

New Graduate Program Coordinator Orientation

Thursday, August 31, 2023

11:00am-1:00pm

CE 354 or [Zoom](#)

Agenda

1. Welcome and Introduction - Caroline (11:05 a.m.)
 - a. Office of Graduate Studies Office Hours –
 - i. Monday – Friday: 8:00 a.m. to 5:00 p.m.
 - b. Graduate Studies Website and Chat: [Graduate Studies | CSUSB](#)
 - c. Phone: (909) 537-5058
 - d. Email: gradstud@csusb.edu
2. Graduate Student Success Center (SMSU South 202), gssc.csusb@gmail.com
 - a. Fall 2023 hours
 - i. Monday: Thursday, 10 a.m. - 7 p.m.
 - ii. Friday: 9 a.m. - 1 p.m.
3. Admissions
 - a. WebAdmit
 - b. Coordinator roles, procedures, and recommendations
 - c. Dashboards
4. Student Resources
 - a. Graduate Student Orientation Canvas Course
 - b. [Graduate Student Orientation Video and Presentation](#)
 - c. [Coyote Graduate Student Guidebook](#)
5. Overview of [The Graduate Coordinator's Guidebook](#)
 - a. Duties, Responsibilities, and Resources - Pg.1
 - b. Graduate Admissions/Cal State Apply - Pg. 5
 - c. Steps to Completing the Degree - Pg. 9
 - d. Graduate Approved Program Plan - Pg. 12
 - i. PAWS/myCAP for Graduate Students
 - Guides to Exceptions from the Audit (EFA) and myCAP available on the [Graduate Coordinator Toolbox page](#).
 - If you would like to schedule PAWS/myCAP training, email April Lane (alane@csusb.edu) to schedule.
 - e. [PREP \(Professional Resource and Engagement Program\)](#) - Pg. 12
 - f. Culminating Experience and Continuous Enrollment - Pg. 13
 - g. Grad Check, Commencement, and Graduation - Pg. 15
 - h. [Graduate Student Policies](#) - Pg. 16
 - i. [Graduate Student Forms](#) - Pg. 16
 - Including:
 - Incomplete Grade Extension Request

- Leave of Absence Request
- Petition for a Retroactive Add
- Request for a Retroactive Withdrawal
- Simultaneous Enrollment
- Withdrawal Petition for Extenuating Circumstances
- Committee Certification and Committee Changes forms

j. Annual Events - Pg. 19

k. Workshops & Information Sessions - Pg. 20

l. Student Resources and Support - Pg. 21

Graduate Coordinator Resources

[Graduate coordinator's Toolbox](#)

[Graduate Coordinator Meetings, Minutes, and Materials](#)