

# GSSP - DGP - Graduate Support Roster

The Graduate Support Roster (Roster) is a tool that allows departments to review all graduate students in their academic program(s) and select graduate students who meet GSSP eligibility criteria whom they intend to fund through the Graduate Student Support Plan (GSSP) for the upcoming semester.

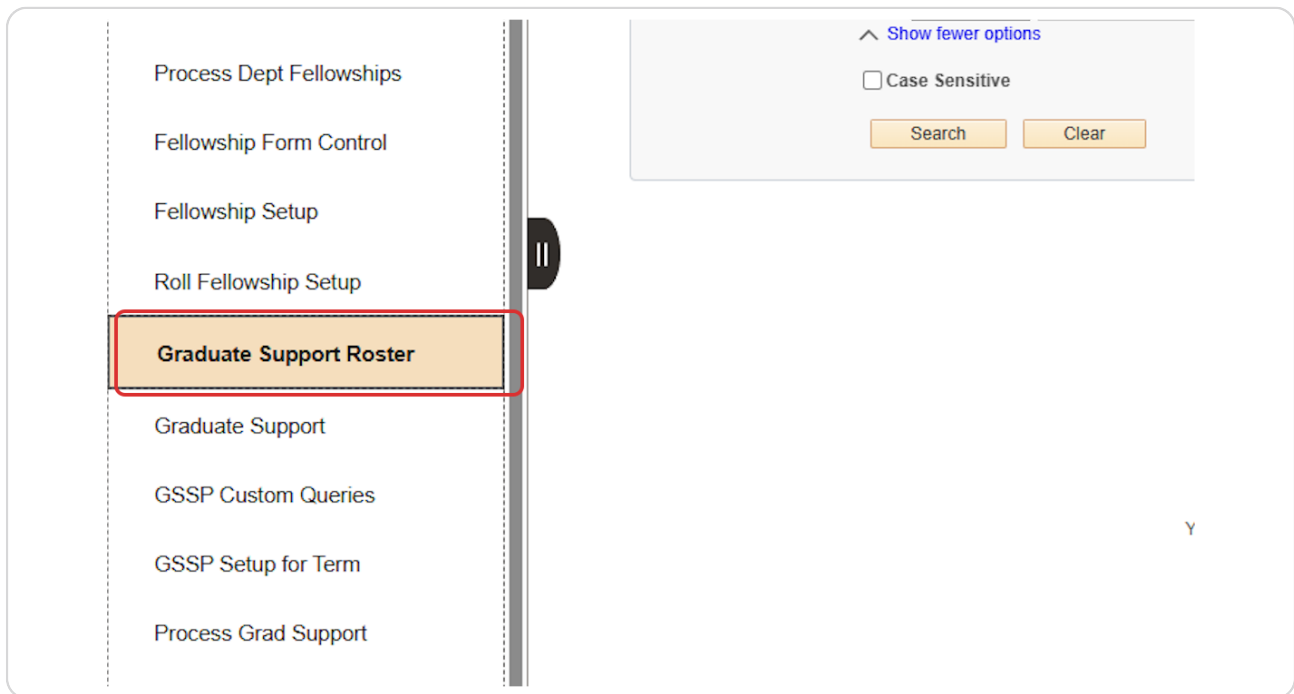
Find detailed instructions for the [Roster](#) with examples.

Navigation instructions can be found [here](#).

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## STEP 1

### Navigate to the Graduate Support Roster

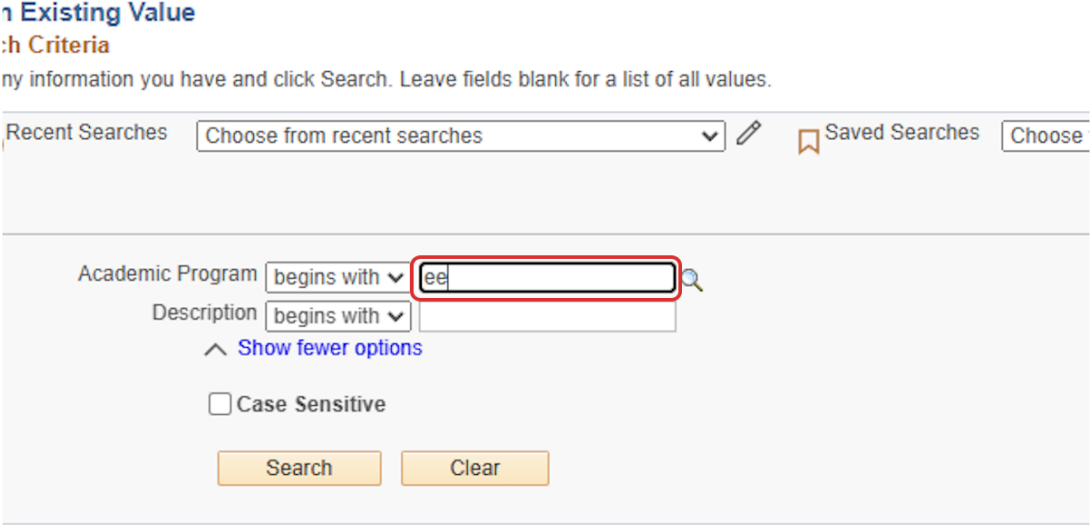


## STEP 2

### Search by Program Code

If the code is unknown, click the magnifying glass to select the program from a list of all programs.

Only one program can be listed at a time. If you work with different programs, you will have a separate roster for each program and need to update and monitor it for both programs.



