New Graduate Program Coordinator Orientation
Thursday, September 26, 2019
12:00pm-2:00pm
Faculty Center for Excellence, PL-4005

Agenda

1. Welcome
   a. Introduction of Graduate Studies Staff
   b. Office of Graduate Studies – New Location: CE-356
   c. 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. Duties and Responsibilities - Pg. 1 - Graduate Coordinator Handbook (GCH)

3. Graduate Admissions/Cal State Apply (Pg. 5 – GCH)

4. Steps to Completing the Degree (Pg. 9 – GCH)

5. Graduate Approved Program Plan (Pg. 12 – GCH)

6. Culminating Experience and Continuous Enrollment (Pg. 13 – GCH)

7. Grad Check, Commencement, and Graduation (Pg. 15 – GCH)
   a. Overview of the new commencement processes (April)

8. Graduate Student Policies (Pg. 16 – GCH)
   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

9. Annual Events (Pg. 18 – GCH)

10. Quarterly Workshops & Information Sessions (Pg. 19 – GCH)

11. Student Resources and Support (Pg. 20 – GCH)

12. Q2S Questions or Comments
New Commencement Process for Coordinators

The graduate student commencement process has changed! Beginning fall 2019, when a graduate student files their Graduate Requirements Check (Grad Check) they will immediately be eligible to register for commencement. Coordinators should work closely with their students to be sure Grad Check are filed at the appropriate time. If you wish to monitor the commencement status of your students you may do so on the SB WebComm GRAD Eligibility page.

From the SB WebComm GRAD Eligibility* page, you can either select College/Department to view a list of students in your college/program.

Or, you can find an individual student using their MyCoyote id number.

If, you wish to change the student’s eligibility status to No, you may do so using the drop-down but keep in mind that the student may have already registered for commencement.

If you would like to see a list of your students who have filled a Grad. Check is to run one of the following queries:

SB:COM:GRAD:SUM:STU:2 - This will generate a list of all graduate students who have filled a grad. check and have not registered for commencement.
SB_COM_GRADS_RJSMST_2_COLLEGE - This query will generate a list of all graduate students from a college.

*Most of you already access to the SB WebComm GRAD Eligibility page. If not, you may need to complete the online Data Security and FERPA training. Once you complete the training, or you have completed training but still don’t have access, contact April Lane (alane@csusb.edu) and she will work with ITS to be sure access is granted.

If you need to complete the Data Security and FERPA training:

Log in through the MyCoyote portal:

And, then click on “Assigned Learning”. You should see the assigned course or you may search for it:

Questions about how to complete the Data Security and FERPA training? Contact the Information Technology Services office at 7-7262.
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
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/emails to students/program coordinators.

**Winter 2020**

March 24, 2019 – Winter Grades Due.


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, 2019 – 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.