The Director of Graduate Programs Summer Workshop

Presented by the Graduate School Administration and Staff
New Staff in the Graduate School (since the last DGP 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
The continuing impacts of COVID
Admissions and Enrollment

• Graduate growth enrollment will be at about 5% for this Fall.
  • Very strong continuing enrollment → deferred students
  • Weaker new student enrollment
    • This needs to be kept in mind for enrollment in Fall 2023 as continuing enrollment may reduce if that shortfall is not addressed
  • Some challenges with on-line programs many of which displayed significant growth during COVID
Records & Admissions

Lian Lynch
Exams

• 2 weeks prior to exam
  • Plan of work approved
  • Accurate committee
  • GSR

• Access to view exams
### Oral Examination Forms

#### Prepare New Form

**Search:**
- Name: [First name... Last name...]
- Student ID#: [ID Number]

**Filter:**
- Include archived forms
- Show only forms I've generated
- Show only forms from my programs
- Findings Status: [Any]

<table>
<thead>
<tr>
<th>Program</th>
<th>Student Info</th>
<th>Exam</th>
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<tr>
<td>CPE</td>
<td>14CPEPHD</td>
<td>PhD Final</td>
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<td></td>
<td>Nov 11, 2022</td>
</tr>
</tbody>
</table>

**Member:**
- Wenye Wang (Chair)
- Do Young Eun (Member)
## Oral Examination Forms

### Prepare New Form

**Search:**
- **Name:** First name... Last name...
- **Student ID#** ID Number

**Filter:**
- Findings Status: Any

### Table
- **Program:** CPE 14CPEPHD
- **Student Last Name:** [Redacted]
- **Student First Name:** [Redacted]
- **Student ID:** [Redacted]
- **Exam Type:** PhD Final
- **Exam Date:** Nov 11, 2022
- **Finding:** Awaiting decision
- **Member:** Wenyu Wang (Chair)
- **Member:** Do Young Eun (Member)
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<thead>
<tr>
<th>Program</th>
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<td>Unconditional Pass</td>
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Prior NCSU Credit
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.

<table>
<thead>
<tr>
<th>Course Information</th>
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<tr>
<td><strong>Request</strong></td>
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<tr>
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<tr>
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</tr>
<tr>
<td>Fall '20</td>
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<tr>
<td>GTI 401</td>
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<tr>
<td>US Cult &amp; ED Collq</td>
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<td>3.00 Hrs</td>
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<tr>
<td>A</td>
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**Comments**

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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Course Information</th>
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<tbody>
<tr>
<td><strong>Request</strong></td>
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<tr>
<td><strong>Status Date</strong></td>
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<td>MA 584</td>
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<tr>
<td>3.00 Hrs</td>
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**Comments**

<table>
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<td><strong>Status Date</strong></td>
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**Comments**

<table>
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</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Course Information</th>
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<tr>
<td><strong>Actions</strong></td>
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<tr>
<td>□ Approve</td>
</tr>
<tr>
<td>□ Deny</td>
</tr>
<tr>
<td>☐ Ignore</td>
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<table>
<thead>
<tr>
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<th>401</th>
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<th>A</th>
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**comments**

<table>
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<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

---

<table>
<thead>
<tr>
<th>Description</th>
<th>Class</th>
<th>Term</th>
<th>Grade</th>
<th>Units</th>
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<tr>
<td>10 App Fin Mgmt</td>
<td>ACC 519</td>
<td>Fall '21</td>
<td>B</td>
<td>3.000</td>
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<tr>
<td>20 Adv Income Tax</td>
<td>ACC 530</td>
<td>Fall '21</td>
<td>B</td>
<td>3.000</td>
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<tr>
<td>30 Acc &amp; Tax Research</td>
<td>ACC 533</td>
<td>Fall '21</td>
<td>B</td>
<td>3.000</td>
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<tr>
<td>40 IT Risk &amp; Control</td>
<td>ACC 540</td>
<td>Fall '21</td>
<td>B</td>
<td>3.000</td>
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<tr>
<td>50 Mgrl &amp; Career Eff</td>
<td>ACC 600</td>
<td>Fall '21</td>
<td>S</td>
<td>1.000</td>
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<tr>
<td>60 Adv Commercial Law</td>
<td>ACC 508</td>
<td>Spring '22</td>
<td>A-</td>
<td>3.000</td>
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<tr>
<td>70 Advanced Financial Accounting</td>
<td>ACC 510</td>
<td>Spring '22</td>
<td>B</td>
<td>3.000</td>
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<tr>
<td>Course provides excess units</td>
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<td>80 Advanced Auditing</td>
<td>ACC 550</td>
<td>Spring '22</td>
<td>C+</td>
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<td>90 SP Topics Bus Mgmt</td>
<td>BUS 590</td>
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</table>

