Important Dates

July 5
- Apply to graduate deadline for Summer 2021
- Registration required ETD review deadline

July 14
- Drop/Revision Deadline

July 19
- Final error free ETD deadline

July 30
- Last day of Summer II classes

August 2
- Final Exams (Aug 2-3)
- ETD committee approval deadline

August 3
- Summer graduation day - the day degrees are conferred for summer graduates

August 2
- NEW DGP/GSC summer workshop part 1 - Focus on Student Records (SIS) & Admissions (Slate)

August 3
- NEW DGP/GSC summer workshop part 2 - Focus on Assistantships (NextGen), GSSP & Technology

August 5
- Summer II grades due

August 11
- International student orientation

August 13
- New TA training workshop

August 15
- No registration required ETD review deadline
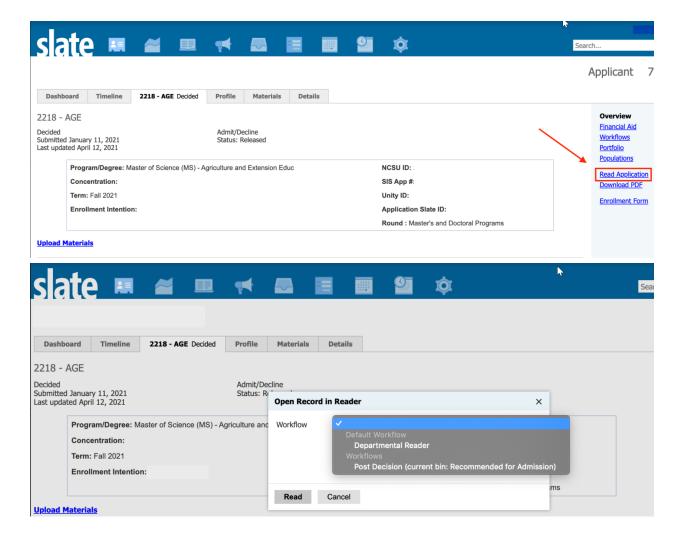
August 16
- 1st day of fall classes

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.

Slate Updates

When using the "Read Application" link to open an application in the Reader, you will now be prompted to select the application workflow:

'Departmental Reader' should be selected for applications currently in Awaiting Materials, Awaiting Decision, and 'Post Decision' should be selected for any applications with a decision entered. The current bin will be displayed next to the Workflow the application is in if you are unsure.
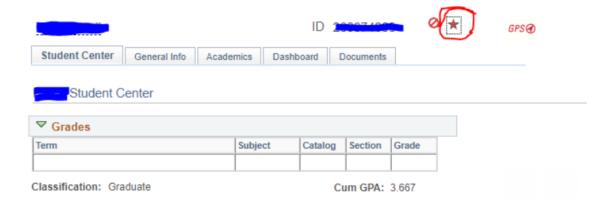
GSSP

Here are a few reminders to share with your supported students regarding our GSSP processes. Updates below include: Service Indicators, Exceptions, BAS (Beyond Allowed Semesters), Enrollment queries as well as BCBS information.
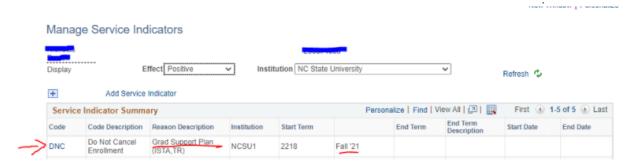
Service Indicators

- Keep in mind that all students will receive a bill showing their tuition and fee charges. GSSP supported students should have a DNC, or Do Not Cancel Service Indicator placed on their account. The DNC prevents the student schedule from being dropped due to nonpayment during the period of time that bills are due and Census; as students have until Census to meet all minimum GSSP requirements. It's imperative that departments double check that the appropriate students have the appropriate holds and for departments to **remove** holds for students who will not receive GSSP benefits in Fall 2021, and for departments to **add** the service indicator for new students (or students that did not receive GSSP support in Spring 2021) if the student will not meet minimum requirements by the cashier's billing date. **Though students have until Census to meet all minimum GSSP requirements, the earlier they qualify, the earlier the tuition award can be applied to their bill and the sooner we can report them to BCBS as being enrolled in the RA-TA plan.**

