

**GRAND VALLEY STATE UNIVERSITY**  
**Office of Records and Registration**  
**Student Assistance Centers**  
Ph: 616-331-3327  
Fax: 616-331-2000  
[www.gvsu.edu/registrar](http://www.gvsu.edu/registrar)

**Pam Wells ([wellsp@gvsu.edu](mailto:wellsp@gvsu.edu)), Interim Associate Vice President and University Registrar**

The Student Assistance Centers (SAC) consists of the production and operations staff of Admissions, Records, Registration, Degree Audit, and Allendale and Pew Campus Service Centers; organized in functional groupings. A member of the professional staff leads each of the six functional groups. Functions assigned to the specific areas and the name of the staff supervisor are listed below.

**Academic Records: Bill Widmaier ([widmaieb@gvsu.edu](mailto:widmaieb@gvsu.edu)), Associate Registrar**

|                             |   |
|-----------------------------|---|
| Attendance Verification     | Records Statistics, Reports, & Ad-Hoc Reports |
| End of Semester Reports     | Re-Entry Processing                           |
| Grade Processing            | SEVIS Certification                           |
| Grade/Repeat/Dual Changes   | Transcript Processing                         |
| Imaging/Document Management | Veteran's Certification                       |
| Record Retention            |   |

**Admissions Processing: Mary Brittain ([brittain@gvsu.edu](mailto:brittain@gvsu.edu)), Associate Registrar**

|                        |   |
|------------------------|---|
| Admissions Mailroom    | Admission Statistics, Reports, & Ad-Hoc Reports |
| Application Processing | Processing Support for Recruitment              |

**Curriculum & Auditing: Meagan Treadway ([treadmea@gvsu.edu](mailto:treadmea@gvsu.edu)), Associate Registrar**

|  |                       |
|--|-----------------------|
| Auditing Statistics, Reports, & Ad-Hoc | Curriculum            |
| Banner Projects                        | Degree Auditing       |
| Catalog                                | Teacher Certification |
| Commencement                           | Transcript Evaluation |

**Pew Campus Service Center: Daniel Vainner ([vainneda@gvsu.edu](mailto:vainneda@gvsu.edu)), Associate Registrar**

|                             |   |
|-----------------------------|---|
| Athletic Eligibility        | Pew Liaison – Other GV Locations              |
| Banking Operations – Pew    | Records Statistics, Reports, & Ad-Hoc Reports |
| ID Card Operations          | Recruitment Mailroom – Pew                    |
| Imaging/Document Management | Service Center Operations – Pew               |

**Registration: Laura Przybytek ([przybytl@gvsu.edu](mailto:przybytl@gvsu.edu)), Associate Registrar**

|  |   |
|--|---|
| Catalog                                | Refund Authorizations                                 |
| Classroom Scheduling                   | Registration Events                                   |
| Liaison – Services to All GV Locations | Registration & Schedule Statistics, Reports, & Ad-Hoc |
| Master Course File                     | Schedule of Classes                                   |

**Allendale Service Center: Hannah Axdorff ([axdorffh@gvsu.edu](mailto:axdorffh@gvsu.edu)), Assistant Registrar**

|                                       |                            |
|---------------------------------------|----------------------------|
| Banking Operations                    | Liaison – Cashier/Services |
| Cashier Operation                     | Registration Events        |
| Cashiering Reports, Reports, & Ad-Hoc | Service Center Operation   |
| Curriculum                            | Web Services               |

**Application Processing & Transfer Eval: Jennifer Okada ([okadaj@gvsu.edu](mailto:okadaj@gvsu.edu)), Assistant Registrar**

|   |                       |
|---|-----------------------|
| Admission Statistics, Reports, & Ad-Hoc | Graduation Auditing   |
| Application Processing                  | Student Employment    |
| Commencement                            | Transcript Evaluation |