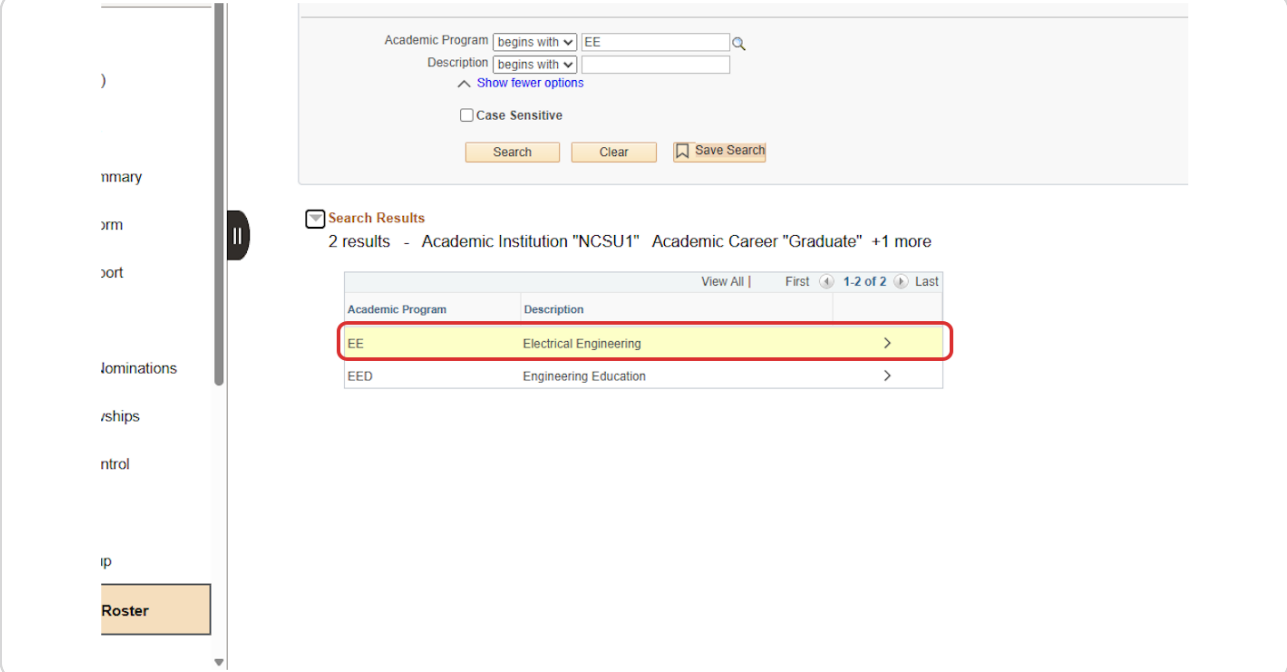
The screenshot shows a search interface with the following elements:

- Existing Value** and **Criteria** sections.
- Instruction: "Any information you have and click Search. Leave fields blank for a list of all values."
- Recent Searches**: A dropdown menu with "Choose from recent searches" and a magnifying glass icon.
- Saved Searches**: A button labeled "Choose".
- Academic Program**: A dropdown menu set to "begins with" and a text input field containing "ee". A magnifying glass icon is to the right of the input field.
- Description**: A dropdown menu set to "begins with" and an empty text input field.
- Show fewer options**: A link with an upward arrow.
- Case Sensitive**: An unchecked checkbox.
- Search** and **Clear** buttons.

## STEP 3

Select the appropriate program to be routed to the Roster for that program.

We will look at EE as an example.



The screenshot shows the search results and roster selection interface. On the left is a sidebar with a list of items, including "Roster" which is highlighted. The main content area shows the search criteria from the previous step, followed by the search results:

- Search Results**: 2 results - Academic Institution "NCSU1" Academic Career "Graduate" +1 more
- Table**: A table with two columns: "Academic Program" and "Description".

Academic Program	Description
EE	Electrical Engineering
EED	Engineering Education

The "EE" row is highlighted with a red box. To the right of the "Description" column, there are navigation controls: "View All", "First", "1-2 of 2", and "Last".

## STEP 4

You will land on the Roster. It will default to the upcoming term if enrollment has started for that term, students who are eligible for any kind of GSSP support, both new and continuing students and only students whose primary academic program was selected.

If enrollment has not started, that term will not be an option to select.

You can search for past semesters by editing this field and clicking "apply filters." However, the Roster is intended as a planning tool for future semesters, notifying the graduate school that you expect a student to qualify for GSSP benefits.

You can adjust filters to help narrow down your list. This is especially helpful for larger programs in quickly identifying students they plan to fund with GSSP benefits.

### Support Plan Roster

Program EE Electrical Engineering

► Instructions for the Roster

#### Filter the List ?

Term 2258 2025 Fall Term

Census Date for GSSP 08/29/2025

Class (DR/MR) ▼

Eligible for Support ☒ or Elig for Tuition Support ☐ or All Students ☐

GSSP Funding in Selected Term: ☐ Funding in Prev Term: ☐

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

EE is Primary Acad Program: ☒

Apply Filters

#### Notify Students

Select All Students in the List Deselect All

Notify Selected Students

#### Commit to Fund

Select the students you are committed to funding in this term. Only click this button if you know that the student meets the eligibility requirements and are committed to funding them. After the term starts, you are allowed to change this flag for the term.

You can select or deselect multiple students by filtering your list below.

The 'Select' link will check the 'COMMIT TO FUND' box for all students and HLTH ONLY in the list below that are not already committed.

The 'Deselect' link will remove the 'COMMIT TO FUND' flag from students who do not already have a fellowship or assistantship for the term.

Remember to click 'Save COMMIT Choices'.

Select All Eligible Students in the List Deselect All

Save COMMIT Choices

Student Roster for 2025 Fall Term ?

Personalize | Finish

Funding Acad Info Commit Audit

## STEP 5

### Simply click the "commit to fund" box for students you expect to qualify for GSSP benefits.

Approval of the GSSP-eligible assistantship is typically the last element of GSSP eligibility to be met. This gives the department time to complete the hiring action without making the student wait until all elements of GSSP eligibility are met before applying the benefits. This is especially helpful when student hiring actions are not completed by the [billing due date](#).

Fall Term

Census Date for GSSP 08/29/2025

☒ or Elig for Tuition Support ☐ or All Students ☐

ected Term: ☐ Funding in Prev Term: ☐

Students ☒ or New to Program ☐ or Continuing Students ☐

rogram: ☒

Apply Filters

View List

Deselect All

Selected Students

Commit to Fund

Select the students you are committed to funding in this term by clicking the 'COMMIT TO FUND' checkbox. Only click this button if you know that the student will meet all GSSP eligibility requirements and are committed to funding them. Aug 22, 2025 is the last day that you are allowed to change this flag for the term.

You can select or deselect multiple students by filtering your list and using one of the links below.

The 'Select' link will check the 'COMMIT TO FUND' box for all students marked as 'eligible' and HLTH ONLY in the list below that are not already committed or already funded.

The 'Deselect' link will remove the 'COMMIT TO FUND' flag only where the student does not already have a fellowship or assistantship for the term.

Remember to click 'Save COMMIT Choices'.

Select All Eligible Students in the List

Deselect All

Save COMMIT Choices

2025 Fall Term

Personalize

Find

1-405 of 405

Commit Audit

Name	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
	Doctoral	INTL	2 of 8	No Units	eligible	Yes	RA/TA		<input checked="" type="checkbox"/>	
	Doctoral	IN	10 of 10	No Units	HLTH ONLY		RA/TA		<input type="checkbox"/>	
	Doctoral	IN	14 of 10	No Units	HLTH ONLY		None		<input type="checkbox"/>	

## STEP 6

Click on "Save COMMIT Choices" to prompt the system to apply applicable GSSP benefits to that student record overnight.

