

# Introduction & Opening Remarks

Peter Harries



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# Records Updates

Lian Lynch



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# Upcoming Projects

- Catalog
- Certificate Plan of Work
- Program Plan of Work



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# Records Reminders

- CANNOT triple count a course
- Forms need all signatures
  - Schedule Revision Form



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# Files

- OnBase
  - Enterprise Document Management System
  - Connie Reitfort



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# General Updates

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# Fees Update

- Nature of Uniform Guidance
  - New interpretation
  - Basis for that
- What it means in terms of students on grant-funded
- How are we moving forward?



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# Premium Tuition Update

- Decision by the Provost's Office to not allow currently enrolled students be simultaneously enrolled in a non-premium



# Admissions Justifications: Provisional Admits and TOEFL Waiver

- In general, we want to know why the department is convinced that the student is going to be academically successful
- The justification should be supplied at any point such a request is made
- Make sure the basis for the justification is accurate
- Additional Point: for provisional admits, the requirements need to be clearly spelled out as they are now included in the admissions letters



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# Admissions and New Enrollment

	Prev App	Curr App	App Diff	App Pct Diff	Prev Rec	Curr Rec	Rec Diff	Rec Pct Diff	Prev Adm	Curr Adm	Adm Diff	Adm Pct Diff	Prev Enroll	Curr Enroll	Enroll Diff	Enroll Pct Diff	Curr Selectivity	Select Var	Curr Yield
University Total	14196	14584	388	2.7%	5151	6629	1478	28.7%	3295	5008	1713	52.0%	1945	2422	477	24.5%	45.5%	9.2%	36.5%
Agriculture and Life Sciences	851	917	66	7.8%	326	411	85	26.1%	243	353	110	45.3%	134	156	22	16.4%	44.8%	6.5%	38.0%
Design	339	359	20	5.9%	184	253	69	37.5%	116	202	86	74.1%	58	92	34	58.6%	70.5%	16.2%	36.4%
Education	968	1059	91	9.4%	479	620	141	29.4%	435	580	145	33.3%	286	360	74	25.9%	58.5%	9.1%	58.1%
Engineering	6676	6775	99	1.5%	2459	3135	676	27.5%	1163	1940	777	66.8%	723	865	142	19.6%	46.3%	9.4%	27.6%
Humanities and Social Sciences	1183	1214	31	2.6%	471	563	92	19.5%	416	516	100	24.0%	281	277	-4	-1.4%	46.4%	6.6%	49.2%
Natural Resources	321	319	-2	-0.6%	141	162	21	14.9%	126	147	21	16.7%	80	65	-15	-18.8%	50.8%	6.9%	40.1%
Poole College of Management	790	790	0	0.0%	393	503	110	28.0%	305	451	146	47.9%	214	245	31	14.5%	63.7%	13.9%	48.7%
Provost's Office	1090	1115	25	2.3%	127	148	21	16.5%	120	143	23	19.2%	0	116	116	.	13.3%	1.6%	78.4%
Sciences	1784	1816	32	1.8%	475	709	234	49.3%	317	595	278	87.7%	140	214	74	52.9%	39.0%	12.4%	30.2%
Veterinary Medicine	72	85	13	18.1%	19	33	14	73.7%	16	29	13	81.3%	13	14	1	7.7%	38.8%	12.4%	42.4%
Wilson College of Textiles	122	135	13	10.7%	77	92	15	19.5%	38	52	14	36.8%	16	18	2	12.5%	68.1%	5.0%	19.6%



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# Enrollment (New and Continuing)

	Prev Enroll	Curr Enroll	Enroll Diff	Enroll Diff Pct	Curr Target	Curr Diff to Target	Curr Pct Enroll	3 Yr Curr Enroll Avg	Avg to Curr Diff	Avg to Curr Diff Pct	Eligible Enroll	Pct Eligible Enroll
<b>University Total</b>	6578	7394	816	12.4%	9363	-1969	79.0%	6179	1215	19.7%	10313	71.7%
<b>Agriculture and Life Sciences</b>	670	714	44	6.6%	976	-262	73.2%	642	72	11.2%	1044	68.4%
<b>Design</b>	206	246	40	19.4%	292	-46	84.2%	180	66	36.7%	321	76.6%
<b>Education</b>	826	972	146	17.7%	1300	-328	74.8%	806	166	20.6%	1260	77.1%
<b>Engineering</b>	2219	2533	314	14.2%	3313	-780	76.5%	2115	418	19.8%	3682	68.8%
<b>Humanities and Social Sciences</b>	727	729	2	0.3%	905	-176	80.6%	670	59	8.8%	952	76.6%
<b>Natural Resources</b>	294	319	25	8.5%	447	-128	71.4%	253	66	26.1%	475	67.2%
<b>Poole College of Management</b>	678	738	60	8.8%	903	-165	81.7%	607	131	21.6%	1008	73.2%
<b>Provost's Office</b>	0	118	118	.	120	-2	98.3%	0	118	.	122	96.7%
<b>Sciences</b>	718	793	75	10.4%	978	-185	81.1%	699	94	13.4%	1118	70.9%
<b>Textiles</b>	168	166	-2	-1.2%	53	113	313.2%	153	13	8.5%	240	69.2%
<b>Veterinary Medicine</b>	72	66	-6	-8.3%	76	-10	86.8%	55	11	20.0%	91	72.5%



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# OPEN FORUM



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# Professional Development Programs

Laura Demarse



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# Postdoc Entry & Exit Surveys

*A valuable set of data. Need your help engaging postdocs!*

- 1) Data on career/professional development programming interests at entry = more relevant, tailored resources for postdocs
- 2) Data on postdoc satisfaction, career outcomes at exit = improved institutional insights
- 3) Collecting information about postdocs' college and department = personalized **insights to share** back to colleges and departments
- 4) Stay connected with postdoc alumni!  
**>40% of exiting postdocs are employed in the Raleigh-Durham area**
- 5) Help faculty recruit the best postdocs.  
**>70% of exiting postdocs satisfied or very satisfied with their postdoc experience**  
**>75% of exiting postdocs satisfied or very satisfied with next place of employment**



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# NEW Writing Certificate

- Not for credit (i.e. it is free to participate!).
- Earning it will be noted on the transcript.
- Earn 100 hours of credit through:
  - Participating in writing workshops/series (grant writing, camp completion, etc.)
  - Publishing and submitting articles.
  - Writing and receiving grants.
  - Presenting research.
  - And more!

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# Earning a Writing Certificate

Category	Maximum Certificate Credit
Participating in Graduate School Events and Writing Programs	100 hrs
Accomplishing Approved Activity	50 hrs

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# Graduate Writing Programs

Event	Seat Time	Credit Hours	Maximum
<b><i>Short term events</i></b>			
Camp Completion	40hrs	40	50
Writing Workshop	1.5-2 hrs	2	(no limit)
Engineering Cafe	1.5-2 hrs	2	(no limit)
Writing Group MeetUp	1-3 hrs	2	25
Writing-Related TCC Workshop	1.5-2 hrs	2	25
<b><i>Longer term events</i></b>			
Grant Writing Dev Series	8hrs	12	25
Journal Article Publication Dev Series	16hrs	24	50
US Academic Writing Dev Series	12hrs	18	25
Writing Accountability Group (full semester)	12hrs	18	45



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# Accomplish Approved Activity

Activity	Credit Hours	Maximum
Publish a peer reviewed article	25	50
Submit an article (peer reviewed)	10	50
Win an external grant or fellowship	25	50
Apply for an external grant or fellowship	10	50
Win a university grant	10	50
Apply for an internal grant or fellowship	5	50
Present a refereed conference paper or poster	20	50
Win a national award for writing or research	20	50
Win a department award for writing or research	10	50
Present research on campus (e.g. Graduate Research Symposium; Peer Scholars Program)	5	50
Semifinalist at 3MT	10	10
Present at 3MT	20	20



