



Orientation Information for New Graduate Students

California State University, Chico

Dear Graduate Students,

Welcome to Graduate Studies at California State University, Chico. On behalf of the graduate community, my staff and I want to thank you for choosing Chico State's graduate studies programs. You are most welcome and we are so pleased you chose us as your new academic home as you embark on your next academic journey to pursue your advanced degree.

Chico State is an excellent choice for graduate students who desire a quality educational experience and offers opportunities for students at all stages of their careers and for the next phase of their education. Outstanding faculty, sophisticated facilities, cutting edge technology and curriculum, extensive discovery and research opportunities, and personalized attention are just some of the wonderful resources and services available to Chico State graduate students. Explore and see for yourself the world of opportunities that awaits you, along with opportunities to work closely with our outstanding faculty and staff at Chico State. The staff of the Office of Graduate Studies is here to help you have a quick and smooth transition into the Chico State community.

I wish you the best, a successful and enjoyable chapter of your life as you begin your graduate studies.

Dr. E.K. Park

Dean of Graduate Studies, Chico State

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ROLE OF THE ACADEMIC DEPARTMENTS

As a graduate student, you will work very closely with your academic department. Each department has a graduate coordinator who advises graduate students throughout their program. A list of graduate coordinators and their contact information may be found at http://www.csuchico.edu/graduatestudies/prospective/masters_programs.shtml.

Please be sure to check with your graduate coordinator in relation to any questions you may have about your program's requirements. Additionally, graduate coordinators can be of assistance in the following areas:

- Talking with prospective students about their specific program
- Making admission decisions
- Helping students choose courses
- Assisting students with the process of developing and carrying out a culminating activity such as a master's thesis or project (if applicable to the program)
- Advising students on graduation requirements
- Providing career advising

ROLE OF THE OFFICE OF GRADUATE STUDIES

The Office of Graduate Studies is the administrative office for all graduate programs. The Dean and Associate Dean, in cooperation with the University's Graduate Council, establish the policies and procedures that guide graduate programs.

The Graduate Studies staff can assist students in the following areas:

- Providing information on the graduate application and admission process
- Processing graduate student applications and transcripts for admission decisions
- Forwarding complete application files to the master's program's graduate coordinator for review and acceptance
- Evaluating transcripts for appropriately transferring units from other accredited institutions into a master's program at CSU, Chico
- Advising students on residency requirements
- Advising students on procedural requirements and the completion of relevant paperwork
- Advising students on graduation requirements
- Advising students on their master's thesis/project requirements and formatting
- Processing applications for the use of Human Subjects in Research
- Processing applications for the Animal Care and Use in Research Committee
- Confirming that students meet all graduation requirements prior to the issuance of the degree
- Processing applications for the Graduate Equity Programs
- Organizing the annual Student Research Competition
- Organizing the annual master's commencement ceremony

OFFICE OF GRADUATE STUDIES STAFF CONTACT LIST

Office of Graduate Studies

Location: Student Services Center, Room 460

Phone: (530) 898-6880 – **Fax:** 530-898-3342

Website: <http://www.csuchico.edu/graduatestudies/>

Donna Messenger, Front Office Coordinator – 530-898-6880

Administration:

Dr. Eun K. Park, Dean

Dr. Sharon A. Barrios, Associate Dean

Jeanette Trombley, Office Manager – (530) 898-5071

Admissions:

Judy Rice, Admissions Coordinator

(last names beginning with A-H) – (530) 898-5416

Jean Arnold, Admissions Coordinator

(last names beginning with I-Z) – (530) 898-5319

Rosanne Kenoyer, International Student Admissions/Evaluator

(SSC 440) – (530) 898-5464

Evaluators:

Gwen Rust, Graduate Evaluator (last names beginning with L–Z)

– (530) 898-4765

Phyllis Yamashita, Graduate Evaluator (last names beginning with A-K)

– (530) 898-5409

Thesis/Project Advising and Editing:

Carson Medley, Thesis Adviser/Editor – (530) 898-5392

Donna Messenger, Assistant to Thesis Editor – (530) 898-6880

Human Subjects in Research:

John Mahoney, Chair of Human Subjects in Research Committee

Marsha Osborne, Assistant to John Mahoney – (530) 898-5413

COUNCIL OF GRADUATE STUDENTS

The Council of Graduate Students (COGS) is your council – all current post-baccalaureate students are automatically members. Each semester, COGS arranges events of interest for graduate students on a wide variety of topics such as thesis writing, applying for PhD programs, grant writing, and more. Each semester, two COGS executive board members represent graduate students by attending monthly Graduate Council meetings.

Executive Board members are nominated and selected every academic year. All graduate students are eligible to serve on the Board, so please contact Sharon Barrios, the COGS faculty advisor, if you are interested in being a Board member.

