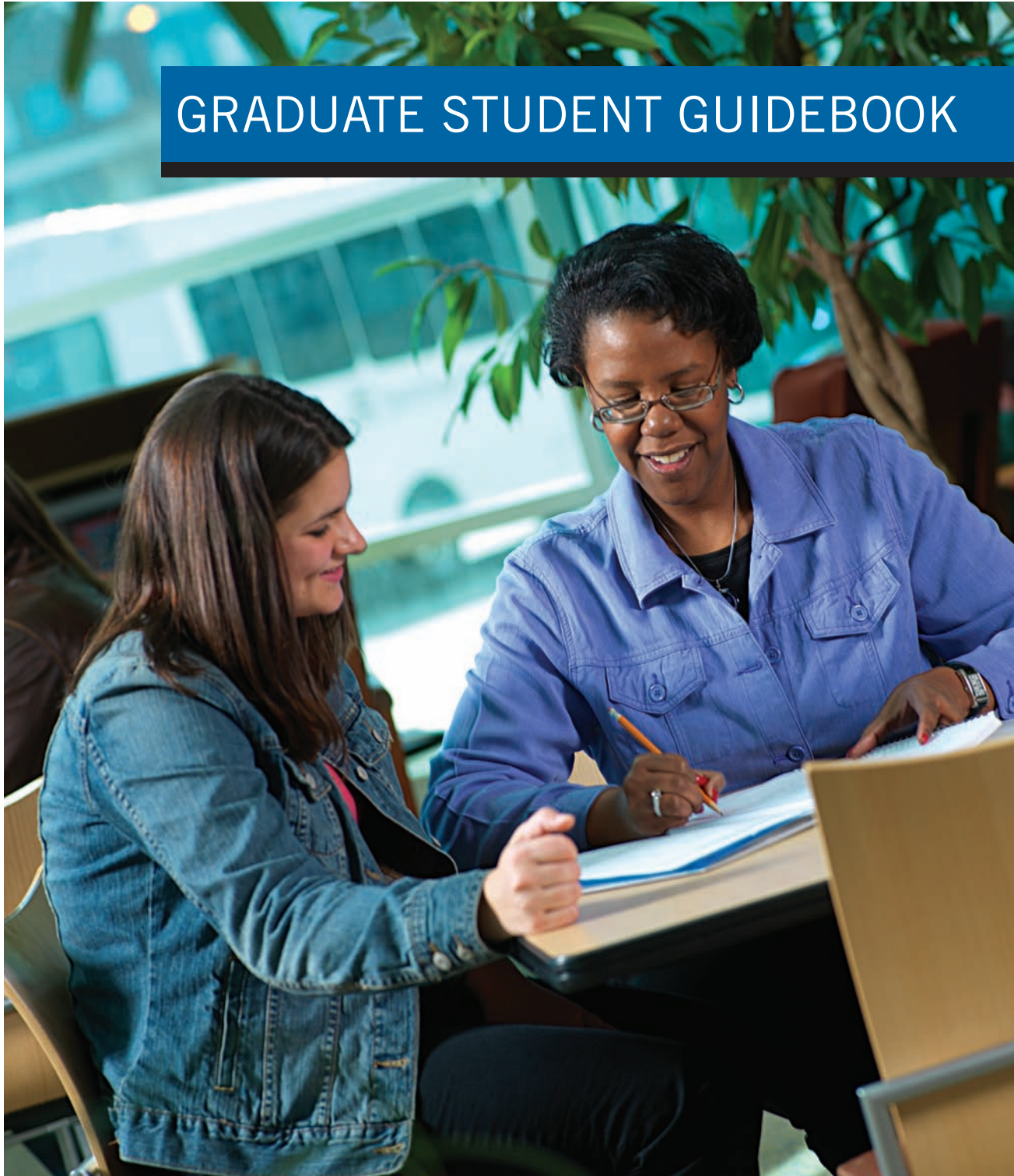


GRADUATE STUDENT GUIDEBOOK



**An Informal Guide
for the New Graduate Student**
2009-2010



**GRAND VALLEY
STATE UNIVERSITY**
OFFICE OF
GRADUATE STUDIES

Graduate Student Guidebook

An Informal Guide for the New Graduate Student

Third Edition

2009-2010

Office of Graduate Studies

Grand Valley State University

August 6, 2009

Dear Graduate Students,

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

We are so pleased that you have chosen to join our graduate community. Since you have already completed at least one college degree, you have a pretty good understanding about how colleges work. Despite that, you may find yourself wondering about how Grand Valley deals with many of these issues and not know where to find the information you need easily or in a timely manner.

To help you get your graduate education experience at GVSU off to a smooth start, we decided to create a Graduate Student Guidebook. This Guidebook was prepared in response to the concerns and suggestions of many graduate students, communicated to us through surveys, forums, and face-to-face meetings. Your predecessors, by letting us know about their concerns and 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 are facts about GVSU, which office handles which matters, where to turn for advice or guidance, some of your 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 Catalog, Schedule of Classes, and Web sites. Throughout the Guidebook we reference Web sites where the most current and more detailed information can be found.

The Guidebook was revised by graduate students working with me, my staff, and many other GVSU graduate faculty and staff. So it is designed from a graduate student perspective, to be 'graduate-student-friendly'. There are tips and highlighted items throughout the Guidebook that reflect students' insights and suggestions, based on their time as GVSU graduate students.

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 e-mail suggestions to gsga@gvsu.edu or call us at (616) 331-7105.

May your years at GVSU enable you to reach your academic and professional goals. Let us know if we can be of any further assistance to you.

Wishing you success,

John R. Stevenson, PT, PhD

*Interim Dean of Graduate Studies
Professor of Physical Therapy*

August 6, 2009

Dear Graduate Students,

Welcome to Grand Valley! You are joining a large group of Grand Valley graduate students, both currently attending and graduate alumni from 1975 to the present.

This handbook is designed to give graduate students detailed instructions about how to find places and how to do things at Grand Valley. This handbook includes information, details, and clarifications for all aspects of graduate student life. Furthermore, this *Guidebook* will provide the necessary information to help you accomplish your goals and plans here at GVSU.

All information in this guidebook has been sanctioned by various departments; however it is subject to change. All comments and feedback received on the first edition have been incorporated. Please feel free to send additional feedback about the guidebook to the Office of Graduate Studies or to the appropriate department. It should also be noted that the information in this guidebook is not intended to be a substitute for the GVSU Undergraduate and Graduate Catalog.

Grand Valley recognizes the increasing importance and convenience of various social networking tools (Facebook, Twitter, Myspace, etc.). Therefore, numerous administrative and academic departments have initiated their own Facebook pages to inform and connect both prospective and current students. Below is a brief list of some specific GVSU Facebook pages. Please check with your department or program to see if related Facebook pages exist that correspond with your interests. *Note: You must be a registered Facebook user to view any GVSU pages.*

GVSU Career Services

<http://www.facebook.com/group.php?gid=48296221445&ref=share>

Campus Recreation Fitness Wellness Official Site:

<http://www.facebook.com/group.php?gid=31836425627&ref=ts>

Hauenstein Center for Presidential Studies:

<http://www.facebook.com/hauenstein.center#/hauenstein.center?v=info&viewas=12124378>

Campus Ministry at GVSU

<http://www.facebook.com/group.php?gid=26991922831>

Please use this *Guidebook*. It is full of useful information that will facilitate a smooth experience for you at GVSU. Numerous stories have circulated about difficulties related to transitioning into the life of a graduate student. These difficulties are normal, but this guidebook is intended to ease those difficult transitions. So please take advantage of this resource!