- Topic: Corporate Tax Strategy, Approved Exception
### 2022 Spring Term

<table>
<thead>
<tr>
<th>COURSE INFORMATION</th>
<th>UNITS</th>
<th>GRADE</th>
<th>REQUIREMENT</th>
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<tbody>
<tr>
<td>ACC 508 - Advanced Commercial Law</td>
<td>3</td>
<td>A+</td>
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<tr>
<td>ACC 510 - Advanced Financial Accounting</td>
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<td>B</td>
<td>Accounting-MR</td>
</tr>
<tr>
<td>ACC 550 - Advanced Auditing</td>
<td>3</td>
<td>B+</td>
<td>Accounting-MR</td>
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<tr>
<td>ACC 551 - Database Management in Tax</td>
<td>1</td>
<td>A</td>
<td>Electives</td>
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<tr>
<td>ACC 564 - Project Management and Process Documentation in Tax</td>
<td>1</td>
<td>A</td>
<td>Electives</td>
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<tr>
<td>ACC 565 - Visual Analytics in Tax</td>
<td>1</td>
<td>A+</td>
<td>Electives</td>
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<tr>
<td>MBA 525 - Taxes and Business Strategy</td>
<td>3</td>
<td>A-</td>
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### 2022 Summer Term 2

<table>
<thead>
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<tr>
<td>ACC 519 - Applied Financial Management</td>
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### 2022 Fall Term

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<tr>
<td>ACC 530 - Advanced Income Tax</td>
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<tr>
<td>ACC 533 - Accounting and Tax Research</td>
<td>3</td>
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<td>Accounting-MR</td>
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<tr>
<td>ACC 540 - IT Risks and Controls</td>
<td>3</td>
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<tr>
<td>ACC 600 - Managerial and Career Effectiveness</td>
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<tr>
<td>BUS 590 - Special Topics in Business Management [Topic: Corporate Tax Strategy]</td>
<td>3</td>
<td></td>
<td>Additional Courses</td>
<td></td>
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</tbody>
</table>
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
Teaching and Communication Certificate
Communicating effectively with non-specialist audiences
100 hours of approved activities
Online portfolio
go.ncsu.edu/tcc
Graduate Writing Certificate

Essential Academic & Professional Writing Skills

100 hours of approved activities

Online Portfolio

go.ncsu.edu/write-cert
Get Ahead of the Pack!
Navigating Graduate School*Wellness*Networking
Fridays 1p.m. starting Sept. 9
go.ncsu.edu/gradworkshops
Updates

• Recent policy changes
  • Leave of absence approach

• Other initiatives:
  • Graduate Culture Document
  • Graduate Mentor Training
  • Stipend study
  • Collaboration with the new SVPs
  • Rehiring Ass’t Dean for Prof. Dev.

• GSSP-related issues:
  • Problems with TR
  • GSSP extensions and the Preliminary Oral Exam
Recruiting Resources and Support

• Conferences, Collaborations, Campus Visitation Programs
  o Participation in 20+ Diversity-Focused Recruiting Fairs Annually
  o Presentations to “Pathway Program” Scholars (e.g., McNair, LSAMP, RISE)
  o Visit NC State Program: November 20-22, 2022 (1000 since 2000; 80%+ URM)
  o Host Small-Scale Prospective Student Visits Upon Request

• Fellowships
  o Diversity Recruiting Fellowships
  o University Graduate Fellowships & Provost’s Fellowships
  o Endowed Fellowships
  o SREB Doctoral Scholars Program

• Grants to Departments
  o Recruiting Grants (Up to $2K, 1:1 match)
    o Examples: Prospective student visits, outreach, website updates
  o Recruiting Innovation Grants (Up to $10K, 50% match)
    o Example: “Future Leaders in Chemical Engineering: An Undergraduate Research Symposium”

• Partnering with The Graduate School to Create Recruiting Videos

Dr. David Shafer – dmshafer@ncsu.edu

Recruiting Resources: grad.ncsu.edu/faculty-and-staff/recruiting-resources
Analytics-Driven Academic Pathways To High-Impact Education (ADAPT):

Preparing Students (and Faculty) for Future of Work with Real-time Labor Market Analytics

Huiling Ding
Director of MS in Technical Communication
Professor, Department of English
Provost Faculty Fellow, 2022-2023, Mentor: Peter Harries
hding@ncsu.edu
Topics

1. Background: Changing landscape of work
2. Labor market analytics: Overview
3. Call for participants
1. Background

Previous grant work on AI and Future of Work

NSF Project B7037 – Build Ethical AI for Workforce Upskilling and Reemployment (2019-2021)
Current Project as a Provost’s Faculty Fellow

**Mentors:** Peter Harries, Dean of the Graduate School and Bailian Li, Vice Provost for Global Engagement

**Project goals working with academic administrators:**
1. Help make data-informed decisions using real-time labor market information (RT LMI)
2. Use RT LMI tools to assist with program development, curricular updates, assessment, marketing, recruiting, and student success
Motivation: to help students and academic programs prepared for changing socio-technological landscape of work
The future of employment: How susceptible are jobs to computerisation?

