

Fall 2019 Graduate Coordinator Meeting

Thursday, October 3, 2019

12:00pm to 2:00pm

University Hall-053

Agenda

1. Welcome and Introduction
 - a. Introduction of Graduate Studies Staff
 - b. Extended office hours –
 - i. Monday - Thursday: 8:00 a.m. to 6:00 p.m.
 - ii. Friday: 8:00 a.m. to 5:00 p.m.
2. Cal State Apply
 - a. Program changes and communication
 - i. Graduate Program Information List
 - b. Workshops (schedule)
3. Enrollment
4. Q2S Questions & Concerns
5. Thesis/Project/Dissertation Workshops/Deadlines & Manuscript Review Process
6. Outstanding Thesis Awards –
 - a. Alana Muller, author of *Neurological Correlates of the Dunning-Kruger Effect*, written for her Master of Arts in Psychological Science (Humanities and Social Sciences category)
 - b. Bryan Castillo, author of *Ages of Prehistoric Earthquakes on the Banning Strand of the San Andreas Fault, Near North Palm Springs, California*, written for his Master of Science in Earth and Environmental Sciences (Computer Science, Biological Sciences, Math, Physical Sciences, and Life Sciences category)
7. Probation/Dismissal Timelines
8. New Commencement Process
9. Funding opportunities
10. Upcoming Events
 - a. PREP
 - b. Graduate Education Week
 - c. Three Minute Thesis
11. Graduate Student Handbook
12. Graduate Coordinator Handbook

