

# **Graduate Student Guidebook:**

**A Manual for Graduate Student Success**

Fifteenth Edition

2023 - 2024

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August 3, 2023

Dear Graduate Students,

On behalf of The Graduate School and all of our graduate faculty and staff, I welcome you to Grand Valley State University!

We are so pleased that you have chosen to join our graduate education community. Since you have already completed at least one college degree, you probably have a good understanding of how colleges and universities work. Despite that, you may find yourself wondering how GVSU addresses many issues at the graduate education level. The Graduate School is available to assist you in finding the information you need easily and in a timely manner.

To help get your experience at GVSU off to a great start, we encourage you to use this Graduate Student Guidebook. Your predecessors, by letting us know about their needs, enabled us to pinpoint some of the key facts, policies, and helpful suggestions that you can use to enhance the quality of your graduate education experience. Among the items included in this Guidebook are facts about GVSU, an office directory, where to turn for advice or guidance, some of your program options, and when you should act on matters related to your graduate program.

The Guidebook supplements the standard university resources available to you, such as the University Catalog, Schedule of Classes, and websites. Throughout the Guidebook, we reference websites where the most current and detailed information can be found.

All information in this guidebook has been reviewed and approved by the appropriate individuals and departments. The Guidebook is updated each academic year by graduate students and The Graduate School staff. It is designed for graduate students with the most up-to-date information that will help you have an outstanding educational experience at GVSU.

Since the Guidebook is for you, we are open to your suggestions about other items that should be included or areas where there is a need for clarification. Please email suggestions to [gradschool@gvsu.edu](mailto:gradschool@gvsu.edu).

May your time as a graduate student at Grand Valley State University enable you to reach both your academic and professional goals. We encourage you to use this Guidebook to facilitate a smooth transition to and navigation through your graduate education at GVSU. Let us know if we can be of any further assistance to you.

Wishing you success,



Jeffrey A. Potteiger  
Associate Vice-Provost for The Graduate School

# Before Classes Start

## Acceptance and Welcome Letters

Contact the Office of Admissions for questions

[gvsu.edu/admissions](http://gvsu.edu/admissions)

Email: [gradadm@gvsu.edu](mailto:gradadm@gvsu.edu)

At the graduate level, degree seeking admissions decisions are made by each graduate program. Your program will send you a letter of acceptance, which formally admits you to a graduate degree program at GVSU. If you decide to pursue a different graduate program or a second one, you will need to apply separately to that particular program.

Non-degree seeking graduate students can register for courses but have not been formally admitted into a graduate program at GVSU. Please note that each graduate program has limits as to how many credits you can take as a non-degree seeking graduate student and use toward a degree. If you intend to obtain a graduate degree from GVSU, you will need to apply as a degree seeking student. See the Student Status section on page 27 for more information.

Grand Valley sends all admitted degree seeking graduate students a formal acceptance letter with important graduate information. Non-degree seeking graduate students receive a welcome letter. New students will also receive a letter from Information Technology containing your G-number and your Network (Outlook, Wireless, Lab) username and password. Please make a note of your G-number as it will be needed for course registration, access to personal records, and other important services at the university. If you are already on campus and do not know your G-number, please call the Office of the Registrar at 616-331-3327.

## Campus Tours

Contact the Office of Admissions to schedule

Phone: Grand Rapids: 616-331-7220  
Allendale: 616-331-2025

Location: Grand Rapids: DeVos Center Building B, First Floor, 102B DEV  
Allendale: Lubbers Student Services Building, Third Floor, 300 STU

Graduate students are always welcome to visit the Pew Campus in Grand Rapids and talk with staff in Admissions. Tours of the DeVos Center are also available by appointment only. The Office of Admissions in Grand Rapids is open Monday through Friday from 8 a.m. to 5 p.m. We do ask that you first make an appointment with the Office of Admissions by calling the numbers listed above.

If you would like to explore our main campus in Allendale, a walking tour is available, lasting one hour in length. Daily tours are available by appointment at 10 a.m., 11 a.m., 12 p.m., 1 p.m., and 2 p.m. Monday through Friday. Tours are led by current undergraduate students and depart from the third floor of the Lubbers Student Services Building.



# Academic Calendar

[gvsu.edu/registrars/academiccalendar](https://gvsu.edu/registrars/academiccalendar)

## *Fall 2023 Academic Calendar*

| Event                                 | Date                    |
|---------------------------------------|-------------------------|
| Registration Drop and Add             | March 20 – September 1  |
| Payment Deadline                      | August 18 by 5:00 pm    |
| Convocation                           | August 24               |
| Classes Begin                         | August 28               |
| Credit/No Credit Deadline             | September 1 by 5:00 pm  |
| Last day to Add, Register, or Pay     | September 1 by 5:00 pm  |
| 100% Tuition Refund Deadline          | September 1 by 5:00 pm  |
| Labor Day Recess                      | September 3-4           |
| 75% Tuition Refund Deadline           | September 22 by 5:00 pm |
| Mid-term Evaluations                  | October 9-13            |
| Mid-term Grades Due from Faculty      | October 17 by 12:00 pm  |
| Mid-term Grades Available to Students | October 19              |
| Fall Break                            | October 22-24           |
| Withdraw with a "W" Grade Deadline    | November 10             |
| Thanksgiving Recess                   | November 22-26          |
| Classes End and Commencement          | December 9              |
| Examination Week                      | December 9-16           |
| Semester Ends                         | December 16             |
| Grades Due from Faculty               | December 19 by 12:00 pm |
| Grades Available to Students          | December 21             |

## *Winter 2024 Academic Calendar*

| Event                             | Date                  |
|-----------------------------------|-----------------------|
| Registration Drop and Add         | March 20 – January 12 |
| Payment Deadline                  | December 15 by 5 pm   |
| Classes Begin                     | January 8             |
| Last day to Add, Register, or Pay | January 12 by 5 pm    |
| 100% Tuition Refund Deadline      | January 12 by 5 pm    |
| Martin Luther King Jr. Day Recess | January 15            |
| 75% Tuition Refund Deadline       | February 2 by 5 pm    |
| Mid-term Evaluations              | February 19-23        |
| Spring Break                      | March 3-10            |
| Drop with a "W" Grade Deadline    | March 22 by 5 pm      |
| Classes End                       | April 20              |
| Examination Week                  | April 20- 27          |
| Commencement                      | April 26-27           |
| Semester Ends                     | April 27              |
| Grades Due from Faculty           | April 30 by noon      |
| Grades Available to Students      | May 1                 |

For additional details, please see the [Office of the Registrar's website](#). For future academic years, please visit the online catalog here: [catalog.gvsu.edu](http://catalog.gvsu.edu).

The posted refund deadlines apply to courses that meet during the specified amount of time. Classes that meet for a portion of the semester have different refund deadlines. Please contact the Office of the Registrar for more information.

## **MyBanner and G-Number**

[gvsu.edu/banner/](http://gvsu.edu/banner/)

All student services interactions require access via the system called Banner Self-Service or MyBanner. You will use Banner to register for classes, change your address, view or request your transcript, and manage your student account.

Your Banner Network ID is the first section of your GVSU email address; for example, [smith123@mail.gvsu.edu](mailto:smith123@mail.gvsu.edu) would have a username of smith123. To access MyBanner, you will need your username and password.

From Grand Valley's homepage, you can access MyBanner by clicking on the Banner icon at the top or hovering over "Student" and then selecting "Banner." The first time you log in with your default password, you will need to self-select a new password and set a security question.

You may change your network password by following the instructions at <https://www.gvsu.edu/passwordreset>.

Your GVSU Student Number is your student identification number (9 characters long) and is often referred to as your G-Number.

## **Registration**

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

Location: Student Assistance Centers

The Office of the Registrar has created many informational resources to assist students with registration. For assistance with searching for classes, registering, and troubleshooting any registration issues, go to [gvsu.edu/registrar/registration](http://gvsu.edu/registrar/registration). A list of frequently asked questions is also available at [gvsu.edu/registrar/frequently-asked-questions](http://gvsu.edu/registrar/frequently-asked-questions).

### ***General Notes***

Registration may be done online through the MyBanner system, via phone at 616-331-3327, or in person at any Grand Valley campus. Grand Valley encourages students to register online. The following pages contain written instructions to register online, and instructions can also be accessed through the website above. Before registering, you will probably want to review the annual class schedule ([gvsu.edu/schedule](http://gvsu.edu/schedule)) and special course charges ([gvsu.edu/tuitionExt](http://gvsu.edu/tuitionExt)).

The class schedule can also be found in MyBanner by selecting "Student" then "Registration" then "Student Registration for Self Service." Graduate tuition at GVSU is determined by your program of study for all coursework. A listing of graduate tuition rates is available at [gvsu.edu/financialaid/cost-of-attendance](http://gvsu.edu/financialaid/cost-of-attendance).

If you are unable to register for a course electronically through MyBanner for any reason, contact your advisor or Graduate Program Director for assistance. Your advisor will work with you to decide if you qualify to take the course and instruct you on how to request a permit in Banner.

### ***Course Numbering***

Graduate courses are divided into three levels of numbering, 500, 600, and 700. The first level of courses, the 500 - 599 level, is for first-year graduate students or as prerequisites for 600 and 700 level courses. The majority of graduate classes are at the 600 - 699 level and are primarily for students admitted to graduate programs. Courses within a level are not necessarily numbered sequentially to denote a required sequence of courses or increasing difficulty. The last level, 700 - 799, is used for advanced graduate students in post-master and doctoral programs.

In addition, some course numbers are reserved. For example, 680 and 780 are reserved for special topics courses. These are classes that are not normally offered as part of the curriculum. Graduate research preparation courses are 690 and 790. Final project courses are usually numbered 693 and 793, and graduate thesis/dissertation courses are numbered 695 and 795. Independent study courses are numbered 699 and 799.

### ***Syllabus of Record***

For each graduate course at Grand Valley, there is a Syllabus of Record on file. This is the general syllabus for the course that was approved when the course was created or underwent a revision.

Why is this useful to you? It provides the information necessary to decide if the course content is what you want to study and is far more informative than the brief description in the Catalog. This syllabus exists so students can gain a better understanding of the content areas, objectives, and grading criteria for a course. You will need to know the course number from the Catalog to review a Syllabus of Record. Paper copies are kept by each department; please contact the department that offers the course to review the Syllabus of Record. Each professor creates their course syllabus for a specific course they are teaching using the Syllabus of Record as a guideline.

### ***Plan of Study***

Some degrees require each student to complete a Plan of Study, also known as a Planned Program of Study for the degree. This may follow the program plan published in the Catalog, but many programs allow you choices that make it your own Plan of Study. When planning your program with an advisor, faculty, or staff to determine when to take courses and which courses to take, be sure you get that advice in writing so that you have a record of these decisions and recommendations. If the advice is in an email, remember to keep copies of all related emails.

### ***Permits & Advance Permission***

Some courses require students to apply for advance permission to register. In some cases, you will need to apply for these courses a semester in advance and receive an electronic registration override. This most often occurs with the final project (693/793) and thesis (695/795) courses. Please pay attention to course prerequisites in the Catalog. Completing a Plan of Study for your degree should help alert you as to which courses have these requirements.

### ***Prerequisites***

Many courses have prerequisites. Prerequisites for a specific course are listed in the Catalog. If you do not meet the prerequisite(s) for the course, you may not be able to register for it. MyBanner must have a record that you have taken or enrolled in all prerequisites, or it will not allow you to enroll in a course. If you have transferred credits or taken a test to satisfy a prerequisite, MyBanner

may not recognize it. If this happens, seek assistance from your academic advisor or Graduate Program Director.

### ***Credit/No Credit***

At the graduate level, most courses are graded. A few courses, particularly upper-level research, project, and thesis courses, are graded as credit/no credit or pass/fail. As a graduate student, to earn credit in a credit/no-credit course, your work must be at a minimum equivalent to a B-level. Graduate students are not permitted to take a class as credit/no credit if it is a graded course.

### ***Annual Class Schedule***

There is a searchable annual class schedule available online ([gvsu.edu/schedule](https://gvsu.edu/schedule)). The Annual Class Schedule for 2024-25 will be available online in March 2024. Registration begins in mid-March, be sure to register early to ensure a spot in the class you need.

### ***University Catalog***

The online catalog, as well as catalogs from previous years, is available at [gvsu.edu/catalog](https://gvsu.edu/catalog). The online catalog is the most current and accurate version of Grand Valley's catalog. It is updated frequently to give you the most current catalog information.

Select your desired catalog in the "scroll-down menu" found in the top right corner of any online catalog page. Versions of the online catalog are available starting in 2005.

## **Fees and Things that Prevent Registration**

### ***Late Registration***

If you wait to enroll until after the semester has started, you will have a \$50 nonrefundable late registration fee for registering during the first five days of classes. After the five-day add/drop period, enrollment officially ends. To avoid this fee, you must be registered for at least one course before the first day of classes.

Class schedules may be changed during the first week of classes without penalty as long as there is room in the class you wish to take. Courses that begin after the fifth day of a semester, workshops, or other offerings without a registration process will not incur a late fee.

It is possible to enroll in a course after the add/drop period has ended under exceptional circumstances. You will need a form signed by the instructor, the department chair, and the appropriate College Dean. A \$25 penalty fee will also be applied.

### ***Overdue Library Books***

There are also fees assessed for overdue books. If you fail to pay your fine or return a book, you may be unable to register for classes the following term or obtain a copy of your transcript. Remember to get a receipt when you pay your fine. The library will send you emails reminding you about upcoming book due dates, overdue books, and assessed fines.

### ***Parking Tickets and Parking Meters***

The University also writes parking tickets known as citations for \$35 -\$100 each for on-campus parking violations. Downtown on-campus parking includes the parking lots and the Seward Parking Ramp. The streets around the University and the meters on those streets (including those in front of Eberhard) are monitored by the City of Grand Rapids, not GVSU.

There are a limited number of metered parking areas intended for short-term parking within some university parking lots. The staff parking lot next to DeVos Center has some metered parking spaces near Burger King, the Eberhard Center staff parking lot has some metered spaces facing the street, and the Center for Health Sciences has a small amount of metered parking in the Lafayette Lot south of Michigan Ave. All on-campus meters are within parking lots. All on-campus meters are monitored by Grand Valley and enforced year-round.

Failure to pay even a small fine could prevent you from registering for classes.

## **Campus Maps and Building Locations**

[gvsu.edu/maps](https://gvsu.edu/maps)

Grand Valley's main campus is in Allendale, though most graduate students will attend classes in Grand Rapids. The Grand Rapids area is split into two campuses: the Robert C. Pew Campus and the Health Campus. Maps for all campuses, including satellite locations, are available at [gvsu.edu/maps](https://gvsu.edu/maps). Printed maps can be requested from the Student Assistance Center at 115C DeVos Building.

Many services for Grand Rapids campuses are located in the Richard C. DeVos Center building on the Pew Campus, including the Grand Rapids bookstore, Student Assistance Center, computer labs, dining options, and the Steelcase Library. Offices such as the Career Center and University Counseling Center also have space in the DeVos Center.

Building names are often abbreviated, particularly on student class schedules. To help locate classrooms, use the Building Abbreviations guide found online [gvsu.edu/registrar/building-abbreviations](https://gvsu.edu/registrar/building-abbreviations).

## **Building, Lab, and Facilities Hours**

[gvsu.edu/operations](https://gvsu.edu/operations)

The opening and closing times of buildings and facilities on campus usually change with the academic calendar. Typically, the Fall and Winter semesters will have similar schedules, and the Spring/Summer semesters will have different schedules. Schedules are often changed during breaks, both breaks within and between semesters, and around final exam time.

Building hours are usually posted by Facilities Services. Go to the website above and click on "Building Information," From there, you can select "Building Hours" for the regularly scheduled hours for the current semester. This includes buildings, bookstores, libraries, computer labs, engineering labs, the Student Assistance Center, the security desk, shuttle buses, and food service hours. It does not include break or exam time schedules for the bookstore, libraries, labs, buses, the Student Assistance Center, and food service.

For break and exam schedules, visit the individual Web pages:

Library: [gvsu.edu/library](https://gvsu.edu/library)

Buses: [gvsu.edu/bus](https://gvsu.edu/bus)

Laker Food Co.: [gvsu.edu/campusdine](https://gvsu.edu/campusdine)

Laker Store: <https://lakerstore.gvsu.edu/home>

Computer Labs: [gvsu.edu/it/lab-hours-and-locations](https://gvsu.edu/it/lab-hours-and-locations)

Student Assistance Center: [gvsu.edu/registrar](https://gvsu.edu/registrar)

## Payment

[gvsu.edu/studentaccounts](https://gvsu.edu/studentaccounts)

Phone: 616-331-2209

Location: Grand Rapids and Allendale, Student Assistance Centers  
Holland Meijer Campus, Front Desk  
Muskegon Regional Center, 1106 Stevenson Center at Muskegon Community College

Payments for tuition may be made in person, by mail, by phone, or online. To pay in person, you may use checks or money orders only. Checks or money orders are accepted by mail. To pay by phone, 616-331-2209, you may use a Visa, MasterCard, or Discover credit card. Each credit card payment by phone or online will incur a non-refundable 1% fee on the total credit card transaction. We encourage everyone to make their payments online to ensure all accounts are paid for on time. There are two online payment options, to pay by credit card or electronic check. The electronic check system requires you to register your bank account and withdraw money from your account with no additional fee. All unpaid charges on your student account now incur a 1% late fee assessed on the past due balance each month.

