

# GRADUATE ASSISTANT ORIENTATION

**Savita Sharma, Asst. Dean, Finance, Operations & IT**

**Richard Corley, Coordinator, Graduate Appointments**

**Dare Cook, GSSP Manager**

**Kelly Rownd, Director, Career Readiness**

# **Graduate Assistantships (GA)**

# Types of Assistantships

## Graduate Teaching Assistantship

*Provides direct support of classroom instruction*

## Graduate Research Assistantship

*Supports the research mission of a unit in data collection and experiments*

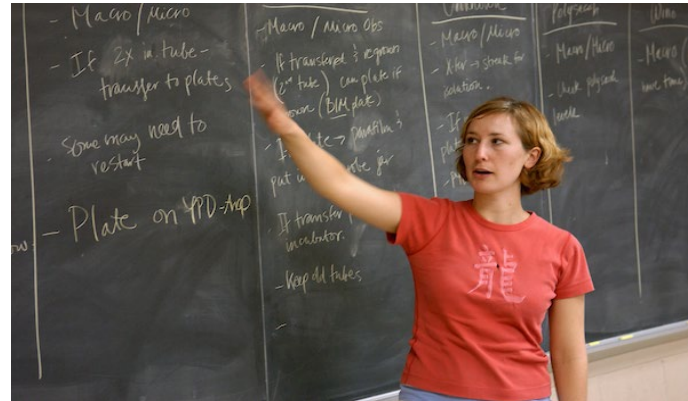
## Graduate Teaching and Research Assistantship

*Performs a combination of teaching and research duties*

## Graduate Services Assistantship

*Serves outside of a department or program's teaching/research mission*

*\* Not eligible for Graduate Student Support Plan Benefits*



# GA Eligibility Requirements

- Admitted to a graduate degree-seeking program
- Enrolled in the Fall/Spring semester
  - Summer enrollment is only required if it's your first or final semester
    - **Enroll full-time to qualify for GSSP benefits**
- Maintain good academic standing (3.000 grade point average or above) **at all times**
- Continue to make satisfactory academic progress towards earning your degree or your GA appointment could be jeopardized

# Employment Eligibility Verification: I9

NC State is required by federal law to verify the identity and employment authorization of all individuals (domestic and international) hired for employment in the U.S. Verification process is done using the [I9 form](#) and EVerify

1

**SECTION 1:** Requires completion of SECTION 1 of Form I-9 on or before the first day of employment

2

**SECTION 2 (in person):** Must be completed within 3 days after your hire date.

Visit NC State's I-9 Center, 2711 Sullivan Drive, Administrative Services II Building to meet with an authorized HR representative.

3

**Social Security Number (SSN):** You must apply for your SSN and update this information with the University to have correct tax documents and E-Verify processing.

# Work Restrictions

## Work Hours/FTE Maximum

- U.S. citizens/Permanent Residents can work up to 29 hours per week, 0.725 FTE **combined** across all on-campus positions
- International students (i.e. F-1, J-1 holders) **cannot work more than 20 hours per week, 0.500 FTE**

