



**GRAND VALLEY
STATE UNIVERSITY™**

Advising Centers Information

GVSU Advising Centers Summary and Referral Information

Advising Resource Center (ARC)

Location: 200 STU

Phone: 616-331-3588

Hours: Monday thru Thursday, 8:00 a.m. – 6:00 p.m.; Friday, 8:00 a.m. – 5:00 p.m.

Advisors: Leijhi Koval (kovalle@gvsu.edu) Ann LeJeune (lejeunea@gvsu.edu)
Michael Messner (messnerm@gvsu.edu) Koleta Moore (moorekol@gvsu.edu)
Jackie Rautio (rautioj@gvsu.edu) Joyce Van Baak (vanbaakj@gvsu.edu)
Kathleen VanderVeen (vandervk@gvsu.edu) Sulari White (whites@gvsu.edu)

Primary Focus: The ARC supports student learning by providing a wide range of services to students in one central location. The ARC provides academic advising for students who have not decided on a specific major or minor, or those who are admitted with non-degree seeking status. The ARC support services include:

- Advising for students undecided about a major
- Major/minor selection and declaration
- Assist with course selection and registration
- Provide information about Grand Valley's policies and procedures
- Provide orientation for high school, transfer, returning, and non-traditional students
- Testing services
- Tutoring
- Study skills assessment and development, test anxiety, and time management
- All University Policies:
 - General Education substitutions
 - Basic Skills and Degree Cognate substitutions
 - Academic Review Committee

If you have some general questions regarding advising, there is help available through the Ask Owl online advising service. Go to AskOwl at askowl@gvsu.edu to submit your questions.

College of Community & Public Service Undergraduate Advising Center

Location: 261C DeVos Center

Phone: 616-331-6890

Hours: Monday thru Thursday, 9:00 a.m. – 6:00 p.m.; Friday 9:00 a.m. – 5:00 p.m.

Director: Jennifer L. McCaul (mccaulj@gvsu.edu)

Advisors: Anne London (londonan@gvsu.edu) and Quincy Williams (williamq@gvsu.edu)

Primary Focus: The College of Community and Public Service Undergraduate Advising Center provides advising assistance and information to current and prospective undergraduate students in the School of Criminal Justice (criminal justice and legal studies majors and minors), School of Public and Nonprofit Administration, School of Social Work, and Hospitality and Tourism Management department.

The center provides comprehensive, centralized services to assist students with:

- Degree planning including general education and major or minor requirements
- Development and review of degree progress plans
- Personalized course selection assistance
- Dissemination of Grand Valley policies and procedures
- Outreach and support to students in academic jeopardy
- Assistance with the creation of long-term goals
- Referrals to faculty mentors in the academic programs or other university resources

College of Education Student Information and Services Center

Location: 101 Eberhard Center/301 W. Fulton

Phone: 616-331-6650

Hours: Monday thru Friday, 8:00 a.m. – 5:00 p.m.

Director: Stephen Worst (worsts@gvsu.edu)

Additional Coordinators: Nancy Dausman – Undergraduate Admissions/Placement (dausmann@gvsu.edu)

Tom Owens – Graduate Teacher Certification (owenst@gvsu.edu)

COE SISC – Certification (coeserve@gvsu.edu)

Primary Focus: Assisting prospective and current teacher certification students in:

- **Admissions** to the undergraduate and graduate College of Education
- **Placement** of student teachers in the undergraduate and post-baccalaureate certification programs
- **Advising** at both the undergraduate and graduate levels
- **Certification** help and advising for:
 - Initial certification
 - 18 hour planned programs
 - Additional teaching endorsements
 - Special education temporary approvals

College of Health Professions – Student Services

Location: 200 CHS

Phone: 616-331-3356

Hours: Please call for hours and appointments

Staff: Darlene Zwart – Outreach Coordinator (zwarda@gvsu.edu)

Primary Focus: To provide information and advising to current and prospective students pursuing a major in one of the following areas:

- Clinical Lab Sciences (B.S.)
- Health Professions (B.S.)
- Occupational Safety and Health (B.S.)
- Occupational Therapy (M.S.)
- Physical Therapy (DPT)
- Physician Assistant Studies (M.S.)
- Radiologic & Imaging Sciences (Radiation Therapy, Diagnostic Medical Sonography) (B.S.)
- Therapeutic Recreation (B.S.)