Graduate Program Information List

										APPLICATION DEADLINES		
Program Name (Existing)	Degree	Academic Plan	New Program Name (Starting Fall 2020)	Degree	Academic Plan	Program Coordinator	Email	Coordinator Direct Ext.	Coordinator's Office	Winter 2020	Spring 2020	Fall 2020
ARTS AND LETTERS												
Communication Studies												
Communication Studies	MA	COMSCALMAX	Communication Studies	MA	COMSCALMAX	Dr. Ahlam Muhtaseb	amuhtase@csusb.edu	75897	UH 201.23	CLOSED	CLOSED	5/1/2020
English Composition												
English Composition	MA	ENGCCALMAX	English and Writing Studies - Composition and Rhetoric	MA	EWCRCALMAX	Dr. Karen Rowan	krowan@csusb.edu	73854	UH 301.32	11/10/2019	3/12/2020	7/16/2020
English Composition - Applied Linguistics and TESL	MA	ENALCALMAX	English and Writing Studies - Applied Linguistics and TESL	MA	EWALCALMAX	Dr. Parastou Feiz	pfeiz@csusb.edu	77461	UH 301.45	11/10/2019	3/12/2020	7/16/2020
English Composition - Literature	MA	ENLCCALMAX	English and Writing Studies - Literature	MA	EWLTCALMAX	Dr. Jessica Luck	jluck@csusb.edu	75839	UH 301.10	11/10/2019	3/12/2020	7/16/2020
			English and Writing Studies - Pedagogy ^{New}	MA	EWPPCALMAX	TBA						7/16/2020
			English and Writing Studies - Public and Professional Writing ^{New}	MA	EWPPCALMAX	TBA						7/16/2020
Spanish												
Spanish - Hispanic Applied Linguistics	MA	SHALCALMAX	Spanish	MA	SPNMALMAX	Dr. Rafael Correa	rafa@csusb.edu	75853	UH 201.39	CLOSED	3/4/2020	7/8/2020
Spanish - Hispanic Literature	MA	SLCCALMAX				Dr. Rafael Correa	rafa@csusb.edu	75853	UH 201.39	CLOSED	3/4/2020	
Studio Art	MFA	STARCALMFA	Studio Art	MFA	STARCALMFA	Edward Gomez	edward.gomez@csusb.edu	75183	VA 205	CLOSED	CLOSED	1/15/2020
BUSINESS AND PUBLIC ADMINISTRATION												
Accountancy	MS	ACCYCBPMXS	Accountancy	MS	ACCYCBPMXS	Dr. Hang Pei Dr. Taewon Yang - Admissions	hang.pei@csusb.edu taewon@csusb.edu	74329 75704	JB 256 JB 459C	11/9/2019	3/11/2020	7/15/2020
Business Administration												
Business Administration - Undeclared	MBA	ADMMCBPMB										
Business Administration - Accounting	MBA	ACTMCBPMB	Business Administration - Accounting	MBA	ACTMCBPMB							
Business Administration - Business Intelligence and Information Technology	MBA	BITMCBPMB										
Business Administration - Cyber Security	MBA	CSECCBPMB	Business Administration - Cyber Security	MBA	CSECCBPMB							
Business Administration - Entrepreneurship	MBA	ENTPCBPMB	Business Administration - Entrepreneurship	MBA	ENTPCBPMB							
Business Administration - Finance	MBA	FINNCBPMB	Business Administration - Finance	MBA	FINNCBPMB							
Business Administration - Global Supply Chain Management	MBA	GSCHCBPMB	Business Administration - Global Supply Chain Management	MBA	GSCHCBPMB							
Business Administration - Management	MBA	MANMCBPMB	Business Administration - Management	MBA	MANMCBPMB							
Business Administration - Marketing	MBA	MRKMCBPMB	Business Administration - Marketing	MBA	MRKMCBPMB							
Business Administration - Professional Program	MBA	ADPRCBPMB										
			Business Administration - Executive ^{New}	MBA	EXECCBPMB							7/8/2020
			Entrepreneurship and Innovation ^{New}	MS	ENINCBPMXS	Dr. Michael Stull	mstull@csusb.edu	73708	JB 284			7/8/2020
Information Systems & Technology												
Information Systems Technology - Business Intelligence and Information Technology	MS	ISTBCBPMXS	Information Systems and Technology - Business Intelligence and Analytics	MS	ISTBCBPMXS	Erin Yela	eyela@csusb.edu	73342	JB 460	11/2/2019	3/4/2020	7/8/2020
Information Systems Technology - Cyber Security Career	MS	ISTCCBPMXS	Information Systems and Technology - Cyber Security	MS	ISTCCBPMXS	Erin Yela	eyela@csusb.edu	73342	JB 460	11/2/2019	3/4/2020	7/8/2020
Public Administration												
Public Administration	MPA	PAM_CBPMPA				Toni Ditty	tditty@csusb.edu	73759	JB 456	11/2/2019	3/4/2020	7/8/2020
Public Administration - Cyber Security	MPA	PACSCBPMPA	Public Administration - Cyber Security	MPA	PACSCBPMPA	Toni Ditty	tditty@csusb.edu	73759	JB 456	11/2/2019	3/4/2020	7/8/2020
Public Administration - Leadership	MPA	PALDCBPMPA	Public Administration - Leadership	MPA	PALDCBPMPA	Toni Ditty	tditty@csusb.edu	73759	JB 456	11/2/2019	3/4/2020	7/8/2020
