



The Graduate School

Graduate Services Coordinator Guide

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Welcome

Graduate Services Coordinators (GSC) are invaluable to graduate education at NC State. You will likely become close to each of your students as you play an active role in their success, and this relationship can make your job incredibly rewarding. Your contributions to students' experiences are genuinely appreciated across campus. When you have questions, or are not sure how to handle a situation, the Graduate School is here to help answer any question you may have.

Before We Get Started

This guide is intended to help new and current Graduate Services Coordinators understand their role in graduate education. Some elements in this guide may not apply to everyone, as all departments function differently. Additionally, there may be duties not covered by this guide. However, please read through the entire guide and survey the materials provided on the [DGP & GSC Resources website](#) for a cohesive overview of the graduate administration processes at NC State. That website also contains a [Training Opportunities](#) page with a New DGP/GSC Checklist to follow.

The GSC Role

Here at the Graduate School, we value our relationship with Graduate Services Coordinators (GSCs) in each department. Together we can build strong programs that foster student success. To ensure that students receive the best possible support, a GSC must confidently and effectively perform a wide variety of tasks. GSCs should, first and foremost, be their department's resource for information about Graduate and University rules, regulations, and procedures. Of course, the GSC is not expected to know *everything*, but should know which resources to consult when faced with a difficult question or new issue.

One of the most important roles of a GSC is to facilitate communication between their students, the Director of Graduate Programs (DGP), and the Graduate School. To adequately perform this role, a GSC should understand the policies and procedures -- of both the Graduate School and the University -- related to graduate education. This includes (but is not limited to):

- Course/degree requirements for your program(s)
- Admissions workflow for your unit
- How to process actions in the Graduate Degree Audit
- How to schedule an exam
- How to clear students for graduation
- How to find necessary forms
- Knowledge of offices on campus and what they do
- Knowledge of deadlines
- Ability to run reports and queries
- Tracking students' status in the program (e.g., academic progress and GSSP timeline)
- Monitoring updates from the Graduate School and other University listservs

If there is financial support available for students in the department, the GSC should fully grasp the policies and procedures related to assistantships, fellowships, and the Graduate Student Support Plan (GSSP). This includes (but is not limited to):

- Understanding assistantships and related policies
- Understanding fellowships and related policies
- How to hire an assistantship
- How to award a fellowship
- Understanding GSSP and related policies
- How GSSP support works and who pays
- Monitoring student appointments and their end dates

DGPs also rely on GSCs to help keep track of students' status in the program and ensure that students relying on funding maintain it, as directed by department's faculty. If you see a concern, let them know. The GSC also serves as the student's first line of contact. Students should feel comfortable to come to you with questions or concerns and trust that you will help find a solution. The Graduate School also relies on GSCs, in coordination with their DGP, to convey to their students the vast amount of information that is relevant to their graduate experience, such as GSSP benefit information, professional development opportunities, and all other opportunities and requirements that they might not hear about elsewhere.

As a GSC, your continued support of graduate students and your program is invaluable. We appreciate all that you do!

Admissions

Prospective Students

Recruitment starts well ahead of reviewing applications. It is important to make sure that information your department is sharing online is accurate and up-to-date. Work with your webmaster to make any necessary changes. The Graduate School website also has a [program search](#) feature, which helps prospective students find programs and degrees to which they are interested in applying. Make sure to verify the accuracy of this information on a regular basis and let us know if updates are needed.

Once students identify your department as one they are interested in, they may reach out to you with questions about application deadlines, required materials, and general application processes. If questions arise that you do not know how to answer, work with your DGP to assist prospective students. Keep in mind that you may be their only point of contact within the department. Be courteous and friendly with your responses so that they have a positive association with your program. Additionally, you may be responsible for planning recruitment events or scheduling interviews between the candidate and your department's admissions committee. Talk to your DGP to see which, if any, of these events pertain to you.

Slate is the CRM for managing your prospects. For instance, the Graduate School can assist you with loading lists with your prospects, and you can create events in Slate to track prospects who attend information sessions and fairs. You can then create email drip campaigns to engage your prospects and move them toward applying.

Application Review

All students will apply to their graduate program(s) of interest using Slate; the '[Apply Now](#)' link can be found on the [Admissions page](#) of the Graduate School website. You should add this link to your program/department website to help direct students who may want to start an application. Visit the Graduate School's [Slate website](#) to learn more about its role in the admissions process.

Once the department has reviewed applications and made final decisions, the DGP/GSC will use Slate to submit their recommendations for admission to the Graduate School and the applicant will be notified of any additional requirements that need to be completed prior to a finalized admission. The Graduate School will undertake final reviews and either accept, deny, or request additional information about the recommendation. If the recommendation is accepted, the student will progress toward being formally admitted into Graduate School at NC State. Once the DGP has made their decision -- and the Graduate School has completed their final review -- the department can inform candidates that they have been recommended for admission. Also at this time, the department should make any financial offers to the applicant. Students may receive multiple offers from other universities, so timeliness of this process is important. Talk to your DGP about funding options and prepare your offer letter template as far in advance as possible.

Once the Graduate School fully admits a student, work with them to clarify each step necessary to prepare for their first semester. Keep in mind that students can use their applicant portal to stay informed about their application status. Make sure that statuses you are entering in Slate are up to date and correct. Be prepared for questions about rejected applications.

