



GRAND VALLEY  
STATE UNIVERSITY®

# **International Student Advising & Registration**



GRAND VALLEY  
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**Undergrads / Bachelor's**

# Advisors for Undergrads

## Faculty Advisor

Detailed Course Requirements for  
Specific Majors and Minors

Faculty-Led Study Abroad  
Programs

Graduate School Options

Research and Internship  
Opportunities

Letters of Recommendation

## Professional Advisor

General Requirements for Any Majors  
and Minors

Graduation Course Plan

Professional School Admissions

Teacher Certification

Graduation Requirements

General Education

# How do I contact my Advisors?

## FACULTY ADVISOR:

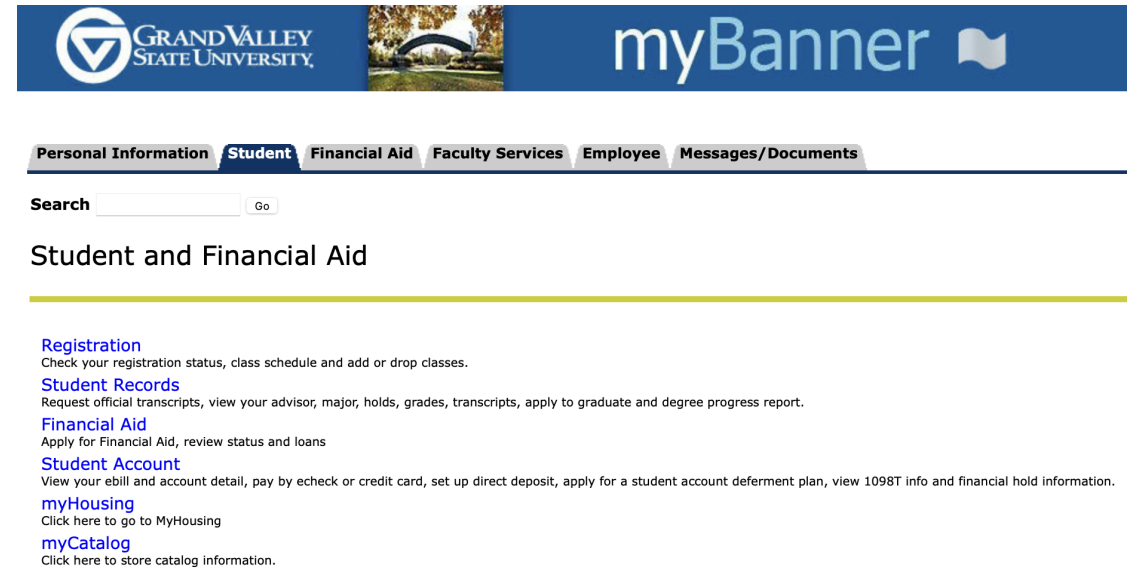
1. Log into MyBanner
2. Select "Student"
3. Select "Registration"
4. View "Major & Advisor Information"
5. Use the search bar on GVSU's website to search for the advisor contact info

## PROFESSIONAL ADVISOR:

<https://www.gvsu.edu/navigate/>

# Registration Process

- Login to Banner Self Service
- Declaring major and/or minor:
  - Select major of interest
  - Secondary admission
  - Exploratory Study
- Student Registration Self-Service
  - Select term
  - Search for classes to take
    - Be aware of the listed campus, instruction type
    - Closed sections



# ID, Passwords & Access

1. All of you should have received a unique link to the email address in your GVSU application. This unique link will give you access to your ID and password information.
2. If you login to your student portal after admission, you will also see your G number and password information.

# Where do I find my Login Information?

## APPLICATION ACTIVITIES

APPLICATION SUBMITTED: 11/04/2022

- 10/31/2022 - Payment Waived: 30.00 USD - Application Fee
- 11/04/2022 - Payment Due: 30.00 USD - Application Fee
- 11/04/2022 - Payment Waived: 30.00 USD - Application Fee
- 11/04/2022 - CAS Supplemental Form
- 11/04/2022 - Payment Waived: 30.00 USD - Application Fee
- 11/04/2022 - Waived: GMAT Score
- 11/04/2022 - Waived: Proof of English Proficiency
- 11/04/2022 - Received: Resume
- 11/04/2022 - Received: Letter of Recommendation 1
- 11/04/2022 - Received: Letter of Recommendation 2
- 11/04/2022 - Received: Essay/ Personal Statement
- 11/10/2022 - Received: Verification of Finances
- 11/10/2022 - Financial Verification Form
- 11/10/2022 - I-20 Request Form

- Check your personal email, there should be an email from Chris Hendree with a link to a portal.
- Once you click that on the very bottom you will find your GVSU Credentials.

