**GRAND VALLEY STATE UNIVERSITY REGISTRAR’S OFFICE**

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

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

Academic year office hours: M-F 8am-5pm, phone access until 6pm M-R

Summer 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.

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| **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  |  |
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| **Curriculum & Degree Auditing: Hannah Axdorff (****axdorffh@gvsu.edu**) **Associate Registrar****), Associate Registrar** |
| Auditing Statistics, Reports, & Ad-Hoc Reports | Curriculum  |
| Banner Projects | Degree Auditing  |
| Transcript Evaluation | Teacher Certification |
| Commencement |   |
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| **Registration: Laura Przybytek (****przybytl@gvsu.edu****), Associate Registrar** |
| Catalog | Registration Events  |
| Classroom Scheduling | Registration & Schedule Statistics, Reports, & Ad-Hoc ReportsReports  |
| Liaison – Services to All GV Locations  | Schedule of Classes  |
| Master Course File | Web-Based Services |
| Refund Authorizations |  |
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| **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 Clearinghouse) | Service Center Operations – Pew |
| Final Exam Scheduling   |   |
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| **Allendale Service Center: Haley McKenna (****mckennah@gvsu.edu****), Assistant Registrar****), Assistant Registrar** |
| Banking Operations | Liaison – Cashier/Services  |
| Cashier Operation  | Registration Events |
| Cashiering Reports, Reports, & Ad-Hoc Reports | Service Center Operation  |
| Curriculum & Catalog | Web Services |
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| **Transcript Evaluation & Compliance Support: Elyssa Durham (****durhame@gvsu.edu****), Assistant Registrar****), Assistant Registrar** |
|  Transfer Equivalency Processing | Commencement |
| Registrar’s Office e-mail | Degree Auditing |
| Auditing Statistics, Reports, & Ad-Hoc Reports  | Enrollment Reporting |

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| **Records and Veteran Certification: OPEN, Assistant Registrar****), Assistant 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  |  |