

2015 - 2016

What New Faculty Need to Know

**A Manual
of Useful
Information**

New Faculty Checklist

- ☐ Attend New Faculty Orientation (August 19, 20)
- ☐ Visit the Human Resources New Staff Orientation webpage, See page 11.
- ☐ Obtain Faculty Identification (ID) card from HRO.
- ☐ Submit required paperwork to HRO to obtain your parking permit from Campus Security.
- ☐ Open a computer account. Visit or call Information Technology at 331-2035.
- ☐ Contact your department/unit coordinator regarding mailbox, keys, photocopying, office assignment, faxing services, and supplies.
- ☐ Familiarize yourself with the campus emergency procedures. See page 11.
- ☐ Learn to use Banner in order to acquire class lists and assign grades. See pages 1 and 9 for details.
- ☐ Prepare Syllabi (see page 2)
- ☐ Use Blackboard to manage your class. See page 5 for details.
- ☐ Find your classrooms. See page 26 for building codes and back cover for maps.

Fast Facts

Free GR to Allendale Bus	page 14
Maps of GVSU	back cover
Where to eat	page 13 (See www.gvsu.edu/campusdine)
Faculty Dining Room	Mondays and Wednesdays, 11:30-1:30, 0072 KC
Academic calendar	www.gvsu.edu/registrar/importantdates.htm
Final Exam Schedule	www.gvsu.edu/registrar/importantdates.htm
Classroom emergencies	Call 331-3255 (if in Allendale) Call 331-6677 (if at Pew Grand Rapids Campus)
AV Equipment	Call 331-2101 (Allendale) Call 331-6637 (Pew Grand Rapids Campus)
Office too hot or cold?	Call 331-3000 (Allendale) Call 331-6700 (Pew Campus and Regional Centers)

2015/2016 Calendar

Fall Semester 2015

Classes Begin	August 31
Labor Day Recess	September 6-8
Mid-term Grades Due	October 20
Drop Deadline - grade W	October 30
Thanksgiving Break	November 25-29
Classes End	December 12
Commencement	December 12
Exams Held	December 14-19
Grades Due	December 22

Winter Semester 2016

Classes Begin	January 11
Mid-term Grades Due	March 1
Spring Break	March 6-13
Drop Deadline - grade W	March 11
Classes End	April 23
Exams Held	April 25-30
Commencement	April 30
Grades Due	May 3



Welcome from Provost Gayle Davis

W elcome to Grand Valley State University!

It is my hope that you will enjoy a long, useful, and satisfying career in this learning community. We know that you invested at least as much time and energy in making the decision to come here as we did in selecting you as a final candidate, and we resolve to make our efforts mutually successful.

Our responsibility to you is to support you by offering a rich array of campus resources. For example, the Pew Faculty Teaching and Learning Center (FTLC) is here to help you become an effective teacher. I hope you will take advantage of the FTLC programs and the many other opportunities that are described in this manual...and let us know how else we can help you get established.

Gayle R. Davis

Provost and Executive Vice President for Academic and Student Affairs
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PART I

Course Management Guidelines and Policies



Background on Teaching at Grand Valley

Effective Teaching

The primary responsibility of GVSU faculty is effective teaching. Course evaluations by students, colleagues' opinions, and evaluations by the department chair are utilized to help determine teaching effectiveness; and evidence of excellence in teaching is a significant factor in decisions on contract renewal.

For suggestions on effective teaching strategies, visit the Pew FTLC website (www.gvsu.edu/ftlc), under "Teaching Resources".

Specific policies related to teaching and personnel issues, including the tenure and promotion process, can be found on the Provost's website under The Faculty Personnel Workbook (<http://www.gvsu.edu/provost/faculty-personnel-workbook-4.htm>)

Academic Calendars and the GVSU Annual Schedule

To find out when classes begin, when midterms are scheduled, when vacations occur, when final exams occur, withdrawal deadlines, etc., go to <http://www.gvsu.edu/registrar/importantdates.htm>.

Your Academic Department Coordinator and Unit Head

You would normally see your academic department coordinator (or PSS - professional support staff) to get supplies, to make sure that students will be notified of your absence from class, to learn about procedures for Student Evaluations, to turn in your syllabi for your department records, and/or to submit a schedule of your office hours. You would normally consult your unit head (department chair) to cancel a course, to help a student who requests a Closed Class Permit, to waive a final exam in your course, to arrange a university sponsored trip, to give notice of your absence from class, to explore more general questions about the university, teaching, service, scholarship and advising.

Banner (www.gvsu.edu/it)

New faculty have a choice to either attend a training session or complete the self-paced training for Banner SSB. Banner offers two distinct interfaces: Internet Native Banner and Self-Service Banner (SSB), but SSB is the more user-friendly interface and will likely meet your needs as a faculty member. To sign up for the self-paced training, go to <http://www.gvsu.edu/it/> and select Seminars under their Popular Pages and follow the instructions. After signing up for the self-paced training, a training manual will be sent to you to complete at your own pace. If you have questions or need additional training, contact the Registrar's Office at regdept@gvsu.edu.

Why do I need to learn Banner SSB? You will need it to enter your mid-term and final grades. Instructions for assigning grades can be found on page 9 below Evaluating Student Learning,

Assigning and Recording Grades. But beyond that, when you know how to use Banner, you will be able to locate faculty information such as class lists and student information such as majors and advisors, student progress toward degree completion, class schedules, transcripts, degree history, etc. There is more useful information about Banner online at www.gvsu.edu/it/banner.

How do I access SSB? SSB is a web-based program. To use it, go to the GVSU homepage, select Fac/Staff, select Banner, select Banner Self-Service (including e~Print). Log in using your G number and your 6-digit PIN. Your PIN is set at a default of your birth month, day, and year in the mmddyy format. When users log in for the first time, Banner automatically prompts them to reset their PINs and provide a Security Question and Answer for future resetting of PINs.

Cancellation of a Course, Change of Instructor, Time or Place of Meeting

Cancellation of a course, change of instructor, time, or place of meeting for a scheduled class may be made only with the approval of the unit head (department chair) and the dean. The dean's office sends changes to the Records Office where a current master schedule is maintained.

Permanent Residence Status

GVSU sponsors its foreign born professors during the permanent residency process, and the paperwork for the first two steps is done in the Human Resources Office. However the faculty member is responsible for completing the third and final step. All fees associated with permanent residency are the responsibility of the faculty member. GVSU does not require permanent residency status before the granting of tenure.



Some Helpful Information Before You Begin Teaching

Evaluation Form

You are required to have students evaluate your courses at the end of the semester (see p. 9). It makes good sense to see the criteria by which you will be evaluated before you begin the semester. Your unit head should be able to provide you with a copy of the unit's evaluation form.

Syllabus of Record

Before you begin working on your syllabi, ask your unit head or office coordinator for copies of the Syllabi of Record for your courses. Examples of syllabi other faculty use who teach the course may also be helpful. Although you are responsible for having a syllabus to distribute to students the first day of classes, the amount of freedom you have in designing your course will vary by college, department, and individual courses.

Content of Your Syllabus

Your syllabus should contain the following information:

Your name, office address, office phone number, and your email address

Office Hours – the days and times you are available

Course Code – title, department, course number, credits

Prerequisites and/or co-requisites (if any)

Course Description Insert the description of the course that is in the Grand Valley catalog.

Introductory Prose (if any)

If this is a General Education, SWS, or Capstone course (each referred to on page 5 of this manual), include relevant information here.

Statement of Objectives

If you have freedom to develop your own objectives, begin by asking yourself what you want students to know and be able to do by the end of the course. For example, is it gaining factual knowledge (terminology, classifications, trends)? Is it learning to apply course material (to improve problem solving, thinking and decisions)? Is it developing skill in expressing oneself orally or in writing? The objectives should be specific, measurable, and learning-centered. The objectives should be specific, so that it is clear what content, knowledge, concept, or skill is being learned and assessed. Objectives should be measurable, which means that faculty can assess (via exams, quizzes, oral presentations, etc.) whether or not students have achieved the desired objective. Finally, objectives should be learning-centered, meaning that they are phrased from the student's perspective. Objectives should complete the sentence, "At the end of the course the student will be able to..."

Once you have identified the course objectives, determine the types of major assignments or examinations that you will use to assess whether students have met the course objectives. Organize the content of the course to assist students in completing these major assessments. (See page 4 for examples.)

Topics

Provide a list of topics covered and their distribution over a 14-week semester.

Methods of Evaluation

Describe what the students will be doing in class to meet the objectives (papers, homework, exams, midterm, quizzes, reports, presentations, etc.). Provide a range of percentages that indicates what each activity is worth (e.g., essays 40%, midterm 20%, etc.).

Final exam:

Date, time, and place

Text(s)

Provide a list of textbooks that will be used in the course.

Library Liaison

Name and contact information (if desired).

Policies

Student Absences and Late Assignments. The specific policy (e.g., zero tolerance or up to three absences before your grade is affected) is up to you, but it should be clearly stated on your syllabi.

Academic Dishonesty. The following language (adapted from the Student Code, Sections 223.00 and 223.01) is recommended for syllabi.

