

# GRADUATE ASSISTANT ORIENTATION

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# **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
  - ***Full time enrollment is required for GSSP benefits!!!***
- Maintain Good Academic Standing (3.0/4.0 GPA) at all times
- Make satisfactory academic progress toward degree completion

# GA Requirements

## 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 demonstrate English oral proficiency to hold a TA appointment (not needed for other types of GA appointments)

## Graduation

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

# GA Checklist

## GA Checklist & Information

The GA Checklist will help graduate assistants complete all required and optional actions upon receiving the GA appointment. The GA Information section below provides important information regarding appointment period, FTE, stipend payments, taxes, etc.

### After you Receive a Graduate Assistantship:

- Sign Electronic GA Terms and Conditions Letter:
- Complete I-9 (Employment Eligibility Verification):
- Enroll in Direct Deposit:
- Enroll in Payroll Deduction for Fees (Optional):
- Attend New Teaching Assistantship Workshop (Strongly Recommended for new TA's):

### Domestic Out of State Graduate Students

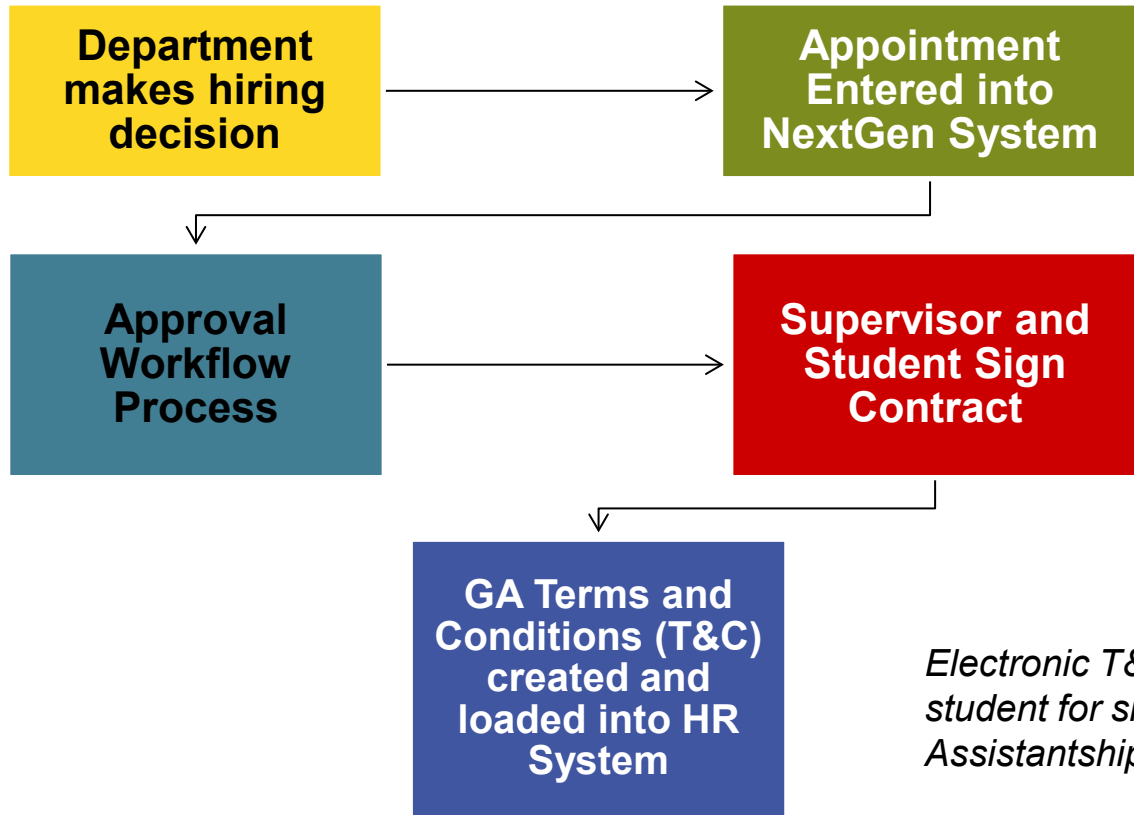
- Apply for North Carolina Residency

### International Students

- Apply for Social Security Number:

[GA Checklist](#) will assist graduate assistants to complete all required and optional actions upon receiving the GA appointment.

