Annual Graduate Services Coordinator Workshop

June 6, 2018

go.ncsu.edu/grad-workshop
Introduction and Opening Remarks

Peter Harries
Interim Dean
Admissions & Residency

Lindsay Gentile
Centralized NC Residency Determination

2018
• Summer II reclassification – June 27 deadline
• Fall reclassification – Sept. 5 deadline

go.ncsu.edu/NCRRes

2019
• Residency determination via RDS
ncresidency.org
NC Residency

North Carolina residency for tuition purposes is governed by North Carolina state law. More information about North Carolina residency for tuition purposes can be found at Residency Determination Service (RDS).

Do you claim to be a North Carolina Resident?

County of NC Residency

*If you claim to be a resident, you must complete the residency process with the Residency Determination Service (RDS) at www.ncresidency.org. You will receive a Residency Certification Number (RCN) which should either be entered onto your admissions application in the text box below, or entered on your application status portal, once your application has been submitted.

1100443353
Admission Checklist Item

Residency Checklist

North Carolina residency for tuition purposes is governed by North Carolina state law. More information about North Carolina residency for tuition purposes can be found at Residency Determination Service (RDS).

On your application, you claim to be a resident, therefore you must complete the residency process with the Residency Determination Service (RDS) at www.ncresidency.org. You will receive a Residency Certification Number (RCN) which you will enter by using the North Carolina Residency Form below.

<table>
<thead>
<tr>
<th>Status</th>
<th>Details</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗</td>
<td>Waiting</td>
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</tr>
<tr>
<td></td>
<td><a href="#">North Carolina Residency Form</a></td>
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Residency Determination Service

<table>
<thead>
<tr>
<th>RDS Status</th>
</tr>
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<tbody>
<tr>
<td><strong>Sent:</strong> 01/25/18 1:39:51PM</td>
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<tr>
<td><strong>Tuition Residency:</strong> InState</td>
</tr>
<tr>
<td><strong>SIS Matched</strong></td>
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<tr>
<td><strong>Residency Record Type:</strong> Initial Classification</td>
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<tr>
<td><strong>Residency Effective Date:</strong> 07/19/2017</td>
</tr>
<tr>
<td><strong>Category Code:</strong> ELIGTHRES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIS Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Empl ID:</strong></td>
</tr>
<tr>
<td><strong>Social Security #:</strong></td>
</tr>
<tr>
<td><strong>Date of Birth:</strong> 12/13/</td>
</tr>
<tr>
<td><strong>Last Name:</strong> Kristen</td>
</tr>
<tr>
<td><strong>First Name:</strong> M</td>
</tr>
<tr>
<td><strong>Middle Name:</strong> M</td>
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<tr>
<td><strong>Address Line 1:</strong></td>
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<tr>
<td><strong>Address Line 2:</strong></td>
</tr>
<tr>
<td><strong>City:</strong> Cary</td>
</tr>
<tr>
<td><strong>State:</strong> NC</td>
</tr>
<tr>
<td><strong>Postal Code:</strong> 27519</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residency Certification Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Residency Certification Number (RCN):</strong> 110019</td>
</tr>
<tr>
<td>[Residency Batch]</td>
</tr>
<tr>
<td>[Residency Immediate]</td>
</tr>
</tbody>
</table>
Slate Training

User Guides & Tools

go.ncsu.edu/slate

July Training Sessions:

- Monday, July 16th | 10am - 12pm
- Monday, July 16th | 1pm - 3pm
- Tuesday, July 17th | 10am - 12pm
- Tuesday, July 17th | 1pm - 3pm
- Thursday, July 19th | 10am - 12pm
- Thursday, July 19th | 1pm - 3pm
Accessing Slate

https://applygrad.ncsu.edu/manage/

Department Roles:
DGP = Dept GRAD App Approver

GSC = Dept Grad Admissions Processor

Faculty/Reviewer – use the NextGen setup page
Slate Reader Drop-in Sessions

Talk through your application review process with us, and determine how to efficiently utilize the Reader.

**Graduate School Conference Room**
- June 7 (come by anytime between 9:00-11:00 AM)
- June 8 (come by anytime between 9:00-11:00 AM)
- June 11 (come by anytime between 10:00 AM-12:00 PM)
- June 14 (come by anytime between 1:00-3:00 PM)
- June 15 (come by anytime between 9:00-11:00 AM)
Questions?