For Additional Information:

Admissions and Recruiting: <https://grad.ncsu.edu/faculty-and-staff/admissions-and-recruiting/>

Program Search: https://catalog.ncsu.edu/find-your-program/#filter=.filter_4

Minimum Admission Requirements:

<https://catalog.ncsu.edu/graduate/graduate-handbook/applications/>;

<https://catalog.ncsu.edu/graduate/graduate-handbook/admissions/>;

<https://catalog.ncsu.edu/graduate/graduate-handbook/international-student-admissions/>

Preparing First Year Graduate Students

There are several steps a student should take to prepare for their first semester. New students will receive information from many offices across campus, but it is also helpful for your program to reiterate and clarify information about the following:

- Which classes to take, how to register, and related deadlines
- Submitting any outstanding required application materials, such as official transcripts
- Completing the Patent Agreement in the MyPack Portal
- If they accepted a GSSP-eligible appointment, the requirements to receive that funding:
 - Good academic standing
 - Enrolled
 - Signed up for direct deposit
 - Meet GSSP eligibility requirements
 - International students must complete tax assessment and apply for SSN
- International students should check in with the Office of International Services (OIS) upon arrival
- Domestic out-of-state graduate students must complete residency acts so they can apply for in-state residency and tuition classification for their third semester

- Information about [campus resources](#), such as:
 - Counseling Center
 - Parking
 - Buses
 - Wolfpack One Card
 - Dining
 - Campus Health

Finally, talk with your DGP about the department's orientation. When planning this, keep in mind that the Graduate School and OIS also hold required orientations for students (see below).

Orientation

When students first arrive on campus, they will need to attend multiple orientations:

- **Graduate School Orientation:** The Graduate School orientation is broken up into an in-person, half-day session and an online portion.
<https://grad.ncsu.edu/students/orientation/>
- **Office of International Services Orientation:** If the student is international, this required orientation will help acclimate them to the US.
<https://internationalservices.ncsu.edu/future-students/orientation-7/>
- **Graduate Assistantship (GA) Orientation:** Graduate School staff provide this orientation to help students with a graduate assistantship learn about their appointment and understand GSSP benefits. <https://grad.ncsu.edu/student-funding/>
- **New Teaching Assistantship (TA) Workshop:** It is expected that all new TAs will participate to prepare for leading a classroom.
<https://grad.ncsu.edu/professional-development/teaching-programs/new-ta-workshop/>
- **Department/Program Orientation:** Departments will also have their own orientation to prepare students for their programs. Talk to your DGP to determine the role you need to take in planning the department orientation, and if there are materials you will need to present. You can also talk to the Graduate School to ensure your orientation avoids covering information already presented elsewhere.

Residency

The cost of a student's tuition is based partly upon their North Carolina residency status. Residency determinations are made through the Residency Determination Service (RDS) by a centralized office for the entire University of North Carolina (UNC) System.

During the admissions process, applicants will be prompted to either claim or not claim NC residency for tuition purposes. If they claim they are not an NC resident, they should understand they will not be considered for in-state tuition and will not have to go through RDS. If the applicant claims NC residency, they will be directed to the RDS website, where, if that system determines that they meet the in-state requirements, they will receive a Residency Certification Number (RCN), which they will need to enter into the application system. If an admitted or currently enrolled student goes through the RDS system, they can enter their RCN themselves, directly into the MyPack Portal.

RDS strictly enforces the requirement that a student have 12 months of legal presence in NC, so please advise your students to wait until exactly 365 days pass before completing an RDS determination. There are also expiration deadlines related to RDS determinations, which you can read about on our website. When new non-NC domestic students enter your program, it is important that they be encouraged to immediately start taking acts towards residency. You should encourage them to get a drivers license, register to vote, and register their vehicle -- if they own one -- as soon as they arrive in NC. This is especially critical for GSSP recipients, as the GSSP will not cover out-of-state tuition for domestic students following their first year of enrollment.

International students with F and J student visas are not eligible for in-state tuition, but students with other visa types, as well as Permanent Residents, may qualify for in-state tuition. A list of eligible and ineligible visas can be found on our website (see below).

For Additional Information:

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

Residency Determination Service (RDS): <https://residencync.cfnc.org/login>

Contact: Any questions and concerns can be directed to: rdsinfo@ncresidency.org, 919-835-2290, or 844-319-3640.

Enrollment

Continuous enrollment (every Fall and Spring semester) is required for students enrolled in either master's or doctoral programs to maintain an active status. If a student needs to take a leave of absence, work with them to make sure that they do it properly. If a student loses active status, they will be required to reapply to the Graduate School to return to their program.

For Additional Information:

Graduate Handbook 3.14: <https://catalog.ncsu.edu/graduate/graduate-handbook/minimum-enrollment-requirements/>

Contact: Your [Graduate School Liaison](#)

Full-Time vs Half-Time

For Thesis-Master's or Doctoral students:

- Full-Time: Students must enroll in at least 9 hours per semester. If they have accumulated or will accumulate sufficient hours to meet the degree requirements (a minimum of 30 and 72 for Master's and Doctoral degrees, respectively), they will be considered full-time until they complete their thesis or dissertation provided they enroll for at least 3 credit hours.
- Half-Time: Students must enroll in a minimum of 4.5 -- but not more than 8.5 -- hours per semester, unless they have fulfilled the hours required by the program (see details above).

For Master's students enrolled in a program that does not require a thesis:

- Full-Time: Students must enroll in at least 9 hours per semester.
- Half-Time: Students must enroll in a minimum of 4.5 -- but not more than 8.5 - hours per semester.

