



2014-2015

# Brooks College Advising Guide

*“Good Advising may be the single most underestimated characteristic of a successful college experience”* - Light, R.J. (2001) Making the most of college.

Cambridge, MA: Harvard University Press.

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Can access our website through: [www.gvsu.edu/integrativelearning/advising](http://www.gvsu.edu/integrativelearning/advising)

### **Referrals and Utilization**

At any time, please feel free to refer students directly to our office. We are also available to meet with faculty one-on-one at any point for:

### **MyPath/Audit Reviews**

### **Updates on policies**

### **Help with student advising issue**

### **Training**

**Monthly Advising update emails** and caseload reminder emails . We will plan on sending out one monthly advising update to faculty, along with monthly newsletter. The Student Newsletter is sent out on the first Monday of every month, August through April. [Archived newsletters](#) can be found on our website.

### **Website**

**Study Plans**-\* all [study plans](#) are available on our website.

### **[BPS information](#)**

### **[MyAdvising Process/Resources](#)**

**My Advising:** We have developed a process to help all students coming into our office. It allows us to gather appropriate information ahead of time, as well as providing them with materials to support their development and access to resources.

[Faculty Resources \(Department Contact information\)](#)

[My advising action plan](#)

[Post appointment resources](#)

[Faculty Resource page](#)

## **Workshops and Professional Development**

### **Brooks Advising Workshops**

#### **Fall 14**

Friday, September 5th, from 3-4- New Brooks College Advisor Training

Friday, September 19th, from 2-3:30- Appreciative Advising Training for Brooks College

#### **Winter 15**

Friday, February 20th, from 2-4- Brooks College advising retreat/registration

### **Other Professional Development/GVSU Advising Workshops**

September 25th- Fall Advising Forum

NACADA Annual Conference- October 8-11th, Minneapolis

Appreciative Education Conference, January 4-7, Myrtle Beach

Appreciative Advising Institute, July 2015

## Advising Communication Calendar

### Week of August 25th: All faculty advisors send welcome back email to advisees

- Introduce/Re-introduce themselves
- Encourage them to meet at least once throughout the semester-schedule early!
- Provide Advising Hours to students and best way to reach you/set up that time
- Information on your role and how you can support students, as well as brief expectations during advising process (email response time, professionalism, etc.)
- Brooks College advising newsletter- be on lookout for, <http://www.gvsu.edu/integrativelearning/newsletter-archive-152.htm>.

### Week of January 5th: All faculty advisors send email to advisees

- Welcome back to GVSU and welcome to new students in caseload
- Updated advising hour times/reminder of how to get in touch with you
- Reminder about scheduling/meeting for registration- schedule early to stay ahead
- Brooks College Advising Open House, March 12, 2015, 11:00am-2:00pm, The Gathering Place in LOH- Mark your calendars!

### Sample Email:

Dear students,

I hope you had a wonderful break. I'm writing to you as your faculty advisor within the \_\_\_\_\_ program, to remind you of a few important things. I value the chance to get to know each of you, and so I hope we have a chance to touch base soon. As a reminder:

- Please plan to meet with me once during the coming semester. My advising/office hours are (fill in blank) and you can email me directly to set up a time to meet.
- Email is the best way to get ahold of me. I will do my best to respond to all student emails within 48 hours. I will answer quick advising questions via email, but, for longer questions, (scheduling, etc.) please make an appointment.
- Remember that the first week of classes is the add/drop week. During this time, you can add and drop courses without additional charge. By Friday at 5:00, you will no longer be able to do so. Please let me know if you have questions about this.

I look forward to seeing all of you this semester. Have a great first week, and don't hesitate to reach out if you have any questions.

Best,

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### Caseload:

- Your advising caseload will change constantly, depending on students entering/leaving program. It's important to visit Banner (Additional Student Information) to view updated list before sending out emails.
- You may meet with students that are not technically assigned to you- please have them change their advisor on banner to reflect preferred advisor. They can go to Banner- Student- Student Information- Change Major- type in new advisor name to do so. You can also have the department coordinator assist with this.
- It is really important that advisors set a clear expectation with their students about their email response time, as well as the types of questions you're willing to answer via email (vs. an in-person meeting). It is also imperative that, barring unforeseen circumstances, you hold yourself accountable/prioritize students' emails to the best of your ability.

