

CAMPUS RESOURCES

The deans and staff of the Division of Graduate Studies welcome your personal visit or telephone, e-mail, or faxed inquiries regarding matters not answered in this handbook and the sources listed. Extended office hours are in effect. Many of the staff are also available by special arrangement for seminars, workshops, and meetings to address graduate issues in their area.

DIVISION OF GRADUATE STUDIES

Karen T. Carey, *Dean*, karenc
Dianne K. Dickerson, *Associate Dean*, dianned (Until 10/25/09)

Helen Martinez, *Administrative Analyst/Specialist*, helenma

Location, Thomas Building, Room 130
Phone/Fax, 5241 North Maple, M/S TA51
Hours Fresno, CA 93740-8027

Phone: (559) 278-2448 — Fax: (559) 278-4658

Office hours: M-Th: 7 a.m. - noon; 1 p.m. - 6 p.m.
Fri: 7 a.m. - noon; 1 p.m. - 5 p.m.

Summer office hours (approx. from end of May to mid-August): M-F: 7 am - noon, 12:30 - 3:30 p.m.

General Information

Reiko Elledge General information regarding DGS deadlines and events.
Front Desk Manager Requests for Graduate Division forms, publications, and
relledge, 278-2448 recruitment materials.

Special Admissions, Classification, Advancement to Candidacy, Evaluation, and Degree Clearance

Marcee Varela Coordinator for the Advancement to Candidacy process,
Graduate Evaluations program adjustments, graduate degree evaluation and
Coordinator clearance, advanced certificate evaluation and clearance,
marceev, 278-2448 course validation, letters of certification

Misty Brazill Degree and advanced certificate evaluation and clearance,
Graduate Evaluator course validation, Program Adjustment requests for those
mistyb, 278-2448 who have applied to graduate, letters of certification

Special Admissions, Classification, Advancement to Candidacy, Evaluation, and Degree Clearance (continued)

Georgette Mello <i>Graduate Evaluator</i> georgett, 278-2448	Special Admissions, educational leaves, probation, disqualification, changes of graduate degree/credential objective, retroactive withdrawals, classifications, and petitions of Advancement to Candidacy (alpha section M-Z)
Rachel Sunahara <i>Graduate Evaluator</i> rachell, 278-2448	Petitions of Advancement to Candidacy (alpha section A-L), Program Adjustment Requests, classifications, initial evaluation of degrees and advanced certificates

Thesis/Dissertation Review, Publications, and Committee Assignments

Chuck Radke <i>Thesis Consultant</i> cradke, 278-2418	Thesis and dissertation review and final approval, Outstanding Thesis Award, <i>Guidelines for Thesis Preparation</i> , Graduate Division publications, communications, and student/faculty professional development
Steve Nasse <i>Assistant to the Thesis Consultant</i> stephenn, 278-2418	Thesis format review, binding and distribution of theses and dissertations, database maintenance, resource technician, Webmaster, graduate faculty database, GradInfo Listserv, Graduate Division publication updates

Financial Opportunities, Petitions, Course and Curriculum, Program Review, and Recruitment and Retention

Louise Neal <i>Special Projects Coordinator</i> lneal, 278-2448	Assistant to the Associate Dean, assessment and program review, fellowships, scholarships, California Pre-Doctoral Program, special programs, course and curriculum, undergraduate petitions to enroll in graduate courses, graduate academic overload petitions
Marco Diaz <i>Graduate Recruitment and Retention Event Coordinator</i> marcod, 278-2448	Recruitment and retention of students for graduate programs including certificates of advanced study, graduate degree and doctoral programs, coordination of related recruitment, special events, and marketing activities.

ANCILLARY SUPPORT OFFICES

Other offices on campus play an important role in the smooth functioning of graduate affairs, offering support for graduate students.

Admissions - Domestic

Graduate Admissions Office

Joyal Administration Building, Room 121, M/S JA57

www.csufresno.edu/are/grad_admin

Martha Shears, marthash, 278-4073

Linda Lazalde Herrera, lindala (A-L student files)

Debbie Pichado, dpichado (M-Z student files)

Admissions - International

Joyal Administration Building, Room 211, M/S JA56

www.csufresno.edu/issp/internationaladmissions, 278-2409

Jennifer Hernandez, jehernandez (A-H student files)

Lisa James, lijames (I-O student files)

Alicia Montejano, aliciam (P-Z student files)

American English Institute (AEI)

Lab School, Room 130, M/S LS74

www.csufresno.edu/AEI

Margery Toll, margeryt, 278-2097

Campus Information Systems (CIS)

(for PeopleSoft access)

2743 E Shaw Ave., Suite 120 M/S OF113

Gary Hensley, ghensley, 278-6124

Career Services Center

Thomas Building, Room 103, M/S TA61

www.csufresno.edu/careers

Career counselors are available to come to your classes and orientations.

Rita Bocchinfuso-Cohen, Director, ritab

Daryl Fitzgerald, dfitzgerald, 278-2381– Employer Relations/Recruitment
Coordinator

Adrian Ramirez, adrianr, 278-5058–Career Development Counselor

Aleta Wolfe, aletaw, 278-2381–Career Experience Counselor

International Student Services and Programs (ISSP)

Joyal Administration Building, Room 211, M/S JA56

www.csufresno.edu/issp

Lucia Hammar, Director, lhammar - 278-2782