**GRAND VALLEY STATE UNIVERSITY REGISTRAR’S OFFICE**

Ph: 616-331-3327 Fax: 616-331-2000

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

Academic year office hours: M-F 8am-5pm, phone access until 6pm M-R

Summer hours: M-F 8am-5pm

**Pamela Wells (**[**wellsp@gvsu.edu**](mailto:wellsp@gvsu.edu)**), Registrar**

The Registrar’s Office consists of the production and operations staff of Records, Registration, Degree Audit, and Allendale and Pew Campus Service Centers; organized in functional groupings. A member of the professional staff leads each of the functional groups. Functions assigned to the specific areas and the name of the staff supervisor are listed below.

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| **Academic Records: Bill Widmaier (**[**widmaieb@gvsu.edu**](mailto:widmaieb@gvsu.edu)**), Associate Registrar** | |
| Attendance Verification | Records Statistics, Reports, & Ad-Hoc Reports |
| End of Semester Reports | Re-Entry Processing |
| Grade Processing | SEVIS Certification |
| Grade/Repeat/Dual Changes | Transcript Processing |
| Imaging/Document Management | Veteran’s Certification |
| Record Retention |  |
|  | |
| **Curriculum & Degree Auditing: Hannah Axdorff (**[**axdorffh@gvsu.edu**](mailto:axdorffh@gvsu.edu)) **Associate Registrar**  **), Associate Registrar** | |
| Auditing Statistics, Reports, & Ad-Hoc Reports | Curriculum |
| Banner Projects | Degree Auditing |
| Transcript Evaluation | Teacher Certification |
| Commencement |  |
|  | |
| **Registration: Laura Przybytek (**[**przybytl@gvsu.edu**](mailto:przybytl@gvsu.edu)**), Associate Registrar** | |
| Catalog | Registration Events |
| Classroom Scheduling | Registration & Schedule Statistics, Reports, & Ad-Hoc ReportsReports |
| Liaison – Services to All GV Locations | Schedule of Classes |
| Master Course File | Web-Based Services |
| Refund Authorizations |  |
|  |  |
| **Pew Campus Service Center: Daniel Vainner (**[**vainneda@gvsu.edu**](mailto:vainneda@gvsu.edu)**), Associate Registrar** | |
| Athletic Eligibility | Parent/Guardian Access |
| Banking Operations – Pew | Pew Liaison – Other GV Locations |
| ID Card Operations | Records Statistics, Reports, & Ad-Hoc Reports |
| Enrollment Report (NSC) Student Clearinghouse) | Service Center Operations – Pew |
| Final Exam Scheduling |  |
|  |  |
| **Allendale Service Center: Haley McKenna (**[**mckennah@gvsu.edu**](mailto:mckennah@gvsu.edu)**), Assistant Registrar**  **), Assistant Registrar** | |
| Banking Operations | Liaison – Cashier/Services |
| Cashier Operation | Registration Events |
| Cashiering Reports, Reports, & Ad-Hoc Reports | Service Center Operation |
| Curriculum & Catalog | Web Services |
|  | |
| **Transcript Evaluation & Compliance Support: Elyssa Durham (**[**durhame@gvsu.edu**](mailto:durhame@gvsu.edu)**), Assistant Registrar**  **), Assistant Registrar** | |
| Transfer Equivalency Processing | Commencement |
| Registrar’s Office e-mail | Degree Auditing |
| Auditing Statistics, Reports, & Ad-Hoc Reports | Enrollment Reporting |

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| **Records and Veteran Certification: OPEN, Assistant Registrar**  **), Assistant Registrar** | |
| Attendance Verification | Records Statistics, Reports, & Ad-Hoc Reports |
| End of Semester Reports | Re-Entry Processing |
| Grade Processing | SEVIS Certification |
| Grade/Repeat/Dual Changes | Transcript Processing |
| Imaging/Document Management | Veteran’s Certification |
| Record Retention |  |