

New Graduate Program Coordinator Orientation

Thursday, September 10, 2026

12:00am-2:00pm

CE 354 or [Zoom](#)

Meeting Minutes

1. Welcome and Introduction –

- Dr. Vickers - Introduction of Graduate Studies Staff and Staff Updates, overview of office hours, the new Graduate Resource Center extended hours, and the Graduate Studies office contact information, website, email, and chat option.

2. Graduate Studies resources

- Graduate Studies office hours, website, contact information, and online chat were reviewed.
- The Graduate Student Success Center and its student-support services were introduced.
- Coordinators were encouraged to use Graduate Studies staff as a resource when questions or unusual student situations arise.

3. Recruitment and outreach

- Programs should maintain a clear profile explaining:
 - What the program offers
 - Why students should select it
 - The students it serves
 - Its history and distinguishing strengths
- Recruitment information should be accurate, current, and easy for prospective students to find.
- Programs should review application trends and identify barriers that may discourage applicants.
- Available resources include presentation templates, outreach guidance, information sessions, workshops, graduate fairs, Graduate Preview Week, Grad Fest, and social-media promotion.

4. Websites and communication

- Program webpages should be reviewed regularly for outdated requirements, broken links, and unclear instructions.
- Coordinators should respond promptly to inquiries from prospective and current students.
- Communications should clearly distinguish university requirements from program-specific requirements.
- Graduate Studies can help promote program events and recruitment materials through its communication channels.

5. Application and admissions support

- Coordinators should understand their role in application review and communication with applicants.
- Programs should maintain consistent admissions practices.
- Applicants need clear guidance on Cal State Apply and any supplemental program materials.
- Admitted students should be referred to Graduate Admissions and onboarding resources when appropriate.

6. Program stages, resources, and student success

- Coordinators should help students understand deadlines, academic requirements, required forms, and the sequence in which milestones must be completed.
- Reviewed the main stages of a graduate student's program:
 - Program plan
 - Advancement to candidacy
 - Culminating experience
 - Graduation requirement check
 - Graduation
- Degree completion
 - Students must satisfy university and program requirements, including applicable GPA, residency, course, and culminating-experience requirements.
 - Program plans and substitutions should be documented accurately.
 - Graduate writing requirement is effectively waived as students meet requirement through Cumulative work.
 - Coordinators should encourage students to review their progress before their expected graduation term.

7. Beyond Grad School

- Grad Students have access to new a resource for career development and professional training:
- [Beyond Grad School:](https://institutions.beyondgradschool.com/CSU-San-Bernardino)
<https://institutions.beyondgradschool.com/CSU-San-Bernardino>

8. Coordinator Graduate Coordinator Resources:

- [Graduate coordinator's Toolbox](#)
- [Graduate Coordinator Meetings, Minutes, and Materials](#)
- [The Graduate Coordinator's Guidebook](#)
 - Duties, Responsibilities, and Resources - Pg.1

- Graduate Admissions/Cal State Apply - Pg. 5
- Steps to Completing the Degree - Pg. 9
- PAWS/myCAP for Graduate Students – Pg. 11
- Guides to Exceptions from the Audit (EFA) and myCAP available on the [Graduate Coordinator Toolbox page](#).
- Graduate Approved Program Plan - Pg. 12
- [PREP \(Professional Resource and Engagement Program\)](#) - Pg. 12
- Culminating Experience and Continuous Enrollment - Pg. 13
- Human and Animal Protections – Pg. 15
- Grad Check, Commencement, and Graduation - Pg. 16
- [Graduate Student Policies](#) - Pg. 17
- [Graduate Student Forms](#) - Pg. 18
- Annual Events – Pg. 20
- Workshops & Information Sessions – Pg. 21
- Student Resources and Support – Pg. 22