

Important Dates

Thursday, March 4

- RDS Deadline for Spring 2021

Friday, March 5

- Wellness day - no classes

Monday, March 8

- Schedule for 2021 fall term published

Wednesday, March 17

- Drop/Revision deadline

Monday, March 22

- Enrollment for Fall 2021 begins

Wednesday, March 24

- Wellness day - no classes

Friday, April 2

- Registration required ETD review deadline - Date by which a thesis or dissertation student must submit the ETD for review to graduate at the end of the spring
- Apply to graduate deadline for spring 2021

Thursday, April 15

- Wellness day - no classes

April 16

- Final Error Free ETD Deadline

Admissions

A justification is required on the DGP form in Slate for any applications that do not meet a Graduate School minimum requirement. For example, if the student does not meet the minimum 3.0 GPA requirement or TOEFL/IELTS (6.5 in each category) a justification must be provided.

Slate instructions can be found [here](#)

Electronic Exam Sign-off

DGPs and GSCs now have access to **view** the electronic exam system. The request to schedule an exam process remains the same. The department sends the request to the Graduate School liaison, who will send an email to the committee when the final/preliminary exam has been scheduled. DGPs/GSCs can check on the status of an exam at any time after the exam has been scheduled.

The link to the exam system is [here](#)

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

Catalog Training

Thank you to all of you who attended the Catalog Training. For those of you who missed the sessions or need training review, you can rewatch the recorded sessions through the following links:

- [Shared Session #1](#)
- [GRAD-only Session](#)
- [Shared Session #2](#)

The password for these recorded sessions is: C@tTra1n1ng

As a reminder, please refer to the [Graduate School Page Limitations](#) document regarding the graduate limitations for editing catalog pages. For questions about catalog page edits, please direct them to grad-curriculum@ncsu.edu. For questions about faculty lists in the catalog, please contact gfac-nominations@ncsu.edu.

GSSP Update

- Spring 2021 GSSP funding has been completed. You should see tuition and health insurance charges in WRS now.
- Please be sure to notify the graduate school if a salary distribution change (SDC) is approved prior to March 2021 that impacts graduate school lower ledger 2 accounts. The "GSSP Charges JV request" Google

notification form and associated procedure is available on our website:

<https://grad.ncsu.edu/faculty-and-staff/forms/graduate-school-forms/> . Unless there are exceptional circumstances, the Graduate School will not incur GSSP tuition and fees on our Projects for SDC initiated after February, 2021.

- GSSP exception requests for Spring 2021 will no longer be accepted, except in the case of truly exceptional circumstances. Fall 2021 exceptions may be submitted now. Please note, we will begin reviewing GSSP exceptions for spring in May 2021.
- In an effort to bolster communications, a GSSP/Assistantships Administration listserv has been created as a supplement to the DGP/GSC update. Please encourage others in your division that work with student HR appointments, student financials, or GSSP eligible appointments to sign up and stay informed: <https://grad.ncsu.edu/faculty-and-staff/forms/graduate-school-forms/>

Graduate Assistantships

Summer 2021 New Hires

- The 60-day window for summer 2021 hires (May 16th actions) will open on **Thursday, March 18th**.
- **The Summer Session Appointment Guide** can be found [here](#) on the Human Resources Information Management (HRIM) webpage. Please check back for the latest information pertaining to summer GA appointments (pages 5-6).

March Bi-weekly Payroll

- Deadlines for timesheets or any job data adjustments to be entered into the HR system for bi-weekly payroll during the Month of March prior to lockout:

20212R19 (2/20/2021 - 3/5/2021) on Thursday, March 11, 2021 at 5:00 PM

20212R20 (3/6/2021 - 3/19/2021) on Thursday, March 25, 2021 at 5:00 PM

If you become aware of an overpayment during lockout, please contact Richard Corley by email at rbcorley@ncsu.edu.

Professional Development Workshops

This Spring Semester the Professional Development Team will continue to offer virtual, synchronous workshops and workshop development series on a variety of teaching, writing, and career exploration topics. Encourage your advisees to sign up via our [workshops page](#).

Online Writing Groups

Graduate and postdoc trainees can make progress on their writing project and join a virtual writing group via Gradpack Slack workspace. To seamlessly enroll in online writing groups at any time, participants can [sign up here](#) to receive an automated email with a link to join the Slack space. Questions? Contact [Katie Homar](#).

Preparing the Professoriate Application Closing Soon

Postdocs and late-stage graduate students who are interested in pursuing a faculty career and who participated in one of our mandatory informational sessions are invited to apply to Preparing the Professoriate (PTP) program. Visit the PTP page to [learn](#) more about the program and application process. Application deadline is March 15. Contact [Vanessa Doriott Anderson](#) with questions.

Research Image Contest

The Graduate School is once again proud to sponsor the 6th annual NC State Research Image Contest. This competition is open to graduate students, undergraduate students, postdocs, faculty and staff. Please encourage your students to participate. A total of \$4,200 will be awarded this year! Details can be found here:

<https://envisioning.research.ncsu.edu>