



**GRAND VALLEY
STATE UNIVERSITY**
ALUMNI AMBASSADORS

Training Manual

GRAND VALLEY STATE UNIVERSITY

Alumni Ambassadors

Admissions Office
1 Campus Drive, 300 STU
Allendale, MI 49401-9403
800.748.0246 • 616.331.2025

Updated September 2013

Table of Contents

CHAPTER 1

Welcome	1
Purpose	1
Organizational Goals	2
Selecting Volunteers	2
Volunteer I.D.	2-3
Communications	3
General Admissions Cycle	3-4
Admissions Staff Directory	4

CHAPTER 2

Activities to Achieve Our Goals	5
College Fairs	5-7
Receptions	7
Personal Contact	7
High School Award Programs	7
Ongoing Projects & Points to Remember	8

CHAPTER 3

Frequently Asked Questions	9-11
----------------------------	------

CHAPTER 4

Admissions Terms & Definitions	12-13
--------------------------------	-------

CHAPTER 5

Quick Reference Guide	14-27
-----------------------	-------

GVSU Alumni Ambassador Program

Welcome to the Grand Valley State University Alumni Ambassador program. You are an important part of the Grand Valley admissions effort. You are on the “front line” in our effort to recruit the best students to your alma mater. As an Alumni Ambassador, you have a unique opportunity to enhance the reputation and standing of Grand Valley State University. Alumni Ambassadors help the Admissions Office in a variety of ways. Alumni Ambassadors may be involved in:

- Representing GVSU at college fairs
- Contacting admitted students (by postcard or email)
- Helping to mingle with prospective students and parents at area receptions
- Attending high school award programs and presenting scholarships

We hope you achieve a sense of contribution and accomplishment when a student you have worked with decides to attend Grand Valley State University.

This training manual is designed to help you become an effective member of GVSU Alumni Ambassadors. It includes factual information about GVSU as well as expectations and guidelines for the various activities you may participate in.

Purpose

The GVSU Alumni Ambassador program was established in 2004 to assist the Admissions Office with student recruitment. Our organization consists of alumni volunteers who provide a “hometown” contact for prospective students and extend the coverage of Grand Valley State University by reaching out to area high school students.

Organizational Goals

1. To increase public awareness in local communities with the help of Alumni Ambassador volunteers.
2. To increase the number of prospects who have applied and enrolled at GVSU (particularly from the Detroit, Chicago and out-of-state areas).
3. To increase the support and enthusiasm among GVSU Alumni Ambassador volunteers who will see their efforts benefit their alma mater.

Selecting Volunteers

GVSU Alumni Ambassadors are selected in the following ways:

1. Letters to alumni who are nominated by a member of the Admissions staff, inviting them to join GVSU Alumni Ambassadors.
2. Telephone calls or emails to alumni in targeted areas extending an invitation to join Alumni Ambassadors.
3. Alumni Ambassador referrals.
4. Alumni may sign up on our website at www.gvsu.edu/alumniambassadors and receive current information on the program.

Volunteer I.D.

Alumni Ambassador Name Tag

One of the distinctive marks of a certified GVSU Alumni Ambassador volunteer is the same style name tag that is worn by other officials of the university. We recommend that you wear your Alumni Ambassador name tag whenever you are participating in an Alumni Ambassador event.

Alumni Ambassador Business Cards

Business cards allow you to distribute important information to students or parents in a personalized and professional manner. The cards contain the university's name and logo, web site address, and Admissions Office telephone number. The convenience and reassurance of a local contact cannot be overstated.

Please note for any person to whom you give your Alumni Ambassador business cards that important campus telephone numbers which are frequently requested in the admission process are listed on the back or the card for convenience.

Volunteers frequently ask to who they should give the cards. It is really up to you. Give the card to whomever you want to have your telephone number for the purpose of contacting you

about GVSU's admission process. We usually suggest that you not hand them out to everyone that you shake hands with at a college fair, but that is entirely up to you.

When you need another supply of business cards, please contact one of the Alumni Ambassador Coordinators at 1-800-748-0246.

Communications

Communications will come directly from the Admissions Office to GVSU Alumni Ambassadors. Alumni Ambassadors are encouraged to call, e-mail or write the Admissions Office when assistance or problem solving is needed. Ambassadors should also feel free to call or send an e-mail with their question or concerns to:

Admissions Office: 1-800-748-0246/616-331-2025

james-ht@gvsu.edu or

eichbem@gvsu.edu

For General Information

GVSU Website: www.gvsu.edu

Alumni Ambassador Website: www.gvsu.edu/alumniambassadors

General Admissions Cycle

During the academic year, Alumni Ambassadors will participate in the three phases of the admissions process to provide the necessary support for admissions in recruiting students for GVSU.

August-December

The first phase of recruitment is to generate inquiries by identifying potential GVSU students through college fairs, receptions, and other social contacts. After a potential student has been identified, the student's name and information is submitted to the Admissions Office. Admissions will need help from Alumni Ambassadors in attending in-state and out-of-state college fairs and receptions.

January-April

The second phase of recruitment is involving Alumni Ambassadors who will personally contact admitted students. Ambassadors will contact admitted students by e-mail or postcard to see if the students have questions and to encourage them to visit the campus.

May-August

The third phase and probably the easiest, is to sustain the student's enthusiasm so that it carries through with plans to enroll in the fall. This can be achieved through attending high school award programs and presenting scholarships on behalf of GVSU.

