

Important Dates

June 4th

- Summer I Drop/Revision Deadline

June 23

- Last day of classes for Summer I

June 24-25

- Final exams for Summer I

June 28

- First day of classes for Summer II
- Summer I grades due

June 29

- Last day to add a course without permission of instructor

June 30

- Summer II census day

July 5

- Apply to graduate deadline for Summer 2021
- Registration required ETD review deadline

Graduate School Staff Updates

We are sad to announce that Shiela Thomas, longtime Graduate School Admissions Processor, will be retiring this month. Her replacement, Jasmyn Rochester, has already joined the Graduate School staff. She comes to us from NC Central University where she worked in the undergraduate admissions office for a few years. We are thrilled to have her on our team. IDT requests should be routed to Jasmyn now.

Training Workshop for New DGPs/GSCs

This year the training workshop for NEW Directors of Graduate Programs (DGP)/Graduate Service Coordinators (GSC) will take place via zoom meetings. Due to the format, we have split the training into 2 hour blocks over 2 days. The workshops will take place August 2nd and August 3rd from 10am-noon. All NEW DGPs/GSCs should plan to attend both sessions.

The August 2nd training will focus on student records, the student information system (SIS), and Admissions (Slate). The August 3rd training will focus on assistantship appointments (NextGen), Graduate Student Support Plan (GSSP) and technology, as well as website information.

Admissions

- This summer, please review your list of faculty who have access to review admissions applications in Slate. You should remove any who no longer need access and add those who are missing. Login to the MyPack Portal, navigate to the Student Information System, click on the Admissions tile, then click Admissions Program Security. Hit the search button to see all programs in your security access, choose one, and click on the Faculty Reviewers tab. You can click the minus button and hit save, to remove faculty. An overnight process will delete their access within Slate.
- Please review your application deadline(s) listed on the Graduate School's [programs page](#), and on your department websites. If you are changing your deadlines, please notify Lindsay Gentile to update it in Slate.

International Admissions

Please remember to contact Graduate Admissions or the International Admissions specialist directly (hdharden@ncsu.edu) if you have any international students who will *start their program online from their home country*. These students will need new I-20 visa documents that correspond with the semester for which they will enter the U.S. to begin in-person classes. We count on departments to notify us in these instances in order to track these students appropriately, as students often only communicate with their department when they begin a program remotely since it does not involve a change in admit term.

Fall Orientation

Fall 2021 New Graduate Student Orientation will be held online via WolfWare (Moodle). All new graduate students will receive an email with full details before online orientation opens up on August 12.

Catalog Updates

The deadline to request updates to the NCSU Graduate Catalog has passed and all pages have been locked for editing. If you have already communicated changes to your program's degree requirements (to grad-curriculum@ncsu.edu) or faculty lists (to gfac-nomination@ncsu.edu) by the deadline, then we will work with you to get those updates completed in time for publishing. All other update requests must wait until the beginning of the Fall semester. Thank you to all who assisted in getting your pages updated. Your work is much appreciated.

Graduate Assistantships

Annual Graduate School Personnel Rep Meeting

Description: This meeting will focus on preparing departments and colleges for appointing graduate assistants and fellows. The agenda is filled with reminders, best practices, and updates on everything you need to know to appoint a graduate student. NextGen and GSSP training are not subjects of this meeting, however separate training can be scheduled with Richard Corley (NextGen) rbcorley@ncsu.edu or Dare Cook (GSSP) decocook@ncsu.edu. *This meeting is open to anyone; no registration is required. All are welcome to attend.*

- **Date: Monday, July 26, 2021**
- **Time: 9AM - 11AM**
- **Location: Zoom Meeting (Link with the full agenda will be provided in advance)**

June Bi-weekly Payroll Deadlines

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

2021R25 (5/15/2021-5/28/2021) on Thursday, June 3, 2021 at 5:00 PM

2021R26 (5/29/2021-6/11/2021) on Thursday, June 17, 2021 at 5:00 PM

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

Summer 2021 First Paychecks

Summer 2021 hires beginning on 5/16 must be completely processed in NextGen prior to payroll lockout on Thursday, June 3rd at 5PM in order **to receive their first paycheck on Friday, June 11th.**

Fall 2021 GA Appointments

- **60-Day Window:** NextGen allows actions to be entered up to 60 days prior to the start of the appointment. For Fall 2021 hires beginning on 8/16, the 60-day window **will open on Friday, June 18th.**
- **TA Job Code:** Departments will be able to enter yearlong appointments (i.e. Fall and Spring semesters; 8/16/20XX - 5/15/20XX) into NextGen using the TA (A138) job code. This feature was temporarily disabled in AY 2020-21.

Fellowships

- **The 2021-22 fellowship request form** is available on our [Graduate School Forms](#) webpage. The first **disbursement** is August 19th and award forms are due no later than the 15th of the month to grad-fellowships@ncsu.edu be paid on time.

Let Your Students Know about the New Writing Certificate Program!

The Graduate School's new Writing Certificate is an opportunity for graduate students and postdocs in all disciplines to get a leading edge in publishing research and completing milestone projects. Participants can earn a transcript designation by engaging in the Graduate School's non-credit workshops, writing groups, and other

events, while strengthening academic writing skills and learning productive writing habits. Encourage your advisees to [visit our homepage](#) to learn more and sign up, or attend one of our summer [information sessions](#). Questions? Contact Dr. Katie Homar in the Graduate Professional Development Team (kshomar@ncsu.edu).

Summer Online Professional Development Workshops: The [Professional Development Team](#) offers virtual workshops via Zoom on a variety of teaching, writing, and career exploration topics. **Share our [workshops page](#)** with your trainees and encourage them to attend these useful events.