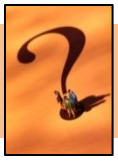
Who do I see when I have a question about . . .



Academic Adviser	SONIS (see instructions on page 1)
Academic help/tutoring	Adrienne Stratton (Director of Student Success) Office 70
Activities	Ryan Bushnell (Director of Student Life) Office 72
Athletic Insurance information	Marie (Admin Secretary) Office 123
Check out books/Library materials	Library – Main Desk
College Calendar	Google Calendar through College email (see below)
Employment at GLCC	Get an application at the Business Office window
Financial Aid	Tedd Kees (Financial Aid Director) Office 122
General Information	Student Handbook, Business Office Window or Marie (Office 123)
Grades	SONIS (see instructions on page 1)
How much do I owe on my account?	Cindy St. Louis (Student Accounts) – Business Office window
Mail / Mailbox Key	Pat Goff (Mailroom)
I D cards	Library Main Desk
Maintenance/Repair Issues	On-campus students: See your Resident Supervisor
Reserving a classroom, Doty Center, or area on campus for a meeting or event	Marie (Admin Secretary) Office 123
Rules and Policies	Student Handbook (available online)
Student Housing/Dorms	Ryan Bushnell, Director of Student Life
Student Concerns (not academic)	Levi Huffman, Dean of Students (Office 119)
Transcripts	Brian Slenski (Registrar) Office 113
What classes should I take next?	Your Academic Advisor
Special Events/Concerts	Go to the College website: glcc.edu

IMPORTANT DATES for FALL SEMESTER 2013

Aug. 26 (Monday) – First day of classes
Aug. 27 (Tuesday) – Convocation, Doty Center, 11 a.m.
Sept. 2 (Monday) – Labor Day, no classes
Sept. 4 (Wednesday) – Last day to add/drop classes
Sept 5 – Diversity Training
Sept. 26-28 – Woodland Games, see Ryan Bushnell
Sept. 27 (Friday) – Last Day to withdraw incomplete
Sept 27-29 – HandiCamp, see Dr. Alvin Kuest
Oct. 9 (Wednesday) – Stratford Trip, see Prof. George Brown
Oct. 12 (Saturday) – Oriental Institute Trip, see Dr. Lloyd Knowles
Oct. 15-17 – Missions Emphasis, see Dr. Kendi Howells Douglas
Oct. 25 (Friday) – Last day to withdraw pass/fail
Nov. 1-2 – Ministry Wives' Retreat, see Mrs. Judy Beavers
Nov. 8-10 (Friday – Sunday) – Fusion, Doty Center; see Admissions
Nov. 23-Dec. 1 – Thanksgiving Break
Dec. 12-14 (Thursday - Saturday) – Madrigal Dinner Theater
Dec. 17 – 20(Tuesday – Friday) – Final Exams
Dec. 21-Jan. 12 – Semester Break
Jan. 13 – Spring Semester Classes Begin

For more dates, activities, and academic information access the College Google Calendar from your GLCC email account! New students will receive an invitation in an email message. Just follow the directions! Returning students should click on "Calendar" at the top of their GLCC email page.

KEEP INFORMED ☺

Great Lakes Christian College

Welcome TO College!

6211 West Willow Highway, Lansing, MI 48917 / Main Line: 517-321-0242 /
Fax: 517-321-5900 / www.glcc.edu

Welcome Class of 2017 and Welcome Back Returning Students! We are excited to start this new school year with you and can't wait to see the things that the Lord is going to do here on our campus. Here you will find some helpful information to get started – whether this is your first semester at Great Lakes Christian College or the beginning of your last year. If you have any questions or need help with anything, please do not hesitate to ask any of our faculty or staff – we will be glad to help you! We are looking forward to spending this year with you.

Find Out About: Who do you see when you have questions . . .
Getting your grades . . . What about my Email account?
Signing up for next semester . . .
Computer / internet . . . What is SONISWEB ?
Finding the online College calendar ☑. . .
I need academic help . . . . . and more!

SONISWEB !

Follow these steps to access your academic information
(class schedule, grades, registration, etc.):

Step 1: Open your preferred Internet Browser and go to the following URL: www.glccsonisweb.com

Step 2: Click on the "Students" link. Enter your GLCC email address and pin. Your initial pin will be your birthday. For someone with a January 1, 1994 birth date, the pin would be 010194.

Step 3: After initial log in you will be prompted to change your pin. Your new pin must be at 3 - 6 characters in length. Once the pin is changed you will need to log in using your email and new pin.

You should now have access to your Sonisweb account. The academic information available to you includes:

- Biographical Information
- Student ID Number
- Course Listing (Completed / In Progress)
- Class Attendance
- Class Schedule
- Registration
- Printable Unofficial Transcript
- **And more to come!**

As Soon As Possible please update your Bio Information and Emergency Contacts.
If you have any issues concerning Sonisweb, please contact
Brian Slenski at bslenski@glcc.edu, Extension 229, or see him in Office 113.

www.fb.com/GreatLakesChristianCollege

☑College calendar: new students - look for an invitation in your GLCC email!

