

# New Graduate Student Orientation Winter 2023

Jeffrey Potteiger  
The Graduate School

We empower learners in their pursuits,  
professions, and purpose.



# Orientation Topics

## Getting started as a Graduate Student

- \* Being safe and staying healthy
- \* Graduate education
- \* The Graduate School
- \* Academic support services
- \* Research and scholarship support

## Graduate Student Support & Resources

- \* GVSU services overview
- \* Graduate Student Association (GSA)
- \* Student support services
- \* Information technology

Being successful as a Graduate Student  
Using Blackboard and Banner

# How can you stay safe and healthy? Lakers Together

\* Current Students

\* Testing and tracing



# What is graduate education about?

- \* Acquiring deeper knowledge and developing advanced skills
- \* Gaining fuller and richer high impact learning experiences
- \* Preparing you for professional certification and licensure
- \* Improving your chances of starting a meaningful career related to your field of study

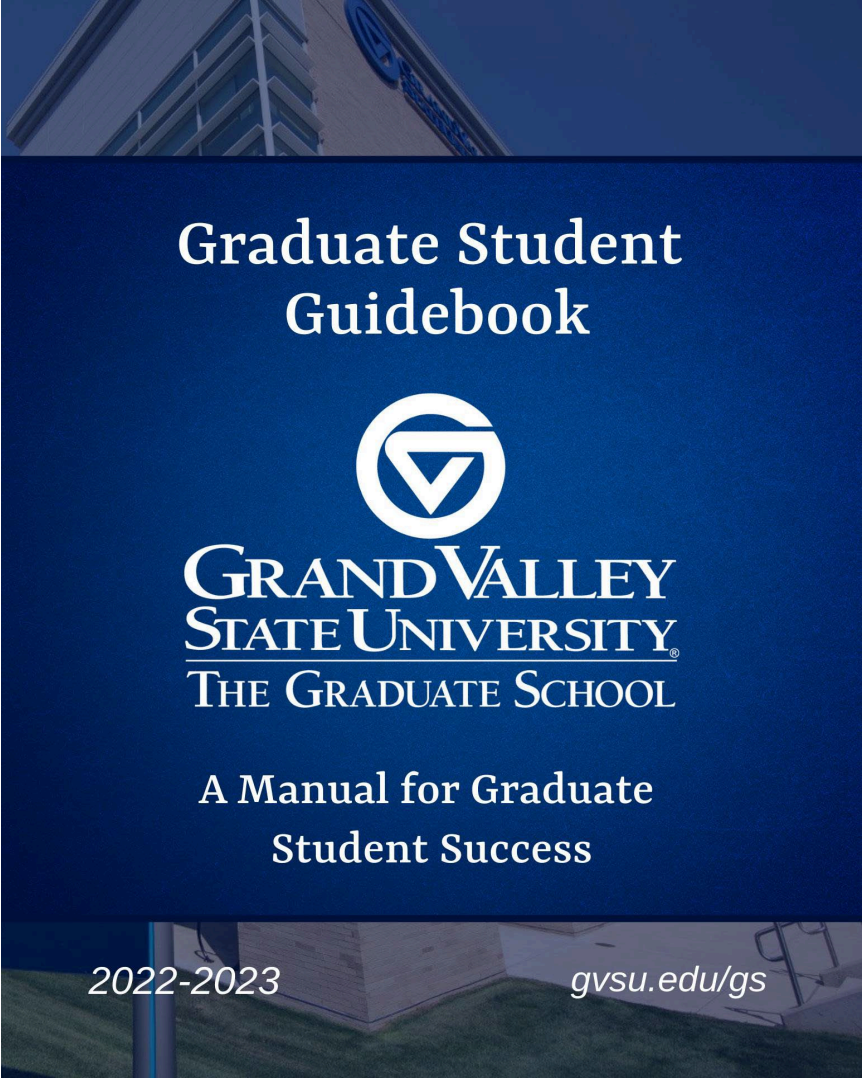


# How can the Graduate School help you be successful?

- \* Support all aspects of Graduate Education
- \* Enforce the Graduate Education Policies
- \* Produce materials for success
- \* Fund opportunities for graduate students
  - \* Graduate Assistantships (stipend + tuition remission)
  - \* Presidential Research Grants
  - \* Academic Conference Fund
- \* Support the Graduate Student Association

[Website](#)



The cover features a dark blue background with a white circular logo containing a stylized 'G' and 'V'. The text is in white serif font. The top and bottom edges show a photograph of a modern building with large windows.