## Links Every Advisor Should Bookmark

Informational Topic	Link
<b>Integrative Learning and Advising Office</b>	<a href="http://www.gvsu.edu/integrativelearning/">http://www.gvsu.edu/integrativelearning/</a>
MyAdvising Action Plan	<a href="http://www.gvsu.edu/integrativelearning/returning-students-to-the-advising-center-167.htm">http://www.gvsu.edu/integrativelearning/returning-students-to-the-advising-center-167.htm</a>
Advising Forms	<a href="http://www.gvsu.edu/integrativelearning/advising-forms-for-the-brooks-college-of-interdisciplinary-studies-145.htm">http://www.gvsu.edu/integrativelearning/advising-forms-for-the-brooks-college-of-interdisciplinary-studies-145.htm</a>
Brooks Professional Series	<a href="http://www.gvsu.edu/integrativelearning/brooks-professional-series-174.htm">http://www.gvsu.edu/integrativelearning/brooks-professional-series-174.htm</a>
Faculty Resources	<a href="http://www.gvsu.edu/integrativelearning/faculty-staff-resources--176.htm">http://www.gvsu.edu/integrativelearning/faculty-staff-resources--176.htm</a>
How do I?	<a href="http://www.gvsu.edu/integrativelearning/how-to--162.htm">http://www.gvsu.edu/integrativelearning/how-to--162.htm</a>
<b>Banner Additional Student Information</b>	<a href="http://www.gvsu.edu/it/banner/index.cfm?id=986BDEBA-9426-FB7D-2C36A215D761A69D">http://www.gvsu.edu/it/banner/index.cfm?id=986BDEBA-9426-FB7D-2C36A215D761A69D</a>
<b>Career Center</b>	<a href="http://gvsu.edu/careers/">http://gvsu.edu/careers/</a>
5 Questions	<a href="http://gvsu.edu/careers/fivequestions/">http://gvsu.edu/careers/fivequestions/</a>
Laker Jobs	<a href="http://gvsu.edu/careers/lakerjobs-52.htm">http://gvsu.edu/careers/lakerjobs-52.htm</a>
<b>Financial Aid</b>	<a href="http://www.gvsu.edu/financialaid/index.cfm">http://www.gvsu.edu/financialaid/index.cfm</a>
Cost/Payment	<a href="http://www.gvsu.edu/financialaid/cost-payment-options-154.htm">http://www.gvsu.edu/financialaid/cost-payment-options-154.htm</a>
Timelines/Deadlines	<a href="http://www.gvsu.edu/financialaid/timelines-deadlines-46.htm">http://www.gvsu.edu/financialaid/timelines-deadlines-46.htm</a>
<b>Forms Library</b>	<a href="http://gvsu.edu/registrar/forms-library-6.htm">http://gvsu.edu/registrar/forms-library-6.htm</a>
<b>Gen Ed Quick Guide</b>	<a href="http://www.gvsu.edu/gened/handbooks-and-quick-guides-148.htm">http://www.gvsu.edu/gened/handbooks-and-quick-guides-148.htm</a>
<b>Graduation Application</b>	<a href="http://gvsu.edu/registrar/graduation-27.htm">http://gvsu.edu/registrar/graduation-27.htm</a>
<b>GVSU Advising</b>	<a href="http://www.gvsu.edu/advising/">http://www.gvsu.edu/advising/</a>
<b>GVSU Equivalency Site</b>	<a href="http://www.gvsu.edu/studentapps/mtn/">http://www.gvsu.edu/studentapps/mtn/</a>
<b>Internship Process (as relevant)</b>	<a href="http://www.gvsu.edu/careers/internships-74.htm">http://www.gvsu.edu/careers/internships-74.htm</a>
<b>Michigan Online Course Guide</b>	<a href="https://micourses.org/">https://micourses.org/</a>
<b>Registrar Office Important Dates</b>	<a href="http://www.gvsu.edu/registrar/important-dates-39.htm">http://www.gvsu.edu/registrar/important-dates-39.htm</a>
<b>SASC</b>	<a href="http://www.gvsu.edu/sasc/">http://www.gvsu.edu/sasc/</a>
<b>Student Employment</b>	<a href="http://www.gvsu.edu/studentjobs/">http://www.gvsu.edu/studentjobs/</a>
<b>Student Life/Organizations- How do I?</b>	<a href="http://www.gvsu.edu/studentlife/how-do-i--31.htm">http://www.gvsu.edu/studentlife/how-do-i--31.htm</a>
<b>Study Abroad First Step Meetings</b>	<a href="http://www.gvsu.edu/studyabroad/first-step-meetings-444.htm">http://www.gvsu.edu/studyabroad/first-step-meetings-444.htm</a>
<b>Testing Services</b>	<a href="http://www.gvsu.edu/testserv/">http://www.gvsu.edu/testserv/</a>
<b>Writing Center</b>	<a href="http://www.gvsu.edu/wc/">http://www.gvsu.edu/wc/</a>



## General Education and MACRAO

MACRAO agreement allows students transferring to GVSU to complete a majority of their General Education courses through other schools. It will be switching to a new name in 2016- Michigan Transfer Agreement (MTA). Important Facts to know:

- Transfer students completing MACRAO will have all of GVSU's Foundation General Education courses complete, as well as one of the two required SWS course.
- Students must also make sure their transcript includes a MACRAO "stamp" from the other institution, otherwise our records office will not accept it.
- Many transfer students come to GVSU with a MACRAO but NOT an Associates Degree- the MACRAO requires fewer credits. However, they have the option of doing a Reverse Transfer, which allows them to use credits from GVSU towards the Associates Degree: [www.gvsu.edu/registrar/reverse-transfer-how-52.htm](http://www.gvsu.edu/registrar/reverse-transfer-how-52.htm).
- Beginning with students entering 2014-2015, Issues courses replace Themes completely. All of the Issues courses have junior standing as a pre-requisite.

### Quick Guide 2014-2015



#### UNIVERSITY REQUIREMENTS

##### General Requirements

- The last 30 semester hours toward a baccalaureate degree must be earned in Grand Valley courses.
- A minimum of 58 semester hours must be earned at a senior institution.
- Courses numbered below 100 do not apply toward the minimum 120 semester hours needed to graduate

##### Supplemental Writing Skills (SWS)

Students must receive a grade of C (not C-) or better in WRT 150 and both courses to fulfill this requirement.

##### Key:

- (A) Arts
- (H) History and Humanities
- (G) Globalization
- (I-H) Health
- (I-HR) Human Rights
- (I-B) Identity
- (I-IT) Information, Innovation, and Technology
- (I-S) Sustainability
- (NS) Natural Sciences
- (PL) Philosophy and Literature
- (SBS) Social and Behavioral Sciences
- (US) U.S. Diversity
- (W) World Perspectives

**Note:** Courses in the General Education Program are subject to change without notice. Consult myBanner for the most current information.