The Roster will lock for updates on the fifth day of classes in a given semester. All minimum requirements must be actively met by Census to retain the expected GSSP benefits.

g in Prev Term: ☐

ogram ☐ or Continuing Students ☐

Apply Filters

Select All

Save COMMIT Choices

You can select or deselect multiple students by filtering your list and using one of the links below.

The 'Select' link will check the 'COMMIT TO FUND' box for all students marked as 'eligible' and HLTH ONLY in the list below that are not already committed or already funded.

The 'Deselect' link will remove the 'COMMIT TO FUND' flag only where the student does not already have a fellowship or assistantship for the term.

Remember to click 'Save COMMIT Choices'.

Select All Eligible Students in the List      Deselect All

Personalize | Find | 1-405 of 405

	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
	Doctoral		INTL	2 of 8	No Units	eligible	Yes	RA/TA		<input checked="" type="checkbox"/>
	Doctoral		IN	10 of 10	No Units	HLTH ONLY		RA/TA		<input type="checkbox"/>
	Doctoral		IN	14 of 10	No Units	HLTH ONLY		None		<input type="checkbox"/>
	Doctoral		INTL	4 of 10	No Units	eligible	Yes	RA/TA		<input type="checkbox"/>



The Roster will only apply the benefits the student is eligible for – not all students are eligible for In-State Tuition and Tuition Remission.



**TIP:** Utilize the Roster columns to identify if students are meeting all minimum GSSP requirements leading up to the Census deadline to qualify for GSSP benefits

- Enrolled Full time
- Qualified Appointment
- On-campus plans only

Full-time enrollment can be confirmed by checking the Academic Load column. The "Acad Info" tab lists the number of hours the student is enrolled in.

This field is automatically updated throughout the day.

Notify Selected Students

Remember to click 'Save COMMIT Choices'.  
[Select All Eligible Students in the List](#) [Deselect All](#)

Save COMMIT Choices

Student Roster for 2025 Fall Term

Personalize | Find |

Funding

Acad Info

Commit Audit

	Notify	ID	Name	Class	Detail	Residency	Previous Terms Attended	Acad Load	Eligible for Support if Full-Time?	Eligible Out-State Tuit Also?	Previous (Spring '25) Funding	Fall GSS Fun
1	<input type="checkbox"/>			Doctoral		INTL	2 of 8	No Units	eligible	Yes	RA/TA	
2	<input type="checkbox"/>			Doctoral		IN	10 of 10	No Units	HLTH ONLY		RA/TA	
3	<input type="checkbox"/>			Doctoral		IN	14 of 10	No Units	HLTH ONLY		None	
4	<input type="checkbox"/>			Doctoral		INTL	4 of 10	No Units	eligible	Yes	RA/TA	
5	<input type="checkbox"/>			Doctoral		INTL	1 of 10	Full-Time	eligible	Yes	RA/TA	
6	<input type="checkbox"/>			Doctoral		INTL	13 of 10	No Units	HLTH ONLY		RA/TA	
7	<input type="checkbox"/>			Doctoral		INTL	6 of 8	No Units	eligible	Yes	RA/TA	
8	<input type="checkbox"/>			Doctoral		INTL	6 of 8	Full-Time	eligible	Yes	RA/TA	
9	<input type="checkbox"/>			Doctoral		IN	6 of 10	No Units	eligible		RA/TA	
10	<input type="checkbox"/>			Doctoral		INTL	9 of 10	No Units	eligible	Yes	RA/TA	
11	<input type="checkbox"/>			Doctoral		INTL	4 of 8	No Units	eligible	Yes	RA/TA	
12	<input type="checkbox"/>			Doctoral		INTL	11 of 10	No Units	HLTH ONLY		None	

**Students with active qualifying appointments for the upcoming term will have "RA/TA" listed if they have an active assistantship or "Fellowship" if they have an active fellowship.**

The Commit to Fund boxes will grey out once the student has a qualifying appointment. If the student will not qualify for GSSP (likely because they will not enroll full-time), please notify [gradschool-gssp@ncsu.edu](mailto:gradschool-gssp@ncsu.edu).

This field is updated overnight. This will not update after Census.

Save COMMIT Choices

Personalize | Find | 1-407 of 407

	Acad Load	Eligible for Support if Full-Time?	Eligible Out-State Tuit Also?	Previous (Spring '25) Funding	Fall '25 GSSP Funding↓	COMMIT TO FUND
	No Units	HLTH ONLY		RA/TA	RA/TA	<input checked="" type="checkbox"/>
	No Units	eligible		RA/TA	RA/TA	<input checked="" type="checkbox"/>
	3/4 Time	eligible		RA/TA	RA/TA	<input checked="" type="checkbox"/>
	No Units	eligible	Yes	Fellowship	Fellowship	<input checked="" type="checkbox"/>
	No Units	HLTH ONLY		Fellowship	Fellowship	<input checked="" type="checkbox"/>
	No Units	HLTH ONLY		RA/TA		<input type="checkbox"/>
	No Units	eligible	Yes	RA/TA		<input type="checkbox"/>



If you have hired a student and the appointment is not reflected on the Roster the day after the hiring action is finalized, the appointment likely does not qualify for GSSP. Check the job type, appointment duration, and minimum stipend levels, and enter any corrections for approval by the Census deadline.



Monitor your Roster to ensure appointments are approved by Census and students are enrolled full-time at Census. If students fail to meet [all three minimum GSSP eligibility requirements](#), planned benefits will automatically be canceled, and charges will be returned to student accounts.



## Determining WHICH benefits the student will qualify for

The "Eligible for Support if Full-Time" column confirms if the student is eligible for tuition and health insurance (eligible) or if they are only eligible for the health insurance benefit (HLTH ONLY).

"Eligible" means the student is eligible for a tuition benefit. Notice that "HLTH ONLY" students have exceeded the number of semesters of tuition award eligibility.