Public Administration - Public Financial Management	MPA	PAFMCBPMPA	Public Administration - Public Financial Management	MPA	PAFMCBPMPA	Toni Ditty	tditty@csusb.edu	73759	JB 456	11/2/2019	3/4/2020	7/8/2020
			Public Administration - Nonprofit Leadership ^{New}	MPA	PANPCBPMPA	Toni Ditty	tditty@csusb.edu	73759	JB 456			7/8/2020
EDUCATION												
Counseling and Guidance	MS	ECLGCEDMSX	Counseling - Professional Counseling ^{New}	MS	CPCCCEDMXS	Dr. Lorraine Hedtke	lhedtke@csusb.edu	77640	CE 377	CLOSED	CLOSED	7/8/2020
			Counseling - School Counseling ^{New}	MS	CSCCCEDMXS							7/8/2020
			Counseling - School and Professional Counseling ^{New}	MS	CSPCCCEDMXS							7/8/2020
Education (must select a concentration)												
Education - Career and Technical Education	MA	CTEDCEDMAX	Career and Technical Education	MA	CTECCEDMAX	Dr. Andrew Hughes	andrew.hughes@csusb.edu	75637	CE 319	11/2/2019	3/4/2020	7/8/2020
Education - Instructional Technology	MA	ETECCEDMAX	Instructional Design and Technology	MA	INDTCEDMAX	Dr. Eun-Ok Baek	ebaek@csusb.edu	75454	CE 323	12/15/2019	3/20/2020	7/17/2020
Education - STEM Education	MA	ESTMCEDMAX	Science, Technology, Engineering, and Mathematics Education	MS	STEMCEDMSX	Dr. Joseph Jesunathadas	jjesunat@csusb.edu	75683	CE 330	11/2/2019	3/4/2020	7/17/2020
Education - TESOL	MA	EESLCEDMAX	Teaching English to Speakers of Other Languages (TESOL)	MA	TESLCEDMAX	Dr. Lynne Diaz-Rico	diazrico@csusb.edu	75658	CE 273	11/2/2019	3/4/2020	7/8/2020
Educational Administration	MA	EADMCEDMAX	Educational Administration	MA	EADMCEDMAX	Dr. Susan Jindra	sjindra@csusb.edu	75674	CE 368	11/2/2019	3/13/2020	8/7/2020
Rehabilitation Counseling	MA	EREHCEDMAX	Rehabilitation Counseling	MA	EREHCEDMAX	Dr. Connie McReynolds	cmcreyno@csusb.edu	75453	CE 120F	CLOSED	CLOSED	7/15/2020
Special Education	MS	SPEDCEDMXS	Special Education	MS	SPEDCEDMXS	Dr. Jemma Kim	jemma.kim@csusb.edu	77237	CE 230	11/18/2019	3/9/2020	7/8/2020
Education Specialist in School Psychology	Ed.S	SPSYCEDEDS	School Psychology	Ed.S	SPSYCEDEDS	Dr. Sharon Ward	sward@csusb.edu	75693	CE 340	CLOSED	CLOSED	7/8/2020
Educational Leadership Community College Specialization	Ed.D	ELCCCEDEDD	Educational Leadership - Community College Specialization	Ed.D	ELCCCEDEDD	Dr. Sharon Brown-Welty	sharonb@csusb.edu			CLOSED	CLOSED	7/8/2020
Educational Leadership P-12 Specialization	Ed.D	ELPTCEDEDD	Educational Leadership - PK-12 Specialization	Ed.D	ELPTCEDEDD	Dr. Edna Martinez Dr. Stanley Swartz	emartinez@csusb.edu sswartz@csusb.edu	75676 75601	CE 322 CE 362	CLOSED	CLOSED	7/8/2020
CREDENTIALS												
Single Subject (100)	N/A	100_CEDCCR & CRD	Single Subject (100)	N/A	100_CEDCCR & CRD	Dr. Becky Sumner	becky.sumner@csusb.edu	74413	CE 361	CLOSED	CLOSED	6/1/2020
Multiple Subject (200)	N/A	200_CEDCCR & CRD	Multiple Subject (200)	N/A	200_CEDCCR & CRD	Dr. Joseph Jesunathadas	jjesunat@csusb.edu	75683	CE 330	10/21/2019	CLOSED	6/1/2020
Designated Subjects Career and Technical Education (CTE) (300) ^{New}	N/A	300PCEDNON	Designated Subjects Career and Technical Education (CTE) for Applicants who hold a Bachelor Degree (CTE) (300) ^{New}	N/A	300PCEDNON	Dr. Andrew Hughes	andrew.hughes@csusb.edu	75637	CE 319	1/10/2020	4/6/2020	7/31/2020
Education Specialist: Early Childhood Special Education (436)	N/A	436_CEDCCR & CRD	Education Specialist: Early Childhood Special Education (436)	N/A	436_CEDCCR & CRD	Dr. Gregory Richardson	gregory.richardson@csusb.edu	75680	CE 233	11/18/2019	3/9/2020	6/1/2020
Education Specialist: Mild/Moderate Disabilities (481)	N/A	481_CEDCCR & CRD	Education Specialist: Mild/Moderate Disabilities (481)	N/A	481_CEDCCR & CRD	Dr. Gregory Richardson	gregory.richardson@csusb.edu	75680	CE 233	11/18/2019	3/9/2020	6/1/2020
Education Specialist: Moderate/Severe Disabilities (482)	N/A	482_CEDCCR & CRD	Education Specialist: Moderate/Severe Disabilities (482)	N/A	482_CEDCCR & CRD	Dr. Gregory Richardson	gregory.richardson@csusb.edu	75680	CE 233	11/18/2019	3/9/2020	6/1/2020
Adapted Physical Education Added Authorization (490)	N/A	490_CEDCCR & CRD	Adapted Physical Education Added Authorization (490)	N/A	490_CEDCCR & CRD	Dr. Hyunyoung Oh	hkoh@csusb.edu	73535	HP 212	11/2/2019	3/4/2020	7/8/2020
Preliminary Administrative Services (501)	N/A	501_CEDCCR & CRD	Preliminary Administrative Services (501)	N/A	501_CEDCCR & CRD	Dr. Susan Jindra	sjindra@csusb.edu	75674	CE 368	11/2/2019	3/13/2020	8/7/2020