To pay online, log in to MyBanner's website ([gvsu.edu/banner/](https://gvsu.edu/banner/)), then click on "Student." On the next screen, click on "Student Account," then click on "Student Account Information." Next, click on "View Statement, Set Up Deferment, Make a Payment."

Two deferment plans are offered, company and regular. If your employer pays your tuition, you may set up a company deferment plan. The regular deferment plan breaks your tuition into four monthly installments. Both plans charge a \$40 fee per semester. To set up a deferment plan, go to MyBanner. If you make a partial payment by the payment deadline, you will be automatically enrolled in the regular deferment plan and charged the \$40 fee.

## Financial Aid

[gvsu.edu/financialaid](https://gvsu.edu/financialaid)

Phone: 616-331-3234

Location: Allendale: Student Services Center, First Floor, 100 STU

Financial Aid is available to degree seeking graduate students during semesters when they are taking 4.5 or more credits. For most graduate students, the primary type of aid available is in the form of federal loans. Federal loans have specific eligibility requirements, including being a U.S. citizen or a qualified resident alien. If you have questions regarding financial aid, you can contact the Office of Financial Aid & Scholarships at 616-331-3234, toll-free at 800-748-0246, or at [finaid@gvsu.edu](mailto:finaid@gvsu.edu).

Please see the next page for step-by-step instructions to apply for financial aid. Financial aid is still available even if the semester has already started. Please contact Financial Aid for assistance.

\*Tip: Federal student loan payment and forgiveness programs are available\*  
for more information, go to <https://studentaid.gov/manage-loans/repayment>.

## ***Applying for Financial Aid for Graduate Student***

General requirements for federal student aid at Grand Valley State University:

- 1) You must be formally admitted as a degree seeking student at Grand Valley State University in order to receive financial aid. If you have registered for classes using the non-degree seeking admissions form, you are **not** eligible to receive financial aid.
- 2) Only courses that count toward your graduate program will count toward your financial aid eligibility.
- 3) To be considered for financial aid, you must submit the Free Application for Federal Student Aid (FAFSA) online.

If you have not submitted the Free Application for Federal Student Aid (FAFSA) for the 2023-2024 academic year, please follow these instructions:

- **If you do not already have** an FSA ID, you must create one online ([studentaid.gov/fsa-id](https://studentaid.gov/fsa-id)) to electronically sign the FAFSA. ***If you previously created an FSA ID but have misplaced your login information, please retrieve your FSA ID username and/or password online.***
- File your FAFSA online at [studentaid.gov/h/apply-for-aid/fafsa](https://studentaid.gov/h/apply-for-aid/fafsa)
- **If corrections are needed:** Return to the FAFSA website (<https://studentaid.gov/h/apply-for-aid/fafsa>), choose “Corrections,” and log in using your FSA ID. Enter the corrections and submit.

**Award Notification and Acceptance:** After your aid eligibility is determined, you will be notified by the Office of Financial Aid & Scholarships that your award is available to access and accept online through MyBanner. Instructions on how to accept your aid are available online ([gvsu.edu/financialaid/accept](https://gvsu.edu/financialaid/accept)).

**Federal Direct Student Loans:** If you are accepting a Direct Loan for the first time as a Grand Valley student, you must also complete an online **Master Promissory Note** (MPN) and online **Entrance Counseling**. Instructions on how to complete your Direct Loan requirements are available online ([gvsu.edu/financialaid/nextsteps](https://gvsu.edu/financialaid/nextsteps)).

**Reminder:** Students are responsible for meeting the published payment deadlines to avoid having their class schedule(s) canceled. Therefore, if your financial aid requirements have not been completed and the aid is not available to disburse prior to the payment deadline, you will need to pay your tuition to avoid having the Registrar drop you from your classes for non-payment. You may sign up for the deferment plan and pay 25% of the total amount due plus a \$40.00 fee (per semester) by the payment deadline date to keep your classes. You must continue making payments until your financial aid has paid your bill.

## **Scholarships**

[gvsu.edu/scholarships](https://gvsu.edu/scholarships)

There are a limited number of scholarships available to graduate students through sources at GVSU and professional organizations, as well as for students demonstrating special circumstances. There are several ways to obtain scholarships at Grand Valley.

- **myScholarships:** Grand Valley offers 500+ endowed and departmental scholarships. The scholarship cycle opens October 1, with most scholarship deadlines falling between February 15 and March 1 for the following academic year.

- [Laker Lifetime Learning Account](#): Alumni of GVSU are eligible for \$1,000 over the course of their studies to use toward credit-bearing coursework for all GVSU programs. No application is necessary, and the award will automatically be applied to the student's tuition bill.
- [Outside Scholarships, Fellowships, and National Awards](#): Grand Valley maintains a database of scholarships available through local and national organizations. Deadlines vary depending on the scholarship and can be accessed through the year.
- **Program Specific Scholarship Opportunities**: Further information on scholarships can be obtained from your academic college and Graduate Program Director.

**Tip:** Scholarship deadlines vary and may not follow the Academic Calendar deadlines. Check each scholarship for deadline information.

## Graduate Assistantships

[gvsu.edu/gs/assistantships](https://gvsu.edu/gs/assistantships)

Graduate Assistantships (GA) serve a dual purpose: (1) they provide graduate students with part-time, paid work experience in their field of study that allows them to expand and/or apply their discipline knowledge and skills under supervision; and (2) they provide GVSU faculty and/or university staff assistance in carrying out research, special projects, or other assignments that require the advanced skills of graduate students. The activities assigned are to enhance the student's academic experience. Although some tasks may include an administrative component, a graduate assistantship is not meant to be used to provide primarily clerical and office support to academic units.

Some graduate assistants serve in an instructional role, often in a lab or classroom. Service in an instructional role requires that the graduate student works under the direct supervision of a faculty member who has final grading responsibility for the course.

Many graduate assistants are assigned to work in their own program, e.g., a Social Work student will work in the School of Social Work. However, a number of departments will hire across disciplines when the need arises. For example, a position in the Biology department may require someone with advanced computer skills; thus, a student majoring in Computer Science & Information Systems could be eligible for the assistantship in that department. Additionally, some non-academic units may have no specific major in mind when hiring a GA. Examples of non-academic units are Recreation and Wellness, The Graduate School, and the Johnson Center for Philanthropy.

### ***Graduate Assistantship Terms and Compensation***

Most graduate assistantship appointments are made for the academic year (Fall-Winter). Some positions may be appointed on a semester-by-semester basis, while others may be extended appointments (10-month and 12-month).

#### Full-Time

A full-time assistantship requires the student to take 9 graduate credit hours per semester and includes the following responsibilities and benefits:



- A 20-hour per week work assignment for 15 weeks per semester, corresponding to the beginning and ending of each semester as published in the university schedule.
- Support from GVSU includes:
  - A minimum stipend of \$4,000 each semester
  - Paid tuition, aka a tuition waiver, for 9 graduate credits per semester, unless the student is eligible for reimbursement of tuition from another source.

### Half-Time

A half-time assistantship requires the student to take a minimum of 5 graduate credit hours per semester and includes the following responsibilities and benefits:

- A 10-hour per week work assignment for 15 weeks per semester
- Support from GVSU includes:
  - A minimum stipend of \$2,000 per semester
  - Paid tuition, aka a tuition waiver, for up to 4.5 graduate credits per semester, unless the student is eligible for reimbursement of tuition from another source.

### Important Notes

*Stipend payments are split up throughout the semester so that the student receives a regular paycheck every two weeks.*

Students are responsible for paying for any credits taken in excess of those covered by the tuition waiver provided by their graduate assistantship.

The tuition waiver does **not** cover undergraduate credit unless approved by the Associate Vice-Provost for the Graduate School. Please contact your graduate program director or The Graduate School if you are taking an undergraduate course as part of your graduate program.

The tuition waiver covers the following for full-time GAs:

- Academic year appointment (9 months): 18 credit hours (Fall-9, Winter-9)
- Extended appointment: (10 months): 21 credit hours (Fall-9, Winter-9, and Spring/Summer-3)
- Extended appointment: (12 months): 24 credit hours (Fall-9, Winter-9, and Spring/Summer-6)

The tuition waiver covers the following for half-time GAs:

- Academic year appointment (9 months): 9 credit hours (Fall 4.5, Winter 4.5)

Occasionally, the Associate Vice-Provost for the Graduate School may allow an exception to the tuition waiver policy. This sometimes occurs when a GA is nearing the end of their academic program or if courses that the GA needs for their degree are not offered in the upcoming semester. Requests for exceptions to the policy should be initiated by the GA's supervisor, with verification from the GA's program advisor that appropriate courses are unavailable. Such requests should be sent via email to The Graduate School.

### Qualifications

To qualify for a graduate assistantship at GVSU, the student must:

1. Be fully admitted as a degree seeking student in a GVSU graduate program at the time of appointment. Students with conditional admissions, provisional admissions, and who are non-degree seeking are not eligible for a graduate assistantship,
2. Be in good academic standing (3.0 GPA or better),
3. Successfully maintain a minimum course load of 9 graduate credit hours per semester for a full-time GA, OR
4. Carry a minimum course load of 5 graduate credit hours per semester for a half-time GA.

#### Graduate Assistantship Appointment Forms

Students who accept a GA position are required to sign an appointment form (“contract”). The hiring department/unit completes the online form, which includes a brief job description, supervisor information, and the terms of the appointment. The student will receive an email with a link to log onto the system to review and sign the online GA appointment form. ***The student should thoroughly read and understand the terms and conditions of the appointment prior to signing.*** The start and end dates of the appointment typically coincide with the beginning and ending dates of the academic year or semester. However, some departments offer extended appointments, which require the student to work additional weeks. Extended appointments generally provide a higher stipend amount or additional tuition credit waivers, which will be indicated on the form.

The hiring department is responsible for ensuring that the newly hired GA completes the required I-9 and tax withholding forms. The forms can be downloaded from the Office of Student Employment; [gvsu.edu/studentjobs/](https://gvsu.edu/studentjobs/).

#### New Graduate Assistant Orientation

The Graduate School sponsors a ***mandatory*** new GA orientation at the beginning of each semester. The purpose of the orientation is to inform GAs of their rights and responsibilities and to address policies, procedures, and potential problems that affect all GAs. Email announcements and reminders are sent to newly hired graduate assistants well before the orientation dates. New GAs who have not received notification of the orientation should contact their hiring supervisor or The Graduate School.

## Job and Assistantship Listings

### ***Office of Student Employment:***

[gvsu.edu/studentjobs/](https://gvsu.edu/studentjobs/)

Handshake is GVSU's web-based service providing students and alumni access to professional jobs and internships posted by employers looking for GVSU students and alumni. The Office of Student Employment uses Handshake to post all on-campus student worker positions. Graduate students are eligible for student worker positions.

You can also use Handshake to:

- Participate in On-Campus Interviewing
- Register for career fairs (students do not need to register)
- Make your resume available to employers through Resume Books
- Have jobs automatically emailed to you with Search Agents and Job Blasts
- Get information on upcoming career events, workshops, and information sessions
- Research employers that recruit at GVSU

### ***Graduate Assistantship Postings:***

Visit the website ([gvsu.edu/gs/graduate-assistant-job-openings](https://gvsu.edu/gs/graduate-assistant-job-openings)) for graduate assistantships to see the list of postings. Please note that not all graduate assistantships are posted here. Some graduate assistantships are restricted to students in a specific program or college. In general, posted graduate assistantships are available to students from multiple programs.

## Tips for Finding a Graduate Assistantship

Please follow these helpful tips and strategies for locating and obtaining a Graduate Assistantship:

Speak to your faculty advisor or Graduate Program Director: Some graduate programs have assistantship positions available within their department. In this case, there may be a formal application process and deadlines that you need to follow to be considered.

Look outside of your Graduate Program: faculty or students within your program may be able to identify locations on campus where students from your program typically find assistantships.

Apply for positions you are qualified for: search The Graduate School website or Student Job Board for open positions. If you are qualified for a position, you may apply even if the position is outside of your graduate program.

Follow the application instructions: each position requires slightly different materials for the application. Just as with job applications, pay special attention to the requirements and tailor your materials to fit the job description provided. Address your materials to the appropriate contact person and check your documents thoroughly for spelling and grammar.

Search for positions often, even after the school year has begun: many assistantships open mid-year or even during the semester. An assistantship can be awarded at any time.

## Course Materials

GVSU Laker Store

[lakerstore.gvsu.edu/home](http://lakerstore.gvsu.edu/home)

Phone: Grand Rapids: 616-331-6602  
Allendale: 616-331-2450

Location: Grand Rapids: DeVos Center, Building C, First Floor  
Allendale: The Marketplace

Most graduate courses will require specific textbooks and course materials, which are available through the on-campus GVSU Laker Store. If class sections are added at the last minute or are over-enrolled, there may be a delay in books and course materials being available. If the book and course materials you need are out of stock at both GVSU Laker Store locations, please order the books and course materials on GVSU Laker Store's website. You can have the items shipped to you, or you can opt to pick it up at either store location once the course materials arrive & your order is processed. Students are advised to buy course materials before the semester begins. Receipts are required for refunds, reimbursement, or possible tax credits. 100% refunds are only allowed through the first week of classes.

You can shop locally and online. Public and GVSU libraries may also have books.

### ***Locations and Hours***

Books and course materials for classes taught in Grand Rapids can be purchased from the GVSU Laker Store located on the east side of the first floor of DeVos Center Building C. The hours of operation vary with the academic calendar, but extended hours are offered the first week of the semester: [lakerstore.gvsu.edu/storehours](http://lakerstore.gvsu.edu/storehours).

Books and course materials for classes taught in Allendale, Holland, Muskegon, and all online classes are available at the GVSU Laker Store located at The Marketplace in Allendale. This is the primary bookstore location, featuring textbooks, course materials, and a much larger selection of clothing and merchandise. The Allendale and Grand Rapids locations may not have the same hours.

### ***Online Ordering***

Textbooks and course materials for all classes are available online through the GVSU Laker Store website. GVSU Choose is a price comparison tool that allows you to view textbook and course materials prices from GVSU Laker Store and other retailers in one convenient location. It's also your source for rentals and e-books.

**Tip:** Textbooks can be transferred between the Allendale and Grand Rapids locations. Please ask a staff person for assistance.

## Transportation Information/Busing

[gvsu.edu/bus](http://gvsu.edu/bus)

Phone: 616-331-6700 (Facilities Services Grand Rapids & Regional Centers)

All Grand Valley students, faculty, and staff can ride The Rapid bus system for free by presenting their ID cards to the driver. The University contracts with The Rapid through the Interurban Transit Partnership, which provides a variety of public transportation services for the Grand Rapids metro area and beyond. The free rides on The Rapid bus service include not only all university routes but

all public regularly scheduled routes as well. It does not include the County Link, Airporter, or PASS bus services.

### ***Laker Line***

The **Laker Line** (*Route #LL*) provides service between Allendale and Grand Rapids with runs Monday through Sunday year-round. Frequency is reduced during spring/summer semesters. The Laker Line makes round trips from the Health Campus, the Pew Grand Rapids Campus, to the Allendale Campus with stops in downtown Grand Rapids and at Mackinac Hall in Allendale.

### ***North and South Campus Express***

Two routes service a variety of private apartment complexes immediately adjacent to the Allendale Campus. The **North Campus Express** (*Route #37*) serves the northern complexes, complexes along 48<sup>th</sup> Ave, and the Kirkhof Center. The **South Campus Express** (*Route #48*) serves the southern complexes, Lot J, Campus Health Center, and Kirkhof Center. The routes both run Monday through Friday, fall and winter semesters only.

### ***Weekend Bus***

#### Connector

On weekends during the fall and winter semesters, two shuttles service the GVSU campuses. The **Laker Line** (*Route #LL*) provides late night and weekend service between Kirkhof Center and the Health Campus.

#### Apartment Shuttle

Two apartment shuttles combine into one route, called **Weekend Apartment Shuttle** (*Route #85*). Weekend services are only offered during the fall and winter semesters.

There are a number of ways to connect to other Rapid routes, which are free to ride with a valid GVSU ID. The Route 12 stop on Fulton is located in the middle of the Pew Campus, and the downtown Grand Rapid stops correspond with the Silver Line. Both routes offer connectivity to Rapid Central Station, where buses are available to all Rapid bus routes.

### ***Bus Schedules***

Both The Rapid and University Bus Route schedules are subject to change. The current schedules can be found at [gvsu.edu/bus](http://gvsu.edu/bus). During the spring/summer semester, GVSU bus routes are less frequent, and some are entirely suspended. When classes are not in session, the bus may be on a limited "Break Schedule."

Questions about university transportation should be directed to Facilities Services Grand Rapids & Regional Centers at 616-331-6700.