Carl Benedikt Frey a, Michael A. Osborne b

a Oxford Martin School, University of Oxford, Oxford OX1 1PT, United Kingdom
b Department of Engineering Science, University of Oxford, Oxford OX1 3PJ, United Kingdom

Received 24 September 2015, Accepted 19 August 2016, Available online 29 September 2016.
Automation risk index for jobs

“Can the tasks of this job be sufficiently specified, conditional on the availability of big data, to be performed by state of the art computer-controlled equipment?”
<table>
<thead>
<tr>
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<th>Probability</th>
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<th>SOC code</th>
<th>Occupation</th>
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<td>2.</td>
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<td></td>
<td>49-1011</td>
<td>First-Line Supervisors of Mechanics, Installers, and Repairers</td>
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<td>29-1122</td>
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<tr>
<td>123.</td>
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<td>27-3043</td>
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<tr>
<td>124.</td>
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<td></td>
<td>11-2011</td>
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<td>25-4021</td>
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<td>13-2011</td>
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</table>
2. Labor market analytics
Traditional LMI

North American Industry Classification System

Occupational Information Network

Standard Occupational Code

Occupation (soc)

Industry (NAICS)

Occupation (O*NET)

Training Programs (CIP)

Classification of Instructional Programs

U.S. BUREAU OF LABOR STATISTICS

UNITED STATES DEPARTMENT OF LABOR
Real-time Job posting analytics

- 50,000+ Sites
- Collect & de-duplicate 1m+ job postings daily
- Data goes back to 2010
- 1 Billion Jobs
- 250 Million Resumes
  - Census Data
  - BLS Data

World’s largest real-time database of labor demand

Algorithms – text mining, NLP
Dashboards

Alumni Analysis
Analyze alumni outcomes and compare with peer institutions.
- Showcase alumni success and improve enrollment
- Develop new programs of study and reprioritize your portfolio
- Show how graduates are landing jobs

Find out more...

Industry Analysis

Occupation Analysis

Local Workforce Demographics

Hard to Fill Jobs

Regional Analysis

Certification Analysis

Program Analysis

Supply Demand Comparison

Skills Analysis (Snapshot view)

Occupation Deep Dive (Snapshot view)
Possible use of RT LMI analytics in graduate programs
Develop relevant programs & curricula

Job outlook

Future demand projections
Program marketing and recruiting

Job posting data: Java

Salary information: Biochemistry

**National**
The average estimated salary in the United States for this career, based on job postings in the past year, is $67,720.

**State**
The average estimated salary in North Carolina for this career, based on job postings in the past year, is $69,041.
Student retention and support

Career pathway mapping

General and specialized skills: Biochemistry

Salary information: Technical Communication

**Baseline Skills**
A skill that is required across a broad range of occupations.

**Defining Skills**
A core skill for this occupation, it occurs frequently.

<table>
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<tr>
<th>Education Levels</th>
<th>Salary</th>
<th>Postings</th>
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<td>Associate's Degree</td>
<td>63,875</td>
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<td>Bachelor's Degree</td>
<td>72,833</td>
<td>14,029</td>
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<td>Master's Degree</td>
<td>75,843</td>
<td>2,256</td>
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<tr>
<td>Doctoral Degree</td>
<td>77,494</td>
<td>466</td>
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- **Biotechnology** (14%)
- **Quality Assurance and Control** (13%)
- **Data Analysis** (12%)
- **Project Management** (11%)
- **Good Manufacturing Practices (GMP)** (11%)
- **Analytical Chemistry** (6%)
- **Drug Discovery** (6%)
- **Imunoassay** (5%)
- **Cell Culturing** (5%)
- **Protein Characterization** (5%)
3. Call for Participants:

RT LMI analytics for graduate programs
Who I am looking for:

3-4 DGPs interested in using RT LMI analytics for program and curricular updates, recruiting, and student success
What you will get:

- Access to RT LMI analytics for your graduate program
- Hands-on training on application of RT LMI analytics as a DGP
- Assistance to identify ideas/data to promote recruiting and student success
- Support to find areas for program and curricular updates
Contact me if you are interested or would like to learn more about the project.

hding@ncsu.edu

Questions?
Today’s session

• Introduction to GlobalHome
• Enrollment requirements and exceptions for AY 2022-23
• Incoming student arrival deadlines
GlobalHome

- GlobalHome is the branded name for our third-party software system, Sunapsis
- Introduced in July 2020 for advisor processing, we spent 2021-22 transitioning all of our request processes into GlobalHome
- 2022-23 will see more refinement of these processes, transitioning more to electronic approval rather than PDF forms.
GlobalHome Services Home Page

Online Services for International Students, Scholars, and Staff: Update your institutional information, request signatures, work authorization, certificate of enrollments, sign-up for sessions, and more.

