

Meeting Date	April 8, 2013	Time	3:00 – 4:30 p.m.
Meeting Location	NHE 106		

	Agenda Topic	Materials to Review/Background info	Action Planned
1	Approval of Notes		Approval of notes from 4/4/13
2	Graduate Continuous Enrollment Authorization form - Processing procedures	Attached	Review revised form – make suggestions for revision
3	Financial Aid Process Time Certain: 3:45 p.m. Peggy Metzger/Interim Director	In light of the recently-initiated limitations on state financial aid, many coordinators have questions. We will collect as many of those questions as possible ahead of time and forward them to Peggy before the meeting.	Clarify Financial Aid guidelines and procedures
4	Updated information on student terms to degree and units to degree for Masters programs (note that the numbers omit postbac and credential units outside the degree)	http://pine.humboldt.edu/cgi-bin/cgiwrap/anstud/filter.pl?relevant=terms2gradMA.out	Discuss how we might use this information, now available to everyone online
5	End of year Grad Party And Hooding Demo Friday, May 10 th , 3-5 University Banquet Room		Please encourage your students to RSVP and attend.
6	<p>Announcements & Reminders:</p> <p>Environmental Systems graduate degree programs has been accepted into the Western Regional Graduate Program (WRGP), allowing out-of-state students from WICHE states to pay resident tuition rates.</p> <p>Tuesday, April 30 is the deadline to submit <u>mandatory</u> format review, required for <i>all</i> students</p> <p>Friday, May 10, 5:00 pm is the deadline to submit final digital version of thesis or project and hard copy of the signed approval form</p> <p>Grad Fair 2013 - University Center South Lounge March 27 & 28 10 a.m. – 3 p.m.</p> <p>Patricia O. McConkey Outstanding Graduate Student (Graduation with Distinction) Deadline: 1:00 pm on Friday, March 29th</p>		<p>Spread the word: In an effort to encourage submissions before the April 30 deadline, we will give a \$5 gift certificate (good at the Depot, Library Café, or South Market) to any student who submits a thesis/project for format review by April 15.</p> <p>Please remind your faculty and students to pay particular attention to thesis/project submission deadlines and requirements if past practice in your program <i>did not</i> involve submitting projects to the Library. Examples are Education, English, Kinesiology. Policy now requires all projects and theses to be format-checked in their digital form and then digitally submitted to the library via the Academic Programs office.</p>



HUMBOLDT STATE UNIVERSITY

Graduate Studies, SH 217 (707) 826-3949

Graduate Continuous Enrollment Authorization

This form is used to request authorization to enroll in one unit of a discipline-specific x693 course through Extended Education. **Note:** x693 units are not eligible for financial aid.

Instructions: 1) Complete the student and course information sections, 2) print the form, 3) make an appointment with Academic Programs 4) Bring your form to the appointment, 5) if approved, obtain signatures of your advisor and graduate program coordinator, before submitting form to Extended Education.

The **minimum requirements** to be eligible to enroll through extended education are advancement to candidacy; completion of all the coursework required for the degree; and submission of an application for graduation. Please check with your graduate coordinator; additional requirements for registering through Extended Education vary by program. **For example**, in the biology graduate program, only students who have completed all the requirements above and have had their thesis draft approved by their committee and graduate coordinator can register for graduate continuous enrollment units.

I. Student Information

Name	<input type="text"/>	HSU ID Number	<input type="text"/>
Address	<input type="text"/>	Phone	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
		Zip Code	<input type="text"/>
		E-mail address	<input type="text"/>

<input type="checkbox"/> Advanced to Candidacy	<input type="text"/>	<input type="checkbox"/> Application for Graduation submitted for:	<input type="text"/>
	Term/Year		Term/Year
Enrolling through Extended Education does not extend the seven-year limit for coursework to count toward the degree. Enter term and year of the oldest course you are using for your degree.			<input type="text"/>
			Term/Year

II. Course Information

<input type="text"/>	x693 Graduate Continuous Enrollment	<input type="text"/>
Subject		Term/Year

III. Academic Programs / Graduate Studies Approval

- ☐ Candidacy date verified
☐ Graduation date verified
☐ Seven-year limit _____

Verified by Academic Programs / Graduate Studies Date

IV. Approval Signatures

The above student meets the minimum and program requirements to enroll in one unit of discipline specific x693 through Extended Education.

_____ Advisor/Committee Chair	_____ Advisor/Committee Chair Name (typed or printed)	_____ Date
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_____ Graduate Coordinator	_____ Graduate Coordinator Name (typed or printed)	_____ Date
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