Sharon Barrios, PhD, Associate Dean
Office of Graduate Studies
Student Services Center, Room 460
Phone: 530-898-6880
sbarrios@csuchico.edu

For additional information on the calendar of COGS events, be sure to check the COGS website at <http://www.csuchico.edu/graduatestudies/continuing/cogs/index.shtml>. Also watch for the monthly graduate student announcements that will be sent to your campus e-mail address from the Office of Graduate Studies.

GRADUATE PROGRAM PROGRESSION

Students may be admitted to their program in one of the following categories:

Conditionally Classified:

You may be admitted to a graduate degree program in conditionally classified status if your graduate department determines that you can remedy deficiencies by additional preparation. For example, you may be required to take specified undergraduate level courses, and earn a specified GPA in those courses, prior to becoming a classified student.

Classified Graduate Student:

You are a classified master's degree student if you have been formally accepted to pursue master's degree study by the department and the Office of Graduate Studies.

After demonstrating ability and aptitude for the discipline as a classified master's degree student and meeting specific departmental requirements, the department will recommend that the student be Advanced to Candidacy:

Candidate:

All students must be "Advanced to Candidacy", in addition to completing all other degree requirements, prior to a degree being conferred.

For more information on specific admission categories, consult the "Admission to Master's Degree Programs" section of the University Catalog, available at <http://catalog.csuchico.edu/viewer/12/GREDADMIS.html>.

KEY POLICIES

Three valuable resources that all graduate students should be familiar with are:

1. The University Catalog available on line at: <http://catalog.csuchico.edu/viewer/12.html>
 - You should become especially familiar with the Graduate Education section of the University Catalog available at: <http://catalog.csuchico.edu/viewer/12/GRADED.html>
2. The *Guide to Graduate Studies* is available online at: http://www.csuchico.edu/graduatestudies/documents/fall_grad_guide.pdf; and
3. The Office of Graduate Studies website available online at: <http://www.csuchico.edu/graduatestudies/>

Each of the above documents provides important information on policies and procedures that apply to all graduate students. The following policies are particularly important.

Degree Completion Requirements:

In addition to completing the requirements specific to each discipline, as described in the University Catalog, all students must also meet University-wide requirements. For example, there are minimum GPA requirements, course level requirements, requirements regarding the number of classes taken from CSU, Chico (versus credits transferred in from elsewhere), etc. These University requirements are described in detail in the University Catalog.

Program Time Limits:

All master's students must complete all requirements for a master's degree no later than five or seven years from the end of the semester of enrollment in the oldest course of your approved program. Consult the academic program chapter of the University Catalog for your discipline to determine the time limit applicable to your program. In special circumstances, an extension of the program time limit may be granted. See the University catalog for more information.

Continuous Enrollment Policy:

Students pursuing a master's degree must enroll each spring and fall semester until the degree is awarded. Both enrollment in courses as a regular student and adjunct enrollment satisfy this continuous enrollment requirement. Adjunct enrollment consists of registration in GRST 899 through the Center for Regional and Continuing Education, for which an administrative fee is charged. Registration in GRST 899 must be completed by the end of the fourth week of classes each semester.

Catalog Rights:

As a master's degree student, you are governed by the requirements that are in effect at the time of your admission to conditionally classified status for that degree. If you are making normal progress towards the degree and do not interrupt your program, you may elect to meet the degree requirements in effect *either* at the time of your admission to conditionally classified status *or* in the term that you complete all requirements for the degree, except that substitutions for discontinued courses may be authorized or required by the academic department offering the degree. If you interrupt a program, you may be subject to the requirements in effect at the time of readmission.

Campus Email Policy:

California State University, Chico considers e-mail an official method of communication with students which can provide substantial improvements over traditional written communication as it delivers information in a convenient, timely, cost effective, and environmentally aware manner. This method ensures that students have access to official communications through a standardized channel.

Official information sent to student Wildcat e-mail addresses may include university, college, or department academic information such as emergency announcements, security information, billing information, confirmation of major change, deadlines, commencement, etc.

Your CSU, Chico Wildcat email (~@mail.csuchico.edu) is powered by Google. You may elect to redirect (auto forward) messages sent to your official Wildcat email address. But you do so at your own risk. Having email lost as a result of redirection is ultimately your responsibility.

IMPORTANT DOCUMENTS

Please review the following documents and policies. Questions may be addressed to your graduate coordinator, or the Office of Graduate Studies.

