**New Graduate Program Coordinator Orientation**

Thursday, September 1, 2022

11:00am-1:00pm

**Zoom Meeting ID:** [**https://csusb.zoom.us/j/84267038556**](https://csusb.zoom.us/j/84267038556)

**Agenda**

1. Welcome and Introduction - Caroline & Dorota (11:05 a.m.)
   1. Office of Graduate Studies Office Hours –

* Monday – Friday: 8:00 a.m. to 5:00 p.m.
  1. Graduate Resource Center Hours
     + - Monday – Friday: 8:00 a.m. to 5:00 p.m.
  2. Graduate Studies Website and Chat: [Graduate Studies | CSUSB](https://www.csusb.edu/graduate-studies)
  3. Phone: (909) 537-5058
  4. Email: [gradstud@csusb.edu](mailto:gradstud@csusb.edu)

1. Graduate Student Success Center (SMSU South 102), [gssc.csusb@gmail.com](mailto:gssc.csusb@gmail.com)
   1. Fall 2022 hours
      1. Monday - Thursday, 10 a.m. - 8 p.m.
      2. Friday and Saturday, 10 a.m. - 2 p.m.

3. Admissions

a. WebAdmit

b. Coordinator roles, procedures, and recommendations

c. Dashboards

1. Student Resources

a. Graduate Student Orientation Canvas Course

b. [Graduate Student Orientation Video and Presentation](https://www.csusb.edu/graduate-studies/event-center/graduate-student-orientation)

c. [Coyote Graduate Student Guide](https://www.csusb.edu/sites/default/files/coyote%20graduate%20student%20guidebook_2022_R9_Interactive%20-%20Updated_0.pdf)

1. Overview of [The Graduate Coordinator’s Guidebook](https://www.csusb.edu/sites/default/files/Graduate%20Coordinators%20Guidebook_2022-2023_R5.pdf)
   1. Duties, Responsibilities, and Resources - Pg.1
   2. Graduate Admissions/Cal State Apply - Pg. 5
   3. Students moving from Quarter to Semester Catalog - Pg. 8
      1. Submit a revised program plan and [Change of Program Application (COPA)](https://www.csusb.edu/sites/default/files/COPA%202020_1.pdf) to [Melissa McCammack](mailto:MCobb@csusb.edu). $6 processing fee is waived.
   4. Steps to Completing the Degree - Pg. 9
   5. Graduate Approved Program Plan - Pg. 12
      1. PAWS/myCAP for Graduate Students
   6. [PREP (Professional Resource and Engagement Program)](https://www.csusb.edu/graduate-studies/prep-program) - Pg. 12
   7. Culminating Experience and Continuous Enrollment - Pg. 13
   8. Grad Check, Commencement, and Graduation - Pg. 15
   9. [Graduate Student Policies](https://www.csusb.edu/graduate-studies/policies-and-procedures) - Pg. 16

[Graduate Studies Forms Page:](https://www.csusb.edu/graduate-studies/forms)

* Request for Leave of Absence
* Petition for Discount of Grade
* Petition for Simultaneous Enrollment
* Dropping a Course at the end of the term
* Waiver of University Regulations
  1. Annual Events - Pg. 18
  2. Workshops & Information Sessions - Pg. 19
  3. Student Resources and Support - Pg. 20

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)