Save COMMIT Choices								
Personalize   Find     1-405 of 405								
	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
	INTL	2 of 8	No Units	eligible	Yes	RA/TA		<input checked="" type="checkbox"/>
	IN	10 of 10	No Units	HLTH ONLY		RA/TA		<input type="checkbox"/>
	IN	14 of 10	No Units	HLTH ONLY		None		<input type="checkbox"/>
	INTL	4 of 10	No Units	eligible	Yes	RA/TA		<input type="checkbox"/>
	INTL	1 of 10	Full-Time	eligible	Yes	RA/TA		<input type="checkbox"/>
	INTL	13 of 10	No Units	HLTH ONLY		RA/TA		<input type="checkbox"/>

**The "Class" and Previous Terms Attended" columns help determine the number of semesters of tuition award(s) remaining.**

We cannot project future term eligibility as we do not know who will enroll in the future term. So, we can only calculate the number of enrolled semesters as GSSP eligibility is based on enrollment—this is the Previous Terms Attended column.










- X of 4 is a master's student
- X of 8 is a doctoral student with a previous related masters
- X of 10 is a doctoral student without a previous masters

Save Summary Changes							
Personnel							
Class	Detail	Residency	Previous Terms Attended	Acad Load	Eligible for Support if Full-Time?	Elig Out Tuit	
Doctoral		INTL	2 of 8	No Units	eligible	Yes	
Doctoral		IN	10 of 10	No Units	HLTH ONLY		
Doctoral		IN	14 of 10	No Units	HLTH ONLY		
Doctoral		INTL	4 of 10	No Units	eligible	Yes	
Doctoral		INTL	1 of 10	Full-Time	eligible	Yes	
Doctoral		INTL	13 of 10	No Units	HLTH ONLY		
Doctoral		INTL	6 of 8	No Units	eligible	Yes	

**The "Residency" and "Eligible for Out-State Tuit Also?" columns help determine which tuition award(s) a student may be eligible for.**

Residency displays "IN" for in-state students, "OUT" for out-of-state students, and "INTL" for international students.

Internationals receive tuition remission for the same number of semesters as in-state tuition. US Citizens who are not NC Residents are only eligible for the Tuition Remission award for the first two semesters of enrollment. [Learn more.](#)

Save COMMIT Choices									
Personalize   Find    									
	Class	Detail	Residency	Previous Terms Attended	Acad Load	Eligible for Support if Full-Time?	Eligible Out-State Tuit Also?	Previous (Spring '25) Funding	Funding
	Doctoral		INTL	2 of 8	No Units	eligible	Yes	RA/TA	
	Doctoral		IN	10 of 10	No Units	HLTH ONLY		RA/TA	
	Doctoral		IN	14 of 10	No Units	HLTH ONLY		None	
	Doctoral		INTL	4 of 10	No Units	eligible	Yes	RA/TA	
	Doctoral		INTL	1 of 10	Full-Time	eligible	Yes	RA/TA	
	Doctoral		INTL	13 of 10	No Units	HLTH ONLY		RA/TA	
	Doctoral		INTL	6 of 8	No Units	eligible	Yes	RA/TA	

We recommend sorting the "Eligible Out-State Tuit Also?" Column to identify US Citizens who are not NC Residents. These students will ONLY receive the in-state tuition award through GSSP.

Notice that these students are all out-of-state and have completed at least two semesters of enrollment.

Doctoral	OUT	0 of 10	No Units	eligible	Yes	None	<input type="checkbox"/>
Doctoral	OUT	0 of 10	No Units	eligible	Yes	None	<input type="checkbox"/>
Doctoral	OUT	7 of 8	No Units	eligible	NO	RA/TA	<input type="checkbox"/>
Doctoral	OUT	3 of 10	Less 1/2	eligible	NO	RA/TA	<input type="checkbox"/>
Doctoral	OUT	2 of 8	No Units	eligible	NO	Fellowship	<input type="checkbox"/>
Doctoral	OUT	2 of 8	No Units	eligible	NO	Fellowship	<input type="checkbox"/>
Masters	OUT	2 of 4	No Units	eligible	NO	None	<input type="checkbox"/>
Masters	OUT	2 of 4	Half-Time	eligible	NO	None	<input type="checkbox"/>
Masters	OUT	2 of 4	Full-Time	eligible	NO	None	<input type="checkbox"/>
Masters	OUT	2 of 4	No Units	eligible	NO	RA/TA	<input type="checkbox"/>
Doctoral	OUT	2 of 10	Full-Time	eligible	NO	Fellowship	<input type="checkbox"/>
Doctoral	OUT	2 of 10	Less 1/2	eligible	NO	Fellowship	<input type="checkbox"/>
Doctoral	IN	9 of 8	No Units	HLTH ONLY		None	<input type="checkbox"/>
Doctoral	IN	9 of 10	No Units	eligible		RA/TA	<input type="checkbox"/>
Doctoral	IN	8 of 8	No Units	HLTH ONLY		RA/TA	<input type="checkbox"/>
Doctoral	IN	8 of 8	No Units	HLTH ONLY		RA/TA	<input type="checkbox"/>
Doctoral	IN	8 of 10	No Units	eligible		RA/TA	<input type="checkbox"/>
Doctoral	IN	8 of 10	No Units	eligible		RA/TA	<input type="checkbox"/>
Doctoral	IN	8 of 10	No Units	eligible		RA/TA	<input type="checkbox"/>
Doctoral	IN	8 of 10	No Units	eligible		RA/TA	<input type="checkbox"/>

Students must be enrolled in on-campus plans to be eligible for GSSP benefits. To identify distance education students, filter the Roster to "All students" and utilize the "Eligible for Support if Full-Time" column.

Term

Census Date for GSSP 08/29/2025

Eligible for Tuition Support

or All Students

Term:

Funding in Prev Term:

ts

or New to Program

or Continuing Students

im:

Apply Filters

Deselect All

Selected Students

Select the students you are committed to funding in this term by clicking the 'COMMIT TO FUND' checkbox. Only click this button if you know that the student will meet all GSSP eligibility requirements and are committed to funding them. Aug 22, 2025 is the last day that you are allowed to change this flag for the term.

You can select or deselect multiple students by filtering your list and using one of the links below.

The 'Select' link will check the 'COMMIT TO FUND' box for all students marked as 'eligible' and HLTH ONLY in the list below that are not already committed or already funded.

The 'Deselect' link will remove the 'COMMIT TO FUND' flag only where the student does not already have a fellowship or assistantship for the term.

Remember to click 'Save COMMIT Choices'.

