

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 300 STU

MRF 8am-5pm 115C DEV

Staff available by phone and email (regdept@gvsu.edu) M-F 8am-5pm

Pamela Wells, PhD (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: Becca Morrissey (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	

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

Curriculum & Catalog	Parent/Guardian Access
Banking Operations	Cashier Operation
Registration Events	Service Center Operation
Web Services	Cashiering Reports, Reports, & Ad-Hoc Reports
ID Card Operations	

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
Athletic Eligibility	Final Exam Scheduling

Records and Veteran Certification: OPEN, 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	Direct Credit Processing