# Graduate Student Guidebook



A Manual for Graduate  
Student Success

2022-2023

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

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# Advising Guidebook for Graduate Students



An Advising Guide for Graduate  
Student Success

2022-2023

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

Guides for Graduate Students



# Academic Support Services



# Statistical Consulting Center

- Offers advice with projects for research or instruction
- Provides assistance with:
  - Designing a study
  - Developing questionnaires
  - Selecting samples
  - Managing and analyzing data
  - Interpreting results
  - Creating tables, figures, and graphs

*Contact –*

*Statistical Consulting Center*

*[www.gvsu.edu/scc](http://www.gvsu.edu/scc) A1-178 Mackinaw*

*331-3355, [scc@gvsu.edu](mailto:scc@gvsu.edu)*



**GRAND VALLEY  
STATE UNIVERSITY**

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



# Fred Meijer Center for Writing and Michigan Authors

- Consultants help you brainstorm ideas, organize content, integrate research, polish a draft, and document sources
- Students can take advantage of the writing center drop-in hours or by setting an appointment using the online appointment system

*Contact –*

*Fred Meijer Center for Writing and Michigan Authors*

*[www.gvsu.edu/wc](http://www.gvsu.edu/wc) 120 Lake Ontario Hall*

*331-2922 [johpatri@gvsu.edu](mailto:johpatri@gvsu.edu)*



# Graduate School Writing Support

## Graduate Writing Resources

- Universal graduate writing resources
- Program specific writing examples
- Thesis and Dissertation information
- Writing Guides

*Contact –*

*GVSU Graduate School*

*[www.gvsu.edu/gs/](http://www.gvsu.edu/gs/) 318C DeVos Center*

*331-7105*



# GVSU Speech Lab

- Consultants work with you on all elements of the oral presentation: topic selection, organization, supporting materials, and most importantly, practicing delivery
- Locations to serve students
  - Allendale Campus - 154 Lake Michigan Hall
  - DeVos Campus - Steelcase Library
  - Evening consultations - [Knowledge Market](#) in Pew Library

*Contact –*

*GVSU Speech Lab*

[www.gvsu.edu/speechlab/](http://www.gvsu.edu/speechlab/) 154 Lake Michigan Hall  
331-8115



# GVSU Libraries

Program Liaison Librarians provide assistance with:

- \* your research question
- \* copyright and author rights
- \* data reference
- \* citation management help
- \* [Subject Librarians](#)

