

# GSSP - DGP - Identifying 3rd Term OOS - Ineligible for TR

US citizens and Permanent Residents are no longer eligible for the Tuition Remission (difference between in-state and out-of-state tuition rates) benefit through GSSP beginning in their third semester of enrollment. These students are only eligible for the in-state tuition award and RA-TA health insurance.

Depending upon the timing of arrival in NC, out-of-state domestic students may need additional time beyond 2 semesters to obtain NC Residency (and be billed at the in-state tuition rate) as they await to apply and receive residency reclassification decisions from the Residency Determination Service (RDS) before their bills are due.

The Graduate School will contact the Domestic Out-of-State GSSP-eligible graduate students (*based on the department updating their Roster before bills are released*) the day after bills are released. This will allow them to notify the Graduate School regarding residency actions completed while they wait for the residency reclassification decision from RDS. We will then ask Student Accounts to prevent the student's schedule from being cancelled due to having an outstanding balance *if the only outstanding charge is TR*. This will allow the student time to go through the RDS process

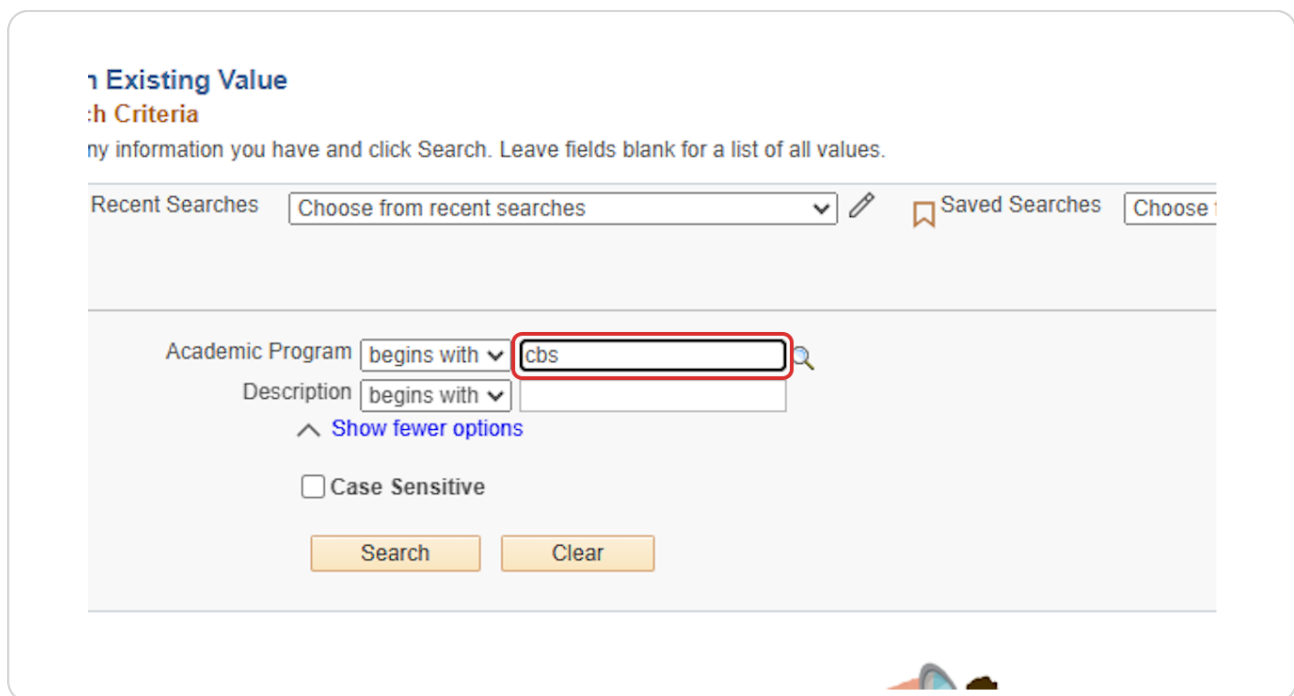
**DGP's and GSC's can identify the students who will be contacted by reviewing your Roster. DGP's and GSC's can also identify the students who likely did not request the TR due date extension.**

