GRADUATE SUPPORT ROSTER

The Graduate Support Roster (Roster) is a tool that allows departments to review all graduate students in their academic program(s) and select graduate students that meet GSSP eligibility criteria whom they intend to fund through the Graduate Student Support Plan (GSSP) for the upcoming semester. Departments click on the “Commit to Fund” checkbox on the Roster for a GSSP eligible student to indicate that the department intends to hire the student on a qualifying RA, TA or RATA appointment or provide a primary fellowship for the upcoming semester. The Roster assumes full-time enrollment for the student. The activation of the checkbox will result in posting of full-time GSSP tuition payment and removal of the mandatory health insurance charge from the selected students’ accounts while the department is working on completing the GA appointment in the system and/or the student is in the process of enrolling full time for the upcoming semester. This will also prompt enrollment in the RA-TA GSHI plan. Departments and student are required to meet all GSSP eligibility criteria by the Census date for the respective semester or benefits will not be dispersed.

This roster replaces the “Do Not Cancel” service indicator process. This service indicator, when placed on a student’s account, prevented cancellation of a student’s enrollment for non-payment of tuition and fees. Compared to the new process, the DNC service indicator did not place the tuition payment on the student’s account until all GSSP requirements were met.

The Roster will be available for update to the DGP’s and GSC at the same time as Graduate Student enrollments begins for the upcoming semester and will close on the last date the student can add a course without permission for the semester. DGP’s and GSC’s should already have the access to update the “Commit to Fund” flag on the Roster for their Academic Plans. DGP’s and GSC’s should have inquiry access to the Academic Programs that they need. If you are not able to access a Program's GSSP Roster and need to, submit a SAR requesting for Academic Program access.
GSSP TIMELINE

The following is a general GSSP timeline for Fall 2022 semester

March

- 3/28 - Spring Enrollment Begins
- 3/28 - GSSP Roster Open for Commitment to Fund (CTF)
- 3/28 - GSSP Exception Form – Open for Spring

May/June

- 5/15 - Begin reviewing Fall exceptions
- 5/16 - NextGen Opens for Grad Appt Entry
- 6/1 - Students with CTF will be reported to BCBS for enrollment in GSHI
  - 6/ Grad Support begins processing?
    - 7/7 - Fall billing begins
    - 7/27 - Fall bills due
    - 7/29 - Fall schedule cancellation for non-payment
    - 7/31 - 2021/2022 GSHI plan year ends. Students not CTF for fall by this date will have insurance terminated unless/until they qualify for fall

July

- 8/22 - First day of classes
- 8/26 - GSSP Roster Closes for Update
- 8/26 - Commit to Fund Flag removed for students not meeting GSSP requirements; Students billed full amount due in September
- 9/2 - Census Date
- 9/2 - Deadline to submit GSSP Exception Form
- By 9/15 - GSSP Tuition and Health Insurance Journals Posted

August/September
Accessing the Graduate Support Roster:

1. Login to the MyPack Portal and access the Student Information System (SIS). Under the SIS, access the “Campus Finances” tile.
2. Select “Graduate Support Roster” available under Fellowships/Grad Support tab on the left hand side menu. Under the Academic Program tab, enter the academic program or click on the  to look up the available academic program. Please note that you can view and update students for the academic program(s) based on your SAR access.
3. The Graduate Support Plan Roster has 4 distinct sections as shown below:
a. **Instructions for the Roster**: This section provides the program name on top and the instructions for accessing, reviewing, and updating the Roster. This section also provides links to the GSSP Guide for Administrators and the GSSP Exception Request Form.

<table>
<thead>
<tr>
<th>Program</th>
<th>CBE</th>
<th>Chemical Engineering</th>
</tr>
</thead>
</table>

**Instructions for the Roster**

Welcome to the Graduate Student Support Program (GSSP) Roster.

For the upcoming fall/spring term, the roster displays the students who are within allowed semesters for GSSP support (accounting for approved exceptions) and allows the department to select students they plan to fund through the GSSP process for the selected term. For more information about GSSP eligibility, please reference [this GSSP guide for Administrators](#).

Clicking the “commit to fund” box in the Student Roster below will place the full time tuition payment on the student account even if the student does not meet the full-time GSSP requirement. **Click this button only if the department knows that the student will meet all GSSP eligibility requirements and is committed to funding them for the upcoming semester.** If a fellowship/assistantship has not been provided or if the student is not full-time by census date for the term, GSSP support will be dropped and the student will be responsible for tuition and mandatory health insurance charges.

