

GRADUATE STUDENT GUIDEBOOK



A Manual for Graduate Student Success

www.gvsu.edu/gs

Graduate Student Guidebook:

A Manual for Graduate Student Success

Ninth Edition

2015-16

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Dear Graduate Students,

On behalf of the Office of Graduate Studies, welcome 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 about how colleges and universities work. Despite that, you may find yourself wondering how GVSU addresses many issues at the graduate education level. The Office of Graduate Studies 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 internet web sites. Throughout the Guidebook we reference web sites 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 Office of Graduate Studies 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 gradstudies@gvsu.edu.

May your time 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,

A handwritten signature in black ink, appearing to read "Jeffrey A. Potteiger". The signature is fluid and cursive, with a large, stylized initial "J".

Jeffrey A. Potteiger
Dean of Graduate Studies

Before Classes Begin

Getting Started

	Page
<input type="checkbox"/> Acceptance and Welcome Letters	7
<input type="checkbox"/> Campus Tours	7
<input type="checkbox"/> Academic Calendar	8
<input type="checkbox"/> MyBanner and G-Number	8
<input type="checkbox"/> Robert C. Pew Grand Rapids Campus Map	9
<input type="checkbox"/> Richard M. DeVos Center Guide	10
<input type="checkbox"/> Building, Lab, and Facilities Hours	11
<input type="checkbox"/> Registration	11
<input type="checkbox"/> Course Schedules	14
<input type="checkbox"/> Payment	15
<input type="checkbox"/> Financial Aid	15
<input type="checkbox"/> Scholarships	17
<input type="checkbox"/> Graduate Assistantships	17
<input type="checkbox"/> Job and Assistantship Listings	20
<input type="checkbox"/> Tips for Finding a Graduate Assistantship	20
<input type="checkbox"/> Textbooks	21
<input type="checkbox"/> Transportation Information – Bus and Shuttle	22
<input type="checkbox"/> Parking	24
<input type="checkbox"/> Student Assistance Center	26
<input type="checkbox"/> Student ID Card	27
<input type="checkbox"/> Student Status	27
<input type="checkbox"/> Housing & Residence Life	28

Once Classes Start

Preparing for the Classroom

	Page
<input type="checkbox"/> Pew Student Services – Downtown	29
<input type="checkbox"/> Information Technology	30
<input type="checkbox"/> Network Log In	30
<input type="checkbox"/> Blackboard	30
<input type="checkbox"/> Email	32
<input type="checkbox"/> University Libraries	34
<input type="checkbox"/> Campus Dining	38
<input type="checkbox"/> Emergency Closings	39
<input type="checkbox"/> Emergency Notification System	39
<input type="checkbox"/> Personal and Campus Safety	41
<input type="checkbox"/> Statistical Consulting Center	42
<input type="checkbox"/> Graduate Presidential Research Grants	42
<input type="checkbox"/> Graduate Academic Conference Fund	43
<input type="checkbox"/> Research Protections Program	43
<input type="checkbox"/> Requests for Exception to Graduate Policies	45
<input type="checkbox"/> Fees and Things that Prevent Registration	46
<input type="checkbox"/> Policies and Procedures	47
<input type="checkbox"/> Graduation and Commencement	47

Beyond the Classroom

Resources and Opportunities	Page
<input type="checkbox"/> Career Center	48
<input type="checkbox"/> University Counseling Center	49
<input type="checkbox"/> ACES (Alcohol and Other Drugs Campus Education and Services)	49
<input type="checkbox"/> Health Care Services	50
<input type="checkbox"/> Student Health Insurance	51
<input type="checkbox"/> PACES Program	52
<input type="checkbox"/> Fred Meijer Center for Writing	53
<input type="checkbox"/> Knowledge Market	53
<input type="checkbox"/> Grand Valley State University Speech Lab	54
<input type="checkbox"/> Graduate Student Association	54
<input type="checkbox"/> Events at GVSU	56
<input type="checkbox"/> Alumni Relations	57
<input type="checkbox"/> Social Media @ GVSU	57
<input type="checkbox"/> Peter C. Cook Leadership Academy	58
<input type="checkbox"/> Richard M. & Helen DeVos Center for Entrepreneurship & Innovation	58
<input type="checkbox"/> Veteran's Network	59
<input type="checkbox"/> Allendale Campus Student Resources	60
<input type="checkbox"/> Disability Support Resources	60
<input type="checkbox"/> Bias Incident Protocol	61
<input type="checkbox"/> List of Graduate Degrees	62
<input type="checkbox"/> College and School Websites	63
<input type="checkbox"/> Graduate Council	64
<input type="checkbox"/> Academic Governance	64
<input type="checkbox"/> Dean of Graduate Studies	65

Appendix

Fall 2015 Academic Calendar	66
Winter 2016 Academic Calendar	67
Graduate School Blueprint	68
Alphabetical Index	70

Getting Started

Acceptance and Welcome Letters

Contact the Admissions Office for questions

Email: admissions@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 into 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.

Keep the welcome letter for reference; you will need your G-number.

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. These letters contain your student identification number, or G-number. Please make 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 do not have a copy of your letter, please contact the Admissions Office at 800-748-0246 or 616-331-2025 and ask for your G-number.

Campus Tours

Contact the Admissions Office to schedule

Phone: Grand Rapids: 616-331-7220

Allendale: 616-331-2025

Internet: <https://www.gvsu.edu/admissions/graduate-student-welcome-18.htm>

Location: Grand Rapids: DeVos Center Building B, First Floor, 102B DEV

Allendale: 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 Admissions Office in Grand Rapids is open Monday through Thursday from 8 a.m. to 6 p.m. and on Fridays from 8 a.m. to 5 p.m. from September through April. Summer hours are from 8 a.m. to 5 p.m. Monday through Friday. We do ask that you first make an appointment with the Admissions Office 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 Student Services Building.

Academic Calendar

Internet: <http://www.gvsu.edu/registrar/importantdates.htm>

Please see the appendix for complete Fall 2015 and Winter 2016 Academic Calendars.

	Fall Semester	Winter Semester
Convocation	August 21, 2015 (Allendale)	
Commencement	December 12, 2015	April 30, 2016
Last Day to Add, Register, or Pay	September 4, 2015 by 5 pm*	January 15, 2016 at 5 pm*
Tuition Payment Deadline	August 21, 2015 by 5 pm	December 18, 2015 by 5 pm

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

You must make a payment or payment arrangements before the tuition payment deadline, or you may be dropped from your classes. If you enroll after the semester begins, you will be charged a \$50 late enrollment fee.

GVSU holds one graduation ceremony in December and two ceremonies in April. The April ceremonies are held in the morning or afternoon and students are divided based on the college in which their degree program is located. For more information, please visit <http://www.gvsu.edu/commencement/>.

Convocation at GVSU marks the beginning of the Academic Year.

A Commencement is a graduation ceremony.

Hooding refers to placing a graduate hood over a student's head during commencement.

MyBanner and G-Number

Internet: www.gvsu.edu/it/banner (for more information)

All student services interaction requires access via the system called MyBanner. You will use MyBanner to register for classes, change your address, view or request your transcript, manage your student account, and reset passwords.

Your MyBanner User ID is commonly known as your G-number and is your GVSU Student Number. To access MyBanner, you will need your G-number and Personal Identification Number (PIN). The PIN defaults to your birth date formatted as mmddyy, where leading zeroes are required and the year is the last two digits of the year. For example, if your birthday were August 5 of 1970, your default PIN would be 080570. Do not use slashes or dashes.

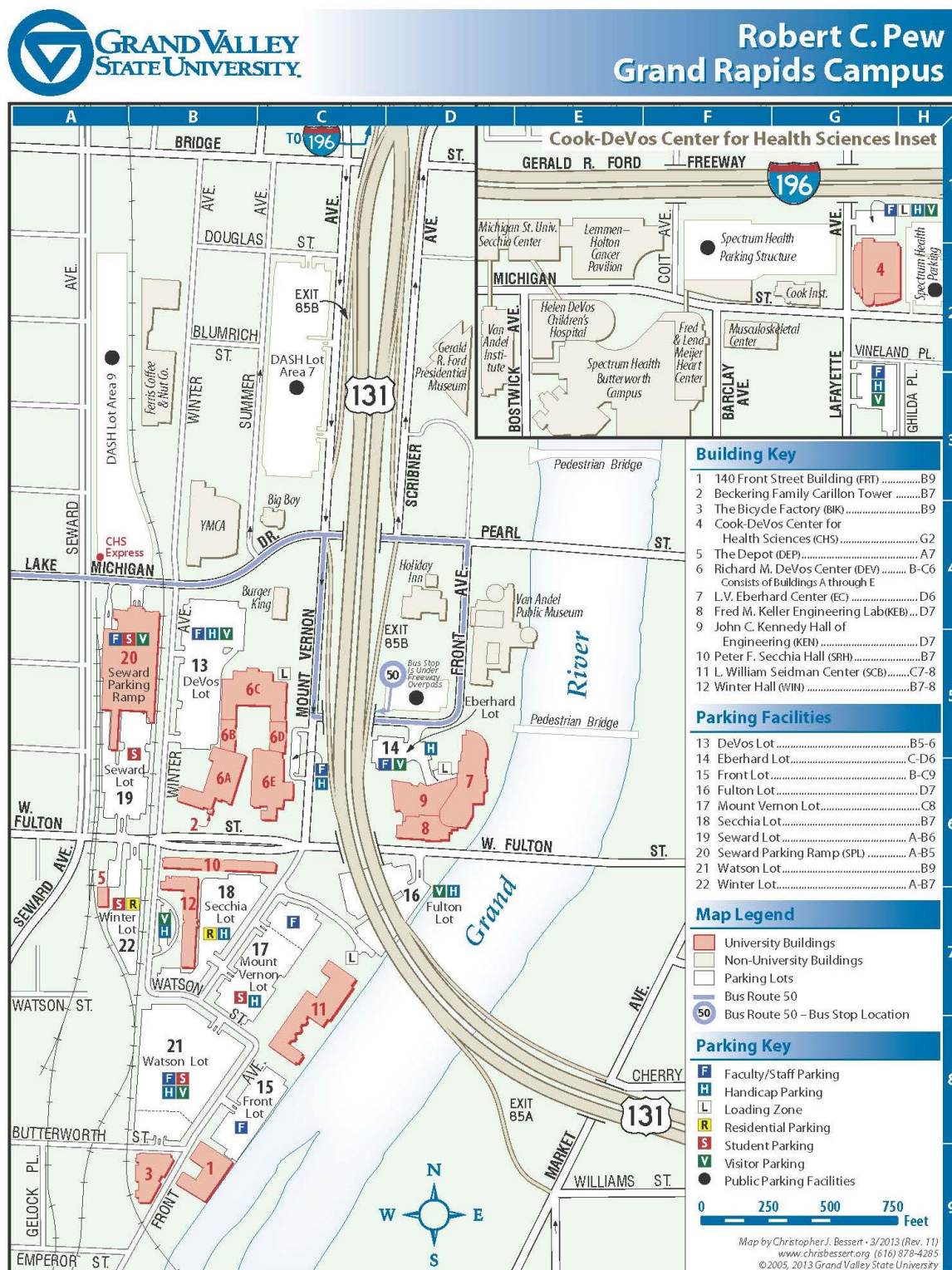
From Grand Valley's homepage you can access MyBanner by going to the "Quick Links" tab and click "MyBanner." The first time you login with your default PIN, you will need to self-select a new PIN (six to ten characters including numbers and letters) and set a security question.

If you have changed your PIN and forgotten what it was changed to, on the MyBanner login page input your G-number in the "User ID" box and click "Forgot PIN?" A security question will appear. Answer the question then reset your six-digit PIN. If you use the incorrect PIN number three times, your account will be locked. Contact the Records office at 616-331-3327 to have it unlocked.

Robert C. Pew Grand Rapids Campus

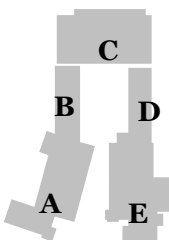
Internet: <http://www.gvsu.edu/maps.htm>

Maps for all GVSU campus locations are available online. Printed maps can be requested from the Student Assistance Center at 115C DeVos Building.



Richard M. DeVos Center Guide

Internet: www.gvsu.edu/operations



This is an outline of the DeVos Center building in downtown Grand Rapids on Pew Campus. Notice the U shape.