Integrity of Scholarships and Grades

The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. This means that all academic work will be done by the student to whom it is assigned without unauthorized aid of any kind.

a. No student shall knowingly procure, provide or accept any materials which contain questions or answers to any examination or assignment.

b. No student shall complete, in part or in total, any examination or assignment for another person.

c. No student shall allow any examination or assignment to be completed, in part or total, by another person.

d. No student shall submit work that has been previously graded, or is being submitted concurrently to more than one course, without specific authorization from the instructor(s) of the class(es) to which the student wishes to submit it.

e. No student shall knowingly plagiarize or copy the work of another person and submit it as his/her own. **Offering the work of someone else as one's own is plagiarism.** Any ideas or material taken from another source for either written or oral

presentation must be fully acknowledged. The language or ideas taken from another may range from isolated formulas, sentences, or paragraphs to entire articles copied from the internet, books, periodicals, speeches, or from the writings of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment also is considered plagiarism. In short, any student who fails to give credit in written or oral work for the ideas or materials that have been taken from another is guilty of plagiarism.

Students with Disabilities. The following language is recommended:

If you need academic accommodations because of a learning, physical or other disability, please contact Disability Support Resources (DSR) at 331-2490. Furthermore, if you have a physical disability and think you will need assistance evacuating this classroom and/or building in an emergency situation, please make me aware so I can develop a plan to assist you.

More About Course Objectives (examples)

Above it was stated that course objectives on your syllabus need to be specific, measurable, and learning-centered. How should you write them? The following examples might be useful:

Poorly written objectives for a course on early American history might look like the following:

Students will describe early American history.

Too vague. What exactly are the students supposed to know?

Students will understand the political motivations of George Washington.

Not measurable. How can “understanding” be accurately assessed?

This course is about the formulation of the American republic.

Not learning-centered. What will students be able to do?

Better written objectives might be...

Students will be able to explain the political motivations of George Washington.

Students will be able to articulate the importance of Benjamin Franklin in gaining support of the French government.

Students will be able to evaluate the formation of the United States compared with the formation of Australia.

Textbooks

Faculty members are responsible for selecting and ensuring that textbooks and other material for their courses are ordered through the Bookstore. Your office coordinator can answer questions you might have about ordering. Desk copies of textbooks are normally provided to you by your school or department.

Office Hours

Some departments require that you hold a minimum number of office hours per week; others that you hold a reasonable (but unspecified) number. Either way, you need to let your students know how, when and where you can be reached outside of class. Beyond that, if you plan on coming to class a half hour early each time the class meets, let the students know that this is a time when they can see you, or if you are willing to be called at your home, let them know that too and how best to reach you.

Class Lists

Before you meet your classes, you may view your class list(s) by going to: www.gvsu.edu, then clicking Fac/Staff, Banner, then GVSU Faculty/Staff Additional Student Information. Click on Class List then use the drop down menus to find your classes and to determine whether the students who attend class are actually enrolled. Be sure to check your class list often for students who drop and/or add after the deadlines. To receive credit for a course, students must be attending the class section for which they are registered and must appear on your final class section grade list. Report any discrepancies to the Registrar's Office.

Note: you may also view your class list(s) through your Self-Service Banner account by going to: Faculty Services > Summary Class List.

General Education, Supplemental Writing Skills Courses (SWS), and Capstone Courses

At some point you may be asked to teach a course that is designated as a **Supplemental Writing Skills Course (SWS)**. If you are, that will have an impact on the way you design your course. The university requires that all students must take two courses designated SWS after completing Writing 150 with a grade of C (not C-) or better. This requirement is part of the university's commitment to critical thinking, exploration of values, and self-discovery. You should be aware that not all sections of a course are taught to meet the SWS requirement and that only sections designated SWS will result in SWS credit. Courses that have received the SWS designation are not merely courses that require written assignments; they adhere to certain guidelines. For more information on SWS go to www.gvsu.edu/sws. Courses that are part of the **General Education** program must also meet certain guidelines. For more information on Gen Ed go to www.gvsu.edu/gened. **Capstone Courses** are senior level courses aimed at providing students with a broad and comprehensive perspective of the fundamental assumptions, issues, and problems of the field. Your department will have more information about its Capstone courses.

Blackboard

Blackboard is an effective online teaching and course management tool. You can use Blackboard to post assignments, make announcements, hold discussions, etc. Learn about its capabilities through seminars offered by Information Technology or check the Blackboard website, <http://mybb.gvsu.edu/>.

Confidentiality and FERPA

During your office hours you may discuss various aspects of students' performance. As you do so, be aware that FERPA, the Family Educational Rights and Privacy Act of 1974 (Section 438 of the General Education and Provisions Act - Title IV of Public Law 90-247 as amended) assures students that certain information that you may access or they may share will be kept confidential. This information includes grades, test scores, grade point average, and so forth and may not be released, even to parents, without the student's prior written consent. For clarification, refer to <http://www.gvsu.edu/registrar> and select the FERPA tab.



During the Course

Your First Class

The first class is a good time to walk students through your syllabus, highlighting overall goals and objectives for the course, and perhaps discussing Academic Honesty with them. Whatever else you do on the first day, be sure to give students the following information (all of which should also be in your syllabus):

- Your name, office address (when possible), office phone number, e-mail address, and office hours
- Title, department, and number of the course, e.g., ANT 215 Origins of Civilization
- Prerequisites to the course, if any

- The learning objectives of the course
- The requirements of the course
- Text(s) and/or other materials required for the course
- Your basis for assigning grades in the course
- Your policy on absences and late assignments
- The date and time of final examination

Closed Class Permits

Students may approach you about enrolling in a class that is closed. Before you agree to let them in, you should know that closed class permits can only be issued electronically by a designated administrator. Contact your office coordinator for more information about closed classes.

Faculty Absence from Class

Just as you should have a policy about student absences from your classes, the university has a policy concerning your own absence from your classes. Basically, you are responsible for meeting all classes for which you are scheduled. In those cases where absences can be anticipated, approval for such absences must be obtained in advance from the unit head. You are then responsible for arranging for substitutes or otherwise covering your teaching assignments. If you must be absent from teaching responsibilities due to an emergency or illness that occurs during working hours, you should notify the unit head as well as your office coordinator, who will notify students either before class begins or at the start of the scheduled class, whichever is possible. When an emergency occurs and you are unable to reach the unit head or office coordinator, if it is possible, you should post a notice on Blackboard to notify your students that class is canceled and send an email to your unit head.

Credit/No Credit Option

Some students may decide to take your course for a grade of Credit/No Credit instead of a letter grade. To elect the CR/NC option, the student must present the Records Office with a CR/NC form *not later than the end of the drop/add period* (fifth day of classes). Under this option, student work you would have graded below a grade of “C” is assigned “No Credit;” student work that is “C” or above you assign “CR.”

Dual Credit Option

A student who wishes to take a graduate level course and apply it towards his/her undergraduate degree, or vice versa, must fill out a Dual Credit Request Form and submit it to the Records Office. If the request is approved, the student may use the course as part of an undergraduate program or a graduate program, depending on the current status of the student. The form must have the signature of the student’s major advisor before the Records Office will process it.

Drop/Add, Withdrawal, Late Withdrawal from a Class

During the first five days of each semester, students may rearrange their schedules (drop and add courses) with no penalty applied to their records. *After the 5th day of the semester*, students may not **add** courses. This includes changes from one section of a specific course to another section of that course. (Possible exceptions must have approval of the dean of the college in which the course to be added is taught.) However, after the 5th day, a student may still **withdraw** from (drop) a course on line or by going to the Records Office. Students are not required to obtain your signature if they withdraw from your course during the drop period (i.e., during the first 9 weeks of the semester). You have an obligation to assess your students’ performance before that date so that they can make an informed decision. **You may not drop students from courses. All schedule changes are to be done by the student. Late withdrawals** (after the final drop deadline) are possible only in truly extenuating circumstances. The student needs to pick up a Drop Form and write an explanation describing the situation. Both the instructor and the unit head need to sign in support of the late withdrawal. The drop form and the explanation then go to the Advising Resource Center for review. If approved, the

withdrawal form will then be forwarded to the Records Office for the withdrawal to be completed. Not all late withdrawals are approved. The student will be notified of the decision.

Faculty-Led, University-Sponsored Trips

ALL TRIPS MUST HAVE PRIOR APPROVAL FROM YOUR UNIT HEAD.

If you are responsible for the trip, three principle conditions must be met:

1. Students who participate are responsible for making up missed work in other courses.
2. You must provide written notification for students to present to those faculty members whose classes are affected by the trip.
3. You must also provide students with information and guidelines about the trip, including discipline, insurance, schedule, travel and financial arrangements



Encouraging Civil Classroom Behavior and Responding to Some Common Problems

Encouraging Civil Classroom Behavior by Building Community

The best way to avoid behavior problems such as cheating and rudeness is to build a positive atmosphere from the first day. Learn students' names and expect them to learn one another's names to the extent that is practical in the class. Get to class early or stay late if you can so that you can talk to students. Establish clear expectations. Have an open discussion with them about the concept of academic honesty: the principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. This means that all academic work will be done by the student to whom it is assigned without unauthorized aid of any kind. If you lecture, maintain eye contact and move towards students. Use methods of instruction that involve students in their learning. Check often on how well they are learning (see page 9, Evaluating Your Teaching at or before Mid-Semester).