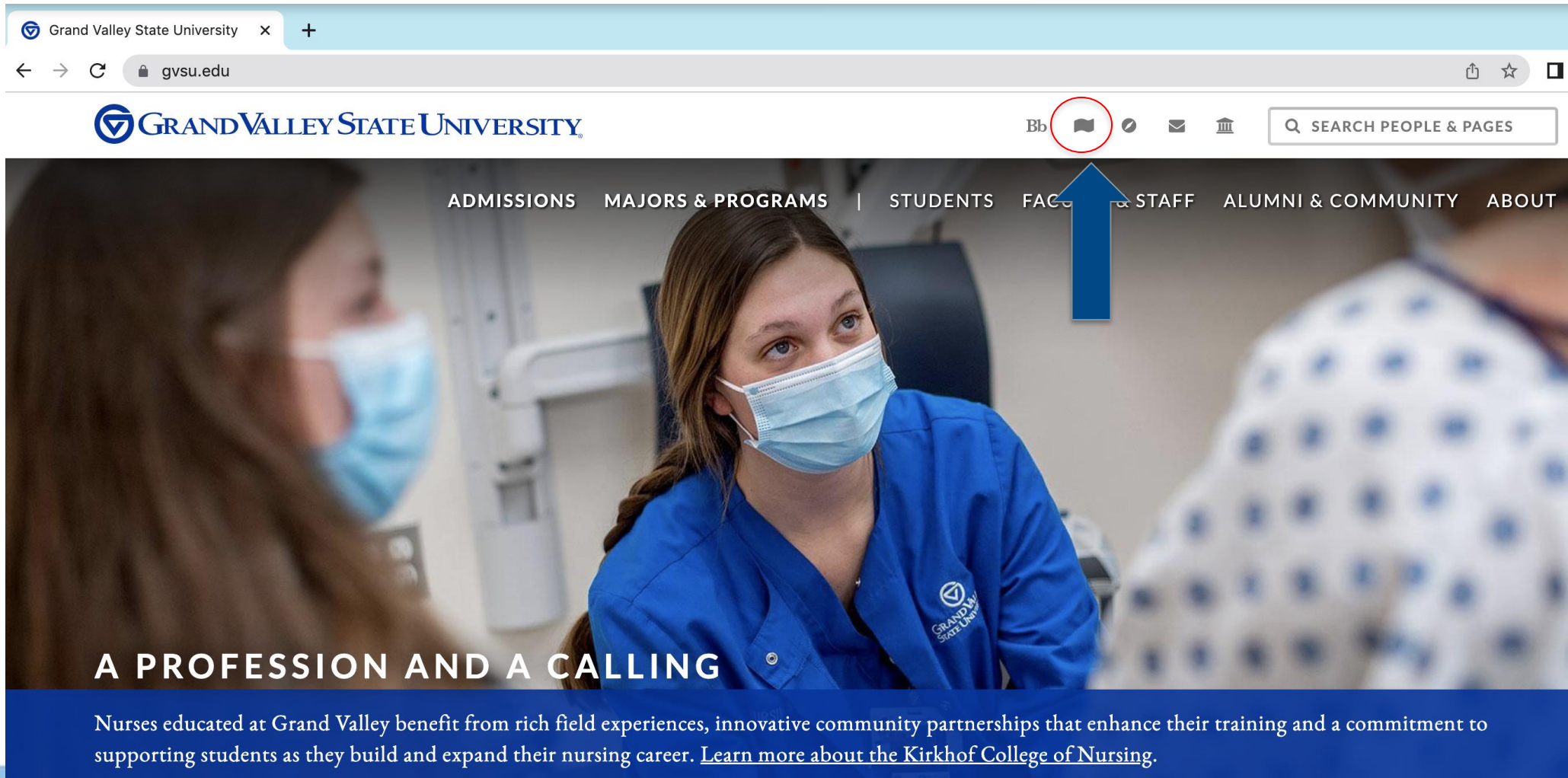
## GVSU CREDENTIALS

Use your GVSU credentials to [set up your new student account](#)

GVSU Username [REDACTED]  
G-Number [REDACTED]  
[Reset your password](#)



# Where Do I Find Banner?



Login with  
your username  
and password.

