DGP/GSC Update for December 2018

Important Dates
December 5
• ETD Committee Approval Deadline
December 7
• Last day of classes
December 18
• Grades for doctoral students walking in fall commencement are due no later than noon
December 19
• Fall Commencement
December 20
• Fall grades due

Slate - Admissions
’Tis the season to enter DGP admissions decisions in Slate! Please view our new How to Enter a DGP Decision video tutorial. Other Slate tutorials can be found at go.ncsu.edu/slate

Total Estimated Financial Requirement for 2019/2020 - for international admits
The total estimated financial requirement for international overseas graduate students to receive an I-20 for F-1 visa status for study in the 2019-20 academic year is $47,037*. This includes the estimated increases for tuition and living expenses. This year’s minimum monthly stipend to meet the living expense requirement is $1,995 (rounded up to the nearest whole dollar) for all programs. Once a student has been recommended to your program and their award letter has been drafted, please send a copy via email to Denise Wesselow at dewessel@ncsu.edu for international clearance so that the I-20 can be issued. The Certificate of Financial Responsibility (CFR) Calculator can be used for assistance in determining the minimum stipend necessary to meet this requirement. The CFR Calculator can be found on the Graduate School’s website https://grad.ncsu.edu/faculty-and-staff/student-funding/, under the "Assistantships" header. To access it from the SPARCS main page, go to http://www.ncsu.edu/sparcs/, "Research Staff", "Budgeting Guidelines", and then "Tuition".
* Programs charging premium tuition will have higher estimated financial requirements due to their tuition costs.

Graduate Faculty & Teaching Graduate Courses
Please submit any Graduate Faculty Nominations and Requests to Teach Graduate Courses for all Spring 2019 courses as soon as possible. All requests for Spring 2018 should be submitted to the Graduate School by December 7, 2018. Contact Melissa Nosbisch (mlnosbis@ncsu.edu) with any questions.

REMINDER: All scheduled courses must have an Instructor of Record (IOR) assigned to the course. For graduate courses, the IOR must be either a member of the Graduate Faculty or an approved graduate instructor.

Helpful SIS Queries that you can favorite:
• SIS_GRAD_INSTR_ADV_CRS_BY_PRF - all approved instructors who are not members of the Graduate Faculty, by course prefix
• SIS_GRADUATE_FAC_PGMS_BY_ID - all approved programs for a member of the Graduate Faculty
• SIS_GRADUATE_FAC_BY_PROGRAM - all Graduate Faculty for a single graduate program
• SIS_GRADUATE_FACULTY_LIST - all Graduate Faculty at NC State
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NextGen Appointments
- Make sure all modification and early separation actions, for appointments with a December 31 end date, are APPROVED by the auto termination date, 5pm December 12th.
- To avoid having to rush rehire actions after the fall appointment auto terminations on December 13th, you can enter a modification of the current appointment to extend the end date. You can also modify other job details while extending the end date. If the salary distribution is also changing, this should be entered in Distribution Setup after the action is approved (distribution changes cannot be made through modify).

Fellowships
- All new Spring fellowship requests and modifications should be received by the Graduate School no later than January 11th.
- To ensure no lapse in GSSP insurance, please submit new requests by the first week of December.

Graduate Student Support Plan (GSSP)
Spring 2019 GSSP Benefits: Please remember that Graduate Support (system in MyPack Portal that manages the GSSP) will not create or apply any GSSP benefits (tuition or health insurance) to student accounts until all GSSP eligibility requirements are actively met in MyPack Portal. Once all GSSP eligibility requirements are met, Graduate Support will apply applicable benefits automatically.

If students need to be reappointed for Spring 2019, please have these entered and approved in the system by December 19th (particularly, before departing for the Winter Holiday Break). Please also check to make sure students are enrolled full-time.

The SIS Reporting query below returns enrollment information by selected semester/term and academic program. Unlike SIS Admin Reports, the query displays the current Academic Course Load Determination (e.g., Full-Time, Half-Time, Less than Half-Time) and how many credit hours constitutes full-time enrollment for the selected term. Other useful fields include, “Previous Master’s” and “GSSP Track.”

- **Query System:** SIS Query Viewer (or Manager)
- **Query Name:** GSSP_BY_PROG_TRM

Please email any questions to ncstate-gssp@ncsu.edu.

RA-TA Health Insurance Plan: Please make sure your students are aware of when their RA-TA Plan health insurance ends if they are graduating or will be ineligible for the Graduate Student Support Plan at the end of Fall semester (12/31/2018 is the last full day of coverage). We will begin compiling the initial January 2019 eligibility list to report to BCBSNC before the University closes for Winter Break.

Graduate Student Mental Health Discussion Group
Please share the following opportunity with students: Calling all Graduate Students. Are you feeling anxious, depressed, out of sorts, stretched too thin or all of the above? Well then, come out to the Graduate Student Wellness Support Group. This group is comprised solely of Graduate Students who want to talk with others and find out they are not alone. If you feel this is something you are interested in, the group information is below.

- **When:** December 4th, 5:30-7:30 PM
- **Where:** Vet School Library A101
Writing, Communication and Teaching Development Series for Spring 2019
We are pleased to announce our Spring 2019 Development Series, a non-credit extended workshop series that provides sustained support, practice and feedback on key aspects of teaching, communication, writing and career management. Topics for spring include Communication Strategies for Teaching and Beyond, Grant Writing, U.S. Academic Writing for International Students, and more. Students and postdocs can learn more through our website.

Teaching and Communication Certificate Enrollment
The next enrollment window for the Teaching and Communication certificate program will open on January 15 and close on February 1. Students and postdocs should visit our website for more information, and to enroll.

Graduate Writing Support for College of Engineering
The Graduate School now offers writing outreach and support specifically for graduate students and postdocs in the College of Engineering. Click here to learn more about Spring 2019 writing and communications workshops, online writing groups, opportunities for individual writing advising, and events co-sponsored with COE departments.