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## STEP 1

### Access your Program's Graduate Support Roster.

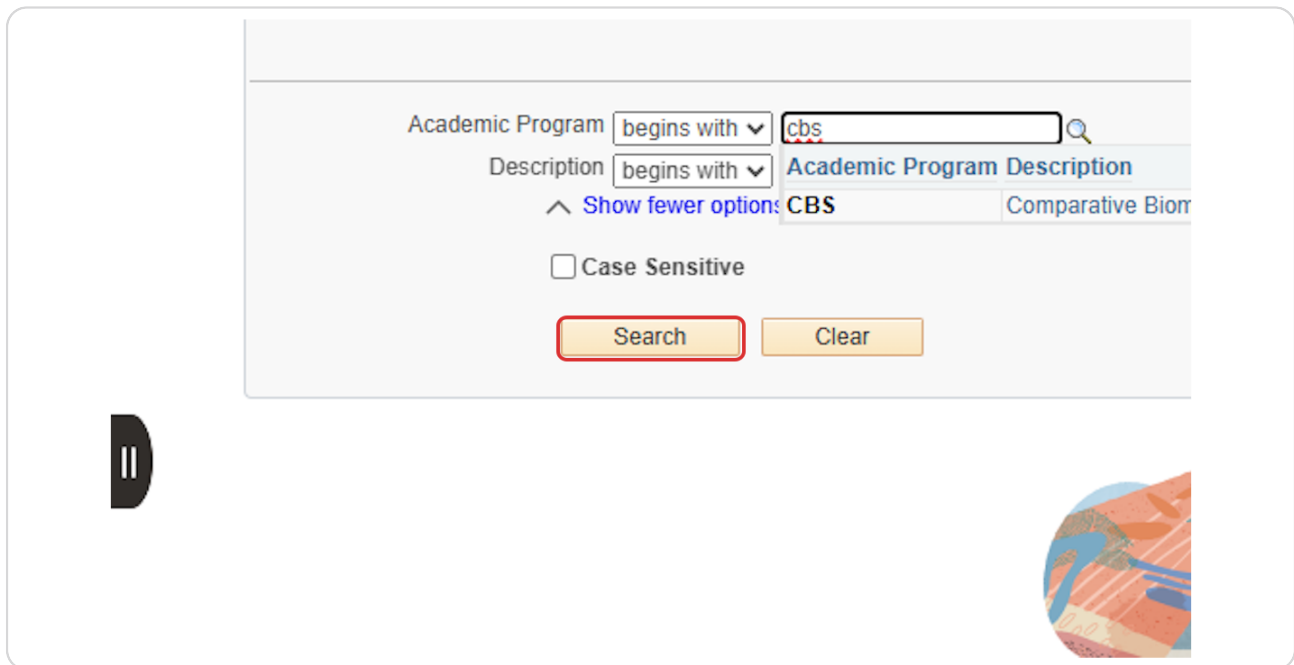
Instructions can be found [here](#).



The screenshot shows a web interface for searching a Graduate Support Roster. At the top, there is a section titled "Existing Value" with a sub-section "Criteria". Below this, a message states: "Any information you have and click Search. Leave fields blank for a list of all values." The interface includes a "Recent Searches" section with a dropdown menu labeled "Choose from recent searches" and a "Saved Searches" section with a dropdown menu labeled "Choose". The main search area contains two dropdown menus: "Academic Program" with the value "begins with" and a text input field containing "cbs", and "Description" with the value "begins with" and an empty text input field. A magnifying glass icon is next to the "Academic Program" input field. Below these fields is a link that says "Show fewer options" with an upward arrow. There is also a checkbox labeled "Case Sensitive" which is currently unchecked. At the bottom of the search area are two buttons: "Search" and "Clear".