GVSU Student Code

The Student Code Booklet provides you with in-depth information about Grand Valley's and your responsibilities for reporting and dealing with academic dishonesty and other issues dealing with student conduct. This booklet is available in the Dean of Students Office, 202 STU or online at www.gvsu.edu/studentcode and addresses many different issues, including several that follow.

Disruptive Behavior

Disruptive behavior includes, but is not limited to, disorderly conduct, physical abuse, threatening conduct, and obscene conduct or expression. If a student disrupts your class, you may request that the student leave the classroom. In the event the student does not leave, you need to call Campus Security (in Allendale at 1-3255, in Grand Rapids at 1-6677; also, you can call 911 from a courtesy phone), and the incident should be reported as provided by Section 106.00 of the Student Code. In the case of "unusual behavior" that you find is disturbing to the class, you should ask the student to leave immediately and where appropriate, ask him/her to return at a later scheduled time to discuss the matter in a logical, cogent manner. Then you should take the appropriate actions, including detailing the incident in a memo file.

Bias Incidents

Some disruptive behavior, in or out of the classroom, may cross over into actions such as personal intimidation, battery, defacement of property, stalking or the like. If you witness

such actions or hear about them from a student, and the acts seem as though they may be motivated because of race, ethnicity, religion, gender, sexual orientation, gender identity, nationality, disability or other protected class status, you should report them. Visit www.gvsu.edu/protocol.

Academic Dishonesty

For the university's definitions of academic dishonesty, including plagiarism, see Section B of this manual. The Student Code defines the faculty responsibilities as follows:

Section 223.02: Instructor's Responsibility

It is the instructor's responsibility to establish a classroom atmosphere that fosters academic honesty on the part of the students. If any instance of academic dishonesty is discovered by an instructor, he/she will notify the student and discuss the incident. After discussing the alleged act of academic dishonesty with the student, the instructor will make a decision. Depending on the instructor's judgment of the particular case, he/she may do nothing, impose additional course requirements, ask the student to repeat the work in question, or give a failing grade for the assignment, examination or the entire course. Any time an instructor imposes such a failing grade for academic dishonesty, the Dean of Students, the dean of the college in which the course is taught, and the dean of the college in which the student is majoring (if different), should be notified of the failing grade.

Through Blackboard, you have access to SafeAssign, a document screening tool that checks written work for originality and helps identify pieces that may have been plagiarized from other sources.

Sexual Harassment

You need to be aware that harassment on the basis of sex is a violation of Title VII and Title IX of the *Civil Rights Act* and of the *Elliot-Larsen Civil Rights Act*. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or access to educational activities and programs, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or access to educational activities or programs, or (3) such conduct is unprofessional and has the purpose or effect of unreasonably interfering with or creating an intimidating, hostile, or offensive working or educational environment. **(See the Student Code Appendix C for details.)**

Harassment

The goal of Grand Valley State University is to maintain a positive work environment for employees and a climate conducive to learning for students. The University, consistent with its policies and procedures, promotes institutional diversity by embracing such concepts as "affirmative action" and "equal opportunity" as a campus-wide strategy to provide equal access to opportunity. The University's commitment to non-discrimination is the foundation for such efforts.

Harassment is unprofessional conduct that could reasonably be understood as (1) having the purpose or effect of creating an intimidating, hostile, or offensive environment, (2) having the purpose or effect of unreasonably interfering with an individual's work performance or access to educational activities and programs, (3) otherwise adversely affecting an individual's employment opportunities or access to educational activities and programs.

Harassment on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender, sexual orientation, veteran status, or weight is considered a violation of university policy. More information about the policy can be found at www.gvsu.edu/hro.



Evaluating Your Teaching/Coursework

Evaluating Your Teaching at or Before Mid-Semester

Gathering mid-semester feedback from your students is a teaching best practice, and given the importance of effective teaching at the university, one that you should consider adopting. Faculty who use such feedback find it to be very helpful in identifying what is and what is not working – at a point when there is still time to make corrections. For more information visit the Pew FTLC website (www.gvsu.edu/ftlc), under “Teaching Resources.”

Evaluating at Semester’s End: Student Evaluations of Faculty

You are required to have students evaluate your courses at the end of a semester. . Please check with your unit head for complete directions.

Final Examinations

Final examinations are a required part of each course unless that requirement is specifically waived for a particular course by the dean of the college. Final exams are scheduled based on the days and times the classes are offered, Monday through Saturday of exam week. Your final exams are to be administered in accordance with the final examination schedule that is listed in the class schedule each semester. Any deviation from the schedule must be approved by the dean. You are responsible for proctoring all quizzes, tests, and final examinations.

Final Exams and Inclement Weather

If the university closes the day or night of your scheduled final exam because of inclement weather, those exams have to be made up on the next available day after the conclusion of exam week. For example, if Tuesday of exam week the campus closes because of weather, the next available day for the make-up exam would be Monday of the following week.

Evaluating Student Learning, Assigning and Recording Grades

Both on the syllabus and at the start of the semester, you should explain how you will determine grades. During the semester, take care to record all grades carefully and accurately. The university permits a plus and minus system for grading, so an A = 4.0; A- = 3.7; B+ = 3.3, and so forth. Grades of A+ and D- are not assigned. An “Incomplete” grade is rarely assigned (see page 10). An overall grade point average of 2.00 is required to prevent scholastic censure. All freshmen and students with a grade point average below 2.00 receive mid-semester grades. The grading, probation and dismissal policies are discussed in the GVSU catalog.

Entering Your Mid-term and Final Grades in Banner

You’ll need to learn how to submit your grades to the registrar’s office by using Banner. On the GVSU home page (<http://www.gvsu.edu>), click on the Fac/Staff tab, Banner, choose then choose “Banner Faculty Training Manuals.”



Managing Grades After a Course Has Ended

Assigning a Grade of Incomplete

A grade of “I” (incomplete) is assigned only in truly extenuating circumstances and only if the student has completed most (minimum of 2/3) of the work required for the course. For the sake of both you and the student, the terms for such an agreement must be spelled out in writing, clearly and in detail, and an Incomplete Grade Form must be filled out and turned in to Records. You should then enter a letter grade of “I” in Banner. Obviously, you should not enter into an agreement to give an incomplete grade if you are not returning to teach at the university. When the student completes the work, you need to assign a grade and enter the new grade on a Grade Change Form that you send to the dean. If the student does *not* complete the work specified in the agreement in the time that was agreed to, you also fill out and send to the dean a Grade Change Form. This time the grade is from I to F. Incomplete Grade Forms are available from the Records Office.

Grade Changes

Grade changes must be done for students who were originally granted an “Incomplete” grade, once the required work has been completed. Any other changes to a student’s grade should be done only in extenuating circumstances and only if there is significant information to support the change. All Grade Change Forms must be approved by the dean of the college in which the course is based and sent to the Records Office for processing. Grade Change Forms are available from the Records Office.

Grade Appeal Process

Students have the right to appeal grades they believe are unjust, and there is a well-established policy for doing so. Refer to the Student Code booklet, available at the Dean of Students Office, 202 STU, or at www.gvsu.edu/studentcode.

Repeat Grade Policy

The university’s general policy is that a student may repeat a course in which he or she has earned a low grade, but only one time. It is necessary for such a student to file a Repeat Grade Form so that the grade point average will be recalculated. The second grade, whether better or worse, will replace the first for the purposes of calculating the average. (The first grade remains on the transcript, but is removed from the GPA.) The student receives credit for the course only once. A student may appeal to repeat a course a second time. The requirements for repeating courses vary across programs. Check with your unit head and/or program coordinator regarding repeat course policies for your programs. If the course numbers have changed or there is some other question about the substitution of one course for another, Advising Resource Center approval is needed on the Repeat Grade Form. Repeat Grade Forms are available online at: <http://www.gvsu.edu/registrar/student-forms-14.htm>

PART II

University Services Used by Faculty



University Information

For All Emergencies, Call 911

Security is provided on our campuses by both certified police officers and security officers. The Allendale Campus is staffed with certified officers, and the Pew Campus is staffed with security officers who receive backup support from the Grand Rapids Police Department. Our regional centers are supported by their local police agencies. For all non-emergency service, please call:

Allendale: (Public Safety, Facilities Services Building) **331-3255**

Pew: (Campus Security – 102 EC) **331-6677**

Holland: (Holland Police Department) **392-2806**

MCC: (Muskegon Police Department) **911**

Pew Campus Safety

All buildings downtown are open various hours; you may review building schedules at www.gvsu.edu/operations. If you work on the Pew Campus and need access to a building after scheduled building hours, you may request the Operations Office (331-6700 or www.gvsu.edu/operations) to add that access to your access card. If you would like an escort to your car during late evening or early morning, contact Pew Campus Security, 331-6777.

