Area Studies
Faculty
Information

Revised 6/9/2015
Leslye Allen, GVSU Area Studies
Quick Reference - What All Faculty Should Know

Department Responsibility

A. Curricular/Academia
   Syllabus construction
   Course materials and requirements
   Course competencies
   Grading system/Methods for calculating grades
   Student evaluations of teaching
   Supplemental materials
   Electronic grading/submitting final grades electronically
   Field trips
   Audience
   Begin at beginning
   Meet students where they are
   Teach to competencies
   Expectation of students
   Pre-requisites for course
   Treatment of students
   Student evaluation process/policies

B. Policies/Administrative Responsibilities
   Securing rooms
   Difficult situations
   Attendance
   Substitution procedures
   Employee procedures
   Employee expectations
   Staff contacts
   Staffing times
   Department leaders, department/adjunct colleagues
   FERPA

C. Resources
   Photo copying and supplies / Email
   Computer usage
   Copy Center
   Books and supplies
   Tutoring resources
   Mailboxes
   Office space
   Where to get supplies
   Keys / Classroom
   Student resources
   Library resources/Media
University Responsibility

A. Faculty and/or New Part-time Faculty Handbook
   - Syllabus construction
   - Course design
   - Distance learning (LMS)
   - Instructional Technology
   - Interpreting student evaluations of teaching
   - Course material and requirements
   - Course competencies
   - Grading system
   - Student evaluations of teaching
   - Supplemental materials
   - Electronic grading/submitting final grades electronically
   - Field trips

B. Policies/Administrative Responsibilities
   - Administrative policies
   - Academic policies
   - Conflict resolution, i.e. who to contact
   - Point of contact/contact person/expert
   - Contact hours procedure
   - Grade recording and reporting policies
   - Student complaints
   - In class emergency procedures
   - Student code of conduct
   - Student no show lists
   - Office hours
   - Codes of conduct
   - Copyright laws
   - FERPA
   - Mileage policy
   - Registration procedures
     - Drop/add policies
     - Grade change
   - Important dates
   - Safety procedures
   - Class rosters
   - Employee procedures
     - Sick days
     - Field trips
   - Administrators, staff, faculty handbook
   - Disability Support Resources
   - Advising Resources
   - LGBT Resources
University Responsibility (continued)

C. New Part-time Faculty Orientation
   Mission of the University
   Overview of students
   Provost’s Office
   Human Resources
   Inclusion and Equity
   Banner and Blackboard
   FTLC Resources
   Library Services
   Part-time Faculty Advisory Council

FTLC Professional Development Workshops
   Syllabus construction
   First day of class
   Course planning
   Active Learning Strategies
   Classroom management
   Diverse student populations
   Online instruction
   How to assess learning
   Methods for evaluating students
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### Before You Begin Teaching

#### Academic Calendar

Academic calendars can be found at: [www.gvsu.edu/schedule](http://www.gvsu.edu/schedule).

#### Spring/Summer 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>May 4</td>
</tr>
<tr>
<td>Memorial Day recess</td>
<td>May 25</td>
</tr>
<tr>
<td>Classes end first 6 weeks</td>
<td>June 15</td>
</tr>
<tr>
<td>Examinations first 6 weeks</td>
<td>June 16-17</td>
</tr>
<tr>
<td>Classes begin second 6 weeks</td>
<td>June 22</td>
</tr>
<tr>
<td>Independence Day recess</td>
<td>July 3</td>
</tr>
<tr>
<td>Classes end second 6 and 12 weeks</td>
<td>July 31</td>
</tr>
<tr>
<td>Examinations second 6 and 12 weeks</td>
<td>August 3-4</td>
</tr>
<tr>
<td>Session ends</td>
<td>August 4</td>
</tr>
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</table>

#### Fall Semester 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convocation</td>
<td>August 28</td>
</tr>
<tr>
<td>Classes begin</td>
<td>August 31</td>
</tr>
<tr>
<td>Labor Day recess</td>
<td>September 6-8</td>
</tr>
<tr>
<td>Thanksgiving Day recess</td>
<td>November 25-29</td>
</tr>
<tr>
<td>Classes end</td>
<td>December 12</td>
</tr>
<tr>
<td>Commencement</td>
<td>December 12</td>
</tr>
<tr>
<td>Examinations</td>
<td>December 14-19</td>
</tr>
<tr>
<td>Semester ends</td>
<td>December 19</td>
</tr>
<tr>
<td>Grades due</td>
<td>December 22</td>
</tr>
</tbody>
</table>

#### Winter Semester 2016

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>January 5</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day Recess</td>
<td>January 19</td>
</tr>
<tr>
<td>Spring break</td>
<td>March 1-8</td>
</tr>
<tr>
<td>Classes end</td>
<td>April 18</td>
</tr>
<tr>
<td>Examinations</td>
<td>April 20-25</td>
</tr>
<tr>
<td>Semester ends</td>
<td>April 25</td>
</tr>
<tr>
<td>Commencement</td>
<td>April 25</td>
</tr>
<tr>
<td>Grades due</td>
<td>April 28</td>
</tr>
</tbody>
</table>

#### Spring/Summer 2016

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</tr>
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<tbody>
<tr>
<td>Classes begin first 6 and 12 weeks</td>
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<tr>
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<td>August 4</td>
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## Building Codes

**Pew Grand Rapids Campus**
- **BIK**: Bicycle Factory
- **CHS**: Cook-DeVos Center for Health Sciences
- **DEP**: Depot
- **DEV**: Richard M. DeVos Center
- **EC**: Eberhard Center
- **FER**: Ferguson Family Health Center
- **FRT**: 140 Front Street
- **FSB**: Fulton Street Building (632)
- **FSS**: Fulton Street Building (758)
- **KEB**: Fred M. Keller Engineering Lab Building
- **KEN**: John C. Kennedy Hall of Engineering
- **SCB**: Seidman College of Business
- **SPL**: Seward Parking Lot Ramp
- **SRH**: Secchia Hall
- **WF**: West Fulton, Eberhard Center
- **WIN**: Winter Hall

**Muskegan**
- **LMC**: Lake Michigan Center
- **MCC**: Muskegon Community College
- **MEC**: MI Alternative & Renewable Energy Ctr
- **WRI**: Annis Water Resources Institute

**Holland**
- **HOL**: Meijer Campus

**Traverse City/Sault Ste. Marie**
- **SSM**: Sault Ste. Marie Lake Superior State
- **TCC**: Univ. Center at NMC – Traverse City

