

Summer 2022 Graduate Services Coordinator Workshop

Introduction & Opening Remarks

Peter Harries

New Staff in the Graduate School (since the last GSC Workshop...)

- Student Services
 - Hayley Hardenbrook
 - Jasmyn Rochester
 - Stephen Synk (ETD Editor)
 - Jessica Whittier - Graduate Liaison for the COS, COD, and CHASS
 - Jenni Wilson - Graduate Liaison for the CoEd, CNR, PCOM, and all Graduate Certificates
- Business Operations
 - Savita Sharma
 - Raj Bhosale
 - Vindhya Hegde
- Communications and Marketing
 - Gregory Hedgepeth
- Professional Development
 - Shawana Hodge
- Course and Curriculum Development
 - Jamie Digesare
- University of Fellowship Office
 - Kristen Hetrick

Records & Admissions

Lian Lynch

Exams

- 2 weeks prior to exam
 - Plan of work approved
 - Accurate committee
 - GSR
- Access to view exams

Oral Examination Forms

Forms

Prepare New Form

Search:

Name

First name...

Last name...

OR

Student ID#

ID Number

Search

Clear

Filter:

☐ Include archived forms | ☐ Show only forms I've generated | ☒ Show only forms from my programs

Findings Status:

Any



	Program		Student Info			Exam				
View/Print	Program	Plan	Student Last Name	Student First Name	Student ID	Exam Type	Exam Date ▼	Finding	Member	Member
View / Print View Committee Links Edit Exam Details View / Print	CPE	14CPEPHD	█	█	█	PhD Final	Nov 11, 2022	Awaiting decision	Wenye Wang (Chair)	Do Young Eun (Member)

Oral Examination Forms

Forms

Prepare New Form

Search:

Name

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Last name...

OR

Student ID#

ID Number

Search

Clear

Filter:

☐ Include archived forms | ☐ Show only forms that are not completed | ☒ Show only forms from my programs

Findings Status:

Any



	Program		Student Info			Exam				
View/Print	Program	Plan	Student Last Name	Student First Name	Student ID	Exam Type	Exam Date ▼	Finding	Member	Member
View / Print View Committee Links Edit Exam Details View / Print	CPE	14CPEPHD	████	████	████	PhD Final	Nov 11, 2022	Awaiting decision	Wenye Wang (Chair)	Do Young Eun (Member)

Student ID#

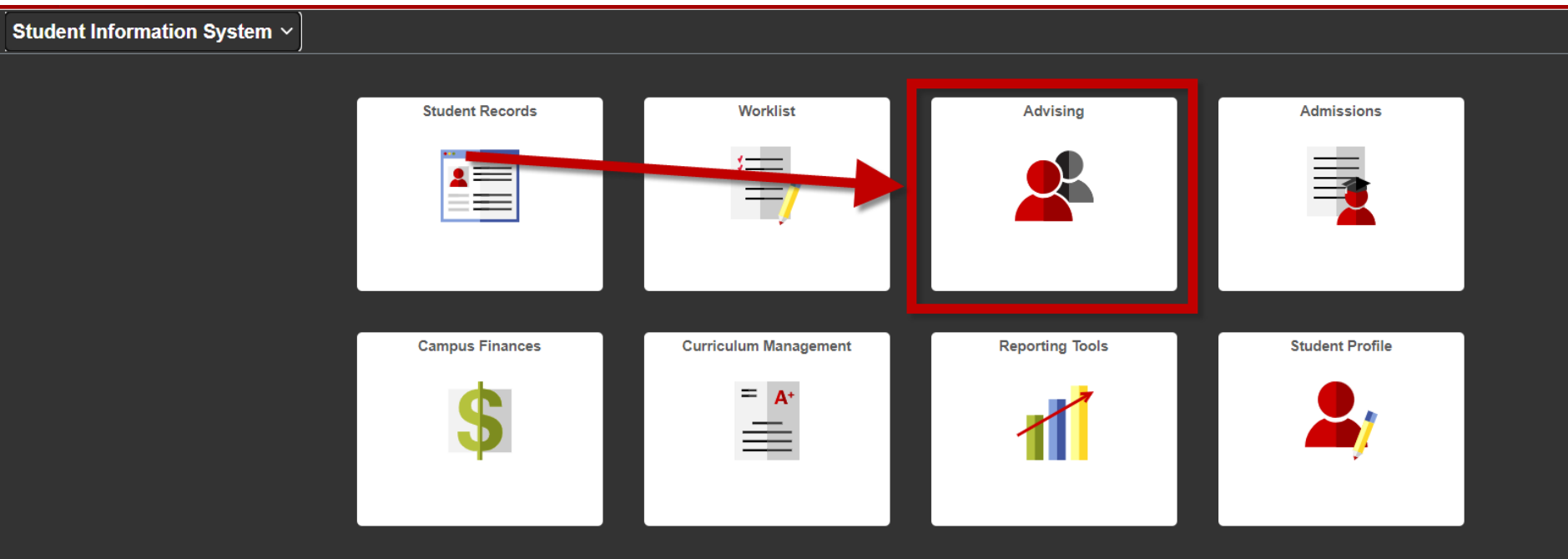
Filter: ☐ Include archived forms | ☐ Show only forms I've generated | ☒ Show only forms from my programs









Findings Status:

Unconditional Pass

	Program		Student Info			Exam			Committee		
View/Print	Program	Plan	Student Last Name	Student First Name	Student ID	Exam Type	Exam Date	Finding	Member	Member	Member
<div>View / Print</div> <div>View Committee Links</div> <div>Edit Exam Details</div>	ENT	11ENTPHD				PhD Final	Jul 8, 2022	Unconditional Pass	Steven Frank (Chair)	Anders Huseth (Member)	Clyde Sorenson (Member)
<div>View / Print</div> <div>View Committee Links</div> <div>Edit Exam Details</div>	CH	17CHPHD				PhD Final	Jul 6, 2022	Unconditional Pass	Joshua Pierce (Chair)	Gavin Williams (Member)	Vincent Lindsay (Member)
<div>View / Print</div> <div>View Committee Links</div>	CH	17CHMS				Master's Final	Jul 2022	Unconditional Pass	David Shultz	Felix Castellano	Vincent Lindsay

Prior NCSU Credit



 Student Services Center Class Search Undergraduate Degree Audit Advising Hold Release-Admin Batch Advisor Assignment Student Advisor Orientation Reports Graduate Plan of Work ^

GPOW

Move or Delete Plan of Work

GPoW Templates

Graduate Degree Audit

GPOW Active Programs

Admin Graduate Planner

Committee - Admin

Prior NCSU Credit - Admin

Committee Acceptance

NCSU Transfer Credit Admin

The following courses meet the requirements for transfer into the student's graduate program. Please review the courses below to ensure that they are relevant to the student's academic area. If approved, the corresponding grades and credit hours will be applied to their graduate career.

Course Information

Request

Status Date

NDS

Fall '20

GTI

401

US Cult & ED Collq

3.00 Hrs

A

▼ comments

Find

First

1 of 1

Last

User ID

Date

Comment

Request

Status Date

NDS

Fall '20

MA

584

Finite Diff Pde

3.00 Hrs

A-

▼ comments

Find

First

1 of 1

Last

User ID

Date

Comment

Request

Status Date

NDS

Fall '20

MA

580

Numeric Analysis I

3.00 Hrs

B+

▼ comments

Find

First

1 of 1

Last

User ID

Date

NCSU Transfer Credit Admin

The following courses meet the requirements for transfer into the student's graduate program. Please review the courses below to ensure that they are relevant to the student's academic area. If approved, the corresponding grades and credit hours will be applied to their graduate career.