Lindsay Gentile
lwgentil@ncsu.edu
GSC Website / Reminders

Siarra Jones
Lian Lynch
GSC Resources Website

go.ncsu.edu/gsc

Welcome to the Graduate Services Coordinator (GSC) resources page. As the Graduate Services Coordinator, these resources will help to familiarize you with the various processes and provide the latest information that, hopefully, will help to simplify your role. This site is meant to be a constantly evolving project; with your input, we hope that this site will grow to be a valuable knowledge base for all departments. If you have thoughts about how we can improve these resources, please take a...
GSC Resources Website

go.ncsu.edu/gsc

Still in progress, to be published later this summer!

- GSC Toolkit
- Graduate Admin Timeline
- GSC Shared Resources
We need your help!

Please fill out the following survey to help us design a website that will meet YOUR needs. Your responses to survey questions will be anonymous, however, if you submit a document, that document will be associated with your name (not your survey answers).

Click here to start the survey!

https://goo.gl/forms/54mfsKHyKrQkL6V63
Updates

- T-shirts
- ETD Submission
Questions?

Lian Lynch
loxenha@ncsu.edu
Changes in Policy and Beyond

What has changed and what to look for

Peter Harries
Changes in Exam Deadlines

• Preliminary Oral Exam is now limited to 4 years
  • One caveat (designed for part-time students): or after 48 hours of coursework, whichever is later
• Reduces the limit by two years
• Driven by the fact that in most students who prolong the time to the preliminary oral exam then have other issues associated with completion
Admission Justifications

• Attempting to clarify this so that we don’t have to ‘ping pong’ the application as much between the program and the Grad School

• TOEFL exceptions: frequently requested, but generally lacking effective justification
  • There needs to have communication, especially verbal, between applicant and program, and the applicant’s English skills need to be evaluated
  • Other types of info can augment this

• Provisional Admits requests should include:
  • An evaluation of potential for student success
  • Clear indication of what the provisions are
  • Related to this: need to start assessing how provisional admits are performing
Fail, Conditional Pass and Unconditional Pass

• The practice on this varies from program to program, but also from committee to committee

• Can it be standardized?

• Outline of Proposed Practice:
  • Thought of like a paper submitted for publication
    • Unconditional Pass – accepted with minor, editorial revisions
    • Conditional Pass – accepted with moderate revisions – editorial and more substantive revisions, but basic structure good
    • Fail – rejected – requires significant revision or potentially additional data
Questions?

Peter Harries
pjharrie@ncsu.edu
Mental Health Discussion

Angel Bowers
Lunch & Roundtable Discussion
Best Practices
Office of International Services (OIS)

Elizabeth James
Director
Professional Development Programs

Laura Demarse
Professional Development Framework

Empowering 21st Century Emerging Professionals

Communication
- Writing
- Public Speaking
- Addressing Non-Technical Audiences
- Digital Literacy
- Interpersonal Skills

Personal & Professional Development
- Professionalism
- Job Search Strategies
- Networking
- Entrepreneurship
- Personal Branding
- Business Acumen

Leadership & Management
- Teamwork
- Project Management
- Building Trust
- Conflict Resolution
- Data Management
- Classroom Management

Academic Development
- Critical Thinking
- Peer Review
- Teaching
- Collaboration
- Mentorship
- Ethical Conduct
# Professional Development Initiative

## Transferable Skills

- Communication Skills
- Leadership Skills
- Professional Ethics
- Research & Technical Skills
- Multicultural Competence
- Budgeting & Resource Mgmt.
- Goal Setting
- Time Mgmt.
- Mentoring Skills

<table>
<thead>
<tr>
<th>Academy</th>
<th>Industry</th>
<th>Not-for-Profit</th>
<th>Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>Manager</td>
<td>fundraiser</td>
<td>Analyst</td>
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<tr>
<td>Researcher</td>
<td>R&amp;D</td>
<td>Grant Writer</td>
<td>Program Manager</td>
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<td>Librarian</td>
<td>Marketing</td>
<td>Executive Dir.</td>
<td>Consultant</td>
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<td>Chancellor</td>
<td>Sales</td>
<td>Field work</td>
<td>Researcher</td>
</tr>
<tr>
<td>Administrator</td>
<td>Analyst</td>
<td>Curator</td>
<td>President</td>
</tr>
</tbody>
</table>
Professional Development Team