Admissions Staff Directory

Jodi Chycinski	Director of Admissions
Melanie Retberg	Associate Director of Admissions
Chris Hendree	Associate Director of Admissions
Tracey James-Heer	Associate Director of Admissions (Grand Rapids)
George Davis	Associate Director of Admissions
Michelle Loving-McKay	Associate Director of Admissions (Detroit)
Bonnie Ulmer-DeGraves	Associate Director of Admissions
Mike Eichberger	Assistant Director of Admissions
Libby Bonnell	Assistant Director of Admissions
Wallace Holder	Assistant Director of Admissions (Chicago)
Salvador Perez	Admissions Counselor
Adriana Almanza	Admissions Counselor
Astin Martin	Admissions Counselor
Kaleb Klotz	Admissions Counselor
Carlos Martinez	Admissions Counselor
Chelsea VanNoord	Admissions Counselor
Ben Rhodes	Admissions/Financial Aid Counselor
Eric Johnson	Data Communications Specialist
Devin Streur	Admissions Graduate Assistant
Maegan Hopson	Orientation Graduate Assistant
Andrea Marks	Administrative Assistant
Nichole Payne	Office Coordinator (Grand Rapids)
Mary Cotter	Front Desk Receptionist
Sheila Hilliard	Front Desk Receptionist

Activities to Achieve Our Goals

Aumni Ambassadors may set their own responsibilities, choosing from the programs list of needs. Many Ambassadors will fulfill several tasks, assisting year round with the various admissions efforts required. This chapter provides further details and forms relating to each activity.

College Fairs

College fair programs are generally sponsored by high schools, with their purpose being to bring a variety of colleges and universities together in one place for their students to investigate. The idea is to allow students to gather a lot of information about institutions in one central location that will help them with their college selection choice.

College fair participation is a very important part of the GVSU Admissions effort. Through your contacts our mailing list grows, increasing the applicant pool and making GVSU a better place.

Guidelines for attending a college fair:

1. Review GVSU's information prior to attending the College Fair program in order to be familiar with today's GVSU. Feel free to refer to the catalog or the GVSU web site for answers to specific questions.
2. Arrive at the College Fair site 30 minutes before the program begins. This will allow you enough time to park, register and prepare the table with GVSU information before the students arrive.
3. Have students you speak with fill out contact cards. This information will be entered into our database, and communication pieces will follow.
4. Answer questions about GVSU. Questions that you are unable to answer should be written on the contact card and the Admissions Office will contact the student or parent with the information requested. Remember, it is better to say "I do not know the answer and will check on it," than to give the student incorrect information.

5. Do not pressure students or attempt the hard sell and never speak adversely of other schools. If the student shows strong signs of committing to another college, you should retire gracefully. Avoid being lured into making comparisons between GVSU programs and those of other institutions (parents will ask sometimes). Example: How does GVSU compare to MSU or Hope College, etc.? Turn the table and simply indicate this is a comparison you must make as a family and suggest ways to make that comparison.
6. Be sure to remove all materials from the table after the program. Guidance counselors may want leftover materials for their resource center. Sometimes you will be asked to leave materials on the table.
7. Complete the **College Fair Report Form** and return it along with the GVSU table banner and completed contact cards to the Admissions Office **within (3) three days** so that we can send information to those prospects and enter their names into our database.
8. The leftover publications may be returned to the Admissions Office or Alumni Ambassadors may hold on to them for future College Fair programs or contacts with individual students.
9. If you are aware of local College Fair programs in which GVSU should be represented, try to arrange to have GVSU included on the mailing list for the following year. We ask Alumni Ambassadors to please send us information about these programs as soon as they are aware of them.

College Fair Materials

Alumni Ambassadors will receive the following information from the Admissions Office for College Fair programs.

1. A copy of the invitation with details about the College Day/Night program and directions to the program site, if available.
2. A package of GVSU publications and materials to be used for display and distribution at the College Fair program. Usually, this package will be sent by United Parcel Service. The package will include the following:
 - GVSU catalog(s) (for reference purposes, please do not display on table)
 - GVSU view books
 - Prospect contact cards*
 - At A Glance brochures
 - Housing brochures
 - Financial Aid & Scholarship brochures

- GVSU table banner*
- Returned self-addressed stamped envelope*
- GVSU pens or pencils

* Please return these items to the GVSU Admissions Office.

Receptions

A regional reception is a program hosted by Grand Valley State University in a specific location. The idea is to take Grand Valley to the students. The program includes a faculty speaker, alumni speaker and information about admissions, financial aid and housing. The receptions are generally held at a conference site such as a hotel and are done during the fall semester. The goal is to introduce Grand Valley to high school seniors and their parents and encourage them to visit the campus.

Alumni Ambassadors who volunteer to attend receptions are likely to (1) help with the check-in/registration process, (2) mingle with prospective students and parents, and (3) help answer questions about GVSU. In some cases, GVSU Alumni Ambassadors are asked to speak about their GVSU experience and how it prepared them for their current occupation.

Personal Contact

Alumni Ambassadors are encouraged to contact students e-mail or postcard from January to July. A list of admitted students and contact forms will be sent to Ambassadors from the Admissions Office.

High School Award Programs

Each year, a large number of high school seniors qualify for GVSU scholarships. Many of the scholarships are based on the student's academic performance (GPA, ACT/SAT score, etc.), although some scholarships are based on talent, such as athletic or artistic ability. Whatever the case may be, high schools often request that GVSU attend their awards program and present the scholarship to the student(s).