Graduate Program Information List

										APPLICATION DEADLINES		
Program Name (Existing)	Degree	Academic Plan	New Program Name (Starting Fall 2020)	Degree	Academic Plan	Program Coordinator	Email	Coordinator Direct Ext.	Coordinator's Office	Winter 2020	Spring 2020	Fall 2020
Pupil Personnel Services: School Counseling (802)	N/A	802_CEDCCR & CRD				Dr. Lorraine Hedtke	lhedtke@csusb.edu	77640	CE 377	CLOSED	CLOSED	7/8/2020
Pupil Personnel Services: School Psychology (804)	N/A	804_CEDCCR & CRD	Pupil Personnel Services: School Psychology (804)	N/A	804_CEDCCR & CRD	Dr. Sharon Ward	sward@csusb.edu	75693	CE 340	CLOSED	CLOSED	7/8/2020
NATURAL SCIENCES												
Biology	MS	BIOMCNSMSX	Biology	MS	BIOMCNSMSX	Dr. Laura Newcomb	lnewcomb@csusb.edu	75542	BI 310	10/1/2019	1/15/2020	5/1/2020
Computer Science	MS	CSCMCNSMSX	Computer Science	MS	CSCMCNSMSX	Dr. Ernesto Gomez	ernesto@csusb.edu	75429	JB 337	11/2/2019	3/4/2020	7/8/2020
						Dr. Kerstin Voigt - Admissions	kvoigt@csusb.edu	75327	JB 349			
Earth and Environmental Sciences (must select a concentration)												
Earth and Environmental Sciences - Geology	MS	EESGCNSMSX	Geology	MS	GEOLCNSMSX	Dr. Joan Fryxell	jfryxell@csusb.edu	75311	CS 110	11/2/2019	3/4/2020	7/8/2020
Earth and Environmental Sciences - Professional Science	MS	EESPCNSMSX	Environmental Sciences	MS	ENSICNSMSX	Dr. Joan Fryxell	jfryxell@csusb.edu	75311	CS 110	11/2/2019	3/4/2020	7/8/2020
Health Services Administration	MS	HSADCNSMSX	Health Services Administration	MS	HSADCNSMSX	Dr. Paulchris Okpala	paulchris.okpala@csusb.edu	75341	PS 219	10/28/2019	CLOSED	5/20/2020
Mathematics	MA	MTHMCNSMAX	Mathematics	MA	MTHMCNSMAX	Dr. Corey Dunn	cmdunn@csusb.edu	75368	JB 368B	11/2/2019	3/4/2020	7/8/2020
						Dr. Madeleine Jetter	mjetter@csusb.edu	75377	JB 320			
Nursing												
Nursing - Advanced Community/Public Health Nursing	MS	NCNSCNSMSX	Nursing - Advanced Community/Public Health Nursing	MS	NCNSCNSMSX	Dr. Cheryl Brandt	cheryl.brandt@csusb.edu	77238	HP 221	CLOSED	CLOSED	5/1/2020
Nursing - Nurse Educator	MS	NRNECNSMSX	Nursing - Nurse Educator	MS	NRNECNSMSX	Dr. Cheryl Brandt	cheryl.brandt@csusb.edu	77238	HP 221	CLOSED	CLOSED	5/1/2020
Nursing - Population-Based Nursing	MS	NPBACNSMSX	Nursing - Population-Based Advanced Role Nursing	MS	NPBACNSMSX	Dr. Cheryl Brandt	cheryl.brandt@csusb.edu	77238	HP 221	CLOSED	CLOSED	5/1/2020
Pre-Nursing (2 nd BA Program)	N/A	PRNRCNSBSP	Pre-Nursing	N/A	PRNRCNSBSP	Angie Gagalang	egagalang@csusb.edu	75381	HP 231	CLOSED	CLOSED	11/30/2019
RN to BSN (PostBac) ^{***}	N/A	RNBSCNSBSP	RN to BSN (PostBac) ^{*** Apply by Invitation Code Only ***}	N/A	RNBSCNSBSP	Angie Gagalang	egagalang@csusb.edu	75381	HP 231	CLOSED	CLOSED	10/1/2019
Public Health	MPH	PHLTCNSMPH	Public Health	MPH	PHLTCNSMPH	Dr. Salome Mshigeni	salome.mshigeni@csusb.edu	74337	PS 217	CLOSED	CLOSED	5/1/2020
SOCIAL AND BEHAVIORAL SCIENCES												
Applied Archaeology	MA	AARCCSBMAX	Applied Archaeology	MA	AARCCSBMAX	Dr. Nicholas Jew	nicholas.jew@csusb.edu	75551	SB 323	CLOSED	CLOSED	6/15/2020
Child Development	MA	CHDVCSBMAX	Child Development	MA	CHDVCSBMAX	Dr. Amy Van Schagen	amy.vanschagen@csusb.edu	73841	SB 531	CLOSED	CLOSED	5/1/2020
Criminal Justice	MA	CJUMCSBMAX	Criminal Justice	MA	CJUMCSBMAX	Dr. Matt Logan	matthew.logan@csusb.edu	73962	SB 209Q	9/1/2019	12/1/2019	4/1/2020
History ^{New}	MA		History ^{New}	MA	HISTCSBMAX	Dr. Ryan Keating	rkeating@csusb.edu	73917	SB 341			7/8/2020
National Cyber Security Studies	MS	NCSSCSBMSX	National Cyber Security Studies	MS	NCSSCSBMSX	Dr. Mark Clark	mtclark@csusb.edu	75491	109	10/15/2019	1/15/2020	4/15/2020
National Security Studies	MA	NTSSCSBMAX	National Security Studies	MA	NTSSCSBMAX	Dr. Mark Clark	mtclark@csusb.edu	75491	109	10/15/2019	1/15/2020	4/15/2020
Psychological Science	MA	PYSCCSBMAX	Psychological Science	MA	PYSCCSBMAX	Dr. John Clapper	jclappp@csusb.edu	73843	SB 502	CLOSED	1/15/2020	3/1/2020
Psychology (must select a concentration)												
Psychology - Clinical/Counseling	MS	PSCCCSBMSX	Clinical/Counseling Psychology	MS	CCPYCSBMSX	Dr. David Chavez	dchavez@csusb.edu	77303	SB 521	CLOSED	CLOSED	2/1/2020
Psychology - Industrial/Organizational	MS	PSIOCBSMSX	Industrial and Organizational Psychology	MS	IOPYCSBMSX	Dr. Kenneth Shultz	kschultz@csusb.edu	75484	SB 536	CLOSED	CLOSED	2/15/2020
						Dr. Janelle Gilbert - Admissions	janelle@csusb.edu	75587	SB 539			
Social Sciences and Globalization	MA	SSGMCSBMAX	Social Sciences and Globalization - Applied Social Science	MA	SSAPCSBMAX	Dr. Jose Munoz	munoz@csusb.edu	77487	SB 449	CLOSED	CLOSED	5/10/2020
Social Work	MSW	SWM_CSBMSW	Social Work	MSW	SWM_CSBMSW	Dr. Herbert Shon	herb.shon@csusb.edu	75532	SB 407	CLOSED	CLOSED	7/8/2020
Social Work Concurrent w/Public Administration (concurrent degree)	MSW/MPA	SWPACBSMSW	Social Work and Public Administration Concurrent Degrees	MSW/MPA	SWPACBSMSW	Dr. Herbert Shon	herb.shon@csusb.edu	75532	SB 407	CLOSED	CLOSED	7/8/2020
UNIVERSITY STUDIES												
Interdisciplinary Studies	MA	INTDCUVMAX	Interdisciplinary Studies	MA	INTDCUVMAX	Dr. Caroline Vickers	cvickers@csusb.edu	75058	CH 123	11/2/2019	3/4/2020	7/8/2020