@GLCCCrusaders

GLCCCrusaders

Great Lakes Christian College

Great Lakes Christian College, an institution of higher education affiliated with Christian Churches/Churches of Christ, seeks to glorify God by preparing students to be servant-leaders in the church and world.

This information will assist you in accessing your GLCC **email account** as well as to instruct you in how to access features of the network and the **Moodle Online Course System** (course information, grades, etc.)

Email: To access your email, follow these steps:

Step 1: Open your preferred Internet Browser and go to the following URL: www.glcc.edu/mail

Step 2: Enter your username and password. The username for your email account will be the first 2 letters of your first name followed by your last name. (i.e. John Smith would be josmith). Your initial password will be your last name followed by the current year. (i.e. smith2013)

Step 3: After your initial log in you will be prompted to change your password. Your new password must be at least 8 characters in length.

You should now have access to your email account. It will operate like a typical Gmail account with most of the same setting options. If you have any issues accessing your email, please contact Jonathon Cook at jcook@glcc.edu or Extension 247.

Network/Moodle Login:
When logging into a student computer, follow these steps:

Step 1: Make sure you are logging into the Windows Operating system on one of the student computers in either the library or student mall area.

Step 2: Enter your username and password. Your username will be the first two letters of your first name followed by your last name. Your default password will be your last name followed by the current year.

Step 3: After your initial login you will be prompted to change your password. Your new password must be at least 8 characters in length.

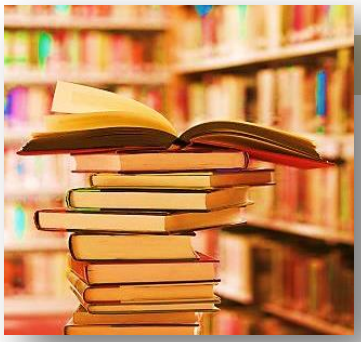
You should now have access to student computers. After this initial log in, you will also have access to the Moodle Online Course System. If you have any issues, please contact Jonathon Cook at jcook@glcc.edu or Extension 247.

Student Success Program

The Student Success Program is a valuable resource for any student. Adrienne Stratton is the Director. She and her team are here to help guide students through their college experience. The Student Success Office tracks students, how they are doing, what classes

they are taking, and what assignments they have coming up. Individualized tutoring, group study sessions, and special help with major assignments and tests are available.

Contact Adrienne at ext. 236 or by email at astratton@glcc.edu, or see her in Office 70 [across from the Bookstore.]



Louis M. Detro Memorial LIBRARY

Website: http://www.glcc.edu/Academics/Library.aspx
Front Desk: 517-321-02142 ext. 237 or library@glcc.edu
Director of Library Services - James Orme
517-321-0242 ext. 251 or jorme@glcc.edu

Library Hours	During the School Year:	
	Monday	7:45 a.m. – 9:00 p.m.
	Tuesday – Thursday	7:45 a.m. – 9:00 p.m.
	Friday	7:45 a.m. – 4:00 p.m.
	Saturday	1:00 p.m. – 4:00 p.m.
	Sunday	Closed
During Breaks & Summer	Monday – Friday	9:00 a.m. – Noon; 1:00 p.m. – 4:00 p.m.
	Saturday – Sunday	Closed

The Library is closed for official holidays, Chapel, small groups, and other announced events.

Borrowing Privileges

Books:	28 days; 2 renewals
Periodicals:	7 days, 2 renewals
Audio/Visual Materials:	3 days, 2 renewals
Equipment	24 hours; longer permission; no renewals
Reserve Materials:	2 hours to 1 week; no renewals

Search for Books and Media

To search for books and media owed by the Library, explore the online catalog on the GLCC website (web address above), and select "GLCC Library Catalog (InfoCentre). Also from InfoCentre, click on the "My Library Info" link at the top right, log in with your student ID number and see the list of items you checked out, renew your Library materials, and see if any fines are due.

InterLibrary Loans

To search for an item not in our Library, select "MeLCat (Interlibrary Loan) on the Library website. When you find the item you want to borrow, click the "Get this for me!" link and follow the instructions. Items are delivered to our Library and you will be notified of their arrival by an email to your GLCC email account. See the Library for more information.

Michigan State University Libraries

GLCC students, who are Michigan residents, may check out books from the MSU Libraries. For more information see the Library or go to http://www.lib.msu.ed/about/policy-lendingall.jsp#community.

Databases – Online Research Resources

The Library subscribes to more than 40 online research databases for which you have free access while you are a student at GLCC. For a complete list of these resources select "Complete List of Research Resources (Databases)" link on the Library website. See the Library for more information.

If you get a notice in your mailbox or an email message from Financial Aid, Tedd Kees, or Cindy St. Louis – take care of the situation immediately!

Tedd's office is #122 and you can find Cindy at the Business Office window.

Getting your student account settled as soon as possible will take a weight off your shoulders and keep Financial Aid from darkening your doorstep!