

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?

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



FIND your programs at <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/>

**THANK
YOU!**



GRADUATE SCHOOL
COLORADO STATE UNIVERSITY

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