Graduate Program Information List (CEL)

										APPLICATION DEADLINES		
Program Name (Existing)	Degree	Academic Plan	New Program Name (Starting Fall 2020)	Degree	Academic Plan	Program Coordinator	Email	Coordinator Direct Ext.	Coordinator's Office	Winter 2020	Spring 2020	Fall 2020
Business Administration Online for Professionals - Session 1	MBA	ADPRCELMBA	Business Administration Online for Executive - Session 1	MBA	EXCGCELMBA	Deloren West	dewest@csusb.edu	73392	JB 283	\$1 11/25/2019	\$1 03/02/2020	\$1 7/8/2020
Business Administration Online for Professionals - Session 2			Business Administration Online for Executive - Session 2			Kasandra Adams - Admissions	kasandra.adams@csusb.edu	73706	JB 283	\$2 01/18/2020	\$2 04/10/2020	\$2 9/7/2020
			Finance ^{New}	MS	FINACELMSX	Amanda Yates-Gonzales	ayates@csusb.edu	75704	JB 459B			7/8/2020
Online Criminal Justice 2 nd BA Program	BA	CJUSCELBAP	Online Criminal Justice 2nd BA Program	BA	CJUSCELBAP	Dr. Janine Kremling		75566	SB 209H	CLOSED	9/18/2019	7/6/2020
Social Work - Pathway Distance Education	MSW	SWM_CELMSW	Social Work - Pathway Distance Education	MSW	SWM_CELMSW	Dr. Herbert Shon	herb.shon@csusb.edu	75532	SB 407	CLOSED	CLOSED	7/8/2020

Graduate Studies Application Information Session

Graduate applications for the **Fall 2019** term are open! Our workshop will offer hands-on assistance with the Cal State Apply online application process and materials.

Troubleshooting topics include:

- Transcript/GPA Entry
- Experiences/Achievements
- Letters of Recommendation
- Standardized Test Entry
- Statement of Purpose
- ...and more!

Computers are available on a first-come, first-serve basis and we recommend that you bring your personal laptop, if possible. Refreshments will be served! **Main Campus** sessions will be in the **Pfau Library, Room 2005**. **Palm Desert Campus** session will be held in **RG-105**.

DATES	TIME
OCT 23	5:00–7:00 PM
NOV 7	5:00–7:00 PM
NOV 9 (PDC)	10:00–12:00 PM
NOV 21 (PDC)	4:00–6:00 PM
JAN 8	5:00–7:00 PM
JAN 23	5:00–7:00 PM
FEB 5	5:00–7:00 PM
FEB 13	5:00–7:00 PM

Main campus workshops can be viewed via Zoom Session. Join a session from PC, Mac, Linux, iOS or Android: csusb.zoom.us/j/916307424.

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 646 876 9923 (US Toll)

Meeting ID: 916 307 424

International numbers available:

zoom.us/j/916307424

Register now for a free workshop!



Progress of New Graduate Enrollment (Winter 2020)

Data as of Oct-02-19

Total Applications <i>(downloaded)</i>	Winter 2019 (as of Oct-17-18)	Winter 2020 (As of Oct-02-19)	% Change
	291	115	-60%
	Winter 2019 at CENSUS		
	504		
Completed Applications <i>(In the Review Process)</i>	Winter 2019 (as of Oct-17-18)	Winter 2020 (As of Oct-02-19)	% Change
	169	76	-55%
	Winter 2019 at CENSUS		
	405		
Admitted	Winter 2019 (as of Oct-17-18)	Winter 2020 (As of Oct-02-19)	% Change
	45	22	-51%
	Winter 2019 at CENSUS		
	254		
New Enrollment	Winter 2019 (as of Oct-17-18)	Winter 2020 (As of Oct-02-19)	% Change
	N/A	N/A	N/A
	Winter 2019 at CENSUS		
	211		
Total Enrollment	Winter 2019 (as of Oct-17-18)	Winter 2020 (As of Oct-02-19)	% Change
	N/A	N/A	N/A
	Winter 2019 at CENSUS		
	2,376		

Remark: The number of applications includes both returning and new students.