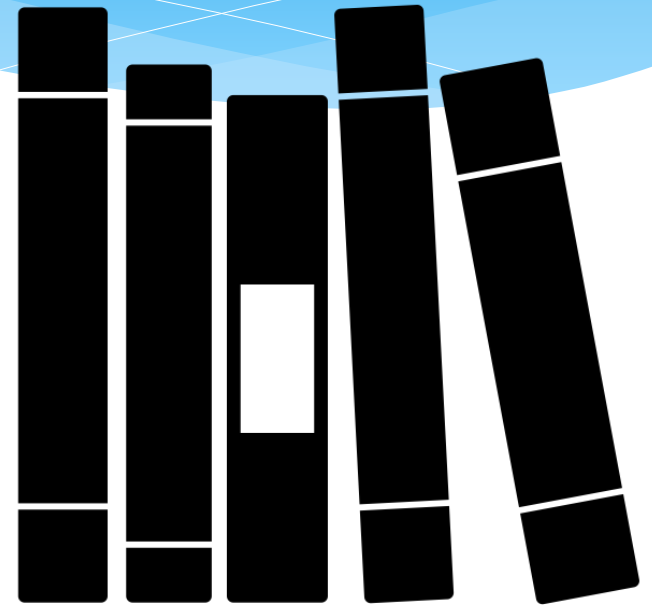


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from Noun Project



# Library Collections

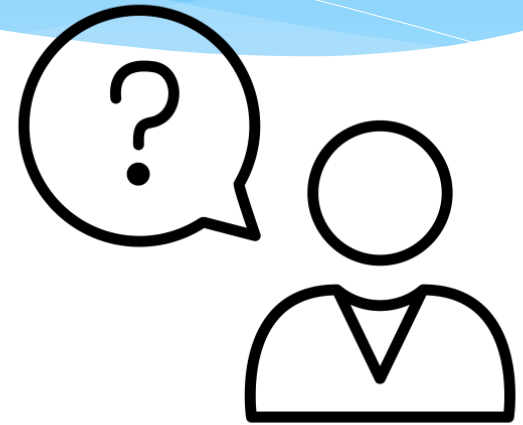
- \* From rare books to the latest research across disciplines
- \* If the library does not have it, staff can get it for you through
  - \* document delivery
  - \* interlibrary loan



Created by vicentnovoa  
from Noun Project

# Additional Support Services

- \* Digital media
- \* Media literacy
- \* Knowledge Market



Your journey  
starts here

Created by Milky - Digital innovation  
from Noun Project

# Research and Scholarly Activity



# Support for Research and Scholarship

- Funding to initiate, maintain, and disseminate your research, scholarship, and creative activities
- Graduate Student Programs
  - Presidential Research Grants (Graduate School)
  - Academic Conference Fund (Graduate School)
  - Open Access Publishing Fund (Library)
- Programs for Faculty

*Contact –*

*Center for Scholarly and Creative Excellence*

*[www.gvsu.edu/csce](http://www.gvsu.edu/csce) 049 James H. Zumberge*

*331-2281, [csce@gvsu.edu](mailto:csce@gvsu.edu)*





# Tips for Getting Started

- Identify an interest area
- Read in the interest area
- Formulate ideas as you read
- Talk to experts in the interest area
- Keep a research notebook or journal
- Consider the following once you decide on a research topic:
  - Do you need approval (human, animal, or laboratory)?
  - Do you need funding support?
  - Can the project be done in the timeframe of the degree?

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*331-2281, [csce@gvsu.edu](mailto:csce@gvsu.edu)*



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

# Using BlackBoard and Banner

- \* A guided visit to find your classes and documents in [BlackBoard](#)
- \* How to log in to [Banner](#), register for classes, and find [MyPath](#)



**QUESTIONS AT THIS POINT?**





# Graduate Student Support & Resources





# GVSUAlert! Emergency Notification System

- All GVSU students are automatically registered to receive email notification to their email address.
- To receive GVSUAlert! Text messages, register your phone number. This step ensures you will be notified as quickly as possible: [www.gvsu.edu/gvsualert](http://www.gvsu.edu/gvsualert)
- GVSUAlert! will notify you of:
  - Power outages
  - Weather hazards (tornado watch/warning)
  - Hazardous material incident
  - Closings or cancelations
  - Criminal activity on or near a GVSU campus



# University Operational Changes

- **Open:** The University's normal operating condition. Students, faculty and staff should assume the university is open unless advised otherwise.
- **Remote:** The most common reason to shift to remote status would be for weather related reasons. Classes will shift to remote delivery whenever feasible. Classes that cannot be delivered remotely will not be held.
- **Classes Cancelled:** Only classes are cancelled. The remainder of the University is open as normal.
- **Closed:** Classes and campus events will not be held. The university would normally only close for significant and unanticipated events like natural disasters or civil unrest. It is not anticipated the university would close for weather related events.
- During inclement weather, faculty **may** notify students of a class cancellation or tell students that anyone choosing not to attend due to the weather and road conditions will not be penalized. **These notifications are typically sent via email.**