**Allendale Campus**
- **AH**: Alumni House
- **ASH**: Au Sable Hall
- **CAC**: Calder Art Center
- **CC**: Children’s Enrichment Center
- **CDC**: Cook-DeWitt Center
- **COM**: The Commons
- **CON**: The Connection
- **COP**: Copeland Living Center
- **CR**: Calder Residence
- **CUB**: Central Utilities Building
- **DLC**: DeVos Living Center
- **FC**: Football Center
- **FH**: Fieldhouse
- **FLC**: Edward J. Frey Living Center
- **GVA**: Grand Valley Apartments
- **HLC**: Hoobler Living Center
- **HLL**: Arthur C. Hills Living Center
- **HRY**: Henry Hall
- **JLC**: Johnson Living Center
- **KC**: Kirkhof Center
- **KIS**: Kistler Living Center
- **KLC**: Kleiner Commons
- **KRP**: Kirkpatrick Living Center
- **LHH**: Lake Huron Hall
- **LIB**: Mary Idema Pew Library
- **LMH**: Lake Michigan Hall
- **LOH**: Lake Ontario Hall
- **LPB**: Lubbers Stadium Press Box
- **LSH**: Lake Superior Hall
- **LTT**: Loutit Lecture Halls
- **LVA**: Laker Village Apartments
- **MAK**: Mackinac Hall
- **MAN**: Manitou Hall
- **MCH**: Meadows Club House
- **MLC**: Meadows Learning Center
- **MMB**: Meadows Maintenance Building
- **MPF**: Multi-Purpose Facility
- **MUR**: Murray Living Center
- **NLA**: North Living Center A
- **NLB**: North Living Center B
- **NLC**: North Living Center C
- **NMR**: Glenn A. Niemeyer Living Center
- **OLC**: Ott Living Center
- **PAC**: Performing Arts Center
- **PAD**: Padnos Hall of Science
- **PKC**: Pickard Living Center
- **PLC**: Pew Living Center
<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA</td>
<td>Ravine Apartments</td>
<td>SUB</td>
<td>South Utilities Building</td>
</tr>
<tr>
<td>RAC</td>
<td>Ravine Center</td>
<td>SWN</td>
<td>Swanson Living Center</td>
</tr>
<tr>
<td>RC</td>
<td>Recreation Center</td>
<td>TRF</td>
<td>Laker Turf Building</td>
</tr>
<tr>
<td>ROB</td>
<td>Robinson Living Center</td>
<td>TV1</td>
<td>TV Transmitter Building</td>
</tr>
<tr>
<td>SAB</td>
<td>South Apartments Building B</td>
<td>UGH</td>
<td>University Guest House</td>
</tr>
<tr>
<td>SER</td>
<td>Service Building</td>
<td>UHC</td>
<td>Campus Health Center – 42nd Street</td>
</tr>
<tr>
<td>SH</td>
<td>Seidman House</td>
<td>VLC</td>
<td>Ronald F. VanSteeland Living Center</td>
</tr>
<tr>
<td>SLC</td>
<td>Seidman Living Center</td>
<td>WLA</td>
<td>West Living Center A</td>
</tr>
<tr>
<td>STA</td>
<td>Stafford Living Center</td>
<td>WLB</td>
<td>West Living Center B</td>
</tr>
<tr>
<td>STO</td>
<td>South Entry Ticket Office</td>
<td>WLC</td>
<td>Koeze Weed Living Center</td>
</tr>
<tr>
<td>STU</td>
<td>Student Services Building</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Campus Directory**

A directory of faculty and staff names, phone numbers and office numbers can be found in the “Campus Directory” which is published every summer. The most current directory information can be found in the Outlook Global Address List or in “People Finder” on the GVSU website. Please contact the Area Studies staff if you notice some information that needs to be updated.

**Course Acronyms**

- ACC  Accounting
- CAP  Advertising/Public Relations
- AAA  African/African American Studies
- AHS  Allied Health Sciences
- ANT  Anthropology
- ARA  Arabic
- ARC  Archaeology
- ART  Art
- ATH  Athletic Training
- BIO  Biology
- BMS  Biomedical Sciences
- CBR  Broadcasting
- BUS  Business
- CMB  Cell and Molecular Biology
- CHM  Chemistry
- CHI  Chinese
- CHS  Chinese Studies
- CLA  Classics
- COM  Communications
- CIS  Computer Information Systems
- CJ   Criminal Justice
- DAN  Dance
- EAS  East Asian studies
- ECO  Economics
- ED   Education
- EDC  Education Counseling
- EDG  Education General
- EDH  Education Higher Education
- EDL  Education Leadership
- EDR  Education Reading
- EDS  Education Special Education
- EDT  Educational Technology
- EGR  Engineering
- ENG  English
- ESL  English as a Second Language
- ENT  Entrepreneurship
- ENS  Environmental Studies
- CFV  Film and Video
- FIN  Finance
Contract
Contact Noreen Savage in the BCoIS Dean’s office (224 LOH, Allendale Campus) if you have questions about your contract. Noreen can be reached at: 616-331-8657 or at savagen@gvsu.edu.
**Dean’s Office**
The Brooks College Dean’s office is located in 224 Lake Ontario Hall, Allendale Campus. The phone number is: 616-331-8655.

**Direct Deposit**
It is recommended that you have your payroll and travel expense reimbursement checks deposited directly into your bank account. This can be done by filling out the “Direct Deposit Authorization” form. Note: A separate form must be filled out for direct deposit of travel expense reimbursements. The “Direct Deposit Authorization” form can be found at: [http://www.gvsu.edu/payroll/forms-5.htm](http://www.gvsu.edu/payroll/forms-5.htm).

**Faculty ID**
Contact the Human Resources office (140 LMH, Allendale Campus) to obtain your Faculty Identification card. Human Resources can be reached at: 616-331-2215.

**Maps & Directions**
Campus maps and directions are located at: [http://www.gvsu.edu/maps.htm](http://www.gvsu.edu/maps.htm).
*See Appendix for the Allendale and Pew campus maps.*

**Network & E-Mail Login ID and Password**
When your I-9 form is turned into the Human Resources office, a G-number will be created for you. Once the G-number is created, the Area Studies staff will request a computer network and email account for you. Your Blackboard account will automatically be created within three days after your computer network account is created. Your Login ID information will be emailed to the Area Studies office and will be forwarded to you at that time.

**Office**
An office will be assigned to you by the Dean’s office. Please contact the Area Studies staff if you have questions regarding your office, name plate, furniture or computer.
Parking / Parking Permits

Human Resources and/or Campus Security should be contacted if you have not received your parking permit in the mail. With a valid permit, faculty and staff are allowed to park in any lot with a blue “F” or red “S” symbol on the sign (with the exception of the Seward Ramp on the Pew Campus).

If you have a visitor coming to campus who will need a parking permit, you will need to login to: www.gvsu.edu/parking. Under the PERMIT heading, click on the FACULTY/STAFF REQUEST link and follow the prompts. This will allow you to email an electronic permit to your visitor.
Area Studies Office Information

Office Hours
The Area Studies office is open from 8:00AM until 5:00PM, Monday through Friday. The phone number is: 616-331-8110 and the fax number is: 616-331-8111.

Break Room
The break room is located in 116 LOH and the refrigerator, sink, microwave, coffee and tea are available for your use, including mugs, creamer and sugar. Please wash your dishes and clean up all spills in the microwave and on the counters.

Computer / Technical Assistance
If you are new to GVSU, the Dean’s office will order a computer for your office. Computing and Technology Support provides technical assistance for the computer and A/V equipment in classrooms, labs and offices. If you need assistance with your computer hardware or software, please contact the Helpdesk at 616-331-2101 or HelpDesk@gvsu.edu.

Computing & Technology Support Helpdesk
207 Manitou Hall, Allendale
Phone: 616-331-2101
Toll Free: 855-435-7488
E-mail: helpdesk@gvsu.edu

The Helpdesk provides assistance to Faculty, Staff and Students.
Walk-In Hours:

Fall and Winter Term
Monday – Thursday 7:30 AM – 7:30 PM
Friday 7:30 AM – 5:00 PM
Spring/Summer Terms and when classes are not in session
Monday – Friday 7:30 AM – 5:00 PM

Contact the Director of Area Studies to discuss hardware and software purchase requests.

Copy Machine
The LOH116-XEROX-5755 printer/copier can be used to make copies and to scan documents to your email.

Note: Large copy jobs (50+ copies) or color copy requests should be sent to the Copy Center. Please see the Area Studies office staff for instructions.
If you experience problems with the Copier, contact the Area Studies staff or call 800-442-9070 with the Equipment ID: 95002 and Location: LOH 116.

