

GRAND VALLEY STATE UNIVERSITY REGISTRAR'S OFFICE

Ph: 616-331-3327 Fax: 616-331-2000

www.gvsu.edu/registrar

Office hours: M-F 8am-5pm

Pamela Wells (wellsp@gvsu.edu), Registrar

The Registrar's Office consists of the production and operations staff of 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 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), 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	

Curriculum & Degree Auditing: Hannah Schoenfeld (schoenfh@gvsu.edu), Associate Registrar

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

Registration: Laura Przybytek (przybytl@gvsu.edu), Associate Registrar

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

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

Athletic Eligibility	Parent/Guardian Access
Banking Operations – Pew	Pew Liaison – Other GV Locations
ID Card Operations	Records Statistics, Reports, & Ad-Hoc Reports
Enrollment Report (NSC) Student	Service Center Operations – Pew
Final Exam Scheduling	

Allendale Service Center: Haley McKenna (mckennah@gvsu.edu), Assistant Registrar

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

Transcript Evaluation & Compliance Support: Elyssa Durham (durhame@gvsu.edu), Assistant Registrar

Transfer Equivalency Processing	Commencement
Registrar's Office e-mail	Degree Auditing
Auditing Statistics, Reports, & Ad-Hoc Reports	Enrollment Reporting

Records and Veteran Certification: Becca Morrissey (hambletr@gvsu.edu), Assistant Registrar

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