GVSU bus schedules change with the academic calendar. Current schedules can be viewed here: [gvsu.edu/bus/](http://gvsu.edu/bus/)

### ***Bus Stops***

To catch the Laker Line (*#LL*) westbound to Allendale (from DeVos Center), go to the bus shelters under the US 131 freeway overpass on Fulton Street., between Keller Engineering Labs and Seidman Center. Please note there are two stops at this location: Westbound (to Allendale, the stop is on the north side of Fulton) and Eastbound (to CHS, DCIH, and RFH, the stop is on the south side of Fulton). The letters LL will be displayed above the front windshield, along with the destination/direction. This bus also makes stops along Lake Michigan Drive on the way out to

Allendale. Only Route #LL goes to Allendale, but other busses will also use those bus stops. In Allendale, the bus stops are located near Mackinac Hall and Kirkhof Center. These bus stops are shared with the North Campus Express (#37), South Campus Express (#48), and Weekend Apartment (#85), so be sure to get on the Laker Line (#LL) if you want to return to Grand Rapids.

#### Laker Line Stops List:

- Cook-DeVos Center for Health Sciences/DeVos Center for Interprofessional Health/Raleigh J. Finkelstein Hall
- Various downtown Grand Rapids locations
- Under the US 131 freeway on Fulton Street (Westbound & Eastbound stops)
- Along Fulton Street/Lake Michigan Drive
- Allendale Campus

To get to the Health Campus, take the Eastbound Laker Line (#LL). The Health Campus bus stop is located on Michigan St, in front of Cook-DeVos Center for Health Sciences. This stop also serves the Daniel and Pamela DeVos Center for Interprofessional Health (DCIH, attached to CHS) and Raleigh J. Finkelstein Hall (RFH), which is just north of CHS.

#### ***Bike Racks***

All Rapid buses have a bike rack located on the front of the bus. When the bus stops, unhook the bike rack and attach your bike. Consider this option when you explore the riding trails around Grand Rapids. Taking your bike on the bus is often a popular option with college students using the Laker Line (#LL). All Rapid buses can only accommodate two bikes at a time, and it is illegal to take a bike onto the bus. So, be prepared to wait for the next bus or quickly find a place to lock up your bike if the rack is full. There are bike racks located under the US 131 overpass at Eberhard Center, at DeVos Center, at Seidman Center, at the Kirkhof bus stop, and at the inbound Mackinac Hall bus stop.

#### Biking Services

GVSU also offers Bicycle Registration through the Grand Valley Department of Public Safety. Bicycle safety tips, maps of GVSU and local Grand Rapids trails, and commuting tips are also available online.

#### ***Rideshares and Park & Ride***

Ride-Matching services are available for students, faculty, and staff looking for carpool/ride-share information. [gvsu.edu/bus/rideshare-rentals](https://gvsu.edu/bus/rideshare-rentals)

GVSU has designated parking areas where students can park for free and ride the bus to campus with a valid GVSU ID. GVSU Transportation Services has coordinated two designated Park & Ride locations near Standale, one at the Meijer on Wilson Avenue and one west of the Walker Fire Station at Cummings and Lake Michigan Drive. [More information is available at the GVSU Transportation Services website.](#)

## Parking

[gvsu.edu/parking](https://gvsu.edu/parking)

All parking on Grand Valley property is regulated Monday through Thursday 3 a.m. to 6:30 p. m. and Friday from 3 a.m. to 5 p.m. During the spring/summer semester, permits are not required in student parking lots. However, signed ParkMobile and restricted parking spaces (including faculty, staff, delivery, alternative fuel, service vehicle, and resident parking) are regularly monitored.

### ***Seward Parking Ramp on Pew Campus***

A word of caution: be advised that the downtown Seward Parking Ramp hours are 6 a.m. to 11 p.m. Monday through Thursday and 6 a.m. to 6 p.m. Friday. It is closed on Saturday and Sunday. If you do not get to the ramp before it closes, you may call (616) 331-3255 DO NOT PRESS ONE (#1) for parking, please stay on the line for GVSU Dispatch to have a public safety officer meet you there or go to the Lake Michigan Drive ramp entrance area; to the left is a door that leads into the ramp. Next to the door is an intercom system with a button to call Public Safety to remotely open the door. The ramp gates should open automatically when you approach them from inside and close after you leave. Overnight parking in the Seward Ramp is prohibited. Overnight parking is available in our resident lots with a guest permit and is enforced from 3 a.m. to 7 a.m.

**TIP:** Don't forget to check the ramp closing time.

### ***ADA Parking***

ADA parking for students is available in faculty/staff and other ADA signed parking areas. You will need both your ADA parking placard or license plate with ADA designation and a valid GVSU parking permit (Lot J permits are not valid ADA use permits). On the Grand Rapids Pew Campus, you can park in ADA spaces in the parking lots next to Eberhard Center, DeVos Center, Mt. Vernon, the upper-level parking area at CHS/DCIH, and the RFH lot. In addition to the designated ADA parking areas, any other space, with the exception of service vehicles or reserved parking spaces, is available. If parking in a signed ParkMobile space, you do not have to pay, however parking permits or payment is required.

**TIP:** Lot J parking permits are not permitted permits for ADA parking.

### ***Parking Permits***

Information regarding parking permits is mailed or virtually sent to all students when they are admitted. Parking permits can be purchased online by visiting the GVSU Parking Services Website. All parking permits are charged to the student's account and can be pre-ordered before the semester begins. Obtaining a parking permit requires you to access the GVSU Parking Website. If you don't have an account with the Citizen Connect Portal, you will need to create one. Your permit type depends on your housing status. You will be prompted to confirm your G-number and last name upon registration. Provide your contact information and a primary mailing address. The permit is digitally linked to your car. You will need to provide your *license plate number, license plate state, vehicle make, model, color, and type*. Confirm your information prior to checkout.

The permit is transferable. To do this, go to the Your Permits tab in your profile, found in the top right corner. In the permit information, you can edit the vehicle information. **Only one car can be linked to a permit at any time.**

You will need a parking permit to park on the Grand Rapids and Allendale Campuses starting the first day of classes throughout the fall and winter semesters before 6:30 p.m. Monday to Friday. Student and Faculty/Staff parking areas are open to everyone after 6:30 p.m. on weekdays and weekends. Overnight parking is not permitted in Faculty/Staff and Student Commuter areas. Please see the Parking Services Website for parking enforcement changes during the different break schedules the University observes.

### ***Parking Violations***

Residential parking areas are restricted 24/7 to students with residential parking permits. For the academic year 2023-2024, there are four options for parking permits: students taking 7 or more credits are charged \$240/semester and those taking 6 or fewer credits are charged \$150/semester. Those using the Lot J-Remote Commuter pass are charged \$105/semester. Lot-J Seward Ramp Remote residential passes are charged \$105 /semester. Parking rules and regulations on Grand Valley campuses are strictly enforced. Violations range from \$35.00 to \$100.00 depending on the infraction. Please read the parking ordinance ([gvsu.edu/parking](https://gvsu.edu/parking)), or stop by at either of the GVSU Parking Services locations on Allendale or the Grand Rapids Campuses to have any of your questions answered.

Parking permits are virtual. Please see the parking website for step-by-step instructions on how to change the vehicle active on your permit if driving a different vehicle. You may also call either parking services desk if you have any questions.

### ***Street Parking***

Street parking in downtown Grand Rapids is widely available. Meters in close proximity to Pew Campus are enforced from 8 a.m. to 5 or 6 p.m., Monday through Friday. If you are here during the daytime, you can look for a place on the Fulton Street Bridge over the Grand River. These meters feature a reduced rate, and you can park there for up to ten hours at a time. Parking on residential streets is prohibited, and tickets are issued by the Grand Rapids Police Department.

### ***Private and Government Parking Ramps and Lots***

Across from Eberhard Center is a private parking ramp. Above the entryway, it says Museum Parking Ramp. This ramp usually offers a special discount or flat rate to Grand Valley students in the evening. Nearby businesses and organizations, including the YMCA, do not offer student parking. When the Gerald R. Ford Museum is closed, its parking lot is usually open for parking.

The City of Grand Rapids operates three surface parking lots near the downtown campus. Two of these lots require a monthly parking card available on a first-come, first-served basis. One lot uses both monthly cards and a coin-operated entrance system. GVSU is near a Dash bus route, which means you can take a Dash bus between Dash parking lots, the main bus terminal, and the Pew campus. For additional information on city parking lots and Dash routes, contact the City of Grand Rapids parking department.

## **Student Assistance Center**

[gvsu.edu/registrar](https://gvsu.edu/registrar)

Phone: 616-331-3327

Location: Grand Rapids: DeVos Center Building C, First Floor, 115C DEV  
Allendale: Arend & Nancy Lubbers Student Services Center, First Floor, 150 STU



Email: [regdept@gvsu.edu](mailto:regdept@gvsu.edu)

The Student Assistance Center can help with many aspects of university transactions. At the assistance windows, you can pay for tuition, parking permits, or any other charge on your student account (please note that the campus is cashless, though the windows will still accept checks in person). You can also enroll, change, drop, add, or withdraw from a course. The staff can provide information and assistance, including a printout of your current courses, a map, and directions to your classes. This is where you can obtain your Student ID card. You can also request transcripts and verification of enrollment at these locations. Most of these services are also available remotely by phone, e-mail, or even live chat.

### ***Hours***

The Pew Campus (Grand Rapids) and Allendale Student Assistance Centers windows are typically open Monday through Friday from 8 a.m. to 5 p.m. If you are planning to visit campus and are unsure of the service hours, [check their website for current hours](#).

### ***Location***

In Grand Rapids on the Pew Campus, the Student Assistance Center is located on the first floor of DeVos Center (DEV) Building C, on the north side of the plaza. This is the building on the left as you walk from the parking ramp. When you enter the first door to the left from the parking ramp, the Student Assistance Center windows are straight ahead, opposite the doors.

In Allendale, the Student Assistance Center is located on the first floor of the Lubbers Student Services Building (STU). When you enter the building from the west side, which is closest to the parking lots and the flagpole, the stairway will be directly in front of you, and the Student Assistance Center windows are to the left. If you enter from the campus or east side with the fountain, the stairway will be in front of you, and the elevators on your right. After you pass between the stairs and the elevators, you will see the Student Assistance Center windows to the right.

## **Student ID Card**

You will use your Student ID card often, so get one as soon as possible. These ID cards are used to check books out of Grand Valley's library, reserve library materials online, ride The Rapid bus for free, provide photo identification on campus, and obtain area student discounts.

### ***How to Obtain***

Identification cards can be processed on the spot at the Student Assistance Center anytime they are open. You will need your driver's license, passport, or another form of government-issued picture ID and Student G-number. The initial card is free, and replacement cards are \$15.00. If you are unable to make it to campus to get an ID card printed, please e-mail [regdept@gvsu.edu](mailto:regdept@gvsu.edu). Additionally, new students may receive an email with a link to upload their pictures. If the link is used, the ID will be mailed to you. If you do not receive an email and cannot make it to campus, contact [regdept@gvsu.edu](mailto:regdept@gvsu.edu).

### ***When to Get***

Cards can be obtained from the Student Assistance Center windows on the Grand Rapids or Allendale campuses anytime they are open or via the link you may receive in your email. Get one at your earliest opportunity.

### **Document Delivery**

Document Delivery, also known as Interlibrary Loan or ILL, is a service provided by the GVSU University Libraries that enables current GVSU Students, Faculty, Emeritus Faculty, Retirees, and Staff to access resources from other libraries, when possible. When searching for resources, you might find that some resources are only available if purchased. If you see this, don't panic! The GVSU University Libraries will pay up to \$20.00 on your behalf for each item requested (this is almost always enough to get the item to you without charge). Items may take 1-2 weeks for delivery either in-person (physical resources) or via your GVSU email account (online resources).

For more information about this program and how to request a delivery please see the Library's website - <https://help.library.gvsu.edu/knowledgemarket/faq/347064>.

### **Student Status**

Office of Admissions-[gvsu.edu/admissions/](https://gvsu.edu/admissions/)

Phone: 616-331-2025

Email: [gradadm@gvsu.edu](mailto:gradadm@gvsu.edu)

Office of the Registrar-[gvsu.edu/registrar/](https://gvsu.edu/registrar/)

Phone: 616-331-3327

Email: [regdept@gvsu.edu](mailto:regdept@gvsu.edu)

Are you a degree seeking graduate student or a non-degree seeking graduate student? If you have received a formal acceptance letter from your program, your student status is degree seeking.

If you filled out a brief one-page document asking for your name, address, and other basic information and are taking a few graduate-level courses to help decide whether to pursue graduate education or to complete an endorsement planned program, your status is likely non-degree seeking. Please contact the Office of Admissions if you are unsure of your status.

If you elect to enter a graduate degree program, there are specific application procedures that you must follow. You will need to fill out the graduate application and follow all additional procedures necessary to be formally admitted as a degree seeking student in a specific degree program before you can obtain a graduate degree from GVSU.

### **Housing & Residence Life**

[gvsu.edu/housing/](https://gvsu.edu/housing/)

Phone: 616-331-2120

Location: Allendale Campus, Student Services Building, First Floor, 103 & 104 STU

Grand Valley has some of the newest options for on-campus living at a public university in Michigan. Housing options exist on both the Allendale and Grand Rapids campuses. Our contracts are for the Fall and Winter Semesters, Winter only, and/or the Spring/Summer semester.

#### Application Deadline

Students are placed in order of application and are encouraged to apply early. **Once you have been admitted to the University, please fill out an application and submit a security deposit.** This may be done online ([gvsu.edu/housing/](https://gvsu.edu/housing/)); please click on Apply for Housing located on the right-hand side of the page.

### Choices

For our upper-level undergraduate and graduate students, GVSU offers apartments, efficiencies/studios, and townhomes. Many of our upper-level undergraduate and graduate students opt to live in Downtown Grand Rapids at our Pew Campus. Secchia Hall has one, two, three- and four-bedroom apartments where each student has their own private bedroom. Winter Hall has 1- and 2-bedroom efficiencies/studio units. Both halls are fully furnished, and residents are not required to purchase a meal plan. More information can be found on the [Upperclassmen Housing](#) page.

### Cost

Housing rates are available online. Rates are usually set in February for the following academic year. <https://services.gvsu.edu/TDClient/60/Portal/KB/ArticleDet?ID=5559>

### ***Off-campus Referrals***

If you prefer to reside off-campus, please refer to this guide (<https://www.gvsu.edu/housing/living-off-campus-119.htm>). Please note, on-campus living requirement only applies to undergraduates. There are occasional notices posted on bulletin boards around campus from fellow students looking for a roommate. Apartment ads can also be found in Grand Valley's student newspaper, the Lanthorn, and especially in the Sunday edition of the Grand Rapids Press newspaper. Heritage Hill is a popular area for college student apartments. Their neighborhood association maintains a website with apartment, house, and roommate listings ([heritagehillweb.org/properties](http://heritagehillweb.org/properties)). Please note that a Grand Rapids city ordinance stipulates that no more than four unrelated people may share a residence.

# After Classes Start

## Information Technology

[gvsu.edu/it](http://gvsu.edu/it)

Phone: 616-331-2101 (IT Services)

Toll-Free: 855-435-7488 (855-HELP-GVU)

E-mail: [it@gvsu.edu](mailto:it@gvsu.edu)

Location: 010 Mary Idema Pew Library, Allendale  
100 Cook-DeVos Health Sciences, Grand Rapids

### **Network Access**

You can log into university systems using your GVSU Network ID and password. Your Network ID (aka, Username) is a combination of your last name and first name (i.e., smitjoe). It is automatically created and assigned by Grand Valley. An email will be sent to your registered personal email address with information about your Network ID and temporary password.

To reset your password, visit the [GVSU password reset webpage](#) and follow the prompts for resetting your Network password. If you run into issues with your account or resetting your password, please contact IT Services at 616-331-2101 or toll-free at 1-855-435-7488.

### **Student Software**

Office 365 – Microsoft Office applications are available for actively enrolled students to install on a personal computer. Installation instructions can be found at <https://www.gvsu.edu/it/downloading-office-365-from-microsoft-223.htm>.

SPSS – Authorization codes to install and use IBM SPSS Statistics software are available at [gvsu.edu/itselfservice](http://gvsu.edu/itselfservice). For more detailed download and installation instructions, please visit <https://www.gvsu.edu/it/how-to-download-and-install-spss-224.htm>.

More information about available student software can be found at <https://www.gvsu.edu/it/softwarehardwareapps-69.htm>.

### **Blackboard Ultra**

[lms.gvsu.edu/](http://lms.gvsu.edu/)

Phone: 616-331-2101 (IT Services)

Tutorials and Help Documentation: [www.gvsu.edu/elearn/help](http://www.gvsu.edu/elearn/help)

Blackboard Ultra (Bb) is an online course management system that faculty use for distributing course materials, communicating with students, posting assignments and grades, and much more. Many courses require the use of Blackboard Ultra. All GVSU courses and many organizations are assigned a Blackboard Ultra site, although not all faculty members utilize their Blackboard Ultra course sites. When you log in using your User ID and Password, your MyBb page appears, containing links to your currently activated Bb courses and organizations.

