GVSU New Faculty Orientation
August 7, 2025

1. **Welcome and Introductions**

2. **Introduction to Banner:** https://www.gvsu.edu/banner/

    a. Self Service Banner
        - input midterm and final grades
        - view annual course schedule
        - look up information on advisees
        - edit your personal information
        - obtain class lists
    b. Banner Admin
        - Used mainly if you help with processing registration overrides or if you have budgetary authority
    c. Additional Student Information
        - Obtain class lists
        - Request temporary Blackboard access
        - List of students by major
        - List of advisees

3. **Confidentiality in Banner/FERPA:** https://www.gvsu.edu/registrar/faculty-and-staff-responsibilities-under-ferpa-21.htm

    a. You can view all students at GVSU, but you should only utilize that access if you have a legitimate education interest in a particular student's educational record
    b. You need the student's written permission to share/discuss their data with anyone.
    c. Family/Guardian Access (Proxy)
    d. The Employee Self-Guided Orientation contains a brief video about FERPA https://vimeo.com/817661927?share=copy

4. **Grading:**
    a. Done in Self-Service Banner, not Blackboard
    b. Last Date of Academic Activity required for final grade of F or No Credit or an Incomplete) and sometimes for mid-semester withdrawals (for financial aid compliance purposes) https://www.gvsu.edu/registrar/last-date-of-academic-activity-process-17.htm

    c. Grade change and incomplete forms are available on the Registrar's website (on faculty/staff tab) https://www.gvsu.edu/registrar/faculty-staff-resources-16.htm

5. **myPath:** https://www.gvsu.edu/registrar/mypath-information-41.htm

    a. degree audit system
    b. includes information for both undergraduate and graduate students based on the program, major(s), minor(s), certificates, and badges they are pursuing.

6. **Registration at GVSU:** https://www.gvsu.edu/registrar/registration-61.htm

    a. An annual process (begins in late March and students can register for spring/summer, fall,

and winter semesters at the same time)
   b. Prerequisite enforcement/Registration Overrides/Waitlists

7. **Other:**
   a. **Student forms page**
      https://www.gvsu.edu/registrar/student-forms-14.htm
      - Credit/No Credit form
      - FERPA release forms
      - Registration drop/add form
      - And many more

   b. **Academic Calendar and Final Exam template**
      https://www.gvsu.edu/registrar/academiccalendar.htm
      - Shows important dates for the current semester
      - Searchable page for determining when your final exams or culminating experiences will be held
      - Grading deadlines for parts-of-term classes

   c. **Searchable course schedule**—shows information about course sections, including tuition refund deadlines (this is particularly helpful for parts-of-term courses)
      https://www.gvsu.edu/registrar/course-index.htm

   d. **Other useful websites:**
      - https://www.gvsu.edu/registrar/faculty-staff-resources-16.htm
        Behind faculty/staff login—data request form, grade change form, incomplete grade form, training resources, policy and process information
      - https://www.gvsu.edu/registrar/
        Registrar's main webpage
      - https://www.gvsu.edu/studentaccounts/refunds-53.htm
        student account information including information about tuition refunds
      - https://www.gvsu.edu/registrar/course-dropadd-and-refund-schedule-103.htm
        more information about deadlines and procedures for dropping and adding courses
      - https://www.gvsu.edu/financialaid/
        lots of information about financial aid at GVSU
      - https://www.gvsu.edu/registrar/video-library-51.htm
        lots of videos that show students, faculty, and staff how to request a registration override, register for courses, utilize waitlists, and access myPath
      - https://www.gvsu.edu/registrar/frequently-asked-questions-15.htm
        FAQs designed for students but contains a lot of useful information for faculty and staff too (especially when working with students)

GRAND VALLEY STATE UNIVERSITY REGISTRAR'S OFFICE
Ph: 616-331-3327 Fax: 616-331-2000
www.gvsu.edu/registrar
office hours: M-F 8am-5pm

Pamela Wells (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.

Academic Records: Bill Widmaier (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 Schoenfeld (schoenfh@gvsu.edu) Associate Registrar

Auditing Statistics, Reports, & Ad-Hoc Reports	Curriculum
Banner Projects	Degree Auditing
Transcript Evaluation	Teacher Certification
Commencement	

Registration: Laura Przybytek (przybytl@gvsu.edu), Associate Registrar

Catalog	Registration Events
Classroom Scheduling	Registration & Schedule Statistics, Reports, & Ad-Hoc
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), 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	Service Center Operations – Pew
Final Exam Scheduling	

Allendale Service Center: Haley McKenna (mckennah@gvsu.edu), 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), Assistant Registrar

Transfer Equivalency Processing	Commencement
Registrar's Office e-mail	Degree Auditing
Auditing Statistics, Reports, & Ad-Hoc Reports	Enrollment Reporting

Records and Veteran Certification: Becca Morrissey (hambletr@gvsu.edu), Assistant Registrar

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