As an Alumni Ambassador, there may be high school awards programs in your area that you can assist with. Most high school award programs take place in the spring and usually last 1-3 hours. In most cases, you are welcome to leave the program once you have presented your awards. If you volunteer to attend a high school award program, all of the necessary information pertaining to the student and his/her scholarship will be sent to you from the Admissions Office.

Ongoing Projects & Points to Remember

1. Keep in touch with the Admissions Office. Check the GVSU Alumni Ambassador web site (www.gvsu.edu/alumniambassadors) on a routine basis. Members should direct their questions or problems to either Tracey James-Heer or Mike Eichberger.
2. Plan to visit the campus at least once every five years.
3. Attend admissions and other area programs about GVSU sponsored by the Admissions and/or Alumni Offices.
4. Make sure you have a copy of the most recent catalog, view book, application and other pertinent resource materials. Read through them to familiarize yourself with the programs that make GVSU unique: academic programs, on-campus housing, activities, financial aid, statistics, etc.
5. Become familiar with GVSU's web site (www.gvsu.edu) and visit it frequently to remain current with changes.
6. Get to know local students who are currently attending GVSU.
7. Respect the confidentiality of information given to you.
8. Do not dissuade students from considering other colleges/universities. This violates the ethical code of the admissions profession. Point out the strengths of GVSU.
9. Do not pressure a student to make a decision.
10. You can't know everything. When you run up against a question that you are not sure about, use the many resources available to you: the Admissions Office, printed materials in your possession, and the GVSU web site.

Frequently Asked Questions

Below is a list of the most frequently asked questions we receive in the Admissions Office. Please familiarize yourself with them so you are well prepared to answer questions of prospective students and their parents. This is particularly important if you plan to represent GVSU at any college fair programs or receptions.

1. Are there transportation routes accessible to Grand Valley?

Yes. Both Amtrak and Greyhound travel to downtown Grand Rapids. GVSU is also serviced by several shuttle buses that connect the Allendale campus to the downtown Grand Rapids campus. Off-campus apartment shuttles are available as well. The various routes serve almost 100,000 riders per week.

2. Do I have to live on campus as a freshman?

No. GVSU students have the choice of living on or off campus. The Admissions Office strongly recommends that students take advantage of the many benefits of living and learning on campus. Students who submit their completed housing application by March 1 are guaranteed on-campus housing.

3. Does GVSU have any student organizations?

Yes. Grand Valley has over 350 registered student organizations including groups focused on: community service, academics, athletics, religion, cultures, fraternities & sororities, and many other interests.

4. How do I apply for admission to GVSU?

A student may apply to Grand Valley as early as the day after Labor Day of their senior year. To apply a student should complete the application for admission and submit a non-refundable \$30 application fee. Also, the high school counselor should send official high school transcripts and scores from the ACT or SAT test.

5. How do I get financial aid?

Simply fill out the Free Application for Federal Student Aid (FAFSA), and list GVSU as a recipient of your information. Our priority deadline for filing the FAFSA is March 1 of the senior year.

6. How do I visit GVSU?

To visit GVSU, simply give us a call at our toll-free number: 800-748-0246. Families can visit Monday through Saturday during the academic year, and we can arrange a student-lead campus tour, and/or an appointment with an Admissions Counselor.

7. How large is the campus?

Grand Valley's main campus is located in Allendale, Michigan, alongside the Grand River. Spread across 1,275 acres, the campus provides room to move around, enjoy nature, or find a quiet place to think. The buildings are grouped within a 15 minute walking distance of one another and clustered around common student activities.

8. How many students attend GVSU?

There are over 24,000 total students attending GVSU, with about 21,000 of those students attending as full-time undergraduates on our main campus, located in Allendale.

9. How much is tuition for a Michigan Resident?

Tuition and fees for full-time, first-year, Michigan Residents for the 2013-2014 school year are: \$10,454.

10. Do you have an Honors College?

Yes. The GVSU Frederik Meijer Honors College offers an alternative form of general education in which courses and disciplines are integrated, classes are often team taught, and class size is small. Admission is granted to applicants who have a high school grade point average of 3.5 or higher and a composite ACT score of 28 / SAT 1240 or higher.

11. What are GVSU's admissions requirements?

Admission decisions are based on the high school record, grades earned as well as courses selected, personal data, and ACT or SAT results. The following college prep curriculum is recommended:

Four years of English, including composition

Three years of science, including two years of laboratory science

Three years of college prep math, including two year of algebra

Three years of social sciences

Two years of a single foreign language

12. What is the male to female ratio?

Approximately 59% of students are female, 41% of students are male.

13. What sports do you have at GVSU?

GVSU has 18 NCAA Division II Athletic teams. Women: Basketball, Volleyball, Softball, Golf, Soccer, Cross Country, Track & Field, Tennis, Swimming and Diving. Men: Basketball, Baseball, Football, Golf, Tennis, Track & Field, Cross Country, Swimming and Diving.

14. What types of academic programs are offered at Grand Valley?

Grand Valley offers more than 200 areas of study, including 81 undergraduate majors and 32 graduate programs. Some of our most popular majors include: Biomedical Sciences (Prehealth), Business, Education, Engineering, Nursing, and Physical Therapy.

15. What is the housing like at Grand Valley?

Grand Valley has some of the newest housing in the state. We offer students the choice of residing in our Traditional Style Living Centers (single rooms that two students share and the bathroom is down the hallway); Suite Style Living Centers (two bedrooms joined by a bathroom and 4 female or male students share the suite); or Apartment Style Living Centers (2-person efficiency rooms complete with a bathroom and kitchenette).