#### FOUNDATIONS

##### Natural Sciences

2 courses, 1 from each category; 1 must contain a Lab

##### Physical Sciences\*

- CHM 102.....Chemistry and Society
- CHM 111.....Introduction to Green Chemistry
- GEO 100.....Environmental Geology
- GEO 109.....

##### Lab Courses

- CHM 109.....Introductory Chemistry
- CHM 115.....Principles of Chemistry I
- CHM 201.....Introduction to Chemical Sciences
- GEO 111.....Exploring the Earth
- NRM 140.....The Climatic Factor
- PHY 105.....Descriptive Astronomy
- PHY 201.....Inquiry: The Mechanical and Thermal World
- PHY 204.....Inquiry: Electricity, Magnetism, and Optics
- PHY 220.....General Physics I
- PHY 230.....Principles of Physics I
- SCI 226.....Integrated Physical Science for K-8 Teachers

##### Life Sciences\*

- ANT 206.....Human Origins
- BIO 105.....Environmental Science
- BMS 100.....Human Health and Disease
- BIO 107.....Great Lakes Changing Systems
- BIO 109.....Plants in the World
- BIO 120.....General Biology I
- BMS 202.....Anatomy and Physiology
- BIO 275.....Ancient Drama
- ANT 206.....Human Origins

##### Writing

1 course

WRT 150.....Strategies in Writing

**Students must receive a grade of C (not C-) or better to fulfill this requirement.**

##### Arts\*

1 course

- ART 101.....Introduction to Art
- CFV 225.....Film Culture
- CLA 250.....Classical Art and Archaeology
- CLA 275.....Ancient Drama
- CTH 101.....Introduction to Theatre
- CTH 161.....Theatre Production
- DIN 000.....Introduction to Music
- STU 101.....Introduction to Music
- MUS 218(W).....World Music
- PHI 220.....Aesthetics
- WRT 219.....Introduction to Creative Writing

##### Philosophy and Literature\*

1 course

- CLA 101.....Greek and Roman Mythology
- CLA 201.....Classical Literature
- COM 202.....Critical Interpretation
- ENG 105.....Literatures in English
- ENG 208.....World Literature
- ENG 209.....Introduction to Shakespeare
- ENG 210.....Early African American Literature
- LIB 100.....Introduction to Liberal Education
- PHI 101.....Introduction to Philosophy
- PHI 102.....Ethics
- US 205.....Survey of American Rights
- US 210.....American Literature in Translation (1880-1980)
- RST 333.....Russian Literature in Translation (1932 to Present)

##### Mathematical Sciences\*

1 course

- CIS 160.....Programming with Visual BASIC
- GPY 200.....Computer Cartography
- MTH 122.....College Algebra
- MTH 123.....Trigonometry
- MTH 125.....Survey of Calculus
- MTH 131.....Introduction to Mathematics
- MTH 201.....Calculus I
- MTH 221.....Mathematics for Elementary Teachers I
- PHI 103.....Logic
- STA 215.....Introductory Applied Statistics

**The prerequisite to these courses is MTH 110 or its equivalent.**

\*This requirement may be fulfilled through study abroad. Contact the Padnos International Center for details.

[www.gvsu.edu/gened](http://www.gvsu.edu/gened)

#### Foundations, continued

##### Social and Behavioral Sciences\*

2 courses from 2 disciplines

- AAA 200 (W).....Understanding Africa
- AAA 201 (US).....Introduction to African American Studies
- ANT 204 (W).....Introduction to Cultural Anthropology
- ANT 220.....Introduction to Archaeology
- CJ 101.....Justice and Society
- ECO 100.....Current Economic Issues
- ECO 210.....Introductory Macroeconomics
- ECO 211.....Introductory Microeconomics
- GPY 220.....Cultural Geography
- GPY 235 (W).....World Regional Geography
- LAS 210 (W).....Exploring Latin America

- LIB 201 (US).....Diversity in the United States
- PA 270.....Public and Nonprofit Administration
- PLS 102.....American Government and Politics
- PLS 103 (W).....Issues in World Politics
- PSY 101.....Introductory Psychology
- REL 100 (W).....Religions of the World
- SOC 201.....Introduction to Sociology
- SOC 205 (US).....Social Problems
- SW 150.....Human Needs in a Complex Society
- WGS 200.....Introduction to Gender Studies

##### Historical Perspectives\*

1 course

- ANT 215 (W).....Origins of Civilization
- CLA 121.....Greek Civilization
- CLA 131.....Introduction to Roman Civilization
- HSC 201.....The Scientific Revolution
- HSC 202.....The Technological Revolution
- HST 101.....Introduction to World Civilizations
- HST 102.....Introduction to European Civilizations
- HST 103.....Introduction to American Civilizations
- HST 203.....World History to 1500 A.D.
- HST 207.....European Civilization to the Later Middle Ages
- HST 208.....European Civilization since the Later Middle Ages
- MES 201 (W).....Introduction to the Middle East

## Registration and Financial Aid

**Add/Drop Week:** During the first week of classes, students may add/drop courses without financial repercussion. This is also the time when they are able to add and drop courses on their own without departmental/instructor permission.

**Late Add/Drop (W's):** After the first week of classes, any classes a student chooses to drop will receive a "W" on their transcript. Additionally, the tuition refund is no longer at 100%. It starts at 75% after the first week and then goes down accordingly (see official registration calendar)

If a student wants to add a course after the first week of classes, they will typically need to obtain the instructor and department chair's signature prior to enrollment (this will vary by department). Students will fill out a late drop/add form to do this and submit to records office. Please keep in mind that after the first week of courses, students will be charged additional tuition for adding another course (unless they fall within the block credit hour range (12-15) still).

