## YOU HAVE TWO ADVISORS!

## Faculty Advisor

# Professional Advisor

- Detailed Course Requirements for Specific Majors and Minors
- Faculty-Led Study Abroad
- Graduate School Options
- Research and Internship
   Opportunities
- Letters of Recommendation

- General Requirements for any Majors and Minors
- Graduation Course Plan & Requirements
- Teacher Certification
- Professional School Admissions
- General Education Requirements

## HOW DO I CONTACT MY ADVISORS?

- Log into MyBanner
  - 2. Select 'Student'
- 3. Select 'Registration'
- 4. View 'Major & Advisor Information'
- 5. Use people finder at gvsu.edu to find their email address and contact information

www.gvsu.edu/clasadvising

**OR VISIT** 

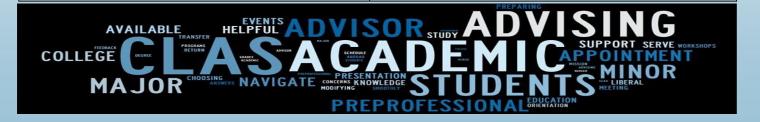
**CLAS Academic Advising Center** 

616-331-8585

C-1-140 MAK

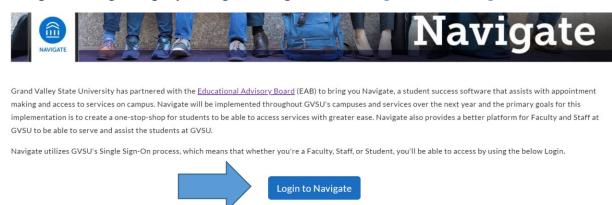
or

C-1-120 MAK

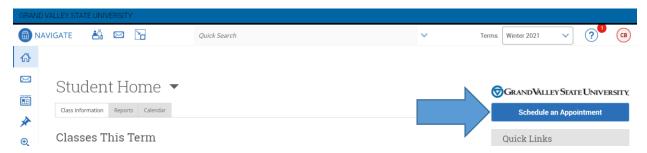


#### How to Setup an Appointment with an Advisor

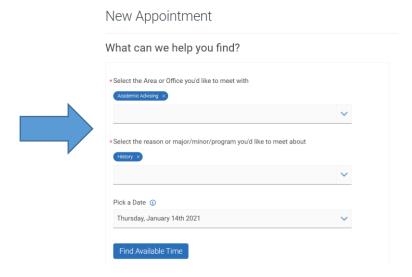
1. Open Navigate up by using the Login button at gvsu.edu/navigate



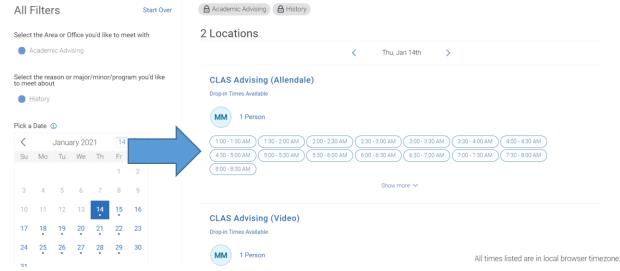
2. Click on "Schedule an Appointment"



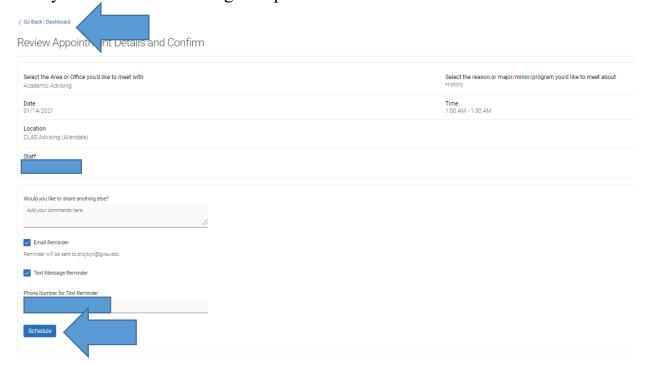
3. Select "Academic Advising", then indicate which Major, Minor or program you'd like to meet about, make sure to set the date to the day you're looking to meet on and click "Find Available Time"



4. If there are multiple locations where you can meet be sure to pick the one that works best for you, and then pick a time from the available time slots.