Course Load Waivers

Reduced Course Load (RCL): Visa stipulations require international students to maintain full-time status with their academic institution for each semester that they are enrolled. This means they must maintain full-time enrollment every Fall and Spring semester. However, there are specific circumstances under which an international student can enroll as less than full-time, without negatively affecting their visa status. For example, if a student is in their final semester and does not need a full course-load to finish, or if the student had a difficult time adjusting in their first semester and needs to take a smaller course-load in their second semester to adjust. A RCL request is processed through the Office of International Services (OIS) and only waives their visa requirements after approval at the departmental/program level and by the Graduate School. *An approved RCL only gives an international student permission to enroll less than full-time without affecting their visa status and has no effect on any other course-load requirements set by other areas, such as the full-time requirement dictated by student funding.*

Academic Load Waiver: Students on graduate assistantships or fellowships are expected to maintain full-time status while receiving GSSP benefits with an assistantship. If a PhD or thesis-Master's student has met their credit requirement for the degree and have a completed degree audit, they can drop to no less than three credit hours and maintain "full-time" status. If a student is a non-thesis Master's student -- or a thesis-Master's student without an approved advisory committee -- and full-time status can be achieved with only three credits, they need to submit a request to waive the full-time policy. (Waivers must be submitted before Census Day.)

Note: An approved academic load waiver only affects the student's ability to receive funding and does not affect their visa requirements or other requirements set by outside entities.

For Additional Information:

OIS Reduced Course Load: <https://internationalservices.ncsu.edu/current-students/exceptions-to-full-time-enrollmentreduced-course-loads-rcls/>

Graduate School Academic Load Waiver: <https://grad.ncsu.edu/faculty-and-staff/gsc-resources/academic-load-waiver/>

Leave of Absence

Students in good academic standing, with a strongly supported justification, may request a leave of absence (LOA) for up to two semesters while earning their graduate degree. Students should initiate their request with their advisor and DGP, before the form is routed to the Graduate School for final approval. The time spent on leave is included in a degree's time limit; the degree "clock" does not stop, nor is it reset.

If a student wishes to take a withdraw from a given semester, they should do so before the census date of the semester from which they wish to take leave. When withdrawing prior to census, the student should follow the requirements for a LOA. If the census date of the semester has already passed, the student can request a withdrawal without making a LOA request. In this case, the registered courses will stay on a student's transcript and count as continuous enrollment.

Leaves of Absence and Term Withdrawals must be completed online from within the MyPack Portal at: Student Homepage > Planning & Enrollment > Term Withdraw/Leave of Absence.

For Additional Information:

University Regulation 02.05.04: <https://policies.ncsu.edu/regulation/reg-02-05-04/>

Parental Leave

Graduate students may request parental leave to care for a newborn child. This includes adopted and foster children (and the associated placement process). Regulation 02.15.08 allows students to maintain full-time status with the university and retain student funding while on parental leave.

For Additional Information:

University Regulation 02.15.08: <https://policies.ncsu.edu/regulation/reg-02-15-08/>

Academic Planning

Graduate Services Coordinators are a vital part of monitoring student progress as they work to succeed in and complete their programs. Departments will expect you to help ensure that students are on track for graduation. This includes checking that students are in good academic standing, completing their Graduate Degree Audit, and requesting to schedule exams on a reasonable timeline. If you see students falling behind in any area, talk to your DGP so that they are aware of any student who may need additional assistance.

For Additional Information:

Degree Planning: <https://grad.ncsu.edu/faculty-and-staff/gsc-resources/administrative-degree-planning/>

Student Records: <https://grad.ncsu.edu/faculty-and-staff/student-records/>

Contact: Your [Graduate School Liaison](#)

Graduate School Handbook

Take time to familiarize yourself with the Graduate School Handbook for rules specifically related to graduate education. The Graduate Handbook covers the nuances of graduate education and should be used as the primary source for many questions, although for certain elements University Policies, Regulations, and Rules may be additional resources.

For Additional Information:

Graduate Handbook: <https://catalog.ncsu.edu/graduate/graduate-handbook/>

University Policy, Regulations, and Rules: <https://policies.ncsu.edu/>

Academic Difficulty

Students must maintain a 3.000 GPA in order to remain in good academic standing and maintain their graduate student status. A student must also have a GPA of 3.000 or higher to graduate. If a student's GPA falls below 3.000 during the course of their graduate career, they will fall into one of the below categories.

- Academic Warning: Graduate students are given a notice of academic warning if they have accumulated 18 or fewer hours at the 400 level or above, and have less than a 3.000 GPA.
 - This is meant to warn the student, but does not impact their enrollment. A request to be reinstated as a graduate student is not required, but the student should work with their advisor to make a plan towards good standing.
 - Students on Graduate Assistantships and/or Fellowships will lose eligibility to keep their graduate support. The Graduate School requires departments to submit an exception request if they want to retain the student's funding while holding a GPA below 3.000.
 - Financial Aid may also be impacted; the student should check with the Financial Aid Office or their external lenders for details.

- Academic Probation: Graduate students will be placed on academic probation if they have accumulated more than 18 hours at the 400 level or above and have a GPA in the range of 2.667 to 2.999.
 - This is meant as a final warning to the student, but does not impact their enrollment. A request to be reinstated as a graduate student is not required, but the student should work with their advisor to make a plan towards good standing.
 - Students on Graduate Assistantships or Fellowships will lose eligibility to keep their graduate support. The Graduate School requires departments to submit an exception request if they want to retain the student's funding while holding a GPA below 3.000.
 - Financial Aid may also be impacted; the student should check with the Financial Aid Office or their external lenders for details.
- Termination: Graduate **degree** students will be terminated from their program of study if they have accumulated more than 18 hours at the 400 level or above and have a GPA below 2.667, or if they have accumulated 30 or more hours and have less than a 3.000 GPA. Graduate **certificate** students will be terminated from their certificate program if they have accumulated more than 5 credit hours at the 400 level or above towards the certificate and have a GPA below 2.25.
 - When terminated, a student may no longer register in a graduate classification (see handbook Section 3.19, linked below, for more information on program termination). The department can request that the student be reinstated as a student using the Academic Reinstatement and Student Funding Exception Request form. A detailed mentorship plan is required as part of the request.