16. Where is GVSU located?

GVSU is located in Allendale, Michigan. The university is approximately 20 minutes from downtown Grand Rapids (2nd largest city in the state of Michigan), and about 25 minutes from the beaches of Lake Michigan. From Chicago, we're about 2 hours and 45 minutes. From Detroit, we're about 2 hours and 30 minutes.

Chapter 4

Admissions Terms & Definitions

Here you will find a list of the most commonly used Admissions terms and definitions.

ACT

The ACT is a standardized achievement examination for college admissions in the United States. It is designed to assess high school student's general educational development and their ability to complete college-level work. The ACT test has historically consisted of 4 tests: English, Math, Reading, and Science reasoning. In February 2005, an optional writing test was added to the ACT, which GVSU does not require.

Advanced Placement (AP)

The Advanced Placement Program (AP), a service of the College Board, allows students to earn college credits while they are still in high school. Grand Valley State University will except for credit, scores of 3, 4 or 5 on the Advanced Placement Tests.

CELT

Comprehensive English Language Test. Used specifically by GVSU Admissions for students whose native language is not English.

CLEP

College Level Examination Program. This is another way to test out of subjects and earn college credit.

Cumulative GPA

A student's overall GPA from freshman through senior year of high school.

Dual enrollment

A student taking college classes while still in high school.

FAFSA

Free Application for Federal Student Aid. Used by all colleges and needed for any type of financial aid. The priority deadline at GVSU is March 1 for incoming freshmen.

GPA

Grade point average. GVSU will use cumulative GPA from 9th-12th grade. If a school offers weighted grades we will accept that GPA, however, we do not re-calculate a GPA.

NCAA

National Collegiate Athletic Association. GVSU competes at the Division II level.

Prospect

A prospective student.

SAT

The SAT Reasoning Test (formerly Scholastic Aptitude Test and Scholastic Assessment Test) is a standardized test for college admission in the United States. The SAT measures verbal and mathematical reasoning abilities that students develop over time, both in and out of school, which are related to successful performance in college. SAT scores are intended to supplement the secondary school record and help admission officers put local data -- such as course work, grades, and class rank -- in a national perspective. Both SAT and ACT scores can be used for an admissions decision.

TOEFL

The Test of English as a Foreign Language (TOEFL) measures the ability of nonnative speakers of English to use and understand North American English as it is spoken, written and heard in college and university settings. The TOEFL test measures English language proficiency in reading, listening and writing and is offered on computers in most regions of the world. In areas where access to computer-based testing is limited, a paper-and-pencil version of the test is administered. GVSU requires a minimum TOEFL score of 80.

Weighted grades

High schools sometimes offer extra credit toward a student's GPA for taking advanced courses.

Chapter 5

Quick Reference Guide

This reference guide is for your use in answering questions of prospective students and parents. Subjects are listed alphabetically on the RIGHT hand margin for easier search. If you are unable to find the answer to a specific question, please refer the student or parent to the Admissions Office at 1-800-748-0246.

Academic Calendar

Fall Semester 2013

Classes Begin	August 26, 2013
Labor Day Recess	September 1-3, 2013
Thanksgiving Day Recess	November 27-December 1, 2013
Classes End	December 7, 2013
Examinations	December 9-14, 2013
Semester Ends	December 14, 2013

Winter Semester 2014

Classes Begin	January 6, 2014
Spring Break	March 2-9, 2014
Classes End	April 19, 2014
Examinations	April 21-26, 2014
Semester Ends	April 26, 2014

Accreditation

The university is accredited by the North Central Association of Colleges and Schools, and all individual programs have achieved the highest accreditation possible.

Admission Criteria

Grand Valley grants admission to students who are prepared to meet the challenges of a rigorous university curriculum. An Admissions Counselor carefully reviews each application for admission. Academic as well as other criteria presented by applicants are considered in the evaluation. Applicants are reviewed using a combination of high school

courses completed, cumulative grade point average, standardized test scores, grade point trend, rank in class and other factors provided by the applicant. A single deficiency in an academic area will not necessarily mean a student is refused admission. However, students who are missing a number of courses are at a disadvantage.

Subject criteria in high school should include:

Four years of English, including composition

Three years of college preparatory math, including two years of algebra

Three years of science, including two years of a laboratory science

Three years of social sciences

Two years of a single foreign language

A transfer applicant with a 2.5 grade point average or above with a minimum of 30 semester hours or 45 quarter hours and eligible to re-enroll at the former institution will normally be admitted.

A transfer applicant with a 2.5 grade point average or above with fewer than 30 semester hours or 45 quarter hours must also submit high school records. Admission evaluation will be made based on both the college record and the high school record using the Freshman Admissions Requirements as stated above.

Advance Placement (AP)

The Advance Placement Program (AP) provides students with an opportunity to try college-level work in high school, and to gain valuable skills and study habits for college. The AP program is a service of the College Board, and allows students who receive a qualifying grade on the AP Exam possible college credit. AP exams are offered in May of each year and students should contact their high school counselor or AP coordinator to get signed up. Exams are graded nationally by combining essay grades and multiple-choice grades into the following five-point scale:

- 5-Extremely well qualified
- 4-Well qualified
- 3-Qualified
- 2-Possible qualified
- 1-No recommendation

Grand Valley State University will award college credit for AP scores of 3, 4 and 5 on the AP exam. In order to receive credit, the student must request their AP score report be sent to GVSU.