5. Before your appointment is booked you must review the information. Add any additional comments to the staff, and make sure to click Confirm Appointment. If you want to make changes or pick a different time click "Go Back".



6. Once you've clicked Confirm Appointment you should get an email confirmation of the appointment being booked and you're all set!



STUDENT AFFAIRS

#### **Career Center Online Resources**

**Pathway U:** Free career assessment and exploration tool

gvsu.edu/careers/pathwayu

**Career Guides by Major:** Find multiple ways to engage your major- internships, job titles, student groups, etc.

gvsu.edu/careerguides

**Candid Careers:** 2-4 minute videos of hundreds of careers

gvsu.edu/careers/candidcareers

#### Work Like a Laker Podcast

Join the Career Center advisors, as they interview guests and facilitate conversation around compelling career topics. Learn about discovering, preparing for, and implementing your future career!

**Professional Documents:** Find information on resumes, cover and thank you letters, LinkedIn and Handshake profiles

gvsu.edu/careers/resume

**Big Interview:** Practice for your upcoming interviews

gvsu.edu/careers/biginterview

**Handshake:** Search on-and-off campus jobs and internships, career events, employer information, schedule an appointment with your career advisor *gvsu.edu/handshake* 

Follow Us on Social Media @gvsucareers Instagram, Twitter, Facebook, LinkedIn

#### Virtual CareerLab

Any career questions? Stop by the CareerLab

11 - 7 PM Mon - Thurs 11 - 4 PM Friday

5 - 8 PM Sunday





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gvsu.edu/careers/biginterview

**Handshake:** Search on-and-off campus jobs and internships, career events, employer information, schedule an appointment with your career advisor <a href="mailto:gvsu.edu/handshake">gvsu.edu/handshake</a>

Follow Us on Social Media @gvsucareers Instagram, Twitter, Facebook, LinkedIn

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#### **Transfer Student Checklist**

Get your student ID. Go to the Student Services Building (1st floor) on the Allendale campus or the Student Assistance Center (1st floor) of Building C of the Richard M. DeVos Building on the Pew Campus
The Rapid. Ride the rapid for FREE! See www.gvsu.edu/bus for all routes.
Parking Permit. If you plan to park on campus you will need to purchase a parking permit. Information on obtaining a parking permit can be found here: <a href="www.gvsu.edu/parking/">www.gvsu.edu/parking/</a>
<b>Housing.</b> Living on campus? Make sure your room assignment and meal plan are ready for move in. 300 HHLC <a href="www.gvsu.edu/housing/">www.gvsu.edu/housing/</a> <a href="www.gvsu.edu/housing/">www.gvsu.edu/campusdine/</a>
<b>Financial Aid, Scholarships and Grants.</b> Visit Financial Aid Office for questions about your award package, Grand Finish, other scholarships, and grants. Accept aid in your myBanner account. <a href="www.gvsu.edu/financialaid">www.gvsu.edu/financialaid</a>
Pay The Bill. Contact Student Accounts for questions on your bill. <a href="https://www.gvsu.edu/studentaccounts/">https://www.gvsu.edu/studentaccounts/</a>
Send updated transcripts & test scores (with MACRAO/MTA stamp, if applicable). If you have coursework that has not been applied to your record, please send updated transcripts, AP or CLEP scores to: GVSU Registrar, 150 STU, 1 Campus Drive, Allendale, MI 49401
Find your books. https://lakerstore.gvsu.edu/home
On-Campus Jobs. If you are interested in working on campus you can search and apply for positions on Handshake. <a href="https://www.gvsu.edu/careers/handshake-18.htm">https://www.gvsu.edu/careers/handshake-18.htm</a>
Placement Test. Complete any language or math placement tests prior to the start of the semester.  www.gvsu.edu/math/mathematics-placement-11.htm www.gvsu.edu/mll/language-placement-exam-108.htm
Campus Life Night. Learn about over 400 registered student organizations on campus at this event held every fall and winter. <a href="https://www.gvsu.edu/studentlife/">www.gvsu.edu/studentlife/</a>
Walk through your schedule. Take a walk through campus or during Transitions. www.gvsu.edu/maps
Questions? Please contact your academic advisor if you have additional questions after orientation. CLAS Advising Center ■ C-1-140 & C-1-120 MAK ■ 616-331-8585 ■ See reverse side for all GVSU advising center contact information.
Become a Laker for a Lifetime! www.gvsu.edu/lakerforalifetime/