Building C, bottom part of the U, tallest part of the building,

Buildings A & B, closest to the parking lot

Buildings D & E, closest to Highway 131

Building C

First floor of Building C:

<ul style="list-style-type: none"> • Student Assistance Center • Plaza Café and Trattoria (food) • University Club (Uclub) • Student study and group meeting areas • Mailbox (USPS) • Lockers for student use • Kiosk computers (internet but no printing) 	<ul style="list-style-type: none"> • GVSU Laker Store (Textbooks & Supplies) • Starbucks • Charging Station for Electronic Devices • ATM • Public telephones • Meijer Writing Center (Knowledge Market) • The Copy Center (binding, printing, colored paper)
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Upper Floors of Building C:

The Office of Graduate Studies is on the Third Floor of Building C (318C).

Even numbered offices are west towards the parking ramp (go right from the elevators); odd numbered offices are east, towards the 131 freeway.

Buildings A & B

These buildings are connected. The second floor of A has computer labs and classrooms.

First floor of Buildings A & B:

<ul style="list-style-type: none"> • Pew Campus Student Services • Career Center • University Counseling Center • Admissions • Tutoring Center 	<ul style="list-style-type: none"> • Knowledge Market and Study Areas • Steelcase Library • Computer Classrooms • Clock tower • Carillon (inside the clock tower)
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Buildings D & E

Buildings D & E are connected. There are classrooms on the lower and upper floors of D and the upper floors of E.

First floor of Building D:

First Floor of Building E:

<ul style="list-style-type: none"> • Case rooms 	<ul style="list-style-type: none"> • Hager-Lubbers Exhibition Hall • Charles W. Loosemore Auditorium
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Building, Lab, and Facilities Hours

Internet: www.gvsu.edu/operations click on “Building Hours”

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

Grand Rapids, Holland, and Muskegon building hours are usually posted by Pew Campus Operations. Go to the website above and on the left hand side under the listed links click on “Building Hours” for the regularly scheduled hours for that semester. This includes buildings, the bookstores, libraries, computer labs, engineering labs, the Student Assistance Center, the security desk, shuttle busses, and food service hours. It does not include break or exam time schedules for the bookstore, libraries, labs, busses, the Student Assistance Center, and food service.

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

Library	www.gvsu.edu/library	Laker Store	www.ubs.gvsu.edu
Shuttle bus	www.gvsu.edu/bus	Computer Lab	www.gvsu.edu/it
Food Service	www.gvsu.edu/campusdine	Student Assistance Center	www.gvsu.edu/registrar

Registration

Internet: www.gvsu.edu/registrar

Location: Student Assistance Centers

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 web site above. Before registering, you will probably want to review the annual class schedule (www.gvsu.edu/schedule) and special course charges (www.gvsu.edu/tuitionExt.htm).

Please note that the class schedule is available electronically at www.gvsu.edu/schedule. The class schedule can also be found through the “Search for Classes” feature in MyBanner. Graduate tuition at GVSU is determined by your program of study for all coursework. A listing of graduate tuition rates is available at <http://www.gvsu.edu/financialaid/cost-of-attendance-68.htm>.

If you are unable to register for a course electronically through MyBanner for any reason, the university has a master list of MyBanner pre-requisite contacts, listed by college, who can assist with registration. This master list can be found under “Registration” through the web site above. If you have an advisor, contact your advisor for assistance. Your advisor will work with you to decide if you qualify to take the course. S/he then contacts the designated override person for your program or college who can then electronically enroll you in the course in question.

Step-by-Step Registration Guide

1. Log in to MyBanner with your G-number and go to the Registration page

The first step in registering online is to log in to MyBanner. Please see the *MyBanner and G-number* section on page 5 for more information about logging in. Once you have logged in, click on the “Student” tab, and then click on “Registration.”

On the next screen you can select “Registration Status” to check if you are eligible to register. Your degree, college, and program are also listed under registration status.

2. Search for Classes, Check Availability, Add or Drop Classes, Change Terms

To register you will need to choose “Add or Drop Classes” and on the next screen choose the correct academic term from the drop down menu and click “Submit.” This will route you to the “Add or Drop Classes” page. Once you have chosen a term, the system will continue to give all information based on that term until you select a new term. You can switch academic terms while logged in from the “Registration” menu by choosing “Select Term” and clicking on the appropriate term from the drop down menu. At the bottom of the “Add or Drop Classes” page, it says “Add Classes Worksheet.” If you know the Course Reference Number (CRN) for the course you want, you can type it into the worksheet. If not, click on the “Class Search” button.

If you click on “Class Search,” you will be on a page with multiple categories to sort courses. You must select a subject, but consider sorting by subject and course level (Masters). If you need a more specific sort, this can also be done. You can request classes by campus location. **Please note that Grand Rapids classes are labeled “Pew” on the menu (this includes the buildings CHS, DEV, EC, KEN, SCB).** Since this same search page is used for both undergraduate and graduate courses, many of the subject areas are only offered at the undergraduate level.

On the list of classes, to the left of the course name, there will either be a box or a “C.” If there is a “C” that class section is closed. You may request a closed class permit, which will be done electronically, from the professor, program director, academic department head, or college advising center. If there is a box, using your mouse, click on the box. At the bottom of the screen, click on “Register.” The next screen will show that you are registered and provide details, or it will indicate that you cannot register and why. Some courses require prerequisites, advance permission, or acceptance into a particular college or program to enroll. Refer to the Catalog for more information on these restrictions by course.

To drop a class, go to the “Add or Drop Classes” page and find the class. Under the heading of “Action,” click on the arrow for the drop down menu for that class. Select the “Web Drop Course” option; click on it and then click on submit changes at the bottom of the screen. This will remove your name from the roster and remove the course from your schedule.

Not all graduate classes are held in Grand Rapids. An increasing number are held in Allendale. Remember to consider a minimum of 45 minutes travel time when registering for classes at both campuses.

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’s 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 in order 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 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 & Testing out of courses

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. The computer system, 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.

Tip: Sometimes you can take a test to substitute for a prerequisite course. Check with your Graduate Program Director.

Auditing

If you decide to audit a course, please be advised that the regular tuition rates apply, but you will not receive any credit for completing the course. Keep in mind that, if you register to audit a course and change your mind, it will not be changed to a graded course.

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

The online catalog is available at <http://www.gvsu.edu/catalog>. Catalogs from previous years are available using the drop-down menu in the upper right hand corner. PDF versions of the catalog are available from 2006 to present at <http://www.gvsu.edu/catalogarchive.htm>.

Course Schedules

Individual Schedules

Students can access their schedules from MyBanner. Alternatively, stop at a Student Assistance Center window with your G-Number/Student ID number and a photo ID (such as your Student ID Card), and they can print out a schedule for you. They can also help to locate buildings, parking, and classrooms by showing you where things are located on a map.

Annual Class Schedule

There is a searchable annual class schedule available online at www.gvsu.edu/schedule.

Remember to watch for updates about registration times under “My Announcements” on the Graduate Students Blackboard page.

The Annual Class Schedule for 2016-17 will be available online in March 2016. Registration begins in mid-March, please check www.gvsu.edu/schedule and click on “Registration Schedule” to find your specific date to register. Register early to ensure a spot in the class you need.

Payment

Phone: 616-331-2209

Internet: www.gvsu.edu/studentaccounts

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 cash, 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 processing charge of \$15.** 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 withdraws 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 then click on “Student.” On the next screen click on “Student Account,” then click on “Student Account Information.” Another new screen appears, now you can choose to “pay by credit card/or view e-bill,” “pay by electronic check/or view e-bill,” “apply for deferment” or “set up direct deposit of refunds and financial aid.”

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 the Student Accounts web site or 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

Phone: 616-331-3234

Internet: www.gvsu.edu/financialaid

Location: Allendale: Student Services Building, 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 Financial Aid Office at: 616-331-3234, toll free at 800-748-0246, or via email at 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 the Financial Aid Office for assistance.

Tip: New federal student loan payment and forgiveness programs are available. Visit <http://studentaid.ed.gov/repay-loans> for more information.

Applying for Financial Aid at Grand Valley State University Graduate Student Information for 2015-2016

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) To be considered for financial aid, you are required to submit the Free Application for Federal Student Aid (FAFSA) online. Go to www.fafsa.gov to complete this application.

If you have not submitted the Free Application for Federal Student Aid (FAFSA) for the 2015-2016 academic year, please follow these instructions:

- **If you do not already have an FSA ID** Go to <https://fsaid.ed.gov/npas/index.htm> and create and FSA ID to electronically sign the FAFSA. *If you previously created an FSA ID but have misplaced your login information, please visit <https://fsaid.ed.gov/npas/index.htm> to retrieve your username/password.*
- Go to www.fafsa.gov to file your FAFSA online.
Note: The federal school code for Grand Valley State University is **002268**.
- Within five days of submitting your FAFSA, you will receive an email with a link to your **Student Aid Report (SAR)**. Carefully review all of the information reported on the SAR for accuracy.
- **If corrections are needed:** Return to www.fafsa.gov, 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 Financial Aid Office that your award is available to access and accept online through MyBanner. Instructions on how to accept your aid are available at www.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 for completing these requirements are available at www.gvsu.edu/financialaid/enter.

Reminder: Students are responsible for meeting the published payment deadlines to avoid having their class schedule(s) cancelled. 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

Internet: www.gvsu.edu/scholarships

There are a limited number of scholarships available to graduate students in the College of Community and Public Service, Kirkhof College of Nursing, Seidman College of Business, College of Education, or for students demonstrating special circumstances. Scholarships usually require students to apply during the prior academic year.

For GVSU scholarships, students can fill out scholarship applications through MyScholarships (www.gvsu.edu/myscholarships) In addition, graduate students may apply for outside scholarships. To access these, go to www.gvsu.edu/scholarships and click on “Local and National Awards” Further information on scholarships can be obtained from your 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

Internet: www.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 a clerical 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: Athletic & Recreation Facilities Management, Office of Graduate Studies, Johnson Center for Philanthropy, and the Office of the Vice Provost for Health.

Graduate Assistantship Terms and Compensation

Most graduate assistantship appointments are made for the full academic year (Fall-Winter). Some

positions may be appointed on a semester basis, while others may be extended appointments (10-month and 12-month).

Full-Time

A typical 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 16 weeks per semester, corresponding to the beginning and ending of each semester as published in the university schedule
- Support from GVSU which includes:
 - A 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 typical 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 16 weeks per semester.
- Support from GVSU which includes:
 - A 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 through 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 Dean of Graduate Studies. Please contact your graduate program director or the Office of Graduate Studies 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, Spring/Summer-3)

Extended appointment: (12 months): 24 credit hours (Fall-9, Winter-9, 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 Dean of Graduate Studies may allow an exception to the tuition waiver policy. This sometimes occurs when a GA is nearing the end of his/her academic program or if courses that the GA needs for his/her 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 Office of Graduate Studies at gradstudies@gvsu.edu.

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 fills out the form, which includes a brief job description, supervisor information, and the terms of the appointment. ***The student should thoroughly read and understand the contract 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, which should be indicated on the form.

New Graduate Assistant Orientation

The Office of Graduate Studies sponsors a ***mandatory*** new GA orientation at the beginning of the fall and winter semesters. 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 Office of Graduate Studies.

Job and Assistantship Listings

LakerJobs Web site www.gvsu.edu/lakerjobs

LakerJobs 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 Student Employment Office uses LakerJobs to post all on-campus student worker positions. Graduate students are eligible for student worker positions.

You can also use LakerJobs 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 www.gvsu.edu/gs/assistantships

To see lists of graduate assistantships, click on: <http://www.gvsu.edu/gs/graduate-assistant-job-openings-25.htm>. 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 Office of Graduate Studies 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 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.

Textbooks

GVSU Laker Store (Formerly the University Bookstore)

Phone: Grand Rapids: 616-331-6602

Allendale: 616-331-2450

Internet: www.lakerstore.gvsu.edu

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

Most graduate courses will require specific textbooks, 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 being available. The GVSU Laker Bookstore can help you special order an out of stock item which generally arrives in 3-5 days. Students are advised to buy books 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.

Public law requires universities to provide lists of required textbooks to other book retailers. You can shop around locally and online. Public and GVSU libraries may also have books.

Locations and Hours

Books 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. [Click here for the current schedule.](#)

Books 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 and a much larger selection of clothing and merchandise. The Allendale and Grand Rapids locations may not have the same hours.

Online Ordering

Textbooks 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 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 - Bus and Shuttle

Phone: 616-331-6700 (Pew Campus Operations)

Internet: www.gvsu.edu/bus

All Grand Valley students, faculty, and staff can ride The Rapid bus system for free by presenting their ID card 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, Air porter, or PASS bus services.