**Copy:**
1) Press the Services Home button
2) Press Copy
3) Select copy settings (1→ 2 sided, staple, hole punch, etc)
4) Press quantity needed on the number pad
5) Press green Start button

**Scan to Email:**
1) Press the Services Home button
2) Press Email
3) Press New Recipient
4) Type in first 4 letter of the last name (if GVSU recipient) and press Search. If outside recipient, enter the complete email address.
5) Select the recipient name (if GVSU)
6) Select Add (To:)
7) Press Close
8) Put document in feeder
9) Press green Start button

**Computer / Office Security**

**Personal Computer Security Tips:**
1) Always lock your office when to leave it!
2) Keys or keycards used for access to sensitive data should not be left unattended.
3) Do not store sensitive data on your computer. Contact Information Technology to discuss your needs at: HelpDesk@gvsu.edu or 616-331-2101.
4) Do not give your passwords to anyone.
5) Make certain passwords aren’t common information such as date of birth, names of children, pets, telephone numbers, etc. Create a naming convention that will assist you in remembering your passwords. - Example: bui72ck, jet88ta where the date holds meaning for you. When you devise a naming convention that works for you, it is not as threatening to change a password on a regular basis.
6) Passwords should not be written down and left in accessible locations.
7) If you have a student that will regularly be using your machine, contact the helpdesk and request a staff account for that student. (Do NOT give out your password)
8) When you leave your workstation, lock your computer with Control-Alt-Delete or Windows-Lock.
9) Lock up laptops, USB drives, external drives, etc. when unsupervised.
10) Printouts containing sensitive data should be removed from network printers immediately and filed appropriately in secure cabinets.
11) Dispose of sensitive data on hard copy by shredding immediately.
12) All staff should be responsible to watch for or listen to any unusual activity especially during busy days.
13) Contact the CTS-Helpdesk when a computer is to be passed to a new user. IT will clean the computer, removing previous data and place a clean image on the machine.

**Data Backup**

*More details can be found at: www.gvsu.edu/it*

Computing & Technology Support recommends that all computer users regularly back up their data in order to prevent data loss in the event of a hard drive failure. It is recommended at the very least to backup up files that are frequently changed, especially if they are important. A basic backup strategy involves copying important files to a location not on your hard drive (such as a portable flash drive or a network drive). CTS provides network file storage space to faculty, staff, and students at GVSU. The Faculty/staff accounts are assigned to network drive N: and the contents of the “My Documents” folder is backed up by the IT Department.

There are three ways of connecting to files on your N: drive:

1) If you are on campus and logged into the GVSU network you may save or copy files to the N: drive from within the application.
2) If you are off campus you can access your files using vpn.gvsu.edu. This web address will bring you to a secure login page and your network ID and password will be needed to access the connection. There will be a link to access your N: drive on this page.

**Emergency Contact Information**

An emergency contact list for the core Area Studies faculty and staff can be found in the *Appendix.*

**Fax**

There is a fax machine and cover sheets located in the Area Studies office (LOH 117) available for your use. Please see the Area Studies staff if you need assistance.

**To send a fax:**

1) Press the Energy Saver button (FAX button will light up)
2) Put document FACE UP in the automatic feeder
3) Dial phone number on the keypad (using 9 – 1 - area code - phone number) or the 5-digit extension (1-xxxx) if the fax is on campus
4) Press green START button to send the fax
5) A confirmation page will print after a few minutes letting you know if your fax was successful or not.
**Fed Ex**
Fed Ex supplies and instructions can be found in the Area Studies office or in the ATM area of Kirkhof Center. Shipments must be dropped off in the Kirkhof Center drop box by late afternoon.

**Keys / Swipe Badge**
Contact Leslye Allen in the Area Studies office if you have questions about your keys or swipe badge for LOH, or if you need additional keys. Leslye can be reached at: 616-331-8110 or at allenl@gvsu.edu. A swipe badge is needed to enter all campus buildings during off-hours and weekends. If you have any keys that you are no longer using, please return them securely in an envelope via intercampus mail to: Key Department, 202 CUB.

**Mail**
All outgoing GVSU mail (inter-campus envelopes and USPS mail) can be left in the black tray in the Area Studies office, 117 LOH. Outgoing mail is brought to the mailroom in Lake Ontario Hall and is picked up each morning. If you have personal mail that needs to be sent out, it should be stamped and dropped off in one of the campus USPS mailboxes (which is picked up daily at 9:30am). The nearest USPS mailboxes are located at the main entrance of the Frederik Meijer Honors College and in the Kirkhof Center parking lot.

**Mailbox**
Your mailbox is located in the Area Studies office, 117 LOH. All incoming mail will be delivered to your mailbox in the Area Studies office each day and large packages will be delivered directly to your office.

**Office Cleaning**
Office cleaning or custodial services can be requested by calling Facilities Services, 331-3000. You can also submit a service request online at: [http://www.gvsu.edu/facultyservices/work-order-request-35.htm](http://www.gvsu.edu/facultyservices/work-order-request-35.htm). To have your wastebasket emptied more than once per week, you will need to place a “Service Requested” tag on your doorknob. “Service Requested” tags are located in the Area Studies office.

**Office Supplies**
Office supplies (pens, pencils, highlighters, notepads, post-it-notes, printer cartridges) can be found in the Area Studies office file cabinet. Please contact the Area Studies office staff if you have requests for additional supplies or business cards.
**Office Temperature**
Office heating and cooling changes can be requested by calling Facilities Services, 331-3000. You can also submit a service request online at: [http://www.gvsu.edu/facilliesservices/work-order-request-35.htm](http://www.gvsu.edu/facilliesservices/work-order-request-35.htm).

**Phone**
The Telephone Business Office provides assistance with phones and conferencing services on campus. For Customer Service, please call 616-331-2035 or send an email to: telco@gvsu.edu. Repair work orders can also be submitted online at: [www.gvsu.edu/it/telco](http://www.gvsu.edu/it/telco).

1) **To transfer calls:**
   Press the TRANSFER key, dial the extension number, announce the caller, hang up.
   To re-connect: Press CONNECT key before hanging up.

2) If you transfer a call to an employee that has voicemail, once the voicemail message starts, you cannot get the call back. If you want to retrieve calls and not let them go to voicemail, you would need to press Connect after the 3rd ring and prior to the 4th ring.

3) **To put a call on Hold:**
   Press HOLD and hang up.
   To re-connect to the caller, pick up the handset and press the line key.

**Printing**
Your main printer should be set to: **LOH116-XEROX-5755**. This is the printer/copier in LOH 116 and is accessible at all times. It gives you the capability to print double-sided copies and staple right from your office! It also allows you to scan a document to your email. Please see the Area Studies staff if you need assistance.

**Setup instructions for LOH116-XEROX-5755 printer/copier to make it your main printer:**
1) Click on the GVSU Printers folder on your desktop.
2) Click on the XEROX Copiers folder.
3) Click on the Allendale folder.
4) Click on the Lake Ontario Hall folder.
5) Click on LOH116-XEROX-5755.
   You will see a message that says “Connecting to LOH 116-XEROX-5755...” then another message that says “Do you trust this printer?”
6) Click on Install Driver
If you do not see the message above and the Printer window opens, you will need to click on “Printer”, then “Update Driver”.

7) The Printer window can be closed and the new Xerox printer/copier will be available for you to use and set as your default network printer.

Recycling
Recycle bins are located throughout Lake Ontario Hall, with the nearest ones being in the Break room (116 LOH). Grand Valley recycles paper, cardboard, food, plastics, glass, metal, batteries, and computers. Recycling bins are located across campus, and in the last five years, GVSU has doubled its recycling rate. Each Winter GVSU competes against other universities nationally in the Recyclemania competition to see who can recycle the most.

Plastics
GVSU can only recycle plastics that are marked with a #1 - #7. Market factors and local material processors determine what can and cannot be recycled. In the Grand Rapids area the types of plastics mentioned above are the only recyclable densities, all other must be discarded as trash.

To determine the density, simply look on the bottom of the container for its number. Plastics should be rinsed, caps removed, and placed in the recycling box labeled, PLASTICS, METAL & GLASS. We are not able to accept any type of Styrofoam as our vendors no longer will take it. We are also unable to accept packing peanuts.

Glass
Glass containers should be rinsed, caps removed, and placed in the recycling container labeled, PLASTICS, METAL & GLASS. We can accept clear, brown, and green glass but not window glass, fish bowls or any other kind cups and food holders.

Cans
We can recycle all types of metal. In the case of aluminum food cans, please rinse clean and flatten them if possible.