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# Fall 2019 Writing Support

## [go.ncsu.edu/gws](http://go.ncsu.edu/gws)

- **Check the FALL Graduate Writing Calendar!**
- Writing for Journal Article Publication (8 weeks, **8/28–10/16**) + open Workshops on Article Sections (**8/28–10/16**) Wednesdays 9–11 AM
- Grant Writing (4 weeks, section I **9/12–10/3**; section II **10/17–11/7**)
- U.S. Academic Writing for International Students (12 weeks, **8/29–12/5**)
- Engineering Video Abstracts (**8/27–10/22**)

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# Residency Determination Service

Lauren Liston



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

## RDS Troubleshooting

### REASONS WHY YOU MAY BE SEEING OUT-OF-STATE ON YOUR BILL OR ADMISSION LETTER, EVEN AFTER RECEIVING A DECISION OF IN-STATE FROM RDS:

- › Residency classifications from RDS are only valid for 15 months. Therefore, if you have applied to a graduate program and completed your RDS determination over 15 months prior to the start of your admit term, your tuition classification at the time of admission will show as Out-of-state. This is the case even if you initially received a decision of In-state from RDS. You will need to go back to RDS to request a “reconsideration” that should extend the expiration date of your In-state determination. Ideally, you would do this about a year, or less than 15 months before the start of date of your first semester of enrollment. You will then need to update your record by following the steps described above in the “Updating your RDS with NC State” section.
- › Expiration dates of documents are factor in RDS determinations. If you are an international student holding a visa or green card with an expiration date prior to the start date of your intended or next semester of enrollment, your residency determination will have an expiration date matching your visa or green card document.
- › RDS is strict with all dates, including students who fall under the Active Duty Military Exception (outlined below). The report date on the active duty member’s military orders or affidavit determines the day the student’s eligibility for in-state tuition begins. Until it is exactly that date, the student’s residency determination will show as out-of-state.



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1. A contract for University Housing may be considered when determining the requisite 12-month qualifying period for residency if the term of the University Housing contract, or the total term of multiple consecutive University Housing contracts, is twelve or more consecutive months. All other domiciliary and financial self-sufficiency requirements must also be met.
2. A contract for University Housing that covers less than twelve consecutive months shall not be considered when determining the requisite 12-month qualifying period for residency for tuition purposes, unless:
  - a) The applicant can establish that he or she maintained North Carolina residency, including the completion of other domiciliary and financial self-sufficiency requirements, for at least six (6) months prior to entering into the contract; or
  - b) The applicant is required, as a condition of his or her employment with the institution, to live in short-term (less than 12 months) University Housing, thereby preventing him or her from entering into a housing contract that would otherwise be considered when determining the requisite 12-month qualifying period.
3. A contract for University Housing with a term less than one year, coupled with a sub-lease (or other executed contract external to the campus), shall not be considered when determining the requisite 12-month qualifying period. For example, a student may live on campus with a nine-month contract during the academic year and sub-leased housing during the summer months. The student never leaves the state of North Carolina. Such a housing arrangement does not establish North Carolina domicile, unless the conditions in Item 2 are applicable.

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# SAS Analytics

Caroline Ortiz-Deaton



# SAS Graduate Reports

- [go.ncsu.edu/sasgradschool](https://go.ncsu.edu/sasgradschool)
- SIS > Reporting Tools > Graduate School SAS Reports

# SAS Graduate Reports

## **New:**

- Crosstab Versions of the Graduate Reports
- More filter functionality
- 2018-2019 updated to 10-Year Analyses

## **In Progress:**

- Master's & Doctoral Attrition/Completion
- Exit Survey Report redesign
- Graduate Faculty Report redesign



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# Questions?

For questions about or access to these reports,  
please email:

[gradschool-it@ncsu.edu](mailto:gradschool-it@ncsu.edu)



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# Office of International Services

Elizabeth James



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# OIS Updates

- Staff Directory updated with new advisor liaisons:  
<https://internationalservices.ncsu.edu/about-ois/staff-directory-4/>
- New immigration software within next year
  - Will allow us to move to paperless submissions
  - OIS form signatories will have user access
  - Training will be developed for department users

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# OIS Forms

- Must always be signed by DGP and sometimes also the academic advisor too.
- OPT Form Section III – assistantship info must be provided and signed off by Personnel Rep. OIS will contact you if assistantship must be shortened

Does/did the student have an RA/TA this semester?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	(If yes, fill out the information below)
RA/TA termination date	<input type="text"/>	Personnel Rep. Name	<input type="text"/>
Email	<input type="text"/>	Signature	<input type="text"/>

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# Reduced Course Loads

- RCL vs. Grad Load Waiver
- Thesis/dissertation students are only eligible for 1 credit RCL if defense is scheduled to occur by the ETD Deadline.
- Options for thesis/dissertation students approved for a final semester RCL who do not defend as scheduled:
  - Reschedule defense to occur before no-registration deadline for subsequent semester [no immigration updated needed]
  - Reschedule defense to occur after no-registration deadline for subsequent semester [student must submit program extension request to OIS before I-20 program end date]

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# On-Campus Employment: Spring/Fall

- Max of 20 hours/week in Fall & Spring semester.
  - This is a statutory limit. No one, not even OIS can make an exception or “approve” going over 20 hours/week.
  - Each week is limited to 20 hours; cannot look at it as an average of 20 hours/week over a 2 week pay period.
  - Students with .5 FTE assistantships are maxed out and cannot accept any additional on-campus employment.

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# On-Campus Employment: Summer

- Maximum hours depends on whether Summer is first or final semester of enrollment.

	On-campus employment
First semester of enrollment	Maximum 20 hours/week.
Final semester of enrollment	Maximum 20 hours/week. All appointments must end as of last day of final exams for Summer 2 (or potentially earlier if student applies for OPT based on defense date within the summer session)
Not first or final semester of enrollment	No hours limitation, OIS announces in student newsletter the dates of summer during which students may exceed 20 hours per week of employment.



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# On-Campus Employment Violations

- Payroll office is now running reports to identify students who exceed allowable hours of on-campus employment.
- Employment violations carry severe consequences and the student must take immediate action to “fix” their status.
- Students are ultimately responsible for knowing and following the rules, but there are ways departments can help:
  - Timely submission of hiring actions
  - Correcting clock-in/clock-out errors
- USCIS’s Unlawful Presence Policy

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# Slate Updates

Lindsay Gentile

Lauren Liston



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# First Admission Cycle in Slate

## Fall 2019

- Applications: 14,563  
3%
- Recommended: 6,610  
29%
- Admitted: 4,973  
53%
- Enrolled: 2,365  
25%

Admits up compared to same time last year:



32%



67%



75%

# Enhancements

- Acceptance & Enrollment tracking

[All Queries](#) > [Recommended - track admission status](#)

Recommended - track admission status

Output

Excel Spreadsheet

Export

Rows 1-100 ▼ of 557 Prev [Next](#)

Current Status	Intent	Enrolled in Classes	NCSU ID	Name
Full - Finalized Admission	I ACCEPT	Yes		
Full - Finalized Admission	I ACCEPT	Yes		
Full - Finalized Admission	I ACCEPT	Yes		
Full - Finalized Admission	I ACCEPT	Yes		
Admit/Decline	I DECLINE			
Full - Finalized Admission	I ACCEPT	Yes		
Full - Finalized Admission	I ACCEPT	Yes		
Full - Finalized Admission	I ACCEPT			



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# Enhancements

- Post Decision Workflow



# Enhancements

- Post Decision Workflow

Name	Term	Degree	Program	Area of Interest	DGP Rec Funding	Name of PI	Intent to Enroll
2201	Doctor of Phil...	Forest Biomat...	Yes		I ACCEPT		
2198	Doctor of Phil...	Forest Biomat...	Yes	Joel Pawlak	I ACCEPT		
2198	Doctor of Phil...	Forest Biomat...	Yes		I ACCEPT		
2198	Doctor of Phil...	Forest Biomat...	Yes				
2198	Doctor of Phil...	Forest Biomat...	Yes				
2198	Doctor of Phil...	Forest Biomat...	Yes				
2191	Doctor of Phil...	Forest Biomat...	Yes			I ACCEPT	
2198	Doctor of Phil...	Forest Biomat...	Yes			I ACCEPT	

Prev Next

Search...