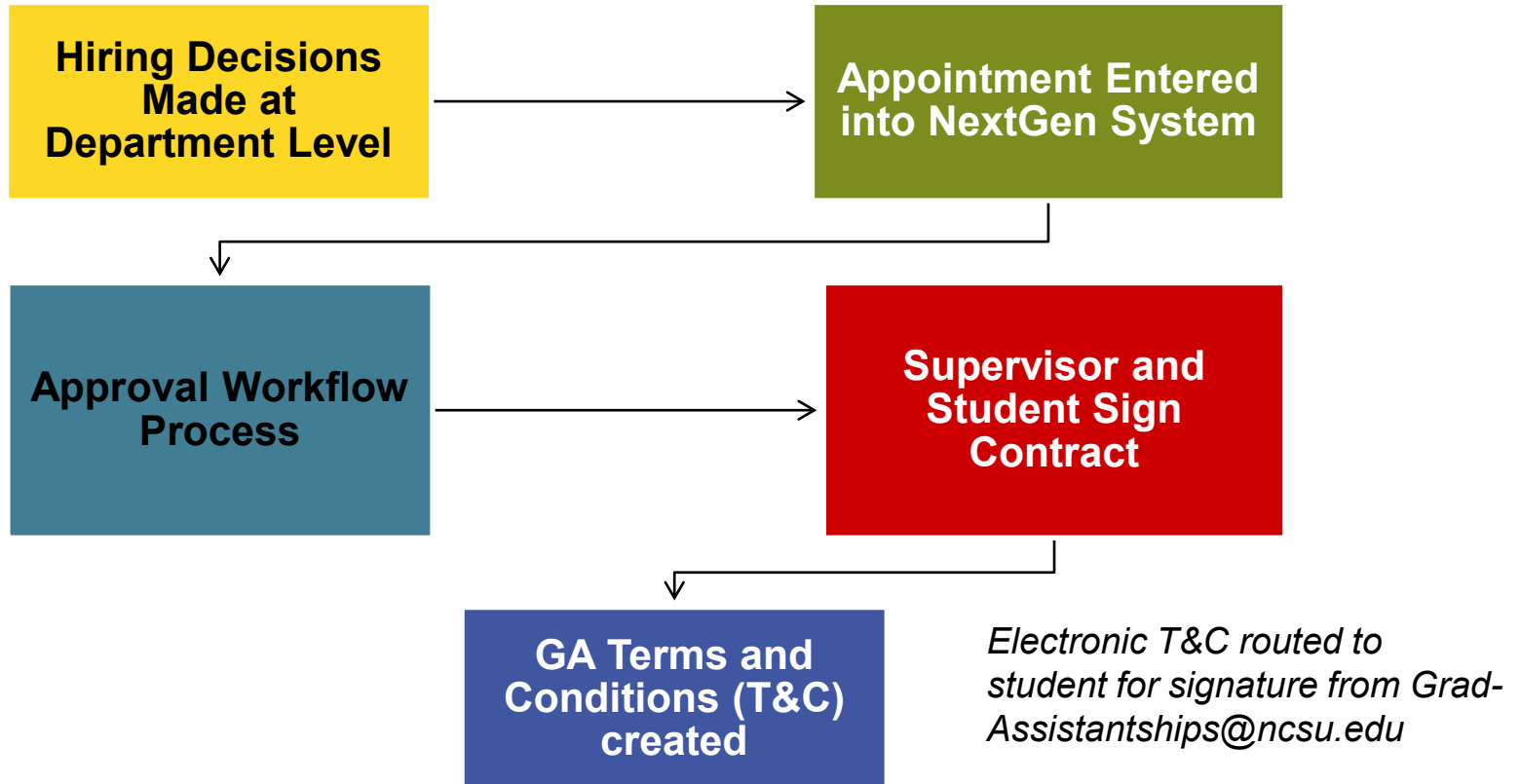
## English Proficiency

- International students must have demonstrated English oral proficiency to hold a TA appointment (not needed for other types of GA appt.)

## Graduation

- International students who graduate must be terminated from all on-campus positions as of the date of graduation

# GA Hiring Process



# Your Terms and Condition (T&C) Contract



- Employment contract with the university
- Pay attention to appointment start & end dates and the stipend amount
- The amount you receive in your bi-weekly pay will be net of any taxes and other deductions (Ex. - student fees, parking, etc. )
- GA appointments can be semester-to-semester or yearlong
- Re-appointment is contingent on satisfactory academic progress and funding availability
- Contact your hiring department if you have any questions about your contract BEFORE you sign it
- You have access to all of your signed T&Cs via your MyPack portal
- **Early GA appointment termination can impact GSSP tuition benefits!!!**



# Your Money

- Active graduate assistantship
- Signed up for Direct Deposit in HR
- Paid on a bi-weekly basis
  - See [2023 – 2024 Bi-Weekly Payroll Calendar](#)
- *International Students* – Meet with Foreign National Tax Office to complete tax assessment
- First pay date for August 16th hires - **Friday, September 1**
  - **First and last paychecks are typically pro-rated as they are not full pay periods**
- First “full” paycheck - **Friday, September 15**



# When Do I Get Paid ?

## Biweekly Payroll Calendar

# 2023 - 2024

## Biweekly Payroll Schedule

**\*Deviation in Date(s) Due to Holidays**

PAYROLL ID	PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	PAYDAY	HOLIDAYS
20242R01	6/10/2023	6/23/2023	7/7/2023	
20242R02	6/24/2023	7/7/2023	7/21/2023	Independence Day - Tuesday July 4th
20242R03	7/8/2023	7/21/2023	8/4/2023	
20242R04	7/22/2023	8/4/2023	8/18/2023	
20242R05	8/5/2023	8/18/2023	9/1/2023	
20242R06	8/19/2023	9/1/2023	9/15/2023	

# GA Benefits

- [Graduate Student Support Plan:](#)
  - Tuition for a defined number of semesters
  - Health Insurance
- [Parental Leave:](#) Up to six (6) weeks of parental leave following the birth, or legal adoption of a child
- [University Closings and Holidays:](#)
  - Graduate assistants are not expected to work during University holidays and closings and are not expected to make up missed work during the holidays.
  - TAs are not expected to work when classes are not in session, unless otherwise specified in their T&C contracts.