# Graduate Student Association



- *Strives to promote interdisciplinary communication and collaboration in order to enhance a holistic graduate student experience.*
- Serves as leadership for all graduate students and Registered Student Organizations (RSOs)
- Advocates for graduate students to include having representation, funding for GSA organizations, and lobbying efforts with governance and the administration
- Creates opportunities for graduate students to network beyond your program by hosting educational and social activities
- Get started [here](#)

# University Governance:

## Standing Committees

- Graduate Council
- Academic Policies and Standards Committee
- Faculty Salary and Budget Committee
- Faculty Teaching and Learning Center Advisory Committee
- University Assessment Committee
- Campus Life Committee
- Online Education Council

[For More Information](#)



# Student Assistance Center

- Student ID cards
- Registration
- Payments
- In-school loan deferment
- Enrollment verification
- Transcripts
- DEVOS CENTER & ALLENDALE LOCATIONS:  
Check [Registrar](#) to plan your trip or email  
[regdept@gvsu.edu](mailto:regdept@gvsu.edu)



# Financial Aid

- Fill out your [FAFSA](#)
- Federal Direct or Grad-PLUS Loans: Requires FAFSA & half-time status
- Check [Scholarships](#)
- Emergency loans (\$500 maximum)
- Contact via [email](#) or phone 616-331-3234
- [Financial Aid Office](#) is located in Allendale

# GVSU Career Center

- Located on [Allendale and Pew Campuses](#)
- Consultations (Virtual Career Lab)
- Career Fairs and Events
- Internship and Job Searches
- Resumes and Cover Letters
- On-Campus Jobs, Internships, and Off-Campus Recruitment on [Handshake](#)



# University Counseling Center

- Free Services – No insurance required
- [Clinical Services](#):
  - One-on-one counseling
  - Crisis intervention
  - Referrals
- Mental Health Prevention and Education
- Substance Abuse Education and Recovery [Services](#)



# Graduate Student Mental Health



[Guides for Graduate Students](#)



# GVSU Domestic Student Health Insurance Plan

- Non-mandatory Plans
- PPO or HMO plans available through Blue Cross Blue Shield of Michigan.
- Other options are available through GVSU's [Private Health Insurance Exchange](#)
- GVSU [Health Hub](#)

# GVSU Family Health Center

- Services Provided:
  - Same Day Sick Visits
  - Primary & Preventative Care
  - Student Health
    - Women's Health
    - LGBT Health
    - Sexual Health
  - Pediatrics
  - Immunizations & Travel Clinics
  - Convenience Clinic Appointments
  - Specialist & Diagnostic Referrals
  - Health Profession Compliance
  - Nutrition Counseling (Pro Bono)
  - Telehealth/Virtual Appointments



Located five minutes from the  
GVSU Robert C. Pew Grand Rapids campus.  
Enter free parking lot from LaGrave Avenue.

# Disability Support Resources

- Contact Disability Support Resources to request resources and accommodations related disabilities: [email](#)
- DSR will contact your instructor(s) to inform them of your accommodations but not your diagnosis.
- [Campus Links](#): Supporting students with autism spectrum disorder
- Examples of accommodations may include:
  - Extended test-taking time
  - Readers/scribes for tests
  - Electronic enlarged print materials
  - Permission to record lectures
  - Assistive technology
  - Preferential seating



# Childcare at GVSU

- David D. Hunting YMCA will provide childcare services to GVSU students and employees
- Children ages 6 weeks to 5 years old
- Available for children ages 6-12 years if at least ten children in that age group are enrolled
- Monday through Thursday from 5:30 pm – 9:30 pm
- YMCA will provide a heavy snack for all children
- Enrollees will commit to a semester-long contract
- Cost will be \$35/evening, with [registration](#) and payment to be collected directly by the YMCA