For Additional Information:

Graduate Handbook 3.19: <https://catalog.ncsu.edu/graduate/graduate-handbook/academic-difficulty/>

Graduate Handbook 3.16: <https://catalog.ncsu.edu/graduate/graduate-handbook/withdrawal-university/>

Academic Reinstatement and Student Funding Exception Request:
<https://grad.ncsu.edu/faculty-and-staff/forms/graduate-school-forms/>

Advisor Assignment

Depending on the program, a student's advisor will either be their DGP -- for their first semester only -- or a specific faculty advisor assigned upon admission. If your department assigns advisors to students prior to the completion/approval of their committee (when applicable), you would do so through the [“Batch Advisor Assignment”](#) or [“Student Advisor”](#) pages in SIS. DGPs can lift [advising holds](#) for all students in their program, even if they are not listed as the advisor of record.

Graduate Degree Planning

The Graduate Degree Planning folder in students' MyPack Portal has tools to map out the academic plan for a student's career: the Planner, the Degree Audit, and the Committee page (when applicable). These tools allow the student to plan the classes they will take and organize their advisory committee. If a student plans to pursue a minor or co-major, that minor or co-major should also be added to their plan so it is populated into these tools.

A student's degree audit must be complete before they are authorized to take any oral exam; this could involve adding future coursework to their Planner so it displays on their degree audit as "Planned." As the GSC, you will have access to request "customizations" in the degree audit when needed. Any customizations are then submitted for advisor/DGP review and approval. Students must also have a complete degree audit with both a Plan GPA and a Cumulative GPA of at least 3.000 to graduate.

Graduate Planner

While advisors, DGPs, and GSCs may view a student's Planner, most actions in the Planner must be taken by the student (i.e. adding courses). When needed, GSCs do have access to add a minor to a student's record using the Planner.

Graduate Degree Audit

When you view a student's Graduate Degree Audit, you will see a list of all the student's declared majors, graduate certificates, and/or minors. You will then click 'Run Report' for the plan you need to view. The degree audit will display the plan's requirements, how those requirements are being met, and which requirements remain unfulfilled. Requirements may be a specific course or a list of course options from which a student may choose. You may select 'Rqmnt Details' for a complete list of courses that satisfy a particular requirement (if there is a pre-approved list). You will also see 'Move' and 'Waive' buttons for requesting customizations when needed. The bottom of the degree audit contains links to the student's committee, documents, and any administrative notes.

Advisory Committees

A student's selected advisory committee will be crucial to their academic success. The committee will serve as the review committee for the student's exam(s) and thesis or dissertation. As the advisory committee will play a significant role in guiding students through their projects, it is important that students choose committee members they expect to be compatible with their personalities and academic interests. The committee should also have a representative from any minor or co-major degree that the student is completing. Be sure to check with your DGP about specific rules your program may have about a student's committee.

The Committee Chair will act as the student's main advisor throughout their time in the program. More than any other faculty member, the Chair will have regular contact with their student and be heavily invested in the planning, research, and writing of their thesis or dissertation. The Committee Chair must be in the student's program of study and must be a member of the [Graduate Faculty](#).

Depending on the degree and program, the student will typically have two or three additional committee members, but some may have more. These additional committee members can be from other disciplines, but they must be members or an affiliate of the Graduate Faculty. Additional members may also include:

- **External Members.** A student can request that faculty from other universities be added to their committee. If approved by the Graduate School, this person would have full voting privileges and be required to approve the exam(s) and thesis/dissertation.
- **Technical Consultants:** A person from industry, a governmental agency, or a university may, upon recommendation of the committee and the DGP, serve as a technical consultant, along with the required committee members. Technical consultants can act as an additional member to the committee, but have no voting or approval privileges.
- **Graduate School Representative:** Doctoral students are required to have representation from outside their discipline. The outside representative may serve as the GSR, but if a student does not have outside representation on their committee, a GSR will be assigned by the Graduate School. The GSR is not a voting member and is intended to ensure a fair and unbiased exam.

See also, [Graduate Handbook 3.2](#).

Timeline

Degree audits should be completed early in a student's academic career (by adding planned coursework to their Planner). Plans can be modified as needed, but it is ideal for students to have a clear, established plan before they progress too far in the program. For example, students in a two-year Master's program should complete their degree audit in their second semester. Students in a four-year Doctoral program should complete their degree audit in their third semester. This standard prepares Doctoral students to schedule a preliminary exam in their fourth semester.

For Additional Information:

Graduate Handbook 3.2: <https://catalog.ncsu.edu/graduate/graduate-handbook/advisory-committees/>

Graduate Handbook 3.3: <https://catalog.ncsu.edu/graduate/graduate-handbook/degree-audit/>

Student Degree Planning instructions: <https://grad.ncsu.edu/students/degree-planning/>

Admin Degree Planning instructions: <https://grad.ncsu.edu/faculty-and-staff/gsc-resources/administrative-degree-planning/>

Planning Exams

As a Graduate Services Coordinator, students will come to you to plan and schedule exams.