Notifications

DELIVERED ON: MAY 18, 2022 AT 12:05 PM
OIS Check-In Part 4 of 5 Complete: Immigration Documents and U.S. Address Submitted [TEST_Kathryn - TEMP032856]

DELIVERED ON: MAY 19, 2022 AT 12:06 PM
OIS Compliance Certification Complete [TEST_Kathryn - TEMP032856]

DELIVERED ON: MAY 16, 2022 AT 12:02 PM
Your Resource Guide At NC State [TEST_Kathryn - TEMP032856]

READ ON: MAY 02, 2022 AT 03:32 PM
Confirmation of Completion of the OIS Check-In Requirement [TEST_Kathryn - TEMP032856]

READ ON: MAY 02, 2022 AT 03:23 PM
REMINDER: You must pass a quiz to complete the OIS check-in [TEST_Kathryn - TEMP032856]

See More Notifications

Requests

✓ SUBMITTED
   Check-in Attendance Confirmation

✓ SUBMITTED
   Reduced Course Load Request

IN PROGRESS
   Add Dependent(s)

IN PROGRESS
   Add Dependent(s)

IN PROGRESS
   J-1 Scholar Initial Request
### Requests

<table>
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<th>Tasks</th>
<th></th>
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<tbody>
<tr>
<td>Add or Update Dependent(s)</td>
<td>Change in Curriculum</td>
</tr>
<tr>
<td>Change of Status to F-1</td>
<td>Curricular Practical Training</td>
</tr>
<tr>
<td>OIS Requests F-1 Student</td>
<td>Program Extension (v. 2.0)</td>
</tr>
<tr>
<td>Reduced Course Load Request</td>
<td>Remove Dependent(s)</td>
</tr>
<tr>
<td>Student Transfer Out Request</td>
<td>I-94 Retrieval Errors</td>
</tr>
<tr>
<td>Change of Level</td>
<td>Departure</td>
</tr>
<tr>
<td>Proof of Change of Status</td>
<td>Return After Temporary Absence</td>
</tr>
</tbody>
</table>
Enrollment requirements

• Students enrolled as F-1 students prior to March 2020 may still be enrolled in only online classes
• Update: Students arriving this fall will need to register based on regulatory requirements
  – 9 credits is considered full time
  – Only one class (3 credits) meeting full time enrollment may be online.
Enrollment requirements

• Reminder- research courses, hybrid courses are considered ‘in person’ for this purpose
• OIS actively monitors this requirement and will reach out to individual students to address
Enrollment below full-time

• International students must be approved to drop below full-time IN ADVANCE of dropping the course

• A Reduced Course Load can be approved in first semester for:
  – Initial difficulty with English Language, American teaching methods, reading requirements
  – At other times for improper course level placement and medical reasons
RCL Process

- Electronic approval process initiated by student submission
  - Final semester RCLs with thesis/dissertation are routed to the chair/advisor, then the DGP. All others go directly to the DGP

- OIS reviews after DGP
RCL Approval

• After OIS approves, the student receives an email with a link to retrieve their new I-20 which will contain the approval for an RCL for that term.

• At that time the student can drop their course.
New Student Arrivals

Office of International Services

Pre-Arrival Information

Welcome to NC State University! This webpage will provide you with some important information to help you prepare for your stay at NC State University. Please contact us if you have further questions after reading this material. The Office of International Services (OIS) provides many services for the University’s international students, scholars, and their families including advice on immigration-related matters, orientation programs, and English and cross-cultural programs for students, scholars, and spouses.

We look forward to meeting you upon your arrival!

- Pre Arrival Emails
- Packing Up Pre-Arrival Series
- Late Arrival Policy for Fall 2022
- Step 1: Apply For Your Visa
Deadlines for arrival

• International students are expected to attend orientation on August 17.
• International students who need to arrive after classes start on August 22 must do so by August 26, and are ONLY able to do so with DGP permission.
• Students who need to arrive after August 26 should defer.
  – Exceptions to arrive after August 26 can only be approved by OIS in consultation with DGP, and will only be approved in very limited circumstances.
  – Absolutely no entry after September 2, Census date
Late Arrival Policy Exception Request

**Late Arrival Policy**

New students should make every effort to arrive by August 17, 2022 to participate in the International Student Orientation. Note that the New International Student Orientation Fee is automatically charged to all new international students regardless of the date of arrival or whether or not any services are utilized.