Application Deadlines

The admissions application deadline for the Winter 2014 semester is December 1, 2013. The application deadline for the Spring/Summer 2014 semester is May 1, 2014.

Applying to GVSU

A complete application for freshman admissions will include:
A signed application for admissions
Non-refundable \$30 application fee (check or money order payable to GVSU)
Official high school transcript(s)
ACT or SAT test score
*Although not required, letters of recommendation from teachers or counselors and personal essays may be included.

A complete application for transfer admissions will include:
Non-refundable \$30 application fee (check or money order payable to GVSU)
Official school transcript(s) for all previously attended colleges and/or universities
*If less than 30 earned college credits we also require the following:
Official high school transcript(s)
ACT or SAT score (if out of high school for less than three years)
*Although not required, course descriptions may be included for review of transfer credit.

Athletics

Grand Valley competes in 18 collegiate sports at the NCAA Division II level. Men's and women's teams compete in the following sports: Baseball (M), Basketball (M,W), Cross-Country (M,W), Football (M), Golf (M,W), Lacrosse (W), Soccer (W), Softball (W), Swimming and Diving (M,W), Tennis (M,W), Track (M,W), and Volleyball (W).

Average Class Size

The average class size is 27 students.

Campus Locations

Our main campus in Allendale, MI is spread across 1,275 acres and nestled in the woods along the Grand River. This contemporary campus offers all the features you'd expect from a residential college including state-of-the-art classrooms and laboratories, contemporary housing, outstanding fitness and sports facilities, a comprehensive library and much more.

Our downtown Grand Rapids campus is located in the heart of Michigan's second largest city. Students enjoy the advantages of a state-of-the-art urban facility that is a catalyst for interaction between students and the real world, putting students closer to employment, internship, and community outreach programs.

Grand Valley also has regional campuses and offices in Holland, Muskegon, and Traverse City. These regional sites bring Grand Valley's outstanding academic programs and distinguished faculty closer to home for students of all ages throughout the region.

Main Campus – Allendale
1 Campus Drive
Allendale, MI 49401-9403
(616) 331-2025 / (800) 748-0246

Robert C. Pew Campus - Grand Rapids
401 Fulton Street West
Grand Rapids, MI 49504
(616) 331-5000

Meijer Campus - Holland
515 South Waverly Road
Holland, MI 49423
(616) 394-4848

Regional Center for Higher Education - Muskegon
(on the campus of Muskegon Community College)
221 South Quarterline Road
Muskegon, MI 49442-1400
(231) 777-0505

Regional Center - Traverse City
(on the campus of Northwestern Michigan College)
2200 Dendrinos Drive, Suite 101
Traverse City, MI 49684
(231) 995-1785

Campus Visits

We encourage students and families to visit our campus and explore the many opportunities available to Grand Valley students.

Allendale Campus Tours are available by appointment daily (10:00am, 11:00am, 12:00pm, 1:00pm, 2:00pm) and on Saturdays* (10:00am, 11:00am, 12:00pm, 1:00pm, 2:00pm) during the regular academic year. Join a current Grand Valley student in a one-hour exploration of academics, classrooms, housing, dining and student recreation and sport facilities. To schedule a tour, please contact the Admissions Office at 1-800-748-0246.

*Saturday tours are not available during the months of May, June, July, and August.

Pew Campus (Downtown Grand Rapids) Tours are available by appointment. Please contact the Admissions Office at 1-800-748-0246.

Admissions Counselor appointments are available to discuss Grand Valley on a more one-on-one basis. This is a great opportunity to have individual questions answered. Upon request an admissions appointment may be available prior to a scheduled tour time or after a scheduled tour time. To schedule an Admissions Counselor appointment, please contact the Admissions Office at 1-800-748-0246.

Career Services

The Career Services Office provides extensive services to students and alumni as they prepare for internship/co-op and post-graduation employment. The staff assists students

and alumni in preparing resumes and credentials, in developing interviewing skills and job search techniques. Students who register with the office may take advantage of a Web-based system to get current job listings, sign-up for on-campus interviews, and receive email correspondence from Career Services regarding upcoming events and employment information. The Web-based system provides a computerized resume database available to employers for resume referrals. In addition, the office provides internship listings and assistance in locating internships for students.

Cars

Freshman students are allowed to have cars on campus.

Cheerleading

Brandy Skantze is the Grand Valley State cheerleading coach. Please contact her with any questions about GVSU Cheerleading at: coachskantze@yahoo.com

Computers

GVSU prides itself on providing students with exceptional facilities and innovations in technology. Grand Valley has worked to bring wireless computing capabilities to all academic buildings. This includes buildings on the Allendale Campus, the DeVos/Eberhard/Cook-DeVos buildings in Grand Rapids, as well as the Meijer Campus in Holland. These new services are available to all students, faculty and staff.

Laptop computers are not required for incoming freshman students at Grand Valley; however we encourage families to consider making the investment. Both faculty and students rely on utilizing advance technology for lectures, presentations, and research study as well as to access key student services. For maximum convenience students can access online library systems, degree audits, and interact online with our Career Placement, Student Employment and Class Registration services.

Cost

GVSU is one of the most affordable public universities in Michigan. Tuition is based on the classification of the student and the course: undergraduate lower or upper division, graduate, resident, or nonresident; these are figures for the **2013-2014** academic year.