Human Resources Office (HRO)

Allendale

331-2215

HRO serves the faculty by providing services, information, and advice about the many programs it oversees as well as Grand Valley identification cards. Life insurance, retirement options, health and dental insurance, wellness programs, and discount programs are among the programs overseen by HRO. www.gvsu.edu/hro 1090 JHZ

New Employee Information

www.gvsu.edu/newstafforientation

University Libraries

www.gvsu.edu/library

Grand Valley State University has three libraries to support teaching and research. The libraries provide access to a wealth of resources and information both online and in the physical locations.

Mary Idema Pew Library Learning and Information Commons

Allendale Campus Open every day

Service Desk: 331-3500

Special Collections and University Archives: 331-8556

The Steelcase Library

Pew Campus 104A DeVos

Open every day

Front Desk: 331-7330

The Frey Foundation Learning Center for Health Sciences

286 Cook-DeVos Center

Front Desk: 331-5930

Liaison librarians are your point of contact to the library and its services. Each college, school and department within the university is assigned a liaison librarian to help support your teaching. For example, library liaisons work with teaching faculty to:

- Create online course guides with a customized, discipline-specific set of resources tailored to your assignments;
- Embed resources into your Blackboard site or other web page;
- Look at your assignments and suggest appropriate ways to correlate library research, lead students in the use of library resources, and assess how well our resources will fit your assignment;
- Visit with your class in order to guide your students in finding and using library resources appropriate to your assignment.

See the University Libraries website to find the liaison for your area: <http://gvsu.edu/library/liaison-list-11.htm>

Information Technology Help Desk

331-2101

The Information Technology Help Desk provides technical assistance for the instructional technology in the classroom, open computer labs, faculty offices and to Grand Valley State University computers including all data communication internally and to the external public.

Your GVSU Email Account and the FOIA

As a public institution in the state of Michigan, GVSU is subject to the provision of the state's Freedom of Information Act (FOIA). Faculty should be aware that e-mail messages are considered public records under the FOIA if they deal with University business. FOIA requests are handled through the University Counsel Office.

Facilities Problems (Heating and Cooling, Custodial, etc.)

Allendale (Facilities Services)

331-3000

Pew Campus, and Regional Centers (Operations)

331-6700

If you experience a problem with heating and cooling, custodial service, access cards and keys, grounds and landscaping, or general building and exterior maintenance, call the appropriate number listed above.

TIP: For a quicker response, submit a request for service online:

www.gvsu.edu/facilitieservices.

Information Technology - AV equipment

331-2101

All IT locations provide support of audio-visual equipment for the campus community. Most classrooms are already furnished with projectors, computers, VCRs and DVDs; however, if you need service, have questions, or need assistance or other AV equipment, please contact the IT Helpdesk at 331-2101.

Copy Services

Copy Center requests must be submitted online at <http://copycenter.gvsu.edu>.

Division of Inclusion and Equity

331-3296

Inclusion and Equity provides leadership in developing and implementing a university-wide integrated approach to enhancing diversity awareness and intercultural competency for students, faculty and staff. www.gvsu.edu/inclusion. This division:

- Provides leadership to the campus for all facets of promoting and monitoring equal opportunity and affirmative action.
- Investigates and resolves discrimination complaints.
- Promotes the full inclusion of individuals with disabilities.
- Designs, delivers and evaluates training programs related to enhancing diversity.

Women's Center

331-2748

Located in the Kirkhof Center, the Grand Valley Women's Center provides services and programs that support and enhance the growth of women throughout the University. The Women's Center is committed to creating an environment in which the diversity of women is affirmed and appreciated. In response, programs and services are offered in a variety of formats and on many topics. The Women's Center is also a physical space that has a lounge for relaxing, study/meeting space, and a resource library. www.gvsu.edu/women_cen

Lesbian, Gay, Bisexual & Transgender (LGBT) Resource Center

331-2530

Located in the Kirkhof Center, the LGBT Resource Center offers many forms of information on matters of sex and gender diversity for anyone seeking to learn more on those subjects. Through its walk-in hours, referrals, library, gathering space, and many programming offerings as well as co-sponsorships, the center works with Out-N-About, Allies & Advocates and the LGBT Faculty and Staff Association to create a safe, welcoming, and equitable environment for all who work and study here. www.gvsu.edu/lgbt, or E-mail lgbtcenter@gvsu.edu.

GVSU Lakerstore (Bookstore)

www.ubs.gvsu.edu

The GVSU Lakerstore, (Allendale and Pew) is responsible for making available the textbooks and supplies required for all classes at GVSU and also offers a selection of recent trade books, best sellers, gifts and accessories.

Mail Services

Intercampus mail travels within the university, so long as it is contained in the lined manila envelopes that are readily available from your office coordinator. Intercampus mail should be placed in the mailboxes located in each department.

University business U.S.P.S. mail must have your name in the upper left corner of the envelope and the department's mail card attached (check with your office coordinator) and should also be placed in the mailboxes located in each department. Please check with your office coordinator for information on mail delivery and pick-up schedules. Your personal U.S.P.S. mail should be put directly into a blue U.S. Postal box.

FedEx shipping boxes are located in the Kirkhof Center on the Allendale Campus and in the Eberhard Center lobby on the Pew Campus. FedEx will make pick-ups on the fourth floor of the DeVos Center if they are called. There is a supply of FedEx mailers and forms in the shipping box.

Computer Labs

www.gvsu.edu/it

Grand Valley's computer labs are well equipped and are available to both students and faculty. For specific lab locations, available times and types of computers available, visit the website.

On-Campus Dining

331-3016

Campus Dining offers a variety of options on both the Allendale and Pew Campuses including buffet style dining, "grab and go" menus, convenience store items, and coffee shops. Faculty/Staff may purchase a meal plan, use cash or a credit or debit card at all dining locations. In Allendale, The Connection is located on the south end of campus, Fresh Foods

is located in the Commons, Starbucks and Which Wich are located in the Marketplace, Argo Tea in the Mary Idema Pew Library, Subway is in the Kirkhof Center, as is a dining room with a specialty menu, available for faculty/staff each Monday and Wednesday. On the Pew Downtown Campus there is the Trattoria, Plaza Cafe and Starbucks in Devos Center, and Opportunity Cafe in Siedman Center. The Meadows golf course clubhouse is also an option. www.gvsu.edu/campusdine/

Parking on Campus

If you intend to drive to campus, you must display a parking permit issued by the Public Safety office (located in the Facilities Services Building on the Allendale Campus) that will allow you access to all faculty/staff parking areas. For a detailed map of these locations, visit www.gvsu.edu/publicsafety. To take advantage of the free “Park and Ride” locations along Lake Michigan Drive that allow faculty and staff to park and ride the shuttle to either campus, visit www.gvsu.edu/bus for a detailed map of these locations. Handicapped Parking: Mobility-impaired parking is available. Maps showing these designated areas can be found at www.gvsu.edu/maps. Temporary permits may be requested at the Security Office, Eberhard Center, phone 331-6677, or in Allendale at the Public Safety office, phone 331-3255. Please note that overnight parking in any lot is prohibited except with permission of Public Safety in Allendale or Campus Security on the Pew Campus-Grand Rapids.

University Shuttle Transportation Program

Transportation between and within the Pew Grand Rapids Campus and the Allendale Campus is easy, convenient, and free, with a variety of shuttle service options available to all Grand Valley students, faculty, and staff. GVSU currently offers four separate bus routes. The main run, the Campus Connector (#50), provides constant bus service between the Allendale and Grand Rapids campuses with runs Monday through Sunday during the fall and winter semesters and Monday through Friday during the spring/summer semesters. You may also take advantage of the free “Park and Ride” locations along Lake Michigan Drive that allow faculty and staff to park and ride the shuttle to either campus. For a detailed map and schedule visit www.gvsu.edu/bus. Note: Schedules and frequencies for all services are subject to change, frequencies of service are reduced during the spring/summer semesters. Questions about the transportation program should be directed to the Operations Office at (616) 331-6700 or at www.gvsu.edu/bus.

Sustainability Initiative

331-7366

GVSU is proud to be one of the few institutions nationally to have a successful sustainability initiative. For information about the program, visit <http://gvsu.edu/sustainability/>

Reservable Spaces for Meeting with Students

There are times when faculty want to meet with students but do not have an office available. Beyond the casual meeting places, there are several options available depending on the location, size of group and use. Listed below are suggestions for you to consider.

Large or small group conference rooms can be reserved in Allendale by calling Event Services at 331-2350, or in Eberhard Center, Devos Center, Siedman Center or the Center for Health Sciences on the Pew Campus by calling Conference Services at 331-6620.

Fieldhouse

331-3313

With your faculty ID card (from the human resources office), there are no facility fees for you to use the Fieldhouse or Recreation Center, but there are modest charges for the racquetball courts, the climbing center, and some equipment rentals. Contact the Fieldhouse for information and reservations for all facilities. www.gvsu.edu/fieldhouse

Campus Health Center**252-6030**

The Campus Health Center is located on the Allendale Campus at 10383 - 42nd Avenue and is open Monday through Friday, 9:00 a.m. to 4:30 p.m. For persons working on the Pew Campus in Grand Rapids, access to the Health Center is provided via a frequent shuttle service between the two campuses. The Center provides urgent care services along with a wide range of ambulatory medical services to members of the campus and their families. The Campus Health Center is an approved PPOM provider.