Exams

- Master's non-thesis comprehensive exam: Depending on the program, this can take many different forms. Students may have to complete projects or write essays, and then present and explain their responses during a scheduled exam time.
- Master's thesis defense: Master's students who write a thesis are expected to submit their thesis to their committee for review, then defend and explain their process and results with their committee during a scheduled exam time.
- Doctoral preliminary exam: Depending on the department, this exam can take many different forms. Doctoral students are required to pass a preliminary exam before being admitted as an official doctoral candidate. If a student does not pass their preliminary exam, they cannot continue to pursue their doctoral degree. To ensure students stay on-track toward completion, preliminary exams should be scheduled soon after a student completes their second year.
- Doctoral final exam: Once a doctoral student passes their preliminary exam, they should begin writing their dissertation. Doctoral candidates should work with their committee throughout the process to ensure that their committee is satisfied with the entire project. The committee should read and generally approve of the dissertation before the student presents their dissertation during the scheduled exam. The final exam ("defense") should be open for public attendance.

Timing

- Master's students should plan to take their final comprehensive exam or thesis exam during their last semester.
- Doctoral students should take their preliminary exam after their second year, but prior to their fourth year. Part-time students must take their prelim within 54 credit hours. Final defense should be completed in their last semester.

Students must be enrolled during the semester in which they take their final exam or final defense. See [Graduate Handbook 3.14](#).

For Additional Information:

Oral exam information: <https://grad.ncsu.edu/faculty-and-staff/gsc-resources/oral-examination-information/>

Oral exam scheduling: <https://grad.ncsu.edu/faculty-and-staff/gsc-resources/administrative-degree-planning/oral-exam-scheduling/>

Graduate Handbook 3.5: <https://catalog.ncsu.edu/graduate/graduate-handbook/comprehensive-examinations/>

Graduate Handbook 3.6: <https://catalog.ncsu.edu/graduate/graduate-handbook/theses-dissertations/>

Electronic Thesis and Dissertation

The Electronic Thesis and Dissertation (ETD) system is used to electronically process all graduate theses and dissertations. This means that all ETD reviews, final submissions, advisory committee approvals, and NC State Library catalogs are electronic. You can read more about this process on the ETD website (links below). The public may access NC State ETDs online.

Students can find templates, guides, deadlines, and more on the Graduate School's ETD website. Be sure to publicize these resources and remind students of ETD deadlines as their final semester approaches.

For Additional Information:

ETD Website: <https://grad.ncsu.edu/students/etd/>

Overview of ETD Process: <https://grad.ncsu.edu/students/etd/overview-of-the-etd-process/>

Contact: ETD Reviewer and Graduation Coordinator (etd-reviewer@ncsu.edu)

Graduation Approvals

Every semester it is important to take stock of which students should be preparing to graduate. Ensure that these students have completed their Graduate Degree Audit, scheduled their final exam (when applicable), had their final ETD approved (when applicable), and [applied to graduate](#) before the respective deadlines.

A student who intends to graduate will be required to apply for graduation in SIS. You (or the DGP) will be required, via SIS, to approve or deny all submitted applications in your department. At this stage, you have the opportunity to ensure that graduating students have met all program requirements. You can find pending applications by following the navigation on our [Graduation Approval](#) page.

Before approving a student's application to graduate, ensure that they have a GPA of 3.000 or higher (both Plan and Cumulative GPAs), that they have taken the required courses and have grades for all courses, have completed degree audit without any pending exceptions, and have passed their final exam (when applicable). Once you enter your approval, the request will route to the Graduate School for final review.

No Registration Deadline

If a thesis/dissertation student does not finish all degree requirements before the graduation deadline for a given semester, but are able to finish all requirements before the start of the following semester, the student is considered a no-registration graduate for the upcoming semester. This means they have already finished, so there is no need for them to register for classes. However, they missed the graduation for the previous semester, so they are considered a graduate of the upcoming semester.

The deadline to have everything done and be considered a no-registration graduate is the day before the first day of classes of the upcoming semester. If the student does not finish all degree requirements in time for that deadline, they will be required to register for the upcoming semester to maintain continuous enrollment while finishing their degree.

For Additional Information:

ETD Deadlines: <https://grad.ncsu.edu/students/etd/etd-deadlines/>

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

Graduation Ceremonies

Every Fall and Spring semester, the University holds its main graduation ceremony: the Fall ceremony takes place at the Lenovo Center and the Spring ceremony takes place at Carter-Finley Stadium. All graduates can invite their family and friends to attend the ceremony -- tickets are not required. When submitting their Doctoral Graduation Attendance Notification (DGAN), doctoral graduates specify the current NC State faculty member who will serve as their sponsor for the ceremony. Students may be sponsored by only one faculty member, but a specific faculty member may sponsor multiple students, if necessary. Other faculty can attend and sit in the faculty section of the audience. Due to the large number of graduates, only doctoral students will be called to walk across the graduation stage. Master's graduates are honored by standing when their college is called.

In addition to the main University ceremony, most departments will also hold their own ceremony to allow all graduates the opportunity to be recognized for their achievements. This ceremony may also be used to recognize achievements beyond earning the degree, such as individual awards or honors. Talk to your DGP about your role in organizing your department's ceremony. Space on campus fills up quickly during the graduation period, so be sure to plan far in advance.

