

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

New GPD Checklist

- ☐ Submit a [SARE](#) to receive access to the below where you do not have existing access:
 - Slate (admission)
 - Banner Student (student records)
 - ImageNow/WebNow (additional student records)
 - Cascade (website updates), if needed
- ☐ Familiarize yourself with the online resources for supporting your graduate students and managing your graduate program, including:
 - [Video tutorials & resources](#) for Slate (application processing software)
 - [Recruiting, admitting, and onboarding students](#)
 - [Advising graduate students and understanding degree requirements](#)
 - [Resources for effective mentoring of graduate students](#)
 - [Who to contact: A quick reference guide for navigating questions](#)
- ☐ Watch your email for an invitation to attend one of the GPD meetings held by the Graduate School at the start of each semester
- ☐ Consult with the [Director of Graduate & International Admissions](#) on your recruitment strategies and efforts. GPDs will be asked to ensure a department representative attends graduate program Open House events.
- ☐ Be prepared to complete [Academic Review Forms](#) at the end of each term for students who have below a 3.0 cumulative graduate GPA to provide either a retention plan or dismissal justification. The Registrar's Office will send a list to GPDs of all students in this status.
- ☐ If admission, curricular, or graduation requirement changes are needed, view the [Provost's course/program change website](#) for guidance on the appropriate forms and process required.
- ☐ Check your program's [program review schedule](#) and participate in the program review process accordingly.
- ☐ Review your program's assessment plan and submit the [annual report](#) to the Provost's Office by the second Monday in October.

Questions? Contact the [Director of Graduate Education](#) for assistance.