Batteries/printer cartridges
We recycle all types of household batteries and printer cartridges. Car batteries will not be accepted!

Cardboard
We accept corrugated and non-corrugated cardboard. Please flatten your cardboard boxes and set NEXT to the recycling boxes.

Paper
We can recycle any type of paper up to the thickness of a manila folder or as thin as newsprint. Tissue paper and paper towels are not recyclable. We also recycle magazines, paperback books, notebooks, and general office paper. PLEASE, no sticky labels or self-adhesive materials i.e. post it notes or Avery labels. Also, hardcover books can be recycled if left with cardboard boxes.
Composting
Campus dining composts food waste and compostable food and beverage containers in several of its locations. Efforts so far have reduced the amount of trash sent to a landfill by about 10,000 pounds each week. Composting bins are located in Lake Ontario Hall in the break rooms.

See Appendix for Recycling Guidelines.

Shredder
A shredder is located in the Area Studies office for your use. If you have large quantities of shredding, a larger volume shredder is located in the 2nd floor copier room of Lake Ontario Hall.

Travel / Travel Expenses
It is the responsibility of each prospective traveler to secure the appropriate approval for University travel from his/her supervisor, dean or appointing officer. Each traveler is responsible for arranging his/her own travel schedule, booking reservations, and payment of expenses. You may contact the University's authorized travel agent, EGENCIA. They provide a variety of travel related services protected by their quality and assurance policy. Visit the Travel Procedures section of the GVSU Procedures Manual for information regarding other travel arrangements.

Egencia, Expedia’s corporate booking tool, was selected as Grand Valley State University’s preferred travel agent. Egencia provides the option to book your GVSU business travel, as well as your own personal travel, by using an online ordering site specifically designed for GVSU.

Why Should GVSU Faculty/Staff Use Egencia?
Egencia will be able to meet your university business flight, hotel and ground transportation needs in a cost-effective manner. Booking your business and university travel with Egencia is a more efficient, secure way for you to select and manage your travel itineraries. Your participation will enable the university to negotiate more competitive hotel and air agreements that will improve your travel experience and drive further savings. Travelers can store their frequent flyer numbers and travel preferences, manage their travel from their work calendar, easily leverage unused tickets or plan trips with colleagues. Egencia travel agents are available 24 hours a day, 7 days a week either by phone or email.

When Should GVSU Faculty/Staff Use Egencia?
Egencia can be used whenever university travel needs to be booked. If you do not have an Egencia login name and password please contact the Procurement Services Department at 616-331-2280 or email at purchasing@gvsu.edu to receive your login name and initial password. Once you have your login name and password you can then access the Egencia online ordering site and set up your traveler profile. Here is the link for the online ordering site as well as for the corporate travel agent customer service number: https://www.egencia.com/pub/agent.dll?qscr=logi and 877-264-2763.
There are three options available to you for payment of travel expenses:

1) **Corporate Charge Card**: Faculty and staff have an opportunity to charge all business travel and entertainment expenses to one of two cards listed below. Individual cardholders are personally liable for all charges and solely responsible for full and timely payment of all charges.

   - **American Express Charge Card** - There is a $55.00 non-reimbursable annual membership fee to participate in this program. Charges cannot be deferred and are payable in-full each month. Call the Business and Finance office at 616/331-2257 for an application.
   - **Fifth Third MasterCard** - There is no annual membership fee to participate in this program. Call the Human Resources office at 616/331-2215 for an application.

2) **Travel Advances**: The University may issue a cash advance for a reasonable estimate of expenses that will be reimbursed. Requests for travel advances must be submitted on a Travel Advance Request form and approved by the supervisor. These advances are considered personal obligations of the traveler.

3) **Personal Funds**: The traveler may use personal credit cards or cash to cover reimbursable expenses. A University purchasing card may not be used for travel and entertainment expenses. Requests for reimbursement must be submitted on a Travel and Expense Reimbursement form and approved by the supervisor. Contact the Accounting Office at 616/331-2203 for assistance with travel related expenses and reimbursements.

**Travel & Expense Forms**

For reimbursable travel expenses, a Travel and Expense Reimbursement form will need to be filled out by each traveler. The electronic copy should be sent to Leslye Allen along with all original, detailed receipts to: allenl@gvsu.edu. Travel and Expense Reimbursement forms are located on the Accounting website at: http://www.gvsu.edu/busfin/forms-25.htm.

*See Appendix for an example Travel & Expense Form and Guidelines.*

**Voicemail**

Detailed voicemail instructions can be found at: www.gvsu.edu/it/telco.

Basic voicemail information:

1) **How to access voicemail**
   a. On Campus - dial access number: 18888
   b. Off Campus - remote access number: 331-8888

2) **How to Forward your phone directly to Voicemail**
   a. Get dial tone
   b. Press #91 or your forward button
c. Dial 18888 and hang up

3) How To Cancel Forwarding:
   Get dial tone, Press ##91
   or press your forward button (without dial tone)

4) The 0# transfers callers to the main switchboard at GVSU. Two options:
   a. In your greeting, you can have the caller hit ‘0#’ (which goes to the GVSU switchboard) and give them an extension to request to be transferred to.
   b. Work with the IT team to create a rule that states ‘Press 1 to reach someone who can assist you’

5) If you do not record a greeting, the default message includes verbiage about hitting 0#, which transfers the caller to the main switchboard.

6) If your Message Waiting light does not go off automatically, please send an email to telco@gvsu.edu with the issue and phone extension and it will be reset.

Record Name:
1) Dial 18888 or press the PHML button
2) Enter your PIN & press #
3) Say “Personal Options” at the main menu
4) Press 2 “Record Greetings”
5) Press 3 “Record Name”
6) Press 2 “to record or re-record name”
7) Record name and press # when finished
8) Press 1 to accept recording

Record Your Personal Greeting:
1) Dial 18888 or press the PHML button
2) Enter your PIN & press #
3) Say “Personal Options” at the main menu
4) Press 2 “to Record Greetings”
5) Press 1 “to Record your Personal Greeting”
6) Press 1 “to start recording if your greeting is set to play the personal greeting” or Press 2 “to start recording if you already personalized this greeting & wish to change it”
7) Start recording greeting & press # when finished
8) Press 1 to accept recording

Record Your Away Greeting:
*Use when you are gone for the day, or gone an extended period of time
1) Dial 18888 or press the PHML button
2) Enter your PIN & press #
3) Say “Personal Options” at the main menu
4) Press 2 “to Record Greetings”
5) Press 2 “to Record Away Greeting”
6) Press 1 “to start recording if your greeting is set to play the awayl greeting” or Press 2 “to start recording if you have already personalized this greeting & wish to change it”
7) Start recording greeting & press # when finished
8) Press 1 to accept recording

Select Which Greeting Answers:
1) Dial 18888 or press the PHML button
2) Enter your PIN & press #
3) Say “Personal Options” at the main menu
4) Press 1 “to toggle from Personal Greeting to Away Greeting”
5) Press 1 “to accept Away Greeting
6) Press * “to not turn on Automatic Replies”
7) Repeat steps 1 through 4 to toggle back to have your Personal Greeting answer
Course / Teaching Information

Absence
Faculty members are responsible for meeting all scheduled classes. If an absence is anticipated, approval for the absence must be obtained in advance from the Director of Area Studies. You are then responsible for arranging for substitutes or otherwise covering your teaching assignments. If you must be absent due to an emergency or illness, contact the Director of Area Studies and the Area Studies staff as early as possible. If it is possible, you should post a notice on Blackboard to notify your students of your absence.

Advising
Advising for students in the Brooks College is available through the Brooks College Advising Center, located in room 200 in The Connection, Allendale Campus. Brian Jbara, Director, can be reached at: 616-331-8200 or at brooksadvising@gvsu.edu.

Banner
Banner is used to view course schedules, catalog descriptions, classroom and student information, class lists, and enter Mid-term and Final grades. You can also use Banner to maintain and view your payroll and deduction information. Banner training sessions are offered throughout the semester by Information Technology and details can be found at: www.gvsu.edu/it.