## STEP 2

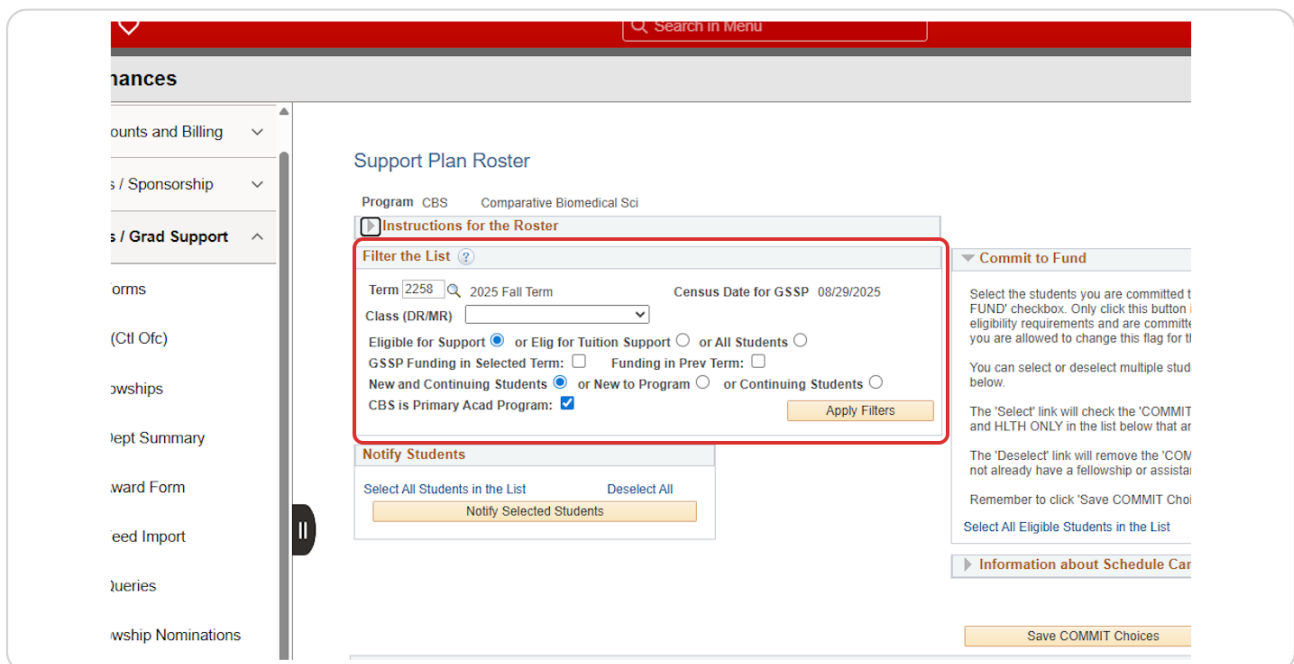
Select your program and click "search"



The screenshot shows a search interface for academic programs. It features two dropdown menus: "Academic Program" and "Description", both set to "begins with". The "Academic Program" dropdown has a search box containing "cbs" and a magnifying glass icon. Below the dropdowns, there is a link "Show fewer options" and a list of results: "CBS" and "Comparative Biom". A checkbox labeled "Case Sensitive" is present. At the bottom, there are two buttons: "Search" (highlighted with a red border) and "Clear".

## STEP 3

Adjust your Roster filters if needed



The screenshot shows the "Support Plan Roster" page. The left sidebar contains a list of navigation items: "Accounts and Billing", "Sponsorship", "Grad Support", "Forms", "Ctl Ofc", "Fellowships", "Dept Summary", "Award Form", "Award Import", "Awards", and "Fellowship Nominations". The main content area is titled "Support Plan Roster" and shows the "Program" as "CBS" and "Comparative Biomedical Sci". Below this, there is a section "Instructions for the Roster" with a "Filter the List" link. The "Filter the List" section contains several filters: "Term" (2258), "Class (DR/MR)" (2025 Fall Term), "Census Date for GSSP" (08/29/2025), "Eligible for Support" (radio button selected), "GSSP Funding in Selected Term" (checkbox), "Funding in Prev Term" (checkbox), "New and Continuing Students" (radio button selected), "New to Program" (radio button), "Continuing Students" (radio button), and "CBS is Primary Acad Program" (checkbox). An "Apply Filters" button is at the bottom right of the filter section. Below the filter section, there is a "Notify Students" section with links "Select All Students in the List" and "Deselect All", and a "Notify Selected Students" button. On the right side, there is a "Commit to Fund" section with instructions and a "Save COMMIT Choices" button at the bottom.