Departments can incorporate filters to narrow search results and prepare a list of graduate students in their academic program who may be eligible for GSSP benefits. Data can be sorted by clicking the column header or by downloading the results into Excel. DGP/GSCs can submit a [GSSP Exception Request form](#) with appropriate justification, as needed.

For past terms, the results will show the GSSP status of students in the program in that term.
b. **Student Roster for [2022 Fall] Term**: This is the main section of the Roster and displays the list of graduate students in the selected academic program for the selected term based on the filters applied. The default view displays students (new and continuing) who are eligible to receive GSSP support (tuition and/or health benefits) for the selected semester. However, departments can apply various filters (see “Filter the List” section below) to customize the list for their review. The roster can be downloaded to Excel by clicking on the icon located on the top bar of the Student Roster.

The Roster has 3 tabs on the top – Funding, Acad Info, and Commit Audit that display multiple aspects of a student’s record based on the selected tab. Click on the icon on the top to expand the display to include all information.
**Funding:** This tab is the default display of the Roster and is designed to display all relevant information regarding the student’s GSSP eligibility. The following table includes the Roster fields, definitions, and values:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notify</td>
<td>This checkbox allows department to select one or multiple student(s) to send individual or mass emails or notifications. More information in the “Notify Students” section below.</td>
</tr>
<tr>
<td>Student ID</td>
<td>Student 9 digit ID number</td>
</tr>
<tr>
<td>Student Name</td>
<td>Student Full Name</td>
</tr>
<tr>
<td>Class</td>
<td>Masters or Doctorate</td>
</tr>
<tr>
<td>Detail</td>
<td>Link to student information in the Grad Support system. Link opens in same tab as the Roster and provides a “Return” button in the Grad Support system to return to the Roster.</td>
</tr>
<tr>
<td>[Academic Program] Prog Primary?</td>
<td><em>This column is visible only when the “[Academic Program] is Primary Acad Program” filter available in the “Filter the List” section is unchecked.</em> Students whose primary major is the selected program are marked “Yes” and students who are co-majoring or minoring in the selected program are marked “No”.</td>
</tr>
<tr>
<td>Program Status</td>
<td><em>This column is visible only when the “All Students” radio button is selected in the “Filter the List” section.</em> The status is usually “Active”; however, if “All Students” filter is applied, it will display students on Leave of Absence status as well</td>
</tr>
<tr>
<td>Residency</td>
<td>IN (Instate); OUT (Out of State - Domestic); INTL (International)</td>
</tr>
<tr>
<td>Previous Terms Attended</td>
<td>This column displays how many terms (X) count towards the maximum (Y) terms allowed for this student for tuition support. Typically, a student has the following maximum terms of GSSP tuition support: Master’s – 4 semesters; Doctorate with related Master’s – 8 semesters; Doctorate with no related Master’s – 10 semesters. An entry of “5 of 8” in the column indicates that the student has completed 5 of the available 8 terms available to receive GSSP tuition support and has 3 more terms (including the upcoming term) available to receive GSSP tuition support. An entry of “11 of 10” indicates that the student has exhausted the maximum number of semesters to receive GSSP tuition support and is eligible to receive graduate student health insurance benefits only.</td>
</tr>
<tr>
<td>Acad Load</td>
<td>Displays if a student is registered “Full-time”, “Half-time” or “Less ½” for the selected semester. Click on “Acad Info” tab to see the exact hours the student has registered.</td>
</tr>
<tr>
<td>Eligible for Support if Full-Time</td>
<td>Displays the student’s GSSP eligibility status for the selected term if the student is enrolled full-time and has an eligible GA appointment or Fellowship award.</td>
</tr>
<tr>
<td>FIELD</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Eligible Out-State Tuit Also?     | This column is applicable for out of state and international students only and informs if the student is eligible to receive Tuition Remission (difference between the Out of State Tuition and Instate Tuition) for the selected term.  
Yes: Student will receive Tuition Remission for the selected term if they are enrolled full-time and have an eligible GA appt. or Fellowship.  
No: Student is not eligible to receive Tuition Remission for selected semester. Domestic out of state students receive Tuition Remission coverage for 2 semesters only and are expected to apply for North Carolina residency after 2 semesters.  
Blank: No entry in this column indicates that the student is an Instate student and this field is not applicable or the student is an international student or domestic out of state student who has exceeded the maximum number of terms to receive GSSP tuition support. |
| Previous [Term] Funding           | This column displays if the student had a GSSP eligible GA appt. or Fellowship in the previous term. RA/TA – student had an eligible RA, TA or RA/TA appointment  
Fellowship – student had a primary Fellowship  
None – student did not have a GSSP eligible appt.                                                                                                             |
| Spring ’22 GSSP Funding           | This column displays if the student has a GSSP eligible GA appt. or Fellowship for the selected term. RA/TA – student had an eligible RA, TA or RA/TA appointment  
Fellowship – student had a primary Fellowship  
None – student did not have a GSSP eligible appt.                                                                                                             |
| COMMIT TO FUND                    | This checkbox allows departments to inform if they intend to provide a GSSP eligible GA appointment or Primary Fellowship to the student for the selected semester and results in GSSP tuition award being placed on the student's account.  
The checkbox can be activated only for students who are marked “eligible” in the “Eligible for Support if Full-Time” column. The checkbox is automatically checked if the student has an eligible appointment or Fellowship for the selected semester. |
**Acad Info**: This tab display all relevant academic information for the student in the selected academic program.

