1. Know the contact types we email & use on forms

**DIRECTOR/DEPT. HEAD**
- Published on the programs page without contact information

**ACADEMIC**
- Assists with *Grad School* forms & supports grad students
- First point of contact for prospective & current students

**ADMISSIONS**
- Responds to prospective students
- Processes graduate applications in Slate & works directly with the *Grad Admissions Team*

2. Consider creating a listserv for your unit

Do you want multiple people to get the communications coming out of the Graduate School?

You can control who gets our messages by managing your own listserv

You can use a listserv for your academic or admissions contacts from #1 above

Keep it simple.

**EXAMPLE:**
Ecology@Colostate.edu

Contact your department or unit’s resource coordinator to create a distribution list.

3. Audit your programs pages on the Grad School website

**FIND** your programs at [https://graduateschool.colostate.edu/programs](https://graduateschool.colostate.edu/programs)

**CONSIDER** whether the image thumbnail is the best representation

**REVIEW** the description, hyperlinks, GRE notes, and format (e.g., online, campus)

**CHECK** the listed contacts. Make sure they align with #1 above

**REQUEST** changes by filling out our form at [https://graduateschool.colostate.edu/change-contacts/](https://graduateschool.colostate.edu/change-contacts/)

THANK YOU!