Children's Enrichment Center (Day Care)**331-5437**

GVSU Children's Enrichment Center has been a part of Grand Valley since 1974 and was established to assist with childcare needs that affect both faculty/staff and student populations. This National Association for the Education of Young Children (NAEYC) accredited program is designed to provide quality care and encourage educational independence. The Children's Enrichment Center is located on the Allendale Campus on the corner of West Campus Drive and Laker Village Drive, just west of Parking Lot H. Hourly and full-time rates are available. Hours of operation are from 7:00 a.m. to 6:00 p.m., Monday through Friday. For more information, visit www.gvsu.edu/child/.

Work Life Connections**www.gvsu.edu/healthwellness**

Work Life is simply a connection between your work and your life. Life can be full of stressors, large and small, at home and at work. GVSU Work Life is a link to information, resources, support and referrals on most any concern that you may experience, whether personal or work related. For example, Work Life Connections can help you find resources for adoption, support for nursing mothers, parenting teens; finding child care, homework hotline, summer care, child development; divorce support groups; retirement planning, living safely, placement resources, Medicaid/Medicare resources and information, Alzheimer's/Dementia resources; estate planning, long term care insurance, planning for retirement, living wills, attorney issues, family and elder law; as well as dealing with grief and loss, personal relationships, marriage and family issues, nontraditional family issues, mental health, and violence and crisis, to name a few. A website dedicated to university policies related to families, parenting, and children can be found at www.gvsu.edu/healthwellness/parent-policies-343.htm.



Teaching and Research Support

Pew Faculty Teaching and Learning Center (FTLC) Allendale 331-3498

The Pew Faculty Teaching and Learning Center (Pew FTLC) exists to enhance student learning by supporting faculty in their efforts to teach effectively within the context of a liberal education. It offers workshops on a wide variety of teaching-related topics, along with confidential consultations with individual faculty on course development, teaching, and student evaluations. All faculty, whether full or part-time, are welcome at these workshops and may request a consultation.

Funding. Pew FTLC grants enable faculty to attend conferences and workshops and engage in curriculum development and pedagogical projects. All faculty, whether full - or part-time, are eligible to apply for Travel Grants and Teaching Circle grants. Part-time faculty may be a part of any of the competitive grants. Guidelines and forms for all grants are available on the

Pew FTLC home page (www.gvsu.edu/ftlc). The Pew Faculty Teaching and Learning Center is located in 068 James H. Zumberge Hall.

Part-time Faculty Support Services 331-9529

The Office of Part-time Faculty Support provides leadership and coordination for the development of part-time faculty; promotes, stimulates and affirms the part-time professor in the life of a successful University; serves as a clearinghouse of information and best practices to support part-time faculty; and promotes and stimulates teaching and learning of part-time faculty.

To learn more about professional development opportunities for part-time faculty and to see a schedule of events, visit the Pew FTLC website at www.gvsu.edu/ftlc and click on Part-time Faculty. To learn more about opportunities to get involved on campus or for questions and concerns about being a part-time faculty member at GVSU contact the number above or email pentecot@gvsu.edu

The Center for Scholarly and Creative Excellence (CSCE) 331-2281

The Center for Scholarly and Creative Excellence (CSCE) promotes a culture of active scholarship, encourages innovation and enterprise, facilitates collaborations, and serves as an advocate for faculty scholarship. CSCE sponsors workshops, colloquia, lectures, and discussions and provides help with developing a scholarly agenda, mentoring by senior faculty, assistance in finding collaborations and publishing as a scholar.

Funding. CSCE offers Scholarly Travel Grants-in-Aid to provide part of the cost of attending professional meetings in order to present a paper or poster, or chair a session. It offers Research Grants-In-Aid for scholarly projects. The CSCE is located in 049 James H. Zumberge Hall on the Allendale campus. Guidelines and forms for all grants are available on the CSCE home page at www.gvsu.edu/csce.

The Office of Undergraduate Research and Scholarship (OURS) 331-8100

Funding for faculty-mentored student research and creative projects can be obtained through the Office of Undergraduate Research and Scholarship (OURS). Summer funding is available through the Student Summer Scholars (S3) and the Modified Student Summer Scholars (MS3) Programs. These grants provide a student stipend, faculty stipend, and a small budget for supplies to facilitate a student and faculty mentor devoting twelve weeks to a research and/or creative project during the spring/summer semester. For more information, go to www.gvsu.edu/ours/s3.

OURS provides additional funding for faculty mentored student scholarship through the OURS Grant (supply grant), the Academic Conference Fund (student travel grant), and the Academic Professional Enrichment Fund (travel grant for students to accompany a faculty member to a conference or professional meeting).

For more information about these grants and additional programs, go to www.gvsu.edu/ours.

Research: Institutional Review Boards

Federal regulations require that all research involving live humans or other vertebrate animals be antecedently reviewed and approved by institutional review boards (IRBs) which focus on protections of the research subjects' rights, welfare and interests. The IRBs at GVSU are known as the Human Research Review Committee (HRRC) for studies on human subjects, and the Institutional Animal Care and Use Committee (IACUC) for studies on non-human vertebrates. Further information on each committee and all relevant resources can be found on their web pages, which are linked from the Research & Development webpage: www.gvsu.edu/csce under ResearchProtection. The Research Integrity Officer, Jon Jellema (331-2400, jellemaj@gvsu.edu), handles questions and concerns related to research integrity.

Statistical Consulting Center (SCC) Allendale 331-3355

The SCC provides faculty and students statistical advice and assistance with projects that are for research or instructional purposes. For instance, the SCC can provide assistance with developing a questionnaire, designing a study, selecting a sample, managing data, analyzing data, using statistical computer programs, interpreting results, and presenting the results. Operated by the Statistics Department at GVSU, the Statistical Consulting Center is located in A-1-178 MAK on the Allendale Campus.

PART III

Student Success Services



myPath and MAP-Works

There is a wide range of student support services on the campuses. You and your students should be aware of two valuable programs, myPath and MAP-Works.

myPath is a new degree audit, transcript, and academic planning tool designed to assist students in preparing for and tracking their progress toward graduation. It encompasses both a degree analysis audit and an educational planner. For more information go to <http://www.gvsu.edu/it/> and chose myPath in the menu on the left.

MAP-Works is an innovative web-based program that helps to improve student transition to college. www.gvsu.edu/mapworks.



Tutoring for Students

General Tutoring Allendale and Pew Campuses

331-3451

www.gvsu.edu/tc/

Provides individual or small group assistance for students needing additional academic support in most 100-and 200-level courses. Also, tutoring is available in select 300-level courses. There is no charge for these services.

Math Center

Allendale 331-2084

www.gvsu.edu/tutoring/math/

Stats Center

Allendale 331-8969

www.gvsu.edu/tutoring/stats/

The Math and Stats Centers provide walk-in tutoring services to students taking most levels of math and statistical courses at GVSU.

The Structured Learning Assistance Program (SLA) Allendale 331-2673

www.gvsu.edu/sla-pass/

The SLA Program features weekly study and practice workshops in which students master course content to develop and apply specific learning strategies for the course.

The workshops are led (facilitated) by trained professionals, who in collaboration with the professor, develop workshop materials. The facilitators clarify lecture points for the students and assist them in understanding the expectations of the professor.

Science Success Center

Allendale 331-3695

www.gvsu.edu/ssc/

The Science Success Center is a learning center that offers academic support for students in the field of Science. The facilitators, upper-level students who have mastered content in various science courses, provide academic support. The Science Success Center is a walk-in service (no appointment needed) where facilitators provide one-on-one as well as group tutoring for students.

Specialized Lab and Tutoring

Accounting - call 331-7190 for more information

BMS 309 Lab (Human Anatomy) - call 331-3318 for more information

Economics - call 331-7290 for more information

Writing Tutoring Allendale and Pew Campuses

331-2922

www.gvsu.edu/wc

The Fred Meijer Center for Writing and Michigan Authors assists all faculty, staff, and students at any stage of their writing processes. Over 50 undergraduate and graduate consultants help with brainstorming ideas, organizing content, paraphrasing or summarizing research from various sources, polishing a final draft, and correctly documenting sources. The Center's goal is to give writers the feedback and support they need to write successfully in their courses at GVSU. Students from any course can visit during the drop-in hours at either of the Centers:

Allendale Campus - LOH 120

Pew Campus - Steelcase Library Knowledge Market (DEV Building A)

Engineering Tutoring Pew Campus

331-6750

Tutoring is available for Engineering students, Monday – Thursday at the Pew Campus.



General Counseling and Support

University Counseling Centers

Allendale

331-3266

Pew Campus

331-7596

Holland Campus

331-4848

The Centers provide personal and career counseling services to students through individual and/or group interactions that are responsive to student needs. The Centers offer support for students in the areas of personal development, social adjustment, career planning, self-awareness, and adjustment to college.

