

# Annual Graduate Services Coordinator Workshop

June 6, 2018

[go.ncsu.edu/grad-workshop](http://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/NCRes](http://go.ncsu.edu/NCRes)

2019

- Residency determination via RDS

[ncresidency.org](http://ncresidency.org)

# RDS During Admission

## 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?


Yes. I claim to be a ▼

County of NC Residency

Granville ▼

\*If you claim to be a resident, you must complete the residency process with the Residency Determination Service (RDS) at [www.ncresidency.org](http://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

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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](http://www.ncresidency.org). You will receive a Residency Certification Number (RCN) which you will enter by using the North Carolina Residency Form below.

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Status	Details	Date
 Awaiting	<a href="#">North Carolina Residency Form</a>	

---

# RDS for Students

go.ncsu.edu/residencystatus

## Residency Determination Service

### RDS Status

Sent: 01/25/18 1:39:51PM Received: 01/25/18 1:39PM Status: found  
Tuition Residency: InState Residency: In State Validated: Y  
☒ SIS Matched Matched By: PSPROD Date: 01/25/2018  
Residency Record Type: Initial Classification  
Residency Effective Date: 07/19/2017 Residency Expiration Date: 10/17/2018  
Category Code: ELIGHTHRES

### SIS Information

Empl ID: Social Security #: Date of Birth: 12/13/  
Last Name:  
First Name: Kristen  
Middle Name: M  
Address Line 1:  
Address Line 2:  
City: Cary State: NC Postal Code: 27519

### Residency Certification Number

Residency Certification Number (RCN):

Residency Batch

Residency Immediate

# Slate Training

User Guides & Tools

[go.ncsu.edu/slate](https://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](http://go.ncsu.edu/gsc)

## The Graduate School

[About](#)[Graduate Programs](#)[Admissions](#)[Students](#)[Research](#)[Faculty and Staff](#)[Alumni and Giving](#)

### GSC Resources

[Systems and Manuals](#)[Campus Contacts](#)[Meetings and Updates](#)

## GSC Resources

Welcome to the Graduate Services Coordinator (GSC) resources website. As the Graduate Services Coordinator, these resources will help to familiarize you with the Graduate School and provide the latest information that, hopefully, will help to simplify your role. This website 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

[Forms](#)[Slate](#)[GSC Resources](#)[Student Funding](#)[Program Development](#)[Program Evaluation](#)[Recruiting Resources](#)

# GSC Resources Website

[go.ncsu.edu/gsc](https://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)

<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](mailto:pjharrie@ncsu.edu)

# Mental Health Discussion

Angel Bowers

# Lunch & Roundtable Discussion



# Best Practices

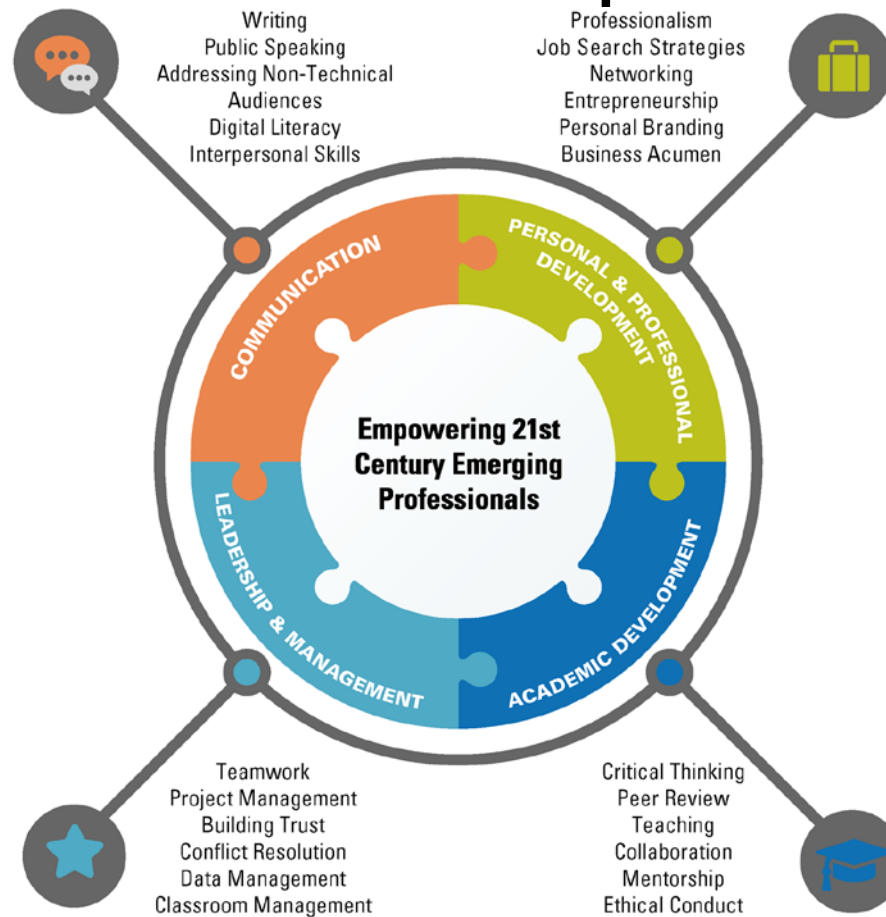
# Office of International Services (OIS)