#### STEP 4

Click on "Eligible Out-State Tuit Also?" to filter your results. We are looking for students marked "NO" - these are your out-of-state students who are no longer eligible for Tuition Remission.

The screenshot shows a web application interface for managing student data. At the top, there are buttons for "Apply Filters", "Select All", and "Deselect All". Below these is a "Save COMMIT Choices" button. A red arrow points from the "Eligible Out-State Tuit Also?" column header in the table below to the "Save COMMIT Choices" button. The table has columns: Class, Detail, Residency, Previous Terms Attended, Acad Load, Eligible for Support if Full-Time?, Eligible Out-State Tuit Also?, Previous (Spring '25) Funding, Fall '25 GSSP Funding, COMMIT TO FUND, and SCHEDULE CANCELLATION. The last row shows a student with "OUT" residency and "NO" in the "Eligible Out-State Tuit Also?" column.

Class	Detail	Residency	Previous Terms Attended	Acad Load	Eligible for Support if Full-Time?	Eligible Out-State Tuit Also?	Previous (Spring '25) Funding	Fall '25 GSSP Funding	COMMIT TO FUND	SCHEDULE CANCELLATION
Doctoral		IN	2 of 8	Full-Time	eligible		RA/TA	Fellowship	<input checked="" type="checkbox"/>	
Doctoral		IN	2 of 8	Full-Time	eligible		RA/TA	Fellowship	<input checked="" type="checkbox"/>	
Doctoral		IN	2 of 10	Full-Time	eligible		RA/TA	RA/TA	<input checked="" type="checkbox"/>	
Doctoral		IN	8 of 8	Full-Time	HLTH ONLY		RA/TA		<input checked="" type="checkbox"/>	Extension
Masters		IN	0 of 4	Full-Time	eligible		None	RA/TA	<input checked="" type="checkbox"/>	
Doctoral		IN	0 of 10	Full-Time	eligible		None		<input checked="" type="checkbox"/>	
Doctoral		IN	0 of 10	Full-Time	eligible		None		<input checked="" type="checkbox"/>	
Doctoral		OUT	2 of 8	Full-Time	eligible	NO	Fellowship	RA/TA	<input checked="" type="checkbox"/>	

#### STEP 5

Click on "COMMIT TO FUND" to further filter your results to out-of-state students who are no longer eligible for Tuition Remission, who will be GSSP eligible in the selected term.

The screenshot shows a close-up of the table from the previous step. A red arrow points to the "COMMIT TO FUND" column header. The table shows the same data as before, but with the "COMMIT TO FUND" column highlighted. The last row shows a student with "OUT" residency and "NO" in the "Eligible Out-State Tuit Also?" column, who is now marked with a checkmark in the "COMMIT TO FUND" column.

Eligible Out-State Tuit Also?	Previous (Spring '25) Funding	Fall '25 GSSP Funding	COMMIT TO FUND	SCHEDULE CANCELLATION
	RA/TA	Fellowship	<input checked="" type="checkbox"/>	
	RA/TA	Fellowship	<input checked="" type="checkbox"/>	
	RA/TA	RA/TA	<input checked="" type="checkbox"/>	
	RA/TA		<input checked="" type="checkbox"/>	Extension

## STEP 6

Scroll down for students marked "NO" and who have a commit to fund or eligible appointment for the selected term.