Select All Eligible Students in the List

Deselect All

Save COMMIT Choices

II Term

Personalize | Find | 1-133 of 133

Commit Audit

Name	Class	Detail	Prog Status	Residency	Previous Terms Attended	Acad Load	Eligible for Support if Full-Time?	Previous (Spring '25) Funding	Fall '25 GSSP Funding	COMMIT TO FUND
	Masters		Active	IN	2 of 4	No Units	NO-DISTED	None		<input type="checkbox"/>
	Masters		Active	IN	2 of 4	No Units	NO-DISTED	None		<input type="checkbox"/>
	Masters		Active	OUT	0 of 4	Full-Time	NO-DISTED	None		<input type="checkbox"/>
	Masters		Active	IN	2 of 4	No Units	NO-DISTED	None		<input type="checkbox"/>



## TIPS



### Roster Instructions and Help boxes

Please review the Roster Instructions. Included is a link to the GSSP Exception form and a link to our website, which includes the Roster instructions document linked earlier in this document.

The screenshot shows the 'Support Plan Roster' interface. On the left is a sidebar with navigation links: 'me', 'Accounts and Billing', 'wards / Sponsorship', 'ships / Grad Support', 'ship Forms', 'ships (Ctrl Ofc)', 'it Fellowships', 'ship Dept Summary', 'ship Award Form', 'ship Feed Import', and 'ship Queries'. The main content area is titled 'Support Plan Roster' and shows 'Program EE Electrical Engineering'. A red box highlights the 'Instructions for the Roster' section, which contains the following text:

Welcome to the Graduate Student Support Program (GSSP) Roster.

For the upcoming fall/spring term, the roster displays the students who are within allowed semesters for GSSP support (accounting for approved exceptions) and allows the department to select students they plan to fund through the GSSP process for the selected term. For more information about GSSP eligibility, please reference [this GSSP guide for Administrators](#).

Clicking the "commit to fund" box in the Student Roster below will place the full time tuition payment on the student account even if the student does not meet the full-time GSSP requirement. Click this button only if the department knows that the student will meet all GSSP eligibility requirements and is committed to funding them for the upcoming semester. If a fellowship/assistantship has not been provided or if the student is not full-time by census date for the term, GSSP support will be dropped and the student will be responsible for tuition and mandatory health insurance charges.

Departments can incorporate filters to narrow search results and prepare a list of graduate students in their academic program who may be eligible for GSSP benefits. Data can be sorted by clicking the column header or by downloading the results into Excel. DGPs/GSCs can submit a [GSSP Exception Request form](#) with appropriate justification, as needed.

For past terms, the results will show the GSSP status of students in the program in that term.

Below the instructions, there is a 'Filter the List' section with a search bar for 'Term' (set to 2258) and 'Class (DR/MR)', and a 'Commit to Fund' button. The 'Commit to Fund' button has a tooltip that reads: 'Select the students you are committed to funding FUND' checkbox. Only click this button if you know eligibility requirements and are committed to fund'.

Utilize the help boxes to understand columns and headings.

Click the ? to open an information box that explains the various filters and columns.

The screenshot shows the 'Support Plan Roster' interface with a red box highlighting the 'Filter the List' section. A tooltip is open, explaining the filters. The tooltip text is as follows:

Help - Filter the List

Filter the List

Select your filter values and then click 'Apply Filters'.

The 'Eligible for Support' filter will select students who are eligible for GSSP funding. The 'GSSP Funding in Selected Term' filter will select students who are eligible for GSSP funding in the selected term. The 'New and Continuing' filter will select students who are new or continuing. The 'EE is Primary Academic' filter will select students who are the primary academic advisor for the department.



## Emailing students from your Roster

Send notifications to students directly from the Roster. Select the box next to the student(s) you want to send a notification to.

**Student Roster for 2025 Fall Term** ?

Funding Acad Info Commit Audit

	Notify	ID	Name	Class	Detail	Residency	Previous Term: Attendance
1	<input type="checkbox"/>			Doctoral		INTL	2 of 8
2	<input type="checkbox"/>			Doctoral		IN	10 of 11
3	<input checked="" type="checkbox"/>			Doctoral		IN	14 of 15
4	<input type="checkbox"/>			Doctoral		INTL	4 of 11
5	<input checked="" type="checkbox"/>			Doctoral		INTL	1 of 11
6	<input type="checkbox"/>			Doctoral		INTL	13 of 14
7	<input type="checkbox"/>			Doctoral		INTL	6 of 8
8	<input checked="" type="checkbox"/>			Doctoral		INTL	6 of 8
9	<input type="checkbox"/>			Doctoral		IN	6 of 11
10	<input type="checkbox"/>			Doctoral		INTL	9 of 11
11	<input type="checkbox"/>			Doctoral		INTL	4 of 8

Click "Notify Selected Students"

**Grad Support** ^

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Term  2025 Fall Term Census Date for GSSP 08/29/2025

Class (DR/MR)

Eligible for Support ☒ or Elig for Tuition Support ☐ or All Students ☐

GSSP Funding in Selected Term: ☐ Funding in Prev Term: ☐

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

EE is Primary Acad Program: ☒

Apply Filters

**Notify Students**

Select All Students in the List Deselect All

Notify Selected Students

**Student Roster for 2025 Fall Term** ?

Funding Acad Info Commit Audit

	Notify	ID	Name	Class	Detail	Residency
1	<input type="checkbox"/>			Doctoral		INTL
2	<input type="checkbox"/>			Doctoral		IN
3	<input checked="" type="checkbox"/>			Doctoral		IN

The Roster will then open a dialog box with the student unity email addresses automatically added as bcc, from your unity email address.

Enter the message text in the box and add an attachment if you like. Click "Send notification" to send the notice.

The screenshot shows a web application interface for 'Campus Finances'. On the left is a sidebar menu with options like 'Welcome', 'Student Accounts and Billing', 'Dept Awards / Sponsorship', 'Fellowships / Grad Support', and 'Graduate Support Roster'. The main area is titled 'Send Notification' and contains a form for composing an email. The form fields are: 'From' (decook@ncsu.edu), 'To' (decook@ncsu.edu), 'CC' (empty), 'BCC' (MrWuf@ncsu.edu, Ms.Wuf@ncsu.edu, Turfy@ncsu.edu), 'Subject' (From the desk of Dare Cook), and 'Message Text' (empty). Below the form are buttons for 'Attach file', 'Send Notification', and 'Return to GSSP Roster'. A red box highlights the BCC field, and another red box highlights the 'Send Notification' button. A 'Go to top' link is at the bottom left.

**i** Do not include [FERPA](#) information in messages to multiple students.

 See a detailed student record in Grad Support.

Click the "Detail" link to be directed to the individual student record in Graduate Support.

in the List      Deselect All  
Notify Selected Students

THE SELECT LINK WILL DIRECT THE COMMIT TO FULL-TIME and HLTH ONLY in the list below that are not already in the list.