As a graduate student, you will be automatically enrolled in the **Graduate Students** Blackboard Ultra organization. This will appear under your “Organizations” module. All GVSU students are

also enrolled in an **Online/Hybrid Orientation Blackboard Ultra course site**. This Blackboard Ultra course will help you with the following:

- Navigate Blackboard and practice using the tools
- Identify the technology requirements and proficiencies for learning online
- Determine your readiness for online learning
- Describes tips and identifies personal attributes and skills for success in learning online
- Recognize and gain access to online student support and resources

### ***Blackboard Ultra Help documents***

Blackboard Ultra can be an integral part of your GVSU classes. If you are brand new to Bb, please review the [New Student Guide for Blackboard](#).

### ***Class Roster/Personal Information***

On your MyBb page, there is a link for "Personal Information" in the "Tools" module on the left side of the screen. Click on "Set Privacy Options" to choose what information you would like to make public.

### ***Customizing***

Your MyBb page can be easily customized and organized to meet your needs.

- The tabs across the top of the page allow you to access many of the University's most commonly used resources.
- Drag and drop modules, like My Courses, My Organizations, or My Announcements anywhere on the page. You can also minimize or adjust the settings for a module by selecting the appropriate icon at the top right of the module.
- The "Add Module" button allows you to add and delete modules. Only those with a green "Add" button can be removed. Do not remove "My Announcements"!

### ***Announcements***

Graduate Student Announcements will be posted to the "My Announcements" module in lieu of a graduate newsletter. Many reminders, deadlines, and useful pieces of information can be found here. You will also see postings from your professors, Pew Student Services, the **Graduate Student Association**, some graduate assistantship openings, and other announcements from GVSU specifically for graduate students.

If you miss an announcement or need to see it again, you can click on the "more announcements..." button at the bottom of the module. Using the tabs and drop-down window at the top right, you can then sort and review announcements by class, organization, GVSU, or all.

### ***Blackboard Ultra Mobile App***

The Blackboard Ultra mobile app is free. This app allows you to access your course information, such as grades, assignments, and announcements, from your mobile device. This app is available on the [App Store](#) and the [Google Play Store](#).

## Online Meeting Tools

### ***Blackboard Collaborate Ultra***

Blackboard Collaborate Ultra provides a single web conferencing room for your course that stays open for the life of your course called “Course Room.” For more information on how to use this feature, check out our Bb Collaborate Ultra handouts found on our [Teaching with Technology Student Help page](#).

### ***Zoom***

Zoom is a web conferencing tool, which provides video/audio conferencing and chats through a cloud platform. Zoom accounts are available for all students, staff, and faculty. For more information on Zoom, check out the [GVSU Zoom Plan](#).

### ***Bb Accessibility***

You can now download your course files in different formats that fit your device, need, and learning preference. Click the “A download” icon next to your course files to view the “Alternative Formats” of your course files. The file may take a few minutes to download, so continue with your work while you wait. The quality of the alternative formats can vary based on the original file, so if something looks out of place, consult the original file. Depending on the type of file, you will see the following options:

- An OCRed PDF improves the quality of scanned PDFs.
- A Tagged PDF for Word and PowerPoint documents or improved navigation with screen readers.
- An HTML version that will be simple and responsive to mobile devices with zoom-in capabilities.
- An ePub version for use with ePub readers that allows for font customization, contrast adjustment, and annotation/highlighting.
- An Electronic Braille version for your Refreshable Braille Display.
- An Audio MP3 for listening to your content on the go.
- BeeLine Reader for faster reading speed and color-adjusting settings.

## Email

Your Grand Valley assigned email account is your Network ID, followed by @mail.gvsu.edu (i.e., smitjoe@mail.gvsu.edu). To access the student email login page, click on the envelope icon at the top of GVSU’s homepage, [www.gvsu.edu](http://www.gvsu.edu), or navigate directly to <http://mail.gvsu.edu/>. Enter your Network ID and password to log in (note, you do not need to use your full email address to log in).

### ***Redirecting Emails***

Official GVSU email correspondence (i.e., Records, Admissions, Billing, Housing, Blackboard, etc.) will be sent to your Grand Valley assigned email account. You are allowed to forward those emails to a preferred account, but it is your responsibility to make sure you receive all GVSU emails.

Gmail allows you to automatically forward incoming mail to another email address. To forward messages automatically:

1. Click the **Settings** icon at the top of any Gmail page, click **See all settings**, and open the **Forwarding and POP/IMAP** tab.
2. Click **Learn more** in the “Forwarding” section and follow Google’s instructions to “Set up automatic forwarding” on your account.

### ***Computer Labs***

GVSU has standardized a variety of supported computer applications for both Windows and MacOS. In addition, certain disciplines may require the use of specialized software for their classes which can also be found in the lab environment. For a complete list of lab locations, computer types, and specialty software, visit GVSU’s Information Technology webpage ([www.gvsu.edu/it](http://www.gvsu.edu/it)), select **Computer Lab Access**, and click **On-Campus Lab Hours**. Scroll down to the bottom of the page and select the appropriate link under “LAB SOFTWARE” to view the software available in GVSU’s computer lab environments.

### ***GVSU Virtual Lab Access***

Windows and Macintosh virtual lab computers are available to access 24/7 at <https://www.gvsu.edu/it/computer-lab-access-268.htm>.

### ***File Storage***

Every student has 25GB of data storage on a private network drive. The network storage space can be accessed online using your GVSU email address and password to log in at [mystudentdata.gvsu.edu](http://mystudentdata.gvsu.edu). You also have access to this data from any physical GVSU lab or classroom computer.

### ***Device Registration***

Gaming consoles, smart TVs, and other smart home devices must be registered before they can access Wi-Fi on campus. Registration instructions can be found at <https://www.gvsu.edu/it/register-a-wifi-device-74.htm>. Devices connected with wired network connections do not need to be registered. Simply plug them into an ethernet cable, and they should connect to the Internet. Please contact IT Services if you run into any issues connecting a device to the Internet on campus: 616-331-2101 or [it@gvsu.edu](mailto:it@gvsu.edu).

### ***Technology Lending (short-term)***

Visit the IT Service Desk at LIB 010 or CHS 100 to check out a laptop for 4 hours or MacBook chargers and phone chargers (Android and iPhone) for 2 hours.

### ***"CHARGE IT!" - Availability of Power in Academic Spaces***

GVSU strives to have access to outlets in classrooms and labs, as well as, lobbies, study areas, and all libraries for all students. Charging lockers are also available in Kirkhof Center. Check out all other charging options and portable charging devices available for checkout at <https://www.gvsu.edu/provost/charge-it-availability-of-power-in-academic-spaces-277.htm>.

# University Libraries

[gvsu.edu/library](http://gvsu.edu/library)

Email: [library@gvsu.edu](mailto:library@gvsu.edu)

## ***Locations and Hours***

### Locations

- [Online 24/7](#)
- Steelcase Library, Grand Rapids, Building A, DeVos Center, 104A DEV
  - Curriculum Materials Library, Grand Rapids, Building A, DeVos Center, 201A DEV
- Frey Foundation Learning Commons, Grand Rapids, Daniel and Pamella DeVos Center for Interprofessional Health (DCIH), 205 DCIH
- Mary Idema Pew Library & Learning Commons, Allendale Campus
- Seidman House (University Archives), Allendale Campus

### Hours

- Hours at each library location vary. For the current and up-to-date hours, please check the website [cal.library.gvsu.edu/hours](http://cal.library.gvsu.edu/hours) or call 616-331-3500. Please note that the hours are limited when classes are not in session.

## ***Research Assistance***

### Your Librarians

- Librarians are faculty in the University Libraries unit and experts in the discipline of library and information sciences. We are happy to provide assistance with your research, and we are available in-person, through email, and in virtual meetings (Zoom, BlackBoard). To find your librarian, please consult our Subject Librarian webpage: [gvsu.edu/library/librarians](http://gvsu.edu/library/librarians).
- In addition to direct support from your liaison librarian, University Libraries offer [many other programs and services to support faculty teaching and learning online](#).

### Subject Guides

- *Librarians are aware of how challenging it can be to locate scholarly sources, which is why we offer specialized subject guides to better assist with finding quality resources in your discipline. You can find guides available for all majors and some for specialized courses. To find your subject guide go to [libguides.gvsu.edu](http://libguides.gvsu.edu).*

### Citation Management Tools

- A citation management tool is a great way to organize your research, especially when writing your thesis or completing a culminating project. The library supports several online citation management tools. For more information, visit University Libraries Citing Sources ([libguides.gvsu.edu/citations](http://libguides.gvsu.edu/citations)) and click on the “Manage Citations...” tab.

### Online Resource Market

- *The self-help portion of our [Virtual Knowledge Market](#) allows students to locate guides and videos to answer questions at their point of need, regardless of library hours.*
- *The libraries also have a [YouTube Channel](#) with instructional videos.*



### Scholarly Communications & ScholarWorks@GVSU

- The University Libraries' Scholarly Communications program ([gvsu.edu/library/sc](https://www.gvsu.edu/library/sc)) promotes open access to scholarly information and supports new and emerging forms of scholarly dissemination. The program provides faculty and students with instruction, resources, and individual consultations about open access, academic publishing, copyright issues, and more.
- ScholarWorks@GVSU ([scholarworks.gvsu.edu](https://scholarworks.gvsu.edu)) is an open-access repository maintained by the GVSU Libraries, a platform for sharing and showcasing the scholarly works produced by GVSU faculty, staff, and students. The graduate student works in ScholarWorks@GVSU are downloaded more than a hundred thousand times each year by researchers and readers around the world. You can learn how to upload your work at <https://www.gvsu.edu/library/sc/submitresearch>.

### ***Collections and Spaces***

#### Online Collections

- The [University Libraries](#) have a rich collection of online information resources to support your research, including [thousands of e-journals](#), electronic books, and hundreds of [article databases](#). You can access any of these information resources by logging in with your GVSU username and password. Note: You do not need a VPN (Pulse Secure) for accessing library resources.
- Some electronic books are available for download and offline reading on a table, phone, or laptop.

#### Steelcase Library Collections

- Steelcase Library's collection covers Business, Economics, Legal Studies, Social Work, Public & Nonprofit Administration, Engineering, Education, and Criminal Justice. The entire circulating collection is housed in an Automated Storage and Retrieval System (ASRS). Browsing the collection is done using our library search tool, and books are retrieved automatically when requested and made available for pickup at the Steelcase service desk.
- Additionally, the Steelcase Library houses the collection for the Dorothy A. Johnson Center for Philanthropy and Nonprofit Leadership. The Johnson Collection comprises one of the most comprehensive collections on philanthropy, volunteerism, and nonprofit leadership initiative in the nation. The collection supports the mission of the Dorothy A. Johnson Center for Philanthropy and Nonprofit Leadership ([johnsoncenter.org](http://johnsoncenter.org)), scholarly research by students and faculty in the School of Public & Nonprofit Administration, and other academic departments, the University's Development Division, and members of Michigan's nonprofit community.

#### Steelcase Library Spaces

- The beautiful reading room features a cathedral ceiling, quiet study areas, stained glass windows, and reference, popular reading, and periodical collections with an emphasis on the subjects of business, education, legal studies, Social Work, Public & Nonprofit Administration, engineering, and criminal justice.

- Designed with collaborative learning in mind, the Steelcase Library offers workspaces for individuals and small teams, complete with movable furniture, whiteboard walls, and semi-private workrooms during the day.
- The Curriculum Materials Library has a sampling of current, high-quality instructional materials for preschool through grade twelve available for preview, review, analysis, and use. Located inside Steelcase Library, the CML primarily serves the College of Education faculty and students located on the Pew Campus in Grand Rapids. A limited number of textbooks and resource books are available at the Mary Idema Pew Library on the 4th floor.

#### Frey Foundation Learning Commons Collections

- The Frey Foundation Learning Commons supports GVSU's programs in allied health sciences, medical laboratory science, nursing, occupational therapy, physician assistant studies, physical therapy, public health, radiologic and imaging sciences, speech-language pathology, and therapeutic recreation. The most current ten years of books and journals are accessible in 205 DCIH. Older books and journals are housed in the Automated Storage and Retrieval Systems (ASRS) at the Steelcase or Mary Idema Pew Libraries. They may be requested via the library's online catalog and delivered to any GVSU library location. Many of our newest books are electronic and available online.

#### Frey Foundation Learning Commons Spaces

- A mix of quiet and collaborative study spaces are available, including three study rooms with whiteboards and a monitor, two learning labs, and a reading room with comfortable seating options and a fireplace. Subject librarian offices are just outside the main library space in DCIH 202.

#### Mary Idema Pew Library Collections

- The library's open stacks can hold 150,000 books, allowing for browsing and serendipitous discovery. The books are surrounded by window seats, carrels, and cozy chairs to encourage students to linger.
- The rest of the collection is housed in an Automatic Storage and Retrieval System (ASRS) that can hold up to 600,000 books while taking up a fraction of the conventional space shelving would require. Books may be requested on the library's website and delivered to patrons in minutes at the service desk.

#### Mary Idema Pew Library Spaces

- In the Mary Idema Pew Library, each element in the space—29 types of seating, a variety of tables and equipment, mobile and floor-to-ceiling whiteboards, and objects that stimulate creativity—has been chosen to help students make the space their own. The east side of the library is quiet and contemplative, while the west wing invites conversation and offers collaborative workspaces to support the way students learn today and prepare them for tomorrow's team-oriented work environments. The library offers several outdoor spaces, including an amphitheater on the north side of the building, patio seating next to the café, and a reading garden on the third floor. There are a variety of unique and enticing indoor environments.
- The library has two rooms for library instruction: a traditional 48-seat computer lab as well as a 30-seat lab designed for high-tech collaboration. Both labs are open to students when not reserved for formal instruction.

- On the Atrium level, the library will have the ability to host educational speakers and larger events in the Multipurpose Room and more intimate exhibitions and performances in the glass-enclosed Exhibition Space.

### ***Library Services***

#### Document Delivery

- Can't find the article or book you need? The University Libraries will get you a copy if we don't have it online. All you have to do is ask, and we'll do the rest. The best way to order material is to go to the [website](#). You will need to log in with your GVSU network ID and password.

#### Circulation

- Graduate students can check out up to 30 books at a time for twelve weeks, and each book may be renewed as long as no one else is waiting for the book. Please note that this doesn't apply to our popular reading collection, which circulates for a four-week period, with a single renewal option for an additional two weeks.

#### Need More Information? Just ask!

- Send us an [email](#), chat, text, or tweet. Look for the "Get Help Now" link on the top right of the library's homepage.

## **Laker Food Co.**

[gvsu.edu/campusdine/](https://gvsu.edu/campusdine/)

Phone: 616-331-3399

All dining locations are offering to-go containers and following campus guidelines on seating and sanitation. These changes impact some location hours and dining options. Hours are subject to change based on demand and university breaks. For the most up-to-date schedule:

[gvsu.edu/campusdine.](https://gvsu.edu/campusdine/)

***Grand Valley is a cashless campus. All Laker Food Co. locations will not accept cash as a form of payment. There are Cash-to-Card Kiosks located around GVSU campuses that will convert your cash to a prepaid card to use at all dining locations.***

### ***Grand Rapids Food Options***

#### DeVos Center

The Grand Rapids Foundation Plaza atrium is located inside Building C of the DeVos Center. Within the plaza, two dining options are available, the Plaza Café and Erbert & Gerbert's. A variety of choices are offered Monday through Saturday, including grill items, salads, soups, sandwiches, sushi, baked goods, and coffee drinks. You will also find a station that includes microwaves for student usage.

#### Eberhard Center

On the third floor of the Eberhard Center, you'll find a small student lounge area. Inside this room are vending machines with snacks and drinks, a microwave, and a sink.

### Seidman School of Business

On the main floor, look for Seidman Café featuring made-to-order salads and wraps with numerous packaged items to compliment your meal.

### Health Campus

On the first floor, the Recovery Room Café operated by Bagel Beanery features sandwiches, soups, bagels, hot and cold drinks, and snacks. They are open from 7 a.m. to 6 p.m. Monday to Thursday and until 2 p.m. Fridays for the Fall semester. There are also multiple vending machines located in a hallway next to the service area. Opposite the vending machines are multiple microwaves under the counter to heat vending machine meals or meals from home and sinks to wash your hands or fresh fruits and vegetables.

### ***Allendale Food Options***

#### The Commons

Located near Mackinac and Manitou Halls, the lower level offers Fuel, a dining location with a sub sandwich and wrap station, a crepes and smoothie station, a pizza station, and an Asian kitchen station. The upper level of The Commons offers Fresh Food Co., an All-You-Care-to-Eat dining location that offers a variety of food options daily.

#### The Kirkhof Center

The Kirkhof Center is located in the center of the Allendale campus, near the Lubbers Student Center and the Cook-Carillon Tower. Features the Lobby Shop, including Java City Coffee, Freshens Smoothies, and a C-store, and Crave, featuring a Subway and Panda Express, on the main floor. The lower level contains Fusion, which offers made-to-order salads, customized pizza and pasta, Zoca Mexican Grill, Grille Works, and fresh sushi.

#### Kleiner

Located in the center of the Northern Housing buildings, Kleiner includes The Market, which features comfort foods, international flavors, pizza, made-to-order salads, sandwiches and wraps, soups, sushi, and more; ecoGrounds; Qdoba; and a C-Store.