Any student seeking exception to the late withdrawal rule (i.e. they had extenuating circumstances that prevented them from dropping the course by the deadline), they must present to the Director of the Student Academic Success Center an explanation of the appeal, drop/add form signed by the professor of the course and the department chair, and at least one statement of support from the professor or department chair.

**Complete Withdrawal/TRAC Appeal:** Sometimes it is necessary for a student to drop all of his/her classes during the semester. If this is before the "W" deadline, a student can do so through banner

If the student wishes to do so after the "W" deadline, they should complete the "Complete Withdrawal Form" and submit it to the Registrar's Office. This should be done before the first day of exams

If a student is withdrawing for extenuating circumstances and wishes to pursue a refund for the dropped courses, they can file a Tuition Refund Appeal (TRAC) to the Records Office. They would use the TRAC form to do so. If they are only dropping their courses and don't wish for a refund- they can just complete the Complete Withdrawal Form. If they would also like to pursue tuition refund, they can file a TRAC appeal. The committee reviews every two weeks approximately.

**Financial Aid:** Amount will vary according to enrollment status (part time vs. full time). If a student is at least at 6 credits, they are eligible for aid. ALL students should be sent to the Financial Aid office to confirm details as this information is constantly changing.

**Students who are "Dual Enrolled"** (meaning they are taking courses at two universities in a given semester) have a few options with regard to residency. If they are taking at least as many credits at GVSU as the other school they enrolled in (GRCC for example), this will not count against their residency requirement.

**Be careful of students who are repeating a course.** If they are repeating a course in their last semester or two, BOTH the current and older course will be counting in MyPath until the repeat course is complete. When meeting with students, check to make sure you are not counting those additional credits in the overall total.

**30/20 rule:** Students must have 30 unique credits in each major and 20 unique credits in each minor. In case of overlapped credits, this must still apply.

For example, if a student's major is 40 credits total, and minor is 21 credits, he/she is 11 credits over the minimum number needed in each, so can technically overlap up to 11 credits between the two.

If a student has a major of 30 credits and minor is 21, there is really no overlap that can exist, as both are at/near the minimum number of unique credits needed.

## Graduation, Audits, and Auditors

**Auditors:** Responsible for degree audits, making changes to record (MyPath, etc.), and answering specific student questions related to degree audits. They are assigned to work with specific students, according to alphabet. Depending on the last name of your student, you should contact that specific auditor:

(A) Shaelyn Baas [baassh@gvsu.edu](mailto:baassh@gvsu.edu)

(B) Angela Christensen and Brenda Engelsman [christea@gvsu.edu](mailto:christea@gvsu.edu) [engelsmb@gvsu.edu](mailto:engelsmb@gvsu.edu)

(C-E) Kristen Timmer [timmerkr@gvsu.edu](mailto:timmerkr@gvsu.edu)

(F-G) Judy Conroy [conroyj@gvsu.edu](mailto:conroyj@gvsu.edu)

(H-I) Tracie Samdal [samdalt@gvsu.edu](mailto:samdalt@gvsu.edu)

(J-L) Janice Ponstein [ponstjan@gvsu.edu](mailto:ponstjan@gvsu.edu)

(M-N) Tracy London [londont@gvsu.edu](mailto:londont@gvsu.edu)

(O-R) Stephanie Holm [holms@gvsu.edu](mailto:holms@gvsu.edu)

(S) Sue Peterson [petersus@gvsu.edu](mailto:petersus@gvsu.edu)

(T-V) Shaelyn Baas [baassh@gvsu.edu](mailto:baassh@gvsu.edu)

(W-Z) Heather Noah [noahh@gvsu.edu](mailto:noahh@gvsu.edu)

**Graduation:** In order to graduate, students need to complete the graduation application in a timely manner. Ideally, this should be done the semester prior to the expected graduation date. Some best practices to remember:

**You should do an audit review with the student the semester BEFORE they graduate.** Don't wait until the last semester as it will most likely be too late to change anything.

**Remember 120, 58, and 30.** Students must complete a minimum of 120 credits, 58 of them which need to be at a 4 year school, and the last 30 must be taken at GVSU (Residency Rule). There are exceptions to the Residency Rule as circumstances dictate (financial, etc.). They should fill out the residency request form on the forms page and submit to the Student Academic Success Center. Decisions are made on a weekly basis.





## Probation

**Overview:** There are 3 levels of probation: Probation, Jeopardy of Dismissal, and Dismissal. In short, any semester a student goes below a 2.0 they are placed on either probation or JD, depending on the number of credits and overall GPA. If a student in the following semester returns to good standing (semester GPA at 2.0 or above, or, in the case of JD, by achieving a semester GPA of 2.5 or cumulative GPA of 2.0), they will need to then return to either probation or JD before they can be dismissed (you can't go from good standing to dismissed in one semester).

**If a student is dismissed,** they will need to apply for readmission through the petition to return process. This includes meeting with an advisor to discuss plans to return and a potential schedule towards completing graduation requirements.

### GPA Chart for Dismissal and Probation

Grade Level	Semester Hours Earned:	Cumulative GPA for Dismissal	Cumulative GPA for Probation
Freshman	0-24	1.500 or less	1.501-1.999
Sophomore	25-54	1.800 or less	1.801-1.999
Junior	55-84	1.999 or less	Not applicable
Senior	85+	1.99 or less	Not applicable

### The Key to Probation or Dismissal is not a card!



## Forms Information

**Student Concern:** Allows students to request a review of articulated courses and to apply courses to certain areas of the general education curriculum.