Course Information

Actions

☐ Approve☐ Deny☒ Ignore

Status Date

NDS

Fall '20

GTI

401

US Cult & ED Collq

3.00 Hrs

A

▼ comments

Find

First



1 of 1



Last

User ID

Date

Comment

Request

Status Date

Degree Audit

- All certificates
- Most masters-only option B programs
- Plan of work will be replaced with 3 pages
 - Degree audit
 - Planner
 - Committee page

Degree Audit



ID



Program MAC Accounting

Plan 20MACMR Accounting-MR

Sub-Plan

Req Term Fall '21

Last Updated 05/05/2022 02:54 PM

Advisor

[Total Units](#)

Cum GPA 3.033

Plan GPA 3.033

Degree Completed Spring '22

Must Graduate before Fall '27

Completed Enrolled Incomplete/Late Planned Unmet

▼ 1 - Accounting-MR

	Description	Class	Term	Grade	Units	
	10 App Fin Mgmt	ACC 519	Fall '21	B	3.000	Move
	20 Adv Income Tax	ACC 530	Fall '21	B	3.000	Move
	30 Acc & Tax Research	ACC 533	Fall '21	B	3.000	Move
	40 IT Risk & Control	ACC 540	Fall '21	B	3.000	Move
	50 Mgrl & Career Eff	ACC 600	Fall '21	S	1.000	Move
	60 Adv Commercial Law	ACC 508	Spring '22	A-	3.000	Move
	70 Advanced Financial Accounting	ACC 510	Spring '22	B	3.000	Move
	Course provides excess units					
	80 Advanced Auditing	ACC 550	Spring '22	C+	3.000	Move
	Approved Exception					
	90 SP Topics Bus Mgmt	BUS 590	Fall '21	B	3.000	Reqmnt Details Move
	Topic: Corporate Tax Strategy, Approved Exception					
	90 IT Audit	ACC 545	Spring '22	B	3.000	Reqmnt Details Move

Career: Graduate • Plan: Accounting-MR Public Accounti...

Print

Must Complete By: 2028 Spring Term

Plan Status: Plan Not Submitted

Browse Requirements

Browse Catalog

Validate Plan

Help

Submit Customizations for Approval

2022 Spring Term				
COURSE INFORMATION	UNITS	GRADE	REQUIREMENT	
ACC 508 - Advanced Commercial Law	3	A+	Accounting-MR	
ACC 510 - Advanced Financial Accounting	3	B	Accounting-MR	
ACC 550 - Advanced Auditing	3	B+	Accounting-MR	
ACC 561 - Database Management in Tax	1	A	Electives	
ACC 564 - Project Management and Process Documentation in Tax	1	A	Electives	
ACC 565 - Visual Analytics in Tax	1	A+	Electives	
MBA 525 - Taxes and Business Strategy	3	A-	Electives	

2022 Summer Term 2			
COURSE INFORMATION	UNITS	GRADE	REQUIREMENT
ACC 519 - Applied Financial Management	3		Accounting-MR

2022 Fall Term					
COURSE INFORMATION	UNITS	GRADE	REQUIREMENT	MOVE	DELETE
ACC 530 - Advanced Income Tax	3		Accounting-MR		
ACC 533 - Accounting and Tax Research	3		Accounting-MR		
ACC 540 - IT Risks and Controls	3		Accounting-MR		
ACC 600 - Managerial and Career Effectiveness	1		Accounting-MR		
BUS 590 - Special Topics In Business Management [Topic: Corporate Tax Strategy]	3		Additional Courses		

Admissions

- Justifications needed for all exceptions
- GPA is never rounded
 - Look at transcript
- All communication must go through Slate
- Enter decisions in a timely fashion

Professional Development Team

go.ncsu.edu/prof-dev

professional-development@ncsu.edu

Our Team



Shawana Hodge



Vanessa
Doriott Anderson



Katie Homar



Morgan Dalman



Stella
Jackman-Ryan



Vaishnavi Naik



Yuru Zhang

What We Offer

- New TA Workshop (Aug. 12)
- Teaching and Communication Certificate
- Graduate Writing Certificate
- Accelerate to Industry (A2i)
- Preparing the Professoriate
- Academic Packways
- Writing Retreats
- Three Minute Thesis (3MT)
- Ahead of the Pack
- HR support for postdocs
- Virtual “office hours” for individual consultations
- **FLE 402 (new) (MW 3 p.m.)**

What We Need from You

- Hire your teaching assistants as early as you can
- Submit your postdoc HR actions as early as you can
 - Deadline for each week's batch is Thurs. noon
- Share our communications with your students, postdocs, and colleagues
- Partner with us to support professional development for your students and postdocs
- Be patient with us while we're understaffed, hiring, and training new staff
- Reach out at professional-development@ncsu.edu if you have questions, requests, or ideas

General Updates

Peter Harries

Updates

- Recent policy changes
 - Leave of absence approach
- Other initiatives:
 - Graduate Culture Document
 - Graduate Mentor Training
 - Stipend study
 - Collaboration with the new SVPs

Graduate Recruitment

Peter Harries

Recruiting Resources and Support

- **Conferences, Collaborations, Campus Visitation Programs**
 - Participation in 20+ [Diversity-Focused Recruiting Fairs](#) Annually
 - Presentations to “Pathway Program” Scholars (e.g., McNair, LSAMP, RISE)
 - [Visit NC State Program](#): November 20-22, 2022 (1000 since 2000; 80%+ URM)
 - Host Small-Scale Prospective Student Visits Upon Request
- **Fellowships**
 - Diversity Recruiting Fellowships
 - University Graduate Fellowships & Provost’s Fellowships
 - Endowed Fellowships
 - SREB Doctoral Scholars Program
- **Grants to Departments**
 - Recruiting Grants (Up to \$2K, 1:1 match)
 - Examples: Prospective student visits, outreach, website updates
 - Recruiting Innovation Grants (Up to \$10K, 50% match)
 - Example: “Future Leaders in Chemical Engineering: An Undergraduate Research Symposium”
- **Partnering with The Graduate School to Create Recruiting Videos**



Dr. David Shafer – dmschafer@ncsu.edu

Recruiting Resources: grad.ncsu.edu/faculty-and-staff/recruiting-resources

Dashboard

Raj Bhosale

Global Home

Beth James

Assessment

Pierre Gremaud

Academic assessment?

Process	using evidence to understand and improve student learning in academic programs
Evidence	= data
Understand	= analyze
Improve	= resulting actions

NC State academic assessment

two processes:

- outcomes assessment
- strategic review

four flavors:

- graduate; Graduate School
- undergraduate; OAA
- General Education; DASA
- Administrative; OAA

NC State academic assessment

two processes:

- **outcomes assessment**
- strategic review

four flavors:

- **graduate; Graduate School**
- undergraduate; OAA
- General Education; DASA
- Administrative; OAA

Outcomes assessment

- all academic programs subject to yearly assessment
- all academic program develop an assessment plan
- (simplest) assessment plan:

objective #1

- outcome #1
- outcome #2

objective #2

- outcome #3
- outcome #4

objective #3

- outcome #5
- outcome #6

Outcomes assessment



**goal is to optimize
student learning**



**for each outcome, yearly
report:**

- Summarize data
- Analyze data
- Evaluate strengths vs areas for improvement
- Propose actions

Approvals

Progs → unit → college → facilitator → Provost

unit → college → ... → Provost

college → ... → Provost

facilitator → Provost

Help and resources

- Academic Program Assessment (APA):
<http://go.ncsu.edu/apa>
- Transition to new software: Anthology
- [graduate assessment](#)
- [learning outcomes](#) for all NC State programs
- gremaud@ncsu.edu

Graduate Handbook & Catalog

Pierre Gremaud

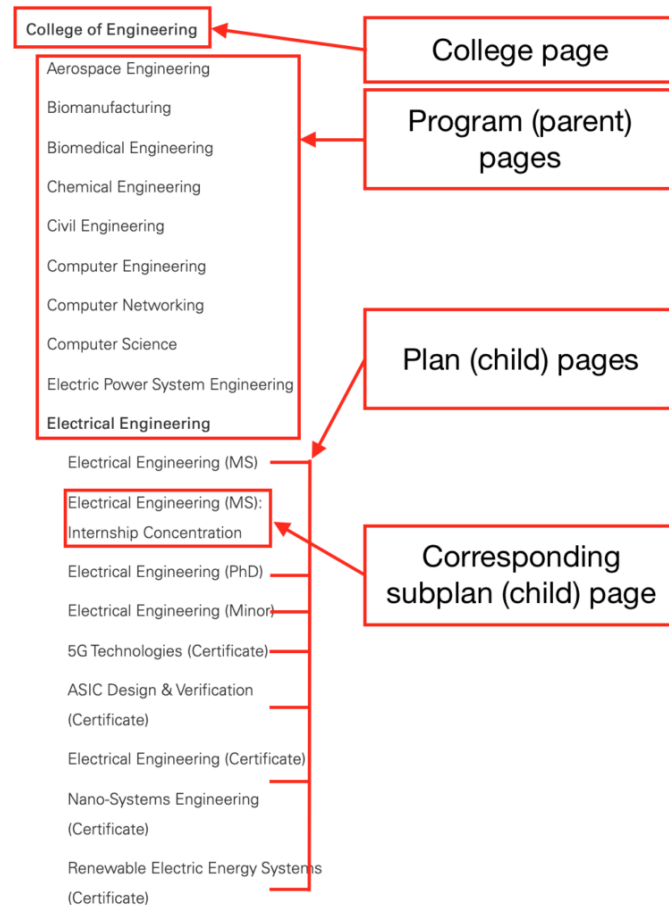
Jamie Digesare

The Catalog

- Lives here
<http://catalog.ncsu.edu/>
- Is gorgeous



Catalog Navigation



- College: housing body to which a program is associated
- Program: subject category including plans/subplans
- Plan: degree/certificate/minor types within the program
- Subplan: subcategories of a plan determining curriculum and/or delivery method