Laura Demarse
Assistant Dean for Professional Development

Jason Cramer
Private Sector Career Development

Nicole Ditillo
Office of Postdoctoral Affairs

Vanessa Doriot Anderson
Teaching and Communication Programs

Karissa Wojcik
Thesis and Dissertation Support Services
Postdocs and House Officers at NC State

May 2018

- **427** Postdocs and House Officers
  - **334** Postdocs
  - **93** House Officers
- **53.3%** of postdocs are international scholars
- **36.5%** of postdocs are female
- **95%** of postdocs are in STEM fields

The mission of the Office of Postdoctoral Affairs (OPA) is to enhance, support and promote the postdoctoral experience.
POSTDOC GRIEVANCE POLICY

INFORMAL RESOLUTION

Initial dispute occurs
- Discussion to resolve dispute
  - Resolution accepted
  - Dispute unresolved
- Dispute resolved

Informal resolution
- No allegations violating POL 04.25.05
  - No additional violations
- Grievance resolved
  - No allegations violating POL 04.25.05
  - Contains allegations outside POL 04.25.05
- Grievance sent to Department Head

INITIAL REVIEW

PD/HO files formal complaint with Assistant Dean, Graduate School
- Allegations violating POL 04.25.05
- Alleged policy violation reviewed by OIED
  - OIED determines that no policy violation has occurred
    - Grievance resolved
    - OIED determines policy violation has occurred; follows their process
  - No additional violations
    - Grievance resolved

GRIEVANCE REVIEW

Department Head makes decision
- Decision appealed
- Decision accepted
  - Grievance resolved

APPEAL

Grievance sent to College Dean
- College Dean makes decision
  - Decision appealed
  - Decision accepted
  - Grievance resolved

FINAL APPEAL

Grievance Committee reviews, provides recommendation
- Final resolution by Graduate Dean
  - Decision appealed
  - Decision accepted
  - Grievance resolved

*POL 04.25.05 is NC State's Equal Opportunity and Non-Discrimination Policy. The policy covers allegations of discrimination, harassment, or retaliation based on age, color, disability, race, religion, sex, sexual orientation, or veteran status.
What is A2i?

go.ncsu.edu/a2i
Accelerate to Industry (A2i)™ Modules

- **Industry Immersion**
  - Week Series
  - One-Day or Two-Day Series*

- **Industry Team Practicum**
  - Semester-long Development Series & Team Projects

- **Industry Job Search Strategies**
  - Half-semester Development Series

- **Industry Company Site Visit**
  - One-day Series

- **Industry Internship**
  - Varying Duration

[go.ncsu.edu/a2i](go.ncsu.edu/a2i)
Teacher training programs
New TA Workshop
Preparing the Professoriate
Academic Packways
Teaching and Communication Certificate
Teaching and Communication Certificate
100 hours of approved activities
Online portfolio
Flexible writing support for all stages of your graduate and postdoc career!

- Half semester development series
- 16 week development series
- Weekend and evening writing retreats
- Summer writing accountability groups
- Optional summer writing days
- Two part workshop series
- One time workshop meetings
Thesis and Dissertation Institute

- One-on-one time with a professional writing consultant
- Individual writing time
- Group writing opportunities
- Workshops and instructional sessions
- Expert panel discussions
- Daily check-ins
- Library support and resources
Questions?

Laura Demarse
ledemars@ncsu.edu
Student Appointments & PostDocs

Siarra Jones
Laura Demarse
Website Resources

grad.ncsu.edu/faculty-and-staff/student-funding/

- Find FAQs, manuals, calendars, policy explanation and more on our website!
New Grad Payroll Worksheet

**BIWEEKLY PAYROLL CALENDAR**

https://controller.ncsu.edu/payroll/for-payroll-coordinators/

**PAY CYCLES BY SEMESTER**

July 1, 2018 thru December 31, 2018 = 13.1 pay cycles
July 1, 2018 thru June 30, 2019 = 26.1 pay cycles
August 10, 2018 thru December 31, 2019 = 5.9 pay cycles
August 16, 2018 thru May 15, 2019 = 19.5 pay cycles
August 16, 2018 thru August 15, 2019 = 26.1 pay cycles

**AUTO-TERM CALENDAR**

If an appointment has an Auto-Termination date in Job Data then a separation row will automatically be entered three weeks prior to the separation date. No action required by the department. A job is run every Wednesday night to capture planned exit dates through the next 23 days.

