

New Graduate Program Coordinator Orientation

Thursday, September 11, 2025

12:00am-2:00pm

Meeting Minutes

1. Welcome and Introduction – Caroline
 - a. Office of Graduate Studies Office Hours – 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.edu
 - a. Monday – Thursday: 11:00 a.m. – 7:00 p.m.
3. Recruitment and Outreach
 - a. [PowerPoint template](#)
 - b. [CSUSB Graduate Outreach and Recruitment Guide](#)
 - c. [Information Session and Event Marketing](#)

Caroline began the meeting with introductions and an overview of the Office of Graduate Studies office hours and contact information. She discussed the Graduate Student Success Center, a dedicated space for graduate students that offers study areas, kitchen facilities, and social activities. She highlighted the importance of the Graduate Student Society in advocating for graduate student needs and organizing events. She also covered recruitment strategies, including using a template for information sessions and reviewing past enrollment trends to inform future recruitment efforts. Caroline discussed recruitment strategies for graduate programs, including using recruitment and outreach materials from the office of graduate studies, social media spotlight opportunities, and advertising information sessions through the campus events calendar and CRM system. She mentioned that Katie, a student assistant, helps with social media and can highlight specific programs.

4. Admissions and WebAdMIT

Caroline illustrated how coordinators can use WebAdMIT to not only admit students but also communicate with students throughout the application process (in-progress to admitted students) and encouraged coordinators to complete training with Chris Songsittichok as soon as possible. She also encouraged coordinators (master's program) to reach out to April Lane for Exception from the Audit training so they can access and update student PAWS. She also explained that while the admissions system currently doesn't notify coordinators about new applications, they are working on implementing this feature, and programs can use checklist

management for tracking missing materials. She encouraged the coordinators to work with Chris to configure their applications for the new cycle.

Caroline then discussed graduate program admission requirements, emphasizing that a 2.5 cumulative GPA is the minimum requirement. Caroline emphasized the importance of quick admissions decisions, particularly for graduate students who often enroll in the first program to admit them. She suggested using holistic review methods and maintaining engagement with admitted students to increase yield. The group discussed challenges with students applying to multiple programs and the timing of advertising fully online programs. She advised that programs can start advertising online programs before they are officially cataloged, but websites must align with catalog information. The conversation ended with suggestions for recruitment activities, including grad fairs, conferences, and leveraging faculty and current student involvement in recruitment efforts.

5. Graduate Student Advocacy

- a. Graduate Student Society
- b. [CGS Master's Education Advocacy - Ten Facts About Master's Degrees](#)

Coordinators were asked to encourage their students to join the Graduate Student Society for community building and advocacy. She highlighted the importance of graduate education advocacy and shared the "Ten Facts about master's Degrees" sheet, which provides reasons for pursuing a master's degree. She also covered coordinator roles, procedures, and resources, including the Grad Coordinator Handbook and dashboards for tracking enrollment. She encouraged coordinators to consider creating blended programs, which allow students to count up to 12 units toward both undergraduate and graduate degrees, and mentioned an upcoming website for promoting these programs.

6. Coordinator roles, procedures, and recommendations, and dashboards

7. Student Orientation and Guides

- a. Graduate Student Orientation Canvas Course
- b. [Graduate Student Orientation 2025](#)
- c. [Graduate Student Guidebook 2025-2026](#)

8. [Beyond Graduate School](#)

Caroline discussed the orientation process for graduate students, noting that it occurs only in the fall due to low spring enrollment. She introduced a new career development platform called Beyond Graduate School, which will provide resources and workshops for master's students. It will be available once procurement is complete. She mentioned updates to the graduate coordinator guidebook and April talked about a new process for handling leave of absence

requests, which is still in development but will eventually use a smart sheet system for student requests.

Caroline discussed upcoming events and initiatives for graduate students, including a thesis reader and award winner brunch, a graduate student society meeting, an alumni network panel, a funding award luncheon, and the writing accountability group. She highlighted the Grand Slam event, a research presentation competition where graduate students present their work to a non-specialist audience in three minutes or less and encouraged participation. She highlighted the importance of encouraging student participation in these activities and mentioned that workshops and info sessions are held throughout the year. April then followed up with information about the graduate student support group virtual meetings each Thursday at Noon.

9. 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. PAWS/myCAP for Graduate Students – Pg. 11
 - i. Guides to Exceptions from the Audit (EFA) and myCAP available on the [Graduate Coordinator Toolbox page](#).
- e. Graduate Approved Program Plan - Pg. 12
- f. [PREP \(Professional Resource and Engagement Program\)](#) - Pg. 12
- g. Culminating Experience and Continuous Enrollment - Pg. 13
- h. Human and Animal Protections – Pg. 15
- i. Grad Check, Commencement, and Graduation - Pg. 16
- j. [Graduate Student Policies](#) - Pg. 17
- k. [Graduate Student Forms](#) - Pg. 18

Including:

- Incomplete Grade Extension Request
 - Leave of Absence Request – New process coming soon
 - Petition for a Retroactive Add
 - Request for a Retroactive Withdrawal
 - Simultaneous Enrollment
 - Withdrawal Petition for Extenuating Circumstances
 - Committee Certification and Committee Changes form
- l. Annual Events – Pg. 20
 - m. Workshops & Information Sessions – Pg. 21
 - n. Student Resources and Support – Pg. 22

Graduate Coordinator Resources

[Graduate coordinator's Toolbox](#)

[Graduate Coordinator Meetings, Minutes, and Materials](#)