College Page

- has a tab for
 - Programs
 - Degree Programs
 - Minors
 - Certificates
- College pages updated by the Graduate School

The screenshot shows the website for the College of Agriculture and Life Sciences. At the top, there is a navigation bar with links: Catalog Home, Graduate, and College of Agriculture and Life Sciences. Below this, on the left, is a sidebar menu with links: About Us, Undergraduate, Graduate, College of Agriculture and Life Sciences, Agricultural and Extension Education, Animal Science, Animal Science and Poultry Science, Biochemistry, Biological and Agricultural Engineering, Biology, Crop Science, Entomology, Food Science, Horticultural Science, Microbial Biotechnology, Microbiology, Nutrition, and Physiology. The main content area features the college's name, 'College of Agriculture and Life Sciences', in a large red font, followed by a red 'Apply Now' button. Below this is a horizontal tabbed interface with four tabs: Programs (selected), Degree Programs, Minors, and Certificates. Under the 'Programs' tab, there is a list of links: Agricultural and Extension Education, Animal Science, Animal Science and Poultry Science, Biochemistry, Biological and Agricultural Engineering, and Rishon.

Catalog Home › Graduate › College of Agriculture and Life Sciences

About Us
Undergraduate
Graduate
College of Agriculture and Life Sciences
Agricultural and Extension Education
Animal Science
Animal Science and Poultry Science
Biochemistry
Biological and Agricultural Engineering
Biology
Crop Science
Entomology
Food Science
Horticultural Science
Microbial Biotechnology
Microbiology
Nutrition
Physiology

College of Agriculture and Life Sciences [Apply Now](#)

Programs Degree Programs Minors Certificates

Programs

- › [Agricultural and Extension Education](#)
- › [Animal Science](#)
- › [Animal Science and Poultry Science](#)
- › [Biochemistry](#)
- › [Biological and Agricultural Engineering](#)
- › [Rishon](#)

Program (Parent) page

has the following:

Overview
Degrees
Faculty
Courses

overview tab: can be updated
by page owners

All other tabs are updated or
maintained by the Graduate
School

[Catalog Home](#) › [Graduate](#) › [College of Agriculture and Life Sciences](#) › [Crop Science](#)

About Us

Undergraduate

Graduate

College of Agriculture and Life Sciences

Agricultural and Extension Education

Animal Science

Animal Science and Poultry Science

Biochemistry

Biological and Agricultural Engineering

Biology

Crop Science

Crop Science (MRS)

Crop Science (MS)

Crop Science (PhD)

Crop Science (Minor)

Entomology

Food Science

Horticultural Science

Microbial Biotechnology

Crop Science

[Overview](#) [Degrees](#) [Faculty](#) [Courses](#)

[Apply Now](#)

The Graduate Program in Crop Science revolves around our vision of being a world leader in Crop Science education and in the generation and application of knowledge required for economically and environmentally sustainable crop systems and products, as well as in developing land management strategies that protect the quality of North Carolina's soil, water and air resources.

Our mission within the Graduate program is to develop future leaders in Crop Science with a focus on improving crop plants and products, devising effective and sustainable crop production systems and effective and sustainable management techniques in both agricultural and urban settings; and dissemination of crop science knowledge for the benefit of users and producers of food, feed, turf, biofuels and fiber in North Carolina, the nation and the world.

The specific program areas in which Graduate education focuses are crop management and physiology, plant breeding and genetics, weed science, alternative crops and pesticide fate and impact on the

Plan/Subplan pages

- Degree Requirements are managed through CIM Programs
- Faculty tab will pull from the program (parent) page.

Catalog Home › Graduate › College of Agriculture and Life Sciences › Crop Science › Crop Science (MR)

About Us
Undergraduate
Graduate

College of Agriculture and Life Sciences

Agricultural and Extension Education
Animal Science
Animal Science and Poultry Science
Biochemistry
Biological and Agricultural Engineering
Biology
Crop Science
Crop Science (MR)
Crop Science (MS)
Crop Science (PhD)
Crop Science (Minor)
Entomology
Food Science
Horticultural Science
Microbial Biotechnology
Microbiology
Nutrition

Crop Science (MR)

Apply Now

MR Faculty

Degree Requirements

Required Courses	36
CS 590 Special Topics (Required: 4-6 hours)	
CS 620 Special Problems	
CS 601 Seminar	
ST 511 Statistical Methods For Researchers I (or equivalent)	
Select a minimum of 20 credit hours at the 500- to 800-level approved in conjunction with the academic committee	
Total Hours	36

Catalog publishing schedule

Timeline for CAT Approval and Publishing	Dates/Deadlines
2022-2023 CAT “Next” site edition open	August 2021
Deadline for CAT “Next” site edits submission to workflow	December 13, 2021
Deadline for CAT Approval by Graduate School	May 31, 2022
Publishing of “Next” Edition	July 2022
2023-2024 CAT “Next” site editing open	August 2022

The timeline is subject to change, however, all changes will be communicated via email by grad-curriculum@ncsu.edu.

Updates to courses, degree requirements, and faculty will be managed upon approval throughout the academic year.

2022 – 2023 catalog publishing schedule is TBD.

CIM for Programs

Use CIM programs to request:

- New Programs
- New Certificates
- New Subplans
- Curriculum Change - Major
- Curriculum Change – Minor
- Discontinuations

Link: <https://next-catalog.ncsu.edu/programadmin/>

NC STATE UNIVERSITY

Program Management

Help

Search, edit, add, and discontinue programs.
Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.
Quick Searches provides a list of predefined search categories to use.

☐ History - OR -

Program Code	Program Name	Workflow	Status
12IDB	Industrial Design (Bachelor)		
14IEBS	Industrial Engineering (BS)		edited
14IEM	Industrial Engineering (Minor)		edited
ENGRMR	Engineering (MR): Industrial Engineering Concentration		
IDGM	Industrial Engineering (Minor)		
IDMR	Industrial Design (MR)	Routing Approved by Pro...	edited
IDMR	Industrial Design (MR): Track 2		

Date Submitted: 02/14/22 11:06 am

Viewing: **Industrial Design (MR)**

Last approved: 10/05/21 2:27 pm

In Workflow

- 1. GR Initial Review
- 2. 12GDID GR Director of Curriculum
- 3. 12GDID Grad Head

Program webpages vs Cat + CIMP

- Cat + CIMP: repository for prgm requirements
- Program pages: not...
 - May not be up-to-date
 - Previous versions may not be archived
- **Best of both worlds:** You can now directly import Cat info into your program pages!
 - Updates are on us (automatic)
 - Requires you to use WordPress

How to use the new API

The screenshot shows the WordPress Gutenberg editor interface. The main content area displays the title "Astrobiology Ph.D. program" in a large, bold, red font, followed by the subtitle "Become the best biologist on the planet." in a smaller, dark gray font. The right sidebar contains the "Page" settings panel, which includes sections for "Status & visibility", "Visibility" (set to "Public"), "Publish" (set to "March 29, 2021 10:39 pm"), a "Pending review" checkbox, "Author" (set to "Pierre Gremaud"), a "Copy to a new draft" link, and a "Move to trash" button. The bottom of the sidebar shows the "Template" and "ExactMetrics" sections.

WordPress Gutenberg editor interface showing the page title "Astrobiology Ph.D. program" and the subtitle "Become the best biologist on the planet." The right sidebar displays the "Page" settings, including "Status & visibility", "Visibility" (Public), "Publish" (March 29, 2021 10:39 pm), "Pending review" checkbox, "Author" (Pierre Gremaud), "Copy to a new draft" link, and "Move to trash" button. The bottom of the sidebar shows the "Template" and "ExactMetrics" sections.