#### **GVSU Abbreviations**

(ALL) Allendale Campus		LIB	Mary Idema Pew Library	KEN	Kennedy Hall of Engineering
ASH	AuSable Hall	LMH	Lake Michigan Hall	SCB	Seidman College of Business
CAC	Calder Art Center	LOH	Lake Ontario Hall	(HLT)	Health Campus
CDC	Cook-DeWitt Center	LSH	Lake Superior Hall	CHS	Center for Health Sciences
CON	The Connection	LTT	Loutit Lecture Halls	DCIH	Daniel & Pamela DeVos
FH	Fieldhouse	MAK	Mackinac Hall		Center for Interpersonal
HHLC	Holton-Hooker Living and	MAN	Manitou Hall		Health
	Learning Center	NMR	Niemeyer Living Center	RFH	Finkelstein Hall
HON	Honors College (In Niemeyer)	PAC	Performing Arts Center	Other	Campuses/Abbreviations
HRY	Henry Hall	PAD	Padnos Hall	DET	Detroit Center
JHZ	Zumberge	STU	Student Services Building	HOL	Meijer Campus Holland
KC	Kirkhof Center	(PEW) Pew Campus		MCC	Muskegon Comm. College
KHS	Kindschi Hall of Science	DEV	DeVos Center	OTI	Study Abroad
KTB	Kelly Family Sports Center	EC	Eberhard Center	TC	Traverse City
LHH	Lake Huron Hall	KEB	Keller Engineering Building		

#### **Campus Resources**

#### https://www.gvsu.edu/studentservices/student-resources-29.htm

**ACES: Alcohol Campus Education & Services** 

206 STU, 616-331-2537, aces@gvsu.edu

Athletic Advising: L.A.K.E.R. Academic Success Center

B 152 FH, 616-331-3328, <u>arnoldda@gvsu.edu</u>

**Brooks College: Office of Integrative Learning & Advising** 

133 LMH, 616-331-8200, integrative@gvsu.edu

**Business: Seidman Undergraduate Student Services** 

1041 SCB, 616-331-7500, go2gvbiz@gvsu.edu

**Campus Health Center** 

10383 42<sup>nd</sup> Ave. Suite A, 616-252-6030

**Career Center** 

206 STU, 616-331-3311, <u>careers@gvsu.edu</u> 101B DEV, 616-331-6708, <u>careers@gvsu.edu</u>

Center for Adult and Continuing Studies (CACS)

718 EC, 616-331-7180, ceinfo@gvsu.edu

**Children's Enrichment Center** 

1W Campus Dr, 616-331-5437

**Chemistry Success Center** 

399 PAD, Chemistry Dept. 616-331-3317, chmdept@gvsu.edu

College of Liberal Arts and Sciences (CLAS) Advising Center

C-1-140 & C-1-120 MAK, 616-331-8585, advstu@gvsu.edu

College of Education and Community Inovation (CECI)

**Advising Center** 

321C DEV, 616-331-6890, ceciadvisor@gvsu.edu

**College of Health Professions: Student Services** 

113 CHS, 616-331-5900, chpss@gvsu.edu

**Community Service Learning Center (CSLC)** 

1110B KC, 616-331-2468, service@gvsu.edu.

