

## **Important Dates**

### **January 7**

- First day of classes for Spring 2019

### **January 11**

- Last day to add a course without permission of instructor

### **January 18**

- Census Day
- Last day to enroll (register) or to add a course with instructor permission
- Last day to reduce hours for a tuition adjustment for Spring
- Last day to submit an academic load waiver for the Spring 2019 term
- GSSP eligibility deadline (5 p.m.)

## **Enrollment Reminder**

Please ask your students and their advisers to ensure that they are registered in the correct courses/sections and number of hours before census day, Jan. 18

## **Slate Drop-in Sessions**

If you have questions about processing admissions applications, feel free to drop by the Graduate School (1020 Main Campus Dr.) during one of the following drop-in sessions, and we will assist you.

Tues. Jan. 8, 10:00-11:00 AM or 2:00-3:00 PM  
Wed. Jan. 9, 11:00 AM - 12:00 PM  
Thurs. Jan. 10, 10:00-11:00 AM or 2:00-3:00 PM  
Tues. Jan. 15, 10:00-11:00 AM or 2:00-3:00 PM  
Wed. Jan. 16, 11:00 AM - 12:00 PM  
Wed. Jan. 23, 2:00-3:00 PM  
Thurs. Jan. 24, 11:00 AM - 12:00 PM or 2:00-3:00 PM

## **Deferments of Admission Offers**

Applicants who deferred from 2018 admit terms to Summer or Fall 2019 must submit all required materials (ex: CFR/VCF for international, official transcripts, and enrollment deposits) via the old application system prior to February 1; please follow up with your deferrals to ask them to complete the process by the deadline. If they miss the deadline, but still wish to be considered for deferment, they will need to submit a Slate application, and you will need to submit the DGP decision to the Grad School via the system.

Slate applicants who need to defer to a later 2019 admit term can now be processed by the liaisons, please email them your approvals. If they paid an enrollment deposit already, continue to cc Lindsay Gentile to have the deposit deferred to the new term.

## **Admissions Update**

We have noticed, in very few cases, that some recommendation provider names have been changed upon submission of the recommendation letter. It seems to be isolated to overseas universities where they are using shared computers and auto-populate is filling in a different name, and the recommender does not catch it prior to submission. In these cases the uploaded letter is signed correctly by the reference, but a different name appears on the reference evaluation. Please reach out if you have one that you would like us to investigate.

## **Graduate Admissions Report**

The new Graduate Admissions Report is now available in the Graduate SAS Information Portal. This report runs every week day and compares the current admissions data to that of the same time last year. If you find that you do not have access to this report, please email [gradschool-it@ncsu.edu](mailto:gradschool-it@ncsu.edu).

[go.ncsu.edu/sasgradschool](http://go.ncsu.edu/sasgradschool)

Navigation: MyPack Portal > Student Information System > Reporting Tools > Graduate School SAS Reports

### **Graduate Student Support Plan**

**GSSP Tuition Awards:** The GSSP tuition awards system began running in November for Spring 2019. As soon as a student actively meets all [GSSP eligibility requirements](#), applicable tuition benefits will apply to the student's billing account.

\*\* Full-time Enrollment is a GSSP eligibility *requirement*. As mentioned above, please make sure that students are enrolled properly as soon as possible and before Census Day (also a GSSP eligibility requirement). If a student is below full-time, they are ineligible for GSSP and will not receive GSSP benefits. The query below is useful for managing enrollment and course load determination.

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) - Reporting  
Query Name: GSSP\_BY\_PROG\_TRM

GSSP information for students can be found at [go.ncsu.edu/gssp](http://go.ncsu.edu/gssp). For further questions, please contact us at [ncstate-gssp@ncsu.edu](mailto:ncstate-gssp@ncsu.edu).

**RA-TA Health Insurance Plan:** Please make sure students are aware if they graduated Fall 2018 or will be ineligible for the Graduate Student Support Plan during Spring 2019 their coverage terminated 12/31/2018 (last full day of coverage). We compiled the initial Spring 2019 eligibility list for BCBSNC before the University closed for Winter Break. All students who were not meeting eligibility as of that date were dropped from coverage. We will compile an updated coverage list for BCBSNC weekly until Census Day. Students who have met all [GSSP eligibility requirements](#) since the previous reported list will have their coverage reinstated effective January 1, 2019.

### **Graduate Fellowship Specialist**

The Graduate School is pleased to announce that Courtney Hughes has joined our staff in the newly created position of Graduate Fellowship Specialist. Courtney's role in this newly created position is to work closely with all campus units to help increase the number of NC State graduate students who apply for, and are subsequently awarded, externally funded fellowships. Courtney joins us from New College of Florida with 10 years of experience in matching students with appropriate funding opportunities and advising them on how to make their fellowship applications competitive. We would encourage you to contact Courtney directly at [chughes5@ncsu.edu](mailto:chughes5@ncsu.edu) to discuss how she can work with your program and/or college to assist your graduate students in attaining external funding.

### **Teaching and Communication Certificate**

Registration will open for the Graduate School Teaching and Communication certificate on January 15 and will remain open through February 1. Graduate students who are interested in improving their ability to communicate effectively with nonspecialist audiences can find more information at [go.ncsu.edu/tcc](http://go.ncsu.edu/tcc). Contact Vanessa Doriott Anderson with questions ([vkdoriot@ncsu.edu](mailto:vkdoriot@ncsu.edu)).

### **Preparing the Professoriate**

Late-stage graduate students who are interested in pursuing a faculty career can learn more about the application process for Preparing the Professoriate by attending one of our mandatory informational sessions, now open for registration. Visit our website to [register](#) for an information session and to [learn](#) more about the program. Contact Vanessa Doriott Anderson with questions ([vkdoriot@ncsu.edu](mailto:vkdoriot@ncsu.edu)).

**Engineering Communications Workshops Begin January 18**

Check out our new writing/communications workshops for grad students in the College of Engineering. This month's topics include posters, professional emails, 3-Minute-Thesis presentations, and research abstracts. Workshops begin Friday, January 18, so sign up soon: [Register for Engineering Cafes Workshops](#). Contact Katie Homar with questions. ([kshomar@ncsu.edu](mailto:kshomar@ncsu.edu)).