The office also works to assist students in the following ways:

- Answer questions from students and parents regarding degree requirements and curriculum
- Recruit and provide orientation for high school, transfer, returning, non-traditional and graduate students
- Plan and review course of study programs, including general education and prerequisites
- Identify faculty advisors
- Disseminate GVSU and College policies and procedures
- Provide outreach, support, and information to students experiencing academic difficulty

College of Liberal Arts and Sciences Academic Advising Center

Location: C-1-140 Mackinac Hall
Phone: 616-331-8585
Fax: 616-331-8610
Hours: Monday thru Thursday, 8:00 a.m. – 6:00 p.m.; Friday, 8:00 a.m. – 5:00 p.m.
Director: Betty Schaner (schanerb@gvsu.edu)
Advisors: Caroline Cascini (cascinic@gvsu.edu)
Rob Freidhoff (freidhro@gvsu.edu)
Lorie Jager (jagerl@gvsu.edu)
Jan Robinson (robinsoj@gvsu.edu)

Primary Focus: To serve the academic advising needs of students pursuing or considering a major or minor in the College of Liberal Arts and Sciences. Our goals are to help students successfully complete a CLAS major and/or minor, and to smoothly navigate the university on their chosen path to attaining knowledge, skills and graduation. Our door is open to students of any major who have questions about university policies and procedures.

The CLAS Academic Advising Center supports students in the following ways:

- Explore majors and/or minors in CLAS
- Disseminate and explain university and college academic policies and procedures
- Identify appropriate programs and resources at the university that can provide support when students are experiencing academic difficulty, or when students excel and want to take the next step
- Make sense of graduation and major/minor requirements, the degree progress form, and the university catalog and online resources
- Explain College of Education requirements and provide academic support to students interested in seeking teacher certification at the undergraduate or graduate level
- Provide significant levels of support and advising for students interested in pursuing advanced studies in medical, dental, chiropractic, veterinary, pharmacy, podiatry and optometry school
- Help with course selection and scheduling assistance, especially general education and prerequisite course information
- Offer assistance for returning and non-traditional students interested in CLAS majors and/or minors
- Provide appropriate referrals to faculty advisors for career exploration, graduate school information and recommendations, and elective or research course information
- Assist in the process of declaring a major or minor, identify a faculty advisor, and facilitate transfer course evaluations

Continuing Education - Regional Campuses

Holland Meijer Campus

Location: 515 S. Waverly Rd., Holland, MI 49423

Phone: 616-394-4848 or 616-331-3910

Hours: Monday thru Thursday, 8:00 a.m. –10:00 p.m.; Friday 8:00 a.m. – 5:00 p.m.

Coordinator: Lisa Miller (millisa@gvsu.edu)

Advisor: Kate VanderKolk (vandkat@gvsu.edu)

Primary Focus: To facilitate and promote the academic progress of prospective, degree seeking, transfer, non-traditional, returning, and non-degree seeking students pursuing a variety of academic disciplines. Primary audience consists of students who choose to take courses at the Meijer Campus in Holland. Also meet the advising needs of prospective and current Grand Valley students residing in the greater Holland area. Services include:

- Advising for students who have not yet selected a major
- General academic advising and planning, especially pertaining to general education and prerequisite coursework
- Assistance with the scheduling and registration process
- Transfer Orientation
- Referrals to appropriate resources for career exploration, major-specific academic concerns, academic support services, and other student concerns

Stevenson Center for Higher Education – Muskegon

Location: 221 S. Quarterline Rd., Muskegon, MI 49442

Campus of Muskegon Community College

Phone: 231-777-0505 or 616-895-7750

Hours: Monday thru Thursday, 8:00 a.m. – 6:30 p.m.; Friday 8:00 a.m. - 5:00 p.m.

Coordinator: Shawn Watson (watsons@gvsu.edu)

Primary Focus: To facilitate and promote the academic progress of prospective, degree seeking, transfer, non-traditional, returning, and non-degree seeking students pursuing a variety of academic disciplines. Primary audience consists of students transferring from Muskegon Community College to Grand Valley State University. Also meet the advising needs of prospective and current Grand Valley students residing in the greater Muskegon area. Services include:

- Transfer Orientation
- Working in cooperation with the community college advising staff to ensure a smooth and successful transition
- Advising for students who have not yet selected a major
- General academic advising and planning
- Assistance with the scheduling and registration process
- Referrals to appropriate resources for career exploration, major-specific academic concerns, academic support services, and other student concerns

Traverse City - Northern Michigan Programs

Location: 220 Dendrinos Dr., Suite 101, Traverse City, MI 49684

Phone: 231-995-1785 or 1-888-922-1785

Hours: Monday thru Thursday, 8:00 a.m. - 6:00 p.m.; Friday 8:00 a.m. - 5:00 p.m.