2012-2013 University Catalog: <http://catalog.csuchico.edu/viewer/home>

University Class Schedule: <http://www.csuchico.edu/schedule/>

A Guide to Graduate Studies: Policies, Procedures, and Format:
<http://www.csuchico.edu/graduatestudies/incoming/gradguide.shtml>

Graduate School Deadlines:
<http://www.csuchico.edu/graduatestudies/deadlines.shtml>

Master's Degree Program Plan Instructions:
http://www.csuchico.edu/graduatestudies/documents/md_prog_plan_instructions.pdf

Master's Degree Program Plan form:
http://www.csuchico.edu/graduatestudies/documents/masters_degree_program_plan_10.26.10.pdf

Steps towards Earning the Master's Degree:
http://www.csuchico.edu/graduatestudies/documents/steps_toward_masters_degree

Checklist of Degree Requirements for Graduation Clearance:
http://www.csuchico.edu/graduatestudies/documents/checklist_of_degree_requirements.pdf

Office of Graduate Studies Forms and Policies:
http://www.csuchico.edu/graduatestudies/continuing/policies_and_forms.shtml

LIBRARY INFORMATION

Meriam Library Staff and Librarians are available to assist you in your studies. For assistance with library research, please consult with the librarian on call at the second floor reference desk, or contact the [subject librarian](#) who specializes in your discipline.

NOTE: As a graduate student you can check out books for five weeks. Most journals are online and can be accessed 24/7.

[Meriam Library ReSEARCH Station](#)

Visit the Library ReSEARCH Station, our electronic gateway to information.

[Research Help](#)

Drop by the Reference Desk on the 2nd Floor of the Library, contact your subject librarian for an appointment, or use the e-mail and/or chat reference service online.

[Interlibrary Loan](#)

Meriam Library doesn't have what you want? Create an Interlibrary Loan account to borrow books from other libraries or have articles digitally uploaded to your account.

Table of Contents and Article Alerts

Want to stay informed on what is being published in journals in your field or on a particular topic? Set up e-mail table of contents alerts and article notification services in databases of interest. For more information view the database help screens or contact your subject librarian.

CAMPUS RESOURCES

Financial Aid and Scholarship Office

Student Services Center, Room 250

(530) 898-6451

The FA Office assists students with applying for state and federal financial aid. In addition, they administer the applications for University scholarships.

Student Financial Services

Student Services Center, Room 230

(530) 898-5936

Receives student fee payments, and issues financial aid dispersal checks.

Student Records and Registration

Student Services Center, Room 110

(530) 898-5142

Assists students with ordering transcripts, adding and dropping classes, name changes, etc.

Diversity Resource Guide

Office of Diversity

Kendall Hall 110

(530) 898-4764

We are committed to fostering a climate that acknowledges and celebrates the differences that define us. Here is a sample of the many campus and community resources available to all.

Accessibility Resource Center

Student Services Center 170

(530) 898-5959

Provides information, referrals, advocacy, and co-ordination of events and initiatives to cultivate an inclusive environment where diversity of thought and expressions are valued, respected, and celebrated.

Wildcat ID Cards

Student Services Center, Room 180

(530) 898-6119

Use your ID card to check out library books, ride local busses for free, etc.

Transportation and Parking Services (TAPS)

(530) 898-5555

Here you will find information on parking permits and campus parking options.

Regional and Continuing Education

Center for Continuing Education

(530) 898-6105

Coordinates distance and continuing education programs, coordinates adjunct enrollment.

University Police

Corner of W. 2nd and Normal Streets

(530) 898-5555

Emergency response, campus safety, bicycle licensing, lost and found property, parking enforcement, etc.

Student Health Center

Warner Street

(530) 898-5241

Offers free non-emergency medical services to students including treatment for severe cold, flu, or other illness. Vaccinations and health insurance are available. Medicine is available for purchase.

Counseling Center

Student Services Center, Room 430

(530) 898-6345

Offers free individual and group counseling services for all students. Some of the many issues they help students explore are stress, loneliness, anger, sadness, relationships, and anxiety.

Student Employment Office

Student Services Center, Room 270

(530) 898-5256

The Student Employment Office assists students in finding on-campus jobs.

Career Center

Student Services Center, Room 270

(530) 898-5253

Search for internships or interview for jobs. Create a resume, search job announcements, or meet with a counselor to find the right career for you. The Career Center can assist you through all phases of career development to bridge the transition between the academic environment and the work world.

Chico State Wildcat Store

Bell Memorial Union (BMU)

(530) 898-5222

Store Hours

The AS Bookstore offers textbooks, office supplies, computers, and gifts.

Student Judicial Affairs

Kendall Hall 118

(530) 898-6897

Mediates student complaints against faculty or other University representatives and investigates students' disciplinary violations, in alignment with the campus Student Rights and Responsibilities policy.

Wildcat Recreation Center (WREC)

Cherry and 1st Street

(530) 898-4444

WREC Hours

Opened in fall 2009, this new facility offers opportunities for fitness and recreation, including intramural sports.