The following table includes the Roster fields, definitions, and values:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prev Mstr</td>
<td>This field is applicable only for Doctorate Students and indicates if the student has a previous related Masters degree or not. Field will be blank for a Master’s student. A Doctorate student with previous related Masters is eligible to receive 8 semesters of GSSP support compared to 10 semesters of GSSP support for a Doctorate student with no previous related Masters.</td>
</tr>
<tr>
<td>Ovrd Prev</td>
<td>A check in this column indicates if the Previous Related Masters field was overridden by a GSSP Exception process</td>
</tr>
<tr>
<td>GSSP Admit Term</td>
<td>This column indicates the first term when the student was deemed eligible to receive GSSP benefits.</td>
</tr>
<tr>
<td>Admit to Prog</td>
<td>This column indicates the first term when the student was admitted to the selected Graduate Program</td>
</tr>
<tr>
<td>Ovrd Admit</td>
<td>A check in this column indicates that the admit term was overridden by a GSSP Exception process</td>
</tr>
<tr>
<td>Plan</td>
<td>Student’s Academic Plan</td>
</tr>
<tr>
<td>Plan Desc</td>
<td>Academic Plan Description</td>
</tr>
<tr>
<td>Sub-Plan</td>
<td>This column is visible only when the “All Students” radio button is selected in the “Filter the List” section. Display any sub-plan for the student.</td>
</tr>
<tr>
<td>Current Acad Load</td>
<td>Displays if a student is registered “Full-time”, “Half-time” or “Less ½” for the selected semester.</td>
</tr>
<tr>
<td>Units Taken</td>
<td>The number of hours enrolled by the student in the selected term.</td>
</tr>
<tr>
<td>Units Audited</td>
<td>The number of hours audited by the student in the selected term</td>
</tr>
<tr>
<td>Units Acad Load at Census</td>
<td>This column is visible only after the Census date for the term. Displays if the student was registered full-time, half-time or less than ½ at the time of census date.</td>
</tr>
</tbody>
</table>
Commit Audit: This tab provides audit information regarding the “Commit to Fund” checkbox.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Intent</td>
<td>Displays if the department has checked the “Commit to Fund” flag for the student</td>
</tr>
<tr>
<td>Added as YES By</td>
<td>This column displays the Unity ID for the person who checked the “Commit to Fund” checkbox</td>
</tr>
<tr>
<td>Added Date Time</td>
<td>Gives the date and time when the “Commit to Fund” flag was checked.</td>
</tr>
<tr>
<td>Updated By</td>
<td>If the “Commit to Fund” flag was changed from the initial setting, this column will display the Unity ID of the person who made the change.</td>
</tr>
<tr>
<td>Update Date Time</td>
<td>Gives the date and time when the “Commit to Fund” flag was updated.</td>
</tr>
</tbody>
</table>
c. **Filter the List**: This section provides multiple filter options to customize the list of students for the selected academic program. The Student Roster displays additional information if a prior “Term” is selected. See information below under “Prior term” section

![Filter the List](image)

**General Information**
- Term – displays the latest term by default. Select previous terms for review only.
- Census Date for GSSP: Displays the census date for the selected term.
- Class (DR/MR) – Roster lists all students in the academic program by default. Filter provides options to limit the list to “Doctorate” or “Masters” student only.