GVSU Bus Routes:

- Campus Connector
- North Campus Express
- South Campus Express
- Weekend Connector
- Weekend Apartment Shuttle

Grand Valley's **Campus Connector** (*Route #50*) provides service between Allendale and Grand Rapids with runs every day during the fall and winter semesters and Monday through Friday during the spring/summer semester. The Campus Connector makes round trips from the Cook-DeVos Center for Health Sciences (CHS) on the Pew Campus to the Kirkhof Center on the Allendale Campus with stops in downtown Grand Rapids, along Lake Michigan Drive and at Mackinac Hall.

There are two routes that 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 48th Ave, and the Kirkhof Center. The **South Campus Express** (*Route #48*) serves the southern complexes, Campus Health Center, and Kirkhof Center. The routes both run Monday through Friday, fall and winter semesters only.

On weekends during fall and winter semesters, two shuttles service the GVSU campuses. The **Weekend Connector** (*Route #50*) provides late night and weekend service between Kirkhof Center and CHS. Also, the two apartment shuttles combine into one route, called Route #85. Weekend services are only offered during 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 Pew Campus stop on Fulton is shared with the Route 12, and the downtown Grand Rapid stops correspond with the Silver Line. Both routes offer connectivity to Rapid Central Station where busses are available to all Rapid bus routes.

Bus Schedules

Both The Rapid and University Bus Route

schedules are subject to change. Current schedules can be viewed at www.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."

GVSU bus schedules change with the academic calendar.

Current schedules can be viewed at www.gvsu.edu/bus

Questions about university transportation should be directed to the Operations Office at 616-331-6700.

Bus Stops

To catch the Campus Connector (#50) westbound to Allendale (from DeVos Center), go to the bus shelters under the US 131 freeway overpass on Fulton, between Keller Engineering Building and DeVos Center. The number 50 will be displayed above the front windshield. This bus also makes stops along Lake Michigan Drive on the way out to Allendale. Only Route #50 goes to Allendale but other busses will also use those bus stops. In Allendale, the bus stops are located near Mackinac Hall and at the Kirkhof Center parking lot. In Allendale, the bus stops are shared with the North Campus Express, South Campus Express and Weekend Apartment Route #85, so be sure to get on the Campus or Weekend Connector (Route #50) if you want to return to Grand Rapids.

Campus Connector Bus Stops:

- Cook-DeVos Center for Health Sciences
- Various downtown Grand Rapids locations
- under the US 131 freeway on Fulton
- along Fulton Street/Lake Michigan Drive
- Allendale Campus

To get to the Cook-DeVos Center for Health Sciences Building, take the Eastbound Campus Connector (#50). The CHS bus stop is located on Lafayette Ave between CHS and the I-196 overpass.

Bike Racks

All Rapid busses 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 Campus Connector (#50). All Rapid busses 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 Keller Engineering Building, at DeVos Center, at Seidman Center, at the Kirkhof bus stop, and at the inbound Mackinac Hall bus stop.

Biking Services

GVSU also offers a Bike Rental Program, Borrow a Bike Lock Program, and Bicycle Registration. These programs can all be found online at <http://www.gvsu.edu/bus/biking-main--57.htm>. Bicycle safety tips, maps of GVSU and local Grand Rapids trails, and commuting tips are also available.

Rideshares, Rentals, and Park & Ride

CarShare Rentals and Ride-Matching services are available at <http://www.gvsu.edu/bus/rideshare-rentals-65.htm> for students, faculty, and staff looking for carpool/ride-share information.

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 and one at the Walker Fire Station on M-45/Lake Michigan Drive. Click here for more information: <http://www.gvsu.edu/bus/park-ride-44.htm>.

Parking

Internet: www.gvsu.edu/parking
<http://grcity.us/enterprise-services/parking-services> (City Parking Services)

All parking on Grand Valley property is regulated Monday through Thursday 7a to 6:30p and Friday from 7a to 5p during the fall and winter semesters. During the spring/summer semester, permits are not required in student parking lots. However, parking meters and restricted parking spaces (including faculty, staff, delivery, alternative fuel, carpooling, service vehicle, and resident parking) are regularly monitored.

Seward Parking Ramp on Pew Campus

Don't forget to check the ramp closing time.

A word of caution: be advised that the downtown Seward Parking Ramp hours are 6 a.m. to 11 p.m. Monday through Friday. It is closed Saturday and Sunday. If you do not get to the ramp before it closes, you may call (616) 331-6677 and have a security 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 Security to open the door; so you can get to your car. 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 3a to 7a.

Disability Parking

Disability parking for students is available in faculty/staff parking lots. You will need both your disability parking permit placard or license plate and a student or visitor parking permit. On the Grand Rapids Pew Campus, you can park in disability spaces in the parking lots next to Eberhard Center and DeVos Center and under CHS in the upper parking area. In addition to the designated disability parking, any other space, with the exception of service vehicle or reserved parking spaces, are available. If parking in a metered space, you do not have to pay the meter however the parking permits are required.

Parking Permits

Information regarding parking permits is mailed to all students when they are admitted. *Parking permits can be purchased in person in Allendale at The Parking Services front desk located in the Grand Valley Police Department. For a limited time in-person permit purchases can be done at the Kirkhof Center – Move-in week Monday thru Friday 9am to 4pm and the first week of classes Monday thru Thursday 9am to 4pm. (you will receive your permit at the time of purchase.)* Permits must be ordered online with the exception of the previously mentioned time-frame, although you can pay for them at Student Assistance Centers. You must complete an online form and a temporary permit will be created for you to print out with the actual permit arriving later via the U.S. mail. Permits can be pre-ordered before the semester begins and charged to your student account, or paid by credit card when ordered online. **Simply paying for a parking permit will not get you a permit; you must complete the “Purchase a Permit” form online (www.gvsu.edu/parking).** Obtaining a parking permit requires you to log in to MyBanner, see the MyBanner and G-number section on page 5 for more log in information.

Parking tickets are expensive and parking permit patrols are regularly scheduled.

You will need a parking permit to park on the Grand Rapids and Allendale campuses during fall or winter semesters before 6:30 p.m. Monday to Friday. Student and staff/faculty parking areas are open to everyone after 6:30 p.m. weekdays.

Residential parking areas are restricted 24/7 to students with residential parking permits. For academic year 2015-2016 there are three options for parking permits: students taking 7 or more credits are charged \$180/semester and those taking 6 or fewer credits are charged \$93/semester. Those using the Lot J-Commuter pass are charged \$52/semester. Lot-J Commuter passes are only available over the counter at GVSU Parking Services, located within the Police Department in Allendale. Please note that Lot J-Commuter passes are not valid on the Pew Campus in Grand Rapids.

Parking rules and regulations on Grand Valley campuses are strictly enforced. Citations range from \$15.00 to \$100.00 depending on the infraction. Please read the parking regulations at www.gvsu.edu/parking, or stop by the Security Office on the first floor of the Eberhard Center at 102 EC for a printed version of the parking regulations.

Close your car windows to protect your permit from theft!

Parking permits are static cling and easily transferred from one car to another. If someone else uses your permit and gets a ticket, as the registered owner of the parking permit, you will be held responsible. This ease of transfer makes parking permits a target for theft. To prevent yourself from becoming a victim, please remember to close your car windows and lock your vehicle so no one reaches in and takes your parking permit. Report all parking permit thefts to the Department of Public Safety or Pew Campus Security.

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 6 p.m., Monday through Saturday. 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, their 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 on 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

Phone: 616-331-3327

Internet: www.gvsu.edu/registrar

Location: Grand Rapids: DeVos Center Building C, First Floor, 115C DEV

Allendale: Student Services Building, First Floor, 150 STU

The Student Assistance Center (SAC) can help with many aspects of university paperwork. At the SAC you can pay for tuition, parking permits or any other charge on your student account. You can also enroll, change, drop, add, or withdraw from a course. The staff can also provide information and assistance including a print-out of your current courses, a map, and directions to your classes. This is where you obtain your Student ID card and apply for a graduation audit during the semester that you plan to graduate. If you work on campus or have a graduate assistantship, you are encouraged to use Direct Deposit. Forms for Direct Deposit can be found online through your MyBanner account or from Human Resources. If you do not have Direct Deposit, this is also where you can pick-up your paycheck (location for pickup is based on your work location).

Hours

During the fall and winter semesters the Pew Campus (Grand Rapids) Student Assistance Center windows are usually open Monday through Thursday 9 a.m. to 7 p.m., Friday 8 a.m. to 5 p.m., and Saturday 8 a.m. to 1 p.m. During fall and winter semesters, office hours for the Allendale Student Assistance Center are 8 a.m. to 6 p.m. on Monday thru Thursday, and 8 a.m. to 5 p.m. on Friday. Both locations are open Monday through Friday from 8 a.m. to 5 p.m. during the summer semester.

Location

In Grand Rapids on the Pew Campus, the Student Assistance Center is located on the first floor of DeVos Center 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 Student Services Building. 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 other form of government-issued picture ID and Student G-number. The initial card is free, and replacement cards are \$15.00.

When to Get

Cards can be obtained from the Student Assistance Center windows on the Grand Rapids or Allendale campuses anytime they are open. Get one at your earliest opportunity...they are open during New Graduate Student Orientation.

Get your Card Activated

Once you have your card, visit one of the Grand Valley libraries to ensure it is activated with their system and obtain a Michicard sticker for your card. A Michicard sticker provides borrowing privileges at nearly all public and university libraries throughout Michigan. Alternatively, you can reserve or order a book to be transferred within the library system to see if your card was activated automatically when it was issued. If the computer rejects your card number (located above the bar code), you need to visit a GVSU library in person and activate it at the circulation desk.

Student Status

Admissions Office

Phone: 616-331-2025

Internet: www.gvsu.edu/admissions/graduate

Email: admissions@gvsu.edu

Registrar's Office

Phone: 616-331-3327

Internet: www.gvsu.edu/registrar

Email: 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 simply filled out a brief one page document asking for name, address, and other basic information and are just taking a few graduate-level courses to help decide whether to pursue a graduate education, or to complete an endorsement planned program, your status is likely non-degree seeking. Please contact the Admissions Office 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 (available online at www.gvsu.edu/gradapply/) and follow all additional procedures necessary to be formally admitted as degree seeking in a specific degree program before you can obtain a graduate degree from GVSU.

Housing & Residence Life

Phone: 616-331-2120

Internet: www.gvsu.edu/livegv

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, you may fill out an application and submit a \$150.00 security deposit.** This may be done online at www.gvsu.edu/livegv. Please click on Apply Now located at the bottom 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 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.

Cost

Housing rates are available online at <https://www.gvsu.edu/housing/students/housing-rates-3.htm>. Rates are usually set in February for the following academic year.

Off-campus Referrals

If you prefer to reside off campus, a listing of private landlords is available at <https://www.gvsu.edu/housing/students/housing-options-2.htm>. There are occasionally 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 Web site with apartment, house, and roommate listings at <http://www.heritagehillweb.org/properties>. Please note that a Grand Rapids city ordinance stipulates that no more than four unrelated people may share a residence.

Preparing for the Classroom

Pew Student Services – Downtown Grand Rapids

Phone: 616-331-7188 (Steven Lipnicki, Assistant Dean of Students)

Internet: www.gvsu.edu/pewcampus, click “Pew Student Services”

Location: 125B DeVos Center

Pew Student Services downtown access to University Counseling Center, Career Center, Veterans Network, and Dean of Students Office.

For additional information regarding services, hours, and locations, visit the Web sites below or call. Each of the offices listed below provides services specifically to graduate students. When you call to make an appointment, remember to specify if you prefer to meet downtown.

GVSU Career Center

616-331-6708 or 616-331-3311

www.gvsu.edu/careers

University Counseling Center

616-331-3266

www.gvsu.edu/counsel

Assistant Dean of Students

616-331-7188

www.gvsu.edu/student-services

www.gvsu.edu/veterans

Tip:

Contact Steven Lipnicki regarding graduate, veteran, or downtown campus related questions or concerns.

Student Assistance Center - 115C DEV

616-331-3327

www.gvsu.edu/registrar

The downtown Student Assistance Center can assist with the following services:

- Admissions application process
- Course registration
- Degree analysis and audit
- Teaching Certificate Application
- Graduation Application
- Student account payments
- Student payroll check cashing
- Student paycheck pick-up
- Annual Class Schedule
- Transcripts
- Enrollment verification
- Student ID cards

Information Technology

Phone: 616-331-2101 (I.T. Help Desk) Toll Free: 855-435-7488 (855-help-gvu)
E-mail: helpdesk@gvsu.edu Internet: www.gvsu.edu/it
Location: 010 Mary Idema Pew Library, Allendale

Network Log In

Log-in to the University network using your User ID and Password. Your User ID is set by Grand Valley and will be mailed to your registered address in a letter with a temporary password. The ID will contain a combination of your last name and first initial. When logging in for the first time, you will be prompted to reset your temporary password.