# Resources for Military-Connected Students

## [Peter Secchia Military and Veterans Resource Center](#)

- New Military and Veterans Resource Manager – Jill Hinton Wolfe
- Highly-trained GI Bill Certifying Officials (150 STU)
- PAVE - Peer advising program
- Veteran specific job coaching and networking
- Veterans' Lounge (Kirkhof Center)
- Deployment and reentry accommodations
- Vocational Rehabilitation Program (Chapter 31)
- Participate in federal and state tuition assistance programs



Jill Hinton Wolfe: 1133 Kirkhof, 616-331-2369

GI Bill Certifying Officials: 150 STU, 616-331-3327

MING-STAP, Military TA, VOC-REHAB: 616-331-2209

Veterans Upward Bound: 708 Eberhard (Pew) 616-331-8387





# Information Technology

- Computer Lab Access and Printing
- BlackBoard and Zoom Support
- Gmail/Student Email Accounts
- Password Reset
- Submit a Help Request
- Phone, Email, and Chat Support
- Phone: 616-331-2101
- [Email](#)
- [Website](#) for chat and to check hours of operation

# IT Resources

- [Software, hardware, and student discounts](#)
- [Zoom](#)
- [Gaming, Wi-Fi/Mobile, and Gmail](#)
- [Cybersafety](#)
- [BlackBoard Support](#)

myBlackboard



# Student Logins and Passwords

## Network Login

- Username: palmjenn
- Password: #12Characters
- Your password will change every 6 months
- Blackboard
- Student Email (Gmail)
- mystudentdata.gvsu.edu
- Wireless access
- Single sign-in (MyBanner)

## Banner

- G-Number: G00123456
- PIN: 1a34b56
- PIN does not change unless you specify a change
- Register for classes and find class schedules
- Pay bills
- Change Network, Email, and Blackboard passwords
- mybanner.gvsu.edu

# MyName

- Students may use the [myName](#) process to update Banner and some related systems
- The myName process will allow students to have the chosen name appear anywhere a legal name is not required
- [Legal Name Change](#)

# Diversity, Equity, and Inclusion

- The University strives to provide all members of its community an inclusive environment and equitable opportunities for success
- Division of Inclusion and Equity
  - Dean of Students Office
  - Title IX: Sexual Misconduct
  - Equal Opportunity/Affirmative Action
  - Anti-Harassment Policies
  - Bias Incident Protocol
- [Website](#)



# DEI Initiatives

- Social Justice Centers
  - [Office of Multicultural Affairs](#)
  - [Gayle R. Davis Center for Women and Gender Equity](#)
  - [Milton E. Ford LGBT Center](#)
  - [Kaufman Interfaith Institute](#)
- Student Groups/Affinity Groups
- Training and Resources
- [Veteran Support](#)
- [Website](#)

# Title IX Anti-Harassment Policies

- Sexual or gender-based harassment is prohibited conduct at GVSU
- No employee, student or other person at the University shall engage in sexual or gender-based harassment
  - **Sexual Harassment:** any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise
  - **Gender-Based Harassment:** includes gender, sexual orientation, transgender, gender non-conforming, transitioning, gender identity, or gender expression
  - **A “Hostile Environment”** exists when the sexual or gender-based conduct is sufficiently severe, persistent, and/or pervasive

# Sexual Misconduct

- **Sexual Misconduct** includes sexual assault, dating violence, domestic violence, stalking and sexual exploitation and is prohibited by the University
- Resources and Reporting Options:
  - In an emergency or to report sexual violence call 9-1-1
  - YWCA Grand Rapids, Free Nurse Examiner Program and resources
  - 24-Hour Confidential Helpline 616-454-YWCA (616-454-9922)
  - [Website](#)
  - Free confidential counseling is available from the University Counseling Center
- **Victim Advocate:** any student can seek support, options, and advocacy. Rachel Dziabuda at 616-331-2748 or [email](#). For more information visit [Victim's Rights and Options](#)
- **Title IX Coordinator:** to report sexual or gender-based harassment or sexual misconduct, call 616-331-9530 or visit [Office for Title IX and Institutional Equity \(TIXIE\)](#)

