



**GRAND VALLEY
STATE UNIVERSITY™**

Advising Centers Information

GVSU Advising Centers Summary and Referral Information

Advising Resource Center (ARC)

Location: 200 STU

Phone: 616-331-3588

Hours: Monday thru Thursday, 8:00 a.m. – 6:00 p.m.; Friday, 8:00 a.m. – 5:00 p.m.

Advisors: Leijhi Koval (kovalle@gvsu.edu) Ann LeJeune (lejeunea@gvsu.edu)
Joyce Van Baak (vanbaakj@gvsu.edu) Kathleen VanderVeen (vandervk@gvsu.edu)
Sulari White (whites@gvsu.edu) Walter Moore (moorewa@gvsu.edu)

Primary Focus: The ARC supports student learning by providing a wide range of services to students in one central location. The ARC provides academic advising for students who have not decided on a specific major or minor, or those who are admitted with non-degree seeking status. The ARC support services include:

- Advising for students undecided about a major
- Major/minor selection and declaration
- Assist with course selection and registration
- Provide information about Grand Valley's policies and procedures
- Provide orientation for high school, transfer, returning, and non-traditional students
- Testing services
- Tutoring
- Study skills assessment and development, test anxiety, and time management
- All University Policies:
 - General Education substitutions
 - Basic Skills and Degree Cognate substitutions
 - Academic Review Committee

If you have some general questions regarding advising, there is help available through the Ask Owl online advising service. Go to AskOwl at askowl@gvsu.edu to submit your questions.

Arts and Humanities Teacher Certification Advising Center

Location: Suite 1060B MAK

Phone: 616-331-3895

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

Coordinator: Jan Robinson (robinsoj@gvsu.edu)

Primary Focus: Provide information and advising to potential School of Education candidates who have a major and/or minor in the Arts and Humanities content area. Majors include Group Social Studies, Art, English, History, Modern Languages and Music. Target population is post-baccalaureate students, the Graduate Teacher Certification candidates, transfer and non-traditional students. Specifically:

- Evaluate completed coursework
- Provide program information, resources and direction
- Assist with course selection and registration
- Provide information about Grand Valley's policies and procedures
- Access additional "Teacher Certification" for Arts and Humanities majors and minors via the departmental web site

Seidman Undergraduate Student Services (Business)

Location: 101B DEV

Phone: 616-331-7500

Hours: Please call for office hours

Coordinator: Leigh Brownley (go2gvbiz@gvsu.edu)

Primary Focus: For more than a decade, Seidman Undergraduate Student Services' mission has been "to facilitate business students' successful progress through graduation". This office provides all routine advising for program requirements and scheduling for undergraduate business students. Students are encouraged to maintain contact with the office for support in meeting all graduation requirements. Appointments and walk-ins are accepted at the DeVos Center year round, as well as appointments in Allendale during the Fall and Winter semesters.

Continuing Education - Regional Campuses

Holland Meijer Campus

Location: 515 S. Waverly Rd., Holland, MI 49423

Phone: 616-394-4848 or 616-331-3910

Hours: Monday thru Thursday, 8:00 a.m. –10:00 p.m.; Friday 8:00 a.m. – 5:00 p.m.

Coordinator: Lisa Miller (millisa@gvsu.edu)

Primary Focus: To facilitate and promote the academic progress of prospective, degree seeking, transfer, non-traditional, returning, and non-degree seeking students pursuing a variety of academic disciplines. Primary audience consists of students who choose to take courses at the Meijer Campus in Holland. Also meet the advising needs of prospective and current Grand Valley students residing in the greater Holland area. Services include:

- Advising for students who have not yet selected a major
- General academic advising and planning, especially pertaining to general education and prerequisite coursework
- Assistance with the scheduling and registration process
- Transfer Orientation
- Referrals to appropriate resources for career exploration, major-specific academic concerns, academic support services, and other student concerns

Stevenson Center for Higher Education – Muskegon

Location: 221 S. Quarterline Rd., Muskegon, MI 49442

Campus of Muskegon Community College

Phone: 231-777-0505 or 616-895-7750

Hours: Monday thru Thursday, 8:00 a.m. – 6:30 p.m.; Friday 8:00 a.m. - 5:00 p.m.