- If you know a student will be receiving GSSP support and will meet all minimum requirements prior to Census, you can reassure them that the tuition benefit will be applied to their account within two days of meeting all minimum requirements, and that they will be reported to BCBS as being added to the plan within one week. **In addition to reassuring the student, please also check to see what requirement is unmet, and encourage that that requirement is met soon. If the appointment is still pending full approval, please follow up with the approver (per the workflow in NextGen) and encourage them to review and approve the appointment ASAP. We cannot apply benefits to a student account if they do not meet all minimum requirements by Census.**
- We have placed the DNC service indicators on student records that had a qualifying appointment for Spring 2021 and who are within the number of allowed semesters for receiving GSSP benefits for Fall 2021. However, please double check that the appropriate students have the hold to prevent their schedules from being cancelled due to nonpayment while waiting for all minimum GSSP requirements to be met. Please remove this hold from students who will not receive GSSP in Fall 2021. You can see which students currently have the DNC GSSP/DNC GSSA holds placed by running the following query in SIS: GRAD_GSSP_SRVC_INDICATORS
- If you have new students or students with new appointments for Fall 2021, the DNC positive service indicator will need to be added by the department. Departments can add these service indicators manually and are encouraged to do so (see Manage Service Indicator Instructions). We are happy to assist if necessary, just send Dare Cook decook@ncsu.edu a list of your student IDs in an Excel spreadsheet and they will be uploaded to student records on the department's behalf. This will prevent departments from having to add them one-by-one in cases where there are many (more than 10).
- Please remember that only graduate students that will be eligible for GSSP tuition support (within allowed semesters) should receive a GSSP tuition indicator. *It is important that departments double check that appropriate students have the service indicator, and that it's removed from ineligible students prior to the start of the Fall 2021 semester.*

You can verify that a student has the DNC service indicator by checking the Student Services Center in SIS. The positive service indicator appears as a red star:

You can click the service indicator to confirm that this is the DNC that we would expect to see.

Manage Service Indicators

Display

Effect: Positive   Institution: NC State University   Refresh

[+]   Add Service Indicator

Service Indicator Summary

Personalize | Find | View All | | | First ◄ 1-5 of 5 ► Last

Code	Code Description	Reason Description	Institution	Start Term		End Term	End Term Description	Start Date	End Date
DNC	Do Not Cancel Enrollment	Grad Support Plan (ISTA,TR)	NCSU1	2218	Fall '21				

Note that students are unable to see this positive service indicator. With that in mind, it's important for departments to relay this information to supported students. We suggest the following language:

Dear Student,
I understand that you are concerned that you are seeing health insurance and tuition reflected in your bill. However, you have been flagged in the MyPack Portal as being eligible for GSSP and you may see a Deferred Payment Deadline note on your account. Once all minimum GSSP requirements have been met, your tuition will be removed from your bill and the mandatory health insurance charge should be removed within one week. If you have a charge on your bill on the first day of classes, please let us know so that we can investigate. Note that you are responsible for your fees and other charges.

GSSP Exceptions
Please be patient as we review the GSSP exception requests for Fall 2021. All exception requests have to be routed to Dr. Harries for review and I will update you as I receive feedback from him.

If you have students who require GSSP exceptions, it's imperative for the DGP or GSC to submit these requests in a timely manner. I request that exceptions are submitted prior to the start of the fall semester where possible. Exceptions will not be reviewed after Census except in **extreme circumstances**. Last year we had many requests for exceptions for appointments approved after Census Day. It's imperative that departments monitor hiring actions to ensure that assistantship appointments are approved in a timely manner. The exception request form can be found on our website: https://grad.ncsu.edu/faculty-and-staff/student-funding/gssp/ .

Beyond Allowed Semesters (BAS) and Enrollment
It's important for departments to monitor queries regarding students beyond their eligible semesters and enrollment prior to the start of classes. This will help to identify students who may need exceptions. We cannot assume that grad support calculates eligibility as departments may sometimes expect, so it's important to check which students may be beyond allowed semesters. Please use the GSSP_BAS query available through the SIS Query manager to identify students who are beyond their eligible semesters. If you have trouble running that query, I will be happy to share the list of students from your program that appear on this list. The query SIS_GRAD_ENRLMT_BY_PROG is helpful to determine which students are not yet enrolled full time, a requirement of GSSP eligibility. Students are never considered full time with less than 3 hours of enrollment, even if they have received an exception to hold an assistantship while enrolled less than full time.