# Personal and Campus Safety

**For any emergency Call 9-1-1**

- Always lock your doors (residence and vehicle) and stow your valuables
- Be aware of your property such as backpacks, laptops, tablets, phones, and textbooks
- Be an alert pedestrian; watch for cars, trains, and scooters
- GVPS [Safe walks](#): Call 616-331-6677
- [Register your bike](#)
- Protect your property - use a U-lock!
- [Victim's Rights and Options](#)



# Student Parking 2022-2023

- Parking has gone paperless – no physical permits
- Students cannot park in faculty/staff spaces
- ParkMobile App accepted at GV meters
- Overnight parking prohibited 3 - 6 am unless you live on campus
- Limited Temporary Passes for \$10/day:
  - Allendale: 616-331-7275
  - Grand Rapids: 616-331-6601
- ADA [Parking Information](#)



# Parking Permit Options

- Student Commuter (living off-campus): \$240\*
  - \*Part-time students (6 credits or fewer): \$150
- [Lot J Remote Commuter](#) (living off-campus): \$105
- Resident (living on-campus): \$210
- Remote Resident Seward Ramp (living in GVSU housing on either campus): \$105
- Where [can I park](#) with my permit?
- Questions? Visit [Parking Services](#)

# Parking Tips

- GVSU meter rate is \$2.50/hour (Parkmobile)
- Limited parking is available at the Health Campus on Michigan Ave. Plan to park at DeVos and take the bus
- Citations may be paid or appealed within 7 business days at [Parking Services](#) - after 40 days citations are transferred to your student account
- City of Grand Rapids street parking uses the MOTU App – tickets are issued by Grand Rapids
- Use GVSU's [free bus services](#)



# GVSU Laker Line



The Laker Line connects Grand Valley State University's main campus in Allendale with its downtown campuses on Fulton (Robert C. Pew Campus) and the Health Campus on the Medical Mile.

**Buses are cleaned with an anti-microbial cleaner and high-touch points are sanitized daily. Masks are required for your safety.**

# GVSU Bus Information

- Free *Park-N-Ride* lots are located at the Walker Fire Station & Lake Michigan Drive by Standale Meijer
- Ride any RAPID bus route for free by showing ID
- All buses have bike racks and are wheelchair accessible
- Download **myStop** mobile app
- Bus schedules are subject to change
- [Routes](#)
- [How do I get to?](#)



Weekday Campus Connector



North Campus Apartment Shuttle



South Campus Apartment Shuttle



Weekend Service

# Textbook Information



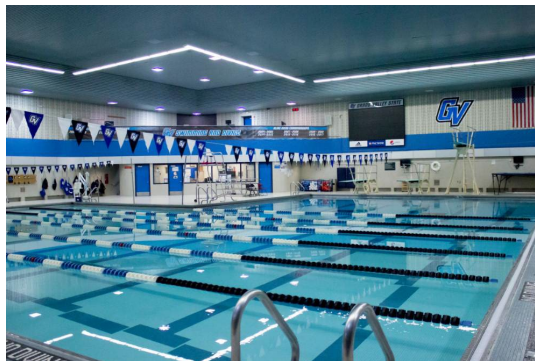
- Textbooks ordered online can be shipped to you or a [GVSU Laker Store](#) for pick-up
- Online ordering will also show you comparative pricing for textbook rentals and purchases from online retailers
- For courses taught in Grand Rapids, go to the GVSU Laker Store in DeVos Building C
- For courses taught in Allendale, Holland, Muskegon, all online, or any other location, go to the GVSU Laker Store in Allendale
- Textbooks can be transferred between the Allendale and Grand Rapids locations for free

# Textbook Returns

- Textbooks and e-books must be returned by Friday of the first week of classes for a 100% refund
  - Or by the “W” drop deadline with proof of a dropped course/late withdrawal
  - For courses that only meet on weekends, the deadline is extended one additional week
- New books must be in new condition or will be refunded as a used book:
  - Books packaged with workbooks, online access codes, DVD's or CD's must include all components unused
  - A receipt is required to return or exchange any textbook. The current buyback value will be offered after the deadlines