If delays or a personal situation occur, you can arrive until August 22, 2022 (first day of classes) without permission.

If delays or a personal situation will cause you to arrive after classes begin on August 22, 2022, new graduate students may arrive in Raleigh by August 26, 2022 ONLY IF they have permission from their Director of Graduate Programs (DGP) or Graduate Services Coordinator to arrive late. Permission from individual course professors is not sufficient and not all academic departments allow late arrival.

Generally, arrival after August 26, 2022 is not permitted. In limited circumstances an exception may be made if both OIS and your Director of Graduate Programs (DGP) approve the exception.

If you cannot arrive by September 2, 2022 or if your academic department does not allow arrival after August 22, 2022, you must [defer your admission](#).

**Instructions**

To request an exception to the late arrival policy, submit the "Late Arrival Exception Request" form. OIS will review your request, share your request with your department, and inform you if an exception is possible. Submission of this form does NOT guarantee that an exception will be made.

You do NOT need to submit the "(Optional) Late Arrival Exception Request - Corrections/Updates" unless there is a change in your arrival plans while your request is under review.

---

**E-Forms**

- REQUIRED
  - Late Arrival Exception Request

- OPTIONAL
  - (Optional) Late Arrival Exception Request - Corrections/Updates
Late Arrival Exception Request

MAIN PAGE FOR E-FORM GROUP

(*) Information Required

Do you have a valid F-1/J-1 visa?*
- Yes
- No

Upload a copy of your visa *
[Select File]

Have you booked a flight to the US?*
- Yes
- No

What date is your flight scheduled to arrive in the US?*
[MM/DD/YYYY]

Upload a copy of your flight itinerary or other proof of your flight
[Select File]

Are you receiving funding from your department for your graduate program? This includes scholarships, RA/TA appointments, fellowships, etc.*
- Yes
- No

Describe the type of funding you are receiving*

Have you already received permission from your DGP or GSC to arrive after August 22, 2022? *
- Yes
- No

Select your DGP from the list below. After OIS reviews your request, we will forward it to your DGP for their review.*

[Dropdown]

Submit
Department Approval: Late Arrival Policy Exception [TEST_Kathryn - *****2856]

Dear Kathryn_DGP:

TEST_Behling TEST_Kathryn has submitted a request for an exception to the late arrival policy established by OIS and the Graduate School. This policy allows for late arrival until August 26 with the permission from the Director of Graduate Programs (DGP) or the Graduate Services Coordinator.

OIS is gathering additional information to evaluate whether an exception to this policy can be made. As the student's DGP, you are being asked to complete this form to confirm that the student has departmental permission to arrive late. OIS will review this information along with additional factors to make the final decision. If you have any questions please contact and ask to speak to an advisor. Thank you for your time and attention to this matter.

Please follow the link below to respond to this request:

Late Arrival Exception Request

Client Name: TEST_Behling TEST_Kathryn
Client ID Number: *****2856
Your Login ID: kwbehlin@ncsu.edu
Your Password: 4CA9710-AA
Login to Review / Comment on an E-Form Request

Please comment / review on the request you received via an email from our system. Use the credentials given to you in the email message to log into the system. This request was generated when an international student or scholar made an online request of the international office that needs a second verification.

(*) Information Required

Client ID Number
(Student - Employee University ID)

******2856

Your Login ID*

kwbehlin@ncsu.edu

Your Password *

**********

--- You CANNOT access the system with your university network ID and password. The login ID and password to use was included in the email that you received. You must use the information from that email to log into the system. ---

Login
Respond to E-Form Requests

Any outstanding e-form requests that have been submitted for you to respond to will be listed below. Click on each link below to open the e-form request in a new window, fill out the e-form, and submit. E-form requests that you have recently submitted may also be listed further below, in a second section, until office staff have reviewed and approved them.

If you are not seeing any requests listed, there are a number of possible reasons why:

- **Are you logged in as someone else?** Please confirm that your name appears in the top-right corner of this page. If you are viewing on a small screen such as a mobile device, you may need to click or tap the profile dropdown (to the left of the "MENU" dropdown)

- **Was the e-form request cancelled?** If the request was cancelled, you will no longer see it listed.

### Current E-Form Requests

- TEMP032856 TEST_Kathryn, TEST_Behling: Reduced Course Load - Student Request

- TEMP032754 TEST_Michael, TEST_Shurer: Submit CPT Application (Graduate)
Late Arrival Exception Request

The following links provide you with information submitted as part of the e-form request tied to the following client record

"Late Arrival Exception Request"

(*) Information Required

CLIENT NAME & ID NUMBER: TEST_BEHNING TEST_KATHRYN: *****2856

COMMENTS / REVIEW FOR LATE ARRIVAL EXCEPTION REQUEST

TEST_Behning_TEST_Kathryn has requested to arrive after August 22, 2022. Please review the information below about the student's request and indicate if the department will approve this late arrival request.