For Additional Information:

Doctoral Required Forms: <https://grad.ncsu.edu/students/etd/doctoral-required-forms/>

University Commencement: <https://commencement.ncsu.edu/>

Student Funding

When competing to recruit students to your program, funding offers can play a decisive role. Most departments offer Graduate Assistantships and Fellowships as financial support to help fund students' living expenses while they are in school. These are desirable opportunities as they offer additional training and time to focus on personal academics and research. Students can also seek out other student jobs on campus; student temp appointments are not considered to be graduate funding. *Please also note that international students on any type of award or student position must have a foreign tax assessment completed prior to receiving their first payment.*

In addition to the above-mentioned support, eligible students on qualifying graduate appointments will qualify for standard tuition payment and health insurance coverage through the Graduate Student Support Plan (GSSP) benefit package. This additional benefit package sets NC State apart from many universities. Students automatically qualify for this additional benefit when they meet three criteria: they must 1) be enrolled in an on-campus degree program, 2) be in good academic standing, and 3) hold an eligible graduate appointment or award.

Read the following sections to learn more about the intricacies of student funding.

Graduate Assistantships

Graduate Assistantships are training opportunities that give students valuable experience in, primarily, academic teaching and research. There are three major job titles for assistantships:

- **Graduate Teaching Assistants (TA)** are appointed in an academic department or program and (a) directly participate in the teaching mission of the unit as instructor of record, lab instructor, recitation leader, or lab/lecture assistant; or (b) provide general support to the teaching mission of the department or program.
- **Graduate Research Assistants (RA)** are appointed in an academic department or program and (a) directly participate in the research mission of the unit -- or an on-campus or off-campus organization that is affiliated with the unit -- in the design of experiments, data collection, analysis, or reporting of research results in the student's field of study, where research may, but is not required to, contribute directly to the student's thesis or dissertation; or (b) provide general support to the research mission of the department or program.
- **Graduate Teaching and Research Assistantship (TA/RA)** are appointed in academic departments or programs with a combination of teaching and research responsibilities.
- **Graduate Services Assistants (GSA)** are appointed to a position that serves the University outside of an academic department or program's teaching or research mission. This position is unique to NC State and is meant to recognize other professional development work as training; it is **not** GSSP-eligible.

Note that all assistantships should be related to the students' academic careers. Contact the Graduate Appointments and Fellowships Manager (gradschool-assistantships@ncsu.edu) with questions about the best classification to use.

Students on Assistantships must be fully admitted graduate students, enrolled, and in good academic standing.

It is important to note that assistantships are wage-earning, working positions. They are processed through the NextGen Graduate Appointment System and paid bi-weekly through the Payroll Office. Assistantships are subject to income tax withholding and require both a social security number and current 1-9. Students on assistantships must be enrolled in direct deposit with the Payroll Office in order to receive paychecks. Funding for assistantships is established in the department and/or college. Once funding is established, the department/program will allocate funding to students based on the academic performance and commitments made to students.

Note that since assistantships are exempt for tracking time (timesheets), they are paid similarly to salaried employees using an annualized rate. The annualized rate for a student's appointment is divided equally by 26 pay periods. The student will only receive salary for the time frame they are hired for. For example, if a student is hired for 10 weeks at an annualized rate of \$20,000, the student will only receive about \$3,846. Please consult the [GA Stipend Calculator](#).

For Additional Information:

Managing Graduate Assistantships: <https://grad.ncsu.edu/faculty-and-staff/managing-graduate-assistantships/>

Grad HR Now (knowledge articles related to graduate assistants, including the NextGen system): <https://hr.ncsu.edu/employee-resources/hrnow/>

Contact: Graduate Appointments and Fellowships Manager

Graduate Fellowships

Graduate Fellowships are awards presented to students with no work expectations in return. These fellowships are similar to scholarships, in that they are presented to students with the purpose of allowing the student to focus solely on their personal academic research without the distraction of taking additional work. Fellowships can also be used to recruit students by offering additional funding coupled with an assistantship position.

It is important to note that fellowships are NOT wage-earning working positions, but rather are financial awards with few strings attached. Fellowships are NOT subject to income tax withholding (but may be taxable) and do NOT require a social security number or current 1-9.

Fellowship awards are typically funded through the department or college, with limited funding available from the Graduate School. The unit funding the fellowship is responsible for its management. Department/college-funded fellowships are processed through the Graduate School using a Fellowship Payment Information Form and disbursed monthly by the Cashier's Office. If the fellowship is funded by the Graduate School or Provost, it is managed by the Graduate School.

Students on Fellowships must:

- Be fully admitted graduate students,
- Be enrolled full-time,
- Be in good academic standing,
- Be enrolled in direct deposit,
- and have a completed a tax assessment with the International Compensation & Taxation Office, if they are an international student.

For Additional Information:

Managing Fellowships: <https://grad.ncsu.edu/faculty-and-staff/graduate-student-funding-resources/managing-fellowships/>

Contact: Graduate Appointments and Fellowships Manager (for department/college fellows), or Fellowships and Grants Administrator (for non-departmental, Graduate School fellows)

Graduate Student Support Plan

The Graduate Student Support Plan (GSSP) is a highly competitive support package used to attract top students to NC State. Under the plan, students that meet the eligibility requirements receive RA-TA health insurance and standard tuition support (for a limited number of academic terms) at no cost to them. Summer tuition, college-specific premium tuition, and semester academic fees are not covered by the Graduate Student Support Plan. To be eligible for the GSSP, a student must:

- Have an active, qualifying graduate appointment (RA, TA, RA-TA, or primary fellowship) with a minimum annual stipend of at least \$15,000 for Masters students and \$20,000 for doctoral students. The qualifying appointment must begin on or before Census Day and extend at least 10 days beyond the first day of classes. Tuition will be prorated for graduate appointments that do not extend through the Fall or Spring semesters.
- Be active in an on-campus Master's or Doctoral program. Distance education and graduate certifications are not eligible for the Graduate Student Support Plan.
- Maintain full-time enrollment at all times.