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Getting Started

Acceptance and Welcome Letters

Contact the Admissions Office for questions

E-mail: 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.

Read the letter from GVSU.

You need that G-number.

Nondegree-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 nondegree-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 23 for more information.

Grand Valley sends all admitted graduate students an acceptance letter with important graduate information. This letter has your student identification number, or G-number, in it. 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 this 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://admissions.gvsu.edu/admissions/grad_visit/

Location: Grand Rapids: DeVos Center Building B, First Floor, 101B 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. Our 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., 12 p.m., and 3 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: www.gvsu.edu/register/ click on “Important Dates”

Please see the appendix for complete Fall 2009 and Winter 2010 Academic Calendars.

| | Fall Semester | Winter Semester |
|-----------------------------------|-------------------------------|-----------------------------|
| Convocation | August 28, 2009, in Allendale | |
| Commencement | December 12, 2009 | May 1, 2010 |
| Last Day to Add, Register, or Pay | September 5, 2009 at 5 p.m. | January 15, 2010 at 5 p.m. |
| Tuition Payment Deadline | August 21, 2009 at 5 p.m. | December 18, 2009 at 5 p.m. |

If you do not pay or start a payment plan or deferment by the tuition payment deadline, you will be dropped from your classes. If you wait until after the semester starts to enroll, there is a \$50 late enrollment penalty fee.

There is one graduation ceremony in December and two, morning and afternoon, in April.

A Convocation is a gathering at a university or college for any reason.

A Commencement is a graduation ceremony.

Hooding refers to placing a graduate hood over a student’s head during commencement.

Academic garb in the U.S. consists of a gown, cap, and hood.

A Master’s gown, cap, and hood at Grand Valley costs approximately \$50.00

MyBanner and G-Number

Internet: 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 preferred e-mail address, and reset passwords.

Individual G-numbers are also printed on Student ID Cards issued after fall 2007.

Your Banner User ID is also known as your G-number and is your Student Number. To access the system, 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. Please do not enter slashes or dashes. For example, if your birthday is August 5 of 1970, your default PIN would be 080570. From Grand Valley’s homepage you can access Banner by going to the “Current Students” tab and from the drop down box, click on “MyBanner”. After using your default PIN, you will need to self-select a new six digit PIN.

If you do not know your PIN or have forgotten it, on the Banner log in page input your G-number in the “User ID” box and click on “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 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 GUS 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.

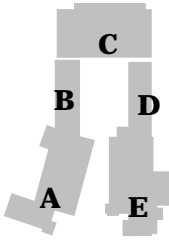
KEB = Keller Engineering Building (6) located next to the Eberhard Center and the Grand River on Fulton Street

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



Richard M. DeVos Center Guide

Internet: www.gvsu.edu/operations/ click on “Building Hours”



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 to eat at |
| • ATM | • Kiosk Computers with Internet, Word, Excel, and PowerPoint—no printing |
| • Student study areas | • Group meeting areas and rooms |
| • Mailbox (USPS) | • Public telephones |
| • Lockers for student use | • Copy Machine |
-

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 as well.

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 (Meijer Writing 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

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 | www.gvsu.edu/library | Bookstore | www.ubs.gvsu.edu |
| Shuttle bus | www.gvsu.edu/bus | Computer Lab | www.gvsu.edu/it |
| Food Service | www.gvsu.edu/campusdine | Student Assistance Center | www.gvsu.edu/registrar |

Registration

Internet: 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. You will probably want to review the annual class schedule (www.gvsu.edu/schedule) and special course charges (www.gvsu.edu/index.cfm?fuseaction=home.tuitionExt) before registering.

Please note that the class schedule is available electronically and via downloadable PDF at 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, Kirkhof, and the various health professions areas do incur additional tuition charges.

In winter 2008, Grand Valley changed several registration processes. Previously, paper forms were used for students to register in full classes, to override prerequisite requirements, and to admit students to classes requiring permits. The paper forms were processed at the Student Assistance Centers. Now, all registration situations that require assistance, including those listed above, are

done at the program level. 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 who can assist with registration, listed by college. 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. He or She 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. Get your G-number, log in to Banner online, 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, the next screen will give you several menu options. Choose “Student & Financial Aid”. Then choose “Registration”.

The next screen gives you several choices including “Registration Status” that lets you check to see 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”. You will then be routed 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 sorting categories to sort courses. You must select a minimum of a subject, but consider sorting by subject and course level, masters or graduate, at first. If you need a more specific sort, that can also be done. You can also request classes by campus location. **Note that Grand Rapids classes are labeled “Pew” on the menu.** 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. Then, 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.

| |
|--|
| In Fall 2006, GVSU offered 293 graduate class sections with 243 on the Pew Campus. |
|--|

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 admissible 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 should be 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; check with the College that offers the course to review the Syllabus of Record. If unable to obtain from a department or college, the Registrar maintains an electronic copy. 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 e-mail, remember to print and keep copies of all related e-mails as well.

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

Permits & Advance Permission

Some courses require students to have advance permission via electronic registration override to enroll that you must apply for a semester in advance. 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 require prerequisites. Prerequisites for a specific course are listed in the Catalog for that course. 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 college or program.

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

Auditing

If you decide to audit a course, be advised that tuition cost is the same amount, 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. Graduate students are not permitted to elect to take a class as credit/no credit if it is a graded course. 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.

You can print the portion of the Catalog for your program in a computer lab. 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.

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 2010-2011 will be available online in March 2010. Registration begins the second week of March, please check the website 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

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 for 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. To set up a deferment plan, go to the Student Accounts Web site above 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

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 form 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 e-mail at finaid@gvsu.edu.

Please see the step-by-step instructions to apply for financial aid below. If you are reading this Guidebook at graduate orientation, it is not too late to apply for financial aid for this semester; although, you may need to make a tuition payment prior to receiving your financial aid.

Applying for Financial Aid at Grand Valley State University *Graduate Student Information for 2009-2010*

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

- 1) All students must be formally admitted as a degree-seeking student to Grand Valley State University in order to receive financial assistance. Students who have registered for classes using the nondegree-seeking admissions form will **not** be eligible to receive financial aid.
- 2) To be considered for financial aid, students are required to submit the Free Application for Federal Student Aid (FAFSA) online. Go to www.fafsa.ed.gov to complete this application.

If the Free Application for Federal Student Aid (FAFSA) has not yet been submitted for the 2009-2010 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 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 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 e-mail 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, 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. 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/semester fee by the payment deadline date to keep your classes. You must continue making payments until your financial aid has paid your bill.

Tip: New federal student loan payment and forgiveness programs will be available in July 2009. Visit www.IBRinfo.org for more information.

Scholarships

Internet: <http://www.gvsu.edu/gsga/virtual/>
hover over “Costs, financial assistance, and job information”
then click on “Scholarships and Fellowships”

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 Coordinator.

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 (catalog.gvsu.edu) click on “Costs and Financial Aid” then click on “Programs Not Based on Need Grants and Scholarships”.

Fall 2006 Graduate Classes:

- Evening (after 6 p.m.) 49.5%
- Weekend 9.2%
- Pew (GR) Campus 83%

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) 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: <http://gvsu.edu/gsga/gs/> (Graduate Studies homepage)

Click on “Graduate Assistantships”

Graduate Assistantships 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 discipline 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 departments.

Some graduate assistant positions serve in an instructional role under the supervision of a regular faculty member. Service in an “instructional role” requires that the graduate student works under the direct supervision of a tenure track 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 Physical Therapy 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: Graduate Studies office, 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). However, some positions may be appointed semester-by-semester, and some may include the Spring/Summer semester. Typically, though, Spring/Summer appointments are made separately from academic year appointments.

