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