Fall 2021 Graduate Coordinator Meeting
Thursday, September 9, 2021
12:00 p.m. to 2:00 p.m.
Zoom Meeting ID: 811 8148 8704
(Password: 75058)

Agenda

• Welcome and Introduction - Caroline (12:05 p.m.)
  o Introduction of Graduate Studies Staff and Staff Updates
  o Office Hours –
    Monday – Thursday: 8:00 a.m. – 6:00 p.m.
    Friday: 8:00 a.m. to 5:00 p.m.
  o Graduate Resource Center Hours –
    Monday – Thursday: 8:00 a.m. – 7:00 p.m.
    Friday: 8:00 a.m. to 5:00 p.m.

• Graduate Studies Website and Chat: https://www.csusb.edu/graduate-studies
  o Phone: (909) 537-5058
  o Email: gradstud@csusb.edu

• Recruitment – Erma (12:10 p.m.)
  o Upcoming recruitment
    ▪ CDIP & Pre-Doc updates
    ▪ Social media campaigns
    ▪ Future events

• Cal State Apply & remote WebAdMIT training – Chris (12:20 p.m.)

• Enrollment/Applications – Caroline and Chris (12:25 p.m.)

• Graduate Enrollment Dashboard – Chris (12:30 p.m.)

• Graduate Admissions – Kim (12:40 p.m.)
  o Official transcript deadlines/reminders to new enrollees
    i. Spring 2022 – December 29, 2021
    ii. Summer 2022 – June 24, 2022
    iii. Fall 2022 – July 29, 2022
    iv. Spring 2023 – December 29, 2022

• New Student Orientation Blackboard course – Caroline (12:45 p.m.)
  o Graduate Student Orientation 2021 video

• Funding for Student Research and Travel – Caroline (12:50 p.m.)

• Probation Timeline – Fall 2021 – April (12:55 p.m.)
  o Timeline attached

• PAWS for Grad Students – Office of the Registrar (Jennifer, Rachel, and Amy) (1:00 p.m.)
  o Training 1 – Graduate PAWS Overview
  o Training 2 – Exceptions from the Audit – Graduate PAWS
  o Training 3 – myCAP – Transition from Manual Program Plans
• Graduate PAWS Training Schedule

  • 2021-2022 Thesis/Project/Dissertation Deadlines & Workshops - Shelby (1:15 p.m.)
    o Thesis Deadlines
    o Thesis Formatting Workshops

  • Workshops and Events – Caroline/April/Megan/Erma/Shelby (1:20 p.m.)
    o Thesis Bootcamp
      i. Writing Accountability Groups
         1. Information Session Survey
    o CSUSB Cal State Apply Graduate Application Assistance/Workshops
      September 15th, 5:00 p.m. – 6:30 p.m. & September 28th, 12:00 p.m. – 1:30 p.m.
      We offer at least two workshops each month all year
    o Funding Graduate Education
    o Letters of Recommendation
    o Graduate Education Week (flyer included)
      i. September 20th – 24th
      ii. Grad Program Info Session Survey
      iii. Includes the recognition ceremony of the faculty thesis readers
    o Three Minute Thesis
      i. Flyer attached

  • Graduate Student Support Group – April (1:35 p.m.)

  • CARE Team – Jesse Juarez (1:40 p.m.)

  • Graduate Coordinator Resources
    o 2021-2022 Graduate Coordinator’s Guidebook
    o Graduate Coordinator’s Toolbox
    o Graduate Coordinator Meetings
Graduate Recruitment

• We host a Virtual Coffee Chat every other month where a graduate student shares their graduate student experience.

• Grad Recruitment offers Taco Tuesday weekly! Staff can share information about degree programs, funding opportunities and so much more!
  • Meeting ID: 873 5314 9580

• If you are unsure of what program, contact Erma Cross our Graduate Recruitment Specialist.
  • (909) 537-4395
  • gradrecruitment@csusb.edu

• For general questions you may also contact our office at (909) 537-5058 or gradstud@csusb.edu.

• Check out our upcoming events on our website or follow us on

  ![Facebook](https://www.facebook.com)
  ![Instagram](https://www.instagram.com)
  ![Twitter](https://www.twitter.com)
  ![LinkedIn](https://www.linkedin.com)
PRE-DOCTORAL PROGRAM

PREDOC 2022-2023

Information Session TBD

The California Pre-Doctoral Program provides scholars with an opportunity to participate in a fully funded summer research experience.