Post Decisions - Recommended for Admission

Post Decision-Funding Info

- Default
- 1 - Fall/Summer Apps
- 1 - Spring Apps
- 3+X
- Graduate Certificate
- Missing Materials
- Post Decision - Enrollment Intention
- Post Decision-Funding Info
- Queue Doesn't Exist (no reader assigned)
- Queue Exists (reader assigned)

**Funding Information**

What type of funding will you be offering this applicant?

Estimated dollar amount of stipend

Name of PI

Comments (internal)

**Send to Bin**

Current Bin  
Recommended for Admission

Next Bin (required)  
Recommended for Admission

Next Reader (optional)

Send Draft Saved

# Events

- Information Sessions
- Virtual Chat
- Open House
- Networking Event
- Orientation
- Recruiting Fair
- Visitation Program

## MSA Admissions Coffee Chat

Friday, June 14, 2019 at 09:00 AM until 10:00 AM

Institute for Advanced Analytics  
901 Main Campus Dr Ste 230  
Raleigh, NC 27606  
United States

*Coffee chats are small-group sessions wherein we'll provide information about the MSA program and admissions process.*

Email Address

First Name

Middle Name

Last Name

When do you hope to begin MSA studies?

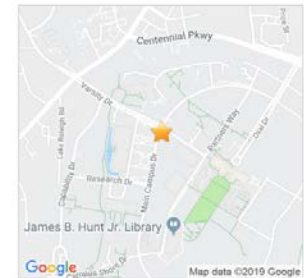
- June 2020
- June 2021
- June 2022
- Undecided

Please use this space to indicate any specific topics you'd like us to discuss during the MSA Admissions Coffee Chat.

Do you have an up-to-date, publicly viewable LinkedIn profile?

- Yes
- No

Submit



Directions



## MSA Virtual Information Session

Edit

Date: Friday, June 7, 2019 at 09:00 AM until 10:00 AM Eastern Daylight Time UTC -04:00  
 Template: [MSA Virtual Information Sessions](#)  
 Folder: AA / MSA Virtual Chats  
 User: [Valerie Schwartz](#)  
 Status: CONFIRMED  
 URL: <https://ncg.test.technolutions.net/register/?id=cbe70eba-85e1-4e1a-9537-369168a85386> [Edit URL](#)  
 Documents: [Edit Documents](#)

- [Edit Communications](#)
- [Edit Form](#)
- [Export Data](#)
- [Export PDF](#)
- [New Query](#)
- [New Report](#)

### Registrants (5)

[Launch Check In](#)

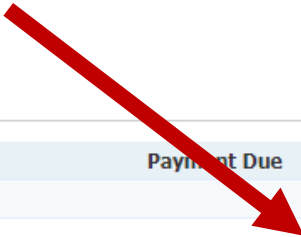
[Launch Registration](#)

Attendees: 3

NO SHOWS: 2

[Registered](#) [Cancelled](#) [All Registrants](#)

Registrant	Payment Due	Status	Submitted ▲
<a href="#">New Registration</a>			
Amarnani, Kajal		Attended	05/29/2019
Bhatia, Navin		No Show	05/29/2019
Subhani, Reza		No Show	05/29/2019
Nilakantan, Sujeeth		Attended	05/29/2019
Johnson, Jeff		Attended	05/29/2019



**NC STATE  
UNIVERSITY**

Dear Lindsay,

Thank you for registering to participate in an [MSA Admissions Coffee Chat](#) on Friday, June 14, 2019 at 9:00 AM.

We will meet at the [Institute for Advanced Analytics](#), which is located in the Alliance Building on NC State's Centennial Campus. Visitor parking is available in the Alliance Deck (1811 Varsity Drive). After parking, cross the pedestrian walkway and enter the Alliance Building. The main entrance to our suite is immediately inside on the left. Please ring the doorbell and a member of our team will greet you and provide a visitor parking permit, which you'll be required to place on your vehicle's dashboard.

We look forward to meeting with you.

The Institute for Advanced Analytics Admissions Team  
NC State University  
901 Main Campus Drive, Suite 230  
Raleigh, NC 27606

<http://analytics.ncsu.edu>

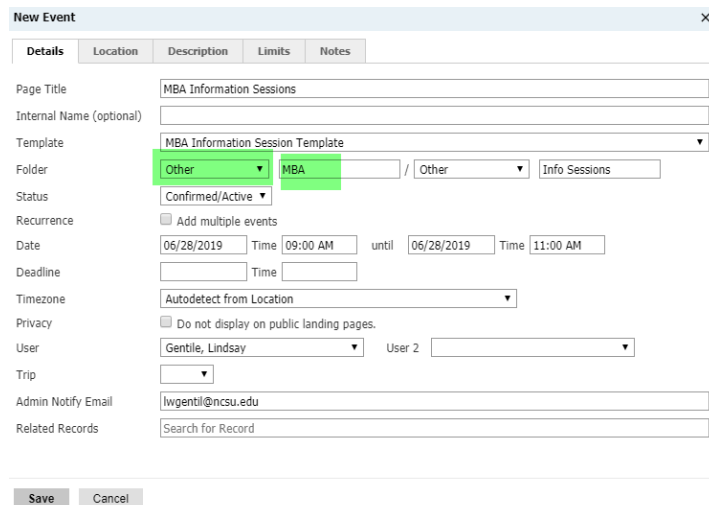
Institute for Advanced Analytics  
North Carolina State University  
901 Main Campus Drive, Suite 230  
Raleigh, NC 27606

[Twitter](#) [Instagram](#) [LinkedIn](#)

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# Create Your Events

- Instructions: [go.ncsu.edu/slate](https://go.ncsu.edu/slate)
- First Step: create a folder for your events



The screenshot shows the 'New Event' form in Slate. The 'Folder' field is highlighted in green, showing a dropdown menu with 'Other' selected. The 'MBA' folder is also highlighted in green. The form includes fields for Page Title, Internal Name, Template, Status, Recurrence, Date, Deadline, Timezone, Privacy, User, Trip, Admin Notify Email, and Related Records. The 'Save' and 'Cancel' buttons are at the bottom.

Details	Location	Description	Limits	Notes
Page Title	MBA Information Sessions			
Internal Name (optional)				
Template	MBA Information Session Template			
Folder	Other	MBA	Other	Info Sessions
Status	Confirmed/Active			
Recurrence	<input type="checkbox"/> Add multiple events			
Date	06/28/2019	Time 09:00 AM	until 06/28/2019	Time 11:00 AM
Deadline		Time		
Timezone	Autodetect from Location			
Privacy	<input type="checkbox"/> Do not display on public landing pages.			
User	Gentile, Lindsay	User 2		
Trip				
Admin Notify Email	lwgentil@ncsu.edu			
Related Records	Search for Record			



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QUESTIONS?

We're here to help! Contact us for more information about the Ph.D. in Geospatial Analytics.

[CONTACT US →](#)

## PhD in Geospatial Analytics Interest Form

First Name \*

Last Name \*

Email Address \*

Birthdate

- How did you hear about us?
- Web Search
  - Social Media
  - Friend
  - Professor/Advisor
  - Other

Comments or Questions:

Geospatial Analytics

LEARN MORE

[Our Programs](#)

Learn more about requirements and coursework for our Ph.D. program and our chemistry minor. →

[Apply Now](#)

Ready to join our graduate research community? Visit the NC State Graduate School website to apply. →

[Chemistry Interest Form](#)

Sign up to receiving more information about the Chemistry Ph.D. program →

[Program Brochure](#)

Download our graduate program brochure to learn more. →

## Chemistry Interest Form

Email Address \*

First Name \*

Last Name \*

Birthdate

Current Classification:

- Freshman
- Sophomore
- Junior
- Senior
- Graduate Student
- Other

Current College/University:

Current Level of Study

What are your areas of interest? \*  
Select all that apply.