**Repeat Grade-** Necessary for students who are attempting to repeat a course more than once.

**Guest Application:** Used by any student looking to apply as a "temporary" student at another school (usually in order to take summer classes, etc.).

**FERPA:** Required for students to sign this form if others are requesting information about any area of this student's college record (academics, etc.).

**Petition to Return:** Used by a student trying to reapply to GVSU after being dismissed.

Visit the Registrar's [Forms Library](#)

## Student Referrals/Resources

There are numerous resources for students to access here at GVSU

### Student Resources

Academic	Personal	Professional
Counseling and Career Development Center (616) 331-3266 <a href="http://www.gvsu.edu/counsel">www.gvsu.edu/counsel</a>	Counseling Center (616) 331-3215 <a href="http://www.gvsu.edu/counsel">www.gvsu.edu/counsel</a>	Brooks Professional Series <a href="http://www.gvsu.edu/integrativelearning">www.gvsu.edu/integrativelearning</a> for registration form and information
Dean of Students Office (academic probation) (616) 331-3585 <a href="http://www.gvsu.edu/dos">www.gvsu.edu/dos</a>	Disability Support Services (616) 331-2490 <a href="http://www.gvsu.edu/dsr">www.gvsu.edu/dsr</a>	Career and Counseling Development Center (616) 331-3266 <a href="http://www.gvsu.edu/counsel">www.gvsu.edu/counsel</a>
Frederick Meijer Writing Center (616) 331-2922 <a href="http://www.gvsu.edu/wc">www.gvsu.edu/wc</a>	Financial Aid (616) 331-3234 <a href="http://www.gvsu.edu/financialaid">www.gvsu.edu/financialaid</a>	Career Exploration (616) 331-3311 <a href="http://www.gvsu.edu/fivequestions">www.gvsu.edu/fivequestions</a>
Integrative Learning (Co-Curricular Events) (616) 331-8200 <a href="http://www.gvsu.edu/integrativelearning">www.gvsu.edu/integrativelearning</a>	Housing & Residence Life (616) 331-2120 <a href="http://www.gvsu.edu/housing">www.gvsu.edu/housing</a>	Career Resources/Jobs/Employment (616) 331-3311 <a href="http://www.gvsu.edu/careerresources">www.gvsu.edu/careerresources</a>
IT Support (Help Desk, MyBanner, MyPath) (616) 331-2101 <a href="http://www.gvsu.edu/it">www.gvsu.edu/it</a>	LGBT Resource Center (Allies & Advocates) (616) 331-2530 <a href="http://www.gvsu.edu/lgbt">www.gvsu.edu/lgbt</a>	Career Services (DeVos) (616) 331-6708 <a href="http://www.gvsu.edu/careers">www.gvsu.edu/careers</a>
MS3 – Math & Science Student Support (616) 331-2084 <a href="http://www.gvsu.edu/math">www.gvsu.edu/math</a>	Money Smart Lakers (616) 331-3238 <a href="http://www.gvsu.edu/moneysmart">www.gvsu.edu/moneysmart</a>	Career Services (Allendale) (616) 331-3311 <a href="http://www.gvsu.edu/careers">www.gvsu.edu/careers</a>
Office of Fellowships (616) 331-2543 <a href="http://www.gvsu.edu/fellowships">www.gvsu.edu/fellowships</a>	NonTraditional Students (616) 331-7360 <a href="http://www.gvsu.edu/nontraditional">www.gvsu.edu/nontraditional</a>	Grand Rapids Chamber of Commerce (616) 771-0300 <a href="http://www.grandrapids.org">www.grandrapids.org</a>
Office of Undergraduate Research and Scholarship (616) 331-8100 <a href="http://www.gvsu.edu/ours">www.gvsu.edu/ours</a>	Office of Multicultural Student Affairs (616) 331-2177 <a href="http://www.gvsu.edu/oma">www.gvsu.edu/oma</a>	GVSU Experience Matters (616) 331-3311 <a href="http://www.gvsu.edu/experiencematters">www.gvsu.edu/experiencematters</a>
Registrar/Records Office (616) 331-3327 <a href="http://www.gvsu.edu/registrar">www.gvsu.edu/registrar</a>	Padnos International Center (616) 331-3898 <a href="http://www.gvsu.edu/studyabroad">www.gvsu.edu/studyabroad</a>	Laker Jobs (616) 331-3311 <a href="http://www.gvsu.edu/careers/lakerjobs">www.gvsu.edu/careers/lakerjobs</a>
Scholarship Information (616) 331-3234 <a href="http://www.gvsu.edu/financialaid">www.gvsu.edu/financialaid</a>	Recreation Center (616) 331-3659 <a href="http://www.gvsu.edu/fieldhouse">www.gvsu.edu/fieldhouse</a>	Linkedin for GVSU Alumni (616) 331-3590 <a href="http://www.gvsu.edu/alumni/social-networking-groups">www.gvsu.edu/alumni/social-networking-groups</a>
Structured Learning Assistance (616) 331-3267 <a href="http://www.gvsu.edu/arsp">www.gvsu.edu/arsp</a>	Student Life (616) 331-2345 <a href="http://www.gvsu.edu/studentlife">www.gvsu.edu/studentlife</a>	Outside Employment Websites: <a href="http://www.mitalent.org">www.mitalent.org</a> <a href="http://www.career.com">www.career.com</a> , <a href="http://www.monster.com">www.monster.com</a> , <a href="http://www.mlive.com">www.mlive.com</a>
Student Academic Success Center (616) 331-3451 <a href="http://www.gvsu.edu/sasc">www.gvsu.edu/sasc</a>	Transitions (616) 331-2913 <a href="http://www.gvsu.edu/transitions">www.gvsu.edu/transitions</a>	Student Employment (616) 331-3238 <a href="http://www.gvsu.edu/studentjobs">www.gvsu.edu/studentjobs</a>
Testing Services (616) 3588 <a href="http://www.gvsu.edu/testserv">www.gvsu.edu/testserv</a>	Veterans Network (616) 331-3327 <a href="http://www.gvsu.edu/veterans">www.gvsu.edu/veterans</a>	Women's Community Collaborative (616) 331-2748 <a href="http://www.gvsu.edu/women_cen">www.gvsu.edu/women_cen</a>
Tutoring Center (616) 331-3451 <a href="http://www.gvsu.edu/tc">www.gvsu.edu/tc</a>	Women's Center (616) 331-2965 <a href="http://www.gvsu.edu/women_cen">www.gvsu.edu/women_cen</a>	Young Professionals Nonprofit Network of Greater GR Email: <a href="mailto:info@ynpngr.org">info@ynpngr.org</a> <a href="http://www.ynpngr.org">www.ynpngr.org</a>