# GA's have the option to enroll in Payroll Deduction for Student Fees

- Student fees payment can be distributed over 6 pay periods
  - Fall 2023 Student fees - \$1,291.13
  - Fees are lower if you are enrolled for less than 9 hrs.
- Enroll in the option before September 1 in MyPack Portal for Fall 2023
  - [\*Instructions to enroll on Graduate School Website\*](#)
- NEW!! – [Graduate Stipend Estimated Payments Calculator](#): Tool to assist students estimate the net stipend per pay period if they enroll in the payroll deduction option
- If your appointment is terminated or you otherwise decide to end your participation, any outstanding fees owed must be paid in full at the time of cancellation

# Taxes, Taxes, Taxes

## Payroll Taxes

- *Federal Income Tax*
  - Calculated using **Taxable Wages**
  - Marital Status
  - Tax Table
- *State Income Tax*
  - Number of allowances
  - Flat rate after deducting standard deduction

## FICA (Federal Insurance Contribution Act) Tax Exemption

- Social Security (Old Age, Survivors Insurance) and Medicare Taxes (HI – Hospital Insurance)
- **Graduate students must work less than 30 hours per week AND be enrolled at least half time (3 hours during fall/spring semesters/1 hour in summer) for FICA tax exemption**
- If you do not meet BOTH criteria, Social Security and Medicare taxes will be withheld from their paycheck.

# Fellowships

- Outright awards with no service component
- Students can hold both fellowships and assistantships
  - **Note:** *Some limits might apply on concurrent appointments based on fellowship/contract criteria*
- May be based on merit or financial need
- Not considered as wages (no W-2 form reporting)
- Must enroll in [Direct Deposit](#) and have a US checking account
- Fellowships are paid monthly
  - [Fellowship Stipend Payment Schedule](#)
- Tax Assessment of International Students (do not need Social Security #)

# GA Resources

## Your home department is the best place to start with any questions

- **[Financial Literacy Resources](#)**: Lots of free resources and information to build your knowledge and skills for financial wellness.
- **Social Security Number (SSN)** – All international graduate students in F-1/J-1 status and employed by NC State must apply for an SSN to be paid for your GA . (See [SSN Resource page](#))
- **Tax Assessment** – All international graduate students must meet with the [Foreign National Taxation Office](#) to complete a tax assessment. Tax assessment might need to be updated.
- **Employment Verifications** – Graduate students requiring employment verification must contact the Graduate School at [gradschool-assistantships@ncsu.edu](mailto:gradschool-assistantships@ncsu.edu). Signed release statements from third party verifiers can be faxed to 919-515-2873
- **Student Funding Website** <https://grad.ncsu.edu/student-funding/>

# **Graduate Student Support Plan (GSSP)**



# What is GSSP?



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



Graduate students eligible for the Plan receive tuition and health insurance benefits **at no cost to them**



**LEARN MORE: [go.ncsu.edu/gssp](https://go.ncsu.edu/gssp)**

# What Benefits are Provided?

## Tuition

- Instate Tuition
- Tuition Remission (diff between out of state tuition and instate tuition)
- Tuition for Fall and Spring Semesters only for a limited number of semesters
- Does not cover** Student Fees, Premium Tuition, and Summer Tuition

## Health Insurance

- Enrolled in the RA TA Plan for GSSP eligible students
  - separate from University Mandatory Plan
- No limit on the number or semesters as long as GSSP eligibility criteria are met

# Duration of Tuition Benefits

Degree	Number of Semesters
Master's	4
*Doctoral with Master's	8
Doctoral without Master's	10

\*Upon admission to a doctoral program, the master's degree is assumed to be related. Contact your [DGP](#) if your Master's is unrelated to your doctoral program.

