2622

Social Work

Anthony Molaro, molaroa@gvsu.edu, (616) 331-7344

Your GVSU libraries have the answers! No matter where you are, you can access the GVSU libraries virtually via the libraries' website, www.gvsu.edu/library. Have a look at the "resources for students" from the libraries' website, where you'll find links to lots of useful information. The subject resource pages, developed by library subject specialists, are especially useful. Additionally, you can get assistance via email, phone, or chat. See the libraries' web page for more infor-

“GVSU Library book returns can be dropped off here at the Muskegon Regional Center to be shipped to GVSU’s library.”

Inclement Weather-Cancellation

On very rare occasions classes have to be canceled due to inclement weather. If classes are canceled, the notice of cancellation will appear on the assigned radio and television stations (see below). The Muskegon Regional Center closes when GVSU is closed or when Muskegon Community College is closed.

RADIO

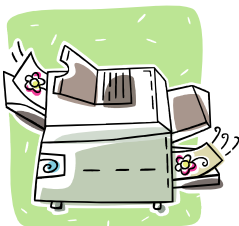
<i>Grand Rapids</i>	<i>Grand Haven</i>
WBBL-AM 1340	WGHN-AM 1370
WCSG-FM 91.3	<i>Holland</i>
WGRD-FM 97.9	WJQK-FM 99.3
WKLQ-FM 94.5	<i>Muskegon</i>
WLAV-FM 96.9	WMUS-FM 106.9
WLHT-FM 95.7	WMUS-AM 1090
WODJ-FM 107.3	
W00D-AM 1300	
WOOD-FM 105.7	
WSNX-FM 104.5	
WTKG-AM 1230	
WVTI-FM 96.1	

TELEVISION

WGVU-TV Channel 35
WOOD-TV Channel 8
WXMI-TV Channel 17, 42 & 58
WWMT-TV Channel 3
WZZM-TV Channel 13

Copies

A copy machine is available in Graphic Arts, Room 1121 @.05 cents/copy, Monday-Friday until 7PM.





The **JAMES L. STEVENSON**
CENTER for HIGHER EDUCATION

Fall 2008

Building Policies and Procedures

We hope you enjoy your experience in our beautiful facility. To help ensure its lasting appearance, please follow the guidelines indicated below:

- **CLASSROOMS** – Our staff attempts to keep all rooms (including restrooms) clean and orderly at all times. Please help us to maintain this high standard of cleanliness. We would appreciate knowing if there is a problem in your classroom or with the restroom. If you are using a computer classroom, please see your instructor for your computer login.
- **ROOM FURNITURE ARRANGEMENTS & EQUIPMENT** – Furniture should not be taken from other classrooms. Please contact **Conference & Catering Services at ext. 319** if you need additional equipment or special classroom set-up, between the hours of 8:00 am and 4:30 pm. After 4:30 pm, please dial “0” for the operator.
- **ROOM TEMPERATURE** – If your room is too hot or too cold, please call ext. 318 during the hours of 8:00 am – 4:30 pm Monday – Friday. After 4:30 pm, please dial “0” for the operator.
- **MARKER BOARDS** – Please use only approved **Sanford “Expo II” Dry Erase Markers**. Any other type will leave a permanent mark and ruin the marker board. Please let **Conference & Catering Services, ext. 319** know if you are having problems with erasing the board in your classroom.
- **INTERACTIVE CLASSROOMS** – If you are experiencing problems in Room 1110, please contact Media Services at ext. 351. Once recording picks up, Press 1. If you are using a cell phone or pay phone, dial **231-777-0351**.
- **FAMILY EMERGENCY** – If a family member needs to get a hold of you for an **emergency**, they should contact the Muskegon Community College’s main switchboard at 231-773-9131. The switchboard will need to know what class you are registered in and they will contact you.
- **VENDING MACHINES** – Vending machines are located on the first floor near the restrooms.
- **MEDIA** – For audio/video assistance, please contact Media Services at **ext. 351**. Once the recording picks up, Press 1. If you are using a cell phone or pay phone, dial **231-777-0351**.
Media Hours, Room 136: Monday – Thursday 7:30 am - 9:00 pm, Friday 7:30 am - 4:30 pm & Saturday 10:00 am - 3:00 pm.
- **EMERGENCY** – If you are using a campus phone, dial “0” for switchboard. If you are using a cell phone or pay phone, call the **switchboard at 1-866-711-4622**. **Weekends:** If you are using a campus phone, call **Security at 9-557-5648 or 9-315-4143**, if situation warrants **dial 9-911**. If you are using a cell phone or pay phone, the call **Security at 231-557-5648 or 231-315-4143**, if situation warrants **dial 911**.
- **PAYPHONES** – Located just outside the entrance of the Stevenson Center, outside the Main entrance of Muskegon Community College, near Room 204, next to Gerber Lounge between the Mailroom and the Bookstore.
- **SMOKING** – The Stevenson Center for Higher Education is a smoke-free facility. **Smokers must be out-of-doors by the North Entrance Bench Area ONLY**. There are receptacles for disposing of your smoking materials outside.
- **FOR EVENING ASSISTANCE** – If you are using a campus phone, dial “0” for Switchboard or call **9-557-2478**. If you are using a cell phone or pay phone, the switchboard at **1-866-711-4622 or 231-557-2478**
- **FOR WEEKEND ASSISTANCE** – If you are using a campus phone, call cell number **9-557-5648 or 9-557-0553 or page 9-315-4143**. If you are using a cell phone or pay phone, call cell number **231-557-5648 or 231-557-0553 or page 231-315-4143**.