64	<input type="checkbox"/>	Doctoral	IN	6 of 10	Full-Time	eligible	Fellowship	Fellowship	<input checked="" type="checkbox"/>
65	<input type="checkbox"/>	Doctoral	IN	0 of 10	Full-Time	eligible	None	Fellowship	<input checked="" type="checkbox"/>
66	<input type="checkbox"/>	Doctoral	IN	8 of 10	Full-Time	eligible	Fellowship	Fellowship	<input checked="" type="checkbox"/>
67	<input type="checkbox"/>	Doctoral	IN	11 of 10	Less 1/2	HLTH ONLY	None		<input checked="" type="checkbox"/>
68	<input type="checkbox"/>	Doctoral	IN	0 of 10	Full-Time	eligible	None		<input checked="" type="checkbox"/>
69	<input type="checkbox"/>	Doctoral	IN	2 of 10	Full-Time	eligible	Fellowship		<input checked="" type="checkbox"/>
70	<input type="checkbox"/>	Doctoral	IN	2 of 10	Full-Time	eligible	RA/TA	Fellowship	<input checked="" type="checkbox"/>
71	<input type="checkbox"/>	Doctoral	IN	0 of 10	Full-Time	eligible	None		<input checked="" type="checkbox"/>
72	<input type="checkbox"/>	Doctoral	IN	0 of 10	Full-Time	eligible	None		<input checked="" type="checkbox"/>
73	<input type="checkbox"/>	Doctoral	IN	6 of 10	Full-Time	eligible	RA/TA	RA/TA	<input checked="" type="checkbox"/>
74	<input type="checkbox"/>	Doctoral	IN	6 of 10	Full-Time	eligible	RA/TA	RA/TA	<input checked="" type="checkbox"/>
75	<input type="checkbox"/>	Masters	IN	0 of 4	Full-Time	eligible	None	RA/TA	<input checked="" type="checkbox"/>
76	<input type="checkbox"/>	Doctoral	IN	8 of 8	Full-Time	HLTH ONLY	RA/TA		<input checked="" type="checkbox"/> Extension
77	<input type="checkbox"/>	Doctoral	IN	2 of 10	Full-Time	eligible	RA/TA	RA/TA	<input checked="" type="checkbox"/>
78	<input type="checkbox"/>	Doctoral	IN	0 of 10	Full-Time	eligible	None	RA/TA	<input checked="" type="checkbox"/>
79	<input type="checkbox"/>	Doctoral	IN	0 of 10	Full-Time	eligible	None	RA/TA	<input checked="" type="checkbox"/>
80	<input type="checkbox"/>	Doctoral	IN	6 of 10	Full-Time	eligible	RA/TA		<input checked="" type="checkbox"/>
81	<input type="checkbox"/>	Doctoral	IN	2 of 8	Full-Time	eligible	RA/TA	Fellowship	<input checked="" type="checkbox"/>
82	<input type="checkbox"/>	Doctoral	IN	4 of 10	Full-Time	eligible	RA/TA	RA/TA	<input checked="" type="checkbox"/>
83	<input type="checkbox"/>	Doctoral	IN	4 of 8	Full-Time	eligible	Fellowship	Fellowship	<input checked="" type="checkbox"/>
84	<input type="checkbox"/>	Doctoral	IN	4 of 8	Full-Time	eligible	Fellowship	Fellowship	<input checked="" type="checkbox"/>
85	<input type="checkbox"/>	Doctoral	IN	0 of 10	Full-Time	eligible	None	Fellowship	<input checked="" type="checkbox"/>
86	<input type="checkbox"/>	Doctoral	IN	2 of 8	Full-Time	eligible	RA/TA	Fellowship	<input checked="" type="checkbox"/>
87	<input type="checkbox"/>	Doctoral	OUT	2 of 8	Full-Time	eligible	NO	Fellowship	RA/TA <input checked="" type="checkbox"/>
88	<input type="checkbox"/>	Doctoral	OUT	2 of 10	Full-Time	eligible	NO	Fellowship	Fellowship <input checked="" type="checkbox"/>
89	<input type="checkbox"/>	Doctoral	OUT	2 of 8	Full-Time	eligible	NO	Fellowship	RA/TA <input checked="" type="checkbox"/>
90	<input type="checkbox"/>	Masters	INTL	2 of 4	Full-Time	eligible	Yes	RA/TA	RA/TA <input checked="" type="checkbox"/>
91	<input type="checkbox"/>	Doctoral	OUT	0 of 8	Full-Time	eligible	Yes	None	Fellowship <input checked="" type="checkbox"/>
92	<input type="checkbox"/>	Doctoral	INTL	8 of 8	Full-Time	exception	Yes	RA/TA	RA/TA <input checked="" type="checkbox"/>
93	<input type="checkbox"/>	Masters	INTL	1 of 4	Full-Time	eligible	Yes	RA/TA	RA/TA <input checked="" type="checkbox"/>
94	<input type="checkbox"/>	Doctoral	INTL	4 of 10	Full-Time	eligible	Yes	RA/TA	<input checked="" type="checkbox"/>
95	<input type="checkbox"/>	Doctoral	INTL	2 of 10	Full-Time	eligible	Yes	RA/TA	RA/TA <input checked="" type="checkbox"/>

Students marked "NO" and who have commitment to fund through GSSP will receive the communication from the Graduate School.

