

## **Important Dates**

### **May 9th**

- Grades are due by midnight

### **May 11th**

- Spring Commencement

### **May 14th**

- No registration required ETD review deadline - Date by which a thesis or dissertation student must have received an unconditional pass on their final exam and submitted their ETD for a review in order to avoid registering for the summer term.

### **May 15th**

- Summer I - First day of classes

### **May 16th**

- Last day to add a course without permission of instructor for Summer I

### **May 17th**

- Summer I census day

### **June 3rd**

- Drop/Revision Deadline

## **Graduate Service Coordinators (GSC) / Director of Graduate Programs (DGP) Summer Workshops**

We will host separate summer workshops for Graduate Service Coordinators (GSCs) & Directors of Graduate Programs (DGPs) this summer. We will also provide a workshop/training specifically for NEW GSCs & DGPs.

- The **GSC workshop** will take place **June 12th** in the College of Textiles Convocation Room.
- The **DGP summer workshop** will take place **August 13th** in the College of Textiles Convocation Room.
- The **NEW GSC/DGP workshop** will take place **August 12th** in the College of Textiles Convocation Room. New DGPs should also plan on attending the larger DGP workshop.

## **New Staff Members**

Richard Corley ([gradschool-assistantships@ncsu.edu](mailto:gradschool-assistantships@ncsu.edu)) is the new contact for Graduate Appointments & Fellowships. Joe Aldinger ([jalding@ncsu.edu](mailto:jalding@ncsu.edu)) is the new Director of the A2i program.

## **Schedule a Slate Admissions Cycle Review**

These optional appointments are meant to provide one-on-one time to discuss how your 2019 admissions cycle went using Slate and to give you the opportunity to expand utilization for the next cycle. Click the date and time that works for you; sign up is first come, first served and we will schedule more as needed.

Monday, May 20, [10-11am](#) & [3-4pm](#)

Wednesday, May 22, [9-10am](#) & [1-2pm](#)

Wednesday, May 29, [1-2pm](#)

Thursday, May 30, [10:30-11:30am](#)

Friday, May 31, [9-10am](#)

Monday, June 3, [10-11am](#)

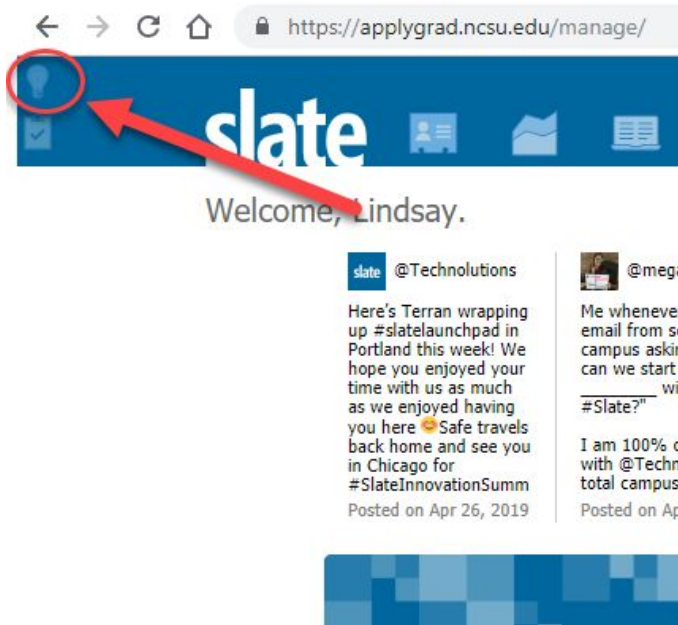
Tuesday, June 4, [2-3pm](#)

Wednesday, June 5, [9-10am](#) & [3-4pm](#)

