

GRAND VALLEY STATE UNIVERSITY

Office of Records and Registration

Student Assistance Centers

Ph: 616-331-3327

Fax: 616-331-2000

www.gvsu.edu/registrar

Academic year office hours: M-Th 8am-6pm, Fri 8am-5pm

Summer hours: M-F 8am-5pm

Sherril Soman (somans@gvsu.edu), 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), 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), Associate Registrar

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

Curriculum & Auditing: Meagan Treadway (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), 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), 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: Jason Cronkrite (cronkrij@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: Stephanie Hughes (hughstep@gvsu.edu), Assistant Registrar

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