We will share the dates for sending out the form and the submission deadline in monthly DGP/GSC update emails. It's essential that your Roster is updated before we contact students so we will know who to contact. Learn more [here](#).

IN	4 of 8	Full-Time	eligible		Fellowship	Fellowship	<input checked="" type="checkbox"/>
IN	4 of 8	Full-Time	eligible		Fellowship	Fellowship	<input checked="" type="checkbox"/>
IN	8 of 10	Full-Time	eligible		RA/TA	RA/TA	<input checked="" type="checkbox"/>
IN	0 of 10	Full-Time	eligible		None	Fellowship	<input checked="" type="checkbox"/>
IN	8 of 10	Full-Time	eligible		RA/TA	RA/TA	<input checked="" type="checkbox"/>
IN	2 of 8	Full-Time	eligible		RA/TA	Fellowship	<input checked="" type="checkbox"/>
OUT	2 of 8	Full-Time	eligible	NO	Fellowship	RA/TA	<input checked="" type="checkbox"/>
OUT	2 of 10	Full-Time	eligible	NO	Fellowship	Fellowship	<input checked="" type="checkbox"/>
OUT	2 of 8	Full-Time	eligible	NO	Fellowship	RA/TA	<input checked="" type="checkbox"/>
INTL	2 of 4	Full-Time	eligible	Yes	RA/TA	RA/TA	<input checked="" type="checkbox"/>
OUT	0 of 8	Full-Time	eligible	Yes	None	Fellowship	<input checked="" type="checkbox"/>
INTL	8 of 8	Full-Time	exception	Yes	RA/TA	RA/TA	<input checked="" type="checkbox"/>
INTL	1 of 4	Full-Time	eligible	Yes	RA/TA	RA/TA	<input checked="" type="checkbox"/>
INTL	4 of 10	Full-Time	eligible	Yes	RA/TA		<input checked="" type="checkbox"/>

**TIP – Departments may also contact these students to encourage them to look for our email. Click the box to the left of the student's name – this is the "Notify" column.**

ations

78	<input type="checkbox"/>					Doctoral		IN	0 of 10
79	<input type="checkbox"/>					Doctoral		IN	0 of 10
80	<input type="checkbox"/>					Doctoral		IN	6 of 10
81	<input type="checkbox"/>					Doctoral		IN	2 of 8
82	<input type="checkbox"/>					Doctoral		IN	4 of 10
83	<input type="checkbox"/>					Doctoral		IN	4 of 8
84	<input type="checkbox"/>					Doctoral		IN	4 of 8
85	<input type="checkbox"/>					Doctoral		IN	0 of 10
86	<input type="checkbox"/>					Doctoral		IN	2 of 8
87	<input checked="" type="checkbox"/>					Doctoral		OUT	2 of 8
88	<input checked="" type="checkbox"/>					Doctoral		OUT	2 of 10
89	<input type="checkbox"/>					Doctoral		OUT	2 of 8
90	<input type="checkbox"/>					Masters		INTL	2 of 4
91	<input type="checkbox"/>					Doctoral		OUT	0 of 8
92	<input type="checkbox"/>					Doctoral		INTL	8 of 8
93	<input type="checkbox"/>					Masters		INTL	1 of 4
94	<input type="checkbox"/>					Doctoral		INTL	4 of 10
95	<input type="checkbox"/>	200505474				Doctoral		INTL	2 of 10

er

**Click on "Notify Selected Students"**

☐ GSP Funding in Selected Term.   ☐ Funding in Prev Term.