How to use the new API

The screenshot displays the WordPress Gutenberg editor. The main content area features a large red heading "Astrobiology Ph.D. program" and a subtitle "Become the best biologist on the planet." Below the subtitle, a red arrow points to a small black square button with a white plus sign, with the word "click" written in red text next to it. The top of the editor shows the WordPress logo, a toolbar with icons for adding blocks, editing, undo, redo, help, and a menu. On the right side, there are buttons for "Save draft", "Preview", and "Publish", along with a settings gear icon and a vertical ellipsis menu. A sidebar on the right contains a table of contents with "Page" and "Block" columns, and a list of settings including "Status & visibility", "Visibility" (set to "Public"), "Publish" (set to "March 29, 2021 10:39 pm"), "Pending review" (unchecked), "Author" (set to "Pierre Gremaud"), "Copy to a new draft", "Move to trash", "Template", and "ExactMetrics".

Astrobiology Ph.D. program

Become the best biologist on the planet.

click →

Save draft Preview Publish

Page Block

Status & visibility

Visibility Public

Publish March 29, 2021 10:39 pm

☐ Pending review

Author

Pierre Gremaud

[Copy to a new draft](#)

Move to trash

Template

ExactMetrics

How to use the new API

The screenshot displays the WordPress Gutenberg editor interface. The main content area shows a page titled "Astrobiology Ph.D. program" in large red text, with the subtitle "Become the best biologist on the planet." below it. The top of the editor includes a toolbar with icons for adding blocks, undo, redo, help, and settings, along with buttons for "Save draft", "Preview", and "Publish". A "View Pages" button is located in the top left corner. On the right side, a sidebar contains tabs for "Page" and "Block", a "Status & visibility" section showing the page is "Public" and was last updated on "March 29, 2021 10:39 pm", and a "Template" dropdown menu. A search overlay is open in the center-right, featuring a search bar and a grid of block options: "Grad Catalog", "Paragraph", "Embed", "Image", "Heading", and "List". A "Browse all" button is at the bottom of the search overlay. The bottom of the screen shows the URL "https://grad.ncsu.edu/wp-admin/edit.php?post_type=page".

How to use the new API

The screenshot shows the WordPress admin interface for editing a page. The main content area displays the title "Astrobiological Ph.D. program" in large red text, followed by the subtitle "Become the best biologist on the planet." The right sidebar shows the "Status & visibility" section with "Public" status and a date of "March 29, 2021 10:39 pm". The "Add New" block inserter menu is open, showing various block options: "Grad Catalog", "Paragraph", "Embed", "Image", "Heading", and "List". A red arrow points to the "Grad Catalog" block, with the text "this one" written next to it. The bottom of the screen shows the URL "https://grad.ncsu.edu/wp-admin/edit.php?post_type=page".

View Pages

Save draft Preview Publish

Page Block

Status & visibility

Public

March 29, 2021 10:39 pm

view

raft

Template

ExactMetrics

Metadata

https://grad.ncsu.edu/wp-admin/edit.php?post_type=page

Astrobiological Ph.D. program

Become the best biologist on the planet.

Search

Grad Catalog Paragraph Embed

Image Heading List

Browse all

this one

How to use the new API

The screenshot displays the WordPress Gutenberg editor interface. The main content area features a large red heading "Astrobiology Ph.D. program" and a subheading "Become the best biologist on the planet." Below the subheading is a block with a red border and a warning message: "Please provide a URL from the Graduate Catalog in the block settings." The right-hand sidebar shows the "Block" settings for the "Grad Catalog" block, including an "Import Settings" section with a "Catalog URL" field and a "Choose Which to Display" section with radio buttons for "Degree/Plan Requirements" and "Course List".

Astrobiology Ph.D. program

Become the best biologist on the planet.

Please provide a URL from the Graduate Catalog in the block settings.

Block Settings

Page **Block** ×

Grad Catalog
A block for importing the contents of a catalog.ncsu.edu page.

Import Settings ^

Catalog URL

URL of the requirements/courses must be set in order to import

Choose Which to Display

☐ Degree/Plan Requirements

☒ Course List

Advanced ▼

Page > Grad Catalog

How to use the new API

The screenshot shows the WordPress Gutenberg editor interface. The main content area displays a block titled "Astrobiology Ph.D. program" in large red text, with the subtitle "Become the best biologist on the planet." below it. A small block settings icon (a square with a graduation cap, three dots, and up/down arrows) is visible next to the block title. A red-bordered box highlights the text "Please provide a URL from the Graduate Catalog in the block settings." inside the block's settings area. Two red arrows point from this text to the right sidebar: one labeled "input catalog URL" points to the "Catalog URL" input field, and another labeled "choose one" points to the "Choose Which to Display" radio button options.

Astrobiology Ph.D. program

Become the best biologist on the planet.

Please provide a URL from the Graduate Catalog in the block settings.

input catalog URL

choose one

Block Settings (Right Sidebar):

- Page** | **Block** | **X**
- Grad Catalog**
A block for importing the contents of a catalog.ncsu.edu page.
- Import Settings** **^**
 - Catalog URL**
[Input field]
URL of the requirements/courses must be set in order to import
 - Choose Which to Display**
 - ☐ Degree/Plan Requirements
 - ☒ Course List
- Advanced** **^**

Page > Grad Catalog

How to use the new API

Astrobiology Ph.D. program

Become the best biologist on the planet.

Degree Requirements

Students may choose from the degree tracks below to complete coursework within a focus area.

Degrees earned will be distributed as: "Doctor of Philosophy in Biology" without track specifications.

Core Courses		3
AEC 502	Introduction to Biological Research	
PHI 816	Introduction to Research Ethics	
Additional Courses		69

Resources

Catalog Updates: <https://grad.ncsu.edu/faculty-and-staff/curriculum-development/catalog-updates/>

Editing Catalog Pages: <https://grad.ncsu.edu/faculty-and-staff/curriculum-development/catalog-updates/cat-editing-workflow/>

CIM Programs: <https://next-catalog.ncsu.edu/programadmin/>

Program Action Information: <https://grad.ncsu.edu/faculty-and-staff/curriculum-development/program-actions/>

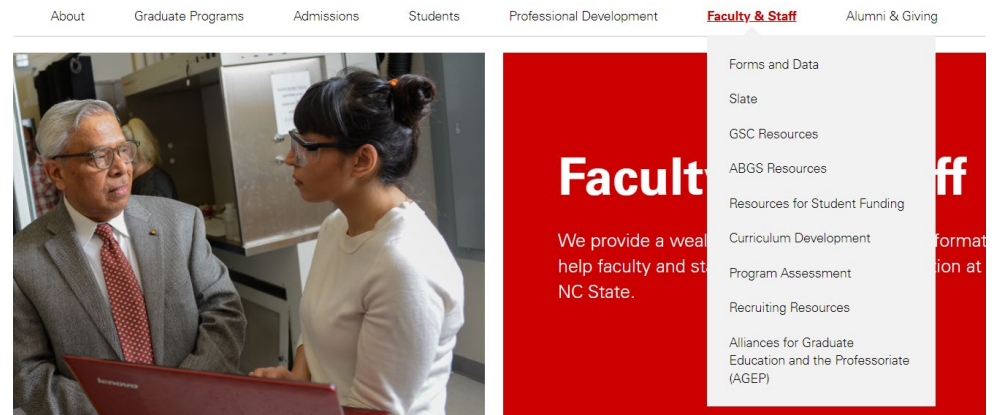
Resources

<https://grad.ncsu.edu/>

Grad-curriculum@ncsu.edu

gremaud@ncsu.edu

The Graduate School



Lunch & Roundtable Discussions

Graduate Future Plans Survey: Overview and Reports

Nancy Whelchel

Hannah McQueen

ISA Introduction

- Institutional Strategy and Analysis is “the central office and authoritative source for institutional reporting and analytics” at NC State (isa.ncsu.edu)
- The survey unit administers, analyzes, provides reports on results, and oversees/supports institutional surveys
 - Examples: Incoming First-Year Students Surveys, Alumni Survey, Employee Engagement Survey, senior leadership reviews
- *We routinely work with colleges, departments, and other units across NC State to get accurate and actionable data for their assessment needs*



Overview of the Graduate Future Plans Survey (GFPS)

What is the Graduate Future Plans Survey?