**Every semester in which a student is enrolled counts toward the number of eligible semesters, even if the student does not participate in GSSP.**



## GSSP Eligibility

### Maintain Eligibility Requirements at all times during the semester

1

**Enrolled in On-Campus Master's or Doctoral Program.**

- Distance Education and Certificate Programs do not qualify for GSSP benefits

2

**Enrolled Full Time:**

- Typically, full time enrollment is 9 credit hours per semester

3

**Supported on Qualifying TA or RA appointment or Fellowship:**

- Minimum annual stipend of \$15,000 for Doctoral students and \$10,000 for Master's students.

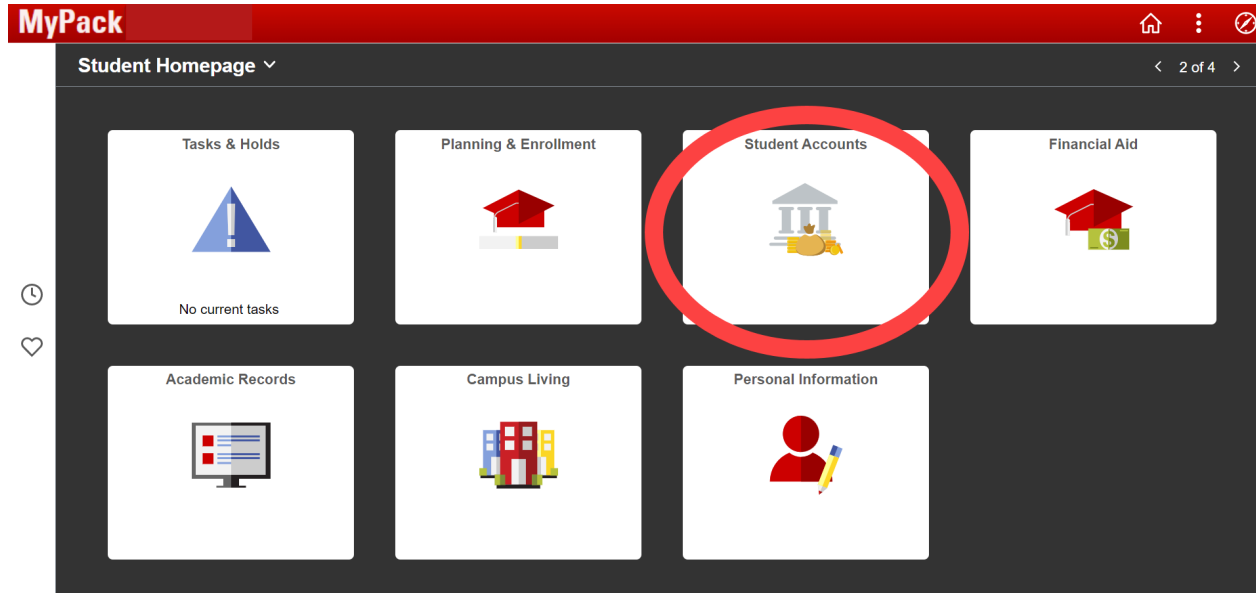
- GSA (Graduate Service Assistant) appointment does not qualify

**Students need not “apply” for GSSP. Benefits are automatically applied as eligibility criteria are met.**

# How do I see if I qualify?

Check your GSSP status in the MyPack Portal !