☒ New and Continuing Students   ☐ or New to Program   ☐ or Continuing Students

CBS is Primary Acad Program: ☒

Apply Filters

**Notify Students**

[Select All Students in the List](#)   [Deselect All](#)

Notify Selected Students

You can select or deselect students by clicking the 'Select' link w/ and HLTH ONLY icon.

The 'Deselect' link w/ and HLTH ONLY icon is only shown if a student not already have a funding record.

Remember to click the 'Notify' link to notify selected students.

Information and Help

Save Changes

**Student Roster for 2025 Fall Term** ?

[Funding](#)   [Acad Info](#)   [Commitment Audit](#)   [...](#)

	Notify	ID	Name	Class	Detail	Residency	Previous Terms Attended	Acad Load
1	<input type="checkbox"/>			Doctoral		IN	6 of 10	No Units
2	<input type="checkbox"/>			Masters		IN	2 of 4	Less 1/2
3	<input type="checkbox"/>			Doctoral		IN	8 of 10	Full-Time
4	<input type="checkbox"/>			Doctoral		IN	8 of 10	Full-Time

Information and Help

The system will generate an email template from your unity email and will bcc: the unity email of the selected students. You can send your message directly to the student's NC State email account. Do not share specific student information due to FERPA.

## Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

### Notification from Dare Cook

From decook@ncsu.edu

To decook@ncsu.edu

CC

BCC | @ncsu.edu @ncsu.edu

Subject <From the desk of Dare Cook>

Message Text You can send your message directly to the student's NC State email account.

Do not share specific student information due to FERPA. |

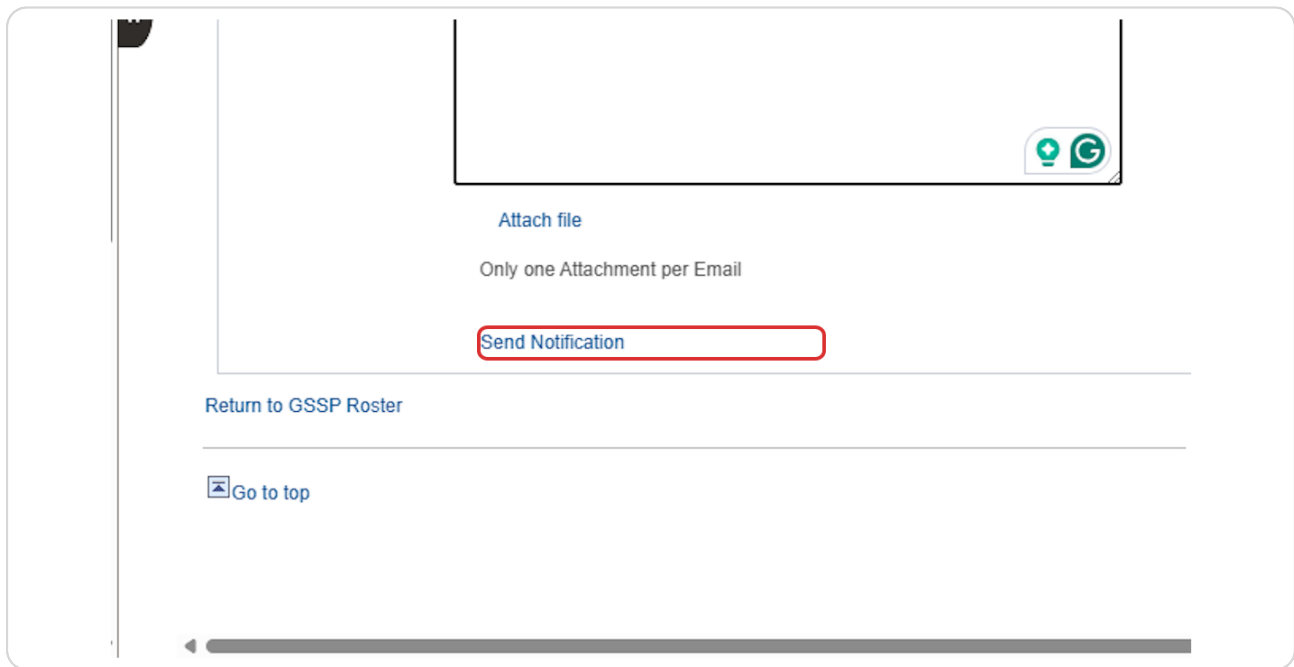
[Attach file](#)

