



Guide to Academic Advising 2014

Grand Valley State University

What is academic advising?



Katya Zavialova

Hometown: Nizhny

Novgorod, Russia

Year: Freshman

Major/s: International
business and finance

“The session with my advisor was very helpful. She helped me figure out which classes to take and helped me to switch my major.”

Advising:

Welcome to Grand Valley State University. Now that you're here you might have a few questions. How do I declare a major? What classes should I take? What are the requirements for graduating? Your academic advisor is here to help.

At Grand Valley State University, undergraduate and graduate students are assigned an academic advisor in order to help them reach their educational and career goals. Advising is a shared responsibility between an adviser and the student. Ultimately, it is the responsibility of the student to set goals and make a plan to achieve those goals. However, with an academic advisor you have some help.

The information in this brochure will help you determine who your advisor is, set up a meeting and make the most of the appointment. The information has been taken from Grand Valley State University's department of Academic Advising. If you have additional questions, visit www.gvsu.edu/advising.

Who is my advisor?

Types of advisors and their roles:

1. Faculty advisor: for students who have declared a major
2. Laker Academic Support Center- athletic advisor
3. Support program advisor
4. Advising center

How to determine who your advisor is:

1. Go to gvsu.edu
2. Go to mybanner and log in using your G-number and password
3. Click on the Student tab then the Student Records tab
4. Select an academic term
5. Your advisor's name will be listed with your academic information



Mina Shafik

Hometown: Alexandria,
Egypt

Year: Sophomore

Major/s: Psychology

“I saw a CLAS advisor. He talked with me about why I needed certain courses and what year to take them in.”

When should I meet?



Yum Young Cathy Lee

Hometown: South Korea

Year: Freshman

Major: English

“Whenever I want to schedule classes I email them and they help me!”

When to meet with your advisor:

Students are recommended to meet with their advisor at least once per semester and...

1. If you need help declaring a major or minor
2. If you need help planning which classes to take
3. If you are concerned about your study skills
4. If you want to discuss career choices or graduate programs
5. If you want to discuss internships or practicums

How to schedule an appointment:

Many advisors can be contacted through email...

1. Go to gvsu.edu
2. Type in your advisors name in the search bar
3. Their name will appear in the “People Finder”
4. “People finder” will direct you to their email address and/or a phone number
5. You and your advisor can set up a time and location to meet based on your availability

What is my role?

Student's role in advising:

1. Think about your career choice and goals. What do you want to accomplish?
2. Prepare a list of questions for your advisor prior to the meeting. How can your advisor help you accomplish your goals?
3. Actively participate in the advising session. Remember that your advisor can't make your decisions. He/she can only provide you with options.

Tips for the meeting:

1. Bring a written list of questions
2. Bring a notebook and pencil for taking notes
3. Bring a copy of your class schedule
4. Be familiar with GVSU's academic calendar
5. Know your grade point average
6. Review the classes you still need to complete



Chantal Suhling

Hometown: Bremen,
Germany

Year: Freshman

Major: Photography

“We're lucky to have this help available to us. I saw my advisor twice already.”

What should I ask?

Do you need help scheduling classes?

How do I register for classes?

How do I determine the number of credits I should take each semester?

How do I repeat, drop, or withdraw from courses?

How do I make sure that I am taking the courses I need?

How do I take a foreign language placement test?

How do I find course transfer equivalences?

What is a theme course?

What is a supplemental writing skills course?

What is the difference between a credit/no credit course?

What is dual enrollment?

Are you ready to graduate?

How do I change from non-degree seeking to degree-seeking status?

How do I know when I have fulfilled the requirements to graduate?

What should I ask?

Do you need help studying?

How do I calculate or raise my grade point average?

What is the definition of jeopardy and dismissal?

What is an academic support program and who should join?

Where can I go for tutoring?

Where do I go for testing services?

Who do I talk to if I have a learning disability?

Who can help me with study skills, time management, goal setting and test taking?

Who can help me with my writing skills?

Are you exploring career or internship options?

Who can help me find jobs on campus?

Who can help me write my resume and cover letter?

Who should I talk to about getting an internship?

When should I get an internship?



Photo credit Hannah Mico

Grand Valley State University Advising 2014

Padnos College of Engineering and Computing

Location: 315 Kennedy Hall
of Engineering

Phone: 616-331-6025

College of Education Student Information and Services Center

Location: Building C Richard
M. DeVos Center

Phone: 616-331-6650

College of Health Professions

Location: Cook DeVos Center
for Health Sciences

Phone: 616-331-3356

Kirkhof College of Nursing

Location: Cook-DeVos Center
for Health Sciences

Phone: 616-331-7160

Brooks College Integrative Learning and Advising

Location: 200 The Connection

Phone: 616-331-8200

Seidman Undergraduate Student Services

Location: SCB 3007

Phone: 616-331-7100

Grand Valley State University Advising 2014

Academic Advising Center

Location: C-1-140 Mackinac Hall

Phone: 616-331-8585

College of Liberal Arts and Sciences

Location: C-1-140 Mackinac Hall

Phone: 616-331-8585

LAKER Academic Success Center

Location: 152 Fieldhouse

Phone: 616-331-3328

616-331-8895

Pre-major Advising Program

Location: 200 STU

Phone: 616-331-3588

Student Academic Success Center

Location: 200 STU

Phone: 616-331-3588

College of Community & Public Service Advising Center

Location: 218C Richard

M. DeVos Center

Phone: 616-331-6890