New Graduate Program Coordinator Orientation

Tuesday, August 31, 2021
11:00am-1:00pm
Zoom Meeting ID: 878 7142 4791; Password: 75058

Agenda

1. Welcome and Introduction - Caroline & Dorota (12:05 p.m.)
   a. Office Hours –
      • Monday – Thursday: 8:00 a.m. – 6:00 p.m.
      • Friday: 8:00 a.m. to 5:00 p.m.
   b. Graduate Resource Center Hours
      • Monday – Thursday: 8:00 a.m. – 7:00 p.m.
      • Friday: 8:00 a.m. to 5:00 p.m.
   c. Graduate Studies Website and Chat: https://www.csusb.edu/graduate-studies
   d. Phone: (909) 537-5058
   e. Email: gradstud@csusb.edu

2. New Student Orientation Blackboard Course

3. Overview of the Graduate Coordinator Guidebook
   a. Duties, Responsibilities, and Resources - Pg.1
   b. Graduate Admissions/Cal State Apply - Pg. 5
   c. Students moving from Quarter to Semester Catalog - Pg. 8
      i. Submit a revised program plan and Change of Program Application (COPA) to Melissa Cobb. $6 processing fee is waived.
   d. Steps to Completing the Degree - Pg. 9
   e. Graduate Approved Program Plan - Pg. 12
      i. PAWS for Graduate Students
   f. PREP (Professional Resource and Engagement Program) - Pg. 12
   g. Culminating Experience and Continuous Enrollment - Pg. 13
   h. Grad Check, Commencement, and Graduation - Pg. 15
      i. Graduate Student Policies - Pg. 16
Graduate Studies Forms Page:
Request for Leave of Absence
Petition for Discount of Grade
Petition for Simultaneous Enrollment
Dropping a Course at the End of the Quarter
Waiver of University Regulations

Information Technology Services Knowledge Base: [How to Access Adobe Sign Forms]

j. Annual Events - Pg. 18
k. Workshops & Information Sessions - Pg. 19
l. Student Resources and Support - Pg. 20

Other Resources:

[The Graduate Coordinator’s Guidebook – 2021-2022]

[Student Handbook]

Graduate Coordinator Resources
[Graduate coordinator’s Toolbox]
[Graduate Coordinator Meetings, Minutes, and Materials]