- Graduate Future Plans Survey (GFPS) and follow-up Survey of Recent Graduates (GSRG)
 - Mirrors the undergraduate survey (UFPS/USRG)
 - Developed and administered by ISA in consultation with career center professionals and senior leadership in colleges/departments
 - Administered every December and May (GFPS) and September (GSRG follow-up)
 - UFPS/USRG first administered in December 2010, GFPS first administered in December 2018

What information is collected from students?

- Deliberately short, 10- to 15-minute-long online survey collects detailed information on:
 - Future employment
 - E.g., company, location, job title, salary, when started the job search, helpful resources in securing employment
 - Future graduate/professional school attendance
 - E.g., institution, program, degree, awards/scholarships
 - Career-related experiences at NC State
 - E.g., participation in work-related activities, use and helpfulness of career services and career fairs
 - Satisfaction with academic program

Who participates?

- Survey population
 - December & May GFPS: Based on Application for Degree File
 - September SRG: Based on previous AY Degree Completions file
 - Dec/May GFPS non-respondents
 - Dec/May GFPS respondents w/no confirmed plans
 - Had not yet found a permanent job; or
 - Had not been accepted or did not know where they would be attending graduate/professional school
 - Summer graduates from previous academic year
- GFPS AY average response rate: 64.5%
 - *Varies by semester and by college*

How are results used? (just a few examples)

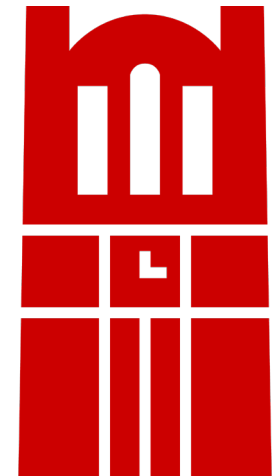
- Career Services:
 - Assessment of career service offices and counselors
 - Assessment of career readiness
 - Identifying employers to invite to career fairs
- Academic departments:
 - Evaluating career preparedness of their students
 - Tracking graduate/professional schools attending
- Students/recent alumni:
 - Thinking about future graduate studies & exploring jobs
 - Negotiating salaries

How are results used? (just a few examples)

(continued)

- Employers:
 - Reviewing recent compensation and industry trends
- Institution:
 - Submitting statistics for institutional, system, and national surveys and rankings, etc.
- Potential students (and parents):
 - Identifying and comparing potential degree tracks
- And lots, lots more!

GFPS Results and Reports



Reports are available on the ISA website

<https://isa.ncsu.edu/surveys/studentalumni-surveys/future-plans-survey-and-survey-of-recent-graduates/>

isa.ncsu.edu → Surveys →
Student/alumni surveys → Future Plans Survey

Online Reports by Semester

(December & May)

- Intro, Methods, & Response Rates
 - Survey background, research design, and response rates (by college and by degree)
- Overview report
 - Tables of results and narrative summaries for all questions
- “ISA Post Graduate Employment Information” (May only)
 - Point-and-click interface providing detailed breakdowns of:
 - Survey population & response rates
 - N attending grad/prof school or accepting full-time employment
 - Mean and median starting salaries
 - Contains filters for college and academic plan
- Copy of questionnaire

Online Reports by Academic Year

(combined GFPS/GSRG)

- Fast Facts
 - 1-page infographic of key findings
- Intro, Methods, and Response Rates
 - Survey background and research design
 - Response rates by college and degree
- Dashboards
 - Publicly available
 - AY Overall Dashboard of results
 - Restricted to those with NC State login credentials
 - **AY Overall** Dashboard, with filters for college, department, and academic plan
 - **College Comparisons**, with filters for department, and academic plan
- Copies of questionnaires

Unit-Record Data

- **Excel files** with de-identified unit record data and documentation
 - Cleaned and recoded responses to all closed-end questions
 - Responses to all open-end questions (cleaned)
 - Academic information
 - College, department, plan, subplan
 - Codebook
 - Emailed directly to CDC and all College/Department “survey contacts”
 - E.g., career services reps, deans, department heads, DGPs, select faculty/staff

When are Results Available?

- **Goals....**

- **December GFPS**

- Unit-record files: late March
- Online reports: April

- **May GFPS**

- Unit-record files: mid July

EMAILED TO SURVEY CONTACTS MONDAY JULY 11!

- Online reports: September

- **AY GFPS/GSRG**

- Unit-record files: mid December
- Online reports: late January

Post Graduate Plans Application

Point-and-click interface for employment and grad/prof school statistics

- Can be filtered by type of degree, college, and program

Select Degree

Please indicate whether you would like to see employment/further education outcomes for bachelor's degree recipients, master's degree recipients, or doctoral degree recipients.

Bachelor's Degree Recipients ▾

Update Results

Select College or Academic Program

After selecting a college or academic program, charts and tables will provide detailed information from the most recent NC State Future Plans Survey, including the number of graduates going on to grad/professional school, the number accepting full time employment, and the average starting salary .

All NCSU Colleges ▾

or

Choose Academic Program... ▾

Update Results

University Quick Facts

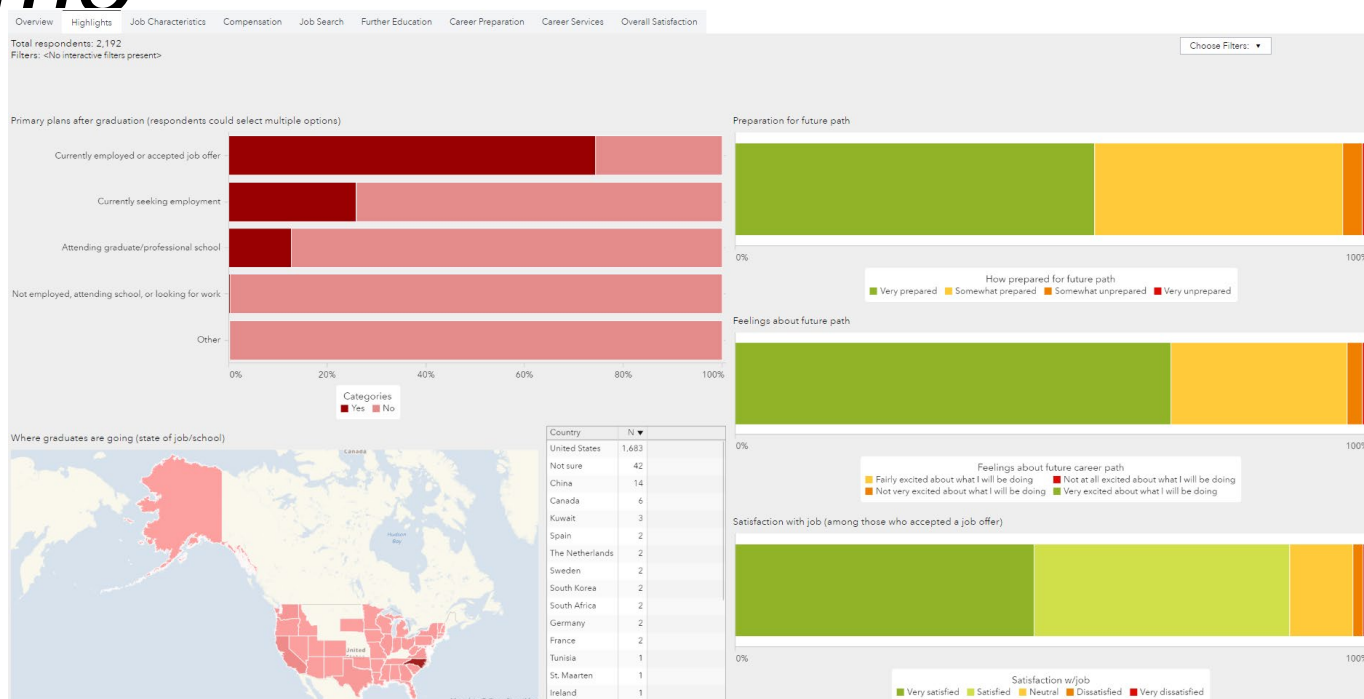
How Many Reported Salary?	936
Average Reported Salary	\$54,734
Median Reported Salary	\$56,250
College with highest reported salary:	College of Engineering
Avg reported salary for this college:	\$70,891
Median reported salary for this college:	\$71,250