Career Centers

Allendale

331-3311

Pew Campus

331-6708

Career Center staff members are assigned to assist students/alumni and faculty for each major on campus, specializing in the unique needs of those students and the job market. Career Center staff assist students by helping develop job search strategies; assisting with

resume writing, interviewing techniques, and portfolio development; establishing employer contacts; and, maintaining the web-based internship/job board (LakerJobs) and the Career Contact Bank (database of employer/professional contacts for investigating various career paths). www.gvsu.edu/careers

Disability Support Resources (DSR)

Allendale 331-2490

Disability Support Resources provide services and accommodations 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 and test taking assistance.

Educational Support Program (ESP)

Allendale 331-3401

ESP is geared toward first-generation college students from low-income backgrounds who may be at significantly increased risk of not being retained, based on, among other factors, socioeconomic standing. The program assigns each student an advisor and affords access to a peer mentor program, academic advising, study skills, and career planning. ESP assists students in their pursuit of a degree, offering an individualized approach to addressing the variety of concerns that all college students face. The goal of the program is to increase the graduation rate of participants by providing personalized support and promoting self-empowerment.

Learning Skills Services

Allendale 331-3588

Learning skills services may include identification of barriers to learning, individual learning styles assessment, goal setting, assistance with learning strategies, test taking strategies and time management strategies.

The Secondary Admit Graduation Persistence Assistance (SAGPA) initiative seeks to identify and provide advising and support for students in secondary admittance programs who are not meeting secondary admission criteria or who are seeking to change their majors.

Office of Fellowships

Allendale 331-2699

The purpose of the office is to provide nationally competitive scholarship and fellowship advising services to GVSU students (not only honors students) and alumni who show extraordinary potential in disciplines all across campus.

Office of Multicultural Affairs

Allendale 331-2177

The Office of Multicultural Affairs (OMA) is committed to building an inclusive campus through a variety of programs and to assisting in the development of a campus climate that promotes acceptance and appreciation of a culturally diverse teaching, learning, and social environment where all students have an equal opportunity and are encouraged to fully participate. OMA is located in 1240 Kirkhof Center. www.gvsu.edu/oma

International Student Services

Allendale 331-3898

The Padnos International Center supports international students with academic, social and cultural transitions to the US. We provide immigration advising for course enrollments, as well as internship and practicum authorizations with immigration. An orientation for international students is held at the beginning of every semester and covers practical information to life in the US as well as at GVSU. The Barbara H. Padnos International Center is located in 130 Lake Ontario Hall.

Women's Center

Allendale 331-2748

Located in the Kirkhof Center, the Grand Valley Women's Center provides services and programs that support and enhance the growth of women throughout the University. See page 13 for more information.

Lesbian, Gay, Bisexual & Transgender (LGBT) Resource Center

Allendale 331-2530

Located in the Kirkhof Center, the LGBT Resource Center offers many forms of information on matters of sex and gender diversity for anyone seeking to learn more on those subjects. See page 13 for more information.

University Libraries

331-3500

Library resources and services include:

- A powerful and easy-to-use search engine that helps faculty and students discover and access relevant information on any topic from the GVSU Library collections;
- Access to hundreds of research databases, over 50,000 electronic journals, and over 600,000 ebooks in all subject areas;
- Access to over 600,000 printed books and other resources in the Library collections;
- Digital versions of many unique and rare objects held in the University's Special Collections and University Archives;
- Library Guides with carefully evaluated, selected and recommended resources by library faculty;
- Wireless laptops available for checkout and computer labs within the libraries;
- Research and reference assistance via appointment, walk-in, online chat, email, or phone
- Collaborative and quiet study spaces within the libraries;
- Interlibrary loan, document delivery, and course reserve services.



Academic Advising

Advising at GVSU

Grand Valley uses both faculty advisors and advisors in Centers because of the belief that advising is an integral part of a college education. Centers respond to drop-in queries and focus on general advising, whereas faculty more often focus on major course selection, mentoring, graduate school selection, or helping students identify career goals. In either setting, the advising process establishes a collaborative relationship between student and advisor in which the student feels a sense of connection, support and guidance. Effective advising is developmental. It responds to, and creates, growth and change within the student. When it succeeds, advising encourages students to think critically, seek out resources, and develop action plans. It also provides students with the information and encouragement they need to take personal responsibility for exploring options and making decisions. Ultimately, advising allows each student to achieve a meaningful and successful educational experience.

Your Role and Responsibilities As Advisor

Help your advisees develop suitable educational plans:

- a. Help interpret institutional requirements; if at all unsure, contact your college's advising center.
- b. Clarify that a student must complete an average of 15 credits per semester to graduate in four years.
- c. Help your advisees clarify career and life goals.
- d. Help your advisees select appropriate courses and other educational experiences.
- e. Enhance your advisees' awareness about education resources available (e.g., internship,

- study abroad, honors, and learning assistance programs).
- f. Help evaluate advisees progress toward established goals.
- g. Help advisees develop decision-making skills.
- h. Reinforce advisees' self-direction.
- i. Refer advisees to appropriate institutional and community support services.

Your Advisees' Responsibilities

- a. Give thoughtful consideration to their academic and career goals.
- b. Prepare a written list of questions before each meeting with their faculty advisor.
- c. Initiate contact with a faculty advisor and/or an advising center.
- d. Be active participants in their advising sessions.
- e. Ask questions! If they do not understand a policy or procedure, ask questions until they do understand.
- f. Know the Academic Calendar. Do not miss deadlines. Know when to register and drop or add courses.
- g. Schedule courses that are consistent with their educational goals and that will meet degree requirements.
- h. Faculty advisors should present them with options; they need to accept responsibility for making final decisions on academic choices.

Accessing the List of Your Advisees

Faculty can access their advisee list through Student Self-Service Banner (SSB), described on page 1, Banner. Sign into SSB, click on the Faculty and Advisors tab, click on Advisee Listing. Choose a term if prompted. Your advisee list will then display.



Advising Centers, Allendale and Pew Grand Rapids Campus

Faculty are the most important contact students may have, but there are other advising resources available as well. To connect to any of the web pages for the Advising Centers, go to www.gvsu.edu/advising/ for link information. In the meantime, here are the basics:

Student Academic Success Center (SASC)

331-3588

Location: 200 Student Services Building, Allendale Campus

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

Fall/Winter Semester Hours: Monday - Thursday, 8:00am – 6:00pm; Friday, 8:00am – 5:00pm

Spring/Summer Semester Hours: Monday - Friday, 8:00a.m. – 5:00p.m.

Pew Campus Academic Success Center

331-6190

Location: 101 Eberhard Center, Pew Grand Rapids Campus

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

Fall/Winter Semester Hours: Monday - Thursday, 10:00 a.m. – 9:00 p.m.; (tentative closing time), and closed on Friday.

Spring/Summer Semester Hours: Monday, 11:00 a.m.- 4:00 p.m., Tuesday and Thursday, 11:00 a.m. - 5:00 p.m.

Wednesday, 12:00 - 5:00 p.m. and closed on Friday

Pre-Major (Undecided) Advising

331-3588

Location: 200 STU, Allendale Campus

www.gvsu.edu/sasc/undecided/

Pre-Major advisors are available to advise students who are not sure of a major. Advisors are available to help students explore majors, assist with scheduling, and provide assistance to

connect with College-Level Advising Centers. Once a student declares their major, they are referred to the major department for advising.

LAKER Academic Success Center

331-3328

Provides advising and academic support for student athletes.

Location: 152 Fieldhouse, Allendale Campus

www.gvsu.edu/lakeracademiccenter/

Fall/Winter Semester Hours: Monday - Friday, 8:00 a.m. – 5:00 p.m.

Spring/Summer Semester Hours: Monday - Friday, 8:00 a.m. – 5:00 p.m.

McNair Scholars Program

331-3441

Prepares students who meet eligibility criteria gain acceptance into Ph.D. Programs.

Location: 200 STU, Allendale Campus

www.gvsu.edu/mcnair/

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

COLLEGE ACADEMIC ADVISING CENTERS/OFFICES

Brooks College of Interdisciplinary Studies

331-8200

Office of Integrative Learning and Advising

Location: 135 LMH, Allendale Campus

www.gvsu.edu/integrativelearning/

Hours: Monday through Friday, 8:00 a.m. – 4:00 p.m.

College of Liberal Arts & Sciences Academic Advising Center **331-8585**

Location: C-1-140 MAK, Allendale Campus

www.gvsu.edu/clasadvising/

Fall/Winter Semester Hours: Monday - Thursday, 8:00a.m. - 6:00p.m.; Friday, 8:00a.m. – 5:00p.m.

Spring/Summer Semester Hours: Monday - Friday, 8:00 a.m. – 5:00 p.m.

Seidman College of Business Undergraduate Student Services **331-7500**

Location: 1041 SCB, Pew Campus

www.gvsu.edu/business/advising-67.htm

Hours: Please call for office hours

College of Community and Public Service (CCPS) Advising Center

331-6890

Location: 321C DEV, Pew Campus

www.gvsu.edu/ccpsadvising/welcome-2.htm

Fall/Winter Semester Hours: Monday - Thursday, 8:30 a.m. – 5:30 p.m.; Friday, 8:30 a.m. – 5:00 p.m.

Spring/Summer Semester Hours: Monday - Friday, 8:30 a.m. – 5:00 p.m.

