

Important Dates

November 2

- Deadline to apply to graduate Fall 2020
- Registration required Electronic Thesis/Dissertation (ETD) review deadline

November 11

- Spring 2021 late enrollment (registration) begins

November 13

- Final error free ETD deadline

November 17

- Last day of classes

November 18

- Final Exams November 18-24
- ETD committee approval deadline

November 30

- Fall 2020 grades due

December 4

- Virtual commencement ceremony

December 23

- Deadline to change Fall 2020 grading basis to enhanced S/U

Spring Schedule Update

As you are aware the spring term start date has been altered. Based on the new start date, the following dates have changed:

- January 18th - ETD No registration deadline for spring
- January 19th -1st day of classes
- January 25th - Last day to add a course without permission
- February 1st - Census

The GA Contract dates for Spring will remain the same starting 1/1/2021 - 5/15/2021

Prospect Tracking in Slate

Since there have been several recruiting initiatives (database lists, fairs, etc.) integrated with Slate the past few months, the following reports have been created to track the progress of those prospective students:

[ENGINE Database](#)

[McNair Scholars](#)

[Prospects 2020](#) will show you all prospective students that have indicated an interest in your program(s) since 1/1/20.

We also have a list of all EducationUSA Fair attendees available. If you're interested in reviewing that spreadsheet and filtering through for those individuals you'd like to reach out to, we can upload the amended list to Slate where they can funnel into your existing prospect communications, or we can create a communication for you. Sending emails through Slate allows you to see open and click rates, as well as track how many prospects turn into applicants and admitted students. To access the EducationUSA list please reach out to Lauren Liston (lpalerm@ncsu.edu). You can also email her with any questions about any of the above queries, accessing your prospects in Slate, or if you would like a custom report or email marketing campaign created.

Graduate Assistantships - NextGen

- ****IMPORTANT NOTE (PLEASE READ)**:** Fall appointments originally ending on December 31 that will be adjusted by the Graduate School to December 22 for salary overpayments (per department request), SHOULD NOT be 'modified' to extend their end dates. Doing so, that is, modifying the end dates will override the auto-term date put in place to stop the overpayment. Please allow these particular Fall appointments to auto-term on December 2nd, after which you may enter them into NextGen as a rehire or new grad appointment for Spring 2021. Contact Richard Corley if you have any questions.

- **REMINDER:** Please be reminded that NextGen Appointments for Spring 2021 beginning on January 1 can be entered or modified **starting Monday, November 2nd**.
- Make sure that all modifications and early separations on appointments ending on December 31 are **APPROVED** by the auto term date of **December 9th**.
- To avoid having to rush rehire actions after the fall appointment auto terms on December 9th, 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 within 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 9th'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.

Electronic Exam Sign-off

With the vast majority of exams being conducted online, due to COVID-19, we have implemented an electronic exam sign-off so committee members can “sign” the exam form virtually. The request to schedule an exam process remains the same. The department sends the request to their Graduate School liaison, who will send an email to the committee when the final/preliminary exam has been scheduled.

The email to the committee will contain a unique link where the Committee Chair can enter the exam results into the form. Once the exam results are entered and approved by the Chair, the Chair will send the exam form link to the rest of the committee for their approval. Once all the approvals are entered the Graduate School will automatically be notified and process the exam results.

Instructions pertaining to the exam can be found [here](#).

Spring Online Professional Development Programming Coming Soon

The Graduate School Professional Development Team will continue to offer support to graduate students and postdocs through virtual platforms this coming Spring 2021 semester. Our Spring schedule release date is planned to be released by the end of November 2020. Please share our [workshops page](#) with grad and postdoc trainees in your department. Contact [Vanessa Doriott Anderson](#) with questions.

Watch the Virtual 3MT: Dec 2

Our 6th annual 3-Minute-Thesis contest will be held virtually on December 2, 2020 at 12 p.m. via [livestream](#). Encourage your advisees and department colleagues to tune in for our 10 finalists and vote for their favorite with the “People’s Choice” award! Visit our [information page](#) for updates about the finalists and details about this event.

The Virtual Writing Retreat: Dec 7-11

Like the former Camp Completion, this virtual retreat offers 5 days of dedicated writing time for graduate and postdoc trainees seeking to make progress and accountability on dissertations, theses, capstone projects, and more. Participants will connect via Zoom Video Conferencing to participate in daily check-in sessions as well as optional consultations and workshops. Advisees can fill out our [registration form](#) or visit [our website](#) for details. Priority will be given to applications submitted before November 20. Questions? Contact [Dr. Katie Homar](#).