Your account will be locked if you use an incorrect PIN more than three times. After two failures, "RESET" your PIN. If your account is locked, call the Records Office at 616-331-3327. during business hours.

If you do not know your User ID, go to the MyBanner login page at <https://mybanner.gvsu.edu/>. The system will prompt you for your G-Number. The default PIN for this system is your birth date using two digits and no additional punctuation, MMDDYY.

If you've already changed your PIN and forgotten it, enter your G-Number and click the "Forgot PIN?" button at the bottom of the page. You will be prompted to answer a security question. Once you correctly answer the question, you will choose a new PIN. Type your new 6 digit PIN in twice and click "Reset PIN." Your new PIN must be different than your old PIN. Next click "Personal Information" then click "GVSU Network Account Password Reset." Your User ID (Network/Blackboard/Email ID) will be displayed and you will be prompted to enter a new Password.

Blackboard

Phone: 616-331-2101 (Information Technology Help Desk)
Internet: <http://mybb.gvsu.edu>
For Detailed instruction: www.gvsu.edu/it/learn (Click "Student Handouts")

Blackboard is an on-line course management system that faculty can use for distributing course materials, communicating with students, posting assignments and grades, and much more.

Many courses require the use of Blackboard. All GVSU courses and many organizations are assigned a Blackboard site, although not all faculty members utilize their MyBB course sites. When you login, 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 Student organization. You must be registered in a graduate class for 10 hours before the site will appear.

Note: When looking at your MyBB page, please refer to the heading, "ANN: University" for important announcements from GVSU.

Online Tutorials

Blackboard can be an integral part of your GVSU classes. Please review the introduction and online tutorial for using Blackboard at <http://www.gvsu.edu/it/learn>. Click "Blackboard Student Handouts" on the left.

The handouts are arranged by **Getting Started, Assignments, Tests & Grades, Discussion Board and Interactive Tools**. The information in Tests can be very helpful for successful on-line testing.

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.

BB Student Mobile App

The new BB Student 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 on the Google Play Store

Email

Redirect Student Email Account

All official GVSU email (i.e. Records, Admissions, Billing, Housing, Blackboard, etc.) goes to your GVSU email account. You may forward your GVSU email to a preferred account; however, it is your responsibility to make sure you receive all GVSU email.

Forwarding mail to another email account automatically

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

1. Click **Settings** at the top of any Gmail page, and open the **Forwarding and POP/IMAP** tab.
2. From the first drop-down menu in the Forwarding section, select 'Add new email address.'
3. Enter the email address to which you'd like your messages forwarded.
4. For your security, we'll send verification to that email address.
5. Open your forwarding email account, and find the confirmation message from the Gmail team.
6. Click the verification link in that email.
7. Back in your Gmail account, select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.
8. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to **All Mail** or **Trash**.
9. Click **Save Changes**.

Blackboard IM (Instant Messenger)

For Detailed instruction: <http://www.gvsu.edu/it/learn/> Click Collaborate

Blackboard IM is an instant messaging program that is synchronized with Blackboard. It allows students and faculty to easily connect with each other from on or off campus and includes advanced features such as Audio and Video Calling, Whiteboard, and Application Sharing.

You must download the program to your computer from the MyBB screen in Blackboard. Once installed, you will be prompted to create a BB IM user ID and password. We suggest that you use your GVSU User ID and password. After logging in, you can find additional Blackboard assistance by selecting the School tab and clicking on "MyBlackboard Helpdesk."

Computer Labs

GVSU has standardized a variety of supported computer applications for both PC and MAC. 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 www.gvsu.edu/it and select the "Computer Labs" tab and then click "Locations and Computer Types."

File Storage

Every student has 1 gigabyte of data storage on a private drive. The N: network storage space is access via your user ID and password. When you save a file in a GVSU lab, the file is automatically directed to n: You may access this storage space from off campus using <https://mystudentdata.gvsu.edu>

Device Registration

If you would like to access the internet with your gaming console, smart tv, or other streaming device, you must register the MAC address of the device through our online portal located at www.gvsu.edu/itselfservice. Click on “Register a Gaming Device” located under self-service options. Select the device you would like to register in the drop down. You will now have to find the mac address of the device. Each device can either be registered to the wired or wireless network, but not both. The wireless and wired MAC address on each device will be different, so it is important to choose the correct one. Then check the box indicating which type of a connection you would like to register. ***Due to how the devices interact with our network, PS3s, Wiis, and Ouyas must be registered with a wired connection. Our campus also does not support Google Chromecast. We are sorry for any inconveniences***

Student Software

Office 365 (Word, Excel, PowerPoint and more) – go to <http://login.microsoftonline.com>, login using your full GVSU email address and network password. Click on “Get Office 365” and follow the download instructions on screen. After you install the program, it will ask you to register. Click on “Use an Existing Microsoft Account” and enter your GVSU email and network password again. **SPSS** – this is software used in statistics courses. To get a free authorization code, go to www.gvsu.edu/itselfservice and click on “Request an SPSS code” under Self Service Options. Then select the version of SPSS you are requesting (V20 or V22, ask your professor to find out which version you need).

Renting Technology

Visit the IT Helpdesk at 010 LIB to borrow laptops (4 hour rental) or phone chargers (Android and iPhone, 2 hour rental)

Knowledge Base

The knowledge base is a database full of answers to common issues that the helpdesk assists with. If you have any questions related to GVSU technology, we suggest checking the knowledge base before contacting the helpdesk. To access the knowledge base, go to <http://www.gvsu.edu/it/helpdesk> and click on the large Knowledge Base button located in the middle of the screen.

University Libraries

Phone: 616-331-3500 or 800-879-0581

Internet: www.gvsu.edu/library

Email: library@gvsu.edu

Locations and Hours

Locations

- Online 24/7, <http://www.gvsu.edu/library>
- Steelcase Library, Grand Rapids, Building A, DeVos Center, 104A DEV
- Frey Foundation Learning Center, Grand Rapids, Cook-DeVos Center for Health Sciences building, CHS rooms 290 & 490
- Mary Idema Pew Library, Allendale Campus
- Seidman House (University Archives), Allendale Campus
- Curriculum Materials Library, Grand Rapids, Building A, DeVos Center, 201A DEV

Hours

Fall 2015 - Winter 2016 library hours		
Steelcase Library	Frey Learning Center	Mary Idema Pew Library
Mon.-- Thurs. ...7:30 a.m. to midnight	Mon. -- Thurs.....7:30 a.m. to 10 p.m.	Mon. -- Wed. ... 7:30 a.m. to 2:00 a.m.
Friday 7:30 a.m. to 9:00 p.m.	Friday..... 7:30 a.m. to 5:00 p.m.	Friday.....7:30 a.m. to 10:00 p.m.
Saturday 9:00 a.m. to 9:00 p.m.	Saturday..... 12:00 p.m. to 5:00 p.m.	Saturday..... 9:00 a.m. to 9 p.m.
Sunday11:00 a.m. to midnight	Sunday closed	Sunday12:00 p.m. to 2:00 a.m.

For current and up-to-date hours, please check the library's website or call 616-331-3500. Please note that the hours are limited when classes are not in session and are extended during final exam week.

Exam Cram: In addition to longer hours during final exam week, the libraries offer a variety of community building events to reduce the stress of final exams.

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 do provide one-on-one consultations with students. To find your librarian please consult our Subject Librarian webpage, <http://www.gvsu.edu/library/librarians>

Knowledge Market

- The Knowledge Market, located at the Mary Idema Pew Library, Steelcase Library and CHS 100, has highly-trained fellow students who can help you improve your skills. Our Peer Consultants work one-on-one or in small groups to develop your research strategies, writing skills, or polish your presentations. You may drop-in or make an appointment to meet with Peer Consultants from the Libraries, the Writing Center, and the Speech Lab. To schedule an appointment, please go to <http://www.gvsu.edu/km>.

Subject Guides

- Librarians are aware of how frustrating it can be locating scholarly sources, which is why we offer subject specialized 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 <http://libguides.gvsu.edu/>

Citation Management Tools

- A citation management tool is a great way to organize your research, especially when writing your thesis. The library supports several online citation management tools. For more information, go to, <http://libguides.gvsu.edu/citations> and click on the *Manage Citations...* tab.

Scholarly Communications & ScholarWorks@GVSU

- The University Libraries' Scholarly Communications program promotes open access and supports faculty and students in new and emerging forms of scholarly dissemination. Through educational programming and assistance with dissemination, the program supports faculty and students at the university with author rights, publishing, and copyright. See www.gvsu.edu/library/sc and www.gvsu.edu/library/copyright to learn more.
- ScholarWorks@GVSU (scholarworks.gvsu.edu) is an open-access repository maintained by the GVSU Libraries that showcases and maintains works by GVSU scholars. The mission of ScholarWorks@GVSU is to collect and preserve scholarly and creative works by GVSU faculty, staff and students.

Collections and Spaces

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 online catalog, and books are retrieved automatically when requested, and are 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 (<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 a current reference and periodical collection with emphasis in 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, white board walls, and semi-private workrooms during the day. At night, the space hosts the Knowledge Market

(<http://www.gvsu.edu/library/km>), where students can get help with writing and research projects from highly trained peers.

The Curriculum Materials Library (CML)

- The mission of the CML is to make available for preview, review, analysis and use, a sampling of current, high-quality instructional materials for preschool through grade twelve. Located in 201A DeVos, 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 Center Collections

- The Frey Foundation Learning Center 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 290 CHS. 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.

Frey Foundation Learning Center Spaces

- CHS 290: The second floor location contains the most current ten years of print books, print journals, DVDs and videos (non circulating) and theses, supporting GVSU's health science and nursing programs. Reference assistance, course reserves, document delivery, laptop computers, and headphones can be obtained at the circulation desk located here. CHS 490: The fourth floor location houses viewing stations for DVDs and videos, computers stations, printers, student collaborative learning spaces, and librarian offices.

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 space conventional 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 to 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.
- Nineteen group study rooms accommodate groups of two to twelve, and can be reserved online, (<http://www.gvsu.edu/library/groupstudy>).

- 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, <http://www.gvsu.edu/library/ill>. You will need to log-in with your GVSU network ID and password.

Course Reserve

- Most course reserves are accessible electronically. You will need your GVSU network ID and password to access the electronic course reserves. Some course reserves, such as books and DVDs, are only available at a library and must be used at that location.

Circulation

- Graduate students can check out up to 30 books at a time for ten weeks, and each book may be renewed twice before their due date for five additional weeks. Please note that this doesn't apply to our popular reading collection, which circulate for a non-renewable, four-week period.

Laptops and computers

- Laptops are available to check out at the Mary Idema Pew, Steelcase and Frey Foundation Learning Center (CHS) for two-hour periods. Students are also welcome to use the Steelcase and Mary Idema Pew Libraries' learning labs during library hours when the room is not schedule for a class.

Need More Information? Just ask!

- You can visit us in person, telephone, email (library@gvsu.edu), chat, text or tweet. Look for the "Get Help Now" link on the top right of the library's home page.

Campus Dining

Phone: 616-331-3399

Internet: www.gvsufood.com

Grand Rapids Food Options

DeVos Center

The Grand Rapids Foundation Plaza atrium is located inside Building C of the DeVos Center. Within this plaza, three dining options are available; the Plaza Café, Trattoria and Starbucks Coffee. A variety of choices are offered Monday through Saturday including grill items, pizzas, salads, soups, sandwiches, sushi, smoothies, baked goods, and coffee drinks. All of these restaurants accept GVSU Meal Plans, Dining Dollars, credit cards and cash.

Center for Health Sciences

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. Mon. to Thurs. and until 2 p.m. Fridays for 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.

Eberhard Center

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

Allendale Food Options

There are multiple locations for dining on the Allendale Campus. The Commons offers the Fresh Food Co., Einstein Bros. Bagels, and Fuel, located on the lower level. The Kirkhof Center features the Lobby Shop and River Landing. Kleiner includes Marketplace, Java City, and C-Store. Both Mackinac and Au Sable Hall, feature a C3 Express, a convenience store with snacks, beverages and fresh made sandwiches and wraps.

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 or Dining Dollars, which can be used like a debit account for all Campus Dining purchases.

All Meal Plans and Dining Dollars are accessed by the 14-digit barcode on the back of your Student ID.

Contact Campus Dining at the phone number above or visit their website at www.gvsufood.com to sign up for a Meal Plan or to learn more about locations, hours, offers and nutritional information.

Menus, Coupons, and Specials

Every month campus dining offers "Dining Deals" on their website. Print these coupons for extra savings at select locations. Daily menus are also posted on the website along with other specials.