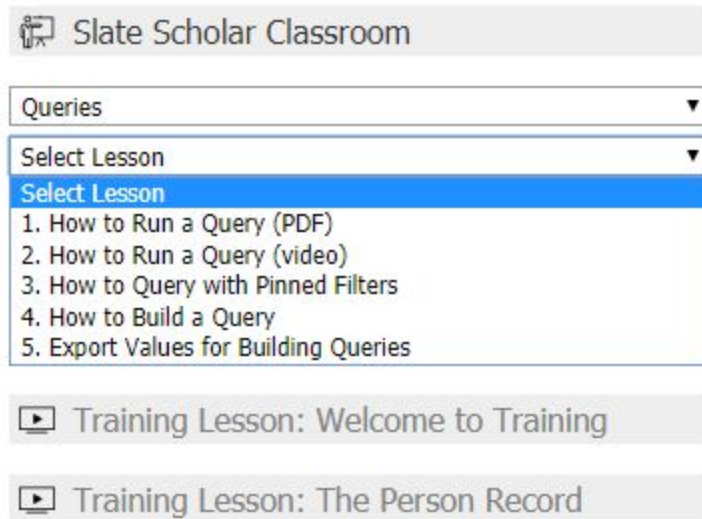
Thursday, June 6, [10-11am](#)

## **Slate Enhancements, Updates, and New Features**

- Summer and Fall 2020 terms are now available for those programs who admit for these terms.
- Tutorials from our [Slate Training website](#) can now be accessed directly in Slate. If you need to reference the instructional PDF, simply click on the light bulb icon in the top left corner of the page.



Then select the appropriate course (topic area) from the drop-down, followed by the lesson you are looking for. The names of the courses and lessons correspond with the names of the sections and PDFs on the training website for easy navigation.



- If you are reading an application and need to quickly see which materials are missing, you can click on the applicant name in the upper left corner, and a Reader dashboard will appear. In the example below, the highlighted area shows a missing transcript.

slate 877367795 Gentile Test, Lindsay 2198 - GCERT Search...

**Contact Information**  
[lwgentil@ncsu.edu](mailto:lwgentil@ncsu.edu)

**Biographical Details**  
 Sex: Female  
 DOB: August  
 Citizenship: United States

**Active Address**  
 College Road  
 Lesotho, Grand Bassa 10-8520  
 Liberia

**Application Details**  
 Status: Applicant  
 Submitted: May 22, 2018

[Lookup Application](#)  
[Read Application in New Window](#)  
[Show New Materials Report](#)  
[Edit Bin/Queue](#)  
[Download PDF](#)

**Reader Dashboard**  
**Missing Materials:** Unofficial Transcript for East Carolina University

| Application | Status             | Submitted  |
|-------------|--------------------|------------|
| APP         | Awaiting Materials | 05/23/2018 |
| GCERT       | Awaiting Materials | 05/22/2018 |

GRE Waiver, Contacted for Interview - ODTMBA, Specia  
 Fall 2019  
 05/22/2018  
 Distance  
 US Permanent Resident: No  
 Citizenship: United States  
 Residency (self-reported): Yes  
 County (if NC): Avery  
 Military: Yes  
 School 2:  
 Rank:  
 Location:  
 Degree Type:  
 Date Awarded:  
 Major:  
 GPA: Scale: From: 01/2016 To: 01/2017  
 Date Awarded: Major: GPA: Scale: From: To:

**Test Scores**

| GRE | Score | % | GMAT | Score | % | TOEFL | IELTS |
|-----|-------|---|------|-------|---|-------|-------|
| Q   |       |   | T    |       |   | T     | T     |
| V   |       |   | V    |       |   | L     | L     |

**Personal**  
 Biographical  
 First Name  
 Last Name  
 Sex  
 Birthdate  
 Birthplace  
 Contact  
 Email  
 Mailing Address  
 Permanent Address  
 Citizenship  
 Citizenship Status  
 Primary Citizenship  
 Military Status  
 Are you currently have you ever served in the United States Army  
 Are you a dependent of a current or prior United States service member  
 NC Residency  
 Do you claim to be a North Carolina Resident  
 County of NC Res

- Provisional admits will now see their provisions on their final admission letter. The highlighted text below, from the DGP decision form will default and you can type the provisions behind it, please ensure that you clearly articulate the provisions so that the student will understand what they need to do.

**DGP Decision** Recommend Provisional Admission ▼

Add to Waitlist  Yes

Provisions Provisions for full admission:

- Applicants now have the ability to upload unofficial transcripts from their application status portal, after they submit the application.