Director: Marty Litherland (litherlm@gvsu.edu)

Advisor: Dan Skurski (skurskid@gvsu.edu)

Primary Focus: To facilitate and promote the academic progress of prospective, degree seeking, transfer, non-traditional, returning, and non-degree seeking students pursuing a variety of academic disciplines. Primary audience consists of students transferring from Northwestern Michigan College to Grand Valley State University. Also meet the advising needs of prospective and current Grand Valley students residing in Northern Michigan. Services include:

- Transfer Orientation
- Working in cooperation with the community college advising staff to ensure a smooth and successful transition
- Advising for students who have not yet selected a major
- Assistance in the scheduling and registration process
- General academic advising and planning
- Referrals to appropriate resources for career exploration, major-specific academic concerns, academic support services, and other student concerns

Disability Support Services (DSS)

Location: 200 STU

Phone: 616-331-2490

Hours: Monday thru Friday, 8:00 a.m. – 5:00 p.m.

Director: Kathleen VanderVeen (vandervk@gvsu.edu)

Primary Focus: Disability Support Services provides services and accommodations that enhance the learning environment for students with disabilities. Grand Valley students who qualify and have a documented disability may receive resources and services through DSS, including:

- Study skills assessment and development
- Academic and career advising
- Test taking assistance
- Major/minor selection and declaration
- Assist with course selection and registration
- Assistive technology

Early Alert and Student Success Program

Location: 200 STU

Phone: 616-331-2379

Hours: Monday thru Friday, 8:00 a.m. – 5:00 p.m.

Director: Leijhi Koval (kovalle@gvsu.edu)

Program Advisor: Jackie Rautio (rautioj@gvsu.edu)

Primary Focus: The Early Alert and Student Success Program is designed to assist students who are experiencing academic as well as other difficulties during their time at Grand Valley State University. Also through Early Alert, faculty and staff contribute directly to retention by assisting with the early detection and intervention strategies for students who are doing poorly in class, chronically absent from class, or experiencing other kinds of problems that affect academic performance.

Educational Support Program (ESP)

Location: 200 STU

Phone: 616-331-3401

Hours: Monday thru Friday, 8:00 a.m. – 5:00 p.m.

Interim Director: Melissa Selby-Theut (selbym@gvsu.edu)

Primary Focus: ESP provides academic and personal support to students at Grand Valley. Participants are assigned an advisor and have access to a peer mentor program. The program serves first-generation students and students who meet federal income requirements.

- Academic advising
- Career planning
- Study skills instruction

EXCEL Program

Location: 200 STU

Phone: 616-331-3780

Hours: Monday thru Friday, 8:00 a.m. – 5:00 p.m.

Director: Koleta Moore (moorekol@gvsu.edu)

Primary Focus: The EXCEL Program provides assistance to a diverse community of students making the transition to Grand Valley by offering support with academic and/or personal concerns. EXCEL advisors are well versed in many issues that impact collegial experiences and through individual meetings are able to support EXCEL participants. EXCEL Program services offered include:

- Advising for students undecided about a major
- Major/minor selection and declaration
- Assist with course selection and registration
- Study skills instruction
- Career exploration

Kirkhof College of Nursing

Location: 300 CHS/106 Padnos (by appointment only)
Phone: 616-331-3558 or 1-800-480-0406
Hours: Monday thru Friday, 8:00 a.m. – 5:00 p.m.
Director: Cassonya Carter-Pugh, BS, M.Ed. (carterc@gvsu.edu) Undergraduate/MSN/DNP
Advisors: Debra Brown-Bayus, MSN, RN-BC (brownbde@gvsu.edu) Undergraduate/MSN
Linda Buck, BSN, RN (buckli@gvsu.edu) Undergraduate/Direct Admit
Wanda Moerland, BSN, RN (moerlanw@gvsu.edu) Undergraduate/ RN to BSN
and 2nd Degree

Primary Focus: Provide information and advising to students pursuing a major in nursing, including all current and prospective students. Contact Nursing Department at 616-331-3558.

Specifically:

- Respond to student questions regarding degree requirements and curriculum
- Establish and review degree progress plans
- Serve as first contact for any student seeking a major in nursing
- Assist with course selection and registration
- Plan appropriate course of study
- Support students and provide information regarding resources, programs and services available to them
- Participate in application procedures for admission into clinical nursing courses

LAKER Academic Center

Location: 165 Fieldhouse
Phone: 616-331-3328
Hours: Monday thru Friday, 9:00 a.m. – 5:00 p.m.
Director: Dr. Damon Arnold (arnoldda@gvsu.edu)
Academic Advisor: Alicia Adell (adellal@gvsu.edu)

Primary Focus: The LAKER Academic Center provides academic support for student-athletes through academic advising services, Life Skills programming, and referral to other Grand Valley support services such as tutoring and career services. The Center lives out its mission of helping students by encouraging them to continue “*Learning, Achieving, and Keeping Everyday Responsibilities*”.