Progress of New Graduate Enrollment (Fall 2019)

Data as of Oct-02-19

Total Applications <i>(downloaded)</i>	Fall 2018 (as of Oct-03-18)	Fall 2019 (As of Oct-02-19)	% Change
	2,043	1,898	-7%
	Fall 2018 at CENSUS		
	2,005		
Completed Applications <i>(In the Review Process)</i>	Fall 2018 (as of Oct-03-18)	Fall 2019 (As of Oct-02-19)	% Change
	1,808	1,776	-2%
	Fall 2018 at CENSUS		
	1,773		
Admitted	Fall 2018 (as of Oct-03-18)	Fall 2019 (As of Oct-02-19)	% Change
	1,015	1,167	15%
	Fall 2018 at CENSUS		
	1,003		
New Enrollment	Fall 2018 (as of Oct-03-18)	Fall 2019 (As of Oct-02-19)	% Change
	797	889	12%
	Fall 2018 at CENSUS		
	772		
Total Enrollment	Fall 2018 (as of Oct-03-18)	Fall 2019 (As of Oct-02-19)	% Change
	2,485	2,585	4%
	Fall 2018 at CENSUS		
	2,382		

Remark: The number of applications includes both returning and new students.

THESIS/PROJECT/DISSERTATION DEADLINES: 2019-2020

Summer 2019 Thesis, Project, and Dissertation Deadlines

- Consultations: Available June 19 through August 1, 2019
- Submission Deadline: August 8, 2019 by 5:00 pm
- Publication Deadline: August 29, 2019 by 5:00 pm

Fall 2019 Thesis, Project, and Dissertation Deadlines

- Consultations: Available Sept. 19 through Nov. 1, 2019
- Submission Deadline: November 8, 2019 by 5:00 pm
- Publication Deadline: December 2, 2019 by 5:00 pm

Winter 2020 Thesis, Project, and Dissertation Deadlines

- Consultations: Available January 6 - February 14, 2020
- Submission Deadline: February 21, 2020 by 5:00 pm
- Publication Deadline March 13, 2020 by 5:00 pm

Spring 2020 Thesis, Project, and Dissertation Deadlines

- Consultations: Available April 1 - May 8, 2020
- Submission Deadline: May 15, 2020 by 5:00 pm
- Publication Deadline: June 5, 2020 by 5:00 pm

Summer 2020: No Thesis/Project/Dissertation Submissions

FALL WORKSHOPS

Submission Process Workshop

Learn how to submit your document to Graduate Studies for formatting review and publication on CSUSB ScholarWorks, important deadlines, and more!

Fall Workshop Dates

- Tues. Oct. 22, 4:00 – 5:00, Meeting Center 125 (Pine Room)
- Weds. Oct. 23, 4:00 – 5:00, Meeting Center 125 (Pine Room)

Please RSVP to attend: [csusb.edu/graduate-studies](https://www.csusb.edu/graduate-studies)

Manuscript Review Process

Theses, projects, and dissertations are published online at CSUSB ScholarWorks. Please see our website for details on the review process and formatting requirements: www.csusb.edu/graduate-studies

Consultations, Weeks 1-6 of Quarter

Students may make an appointment with a thesis reviewer to ask questions about formatting, citations, and the review process; please bring a paper copy of your manuscript. You may make up to two appointments; additional appointments will be scheduled if time permits. Appointments are limited to 20 minutes. **There will be no appointments after the 6th week of the quarter.**

Submission Deadline: End of 7th Week of Quarter

There are three steps to submitting a manuscript for review:

1. Upload an electronic copy of the manuscript to CSUSB ScholarWorks
2. Pay the \$30 Digital Archive and Review Fee via the Bursar's Office and receive two receipts (you may pay online or in person at UH 035)
3. Turn in the signed Committee Certification Form and the Digital Archive and Review Fee receipt

Manuscripts will be reviewed once all steps are completed. It does not matter in what order you complete the steps. The committee certification form must be signed by all faculty on your committee – original signatures only – no copies, proxy signatures or faxed forms.

The manuscript will be checked for plagiarism and reviewed for formatting. If there are no corrections, the manuscript will be published on ScholarWorks. If corrections are required, you will receive an email listing the corrections. It is your responsibility to make the changes and resubmit the corrected manuscript to ScholarWorks. **Please submit as early in the quarter as possible – you do not need to wait until the deadline.**

Publication Deadline: End of 10th Week of Quarter

All manuscripts must be approved for publication (corrected) by the publication deadline. Students who do not make the deadline, as well as those whose manuscripts are rejected, must defer their graduation and resubmit next quarter.

Graduate Studies Probation/Dismissal Timeline

AY 2019 – 2020

Fall 2019

December 10, 2019 – Fall 2019 Grades Due.

December 16, 2019 – Fall 2019 Grades Available.

December 18, 2019 – List of Probation/Dismissal students sent to program coordinators.

