

GVSU New Faculty Orientation
August 7, 2026

1. Welcome and Introduction

2. Important Information about GVSU's Student Information System Transition

- GVSU's current student information system is Banner
- GVSU is in the process of transitioning to [Workday](#) as our new student information system
- **Some processes will transition from Banner to Workday beginning in November 2026. All processes will transition to Workday by August 2027.**
- [Faculty trainings](#) for Workday will occur throughout 2027

3. 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
- c. Additional Student Information
 - Obtain class lists
 - Request temporary Blackboard access
 - List of students by major
 - List of advisees

4. Confidentiality/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>

5. Grading:

- a. Done in Self-Service Banner (Fall 2026, Winter 2027 and Summer 2026) and Workday (Fall 2027 and beyond)
- 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>

6. 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.
- c. In Workday, this will transition to the Academic Progress Report

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

- a. An annual process (begins in late March and students can register for summer, fall, and winter semesters at the same time). **Due to the transition to Workday Student, this process will occur in two systems in 2027 (Summer 2027 registration will occur in Banner in late January or early February. Fall 2027 and Winter 2028 registration will occur in Workday in March.)**
- b. Prerequisite enforcement/Registration Overrides/Waitlists

8. **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)