#### The Marketplace

Located next to Kindschi Hall and the Laker Store, the Marketplace includes Starbucks as well as Which Wich with a variety of sub, salad, and shake options.

#### Mackinac Hall

On the main floor, Mackinac Hall features an express C-Store with snacks, beverages, and sandwiches.

#### The Connection

Located near the Southern Housing buildings, you'll find Engrained, which features made-to-order salads, sandwiches and wraps, global cuisine, and comfort food. You can also find a C-Store, which offers Java City coffees, teas, and pastries.

#### Meal Plans and Dining Dollars

GVSU offers Meal Plans, which are optional for graduate students living off-campus or in graduate housing. Plans are versatile and offer a combination of Meals and/or Dining Dollars, which can be used as a debit account for all Laker Food Co. purchases. All Meal Plans and Dining Dollars are accessed by the 14-digit barcode on the back of your Student ID.

Contact Laker Food Co. at [gvsufood@gvsu.edu](mailto:gvsufood@gvsu.edu) or visit the website ([gvsu.edu/campusdine/](http://gvsu.edu/campusdine/)) to sign up for a Meal Plan or to learn more about locations, hours, offers, and nutritional information. For allergy or nutrition questions, please contact Laker Food Co.'s Registered Dietitian, Alyssa Koopman, MS, RDN, to schedule a consultation with her <https://calendly.com/koopmanal>

## Closings and Cancellations

[gvsu.edu/emergency/](http://gvsu.edu/emergency/)

### *University Operations Changes*

Grand Valley State University has four operating statuses: Open, Classes Canceled, Closed, or Remote. The operating status of the university could change for a variety of reasons, including emergencies, utility disruptions, or weather.

**Open:** The University's normal operating condition. Students, faculty, and staff should assume the university is open unless advised otherwise. County or State Health Department Orders, Executive Orders, or similar directives may require temporary modifications to University operations without changing the University's Operating Status.

**Remote:** The most common reason to shift to remote status would be weather-related reasons. Classes will shift to remote delivery whenever feasible. Classes that cannot be delivered remotely will not be held. Staff will shift to remote/work from home whenever possible. Essential staff are to report to work. Athletic contests may be held as previously planned subject to approval by the Vice President of Finance and Administration. Other campus events may be held as previously planned, subject to approval by the President or Vice President whose division is sponsoring the event.

**Classes Cancelled:** Only classes are canceled. The remainder of the University is open as normal. All staff are to report to work at their regular time. Rare instances of canceling classes might include unusual student activities or student-related crises.

**Closed:** Classes and campus events will not be held. Only ESSENTIAL staff are to report to work. The university will normally only close down for significant and unanticipated events like natural disasters or civil unrest in the surrounding community. It is not anticipated the university would close for weather-related events.

Faculty members may have additional weather attendance information articulated in their course syllabus. During inclement weather, faculty may notify students of a class cancellation or tell students that anyone choosing not to attend due to the weather and road conditions will not be penalized. These notifications are typically sent via email.

Any individual classes that are canceled by a faculty member for any reason (weather, sickness, etc.) are not broadcast via any University notification. It is the faculty member's responsibility to notify students if an individual class is canceled. Faculty will usually send email notifications of a class cancellation.

During a tornado warning, the university has additional warning procedures in place. Both the Grand Rapids campuses and the Allendale campus utilize outdoor tornado warning sirens that can be heard if you are out of doors on campus. During a tornado warning, a University-wide GVSUAlert! is sent to all students, faculty, and staff. Classes are suspended only during a tornado warning. Tornado Safety Locations are designated in each building on campus. A complete list of shelter areas by building for both campuses is available at [www.gvsu.edu/shelter](http://www.gvsu.edu/shelter). Shelter areas inside buildings display a sign to denote them as a designated tornado safety location.

## **GVSUALERT! Emergency Notification System**

To register: [gvsu.edu/gvsualert](http://gvsu.edu/gvsualert)

Phone: 616-331-2145 (for questions)

Email: [gvsunotify@gvsu.edu](mailto:gvsunotify@gvsu.edu) (for questions)

Grand Valley utilizes an emergency notification system in order to deliver urgent and emergency information to students, faculty, and staff. The GVSUAlert! system is used to send urgent information and alerts involving public safety and health. Messages are triggered as soon as there is confirmation of a dangerous situation or an emergency that affects the community.

Current students are automatically registered to receive email messages at their university email address and text messages if they have entered a primary mobile number into the Banner system. Students may additionally register to receive a recorded voice message to a landline or cell phone. Additional email addresses may also be added. There is no need to unsubscribe from the system when you are not taking classes or when you graduate. There is no charge for this service; however, those choosing to receive text/cell messages do so with the understanding that standard incoming call/text fees apply based on your cell phone calling plan.

Students should ensure they have updated their primary mobile number in Banner to allow GVSUAlert! to include emergency texts. If you would like voice messages or more email addresses included, please update your profile at [www.gvsu.edu/gvsualert](http://www.gvsu.edu/gvsualert)

Campus officers are available at all times.

**Please report any suspicious activity on or near campus to:**

POLICE, FIRE, and MEDICAL dial 911

Grand Valley Department of Public Safety: (616) 331-3255

## Personal and Campus Safety

Please dial 911 for an emergency.

[gvsu.edu/vro/](https://www.gvsu.edu/vro/)

Grand Valley State University is raising awareness, providing education to prevent sexual violence, and offering support to all victims/survivors of gender-based violence. Through campus partnerships, resources and options that support victims/survivors of domestic/dating violence, sexual assault, stalking, and harassment are offered. Please contact the Victim Advocate <https://www.gvsu.edu/cwge/victim-advocacy-20.htm> or visit us online for additional information [gvsu.edu/vro](https://www.gvsu.edu/vro/). Online and in-person appointments can be scheduled on the website <https://www.gvsu.edu/cwge/victim-advocacy-20.htm>.

If you are a victim/survivor of sexual assault, dating/domestic violence, stalking, and/or harassment and would like to file a report, please contact GVSU Title IX Coordinator, Kevin Carmody, at 331-9530 or access information online; [gvsu.edu/titleix](https://www.gvsu.edu/titleix). If you wish to file a police report, please contact the GVSU Department of Public Safety at 331-3255.

Grand Valley Public Safety provides a Safe Walk program for Allendale campus pedestrians. This service is offered seven days a week from 6:00 pm to 2:00 am during the fall and winter semesters. To learn more about this program or to request a Safe Walk, call GVPD Dispatch at (616) 331-3255.

Campus Security provides a Safe Walk program as well for the Pew Campus. To learn more or to request security escorts, call the Dispatch Center at (616) 331-6677.

Contact the YWCA West Central Michigan ([ywcawcmi.org/](http://ywcawcmi.org/)) 24-hour helpline at (616) 451-YWCA (9922) for support. For a medical-forensic examination, call (616) 451-YWCA to arrange an appointment 24 hours a day. YWCA West Central Michigan, 25 Sheldon Blvd., SE Grand Rapids, MI 49503.

Contact Resilience: Advocates for Ending Violence 24-hour crisis services lines at (800) 848-5991 (English) or (616) 355-9922 (Ayuda en Español). Resilience: Advocates for Ending Violence, 411 Butternut Drive, Holland, MI 49424, assists with dating/domestic violence, stalking, sexual assault, child sexual abuse, and medical-forensic examination. <https://resiliencemi.org/>

Click here for additional resources: [www.gvsu.edu/vro](https://www.gvsu.edu/vro)

## Policies and Procedures

[gvsu.edu/gs/manual](https://www.gvsu.edu/gs/manual)

University policies are included in GVSU's Undergraduate and Graduate Catalog ([gvsu.edu/catalog](https://www.gvsu.edu/catalog)). There are several policies that often confuse graduate students, and you may wish to review them. The Graduate School also provides resources to students to assist in the clarification of graduate policies and procedures.

- **Academic Dismissal:** If you have been dismissed from Grand Valley and wish to return, you will need to file a Petition to Return through the Dean of your Academic College.

- **Academic Probation for Financial Aid:** If you have taken a total of 90 credits at the graduate level or your GPA is too low, this probation may prohibit you from receiving financial aid.
- **Advising Handbooks:** Graduate Advising handbooks for both students and faculty are available on The Graduate School website; [gvsu.edu/gs](http://gvsu.edu/gs).
- **Emails:** Students are prohibited from using university computers or databases to send mass emails.
- **Grade Requirements:** Graduate students need a cumulative 3.0 GPA even when taking undergraduate courses to remain in good academic standing. All graduate courses must have an earned grade of “C” or better.
- **Leave of Absence:** A graduate student may request a Leave of Absence from a graduate program using the Leave of Absence Form available in The Graduate School’s Forms Library ([gvsu.edu/gs/forms-library](http://gvsu.edu/gs/forms-library)).
- **Policies and Procedures Manual:** The Graduate School has compiled a manual of policies and procedures to serve as a comprehensive guide to graduate education for faculty, staff, and students at GVSU. [gvsu.edu/gs/manual](http://gvsu.edu/gs/manual)
- **Student Code:** This document outlines student rights and responsibilities. Please review the Student Code ([gvsu.edu/studentcode](http://gvsu.edu/studentcode)) and contact the Office of Dean of Students with any questions at 616-331-3585 or visit the Dean of Student Office website; [gvsu.edu/dos](http://gvsu.edu/dos).

## Responsible Conduct of Research Training for Graduate Students

[gvsu.edu/gs/rcr](http://gvsu.edu/gs/rcr)

Phone: 616-331-7105

Email: [gradschool@gvsu.edu](mailto:gradschool@gvsu.edu)

Each graduate student must complete Responsible Conduct of Research (RCR) training prior to completion of 50% of the graduate program or prior to engaging in any research activity (e.g., voluntary, independent, or supervised research, projects, theses, and dissertations). Each graduate program has designated a specific course or online module to best match the program curricula. To view your program’s requirements, please visit [gvsu.edu/gs/rcr](http://gvsu.edu/gs/rcr).

## Graduate Presidential Research Grants

[Presidential Research Grants webpage](#)

Phone: 616-331-7105

Email: [gradschool@gvsu.edu](mailto:gradschool@gvsu.edu)

Grant awards of up to \$1,500 are available to graduate students to support their research projects. Students must be degree seeking, and the research must be tied to some aspect of their graduate degree. These grants are usually given to support research connected to a student’s thesis or final scholarly project. The [application forms are available to download online](#). In addition to research funds, Presidential Research Grant recipients are automatically eligible to receive Academic Conference Funds for a conference presentation (see next section).



To apply, you will need to complete the cover sheet and provide a summary of the project and budget, a detailed research description, and letters of support from your major advisor or research advisor approved by your college dean. Decisions will be made by a committee comprised of faculty from graduate programs across GVSU. If you have any questions, contact The Graduate School at 616-331-7105.

***Application Deadlines:***

October 15 for research occurring in a Winter semester.

March 15 for research occurring in a Spring/Summer semester.

June 15 for research occurring in a Fall semester.

## **Graduate Academic Conference Fund**

[gvsu.edu/gs/academic-conference-fund](http://gvsu.edu/gs/academic-conference-fund)

Phone: 616-331-7105

Email: [gradschool@gvsu.edu](mailto:gradschool@gvsu.edu)

The Academic Conference Fund provides travel and presentation funding to graduate students. These grants are for students whose independent research or creative activities are accepted for presentation/exhibition/performance at a professional meeting or conference.

If your research is accepted for a poster or presentation at a professional conference at a state, regional, or national competitive juried event, and you are designated as the primary presenter, you are eligible to apply for a grant. The maximum award is \$600 (or \$800 for international travel) for students invited to present or perform at a conference or meeting. These awards are not intended for attendance at a meeting. Applications for support must be planned well in advance of any planned travel, as funds are limited and not guaranteed.

The application form is available online. Funding awards will be on a first-come, first-served basis.

## Office of Research Compliance & Integrity

[gvsu.edu/rci](http://gvsu.edu/rci)

Phone: 616-331-3197

Email: [rci@gvsu.edu](mailto:rci@gvsu.edu)

The Office of Research Compliance and Integrity (ORCI) is housed within the Center for Scholarly and Creative Excellence (CSCE). Its mission is to ensure the safe, ethical conduct of human, animal, and laboratory research compliant with university policy and regulatory requirements. The ORCI provides administrative support for the human and animal protocol review process, compliance monitoring, researcher education, and program communication.

Graduate students wishing to conduct research with human or animal subjects, radioactive materials or radiation-producing equipment, chemicals, biologics, and other hazardous materials are subject to the training, review, and oversight provided by the committees and officers within the ORCI. Please discuss your proposed activities with your research advisor to ensure proper planning and compliance with all applicable regulations, safety standards, and University policies.

### ***Animal Research:***

The Institutional Animal Care & Use Committee (IACUC) reviews all planned teaching and research activities involving vertebrate animals at GVSU to ensure compliance with Federal regulations, GVSU policies, and standards for the humane treatment of animals. All use of vertebrate animals in teaching or research must receive prior written approval from the IACUC and are subject to post-approval monitoring. The IACUC provides training to all GVSU personnel involved with animal care and use and is administratively supported by the ORCI. Additional information about the IACUC can be found online; [gvsu.edu/iacuc/](http://gvsu.edu/iacuc/).

### ***Human Research:***

The Human Research Institutional Review Board (IRB) reviews all planned research involving human subjects prior to the initiation of the research and approves studies that meet Federal regulations, GVSU policies, and research standards for the protection of human subjects. All GVSU researchers must receive written approval from the IRB or exempt determination prior to conducting research. The IRB is administratively supported by the ORCI. Additional information about the IRB can be found online; [gvsu.edu/irb/](http://gvsu.edu/irb/).

ORCI staff members are responsible for administering the animal and human protocol review process, researcher education, compliance monitoring, and administrative procedure development.

### ***Laboratory Safety Program:***

Grand Valley's Laboratory Safety Program has established guidelines to ensure safe research and academic activities in the university's labs, studios, shops, classrooms, and field studies. The Lab Safety Program staff oversees compliance with federal and state regulations and provides training programs for researcher activities involving the use of chemicals, biologics, and other hazardous materials. The Laboratory Safety Program is administered by the Director of Laboratory Safety; additional details can be found online; [gvsu.edu/labsafety](http://gvsu.edu/labsafety).

### ***Radiation Safety Program:***

The Radiation Safety Committee (RSC) and Radiation Safety Officer (RSO) oversee the safe use of radioactive materials and radiation-producing equipment at GVSU. The RSC reviews and approves the use of radioactive materials and radiation-producing equipment for research and educational

purposes. The RSO supports the RSC and faculty to ensure compliance with state and federal regulations and GVSU's Radiation Safety Manual, which includes training, personnel monitoring, and documentation requirements. Additional information can be found online; [gvsu.edu/radsafety/](http://gvsu.edu/radsafety/).

***BioSafety Program:***

GVSU's Institutional Biosafety Committee (IBC) is the body responsible for reviewing and approving the safe use of biological agents and recombinant DNA. The Biosafety Manual establishes the roles and responsibilities of researchers and outlines policies and procedures necessary to be compliant with federal regulations and GVSU policies. The Biosafety Program is administered by the Biosafety Officer. Additional information can be found online; <https://www.gvsu.edu/biosafety/>.

## **Thesis and Dissertation Guidelines and Information**

[gvsu.edu/gs/thesis-and-dissertation-information](http://gvsu.edu/gs/thesis-and-dissertation-information)

Phone: 616-331-7105  
Email: [gradschool@gvsu.edu](mailto:gradschool@gvsu.edu)

For students completing a thesis or dissertation, the official guidelines are available through The Graduate School on our Thesis and Dissertation Information [webpage](#). Several forms and templates are available on the webpage, as well as writing resources and helpful information to assist you in completing your thesis or dissertation.

This page also contains the thesis and dissertation defense and completion dates for each semester. Defenses much occur three weeks prior to the end of the semester in which you plan to graduate, and final documents are due to The Graduate School on the last day of the semester.

Students must complete Responsible Conduct of Research Training prior to beginning a thesis or dissertation. Once enrolled in a thesis (695) or dissertation (795) course, students must also remain continuously enrolled in the appropriate 696 or 796 continuous enrollment course until the thesis or dissertation is submitted for final approval.

All students are required to attend a Thesis and Dissertation Workshop upon registering for a 695 (thesis) or 795 (dissertation) course for the first time. This free workshop is provided by The Graduate School multiple times throughout the year.

For questions, please contact The Graduate School's Thesis and Dissertation Coordinator Trista Bergerud at [bergerut@gvsu.edu](mailto:bergerut@gvsu.edu).

## **Final Project Guidelines and Information**

[gvsu.edu/gs/project-guidelines-104.htm](http://gvsu.edu/gs/project-guidelines-104.htm)

Phone: 616-331-7105  
Email: [gradschool@gvsu.edu](mailto:gradschool@gvsu.edu)

For students completing a final project, the official guidelines are available through The Graduate School on our Final Project Information [webpage](#). Several forms and templates are

available on the above webpage, as well as writing resources and helpful information to assist you in completing your final project.

Students must complete Responsible Conduct of Research Training prior to beginning a final project. Once enrolled in a master's project (693) or doctoral project (796) course, students must also remain continuously enrolled in the appropriate 696 or 796 continuous enrollment course until the final project is submitted for final approval.