OIS' late arrival policy is included below for reference.

Late Arrival Policy

New students should make every effort to arrive by August 17, 2022 to participate in the International Student Orientation. Note that the New International Student Orientation Fee is automatically charged to all new international students regardless of the date of arrival or whether or not any services are utilized.

If delays or a personal situation occur, a student can arrive until August 23, 2023 (first day of classes) without permission.

If delays or a personal situation will cause a student to arrive after classes begin on August 22, 2022, new graduate students may arrive in Raleigh by August 25, 2022 ONLY if they have permission from their CGF or GSG to arrive late. Permission from individual course professors is not sufficient and not all academic departments allow late arrival.

Generally, arrival after August 26, 2022 is not permitted. In limited circumstances, an exception may be made if both OIS and the student's CGF approve the exception.

If a student cannot arrive by September 2, 2022 or if their academic department does not allow arrival after August 22, 2022, the student must defer their admission.

Information from Student Request

The student*

has already received their visa

The student*

has booked a flight

The student plans to arrive on:

08/04/2022

Departmental Review

Please indicate below if the department is willing to allow the student to arrive late based on the information provided above.

Please note that for any arrivals after August 26, 2022 OIS permission is also required for the student to arrive late. Students arriving after September 2, 2022 will not be granted an exception.

Based on the information provided, will the department approve this student's late arrival request?*

☐ Yes ☐ No

If you have any comments for the student about this request, please enter them here. These will automatically be emailed to the student after you submit this form.

If you have any comments for OIS about this request, please enter them here. These comments will only be visible to OIS and not to the student.

Submit
Information from Student Request

The student*
has already received their visa

The student*
has booked a flight

The student plans to arrive on*
08/30/2022

Departmental Review

Please indicate below if the department is willing to allow the student to arrive late based on the information provided above.

Please note that for any arrivals after August 26, 2022 OIS permission is also required for the student to arrive late. Students arriving after September 2, 2022 will not be granted an exception.

Based on the information provided, will the department approve this student's late arrival request?*

○ Yes
○ No

If you have any comments for the student about this request, please enter them here. These will automatically be emailed to the student after you submit this form.

If you have any comments for OIS about this request, please enter them here. These comments will only be visible to OIS and not to the student.

Submit
Late Arrival Approval

• If DGP denies, OIS denies

• If DGP approves, OIS does final approval
  — After OIS approves, the student receives an email with a link to retrieve their late arrival letter
QUESTIONS?
Graduate Assessment

Pierre Gremaud
Associate Dean
The Graduate School
## Academic assessment?

<table>
<thead>
<tr>
<th>Process</th>
<th>using <strong>evidence</strong> to <strong>understand</strong> and <strong>improve</strong> student learning in academic programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence</td>
<td>= data</td>
</tr>
<tr>
<td>Understand</td>
<td>= analyze</td>
</tr>
<tr>
<td>Improve</td>
<td>= resulting actions</td>
</tr>
</tbody>
</table>
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 $\rightarrow$ unit $\rightarrow$ college $\rightarrow$ facilitator $\rightarrow$ Provost

unit $\rightarrow$ college $\rightarrow$ ... $\rightarrow$ Provost

college $\rightarrow$ ... $\rightarrow$ Provost

facilitator $\rightarrow$ Provost
Help and resources

• Academic Program Assessment (APA): [http://go.ncsu.edu/apa](http://go.ncsu.edu/apa)
• Transition to new software: Anthology
• [graduate assessment](#)
• [learning outcomes](#) for all NC State programs
• [gremaud@ncsu.edu](mailto:gremaud@ncsu.edu)
Graduate Handbook and Catalog

Jamie Digesare, Manager of Graduate Curriculum

Pierre Gremaud, Associate Dean
The Catalog

- 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
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
Plan/Subplan pages

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

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

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/
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

Astrobiology Ph.D. program

Become the best biologist on the planet.
How to use the new API

Astrobiology Ph.D. program

Become the best biologist on the planet.
How to use the new API

Astrobiology Ph.D. program

Become the best biologist on the planet.
How to use the new API

Astrobiology Ph.D. program

Become the best biologist on the planet.

this one
How to use the new API

Astrobiology Ph.D. program

Become the best biologist on the planet.