	Michigan Residents (per year)	Non-Michigan Residents (per year)
LOWER DIVISION TUITION (0-54 credits earned)	\$10,454	\$15,114
UPPER DIVISION TUITION (55+ credits earned)	\$10,978	\$15,662

Other Estimated Yearly Expenses -- Based on 2012-2013 Rates		
Room and Board	\$8,080	Based on full service meal plan for students living on campus in university housing. Room only and Board Plus plans are also available at lower rates.
Books and Supplies	\$1,000	Estimate for a full-time student enrolled for two semesters.
Commuting	Varies	Parking costs are either \$88 (for students taking 6 credits or less) or \$170 (for students taking 7 or more credits) per semester, if you are bringing a car to campus. Bus transportation is free between the Allendale and Grand Rapids campuses. Students not residing on campus should estimate their living and transportation costs on an individual basis.
Out of Pocket	\$2,000	Estimated amount a full-time student may choose to spend on social activities and other personal needs.

Dual Enrollment

Some high school students may be eligible for concurrent enrollment in Grand Valley courses while completing high school graduation requirements. Admission will be based upon the following:

Completed non-degree seeking application
 High school transcript indicating cumulative grade point average of 3.0 or higher
 Written permission from high school counselor or principal
 Completed dual enrollment form

Students are limited to enrollment in two classes per semester while in the dual enrollment program, and must meet with an Admissions Counselor prior to enrolling in classes.

Enrollment

Fall 2013 Summary

Total enrollment	24,654
Total undergraduate	21,317
Full-time undergraduates	18,663
Total graduate students	3,337
Female	59%
Male	41%
Non-Michigan Residents	6.2%
New Freshman Students	4,005

New Transfer Students	1,759
New Graduate Students	863

Faculty to Student Ratio

The faculty to student ratio is a very personal 1:18.

Financial Aid

Students interested in receiving need-based aid must submit a complete application for admission and file the Free Application for Federal Student Aid (FAFSA) by March 1, 2014. An online application is available at www.fafsa.edu.gov.

Freshmen Profile

Fall 2013

Middle 50% scored between:

3.2 and 3.8 High School G.P.A.
21 and 26 Composite ACT

Graduate Programs

Grand Valley State University offers the following graduate degree programs:

- Accounting (M.S.A.)
- Biology (M.S.)
- Biomedical Sciences (M.H.S)
- Biostatistics (M.S.)
- Business (M.B.A.)
- Cell and Molecular Biology (M.S.)
- Communications (M.S.)
- Computer Information Systems (M.S.)
- Criminal Justice (M.S.)
- Education, Educational Technology (M.Ed.)
- Education, Higher Education (M.Ed.)
- Education, Instruction and Curriculum (M.Ed.)
- Education, Educational Leadership (M.Ed.)
- Education, Literary Studies (M.Ed.)
- Education, School Counseling (M.Ed.)
- Education, Special Education (M.Ed.)
- Educational Specialist in Leadership (Ed.S.)
- Engineering (M.S.E.)
- English (M.A.)
- Health Administration (M.H.A.)
- Medical and Bioinformatics (M.S.)
- Nursing (M.S.N.)

Nursing (D.N.P.)
Occupational Therapy (M.S.)
Physical Therapy (D.P.T.)
Physician Assistant Studies (M.P.A.S.)
Professional Science Masters (M.P.S.)
Public Administration (M.P.A.)
Public Health (M.P.H.)
Social Work (M.S.W.)
Speech-Language Pathology (M.S.)
Taxation (M.S.T.)

Greek Life

There are 15 Fraternities at Grand Valley --

Alpha Phi Alpha, Alpha Sigma Phi, Alpha Tau Omega, Delta Sigma Phi, Delta Upsilon, Delta Tau Delta, Iota Phi Theta, Kappa Alpha Psi, Kappa Sigma, Phi Beta Sigma, Phi Iota Alpha, Sigma Lambda Beta, Sigma Phi Epsilon, Sigma Pi, Theta Chi.

There are 15 Sororities at Grand Valley --

Alpha Kappa Alpha, Alpha Omicron Pi, Alpha Sigma Alpha, Alpha Sigma Tau, Delta Phi Lambda, Delta Sigma Theta, Delta Zeta, Gamma Phi Beta, Phi Mu, Phi Sigma Sigma, Sigma Kappa, Sigma Gamma Rho, Sigma Lambda Gamma, Sigma Lambda Upsilon, Zeta Phi Beta.

National Pan-Hellenic Council organizations at Grand Valley include --

Alpha Phi Alpha, Alpha Kappa Alpha, Kappa Alpha Psi, Delta Sigma Theta, Sigma Gamma Rho, and Iota Phi Theta.

Multicultural Greek organizations at Grand Valley State University include Delta Phi Lambda Sorority, Sigma Lambda Beta International Fraternity, Sigma Lambda Gamma Sorority, Inc.

For more information regarding Greek Life at Grand Valley State University, please contact Santiago Gayton, Office of Student Life at (616) 331-2345.

Health Services

The GVSU Campus Health Center is a walk-in clinic (Monday, Tuesday, Thursday, Friday 9a.m.-5p.m. and Wednesday 10a.m.-6p.m., closed on major holidays and during lunch hours from 1-1:45pm) designed for the diagnosis and treatment of acute minor illness, injury or accidents for students, faculty and staff.

Staffed daily by a Physician Assistant, RN, LPN and Business Discharge Specialist under the direction of a Board Certified Emergency Physician many services are available for students, including referrals for Family Practice Physicians, Internists and other specialty fields.

