

## Important Dates

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

January 9

- No registration required ETD review deadline

January 10

- First day of spring classes

## Admissions

If you have Spring 2022 applications that have no decision posted, you should either deny them, or contact [graduate\\_applications@ncsu.edu](mailto:graduate_applications@ncsu.edu) to request that they be moved to a future term for consideration later. You may use [this query](#) to see if you have any pending admissions decisions. If you are still considering domestic applicants for Spring admission, you should enter your DGP recommendation no later than December 9th to ensure that applicants have time to submit additional materials before the start of the term on January 10th.

## Assistantship/Fellowship Letter Upload in Slate

Departments now have the ability to upload an assistantship or fellowship letter to the student's application in Slate. As a reminder, international students still need to complete their Certificate of Financial Responsibility checklist item, even if they are funded. Click on the Upload Materials link on the application tab:

**2228 - EE**

Decided  
Submitted November 12, 2021  
Last updated November 12, 2021

Full - Finalized Admission  
Status: Released

<b>Program/Degree:</b> Master of Science (MS) - On-Campus - Electrical Engineering	<b>NCSU ID:</b> [REDACTED]
<b>Concentration:</b>	<b>SIS App #:</b>
<b>Term:</b> Fall 2022	<b>Unity ID:</b> [REDACTED]
<b>Enrollment Intention:</b> I ACCEPT	<b>Application Slate ID:</b> [REDACTED]
	<b>Round :</b> Master's and Doctoral Programs

[Upload Materials](#)

Checklist

[Insert Requirement](#)

✓	Date	Description	Enrollment	Status	Dropdown
✓	09/20/2021	Official Transcript (University of Maryland, College Park)	Enrollment	Received	▼
✓	06/09/2021	Unofficial Transcript (University of Maryland, College Park)		Received	▼

Then upload the file to the Assistantship/Fellowship Letter material:

## Assistantship/Fellowship Letter

Choose File No file chosen

### 2022-2023 Graduate Catalog

Your window for editing your overview pages in the 2022-2023 NC State Graduate Catalog is coming to an end; 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](mailto:grad-curriculum@ncsu.edu). All inquiries about graduate faculty should be directed to [gfac-nomination@ncsu.edu](mailto:gfac-nomination@ncsu.edu).

### Graduate Assistantship Reminders and Updates

#### REMINDER - 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 cannot 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.

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.

#### December 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:

- 2022R13 (11/27/2021-12/10/2021) on **Tuesday, December 14, 2021 at 5:00 PM\*\***
- 2022R14 (12/11/2021-12/24/2021) on **Sunday, January 2, 2022 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](mailto:rbcorley@ncsu.edu).

**Fellowships**

- All new Spring fellowships requests for January disbursements must be received by the Graduate School <[grad-fellowships@ncsu.edu](mailto:grad-fellowships@ncsu.edu)> **no later than January 13th.**
- To ensure no lapse in GSSP insurance on primary awards (i.e. \$3,000 or more each semester), please submit new requests **by the first full week of December.**

**GSSP update**

Thanks to many of you who have attended our Graduate Roster training sessions! Please be sure to update the Graduate Roster with your "commit to fund" flag for the students you intend to hire as GA in Spring as soon as possible if you have not already done so. Student bills are due on December 7 and we would like for GSSP eligible students to receive their tuition benefits so that they receive a true bill with the exact amount due from them. Please note that timely payment of the bill is important to avoid schedule cancellation. **Note that after this date, the roster will show students in danger of schedule cancellation.** Please also continue to monitor for full-time enrollment and GA appointment approval to ensure students who have a commitment to fund will meet all minimum GSSP requirements by census. As of today, over 2700 students have been marked Commit to Fund and over \$11 million in in-state tuition has been credited to student accounts; note that over 950 of these do not yet meet minimum GSSP requirements. As a reminder, if your department sponsors tuition, fees, etc, you should enter a GA1 payment for those charges now.

**Schedule Revisions**

The fall online schedule revision form is no longer available, as fall classes have ended. The enhanced W policy is no longer available and we have reverted to the pre-COVID policy that students cannot drop only one course at this point in the term. Any remaining schedule updates for fall are considered an exception and require a significant justification. They should be submitted on the old physical form.

**Coming Soon: Spring Development Series and Workshops!**

The Professional Development Team is currently hard at work planning our spring offerings, which will likely include a mix of remote, hybrid, and in-person events. We are looking forward to sharing our schedule with you in early December at [go.ncsu.edu/gradworkshops](http://go.ncsu.edu/gradworkshops). Stay tuned!

**A2i Virtual Company Site Visit: Parker-LORD Corp**

**December 10, 9:30-11:30 a.m. (over zoom)**

Join us tour LORD Corp's labs, learn from industry experts, and network with leaders at Parker-Lord Corporation located in Cary, NC. The virtual site tour is open to all trainees, but most relevant for chemistry, chemical engineering, and materials scientists. This event is hosted through a collaborative effort between A2i, the Graduate Student Association, and LORD Corp. For more details see the A2i [website](#).

December 10, 9:30-11:30 a.m. lab tours, a panel discussion, and a training talk followed by networking 2:30-3:30pm.

Register [here](#)