Note: The Grad Support System will only apply the benefits for which the student actively qualifies.

The cost of tuition and insurance benefits is not waived by the Graduate Student Support Plan; tuition can never be waived in North Carolina--it must always be paid by some source. Therefore, for GSSP, "who pays" is based on the student's stipend source. Additionally, these benefits are not guaranteed forever. A student who meets eligibility can always qualify for insurance, but there is a time limit for how long a student can qualify for tuition support through the plan. Please review the funding chart and administrators' GSSP page below, to learn more about the plan and who pays for students' bill charges.

For Additional Information:

Graduate Student Support Plan: <https://grad.ncsu.edu/student-funding/graduate-student-support-plan/>

GSSP for DGPs and GSCs: <https://grad.ncsu.edu/faculty-and-staff/graduate-student-funding-resources/gssp-for-dgps-and-gscs/>

GSSP Funding and Costs: <https://grad.ncsu.edu/faculty-and-staff/graduate-student-funding-resources/gssp-funding-and-costs/>

Contact: Graduate Student Support Plan Manager

Third Party Billing

Depending on the funds available, the department may wish to pay fees or premium tuition charges for a student. In these cases, you will be asked to process a GA1 form with the Cashier's Office. This process is managed by the Cashier's Office and is set up to allow departments to directly pay for charges on a student's bill. Talk to your DGP and faculty to see if funds are available for this purpose. Any questions about this process should be directed to the Cashier's Office.

For Additional Information:

Cashier's Office (including GA1 form instructions):
<https://studentservices.ncsu.edu/finances/bills-payments-and-refunds/pay-your-bill/third-party-student-sponsorships/>

Graduate Data

To properly assist with the management of graduate programs, it is important to be able to find, navigate, and manage graduate data on your own. You will be responsible for leading and maintaining your department's internal approach to data management. For instance, if your department has students who are funded on assistantships and fellowships, you will likely use a spreadsheet to track whether students have met GSSP requirements and display the funding's start- and end-dates, amount, and source. As simple as it seems, a spreadsheet like this will prepare you to check with faculty about continuing appointments, identify which students will need support each term, and keep track of how much money the department has to offer new incoming students.

In addition to internal data management, you have access to a wide range of data through MyPack Portal. When accessing this data, it is important to remember that there are three primary areas of the portal: the Student Information System (SIS), HR System, and Financial System. Your security access to the Portal will determine which of these systems you can access. Not everyone will have access to all three areas. There is some crossover between the three areas, but you will find that each retains different information.

Admin Reports

Located in the Student Information System (SIS), Admin Reports allow departments to access a range of academic information about students. For example, you can learn whether a student is active and enrolled; their GPA, email, and other contact info; whether they have chosen a committee chair; and much more info that you will need to access regularly. This report can be located by selecting the "Reporting Tools" tile on your SIS homepage. Fill in your "Selection Criteria" and then "Filter Criteria" to specify the output of your report, and select "Go" at the bottom of the page. Results will be loaded in your browser. You can then choose to download the results to an Excel spreadsheet, or go back to modify your search and run the report again. If you create a report that you intend to run often, you can save the report and subsequently run it without having to alter the criteria.

For Additional Information:

Reporting Tools: <https://grad.ncsu.edu/faculty-and-staff/gsc-resources/graduate-school-reports-and-queries/>

Contact: Your [Graduate School Liaison](#)

Fellowship Queries

Located in the Student Information System (SIS), Fellowship Queries are premade queries that can produce useful information about your students currently on fellowships. In addition to queries, you can run the Fellowship Dept Summary report to see who in your OUC has been awarded a fellowship and the details of those awards, including the status of its monthly disbursement. To find the Fellowship Queries and Fellowship Dept Summary report, select the "Campus Finances" tile on the SIS homepage and select "Fellowship/Grad Support" from the navigation menu on the left-hand side of the screen. If you select "Fellowship Queries" from the drop-down menu, you will see a list of queries you can run and export to either HTML (your browser screen) or an Excel spreadsheet. If you select Fellowship Dept Summary, you will be prompted to enter the academic year (e.g., 2018-2019) and an OUC (two- or six-digit). Students in this report will be based on the OUC in which the project is housed.

For Additional Information:

Contact: Graduate Appointments and Fellowships Manager, or Fellowships and Grants Administrator

Queries

Queries are reports that you can run to pull information on a large scale from the MyPack Portal--for instance, if you want to know what students in your department are hired on assistantships in the HR system, or who in your department has registered for graduation in the Student Information System. You can pull this information through a query rather than looking up each student individually.

Each area of the MyPack Portal - SIS, HR, and Financial - has its own query access. Depending on the system you query, you may have access to reporting and production queries. Production shows you live data that is accurate to that very moment. Reporting shows you data captured as of midnight the night before. (Most assistantship queries are found under Reporting Tools.) To Navigate to a query system, open the MyPack Portal, select the 'homepage' related to the area you are searching (SIS, HR, or Financials), then select Reporting Tools to find the query system. Once you navigate to the query search appropriate for your task, you can search a list of premade queries that produce reports for a range of common purposes. Ask your Graduate School contacts if they recommend that you run any particular queries.

For Additional Information:

SIS Query Viewer Guide: <https://grad.ncsu.edu/faculty-and-staff/gsc-resources/graduate-school-reports-and-queries/#queryviewer>

WolfPack Reporting System

WolfPack Reporting System (WRS), located in the Financial System's Monitoring Tools and Reports menu, allows you to review your financial projects. If you want to view how a project is being charged for student funding, this is where you would go to review your project. If you have questions about WRS, reach out to your budget analyst in the Budget Office.