Full-Time

A typical full-time assistantship requires the student to take a minimum of 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,” up to 12 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,” 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. Such courses are very few and far-between, so please contact the Graduate Studies office or your graduate program director if you are taking an undergraduate course as part of your graduate program.

The tuition waiver covers a maximum of 24 graduate credit hours per year (Fall/Winter/Spring-Summer). Therefore, a student who works in a full time GA position for the academic year (Fall/Winter), and takes 12 graduate credit hours for each of those semesters, is *not* eligible for an additional tuition waiver for the Spring/Summer semester in a graduate assistantship position.

The 24-graduate-credit-hours-per- year rule is often misunderstood. Students who take fewer than the maximum 24 credits during the academic year sometimes believe that their remaining tuition waiver will automatically carry over into Spring/Summer, whether or not they are working as a GA in Spring/Summer. ***This is not correct.*** The student must have a current GA appointment and be actively working as a GA in the Spring/Summer to be eligible for a tuition waiver.

Qualifications

To qualify for a Graduate Assistantship at GVSU, the student must:

1. Be fully admitted as a degree-seeking student in a Grand Valley 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 Graduate Assistantship, OR
4. Carry a minimum course load of 5 graduate credit hours per semester for a half-time GA

Graduate Assistantship Appointment Forms

Students that accept a graduate assistantship position are required to sign a GA appointment form, aka “contract.” The hiring department 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/

This Job Board lists non career related on and off campus jobs for students. Go to www.myinterfase.com/gvsu/student/. Then log in or register if you have not done so. Sometimes graduate students have trouble registering. E-mail them if you have trouble.

Jobs at GVSU 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/. Then click on the clock tower icon for “Current Job Openings”.

Lakerjobs Web site 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 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 e-mail: career@gvsu.edu.

Graduate Assistantship Postings <http://gvsu.edu/gsga/gs/>

To see lists of graduate assistantships, go to <http://gvsu.edu/gsga/gs/> then hover over “Graduate Assistantships”, hover over “Graduate Students”, then click on “Graduate Assistant Job Openings”. Please note that not all graduate assistantships are posted here. Many graduate assistantships are restricted to students in a specific program or college. In general, posted graduate assistantships are available to students from multiple programs. Most assistantships are posted during winter semester.

Textbooks

University Bookstore

Phone: Grand Rapids: 616-331-6602

Allendale: 616-331-2450

Internet: www.ubs.gvsu.edu

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

Allendale: Kirkhof Center

All Grand Valley courses should have textbooks available through the on campus University Bookstore (UBS). Sometimes classes add sections at the last minute or are over-subscribed. 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 at the east side of the first floor of DeVos Center Building C.

It is in the building on the left as you walk from the parking ramp. The Bookstore hours of operation vary with the academic calendar. They do offer extended hours 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 a much larger selection of clothing and merchandise. Metered parking is available in the adjacent parking lot. Their hours are the same 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 are 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

All Grand Valley students, faculty, and staff can ride The Rapid bus system for free by presenting their ID card to the driver at all times. The University contracts with the the Rapid through the Interurban Transit Partnership, which provides a variety of public transportation services for the Grand Rapids metro area and beyond, to provide transportation. 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 48th 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. 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 331-6700.

GVSU bus schedules change with the academic calendar.
Current schedules can be viewed at 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 bus 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 go 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. Anyone may ride their bike to the bus stop. 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 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 for the most recent pricing and scheduling information on these special routes.

Parking

Internet: www.gvsu.edu/pewsecurity
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).** 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 2009-10, there are only two options for parking permits: students taking 6.5 or more credits are charged \$155/semester and those taking 6 or fewer credits are charged \$80/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, 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! |
|---|

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 Campus Safety.

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 Grand Valley. 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. Grand Valley is on a Dash bus route, which means you can take a Dash bus between Dash parking lots, the main bus terminal, and Grand Valley. 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/

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 am to 7 pm, Friday 8 am to 5 pm, and Saturday 8 am to 1 pm. During fall and winter semesters, office hours for the Allendale Student Assistance Center are 8 am to 6 pm on Monday thru Thursday, and 8 am to 5 pm on Friday. Both locations are open Monday through Friday from 8 am to 5 pm during the summer semester.

Location

In Grand Rapids on 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 before you graduate so get one now. These ID cards are also 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. Cards are free. 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

| <i>Admissions Office</i> | <i>Registrar's Office</i> |
|--|--|
| Phone: 616-331-7220 | Phone: 616-331-3327 |
| Internet: admissions.gvsu.edu/admissions/grad_application/ | Internet: www.gvsu.edu/registrar/ |
| E-mail: admissions@gvsu.edu | E-mail: regdept@gvsu.edu |

Are you a degree-seeking graduate student, or a nondegree-seeking graduate student? Did you complete a multiple page application online or on paper? **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 a certification or endorsement planned program, your status is nondegree-seeking.

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 multiple page graduate application 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 Grand Valley. 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

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. Something may be available.

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. 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 Housing and Residence Life office to discuss possibilities for family housing on the Downtown Pew Campus.

On our Downtown Pew Campus we have Secchia 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 <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. 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 <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 (Steven Lipnicki)

Internet: 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 during specified times, 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
admissions.gvsu.edu

616-331-7220 or 800-748-0246

Career Services
www.gvsu.edu/careers

616-331-6708 or 616-331-3311

Counseling & Career Development
www.gvsu.edu/counsel

616-331-3266

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

Financial Aid
www.gvsu.edu/financialaid

616-331-3234 or 800-748-0246

Meijer Center for Writing
www.gvsu.edu/wc/

616-331-2992

Graduate Programs with additional Accreditation

| | |
|-----------------------------|--------|
| Accounting | AACSB |
| MBA | AACSB |
| Taxation | AACSB |
| Health Administration | CAMHE |
| Public Administration | NASPAA |
| Occupational Therapy | ACOTE |
| Physical Therapy | CAPTE |
| Physician Assistant Studies | ARC—PA |
| Nursing | CCNE |
| Education | NCATE |
| Social Work | CSWE |

Fred Meijer Center for Writing and Michigan Authors

Phone: 616-331-2992

Internet: 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 our 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 Web site 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.

Network Log In

Your network log in is the User ID and Password that you use for Blackboard (mybb.gvsu.edu), the GVSU library, student e-mail (www.mail.gvsu.edu), computer labs, wireless network, dialup modem pool, and housing networks. This is the one that you will use the most often, basically it is for everything except MyBanner. 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. Once you log in to the system the first time with that password, the system will prompt you to select a new password.

If you do not know your User ID and/or Password, go to the MyBanner log in page, which can be found on the GVSU homepage in the drop down menu under "Current Students". 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 try to 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 now forgotten what it is, 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 PIN in twice and click "Reset PIN". Your new PIN must be different than your old PIN. You will then be logged in to MyBanner. Next click on "Personal Information" then click on "GVSU Network Account Password Reset". Your User ID (GVSU log in ID or network ID) will be displayed and you will be prompted to enter your new GVSU Password.

Blackboard

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

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

Blackboard is an online tool used for many different functions. As a graduate student, the majority of information targeted for you from Grand Valley will appear on your Blackboard pages. This along with the fact that Blackboard can be customized and links to many university resources means it can function as an alternative homepage for many students.

Many courses require Blackboard to be used and Grand Valley will post information and make announcements via the log in page, MyBB page, and organizational and course pages. All courses and many organizations are assigned a Blackboard page, although not all faculty activate and use their course pages. You, as a student, also have a Blackboard page. When you log in your page, MyBB, appears along with links to your class pages and organization pages that you have joined. As a graduate student, you will be automatically enrolled in the Graduate Student organization. You can also link to all Grand Valley services from Blackboard by clicking on the “Services” tab.