PREDOC provides the opportunity for students to explore and prepare for doctoral programs and participate in summer research experience programs.
The California Pre-Doctoral Program provides scholars with an opportunity to participate in a fully funded summer research experience.

PREDOC provides the opportunity for students to explore and prepare for doctoral programs and participate in summer research experience programs.
CHANCELLOR’S DOCTORAL INCENTIVE PROGRAM

Want to be a professor at a CSU? CDIP can help!

CDIP 2022-2023
Information Session TBD

Through the CDIP, the California State University offers loans and faculty sponsorship to full-time students pursuing doctoral degrees who are interested in a teaching career at a CSU campus.
CHANCELLOR’S DOCTORAL INCENTIVE PROGRAM

Want to be a professor at a CSU? CDIP can help!

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Information Session TBD

Through the CDIP, the California State University offers loans and faculty sponsorship to full-time students pursuing doctoral degrees who are interested in a teaching career at a CSU campus.
## Progress of New Graduate Enrollment (Fall 2021)

*Data as of Sep-08-21*

### Total Applications

<table>
<thead>
<tr>
<th></th>
<th>Fall 2020 (Sep-09-20)</th>
<th>Fall 2020 (at CENSUS)</th>
<th>Fall 2021 (Sep-08-21)</th>
<th>Fall 2020 (Sep-09-20)</th>
<th>Fall 2020 (at CENSUS)</th>
<th>Fall 2021 (Sep-08-21)</th>
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### New Enrollment

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<td>1,055</td>
<td>1,005</td>
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### Admitted

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**Remark:** The number of applications includes both returning and new students.
## Fall 2021

### Graduate Programs

#### Data as of Sep-08-21

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<th>Program</th>
<th>Total Applications</th>
<th>Completed Applications</th>
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<th>New Enrollment</th>
<th>Total Enrollment</th>
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### Graduate Programs (CEGE)

#### Data as of Sep-08-21

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<th>Program</th>
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<th>Completed Applications</th>
<th>Department Review</th>
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<tr>
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**Grand Total**

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<th>Department Review</th>
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<th>Total Enrollment</th>
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**College of Business & Public**

**Global Education**

**Business Administration Online for Executive**

**Finance**

**Online Criminal Justice 2nd BA Program**

**Social Sciences (2nd BA Program)**

**Social Work - Pathway Distance Education**

**Grand Total**
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<th>Total Applications (b)</th>
<th>Completed Applications (c)</th>
<th>Department Review (d)</th>
<th>Admitted (e)</th>
<th>New Enrollment (f)</th>
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<td>6</td>
<td>11</td>
<td>7</td>
<td>-16%</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Education Specialist: Mild/Moderate Disabilities (481)</td>
<td>29</td>
<td>23</td>
<td>39</td>
<td>29</td>
<td>-26%</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td>Education Specialist: Moderate/Severe Disabilities (482)</td>
<td>10</td>
<td>7</td>
<td>18</td>
<td>10</td>
<td>-44%</td>
<td>16</td>
<td>15</td>
</tr>
<tr>
<td>Adapted Physical Education Added Authorization (460)</td>
<td>6</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>100%</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Preliminary Administrative Services (501)</td>
<td>14</td>
<td>12</td>
<td>12</td>
<td>15</td>
<td>25%</td>
<td>12</td>
<td>11</td>
</tr>
<tr>
<td>Pupil Personnel Services: School Psychology (804)</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>0%</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Grand Total</td>
<td>354</td>
<td>399</td>
<td>495</td>
<td>436</td>
<td>-12%</td>
<td>390</td>
<td>322</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>WebAdMIT (a)</th>
<th>Total Applications (b)</th>
<th>Completed Applications (c)</th>
<th>Department Review (d)</th>
<th>Admitted (e)</th>
<th>New Enrollment (f)</th>
<th>Total Enrollment (g)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall 2020</td>
<td>Fall 2021</td>
<td>Fall 2020</td>
<td>Fall 2021</td>
<td>Fall 2020</td>
<td>Fall 2020</td>
<td>Fall 2020</td>
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<tr>
<td></td>
<td>In-Progress</td>
<td>Complete</td>
<td>In-Progress</td>
<td>Complete</td>
<td>In-Progress</td>
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<tr>
<td>Program Pre-Nursing</td>
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<td></td>
<td></td>
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<tr>
<td>RN to BSN (PostBac)</td>
<td>1</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>100%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Others</td>
<td>1</td>
<td>5</td>
<td>1</td>
<td>4</td>
<td>100%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grand Total</td>
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<td>8</td>
<td>40</td>
<td>8</td>
<td>-80%</td>
<td>0</td>
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</table>