Elizabeth James  
Director

# Professional Development Programs

Laura Demarse

# Professional Development Framework



# 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



<b>ACADEMY</b>	<b>INDUSTRY</b>	<b>NOT-FOR PROFIT</b>	<b>GOVERNMENT</b>
Professor	Manager	Fundraiser	Analyst
Researcher	R&D	Grant Writer	Program Manager
Librarian	Marketing	Executive Dir.	Consultant
Chancellor	Sales	Field work	Researcher
Administrator	Analyst	Curator	President

## Professional Development Team



**Laura Demarse**  
Assistant Dean for Professional  
Development



**Jason Cramer**  
Private Sector Career  
Development



**Nicole Ditillo**  
Office of Postdoctoral  
Affairs



**Vanessa Doriott Anderson**  
Teaching and Communication  
Programs



**Karissa Wojcik**  
Thesis and Dissertation  
Support Services

# Postdocs and House Officers at NC State

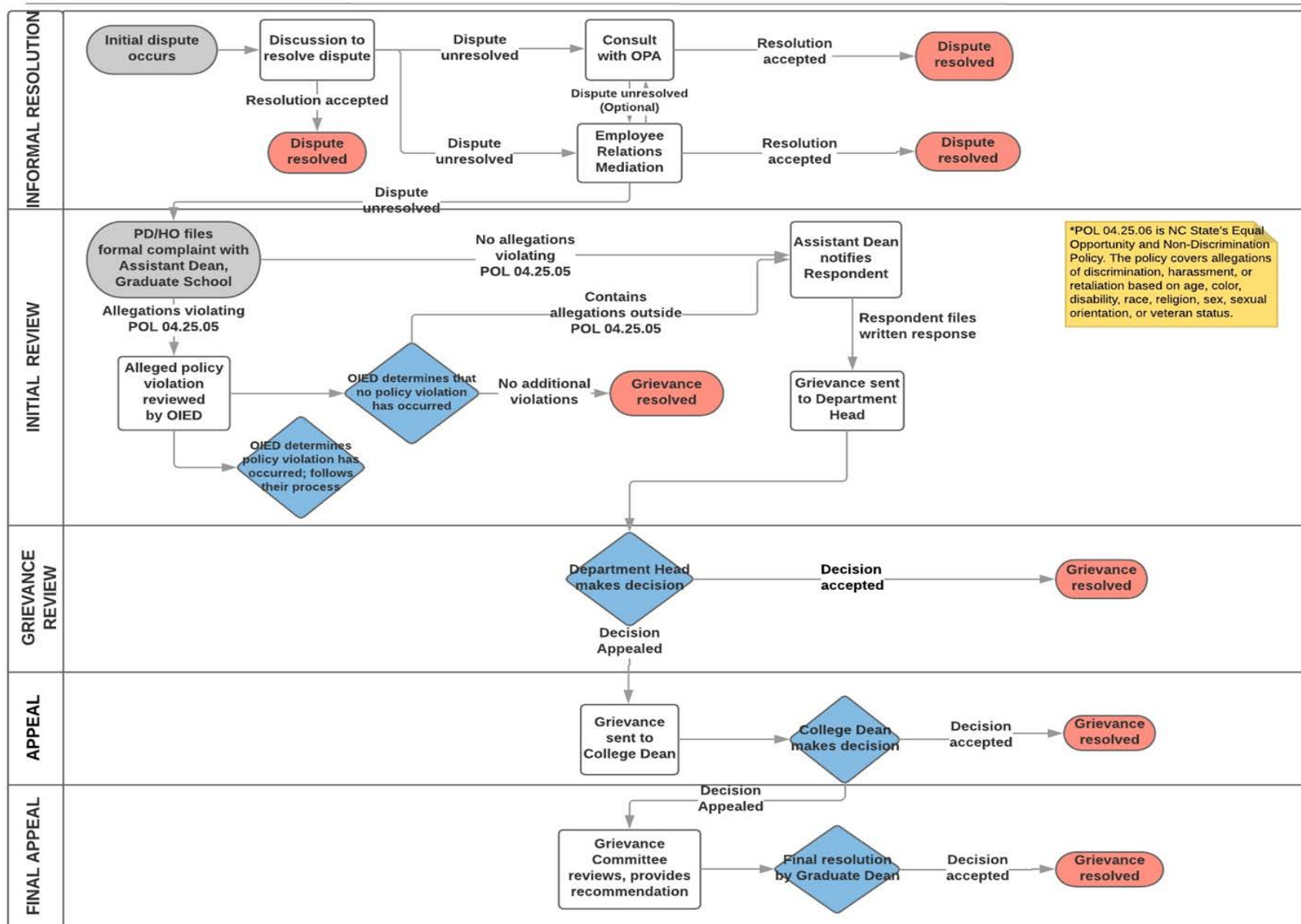
May 2018

- **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







**What is A2i?**

**[go.ncsu.edu/a2i](http://go.ncsu.edu/a2i)**

Leadership

Communication

Team collaboration

Corporate culture

Intrapreneurship

Market assessment

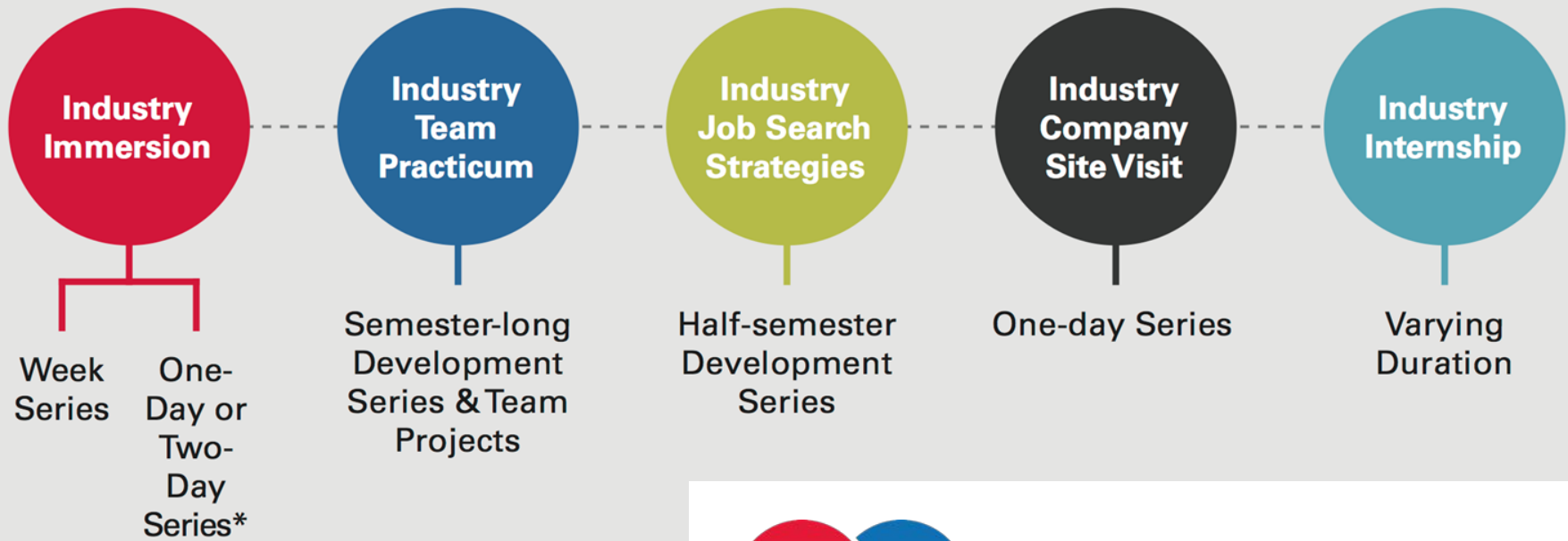
Technology evaluation

Intellectual property

Regulatory affairs

Commercialization

# Accelerate to Industry (A2i)<sup>TM</sup> Modules



[go.ncsu.edu/a2i](https://go.ncsu.edu/a2i)