Logging In

All students at Grand Valley automatically receive a Blackboard account. To log in, you will need your username, 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 Blackboard ID, which is also your network log in, will be mailed to your home in a letter with your initial temporary password after you are admitted as a degree-seeking or non degree-seeking student to Grand Valley. Blackboard uses your network log in and password. If you do not know your username or current password, see the *Network Log In* section on page 26 for instructions.

| |
|---|
| Username=GVSU login ID=Network log in ID= First few letters of last name + first and middle initials |
|---|

Note that sometimes there are university announcements posted on this log in page. You should be able to see these same announcements after logging in under the heading “ANN: University”.

Online Tutorials

Blackboard provides valuable information for graduate students. If you have trouble using it, please review the online tutorial and information about using Blackboard at www.gvsu.edu/it/student/. Click on “Blackboard” then on “Student Guide to Blackboard”.

Class Roster/Personal Information

On your MyBB page on the left side are links including a link for “Personal Information”. Click on this link to check which e-mail address and additional personal contact information Blackboard has listed for you. Click on “Set Privacy Options” to choose how much information, such as your e-mail address, you would like listed on the class roster and group pages for your fellow classmates.

Customizing

Blackboard begins with the log in page. After you log in, you will be sent to your MyBB page. This page, MyBB, can be customized. You can tell which page you are on by looking at the tabs across the top of the screen. On the MyBB page are many different boxes or modules of contents. These modules can be rearranged, shrunken, expanded, added, and deleted through the “Modify Content” and “Modify Layout” tabs on the upper right.

The modify layout option allows you to rearrange the modules of information up and down and left and right; delete some modules; and change the color scheme. To move modules, click on the title of the module to highlight it, and then click on the arrows between the two boxes to move modules up or down or left to right. To delete a module without an asterisk, highlight the title and click on the red “x”.

A suggestion is to put “My Announcements” at the top of your left-hand column and “My Courses” at the top of your right-hand column. Then you will be able to see the two modules that will change the most often, and that you will access the most. Once you have made your changes, click on submit and you will be taken to a new screen that will say “MyBB Layout” and tell you if your changes have been successful. Click on “OK” and you will see your newly customized MyBB page on screen.

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 e-mail accounts, the library, and a basic calculator. The various options that involve subscribing to newspaper, magazine, and other subscription content can be added; however, they may never update with new information as Grand Valley does not maintain subscriptions to most of these options.

In addition, your MyBB page can be customized on screen through the title bar for each module. You will notice icons on the right-hand side of each title bar. The red “x” icons will delete the module, which can be reinstated by using the “Modify Content” tab. The square icons enlarge modules to display their contents, and the one line icons shrink modules so only the title shows.

On this page you will see announcements from the university (ANN: University), announcements specifically for graduate students (My Announcements), and links to course Blackboard pages and any organizational pages that you are participating in.

To stay informed, read “My Announcements” on your MyBB page REGULARLY!

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 Blackboard pages for your classes. 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. 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.

E-mail

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

Internet: www.mail.gvsu.edu (access e-mail account)

E-mail: helpdesk@gvsu.edu (questions about e-mail)

Beginning July 13, 2009 Gmail will become the official method of communication to students while they are enrolled at GVSU. Your email address is <network_ID>@mail.gvsu.edu. If you need to use another email address, you may forward your GVSU Gmail using the directions below.

Redirect Student E-mail Account

All Grand Valley students receive a student e-mail account (name@mail.gvsu.edu). You may choose to have your student e-mail account automatically forward messages to your preferred e-mail address. To do this, you will first need to log in to your student e-mail account by going to www.mail.gvsu.edu and logging in.

Now, look at the top bar. Click on the link to Settings → Forwarding and POP/IMAP. In the top section select the Forward option and fill in the email address where indicated and how you want your student Gmail to handle the original message in the dropdown list. Click Save Changes when complete.

Computer Lab

Phone: 616-331-6643

Internet: www.gvsu.edu/it/student/ (general information & “Computer Lab Hours” link)

Location: Grand Rapids: DeVos Center, Building A, First Floor, 111A DEV

The open lab for students to use downtown is located in the DeVos Center. From the parking ramp go in the first doors on your right and go down the hall, veer to the left, follow the hallway and you will see it on your right just before the elevator. The Steelcase Library also has computers. Continue down the hall, just past the elevator the hall turns to the right, and there is the library entrance. Go into the library and continue going forward, there is a door to the left of the display case that leads

Tip: The library also has computers in their instruction room or laptops can be borrowed for up to two hours.

to the instruction room with computers that are available when the room is available. You may also go to the circulation desk to check out a laptop to use within the library. There are also computer labs at the GVSU campuses in Holland and Allendale. On the

Allendale Campus, 111 Henry Hall is an open lab for students to work in.

There are also computer classrooms next to the open computer lab on the first and second floor of the DeVos Center building A. If there is no class in session, sometimes these are available for general use. There are signs outside of the doors saying if they are open for lab or a class is in session. There is a Macintosh computer lab located on the second floor next to the elevator. The Cook-DeVos Center for Health Sciences also has computer classrooms on the first floor, CHS 189 and 191. These rooms are usually available to be used as computer labs when classes are not in session. They also have a few computers outside of these classrooms and in the Frey Foundation

Learning Center library/study lounge space, which are configured to better accommodate collaborative project work.

If you only need to print something, there is a “print only computer” in the open computer lab (111A) just inside the door, the first computer to the right. It has a sign over the monitor that it is only for printing. There are kiosk computer stations located in each academic building that provide Internet access and Microsoft Office Word, Excel, and PowerPoint, but no printing.

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.

Please note there are Student Technicians on duty (wearing a blue CTS vest and name tag) and they are available to assist you with GVSU applications such as Blackboard and email. These Student Technicians are not trained to tutor you in discipline specific applications and are not always in the position to be able to field questions. Those questions should be directed at the faculty of the class.

Software

The standard software available in the computer labs are Windows 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

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, please call the help desk from a campus phone, 12101, and they will contact the Student Technician to assist you as soon as possible.

Wimba Pronto Basic

Wimba Pronto Basic is a voice and text instant messaging program. One of the main differences between Wimba Pronto Basic and other instant messaging programs is that Wimba Pronto Basic is synchronized with your Blackboard. This means that students and teachers are automatically connected with other Wimba Pronto users enrolled in the same courses. It is great to use for study groups. The instructions on how to install it are on the IT web page at <http://www.gvsu.edu/it/bb> click Handouts, click Additional Handouts.

Accessing your Network Drive from off campus:

1. Go to <https://vpn.student.gvsu.edu/>.
2. Enter your GVSU username and password.
3. Once logged in, you will see a list of folders.
4. To access your N: Drive files (the files you see when logged on to a computer on campus), simply click on the folder labeled “username Data Files – N:”
5. You are now set to download and upload files to your student N: drive!

GVSU Libraires

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

Website: www.gvsu.edu/library

Email: refdesk@gvsu.edu

Locations

- Zumberge Library, Allendale campus
- Steelcase Library, Grand Rapids, DeVos Center, 104A DEV
- Frey Foundation Learning Center, Grand Rapids, Center for Health Sciences building, 290 and 490 CHS
- Seidman House, Allendale campus
- Curriculum Materials Libraries, located in the Zumberge Library and 201A DeVos Center

Each library's collection supports the programs offered on the campus in which 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 has pretty much everything else. All three of these libraries provide computers, laptops, printers, photocopiers, and televisions for watching videos.