# GVSU Recreation Center

- Student access is **FREE** with a valid GVSU student ID.
- Hours of operation and current access to equipment see [Athletic and Recreation Facilities](#)
- Exercise Classes, Intermural Sports, Nutrition Guidance, and more through [Recreation and Wellness](#)
- [Virtual Resources](#)





# Life in Grand Rapids

Events and Activities in  
Grand Rapids:

[www.downtowngr.org](http://www.downtowngr.org)

[www.experiencegr.com](http://www.experiencegr.com)

[www.MLive.com](http://www.MLive.com)

(Grand Rapids Press for  
local news and events)

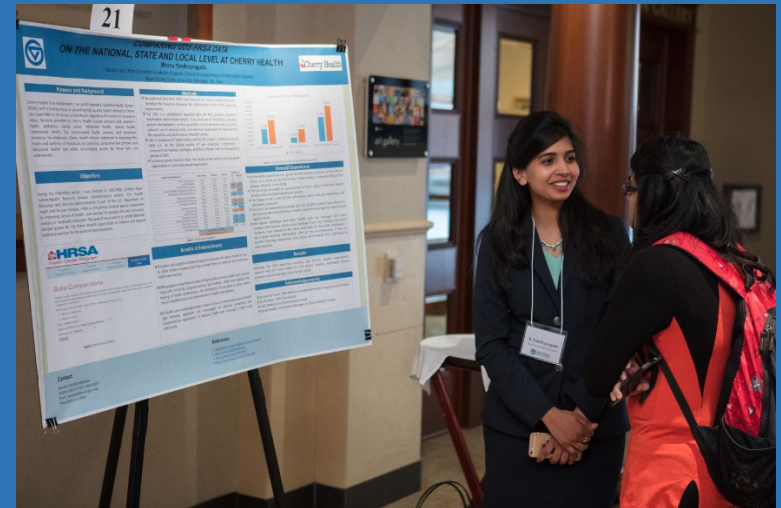


[Housing and Residence Life](#)

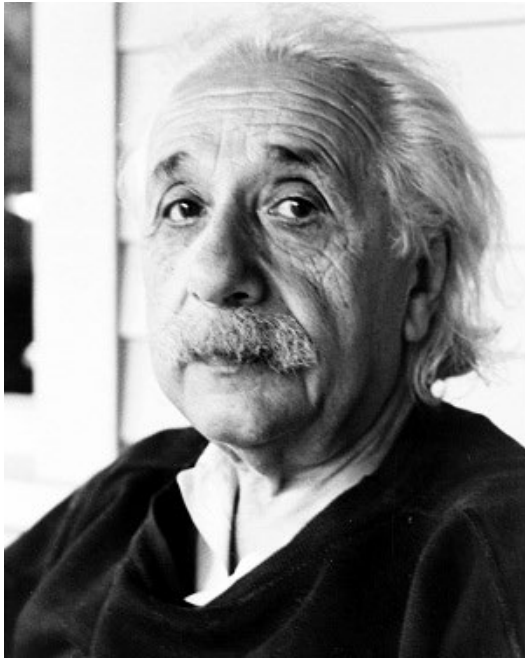
[Off-Campus Housing Marketplace](#)

*\*GVSU does not operate Rent College Pad's website. The properties on Rent College Pads do not constitute approved housing or endorsed housing by GVSU.*

# Being Successful as a Graduate Student



# What does it take to be successful as a graduate student?



"Only one who devotes himself to a cause with his whole strength and soul can be a true master. For this reason mastery demands all of a person."