January 2, 2020 – January 6, 2020 - Probation/Dismissal entered into PeopleSoft, letters mailed/emailed to students/program coordinators.

Winter 2020

March 24, 2019 – Winter Grades Due.

March 30, 2020 – Winter Grades Available.

April 2, 2020 – List of Probation/Dismissal students sent to program coordinators.

April 9, 2020 – April 13, 2020 - Probation/Dismissal entered into PeopleSoft, letters mailed/emails sent to students/program coordinators.

Spring 2020

June 16, 2020 – Spring Grades Due.

June 22, 2020 – Spring Grades Available.

June 24, 2020 – List of Probation/Dismissal students sent to program coordinators.

July 1, 2020 – July 7, 2020 – Probation/Dismissal (for fall 2020) entered into PeopleSoft, letters mailed/emails sent to students/program coordinators.

THE OFFICE OF GRADUATE STUDIES

Established:

1996

Currently enrolled graduate students:

2,369

Total degrees awarded:

21,847

Our Message

The Office of Graduate Studies aims to ensure that our students have clear and complete information on how to fund their educational careers. We are dedicated to providing this information in a transparent, accessible manner, and will continue to do so throughout the academic years.

csusb.edu/graduate-studies

An Important Note

Opportunities for funding at the graduate level can be limited and competitive. Please note that early application is going to be crucial for you to secure funding. You will need to monitor deadlines closely, and plan to have applications submitted prior to these dates.

calstate.edu/apply

WE DEFINE THE
Future

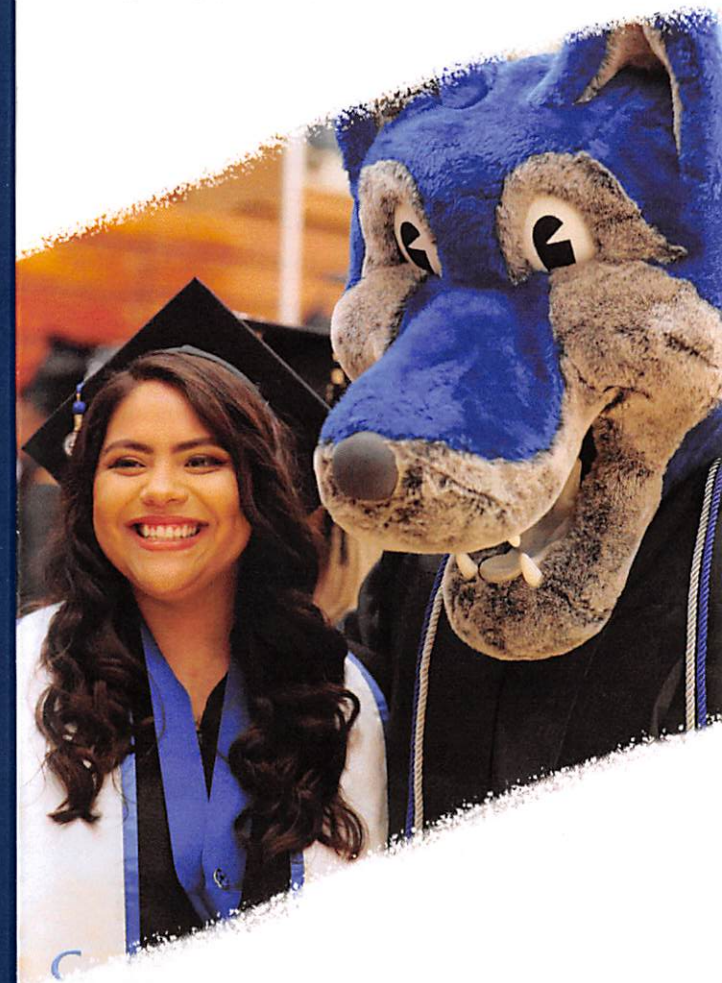
Questions?

You can contact us for further assistance
at (909) 537-5058 or email us at
gradadmissions@csusb.edu.

Follow us: [@csusbgradstud](https://twitter.com/csusbgradstud)



Office of Graduate Studies



**GRADUATE STUDENT
FINANCIAL AID
OPPORTUNITIES**

HOW TO FUND TUITION

- State University Grant
- Graduate Equity Fellowship
- Graduate Business Grant
- Education Doctorate Grant
- TEACH Grant
- Federal Loans
- SSI Graduate Student Culminating Project Fund
- Programs offer additional funding opportunities

HOW TO FUND RESEARCH & ACADEMIC DEVELOPMENT

- Faculty/Student Grant
- Student Research and Travel Grant
- The California Pre-Doctoral Program
- Chancellor's Doctoral Incentive Program

FUNDING APPLICATION DEADLINES (TBD)**

- | | |
|---------------------------------------------|-----|
| • Graduate Student Culminating Project Fund | Jan |
| • State University Grant (FAFSA) | Mar |
| • Graduate Equity Fellowship | Mar |
| • Graduate Business Grant | Mar |
| • Education Doctorate Grant | Mar |
| • TEACH Grant | Mar |
| • Federal Loans | Mar |

** Contact the Office of Graduate Studies for more information

CONTACT

Office of Graduate Studies

(909) 537-5058

gradstud@csusb.edu

www.csusb.edu/graduate-studies

Office of Financial Aid & Scholarships

(909) 537-5227

www.csusb.edu/financial-aid

Office of Student Research

(909) 537-3728

osr@csusb.edu

www.csusb.edu/student-research

CALIFORNIA PRE-DOCTORAL PROGRAM

Provides the opportunity for students to explore and prepare for doctoral programs and participate in summer research experience programs.