- Analytical
- Bio-organic
- Bioanalytical
- Chemistry Education
- Computational
- Inorganic
- Materials
- Organic
- Physical
- Theoretical


Chemistry

**NC STATE UNIVERSITY**

## 2 DAYS

Hello,

We are thrilled that you are considering the [Chemistry Ph.D. program](#) at NC State. As one of approximately 130 graduate students across four primary areas of study, you will contribute to interdisciplinary research that employs cutting edge technology to find innovative solutions to our world's greatest challenges.



Our [award-winning faculty](#) lead our dynamic research groups that are dedicated to basic science, technology development, and interdisciplinary chemistry. Through tailored training and guidance, our 30 faculty members will help you develop the skills you need to excel in industrial, academic, and government positions around the globe.

If you're ready, start your application below. If you'd like to discuss how our program is compatible with your ambitions, I'd be delighted to start a conversation with you.

[Apply Now →](#)

David Shultz  
Director of the Graduate Program  
[dshultz@ncsu.edu](mailto:dshultz@ncsu.edu)

Department of Chemistry  
208 Dabney Hall  
Campus Box 8204  
Raleigh, NC 27695

[Facebook](#) [Twitter](#) [Instagram](#)


**NC STATE UNIVERSITY**

## 9 DAYS

Hi Caitlin,

In the Chemistry PhD program, discoveries are not confined to the lab. With funding from federal and state agencies, along with grants from industrial sponsors, our faculty and students are empowered to undertake ambitious projects that make a real impact in our world.

To get a better feel for our program's culture and goals, watch the below showcase of Gavin Williams' latest research initiative.



As one of NC State's perennial research leaders -- with over \$10 million in research expenditures for 2017 -- our department maintains state-of-the-art facilities, instrumentation, and other shared resources that benefit students across the university community. This innovative, supportive culture enables our faculty and students to consistently be among the university's top producers of patent and invention disclosures.

If you're ready, apply below. If you have any questions about our program, please feel free to get in touch.

[Apply Now →](#)

Katie Elliott  
Graduate Coordinator  
[krellott@ncsu.edu](mailto:krellott@ncsu.edu)

Department of Chemistry  
208 Dabney Hall  
Campus Box 8204  
Raleigh, NC 27695

[Facebook](#) [Twitter](#) [Instagram](#)


**NC STATE UNIVERSITY**

## 18 DAYS

Hi,

As a doctoral student in the Chemistry Department, you'll receive the financial support needed to focus on your studies and build the foundations for your career.

All admitted graduate students receive [research or teaching assistantships](#) that include a competitive stipend, tuition payment, and health insurance guaranteed for 5 years for those who maintain good academic standing. Numerous fellowships, internships, and training grants are also available for high achievers in our program.



To best take advantage of our available resources, explore our exclusive [scholarship and funding](#) opportunities, stay informed about [tuition rates](#), and consult our [Graduate Student Handbook](#).

If you're ready, apply below. If you have any questions about planning your future at NC State, please let me know.

[Apply Now →](#)

Emily Milks  
Chemistry Department Graduate Coordinator  
[emilks@ncsu.edu](mailto:emilks@ncsu.edu)

Department of Chemistry  
208 Dabney Hall  
Campus Box 8204  
Raleigh, NC 27695

[Facebook](#) [Twitter](#) [Instagram](#)

**NC STATE  
UNIVERSITY**

Hi ,

Thank you for your interest in the program! [Our program](#) is recognized as a national leader in both mathematics and graduate education. Led by faculty members conducting [award-winning research](#), our mathematics graduate programs offer flexible training for students anticipating careers in research and teaching, as well as positions in industry and public sectors.

As a student at NC State, you will benefit from our department's [world-class faculty](#) who can provide first-rate mentoring, through our low student-to-faculty ratio. Their expertise encompasses many areas of both pure and applied mathematics, and will prepare you for an equally wide range of career options including academia, biotechnology, finance, data science and more.

Please feel free to reach out to discuss your future in our program.

Best,

Pierre Gremaud  
Professor of Mathematics  
Director of Graduate Programs

**NC STATE UNIVERSITY**

Department of Mathematics  
North Carolina State University  
Campus Box 8205  
Raleigh, NC 27695

 Facebook  Twitter  Instagram  LinkedIn

**NC STATE  
UNIVERSITY**

Hello ,

Thank you for expressing interest in the Comparative Biomedical Sciences program at North Carolina State University! Please [visit our website](#) to learn about our latest research, CBS alumni stories, course offerings, and more. For any questions you many have about financial aid, admissions guidelines, or the entire application process, you can reach out to me directly.

If you are curious about how our PhD program can advance your career, I would be delighted to talk with you via email at [cvmgradprogram@ncsu.edu](mailto:cvmgradprogram@ncsu.edu) or over the phone at 919.513.6357. Let's explore how you can achieve your goals at NC State and beyond.

Sincerely,

Katie Sapko  
Coordinator of Graduate Programs and Research Training  
College of Veterinary Medicine

College of Veterinary Medicine  
North Carolina State University  
Raleigh, NC 27695

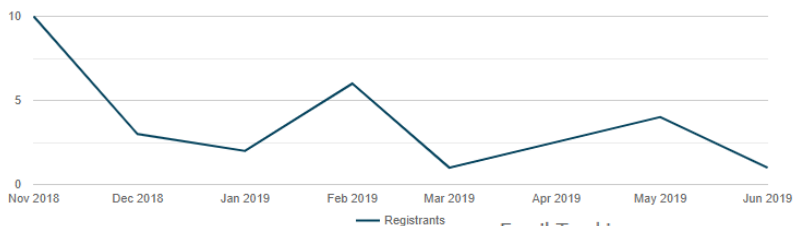
 Facebook  Twitter  Instagram  LinkedIn



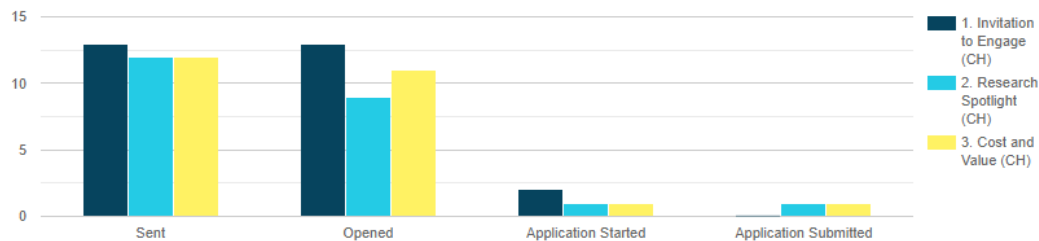
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Metric	Total Interest Form Submissions	Applications Started or Submitted	Conversion Rate
Totals	27	12	44.4%

# Track the stats on your campaigns



Email Tracking



Metric	Sent	Opened	Open Rate	Application Started	Application Submitted
1. Invitation to Engage (...)	13	13	100.0%	2	
2. Research Spotlight (C...	12	9	75.0%	1	1
3. Cost and Value (CH)	12	11	91.7%	1	1

Applications from Campaign

Name	Application Created	Last Login	Application Status	Application Decision	Enrolled in classes?
	02/27/2019	02/27/2019	Awaiting Submission		
	12/20/2018	12/20/2018	Awaiting Submission		
	12/16/2018	01/29/2019	Awaiting Submission		
	11/05/2018	02/01/2019	Awaiting Submission		
	11/29/2018	12/14/2018	Awaiting Submission		
	03/08/2019	06/05/2019	Decided	Full - Finalized Admission	
	09/07/2018	03/14/2019	Awaiting Submission		
	05/14/2019	06/03/2019	Awaiting Submission		
	05/10/2019	06/03/2019	Awaiting Submission		
	11/29/2018	12/11/2018	Decided	GCERT Full - Finalized Admission	Yes
	07/18/2018	04/01/2019	Awaiting Submission		
	05/15/2019	05/30/2019	Awaiting Submission		
	10/08/2018	12/18/2018	Decided	GCERT Full - Finalized Admission	Yes
	04/29/2019	04/29/2019	Awaiting Submission		
	09/17/2018	11/25/2018	Awaiting Submission		
	09/17/2018	11/25/2018	Awaiting Submission		
	05/23/2019	06/06/2019	Awaiting Materials		
	03/25/2019	06/02/2019	Awaiting Submission		
	04/16/2019	05/15/2019	Decided	GCERT Full - Finalized Admission	Yes
	02/10/2019	04/21/2019	Awaiting Materials		
	01/07/2019	01/07/2019	Awaiting Submission		