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

Regardless of subject area, online resources such as databases and electronic books can be accessed anywhere, anytime via the internet with your GVSU user ID and password.

| Fall 2009 library hours | | |
|--------------------------------------|---|--|
| Steelcase Library | Frey Learning Center | Zumberge Library |
| 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. |

Hours

Check the library's website or call (331-3500) for current hours. Library schedules—both open hours and reference desk hours—change during breaks, holidays, and the spring/summer semester. The Zumberge and Steelcase libraries routinely have extended hours preceding and during finals.

Get some direction—use Library Guides.

Library guides, created by subject specialist librarians, are available for every discipline and for some specific courses. These guides steer you to appropriate resources and databases in a subject area, as well as provide links to subject specialist librarians. There's even a library guide specifically for graduate students. Before you Google, use library guides.

Your librarian

Librarians can save you a lot of time and frustration. However, plan ahead. Don't wait until the last minute to ask for help, 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 to meet 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.

Librarians are not available during all hours the libraries are open. Call or check the library's homepage for current reference hours. For librarian assistance, you can visit in person, telephone, e-mail (refdesk@gvsu.edu), or instant message/chat. All GVSU library web pages have links to chat.

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 organizes 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.

Words to the wise:

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.

How to get what you need

Daily deliveries between GVSU libraries Mondays through Fridays 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 e-mail. 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 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.



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.

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 Zumberge and Steelcase 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 library pick up location. Additionally, both of these 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.

Other libraries

Public and other area college libraries often offer access to local college students. Check with each library for their policies.

Need more information? Just ask!

www.gvsu.edu/library

616-331-3500, or toll free, 800-879-0581

refdesk@gvsu.edu

Tip: In the evening and on weekends, the entire Center for Health Sciences building is relatively quiet and not very crowded. Their library, study spaces, and computers are often more available and quieter than at DeVos Center.

Campus Dining

Phone: 616-331-3399

Internet: 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 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 2009 | | | |
|----------------------|------------------|-----------|-----------------|
| Mon.–Thurs. | 11 a.m. – 8 p.m. | Saturday | CLOSED |
| Friday | 11 a.m. – 2 p.m. | Sunday | CLOSED |
| Gazebo Fall 2009 | | | |
| Mon.–Thurs. | 11 a.m. – 6 p.m. | Fri – Sun | CLOSED |
| Starbucks Fall 2009 | | | |
| Mon.–Thurs. | 7 a.m. – 9 p.m. | Friday | 7 a.m. – 4 p.m. |
| Saturday | 7 a.m. – 2 p.m. | Sunday | CLOSED |

Statistical Consulting Center

Phone: 616-331-3355

Internet: www.gvsu.edu/scc/

Location: Mackinac Hall, A 1-178 MAK

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 (e-mail to 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.

SCC can assist with

- Developing a questionnaire
- Designing a study
- Managing data
- Interpreting results
- Selecting a sample
- Analyzing data
- Presenting results

Emergency Closings

Internet: 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 contact system, on Grand Valley's homepage, WGVU-FM 88.5, local TV, and radio stations. More information on closings and a complete list of stations that carry closing announcements can be found online.

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

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 e-mail. Any individual classes that are cancelled for any reason (weather, sickness, etc.) will not be broadcast. It is the faculty member's responsibility to notify students if an individual class is cancelled. Faculty will usually send e-mail 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 (to register)

E-mail: 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 e-mail messages at their primary e-mail address. In addition, students may register to receive messages to a land line phone, cell phone, text/PDA device, and additional e-mail 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 possible crisis 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 e-mail 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.

Human Research Review Committee

Internet: www.gvsu.edu/research_dev/ (click on “Human Subjects Review”)

Location: DeVos Building C, Third Floor, 301C, Grants Development & Administration

The Human Research Review Committee is a group of faculty, staff, and community members that review research relating to human subjects at Grand Valley State University. Human subject review ensures that the basic rights of research subjects are protected. At GVSU, the Human Research Review Committee (HRRC) serves as the primary mechanism for the protection of human subjects. If you will be conducting research that involves people, confer with your research advisor if you will need approval of this committee before beginning your research.

All research involving human subjects performed at GVSU and/or by GVSU students, staff, and/or faculty must be reviewed and approved by the Human Research Review Committee prior to beginning the research. There are three different categories of research: EXEMPT, EXPEDITED, and FULL REVIEW. For additional information about each category and the required application forms visit the Web site above.

Applications must be submitted to the online protocol submission system found at www.IRBNet.org, at least 3 weeks prior to the start of research of intended data collection. Review of protocols will **NOT** take place during exam week, or between semesters.

Animal Research Protections

Internet: www.gvsu.edu/research_dev/ (click on “Animal Research”)

Location: DeVos Building C, Third Floor, 301C, Grants Development & Administration

The Grants Development & Administration provides oversight of animal research activities at Grand Valley. The Center’s role is to ensure that investigators, research technicians, animal care personnel, and students are properly trained to conduct animal research in a humane manner. The Center ensures that all animal research at Grand Valley is conducted in accordance with IACUC standards and complies with the Office of Laboratory Animal Welfare and USDA animal welfare regulations.

If you are doing research that involves animals visit the Web site above for more information and to download the required application forms.

Did you know...

The Seward Parking Ramp was constructed using bonds to be paid for with student parking permit fees.

It was designed for potential expansion to the South and could eventually cover the entire block from Lake Michigan to Fulton.

The Steelcase Library was also designed for future expansion to the North.

Academic and Professional Enrichment Fund

Internet: www.gvsu.edu/integrativelearning/

Location: 248 Lake Ontario Hall, Office of Integrated Learning

Formerly known as Student Enrichment Travel Grants, the Academic and Professional Enrichment Fund provides faculty members with travel funds to support student travel to academic conferences and meetings. Academic and Professional Enrichment Fund (APEF) is available to all students, including non-traditional and graduate students, who may be looking for one time funding to attend an academic conference that is related to their major, minor, and/or professional goals, or to engage in a professional experience. Students must be accompanied by a coordinating faculty member. Faculty members and students are eligible for funding only once per fiscal year. Information on applying is available on the Web site above.

Academic Conference Fund

The Student Senate, the Provost's Office, and the Center for Scholarly and Creative Excellence have established a fund to support student travel to academic conferences. Academic Conference Fund (ACF) is available to all students, including non-traditional and graduate students, who may be looking for one time funding to present at an academic conference that is related to their academic program and/or professional goals regardless of their affiliation with student organizations.

Graduate students are able to apply for travel grants that range up to \$500 for conference presenters. The purpose of these grants is to encourage student presentations at academic conferences by offsetting the cost of attendance. Students who are making oral presentations, poster presentations, exhibiting their work, or performing may apply for a grant up to \$500. Students are eligible for funding only once per fiscal year. Information on applying is available on the Web site above.

Graduate Student Presidential Research Grant

Phone: 616-331-7105

Internet: www.gvsu.edu/gs/

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

Grant awards of up to \$1,000 are available to support the research projects of graduate students. Students must be degree-seeking, and the research must be tied to completion of some aspect of their graduate degree. Usually these will be in support of research undertaken for purposes of a thesis or final scholarly project. The application forms are available to download from the Web site above.

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 the campus. If you have any questions, contact the Office of Graduate Studies at 616-331-7105.

Deadlines:

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

Graduate Studies Office Petitions

Phone: 616-331-7105

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

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

The Graduate Studies Office handles petitions for exceptions to university policy. These petitions include: petition for exception for the 12 credit hour limit on courses completed prior to admission to a program, petition to return for nondegree-seeking students who have been dismissed, and petitions for exception to the graduate time limit policy. Additional information about each exception is available on the Web site above.

