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