# GA Hiring Process



*Electronic T&C routed to student for signature from Grad-Assistantships@ncsu.edu*

# Your Terms and Condition (T&C) Contract



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



# Your Money

- **Active graduate assistantship (approved in HR)**
- **Signed up for Direct Deposit**
- **Paid on a bi-weekly basis**
- ***International Students* – Must complete their [tax assessment](#) to be paid.**
- **First pay date (August 16th hires) – *August 30***
  - Note: First and last paychecks are typically pro-rated as they are not full pay periods**
- **First “full” paycheck - *September 13***



# When Do I Get Paid ?

## Biweekly Payroll Calendar

### 2024 - 2025

## Biweekly Payroll Schedule

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

PAYROLL ID	PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	PAYDAY	HOLIDAYS
20252R01	6/8/2024	6/21/2024	7/5/2024	
20252R02	6/22/2024	7/5/2024	7/19/2024	Independence Day – Thursday, July 4th
20252R03	7/6/2024	7/19/2024	8/2/2024	
20252R04	7/20/2024	8/2/2024	8/16/2024	
20252R05	8/3/2024	8/16/2024	8/30/2024	
20252R06	8/17/2024	8/30/2024	9/13/2024	
20252R07	8/31/2024	9/13/2024	9/27/2024	Labor Day – Monday September 2

# GA Benefits

- [Graduate Student Support Plan](#)
- [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.

# Payroll Deduction for Student Fees

- GA's have the option to enroll in payroll deduction to pay student fees
- Payments are distributed over 6 pay periods
  - Fall 2024 Student fees - \$1,231.25 (Full-time)
  - Fees are lower if you are enrolled for less than 9 hrs.
- Students had until August 27<sup>th</sup> to enroll via MyPack Portal for Fall 2024
- 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.

# 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:** Complete on or before the first day of employment

2

**SECTION 2 (in person):** Complete within 3 days of 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.

# Fellowships

- Outright awards with no work obligation
- Students can potentially hold both fellowship and Graduate Assistantship but some fellowships might restrict or prohibit employment during the award period
- 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 Required (international students) but not SSN

# 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

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

*Students must pay any outstanding charges by the billing due date or their schedule **will be cancelled**.*

*Students will be assessed a \$100 late registration fee if the schedule is dropped due to having an outstanding balance.*

# Duration of Tuition Benefits

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

**Domestic Out of State Students receive 2 semesters of Tuition Remission. Students are expected to apply for NC Residency.**

\*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 \$20,000 for Doctoral students and \$15,000 for Master's students.