Blackboard
Blackboard is an effective online teaching and course management tool which can be used to post assignments and grades, make announcements, and hold discussions. Blackboard seminars are offered throughout the semester by Information Technology and details can be found at: www.gvsu.edu/it.

Book Orders
Faculty members are responsible for selecting and ordering their textbooks through the bookstore. To access the online ordering system, see: www.ubs.gvsu.edu (faculty access).

Book Ordering Deadlines:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Requisitions Due</th>
<th>Course packs Due</th>
<th>Remaining Stock Returned</th>
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<tbody>
<tr>
<td>Spring</td>
<td>February 26th</td>
<td>April 1st</td>
<td>May 25th</td>
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<tr>
<td>Summer</td>
<td>February 26th</td>
<td>April 1st</td>
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<td>March 26th</td>
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<td>Winter</td>
<td>October 23rd</td>
<td>December 1st</td>
<td>February 25th</td>
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</table>
**Class Lists**

Class lists can be printed using Banner or Blackboard. One way to print your class list using Banner is to click on “Faculty & Staff” on the GVSU website, click on “Banner”, then “GVSU Faculty/Staff Additional Student Information”. Log in using your network ID and password. Click on the menu option “Class List”. Enter in the Term, Course Subject and Number, and Section to display your class list.

**Class Trips**

All trips must have prior approval from the Director of Area Studies. All students must fill out a Travel Release form and a Behavioral Contract before the trip and copies are to be provided to the Area Studies office at least 24 hours prior to the trip. Students who participate in the trip are responsible for making up missed work in other courses and you must provide written notification for students to present to those faculty members whose classes are affected by the trip. You must also provide students with information and guidelines about the trip, including discipline, insurance, agenda, travel and financial arrangements. University vehicles can be reserved for class trips at least two months prior to the trip.

**Classroom Changes**

Please contact the Area Studies staff if your classroom is not adequate for your course, i.e. too small, too large, etc. The Registrar’s office will then be contacted to arrange your move to another available classroom on campus and to make the room change in Banner. Please do not move to another classroom until the change has been confirmed by the Registrar’s office.

**Course Reserve**

Videos, books and other documents can be put on reserve through the library to be made available to students electronically. Items that can be placed on reserve include:

1) Full-text articles, music, and videos from library databases
2) Items owned by the University Libraries
3) Student work
4) Books, original DVDs or CDs (not copies), or other items that you own and/or authored

Contact Bonnie Woodman in the Library (Allendale Campus) if you have questions about course reserves. Bonnie can be reached at: 616-331-2617 or at ereserve@gvsu.edu.

**Desk Copies**

Desk copy request forms are located in the Area Studies office. For each desk copy, a form will need to be filled out and faxed to the publisher. Please contact the Area Studies staff if you need assistance in
faxing the form or finding the correct fax number. Desk copy requests in most cases can also be completed on-line on the publisher’s website. See Appendix for an example of the Desk Copy Request Form.

Email
Outlook is used extensively throughout the university to disseminate critical university and departmental information. Faculty and staff are responsible for monitoring their Outlook email and responding to messages in a timely manner.

“F” & “NC” Grades
Federal Guidelines on financial aid require that the “last date of attendance” be noted on grades of F and NC. You will need to indicate this in Banner upon entering final grades of F and NC.

Final Course Evaluations
Faculty members are required to have students evaluate their courses at the end of the semester. Area Studies uses hard-copy forms for evaluations and you will receive these during the last two weeks of the semester. The evaluations are to be distributed while you are absent from the room and a student should return the evaluations to the Area Studies office. In some cases, if the course is cross-listed, the evaluations will be set up in Blackboard. You will receive copies of the evaluations after the final grading period.

Final Exam Dates & Times
University policy is that all courses must meet during exam week. Please ensure that you hold a class meeting during your assigned exam time. Exam schedules can be found at: http://www.gvsu.edu/schedule/final-exam-schedules-23.htm. See Appendix for upcoming Final Exam Schedules & Notes.

Grades
You should not post grades on your door or leave papers/projects outside of your office door for students to pick up. These practices violate students’ privacy. Alternatives would include emailing individual students about their grades; returning papers/projects electronically; and publicizing to your class a date and time at which you’ll be in your office for students to pick up their work from you.
**Grade Changes / Incompletes**
Grade change forms are available in the Area Studies office or the Records office. All grade changes must be approved by the Director of Area Studies and the Dean and are then sent to the Records Office for processing.

Issuing an incomplete should be a rare occurrence and should happen only if a student has completed most of the coursework and has encountered extenuating circumstances. An Incomplete Grade Form must be filled out and returned to the Area Studies office for all incomplete grades. The form will be kept on file in the office until it is resolved, at which time the new grade will be indicated on the form and sent to the Records Office for processing.

*See Appendix for an example of the Authorization of Grade Change and Incomplete Grade forms.*

**Independent Studies / Readings**
Contracts are available in the Area Studies office for Independent Studies and Independent Readings in order to define the scope and requirements of the project with your student. Please provide the Area Studies office and the student with a copy of the document when it is completed. Be sure to notify the Area Studies staff that you are managing the Independent Study/Reading so that your name can be added to Banner (to allow you to enter the final grade). Be sure to also notify the student that they must register for the appropriate course as early as possible in the semester in order to avoid late fees.

**Mid-term and Final Grades**
Banner is used for the entry of Mid-term and Final grades. Not all students require mid-term grades. You will be notified by the Registrar’s office if there are students in your class who require a mid-term grade. It is critical that all faculty submit their grades online in Banner before the stated deadline. If you are planning to leave town right after submitting grades, you should have the Area Studies staff check to make sure your grades have been submitted properly.

*See Appendix for Midterm & Final Grade Entry Instructions.*

**Office Hours**
Please send an email to the Area Studies staff each semester with your office hours and syllabus. This information will assist with callers who may be requesting to meet with you. Faculty are expected to post and maintain adequate office hours for their students according to the GVSU Faculty Handbook.

**Permits / Overrides**
Permit requests are now submitted by the student through blackboard. The Director of Area Studies will place the permits.
**Practicum**
Practicum Placement forms and Learning Contracts should be used for defining the scope and requirements of practicums. Please provide the Area Studies office with a copy of the documents when they are completed. Be sure to notify the Area Studies staff that you are the faculty member managing the practicum so that your name can be added to Banner (to allow you to enter the final grade). Be sure to notify the student that they must register for the appropriate course as early as possible in the semester in order to avoid late fees.

**Syllabus**
Please provide the Area Studies staff with a copy of your syllabus each semester. Please send it electronically to: areastudies@gvsu.edu or allenl@gvsu.edu.

**Teaching Schedule**
Banner can be used to print your teaching schedule each semester. When you log into Banner, choose the menu option: Faculty & Advisors, then Faculty Detail Schedule.

**Videos / DVD’s**
Many videos and DVD’s are available for checkout through the University Libraries. The Area Studies office also has a small collection of videos and books that are available for check out. If you would like to borrow a book or video, please log this information into the “Book and Video Sign-out Log” in the Area Studies office and return the item in a timely manner.

New purchases of videos/DVDs should be requested through the faculty member in your area who coordinates new purchases with the library. Please contact your Coordinator for the name of the faculty member if you do not have that information.
Other Information

Area Studies Websites
The Area Studies websites are as follows:

- [www.gvsu.edu/areastudies](http://www.gvsu.edu/areastudies) - Area Studies
- [www.gvsu.edu/aaas](http://www.gvsu.edu/aaas) - African & African American Studies
- [www.gvsu.edu/eas](http://www.gvsu.edu/eas) - East Asian Studies & Chinese Studies
- [www.gvsu.edu/las](http://www.gvsu.edu/las) - Latin American Studies
- [www.gvsu.edu/mes](http://www.gvsu.edu/mes) - Middle East Studies

Bus Schedule
Free bus transportation is available between the Allendale Campus and the downtown Grand Rapids Pew Campus. The main route (#50) runs every day during the fall and winter semesters and Monday through Friday during the Spring/Summer semester. The current schedule can be reviewed at: [www.gvsu.edu/bus](http://www.gvsu.edu/bus).

