### **Important Dates**

January 8

First day of spring classes

January 12

• Last day to add a course without permission of instructor

January 22

- Census Day
- Last day to drop a course without receiving a W grade
- Last day to enroll (register) or to add a course with instructor permission
- Last day to reduce hours for a tuition adjustment for Spring
- Last day to submit an academic load waiver for the Spring term
- GSSP eligibility deadline (5 p.m.)

## **Slate Refresher Training**

As the 2024 application review cycle begins, do you need a refresher on using Slate or maybe you want to pick up some new tips and tricks? Lauren Liston will hold a zoom training session on Wed. Jan. 24th at 10AM. Please register, and submit questions ahead of time, to receive the zoom link.

## **2024 Applications**

Departments have access to upload and attach documents received from applicants (such as unofficial test scores, revised personal statements, additional recommendation letters, etc.). There is an "Upload Materials" link just above the Checklist on their Slate application.

Let us know if you need to add a hard deadline in Slate to prevent application submission after a particular date.

#### **Enrollment Reminder**

Please ask your students and their advisers to ensure that they are registered in the correct courses/sections and number of hours before census day (January 22).

#### Fxams

Preliminary and final exams require authorization PRIOR to a student taking the exam. Exams that are taken without authorization are considered null and void. Please make sure the faculty & students in your department know the procedure for scheduling exams.

# **Staff Update**

Peggy Olive, who served as a Graduate Liaison, retired on December 31st. We are pleased to announce that Jordan Smith has assumed the role of Graduate Liaison, succeeding Peggy. Jordan brings a wealth of knowledge, having previously worked in R&R at NC State, particularly in areas such as SIS.