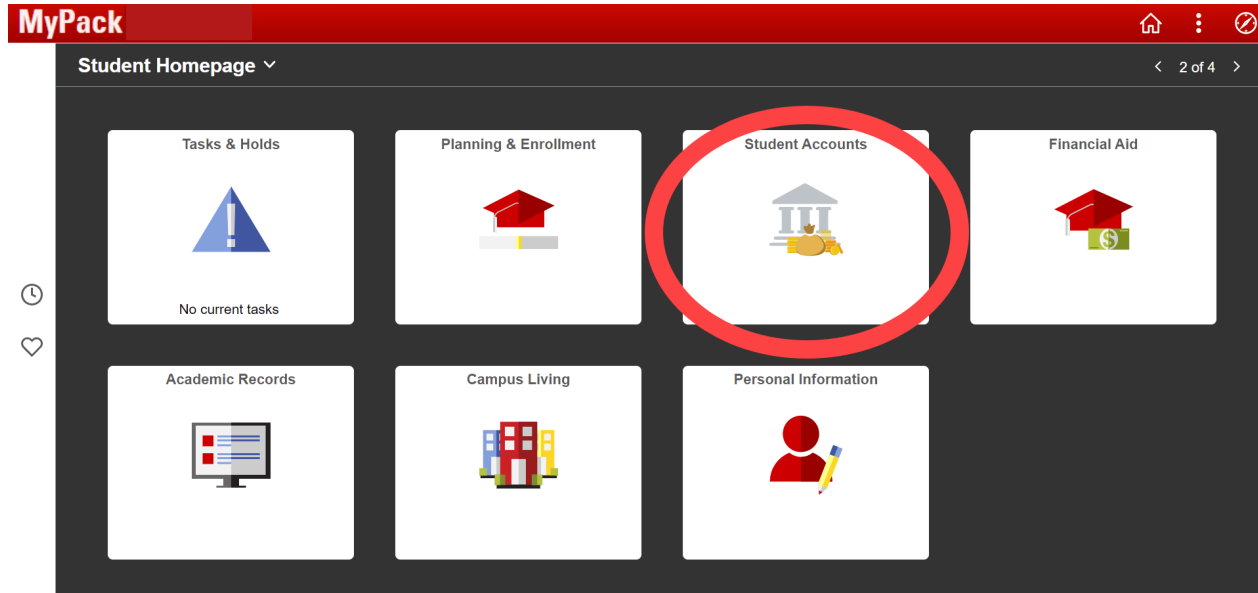
- GSA appointment does not qualify

**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

- 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
- View 1098-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**  
2025 Spring Term

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.

[Show graduate terms counted](#)

▼ **Current Term Support**  
Current Term 2023 Fall Term

**Benefit Eligibility**

In-State Tuition	✔
Out-of-State Tuition	✔
Health Insurance	✔
<b>If you meet these requirements</b>	
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	✔

**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 Homepage](#) Student Accounts

**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**

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- [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
- What I Owe
- Financial Responsibility
- Account History
- Billing Statements
- Print Term Statement
- View 1098-T
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- [GSSP Eligibility Summary \(Checklist\)](#)
- [GSSP Requirements At-A-Glance \(Semesters of Benefits Eligibility\)](#)

▼ **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

✔

✘ Declined

Health Insurance

**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
Student Accounts

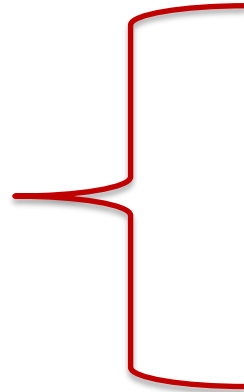
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Student not meeting criteria:

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

# Health Insurance

All students enrolled in degree seeking programs and enrolled in one or more credit hours are required to have health insurance



University Mandatory Health Insurance

OR

RA – TA Plan

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

# RA-TA Plan vs. Mandatory Plan/ 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 (Fall 2024 – \$1,182.28)	<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>

# 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



### NCSU Health Plan for RAs and TAs

00:18:22

#### CONTENT

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# 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](#)



Subscriber Information		BlueOptions <sup>®</sup>	
Subscriber Name:	Member Code:	NC State RA-TA	
X	00	Group No:	123456
Subscriber ID:		Rx BIN:	12345
X		Effective Date:	08/01/24
Member Responsibility:			
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 September 30<sup>th</sup>) or life event.

Enrollees	Monthly Premium
Student's Spouse	\$278.90
Student's Child	\$345.80
Student's Family	\$624.70

# 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\***
- 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 (Residency classification number) 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 image features a red rectangular logo in the top right corner with the text "NC STATE UNIVERSITY" in white, bold, sans-serif font. The background is a photograph of a tall, grey stone clock tower (Old Well) against a clear blue sky. The scene is framed by trees with yellow and orange autumn foliage. The sun is visible in the upper right, creating a lens flare effect. A large red banner at the bottom contains white text for the orientation event.

**NC STATE  
UNIVERSITY**

# Graduate Assistant Orientation

Kelly Rownd

Director of Career Readiness

# PROFESSIONAL DEVELOPMENT: WHY DO IT?

- **Boost Career Success**
  - Diversify skills
  - Increase strengths
  - Build network
- **High Return on Investment (ROI)**
  - Small level of time investment
  - Leads to significant long-term benefits
- **Build CV/Resume**
  - Earn certificates
  - Take assessments
  - Increase self-awareness AND skillsets
- **High Impact Experiences**
  - Move you beyond the classroom
  - Expand professional skill development



# PROFESSIONAL DEVELOPMENT: WHAT IT DOES

*Get the most out of your graduate education and become “career ready” by developing these areas of competency*

(Based on research by the National Association of Colleges and Employers)

## Our Five Competencies

What employers want in their new hires.