Campus Event Calendar
Area Studies events are listed on the Area Studies websites as well as on the Campus Calendar. All daily campus events can be viewed on the Campus Calendar at: [www.gvsu.edu/events](http://www.gvsu.edu/events).

CSCE
The Center for Scholarly and Creative Excellence (CSCE) serves as an advocate for faculty scholarship. The CSCE offers Scholarly Travel Grants-in-Aid to provide part of the cost of attending professional meetings or conferences to present a paper or chair a session. Research grants are also available as well as funding for student-mentored research. For more information, see: [www.gvsu.edu/csce](http://www.gvsu.edu/csce).

Data & PC Security
Sensitive data can be distributed via hard copy or electronic means within an office. When given the choice, store data electronically versus printing a hard copy. Consider scanning a document to store it electronically versus hard copy.

“Sensitive information” includes but is not limited to the following items, whether stored in electronic or printed format:

1) All FERPA protected data*  See: [http://www.gvsu.edu/registrar/ferpa-access-to-student-records-21.htm](http://www.gvsu.edu/registrar/ferpa-access-to-student-records-21.htm)
2) Credit card number (in part or in whole)
3) Credit card expiration date
4) Cardholder name
5) Cardholder address
6) Social Security Number
7) Business Identification Number
8) Employer Identification Number
9) Paychecks
10) Paystubs
11) Benefit information
12) Giving information/history
13) Health information
14) Content of external grants or contracts

Securing hard copy sensitive data:

1) Lock cabinets containing sensitive data when not in use or when away for extended periods of time
2) Storage rooms containing sensitive data should be locked at the end of the day or when unsupervised
3) Desks, workstations, common work areas, printers, and fax machines should be cleared of all sensitive data when not in use
4) Whiteboards, dry erase boards, writing tablets, etc. should be erased, removed or shredded when not in use
5) Documents to be shredded should be done so immediately or locked up until shredding can occur
6) At the end of the day, all sensitive data should be in a locked drawer or cabinet

Securing electronic sensitive data: Please contact Information Technology if there are questions in how you are storing/sharing sensitive data electronically.

1) Refrain, when possible from storing sensitive data on your personal computer hard drive or any external personal devices
2) If storing sensitive data is required on your personal computer hard drive or an external device, encryption and password protection should be applied
3) Engage the screensaver, with password, when workspace is unoccupied or lock your computer with Control-Alt-Delete or Windows-Lock
4) Computer workstations should be shut down completely at end of work day
5) Lock laptop or external devices containing sensitive data when not in use
6) Make certain data and/or PC work station screens are not visible to the public (e.g. near windows, entry/exit doors, etc.)
7) If email is used to share sensitive data, encryption and/or password protection should be used. The following statement should accompany the body of the email:
**Dining Card**

If you have a guest speaker on campus and a meal needs to be purchased for them, please contact the Area Studies staff to sign out a Campus Dining Card. The dining card can be used for meals at any of the campus dining locations. Please be sure to save your receipt and return it to the Area Studies office with the dining card.

**Emergency Closing**

Grand Valley will close all or part of its operations only in case of extreme emergency caused by impassible roads, restricted visibility, violent weather, energy loss, or other conditions seriously endangering the health and safety of students, faculty and staff members. Students, faculty and staff members should assume the university is open unless they hear otherwise on the radio or television or have been notified via the university’s Emergency Notification System. In the event that a closing occurs on a final exam day, those exams affected will be held on the next available day after the exam week has concluded. To sign up for messages regarding university closings, visit: www.gvsu.edu/emergencycontact.

**Emergency Procedures**

An Emergency Procedure Manual is located in the Area Studies office. Included in it are quick tips for the following emergencies: Weather, Medical, Automobile/Injury Accident, Utility, Fire, Assault/Sexual Assault, Psychological, Suspicious Letter and Packages, Bomb Threat, Active Shooter/Hostile Intruder. Please contact Public Safety at 331-3255 or the Area Studies staff for more details on these emergency procedures.

**Encompass Employee Assistance Service**

GVSU’s Employee Assistance Program, Encompass, is designed to specifically address unique issues facing professors and higher education staff both on and off the job. Our program is designed to solve problems and enhance quality of life for both employees and their family members. Encompass can help with the following:

- Stress management
- Marriage and family relationship counseling
- Grief and loss
- Financial Issues
- Marriage and Family Issues
- Nontraditional Family Issues
- Mental Health
- Violence and Crisis
FERPA
The Family Educational Rights and Privacy Act (FERPA) states that access to student educational records without prior consent of the student is limited to those faculty, administrators and staff who are acting in the student's educational interest, within the limitations of their need to know.

FERPA Do's and Don'ts:

DO - Obtain a written release from a student when using educational record information for a recommendation. For example, if you want to refer to a student's GPA, class standing, or a particular grade in a course in a recommendation, you would need to obtain a written release from the student.

DON'T - Post student grades by name, by student number or in any other personally identifiable manner. Student ID numbers should be used for internal use only and should never be released or posted publicly. Grades are available on the web the morning following the grading deadline. If you use Blackboard and the grade book function the students can all view their grades.

DON'T leave graded papers with student names or student numbers on a table for students to collect themselves. The idea is to prevent students from seeing one another's grades and personal information.

DO lock up file cabinets and secure rooms that are used for storing confidential student files.

DON'T just toss degree audits, transcripts, grades, etc. in the trash barrel. Any piece of paper with personally identifiable information on it needs to be destroyed properly. Shred it!

DON'T ask for students' social security numbers unless required by law. Student ID numbers should be used for internal use only and should never be released or posted publicly.

More information and the student written release form can be found at: http://www.gvsu.edu/registrar or by calling the Associate Registrar at 616) 331-3327.

Fieldhouse
With your faculty ID card (from Human Resources), you are able to use the Fieldhouse facilities at no fee. Contact the Fieldhouse for more information at: 331-3313 or www.gvsu.edu/fieldhouse.

Fire Alarm Procedures
In the event of a fire, once you have reached an area of safety, dial 911 and report what you observed.

When the fire alarm sounds, you must leave the building immediately. Faculty/staff should be prepared to account for their students.
1) Close all windows and doors. Shut off lights.
2) Follow emergency evacuation route procedures.
3) Do not use elevators during a fire alarm. Use the nearest stairway.
4) Remain calm and walk. Do not run.
5) Go to a designated meeting place. Once outside the building, keep at least 100 feet away from the building and any emergency vehicles.
6) Notify emergency personnel (dial 911) of any persons with disabilities requiring assistance.
7) Persons with disabilities should go to the nearest stairwell and wait for emergency rescue personnel.
8) Do not enter the building until police or fire personnel have given an "All Clear."

In the event of a false alarm, notify GVSU police at (616) 331-3255.

**Pew FTLC**
The Pew Faculty Teaching and Learning Center (FTLC), strengthens the university in carrying out its primary mission of teaching and learning. The Pew FTLC offers workshops and consultations on course development, teaching and student evaluations. Grants are available to enable faculty to attend conferences and workshops to engage in curriculum development. More information can be found at: [www.gvsu.edu/ftlc](http://www.gvsu.edu/ftlc).

**Sustainable Community Development Initiative**
The mission of the Sustainable Community Development Initiative is to provide Grand Valley administration, faculty, staff, students, and community stakeholders with the required skills and capabilities to become better stewards and responsible global citizens in the workforce, communities, and family life. More information and current events can be found at: [www.gvsu.edu/sustainability](http://www.gvsu.edu/sustainability).

**Training**
Many training sessions and workshops are available to GVSU faculty and staff. A complete listing of courses can be found at: [www.gvsu.edu/seminar](http://www.gvsu.edu/seminar).