Please provide a URL from the Graduate Catalog in the block settings.
How to use the new API

Astrobiology Ph.D. program

Become the best biologist on the planet.

input catalog URL

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

choose one

Choose Which to Display
- Degree/Plan Requirements
- Course List

Advanced
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.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEC 502</td>
<td></td>
</tr>
<tr>
<td>Introduction to Biological Research</td>
<td></td>
</tr>
<tr>
<td>PHI 816</td>
<td></td>
</tr>
<tr>
<td>Introduction to Research Ethics</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Courses</th>
<th>69</th>
</tr>
</thead>
</table>

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
Graduate Future Plans Survey: Overview and Reports

Presented at the 2022 DGP Summer Workshop
8.16.2022

Hannah McQueen, MS, Assistant Director for Survey Research
Nancy Whelchel, PhD, Assistant Vice Provost for Institutional Survey Research and Analysis
Institutional Strategy and Analysis
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)

- **Academic departments:**
  - Evaluating career preparedness of their students
  - Tracking graduate/professional schools attending

- **Institution:**
  - Submitting statistics for institutional, system, and national surveys and rankings, etc.

- **Employers:**
  - Reviewing recent compensation and industry trends
How are results used? (just a few examples)
(continued)

• Career Services:
  • Assessment of career service offerings and programs
  • Assessment of career readiness
  • Identifying employers to invite to career fairs

• Students/recent alumni:
  • Thinking about future graduate studies & exploring jobs
  • Negotiating salaries

• 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


isa.ncsu.edu → Surveys → Student/alumni surveys → Future Plans Survey
Online Reports by Semester

(December & May)

• Introduction, Methods, & Response Rates
  • Survey background, research design, and response rates (by college and by degree)

• Fast Facts
  • One- to two-page report of highlights and main results

• “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

• Introduction, 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 Dashboard, 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, ADAAs, 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 *(MAY 2022 FILES SENT JULY 12!)*
    - 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.

[Dropdown] Bachelor’s Degree Recipients
[Button] 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.

[Dropdown] All NCSU Colleges
[Button] Update Results

or

Choose Academic Program...

University Quick Facts

<table>
<thead>
<tr>
<th>How Many Reported Salary?</th>
<th>936</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Reported Salary</td>
<td>$54,734</td>
</tr>
<tr>
<td>Median Reported Salary</td>
<td>$56,250</td>
</tr>
<tr>
<td>College with highest reported salary:</td>
<td>College of Engineering</td>
</tr>
<tr>
<td>Avg reported salary for this college:</td>
<td>$70,891</td>
</tr>
<tr>
<td>Median reported salary for this college:</td>
<td>$71,250</td>
</tr>
</tbody>
</table>
### Post Graduate Plans Application continued

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

Example: CALS, by department
AY Overall Dashboard: A Brief Demo

go.ncsu.edu/isa_ay2021_gfps_overview_dashboard
Action Points for DGPs
How can DGPs get involved?

• DGPs have their “feet on the ground,” so to speak –
  • Encourage participation and boost 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 . . .
    • 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 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
Graduate Assistantships & Fellowships

Richard Corley
Graduate Assistantship Reminders

- International students must have a **Social Security (SSN)** and **Tax Assessment**.

- Graduate Services Assistantships (A198) are not eligible for GSSP.

- Graduate students who are paid on a temporary/hourly basis should not be hired in NextGen as graduate assistants.

- 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

<table>
<thead>
<tr>
<th>Teaching Assistantships</th>
<th>Other Assistantships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can work throughout the year <strong>during specified periods</strong>.</td>
<td>Allowed anytime throughout the year.</td>
</tr>
<tr>
<td><strong>Fall Semester:</strong> 8/16/20xx – 12/31/20xx</td>
<td>We encourage the use of semester dates, however, alternative begin and end dates are allowed.</td>
</tr>
<tr>
<td><strong>Spring Semester:</strong> 1/1/20xx – 5/15/20xx</td>
<td></td>
</tr>
<tr>
<td><strong>Academic Year:</strong> 8/16/20xx – 5/15/20xx</td>
<td></td>
</tr>
<tr>
<td><strong>New Summer I:</strong> 5/16/20xx – 6/30/20xx</td>
<td></td>
</tr>
<tr>
<td><strong>New Summer II:</strong> 7/1/20xx – 8/15/20xx</td>
<td></td>
</tr>
<tr>
<td><strong>New Full Summer:</strong> 5/16/20xx – 8/15/20xx</td>
<td></td>
</tr>
<tr>
<td>International students may continue to receive compensation after graduation, <strong>but must stop working</strong>.</td>
<td>International students who are graduating must be terminated from their assistantship as of the date of graduation.</td>
</tr>
</tbody>
</table>

- 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.