Legend:
(a) Number of applications in WebAdMIT (Cal State Apply) application platform
(b) Total applications that have been submitted and downloaded to PeopleSoft database for admissions review
(c) Applications that have all required transcripts and are in the review process
(d) Completed applications that are at the department level for review
(e) Completed applications that are admitted to the program
(f) Newly admitted applicants who enroll for classes in Fall 2021
(g) Total enrollment includes new and continuing students
Graduate Studies Probation Timeline

AY 2021-2022

**Fall Semester 2021**

**December 16, 2021** – Fall Grades Due

**December 22, 2021** – Fall Grades Available

**December 22, 2021** – List of Probation/Dismissal students sent to program coordinators. Program GPA is listed on the PAWS report.

**January 3, 2022** - Probation/Dismissal entered into PeopleSoft, notifications emailed to students & program coordinators.

**Spring Semester 2022**

**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 3, 2022** - Probation/Dismissal entered into PeopleSoft, notifications emailed to students & program coordinators.
Training for Graduate PAWS (September/October/November) Rachael, Jennifer, Amy, April

Information to be sent out after 9/9 Coordinator meeting

Training 1: Graduate PAWS Overview
45 minutes + 15 minutes discussion/questions
approximately 40 attendees
3 online sessions (max 20 attendees each session)
Survey link: http://csusb.az1.qualtrics.com/jfe/form/SV_3Eog0cbZEKzCGG

Wednesday, 9/15/2021 10am-11am Zoom: https://csusb.zoom.us/j/9095373225
Thursday, 9/23/2021 11am-noon Zoom: https://csusb.zoom.us/j/9095373225
Tuesday, 9/28/2021 8pm-4pm Zoom: https://csusb.zoom.us/j/9095373225

Training 2: Exceptions from the Audit - Graduate PAWS (Replaces: Changes in Program Plans)
1 hour demonstration + 1 hour hands on
approximately 50 attendees
6 in-person sessions (max 10 attendees each session)
Survey link: http://csusb.az1.qualtrics.com/jfe/form/SV_0p1SnbcM2hTRLxA

Monday, 9/27/2021 9:30-11:30am PL-045 Reserved @9am
Thursday, 9/30/2021 9:30-11:30am PL-045 Reserved @9am
Tuesday, 10/5/2021 3pm-5pm PL-045 Reserved @ 2:30pm
Wednesday, 10/6/2021 3pm-5pm PL-045 Reserved @ 2:30pm
Tuesday, 10/12/2021 9:30am-11:30am PL-045 Reserved @9am
Friday, 10/15/2021 1:30-3:30pm PL-045 Reserved @ 1pm

Training 3: myCAP - Transition from Manual Program Plans
1 hour demonstration + 1 hour hands on
approximately 50 attendees
6 in-person sessions (max 10 attendees each session)
Survey link: http://csusb.az1.qualtrics.com/jfe/form/SV_2lhaaxFP60L6Irc

Thursday, 10/14/2021 9:30-11:30am PL-045 Reserved @9am
Wednesday, 10/20/2021 9:30-11:30am PL-045 Reserved @9am
Tuesday, 10/19/2021 1:30-3:30pm PL-045 Reserved @ 1pm
Friday, 10/22/2021 2:45pm PL-045 Reserved @ 1:30pm
Monday, 10/25/2021 10am-noon PL-045 Reserved @ 9:30am
Thursday, 10/28/2021 3:50pm PL-045 Reserved @ 2:30pm
2021-2022 Thesis/Project/Dissertation Deadlines

Consultation Deadline: End of week 11
Submission Deadline: Beginning of week 12
Publication Deadline: End of week 15

Fall 2021 Deadlines
- Consultation Deadline: Friday, November 5th (week 11)
- Thesis Submission Deadline: Monday, November 8th (Week 12)
- Publication Deadline: Friday, December 3rd (Week 15)