Students are encouraged to attend a Project, Thesis, and Dissertation Workshop upon registering for a 693 (masters project) or 793 (doctoral project) course for the first time. This free workshop is provided by The Graduate School multiple times throughout the year.

For questions, please contact Trista Bergerud in the Graduate School at [bergerut@gvsu.edu](mailto:bergerut@gvsu.edu).

## **Requests for Exception to Graduate Policies**

[gvsu.edu/gs/exception-to-policy-requests](https://gvsu.edu/gs/exception-to-policy-requests)

Phone: 616-331-7105

Email: [gradschool@gvsu.edu](mailto:gradschool@gvsu.edu)

The Graduate School reviews and processes all petitions for an exception to university graduate academic policies. Students seeking to appeal graduate academic policies must complete the appropriate form as provided in the Forms Library ([gvsu.edu/gs/forms](https://gvsu.edu/gs/forms)) on the Graduate School website. Depending on the request, the student's academic advisor, graduate program director, unit head, and/or dean of the college where the program resides must provide a decision before The Graduate School reviews and provide a final decision.

The academic policies for graduate students are all listed in the Graduate Education Policies and Procedures Manual, which is maintained by the Graduate School. The Policies & Procedures Manual is available online at [gvsu.edu/gs/policies-and-procedures-58.htm](https://gvsu.edu/gs/policies-and-procedures-58.htm).

### ***Credit Overload***

Full-time graduate students register for 9 to 12 credit hours per semester. Permission from the dean of the appropriate academic college is required to register for more than 15 hours per semester.

### ***Petition to Return***

Following a voluntary absence of two or more consecutive semesters, a graduate student must complete a Petition to Return form. This form serves to update the student's demographic record. Graduate students are reminded that following a voluntary absence of 24 consecutive months, they must follow the Grand Valley State University Undergraduate and Graduate Catalog requirements in effect at the time of their return to Grand Valley. Such students should meet with their program advisor to revise their study plans.

## Graduation and Commencement

[gvsu.edu/commencement](https://gvsu.edu/commencement)

***Please apply to graduate at the beginning of your last semester at Grand Valley.***

The application to graduate is a short form available online through the Office of the Registrar called “Graduation Application-Graduate.” Completing this form will notify the university to audit your academic records and ensure you have met all degree requirements. The deadline to complete this form is usually halfway through the semester—plan to complete the form early in the semester, before the deadline.

If you plan to walk in Grand Valley’s Commencement ceremony, you will need to complete and return the Ceremony Response Card. This form will be sent to you after your application to graduate form has been received and you have been approved to participate in Commencement.

# Resources and Opportunities

## Career Center

[gvsu.edu/careers](https://gvsu.edu/careers)

Phone: Grand Rapids: 616-331-6708  
Allendale: 616-331-3311

Location: Grand Rapids: DeVos Center, Building B, First Floor, 101B DEV  
Allendale: Student Services Building, Second Floor, 200 STU

The [Career Center](#) provides both undergraduate and graduate students, as well as alumni, career-related resources, including career development, career planning and preparation, and career transition assistance.

From orientation to graduation and beyond, there are many ways to connect with the Career Center! We offer an in-person and virtual (<https://www.gvsu.edu/careers/appointments-and-careerlab-9.htm>), which is a great place to "drop in" for a resume/cover letter review, to ask a quick career question and more. Individual appointments are also available and can be scheduled through [Handshake](#) or by calling (616) 331-3311. In addition, keep an eye out for a wide range of [events](#) offering professional development and employer connections.

The [Career Center website](#) aggregates career resources that can be accessed virtually.

### ***Handshake***

The free online job search tool provides students and alumni access to hundreds of internships and full-time jobs with Grand Valley employer partners. Handshake is also a great way to view Grand Valley and employer-hosted events and to connect with employers. To get started, go to [gvsu.edu/handshake](https://gvsu.edu/handshake).

## Disability Support Resources

[gvsu.edu/dsr](https://gvsu.edu/dsr)

Phone: 616-331-2490  
Location: James H. Zumberge Hall, 4015 JHZ  
Email: [dsrgvsu@gvsu.edu](mailto:dsrgvsu@gvsu.edu)

Disability Support Resources (DSR) promotes the full inclusion of individuals with disabilities. Its mission is to provide support resources and accommodations that enhance the environment for persons with disabilities and help to educate the university community on disability issues.

DSR seeks to provide educational access through support, resources, advocacy, collaboration, and academic accommodations for students, faculty, and staff with disabilities. The staff works to arrange needed accommodation based on provided documentation and individual needs. Resources available may or may not include (but are not limited to): academic assistance, alternate format textbooks, alternate test-taking, assistive technology, documentation for professors, study skills, note-taking, tutoring, and van transportation on the Allendale campus.

# University Counseling Center

[gvsu.edu/counsel](https://www.gvsu.edu/counsel)

Phone: 616-331-3266

Location: Grand Rapids: DeVos Center, Building B, 101B DEV

Allendale: Student Services Building, Second Floor, 204 STU

The University Counseling Center supports the emotional well-being of individual students and the larger campus community through a broad spectrum of free, confidential services. The Center is staffed by a diverse team of professional clinicians committed to the unique experiences and needs of each student.

## ***Clinical services***

Students in need of mental health support are seen for an initial assessment within 48 business hours. A clinician will assist the student in identifying the appropriate services to meet their needs, which may include short-term individual counseling, group counseling, symptom management resources, or referral to a community provider. The University Counseling Center also provides consultation to concerned members of the University community and same-day crisis appointments to those experiencing a mental health emergency. Please visit the University Counseling Center [website](#) for additional information about Center services, including telehealth options.

Examples of concerns that might benefit from counseling include:

- Feelings of anxiety or depression
- Thoughts of harming yourself or someone else
- Problems in relationships
- Recent or past trauma
- Issues related to sexual or cultural identity
- Death or loss of a loved one
- Drug or alcohol use
- Academic difficulties

## ***Mental health prevention and education***

The University Counseling Center offers a comprehensive array of online mental health resources available at <https://www.gvsu.edu/counsel/self-help-directory-154.htm> to any member of the campus community. These include educational videos, mental health screenings, self-help materials, and symptom management tools, among others. Additionally, the Center hosts workshops and events throughout the year, designed to foster a safe and healthy campus community. To view the community outreach calendar or submit a request for a presentation, please visit our mental health [outreach website](#).

## Alcohol and Other Drugs Services

[gvsu.edu/aod](http://gvsu.edu/aod)

Phone: (616) 331-2537

Location: Student Services Building, 206, Allendale Campus

The Alcohol and Other Drugs (AOD) Services office is a part of the University Counseling Center and works in close collaboration with the Center's staff and other departments around campus to address alcohol and drug issues. Our philosophy focuses on harm reduction and building awareness about making lifelong healthy and safe choices regarding alcohol and other drugs. Because the needs of the campus community vary greatly, our programs focus on providing a variety of quality services in three main areas of Prevention & Education, Treatment & Intervention, and Recovery.

### ***Prevention & Education***

Our staff provides a variety of programming to students to help them make informed choices regarding their substance use in an interactive and non-judgmental way. There are a number of resources located on our website including online assessments, videos, information, and tips. We can come to classrooms, student organizations, or other settings to provide our standard or customized presentations. These services are also available through remote platforms that allow for interaction and engagement. Our social media platforms (listed below) provide additional education for our students. Contact our office for more information on services or to discuss potential topics.

### ***Treatment & Intervention***

Our clinical team has specialized training in working with substance abuse and dependency issues. For currently enrolled students, we offer short-term individual counseling and substance abuse-related groups free of charge. Additionally, we provide educational workshops and one-on-one education for students to learn more regarding their substance choices. If students need court-ordered counseling and assessments, our office can assist students in identifying community resources.

### ***Recovery Services***

Some students may need support for their sobriety and recovery while at GVSU. Recovery Coaching is provided free of charge to students through our office. We also host a variety of recovering meetings on the Allendale Campus, including AA, SMART Recovery, and Adult Children of Alcoholics. For the most up-to-date Recovery Group information and schedule for on or off-campus meetings, please visit [www.gvsu.edu/aod/recovery](http://www.gvsu.edu/aod/recovery)

Check us out at:

Instagram – [www.instagram.com/gvsuaod/](http://www.instagram.com/gvsuaod/)

Twitter – [www.twitter.com/gvsuaod](http://www.twitter.com/gvsuaod)

Facebook – [www.facebook.com/gvsuaod](http://www.facebook.com/gvsuaod)



## Health Care Services

***The GVSU Family Health Center (GVSU – Grand Rapids):***

[gvsu.edu/fhc](https://gvsu.edu/fhc)

Phone: 616-331-9830

The GVSU Family Health Center, located at 72 Sheldon Avenue SE in downtown Grand Rapids, serves the healthcare needs of the local community and Grand Valley students, faculty, and staff. Services include same-day sick visits, primary and preventative care, behavioral health services, women’s health, sexual health, LGBTQ+ health, pediatrics, immunizations and travel clinics, referrals, and health profession compliance requirements. For students without insurance, an uninsured fee schedule is offered, so the costs of services are known prior to the visit. The center is operated by Grand Valley’s Kirkhof College of Nursing. While most insurances are accepted, please visit the website for an up-to-date listing of accepted insurance.

***University of Michigan Health-West GVSU Campus Health Center (University of Michigan – Allendale):***

Campus Health Center: [gvsu.edu/campushealth](https://gvsu.edu/campushealth)

Allendale Health Center: [uofmhealthwest.org/locations/allendale-health-center/](https://uofmhealthwest.org/locations/allendale-health-center/)

Phone: 616-252-3900

In Allendale, the Campus Health Center is operated by the University of Michigan Health-West as part of its urgent care network. It is a full-service, on-campus center providing primary health care to individuals. Most forms of insurance are accepted. Students can receive care regardless of their insurance status. If a patient does not have insurance, they will receive a 40% discount on their services. This facility is located at 4830 Becker Drive. ***Please note: this location is not affiliated with the University and bills as a family practice office (not on student accounts).***

## Student Health Insurance

[gvsu.edu/campushealth/student-health-insurance](https://gvsu.edu/campushealth/student-health-insurance)

### ***Domestic Students***

Grand Valley State University does NOT require you to have health insurance, but it is strongly encouraged. GVSU works with Blue Cross Blue Shield of Michigan to offer a plan on a voluntary basis to full- and part-time domestic students with excellent benefits. Students can enroll in a PPO plan. If you wish to be covered under the Student Health Insurance Plan, click the link above for more information or to enroll. If you are interested in seeing what other plans are available to you, please check out information on the Federal Health Insurance Exchange ([healthcare.gov/get-coverage/](https://healthcare.gov/get-coverage/)). GVSU does not benefit financially in any way from these referral services.

### ***International Students***

All international students will be required to purchase health insurance starting in the Fall 2023 semester through LewerMark. More details will be shared during the PIC international student orientation.

## Knowledge Market

[gvsu.edu/library](http://gvsu.edu/library)

Phone: 616-331-3500

The Knowledge Market is a collaborative service that brings together multiple peer consulting services to assist students with research, writing, digital skills, and presentations. Students can work with individual consultants from one service or involve multiple Knowledge Market partners in their consultation. Knowledge Market partners include the University Libraries, the Writing Center, and the Speech Lab. Meetings will be held virtually or in person, and hours and availability may fluctuate based on the semester. To schedule an appointment or learn additional details about services, hours, and locations, visit the [Knowledge Market Website](#).

### **Resource Market**

The Resource Market is a free online database housing our many Knowledge Market resources related to your research, writing, technology, or presentation needs. To browse, visit our [Resource Market webpage](#) and click through the four categories. If you can't find what you're looking for, feel free to use the search bar or contact us so we can better help you.

## GVSU Speech Lab

[gvsu.edu/speechlab](http://gvsu.edu/speechlab)

Phone: 616-331-8115

Location: Allendale: 154 Lake Michigan Hall (Home Office)

Allendale: Mary Idema Pew Knowledge Market, 1<sup>st</sup> floor

Grand Rapids: DeVos Center, Steelcase Library Knowledge Market Bldg A

Virtual: [www.gvsu.edu/speechlab](http://www.gvsu.edu/speechlab)

The GVSU Speech Lab provides oral presentation assistance to all graduate and undergraduate students. The Speech Lab has three physical locations between the Allendale and Grand Rapids campuses. Also, we offer completely virtual consultations online using email assistance, audio, and/or video consultations. All consultants have completed a nationally certified training program to assist students at any stage of the speaking process and provide feedback on speeches, conference-style presentations, interviews, and projects for any course or degree. Consultants can help speakers to brainstorm, organize, or develop their ideas, and they can help speakers edit their own work and document sources correctly. Online resources are also available on our website. Graduate students can schedule or drop in for a 30 or 60-minute consultation. For appointments and virtual consultations, visit [www.gvsu.edu/speechlab](http://www.gvsu.edu/speechlab).

The Lab employs both undergraduate and graduate consultants. In many cases, undergraduates can work successfully with graduate students, particularly on organization and delivery issues. But, if the assistance of a graduate consultant is necessary, please refer to the Center's website to set up an appointment with a graduate consultant. Additional details can be found on the Speech Lab's website.

## Fred Meijer Center for Writing and Michigan Authors

[gvsu.edu/wc](http://gvsu.edu/wc)

Phone:

616-331-2922

Locations:

Allendale: Lake Ontario Hall, Room 120 (daytime hours) and Mary Idema Pew Knowledge Market, 1<sup>st</sup> floor (evening hours)

Downtown: Steelcase Knowledge Market, Building A (daytime hours)

**Online:** Synchronous online support is available during all hours of operation

Email support: Asynchronous support with [permission](#) (72-hour turnaround)

The Fred Meijer Center for Writing provides writing assistance to all graduate and undergraduate writers, on any type of project and at any stage of the process. Consultants are trained to help writers brainstorm, organize, or develop their ideas, and they can help writers edit their own work and document sources correctly. The Writing Center employs both undergraduate and graduate writing consultants. Undergraduate consultants can work successfully with graduate students, particularly in areas such as clarity of ideas, editing, and documentation. However, if the assistance of a graduate writing consultant is necessary, [please contact the Writing Center](#) or refer to the Center's website for more information about graduate writing consultants. Graduate students also have access to longer appointments (50 minutes) and can [request additional support](#).

All online service options (drop-ins, scheduled appointments, email support) can be accessed via the Writing Center's online scheduling system - [Book It](#) (**Mon-Thurs 9 am-11 pm, Friday 9 am-3 pm, Sunday 2 pm-11 pm**). In-person support is available in Allendale and Downtown; however, hours differ based on location; please check the Writing Center [website](#) for up-to-date information. We look forward to working with you!

## Statistical Consulting Center

[gvsu.edu/scc](http://gvsu.edu/scc)

Collaborating with the GVSU research community since 2001.

Email: [statsconsulting@gvsu.edu](mailto:statsconsulting@gvsu.edu)

Location: Mackinac Hall, A 1-178 MAK

SCC assists with:

- Designing a survey
- Choosing a research design
- Power Analysis
- Analyzing data using SPSS, SAS, or R

The Statistical Consulting Center (SCC) provides statistical advice and assistance with final projects and theses. The SCC seeks to provide an educational experience for undergraduate and graduate students studying statistics or data science by involving them in the operation of the Center. The Center is open during the academic year, fall and winter semesters, and part of the summer. Check the hours of operation, mode of operation (face-face, online via Blackboard Collaborate or Zoom), and how to make an appointment on our website (<https://www.gvsu.edu/scc/make-an-appointment-inquiry-10.htm>).

Typically, students or faculty working on a thesis or research project make an appointment to discuss the project. Once the needs are determined, a student studying statistics or data science and a faculty member in the department of statistics will be assigned to work with the client. Any assistance provided by the SCC should be acknowledged in any resulting paper or presentation.

For undergraduate and graduate students, the research advisor must indicate by email ([statsconsulting@gvsu.edu](mailto:statsconsulting@gvsu.edu)) the level of assistance that can be rendered by the SCC. Similarly, with any class project, the instructor must indicate in writing the level of assistance that can be rendered by the SCC.

## PACES Program

[gvsu.edu/paces](http://gvsu.edu/paces)

Phone: 616-331-7105

The PACES (Professionalism, Advancement, Communication, Engagement, Success) program is co-sponsored by The Graduate School (TGS) and the Graduate Student Association (GSA). The PACES website is a wealth of information for professional development. Content is regularly updated to reflect the needs of graduate students, from presentation skills to stress management to resumes and cover letters. Resources on multiple topics can be found online, [gvsu.edu/paces/additional-resources-17.htm](http://gvsu.edu/paces/additional-resources-17.htm).

