

# 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](mailto: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](#)