

New Graduate Program Coordinator Orientation

Thursday, September 3, 2020

12:00pm-2:00pm

Zoom Meeting ID: 986 8567 9695

Agenda

1. Welcome
 - a. Introduction of Graduate Studies Staff and Staff Updates
 - b. Virtual Office Hours –
Monday - Friday: 8:00 a.m. to 5:00 p.m.
Graduate Studies Website and Chat: <https://www.csusb.edu/graduate-studies>
Phone: (909) 537-5058
Email: gradstud@csusb.edu
2. Duties and Responsibilities - Pg.1 - Graduate Coordinator Handbook (GCH)
3. Graduate Admissions/Cal State Apply (Pg. 5 – GCH)
4. New Student Orientation Blackboard Course
5. Students moving from Quarter to Semester Catalog (Pg. 8 – GCH)
 - a. Submit a revised program plan and [Change of Program Application \(COPA\)](#) to [Melissa Cobb](#). \$6 processing fee is waived.
6. Steps to Completing the Degree (Pg. 9 – GCH)
7. Graduate Approved Program Plan (Pg. 12 – GCH)
8. [PREP \(Professional Resource and Engagement Program\)](#) (Pg. 12 – GCH)
9. Culminating Experience and Continuous Enrollment (Pg. 13 – GCH)
10. Grad Check, Commencement, and Graduation (Pg. 15 – GCH)
11. [Graduate Student Policies](#) (Pg. 16 – GCH)
 - [Graduate Studies Forms Page:](#)
 - a. Request for Leave of Absence
 - b. Petition for Discount of Grade
 - c. Petition for Simultaneous Enrollment
 - d. Dropping a Course at the End of the Quarter
 - e. Waiver of University Regulations
 - a. [How to Access Adobe Sign Forms](#)

12. Annual Events (Pg. 18 – GCH)
13. Quarterly Workshops & Information Sessions (Pg. 19 – GCH)
14. Student Resources and Support (Pg. 20 – GCH)
 - a. [Student Handbook](#)
 - b. Graduate Student Society
15. Graduate Studies Weekly Roundup
16. Graduate Coordinator Resources
 - a. [Graduate coordinator's Toolbox](#)
 - b. [Graduate Coordinator Meetings, Minutes, and Materials](#)