## Graduate Student Association

[gvsu.edu/gsa](http://gvsu.edu/gsa)

|                        |                        |  |
|------------------------|------------------------|--|
| President              | Henry Pena             | <a href="mailto:gsa_president@gvsu.edu">gsa_president@gvsu.edu</a> |
| Vice President         | Vaishnavi Rasane       | <a href="mailto:gsa_vp@gvsu.edu">gsa_vp@gvsu.edu</a>               |
| Financial Officer      | Paul Warutumo Wachiuri | <a href="mailto:gsa_finance@gvsu.edu">gsa_finance@gvsu.edu</a>     |
| Administrative Officer | Narelle Hickmon        | <a href="mailto:gsa_admin@gvsu.edu">gsa_admin@gvsu.edu</a>         |
| Communications Officer | Jhon Kerby Gerlin      | <a href="mailto:gsa_comm@gvsu.edu">gsa_comm@gvsu.edu</a>           |
| Advisor                | Melissa Baker-Boosamra | <a href="mailto:bakerbme@gvsu.edu">bakerbme@gvsu.edu</a>           |
| Advisor                | TBD                    |  |

Register with GVSU Student Life Organization here, [gvsu.edu/lakerlink](http://gvsu.edu/lakerlink), then search for 'GSA.'



The Graduate Student Association (GSA) seeks to foster the intellectual, professional, and social development of the graduate student community while promoting interdisciplinary communication and collaboration. GSA advocates for and is the primary voice for graduate students at Grand Valley State University. GSA offers exceptional opportunities for students in all graduate programs. Through GSA's guidance, Students can serve on university advisory committees, attend professional development workshops, network with professionals, attend social events, and acquire funding throughout their graduate program. Participation from the broader community of graduate students is essential to effectively represent your needs.

## Reasons to Get Involved

- Advocate for you and your graduate student colleagues
- Create change at Grand Valley
- Network with colleagues
- Develop your professional skill set
- Increase access to job opportunities
- Give back to the community through service projects
- Build your resume
- Be an active member of the graduate student community

## Grand Valley State University Graduate Faculty Awards

Based on nominations from graduate students, the Graduate Student Association determines who will receive the Outstanding Graduate Faculty Mentor Award, the Kimboko Inclusion Award, and the Outstanding Graduate Teaching Award. These awards are presented to deserving faculty at the end of the fall and winter semesters at the Graduate Student Celebration event.

The Outstanding Graduate Faculty Mentor Award recognizes faculty members who exemplify a deep commitment to fostering the professional and personal development of graduate students.

The Kimboko Inclusion Award recognizes faculty members who have made significant contributions in outstanding teaching, distinctive research or creative works, or noteworthy service in moving GVSU graduate education toward being a more diverse and inclusive community.

The Outstanding Graduate Teaching Awards recognizes faculty members who deserve special recognition for exemplary teaching and graduate student development using thoughts and creative methods of instruction (classroom, clinical, and laboratory experiences).

All graduate students within two semesters of earning a graduate degree are invited to give their support to faculty members that they feel deserve special recognition for exemplary behavior. Please submit this information along with your nomination letter electronically to [gradschool@gvsu.edu](mailto:gradschool@gvsu.edu). For more information, please visit the [Nomination Guidelines webpage](#).

## Alumni Relations

[gvsu.edu/alumni](http://gvsu.edu/alumni)

Phone: 616-331-3590 (Allendale)  
800-558-0541 (Toll-Free)

Email: [alumni@gvsu.edu](mailto:alumni@gvsu.edu)

Location: Allendale Alumni House and Visitor Center

The GVSU Alumni Relations office strives to provide Grand Valley alumni with a sense of community and pride, as well as lifelong learning opportunities. We do this by engaging alumni with student support activities, social and professional development events, communications, ways to give, and academic resources.

Visit [gvsu.edu/alumni](http://gvsu.edu/alumni) to explore all the ways you can stay engaged as a Laker for a Lifetime, including:

- Upcoming virtual and in-person events

- Lifetime learning resources, including Grand Valley's Laker Lifetime Learning (L3) Commitment
- Student support and volunteer opportunities
- Regional and affinity alumni networks
- Share your career, birth/adoption, wedding, anniversary, award/recognition, and military service updates.
- Alumni in 5 highlights
- Alumni Owned Business directory
- Alumni discounts and services
- Follow our social media channels

## Peter C. Cook Leadership Academy

[gvsu.edu/hc/cla](http://gvsu.edu/hc/cla)

Phone: 616-331-2770  
 Email: [hc@gvsu.edu](mailto:hc@gvsu.edu) ; [sachs@gvsu.edu](mailto:sachs@gvsu.edu)  
 Contact: Abby Sachs, CLA Program Manager

The Hauenstein Center's Peter Cook Leadership Academy (CLA) is a leadership development program that runs during the academic year for aspiring student leaders. The academy combines insights from scholars, training and mentorship from professionals, and engagement with the broader Grand Rapids community. The CLA is open to both undergraduate and graduate students.

Leadership fellow candidates from across the campus community gather approximately twice monthly to meet with national, state, and local leaders, to build community with one another, and to develop their own leadership philosophy. Students are also provided with a myriad of opportunities to engage with members of the Grand Rapids community to actively utilize their own leadership skills through civic engagement and to make a positive impact on the lives of others. Fellows can earn opportunities to attend national conferences and training programs and to pursue individualized leadership-focused projects that advance their personal goals.

To become a leadership fellow, you will need to apply to the Cook Leadership Academy in the winter semester. The process begins with an online application located at [gvsu.edu/hc/apply](http://gvsu.edu/hc/apply) and is followed by an interview before fellows are selected. Please note that this is a different program than the Laker Leadership efforts run by GVSU's Office of Student Life, which is only available to undergraduates. Further details about the program and the schedule of meetings and speakers are available on the [Hauenstein's website](#) and advertised on GVSU's main page.

Many Hauenstein Center and Cook Leadership Academy events are free and open to the public. Anyone interested in the programs is encouraged to attend.

## Common Ground Initiative

[gvsu.edu/hc/cgi](http://gvsu.edu/hc/cgi)

Phone: 616-331-2770  
 Email: [hc@gvsu.edu](mailto:hc@gvsu.edu) ; [sweenkah@gvsu.edu](mailto:sweenkah@gvsu.edu)  
 Contact: Kahler Sweeney, Common Ground Initiative Program Manager

The Hauenstein Center's **Common Ground Initiative** is the oldest such initiative in American higher education. Each year programs are hosted that encourage progressives and conservatives to work with one another to find common ground for the common good. This initiative puts GV students and the community face-to-face with impactful leaders who can meet the increasingly diverse communities' political and cultural challenges. Partnering with organizations at Grand Valley and around the state and nation, the Hauenstein Center hosts first-class lectures, conversations, debates, panels, and conferences. Launched with support from the National Endowment for the Humanities, these programs challenge leading scholars, writers, and public officials to explore the possible common ground between left and right. In short, in today's hyper-polarized public square, this program seeks common ground for the common good.

All of the Hauenstein Center's Common Ground Initiative programs are free and open to the public. An updated schedule for upcoming events can be found at [gvsu.edu/hc/events](https://gvsu.edu/hc/events).

## Veterans Network

[gvsu.edu/veterans](https://gvsu.edu/veterans)

Phone: 616-331-2369

The Military and Veterans Resource Center provides support services and resources to active-duty service members, military veterans, guards/reservists, spouses, and family members. With a single point of contact serving military-connected students, our goal is to ensure we connect student veterans and their families to relevant resources, address emerging issues, and provide the necessary information to help them succeed. Some of the services we offer include:

- Peer Advisor for Veteran Education (PAVE) mentors
- Two dedicated veterans' lounges (Allendale and Downtown)
- Laker Vets, GVSU's award-winning chapter of the Student Veterans of America
- Deployment support
- Free laptop for veterans/active duty
- Veteran-specific scholarships and financial aid counseling
- Housing, employment, and mental health services

To contact the Military and Veterans Resource Manager, call 616-331-2369 or email [vets@gvsu.edu](mailto:vets@gvsu.edu).

### GI Bill and VA Benefits:

Phone: 800-748-0246 or 616-331-3327

[vetrec@gvsu.edu](mailto:vetrec@gvsu.edu)

### Vocational Rehabilitation, MYCAA, and Military Tuition Assistance programs (TA):

Phone: 616-331-2209

[lillibrc@gvsu.edu](mailto:lillibrc@gvsu.edu)

## Bias Incident Protocol

[gvsu.edu/ccs](https://www.gvsu.edu/ccs)

Grand Valley State University strives to create an inclusive and equitable campus community where people are treated with dignity and respect. If anyone in the Grand Valley community feels belittled, disrespected, or isolated based on their identity, there is a mechanism to report the incident (see below). The university is committed to safeguarding each individual's constitutional rights to free speech and assembly, and we are also committed to addressing incidents of bias that may negatively affect individuals and/or communities at the university.

Grand Valley facilitates educational dialogue to ensure that individuals understand both their right to free expression within the community and the impact of their expression on individuals and/or the community. Any time an incident is reported, the reporting party will be contacted and informed about support resources available to them at the university. If behavior appears to be a violation of university policy and/or the law, the reporting party will be informed about additional ways the incident may be addressed.

### ***Reporting Incidents***

GVSU is committed to providing a safe and inclusive space for all students. A variety of methods are available for community members wishing to share a concern or submit a complaint. This includes conflict resolution, campus climate concerns, Title IX (including but not limited to sexual assault, intimate partner violence, stalking, discrimination, and harassment), campus security concerns, and anonymous reporting. To view the options for reporting an incident, please visit <https://www.gvsu.edu/inclusion/reporting-incidents-160.htm>.

## Social Justice Centers

Phone: 616-331-3296

[gvsu.edu/inclusion/division-offices-partnerships-53.htm](https://www.gvsu.edu/inclusion/division-offices-partnerships-53.htm)

The Division of Enrollment Development & Educational Outreach houses several Social Justice Centers available to all students on campus:

|  |                                     |
|--|-------------------------------------|
| Kaufman Interfaith Institute<br><a href="https://www.gvsu.edu/interfaith/">gvsu.edu/interfaith/</a>          | 616-331-5702<br>301 Michigan St NE  |
| Milton E. Ford LGBT Resource Center<br><a href="https://www.gvsu.edu/lgbtrc">gvsu.edu/lgbtrc</a>             | 616-331-2530<br>1161 Kirkhof Center |
| Office of Multicultural Affairs<br><a href="https://www.gvsu.edu/oma">gvsu.edu/oma</a>                       | 616-331-2177<br>1240 Kirkhof Center |
| Gayle R. Davis Center for Women and Gender Equity<br><a href="https://www.gvsu.edu/cwge/">gvsu.edu/cwge/</a> | 616-331-2748<br>1201 Kirkhof Center |



## Graduate Council

[gvsu.edu/gs/graduate-council](https://gvsu.edu/gs/graduate-council)

The Graduate Council is a standing committee of the University Academic Senate. It focuses on issues relevant to graduate students and graduate education. The Council is a representative governance committee consisting of faculty members involved in graduate education, graduate student representatives appointed by GSA, and ex-officio members. Membership consists of 2 faculty members from each academic college and the University Libraries. They serve in staggered 3-year terms. The 2 graduate student representatives are appointed by GSA each year, typically from different graduate programs. In addition, there are several ex-officio, non-voting members, including representatives from the Office of Admissions, the Office of the Registrar, Student Affairs, and The Graduate School. The Council meets regularly on Friday mornings, and the meetings are open for anyone to attend. The Council welcomes input from current graduate students.

The Graduate Council has two subcommittees: Policies and Standards and Curriculum and Program Review. The Policies and Standards Subcommittee creates and reviews policies and standards for graduate education. The Curriculum and Program Review Subcommittee reviews all new program and program change proposals and conducts graduate academic program reviews. One graduate student serves on each of these subcommittees as a voting member of that subcommittee and Graduate Council.

If you would like to participate as a student representative on Graduate Council, please contact [GSA](#) or [The Graduate School](#).

## Academic Governance

[gvsu.edu/facultygov](https://gvsu.edu/facultygov)

The University Academic Senate (UAS) is the highest faculty governance body at GVSU. It has the authority to deal with any academic issue or faculty concern. UAS makes recommendations to the Provost and/or the President of the University. Senate membership consists of faculty members elected from and by the faculty of each college and the University Libraries, and undergraduate and graduate students selected by the Student Senate. The Provost, designees, and the Deans are ex-officio, non-voting members.

The Executive Committee of the Senate (ECS) serves as the clearinghouse for matters to be presented to the UAS. ECS membership consists of faculty senators from academic colleges and the University Libraries, the Student Senate President, and the Provost, as an ex-officio, non-voting member.

Standing committees that report to the UAS via ECS include the Academic Policies and Standards Committee, the Faculty Facilities Planning Advisory Committee, the Faculty Personnel Policy Committee, the Faculty Salary and Budget Committee, the Pew Faculty Teaching and Learning Center Advisory Committee, the Graduate Council, the University Assessment Committee, and the University Curriculum Committee. The General Education Subcommittee is a standing committee that reports to the University Curriculum Committee. The composition of each committee is described in the Senate Bylaws and always includes elected college and University Libraries representatives. Details regarding membership, responsibilities, and rules of procedure are given in the UAS By-laws, which are incorporated into the Faculty Handbook, [gvsu.edu/facultyhandbook](https://gvsu.edu/facultyhandbook).

## Associate Vice-Provost for the Graduate School

[gvsu.edu/gs](http://gvsu.edu/gs)

Phone: 616-331-7105

Location: 310C DeVos Building C, third floor

The Associate Vice-provost (AVP) for the Graduate School's role is to advocate for all graduate students and to ensure the quality of graduate education. The current AVP is Dr. Jeffrey A. Potteiger. The AVP is present at many university events and ceremonies that include graduate students. The AVP of The Graduate School is a member of the Provost's Cabinet, is an ex officio (non-voting) member of the Graduate Council, chairs the Graduate Program Directors meetings, and is involved with GSA. The AVP of The Graduate School oversees all aspects of The Graduate School and enforces graduate education policy.

### ***Graduate School's Citations for Academic Excellence***

The Graduate School hosts an end-of-semester celebration following the fall and winter semesters. All graduate students are invited to attend the event (look for announcements on Blackboard). The AVP also presents the Graduate School's Citation Awards for Academic Excellence at these ceremonies. These awards include university-wide recognition in these areas: 1) Excellence in the Degree Program, 2) Outstanding Doctoral Dissertation, 3) Outstanding Master's Thesis, 4) Outstanding Final Project, 5) Outstanding Publication, 6) Excellence in Community and Professional Service, 7) Excellence in Leadership and Service to GVSU, 8) Excellence in Promoting Diversity and Inclusion at GVSU, and 9) Excellence in Sustainability.

### ***Graduate Showcase***

The Graduate School co-sponsors the annual Graduate Showcase event with the Center for Scholarly and Creative Excellence. This event highlights exceptional work done by graduate students by featuring graduate poster presentations on a wide variety of research and scholarly activities. Typically, a keynote presenter is also invited to speak on a contemporary topic in graduate research and scholarship. All graduate students are invited to attend, and students interested in presenting should contact their Graduate Program Director. More information can be found here Graduate Showcase website, [gvsu.edu/gradshowcase](http://gvsu.edu/gradshowcase).

### ***6 in 60: The Graduate School Newsletter***

Each month, The Graduate School distributes an electronic newsletter highlighting graduate education activities at GVSU, including the PACES program workshops, GSA news and events, Graduate Education in the news, and resources for graduate students and faculty.

The newsletter is distributed via Blackboard and email to all graduate students.

### ***3-Minute Thesis Competition***

The 3-Minute Thesis® (3MT) competition provides a unique opportunity for graduate students to share their work with the broader community in a fun and exciting format. The Graduate School calls for submissions for graduate students to present their research in just 3 minutes with the aid of a single slide. The GVSU competition awards first, second, and third place, as well as a People's Choice award. The first-place winner of GVSU's 3MT receives full funding to represent GVSU at the Midwest Association of Graduate Schools (MAGS) 3MT® competition.

# Appendix A: New Graduate Student Checklist

## New Graduate Student Checklist

Welcome to graduate school at GVSU! Below you will find important information about departments, websites, and resources you will need to start and continue your graduate education journey.

### Academic Resources

#### *The Graduate School*

[The Graduate School](#) provides resources and support to graduate students in all of GVSU's badge, certificate, master's, and doctoral programs:

- [Graduate Student Resources](#).
- [Guidebooks for Graduate Students](#).
- [Masters and Doctoral Programs](#).
- [Policies and Procedures Manual for Graduate Education](#).

#### *The Knowledge Market*

The Knowledge Market is a combination of resources from the [University Libraries](#), [Fred Meijer Center for Writing and Michigan Authors](#), [Speech Lab](#), and the [Data Inquiry Lab](#).

- [University Libraries](#): identify library liaisons, find database resources, and discover open access materials.
- [Writing Center](#): define and organize the paper topic, outline the paper, and utilize tools for citations and editing.
- [Speech Lab](#): prepare for individual or group presentations, outline topics, and draft professional speeches.
- [Data Inquiry Lab](#): provides support for student-led quantitative data management, visualization, and analysis.
- [Make an appointment with the Knowledge Market](#).

#### *Online Learning Resources*

The university has a number of resources for online learning, including the following:

- [BlackBoard Support](#).
- [Contact the IT Helpdesk](#) at [www.gvsu.edu/it/](http://www.gvsu.edu/it/), [helpdesk@gvsu.edu](mailto:helpdesk@gvsu.edu), or [\(616\) 331-2101](tel:(616)331-2101).
- [Online Learning Guide](#) from The Graduate School.
- [Tips for Online Learning](#) from The Knowledge Market.

