Important Dates

May 3rd-10th
- Final examinations

May 5th
- Reading day

May 12th
- Grades are due by 5pm

May 14th-15th
- Spring commencement exercises

May 18th
- No registration required ETD review deadline - Date by which a thesis or dissertation student must have received an unconditional pass on their final exam and submitted their ETD for a review in order to avoid registering for the summer term.

May 19th
- Summer I - First day of classes

May 20th
- Last day to add a course without permission of instructor for Summer I

May 21st
- Summer I census day

May 24th
- Deadline to change Spring 2021 grading basis to enhanced S/U

June 4th
- Summer I Drop/Revision Deadline

Ending - Revised Grading & Late Drop Policies

Spring will be the last term students will have the ability to change a 500 or 700 level course to S/U or withdraw from an individual course. These policies were exceptions implemented due to COVID and will no longer be available in the summer and fall.

Staff Update

We would like to announce that Shiela Thomas, long-time Admissions Processor in the Graduate School, has decided to retire in June. We hope to have her replacement starting this month to train with Shiela before she leaves. Once the position is finalized, we will introduce her replacement to this group.

International Admissions

Beginning with I-20s issued this week, students can now download a digitally signed copy of their I-20 from their Slate application status portal. The digitally signed I-20 can be used to book and attend a visa appointment, and also for travel to the U.S. This will save the student time and money on the expedited shipping costs.

Admissions - Slate Testing

If you need to use a test application, you should reach out to Lindsay Gentile or Lauren Liston to get a URL to the most up to date version of the Slate testing environment. You should never use real or live records or data to test a process in Slate.

Catalog Updates

Catalog updates are due on Friday, May 28, 2021 by the end of the day. For those who need help accessing your assigned catalog pages, please visit our website: https://grad.ncsu.edu/faculty-and-staff/curriculum-development/catalog-updates/ which contains step-by-step instructions on how to utilize the software. If no changes need to be made to your pages, it is still necessary to log into your page, and hit the "Start Workflow" button for each one. For any questions regarding degree requirements, please contact grad-curriculum@ncsu.edu. For any questions regarding faculty lists, please contact gfac-nominations@ncsu.edu.

Exams
Once the Graduate School Liaison schedules an exam, the chair will receive an automated email with a link to the exam form where they can enter their results. DGPs and GSCs can view the status of an exam form directly in the exam system. If the student is listed in the exam system their exam has been scheduled. There is a column that displays the exam results and committee members' names will change to green when they have approved.

Graduate Assistantships - NextGen
NextGen is now open for summer hire actions effective May 16th and beyond. When starting summer actions, please remember that the May 15th auto-term job **ran on April 28th.** This means that all pending modification actions that **were not** completed by 5pm on April 28th must now be "pushed back" within NextGen and deleted. Units should re-enter these actions as either new grad hires or rapid rehires, whichever is appropriate.

Summer Graduate Student Teaching - HIRING PROCESS
Graduate students teaching in the summer should be hired through NextGen using the A198 job code (account code 51311 allowed over the summer only). The flat rate position, SSW911, WILL NOT be allowed for graduate teaching positions over the summer. See pages 5 and 6 of the HRIM Summer Session Appointment Guide for more information, **https://hrim.hr.ncsu.edu/wp-content/uploads/sites/13/2016/11/Summer-Session-Instruction.pdf**.

May 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:
> **20212R23 (4/17/2021-4/30/2021) on Thursday, May 6, 2021 at 5:00 PM**
> **20212R24 (5/1/2021-5/14/2021) on Thursday, May 20, 2021 at 5:00 PM**

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

2021 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) **decook@ncsu.edu**. *This meeting is open to anyone; no registration is required. All are welcome to attend.*
- **Date: Thursday, July 15, 2021 (Tentative)**
- **Time: TBA**
- **Location: Zoom Meeting (Link with the full agenda will be provided in advance)**

Summer Professional Development Workshops
This Summer 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.

Virtual NC State Postdoctoral Research Symposium
We encourage all NC State postdocs to register to attend the 2021 Postdoctoral Research Symposium scheduled for May 17-20. The Symposium will showcase postdoctoral research and provide platforms to interact with postdocs from across the state with a keynote address led by Shalini Nag, Ph.D., of EvidaSolve. Participants will also have access to workshops focused on increasing your research impact, managing your mentoring relationships, and defining success on your own terms. Special add-on programming on May 20 will be open to all members of the NC State community. This programming features a LinkedIn Workshop from CALS Career Services and a special workshop presentation on Navigating Career Challenges as an International Trainee, led by Sina Safayi, DVM, Ph.D., of Rush University.

Career Retreat 2021

Gearing up for diverse career pathways including industry and faculty roles, the Career Retreat offers postdocs and late-stage doctoral candidates the opportunity to attend professional development programming that will help them explore and pursue a variety of careers. The Career Retreat will feature sessions on career preparation for both industry and academic pathways, as well as the opportunity to meet individually for career consultation with a member of the Professional Development Team. This event will take place July 12-16, and applications are due May 26.

The Virtual Writing Retreat
The Virtual Writing Retreat, a week-long online retreat for masters, PhD, and postdoc trainees to make progress on a writing project in a supportive online community of writers via Zoom videoconferencing. This event offers 5 days of dedicated writing time in a supportive environment as well as optional online workshops and individual consultations. Encourage your advisees to apply by May 10 to reserve their spot!

Summer 2021 Industry Job Search Strategies
This module of A2i provides masters, PhDs, and postdocs with an introduction to application materials and career pathways available in industry. This module will run 12-1 p.m. EST every Tuesday and Thursday, June 1 - June 29. Topics covered will include the job market and economic development, corporate culture, navigating career pathways, communication strategies, career exploration, portfolio development, etc. Industry speakers will span from companies all around the country. Encourage your advisees to register now!

Grant and Fellowship Applications Workshop Series
Advisees can get a head start on grant and fellowship applications for the fall! In this four part online Zoom series, participants will gain strategies for identifying funding opportunities, interpreting CFPs, composing persuasive proposals and more. Encourage your advisees to register now! Questions? Contact Katie Homar or Courtney Hughes.

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 & staff. Please encourage your students to participate before taking off for the summer. The deadline to submit an entry is June 18. Details can be found here: https://envisioning.research.ncsu.edu