## Dates between Form, Email, Application

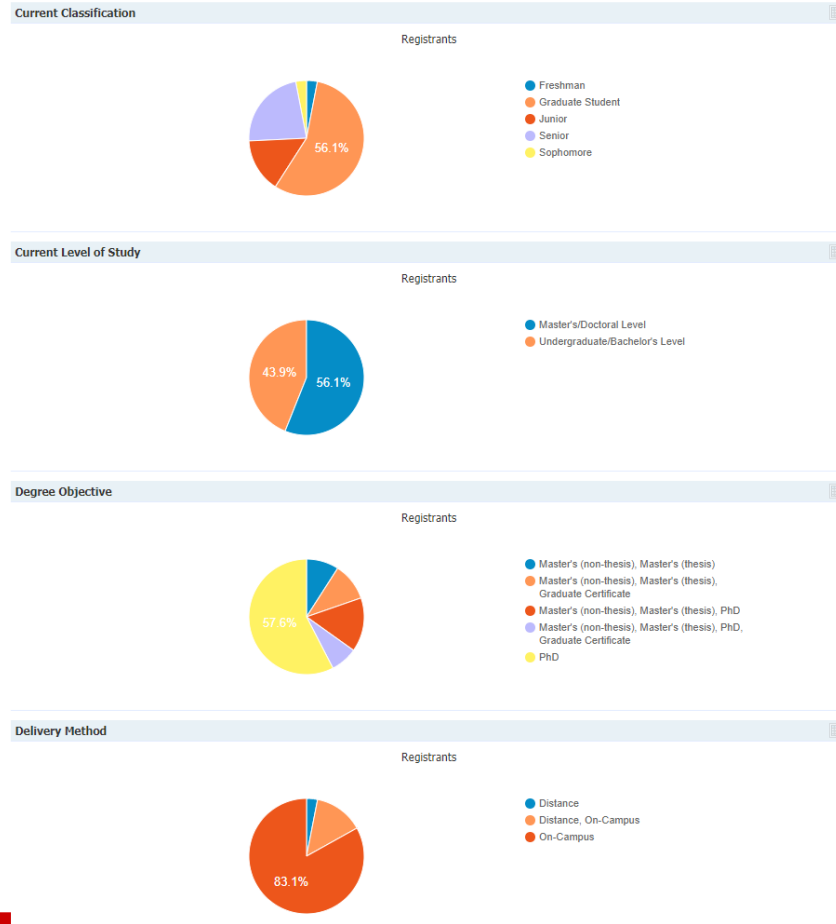


Name	Form Submitted	First Email Opened Date	Applicant Date	Days between 1st email and starting application
	02/27/2019	02/27/2019	02/27/2019	0
	12/16/2018	12/20/2018	12/20/2018	0
	01/15/2019	12/16/2018	12/16/2018	0
	01/26/2019	11/05/2018	11/05/2018	0
	11/29/2018	01/09/2019	11/29/2018	-41
	01/02/2019	01/04/2019	03/08/2019	63
	01/02/2019	09/07/2018	09/07/2018	0
	04/27/2019	04/27/2019	05/10/2019	13
	11/27/2018	11/29/2018	11/29/2018	0
	02/26/2019	07/18/2018	07/18/2018	0
	05/08/2019	05/08/2019	05/15/2019	7
	12/13/2018	10/08/2018	10/08/2018	0
	11/27/2018	12/05/2018	04/29/2019	145
	11/25/2018	09/17/2018	09/17/2018	0
	05/06/2019	05/07/2019	05/23/2019	16
	03/24/2019	03/25/2019	03/25/2019	0
	04/03/2019	04/03/2019	04/16/2019	13
	02/26/2019	02/10/2019	02/10/2019	0
	01/07/2019	01/07/2019	01/07/2019	0



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# Questions?

Contact Info:

Lindsay Gentile

[lwgentil@ncsu.edu](mailto:lwgentil@ncsu.edu)

Lauren Liston

[lpalerm@ncsu.edu](mailto:lpalerm@ncsu.edu)



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# GSC Panel

Katie Sapko

Valerie Schwartz

Jodie Gregoritsch



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# Routing Applications in Slate

How Faculty Review Works

# Area Review

Bin 2: Area & Faculty Review

Bin 3: DGP Review

Bin 4: Decision ready to be submitted to Graduate School.



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# Bin 2: Faculty Review

Area Coordinator completes the Area Review Form once the area committee is ready to recommend a decision.

Moves to Bin 3.

Area Review Form

**Area Review Form**

Recommend Admission:

- Admit, Highly Qualified, Consider for Funding
- Admit, but to a different degree
- Admit, not qualified for funding

Recommend Deny:

- Deny: Inadequate Background
- Deny: Interests Do Not Match
- Deny: Weak Academic Record
- Deny: Weak Research Potential

Hold Decision:

- Hold for PBS/NDS Courses:
- Provisional Admission

Give, list, explain provisions (e.g., additional classes expected to complete, updated GRE/TOEFL scores are required):

**Evaluation Remarks/Summary**

Admission Recommendation if different than what applicant has applied for:

If MS or PhD, Who will advise (name)?

If GPA is less than 3.0, what is the justification?

If below GS requirements for TOEFL/IELTS, what is the justification for admission? (TOEFL: 80 total (18 in each section). IELTS: 6.5 in each section)

Evaluation Complete/Ready for the DGP review and decision

- Pre-Review Comments
- DGP Decision Review Form

**Send to Bin**

Current Bin  
2 Dept Review

Next Bin (required)

Next Reader (optional)

# Bin 3: DGP Review

The DGP picks up applications in Bin 3 for final review.

DGP gives each decision a final review. If there are no issues, the DGP approves the decision and moves applications to Bin 4.



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# BIN 4: Decision Ready for Graduate School

GSC picks up the applications in Bin 4 to submit final decision to the Graduate School.

NOTES: comments and notes from the review committees are made in GradWatch for now. The General Faculty still review applications in GradWatch for now. The only people who actually work in Slate are the Area Coordinator, the DGP, and the GSC.

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# Building Relationships & Efficiencies via Slate

Forms, Events, Mailings and Queries



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# Inquiry Form

- Manage prospective student inquiries through Slate



## MS in Analytics Interest Form

First Name

Last Name

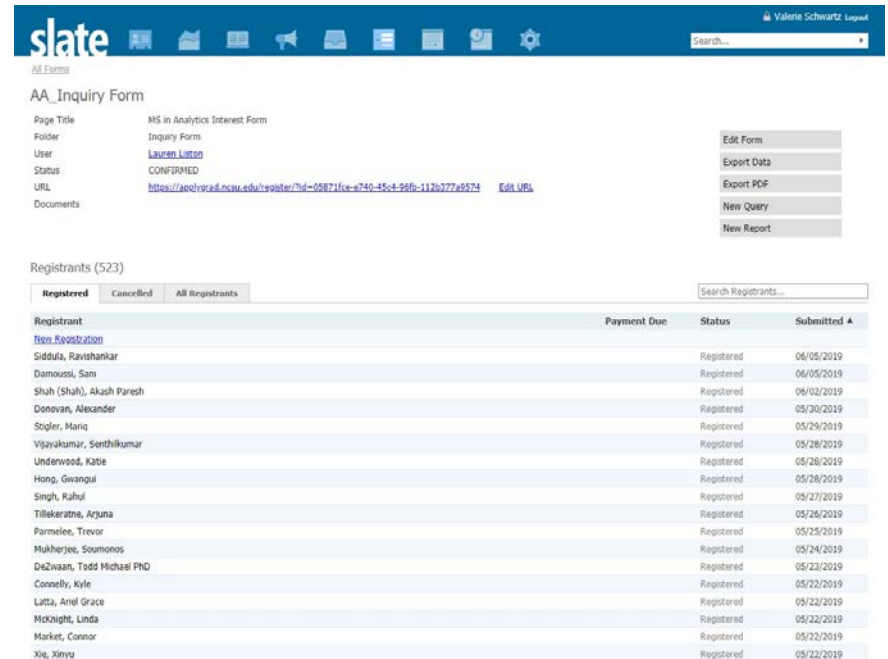
Email Address

Birthdate

City:

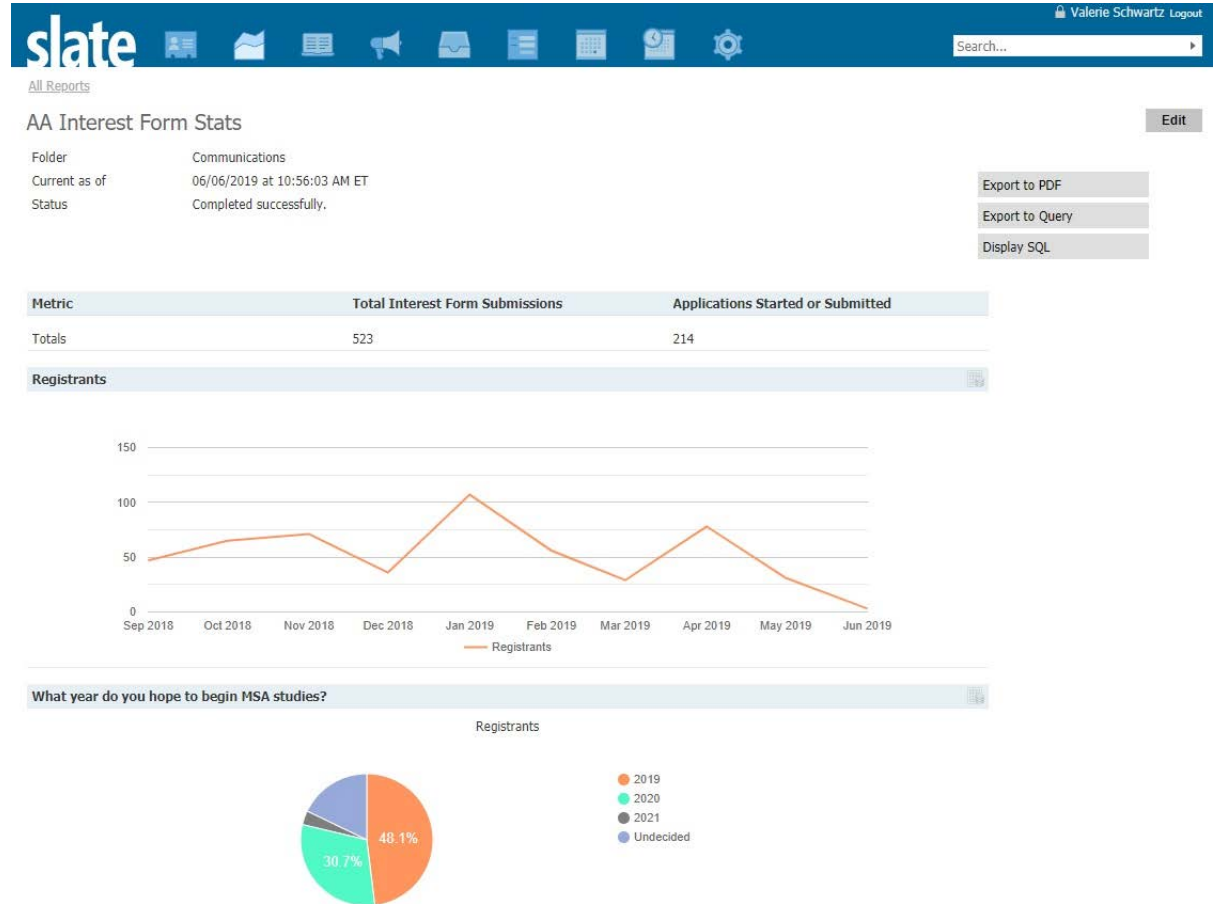
State/Providence:

Country:  United States



# Inquiry Form

- Reports aid in tracking all interactions throughout the prospect → applicant → enrollee lifecycle



# Events

- Manage recruiting event registration/attendance through Slate

The screenshot shows the Slate interface for an event titled "MSA Admissions Coffee Chat". The event is confirmed and scheduled for Friday, June 14, 2019, at 09:00 AM. The location is the Institute for Advanced Analytics at 901 Main Campus Dr, Ste 230, Raleigh, NC 27606-5294. The user Valene Schwartz is managing the event. A sidebar on the right offers actions like "Edit Communications", "Edit Form", "New Query", "New Report", and "Create Events". Below the event details, there are two tables: "Upcoming Instances" and "Past Instances", both showing a list of event occurrences with their dates, descriptions, categories, and statuses.

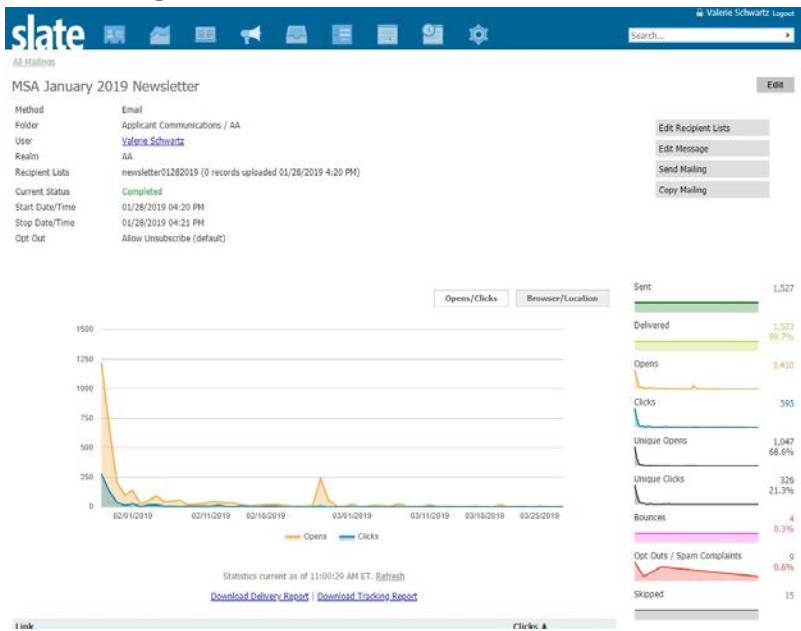
Date/Time	Description	Category	Status
06/14/2019 09:00 AM	MSA Admissions Coffee Chat	AA / MSA Coffee Chats	Confirmed
06/28/2019 09:00 AM	MSA Admissions Coffee Chat	AA / MSA Coffee Chats	Confirmed
07/09/2019 09:00 AM	MSA Admissions Coffee Chat	AA / MSA Coffee Chats	Confirmed
07/26/2019 09:00 AM	MSA Admissions Coffee Chat	AA / MSA Coffee Chats	Confirmed
08/09/2019 09:00 AM	MSA Admissions Coffee Chat	AA / MSA Coffee Chats	Confirmed

This screenshot displays the registrant list for the "MSA Admissions Coffee Chat" event. It shows 4 registrants with a total of 6 spaces available. The registrants are listed with their names, payment due dates, and submission dates. The status of each registrant is indicated by a color-coded dot: green for registered, red for cancelled, and grey for submitted.