College of Education – Student Information and Services Center

331-6650

Location: 401C DEV, Pew Campus

www.gvsu.edu/coe/student-information-and-services-center-sisc-193.htm

Fall/Winter Semester Hours: Monday - Thursday, 8:00 a.m. - 6:00 p.m.; Friday, 8:00 a.m. – 5:00 p.m.

Spring/Summer Semester Hours: Monday - Friday, 8:00 a.m. – 5:00 p.m.

College of Health Professions – Student Services Office

331-5900

Location: 113 CHS, Pew Campus

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

Hours: Please call for office hours

Kirkhof College of Nursing - Office of Student Services**331-7160
1-800-480-0406**

Location: 326 CHS, Pew Campus

www.gvsu.edu/kcon/oss/

Hours: Monday through Friday, 8:30 a.m. – 5:00 p.m. (Allendale Campus by appointment only, between 9:00 a.m. – 5:00 p.m.)

Padnos College of Engineering and Computing**331-6025**

Location: 315 KEN, Pew Campus and C-2-218 MAK, Allendale Campus

www.gvsu.edu/pcec/advising/

Hours: Please call for office hours



Advising Transfer Students

Michigan Transfer Agreement/MACRAO Agreement

MTA/MACRAO is the Michigan Association of Collegiate Registrars and Admissions Officers. The MTA/MACRAO Agreement is a compact between Michigan 2-year public colleges and Michigan 4-year public colleges to ease the transfer process. The only way to be assured of the MTA/MACRAO Agreement is to see it marked on the student's official transcript or to see the requirements waived on the degree analysis under the section designated as "waived requirements". The statement will read "General Education Program - MACRAO Received". The MTA/MACRAO stamp has to appear on the student's official 2-year transcript in order for GVSU to honor it.

Transfer students who enter GVSU with a completed MTA/MACRAO agreement will have fulfilled the Foundations Categories of the General Education Program, the Writing 150 Basic Skills requirement, and one Supplemental Writing Skills course. These students must also fulfill the two-course Cultural Designations requirement and a three-course Theme to complete the General Education requirements. The MTA/MACRAO Agreement does not fulfill the following Basic Skills requirements:

- One SWS course
- BA or BS cognates (where applicable)
- Cultures
- Issues/themes

Of course, students may have transferred the equivalent for the Math or cognate requirements, but the MTA/MACRAO itself does not satisfy these requirements. One SWS course must be taken at GVSU, preferably in the student's major. Students with questions should speak with the Records Auditor in the Records Office in 150 STU.

Student Transfer Enrollment Partnership (STEP)**Grand Rapids**

Location: Campus of Grand Rapids Community College (GRCC)

Phone: 616-331-3588

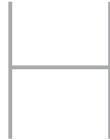
Hours: Tuesdays 9:00 a.m. – 4:00 p.m.

Transfer of Credits

Grand Valley makes every effort to transfer credit for academic work completed at other institutions. For information governing the use of transfer credit to fulfill degree requirements, see the General Academic Regulations section of the university catalog.

Transfer Student Advising**Allendale 331-3796**

Transfer Student Advising provides academic support to transfer students in their transition to Grand Valley. Transfer Student Orientation and Registration sessions are held throughout the year. Transfer students are provided information and guidance in order to sign-up and attend an orientation and registration session.



Advising – Non-Degree Seeking Students

Non-Degree Seeking Students

Some students, intending to take only a course or two, choose to be non-degree-seeking. Such students are not able to declare a major and be assigned to an advisor, nor is their previous college work evaluated. Only 30 semester hours of Grand Valley credits earned while a student is non-degree seeking can count toward a Grand Valley degree. All in all, there are reasons to encourage students to become degree-seeking, especially when they have previous college work.

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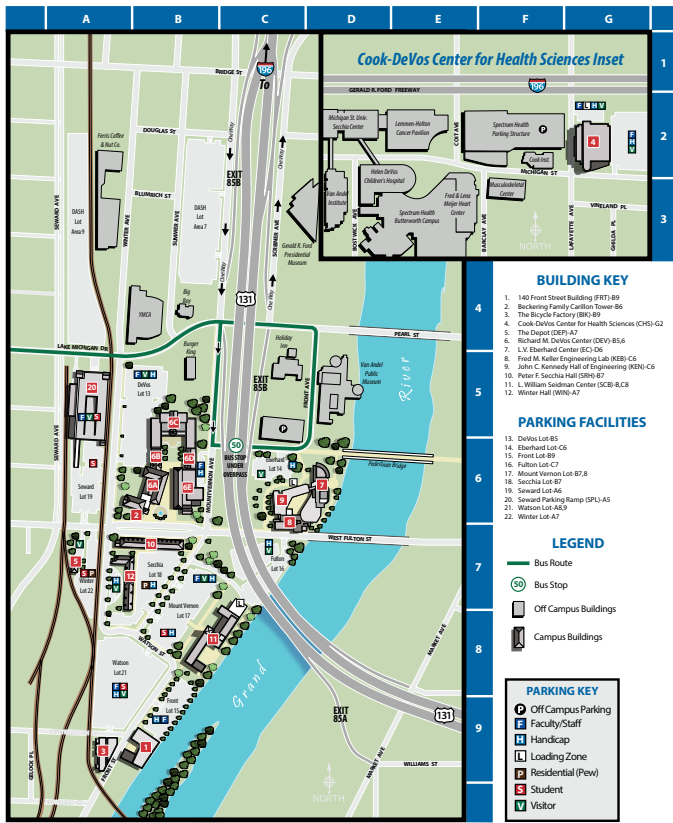
Building Codes

BLDG CODE BUILDING NAME

AGS	Art Gallery Support Facility
AH	Alumni House & Visitor Center
ASH	Au Sable Hall
BIK	Bicycle Factory Bldg (201 Front Street)
CAC	Alexander Calder Fine Arts Center
CC	Children's Enrichment Center
CCT	Cook Carillon Tower (near KC in Allendale)
CDC	Cook-DeWitt Center (Chapel)
CHS	Cook-DeVos Center for Health Sciences
COM	the Commons
CON	the Connection (new location of Papa John's Pizza)
COP	James M Copeland Living Center
CR	Calder Residence (student housing for art majors)
CUB	Central Utilities Building
DEP	the Depot
DET	Detroit - Charter Schools Building (the Barton Building)
DEV	Richard M DeVos Center
DLC	Richard M DeVos Living Center
EC	L V Eberhard Center (Meijer Public Broadcast Center)
FC	Football Center
FER	Ferguson Family Health Center - Sheldon Street, downtown GR, staffed by Kirkhof Center for Nursing
FH	Field House (contains Rec Center, pool, arena)
FLC	Edward J Frey Living Center
FRT	140 Front Street (aka Steelcase Bldg)
FSB	Fulton Street Building (632 Fulton)
FSF	Field Support Facility (Building "C" of Rec Fields 2011)
FST	Fillmore Storage Facility -
GBEN	Grand Valley Apartments - Benzie
GKWN	Grand Valley Apartments - Keweenaw
GMAC	Grand Valley Apartments - Mackinac
GOAK	Grand Valley Apartments - Oakland
GOFF	Grand Valley Apartments - OFFICE
GTUS	Grand Valley Apartments - Tuscola
GWEX	Grand Valley Apartments - Wexford
HLC	Icie May Hoobler Living Center
HLL	Arthur C Hills Living Center
HOL	Holland - Meijer Campus
HRV	Henry Hall (contains Loutit Lecture Halls)
JHZ	James H Zumberge Hall
JLC	Paul A Johnson Living Center
KC	Russel H Kirkhof Center
KEB	Fred M Keller Engineering Laboratories
KEN	John C Kennedy Hall of Engineering
KIS	Grace Olsen Kistler Living Center
KLC	Robert Kleiner Commons
KRP	William A Kirkpatrick Living Center
KTB	(formerly MOV) Kelly Family Sports Center (formerly Laker Turf Building, or MOV: Movement Sciences Building)
LHH	Lake Huron Hall
LIB	Mary Idema Pew Library Learning and Information Commons
LMH	Lake Michigan Hall
LOH	Lake Ontario Hall
LPB	Arend D Lubbers Stadium and Press Box
LSH	Lake Superior Hall
LTT	Loutit Lecture Halls (located inside Henry Hall)
LVA (N)	Laker Village Apts #2-17
LVA (S)	Laker Village Apts #18-30
MAK	Mackinac Hall
MAN	Manitou Hall
MCC	Higher Education Cntr @ Muskegon Community College
MCH	Meadows Club House
MCX	Meadows Crossing (ELS English Language Support)
MEC	MAREC - MI Alternative & Renewable Energy Cntr