Student Homepage > Student Accounts > Graduate Student Support Plan



# What benefits are you eligible for?

< Student Homepage
Student Accounts

<ul style="list-style-type: none"> <li> Important Messages</li> <li> Make A Payment</li> <li> View/Sign up for Payment Plan</li> <li style="background-color: #c00000; color: white; padding: 2px;"> Graduate Support Plan</li> <li> What I Owe</li> <li> Financial Responsibility</li> <li> Account History</li> <li> Billing Statements</li> <li> Print Term Statement</li> <li> View 1098-T</li> <li> View Direct Deposit</li> <li> Employee Tuition Waiver Form</li> <li> Pack Essentials</li> <li> Links of Interest</li> </ul>	<p>GSSP tuition benefits will not apply to your billing account until all GSSP eligibility requirements are actively met in the Student Information (SIS) and Human Resources (HR) systems. Please see the checklist below for one-page GSSP eligibility summary.</p> <ul style="list-style-type: none"> <li>• <a href="#">GSSP Eligibility Summary</a> (Checklist)</li> <li>• <a href="#">GSSP Requirements At-A-Glance</a> (Semesters of Benefits Eligibility)</li> </ul> <div style="border: 1px solid #c00000; border-radius: 10px; padding: 5px; margin: 10px 0;"> <p>▼ <b>Final Term of Tuition Support</b> 2025 Spring Term</p> </div> <p>Your final term of GSSP tuition support is projected to be the 2025 Spring Term, assuming that you enroll in each fall and spring term. Every semester in which the student is enrolled counts against the total number of allowed semesters for tuition support, even if the student does not participate in the Graduate Student Support Plan.</p> <p><a href="#">Show graduate terms counted</a></p> <div style="border: 1px solid #c00000; border-radius: 10px; padding: 5px; margin: 10px 0;"> <p>▼ <b>Current Term Support</b> Current Term 2023 Fall Term</p> </div> <p><b>Benefit Eligibility</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>In-State Tuition</td><td style="text-align: right;">✔</td></tr> <tr><td>Out-of-State Tuition</td><td style="text-align: right;">✔</td></tr> <tr><td>Health Insurance</td><td style="text-align: right;">✔</td></tr> </table> <p><b>If you meet these requirements</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Active in an on-campus master's or doctoral program</td><td style="text-align: right;">✔</td></tr> <tr><td>Enrolled full-time at all times</td><td style="text-align: right;">✔</td></tr> <tr><td>Have an active, qualifying graduate appointment with a minimum stipend of, at least, \$15,000 annualized</td><td style="text-align: right;">✔</td></tr> </table>	In-State Tuition	✔	Out-of-State Tuition	✔	Health Insurance	✔	Active in an on-campus master's or doctoral program	✔	Enrolled full-time at all times	✔	Have an active, qualifying graduate appointment with a minimum stipend of, at least, \$15,000 annualized	✔
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**What benefits are you eligible for in the current semester?**

**Are you meeting GSSP criteria in the current semester?**

# What benefits do you qualify for ?

Student Accounts

Student Homepage

- Important Messages
- Make A Payment
- View/Sign up for Payment Plan
- Graduate Support Plan**
- What I Owe
- Financial Responsibility
- Account History
- Billing Statements
- Print Term Statement
- View1098-T
- View Direct Deposit
- Employee Tuition Waiver Form
- Pack Essentials
- Links of Interest

GSSP tuition benefits will not apply to your billing account until all GSSP eligibility requirements are actively met in the Student Information (SIS) and Human Resources (HR) systems. Please see the checklist below for one-page GSSP eligibility summary.

- [GSSP Eligibility Summary \(Checklist\)](#)
- [GSSP Requirements At-A-Glance \(Semesters of Benefits Eligibility\)](#)

**Final Term of Tuition Support**

You are beyond eligibility for GSSP tuition support. Every semester in which the student is enrolled counts against the total number of allowed semesters for tuition support, even if the student does not participate in the Graduate Student Support Plan.

[Show graduate terms counted](#)

**Current Term Support**

Current Term 2023 Fall Term

Benefit Eligibility	
In-State Tuition	✗ Beyond allowed terms
Out-of-State Tuition	✗ Beyond allowed terms
Health Insurance	✓

**If you meet these requirements**

Active in an on-campus master's or doctoral program	✓
Enrolled full-time at all times	✓
Have an active, qualifying graduate appointment with a minimum stipend of, at least, \$15,000 annualized	⚠ Appointment Pending

**Student has exceeded the maximum terms to receive GSSP tuition benefits. Can still receive health insurance benefits if GSSP criteria are met**

# What benefits are you eligible for?

- Important Messages
- Make A Payment
- View/Sign up for Payment Plan
- Graduate Support Plan
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▼ **Final Term of Tuition Support**

2026 Spring Term

Your final term of GSSP tuition support is projected to be the 2026 Spring Term, assuming that you enroll in each fall and spring term. Every semester in which the student is enrolled counts against the total number of allowed semesters for tuition support, even if the student does not participate in the Graduate Student Support Plan.

[Show graduate terms counted](#)

▼ **Current Term Support**

Current Term 2023 Fall Term

**Benefit Eligibility**

In-State Tuition

**Student not meeting criteria:**  
 - Needs to enroll full-time  
 - Follow-up with Department on GA appt. or Fellowship

**Student has declined enrollment in health insurance**

Health Insurance

✔  
 ✘ Declined

**If you meet these requirements**

Active in an on-campus master's or doctoral program

✔  
 ✘ Enrolled Half-Time  
 ⚠ Appointment Pending

Enrolled full-time at all times

Have an active, qualifying graduate appointment with a minimum stipend of, at least, \$15,000 annualized



# What benefits do you qualify for?

< Student Homepage
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Student not meeting criteria:

- Needs to enroll full-time
- Follow-up with Department on GA apt. or Fellowship

- ✘ No Unit Load
- ✘ RA, TA, RA-TA, EA, or primary fellowship not found

# RA-TA Plan vs. Student Health Insurance Plan (SHIP)

SHIP/Mandatory Plan	RA-TA Plan
<u>Enrollment:</u> Automatic once enrolled for classes	<u>Enrollment:</u> Automatic once qualified for GSSP; <b>will be notified of waiver from SHIP!</b>
<u>Fee:</u> Added to the student bill	<u>Fee:</u> Paid through the university; <b>FREE for student</b>
<u>Key Differences:</u> <ul style="list-style-type: none"><li>- No Dependents</li><li>- Deductible model</li></ul>	<u>Benefits:</u> <ul style="list-style-type: none"><li>- Dependent Enrollment</li><li>- Co-Pay Model</li></ul>

**Blue Cross Blue Shield (BCBS) is provider for both plans**

# RA-TA Plan

## **NEW !!** [RA-TA Plan Video](#)



**Learn about how health insurance works and what is covered in your RA-TA Plan**

- In Network Services such as Primary Care Provider and Specialists now require co-pays
- No charge for preventive care services
- Mental Health and Substance Abuse Office Visits - \$10 copay



# RA-TA Health Insurance Plan

- No limit on number of semesters of eligibility
- Insurance Card is designated as “NC State RA-TA”
- Notify Graduate School promptly if you have alternate insurance and wish to [waive out of the RA-TA plan](#)

	
<b>BlueOptions</b>	
Subscriber Name:	Member Code: <b>NC State RA-TA</b>
	Group No: 00
Subscriber ID:	Rx Bin:
	Effective Date: 08/01/23
<b>Member Responsibility:</b>	
	PCP/Specialist-In \$35/\$70
	Urgent Care/ER-In \$70/\$500
	Ind Ded-In/Out \$400/\$800
	Ind OOP Mx-In/Out \$5,500/\$11,000
	Prescription Drug Benefits Included
	

# RA-TA Health Insurance Plan

## Dates of Coverage

Students are enrolled in the RA-TA Plan by the Graduate School every semester once they meet GSSP eligibility criteria.

	<b>Begins</b>	<b>Ends</b>
Fall Semester	August 1	December 31
Spring Semester	January 1	July 31

**Students will NOT be dropped due to loss of eligibility after Census (10<sup>th</sup> day of fall/spring term) for any reason, including graduation or term withdrawal**

# RA-TA Plan Resources

<a href="#"><u>Blue Connect</u></a>	<a href="#"><u>Student Blue Portal</u></a>
Manage your policy online	Update address
Find a provider	<a href="#"><u>Enroll Dependents</u></a>
Review Claims	View plan Subscriber Number
Print or request a new card	

**International Students cannot be enrolled in RA-TA plan until they have a US address in MyPack portal.**

# RA-TA Health Insurance FAQ's

- Does the RA-TA Plan offer Vision and Dental benefits?
  - Vision is included; students can add dental at their own expense
- Can I add dependents?
  - Yes, you can [enroll](#) dependents **at your own cost** *during the open enrollment period* (ends on September 30<sup>th</sup>)

Enrollees	Monthly Premium
Student's Spouse	\$512.80
Student's Child	\$539.30
Student's Family	\$794.35

# On Campus Resources

## Campus Health

- No cost preventive care with your PCP
- \$10 copay for most other services

## Wellness

- [Wolfpack Wellness](#)
- [Wellness Wednesdays](#)
- [Wellness and Recreation](#)

[Campus-Smiles.com/NCState](https://campus-smiles.com/NCState) – Dental Practice offering special savings to students with or without insurance!



# More On Campus Resources



## Counseling Center:

Individual therapy; groups; walk-in hours; resource



## Academic LiveCare:

12 free telehealth counseling appointments



## Pack Essentials:

Students in need of food, housing, financial assistance



## Student Ombuds:

Neutral, confidential resource for concerns



## Lighten Your Pack:

Wolfpack Wellness Resources



# BCBS Mental Health Resources

[Video](#) from Blue Cross Blue Shield

[BlueCrossNC.com/MyMentalHealth](https://www.BlueCrossNC.com/MyMentalHealth)

[Headway.co/bluecrossnc](https://www.Headway.co/bluecrossnc)

**For Domestic students  
who are not NC  
Residents...**

# Out of State Domestic Students

- GSSP covers **only the first 2 semesters of the Tuition Remission\*** bill
- Students are expected to **begin residentiary acts as soon as they arrive in NC** in anticipation of applying for NC Residency reclassification once they have been in the state for 365 days.
- For More Information, see [Residency information](#) on Graduate School website

*\*Tuition Remission = Out of State tuition – Instate Tuition*

# Residency Issues

Many Students cannot apply for Residency until August as they have not met the 365 day requirement  
BUT  
Fall Tuition Bill is due in July.