**Tutoring Center**
General tutoring is available for students through the Student Academic Success Center located in 200 Student Services Building, on the Allendale Campus. More information can be found at: [www.gvsu.edu/sasc](http://www.gvsu.edu/sasc).

**Wireless Access**
Wireless networks have been updated to simplify and improve performance for all users. The most current and preferred networks are:
**GV-Faculty-Staff** - For use by faculty and staff with network logins. No need to register devices or use Bluesocket.

**GV-Student** - For use by students with network logins. No need to use Bluesocket.

**GV-Guest** - For use by Guests that a Faculty/Staff or student has sponsored by creating the guest a temporary wireless network account and for Faculty/Staff and Students with devices that do not support 802.1x authentication. Faculty/Staff and Students can login with their network username and password.

**GV-Other** - For wireless devices that can only do mac address authorization. Primarily for older wireless devices and gaming consoles that are not able to use the newer wireless setups.

If you are having trouble connecting to the wireless network, please contact the CTS Help Desk at 616-331-2101 or stop by during normal business hours (207 Manitou Hall).
Recycling Guidelines

**RECYCLE**

**PAPER**

**ACCEPTED MATERIAL:**
- Office Paper
- Newspaper
- Phone Books
- Catalogs
- Paperboard
- Cardboard
- Magazines
- Mail

**NOT ACCEPTED:**
- Plastic-coated paperboard (e.g., frozen food boxes, paper milk cartons, soiled paperboard/cardboard)

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**RECYCLE**

**PLASTIC, METAL & GLASS**

**ACCEPTED MATERIAL:**
- Plastics 1 thru 7
- Glass bottles & jars
- Metal cans, tin foil
- Aerosol cans
- Plastic shopping bags 2 & 4

**NOT ACCEPTED:**
- Styrofoam, foil gum wrappers

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**COMPOST**

**ANYTHING BIO-DEGRADABLE**

**ACCEPTED MATERIAL:**
- All food
- Coffee grounds & filters
- Tea bags
- Paper towels
- Napkins
- Soiled cardboard/paperboard
- Paper cups

**NOT ACCEPTED:** Plastic, glass, and metal

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**LANDFILL**

**ITEMS THAT CAN’T BE RECYCLED OR COMPOSTED**

**EXAMPLES:**
- Plastic-coated paper board (e.g., frozen food boxes, milk cartons)
- Potato chip bags
- Salad dressing packets
- Styrofoam
## Travel and Expense Form

**Date:** 4/12/2013

### Mileage

<table>
<thead>
<tr>
<th>Date</th>
<th>Destination/Location (Include City and State)</th>
<th>Round Trip Mileage</th>
<th>Rental/Leased Vehicle</th>
<th>Personal Vehicle</th>
<th>Rate</th>
<th>Fund (6)</th>
<th>Org (5)</th>
<th>Account (4)</th>
<th>Program (3)</th>
<th>Amount</th>
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</table>

### Travel Expenses

ORIG. RECEIPTS MANDATORY. Attach original receipt(s) to this form. Be sure to list each receipt separately below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Destination (City/State)</th>
<th>Airplane Tickets</th>
<th>Lodging</th>
<th>Conference Fees</th>
<th>Tolls, Taxi, Tips, Parking, etc</th>
<th>Fund (6)</th>
<th>Org (5)</th>
<th>Account (4)</th>
<th>Program (3)</th>
<th>Amount</th>
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<tbody>
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<td><strong>Subtotal</strong></td>
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<td>0.00</td>
</tr>
</tbody>
</table>

### MEALS

**Basic Meal Per Diem:**
- Breakfast: $8.00
- Lunch: $12.00
- Dinner: $19.00
- Full Day/39.00 (including tips)

Please see Travel & Expense Guidelines for list of High-Cost Cities and Per Diem rates.

**Be sure to ask for a detailed meal receipt:**
Barb will fill in the account number.

<table>
<thead>
<tr>
<th>Date</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Daily Per Diem</th>
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<tbody>
<tr>
<td>4/8/13</td>
<td>17.49</td>
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</tr>
</tbody>
</table>

**Subtotal:** 17.49

### Other Funding

**Amount to Be Reimbursed**: $17.49

**Other**

**Revised 7/2/2012**
Travel & Expense Guidelines

GRAND VALLEY STATE UNIVERSITY
TRAVEL & EXPENSE GUIDELINES
Effective January 1, 2013

TRAVEL DESK  KIM SUBER - 1-2203

Personal Vehicle Mileage: 55.56 per mile from campus or home, whichever is less. Effective 1-1-2013.

Rental Cars: Original bill required.

Airfare: Original invoice or receipt required. Economy rate paid personally.

Taxis, Limousine: No receipt required if less than $75.

Parking, Tolls (Parking at GVSU facilities not reimbursable to employees): No receipt required if less than $75.

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Full Day</th>
</tr>
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<tr>
<td>Standard Per Diem</td>
<td>$8.00</td>
<td>$12.00</td>
<td>$10.00</td>
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<tr>
<td>US - High Cost Cities</td>
<td>$9.00</td>
<td>$14.00</td>
<td>$25.00</td>
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<tr>
<td>- per GVUSU list (pg. 2)</td>
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<td>International</td>
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<td>$18.00</td>
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<td>- High Cost Countries</td>
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<tr>
<td>- per GVUSU list (pg. 2)</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Reimbursement for individual meals without an overnight stay will be taxable income as required by the IRS.

Meals with guest: Original receipt required with guest name(s) and business purpose.

Lodging: Original bill required showing all charges. Deduct personal charges such as phone and movies.

Tips, bellboy, maid service, etc.: No receipt required.

Travel Advances: $100.00 minimum. Five (5) business days are required for processing a travel advance request. Reconciliation must be submitted within 15 days of travel.

Out of pocket expenses: Original receipt required with business purpose.

Travel & Expense Exceptions that require Vice President (Executive Officer) signature:

1) No original receipts.
2) Meals (including tip) that exceed per diem.
3) Staff meals – EO approval and documentation.
4) Alcohol

Send vouchers with exceptions to EO office. DO NOT send to Accounting Office first.

Do not forget:
- G Number
- Account #
- Reason for travel or expense
- Your signature
- Supervisor’s signature
- Executive Officer’s signature (if required)

Mileage Chart

<table>
<thead>
<tr>
<th>Mile</th>
<th>127</th>
<th>70</th>
<th>111</th>
<th>153</th>
<th>14</th>
<th>163</th>
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<tr>
<td>CHS Building</td>
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To: 167 Mt. Clemens 155 To: 167 Mt. Clemens 155
### U.S. High Cost Cities

**Grand Valley State University**
**As of 1/1/2013**

<table>
<thead>
<tr>
<th>State</th>
<th>Primary Destination</th>
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<tbody>
<tr>
<td>Alaska</td>
<td>All</td>
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<tr>
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<td>Sedona</td>
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<td>San Francisco</td>
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<td>Santa Monica</td>
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<td></td>
<td>Napa</td>
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<tr>
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<td>Santa Rosa</td>
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<tr>
<td></td>
<td>San Diego</td>
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<tr>
<td></td>
<td>Yosemite National Park</td>
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<tr>
<td>Colorado</td>
<td>Aspen</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Bridgeport / Danbury</td>
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<tr>
<td></td>
<td>Lakeville / Rainbury</td>
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<tr>
<td></td>
<td>New Haven</td>
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<tr>
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<td>District of Columbia</td>
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<tr>
<td>Florida</td>
<td>Boca Raton</td>
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<td>Palm Beach</td>
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<td>Delray Beach</td>
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<td>Palm Beach Gardens</td>
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<td>Jupiter</td>
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<td>Palm Beach Shores</td>
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<tr>
<td>Minnesota</td>
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<td>Nevada</td>
<td>Carson City</td>
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<td>Manhattan &amp; Boroughs</td>
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<td>Huntington Station</td>
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<tr>
<td></td>
<td>Stony Brook</td>
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<td>Islandia</td>
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### U.S. High Cost Cities (Cont')