## Transcripts

If your *unofficial* transcript is not marked as received, you should use the Upload Materials section below to upload it. Please allow 10 minutes for the checklist item to change to 'received', after uploading it.

| Status     | Details   | Date       |
|------------|---|------------|
| ✘ Awaiting | Unofficial Transcript for East Carolina University                |            |
| ✔ Waived   | Official GRE or MAT scores  | 05/23/2018 |
| ✔ Waived   | Official GRE scores   | 05/23/2018 |
| ✔ Received | Unofficial Transcript for University Of Liberia                   | 04/24/2019 |
| ✔ Received | Recommendation from Test Tester, NCSU<br>Submitted on 03/23/2018. | 03/23/2018 |

## Upload Materials

Select the material to upload from the drop down list and choose the file location, then click the Upload button.

No file chosen

- Department reviewers now have the ability to select from the list of deny reasons, when submitting their decision to the DGP.

Denial Reason (select all that apply)

- GRE/GMAT Below Minimum
- Incomplete Information
- Low GPA
- Not Competitive
- Program Capacity Exceeded
- TOEFL/IELTS Below Minimum
- UGRD Degree Not Accredited
- Other

Other:

### **OIS reminders about final semester reduced course loads (RCL) for F-1 and J-1 international students**

- OIS encourages students to submit their final semester RCL to OIS before classes begin, but at the very latest, OIS needs them by census date.
- If a department enters a grad load waiver for a student and the student is registered for the number of credits indicated by the grad load waiver, the student *should* show up in MyPack as fully enrolled. In such cases, the student need NOT also submit a final semester RCL form to OIS.

- Regarding students who have been approved for a final semester RCL who must defend a master's thesis or PhD defense:
  - Occasionally a student is not able to successfully defend on the scheduled defense date due to readiness, scheduling conflicts, etc. In such cases, it is okay from an immigration perspective to reschedule the defense to a later date.
  - If the defense is rescheduled to occur BEFORE the no-registration required date for the next semester, the student's I-20 end date will not change.
  - If the defense is rescheduled to occur AFTER the no registration required date for the next semester, the student must request a program extension from OIS prior to their current I-20 end date in order to maintain valid immigration status and to continue any on-campus employment with the department.

### **Curriculum for Catalog**

We will be updating the Graduate Catalog in the coming months. The new catalog will display curricular requirements for each program. DGPs will receive an email listing the current curricular requirements and will be asked to confirm or update the curriculum. This is just an FYI of what to expect, there is nothing you need to do at this time.

### **Graduate Student Support Plan**

#### ***GSSP Health Insurance (RA-TA Plan)***

REMINDER: All students participating on the RA-TA Health Insurance Plan for the Spring semester will retain their RA-TA Health Insurance coverage through 7/31, regardless of GSSP eligible graduate appointment type or appointment end date. If a participating student does not need coverage for the summer period because they have an alternate form of coverage, the student can request early termination for the coverage period by completing the RA-TA Decline Form found on the GSSP for Students website ([go.ncsu.edu/gssp](http://go.ncsu.edu/gssp)).

#### ***GSSP Academic Year Timeline***

Linked below is a [GSSP Academic Year Timeline](#) (pdf) that documents the general schedule of processes on campus related to administering the GSSP. The schedule includes links to other helpful resources as well as useful queries for managing graduate student information. We will continue to add to this schedule as new resources are developed. This timeline is also linked on the [GSSP for Administrators webpage](#) under "Guides & Instructions."

[GSSP Academic Year Timeline](#)

#### ***GSSP Exception Requests***

As a reminder, departments are required to electronically submit GSSP exception requests. The GSSP exception request form can be found on the [Graduate School GSSP website](#). Only DGP's or GSC's are allowed to submit the GSSP exception request forms. Exception requests for Fall 2019 must be submitted before August 30, 2019 at 5:00pm. Please direct any questions regarding exception requests to [alwhite7@ncsu.edu](mailto:alwhite7@ncsu.edu).

[GSSP Exception Request Form](#)

### **Graduate Assistantships**

Summer graduate teaching hires should be made through NextGen using the A198 job code (account code 51311 allowed over the summer only). The flat rate position, SSW911, is NOT allowed for Graduate Student teaching positions during the summer. Please read the HRIM summer instructions (<https://hrim.hr.ncsu.edu/wp-content/uploads/sites/13/2016/11/Summer-Session-Instruction.pdf> ) for details, and contact Richard Corley, [rbcorley@ncsu.edu](mailto:rbcorley@ncsu.edu), if you have any questions.