This should be  
in the email  
that Chris  
Hendree sent  
you.

NO G-numbers



[Personal Information](#)**[Student](#)**[Financial Aid](#)[Faculty Services](#)[Employee](#)[Messages/Documents](#)Search 

Student and

  
1. Click the  
student tab first

id

[Registration](#)2

Check your registration status, class schedule and add or drop classes.

[Student Records](#)

Request official transcripts, view your advisor, major, holds, grades, transcripts, apply to graduate and degree progress report.

[Financial Aid](#)

Apply for Financial Aid, review status and loans

[Student Account](#)

View your ebill and account detail, pay by echeck or credit card, set up direct deposit, apply for a student account deferment plan, view 1098T info and financial hold information.

[myHousing](#)

Click here to go to MyHousing

[myCatalog](#)

Click here to store catalog information.

# Override Permit Request

- Overrides are submitted for a course that is full or closed or prevents registration based on major, class, prerequisites, etc.
- All decisions regarding registration overrides are made by the academic department that offers the course.
- If the student is waiting on a decision from the department or feels that the override request was wrongly denied, the student should contact the department directly.
- Override Permit Request Instructions
  - [https://www.gvsu.edu/cms4/asset/EFAB4AD2-A926-8D16-A5685AB71E0C7DC3/registration\\_override\\_request\(2\).pdf](https://www.gvsu.edu/cms4/asset/EFAB4AD2-A926-8D16-A5685AB71E0C7DC3/registration_override_request(2).pdf)

# Waitlist Process

1. Select Add to move the course into the Summary panel with the status “pending”.
2. You can view the waitlisted course on the Schedule and/or Schedule Details panel.
3. If a spot on the waitlist opens and you are the next in line, you will receive an email at your GVSU student email notifying you to register.
4. **You must register for the class within 36 hours of receiving the email notification.**

**See video!**

Waitlist Process Video -

<https://www.youtube.com/watch?v=b9XnY6faMm4&feature=youtu.be>

# Undergrads Find CLAS Online



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

## **Social Media:**

Facebook: Grand Valley CLAS  
Academic Advising Center

Instagram:  
GVSUPreProfessionalAdvising

CLAS – College of Liberal Arts and Sciences. Most of the undergrads are from this college, but if your major is not allocated, please contact your specific department.



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**Graduate/ Master's**



# **Grads Upcoming Virtual Sessions on Course Registration**

<https://apply.gvsu.edu/portal/internationalgrad>



November 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Legend:

- Available
- Unavailable / Filled
- Not Scheduled

December 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Legend:

- Available
- Unavailable / Filled
- Not Scheduled



# Graduate Program Directors

1. Every Program has a Graduate Program Director
2. Please see your program's General Information Page for the Director's contact info.
3. For example:

## FOR MORE INFORMATION

### School of Computing

Robert Adams, Ph.D., Program Director

C-2-100 Mackinac Hall

(616) 331-2060

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



**Samhita Rhodes**

Faculty/Staff

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

[616-331-6267](tel:616-331-6267)

[Engineering, School of](#)

253 John C. Kennedy Hall of Engineering

Dept. Phone: [616-331-6750](tel:616-331-6750)