Post Graduate Plans Application *continued*

Department	May 2021 Graduates	Survey Respondents	Response Rate	Attending Grad/Prof School	Accepted Full Time Job	Reporting Salary	Avg. Starting Salary	Median Starting Salary
Prestage Dept of Poultry Science	9	3	33.3%	1	2	2	\$56,250	\$56,250
Plant and Microbial Biology	17	7	41.2%	2	4	3	\$37,917	\$36,250
Molecular and Structural Biochemistry	28	15	53.6%	6	6	6	\$40,833	\$40,000
Horticultural Science	23	11	47.8%	2	6	4	\$33,125	\$31,250
Food, Bioprocessing, and Nutrition Sciences	93	52	55.9%	25	21	19	\$39,605	\$36,250
Crop and Soil Science	29	13	44.8%	4	5	3	\$42,083	\$41,250
Biological and Agricultural Engineering	23	12	52.2%	3	6	5	\$45,750	\$56,250
Animal Science	116	54	46.6%	27	16	14	\$29,554	\$30,000
Agricultural and Resource Economics	66	16	24.2%	1	10	6	\$43,750	\$45,000
Agricultural and Human Sciences	28	12	42.9%	1	6	5	\$34,750	\$36,250
College of Agriculture and Life Sciences	432	195	45.1%	72	82	67	\$38,228	\$36,250

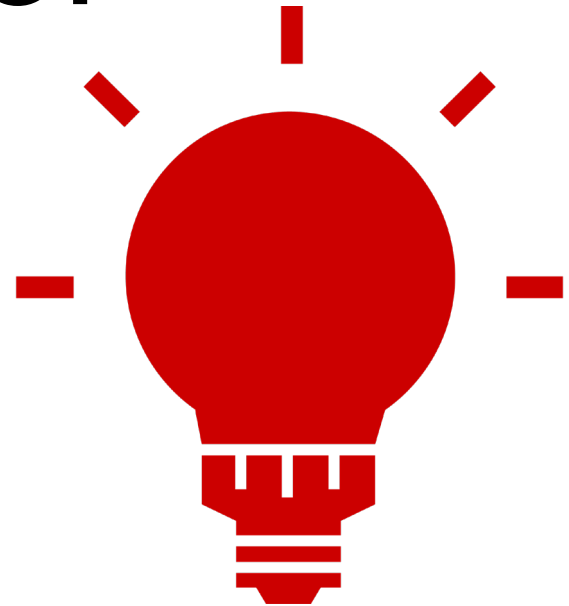
Example: CALS, by department

AY Overall Dashboard: *A Brief Demo*



go.ncsu.edu/isa_ay2021_gfps_overview_dashboard

Action Points for GSCs



How can GSCs get involved?

- GSCs have their “feet on the ground,” so to speak –
 - Get involved with boosting response rates
 - Reach out directly to graduating students and remind them about the GFPS through graduation communications (even department commencement materials!), graduation “check lists” or “to do” lists, emails, flyers . . .
 - Work with DGPs to identify and contact nonrespondents
 - *ISA provides DGPs w/ access to regularly updated online interface to identify those who have and have not responded*
 - Share the information about our results/reports with faculty, staff, and students in your program

This is a lot of data! Where do I even start?

- Most of the time, you can get what you need from the Post Graduate Plans Application, the dashboard, or the unit record files
 - The *Post-Graduate Plans Application* is best if you want a quick look at pop/response rate info, average salaries of those with full-time jobs, and number continuing in grad/prof school
 - The *dashboards* are best if you want to explore the data and view results by college, department or plan
 - The *unit record files* are the best if you want to play around with or run analyses on your college/dept data, or if you want to read open-end comments
- Ad Hoc requests
 - If you have exhausted the above resources and still have questions, or if you need additional data that cannot be found in our standard reports, we handle ad hoc requests on an extremely limited basis as time permits

Want more information?

- Visit the [Future Plans website](#) (ISA) for more information
- Contact:
 - **Hannah McQueen**, Assistant Director for Survey Research, hmmcquee@ncsu.edu
 - **Nancy Whelchel**, *Assistant Vice Provost for Institutional Survey Research and Analysis*, nancy_whelchel@ncsu.edu

Assistantships / GSSP

Savita Sharma

Richard Corley

Dare Cook

Overview – Finance, Ops, IT Team

- Created a “[Funding](#)” page on Graduate School website
- Significant enhancements to Graduate Student Support Plan processes
- Improvements to the GA processes
- Improvements to Graduate Data infrastructure and Dashboards

Upcoming

- Faculty/Staff website – GSSP, Graduate Assistantships, Fellowship
- GSSP Exceptions Process

Graduate Student Support Plan (GSSP)

Dare Cook

What is the GSSP?

The Graduate Student Support Plan (GSSP) is a financial support package used to attract top students to NC State University.

- Graduate students eligible for the Plan receive the following benefits at no cost to the students:
- Graduate Student Health Insurance (GSHI also known as the RA-TA GSHI Plan)
 - Plan is negotiated by the Graduate School and is separate from the mandatory health plan available to undergraduates and non-GSSP graduate students.
- Instate Tuition (ISTA) – limited number of semesters
- Tuition Remission (TR) – difference between out of state tuition and instate tuition – limited number of semesters
- Available only for Fall and Spring semesters. Summer tuition is not covered

Student Fees and Premium tuition are not covered by GSSP

Size & Scope – FY 2022

Participation:

Over **3,400** students; ~ 53% of all on-campus graduate students

Funding:

- Over \$57.6 million
 - \$ 40.7M – Graduate School (Provost allocated funding)
 - \$ 16.9M – Other Funding Sources (non-state funding sources, including grants)
 - **\$13M - Contracts and Grants**

Eligibility Requirements

(1) Active in an on-campus Master's or PhD degree program

- Distance Education (DE) and graduate certificate program students do not qualify for the Plan

(2) Active, qualifying graduate appointment

- Fellowship, RA, TA, RA/TA, or Extension Assistantship
- At least, \$8,000 annualized
- **Begins on or before [Census Day](#)**
 - Must extend, at least, 30 days beyond the first day of classes (to initially qualify) and through the semester's duration to receive full benefits.

(3) Enrolled [full-time](#), at all times

(4) Within allowed semesters for *tuition support* *(fall & spring only)

- Master's – 4 semesters
- Doctoral with a previous master's – 8 semesters
- Doctoral without a previous master's – 10 semesters

*See [GSSP Eligibility Summary](#) for complete details.

GSSP Enhancements

- **Graduate Support [Roster](#)**
 - GSSP awards applied earlier to student accounts
 - True Bill
 - Provides all student GSSP information centrally
 - Eliminates need for most queries
 - Incorporates filters, sort data, and export data to Excel (for customized views)
- **[Student view](#) of GSSP eligibility in MyPackPortal**
- **Graduate Support Page enhancements**
- **Graduate Student Health Insurance**

Grad Support Main Page

Eligibility Funding Tuition Insurance

Current Graduate Support Term ?

Shows the Tuition Eligibility for the Student at a glance

Current Grad Support Term: 2022 Fall Term

Eligible for Tuition Support? **Ineligible** Beyond eligibility for tuition support

Payroll Deduction status

GSSP Summary

Term	Class	Tuition Residency	Acad Load	Health Insurance Eligible	In-State Tuition Support Eligible	Out-State Tuition Support Eligible	Funding Source	Payroll Deduct for Fees?	Previous Master's	GSSP Admit Term
GSSP Term Fall '22	Doctorate	OUT	Enrolled Full-Time	Y	N	N		N	Y	Spring '17

Program Stack Information ?

Career	Car #	Admit Term	Program		Plan		Status	Load	Units	Load Term
Graduate	0	Spring '17	SOC	Sociology	16SOHPPH	Sociology, Hum & Social Sci-P	Active	Full-Time	3.000	Fall '22

Residency ?

Expanded Residency Information

Residency: OUT As Of Term: 2017 Spring Term Visa(s): International Student RDS Status:

Groups ?

Group: XXAE GSSP Grad Assist Exception Active

Fellowship Type	Health Insurance	In-State Tuition	Tuition Remission	GSSP TR Match
Primary	Slot	Slot	Slot	Declined

Grad Support Main Page (contd.)

GSSP Eligibility Information

GSSP Eligibility ?