Plaza Café Fall 2015			
Monday–Friday	11 am – 3 pm	Saturday & Sunday	CLOSED
Trattoria Fall 2015			
Monday–Thursday	7:30 am – 8 pm	Saturday & Sunday	CLOSED
Starbucks Fall 2015			
Monday–Thursday	7:30 am – 9 pm	Friday	7 am – 4 pm
Saturday	7 am – 2 pm	Sunday	CLOSED
<i>Hours are subject to change based on demand, university breaks, and holidays.</i>			

Emergency Closings

Internet: www.gvsu.edu/pewsecurity

The University will sometimes close a campus or the whole university and cancel classes, usually due to winter weather. Decisions to close a campus and cancel classes will be made by 6:30 a.m. for daytime classes and 3:00 p.m. for evening classes. Closings will also be announced via the emergency notification system, on Grand Valley's homepage, WGVU-FM 88.5, local TV, and radio stations.

For emergency information and closings, go to <http://www.gvsu.edu/emergency/>

You can adjust your Emergency Alert Options by clicking on "Update My Info."

Please call 911 to report an emergency.

More information on closings and a complete list of stations that carry closing announcements can be found online.

Many faculty members at the graduate level, realizing that their classes are in the evening when winter road conditions deteriorate, will also have a severe weather policy articulated in the course syllabus or told to students the first day of class.

During severe 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 cancelled by an individual faculty member for any reason (weather, sickness, etc.) will not be broadcast via the emergency contact system. It is the faculty member's responsibility to notify students if an individual class is cancelled. Faculty will usually send email notification of a class cancellation.

During severe weather such as thunderstorms and tornadoes, the university has additional warning procedures in place. In Grand Rapids and in Allendale, tornado warning sirens can be heard if you are outdoors on campus. Each building has procedures to alert people inside buildings about tornado warnings via a combination of announcements and in-person notifications. Classes are cancelled only for tornado warnings. Tornado/storm safety areas are designated in each building on campus. In Holland, Muskegon, and Grand Rapids many buildings have the restrooms as the designated shelter area. A complete list of shelter areas by building for both campuses is available on the campus security Web site above under the link "Emergency Preparation," "Severe Weather." Shelter areas inside buildings often display a sign to denote that an area is a "Designated Tornado Safety Area."

Emergency Notification System

Phone: 616-331-2145 (for questions)

Internet: www.gvsu.edu/emergencycontact (to register)

Email: gvsunotify@gvsu.edu (for questions)

Grand Valley has recently implemented an upgraded communication system in order to deliver urgent and emergency information directly to all current students, faculty, and staff. All current students are already automatically registered to receive email messages at their primary email address. In addition, students may register to receive messages to a land line phone, cell phone, text/PDA device, and additional email addresses. To subscribe to the system and register additional contact options, go to the Web site above.

This system will be used to send out urgent information, such as closings and class cancellations due to inclement weather (snowstorms and tornado warnings), and alerts involving public safety and health. Messages will be sent only when the University believes that the information is vital and that it must be disclosed immediately. 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 may apply, based on your cell phone calling plan.

Please note that experience shows these email messages are sent out en masse. The message will probably be filtered to junk mail. It may also take some time to arrive. For faster notification, sign up for messages to be sent to your cell phone or PDA. You may choose to receive a voice message or text message.

This system does cross reference with enrollment information. Only students currently enrolled will receive notifications. There is no need to unsubscribe from the system when you are not taking classes or when you graduate.

**Campus officers are available at all times.
Please report any suspicious activity on or near campus to:**

Police and Fire Emergency: 911
Pew Campus Security (Grand Rapids): (616) 331-6677
Grand Valley Policy Department (Allendale): (616) 331-3255

Personal and Campus Safety

Please dial 911 for an emergency.

Internet: <http://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 and survivors of domestic/dating violence, sexual assault and stalking are offered. Please contact the Victim Advocate, Ashley Schulte, at (616) 331-2748 or visit us online at [gvsu.edu/vro](http://www.gvsu.edu/vro) for additional information.

If you are a victim of sexual assault, dating/domestic violence and/or stalking and would like to file a report please contact GVSU Title IX Coordinator, Theresa Rowland, at 331-9530 or to access information online visit [gvsu.edu/titleix](http://www.gvsu.edu/titleix). If you wish to file a police report, please contact the GVSU Police Department at 331-3255.

Grand Valley Police Department provides a Safe Walk program for Allendale campus pedestrians. This service is offered seven days a week from 6:00pm to 2:00am 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.

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

Contact the YWCA West Central Michigan no cost 24-hour crisis lines at (616) 451-2744 for domestic violence assistance or (616) 776-7273 for sexual assault assistance. For a medical-forensic examination, call (616) 776-7273, your local police or 911 to arrange an appointment 24-hours a day. YWCA West Central Michigan, 25 Sheldon Blvd., SE Grand Rapids, MI 49503.
www.ywcawcmti.org.

Contact the Center for Women in Transition (CWIT) 24-hour crisis services lines at (800) 848-2131 (English) or (866) 728-2131 (Español). CWIT, 411 Butternut Drive, Holland, MI 49424.
www.aplaceforwomen.org.

Additional resources are available at: http://www.gvsu.edu/women_cen/resources-and-support-38.htm.

Victim Advocacy at Grand Valley State University

Victim Advocate: Ashley Schulte

Office Address: 1201 Kirkhof Center - located in the Women's Center

Phone: 616-331-2748

Email: schulash@gvsu.edu

Statistical Consulting Center

Phone: 616-331-3355

Internet: www.gvsu.edu/scc

Location: Mackinac Hall, A 1-178 MAK

SCC can assist with

- Developing a questionnaire
- Designing a study
- Managing data
- Interpreting results
- Selecting a sample
- Analyzing data
- Presenting results

The Statistical Consulting Center (SCC)

provides statistical advice and assistance with projects, including final projects and theses, which are for research or instructional purposes. The SCC also seeks to provide an educational experience for undergraduate and graduate students studying statistics by involving them in the operation of the Center. Consequently, the Center is open during the academic year, fall and winter semesters and part of the summer. Check the hours of operation at www.gvsu.edu/scc. You must make an appointment online. The SCC does not offer walk-in appointments or consultations.

For students, the research advisor must indicate (email to scc@gvsu.edu) the level and amount of assistance that can be rendered by the SCC. Similarly, with any class project, the instructor must indicate in writing the level and amount of assistance that can be rendered by the SCC.

Typically, a graduate student working on a thesis or final project makes an appointment to discuss the project. Once the needs are determined, a student studying statistics or a statistician will be assigned to work with the graduate student. Any assistance given by the SCC should be acknowledged in any resulting paper or presentation.

Graduate Presidential Research Grants

Phone: 616-331-7105

Internet: <http://www.gvsu.edu/gs/financial-support-28.htm> (Click Presidential Research Grants)

Email: gradstudies@gvsu.edu

Grant awards 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 at <http://www.gvsu.edu/gs/presidential-research-grants-33.htm>. In addition to research funds, Presidential Research Grant recipients are automatically approved for Academic Conference Funds (see next page).

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 and 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 Office of Graduate Studies 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

Phone: 616-331-7105

Internet: <http://www.gvsu.edu/gs/financial-support-28.htm> (click Academic Conference Fund)

Email: gradstudies@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, you are eligible to apply for a grant. The maximum award is \$500 (or \$750 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 at <http://www.gvsu.edu/gs/academic-conference-fund-29.htm>. Funding awards will be on a first come, first served basis each quarter. The application schedule is below:

If travel is between:

You should apply starting:

July 1 - September 30

May 1

October 1 - December 31

August 1

January 1 - March 31

November 1

April 1 - June 30

February 1

Contact the Office of Graduate Studies with questions at (616) 331-7105.

Research Protections Program

Internet: www.gvsu.edu/rpp

Phone: 616-331-3197

Email: rpp@gvsu.edu

The Research Protections Program (RPP) is housed within the Center for Scholarly and Creative Excellence. Its mission is to ensure the safe, ethical conduct of human, animal and laboratory research compliant with University policy and regulatory requirements. The RPP 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 RPP. Please

discuss your proposed activities with your research advisor to ensure proper planning and compliance with all applicable regulations, safety standards, and University policies.

RPP Components:

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.

Human Research: The Human Research Review Committee (HRRC) 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 or exempt determination from the HRRC prior to conducting research.

RPP Affiliated Programs (administratively located within the College of Liberal Arts and Sciences):

Contact: Jim Seufert, Chemical Hygiene, Radiation Safety and BioSafety Officer

Phone: 616-331-8628

Email: seufertj@gvsu.edu

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.

<http://www.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.

<http://www.gvsu.edu/radsafety/>

BioSafety Program: GVSU's BioSafety program has established a body responsible for reviewing and approving the safe use of biological agents and recombinant DNA. The Biosafety Manual outlines the roles and responsibilities of researchers, the committee, and the Biosafety Officer, as well as policies and procedures compliant with federal regulations and GVSU policies.

www.gvsu.edu/biosafety/

Requests for Exception to Graduate Policies

Phone: 616-331-7105

Internet: <http://www.gvsu.edu/gs/exception-to-policy-requests-56.htm>

Email: gradstudies@gvsu.edu

The Dean of Graduate Studies is responsible for the review and final approval or denial of Petitions for Exception to graduate education policies. The student's academic advisor, graduate program director, or dean of the academic college where the program resides, must support all exceptions in order for the Dean of Graduate Studies to approve them. The student must complete the appropriate Petition for Exception form as provided on the Office of Graduate Studies website. All materials must be submitted to the Office of Graduate Studies either via email or as a paper copy.

Petition for Exception to Twelve-credit Hour Limit: Grand Valley policy allows graduate students to take a maximum of 12 graduate credit hours as a non-degree seeking graduate student without being admitted to a specific graduate program. Once the student gains admission to a graduate program any credit hours beyond the limit must be granted an exception to the policy in order to be counted toward the degree. The student seeking this exception should contact their academic advisor to initiate the Petition for Exception.

Petition for Exception to Eight-year Time Limit to Degree Completion: All courses to be counted for a master's degree at Grand Valley must be completed within eight years. This time limit is a way of ensuring the student's validity and currency of knowledge at the time of graduation. The student will be required to either repeat the course or take an approved substitute, if unable to demonstrate currency. The start date for the eight-year time limit begins with the first course taken toward the degree planned program.

Petition for Exception to Graduate Student Policies: Students seeking to appeal other graduate academic policies must complete the appropriate Petition for Exception form as provided on the Office of Graduate Studies Web page. The student's academic advisor, graduate program director, or dean of the college where the program resides, must support all exceptions for the Dean of Graduate Studies to approve them.

Credit Overload: Full-time graduate students register for 9 to 12 credit hours per semester. Permission from the dean of appropriate academic college is required 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 plan.

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.

Pay ALL your fines and fees:
Failure to pay even a small fine
could prevent you from
registering for classes.

Parking Tickets and Parking Meters

The University also writes parking tickets known as citations for \$25 -\$50 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.

Descriptions of Holds/Errors that Prevent Registration

PERMIT: A course labeled with PMT means written permission is required from the department.

CLOSED: Closed courses require both a signed add slip and a closed class permit.

FINANCIAL: Fees, fines, and unpaid bills; once paid resubmit registration.

ACADEMIC HOLDS: When you clear it, the hold will be lifted. Then, re-submit your registration.

DEPARTMENTAL: To ensure seats for their admitted students, some departments will not allow students from other programs to enroll in their classes.

PRE-REQUISITE NOT MET: All course prerequisites must be met before enrolling. To resolve, contact your academic advisor or your program's designated person from the graduate program list. For more information see the *Registration* section on page 9.

Policies and Procedures

University policies are included in GVSU's Undergraduate and Graduate Catalog (www.gvsu.edu/catalog). There are several policies that often confuse graduate students, and you may wish to review them. The Office of Graduate Studies (www.gvsu.edu/gvgs) 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 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.

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. All graduate courses must have an earned grade of "C" or better.

Incomplete Grades: The University has a policy of two semesters, not including spring/summer, to resolve incompletes. Degree programs may have slightly different policies and may require incompletes be resolved in a shorter window of time.

Policies and Procedures Manual: The Office of Graduate Studies has compiled a policies and procedures manual to serve as a comprehensive guide to graduate education for faculty, staff, and students at GVSU. This manual is available at www.gvsu.edu/gvgs/manual.

Student Code: This outlines student rights and responsibilities. Please review the Student Code at www.gvsu.edu/studentcode and contact the Dean of Students Office with any questions at 616-331-3585 or www.gvsu.edu/dos.

