

New Graduate Program Coordinator Orientation

Thursday, September 10, 2026

12:00am-2:00pm

CE 354 or [Zoom](#)

Agenda

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: 10:00 a.m. – 6:00 p.m.
3. Recruitment and Outreach
 - a. [PowerPoint template](#)
 - b. [CSUSB Graduate Outreach and Recruitment Guide](#)
 - c. [Information Session and Event Marketing](#)
4. Admissions and WebAdMIT
5. Graduate Student Advocacy
 - a. [Graduate Student Society](#)
 - b. [CGS Master's Education Advocacy - Ten Facts About Master's Degrees](#)
6. Coordinator roles, procedures, and recommendations, and dashboards
7. Student Orientation and Guides
 - a. Graduate Student Orientation Canvas Course
 - b. [Graduate Student Orientation](#)
 - c. [Graduate Student Guidebook](#)
8. [Beyond Graduate School](#)
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](#)