Students may visit the Campus Health Center to receive services for the following: yearly and sports physicals, routine procedures, allergy shots, gynecological exams, TB testing, Tetanus booster, Hepatitis B, Meningitis, International Travel Vaccines, MMR, birth control counseling, STD screening, exams and education; treatment for coughs, colds, headaches, sore throats, infectious mononucleosis; lacerations, ear aches, sprains, burns, mole & wart removal; management of chronic conditions such as asthma, diabetes, high blood pressure, eating disorder assessments, monitoring and treatment.

Costs vary with exam or procedures. Payment is expected at the time of service. The Campus Health Center will accept cash, checks, and major credit cards. Any remaining balance will be placed on the student's account. Student should bring their insurance card or a front and back copy of the card for lab procedures only. Laboratory tests are available on-site and off-site; referrals to x-ray, ultrasound, CAT scan, and MRI.

The Campus Health Center accepts all major health care providers and will bill your insurance company.

Honors College

The Frederik Meijer Honors College is located on the Allendale campus, and offers academically talented students an opportunity to participate in an exclusive community of scholars exemplifying intellectual achievement. Honors students develop high levels of proficiency in research, writing, and critical thinking while taking their classes in the same building they call home, the Glenn A. Niemeyer Learning and Living Center. In order to be admitted to the Frederik Meijer Honors College a student needs a 3.5 GPA and a 28 ACT.

Housing

GVSU students are not required to live on campus. However, we strongly recommend that students take advantage of the many benefits of living and learning on-campus. Admitted freshmen who submit their housing application and security deposit of \$150 by May 1 are guaranteed on-campus housing.

Grand Valley has some of the newest housing in the state. We offer freshmen the choice of residing in our Traditional Style Living Centers, Suite Style Living Centers or Apartment Style Living Centers. Costs, floor plans and a three-dimensional tour of Grand Valley housing may be viewed by visiting our Housing website.

International Students

International students are required to submit an application for admission along with the results of the Test of English as a Foreign Language (TOEFL), a personal statement and documented proof of adequate financial resources. Applications can be completed online at www.gvsu.edu/admissions. Currently, Grand Valley has a total of 369 international students which represent 70 different countries.

Intramurals

The Office of Campus Recreation offers a variety of intramural programs to encourage participation for a diverse campus community. Men's, women's and co-recreational divisions for competitive and recreational skill levels are offered in over 20 intramural sports throughout the year. Competitive sports opportunities include basketball, badminton, bowling, racquetball, soccer, softball, roller hockey, tennis, volleyball, and flag football to name just a few. For additional information, please contact the Intramural Office at 616-331-3218.

Library

The Mary Pew Idema Library Learning and Information Commons is a brand new facility located in Allendale and is three times the size of the old Zumberge Library. There are 20 rooms for group collaboration, as well as shelves to hold 150,000 books and an automatic retrieval system to hold 600,000 books.

The Steelcase Library in Grand Rapids is a juxtaposition of technology and tradition. It houses an automated retrieval system which holds the library's circulating collection and can accommodate 250,000 volumes. A large reading room with a stained glass window provides a quiet study area with comfortable seating. The tables and carrels are wired for laptop computer use. The reading room holds the expanded reference collection and the current issues of 700 journal titles. Steelcase Library also houses the Grand Rapids Bar Association's law collection.

Majors

Grand Valley offers more than 200 areas of study, including 81 undergraduate majors and 32 graduate programs.

Meal Plans

The living centers provide accommodations and meals for just over 5,800 students. Three room-and-board plans are available – a 5-meal plan, a 10-meal plan, a 14-meal plan, and a 19-meal plan. Meals are served in the Fresh Food Company, Kleiner Commons, The Connection, Plaza Café, Einstein Bagel, Fuel, and River Landing at the Kirkhof Center, depending on the plan selected. At each meal the traditional dining in the Fresh Food Company provides several entrees, including a vegetarian entrée, from which students may choose. Students may eat all they want and are allowed to return as often as they want to the various serving tables. Fuel is a food court located below Fresh Food Company, and offers Bleaker Street Cafe, Freshens Smoothies, Jump Asian Express, Crepes, and Papa Johns. In the Kleiner Commons, there is a marketplace, coffee shop, and convenience store for student dining. Students can use their dining cards at this convenience store and at Lobby Shop and Java City located in the Kirkhof Center. Plaza

Café is a food court located on the Pew campus, which offers a variety of grill options, salads, and pizza bar.

Orientation

By mid January, all admitted freshman degree-seeking students are mailed a packet for Orientation and Registration. To secure a place in the freshman class, students are asked to select an orientation date and submit a \$95.00 orientation/registration fee by May 1.

Freshman Orientation is a two-step process:

1. Class Registration/Advising
2. Fall Orientation

Students will attend one-day summer registration session. At this session students will meet with academic advisors and register for classes. The fall orientation happens just before the start of fall classes. During fall orientation students begin to make the transition to college life.

TRANSFER:

Once degree-seeking transfer student are admitted, information regarding the schedule for Orientation and Registration is mailed to them. Orientation is in small groups of generally five students to make academic advising and career counseling as personal as possible. Students will register for the entire academic year. To schedule an orientation date, students must submit a \$50.00 fee and register online via online via Admissions or call 616-331-2025 to reserve a date.

Parking

Any commuting or resident student choosing to park a vehicle on the Allendale or Grand Rapids Pew Campuses must purchase and display a parking permit. The cost for a parking permit is \$175/semester for students with 7 or more credit hours and \$91/semester for students with less than 1-6 credit hours. Parking permits are not required at the Holland, Muskegon or Traverse City campuses. Permits can be ordered electronically at www.gvsu.edu/publicsafety. The permit costs will be charged to the student's account and billed on the regular tuition bill. Additional questions can be answered by calling the Department of Public Safety at 616-331-3255.