Thesis and Dissertation Guidelines: The Office of Graduate Studies publishes a manual that defines the procedures for creating and submitting a master's thesis or doctoral dissertation at GVSU. This manual and its associated forms are available at www.gvsu.edu/gvgs/thesis or www.gvsu.edu/gvgs/dissertation.

Graduation and Commencement

Internet: www.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, also called a diploma card or degree audit card. It is available from all Student Assistance Centers or online at <http://www.gvsu.edu/registrar/student-forms-14.htm> as "Graduate 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 half-way 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 mailed to you after your application to graduate form has been received, and you have been approved to participate in Commencement. After returning the Ceremony Response Card by the deadline listed on the card, you will be able to obtain guest tickets for commencement and your cap, hood, and gown at Gradfest: <http://www.gvsu.edu/commencement/gradfest-3.htm>

Resources and Opportunities

Career Center

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

Internet: www.gvsu.edu/careers

Location: Allendale: Student Services Building, Second Floor, 206 STU

Grand Rapids: DeVos Center, Building B, First Floor, 101B DEV

The Career Center provides students and alumni career-related resources including career development, career planning and preparation, and career transition assistance.

Career Center advisors are available for individual assistance related to determining your interests and values as they relate to career choices and providing career guidance and job search assistance.

To schedule an appointment, simply call or stop by our offices. Services offered include: Career testing and self-assessment, career planning, career exploration, graduate and professional school exploration, internships and cooperative education, interviewing skills and resume/cover letter writing skills, job search strategies and networking strategies.

Students are also invited to attend career-themed events to explore career options, develop an employment brand, and learn how to present job search materials. There are many opportunities to connect with local, regional, and national employers through on-campus interviews, career fairs and on- and off-campus events.

LakerJobs the free online job search tool at www.gvsu.edu/lakerjobs provides students and alumni access to hundreds of internships and full-time jobs with Grand Valley employer partners.

Time-for-Ten: is a walk-in program that allows for 10 minute individual consultation without an appointment. You are encouraged to bring a copy of your resume. Students are served on a first-come, first-served basis.

Allendale Campus

Location: 206 Student Services Building

Days: Tuesdays and Wednesdays

Times: 10 a.m. - 12 p.m. and 1 - 3 p.m. (closed during lunch)

Pew (Grand Rapids) Campus

Location: 101-B DeVos Center

Days: Tuesdays and Wednesdays

Times: 10 a.m. - 12 p.m. and 1 - 3 p.m. (closed during lunch)

University Counseling Center

Phone: 616-331-3266

Internet: www.gvsu.edu/counsel

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

Allendale: Student Services Building, Second Floor, 204 STU

The University Counseling Center supports the well-being of individual students and the campus community through a broad spectrum of services, including individual counseling, group counseling, and outreach. The Center is staffed by diverse team of professional counselors committed to recognizing the unique needs and experiences of each student.

Individual and Group Counseling:

The University Counseling Center offers individual and group therapy at no cost to currently enrolled Grand Valley students. Students interested in counseling services can make an appointment over the phone or in person. Counselors and students work together to determine the best course of treatment, which may include individual counseling, group counseling, or referral to a community provider. The Center also has urgent care services for students experiencing a mental health crisis. More information about urgent care and emergency services is available on the University Counseling Center website or by calling the Center during business hours.

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

Outreach:

Outreach workshops and events are scheduled throughout the academic year and equip students with the knowledge, skills, and resources necessary to maximize their emotional and physical health. Presentations related to well-being may also be requested on behalf of a student group or organization at any time. To view the outreach calendar or to submit a request for a presentation, please visit the University Counseling Center website. In addition, counselors are available to provide consultation to students with concerns about a roommate, classmate, or other member of the Grand Valley community.

ACES (Alcohol and Other Drugs Campus Education and Services)

Phone: 616-331-2537

Internet: www.gvsu.edu/aces

Location: Student Services Building, 206, Allendale Campus

The ACES office is a specialty program 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. Drinking behavior on campuses include abstinence, safe and responsible drinking, binge drinking and dangerous drinking. Because the needs of the campus community vary greatly, our programs focus on providing a variety of quality services in three main areas: 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 style. We can come to classrooms, student organizations, or other settings to provide our standard or customized presentations. Contact our office for more information or to discuss potential topics.

Treatment & Intervention

Our clinical team have specialized training in working with substance abuse and dependency issues. For currently enrolled students, we offer individual counseling and substance abuse related groups free of charge. Note: Court ordered/mandated counseling and assessments are not provided by our staff, but we can assist students in learning about community resources.

Recovery Services

We recognize that while most students do not have a problem with substances, there are some students that need added support for their sobriety and recovery while a student at GVSU. Non-mandated Recovery Coaching is provided free of charge to students through our office. We also host 12-step meetings on the Allendale Campus. For the most up-to-date 12-Step Group information and schedule for on or off campus meetings, visit our website: www.gvsu.edu/aces.

Health Care Services

Phone: 616-988-8774 (GVSU Family Health Center – Grand Rapids)

616-252-6030 (GVSU Campus Health Center - Allendale)

Internet: www.gvsu.edu/fhc (Family Health Clinic)

www.gvsu.edu/campushealth (Metro Health GVSU Campus Health Center)

The Kirkhof College of Nursing manages the downtown GVSU Family Health Center located at 72 Sheldon Avenue SE in Grand Rapids. This facility serves the health care needs of the local community and Grand Valley students. As a nurse-managed primary care site, nurse practitioners provide services including health promotion, illness diagnosis, and treatment. Services include immunizations, physical exams, laboratory tests, and prescriptions. Most major forms of insurance are accepted at this location. For students without insurance, services are offered on a sliding scale.

In Allendale, the Campus Health Center is operated by Metro Health Systems as part of their 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 would receive a 40% discount on their services. This facility is located at 10383 42nd Avenue. ***Please notes: this location is not affiliated with the University and bills as a family practice office (not on student accounts).***

Student Health Insurance

Phone: 800-328-2739 (Student Assurance Services, Inc.)

Internet: www.sas-mn.com

As a service to our students, Grand Valley State University offers an opportunity to enroll in a Student Health Insurance Plan through Student Assurance Services. This plan is available to any student registered at Grand Valley State University and attending classes. Columbian Life Insurance

Company underwrites the plan. We are pleased to offer and recommend this plan for all GVSU students.

<u>Enrollment Deadlines</u>	
Annual (Full Year):	October 1, 2015
Fall Semester only:	October 1, 2015
Winter Semester only:	February 1, 2016
Spring/Summer only:	June 1, 2016

It is important that you consider this program or one of your own choice. Please be aware that the University's liability insurance program does not cover injury or

sickness sustained by a student; even if these activities result from class or group participation activities such as intramural sports or drama. We encourage you to review your medical insurance coverage to assure that it is adequate. If you do not have coverage, we strongly recommend that you purchase a policy. For more information please visit

<http://www.gvsu.edu/riskmanagement/student-health-insurance-7.htm> or www.sas-mn.com or contact Student Assurance Services directly at 800-328-27

International students are required to have health insurance and may purchase a plan through the Lewer Agency. International students should contact the Padnos International Center at 616-331-3898 for details on health insurance coverage.

All questions about the insurance for domestic students should be directed to Student Assurance Services at the number above. Student Assurance Services Web site is www.sas-mn.com. Printed brochures about the insurance may also be obtained from various campus offices. Please contact the Office of Graduate Studies at gradstudies@gvsu.edu or 616-331-7105 for a copy.

Please note that both of Grand Valley's Health Care options accept this insurance. Although this insurance is offered to Grand Valley students, it is not managed by Grand Valley. Thus, neither the Family Health Clinic staffed by Grand Valley nursing students nor the Campus Health Center on the Allendale campus considers Student Assurance Services a participating provider and all claims must be submitted by the insured. There is no guarantee that a medical service received from either of these locations will be paid for by this insurance.

Student Assurance Services also offers short-term health insurance to recent graduates and students taking a semester off. Visit www.sas-mn.com for more information.

PACES Program

Phone: 616-331-7105
 Website: www.gvsu.edu/paces
 Web Registration: www.gvsu.edu/paces/register

The PACES (Professionalism, Advancement, Communication, Engagement, Success) program is a voluntary, co-curricular program designed to help graduate students gain non-disciplinary skills for success through and beyond their education. While there are resources available online, the focus of the program is the interactive workshops. These sessions are designed to help current graduate students throughout graduate school as well as into their professional lives.

Below is the PACES workshop schedule for 2015-16. Please note that dates and topics are subject to change. Please visit www.gvsu.edu/paces for more information about upcoming workshops, including detailed descriptions. Workshops are held on Saturdays in the 107C DeVos from 10 AM to 4 PM unless otherwise noted. All registrations can be completed at www.gvsu.edu/paces/register.

PACES 2015-16 Schedule of Workshops

Fall Session 1 – Graduate Boot Camp: Introduction to Life as a Graduate Student	Fall Session 2 – Financial Literacy and Funding Opportunities for Graduate Education
Saturday, September 12, 2015 10:00am-4:00pm <ul style="list-style-type: none"> • Graduate school resources • Mentorship • Professional presentations • Thesis and dissertation writing • PhD program process 	Saturday, October 24, 2015 10:00am-4:00pm <ul style="list-style-type: none"> • Financial planning • Debt management • Research and travel grants • Copyright information • Grantsmanship
Winter Session 1 – Life After Graduation: Starting A Career in Tomorrow's World	Winter Session 2 – Beyond Being an Ally: Balancing Advocacy and Professionalism
Saturday, January 23, 2016 10:00am-4:00pm <ul style="list-style-type: none"> • Resume and interview skills • Social media and job hunting • Career planning • Contract negotiations • Adjusting to life after graduation 	Saturday, March 19, 2016 10:00am-4:00pm <ul style="list-style-type: none"> • Professionalism and etiquette • Activism in the workplace • Ethics of scholarly information • Leadership and conflict resolution • Effective communication
Special Spring Session – How to Survive a Golf Outing	
Spring 2016 – Date TBD – Registration \$25 10:00am-4:00pm Play a round of golf with our experts learn how to survive a workplace or charity golf outing! We will cover appropriate dress, etiquette, networking tips, and making opportunities for yourself. <i>Workshop will be held at The Meadows in Allendale.</i>	

Fred Meijer Center for Writing and Michigan Authors

Phone: 616-331-2922

Internet: www.gvsu.edu/wc

Location: Grand Rapids: DeVos Center, Steelcase Library Knowledge Market Building A
Grand Rapids: Eberhard Center 101
CHS Building: Student Academic Success Center (CHS 100)
Allendale: Lake Ontario Hall, Room 120
Allendale: Mary Idema Pew Knowledge Market, 1st floor
Online: Google Docs (fmcfwriting@gvsu.edu) Monday-Wed 8 pm – 12 am)

The Fred Meijer Center for Writing provides writing assistance to all graduate and undergraduate students. The Writing Center has five locations on the Allendale and Grand Rapids campuses as well as online hours. All writing consultants are trained to assist students at any stage of their writing processes and provide feedback on papers, theses, and projects for any course or degree. Writing consultants can help writers to brainstorm, organize, or develop their ideas; and they can help writers edit their own work and document sources correctly. Graduate students can drop-in for a 30-minute consultation or make a 50-minute appointment at both the Allendale and downtown locations.

The Center employs both undergraduate and graduate writing consultants. In many cases, undergraduates can work successfully with graduate students, particularly on editing and documentation issues. But if the assistance of a graduate writing consultant is necessary, please refer to the Center's website to set up an appointment with a graduate writing consultant. As many graduate papers are quite lengthy, the Center does offer a read-ahead service, where papers are submitted ahead of the appointment. The graduate writing center also offers live chats and email consultations for those students who are unable to schedule a one-on-one appointment. Additional details can be found on the Writing Center website.

Knowledge Market

Phone: 616-331-3500

Internet: www.gvsu.edu/library

The Knowledge Market service brings together three peer consulting services to assist students with research, writing, and presentation. This collaborative model includes the University Libraries, the Writing Center, and the Speech Lab. All three programs offer hours in shared locations and students can make appointments at the Mary Idema Pew library in Allendale or the Steelcase Library in Grand Rapids. Hours and availability may vary based on campus location and time of the semester. Small group sessions may also be available. Click here to see the current schedule:
<http://gvsu.edu/library/knowledge-market-pilot-221.htm>

Grand Valley State University Speech Lab

Phone: 616-331-8115

Internet: www.gvsu.edu/speechlab

Location: Allendale: 154 Lake Michigan Hall (Home Office)
Allendale: Mary Idema Pew Knowledge Market, 1st floor
Grand Rapids: DeVos Center, Steelcase Library Knowledge Market Building A
CHS Building: Suite 100, Student Academic Success Center

The GVSU Speech Lab provides oral presentation assistance to all graduate and undergraduate students. The Speech Lab has four locations on the Allendale and Grand Rapids campuses. All consultants are trained 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. Graduate students can schedule or drop-in for a 30-minute consultation at both the Allendale and downtown locations.