Director: Marty Litherland (litherlm@gvsu.edu)

Primary Focus: To facilitate and promote the academic progress of prospective, degree seeking, transfer, non-traditional, returning, and non-degree seeking students pursuing a variety of academic disciplines. Primary audience consists of students transferring from Muskegon Community College to Grand Valley State University. Also meet the advising needs of prospective and current Grand Valley students residing in the greater Muskegon area. Services include:

- Transfer Orientation
- Working in cooperation with the community college advising staff to ensure a smooth and successful transition
- Advising for students who have not yet selected a major
- General academic advising and planning
- Assistance with the scheduling and registration process
- Referrals to appropriate resources for career exploration, major-specific academic concerns, academic support services, and other student concerns

Traverse City - Northern Michigan Programs

Location: 220 Dendrinos Dr., Suite 101, Traverse City, MI 49684

Phone: 231-995-1785 or 1-888-922-1785

Hours: Monday thru Thursday, 8:00 a.m. - 6:00 p.m.; Friday 8:00 a.m. - 5:00 p.m.

Director: Marty Litherland (litherlm@gvsu.edu)

Primary Focus: To facilitate and promote the academic progress of prospective, degree seeking, transfer, non-traditional, returning, and non-degree seeking students pursuing a variety of academic disciplines. Primary audience consists of students transferring from Northwestern Michigan College to Grand Valley State University. Also meet the advising needs of prospective and current Grand Valley students residing in Northern Michigan. Services include:

- Transfer Orientation
- Working in cooperation with the community college advising staff to ensure a smooth and successful transition
- Advising for students who have not yet selected a major
- Assistance in the scheduling and registration process
- General academic advising and planning
- Referrals to appropriate resources for career exploration, major-specific academic concerns, academic support services, and other student concerns

School of Criminal Justice Academic Advising

Location: 237C DEV

Phone: 616-331-7130

Hours: Monday thru Thursday, 9:00 a.m. – 6:00 p.m.

Friday, 8:00 a.m.– 5:00 p.m. (call for an appointment; walk-ins are accepted as time permits. Other times may be available upon request.)

Coordinator: Jennifer McCaul (mccaulj@gvsu.edu)

Primary Focus: Provide convenient, accessible, and accurate academic advising for all Criminal Justice and Legal Studies majors and minors. Specifically:

- Respond to student questions regarding degree requirements and curriculum
- Establish or review degree progress plans
- Assist with course selection and registration
- Dissemination of Grand Valley policies and procedures
- Serves as first contact for any student seeking major and/or minor in Criminal Justice or Legal Studies
- Provide outreach and support to students experiencing academic difficulty and provide information regarding the resources, programs, and services available to them.

Disability Support Services (DSS)

Location: 200 STU

Phone: 616-331-2490

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

Director: Kathleen VanderVeen (vandervk@gvsu.edu)

Primary Focus: Disability Support Services provides services and accommodations that enhance the learning environment for students with disabilities. Grand Valley students who qualify and have a documented disability may receive resources and services through DSS, including:

- Study skills assessment and development
- Academic and career advising
- Test taking assistance
- Major/minor selection and declaration
- Assist with course selection and registration

College of Education Student Information and Services Center

Location: 101 Eberhard Center/301 W. Fulton

Phone: 616-331-6650

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

Director: Doug Busman (busmando@gvsu.edu)

Additional Coordinators: Nancy Dausman – Undergraduate Admissions/Placement (dausmann@gvsu.edu)

Maggie Vandavelde – Graduate Teacher Certification (vandema@gvsu.edu)

Joe Blythe – Certification (blythejo@gvsu.edu)

Primary Focus: Assisting prospective and current teacher certification students in:

- **Admissions** to the undergraduate and graduate College of Education
- **Placement** of student teachers in the undergraduate and post-baccalaureate certification programs
- **Advising** at both the undergraduate and graduate levels
- **Certification** help and advising for:
 - Initial certification
 - 18 hour planned programs
 - Additional teaching endorsements
 - Special education temporary approvals

Educational Support Program (ESP)

Location: 200 STU

Phone: 616-331-3588

Hours: Monday thru Thursday, 8:00 a.m. – 6:00 p.m.; Friday, 8:00 a.m. – 5:00 p.m.

Director: Jacqui Hill (hillj@gvsu.edu)

Program Advisor: Karen Mead (meadk@gvsu.edu)

Primary Focus: ESP provides academic support to students at Grand Valley. Participants are assigned an advisor and have access to a peer mentor program. The program is geared toward first-generation students.

