

## Important Dates

December 5

- ETD Committee Approval Deadline

December 6

- 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 by noon

January 3

- International student orientation

January 5

- No registration required ETD review deadline

January 6

- First day of classes

## Admissions Reminders & Updates

- If you have Spring 2020 applications that have no decision posted, you should either deny them, or contact [graduate\\_applications@ncsu.edu](mailto:graduate_applications@ncsu.edu) to request that they be moved to a future term for consideration later. If you are still considering domestic applicants for Spring admission, you should enter your DGP recommendation no later than December 13th to ensure that applicants have time to submit additional materials before the start of the term on January 6th.
- Would you like to automate thank you messages to the recommendation providers of your admitted students? If so, please reach out to Lauren Liston ([lpalerm@ncsu.edu](mailto:lpalerm@ncsu.edu)) to get started. Do you prefer a more personal touch? We have a [Slate query](#) that will provide you with the recommender contact details for your admitted students, so that you can email them directly.

## Total Estimated Financial Requirement for 2020/2021 - 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 2020-21 academic year is **\$48,388\***. This includes the estimated increases for tuition and living expenses.

This year's **minimum monthly stipend to meet the living expense requirement is \$2,050** (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](mailto: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 [here](#). 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.

## Enrollment Management

With the spring term right around the corner, we've added a few useful enrollment queries to the "Enrollment Quick Queries" area in SIS > Student Records. Please use these quick launch, user friendly queries to manage enrollment within your program. Below is a brief tutorial for using "Enrollment Quick Queries," downloading results, and making those results useful using filters in Excel. If there are further questions, please contact [gradschool-it@ncsu.edu](mailto:gradschool-it@ncsu.edu).

[Using Enrollment Quick Queries](#)

### **Graduate Student Support Plan (GSSP)**

**Spring 2020 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 2020, please have these entered and approved in the system by December 19th (particularly, before departing for the Winter Holiday Break). Please also make use of the [Enrollment Quick Queries](#) above to ensure students are [enrolled full-time](#).

Please email any questions to [ncstate-gssp@ncsu.edu](mailto: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 if they will be ineligible for the Graduate Student Support Plan at the end of Fall semester (12/31/2019 - last full day of coverage). We will begin compiling the initial January 2020 eligibility list to report to BCBSNC before the University closes for Winter Break.

### **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 11th.
- To avoid having to rush rehire actions after the fall appointment auto terminations on December 11th, 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 can not be made through modify).

### **Fellowships**

- All new Spring fellowships requests and modifications should be received by the Graduate School no later than January 13th.
- To ensure no lapse in GSSP insurance, please submit new requests by the first full week of December.

### **Ahead of the Pack**

The Graduate School is introducing a new program that supports first-year graduate students in their adjustment to graduate school. Ahead of the Pack is a comprehensive development series that is focused on equipping these students with skills needed to navigate their new experiences of graduate school and set them on a path for success. Weekly sessions provide sustained support, practice, and feedback on key aspects of graduate school inclusive of wellness, time management, communication, writing, and career management. Encourage your first-year graduate students to take advantage of the support extended to them in the early stages of the academic journey! Students are invited to [register now](#) to secure their spot as seats are limited.

### **Engineering Cafes**

The Graduate School offers writing support especially for students and postdocs in the College of Engineering. Please share information about these writing workshops with your students and postdocs. Spring topics include developing a [writing "toolkit,"](#) [introductions,](#) [lit reviews,](#) [results & discussion sections,](#) [conclusions & abstracts,](#) and more.

### **Spring 2020 Development Series**

The Graduate School Professional Development team offers extended workshop series for graduate students and postdocs who can benefit from support in teaching, writing, communication, and career preparation. Please share [our registration page](#) and [newsletter sign-up](#) with your students and postdocs to spread the word!