The 'Deselect' link will remove the 'COMMIT TO FULL-TIME' from the list of students who are not already have a fellowship or assistantship for the 2025 Fall Term.








Remember to click 'Save COMMIT Choices'.

Select All Eligible Students in the List      Deselect All

Save COMMIT Choices

for 2025 Fall Term ?      Personalize

Info      Commit Audit      

Name	Class	Detail	Residency	Previous Terms Attended	Acad Load	Eligible for Support if Full-Time?	Eligible Out-of-Tuition?
	Doctoral		INTL	2 of 8	No Units	eligible	Yes
	Doctoral		IN	10 of 10	No Units	HLTH ONLY	
	Doctoral		IN	14 of 10	No Units	HLTH ONLY	
	Doctoral		INTL	4 of 10	No Units	eligible	Yes
	Doctoral		INTL	1 of 10	Full-Time	eligible	Yes
	Doctoral		INTL	13 of 10	No Units	HLTH ONLY	
	Doctoral		INTL	6 of 8	No Units	eligible	Yes

Below is an example of an individual record in Graduate Support.

Click "RETURN" to return to your Roster.

←    ⌂    ❤    🔍 Search in Menu    🏠    📄    ⋮    ⌕

Campus Finances

Welcome

Student Accounts and Billing

Dept Awards / Sponsorship

Fellowships / Grad Support

Fellowship Forms

Fellowships (Clt Ofc)

Student Fellowships

Fellowship Dept Summary

Fellowship Award Form

Fellowship Feed Import

Fellowship Queries

Upload Fellowship Nominations

Fellowship Form Control

Fellowship Setup

Roll Fellowship Setup

Graduate Support Roster

Graduate Support

GSSP Custom Queries

Eligibility    Funding    Tuition    Insurance

RETURN

Current Graduate Support Term

Current Grad Support Term: 2025 Fall Term

Eligible for Tuition Support? **Ineligible** Student is not full-time in the 2025 Fall Term, and is not eligible for tuition support.

GSSP Summary

Term	Class	Tuition Residency	Acad Load	Note	Health Insurance Eligible	In-State Tuition Supp Eligible	Out-State Tuition Supp Eligible	Funding Source	TPC (click)	Payroll Deduct for Fees?	Previous Master's	GSSP Admit Term
GSSP Term Fall '25	Doctoral	OUT	No Unit Load	provisional full-time	Y	Y	Y		N	Y	Y	Fall '24
Current Term Spring '25	Doctoral	OUT	Enrolled Full-Time		Y	Y	Y	Research/Teaching Assistant	✓	N		

Program Stack Information

Career	Car #	Admit Term	Program	Plan	Status	Load	Units Load Term			
Graduate	0	Fall '24	EE	Electrical Engineering	14EEPHD	Electrical Engineering-PhD	Active	No Units	0.000	Fall '25

Residency

Residency: OUT    As Of Term: 2024 Fall Term    Visa(s):    RDS Status: International Student

Remission of out-of-state tuition for the 2025 Fall Term is allowed because the following checked conditions are met:

☐ Less than 2 terms of tuition remission

☐ International Student Exception

☐ Tuition Remission Override for Term

GSSP Eligibility

Final Term of Eligibility for Tuition Support: 2028 Spring Term

Classification: Doctoral

GSSP Admit Term: 2248    2024 Fall Term

1st Doctoral Term: 2248    2024 Fall Term

1st Masters Term

Admit Term Overridden?: ☐

Previous Master's: Y

Transcript Status: Verified

Overridden?: ☐

Max GRAD Terms: 8


Show GRAD terms for student



Eligibility    Override Details    Department Approval Details

Term	Class	Progress Units	Academic Load	Note	Census Status	Census Enrollment Term	Insurance	In-State	TR	Do Not Proceed
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## Student Schedule Cancellation

GSSP does not pay any student fees. If students do not pay their fees by the billing due date, or if they have other outstanding charges, their schedule for the upcoming term will be in danger of cancellation. You can identify these students by sorting your Roster by the "Schedule Cancellation" column.



Personalize   Find     1-114 of 114				
Eligible Out-Of-State Student Also?	Previous (Spring '25) Funding	Fall '25 GSSP Funding	COMMIT TO FUND ↑	<b>SCHEDULE CANCELLATION</b>
	Fellowship		<input type="checkbox"/>	
	None		<input type="checkbox"/>	
	None		<input type="checkbox"/>	
	None		<input type="checkbox"/>	

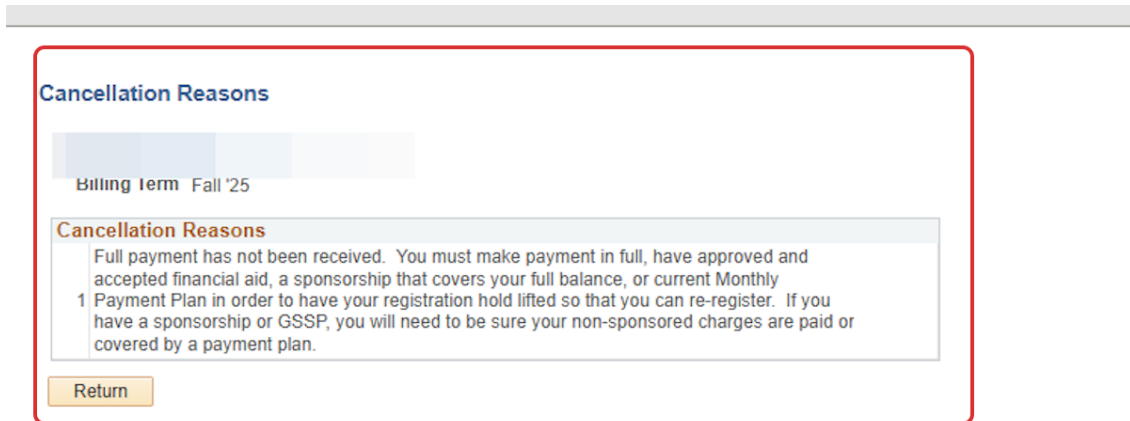
You can click on the status to learn more.

es	RA/TA	RA/TA		
es	RA/TA	RA/TA	<input checked="" type="checkbox"/>	
	None		<input type="checkbox"/>	<b><u>CANCELLED</u></b>
	None		<input checked="" type="checkbox"/>	<u>Extension</u>
	RA/TA		<input checked="" type="checkbox"/>	<u>Extension</u>
es	RA/TA	RA/TA	<input checked="" type="checkbox"/>	<u>Extension</u>
es	RA/TA	RA/TA	<input checked="" type="checkbox"/>	<u>Extension</u>
es	RA/TA	RA/TA	<input checked="" type="checkbox"/>	<u>Extension</u>

**"Cancelled" means that the student's schedule has been cancelled by Student Accounts due to having an outstanding balance by the billing due date.**

Students MUST contact Student Accounts to remit payment and request that the hold be lifted. The student can then re-enroll for the term.