Final Term of Eligibility for Tuition Support: Beyond eligibility for tuition support

Classification: Doctorate

GSSP Admit Term 2171 2017 Spring Term

Overridden?: ☐

Previous Related Master's: Y

Overridden?: ☐

Max GRAD Terms: 8

[Show GRAD terms for student](#)

Eligibility

Override Details

Department Approval Details



Term		Class	Progress Units	Academic Load	Census Units	Census Academic Load	Insurance	In-State	TR	Overrides	Do Not Prorate
2228	Fall '22	DR	3.00	Full-Time			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2221	Spring '22	DR	3.00	Full-Time	3.00	Full-Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	★	<input type="checkbox"/>
2218	Fall '21	DR	3.00	Full-Time	3.00	Full-Time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2211	Spring '21	DR	12.00	Full-Time	12.00	Full-Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	★	<input type="checkbox"/>
2208	Fall '20	DR	12.00	Full-Time	12.00	Full-Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
2201	Spring '20	DR	9.00	Full-Time	9.00	Full-Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
2198	Fall '19	DR	9.00	Full-Time	9.00	Full-Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
2191	Spring '19	DR	10.00	Full-Time	13.00	Full-Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
2188	Fall '18	DR	15.00	Full-Time	15.00	Full-Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
2181	Spring '18	DR	9.00	Full-Time	9.00	Full-Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
2178	Fall '17	DR	9.00	Full-Time	9.00	Full-Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
2171	Spring '17	DR	9.00	Full-Time	9.00	Full-Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>

Assistantship Data ?

Assistantship and Funding Information on one page

Assistantship

Rcd#	Effective Date	Seq#	Action	Action Date	Appointment End Dt	Dept		Payroll Status	Empl Class	Job Code	Annual Rate
0	05/16/2022	0	REH	05/20/2022	06/30/2022	168301	Sociology & Anthropology	Active	GRD	A148	18353.000
3	08/02/2021	0	ADL	07/20/2021	07/31/2022	240101	Acad Stu Aff-VC and Dean Off	Active	GRD	A428	20000.000

Distributions

Rcd#	Effective Date	Seq#	Action Date	Dept		Project/Grant		Distrb %
0	06/11/2022	0	05/24/2022	168301	Sociology & Anthropology	566762	Understanding and Addressing t	100.000
3	06/11/2022	0	05/24/2022	240101	Acad Stu Aff-VC and Dean Off	354300	STUDENT GOVERNMENT	9.091
3	06/11/2022	0	05/24/2022	240101	Acad Stu Aff-VC and Dean Off	354031	GRADUATE STU ASSOC	90.909

[View All Assistantship Data](#)

Fellowship Data (NONE) ?

[Add Administrative Comments](#)

Financial Reminders - Fall

- “Commit to fund” students open, including Fulbright and other primary fellowship recipients
- Process GA1 payments before bill due date – July 27th
- Go ahead and hire students even if you are waiting for funds to arrive;
 - Can transfer stipend & other charges to appropriate source later
- Funding snapshot taken at Census
 - [Salary Redistribution \(SDC's\)](#)
 - Proration
- Enrollment changes

NC Residency – Domestic Out of State Students

- Domestic out of state students are eligible for only two semesters of tuition remission
- Expected to apply for NC residency and be reclassified as NC Residents by their third semester
- Timing is important
- New students – **begin residentiary acts now**
- Use the GSSP Roster to identify third semester students who will not be eligible for Tuition Remission and send notifications
- <https://grad.ncsu.edu/admissions/residency/>
- **Temporary Tuition Remission exception – show supporting documentation**

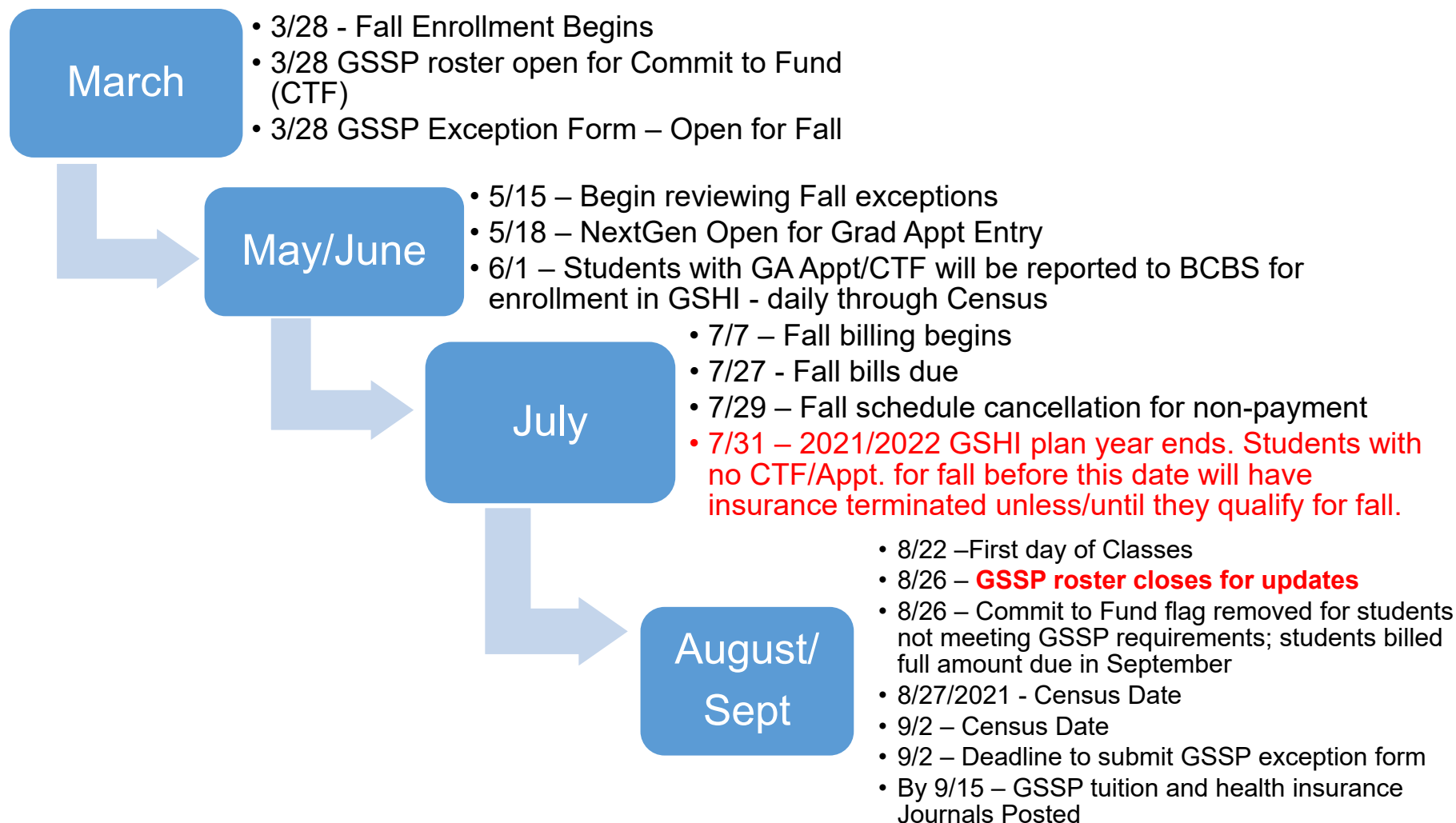
Tuition Remission – Common Questions

- Why is TR not posted on the student account?
 - Student is a domestic out of state and beyond allowed semesters for TR
 - Department can process a GA1 payment to cover TR on non-state funds
 - Student can take out the loan and reimbursed upon reclassification to Instate (Cashier's Office recommendation)
 - GSSP Exception Request – Temporary TR award; supporting documentation required; TR award will be cancelled if not reclassified
- International student recent reclassification to permanent residency

Health Insurance Reminders

- RA-TA GSHI vs Mandatory Student Health Insurance Plan
- Began reporting for 2022-2023 in June
 - Earlier activation
 - Prevention of confusing emails
- 2021 - 2022 plan year ends 7/31/2022
- **Continuing Students without a GA Appt. or commit to fund flag by 7/30/2022 will have insurance terminated and will receive a termination notice from BCBS**
- Students should [waive out](#) of RA-TA plan and mandatory plan if they do not wish to be enrolled due to other coverage
- Once qualified, insurance will not be dropped unless requested
- Students can update their addresses and enroll dependents through [Student Blue Portal](#) *after* initial enrollment for Fall 2022
 - Students can print reorder insurance cards as well as view explanation of benefits and 1095-B tax forms through [Blue Connect](#)
- Fall enrollment 8/1-12/31; Spring enrollment 1/1-7/31.