All jobs with a termination date of 5/15/19, auto-termed on April 24th. No modifications can be made for jobs that have terminated. Students will need to be entered as New Grad Appointments. As a reminder, students cannot be rehired as "TA, 138" over the summer.

### **Graduate Instructors for Summer and Fall 2019**

Please check your Summer 2019 and Fall 2019 schedules to make sure all courses have an Instructor of Record assigned. **All** courses must have a scheduled Instructor of Record and all graduate-level Instructor of Records must be 1) approved members of the Graduate Faculty, or 2) approved to teach that specific course. Both request forms can be found [here](#). Requests should be submitted as early as possible and instructors must be approved before the first day of class. Requests for Summer 2019 should be submitted **now** and must be approved by **May 15, the first day of class for Summer 2019**. You can also submit requests for Fall 2019 at this time. Contact Melissa Nosbisch ([mlnosbis@ncsu.edu](mailto:mlnosbis@ncsu.edu)) with any questions.

Helpful Queries:

SIS\_GRAD\_INSTR\_ADV\_CRIS\_BY\_PRF - Displays individuals who are not members of the Graduate Faculty who have been approved to teach specific graduate courses. If the specific course you want them to teach is not on this list, you must submit another Request to Teach.

SIS\_GRADUATE\_FACULTY\_LIST - Displays all Graduate Faculty at NC State.

SIS\_GRADUATE\_FAC\_BY\_PROGRAM - Displays all Graduate Faculty for a given graduate program.

SIS\_GRADUATE\_FAC\_PGMS\_BY\_ID - Displays all graduate programs for a given faculty member.

### **Save the Date! Postdoctoral Research Symposium: Friday, May 31st**

The 8th Annual Postdoc Research Symposium will take place on Friday, May 31st at the McKimmon Center. Cash awards will be given to the top 4 posters at this year's event! Faculty and staff are encouraged to attend the poster sessions from 12:30 to 3:30 PM to vote on postdoc posters. Wayne Holden, Ph.D., President & CEO of RTI International will deliver the keynote address from 4 to 5 PM. Learn more on the [symposium website](#).

### **New Writing Certificate Launching in May**

Have you participated in Graduate Writing workshops, Engineering Cafes, or Camp Completion? If so, you already earned hours toward the Graduate School's new Writing Certificate! Participants can earn hours by enrolling in writing-focused workshops and development series, publishing their research, applying for grants, and much more! The first enrollment period is May 15-31. Learn more on the [Writing Certificate website](#).

### **A2i Summer Immersion Week Registration Extended**

Encourage your students to sign up for this year's A2i Immersion Week (7/28-8/2) by June 3. This week-long event introduces students to industry career paths and helps them develop valuable communication and collaboration skills. Students can apply at the [A2i website](#) and direct questions to Joe Aldinger ([jmalding@ncsu.edu](mailto:jmalding@ncsu.edu)) or Laura Demarse ([ledemars@ncsu.edu](mailto:ledemars@ncsu.edu)).

### **Registration for Summer Engineering Cafes Open**

These hands-on writing workshops help participants create working drafts of key deliverables. Topics include "[How to Respond to Journal Reviewers](#)," "[How to Design Resumes and Cover Letters](#)," "[How to Write Concise Sentences](#)," and "[How to Create User-Friendly Reports](#)". Click the links on each title to sign up and learn more. Direct questions to Katie Homar ([kshomar@ncsu.edu](mailto:kshomar@ncsu.edu))

### **New Teaching Assistant (TA) Workshop**

On Wednesday, August 14, the Graduate School will host a full-day workshop for new and returning TAs. In addition to providing an overview of best practices, the workshop aims to increase participants' classroom confidence and connect them to resources they can draw on in the future. Registration is open at the [New TA Workshop website](#). Contact Stella Jackman-Ryan with questions ([professional-development@ncsu.edu](mailto:professional-development@ncsu.edu)).