**Accelerate to Industry<sup>TM</sup>**  
FOUNDED BY THE NC STATE UNIVERSITY GRADUATE SCHOOL



**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

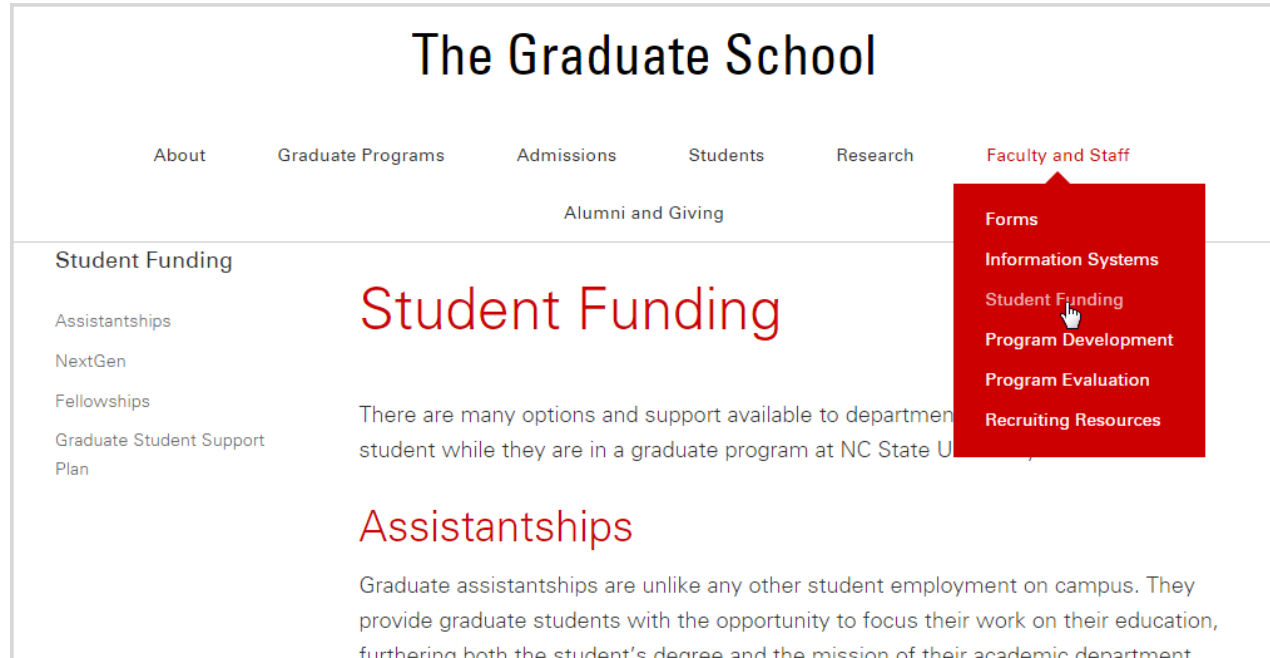
Siarra Jones  
Laura Demarse



# Website Resources

[grad.ncsu.edu/faculty-and-staff/student-funding/](http://grad.ncsu.edu/faculty-and-staff/student-funding/)

- Find FAQs, manuals, calendars, policy explanation and more on our website!



# New Grad Payroll Worksheet

- The Composite Calendar will be retired June 2018!
- New worksheet will have auto-term, payroll calendar, and email list information.

## BIWEEKLY PAYROLL CALENDAR

<https://controller.ofa.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 16, 2018 thru December 31, 2018 = 9.9 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.

## EMAIL LISTS

HR Connections: <https://hr.ncsu.edu/hr-listserv/>

Grad HR Representative: <https://grad.ncsu.edu/faculty-and-staff/student-funding/updates-and-listserve/>

## WEBSITES

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

Auto-Term Run Date	Planned Job End Date Falls on or Before
June 13, 2018	July 6, 2018
June 20, 2018	July 13, 2018
June 27, 2018	July 20, 2018
July 4, 2018	July 27, 2018
July 11, 2018	August 3, 2018
July 18, 2018	August 10, 2018
July 25, 2018	August 17, 2018
August 1, 2018	August 24, 2018
August 8, 2018	August 31, 2018
August 15, 2018	September 7, 2018
August 22, 2018	September 14, 2018
August 29, 2018	September 21, 2018
September 5, 2018	September 28, 2018
September 12, 2018	October 5, 2018
September 19, 2018	October 12, 2018
September 26, 2018	October 19, 2018
October 3, 2018	October 26, 2018
October 10, 2018	November 2, 2018
October 17, 2018	November 9, 2018
October 24, 2018	November 16, 2018
October 31, 2018	November 23, 2018
November 7, 2018	November 30, 2018
November 14, 2018	December 7, 2018
November 21, 2018	December 14, 2018
November 28, 2018	December 21, 2018
December 5, 2018	December 28, 2018
December 12, 2018	January 4, 2019
December 19, 2018	January 11, 2019

