## **Important Dates**

November 7

- Deadline to apply to graduate Fall 2019
- Registration required Electronic Thesis/Dissertation (ETD) review deadline

November 13

• Spring 2020 late enrollment (registration) begins

November 21

• Final error free ETD deadline

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 2019 grades due

# Graduate Certificate Degree Audit

Directors of Graduate Certificate Programs (DGCP) must view and approve the new certificate degree audit no later than Friday, November 8th. Approval or any necessary updates can be sent to Lian Lynch (loxenha@ncsu.edu). The certificate degree audit will be made available to students November 18th so it is imperative that any necessary updates are made prior to go-live. Any DGCPs or GSCs that were unable to attend the certificate degree audit training may contact Dare Cook for help (decook@ncsu.edu).

## Admissions

Have you ever reviewed an admissions application and wished there was a quick way to find a specific course on the applicant's transcript or comb their personal statement for a keyword? Well, the Slate Reader search tool will now return results from the documents in an application (see below).



## Records

Please remember to resolve plan of work issues **prior** to scheduling a final doctoral exam. Departments should not reset a plan of work after the exam has been scheduled.

## **Recruiting Opportunity**

McNair Scholars are either first-generation college students with financial need, or members of a group that is traditionally underrepresented in graduate education and have demonstrated strong academic potential. The program is designed to prepare undergraduate students for doctoral studies through involvement in research and other scholarly activities. Annually, we receive access to the McNair Scholars national directory in order to communicate with prospective students. Should you be interested in setting up a recruitment campaign in Slate, in order to target these scholars, please reach out to Lauren Liston, <u>lpalerm@ncsu.edu</u>.

### **Prospects in Slate**

Don't forget to check the newly revamped <u>Prospects query</u> in Slate to view a list of prospective students who have shown an interest in your program. If you would like to receive this information in a weekly report, please reach out to Lauren Liston, <u>lpalerm@ncsu.edu</u>.

### FLE 402 - Advanced Written Communication in English for International Students

In the spring term, one section of FLE 402 (Advanced Written Communication in English for International Students) is being offered as a hybrid on Thursdays, 4:30-5:45 in Engineering Building 1, Room 2015. Hopefully, the convenience of the location on Centennial Campus will attract more students. The course will be taught by Dr. Alison Turner. Dr. Yashpreet will be teaching the face-to-face section on North Campus.

### Graduate Assistantships - NextGen

- NextGen Appointments for January 1 can be entered or modified starting Monday, November 4th.
- Make sure that all modifications and early separations on appointments ending on December 31 are **APPROVED** by the auto term date of **December 11th**.
- To avoid having to rush rehire actions after the fall appointment auto terms on December 11th, you can enter a modification to extend the end date of the current appointment. 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 modifications). Modifications to extend the date must be completed **BEFORE** December 11th's auto-term date.
- Any modifications not approved by the appointment's auto-term must be deleted and re-entered as a new grad appointment. Make sure to track HR and payroll dates to keep your hiring process moving along smoothly.

## **GSSP Indicators for Tuition Sponsorship**

Those students who received a Fall 2019 tuition award and are within eligible semesters for Spring 2020 will automatically have a GSSP tuition "do not cancel [enrollment]" service indicator for Spring 2020 added to their student accounts. If you have a group of new graduate students that need GSSP tuition indicators for Spring 2020, to prevent possible enrollment cancellation by the Cashier's Office, please send Annie Erwin (alwhite7@ncsu.edu) a list of those student IDs in an Excel spreadsheet (template linked) by **November 15th** and they will be uploaded to the system on the department's behalf. This will prevent departments from having to add them one-by-one in cases where there are many. But, if departments would like to add them manually, they are welcome to do so (see Manage Service Indicator Instructions).

#### GSSP Indicator Upload Request Form

https://grad.ncsu.edu/wp-content/uploads/2018/05/gssp-indicator-request-form-2188.xlsx

\* Please remember that only graduate students that will be eligible for GSSP tuition support (within allowed semesters) should receive a GSSP tuition indicator.

\* If the student will be beyond their allowed semesters for GSSP tuition support and the advisor/department still plan to sponsor them (payment through a department initiated GA-1), the "DEPT" - department sponsorship (non-GSSP) indicator is appropriate.

#### Notes from the Field Career Development Lecture on Nov. 7

The Professional Development Team is pleased to announce our second career development lecture in the Notes from the Field series. Dr. Lydia Villa-Komaroff will join us on Thursday, Nov. 7 at <u>Burns Auditorium</u> (College of Design) from 5-6 p.m. A molecular biologist, executive, and diversity advocate, Dr. Villa-Komaroff is the founder of Intersections, SBD Consulting. In this lecture, she will discuss her careers in academia and business and the important role of diverse perspectives in these domains. A reception will follow. To learn more, visit <u>go.ncsu.edu/field-notes</u>.

#### Graduate and Postdoc Career Workshops in November

Due to popular demand, the Professional Development Team is offering new workshops on <u>Resumes and CVs</u> (<u>Nov. 14</u>) and <u>Developing Your Professional Brand (Nov. 21</u>). Please encourage your graduate students and postdocs to attend these workshops if they are currently on the job market. Click the workshop names to learn more and sign up.