The Graduate School will contact domestic out of state students in their 3<sup>rd</sup> semester in early July offer **to extend the due date for the TR portion of the bill** to allow time for residency reclassification.

**Timely response to Graduate School is important. We cannot extend the due date if we do not receive a response from you.**

# Residency - What if?

## Are reclassified as NC Resident

Enter your RCN in MyPack Portal ASAP so reclassification can be validated

If you have paid the TR portion of your bill and are reclassified, you can contact [student accounts](#) for a [refund](#).

## Are NOT reclassified as NC Resident

**You are responsible for TR portion of bill.**

You may appeal the decision to RDS depending on your situation

Your department *may* decide to pay the TR portion of your bill outside the GSSP process

# Recommendations for NC Driver's License

- <https://www.wral.com/dmv-kiosks-coming-to-some-nc-grocery-stores/20961877/>
- <https://www.wral.com/walk-right-in-these-8-nc-dmv-offices-have-had-no-wait-on-saturdays/20975649/>

# Student Action Items



Check your ncsu.edu email regularly



Check your GSSP eligibility and utilization in MyPack portal



If you have other private insurance and do not need to be added to the RA-TA health insurance plan, notify us!



Enroll full time as early as possible and do not adjust enrollment without first consulting your DGP/GSC



Pay your student fees or make arrangements to pay for fees to avoid schedule cancellation



Residency reclassification for US citizens and Permanent Residents



# Whom to Contact?

[Director of Graduate Programs \(DGP\)/Graduate Services Coordinator](#)

SUBJECT	CONTACT
RA-TA Health Insurance Plan	BCBS at 1-800-579-8022.
Stipend/Paycheck	<ol style="list-style-type: none"><li>1. Supervisor</li><li>2. <a href="mailto:gradschool-assistantships@ncsu.edu">gradschool-assistantships@ncsu.edu</a></li><li>3. <a href="tel:919-515-4350">Payroll</a> (919-515-4350)</li></ol>
GSSP Tuition or Health Insurance	<a href="mailto:Gradschool-GSSP@ncsu.edu">Gradschool-GSSP@ncsu.edu</a>
Payroll Deduction, Refunds, Bills	<a href="#">Student Accounts</a>

The background of the slide is a photograph of the NC State University campus. In the center, the iconic clock tower stands tall against a clear blue sky. The scene is framed by lush green trees on the left and right, with some leaves showing early autumn colors. The sun is shining brightly from the upper right, creating a lens flare effect. A red banner at the top contains the university's name, and another red banner at the bottom contains the event title and speaker information.

**NC STATE  
UNIVERSITY**

# **Graduate Assistant Orientation**

**Kelly Rownd  
Director of Career Readiness**

# PROFESSIONAL DEVELOPMENT: PROGRAMS OFFERED



**Teaching Workshops**  
(certificate or a la carte)



**Writing Workshops**  
(certificate or a la carte)



**Career Support**  
(certificate or a la carte)



**Leadership Cohort Program**  
(certificate)



**Preparing the Professoriate**

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**REGISTRATION IS REQUIRED FOR ALL WORKSHOPS:**  
[go.ncsu.edu/professional-development-registration](https://go.ncsu.edu/professional-development-registration)



**Wellness Wednesdays**  
(a la carte)

# LET'S GET TO WORK

How to strategically use your assistantship to  
explore and prepare for your career



# CREATE A PLAN

Reflection is necessary for thoughtful action-oriented steps.

- Why did you choose your graduate program?
- What goals have you been considering?
- What are your work values?
- What ideas do you have for your assistantship?
- How are you contributing to your assistantship?
- What situations bring out your best?
- What are your options?



# CREATE A PLAN

Build the skills that all employers are seeking to join their teams.

