

Important Dates

November 5

- Deadline to apply to graduate in the fall 2021 term
- 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 fall

November 17

- Late enrollment begins

November 19

- Final error free ETD deadline

November 29

- Last day of classes

November 30

- Reading Days (November 30-December 1)

December 2, 2021

- Final Exams (December 2-8)

December 3

- ETD committee approval deadline

December 10

- Fall 2021 grades due

December 14

- Fall Commencement Ceremony

Graduation Clearance

The departmental review of graduation applications should be complete by November 6th. All graduation applications must be set to one of the following statuses:

- Departmental Review Complete
- Application Withdrawn
- Application Denied

Overriding Max Hours

Currently the system prevents students from enrolling in over 15hr per term. There are some exceptional circumstances where DGPs may determine a student should take an additional course. In these cases DGPs can override the maximum hours for a specific term to up to 18hrs. Anything over 18hrs would need to be submitted to Dean Harries for approval. DGPs now have a link on the advising dashboard (SIS>Student Records Tile>Student Services Center>Advising Tab):

The screenshot shows the MyPack Portal interface. At the top, there is a navigation bar with buttons for 'Student Center', 'General Info', 'Academics', 'Financial Aid', 'Dashboard', and 'Documents'. The 'Dashboard' button is highlighted with a red box and labeled '1'. Below this, the 'Advising Dashboard' section is visible. Under the 'Personal Information' tab, there is a profile picture placeholder, 'Emplid', 'Name', and links for 'View Graduate Plan of Work' and 'View Unofficial Transcript'. The 'Override Max Units' link is highlighted with a red box and labeled '2'. Below this, there is a dropdown menu for '*Select Major' with the value 'Ag & Extension Ed-EDD (11AGEEDD)' and a 'change' button. At the bottom, there is a 'Major Summary' section.

Diploma Name

NC State University recognizes that members of its community often use names that are different from those appearing on legal documentation. For some students, a chosen or preferred name is vital to the confirmation of their individual identity. Because of this, NC State University allows all students the option to select a “Diploma Name” in MyPack Portal to be printed on their official diploma or certificate received after graduation. This name will also be used in official university commencement materials, including the digital program.

<https://studentservices.ncsu.edu/your-resources/privacy/diploma-name/>

International Student Recruitment Resources:

Please visit the new [recruiting and admission resources webpage](#) and refer your international students to the new [financial resources](#) webpage. Information on admission of non-U.S. citizens has also been added to the [graduate admissions](#) webpage. Departments are also highly encouraged to post all recruiting events such as info sessions and open houses to the University Calendar using the new "student recruitment and admissions" tag. Events with this tag will get pulled into the new recruiting webpage and be marketed to prospective students. Reach out to International Recruitment & Admissions Specialist Hayley Hardenbrook (hdharden@ncsu.edu) if you would like data on your program's international applicants and suggestions for recruitment.

2022-2023 Graduate Catalog

The 2022-2023 NC State Graduate Catalog is open for editing! Please view your pages in the “next” environment, and submit your pages to the workflow by **Monday, December 13, 2021**. For more information about catalog edits, please refer to the Graduate Courses and Curricula website:

<https://grad.ncsu.edu/faculty-and-staff/curriculum-development/catalog-updates/>. If you have any questions or concerns about making edits to the live catalog, please email grad-curriculum@ncsu.edu. All inquiries about graduate faculty should be directed to gfac-nomination@ncsu.edu.

GSSP Reminders and Updates

The Support Plan Roster (referred to as the Roster) is now open for departmental commitment to fund. As a reminder, this replaces the DNC positive service indicators that prevented student schedules from being dropped due to non-payment on the bill due date. Students marked with the "commit to fund" will receive the full-time tuition award on their student account and the mandatory health insurance fee will be removed. This will result in a True Bill that will help students understand exactly how much they owe in fees and other charges so that they can pay their bills on time. Students marked with "intent to fund" by **November 10** will not see the tuition or mandatory health insurance charges on their student bill that will go out on **November 11**. For additional

information, please refer to the roster instructions attached below and linked on our [website](#). We have also attached information regarding the student dashboard to be distributed to students. It is also listed on our [website](#). We will be holding a drop-in zoom training session on Wednesday, November 3 at 11:00 am. The invitation to this drop-in training was sent out by Dean Harries on Friday, October 29. Please contact our office if you have questions or need additional training.

Departments will need to closely monitor student enrollment and appointment approval to ensure that all GSSP minimum requirements are met in a timely manner.

Graduate Assistantship Reminders and Updates

Spring 2022 NextGen Hires

- Please be reminded that NextGen Appointments for Spring 2022 beginning on January 1 can now be entered as of October 4th.
- Make sure that all modifications and early separations on appointments ending on December 31 are **APPROVED** by the auto term date of **December 8th**.
- To avoid having to rush rehire actions after the fall appointment auto terms on December 8th, 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** the December 8th auto-term date.
- Any modifications not approved by the appointment's auto-term date 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.

Payroll Deduction for Student Fees (Spring 2022)

Spring 2022, GSSP-eligible graduate students on active graduate assistantships may request payroll deduction for student fees. This option will be available to eligible students through their Student Accounts tile within *MyPack* portal through December 10th. 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](#).
- May be enrolled [full-time](#) or part-time to participate.
- Must select the payroll deduction option by **December 10**.

Payments will be deducted from the student's stipend beginning with the first "full" biweekly paycheck **on February 4th, over six (6) 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.'

Graduate students who do not meet the eligibility criteria for participation in the payroll deduction for student fees option can still take advantage of the monthly payment plan available on the [Cashier's Office website](#). Students should contact their respective hiring department/program if they have any questions about the process.

November 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 November prior to lockout:

2022R11 (10/30/2021-11/12/2021) on **Wednesday, November 17, 2021 at 5:00 PM****

2022R12 (11/13/2021-11/26/2021) on Thursday, December 2, 2021 at 5:00 PM

**** Deviation due to holidays**

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

Writing Retreat

Encourage Your Advisees to Sign up for the Virtual Writing Retreat December 13-17 2021: 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. Advisees can register on [our workshops page](#) or visit [our website](#) for details. Priority will be given to applications submitted on or before December 1. Questions? Contact Dr. Katie Homar kshomar@ncsu.edu.

Job Opportunities

The Oak Ridge Institute for Science and Education (ORISE) is actively recruiting graduate students and postdoctoral scholars for **multiple paid fellowship opportunities** at U.S. Department of Defense research facilities around the country!

Here are some of the fellowships they are recruiting for. (A full list of our research opportunities with the Department of Defense is available [here](#).)

- [Nanomaterials Postdoctoral Fellowship](#) (U.S. Army Combat Capabilities Development Command, Soldier Center; Natick, MA)
- [Synthetic Biology Enabled Materials Postdoctoral Fellowship](#) (U.S. Army Combat Capabilities Development Command, Soldier Center; Natick, MA)
- [Postdoctoral Researcher - Cognitive Neuroscience](#) (Air Force Research Laboratory; Dayton, OH)
- [Exercise Science Researcher](#) (Air Force Research Laboratory; Dayton, OH)

Website: <https://orise.orau.gov/dodprograms>