The **petition for exception for the 12 credit hour limit** is for students who have taken more than 12 credits under the nondegree-seeking status and would now like to transfer their credits to a degree and become a degree-seeking graduate student. The University allows nondegree-seeking graduate students to take a maximum of 12 credit hours without being admitted into a specific graduate program. Once a student is admitted into a program, any credit hours beyond the limit must be granted an exception. Please note that individual programs may have lower limits. Petitions for exceptions for less than 12 credits are handled by each program. The Petition for Exception must be submitted to the Graduate Dean by the advisor, either via e-mail or in a letter sent by inter-campus mail.

Non-degree seeking graduate students applying for **readmission to the university after dismissal** for failure to maintain a 3.0 GPA must submit a Petition to Return to the Graduate Dean prior to being readmitted to the University or admitted to a specific graduate program. The student must provide a statement that explains the factors that led to the low GPA and a plan of study that would permit the student to overcome the low GPA, which may take more than one semester. This plan must be approved by the Graduate Director in the program into which the student seeks to gain admission. The student is not allowed admission into the program until the GPA is raised.

Petitions for exception to graduate time limit policy are required for students who have taken more than 8 years to complete their degree including any courses transferred from another institution. All courses to be counted for a master's degree at GVSU must be completed within 8 years from the semester of the first course to be counted toward the degree.

If courses were completed more than 8 years prior to the date of the student's intended graduation, the student will need to demonstrate competency and currency in the material covered in that course, at a level consistent with advances in the field in the period since the course was taken. If the student is unable to demonstrate currency of knowledge and practice related to any course completed more than 8 years prior to graduation, the student will be required to either repeat the course or to take an approved substitute. The student and the academic advisor will need to determine which courses that will be counted toward the degree fall outside the 8-year time limit. In order to demonstrate competency and currency, the student may submit a written statement outlining his or her experience in applying the concepts learned in the course. A letter of support from the academic advisor should be included along with the Petition for Exception to the Graduate Time Limit Policy form.

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 e-mails 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 |
|--|

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 Grand Valley.

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 short-term, maximum 30 minutes, metered parking at the entrance to the parking ramp located at the rear of the building. All on campus meters are within parking lots. All on campus meters are monitored by Grand Valley and enforced year-round.

Things that can 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 advisor or your program's designated person from the master list. For more information see the *Registration* section on page 8.

Policies

Internet: www.gvsu.edu/catalog

As this is the *Graduate Student Guidebook: An Informal Guide*, it does not contain official policies. Policies are included in Grand Valley's Undergraduate and Graduate Catalog or Graduate Bulletin. There are several policies that often confuse graduate students, and you may wish to review them. Some of the forms associated with these policies are available online through the Registrar's office (www.gvsu.edu/registrar). Additional information and links may also be found on the Dean of Students Web site (www.gvsu.edu/dos/).

Academic Dismissal If you have been dismissed from Grand Valley and wish to return, you will need to file a Petition to Return through Graduate Studies.

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.

E-mails Students are prohibited from using university computers or databases to send mass e-mails.

Grade Requirements Graduate students need a cumulative 3.0 GPA.

Incomplete grades The University has a policy of two semesters, not including spring/summer, to resolve—your degree program may have a slightly different policy.

Petition to Return If you have voluntarily not taken classes for 24 months or longer, you need to file a Petition to Return through the Registrar's office.

Semester Credit Limits Graduate students enrolling in more than 17 credits a semester will need permission from the appropriate dean.

Student Code Student rights and responsibilities (www.gvsu.edu/studentcode/)

Time limits Grand Valley has an eight-year time limit to complete a degree.

Graduation and Commencement

Internet: www.gvsu.edu/commencement/

During your last semester at Grand Valley you must apply to graduate. The application to graduate is a short postcard sized form that is also called a diploma card or degree audit card. It is available from Student Assistance Centers or online through the Web site above under the link "Register to Graduate". By completing this form, you will trigger the university to audit your academic records to ensure that you have met all requirements for your degree in order to award a diploma. The deadline to complete this form is usually about half-way through the semester. The deadline will be listed on the Web site above and on the Graduate Students Blackboard page. 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 turn in a 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

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 popular 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.

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 PhD, 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.

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

The Counseling and Career Development Center offers individual and group therapy options. All students begin with individual counseling appointments. The Counseling and Career Development 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 Services

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

Internet: 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, we 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) 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)
- E-mail 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.

Health Care Services

Phone: 616-988-8774 (Family Health Clinic) 616-331-2435 (Campus Health Center)

Internet: www.gvsu.edu/fhc (Family Health Clinic)

www.gvsu.edu/campushealth (Campus Health Center)

The Kirkhof College of Nursing manages the downtown **Family Health Clinic** located at 72 Sheldon Ave. 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.

In Allendale, the **Campus Health Center** is operated by Spectrum Health Systems as part of their urgent care network. Services can be charged to your student account. It provides primary health care to students, faculty, staff, and their families. Their location is 10383 42nd Ave. near the water tower.

Student Health Insurance

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

Internet: www.gvsu.edu/studenthealthinsurance/

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. International students are required to have health insurance and may purchase a plan through the Lewer Agency. International students should contact the Padnos International Center for details on health insurance coverage.

Enrollment Deadlines

Fall Semester & Annual: October 1, 2009

Winter & Spring/Summer: January 29, 2010

Spring/Summer only: June 1, 2010

For domestic students, the current Student Health Insurance plan includes optional spousal, dependent children, and major medical coverage. Please visit the web site above 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, 2009, to August 14, 2010, are \$625 for students under 30 and \$940 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. Printed brochures about the insurance may also be obtained from various campus offices. Please refer to www.gvsu.edu/studenthealthinsurance for a current list of the locations.

Student Assurance Services also offers short-term health insurance to recent graduates and students taking a semester off. Visit www.sas-mn.com/shortterm.html for more information.

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.

Peter C. Cook Leadership Academy

Phone: 616-331-2770
Internet: www.allpresidents.org
E-mail: 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 above, on the left side links under "Student Center".

Allendale Campus Student Resources

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

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|---|---|
| Campus Recreation www.gvsu.edu/rec | 616-331-3659 215 Fieldhouse |
| Disability Support Services www.gvsu.edu/dss | 616-331-2490 200 Student Services Building |
| Inclusion and Equity Division www.gvsu.edu/inclusion/ | 616-331-3296 10 Zumberge Library |
| LGBT Resource Center www.gvsu.edu/lgbt/pages/rc.html | 616-331-2530 233 Lake Ontario Hall |
| Office of Multicultural Affairs www.gvsu.edu/oma | 616-331-2177 1240 Kirkhof Center |
| Office of Student Life www.gvsu.edu/studentlife/ | 616-331-2345 110 Kirkhof Center |
| Padnos International Center www.gvsu.edu/pic | 616-331-3898 130 Lake Ontario Hall |
| Women's Center www.gvsu.edu/women_cen | 616-331-2748 1201 Kirkhof Center |

Graduate and Professional Student Association (GPSA)

President: Mike Soltis (2009-2010) E-mail: soltismi@gvsu.edu

Advisors: Steven Lipnicki E-mail: lipnicks@gvsu.edu

Michelle Burke E-mail: burkemi@gvsu.edu

Internet: GPSA has an organization site on Blackboard, which requires registration to view. Go to www.gvsu.edu/studentlife/stuey and search “graduate” to join.