Oral & Written  
Communication



Teamwork &  
Collaboration



Career & Self-  
Development



Leadership &  
Management



Effectiveness &  
Well-Being

# 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?

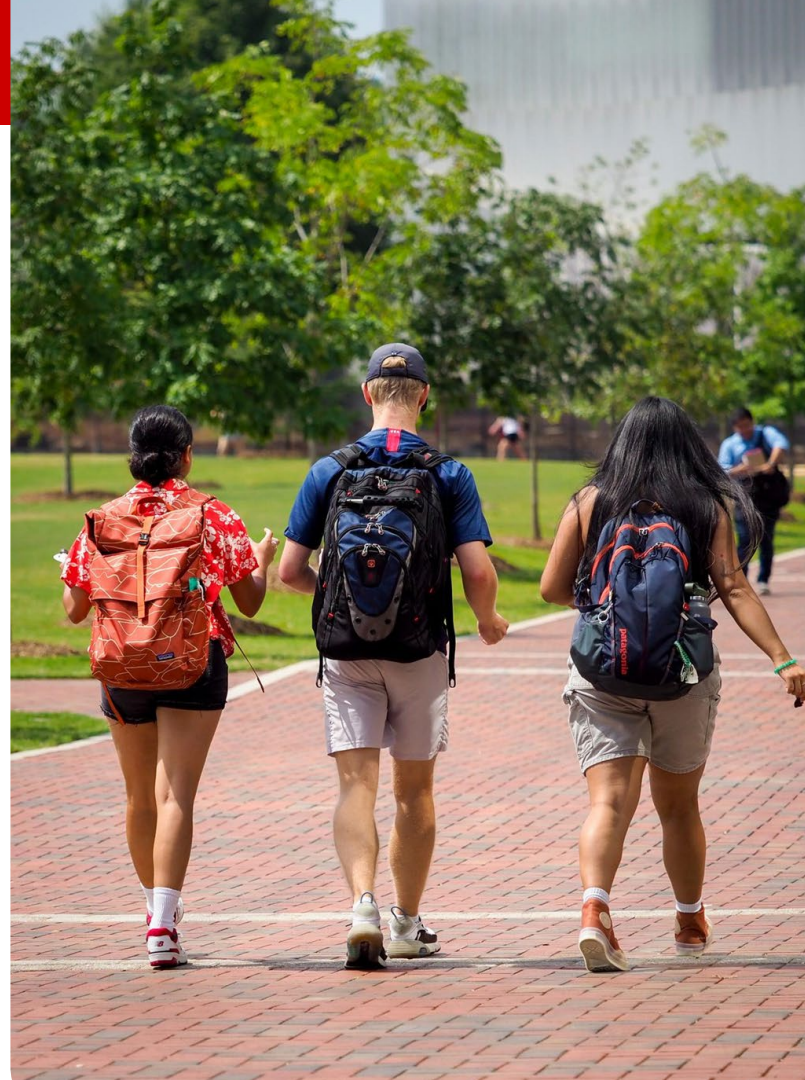




# BUILD YOUR COMMUNITY

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 NC State alumni network and campus community
  - Utilize the resources and workshops in the NC State 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



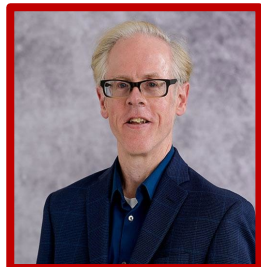
# THE PROFESSIONAL DEVELOPMENT TEAM



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



**Kelly Rownd**  
Director of Career Readiness



**Phil Tietjen, Ph.D.**  
Director of Teaching Programs



**Malaka Friedman, Ph.D.**  
Director of Communication Skills

Learn more about our team and our programs!

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