The Lab employs both undergraduate and graduate consultants. All consultants have completed a nationally certified training process. 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 student. Additional details can be found on the Speech Lab's website. Additionally, take a moment to view our informational video at <https://www.youtube.com/watch?v=GQDiPaPo1M>.

Graduate Student Association

Internet: www.gvsu.edu/gsa

President	Lauren Presutti	gsa_president@gvsu.edu
Vice President	Colette Cascarilla	gsa_vp@gvsu.edu
Financial Officer	Nadina Zweifel	gsa_finance@gvsu.edu
Administrative Officer	Shahrazad Eslamian	gsa_admin@gvsu.edu
Membership Officer	William Sullivan	gsa_membership@gvsu.edu
Communications Officer	Sunny Dickson	gsa_pr@gvsu.edu
Advisor	Steven Lipnicki	lipnicks@gvsu.edu
Advisor	John Stevenson	stevensj@gvsu.edu



<https://www.facebook.com/GVGrads>



@gvgradstudents

GSA Webpage

<http://www.gvsu.edu/gsa>



Search groups for "GVSU Graduate Student Association (GSA)"

Register with GVSU Student Life Organization (OrgSync), <https://orgsync.com/login/grand-valley-state-university> 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. Involvement from the community of graduate students is essential to effectively represent your needs.

GSA has many exciting new events in store for the 2015-2016 school year including an Inaugural Fall Picnic. Returning students will recognize a fresh, new, and exciting Grad Hub and PACES workshops. Visit our website for dates and time, and visit us on social media for event updates (Facebook, Twitter, Blackboard).

GSA is a member of the National Association of Graduate and Professional Students ([NAGPS](#)), a national organization that advocates for student needs. Several GVSU students have held elected positions on the NAGPS Midwest Regional board.

Reasons to Get Involved

- Advocate for your initiatives
- 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 & Staff Awards

The Graduate Student Association has created the Kimboko Award and the Graduate Faculty & Staff Award for Mentorship, which are awarded to deserving faculty at the end of the fall and winter semesters through the Graduate Student Celebration.

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

The Kimboko Award recognizes faculty or staff 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.

All graduate and professional students within two semesters of earning a graduate degree are invited to give their support to faculty or staff members that they feel deserve special recognition for exemplary behavior.

Please submit this information along with your nomination letter electronically to gradstudies@gvsu.edu. For more information, please visit <https://www.gvsu.edu/gsa/the-graduate-student-celebration-14.htm>.

List of Graduate Student Organizations

- [BGC - Biology Graduate Club](#)
- [CCPS - International Student Group](#)
- [DTP - Doctorate of Physical Therapy Organization](#)
- [FIMBA -Full-time Integrated Masters of Business Student Organization](#)
- [GSA - Graduate Student Association](#)
- [HPGSA - Healthcare Professionals Graduate Student Alliance](#)
- [ICMA - International City / County Management Association Graduate Student Chapter](#)
- [KCON GSO - Kirkhof College of Nursing Graduate Student Organization](#)
- [MA English Student Organization](#)
- [MSWSO - Master of Social Work Student Organization](#)
- [NPGSO - Nonprofit Professionals Graduate Student Organization](#)
- [PTE OT - Pi Theta Epsilon - Occupational Therapy Honor Society](#)
- [PAGS - Professional Association of Graduate Scientists](#)
- [RPC - Richard Paul Clodfelter Student Society](#)
- [SCGSO - School Counselor Graduate Student Organization](#)
- [GSAB - Seidman Graduate Student Advisory Board](#)
- [SAGA - Student Affairs Graduate Association](#)
- [SOTA - Student Occupational Therapy Association](#)

Events at Grand Valley

Phone: 616-331-2020

Internet: www.gvsu.edu/events

The University has established a central location for publicizing events and activities to the campus community through the online Events Calendar page. Events for current and future weeks can be viewed. There are also on campus conferences organized by student groups, faculty, or administration. Many of these conferences are free for graduate students. If you are in doubt about the price, contact the organizer. Most lectures, seminars, and other academically focused events are also open to the public.

Graduate student events and opportunities are also frequently posted on the Graduate Student Blackboard group as Announcements: <https://mybb.gvsu.edu/>

Alumni Relations

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

Internet: www.gvsu.edu/alumni

Email: alumni@gvsu.edu

Location: Allendale: Alumni House and Visitor Center

The Alumni Relations office connects with more than 100,000 alumni through special events (locally and regionally); various communications tools and benefit programs. The office also maintains alumni records and administers the operation of the Grand Valley State University Alumni Association. If you hold an undergraduate or graduate degree from Grand Valley State University, you automatically become a member of the GVSU Alumni Association for a lifetime. The membership is FREE and there are no annual dues.

The office is located in the Alumni House and Visitor Center which stands at the north entrance to the Allendale campus and includes accommodations for overnight guests. The Perry Dining Room and other facilities are available for rental or use by members of the Grand Valley community.

No matter where your post-graduation path leads, you can take Grand Valley along for the journey. There are a variety of ways to keep in touch with your alma mater through the Alumni Association. Ways to stay involved include:

- Get your membership card, featuring discounts and benefits
- Receive the alumni email newsletter, highlighting alumni/campus events, news, photos and more
- Join the conversation on social media (Facebook, LinkedIn, YouTube, and Twitter)
- Update your contact information
- Submit employment, wedding/celebration, and birth announcements
- Join alumni clubs by city and chapters by affiliation
- Volunteer during campus events
- Career networking (LinkedIn) and assistance
- Make a donation to a scholarship or the Grand Valley Fund

Social Media @ GVSU

Internet: www.gvsu.edu/socialmedia

At Grand Valley State University, we're taking advantage of new ways to interact with students, faculty, staff, alumni, and friends of the university. Be sure to "like" us for news and highlights related to graduate education at GVSU: <http://www.facebook.com/GraduateStudiesAtGvsu>

Many departments have created Facebook pages and other social media outlets for students. If you are interested in these, please go to www.gvsu.edu/socialmedia for all official GVSU Accounts on Facebook, Twitter, LinkedIn and more.

Please review GVSU's Social Media Guidelines at <http://www.gvsu.edu/socialmediaguidelines.htm>. GVSU promotes free expression, but we ask you to please be respectful and thoughtful on GVSU social media outlets.

Peter C. Cook Leadership Academy

Phone: 616-331-2770

Internet: www.hauensteincenter.org

Email: leadershipgv@gmail.com

Contact: Chadd Dowding, CLA Program Manager

The Hauenstein Center's Peter Cook Leadership Academy is a one-year leadership development program for aspiring leaders that combines insights from scholars, training from professionals, and engagement with the Grand Rapids community. This program is open to both undergraduate and graduate students. Leadership fellows gather at least once monthly to meet with national, state, and local leaders and to discuss leadership principles. Students are also provided with a myriad of opportunities to engage with each other and with the Grand Rapids community to actively utilize their own leadership skills and to make a positive impact on the lives of others.

To become a leadership fellow, you will need to apply to the Hauenstein Center for Presidential Studies in the winter semester. The application process begins with an online application located under the “Leadership Academy” tab on our website and is followed by an interview. Please note that this is a different program than the Laker Leadership Program run by 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 Center’s website, www.hauensteincenter.org. Most Hauenstein Center and Cook Leadership Academy events are free and open to the public. Anyone interested in the programs is encouraged to attend.

Richard M. & Helen DeVos Center for Entrepreneurship and Innovation

Phone: 616-331-7582

Internet: www.gvsu.edu/cei

Location: L William Seidman Center, First Floor, Suite 1127

The Richard M. and Helen DeVos Center for Entrepreneurship and Innovation (CEI), in the Seidman College of Business, serves to champion and catalyze the vocation of entrepreneurship through development of talent and support for commercialization of new ideas. CEI focuses on the development of talent by providing fundamentals grounded in modern entrepreneurial practice, focused on the application of creativity, communication, collaboration, and critical thinking crucial for new venture success. CEI focuses on support for commercialization by providing the essential hub where entrepreneurs with new ideas can connect to resources. This allows them to take their concept from paper to product or business, which benefits the community as a whole.

Through competitions, peer to peer networking opportunities with the student-lead Collegiate Entrepreneurs Organization (CEO), entrepreneurial mentoring programs, access to capital, and connections to high-tech incubation facilities—CEI is dedicated to connecting startups and young businesses in West Michigan with the most ambitious, creative, adaptable students that GVSU has to offer.

Veterans Network

Phone: 616-331-3327

Internet: www.gvsu.edu/veterans

The Veterans Network at GVSU provides support for veterans, active service members, and their families. This initiative focuses on supporting the transition from military to university student, academic success and degree completion, and the transition to successful post-military careers and professions for students. Services offered include highly-trained GI Bill certifying officials, veteran specific job coaching and networking opportunities, counseling and mentoring, disability accommodations, flexible deployment accommodations, and more.

Some of the current initiatives include:

- Veterans Day Recognition Breakfast
- Veterans Lounge in Kirkhof Center
- Credit for Prior Military Training (ACE Guidelines)
- Veteran Awareness Training for faculty and staff
- Veterans Peer Advising
- Supporting GVSU's Chapter of Student Veterans of America
- MyCAA Spousal Program Participant
- Red, White and Blue Recognition Cord for Commencement

Veterans Network Coordinators:

Steven Lipnicki, Assistant Dean of Students

Phone: 616-331-7188

www.gvsu.edu/veterans or lipnicks@gvsu.edu

Sherril Soman, University Registrar

Phone: 616-331-3327

somans@gvsu.edu

Michigan Veterans Affairs Agency – Campus Veterans Resource Rep:

Marq Hicks

Phone: 616-331-3311

Marq_Hicks@gvsu.edu

GI Bill and VA Benefits:

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

vetrec@gvsu.edu

Vocational Rehabilitation, MYCAA, and Military TA:

Phone: 616-331-2209

lillibrc@gvsu.edu

Allendale Campus Student Resources

Several offices and resources available to students are located in Allendale:

Campus Recreation www.gvsu.edu/rec	616-331-3659 D001 Recreation Center
Disability Support Resources www.gvsu.edu/dsr	616-331-2490 200 Student Services Building
Inclusion and Equity Division www.gvsu.edu/inclusion	616-331-3296 4035 James H. Zumberge Hall
LGBT Resource Center www.gvsu.edu/lgbtrc	616-331-2530 1161 Kirkhof Center
Office of Multicultural Affairs www.gvsu.edu/oma	616-331-2177 1240 Kirkhof Center
Office of Student Life www.gvsu.edu/studentlife	616-331-2345 1110 Kirkhof Center
Padnos International Center www.gvsu.edu/pic	616-331-3898 130 Lake Ontario Hall
Womens' Center www.gvsu.edu/women_cen	616-331-2748 1201 Kirkhof Center

Disability Support Resources

Phone: 616-331-2490
Internet: www.gvsu.edu/dsr
Location: James H. Zumberge Hall, 4015 JHZ
Email: dsrgvsu@gvsu.edu

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

Some of the ways DSR assists students, faculty and staff members is with academic advising, alternate format textbooks, alternate test taking, assistive technology, documentation to professors, study skills, note-taking, tutoring, and van transportation.

Bias Incident Protocol

Internet: www.gvsu.edu/bias

Email: tab@gvsu.edu

Anytime you or anyone in the Grand Valley community feels belittled, disrespected, threatened, or unsafe because of who you are, the entire university community is diminished. That's why it's important to report all bias incidents — even those intended as jokes.

Bias incidents take many forms — words, signs, symbols, threats or actions — electronic or real time. They include intimidation, vandalism, destruction of property, harassment, and expressions of hate or hostility; they have an adverse impact on a learning environment that is inclusive of all. Bias incidents are distinguished in the following ways.

Bias incidents can cause alarm, anger, fear, or resentment in others or endanger the health, safety, or welfare of anyone in the university community. They are directed toward an individual or group because of their race, color, national origin, sexual orientation, sex/gender, gender identity, gender expression, political affiliation, religion, familial status, marital status, disability, age, height, weight or veteran status.

How to report a Bias Incident:

If you have observed or experienced a bias incident, don't wait. Contact a faculty or staff member with whom you are comfortable, call one of the following offices, or submit your Bias Incident report online at www.gvsu.edu/bias.