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

<table>
<thead>
<tr>
<th>Primary Fellowship</th>
<th>Supplemental Fellowship</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least $3,000/semester or more</td>
<td>Less than $3,000/semester</td>
</tr>
<tr>
<td>Eligible for GSSP benefits</td>
<td>Do not qualify for GSSP benefits</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Fall 2022 Term</th>
<th>Spring 2023 Term</th>
<th>Summer I (2023)</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 23</td>
<td>January 24</td>
<td>June 15</td>
</tr>
<tr>
<td>September 22</td>
<td>February 23</td>
<td></td>
</tr>
<tr>
<td>October 20</td>
<td>March 24</td>
<td></td>
</tr>
<tr>
<td>November 18</td>
<td>April 20</td>
<td></td>
</tr>
<tr>
<td>December 15</td>
<td>May 23</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Calendar Deadlines

- Reminder: Auto-Term rows are entered every 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 date.
  - The auto-term process ran for all Summer 2022 GA appointments with an August 15\textsuperscript{th} job end date on July 27\textsuperscript{th}.
  - All modifications that were not successfully processed prior to July 27\textsuperscript{th} will need to be deleted in NextGen and then re-entered as either a new grad appointment or rehire.

- Payroll Deduction for Student Fees: Graduate students placed on active/qualifying appointments after the 7/27 bill due date still have until Census Date to sign up for the payroll deduction option. Students must at least be marked as “Commit to Fund” on the Roster in order to see the payroll deduction option within their Student Financials tile in MyPack portal.

- Payroll Calendar Important Dates
  - The first pay day for August 16\textsuperscript{th} hires is Friday, September 2\textsuperscript{nd}.
  - Students will receive their first “full” pay check on Friday, September 16\textsuperscript{th}.
  - The 2022-2023 bi-weekly payroll calendar is available on our new Student Funding website.
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).

- NextGen System Manual (Updated for 2022)

<table>
<thead>
<tr>
<th></th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer I</td>
<td>5/15/20xx – 6/30/20xx</td>
</tr>
<tr>
<td>Summer II</td>
<td>7/1/20xx – 8/15/20xx</td>
</tr>
<tr>
<td>Full Summer</td>
<td>5/16/20xx – 8/15/20xx</td>
</tr>
</tbody>
</table>
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.

- 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/](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?
Graduate Student Support Plan (GSSP)

Dare Cook
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
GSSP Enhancements

- Introduced Graduate Support **Roster** in Spring 2022
  - GSSP awards applied to student accounts earlier
  - True Bill
  - Provides all student GSSP information centrally
    - Eliminates need for separate queries
    - Incorporates filters and allows sorting and exporting data to Excel (for customized views)

- **Student view** of GSSP eligibility in MyPackPortal

- Graduate Support Page enhancements

- Graduate Student Health Insurance
Support Roster Lessons Learned

- Monitor GA appointment approval in Next Gen system

- Remove “commit to fund” flag on students you no longer plan to fund through GSSP
  - Terminate appointment in NextGen for autochecked “Commit to Fund” flags
  - Uncheck “Commit to Fund” flag if department placed the flag

- Monitor enrollment daily after roster locked on 5th day of classes

- Tuition remission process
GSSP Reminders for Departments

- Tuition
  - “Commit to fund” will lock on 5th day of term
  - Funding snapshot taken at Census
  - Salary Redistribution (SDC’s)
  - Proration: Tuition will be prorated if GA appt. ends before Nov. 30th
  - Enrollment changes

- Health Insurance
  - 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

- Refer students to Graduate School “Funding” page for GSSP and GA information
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 immediately upon arrival on campus**
- DGP/GSC’s – 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/](https://grad.ncsu.edu/admissions/residency/)
Why is TR not posted on the student account?

- Student is domestic out of state and beyond the 2 semesters allowed for TR

Options available to Students/Departments:

- Student can take out a loan to pay the TR and be reimbursed upon reclassification to Instate (Cashier’s Office recommendation)
  - Student needs to complete the FAFSA form to have the loan in place
- Department can process a GA1 payment to cover TR on non-state funds and be refunded upon reclassification of student
- GSSP Exception Request (Interim Process) – Temporary TR award; supporting documentation required; TR award will be cancelled if not reclassified
  - Students will be notified of temporary award and removal if not reclassified

- International student recent reclassification to permanent residency
Fall 2022 GSSP timeline

March
- 3/28 - Fall Enrollment Begins
- 3/28 GSSP roster open for Commit to Fund (CTF)
- 3/28 GSSP Exception Form – Open for Fall

May/June
- 5/15 – Begin reviewing Fall exceptions
- 5/18 – NextGen Open for Grad Appt Entry
- 6/1 – Students with GA Appt/CTF will be reported to BCBS for enrollment in GSHI - daily through Census
  - 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 with no CTF/Appt. for fall before this date will have insurance terminated unless/until they qualify for fall.

August/Sept
- 8/22 –First day of Classes
- 8/26 – GSSP roster closes for updates
- 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
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/