# **GRADUATE SCHOOL CONTACTS & PROGRAM PAGES**

### 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 **listserve** for your unit



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

RISE. LEAD. ENRICH.

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

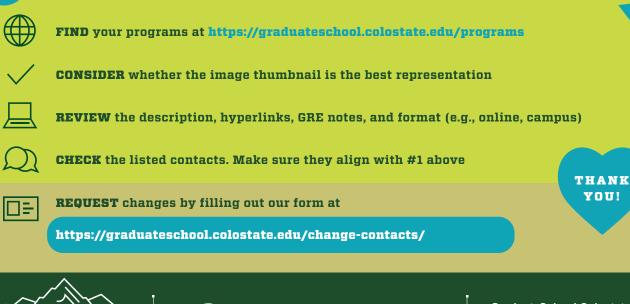


You can use a listserve for your academic or admissions contacts from #1 above

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



GRADUATE SCHOOL

COLORADO STATE UNIVERSITY

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YOU!