BLDG CODE BUILDING NAME

MIC	515 Michigan
MLC	Meadows Learning Center
MMB	Meadows Maintenance Bldg.
MPF	Multi-Purpose Facility (Athletic Team Training Facility)
MUR	Mark A Murray Living Center (formerly South Apts "A")
n/a	CUB Garage (on east side of CUB -
NLA	North Living Center #A
NLB	North Living Center #B
NLC	North Living Center #C
NME	Glenn A Niemeyer East Housing
NMH	Frederick Meijer Honors College
NMW	Glenn A Niemeyer West Housing
OLC	Arnold C Ott Living Center
PAC	Performing Arts Center
PAD	Seymore & Esther Padnos Hall of Science
PKC	William F Pickard Living Center
PLC	Robert C Pew Living Center
RA-A	Ravines Apartments Building "A" APTs A-1 - A-8
RA-B	Ravines Apartments Building "B" APTs B-9 - B-26
RA-C	Ravines Apartments Building "C" APTs C-27 - C-39
RA-D	Ravines Apartments Building "D" APTs D-40 - D-57
RA-E	Ravines Apartments Building "E" APTs E-58 - E-65
RA-F	Ravines Apartments Building "F" APTs F-66 - F-78
RA-G	Ravines Apartments Building "G" APTs G-79 - G-86
RA-H	Ravines Apartments Building "H" APTs H-87 - H-99
RA-RC	Ravine Center (Community Bldg & Manager's Apt)
RC	Recreation Center (Part of FH Bldg)
RFS	Recreation Support Facility (Building B of Rec Fields 2011)
ROB	Kenneth W Robinson Living Center
RSF	Rugby Support Facility (Building "D" of Rec Fields 2011)
RVF	Riverfront Plaza Bldg - 55 Campau
SAC	South Apartments C (Housing 2010)
SAD	South Apartments D (Housing 2010)
SAE	South Apartments E (Housing 2010)
SCB	L William Seidman Center (downtown- 50 Front St)
SER	Service Building/GVSU Police (Dept. of Public Safety)
SH	Seidman House
SLB	Allendale Classroom/Lab Building
SLC	Bill & Sally Seidman Living Center
SRH	Peter F Secchia Residence Hall (Pew Campus Housing)
SSF	Soccer Scoring Facility (Student Rec Fields)
STA	Dale Stafford Living Center
STO	South Ticket Office @ Lubbers Stadium
STU	Student Services Building (Registrar, Admissions, Records & Registration, Cashiers, Student Housing, Student Employment, Financial Aid, Dean of Students, Disability Support Svcs
SUB	South Utilities Building (part of Housing 2004 project)
SWN	Maxine M Swanson Living Center
TCC	Traverse City Center @ Northern Michigan University
TSF	Track Scoring Facility (Building A of Rec Fields 2011)
UGH	University Guest House @ River Ridge Condo's n of M-45
UHC	University Health Cntr (aka CampusHealth Cntr)
VAI	Van Andel Institute (GVSU Research - not a GVSU building)
VLC	(former SAB) Van Steeland Living Center
WAT	609 Watson Street
WES	Wesley House
WIN	Winter Hall (Pew Campus Housing)
WLA	West Living Center A (Housing 2002)
WLB	West Living Center B (Housing 2002)
WLC	Ella Koeze-Weed Living Center
WRB	AWRI Boat Storage Facility
WRF	AWRI Field Station Bldg
WRI	Robert B. Annis Water Resources Institute (Lake Michigan Center)



Meijer Campus in Holland

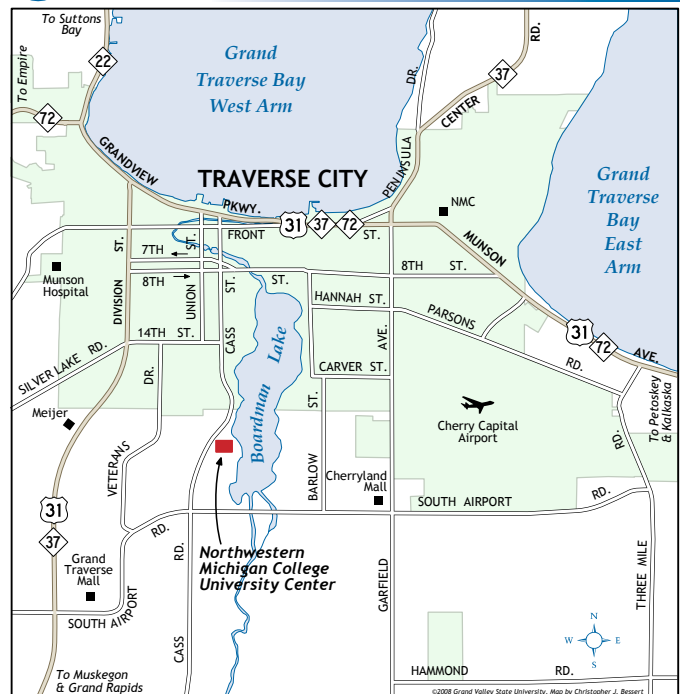


Muskegon Locations

Lake Michigan Center – AWRI, MAREC, Muskegon Regional Center



Traverse City Regional Center



BUILDING KEY

1. Alumni House & Visitor Center (AH)-C1
2. Au Sable Hall (ASH)-E5
3. Alexander Calder Fine Arts Center (CAC)-F6
4. Art Gallery Support Building (AGS)-C8
5. Calder Residence (CR)-F6
6. Campus Health Center (UHC)-C8
7. Central Utilities Building-E1
8. Children's Enrichment Center (CC)-B5
9. The Commons (COM)-E4
10. The Connection (CON)-D7
11. Cook Carillon Tower-D5
12. Cook-DeWitt Center (CDC)-D5
13. James M. Copeland Living Center (COP)-E3
14. Richard M. DeVos Living Center (DLC)-F2
15. Fieldhouse (FH)-D3
 - a. Arena-(D3)
 - b. Pool-(D4)
 - c. Recreation Center (RC)-C4
16. Football Center (FC)-B2
17. Edward J. Frey Living Center (FLC)-F2
- Grand Valley Apartments (GVA):
 18. Benzie-E9
 19. Keweenaw-E9
 20. Mackinac-E9
 21. Oakland-E8
 22. Office-E9
 23. Tuscola-E8
 24. Wexford-E8
25. Grand Valley State Univ. Arboretum-E5
26. Great Lakes Plaza-E5
27. Henry Hall (HRV)-D4
28. Arthur C. Hills Living Center (HLC)-F3
29. Icie May Hoobler Living Center (HLL)-E2
30. Paul A. Johnson Living Center (JLC)-E3
31. Kelly Family Sports Center (KTR)-C3
32. Russel H. Kirkhof Center (KC)-D5
33. William A. Kirkpatrick Living Center (KRP)-F3
34. Robert Kleiner Commons (KLC)-E2
35. Grace Olsen Kistler Living Center (KIS)-E2
36. P. Douglas Kindschi Hall of Science (KHM)-D4
37. Ella Koeze-Weed Living Center (WLC)-E2
38. Lake Huron Hall (LHH)-E5
39. Lake Michigan Hall (LMH)-E6
40. Lake Ontario Hall (LOH)-E6
41. Lake Superior Hall (LSH)-E6
42. Laker Village Apartments (LVA)-C7
43. Loutit Lecture Halls (LTT)-D4
44. Arend D. Lubbers Stadium-B2
45. Mackinac Hall (HAK)-E4
46. Maple Living Center (MPLC)-F4
47. Manitou Hall (MAN)-D4
48. The Marketplace
49. Mary Idema Pew Library Learning & Information Commons-D5
50. Meadows Club House (MCH)-A4
51. Meadows Learning Center (MLC)-A4
52. Multi-Purpose Facility (MPF)-B2
53. Mark A. Murray Living Center (MUR)-D7
54. Glenn A. Niemeyer East Living Center (NMR)-E7
55. Glenn A. Niemeyer Honors Hall (HON)-E7
56. Glenn A. Niemeyer West Living Center (NMR)-E7
57. North C Living Center (NLC)-E2
58. Oak Living Center (OLC)-E4
59. Arnold C. Ott Living Center (OLC)-E4
60. Outdoor Recreation & Athletic Fields-A,B6
61. Seymour & Esther Padnos Hall of Science (PAD)-D4
62. Performing Arts Center (PAC)-D6
 - a. Louis Armstrong Theatre (LAT)-D6
63. Pine Living Center (PNLC)-E4
64. Robert C. Pew Living Center (PLC)-F2
65. William F. Pickard Living Center (PKC)-F3
66. Ravine Apartments (RA)-C2
67. Ravine Center (RC)-C2
68. Kenneth W. Robinson Living Center (ROB)-E3
69. Seidman House (SH)-E6
70. Bill & Sally Seidman Living Center (SLC)-F3
71. Service Building (SER)-D1
72. South Apartment C (SAC)-D8
73. South Apartment D (SAD)-D9
74. South Apartment E (SAE)-D8
75. South Utilities Building (SUB)-F7
76. Dale Stafford Living Center (STA)-F3
77. Student Services Building (STU)-D5
78. Maxine M. Swanson Living Center (SWN)-F3
79. Traditional Style Housing (Coming 2016)
80. Ronald F. VanSteele Living Center (VLC)-D7
81. James H. Zumberge Hall (JHZ)-E5

PARKING KEY

- A** Admissions
- F** Faculty/Staff
- H** Handicap
- L** Loading Zone
- R** Residential
- S** Student
- V** Visitor
- C** Calder Resident
- J** Lot J - Commuter