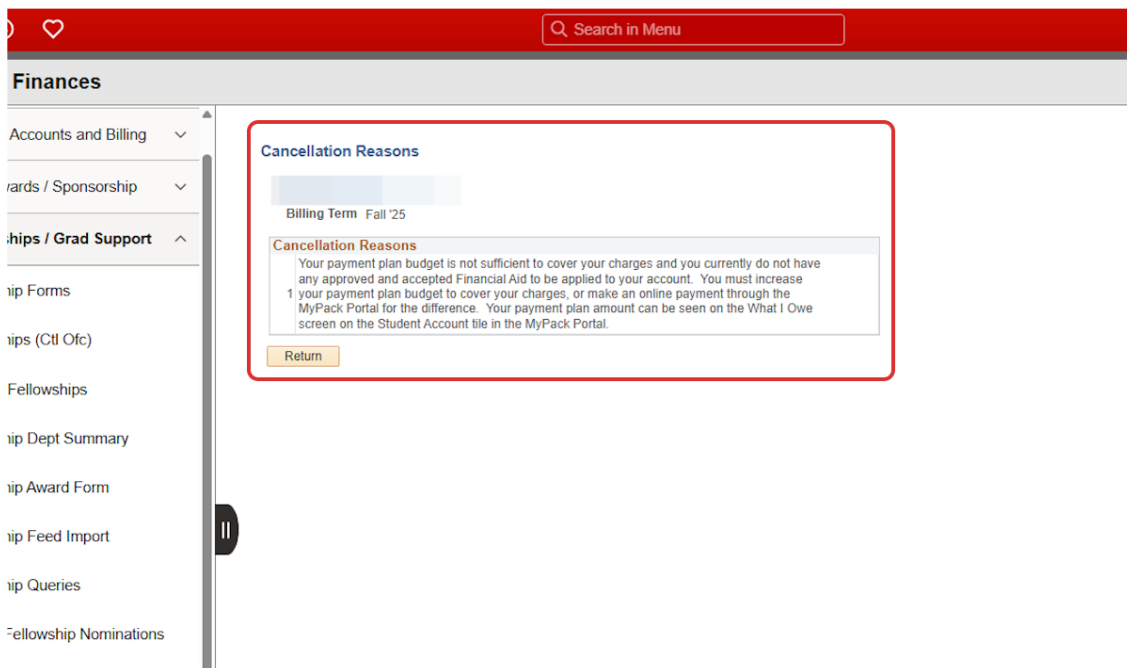
Students can see the same alert.



This screenshot shows a 'Cancellation Reasons' alert box. At the top, it says 'Billing term Fall '25'. Below that, under the heading 'Cancellation Reasons', is a message: 'Full payment has not been received. You must make payment in full, have approved and accepted financial aid, a sponsorship that covers your full balance, or current Monthly 1 Payment Plan in order to have your registration hold lifted so that you can re-register. If you have a sponsorship or GSSP, you will need to be sure your non-sponsored charges are paid or covered by a payment plan.' At the bottom of the box is a 'Return' button.

**"Extension" means the student has been granted an extension of the billing due date by Student Accounts.**

This is NOT the same as the TR due date extension. [LINK THE THIRD SEMSTER OOS DOCUMENT HERE.](#)



This screenshot shows a student portal interface. On the left is a sidebar menu with the following items: 'Accounts and Billing', 'wards / Sponsorship', 'ships / Grad Support', 'ip Forms', 'ips (Ctl Ofc)', 'Fellowships', 'ip Dept Summary', 'ip Award Form', 'ip Feed Import', 'ip Queries', and 'Fellowship Nominations'. The main content area has a red header with a 'Search in Menu' button. Below the header, the 'Finances' section is active. A 'Cancellation Reasons' alert box is displayed, containing the text: 'Your payment plan budget is not sufficient to cover your charges and you currently do not have any approved and accepted Financial Aid to be applied to your account. You must increase 1 your payment plan budget to cover your charges, or make an online payment through the MyPack Portal for the difference. Your payment plan amount can be seen on the What I Owe screen on the Student Account tile in the MyPack Portal.' A 'Return' button is at the bottom of the alert box.



If you cannot find a student on your Roster, adjust your filters and use column headings to sort your data.

## Uncheck the box for Primary Acad Program

This will display students in co-majors or dual degree programs to your Roster.

Program: EE Electrical Engineering

**Instructions for the Roster**

**Filter the List** ?

Term: 2258 2025 Fall Term Census Date for GSSP: 08/29/2025

Class (DR/MR): [v]

Eligible for Support ☐ or Elig for Tuition Support ☐ or All Students ☒

GSSP Funding in Selected Term: ☐ Funding in Prev Term: ☐

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

**EE is Primary Acad Program:** ☐

Apply Filter

**Notify Students**

Select All Students in the List Deselect All

Notify Selected Students

To identify these students, click the column "XX Prog Primary?" to sort the data. Students listed "NO" are majoring or minoring in other plans.

Save COMMIT Cho

Roster for 2025 Fall Term ?

Acad Info Commit Audit

ID	Name	Class	Detail	EE Prog Primary?	Prog Status	Residency	Previous Terms Attended
		Doctoral		No	Active	INTL	6 of 8
		Doctoral		No	Active	IN	5 of 10
		Doctoral		No	Active	INTL	4 of 8
		Masters		No	Active	IN	5 of 4
		Doctoral		Yes	Active	INTL	0 of 10
		Masters		Yes	Active	INTL	2 of 4
		Doctoral		Yes	Active	INTL	4 of 8
		Doctoral		Yes	Active	INTL	4 of 10

Click "Acad Info" to learn more about their active plans.

**Notify Students**

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

[Notify Selected Students](#)

The 'Deselect' link will remove the 'COMMIT' if the student has not already have a fellowship or assistantship.

Remember to click 'Save COMMIT Choices' after making changes.