MCC BOOKSTORE, BOOKSIDE BISTRO, LIBRARY & INFORMATION COMMONS HOURS ARE AS FOLLOWS:

Fall 2008 Library and Information Commons Hours –

Monday – Thursday 8:00 am to 7:00 pm
Friday 8:00 am – 4:30 pm

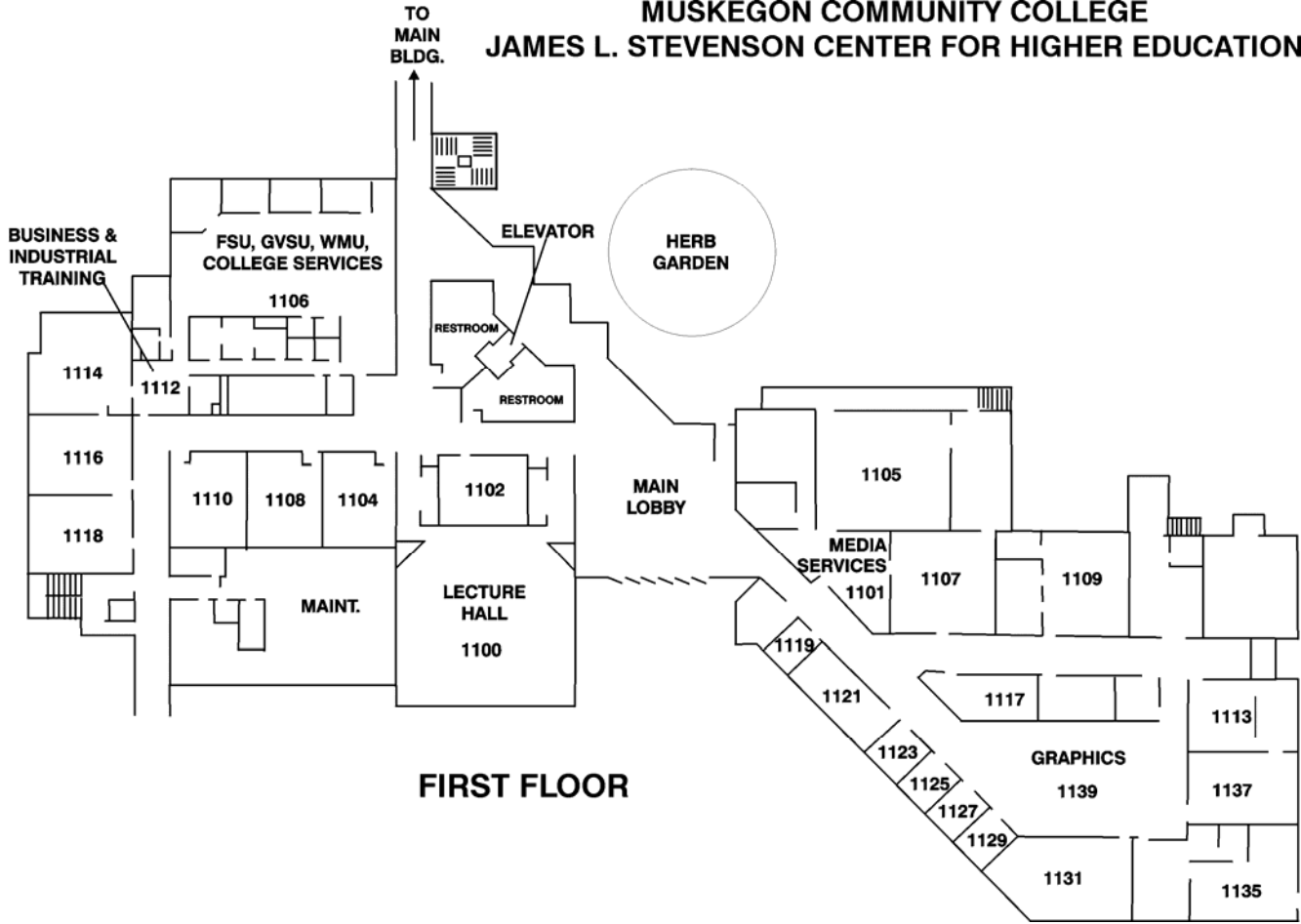
Fall 2008 Bookstore Hours

Monday – Thursday 8:00 am – 7:00 pm
Friday 8:00 am – 4:00 pm
Saturday: 8:00 am – 12:00 pm

Fall 2008 Bookside Bistro Hours

Monday – Thursday 8:00 am – 8:00 pm
Friday: 8:00 am – 1:00 pm

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