- Academic advising
- Study skills instruction
- Career planning

College of Engineering and Computing

Location: Engineering: 718 EC

Computing and Information Systems: 2202 MAK

Phone: Engineering: 616-331-6750

Computing and Information Systems: 616-331-2060

Email: engineer@gvsu.edu

Hours: Monday thru Friday: 8:00 a.m. – 5:00 p.m. (office open...call for an appointment)

Coordinator: Undergraduate Engineering – Jessica Noble (noblejes@gvsu.edu)

Graduate Engineering – Charlie Standridge (standric@gvsu.edu)

Computer Science/Information Systems – Paul Leidig (leidigp@gvsu.edu)

Jessica Rothe (rothej@gvsu.edu)

Graduate Computer Science/Information Systems – Paul Jorgensen (jorgensp@gvsu.edu)

Primary Focus: To assist pre-engineering, engineering, pre-computer science, computer science, and information systems students to successfully begin and complete their degree

- Answer questions from students and parents regarding degree requirements and curriculum
- Recruit and provide orientation for high school, transfer, returning and non-traditional students
- Plan and review course of study programs, including general education and pre-requisites
- Refer students to their assigned faculty advisor in their chosen emphasis for career exploration, elective course information and graduate school recommendations
- Disseminate Grand Valley and College policies and procedures
- Provide outreach, support and information to students experiencing academic difficulty

EXCEL Program

Location: 200 STU

Phone: 616-331-3780

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

Director: Walter Moore (moorewa@gvsu.edu)

Primary Focus: The EXCEL program is designed to give academic support students of color. Students in the program are assigned to a program advisor. Regular meeting times are established to make sure these students are taking advantage of the services offered.

- Advising for students undecided about a major
- Major/minor selection and declaration
- Assist with course selection and registration
- Study skills instruction
- Career planning

Graduation Persistence Advising (GPA)

Location: 200 STU

Phone: 616-331-3588

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

Director: Leijhi Koval (kovalle@gvsu.edu)

Primary Focus: The Graduation Persistence Advising Program (GPA) provides tools to help improve academic status. Grand Valley students with a GPA below 2.0 are provided general academic advising about forms and procedures, study skills/time management assistance and one-on-one advising from a GPA advisor.

College of Health Professions – Student Services

Location: 114 CHS
Phone: 616-331-5995
Hours: Please call for hours and appointments
Staff: Darlene Zwart – Outreach Coordinator (zwartda@gvsu.edu)
Primary Focus: To provide information and advising to current and prospective students pursuing a major in one of the following areas:

- Clinical Lab Sciences (B.S.)
- Health Professions (B.S.)
- Occupational Safety and Health (B.S.)
- Occupational Therapy (M.S.)
- Physical Therapy (DPT)
- Physician Assistant Studies (M.S.)
- Radiologic & Imaging Sciences (Radiation Therapy, Diagnostic Medical Sonography) (B.S.)
- Therapeutic Recreation (B.S.)

The office also works to assist students in the following ways:

- Answer questions from students and parents regarding degree requirements and curriculum
- Recruit and provide orientation for high school, transfer, returning, non-traditional and graduate students
- Plan and review course of study programs, including general education and pre-requisites
- Identify faculty advisors
- Disseminate GVSU and College policies and procedures
- Provide outreach, support and information to students experiencing academic difficulty

L.A.K.E.R. Academic Center

Location: 165 Fieldhouse
Phone: 616-331-3328
Hours: Monday thru Friday, 9:00 a.m. – 5:00 p.m.
Director: Dr. Damon Arnold (arnoldda@gvsu.edu)
Learning Specialist/Athletes Who Care Coordinator: Erin Bremmer
Graduate Assistant: Alicia Adell

Primary Focus: The L.A.K.E.R Academic Center provides academic support for student-athletes through academic advising services, and referral to other Grand Valley support services such as tutoring and career services. The Center lives out its mission of helping students with their “*Learning, Achieving, and Keeping Everyday Responsibilities*”.

- General academic advising
- Study tables
- Referral to other campus support services
- Athletes Who Care

McNair Scholars Program

Location: 200 STU
Phone: 616-331-3588
Hours: Monday thru Friday, 8:00 a.m. – 5:00 p.m.
Director: Dollie Lutes (lutesd@gvsu.edu)

Primary Focus: The McNair Scholars Program is designed to prepare highly talented undergraduates to pursue doctoral degrees and to increase the number of individuals (from the target group) on college and university facilities. The McNair Scholars are highly talented undergraduate students who are from families with no previous college graduates, low-income background or groups underrepresented at the graduate level for doctoral studies.

Kirkhof College of Nursing

Location: 300 CHS/106 Padnos (by appointment only)

Phone: 616-331-3558 or 1-800-480-0406

Hours: Monday thru Friday, 8:00 a.m. - 5:00 p.m.