- General academic advising
- Study tables
- Referral to other campus support services
- Athletes Who Care
- Partners for Success
- Athletes, Internships, and Mentoring

McNair Scholars Program

Location: 200 STU
Phone: 616-331-3441
Hours: Monday thru Friday, 8:00 a.m. – 5:00 p.m.
Associate Director: Dolli Lutes (lutesd@gvsu.edu)

Primary Focus: The McNair Scholars Program is designed to prepare highly talented undergraduates to pursue doctoral degrees and to increase the number of individuals (from the target group) on college and university facilities. The McNair Scholars are highly talented undergraduate students who are from families with no previous college graduates, low-income background or groups underrepresented at the graduate level for doctoral studies.

Padnos College of Engineering and Computing Student Services

Location: School of Engineering: 136 KEN
School of Computing and Information Systems: C-2-100 MAK
PCEC Student Services: 341 KEN and C-2-218 MAK

Phone: School of Engineering: 616-331-6750
School of Computing and Information Systems: 616-331-2060
PCEC Student Services: 616-331-6025

Email: engineer@gvsu.edu
info@cis.gvsu.edu

Hours: Monday thru Friday: 8:00 a.m. – 5:00 p.m. (office open...call for an appointment)

Coordinator: Dr. Charlie Standridge, Assistant Dean of Padnos College of Engineering and Computing (standric@gvsu.edu)
Primary Undergraduate Advisor: Jessica Noble (noblejes@gvsu.edu)
Outreach Coordinator: Sara Maas (maassa@gvsu.edu)
Graduate Director, School of Engineering – Charlie Standridge (standric@gvsu.edu)
Graduate Director, School of Computer Science and Information Systems – D. Robert Adams (adams@cis.gvsu.edu)

Primary Focus: To assist pre-engineering, engineering, pre-computer science, computer science, pre-information systems and information systems students to successfully begin and complete their degree

- Answer questions from students and parents regarding degree requirements and curriculum
- Recruit and provide orientation for high school, transfer, returning and non-traditional students
- Plan and review course of study programs, including general education and prerequisites
- Refer students to their assigned faculty advisor in their chosen emphasis for career exploration, elective course information and graduate school recommendations
- Disseminate Grand Valley and College policies and procedures
- Provide outreach, support, and information to students experiencing academic difficulty
- Provide outreach and activities for students in K-12

Pre-major Program

Location: 200 STU

Phone: 616-331-3588

Hours: Monday thru Friday, 8:00 a.m. – 5:00 p.m.

Director: Sulari White (whites@gvsu.edu)

Program Advisor: Michael Messner (messnerm@gvsu.edu)

Primary Focus: The Pre-major Program provides academic advising to Pre-major (undecided) students.

Specifically:

- Help students through the process of choosing a major
- Identify students' interests and strengths as they relate to majors
- Provide referrals to other campus resources
- Review general education and degree requirements
- Explain university policies and procedures

Seidman Undergraduate Student Services (Business)

Location: 101B DEV

Phone: 616-331-7500

Hours: Please call for office hours

Director: Leigh Brownley (go2gvbiz@gvsu.edu)

Primary Focus: For more than a decade, Seidman Undergraduate Student Services' mission has been "to facilitate business students' successful progress through graduation". This office provides all routine advising for program requirements and scheduling for undergraduate business students. Students are encouraged to maintain contact with the office for support in meeting all graduation requirements. Appointments and walk-ins are accepted at the DeVos Center year round, as well as appointments in Allendale during the Fall and Winter semesters.

Student Transfer Enrollment Partnership (STEP) – Grand Rapids Community College Campus

Location: Third Floor Student Center, Grand Rapids Community College (GRCC)

Phone: 616-331-3588, Tuesdays at GRCC 616-234-3171

Hours: Tuesdays, 9:00 a.m. – 4:00 p.m.

Staff: Ann LeJeune (lejeunea@gvsu.edu)

Primary Focus: Transfer student services are available at GRCC to provide general information about transferring from GRCC to GVSU and more specific information about program planning and major selection.

- General transfer information
- Review transferability of credits
- Specific program planning
- Provide program information, resources, referrals and direction
- Inform about Grand Valley policies and procedures
- Serve as initial advising contact for students wishing to enroll at Grand Valley
- Outreach and support to students experiencing academic difficulty
- Course selection and scheduling for students enrolled in specific GRCC degree completion programs

Transfer Student Advising

Location: 200 STU

Phone: 616-331-3588

Hours: Monday thru Friday, 8:00 a.m. – 5:00 p.m.

Director: Ann LeJeune (lejeunea@gvsu.edu)

Primary Focus: Provide academic support to transfer students in their transition to Grand Valley.

- Assist with questions that arise after a student has attended transfer orientation
- Advising for students undecided about a major
- Major/minor selection and declaration
- Provide referrals to university resources