Winter 2022 Graduate Coordinator Meeting

Thursday, February 3, 2022

12:00pm to 2:00pm

[https://csusb.zoom.us/j/86089941553](https://csusb.zoom.us/j/86089941553?pwd=MWkxOVJ4Rzk3SzVXbVhnMDBuam5sdz09) (Password: 75058)

**Agenda**

* Welcome and Introduction - Caroline (12:05 p.m.)
  + Introduction of Graduate Studies Staff and Staff Updates
  + Monday - Friday: 8:00 a.m. to 5:00 p.m.
    - First two weeks of the semester: We are open until 6 p.m. Monday - Thursday

Graduate Studies Website and Chat: <https://www.csusb.edu/graduate-studies>

Phone: (909) 537-5058

Email: [gradstud@csusb.edu](mailto:gradstud@csusb.edu)

* Digital Forms - April (12:10 p.m.)
  + [Waivers/Leaves/Other Forms](https://www.csusb.edu/graduate-studies/forms) – AdobeSign and Fillable forms are available
  + Leave of Absence - If a student has broken enrollment (discontinued) the **program coordinator** will need to email me a request to initiate the Leave of Absence request for the student.
  + [How to Access Adobe Sign Forms](https://www.csusb.edu/its/support/it-knowledge-base/detail?id=946490953e66f32411d88e4d5ba2622df2df4264fe)

To expedite processing, completed requests must be submitted with all required signatures/approvals and all attached documents. Processing time is 3 - 5 business days.

* Recruitment – Erma (12:15 p.m.)
  + Taco Tuesdays will be weekly with Recruitment Staff.
  + CSUSB Virtual Coffee chats highlight current students sharing their degree program, financial aid opportunities, words of wisdom, and life at CSUSB!
* Thesis, Marketing & Materials – Shelby (12:20 p.m.)
  + Thesis Review Deadlines – Spring 2022
  + Formatting workshops
  + Spring Newsletter - Please submit stories/articles ideas
* Cal State Apply & remote WebAdMIT training – Chris (12:25 p.m.)
* Enrollment/Applications – Caroline and Chris (12:30 p.m.)
  + Spring 2022 and Fall 2022
  + Graduate Enrollment Dashboard – Chris
* Exceptions to the Audit & MyCAP (12:40 p.m.) - (Jennifer and Racheal)
* [Graduate Equity Fellowship](https://www.csusb.edu/graduate-studies/financial-support/graduate-equity-fellowship) – April (1:00 p.m.)
  + Application deadline is March 2nd. Students need to have a myCoyote ID number to access the Scholarship Portal to apply.
* Probation Timeline – Spring 2022 – April (1:05 p.m.)

May 26, 2022 – Spring Grades Due

June 2, 2022– Spring Grades Available

June 2, 2022 – List of Probation/Dismissal students sent to program coordinators. Program GPA is listed on the PAWS report.

June 7, 2022 - Probation/Dismissal entered into PeopleSoft, notifications emailed to students & program coordinators.

* Events – Megan (1:15)
  + Financial Wellness February, taking place February 14th-18th from 12:00-1:00 PM each day
  + Writing Accountability Groups, info sessions taking place February 15th and 16th
  + 3MT marketing flyer: April 11th is the date of the competition
  + Apply to Grad School Campaign: April 25th through 29th. Coordinators can register to represent their programs here (<https://csusb.az1.qualtrics.com/jfe/form/SV_6R3nIeHfnon9V3g>)
* Graduate Applicant and Student Support Sessions - April (1:05 p.m.)
  + Cal State Apply Virtual Graduate Application Sessions
  + February 8: 12 - 1:30 p.m.
  + February 16: 5 - 6:30 p.m.
  + March 9: 5 - 6:30 p.m.
  + March 15: 12 - 1:30 p.m.
  + April 6: 5 - 6:30 p.m.
  + April 28: 12 -1:00 p.m. (Separate Personal Statement Workshop being offered)
  + May 10: 12 - 1:30 p.m.
  + May 25: 5 - 6:30 p.m.

[Registration Link](https://csusb.zoom.us/meeting/register/tZcucuuopj8qHNfnR4K5KcmHWdVb3dm1IUMo) for all of the above

* + Requesting Letters of Recommendation
    - February 16: 2 - 2:45 p.m.
    - March 17: 12 - 12:45 p.m.
    - April 7: 12 - 12:45 p.m.

[Registration Link for LOR sessions](https://csusb.zoom.us/meeting/register/tZMsc-iqqjwjGNLdTFbi0coJEY1Tt-ADDHSD)

* + Funding Graduate Education
    - February 16: 12 - 12:45 p.m.
    - March 17: 4 - 4:45 p.m.
    - April 7: 4 - 4:45 p.m.

[Registration Link for Funding sessions](https://csusb.zoom.us/meeting/register/tZUkf-qqrjMtHNx6dc78X71zQGxofevEtMXw)

* + Graduate Student Support Group
    - Spring 2022
    - Meets virtually on Thursday’s, 12 – 1 p.m.
    - Students should contact [Counseling & Psychological Services](https://www.csusb.edu/caps) for information.
* Graduate Student Success Center (Monica Baeza) (1:15)
* [Thesis Boot Camp and Writing Accountability Sessions](https://www.csusb.edu/graduate-studies/current-students/thesis-project-dissertation/workshops) - Caroline (1:20 p.m.)
  + Thesis Boot Camp - Happened January 13 and 14
  + Writing Accountability Group Dates: February 21-April 29
* Graduate Studies Weekly Roundup – Caroline (1:25 p.m.)

* Links to Graduate Coordinator Resources:
  + [Graduate coordinator’s Toolbox](https://www.csusb.edu/graduate-studies/coordinators-resources/graduate-coordinators-toolbox)
  + [Graduate Coordinator Meetings, Minutes, and Materials](https://www.csusb.edu/graduate-studies/coordinators-resources/graduate-coordinator-meetings)