**Dean of Students Office** 

202 STU, 616-331-3585, dso@gvsu.edu

**Disability Support Resources (DSR)** 

215 CON, 616-331-2490, dsrgvsu@gvsu.edu

**Financial Aid Office** 

100 STU, 616-331-3234, finaid@gvsu.edu

**Honors College** 

120 HON, 616-331-3219, honors@gvsu.edu

Housing

300 HHLC, 616-331-2120, housing@gvsu.edu

Kirkhof College of Nursing Student Services (KCON)

326 CHS, 616-331-7160, KCON@gvsu.edu

Language Resource Center

D 2-221 MAK, 616-331-2507, <u>labasst@gvsu.edu</u>

Milton E. Ford Lesbian, Gay, Bisexual & Transgender (LGBT)

**Resource Center** 

1161 KC, 616-331-2530, lgbtcenter@gvsu.edu

Math Center (Tutoring)

A-2-601 MAK, 616-331-2084; 608 EC, 616-331-6190

Office of Fellowships

120 HON, 616-331-2699, fellowships@gvsu.edu

Office of Multicultural Affairs (OMA)

1240 KC, 616-331-2177, oma@gvsu.edu

Office of Undergraduate Research & Scholarship (OURS)

230 LIB, 616-331-8100, ours@gvsu.edu

Padnos College of Engineering & Computing Undergraduate Advising (PCEC)

101 EC & C-2-210 MAK, 616-331-6025, pcec@gvsu.edu

**Public Safety Services & Parking** 

1011 Service Building, 616-331-3255; 102 EC, 616-331-6677

Records/Registration

150 STU, 616-331-3327, regdept@gvsu.edu

115C DEV, 616-331-7220

**Replenish: A Food Resource for Students** 

0074 KC, 353 CHS, 616-331-7867,

https://www.gvsu.edu/replenish/

Drop In Tutoring: (A&P, CHM, CIS, EGR, SCB)

Location Varies; See all locations at www.gvsu.edu/tc

Speech Lab

154 LMH, Knowledge Market LIB, & Steelcase Library Collaboration Zone, 616-331-8115, speechlab@gvsu.edu

**Statistics Lab (Tutoring)** 

A-2-101 MAK, 616-331-8969, 101 EC, 616-331-6190

**Student Academic Success Center (SASC)** 

200 STU, 616-331-3588, www.gvsu.edu/sasc

**Student Accounts** 

1049 JHZ, 616-331-2209, 1-800-789-1923, studenta@gvsu.edu

**Student Employment Office** 

100 STU, 616-331-3238, studentjobs@gvsu.edu

**Student Life** 

1110 KC, 616-331-2345, <u>studentlife@gvsu.edu</u>

Laker Link, https://gvsu.campuslabs.com/engage/

**Student Organization Center** 

0008 KC, 616-331-2360, rso@gvsu.edu

**Study Abroad: Padnos International Center (PIC)** 

130 LOH, 616-331-3898, pic@gvsu.edu

**TRiO Student Support Services (TRiO SSS)** 

200 STU, 616-331-3401, triosss@gvsu.edu

**Tutoring and Reading Center** 

2<sup>nd</sup> floor of Kleiner, 616-331-3451, www.gvsu.edu/trc

**University Counseling Center** 

204 STU, 616-331-3266; 101B DEV, 616-331-7596,

gvcounsl@gvsu.edu

Veteran's Network

150 STU, 616-331-3327, 1-800-748-0246, vetrec@gvsu.edu

Gayle R. Davis Center for Women & Gender Equity

1201 KC, 616-331-2748, womenctr@gvsu.edu

**Writing Center** 

119 LOH, 616-331-2922, johpatri@gvsu.edu



#### 2024-2025 REGISTRATION Spring/Summer 2024, Fall 2024, and Winter 2025

Class standing for registration is based on current class standing plus attempted hours being taken in the winter semester.