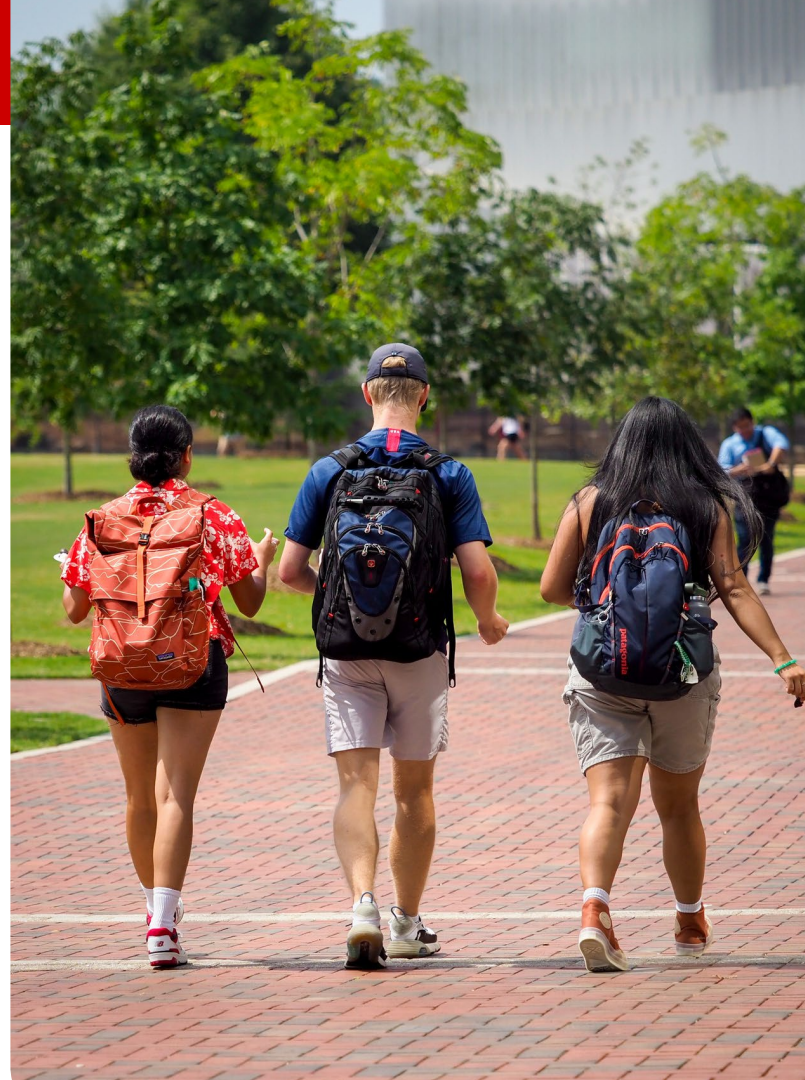
- Career and Self Development
- Leadership
- Communication
- Critical Thinking
- Equity & Inclusion
- Professionalism
- Teamwork
- Technology



# BUILD YOUR COMMUNITY

Relationships are key to career success  
and they take time to develop.

- Who are the key people that support you?
  - Start with your faculty advisor and colleagues
- Who could help you?
  - Set up informational interviews to explore career options
  - Connect with the NCSU alumni network and campus community
  - Utilize the resources and workshops in the Graduate School, Career Development Center, etc.





# GOAL SETTING

- What small action could you take in the next few weeks to be proactive in your career development?
- What do you hope to accomplish by the end of the semester and/or year?
- Who can hold you accountable to accomplish your goals?





# 3 TIPS FOR SUCCESS

TAKE TIME TO REFLECT



CULTIVATE A MINDSET OF CURIOSITY



STAY PROACTIVE IN YOUR CAREER PLANNING



# CONNECT WITH US

[grad.ncsu.edu/professional-development](http://grad.ncsu.edu/professional-development)



**Katie Homar, Ph.D.**  
Director of Academic and Engineering  
Writing Support



**Shawana Hodge**  
Program Support Associate



**Kelly Rownd**  
Director of Career Readiness



**Rhonda Sutton, Ph.D.**  
Assistant Dean for Professional Development

# Graduate School Staff

- Savita Sharma
  - [ssharm43@ncsu.edu](mailto:ssharm43@ncsu.edu)
- Richard Corley
  - [rbcorley@ncsu.edu](mailto:rbcorley@ncsu.edu)
- Dare Cook
  - [decook@ncsu.edu](mailto:decook@ncsu.edu)
- Kelly Rownd
  - [kmrownd@ncsu.edu](mailto:kmrownd@ncsu.edu)