**Below are some of the most common resources used:**

**Advising Centers:** Located in each of the eight colleges at GVSU. Students wanting to learn about programs in a particular college should connect with the appropriate advising center. Professional Advisors in these centers provide a wealth of knowledge related to class scheduling, campus resources, and program requirements, among others. A contact guide is located in the back of the general education guide as well as on the Advising Page of the GVSU website.

**Career Center:** Provides Career Testing, resume/cover letter workshops, mock interviews, career workshops and self assessment programs (such as 5 Questions and Focus 2).

**Counseling Center:** Provides individual and group therapy, crisis services, alcohol and drug programs, online screening, and outreach peer education.

**NOTE: The Counseling Center and Career Center provide different services, however, they work together to coordinate Career Development Services for students.**

**Disability Support Services:** Provides students with appropriate accommodations and advocacy including extra time on tests, alternative test taking, alternative format textbooks, assistive technology, documentation for professors, note-taking assistance, van transportation service, and tutoring, among many others.

**Office of Multicultural Affairs, Women's Center, LGBTQ Resource Center, Veteran's Lounge:** All of these resources are located in the Kirkhof Center and provide all students with support, programs, and resources they might need, (including food baskets, access to outfits/clothing, and many others).

**Padnos International Center:** Coordinates all study abroad programs. Students wanting to learn more should attend a First Step meeting, held weekly. These provide the student with the basic information needed to get started.

**Student Academic Success Centers and Writing Center:** Provide students with free support, tutoring, and workshops, typically assisted by their GVSU peers. While drop-in hours may be available, most require scheduling appointments in advance. There are academic success centers on each of the two main campuses.



## Best Practices

### Appreciative Advising

*Appreciative Advising is the intentional collaborative practice of asking positive, open-ended questions that help students optimize their educational experiences and achieve their dreams, goals, and potentials.* [AppreciativeAdvising.net](http://AppreciativeAdvising.net)

The Journal of Appreciative Education (UNC-Greensboro)

### Strengths-Based Advising

*An approach to advising that enables advisors to identify and build on the inherent talents the students bring with them into the college and university setting, teaching students to develop and apply their strengths to new and challenging learning tasks (Schreiner, ASU).*

<http://strengths.southmountaincc.edu/wp-content/uploads/2011/12/Strengths-Based-Advising.pdf>

[https://www.apu.edu/strengthsacademy/pdfs/strengths-based\\_advising.pdf](https://www.apu.edu/strengthsacademy/pdfs/strengths-based_advising.pdf)

<http://www.nacadajournal.org/doi/abs/10.12930/0271-9517-25.2.20>

### Intrusive/Proactive Advising

*A model of advising that is action-orientated to involving and motivating students to seek help when needed. This often requires the advisor to do more intentional outreach.*

The First Critical Outreach Point in Intrusive/Proactive Advising, by Joe Murray

<http://academicimpressions.com/news/first-critical-outreach-point-intrusiveproactive-advising?awp=0&qq=25165b178513mP1001>

"Proactive (Intrusive) Advising!" by Jennifer Varney

<http://www.nacada.ksu.edu/Resources/Academic-Advising-Today/View-Articles/Proactive-%28Intrusive%29-Advising%21.aspx>



## Working With Multiple Student Populations

### Advising First Generation Students

First Generation College Students: Their Challenges and the Advising Strategies that can help, by Khalilah A. Payne, IUPUI

<http://dus.psu.edu/mentor/old/articles/070131kp.htm>

Working with First-Generation Students- FTLC GVSU Resource Page

[gvsu.edu/ftlc/working-with-first-generation-students-135.htm](https://gvsu.edu/ftlc/working-with-first-generation-students-135.htm)

### Advising At-Risk Students (includes underprepared, underrepresented, and returning adult students, among others)

"Advising at-risk students in college and university settings," by Dana Heisserer and Phil Parette.

<http://www.freepatentsonline.com/article/College-Student-Journal/85007770.html>

"Getting Prepared for the Underprepared," by Robin Jones and Kimberly Becker

<http://dus.psu.edu/mentor/old/articles/020415rj.htm>

### "Advising Academically Underprepared Students," by Marsha Miller and Coleen Murray

<http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Academically-underprepared-students.aspx>

## Books, Article, Research, and Case Studies

NACADA Clearinghouse- great resource for all issues related to advising. Provides a simple, searchable database covering a wide range of topics.