Fall 2021 RA-TA health insurance (GSHI)
We are sending lists weekly to BCBS with students who qualify for the RA-TA health insurance plan from 8/1/2021-12/31/2021. Any students who need to be active on the GSHI RA-TA plan must meet all GSSP minimum requirements by Census. However, the earlier that they meet the minimum requirements, the earlier they will be reported to BCBS as being eligible for our RA-TA plan. **Please note that students cannot be added to the RA-RA plan after the census date as this is outside of the BCBS open enrollment period.**

ALL students on the RA-TA plan will receive a new insurance card this year. It's imperative that students have their current address listed in the MyPack Portal as soon as possible. Otherwise, BCBS will send their communication to

an old address. If students need to update their address with BCBS, they can contact them directly at 1-800-579-8022. *Note that the new insurance cards will have a new subscriber and group number.* Students should be able to access their insurance card through the Student Blue website if needed prior to the card being mailed out.

If a student already has health insurance coverage, they may opt to waive out of the RA-TA plan. To do so, they need to fill out the form on our website: https://grad.ncsu.edu/students/gssp/ncsu-rata-plan/ncsu-rata-plan-waiver/

If you have any questions, feel free to contact Dare Cook decook@ncsu.edu.

Graduate Assistantships

July 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 July prior to lockout:

> **202222R02 (6/26/2021-7/9/2021) on Thursday, July 15, 2021 at 5:00 PM**
> **20222R03 (7/10/2021-7/23/2021) on Thursday, July 29, 2021 at 5:00 PM**

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

2021-2022 Bi-weekly and Monthly Payroll Schedules Available
The 2021-2022 Bi-weekly and Monthly Payroll schedules are now available and can be accessed via the University Controller's Office website for Payroll Coordinators here.

Payroll Deduction for Student Fees (Fall 2021)
GSSP-eligible graduate students on active graduate assistantships may request payroll deduction for student fees. This option was initially implemented a year ago and will be available to eligible students through their Student Accounts tile within *MyPack* portal **between July 14 and August 27.** This option is not available for fellowship recipients. Graduate students must meet the following criteria to participate:

- Have an active graduate assistantship in the HR system that begins on or before Census Day. The assistantship must extend, at least, 30 days beyond the first day of classes.
- Must be appointed to a GSSP-eligible position as described on the **Graduate School GSSP website**.
- Must select the payroll deduction option by Aug. 27.
- Must have a GSSP tuition "Do Not Cancel Enrollment" service indicator for Fall 2021 added to their account. Departments can add these service indicators manually and are encouraged to do so (see **Manage Service Indicator Instructions**). **Note:** The "Authorize Payroll Deduction" option will not appear on the Student Accounts tile until after the service indicator has been entered.

Payments will be deducted from the student's stipend beginning with the first "full" biweekly paycheck on September 17, over six pay periods. If the assistantship is terminated, any outstanding balance in fees must be paid in full. The payroll deduction is completely optional.

The instructions for the payroll deduction for student fees can be found on our Graduate School Student Funding webpage **here** under the sub-title, 'Quick Links.' You can use the query below to help identify your students who have successfully enrolled in the payroll deduction plan:

Queries - **UCO_PAYROLL_DEDUCTION_STU (pulls students enrolled in the payroll deduction option; prompts for student ID and term) Path: SIS>Reporting Tools>Query>Query Manager**

Graduate students who do not meet the eligibility criteria can still take advantage of the monthly payment plan available through the **Cashier's Office website.** Students should contact their respective hiring department/program if they have any questions about the process.

NextGen System Best Practices
- As a general rule, make sure that all of your appointments are entered prior to the start date.
- NextGen allows actions to be entered **up to 60 days prior to the start date of the appointment**. For August 16th hires, the 60-day window opened **on Friday, June 18th**.
- Auto-Term rows are entered Wednesday night, three weeks prior to the expected job end dates. You can monitor this process using the current Auto-Term calendar. Please check back for the updated version.
- Rehires cannot be entered until after the separation is entered and modifications must be entered prior to the auto-term.

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 to be paid on time.

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.

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 here, or attend our virtual information session on July 29. Questions? Contact Dr. Katie Homar in the Graduate Professional Development Team.

New Teaching Assistant (TA) Workshop
The New TA Workshop is going virtual this year! We will hold a full day of synchronous plenary and breakout sessions on Friday, Aug. 13. In addition to providing an overview of best practices, the workshop aims to increase participants' classroom confidence and connect them to resources they can draw on in the future, whether in face-to-face, virtual or hybrid modes of instruction. Register here. Contact Stella Jackman-Ryan with questions.