Submit a [SARF](#) to receive access to the below where you do not have existing access:
- Radius/AppReview (admission)
- Banner Student (student records)
- ImageNow/WebNow (additional student records)
- Cascade (website updates), if needed

Familiarize yourself with the online resources for supporting your graduate students and managing your graduate program, including:
- Recruiting, admitting, and onboarding students
- Advising graduate students and understanding degree requirements
- Resources for effective mentoring of graduate students
- Who to contact: A quick reference guide for navigating questions
- Video tutorials & resources for Radius/AppReview (application processing software)

Watch your email for an invitation to attend one of the GPD meetings held by the Graduate School at the start of each semester

Consult with the Director of Graduate & International Admissions on your recruitment strategies and efforts. GPDs will be asked to ensure a department representative attends graduate program Open House events.

Be prepared to complete [Academic Review Forms](#) at the end of each term for students who have below a 3.0 cumulative graduate GPA to provide either a retention plan or dismissal justification. The Registrar’s Office will send a list to GPDs of all students in this status.

If admission, curricular, or graduation requirement changes are needed, view the [Provost’s course/program change website](#) for guidance on the appropriate forms and process required.

Check your program’s [program review schedule](#) and participate in the program review process accordingly.

Review your program’s assessment plan and submit the [annual report](#) to the Provost’s Office by the second Monday in October.

**Questions? Contact the Director of Graduate Education for assistance.**