<http://www.nacada.ksu.edu/Resources/Clearinghouse.aspx>

The Mentor, an Academic Advising Journal

<http://dus.psu.edu/mentor>

The Undecided College Student: An Academic and Career Advising Challenge by Virginia Gordon

The Academic Advising Handbook by Virginia Gordon, et. Al

Academic Advising Approaches: Strategies That Teach Students to Make the Most of College by Jayne K Drake, Peggy Jordan, and Marsha A. Miller

How to make the most of your office hours by Margaret Walsh, PHD

<http://www.facultyfocus.com/articles/teaching-and-learning/how-to-make-the-most-of-your-office-hours>

Faculty Advising in a Learner-Centered Environment

<http://www.nacada.ksu.edu/Portals/0/ePub/documents/27-2%20June%202004.pdf>



## Commonly Asked Q & A's

(All forms used in this section can be found at: [www.gvsu.edu/registrar](http://www.gvsu.edu/registrar))

**1. What is my G number? What is my PIN?** When Grand Valley converted to the Banner system in 2006, a unique identifier was assigned to everyone (students, staff, vendors) affiliated with Grand Valley and it replaces all previous ID numbers. It is a "G" followed by eight numerical digits and has no meaning outside of campus.

A PIN is a Personal Identification Number assigned to each student, and is used to establish a student's myBanner account. Newly admitted or re-enrolling students will receive their PIN in their admission letter. The PIN is initially set to be a 6 digit number. After logging in for the first time, the system will tell you that your PIN is expired and you will be required to choose a new PIN. The new PIN number must be six to ten characters long, and may include a combination of both numbers and letters.

Need your G number or PIN? Contact the Registrar's Office during normal business hours at (616) 331-3327 or [regdept@gvsu.edu](mailto:regdept@gvsu.edu).

Click [here](#) for a short video on how to log in to myBanner .(online version)

**2. I've lost my Grand Valley student ID card. How do I get a new one?** A replacement for your Grand Valley ID card may be obtained at any of the Student Assistance Centers in Allendale, Grand Rapids, Holland, Muskegon, or Traverse City. There is a \$15 fee for each replacement card.

**3. What is my Grand Valley email address? How do I access it?** Grand Valley provides a free Gmail email account for each student and it is required that each student use it. Since Gmail is the official email provider for the university, that is where all Grand Valley communications will be sent. Click [here](#) for more information on your Grand Valley email. (online version) <http://www.gvsu.edu/it/gmail-gvsu-158.htm>

**4. How do I change my name?** Students must acquire a new social security card with their new name and submit it to the Registrar's Office with a completed [Name Change Form](#). (online version)

**5. How do I know if I have a hold on my account? What are the various holds and what do they mean?** Students may view holds on their account by logging into myBanner, selecting 'Registration' menu and choosing 'Registration Status.' Common holds include:

**Academic-** this hold prevents registration. The student must complete a **Petition to Return** and provide supporting documentation to be reviewed for readmission.

**Financial-** this hold prevents registration, drop/add, and the ability of a student to obtain a transcript. The student owes a financial balance that must be settled with the Student Accounts Office.

**Dean of Students-** this hold prevents registration. Contact the Dean of Students' Office for more information.

**Re-entry Required-** this hold prevents registration, and is added to a student's record when a student has not attended Grand Valley in two or more semesters. Contact the Records' Office at 616-331-3327 to have your records updated and the hold removed.

**Advance Registration-** this hold prevents registration for a future term on a date prior to your assigned registration date. The hold will be automatically removed on the student's date to advance register. The student does not have to do anything to have the hold removed.

**6. I was dismissed. How do I appeal?** A dismissed student may apply for readmission after a period of one calendar year. Evidence of maturity and improved attitude toward academics as well as the written support of the student's academic advisor must accompany the application for readmission. Petitions are



reviewed by the Academic Review Committee on a continual basis. Approval of a petition allows the student to enroll on a conditional basis, as stipulated by the committee. The academic standing for a readmitted student will be jeopardy of dismissal. The Petition to Return form is available [here](#). (online version)

**7. What is a re-entry?** A student who was previously enrolled in good standing at Grand Valley and has not attended for two consecutive semesters must contact the Registrar's Office at 616-331-3327 to update their records and have the re-entry hold lifted.

**8. How do I receive my final grades for a semester?** Students will receive an email sent to their Grand Valley Gmail email address when grades are final. Students are then able to log into myBanner to view their grades via the 'Student Records' menu. Grade cards or mailers are no longer sent. Instead, students who need a written confirmation of their grades should request an official transcript.

**9. How many times can I repeat a course?** A student may repeat any course one time. When repeating a course, the grade earned shall be the grade of record, but the grades of all courses attempted will remain on the student's official transcript. Note that W, AU, I, CR, and NC do not replace earlier grades.

**10. How do I take a class as credit/no credit or audit a course?** Undergraduate students may elect certain undergraduate coursework on a credit/ no credit basis. A maximum of 10 semester hours of major, minor, or cognate courses within the major may be taken on a credit/ no credit basis only with the consent of the student's major department. A maximum of 25 percent of a student's hours of Grand Valley courses earned to fulfill graduation requirements may be taken on a credit/no credit basis (Credit = C or above for undergraduate courses, Credit = B or above for graduate courses). Courses that are graded CR/NC as the standard grading scheme (e.g. internships) do not count in the maximums stated above. Consent is unnecessary if the course is an elective, a general education course, or a degree cognate. Students who wish to take a course as credit/no credit must indicate their intent to the registrar by completing a [Credit/No Credit Form](#) (online version) during the first five class days of the semester. Changes from a grade to credit/no credit and vice versa will not be allowed after the first week of the semester.