- *Up to \$3,000 for visits to doctoral-granting institutions, graduate school applications and test fees, and travel to national symposiums.*

Apply at calstate.edu

CHANCELLOR'S DOCTORAL INCENTIVE PROGRAM

Through the CDIP, the California State University offers loans and faculty sponsorship to full-time students pursuing doctoral degrees who are interested in a teaching career at a CSU campus.

- *Loan of up to \$10,000 per year up to \$30,000.*
- *Loan Forgiveness: 20 percent of the loan each year of full-time postdoctoral teaching at a CSU campus.*

Apply at calstate.edu



STATE UNIVERSITY GRANT (SUG)

A need based award meant to cover a portion of tuition. The maximum annual SUG award is up to the tuition fee cost.

Apply at finaid.csusb.edu

STUDENT RESEARCH & TRAVEL (SRT) ASI/IRP

The CSUSB Student Research and Travel (SRT) Program supports undergraduate and graduate students to work with a faculty mentor on research. Also provides funding for students to present and attend academic conferences.

- *Up to \$1,000 per academic year.*

Apply at csusb.edu/student-research

GRADUATE EQUITY FELLOWSHIP

CSUSB will award Graduate Equity Fellowships to economically disadvantaged students who have had success in overcoming educational disadvantages.

- *Up to \$2,000 per year in fellowships.*

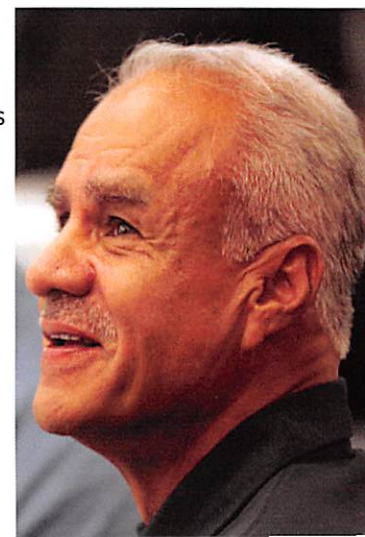
Apply at finaid.csusb.edu

OVER 60 PROGRAM

California residents, sixty (60) years of age or older, may enroll in regular session master's and credential courses without payment of certain specified fees.

csusb.edu/registrar/over-60-program

All regular admissions requirements must be met.





**You've defined
your future.
Now PREP for it!**

**P
R
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P**

DESIGNING YOUR PORTFOLIUM

10/9/2019 5:00-6:00PM CE-202

CSUSB students have free access to Portfolium, an online portfolio website serving more than 4 million students from 18 countries. Portfolium allows students to showcase their skills, coursework, resume and experiences. Portfolium profiles can be shared with employers and peers and gives students the option to follow the profiles of companies. Portfolium allows companies to post open job descriptions that students and Alumni can then apply for. Students can customize their profiles to include their education, location and skills. The portfolio tab also gives students the ability to add completed projects to their profile. The discover page highlights the projects of students from different schools for all users to view. Portfolium is easy to use! Students can access their profile by going to the ITS student software webpage and clicking "Build Your Portfolium Today!" CSUSB students will have access to Portfolium free for life!



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**You've defined
your future.
Now PREP for it!**

BUILDING CONNECTIONS THROUGH EMAIL COMMUNICATIONS

10/24/2019 5:00-6:00PM CE-202

E-mails: we send them, receive them, even ignore them, on a daily basis.

More and more, email has become the primary method of communication both in the university as well as the professional world. Although email is a valuable tool, it can create some challenges as well. Miscommunication can easily occur when people have different expectations about the messages that they send and receive. Depending on your purposes, the messages you send will differ in their formality, intended audience, and desired outcome.

So - how do you know when sending an email is the most effective way of accomplishing your communication goals? When is a brief, casual message OK, and when is it more appropriate to send a longer, more professional-sounding email? At this workshop, we are going to provide you with some helpful guidelines in ensuring you are presenting at your best, provide some template-like responses for those writer's blocks, even show you examples of exactly what not to do, as experienced by the professional staff here in the Office of Graduate Studies.

You don't want to miss out on this invaluable learning experience!



GRADUATE EDUCATION WEEK 2019

November 4-8

Join us for a week of mixers, workshops, and info sessions. Let us help you make your graduate education what you need it to be.

RSVP at csusb.edu/graduate-studies by November 1

Contact Graduate Studies for more
information: 909-537-5058