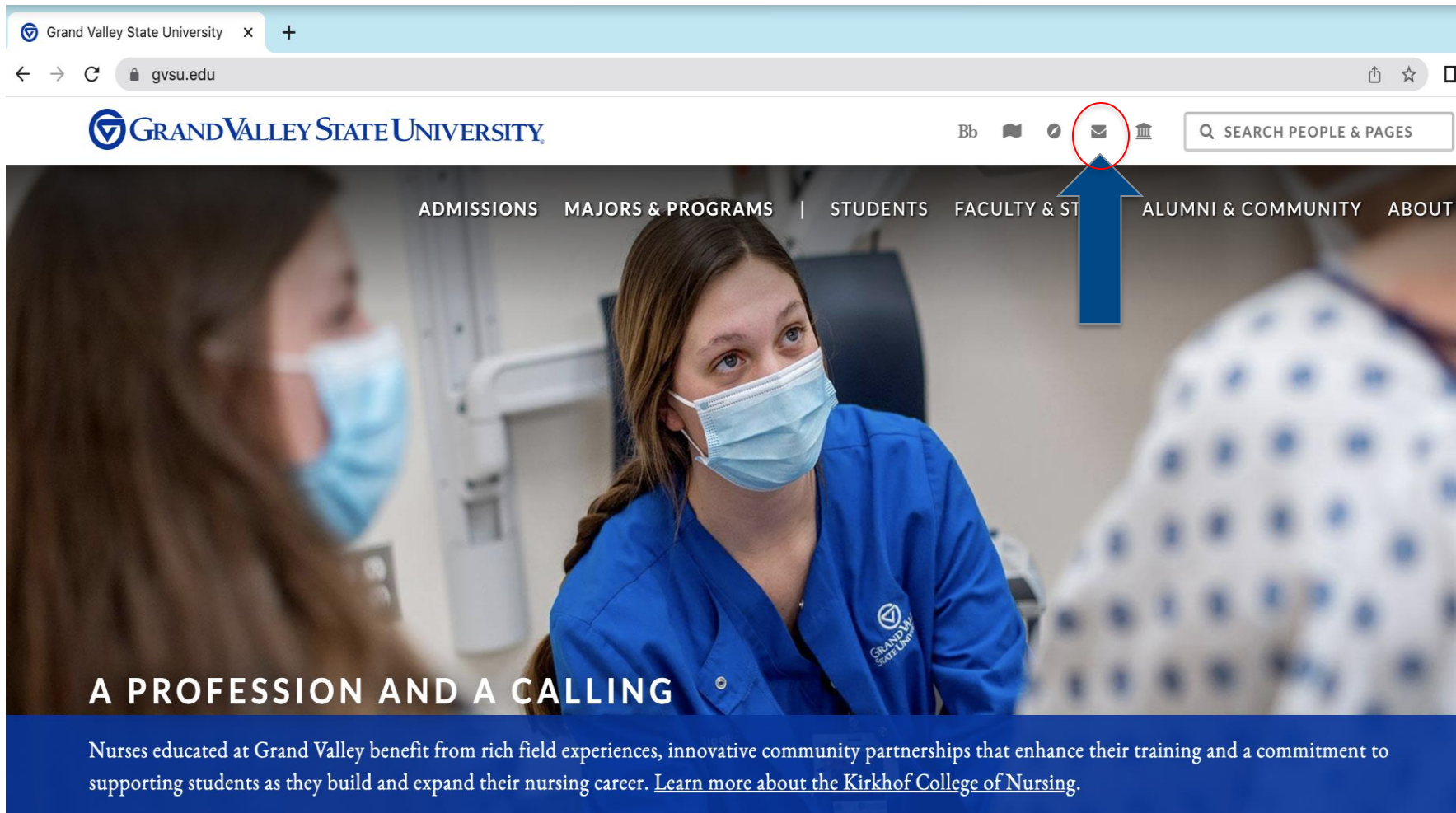
Dept. Fax: [616-331-7215](tel:616-331-7215)

# Dr. Paul Leidig (Data Science and Computing)

1. Has sent out a qualtrix survey to every student in those two Master's Programs.
2. These students cannot register without completing the survey first.
3. Please list your name now in the chat if you are in one of these programs and have NOT received the survey yet.

ONLY FOR THESE TWO PROGRAMS.

# How can I access my GVSU email?



Enter using same username and password provided from Chris Hendree

NO G-numbers



## GVSU Central Login Service

Sign In



Username



.....

Continue



Gmail is the official method of communication for contacting students at GVSU. Your email address is your\_network\_ID@mail.gvsu.edu

### Helpful Information

- Trouble Logging In?  
Contact the IT Helpdesk at [616-331-2101](tel:616-331-2101), email [helpdesk@gvsu.edu](mailto:helpdesk@gvsu.edu) or visit <http://gvsu.edu/it/>
- Reset / Change Your Network Password at <https://www.gvsu.edu/passwordreset>
- [Gmail Help](#)
- Looking for Faculty/Staff Outlook Web email? [click here](#)

1 Campus Drive  
Allendale, MI 49401-9403  
USA - (616) 331-5000

# Next Step

- Once you have the LIST of classes from the advisors YOU will register for classes using banner.
- Here is the video that will walk you through the steps.
- Be aware of the Time, location and days of classes when registering
- You will only pay for tuition after registering for classes
- Undergraduate needs minimum of 12 credits and graduate needs minimum of 9 credits to be a full-time student.

Video - <https://gvsu.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=af3be7dc-255a-418c-9fdd-a8fc013174f5&start=0.85>



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**Questions – Please email [istudents@gvsu.edu](mailto:istudents@gvsu.edu)**