Only one Attachment per Email

[Send Notification](#)

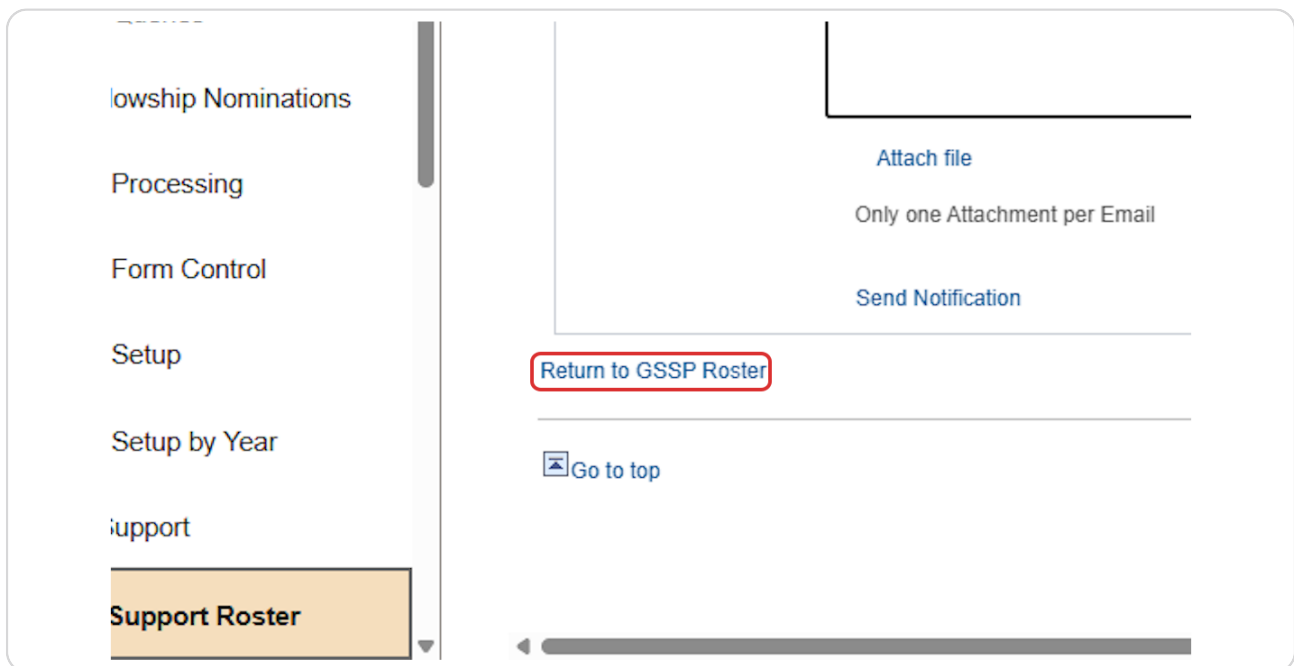
[Return to GSSP Roster](#)

Click on "Send Notification" and the email will be sent.



This screenshot shows a web interface for sending a notification. At the top right, there is a small icon with a green lightbulb and a green 'G'. Below this, the text "Attach file" is displayed in blue, followed by the instruction "Only one Attachment per Email". A red rectangular box highlights the "Send Notification" button. Below the button, there is a link "Return to GSSP Roster" and a "Go to top" link with an upward arrow icon. A horizontal scrollbar is visible at the bottom of the interface.

Click on "Return to GSSP Roster" to return to your Roster.



This screenshot shows the same web interface as the previous one, but with a sidebar on the left. The sidebar contains a list of menu items: "Scholarship Nominations", "Processing", "Form Control", "Setup", "Setup by Year", "Support", and "Support Roster". The "Support Roster" item is highlighted with an orange background. In the main content area, the "Return to GSSP Roster" button is highlighted with a red rectangular box. The "Send Notification" button is still visible below it. The "Go to top" link and the horizontal scrollbar are also present.