<table>
<thead>
<tr>
<th>Auto-Term Run Date</th>
<th>Planned Job End Date Falls on or Before</th>
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<td>August 15, 2018</td>
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</tr>
<tr>
<td>December 19, 2018</td>
<td>January 24, 2019</td>
</tr>
</tbody>
</table>

**EMAIL LISTS**

HR Connections: https://hr.ncsu.edu/hr-lists/
Grad HR Representative: https://grad.ncsu.edu/faculty-and-staff/student-funding-updates-and-lsists/

**WEBSITES**

Student Funding Webpage: https://grad.ncsu.edu/faculty-and-staff/student-funding/

• The Composite Calendar will be retired June 2018!

• New worksheet will have auto-term, payroll calendar, and email list information.
Calendar/Deadline Reminders

grad.ncsu.edu/faculty-and-staff/student-funding/

• All appointments should be entered **prior to the start date**.
• NextGen allows actions to be entered 60 days prior to the start of the appointment.
  • For August 16th hires, the 60 day window will open Tuesday June 19th.
• Auto-Term rows are entered Wednesday night, three weeks prior to the expected job end dates.
  • Rehires can not be entered until after the separation is entered and modification must be entered prior to the auto-term.
  • For August 15th job end dates, the auto term will run on July 24th.
    • All Modifications must be made before July 24th. After July 24th, you can only do New Grad Appointments or Rapid Rehires.

• **Check out the calendars on our website for more information!**
  • The first Fall pay day for August 16th hires is September 8th.
Fellowship Updates

- 2018-2019 fellowship request form is up on the website.
  - [https://grad.ncsu.edu/faculty-and-staff/forms/graduate-school-forms/](https://grad.ncsu.edu/faculty-and-staff/forms/graduate-school-forms/)

- The first August disbursement is 23, award forms due no later than the 15th to be paid out on time. (Please also remember GSSP deadlines.)

- Keep up with fellowships using the “Fellowship Dept Summary” tool (Navigator > SIS > Admin Services > Finances > Fellowship Dept Summary)
Reminders for New Appointed Students

**Assistantships**

- Must sign up for direct deposit with Payroll
- Must have a [Tax Assessment](#)
- Must have SSN
  - Student can use their T&C, printed on letter head with ink signatures.

**Fellowships**

- Must sign up for direct deposit with Cashiers’ Office
- Must have a [Tax Assessment](#)
- No SSN needed

*All incoming international students must check in with OIS upon arrival.*
Questions?

Siarra Jones
sydickey@ncsu.edu

Laura Demarse
ledemars@ncsu.edu
Graduate Student Support Plan (GSSP)

Caroline Ortiz-Deaton
Annie Erwin
RA-TA Health Insurance | Coverage

• Beginning in Fall 2018, the RA-TA Health Insurance Plan will move to 2 major coverage periods per academic year -- (1) Fall and (2) Spring/Summer.

• GSSP eligible students in either academic semester (Fall or Spring) that have not waived their RA-TA coverage, will receive coverage on the RA-TA Plan for the entire coverage period. Coverage periods for future academic years are listed below:

  - Fall: August 1 - December 31 (5 months)
  - Spring/Summer: January 1 - July 31 (7 months)
RA-TA Health Insurance | Waiver

- Students that *have alternate coverage* can **waive out** of the RA-TA Plan using the RA-TA waiver on the GSSP for Students website – go.ncsu.edu/gssp

- RA-TA Plan waivers remain active until the student requests to have the waiver removed using the same form.

- The RA-TA Health Insurance Plan **will not serve as a secondary form of health insurance coverage.**
RA-TA Health Insurance | Billing

- GSHI billing is based on the eligible funding distribution present just after Census Day in Fall and Spring each academic year.

- Journals will post to the Financial System (Wolf Reporting System) for coverage periods by **mid-September (Fall)** and **mid-February (Spring/Summer)**.

- We ask that units work with their College Business Offices if graduate student health insurance (GSHI) charges need to be relocated subsequent to the billings in September and February each semester.
RA-TA Health Insurance | Premium

2018-2019 RA-TA Health Insurance Plan Premium (pending DOI approval)

- Fall 2018: $957.55
- Spring 2019: $1,340.57
- Annual: $2,298.12 ($191.51/month)

No major changes to coverage tier. The plan remains at the Gold-level with dependent coverage options.
GSSP Tuition | Non-GPOW Courses

- Coursework that fulfills the full-time academic load requirement should be coursework that can be or is included on the student’s Graduate Plan of Work (GPOW).