#### *Office of the Registrar*

The [Office of the Registrar](#) provides assistance with registering for classes, maintaining the university's academic calendar and online catalog, [MyPath](#), and more:

- [Academic Calendar](#).
- [Online Catalog](#).
- [Registration Information and Tutorials on Banner](#).

### **Statistical Consulting Resources**

- [Data Inquiry Lab](#).
- [Statistics Consulting Center](#).
- [Statistics Tutoring](#).

### **Writing Resources**

- [Graduate Writing Resources](#) from The Graduate School.
- [Thesis and Dissertation Information](#): guidelines, resources, and workshop information.
- Fred Meijer Center for Writing and Michigan Authors [graduate writing resources](#).

### **Virtual Orientation**

- [The Virtual Orientation website](#) has been designed to help students get started by introducing the services and resources for GVSU graduate students.

## **Campus Resources**

### **Busing Transportation**

- [Bus routes and schedules](#).

### **Campus Maps**

- [Campus Maps](#) for Allendale, Grand Rapids, Traverse City, and satellite locations.
- [Virtual Tours](#) of the Allendale, Pew, and Health campuses.

### **Parking**

- [Purchase a parking permit, learn about commuter lots, and find campus parking maps](#).

## **Financial Resources**

### **Office of Financial Aid**

The [Office of Financial Aid and Scholarships](#) has several resources to assist graduate students:

- [Tuition Rates and Fees](#).
- [Search for scholarships](#).
- Financial support: [GVSU Financial Hardship Grant Request](#).

### **The Graduate School**

- [Graduate Assistantships](#): provide students with part-time work, financial support, experience within their field of study, and an opportunity to apply their classroom knowledge in a professional setting.
- [Presidential Research Grants](#): grants awards of up to \$1,500 are available to support the research projects of graduate students (intended as a one-time award during a graduate student's GVSU academic career).
- [Academic Conference Fund](#): awards of up to \$600 (up to \$800 for international travel) will be given to those invited to present or perform at a conference/meeting.

### **GradSense**

- A resource from the [Council of Graduate Schools](#) that outlines how to budget for graduate school, transition financially from graduate school to a career, and information on repaying student loans.

### ***Student Employment Office***

- A resource for [job-seeking students](#) and hosts an online jobs database called [Handshake](#) (Career Center).
- [How to use Handshake](#).

## **International Student Resources**

### ***The Graduate School***

- [Welcome International Graduate Students!](#)

### ***Padnos International Center***

- The [Padnos International Center](#) acts as a home away from home for international students.
- [International Student Expectations](#) are provided through the Padnos International Center.
- Contact the [International Student Services \(ISS\) Team](#) with questions.

## **Professional Resources**

### ***GVSU Career Center***

- Student employment, internships, and entry-level positions are available on [Handshake](#).
- [Graduate student resources](#) for career exploration and job searches.
- Assistance with [Resumes and Cover Letters](#) as well as [Interviewing and Networking](#).

### ***Laker Lifetime Learning (L3) Commitment***

- L3 is a comprehensive and holistic [network of services and resources](#) that reinforce GVSU's commitment to the continued learning of GVSU alumni, including financial resources, career support, and alumni networking.
- [Digital badges, online certificates, and other career-advancing programs](#) are also available.

### ***PACES***

- [PACES](#) (Professionalism, Advancement, Communication, Engagement, Success) is an [online repository of resources and information](#) to assist graduate students with all facets of their graduate study journey.
- [PACES on Pinterest](#).

## **Social Resources**

### ***Graduate Student Association (GSA)***

The GSA seeks to foster the intellectual, professional, and social development of the graduate student community. GSA advocates for and is the primary voice for graduate students at GVSU:

- Visit the [GSA website](#) for information on [events and opportunities](#).
- Follow [GSA on Facebook](#).

### ***Registered Student Organizations***

There are numerous Graduate Registered Student Organizations (RSOs) available for graduate students to join for professional development and socialization with other graduate students.

- [Current list of Graduate RSOs](#) and information on how to join.

### ***Social Justice Centers***

GVSU has social justice centers and programs to serve students:

[□Disability Resource Services.](#)

[□Campus Interfaith Resources.](#)

[□Gayle R. Davis Center for Women and Gender Equity.](#)

Phone: 616-331-2748

Location: Kirkhof Center, 1201 KC

Email: [cwge@gvsu.edu](mailto:cwge@gvsu.edu)

Mission: The Gayle R. Davis Center for Women and Gender Equity's mission is to create meaningful learning about gender and to advocate for gender justice through the education, engagement, and empowerment of students and the greater GVSU community.

What we offer: The Center for Women and Gender Equity offers resources, support services, and programs for students, faculty, and staff designed to address systems of oppression. Our supportive efforts include, but are not limited to: Fostering Laker Success, our grant-funded program to support students that have previously experienced foster care; Replenish, our food pantry available to all GVSU students; victim advocacy services for any student that has experienced any form of gender-based violence; violence prevention programming available for students, staff, and faculty. Please see our website for staff contact information, additional social and educational programs, and information on additional community resources.

[□Milton E. Ford LGBT Resource Center.](#)

Phone: 616-331-2430

Location: Kirkhof Center, 1161 KC

Email: [lgbtcenter@gvsu.edu](mailto:lgbtcenter@gvsu.edu)

Mission: The Milton E. Ford LGBT Resource Center advocates for institutional equity, promotes community-building, and provides educational opportunities to create an informed, cohesive, and just campus where community members of diverse sexual orientations, gender identities, and gender presentations are supported and welcome.

Connect with us: The LGBT Resource Center offers programming, education, and advocacy for students, faculty, and staff. Graduate students are welcome to participate in weekly evening groups to find connections and build community. These include Colors of Pride (a group for LGBTQIA+ students of color), T2 (for transgender, nonbinary, and gender-questioning students), Bi-Furious (for bisexual, pansexual, polysexual, sexually fluid, and otherwise non-monosexual students), Ace of Clubs (for students on the asexual and aromantic spectrums), NeuroQueers (for students who are both LGBTQ+ and neurodivergent), and General Queer Alliance (supports LGBTQIA+ and allied students). Graduate students can also join our mentoring program, Queer Connections, to get matched with a faculty or staff member who also identifies in the community. Please see our website for information on additional social and educational programs, like keynotes and awareness days, and consider participating in our ally training, Queer & Trans 101.

[□Office of Multicultural Affairs.](#)

Phone: 616-331-2177

Location: Kirkhof Center, 1240KC

Email: [oma@gvsu.edu](mailto:oma@gvsu.edu)

Mission: Our mission is to support efforts in recruiting and retaining diverse students; to educate, engage, and empower all students to live in a multicultural world; and to advocate for a socially just campus environment.

Connect with us: OMA is committed to building a diverse and inclusive campus. Through its comprehensive programs and services, OMA fosters an appreciation and respect for the history, tradition, and culture of different ethnic groups, and empowers students to be active learners. Engage with us through participation in our cultural heritage celebrations, student support services, and social justice efforts. One of our most popular programs is a monthly open and honest discussion about race, popular culture, identity, and current events entitled Conversations of Color. Our cultural celebrations include Asian and Pacific Islander, Black History, Cesar Chavez, Hispanic Heritage, Native American Heritage, and Pow Wow. We also provide support to our students with marginalized identities through the Laker Connections Student Support Program. Please feel free to visit our website for more information.

[□Social Justice Education and Training.](#)

### ***Veterans Resources***

[□GVSU Veterans Network.](#)

[□Grand Valley Veterans Network Group on Facebook.](#)

[□](#)For additional information, please contact Joe Bitely at 616-331-2597 or [bitelyj@gvsu.edu](mailto:bitelyj@gvsu.edu).

### **Health Resources**

[□Health Resources for GVSU students](#) from The Graduate School.

[□](#)The [Mental Health and Wellbeing Index](#) contains a searchable database of GVSU programs, training modules, and other resources in eight categories of wellness: emotional, environmental, financial, intellectual, physical, occupational, social, and spiritual.

# Appendix B: Graduate Student Blueprint

## GRADUATE STUDENT BLUEPRINT:

THE WHAT, WHEN, AND WHERE OF GRADUATE STUDENT SUCCESS

### GETTING STARTED

In the early stages of your graduate program, you will focus on adjusting to your new schedule and familiarizing yourself with graduate resources. Your advisor will help you sequence your courses so that you have a clear plan to guide your graduate studies. Network with other students and embrace graduate life by attending events sponsored by the Graduate Student Association and more!

#### Action Items:

- Attend New Graduate Student Orientation
- Meet with your advisor to review program requirements and chart course path
- Attend Graduate Student Association events to connect with other graduate students from every discipline

#### Resources:

- Virtual Graduate Student Orientation
- Graduate Student Guidebook
- The Graduate School Website
- Faculty and Program Directors
- Graduate Student Association



### EARLY MIDDLE

#### Action Items:

- Attend PACES or GSA events for professional development
- Meet with advisor to discuss internship requirements
- Complete internship
- Research funding, research and conference opportunities
- Look for leadership opportunities in student organizations

These action items generally occupy the first 33-66% of your graduate program, or after your first semester has passed. At this point, you'll want to focus on choosing an internship or co-op placement, building your professional skill set, exploring funding opportunities for research, and finding a faculty mentor.

#### Resources:

- Faculty and Program Directors
- PACES online resources
- Graduate Presidential Research Grant Program
- Library Research Resources
- Office of Fellowships
- Writing Center



## MIDDLE LATE

### Action Items:

- Complete internships
- Publish articles and research
- Finalize resume, portfolio and cover letter
- Meet with Career Center
- Attend workshops and conferences to network with professionals in the field
- Register for capstone course/experience.

These action items generally occupy the last third of your program. During this time, you will focus on gaining more professional experience and connections within your field. You may focus on publishing articles or research, or continue doing in-field internships to grow your skillset.

### Resources:

- Academic Conference Fund
- Faculty and Program Directors
- PACES online resources and workshops
- GVSU Career Center
- Internship or Co-op Director



## READY TO GRADUATE

Now that you have your academic training, it is time to focus on what comes next. You'll want to meet frequently with your mentors and academic advisors to discuss career options and the job search process.

### Resources:

- Faculty and Program Directors
- GVSU Career Services
- Alumni Association
- Financial Aid Office

### Action Items:

- Submit application to graduate
- Create a student loan repayment schedule
- Complete final thesis or research presentations
- Discuss career opportunities with advisors and mentors
- Attend networking events on and off campus
- Attend graduation ceremony

*For more resources visit Graduate Student Resources [website](#)*

# Appendix C: Health Care Resources for GVSU Students

## **GVSU Resources**

*Student Health Insurance*— Blue Cross Blue Shield

Offers Medical Service Coverage for students at GVSU. For more information, call 1-800-537-1777 or visit [the Student Health Insurance website](#).

*Mental Health Assistance*

University Counseling Center

Offers Emergency Services, Group Counseling, Individual Counseling, Referrals, Consultations, and more. For more information, call 616-331-3266, email at [gvcounsel@gvsu.edu](mailto:gvcounsel@gvsu.edu), or visit [the University Counseling Center website](#).

*Mental Health and Well-Being Index*

This online resource serves as a toolbox to assist anyone in the eight categories of wellness: emotional, environmental, financial, intellectual, physical, occupational, social, and spiritual. Please use the index on [the Lakes Together website](#).

## **Medical Services**

*Campus Health Center*, Allendale, MI

Offers treatment for illnesses, injuries, and infections; women’s health; allergy shots; physicals; and more. For more information, call 616-252-6030, or visit [the Campus Health Center website](#).

*Family Health Center*, Grand Rapids, MI

Offers same-day sick visits, primary care, women’s health, student health, LGBT health, sexual health, immunizations, health compliance, nutrition counseling, and more. For more information, call 616-331-9830, or visit [the Family Health Center website](#).

## **Sexual Health**

*Gayle R. Davis Center for Women and Gender Equity (CWGE)*

Offers assistance with sexual assault, domestic violence, and stalking. It also offers an Advocacy program. For more information, call 616-331-2748, email at [jennricj@gvsu.edu](mailto:jennricj@gvsu.edu), or visit [the CWGE website](#).

*Sexual Health and Wellness Resources*

For more information, visit [the Student Wellness website](#)

*Metro Campus Health Center*— Allendale, MI

Provides Sexual Health Women’s Health and LGBTQA+ Healthcare. For more information, please visit [the Campus Health website](#) or call 616-252-6030

## **Physical Health**

*Recreation and Wellness*

Offers Club sports, intramural sports, group exercise, personal training, small group training, injury care clinic, outdoor adventures, pool, and more. For more information, call 616-331-1732, email

[rec@gvsu.edu](mailto:rec@gvsu.edu) or visit [the Campus Recreation and Wellness website](#).

### **Nutritional Health**

#### *Campus Recreation and Wellness Dietitian*

Offers Nutrition Counseling, free consultations, and presentations. For more information, call 616-331-8989, or visit [the campus dietitian page](#)

#### *Replenish*

Replenish is a very active student food pantry located in Kirkhof. For more information and to check availability and hours, call 616-331-7867 or visit the [Replenish webpage](#).

### **Other Health Services**

#### *Student Wellness Guide*

Campus Recreation has created a centralized resource for all things student wellness. The guide is constantly being updated and added to. For more information, check out the [student wellness guide](#) or visit the [Student Wellness Website](#).

### **Alcohol and Other Drugs Services**

Grand Valley also offers help for substance abuse prevention and education, intervention, and recovery. The webpage offers services for students, faculty, and staff. For more information, call 616-331-2537 or visit the [AOD webpage](#).

### **Local Resources**

#### *Health Insurance—Affordable Care Act Marketplace*

Offers medical insurance plans and lays out costs. For more information, visit [the Affordable Care Act Marketplace website](#).

#### *Medical Services*

##### **Network180**

Offers help with Mental Health, Substance Abuse, and Developmental Disabilities by linking providers with services they need. For more information, call 616-336-3909 or visit [the NetWork180 website](#).

#### *West Michigan Clinics, Hospitals, Healthcare Services*

Offers help with Behavioral health, mental health, heart care, neurology, cancer centers, child health, and more. For more information, call 616-301-8210, or visit [the West Michigan Clinics website](#).

#### *Michigan Hospitals by Health Systems*

Offers hospital services and breaks down hospitals by the healthcare system to offer you the best care. For more information, call 517-323-0946 or visit [the Michigan Hospitals website](#).

### **Mental Health**

#### *Pine Rest Christian Mental Health Services*

Offers help for depression, anxiety, ADHD, anger management, grief and loss, sexual abuse, stress management, substance abuse, and more. For more information, call 616-455-5000 or 800-678-5500, or visit [the Pine Rest website](#).

## **Sexual Health**

### *YWCA*

Offers help for survivors of domestic and dating abuse, sexual assault, and child sexual abuse. Offers safe living and shelters for survivors. For more information, call 616-454-9922 or visit [the YWCA website](#).

### *Planned Parenthood*

Offers help with sex education, birth control, cancer screenings, general health and wellness, emergency contraception, HIV services, LGBTQ+ services, and more. For more information, call 616-459-3101 or visit [the Planned Parenthood website](#).

## **Health Services**

### *Kent County Health Department*

Offers Health education, COVID-19 testing, sexual health, environmental health, substance abuse, children and family needs, immunizations, disease management, and more. For more information, call 616-632-7083 or visit [the Kent County Health Department website](#).

### *Baxter Community Center Holistic Health Center*

Offers healthcare for both insured and uninsured patients, including a kidney specialist. For more information, call 616-456-8593 or visit [the Baxter Community Center website](#).

### *Catherine's Health Center*

Offers preventative screenings, women's health exams, behavior health services, eye exams and eye care, physical therapy, and more. For more information, call 616-336-8800 or visit [the Catherine's Heart Center website](#).

### *Clinica Santa Maria*

Offers healthcare for underserved, migrants, uninsured, and others. The staff is bilingual. Services include immunizations, pregnancy testing, prenatal/postpartum care, maternal infant health care, TB testing, and more. For more information, call 616-685-8400 or visit [the Clinica Santa Maria website](#).

### *Cherry Health*

Offers primary care, women's health, pediatrics, dental, vision, behavioral health, mental health, correctional health, and more. For more information, call 616-965-8308, email [newpatient@cherryhealth.com](mailto:newpatient@cherryhealth.com), or visit [the Cherry Health website](#).

### *Oasis of Hope*

Offers services for the uninsured who live in poverty. Services include same-day sick visits, chronic disease management, and mental and spiritual counseling. For more information, call 616-451-8868 or visit [the Oasis of Hope website](#).

## **Veteran Resources**

### *Battle Creek VA Medical Center*

Provides health care services to veterans in 20 southwest Michigan counties. It is classified as a neuropsychiatric facility and is the hub of mental health care for VA Medical Centers in the lower peninsula of Michigan. For more information, call (269) 966-5600 or visit [the Battle Creek VA Medical Center website](#).

*Grand Rapids Veterans Affairs Clinic*

The Wyoming VA Community Based Outpatient Clinic offers primary medical and mental health services. Once eligibility has been determined, each patient enrolling for care is assigned to a primary care provider and team, who provides continuous and coordinated care. For more information, call (616) 249-5300 or visit [the Grand Rapids Veterans Affairs Clinic website](#).

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