#### **CLASS STANDING**

#### **BEGIN DATE TO REGISTER**

All Graduate Students	March 18
Senior 85+ credits	
Seniors with 120+ credits	March 19
Seniors with 106-119 credits	March 20
Seniors with 94-105 credits	March 21
Seniors with 85-93 credits	March 22
Junior 55-84 credits	
Juniors with 72-84 credits	March 25
Juniors with 62-71 credits	March 26
Juniors with 55-61 credits	March 27
Sophomore 25-54 credits	
Sophomores with 41-54 credits	March 28
Sophomores with 30-40 credits	March 29
Sophomores with 25-29 credits	April 1
Freshman 0-24 credits	
Freshman with 0-24 credits	April 2
Open Registration begins	April 3
First-time Non-Degree Undergraduate Students	April 3
First-time Degree Seeking Undergraduate Students	By invitation only

#### **REGISTRATION CALENDAR - SPRING/SUMMER 2024**

NOTE: Prior to registering, double check each section for first half, last half, or full session meeting patterns.

Registration Drop and Add	March 18-May 10
Payment Deadline	April 26 by 5PM
Classes Begin – 1st 6 weeks & 12 weeks	May 6
Last Day to Add or Register - 1st 6 & 12 weeks	May 10 by 5PM*
100% Tuition Refund Deadline – 1st 6 & 12 weeks	
75% Tuition Refund Deadline – 1st 6 weeks	May 17 by 5PM*
Memorial Day Recess	May 27
75% Tuition Refund Deadline – 12 weeks	May 31 by 5PM*
Drop with a "W" Grade Deadline – 1st 6 weeks	June 7 by 5PM*
Classes End – 1st 6 weeks	June 17
Examinations – 1st 6 weeks	June 18 & 19
Grades Due from Faculty	June 24 by noon
Classes begin – 2 <sup>nd</sup> 6 weeks	June 24
1st 6 weeks Grades Available to Students	June 26
Last Day to Add or Register – 2 <sup>nd</sup> 6 weeks	June 28 by 5PM*
100% Tuition Refund Deadline– 2 <sup>nd</sup> 6 weeks	Julie 20 by 61 Pl
Independence Day Recess	July 4
75% Tuition Refund Deadline – 2 <sup>nd</sup> 6 weeks	July 5 by 5PM*
Drop with a "W" Grade Deadline -12 weeks	July 12 by 5PM*
Drop with a "W" Grade Deadline – 2 <sup>nd</sup> 6 weeks	July 26 by 5PM*
Classes End – 2 <sup>nd</sup> 6 & 12 weeks	August 2
Examinations – 2 <sup>nd</sup> 6 & 12 weeks	August 5-6
Grades Due from Faculty –2 <sup>nd</sup> 6 & 12 weeks	August 12 by noon
Grades Available to Students – 2 <sup>nd</sup> 6 & 12 weeks	August 14

IF YOU REGISTER BY APRIL 26, YOU MUST SATISFY YOUR TUITION PAYMENT BY APRIL 26.

<sup>\*</sup> The posted refund deadlines apply to courses that meet the entire semester/session. Classes that meet for only part of the semester/session have different refund deadlines. Please visit the <u>academic calendar</u> for more details.

#### **REGISTRATION CALENDAR - FALL 2024**

Registration Drop and Add	March 18-August 30
Payment Deadline	August 16 by 5PM
Classes Begin	August 26
Last Day to Add, Register, or Pay 100% Tuition Refund Deadline	August 30 by 5PM*
Labor Day Recess	September 1-2
75% Tuition Refund Deadline	September 20 by 5PM*
Mid-term Evaluations	October 7-11
Fall Break	October 20-22
Drop with a "W" Grade Deadline	November 8 by 5PM*
Thanksgiving Recess	November 27-December 1
Classes End and Commencement	December 7
Examinations and Semester Ends	December 7-December 14
Grades Due from Faculty	December 17 by noon
Grades Available to Students	December 19

#### IF YOU REGISTER BY AUGUST 16, YOU MUST SATISFY YOUR TUITION PAYMENT BY AUGUST 16.

#### **REGISTRATION CALENDAR - WINTER 2025**

Registration Drop and Add	March 18-January 10
Payment Deadline	December 13 by 5PM
Classes Begin	January 6
Last Day to Add, Register, or Pay 100% Tuition Refund Deadline	January 10 by 5PM*
	January 20
Martin Luther King, Jr. Day Recess	January 20
75% Tuition Refund Deadline	January 31 by 5PM*
Mid-term Evaluations	February 17-21
Spring Break	March 2-9
Drop with a "W" Grade Deadline	March 21 by 5PM*
Classes End	April 19
Examinations and Semester Ends	April 19-April 26
Commencement	April 25 & April 26
Grades Due from Faculty	April 29 by noon
Grades Available to Students	May 1