The Graduate and Professional Student Association (GPSA) seeks to foster the intellectual, professional, and social development of the graduate student community while promoting interdisciplinary communication and collaboration. This is the only university-wide student association dedicated to Grand Valley graduate students. The annual meeting schedule will be posted to Blackboard in September.

Grand Valley’s GPSA is affiliated with the National Association of Graduate and Professional Students (NAGPS) including the NAGPS Midwest Region Group. More information about NAGPS is available at www.nagps.org. The NAGPS Midwest Region Group maintains a page about its activities on Facebook where you can find more information and updates on their activities.

GPSA is a very important organization for graduate students and needs your participation to make a difference. As this organization exists to advocate for all graduate students, consider getting involved by joining or attending a meeting.

In addition to other opportunities, GPSA plans and coordinates several annual activities including the following co-sponsored events. Collaborating with the Office of Graduate Studies, GPSA participates in Graduate Student Recognition Week and two graduate student celebrations held in conjunction with the Graduate Student Awards for Academic Excellence ceremony at the end of fall and winter semesters. GPSA and GVSU Career Services also host an annual employer panel for graduate students entitled “Beyond Your Master’s Degree” to provide career information for students with graduate and professional degrees.

Events at Grand Valley

Phone: 616-331-2020

Internet: <http://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.)

- Natural Resource Management Emphasis
- Other interest area

Biostatistics (M.S.)

Business Administration (M.B.A.)

Cell and Molecular Biology (M.S.)

- PSM Biotechnology
- Research Thesis

Communication (M.S.)

Computer Information Systems (M.S.)

- Biomedical Informatics
- Database Management
- Distributed Computing
- Information Systems Management
- Object-oriented Technology
- Software Engineering
- 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 Engineering

Criminal Justice (M.S.)

Education (M.Ed.)

General Education

- Adult and Higher Education Concentrations: Biology, English, History, Mathematics, Physics, College Student Affairs Leadership
- Advanced Content Specialization Concentrations: Biology, Chemistry, English, History, Mathematics, Music, Physics
- Early Childhood Education
- Educational Differentiation
- Educational Leadership
- Educational Technology Integration
- Elementary Education
- Middle Level Education
- School Library Media Services
- Secondary Level Education
- Teaching English to Speakers of Other Languages (TESOL)

Graduate Teacher Certification

- Initial Teacher Certification

Reading-Language Arts

School Counseling

Special Education

- Administration
- Learning Disabilities
- Early Childhood Development Delay
- Emotional Impairment

Educational Specialist Degree in Leadership (Ed.S.)

- Administration Cognate
- Curriculum Cognate

Engineering (M.S.E.)

- 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.)

Health Sciences (M.H.S.)

- Physical Therapy
- General

Medical and Bioinformatics (M.S.)

Nursing (D.N.P.)

Specialty Emphasis (select one)

- Advanced Practice
- Nursing Administration & Health Care Systems

Advanced Practice (select one clinical emphasis)

- Adult/Older Adult
- Child/Adolescent

Occupational Therapy (M.S.)

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.)

- Advanced Standing

Taxation (M.S.T.)

- Certificate in Graduate Tax Studies

Colleges and Schools Web Sites

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| College of Community and Public Service: | www.gvsu.edu/ccps/ |
| School of Criminal Justice: | www.gvsu.edu/cj/ |
| School of Public and Nonprofit Administration: | www.gvsu.edu/spna/index.html |
| School of Social Work: | www.gvsu.edu/ssw/ |

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| College of Education: | www.gvsu.edu/coe/ |
| Graduate programs: | www.gvsu.edu/coe_grad/ |

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| College of Health Professions: (occupational therapy, physical therapy, physician assistant) | www.gvsu.edu/shp/ |
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| College of Liberal Arts and Sciences: | www.gvsu.edu/clas/ |
| School of Communication: | www.gvsu.edu/soc/ |
| Department of English: | www.gvsu.edu/english/ |
| Biology Department: | www.gvsu.edu/biology/ |
| Biomedical Sciences Department: | www4.gvsu.edu/bmhs/ |
| Department of Statistics: | www.gvsu.edu/stat/ |

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| Kirkhof College of Nursing: | www.gvsu.edu/kcon |
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| Seidman College of Business: (accounting, business, taxation) | www.gvsu.edu/business/index.cfm |
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| Padnos College of Engineering and Computing: | http://gvsu.edu/pcec/ |
| School of Engineering: | www.gvsu.edu/engineering/ |
| School of Computing and Information Systems: | www.csis.gvsu.edu/ |

Academic Governance

Internet: 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).

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: <http://gvsu.edu/gsga/gs/> (click on “Graduate Council”)

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 Graduate Dean. 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 Committee deals with policies and standards issues such as graduate assistantship and graduate certificate policies. The Curriculum 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.

Graduate Dean

Phone: 616-331-7105

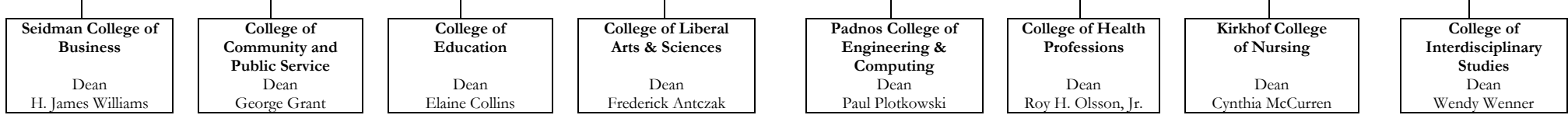
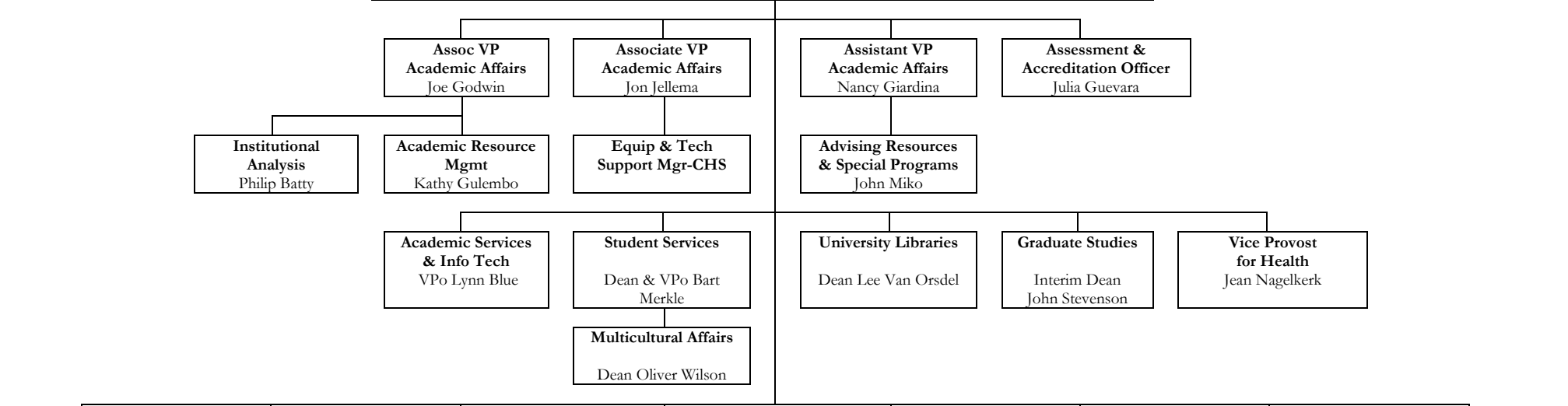
Internet: www.gvsu.edu/gsga/gs/

Location: 310C DeVos Building C, third floor

The Graduate Dean’s role is to advocate for all graduate students and to ensure the quality of graduate education. The current Graduate Dean is John Stevenson, PT, PhD, Professor of Physical Therapy. The Graduate Dean is present at many university events and ceremonies that include graduate students. The Graduate Dean is a member of Deans Council, is an ex officio (non-voting) member of Graduate Council, chairs the Graduate Program Directors meetings, and is involved with GPSA.