On the Allendale Campus

- Affirmative Action Office: 331-2242
- Counseling Center: 331-3266
- Dean of Students Office: 331-3585
- Disability Support Resources: 331-2490
- Housing and Residence Life: 331-2120
- Human Resources: 331-2215
- Office of Inclusion and Equity: 331-3296
- LGBT Resource Center: 331-2530
- Office of Multicultural Affairs: 331-2177
- Public Safety: 331-3255 (Available 24/7)
- Women's Center: 331-2748

On the Pew Grand Rapids Campus

- Office of Graduate Studies: 331-7105
- Pew Campus Security: 331-6677 (Available 24/7)
- Pew Student Services: 331-7188

On the Regional Centers

- Meijer Campus in Holland: (616) 331-3910
- Muskegon: (231) 777-0505
- Traverse City: (231) 995-1785

List of Graduate Degrees

Accounting (M.S.A.)	Education, Special Education (M.Ed.)
Combined B.B.A./M.S.A.	Cognitive Impairment
Applied Linguistics (M.A.)	Emotional Impairment
Biology (M.S.)	Learning Disabilities
Aquatic Sciences	Educational Specialist in Leadership (Ed.S.)
Natural Resource Management	Administration Cognate
Biomedical Sciences (M.H.S.)	Curriculum Cognate
Biostatistics (M.S.)	Engineering (M.S.E.)
Business Administration (M.B.A.)	Articulated BSE/MSE
Executive MBA*	Biomedical Engineering
Full-Time Integrated MBA**	Electrical and Computing Engineering
Traditional MBA – Finance, Health Sector	Manufacturing Operations
Management, International Business, Sustainable	Mechanical Engineering
Enterprise, Technology and Innovation Management	Product Design and Manufacturing Engineering
Cell and Molecular Biology (M.S.)	Certificate in Advanced Energy
Combined B.S./M.S.	English (M.A.)
PSM Biotechnology	Health Administration (M.H.A.)
Research Thesis	Medical and Bioinformatics (M.S.)
Clinical Dietetics (M.S.)	Medical Dosimetry (M.S.)
Communications (M.S.)	Nursing (M.S.N.)
Computer Information Systems (M.S.)	Advanced Generalist/Clinical Nurse Leader
Certificate in Biomedical Informatics	Nursing (D.N.P.)
Certificate in Database Management	Advanced Practice - Adult/Older Adult
Certificate in Distributed Computing	Advanced Practice - Child Child/Adolescent
Certificate in Information Systems Management	Health Systems Leadership
Certificate in Object-Oriented Technology	Occupational Therapy (M.S.)
Certificate in Software Design and Development	Traditional Program
Certificate in Software Engineering	Hybrid Program
Clinical Research Trials Management Certificate	Palliative and Hospice Care Certificate
Criminal Justice (M.S.)	Philanthropy and Nonprofit Leadership (M.S.)
Education, Educational Leadership (M.Ed.)	Physical Therapy (D.P.T.)
Educational Leadership	Physician Assistant Studies (M.P.A.S.)
Special Education Administration	Public Administration (M.P.A.)
Certificate in Teacher Leader	Criminal Justice, Health Administration,
Education, Educational Technology (M.Ed.)	Nonprofit Management and Leadership,
Certificate in Online/Blended Instruction and	Public Management, Sustainable Community
Assessment	Development, Urban & Regional Policy and
Education, Higher Education (M.Ed.)	Planning
Adult and Higher Education	Certificate in Nonprofit Leadership
College Student Affairs Leadership	Public Health (M.P.H.)
Education, Instruction and Curriculum (M.Ed.)	Epidemiology
Advanced Content Specialization in Science	Health Promotion
Early Childhood Education	Public Health Administration
Educational Differentiation	School Psychology (M.S. & Psy.S.)
Elementary Education	Certificate in Applied Behavior Analysis
Graduate Teacher Certification	Social Work (M.S.W.)
Secondary Level Education	Speech-Language Pathology (M.S.)
Certificate in Inquiry Teaching in Science	Taxation (M.S.T.)
Education, Literacy Studies (M.Ed.)	Certificate in Graduate Tax Studies
Reading/Language Arts	
Teaching English to Speakers of Other Languages	
(TESOL Program in the United States)	
Education, School Counseling (M.Ed.)	

*Reserved for employees of Spectrum Health only.

** Applications suspended for 2015-16

College and School Websites

College of Community and Public Service:	www.gvsu.edu/ccps
School of Criminal Justice:	www.gvsu.edu/cj
School of Public, Nonprofit & Health Administration:	www.gvsu.edu/spna
School of Social Work:	www.gvsu.edu/ssw

College of Education:	www.gvsu.edu/coe
Graduate programs:	www.gvsu.edu/coe_grad

College of Health Professions: Occupational Therapy, Physical Therapy, Physician Assistant Studies, Public Health, Speech Language Pathology	www.gvsu.edu/shp
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College of Liberal Arts and Sciences:	www.gvsu.edu/clas
School of Communication:	www.gvsu.edu/soc
Department of English:	www.gvsu.edu/english
Biology Department:	www.gvsu.edu/biology
Biomedical Sciences Department:	www.gvsu.edu/bms
Department of Statistics:	www.gvsu.edu/stat

Kirkhof College of Nursing:	www.gvsu.edu/kcon
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Seidman College of Business: School of Accounting (accounting, taxation) Business Administration	www.gvsu.edu/business/index.cfm
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Padnos College of Engineering and Computing:	www.gvsu.edu/pcec
School of Engineering:	www.gvsu.edu/engineering
School of Computing and Information Systems:	www.cis.gvsu.edu

Graduate Council

Internet: <http://www.gvsu.edu/gc/graduate-council-48.htm>

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

If you would like to participate as a student representative on Graduate Council, please contact GSA or the Dean of Graduate Studies.

of faculty members involved in graduate education, graduate student representatives appointed by GSA, and ex-officio members. Membership consists of 18 faculty members, 2 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 Continuing Education, Admissions, the Registrar's office, Student Services, and the Office of Graduate Studies. 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: Policy and Curriculum. The Policy Subcommittee creates policies and standards for graduate education. The Curriculum Subcommittee reviews all course changes and new course or program proposals. One graduate student serves on each of these committees as a voting member of that committee and Graduate Council.

Academic Governance

Internet: www.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, and 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, ex-officio, non-voting.

Standing committees which 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 which 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: <http://www.gvsu.edu/facultyhandbook/>.

Dean of Graduate Studies

Phone: 616-331-7105

Internet: www.gvsu.edu/gs

Location: 310C DeVos Building C, third floor

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

Graduate Student Celebration and Dean's Citations for Academic Excellence

The Office of Graduate Studies hosts an end of semester celebration following the fall and winter semesters. All graduate students are invited to attend the Graduate Student Celebration (look for announcements on Blackboard). The Graduate Dean also presents the Graduate Student 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, and 8) Excellence in Promoting Diversity and Inclusion at GVSU.

Graduate Showcase: Education for the Future

The Office of Graduate Studies 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 at www.gvsu.edu/gradshowcase.

6 in 60: The Office of Graduate Studies Newsletter

Each month, the Office of Graduate Studies 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. Past copies are also available online at www.gvsu.edu/gs under the "Department Publications" menu option.

Appendix

Fall 2015 Academic Calendar

Registration & Drop/Add	March 16- September 4
Payment Deadline	August 21 by 5:00 PM
Graduate Student Orientation	August 26 from 2:00-8:00 PM
Convocation	August 28
Classes Begin	August 31
Last day to Add, Register or Pay	September 4 by 5:00 PM
100% Tuition Refund Deadline	September 4*
Labor Day Recess	September 6-8
75% Tuition Refund Deadline	September 25**
Mid-term Evaluations	October 12-16
Drop Deadline - grade "W"	October 30
Thanksgiving Recess	November 25-29
Classes End	December 12
Commencement	December 12 (Van Andel Arena, Grand Rapids)
Examinations	December 14-19
Semester Ends	December 19
Grades due from Faculty	December 22 by 12:00 PM
Grades Available to Students	December 24

You must pay for Fall semester classes by August 21, 2015 and Winter semester by December 18, 2015. If you fail to make payment, you may be dropped from any unpaid classes. Deferment and tuition payment plans are available. Failure to make payment does not always result in courses being dropped. If you wish to drop your courses, please contact the Registrar's Office and follow the proper procedure.

There is one Commencement Ceremony in the Fall semester on Saturday, December 12, 2015 at 10 AM at the Van Andel Arena in Downtown Grand Rapids. If you plan to graduate in the Fall 2015 semester, you should complete a graduation application by Friday, October 9, 2015.

**The posted refund deadlines apply to courses that meet the entire semester. Classes that meet for only part of the semester have different refund deadlines. Please contact the Registrar's Office at (616) 331-3327 for more information. Classes dropped after September 4, 2015 will be assigned a grade of "W" on official transcripts.*

Winter 2016 Academic Calendar

Registration	March 16, 2015 - January 15, 2016
Payment Deadline - All registrations through December	December 18, 2015 by 5:00 PM
Classes Begin	January 11
Last day to Add, Register or Pay	January 15 by 5:00 PM
100% Tuition Refund Deadline	January 15*
No Classes held in observance of Martin Luther King, Jr. Day	January 18
75% Tuition Refund Deadline	February 5*
Mid-term Evaluations	February 22-26
Spring Break	March 6-13
Drop Deadline - grade W	March 11
Classes end	April 23
Examinations	April 25-30
Semester Ends	April 30
Commencement	April 30 (Van Andel Arena, Grand Rapids)
Grades from Faculty	May 3 by 12:00 PM
Grade Available to Students	May 5

There are two Commencement Ceremonies in the Winter semester on Saturday, April 30, 2016 at 10 AM and 3 PM at the Van Andel Arena in Downtown Grand Rapids. The ceremonies will be divided by college, so please check online to see when you should report for commencement (www.gvsu.edu/commencement). If you plan to graduate in the Winter 2016 semester, you need to complete a graduation application by Friday, March 4, 2016.

Some colleges have their own convocation, commencement, or other ceremony. If your college does this, you will receive more information and an invitation to attend directly from your college.

Registration for the Spring/Summer 2016 semester and the 2016-17 Academic Year will begin in March 2016. Watch for announcements on Blackboard.

**The posted refund deadlines apply to courses that meet the entire semester. Classes that meet for only part of the semester have different refund deadlines. Please contact the Registrar's Office at (616) 331-3327 for more information. Classes dropped after January 15, 2016 will be assigned a grade of "W" on official transcripts.*

Graduate School 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!

Resources:

- Virtual Graduate Student Orientation
- Graduate Student Guidebook
- Office of Graduate Studies Website
- Faculty and Program Directors
- Graduate Student Association events and program-specific graduate student organizations

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

EARLY-MIDDLE

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.

Action Items:

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

Resources:

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

Graduate School Blueprint

MIDDLE-LATE

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.

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.

Resources:

- Faculty and Program Directors
- PACES workshops and online resources
- 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.

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

Resources:

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

For more resources visit: www.gvsu.edu/gs/resources

Alphabetical Index

Academic Calendar	8 & 66	Events at Grand Valley	56
Academic Governance	64	Exception to Policies	45
Acceptance and Welcome Letters	7	Fees/Registration Prevention	46
ACES	49	Financial Aid	15
Allendale Campus Student Resources	60	Graduate Assistantships	17
Alumni Relations	57	Graduate Council	64
MyBanner & G-number	8	Graduate Studies, Dean	65
Bias Incident Protocol	61	Graduate School Blueprint	68
Blackboard	30 & 32	Graduate Student Association	54
Building, Lab, and Facilities Hours	11	Graduate Policy Petitions/Exceptions	45
Bus and Shuttle	22	Graduate Travel Grants	43
Campus Dining	38	Graduation & Commencement	47
Campus Tours	7	Grand Rapids Campus Map	9
Career Center	48	Health Care Services	50
College & School Websites	63	Housing	28
Computer Labs	32	Information Technology	30
Course Schedules	14	Job Listings through GVSU	20
DeVos Center Guide	10	Knowledge Market	53
Disability Support Resources	60	Leadership Academy	58
Email	32	Library	34
Emergency Closings	39	List of Graduate Degrees	62
Emergency Notification System	39	MyBanner & G-Number	8
Entrepreneurships & Innovation	58	Network Log In	30

PACES Program	52
Parking	24
Payment	15
Personal and Campus Safety	41
Policies and Procedures	47
Presidential Research Grants	42
Registration	11
Research Protections Program	43
Scholarships	17
Social Media @ GVSU	57
Speech Lab	54
Statistical Consulting Center	42
Student Assistance Center	26
Student Health Insurance	51
Student ID Card	27
Student Services – Grand Rapids	29
Student Status	27
Tips for Finding a GA Position	20
Transportation Information	22
Textbooks	21
University Counseling Center	49
Veterans Network	59
Writing Center	53

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