Any student may register to take a course on an audit (or non-credit) basis, provided admission and course prerequisites have been met. Students who wish to audit a course must indicate their intent to the registrar by completing a form during the first five class days of the semester. Changes from credit to audit and vice versa will not be allowed after the first week of the semester. Tuition costs for auditing a course are the same as taking it for credit.

**11. What is an Incomplete (I) grade?** An incomplete is a temporary grade given for work that is lacking in quantity to meet course objectives. It may be assigned when illness, necessary absence, or other reasons generally beyond the control of the student prevent completion of the course requirements by the end of the semester. This grade may not be given as a substitute for a failing grade or withdrawal. Unless changed by the instructor, the I will be changed to an F (NC when appropriate) according to this schedule: fall semester incompletes- end of winter semester; winter and spring/summer incompletes- end of fall semester.

**12. I need a letter sent to my insurance company, employer, etc. to verify my full time student status. How do I get one?** Enrollment verifications are requested by completing a [Permission to Release Form](#) (online version) and submitting it to the Registrar's Office. Enrollment can not be verified prior to the beginning of the semester.

**13. Do classes that I transfer into Grand Valley affect my GPA? No, only classes completed at Grand Valley affect your GPA. How do I transfer credits from another school to Grand Valley?** Request that an official transcript from the school be sent to the Registrar's Office, 1 Campus Drive, 150 Student Services, Allendale, MI 49401. Use the [Course Equivalency Guide](#) (online version) to determine how your course will transfer to Grand Valley.

**14. Where can I get a catalog or a course description?** In order to provide the most current information, the Grand Valley catalog is online at [www.gvsu.edu/catalog](http://www.gvsu.edu/catalog). The online catalog dates back to 2005–2006. Printed catalogs from 2000 to the present are also available at that link. If a course description prior to 2000 is needed, call the Registrar's Office at (616) 331-3327 or email [regdept@gvsu.edu](mailto:regdept@gvsu.edu).

**15. What is an advisor approval hold? How do I get it removed?** Students whose cumulative GPA falls below 2.0 are required to meet with an advisor to develop a schedule for upcoming semesters. Once the student receives the advisor's approval (via a signature on a drop/add form), the hold will be lifted and the students will be able to register via myBanner.

**16. What can I do to protect my educational records?** DO NOT reveal your G number or PIN to anyone. Immediately change the PIN that you were given and change it again at least once a semester. When you are finished using myBanner, be sure to log off and exit. Those students who do not desire the release of their directory information can complete a [Request to Withhold/Release Directory Information Form](#) (online version) and submit it to either the Allendale or Pew Campus Student Assistance Center.

**17. Where can I find a list of building abbreviations?** Building locations and abbreviations can be found [here](#). (online version)

**18. Where can I find a list of course acronyms?** Course acronyms are listed [here](#). (online version)

**19. How do I apply to be a guest student?** Students who are enrolled at another institution and would like to take a class at Grand Valley should complete a [Guest Application](#) (online version) and submit it to their school's registrar's office. Grand Valley students should return their completed guest application to the GVSU Registrar's Office.

**20. Where can I find a list of major and minor acronyms?** Click [here](#) for the list. (online version)

## Appendix

<b>Financial Aid</b>	<a href="http://www.gvsu.edu/financialaid/index.cfm">http://www.gvsu.edu/financialaid/index.cfm</a>
<b>Forms Library</b> FERPA Guest Application Petition to Return Repeat Grade Student Concert	<a href="http://gvsu.edu/registrar/forms-library-6.htm">http://gvsu.edu/registrar/forms-library-6.htm</a>
<b>General Ed Requirements</b> MACARO	<a href="http://www.gvsu.edu/gened/">http://www.gvsu.edu/gened/</a>
<b>Graduation Application</b> Audits	<a href="http://www.gvsu.edu/commencement/">http://www.gvsu.edu/commencement/</a>
<b>Probation</b>	<a href="http://www.gvsu.edu/sasc/">http://www.gvsu.edu/sasc/</a>
<b>Registration</b> Add/Drop Late Add/Drop Complete Withdrawal Dual Enrollment Repeat Grade 30/20 Rule	<a href="http://www.gvsu.edu/registrar/registration-resources-28.htm">http://www.gvsu.edu/registrar/registration-resources-28.htm</a>
<b>Student Referrals References</b>	
Advising Centers	<a href="http://www.gvsu.edu/advising/">http://www.gvsu.edu/advising/</a>
Career Center	<a href="http://www.gvsu.edu/careers/">http://www.gvsu.edu/careers/</a>
Counseling Center	<a href="http://www.gvsu.edu/counsel/">http://www.gvsu.edu/counsel/</a>
Disability Support Services	<a href="http://www.gvsu.edu/dsr/">http://www.gvsu.edu/dsr/</a>
Office of Multicultural Affairs	<a href="http://www.gvsu.edu/oma/">http://www.gvsu.edu/oma/</a>
Padnos International Center	<a href="http://www.gvsu.edu/pic/">http://www.gvsu.edu/pic/</a>
Student Academic Success Center	<a href="http://www.gvsu.edu/sasc/">http://www.gvsu.edu/sasc/</a>