**GSSP Eligibility**
- Eligible for Support: The Roster defaults to showing students who are eligible to receive GSSP tuition and/or health insurance support.
- Eligible for Tuition Support: Click on this radio button to display students who are eligible to receive **tuition and health insurance benefits**. This display will remove students who are beyond eligible semesters for tuition support and are eligible to receive health insurance benefits only.
- All Students: Click on “All Students” radio button to display all students (GSSP eligible and not eligible) in the Academic Program. This list will include ineligible sub-plans (Distance Education students).
**GSSP Funding**

- **GSSP Funding in Selected Term:** If this checkbox is clicked, only students who have a qualifying GA appointment or Fellowship in the selected term (Commit to Fund box auto populated) and students who have “Commit to Fund” checkbox clicked (indicating department’s intent to provide a GA appointment/Fellowship) will be displayed.

- **Funding in Previous Terms:** If this checkbox is clicked, students who had a qualifying GA appointment or Fellowship in previous term will be displayed.

If both “GSSP Funding in Selected Term” and the “Funding in Previous Terms” checkboxes are clicked, then only student who meet both criteria will be displayed.

**Student**

- **New and Continuing Students:** New and Continuing Students’ filter selects all students in the program who meet the other filter criteria.

- **New To Program:** This filter selects students who were admitted to the program in the selected term, even if they have previously attended the University as a graduate student in other program(s).

- **Continuing Students:** Filter selects students who were previously enrolled in the selected program.

- [Academic Program] is Primary Academic Program: Selection of this checkbox displays students who have the selected academic program as the primary program.
4. **Commit to Fund**: This section provides instructions for activating the “Commit to Fund” checkbox on the Student Roster. As described above, clicking on the Commit to Fund checkbox informs the department’s intent to provide a qualifying GA appointment or Fellowship to the student for the selected term. The Roster assumes that the student will obtain full-time enrollment before the census date deadline. Based on these two parameters and the student being within eligible semesters to receive GSSP funding, the Graduate Support Roster interfaces with the Student Accounts system to place the GSSP tuition (instate and tuition remission, if applicable) and health insurance payment on the student’s account. This ensures that the student bill reflects the actual amount due from the student and gives the department and the student until the census date to fulfill the GA appointment and enrollment requirements. The department has the ability to check the “Commit to Fund” checkbox until the last date the student is able to add a course without permission, which is typically the fifth day of the semester. If the GA appointment of Fellowship is not fully approved in the system or the Student is not fully enrolled by Census date, the GSSP tuition and GSHI awards will be removed from the Student’s account and they will be billed the full amount at the next billing cycle.
5. **ROSTER SCENARIOS**: This section provides some common scenarios to assist in navigating the Graduate Support Roster:
   a. **Searching for students who received support in previous semester who are eligible for tuition and/or health insurance support in upcoming semester**:

   **We recommend sorting by “eligible for support if full time” to identify students who are only eligible for the health insurance benefit.**
b. Searching for continuing students who received support in previous semester who are within allowed semesters for tuition support for upcoming semester:
c) **Searching for new students in your program who may be eligible for support in the upcoming semester:**

**We recommend that you sort by “GRAD terms previously attended” since the student may not be new to the graduate career.**
d) **Searching for students who meet all minimum GSSP requirements and/or who have been committed to fund:**
e) Identifying students who have not been reclassified as in-state for tuition purposes and who are not allowed a third semester of TR:

** Note ** clicking “intent to fund” for these students will only place an in-state tuition award on the student account. The student will need to pay the out-of-state portion of their bill and receive reimbursement upon reclassification, or the department may pay the out-of-state portion of tuition with a GA1 sponsorship in SIS before the drop deadline.
f) **Identifying students who are on a Leave of Absence:**

![Support Plan Roster](image)

The table shows students categorized by their degree level (Masters, Doctorate) and program status (Active, LOA, INTL). For each student, their Program Status is highlighted with a red circle. The table also includes columns for previous terms attended, academic load, eligibility for support if full-time, and eligibility for state tuition tuition. 

**Commit to Fund**

Selecting the students committed to funding involves clicking the 'COMMIT TO FUND' checkbox. It requires knowledge of the student's eligibility for funding and commitment status. Jan 14, 2022, marks the deadline for changing this status for the term.
g) If you cannot find a particular student and you know that the student is active in the selected plan, filter for all students, and use the “Find” from your browser or use keyboard shortcut or “ctrl+f” and enter the student ID number:
Any results will be highlighted on the roster page. You can then investigate the student’s status.