Registrant	Payment Due	Status	Submitted
Max Association		Registered	05/27/2019
Kolar, Morgan		Registered	05/15/2019
Burks, Erin		Registered	05/11/2019
Ranasinghe, Sebastian		Registered	05/01/2019
Jeong, Sungsu		Cancelled	05/01/2019
Wanjou, Esther N		Cancelled	04/30/2019
Schwartz, Valene		Cancelled	04/30/2019

# Mailings

- Cultivate prospects' and applicants' interest through informational mailings



## INSTITUTE FOR ADVANCED ANALYTICS UPDATES

January 28, 2019



### Application Deadlines on the Horizon

Application deadlines are approaching for the Master of Science in **Analytics** (MSA) Class of 2020! The next deadline for US citizens and permanent residents is February 1, and the final deadline for international applicants is February 15.

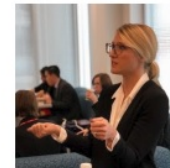
[Read More »](#)



### Faculty Feature: Dr. Christopher West

As the **Institute for Advanced Analytics**' Practicum Manager, Dr. Christopher West guides MSA student teams through their eight-month practicum project experience, wherein they produce data-driven results for sponsoring organizations.

[Read More »](#)



### Professional Perspectives

MSA students' job placement rates have exceeded 90% at graduation in each of the last 11 consecutive years. Why? Hear what two perennial employers of MSA graduates have to say.

[Read More »](#)



### Student Spotlight: The Home Depot Practicum Team

Meet the MSA Class of 2019 Home Depot practicum team: Nupur, Carlos, Sonia, Greg, and Matthew. The Home Depot is

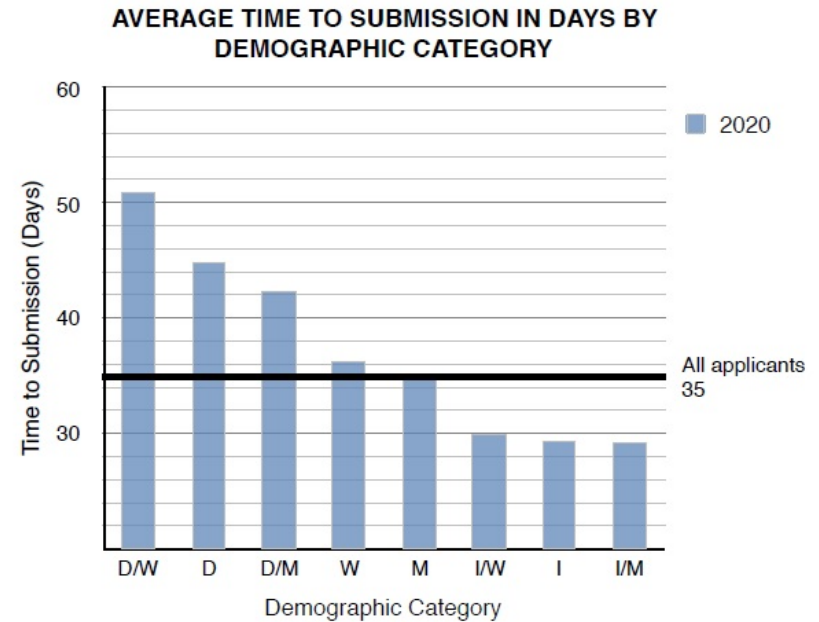
# Queries

- Get the information you need (about prospects/applicants) when you need it

The screenshot shows the 'slate' application interface. At the top right, it displays 'Valerie Schwartz Logout'. Below the navigation bar, the page title is 'AA - Export by Term'. The configuration section includes:

- Folder: Departmental / Custom
- User: [Lauren Liston](#)
- Realm: AA
- Base: Departmental Reader
- Execution Mode: Retrieve all records each time query is run
- Filters:
  - Final Program: IN Analytics
  - Application Status: IN Awaiting Materials, Awaiting Decision, Awaiting Confirmation, Decided
  - Final Admit Term: **PINWED** IN Summer II 2020
- Matching Rows: 8

A 'Run Query' button is visible at the bottom left of the configuration area. The footer reads 'Technolutions Slate (NC State University Graduate School)'.



# Recruitment Strategies

Visits, Conferences, and more



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# Locating Students

1. Recruitment fairs at Conferences: ABRCMS, SACNAS, NCUR
2. Recruitment fairs at Universities: NCSU, NC A&T, UNC Chapel Hill
3. Connecting with URTPs
4. NCSU Graduate School: GRE score list
5. Website Inquiry Box



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# Recruiting Students

1. Brochures and other marketing materials
2. Sponsored visits
3. Application fee waiver
4. Drip marketing campaign
5. Personalized letters



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# Lunch & Roundtable Discussions

# Mental Health

Domonique Carter

# CARES Case Management Prevention Services

Graduate Services Coordinator Workshop  
Domonique Carter M.S, N.C.C



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# Case Management vs. Counseling

**Counseling Center**: clinical staff that provides comprehensive assessment, individual and group counseling. Also provides case management for connection to off-campus providers.

**CARES Case Management**: licensed professional staff, who provide assessment of what connections to services, people or programs that may be beneficial to students.



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# The Old and The New

## **Students of Concern & CARES**

- Started in 2015, worked within the context of Student Conduct
- Staffed by non-clinical professionals

## **Prevention Services and CARES**

- Begins Fall 2018 with two, full-time, professional counselors as CARES Coordinators (one 9 month position)
- Works within a mental-health context when addressing concerns about/for students
- Emphasizes Coordination of Care with campus partners, Counseling Center, and off campus providers



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# Prevention Services

- Established in 2017 - with Monica Osburn as the Executive Director and Angel Bowers, as Associate Director for Counseling and Prevention in 2018
- 2018 brought together the CARES program, Suicide Prevention (QPR) and Alcohol and Other Drug Education (Basics, Howl for Help)
  - Two Full Time CARES Coordinators
    - Domonique Carter
    - Laura Boisvert Boyd
    - Lindsey Judge
  - One Suicide Prevention Coordinator
    - Currently in hiring process
  - Two AOD Coordinators
    - Chris Austin & Jeffrey Fay

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# CARES Staff

All CARES Coordinators have a clinical background and professional higher education experience.

**Angel Bowers**, LPCS - Associate Director of Counseling and Prevention

**Domonique Carter**, M.S, NCC - Case Manager/CARES Coordinator

**Laura Boisvert Boyd**, M.Ed, LPC, NCC - Case Manager/CARES Coordinator

**Lindsey Judge** - MSW, LCSW - Case Manager/CARES Coordinator

\*Program staff works in conjunction with the CARES Team, consisting of 18 Campus Partners from the University community. Meets weekly.

# CARES Referrals

**Who Refers?** - Everyone who cares, refers!

- Anyone who has a concern can make a referral;
  - Professional Staff, Faculty, Housing Staff, Students, Parents, Non-Affiliated
- <https://ncstatecares.dasa.ncsu.edu/>

**What should I put in the referral?**

- The reporter should put everything they know in the report.

**What if someone else is referring the same concern?**

- Everyone should report, so that CCMs have the most information possible prior to outreach



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# What Happens Next...

- The referrer will receive confirmation that the referral was received and that follow-up is planned.
- Depending on urgency, the student will be contacted immediately to request a meeting and collateral information is requested from housing, professors, advisors, etc.
- If we cannot get in contact with the student, we may follow up with you to seek additional information
- Information shared through CARES will not be shared with student conduct and police are only involved *if there is significant risk of harm to self or others*



# Prevention vs. Counseling

- Case management connects students with available resources and completes risk assessments, but it is not counseling
- Students connected to CARES will often still need a counseling referral
- CARES cannot require a student to attend counseling sessions, only strongly recommend
- CARES is covered under FERPA, Counseling is HIPPA
- Neither group will make referrals or share information with Student Conduct

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# Case Management Process

**Step 1:** Case is assigned to a CARES Coordinator/Case Manager (CCM)

**Step 2:** CCM will review the case file

**Step 3:** CCM will email the reporter, acknowledging the referral and let the reporter know we will be reaching out to the student.