Scholarships

Grand Valley offers an outstanding merit-based scholarship program. We determine initial eligibility for these scholarships at the time of admission, although final award decisions and the amount of most scholarship are made by the scholarship committee after the student has completed all required application materials. To be considered for these scholarships, the Admissions Office must receive your application by December 31 for the following fall semester. All relevant information including the ACT or SAT scores must be received by the December 31 deadline to receive scholarship consideration. Scholarship criteria are reviewed annually and subject to change.

Security

The Department of Public Safety Services is a full-service law enforcement agency with full arrest powers and is responsible for enforcing state laws as well as university rules and regulations, and for maintaining a safe and secure environment for the campus community. Department personnel are trained in first aid and other emergency procedures. The department also maintains a Lost and Found Bureau and a Parking Violations Bureau and approves drivers for operating state vehicles.

Grand Valley's crime rate is very low in comparison to the national average and to other state universities. We provide information regarding security procedures and crime statistics to all its employees and enrolled students. The university's Department of Public Safety reports all incidents to the Uniform Crime Reporting program and statistical reports are available online at: www.gvsu.edu/publicsafety.

Size

Our main campus in Allendale is spread across 1,275 acres and nestled in the woods along the Grand River.

Student Life

Grand Valley reaches far beyond the typical college activity list to make life on campus exciting and enjoyable. Students can take advantage of more than 350 clubs and organizations, including cultural organizations, performing arts groups, recreational clubs, religious groups, social organizations, fraternities and sororities, professional associations, special interest groups, leadership groups, and community service organizations.

Students are in class an average of 30% of the time during the normal week of college life. Students are encouraged to maximize their college experience through participation in a variety of campus experiences. Employers continue to look for new employees who have a broad base of experiences and are comfortable in working with others. Historically, students who are successful have developed a plan for how they will spend the other 70% of time they are not in class.

Study Abroad

The Padnos International Center (PIC) supports the academic programs in all departments, divisions and schools by offering and coordinating study abroad opportunities in various countries. Academic semester and year long programs in countries relevant to various academic majors, minors, and general education courses are available for academic credit to all Grand Valley students.

PIC maintains a fully staffed overseas program Resource Room, where students can explore participation in overseas experiences throughout the world. Guidance, enrollment support, financial aid coordination, and credit transfers are offered by the

Padnos International Center staff. Students are encouraged to visit the Center's Resource Room early in their academic studies, so that appropriate planning can be undertaken.

Transfer Credit

Grand Valley makes every effort to transfer credit for academic work completed at other institutions. In general, courses completed with a D grade at an institution accredited by one of the Regional Accrediting Commissions will transfer when the overall GPA of all previous work, as calculated by Grand Valley, is a "C" or better.

Transfer credit is typically determined by the offering of an equivalent course at Grand Valley and is granted only to those students admitted as degree-seeking. Transfer students admitted as degree seeking will receive a Transfer Credit Statement/Degree Audit. This statement tells how course work completed at other colleges and universities will transfer to Grand Valley on a course-by-course basis.

Course equivalencies for all Michigan colleges and universities are available online at:
<http://www.gvsu.edu/studentapps/mtn/>

Transferring to GVSU

A transfer applicant is someone who has attended another college or university. The applicant will be evaluated on previous course work at the college level. Our admissions requirements are designed to ensure that students who are admitted to Grand Valley State University have the ability to successfully complete academic work and fully benefit from the educational opportunities available. Transfer students are normally admitted based upon the completion of 30 semester credit hours and a cumulative grade point average of 2.5 or higher.

High school performance will also be reviewed for transfer applicants who have earned fewer than 30 semester hours (45 quarter hours) of college-level course work. We recommend a college preparatory core of courses including four units of English, with one composition course; three units of science; three units of mathematics, with two years of algebra; three units of social sciences; two years of a single foreign language and seven units of electives. These electives might include a fourth year of math, two years of fine arts, or a computer literacy course.

Tutoring Services

The Tutoring Center provides free tutoring to all GVSU students in most 100- and 200-level courses. Tutorials are done in one-on-one and group settings. Tutoring services are available at the Allendale, Pew, and Holland campuses.

Visiting Campus

We encourage students and families to visit our campus and explore the many opportunities available to Grand Valley students.

Allendale Campus Tours are available by appointment daily (10:00am, 11:00am, 12:00pm, 1:00pm, 2:00pm) and on Saturdays* (10:00am, 11:00am, 12:00pm, 1:00pm, 2:00pm) during the regular academic year. Join a current Grand Valley student in a one-hour exploration of academics, classrooms, housing, dining and student recreation and sport facilities. To schedule a tour, please contact the Admissions Office at 1-800-748-0246 or (616) 331-2025.

*Saturday tours are not available during the months of May, June, July, and August.

Pew Campus (Downtown Grand Rapids) Tours are available by appointment. Please contact the Admissions Office at 1-800-748-0246 or (616) 331-7220.

Admissions Counselor appointments are available to discuss Grand Valley on a more one-on-one basis. This is a great opportunity to have all your individual questions answered. Upon request an admissions appointment may be available prior to your scheduled tour time or after your scheduled tour time. To schedule an Admissions Counselor appointment, please contact the Admissions Office at 1-800-748-0246 or (616) 331-2025.