Auto-Term Run Date	Planned Job End Date Falls on or Before
December 26, 2018	January 18, 2019
January 2, 2019	January 25, 2019
January 9, 2019	February 1, 2019
January 16, 2019	February 8, 2019
January 23, 2019	February 15, 2019
January 30, 2019	February 22, 2019
February 6, 2019	March 1, 2019
February 13, 2019	March 8, 2019
February 20, 2019	March 15, 2019
February 27, 2019	March 22, 2019
March 6, 2019	March 29, 2019
March 13, 2019	April 5, 2019
March 20, 2019	April 12, 2019
March 27, 2019	April 19, 2019
April 3, 2019	April 26, 2019
April 10, 2019	May 3, 2019
April 17, 2019	May 10, 2019
April 24, 2019	May 17, 2019
May 1, 2019	May 24, 2019
May 8, 2019	May 31, 2019
May 15, 2019	June 7, 2019
May 22, 2019	June 14, 2019
May 29, 2019	June 21, 2019
June 5, 2019	June 28, 2019
June 12, 2019	July 5, 2019
June 19, 2019	July 12, 2019
June 26, 2019	July 19, 2019
July 3, 2019	July 26, 2019
July 10, 2019	August 2, 2019

# Calendar/Deadline Reminders

[grad.ncsu.edu/faculty-and-staff/student-funding/](http://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 16<sup>th</sup> hires, the 60 day window will open Tuesday June 19<sup>th</sup>.
- 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 15<sup>th</sup> job end dates, the auto term will run on July 24<sup>th</sup>.
    - All Modifications must be made before July 24<sup>th</sup>. After July 24<sup>th</sup>, 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 16<sup>th</sup> hires is September 8<sup>th</sup>

# Fellowship Updates

- 2018-2019 fellowship request form is up on the website.
  - <https://grad.ncsu.edu/faculty-and-staff/forms/graduate-school-forms/>
- The first August disbursement is 23, award forms due no later than the 15<sup>th</sup> 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](http://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](mailto:ncstate-gssp@ncsu.edu)

Annie Erwin  
[alwhite7@ncsu.edu](mailto:alwhite7@ncsu.edu)

Caroline Ortiz-Deaton  
[acortiz@ncsu.edu](mailto:acortiz@ncsu.edu)

# GradPath App & SAS Graduate Reports

Caroline Ortiz-Deaton

# GradPath

Menu

Go to DGP/GSC Home

Go to Student Home

Mentoring

Workshops

Academics

CV Builder

GSSP

Prog Report Creation

Linked Pages

ETD

Fellowships/Grants

Student Home

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

DISSERTATION SUBPATH

PRELIM EXAM SUBPATH

Dissertation Complete

Final Error-Free ETD

Doctoral Final Exam

✓ Schedule Final Oral Exam

✓ Preliminary DR Exam

Legend

✓ = Completed

[Link to GradPath webpage](#)

Home

Alerts

Mentoring

Settings

Divya Guttikonda

Student Home

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

Legend  
✓ = Completed  
[Link to GradPath  
webpage](#)

COURSEWORK SUBPATH		MR Option B Requirements Completion
		Plan of Work Completion
		Plan of Work Approval
	✓	Patent Agreement



Student Home

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

DISSERTATION SUBPATH		Dissertation Complete
		Final Error-Free ETD
		Doctoral Final Exam
	✓	Schedule Final Oral Exam
PRELIM EXAM SUBPATH	✓	Preliminary DR Exam
	✓	Schedule Preliminary DR Exam
COURSEWORK SUBPATH	✓	Plan of Work Completion
	✓	Plan of Work Approval
	✓	Graduate Advisory Committee
	✓	Patent Agreement

Legend

✓ = Completed

Link to GradPath

webpage



## Summer 2018 Update

Zac Lentz

[gsa.ncsu.edu](http://gsa.ncsu.edu)

# 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

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

# Questions?

Graduate Student Association  
GSA

# Open Forum / Questions

All



# Door Prizes