**Step 4:** CCM will send a standard outreach email to the student.

- Email explains what CARES is and does, who is sending the email and why. Informs the student that an Personal or Academic concern has been received regarding them. Requesting a meeting with student, informing of meeting benefits, while optional.
  - If student responds, we will coordinate a mutual meeting time.
- At the student meeting, CCM will assess the students needs and presenting issues. An action plan will be determined together, connections to resources will be evaluated and a follow up meeting scheduled. *CCM will also assess for suicidal and homicidal thinking as well as self-harm.*



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# Case Management Process

**Step 5:** If student does not respond to first outreach email, CCM will send a second email that includes a list of campus resources. This will also be a second request for a meeting.

**Step 6:** If student does not meet after a second outreach, we will send a standard third email, text or phone student (or all of these)

\*There are times when higher risk is present; such as suicidal thinking, or trauma, which will supersede the process and we will phone the student immediately for contact.

**What happens if the student never makes contact?** If this occurs, depending on the concern, CCMs will do *collateral outreach* to professors, advisors, housing staff or other professional staff to ascertain the well being of the student.

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# Collateral Outreach

The process of reaching out and connecting with other campus constituents for the purpose of information gathering. CARES also takes in collateral information from campus partners and constituents. This helps CCMs understand the student context more effectively.

Ex. If a report indicates a student hasn't been going to class and has not made contact with CARES, CCM will do outreach to other professors to see if this is widespread problem or specific to one class.

Ex. CCM may outreach to a Scholars Program to find out information from a program coordinator who may have eyes and ears on student, on a regular basis.

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# Working with our Students

- \* Meet with our students to assess problems, concerns and issues
- \* Determine what resources the student may use to help improve the identified problem or concern areas
- \* Provide Referrals to resources (people, programs and services)
- \* Make a plan of action with student on utilizing the resources
- \* Provide support, encouragement and empathy to the student
- \* Creates a follow up/check-in plan
- \* Check-in throughout the semester
- \* Adapt action plan or resources based on progress/needs
- \* Check academic progress and status on goals
- \* Evaluates progress and well-being, before determining if case can be closed or continued as active for further support
- \* Student information is kept in Maxient, separate from SIS, with restricted access.



# How to contact us...

## **Prevention Services**

Student Health Center

2nd floor, room 2101

919.515.4405

Complete CARES referral at:

<https://prevention.dasa.ncsu.edu/>

\*\*\*Preferred method of contact



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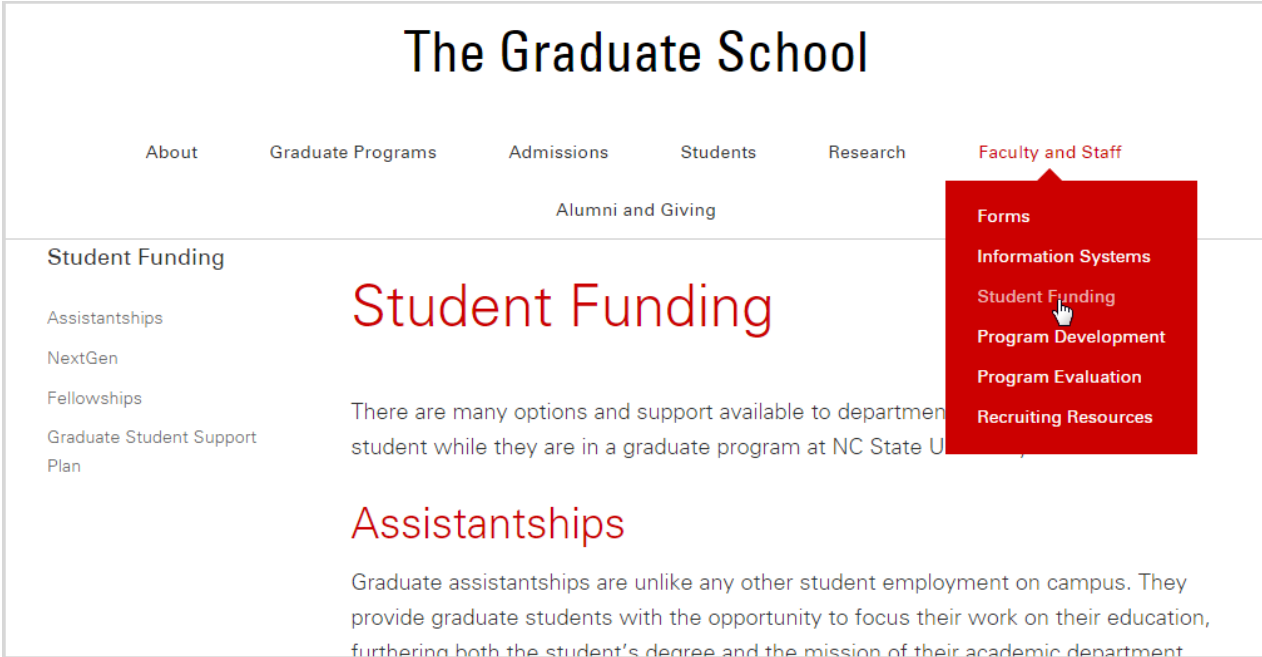
# Assistantships

Richard Corley

# 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!



The Graduate School

About Graduate Programs Admissions Students Research Faculty and Staff  
Alumni and Giving

Student Funding

Assistantships  
NextGen  
Fellowships  
Graduate Student Support Plan

## Student Funding

There are many options and support available to department student while they are in a graduate program at NC State U

### Assistantships

Graduate assistantships are unlike any other student employment on campus. They provide graduate students with the opportunity to focus their work on their education, furthering both the student's degree and the mission of their academic department

Forms  
Information Systems  
Student Funding  
Program Development  
Program Evaluation  
Recruiting Resources

## Graduate Appointment Reminders & Updates

- **\*\*New\*\*** The maximum hourly wage for a graduate assistant is now **\$60.00/hour**.
- All appointments should be entered **prior to the start date**.
  - Appointments starting on August 16<sup>th</sup> must be in the system **no later than Census Day on September 4<sup>th</sup>**.
- The first Fall pay day for August 16<sup>th</sup> hires is **September 6<sup>th</sup>**
- The 60-day window for August 16<sup>th</sup> hires opens on **June 17<sup>th</sup>**
- Please make sure your department is checking that actions are progressing.
- **Check out the calendars on our website for more information!**

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# Fellowship Updates

- 2019-2020 fellowship request form is up on the website.
  - <https://grad.ncsu.edu/faculty-and-staff/forms/graduate-school-forms/>
- The first August disbursement is on the 22nd, 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.



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# GSSP

Caroline Ortiz-Deaton

# Service Indicators for GSSP

- July 1<sup>st</sup> deadline for list of new students needing service indicators for GSSP sponsorship.



# RA-TA Health Insurance Fall 2019

- First RA-TA Plan coverage list will be submitted to Student Blue (BCBSNC) on July 15<sup>th</sup>.
- An updated list will be send every week until Census Day.



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# RA-TA Health Insurance Plan 2019-2020

- Students must be eligible for the GSSP (all eligibility requirements actively met) to be enrolled on the RA-TA Plan.
  - The RA-TA Plan is a student-based plan, not an employer-based plan.
- Coverage periods are the same for all RA-TA Plan members regardless of appointment type.

## Coverage Periods:

- **Fall** = August 1 – December 31 (*5 months*)
- **Spring/Summer** = January 1 – July 31 (*7 months*)

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# RA-TA Health Insurance Plan 2019-2020

- RA-TA Health Insurance Plan benefits level remains unchanged at the Gold tier, including the option to enroll dependents.
- Rate for the full policy year is \$2,503.80 (11.3% increase).

## Coverage Billing:

- Fall = \$1,043.25 (August 1 – December 31)
- Spring/Summer = \$1,460.55 (January 1 – July 31)

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# Questions?

If you have questions or need specific training, please email:

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

[ncstate-gssp@ncsu.edu](mailto:ncstate-gssp@ncsu.edu)

[acortiz@ncsu.edu](mailto:acortiz@ncsu.edu)



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# HR – Workers Comp

# Open Forum / Group Questions & Comments