Albert Einstein

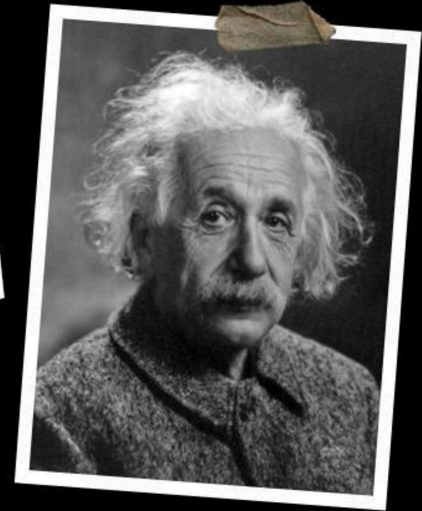
- \* Motivation
- \* Perseverance
- \* Resilience
- \* Good time management
- \* Financial support
- \* Encouragement
- \* Emotional & intellectual support
- \* Leading a balanced life
- \* **Building a mentor team**



# How do you build a mentor team?

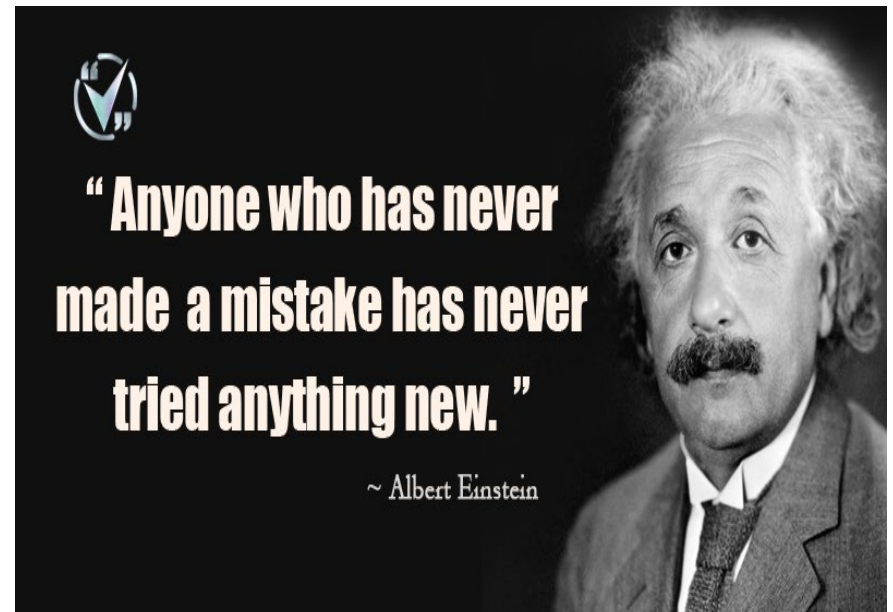
- \* Read faculty bios
- \* Meet your program faculty
- \* Talk with your GPD
- \* Talk with current students
- \* Talk with program alumni
- \* Talk with employer
- \* Engage with professionals

**"Education is not  
the learning of  
facts, but the  
training of the mind  
to think."  
-Albert Einstein**



# Get involved and engage

- \* Graduate program events
- \* Thesis and dissertation proposal and defense
- \* 3-MT Competition
- \* Graduate Showcase
- \* Presidential Research Grant
- \* Academic Conference Fund
- \* GSA and Student Organizations
- \* University Governance
- \* Cook Leadership Academy



# Get involved and engaged

*Peter C. Cook Leadership Academy*  
**APPLICATIONS OPEN**  
**DECEMBER 6-FEBRUARY 28**

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



*Apply Today*

THE HAUENSTEIN CENTER  
FOR PRESIDENTIAL STUDIES

AT GRAND VALLEY STATE UNIVERSITY  
COOK LEADERSHIP ACADEMY



Individualized  
Mentorship



Digital Leadership  
Badges



Cohort Learning  
Model



Interactive  
Workshops



Networking  
Opportunities



**3MT<sup>®</sup>** **THREE  
MINUTE  
THESIS**

FOUNDED BY THE UNIVERSITY OF QUEENSLAND

# Tips for getting started

- \* Visit the Career Center
- \* Identify a mentoring team
- \* Know the course, program and university requirements
- \* Establish a workable timeline to finish your degree requirements





Please complete the brief survey about  
your Graduate Student Orientation!