GSSP Timeline – Fall 2022



Reminders for Students

- Residency – new students begin residency acts NOW
- GSSP [Student View](#) in MyPackPortal
- Obtain full-time enrollment by Census date
- Health Insurance
 - Update address in MyPackPortal to local address upon arrival (international students will not be enrolled in the health insurance plan if the address is not updated)
 - [Waive out](#) of the RATA plan if student has alternate insurance
- Refer students to Graduate School “[Funding](#)” page for GSSP and GA information
 - Student Checklists

Resources

GSSP for Administrators: go.ncsu.edu/gssp-admin

GSSP Funding Structure: go.ncsu.edu/gssp-funding

Tuition Rates (ISTA & TR):

[University Cashier's Office – Tuition & Fees](#)

Graduate Student Health Insurance Rate (GSHI – RA-TA Plan): [RA-TA Plan \(Student Blue\) Rate](#)

Academic Calendar: <https://grad.ncsu.edu/about/academic-calendar/>

NC Residency: <https://grad.ncsu.edu/admissions/residency/>

Additional Resources

Email Lists:

- DGP/GSC Newsletter – covers academic, HR, and Financial information
- Graduate School HR/GSSP Information Email List – information on GA appointment, HR issues and GSSP information and reminders

<https://grad.ncsu.edu/faculty-and-staff/forms/>

Past meetings: <https://grad.ncsu.edu/faculty-and-staff/gsc-resources/meetings-and-updates/>

Graduate Assistantships & Fellowships

Richard Corley

What are Assistantships?

Graduate assistantships are a type of student employment:

- Intended to be training positions that supplement classroom training and furthers the student's degree
- Work should be associated with the graduate student's academic curriculum
- Paid Bi-weekly
- ***International students must have a Social Security (SSN) and Tax Assessment***
- Do not track hours worked
- NextGen, our paperless hiring system is used to process graduate assistantships

Eligibility Requirements

- Fully admitted
- Enrolled full-time
- Good academic standing
- +3.0 GPA

Types of Assistantships & Job Codes

- Graduate Research Assistants (A148)
- Graduate Teaching Assistants (A138)
- Graduate Teaching & Research Assistants (A178)
- **Graduate Services Assistants (A198)**

Hours / FTE

- Graduate Students may work up to 29 hours, 0.725 FTE combined with all other on-campus appointments.
- International students on F-1 visas are restricted to 20 hours, 0.5 FTE combined with all other on-campus appointments while enrolled.
- *Can a student work over 29 hours?*
- Yes, with College Dean approval in Next Gen
- Students working more than 29 hours can lose their FICA tax exemption.

Appropriate Dates

Teaching Assistantships	Other Assistantships
Can work throughout the year <u>during specified periods</u> .	Allowed anytime throughout the year.
Fall Semester: 8/16/20xx – 12/31/20xx Spring Semester: 1/1/20xx – 5/15/20xx Academic Year: 8/16/20xx – 5/15/20xx *New Summer I: 5/16/20xx – 6/30/20xx *New Summer II: 7/1/20xx – 8/15/20xx *New Full Summer: 5/16/20xx – 8/15/20xx	We encourage the use of semester dates, however, alternative begin and end dates are allowed.
International students may continue to receive compensation after graduation, <u>but must stop working</u> .	International students who are graduating must be terminated from their assistantship as of the date of graduation.
<ul style="list-style-type: none"> Domestic students may be hired the summer prior to their fall admit term. International students have visa work restrictions and cannot be hired more than 30 days in advance of their I-20 start date. 	<ul style="list-style-type: none"> Domestic students may be hired the summer prior to their fall admit term. International students have visa work restrictions and cannot be hired more than 30 days in advance of their I-20 start date.

What are Fellowships?

- No Work Obligation Awards
- Not considered employment
- Payments are not considered wages
- Can be funded by the Grad School, College, or Department
- Disbursed through monthly payments

Eligibility Requirements

- Fully admitted
- Enrolled full-time
- Good academic standing
- +3.0 GPA

Fellowship Specific Information

- Fellowships are disbursed on a monthly basis through the Financial Aid Systems in SIS, not HR.
- Direct deposit with Cashier's Office is required.
- Processed within financial aid year, 8/1/20xx - 7/31/20xx.

Primary Fellowship	Supplemental Fellowship
At least \$3,000/semester or more	Less than \$3,000/semester
Eligible for GSSP benefits	Do not qualify for GSSP benefits

- International Students must have a tax assessment to receive award but do not need SSN.

Fellowship - Appropriate Dates

- We encourage using first and last days of the month.
- Awards can only be made one financial aid year at a time.
- Disbursement dates are when funds are released by the university for deposit into student accounts. Depending on the student's financial institution, it may take 1-3 business days for the student to access the funds.

<u>Fall 2022 Term</u>		<u>Spring 2023 Term</u>		<u>Summer I (2023)</u>
August 23		January 24		June 15
September 22		February 23		
October 20		March 24		<u>Summer II (2023)</u>
November 18		April 20		July 20
December 15		May 23		

Calendar Deadlines

grad.ncsu.edu/faculty-and-staff/student-funding/

- Next Gen is currently open for Fall 2022 GA appointments **as of May 18th**.
- Auto-Term rows are entered Wednesday night, three weeks prior to the expected job end dates.
 - Rehires cannot be entered until after the separation is completely processed and modifications must be entered prior to the auto-term.
 - For August 15th job end dates, the auto term will run **on July 27th**.
 - All Modifications should be made **prior to July 27th**.
 - **After July 27th**, you can only enter New Grad Appointments or Rehires.
- Individuals on active/qualifying appointments have **until July 27th** to sign up for **payroll deduction for student fees**.
- Payroll Calendar Important Dates
 - The first pay day for August 16th hires **is Friday, September 2nd**.
 - Students will receive their first “full” pay check **on Friday, September 16th**.
 - The 2022-2023 bi-weekly payroll calendar is available on the Grad School Faculty and Staff webpage under Resources for Student Funding.

Updates


- Appointments can be entered up to 90 days before its start date (increased from 60 days). This applies to *New Grad Hires*, *Rehires and Modification* actions. *Separations* are still 60 days in advance.
- T&C letters generated within the NextGen system now includes the NC State Employer Identification Number (EIN) used by international students when applying for their SSN.
- The GTA (A138) job code should now be used during the summer months for graduate students with only teaching responsibilities. This replaces use of the GSA (A198) job code with account code 51311 (instruction).

Summer I	5/15/20xx – 6/30/20xx
Summer II	7/1/20xx – 8/15/20xx
Full Summer	5/16/20xx – 8/15/20xx

- NextGen System Manual (**Updated for 2022**)

Best Practices

- All appointments should be entered prior to the start date so that students can be paid in a timely manner. Failure to do so may delay their first paycheck.
- Please monitor the progress of your NextGen actions using the Graduate Worklist.
- Please check appointments after they have been processed in NextGen to make sure your students – a) are hired on the right job code, b) paid at the right salary and c) on the right account.
- Please terminate appointments for students who are no longer working
- Retroactive transactions more than thirty (30) days in the past requires Graduate School approval before submission.

 **Error:** Effective dates more than 30 days in the past will require Grad School approval before submission.

- If an overpayment occurs, please contact the Graduate School and University Payroll HRPayroll@ncsu.edu immediately. Hiring departments should be proactive about making salary adjustments in a timely manner to avoid a repayment situation.

Assistantship & Fellowship Resources

<https://grad.ncsu.edu/faculty-and-staff/student-funding>

- **Grad School Form Page-** <https://grad.ncsu.edu/faculty-and-staff/forms/graduate-school-forms/> Important and frequently used Grad School forms and documents.
- **Grad Payroll Worksheet-** Auto term schedule, payroll calendar and payroll monitoring tools.
- **NextGen System Handbook-** (Updated for 2022) System description, transaction step-by-step instructions (w/ screenshots), common error messages and more.
- **NextGen Quick Guides-** One-to-two page set of instructions for faculty and students.
- **Bi-weekly Calculator-** Calculate annualized salary.
- **Queries**
- **FAQs**

Training

To request Assistantship and Fellowship training contact:

Richard Corley, Coordinator Graduate Appointments
& Fellowships

rbcorley@ncsu.edu

To view previous Graduate Assistantship and
Fellowship training videos, please visit:

<https://grad.ncsu.edu/faculty-and-staff/gsc-resources/meetings-and-updates/>

Questions?

Open Forum / Group Questions & Comments