Coordinators: Admissions: Cassonya Carter-Pugh, BS, M.Ed. (carterc@gvsu.edu)
Undergraduate: Susan Baker-Clark, BSN, RN (bakercls@gvsu.edu)
RN to BSN/2nd Degree: Wanda Moerland, BSN, RN (moerlanw@gvsu.edu)
MSN: Contact Nursing Department at 616-331-3558

Primary Focus: Provide information and advising to students pursuing a major in nursing, including all current and prospective students. Specifically:

- Respond to student questions regarding degree requirements and curriculum
- Establish and review degree progress plans
- Serve as first contact for any student seeking a major in nursing
- Assist with course selection and registration
- Plan appropriate course of study
- Support students and provide information regarding resources, programs and services available to them
- Participate in application procedures for admission into clinical nursing courses

Psychology Advising Office

Location: 2224 ASH

Phone: 616-331-2195

Hours: Monday thru Friday 8:00 a.m. – 5:00 p.m., other times by appointment

Coordinator: Caroline Cascini (cascinic@gvsu.edu)

Primary Focus: The goals of the Psychology Advising Office are to help students successfully complete a psychology major or minor, and to smoothly navigate the university on their chosen path to attaining knowledge and skills, graduation, graduate school and/or a career. Both current and prospective students who are interested in exploring psychology are encouraged to begin their quest by contacting our office. Our door is open to students of any major who have questions about university policies and procedures.

The Psychology Advising Office is ready to help you:

- Find out what the psychology program at Grand Valley can offer you
- Explore majors, minors and careers in psychology
- Understand the department and university academic procedures and policies
- Find appropriate programs and resources at the university that can provide support and help you when you are having difficulty, or when you excel and want to take the next step
- Make sense of graduation and major/minor requirements, your degree progress form, and the university catalog
- Select courses and develop a plan of study
- Figure out how to declare/change a major/minor, identify your faculty advisor, and have transfer courses evaluated
- Prepare for graduate school and the Graduate Records Examinations

S.M.A.R.T. Center (Science and Mathematics Advising, Resource and Transition Center)

Location: 377 PAD

Phone: 616-331-8585

Hours: Monday thru Thursday 8:00 a.m. – 6:00 p.m., Friday 8:00 a.m. – 5:00 p.m.

Coordinator: Betty Schaner (schanerb@gvsu.edu)

Additional Staff: Rob Freidhoff - Academic Advisor (freidhro@gvsu.edu)

Dan Gerbens - Academic Advisor, Pre-professional Programs (gerbensd@gvsu.edu)

Primary Focus: To serve the academic needs of students pursuing majors and/or minors in the fields of science and mathematics, primarily:

- Students who have not yet chosen a specific major or minor or who are changing from one major or minor to another within Science and Mathematics

- Students seeking pre-profession curricula, i.e., pre-medical, pre-dental, etc.
- School of Education candidates, especially graduate teacher certification and non-traditional students
- Course selection and scheduling assistance, especially general education and prerequisite information
- Assistance for returning and non-traditional students interested in fields within Science and Mathematics
- Referrals to faculty advisors for career exploration, graduate school recommendations and elective course information
- Initial contact for students pursuing majors or graduate study in the Grand Valley School of Health Professions

Student Transfer Enrollment Partnership (STEP) – Grand Rapids

Location: Campus of Grand Rapids Community College (GRCC)

Phone: 616-331-3588

Hours: Mondays 9:00 a.m. – 4:00 p.m.

Staff: Sulari White (whites@gvsu.edu)

Primary Focus: Transfer student services are available at GRCC to provide general information on career counseling, financial aid and admissions. Assist GRCC transfer students in the process of transferring to Grand Valley.

- Provide general transfer information
- Review transfer credits
- Advise with specific program planning
- Provide program information, resources and direction
- Provide information about Grand Valley policies and procedures
- Serve as first contact for student wishing to enroll at Grand Valley
- Provide outreach and support to students experiencing academic difficulty
- Course selection and scheduling for students enrolled in specific degree completion programs at GRCC
- Provide referrals to faculty advisors and university resources

Transfer Student Advising

Location: 200 STU

Phone: 616-331-3588

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

Director: Ann LeJeune (lejeunea@gvsu.edu)

Primary Focus: Provide academic support to transfer students in their transition to Grand Valley.

- Assist with questions that arise after a student has attended transfer orientation
- Advising for students undecided about a major
- Major/minor selection and declaration
- Provide referrals to university resources