<table>
<thead>
<tr>
<th>State</th>
<th>Primary Destination</th>
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<tbody>
<tr>
<td>Pennsylvania</td>
<td>Philadelphia</td>
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<td>Rhode Island</td>
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<td></td>
<td>Newport</td>
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<tr>
<td>Utah</td>
<td>Midway</td>
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<td>Park City</td>
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<tr>
<td>Vermont</td>
<td>Stowe</td>
</tr>
<tr>
<td>Virginia</td>
<td>Washington, DC Metro Area</td>
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<tr>
<td></td>
<td>Seattle</td>
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<tr>
<td>Wisconsin</td>
<td>Wisconsin Dells</td>
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</table>

### International High Cost Countries

**Grand Valley State University**
**As of 1/1/2013**

<table>
<thead>
<tr>
<th>Country</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Armenia</td>
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</tr>
<tr>
<td>Australia</td>
<td>Latvia</td>
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<tr>
<td>Austria</td>
<td>Lithuania</td>
</tr>
<tr>
<td>Belgium</td>
<td>Luxembourg</td>
</tr>
<tr>
<td>Bosnia &amp; Herzegovina</td>
<td>Netherlands</td>
</tr>
<tr>
<td>Costa Rica</td>
<td>Norway</td>
</tr>
<tr>
<td>Croatia</td>
<td>Poland</td>
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<tr>
<td>Czech Republic</td>
<td>Russia</td>
</tr>
<tr>
<td>Dem. People’s Republic of Korea</td>
<td>Saudi Arabia</td>
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<td>France</td>
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<td>Hong Kong</td>
<td>Syria</td>
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<tr>
<td>Ireland</td>
<td>Turkey</td>
</tr>
<tr>
<td>Israel</td>
<td>Ukraine</td>
</tr>
<tr>
<td>Japan (except Yokohama)</td>
<td>United Arab Emirates</td>
</tr>
<tr>
<td>Jerusalem</td>
<td>United Kingdom</td>
</tr>
<tr>
<td>Jordan</td>
<td>Vietnam</td>
</tr>
</tbody>
</table>
Desk Copy Request Form (for adopted textbooks only)

Publishers are pleased to provide desk copies of any adopted text plus requested available supplements such as instructor’s manuals and solutions manuals when a sufficient quantity of texts are ordered directly from the publisher. Review, complimentary or on-approval copies must be requested on departmental letterhead. Please send this desk copy request directly to the publisher or to its local representative.

To: ___________________________  FAX: ___________________________

Your book:
Title & Edition: ________________________________________________

Author ________________________________________________________

ISBN _________________________________________________________

has been adopted for my course # ___________________________ which has the course title of __________________________________________

as a  (Please indicate one)  ____Required textbook  ____Recommended or optional textbook.

This course is scheduled to begin on (calendar date or year and term) ______________________

The estimated enrollment will be ______________

Name ___________________________ Position ___________________________

Office Hours ___________________________ Email _________________________

Shipping Address: ________________________________________________

With this request, please send the following supplements: (please be specific)
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Campus Bookstore: GVSU UBS, 616-331-2450
University: Grand Valley State University, Area Studies, 117 LOH, 1 Campus Drive, Allendale MI 49401,
Phone: 616-331-8110  Fax: 616-331-8111

I have not previously received a desk or complimentary copy of this textbook.

Signature: ___________________________ Date: ___________________________
GRAND VALLEY STATE UNIVERSITY
INCOMPLETE GRADE FORM

PLEASE PRINT OR TYPE:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Initial</th>
<th>Student Number</th>
<th>Semester/Year</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Local Street Address: ____________________________

City: __________________ State: __ Zip: ________

Course Title and Number: ____________________________

Faculty Member Name and Signature: ____________________________

Resolution of Incomplete: I to ______ Date: __________

Reason for Incomplete: ____________________________________________

Work required to makeup Incomplete: ____________________________

1. An Incomplete is given only under extenuating circumstances (serious illness, etc.)
2. It is always the responsibility of the student to see that all work is made up within the allowed period of time.
3. Unless changed by the instructor, the I will be changed to an F according to the following schedule: Fall Semester Incompletes: end of Winter Semester; Winter and Spring/Summer Incompletes: end of Fall Semester

INSTRUCTOR MUST COMPLETE AND DISTRIBUTE FORM AS LISTED:
White: Dean's Office / Yellow/Pink: Departmental copies / Gold: Student.
Midterm & Final Grade Entry Instructions

Follow these steps for Student SSB grade entry:

1. **Open** an internet provider

2. If your home page does not default to the GVSU home page, Go to the following address at the top of the screen: [http://www.gvsu.edu](http://www.gvsu.edu) – the following page will display:

3. **Click** on **Faculty & Staff**. Then **Click** the **Banner** option in either the Faculty or Staff column and the following screen is displayed (left):

   ![Banner](image)

4. **Click** on the **Banner Self Service** option and the login screen is presented (above right).

5. **Type** your User ID and PIN and **Click** the **Login** button.
6. Click the Faculty & Advisors menu option (or the Faculty Services tab) as displayed below left, to display the Faculty and Advisors menu as shown below right:

![Main Menu and Faculty and Advisors Menu]

7. Click on the Term Selection menu item and the following window appears:
   Select Term

    Select a Term: Winter 2013

   Submit

8. From the drop down menu box, Select the desired term and Click on the Submit button to return to the Faculty and Advisor menu,

9. Click on the Midterm or Final Grades menu option, as applicable, to begin entering grades and the summary class list for your first CRN will appear. Tab to the Grades field for a student and either Type the letter grade or Select from the options in the drop down box as displayed below left:

   ![Mid Term Grades Table]

   **Quick Tips**
   - Grade box displays only CR or NC for students taking classes credit/no credit
   - Students taking a class as audit will be listed, but no grading options will appear in the drop down box
   - Grades can be entered and reentered as many times as necessary until changes are locked down by the Registrar
   - **CAUTION:** grades entered and not submitted before a 30 minute timeout will be lost
NOTE: During midterm grade submissions, faculty are NOT required to indicate a “Last Date of Academic Activity.” During final grade submission, this date is required to be completed for any student who receives a final grade of “F” or “NC.” For more information on the “Last Date of Academic Activity” process, please see the section below.

10. Click on the Submit button to save the new information the following message appears in the lower left corner: ☑ The changes you made were saved successfully.

11. Select a new CRN and repeat steps 8 – 10 until complete.

**Last Date of Academic Activity (LDAA) Process**

1. Refer to the LDAA PDF e-mail sent to you by the Registrar which shows your courses and the LDAA dates to use for “student never attended” and “student attended all semester.”

2. A Last Date of Academic Activity (LDAA) is required to be entered whenever a student receives a final grade of “F” or “NC.” When finished, click submit.

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**Student never attended the class:** refer to email for LDAA dates to use.

**Student stopped attending the class:** last date of academic activity. See below for definition of academic activity.

**Student attended throughout the semester, but earned an “F” or “NC”:** refer to email for LDAA dates to use.
Examples of Academic Activity:
- Physically attending a class
- Submitting an academic assignment either in class or on Blackboard
- Taking a quiz or an exam
- Attending a study group that is assigned by the institution
- Participating in an online discussion about academic matters

NOTE: Academic Activity does NOT include academic advising or logging into an online course without active participation.

3. If dates are entered incorrectly, you will see “You have errors on the page. Correct the errors to submit all grades for this record set.”

What date do I use for LDAA?
- Students who never attended the class: Refer to your email and enter the date to use if the student never attended.
- Students who attended throughout the semester, but failed the course due to unsatisfactory academic performance: Refer to your email and enter the date to use if the student attended all semester.
- Students who stopped attending class: Enter the last date of academic activity (MM/DD/YYYY)