For Additional Information:

WolfPack Reporting System: <https://budget.ncsu.edu/budgetoffice/training.php>

Contact: Your budget analyst in the Budget Office

Requesting Data

Occasionally, it is necessary for the department to gather data on graduate students for grant proposals, department reviews, or other reporting requests. In these cases, you may need advice about how to retrieve the appropriate information or graduate data. In these cases, you can reach out to the Graduate School and we will help you navigate the available dashboards or create a query or report to meet your needs. Our 'Graduate School Applications and Reports' page contains many resources, including our Data Request Form.

For Additional Information:

Graduate School Applications and Reports: <https://grad.ncsu.edu/faculty-and-staff/graduate-school-applications-and-reports/>

Contact: gradschool-it@ncsu.edu

Graduate Student Professional Development

The Graduate School offers multiple professional development programs for graduate students and postdocs. We rely on you, as the GSC, to help promote these opportunities and ensure that students are aware of all the available resources that can help them build their academic and professional careers. Graduate students and postdoctoral scholars balance research, coursework, teaching, professional responsibilities, and life beyond campus. Our professional development opportunities are designed to be flexible, accessible, and adaptable to your schedule and career goals. Ways to engage:

- [Workshops & events](#)
- [Micro-learning modules \(on demand\)](#)
- Self-paced resources
- Cohort programs
- Experiential learning opportunities

Professional development should fit into graduate education - **not compete with it.**

For Additional Information:

Graduate Student Professional Development: <https://grad.ncsu.edu/professional-development/>

Upcoming Workshops: <https://grad.ncsu.edu/professional-development/professional-development-workshops/>

Career Readiness Program for Non-Academic Careers

Our Professional Development team believes that your career options extend far [beyond the boundaries of academia](#). In addition to the individual career coaching appointments we offer, the Accelerate to Industry+ (A2i+)™ program is a bold, new approach to workforce training for graduate students. These opportunities are built upon strong industry partnerships that allow students to engage directly with industry contacts and hear, firsthand, how they can develop a competitive advantage when they enter the job market.

Communication Skills Program

Through the NC State Graduate School, graduate students and postdoctoral scholars can apply a “Think and Do” mindset by becoming successful communicators using our professional development [programming in the areas of verbal and written communication](#). We use active learning principles to help advanced degree holders become more efficient, productive communicators regardless of their academic discipline or career path and to apply what they learn in our programs to communicate in a variety of academic and professional settings. Participants in our Communication Skills Programs can also gain a non-credit Communication Skills Certificate (formerly Writing Certificate).

Leadership Program

The Graduate School provides graduate students and postdoctoral scholars a way to grow and enhance their leadership skills through the “[Leadership Learning Institute \(LLI\)](#)” program. LLI consists of four short courses that focus on self-awareness, communication, influence and purpose. Each short course consists of three, 2-hour sessions (12 sessions total). Graduate students and postdoctoral scholars who wish to participate in LLI need to submit an application and obtain the support of their faculty advisor or PI. Once accepted to LLI, students may pursue the Leadership Certificate.

Teaching Programs

The [Teaching Program](#) is a professional development program designed to help graduate students and postdoctoral scholars build knowledge and skills in research-based teaching strategies, through growth opportunities such as workshops, microlearning, 1:1 mentoring, and cohort experiences. It also offers them the opportunity to showcase their knowledge by achieving a Basic or Advanced [Teaching Certificate](#). Overall, it prepares pathways for graduate students and postdoctoral scholars to become successful teachers in higher education or similar learning contexts by equipping them with an essential foundation of knowledge and skills for promoting student success. Notable opportunities include the [New TA Workshop](#) and Preparing the Professoriate (below).

Preparing The Professoriate

[Preparing the Professoriate \(PTP\)](#) is a nationally recognized program designed to give exceptional doctoral students and postdoctoral scholars an immersive mentoring, teaching, and future faculty preparation experience. Established in 1993, PTP is a signature program in the Graduate School’s professional development initiative. It provides late-stage graduate students and postdocs with a year-long program of workshops to help them develop compelling, evidence-based academic job materials and a deeper understanding of the faculty career path. Informational meetings are typically held in March, and applications are due in mid-March.

Wellness Program

Well-being is a vital aspect of one’s health and maintaining one’s effectiveness. Given this, the University offers a plethora of support and opportunities for graduate students and postdoctoral scholars. A peer community of support (“Togetherall”), individual counseling, and wellness activities through Wellness and Recreation are just a few of the resources NC State offers. Our graduate students and postdocs are encouraged to explore the resources on our [Wellness Program](#) page. For example, each fall and spring, The Graduate School offers the Pack Resilience and Leadership Program, a 6-week training that is focused on providing tools to strengthen and enhance one’s resiliency.

Curriculum Development

As a GSC, you may be asked to assist the DGP and departmental faculty with course and curriculum updates. These updates are initiated via proposals in the Course Inventory Management (CIM) system. On the Graduate School's [Curriculum Development](#) page, you will find information on how to submit such proposals, from modifying an existing course or program to initiating the creation of a new course or program. The resources on that page include links to forms and guidance regarding curricular actions for graduate courses and programs.

If you have any questions regarding courses, programs, or the NC State Graduate Catalog, please email The Graduate School at grad-curriculum@ncsu.edu.

Thank you!

Again, your support of graduate students and your program is invaluable. You make a difference.

The Graduate School appreciates all that you do!