#### IF YOU REGISTER BY DECEMBER 13, YOU MUST SATISFY YOUR TUITION PAYMENT BY DECEMBER 13.

#### **Registration Resources**

For information regarding registration holds, overrides, linked courses and more, visit www.gvsu.edu/register

#### **Payment Options**

**Credit Card:** Student Account payments may be charged to VISA, MasterCard, or Discover, Call - 616-331-2209 or 800-789-1923. There is a 1% service fee.

**Electronic Check:** Electronic check payments may be made via myBanner or Guardian/Family Access. **Check or Money Order:** Payments may be made at any of the locations listed below or mailed to Grand Valley State University, Student Accounts Office, 1049 James H. Zumberge Hall, 1 Campus Drive, Allendale MI, 49401. **Deferment Plan:** Student pays ¼ of their current semester charges (after financial aid has applied) plus a \$40 nonrefundable deferment fee by the payment deadline. The remaining account balance is divided into three monthly installments, for a total of four payments.

Registration assistance may be obtained by calling or visiting any of the following locations:

Allendale Campus Student Services Center 1 Campus Drive Allendale 49401 616-331-3327 800-748-0246	Pew Campus DeVos Center 401 West Fulton Grand Rapids 49504 616-331-3327 800-748-0246	GVSU University Center 2200 Dendrinos Dr Suite 102 Traverse City 49684 231-995-1785 888-922-1785
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<sup>\*</sup> The posted refund deadlines apply to courses that meet the entire semester/session. Classes that meet for only part of the semester/session have different refund deadlines. Please visit the <u>academic calendar</u> for more details.

#### **How to Generate and Print a myPath**

- 1. Go to www.gvsu.edu and locate the MyBanner link at the top of the page
- 2. Enter Your G# as the User ID and then enter your pin#
- 3. Click on Student



4. Click on Student Records

Search

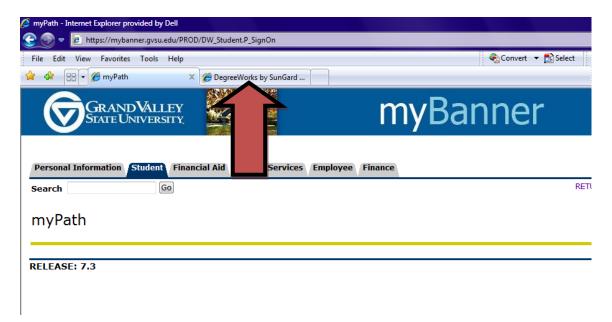
Go



5. Click on myPath - make sure your pop-up blockers are turned off or you allow pop-ups on this page.

Student Records
View Holds
Midterm Grades
Final Grades
View Academic Transcript Please click on here for the Banner Student Training Manuals. This will help answer any questions you may have.
Request Printed Transcript
Please note: First semester students who have not earned any final grades at GVSU will not have an official transcript until final grades are posted.  View Status of Transcript Requests
myPath - Degree Planning & Evaluation (undergrad students entering Fall 2003 to present)
Catalog Course Descriptions
View Major and Advisor Information
Change Major Change or add a major, minor or concentration. Request a new advisor.

If necessary, go to the new tab or window that opened up
 (When you click on myPath another tab or window may open depending on your internet options. If you do not turn off pop up blockers you will not be able to access myPath.)



7. Double check that your major/minor options are correct (or what you want to look at during an advising appointment)



If the information for the major/minor is correct (red arrow) click on Print in the top toolbar menu (green arrow) and bring this to your appointment.

If the information is not accurate or does not reflect the program you want to discuss with your advisor you can use the "What If" tool to explore other options. Print what you have to verify you have accessed myPath and we can walk you through how to use the "What If" option when you get here.