- SIS Query: GRAD_CRS_ENRL_TRM_PROG
  - Returns graduate students and their enrolled courses in the selected current term and academic program.
Questions?

ncstate-gssp@ncsu.edu

Annie Erwin
alwhite7@ncsu.edu

Caroline Ortiz-Deaton
acortiz@ncsu.edu
GradPath App & SAS Graduate Reports

Caroline Ortiz-Deaton
GradPath
Student Home

Graduation Path: Subpaths, Milestone Status and Milestone Names (Tabular Link)

Legend
✓ = Completed
Link to GradPath webpage

COURSEWORK SUBPATH
- Plan of Work Completion
- Plan of Work Approval
- ✓ Patent Agreement

MR Option B Requirements Completion
Student Home

Graduation Path: Subpaths, Milestone Status and Milestone Names (Tabular Link)

Legend
✓ = Completed

Dissertation Complete
Final Error-Free ETD
Doctoral Final Exam
Schedule Final Oral Exam
Preliminary DR Exam
Schedule Preliminary DR Exam
Plan of Work Completion
Plan of Work Approval
Graduate Advisory Committee
Patent Agreement
2018-2019 Officers

President - Zac Lentz
VP External - Judith Rivera
VP Internal - Todd Wilson
VP Academic Affairs - Sugandha Singh
VP Communications - Anderson Shumate
VP Student Government Relations - Mike Madden
Treasurer - Emily Reed
Secretary - Rachel Atkins
What’s New? – Committee Changes

2017-2018 Committees

• Special Projects & Political Action
• Professional/Organizational Development
• Teaching Effectiveness
• Research Recognition
• Social
• Community Service
• Publicity
• Graduate Representation

2018-2019 Committees

• Special Projects
• Legislative Affairs & Student Advocacy
• Judicial
• Teaching Effectiveness
• Research Recognition
• Community & Social Engagement
• Finance
• Graduate Representation
Focus Areas

Advocacy -
• Campus level through SG and USCs
• State level through ASG and other GSAs
• Regionally/nationally with NAGPS

Affordability -
• SG/GSA Joint Division for Research and Advocacy on Graduate Stipends
• Continued discussions on fees

Communication -
• Improving processes and organization
• Working to reach more graduate students
<table>
<thead>
<tr>
<th>Top Concerns for Graduate Students</th>
<th>% Responders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial issues (e.g., cost of education, debt burden, scholarship availability)</td>
<td>50.56%</td>
</tr>
<tr>
<td>Career development (e.g., availability job search assistance, resume/CV workshops)</td>
<td>41.11%</td>
</tr>
<tr>
<td>Student academic issues (e.g., coursework, faculty time)</td>
<td>32.22%</td>
</tr>
<tr>
<td>Healthcare/health insurance (e.g., availability, affordability, coverage)</td>
<td>31.11%</td>
</tr>
<tr>
<td>Transportation (e.g., access to Wolfline and frequency of routes, parking availability and cost)</td>
<td>28.89%</td>
</tr>
<tr>
<td>Mental health services (e.g., availability, affordability)</td>
<td>18.33%</td>
</tr>
<tr>
<td>Campus safety (e.g., safety at night, gun safety)</td>
<td>18.06%</td>
</tr>
<tr>
<td>International student concerns (e.g., student visas, DACA/Dreamers)</td>
<td>16.67%</td>
</tr>
<tr>
<td>Equality (e.g., gender equality, race equality, abilism)</td>
<td>15.83%</td>
</tr>
<tr>
<td>Housing issues (e.g., access, quality, affordability)</td>
<td>11.67%</td>
</tr>
<tr>
<td>Support for students with a spouse and/or children</td>
<td>10.83%</td>
</tr>
<tr>
<td>Food security (e.g., availability, affordability)</td>
<td>7.78%</td>
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<tr>
<td>Sexual violence and sexual harassment (e.g., awareness, support for victims)</td>
<td>6.67%</td>
</tr>
<tr>
<td>Free speech (e.g., suppression, disciplinary actions for violation)</td>
<td>4.17%</td>
</tr>
<tr>
<td>LGBTQIA (e.g., availability of support, access to training)</td>
<td>3.06%</td>
</tr>
<tr>
<td>Support for veteran students and returning students</td>
<td>2.22%</td>
</tr>
<tr>
<td>Support for students with special needs</td>
<td>0.83%</td>
</tr>
</tbody>
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Questions?

Graduate Student Association
GSA
Open Forum / Questions

All
Door Prizes