

## Important Dates

### January 9

- No registration required ETD review deadline

### January 10

- First day of classes for Spring 2022

### January 14

- Last day to add a course without permission of instructor

### January 24

- Census Day
- Last day to drop a course without receiving a W grade
- Last day to enroll (register) or to add a course with instructor permission
- Last day to reduce hours for a tuition adjustment for Spring
- Last day to submit an academic load waiver for the Spring 2022 term
- GSSP eligibility deadline (5 p.m.)

## Enrollment Reminder

Please ask your students and their advisers to ensure that they are registered in the correct courses/sections and number of hours before census day, Jan. 24

## New Financial Requirements for 2022-2023 International Admits

The total estimated financial requirement for *international* graduate students to receive an I-20 for F-1 visa status for study in the 2022-23 academic year is **\$48,490\***. This includes the estimated 4.5% out-of-state tuition increase.

Departments who intend to fully support the student on an assistantship must pay a **minimum monthly stipend of \$1,980.\*** (Please note full support is not required; a student can show personal funds to supplement any deficit in program funding for their visa document.) Please remember that offer letters can now be uploaded directly into Slate for international clearance.

The Stipend Calculator on the Graduate School's [funding webpage](#) can be used for assistance in determining the minimum stipend necessary to meet international financial requirements. This spreadsheet has been updated to include premium tuition/additional fees, which departments must enter themselves. Please read all instructions closely.

\*Programs charging premium tuition or additional fees will have higher estimated financial requirements.

## Admissions Updates

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.

Otherwise, their applications will be archived after census day for the term.

You may use [this query](#) to identify pending Spring 2022 applicants.

## GSSP Update

We are approaching the second cashier's hard cancellation deadline for students with outstanding charges on their student account. Students who had previously received bill due-date extensions will need to resolve their bills prior to January 4 in order to protect their schedules from cancellation. Please be sure to review your graduate support roster to see who is in danger of cancellation, and notify these students that they need to pay their bills. All exceptions submitted by December 20 have been processed, or requests for additional information have been sent to departments. We will not be able to protect student schedules due to non-payment beyond the January 4 deadline. Please also check daily to ensure that your commit to fund students are enrolled full time on Census and that their spring appointments have been fully approved. Students cannot be reported to BCBS as continuing on the RA-TA health insurance plan until all minimum GSSP requirements are met. Keep in mind that Spring 2022 exceptions will no longer be accepted after Census (1/24) except in extreme situations.

## Graduate Assistantships

### **\*\*Important\*\* NextGen Spring 2022 Actions**

- As a best practice, all appointments should be entered prior to the position start date.
- The first Spring semester pay day for January 1st hires is **January 21st**.
- All January 1st hires should be approved before payroll lockout **on January 12th** in order for students to be paid in a timely manner.
- ALL Spring 2022 hires must be approved prior to Census **on January 24th to meet GSSP eligibility requirements. Appointments with start dates after Census do not qualify for GSSP benefits.**

### **Payroll Deduction for Student Fees - Spring 2022**

The payroll deduction option for student fees will continue in Spring 2022. Please note that qualifying graduate students on an active graduate assistantship had **until Friday, December 10, 2021** to sign up.

Graduate students who did not meet the eligibility criteria for participation in the payroll deduction for student fees option or missed the deadline to sign up 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.

### **January 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 December prior to lockout:

- 2022R15 (12/25/2021-01/07/2022) on **Wednesday, January 12, 2022 at 5:00 PM\*\***
- 2022R16 (01/08/2022-01/21/2022) on **Thursday, January 27, 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 20th disbursements must be received by the Graduate School [grad-fellowships@ncsu.edu](mailto:grad-fellowships@ncsu.edu) **no later than January 14th**.

### **Share with Trainees: Academic Writing Workshops and Engineering Cafes**

Interactive Zoom workshops focused on key academic and professional writing skills begin Jan. 19. Topics include planning and organizing manuscripts with IMRaD format, literature reviews, concise writing strategies, professional emails, and more. Grad and postdoc trainees can register at [our workshops page](#) or contact [Katie Homar](#) in the Graduate School with questions.

### **Professional Development Certificates: Enrollment Opening Soon**

Graduate students and postdocs who plan to earn the free, non-credit-bearing Teaching and Communication Certificate and/or Writing Certificate during their time at NC State are welcome to enroll between January 15 and February 1. The certificate programs are a great way to improve your public speaking, writing, and general communication skills and enhance your marketability. Visit [our website](#) for more information about these and other programs offered by our team, or contact [professional-development@ncsu.edu](mailto:professional-development@ncsu.edu) with questions.