The Graduate Dean oversees exceptions to university policy and many graduate assistantships. The Graduate 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 Performance.

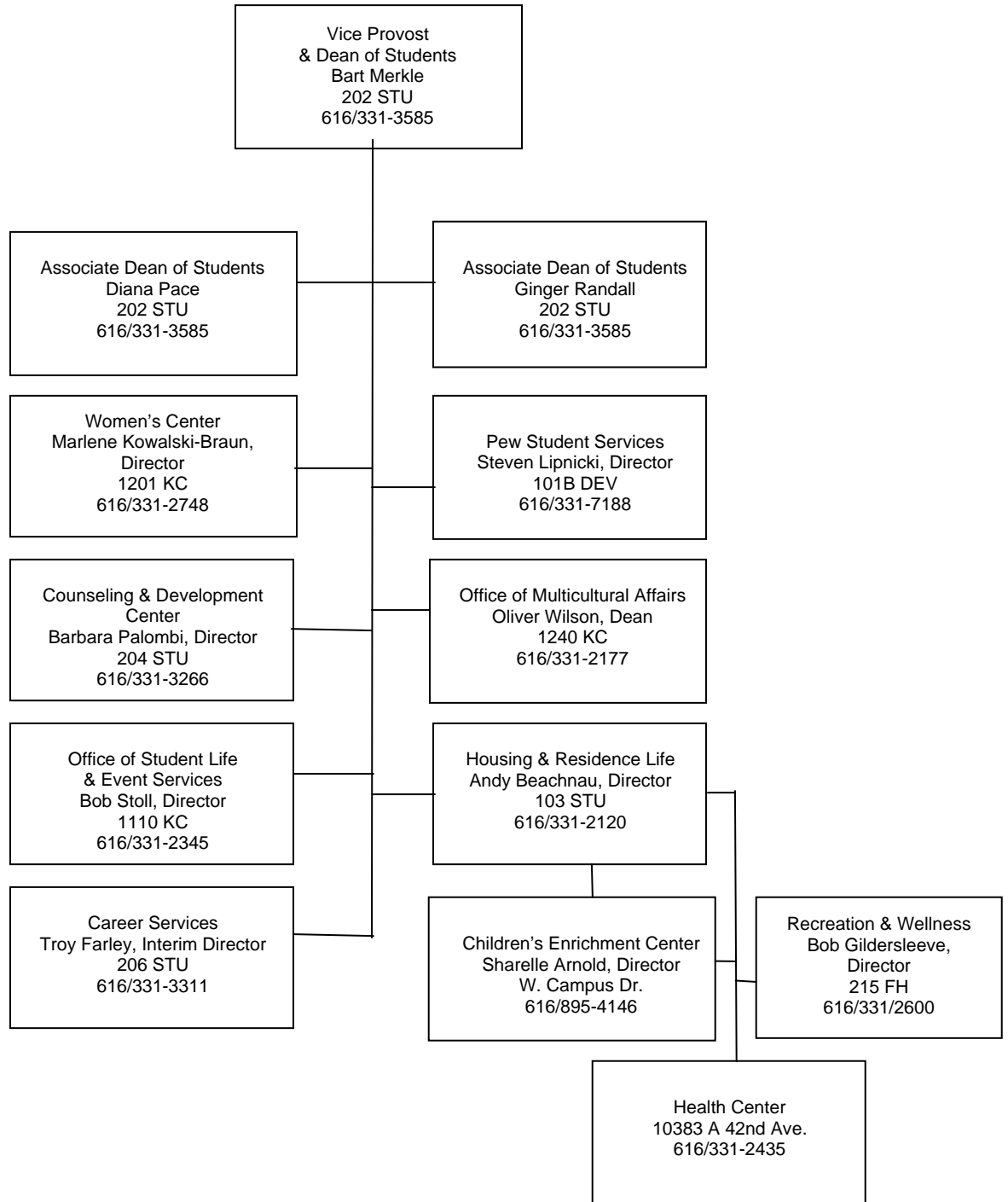
ACADEMIC AND STUDENT AFFAIRS DIVISION
 Gayle R. Davis, Provost and Vice President for Academic Affairs



- | | | | | | | | |
|--|---|---|--|--|--|---|---|
| Master of Science - Accounting - Taxation Master of Business Administration | School of Criminal Justice Master of Science in Criminal Justice School of Public & Nonprofit Admin Master of Public Administration Master of Health Administration School of Social Work Master of Social Work | Master of Education - General Education - Reading-Language Arts - School Counseling - Special Education Graduate Teacher Certification Educational Specialist in Leadership | Master of Science - Biology - Biomedical Science - Biostatistics - Cell and Molecular Biology - Communications Master of Arts - English | School of Computing & Info Systems Master of Science - Computer Information Systems - Medical and Bioinformatics School of Engineering Master of Science in Engineering | Master of Science - Occupational Therapy - Physician Assistant Studies Doctorate of Physical Therapy | Master of Science in Nursing Doctor of Nursing Practice (2009) | Meijer Center for Writing & Michigan Authors Padnos International Center |
|--|---|---|--|--|--|---|---|

VP = Vice President
 VPo = Vice Provost

Student Services Organizational Chart 2009-2010



Appendix

Fall 2009 Academic Calendar

| | |
|---|--|
| Registration & Drop/Add | March 16- September 4 |
| Orientation | May - August (By Invitation) |
| Payment Deadline | August 21 at 5:00 PM |
| Convocation | August 28 |
| Classes Begin | August 31 |
| Last day to Add, Register or Pay | September 4 at 5:00 PM |
| 100% Tuition Refund Deadline | September 4 |
| Labor Day Recess | September 6-8 |
| 75% Tuition Refund Deadline | September 25 |
| Mid-term Evaluations | October 12-17 |
| Drop Deadline - grade W | October 30 |
| Thanksgiving Recess | November 25-29 |
| Classes End | December 12 |
| Commencement | December 12 (VanAndel Arena, Grand Rapids) |
| Examinations | December 14-18 |
| Semester Ends | December 18 |
| Grades from Faculty | December 22 by 12:00 PM |
| Grades Available to Students | December 24 |

You must pay for your Fall semester classes by August 21, 2009 and Winter semester by December 18, 2009, 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 2010 Academic Calendar

| | |
|--|--------------------------------------|
| Registration | March 16, 2009 - January 15, 2010 |
| Payment Deadline - All registrations through December | December 18 at 5:00 PM |
| Classes Begin | January 11 |
| Last day to Add, Register or Pay | January 15 |
| 100% Tuition Refund Deadline | January 15 |
| 75% Tuition Refund Deadline | February 5 |
| Mid-term Evaluations | February 22-26 |
| Drop Deadline - grade W | March 12 |
| Spring Break | March 7-14 |
| Classes end | April 24 |
| Examinations | April 26-May 1 |
| Semester Ends | May 1 |
| Commencement | May 1 (VanAndel Arena, Grand Rapids) |
| Grades from Faculty | May 4 at 12:00 PM |
| Grade Available to Students | May 6 |

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 2010 Spring/Summer semester and the 2010-2011 Academic Year will be in March. Watch for announcements on Blackboard.

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