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

[Information about Schedule Changes](#)

[Save COMMIT Choices](#)

Student Roster for 2025 Fall Term ?											
Funding Acad Info Commit Audit											
	Notify	ID	Name	Class	Detail	EE Prog Primary?	Prog Status	Residency	Previous Terms Attended	Acad Load	
1	<input type="checkbox"/>			Doctoral		No	Active	IN	5 of 10	Full-Time	
2	<input type="checkbox"/>			Doctoral		No	Active	INTL	4 of 8	Full-Time	
3	<input type="checkbox"/>			Doctoral		No	Active	INTL	6 of 8	Full-Time	
4	<input type="checkbox"/>			Masters		No	Active	IN	5 of 4	Full-Time	
5	<input type="checkbox"/>			Doctoral		Yes	Active	INTL	1 of 10	Full-Time	
6	<input type="checkbox"/>			Doctoral		Yes	Active	INTL	13 of 10	Full-Time	
7	<input type="checkbox"/>			Doctoral		Yes	Active	INTL	6 of 8	Full-Time	
8	<input type="checkbox"/>			Doctoral		Yes	Active	INTL	6 of 8	Full-Time	
9	<input type="checkbox"/>			Doctoral		Yes	Active	IN	6 of 10	No Units	

**The primary academic program will be displayed.**

Click the "funding" tab to return to the funding information for students in the selected program.

Student Roster for 2025 Fall Term ?						
Funding Acad Info Commit Audit						
	Notify	ID	Name	Class	Primary Acad Prog	Prev Mstr
1	<input type="checkbox"/>			Doctoral	Computer Engineering	N
2	<input type="checkbox"/>			Doctoral	Design	Y
3	<input type="checkbox"/>			Doctoral	Material Science & Engineering	Y
4	<input type="checkbox"/>			Masters	Computer Science	
5	<input type="checkbox"/>			Doctoral		N
6	<input type="checkbox"/>			Doctoral		N
7	<input type="checkbox"/>			Doctoral		Y
8	<input type="checkbox"/>			Doctoral		Y
9	<input type="checkbox"/>			Doctoral		N

## Search for "All Students"

This will display distance education students and students on an approved Leave of Absence in your Roster.

Port Plan Roster

Team EE Electrical Engineering

Instructions for the Roster

Filter the List ?

2258 2025 Fall Term Census Date for GSSP 08/29/2025

DR/MR

Eligible for Support

or Elig for Tuition Support

or All Students

Funding in Selected Term:

Funding in Prev Term:

and Continuing Students

or New to Program

or Continuing Students

s Primary Acad Program:

Apply Filters

by Students

Select All Students in the List

Deselect All

Notify Selected Students

Commit to Fund

Select the students you are committed to funding FUND' checkbox. Only click this button if you know eligibility requirements and are committed to fund you are allowed to change this flag for the term.

You can select or deselect multiple students by filling below.

The 'Select' link will check the 'COMMIT TO FUND' and HLTH ONLY in the list below that are not already.

The 'Deselect' link will remove the 'COMMIT TO FUND' if not already have a fellowship or assistantship for

Remember to click 'Save COMMIT Choices'.

Select All Eligible Students in the List

Deselect All

Click on "Eligible for Support if Full-Time?" to sort data by eligibility column.

Information about Schedule Cancellation

Save COMMIT Choices

Personalize | Find | 1-

Prog Status	Residency	Previous Terms Attended	Acad Load	Eligible for Support if Full-Time?	Eligible Out-State Tuition Also?	Previous (Spring '25) Funding	Fall '25 GSSP Funding	COMMIT TO FUND	SCHEDULE CANCELLATION
Active	INTL	6 of 8	Full-Time	eligible	Yes	RA/TA		<input checked="" type="checkbox"/>	
Active	IN	5 of 10	Full-Time	eligible		RA/TA	RA/TA	<input checked="" type="checkbox"/>	
Active	INTL	4 of 8	Full-Time	eligible	Yes	RA/TA	RA/TA	<input checked="" type="checkbox"/>	
Active	IN	5 of 4	Full-Time	HLTH ONLY		None		<input type="checkbox"/>	
Active	INTL	0 of 10	Full-Time	eligible	Yes	None	RA/TA	<input checked="" type="checkbox"/>	
Active	INTL	2 of 4	Full-Time	eligible	Yes	None		<input type="checkbox"/>	

**Distance Education students are displayed as not eligible for GSSP support.**

Active	IN	4 of 4	Less 1/2	NO-DISTED	None	<input type="checkbox"/>
Active	IN	2 of 4	Less 1/2	NO-DISTED	None	<input type="checkbox"/>
Active	IN	4 of 4	Less 1/2	NO-DISTED	None	<input type="checkbox"/>
Active	IN	1 of 4	Less 1/2	NO-DISTED	None	<input type="checkbox"/>
Active	IN	0 of 4	3/4 Time	NO-DISTED	None	<input type="checkbox"/>
Active	IN	2 of 4	Less 1/2	NO-DISTED	None	<input type="checkbox"/>
Active	IN	0 of 4	Full-Time	NO-DISTED	None	<input type="checkbox"/>
Active	IN	0 of 4	Full-Time	NO-DISTED	None	<input type="checkbox"/>
Active	IN	4 of 4	Less 1/2	NO-DISTED	None	<input type="checkbox"/>
Active	IN	0 of 4	Less 1/2	NO-DISTED	None	<input type="checkbox"/>
Active	IN	10 of 4	No Units	NO-DISTED	None	<input type="checkbox"/>
Active	IN	4 of 4	Less 1/2	NO-DISTED	None	<input type="checkbox"/>
Active	IN	1 of 4	3/4 Time	NO-DISTED	None	<input type="checkbox"/>
Active	IN	0 of 4	Half Time	NO-DISTED	None	<input type="checkbox"/>

**Click on "Prog Status" to identify students who are on an approved Leave of Absence.**

These students will not be enrolled in the selected term and do not need to be monitored.

MEMBER OF COURSE COUNCIL

Save COMMIT Choices

	Class	Detail	EE Prog Primary?	Prog Status	Residency	Previous Terms Attended	Acad Load	Eligible Support Time?
	Masters		Yes	LOA	IN	1 of 4	No Units	eligible
	Doctoral		No	Active	INTL	4 of 8	Full-Time	eligible
	Doctoral		No	Active	INTL	6 of 8	Full-Time	eligible
	Masters		No	Active	IN	5 of 4	Full-Time	HLTH C
	Doctoral		No	Active	IN	5 of 10	Full-Time	eligible
	Doctoral		Yes	Active	INTL	13 of 10	Full-Time	HLTH C
	Doctoral		Yes	Active	INTL	0 of 0	Full-Time	eligible