Spring 2022 Deadlines
- Consultation Deadline: Friday, April 8 (week 10)
- Thesis Submission Deadline: Monday, April 18th (Week 12)
- Publication Deadline: Friday, May 13th (Week 15)

Summer 2022 Deadlines
(10 weeks of instruction, 4/10 work week. Students must enroll in 10-week summer session)
- Consultation Deadline: Thursday, July 8
- Submission Deadline: Monday, July 11th
- Publication Deadline: Monday, August 8th (Finals Week)
Thesis, Project, & Dissertation Formatting Workshops

Learn to use the Graduate Studies Microsoft Word formatting template and take the worry out of document formatting. Learn how to format headings, text, and the table of contents automatically!

**Tuesday, Oct. 5**
12:00 p.m. – 1:00 p.m.
Oct. 5 Registration

**Wednesday, Oct. 6**
5:00 p.m. – 6:00 p.m.
Oct. 6 Registration

Thesis Submission Process Workshops

Familiarize yourself with upcoming deadlines, required documents, and more! Find out how your thesis, project, or dissertation will be reviewed, and what you can do now to make the process go smoothly.

**Tuesday, Oct. 12**
12:00 p.m. – 1:00 p.m.
Oct. 12 Registration

**Wednesday, Oct. 13**
5:00 p.m. – 6:00 p.m.
Oct. 13 Registration

Register online on the Graduate Studies thesis workshop page at csusb.edu/graduate-studies

For more information, contact Graduate Studies
College of Education 356
gradstud@csusb.edu
csusb.edu/graduate-studies
(909) 537-5058

Workshops are held via Zoom. To meet with a thesis reviewer in person, contact Graduate Studies at (909) 537-5058 or gradstud@csusb.edu
Join Us For:

**Hispanic Heritage Month Presents: The Importance of Graduate Education**

9/20

**Find Your Mentor: Faculty Panel**

9/21

**Imposter Syndrome: Recognizing the Signs and How to Deal**

9/22

**Using Zotero & How it Can Save You Time**

9/23

**Graduate Student Social Hour**

9/24

GRADUATE EDUCATION WEEK

September 20th - 24th

We look forward to welcoming you at these events and more! Please register below for a full agenda of sessions

bit.ly/3ytxHON

For more information, contact Graduate Studies

College of Education 356
gradstud@csusb.edu

csusb.edu/graduate-studies

(909) 537-5058
The Office of Graduate Studies will hold its first 3-Minute Thesis competition on Monday, April 11th, at 3:00 - 5:00 pm in the SMSU Theater. In this Ted Talk-like competition, presenters will describe their graduate thesis, project, or dissertation research in three minutes or less, using only one static slide, in front of a panel of judges and a live audience.

Prizes:
First Place: $500  Second Place: $250  Third Place: $100  People’s Choice: $300

Founded by the University of Queensland, the Three Minute Thesis (3MT) is an academic competition that cultivates students’ presentation skills and challenges them to describe their research within three minutes to a general audience. The competition is open to currently enrolled CSUSB graduate students completing a thesis, project, or dissertation. Applicants will have the opportunity to participate in workshops and rehearsals to prepare for the event.

Register for 3MT by January 21st.

For more information, contact Graduate Studies at (909) 537-5058, or visit us at CE 356

Interested in participating? Join us for pizza and learn more about 3MT at our upcoming 3MT Information Meetings

November 10
4:00 PM

November 16
12:00 PM

January 15
12:00 PM

January 19
4:00 PM

Information Meetings will include an opportunity drawing for 3 thesis submission fee waivers.

Apply Now
Use the QR code or contact the Office of Graduate Studies:
(909) 537-5058
csusb.edu/graduate-studies

Sponsored by the The Office of Graduate Studies, the Graduate Writing Center, and the Graduate Student Society.
GRADUATE STUDENT SUPPORT GROUP

TUESDAYS @12-1:20PM
PRESENTED BY CAPS IN PARTNERSHIP WITH THE OFFICE OF GRADUATE STUDIES

Let’s face it - Graduate School can be challenging on many levels, especially now! This group is a place to share and receive support from fellow students navigating these challenges. We will explore strategies to balance academic pursuits, home life, relationships, work, and self-care.

TO PARTICIPATE, CALL THE CAPS OFFICE AT (909)537-5040 TO SCHEDULE A PRE-GROUP APPOINTMENT