Adventure Outings

Bell Memorial Union, Room 102

(530) 898-4011

This office offers affordable recreation outings such as hiking, surfing, rafting, camping, and more, with experienced guides.

Community Action Volunteers In Education (CAVE)

Bell Memorial Union, Room 309

(530) 898-5817

Community Action Volunteers in Education -- CAVE is a student-led, non-profit volunteer organization offering more than 15 diverse volunteer programs throughout the greater Chico area.

Cross Cultural Leadership Center

Meriam Library, Room 172

(530) 898-4101

The CCLC organizes events and programs on leadership development, cultural awareness, community education, and constructive social change.

Student Activities Office

Bell Memorial Union, Room 213

(530) 898-5396

Student Activities Office provides learning experience for students outside the classroom – get involved with clubs and organizations – or start your own.

Student Learning Center

Student Services Center, Room 340

(530) 898-6839

Tutoring is available in many subjects. Also conducts workshops on time management, study skills, test taking, etc. Writing Assistants help you in the process of writing – getting ideas, starting to write, and revision.

English as a Second Language Resource Center

Siskiyou Hall, Room 104

(530) 898-6744

The ESL Resource Center provides tutoring services to non-native English speakers who seek to improve their spoken and written English proficiency. Tutors can help with writing, grammar, pronunciation, oral presentations, and reading.

IT Support Services

Meriam Library Room 142

(530) 898-4357 (HELP)

IT Support Services assists students with Portal accounts, campus email, online course registration, basic computer applications, wireless set up, etc.

Chico State Information Center

BMU 218

(530) 898-4636 (INFO)

Located inside the Chico State Wildcat Store on the 1st floor of the Bell Memorial Union, they can provide general campus information such as directions, maps, local Chico Community brochures and information, etc.

Campus Directory

You may locate Faculty, Staff, Department, and Student contact information here.

Campus Map

Parking Map

GRANTS AND OPPORTUNITIES

At the beginning of each month, the Office of Graduate Studies will email Graduate Student Announcements. In addition to reminders about campus events and deadlines, these announcements include information about grants, scholarships, and other financial opportunities. Specific opportunities that may be of interest include:

California Pre-Doctoral Scholars Program

CPSP is designed to support the doctoral aspirations of CSU students who have experienced economic and educational disadvantages. Upper division undergraduate and graduate students who apply for this program are sponsored by a faculty member within their academic discipline. Selected Pre-Doctoral Scholars receive \$3,000 for one academic year to visit PhD programs at universities throughout the US and to attend a professional meeting or conference in their academic discipline. In addition, Scholars may participate in a summer research program-with funding up to \$7,000--at a UC campus or other top research universities. [Application deadline](#) information is available on-line. For information, contact [Dr. Matthew Thomas](#), Coordinator of Graduate Equity Programs, phone 530-898-5738.

Graduate Equity Fellowships and Programs

GEFP provides a \$750 stipend and a \$2,000 research assistantship per semester for 10 Fellows. Underrepresented graduate students are eligible to apply. The selected Fellows are carefully paired with faculty mentors to participate in a research project designed to prepare the Fellows for doctoral study. [Application deadline](#) information is available on-line. For additional information, contact: [Dr. Matthew Thomas](#), Coordinator of Graduate Equity Programs, phone 530-898-5738.

Chancellor's Doctoral Incentive Program

CDIP is the largest program in the nation designed to increase the pool of individuals with the qualifications, motivation, and skills to teach the diverse body in the CSU by providing financial assistance to doctoral students who have strong promise of becoming candidates for CSU faculty positions. Participants may borrow \$30,000 during a 3 to 5 year period while they are enrolled in a Ph.D. program. If participants accept a faculty position in any of the CSU colleges or universities after graduation, one-fifth of their loan is forgiven for each year of service in the CSU. [Application deadline](#) information is available on-line. For additional information about any of these programs, contact [Dr. Matthew Thomas](#), Coordinator of Graduate Equity Programs, phone 530-898-5738.

Enhancing Pre-Doctoral Scholars Program Applications: Graduate Research and Conference Presentation Funding

The Office of Graduate Studies offers small research grants to enhance the Pre-Doctoral Program Applications. For more information contact [Dr. Sharon Barrios](#), Associate Dean, 530-898-4473.

DISCLAIMER

This booklet is intended to provide useful information that will be helpful to newly admitted graduate students. Information in this booklet should not be considered a substitute for reading the referenced University documents, which offer full and complete details on University policies.

CONTACT US

Office of Graduate Studies
Student Services Center, Room 460
Phone (530) 898-6880
Fax (530) 898-3342
Website: <http://www.csuchico.edu/graduatestudies/>